



# Job Task Analysis

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<b>Employer:</b>	<b>Stanislaus County</b>
<b>Occupation:</b>	Criminal Investigator, Lieutenant & Chief
<b>Company Contact:</b>	Risk Management 1010 10 <sup>th</sup> Street Modesto, California 95354 (209) 525-5770
<b>Date:</b>	March 2009; June 2015; Updated March 2023
<b>Analysis Provided By:</b>	Lyle Andersen, PT, CWCE Andersen Physical Therapy, Inc. 1917 Coffee Road Modesto, California 95355 (209) 549-4626

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## INTRODUCTION:

A complete job description is available through Stanislaus County Human Resources. The environmental factors, physical and functional demands for this Job Task Analysis were documented by Andersen Physical Therapy, Inc. The methodology for documentation consisted of on-site visits, using various measuring devices such as dynamometers and scales, as well as observation and interviews with employees and managers. A detailed record was made of the physical and functional demands of the job in terms of force pounds, weight, frequency, height, distance, anthropometric measurements, stamina, and degrees of range of motion. The determination of the frequencies of functional activities is based on standards provided by the National Institute for Occupational Safety and Health (NIOSH) and the Work Practice Guide for Manual Lifting (U.S. Department of Commerce, National Technical Information Service).

The Job Task Analysis is organized as follows: General work description; safety requirements; equipment; environmental factors; and physical/functional demands.

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**GENERAL WORK DESCRIPTION:**

The frequency of the following activities may vary according to the physical requirements of the specific job tasks that the employee may be required to perform at random intervals.

Under the general supervision of the district attorney, the **Criminal Investigator, Lieutenant & Chief** will carry full peace officer status. The position will involve technical investigative assignment, assisting in trial preparation, locating and obtaining statements from subjects involved in matters submitted to the District Attorney's office. A considerable amount of field-work will be involved.

**SPECIFIC DUTIES:** Available through the Human Resources Department at the County of Stanislaus.

<https://www.governmentjobs.com/careers/stanislaus/classspecs>

**Safety Requirements:** All employees are required to observe company safety procedures and standards to insure individual and collective safety, in addition to avoiding unnecessary risk to oneself, co-workers, customers, and property.

**Equipment:**

- |                                        |                                      |
|----------------------------------------|--------------------------------------|
| 1. Ammunition                          | 22. Handcuff                         |
| 2. ASP-baton                           | 23. Hazmat suit, goggle, gloves      |
| 3. Body wires-surveillance equipment   | 24. Keyboard                         |
| 4. Bullet proof vest                   | 25. Keys                             |
| 5. Calculator                          | 26. Knife                            |
| 6. Camera                              | 27. Mouse                            |
| 7. Cellular phone                      | 28. OC- chemical agent               |
| 8. Chart – diagram enlargement machine | 29. Overhead projector               |
| 9. Child seat                          | 30. Pen/pencil                       |
| 10. Clipboard                          | 31. Pushcart / 4-wheel               |
| 11. Computer                           | 32. Radios and scanner               |
| 12. CPR microshield                    | 33. RAM/Breaching tool               |
| 13. Crime scene tape                   | 34. Staplers                         |
| 14. Desk phone                         | 35. Tape/Digital recorders           |
| 15. Easel                              | 36. Television                       |
| 16. Fire extinguisher                  | 37. Three-hole punch                 |
| 17. Firearm                            | 38. Various manuals/binder           |
| 18. First aid kit                      | 39. Various office supplies          |
| 19. Flare                              | 40. Vehicle                          |
| 20. Flashlight                         | 41. Video cameras                    |
| 21. Hand truck / 2-wheel               | 42. Video/Digital cassette recorders |

*All employees within the **Criminal Investigator, Lieutenant & Chief** position are required to provide physical assistance for all weight and frequency requirement needs of all job tasks in order to maintain a safe work environment. Employees must be physically capable of working in any of the job tasks within the **Criminal Investigator, Lieutenant & Chief** position.*

**ENVIRONMENTAL FACTORS**



The following percentages are given in terms of an eight-hour workday:

<b>Seldom</b> =	1% - 2%	<b>Frequent</b> =	34% - 66%
<b>Occasional</b> =	3% - 33%	<b>Constant</b> =	67% - 100%

ENVIRONMENTAL FACTORS		MAXIMUM FREQUENCY
1.	Unprotected heights: rooftop, ladder, dock..... Ladder	Seldom
2.	Being around moving machinery: ..... Traffic	Occasional
3.	Exposure to marked changes in temperature and humidity: outside temperatures may seasonally vary between 28-110 degrees.....	Seldom
4.	Exposure to dust, fumes, smoke, gases, or other irritating substances (specify): decomposition, evidence.....	Seldom
5.	Driving: ..... Vehicle	Occasional
6.	Exposure to excessive noise: ..... Firearm <i>Hearing protection is available</i>	Seldom
7.	Exposure to radiant or electrical energy:.....	Not Applicable
8.	Exposure to solvents or chemicals:..... <i>Refer to MSDS document.</i>	Seldom
9.	Exposure to slippery or uneven walking surfaces:..... Undeveloped ground, embankments, hills, mud, water	Occasional
10.	Working below ground:.....	Not Applicable
11.	Unusual fatigue factors: ..... Foot pursuit, defensive tactics, take downs	Seldom
12.	Working with explosives: ..... Firearm	Seldom
13.	Excessive vibration: .....	Not Applicable
14.	Working with hands in water or other substance:..... <i>Hand protection is available</i>	Not Applicable
15.	Working proximity:..... Alone: Closely with others:	Frequent Frequent
16.	Working inside:.....	Frequent
17.	Working outside:.....	Frequent

## FUNCTIONAL ACTIVITIES



The frequency of the following activities may vary according to the physical requirements of the specific job tasks the employee may be required to perform at random intervals.

### PHYSICAL AND FUNCTIONAL REQUIREMENTS

<u>FREQUENCY DEFINITIONS</u>	<u>SELDOM</u>	<u>OCCASIONAL</u>	<u>FREQUENT</u>	<u>CONSTANT</u>
Percent of the Day	1-2%	3-33%	34-66%	67-100%
Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Non Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Repetitive & Static Work	1-50 Reps	51-250 Reps	251-1,000 Reps	1,001-20,000 Reps

1.) **PUSH:** *Pushing activities may require use of the back in conjunction with leg and arm musculature.*

#### MAXIMUM REQUIREMENT

<b>0-10 pounds:</b>	Occasional	
<b>11-25 pounds:</b>	Seldom	
<b>26-35 pounds:</b>	Seldom	
<b>36-100 pounds:</b>	Seldom	<b>Maximum Force: 100 Pounds</b>

**Assistive Devices:** 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 100 pounds.

**Comments:** Pushing is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting people, equipment and supplies (e.g. cart, criminal). The employee exerts up to 100+ pounds of force in a horizontal plane from waist to shoulder height when performing job tasks (e.g. cart to/from court or meeting room; file, open/close drawer; door, gate; confrontation, take-down and arrest of resisting suspect; defensive tactics).

2.) **PULL:** *Pulling activities may require use of the back in conjunction with leg and arm musculature.*

#### MAXIMUM REQUIREMENT

<b>0-10 pounds:</b>	Occasional	
<b>11-25 pounds:</b>	Seldom	
<b>26-35 pounds:</b>	Seldom	
<b>36-100 pounds:</b>	Seldom	<b>Maximum Force: 100 Pounds</b>

**Assistive Devices:** 4-Wheel Cart, Hand Truck. Additionally, one or more person(s) assistance is available with forces greater than 100 pounds.

