# CITY OF SANTA MONICA

333 Olympic Boulevard / Santa Monica, California 90401

## ESSENTIAL FUNCTIONS JOB ANALYSIS

| **JOB TITLE:** | **DEPARTMENT:** |
|---|---|
| POLICE SERGEANT | POLICE DEPARTMENT |

## I. POSITION PROFILE:

**PURPOSE:** Supervises and instructs an assigned detail of staff in the field or at headquarter; and responds to public queries and complaints.

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| **Type of Employment** | Full-Time Hourly | | | **Work Hours/ Hours Per Week** | Currently 4/10 schedule<br>4 days @ 10 hours per shift<br>(3 consecutive days off)<br><br>3 days @ 12 hours per shift<br>(4 days off except for the one 10-hour pay back day) |
| **Days of the Week:** | 7 day coverage; Sunday through Saturday | **Overtime Required:** | Overtime is required based on incident / accident, court and due to call-outs | **Weekends & Holidays Required:** | Yes as part of regular schedule, 7 day coverage and also based on seniority and call outs and/or assignments |
| **Rest Breaks:** | No official breaks; subject to call<br>Typically taken as a 30 minute break and a 50 minute lunch/meal break | **Meal Breaks:** | 50 minute meal break - subject to call | | |
| **Work Pressure:** | Pace varies dependent on shift and assignment; ranging from moderate to high | **Work Pace:** | Pace varies dependent on shift and assignment; ranging from slow to fast | ***Type of Work Setting:*** | Formal<br>Based on public contact and enforcement of laws |
| **Exposure to Others:** | Yes, co-workers, public other departments within city, administrative staff, variety of outside agencies | **Works in Isolation:** | Incumbent may work alone or in isolation; Sergeant is assigned to a one person car; radio contact with local city dispatcher and team members; all have radio / cell phone and may have radio (emergency activation trigger) | | |
| **Team Oriented/ Works in Groups:** | Both | **Supervises Others:** | Sergeant will oversee and supervise Police Officers and some civilians depending on the specific assignment | **Supervised by:** | Police Chief, Deputy Chief, Police Captain, Police Lieutenant |



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*INITIAL: _____*

**Notes:**
**Work Pressure:** Work pressure was noted to range from moderate to high. Incumbents assigned as a Sergeant are required to move from one tasks to another without loss of efficiency; clarification that supervision is performed 100% of the shift while overlapping with administrative and paperwork tasks, investigative etc.; within this position high pressure is based on accountability for outcomes which may be situational and/or circumstance driven; deadlines for own tasks and those of team members also reflect pressure level.

**Work Pace:** Work pace varies based on assignment and supervisory duties overlapping with other tasks.

**Team Oriented Works in Groups**: Team assignment to include supervision of team members with individual assignments.

**COMMENTS:**
In general discussion regarding the qualifications of the incumbent / Police Sergeant it was identified that each incumbent must be able to perform the Essential Functions / Physical Demands required of the Police Officer. There are many situations, emergencies or disasters in which the Sergeant would be required to move into the role of a working officer, may be the back-up officer; ultimately the lead officer of the emergency situation or scene. The Police Sergeant's position is a very fluid position and they must have the ability to respond to a variety of situations and environments to include but not limited to day to day activities within the field and office, call-out for emergency response and/or response to a disaster where the situation and duration of disaster response is unpredictable.

## II. JOB FUNCTIONS / DUTIES:

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| **1** | **SUPERVISION** | **2** | **ADMINISTRATIVE DUTIES** |
| **3** | **PATROL / FIELD DUTIES** | **4** | **INVESTIGATIONS / INTERVIEWS** |
| **5** | **EMERGENCY RESPONSE / MAJOR INCIDENTS** | **6** | **ARRESTS / BOOKING** |
| **7** | **EVIDENCE / COLLECTION** | **8** | **TRAFFIC ENFORCEMENT / CONTROL** |
| **9** | **PUBLIC ASSISTANCE / RELATIONS** | **10** | **REPORT WRITING / DOCUMENTATION** |
| **11** | **PROFESSIONAL DEVELOPMENT/ TRAINING** | **12** | **COURT APPEARANCE / PREPARATION** |
| **13** | **ON-CALL / CALL OUT DUTIES** | **14** | **VEHICLE / EQUIPMENT USAGE** |
| **15** | **FILL-IN DUTIES** | | **N/A** |


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# III. ESSENTIAL JOB FUNCTIONS / DUTIES:

(Refer to Appendix 1 for reasoning) (% based on 4/10 schedule (10 hour workdays)
(% based on 3/12 schedule (12 hour workdays)

| | | |
|---|---|---|
| **1** | **SUPERVISION:** Plans, assigns, supervises, inspects and reviews the work of subordinates; enforces rules, regulations and general orders; audits and inspects the work of subordinates; supervises investigations, the collection of evidence and the preparation of reports; supervises the questioning of suspects, prisoners, complainants and witnesses; and taking of statements; supervises the investigation of crimes and serious traffic accidents<br><br>Clarification was provided during the meeting that incumbents assigned as a Sergeant will also perform the following activities related to Supervision but is not limited to: Must be accountable for the outcomes (situational / circumstance driven) that is being perform by other employees; accepts supervisory responsibility for activities, operations and services of an assigned program area which may include: Patrol, Neighborhood Resource Officer, Narcotics, Detectives, Motor officers, 3rd Street Promenade, Homeless Liaison Program, Youth Services Sergeant (Detectives and School Resource Officer) Gang, Motor, K-9, Vice, Harbor, SWAT, Crime Impact Unit; Internal Affairs, Audit and Inspections, Personnel and Training; Airport; Human, Communications, Records and Volunteers; some of the assignments have multiple staff members (sworn and civilian) and others do not.<br><br>Please note, some of the assignments may be considered collateral assignments where the incumbent voluntarily applies and/or must go through a recruitment process to be picked / along with specialized training; it was clarified during discussion that the tasks and functions performed within these specialized assignments are essential as it relates to the needs of the department; although not all Sergeants may perform all duties within these specialized assignments, the activities and functions do overlap those performing regular duties and therefore although specialized, are required based on the overall needs of the department.<br><br>Within most assignments the incumbent has supervisory oversight , input throughout the department (not just own assignment) / supervisory obligations, assists and participates in office, investigative and field work; although assignments within the field and/or patrol may be call / response based, all assignments require ability to receive, prioritize and coordinate a response to complaints, emergency situations and investigations; spot checks staff work in the field and interviews citizens to see how calls were handled; use of force will contact those involved and potential witnesses and bystanders; inspects departmental equipment and ensures that deficiencies are corrected; receives and reviews reports from subordinate staff; conducts staff briefings and gives special orders and instructions; monitors work activities to ensure safe work practices, quality and accuracy.<br><br>Information was provided that the Internal Affairs Sergeant does not have any staff reporting but is assigned a case load to investigate (overlaps other functions); non criminal in nature; more of administrative investigations of alleged employee misconduct; the incumbent assigned within the position will collect evidence for search warrants, visit location, perform interviews, perform surveillance related to complaints, policy violations; develop report / findings; no recommendations are made; Lieutenant assigned to alleged employee misconduct is the one who makes recommendations and determinations. | **100% of the shift**<br>concurrent with all functions |


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# III. ESSENTIAL JOB FUNCTIONS / DUTIES:

