ENTRY-LEVEL UNIFORMED PATROL OFFICER JOB ANALYSIS

Task Analysis

1998



THE COMMISSION
ON PEACE OFFICER STANDARDS AND TRAINING

STATE OF CALIFORNIA

ENTRY-LEVEL UNIFORMED PATROL OFFICER JOB ANALYSIS

Task Analysis

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Published April 1999

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PREFACE

This report describes the methodology and results of a job task analysis conducted for the entry-level uniformed patrol officer position in California. The purpose of the study was to identify the important job duties that are performed by entry-level uniformed patrol officers statewide. The results provide a basis for subsequent analysis of entry-level patrol officer basic job requirements, that is, the knowledge and skills that are necessary for successful performance of entry-level uniformed patrol officer duties.

This project would not have been possible without the extensive participation and assistance of numerous individual police officers, sheriff's deputies, field supervisors, and agency contact persons from many California police and sheriff's departments. POST wishes to express its sincere gratitude to the many members of the law enforcement community who participated in the developmental stages of the project (who are listed in Appendices B, D and E). Also, special recognition is extended to the following POST staff who contributed their time and expertise to this project.

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EXECUTIVE SUMMARY

This report describes the methodology and results of a uniformed radio-car patrol officer task analysis survey. The study was conducted by the staff of the California Commission on Peace Officer Standards and Training (POST).

The study, concluded in 1998, gathered survey data from 1713 incumbent police officers and 611 patrol supervisors representing 63 agencies. The study population was randomly selected from a stratified sample that proportionally represented California police and sheriffs departments within three size categories.

Frequency and importance ratings were obtained for 332 patrol officer job tasks and 149 complaints and incidents.

The analysis indicated that core tasks for the position have remained stable over the last twenty years. This is consistent with other research in the field that shows the position to be highly stable and portable across law enforcement classes (e.g., police officer, sheriff's deputy, highway patrol, state trooper).

There were 317 core tasks identified in the survey. The most frequently performed tasks were in the areas of patrol activities, traffic, writing, weapons, and arrest, search and seizure.

One hundred forty-six core complaints and incidents were identified.

A comparison of the 1978 and 1997 studies revealed a high correlation of task performance. There were seven new tasks identified that are due to changes in technology and the focus of new laws. Those tasks are:

- Transmit, receive, and monitor messages over radio-car computer terminal (e.g., MDT)
- 2. Audio-tape citizen contacts
- 3. Operate roadway checkpoints
- 4. Complete Admin per Se and other DMV forms for DUI arrests
- 5. Take preventive safety precautions when administering first aid
- 6. Seize weapons from suspects in domestic violence and/or psychiatric detention
- 7. Give hearsay testimony at preliminary hearing pursuant to Proposition 115

Complaints and incidents handled in the 1998 survey that were not in the 1979 survey included:

- 1. Air or water pollution
- 2. Carjacking

- 3. Computer crime
- 4. Elderly abuse or neglect
- 5. Graffiti/tagging
- 6. Hazardous material incident
- 7. Home invasion
- 8. Solicitation of prostitution
- 9. Stalking

New tools and equipment used also reflected changes in technology with such equipment as computer terminals, software and pagers being added to the core list.

Supervisors rated six incidents as "critically important" to being handled competently. They are:

- 1. Officer request for assistance, emergency
- 2. Hostage situation
- 3. Barricaded suspect
- 4. Homicide
- 5. Sniper
- 6. Bombing

Supervisors and incumbents rated a list of eleven (11) functions intended to summarize the duties performed by uniformed radio-car patrol officers. All eleven of the functions were rated as being "a fundamental part of the job which uniformed radio-car patrol officers perform" in their agency by at least 85% of the supervisors. The eleven job functions are:

- 1. Detecting and investigating crimes
- 2. Documenting investigation, enforcement actions and other patrol activities and contacts
- 3. Apprehending and arresting suspects
- 4. Preparing for and presenting legal testimony
- 5. Managing traffic
- 6. Providing emergency assistance to the public
- 7. Maintaining order in the community
- 8. Advising and assisting the public
- 9. Working with the community to reduce crime and address community concerns
- 10. Enhancing police-community relations
- 11. Maintaining and improving job readiness

The purpose for obtaining this data is to identify the important job duties that are performed by entry-level uniformed patrol officers statewide. The results of the task analysis are currently being used to support POST's Basic Training Bureau's curriculum development for the Regular Basic Course.

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INTRODUCTION

INTRODUCTION

In 1979, POST completed a statewide job analysis of the entry-level patrol officer position. Undertaken largely in response to changes in fair employment law, the 1979 job analysis enabled POST to establish selection standards which, in turn, provided local law enforcement with the tools necessary to make job-valid employment decisions. Additionally, the information allowed POST to assure that the training required in the basic course addressed the training needs of the entry-level patrol officer in California.

As noted in the 1979 job analysis, "The content of most jobs changes due to technological advances, changes in administrative policies, societal changes and other factors." Obviously, the last 20 years have brought significant changes—in technology, in administrative and management philosophies, in the composition of the population–calling for a new look at the role and duties of the patrol officer in California. Additionally, recent studies² have questioned the adequacy and applicability of academy training to the job required of new officers on the street. In order to address these concerns, the Commission on Peace Officer Standards and Training directed staff to begin a job analysis of the entry-level patrol officer position.

Background

In order to determine the methodology and scope of the analysis, a number of preliminary steps were carried out. Among these were

Literature Review

A review of the job-analytic literature was conducted from three perspectives: training and instructional design, the peace officer position, and general issues related to conducting a job analysis.

Job Analysis for Training and Instructional Design

A current and complete job analysis is the cornerstone to developing training programs and instruction. The first step in the instructional design process is to conduct a needs assessment (Burton, Goldstein, Rothwell). A needs assessment is a systematic process to determine learning goals and, if an instructional program exists, to identify discrepancies between those goals and the programs current status. Goldstein (1992) states that the necessary first step of a needs assessment is to gather the information about the job as it currently exists. This required component is

¹Kohls, Berner and Luke: <u>California Entry-Level Law Enforcement Officer Job Analysis:</u>
<u>Technical Report No. 1</u>; California Commission on Peace Officer Standards and Training, 1979, p. 7.

²Marion, Nancy: "Police Academy Training: Are We Teaching Recruits What They Need to Know?", <u>Policing: An International Journal of Police Strategies and Management;</u> Vol.21, No. 1; 1998, pp. 54-79.

the task and knowledge, skills and abilities (KSA) analysis. Once the important tasks have been identified, KSAs have been determined, and tasks and KSAs have been linked, the process of designing the training environment can begin.

Task statements describe activities or work operations performed on the job and conditions under which the job is performed. The task analysis, therefore, can be used to determine instructional objectives that are related to the performance of particular activities or job operations (Goldstein, 1991). This process, he concludes, provides content validation of the KSAs in the training environment to the relevant KSAs from the job analysis. It is at this point where instructional theories become the underlying foundation for proceeding with instructional design procedures.

When the job analysis is to be used for training, scales for tasks may assess how important the task is for effective performance on the job, or the amount of time it takes an average candidate/student to learn the task to competency. Scales for KSAs might include how difficult the KSA is to learn; where is the KSA expected to be acquired - before selection, in training, or on the job; or does the candidate/student need the KSA the first day on the job (Goldstein, 1991).

Job Analysis for the Position of Peace Officer

The position of patrol officer (police, peace, law enforcement officer) has had extensive study in the job analytic literature. Bernardin (in Gael, 1988) compared the results from several job analyses conducted across a variety of jurisdictions and using a variety of job analytic methods.

Bernardin concluded that:

- law enforcement officers in general perform essentially the same important tasks regardless of their job title and across jurisdictions
- importance weights assigned to those tasks and the knowledge, skills and abilities that were identified were stable with differences found only in the relative time spent categories across settings
- there is consistency of job analysis information regardless of the race, sex, or level of the respondents
- consistency of the results over time and settings supports arguments for validity generalization and transportability

A task-based approach was used in several of the studies. Another type of job analysis procedure that has been used on police positions is the critical incident method. Several studies have come up with descriptions of the job using this technique, however, this methodology has been criticized for missing some of the more mundane but important tasks an officer may have to perform. This technique

will be considered in research to be done after the job analysis study. The goal, at this point, will be to assess the continuing job relatedness of the previous task analysis and to build upon what is already known about California patrol officers. Job Analysis General Issues

Development and use of selection and/or testing procedures are useful to the extent that they assess job-related (valid) activities or work behaviors performed on the job. Laws (Title VII of the Civil Rights Act) and court decisions (Griggs v. Duke Power Co., Albemarle Paper Co. v. Moody) have established the importance of job analysis in establishing job relatedness of selection and testing procedures.

Legal guidelines (EEOC) underscore the importance of and establish guidelines for developing job-related and valid assessment procedures. Professional standards (APA, SIOP) also provide guidelines in the design of valid selection and measurement tools. This guidelines will be adhered to as we review, revise, and develop selection strategies, assessment procedures, and training programs.

It was determined that a job task analysis would be the first phase of this research project. A subsequent knowledge and skills analysis will be conducted and the relevant knowledge and skills will be linked to important tasks. These three phases will provide instructional designers and curriculum developers the necessary foundation with which to evaluate current, and to develop new, curriculum. A final phase will consist of a strategic analysis. A committee of Executive Level management will review the current patrol officer tasks and describe what the position should look like in five years. The approach to the analysis will be a task-based approach with the original tasks modified only to reflect changes in curriculum and law. New tasks will be added if areas of responsibility or emphasis, not previously assessed, are discovered. The job analysis will also serve to define essential job functions of the patrol officer position as required by the Americans with Disabilities Act. By defining essential job functions, POST will be able to establish guidelines to aid in the determination of what constitutes a "reasonable accommodation" for disabled persons seeking peace officer positions.

Request for Information

Letters were sent to each member of the International Association of State Directors of Law Enforcement Training (IASDLET) requesting information on job analysis projects, which might have been conducted within the preceding five years, in their jurisdictions. The majority of job analysis projects performed in those states which responded focused on identifying the essential job functions of the patrol officer position in order to assure that selection requirements were in compliance with the Americans with Disabilities Act. Some states reported having completed studies whose objective was to determine training content. A listing of responding states and the type of studies conducted is included as Appendix A.

Objectives

The objective of the entry-level patrol officer job analysis project is to provide a basis for the review and revision of basic course training curriculum.

The goals of the project are:

- To conduct a statewide job analysis of the entry-level patrol officer position
- To identify the "core tasks" and essential job functions of the entry-level patrol officer job
- To identify the knowledge and skills needed to perform the entry-level patrol officer job
- To link the knowledge and skills needed to perform the job to "core tasks" and determine their relative importance to job performance
- To develop a 5-year forecast of training needs

Methodology

Based on the results of the review of literature and current practices, coupled with the determination of the objective and goals of the study, the following approach to conducting the entry level patrol officer job analysis was taken:

Position

The position to be analyzed, entry-level patrol officer is defined as the uniformed radio-car patrol officer, off probation, with approximately three years experience, employed full-time by a California police or sheriff department.

Development of Task List

The fundamental unit of analysis for the patrol officer position has traditionally been the job task. Tasks were defined in terms of specific statements depicting observable job activities, containing an action verb and an object, method, result or product.

Supplemental Information

As a means of further defining the work performed by patrol officers, as well as to focus on areas of particular concern to agencies and academies in California, the following supplemental information was also gathered:

Complaints/Incidents - The types of calls for services that patrol officers are typically involved in handling, which provide the context in which various job

tasks are performed.

Equipment - The items which officers use, drive or operate in carrying out their duties as patrol officers

Physical Activity and Physical Force - The discrete physical movements and activities that officers are called upon to perform

Writing - The full range of writing tasks, from entering information into check-off boxes to writing in-depth narrative reports, which officers are required to perform

Information Sources - The various types of written materials to which patrol officers refer

Legal References - The types of legal materials to which patrol officers refer, as well as the form (original reference or description/summary) in which the material is presented

Job Functions - Descriptive summaries of the duties performed by radio-car patrol officers

Characteristics of Job Information

The two primary characteristics that were the focus of the decision process for identifying "core" tasks and complaints/incidents were frequency of performance and importance of competent performance by officers. The "core" items of equipment were identified solely on the basis of frequency of use.

Additionally, information concerning the level of response expected by agencies when officers are called on to handle complaints and/or incidents was gathered.

Information sources and legal references referred to by officers were identified by frequency.

Officers were also asked to provide information on the percentage of time that they spend each shift performing various reading and writing tasks, as well as the frequency with which they use items to assist in their job-related writing.

Finally, officers were asked to provide information on the percentage of their time spent on performing various job functions that summarized the duties performed by patrol officers.

Sources of Job Information

The primary sources of patrol officer job information were incumbent officers, who

provided information pertaining to the frequency of performance and level of response for each of the above types of job information, and patrol supervisors, who provided information concerning the importance of successful performance of job tasks and complaints/incidents.

Method of Collecting Job Information

Survey instruments that used numeric rating scales to quantify frequency of performance, level of response and importance of competent performance were used to obtain job information. The survey instruments and rating scales are described in a later section of this report.

Study Population

The job analysis focused on the work performed by officers who were currently assigned to general radio car patrol duties in police and sheriffs' departments throughout the state. In order to assure that the information gathered represented the diverse responsibilities of various sizes and types of law enforcement agencies, as well as the work performed by the most recently trained officers in those agencies, a sample was drawn from among those agencies which had hired new officers within the preceding five years.

Study Population Characteristics

<u>Agencies</u> - There were a total of 63 agencies, 47 police departments and 16 sheriffs' departments, which participated in the job analysis. Of those agencies, 32 were small (1-49 total officers) departments, 18 were medium-sized agencies (50-199 officers), 11 were large (200-1999 officers), and 2 were extra-large agencies (2000+ total officers).

Officers - A total of 1,800 officers provided information for the job analysis, 963 from police departments and 837 from sheriffs' departments. The officers chosen to participate had completed their probationary period, were uniformed radio-car patrol officers assigned to general patrol duties, and had been assigned to patrol for at least the preceding four months. Agencies were asked to select officers from each of the shifts/watches worked in their agencies, to select male and female officers in approximate proportion to the total numbers for officers in their agencies, and to select officers of different racial/ethnic groups in approximate proportion to the total numbers for officers in their agencies.

<u>Supervisors</u> - The number of patrol supervisors who participated in the study totaled 649, with 393 from police departments and 256 from sheriffs' departments. The supervisors selected to participate were current patrol supervisors who had at least 1 year of experience in the agency as a field supervisor of uniformed radio-car patrol officers. As with the patrol officers,

agencies were asked to select supervisors who were representative of the shifts worked, gender, and racial/ethnic populations within the department.

Survey Development

Two survey instruments were developed to collect the above described job information, an Officer (Incumbent) Form and a Supervisor Form. The surveys were developed in the following steps:

- 1. Site visits/observation
- 2. Development of preliminary task inventory
- 3. Development of rating scales
- 4. Subject matter expert review
- 5. Survey construction
- 6. Pilot administration
- 7. Construction of final survey instruments

Site Visits

POST staff participated in a series of ride-alongs with officers from each agency size category (small, medium, large, and extra-large), and both police and sheriffs in urban, suburban and rural areas in distinct geographical locations throughout the state. Staff observed officers as they responded to a variety of incidents and calls for service and performed many of the tasks required of uniformed radio-car patrol officers. A listing of those agencies and officers who provided staff this opportunity for first-hand observation are listed in Appendix B.

Development of Preliminary Task Inventory

POST staff compiled an inventory of patrol officer job tasks from the sources listed below

<u>POST Entry-Level Law Enforcement Officer Job Analysis</u> (Kohls, Berner and Luke, 1979). The 1979 job analysis provided a starting point from which job tasks, complaints/incidents, and equipment lists could be reviewed for use in the current task inventory.

<u>Local agency job descriptions</u>. Law enforcement agencies in California were contacted and requested to provide job descriptions from which job information could be extracted for inclusion in the inventory. A listing of those agencies

which provided descriptions are listed in Appendix C.

Arizona Law Enforcement Basic Training Curriculum Validation Project (Applied Research Associates, 1992). The tasks, complaints/incidents and equipment lists included in the Arizona report were compared to those in the 1979 POST study and, where appropriate, tasks were revised or incorporated into the current inventory.

Statewide (Florida) Job and Task Analysis Revalidation (Santa Fe Community College, 1992). As with the Arizona study, the tasks, complaints/incidents and equipment lists in the Florida report were compared to those in the 1979 POST study and revised or incorporated into the current inventory.

Rating Scales

Rating scales were drafted to quantify the various characteristics of the job information to be collected in the task inventory (i.e., frequency of performance, level of response, importance of competent performance). The rating scales were refined in the workshops and pilot test administrations. The rating scales are described below.

Incumbent Scales: Two rating scales were developed for use by incumbent officers to describe their work. The first was a "Frequency" scale to be used by officers to indicate how often they performed each task and handled each complaint/incident. The "Frequency" scale is an 8-point ordinal scale, ranging from a "1" (have performed this task at this agency, but not in the last 4 months) to "8" (performed more than once a day). A rating of "0" on the scale indicated that the task was not performed at this agency. The final version of this scale is shown in Figure 1.

The second, the "Level of Response" scale, was used by incumbent officers to describe their typical extent of involvement in handling various complaints/incidents. The scale was a 3-point nominal scale, ranging from "1" (conduct preliminary investigation and take personal notes or make log entry only) to "3" (conduct complete investigation, including follow-up investigations). The Level of Response scale is also shown in Figure 1.

<u>Supervisor Scale</u>: Patrol supervisors were asked to use an "Importance" scale to rate the importance of competent performance of tasks or handling of complaints/incidents to the overall job performance of patrol officers in their agency. A 5-point ordinal scale was used, ranging from "1" (of little importance) to "5" (critically important). A scale value of "0" was used to indicate that a task or complaint/incident was not performed or handled by officers in an agency. The "Importance" scale is shown in Figure 2.

Figure 1

INCUMBENT SURVEY SCALES

Frequency Rating Scale:

On av	On average, how often have you performed this task during the last four (4) months?					u performed this task during the last four (4) months?				
More than once a day	Once a day	Several times a week	Once a week	Several times a month	Once a month	Less than once a month	formed this task at this agency but not in the last 4 months	performed this task at this agency		
8	7	6	5	4	3	2	1	0		

Level of Response Rating Scale:

What level of response is expected by your agency when handling this type of incident? (If the level of response varies from call-to-call, select the **highest level** of response expected by your agency.)

LEVEL 3 - HIGHEST LEVEL RESPONSE

Conduct complete investigation (for direct submission to prosecutor), including follow-up investigation.

LEVEL 2 - INTERMEDIATE LEVEL RESPONSE

Conduct preliminary investigation and prepare official report of some kind (citation, FI card, crime/accident/incident report, etc.); follow-up investigation conducted by others.

LEVEL 1 - LOWEST LEVEL RESPONSE

Conduct preliminary investigation and take personal notes and/or make log entry only; make no official report of any kind (citation, Fl card, crime/accident/incident report, etc.).

Figure 2

SUPERVISOR SURVEY SCALE

Importance Rating Scale:

How important is competent handling of this complaint/incident to the overall job performance of patrol officers in your agency?					
Critically Important	Very Important	Important	Of Some Importance	Of Little Importance	Unimportant/Not Performed by Officers in my Agency
5	4	3	2	1	0

Subject Matter Expert Interviews/Workshops

A series of workshops were held with incumbent officers and patrol supervisors to review and update the preliminary task inventory and to try out the prototype rating scales. Participants were asked to review each item listed in the preliminary inventory and (a) revise inaccurate or incomplete task statements or statements that were unnecessarily agency-specific; (b) identify additional tasks, complaints/incidents, etc., that are important to the job and were not represented; and (c) delete items that were clearly inappropriate for inclusion in a statewide task analysis. They also reviewed the clarity and appropriateness of the prototype scales.

The participants in these interviews and workshops are listed in Appendix D.

Survey Construction

The resulting task inventory and rating scales were compiled into two survey booklets, an Incumbent and a Supervisor form. Instructions for completing the surveys were incorporated into the booklets so the participants could work independently. Instructions were also written to provide guidance to local agency coordinators in selecting participants and administering the surveys.

Pilot Administrations

Prototype surveys were administered in two pilot agencies. Officers and supervisors were asked to complete the survey and to comment on any suggested revisions of terminology, additions and/or deletions based on the job as it was performed in their agency. POST staff administered the surveys and interviewed each of the participants. Their comments were further reviewed by staff and, where appropriate, incorporated into the final survey documents. A list of the agencies and individuals that participated in the pilot testing of the surveys is included in Appendix D.

Final Job Task Surveys

The final forms of the patrol officer job analysis surveys are described below, and copies of the surveys are included as Appendix F (Officer Survey) and Appendix G (Supervisor Survey). In addition, Appendix H contains a copy of the instructions that were sent to local agency coordinators along with the surveys.

Officer Survey - The Officer Survey includes the following sections:

 Introduction - This section described the purpose of the survey and provided a brief overview of the process to be used by POST to gather the necessary information. In order to assure that the participants met the criteria for inclusion in the study, a series of "Yes/No" questions were to be completed before continuing with the rest of the survey.

- Background A series of participant background and demographic information was included in this section.
- Tasks Using the "Frequency" scale, participants were asked to rate 332 patrol officer job tasks, including writing tasks.
- Information Sources Participants used the "Frequency" scale to indicate how often they referred to various types of written material.
- Legal References The "Frequency" scale was used to indicate how often participants referred to either the original, or to a written description or summary, of various legal reference materials.
- Reading and Writing Participants indicated the percentage of their time each shift was spent in performing various reading and writing tasks.
- Complaints/Incidents In addition to indicating how often they respond to 149 complaints and incidents through the "Frequency" scale, participants also noted the degree of their involvement, using the "Level of Response" scale.
- Equipment and Transportation Checklist Using a "Yes/No" checklist, participants indicated whether they use, drive or operate 127 items of equipment.
- Job Functions Participants estimated the percentage of their time which was devoted to performing various duties in 11 functional areas.

Supervisor Survey - The Supervisor Survey includes the following sections:

- Introduction This section described the purpose of the survey and provided a brief overview of the process to be used by POST to gather the necessary information. In order to assure that the participants met the criteria for inclusion in the study, a series of "Yes/No" questions were to be completed before continuing with the rest of the survey.
- Background A series of participant background and demographic information was included in this section.
- Tasks Using the "Importance" scale, participants were asked to rate 332
 patrol officer job tasks, including writing tasks, as well as the importance of
 various writing characteristics.
- Information Sources Participants used the "Importance" scale to indicate how important they viewed officers' ability to read and understand various forms of written material.

- Complaints/Incidents Supervisors rated the importance of competent handling of 149 complaints and incidents.
- Job Functions Participants used a "Yes/No" checklist to indicate whether each of 11 general job functions were a fundamental part of the patrol officer job in their agency.

Survey Sample

A sample of the study population, designed to be representative of important characteristics of the population and to facilitate analyses of the patrol officer job as performed by different subgroups of the population, was selected through the following steps:

- 1. Stratify the study population
- 2. Establish overall target sample sizes
- 3. Select sample of agencies to survey
- 4. Establish individual agency target sample sizes
- 5. Select survey participants

Each of the sample selection steps is described in detail below.

1. Stratification

The study population was stratified by agency type and agency size characteristics. These two characteristics were thought to represent the most relevant agency groupings to determine meaningful job differences among patrol officers. The purpose of this step was to ensure that the survey sample was adequately representative of these characteristics and thereby enable analyses of group differences with respect to work performed. To this end, the following agency categories were employed:

Type of agency: police department, sheriffs' department

<u>Size of agency</u>: small (1 to 49 patrol officers), medium (50 to 199 officers), large (200 to 1,999 officers), and extra-large agency (2,000-plus officers).

Table 1 presents the study population by agency type and size for agencies and officers.

2. Target Sample Sizes

The general approach to establishing the target sample sizes was to represent each agency type and size category with a minimum numbers of officers sufficient to facilitate analyses of the survey response data at the subgroup level. A minimum target sample size of 120 officers from small departments was set. The number

represented approximately 14% (.143) of the population. Target sample sizes for the medium and large size categories were calculated using the same proportion. The extra-large agency (2,000+ officers) size category was adjusted by 33% because of the large number of qualified officers. Table 2 presents the target sample sizes for each agency type and size category and the total per size category.

3. Select Agencies to Survey

Police departments with patrol officers with less than five years experience with the agency were considered part of the study population. Sheriffs' departments were contacted directly and asked to provide the numbers of patrol deputies currently assigned to patrol and their tenure with the agency. This compilation provided POST with a list of police and sheriffs' departments with patrol officers that had three or less years of experience. Agencies were solicited with a letter inviting the agency to participate in the study at either a minimum level, or, if they were willing to commit more personnel, at a level sufficient to receive an agency specific report. Agencies participating in the job analysis survey are listed in Table 3.

4. Establish Individual Agency Target Sample Sizes

Individual agency targets were established based on the number of officers with less than three years of post-probationary experience they had available to survey. A random sample of agencies was drawn from the available pool until the number of officers matched the target population number. Supervisor target numbers were calculated assuming a ratio between officers and supervisors. Reasoning that each agency would need at least one supervisor per shift, all supervisors in an agency were targeted in the small size category; the greatest of 6 or 33% if the medium size category; the greater of 12 or 20% in the large size category; and 50 in the extra-large size category. Table 4 presents the decision rules for agency size categories for minimum levels of participation and for agency specific reports.

5. Select Survey Participants

Local agency coordinators according to specific instructions provided by POST (see Coordinator's Instructions, Appendix H) selected survey participants from each agency. The criteria for selecting survey participants are summarized below:

<u>Criteria</u>: Personnel who met the following criteria were to be selected to complete the survey:

Officers:

- 1. Uniformed radio-car patrol officers who have completed probation
- 2. Assigned to general patrol duties

3. Have been in the patrol assignment within the agency for at least the last four months

Supervisors:

Assigned as field supervisors of uniformed radio-car patrol officers

At least one year of experience as a field supervisor within the agency

Representation: Agency coordinators were instructed to select patrol officers and supervisors who represented each of the following characteristics:

- 1. Shift/Watch: An approximately equal number of officers and supervisors from each of the shifts/watches worked in the agency
- 2. Gender: Female and male officers in approximate proportion to the total numbers for officers and supervisors in the agency
- Race/Ethnicity: Officers of different racial/ethnic groups in approximate proportion to the total number for officers and supervisors in the agency

Survey Administration

In July 1997, a total of 3,318 job analysis surveys were distributed to the 65 police and sheriffs' departments selected to participate in the study, including 2,497 incumbent surveys and 821 supervisor surveys. A total of 1,800 (72.1%) officer surveys and 649 (79.0%) supervisor surveys were returned by 63 (96.9%) agencies.

Processing

Prior to being forwarded for key entry, each survey document was reviewed by staff to assure that the respondent met the minimum tenure requirement and was assigned to patrol or to the supervision of patrol officers, that the majority of the survey questions were answered, that the entries were legible and within the scale ranges, that the responses were in whole numbers (rather than fractions or ranges of numbers), and/or that there did not appear to be a pattern of responses. Corrections were made by staff where reasonably possible (e.g., those instances in which there was a discrepancy between the gender designated by the respondent and the name he/she had provided). Additionally, in those instances in which a name was provided, staff contacted the respondent for clarification of questionable responses.

The surveys were then key-entered into a computer data file, which was subjected to further computer data checks (e.g., valid range of values, consistent ratings between scales, and percentage of complete ratings). A total of 169 surveys (107 incumbent surveys and 62 supervisor surveys) were excluded from the analysis due to one or

more of the reasons outlined below.

- 1. Not currently assigned to patrol (either as an officer or supervisor)
- 2. Failure to meet the experience requirement (4 months as a patrol officer; one year as a supervisor)
- 3. Missing background data
- 4. Failure to complete a significant portion of the survey

Survey Analysis Sample Representation

The survey analysis sample was comprised of 1713 incumbent police officers and 611 supervisors representing 63 agencies.

DATA ANALYSIS

The primary purpose of the data analysis was to identify the "core" aspects of the work that compose the uniformed radio-car patrol officer position. The work performed is described by the determination of "core" work elements by tasks performed; complaints/incidents handled; information sources and legal references referred to; tools and equipment used, and job functions performed.

"Core" and "Group Specific" Work Elements Defined

The analysis of "core" uniformed radio-car patrol officer work focused upon incumbent officer "Frequency" ratings and supervisor "Importance" ratings, where applicable. To be considered a "core" work element, certain criteria were to be met for the total survey sample, as well as within the below described agency subgroups. "Group-specific" work elements were identified as those that did not meet the overall "core" criteria, but did meet the criteria for one or more of the below subgroups.

Unit of Analysis

In all analyses, the unit of analysis was the individual survey completed by an incumbent patrol officer or supervisor. Thus, all mean ratings were computed by simply averaging across individual ratings. This resulted in implicit weighting of the overall survey results in approximate proportion to the patrol officer population composition with respect to agency size and agency type. Because the analyses of "core" work elements were conducted at both the aggregate level and within each of the various agency subgroups, the survey results were protected from potential bias due to over- or under-representation of these subgroups of the patrol officer population.

"Core" Criteria for Tasks and Complaints/Incidents

In order to be considered a "core" task or complaint/incident, the following criteria were to be met.

"Core" Criteria for Tasks, Complaints/Incidents, & Information Sources

1. At least 50% of officers perform the task/incident (1+ on the frequency scale) **AND** the following incumbent tenure criterion was met:

<u>Incumbent Tenure</u>: If performed by 50% of the officers/deputies with 3 or more years of experience, then must also be performed

by at least 25% officers/deputies with 3 or less years of experience.

(This criterion was invoked to ensure that substantial differences in work do not exist between officers with less experience versus officers with relatively more experience.)

OR

2. At least 50% of the supervisors rated as part of the job for patrol officers in their agencies (rated 1 or higher on the importance scale). **AND** Mean importance of at least "Of some importance" (2.0), based on those supervisors that indicated the task, complaint/incident, or information source is part of the job for patrol officers in their agencies.

SUBGROUPS:

To be considered a "core" task, complaint/incident, or information source, the above criteria were required for the total survey sample (all respondents combined), as well as within each of the following agency subgroups:

<u>Agency Type</u>: both agency types (police, sheriff) were required to meet the "core" criteria.

Agency Size: at least 3 of the 4 agency size subgroups (small, medium, large, x-large) were required to meet the "core" criteria.

<u>Incumbent Gender</u>: both males and females were required to meet the "core" criteria.

"Core" Criteria for Equipment and Transportation Checklist

• At least 50% of officers/deputies (all respondents combined) use, carry, drive, or operate the equipment.

"Core" Criteria for Legal References

At least 50% of the officers/deputies refer to the material.

Officer Survey Analysis Sample

<u>Demographics</u>: The analysis sample of patrol officers is presented in Table 5. Overall the sample is 83% male and 70% white. The average age is 34.4 years of age and 91.4% hold the rank of officer/deputy.

Education and Experience: Twenty-two percent of respondents reported having a 2-year college degree, an additional 19% of respondents hold a 4-year college degree and an additional 6% of respondents reported having post-graduate coursework or a post-graduate degree. With respect to experience, 53% of the officers have up to 3 years of experience, past probation, as a uniformed radio-car patrol officer; 47% have more than 3 years of experience, past probation, as a uniformed radio-car patrol officer.

<u>Shift</u>: The distribution across shifts/watches was well-balanced; 33% reported working a day shift, 38% reported working an evening shift, and 30% reported working a night shift.

Supervisor Survey Analysis Sample

<u>Demographics</u>: The analysis sample of supervisors is presented in Table 6. Overall the sample is 87% male and 80% white. The average age is 42.9 years of age and 95.6% hold the rank of Sergeant.

Education and Experience: Twenty-five percent of respondents reported having a 2-year college degree, an additional 25% of respondents hold a 4-year college degree and an additional 19.7% of respondents reported having post-graduate coursework or a post-graduate degree. The average amount of experience supervising uniformed radio-car patrol officers is 5.5 years.

<u>Shift</u>: The distribution across shifts/watches was well-balanced; 38% reported working a day shift, 36% reported working an evening shift, and 26% reported working a night shift.

Overview of Task Analysis Results

The results of the analyses of "core," "group-specific," and "non-core" work elements are summarized below.

	<u>Core</u>	Group-Specific	Non-Core
Tasks	317	14	1
Complaints/Incidents	146	2	1
Equipment and Transportation	43	30	54
Information Sources	31	0	0
References	11	9	3

Overall, these results indicate that a substantial portion of the work domain described in the Job Task Survey applies to patrol officers statewide. Ninety-five percent of the tasks and 98% of the complaints/incidents listed were identified as "core." In contrast, only 4% of the tasks and 1% of the complaints/incidents were identified as group specific.

Tasks

"Core" Tasks

Of the 332 tasks contained in the survey, 317 (95%) met the overall "core" criteria, representing thirteen major job activities. Table 7 presents the list of "core" tasks as well as the subgroups that met "core" criteria.

<u>Job Activity Statistics</u>: The highest importance ratings for "core" tasks were in the Patrol Activities; Weapons; and Arrest, Search and Seizure activity areas.

The most frequently performed "core" tasks are contained in the job activity areas Patrol Activities; Traffic; Writing; Weapons; and Arrest, Search and Seizure.

<u>Critical Tasks</u>: Supervisors rated a total of 9 "core" tasks as critical for patrol officers to perform competently (mean importance of at least 4.5). Table 8 lists these tasks along with the mean "Importance" rating and percentage of supervisors rating the task as "part of the job" for patrol officers in their agencies.

