



DEPARTMENT OF CORRECTIONS
Human Resources



Title:	Essential Functions of DPSST Certifiable Positions in Correctional Officer Classifications	DOC Policy: 20.1.5
Supersedes:	DOC Policy 20.1.5, Essential Functions of DPSST Certifiable Positions in Correctional Officer Classifications, dated 07/15/98	
Applicability:	All department employees in DPSST certifiable Correctional Officer positions.	
Directives Cross-Reference:	DPSST Physical Requirements; DPSST Manual: "Entry Level Corrections Officer Job Task Analysis – 1996;" Americans with Disabilities Act 42 USC & 12102 et seq.	

I. PURPOSE

To establish the essential functions for all DPSST certifiable correctional officer positions with regard to the Americans with Disabilities Act.

II. POLICY

A. For all department employees in DPSST certifiable correctional officer positions, including security managers, assistant superintendents for security, superintendents, the Department Chief of Security, the Assistant Directors for Institutions, and the Department Director, the requirement to meet the DPSST physical requirements for an entry level correctional officer shall be considered an essential requirement of the job regardless of the post, duty, or work station assigned. Accordingly, these employees shall:

1. Maintain the physical fitness that meets the DPSST Medical Section Guidelines (Attachment A);
2. Upon the request of their supervisor and based on a work place or job-related incident or event, take the DPSST physical at employer expense; and
3. Have the ability to perform all assigned essential tasks within each of the following essential functions, with or without reasonable accommodation:
 - a. Maintain security;
 - b. Use force – weapons;
 - c. Manage conflicts – crisis;
 - d. Search and seizure, investigations;

Effective Date: 06/09/03

DOC Policy 20.1.5: Essential Functions of DPSST Certifiable Positions in Correctional Officer Classifications

- e. Maintain a healthy and safe environment; and
 - f. Maintain an out of the ordinary control of inmates.
- B. Employees who are unable to meet the physical requirements and perform the essential functions of the job as described in Paragraph II., A., above, may be placed in available and suitable department positions for which they are qualified per DOC policy. If no such positions are available, the employee shall be terminated. Any department personnel who do not meet these requirements shall not be eligible for any department DPSST certifiable Correctional Officer positions.
- C. Department security managers shall develop and maintain a complete and up-to-date position description for each DPSST certifiable Correctional Officer position that accurately describes the assigned duties consistent with the essential functions in accordance with DOC Policy 20.3.1, Position Management.
- D. The department Human Resources Division shall implement procedures to ensure that applicants selected for any security position, who are new to the department, demoting within the department, or as a lateral transfer or promotion from a non-custody classification, pass the DPSST physical requirements for entry-level correctional officers as a condition of permanent employment at applicant expense. The physical shall be completed no later than 45 days after date of hire.

III. POLICY CLARIFICATION

- A. Under regular supervision, all department DPSST certifiable Correctional Officer employees perform basic corrections services in accordance with the mission and performance objectives of the department in compliance with Federal, State and local laws.
- B. It is a primary function of a Correctional Officer to maintain the custody and control of inmates. Therefore, inherent within all Correctional Officer positions is the ability to work all shifts, posts, and assignments in any facility and to perform all the essential functions including the ability to physically intervene in inmate disturbances for the safety and security of other inmates, employees and the general public.

**DOC Policy 20.1.5: Essential Functions of DPSST Certifiable Positions in
Correctional Officer Classifications**

IV. IMPLEMENTATION

This policy will be adopted immediately without further modification.

**DOC Policy 20.1.5: Essential Functions of DPSST Certifiable Positions in
Correctional Officer Classifications**

**Attachment A
DPSST Medical Section Guidelines
EYES AND VISION**

Visual Acuity:

Patrol tiers, cell areas, corridors and other security areas inside the facility to ensure security and observe inmate behavior.

Monitor and control inmate shower and shaving activities.

Observe inmate to verify presence and determine physical condition.

Conduct head or institutional count.

Supervise inmate activities in housing area.

Break up fights between two or more inmates.

Draw weapon to protect self.

Use chemical agents to quell disturbance/riots.

Confront and control hostile groups.

Subdue inmates resisting restraint.

Carry handgun while guarding inmates outside the facility.

Notice and investigate unusual traffic or movement.

Identify and observe group agitators, gang members, etc.

Observe physical markings to recognize gang members.

