



Larry Espinosa
County of Kern Personnel
1115 Truxtun Ave., First Floor
Bakersfield, CA 93301

RE: Sheriff's Detention Officer
Pre-Placement Functional Capacity Evaluation

Dear Mr. Espinosa:

Please review the enclosed report at your convenience. I believe that we are ready to initiate the program immediately. If you have any questions or would like a demonstration of the testing battery please feel free to call me at 325-5793.

Sincerely,

Thomas B. Traut, M.Ed., RKT, CWCE
Director, California Work Diagnostics

SHERIFF'S DEPARTMENT
COUNTY OF KERN

Telephone (661) 391-7500

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KERN COUNTY
PERSONNEL DEPARTMENT



LM
SL

1350 Norris Road
Bakersfield, California 93308-2231

June 27, 2003

Thomas Traut, Director
California Work Diagnostics
1800 Westwind Drive, Suite 403
Bakersfield, CA 93301

RE: Sheriff's Detention Officer
Pre-Placement Functional Capacity Evaluation

Dear Mr. Traut:

This letter is in response to your proposed Pre-Placement Post-Offer Functional Capacity Evaluation Testing Protocols for Kern County Sheriff's Detention Officer applicants, dated May 28, 2003. I have reviewed your proposal and concur with the recommended testing standards and protocols. The proposed test battery appears to be safe, reliable, job related, practical, and a reasonable predictor of job performance. I also agree with the proposed reporting procedures through the County Personnel Department and the associated cost of \$125 per evaluation.

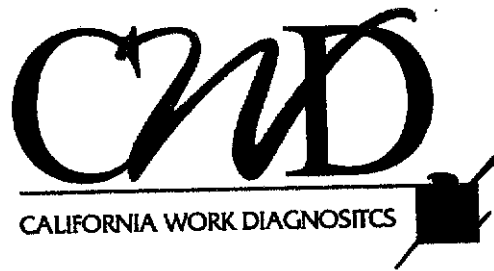
I would also like to take this opportunity to thank you for your participation in the Physical Job Analysis for Sheriff's Detention Officers conducted by CPS Human Resource Services. Your analysis of the identified job tasks, on site visits, and development of test and test protocols has been key to the completion of this important project.

Thank you again for your continued support and assistance. We look forward to working with you soon.

Sincerely,
Mack Wimbish, Sheriff-Coroner

Michael LaFave, Assistant Sheriff
Detentions Bureau

cc: Larry Espinosa, Assistant Director
Kern County Personnel Department



Functional Capacity Evaluations • Ergonomic Job Site Analysis

**PRE-PLACEMENT POST-OFFER FUNCTIONAL CAPACITY
EVALUATION
TESTING PROTOCOL
FOR
COUNTY OF KERN SHERIFF'S DEPARTMENT
DETENTION OFFICERS**

**Prepared by
Thomas B. Traut, M.Ed., RKT, CWCE
May 28, 2003**

Introduction

CPS Human Resource Services performed a Physical Job Analysis for Kern County Sheriff's Department Detention Officers with the results presented in a Technical Report in September 2002. The purpose of the analysis was to provide information to assist the Department with information necessary to support the development of a Post Offer Pre-Placement Functional Capacity Evaluation for Detention Officers. The project involved collecting information on the physical aspects of the Detention Officer job through a variety of methodologies including site visits, individual and group interviews, generation and analysis of critical incidents by subject matter experts, qualitative review of physically demanding critical incidents, administration and analysis of a physical task and ability job analysis questionnaire to Detention Officers and their supervisors, and subject matter experts tasks to ability linkages.

The analysis identified numerous job tasks and physical activities required to successfully complete "critical" job duties. The identification of and the linkage of the essential physical job tasks to the physical abilities indicated that an assessment measuring these abilities could be used in the development of the Functional Capacity Evaluation and that the FCE could be appropriately scored using either rank order basis or a pass/fail cutoff.

