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
CUSTODY ASSISTANT, SHERIFF (Class Code #2947)	SHERIFF'S DEPARTMENT

I. Classification/Position Summary:

Assists sworn personnel in maintaining order and security in a Sheriff's Department custody detention, station jail, or court lockup facility.

Position Details	Full time; Hourly
Work Hours / Hours per Week	Shifts vary depending on assignment; shifts may be possible 24 hours per day with most assignments consisting of A.M., P.M., and graveyard shifts; examples of 8 hour shifts are 6:00 a.m. to 2:00 p.m.; 2:00 p.m. to 10:00 p.m. and 10:00 p.m. to 6:00 a.m.; 8 to 10 hours per day; 4 to 5 days per week; 40 hours per week
Days of the Week	Sunday through Saturday
Overtime /Holidays Required	Yes; as preapproved or assigned; holiday if falls on assigned shift
Paid / Unpaid Breaks	Two 15-minute and one 30-minute paid breaks or two 30-minute paid breaks depending on assigned site; incumbent may need to remain on call for emergent situations depending on assignment
Position represented by a Collective Bargaining Agreement?	Yes; Professional Peace Officers Association (PPOA)

NOTES: Positions allocable to this class function as para-professional support to sworn personnel and are distinguished by the need to exercise independent judgment and initiative while under the direct and/or functional supervision of designated sworn personnel. Incumbents are initially assigned to a Custody facility other than a Type I jail, receive immediate supervision from sworn law enforcement personnel, assist sworn staff in observing inmates and in supervising recreational and work activities of inmates, and may be assigned to assist sworn supervisory staff in a main or dormitory control booth by monitoring inmate movement and controlling entry and exit to a facility, or in the classification process at a custody facility. Incumbents with a competent performance rating may be assigned to a Sheriff's Station or Custody Division Type I jail facility after one year, or to a court lockup facility after two years. Positions assigned to a court lockup, station, or Type I jail facility receive immediate supervision from the Watch Commander, the Watch Sergeant, or designated supervisory authority. These incumbents have primary responsibility for facility intake and release processes, ensuring the maintenance of order and security in the detention area of a facility, compliance with administrative regulations, judicial rulings, and the Sheriff's Department Manual of Policy and Procedures.

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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 8/10-hour day and 40 hour per week schedule.

#	Description of Essential Functions	Percentage of Typical Workday / Notes
1	**INMATE PROCESSING:** Assists in the operation of main or dormitory control booths; assists in processing inmates for court appearances; controls or assists in controlling and monitoring access to attorney rooms and visiting areas; issues visitor passes and facility employee identification cards; interviews inmates and reviews records relative to the classification process to determine appropriate security level, eligibility for transfer to other facilities, or status as returnees from other facilities; if assigned to a Sheriff's Station or other Type I jail facility assists in receiving and processing inmates; e.g., searching, booking, photographing, fingerprinting, maintaining inmate records, and performing additional duties in relation to booking procedures and compliance with administrative regulations and court decisions; provides opportunities for inmates to contact the Bail Deviation Unit for possible bail reduction or release on the inmate's own recognizance; scans inmate wristband identification upon entry to and exit from the lockup and other secured areas using the Defendant Inmate Movement Management System (DIMMS); processes booking remands and release of inmates; performs other related duties as assigned. It was clarified in interviews that incumbent assigned to Sheriff's Station or Type 1 jail facilities conducts searches of all subjects being booked into the jail; conducts interviews asking questions to the inmate; conducts full booking procedures including obtaining fingerprints, photographs, DNA sampling, alcohol testing as required; conducts pat down searches, same-sex strip searches and visible body cavity searches for contraband as determined by law; assesses need for medical attention; provides pin number/wristband for identification purposes for inmates; assesses mental and emotional stability; enters booking data into the Los Angeles County Booking Systems for data cataloging and tracking purposes; confirms identity and performs background checks; documents tattoos, piercings and other body marking information and takes pictures; provides opportunity for phone calls as legally required; issues citations if necessary; assigns housing for inmate based on safety reasons and affiliations (i.e. sexual orientation, gang membership, crime severity, etc.); moves inmate to housing area. It was further clarified in interviews that incumbent may be assigned to detention or correctional facilities (i.e. Twin Towers, Men's Central Jail, North/South facilities, etc.); processes inmates in/out of facility for court, booking remands, transfers, hospital needs, releases, posted bail, work release, etc.; secures inmates with hand cuffs, waist chains as	**Zero to 90% of the shift,** concurrent with essential functions #2,3,5,6,7,8,10,12,13