**Comments:** Pulling is utilized with activities such as retrieving, returning, storing, adjusting, moving and/or transporting people, equipment and supplies (e.g. cart, criminal). The employee exerts up to 100+ pounds of force in a horizontal plane from waist to shoulder height when performing job tasks (e.g. cart to/from court or meeting room; file, open/close drawer; door, gate; confrontation, take-down and arrest of resisting suspect; defensive tactics). *Pushing is the preferred method of moving carts.*

3.) **STAND-UP LIFT:** *Lifting weighted objects between floor and waist height.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Seldom
<b>26-35 pounds:</b>	Seldom
<b>36-50 pounds:</b>	Seldom
<b>51-75 pounds:</b>	Not Required
<b>76-100 pounds:</b>	Not Required
<b>Maximum Force: 50 Pounds</b>	

**Assistive Devices:** One or more person(s) assistance is available with weights greater than 50 pounds.

**Comments:** A stand-up lift is utilized with activities such as retrieving, returning, storing, moving and/or transporting people, equipment and supplies (e.g. criminal, evidence, miscellaneous investigation tools, documents). The employee lifts items weighing between <1 pound and 50 pounds when performing job tasks (e.g. evidence during search; up to 200+-pound body lift, audio-visual equipment; evidence storage; brief case, three-ring binders; files; up to 40-pound box of miscellaneous office supplies; child car seat; crime scene property; firearm; tool; automobile part; apparel and/or furniture; coroner assistance; medical aid). *Additionally, investigator lifts additional weights when wearing full duty belt and chest armor. Safe lifting is performed by utilizing a posture of partial squatting and a straight back.*

4.) **LEVEL LIFT:** *Lifting weighted objects from between waist and chest height level for a maximum horizontal distance of up to four feet.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Occasional
<b>11-25 pounds:</b>	Seldom
<b>26-35 pounds:</b>	Seldom
<b>36-50 pounds:</b>	Seldom
<b>51-75 pounds:</b>	Not Required
<b>76-100 pounds:</b>	Not Required
<b>Maximum Force: 50 Pounds</b>	

**Assistive Devices:** One or more person(s) assistance is available with weights greater than 50 pounds.

**Comments:** A level lift is utilized with activities such as retrieving, returning, storing, moving and/or transporting people, equipment and supplies (e.g. criminal, evidence, miscellaneous investigation tools, documents). The employee lifts items weighing between <1 pound and 50 pounds when performing job tasks (e.g. evidence during search; up to 200+-pound body lift, audio-visual equipment; evidence storage; brief case, three-ring binders; files; up to 40-pound box of miscellaneous office supplies; child car seat; crime scene property; firearm; tool; automobile part; apparel and/or furniture; coroner assistance; medical aid). *Additionally, investigator lifts additional weights when wearing full duty belt and chest armor.*

5.) **WEIGHT CARRY:** *Carrying weighted objects between waist and chest height beyond a distance of four feet.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Continuous
<b>11-25 pounds:</b>	Occasional
<b>26-35 pounds:</b>	Seldom
<b>36-50 pounds:</b>	Seldom
<b>51-100 pounds:</b>	Not Required
<b>Maximum Force:</b> <b><u>50</u></b> Pounds	

**Assistive Devices:** 4-Wheeled Cart, Hand Truck. Additionally, one or more person(s) assistance is available with weights greater than 50 pounds.

**Comments:** Weight carry is utilized with activities such as retrieving, returning, storing and/or transporting equipment and supplies (e.g. evidence, documents, firearm, audio-visual equipment). The employee carries items weighing between less than 1 pound and 50 pounds between 3 feet and 100+ feet when performing job tasks (e.g. crime scene investigation items, brief case; suspect surveillance equipment; up to 50-pound miscellaneous crime scene property item/box; up to 10-pound three-ring binder; carry up to a 50-pound child, ballistic armor, baton; firearm holster; tactical gear). *Investigator carries additional weights when wearing full duty belt and chest armor.*

6.) **OVERHEAD LIFT/PULL DOWN:** *Lifting weighted object from/to chest and overhead height level.*

<b><u>MAXIMUM REQUIREMENT</u></b>	
<b>0-10 pounds:</b>	Seldom
<b>11-25 pounds:</b>	Seldom
<b>26-35 pounds:</b>	Seldom
<b>36-50 pounds:</b>	Not Required
<b>51-100 pounds:</b>	Not Required
<b>Maximum Force:</b> <b><u>35</u></b> Pounds	

**Assistive Devices:** A vertical ladder, step ladder or step stool is available to bring items to eye or shoulder level. Additionally, one or more person(s) assistance is available with weights greater than 35 pounds.

