



CITY OF LOS ANGELES

PERSONNEL OFFICE - 700 East Temple Street / Los Angeles, California 90012
Phone: (213) 473-9311 Fax: (213) 895-5656 TDD (213) 473-9312 Email: information@Lacity4you.com

ESSENTIAL FUNCTIONS PHYSICAL AND MENTAL ACTIVITY FORM Sept 2013

Job Class	Detention Officer
Class Code	3211

Instructions: This form provides a detailed description of the physical and mental abilities required to perform in a particular job classification. The purpose of the form is to provide this description to medical and Return To Work staff as a part of their assessment of an individual with a disability. Information about the job from this form assists in determining whether an applicant or employee with a disability can begin work or return to work with or without a reasonable accommodation. This form is to be completed as part of the job analysis for all jobs.

Below is a list of activities and other characteristics of the job class. First consider the frequency with which the activity is performed – **(N) NEVER** = Does not occur at all; **(I) INFREQUENT** = Occurs, but not on a daily basis; **(S) SELDOM** = Occurs less than 30 minutes per shift; **(O) OCCASIONAL** = Occurs 31 minutes to 2.5 hours per shift; **(F) FREQUENT** = Occurs 2.6 to 5.5 hours per shift; **(C) CONTINUOUS** = Occurs 5.6 + hours per shift.

For all physical and mental activities performed, specify the frequency and then identify the 3-4 tasks/essential functions that best exemplify the listed activity.

SECTION 1: PHYSICAL DEMANDS

PHYSICAL DEMANDS FREQUENCY KEY	
(N) NEVER = Not required, does not occur at all;	(I) INFREQUENT = Occurs rarely, but not on a daily basis;
(S) SELDOM = Occurs 30 minutes or less total per shift;	(O) OCCASIONAL = Occurs 31 minutes to 2.5 hours total per shift;
(F) FREQUENT = Occurs 2.6 to 5.5 hours total per shift;	(C) CONTINUOUS = Occurs 5.6 + hours per shift

A. Muscular Strength – exerting muscular force against objects or to move one's own body.

LIFTING REQUIREMENTS:

LIFTING	HEIGHT	FREQUENCY	DESCRIPTION OF ITEM LIFTED	TASK #s
1 oz. to 10 lbs.	6-8'	S	Soap; boxes of forms; supplies	26, 81
11 to 20 lbs.	4-5'	S	Mattresses; bedding; boxes of forms	23, 26, 53, 81
21 to 30 lbs.	4-5'	I	Mattresses; bedding; boxes of forms	23, 26, 53, 81
31 to 40 lbs.	4-5'	O	Food	26
41 to 55 lbs.	4-5'	I	Self Contained Breathing Apparatus (SCBA)	86, 87, 88
56 lbs. +	4-5'	S	Arrestee	61, 75, 77



CARRYING REQUIREMENTS

CARRYING	DISTANCE	FREQUENCY	DESCRIPTION OF ITEM CARRIED	TASK #s
1 oz. to 10 lbs.		S	Soap; boxes of forms; supplies	26, 81
11 to 20 lbs.		S	Mattresses; bedding; boxes of forms	23, 26, 53, 81
21 to 30 lbs.		I	Mattresses; bedding; boxes of forms	23, 26, 53, 81
31 to 40 lbs.	10'	O	Food	26
41 to 55 lbs.	75' - 200'	I	Self Contained Breathing Apparatus (SCBA)	86, 87, 88
56 lbs. +	3' - 5'	S	Arrestee	61, 75, 77

PUSH / PULL

PUSH	WEIGHT	DISTANCE	FREQUENCY	DESCRIPTION OF ITEM(S) PUSHED	TASK #s
<i>Minimum</i>	5	40'	S	Wheelchairs, gurneys, carts	26, 81
<i>Maximum</i>	120	200'	S	Wheelchairs, gurneys, carts	26, 81
PULL	WEIGHT	DISTANCE	FREQUENCY	DESCRIPTION OF ITEM(S) PULLED	TASK #s
<i>Minimum</i>	120	3' - 4'; 200'	S	Cell door; fire hose	62, 88
<i>Maximum</i>		2' - 3'	S	Arrestee	61, 75, 77

B. Muscular Endurance – continuous muscular exertion for more than two minutes; resistance to muscular fatigue.

ACTIVITY PERFORMED	FREQUENCY	MAXIMUM AT ONE TIME	TASK #s
Control arrestee	I	5 min	49, 51
Wear SCBA; fight fire			87, 88