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	needed; conducts pat downs as required; processes and issues badges to visitors, volunteers, medical professionals, etc.; completes all needed paperwork.	
2	**PERSONAL PROPERTY HANDLING / CHAIN-OF-CUSTODY RESPONSIBILITIES:** Secures inmates and their personal property and monies, as necessary, in compliance with departmental policies and procedures, including juvenile detention policies and regulations and performs other related duties as assigned. It was clarified in interviews that incumbent obtains and inventories all property on the inmate's person during the booking process and places items into one bag kept for when released; enters all personal property into County Booking System for proper cataloging and tracking; documents inventory and secures in bag; secures money/jewelry in locked area; places property bag into various storage areas including large items stored at the Sheriff department (i.e. bicycles, tents, sleeping bags, etc.). It was further clarified in interviews that incumbent ensures property follows inmates upon transfers of facilities; performs return of property upon inmate release; obtains property bag; counts inventory with inmate; obtains inmate signature; releases property to inmate upon release; enters data into database.	**Zero to 25% of the shift,** concurrent with essential functions #1,3,5,6,7, 8,10,12,13
3	**INMATE OVERSIGHT / SECURITY:** Assists in supervising the conduct of inmates in sleeping quarters, during meals and bathing, at recreation, and on work assignments; assists in instructing and overseeing the work of a group of inmates assigned to various operational, maintenance, or other rehabilitative activities; inspects the court lockup and floor detention areas prior to and after inmate/prisoner occupancy; performs other related duties as assigned. It was clarified in interviews that incumbent performs inmate oversight and security with County inmate housing facilities; provides oversight and security during recreation times, medical evaluations, visits, phone calls, bus transports, visitations, etc.; supervises inmates conducting work duties (i.e. painting, meal prep/serving, laundry, cleaning, maintenance, trash collection, etc.); maintains full awareness of inmate actions inside and outside of cells; advises inmates of their rights and ensures these rights are respected; physically interacts with inmates throughout shift; assesses attitude and demeanor of inmates; escorts to and monitors inmates in showers; manages inmate movement among, throughout, and between housing cells as required; conducts searches as required and legally mandated; ensures inmates return to correct housing unit; ensures medicines taken by correct inmates and swallowed; manages and controls the behavior of combative and/or suicidal inmates; restrains inmates in restraint chairs; calls for additional help if necessary; conducts general inmate checks every 60 minutes throughout the shift in barrack/dorm inmate housing and intake areas; conducts general cell checks every 30 minutes throughout the shift; conducts safety checks every 15 minutes throughout shift; notifies supervisor of issues as required; may perform First Aid and CPR; calls in medical staff as required. It was further clarified that incumbent may monitor booking station throughout the shift; ensures inmate safety and security (i.e. watches for fights, medical issues, suicide attempts, etc.); listens and attends to inmate concerns proactively engaging in discussions and offering	**Up to 100% of the shift,** concurrent with all other essential functions

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	supportive advice; controls all doors into and within the jail environment; utilizes 2-way radio system; answers and dispatches all phone calls received at the facilities. Clarification was provided that incumbent escorts inmates in/out of County facilities as required according to established procedures and secures inmates with handcuffs/waist chains as needed.	
4	**GENERAL FACILITY / JAIL MANAGEMENT:** May distribute and account for facility keys; issues personal hygiene supplies and/or specifically approved medications as directed; orders, inspects, and serves food to inmates; maintains sanitary conditions within the custody, jail, or court lockup facility; performs other related duties as assigned. It was clarified in interviews that incumbent oversees inmates and assists with trash collection throughout facility as required and transfers to dumpster or loading dock; ensures proper safety and cleanliness of housing cells; cleans spills, vomit, water from toilet/sink overflows and other debris, etc.; transports laundered items; may conduct laundry exchange depending on assigned site; disinfects cell beds, sinks, toilets, etc. at Sheriff stations; distributes/receives keys for facility staff; participates in issuing of commodities to inmates (i.e. toilet paper, deodorants, shampoos, tooth brushes, etc.). It was further clarified in interviews that incumbent oversees food service at facilities and performs food service for inmates in station cells; loads meal trays onto delivery cart and delivers meals three (3) times per day to all inmates; ensures additional food prepared if needed; utilizes delivery cart to pick up trays following each meal service.	**5% to 20% of the shift,** concurrent with essential functions #3,5,6,7,10, 12, 13
5	**TRAINING DUTIES:** It was clarified in interviews that incumbent may be assigned to facility training units to train new jail staff and provide continuing education; trains jail staff in policies and procedures as required by law; conducts training of Standards and Training for Corrections" (STC) program; trains new incumbents by managing their training of the booking process, movement of the inmates, completing paperwork, records and logs, intake procedures, transfer procedures, inmate release procedures, facility checks, etc.; trains in value based decision making, supervising inmates, emergency procedures and maintaining security, etc.; assists to provide opportunities for jail staff to complete 24 hours of continuing education per year. It was further clarified in interviews that incumbents assigned to the Custody Training and Standards Bureau include conducting training audits, drills, physical training and scenario instructors/role players. Custody assistants also train in the use of the self-contained breathing apparatus (SCBA) and fire protective equipment, including fire extinguishers and hoses.	**Up to 100% of the shift,** concurrent with all other essential functions
6	**REPORTS / RECORDS / INVENTORY:** Assists in performing administrative and operation duties such as scheduling, maintaining unit logs and records, preparing reports or memoranda, and other record keeping as directed; operates a computer terminal to obtain criminal history information including warrants or other holds, and updates classification or housing information as necessary; maintains gate book, station jail reference manual, and/or	**15% to 40% of the shift,** concurrent with essential functions #1,2,3,5,7,10,11,12,13,A

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	other booking paperwork; performs other related duties as assigned. It was clarified in interviews that incumbent completes and maintains a variety of reports and records related to jail activity and inmates; documents/logs all activity performed in the jail (i.e. meals, medications, activities, visits, etc.); incumbent reviews arresting officer's documentation at the time of booking to ensure completeness and accuracy; completes inmate booking sheet; completes clothing and property slips; processes inmate mail entering and exiting building; completes classification forms; completes detox and behavior logs, providing incumbent opinion on level of arrestee's sobriety/demeaner to determine appropriate handling for new arrestees; completes visitation log for permitted visitors; maintains phone call log for each inmate; completes fingerprint cards; monitors and completes gate book; may complete cell check log throughout shift; ensures all requirements are met before processing releases; enters all information into booking systems; may complete jail incident reports regarding special circumstances within the jail (i.e. fights, use of force, etc.); documents medical information if provided when medical staff not present; conducts research and data entry into Justice Data Interface Controller (JDIC) system; reads and follows policy and procedures reference manual. It was further clarified that incumbent may be assigned to oversee scheduling of assigned unit.	
7	**EQUIPMENT USAGE & MAINTENANCE:** It was clarified in interviews that incumbent utilizes a variety of equipment such as but not limited to, handcuffs, zip ties, waist chains, shackles, flashlight, certain Department-authorized less lethal weapons, tasers, pepper spray, facility/handcuff keys, camera, surveillance camera and LiveScan fingerprinting machine; laundry and trash carts; wheelchairs; utilizes transport and Sheriff vehicles. It was further clarified that incumbent utilizes standard office equipment such as computers and peripherals, printers, copiers, etc.; utilizes telephone system and two-way radios; replaces paper and ink toner as needed.	**Up to 90% of the shift,** concurrent with all other essential functions
8	**FINGERPRINT PROCESSING / DNA TESTING:** Takes fingerprints, photographs, and/or operates live scan machines or assists in the process of fingerprinting and photographing inmates; transmits fingerprint cards and/or operates Live Scan equipment as necessary; collects DNA from identified inmates as legally mandated; secures results for further processing; enters information into the DNA Offender Tracking System (DOTS); performs other related duties as assigned. It was clarified in interviews that incumbent uses Livescan machine for fingerprinting duties; prepares and maintains machine for accurate scanning; ensures inmate fingers are cleaned and prepared for printing; rolls fingerprints by grasping finger with dominant hand and guiding with the other hand; if necessary, force rolls inmates' fingerprint; inputs data into computer and manages electronic submission process to databases as appropriate. It was further clarified that incumbent may take saliva swabs for DNA testing; secures swab in envelope and prepares for mailing to testing site; enters information into the tracking	**Zero to 25% of the shift,** concurrent with essential functions #1,2,3,5,6,10,12

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	system.	
9	**DRIVING:** It was clarified in interviews that incumbent may be required to drive to procure supplies for assigned facility; 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. It was further clarified that incumbent may be assigned to a facility which does not have a kitchen and will participate in driving to transport food items from one facility to another.	**Zero to 50% of the shift,** concurrent with essential functions #5,7,10,11,12,13
10	**POLICY / COMPLIANCE / SAFETY:** Ensures compliance with Title 15 of the California Code of Regulations and/or other legislative or judicial compliance orders as necessary; performs other related duties as assigned. It was clarified in interviews that incumbent maintains current knowledge of all applicable laws and regulations for position; ensures compliance with all applicable laws throughout shift; utilizes/references policies and procedures available online, through the Department's Intranet; frequently monitors situations and facility for hazardous or unsafe conditions. It was further clarified that incumbent may participate in administrative assignments depending on experience and expertise (i.e. Policy Review Team, etc.); when assigned, incumbent performs mostly office work, attends meetings, etc.	**100% of the shift,** concurrent with all other essential functions
11	**DEPOSITIONS / COURT APPEARANCE:** It was clarified in interviews that incumbent may be deposed in criminal cases where incumbent participated in booking process, inmate incidences, assaults, form completion, assessments, etc.; incumbent may serve as a witness to provide information about operational protocols/parameters as part of pending litigation.	**On an as needed basis and up to entire shift**
12	**COMMUNICATION / COLLABORATION / PUBLIC RELATIONS:** Responds to public inquiries regarding inmates; performs other related duties as assigned. It was clarified in interviews that incumbent contacts and cooperates with other law enforcement agencies; facilitates the intake/release of inmates; answers regular phone calls and questions of general public and those inquiring in regards to inmates; communicates with inmates regarding inmate demeaner, mental state, situation, health, etc.; communicates and provides information to facility visitors, volunteers, medical personnel, etc. It was further clarified in interviews that incumbent will work with coworkers, the general public, external agency professionals, and cross functionally with other County employees in the course of work; maintains positive work environment; encourages a team approach; helps provide solutions to remove barriers; represents the County professionally in words, appearance, and actions.	**Up to 100% of the shift,** concurrent with all other essential functions

