	CITY OF KINGMAN – PHYSICAL/WORK CAPACITY	Date Created/Revised July 2015

CLASSIFICATION: Police Officer

Frequency Code Scale				
N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code	Description Examples:		Physical Demand	Frequency Code	Description Examples:
Standing	F	Making Presentations Observing work site Observing/Conducting work duties Communicating with co-workers		Pushing / Pulling	O	File Drawers Equipment Tables and Chairs Hoses Handling Patients/Suspects
Fine Dexterity	F	Computer Keyboard Telephone Keypad Calculator Calibrating Equipment		Climbing	O	Stairs Ladders Step Stools Onto Equipment On/Out of Terrain On/Out of Hole/Ditches/Work Site
Walking	F	To other departments/offices Around work site		Vision	C	Reading Computer Screen Driving Observing Work Site
Lifting	O	Supplies Equipment Files Patients		Foot Controls	F	Driving Operating Heavy Equipment Operating Dictaphone
Carrying	O	Supplies Equipment Files		Balancing	R	On Ladders On Equipment On Step Stools
Sitting	F	Desk Work Meetings Driving		Bending	O	Filing in Lower Drawers/Shelves Retrieving Items From Lower Shelves/Ground Making Repairs Assisting Patients
Reaching	O	For Supplies For Files		Crouching	O	Filing in Lower Drawers/Shelves Retrieving Items From Lower Shelves/Ground Making Repairs Assisting Patients
Handling	O	Paperwork Monies		Hearing	C	Communicating Via Telephone/ Radio, to co-workers/public Listening to Equipment Response to Call – Sirens Response to Call/Training – Guns
Kneeling	R	Filing in Lower Drawers/Shelves Retrieving Items From Lower Shelves/Ground Making Repairs Assisting Patients		Twisting	F	From Computer to Telephone/ Radio Getting Inside/Outside of Vehicle Handling Patients/Suspects
Crawling	R	Under Equipment Inside Attics/Pipes/Ditches		Talking	C	Communicating via telephone/ radio, to co-workers/public Communicating in person to co-workers/public
Other (describe):				Other: (describe):		

Machines, Tools, Equipment and Work Aids:

Firearm (pistols, rifles), Taser, pepper spray, pepper ball launcher, radio, flashlight, motor vehicle (car, SUV, motorcycle), handcuffs, camera, recording devices, copier, fax, cell phone, surveillance equipment, binoculars, scopes, P-24 police baton, entry tools (rams, pry bars), gun/duty belt, rolling tape measure, knife

Computer Equipment and Software:

Mobile computer (MDT) console, Desk Top and Lap Top Computers, department database software (i.e., New World), AS400, Windows, Microsoft (Word, Outlook, Excel, PowerPoint, Publisher), GPS, printers, scanners, smart phones,

Environmental Factors:

Environmental Conditions	Never	Seasonally	Several Times Per Month	Several Times Per Week	Daily
Extreme Temperature (heat, cold, extreme temp, changes from outside work)		X			
Wetness and/or Humidity (bodily discomfort from moisture)		X			
Respiratory Hazards (fumes, gases, chemicals, dust and dirt)			X		
Noise and vibration (sufficient to cause hearing loss)			X		
Physical Hazards (high voltage, dangerous machinery, aggressive suspects, arrestees, patients – not customers)					X

Health and Safety Conditions:

Health and Safety Conditions	N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
☐Per Shift ___ hrs per day; ☒Per One Work Week	Never Occurs	Less than 1 hour per week	1/3 or more of the time	From 1/3 to 2/3 of the time	2/3 or more of the time
Mechanical Hazards			X		
Chemical Hazards		X			
Electrical Hazards		X			
Fire Hazards		X			
Explosives		X			
Communicable Diseases					X
Physical Danger or Abuse					X
Other: Specify -					

Primary Work Location:

☒ Office Environment	☐ Warehouse
☐ Shop	☒ Vehicle
☐ Outdoors	☐ Recreation Centers/Neighborhood Centers

☒ Other: Specify – Emergency scene: Residences, commercial buildings, streets/roadways, parking lots, school campuses

Protective Equipment Required:

Ballistic vest, boots, gloves, gas mask, hazard suits (bio-hazard, bomb), ear protection, respirator, SCBA (self-contained breathing apparatus), booties, helmet, glasses/goggles

Job Demands:

Overall Strength Demands	
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time
☐ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly **AND/OR** walking or standing to a significant degree
☐ Medium	Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly
☒ Heavy	Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 up to 20 pounds constantly
☐ Very Heavy	Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 up to 50 pounds constantly
☐ Other	

Non - Physical Demands				
	Frequently	**Occasionally**	**Rarely**	**Never**
Time Pressures	X			
Emergency Situations	X			
Frequent Change of Tasks	X			
Irregular Schedule/Overtime	X			
Performing Multiple Tasks Simultaneously	X			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work		X		
Noisy/Distracting Environment		X		
Other: Specify -				

Employee Sign-Off: I have read through the physical and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the physical/working demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities/physical-working demands of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodation, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature:	Date:

Employee Name Printed: