



Bock Consulting

Job Analysis

Job Title	<u>Police Officer</u>	Worker	_____
DOT Number	<u>375.263.-014</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>8/06/2009; 4/19/2019</u>

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

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 Officer working in the Police Services Division for the Police Department at the Port of Seattle.

All Police Officers have the following core essential job functions: Respond to crimes, problems and emergencies; use necessary force to protect self or others and enforce laws; detain and arrest suspects; book and maintain custody over arrestees; respond to civil disorder and labor disputes; conduct preliminary and field investigations; provide testimony; provide crime prevention and community relation services; and perform administrative tasks.

Within the Police Department, Police Officers may be assigned to either the Police Services Division, or to the Administrative Division. In addition to the core essential job functions and the division assignments, Police Officers may be assigned to a secondary position in one of the Special Units within the Police Services Division. The duties and physical demands related to the Special Units are detailed in separate job analyses.

The Police Officers working for the Port of Seattle are the primary first responders for all reported crimes and incidents within its jurisdiction, including Sea-Tac Airport, 30 miles of waterfront property, piers, marinas and cargo and cruise ship terminals.

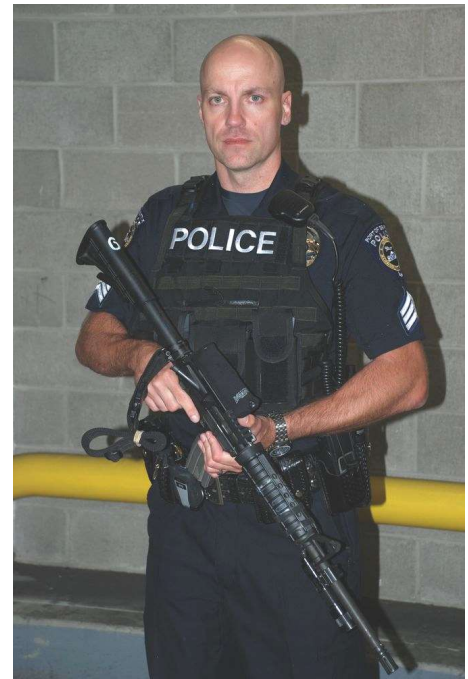




***Job Analysis: Police Officer – Port of Seattle
DOT # 375.263-014***

Sample Tasks Assigned to Police Officers Serving in the Police Services Division

- Interact with general public in a positive, professional manner. Provide assistance as requested.
- Respond as an individual or team to dangerous calls and emergency problems to provide assistance to other Officers. Respond to civil disorder and labor disputes.
- Operate a police vehicle, potentially at high speeds during emergency conditions and pursuits.
- Provide first aid until other qualified medical assistance is available.
- Respond to domestic disturbances.
- Respond to crimes and disturbances on aircraft and enforce FAA regulations.
- Respond to burglar/intrusion alarms as well as crimes in progress.
- Use necessary force to protect self or others and enforce laws.
- Use weapons defensively and personal gear to prevent injury to self during high-risk situations.
- Detain and arrest suspects. Book and maintain custody over arrestees.
- Conduct preliminary and field investigations.
- Conduct surveillance and stakeouts.
- Provide testimony.
- Enforce motor vehicle laws.
- Assist troubled motorists.
- Administer field sobriety tests.
- Direct vehicle/pedestrian traffic.
- Provide protection of dignitaries.
- Perform administrative tasks, including completing required paperwork, and reading and responding to electronic mail and other communications.
- Participate in meetings and trainings.
- Provide crime prevention and community relation services.
- Clean, inspect and maintain weapons, personal protective gear, and other equipment.



Skills, Traits, Knowledge and Abilities Required of Police Officers

- Have the physical abilities to accomplish all of the tasks assigned.