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13	**EMERGENCY RESPONSE / FIRST RESPONDER:** It was clarified in interviews that incumbent is required to have the physical abilities to perform full duties of a custody assistant; responds to emergency calls within the jail environment; recognizes and responds to calls for the protection of life and property; provides basic first aid and CPR for injured inmates; requests additional medical attention when required; physically engages to avoid suicide attempts of inmates; clears areas of obstructions or items that may cause injury to inmates and others; intervenes in inmate disputes to protect safety, security and maintain order; must be physically able to drag inmates to safety in the event of an emergency (i.e. fire, earthquake, hanging suicide attempt, etc.); serves as back-up to all other jailers as required during altercations to ensure security, safety, and maintenance of order within the jail; uses physical force and restraint techniques as appropriate to secure situations and subdue aggressors.	**As needed**
14	**MEETINGS / TRAININGS:** It was clarified in interviews that incumbent attends staff briefings at the beginning and end of each shift to discuss jail activity; attends other meetings/briefings as required; attends regular meetings when assigned to administrative positions; attends custody assistant courses as required by County; completes Adult Corrections Officer (ACO) core course; participates in 24 hours of STC (Standards and Training for Corrections) training annually on a variety of topics relating to job duties; participates in applicable County-provided training as required on topics such as safe driving, defensive training, blood borne pathogens, etc.; maintains CPR, First Aid, and AED certification; receives computer and software training.	**Meetings/briefings:** 2 to 3 hours weekly **Trainings:** Attends multi-day trainings lasting up to 8 hours per day.

III. Non-Essential Functions:

#	Description of Non-Essential Function	Percentage of Typical Workday / Notes
A	**TRANSLATION/BILINGUAL DUTIES:** It was clarified in interviews that incumbent may perform oral translation for inmates, visitors, and Sheriff Department front counter; may translate a variety of written materials, forms, etc. from English to known foreign language and vice versa. Incumbent arranges for interpreter as needed in languages offered by the department.	**As needed**

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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	7 Hours	1,2,3,4,5,6,7,8,10,11,13, 14,A	Conducting intakes and releases; performing Livescan fingerprinting; conducting conversations with inmates; standing with paramedics or deputies; using office equipment; checking arresting paperwork; conducting pat-downs; overseeing inmate work duties; checking in visitors; escorting inmates to bus; observing inmates during activity time; providing customer service; working reception center; performing cell/housing checks; moving inmates to new locations; conducting safety checks; supervising jail/inmate activities; performing inmate safety checks; obtaining supplies/paperwork; storing inmate belongings; overseeing meal periods/serving; walking inmate to Sheriff car for transport; emergency response; conducting training
Standing	Occasional to Continuous	60 Minutes	1,2,3,4,5,6,7,8,10,11,13, 14,A	Conducting intakes and releases; performing Livescan fingerprinting; conducting conversations with inmates; standing with paramedics or deputies; using office equipment; checking arrest paperwork; conducting pat-downs; overseeing inmate work duties; observing inmates during activity time; providing customer service; working reception center; checking in visitors; escorting inmates to bus; conducting training

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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	Occasional to Continuous	30 Minutes Repetitively	1,2,3,4,5,6,7,11,12,13,14,A	Performing cell/housing checks; moving inmates to new locations; observing inmates during activity time; conducting safety checks; supervising jail/inmate activities; performing inmate escorts; obtaining supplies/paperwork; storing inmate belongings; overseeing meal periods/serving; emergency response; conducting training. Incumbent may be assigned to walk throughout majority of shift frequently checking cells/housing units.
Walking *on uneven terrain*	Seldom to Frequent	1 Minute Repetitively	1,2,3,4,5,6,7,11,12,13,14	Performing cell/housing checks; moving inmates to new locations; observing inmates during activity time; conducting safety checks; supervising jail/inmate activities; performing inmate escorts; obtaining supplies/paperwork; storing inmate belongings; overseeing meal periods/serving; emergency response. Incumbent may be assigned to walk throughout majority of shift frequently checking cells/housing units. Incumbent may encounter uneven terrain including stairs, outdoor surfaces, curbing, etc.
Running	Infrequent to Seldom	1 Minute	1,2,3,4,5,6,7,12,13	Breaking up a fight; assisting deputies with combative inmate; emergency response for jail/facility alarm
Jumping	Infrequent to Seldom	Seconds	1,3,13	Avoiding debris, equipment, or people in emergency situations and physical assault
Climbing *ladder, stairs, stools*	Infrequent to Occasional	Seconds	1,2,3,4,11	Utilizing stairs; climbing onto lower bunk to search top bunk
Balancing *above ground*	Infrequent to Occasional	1 Minute	1,2,3,4,11	Utilizing stairs; climbing onto lower bunk to search top bunk; maintain balance during altercations

