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
DEPUTY SHERIFF TRAINEE (Class Code #2707)	SHERIFF'S DEPARTMENT

I. Classification/Position Summary:

In a non-sworn capacity, participates in a basic law enforcement training program at the Sheriff's Training Academy as certified by the California Commission on Peace Officer Standards and Training (P.O.S.T.).

Position Details	Full time; Hourly; 22 week Sheriff Training Academy program
Work Hours / Hours per Week	Trainees' hours shall be at the discretion of the Academy or of the training personnel. Shifts are typically from 6:00 a.m. to 3:00 p.m.; incumbents work 8 hours per day; 40 hours per week; evening training occurs for some shifts
Days of the Week	Monday through Friday
Overtime /Holidays Required	Yes; as assigned or preapproved
Paid / Unpaid Breaks	Brief rest breaks occur at discretion of Academy staff; two unpaid 30-minute rest/meal breaks taken at assigned times although times may vary according to training schedule
Position represented by a Collective Bargaining Agreement?	No

NOTES: Positions allocable to this trainee class are characterized by participation in a formal law enforcement training program involving both classroom and practical instruction in subjects such as criminal law, evidence and investigation, patrol and traffic procedures, administration of justice, police/community relations and jail custody and operations. Incumbents must possess the ability to assimilate classroom instructions covering a wide variety of academic and technical subjects as well as physical skill and coordination to become proficient in firearm and weaponless defense techniques.

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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 an 8-hour day and 40 hour per week schedule.

#	Description of Essential Functions	Percentage of Typical Workday / Notes
1	**SHERIFF SIMULATION TRAINING:** Participates in a firearms training course: learns proper safety procedures, care and use of small arms, and Department regulations and legal limitations upon firearm use; receives classroom instruction and makes field observations of patrol procedures: learns radio operation techniques, vehicle stop procedures, and methods of traffic control; observes senior peace officers in the performance of various patrol procedures and techniques; performs other related duties as assigned. It was clarified in interviews that incumbent trains and tests in Sheriff operational and simulated situations; learns to assess situation on site; retrieves and participates in firearm training as well as loading, assembling, disassembling, cleaning, etc.; trains in arrest control and defensive techniques; learns correct and appropriate use of flashlights and batons; trains in simulated encounters with classmates acting as citizens; practices simulations of pat downs and verbal exchanges of arrested citizens; practices verbally deescalating people and situations; utilizes tactical communication; responds to codes; performs a variety of simulated Sheriff response vehicle handling such as high/low speed driving, skidpan, pursuit driving, reactionary drills, pull over techniques, traffic stops, reverse, etc.; performs a variety of Sheriff duties (i.e. less lethal weapons, unarming, weapon retention, hand cuffing, etc.); is exposed to pepper spray and tear gas while training in simulations; carries and/or drags victim dummies (165 lbs.) to safety. It was further clarified that incumbent participates in military drill and ceremony procedures; sounds off with powerful and commanding voice; performs flag saluting, raising and folding; participates in line-up and inspection of uniform; maintains pressed uniform and polished footwear; ensures equipment is cleaned and ready for each shift; partakes in marching, walking and running in group formation; participates in proper procedural knocking and entering of instructors' office. Clarification provided that incumbent participates in ride-a-longs with a Deputy Sheriff on assignment.	**Up to 88% of the shift,** concurrent with essential functions #2,3,4,5,6
2	**CLASSROOM KNOWLEDGE TRAINING:** Receives instruction in the interpretation and application of laws contained in various State codes and local ordinances such as the Penal Code, Vehicle Code, Welfare and Institutions Code, and Los Angeles County ordinances;	**6% to 80% of the shift,** concurrent with essential functions #1,3,6,7

