COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

Introduction

An Essential Functions Position Analysis (EFPA™) describes the classification/position and not the work of an individual employee. It is a critical tool to use when determining if or how a candidate's or employee's work restriction(s) may impact the traditional physical/mental/emotional demands of the position. The EFPA assists the parties to determine where discussions relating to reasonable accommodation(s) need to begin. The EFPA is intended to be a straightforward document providing the following: 1) core purpose of the position, 2) essential functions which are critical or fundamental to the successful performance of the position, 3) work environment and conditions where the essential functions are performed, 4) a listing of skills and abilities that an individual must possess to perform the essential functions, and 5) the mental and emotional demands required to successfully perform the essential functions. EFPAs are also key documents to provide to physicians to ensure that they understand the position and can identify specific work restrictions or activities that may not be safe for an individual to perform.

POSITION TITLE	DEPARTMENT / DIVISION
SECURITY OFFICER (Class Code #2828)	SHERIFF'S DEPARTMENT

I. Classification/Position Summary:

Assists sworn personnel in providing security and guarding County property, and properties of public agencies contracting Sheriff Department security services, against fire, theft, vandalism, and trespassing.

Position Details	Full time; Hourly
Work Hours / Hours per Week	Shifts vary depending on assignment and hours of assigned facilities; shifts may be possible 24 hours per day with certain assignments consisting of A.M., P.M. and graveyard shifts; shifts typically start 30-minutes prior to facility opening with facilities having daytime hours; 8 to 10 hours per day; 40 hours per week
Days of the Week	Monday through Sunday
Overtime /Holidays Required	Yes; as preapproved or assigned; if incumbent shift falls on weekend or holiday
Paid / Unpaid Breaks	According to contract, "each shift shall include a 30-minute lunch period and two (2) rest periods; one (1) scheduled during each half of the assigned shift." Paid breaks are taken as time, workload and/or staffing levels allow; incumbent is expected to respond to work demands as needed throughout full shift and breaks
Position represented by a Collective Bargaining Agreement?	Yes; Professional Peace Officers Association (PPOA) #621

NOTES: Positions allocated to this class are non-peace officer positions assigned to provide security in and around County facilities and properties of public agencies contracting Sheriff Department security services. Positions in this class are distinguished from the lower level class of Security Assistant, Sheriff by the requirement to carry a firearm while in the performance of their duties and more extensive knowledge of departmental security techniques, policies and procedures, and the exercise of independent judgment in providing security at both County facilities and other public facilities as designated by the Sheriff. Incumbents must distinguish between circumstances in which counseling, admonition and explanation will serve to maintain a peaceful environment or where the intervention of law enforcement personnel is necessary and respond to and/or report situations appropriately. Incumbents of this class serve a nine (9) month probationary period during which they receive training in the care and use of firearms, proper firearms safety procedures, and related training in Department regulations and legal limitations on the use of firearms or other forms of force under Section 831 of the Penal Code.

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II. Essential Functions of Classification/Position:

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. The following functions have been determined to be essential only after carefully evaluating them and determining the function is the primary reason for which the position was established, removing the function would fundamentally change or eliminate the need for the position, there is a lack of qualified employees available to perform such a function, and for some functions, there are severe consequences if the position is not required to perform the function, and the function requires specialized expertise. Essential Functions will be reviewed for each incumbent and the above criteria will be evaluated to ensure that a function remains essential for an applicant or employee in need of accommodation.

Essential Functions

Actual assignment hours may vary. This document is based on a 10-hour day and 40 hour per week schedule.

#	Description of Essential Functions	Percentage of Typical Workday / Notes
1	**PATROL DUTIES:** Works a fixed post or tours inner/outer perimeter of a facility or campus to detect or prevent individuals or groups from committing acts, which are injurious to others or to property within or around a facility; participates, with sworn personnel, in securing facilities and conducting searches; performs other related duties as assigned. It was clarified in interviews that incumbent performs security detail patrolling assigned County **Services Bureau** locations consisting of County Civic Center buildings and other service facilities (Department of Public Social Services, Department of Mental Health, medical centers, hospitals, libraries, etc.); may work in front lobbies, offices, hallways, common areas, etc.; facilitates the safe and secure operation of business for County Services Bureau ambassadors/visitors/patients/employees, etc. by ensuring visitor/patient safe and appropriate behavior, identifying and removing any safety hazards, answering questions of general public, involving sheriff officers in issues as required; identifies visitors needing passes to be on premises; may engage support from other parties as required to address identified issues requiring further attention (i.e. aggressive behavior, dangerous threats, etc.). It was also clarified in interviews that incumbent performs **Parks** detail patrolling assigned area(s) anywhere within assigned parks locations; utilizes vehicles and/or patrol on foot; provides patrol support to enforce all County ordinances and laws regarding parks' use, address homeless encampments, identify and manage property issues, permit violations, etc.; patrols parks for unauthorized use and/or trespassers; receives calls regarding any disturbances or illegal activity at assigned park locations; may engage support from other parties as required to address identified issues requiring further attention (i.e. vandalism, graffiti, broken gate locks, broken sprinklers, erratic behavior, dangerous threats, etc.). It was further clarified in interviews that incumbent performs **College** detail providing round-the-clock patrol of College locations; patrols campus grounds, parking areas and buildings; conducts inspections of facilities as required; patrols campus for unauthorized use and/or trespassers; assists police with searches and activity securement; monitors radio communications to proactively identify patrol needs; follows all rules/regulations established by college to ensure efficient and lawful operations.; engages support from other parties as required to address identified issues requiring further attention (i.e.	**25% to 90% of the shift**, depending on assigned detail, concurrent with essential duties #2,3,4,5,6,7,8,9,10,11,12,13