*(Refer to Appendix 1 for reasoning) (% based on 4/10 schedule (10 hour workdays) (% based on 3/12 schedule (12 hour workdays)*

| | | |
|---|---|---|
| **2** | **ADMINISTRATIVE DUTIES:** Clarification has outlined that incumbents assigned to this position perform a variety of activities and tasks related to this function; it was outlined that all incumbents assigned as a Sergeant perform office based and administrative duties as they pertain to specific assignments; depending on the assignment the frequency will vary as designated.<br><br>Other activities include but are not limited to: coordinates activities with other divisions, units, watches, City departments, outside agencies, and organizations; plans, coordinates and reviews the work plan for areas of assigned responsibility; supervises and coordinates the allocation of assigned personnel and equipment in response to calls for service, case investigations and administrative issues; reviews and evaluates work methods and procedures for improving organizational performance; assists in the training, motivation and evaluation of department personnel; participates in the preparation and maintenance of a wide variety of reports and records that may include evaluations, weekly recaps, etc.<br><br>Incumbents assigned to this position also perform counseling both oral and written counseling; may also counsel one-on-one related to a negative living file entry (written counseling / kept 1-year and used for evaluations purposes only; may provide a written reprimand; address issues of not performing to minimum expectations and/or failing to perform expected tasks, e.g., failing to appear on time / being late for work, failure to appear to court; missing an assignment; failure to follow a directive; minor policy violation etc.; incumbent must also provide interim or annual evaluations; based on annual / observation and input from others; interim input from FTO discussing issues with officer; status report based on a reporting period; in some circumstances there would be quarterly reporting / e.g., trainee (3-6-9 month and end of probation). | **10 to 95% of the shift** (other divisions)<br><br>**<10 to 40% of the shift** (Patrol) |
| **3** | **PATROL / FIELD DUTIES**: Clarification has outlined that incumbents assigned to this position perform a variety of activities and tasks to support this function; patrols an assigned area to observe, supervise and instruct subordinate officers; although not all incumbents are assigned to patrol specifically, it was clarified that all incumbents will support duties related to field duties within their assignments; these tasks may or may not be performed on a daily basis and may include but is not limited to: supervises, assist with and coordinates the allocation of assigned personnel and equipment in response to calls for service, case investigations and administrative issues; the incumbent / Sergeant will drive a departmental vehicle under a wide range of road, weather and incident conditions whether patrol or other assignment; driving activities are performed throughout the city to maintain order and enforce laws and regulations; specific to the patrol assignment, the incumbent may be in/out of the car ranging multiple times per shift (e.g., 10-30 times); oversee activities performed in the field by staff; may oversee and/or assist with making an arrest, enforce City, County and State ordinances and laws. The incumbent assigned as a Sergeant may be required to not only oversee but assist with and participate in duties as performed by the Police Officer related to this function. Please refer to Essential Functions Job Analysis /Police Officer for specifics. | **0 to 100% of the shift** |
| **4** | **INVESTIGATIONS / INTERVIEWS**: Supervises investigations, the questioning of suspects, prisoners, complainants and witnesses and taking of statements; supervises the investigation of crimes and serious traffic accidents.<br><br>Clarification was provided that other task assignments to support this function include but are not limited to: oversee or participate in investigations / interviews, operations of investigations; may be performed in the field or within an indoor or office environment, residence, station, hospital, intersection, sidewalk, business, etc.; interviews may be performed alone; interviews within the station may be performed alone with a victim, witness or suspect but other personnel will be monitoring from outside the room; interviews may be recorded or video taped; oversees and ensures that written statements are taken related to the investigation(s); may also examine conditions of accident scenes. The incumbent assigned as a Sergeant may be required to not only oversee but assist with and participate in duties as performed by the Police Officer related to this function. Please refer to Essential Functions Job Analysis /Police Officer for specifics | **Up to 90% of the shift** (Oversee)<br><br>**<5% of the shift** (Performed by incumbent) |


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# III. ESSENTIAL JOB FUNCTIONS / DUTIES:

*(Refer to Appendix 1 for reasoning) (% based on 4/10 schedule (10 hour workdays) (% based on 3/12 schedule (12 hour workdays)*

| | | |
|---|---|---|
| **5** | **EMERGENCY RESPONSE / MAJOR INCIDENT:** Assists officers with unusual or emergency situations.<br><br>Clarification was provided that other task assignments to support this function include but are not limited to: incumbent / Sergeant will oversee and/or participate in emergency response / major incidents; ability to answer calls for the protection of life and property; may respond to injured at collisions; requests medical attention when required; may clear scene of obstructions and wreckage; notes and reports traffic hazards; intervenes in private or public disputes to protect the public and maintain order; during an emergency, natural disaster, fires etc.; may be assigned to respond to a critical or major incident large enough to require an incident command center; may respond as an incident commander 30 minutes to 3 hours within a shift; may also support officer's and incident command up to a full shift.<br><br>Incumbents assigned within other areas separate from patrol, may also be required to respond to incident and/or nature disaster. The incumbent assigned as a Sergeant may be required to not only oversee but assist with and participate in duties as performed by the Police Officer related to this function. Please refer to Essential Functions Job Analysis /Police Officer for specifics | **0 to 10% of the shift** (regular response patrol)<br><br>**0 to 100%** (natural disaster, major incident) |
| **6** | **ARRESTS / BOOKING:** Clarification was provided that task assignments to support this function include the incumbent overseeing and/or participating in arrests that may include detain/restrain of suspects; use of force may be required during the arresting process by way of verbal commands, control holds, pepper spray, Taser or use of firearm; may oversee and/or participate in receiving, searching, and booking activities; may oversee and/or participate in guarding and transport of prisoners to jail; may standby and oversee in support of officer's if there are multiple suspects and/or an unruly prisoner.<br><br>The incumbent assigned as a Sergeant may be required to not only oversee but assist with and participate in duties as performed by the Police Officer related to this function. Please refer to Essential Functions Job Analysis /Police Officer for specifics. | **0 to 8% of the shift** |
| **7** | **EVIDENCE / COLLECTION:** Supervises the collection of evidence and the preparation of reports; oversee and/or participate in preparing evidence, gathering and maintaining integrity of evidence, e.g., GSR, DNA, etc.. The incumbent assigned as a Sergeant may be required to not only oversee but assist with and participate in duties as performed by the Police Officer related to this function. Please refer to Essential Functions Job Analysis /Police Officer for specifics. | **0 to <5% of the shift** |
| **8** | **TRAFFIC ENFORCEMENT / CONTROL:** Clarification was provided that the incumbent assigned will perform the following tasks in support of this function: the incumbent / Sergeant will oversee traffic units in the performance of this function; the incumbent will engage with citizen's regarding their complaints; will ensure that the officer's have the necessary tools to perform duties successfully; will oversee and/or participate in traffic enforcement / control; traffic violations and proper flow of traffic; gives verbal warnings and issues citations (0-2 tickets maximum within a shift); reports abandoned or damaged vehicles; may set-out cones, flares or close access to road; may direct traffic as needed; oversee and or assist with traffic direction and control; ensure that area is clear of obstructions and wreckage; takes safeguards to prevent further accidents; interacts with other City Departments; takes required action to protect scenes of accidents or crimes to preserve evidence; may utilize Lidar; motor officers are typically first to respond when traffic signals go out; may step in and assist with directing traffic. The incumbent assigned as a Sergeant may be required to not only oversee but assist with and participate in duties as performed by the Police Officer related to this function. Please refer to Essential Functions Job Analysis /Police Officer for specifics | **0 to <5% of the shift** |