<u>Frequently Performed Tasks</u>: Patrol officers perform 102 of the "core" tasks once a week (mean frequency of at least 4.5). Table 9 lists the most frequently performed "core" tasks, along with the mean "Frequency" rating and percentage of patrol officers that reported performing each task.

"Group Specific" Task Listing: The identified "group-specific" tasks are listed in Appendix I.

Non-Core Task: The one "non-core" task is Admin295 Prepare advertisements & notices of the sale of property. The supervisor mean importance rating was 1.9 from 26% of the supervisors and the mean frequency rating was 1.8 from 5% of the incumbents.

Complaints/Incidents

The analysis of complaints and incidents handled by patrol officers was conducted in the manner as the task analyses described above. That is, "core," "group-specific," and "non-core" complaints and incidents were identified.

"Core" Complaints/Incidents

A total of 146 of the 149 listed complaints/incidents (98%) were identified as "core." These complaints/incidents were found to apply consistently to patrol

officers within the different agency type and size subgroups. There were no "core" complaints/incidents that did not apply to all agency subgroups. Critical Complaints/Incidents

Of the 146 "core" complaints/incidents, 6 were rated by supervisors as "critically important" on average (mean = 4.5 or higher). Table 10 presents the list of critical complaints/incidents.

Frequently Handled "Core" Complaints/Incidents

The complaints/incidents that patrol officers handle most frequently involve activated alarms, moving vehicle violations, officer request for assistance - backup, suspicious person/vehicle, loud/unreasonable noise, domestic violence, and citizen request for assistance. Table 11 lists "core" complaints/incidents that patrol officers' handle most frequently.

"Group-Specific" Complaints/Incidents

Only two (2) complaints/incidents were identified as "group-specific." These items failed to meet the overall "core" criteria, but met the criteria within agency subgroups. Appendix J lists the 2 "group-specific" complaints/incidents.

Equipment and Transportation

"Core" Equipment and Transportation

A total of 43 equipment and transportation items were identified as "core" from among the 127 listed in the Job Analysis Survey. These "core" items include various weapons, chemical agents, restraining devices, maps and directories, first aid kits, and roadway safety equipment. Appendix K lists the "core" equipment and transportation items.

"Group-Specific" Equipment and Transportation

Thirty (30) equipment and transportation items were identified as "group-specific." They include items such as radar, personal computers, back-up weapons, and breath testing equipment. Appendix L lists the identified "group-specific" equipment and transportation items.

"Non-Core" Equipment and Transportation

The 54 equipment and transportation items identified as "non-core" are listed in Appendix M.

Information Sources

"Core" Information Sources

All 31 information sources items were identified as "core." Appendix N lists the "core" information sources. Each met "core" criteria for all agency sub-groups.

References

"Core" References

A total of 11 reference items were identified as "core" from among the 23 listed in the Job Analysis Survey. These "core" items include various Codes and Acts, as well as, the Peace Officer Legal Sourcebook and professional publications. Appendix O lists the "core" reference items.

"Group-Specific" References

Nine (9) reference items were identified as "group-specific." Appendix P lists the identified "group-specific" reference items.

"Non-Core" References

The 3 reference items identified as "non-core" are listed in Appendix Q.

Job Functions

Supervisors and incumbents rated a list of eleven (11) job functions intended to summarize the duties performed by uniformed radio-car patrol officers.

The supervisors simply checked "Yes" if they agreed that the job function is a fundamental part of the job that uniformed radio-car patrol officers in their agency are required to perform, and "No" if they did not agree it was part of the job. All eleven of the functions were rated "Yes" by at least 85% of the supervisors.

Incumbents were asked to estimate the percent of time they devote to performing each function. The instructions allowed for the overlap in job functions while performing the duties of a uniformed radio-car patrol officer by accepting more than 100% for the total of all estimates. All individual ratings totaling over 100% were normalized to 100% by dividing each estimate by the total of the estimates for each individual response.

The results of the incumbent and supervisor ratings are presented in Table 12.

COMPARISON OF 1998 TO 1979 ENTRY-LEVEL UNIFORMED PATROL OFFICER STATEWIDE JOB ANALYSIS

The results of the 1998 job analysis were reviewed and compared to the findings of the 1979 study to provide an understanding of the ways in which the job of patrol officer has evolved over the past 20 years. Each of the major elements–job tasks, information sources, complaints/incidents and equipment used–underwent comparison, with the results described below.

Task Comparison

Comparison of the tasks which were found to be core elements of the patrol officer job in the 1979 and 1998 job analyses reveals more similarities than differences overall, with 176 (56%) of the 317 tasks found to be core in 1998 also having been core tasks in 1979 (see Appendix R). The differences which do emerge can largely be attributed to the changes which have occurred over time in society as a whole–advances in available technology, changes in the law, heightened awareness of environmental hazards, etc.

New Tasks Performed by Patrol Officers

There were 129 (41%) core tasks identified in the 1998 job analysis which did not appear in the 1979 study. The omission of these tasks from the earlier job analysis can, in most cases, be attributed to a higher level of specificity in the current study, rather than to the task not being performed in the past (e.g., it is likely that patrol officers in 1979 were required to "respond as primary unit on calls for service"). Five members of POST staff who had worked as officers in various local law enforcement agencies in California in both 1979 and 1998 reviewed the tasks. If a majority of the five indicated that they had performed a task in 1979, the task was considered to have been omitted from the 1979 job analysis due to specificity; if a majority indicated they had not performed a task in 1979, the task was considered "new."

Based on the staff review, 122 tasks were identified as having been omitted from the 1979 job analysis due to specificity (Appendix S). The remaining 7 tasks represent changes to the patrol officer job which have occurred due to changes in technology, the focus of new laws, etc. They are:

New Tasks Identified in 1998 Job Analysis

- 1. Transmit, receive, and monitor messages over radio-car computer terminal (e.g., MDT)
- 2. Audiotape citizen contacts
- 3. Operate roadway checkpoints

- 4. Complete Admin per Se and other DMV forms for DUI arrests
- 5. Take preventive safety precautions when administering first aid
- 6. Seize weapons from suspects in domestic violence and/or psychiatric detention
- 7. Give hearsay testimony at preliminary hearing pursuant to Proposition 115

Changes in Core Designation

Additionally, 12 tasks which were not core elements of the job in 1979 were found to be core in 1998. In some instances, the change from non-core to core can be attributed to a true difference in the way the job is performed (i.e., "communicate in a language other than English"); in others, there is no readily apparent explanation for the change in designation ("push disabled vehicles with patrol car").

Core in 1998, non-core in 1979

- 1. Push disabled vehicles with patrol car
- 2. Communicate through a language interpreter
- 3. Communicate in a language other than English
- 4. Transport animals
- 5. Operate radar equipment for speed enforcement
- 6. Photograph traffic accident scenes/vehicles
- 7. Remove minor hazards from roadway
- 8. Photograph crime scenes/evidence/persons
- 9. Participate in a <u>required</u> exercise program to maintain physical fitness
- 10. Use nonlethal defensive weapons (e.g., chemical agents, stunguns, taser) to obtain compliance
- 11. Photograph latent fingerprints
- 12. Gather and maintain information on bonding agencies

Five of the six tasks which were core in 1979 but found not to be so in 1998 are categorized as auxiliary functions (e.g., "collect bail"); the one exception is the task "request that public assist in apprehension of suspect."

Core in 1979, non-core in 1998

- 1. Request that public assist in apprehension of suspect (posse comitatus)
- 2. Collect bail
- 3. Personally file documents in records systems (e.g., fingerprint cards, correspondence, criminal reports, vehicle reports)
- 4. Maintain department records of warrants served

- 5. Fingerprint persons for noncriminal reasons
- 6. Prepare paperwork for process server

Information Sources and Legal References

Of the 31 information sources found to be core by the 1998 job analysis, 21 (68%) were also core in 1979. Only three of the "new" sources can be attributed to differences in specificity between the two studies; the remaining seven include the use of video display terminals to receive messages, as well as the field guides, or Redi-Refs, for various codes which are made available now to patrol officers.

Ten of the 11 legal references found to be core in 1998 were also core in 1979. The one new legal reference is the Peace Officer Legal Sourcebook.

Appendices T and U list the core information sources and legal references and note the areas of overlap and difference between the 1998 and 1979 job analyses.

Complaints/Incidents

The 146 core complaints and incidents handled by patrol officers included 89 (61%) which were also core in the 1979 study (see Appendix V). The remaining 57 "new" complaints/incidents were reviewed--as the tasks had been--by POST staff and, based on their review, 46 appear to be attributable to level of specificity of the current study (see Appendix W). The remaining 11 new complaints/incidents appear to be due to changes in the law or to social concerns (i.e., solicitation of prostitution was likely occurring in 1979, but was handled quite differently than it is today), or to evolving criminal methodology (e.g., carjacking).

New Complaints/Incidents Identified in the 1998 Job Analysis

- 1. Air or water pollution
- 2. Carjacking
- 3. Computer crime
- 4. Domestic terrorism
- 5. Elderly abuse or neglect
- 6. Graffiti/tagging
- 7. Hazardous material incident
- 8. Home invasion
- 9. Solicitation of prostitution
- 10. Stalking
- 11. Suspicious aircraft activity

Tools and Equipment

The tools and equipment list used in the 1998 job analysis was a much more exhaustive representation of possible equipment used by officers, with 127 items (53 ultimately being found core to the job) vs. 37 (17 core items) in the 1979 study. The changes which have occurred are primarily due to technological advances (i.e., use of computer terminals, software, pagers, etc. in 1998 vs. use of typewriters, teletypes, etc., in 1979). Appendix X includes the equipment lists from both the 1979 and 1998 studies, showing the areas of overlap in each, as well as a summary of the changes in core designation which have occurred between the two studies.

CONCLUSION

The majority of the work domain listed in the Uniformed Radio-Car Patrol Officer Task Analysis Survey was found to apply statewide. That is, there is an identifiable "core" radio-car patrol officer job performed by the majority of patrol officers employed by police and sheriffs' departments of different sizes. Relatively little of the work domain was identified as "group-specific." The analysis indicated that "core" work elements for the position have remained stable over the last twenty years. These results support the application of statewide training standards for entry-level patrol officers.

The identified "core" elements of patrol officer work will serve as the basis for the identification of the knowledge and skills necessary for successful performance of the patrol officer job.

TABLES

Table 1

AG Code	AG Type	AG Name		AG Size	AG Location	Officers hired
0110	1	Piedmont	•	1	1	1
0303	1	Jackson		1	i	1
0501	1	Angels Camp		1	1	1
1006	. 1	Huron		1	1	i
1008	1	Kingsburg		1	1	1
1204	1	Ferndale		1	1	1
1205	1	Fortuna		1	1	1
2101	1	Belvedere		1	1	1
2108	1	San Anselmo		1	1	1
2110	1	Sausalito		1	1	1
2301	1	Fort Bragg		1	1	1
2501	1	Alturas		1	1	1
2803	1	Saint Helena		1	1	1
2902	1	Nevada City		1	1	1
3401	1	Folsom		1	1	1
4101	1	Atherton		1	1	1
4103	1	Brisbane		1	1	1
4107	1	Half Moon Bay		1	1	1
4401	1	Capitola		1	1	1
4708	1	Weed		1	1	1
4902	1	Cotati		1	1	1
5004	1	Oakdale		1	1	1
5008	1	Waterford		1	1	1
0302	1	lone		1	1	2
0703	1	Clayton		1	1	2
0707	1	Pinole		1	1	2
0801	1	Crescent City		1	1	2
1002	1	Coalinga		1	1	2
1202	1	Blue Lake		1	1	2
1207	1	Rio Dell		1	1	2
1701	1	Lakeport		1	1	2
1702	1	Clearlake		1	1	2
2103	1	Fairfax		1	1	2
2801	1	Calistoga		1	1	2
2901	1	Grass Valley		1	1	2
3101	1	Auburn		1	1	2
3904	1	Ripon		1	1	2
4501	1	Anderson		1	1	2
4707	1	Tulelake		1	1	2
4709	1	Yreka		1	1	2
4804	1	Rio Vista		1	1	2

AG Code	AG Type	AG Name	AG Size	AG Location	Officers hired
5201	1	Corning	1	1	2
5702	1	Winters	1	1	2
5802	1	Wheatland	1	1	2
0404	1	Oroville	1	1	3
0706	1	Hercules	1	1	3
0713	1	Kensington	1	1	3
0901	1	Placerville	1	1	3
1015	1	Selma	1	1	3
1102	1	Willows	1	1	3
1201	1	Arcata	1	1	3
1801	1	Susanville	1	1	3
4105	1	Colma	1	1	3
4805	1	Suisun City	1	1	3
5003	1	Newman	1	1	3
5005	1	Patterson	1	1	3
5202	1	Red Bluff	1	1	3
5501	1	Sonora	1	1	3
0702	1	Brentwood	1	1	4
1012	1	Reedley	1	1	4
4119	1	Broadmoor	1	1	4
1007	1	Kerman	1	1	5
4110	1	Millbrae	1	1	5
2105	1	Mill Valley	1	1	6
5801	1	Marysville	1	1	6
1306	1	Imperial	1	2	1
1514	1	Stallion Springs	1	2	1
1934	1	Irwindale	1	2	1
1966	1	Sierra Madre	1 .	2	1
2403	1	Gustine	1	2	1
2701	· 1	Carmel	1	2	1
2705	1	King City	1	2	1
2711	1	Soledad	1	2	1
3006	1	La Palma	1	2	1
5402	1	Exeter	1	2	1.
5403	1	Farmersville	1	2	1
5605	1	Port Hueneme	1	2	1
1511	1	California City	1	2	2
1603	1	Lemoore	1	2	2
2001	1	Chowchilla	1	2	2
2703	1	Gonzales	1	2	2
3302	1	Beaumont	1	2	2
4001	1	Arroyo Grande	1	2	2
4002	1	Grover Beach	1	2	2
4005	1	Pismo Beach	1	2	2
5404	1	Lindsay	1	2	2

AG Code	AG Type	AG Name	AG Size	AG Location	Officers hired
1501	1	Arvin	1	2	3
1601	1	Corcoran	1	2	3
1507	1	Shafter	1	2	4
2404	1	Livingston	1	2	4
3013	1	Los Alamitos	1	. 2	4
3613	1	Adelanto PD	1	2	4
4201	1	Guadalupe	1	2	4
1945	1	Maywood	1	2	5
2704	1	Greenfield	1	2	5
3303	1	Blythe	1	2	5
3305	1	Coachella	1	2	5
3301	1	Banning	1	2	7
3501	1	Hollister	1	2	10
0104	1	Emeryville	1	1	1
0600	2	Colusa	1	1	1
0705	1	El Cerrito	1	i	1
4104	1	Burlingame	1	i	1
4801	1	Benicia	1	1	1
5300	2	Trinity	1	1	1
0102	1	Albany	1	1	2
1800	2	Lassen	1	1	2
2303	1	Ukiah	1	1	2
4102	1	Belmont	1	1	2
4102	1	Menio Park	1	1	2
4305	1	Los Altos	1	1	2
4904	1	Rohnert Park	1	<u> </u>	2
5102	1	Yuba City	1	1	
0500	2	•	1	1	2
	1	Calaveras	1	1	3
0709	-	Pleasant Hill	1	1	3
0711	1	San Pablo	1	1	3
1013	1	Sanger	1	1	3
2104	1	Twin Cities	1	1	3
3104	1	Rocklin	1	1	3
3105	1	Roseville	1	1	3
3903	1	Manteca	1	1	4
3906	1	Tracy	. 1	1	4
4108	1	Hillsborough	1	1	4
4115	1	San Carlos	1	1	4
0800	2	Del Norte	1	1	5
4307	1	Los Gatos	1	1	5
5001	1	Ceres	1	1	5
3200	2	Plumas	1	1	6
4310	1	Morgan Hill	1	1	7
0300	2	Amador	1	1	8
4111	1	Pacifica	1	1	8

AG Code	AG Type	AG Name	AG Size	AG Location	Officers hired
1203	1	Eureka	1	1	10
4700	2	Siskiyou	1	1	10
4127	1	East Palo Alto	1	1	12
1503	1	Delano	1	2	1
1907	1	Bell	1	2	1
1963	1	San Marino	1	2	1
1967	1	Signal Hill	1	. 2	1
3314	1	San Jacinto	1	2	1
4007	1	Atascadero	1	2	1
1301	1	Brawley	1	2	2
1400	2	Inyo	1	2	2
1506	1	Ridgecrest	1	2	. 2
1938	1	La Verne	1	2	2
2705	1	Marina	1	2	2
2707	1	Pacific Grove	1	2	2
3703	1	Coronado	1	2	2
1929	1	Hermosa Beach	1	2	3
4004	1	Paso Robles	1	2	3
1302	1	Calexico	1	2	4
2200	2	Mariposa	1	2	4
3601	1	Barstow	· 1	2	4
4202	1	Lompoc	1	2	4
5405	1	Porterville	1	2	4
5406	1	Tulare	1	2	4
1913	1	Claremont	1	2	5
1970	1	South Pasaena	1	2	5
3304	1	Cathedral City	1	2	5
3011	1	Laguna Beach	1	2	6
5606	1	Santa Paula	1	2	6
1602	1	Hanford	1	2	7
2710	1	Seaside	1	2	8
2405	1 .	Los Banos	1	2	10
3309	1	Indio	1	2	10
1304	1	El Centro	1	2	11
2002	1	Madera	1	2	12
0108	1	Newark	2	1	2
0402	1	Chico	2	1	2
0701	1	Antioch	2	1	2
2106	1	Novato	2	1	2
2109	1	San Rafael	2	1	2 2 2
5007	1	Turlock	2	1	2
5701	1	Davis	2	1	2 3
0111	1	Pleasanton	2	1	3
1700	2	Lake	2	1.	3
2802	1	Napa	2	1	3

AG Code	AG Type	AG Name	AG Size	AG Location	Officers hired
2900	2	Nevada	2	1	3
4114	1	San Bruno	2	1	3
1200	2	Humboldt	2	1	4
4908	1	Petaluma	2	1	4
5200	2	Tehama	2	1	4
0107	1	Livermore	2	1	5
2800	2	Napa	2	1	5
3902	1	Lodi	2	1	5
4117	1	South San Francisco	2	1	5
5700	2	Yolo	2	1	6
0112	1	San Leandro	2	1	7
4311	1	Mountain View	2	1	7
4312	1	Palo Alto	2	1	7
4502	. 1	Redding	2	1	7
5703	1	Woodland	2	1	8
2300	2	Mendocino	2	1	9
0708	1	Pittsburg	2	1	10
4113	1	Redwood City	2	1	10
4403	1	Watsonville	. 2	1	10
5500	2	Tuolumne	2 .	1	10
4308	1	Milpitas	2	1	11
5100	2	Sutter	2	1	11
5800	2	Yuba	2	1	13
0400	2	Butte	2	1	14
4402	1	Santa Cruz	2	1	14
4803	1	Fairfield	2	1	14
4806	1	Vacaville	2	1	16
4800	2	Solano	2	1	18
1926	1	Glendora	2	2	1
1944	1	Manhattan Beach	2	2	1
3708	1	La Mesa	2	2	2
1902	1	Arcadia	2	2	3
1947	1	Montebello	2	2	3
3005	1	Cypress	2	2	3
3016	1	Placentia	2	2	3
4006	1	San Luis Obispo	2	2	. 3
1600	2	Kings	2	2	4
1909	1	Bell Gardens	2	2	4
1916	1	Covina	2	2	4
1948	1	Monterey Park	2	2	4
2706	1	Monterey	2	2	4
3603	1	Colton	2	2	4
3605	1	Montclair	2	2	4
1905	1	Azusa	2	2	5
1923	1	El Segundo	2	2	5

AG Code	AG Type	AG Name	AG Size	AG Location	Officers hired
1946	1	Monrovia	2	2	5
1962	1	San Gabriel	2	2	5
1969	1	South Gate	2	2	5
3022	1	Tustin	2	2	5
4204	1	Santa Maria	2	. 2	5
1906	1	Baldwin Park	2	2	6
1931	1	Huntington Park	2	2	6
3308	1	Hemet	2	2	6
2000	2	Madera	2	2	7
3007	1	Fountain Valley	2	2	7
3311	1	Palm Springs	2	2	7
3003	1	Buena Park	2	2	8
5407	1	Visalia	2	2	8
3012	1	La Habra	2	2	9
3602	1	Chino	2	2	9
3608	1	Redlands	2	2	9
3611	1	Upland	2	2	9
1901	1	Alhambra	2	2	11
1928	1	Hawthorne	2	2	11
1973	1	Vernon	2	2	11
3701	1	Carlsbad	2	2	11
2400	2	Merced	2	2	12
3709	1	National City	2	2	13
2406	1	Merced	2	2	18
1976	1	Whittier	- 2	2	20
4314	1	Santa Clara	2	1	2
0106	1	Hayward	2	1	3
0101	1	Alameda	2	1	4
4807	1	Vallejo	2	1	5
0105	1	Fremont	2	1	8
4106	1	Daly City	2	1	8
0103	1	Berkeley	2	1	9
4500	2	Shasta	2	1	9
0900	2	El Dorado	2	· 1	10
0704	1	Concord	2	1	11
4116	1	San Mateo	2	1	12
3100	2	Placer	2	1	13
4400	2	Santa Cruz	2	1	13
4905	1	Santa Rosa	2	1	14
2100	2	Marin	2	1	17
0710	1	Richmond	2	1	19
5000	2	Stanislaus	2	1	29
1975	1	West Covina	2	2	1
3002	1	Brea	2	2	2
2708	1	Salinas	2	2	3

AG Code	AG Type	AG Name	AG Size	AG Location	Officers hired
3024	1	Westminster	2	2	3
3705	1	El Cajon	2	2	3
4203	1	Santa Barbara	2	2	3
5608	1	Ventura	2	2	3
1910	1	Beverly Hills	2	2	4
1915	1	Compton	2	2	4
1920	1	Downey	2	2	4
5609	1	Simi Valley	2	2	4
1912	1	Burbank	2	2	5
1918	1	Culver City	2	2	5
1956	1	Redondo Beach	2	2	5
3026	1	Irvine	2	2	5
3604	1	Fontana	2	2	7
3609	1	Rialto	2	2	7
1300	2	Imperial	2	2	8
3008	1	Fullerton	2	2	8
1924	1	Gardena	2	2	9
1922	1	El Monte	2	2	10
1965	1	Santa Monica	2	2	12
3706	1	Escondido	2	2	12
3315	1	Corona	2	2	13
1955	1	Pomona	2	2	14
3607	1	Ontario	2	2	14
3004	1	Costa Mesa	2	2	16
3710	1	Oceanside	2	2	17
3009	1	Garden Grove	2	2	18
3015	1	Orange	2	2	21
3702	1	Chula Vista	2	2	31
5604	1	Oxnard	2	2	33
5002	1	Modesto	3	1	5
4100	2	San Mateo	3	1	6
4316	1	Sunnyvale	3	1	11
4900	2	Sonoma	3	1	11
1005	1	Fresno	. 3	1	16
3905	1	Stockton	3	1	29
1000	2	Fresno	3	1	55
4300	2	Santa Clara	3	1	62
0700	2	Contra Costa	3	1	147
3010	1	Huntington Beach	3	2	4
3019	1	Santa Ana	3	2	4
2700	2	Monterey	3	2	6
4200	2	Santa Barbara	3	2	10
1933	1	Inglewood	3	2	13
1925	1	Glendale	3	2	14
1972	1	Torrance	3	2	18

AG Code	AG Type	AG Name	AG Size	AG Location	Officers hired
1502	1	Bakersfield	3	2	19
1953	1	Pasadena	3	2	21
3610	1	San Bernardino	3	2	28
3313	1	Riverside	3	2	36
3001	1	Anaheim	3	2	42
3711	- 1	San Diego	3	2	213
0109	1	Oakland	3	1 .	10
0100	2	Alameda	3	1	18
3404	1	Sacramento	3	1	21
4313	1	San Jose	3	1	42
3400	2	Sacramento	3	1	88
3801	1	San Francisco	3	1	96
3600	2	San Bernardino	3	2	4
1500	2	Kern	3	2	27
5600	2	Ventura	3	2	41
3000	2	Orange	3	2	93
3300	2	Riverside	3	2	97
1941	1	Long Beach	3	2	135
3700	2	San Diego	3	2	175
1942	1	Los Angeles	4.	2	1006
1900	2	Los Angeles	4	2	1346

Table 2

TARGET SAMPLE SIZES

Final Sample - Number of Surveys By Agency Type and Respondent Type

	Police	Sheriff	Total
Officers	1462	1035	2467
Supervisors	499	322	821
Total _	1961	1357	3318

Final Sample - Number of Agencies By Agency Type and Agency Size

		Police			Sheriff			Total	
	# w/hires	Sample	% Total	# w/hires	Sample	% Total	# w/hires	Sample	% Total
1 - 49	200	30	15.0%	10	3	30.0%	210	33	15.7%
50 - 199	97	14	14.4%	22	5	22.7%	119	19	16.0%
200 - 1999	15	4	26.7%	15	7	46.7%	30	11	36.7%
2000 +	1	11	100.0%	1	11	100.0%	2	2	100.0%
Total	313	49	15.7%	48	16	33.3%	361	65	18.0%

Table 3

AGENCIES PARTICIPATING IN JOB ANALYSIS SURVEY

Police Agencies

	Agency Size/Name	Officer	Supervisor
	2000+		
1.	Los Angeles	162	123
	Subtotal:	162	123
	200 - 1999		
	200 - 1999		
2.	Fresno	98	23
3.	Long Beach	100	25
4.	_	18	7
5.	San Jose	91	22
	Subtotal:	307	77
	50 - 199		
6.	Alameda	21	6
7.	Corona	13	6
8.	Culver City	5	1
9.	Escondido	42	10
10.	Fairfield	17	8
11.		52	11
12.		30	12
13.		22	8
14.		4	6
15.		18	6
16.		15	6
17.	Santa Monica	17	6
18.		16	6
	Subtotal:	272	92

Police Agencies (cont.)

Agency Size/Name	Officer	Supervisor
1 - 49		
19. Arcata	11	5
20. Arroyo Grande	10	4
21. Blue Lake	2	1
22. Blythe	6	3
23. Brentwood	9	2
24. California City	2	2
25. Calistoga	6	2
26. Campbell	10	1
27. Cathedral City	7	4
28. Chowchilla	4	2
29. Claremont	5	4
30. Coachella	9	4
31. Corcoran	4	0
32. Cotati	8	2
33. Davis	13	5
34. El Centro	11	2
35. Eureka	. 16	6
36. Greenfield	5	2
37. Grover Beach	8	3
38. Hillsborough	7	7
39. Laguna Beach	15	8
40. Mammoth Lakes	7	2
41. Marysville	6	4
42. Maywood	5	3
43. Novato	18	9
44. Pacifica	10	, 4
45. Pinole	2	4
46. Porterville	4	5
47. Stallion Springs	2	1
Subtotal:	222	101
TOTAL:	963	393

Sheriff's Agencies

	Agency Size/Name	Deputy	Supervisor
	2000+		
1	Los Angeles	389	· 132
	Subtotal:	389	132
	200 - 1999		
2.	Contra Costa	49	12
3.		44	12
4.	San Mateo	58	8
5.	Santa Barbara	9	12
6.	Santa Clara	42	3
7.	Sonoma	66	13
8.	Ventura	98	25
	Subtotal:	317	73
	F0. 400		
	50 - 199		
a	Butte	12	5
	Kings	11	8
	Lake	11	5
12.		20	7
13.		7	2
	Subtotal:	49	22
	1 - 49		
14.	Amador	9	3
15.		2	3 4
16.		10	5
10.	Subtotal:	21	12
			X 400
	TOTAL:	776	239
	L		

Table 4

JOB ANALYSIS SAMPLE SIZE DECISION RULES FOR AGENCY SIZE CATEGORIES

	Minimum	Participation Level	Agency-Spec	cific Report
Agency Size	Officers	Supervisors	Officers	Supervisors
1-49	All	All	Greater of 10 or Majority	All
50-199	All	Greater of 6% or 33%	Majority (50% +1)	Greater of 12 or Majority
200-2000	All	Greater of 12% or 20%	100	25
Over 2000	100	50	30 per Substation	10 per Substation

SURVEY SAMPLE DEMOGRAPHICS*
PATROL OFFICERS (N=1713)

Table 5

Agency Type Police Sheriff	<u>N</u> 935 778	<u>%</u> 55 45	_	<u>ider</u> Vlale Female	·	<u>N</u> 1419 291	<u>%</u> 83 17
Agency Size			<u>Ethr</u>	nicity			
1-49	236	14		African Ar	merican	76	4
50-199	326	19		Asian/Pac	cific Islander	78	5
200-1999	640	37	ŀ	Hispanic		294	18
2000+	512	30	î	Native An	nerican	31	2
			\	Vhite		1179	70
Rank			(Other		26	2
Officer/Deput	y 1559	91					
Corporal	123	7	Edu	cation			
Other	24	1		SED/High	School Proficie	ency 12	1
				_	ool Graduate	56	3
Shift				_	no degree	840	49
Day	558	33		• .	college degree	371	22
Evening	647	38		-	college degree	325	19
Night	508	30		•	, no degree	79	5
· ·				Post grad	•	26	2
				Other edu	•	2	.1
	Years	<u>SD</u>	Min	<u>Max</u>	<u>N</u>		
Mean Age	34.4	6.83	22	58	1713		

^{*}Percentages may not add to 100% due to rounding error. Totals < 1713 are due to missing values.

Table 6 SURVEY SAMPLE DEMOGRAPHICS* SUPERVISORS (N=611)

Agency Type	<u>N</u>	<u>%</u>	Gender	<u>N</u>	<u>%</u> 87
Police	364	61	Male	514	
Sheriff	230	39	Female	74	13
Agency Size			Ethnicity		
1-49	105	18	African American	22	4
50-199	114	19	Asian/Pacific Islander	12	2
200-1999	159	27	Hispanic	72	12
2000+	216	36	Native American	3	.5
	•		White	465	80
Rank			Other	8	1.5
Corporal	13	2			
Sergeant	566	96	Education		
Lieutenant	11	2	GED/High School Prof	1	.2
			High School Grad	9	1.5
<u>Shift</u>			College, no degree	162	27.4
Day	228	38	Two-year college degree	151	25.5
Evening	211	36	Four-year college degree	148	25
Night	155	26	Post-grad, no degree	70	11.8
-			Post-grad, degree	47	7.9
			Other education	4	.7
	Years SD	Mir	<u>n Max N</u>		
Mean Age	42.8 6.35		- .		

^{*}Percentages may not add to 100% due to rounding error. Totals < 611 are due to missing values.