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Bending *at the waist*	Occasional	1 Minute Repetitively	1,2,3,4,5,6,7,8,13,14	Conducting intake/release process; retrieving files, supplies and equipment; performing Livescan fingerprinting; restraining inmates if required; picking up debris; conducting cell checks; overseeing inmate work duties; conducting booking searches; performing cleaning activities; using office equipment; loading paper into copier; getting in and out of vehicle; performing searches for hidden contraband; conducting training. Partial bends will happen for seconds at a time repetitively, while longer bends typically will occur in the event of engaging in physically restraining an inmate. It is noted that incumbent will partially bend at the waist repeatedly throughout the shift but will typically not hold a sustained bend for more than a minute at a time.
Twisting at waist *side to side*	Occasional to Frequent	Seconds Repetitively	1,2,3,4,5,6,7,8,13,14,A	Conducting intake/release process; monitoring jail/facility environment; conducting cell checks; performing Livescan fingerprinting; speaking with someone while seated; overseeing inmate work duties; getting out of altercations; restraining inmates if required; performing cleaning activities; escorting inmates to bus; conducting training
Stooping *slight bend at knees*	Seldom to Occasional	1 Minute	1,2,3,4,5,6,7,8,13,14	Conducting intake/release process; conducting pat downs; searching inmate; performing Livescan fingerprinting; retrieving files, supplies and equipment; restraining inmates if required; picking up debris; conducting cell checks; overseeing inmate work duties; conducting booking searches; performing cleaning activities; using office equipment; loading paper into copier; conducting training

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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	Seldom to Occasional	5 Minutes	1,2,3,4,5,6,7,13,14	Conducting intake/release process; conducting booking searches; searching cells; retrieving files, supplies and equipment; restraining inmates if required; picking up debris; conducting cell checks; conducting booking searches; performing cleaning activities; using office equipment; loading paper into copier; conducting training
Other / Sedentary / Non-Weight Bearing				
Sitting	Occasional to Continuous	2.5 Hours	1,2,5,6,7,9,11,12,14,A	Customer service; working reception center duties; driving County-owned vehicle; fingerprinting; checking in/out visitors; depositions/court appearances; attending meetings and trainings; completing paperwork; performing computer/desk work; writing reports; hospital guard; riding on bus; conducting training
Driving	Infrequent to Frequent	2.5 Hours	4,9,11,14	Driving Sheriff/County vehicle; procuring/delivering supplies
Kneeling *one or both knees*	Infrequent to Seldom	5 Minutes	1,2,3,4,5,6,7,13,14	Conducting pat downs; searching inmate/cell; retrieving files, supplies and equipment; restraining inmates if required; picking up debris; conducting cell checks; conducting booking searches; performing cleaning activities; loading paper into copier; conducting training
Crawling *on hands and knees*	Infrequent to Seldom	Seconds	13	Emergency situations; fire training (search and rescue); searching under bunks
Lying Down *back, side or stomach*	Infrequent to Seldom	1 Minute	13	Restraining inmates if needed

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Upper Extremity / Arm Movement				
Pushing	Occasional to Frequent	5 Minutes	1,2,3,4,5,6,7,8,9,13	Opening/closing doors; opening/closing file drawers; moving paperwork across desktop; performing Livescan fingerprinting; opening/closing trunk on vehicle; pushing in meal tray; moving laundry/mail carts; moving meal carts; moving heavy jail doors; engaging in alteration with inmate; restraining inmate; utilizing wheel chair; escorting inmate; performing cleaning activities; pushing wheelchair/gurney; conducting training
Pulling	Seldom to Occasional	5 Minutes	1,2,3,4,5,6,7,8,9,13	Opening/closing doors; opening/closing file drawers; moving paperwork across desktop; performing Livescan fingerprinting; opening/closing trunk on vehicle; moving laundry carts; moving meal carts; moving heavy jail doors; engaging in alteration with inmate; restraining inmate; escorting inmate; bagging inmate belongings; performing cleaning activities; pulling wheelchair/gurney; conducting training
Reaching – above shoulder level	Seldom to Occasional	Seconds	1,2,3,4,5,7,11	Performing search or pat down of inmate; signaling to coworkers; engaging in altercation with inmate; restraining inmate; reaching high cabinets; replacing top bunk mattress; performing cleaning activities; overseeing inmate work duties; trash duties; conducting training
Reaching – at shoulder level	Seldom to Occasional	1 Minute	1,2,3,4,5,7,11	Performing search or pat down of inmate driving; writing; performing computer work; conducting intake/release process; searching inmate or conducting pat down; overseeing inmate work duties; meal preparation; handling paperwork; performing cleaning activities; trash duties; conducting training
Reaching – below shoulder level	Continuous	2.5 Hours	1,2,3,4,5,6,7,8,9,10,11,12,13 ,14,A	Conducting intake/release process; performing Livescan fingerprinting; performing paperwork and computer work; operating office equipment; searching inmate or conducting pat downs; driving; overseeing inmate work duties; meal service duties; pushing cart, wheelchair, or gurney; working greeting areas; bagging inmate belongings; performing cleaning activities; trash duties; conducting training

