

JOB SITE ESSENTIAL PHYSICAL DEMANDS



JOB TITLE:

Probation Officer or Assistant Probation Officer

PREVIOUS JOB TITLE: Community Corrections Worker/Aide

Company Name: Ramsey County Juvenile Detention Center and Boys Totem Town Date: 5-25-2011

Prepared by: Susan Unger OTR/L, CEAS sunger@summitortho.com Phone: 651-968-5260

Contact Person: Tammy Bakeberg, Human Resources
Employees Observed: A variety of employees at Boys Totem Town under the direction of John Miller. At the direction of Gwen Rouleau I interviewed and toured with Chris Drossel, CCW and Barron Taylor, CCA.

JOB OVERVIEW FROM DOT

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 weapons 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.). May guard prisoners in transit between jail, courtroom, prison, or other point, traveling by automobile or public transportation and be designated Guard, Deputy (government ser.)

Specifics related to Ramsey County Corrections the Community Corrections Worker (CCW) and Aid (CCA):

Both CCW's and CCA's work together as a team in the Juvenile Detention Center. CCW's have more job related educational/schooling requirements but physically they do the same job.

At Boys Totem Town the facility is older which presents some unique challenges for workers. For example, some older stairwells have areas with only 25" of clearance, older doorways are only 32" wide and the width of older stairs is only 9".

This environment presents difficulties to staff that have to carry or transport a juvenile offender on or through them.

Physical Demand Level: Medium CRT BODY INDEX MINIMUM SCORE = 171

* **Comments:** The United States Department of Labor defines the **medium** work as a exerting up to 36 to 50 pounds of force occasionally (occasionally: activity or conditions that exist up to one-third of the time) and/or 22-30 pounds of force frequently (frequently: activity or conditions that exist between one-third and two-thirds of the time), and/or greater than negligible up to 11-15 pounds of force constantly (constantly: activity or condition exists more than two-thirds of the time) to move objects.

Work Hours: 3 shifts for 24 hour coverage **Breaks:** Paid lunch and 2-15 minute breaks for each shift.

Overtime:

- Juvenile Detention Center:** Mandated overtime may be frequent at the Juvenile Detention Center (1 to 7 staff workers per week). Other times overtime is voluntary and based on seniority.
- Boys Totem Town:** On a rare – occasional basis, an employee will be called to come in for an emergency situation.

Personal Protective Equipment: Handcuffs.

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Special Training Requirements: Control tactics (PPCT), de-escalation and physical intervention strategies (verbal and physical), mental health crisis intervention strategies issues training to subdue inmates.



Company: Ramsey County Corrections
 Juvenile detention Center (JDC & Boys Totem Town (BTT))

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Job Task Analysis – Physical Demand Checklist

Key

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: Juvenile Detention Center and Boys Totem Town	Location: St. Paul, MN	Date: 5-25-2011
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Employees Observed or Interviewed: Employees interviewed/observed: Chris Drossel, CCW and Barron Taylor, CCA at Juvenile Detention Center. John Miller at Boys Totem Town. Observed and toured both facilities.

Posture, Movement:	Never (0%)	Rarely (1 - 10%)	Occasionally (11 - 33%)	Frequently (34 - 66%)	Continuously (67 - 100%)	Comments
Sitting			X-	-X		More on 3 rd shift, interviews, driving, monitoring residents
Standing			X			Admissions, supervision and monitoring in pod or unit
Walking				X		Movement from or in pod, school, to court, searching areas, clinics, escorting, trashing
Bending / Stooping			X			To key gates or doors, search room/area, push cards, laundry cart, supplies, lower shelves or drawers (med cart), restraining
Low Level Position (kneel/squat/ ½ kneel)		X-	-X			Restraining resident (ground/floor) room/pod search
Crawling		X				To look under beds, low level search
Crouching		X				Same as above but at higher level
Climb (stairs/ladder)			X			28 steps between floors in pods, stairs at BTT
Balancing		X				While restraining or transporting resident on ramps, stairwells (physically carrying)
Reaching – Forward					X	Distributing items or supplies (food trays), keying, shelves, pushing cards
Reaching – Overhead			X			To search, reach supplies, property (bag/bin).
Reaching – low level			X			Desk drawers, restraining
Push / Pull (Inc. force)			X			Push doors open 20-25 lbs. (see below also)

Static Force Weights: med cart 12-25 lbs., laundry cart with clothes 12-25 lbs.

