



JOB SITE ESSENTIAL PHYSICAL DEMANDS

COMPANY: Ramsey County Correctional Facility and Law Enforcement Center

JOB TITLE: Correctional Officer 1, 2 & 3

Departments: ADC & RCCF

Date: 2/25/2011 Rev. 8/3/2011 Rev. 3/2/2018 Rev. 5/10/2021

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Contact: Ramsey County Human Resources

Job Functions:

Guards inmates in penal institution in accordance with established policies, regulations, and procedures: Observes conduct and behavior of inmates to prevent disturbances and escapes. Inspects locks, window bars, grills, doors, and gates for tampering. Searches inmates and cells for contraband articles. Guards and directs inmates during work assignments. Patrols assigned areas for evidence of forbidden activities, infraction of rules, and unsatisfactory attitude or adjustment of prisoners. Reports observations to superior. Employs weapon or force to maintain discipline and order among prisoners, if necessary. May escort inmates to and from visiting room, medical office, and religious services. May guard entrance of jail to screen visitors. May prepare written report concerning incidences of inmate disturbances or injuries. May be designated according to institution as Correction Officer, City Or County Jail (government ser.); Correction Officer, Penitentiary (government ser.); Correction Officer, Reformatory (government ser.).

Work Hours: 8-12 hour shifts, 24 hour facility (24/7)

Overtime: Required at times, based on seniority. Overtime may be forced at times. Irregular hours are common. Mandatory Call in work: On a rare basis, an employee will be called to come in for an emergency situation.

Personal Protective Equipment: Chemical agents, handcuffs, tazer (ADC only).

Special Training Requirements: De-escalation and physical intervention strategies (verbal and physical) to restrain inmates.

Job Task Analysis - Physical Demand Checklist

Never (0%)	Rarely (1-10%)	Occasionally (11- 33%)	Frequently (34-66%)	Continuously (67 -100%)
Not at all (0%)	0-24 min./day 0-5 reps/ in 8 hour day	25 min. to 2.5 hours/day 6-100 reps in 8 hour day	2.51 to 5 hours/day 101-300 reps in 8 hour day	5.01 hours and over 301 to 500 + reps in 8 hr. day

Site: ADC and Ramsey County Corrections Facility (RCCF)						Location: St. Paul
Posture, Movement:	Never (0%)	Rarely (1-10%)	Occasionally (11 - 33%)	Frequently (34 - 66%)	Continuously (67 - 100%)	Comments
Head Flexion				X		Looking down (paperwork, computer), etc.
Head Extension			X			Looking up.
Head Rotations				X		Environment/surroundings observations, etc.
Head Side Bending			X			Searches, etc.
Sitting			X			At work stations, etc.
Standing			X	X		As needed throughout shift, etc.
Walking				X		Escort/monitor inmates, etc.
Bending / Stooping			X			Carts, gates (locking/ unlocking), searches, use of restraints, etc.
Twisting			X			Same as above
Squatting			X			Searches, restraining inmates, etc.
Crawling		X				Searches.
Kneeling		X				Searches, restraining, medical procedures.
Crouching		X				Searches, medical monitoring inmates
Climbing (e.g., stairs)				X		2x every hour four flights of stairs at ADC, bunks, inspections/searches, etc.
Balancing					X	Movements on stairs/ramps, restraints.
Reaching-Forward				X		Keying, computer, inspection, physical restraints, searches, delivering items to inmates, keying doors/gates, etc.
Reaching -Overhead			X			Supplies, property boxes, searches, etc.
Bend/Twist/Rotate Wrists						Throughout the day working with inmates, doors, etc.
Bend/Twist/Rotate Elbows						Throughout the day working with inmates, doors, etc.
Simple Grasping						Handling supplies, food tray delivery, carts, bins, property boxes, etc..
Firm Grasping						Handling supplies, food tray delivery, cuffing, restraints and searches, property boxes, carts, bins, etc..
Fine Hand Coordination						Writing and computer tasks, etc.
Pinching						Keys, writing, etc.
Reaching-Low Level			X			Supplies, property boxes, searches, etc.
Reaching Across/Behind			X			Restraining, keying or opening doors, gates, etc.
Feet Use					X	Use all day walking, steps, driving, standing, etc.

Job Task Analysis - Physical Demand Checklist (Continued)

	Never (0%)	Rarely (1 - 10%)	Occasionally (11 - 33%)	Frequently (34 - 66%)	Continuously (67 - 100%)	
Push / Pull (incl. force)			X			Carts (food/laundry) 10-15 lbs., doors/gates , food carts (70 trays) 26-35 lbs., steering carts on ramps approx. 20-40 lbs.
Lifting & Carrying	Never	Rarely	Occasionally	Frequently	Continuously	Comments
Up to 10 pounds			X			Office supplies, keys, food trays, clothing, etc.
11 - 24 pounds			X			Mattresses (flipping), lighter carts, Copy paper box 20 lbs., etc.
25 - 34 pounds		X				Property bins, supplies, etc.
35 - 50 pounds		X				Property bins (weight varies), etc.
51 - 74 pounds		X				Paper forms box approx. 45 lbs., assisting or initiating restraint situations with inmate(s), etc.
75 - 100 pounds		X				Restraining or assisting to carry/move inmates, Copy paper box (carts available) 80 lb. box, etc.
100+ pounds		X				Restraining or carrying inmate with assistance, etc.
Push / Pull (incl. force)			X			Carts (food/laundry) 10-15 lbs., doors/gates , food carts (70 trays) 26-35 lbs., steering carts on ramps approx. 20-40 lbs., restraints, etc.



JOB TITLE: Corrections Officer 1, 2 & 3 Departments: ADC & RCCF Date Revised: 05-10-2021

Job Task Analysis - Environmental Exposure Checklist

The environmental exposure information was reviewed or completed by the human resources department of this company.

Environmental Exposures:		Comments:
Working around moving machinery	No	
Working at heights	No	
Congested area	Yes	Restraint situations or certain areas within buildings due to inmates/staff or design
Working Outside	Yes	Transporting/escorting and driving
Inadequate lighting	No	
Glare	Yes	Computer, windows, driving
Exposure to heat and humidity	Yes	Weather (outside areas), inside areas such as laundry, kitchen
Exposure to cold	Yes	Weather related
Using powered equipment	No	
Slippery floor surfaces	Yes	Kitchen, dining areas, laundry, at times within facility and outside weather
Chemical exposure: (specify)		Chemical irritant, disinfectants and cleaners
Inhalation	Yes	
Ingestion	Yes	
Skin contact	Yes	
Noise -interfering w/ communication	Yes	During or from inmate situations, laundry area
Radiation (ionizing/non-ionizing)	Yes	Body scanner, metal detector
Hazardous waste	No	
Blood and/or bodily fluids	Yes	Blood, laundry (soiled), contact with inmates or within prison areas, saliva, urine, feces, vomit.
Airborne Infectious Agents	Yes	TB, HINI, COVID-19
Resident aggression	Yes	Inmates situations and conflicts (fights/riots) are physically violent
Other Environmental Conditions:		
Sharp edges	Yes	Corners, stairs, doors, tables

Sensory Demands (Check all that apply)

X Hearing X Speech X Near vision X Far vision Color vision X Spatial perception
 X Tactile X* Smell Taste

Additional Comments:

*Smell: Drugs, chemicals, smoke

The physical and environmental demands of this job position were reviewed by these individuals for accuracy. It is recommended that at least two employees who perform the job and a supervisor (per facility) review this document. This document was reviewed by:

Name & Title	Date
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____