

ADA Essential Functions Worksheet

Date: 9/2023

Department: Sheriff

Classification Title: Corrections Lieutenant

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

Angela Wollenhaupt  Jail Administrator  
Supervisor Name: Print and Sign Title: Print

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

Under direction, to perform work involving the supervision of employees maintaining the security and custody of inmates in County Jail and Huber facilities; and to perform other duties as required.

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

Daily Duties:

1. Supervises, assigns, coordinates, trains, and evaluates employees in the performance of custody and security duties in a maximum-security Jail or Huber facility which utilizes linear, direct or work release correctional principles; handles personnel concerns of the staff and may recommend discipline up to discharge.
2. Provides employees with training, guidance and interpretation of operating policies and procedures in specific incidents with authority to make commitments concerning action to be taken.
3. Schedules employee position assignments and approves requests for time off in order to maintain staffing levels required for a safe and efficient operation of the facility; maintains records of employee attendance and work hours.
4. Participates in special projects such as the development, implementation and revision of standard operating policies and procedures, classification of inmates, development of policies and procedures for inmate programming, in-service training and the enhancement of the jail computer systems.
5. Reviews reports of subordinates for accuracy and completeness and ensures they are provided to the proper officials.
6. Conducts inmate disciplinary hearings concerning incidents that occur in the jail and makes decisions within established guidelines concerning the appropriate penalty to be imparted.
7. Ensures incoming prisoners are properly screened and assessed, including for any medical and mental health concerns; makes certain appropriate housing recommendations and any wellness alerts are established and followed accordingly throughout incarceration.
8. Investigates reports of unusual inmate behavior in order to observe and determine the appropriate course of action to be taken.
9. Ensures staff remain alert, courteous, and professional when interacting with inmates, coworkers and visitors.
10. Oversees inmate custody file management; resolves questions on inmate intake and discharge documents, release dates and conditions of confinement, and authorizes release of inmates.
11. Investigates concerns and complaints from staff, inmates, attorneys and the public regarding jail procedures; supplies information to inquirers using discretion within established guidelines to resolve problems and/or satisfy concerns which have been expressed.
12. Identifies training needs; coordinates shift coverage to ensure adequate staffing levels are maintained during training periods.
13. Ensures inmates are provided with proper emergency and routine medical treatment.

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### Daily Duties (continued):

14. Conducts routine inspections of all work areas to ensure a secure and clean work environments relative to safety, maintenance, and general housekeeping needs.
15. Conducts fire and disaster drills to ensure officer proficiency in critical operational areas of security and emergency situations; provides or directs remedial training as necessary.
16. Supervises the Jail's Correctional Emergency Response Team as it responds to critical jail incidents.
17. May participate in interviews of applicants for positions supervised, evaluate the potential of applicants, and make recommendations for hire.
18. Prepares and presents detailed oral and written reports as required.
19. May be responsible for monitoring supply inventory, completing purchases and reviewing supply contracts for accuracy and pricing.
20. Establishes and maintains effective working relationships with Department staff, inmates, law enforcement personnel, other government and private agencies, the business community, and the general public.

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Regular Periodic Duties: N/A

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Occasional or Infrequent Duties: N/A

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

Automated external defibrillation (AED), fire extinguisher, self-contained breathing apparatus (SCBA) and other emergency equipment including but not limited to, OC spray, taser, handcuffs, restraint chair and bed, and belly chain. Working knowledge of computerized department program software, internet access, database, spreadsheet, and word processing programs.

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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. A Corrections Lieutenant 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				
Maximum Lift: 200 lbs.	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				

**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				
<b>WALKING</b>					
On smooth surface		X			X
On uneven surface	X				
Up/Down Stairs		X		X	
<b>RUNNING</b>					
On smooth surface		X	X		
On uneven surface	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				
Inclines	X				
Scaffolds	X				
AGILITY					
<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				
Up/down stairs		X		X	
Up ladders or stools	X				

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	No	Yes	Occasional 0 – 33% of the workday	Frequent 34 – 66% of the workday	Continuous 67 – 100% of the workday

**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
Talking in Person		X			X
Talking via Phone or On Radio		X			X
Hearing in Person		X			X
Hearing via Phone or On Radio		X			X

**WORKING CONDITIONS**

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

WORKING CONDITIONS Continued					
Noise		X		X	
Vibration		X	X		
Radiation	X				
Computer Work		X		X	
Pathogens/blood and body fluids		X		X	
Respirator Use – Specify (SCBA)		X	X		
Reach behind the back (both arms/hands)		X	X		
Harness on shoulders (both arms/hands)		X	X		
Pull 30 lb. SCBA off the wall station (both arms/hands)		X	X		
Cinch shoulder harnesses (both arms/hands)		X	X		
Cinch waist belt (both hands)		X	X		
Reach behind the back/turn resp. valve (right arm/hand)		X	X		
Reach behind the head – secure mask straps (both hands)		X	X		
Breathe through positive pressure mask		X	X		
Maintain 30 lb. SCBA in place on back for duration of emergency situation		X	X		
Gas Mask –if on CERT Team		X	X		
<b>WORK HOURS</b>					
Regular Overtime Required		X	X		