**Comments:** Overhead lift/pull down is utilized with activities such as retrieving, returning, storing and/or transporting equipment and supplies (e.g. evidence, documents, firearms). The employee lifts items weighing between less than 1 pound and 35 pounds to a maximum height of 78 inches when performing job tasks (e.g. crime scene investigation; up to 35-pound miscellaneous crime scene property; miscellaneous files, boxes stored on overhead shelves and in cabinets). *Variables to overhead reaching will be the employee's height and anthropometric reach.*

7.) **OVERHEAD REACH:**

<b>MAXIMUM FREQUENCY:</b>	Seldom
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**Comments:** Overhead reach is performed up to a maximum height of 78 inches when retrieving, returning, storing and/or transporting equipment and supplies (e.g. evidence search, criminal investigation, storage shelves, attic, cabinets). *A ladder (appropriate height) or step stool may be utilized to bring items to eye or shoulder level. Variables to overhead reaching will be the employee's height and anthropometric reach.*

**8.) FORWARD REACH:****MAXIMUM  
FREQUENCY:** Frequent

**Comments:** Forward reach is performed up to a distance of 28 inches when manipulating, handling, retrieving, returning and/or storing equipment (e.g. evidence search; desktop work; confrontation; criminal suspect restraint; arrest; take-down; firearm usage; hand cuffing; weapons search; seal off crime scene; defensive tactics; drive vehicle; open/close drawer, door and/or gate; pull/push; lift/carry). *The degree of elbow extension required for reaching will vary according to the employee's anthropometric reach.*

**9.) STOOP:****MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Stooping is performed when retrieving, returning and/or storing equipment (e.g. evidence search; confrontation; criminal suspect restraint; arrest; take-down; firearm usage; hand cuffing; weapons search; seal off crime scene; defensive tactics). *Variable to stooping will be the employee's height. Stooping of the head, trunk and knees can be minimized or avoided by substituting alternate positions of squatting, kneeling or bending when performing job tasks.*

**10.) SQUAT: (Unloaded)****MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Squatting is performed when retrieving, returning and/or storing equipment (e.g. evidence search; confrontation; criminal suspect restraint; arrest; take-down; firearm usage; hand cuffing; weapons search; seal off crime scene; defensive tactics). *Squatting may be minimized or avoided by substituting alternate positions of bending or kneeling. Partial squatting is a preferred lifting posture.*

**11.) FORWARD BEND:****MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Bending forward at the waist is performed when retrieving, returning and/or storing equipment (e.g. for evidence search; confrontation; criminal suspect restraint; arrest; take-down; firearm usage; hand cuffing; weapons search; seal off crime scene; defensive tactics). Maximum forward trunk flexion required is 60 degrees. *Employee may minimize or avoid excessive forward bending of the trunk up to 60 degrees by using alternate positions of bending at the hips, kneeling, half kneeling, stooping, sitting or squatting.*

**12.) TWIST:****MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Twisting at the waist is performed when retrieving, returning and/or storing equipment (e.g. evidence search; desktop work; confrontation; criminal suspect restraint; arrest; take-down; firearm usage; hand cuffing; pull/push; weapons search; seal off crime scene; defensive tactics; drive vehicle; surveillance). *Twisting at the waist may be minimized by turning the whole body, including the feet and working from a swivel office chair.*

13.) **TURN:**

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Turning is performed when retrieving, returning and/or storing equipment (e.g. evidence search; confrontation; criminal suspect restraint; arrest; take-down; firearm usage; hand cuffing; weapons search; seal off crime scene; surveillance, defensive tactics; open/close drawer, door and/or gate).

