



Bock Consulting

Job Analysis

Job Title	<u>Police Sergeant</u>	Worker	_____
DOT Number	<u>375.133-010</u>	Claim Number	_____
Employer	<u>Port of Seattle</u>	Employer Phone #	<u>(206) 787-3000</u>
Employer Contact	<u>Sgt. Jim Tuttle</u>	Date of Analysis	<u>10/8/2010; 4/19/2019</u>

Job of Injury
 Transferable
 New Job
 12 Hours Per Day
 3 Days Per Week
 Skills Job

Job Description, Essential Functions, Tasks and Skills:



The Port of Seattle is a municipal corporation created on September 5, 1911 by the voters of King County. The Port of Seattle is divided into operating divisions, plus other departments that support the divisions and the broad mission of the Port: 1) Aviation Division, 2) Maritime Division, and 3) Economic Development Division.

This job analysis is for a Police Sergeant working for the Police Department at the Port of Seattle. Port of Seattle Police Department personnel are the primary first responders for all reported crimes and incidents within the Port's jurisdiction, including Sea-Tac Airport, 30 miles of waterfront property, piers, marinas and cargo and cruise ship terminals.

All Police Sergeants have the following core essential job functions: human resource management; planning duties; supervise investigations; provide inter-agency coordination and promote community relations; perform administrative tasks; and respond to crimes, problems and emergencies. Police Sergeants must be able to perform these and all essential job functions identified for the rank of Police Officer.

Police Sergeants are assigned to one of the following primary positions:

- Patrol Sergeant (Police Services Division)
- Detective Sergeant (Administrative Services Division)
- Support Services Sergeant (Administrative Services Division)
- Field Training Sergeant (Administrative Services Division)

In addition to the primary functions and division assignments, Police Sergeants may be assigned to a secondary position as a Unit Supervisor over a Special Unit in the Police Services Division, Special Operations Section (e.g., Unit Supervisor for the Tactical Unit).

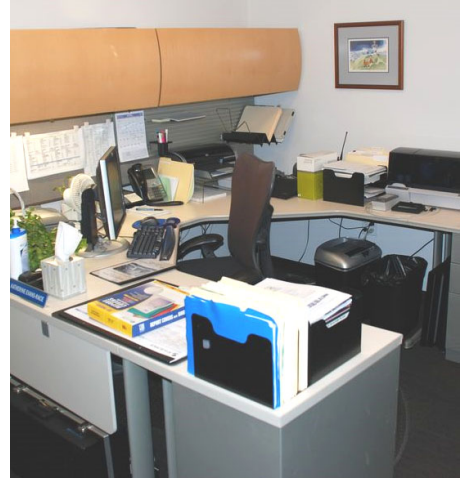




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Sample Tasks Assigned to Police Sergeants

- Plan, schedule, coordinate, and supervise the work of sworn Officers and civilian personnel.
- Review the work of assigned personnel to ensure compliance with Department policies and procedures. Accompany officers during the performance of their duties to observe and evaluate performance. Review logs and report of assigned personnel for accuracy, completeness, and conformance to established standards.
- Evaluate employee performance and identify deficiencies and/or training needs. Provide or arrange for necessary instruction. Initiate discipline when appropriate. Prepare performance appraisals and supporting documentation.
- Assist in the development, implementation, and attainment of Department goals and objectives in assigned area.
- Evaluate activities of assigned area and recommends improvements and modifications.
- Function as Watch Commander. Attend and conduct roll calls.
- Respond to dangerous calls and emergency problems to provide assistance as needed.
- Respond to accident or crime scenes and take command when appropriate. Interact with general public in a positive, professional manner. Provide assistance as requested. Serve as acting commander when required.
- Testify in court in connection with arrests and investigations.
- Conduct inspections.
- Direct investigation into citizen or internal complaints against employees of the Department.
- Prepare a variety of reports (statistical, activity, administrative, etc.) as required. Perform administrative tasks, including completing required paperwork, and reading and responding to electronic mail and other communications.
- Work with other law enforcement agencies in planning and coordinating task force operations or other multi-agency special events and activities.
- Participate in community activities and makes verbal presentations to diverse audiences.
- Participate in meetings and trainings.
- May prepare budgets and headcount analyses.