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#	Description of Essential Functions	Percentage of Typical Workday / Notes
	receives instruction in basic criminal and traffic accident investigation procedures and techniques, including crime scene preservation, witness interrogation, and evidence collection; receives classroom instruction and makes field observations of patrol procedures: learns radio operation techniques, vehicle stop procedures, and methods of traffic control; performs other related duties as assigned. It was clarified in interviews that incumbent trains and learns Deputy Sheriff knowledge and etiquette in a classroom setting; listens to lectures, guest presenters and takes notes of materials in learning domains; watches videos; answers questions of instructors; learns penal, municipal, radio and safety codes; memorizes radio codes and abbreviations; completes reports and assignments; reads and studies study materials; learns laws of arrest, search and seizure; maintains notebook of study material, notes, and handouts. It was further clarified that incumbent takes tests on information regarding communication, spelling words, codes, etc., may retake failed tests during the duration of the academy, and may be orally quizzed spontaneously on codes and abbreviations. Incumbent may be disciplined for missing oral quizzing, not following directions, etc. with physical training discipline (i.e. pushups, running, etc.). It was further clarified that incumbent may learn topics such as history and chain of command of the Sheriff department, ethics and behavior of a Deputy Sheriff, first responder operations, self-presentation expectations, various necessary survival techniques, and memorizes verbal commands corresponding to various academy classroom lead positions.	
3	**LEADERSHIP DUTIES:** It was clarified in interviews that incumbent participates in leading and conducting daily class routines via Class Sergeant, Camera Recruit, Road Guard Recruit, EMT Recruit, Platoon Sergeant, etc.; memorizes and expresses exact commands to recruits in a loud, assertive manner; may lead class in daily calisthenics; reports directly to the Tactical staff and Drill Instructors; serves as messenger to Tactical staff regarding class issues; delivers attendance to staff; maintains materials in regards to class routines as outlined per the Recruit training manual. It was further clarified that incumbent, as Road Guard, blocks traffic as Trainees' cross roads during physical training; Camera Recruit will operate camera during drills and other training.	**Zero to 100% of the shift,** concurrent with all other essential functions
4	**PHYSICAL TRAINING:** It was clarified that incumbents participate in a physical training program for up to four hours per day with a minimum number of physical training sessions completed within the scope of the academy; performs activities including, but not limited to calisthenics, stretching, running, marching barrier, wall and fence climbing, pushups, sit ups, squat thrusts, air squats, pull ups, mountain climbers, planks, etc.; participates in obstacle courses climbing six foot walls, 8 foot fences, over and under obstacles and up/down flights of stairs; balances on beams; crawls under barriers; runs around barriers and through foot pursuit course; climbs up flights of stairs; practices running in formation with squad or class within stated time intervals; participates in body/dummy dragging, boxing, weapon defense and wrestling/grappling.	**9% to 50% of the shift**, concurrent with essential functions #1,3,6

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#	Description of Essential Functions	Percentage of Typical Workday / Notes
5	**DRIVING:** It was clarified in interviews that incumbent participates in Emergency Vehicle Operation Course (EVOC); practices and trains in various driving techniques; performs a variety of simulated Sheriff response vehicle handling such as high/low speed driving, skidpan, pursuit driving, driving in reverse, etc.; performs pursuit simulations.	**Zero to 25% of the shift,** concurrent with essential functions #1 Two days of academy
6	**COMMUNICATION / COLLABORATION:** It was clarified in interviews that incumbent remains attentive and engaged during instructional periods, physical training, and demonstrations; coordinates and collaborates with classmates in support of Deputy Sheriff training duties; interacts with classmates in regards to study materials; brainstorms ideas for reacting to Sheriff situations; discusses current events; engages in simulated investigations; acts as simulation team leader and team member when assigned; communicates directions clearly; communicates with instructors when necessary; interacts respectfully with diverse ethnic groups; is responsible to represent the County and Sheriff department in a positive manner throughout the academy duration through words, appearance, and actions.	**100% of the shift,** concurrent with all other essential functions
7	**REPORTS / NOTES / HOMEWORK:** It was clarified in interviews that incumbent performs all related note keeping as required; prepares homework, report writing, and assignments; takes notes; takes quizzes and exams; utilizes and studies Recruit training manual; prepares presentations; maintains instructional handouts and study notebook; maintains confidentiality of academy-related issues and County information. Incumbent may need to complete homework and report writing outside of stated academy/work hours if required.	**As required**

