

ADA Essential Functions Worksheet

Date: 9/2023

Department: Sheriff

Classification Title: Lieutenant

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

Patrick Esser  Deputy Inspector
Supervisor Name: Print and Sign Title: Print

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

Under direction, to perform work involving the direct supervision of employees performing law enforcement related duties, and to perform other duties as required.

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

Daily Duties:

1. Assigns, directs, coordinates and evaluates the work of employees on one or more shifts of the Waukesha County Sheriff's Department Metro Drug Unit, Detective Bureau, Patrol Division and Process/Court Services.
2. Oversees one or more specialty units or functions such as Tactical Enforcement Unit, Canine Unit, Boat/Snowmobile Patrol, Search and Recovery, Field Training Program, Fleet or Radio Services.
3. Prepares employee work schedules to ensure adequate levels of service; considers scheduled and unscheduled time off, incident rates, overtime and any special requirements of the shifts when determining staffing.
4. Assumes responsibility for overall supervision of shift in the Captain's absence, including performing daily administrative duties.
5. Manages substation operations in accordance with police service contracts between city, village or town and the Sheriff's Department.
6. Acts as the Department's liaison with city/village/town leaders, department heads and community groups regarding direction and level of service to be provided in accordance with agreed-upon contracts.
7. Applies for grants to support strategic plan initiatives and administers activity for contract-specific enforcement.
8. Acts as a liaison for the Sheriff by serving on committees and boards, making presentations, addressing and resolving community concerns, and acting as a resource to local governmental units and the public.
9. Performs internal investigations to resolve citizen complaints.
10. Ensures federal, state and local statutes, laws, ordinances, codes, rules and regulations, and the policies and procedures of Waukesha County and the Sheriff's Department are enforced at all times; imposes or recommends disciplinary action for any infractions.
11. Receives complaints or reports of emergencies, determines need for police action, and directs and assists subordinates in handling problems.
12. Makes inspections of equipment or investigations of work areas and work performance to ensure compliance with laws, rules and regulations, and Department policy and procedures; institutes or recommends changes necessary for proper and efficient operation.
13. Develops and provides training, mentoring and guidance to employees through group instructional sessions, on an individual basis or following action reports.
14. Makes arrests, takes reports, conducts investigations and may appear in court as needed.

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15. Assists in developing and monitoring the budget by making recommendations concerning manpower, equipment purchases and training needs; implements the budget for specialty units.
16. May participate in interviews of applicants for positions in the Department, evaluates the potential of each applicant and recommends selections for approval.
17. Maintains accurate records; prepares and presents detailed oral and written reports as required.
18. Prepares and presents information to the media.
19. Establishes and maintains effective working relationships with Department staff, the County Board and its committees, commissions, elected officials and County departments, other government and private agencies, the business community, civic groups and the general public.
20. Ensures truthfulness at all times and provides credible testimony.

Regular Periodic Duties: N/A

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

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

Automated external defibrillation (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).

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

Yes. The department is a 24/7 operation. A 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

SITTING		X		X	
STANDING		X		X	
LIFTING					
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		
PUSHING					
Light objects		X	X		
Medium objects		X	X		
Heavy objects		X	X		
On/off elevator		X	X		
Up/down incline		X	X		
REPETITIVE MOTIONS					
PULLING					
Light objects		X	X		
Medium objects		X	X		
Heavy objects		X	X		
On/off elevator		X	X		
Up/down incline		X	X		
WALKING					
On smooth surface		X	X		
On uneven surface		X	X		
Up/Down Stairs		X	X		
RUNNING					
On smooth surface		X	X		
On uneven surface		X	X		
Up/Down stairs		X	X		

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

DRIVING					
Class "D" driver's license needed (i.e., regular driver's license)		X	X		
Commercial Driver's License Needed (specify class _____)	X				
VISION					
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		

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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 Lieutenant 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 the position (applicable to individuals hired on or after January 1, 2008). See the "Fit for Duty" guide for further information on the Department PAT.