Essential Physical Abilities

Physical abilities statements were identified and found to be associated with the successful completion of "critical" job duties. The physical abilities statements were categorized into six separate categories: The physical ability categories are as follows:

1. **Muscular Strength.** The ability to exert muscular force for a brief period of time. Includes arm, back, abdominal, shoulder and leg strength. Muscular strength does not include resistance to fatigue.
2. **Flexibility.** The ability to extend trunk, arms, or legs through a range of motion. Involved in tasks that require suppleness, such as reaching and stretching.
3. **Cardiovascular Endurance/Stamina.** The ability to perform prolonged bouts of aerobic work without experiencing fatigue or exhaustion. Distinguished by; total body involvement (vs. localized function), cardiovascular (vs. skeletal) functioning, and relatively long term work (more than 3 minutes at a stretch).
4. **Power/Explosive Energy.** The ability expend a maximum of energy in one or a series of thrusts. Important where short bursts of physical effort are required either to propel one's own body weight or external objects.
5. **Muscle Endurance.** The ability to exert muscular strength repeatedly or continuously over time. Emphasis on resistant of the muscles to fatigue. Involved in propelling, supporting, or moving the body repeatedly, or supporting it for prolonged periods.

6. **Agility/Coordination/Balance.** The ability to coordinate the simultaneous actions of different parts or limbs of the body when the body is in motion, and to maintain balance when external forces act against stability. Involved in most motions, but to a greater degree in complex and/or rapid movement.

Essential Physical Tasks

The following physical tasks were determined to be Essential for the performance of the job duties of a Detention Officer in the CPS study based upon analysis of the results of the questionnaire administered to incumbent Detention Officers and supervisors, a qualitative analysis critical incident reports, and during meetings with subject matter experts.

1. Pursue inmates on foot (running).
2. Walk or stand for long periods of time.
3. Sit for long periods of time.
4. Run to the scene of a disturbance or emergency.
5. Operate the electronic gates, doors, or locks manually when the electronic mechanisms fail.
6. Physically subdue or restrain a resisting inmate by yourself.
7. Physically subdue or restrain a resisting inmate with the help of one or more other Detention Officers.
8. Physically subdue or restrain an attacking inmate by yourself.
9. Physically subdue or restrain an attacking inmate with the help of another person.
10. Physically separate two fighting inmates yourself.
11. Physically separate two fighting inmates with the help of another correctional person.
12. Defend self against an inmate armed with a weapon.
13. Disarm and subdue an inmate armed with a weapon.
14. Search areas for contraband that are not easily accessible (e.g., under beds; in, behind, and around large equipment, vehicles).
15. Carry heavy objects (e.g., disabled/unconscious inmate or piece of equipment).
16. Lift heavy objects (e.g., disabled/unconscious inmate or piece of equipment).
17. Drag heavy objects (e.g., disabled/unconscious inmate or piece of equipment).
18. Push hard to move objects by hand (e.g., piece of equipment).
19. Pull self up over obstacles.
20. Jump over obstacles.
21. Use body force to gain entrance through barriers (e.g., locked doors).
22. Climb up to elevated surfaces (e.g., roof).
23. Jump down from elevated surfaces.
24. Balance self on uneven or narrow surfaces.
25. Secure and segregate inmates who commit crimes in the facility.
26. Handcuff a non-resisting inmate.
27. Handcuff a resisting inmate.
28. Apply other restraint devices (e.g., leg irons, travel chains, bell chains, leather restraints, etc.) to a non-resisting inmate.
29. Apply other restraint devices (e.g., leg irons, travel chains, bell chains, leather restraints, etc.) to a resisting inmate.

30. Climb one or more flights of stairs.
31. Run up one or more flights of stairs.
32. Run down one or more flights of stairs.
33. Perform cell extractions.
34. Defend oneself or others using lethal force.
35. Defend oneself or others using less lethal force (e.g., sting ball, taser, .37 mm, OC spray).
36. Listen for unusual sounds or sounds that may indicate illegal activity or disturbance (e.g., whispering, scuffling, sudden quiet or changes in noise level, horn honking, rattling of chain link fence).
37. Watch for indications of illegal activity or disturbance in relative darkness.
38. Watch for indication of illegal activity or disturbance in normal lighting
39. Extinguish or help extinguish fires.
40. Perform CPR.

The following physical activities were documented during the on-site visit performed by the CPS consultant.