III. No Non-Essential Functions

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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)*	Occasional to Continuous	2 Hours	1,2,3,4,6,7	Standing at attention; participating in line up; boxing/wrestling participation, physical training, and stretching; performing class leadership duties; performing pat downs; listening to instructions and watching demonstrations; shooting, loading and maintaining firearms; firearm practice at gun range; assembling Sam Brown belt; assessing safety of arrest control simulation; simulating emergency radio calls; changing into and out of physical training gear; moving to and from classroom; conducting on-site simulated response activities; marching in formation; moving in and around academy and on a variety of surfaces; moving to and from vehicle; participating in training simulations.
Standing	Occasional to Continuous	60 Minutes	1,2,3,4,6,7	Standing at attention; participating in line up; boxing/wrestling participation, physical training, and stretching; performing class leadership duties; performing pat downs; listening to instructions and watching demonstrations; shooting, loading. and maintaining firearms; engaging in firearm practice at gun range; assembling Sam Brown belt; assessing safety of arrest control simulation; simulating emergency radio calls; changing into and out of physical training gear. It was clarified that most instances of standing are broken up with walking/running.
Walking	Seldom to Occasional	5 Minutes	1,2,3,4,6	Performing simulated performing arrest control techniques, to and from classroom; conducting on-site simulated response activities; marching in formation in and around academy and on a variety of surfaces; performing physical training activities to and from vehicle; participating in training simulations.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Walking *on uneven terrain*	Seldom to Occasional	5 Minutes	1,2,3,4,6	Performing simulated arrest controls; walking to and from classroom; conducting on-site simulated response activities in and around buildings and incidents and on a variety of surfaces; performing physical training activities; participating in training drills. Surfaces may include hillsides, slopes, structures, vehicles, roofs, grass, obstacles, curbing, dirt, slippery surfaces, etc.
Running	Seldom to Occasional	60 Minutes	1,3,4,6	Engaging in Deputy Sheriff simulations and physical training; performing obstacle courses; dragging victim dummies as quickly as possible; responding to instructor commands. Longer periods occur when performing endurance training and physical training activities outdoors.
Jumping	Infrequent to Seldom	3 Minutes	1,3,4	During drills and physical training, performing arrest control techniques over barriers, fences, and walls in obstacle courses.
Climbing *ladder, stairs, stools*	Infrequent to Occasional	2 Minutes	1,3,4	Climbing items such as stairs, obstacle course barriers, walls, fences, ropes, monkey bars, etc., and in and out of vehicle; engaging in physical training; climbing slopes and hills.
Balancing *above ground*	Infrequent to Seldom	Seconds	1,3,4	Climbing items such as stairs, obstacle course barriers, walls, fences, ropes, monkey bars, etc., and in and out of vehicle.
Bending *at the waist*	Occasional to Frequent	1 Minute Repetitively	1,2,3,4,7	Performing simulated emergency drills and tests; physical training on obstacle courses; getting in and out of vehicle; extricating a person from a vehicle; performing arrest control techniques; engaging in training drills; dressing in Sam Brown belt; changing into and out of physical training gear.
Twisting at waist *side to side*	Occasional to Frequent	2 Minutes Repetitively	1,2,3,4,5,6,7	Performing simulated emergency drills and tests; physical training obstacle courses; classroom activities; driving Sheriff vehicle; getting in and out of vehicle; performing arrest control techniques; dragging dummy victims; engaging in training drills; dressing in Sam Brown belt; passing out handouts.

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Stooping *slight bend at knees*	Seldom to Occasional	30 Minutes	1,3,4	Performing simulated emergency drills and tests; maintaining position of readiness; physical training obstacle courses; getting in and out of vehicle; performing arrest control techniques; dragging dummy victims; engaging in training drills; shooting firearms; practicing baton and flashlight use.
Squatting	Infrequent to Seldom	2 Minutes	1,3,4	Performing simulated emergency drills and tests; physical training obstacle courses; getting in and out of vehicle for simulation; extricating a victim from a vehicle; performing arrest control techniques; picking up victim dummy; engaging in training drills.
Other / Sedentary / Non-Weight Bearing				
Sitting	Occasional to Continuous	60 Minutes	1,2,3,4,5,6,7	Classroom work and lecture; driving and riding in vehicle; physical training; completing in-class assignments; completing reports/homework.
Driving	Infrequent to Occasional	5 Minutes Repetitively	1,5	Driving and training in Sheriff vehicle on courses; performing high speed driving; practicing pursuit driving; driving in reverse at high speeds; parallel parking.
Kneeling *one or both knees*	Infrequent to Occasional	2 Minutes	1,3,4	Performing simulated emergency drills and tests; physical training obstacle courses; performing arrest control techniques; performing defensive tactics.
Crawling *on hands and knees*	Infrequent to Seldom	2 Minutes	1,3,4	Performing simulated emergency drills and tests; physical training (bear crawl); wrestling; engaging in training drills as victim/suspect of an arrest.
Lying Down *back, side or stomach*	Infrequent to Occasional	1 Minute	1,3,4	Performing simulated emergency drills and tests; physical training obstacle courses; performing physical training (i.e. sit ups, planks, etc.); performing arrest control techniques; engaging in training drills as victim/suspect of an arrest; learning defense tactics.