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	vandalism, graffiti, erratic behavior, dangerous threats, etc.).	
2	**FACILITY MONITORING / SUPERVISION:** Directs visitors to personnel and services within a facility; insures that only authorized employees, vendors or other appropriately identified persons are permitted access to closed or restricted areas and detains unidentified or unauthorized persons; responds to reports of ill or injured visitors or employees and notifies supervisors or other appropriate personnel if additional assistance is necessary; reports safety hazards, malfunctioning equipment, and other such matters to appropriate personnel; performs other related duties as assigned. It was clarified in interviews that incumbents constantly monitor radio calls throughout shift for the protection of property, visitors and staff of County facilities; maintains awareness of activities occurring throughout assigned facilities, parks, college, etc.; handles a specific situation or assign contract independent security; monitors visitors as they come and go throughout facility; responds to visitors inappropriate or erratic behavior; verbally engages visitors/patients being verbally abusive with direct goals to diffuse the situation; checks ID cards or passes for visitors entering the facilities; ensures all visitors have received appropriate visitor badge or escorts to appropriate area; ensures visitors have received appropriate visitor badge or escorts to appropriate area; detains individuals and may make private citizen arrest to any witnessed illegal activity; provides assistance to injured parties; conducts supervision of persons under 5150 holds. It was further clarified in interviews that incumbent monitors visitors/staff/patients within a variety of facility environments such as common areas, park structures, classrooms, athletic fields, parking lots, hallways, restrooms, behind buildings, surrounding streets and other similar areas as assigned; addresses conflicts in facilities with verbal de-escalation; interacts with sworn officers as necessary to ensure safety of employees and general public.	**Up to 100% of the shift**, concurrent with all other essential duties
3	**MISCONDUCT / ILLEGAL ACTIVITIES SUPPORT:** Intervenes to terminate injurious acts, conducts searches of individuals for weapons, illegal devices, or contraband and detains individuals for further investigation or arrest where circumstances and conditions warrant such action; investigates questionable acts or behavior observed or reported on premises and questions witnesses and suspects to ascertain or verify facts; pursues, apprehends and detains persons observed injuring others or damaging property, and detains suspects pending transportation and booking by local law enforcement agency; performs other related duties as assigned. It was clarified in interviews that incumbent engages suspects regarding misconduct and illegal activity; advises dispatch/supervisor/deputy of altercation orissue taking place via radio; identifies and engages persons regarding suspicious activity; follows all engagement/detainment rules and regulations; investigates reports of stolen items, drug use, verbal/physical altercations, vandalism, etc.; investigates selling prohibited items or possessing drugs/alcohol/weapons; may detain or assist deputy with detaining suspects; instructs individuals they are under arrest and for what charge; assists injured or emotionally upset individuals; may need to engage in physical restraint activities for aggressive suspects or during arrest activities; investigates left/abandoned backpacks, briefcases, packages etc.	**Zero to 50% of the shift**, depending on assigned detail, concurrent with essential duties #1,2,6,7,9,10,11,13

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	to identify owners. It was further clarified that may participate in search procedures if directed by Deputy Sheriff; conducts searches for entering buildings utilizing metal detector wands.	
4	**SPECIAL EVENT DETAIL:** It was clarified in interviews that incumbents may perform special event security to provide patrol and support of permitted events (i.e. holiday festivals, concerts, County events, etc.) in assigned patrol area(s); performs crowd control as needed; ensures all involved parties are following established rules and regulations; answers dispatched radio calls and use personal observations to identify violations; engages with parties to resolve non-violent disputes peacefully; mediates disputes between parties; issues administrative citations; uses authority to call for Deputy back-up if necessary.	**Zero to 100% of the shift,** depending on assigned detail, concurrent with essential duties #1,2,3,6,7,8,10,11,12,13
5	**PARKING ENFORCEMENT / TRAFFIC CONTROL:** May issue non-moving citations for routine infractions such as parking violations and perform other related duties as assigned. It was clarified in interviews that incumbent may issue parking violation citations and warning tags at assigned sites; monitors assigned and handicap parking authorization; places traffic cones to block off unauthorized areas; removes traffic cones at end of shift or event; performs traffic control at incident/accidents near assigned sites; sets up barricades at Hall of Justice in event of protest congregations.	**Zero to 10% of the shift,** depending on assigned detail, concurrent with essential duties #1,2,3,4,6,8,9,10,11
6	**REPORTS / RECORDS / CITATIONS:** Writes daily activity, incident, and non-employee injury reports; performs other related duties as assigned. It was clarified in interviews that incumbents are responsible for completing a variety of reports and records associated with the work performed in the assigned detail, including but not limited to issuing parking citations and warning tags; completes daily timesheet; writes memoranda for altercations, force, detainments, injuries, etc.; completes reports of misdemeanor, theft, found property, and violations within assigned detail; completes Private Person arrest report as required; completes required paperwork for incident and non-employee injuries; contributes to Deputy reports of criminal violations within assigned detail; completes electronic log of all activities conducted throughout shift; completes Tour of Duty equipment Report form. Incumbent maintains confidentiality of information and records as required.	**5% to 20% of the shift,** depending on assigned detail, concurrent with essential duties #1,2,3,4,5,7,9,10,11,12
7	**EQUIPMENT USAGE & MAINTENANCE:** Utilizes fixed and hand-held scanning devices to detect unauthorized weapons or devices; monitors alarm systems and electronic surveillance equipment and responds to locally activated fire, burglary, or other alarms; operates miscellaneous equipment and/or motor vehicles including use of bicycles as required in the conduct of routine patrol or to report to alternate assignment posts in accordance with emergent staffing needs; performs other related duties as assigned. It was clarified in interviews that incumbents across details practice and maintain proficiency in the use of appropriate Security Officer gear and equipment, may utilize a County-provided vehicle, may use a bicycle and gear, and may use other transport devices (i.e. Segway, ATV,	**Up to 100% of the shift,** concurrent with all other essential duties