Central Receiving Facility

- Standing & walking for long period of time (Shifts are 12 hours in duration.)
- Handcuff resisting and non-resisting inmates in preparation for transfer to the detention facility or court appearances.
- Application of restraining devices to resisting and non-resisting inmates (in addition to handcuffs, leg irons and waist chains are used for transport.
- Lifting and carry objects (handcuffs, leg irons, waist chains, and property bags.
- Climbing (on top of bunks and lockers during routine barrack searches).
- Bending and stooping to look beneath bunks during routine barrack searches
- Physically subduing or restraining inmates (SMEs indicated that physical contact with inmates was most common at this facility, compared to the detention center. When inmates are brought in from the street, they are more likely to intoxicated, belligerent, and/or uncooperative. When possible, officers work in groups of at least two. Depending on the circumstances, however, it may be necessary for an officer to restrain or subdue and inmate by him/herself.)
- Separating inmates involved in altercations (using physical force or equipment such as OC spray, baton, stun shield, or pepper ball gun).

Lerdo Detention Facility

- Standing & walking for long period of time. Shifts are 12 hours in duration. Although the cell areas in the pod are connected, the general facilities such as the infirmary are centrally located to provide equal access for all seven pods. Therefore, the officers typically spend a majority of the shift on their feet).
- Monitoring inmate behavior using senses of sight and hearing.
- Climbing stairs (Each of the six housing units has cells on the upper level and must be accessed by climbing stairs. Additionally, the inmate visitation and attorney booths are on the upper level of each pod and must accessed by climbing two flights of stairs).

- Handcuff resisting and non-resisting inmates in preparation for transfer to court appearance.
- Application of restraining devices to resisting and non-resisting inmates (in addition to handcuffs, leg irons and waist chains are used for transport or with inmates who are a risk to safety or security).
- Lifting and carry objects (handcuffs, leg irons, waist chains, and property bags).
- Climbing (on top of bunks and lockers during routine barrack searches).
- Bending and stooping to look beneath bunks during routine barrack.
- Dragging heavy objects (laundry cart, meal carts).
- Pushing objects (opening heavy steel doors).
- Physically subduing or restraining inmates (Examples include inmates involved in fights, inmates with psychological problems).
- Separating inmates involved in altercations (using physical force or equipment such as OC spray, baton, stun shield, or pepper ball gun).
- Manually operating locks with large keys.

Development of Functional Capacity Protocol

The CPS Technical Report has clearly identified essential physical tasks and linked these tasks with physical abilities. The next step in developing a Pre-Placement Functional Capacity Evaluation was to analyze these tasks, select a battery of tests that evaluates the physical abilities of prospective Detention Officer Trainees to perform the tasks, and to determine the cut score or pass/fail standard for each of the tests.

The CPS Technical Report was reviewed by Thomas B. Traut, M.Ed., RKT, CWCE and an on-site task analysis was performed on January 29, 2003 at The Central Receiving Facility and Lerdo Detention Facilities for increased familiarity with the identified essential tasks and the physical surroundings.

During this visit the following tasks were quantified:

Lifting/Carrying

- Individual CRF Property Bags – 20#
- Multiple CRF Property Bags Placed in Large Bags – 50#
- 1 set of Cuff, Waist Chains, Leg Irons – 8#
- Multiple Transport Bags – 50#
- Lerdo Medium/Minimum Lockers – 70#
- Lerdo Medium/Minimum Bunk Beds – 100# (2 person lift/carry)
- Three Sets of Lerdo Leg Irons – 35#

Pushing Pulling

- CRF Laundry cart full of bedrolls – 40#

- Slider Cell Door – 40#
- Slam Cell Door – 35#
- Lerdo Laundry Cart 40#

Pre versus Post Offer Testing

CWDX recommends that all testing be performed on a post-offer basis following a conditional job offer. The ADA prohibits medical examinations of any type on a pre-offer basis. Therefore, any questions in regards to medical history, measurements of heart rate, or simply testing performed by a medical professional in a medical facility can be interpreted as a medical examination. If the prospective employee does not meet the job standards and reasonable accommodation cannot be made then the conditional offer of employment can be withdrawn.

Medical Evaluation

A post-offer medical evaluation is recommended prior to the performance of the Functional Capacity Evaluation to determine the presence of any relative or absolute contraindications to performing the physical testing battery to ensure safety to the prospective employee during the testing process. The medical evaluation can also identify medical conditions that would cause a significant risk of harm to the health of the prospective employee or others that cannot be removed through reasonable accommodation and would disqualify the individual for the position.