Table 7 "CORE" TASKS LIST

							COIN	L 1/	10110	LIU											
	TASK	TYPE	COMBINED	CONSENSUS	STATEWIDE	PD	PD-S	PD-M	PD-L	PD-XL	SD	SD-S	SD-M	SD-L	SD-XL	SMALL	MEDIUM	LARGE	X-LARGE	FEMALE	MALE
	PATACT1	Perform directed patrol duties	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT2	Conduct active patrolling of an assigned area	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT3	Transmit receive & monitor messages over police r.	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	3FO0	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT4	Trans rec & monitor messgs over radio-car comp te	CORE	DIFFER	CORE	CORE	•	CORE	CORE	CORE	CORE	• -	-		CORE	•	CORE	CORE	CORE	CORE	CORE
-	PATACT5	Drive vehicle white using computer/comm equipme-	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT6	Drive patrol vehicle in emergency responses	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT7	Drive patrol vehicle in pursuits	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT8	Respond as primary unit on calls for service	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT9	Respond as backup unit on calls for service	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT10	Evaluate the need for & request backup assistance	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT11	Identify wanted vehicles or persons while on patrol	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT12	Follow suspicious vehicles	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT13	Invest susp vehicles occupants and/or circumstanc	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT14	Conduct high risk/felony vehicle stops	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT15	Part in surveillance individuals/vehicles/locations	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT16	Obs vehicles/individuals/locations for crim activity	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT17	Examine stolen or abandoned vehicles	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT18	Request check for wants/warrants on persons/prop-	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT19	Plan strategies for conducting searches	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT20	Search for missing or lost persons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT21	Search for wanted persons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT22	Participate in large-scale area searches for persons	CORE	AGREE	CORE	CORE	CORÉ	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT23	Request that public assist in apprehension of suspe	•	DIFFER	CORE	CORE	CORE		•	CORE			•		CORE	CORE			CORE	CORE	CORE
	PATACT24	Videotape citizen contacts (excl field sobrlety tests)		DIFFER	CORE	CORE	CORE		_	CORE	CORE	CORE	-		CORE	CORE		_	CORE	CORE	CORE
	PATACT25	Audiotape citizen contacts	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT26	Work in plainclothes on special assignment	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT27	Coord activ of le/pub safety personnel @ crime sce	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT28	Patrol locations which are potentially phys hazardor	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT29	Chk individ/bus for compl with fic reg &/or B&P Cod	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT30	Check parks school grounds or parking lots	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT30	Secure property	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT32	Examine businesses & dwellings for signs of illeg er	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT32	Conduct courtesy checks of homes	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT34	Inform prop owners/agents of potentially hazard cor	CORE	AGREE .	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT35	Initiate notification of damaged equip to pub agenci	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT36	Assist motorists with disabled vehicles	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT37	Push disabled vehicles with patrol car	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	•	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT38	Inform vehicle owners of legal obligations regarding	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT39	Coordinate the tow & storage of vehicles	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT40	Notify owners of towed vehicles of location & proce	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT41	Advise victims of the criminal prosecution process	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT42	Explain enforcement actions and/or procedures to t	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT43	Counsel juveniles both formally & informally	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT44	Confer with juvenile counselors regarding informatic	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT45	Present facts of juvenile cases to family services or	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT46	Place juveniles into protective custody/receiving ht	CORE	AGREE	CORE	CORE	CORE	CORE -	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT40	Explain available options to complainants & victims	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORÉ
	PATACT48	Provide street directions to the public	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE .	CORE	CORE
	PATACT48	Communicate through a language interpreter	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT50	Communicate in a language other than English	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT50	Check welfare of citizen	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
		Confer with social service agencies	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	PATACT52	Refer persons to appropriate service agencies	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	00114	2011	30112	30112	20112	20116	0011L	50116	OUTL	00112	00116	COIL	00116	COME	COLLE	OUNE	COING

TASK	TYPE	COMBINED	CONSENSUS	STATEWIDE	PD	PD-S	PD-M	PD-L	PD-XL	SD	SD-S	SD-M	SD-L	SD-XL	SMALL	MEDIUM	LARGE	X-LARGE	FEMALE	MALE
PATACT54	Provide assistance to persons with disabilities	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT55	Take protective custody of mentally disabled emotik	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT56	Deliver emergency messages to citizens	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT57	Calm emotionally upset persons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT58	Provide emergency assistance to the public by drivi	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT59	Perform civil standbys	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT60	Mediate disputes and/or disturbances	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT61	Alert potential victims to specific crime threats	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT62	Assess/monitor crowds at civil protests demonstrati	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT63	Monitor behavior of nonviolent crowds groups of sp	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT64	Manage assembly of nonviolent persons engaged i	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT65	Patrol areas containing labor pickets marchers or d	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT66	Provide security at special events	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT67	Disperse groups of people involved in a disturbance	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT68	Assemble in riot formations to disperse groups of vi	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT69	Participate as a member of a crowd control team in	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT70	Extinguish minor fires	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT71	Transport animals	CORE	DIFFER	CORE	CORE	CORE	CORE	•	•	CORE	CORE	CORE	CORE	CORE	CORE	CORE	•	CORE	CORE	CORE
PATACT72	Assist animal control with dangerous or injured anir	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT73	Attend pre-patrol shift briefings	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT74	Check uniform personal equipment & grooming for	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT75	Check patrol vehicle for damage supplies equipmer	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT76	Inspect patrol vehicle for weapons contraband & da	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT77	Enforce court orders	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT78	Serve subpoenas	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT79	Serve other civil process papers	-	DIFFER	CORE	•	-	-	•	-	CORE	CORE	CORE	CORE	•	•	CORE	CORE	•	CORE	CORE
PATACT80	Collect bail	-	DIFFER	-	•	•	•	•	•	-	•	•	•	CORE	-	•	-	CORE	•	-
ARRSS81	Approach & detain potentially dangerous persons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS82	Temporarily detain suspicious persons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS83	Use verbal persuasion to encourage compliance	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS84	Plan strategies for making arrests	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS85	Obtain arrest warrants	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS86	Verify validity of warrants before service/arrest	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS87	Cite criminal offenders	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS88	Detain or arrest occupants of vehicles	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS89	Arrest persons based on warrants	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS90	Arrest persons without warrants	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS91	Accept private persons arrests	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS92	Administer Miranda warnings	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS93	Arrest or cite juveniles to juvenile probation/juvenile	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS94	Administer Miranda warnings to detained or arreste	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS95	Explain nature of charges to offenders	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS96	Notify parents/guardians of juvenile's violation(s)	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS97	Handcuff suspects or prisoners	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS98	Restrain suspects or prisoners using devices other	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS99	Obtain search warrants	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS100	Serve or assist in serving search warrants	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS101	Solicit consent for searches of persons and/or prop	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS102	Explain person search procedures to suspects whe	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS103	Search persons or immediate area incident to an ar	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS104	Participate in parole/probation searches	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	Conduct cursory (pat down) searches	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS106	Explain property/residence search procedures to pe	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE

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Marie Size Sumul- winders for commandation of winders Command Comman	TASK	TYPE	COMBINED	CONSENSUS	STATEWIDE	PD	PD-S	PD-M	PD-L	PD-XL	SD	SD-S	SD-M	SD-L	SD-XL	SMALL	MEDIUM	LARGE	X-LARGE	FEMALE	MALE
APPENS 119 Search from search and search search and	ARRSS107	Search vehicles for contraband or evidence	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE		CORE	CORE
APRISS 11 Ammar Ammar	ARRSS108	Search locations with warrant	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
Amongs 1	ARRSS109	Search locations without warrant	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
Marche 19	ARRSS110	Search for & identify physical evidence at crime sce	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRCP1-11 Mart with above sample with with with with with with with with	ARRSS111	Arrange to obtain biological evidence from persons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRICIP119 Most-with a fine by presimations to indigitations with control c	ARRSS112	Seize contraband and/or evidence	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRCPIT-19 Marti-Wash admitishable with startiff powers and sta	CRCP113	Talk to people to identify community concerns estal	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRICIP-19 Puriliphas is submit organisms of interestal fields Corpe Co	CRCP114	Meet with & make presentations to neighborhood a	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIPTION Purple plan in community formers rich abody places and marriage formers and internative f	CRCP115	Meet with school administrators to identify concerns	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRP	CRCP116	Participate in school programs & classroom presen		AGREE	CORE	CORE		CORE					CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	
CRIPCH Melawas information to the priest CORE CORE		, , , , , , , , , , , , , , , , , , , ,										-			CORE		CORE	CORE	CORE	CORE	
CRCP 12 Provide classing providers and place many and place		Explain recruitment requirements to interested indi-													CORE					CORE	
CRICAP 12 Continue statistant wasting to bin may be continue statistic wasting to be continue statistic wasting wasting wasting to be continue statistic wasting	CRCP119	Release information to the press			CORE	CORE		CORE					CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
Configure Conf	CRCP120	Describe crime prevention techniques to members -													CORE		CORE			CORE	CORE
CRIFFE More with community market be diverbed as bardon portion and persilic board in persilic beard in persilic bea																					
PARFEIN Content Cont		• •																		CORE	
PARFEIR Continue device compliance with Verhicks Code CORRE CO		• • • •																			
TAMFF192 Centes cade or explorement or good enforcement page of whiches to signify prescribenter COPE COPE																					
TARFF122 Estimate speed of whiches usingly speed ordinary speed of whiches usingly speed of		·											CORE								
TARFF192 Content squared vehicles visually CORE CO		, , , , ,																			
MARFEIN COARD CO																					
TRAFF151 Septim legal odisglation & procedures to drivers star CORE COR		,																			
TRAFF151 Explain legal obligations & procedures to othwers at CORE CORE		•	- :																		
TRAFF182 Inspect whitcles for compliance with Vehicle Code CORE		• • • • • • • • • • • • • • • • • • • •					-														
TRAFF132 Impsect wehicles or other Menillication numbers CORE CO		,																			
TRAFF154 Conceive Conceive		•																			
TRAFF136 Silva Validation		•																			
TRAFF136		,																			
TRAFF137 Operate roadway checkpoints CORE C																					
TRAFF139 Administer freindings-protective to diviners suspected of CORE C													CORE								
TRAFF139 Administer field sobriety test to drivers suspected of TRAFF140 Administer field sobriety test to drivers suspected of CORE C		• •																			
TRAFF141 Manipul M																					
TRAFF141 Videolape field sobriety tests CORE CORE		•																	-		
TRAFF142 Arranga to obtain blood or urine samples for sobriel CORE AGREE CORE COR		•				CORE	CORE	COHE	COHE					CORE		CORE	CORE	CORE			CORE
TRAFF143 Complete Admini per Se & other DMV forms for DU CORE AGREE CORE C		•												-				-			-
TRAFF144 Amend Vehicle Code citations in response to court CORE AGREE CORE		•																			
TRAFF145 Void Vehicle Code citations in accordance with dep		•																			
TRAFF146 Direct traffic using hands or hand-held illumination of CORE AGREE CORE CORE CORE CORE CORE CORE CORE C																					
TRAFF147 Operate traffic signals manually CORE DIFFER CORE CORE CORE CORE CORE CORE CORE CO		,																			
TRAFF148 Secure & protect accident scenes CORE AGREE CORE CORE CORE CORE CORE CORE CORE C		•																			
TRAFF149 Coordinate activities of law enforcement and/or put CORE AGREE CORE CORE CORE CORE CORE CORE CORE C		•																			
TRAFF150 Request emergency assistance for traffic accident to CORE AGREE CORE CORE CORE CORE CORE CORE CORE C		•																			
TRAFF151 Collect & examine evidence at accident scene CORE DIFFER CORE CORE CORE CORE CORE CORE CORE CO		,																			
TRAFF152 Locate witnesses to accidents by talking to bystand CORE AGREE CORE CORE CORE CORE CORE CORE CORE C																					
TRAFF153 Sketch traffic accident scenes CORE DIFFER CORE CORE CORE CORE CORE CORE CORE CO							•						CORE								
TRAFF154 Diagram traffic accident scenes CORE DIFFER CORE CORE CORE CORE CORE CORE CORE CO		, , ,											•								
TRAFF155 Take measurements at traffic accident scenes CORE DIFFER CORE CORE CORE CORE CORE CORE CORE CO							•														
TRAFF156 Pholograph traffic accident scenes/vehicles CORE DIFFER CORE CORE CORE CORE CORE CORE CORE CO		•																			
TRAFF157 Investigate & report hazardous roadway conditions CORE AGREE CORE CORE CORE CORE CORE CORE CORE C						CORE		CORE		CORE	CORE										
TRAFF158 Remove minor hazards from roadway CORE AGREE CORE CORE CORE CORE CORE CORE CORE C		• •											CORE								
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		•	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE

TASK	TYPE	COMBINED	CONSENSUS	STATEWIDE	PD	PD-S	PD-M	PD-L	PD-XL	SD	SD-S	SD-M	SD-L	SD-XL	SMALL	MEDIUM	LARGE	X-LARGE	FEMALE	MALE
TRAFF160	Escort parades & other processions	-	DIFFER			CORE								-	CORE		-		-	-
CRIV161	Conduct preliminary Investigations	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV162	Conduct investigations to completion	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV163	Participate in joint investigations with other law enfo	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV164	Request investigative assistance	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV165	Secure & protect crime scenes	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV166	Photograph crime scenes/evidence/persons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV167	Sketch crime scenes	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV168	Access automated information systems to conduct	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV169	Conduct field identifications of suspects	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV170	Organize & conduct photo lineups	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV171	Review records & pictures to identify suspects	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV172	Locate witnesses to crimes by talking to bystanders	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV173	Interview complainants witnesses victims suspiciou	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV174	Interview juvenile suspects	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV175	Interview persons who are in a variety of emotional	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV176	Interview medical personnel to obtain information o	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV177	Obtain written statements from victims suspects & 1	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV178	Establish field contacts/confidential informants	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV179	Review crime series and/or crime patterns to devel-	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV180	Review confidential intelligence data on known or s	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	'CORE	CORE	CORE	CORE	CORE	CORE
CRIV181	Contact various sources to locate persons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV182	Examine county city or agency records for informati	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRIV183	Contact parole/probation officers for information aba	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EMER184	Survey extent of damage and/or injuries at disaster.	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EMER185	Identify steps to be taken & resources needed to m	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EMER186	Request resources needed to manage disaster/haz	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EMER187	Determine & communicate routes for responding ur	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EMER188	Direct responses of other public safety personnel a	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EMER189	Deny access to disaster/hazmat scenes by unautho	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EMER190	Evacuate buildings and/or areas to remove persons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EMER191	Cooperate with and/or assist other emergency ager	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EMER192	Assess extent of injuries to injured/wounded persor	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EMER193	Obtain medical treatment for injured persons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EMER194	Take preventive safety precautions when administe	CORE	AGREE	CORE	. CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EMER195	Administer first aid	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EMER196	Administer cardiopulmonary resuscitation	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EMER197	Deliver babies	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS198	Pursue on foot fleeing suspects	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS199	Subdue resisting or attacking persons using locks ξ	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS200	Use compliance or come-along holds to move pers	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS201	Use hands or feet in weaponless defense	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS202	Physically disarm persons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS203	Lift and/or carry hard-to-move objects or persons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS204	Climb up over obstacles or through openings	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS205	Jump/hurdie/vault over or across obstacles	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS206	Balance oneself on uneven or narrow surfaces	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE		CORE	CORE	CORE	CORE	CORE	CORE
PHYS207	Sit in one position for extended periods of time	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS208 PHYS209	Stand in one position for extended periods of time	CORE	AGREE AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	Walk for extended periods of time	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS210 PHYS211	Drag and/or pull hard-to-move objects or persons Crawl in confined spaces or low areas	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHY5211 PHY5212	Push hard-to-move objects by hand	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
11110212	i don naturio move objects by natio	CORE	NUMBE	COILE	JUNE	OUTL	COME	OOIL	JOHL	COLIE	OUTL	Jone	JOHE	Jone	OONE	JUNE	COME	OUNE	JOHE	COME

TASK	TYPE	COMBINED	CONSENSUS	STATEWIDE	PD	PD-S	PD-M	PD-L	PD-XL	SD	SD-S	SD-M	SD-L	SD-XL	SMALL	MEDIUM	LARGE	X-LARGE	FEMALE	MALE
PHYS213	Use body force to gain entrance through barriers	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS214	Hold or support heavy objects	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS215	Reach overhead to retrieve objects	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS216	Jump down from elevated surfaces	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS217	Squat crouch or kneel	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS218	Bend or stoop	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS219	Climb ladders	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS220	Climb stairs	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS221	Participate in a voluntary exercise program to main	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PHYS222	Participate in a required exercise program to mainta	CORE	DIFFER	CORE	CORE	CORE	-	CORE	CORE	CORE	CORE		CORE	CORE	CORE	-	CORE	CORE	CORE	CORE
WEAP223	Secure duty weapons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WEAP224	Clean & maintain weapons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WEAP225	Qualify and/or engage in required practice with wea	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WEAP226	Draw impact weapon to obtain compliance	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WEAP227	Use impact weapon strike to obtain compliance	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WEAP228	Draw nonlethal defensive weapons to obtain compl	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WEAP229	Use nonlethal defensive weapons to obtain complia	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WEAP230	Qualify and/or engage in required practice with fires	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WEAP231	Draw & point handgun	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WEAP232	Fire handgun at person	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE ~	CORE	CORE
WEAP233	Draw & point shotgun	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WEAP234	Fire shotgun at person	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WEAP235	Draw & point rifle	CORE	DIFFER	CORE	CORE	CORE	CORE	•	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WEAP236	Fire rifle at person	CORE	DIFFER	CORE	CORE	CORE	CORE	•	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WEAP237	Discharge firearm at badly injured or dangerous ani		AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS238	Place holds on prisoners	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS239	Identify & document prisoner behavior which indica	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS240	Examine & document prisoners' injuries	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS241	Administer first aid or seek medical treatment as ne	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS242	Prevent injuries to prisoners	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS243	Deny access to prisoners by unauthorized persons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS244	Secure prisoners for transport	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS245	Transport persons to detoxification centers	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS246	Transport prisoners	CORE	AGREE AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS247 PRIS248	Secure weapons prior to entry into detention facilitie	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS249	Remove handcuffs from prisoners Interview prisoners to obtain personal information for	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS250	Explain booking process to prisoners	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS251	Book prisoners by completing arrest reports/bookin	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS252	Search prisoners' clothing	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS253	Strip search prisoners	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE	•	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS254	Collect & inventory prisoners' personal property	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS255	Fingerprint persons pursuant to an arrest	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS256	Process evidence seized at custodial searches	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS257	Guard prisoners detained at facility other than jail	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS258	Extract prisoners from cells	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR259	Record location of physical evidence & fingerprints	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR260	Collect & examine evidence & personal property frc	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR261	Photograph latent fingerprints	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR262	Dust & lift latent fingerprints	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR263	Cast impressions at crime scene	•	DIFFER	CORE	CORE	CORE	•	-	CORE	CORE	CORE	CORE	-	CORE	CORE		-	CORE	CORE	CORE
EVIPR264	Identify suspected drug substances	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR265	Preserve evidence & personal property	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE

TASK	TYPE	COMBINED	CONSENSUS	STATEWIDE	PD	PD-S	PD-M	PD-L	PD-XL	SD	SD-S	SD-M	SD-L	SD-XL	SMALL	MEDIUM	LARGE	X-LARGE	FEMALE	MALE
EVIPR266	Transport property and/or evidence	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR267	Mark & store evidence	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR268	Determine need for specialized agency assistance	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR269	Handle & store hazardous evidence	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR270	Seize weapons from suspects in domestic violence	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR271	Recover & inventory lost or stolen property	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR272	Explain to the public procedures for reclaiming proc	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR273	Locate owners of recovered property	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR274	Record property value of stolen or recovered goods	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR275	Release property to owners	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
EVIPR276	Issue receipt for property taken	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
COURT277	Prepare for testimony at hearings or trials by review	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
COURT278	Prepare for trials by reviewing facts of case with De	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
COURT279	Retrieve & transport evidence to court for presentat	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
COURT280	Give depositions in civil cases	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
COURT281	Testify in civil cases	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
COURT282	Testify in criminal cases	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
COURT283	Participate in legal proceedings as designated inve	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE-	CORE	CORE	CORE	CORE	CORE
COURT284	Give hearsay testimony at preliminary hearing purs	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN285	Receive incoming calls from the public	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN286	Explain laws & procedures to the public	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN287	Participate in meetings with other officers	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN288	Communicate information on an informal basis to o	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN289	Communicate with supervisor(s) during shift	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN290	Attend in-service & outside training conferences or	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN291	Gather & maintain information on bonding agencies	CORE	DIFFER	CORE	CORE	CORE		CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN292	Retrieve documents from records systems	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN293	Prepare documents for filing	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN294	Personally file documents in records systems	•	DIFFER	•	•	CORE	• .	•	CORE	CORE	CORE	•	-	CORE	CORE	•	•	CORE	•	•
ADMIN295 ADMIN296	Prepare advertisements & notices of the sale of pro	•	AGREE DIFFER	CORE	•	CORE	•	•	-	CORE	CORE	CORE	CORE	CORE	CORE	•	-	0005		
ADMIN296 ADMIN297	Develop or revise agency forms Maintain department records of warrants served	-	DIFFER	CORE	•	CORE	•	•	•	CORE	CORE	CONE	CORE	CORE	CORE	•	CORE	CORE	CORE	CORE
ADMIN298	Maintain personal notes for future reference	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN299	Maintain inventory lists	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN300	Request equipment repair	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN300	Photograph individuals for identification purposes	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMINS01	Fingerprint persons for noncriminal reasons	-	DIFFER	CORE	CORE	CORE	OUNE.	- CONE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN302 ADMIN303	Express disapproval to fellow officer regarding his/r	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMINSOS ADMINSOS	Take action to prevent misconduct or criminal beha	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN305	Report inappropriate or illegal conduct by another o	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE1	Take notes	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE2	Incorporate field notes into reports	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE3	Summarize in writing statements of witnesses, com	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE4	Record in writing formal confessions	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE5	Enter information on report forms consisting primari	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE6	Write brief reports (one or two sentences) that serve	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE7	Write reports consisting of several short descriptive	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE8	Write in-depth narrative reports containing complete	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE9	Complete reports for other jurisdictions (e.g., weaps	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE10	Complete state reporting forms (e.g., CHP report fo	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE11	Prepare accident statistical data for DMV, CHP, into	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE		•	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE12	Compile crime data from a number of sources (e.g.	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE	•	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE13	Record number/letter series (e.g., license plate nun	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE



TASK	TYPE	COMBINED	CONSENSUS	STATEWIDE	PD	PD-S	PD-M	PD-L	PD-XL	SD	SD-S	SD-M	SD-L	SD-XL	SMALL	MEDIUM	LARGE	X-LARGE	FEMALE	MALE
WRITE14	Write paperwork for arrest warrants	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE15	Complete 5150 petitions	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE16	Prepare paperwork for process server	•	DIFFER	•	•	•	-	•	-	-	-	-	-	CORE	•	•	•	-	-	-
WRITE17	Prepare list of known criminals and/or wanted perso	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE18	Prepare wanted persons information (for federal, st	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE19	Record bond raises, forfeitures and reductions	. •	DIFFER	•	•	•	•	-	•	•	•		•	CORE	•	-	-		•	
WRITE20	Record disposition of civil papers	-	DIFFER	-	-	•	•	•	-	•	CORE	CORE	•	-		•	-			
WRITE21	Enter information into activity logs, patrol logs, daily	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE22	Update maintenance records on patrol cars	CORE	DIFFER	CORE	CORE	CORE		-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE23	Maintain inventory logs (e.g., evidence, recovered p	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE24	Write crime broadcasts or wanted notices	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE25	Write news releases	CORE	DIFFER	CORE	CORE	CORE		•	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	CORE	CORE	CORE
WRITE26	Write memoranda and other correspondence	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE27	Draft material for departmental manuals	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
Total		317		323	321	323	313	312	321	325	317	310	319	328	323	317	317	326	323	323
AGREE			297																	
DIFFER			35																	

Criteria: 50%+ of officers performed this task (1+ on Freq) AND 50%+ of officers >3yrs AND 25%+ of officers <3yrs

OF

50%+ of supervisors rated as part of the job (1+ on Imp) AND Mean importance of 2.0+, based on supervisors that indicated it is part of the job in their agencies

Table 8

CRITICAL PATROL OFFICER TASKS PATROL SUPERVISOR RATINGS

		Mean ∗	%
Task #	Task Description	Importance	Supervisors
PATACT6	Drive patrol vehicle in emergency responses	4.6	100%
PATACT7	Drive patrol vehicle in pursuits	4.6	100%
PATACT10	Evaluate the need for & request backup assistance	4.6	100%
	Fire handgun at person	4.6	99%
WEAP223	Secure duty weapons	4.5	100%
ARRSS97	Handcuff suspects or prisoners	4.5	100%
PATACT14	Conduct high risk/felony vehicle stops	4.5	100%
WEAP234	Fire shotgun at person	4.5	99%
WEAP230	Qualify and/or engage in required practice with firearms	4.5	100%

Note: N = 9 Tasks

^{*&}quot;Critically Important" mean ≥ 4.5

Table 9

PATROL OFFICER TASKS PERFORMED MOST FREQUENTLY

		Average *	
Task#	Task Description	Frequency	
PATACT3	Transmit receive & monitor messages over police radio	7.98	100%
PATACT4	Trans rec & monitor messgs over radio-car comp term	7.78	68%
PATACT8	Respond as primary unit on calls for service	7.76 7.75	100% 100%
PATACT9 PATACT5	Respond as backup unit on calls for service Drive vehicle while using computer/comm equipment	7.75	83%
PATACT2	Conduct active patrolling of an assigned area	7.65	100%
PATACT18	Request check for wants/warrants on persons/property	7.65	100%
TRAFF129	Conduct routine traffic stops	7.39	100%
PATACT13	Invest susp vehicles occupants and/or circumstances	7.31	100%
PATACT16	Obs vehicles/individuals/locations for crim activity	7.30	100%
TRAFF134	Check validity of drivers' licenses & vehicle registrations	7.30	100%
WRITE1	Take notes	7.28	100%
PATACT75	Check patrol vehicle for damage supplies equipment & contraband before/after shift	7.27	100%
WEAP223	Secure duty weapons	7.20	100%
PATACT30	Check parks school grounds or parking lots	7.19	100%
PATACT76	Inspect patrol vehicle for weapons contraband & damage during shift	7.18	100%
TRAFF130 TRAFF131	Respond as backup unit on traffic stops	7.05	100%
TRAFF125	Explain legal obligations & procedures to drivers stopped for Vehicle Code violations Observe driver compliance with Vehicle Code	7.05 7.03	100% 99%
PATACT74	Check uniform personal equipment & grooming for duty or inspection	6.79	97%
WRITE2	Incorporate field notes into reports	6.77	100%
	Follow suspicious vehicles	6.75	100%
PATACT73	Attend pre-patrol shift briefings	6.71	98%
ARRSS83	Use verbal persuasion to encourage compliance	6.66	100%
WRITE3	Summarize in writing statements of witnesses, complainants, etc.	6.65	99%
PATACT60	Mediate disputes and/or disturbances	6.55	100%
ARRSS82	Temporarily detain suspicious persons	6.54	100%
ARRSS105	Conduct cursory (pat down) searches	6.45	100%
PATACT10		6.39	100%
CRIV161	Conduct preliminary investigations	6.32	100%
TRAFF132	Inspect vehicles for compliance with Vehicle Code	6.24	98%
TRAFF135 TRAFF128	Cite Vehicle Code violators Estimate speed of vehicles visually	6.23	100%
WRITE8	Write in-depth narrative reports containing complete sentences and paragraphs (e.g., i	6.21 6.20	92% 100%
WRITE21	Enter information into activity logs, patrol logs, daily reports, or departmental records	6.19	87%
TRAFF127	Estimate speed of vehicles using speedometer	6.15	97%
PATACT32	Examine businesses & dwellings for signs of illeg entr	6.14	99%
PATACT47	Explain available options to complainants & victims regarding their situations	6.02	100%
WRITE6	Write brief reports (one or two sentences) that serve to document an event (e.g., log e	6.01	92%
PATACT11	Identify wanted vehicles or persons while on patrol	5.97	100%
TRAFF133	Inspect vehicle or other identification numbers	5.93	99%
WRITE13	Record number/letter series (e.g., license plate numbers, driver's license numbers, ad		82%
WRITE5	Enter information on report forms consisting primarily of check-off boxes or fill-in blank		99%
ARRSS81	Approach & detain potentially dangerous persons	5.84	100%
CRIV173 ARRSS88	Interview complainants witnesses victims suspicious persons & suspects to gather info		100%
PHYS220	Detain or arrest occupants of vehicles Climb stairs	5.83 5.82	100% 100%
ARRSS97	Handcuff suspects or prisoners	5.81	100%
PATACT1	Perform directed patrol duties	5.81	98%
CRIV168	Access automated information systems to conduct inquiries on persons or property	5.73	96%
PATACT48	Provide street directions to the public	5.72	100%
ARRSS84	Plan strategies for making arrests	5.72	99%
ARRSS87	Cite criminal offenders	5.70	100%
WRITE7	Write reports consisting of several short descriptive phrases, sentence fragments, or	5.67	94%
ARRSS107	Search vehicles for contraband or evidence	5.65	100%
PATACT41	Advise victims of the criminal prosecution process	5.56	99%
PATACT6	Drive patrol vehicle in emergency responses	5.52	100%
PHYS221	Participate in a voluntary exercise program to maintain physical fitness	5.51	94%
ARRSS95 PHYS218	Explain nature of charges to offenders Bend or stoop	5.46	100%
ARRSS103	Search persons or immediate area incident to an arrest	5.39 5.36	100%
CRCP113	Talk to people to identify community concerns establish trust gather information about		100% 99%
PATACT57	Calm emotionally upset persons	5.32	100%
PRIS248	Remove handcuffs from prisoners	5.27	100%
PRIS249	Interview prisoners to obtain personal information for booking purposes	5.25	99%

PRIS247	Secure weapons prior to entry into detention facilities	5.22	100%
PRIS252	Search prisoners' clothing	5.19	100%
PATACT50	Communicate in a language other than English	5.19	64%
PATACT43	Counsel juveniles both formally & informally	5.18	99%
PATACT39	Coordinate the tow & storage of vehicles	5.16	98%
PHYS217	Squat crouch or kneel	5.15	100%
PRIS251	Book prisoners by completing arrest reports/booking sheets	5.14	100%
CRIV175	Interview persons who are in a variety of emotional states	5.09	100%
CRIV162	Conduct investigations to completion	5.08	94%
PATACT59	Perform civil standbys	5.01	100%
ARRSS90	Arrest persons without warrants	5.00	100%
PATACT17	Examine stolen or abandoned vehicles	4.95	100%
ARRSS89	Arrest persons based on warrants	4.93	100%
ADMIN286	Explain laws & procedures to the public	4.89	99%
PRIS246	Transport prisoners	4.89	100%
PRIS250	Explain booking process to prisoners	4.88	99%
ADMIN289	Communicate with supervisor(s) during shift	4.81	99%
ARRSS101	Solicit consent for searches of persons and/or property	4.80	99%
ARRSS86	Verify validity of warrants before service/arrest	4.79	94%
PRIS254	Collect & inventory prisoners' personal property	4.78	95%
ADMIN288	Communicate information on an informal basis to other law enforcement personnel	4.78	96%
PATACT31	Secure property	4.74	96%
CRIV169	Conduct field identifications of suspects	4.73	99%
PRIS244	Secure prisoners for transport	4.72	99%
ADMIN298	Maintain personal notes for future reference	4.72	78%
PATACT21	Search for wanted persons	4.71	100%
PATACT28	Patrol locations which are potentially phys hazardous	4.68	95%
PHYS207	Sit in one position for extended periods of time	4.67	96%
PATACT36	Assist motorists with disabled vehicles	4.66	100%
PATACT53	Refer persons to appropriate service agencies	4.66	100%
PATACT19	Plan strategies for conducting searches	4.64	98%
PATACT42	Explain enforcement actions and/or procedures to bystanders	4.59	98%
ARRSS92	Administer Miranda warnings	4.56	100%
ARRSS112	Seize contraband and/or evidence	4.54	100%
CRIV174	Interview juvenile suspects	4.53	100%
PATACT51	Check welfare of citizen	4.52	100%
EVIPR267	Mark & store evidence	4.50	99%

^{*}Perform Task "Once a Week" (mean ≥ 4.5)

Table 10

CRITICAL COMPLAINTS/INCIDENTS SUPERVISOR RATINGS

		Mean ≉	%
Incident#	Incident Description	Importance	Supervisors
CI100	Officer request for assistance, eme	4.7	100%
C175	Hostage situation	4.7	100%
CI14	Barricaded suspect	4.7	100%
CI74	Homicide	4.6	100%
CI126	Sniper	4.6	98%
CI18	Bombing	4.5	98%

Note: N=6

^{*&}quot;Critically Important" mean ≥ 4.5

Table 11

COMPLAINTS/INCIDENTS HANDLED MOST FREQUENTLY
OFFICER RATINGS

		Average *	%
Incident #	Incident Description	Frequency	Incumbent
CI3	Activated alarm	6.2	99%
C196	Moving vehicle violation	6.0	100%
C199	Officer request for assistance, backup	5.1	100%
CI133	Suspicous person/vehicle	4.9	
C190	Loud/unreasonable noise	4.8	
CI49	Domestic violence	4.6	
CI29	Citizen request for assistance	4.6	
C130	Civil standby	4.3	
CI20	Burglary	4.2	100%
CI140	Transient prsns	4.2	
CI10	Assault (misdemeanor)	4.2	
C168	Gang activity	4.2	
Cl146	Vandalism	4.1	100%
CI104	Petty theft	4.0	
CI110	Public intoxication	4.0	
CI9	Assault (felony)	3.8	
CI148	Wanted person	3.8	97%
C125	Check on welfare of citizen	3.7	
CI136	Traffic accident	3.7	94%
Cl92	Medical emergency	3.6	96%
CI102	Parking violation	3.6	
CI1	Abandoned vehicle	3.6	98%
CI13	Auto theft	3.6	
CI141	Trespassing	3.6	99%
CI147	Violation of court order	3.6	99%

^{*}Handle the Complaint/Incident "Several Times a Month" (mean ≥ 3.5)

Table 12

JOB FUNCTIONS Supervisor Ratings and Incumbent Mean Time Spent

		% Supervisor	Incumbent
Fun	ction	Yes	Mean
1.	Detecting and Investigating Crime	95.7	19.0
2.	Documenting Investigations Contacts	98.3	16.8
3.	Apprehending and Arresting Suspects	99.3	11.5
4.	Preparing/Presenting Legal Testimony	96.8	3.4
5.	Managing Traffic	89.1	9.6
6.	Providing Emergency Assistance	99.7	6.4
7.	Maintaining Order	99.5	10.5
8.	Advising/Assisting the Public	93.2	6.4
9.	Working with the Community	84.8	3.4
10.	Enhancing Police-Community Relations	85.7	3.5
11.	Maintaining and Improving Job Readiness	95.0	9.2

APPENDIX A

LISTING OF RESPONDING STATES AND THE TYPES OF STUDIES CONDUCTED

LISTING OF RESPONDING STATES AND THE TYPES OF STUDIES CONDUCTED

Florida Task lists for law enforcement, correctional probation and corrections. Task lists and resulting curriculum for basic training. Georgia Participated in a national job analysis -- to develop a lowa minimum entry-level skills test. Montana Job analysis conducted in 1992 in response to ADA need for job description. Nebraska Conducted task analysis to develop a model law enforcement job description. Washington Job analysis, along with medical selection standards and guidelines document and FTO program manual. West Virginia Conducted a task analysis of the entry-level officer to

determine medical/physical aspects of the job.

