

**ARLINGTON COUNTY
OFFICE OF THE SHERIFF**

DACUM



**OCCUPATIONAL ANALYSIS
DEPUTY SHERIFF I**

CREATED: AUGUST 1996
FIRST VALIDATION: SEPTEMBER 1996
SECOND VALIDATION: OCTOBER 1996
MANAGEMENT REVIEW: DECEMBER 1996

DEPUTY SHERIFF I OCCUPATIONAL ANALYSIS

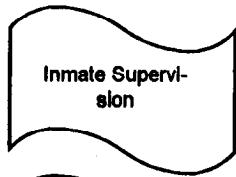
DUTIES

TASKS

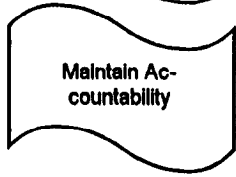
A



B



C



D



E



Protect Staff, Public and Inmates	Respond to Emergencies	Control Facility Access	Operate Security Devices	Conduct/Maintain Inmate Head-count	Conduct Searches	Conduct Security Rounds	Conduct Visual Rounds
A1	A2	A3	A4	A5	A6	A7	A8
Provide Medical Attention	Apply Proper Restraints	Initiate/Conduct Investigations	Investigate Home Detention Violations	Conduct Inspections	Maintain an Orderly Work Area	Provide Relief for Staff	
A9	A10	A11	A12	A13	A14	A15	
Monitor/Manage Inmate Behavior	Interact with Inmates	Supervise Daily Activities	Monitor Inmate Movement	Provide Effective Inmate Counseling	Provide Necessities		
B1	B2	B3	B4	B5	B6		
Comply with Policy and Procedure	Verify Headcounts	Maintain Accurate Records	Maintain Inventory and Equipment				
C1	C2	C3	C4				
Conduct Personal Search	Verify Appropriate Procedures	Verify Appropriate Paperwork	Conduct Photographing	Conduct Fingerprinting	Issue Jail Identification (Wristbands)	Inventory, Log and Secure Personal Property	Update Headcount
D1	D2	D3	D4	D5	D6	D7	D8
Ensure Media Screen	Ensure Classification Screening	Supervise/Conduct Inmate Showers	Inventory and Issue Jail Property				
D9	D10	D11	D12				
Communicate with Staff, Inmates and the Public	Use Proper Radio Transmission	Work With Other Agencies	Submit Incident Reports	Provide Court Testimony			
E1	E2	E3	E4	E5			

DEPUTY SHERIFF I OCCUPATIONAL ANALYSIS

DUTIES

TASKS

F
G
H
I
J
K
L
M
N

Prepare Inmates for Release

Serve the General Public

Utilize Information System Manage-

Conduct Court-house Operations

Support & Monitor Programs

Conduct Transports

Execute Criminal Warrants

Perform Other Duties

Serve Civil Papers

Verify Release Authority F1	Verify Inmate Identification F2	Verify Appropriate Release Procedures F3	Return Inmate Property/Money F4	Complete Release Check-Off Sheet F5	Release from Custody F6	Remove Inmate from Headcount F7	
Interact with the Public G1			DEFINITION: A Deputy Sheriff I is a multifaceted employee who executes court orders and ensures the safety and security of inmates, staff, and the general public in the Arlington County Detention Facility and the Courthouse, by following policy and procedure, and in accordance with training received, in order to effectively protect and serve the citizens of Arlington County and the Commonwealth of Virginia.				
Enter Accurate Data H1	Retrieve Data H2		DISCLAIMER: THE ORDER IN WHICH THE DUTIES ARE LISTED IS IN NO WAY MEANT TO IMPLY THAT ONE PARTICULAR JOB FUNCTION IS MORE IMPORTANT THAN ANOTHER. THE ORDER IS MEANT ONLY TO PROVIDE A WAY TO SEQUENCE THE DUTIES ON THIS CHART.				
Control Court-room Environment I1	Execute Court Orders I2	Search Courtroom Lock Ups I3	Open/Close Courthouse I4	Prepare/Escort Inmate to & from Court I5	Review Court Docket I6	Coordinate with Transportation I7	Assist the Judge I8
Assist with Juries I9	Seat the Judge I10						
Open Program Center as Scheduled J1	Verify Program List/Attendance J2	Provide Security Monitor Inmates J3					
Ensure Proper Paperwork Accompanies Transport K1	Coordinate with Others K2	Maintain County Vehicle K3					
Serve Capias/Bench Warrants L1	Make Arrests (With or Without Warrant) L2						
Perform Duties of DS II M1	Participate in Accreditation Process M2	Actively Participate in Training M3	Perform Hospital Duty M4	Perform Special Details/Assignments M5			
Route Papers N1	Execute Evictions N2	Execute Seizures N3	Execute Distress Warrants/Levies N4	Conduct Sheriff's Sale N5	Complete Returns N6		