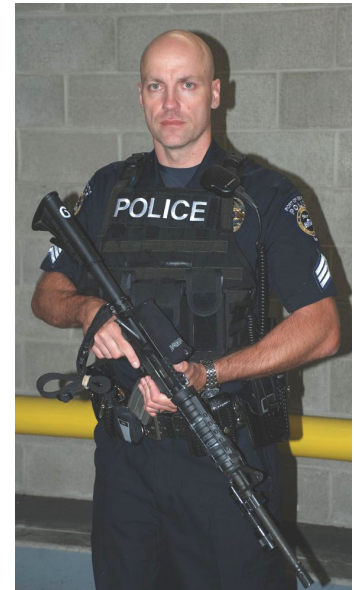
Skills, Traits, Knowledge and Abilities Required of Patrol Officers

- Knowledge of police methods and procedures (including principles of accident investigation and interrogation techniques), and Department-specific policies and procedures.



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- Knowledge of principles and practices of supervision, training, and performance evaluation.
- Knowledge of federal, state, and local laws governing traffic and crime, search and seizure activities, the rules of evidence, and applicable court decisions.
- Knowledge of Department computerized and manual records and tracking systems. Ability to use communications equipment (e.g., radios, etc.). Ability to use standard office equipment, including computers, copiers, telephone systems, etc.
- Skills in the use and care of firearms and related police equipment.
- Skills in the operation of a vehicle in ordinary and adverse situations.
- Ability to communicate clearly both orally and in writing. Ability to compose correspondence, narrative reports, and new procedures or policies.
- Ability to analyze situations under stressful conditions and adopt effective courses of action.
- Ability to read, interpret, and apply written information (including laws, regulations, legal opinions, crime and intelligence data, etc.).
- Ability to interact constructively with other members of the Department.
- Ability to work independently with minimal immediate/direct supervision.
- Ability to follow directions closely and be detail oriented while working.
- Ability to interview witnesses and victims, to interrogate suspects and tactfully discuss sensitive subject matter with people.
- Ability to present a positive image for the Department to the public and allied agencies.
- Ability to identify and analyze problems, and to observe and record events and facts accurately and completely.
- Ability to work effectively in a politically sensitive environment, and effectively contribute to the mission of the Department.
- Have the physical abilities to accomplish all of the tasks assigned.

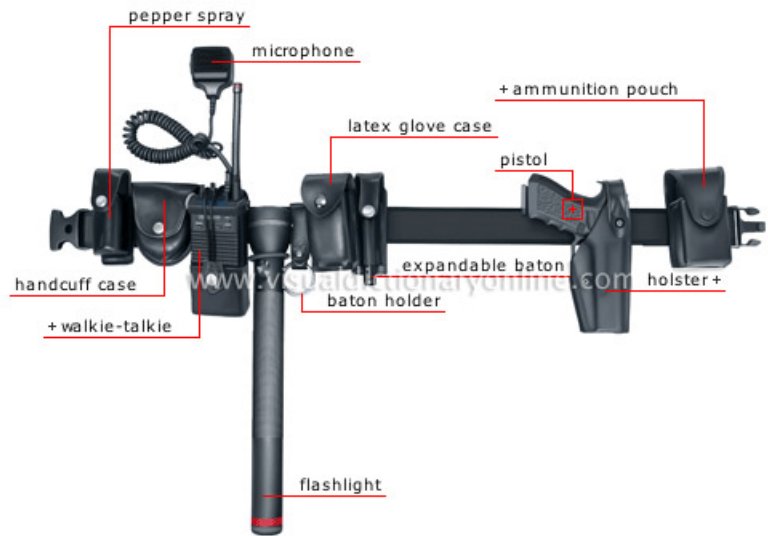




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Machinery, Tools, Equipment, Personal Protective Equipment