Test Selection

A Functional Capacity Evaluation is a testing battery designed to measure an individual's maximal safe working abilities. The Post-Offer Pre-Placement evaluation is utilized to select employees who are capable of safely performing critical job demands. California Work Diagnostics has designed the Detention Officer Pre-Placement FCE according to all established legal guideline while maintaining maximum effectiveness for the selection of employees that can safely perform the identified essential physical tasks. The following legal guidelines were considered during protocol development.

1. **Safety** – Tests have been selected that minimize the risk of injury.
2. **Reliability** – Standardized instructions and protocols will be utilized to ensure that test results are reproducible.
3. **Job Relatedness** - The FCE is job related as it provides a direct measurement of the prospective Detention Officer's ability to perform physically demanding job tasks with evaluation criteria derived directly from the essential job functions identified in CPS Job Analysis. Tests that closely resemble or simulate the job tasks are used whenever feasible. The cut scores or pass/fail determination is derived directly from the job analysis and reflect minimum physical ability standards for the successful completion of critical and essential physically demanding job tasks.
4. **Practical** – Tests that have been selected are easily administered in a controlled environment by a health professional. The number of tests administered will be limited to determine the prospective Detention Officer's ability to perform the most critical and physically demanding of job tasks. For example, if you test the strength required to drag a heavy object once per day then there is no need to test the ability to drag lighter objects once per day as the individual has already demonstrated the strength required in the latter task during the performance of the former task. Results of the evaluation will be available within 24 hours following test completion.
5. **Predictability** – The results of the tests performed are predictable of job performance based upon the degree of job relatedness and the reliability of the testing protocol.

Functional Capacity Evaluation Test Battery

The following testing battery is proposed for the Pre-Placement Functional Capacity Evaluation of Sheriff's Detention Officers. Please note that the Essential Physical Tasks Linked are numbered according the order presented previously in this report.

1. **Test – Climbing**

Equipment – Stairs

Cut Score – Ability to ascend and descend twenty stairs within a 20 second time period.

Essential Physical Ability Tested – 1, 2, 3, 4, 5, 6

Essential Physical Task(s) Linked – 28, 29, 31

2. **Test – Crouching/Squatting**

Cut Score – The ability to perform five complete squats is demonstrated through a full range of motion in a controlled manner.

Essential Physical Ability Tested – 1, 2,

Essential Physical Task(s) Linked – 14, 28, 29

3. Test – Reaching Overhead

Cut Score – Must demonstrate the ability to reach overhead displaying a minimum of 150 degrees of shoulder flexion and abduction bilaterally.

Essential Physical Abilities Tested – 2

Essential Physical Task(s) Linked –6, 7, 8, 9, 10, 11, 12, 13, 14, 19, 29, 33

4. Test - Reaching Forward

Cut Score – Must demonstrate the ability to reach forward away from the body displaying a minimum elbow extension of 5 degrees.

Essential Physical Abilities Tested – 2

Essential Physical Task(s) Linked -25, 6, 7, 8, 9, 10, 11, 12, 13, 14, 27, 28, 29, 33

5. Test - Stooping

Cut Score – Must be able to stoop with the fingertips reaching a minimum of –6 inches from the floor.

Essential Physical Abilities Tested – 2

Essential Physical Task(s) Linked -6, 7, 8, 9, 10, 11, 12, 13, 14, 19, 28, 29, 33

6. Test - Kneeling

Cut Score – Must be able to kneel on each knee individually and both simultaneously and descend into the kneeling position and ascend from the kneeling position without using the upper extremities to push or pull against external devices for support.

Essential Physical Abilities Tested – 1, 2

Essential Physical Task(s) Linked – 14, 28,29

7. Test - Cervical Flexion, Extension, Rotation

Equipment- Inclinometer

Cut Score – Must demonstrate to perform the above movements within functional limits established as 80% of age and gender adjusted normative data.

Essential Physical Abilities Tested – 2

Essential Physical Task(s) Linked - 6, 7, 8, 9, 10, 11, 12, 13, 14, 19, 29, 33, 37, 38, 39, 40

8. Test - Static and Dynamic Balance

Equipment – Balance Beam

Cut Score – Must demonstrate the ability to balance on each limb for a period of 15 seconds without using the upper extremities for assistance. Must demonstrate the ability to cross a 4” wide balance beam.