TRAITS

COMMON SENSE
CONFIDENCE
FLEXIBILITY
HYGIENE
ORGANIZATION
PATIENCE
PHYSICALLY FIT
POSITIVE PHYSICAL APPEARANCE
PROFESSIONALISM
TEAM PLAYER

DACUM DEFINITION

DACUM, AN ACRONYM FOR DESIGNING A CURRICULUM, IS A PROCESS THAT ANALYZES AN OCCUPATION SYSTEMATICALLY. THIS ANALYSIS IS PERFORMED BY A PANEL OF EXPERTS FROM THE OCCUPATION UNDER CONSIDERATION. USING A MODIFIED BRAINSTORMING METHOD, THESE EXPERTS PARTICIPATE IN A TWO-DAY WORKSHOP UNDER THE DIRECTION OF A QUALIFIED FACILITATOR.

THE WORKSHOP PRODUCES AN OCCUPATIONAL PROFILE WHICH GRAPHICALLY DESCRIBES AN OCCUPATION IN TERMS OF SPECIFIC TASKS THAT WORKERS MUST PERFORM.

INITIAL DACUM PANEL

STEVEN BENNETT
LAURA CLARKSON
MICHAEL CLEARY
JOHN HANSOHN
WILLIAM JOHNSON, JR.
HERMAN MACKLIN
JOY NEHER
ROBIN ROBINSON
MARK SHOUP
JOANNE VISCONTI

KNOWLEDGE

"10" CODES
BAILIWICK
COURT PERSONNEL
COURT SYSTEM
COURTHOUSE POLITICS
COURTROOM DEMEANOR
CPR/FIRST AID
CULTURAL DIVERSITY
CULTURAL SENSITIVITY
IDENTIFY GANG MEMBERS
JOB KNOWLEDGE
JOB SKILLS
LITERACY
MAINTAIN TRAINING STANDARDS
MATH
POLICY AND PROCEDURES
SPECIAL DIRECTIVES

SKILLS

COMPUTER
DECISION-MAKING
DEFENSIVE TACTICS
DRIVING
EFFECTIVE COMMUNICATION
FINGERPRINTING
IPC
LISTENING
MAP READING
OBSERVATION
PEOPLE SKILLS
PUBLIC RELATIONS
RECORD KEEPING
SELF-MANAGEMENT
TELEPRINTER
TESTIFYING
TIME-MANAGEMENT
WEAPONS PROFICIENCY

DACUM FACILITATORS

CPT. KAREN ALBERT
SGT. JEFFREY FULLER
SGT. DAVID KIDWELL
MS. TRACYE L. KING
DEP. SARAH LOGAN-CORNELIUS
DR. BRUCE WOLFORD

**ARLINGTON COUNTY
OFFICE OF THE SHERIFF
DACUM**



**OCCUPATIONAL ANALYSIS
DEPUTY SHERIFF
SHIFT COMMANDER
(LIEUTENANT)**

**CREATED: JANUARY 1997
MANAGEMENT REVIEW: JANUARY 1997**

DEPUTY SHERIFF SHIFT COMMANDER - LIEUTENANT OCCUPATIONAL ANALYSIS

DUTIES

TASKS

A

Policy and Procedure Management

Conduct Policy and Procedure Audits

A1

Sub-Tasks:
Review Post Log Books
Recommend Necessary P&P Changes
Take Corrective Action, if necessary