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# III. ESSENTIAL JOB FUNCTIONS / DUTIES:

*(Refer to Appendix 1 for reasoning) (% based on 4/10 schedule (10 hour workdays)*
*(% based on 3/12 schedule (Patrol -12 hour workdays)*

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|---|---|---|
| **9** | **COMMUNICATION / PUBLIC ASSISTANCE / RELATIONS:** Investigates and responds to citizen complaints; provides information to the public.<br><br>Clarification was provided that the incumbent assigned will perform the following tasks in support of this function; within all assignments, the incumbent / Sergeant will be the person to engage and interject between the officer and complainant; the incumbent is to oversee and ensure that the officer has the necessary tools and equipment to perform duties successfully; the incumbent will respond to the initial difficult inquiries and complaints; represents the Department with other law enforcement services and allied agencies, other City departments; civic groups, and the public; establishes a positive working relationship with representatives of community organizations, state / local agencies and association, City management and staff, and the public.<br><br>Communication is intermittent throughout the shift while overseeing staff and participating in all Essential Functions; participation in special events; public relations are performed each time they have telephonic contact, in person contact, attend meetings with the public or other community members; this includes all investigative / interviews in the field or within the station; during an emergency, natural disaster, fires, may serve as liaison to outside agencies, public, during special events and/or incidents and accidents. The incumbent assigned as a Sergeant may be required to not only oversee but assist with and participate in duties as performed by the Police Officer related to this function. Please refer to Essential Functions Job Analysis /Police Officer for specifics | **15-40% of the shift**<br>overlaps with all functions |

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| **10** | **REPORT WRITING / DOCUMENTATION**: Analyzes data and writes reports, letters and memos.<br><br>Clarification was provided that the incumbent assigned will perform the following tasks in support of this function: within all assignments will develop and document evaluations, counseling notices, review of personnel issues that have been raised; overview and training received; incident reports; incident reports were noted to be in the format of email; operational overviews (numbers break down, problem, response and resources required); operational plan / after action report; staff reports; miscellaneous projects reporting; weekly recaps / special unit (know what troops are doing, what impact is being made); reports developed based on field, investigative and or specialized assignment may include reporting perform on computer.<br><br>Incumbents / Sergeants will review reports from subordinate staff e.g., investigative reports, incident and crime reports, return for corrections and/or comments. | **10 to 50% of the shift**<br>overlaps with all functions |

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| **11** | **PROFESSIONAL DEVELOPMENT / TRAINING:** Participates in departmental and other formal police training work; assists in the training, motivation and evaluation of department personnel;<br><br>Clarification was provided that the incumbent assigned will perform the following tasks in support of this function: daily briefing (30-60 minutes); provide leadership development, monthly courses to attend; the incumbent will also participate in outside training which may be role specific; career development (SLLI); will also participate in the officer training activities.<br><br>May provide training intermittently throughout the shift to staff and officers or as needed; participate in all training related to firearms, defensive tactics, etc. additional specialty training may be provided off-site and could be up to 40 or more hours of training in a given timeframe<br><br>The training Sergeant (Personnel & Training) will perform tasks to support this function at the higher end of the frequency on a daily or more regular basis; may also identify training needs, including police procedures and points of law; coordinate and participate in on-going training activities; attends training to stay abreast of crime trends and police techniques; may give training to community groups; discussion was noted that the department provides on-going training activities which exceed P.O.S.T. requirements. | **Up to 5%**<br>(daily briefing / instruction)<br><br>**<20 to 100% of a shift**<br>Additional training ranging from 1.5 hours to 8 hours approximately 6 times per year |


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# III. ESSENTIAL JOB FUNCTIONS / DUTIES:

*(Refer to Appendix 1 for reasoning) (% based on 4/10 schedule (10 hour workdays) (% based on 3/12 schedule (12 hour workdays)*

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|---|---|---|
| **12** | **COURT APPEARANCE / PREPARATION:** Supervises the preparation of evidence for trails and inquests; may testify in court in connection with the prosecution of offenders, traffic violations, preliminary hearing, motion to suppress evidence, criminal cases, and/or may be on-call for court<br><br>May provide support to officer related to court preparation. in the preparation of their evidence | **0 to 16% of the shift** <1 time per month |
| **13** | **ON-CALL / CALL OUT DUTIES**: Depending on assignment may be on call or assigned to call-out duties every other week / extra pay; minimum call time noted as 1 hour ranging up to an entire shift depending on the emergency or crime scene; those assigned for call-out duties will be assigned a take-home car in order to respond timely. | **0 to 12% of the month** |
| **14** | **VEHICLE / EQUIPMENT USAGE:** Clarification was provided that each incumbent utilizes tools and equipment intermittently throughout the shift; depending on the specific assignment vehicle and/or equipment usage may vary in range.<br><br>Incumbent will oversee and monitor officers in the field with use of MDC/GPS; those on call will be provided with take home car; others that are assigned a take home care include Internal Affairs, Detectives, Narcotics, SWAT, K-9. Motorcycle Officer's have a take home motorcycle.<br><br>Each incumbent is assigned a vehicle during shift, depending on assignment; some assignments have a vehicle assigned 24/7; responsible for keeping it clean, ensuring that maintenance is completed by the City yard; incumbents will drive the vehicle to/from home or to/from scenes and travel to locations for investigations; other specialty tools/equipment may include but is not limited to: use of MDC within the vehicle; currently MDC is not utilized for report writing but is utilized for computer inquiry; CalGangs, DMV, run for warrants; license plates; connects to department data base, e.g., master name search (arrested, etc. ISIS); directions/GPS; vehicles may include sedans, SUV's, trucks, sports cars; Narcotics, Detective and Canine are provided with 24/7 vehicle while on shift; other tools and equipment may include but are not limited to: battering rams, pry bars for search warrants; digital recorders, video camera (car); bolt cutters; license plate reader; lock picking tools; low jack radio/cell, station telephone; Sam Browne (handcuffs, batons, pepper spray, flashlight, weapon, magazines); Taser, keys, MDC and station computer; shotgun/rifle; flares; non-lethal – OPN / nun-chucks; arrest control – impact weapon; pepper ball gun; Urawa stick / pressing to acquire control / compliance of suspect; riot gear; 37mm (shoots rubber projectiles); bean bag shot guns; (supervisor vehicle carries); riot gear, helmet; shields (Sergeant's car); zip ties utilized for large demonstrations; for canine, bite sleeves; body suits; cattle prod, soft / hard stick for training needs; muzzle; shock collars for dogs / remote; door popper (door pops open); harness for dog; motor officer's are assigned a motorcycle and are responsible to ensure the upkeep of the tools and equipment associated with this assignment; specialized tools and equipment related to SWAT and or Crime Impact Unit. | **<30 to 90% of the shift** |
| **15** | **FILL-IN DUTIES:** Clarification was provided that the incumbent assigned as a Patrol Sergeant may serve as relief Watch Commander to oversee daily patrol operations; these duties are not performed in the field; short term up to entire shift.<br><br>It was also clarified that the Sergeant filling in for the Watch Commander is not only responsible for the Watch Commander duties up to an entire shift, but may also be performing Sergeant duties simultaneously up to 50% of a given shift. | **0 to 100% of the shift and/or up to 50% of a week** |