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	etc.) in the course of work. It was also clarified in interviews that incumbents may be assigned a vehicle to conduct patrol and security duties, maintain responsibility for keeping vehicle clean, and report need for service. Other tools and equipment that incumbent may be required to utilize on occasion include but are not limited to: firearms, pepper spray, taser, Sam brown belt, two-way radios, flashlights, MDCs, digital cameras, surveillance equipment, panic alarms, radios, gloves, keys, protective vests, metal detector wands, etc. Clarification was provided in interviews that incumbents utilize standard office equipment such as computers, printers, scanners, copiers, fax machines, shredders, telephones, etc.	
8	**DRIVING:** It was clarified in interviews that incumbent drives a variety of County-owned vehicles and equipment such as cars, trucks, bicycles, all- terrain vehicles, etc. to patrol assigned areas; incumbents performing **Parks** detail drive between park locations within assigned area; incumbents performing **College/Service** detail drive patrol/hospital vehicle covering campus/facility grounds. Clarification provided that incumbent must exhibit solid judgment, regularly and reliably follow all traffic and safety rules, remain nimble and prepared, exhibit good reaction skills and be able to safely and professionally maneuver vehicles within a busy environment filled with pedestrians, skateboarders, bicyclists, students, etc.	**Zero to 60% of the shift**, depending on assigned detail, concurrent with essential duties #1,2,3,7,12
9	**COMPLIANCE / RULES AND REGULATIONS:** It was clarified in interviews that incumbents maintain current knowledge of all applicable codes, laws, and regulations for position; ensures compliance with all applicable laws throughout shift; receives and utilizes appropriate manuals as required; follows all applicable rules and regulations regarding use of force, arresting, on/off duty conduct, vehicle operation, radio use, badge use, uniform presentation, etc.	**100% of the shift,** concurrent with all other essential duties
10	**COURT DUTIES:** It was clarified in interviews that incumbent may be deposed in cases involving litigation against the County and pending litigation on other cases witnessed by incumbent; incumbent may be called to court for cases involving citations (i.e. parking citations, code violation citations, etc.) written by incumbent and may serve as a witness to provide information about operational protocols/parameters as part of pending litigation. It was further clarified in interviews that expert witness testimony may require several days of time and varies greatly on a case-by-case basis.	**Zero to 100% of the shift**, as needed
11	**CUSTOMER SERVICE / PUBLIC RELATIONS:** Reports safety hazards, malfunctioning equipment and other such matters to appropriate personnel; performs other related duties as assigned. It was clarified in interviews that incumbents across all details will work with coworkers, the general public, external agency professionals, as well as cross functionally with other County employees in the course of work, maintain a positive work environment, encourage a team	**100% of the shift,** concurrent with all other essential duties

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	approach, help provide solutions to remove barriers, and represent the County professionally in words, appearance, and actions. It was further clarified in interviews that incumbents are responsible for providing exceptional customer service and positive public relations on behalf of the County, associated with the work performed in the assigned detail.	
12	**EMERGENCY SUPPORT:** Relays reports of bomb threats to the appropriate law enforcement jurisdiction and participates in organized searches; performs other related duties as assigned. It was clarified in interviews that incumbents, depending on assigned detail, may be first on scene at emergency situations during patrol rounds and provide basic first aid and CPR for injured citizens, request additional medical assistance when required, independently observe or be flagged down by a citizen to assist with an injured/sick individual in need of help, and report identified or reported threats (i.e. weapons, bombs, suspicious packages, etc.). Incumbents are not expected to engage in physical altercations nor insert themselves into a violent situation already in progress, may observe the situation while calling in for additional help/back-up, provide assistance to colleagues in distress, and respond to other emergency situations as directed by Deputy and other superior officers.	**As needed**
13	**LEAD DUTIES:** Intervenes on behalf of lower level security personnel and/or assists them in the absence of a supervisor or sworn personnel; explains and interprets organizational procedures and practices to lower level security personnel; performs other related duties as assigned. It was clarified in interviews that incumbent may perform work direction and guidance to private contractor security officers; assigns staff to situations requiring immediate attention for emergency or safety reasons; enforces policies, procedures and uniform codes; answers and responds to questions and problems as they arise; trains new/contracted employees in the safe and proper use of a variety of equipment as well as mandated protocols; participates in job shadowing opportunities; ensures completeness and compliance with established procedures; tracks required trainings of personnel (i.e. firearms, etc.); maintains a positive working environment and working relationships with security officers; reports situations that may need disciplinary action to Supervisor.	**Zero to 100% of the shift,** concurrent with all other essential duties
14	**MEETINGS / PROFESSIONAL DEVELOPMENT:** It was clarified in interviews that incumbents participate in trainings upon assignment; attends briefings with Sergeants and Deputies to discuss operational details and share information; attends site staff meetings; participates in department-wide meetings as assigned; attends division meetings as required; meets with College, Park or Service Bureau facility administration staff as needed. It was further clarified in interviews that incumbent attends periodic training sessions as needed on a variety of specific work-related topics to further professional development;	**1-2 hours weekly**, depending on assigned detail 8-hour trainings 3-4 days per year