***Job Analysis: Police Officer – Port of Seattle
DOT # 375.263-014***

- Ability to work independently, but also within a team.
- Ability to follow directions closely and be detail oriented while working.
- Ability to read, understand and apply laws, rules, policies and procedures.
- Ability to write to take notes and complete reports regarding facts and findings, and accurately record activities or events.
- Ability to compose correspondence, narrative reports, and new procedures or policies.
- Ability to interact constructively with other members of the Department as a team member.
- Ability to verbally communicate with the public in order to provide information or direction, and respond to inquiries.
- Ability and composure to verbally direct or order individuals or groups (i.e., from individual suspects to crowds) in relation to enforcement duties.
- Ability to interview witnesses and victims, to interrogate suspects and tactfully discuss sensitive subject matter with people.
- Ability to de-escalate a volatile situation by means of conversation/negotiation.
- Ability to present a positive image for the Department to the public and allied agencies.
- Ability to listen to others attentively and with comprehension.
- Knowledge of applicable laws, policies and procedures.
- Ability and strength to effect the arrest of a combative suspect; Skill in restraining suspects so as to maximize safety and minimize injury
- Ability to identify and analyze problems, to observe and record events and facts accurately and completely
- Ability to use communications equipment (e.g., radios, etc.); Ability to use standard office equipment, including computers, copiers, telephone systems, etc
- Ability to work effectively in a politically sensitive environment, and effectively contribute to the mission of the department.





***Job Analysis: Police Officer – Port of Seattle
DOT # 375.263-014***

Machinery, Tools, Equipment, Personal Protective Equipment

Police Officers utilize a wide variety of tools and equipment to perform the essential functions of their job:

- 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.
- Briefcase.
- General office supplies and office equipment (i.e., desks, chairs, copier, fax machine, phone, and file cabinets/drawers).
- Windows-based computers (in vehicle and in office).



Additional specialized equipment and tools may be utilized by the Special Unit teams, which are not detailed here.



Bock Consulting

Claimant:
Claim #:
8/6/2009; 4/19/2019
Page 5 of 11

***Job Analysis: Police Officer – Port of Seattle
DOT # 375.263-014***

Education / Training

Minimum Requirements:

- High School diploma (or GED).
- At least 21 years of age at the time of application.
- U.S. Citizen.
- Valid Washington State Driver's License.
- Meet background investigation standards. Meet criminal and traffic history standards.
- Successfully complete all phases of the selection process.
- Completion of Washington State Criminal Justice Training Academy, or equivalent recognized professional police academy.

Preferred Qualifications: Some college credits.

Proficiency with the English language is required, and are abilities demonstrated via both written and oral examinations.

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



***Job Analysis: Police Officer – Port of Seattle
 DOT # 375.263-014***

COGNITIVE AND BEHAVIORAL ELEMENTS/DEMANDS

The psychological and cognitive demands of a Police Officer position are subject to varying levels of stress in accordance with type of assignment and duties, i.e., dispatched 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 a fellow Officer, 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.		Frequently
	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.		Frequently
	Integrating ideas and data for complex decisions.		Occasionally
	Determining and following precise sequences.		Continuously
	Coordinating and compiling data and information.		Continuously
	Analyzing, synthesizing data and information.		Continuously
Tasking and Planning			
	Performing repetitive or short-cycle work.		Occasionally
	Working under specific instructions.		Continuously
	Completing complex tasks.		Continuously



Bock Consulting

Claimant:
 Claim #:
 8/6/2009; 4/19/2019
 Page 7 of 11

***Job Analysis: Police Officer – Port of Seattle
 DOT # 375.263-014***

Directing, controlling, or planning for others as necessary for basic tasks.	Occasionally
Directing, controlling, or planning for others as necessary for complex tasks.	Occasionally
Multi-tasking.	Continuously
Planning, prioritizing, and structuring daily activities.	Occasionally

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.	Frequently

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



Job Analysis: Police Officer – Port of Seattle
DOT # 375.263-014

PHYSICAL DEMANDS

NOTE: The physical demands of a Police Officer position vary greatly and are hard to predict due to the need to respond to unique situations and circumstances. Confrontation is a regular part of a Police Officer’s job. Often the confrontations are verbal, where the Officer is aiming to obtain compliance from an individual. However, there are times when a Police Officer will 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 an Officer’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

F: Frequent (30%-70% of the time)

C: Constant (Over 70% of the time)

WNL: Within Normal Limits (talking, hearing, etc.)

Medium Heavy Very Heavy

Frequency

Comments

Sitting	O-F	Patrol Duties: Driving patrol vehicle. Office Duties: Sitting in office writing reports, reviewing and answering emails, and participating in meetings and training.
Standing	O-F	Interchange with Walking. Patrol Duties: Observing situations, searching suspects, directing traffic, managing arrestees, talking with supervisors, other Officers, and public. Controlling and discharging weapons. Office Duties: Making copies, sending faxes, talking with supervisors and other Officers, and public.
Walking	O-F	Interchange with Standing. May be over tile, carpet, concrete, asphalt, dirt/mud, slippery or wet surfaces. Patrol Duties: Patrolling on foot, responding to calls, observing situations, managing arrestees, escorting dignitaries. Office Duties: Making copies, sending faxes, talking with supervisors and other Officers, and public.
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	Firearms (hand and long guns); body armor (1-2 lbs), cellular phone, laptop computer, baton, paperwork, first aid kits, and other smaller items.
Lifting (10 to 25 pounds)	O	Police duty belts with equipment weight 20-25 pounds. Traffic cones. Briefcase.
Lifting (25 to 50 pounds)	S	Briefcase and 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.



