

ADA Essential Functions Worksheet

Date: 9/2023

Department: Sheriff

Classification Title: Deputy Sheriff

I verify that the following information accurately describes the essential functions of the job listed.

Patrick Esser   
Supervisor Name: Print and Sign

Deputy Inspector  
Title: Print

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1. **General Purpose of the Work:**

Under supervision, to enforce Federal, State, and County laws and ordinances consistent with policies, procedures, rules, regulations, and other communications of the Department. Patrols County roads and highways to ensure the peace and safety; maintains order and security in courtrooms and County facilities; serves civil process and warrants, and performs other duties as required.

2. **Major tasks that are performed as part of the position:**

Daily Duties:

1. Ensures the peace and safety of the public through enforcement of laws, ordinances, and Departmental Policies.
2. Patrols roads and highways in Waukesha County.
3. Attends court as a bailiff and preserves peace and order in courtrooms; responds to safety and security situations within County facilities as requested.
4. Responds to complaints and conducts thorough investigations including, but not limited to, felony, misdemeanor, accident and ordinance violations.
5. Issues citations, properly collects evidence, completes appropriate paperwork and reports, and makes arrests where appropriate.
6. Delivers and serves civil process papers and warrants on individuals, including transporting individuals to court or jail as directed by the warrant.
7. Provides assistance during special events including traffic direction and crowd control; ensures public safety.
8. Renders first aid when necessary.
9. Transports persons in custody to and from institutions or court and takes appropriate security measures to ensure custody.
10. Responds to emergency situations and assists in providing security and search and rescue operations; makes appropriate notification to persons and agencies required to respond to given emergency situations.
11. Uses appropriate levels of force to capture, control and detain individuals.
12. Maintains a variety of records and prepares clear and concise reports.
13. Appears in court as a witness and testifies concerning law enforcement actions and investigations.
14. Establishes and maintains effective working relationships with supervisors, other employees, law enforcement agencies, court and other government officials, medical professionals, and the general public.
15. Represents the Department and makes presentations to school and community groups on law enforcement activities including crime prevention, safety, security and Department services.
16. Ensures truthfulness at all times and provides credible testimony.

Regular Periodic Duties: N/A

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Occasional or Infrequent Duties: Use of firearms or other defensive equipment either during training sessions or during actual life-threatening situations.

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3. **Machines or equipment used in performing the essential functions of the job:**

Automated external defibrillator (AED), fire extinguisher, self-contained breathing apparatus (SCBA), Halligan tool, shield; weapons including handgun, rifle, shotgun; defensive devices/restraints (e.g. baton, electronic control device [ECD]); ability to operate a motor vehicle at a high rate of speed during normal and adverse weather conditions (e.g. rain, sleet, snow).

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4. **Does the position require the ability to work any shifts and/or day? Specify.**

Yes. The department is a 24/7 operation. Deputies must be able to work all hours/shifts.

5. **Physical Demands and Work Conditions:**

Complete the following activities list identifying the physical demands of the job and the work conditions under which the work is performed.

Assess the amount of time required to perform those activities or work under the conditions identified.

Use the criteria listed below to determine the amount of time each day.

ACTIVITIES	Is the Activity Performed?		Frequency		
	Place an "X" in the appropriate column		If the activity is performed, place an "X" in the appropriate frequency of performance column		
	No	Yes	Occasional 0 – 33% of the workday	Frequent 34 – 66% of the workday	Continuous 67 – 100% of the workday

<b>SITTING</b>		X		X	
<b>STANDING</b>		X		X	
<b>LIFTING</b>					
0 – 20 lbs. (light)		X	X		
21 – 50 lbs. (moderate)		X	X		
51 – 100 lbs. (heavy)		X	X		
100 lbs. (very heavy)		X	X		
Maximum Lift: 200 lbs.		X	X		
Lifting from Arm Level		X	X		
Lifting from Floor Level		X	X		
<b>PUSHING</b>					
Light objects		X	X		
Medium objects		X	X		
Heavy objects		X	X		
On/off elevator		X	X		
Up/down incline		X	X		

### REPETITIVE MOTIONS

<b>PULLING</b>					
Light objects		X	X		
Medium objects		X	X		
Heavy objects		X	X		
On/off elevator		X	X		
Up/down incline		X	X		
<b>WALKING</b>					
On smooth surface		X	X		
On uneven surface		X	X		
Up/Down Stairs		X	X		
<b>RUNNING</b>					
On smooth surface		X	X		
On uneven surface		X	X		
Up/Down stairs		X	X		

ACTIVITIES	Is the Activity Performed?		Frequency		
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	No	Yes	Occasional 0 – 33% of the workday	Frequent 34 – 66% of the workday	Continuous 67 – 100% of the workday

REPETITIVE MOTIONS Continued					
<b>CLIMBING</b>					
Stairs		X	X		
Ladders		X	X		
Inclines		X	X		
Scaffolds		X	X		
<b>AGILITY</b>					
<b>BALANCE</b>					
		X	X		
<b>REACHING</b>					
Below shoulder		X	X		
Above shoulder		X	X		
<b>TRUNK MOVEMENT</b>					
Rotation		X		X	
Bending forward		X		X	
Bending back		X		X	
Bending to side		X		X	
Bending down		X		X	
<b>LOW LEVEL WORK</b>					
Crawling		X	X		
Kneeling		X	X		
Squatting		X	X		
<b>HAND/FINGER DEXTERITY:</b>					
Fine Finger Movements		X		X	
Unilateral		X		X	
Bilateral		X		X	
Speed is vital		X	X		
Hold/manipulate small objects		X		X	
<b>CARRYING OBJECTS</b>					
On smooth surface		X	X		
On uneven surface		X	X		
Up/down stairs		X	X		
Up ladders or stools		X	X		

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AGILITY Continued

<b>DRIVING</b>					
Class "D" driver's license needed (i.e., regular driver's license)		X	X		
Commercial Driver's License Needed (specify class _____)	X				
<b>VISION</b>					
Near vision acuity		X			X
Far vision acuity		X			X
Vision – Color Identification		X			X
Vision – Depth Identification		X			X
<b>Talking in Person</b>		X	X		
<b>Talking via Phone or On Radio</b>		X	X		
<b>Hearing in Person</b>		X	X		
<b>Hearing via Phone or On Radio</b>		X	X		

**WORKING CONDITIONS**

<b>Inside</b>		X	X		
<b>Outside</b>		X	X		
<b>Work with others</b>		X	X		
<b>Work alone</b>		X	X		
<b>Work near others</b>		X	X		
<b>Cramped workspace (limits motion)</b>		X	X		
<b>Toxic Chemicals</b>		X	X		
<b>Dusts</b>		X	X		
<b>Vapors / Fumes</b>		X	X		
<b>Heat</b>		X	X		
<b>Cold</b>		X	X		

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WORKING CONDITIONS Continued					
Noise		X	X		
Vibration		X	X		
Radiation		X	X		
Computer Work		X	X		
Pathogens/blood and body fluids		X	X		
Respirator Use – Specify (SCBA)		X	X		
Gas Mask –if on CERT Team		X	X		
WORK HOURS					
Regular Overtime Required	X				

In addition to the above, a Deputy Sheriff must maintain a level of fitness to pass the Department's annual Physical Ability Test (PAT) which simulates important physical abilities necessary to perform the duties of a Deputy Sheriff (applicable to individuals hired on or after January 1, 2008). See the "Fit for Duty" guide for further information on the Department PAT.