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	utilizes on-line training sessions as required; attends all required OSHA trainings; participates in applicable County-provided training as required on topics such as safe driving, sexual harassment, work procedures, new concerns, etc.; attends quarterly firearm qualification; participates in bicycle, Segway, ATV operation training; maintains active First Aid and CPR certification every two years; are responsible for attending a variety of meetings, trainings and briefings associated with the work performed in the assigned detail.	

III. No Non-Essential Functions

IV. Physical Requirements:

Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Weight Bearing Activities				
Weight Bearing *(standing & walking)*	Frequent to Continuous	8 Hours	1,2,3,4,5,7,9,11,12,13	Conducting conversations with others; using office equipment; completing paperwork; observing situations for safety; conducting searches; writing citations; making court appearances; conducting traffic/crowd control duties; detaining/arresting suspects; information gathering; using metal detector; checking badges and access permission; completing field interview; performing patrol duties; walking around assigned sites; obtaining supplies/paperwork; escorting visitors on college/facility grounds; performing emergency response duties; walking patrol areas; walking around office space. Incumbents may stand/walk throughout majority of shift, with stops and starts throughout. Incumbent bears the weight of an additional 15-20 lbs. of personal protective gear (i.e. Sam Brown belt, ballistic vest, etc.) throughout shift.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Standing	Occasional to Continuous	2 Hours	1,2,3,4,5,7,12,13	Conducting conversations with others; using office equipment; completing paperwork; observing situations for safety; conducting searches; writing citations; making court appearances; conducting traffic/crowd control duties; detaining/arresting suspects; information gathering; using metal detector; checking badges and access permission; completing field interviews.
Walking	Occasional to Frequent	60 Minutes	1,2,3,4,5,7,9,11,12,13	Performing patrol duties; walking around assigned sites; obtaining supplies/paperwork; escorting visitors on college/facility grounds; performing emergency response duties; walking patrol areas; walking around office space. Incumbents may walk throughout majority of shift, with stops and starts throughout.
Walking *on uneven terrain*	Occasional to Continuous	20 Minutes	1,2,3,4,5,7,9,11,12,13	Performing patrol duties; walking around assigned sites; obtaining supplies/paperwork; escorting visitors on college/facility grounds; performing emergency response duties; walking patrol areas; walking around office space. Incumbents will walk throughout majority of shift, with stops and starts throughout.
Running	Infrequent to Seldom	2 Minutes	5,12	Responding quickly to an incident; assisting deputy with pursuit or combative individual; performing emergency response duties.
Jumping	Never	N/A	N/A	N/A
Climbing *ladder, stairs, stools*	Infrequent to Occasional	1 Minute	1,3,7,12	Utilizing stairs in multi-story buildings; using step stool to reach supplies; accessing roof tops for patrol; climbing grandstands and bleachers at colleges.
Balancing *above ground*	Infrequent to Frequent	10 Minutes	1,3,7,12	Utilizing stairs in multi-story buildings; using step stool to reach supplies; riding bicycles; accessing roof tops for patrol; climbing grandstands and bleachers at colleges.