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Upper Extremity / Arm Movement				
Pushing	Seldom to Frequent	2 Minutes	1,2,3,4,5,7	Opening and closing doors and lockers; setting up tables and chairs; engaging in search and arrest procedures; pushing over wall or barrier; moving homework across desk; maneuvering obstacle course barriers, equipment; loading bullets and maintaining firearms; performing physical training (i.e. pushups, etc.); changing into and out of physical training gear; engaging in wrestling and boxing.
Pulling	Seldom to Frequent	5 Minutes	1,2,3,4,5,7	Opening and closing doors and lockers; setting up tables and chairs; engaging in search and arrest procedures; dragging victim dummies; pushing over wall or barrier; moving homework across desk; maneuvering obstacle course barriers and equipment; loading bullets and maintaining firearms; performing physical training (i.e. pullups, etc.); climbing walls and fences; changing into and out of physical training gear; engaging in wrestling and boxing.
Reaching – above shoulder level	Seldom	1 Minute	1,2,3,4,5	Knocking on instructors' office door; physical training; stretching; performing arrest control techniques; saluting; raising hand in class to ask questions; giving hand signals; changing into and out of physical training gear; doing pullups.
Reaching – at shoulder level	Seldom to Frequent	5 Minutes	1,2,3,4,5,6,7	Knocking on instructors' office door; physical training on obstacle course; stretching; performing arrest control techniques; giving hand signals; shooting range practice with firearms; manipulating firearms; utilizing Sheriff radio; driving; changing into and out of physical training gear; engaging in wrestling and boxing.

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Reaching – below shoulder level	Continuous	60 Minutes	1,2,3,4,5,6,7	Standing at attention; participating in line up; Boxing/wrestling participation, physical training and stretching; performing class leadership duties; listening to instructions and watching demonstrations; shooting, loading, and maintaining firearms; firearm practice at gun range; maneuvering desks and obstacle barriers; assembling Sam Brown belt; assessing safety of arrest control simulation; simulating emergency radio calls; driving; changing into and out of physical training gear.
Steering	Infrequent to Occasional	5 Minutes	1,5	Driving and training in Sheriff vehicle; EVOC training.
Cervical Spine / Neck Movement				
Extension of the neck *looking upward*	Seldom to Occasional	2 Minutes	1,2,3,4,5	Sitting in classroom watching lecture or video; physical training on obstacle course; stretching; looking forward during pushups; performing arrest control techniques; climbing stairs, walls, barriers, and ropes; saluting flag; pledging allegiance.
Flexion of the neck *looking downward*	Occasional to Frequent	60 Minutes	1,2,3,4,5,6,7	Wrestling participation, physical training and stretching; performing simulated arrest controls; listening to instructions and watching demonstrations; performing arrest control techniques; operating firearms; assembling Sam Brown belt; firearm inspection and maintenance; completing written assignments/exams; reading textbooks/pamphlets; assessing safety of arrest control simulation; sitting in classroom; studying class material; changing into and out of physical training gear.
Twisting of the neck *side to side*	Occasional to Frequent	1 Minute Repetitively	1,2,3,4,5,6,7	Performing simulated emergency drills and tests; physical training obstacle courses; classroom activities; driving Sheriff vehicle; getting in and out of vehicle; performing arrest control techniques; dragging dummy victims; engaging in training drills; dressing in Sam Brown belt; dragging dummy victims; engaging in lectures; looking between displays and lecturer in class and during demonstrations.