Lifting & Carrying	Never	Rarely	Occasionally	Frequently	Continuously	Comments
Up to 10 pounds			X-	-X		Keys, radio, flashlight, handcuffs, books, food trays, supplies
11 – 24 pounds			X			Mattress, supplies, lighter furniture



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Continued: Job Task Analysis – Physical Demand Check

Physical Demand Checklist – Head & Neck - Upper & Lower Extremities

Lifting & Carrying	Never	Rarely	Occasionally	Frequently	Continuously	Comments
25 – 34 pounds			X			Dock deliveries of food, supplies (carts/dolly available)
35 – 50 pounds			X			Trashing (waste), food trays to units (BTT)
51 – 74 pounds			X			Restraining and carrying resistive residents*
75 - 100 pounds			X			Same as above*
Over 100 pounds		X				Same as above*

*Typically 2-3 staff are involved in restraining/physically carrying residents as they are resistive, aggressive and their weight varies.

Repetitive use of hands	Never	Rarely	Occasionally	Frequently	Continuous	Comments
Bending or twisting arm				X		Supplies, food trays, desk work, keying doors, computer
Simple grasping: R/L			X-	-X		Radio controls, writing
Firm grasping: R/L			X-	-X		Carts, restraining, or carrying residents, cuffing
Firm ping: R/L						Keying gates/doors
Fine hand work: R/L			X	X		Writing, keying on computer, paperwork
Computer work: R/L				X		Mousing, keying to document
Repetitive use of the feet (ex., using foot controls)				Posture of the head and neck		
Right: Yes	Walking, running **		Static position: Yes		Monitoring, escorting, computer	
Left: Yes	Same as above		Frequent flexing: Yes		Same as above	
Both: Yes	Same as above		Frequent rotating: Yes		Same as above	

Additional: **Boys Totem Town has no elevator



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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	Yes	Carpet cleaner, vehicles
Working outside	Yes	Transporting offenders/residents
Exposure to heat and humidity	Yes	4 th floor - airflow issue (JDC)
Using powered equipment	No	
Vibration	No	
Slippery floor surfaces	Yes	
Chemical exposure: (specify)		Disagreeable body odors, cleaning supplies (Clorox, Sanix)
Inhalation	Yes	
Ingestion	No	
Skin contact	Yes	
Noise- interfering w/ communication	Yes	Vacuuming, yelling (residents/offenders)
Radiation (ionizing/non-ionizing)	Yes	
Hazardous waste/agents	Yes No	
Airborne infectious agents	Yes	
Blood and/or bodily fluids	Yes	
Risk - physical violence/aggression	Yes	

Other Environmental Conditions:

Working at heights	Yes No	
Congested area	Yes	10 X 10 restraint room (JDS), restraint room, cafeteria, dorm areas (BTT), stairwells are narrow, meeting rooms etc.
Inadequate lighting (task)	Yes No	
Glare	Yes	Computer, windows, driving
Sharp edges	Yes	Corners, stairs, doors, tables, supply bucket. Shield is available for uncooperative residents/offenders

Sensory Demands (Check all that apply)

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

Additional Comments:

*Smell: Drugs, chemicals, smoke

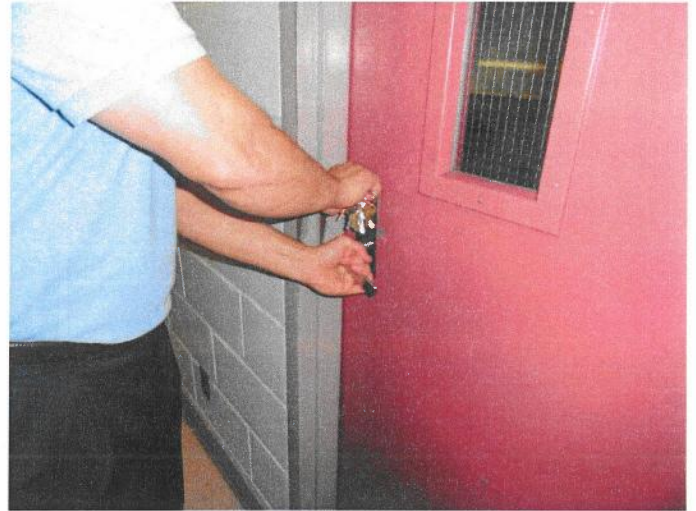
The physical and environmental demands of this job position were reviewed by these individuals for accuracy. It is recommended that at least two employees who perform the job and a supervisor (per facility) review this document. This document was reviewed by:

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

**JTA -Photos of Community Correctional Worker/Aide
R AMSEY COUNTY CORRECTIONS**



Keying doors at Juvenile Detention Center.