- Windows-based computers (primarily in office, but also in vehicle).
- General office supplies and office equipment (i.e., desks, chairs, copier, fax machine, phone, and file cabinets/drawers).
- Briefcase.
- Uniform.
- Badge.
- Duty belt.
- Firearms (handguns, rifles, and 40mm launchers).
- Ammunition.
- Body armor.
- Handcuffs. Plasticuffs.
- Flashlight.
- Pepper spray.
- Collapsible baton.
- 2-way radio. Cellular telephone.
- Note pad. Pencil/pen.
- Patrol vehicle.
- Highway flares.
- First aid kits.
- Latex gloves. Leather gloves.
- High visibility safety vest.
- BAC Datamaster.
- TASER (electronic control weapon).
- Gas mask.
- Riot gear.
- Chemical suits.
- Equipment bags.
- Evidence bags.



Specialized equipment and tools utilized by the Special Unit teams are not detailed here.



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Education / Training

Minimum Requirements:

- Three years of experience performing the duties of a Police Officer; one of these three years should be as a Patrol Officer with the Port of Seattle. Must have an overall performance evaluation rating of at least “standard” in the last 12 months as a Port employee.
- U.S. Citizen.
- Valid Washington State Driver’s License.

Preferred Qualifications:

- One year of experience as a member of a Port of Seattle Special Operations Section Unit (e.g., Tactical Services Unit, Bomb Disposal Unit, etc.), Field Training Officer, or Detective.
- Completion of two years of college.
- Basic computer and keyboarding skills.

Police Sergeants must maintain certification via available on-going training.

Per the Dictionary of Occupational Titles (DOT): 375.133-010 Police Sergeant

Specific Vocational Preparation (SVP): 6 (From one to two years)



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COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS

The psychological and cognitive demands of a Police Sergeant position are subject to varying levels of stress in accordance with type of assignment and duties, i.e., managing personnel, responding to calls, suspect or traffic violator contact, suspect interviews, crime scene and evidence processing, follow-up investigations, etc. Includes defensive postures, the physical and mental states necessary to effectively supervise and oversee arrestees, backup fellow Officers, and react in a life-saving manner.

Frequency Definitions:	
Continuously = Occurs 66-100% of the time.	Occasionally = Occurs 1-33% of the time
Frequently = Occurs 33-66% of the time.	Rarely = May occur less than 1% of the time.
Never = Does not ever occur.	
Comprehension	
Articulating and comprehending information in conversations.	Continuously
Reading, comprehending, and using written materials.	Continuously
Understanding and solving problems involving math and using the results.	Occasionally
Using technology/instruments/tools & information systems.	Continuously
Working with two and three dimensional formats.	Rarely
Remembering	
Remembering spoken instructions.	Continuously
Remembering written instructions.	Continuously
Remembering visual information.	Continuously
Recalling information incidental to task at hand.	Continuously
Memorizing facts or sequences.	Continuously
Remembering simple instructions.	Continuously
Remembering detailed instructions.	Continuously
Learning & Processing	
Effectively learning and mastering information from classroom training.	Occasionally
Effectively learning and mastering information from on-the-job training.	Continuously
Learning from past directions, observations, and/or mistakes.	Continuously
Using common sense in routine decision making.	Continuously
Recognizing and anticipating potential hazards and taking precautions.	Continuously
Thinking critically and making sound decisions.	Continuously
Integrating ideas and data for complex decisions.	Frequently
Determining and following precise sequences.	Occasionally
Coordinating and compiling data and information.	Continuously
Analyzing, synthesizing data and information.	Continuously