***Job Analysis: Police Officer – Port of Seattle
 DOT # 375.263-014***

Carrying (up to 25 pounds)	F	Police duty belts with equipment weight 20-25 pounds. Firearms (hand and long guns); body armor (1-2 lbs), cellular phone, laptop computer, baton, paperwork, first aid kits, other smaller items, and briefcase.
Carrying (25 to 50 pounds)	S	Briefcase and equipment bags.
Carrying (over 50 pounds)	Rare	May include carrying a passive, combative, or unconscious individual. Individuals may weigh 100 to over 200 pounds. Some carrying may be required in emergency situations.
Pushing/Pulling (Up to 25 pounds)	O	Opening doors (buildings and vehicles); moving equipment, obtaining supplies and equipment.
Pushing/Pulling (25 to 75 pounds)	S	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	Patrol Duties: 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 hand gun. Office Duties: Some reaching required while changing into uniform and body armor, obtaining files and supplies.
Reaching (Over the Shoulder)	S	Depends on work assigned.
Bending at Waist	F	Entering and exiting vehicles, picking up or laying down objects.
Bending Neck	C	
Crouching/Kneeling/ Squatting	S	May be on knees or crouching for short periods of time as duties require. May be required in emergency situations. Surfaces may vary, inside/outside, environments.
Laying Prone on Ground	Rare	Participating in firearm training. May be required in emergency situations.
Twisting at Waist	O-F	Twisting to enter and exit patrol vehicle, and to reach computer inside vehicle. Talking with other Officers, supervisors, or public. Directing and controlling traffic and crowds. Twisting would be required under emergency/arrest conditions.
Climbing Stairs/Ladders/Walls	S	Stairs may be encountered when patrolling on foot, or moving between floors in building or parking garage. It would be rare for an Officer to use a ladder. Potentially, if pursuing an offender or individual, an Officer may choose to climb a fence or wall. Stairs and walls may be under emergency conditions.
Working at Heights	Rare	Potentially if an Officer chooses to climb a fence or wall.
Repetitive Motion	S	The variety of tasks and duties assigned to Police Officers mitigates repetitive movements.
Driving	O-F	Depends on work assigned.
Foot Controls	O-F	Depends on work assigned.
Handling/Grasping	F	40 % Pinch Grasp 60 % Whole Hand Grasp
Fine Finger Manipulation	F	Firearm triggers, loading weapons, buttons on 2-way radios and cellular phones, siren/light bar controls, using computer, handcuffing arrestees, deploying pepper spray, writing, administering first aid, and other tasks.



**Job Analysis: Police Officer – Port of Seattle
DOT # 375.263-014**

Keyboarding	O	Using computer to conduct research, type reports and respond to emails. Will occur both in a vehicle and the office.
Talking	C	Police Officer must have a voice sufficient to perform essential speaking tasks without posing a direct threat to Officer 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	Officer must have hearing sufficient to perform essential tasks without posing a direct threat to Officer or others. Discerning and distinguishing spoken words and speech from ambient background noise, and be 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 essential sight tasks without posing a direct threat to Officer or others. "Vision" includes color discrimination, peripheral vision, and depth perception. Day and nighttime driving, use of weapons, observing activity around Officer, reading documents, issuing citations, and processing crime scenes and arrestees.
Writing	S-O	Depends on duties and circumstances. Writing notes and completing forms.
Normal Job Site Hazards	F	Officers will encounter a variety of environments, which may include noise, fumes, dust. Moving people and crowds. Extensive motor vehicle operation. Exposed to moving traffic enforcement/control situations. 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	Will 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



Bock Consulting

Claimant:
Claim #:
8/6/2009; 4/19/2019
Page 11 of 11

**Job Analysis: Police Officer – Port of Seattle
DOT # 375.263-014**

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

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.

COMMENTS:

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**