APPENDIX B

AGENCIES IN WHICH STAFF PARTICIPATED IN RIDE-ALONGS

AGENCIES IN WHICH STAFF PARTICIPATED IN RIDE-ALONGS

Costa Mesa Police Department

Officer Robert Fate

Fresno Police Department

Officer Larry Hustedde Officer Carl McKnight

Los Angeles Police Department

Officer Cliff Armus, FTO Officer Art Koenig

Marin County Sheriff's Department

Deputy Doug Endy Sergeant Rocky Martin

Mendocino County Sheriff's Department

Sergeant Don Miller

Sacramento Police Department

Officer Fred Marquez, FTO Officer Kari Pendleton Officer Dave Risley Officer Ed Rivera Officer Mike Rueb

San Diego County Sheriff's Department

Deputy José Amular Deputy Ann Davis

San Jose Police Department

Officer Robert Montalvo

Yreka Police Department

Sergeant Ron Loftus, FTO

APPENDIX C

LISTING OF AGENCIES WHICH PROVIDED DUTY STATEMENTS

LISTING OF AGENCIES WHICH PROVIDED DUTY STATEMENTS

Alameda County Sheriff's Department
Humboldt County Sheriff's Department
Imperial County Sheriff's Department
Kern County Sheriff's Department
Lassen County Sheriff's Department
Madera County Sheriff's Department
Modesto Police Department
Orange County Sheriff's Department
Placer County Sheriff's Department
Redding Police Department
Riverside County Sheriff's Department
Riverside Police Department

Sacramento County Sheriff's Department
San Bernardino County Sheriff's Department
San Diego County Sheriff's Department
San Joaquin County Sheriff's Department
San Jose Police Department
San Luis Obispo Police Department
Santa Ana Police Department
Santa Clara County Sheriff's Department
Sonoma County Sheriff's Department
Stanislaus County Sheriff's Department
Stockton Police Department
Willits Police Department

APPENDIX D

AGENCIES THAT REVIEWED PRELIMINARY TASKS (SUPERVISORS AND INCUMBENTS)

and

PILOT TEST AGENCIES

AGENCIES THAT REVIEWED PRELIMINARY TASKS (SUPERVISORS AND INCUMBENTS)

A preliminary review of all tasks was conducted by:

Mendocino County Sheriff's Department

Sergeant Donald Miller

Modesto Police Department
Officer Ed Smith

Fresno County Sheriff's Department Sergeant Nelson Beazley Deputy Mark Eaton Deputy Diane Riggs Deputy Robert Salazar Deputy Steve Wilkins	Sacramento Police Department Officer Joe Leach
Alameda County Sheriff's Department Sergeant Larry Perea	Newport Beach Police Department Officer Steven Martinez
Bakersfield Police Department Officer Jorge Gomez	Orange County Sheriff's Department Sergeant Ron Peoples
El Dorado County Sheriff's Department Sergeant Steve Davis	Sacramento County Sheriff's Department Deputy Lane Barlow
Hillsborough Police Department Officer William Downes	San Diego Police Department Sergeant Manny Guaderrama
Holtville Police Department Sergeant Mark Hall	San Jose Police Department Officer Bruce Alexander Sergeant Mike Pomeroy
Kings County Sheriff's Department Sergeant Randall Leach	San Luis Obispo County Sheriff's Department Deputy Jay Donovan
<u>Los Alamitos Police Department</u> Officer Brendan Hayes	Sergeant Peter Hodgkin
Los Angeles County Sheriff's Department Deputy John Hudson	Santa Cruz County Sheriff's Department Deputy Derek Fenster
Mariposa County Sheriff's Department Deputy Doug Binnewies	<u>Yreka Police Department</u> Sergeant Ronald Loftus
Manufacina County Chariff Domantus art	Yuba City Police Department

Sergeant Greg Befort

PILOT TEST AGENCIES

Amador County Sheriff's Department

Commander Mark Anderson Sergeant John L. Ouilhon, Jr.

Deputy Michael B. Sullivan

Deputy Ronald Rios

Coordinator

Supervisor Survey

Officer Survey

Officer Survey

Fremont Police Department

Sergeant Sandra A. Cortez Sergeant Sheila Tajima-Shadle

Officer Chris Christenson Officer N. A. Quimson

Coordinator

Supervisor Survey

Officer Survey

Officer Survey

APPENDIX E

AGENCY COORDINATORS

AGENCY COORDINATORS

Sergeant David Parsons
ALAMEDA POLICE DEPARTMENT

Mark Anderson, Administrative Commander AMADOR COUNTY SHERIFF'S DEPARTMENT

Lieutenant Randy Mendosa ARCATA POLICE DEPARTMENT

Rick TerBorch, Chief ARROYO GRANDE POLICE DEPARTMENT

Floyd Stokes, Chief
BLUE LAKE POLICE DEPARTMENT

Lieutenant Robert Whitney
BLYTHE POLICE DEPARTMENT

Lieutenant Manual Misquez
BRENTWOOD POLICE DEPARTMENT

Sergeant Scott Mackenzie
BUTTE COUNTY SHERIFF'S DEPARTMENT

Sergeant Steve Colerick
CALIFORNIA CITY POLICE DEPARTMENT

Sergeant Mike Dick
CALISTOGA POLICE DEPARTMENT

Sergeant Richard Shipman
CAMPBELL POLICE DEPARTMENT

Sergeant William Ferguson
CATHEDRAL CITY POLICE DEPARTMENT

Sergeant Kevin R. Weaver CHOWCHILLA POLICE DEPARTMENT

Captain Darrell McGehee
CLAREMONT POLICE DEPARTMENT

Sergeant Vince Singleterry
COACHELLA POLICE DEPARTMENT

Deputy Alan Johnson
CONTRA COSTA COUNTY SHERIFF'S DEPT

Sergeant Pat Medina
CORCORAN POLICE DEPARTMENT

Sergeant Richard Madory
CORONA POLICE DEPARTMENT

Sergeant Steve DePaoli
COTATI POLICE DEPARTMENT

Sergeant David Paroda
CULVER CITY POLICE DEPARTMENT

Sergeant Darren L. Pytel DAVIS POLICE DEPARTMENT

Captain Raymond Loera
EL CENTRO POLICE DEPARTMENT

Sergeant Chuck Milks
ESCONDIDO POLICE DEPARTMENT

Sergeant Duane Fredrickson EUREKA POLICE DEPARTMENT

Sergeant Gary Rodgers
FAIRFIELD POLICE DEPARTMENT

Sergeant Sandra A. Cortez
FREMONT POLICE DEPARTMENT

John H. Swenning, Undersheriff
FRESNO COUNTY SHERIFF'S DEPARTMENT

Mary Hains
FRESNO POLICE DEPARTMENT

Sergeant Paul E. Prince, Jr.
GARDEN GROVE POLICE DEPARTMENT

Sergeant Tom Monson
GARDENA POLICE DEPARTMENT

Corporal Ruben Sanchez
GREENFIELD POLICE DEPARTMENT

John L. Bradbury, OPS Commander GROVER BEACH POLICE DEPARTMENT

Commander Robert Piveronas
HILLSBOROUGH POLICE DEPARTMENT

Lieutenant Chuck Thomas
HUNTINGTON BEACH POLICE DEPARTMENT

Commander John Estes
Kings County Sheriff's Department

Lieutenant Danell Adams
LAGUNA BEACH POLICE DEPARTMENT

Deputy Mike Tufts, Training Manager LAKE COUNTY SHERIFF'S DEPARTMENT

Commander William Freitas
LASSEN COUNTY SHERIFF'S DEPARTMENT

Sergeant Mike Tilson
LONG BEACH POLICE DEPARTMENT

Sergeant Gilbert Aguilar
Los Angeles County Sheriff's Dept.

Fran Hickman, Sr Management Analyst Los Angeles Police Department

Lieutenant Randy Schienle
MAMMOTH LAKES POLICE DEPARTMENT

Sergeant A. L. Stewart
MARIN COUNTY SHERIFF'S DEPARTMENT

Captain James H. Allen
MARIPOSA COUNTY SHERIFF'S DEPARTMENT

Sergeant Phillip F. Morris
MARYSVILLE POLICE DEPARTMENT

Lieutenant Karl Brewer
MAYWOOD POLICE DEPARTMENT

Commander Michael J. Berg NAPA POLICE DEPARTMENT

Sergeant Rick Zampa (Newark Police Department)

Sergeant Jim Laveroni NOVATO POLICE DEPARTMENT

Sergeant Eric Ruchames
PACIFICA POLICE DEPARTMENT

Lieutenant Phillip Pollard
PINOLE POLICE DEPARTMENT

Captain Robert J. Leppert
PORTERVILLE POLICE DEPARTMENT

Claudia Evans, Admin. Services Officer SACRAMENTO POLICE DEPARTMENT

Sergeant Rod Gomes
SAN JOSE POLICE DEPARTMENT

Lieutenant Larry Schumaker SAN MATEO COUNTY SHERIFF'S DEPARTMENT

Lieutenant Samuel D. Gross, Jr. SANTA BARBARA COUNTY SHERIFF'S DEPT

Sergeant Pasquale J. Guido
SANTA MONICA POLICE DEPARTMENT

Ruben Z. Diaz, Assistant Sheriff
SANTA CLARA COUNTY SHERIFF'S DEPARTMENT

Sergeant H. Nelson Pinola SONOMA COUNTY SHERIFF'S DEPARTMENT

Bill Newton, Officer/Records
STALLION SPRINGS POLICE DEPARTMENT

Commander Paul Hosler
TEHAMA COUNTY SHERIFF'S DEPARTMENT

Captain Gary Pentise
VENTURA COUNTY SHERIFF'S DEPARTMENT

Captain Thomas Soberanes
WALNUT CREEK POLICE DEPARTMENT

APPENDIX F

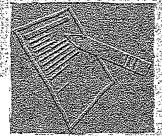
OFFICER SURVEY

—



5

PATROL
OFFICER
JOB ANALYSIS



Officer

-

COMMISSION ON

PEACE OFFICER

STANDARDS AND

TRAINING

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Uniformed Radio-Car Patrol Officer Task Analysis Survey

OFFICER

INTRODUCTION

This job analysis survey was developed by the Commission on Peace Officer Standards and Training (POST) to collect information about the uniformed radio-car patrol officer job. The information will be used to revise both the basic training curriculum and current statewide selection standards. Thus, the results will have a significant impact on the law enforcement profession in California.

The survey is being administered to patrol officers from agencies throughout the state. All completed surveys will be returned to POST, where the responses will be combined to identify the common elements of the uniformed radio-car patrol officer job as it is performed statewide. All individual responses will be kept confidential.

In addition, depending upon the level of participation of your agency, the survey responses from the patrol officers in your agency may be summarized and reported to your agency, where they can be used to revise or establish local selection standards and training programs. Again, all individual responses will be kept confidential.

Because of the significant role the survey results will play in determining the nature of future basic academy training and selection standards, it is extremely important that you read and follow all instructions carefully and respond to all questions in a thoughtful manner.

Your department coordinator should have informed you of the deadline for completing the survey. Please complete and return the survey to the <u>coordinator</u>, **after sealing it in the envelope provided**, by that designated time.

Thank you for your assistance. The information you and others provide will benefit California law enforcement for many years to come.

In order to insure that the data collected reflects the experience of uniformed radio-car patrol officers, participation in the survey is being limited to those who meet certain assignment and tenure requirements. Therefore, please respond to the following preliminary questions:						
1.	Are you currently a uniformed radio-car patrol officer assigned to general patrol duties?	Yes	No □			
2.	Have you worked in your present patrol assignment for at least the last four (4) months? (Disregard beat or shift changes.)					
3.	Is your present rank Officer, Deputy, or Corporal?					
4.	Excluding probation, do you have at least four months of experience as a uniformed radio-car patrol officer with this agency?					
IF YOU	J ANSWERED NO TO ANY OF THE ABOVE QUESTIONS, PLEAS SEE YOUR DEPARTMENT COORDINATOR; OTHERWISE CONT	E STO	P AND			

P	lease respond to the following questions in the boxes to the right.		
1.	Your Present Rank: (Choose one.)		•
	1 = Officer/Deputy		
	2 = Corporal 3 = Other (Specify)		
2.	How long have you been at your present rank with your present agency?	years	months
3.	How long have you worked in your <u>present assignment as a uniformed officer assigned to general radio-car patrol duties with your present agency</u> ? (Disregard beat or shift changes.)	years	months
4.	How much total experience do you have as a uniformed radio- car patrol officer in your present agency?	years	months
5.	How much total law enforcement experience do you have in your present agency?	years	months
	5a. In what other classifications, if any? (Check all that apply.)	,	
	Level I Reserve (Designated)		
	Level I Reserve (Non-designated)		
	Level II Reserve	$\bar{\sqcap}$	
	Level III Reserve		
	Other (Specify)		
6 .	What are your current, primary (i.e., most frequent) work hours as officer? (Please use military time.)	a radio-car	patrol
	Start Time	End Time	
	6a. Approximately what percent of your shifts do you work these h	nours?	%
	6b. How long have these been your primary work hours?	years	months
7.	If you have worked your current, primary work hours for <u>less than</u> primary work hours have you worked <u>in the past 4 months</u> ? (Plea		
	Start Time	End Time	
	Start Time	End Time	
	Start Time	End Time	

8.	How much <u>additional law enforcement experience do you have</u> in other California agencies?		
	8a. In what classifications? (Check all that apply.)	years	months
	Officer/Deputy Sheriff Level I Reserve (Designated) Level I Reserve (Non-designated) Level II Reserve Level III Reserve Other (Specify)		
9.	Your Age:		
10.	Your Gender: Female = 1 Male = 2		
11.	Your Race/Ethnicity:		
	1 = African American 2 = Asian/Pacific Islander 3 = Hispanic 4 = Native American (American Indian) 5 = White 6 = Other (Specify)		
12.	Your Education: (Indicate highest level achieved.)		
	1 = GED/high school proficiency 2 = High school graduate 3 = Some college; no degree 4 = Two-year college degree 5 = Four-year college degree 6 = Some Postgraduate college; no advanced degree 7 = Postgraduate degree (M.A., LL.B., Ph.D., etc.) 8 = Other (Specify)		
	As mentioned previously, your responses will be kept confidential event that we need to contact you regarding your responses, we provide the following optional information:	. However, ir ask that you	the
	Your Name:(PLEASE PRINT CLEARLY)		
	Your Work Phone: (

TASKS

This section of the survey contains an extensive list of job tasks that are performed by patrol officers in California. The tasks are listed within major job duties (e.g., Patrol Activities, Criminal Investigation, Evidence and Property Procedures, etc.).

Carefully review each task and use the **Frequency Rating Scale** below to indicate how often you perform the task. Note that the scale refers to the frequency with which you have performed the task in the last four months, and that the response options range from "More than once a day" (scale value of "8") to "I have not performed this task at this agency" (scale value of "0"). For each task, select the response option which best describes how often you have performed the task in the last four months, and write the corresponding scale value in the box provided.

Frequency Rating Scale:

On ave	rage, how ofte	n have you per	formed this ta	sk during the /	ast four (4) m	onths?	I have per- I hav	I have not
More than once a day	Once a day	Several times a week	Once a week	Several times a month	Once a month	Less than once a month	formed this task at this agency but not in the last 4 months	performed this task at this agency
8	7	6	5	4	3	2	1	0

ILLUSTRATION

If you have transmitted messages over a police radio more than once a day, on average, during the last four months, your response should be as follows:

Transmit	and	receive	messages	over	nolice	radio
Hansiiii	allu	receive	messages	Ovei	houce	laulo

Frequency 8

IMPORTANT DETAILS

- Base your ratings on how often you have personally performed the task, and not on what you know about the work that others perform.
- Tasks that you have performed in your present agency, but not in the last 4 months, should be assigned a rating of "1."
- Tasks that you have never personally performed at your present agency should be assigned a rating of "0."
- If the frequency with which you perform a task falls somewhere between two response options, choose the one scale value that most closely corresponds to the actual frequency. Do not enter decimals, fractions, or ranges of numbers.
- Rate every task. <u>Do not skip any items</u>.

F-11

TASKS

On ave	On average, how often have you performed this task during the last four (4) months?							I have not
More than once a day	Once a day	Several times a week	Once a week	Several times a month	Once a month	Less than once a month	formed this task at this agency but not in the last 4 months	performed this task at this agency
8	7	6	5	4	3	2	1	0

	PATROL ACTIVITIES	F
1.	Perform directed (preplanned/predetermined) patrol duties (e.g., for specific enforcement)	Frequency
2.	Conduct active patrolling of an assigned area	
3.	Transmit, receive, and monitor messages over police radio (e.g., patrol car radio, handpack, or base station)	
4.	Transmit, receive, and monitor messages over radio-car computer terminal (e.g., MDT)	
5.	Drive vehicle while using computer/communications equipment	
6.	Drive patrol vehicle in emergency responses	
7.	Drive patrol vehicle in pursuits	
8.	Respond as primary unit on calls for service	
9.	Respond as backup unit on calls for service (either own or other department)	
10.	Evaluate the need for and request backup assistance in potentially hazardous or emergency situations	
1.	Identify wanted vehicles or persons while on patrol	
12.	Follow suspicious vehicles (e.g., suspect, suspicious person, operator under the influence)	
3.	Investigate suspicious vehicles, occupants, and/or circumstances	
4.	Conduct high risk/felony vehicle stops	
5.	Participate in surveillance of individuals, vehicles, or locations	П

16.	Observe vehicles, individuals, or locations for criminal activity while on patrol	Frequency
17.	Examine stolen or abandoned vehicles	Ш
18.	Request check for wants/warrants on persons or property through NCIC/CLETS, local records, etc.	
19.	Plan strategies for conducting searches (e.g., area, building)	
20.	Search for missing or lost persons	
21.	Search for wanted persons	
22.	Participate in large-scale area searches for persons	
23.	Request that public assist in apprehension of suspect (posse comitatus)	
24.	Videotape citizen contacts (excluding field sobriety tests)	
25.	Audiotape citizen contacts	
26.	Work in plainclothes on special assignment	
27.	Coordinate activities of law enforcement and/or public safety personnel at crime scenes	
28.	Patrol locations on beat which are potentially physically hazardous (e.g., construction site, attractive nuisance)	
29.	Check individuals/businesses for compliance with licensing requirements and/or Business and Professions Code (e.g., liquor stores, taverns, solicitors, retail businesses)	
30.	Check parks, school grounds, or parking lots	
31.	Secure property (e.g., businesses, residences, schools)	
32.	Examine businesses and dwellings for signs of illegal entry	
33.	Conduct courtesy checks of homes	
34.	Inform property owners or agents of potentially hazardous conditions (e.g., damaged fences, broken water pipes)	
35.	Initiate notification of damaged equipment to public agencies (e.g., telephone company, etc.)	

On ave	On average, how often have you performed this task during the last four (4) months?							I have not
More than once a day	Once a day	Several times a week	On ce a w eek	Several times a month	Once a month	Less than once a month	formed this task at this agency but not in the last 4 months	performed this task at this agency
8	7	6	5	4	3	2	1	0

		Frequency
36.	Assist motorists with disabled vehicles	
37.	Push disabled vehicles with patrol car	
38.	Inform vehicle owners of legal obligations regarding removal of abandoned vehicles (within specific period of time)	
39.	Coordinate the tow and storage of vehicles	
40.	Notify owners of towed vehicles of location and procedures to reclaim vehicles	
41.	Advise victims of the criminal prosecution process	
42.	Explain enforcement actions and/or procedures to bystanders	
43.	Counsel juveniles both formally and informally	
44.	Confer with juvenile counselors regarding information about juveniles	
45.	Present facts of juvenile cases to family services or juvenile probation officers	
46.	Place juveniles into protective custody/receiving home (with or without court order)	
47.	Explain available options to complainants and victims regarding their situations	
48.	Provide street directions to the public	
49.	Communicate through a language interpreter	
50.	Communicate in a language other than English (Specify)	
51.	Check welfare of citizen (e.g., elderly, ill, or minor children)	
5 2.	Confer with social service agencies (e.g., Child Protective Services, Adult Protective Services)	
53.	Refer persons to appropriate service agencies	
54	Provide assistance to persons with disabilities	П

		Frequenc
55.	Take protective custody of mentally disabled, emotionally disabled, or confused persons for their own safety	
5 6.	Deliver emergency messages to citizens (e.g., death, injury)	
5 7.	Calm emotionally upset persons	
58.	Provide emergency assistance to the public by driving persons from one location to another	
5 9.	Perform civil standbys (e.g., keep the peace)	
60.	Mediate disputes and/or disturbances	
61.	Alert potential victims to specific crime threats	
62.	Assess/monitor crowds at civil protests, demonstrations, and/or labor disputes for compliance with the law	
6 3.	Monitor the behavior of nonviolent crowds, groups of spectators, etc., to assess the potential for violence and civil disorder	
6 4.	Manage the assembly of nonviolent protestors, demonstrators, and/or persons engaged in labor disputes in order to protect their right to assemble	
65.	Patrol areas containing labor pickets, marchers, or demonstrators	
66.	Provide security at special events (e.g., festivals, community gatherings, sporting contests, concerts, etc.)	
67.	Disperse groups of people involved in a disturbance	
68.	Assemble in riot formations to disperse groups of violent people	
69.	Participate as a member of a crowd control team in riot situations	
70.	Extinguish minor fires	
71.	Transport animals	
72.	Assist animal control with dangerous or injured animals	
73.	Attend pre-patrol shift briefings (e.g., roll call)	
74.	Check uniform, personal equipment, and grooming for duty or inspection	П

	On average, how often have you performed this task during the last four (4) months?							I have per-	I have not
Popular Carbonopage	More than once a day	Once a day	Several times a week	Once a week	Several times a month	Once a month	Less than once a month	formed this task at this agency but not in the last 4 months	performed this task at this agency
	8	7	6	5	4	3	2	1	0

		F
75.	Check patrol vehicle for damage, supplies, equipment, and contraband before/after shift	Frequency
76.	Inspect patrol vehicle for weapons, contraband, and damage during shift (e.g., after arrest or transport)	
77.	Enforce court orders (e.g., child custody, eviction, restraining order)	
78.	Serve subpoenas	
79.	Serve other civil process papers	
80.	Collect bail	
	ARREST, SEARCH, AND SEIZURE	
81.	Approach and detain potentially dangerous persons (e.g., members of motorcycle, juvenile, or street gangs)	
82.	Temporarily detain suspicious persons	
83.	Use verbal persuasion to encourage compliance (e.g., suspects, crowds, public)	
84.	Plan strategies for making arrests	
85.	Obtain arrest warrants	
86.	Verify validity of warrants before service/arrest	
87.	Cite criminal offenders	
88.	Detain or arrest occupants of vehicles	
89.	Arrest persons based on warrants	
90.	Arrest persons without warrants	
91.	Accept private persons arrests	

		Frequency
92.	Administer Miranda warnings	
93.	Arrest or cite juveniles to juvenile probation/juvenile court	
94.	Administer Miranda warnings to detained or arrested juveniles	
95.	Explain nature of charges to offenders	
96.	Notify parents/guardians of juvenile's violation(s)	
97.	Handcuff suspects or prisoners	
98.	Restrain suspects or prisoners using devices other than handcuffs (e.g., leg irons, belly chains, leather restraints, hobbles)	
99.	Obtain search warrants	
100.	Serve or assist in serving search warrants	
101.	Solicit consent for searches of persons and/or property	
102.	Explain person search procedures to suspects, when appropriate	
103.	Search persons or immediate area incident to an arrest	
104.	Participate in parole/probation searches	
105.	Conduct cursory (pat down) searches	
106.	Explain property/residence search procedures to persons	Щ
107.	Search vehicles for contraband or evidence	
108.	Search locations with warrant	
109.	Search locations without warrant (including exigent circumstances)	
110.	Search for and identify physical evidence at crime scenes	
111.	Arrange to obtain biological evidence from persons (e.g., blood, urine) for laboratory analysis	
112.	Seize contraband and/or evidence (e.g., vehicles, property, weapons, drug	

On ave	On average, how often have you performed this task during the last four (4) months?							
More than once a day	Once a day	Several times a week	Once a week	Several times a month	Once a month	Less than once a month	I have per- formed this task at this agency but not in the last 4 months	performed this task at this agency
8	7	6	5	4	3	2	1	0

COMMUNITY RELATIONS/CRIME PREVENTION						
113.	Talk to people to identify community concerns, establish trust, gather information about the community, etc.	Frequency				
114.	Meet with and make presentations to neighborhood associations or community groups					
115.	Meet with school administrators to identify concerns					
116.	Participate in school programs and classroom presentations					
117.	Participate in community forums, ride-along programs, etc.					
118.	Explain recruitment requirements to interested individuals					
119.	Release information to the press					
120.	Describe crime prevention techniques to members of the community					
121.	Provide assistance to citizens wanting to form neighborhood watch groups					
122.	Conduct security inspections of businesses and dwellings to ensure adequate security					
123.	Work with community members to develop and implement strategies for reducing crime and addressing community concerns					
	TRAFFIC					
124.	Engage in selective enforcement at specific locations to reduce accidents					
125.	Observe driver compliance with Vehicle Code					
126.	Operate radar equipment for speed enforcement					
127.	Estimate speed of vehicles using speedometer					
128.	Estimate speed of vehicles visually					

		Frequency
129.	Conduct routine traffic stops	
130.	Respond as backup unit on traffic stops (either own or other department)	
131.	Explain legal obligations and procedures to drivers stopped for Vehicle Code violations	
132.	Inspect vehicles for compliance with Vehicle Code (e.g., equipment violations)	
133.	Inspect vehicle or other identification numbers (e.g., VIN, CF, engine, serial)	
134.	Check validity of drivers' licenses and vehicle registrations	
135.	Cite Vehicle Code violators	
136.	Arrest and book Vehicle Code violators	
137.	Operate roadway checkpoints	
138.	Evaluate driver's capability to operate a vehicle (e.g., preparatory to chemical or roadside sobriety test, DMV reexamination)	
139.	Administer field sobriety test to drivers suspected of being under the influence of drugs or alcohol	
140.	Administer Breathalyzer/Intoxilizer test to drivers suspected of being under the influence of alcohol	
141.	Videotape field sobriety tests	
142.	Arrange to obtain blood or urine samples for sobriety tests	
143.	Complete Admin per Se and other DMV forms for DUI arrests	
144.	Amend Vehicle Code citations in response to court order	
145.	Void Vehicle Code citations in accordance with department procedures	
146.	Direct traffic using hands or hand-held illumination devices, flares, traffic cones, and/or barriers (including positioning of patrol cars)	
147.	Operate traffic signals manually	
148.	Secure and protect accident scenes	
149.	Coordinate activities of law enforcement and/or public safety personnel at accident	

On ave	On average, how often have you performed this task during the <i>last four (4) months</i> ?							I have not
More than once a day	Once a day	Several times a week	Once a week	Several times a month	Once a month	Less than once a month	I have per- formed this task at this agency but not in the last 4 months	
8	7	6	5	4	3	2	î	0

		Frequency
150.	Request emergency assistance for traffic accident (e.g., tow truck, CHP, ambulance, public works, CalTrans)	
151.	Collect and examine evidence and personal property from accident scenes	
152.	Locate witnesses to accidents by talking to bystanders, knocking on doors, etc.	
153.	Sketch traffic accident scenes	
154.	Diagram traffic accident scenes	
155.	Take measurements at traffic accident scenes	
156.	Photograph traffic accident scenes/vehicles	
157.	Investigate and report hazardous roadway conditions (e.g., damaged roadway, wires down, malfunctioning traffic control devices)	
158.	Remove minor hazards from roadway	
159.	Escort emergency vehicles	
160.	Escort parades and other processions	
	CRIMINAL INVESTIGATION	
161.	Conduct preliminary (initial, at the scene) investigations	
162.	Conduct investigations to completion (i.e., without the assistance of investigative personnel)	
163.	Participate in joint investigations with other law enforcement agencies	
164.	Request investigative assistance (e.g., detectives, crime lab, other officers, tracking dogs, diving team, etc.)	
165.	Secure and protect crime scenes	
166.	Photograph crime scenes/evidence/persons	

	\cdot	Frequenc
167.	Sketch crime scenes	
168.	Access automated information systems to conduct inquiries on persons or property	
169.	Conduct field identifications of suspects	
170.	Organize and conduct photo lineups	
171.	Review records and pictures to identify suspects	
172.	Locate witnesses to crimes by talking to bystanders, knocking on doors, etc.	
173.	Interview complainants, witnesses, victims, suspicious persons, and suspects to gather information	
174.	Interview juvenile suspects	
175.	Interview persons who are in a variety of emotional states (e.g., hysterical, intoxicated, suicidal)	
176.	Interview medical personnel to obtain information on injuries or illnesses	
177.	Obtain written statements from victims, suspects, and witnesses	
178.	Establish field contacts/confidential informants	
179.	Review crime series and/or crime patterns to develop investigative leads	
180.	Review confidential intelligence data on known or suspected offenders	
181.	Contact various sources (e.g., employers, utility companies, banks, schools) to locate persons	
182.	Examine county, city, or agency records for information (e.g., property ownership, addresses of persons)	
183.	Contact parole/probation officers for information about parolees/probationers	
	RESPOND TO EMERGENCIES	
184.	Survey extent of damage and/or injuries at disaster/hazmat scenes	
185.	Identify steps to be taken and resources needed to manage disaster/hazmat scenes	
186.	Request resources needed to manage disaster/hazmat scenes	

On average, how often have you performed this task during the last four (4) months?							I have per-	I have not
More than once a day	Once a day	Several times a week	Once a week	Several times a month	Once a month	Less than once a month	formed this task at this agency but not in the last 4 months	performed this task at this agency
8	7	6	5	4	3	2	1	0

		F
187.	Determine and communicate routes for responding units to disaster/hazmat scenes	Frequency
188.	Direct responses of other public safety personnel at disaster/hazmat scenes (until relieved by superior officer)	
189.	Deny access to disaster/hazmat scenes by unauthorized persons	
190.	Evacuate buildings and/or areas to remove persons from danger	
191.	Cooperate with and/or assist other emergency agencies at disaster/hazmat scenes (e.g., Fire, OES, Red Cross)	
192.	Assess extent of injuries to injured/wounded persons	
193.	Obtain medical treatment for injured persons	
194.	Take preventive safety precautions when administering first aid	
195.	Administer first aid	
196.	Administer cardiopulmonary resuscitation	
197.	Deliver babies	
	PHYSICAL ACTIVITY AND PHYSICAL FORCE	
198.	Pursue on foot fleeing suspects	
199.	Subdue resisting or attacking persons using locks, grips, or control holds (excluding mechanical devices)	
200.	Use compliance or come-along holds to move persons	
201.	Use hands or feet in weaponless defense	
202.	Physically disarm persons	
203.	Lift and/or carry hard-to-move objects or persons	

		Frequency
204.	Climb up over obstacles or through openings (e.g., fences, walls, windows)	
205.	Jump/hurdle/vault over or across obstacles (e.g., bushes, low fences, ditches)	
206.	Balance oneself on uneven or narrow surfaces (e.g., roofs, ledges)	
207.	Sit in one position for extended periods of time	
208.	Stand in one position for extended periods of time	
209.	Walk for extended periods of time (e.g., foot patrol)	
210.	Drag and/or pull hard-to-move objects or persons	
211.	Crawl in confined spaces or low areas (e.g., attics, culverts)	П
212.	Push hard-to-move objects by hand (e.g., disabled or abandoned vehicles)	
213.	Use body force to gain entrance through barriers (e.g., locked doors)	
214.	Hold or support heavy objects (e.g., equipment, disoriented/injured persons)	
215.	Reach overhead to retrieve objects	
216.	Jump down from elevated surfaces	
217.	Squat, crouch, or kneel (to conduct person/vehicle searches, collect evidence, etc.)	
218.	Bend or stoop (to conduct person/vehicle searches, collect evidence, etc.)	
219.	Climb ladders	
220.	Climb stairs	
221.	Participate in a <u>voluntary</u> exercise program to maintain physical fitness	
222.	Participate in a required exercise program to maintain physical fitness	
	WEAPONS	
223.	Secure duty weapons	П
224.	Clean and maintain weapons	П
225.	Qualify and/or engage in required practice with weapons other than firearms (e.g., baton, chemical agents, taser)	

On ave	On average, how often have you performed this task during the last four (4) months?							I have not
More than once a day	Once a day	Several times a week	Once a week	Several times a month	Once a month	Less than once a month	I have per- formed this task at this agency but not in the last 4 months	performed this task at this agency
8	7	6	5	4	3	2	1	0

		Frequency
226.	Draw impact weapon (e.g., baton) to obtain compliance	
227.	Use impact weapon strike (e.g., baton) to obtain compliance	
228.	Draw nonlethal defensive weapons (e.g., chemical agents, stun guns, taser) to obtain compliance	
2 29.	Use nonlethal defensive weapons (e.g., chemical agents, stun guns, taser) to obtain compliance	
2 3 0.	Qualify and/or engage in required practice with firearms	
231.	Draw and point handgun	
232.	Fire handgun at person	
233 .	Draw and point shotgun	
234.	Fire shotgun at person	
235.	Draw and point rifle	
236.	Fire rifle at person	
237.	Discharge firearm at badly injured or dangerous animals	
	BOOKING AND HANDLING PRISONERS	
238.	Place holds on prisoners (e.g., parole, identification)	
239.	Identify and document prisoner behavior which indicates emotional instability	
240.	Examine and document prisoners' injuries	
241.	Administer first aid or seek medical treatment, as needed, for prisoners prior to transport	
242.	Prevent injuries to prisoners	
243.	Deny access to prisoners by unauthorized persons	

		Frequency
244.	Secure prisoners for transport	
245.	Transport persons to detoxification centers	
246.	Transport prisoners	
247.	Secure weapons prior to entry into detention facilities	
248.	Remove handcuffs from prisoners	
249.	Interview prisoners to obtain personal information for booking purposes	
250.	Explain booking process to prisoners	
251.	Book prisoners by completing arrest reports/booking sheets	
252.	Search prisoners' clothing	
253.	Strip search prisoners	
254.	Collect and inventory prisoners' personal property	
255.	Fingerprint persons pursuant to an arrest	
256.	Process evidence seized at custodial searches	
257.	Guard prisoners detained at facility other than jail (e.g., hospital)	
258.	Extract prisoners from cells	
	EVIDENCE AND PROPERTY PROCEDURES	
259.	Record location of physical evidence and fingerprints at crime scene	
260.	Collect and examine evidence and personal property from crime scene	
261.	Photograph latent fingerprints	
262.	Dust and lift latent fingerprints	
263.	Cast impressions at crime scene (plaster casts, silicone, etc.)	
264.	Identify suspected drug substances (e.g., by sight, presumptive test kit)	
265.	Preserve evidence and personal property	

On ave	On average, how often have you performed this task during the last four (4) months?					I have per-	I have not	
More than once a day	Once a day	Several times a week	Once a week	Several times a month	Once a month	Less than once a month	formed this task at this agency but not in the last 4 months	performed this task at this agency
8	7	6 .	5	4	3	2	1	0

		Frequency
266.	Transport property and/or evidence	
267.	Mark and store evidence	
268.	Determine need for specialized agency assistance to collect hazardous evidence (e.g., explosives, hazardous materials)	
269.	Handle and store hazardous evidence (e.g., weapons, narcotics paraphernalia, etc.)	
270.	Seize weapons from suspects in domestic violence and/or psychiatric detention	
271.	Recover and inventory lost or stolen property	
272.	Explain to the public procedures for reclaiming property	
273.	Locate owners of recovered property	
274.	Record property value of stolen or recovered goods	
275.	Release property to owners (e.g., verify ownership, document release)	
276.	Issue receipt for property taken	
	PREPARING CASES FOR COURT AND TESTIFY!NG	•
277.	Prepare for testimony at hearings or trials by reviewing reports, notes, evidence, law, court documents, agency policy, etc.	
278.	Prepare for trials by reviewing facts of case with Deputy District Attorney or prosecutor	
279.	Retrieve and transport evidence to court for presentation at trials	
280.	Give depositions in civil cases	
281.	Testify in civil cases	
282.	Testify in criminal cases	
283.	Participate in legal proceedings as designated investigating officer	П

		Frequenc
284.	Give hearsay testimony at preliminary hearing pursuant to Proposition 115	
	ADMINISTRATIVE DUTIES	
285.	Receive incoming calls from the public	
286.	Explain laws and procedures to the public	
287.	Participate in meetings with other officers (e.g., departmental staff meetings)	
288.	Communicate information on an informal basis to other law enforcement personnel	
289.	Communicate with supervisor(s) during shift (e.g., regarding case law interpretation, policy clarification, etc.)	
290.	Attend in-service and outside training, conferences, or seminars	
291.	Gather and maintain information on bonding agencies	
292.	Retrieve documents from records systems	
293.	Prepare documents for filing (i.e., label, alphabetize, place in chronological order, etc.)	
294.	Personally file documents in records systems (e.g., fingerprint cards, correspondence, criminal reports, vehicle reports)	
295.	Prepare advertisements and notices of the sale of property	
296.	Develop or revise agency forms	
297.	Maintain department records of warrants served	
298.	Maintain personal notes for future reference	
299.	Maintain inventory lists (e.g., departmental equipment and property)	
300.	Request equipment repair (e.g., personal or departmental)	
301.	Photograph individuals for identification purposes (ID photos)	
302.	Fingerprint persons for noncriminal reasons	
303.	Express disapproval to fellow officer regarding his/her misconduct	
304.	Take action to prevent misconduct or criminal behavior by another officer	
305.	Report inappropriate or illegal conduct by another officer to supervisor	

WRITING TASKS

Listed below are various writing tasks. Using the same Frequency Rating Scale, indicate how often you have performed each task during the last 4 months.