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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 Continuous	Occasional to Continuous	60 Minutes	1,2,3,5,6,7	Sheriff vehicle and simulator switches and gauges; using writing utensils; using radio buttons; weapons defense; report writing; test taking; training activities/taking notes; using 2-way radio; handwriting; carrying study notebook; maintaining and loading firearm; opening padlock on locker; search techniques; operating handcuffs.
Keyboarding / Typing	Never	N/A	N/A	N/A	N/A
Simple Grasp	Occasional to Continuous	Occasional to Continuous	2 Hours	1,2,3,5,6,7	Sheriff vehicle and simulator switches and gauges; holding firearms and other weapons; using writing utensils; using radio buttons; memorandums; report writing; test taking; training activities/taking notes; using 2-way radio; handwriting; carrying study notebook; maintaining and loading firearm; opening padlock on locker; holding water bottles.
Up & Down Flexion of Wrist	Occasional to Continuous	Occasional to Continuous	2 Minutes Repetitively for 60 Minutes	1,2,3,4,5,6,7	Performing physical training and obstacle courses; lifting dummies; assembling Sam Brown belt; maintaining and loading firearms; signaling to others; performing arrest control techniques; participating in line up; practicing baton and flashlight use.
Side to Side Motion of Wrist	Occasional to Continuous	Occasional to Continuous	2 Minutes Repetitively for 60 Minutes	1,2,3,4,5,6,7	Performing physical training and obstacle courses; lifting dummies; assembling Sam Brown belt; maintaining and loading firearms; signaling to others; performing arrest control techniques; participating in line up; practicing baton and flashlight use; handwriting.
Turning / Rotation of Wrist or Hand	Seldom to Frequent	Seldom to Frequent	Seconds	1,2,3,4,5	Using combination locks; loading and maintaining firearms; engaging in firearm practice at gun range; opening/closing doors; driving.

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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
Gross Manipulation	Infrequent to Frequent	Infrequent to Frequent	2 Minutes Repetitively	1,2,4	Performing physical training and obstacle courses; assembling Sam Brown belt; dragging victim dummy; performing arrest control techniques; manipulating obstacle course barriers; practicing baton use; wrestling and boxing.
Powerful Grasp/ Tight Grasp	Infrequent to Frequent	Infrequent to Frequent	5 Minutes	1,2,4,5	Performing physical training and obstacle courses; dragging victim dummy; performing arrest control techniques; manipulating obstacle course barriers; practicing baton use; driving; wrestling and boxing; firearm/shotgun training.

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 Continuous	Above Shoulders	200 Yards	Safety cones (10#); two way radio; flashlight; camera; backpack; homework; domain booklet/pamphlets; study notebook; firearms; handcuffs; various props for victims under arrest (i.e. knives, etc.); pepper spray; baton; shotgun; box of shotgun shells	1,2,3,4,7
11 to 25	Infrequent to Continuous	Above Shoulders	200 Yards	Sam Brown belt; maneuvering classroom desks; bullet proof vest; multiple safety cones	1,2,3,4
26 to 50	Infrequent to Occasional	To Shoulder	200 Yards	Maneuvering obstacle course barriers; ability to engage in physical altercations/restrain during arrest control training; multiple firearms; warbags	1,3
51 to 75	Infrequent to Seldom	To Shoulder	25 Yards	Maneuvering obstacle course barriers; ability to engage in physical altercations/restrain during arrest control training, wrestling and boxing	1,3
75 plus	Infrequent to Seldom	To Shoulder	25 Yards	Dragging dummies (165#); pulling and pushing up body weight to climb walls, barriers and ropes; performing pull ups, pushups and squat thrusts; ability to engage in physical altercations/restrain during arrest control training, wrestling and boxing	1,3

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NOTES: Incumbent will be called upon to physically restrain and/or engage in an altercation during arrest control training as an officer or victim. Incumbents must drag 165 lb. dummies as part of passing academy.

VI. Operational Requirements:

Description of Equipment/ Machinery/Vehicle	Typical Work Day Usage/Operation	Description of Equipment / Machinery/Vehicle	Typical Work Day Usage/Operation
Firearm / Shotgun and magazine/ammunition clip	Infrequent to Continuous	Communication devices (2-way radios, cell phones, etc.)	Infrequent to Occasional
MMA gloves / Obstacle Barriers	Infrequent to Occasional	Flashlight	Infrequent to Seldom
County-owned vehicles	Infrequent to Frequent	Obstacle course items	Infrequent to Occasional
Wooden baton	Infrequent to Occasional	Pepper spray	Infrequent to Seldom
Sam Brown Belt	Infrequent to Frequent	Class Equipment (i.e. pens, pencils, paper, textbooks, etc.)	Occasional to Continuous
Camera	Infrequent to Frequent	Less lethal weapons	Infrequent to Frequent

VII. Work Environment:

Summary / Overview of Environmental Conditions: Training is performed both indoors and outdoors in seasonal and adverse weather conditions. Training is performed mostly at Los Angeles County Sherriff's Training Academy; terrain may include: hillsides, slopes, dirt, asphalt, concrete, cement, gravel, grass, and sand; climate is dependent on the season, incumbent may be exposed to inclement weather conditions to include: fog, mist, rain, wind, blowing sand, heat/sunlight. Incumbents are regularly exposed to slippery surfaces, elevated heights, uneven surfaces, humidity, dust, dirt, etc.