Ensure Compliance with Policy and Procedure

A2

Provide Training on Procedural Matters

A3

B

Coordinates Activities for Assigned Staff

Schedule Appropriate Staff

B1

Sub-Tasks:
Create Daily Assignment Roster; Daily Review of Monthly Work Schedule; Complete Monthly Work Schedule; Training, Vacation, Sick, Military, OT, Education

Coordinate and Assign Emergency Transportation and Hospital Duties

B2

Coordinate /Conduct Roll Call Activities

B3

C

Personnel Management

Support Sheriff's Office Mission and Goals

C1

Provide Leadership to Staff

C2

Sub-Tasks:
Lead by Example; Ability to Influence Staff without using Rank

Promote Teamwork

C3

Counsel, Coach, & Develop Subordinate Staff

C4

Sub-Tasks:
Review Disciplinary Action for Staff; Provide recognition, positive feedback to staff; Support staff; Identify Staff performance Deficiencies

Manage Staff Performance

C5

Review and Complete Staff Evaluations

C6

Address Staff Concerns and Issues

C7

D

Manage Emergency Situations

Coordinate Drills and Emergency Training

D1

Sub-Tasks:
Review Emergency P & P with Staff

Serves as Incident Commander in Emergency Operations

D2

Communicate with Other Command Posts & Agencies

D3

Sub-Tasks:
Scenes Command; Executive Command; Medical Staff; Fire Dept.

Activate SERT

D4

DEPUTY SHERIFF SHIFT COMMANDER - LIEUTENANT OCCUPATIONAL ANALYSIS

DUTIES

TASKS

E

Coordinate/
Facilitate
Training

Determine Staff Training Needs E1	Evaluate Effectiveness of Training E2	Conduct Training E3	Coordinate/Conduct Roll Call Activities E4			
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F

Administrative
Duties

Participate in Organizational Planning F1	Attend/Conduct Required Meetings F2 <input checked="" type="checkbox"/>	Sub-Tasks: Attend Specialized Meetings; TAC, SERT; Attend Training/ Staff meetings; Conduct Zone Supervisor meetings; Attend CMT Meetings	Administer Fiscal Responsibility F3 <input checked="" type="checkbox"/>	Sub-Tasks: Eliminate Overtime Abuse; Monitor Staff Overtime Usage	Participate in Budget Process F4	Interpret Laws and Standards F5 <input checked="" type="checkbox"/>
Sub-Tasks: Support Accreditation	Interact with Other Agencies and the Public F6	Perform Law Enforcement or Other Related Duties F7	Answer Inmate Grievances F8			

G

Oversee Safe
Operations of
ACSO Facilities

Support Principles of Direct Supervision G1	Utilize Management Discretion G2 <input checked="" type="checkbox"/>	Sub-Tasks: Activate SERT	Manage Volunteer and Work Activities G3	Coordinate with Staff the Classification, Treatment, and Medical Care of Inmates G4	Conduct Security/ Safety Inspections G5	Act As Departmental Operations Officer During Off Hours G6
Conduct Rounds G7 <input checked="" type="checkbox"/>	Sub-Tasks: Identify Staff Needs; Inspect ACDF for Cleanliness; Support Staff	Review, Submit, and Write Reports G8 <input checked="" type="checkbox"/>	Sub-Tasks: Incidents; Audits; Reports.	Inmate Discipline G9 <input checked="" type="checkbox"/>	Sub-Tasks: Reviews Disciplinary Action for Inmates; Conduct Inmate Disciplinary hearings; Impose Sanctions; Ensure due process; determine guilt or innocence	

H

Ensure Proper
Commitment
and Release

Comply with All Commitment and Release Procedures H1	Ensure Proper Interpretation of All Documents and Compliance with Court Orders H2	<p>Definition: A Deputy Sheriff Shift Commander - Lieutenant is one who ensures the safe and secure daily operation of the Detention Facility by defining roles, responsibilities, and expectations of shift members to ensure compliance with applicable Sheriff's Office Policy and Procedures.</p> <p>Disclaimer: The order in which the duties are listed is in no way meant to imply that one particular job function is more important than another. The order is meant only to provide a way to sequence the duties on this chart.</p>				
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TRAITS