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# IV. MARGINAL/NON-ESSENTIAL JOB FUNCTIONS / DUTIES:

| A | NO MARGINAL / NON-ESSENTIAL JOB FUNCTIONS / DUTIES<br>Were Identified by City of Santa Monica |
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## FREQUENCY KEY

**Intermittently =** Starting and stopping periodically **Never** = Does not occur at all **Infrequently** = May occur, but not on a daily basis
**Seldom** = Occurs less than 30 minutes per shift **Occasional** = Occurs 31 minutes to 2.5 hours per shift
**Frequently** = Occurs 2.6 to 5.5 hours per shift **Continuously** = Occurs more than 5.6 hours per shift

# V. PHYSICAL DEMANDS:

| ACTIVITY PERFORMED | FREQUENCY (RANGE) | MAXIMUM AT ONE TIME | MAXIMUM PER SHIFT | FUNCTIONS AFFECTED | NOTES/EXAMPLES |
|---|---|---|---|---|---|
| **Sitting** | Frequent to Continuous | 1-2 hours | 5.5 to 8 hours | 1,2,3,4,5,9,10, 11,12,13,14,15 | Oversee / supervision, driving to/from location, SUV, bicycle, motorcycle, horse, ATV, travel to/from emergency, paperwork, computer usage, report writing, court preparation interviews, surveillance, administrative duties, fill-in and call out duties |
| **Standing** | Seldom to Frequent | 5 minutes | <5.5 hours | 1,2,3,4,5,6,7,8, 9,11,13,14,15 | Oversee / supervision, interviews, call-outs, observation, traffic control, special event, write citations, contact with public, training, perimeter |
| **Weight Bearing** | Seldom to Continuous | <30 minutes up to 4 hours | < and over 5.5 hours (emergency) | 1,2,3,4,5,6,7,8, 9,11,13,14,15 | Standing and walking are typically performed for short durations intermittently within the shift; should an emergency or incident occur the standing and walking would be at the higher end of the frequency |
| **Walking** | Seldom to Continuous | <30 to 4 hours | <5.5 hours and over (emergency) | 1,2,3,4,5,6,7,8, 9,11,13,14,15 | Oversee / supervision, within office environment, to/from vehicle, bicycle, horse, K-9, serving search warrant, field interviews, investigation, secure buildings, foot patrol, traffic enforcement, perimeter, search, special event |
| **Walking on uneven terrain** | Infrequent to Occasional | 30 minutes | <2.5 hours | 1,3,4,5,6,7,8,9, 13,14 | Variety of terrain within city, grass, dirt, asphalt, concrete, hillside, slope, gravel, sand, canvassing, interview, investigations, evidence collection, pier, stables, training, animal care |
| **Use of Foot or Feet** | Seldom to Continuous | <30 to 60 minutes | <30 minutes to 2.5 hours Other assignments Over 6 hours (patrol) | 1,3,4,5,6,13,14 | Driving vehicle to/from locations; bicycle, ATV, stirrups / horse, moving / rolling surveillance, training/position of feet for defensive tactics (balance/stability) |
| **Running** | Infrequent to Seldom | <5 minutes | <15 minutes | 1,3,5,6,11,13 | Response, assist fellow officer, foot pursuit/4-5 blocks, training activities, officer survival tactics |
| **Jumping** | Infrequent to Seldom | < 1 minute | <15 minutes | 1,3,5,6,11,13 | Response, assist fellow officer, foot pursuit, block walls, chain link fences, rocks, wooden fences, vehicle hood |
| **Twisting of Neck** - side to side, rotation | Occasional to Continuous | Seconds Intermittent / repetitive (patrol) | <2.5 hours Other assignments Up to and over 5.5 hours (Patrol/emergency) | 1,2,3,4,5,6,7,8, 9,10,11,12,13, 14,15 | Oversee / supervision, driving, investigation, use of radio, speak with public, citations, detains/restrain, arrests, booking response, first aid/CPR, search, training, MDC, paperwork, interviews, administrative work, call-out, fill-in |
| **Extension of Neck** - looking upward | Seldom to Occasional | Seconds | <1 hour | 1,2,3,4,5,6,7,8, 9,11,13,14,15 | Office / administrative work, surveillance, search, sitting while speaking to standing person, climb ladder, fence, detain/restrain, reach overhead, arrest, tactical response |
| **Flexion of Neck** - looking downward | Occasional to Continuous | 20 minutes | <2.5 to 6 plus hours | 1,2,3,4,5,6,7,8, 9,10,11,12,13, 14,15 | Administrative paperwork, review of reports, evaluations, documentation, court prep, computer usage, MDC, search, patrol, detain/restrain, booking process, arrest, First Aid/CPR, report writing, tactical response, training activities, writing citation, use of tools and equipment, walk on uneven ground |
| **Bending at the waist** | Seldom to Occasional | Seconds | <2.5 hours | 1,2,3,4,5,6,7,8 9,11,13,14,15 | Administrative, office and desk work, in/out of vehicle, use of tools and equipment, motorcycle, ATV, bicycle, K-9 duties, work at stables, oversee/participate in field work, firearms training, collection of evidence, search (canvassing, grid search), First Aid/CPR, apprehend subject, detain/restrain |

Comments: Bending at the waist – specialized assignments where incumbent may be feeding, cleaning stalls of horse, riding motorcycle or training activities related to K-9, SWAT may require bending at the higher end of the frequency / percentage


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# V. PHYSICAL DEMANDS: (Continued)

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| **Twisting at the waist - side to side** | Seldom to Occasional | Seconds | <60 minutes | 1,2,3,4,5,6,7,8, 11,13,14,15 | Oversee / supervise, administrative office and desk work, field work, surveillance, driving vehicles, motorcycle, ATV, bicycle, riding horse, stable work, secure doors, evidence, search, use of MDC, detain /restrain, inspect vehicle, traffic control, training activities, call out, fill-in duties |
| **Stooping** | Infrequent to Seldom | <1 minute | <30 minutes | 1,3,4,5,6,7,13, 14 | Oversee and participate in collection of evidence, building search, response, training, visual under vehicle, search vehicle |
| **Squatting** | Infrequent to Seldom | <1 minute | <30 minutes | 1,3,4,5,6,7,13, 14 | Oversee and participate in collection of evidence, building search, response, training, visual under vehicle, search vehicle |
| **Kneeling - on one or both knees** | Infrequent to Seldom | <1 minute | <30 minutes | 1,3,4,5,6,7,13, 14 | Oversee and participate in collection of evidence, search, response, training, visual under vehicle, First Aid/CPR, firearms training, arrest / control, search vehicle, perimeter |
| **Crawling** | Infrequent to Seldom | <1 minute | <30 minutes | 1,3,4,5,6,7,13, 14 | Oversee and participate in collection of evidence, disaster/tactical response, small or confined space, training, perimeter, search |
| **Pushing / Pulling** | Seldom to Occasional | <5 minute | <30 minutes up to 2.5 hours | 1,2,3,4,5,6,7,8, 11,13,14,15 | Administrative office and desk items, drawers, doors, use of tools / equipment, apprehend subject, detain/restrain, assist disabled motorist, First Aid/CPR, training, vehicle and building doors, barricades, debris from accident, damaged property, bicycle, motorcycle, K-9, horse related activities |
| **Reaching at / above shoulder level** | Seldom | Seconds | 30 minutes | 1,2,3,5,6,7,8, 11,13,14,15 | Administrative work, reach for manuals, files on upper shelf; use of tools/equipment, apprehend, detain/restrain, search, climb ladder or fence, training, direct/control traffic, flashlight |
| **Reaching - below shoulder level** | Frequent to Continuous | 60 minutes | Up to and over 6 | 1,2,3,4,5,6,7,8, 9,1011,12,13, 14,15 | Administrative, office and desk work, use of tools/equipment, computer, radio, MDC, qualifying /firearms, evidence, citations, driving, motorcycle, bicycle, ATV, horse, K-9, arrests, detain/restrain, search, open/close doors, report writing, training, driving, paperwork, reporting |
| **Lying down - back, side or stomach** | Infrequent to Seldom (Occasional) | Seconds to 5 minutes | <30 minutes (SWAT) Up to 2.5 hours | 1,3,4,5,13,14 | Investigation / search, evidence, training, emergency response, perimeter |
| **Climbing - ladders / Stairs** | Seldom | 1 minute | < 30 minutes | 1,2,3,4,5,6,7, 11,13 | Ladder, stairs, incline, hillside, roof, fence, walls, bleachers, ramps, on-top of cars, curbs, stairs, hood of car, on/off motor, pier, on/off horse, horse pen |
| **Balance (ability to balance on slippery and uneven surfaces)** | Infrequent to Continuous | Seconds to 1 hour | <1 hour up to and over 6 hours bicycle, motorcycle, horse | 1,3,4,5,6,7,8,9, 11,13 | Physical confrontation, detain/restrain, arrests, running over uneven terrain, emergency response or call-out, traffic hazard or enforcement; balance while on bicycle, motorcycle, horse |
| **Balancing Above Ground** | Infrequent to Seldom | <5 minutes | <30 minutes | 1,3,4,5,6,9 | Ladder, fence, wall, rooftop, ledge, curbs, top of car |