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Bending *at the waist*	Seldom to Occasional	Seconds repetitively	1,2,3,4,5,7,8,12	Lifting/reaching abandoned property; storing/retrieving items from trunk; retrieving files and equipment; picking up debris; using office equipment; loading paper into copier; getting in and out of vehicle; accessing lower drawers and shelves; completing paperwork; checking under vehicles; detaining/arresting suspects; conducting searches; performing minor maintenance; looking for evidence or abandoned weapons.
Twisting at waist *side to side*	Seldom to Occasional	Seconds repetitively	1,2,3,4,5,7,8,12	Monitoring work environment for officer and others' safety while on patrol; driving; speaking with someone while seated; restraining suspects if required; detaining/arresting suspects; maneuvering in L-shaped desk configuration; retrieving supplies/property; speaking with multiple parties.56
Stooping *slight bend at knees*	Seldom to Occasional	1 Minute	1,2,3,4,5,7,8,12	Conducting conversations with others; talking to a lost child; inspecting vehicles; inspecting and photographing graffiti; talking to drivers in vehicles; looking for evidence or abandoned weapons; retrieving files and equipment; detaining/arresting suspects; picking up debris; retrieving evidence; emergency response (i.e. first aid, CPR, etc.); using office equipment; loading paper into copier. Incumbent needs to be able to access move freely, sometimes in awkward positions to conduct essential duties of this position.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Squatting	Infrequent to Seldom	10 Minutes	1,2,3,4,5,7,12	Conducting conversations with others; talking to a lost child; inspecting vehicles; inspecting and photographing graffiti; detaining/arresting suspects; talking to drivers in vehicles; looking for evidence or abandoned weapons; retrieving files and equipment; picking up debris; retrieving evidence; performing emergency response duties (i.e. first aid, CPR, etc.); using office equipment; loading paper into copier. Incumbent needs to be able to access move freely, sometimes in awkward positions to conduct essential duties of this position.
Other / Sedentary / Non-Weight Bearing				
Sitting	Frequent to Continuous	3 Hours	1,2,3,4,6,7,8,9,10,11, 12,13,14	Driving County-owned vehicles/bicycles/ATVs; attending depositions/court appearances; attending meetings; computer data entry; writing reports and completing paperwork; observing situations for safety; observing situation from vehicle
Driving	Infrequent to Continuous	3 Hours	1,5,7,8,12	Driving County-owned vehicles/ATVs for patrol duties; riding bicycles
Kneeling *one or both knees*	Infrequent to Occasional	10 Minutes	1,3,4,5,7,12	Conducting conversations with others; talking to a lost child; inspecting vehicles; inspecting and photographing graffiti; talking to drivers in vehicles; detaining/arresting suspects; retrieving files and equipment; picking up debris; retrieving evidence; performing emergency response duties (i.e. first aid, CPR, etc.); using office equipment; loading paper into copier. Incumbent needs to be able to access move freely, sometimes in awkward positions to conduct essential duties of this position.
Crawling *on hands and knees*	Never*	N/A	1,12	*Emergency situations only (i.e. fire, active shooter)
Lying Down *back, side or stomach*	Never*	N/A	1,12	*Emergency situations only (i.e. active shooter)

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Upper Extremity / Arm Movement				
Pushing	Seldom to Occasional	1 Minute	1,2,3,4,5,7,12	Opening/closing doors; opening/closing file drawers; moving paperwork across desktop; opening/closing trunk on vehicle; assisting others in emergency situations; detaining/arresting suspects; performing emergency response duties; maneuvering office equipment/furniture.
Pulling	Seldom to Occasional	1 Minute	1,2,3,4,5,7,12	Opening/closing doors; opening/closing file drawers; moving paperwork across desktop; opening/closing trunk on vehicle; assisting others in emergency situations; detaining/arresting suspects; emergency response; maneuvering office equipment/furniture.
Reaching – above shoulder level	Seldom to Occasional	Seconds	1,2,3,4,5,7,12	Reaching for shoulder-mounted two-way radio; traffic/crowd control duties; performing emergency response duties; reaching for supplies/lockers above shoulder; signaling to coworkers and others.
Reaching – at shoulder level	Seldom to Occasional	1 Minute	1,2,3,4,5,7,8,12	Performing computer work; completing paperwork; observing situations for safety while standing; driving; using firearm/pepper spray and other safety gear; using two-way radio; retrieving abandoned property; detaining/arresting suspects; taking photographs.
Reaching – below shoulder level	Continuous	2 Hours	1,2,3,4,5,6,7,8,9,10,11,12,13 ,14	Performing paperwork and computer work; reaching for firearm, pepper spray, or other safety gear; driving; retrieving and moving abandoned property; utilizing office equipment; performing emergency response duties; detaining/arresting suspects; riding a bicycle, Segway or ATV.
Steering	Occasional to Continuous	4 Hours	1,7,8	Driving County-owned vehicles; riding a bicycle; using carts to move items.
Cervical Spine / Neck Movement				
Extension of the neck *looking upward*	Seldom to Occasional	1 Minute	1,3,4,5,7,8,9,12,14	Monitoring work environment for officer and others safety; observing hallway mirrors; conducting patrol duties; sitting while talking with a standing visitor; retrieving supplies from a high shelf; looking upstairs; looking at clock/calendar on wall; looking up buildings; observing weather conditions; conducting traffic/crowd control.

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Flexion of the neck *looking downward*	Seldom to Occasional	30 Minutes	1,2,3,4,5,6,7,8,9,10,11,12,13 ,14	Monitoring work environment for officer and others safety; conducting patrol duties; issuing citations; completing paperwork; observing situations for safety; computer usage; using shoulder-mounted two-way radio; speaking with seated person while standing; driving; conducting traffic/crowd control; conducting searches; detaining/arresting suspects.
Twisting of the neck *side to side*	Occasional to Continuous	Seconds at a time repetitively	1,2,3,4,5,7,8,9,12,13,14	Monitoring work environment for officer and others' safety; completing paperwork; observing situations for safety; entering data into computer; driving; riding a bicycle safely; using shoulder-mounted two-way radio; conducting traffic/crowd control; emergency response duties; conducting searches.