INTEGRITY
DEPENDABLE
REASONABLE/GOOD JUDGMENT
PUNCTUAL
TEAM PLAYER
COMMON SENSE
INITIATIVE
OBJECTIVE
DECISIVE
PROFESSIONALISM
CONFIDENT
FAIR & CONSISTENT
ENTHUSIASM
UNDERSTANDING
FLEXIBLE
OUT-GOING
COURAGEOUS
TACT
BEARING

KNOWLEDGE

POLICY & PROCEDURES
ACDF OPERATIONS
ORGANIZATIONAL GOALS
JOB
VA CODE/ACA-DOC STANDARDS
10-CODES
COMPUTER KNOWLEDGE
FACILITY LAYOUT
CPR
DISCIPLINARY ACTION
COURT SYSTEM
CULTURAL DIVERSITY
GENDER DIVERSITY
EXPERIENCE

DACUM DEFINITION

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SKILLS

MANAGEMENT
PEOPLE SKILLS
COMMUNICATION (IPC):
WRITTEN/ORAL/LISTENING
CREATIVE THINKING
TIME MANAGEMENT
PROBLEM-SOLVING
COMPUTER SKILLS
ANALYTICAL SKILLS
DEFENSIVE TACTICS
OBSERVATION
LEADERSHIP

INITIAL DACUM PANEL

TERRY ADAMS
EDYTHE BUDD
DREW CHAPLIN
JAMES TERNENT

DACUM FACILITATORS

CPT. KAREN ALBERT
SGT. JEFFREY FULLER
SGT. DAVID KIDWELL
MS. TRACYE L. KING
DEP. SARAH LOGAN-CORNELIUS

**ARLINGTON COUNTY
OFFICE OF THE SHERIFF**

DACUM



**OCCUPATIONAL ANALYSIS
DEPUTY SHERIFF
SUPERVISOR
(SERGEANT)**

CREATED: SEPTEMBER 1996

VALIDATION: OCTOBER 1996

MANAGEMENT REVIEW: JANUARY 1997

DEPUTY SHERIFF SUPERVISOR - SERGEANT OCCUPATIONAL ANALYSIS

DUTIES

TASKS

A

Manage and Support Staff

B

Maintain Control/ Security of ACSO Facilities

C

Perform Administrative Duties

D

Other Duties

E

Manage Training Section

F

Accreditation Manager

Provide Leadership to Staff	Support ACSO Missions & Goals	Promote Team-work	Schedule Staff	Train Staff	Identify Training Needs	Praise, Counsel, and Discipline Staff	Evaluate Performance
A1	A2	A3	A4	A5	A6	A7	A8
Resolve Staff/ Shift Issues	Perform Duties of DS I & DS II	Provide Necessary Equipment					
A9	A10	A11					
Respond to Emergencies	Review Emergency Procedures	Proactive Awareness of Security	Arrange Emergency/Special Transports	Inspect Posts	Maintain Inmate Discipline		
B1	B2	B3	B4	B5	B6		
Participate in Organizational Planning	Manage Special Projects	Develop Management Strategies for Maximum Performance of Staff	Ensure Accuracy Of Data	Resolve Inmate Grievance Issues	Cooperate with and Provide Support to Other Sections/Agencies	Prepare & Maintain Written Documentation	Be Fiscally Responsible/Monitor Budget
C1	C2	C3	C4	C5	C6	C7	C8
Audit Operations			DEFINITION: A DEPUTY SHERIFF SUPERVISOR IS ONE WHO ENSURES PROFESSIONAL AND COURTEOUS SERVICE BY PARTICIPATING IN THE DAILY OPERATIONS OF THE ARLINGTON COUNTY SHERIFF'S OFFICE.				
C9			DISCLAIMER: THE ORDER IN WHICH THE DUTIES ARE LISTED IS IN NO WAY MEANT TO IMPLY THAT ONE PARTICULAR JOB FUNCTION IS MORE IMPORTANT THAN ANOTHER. THE ORDER IS MEANT ONLY TO PROVIDE A WAY TO SEQUENCE THE DUTIES ON THIS CHART.				
Act as Liaison Between Staff & Management	Check Fingerprint Cards	Check Court List					
D1	D2	D3					
Coordinate Training Programs	Develop Training Programs	Develop Lesson Plans	Schedule Training (inside, outside, County, etc.)	Evaluate Effectiveness of Training			
E1	E2	E3	E4	E5			
Assist with Accreditation Process	Act as Accreditation Assessor						
F1	F2						