**Comments:** Squat, stoop or kneel is an individual preference, but ability to perform the tasks at lower level is required. Clarification was provided that while searching, certain tactics that are required include stooping / squatting as a requirement.


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**Frequently** = Occurs 2.6 to 5.5 hours per shift **Continuously** = Occurs more than 5.6 hours per shift

## VI. LIFTING:

**** with assistance**

| WEIGHT LIFTED | FREQUENCY (RANGE) | MAXIMUM HEIGHT | NOTES/EXAMPLES OF ITEMS LIFTED | FUNTIONS AFFECTED |
|---|---|---|---|---|
| **1 ounce to 10 pounds** | Occasional to Frequent | Above Shoulder | Administrative paperwork, files, manuals, evaluations, forms, etc.; Firearm, vest, shotgun, magazine/ammo, clipboard, posse box, paperwork, reports, writing utensil, evidence, individual cones, flares, manuals, maps, code book, radio, uniform, handcuffs, tape recorder, flashlight, camera, infant, small animal, Taser, Lidar, RCB, pepper spray, citation book; bicycle without gear; individual gear prior to going on Sam Brown; basket weave (pleather or leather); radio, gear related to motor, K-9, SWAT, Crime Impact Unit, Mounted Police | 1,2,3,4,5,6,7,8 9,10,11,12,13, 14,15 |
| **11 to 25 pounds** | Infrequent to Seldom | Shoulder | Stack cones, barricades, accident/debris, case of flares, small child, animal, evidence, Sam Browne without all gear, sand bags, war/gear bag; bicycle with gear; gear related to motor, K-9, SWAT, Crime Impact Unit, Mounted Police | 1,3,4,5,6,7,8, 11,13,14 |
| **26 to 50 pounds** | Infrequent to Seldom | Waist | Barricade, stack of cones, animal, evidence, small child, accident/debris, sand bags; Sam Brown with all gear, war/gear bag, saddle; gear related to motor, K-9, SWAT, Crime Impact Unit, Mounted Police | 1,3,4,5,6,7,8, 11,13,14 |
| **51 to 75 pounds** | Infrequent to Seldom | Waist | Person/child, accident/disaster debris, animal, evidence, incident/emergency response, detain/restrain subject; gear related to motor, K-9, SWAT, Crime Impact Unit, Mounted Police | 1,3,4,5,6,7, 13 |
| **76 to 100 pounds**** | Infrequent to Seldom | Waist to Shoulder | K-9 (75-90 lbs.) – up to and over fence; Person/child, accident/disaster debris, animal, evidence, incident/emergency response, detain/restrain subject, hay bale; gear related to motor, K-9, SWAT, Crime Impact Unit, Mounted Police | 1,3,4,5,6,7, 13 |
| **101+ pounds**** | Infrequent to Seldom | Waist | Person/child, accident/disaster debris, animal, evidence, incident/emergency response, detain/restrain subject, hay bale | 1,3,4,5,6,7, 13 |

The heaviest item lifted **alone** by the employee: P.O.S.T. / training requirements at time of hire - 165 pounds
Person/movement of persons most commonly requires (body drag) lifting under arms, around trunk or by both arms; lift/carry (body drag) may be performed in response to a major incident / accident / emergency response; assistance may be available, but cannot be guaranteed.

The heaviest item actually lifted alone by employee (excluding emergency/disaster for lift/carry/drag of a person): gear/war bag; 25 lbs.

It was discussed that there is an initial lift to place the Sam Browne on body to be worn throughout the shift (Patrol / Field duties). It was outlined that the Sam Browne material may be made of leather, pleather or web/nylon.


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# VII. CARRYING:

** with assistance

| WEIGHT CARRIED | FREQUENCY (RANGE) | MAXIMUM DISTANCE | NOTES/EXAMPLES OF ITEMS CARRIED | FUNCTIONS AFFECTED |
|---|---|---|---|---|
| **1 ounce to 10 pounds** | Seldom to Occasional | 100 Yards | Administrative paperwork, files, manuals, evaluations, forms, etc.; Firearm, vest, shotgun, magazine/ammo, clipboard, posse box, paperwork, reports, writing utensil, evidence, individual cones, flares, manuals, maps, code book, radio, uniform, handcuffs, tape recorder, flashlight, camera, infant, small animal, Taser, Lidar, RCB, pepper spray, citation book; bicycle without gear; individual gear prior to going on Sam Brown; basket weave (pleather or leather); radio, gear related to motor, K-9, SWAT, Crime Impact Unit, Mounted Police | 1,2,3,4,5,6, 7,8,9,10,11, 12,13,14,15 |
| **11 to 25 pounds** | Infrequent to Seldom | 100 Yards | Stack cones, barricades, accident/debris, case of flares, small child, animal, evidence, Sam Browne without all gear, sand bags, war/gear bag; bicycle with gear; gear related to motor, K-9, SWAT, Crime Impact Unit, Mounted Police | 1,3,4,5,6,7, 8,11,13,14 |
| **26 to 50 pounds** | Infrequent to Seldom | 1-15 Feet | Barricade, stack of cones, animal, evidence, small child, accident/debris, sand bags; Sam Brown with all gear, war/gear bag, saddle; gear related to motor, K-9, SWAT, Crime Impact Unit, Mounted Police | 1,3,4,5,6,7, 8,11,13,14 |
| **51 to 75 pounds** | Infrequent to Seldom | 1-15 Feet | Person/child, accident/disaster debris, animal, evidence, incident/emergency response, detain/restrain subject; gear related to motor, K-9, SWAT, Crime Impact Unit, Mounted Police | 1,3,4,5,6,7, 13 |
| **76 to 100 pounds**** | Infrequent to Seldom | 1-15 Feet | K-9 (75-90 lbs.) – up to and over fence; Person/child, accident/disaster debris, animal, evidence, incident/emergency response, detain/restrain subject, hay bale; gear related to motor, K-9, SWAT, Crime Impact Unit, Mounted Police | 1,3,4,5,6,7, 13 |
| **101+ pounds**** | Infrequent to Seldom | 1-15 Feet | Person/child, accident/disaster debris, animal, evidence, incident/emergency response, detain/restrain subject, hay bale | 1,3,4,5,6,7, 13 |

The heaviest item lifted **alone** by the employee: The heaviest item lifted **alone** by the employee: P.O.S.T. / training requirements at time of hire - 165 pounds

Person/movement of persons most commonly requires (body drag) lifting under arms, around trunk or by both arms; lift/carry (body drag) may be performed in response to a major incident / accident / emergency response; assistance may be available, but cannot be guaranteed.