Frequency Rating Scale:

	On ave	rage, how ofte	n have you per	formed this ta	sk during the /	ast four (4) m	onths?	I have per-	I have not
	More than once a day	Once a day	Several times a week	Once a week	Several times a month	Once a month	Less than once a month	formed this task at this agency but not in the last 4 months	performed this task at this agency
2	8	7	6	5	4	3	2	1	0

		Frequency
306.	Take notes	
307.	Incorporate field notes into reports	
308.	Summarize in writing statements of witnesses, complainants, etc.	
309.	Record in writing formal confessions	
310.	Enter information on report forms consisting primarily of check-off boxes or fill-in blanks (e.g., vehicle impound reports)	
311.	Write brief reports (one or two sentences) that serve to document an event (e.g., log entry)	
312.	Write reports consisting of several short descriptive phrases, sentence fragments, or very short sentences (e.g., incident reports)	
313.	Write in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports)	
314.	Complete reports for other jurisdictions (e.g., weapons, vehicle parts)	
315.	Complete state reporting forms (e.g., CHP report forms, 11166 PC, EPO)	
316.	Prepare accident statistical data for DMV, CHP, internal records	
317.	Compile crime data from a number of sources (e.g., for entry onto summary sheets)	
318.	Record number/letter series (e.g., license plate numbers, driver's license numbers, addresses, serial numbers, telephone numbers, registration numbers, social security numbers)	

		riedness
319.	Write paperwork for arrest warrants	
320.	Complete 5150 petitions	
321.	Prepare paperwork for process server	
322.	Prepare list of known criminals and/or wanted persons (for own or departmental use)	
323.	Prepare wanted persons information (for federal, state, and local law enforcement officials and agencies)	
324.	Record bond raises, forfeitures and reductions	
325.	Record disposition of civil papers	
326.	Enter information into activity logs, patrol logs, daily reports, or departmental records	
3 27.	Update maintenance records on patrol cars	
328.	Maintain inventory logs (e.g., evidence, recovered property)	
329.	Write crime broadcasts or wanted notices	
330.	Write news releases	
331.	Write memoranda and other correspondence	
332.	Draft material for departmental manuals	П

INFORMATION SOURCES

Listed below are various types of written material which are referred to by patrol officers.

Using the same Frequency Rating Scale, indicate how often you have read information from each source within the last four months.

Frequency Rating Scale:

	On average, how often have you read information from this source during the last four (4) months?					I have read information from this source	I have not read information
More than once a day	Several times a week	Once a week	Several times a month	Once a month	Less than once a month	at this agency, but not in the last 4 months	from this source while

		Frequency
1.	Street maps	
2.	Weather forecasts and bulletins	
3.	Messages displayed on video display terminals (VDTs)	
4.	Written briefings from preceding shifts	
5.	Wanted vehicles and wanted persons bulletins	
6.	Objects or sources containing written number/letter series (e.g., license plates, license numbers, addresses, serial numbers, telephone numbers, registration numbers, social security numbers)	
7.	Written sources containing statistics and other compiled information (e.g., to determine areas in need of selective enforcement)	
8.	Reports consisting primarily of check-off boxes or fill-in blanks (e.g., vehicle impound reports)	
9.	Reports consisting of several short descriptive phrases, sentence fragments, or very short sentences (e.g., incident reports)	
10.	In-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports)	
11.	Crime lab reports	
12.	Coded material (e.g., NCIC printout, DMV drivers' records)	

		Frequenc
13.	Reference material (e.g., PDR, Drug Recognition Manual)	
14.	Training bulletins	
15.	Incoming correspondence	
16.	Interoffice memos	
17.	Departmental manuals	
18.	Court transcripts	\Box
19.	State, federal and local laws	$\overline{\Box}$
20.	Case law	
21.	Legal interpretations (e.g., California Attorney General's opinions, city attorney opinions)	
22.	Writs and bail bonds	
23.	Civil process papers for completeness and accuracy	$\overline{\Box}$
2 4.	Warrants for completeness and accuracy prior to service	
25.	Court papers to determine proper action (orders of protection, injunctions, etc.)	
Fie	eld Guides (e.g., QWIK-REF, REDI-REF, etc.) for:	
26.	Drugs, narcotics	
27.	Foreign language	
28.	Municipal Code	
29.	Penal Code	
30.	Vehicle Code	
31.	Other:	同

LEGAL REFERENCES

Listed below are specific legal reference materials. Using the Frequency Rating Scale below, indicate how often in the last four months you have referred to either the original reference or to other written documents which describe or summarize the contents of the reference, in order to obtain needed information. Exclude any reading you may have done to prepare for promotional examinations. Record your ratings in the column labeled "Frequency." For each item you rate "1" or higher, indicate whether you have referred primarily to the original reference, or to other documents which describe or summarize the contents of the reference, by placing a check (🗹) in the column labeled either "Original Reference" or "Written Description/Summary."

Frequency Rating Scale:

	e, how often ha cribe or summa						I have referred to this refered erence or to this refere written or to writ:			
More than once a day	Once a day	Several times a week 6	Once a week	Several times a month 4	Once a month	Less than once a month	descriptions/ summaries of this reference but not in the last 4 months	descriptions/ summaries of this reference while at this agency		

PRIMARY INFORMATION SOURCE (/ one)

		Original Reference	Written Description/ Summary	Frequency
32.	Administrative Code			
33.	Alcoholic Beverage Control Act			
34.	Business and Professions Code			
35.	Civil Code			
36.	Code of Civil Procedures			
37.	Education Code			
38.	Evidence Code			
39.	Fish and Game Code			
40.	Government Code	<u>-</u>		
41.	Harbor and Navigation Code			
42.	Health and Safety Code			
43.	Military and Veterans Code			
44.	Minimum Jail Standards (Title 15, Title 18)			
45.	Penal Code			
ЛE	11 S Code			

PRIMARY INFORMATION SOURCE (<u>✓</u> one)

		Original Reference	Written Description/ Summary	Frequency
47.	U.S. Constitution			
48.	Vehicle Code		-	
49.	Welfare and Institutions Code			
5D.	Children and Family Services Statutes		•	
51.	Other state and federal laws			
52.	Local Ordinances			
53.	Peace Officer Legal Sourcebook			<u></u>],
54.	Professional law enforcement publications (e.g., Police Chief, FBI Law Enforcement Bulletin)	. ———	*	

READING AND WRITING

55.	On average, how much time during each shift do you spend reading job-related materials? (Include all job-related reading, e.g., memos, codes, general orders, etc.)	minutes
5 6 .	On average, how much time during each shift do you spend writing job-related materials? hours	minutes
57.	Approximately what percentage of your job-related <u>writing</u> is done in locales? (Your percentages should add up to 100%.)	the following
	a. In patrol car	%
	b. At station	%
	c. In public places	%
	d. At home	%
	e. Other (Specify)	%
		100%
58.	Approximately what percentage of your job-related writing is done: {Your percentages should add up to 100%.}	
	a. By hand	%
	b. On a typewriter	%
	s. On a computer	%
	a. Through dictation	%
		1 0 0 %
59.	Of the total time you spend writing <u>reports</u> , what percent is spent in categories? (Your percentages should add up to 100%.)	
	a. Immediately after an incident (perhaps at the scene)	%
	b. Within an hour or so after the incident	
	c. Near the end of the shift, which may be hours after the incident	%
	d. After the shift is over, hours after the incident	%
	e. Throughout the shift, writing portions of reports as time permits	%
	f. Other (Specify)	\ \ \ \ \ \ \ \
		1 0 0 %

60. Using the following rating scale, indicate how often you use each item below to assist you in your job-related writing.

Alwaysi Almost Always	Frequently	Seldom	Never
3	2	1	0

		When writing by hand	When using a computer	
	a. Dictionary			,
	b. Thesaurus			
	c. Pre-formatted reports (fill-in blanks)			
	 d. Report writing computer software that prompts your responses 	N/A		
	e. Grammar/Spell check software	N/A		
	f. Handheld electronic spelling aid		N/A	
	g. Other (Specify)			
61.	On average, how many reports do you write a day (excluding citations)?	g FIs and		
62.	How many pages of <u>narrative</u> do you write in an average repower sheets)?	ort (excluding	9	

COMPLAINTS/INCIDENTS

This section of the survey contains a list of the many different types of complaints/incidents patrol officers may be called upon to handle. For each item listed, use the Frequency Rating Scale to indicate, on average, how often you have handled the complaint/incident during the last four (4) months. Record your response in the column labeled "Frequency." For each item you give a frequency rating of other than "O" ("I have not handled this type of incident in this agency"), use the Level of Response Rating Scale to indicate the highest level of response that you are expected to be able to make when handling the complaint/incident. Record this rating in the column labeled "Level of Response." Rate each item on both scales before going to the next item. Before proceeding, carefully review the three levels of response which make up the Level of Response Rating Scale.

Frequency Rating Scale:

On average	, how often ha	I have handled	I have not					
More than once a day	Once a day	[.] Several times a week	Once a week	Several times a month	Once a month	Less than once a month	this type of incident at this agency but not in the last 4 months	handled this type of incident at this agency
8	7	6	5	4	3	2	1	0

Level of Response Rating Scale:

What level of response is expected by your agency when handling this type of incident? (If the level of response varies from call-to-call, select the **highest level** of response expected by your agency.)

LEVEL 3 - HIGHEST LEVEL RESPONSE

Conduct complete investigation (for direct submission to prosecutor), including follow-up investigation.

LEVEL 2 - INTERMEDIATE LEVEL RESPONSE

Conduct preliminary investigation and prepare official report of some kind (citation, FI card, crime/accident/incident report, etc.); follow-up investigation conducted by others.

LEVEL 1 - LOWEST LEVEL RESPONSE

Conduct preliminary investigation and take personal notes and/or make log entry only; make no official report of any kind (citation, Fl card, crime/accident/incident report, etc.).

ILLUSTRATIONS

1. If, during the last four months, you have handled an "auto theft" incident several times a week, on average, and your agency expects you to conduct a preliminary investigation and write an incident report for this type of incident, your responses should be as follows:

Frequency Response

Auto theft 6 2

2. If you have never handled an "aircraft" incident, your responses should be as follows:

IMPORTANT DETAILS

- As in the previous section, describe only your personal experience, choosing the one scale value that best represents your answer. Complaints/Incidents that you have handled, but not in the last 4 months, should be assigned a Frequency Rating of "1." Those that you have never personally handled at your present agency should be assigned a Frequency Rating of "0."
- Rate every complaint/incident. <u>Do not skip any items.</u>

BEGIN YOUR RATINGS ON THE NEXT PAGE.

COMPLAINTS/INCIDENTS

On average,	, how often ha	4) months?	I have handled	I have not				
More than once a day	Once a day	Several times a week	Once a week	Several times a month	Once a month	Less than once a month	this type of incident at this agency but not in the last 4 months	handled this type of incident at this agency
8	7	6	5	4	3	2	1	0

What level of response is expected by your agency when handling this type of incident? (If the level of response varies from call-to-call, select the **highest level** of response expected by your agency.)

LEVEL 3 - HIGHEST LEVEL RESPONSE

Conduct complete investigation (for direct submission to prosecutor), including follow-up investigation.

LEVEL 2 - INTERMEDIATE LEVEL RESPONSE

Conduct preliminary investigation and prepare official report of some kind (citation, Fl card, crime/accident/incident report, etc.); follow-up investigation conducted by others.

LEVEL 1 - LOWEST LEVEL RESPONSE

Conduct preliminary investigation and take personal notes and/or make log entry only; make no official report of any kind (citation, Fl card, crime/accident/incident report, etc.).

		Level of Frequency Response		Level of Frequency Response
1.	Abandoned vehicle		14. Barricaded suspect	
2.	ABC violation (liquor law violation)		15. Begging/Aggressive panhandling	
3.	Activated alarm		16. Boat accident	
4.	Air or water pollution		17. Bomb threat	
5.	Aircraft incident		18. Bombing	
	Animal bite		19. Brandishing a weapon	
	Animal control violation		20. Burglary	
	Arson		21. Business or peddler license violation	
9.	Assault (felony)		22. Carjacking	
10.	Assault (misdemeanor)		23. Cattle rustling	
11.	Attempted suicide		24. Check law violation (e.g.,	
12.	Attractive nuisance (e.g., abandoned house,		forgery, NSF, etc.) 25. Check on welfare of citizen	
13.	refrigerator) Auto theft		26. Child abuse or neglect	

		Frequency	Level of Response			Frequency	Level of Response
27.	Child custody			49.	Domestic violence		
28.	Child stealing			50.	Downed wire		
29.	Citizen request for assistance	е		51.	Drowning		
30.	Civil standby (keep the peace)			52.	Drug overdose		
31.	Computer crime			53.	Drunk driver		
32.	Concealed weapon			54.	Earthquake		
33.	Confidence game			55.	Elderly abuse or neglect		
34.	Conspiracy			56.	Embezzlement		Ц
35.	Contributing to delinquency			57.	Explosion		
36.	of a minor Controlled substance and/or			58.	Extortion		Ш
	illicit drug violation, manufacture			59.	False reporting of an emergency		Ш
37.	Controlled substance and/or illicit drug violation,			60.	Fare evasion		
	possession		<u> </u>	61.	Fight or challenging to fight		
38.	Controlled substance and/or illicit drug violation, sales	Ļ		62.	Fire		
39.	Controlled substance and/or illicit drug violation, under the influence			63.	Fireworks violation		
40.	Counterfeit money			64.	Flooding		
	Credit card theft or misuse			65.	Forgery		
	Crowd control			66.	Found property		Щ
	Cruelty to animal			67.	Gambling		Ш
	Dangerous/injured animal			68.	Gang activity		
	Dead body (Coroner case)	$\overline{\Box}$		69.	Graffiti/tagging		Ш
	Death threat	П		70.	Grand theft (excluding auto)		
				71.	Hazardous material incident		
	Defrauding an innkeeper Domestic terrorism			72.	Hit and run traffic accident/collision		

On average	, how often ha	ve you handled	I this type of ir	ncident during t	the <i>last four (</i>	4) months?	I have handled this type of	I have not handled this
More than once a day	Once a day	Several times a week	Once a week	Several times a month	Once a month	Less than once a month	incident at this agency but not in the last 4 months	type of incident at this agency
8	7	6	5	4	3	2	1	0

What level of response is expected by your agency when handling this type of incident? (If the level of response varies from call-to-call, select the **highest level** of response expected by your agency.)

LEVEL 3 · HIGHEST LEVEL RESPONSE Conduct complete investigation (for direct submission to prosecutor), including follow-up investigation. LEVEL 2 - INTERMEDIATE LEVEL RESPONSE Conduct preliminary investigation and prepare official report of some kind (citation, FI card, crime/accident/incident report, etc.); follow-up investigation conducted by others. LEVEL 1 - LOWEST LEVEL RESPONSE
Conduct preliminary investigation and take
personal notes and/or make log entry only;
make no official report of any kind (citation, Fl
card, crime/accident/incident report, etc.).

		Frequency	Level of Response			Frequency	Level of Response
73.	Home invasion			88.	Lewd behavior or dissolute conduct in public		
74.	Homicide				• •	Г	П
75.	Hostage situation			89.	Local ordinance violation		
76.	Illegal alien			90.	Loud and unreasonable noise (e.g., music, barking dog, party)		
77.	Illegal border crossing			91.	Malfunctioning traffic control device		
78.	Illegal firearm			92.	Medical emergency		
79.	Illegal lodging			93.	Mentally disabled person		
BO.	Illegal weapon (other than firearm)				Missing person, high risk (lost child, disabled person)		
B1.	Impersonating an officer or other official			95.	Missing person, low risk (voluntary, runaway,		
82.	Incorrigible juvenile, uncontrollable				suspicious circumstances)	П	П
	uncontrollable			96.	Moving vehicle violation		
B3.	Indecent exposure			97.	Mutual aid response		
84.	Jail/prison escape			98.	Obscene, harassing, or		
B5.	Kidnapping				threatening phone call		
	Labor/management dispute			99.	Officer request for assistance, backup		
	Landlord/tenant dispute			100.	Officer request for		

		Frequency	Level of Response			Frequency	Level of Response
101.	Other public agency needing assistance (e.g., health, probation departments)			123.	Sex crime (other than rape, prostitution, or indecent exposure)		
102.	Parking violation			124.	Shooting at inhabited dwelling or occupied building		
103.	Parole or probation violation			125.	Shots fired, illegal shooting		
1 D4.	Petty theft			126.	Sniper		
105.	Poaching			127.	Solicitation of prostitution		
106.	Pornographic material (e.g., child, video)			128.	Stalking		
107.	Power outage			129.	Suicide		
108.	Prostitution			130.	Suspicious aircraft activity		
109.	Prowling, loitering, wandering upon private property			131.	Suspicious odor		
110.	Public intoxication			132.	Suspicious package		
111.	Public transportation			133.	Suspicious person/vehicle		
110	emergency or incident		П	134.	Theft by false pretenses	Ш	
	Rape Receiving stolen property			135.	Throwing or launching object at moving vehicle	Ш	
	Reckless driving			136.	Traffic accident		
	Recovering stolen property			137.	Traffic control incident		
				138.	Traffic hazard		
	Repossession dispute			139.	Train incident		
117.	Riot			140.	Transient persons		
118.	Roadway hazard			141	Trespassing		П
119.	Robbery - armed	Ш					
120.	Robbery - strong-arm				Truancy/curfew violation		
121.	Ruptured water or gas line			143.	Unlawful possession or use of explosive		
122.	Search and rescue			144.	Unusual or severe weather conditions	Ш	

On	average,	, how often ha	4) months?	I have handled this type of	I have not handled this				
8	e than a a day	Once a day	Several times a week	Once a week	Several times a month	Once a month	Less than once a month in the last months		type of incident at this agency
	8	7	6	5	4	3	2	1	0

What level of response is expected by your agency when handling this type of incident? (If the level of response varies from call-to-call, select the highest level of response expected by your agency.)

LEVEL 3 - HIGHEST LEVEL RESPONSE
Conduct complete investigation (for direct submission to prosecutor), including follow-up investigation.

LEVEL 2 - INTERMEDIATE LEVEL RESPONSE Conduct preliminary investigation and prepare official report of some kind (citation, FI card, crime/accident/incident report, etc.); follow-up investigation conducted by others. LEVEL 1 - LOWEST LEVEL RESPONSE
Conduct preliminary investigation and take
personal notes and/or make log entry only;
make no official report of any kind (citation, Fl
card, crime/accident/incident report, etc.).

		Frequency	Level of Response
145.	Utility theft		
146.	Vandalism		
147.	Violation of court order		
148.	Wanted person		
	Witness intimidation		

EQUIPMENT AND TRANSPORTATION CHECKLIST

For each item below, check the **YES** or **NO** box to indicate if you use, carry, drive or operate the item in the course of performing your current duties as a uniformed radio-car patrol officer.

		YES	NO			YES	N
1.	Alarm monitor			24.	Chemical agent, pepper spray		Ε
2.	All terrain vehicle (ATV)			25.	City directory		Е
3.	Ammunition/magazine/clip			26.	Computer printer		Е
4.	Animal control equipment (loop, gloves, net)				Computer software		[
5.	Automatic traffic volume counter				Computer terminal (other than MDT)		
6.	Axe				CPR Mask		Е
7.	Back-up weapon				Decibel meter		Ε
	Barrier tape			31.	Dictating machine/cassette tape recorder		Ε
9.	Base station radio			32.	Disinfectant cleanser		С
10.	Baton			33.	Drug and narcotic identification		Е
11.	Battering ram				field kit		
12.	Bicycle			34.	Electronic tracking device		Г
13.	Binoculars			35.	Emergency lights & sirens (Unitrol)		С
14.	Boat			36.	Evidence processing kit (fingerprinting, casting)		С
15.	Body armor, inside clothing		□.	37.	Facsimile transmission equipment		
16.	Body armor, outside clothing				(fingerprints)		
17.	Breath testing instruments (e.g., Intoxilizer)			38.	Facsimile transmission equipment (other)		Е
18.	Bus			39.	Fingerprint pre-booking equipment		Ε
19.	Calculator (adding machine)			40.	Fire extinguisher		Е
20.	Call box			41.	Fire hose		С
21.	Camera			42.	Fire nozzles		
22.	Cellular phone			43.	Fire protective clothing		
23.	Chemical agent, mace			44.	Fire truck		Е

		YES	NO			YES	NO
45.	First aid kit			72.	Night vision device (e.g., starlight		
46.	Flare gun				scope, infrared scope)		
47.	Flares, road			73.	Pager		
48.	Flashlight			74.	Patrol car, marked		
49.	Flex-cuffs			75.	Patrol car radio		
50.	Gas mask			76.	Personal computer		
51.	Goggles (face shield)			77.	Photocopier		
52.	Hand-held police radio (walkie-talkie, mobile radio)				Photographic equipment Pneumatic tool for extracting		
53.	Handcuffs			73.	trapped persons (e.g., Jaws of Life, Hurst)	u	
54.	Hazmat protective clothing			ลก	Preliminary alcohol screening		
55.	Horse			00.	device (Breath analyzer)	ب	
56.	Illuminated traffic baton			81.	Pry bar		
57.	Infant/child car seat			82.	Public address system (mobile or		
58.	Intoxilizer (wall unit)				stationary)		
59.	Ladder			83.	Radar unit		
60.	Laptop/notebook computer			84.	Radio frequency scanner		
61.	Life vest			85.	Rain gear		
62.	Lo-jack			86.	Restraining devices (e.g., transport chains, hobbles)		
63.	Lug wrench			87.	Reverse directory (e.g.,		
64.	Maps - street				CRISSCROSS, Haines)		
65.	Maps - topographic			88.	Rifle		
66.	Marine radio			89.	Riot baton	. 🗆	
67.	Metal detector			90.	Riot/Kevlar helmet		
68.	Microfilm machine (reader)			91.	Riot shield		
69.	Mobile Data Terminal (MDT)			92.	Rollatape/Strolmeter/walking stick		
70.	Motorcycle				(to measure distances)		
71.	NCIC/DOJ terminal			93.	Rope		
			u	,			

		YES	NO	
94.	Rubber gloves			
95.	Sanitary smock or drape			
96.	Self-contained air pack (e.g., Scott air pack, MSA air pack)			
97.	Service weapon (handgun)			
98.	Shoe covers (crime scene)			
99.	Shotgun			
100.	Signal box key			
101.	Siren			
102.	Skis .			
103.	Snowmobile			
104.	Snowshoes			
105.	Spotlight			
106.	Stun gun/Taser/Electronic Immobilization Device (EID)			
107.	Surveillance gear (e.g., infrared scope, radio transmitter)			
108.	Tack strip			
109.	Tape measure			
1Ó.	Tape recorder			
11.	Tear gas gun			
12.	Tear gas/smoke grenade			
13.	Telescopic gun sight			
14.	Throw ring (life preserver)			
15.	Traffic accident flex curve			
16.	Traffic control devices (e.g., cones, flares, pylons)			
17.	Traffic control vest			
18.	Traffic template (nomograph)			
19.	Transportation van			

120. Truck (1-ton or larger)	AF2	
121. Typewriter		
122. Vehicle immobilizer (Boot)		
123. Vehicle jack		
124. Vehicle warning lights		
125. Video camera, hand-held		
126. Video camera, vehicle mounted		
127. Whistle		

JOB FUNCTIONS

The last section of the survey contains descriptions of general job functions that are intended to summarize the duties performed by uniformed radio-car patrol officers in California. Read all of the descriptions carefully. Then go back and estimate the percent of time that you devote to performing each function. In making your estimates, consider your work activities during the past 4 months. Because what you do at any given time may be directed toward performing more than one job function, the total of your estimates may exceed 100%. If you do not perform a function, record "0" as your estimate of percent of time. Record your estimates in the column labeled "% Time."

		% Time	
1.	Detecting criminal activity, identifying criminals and systematically inspecting, gathering, and controlling property and information needed to investigate and resolve crimes.		%
2.	Documenting investigations, enforcement actions, and other patrol activities and contacts.		%
3.	Locating, pursuing, controlling, arresting, and processing suspects.		%
4.	Preparing for testimony at hearings or trials, giving depositions, and testifying in court.		%
5.	Maintaining the safe flow of traffic, citing and/or arresting Vehicle Code violators, and investigating traffic accidents and hazards.		%
6.	Protecting or assisting persons in emergency situations such as accidents, disasters, and crimes in progress.		%
7.	Monitoring activity in the community, mediating disputes, quelling disturbances, and controlling crowds.		%
8.	Providing information, and assistance to the public in non-emergency and non-enforcement situations.		%
9.	Engaging in activities and programs that are intended to increase community involvement in reducing crime and addressing other community concerns.		%
0.	Engaging in activities and programs that are intended specifically to build public awareness, trust, and confidence in local law enforcement.		%
1.	Maintaining and improving the knowledge, skills, and abilities that you need to effectively perform your patrol officer duties.		%

If you perform any task, handle any type of incident, etc., that is not included in this survey, please describe it here:					
·					

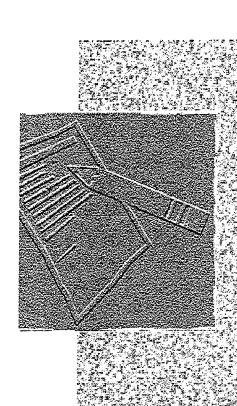
YOU HAVE NOW COMPLETED THE SURVEY.

RETURN YOUR COMPLETED SURVEY, SEALED IN THE ENVELOPE PROVIDED,
TO YOUR DEPARTMENT COORDINATOR.

Thank you for your participation in this project. Again, the information you have provided will benefit California law enforcement for many years to come.

APPENDIX G

SUPERVISOR SURVEY





PATROL OFFICER JOB ANALYSIS

COMMISSION ON

Supervisor

PEACE OFFICER

STANDARDS AND

TRAINING

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Uniformed Radio-Car Patrol Officer Task Analysis Survey

SUPERVISOR

INTRODUCTION

This job analysis survey was developed by the Commission on Peace Officer Standards and Training (POST) to collect information about the uniformed radio-car patrol officer job. The information will be used to revise both the basic training curriculum and current statewide selection standards. Thus, the results will have a significant impact on the law enforcement profession in California.

The survey is being administered to field supervisors of patrol officers and deputies from law enforcement agencies throughout the state. All completed surveys will be returned to POST, where the responses will be combined to identify the common elements of the uniformed radiocar patrol officer as it is performed statewide. All individual responses will be kept confidential.

In addition, depending on the level of participation of your agency, the survey responses from the patrol supervisors in your agency may be summarized and reported to your agency, where they can be used to revise or establish local selection standards and training programs. <u>Again</u>, all individual responses will be kept confidential.

Because of the significant role the survey results will play in determining the nature of future basic academy training and selection standards, it is extremely important that you read and follow all instructions carefully and respond to all questions in a thoughtful manner.

Your department coordinator should have informed you of the deadline for completing the survey. Please complete and return the survey to the <u>coordinator</u>, after sealing it in the envelope provided, by that designated time.

Thank you for your assistance. The information you and others provide will benefit California law enforcement for many years to come.

7=						
	In order to ensure that the data collected is from experienced field supervisors of uniformed radio-car patrol officers, participation in the survey is being limited to those who meet certain assignment and tenure requirements. Therefore, please respond to the following preliminary questions:					
	 Are you currently a field supervisor (e.g., sergeant, field sergeant, field supervisor) of uniformed radio-car patrol officers assigned to general radio-car patrol duties? 	Yes	No			
	Have you worked in your present assignment for at least the last four (4) months? (Disregard beat or shift changes.)		٥			
	3. Do you have at least 1 year of experience as a field supervisor of uniformed radio-car patrol officers with this agency?					
	IF YOU ANSWERED NO TO ANY OF THESE QUESTIONS, PLEASE STO YOUR DEPARTMENT COORDINATOR; OTHERWISE CONTIN		ID SEE			

1.	Please respond to the following questions in the boxes to the right	ıt.	
	Your Present Rank: (Choose one.)		
	1 = Corporal 2 = Sergeant 3 = Lieutenant 4 = Captain 5 = Chief/Sheriff 6 = Other (Specify)		
2.	How long have you been at your present rank with this agency?	years	months
3.	How long have you worked in your <u>present assignment as a field supervisor of uniformed radio-car patrol officers</u> ? (Disregard beat or shift changes.)	years	months
4.	How much total experience do you have as a field supervisor of uniformed radio-car patrol officers in your present agency?	years	months
5.	How much total law enforcement experience do you have in your present agency? (Include Jail/Custody assignments.)	years	months
	5a. In what other ranks? (Check all that apply.)		
	Lieutenant		
	Sergeant		
	Corporal		
	Officer/Deputy Sheriff		
	Level I Reserve (Designated)		
	Level I Reserve (Non-designated)		
	Level II Reserve		
	Level III Reserve		

6.	What is your current, primary (i.e., most frequent) work shift as a field supervisor of radio-car patrol officers? (Please use military time.)				
	Start Time	End Time			
	Ba. How long has this been your primary work shift?	years months			
7.	If your current, primary work shift has changed during the <u>last 4 reprimary</u> work shifts have you worked <u>in the last 4 months</u> ? (Please				
	Start Time	End Time			
	Start Time	End Time			
	Start Time	End Time			
8.	How much <u>additional law enforcement experience do you have in other California agencies</u> ? 8a. In what ranks? (Check all that apply.)	years months			
	Lieutenant				
	Sergeant				
	Corporal	□ ·			
	Officer/Deputy Sheriff				
	Level I Reserve (Designated)				
	Level I Reserve (Non-designated)				
	Level II Reserve				
	Level III Reserve				

9.	Your Age:	
10.	Your Gender: Female = 1 Male = 2	
11.	Your Race/Ethnicity:	
	1 = African American 2 = Asian/Pacific Islander 3 = Hispanic 4 = Native American (American Indian) 5 = White 6 = Other (Specify)	
12.	Your Education: (Indicate highest level achieved.) 1 = GED/high school proficiency 2 = High school graduate 3 = Some college; no degree 4 = Two-year college degree 5 = Four-year college degree 6 = Some Postgraduate college; no advanced degree 7 = Postgraduate degree (M.A., LL.B., Ph.D., etc.) 8 = Other (Specify)	
	As previously mentioned, your responses will be kept confidential. However, in event that we need to contact you regarding your responses, we ask that you provide the following optional information:	the
	Your Name: (PLEASE PRINT CLEARLY)	
	Your Work Phone: () — — —	

TASKS

This section contains an extensive list of job tasks that are performed by patrol officers in California. The tasks are listed within major job duty areas (e.g., Patrol Activities, Criminal Investigation, Evidence and Property Procedures, etc.).