14.) **KNEEL:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Kneeling is performed when performing job tasks (e.g. evidence research, suspect surveillance, medical aid). *Kneeling may be minimized or avoided by substituting alternate positions of bending, squatting, or half kneeling.*

15.) **CRAWL:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Crawling is required to perform job tasks (e.g. attic search; under car search).

16.) **STAIR CLIMB:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Stair climb is required when performing job tasks (e.g. to/from the private property and commercial buildings for criminal investigation and evidence search; to/from downtown high-story office headquarters) Elevator is available in most public buildings.

17.) **LADDER CLIMB:**

**MAXIMUM  
FREQUENCY:** Seldom

**Comments:** Ladder climbing is performed onto/off of safety ladders or steps for criminal pursuit and investigation (e.g. climb rooftops, fire escape, fence, wall) located up to 20+ feet above floor level (e.g. crime scene investigation, criminal investigation, surveillance, foot pursuits). *Variables to overhead climbing will vary according to the employee's height and anthropometric reach.*

18.) **WALK:**

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Walking is performed when retrieving, returning, storing, moving and/or transporting equipment, supplies and/or documents (e.g. to/from criminal investigation sites; evidence search; court appearance; foot pursuit; surveillance; errands; service of process; providing office site security; meetings with collaborating agencies and/or colleagues). Walking length varies between 3 feet and 600+ feet depending on job task.



19.) **SIT:**

**MAXIMUM  
FREQUENCY:** Frequent

**Comments:** Sitting is performed for a maximum of 120-minute intervals when performing job tasks (e.g. sit for criminal investigations; evidence search; desktop work; transport witness; deliver/pick up evidence within/out of county; court appearance; interview; drive vehicle; meetings with collaborating agencies and/or colleagues).

20.) **STAND:** (*Static*)

**MAXIMUM  
FREQUENCY:** Occasional

**Comments:** Static standing is performed for a maximum of 30-minute intervals when performing crime scene investigation (e.g. stand for firearm practice shooting; interview; suspect arrest; surveillance; service of process; meetings with collaborating agencies and/or colleagues).

21.) **BALANCE:**

**MAXIMUM  
FREQUENCY:** Constant

**Comments:** Good balance is required for safe walking, standing, climbing, reaching and lifting.

22.) **HAND/FOOT CONTROL:**

	<b><u>MAXIMUM REQUIREMENT</u></b>
<b>HAND:</b>	
<b>Right:</b>	Occasional
<b>Left:</b>	Occasional
<b>Both:</b>	Occasional
<b>Either:</b>	Not Required
<b>FOOT:</b>	
<b>Right:</b>	Occasional
<b>Left:</b>	Seldom
<b>Both:</b>	Not Required
<b>Either:</b>	Seldom

**Comments:** Hand controls are utilized to operate equipment (e.g. firearm, vehicle) when adjusting controls (e.g. drive vehicle, operate firearm). Foot controls are utilized to operate equipment (e.g. vehicle).

**23.) UPPER AND LOWER EXTREMITY COORDINATION:**

<u>MAXIMUM REQUIREMENT</u>	
<b>Simple Grasp:</b>	Frequent
<b>Firm Grasp:</b>	Occasional
<b>Fine Manipulation:</b>	Frequent
<b>Eye/Hand Coordination:</b>	Frequent
<b>Hand/Foot Coordination:</b>	Occasional

**Comments:** Grasping and coordination activities are performed when retrieving, returning, storing, adjusting, moving and/or transporting equipment, controls and supplies (e.g. vehicle, firearm, radio, audio/visual, miscellaneous office items).

**Simple grasping** is utilized to perform job tasks (e.g. lift and manipulate objects weighing less than 5 pounds; desktop work, drive vehicle, evidence search; operate radio).

**Firm grasping** is utilized to perform job tasks (e.g. lift and handle objects weighing 5 pounds or greater; firearm shooting, physical restraint control, criminal take-down and arrest; defensive tactics; drive vehicle).

**Fine manipulation** is utilized to perform job tasks (e.g. keyboard, mouse, handwrite; page turn; operate camera and video recorder; file, sort; evidence search; operate radio).