Workplace Environment/ Conditions/Exposures	Frequency	Description
Indoors	Seldom to Continuous	Academy classroom indoor learning; completing assignments; Sheriff vehicle; meetings in offices; various indoor locations for simulated arrest control duties; restrooms; locker rooms
Outdoors	Seldom to Continuous	Academy training grounds for demonstrations, simulations and other activities; physical training duties and obstacle courses; participating in training drills; vehicle pullovers; crime in progress simulations; shooting range
Customer / Public Contact	Continuous	Instructors; Drill Sergeants; Deputy Sheriffs; outside agency trainers; general public; students; County personnel

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Fragrances / Scents / Odors	Occasional to Continuous	Bodily odors; exhaust; diesel fumes; outdoor plant life; grass clippings; restroom odors; cleaners; tear gas (CS gas) and pepper spray; oils for gun cleaning products; boot polish; gun powder
Traffic	Never	N/A
Humid / Wet / Extreme Heat	Infrequent to Occasional	Working in seasonal weather conditions such as fog, extreme heat, etc. is expected; potential for heat from reflections off asphalt on hot days; regular movement in and out of buildings; will participate in inclement weather
Chemicals / Cleaners / Fumes / Vapors	Seldom to Continuous	Vehicle exhaust; diesel; tear gas (CS gas) and pepper spray; oils; cleaners; gun powder
Excessive Noise / Decibels	Seldom to Frequent	Emergency vehicles; sirens; air horn; volume of radios required for communications; firearms/shotgun; instructor yelling commands
Working Above Ground	Infrequent to Occasional	Climbing staircases, 6 foot walls, fences and barriers
Lighting / Lumen	Continuous	Fluorescent light indoors; direct and indirect sunlight outdoors; bright spotlights for simulated arrest control duties; flashlight; overhead red/blue light bars; firearm lights
Bloodborne Pathogen Exposure / Working with Biohazards	Infrequent to Occasional	Potential exposure to bodily fluids during simulated arrest control duties from other academy members (i.e. sweat, blood, feces, urine, saliva, vomit, etc.)
Dust, Fine Particles, Allergens	Seldom to Continuous	Open windows at academy; physical training duties; outdoor academy learning environment
Vibration	Infrequent to Frequent	Utilizing firearms/shotgun; driving Sheriff vehicle; boxing/wrestling
Corrosives / Toxic Substances	Infrequent to Seldom	Tear gas (CS gas) and pepper spray; various chemical agents
Low / High Voltage	Infrequent to Seldom	May volunteer to experience effects of taser
Dangerous / Explosive Hazards	Infrequent to Seldom	Tear gas (CS gas) and pepper spray; malfunctioning firearm; sting ball grenades
Confined Spaces	Infrequent to Seldom	Training in closets and other small areas without light for night simulation; gas house
Machinery	Never	N/A
Exposure to / Operation of Heavy Machinery	Never	N/A
Other	Infrequent to Frequent	Incumbent must participate in firearm safety, high speed driving and hand to hand combat training as well as other physical altercations

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.*	Seldom to Continuous	1,2,3,5	Simulated emergency situations; able to smell fire or foreign substances to alert other team members; tear gas and pepper spray scenarios; assessing situations; malfunctioned firearm or vehicle; narcotics

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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	See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; intact color vision; watching demonstrations; safely operating firearms; reading and writing memorandums; identifying victims in simulation; seeing warning labels; performing safe arrest control; assessing safety of various simulations; driving
Hearing: *Comprehend oral language and sounds and react appropriately.*	Continuous	1,2,3,4,5,6	Hear in the normal audio range with or without correction; exposure to noise; listening to lectures and instructions; using firearms safely; getting directions; responding to two-way radio calls; receiving commands; hearing warnings on mock emergency calls; interacting with mock victims; hearing cries for help
Speaking: *Orally communicate information and ideas with comprehension*	Seldom to Frequent	1,2,3,4,5,6,7	Responding to phone calls and two-way radio in simulation; communicating simulation task status; giving direct orders as class sergeant or platoon leader; actively engaging with simulation team members; give instructions; asking clarifying questions; speaking in class; calming victims in simulation; mock interviews with victims and pretending to be victims; communicating during physical training
Reading: *Comprehend the written word*	Occasional to Continuous	1,2,3,5,6,7	Printed material; computer data; handwritten notes and messages; ability to read written directions, instructions, memorandums and assignments; reading warning labels/signs; reading domain books and pamphlets
Writing: *Composing communications in writing*	Seldom to Frequent	1,2,3,6,7	Handwriting notes; written tests, quizzes and homework; completing reports and memorandums; completing checklists; conducting mock witness interviews

