

COUNTY OF SONOMA - JOB DEMANDS ANALYSIS

JOB CLASSIFICATION: Community Services Officer I/II – Property Room
DEPARTMENT: Sheriff
PHYSICAL DEMAND STRENGTH RATING: Medium

DATE COMPLETED: July 2019
DIVISION: Law Enforcement

INSTRUCTIONS TO MEDICAL PROVIDERS COMPLETING THIS FORM:

Please use the “Medical Provider Use Only” columns to the right of each section and the “Medical Provider’s Comments & Signature” Section on the signature page to provide work restrictions by indicating whether there is some portion of each function that the employee can perform; designating whether each restriction is temporary or permanent; and, if restriction is temporary, stipulating the expected duration of work restriction(s). To finalize the form, please provide the name of the employee evaluated and additional comments, as appropriate, then sign and date where indicated.

FREQUENCY RATING:

Frequency	Percentage of time per shift	Repetition (# times per shift)	8 Hr Shift	9 Hr Shift	10 Hr Shift	12 Hr Shift
Never/Not Required (N)	n/a	n/a	n/a	n/a	n/a	n/a
Occasionally (O)	1 - 33%	1 – 100	0 - 2.5	0 - 3	0 - 3.5	0 – 4
Frequently (F)	34 - 66%	100 – 500	2.5 - 5.5	3 - 6	3.5 - 7	4 – 8
Continuously (C)	67 - 100%	500+	5.5 – 8	6 - 9	7 - 10	8 - 12

PART 1 - JOB DUTIES/FUNCTIONS:

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non-Essential	Medical Provider Use Only: For each job duty/function, indicate in this column “Can Perform”, is “Temporarily Restricted” from performing, or is “Permanently Restricted” from performing.
While performing the following duties, employees in this class work both in the office and in the field and wear a uniform, representing the Sheriff’s Office during all interactions with the public.						

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
Communicates in person, by phone, and by email with the public; including crime victims, families and loved ones of homicide and sexual assault victims, and those recently released from jail; takes complaints and reports; researches problems and refers to the appropriate person, agency, department, or unit; explains regulations, policies, and procedures; provides forms and other materials; assists in the proper completions of forms; asks questions of caller to screen and route telephone calls and messages; directs and announces visitors, checks identification and follows, explains, and enforces policies and procedures for admitting visitors; maintains a calm and professional demeanor when dealing with emotionally distraught, verbally abusive, or confrontational customers; communicates with staff of the Sheriff's Office and other agencies to coordinate activities and obtain and provide information.	1	C	Computer, Phone		E	
Enters and retrieves information from computer and paper files; prepares written disposition recommendationsprepares and places public notices in the newspaper;; schedules appointments with District Attorney staff and members of the public; schedules transports to dispose of property outside of the County.	2	C	Computer, Reports, Files		E	
Releases held property to owner as appropriate; conducts research in law enforcement database to verify that a criminal case is complete, and that terms of probation have been met; analyzes information to determine if property held has been forfeited or may be returned to owner; checks to see if any firearms are registered; submits paperwork to DOJ to determine if firearms may be returned or should be destroyed; summarizes and presents findings (verbally or in writing); determines appropriate course of action based on findings.	3	C	Computer		E	

A. Job Duty/Function	B. Job Duty #	C. Freq Rating	D. Equipment or tools used to perform (Describe)	E. Specialized Expertise, License, Certification Required? (Describe)	F. Essential or Non- Essential	Medical Provider Use Only: For each job duty/function, indicate in this column "Can Perform", is "Temporarily Restricted" from performing, or is "Permanently Restricted" from performing.
Retrieves property deposited in lockers by law enforcement; receives, logs, stores, and maintains security of property including firearms, knives, narcotics, bicycles, and other items of held by the Sheriff; handles weapons, clothing, and other evidence from crime scenes that are contaminated by narcotics or human blood, body tissue, and fluids; releases, returns, and disposes of property according to proper procedures; arranges and oversees viewing of evidence; packages and transports property, including guns, to various locations, including out-of-county locations; maintains files and records on storage, movement and disposition of properties in custody; destroys or arranges for destruction of weapons, narcotics, and other illicit materials;	4	C	Dehydrator, Gloves, Mask, Coveralls, Air Purifying Respirator, Computer	CA Driver's License,	E	
Uses aerial work platform and climbs stair ladders, working at heights up to 20 feet, reaches forward, above shoulders and below waist to push, pull, lift, carry, and place items weighing up to 100 pounds; loads, unloads, and pushes cart or drives vehicle to deliver evidence to various locations.	5		Vehicle, Hand cart, Aerial Boom Lift/Stock Picker, Stair Ladders, Step stool,	Aerial Lift Certification		
Testifies in court to make persuasive and critical presentations of facts, and to verify chain of custody of evidence.	6	O			E	
Continuously observes safety practices and procedures; actively utilizes and implements established safety practices; wears appropriate personal protective equipment; reports or corrects unsafe conditions.	7	C	PPE (Personal Protective Equipment)		E	
Attends public meetings; makes presentations to community and school groups.	8	O			N	
Participates in continuous training to maintain and enhance required knowledge and skills, including defensive driving training and POST certified training.	9	O	Vehicle	CA Driver's License	E	