C. Anaerobic Capacity – exertion of maximum physical effort for 5 to 90 seconds.

ACTIVITY PERFORMED	FREQUENCY	MAXIMUM AT ONE TIME	TASK #s
Climbing Inclined Surfaces - (Slopes, mounds)			
Ascend / Descend Ladders / Stepping Stools			
Ascend / Descend Stairs and/or Steps	O	90 sec	26, 42
Other: Control arrestee	I	90 sec	

D. Cardiovascular Endurance – sustaining physical effort for more than 5 minutes that results in increases in breathing and heart rate

PHYSICAL DEMANDS / ACTIVITY PERFORMED	FREQUENCY	MAXIMUM AT ONE TIME	TASK #s
Running			
Jumping			
Other: Control arrestee	I		63, 65



E. Flexibility – bending, stretching, and or twisting the body, arms, or legs

PHYSICAL DEMANDS / ACTIVITY PERFORMED	FREQUENCY	MAXIMUM AT ONE TIME	TASK #s
Waist - Bend Forward	S	2 min	3, 26, 65, 66
Waist - Twist to Left or Right Side	O	20 min	12, 13
Neck - Lateral Bend , Towards Shoulders	S	30 sec	59, 60
Neck - Turn Side to Side Motion	O	1 min	49, 60
Neck – Extension, Looking Upward	O	2 min	57, 60
Neck - Flexion, Looking Downward	F	15 min	Booking (typing, fingerprinting)
Arm(s) Reach Overhead	S	30 sec	26, 52
Arm(s) Reach at/to Shoulder Level	S	30 sec	Open cell and other doors
Arm(s) Reach at/to Chest Level	S	15 min	Booking
Arm(s) Reach at/to Waist/Desk Level	O	15 min	12, 49
Arm(s) Reach Below Waist Level	S	15 min	CPR
Elbow Flexion – To Bend Towards Body	S	3 min	Carrying
Elbow Extension – To Bend Away From Body	S	15 min	Fingerprinting
Stooping - Slight Bend at Knees and Waist	S	10 min	63
Squatting / Crouching - Partial, Full Bend at Knees	S	20 min	61, 62
Kneeling - On One or Both Knees On Floor	S	20 min	66, 76
Pivoting - To Move / Rotate w/One Foot Planted	S	10 min	12, 49
Other:			

F. Balance – maintaining the body in a stable position

PHYSICAL DEMANDS / ACTIVITY PERFORMED	FREQUENCY	MAXIMUM AT ONE TIME	TASK #s
Balancing at Heights, Above Ground Level	N		
Walking	O	20 min	
Weight Bearing Activities - Standing & Walking	C	1 ½ hrs	12, 49
Walking on Uneven Terrain - (Rocks, Sand, Dirt)	N		60
Other:			

G. Coordination – precision in sequencing and/or simultaneous movement of the arms, hands, legs, feet, and/or the entire body.

PHYSICAL DEMANDS / ACTIVITY PERFORMED	FREQUENCY	MAXIMUM AT ONE TIME	TASK #s
Crawling - On Hands and Knees	I	20 sec	3
Lying Down - Back, Side, or Stomach	I	20 sec	3 – Roleplay arrestee
Climbing in/out of Equipment /Vehicle	I	5 sec	
Driving / Steering Vehicle(s)	N*		*Not all drive
Operation of Equipment / Machinery	I	2 min	Nonlethal weapon; TASER
Operation of Power Tools / Vibration	N		
Manipulation & Use of Hand Tools	I	2 min	7, 72
Operation of Foot Controls or Pedals	N		
Other			



H. Minimal Body Movement

PHYSICAL DEMANDS / ACTIVITY PERFORMED	FREQUENCY	MAXIMUM AT ONE TIME	TASK #s
Sitting – Full Support Seated Position	O	20 min	
Standing	C	1 ½ hrs	12, 49
Lying Down - Back, Side, or Stomach	I	20 sec	3 – Roleplay arrestee
Other:			