Essential Physical Abilities Tested – 6

Essential Physical Task(s) Linked –14, 22, 24, 30, 31, 32

9. Test – Grip Strength

Equipment – JAMAR Hand Grip Dynamometer

Cut Score – Must demonstrate the ability to exert minimum grip strength of equal to or greater than the 35th percentile compared to age and gender adjusted normative data.

Essential Physical Abilities Tested – 1

Essential Physical Task(s) Linked – 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 19, 26, 27, 28, 29, 34, 39

10. Test – Push Strength

Equipment – Isometric Testing Device (Hanoun Focus or Arcon Systems)

Cut Score – An average peak force of 80 pounds or greater.

Essential Physical Abilities Tested – 1, 4

Essential Physical Task(s) Linked – 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 18, 21, 26, 27, 28, 29, 39, 40

11. Test – Pull Strength

Equipment – Isometric Testing Device (Hanoun Focus or Arcon Systems)

Cut Score – An average peak force of 80 pounds or greater.*

Essential Physical Abilities Tested – 1, 4

Essential Physical Task(s) Linked – 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 17*, 19, 22, 25, 28, 29, 39

** The amount of force required to drag a non-resisting individual weighing 165 pounds and 225 pounds over both carpeted and vinyl floor surfaces was measured using the Chatillon DFIS500 digital strain gauge at California Work Diagnostics. The minimum amount of force measure was 80 pounds but can be much greater depending upon weight of person and floor surface.*

12. Test – Lifting Strength

Equipment – EPIC Lift Capacity Box and Weights

Cut Score – Must demonstrate the ability to lift up to 70 pounds from the floor to waist height on an occasional basis.

Essential Physical Abilities Tested – 1, 2, 4

Essential Physical Task(s) Linked – 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 28, 29, 39

13. Test – Carry Strength

Equipment – EPIC Lift Capacity Box and Weights

Cut Score – Must demonstrate the ability to lift up to 70 pounds from the floor to waist height and carry a distance of 30 feet.

Essential Physical Abilities Tested – 1, 2, 4

Essential Physical Task(s) Linked – 6, 7, 8, 9, 10, 11, 12, 13, 15, 28, 29

14. Test –Running

Equipment – Treadmill

Cut Score – Must demonstrate the ability to run on a treadmill at a speed 5.0 miles per hour for 3 minutes.

Essential Physical Abilities Tested – 3, 4, 5

Essential Physical Task(s) Linked –1,29, 32

15. Test – Cardiovascular Endurance**

Equipment – Treadmill – Submaximal

Cut Score – A predicted maximum VO2 of 10 METS

Essential Physical Abilities Tested – 3, 4, 5

Essential Physical Task(s) Linked - 1, 4, 6, 7, 8, 9, 10, 11, 12, 13, 27, 29, 30, 31, 32, 33

*** A maximal graded exercise test including EKG monitoring may be substituted for the submaximal test. It is recommended that this option should be considered at the discretion of the physician performing the medical examination based upon past medical history and clinical signs of cardiovascular disease.*

Reporting of Test Results

A Summary Report will be sent to the County of Kern Personnel Office within 24 hours of test completion. The summary report states whether or not the prospective employee can safely perform the physically demanding essential job functions and provides a comparison of the worker's maximal physical ability to the physical demand level required for the job. A comparison of the individual's performance on each test with the established cut score will be included.

The employer makes all employment decisions including accommodations. The conditional offer of employment made prior to the test may be withdrawn if the prospective employee does not meet the pass/fail score and accommodation is not reasonable.

Cost of Pre-Placement Functional Capacity Evaluation

California Work Diagnostics will administer the proposed Pre-Placement Functional Capacity Evaluation at a cost of \$125.00 per evaluation.

When the maximal graded exercise stress test with EKG is performed at the request of the physician the fee will increase to \$250.00 per evaluation.

1800 Westwind Drive, Suite 401, Bakersfield, California 93301
(661) 327-9617 / Fax: (661) 324-1036

Professions HealthCare, Inc

Fax

To: Barbara Lynch From: J.R. Carrera
Fax: 868-3928 Pages: 4
Phone: _____ Date: 3-24-06
Re: FCT (Detention Deputy) FC
☐ Urgent ☒ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle
Here are the components for an
FCT. (Detention Deputy).