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Math: *Compute a series of numeric variables, measurements,*	Seldom to Frequent	1,2,3,4,5,7	Simple calculation checks on reports; understanding of length, depth, width, cubic measurements; tracking days of physical training; miles per hour; time tracking; number of steps while marching; physical training sets; scale use; counting classmates; counting ammunition

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: Ear buds/muffs; eye protection; cartridge case; hand cuff case; key holder; baton (black wood); baton ring; Sam Brown belt; OC case; holster; bulletproof vests; mouthpiece; MMA gloves; sparring helmet; radios and other communications devices. It was also clarified in interviews that the incumbent has regular access to first aid kits and fire extinguishers. Incumbent participates in all legally required trainings for position, as well as, any elective or County-provided training as assigned by Supervisor.

X. Position Qualifications:

Education/Training/Experience:	Option 1: Graduation from an accredited high school.* Option II: A General Education Development Credential (GED). Option III: A California High School Proficiency Certificate. Option IV: Have attained a two-year or four-year degree from an accredited college or university. *In accordance with the provisions of California Government Code Section 1031(e), accredited high schools are those accredited by certifying organizations recognized by the United States Department of Education and include accredited public and non-public high schools in the United States and accredited United States Department of Defense high schools.
Licenses / Certifications:	A valid California Class C Driver License is required to perform job-related essential functions.
Physical Class:	4 - Arduous.
Age:	At least 20 years of age at time of appointment.
Citizenship:	Applicant must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.
Physical Requirements:	Applicant must be in good general physical condition, free from any medical condition that would interfere with the satisfactory performance of the essential duties of this position.
Vision:	(1) Acuity - At least 20/70 in each eye without correction, correctable to 20/30 in each eye. Successful soft contact lens wearers are not required to meet the uncorrected standard as long as their corrected vision is 20/30 in each eye. (2) Color perception - Anything other than minor hue impairment is disqualifying.
Hearing:	There may be no greater than a 25 dB loss in the better ear as averaged over the test frequencies of 500, 1000, 2000, and 3000 Hz. There may not be a peak loss at any of the test frequencies greater than: 30 dB at 500 Hz; 30 dB at 1000 Hz; 40 dB at 2000 Hz; 40 dB at 3000 Hz. There may be no greater than a 35 dB loss in the worse ear as averaged over the test frequencies, and no peak loss greater than 45 dB at any

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	of the test frequencies. In the case of a questionable, unusual, or borderline hearing loss, the applicant's record may be reviewed by the Occupational Health Program's Service Consultant for final determination of qualifications.

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	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	Ability to remember locations and work procedures; ability to perform activities of a routine nature; ability to understand and remember detailed instructions.
REGULAR AND RELIABLE ATTENDANCE	YES	1,2,3,4,5,6,7	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	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	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.
ABILITY TO DEVELOP AND MAINTAIN POSITIVE WORK RELATIONSHIPS	YES	1,2,3,4,5,6,7	Ability to get along with co-workers or peers; ability to get along with diverse groups of people and customers/clients; ability to 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.

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SUPERVISE/LEAD AND INFLUENCE OTHERS	YES	1,2,3,4,5,6,7	Ability to negotiate with, instruct or supervise people; ability to convince or direct others; ability to perform work activities requiring negotiating with, explaining or persuading; acting as Class or Platoon Sergeant.

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 particular assignment or incumbent.

Name	Position Title	Signature	Date
Jeffrey Rupert	Deputy Sheriff		1/10/19
Miranda Carvalho	Deputy Sheriff		01/10/19
Patrick Morey	Sergeant		01/10/19
Yvonne O'Brien	Acting Captain, Director of Personnel		4/23/21

XIII. Sources:

Observed Position Performance: NO	**Job Description Utilized for Document Creation:** YES, document dated March 1, 2007; revised March 18, 2019	**Interviewed Participants:** YES on 11/14/18

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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