PART 2: PHYSICAL DEMANDS

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
1 Sitting (i.e., using computer, phone; driving)	1,2,3,4,5,6	F			
2 Walking (i.e., receiving, storing, releasing, returning, disposing of property and evidence; transport evidence to various locations)	4	F			
3 Running	N/A	N			
4 Standing (i.e., communicating with Sheriff's Office staff, other agencies, public, co-workers; receiving, storing, releasing, returning, disposing of property and evidence; packaging of evidence for transport)	1,4,5	F			
5 Bending-Neck (i.e., using computer, phone; driving; receiving, storing, releasing, returning, disposing of property and evidence; packaging, transporting evidence)	1,2,3,4,5	F			
6 Bending-Waist (i.e., receiving, storing, releasing, returning, disposing of property and evidence; packaging of evidence for transport)	4	F			
7 Squatting (i.e., receiving, storing, releasing, returning, disposing of property and evidence; packaging of evidence for transport)	4	F			
8 Climbing (i.e., receiving, storing, releasing, returning, disposing of property and evidence; packaging of evidence for transport)	4	O			
9 Kneeling (i.e., receiving, storing, releasing, returning, disposing of property and evidence; packaging of evidence for transport)	4	O			
10 Crawling	N/A	N			
11 Twisting-Neck (i.e., using computer, phone; driving; operating Aerial Boom Lift/Stock Picker; receiving, storing, releasing, returning, disposing of property and evidence)	1,2,3,4,5	F			
12 Twisting-Waist (i.e., operating Aerial Boom Lift/Stock Picker; receiving, storing, releasing, returning, disposing of property and evidence)	4,5	F			
13 Repetitive Hand Use	1,2,3,4,5	F			
14 Simple Grasping-Right Hand (i.e., holding phone, reports, files, receiving, storing, releasing, returning, disposing, packaging, transporting property and evidence)	1,2,3,4,5	F			
15 Simple Grasping-Left Hand (i.e., holding phone, reports, files, receiving, storing, releasing, returning, disposing, packaging, transporting property and evidence)	1,2,3,4,5	F			
16 Power Grasping-Right Hand (i.e., receiving, storing, releasing, returning, disposing, transporting large or heavy property and evidence items)	4	O			
17 Power Grasping-Left Hand (i.e., receiving, storing, releasing, returning, disposing, transporting large or heavy property and evidence items)	4	O			
18 Fine Manipulation-Right Hand (i.e., preparing files, reports; logging property and evidence; using computer, phone, intercom)	2,3,4,5	F			
19 Fine Manipulation-Left Hand (i.e., preparing files, reports; logging property and evidence; using computer, phone, intercom)	2,3,4,5	F			

