

Sedentary Positions Police Department

The physical requirements of the following positions are such that persons with moderate physical limitations would have a minimum amount of difficulty in adequately performing their job responsibilities. These responsibilities are primarily designed to be performed while sitting, although an officer can stand up, walk about in his assigned area, or otherwise make changes in his physical position to alleviate discomfort.

Investigative Section Desk Officer

The primary responsibility of an officer filling this position is the filing of reports, answering the telephone, filling out paperwork, and record keeping. The maximum amount of weight an officer in this position would normally be required to lift would be logbooks weighing 7-8 pounds. An officer would sit at a desk for approximately 75% of his shift. The only walking required is back and forth between different parts of the office. Since this officer is required to file supplement reports, a certain amount of bending and reaching is required. The possibility of an officer in this position actually getting involved in a physical confrontation is remote. An officer in this position receives a fifteen-minute break during the first four hours of his shift, a forty-minute lunch break, and a fifteen-minute break during the latter half of his shift. This officer would not normally be required to drive a vehicle.

Dispatcher

The primary responsibility of a dispatcher is to maintain radio contact with patrol officers and to relay information to them concerning locations of incidents requiring police attention, and provide other such information as required to fulfill the mission of the Patrol Bureau. This position requires no heavy lifting. The only items normally requiring lifting and handling are computer cards, and these are handled no more than seven or eight at a time. Dispatchers normally sit at a radio console, dispatching calls on the radio through a headset, for approximately 1 1/2 hours, then they receive a thirty-minute break. This cycle is repeated four times during eight-hour shift. No walking is required on this job, no bending is required, and the only reaching required is to file computer cards, a distance of approximately eighteen inches in front of the seated dispatcher. The possibility of an officer in this position becoming involved in a physical confrontation is very remote. During their half hour breaks, dispatchers are generally allowed to walk about, eat, or otherwise use this free time as they desire. A dispatcher is not required to drive a vehicle.

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Crime Analyst Officer

The responsibilities of Crime Analyst Officers include reading and filing reports, studying crime trends, and sticking small dots on maps. Approximately eighty percent of this job can be performed while sitting. This job requires very little walking, although the employee can stand and walk about at will if other job requirements are being met. The most weight required to be lifted is approximately twenty-five pounds. An officer in this position receives a fifteen-minute break during the first half of his shift, a lunch break of approximately one hour, and a fifteen-minute break during the afternoon. The possibility of a physical confrontation is minimal for this position. A Crime Analyst officer would occasionally be required to drive a vehicle.

Staff Review Officer

The primary responsibility of a Staff Review Officer is to read offense reports submitted by patrol officers, to verify accuracy and completeness. This position requires little or no lifting. Most Staff Review Officers remain in a seated position for approximately one hour, then they have the opportunity to get up and walk around. Officers are allowed to walk about as they will, as long as they do not get behind in their work. There is minimal bending and reaching involved in this job. The *chances* of a Staff Review Officer becoming involved in a physical confrontation are virtually nonexistent. Officers are allowed a fifteen-minute lunch break, and a fifteen-minute break during the last four hours of their shift. A Staff Review Officer is not required to drive a vehicle.

Intoxilizer Operator

The primary responsibility of an officer filling this position is the operation of intoxilizer machine and videotape equipment. Standing is required to operate the machine; however, an officer may sit when not operating a test. Some nights, there is one test after another for a period of time. No lifting is required but some bending is required. A physical confrontation is possible; however, the arresting officer is always present with the subject being tested and the officer conducting the test. Officers work a ten-hour shift, four days a-week.

Vehicle Processing Unit Officer

This officer assists the Vehicle Processing supervisor in processing vehicles for sale at public auction and investigation of complaints against city contracted wreckers. This position requires mostly sitting; however, prolonged standing is necessary during auctions, usually once per week. Bending, reaching, lifting, and walking are required. The possibility of a physical confrontation is limited. Hours are 8:15 a.m. - 5:15 p.m. with a one hour lunch. Driving is required.