Carefully review each task and use the Importance Rating Scale below to indicate how important it is that patrol officers in your agency perform this task competently. Note that the scale refers to the importance of competent performance and that the response options range from "Critically Important" (scale value of "5") to "Unimportant/Not Performed by Officers in my Agency" (scale value of "0"). For each task, consider the importance of the task relative to other tasks performed by patrol officers in your agency, taking into account the possible or likely consequences of unsuccessful performance (failure to perform an essential job duty; injury/death; liability to the agency/officer; etc.), select the response option which best describes how important competent performance of the task is, and write the corresponding scale value in the box provided.

Importance Rating Scale:

How important is competent performance of this task to the overall job performance of patrol officers in your agency?						
Critically Important	Very Important	Important	Of Some Importance	Of Little Importance	Unimportant/Not Performed by Officers in my Agency	
5	- 4	3	2	1	0	

ILLUSTRATION

If you feel that it is important that patrol officers in your agency be able to "Conduct premise checks," then your rating would appear below.

Conduct premise checks Importance

IMPORTANT DETAILS

- Remember that you are evaluating the tasks performed by the patrol officers whom you supervise, not the tasks that you personally perform as a patrol supervisor.
- Evaluate each task based on the patrol officer job as it is currently performed in your agency, not on how you think the job should be performed.
- Rate every task. <u>Do not skip any items</u>.

BEGIN YOUR RATING ON THE NEXT PAGE.

TASKS

	How important is competent performance of this task to the overall job performance of patrol officers in your agency?						
Critically Important	Very important	Important	Of Some Importance	Of Little Importance	Unimportant/Not Performed by Officers in my Agency		
5	4	[*] 3	2	1	0		

PATROL ACTIVITIES

	FAIROL ACTIVITIES	
1.	Perform directed (preplanned/predetermined) patrol duties (e.g., for specific enforcement)	Importance
2.	Conduct active patrolling of an assigned area	
3.	Transmit, receive, and monitor messages over police radio (e.g., patrol car radio, handpack, or base station)	
4.	Transmit, receive, and monitor messages over radio-car computer terminal (e.g., MDT)	
5.	Drive vehicle while using computer/communications equipment	
6.	Drive patrol vehicle in emergency responses	
7.	Drive patrol vehicle in pursuits	
8.	Respond as primary unit on calls for service	
9.	Respond as backup unit on calls for service (either own or other department)	
10.	Evaluate the need for and request backup assistance in potentially hazardous or emergency situations	
11.	Identify wanted vehicles or persons while on patrol	
12.	Follow suspicious vehicles (e.g., suspect, suspicious person, operator under the influence)	
13.	Investigate suspicious vehicles, occupants, and/or circumstances	
14.	Conduct high risk/felony vehicle stops	
15.	Participate in surveillance of individuals, vehicles, or locations	

		Importance
16.	Observe vehicles, individuals, or locations for criminal activity while on patrol	
17.	Examine stolen or abandoned vehicles	
18.	Request check for wants/warrants on persons or property through NCIC/CLETS, local records, etc.	
19.	Plan strategies for conducting searches (e.g., area, building)	
20.	Search for missing or lost persons	
21.	Search for wanted persons	
22.	Participate in large-scale area searches for persons	
23.	Request that public assist in apprehension of suspect (posse comitatus)	
24.	Videotape citizen contacts (excluding field sobriety tests)	
25.	Audiotape citizen contacts	
26.	Work in plainclothes on special assignment	
27.	Coordinate activities of law enforcement and/or public safety personnel at crime scenes	
28.	Patrol locations on beat which are potentially physically hazardous (e.g., construction site, attractive nuisance)	
29.	Check individuals/businesses for compliance with licensing requirements and/or Business and Professions Code (e.g., liquor stores, taverns, solicitors, retail businesses)	
30.	Check parks, school grounds, or parking lots	
31.	Secure property (e.g., businesses, residences, schools)	
32.	Examine businesses and dwellings for signs of illegal entry	
33.	Conduct courtesy checks of homes	
34.	Inform property owners or agents of potentially hazardous conditions (e.g., damaged fences, broken water pipes)	
35.	Initiate notification of damaged equipment to public agencies (e.g., telephone company, etc.)	

How important is competent performance of this task to the overall job performance of patrol officers in your agency?						
Critically Important	Very Important	Important	Of Some Importance	Of Little Importance	Unimportant/Not Performed by Officers in my Agency	
5	4	3	2	1	0	

		Importance
36.	Assist motorists with disabled vehicles	
37.	Push disabled vehicles with patrol car	
38.	Inform vehicle owners of legal obligations regarding removal of abandoned vehicles (within specific period of time)	
39.	Coordinate the tow and storage of vehicles	
40.	Notify owners of towed vehicles of location and procedures to reclaim vehicles	
41.	Advise victims of the criminal prosecution process	
42.	Explain enforcement actions and/or procedures to bystanders	
43.	Counsel juveniles both formally and informally	
44.	Confer with juvenile counselors regarding information about juveniles	
45.	Present facts of juvenile cases to family services or juvenile probation officers	
46.	Place juveniles into protective custody/receiving home (with or without court order)	
47.	Explain available options to complainants and victims regarding their situations	
48.	Provide street directions to the public	
49.	Communicate through a language interpreter	
50.	Communicate in a language other than English (Specify)	
51.	Check welfare of citizen (e.g., elderly, ill, or minor children)	
52.	Confer with social service agencies (e.g., Child Protective Services, Adult Protective Services)	
53.	Refer persons to appropriate service agencies	
54.	Provide assistance to persons with disabilities	П

		Important
55.	Take protective custody of mentally disabled, emotionally disabled, or confused persons for their own safety	
5 6 .	Deliver emergency messages to citizens (e.g., death, injury)	
57.	Calm emotionally upset persons	
58.	Provide emergency assistance to the public by driving persons from one location to another	
59.	Perform civil standbys (e.g., keep the peace)	
6 0.	Mediate disputes and/or disturbances	
61.	Alert potential victims to specific crime threats	
62.	Assess/monitor crowds at civil protests, demonstrations, and/or labor disputes for compliance with the law	
63.	Monitor the behavior of nonviolent crowds, groups of spectators, etc., to assess the potential for violence and civil disorder	
64.	Manage the assembly of nonviolent protestors, demonstrators, and/or persons engaged in labor disputes in order to protect their right to assemble	
65.	Patrol areas containing labor pickets, marchers, or demonstrators	
66.	Provide security at special events (e.g., festivals, community gatherings, sporting contests, concerts, etc.)	
67.	Disperse groups of people involved in a disturbance	
68.	Assemble in riot formations to disperse groups of violent people	
69.	Participate as a member of a crowd control team in riot situations	
70.	Extinguish minor fires	
71.	Transport animals	
72.	Assist animal control with dangerous or injured animals	
73.	Attend pre-patrol shift briefings (e.g., roll call)	
74.	Check uniform, personal equipment, and grooming for duty or inspection	

How important is competent performance of this task to the overall job performance of patrol officers in your agency?						
Critically Important	Very Important	important	Of Some Importance	Of Little Importance	Unimportant/Not Performed by Officers in my Agency	
5	4	3	2	1	0	

75.	Check patrol vehicle for damage, supplies, equipment, and contraband before/after shift	Importanc
76.	Inspect patrol vehicle for weapons, contraband, and damage during shift (e.g., after arrest or transport)	
7 7.	Enforce court orders (e.g., child custody, eviction, restraining order)	
78.	Serve subpoenas	
79.	Serve other civil process papers	
80.	Collect bail	
	ARREST, SEARCH, AND SEIZURE	
B1.	Approach and detain potentially dangerous persons (e.g., members of motorcycle, juvenile, or street gangs)	
B2.	Temporarily detain suspicious persons	
83.	Use verbal persuasion to encourage compliance (e.g., suspects, crowds, public)	
B4.	Plan strategies for making arrests	
85.	Obtain arrest warrants	
86.	Verify validity of warrants before service/arrest	
87.	Cite criminal offenders	
88.	Detain or arrest occupants of vehicles	
89.	Arrest persons based on warrants	
90.	Arrest persons without warrants	
91.	Accept private persons arrests	

		Importanc
92.	Administer Miranda warnings	
93.	Arrest or cite juveniles to juvenile probation/juvenile court	
94.	Administer Miranda warnings to detained or arrested juveniles	
95.	Explain nature of charges to offenders	
96.	Notify parents/guardians of juvenile's violation(s)	
97.	Handcuff suspects or prisoners	
98.	Restrain suspects or prisoners using devices other than handcuffs (e.g., leg irons, belly chains, leather restraints, hobbles)	
99.	Obtain search warrants	
100.	Serve or assist in serving search warrants	
101.	Solicit consent for searches of persons and/or property	
102.	Explain person search procedures to suspects, when appropriate	
103.	Search persons or immediate area incident to an arrest	
104.	Participate in parole/probation searches	
105.	Conduct cursory (pat down) searches	
106.	Explain property/residence search procedures to persons	
107.	Search vehicles for contraband or evidence	
108.	Search locations with warrant	
109.	Search locations without warrant (including exigent circumstances)	
110.	Search for and identify physical evidence at crime scenes	
111.	Arrange to obtain biological evidence from persons (e.g., blood, urine) for laboratory analysis	
112.	Seize contraband and/or evidence (e.g., vehicles, property, weapons, drug paraphernalia, controlled substances, gaming devices)	

How important is competent performance of this task to the overall job performance of patrol officers in your agency?					
Critically Important	Very Important	lmportant	Of Some Importance	Of Little Importance	Unimportant/Not Performed by Officers in my Agency
5	4	3	2	1	0

COMMUNITY RELATIONS/CRIME PREVENTION Importance 113. Talk to people to identify community concerns, establish trust, gather information about the community, etc. 114. Meet with and make presentations to neighborhood associations or community groups 115. Meet with school administrators to identify concerns 116. Participate in school programs and classroom presentations 117. Participate in community forums, ride-along programs, etc. 118. Explain recruitment requirements to interested individuals 119. Release information to the press 120. Describe crime prevention techniques to members of the community 121. Provide assistance to citizens wanting to form neighborhood watch groups 122. Conduct security inspections of businesses and dwellings to ensure adequate security 123. Work with community members to develop and implement strategies for reducing crime and addressing community concerns **TRAFFIC** 124. Engage in selective enforcement at specific locations to reduce accidents 125. Observe driver compliance with Vehicle Code 126. Operate radar equipment for speed enforcement 127. Estimate speed of vehicles using speedometer 128. Estimate speed of vehicles visually

		Importance
129.	Conduct routine traffic stops	
130.	Respond as backup unit on traffic stops (either own or other department)	
131.	Explain legal obligations and procedures to drivers stopped for Vehicle Code violations	
132.	Inspect vehicles for compliance with Vehicle Code (e.g., equipment violations)	
133.	Inspect vehicle or other identification numbers (e.g., VIN, CF, engine, serial)	
134.	Check validity of drivers' licenses and vehicle registrations	
135.	Cite Vehicle Code violators	
136.	Arrest and book Vehicle Code violators	
137.	Operate roadway checkpoints	
138.	Evaluate driver's capability to operate a vehicle (e.g., preparatory to chemical or roadside sobriety test, DMV reexamination)	
139.	Administer field sobriety test to drivers suspected of being under the influence of drugs or alcohol	
	Administer Breathalyzer/Intoxilizer test to drivers suspected of being under the influence of alcohol	
141.	Videotape field sobriety tests	
142.	Arrange to obtain blood or urine samples for sobriety tests	
143.	Complete Admin per Se and other DMV forms for DUI arrests	
144.	Amend Vehicle Code citations in response to court order	
145.	Void Vehicle Code citations in accordance with department procedures	
	Direct traffic using hands or hand-held illumination devices, flares, traffic cones, and/or barriers (including positioning of patrol cars)	
147.	Operate traffic signals manually	
148.	Secure and protect accident scenes	
	Coordinate activities of law enforcement and/or public safety personnel at accident scenes	

How important is competent performance of this task to the overall job performance of patrol officers in your agency?					
Critically Important	Very Important	Important	Of Some Importance	Of Little Importance	Unimportant/Not Performed by Officers in my Agency
5	4	3	2	1	0

150.	Request emergency assistance for traffic accident (e.g., tow truck, CHP, ambulance, public works, CalTrans)	Importanc
	ambulance, public works, Carrians,	
151.	Collect and examine evidence and personal property from accident scenes	
152.	Locate witnesses to accidents by talking to bystanders, knocking on doors, etc.	
153.	Sketch traffic accident scenes	
154.	Diagram traffic accident scenes	
155.	Take measurements at traffic accident scenes	
156.	Photograph traffic accident scenes/vehicles	
157.	Investigate and report hazardous roadway conditions (e.g., damaged roadway, wires down, malfunctioning traffic control devices)	
158.	Remove minor hazards from roadway	
159.	Escort emergency vehicles	
160.	Escort parades and other processions	
	CRIMINAL INVESTIGATION	
161.	Conduct preliminary (initial, at the scene) investigations	
162.	Conduct investigations to completion (i.e., without the assistance of investigative personnel)	
163.	Participate in joint investigations with other law enforcement agencies	
164.	Request investigative assistance (e.g., detectives, crime lab, other officers, tracking dogs, diving team, etc.)	
165.	Secure and protect crime scenes	
166.	Photograph crime scenes/evidence/persons	П

167.	Sketch crime scenes	Importance			
168.	Access automated information systems to conduct inquiries on persons or property				
169.	Conduct field identifications of suspects				
170.	Organize and conduct photo lineups				
171.	Review records and pictures to identify suspects				
172.	Locate witnesses to crimes by talking to bystanders, knocking on doors, etc.				
173.	Interview complainants, witnesses, victims, suspicious persons, and suspects to gather information				
174.	Interview juvenile suspects				
175.	Interview persons who are in a variety of emotional states (e.g., hysterical, intoxicated, suicidal)				
176.	Interview medical personnel to obtain information on injuries or illnesses				
177.	Obtain written statements from victims, suspects, and witnesses				
178.	Establish field contacts/confidential informants				
179.	Review crime series and/or crime patterns to develop investigative leads				
180.	Review confidential intelligence data on known or suspected offenders				
181.	Contact various sources (e.g., employers, utility companies, banks, schools) to locate persons				
182.	Examine county, city, or agency records for information (e.g., property ownership, addresses of persons)				
183.	Contact parole/probation officers for information about parolees/probationers				
RESPOND TO EMERGENCIES					
184.	Survey extent of damage and/or injuries at disaster/hazmat scenes				
185.	Identify steps to be taken and resources needed to manage disaster/hazmat scenes				
186.	Request resources needed to manage disaster/hazmat scenes				

How important is competent performance of this task to the overall job performance of patrol officers in your agency?					
Critically Important	Very Important	Important	Of Some Importance	Of Little Importance	Unimportant/Not Performed by Officers in my Agency
5	4	3	2	1	0

187.	Determine and communicate routes for responding units to disaster/hazmat scenes	Importanc
188.	Direct responses of other public safety personnel at disaster/hazmat scenes (until relieved by superior officer)	
189.	Deny access to disaster/hazmat scenes by unauthorized persons	
190.	Evacuate buildings and/or areas to remove persons from danger	
191.	Cooperate with and/or assist other emergency agencies at disaster/hazmat scenes (e.g., Fire, OES, Red Cross)	
192.	Assess extent of injuries to injured/wounded persons	
193.	Obtain medical treatment for injured persons	
194.	Take preventive safety precautions when administering first aid	
195.	Administer first aid	
196.	Administer cardiopulmonary resuscitation	
197.	Deliver babies	
	PHYSICAL ACTIVITY AND PHYSICAL FORCE	
198.	Pursue on foot fleeing suspects	
199.	Subdue resisting or attacking persons using locks, grips, or control holds (excluding mechanical devices)	
200.	Use compliance or come-along holds to move persons	
201.	Use hands or feet in weaponless defense	
202.	Physically disarm persons	
203.	Lift and/or carry hard-to-move objects or persons	

		Importance				
204.	Climb up over obstacles or through openings (e.g., fences, walls, windows)					
205.	Jump/hurdle/vault over or across obstacles (e.g., bushes, low fences, ditches)	aria propinsi				
206.	Balance oneself on uneven or narrow surfaces (e.g., roofs, ledges)	The state of the s				
207.	Sit in one position for extended periods of time	Typesalve and the same				
208.	Stand in one position for extended periods of time	de un van september de				
209.	Walk for extended periods of time (e.g., foot patrol)	Transport				
210.	Drag and/or pull hard-to-move objects or persons					
211.	Crawl in confined spaces or low areas (e.g., attics, culverts)					
212.	Push hard-to-move objects by hand (e.g., disabled or abandoned vehicles)					
213.	Use body force to gain entrance through barriers (e.g., locked doors)					
214.	Hold or support heavy objects (e.g., equipment, disoriented/injured persons)					
215.	Reach overhead to retrieve objects					
216.	Jump down from elevated surfaces					
217.	Squat, crouch, or kneel (to conduct person/vehicle searches, collect evidence, etc.)	Control of the state of the sta				
218.	Bend or stoop (to conduct person/vehicle searches, collect evidence, etc.)					
219.	Climb ladders					
220.	Climb stairs					
221.	Participate in a voluntary exercise program to maintain physical fitness					
222.	Participate in a required exercise program to maintain physical fitness					
	WEAPONS					
223.	Secure duty weapons					
224.	Clean and maintain weapons					
225.	Qualify and/or engage in required practice with weapons other than firearms (e.g., baton, chemical agents, taser)					

How important is competent performance of this task to the overall job performance of patrol officers in your agency?					
Critically Important	Very Important	Important	Of Some Importance	Of Little Importance	Unimportant/Not Performed by Officers in my Agency
5	4	3	2	1	0

	·	Importance
226.	Draw impact weapon (e.g., baton) to obtain compliance	
227.	Use impact weapon strike (e.g., baton) to obtain compliance	
228.	Draw nonlethal defensive weapons (e.g., chemical agents, stun guns, taser) to obtain compliance	
229.	Use nonlethal defensive weapons (e.g., chemical agents, stun guns, taser) to obtain compliance	
230.	Qualify and/or engage in required practice with firearms	
231.	Draw and point handgun	
232.	Fire handgun at person	
233.	Draw and point shotgun	
234.	Fire shotgun at person	
235.	Draw and point rifle	
236.	Fire rifle at person	
237.	Discharge firearm at badly injured or dangerous animals	
	BOOKING AND HANDLING PRISONERS	
238.	Place holds on prisoners (e.g., parole, identification)	
239.	Identify and document prisoner behavior which indicates emotional instability	
240.	Examine and document prisoners' injuries	
241.	Administer first aid or seek medical treatment, as needed, for prisoners prior to transport	
242.	Prevent injuries to prisoners	
243.	Deny access to prisoners by unauthorized persons	П

		Important
244.	Secure prisoners for transport	
245.	Transport persons to detoxification centers	
246.	Transport prisoners	
247.	Secure weapons prior to entry into detention facilities	
248.	Remove handcuffs from prisoners	
249.	Interview prisoners to obtain personal information for booking purposes	
250.	Explain booking process to prisoners	
251.	Book prisoners by completing arrest reports/booking sheets	
252.	Search prisoners' clothing	
253.	Strip search prisoners	
254.	Collect and inventory prisoners' personal property	
255.	Fingerprint persons pursuant to an arrest	
256.	Process evidence seized at custodial searches	
257.	Guard prisoners detained at facility other than jail (e.g., hospital)	
258.	Extract prisoners from cells	
	EVIDENCE AND PROPERTY PROCEDURES	
259.	Record location of physical evidence and fingerprints at crime scene	
260.	Collect and examine evidence and personal property from crime scene	
261.	Photograph latent fingerprints	
262.	Dust and lift latent fingerprints	
263.	Cast impressions at crime scene (plaster casts, silicone, etc.)	
264.	Identify suspected drug substances (e.g., by sight, presumptive test kit)	e parameter a
265.	Preserve evidence and personal property	

How important is competent performance of this task to the overall job performance of patrol officers in your agency?					
Critically Important	Very Important	Important	Of Some Importance	Of Little Importance	Unimportant/Not Performed by Officers in my Agency
5	4	3	2	1	0

		Importance
266.	Transport property and/or evidence	
267.	Mark and store evidence	
268.	Determine need for specialized agency assistance to collect hazardous evidence (e.g., explosives, hazardous materials)	
269.	Handle and store hazardous evidence (e.g., weapons, narcotics paraphernalia, etc.)	
270.	Seize weapons from suspects in domestic violence and/or psychiatric detention	
271.	Recover and inventory lost or stolen property	
272.	Explain to the public procedures for reclaiming property	
273.	Locate owners of recovered property	
274.	Record property value of stolen or recovered goods	
275.	Release property to owners (e.g., verify ownership, document release)	
276.	Issue receipt for property taken	
	PREPARING CASES FOR COURT AND TESTIFYING	
277.	Prepare for testimony at hearings or trials by reviewing reports, notes, evidence, law, court documents, agency policy, etc.	
278.	Prepare for trials by reviewing facts of case with Deputy District Attorney or prosecutor	
279.	Retrieve and transport evidence to court for presentation at trials	
280.	Give depositions in civil cases	
281.	Testify in civil cases	
282.	Testify in criminal cases	
283.	Participate in legal proceedings as designated investigating officer	

284	Give hearsay testimony at preliminary hearing pursuant to Proposition 115	Importance				
204.		<u> </u>				
	ADMINISTRATIVE DUTIES					
285.	Receive incoming calls from the public					
286.	Explain laws and procedures to the public					
287.	Participate in meetings with other officers (e.g., departmental staff meetings)					
288.	Communicate information on an informal basis to other law enforcement personnel					
289.	Communicate with supervisor(s) during shift (e.g., regarding case law interpretation, policy clarification, etc.)					
290.	Attend in-service and outside training, conferences, or seminars					
291.	Gather and maintain information on bonding agencies					
292.	Retrieve documents from records systems					
293.	Prepare documents for filing (i.e., label, alphabetize, place in chronological order, etc.)					
294.	Personally file documents in records systems (e.g., fingerprint cards, correspondence, criminal reports, vehicle reports)					
295.	Prepare advertisements and notices of the sale of property					
296.	Develop or revise agency forms					
297.	Maintain department records of warrants served					
298.	Maintain personal notes for future reference					
299.	Maintain inventory lists (e.g., departmental equipment and property)					
300.	Request equipment repair (e.g., personal or departmental)					
301.	Photograph individuals for identification purposes (ID photos)					
302.	Fingerprint persons for noncriminal reasons					
303.	Express disapproval to fellow officer regarding his/her misconduct					
304.	Take action to prevent misconduct or criminal behavior by another officer					
305.	Report inappropriate or illegal conduct by another officer to supervisor					

T-17

WRITING TASKS

Listed below are various writing tasks. Using the same Importance Rating Scale, indicate how important it is that patrol officers in your agency perform each task competently.

How important is competent performance of this task to the overall job performance of patrol officers in your agency? Unimportant/Not Of Some Importance Critically Important Very Important Important Of Little Importance Performed by Officers in my Agency 5 4 3 2 1 0 **Importance** 1. Take notes 2. Incorporate field notes into reports 3. Summarize in writing statements of witnesses, complainants, etc. 4. Record in writing formal confessions 5. Enter information on report forms consisting primarily of check-off boxes or fill-in blanks (e.g., vehicle impound reports) 5. Write brief reports (one or two sentences) that serve to document an event (e.g., log entry) 7. Write reports consisting of several short descriptive phrases, sentence fragments, or very short sentences (e.g., incident reports) 8. Write in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports) 9. Complete reports for other jurisdictions (e.g., weapons, vehicle parts) 10. Complete state reporting forms (e.g., CHP report forms, 11166 PC, EPO) 11. Prepare accident statistical data for DMV, CHP, internal records 12. Compile crime data from a number of sources (e.g., for entry onto summary sheets)

numbers)

Importance Rating Scale:

13. Record number/letter series (e.g., license plate numbers, driver's license numbers, addresses, serial numbers, telephone numbers, registration numbers, social security

		Importance
14.	Write paperwork for arrest warrants	
15.	Complete 5150 petitions	
16.	Prepare paperwork for process server	
17.	Prepare list of known criminals and/or wanted persons (for own or departmental use)	
18.	Prepare wanted persons information (for federal, state, and local law enforcement officials and agencies)	
19.	Record bond raises, forfeitures and reductions	
20.	Record disposition of civil papers	
21.	Enter information into activity logs, patrol logs, daily reports, or departmental records	
22.	Update maintenance records on patrol cars	
23.	Maintain inventory logs (e.g., evidence, recovered property)	
24.	Write crime broadcasts or wanted notices	
25.	Write news releases	
26.	Write memoranda and other correspondence	
27.	Draft material for departmental manuals	
	ING THE SAME IMPORTANCE RATING SCALE, INDICATE HOW IMPORTANT IT IS THAT THE WRITING PATROL OFFICERS IN YOUR AGENCY BE CHARACTERIZED BY THE FOLLOWING:	
28.	Accuracy: Containing no errors in description	
29.	Clarity: Not subject to misinterpretationfree from confusion	
30.	Completeness: Containing all necessary information	
31.	Conciseness: Short and to the point	
32.	Legibility: Easy to readletters are easily recognizable	
33.	Mechanics: Free from spelling, grammar, and punctuation errors	
34.	Objectivity: Not influenced or affected by personal bias or emotion (i.e., factual)	
35.	Organization: Well structureddeveloped in a logical manner	
36.	Timeliness: Produced in a reasonable amount of time	

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INFORMATION SOURCES

Listed below are various types of written material which are referred to by patrol officers. Using the following Importance Rating Scale, indicate how important it is that patrol officers in your agency be able to read and understand each type of material.

How important is it that patrol officers in your agency be able to read and understand this material?

Critically Important

Very Important

Important

Of Some Importance

Of Little Importance

Unimportant/Not Read by Officers in my Agency

Agency

1. Street maps

		mipor tano
1.	Street maps	
2.	Weather forecasts and bulletins	
3.	Messages displayed on video display terminals (VDTs)	
4.	Written briefings from preceding shifts	
5.	Wanted vehicles and wanted persons bulletins	
6.	Objects or sources containing written number/letter series (e.g., license plates, license numbers, addresses, serial numbers, telephone numbers, registration numbers, social security numbers)	
7.	Written sources containing statistics and other compiled information (e.g., to determine areas in need of selective enforcement)	
8.	Reports consisting primarily of check-off boxes or fill-in blanks (e.g., vehicle impound reports)	
9.	Reports consisting of several short descriptive phrases, sentence fragments, or very short sentences (e.g., incident reports)	
0.	In-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports)	
11.	Crime lab reports	
12.	Coded material (e.g., NCIC printout, DMV drivers' records)	
13.	Reference material (e.g., PDR, Drug Recognition Manual)	

How important is it that patrol officers in your agency be able to read and understand this material?											
Critically Important Very Important		Important	Of Some Importance	oportance Of Little Importance Unimportant/Not by Officers in n Agency							
5	4	3	2	1	0						

		Importance
14.	Training bulletins	
15.	Incoming correspondence	
16.	Interoffice memos	
17.	Departmental manuals	
18.	Court transcripts	
19.	State, federal and local laws	
20.	Case law	
21.	Legal interpretations (e.g., California Attorney General's opinions, city attorney opinions)	
22.	Writs and bail bonds	
23.	Civil process papers for completeness and accuracy	
24.	Warrants for completeness and accuracy prior to service	
2 5 .	Court papers to determine proper action (orders of protection, injunctions, etc.)	
Fie	eld Guides (e.g., QWIK-REF, REDI-REF, etc.) for:	
26.	Drugs, narcotics	
27.	Foreign language	
28.	Municipal Code	
29.	Penal Code	
30.	Vehicle Code	
31.	Other:	

COMPLAINTS/INCIDENTS

This section of the survey contains a list of the many different types of complaints/incidents patrol officers may be called upon to handle. For each complaint/incident listed, use the following **Importance Rating Scale** to indicate the relative importance of competent handling for each complaint/incident to overall job performance of patrol officers in your agency. Record your response in the column labeled "Importance."

Importance Rating Scale:

How important is competent handling of this complaint/incident to the overall job performance of patrol officers in your agency?										
Critically Important	Very Important	Important	Of Some Importance	Of Little Importance	Unimportant/Not Performed by Officers in my Agency					
5	4	3	2	1	0					

ILLUSTRATION

If competent performance by a patrol officer while handling a domestic violence incident is very important, your response would be as follows:

Domestic violence

Importance 4

COMPLAINTS/INCIDENTS

How important is competent handling of this complaint/incident to the overall job performance of patrol officers in your agency?									
Critically Important	Important	nportant Of Some Importance Of Little Importance							
5	4	3		2	1	0			
1. Abandoned	vehicle	Importance	17.	Bomb threa	at	Importance			
2. ABC violation	on (liquor law		18.	Bombing					
3. Activated al		19.	Brandishing	g a weapon					
4. Air or water	pollution		20.	Burglary					
5. Aircraft incid		21.	Business of violation	r peddler license	· L				
6. Animal bite		22.	Carjacking						
7. Animal cont	rol violation		23.	Cattle rustl	ing				
8. Arson			24.	4. Check law violation (e.g., forgery, NSF, etc.)					
9. Assault (feld	ony)		25.		velfare of citize	n 🔲			
10. Assault (mis	demeanor)		26.	Child abuse	e or neglect				
11. Attempted s	suicide		27.	Child custo	ody				
12. Attractive n abandoned I	uisance (e.g., nouse, refrigerate	or)	28.	Child steali	ng				
13. Auto theft			29.	Citizen req	uest for assistar	nce 🗌			
14. Barricaded s	uspect		30.	Civil standl peace)	oy (keep the				
15. Begging/Agg panhandling	gressive		31.	Computer	crime				

16. Boat accident

32. Concealed weapon

Importance
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an \Box
g to fight
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ding auto)
l incident
ing
ing

			t is comp <mark>etent</mark> handli ob performance of pa					
Critically Important Very Important 5 4		Important 3	Of Sor	ne importance 2	Of Little Importance	Performe	ortant/Not d by Officers Agency O	
-			Importance					Importance
	. Illegal firearn			95.		person, low risk y, runaway, sus ances)	picious	
	. Illegal lodging	-		96.	Moving v	ehicle violation		
	firearm)	ng an officer or		97.	Mutual ai	d response		
٠.	other official			98.		harassing, or ng phone call		
82	. Incorrigible juncontrollabl	uvenile, le		99.	Officer re	ance,		
83	. Indecent exp	osure		100.	Officer re	ance,		
84	. Jail/prison es	scape			emergend			
85	. Kidnapping			101.	ling			
86	. Labor/manag	ement dispute		102.				
87.	. Landlord/tena	ant dispute		103.	Parole or	probation violat	ion	
88	Lewd behavi conduct in p	or or dissolute ublic		104.	Petty the	ft		
89.	Local ordinar	nce violation		105.	Poaching			
90.	Loud and uni (e.g., music,	reasonable noise barking dog, pa	rty)	106.	Pornograj child, vid	ohic material (e. eo)	g.,	
91	. Malfunctionii device	ng traffic contro		107.	Power ou	tage		
92	Medical eme	rgency		108.	Prostituti	on		
93.	Mentally disa	bled person		109.		loitering, wand ate property	ering	
94.	Missing pers	on, high risk (los d person)	st 📙	110.	Public int	oxication		

		importance		importance
111.	Public transportation emergency or incident		134. Theft by false pretenses	
112.	Rape		135. Throwing or launching object at moving vehicle	
113.	Receiving stolen property		136. Traffic accident	
114.	Reckless driving		137. Traffic control incident	
115.	Recovering stolen property		138. Traffic hazard	
116.	Repossession dispute		139. Train incident	
117.	Riot		140. Transient persons	
118.	Roadway hazard		141. Trespassing	
119.	Robbery - armed		142. Truancy/curfew violation	
120.	Robbery - strong-arm		143. Unlawful possession or use of explosive	
121.	Ruptured water or gas line		144. Unusual or severe weather	
122.	Search and rescue		conditions	
123.	Sex crime (other than rape, prostitution, or indecent		145. Utility theft 146. Vandalism	
10/	exposure)		147. Violation of court order	
124.	Shooting at inhabited dwelling or occupied building			$\overline{\Box}$
125.	Shots fired, illegal shooting		148. Wanted person	
126.	Sniper		149. Witness intimidation	L
127.	Solicitation of prostitution		•	
128.	Stalking			
129.	Suicide			
130.	Suspicious aircraft activity			
131.	Suspicious odor			
132.	Suspicious package			
133.	Suspicious person/vehicle			

JOB FUNCTIONS

The last section of the survey contains descriptions of general job functions that are intended to summarize the duties performed by uniformed radio-car patrol officers in California. Read each description carefully. Then place a check () in either the "Yes" or "No" box to indicate whether the function described is a fundamental part of the job which uniformed radio-car patrol officers in your agency are required to perform.