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY: Permanently Restricted
20 Pushing and Pulling-Right Hand (i.e., receiving, storing, releasing, returning, disposing, packaging, transporting property and evidence; moving safety ladders, rolling shelving on rails/track to access items)	4	F			
21 Pushing and Pulling-Left Hand (i.e., receiving, storing, releasing, returning, disposing, packaging, transporting property and evidence; moving safety ladders, rolling shelving on rails/track to access items)	4	F			
22 Reaching-Above shoulder level (i.e., placing or retrieving items on higher shelves)	4	O			
23 Reaching-Below shoulder level (i.e., using computer, phone, intercom; receiving, storing, releasing, returning, disposing, packaging, transporting property and evidence)	1,2,3,4,5	F			
24 Lifting up to 10 lbs. (i.e., phone; reports; files; property and evidence such as a gun or knife, drugs and paraphernalia)	1,2,3,4,5	F			
25 Lifting 11-25 lbs. (i.e., property and evidence such as backpacks, suitcases, guitars, bicycles)	4	O			
26 Lifting 26-50 lbs. (i.e., property and evidence such as construction equipment and tools, evidence boxes)	4	O			
27 Lifting 51-75 lbs. (i.e., property and evidence such as a generator – assisted lift)	4	O			
28 Lifting 76-100 lbs. (i.e., property and evidence such as personal fire/water resistant safes – assisted lift)	4	O			
29 Lifting 100 + lbs.	N/A	N			
30 Carrying 0-10 lbs. (i.e., reports, files; property and evidence such as a gun or knife, drugs and paraphernalia)	1,2,3,4,5	F			
31 Carrying 11-25 lbs. (i.e., property and evidence such as backpacks, suitcases, guitars, bicycles)	4	O			
32 Carrying 26-50 lbs.	N/A	N			
33 Carrying 51-75 lbs.	N/A	N			
34 Carrying 76-100 lbs.	N/A	N			

PART 3: SENSORY REQUIREMENTS

Activity	Examples of Duties/Functions Requiring Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Functional vision, normal or corrected (i.e., using computer; conducting research; receiving, logging, storing, handling, releasing, returning, disposing, packaging, transporting property and evidence; driving; checking identification of visitors)	1,2,3,4,5,6,7,8,9	C			
2 Functional color vision, normal or corrected (i.e., colored stickers)	2	O			
3 Functional night vision, normal or corrected	N/A	N			
4 Functional hearing, normal or corrected (i.e., communicating with Sheriff's Office staff, other agencies, public, co-workers)	1,4,5,6	C			
A sense of smell or taste	N/A	N			

PART 4: COMPREHENSION LEVEL

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow Oral Instructions	F			
2 Follow Written Instructions	F			
3 Required to sustain concentration	F			

PART 5: NATURE OF TASKS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Follow set procedures	C			
2 Organize own work	F			
3 Able to ask questions or request assistance when needed	C			
4 Required to make decisions independently	O			
5 Required to train and/or lead other staff	O			
6 Required to direct other staff (e.g. planning, goal setting, performance)	N			

PART 6: WORK PACE

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Tightly scheduled and rapid pace of work activities at high volume	F			
2 Meet time sensitive deadlines	O			
3 Long and/or irregular hours	N			
4 Limited/unpredictable opportunity for breaks	N			
5 Required to perform on-call or emergency work	N			

PART 7: COMPLEXITY/VARIABILITY

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Variable and unpredictable workflow	F			
2 Attention divided by issues requiring multi-tasking	F			
3 Work requires precise attention to detail	F			
4 Use of judgment in routine matters	C			
5 Requires use of judgment in adapting procedures from one task to another	O			
6 Possible legal ramifications associated with work activities or work product	C			

PART 8: INTERACTIONS WITH OTHERS

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Works with others (e.g., co-workers, other departments/agencies, public)	C			
2 Interactions limited to giving/receiving information	C			
3 Interactions exceed giving/receiving information (e.g., advises, persuades, justifies)	O			
4 Interactions occur under circumstances of emotional stress	O			
5 Risk of confrontation with violent or assaultive clients or customers	O			