Items requiring lift/carry may also be cumbersome in size vs. heavy in nature.

Comments: May be requested to assist a fire fighter in carrying an injured person on a stretcher; with the assistance of another officer, drag a resisting prisoner into the facility for booking; if hobbled must carry; approximately 2-4 offices; carry objects weighing 50 lbs. from house to car when removing evidence.

Items related to care of horse, it was noted that there is an initial lift required for hay bales but these are transported in a wheel barrow; bales are then broken down into flakes for feeding



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*INITIAL: _____*

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# VIII. HAND ACTIVITIES:

| HAND ACTIVITY | DOMINANT HAND | NON – DOMINANT | MAXIMUM AT ONE TIME | MAXIMUM PER SHIFT | FUNCTIONS AFFECTED | NOTES/EXAMPLES |
|---|---|---|---|---|---|---|
| **Fine Manipulation** | Seldom to Occasional | Seldom to Occasional | 3 minutes | <2.5 hours | 1,2,3,4,5,6,7, 9,10,11,12,13 14,15 | Writing utensils, keys, knobs, radio, paperwork, forms, writing citations, flashlight, handcuff key, manipulate locks, (ammunition/magazine), vehicle controls, field test for drugs, collect evidence, cell phone, email, texts |
| **Keyboarding / mouse** | Occasional to Continuous | Occasional to Continuous | 1 hour | < 5.5 hours | 1,2,3,4,6,9,10 11,12,13,14, 15 | Desk/station computer for administrative duties, reports, evaluations, schedules, MDC to receive calls, GPS, research, cell phone, email, texts |
| **Simple Grasp** | Occasional to Frequent | Occasional Frequent | 30 minutes | < 5.5 hours | 1,2,3,4,5,6,8, 9,10,11,12,13 14,15 | Paperwork, telephone receiver, radio, writing utensils, equipment on Sam Browne, vehicle equipment (cones, flares, first aid kit), camera, recorder, clipboard, flashlight, citation book, keys, cell phone, email, text, k-9 on lead, bridle/harness, handlebar of bicycle |
| **Up & Down Flexion of Wrist** | Seldom to Continuous | Seldom to Continuous | Seconds to 5 minutes | <30 minutes to over 5.5 hours | 1,3,4,5,6,11, 13,14 | MDC touch screen, lights in door, arrest technique, cuffing, K-9 leash, motor officer, ATV, bicycle |
| **Side to Side Motion of Wrist** | Infrequent to Occasional | Infrequent to Occasional | Seconds | <30 minutes to 2.5 hours | 1,3,4,5,6,11, 13,14 | Wrist lock / control hold, detain restrain, door handles, cuffing, search technique |
| **Turning/Rotation of Wrist or Hand** | Seldom | Seldom | Seconds | < 30 minutes | 1,3,4,5,6,7,11 13,14 | Evidence, door knobs, manipulating locks/keys, control hold, cuffing |
| **Gross Manipulation** | Seldom | Seldom | Seconds | < 30 minutes | 1,3,4,5,7,13, 14 | Retrieving gear from trunk, gear bag, clean weapon, place flares, reference materials, files related to investigation, court preparation |
| **Cylindrical Grasp** | Seldom to Continuous | Seldom to Continuous | 30 minutes | <30 minutes to over 5.5 hours | 1,3,4,5,6,7,13 14 | Steering wheel, weapons, handgun, Taser, Lidar, baton, flashlight, flares, evidence, cuffing, handlebars on bicycle, motorcycle, pry bar |
| **Powerful Grasp/ Tight Grasp** | Seldom | Seldom | <1 minute | <30 minutes | 1,3,5,6,7,8, 11,13,14 | Detain / restrain, Taser, firearm, 40 mm – rubber bullet, pepper balls, gear bag, doors, barricades, debris, pry bar, battering ram, debris, motorcycle, K-9, horse |
| **Driving / Steering** | Seldom to Continuous | Seldom to Continuous | 60 minutes | <30 minutes to over 5.5 hours | 1,2,3,4,5,6,9, 11,12,13,14 | Driving / steering is performed intermittently throughout the shift in a vehicle, bicycle, motorcycle, ATV, horse; to/from calls, to/from court, response, transport prisoners, investigation, moving surveillance, special event |

Comments: Please note that the variation in frequency may be directly related to Patrol or a specialized assignment; it was clarified that a Sergeant must have the ability to perform all activities of a Police Officer and activities as outlined above with the understanding that there may be a variation of tasks, duties and frequencies performed within a given shift and/or assignment.


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# IX. COMMUNICATION / SENSORY DEMANDS:

| SENSORY DEMAND / METHOD: | FREQUENCY (RANGE) | FUNCTIONS AFFECTED |
|---|---|---|
| **Smell: (ability to sense odors, to make an assessment/ judgment of a situation i.e. smell for dangerous gases, smoke, fires, spoiled food, vapors, dampness, waste, decomposing animals)** | Continuous | 1,3,4,5,6,7,8,9, 11,13,14 |
| **Sight: (ability to distinguish objects i.e. to work safely in open areas with obstacles, to operate vehicles, machinery or equipment, avoid stationary object, deduce space and apply spatial reasoning )** | Continuous | 1,2,3,4,5,6,7,8, 9,10,11,12,13, 14,15 |
| **Hearing: (ability to actively listen; oral comprehension, to perceive and react to sonic communication or noise i.e. to receive instruction, to communicate via radio, cell phone or telephone)** | Continuous | 1,2,3,4,5,6,8,9, 11,12,13,14,15 |
| **Speaking: (ability to orally communicate information and ideas in speaking so others will understand i.e. to verbally engage with customer base, to give instruction, to advise, to warn or to instruct)** | Frequent | 1,2,3,4,5,6,8,9, 11,12,13,14,15 |
| **Reading: (ability to understand written sentences and paragraphs in work related documents and related materials i.e. labels, equipment safety instructions, manuals, work orders)** | Occasional to Continuous | 1,2,3,4,5,6,7,9, 11,12,13,14,15 |
| **Writing: (ability to communicate by way of written materials, to communicate information and ideas in writing, to document i.e. work orders, noting files, signing off on documents, create letters)** | Occasional to Continuous | 1,2,3,4,5,6,7,8, 9,10,11,12,13, 15 |
| **Math: (ability to understand and apply mathematics, to compute / rationalize a series of numeric variables to come to an accurate conclusion i.e.: measuring materials, estimating project cost, time management)** | Seldom to Occasional | 1,2,3,4,5,6,7,9, 10,11,12,13, 14,15 |

COMMENTS: TOUCH was also noted to be a requirement within the Sergeant position (ability to feel for heat, evidence at crime scene, fire, touching vehicles to see if they have been driven, feeling of weapon and ammunition). Feeling is performed intermittently throughout the shift, Seldom to Occasional for all functions.