		Yes	No
1.	DETECTING AND INVESTIGATING CRIMES: This job function is generally concerned with detecting criminal activity, identifying criminals and systematically inspecting, gathering, and controlling property and information needed to investigate and resolve crimes.		
2.	DOCUMENTING INVESTIGATIONS, ENFORCEMENT ACTIONS AND OTHER PATROL ACTIVITIES AND CONTACTS: This job function is generally concerned with documenting investigations, enforcement actions and other patrol activities and contacts.		
3.	APPREHENDING AND ARRESTING SUSPECTS: This job function is generally concerned with locating, pursuing, controlling, arresting and processing suspects.		
4.	PREPARING FOR AND PRESENTING LEGAL TESTIMONY: This job function is generally concerned with preparing for testimony at hearings or trials, giving depositions and testifying in court.		
5.	Managing Traffic: This job function is generally concerned with maintaining the safe flow of traffic, citing and/or arresting Vehicle Code violators and investigating traffic accidents and hazards.		
6.	PROVIDING EMERGENCY ASSISTANCE TO THE PUBLIC: This job function is generally concerned with protecting or assisting persons in emergency situations such as accidents, disasters and crimes in progress.		
7.	MAINTAINING ORDER IN THE COMMUNITY: This job function is generally concerned with monitoring activity in the community, mediating disputes, quelling disturbances and controlling crowds.		
8.	ADVISING AND ASSISTING THE PUBLIC: This job function is generally concerned with providing information and assistance to the public in non-emergency and non-enforcement situations.		
9.	Working with the Community to Reduce Crime and Address Community Concerns: This job function is generally concerned with engaging in activities and programs that are intended to increase community involvement in reducing crime and addressing other community concerns.		
10.	ENHANCING POLICE-COMMUNITY RELATIONS: This job function is generally concerned with engaging in activities and programs that are intended specifically to build public awareness, trust and confidence in local law enforcement.		
11.	MAINTAINING AND IMPROVING JOB READINESS: This job function is generally concerned with maintaining and improving the knowledge, skills and abilities that are necessary to effectively perform patrol officer duties.		

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If the patrol position in your agency requires officers to perform any task, handle type of incident, etc., that is not included in this survey, please describe it here:									
									
									
			····	·	·				
									

YOU HAVE NOW COMPLETED THE SURVEY.

RETURN YOUR COMPLETED SURVEY, SEALED IN THE ENVELOPE PROVIDED,
TO YOUR DEPARTMENT COORDINATOR.

Thank you for your participation in this project. Again, the information you have provided will benefit California law enforcement for many years to come.

EOS

APPENDIX H

COORDINATOR'S INSTRUCTIONS

COORDINATOR'S INSRUCTIONS

INSTRUCTION SHEET

(Department)

There are two distinct job analysis surveys — an officer survey and a supervisor survey. The officer survey has "Officer" printed below the title and "Incumbent" watermarked along the left side; the supervisor survey has "Supervisor" printed below the title and a large POST logo watermark.

Although the surveys are designed to be self-administered, it is extremely important that you communicate to the survey respondents the importance of carefully completing the surveys and ensure that they fully understand the instructions. Also, prior to distribution, please take the time to review the instructions and examples. You should become familiar enough with each survey to answer any questions that the survey respondents may have.

TIMELINE:

Completed surveys are due back to POST on August 28, 1997.

SELECTING THE OFFICER SURVEY SAMPLE

Select **officers** who have completed probation, who are uniformed radio-car patrol officers assigned to general patrol duties, and who have been in their present patrol assignment, with your agency, for at least the last four (4) months. Disregard shift or beat changes. Select a total of ___ **officers**. ___ of the officers should have **less** than 3 years of experience.

When selecting the officer sample, please represent each of the following groups as follows:

Shift/Watch: Select an approximately equal number of officers from each of the shifts/watches worked in your agency (day, swing, etc.).

Gender: Select female and male officers in approximate proportion to the total numbers for officers in your agency (see the **RESPONSE SHEET** for the reported number of female and male officers in your agency).

Race/Ethnicity: Select officers of different racial/ethnic groups in approximate proportion to the total number for officers in your agency (see the RESPONSE SHEET for the reported number of officers by racial/ethnic group in your agency).

SELECTING THE SUPERVISOR SURVEY SAMPLE

Select ___ supervisors (e.g., sergeant, field sergeant, field supervisor) who have at least 1 year of experience with your agency as a field supervisor of uniformed radio-car patrol officers assigned to general radio-car patrol duties and who have been in their present assignment as a field supervisor for at least the last four (4) months. Disregard shift or beat changes.

If selecting more than one supervisor to complete the survey, select an approximately equal number of supervisors from each of the shifts/watches worked in your agency, and attempt to achieve proportional representation by gender and racial/ethnic group as reported on the RESPONSE SHEET.

SURVEY LOGS/DISTRIBUTION

Use the enclosed survey logs (officer, supervisor) to document who receives the surveys and the dates of survey distribution and return. The "Number of Surveys Received from POST" on the logs is also the number of officers and supervisors you are to select to complete the surveys. The logs are designed so that you can choose an identification label (Recipient ID column) that works best for you. This form should be returned to POST along with the completed survey materials.

Each survey contains an envelope marked with the type of survey (Incumbent or Supervisor). The survey respondents are instructed to seal their completed survey in the envelope and return it to their Agency Coordinator. If you develop a code to document returned surveys, mark the envelopes before distribution.

SURVEY RETURN

Package all of the completed Officer AND Supervisor Surveys along with the Survey Logs in the original box(es) and use the pre-addressed, prepaid Federal Express label to return the survey materials to POST. (Explain any discrepancy between the number of surveys received and the number returned on the Survey Logs.) The deadline for returning the completed surveys is August 28, 1997.

Mailing Address: Commission on Peace Officer Standards and Training

1601 Alhambra Blvd.

Sacramento, CA 95816-7083

Attention: Paula Burnette

If you have any questions, or if you encounter any difficulties, please contact Paula Burnette (916) 227-4861.

APPENDIX I

"GROUP-SPECIFIC" TASKS

"GROUP-SPECIFIC" TASKS

Task #	Task Description	PD	PD-S	PD-M	PD-L	PD-XL	SD	SD-S	SD-M	SD-L	SD-XL	SMALL	MEDIUM	LARGE	X-LARGE
PATACT23 Requ	est that public assist in apprehension of suspect	CORE	CORE	-	-	CORE	-	-	-	-	CORE	CORE	•		CORE
PATACT24 Video	otape citizen contacts (excl field sobriety tests)	CORE	CORE	-	-	CORE	CORE	CORE	-	-	CORE	CORE	-		CORE
PATACT79 Serve	e other civil process papers	-	-	-	-	-	CORE	CORE	CORE	CORE	-	-	CORE	CORE	-
PATACT80 Colle	ct bail	-	- '	-	•	-	-	-	-	-	CORE	-	-	-	CORE
TRAFF141 Video	otape field sobriety tests	-	-	-	-	CORE	CORE	-	-	-	CORE	-	-	-	CORE
TRAFF160 Esco	rt parades & other processions	•	CORE	-	-	-	•	-	-	•	-	CORE	-	-	-
EVIPR263 Cast	impressions at crime scene	CORE	CORE	-		CORE	CORE	CORE	CORE	•	CORE	CORE	-		CORE
ADMIN294 Perso	onally file documents in records systems	14mer	CORE	•	-	CORE	CORE	CORE	-	-	CORE	CORE	-	•	CORE
ADMIN296 Deve	lop or revise agency forms	-	CORE	•	-	- '	CORE	CORE	CORE	CORE	CORE	CORE	-	CORE	CORE
ADMIN297 Maint	tain department records of warrants served	-	-	-	-	-	CORE	CORE	-	-	CORE	-	-	-	CORE
ADMIN302 Finge	erprint persons for noncriminal reasons	CORE	CORE	-	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE		-	CORE
WRITE16 Prepa	are paperwork for process server	-	•	-	-	-	-	-	•	•	CORE	· •	-	-	-
WRITE19 Reco	ord bond raises, forfeitures and reductions	-	•	-	-	- '	-	-	-	•	CORE	-	" -	-	-
WRITE20 Reco	ord disposition of civil papers	-	-	-	-	-	-	CORE	CORE	-	_	-	-	-	-

Note: N=14 Tasks

APPENDIX J

"GROUP-SPECIFIC" COMPLAINTS/INCIDENTS

"GROUP-SPECIFIC" COMPLAINTS/INCIDENTS

INCIDEN	T INCIDENT TYPE	STATEWI	DE PD	PD-S	PD-M	PD-L	PD-XL	SD	SD-S	SD-M	SD-L	SD-XL	SMALL	MED	LARGE	X-L
Cl16	Boat accident	CORE	-	-	- '	CORE	•	CORE	CORE	CORE	CORE	CORE	-	-	CORE	CORE
CI23	Cattle rustling	-	-	-	-	-	-	CORE	CORE	CORE	CORE	CORE	-	-	CORE	-

APPENDIX K

"CORE" EQUIPMENT AND TRANSPORTATION

"CORE" EQUIPMENT AND TRANSPORTATION

	Tool	Equipment List	Combined	CONSENSUS	STATEWIDE	PD	PD-S	PD-M	PD-L	PD-XL	SD	SD-S	SD-M	SD-L	SD-XL	SMALL	MEDIUM	LARGE	X-LARGE	FEMALE	MALE
	TOOL3	Ammunition/magazine/clip	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL8	Barrier tape	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL9	Base station radio	CORE	DIFFER	CORE	CORE	CORE		CORE	CORE	CORE	•	CORE	CORE	CORE	CORE	-	CORE	CORE	CORE	CORE
	TOOL10	Baton	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL13	Binoculars	CORE	DIFFER	CORE	CORE	CORE	CORE	•	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL15	Body armor, inside	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL21	Camera	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL22	Cellular phone	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE		CORE		CORE	CORE	-	CORE	CORE	CORE	•	CORE	CORE
	TOOL24	Chem agent, pepper spray	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL25	City directory	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL28	Computer terminal (other than MDT)	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE		CORE	CORE	CORE	CORE	CORE	CORE
	TOOL29	CPR mask	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL31	Dictating machine, cassette tape recorder	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL32	Disinfectant cleaner	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL35	Emergency lights & sirens (Unitrol)	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL36	Evidence processing kit (fingerprinting, casting)	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE		CORE	CORE	CORE	CORE		CORE	CORE	CORE	•	CORE	CORE
	TOOL40	Fire extinguisher	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL45	First aid kit	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL47	Flares, road	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL48	Flashlight	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
~	TOOL49	Flex-cuffs	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ြယ	TOOL52	Hand-held police radio (walkie-talkie, mobile radio)	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
~	TOOL53	Handcuffs	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL64	Maps - street	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL69	Mobile Data Terminal, MDT	CORE	DIFFER	CORE	CORE	•	CORE	CORE	CORE	CORE	-			CORE		CORE	CORE	CORE	CORE	CORE
	TOOL71	NCIC/DOJ terminal	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE		CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL73	Pager	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL74	Patrol Car, marked	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL75	Patrol car radio	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL77	Photocopier	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL78	Photographic Tool	CORE	DIFFER	CORE	CORE	CORE	CORE	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL82	Public address system (mobile or stationary)	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL85	Rain gear	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL86	Restraining devices (e.g., transport chains, hobbles)	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL90	Riot/Kevlar helmet	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL94	Rubber gloves	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL97	Service weapon (handgun)	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL99	Shotgun	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL101	Siren	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL105	Spotlight	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL110	Tape recorder	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	•	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL116	Traffic control devices (e.g., cones, flares, pylons)	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	TOOL124	Vehicle warning lights	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
	Total		43		51	51	60	53	47	51	47	51	54	-51	46	59	52	45	48	48	53
	AGREE			31																	
	AUREE			01																	

DIFFER

APPENDIX L

"GROUP-SPECIFIC" EQUIPMENT AND TRANSPORTATION

"GROUP-SPECIFIC" EQUIPMENT AND TRANSPORTATION

Tool #	Equipment Description	STATEWIDE	PD	PD-S	PD-M	PD-L	PD-XL	SD	SD-S	SD-M	SD-L	SD-XL	SMALL	MEDIUM	LARGE	X-LARGE	FEMALE	MALE
TOOL7	Back-up weapon	CORE		•	•		CORE	CORE	CORE	•	-	CORE		-		CORE		CORE
TOOL17	Breath testing instruments (e.g., Intoxilizer)	•	CORE	CORE	CORE			-	CORE	CORE	-		CORE	CORE				CORE
TOOL20	Call box	•	•		•	CORE		•										
TOOL23	Chemical agent, mace	-	-	•	•	CORE	CORE	•	•	CORE					CORE			
TOOL26	Computer printer	CORE	CORE	CORE	CORE	•	CORE		CORE	CORE	CORE	-	CORE	CORE				CORE
TOOL27	Computer software	CORE	CORE	CORE	CORE	-	CORE		CORE	CORE	CORE	-	CORE	CORE	CORE			CORE
TOOL33	Drug & narcotic identification field kit	-	-	CORE	CORE		•	•	CORE	•	CORE		CORE	CORE				•
TOOL38	FAX (other)	•		•		•			CORE	CORE	•							
TOOL39	Fingerprint pre-booking equipment	•		CORE			•				•		CORE					
TOOL50	Gas mask	•		CORE		-	•	-		-			CORE					
TOOL51	Goggles (face shield)	•	•	CORE	-	-	CORE		-	CORE			-		-			
TOOL54	Hazmat protective clothing	•	-	•	-	-	•	•	CORE	•	-						•	
TOOL58	Intoxilizer (wall unit)	•	-	CORE	•				CORE				CORE					
TOOL60	Laptop/notebook computer	•		CORE			-		CORE		CORE		CORE	-				
TOOL62	Lo-jack	•	-	-	•		CORÉ	•	-	-	-	CORE				CORE	•	
TOOL63	Lug wrench	CORE	-		-		CORE	CORE	CORE	CORE	CORE	CORE		•		CORE		CORE
TOOL76	Personal computer	•	•	CORE	•			•	CORE	• .	CORE		CORE					•
TOOL80	Breath analyzer	•	CORE	CORE	CORE	•	-		•	CORE	-	-	CORE	CORE			-	CORE
TOOL83	Radar unit	•	•	CORE	•		• '			•	•	•	CORE					
TOOL84	Radio frequency scanner	-	•	CORE			•		CORE	CORE	CORE		CORE	•				
TOOL87	Reverse directory (e.g., CRISSCROSS, Haines)	-	•	CORE	CORE		•	•	-	CORE	CORE		CORE	CORE				
TOOL89	Riot baton	•	•			CORE	CORE		•		•							
TOOL91	Riot shield	•	•		-		CORE	-	•		_					-		
TOOL92	Rollatape/Strolmeter/walking stick (to measure distances)	CORE	CORE	CORE	CORE				•	•	-	-	CORE	CORE			CORE	CORE
TOOL100	Signal box key	•	CORE	CORE	CORE	CORE	:							CORE			•	
TOOL106	Stungun/Taser/Electronic Immobilization Device	•	•	•			CORE			•			•			CORE	-	
TOOL109	Tape measure	CORE	-	CORE	CORE			CORE	CORE	CORE		CORE	CORE	CORE		CORE	CORE	CORE
TOOL118	Traffic template (nomograph)	CORE	CORE	CORE	CORE	CORE	•	•	•			CORE	CORE	CORE		•	CORE	CORE
TOOL123	Vehicle jack	CORE			•	•	CORE	CORE	CORE	CORE	CORE	CORE	CORE			CORE	CORE	CORE
TOOL127	Whistle	•	CORE	•	CORE	CORE	CORE	-		•		-				CORE	CORE	•

Note: N=20

APPENDIX M

"NON-CORE" EQUIPMENT AND TRANSPORTATION

"NON-CORE" EQUIPMENT AND TRANSPORTATION

Tool#	Equipment Description
TOOL1	Alarm monitor
TOOL2	All terrain vehicle (ATV)
TOOL4	Animal control equipment (loop, gloves, net)
TOOL5	Automatic traffic volume counter
TOOL6	Axe
TOOL11	Battering ram
TOOL12	Bicycle
TOOL14	Boat
TOOL16	Body armor, outside
TOOL18	Bus
TOOL19	Calculator, adding machine
TOOL30	Decibel meter
TOOL34	Electronic tracking device
TOOL37	FAX (fingerprints)
TOOL41	Fire hose
TOOL42	Fire nozzles
TOOL43	Fire protective clothing
TOOL44	Fire truck
TOOL46	Flare gun
TOOL55	Horse
TOOL56	Illuminated traffic baton
TOOL57	Infant/child car seat
TOOL59	Ladder
TOOL61	Life vest
TOOL65	Maps - topographic
TOOL66	Marine radio
TOOL67	Metal detector
TOOL68	Microfilm machine (reader)
TOOL70	Motorcycle
TOOL72	Night vision device (e.g. starlight/infrared scope)
TOOL79	Pneumatic tool for extracting trapped persons
TOOL81	Pry bar
TOOL88	Rifle
TOOL93	Rope
TOOL95	Sanitary smock or drape
TOOL96	Self Contained air pack (e.g., Scott/MSA air pack)
TOOL98	Shoe covers (crime scene)
TOOL102	Skis
TOOL103	Snowmobile
TOOL104	
TOOL107	Surveillance gear (e.g., infrared scope, radio transmitter)
TOOL108	Tack strip
TOOL111	Tear gas gun
TOOL112	Tear gas/smoke grenade
TOOL113	Telescopic gun sight
TOOL114	Throw ring (life preserver)
TOOL115	Traffic accident flex curve
TOOL117	Traffic control vest
TOOL119	•
TOOL120	
TOOL121	
TOOL122	• • •
TOOL125	
TOOL126	Video camera, vehicle mounted

APPENDIX N

"CORE" INFORMATION SOURCES

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AGREE DIFFER

"CORE" INFORMATION SOURCES

INFO SRC		COMBINED	CONSENSUS	STATEWIDE	PD	PD-S	PD-M	PD-L	PD-XL	SD	SD-S	SD-M	SD-L	SD-XL	SMALL	MEDIUM	LARGE	X-LARGE	FEMALE	MALE
INFOS1	Street maps	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS2	Weather forecasts and bulletins	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS3	Messages on video display terminals	CORE	DIFFER	CORE	CORE	•	CORE	CORE	CORE	CORE	CORE	-	CORE	CORE	- '	CORE	CORE	CORE	CORE	CORE
INFOS4	Briefings from preceding shifts	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS5	Wanted vehicles/wanted persons bulletins	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS6	Number/letter series (e.g., license plates)	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS7	Statistics and other compiled information	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS8	Reports - check-off boxes/fill-in blanks	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS9	Reports - short phrases, sentences	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS10	Reports - complete sentenses, paragraphs	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS11	Crime lab reports	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS12	Coded material (e.g., NCIC printout)	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS13	Reference material (e.g., PDR)	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS14	Training bulletins	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS15	Incoming correspondence	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS16	Interoffice memos	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS17	Departmental manuals	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS18	Court transcripts	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS19	State, federal and local laws	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS20	Case law	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS21	Legal interpretations (e.g., A.G.'s opinions)	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS22	Writs and bail bonds	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE ·	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS23	Civil process papers, for accuracy	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS24	Warrants, for accuracy prior to service	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS25	Court papers to determine proper action	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS26	Field Guide: Drugs, narcotics	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS27	Field Guide: Foreign language	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS28	Field Guide: Muni Code	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS29	Field Guide: Penal Code	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS30	Field Guide: Vehicle Code	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS31	Other	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
Total		. 31		31	31	30	31	31	31	31	31	30	31	31	30	31	31	31	31	31

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Criteria: 50%+ of officers performed this task (1+ on Freq) AND 50%+ of officers >3yrs AND 25%+ of officers <3yrs

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50%+ of supervisors rated as part of the job (1+ on Imp) AND Mean importance of 2.0+, based on supervisors that indicated it is part of the job in their agencies

APPENDIX O

"CORE" REFERENCES

"CORE" REFERENCES

Reference #	Reference Description	Combined
REF1 REF2 REF3 REF7 REF11 REF14 REF17 REF18 REF21 REF22	Freq Admin Code Freq ABC Act Freq B&P Code Freq Evidence Code Freq Health & Safety Code Freq Penal Code Freq Vehicle Code Freq Welfare & Instit. Code Freq Local Ordinances Freq Peace Officer Legal Sourcebook	CORE CORE CORE CORE CORE CORE CORE CORE
REF23	Freq Prof LE Pubs	CORE
Total		11

Combined Criteria: 50% Statewide AND PD+SD AND 3 of 4 Size Categories

APPENDIX P

"GROUP-SPECIFIC" REFERENCES

"GROUP-SPECIFIC" REFERENCES

Reference #	Reference Description
REF1 REF4 REF6 REF8 REF9 REF10 REF13 REF15 REF16	Freq Admin Code Freq Civil Code Freq Education Code Freq Fish & Game Code Freq Government Code Freq Harbor & Navig Code Freq Min. Jail standards Freq U.S. Code Freq U.S. Constitution
REF20	Freq Oth St & Fed laws

Note: N=10

Combined Criteria: 50% Statewide AND PD+SD AND 3 of 4 Size Categories

APPENDIX Q

"NON-CORE" REFERENCES

"NON-CORE" REFERENCES

Reference #	Reference Description
REF5	Freq Code of Civil Proc
REF12	Freq Military & Vets Code
REF19	Freq Children & Fam Serv Statutes

Combined Criteria: 50% Statewide AND PD+SD AND 3 of 4 Size Categories

APPENDIX R

"CORE" TASKS IN BOTH THE 1979 AND 1998 JOB ANALYSES

"CORE" TASKS IN BOTH THE 1979 AND 1998 JOB ANALYSES

PATROL ACTIVITIES

- 1. Transmit, receive, and monitor messages over police radio (e.g., patrol car radio, handpack, or base station)
- 2. Drive patrol vehicle in emergency responses
- 3. Drive patrol vehicle in pursuits
- 4. Respond as backup unit on calls for service (either own or other department)
- 5. Evaluate the need for and request backup assistance in potentially hazardous or emergency situations
- 6. Identify wanted vehicles or persons while on patrol
- 7. Follow suspicious vehicles (e.g., suspect, suspicious person, operator under the influence)
- 8. Investigate suspicious vehicles, occupants, and/or circumstances
- 9. Conduct high risk/felony vehicle stops
- 10. Participate in surveillance of individuals, vehicles, or locations
- 11. Examine stolen or abandoned vehicles
- 12. Request check for wants/warrants on persons or property through NCIC/CLETS, local records, etc.
- 13. Search for missing or lost persons
- 14. Search for wanted persons
- 15. Participate in large-scale area searches for persons
- 16. Patrol locations on beat which are potentially physically hazardous (e.g., construction site, attractive nuisance)
- 17. Check individuals/businesses for compliance with licensing requirements and/or Business and Professions Code (e.g., liquor stores, taverns, solicitors, retail businesses)

- 18. Secure property (e.g., businesses, residences, schools)
- 19. Examine businesses and dwellings for signs of illegal entry
- 20. Inform property owners or agents of potentially hazardous conditions (e.g., damaged fences, broken water pipes)
- 21. Initiate notification of damaged equipment to public agencies (e.g., telephone company, etc.)
- 22. Assist motorists with disabled vehicles
- 23. Inform vehicle owners of legal obligations regarding removal of abandoned vehicles (within specific period of time)
- 24. Coordinate the tow and storage of vehicles
- 25. Notify owners of towed vehicles of location and procedures to reclaim vehicles
- 26. Advise victims of the criminal prosecution process
- 27. Explain enforcement actions and/or procedures to bystanders
- 28. Counsel juveniles both formally and informally
- 29. Present facts of juvenile cases to family services or juvenile probation officers
- 30. Place juveniles into protective custody/receiving home (with or without court order)
- 31. Explain available options to complainants and victims regarding their situations
- 32. Provide street directions to the public
- 33. Check welfare of citizen (e.g., elderly, ill, or minor children)
- 34. Refer persons to appropriate service agencies
- 35. Provide assistance to persons with disabilities
- 36. Take protective custody of mentally disabled, emotionally disabled, or confused persons for their own safety
- 37. Deliver emergency messages to citizens (e.g., death, injury)

- 38. Provide emergency assistance to the public by driving persons from one location to another
- 39. Perform civil standbys (e.g., keep the peace)
- 40. Mediate disputes and/or disturbances
- 41. Monitor the behavior of nonviolent crowds, groups of spectators, etc., to assess the potential for violence and civil disorder
- 42. Manage the assembly of nonviolent protestors, demonstrators, and/or persons engaged in labor disputes in order to protect their right to assemble
- 43. Patrol areas containing labor pickets, marchers, or demonstrators
- 44. Disperse groups of people involved in a disturbance
- 45. Participate as a member of a crowd control team in riot situations
- 46. Attend pre-patrol shift briefings (e.g., roll call)

ARREST, SEARCH, AND SEIZURE

- 47. Serve subpoenas
- 48. Verify validity of warrants before service/arrest
- 49. Cite criminal offenders
- 50. Arrest persons based on warrants
- 51. Arrest persons without warrants
- 52. Accept private persons arrests
- 53. Administer Miranda warnings
- 54. Explain nature of charges to offenders
- 55. Notify parents/guardians of juvenile's violation(s)
- 56. Handcuff suspects or prisoners
- 57. Restrain suspects or prisoners using devices other than handcuffs (e.g., leg irons, belly chains, leather restraints, hobbles)

- 58. Obtain search warrants
- 59. Serve or assist in serving search warrants
- 60. Conduct cursory (pat down) searches
- 61. Search vehicles for contraband or evidence
- 62. Search locations with warrant
- 63. Search locations without warrant (including exigent circumstances)
- 64. Search for and identify physical evidence at crime scenes
- 65. Seize contraband and/or evidence (e.g., vehicles, property, weapons, drug paraphernalia, controlled substances, gaming devices)

COMMUNITY RELATIONS/CRIME PREVENTION

- 66. Talk to people to identify community concerns, establish trust, gather information about the community, etc.
- 67. Meet with and make presentations to neighborhood associations or community groups
- 68. Explain recruitment requirements to interested individuals
- 69. Release information to the press
- 70. Describe crime prevention techniques to members of the community
- 71. Provide assistance to citizens wanting to form neighborhood watch groups
- 72. Conduct security inspections of businesses and dwellings to ensure adequate security

TRAFFIC

- 73. Estimate speed of vehicles using speedometer
- 74. Estimate speed of vehicles visually
- 75. Conduct routine traffic stops
- 76. Respond as backup unit on traffic stops (either own or other department)

- 77. Explain legal obligations and procedures to drivers stopped for Vehicle Code violations
- 78. Inspect vehicles for compliance with Vehicle Code (e.g., equipment violations)
- 79. Inspect vehicle or other identification numbers (e.g., VIN, CF, engine, serial)
- 80. Check validity of drivers' licenses and vehicle registrations
- 81. Cite Vehicle Code violators
- 82. Arrest and book Vehicle Code violators
- 83. Evaluate driver's capability to operate a vehicle (e.g., preparatory to chemical or roadside sobriety test, DMV reexamination)
- 84. Administer field sobriety test to drivers suspected of being under the influence of drugs or alcohol
- 85. Administer Breathalyzer/Intoxilizer test to drivers suspected of being under the influence of alcohol
- 86. Arrange to obtain blood or urine samples for sobriety tests
- 87. Direct traffic using hands or hand-held illumination devices, flares, traffic cones, and/or barriers (including positioning of patrol cars)
- 88. Operate traffic signals manually
- 89. Secure and protect accident scenes
- 90. Coordinate activities of law enforcement and/or public safety personnel at accident scenes
- 91. Collect and examine evidence and personal property from accident scenes
- 92. Locate witnesses to accidents by talking to bystanders, knocking on doors, etc.
- 93. Sketch traffic accident scenes
- 94. Diagram traffic accident scenes
- 95. Take measurements at traffic accident scenes
- 96. Escort emergency vehicles

CRIMINAL INVESTIGATION

- 97. Conduct preliminary (initial, at the scene) investigations
- 98. Conduct investigations to completion (i.e., without the assistance of investigative personnel)
- 99. Participate in joint investigations with other law enforcement agencies
- 100. Request investigative assistance (e.g., detectives, crime lab, other officers, tracking dogs, diving team, etc.)
- 101. Secure and protect crime scenes
- 102. Sketch crime scenes
- 103. Conduct field identifications of suspects
- 104. Organize and conduct photo lineups
- 105. Review records and pictures to identify suspects
- 106. Locate witnesses to crimes by talking to bystanders, knocking on doors, etc.
- 107. Interview complainants, witnesses, victims, suspicious persons, and suspects to gather information
- 108. Interview medical personnel to obtain information on injuries or illnesses
- 109. Obtain written statements from victims, suspects, and witnesses
- 110. Establish field contacts/confidential informants
- 111. Review crime series and/or crime patterns to develop investigative leads
- 112. Contact various sources (e.g., employers, utility companies, banks, schools) to locate persons

RESPOND TO EMERGENCIES

- 113. Direct responses of other public safety personnel at disaster/hazmat scenes (until relieved by superior officer)
- 114. Evacuate buildings and/or areas to remove persons from danger

- 115. Assess extent of injuries to injured/wounded persons
- 116. Administer first aid
- 117. Administer cardiopulmonary resuscitation

PHYSICAL ACTIVITY AND PHYSICAL FORCE

- 118. Pursue on foot fleeing suspects
- 119. Subdue resisting or attacking persons using locks, grips, or control holds (excluding mechanical devices)
- 120. Use hands or feet in weaponless defense
- 121. Lift and/or carry hard-to-move objects or persons
- 122. Climb up over obstacles or through openings (e.g., fences, walls, windows)
- 123. Jump/hurdle/vault over or across obstacles (e.g., bushes, low fences, ditches)
- 124. Balance oneself on uneven or narrow surfaces (e.g., roofs, ledges)
- 125. Drag and/or pull hard-to-move objects or persons
- 126. Crawl in confined spaces or low areas (e.g., attics, culverts)
- 127. Push hard-to-move objects by hand (e.g., disabled or abandoned vehicles)
- 128. Use body force to gain entrance through barriers (e.g., locked doors)
- 129. Jump down from elevated surfaces

WEAPONS

- 130. Clean and maintain weapons
- 131. Qualify and/or engage in required practice with weapons other than firearms (e.g., baton, chemical agents, taser)
- 132. Use impact weapon strike (e.g., baton) to obtain compliance
- 133. Qualify and/or engage in required practice with firearms
- 134. Draw and point handgun

- 135. Fire handgun at person
- 136. Fire shotgun at person
- 137. Fire rifle at person
- 138. Discharge firearm at badly injured or dangerous animals

BOOKING AND HANDLING PRISONERS

- 139. Examine and document prisoners' injuries
- 140. Transport prisoners
- 141. Interview prisoners to obtain personal information for booking purposes
- 142. Search prisoners' clothing
- 143. Collect and inventory prisoners' personal property
- 144. Fingerprint persons pursuant to an arrest
- 145. Guard prisoners detained at facility other than jail (e.g., hospital)

EVIDENCE AND PROPERTY PROCEDURES

- 146. Collect and examine evidence and personal property from crime scene
- 147. Dust and lift latent fingerprints
- 148. Identify suspected drug substances (e.g., by sight, presumptive test kit)
- 149. Preserve evidence and personal property
- 150. Transport property and/or evidence

PREPARING CASES FOR COURT AND TESTIFYING

- 151. Prepare for testimony at hearings or trials by reviewing reports, notes, evidence, law, court documents, agency policy, etc.
- 152. Prepare for trials by reviewing facts of case with Deputy District Attorney or prosecutor
- 153. Testify in civil cases

154. Testify in criminal cases

ADMINISTRATIVE DUTIES

- 155. Receive incoming calls from the public
- 156. Participate in meetings with other officers (e.g., departmental staff meetings)
- 157. Communicate information on an informal basis to other law enforcement personnel
- 158. Communicate with supervisor(s) during shift (e.g., regarding case law interpretation, policy clarification, etc.)
- 159. Attend in-service and outside training, conferences, or seminars
- 160. Retrieve documents from records systems
- 161. Prepare documents for filing (i.e., label, alphabetize, place in chronological order, etc.)
- 162. Maintain inventory lists (e.g., departmental equipment and property)

WRITING TASKS

- 163. Take notes
- 164. Summarize in writing statements of witnesses, complainants, etc.
- 165. Record in writing formal confessions
- 166. Enter information on report forms consisting primarily of check-off boxes or fill-in blanks (e.g., vehicle impound reports)
- 167. Write brief reports (one or two sentences) that serve to document an event (e.g., log entry)
- 168. Write reports consisting of several short descriptive phrases, sentence fragments, or very short sentences (e.g., incident reports)
- 169. Write in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports)
- 170. Complete reports for other jurisdictions (e.g., weapons, vehicle parts)

- 171. Prepare accident statistical data for DMV, CHP, internal records
- 172. Prepare list of known criminals and/or wanted persons (for own or departmental use)
- 173. Enter information into activity logs, patrol logs, daily reports, or departmental records
- 174. Maintain inventory logs (e.g., evidence, recovered property)
- 175. Write news releases
- 176. Write memoranda and other correspondence