I. Hand and Wrist – activities associated with the motions, movements, flexion, extension of hands and wrist.

DEMANDS / ACTIVITIES WORK PERFORMED	DOMINANT HAND	NON – DOMINANT	MAXIMUM AT ONE TIME	TASK #s
Fine Manipulation / Finger Dexterity	O	O	20 min	9,12, 59
Keyboarding / Mouse Manipulation	C	C	20 min	8, 39, 40
Finger Pinch w/ Two or Three Fingers	S	N	20 sec	10
Simple Grasping	C	C	20 sec	12, 61
Gross Manipulation - Open Palm	N	N		
Cylindrical Grasping - Tool Handles	N	N		
Operation of Levers, Dials, Buttons	S	N		43
Driving / Holding Steering Device	N	N		
Powerful Grasp / Tight Grasp	I	I	3 min	61, 62, 63
Wrist - Up and Down Movement	N	N		
Wrist - Side to Side Movement	N	N		
Wrist - Torque, Turn, Twist	O	O	30 sec	59

SECTION 2: COMMUNICATION / SENSORY DEMANDS

Communication and Sensory Demands encountered by employee in course of performing essential functions.

COMMUNICATION / SENSORY DEMANDS ACTIVITY PERFORMED	Yes	No	TASK #s
Hearing			
Hearing Acuity	X		57, 69
Understanding speech in the presence of noise	X		69, 82
Localizing sound	X		69
Using telephone	X		43
Vision			
Visual Acuity	X		47, 57, 60,
Depth perception	X		64, 75
Color vision – accurately and quickly naming colors	X		50, 58
Speaking			
Speaking clearly enough to be understood	X		5, 19, 43, 49
Using public address system, phone, radio	X		43, 49
Other Senses			
Performing tasks that require sense of touch	X		49, 82 (pulse)
Performing tasks that require sense of smell	X		



SECTION 3: WORKING CONDITIONS/WORK ENVIRONMENT

Environmental exposures the employee will encounter while performing essential function of job.

PHYSICAL DEMANDS / ACTIVITY PERFORMED	FREQUENCY	TASK #s
Environment		
Contact with Customers; General Public	C	5, 43, 58
Vibration Tools / Equipment	N	
Working outdoors	I	20
Smells / Scents	S	
Noise levels over 70 decibels (equal to busy street traffic)	S	42
Vapors / Fumes / Smoke	I	87, 88
Working in areas with limited ventilation	C	Most tasks
Dust and/or Pollens	N	
Sunlight / Ultraviolet Exposure	N	
Heating and/or Cooling System	N	
Working indoors	C	Most tasks
Traffic	N	
Humidity or Wetness	N	
Exposure to extremes in temperature	N	
Accident Risk		
Slippery Walking Surfaces	S	Flood cell
Electrical Hazards	N	
Working at Heights – 6 feet above ground	O	57, 60
Moving Equipment and / or Machinery	N	
Work with or Near Sharp Items	S	49, 50
Explosive Hazards	I	Bomb threat
Health Risk		
Exposure to Biohazards or Bodily Fluids	S	10, 49, 50
Exposure to radiation, lead, radon, asbestos, EMF or other carcinogens	N	
Toxic Substances	N	



SECTION 4: COGNITIVE/ INTERPERSONAL/PSYCHOLOGICAL STRESSORS

Cognitive/ interpersonal/psychological stressors the employee will encounter while performing essential function of job.

PHYSICAL DEMANDS / ACTIVITY PERFORMED	FREQUENCY	TASK #s
Cognitive		
Performing tasks requiring intense concentration	O	6, 39, 40
Performing repetitive tasks	C	8, 36
Sustaining attention despite interruptions	C	Most tasks
Shifting attention from one issue to another based on priorities	C	Most tasks
Performing tasks requiring significant independent judgment, or with minimal supervision	O	50, 73, 82
Making complex decisions while considering several factors	S	23, 24
Performing tasks with deadlines	C	39, 40, 57
Paying attention to detail	C	7, 8, 46, 47
Interpersonal		
Performing tasks as part of a team, where members rely on each other	S	63, 78, 82
Performing tasks for general public in service-related position	N	
Performing tasks that elicit negative responses from the public	C	43, 45
Psychological Stressors		
Working in area/conditions where risk to own safety or others is high	C	23, 61, 64
Performing tasks that can be emotionally disturbing	S	65, 73, 82
Using/exposure to weapons	C	49, 50, taser
Working in areas with limited space (underground tunnels, crawl spaces, elevators)	O	50, 73
Other:		

SECTION 5: MANUAL TOOLS, EQUIPMENT & VEHICLES

Manual tools, equipment and vehicles, the employee will encounter while performing essential function of job.

List tools, equipment, vehicles	Yes	No	TASK #s
Handcuffs, hobbles	X		61, 63, 68
Pepper spray, TASER	X		67
Gurney, safety chair, wheelchair	X		68, 76, 77