**Eye/hand coordination** is utilized to perform job tasks (e.g. drive vehicle, firearm shooting; keyboard, mouse, handwrite; operate camera and video recorder; page turn; file, sort; evidence search).

**Hand/foot coordination** is utilized to perform job tasks (e.g. drive vehicle; defensive/control tactics).

*Depending on individual hand dominance, one hand may be used more frequently than the other when performing job tasks.*

**24.) CERVICAL (NECK) MOVEMENT:**

<u>MAXIMUM REQUIREMENT</u>	
<b>Static Neutral Position:</b>	Frequent
<b>Flexing:</b>	Occasional
<b>Rotating:</b>	Frequent
<b>Extending:</b>	Occasional

**Comments:** Neck movement is required when performing job tasks (e.g. drive vehicle, desktop work, evidence search, surveillance, crime scene investigation). *Participating in observation of work environment allowing for safe working conditions. Full cervical range of motion is required to safely perform the job tasks.*

**{End of Report}**



# Stanislaus County

## JOB TASK ANALYSIS SUMMARY

<u>FREQUENCY DEFINITIONS</u>	<u>SELDOM</u>	<u>OCCASIONAL</u>	<u>FREQUENT</u>	<u>CONSTANT</u>
Percent of the Day	1-2%	3-33%	34-66%	67-100%
Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Non Material Handling	1-4 Reps	5-32 Reps	33-250 Reps	251-2,000 Reps
Repetitive & Static Work	1-50 Reps	51-250 Reps	251-1,000 Reps	1,001-20,000 Reps

The following is a summary of the physical demands of the Job Task Analysis that were obtained for the position of:

### CRIMINAL INVESTIGATOR, LIEUTANT & CHIEF

Functional Activities	Maximum Requirements	Functional Activities	Maximum Requirements
<i>Push (Force)<sup>1</sup></i>	100 pounds	<i>Stair Climb<sup>1</sup></i>	Seldom
<i>Pull (Force)<sup>1</sup></i>	100 pounds	<i>Ladder Climb<sup>1</sup></i>	Seldom
<i>Stand Up Lift<sup>1</sup></i>	50 pounds	<i>Walk<sup>1</sup></i>	Occasional
<i>Level Lift<sup>1</sup></i>	50 pounds	<i>Sit<sup>1</sup></i>	Frequent
<i>Weight Carry<sup>1</sup></i>	50 pounds	<i>Stand (Static)<sup>1</sup></i>	Occasional
<i>Overhead Lift/Pull Down</i>	35 pounds	<i>Balance<sup>1</sup></i>	Constant
<i>Overhead Reach<sup>1</sup></i>	Seldom	<i>Hand Control<sup>1</sup></i>	Occasional
<i>Forward Reach<sup>1</sup></i>	Frequent	<i>Foot Control<sup>1</sup></i>	Occasional
<i>Stoop<sup>1</sup></i>	Seldom	<i>Simple Grasp<sup>1</sup></i>	Frequent
<i>Squat (Unloaded)</i>	Seldom	<i>Firm Grasp<sup>1</sup></i>	Occasional
<i>Forward Bend<sup>1</sup></i>	Occasional	<i>Fine Manipulation<sup>1</sup></i>	Frequent
<i>Twist<sup>1</sup></i>	Occasional	<i>Eye/Hand Coordination<sup>1</sup></i>	Frequent
<i>Turn<sup>1</sup></i>	Occasional	<i>Hand/Foot Coordination<sup>1</sup></i>	Occasional
<i>Kneel</i>	Seldom	<i>Cervical (neck) Movement<sup>1</sup></i>	Frequent
<i>Crawl</i>	Seldom		

<sup>1</sup> The critical demands of the job.

*Lyle Andersen, PT*

\_\_\_\_\_  
 Lyle Andersen, PT, CWCE  
 Preparer Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
 Contact Person  
 Title

Date: \_\_\_\_\_

*[Signature]* / LT.  
 Contact Person  
 Title

Date: 4/6/23

Date: \_\_\_\_\_

LA/gm