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Tasking and Planning		
	Performing repetitive or short-cycle work.	Occasionally
	Working under specific instructions.	Continuously
	Completing complex tasks.	Continuously
	Directing, controlling, or planning for others as necessary for basic tasks.	Continuously
	Directing, controlling, or planning for others as necessary for complex tasks.	Frequently
	Multi-tasking.	Continuously
	Planning, prioritizing, and structuring daily activities.	Frequently
Use Appropriate Behavior for Professional Work Environment		
	Receiving criticism and accepting limits appropriately.	Continuously
	Maintaining emotional control and organization under increased stress.	Continuously
	Maintaining socially appropriate affect, temperament, and behavior.	Continuously
	Monitoring own quality of performance and altering behaviors to correct mistakes or improve outcome.	Continuously
	Working independently and/or unsupervised.	Continuously
	Adapting to frequent interruptions, changes in priorities, or changes in work location.	Continuously
	Responding effectively to emergency situations.	Occasionally

Frequency Designations: Required Beneficial Not Necessary		
Maintaining Attendance and An Assigned Work Schedule		
	Maintaining predictable and reliable attendance each work shift.	Required
	Being punctual.	Required
	Taking rest periods at set times or only at times determined by breaks in job responsibilities.	Not Necessary
	Adjusting to a flexible schedule of work days and or shifts.	Required



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PHYSICAL DEMANDS

NOTE: The physical demands of a Police Sergeant position vary greatly and are hard to predict due to the need to respond to unique situations and circumstances. Sergeants may work in an office environment, or may work in the field. Sergeants may encounter confrontations while in the field. Often the confrontations are verbal, where the Sergeant is aiming to obtain compliance from an individual. However, there are times when a Sergeant may have to use some level of manual force to restrain and handcuff an individual. Periodically the confrontation may include a weapon, and it is always possible that a Sergeant’s life may be in danger during a confrontation.

Frequency Definitions:

- N/A:** Not Applicable
S: Seldom (1-10% of the time)
O: Occasional (10-30% of the time)
STRENGTH: Sedentary Light Medium Heavy Very Heavy

- F:** Frequent (30%-70% of the time)
C: Constant (Over 70% of the time)
WNL: Within Normal Limits (talking, hearing, etc.)
 Comments

	Frequency	Comments
Sitting	F	Office: Working in office reviewing and writing reports, reviewing and answering emails, making and answering phone calls, and participating in meetings and training. Field: Driving vehicle and participating in meetings and training.
Standing	O	Interchange with Walking. Office: Making copies, sending faxes, making presentations, talking with supervisors, other Department staff, other Port personnel, and public. Field: Observing Officers and situations. Gathering evidence. Potentially writing violations, searching suspects, managing arrestees, directing traffic, and talking with supervisors, other Department staff, other Port personnel, and public. Controlling and discharging weapons.
Walking	O-F	Interchange with Standing. May be over tile, carpet, concrete, asphalt, dirt/mud, slippery or wet surfaces. Police duty belts with equipment weight 20-25 pounds. Office: Walking to copier/printer/fax machine, gathering supplies, and going to meetings and training. Field: Patrolling on foot and observing Officers. Gathering evidence. Potentially responding to calls, observing situations, managing arrestees, or escorting dignitaries.
Running	Rare	Running may be required for short distances to reach or escape from an incident scene, or potentially while in the process of apprehending or arresting a suspect.
Lifting (up to 10 pounds)	F	Lifting paperwork, binders, documents/reports, file folders and other office supplies, laptop computer, two-way radio, cellular phone, and telephone receiver. Firearms (hand and long guns); body armor (1-2 lbs), baton, first aid kits, and other smaller items.



