



## **COUNTY OF POLK**

### **Human Resources**

111 Court Ave, Suite 390

Des Moines, Iowa 50309

Ph. 515.286.3200

Fax 515.286.3316

**Jeffrey Edgar, Director**

Email: [jeffrey.edgar@polkcountyiowa.gov](mailto:jeffrey.edgar@polkcountyiowa.gov)

Dear Applicant:

Thank you for your interest in the position of Detention Officer with the Polk County Sheriff's Office.

To be eligible to take the required written examination you must complete an online application at <https://www.governmentjobs.com/careers/polkia>.

Please contact the Employment Division at (515) 286-3200 with any additional questions or for assistance with the application process.

Thank you,

Polk County Human Resources

## **Authorization for Job Specific Testing**

Polk County, Iowa (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post employment (fit for duty) candidate for the position.

For the Classification Series of

**Detention Officer**

**PDC Level: HEAVY**

The Company representative hereby acknowledges the following as valid job specific tests:

**SAFE LIFTING CRITERIA:**      Floor to knuckle (waist): 75 lbs  
Knuckle to shoulder: 15 lbs

**Job Specific Test I** Candidate must complete the following within 2 minutes 45 seconds:

- a) Run 400yds on treadmill (.22 miles on treadmill display); time will start once top speed is reached on treadmill and end when distance reached.
- b) Horizontal pull using sled weighted with 150 lbs for a distance of 50 ft. Candidate will perform pull using handles from strap wrapped around bottom of sled. **May complete this task in standing with a forward bent posture or by walking on knees.** (Simulates a person dragging victim to safety or debris)

**Job Specific Test II** The candidate will lift a duffle bag (or box) weighing 75 lbs from the floor to waist height then carry it for a distance of 10 ft and return it to the floor. **Repeat 3 times.** (Simulates 2-person lift of injured victim)

**Job Specific Test III** The candidate will transition from a standing position to prone lying on the floor, up to a ½ kneel and return to a stand. **Repeat 3 times.** (Simulates required positions for cuffing inmates)

**Job Specific Test IV** With the SM22 or similar cable machine set up at 30 lbs total weight with the long bar waist height to the candidate, placing hands (one under, one over) to hold the bar, the candidate will push out from the machine rotating bar 90° to the right (until bar is perpendicular to the floor) return bar to horizontal position. **Repeat 3 times.** Switch hand position, then push out from the machine rotating 90° to the left (until bar is perpendicular to the floor) and return to horizontal. **Repeat 3 times.** (Simulates altercation/restraining situation)

**Job Specific Test V** The candidate will lift a 165 lbs weighted sled at handles vertically six inches. Candidate must hold for 15 seconds. This is ergonomically performed by lifting upwards on sled handles at waist height with hands or forearms. (Tests the applicant's strength ability to lift an inmate who had attempted suicide by hanging)

Company: Polk County, Iowa

Provider: ARC On-Site

\_\_\_\_\_  
Company Representative Signature      Date

Aaron Christiansen, PT, CEAS 7-2021  
Provider Representative                      Date

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Company Representative Signature    Date

## Functional Job Analysis Detention Officer

**Company:** Polk County

**Department:** Sheriff Department

**Job Title:** Detention Officer (Validated)

**Shift Hours:** 8 hrs

**Tools/Equipment:** Radio, pepper spray, taser, firearm, flashlight, handcuffs, patrol vehicle, tactical equipment as needed

**PDC Level:** Heavy

**Main Objective:** Under general supervision ensures the protection, welfare, safety, custody and control of inmates incarcerated in the Polk County Jail.