Upper Extremity / Hand Activities

Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Fine Manipulation	Occasional to Frequent	Seldom to Occasional	60 Minutes	1,2,3,6,7,12,14	Handwriting; dialing phone; using keys; turning knobs; using two-way radio; using flashlight buttons; filing; writing citations; conducting searches; using metal detector; searching through bags at security points; using computer mouse; firing weapons.
Keyboarding / Typing	Seldom to Occasional	Seldom to Occasional	30 Minutes	1,2,6,7	Using computer keyboard; completing daily activity; typing narrative for incident reports; entering data into computer; using email.
Simple Grasp	Occasional to Continuous	Seldom to Occasional	15 Minutes	1,2,3,5,6,7,8, 12,14	Using two-way radio; holding and turning keys; using writing instruments; holding flashlights, pepper spray, and other safety devices; holding hand gun in holster; holding telephone receiver; handling abandoned property; holding handlebars on bicycles; driving; conducting searches; using metal detector; searching through bags at security points.

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Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Up & Down Flexion of Wrist	Seldom to Frequent	Seldom to Occasional	Seconds	1,2,3,5,6,7,12	Writing; using keyboard for typing; signaling to coworker/citizen; performing emergency response duties; carrying out cleaning duties; moving hand from external mouse to keyboard; using flashlight, baton pepper spray, etc.; drawing hand gun; conducting searches; using metal detector; searching through bags at security points; detaining/arresting suspects.
Side to Side Motion of Wrist	Seldom to Frequent	Seldom to Occasional	Seconds	1,2,3,5,6,7,12	Manipulating paperwork; using computer mouse; performing emergency response duties; carrying out cleaning duties; moving hand from external mouse to keyboard; conducting searches; using metal detector; searching through bags at security points; detaining/arresting suspects.
Turning / Rotation of Wrist or Hand	Seldom to Occasional	Infrequent to Seldom	Seconds	1,2,3,7,12	Turning doorknobs; using keys; engaging ignition in vehicle; using handcuffs; using office equipment; clearing paper jams.
Gross Manipulation	Infrequent to Occasional	Infrequent to Occasional	10 Minutes	1,3,7,8,12	Alleviating emergency situations; retrieving/moving abandoned property; detaining/arresting suspects; assisting an injured person.
Powerful Grasp/ Tight Grasp	Infrequent to Occasional	Infrequent to Occasional	10 Minutes	1,3,5,7,8,12	Alleviating emergency situations; retrieving/moving abandoned property; driving; detaining/arresting suspects; using baton/handgun.

V. Lift/Carry Weight Requirements:

Weight Lifted / Carried (lbs.)	Frequency	Max. Height Lifted	Distance Carried	Examples of How Activity is Performed	Occurs in Essential Function(s)
1 to 10	Occasional to Frequent	Above Shoulder	100 Yards	Flashlight; two-way radio; pepper spray/taser/baton; firearm; ream of paper (5#); small office supplies (i.e. pens, pencils, etc.); paperwork; small property items; traffic cones; ballistic vest	1,2,3,6,7,12
11 to 25	Seldom to Occasional	To Shoulder	30 Yards	Backpacks; abandoned/homeless items; office equipment; boxes of supplies; Sam Brown belt	1,2,3,7,12

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26 to 50	Infrequent to Seldom	To Waist	3 Yards	Abandoned/homeless items (30-50#); emergency response duties; lifting bicycles; retrieving/removing various abandoned property (i.e. suitcases, boxes, shopping carts, etc.); barricades	1,2,3,7,12
51 to 75	Infrequent to Seldom	To Waist	3 Yards	Emergency response; retrieving/removing various abandoned property (i.e. suitcases, boxes, shopping carts, etc.); ability to drag people in event of an emergency; detaining/arresting activities	3,7,12
75 plus	Infrequent to Seldom	To Waist	3 Yards	Emergency response; retrieving/removing various abandoned property (i.e. suitcases, boxes, shopping carts, etc.); ability to drag people in event of an emergency; detaining/arresting activities	3,7,12
NOTES: It was clarified in interviews that incumbent will always wear approximately 25 lbs. of equipment on person. Incumbent may be required to assist an injured person up to and over 200 pounds, including assisting with lifting the person, as well as moving a person in case of an emergency and perform restraining activities.					

VI. Operational Requirements:

Description of Equipment/ Machinery/Vehicle	Typical Workday Usage/Operation	Description of Equipment / Machinery/Vehicle	Typical Workday Usage/Operation
Two-way radio*	Occasional to Frequent *(On person for entire shift)	Pepper spray; taser; flashlight; safety vest; tape recorder; digital camera	Seldom to Occasional
Computer and associated peripherals (i.e. printer, scanner, etc.)	Occasional	Office equipment (copier, shredder, FAX, etc.)	Seldom
Keys	Seldom to Occasional	Firearm	Infrequent to Seldom
Metal detectors	Infrequent to Frequent	Vehicles / ATV / Seway	Infrequent to Continuous
Bicycle	Infrequent to Continuous	N/A	N/A

VII. Work Environment:

Summary / Overview of Environmental Conditions: Job is performed primarily outdoors on County streets, parks, sidewalks, parking lot/structure, Colleges, buildings, offices, etc. Outdoor surfaces can be inconsistent and encompass a variety of surfaces such as concrete, grass, tile, wood, gravel, sand, temporary flooring, temporary stairs and other uneven surfaces. Incumbents will be

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exposed to inclement weather conditions when working outdoors. Incumbent may be assigned to drive vehicle for majority of workday. Indoor surfaces may include carpet, tile and linoleum. There is the potential for exposure to emergencies, dangerous situations and persons.