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Steering	Occasional to Frequent	2.5 Hours	4,5,9,11	Driving Sheriff/County-owned vehicle; using laundry cart; using meal cart; wheeled trash can; wheelchairs or gurney
Cervical Spine / Neck Movement				
Extension of the neck *looking upward*	Seldom to Frequent	2 Minutes	1,2,3,4,5,7,11,A	Monitoring jail/facility environment; conducting cell checks; checking top tier bunks; sitting while talking with a standing visitor; retrieving supplies from a high shelf; searching inmate or conducting pat down; engaging in altercation with inmate; climbing stairs or ladder; observing upper floors
Flexion of the neck *looking downward*	Occasional to Continuous	30 Minutes	1,2,3,4,5,6,7,8,9,10,11,12,13 ,14,A	Monitoring jail/facility environment; performing Livescan fingerprinting; conducting cell checks; completing paperwork, reports and computer work; conducting intake/release process; performing computer/desk work; searching inmate or conducting pat downs; engaging in altercation with inmate; conducting training
Twisting of the neck *side to side*	Frequent to Continuous	Seconds Repetitively	1,2,3,4,5,6,7,8,9,10,11,12,13 ,14,A	Monitoring jail/facility environment; performing Livescan fingerprinting; conducting cell checks; completing paperwork; conducting intake/release process; data entry into computer; searching inmate or conducting pat down; engaging in altercation with inmate; performing cleaning activities; overseeing inmate work duties; conducting training

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	30 Minutes	1,2,3,4,5,6,7, 8,13,A	Handwriting; dialing phone; performing Livescan fingerprinting; operating buttons on surveillance equipment; using keys and scanner; searching inmate or conducting pat down; turning knobs; using flashlight buttons; filing; working greeting areas; pushing intercom buttons; using two-way radio; unlocking handcuffs; counting money; using computer mouse; overseeing meal periods/serving through slot; conducting training

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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
Keyboarding / Typing	Occasional to Frequent	Occasional to Frequent	30 Minutes	1,2,5,6	Performing data entry and booking information; email; typing reports; performing Livescan fingerprinting; utilizing computer system; conducting research; conducting training
Simple Grasp	Occasional to Continuous	Occasional to Frequent	2 Hours	1,2,3,4,5,6,7, 8,13,14,A	Using keys and scanner; using writing utensils; performing Livescan fingerprinting; searching inmate or conducting pat down; using flashlight and handcuffs; holding telephone receiver; overseeing inmate work duties; cleaning activities; handling inmate belongings; utilizing computer mouse; using taser or pepper spray; guiding inmate; holding certain Department-authorized less lethal weapons; conducting training
Up & Down Flexion of Wrist	Occasional to Frequent	Occasional	Seconds	1,2,3,4,5,6,7, 8,13,A	Writing; using keyboard for typing; signaling to coworker; performing Livescan fingerprinting; searching inmate or conducting pat down; engaging in altercation with inmate; using flashlight and handcuffs; overseeing inmate work duties; cleaning activities; moving hand from mouse to keyboard; typing; restraining inmates; using certain Department-authorized less lethal weapons; conducting training
Side to Side Motion of Wrist	Occasional to Frequent	Occasional	60 Minutes	1,2,3,4,5,6,7, 8,13,A	Handwriting; manipulating paperwork; using computer mouse; performing Livescan fingerprinting; searching inmate or conducting pat down; engaging in altercation with inmate; using flashlight and handcuffs; using certain Department-authorized less lethal weapons; overseeing inmate work duties; cleaning activities; restraining inmates; conducting training
Turning / Rotation of Wrist or Hand	Seldom to Occasional	Seldom to Occasional	Seconds	1,2,3,4,5,6,7,8	Turning doorknobs; using keys and scanner; turning ignition in vehicle; performing Livescan fingerprinting; handcuff use; searching inmate or conducting pat downs; using taser or pepper spray; engaging in altercation with inmate; unlocking handcuffs; conducting training