**Essential Function:** Respond to emergency situations, may include confrontations and use of physical restraint.

| Demand                   | Force   | Height   | Distance  | Reps | Frequency  | Comments  |
|--------------------------|---------|----------|-----------|------|------------|---|
| Lift from Floor to Waist | 75 lbs  |          |           |      | Occasional | Assist another officer moving combative, restrained &/or injured person (can be up to 150 lbs but encouraged to get assistance) |
| Carry                    | 75 lbs  |          | 10 feet   |      | Occasional | Assist another officer moving combative, restrained &/or injured person (can be up to 150 lbs but encouraged to get assistance) |
| Pull, Horizontal         | 100 lbs |          | 50 feet   |      | Occasional | Assist another officer moving combative, restrained &/or injured person.  |
| Push/Pull Horizontal     | 75 lbs  |          |           |      | Occasional | To defend self; To assist suspect into position; waist to shoulder height   |
| Grip                     | 60 lbs  |          |           |      | Occasional | To perform a "hold", to escort someone  |
| Pinch - 2pt              | 6 lbs   |          |           |      | Occasional | To depress firearm trigger  |
| Climb                    |         | 8 inches |           |      | Frequent   | Stairs  |
| Reach, Forward           |         |          |           |      | Occasional | To restrain person  |
| Bend                     |         |          |           |      | Occasional | To restrain person  |
| Hand Coordination        |         |          |           |      | Occasional | To use handcuffs, pepper spray, taser, firearm, baton; To load/unload firearm   |
| Walk                     |         |          | 100 yards |      | Occasional | Quick movement to respond to emergency (running short distances)  |
| Sit                      |         |          |           |      | Occasional | Office chair for working on reports, monitoring facility  |
| Crouch / Kneel           |         |          |           |      | Occasional | To restrain person on ground; To fire weapon from low level   |

**Occasional 1-33% (1-100 reps)**  
**Frequent 34-66% (101-500 reps)**  
**Continuous 67-100% (500+ reps)**

**Functional Job Analysis**  
 Detention Officer

**Essential Function: Administer medical care & CPR**

| Demand                      | Force   | Height   | Distance  | Reps | Frequency  | Comments   |
|-----------------------------|---------|----------|-----------|------|------------|--|
| Lift from Floor to Shoulder | 15 lbs  |          |           |      | Occasional | To access Medical Kit 15 lbs   |
| Carry                       | 15 lbs  |          | 100 feet  |      | Occasional | To transport Medical Kit 15 lbs  |
| Pull, Horizontal            | 100 lbs |          | 35 feet   |      | Occasional | To move an injured person with assistance.   |
| Push Vertical               | 50 lbs  |          |           |      | Occasional | To perform CPR compression   |
| Grip                        | 17 lbs  |          |           |      | Occasional | 12-20 times in 1 minute; To squeeze airbags; simulated using Jamar in 3rd position     |
| Climb                       |         | 8 inches |           |      | Frequent   | Flight of stairs   |
| Reach, Forward              |         |          | 24 inches |      | Constant   | To administer medical attention to injured person                                      |
| Bend                        |         |          |           |      | Occasional | Repeatedly up to 20 minutes to administer CPR &/or medical attention to injured person |
| Stand                       |         |          |           |      | Occasional | Tile, concrete, carpet   |
| Walk                        |         |          |           |      | Occasional | Tile, concrete, carpet   |
| Crouch / Kneel              |         |          |           |      | Occasional | Up to 10 minutes; To administer CPR &/or medical attention to injured person           |

## Functional Job Analysis

### Detention Officer

**In Summary:** The Detention Officer's physical job demands require occasional maximum lift of 75 lbs floor to waist; occasional lift floor to shoulder 15 lbs; occasional maximum carry of 75 lbs 10 ft; occasional maximum horizontal pull force of 100 lbs; occasional maximum horizontal push/pull force of 75 lbs; occasional vertical push force 50 lbs; occasional maximum grip force of 60 lbs; occasional maximum pinch force of 6 lbs; frequent climb; occasional bend; occasional crouch / kneel; occasional forward reach; occasional hand coordination; occasional sit; occasional running may be required, and occasional walk. See Job Analysis. PDC Level: Heavy

**Additional Comments:** Adverse working conditions exist within this position. Exposure to human blood, body fluids and all types of weather conditions is expected. This position contains an element of risk to personal safety.

Thank you for your referral to ARC Physical Therapy +. Please call me at 913-831-2721 with any questions.