Workplace Environment/ Conditions/Exposures	Frequency	Description
Indoors	Seldom to Continuous	College and county buildings; offices; courtroom; inside County vehicles; hospitals; medical centers; libraries; County vehicles
Outdoors	Seldom to Continuous	Conducting patrol duties; parks; college campuses; streets; sidewalks; parking lots/structures; around County buildings; rooftops; community/special events
Customer / Public Contact	Continuous	Co-workers; other County employees; external agency partners; attorneys; Sheriff personnel; general public; County officials
Fragrances / Scents / Odors	Occasional to Continuous	Bodily odors; co-worker's fragrances/perfumes; food odors; restroom odors; pepper spray; cleaning supplies; gasoline; vehicle exhaust; narcotics/alcohol odors; grass clippings; urine/feces; abandoned property odors; stagnant water
Traffic	Infrequent to Continuous	Regular exposure to pedestrian and vehicle traffic in course of patrol duties across a variety of County locations; attending offsite meetings or trainings; community events; traffic/crowd control duties
Humid / Wet / Extreme Heat	Infrequent to Seldom	Indoor environment is climate-controlled; seasonal weather while performing duties outdoors; rain; fog; incumbents will work in inclement weather conditions with temperatures exceeding 100 degrees certain times of the year
Chemicals / Cleaners / Fumes / Vapors	Seldom to Frequent	Pepper spray; vehicle exhaust; hazardous materials storage duties; narcotics odors; land and structure fires; performing crowd/traffic control; vehicle exhaust
Excessive Noise / Decibels	Seldom to Frequent	General public noise; working special events; sirens and alarms in emergency situations; radio use; grounds keeping equipment; traffic noise; monitoring multiple radios simultaneously; angry/yelling patrons
Working Above Ground	Infrequent to Occasional	Using stairs; inspecting rooftops; riding bicycles; climbing bleachers and grandstands
Lighting / Lumen	Continuous	Direct and indirect sunlight outdoors; fluorescent/LED light indoors; dimmed lighting during night work; potential use of utility lights at night; stadium/park lighting
Bloodborne Pathogen Exposure / Working with Biohazards	Seldom to Frequent	Potential to encounter urine/feces/saliva/blood from general public/transient interactions, but not responsible for cleaning up; potential exposure to rodent waste from encampments; responding to nearby vehicle accidents
Dust, Fine Particles, Allergens	Infrequent to Continuous	Seasonal conditions when outdoors; incumbent will be outdoors majority of the shift
Vibration	Infrequent to Occasional	Driving vehicles and riding bicycles over uneven pavement
Corrosives / Toxic Substances	Infrequent to Seldom	Potential for exposure to toxic materials from homeless encampment clean-up process; potential exposure to rodent waste from encampments; responding to nearby vehicle accidents; pepper spray use
Low / High Voltage	Infrequent to Seldom	Potential for exposure to downed power lines; responsible for securing the area, but not engaging in removing lines

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Dangerous / Explosive Hazards	Infrequent to Occasional	Potential exposure to bomb threats, chemical weapons when engaged in field work; exposure to fuel spills and fuel leaks; suspicious packages
Confined Spaces	Never	N/A
Machinery	Never	N/A
Exposure to / Operation of Heavy Machinery	Infrequent to Seldom	Exposure to mowers at parks
Other	Seldom to Frequent	(1) May encounter physical situations from aggressive people or to access an injured person; (2) diffuses situations with verbal harassment from variety of parties; (3) has awareness of cultural diversity

VIII. Communication Abilities / Sensory Functioning:

Sensory Demand / Method	Frequency	Performed in Functions	Notes / Examples
Smell: *Distinguish odors, able to smell for dangerous gases, smoke, fires, spoiled food, vapors, dampness, waste, decomposing animals, etc.*	Frequent to Continuous	1,3,5,6,9,12	Emergency situations; to be able to smell fire or gas leak to alert other personnel; safe use of equipment; electrical burn; downed power lines; narcotics/alcohol from suspects
Sight: *Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.*	Continuous	1,2,3,4,5,6,7,8,9, 11,12,13,14	See in the normal visual range with or without correction according to employer guidelines; vision sufficient to distinguish objects, work safely in open areas with obstacles; operate vehicles; to read printed documents; exposure to computer screens; completing reports; monitoring work environment for officer and others safety; security and enforcement duties; traffic/crowd control duties; driving; riding bicycles; describing suspects, trespassers or vehicles