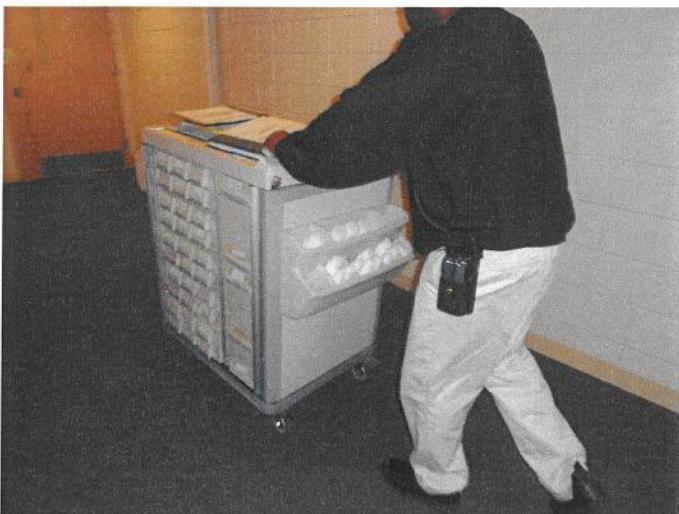
Keying doors at Boys Totem Town.



Push/Pull laundry cart (JDC) – ramps/carpets/ thresholds.



Carts at BTT are larger; wheel base is different (15-35 lbs).



JDC- Pushing med cart over variety of surfaces (12-25 lbs).

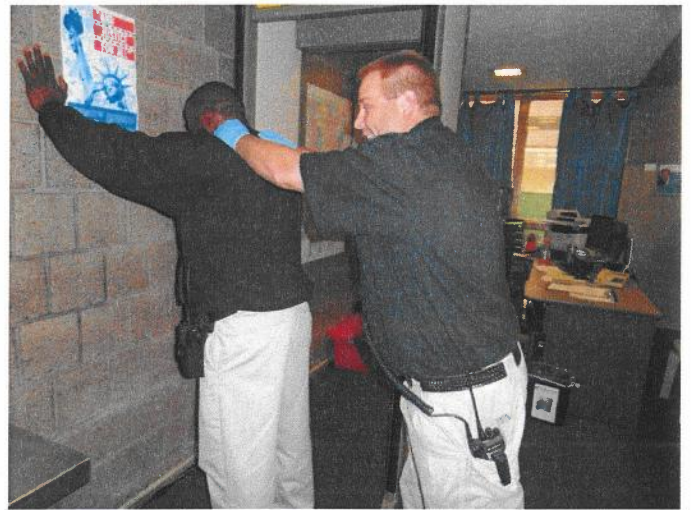


BTT- Moving food containers in kitchen area (8-20 lbs).

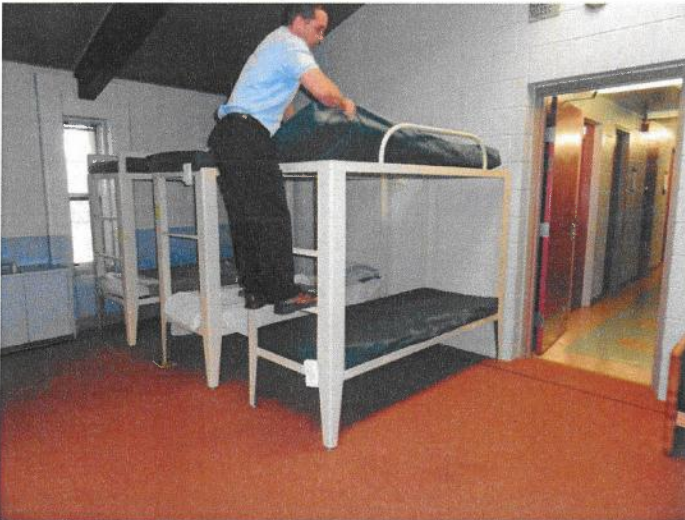
JTA -Photos of Community Correctional Worker/Aide RAMSEY COUNTY CORRECTIONS



Getting supplies off shelves (12"-68") at JDC.