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Lifting (10 to 50 pounds)	S	Police duty belts with equipment weigh 20-25 pounds. Boxes of documents or training materials. Briefcase or equipment bags. Traffic cones. May include assisting persons in custody to their feet.
Lifting (over 50 pounds)	Rare	May include lifting a passive, combative, or unconscious individual. Individuals may weigh 100 to over 200 pounds. Some lifting may be required in emergency situations.
Carrying (up to 25 pounds)	F	Carrying paperwork, binders, documents/reports, file folders and other office supplies, laptop computer, two-way radio, and cellular phone. Firearms (hand and long guns); body armor (1-2 lbs), baton, first aid kits, and other smaller items. Police duty belts with equipment weight 20-25 pounds. Boxes of documents or training materials. Briefcase or equipment bags. Traffic cones.
Carrying (25 to 50 pounds)	S	Carrying equipment, equipment bags, and other items.
Carrying (over 50 pounds)	Rare	May potentially be required in emergency situations.
Pushing/Pulling (Up to 25 pounds)	O	Opening drawers and cabinets. Opening doors (buildings and vehicles). Moving equipment. Gathering supplies. Maneuvering and searching suspects, and managing arrestees.
Pushing/Pulling (25 to 75 pounds)	Rare	Potentially while restraining or apprehending an individual or offender, or dragging an individual or offender.
Pushing/Pulling (Up to full body force)	Rare	May be required while confronting individuals or pulling/dragging individuals under emergency/arrest conditions.
Reaching (Floor to Shoulder)	F	Office: Picking up items on the desk, and gathering folders, files, and supplies. Gathering documents/binders from cabinets/drawers/shelves. Dialing telephone. Inserting documents into copier or fax machine. Some reaching required while changing into uniform and body armor. Field: Opening doors (buildings and vehicles). Driving. Reaching in patrol vehicle for radio, siren/light bar controls, and computer. Obtaining items from patrol vehicle trunk. Searching suspects. Restraining subjects. Directing and controlling traffic. Controlling and discharging handgun.
Reaching (Over the Shoulder)	S	Office: Retrieving items from shelves when seated at desk. Gathering items stored or filed at levels over the shoulder. Field: Reaching in patrol vehicle for rifle. Potentially controlling and discharging handgun.
Bending at Waist	O	Office: Working at desk, gathering documents/files/binders/items from cabinets/drawers/shelves below waist level. Potentially inserting documents into copier or fax machine. Field: Entering and exiting vehicles, obtaining items from patrol vehicle trunk, searching suspects, restraining subjects. Potentially talking with drivers in vehicles.
Bending Neck	C	Applicable in all assigned tasks.
Crouching/Kneeling/ Squatting	S	Office: Gathering documents/files/binders/items from cabinets/drawers/shelves below waist level. Field: May be on knees or crouching for short periods of time as duties require. May be required in emergency situations. Surfaces may vary.
Laying Prone on Ground	Rare	Participating in firearm training. May be required in emergency situations.
Stooping	S	Entering vehicles, and potentially other circumstances in the field.