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Hearing: *Comprehend oral language and sounds and react appropriately.*	Continuous	1,2,3,4,5,6,7,8,9, 10,11,12,13,14	Hear in the normal audio range with or without correction according to employer guidelines; exposure to noise; two-way radio use; monitoring dispatch radios; answering phones; conversing with others; awareness of work environment; conducting investigations; interacting with public; traffic/crowd control duties; driving; riding bicycles safely; code alerts
Speaking: *Orally communicate information and ideas with comprehension*	Occasional to Frequent	1,2,4,5,9,10,11, 12,13,14	To assist co-workers; address suspects; responding to phone calls; conversing with others; using radio; detaining/arresting suspects; interacting with public; traffic/crowd control duties; code alerts
Reading: *Comprehend the written word*	Seldom to Frequent	1,2,3,4,5,6,7,8,9, 10,11,12,13,14	Printed material; computer data; forms; emails; handwritten notes and messages; citations; manuals and training materials; driving; various reports; codes
Writing: *Composing communications in writing*	Seldom to Occasional	3,4,6,9,14	Handwriting; computer data entry; notes and messages; incident report completion; reports/records; issuing citations; daily activity
Math: *Compute a series of numeric variables, measurements,*	Seldom to Occasional	1,6,7	Simple calculation checks on data entry being verified; dates and times; adding up fines on citations; timesheet completion

IX. Personal Protective Equipment / Safety Training and Devices:

Personal Protective Equipment and Safety Training and Devices: It was clarified in interviews that the following safety equipment is provided to incumbent: flashlights, two-way radio, digital recorders, pepper spray, gloves, particle/dust masks; uniform; vehicle and/or bicycle; bicycle gear; eye protection; helmets; protectives vest; Sam Browne; hand gun; batons; handcuffs; taser; whistle; rain gear. First aid kits and fire extinguishers are readily available; eye wash stations and emergency showers are also available in some locations.

Incumbent participates in all legally required trainings for position, as well as any elective or County-provided training as assigned by Supervisor.

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X. Position Qualifications:

Education/Training/Experience:	Graduation from high school or equivalent.
Licenses / Certifications:	A valid California Class C Driver License.
Physical Class:	4 - Arduous.
Other Requirements:	Age: Must be 18 years of age at time of filing.

XI. Mental and Psychological Demands of Position:

Mental / Psychological Demand	Required (Yes / No)	Occurs in Essential Functions	Notes / Examples
UNDERSTAND AND FOLLOW DIRECTIONS – with little or no direction	YES	1,2,3,4,5,6,7,8,9,10,11,12, 13,14	Ability to understand written or oral instructions and follow directions with little or no additional direction or supervision; ability to ask simple questions or request assistance and identify when assistance is needed; ability to recognize potential hazards and follow appropriate precautions.
MEMORY	YES	1,2,3,4,5,6,7,8,9,10,11,12, 13,14	Ability to remember locations and work procedures; ability to perform activities of a routine nature; ability to understand and remember detailed instructions; ability to remember details of incidents and suspects for court or otherwise.
REGULAR AND RELIABLE ATTENDANCE	YES	1,2,3,4,5,6,7,8,9,10,11,12, 13,14	Ability to perform activities within a schedule, maintain regular attendance and be punctual; ability to complete a normal workday and / or work week and perform at a consistent pace to meet productivity expectations.
PROBLEM SOLVING	YES	1,2,3,4,5,6,7,8,9,10,11,12, 13,14	Ability to set realistic goals or make plans independently of others; ability to respond appropriately to changes in the work conditions; ability to make independent decisions or judgments based on appropriate information.
ABILITY TO PERFORM COMPLEX AND VARIED TASKS	YES	1,2,3,4,5,6,7,8,9,10,11,12, 13,14	Ability to synthesize, coordinate and analyze data; ability to perform jobs requiring precise attainment of set limits, tolerances or standards; ability to perform a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure.

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ABILITY TO DEVELOP AND MAINTAIN POSITIVE WORK RELATIONSHIPS	YES	1,2,3,4,5,6,7,8,9,10,11,12, 13,14	Ability to get along with co-workers or peers; ability to get along with diverse groups of people and customers/clients; monitor and adjust personal behaviors to support positive work environment for company/organization; ability to interact appropriately with people; ability to respond appropriately to evaluation or criticism.
SUPERVISE/LEAD AND INFLUENCE OTHERS	YES	1,2,3,4,5,6,7,8,9,10,11,12, 13	Ability to negotiate with, instruct or supervise people; ability to convince or direct others; ability to perform work activities requiring negotiating, explaining or persuading.

XII. Persons Interviewed:

The following persons were interviewed as subject matter experts on the classification/position. Their signatures signify their agreement that to their best knowledge the document represents the current and traditional physical, mental and emotional demands of the classification/position and not of any one assignment or incumbent.

Name	Position Title	Signature	Date
Mark Lopez	Lieutenant	Retired	N/A
Luis Medina	Security Officer, Sheriff	Luis Medina	1-28-19
Yvonne O'Brien	Acting Captain, Director of Personnel	Yvonne O'Brien	4/23/21

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XIII. Sources:

Observed Position Performance: NO	**Job Description Utilized for Document Creation:** YES, document dated June 25, 2001	**Interviewed Participants:** YES on 11/6/18

In order to develop this Essential Functions Position Analysis, the Consultant utilized information which was provided by the above employer participants. It is the employers and participants noted above whom are ultimately responsible for confirming the accuracy of all information outlined in this report. Any changes made to this document will require the organization to obtain new signatures to again confirm changes are correct across the classification. It is recommended this document be reviewed periodically for accuracy prior to its intended use.

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