DEPUTY SHERIFF SUPERVISOR - SERGEANT OCCUPATIONAL ANALYSIS

DUTIES

TASKS

G

Effective Communication

H

Manage Warrant Process Section

I

Manage ACDF Zone Activities

J

Perform Internal Investigations

K

Manage Inmate Records

L

Manage Alternative Programs

M

Manage Court Security Section

N

Policy and Procedure Mgmt.

Interact & Communicate with Staff G1	Interact & Communicate with the Public G2	Interact with Other Agencies G3	Attend, Conduct & Participate In Required Meetings G4	Keep Supervisor Informed G5			
Serve Warrant Process H1	Execute Warrants/Make Arrests H2	Coordinate Fugitive Matters H3	Coordinate Administration of Concealed Weapon Permits H4	Supervise Investigative Activities H5			
Ensure Proper Release & Commitment I1	Ensure Housing Unit Meetings are Conducted I2	Conduct Initial Housing Assessments I3	Serve as Acting Shift Commander I4	Ensure AM/PM Breaks are Provided I5			
Conduct Investigations and Handle Complaints J1	Review Allegations J2	Collect Information J3					
Verify Commitment/Release of Inmates K1	Maintain/Update Inmate Records K2	Review/Interpret Court Records K3	Coordinate Transfer of Inmates to State Facilities K4	Coordinate Information for Court List K5			
Coordinate Inmate Work Program L1	Coordinate Home Detention Program L2	Coordinate Community Work Program L3	Coordinate Pre-Trial Programs L4				
Manage Court-house Control M1	Maintain Security in Courthouse and Courtrooms M2	Respond to Judges' Needs M3	Manage & Monitor Courtroom Lock Ups M4	Coordinate Transport of Inmates from ACDF M5	Coordinate Court Ordered DNA Testing M6		
Ensures Policy and Procedures are Followed/Enforced N1	Conduct Policy and Procedure Audits N2	Develop and Submit Policy Revisions N3	Interpret Policy and Procedure N4				

SKILLS

TRAINING
WRITE WELL
EFFECTIVE COMMUNICATOR
FIRST AID/CPR
COMPUTER
TYPING

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INITIAL DACUM PANEL

LUDIE BENNETT
VESTER DUNHAM
EARNEST HALL
MICHAEL LOCKHART
KEN SABIN
D'ETTE WEAVER

KNOWLEDGE

MAINTAIN TRAINING STANDARDS
LEADERSHIP
COMPETENCE
PROBLEM-SOLVING TECHNIQUES
EFFECTIVE COMMUNICATION
CONFLICT RESOLUTION
POLICY AND PROCEDURE
(EXTENSIVE)
COUNTY POLICIES
EXPERIENCE
EDUCATION
APPROPRIATE STATE AND FEDERAL
LAWS
FAMILIAR WITH STATE AND NATIONAL
STANDARDS

TRAITS

LEADER
MOTIVATED AND MOTIVATOR
TEAM PLAYER
COMMON SENSE
IMPARTIAL
OBJECTIVE
DECISIVE
ASSERTIVE
CONFIDENT
FIRM, FAIR & CONSISTENT
LISTENER
UNDERSTANDING
FLEXIBLE
CREATIVE