  
\_\_\_\_\_  
Mary Peters, PT, CEAS

09/26/2017

\_\_\_\_\_  
Date

**Polk County Sheriff's Office**  
**GENERAL REQUIRMENTS**  
***Detention Officer***

| <b>Chapter 50 Administrative Code – Minimum Standards for Jail Personnel</b> |   |   |
|--|---|---|
| <b>CODE</b>  | <b>REQUIREMENT</b>  | <b>COMMENT</b>  |
|  | <b>General Requirements</b>   |   |
| 50.10(1)(e)  | Resident of Iowa  | Adjacent state exemption                                      |
| 50.10(1)(a)  | Must be 18 years of age at time of the Written Exam                       |   |
| 50.10(1)(e)  | Valid driver's license or chauffeur's license issued in Iowa              | Adjacent state exemption                                      |
| 50.10(1)(c)  | Not addicted to drugs or alcohol  |   |
| 50.10(1)(c)  | Good moral character / not convicted of felony crime                      | Moral turpitude, tax evasion, perjury, drug sales, sex crimes |
| 50.10(1)(c)  | No record of serious assault, domestic abuse, stalking, weapons crime     | Weapon used in a crime  |
| 50.10(1)(e)  | Pass physical test  |   |
| 50.10(1)(d)  | Not opposed to use of force   |   |
| 50.10(1)(e)  | High school graduate with diploma or GED                                  |   |
| 50.10(1)(e)  | Uncorrected vision 20/100 in both eyes / Corrected vision 20/20           | Includes color vision   |
| 50.10(1)(e)  | Meets hearing standards   | Functional hearing  |
| 50.10(1)(e)  | Examination by physician or surgeon                                       | Meets physical standards                                      |
| 50.10(1)(b)  | Must pass Written Cognitive Exam / Be able to read/write English language |   |
| 50.10(1)(f)  | Must undergo Psychological Evaluation                                     | MMPI  |

CHAPTER 50.10 *While no person can be recruited, selected, or appointed to serve as a jail administrator or jailer who does not meet minimum requirements, agencies are not limited or restricted in establishing additional standards.*

| <b>NO.</b> | <b>POLK COUNTY SHERIFF'S OFFICE DISQUALIFIERS</b>   | <b>TIME</b>       | <b>WILL/ MAY</b> |
|------------|---|-------------------|------------------|
|            | <b>SUBSTANCE USE/ABUSE</b>  |                   |                  |
| 1          | Conviction of OWI 2 <sup>nd</sup> and above   |                   | WILL             |
| 2          | Any adult use or possession of illegal drugs other than marijuana/synthetic marijuana       | 2 years           | WILL             |
| 3          | Any adult use of marijuana/synthetic marijuana at or after the time of the job posting      | After Job Posting | WILL             |
| 4          | Any adult manufacture, cultivation, distribution or sale of drugs                           |                   | WILL             |
| 5          | Admitted problem with drugs/alcohol or as revealed through background investigation         |                   | MAY              |
| 6          | Any use of prescription drugs that were not prescribed for the applicant                    |                   | MAY              |
|            | <b>CRIMINAL BEHAVIOR</b>  |                   |                  |
| 7          | Past Conviction of a Felony or an aggravated misdemeanor                                    |                   | WILL             |
| 8          | Past Conviction of a serious  |                   | MAY              |
| 9          | Any outstanding criminal warrant at time of application                                     |                   | WILL             |
| 10         | Currently the subject of a criminal investigation   |                   | WILL             |
|            | <b>CONDUCT</b>  |                   |                  |
| 11         | Other than honorable discharge from military  |                   | MAY              |
| 12         | Any forgery, alteration or falsification of facts on application                            |                   | WILL             |
| 13         | Missing scheduled appointments during process w/o permission                                |                   | MAY              |
| 14         | Unsatisfactory reference(s)   |                   | MAY              |
|            | <b>CURRENT LAW ENFORCEMENT, DETENTION OR CORRECTION OFFICERS</b>                            |                   |                  |
| 15         | Accepted a bribe or was involved in any theft or dishonest act while employed as an Officer |                   | WILL             |
| 16         | Any Job related disciplinary action of a serious nature                                     |                   | WILL             |

**A "MAY" disqualifier is determined at the sole discretion of the Sheriff.**

Rev. 03/05/2021