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Twisting at Waist	S	Office: Reaching for items on desk, in file cabinets/drawers, or on shelves. Worker can minimize twisting by moving feet or rotating chair while working. Field: Twisting to enter and exit patrol vehicle, and to reach computer inside vehicle. Potentially while directing and controlling traffic and crowds. Twisting may be required under emergency/arrest conditions.			
Climbing Stairs/Ladders/Walls	S	Office: Stairs or elevator may be used to reach office space. Field: Stairs may be encountered when patrolling on foot, or moving between floors in building or parking garage. It would be rare for a Sergeant to use a ladder or climb a wall. Stairs or walls may be encountered under emergency conditions.			
Working at Heights	Rare	Potentially if a Sergeant chooses to climb a fence or wall.			
Repetitive Motion	S	Potentially while reviewing or processing documents. In general, the variety of tasks and duties assigned mitigates repetitive movements.			
Driving	O-F	Depends on work assigned.			
Foot Controls	O-F	While driving. Depends on work assigned.			
Handling/Grasping	F	40	% Pinch Grasp	60	% Whole Hand Grasp
Fine Finger Manipulation	F	Writing, sorting/processing documents, gathering supplies and files, dialing desk or cellular phone, using buttons and knobs on 2-way radios, siren/light bar controls, and using computer. Pulling firearm triggers, loading weapons, handcuffing arrestees, deploying pepper spray, administering first aid, and other field tasks.			
Keyboarding	F	Using computer to conduct research, type reports and correspondence, and respond to emails. Would occur primarily in office, but also in a vehicle.			
Talking	C	Office: Police Sergeants will communicate with supervisors, other Department personnel, other Port personnel, and the public. Field: Sergeants must have a voice sufficient to perform essential speaking tasks without posing a direct threat to Sergeant or others. Use of voice commands to project control and direct action, talk with offenders, witnesses, and other individuals, and talk to be heard above audible alarms, crime-scene confusion, and various ambient background noises.			
Hearing	C	Office: Police Sergeants will communicate with supervisors, other Department personnel, other Port personnel, and the public. Field: Sergeants must have hearing sufficient to perform essential tasks without posing a direct threat to the Sergeant or others. Discerning and distinguishing spoken words and speech from ambient background noise, begin able to determine from which direction speech or noise is coming from. Listening to radio traffic for requests for help or response.			
Seeing	C	Officer must have vision sufficient to perform all assigned tasks. "Vision" includes color discrimination, peripheral vision, and depth perception. Creating and reviewing reports, reading documents, day and nighttime driving, use of weapons, observing activity around Sergeant, issuing citations, and processing crime scenes and arrestees.			
Writing	O	Depends on duties and assignments. Writing notes and completing forms.			



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Normal Job Site Hazards	F	Office: Generally limited in the office environment, although weapons are common in the office. Field: Officers will encounter a variety of environments in the field. Environments may include noise, fumes, dust, moving people and crowds, exposure to moving traffic when driving or involved in an enforcement/control situation. Sergeants may be subject to assault, combative or resistive persons in arrest situations, disturbances, or other emergency calls. May face deadly/dangerous weapons. May be required to break up fights between two or more persons. May respond to and be exposed to hazardous materials spills and or drug lab environments.
Expected Environmental Conditions	C	Office: Temperature controlled environment. Field: May work outdoors in all types of weather conditions, as well as indoors in offices and buildings. Will be required to work in all areas governed by the Port of Seattle. Will be required to work during emergencies. May be exposed to hazardous materials, dust, fumes, and noisy environments.

The above job analysis represents the requirements of a specific job based on personal observations, discussions with employer representatives, and/or workers. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective quantifiable data. For this reason, a "best estimate" may have been used when reporting physical demand frequencies.

Analysis was done on the job site? Yes No
Completed by Vocational Provider Brice York, B.A., CDMS

Date April 19, 2019 Signature of Vocational Provider _____



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FOR PHYSICIAN'S/EVALUATOR'S USE ONLY

- The injured worker can perform the physical activities described in the job analysis and can return to work on _____
- The injured worker can perform the physical activities described in the job analysis on a part-time basis for _____ hours per day. The worker can be expected to progress to regular duties in _____ weeks/months.
- The injured worker can perform the described job, but only with the modifications/ restrictions in the attached report and/or listed below. These modifications/restrictions are (check one):
 - Temporary for _____ weeks _____ months
 - Permanent
- The injured worker cannot perform the physical activities described in the job analysis based on the physical limitations in the attached report and/or listed below. These limitations are (check one):
 - Temporary for _____ weeks _____ months
 - Permanent

COMMENTS:

Weight Training/Work Out Restrictions

Police Officers have access to a gym at work, which includes free weights, weight machines, elliptical trainer, treadmill, stationary bike, and other exercise equipment. Is the Officer released to use the gym?
 Yes No If yes, please specify limitations the Officer should follow.

Date _____ Physician's/Evaluator's Signature _____

Physician's/Evaluator's Name Printed _____

**PLEASE RETURN COMPLETED FORM VIA FACSIMILE TO:
Port of Seattle Employee Health & Safety Department at (206) 787-3406**