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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	Seldom to Occasional	Seldom to Occasional	15 Minutes	1,3,4,7,13	Searching inmate or conducting pat down; engaging in altercation with inmate; emergency situations; manipulating handcuffs; using laundry and meal carts; physically restraining/escorting an inmate; pushing/pulling wheelchair or gurney; carrying certain Department-authorized less lethal weapons; conducting training
Powerful Grasp/ Tight Grasp	Seldom to Occasional	Seldom to Occasional	15 Minutes	1,3,4,7,13	Engaging in altercation with inmate; emergency situations; manipulating handcuffs; steering heavy carts; physically restraining/escorting an inmate; pushing/pulling wheelchair or gurney; carrying certain Department-authorized less lethal weapons; conducting 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	Frequent to Continuous	Above Shoulder	½ Mile	Handcuffs; flashlight; keys; procedures manual; reams of paper (5#); small office supplies (i.e. pens, pencils, etc.); paperwork; food trays; coffee cup; clip board; inmates property bag; sheets, blankets, and towels; pepper spray; TASER; scanner; certain Department-authorized less lethal weapons; training materials	1,2,3,4,5,6,7,13
11 to 25	Occasional	At Shoulder	½ Mile	Boxes of supplies; linen/laundry items; box of gloves; box of paper; tray full of meals; multiple property bags; trash bags; commissary; crate of soap; waist chains	4,6,7,13
26 to 50	Seldom to Occasional	At Shoulder	30 Yards	Ability to engage in physical altercations/restrain combative inmates; large property items (i.e. bikes, tents, etc.); full trash bags; SCBA equipment; box of waist chains; box of less lethal weapons	1,3,7,13
51 to 75	Infrequent to Occasional	At Shoulder	30 Yards	Ability to engage in physical altercations/restrain combative inmates	1,3,13

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75 plus	Infrequent to Occasional	At Shoulder	30 Yards	Ability to engage in physical altercations/restrain combative inmates; ability to drag inmates from cells in event of an emergency/ medical situation	1,3,13
NOTES: It was clarified that incumbents must have the ability to drag, lift and restrain inmates weighing in excess of 200 pounds during altercations, emergencies and medical rescues.					

VI. Operational Requirements:

Description of Equipment/ Machinery/Vehicle	Typical Workday Usage/Operation	Description of Equipment / Machinery/Vehicle	Typical Workday Usage/Operation
Livescan	Infrequent to Occasional	Flashlight	Infrequent to Occasional
Computer and associated peripherals (i.e. printer, scanner, etc.)	Occasional to Continuous	County-owned vehicles	Infrequent to Frequent
Surveillance Cameras	Infrequent to Occasional	Intercom system / 2-way radio	Infrequent to Frequent
Custodial equipment (i.e. mops, brooms, etc.)	Infrequent to Seldom	Telephone	Seldom to Occasional
Washer / dryer	Infrequent to Seldom	Handcuffs	Infrequent to Occasional
Trash / meal / laundry carts	Occasional	TASER / pepper spray / certain Department-authorized less lethal weapons	Infrequent to Seldom
Waist chains	Infrequent to Occasional	Wheelchair / gurney	Infrequent to Seldom

VII. Work Environment:

Summary / Overview of Environmental Conditions: Job is performed primarily indoors in a jail facility, Sheriff station, training facility, or office environment. Indoor surfaces include carpet, concrete, tile, and linoleum. Outdoor work is performed only when deployed to oversee inmates in work environment, attend court, or escorting inmates to bus. Outdoor grounds can be inconsistent and encompass a variety of surfaces such as concrete, grass, tile, wood, linoleum, gravel, sand, temporary flooring, temporary stairs, and other uneven surfaces. There is regular exposure to emergencies, dangerous situations, and persons.

Workplace Environment/ Conditions/Exposures	Frequency	Description
Indoors	Occasional to Continuous	Offices; lobbies; courthouse; other County buildings; vehicles; vendors; elevator; County jail, detention or correctional facility; hospital; Sheriff station; training facility

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Outdoors	Seldom to Continuous	Monitoring outdoor work of inmates; attending court; visiting other County buildings; offsite meetings or trainings; ID check area; taking out trash
Customer / Public Contact	Frequent to Continuous	Inmates; co-workers; other County employees; external agency partners; attorneys; arresting deputies; general public; County officials; inspectors
Fragrances / Scents / Odors	Occasional to Frequent	Inmate bodily and breath odors; fragrances/perfumes; kitchen / food odors; restroom odors; cleaning supplies; Lysol; bleach; vomit, feces and urine; inmate property; pepper spray; drugs and alcohol
Traffic	Infrequent to Frequent	Monitoring outdoor work of inmates; walking to other County locations; attending offsite meetings or trainings; attending court; driving to procure supplies
Humid / Wet / Extreme Heat	Seldom to Occasional	Indoor environment is climate-controlled indoor environment; seasonal weather while performing duties outdoors; walk in freezer and refrigerator
Chemicals / Cleaners / Fumes / Vapors	Seldom to Occasional	Vehicle exhaust during inmate transport; cleaning supplies; bleach; Lysol; pepper spray and/or chlorobenzylidenemalononitrile (CS gas); kitchen cooking
Excessive Noise / Decibels	Seldom to Frequent	Inmate noise; intercom/2-way radio; sirens and alarms in emergency and natural disaster situations; closing doors; televisions
Working Above Ground	Seldom to Occasional	May need to climb to access top tier bunks in cells; climbing stairs in facilities
Lighting / Lumen	Continuous	Direct and indirect sunlight; fluorescent light indoors; LED; flashlight
Bloodborne Pathogen Exposure / Working with Biohazards	Seldom to Frequent	Potential to encounter urine/feces/saliva/blood from inmates; jail environment has potential exposure to lice, TB, HIV, Hepatitis, etc. via physical interaction with inmates; checking in visitors; airborne bacteria
Dust, Fine Particles, Allergens	Infrequent to Continuous	Seasonal conditions when outdoors; dust; monitoring outdoor work of inmates
Vibration	Infrequent to Seldom	Use of AED or taser; pushing carts over uneven ground; recoil from less lethal weapons
Corrosives / Toxic Substances	Infrequent to Seldom	Potential for exposure to hazardous materials clean-up process if engaged in emergency; inmate medications and drugs found during search; bleach; cleaning supplies
Low / High Voltage	Infrequent to Seldom	Taser
Dangerous / Explosive Hazards	Infrequent to Seldom	Certain Department-authorized less lethal weapons
Confined Spaces	Infrequent to Seldom	Accessing small inmate cells; potential for engaging in inmate restraint in cell with several other deputies in tight quarters
Machinery	Seldom to Occasional	Mechanical doors in facilities; custody assistants working at the Pitchess Detention Center Ranch Operations and North County Correctional Facility may be assigned to the print and sewing shops, loading docks, and other locations wherein they utilize industrial size trash compactors, woodchippers, and industrial mowers
Exposure to / Operation of Heavy Machinery	Infrequent to Occasional	Incumbent may oversee work release inmates utilizing tractors and manufacturing equipment, etc.
Other	Infrequent to Continuous	Will deal with violent and aggressive persons in the course of duty and will need to restrain and physically engage with combative inmates as necessary