Observe inmates to recognize the symptoms of alcohol abuse.

Recognize homosexual behavior.

Recognize (identify) inmate groups, gangs, etc., to anticipate potential problems.

Recognize behavioral characteristics of a violent offender.

**DOC Policy 20.1.5: Essential Functions of DPSST Certifiable Positions in
Correctional Officer Classifications**

Attachment A

Observe inmate behavior and movement to prevent or stop physical conflict between prisoners.

Observe physical conditions of incoming inmates.

Observe incoming inmates to identify mental condition.

Observe inmate to recognize symptoms of drug use.

Observe mentally disturbed or suicidal inmates.

Search visiting room before or after visits.

Inspect or search clothing.

Search inmate's private property.

Control entry into the detention area.

Control and/or supervise inmate movement in or into housing areas.

Control and/or supervise inmate movement in activity and program areas.

Monitor /log behavior of inmates in administrative segregation.

Search clothing/property left for inmates.

Process evidence seized during search of inmates and/or cells, rooms, etc.

Seize contraband.

Search visiting room to discover contraband.

Strip search inmates.

Review procedures for handling inmates disciplinary problems.

Escort inmate in motor vehicle.

Notice and investigate unusual traffic or movement.

Oversee clean up of blood and body fluids.

Color Vision:

Effective Date: 06/09/03

**DOC Policy 20.1.5: Essential Functions of DPSST Certifiable Positions in
Correctional Officer Classifications**

Attachment A

Use chemical agents to quell disturbance/riots.

Observe physical marking to recognize gang members.

Review and comprehend emergency procedures to be initiated in case of fire, escape, riot, etc.

Inspect housing area to discover excessive combustible materials.

Oversee clean up of blood and body fluids.

Depth Perception:

Break up fights between two or more inmates.

Draw weapon to protect self.

Peripheral Vision:

Break up fights between two or more inmates

Draw weapon to protect self.

Low Light/Night Vision:

Draw weapon to protect self.

EARS AND HEARING

Hearing Acuity:

Resolve conflict between inmates verbally.

Resolve conflict between inmate and staff member verbally.

Collect evidence for inmate disciplinary hearings (interview, contraband, etc.)

Respond to inmate's verbal questions.

Verbally reprimand inmate for violation of rules/regulations.

Investigate unusual odors/sounds.

Attachment A

NOSE/THROAT AND MOUTH

Smell:

Investigate unusual odors/sounds.

Effective Date: 06/09/03

DOC Policy 20.1.5: Essential Functions of DPSST Certifiable Positions in Correctional Officer Classifications

Use of Mouth:

- Order inmates to enter or leave cells.
- Notify supervisors of potential emergencies or hazards.
- Resolve conflict between inmates verbally.
- Resolve conflict between inmate and staff member verbally.
- Collect evidence for inmate disciplinary hearings (interview, contraband, etc.).
- Respond verbally or in writing to inmate's written questions.
- Verbally reprimand inmate for violation of rules/regulations.
- Report severe depression or unusual behavior which might indicate self-destructive behavior, e.g. suicide.
- Use air pack (Lift Air, Scott, MSA air pack).

CARDIO-VASCULAR SYSTEM

- Physically place inmates in, or remove inmates from cells.
- Pat search inmates.
- Administer cardio-pulmonary resuscitation.
- Administer mouth-to-mouth resuscitation.
- Apply first aid to control bleeding.
- Use restraints on inmates in segregation.
- Use restraint devices (waist chains, restraint chair, leg irons, hand cuffs, etc.) to control inmate.
- Physically restrain violent inmates.
- Kneel to apply restraints.
- Respond to facility escape.
- Patrol tiers, cell areas, corridors and other security areas inside the facility to ensure security and observe inmate behavior.

Attachment A

**DOC Policy 20.1.5: Essential Functions of DPSST Certifiable Positions in
Correctional Officer Classifications**

Break up fights between two or more inmates.

Use chemical agents to quell disturbance/riots.

Confront and control hostile groups.

Subdue inmates resisting restraint.

Break up fights between two or more inmates.

Escort inmates within the facility.

Quantified Exertion tasks:

SUBDUING	CARRYING	RUNNING	PULLING	STANDING	WALKING
SITTING	CLIMBING	CRAWLING	GRIPPING	LIFTING	PUSHING
DEFENDING	TACKLING	HOLDING	JUMPING	HOLDING-UP	