# X. EQUIPMENT OR MACHINERY OPERATED:

| ITEM DESCRIPTION | FREQUENCY OF USE | ITEM DESCRIPTION | FREQUENCY OF USE |
|---|---|---|---|
| Police Vehicle | Seldom to Continuous | MDC | Infrequent to Frequent |
| Radio/cell (subject to call entire shift) | Occasional | Camera | Infrequent – Seldom |
| Sam Browne (worn throughout shift) (handcuffs, RCB, pepper spray, flashlight, magazine, weapon, taser, keys) | Worn Infrequent to Continuous<br>Actual usage of items Seldom to Occasional | Shot gun – Rifle<br>(in/out of vehicle daily and/or training) | Infrequent to Seldom (Patrol only) |
| Firearms/ammunition (worn on Sam Browne) | Worn – Continuous<br>Actual usage of firearm Infrequent to Occasional | Flares | Infrequent – Seldom |
| Taser (tested daily – audio / video) | Infrequent to Seldom | Station Computer | Occasional to Continuous |
| Tape Recorder | Infrequent to Seldom | Vest | Infrequent to Continuous |
| ATV, Motorcycle, Horse, K-9, Bicycle | Infrequent to Continuous | Pry bar, battering ram, Bolt Cutter | Infrequent to Seldom |
| Specialized gear and equipment for SWAT, Crime Impact Unit, Motor, K-9, Mounted Police (including specialized uniform gear) | Infrequent to Continuous | PPE (in/out of vehicle) | Infrequent to Seldom |


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# XI. ENVIRONMENTAL EXPOSURES:

***BRIEF DESCRIPTION**:* City of Santa Monica patrol of a variety sites and locations within the city and surrounding locations; terrain varies with grass, dirt, asphalt, concrete, slope, hillside, sand, gravel, rocks, and mud; may be exposed to inclement weather to include: heat/sunshine, rain, fog, ice, winds.

| WORK ENVIRONMENT / SITUATIONS / EXPOSURES | FREQUENCY OF EXPOSURES | EXAMPLE OF ENVIRONMENT / EXPOSURES |
|---|---|---|
| **Indoors** | Frequent to Continuous | Police Department offices, vehicle, variety of locations /buildings, residences within city; court, hospital, surveillance from vehicle |
| **Outdoors** | Seldom to Continuous | Field work, interviews, investigation, surveillance, patrol/foot patrol, citations, to/from vehicle, building checks, public relations, traffic control, motor, bicycle, horse, K-9 |
| **Contact with Customers, End Users, General Public** | Occasional to Continuous | Co-workers, administrative staff, public, other departments within city, court, hospital |
| **Smells/Scents:** | Seldom to Frequent | Body odor, colognes, perfumes, alcohol, drugs, firearm qualification, clothing, animal care |
| **Traffic:** e.g. to perform an essential function | Infrequent to Continuous | Depending on assignment incumbents are in/around traffic intermittently throughout the shift; driving to/from location, patrol, traffic control, accident |
| **Excessive Noise:** e.g. large crowds, sirens, machinery | Infrequent to Occasional | Sirens, firearms qualifications, alarms; bars/restaurants, 3rd street, pier / concerns, operation of ATV, traffic control |
| **Extremes in Temperature, Humidity or Wetness:** | Infrequent to Continuous | Seasonal weather, performs outdoor duties |
| **Fumes / Smoke / Exhaust:** e.g. chemicals, car exhaust | Infrequent to Continuous | Vehicle, traffic, bus, exhaust, sick/injured person, search, crime scene, spills, waste; incumbents assigned to patrol will drive with windows down therefore, will be exposed at a higher frequency |
| **Extreme Changes in Temperature:** e.g. Walk in Refrigerators, going from indoor to outdoors | Infrequent to Seldom | In/out of vehicle during inclement weather, building search |
| **Working at Heights:** e.g. scaffolding, ladders | Infrequent to Seldom | Rooftop, fence, wall, ledge, ladder |
| **Working with Biohazards or Bodily Fluids:** | Infrequent to Occasional | Sick or injured person, evidence, blood, bodily fluids, urine, feces, vomit, spit |
| **Dust, Wind and/or Pollens:** | Infrequent to Continuous | Seasonal weather; depending on assignment, patrol/foot patrol, citations, to/from vehicle, motor duties, bicycle assignment, mounted duties, building checks, public relations, traffic control, care of animals |
| **Vibration** e.g.: power tools, jack hammer | Infrequent to Occasional | Driving on uneven terrain |
| **Toxic Substances e.g.:** Cleaning solutions, paint, thinner liquids, odors | Infrequent to Occasional | Evidence, flares, weapons, bomb threat, investigation of fumes |
| **Electrical Hazards e.g.:** live electrical wires | Never | N/A - Responding to calls where live electrical wires are down creating public safety hazard / no actual work with live wires |
| **Explosive Hazards** e.g. bomb threats, chemicals | Infrequent to Occasional | Bomb threat - it was described that an incumbent may set-up a perimeter based on a specific incident; specialized assignment incumbents would be exposed to this type of activity |
| **Work in Confined Spaces** e.g.: attics, manholes | Infrequent to Seldom | Collection of evidence, search activities |
| **Mechanical Hazards / Running Machinery** e.g.: conveyor belt | Infrequent to Occasional | Working closely with fire department, traffic control |
| **Near / With Heavy Equipment** e.g. Tractor, forklift | Infrequent to Occasional | Fire Apparatus, traffic control, construction, commercial equipment, tow trucks, busses |

# XII. SAFETY EQUIPMENT:

**Safety Equipment:** First Aid Kit, uniform, vest, helmet, hearing protection, Sam Browne, CPR shield, non-latex gloves, traffic vests; PPE


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# XIII. REQUIRED QUALIFICATIONS:

**EDUCATION / TRAINING AND EXPERIENCE:** Graduation from high school or the equivalent; successful completion of 45 college semester units or equivalent form an accredited college or university, or possession of a California State Commission of Peace Officer Standards and Training Intermediate Certificate

Effective July 1, 2010 the educational requirement will be: Graduation from high school or the equivalent; successful completion of 60 college semester units or equivalent or an Associate's degree from an accredited college or university, or possession of a California State Commission of Peace Officer Standard and Training Intermediate Certificate.

Four years experience as a Police Officer; at least three years of the required experience must have been completed with the Santa Monica Police Department at the time of application.

**LICENSES / CERTIFICATION:** Position of a valid Class C Driver's License; possession of a P.O.S.T. Intermediate Certificate is desirable.

**KNOWLEDGE OF:** Vision, Mission and Values Statements of the Santa Monica Police Department; rules and regulations pertaining to Police Department operations; laws of arrest, rules of evidence, penal laws, rights of citizens and court procedures; modern police practices and methods; effective supervisory techniques; effective customer service techniques.