CONFIDENTIAL

THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHOM IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED. CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW.

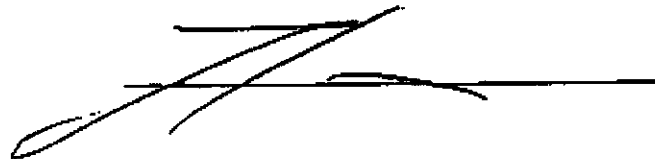
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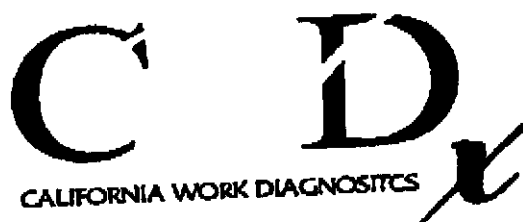
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If transmission is not complete, please contact:

Name: J.R. Carrera

Phone: (661) 979-7611





PRE-PLACEMENT FUNCTIONAL CAPACITY EVALUATION

Name:

Case Number:

Employer: County of Kern

Job Title: Sheriff's Detention Officer

Date of Birth:

Height:

Weight:

Test	Standard	Demonstrated	Met Essential Job Function?	
			Yes	No
Cervical AROM	WFL's			
Reaching Overhead	150 Degrees of Shoulder Flexion Bilaterally			
Reaching Forward	Arms extended bilaterally			
Stooping	Fingertips to 6" from floor			
Crouching	5 reps = good control using lower ext's only			
Kneeling	Single / Double Hold 5 seconds - Ascend/Descend w/o external support			
Static Balance	15 seconds bilaterally			
Dynamic Balance	Cross 4" Balance Beam			
Cardiovascular Endurance	10 METS			
Running	5.0 mph X 3 minutes			
Stair Climbing	20 stairs <= 20 seconds			

Test	Standard	Demonstrated	Met Essential Job Function?	
			Yes	No
Grip Strength - Right				
Grip Strength - Left				
Pull Strength	Peak Force = 80 lbs.			
Push Strength	Peak Force = 80 lbs.			
Lifting Floor to Waist	70 lbs.			
Carry 30 Feet	70 lbs.			

☐ The prospective employee demonstrated the ability to perform the physical demands required of the essential job functions.

☐ The prospective employee did not demonstrate the ability to perform the physical demands required of the essential job functions.

Comments:	
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Evaluator Signature

Date

Name: _____**EPIC LIFT****70% Max HR****75% Max HR****85% Max HR****FLOOR TO WAIST**

Weight	HR	RPE	Comments
10			
20			
30			
40			
50			
60			
70			

Dynamic Carry 30'

Weight	HR	RPE	Comments
10			
20			
30			
40			
50			
60			
70			



Professions HealthCare

Comprehensive Occupational Medicine

PRE-PLACEMENT FUNCTIONAL CAPACITY TEST - FACT SHEET

Your employer has scheduled you to perform a Pre-Placement Functional Capacity Test (FCT) as part of the medical examination. The information below is presented to assist you in preparation for the evaluation. The evaluation consists of a battery of tests that will determine your maximal safe manual material handling capabilities (lifting, carrying, pushing, and pulling). Tests of muscle strength, lifting, heart rate, and functional movements are performed. The physician who performed your medical examination will determine your ability to perform the physical demands of the job using the results of the evaluation.

WHEN:

The FCT is performed immediately following the completion of a medical examination.

LOCATION:

The FCT is performed at Professions Healthcare, 1800 Westwind Drive, Suite 201, Bakersfield, CA, 93301. (661) 375-1005.

LENGTH OF THE EVALUATION:

The testing battery is usually completed in approximately 30-40 minutes; however additional time may be required.

ATTIRE:

Comfortable loose fitting clothing and flat shoes are highly recommended. Sandals, dresses, and pants with very low waistlines are not recommended.

ADDITIONAL INFORMATION:

It is recommended that you have something to eat on the day of your evaluation. However, you may want to avoid a large meal within 30 minutes prior to your scheduled appointment and refrain from smoking or drinking caffeinated beverages the day of your appointment. If you are not feeling well on the day of your examination, please inform the evaluator.