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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.*	Occasional to Continuous	1,2,3,4,13	Ability to smell odors and assess a situation (i.e. smell for dangerous gases, smoke, fires, vapors, dampness, waste, etc.); conducting sobriety assessments; conducting cell checks for contraband (i.e. drugs); inmate hygiene issues
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, 10,11,12,13,14,A	See in the normal visual range with or without correction; vision sufficient to distinguish objects, work safely in open areas with obstacles, operate vehicles; read printed documents; exposure to computer screens' conducting cell checks; intake/release activities; ability to see color; conducting searches; inmate supervision/security; conducting computer and desk work
Hearing: *Comprehend oral language and sounds and react appropriately.*	Continuous	1,2,3,4,5,6,7,8,9, 10,11,12,13,14,A	Hear in the normal audio range with or without correction; exposure to noise; monitoring radios; answering phones; conversing with inmates; awareness of jail environment; calls for help; conducting interviews; listening to coworkers/visitors; performing customer service; working reception center; testifying in court; conducting interviews
Speaking: *Orally communicate information and ideas with comprehension*	Frequent to Continuous	1,2,3,4,5,6,7,8,9, 10,11,12,13,14,A	To assist co-workers; addressing inmates; responding to phone calls; speaking with coworkers/visitors; performing customer service; working reception center; testifying in court; conducting interviews; verbal commands to inmates

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Reading: *Comprehend the written word*	Occasional to Frequent	1,2,3,4,5,6,7,8,9, 10,11,12,13,14,A	Printed material; computer data; forms; emails; handwritten notes and messages; cell assignments; conducting assigned computer work; reports and logs; training materials
Writing: *Composing communications in writing*	Occasional to Frequent	1,2,3,4,5,6,10,11, 12,14,A	Handwriting; computer data entry and report writing; emails; all jail/facility logs; incident report completion; housing assignments; various booking forms; reports; policies and procedures; training materials
Math: *Compute a series of numeric variables, measurements,*	Occasional	1,2,3,4,5,6,7,9, 11,14,A	Simple calculation checks on data entry being verified; dates and times; counting money; sobriety/safety mandatory time tracking; meal needs; time keeping for safety inspections; inmate count; property counts

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: handcuffs, taser, pepper spray, flashlights, spit masks, panic alarms, intercom/radio system, gloves, face masks, face shields, riot gear, towels, hanging cut down tools, SCBA and uniforms. First aid kits and fire extinguishers are readily available; shower is also available. 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:

Training and/or Experience:	Graduation from high school or its equivalent. Successful completion of the mandatory, Department sponsored in-service training program is required prior to final appointment.
Licenses/Certificates:	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Physical Class:	4 - Arduous.
Other Requirements:	Positions allocated to this class must complete a training course given in accordance with Title 15 of the *California Code of Regulations*. PHYSICAL REQUIREMENTS: Applicants 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 classification.

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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,A	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,A	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	1,2,3,4,5,6,7,8,9,10,11,12, 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,A	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,A	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	1,2,3,4,5,6,7,8,9,10,11,12, 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, 13,14,A	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.

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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
Geradette Montoya	Lieutenant		2/5/19
Esther Teixeira	Custody Assistant		01-30-19
Yvonne O'Brien	Acting Captain, Director of Personnel		4/23/21

XIII. Sources:

Observed Position Performance:	Job Description Utilized for Document Creation:	Interviewed Participants:
NO	YES, document dated March 22, 2010; revised February 5, 2019	YES on 11/06/18

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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