PART 9: ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
1 Work Inside	C			
2 Work Outside (i.e., transporting evidence to various locations)	O			
3 Extreme Heat (above 100 degrees)	N			
4 Extreme Cold (below 32 degrees) – walk-in freezer	O			
5 Excessive Noise (must raise voice to be heard)	O			
6 Vibration (e.g., jack hammer, hammer drill, chainsaw, etc.)	N			
7 Dust, Vapors, Fumes, Smoke	O			
8 Silica, asbestos, etc.	N			
9 Solvents (e.g., gas, turpentine, etc.)	O			
10 Grease, oils	O			
11 Acidic, Caustic Solutions (i.e., evidence that has been exposed to O.C./Pepper Spray)	O			
12 Pesticides (i.e. evidence that has been exposed to pesticide)	O			
13 Explosives (e.g., dynamite, bomb, etc.) (i.e., fire crackers)	O			
14 Cleaning supplies, abrasives (i.e., Turquoise 3 Disinfectant Cleaner)	O			
15 Other Chemicals (e.g. drugs and other contraband) (i.e., narcotics, illicit materials brought in as evidence)	O			
16 Human Blood, Body Tissues, or Fluids (i.e., contaminated evidence)	O			
17 Human Wastes (i.e., contaminated evidence)	O			
18 Animal Blood, Body Tissues, or Fluids	O			
19 Animal Wastes	O			
20 Biological Toxins (e.g., poison ivy, poison oak, anthrax, etc.) (i.e., contaminated evidence)	O			
21 Insect Bites (e.g., ticks, mosquitos, spiders, etc.)	O			
22 Biomedical Waste (i.e., destruction of narcotics, other illicit materials)	O			
23 Ionizing Radiation	N			
24 Non-Ionizing Radiation	N			
25 Electrical Energy	N			
26 Walking on uneven, slippery, or rough surfaces (i.e., placing/retrieving items from cold storage)	O			
27 Proximity to moving mechanical parts (e.g., equipment, machinery) (i.e., working near Drivable Stock Picker/Aerial Boom Lift)	O			
28 Proximity to moving vehicles or objects (i.e., walking across patrol yard to access warehouse)	O			
29 Heights (e.g., rooftop, ladders, scaffolding, etc.) (i.e., using safety ladder, Drivable Stock Picker/Aerial Boom Lift)	O			
30 Contact with water, other liquids, humid conditions - not weather related	N			
31 Work Below Ground: (e.g., excavation, trench, etc.)	N			
32 Potential exposure to airborne infectious diseases (e.g. clinics, labs, corrections) (i.e., evidence contaminated by human blood, body tissues, fluids and wastes)	F			
33 Operates non-commercial motor vehicles (cars, trucks)	O			
34 Operates commercial vehicles – CDL	N			
Class <u> N/A </u> Endorsements <u> N/A </u>				

Activity	FREQUENCY RATING Never, Occasional; Frequent, or Constant	MEDICAL Can Perform	PROVIDER Temporarily Restricted	USE ONLY Permanently Restricted
35 Operates passenger van to transport clients, inmates, etc.	N			
36 Pulls non-commercial trailers or equipment	N			
37 Operates heavy equipment	N			
38 Other: Drivable Stock Picker/Man Lift (Aerial Lift Certificate)	O			

PART 10: MEDICAL SCREENING, SURVEILLANCE AND VACCINATION REQUIREMENTS:

Please check each of the medical screening, surveillance, and vaccination requirements that apply to the position, and indicate if the requirement applies pre-employment/pre-placement only, or whether there are additional requirements after hire.

Medical Screening, Surveillance or Vaccination	Pre-Hire	Post-Hire	Frequency (one time, annual, etc.)
1 Audiometric Testing			
2 DOT Commercial Driver Drug and Alcohol Screening			
3 DOT Commercial Driver Physical Exam			
4 Respirator Physical Exam		X	
5 Respirator Questionnaire – Short			
6 Respirator Questionnaire – Standard		X	Annual
7 Blood lead level			
8 Hazardous Waste/Emergency Worker physical			
9 Heavy metal screen (mercury, lead, arsenic)			
10 HINT Hearing Noise Sensitivity Testing			
11 Tuberculosis skin test			
12 Vaccine: MMR			
13 Vaccine: Hepatitis B		X	One time
14 Vaccine: Influenza			
15 Vaccine: Meningococcal			
16 Vaccine: Pneumococcal			
17 Vaccine: Rabies			
18 Vaccine: Rabies Titer			
19 Vaccine: Tdap		X	One time
20 Vaccine: Chickenpox			

PART 11: ADDITIONAL INFORMATION, PICTURES, ETC.



**Boxes of Evidence- up to 30 lbs.
Lifted by handles from 6 inches
Up to 80 inches**



**Refrigerator for Fluid or Tissue
Samples**



**Evidence in Cold Storage- up to 30 lbs.
Lifted by handles from floor
Up to 80 inches**



Boxes of Evidence



**Storage of Firearms and Knives
From 6 inches to 80 inches**



**Boxes of Evidence- up to 80 inches
Safety Ladder to access higher items**



Rolling Storage Shelves- up to 80"



Rolling Storage Shelves- up to 80"



Evidence- Fire/Water Proof Safe-
90 lbs. - one person lift



Driveable Stock Picker/Aerial Boom Lift



Evidence- Drugs and Drug Paraphernalia
Stored from 6" to 80"