APPENDIX S

NEW TASKS IN 1998 DUE TO GREATER SPECIFICITY

NEW TASKS IN 1998 DUE TO GREATER SPECIFICITY

PATROL ACTIVITIES

- 1. Perform directed (preplanned/predetermined) patrol duties (e.g., for specific enforcement)
- 2. Conduct active patrolling of an assigned area
- 3. Drive vehicle while using computer/communications equipment
- 4. Respond as primary unit on calls for service
- 5. Observe vehicles, individuals, or locations for criminal activity while on patrol
- 6. Plan strategies for conducting searches (e.g., area, building)
- 7. Work in plainclothes on special assignment
- 8. Coordinate activities of law enforcement and/or public safety personnel at crime scenes
- 9. Check parks, school grounds, or parking lots
- 10. Conduct courtesy checks of homes
- 11. Confer with juvenile counselors regarding information about juveniles
- 12. Confer with social service agencies (e.g., Child Protective Services, Adult Protective Services)
- 13. Calm emotionally upset persons
- 14. Alert potential victims to specific crime threats
- 15. Assess/monitor crowds at civil protests, demonstrations, and/or labor disputes for compliance with the law
- 16. Provide security at special events (e.g., festivals, community gatherings, sporting contests, concerts, etc.)
- 17. Assemble in riot formations to disperse groups of violent people
- 18. Extinguish minor fires

- 19. Assist animal control with dangerous or injured animals
- 20. Check uniform, personal equipment, and grooming for duty or inspection
- 21. Check patrol vehicle for damage, supplies, equipment, and contraband before/after shift
- 22. Inspect patrol vehicle for weapons, contraband, and damage during shift (e.g., after arrest or transport)
- 23. Enforce court orders (e.g., child custody, eviction, restraining order)

ARREST, SEARCH, AND SEIZURE

- 24. Approach and detain potentially dangerous persons (e.g., members of motorcycle, juvenile, or street gangs)
- 25. Temporarily detain suspicious persons
- 26. Use verbal persuasion to encourage compliance (e.g., suspects, crowds, public)
- 27. Plan strategies for making arrests
- 28. Obtain arrest warrants
- 29. Detain or arrest occupants of vehicles
- 30. Arrest or cite juveniles to juvenile probation/juvenile court
- 31. Administer Miranda warnings to detained or arrested juveniles
- 32. Solicit consent for searches of persons and/or property
- 33. Explain person search procedures to suspects, when appropriate
- 34. Search persons or immediate area incident to an arrest
- 35. Participate in parole/probation searches
- 36. Explain property/residence search procedures to persons
- 37. Arrange to obtain biological evidence from persons (e.g., blood, urine) for laboratory analysis

COMMUNITY RELATIONS/CRIME PREVENTION

- 38. Meet with school administrators to identify concerns
- 39. Participate in school programs and classroom presentations
- 40. Participate in community forums, ride-along programs, etc.
- 41. Work with community members to develop and implement strategies for reducing crime and addressing community concerns

TRAFFIC

- 42. Engage in selective enforcement at specific locations to reduce accidents
- 43. Observe driver compliance with Vehicle Code
- 44. Amend Vehicle Code citations in response to court order
- 45. Void Vehicle Code citations in accordance with department procedures
- 46. Request emergency assistance for traffic accident (e.g., tow truck, CHP, ambulance, public works, CalTrans)
- 47. Investigate and report hazardous roadway conditions (e.g., damaged roadway, wires down, malfunctioning traffic control devices)

CRIMINAL INVESTIGATION

- 48. Access automated information systems to conduct inquiries on persons or property
- 49. Interview juvenile suspects
- 50. Interview persons who are in a variety of emotional states (e.g., hysterical, intoxicated, suicidal)
- 51. Review confidential intelligence data on known or suspected offenders
- 52. Examine county, city, or agency records for information (e.g., property ownership, addresses of persons)
- 53. Contact parole/probation officers for information about parolees/probationers

RESPOND TO EMERGENCIES

- 54. Survey extent of damage and/or injuries at disaster/hazmat scenes
- 55. Identify steps to be taken and resources needed to manage disaster/hazmat scenes
- 56. Request resources needed to manage disaster/hazmat scenes
- 57. Determine and communicate routes for responding units to disaster/hazmat scenes
- 58. Deny access to disaster/hazmat scenes by unauthorized persons
- 59. Cooperate with and/or assist other emergency agencies at disaster/hazmat scenes (e.g., Fire, OES, Red Cross)
- 60. Obtain medical treatment for injured persons
- 61. Deliver babies

PHYSICAL ACTIVITY AND PHYSICAL FORCE

- 62. Use compliance or come-along holds to move persons
- 63. Physically disarm persons
- 64. Sit in one position for extended periods of time
- 65. Stand in one position for extended periods of time
- 66. Walk for extended periods of time (e.g., foot patrol)
- 67. Hold or support heavy objects (e.g., equipment, disoriented/injured persons)
- 68. Reach overhead to retrieve objects
- 69. Squat, crouch, or kneel (to conduct person/vehicle searches, collect evidence, etc.)
- 70. Bend or stoop (to conduct person/vehicle searches, collect evidence, etc.)
- 71. Climb ladders
- 72. Climb stairs

73. Participate in a voluntary exercise program to maintain physical fitness

WEAPONS

- 74. Secure duty weapons
- 75. Draw impact weapon (e.g., baton) to obtain compliance
- 76. Draw nonlethal defensive weapons (e.g., chemical agents, stun guns, taser) to obtain compliance
- 77. Draw and point shotgun
- 78. Draw and point rifle

BOOKING AND HANDLING PRISONERS

- 79. Place holds on prisoners (e.g., parole, identification)
- 80. Identify and document prisoner behavior which indicates emotional instability
- 81. Administer first aid or seek medical treatment, as needed, for prisoners prior to transport
- 82. Prevent injuries to prisoners
- 83. Deny access to prisoners by unauthorized persons
- 84. Secure prisoners for transport
- 85. Transport persons to detoxification centers
- 86. Secure weapons prior to entry into detention facilities
- 87. Remove handcuffs from prisoners
- 88. Explain booking process to prisoners
- 89. Book prisoners by completing arrest reports/booking sheets
- 90. Strip search prisoners
- 91. Process evidence seized at custodial searches
- 92. Extract prisoners from cells

EVIDENCE AND PROPERTY PROCEDURES

- 93. Record location of physical evidence and fingerprints at crime scene
- 94. Mark and store evidence
- 95. Determine need for specialized agency assistance to collect hazardous evidence (e.g., explosives, hazardous materials)
- 96. Handle and store hazardous evidence (e.g., weapons, narcotics paraphernalia, etc.)
- 97. Recover and inventory lost or stolen property
- 98. Explain to the public procedures for reclaiming property
- 99. Locate owners of recovered property
- 100. Record property value of stolen or recovered goods
- 101. Release property to owners (e.g., verify ownership, document release)
- 102. Issue receipt for property taken

PREPARING CASES FOR COURT AND TESTIFYING

- 103. Retrieve and transport evidence to court for presentation at trials
- 104. Give depositions in civil cases
- 105. Participate in legal proceedings as designated investigating officer

ADMINISTRATIVE DUTIES

- 106. Explain laws and procedures to the public
- 107. Maintain personal notes for future reference
- 108. Request equipment repair (e.g., personal or departmental)
- 109. Photograph individuals for identification purposes (ID photos)
- 110. Express disapproval to fellow officer regarding his/her misconduct
- 111. Take action to prevent misconduct or criminal behavior by another officer

112. Report inappropriate or illegal conduct by another officer to supervisor

WRITING TASKS

- 113. Incorporate field notes into reports
- 114. Complete state reporting forms (e.g., CHP report forms, 11166 PC, EPO)
- 115. Compile crime data from a number of sources (e.g., for entry onto summary sheets)
- 116. Record number/letter series (e.g., license plate numbers, driver's license numbers, addresses, serial numbers, telephone numbers, registration numbers, social security numbers)
- 117. Write paperwork for arrest warrants
- 118. Complete 5150 petitions
- 119. Prepare wanted persons information (for federal, state, and local law enforcement officials and agencies)
- 120. Update maintenance records on patrol cars
- 121. Write crime broadcasts or wanted notices
- 122. Draft material for departmental manuals

Tasks Performed by POST Staff in 1979

Tasks Not Included in 1979 Job Analysis

					Corte		
LASE) Gler	ndora	Chico	SFPD	Madera	Total	
				1		1	1 Transmit, receive, monitor messages over radio-car computer terminal (e.g., MDT)
		1				1	2 Audiotape citizen contacts
		1		1		2	3 Operate roadway checkpoints
	1		1			2	4 Complete Admin per Se and other DMV forms for DUI arrests
				1		1	5 Take preventive safety precautions when administering first aid
			1	1		2	6 Seize weapons from suspects in domestic violence and/or psychiatric detention
						0	7 Give hearsay testimony at preliminary hearing pursuant to Proposition 115
				•			PATROL ACTIVITIES
	1	1	1	1	1	5	1 Perform directed (preplanned/predetermined) patrol duties (e.g., for specific enforcement)
	1	1		1		3	2 Drive vehicle while using computer/communications equipment
	1	1	1	1	1	5	3 Conduct active patrolling of an assigned area
Ø	1	1	1	1	1	5	4 Respond as primary unit on calls for service
S-11	1	1	1	1	1	5	5 Observe vehicles, individuals, or locations for criminal activity while on patrol
	1	1	1	1	1	5	6 Plan strategies for conducting searches (e.g., area, building)
	1	1	1	1	1	5	7 Work in plainclothes on special assignment
	1	1	1	1	1	5	8 Coordinate activities of law enforcement and/or public safety personnel at crime scenes
	1	1	1	1	1	5	9 Check parks, school grounds, or parking lots
	1	1	1	1	1	5	10 Conduct courtesy checks of homes
	1	1		1		3	11 Confer with juvenile counselors regarding information about juveniles
	1	1	1	1		4	12 Confer with social service agencies (e.g., Child Protective Services, Adult Protective Services)
	1	1	1	1	1	5	13 Calm emotionally upset persons
	1	1	1	1		4	14 Alert potential victims to specific crime threats
	1	1	1	1	1	5	15 Assess/monitor crowds at civil protests, demonstrations, labor disputes for compliance with the law
	1	1	1	1	1	5	16 Provide security at special events (e.g., festivals, community gatherings, concerts, etc.)
	1	1	1	1	1	5	17 Assemble in riot formations to disperse groups of violent people
	1	1	1	1	1	5	18 Extinguish minor fires
	1	1	1	1	1	5	19 Assist animal control with dangerous or injured animals
	1	1	1	1	1	5	20 Check uniform, personal equipment, and grooming for duty or inspection
	1	1	1	1	1	5	21 Check patrol vehicle for damage, supplies, equipment, and contraband before/after shift

	1 1	1 1	1 1	1	1	5 3	22 Inspect patrol vehicle for weapons, contraband, damage during shift (e.g., after arrest or transport) 23 Enforce court orders (e.g., child custody, eviction, restraining order)
							ARREST, SEARCH, AND SEIZURE
	1	1	1	1	1	5	24 Approach/detain potentially dangerous persons (eg, members of motorcycle, juvenile, street gangs)
	1	1	1	1	1	5	25 Temporarily detain suspicious persons
	1	1	1	1	1	5	26 Use verbal persuasion to encourage compliance (e.g., suspects, crowds, public)
	1	1	1	1	1	5	27 Plan strategies for making arrests
	1	1	1	1	1	5	28 Obtain arrest warrants
	1	1	1	1	1	5	29 Detain or arrest occupants of vehicles
	1	1	1	1	1	5	30 Arrest or cite juveniles to juvenile probation/juvenile court
	1	1	1	1		4	31 Administer Miranda warnings to detained or arrested juveniles
	1	1	1	1		4	32 Solicit consent for searches of persons and/or property
	1	1	1	1		4	33 Explain person search procedures to suspects, when appropriate
	1	1	1	1	1	5	34 Search persons or immediate area incident to an arrest
٠	1	1	1	1	1	5	35 Participate in parole/probation searches
	1	1	1	1		4	36 Explain property/residence search procedures to persons
	1	1	1	1		4	37 Arrange to obtain biological evidence from persons (e.g., blood, urine) for laboratory analysis
m							COMMUNITY RELATIONS/CRIME PREVENTION
S-12	1	1	1	1		4	38 Meet with school administrators to identify concerns
10	1	1	1	1		4	39 Participate in school programs and classroom presentations
	1	1	1	1	1	5	40 Participate in community forums, ride-along programs, etc.
	1	1	1	1		4	41 Work w/comm. mmbrs to dvlp/implement strategies to reduce crime/address community concerns
							<u>TRAFFIC</u>
	1	1	1	1	1	5	42 Engage in selective enforcement at specific locations to reduce accidents
	1	1	1	1	1	5	43 Observe driver compliance with Vehicle Code
	1	1	1	1		4	44 Amend Vehicle Code citations in response to court order
	1	1	1	1		4	45 Void Vehicle Code citations in accordance with department procedures
	1	1	1	1	. 1	5	46 Request emerg. Assist. for traffic accident (e.g., tow truck/CHP/ ambulance/pub. works/CalTrans)
	1	1	1	1	1	5	47 Investigate/report hazardous roadway conditions (eg, damaged roadway, wires down, etc.)
							CRIMINAL INVESTIGATION
	1	1	1	1		4	48 Access automated information systems to conduct inquiries on persons or property
	1	1	1	1	1	5	49 Interview juvenile suspects
	1	1	1	1	1	5	50 Interview persons who are in a variety of emotional states (e.g., hysterical, intoxicated, suicidal)
	1	1	1	1	1	5	51 Review confidential intelligence data on known or suspected offenders
	1	1	1	1	1	5	52 Examine county/city/agency records for info (e.g., property ownership, addresses of persons)

53 Contact parole/probation officers for information about parolees/probationers	RESPOND TO EMERGENCIES 54 Survey extent of damage and/or injuries at disaster/hazmat scenes	55 Identify steps to be taken and resources needed to manage disaster/hazmat scenes	56 Request resources needed to manage disaster/hazmat scenes	57 Determine and communicate routes for responding units to disaster/hazmat scenes	58 Deny access to disaster/hazmat scenes by unauthorized persons	59 Cooperate with/assist other emerg. agncies at disaster/hazmat scenes (eg. Fire, OES, Red Cross)	60 Obtain medical treatment for injured persons	61 Deliver babies	PHYSICAL ACTIVITY AND PHYSICAL FORCE	62 Use compliance or come-along holds to move persons	63 Physically disarm persons	64 Sit in one position for extended periods of time	65 Stand in one position for extended periods of time	66 Walk for extended periods of time (e.g., foot patrol)	67 Hold or support heavy objects (e.g., equipment, disoriented/injured persons)	68 Reach overhead to retrieve objects	69 Squat, crouch, or kneel (to conduct person/vehicle searches, collect evidence, etc.)	70 Bend or stoop (to conduct person/vehicle searches, collect evidence, etc.)	71 Climb ladders	72 Climb stairs	73 Participate in a voluntary exercise program to maintain physical fitness	WEAPONS	74 Secure duty weapons	75 Draw impact weapon (e.g., baton) to obtain compliance	76 Draw nonlethal defensive weapons (eg, chemical agents, stun guns, taser) to obtain compliance	77 Draw and point shotgun	78 Draw and point rifle	BOOKING AND HANDLING PRISONERS	79 Place holds on prisoners (e.g., parole, identification)	80 Identify and document prisoner behavior which indicates emotional instability	81 Administer first aid or seek medical treatment, as needed, for prisoners prior to transport	82 Prevent injuries to prisoners	83 Deny access to prisoners by unauthorized persons
2	2	4	4	4	4	4	2	5		5	4	2	S	2	2	ည	τĊ	2	ည	5	5		2	5	4	5	4		4	2	2	2	2
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1	1	1	1	. 1	5	84 Secure prisoners for transport
1	1	1	1	1	5	85 Transport persons to detoxification centers
1	1	1	1	1	5	86 Secure weapons prior to entry into detention facilities
1	1	1	1	1	5	87 Remove handcuffs from prisoners
1	1	1	1		4	88 Explain booking process to prisoners
1	1	1	1	1	5	89 Book prisoners by completing arrest reports/booking sheets
1	1	1	1	1	5	90 Strip search prisoners
1	1	1	1	1	5	91 Process evidence seized at custodial searches
1	1	1	1	1	5 ~	92 Extract prisoners from cells
	·	-				EVIDENCE AND PROPERTY PROCEDURES
1	1	1	1	1	5	93 Record location of physical evidence and fingerprints at crime scene
1	1	1	1	1	5	94 Mark and store evidence
1	1	1	1	1	5	95 Determine need for spec. agency assist. to collect hazardous evid. (e.g., explosives, haz. materials)
1	1	1	1	•	4	96 Handle and store hazardous evidence (e.g., weapons, narcotics paraphernalia, etc.)
1	1	1	1	1	5	97 Recover and inventory lost or stolen property
1	1	1	1	1	5	98 Explain to the public procedures for reclaiming property
1	1	1	1		4	99 Locate owners of recovered property
1	1	1	1		4	100 Record property value of stolen or recovered goods
1	1	1	1		4	101 Release property to owners (e.g., verify ownership, document release)
1	1	1	1		4	102 Issue receipt for property taken
						PREPARING CASES FOR COURT AND TESTIFYING
1	1	1	1	1	5	103 Retrieve and transport evidence to court for presentation at trials
1	1	1	1	1	5	104 Give depositions in civil cases
1	1	1	1	1	5	105 Participate in legal proceedings as designated investigating officer
						ADMINISTRATIVE DUTIES
1	1	1	1	1	5	106 Explain laws and procedures to the public
1	1	1	1	1	5	107 Maintain personal notes for future reference
1	1	1	1	1	5	108 Request equipment repair (e.g., personal or departmental)
1		1	1		3	109 Photograph individuals for identification purposes (ID photos)
1	1	1	1	1	5	110 Express disapproval to fellow officer regarding his/her misconduct
1	1	1	1	1	5	111 Take action to prevent misconduct or criminal behavior by another officer
1	1	1	1	1	5	112 Report inappropriate or illegal conduct by another officer to supervisor
						WRITING TASKS
1	1	1	1	1	5	113 Incorporate field notes into reports
1	1	1	1	- 1	5	114 Complete state reporting forms (e.g., CHP report forms, 11166 PC, EPO)

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1	1	1	1	1	5	115 Compile crime data from a number of sources (e.g., for entry onto summary sheets)
1	1	1	1	1	5	116 Record number/letter series (eg, lic. plate/drivers lic. nmbrs, address, serial/telephone nmbrs, etc)
1	1	1	1	1	5	117 Write paperwork for arrest warrants
1	1	1	1	1	5	118 Complete 5150 petitions
1	1		1	1	4	119 Prepare wanted persons info (for federal/state/local law enforcement officials and agencies
1	1	1	1	1	[.] 5	120 Update maintenance records on patrol cars
1	1	1	1	1	5	121 Write crime broadcasts or wanted notices
1	1	1	1		4	122 Draft material for departmental manuals

APPENDIX T

INFORMATION SOURCES

INFORMATION SOURCES

Core in Both 1979 and 1998

- 1. Street maps
- 2. Weather forecasts and bulletins
- 3. Wanted vehicles and wanted persons bulletins
- Objects or sources containing written number/letter series (e.g., license plates, license numbers, addresses, serial numbers, telephone numbers, registration numbers, social security numbers)
- 5. Written sources containing statistics and other compiled information (e.g., to determine areas in need of selective enforcement)
- Reports consisting primarily of check-off boxes or fill-in blanks (e.g., vehicle impound reports)
- 7. Reports consisting of several short descriptive phrases, sentence fragments, or very short sentences (e.g., incident reports)
- 8. In-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/ follow-up reports)
- 9. Crime lab reports
- Coded material (e.g., NCIC printout, DMV drivers' records)

Not Included in 1979 Job Analysis

- 1. Written briefings from preceding shifts
- 2. Reference material (e.g., PDR, Drug Recognition Manual)
- Messages displayed on video display terminals (VDTs)
- Field Guides (e.g., QWIK-REF, REDI-REF, etc.) for:
 Drugs, narcotics Foreign language Municipal Code Penal Code Vehicle Code Other:

- 11. Training bulletins
- 12. Incoming correspondence
- 13. Interoffice memos
- 14. Departmental manuals
- 15. Court transcripts
- 16. State, federal and local laws
- 17. Case law
- 18. Legal interpretations (e.g., California Attorney General's opinions, city attorney opinions)
- 19. Writs and bail bonds
- 20. Civil process papers for completeness and accuracy
- 21. Warrants for completeness and accuracy prior to service

APPENDIX U

LEGAL REFERENCES

LEGAL REFERENCES

Core in Both 1979 and 1998

Not Included in 1979 Job Analysis

1. Administrative Code

- 1. Peace Officer Legal Sourcebook
- 2. Alcoholic Beverage Control Act
- 3. Business and Professions Code
- 4. Evidence Code
- 5. Health and Safety Code
- 6. Penal Code
- 7. Vehicle Code
- 8. Welfare and Institutions Code
- 9. Local Ordinances
- 10. Professional law enforcement publications (e.g., Police Chief, FBI Law Enforcement Bulletin)

APPENDIX V

COMPLAINTS/INCIDENTS WHICH WERE "CORE" IN BOTH 1979 AND 1998

COMPLAINTS/INCIDENTS WHICH WERE "CORE" IN BOTH 1979 AND 1998

- 1. Abandoned vehicle
- 2. ABC violation (liquor law violation)
- 3. Activated alarm
- 4. Animal control violation
- 5. Assault (felony)
- 6. Assault (misdemeanor)
- 7. Attempted suicide
- 8. Attractive nuisance (e.g., abandoned house, refrigerator)
- 9. Auto theft
- 10. Begging/Aggressive panhandling
- 11. Bomb threat
- 12. Brandishing a weapon
- 13. Burglary
- 14. Business or peddler license violation
- 15. Check law violation (e.g., forgery, NSF, etc.)
- 16. Check on welfare of citizen
- 17. Child abuse or neglect
- 18. Child stealing
- 19. Citizen request for assistance
- 20. Concealed weapon
- 21. Conspiracy
- 22. Contributing to delinquency of a minor
- 23. Controlled substance and/or illicit drug violation, manufacture
- 24. Controlled substance and/or illicit drug violation, possession
- 25. Controlled substance and/or illicit drug violation, sales
- 26. Controlled substance and/or illicit drug violation, under the influence
- 27. Counterfeit money
- 28. Credit card theft or misuse
- 29. Cruelty to animal

- 30. Dangerous/injured animal
- 31. Dead body (Coroner case)
- 32. Defrauding an innkeeper
- 33. Downed wire
- 34. Drug overdose
- 35. Drunk driver
- 36. Embezzlement
- 37. Extortion
- 38. False reporting of an emergency
- 39. Fight or challenging to fight
- 40. Fire
- 41. Fireworks violation
- 42. Forgery
- 43. Found property
- 44. Gambling
- 45. Grand theft (excluding auto)
- 46. Hit and run traffic accident/collision
- 47. Homicide
- 48. Illegal alien
- 49. Illegal weapon (other than firearm)
- 50. Impersonating an officer or other official
- 51. Incorrigible juvenile, uncontrollable
- 52. Indecent exposure
- 53. Jail/prison escape
- 54. Kidnapping
- 55. Labor/management dispute
- 56. Landlord/tenant dispute
- 57. Loud and unreasonable noise (e.g., music, barking dog, party)
- 58. Malfunctioning traffic control device
- 59. Medical emergency
- 60. Mentally disabled person

- 61. Missing person, high risk (lost child, disabled person)
- 62. Missing person, low risk (voluntary, runaway, suspicious circumstances)
- 63. Obscene, harassing, or threatening phone call
- 64. Officer request for assistance, backup
- 65. Officer request for assistance, emergency needing assistance (e.g., health, probation departments)
- 66. Other public agency needing assistance (e.g., health, probation departments)
- 67. Parking violation
- 68. Parole or probation violation
- 69. Petty theft
- 70. Prostitution
- 71. Prowling, loitering, wandering upon private property
- 72. Public intoxication
- 73. Rape
- 74. Receiving stolen property
- 75. Reckless driving
- 76. Repossession dispute
- 77. Riot
- 78. Robbery armed
- 79. Robbery strong-arm
- 80. Ruptured water or gas line
- 81. Sex crime (other than rape, prostitution, or indecent exposure)
- 82. Suspicious package
- 83. Suspicious person/vehicle
- 84. Throwing or launching object at moving vehicle
- 85. Traffic accident
- 86. Traffic control incident
- 87. Traffic hazard
- 88. Trespassing
- 89. Unlawful possession or use of explosive

APPENDIX W

NEW COMPLAINTS/INCIDENTS IN 1998 DUE TO GREATER SPECIFICITY

NEW COMPLAINTS/INCIDENTS IN 1998 DUE TO GREATER SPECIFICITY

- 1. Aircraft incident
- 2. Animal bite
- 3. Arson
- 4. Barricaded suspect
- 5. Bombing
- 6. Child custody
- 7. Civil standby (keep the peace)
- 8. Confidence game
- 9. Crowd control
- 10. Death threat
- 11. Domestic violence
- 12. Drowning
- 13. Earthquake
- 14. Explosion
- 15. Fare evasion
- 16. Flooding
- 17. Gang activity
- 18. Hostage situation
- 19. Illegal firearm
- 20. Illegal lodging
- 21. Lewd behavior or dissolute conduct in public
- 22. Local ordinance violation
- 23. Moving vehicle violation
- 24. Mutual aid response
- 25. Poaching
- 26. Pornographic material (e.g., child, video)
- 27. Power outage
- 28. Public transportation emergency or incident

- 29. Recovering stolen property
- 30. Roadway hazard
- 31. Search and rescue
- 32. Shooting at inhabited dwelling or occupied building
- 33. Shots fired, illegal shooting
- 34. Sniper
- 35. Suicide
- 36. Suspicious odor
- 37. Theft by false pretenses
- 38. Train incident
- 39. Transient persons
- 40. Truancy/curfew violation
- 41. Unusual or severe weather conditions
- 42. Utility theft
- 43. Vandalism
- 44. Violation of court order
- 45. Wanted person
- 46. Witness intimidation

Complaints/Incidents Not Included

Comple	aints/Incide	ents Hand	dled by Po	OST Staff ir Corte	1979		in 1979 Job Analysis
LASD	Glendora	Chico	SFPD	Madera	Total		
					0	1.	Air or water pollution
1	1	1			3		Aircraft incident
1	1	1	1	· 1	5		Animal bite
1	1	1	1	1	5		Arson
1	1	1	1	1	5		Barricaded suspect
1	1	1	1	1	5		Bombing ·
			1		1		Carjacking
1	1	1	1	1	5		Child custody
1	1	1	1	1	5	9.	Civil standby (keep the peace)
					0		Computer crime
	1	1	1	1	4	11.	Confidence game
1	1	1	1	1	5	12.	Crowd control
	1	1	1	1	4	13.	Death threat
					0	14.	Domestic terrorism
	1	1	1		3	15.	Domestic violence
1	1	1	1	1	5	16.	Drowning
1	1	1	1	1	5	17.	Earthquake
		1	1		2	18.	Elderly abuse or neglect
1	1	1	1	1	5	19.	Explosion
	1	1		1	3	20.	Fare evasion
1	1	1	1	1	5	21.	Flooding
1	1	1			3		Gang activity
1	1				2		Graffiti/tagging
	1	1			2	24.	Hazardous material incident
				1	1		Home invasion
1	1	1	1	1	5		Hostage situation
1	1	1	1	1	5		Illegal firearm
	1	1	1	1	4		Illegal lodging
1	1	1	1	1	5		Lewd behavior/dissolute cond. in public
1	1	1	1	1	5		Local ordinance violation
1	1	, 1	1	1	5		Moving vehicle violation
1	1	1	1	1	5		Mutual aid response
	1	1	1	1	4		Poaching
	1	1	1	1	4		Pornographic material (eg, child, video)
1	1	1	1	1	5		Power outage
1	1	1			3		Pub. transportation emergency or inci.
1	1	1	1	1	5		Recovering stolen property
1	1	1	1	1	5		Roadway hazard
1	1	1	1	1	5		Search and rescue
1	1	1	1	1	5		Shoot at inhab. dwelling/occupied bldg.
1	1	1	1	1	5		Shots fired, illegal shooting
1	1	1	1	1	5		Solicitation of manditution
	1	1			2		Solicitation of prostitution
1		1	,	4	2		. Stalking
1	1	1	1	1	5	45.	Suicide

					0	46. Suspicious aircraft activity
1	1	1	1	1	5	47. Suspicious odor
1	1	1	1	1	5	48. Theft by false pretenses
	1	1	1	1	4	49. Train incident
1	1	1	1	1	5	50. Transient persons
1	1	1	1	1	5	51. Truancy/curfew violation
1	1	1	1	1	5	52. Unusual or severe weather conditions
1	1	1	1	1	5	53. Utility theft
1	1	1	1	1	5	54. Vandalism
1	1	1	1	1	5	55. Violation of court order
1	1	1	1	1	5	56. Wanted person
1	1	1			3	57 Witness intimidation

APPENDIX X

"CORE" TOOLS AND EQUIPMENT FROM 1979 AND 1998 JOB ANALYSES

"CORE" TOOLS AND EQUIPMENT FROM 1979 AND 1998 JOB ANALYSES

Core Equipment in Both the 1979 and 1998 Job Analyses

- 1. Base station radio
- 2. Binoculars
- 3. Body armor, inside clothing
- 4. Fire extinguisher
- 5. Flashlight
- 6. Hand-held police radio (walkie-talkie, mobile radio)
- 7. Handcuffs
- 8. Photocopier
- 9. Photographic equipment
- 10. Public address system (mobile or stationary)
- 11. Rollatape/Strolmeter/walking stick (to measure distances)
- 12. Service weapon (handgun)
- 13. Shotgun
- 14. Spotlight

Core Equipment in 1998; Non-Core in 1979

- 1. Computer terminal (other than MDT)
- 2. Mobile Data Terminal (MDT)
- 3. Tape recorder

Core Equipment in 1979; Non-Core in 1998

- 1. Radar Unit
- 2. Teletype (Not included in the 1998 equipment list)
- 3. Typewriter

EQUIPMENT FROM 1979 JOB ANALYSIS

Core

- 1. Base Station Police Radio
- 2. Binoculars
- 3. Fire Extinguisher
- 4. Flashlight
- 5. Handcuffs
- 6. Handgun
- 7. Interior Body Armor
- 8. Mobile Police Radio
- 9. Photocopier
- 10. Photographic Equipment
- 11. Public Address System
- 12. Radar Unit
- 13. Shotgun
- 14. Spotlight
- 15. Strolometer/Walker/Walking Stick
- 16. Teletype
- 17. Typewriter

Non-Core

- 1. Adding Machine
- 2. Audio-visual equipment
- 3. Automatic traffic volume counter
- 4. Body armor, exterior
- 5. Call box
- 6. Cash register
- 7. Drug and narcotic identification field kit
- 8. Gas Mask
- 9. Geiger counter
- 10. "Jaws of Life"
- 11. Ladder
- 12. Metal detector
- 13. Microfilm machine
- 14. Movie camera
- 15. Radio car computer terminal
- 16. Rifle
- 17. Scrambler
- 18. Stationary computer terminal
- 19. Surveillance gear
- 20. Tape recorder

CORE EQUIPMENT IN THE 1998 JOB ANALYSIS

- 1. Ammunition/magazine/clip
- 2. Back-up weapon
- 3. Barrier tape
- 4. Base station radio
- 5. Baton
- 6. Binoculars
- 7. Body armor, inside clothing
- 8. Camera
- 9. Cellular phone
- 10. Chemical agent, pepper spray
- 11. City directory
- 12. Computer printer
- 13. Computer software
- 14. Computer terminal (other than MDT)
- 15. CPR Mask
- Dictating machine/cassette tape recorder
- 17. Disinfectant cleanser
- 18. Emergency lights & sirens (Unitrol)
- 19. Evidence processing kit (fingerprinting, casting)
- 20. Fire extinguisher
- 21. First aid kit
- 22. Flares, road
- 23. Flashlight
- 24. Flex-cuffs
- 25. Hand-held police radio (walkie-talkie, mobile radio)

- 26. Handcuffs
- 27. Lug wrench
- 28. Maps street
- 29. Mobile Data Terminal (MDT)
- 30. NCIC/DOJ terminal
- 31. Pager
- 32. Patrol car, marked
- 33. Patrol car radio
- 34. Photocopier
- 35. Photographic equipment
- 36. Public address system (mobile or stationary)
- 37. Rain gear
- 38. Restraining devices (e.g., transport chains, hobbles)
- 39. Reverse directory (e.g., CRISSCROSS, Haines)
- 40. Riot/Kevlar helmet
- 41. Rollatape/Strolmeter/walking stick (to measure distances)
- 42. Rubber gloves
- 43. Service weapon (handgun)
- 44. Shotgun
- 45. Siren
- 46. Spotlight
- 47. Tape measure
- 48. Tape recorder
- 49. Traffic control devices (e.g., cones, flares, pylons)

Items in **Bold** type also appeared in the 1979 Job Analysis. *Italicized items* were found to be non-core in 1979.

- 50. Traffic template (nomograph)
- 51. Vehicle jack
- 52. Vehicle warning lights
- 53. Whistle

Items in **Bold** type also appeared in the 1979 Job Analysis. *Italicized items* were found to be non-core in 1979.