DACUM FACILITATORS

CPT. KAREN ALBERT
SGT. JEFFREY FULLER
SGT. DAVID KIDWELL
MS. TRACYE L. KING
DEP. SARAH LOGAN-CORNELIUS

**ARLINGTON COUNTY
OFFICE OF THE SHERIFF**

DACUM



**OCCUPATIONAL ANALYSIS
INMATE SERVICES
COUNSELOR I**

CREATED: FEBRUARY 1997

INMATE SERVICES COUNSELOR I OCCUPATIONAL ANALYSIS

DUTIES

TASKS

A

Processing
Counselor

Update Master Housing List A1	Obtain/Review Criminal Histories A2	Prepare/Conduct Initial Housing Assessment A3	SubTasks: orientation	Make Appropriate Referral A4	Sub Tasks: Mental Health	Determine Appropriate Housing A5	Conduct 24 hour Classification Review A6
Prepare Inmate Move List A7							
Interview Inmate B1	Complete Classification & Custody Assessment B2	Complete Orientation B3	Generate, Maintain, & Submit Documentation B4				

B

Classifica-
tion
of
Inmates

DEFINITION: AN INMATE SERVICES COUNSELOR I IS ONE WHO CONDUCTS CLASSIFICATION, CASE MANAGEMENT, AND OTHER ASSIGNED DUTIES ON AN ON-GOING BASIS BY USING INTERVIEWING, INVESTIGATING, DOCUMENTING, AND REPORTING TECHNIQUES TO ENSURE COMPLIANCE WITH SHERIFF'S OFFICE MISSION STATEMENT AND POLICY AND PROCEDURE.

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INMATE SERVICES COUNSELOR I OCCUPATIONAL ANALYSIS

DUTIES

TASKS

C

Case Management of Inmates

D

Perform Administrative Duties

Generate, Maintain, & Submit Documentation C1	SubTasks: Prepare, memos and reports	Conduct Daily Rounds C2	Research Inmate Inquiries C3	Prepare Case Management/ Discharge Plans C4	Make Appropriate Referrals C5	SubTasks: Program, OAR, Mental Health, Dietary	Evaluate Inmates for Diversionary/Workforce Placement C6
SubTasks: Obtain/Review CCH	Conduct 30 Day Reviews C7	Conduct Reclassification of Inmates C8	SubTasks: Obtain/Review CCH	Recommend Appropriate Housing C9	Conflict Resolution C10	Crisis Counseling C11	Submit Request for Contact or Extended Visits C12
Work With Family Members or Other Interested Parties C13	Prepare Jail Adjustments C14						
Check Roll Call D1	Obtain PAS Alarm D2	Run/Update JROS D3	Information Systems Management D4	SubTasks: Update Inmate Database	Work with Staff D5	Submit Monthly Statistics D6	Receive Annual Training D7
Attend Hearings, Segregation Reviews, and Meetings D8	Check Workforce Good Time & Pay D9	Public Relations D10	SubTasks: Work with People from other Agencies; Be courteous,	SubTasks (cont'd): Provide Information to Public; Work with Family Members.	Propose Ways to Improve Functioning of Section D11	Provide Notary Services D12	

SKILLS

CONFLICT RESOLUTION
ATTENTION TO DETAIL
COMMUNICATION/IPC
WORD PROCESSING
ORGANIZATIONAL SKILLS

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DACUM PANEL

MAXINE CHAMBERS
ROBERT LOWMAN
JUDITH ROSARIO
BRIAN SCHMIDT

KNOWLEDGE

POLICY AND PROCEDURE
CRIMINAL JUSTICE SYSTEM
CURRENT LAWS/CODES
ACCREDITATION STANDARDS
SOCIOLOGY THEORIES
(CULTURAL DIVERSITY)

TRAITS

TIME MANAGEMENT
FLEXIBILITY
OBJECTIVITY
WORK INDEPENDENTLY
AND AS A MEMBER OF THE TEAM

DACUM FACILITATORS

CPT. KAREN ALBERT
SGT. JEFFREY FULLER
SGT. DAVID KIDWELL
MS. TRACYE L. KING
DEP. SARAH LOGAN-CORNELIUS