**ABILITY TO:** Train and supervise staff; supervise sections, units and/or work groups and functions on an assigned shift as Watch Commander, when required; perform technical police work; analyze data and write reports; follow written and oral instructions; communicate effectively both orally and in writing; provide effective internal and external customer service; use independent judgment and make sound decisions consistent with the Police Department's values, beliefs, behaviors, policies and procedures; establish and maintain effective and cooperative working relationships with City employees and the public.

**SKILLS TO:** Effective written and verbal communication; dealing with a variety of cultural sensitivity issues; using a personal computer and applicable software applications.

**WORKING CONDITIONS:** Work is performed both inside and outside, depending on assignment in seasonal climate and weather conditions; slippery surfaces, oily conditions, dust, dirt and odors are conditions frequently encountered; requires responding to major events and other emergencies; position requires availability to work weekends, evenings, holidays, on-call and overtime; physical demands include constant arm and leg movements, driving, standing and sitting for long periods of time; bending, stooping, running, squatting climbing is also required; intermittent moderate and/or heavy lifting is sometimes required.


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## XIV. WORK FUNCTIONS / FUNCTIONAL MANIFESTATIONS:

| MENTAL AND PSYCHOLOGICAL DEMANDS | REQUIRED/ ESSENTIAL |
|---|---|
| **Ability to comprehend and follow instructions:** | **YES** |
| • ability to maintain attention and concentration for necessary periods | **YES** |
| • ability to understand written or oral instructions | **YES** |
| • ability to do work requiring set limits, tolerances or standards | **YES** |
| **Ability to perform simple and repetitive tasks:** | **YES** |
| • ability to ask simple questions or request assistance | **YES** |
| • ability to perform activities of a routine nature | **YES** |
| • ability to remember locations and work procedures | **YES** |
| **Ability to maintain a work pace appropriate to a given work load:** | **YES** |
| • ability to perform activities within a schedule, maintain regular attendance and be punctual | **YES** |
| • ability to complete a normal work day and / or work week and perform at a consistent pace | **YES** |
| **Ability to perform complex and varied tasks:** | **YES** |
| • ability to synthesize, coordinate and analyze data | **YES** |
| • ability to perform jobs requiring precise attainment of set limits, tolerances or standards | **YES** |
| • ability to perform a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure | **YES** |
| **Ability to relate to other people beyond giving and receiving instructions** | **YES** |
| • ability to get along with co-workers or peers | **YES** |
| • ability to perform work activities requiring negotiating with, explaining or persuading | **YES** |
| • ability to respond appropriately to evaluation or criticism | **YES** |
| **Ability to influence people** | **YES** |
| • ability to convince or direct others | **YES** |
| • ability to understand the meaning of words and to use them appropriately and effectively | **YES** |
| • ability to interact appropriately with people | **YES** |
| **Ability to make generalizations, evaluation or decisions without immediate supervision** | **YES** |
| • ability to recognize potential hazards and follow appropriate precautions | **YES** |
| • ability to understand and remember detailed instructions | **YES** |
| • ability to make independent decisions or judgments based on appropriate information | **YES** |
| • ability to set realistic goals or make plans independent of others | **YES** |
| **Ability to accept and carry out responsibility for direction, control and planning** | **YES** |
| • ability to set realistic goals or make plans independently of others | **YES** |
| • ability to negotiate with, instruct or supervise people | **YES** |
| • ability to respond appropriately to changes in the work conditions | **YES** |


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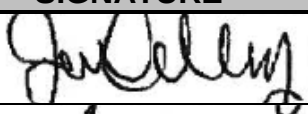
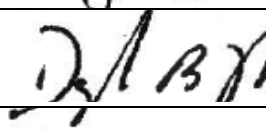
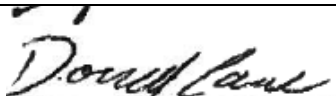
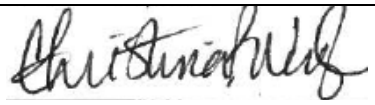
## XV. PARTICIPANTS:

| NAME | JOB TITLE | SIGNATURE | DATE |
|---|---|---|---|
| Jaime Hernandez | Sergeant |  | 9/27/10 |
| Doug Theus | Lieutenant / Operation Division |  | 9/27/10 |
| Darrell Lowe | Lieutenant / Watch Commander, Directed Resources Section |  | 9-27-10 |
| Christina Winting | Human Resources Manager |  | 12/23/10 |

## XVI. METHOD(S) OF GATHERING INFORMATION:

| | | | | | |
|---|---|---|---|---|---|
| | **OBSERVATION OF DUTIES** | **X** | **REFERRED TO AN EXISTING JOB DESCRIPTION** | **X** | **INTERVIEW OF PARTICIPANTS** |

In order to develop this Essential Functions Job Analysis, the Disability Compliance Coordinator noted below served to objectively gather information which was identified and contributed by the above employer participants. It is the employers and participants noted above ultimate responsibility to confirm all information outlined in this report is accurately depicted. The contents of this document should not be altered or changed unilaterally. Recommended changes should be addressed with parties who developed this document. Any type of alteration of this document after signatures and dates noted could change the definition of required essential and marginal functions. It is recommended this document be reviewed periodically for accuracy prior to its intended use.

**Mary L. Gaines**
**Disability Compliance Coordinator**
**Monjaras & Wismeyer Group, Inc.**
**877.984.7969**
**www.gortw.com**

### HISTORY OF DOCUMENT:

| | |
|---|---|
| *Date of interview:* | *08-03-10* |
| *Date of first draft:* | *08/12/10* |
| *Date of FINAL draft:* | *12/23/10* |
| *Date of Addendum:* | *00/00/00* |



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# XVII. APPENDIX 1: REASONING IN DETERMINING THAT FUNCTIONS ARE ESSENTIAL VS. MARGINAL / NON-ESSENTIAL FUNCTIONS

Further explanation is noted where deemed necessary.

| **PROCESS:** *For each function identified respond (T) for true or (F) for false to questions I to VIII.* | **GOAL:** *Helps you determine/establish whether a function is essential or marginal.* |
|---|---|

| **Functions Identified:** | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **I.** The position exists to perform the function: | | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| **II.** The function requires specialized training, experience or knowledge prior to employment: | | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| **III.** There are a limited number of other employees available to perform the function, or among whom the function can be distributed: | | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| **IV.** Removing the function would fundamentally change the job: | | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| **V.** Consequences of not requiring the employee to perform the function: | Burden on others | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| | Danger to others or self | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| | Negative financial impact (overtime, repairs, rework, lost revenue) | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| | Disruption in production / schedule / routine | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| | Potential for liability | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| | Customer dissatisfaction/complaints | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| | Delays / errors | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| | Fundamentally alters the operation of the business | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| | Undue hardship | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| | Other: | * | * | * | * | * | * | * | * | * | * | * | * | * | * | * |
| **VI.** A collective bargaining agreement notes that the function is required or includes a description of the function: ** | | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| **VII.** A history of this function being performed exists as described for past and current employees: | | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| **VIII.** A past job description exists which confirms the function as being required: (outlined in job flier) | | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |
| **Based on the responses to questions I to VIII above, the employer states that the function is essential:** | | T | T | T | T | T | T | T | T | T | T | T | T | T | T | T |

* This question was left unanswered or not applicable to position outlined in this report.

**A collective bargaining agreement does exist as well as a job flier and history of these functions being performed that covers elements related to each individual Essential Function.



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*INITIAL: _____*