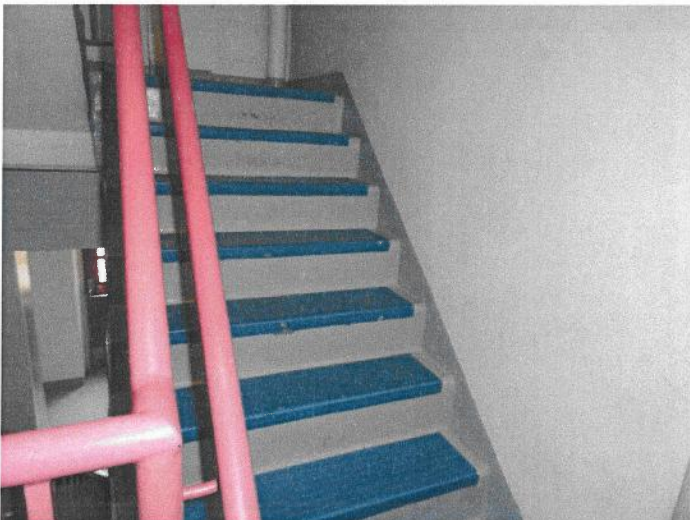
Simulation - search/pat down at JDC (occurs at BTT also).



BTT- simulation of searching in dorms.



JDC-simulation of searching in pods/cells.

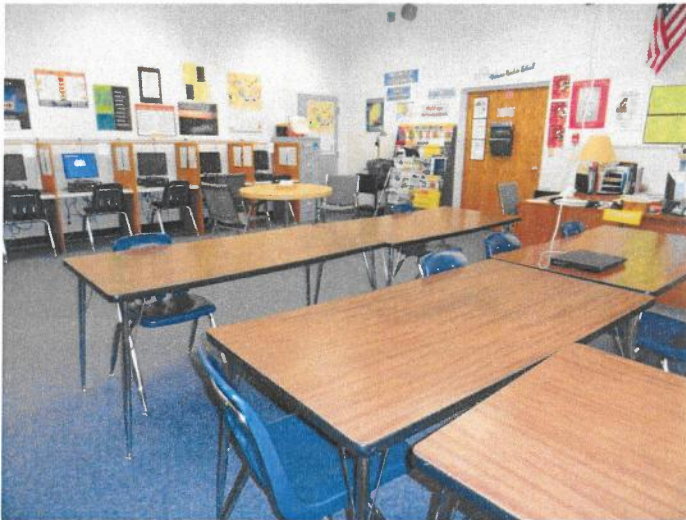


BTT- older stairs have minimal clearance 25".
Some stair treads are only 9" in BTT.

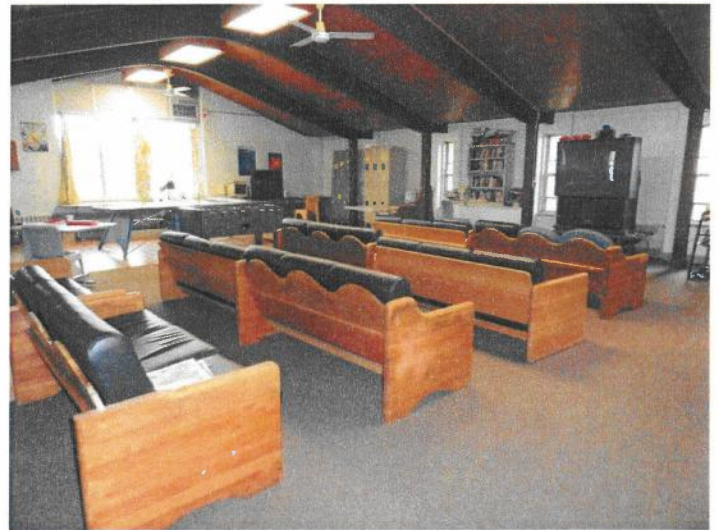


JDC- stairs are up to ADA code.

JTA -Photos of Community Correctional Worker/Aide RAMSEY COUNTY CORRECTIONS



Classroom area at BTT.



Recreation area at BTT.



Dorm areas at BTT (searches, restraints, walking, monitoring)



JDC- trashing is done by CCW/CCA.



Example of carts utilized/available at JDC.