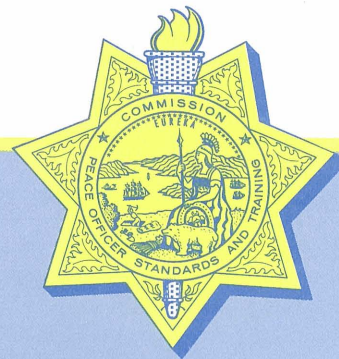


ENTRY-LEVEL UNIFORMED PATROL OFFICER JOB ANALYSIS

Task Analysis

1998



THE COMMISSION
ON PEACE OFFICER STANDARDS AND TRAINING

STATE OF CALIFORNIA

**ENTRY-LEVEL UNIFORMED PATROL OFFICER
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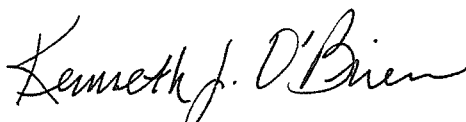
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PREFACE

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:

1. 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.

TABLE OF CONTENTS

Introduction.....	1
Background.....	1
Objectives.....	3
Methodology.....	4
Survey Development.....	7
Data Analysis.....	16
“Core” Criteria for Tasks, Complaints/Incidents, & Information Sources.....	16
“Core” Criteria for Equipment and Transportation Checklist.....	17
“Core” Criteria for Legal References.....	17
Supervisor Survey Analysis Sample.....	18
Overview of Task Analysis Results.....	18
Tasks.....	19
Complaints/Incidents.....	19
Equipment and Transportation.....	20
Information Sources.....	20
References.....	21
Job Functions.....	21
Comparison of 1998 to 1979 Entry-Level Uniformed Patrol Officer Statewide Job Analysis.....	22
Conclusion.....	25
Tables.....	1-1
1. Entry-Level Patrol Officer Study Population by Agency Type and Size.....	1-1
2. Target Sample Sizes.....	2-1
3. Agencies Participating in Job Analysis Survey.....	3-1
4. Job Analysis Sample Size Decision Rules for Agency Size Categories.....	4-1
5. Survey Sample Demographics – Patrol Officers.....	5-1
6. Survey Sample Demographics – Supervisors.....	6-1
7. “Core” Tasks List.....	7-1
8. Critical Patrol Officer Tasks – Patrol Supervisor Ratings.....	8-1
9. Patrol Officer Tasks Performed Most Frequently.....	9-1
10. Critical Complaints/Incidents – Supervisor Ratings.....	10-1
11. Critical Complaints/Incidents Handled Most Frequently – Officer Ratings.....	11-1
12. Job Functions – Supervisor Ratings and Incumbent Mean Time Spent.....	12-1
Appendices.....	A-1
A. Listing of Responding States and the Types of Studies Conducted.....	A-1
B. Agencies in which Staff Participated in Ride-Alongs.....	B-1
C. Listing of Agencies which Provided Duty Statements.....	C-1
D. Agencies that Reviewed Preliminary Tasks and Pilot Test Agencies.....	D-1
E. Agency Coordinators.....	E-1
F. Officer Survey.....	F-1
G. Supervisor Survey.....	G-1

Appendices (cont.)

H. Coordinator's Instructions	H-1
I. "Group-Specific" Tasks	I-1
J. "Group-Specific" Complaints/Incidents.....	J-1
K. "Core" Equipment and Transportation.....	K-1
L. "Group-Specific" Equipment and Transportation.....	L-1
M. "Non-Core" Equipment and Transportation.....	M-1
N. "Core" Information Sources.....	N-1
O. "Core" References	O-1
P. "Group-Specific" References	P-1
Q. "Non-Core" References.....	Q-1
R. "Core" Tasks in both the 1979 and 1998 Job Analyses	R-1
S. New Tasks in 1998 due to Greater Specificity	S-1
T. Information Sources (1979 and 1998).....	T-1
U. Legal References (1979 and 1998).....	U-1
V. Complaints/Incidents which were "Core" in both 1979 and 1998	V-1
W. New Complaints/Incidents in 1998 due to Greater Specificity.....	W-1
X. "Core" Tools and Equipment from 1979 and 1998 Job Analyses.....	X-1

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."¹ 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: California Entry-Level Law Enforcement Officer Job Analysis: Technical Report No. 1; 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?", Policing: An International Journal of Police Strategies and Management; 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

Agencies - 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.

Supervisors - 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

POST Entry-Level Law Enforcement Officer Job Analysis (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.

Local agency job descriptions. 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.

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

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, FI 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 5	Very Important 4	Important 3	Of Some Importance 2	Of Little Importance 1	Unimportant/Not Performed by Officers in my Agency 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

Size of agency: 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:

Criteria: 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
3. 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:

Incumbent Tenure: 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:

Agency Type: 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.

Incumbent Gender: 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

Demographics: 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.

Shift: 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

Demographics: 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.

Shift: 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>	<u>Group-Specific</u>	<u>Non-Core</u>
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.

Job Activity Statistics: 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.

Critical Tasks: 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.

Frequently Performed Tasks: 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 required exercise program to maintain physical fitness
10. Use nonlethal defensive weapons (e.g., chemical agents, stun guns, 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

ENTRY-LEVEL PATROL OFFICER STUDY POPULATION
BY AGENCY TYPE AND SIZE

AG Code	AG Type	AG Name	AG Size	AG Location	Officers hired
0110	1	Piedmont	1	1	1
0303	1	Jackson	1	1	1
0501	1	Angels Camp	1	1	1
1006	1	Huron	1	1	1
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	Ione	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

ENTRY-LEVEL PATROL OFFICER STUDY POPULATION
BY AGENCY TYPE AND SIZE

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

ENTRY-LEVEL PATROL OFFICER STUDY POPULATION
BY AGENCY TYPE AND SIZE

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	1	1
4104	1	Burlingame	1	1	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
4109	1	Menlo Park	1	1	2
4305	1	Los Altos	1	1	2
4904	1	Rohnert Park	1	1	2
5102	1	Yuba City	1	1	2
0500	2	Calaveras	1	1	3
0709	1	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

ENTRY-LEVEL PATROL OFFICER STUDY POPULATION
BY AGENCY TYPE AND SIZE

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
5007	1	Turlock	2	1	2
5701	1	Davis	2	1	2
0111	1	Pleasanton	2	1	3
1700	2	Lake	2	1	3
2802	1	Napa	2	1	3

ENTRY-LEVEL PATROL OFFICER STUDY POPULATION
BY AGENCY TYPE AND SIZE

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

ENTRY-LEVEL PATROL OFFICER STUDY POPULATION
BY AGENCY TYPE AND SIZE

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

ENTRY-LEVEL PATROL OFFICER STUDY POPULATION
BY AGENCY TYPE AND SIZE

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

ENTRY-LEVEL PATROL OFFICER STUDY POPULATION
BY AGENCY TYPE AND SIZE

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	1	100.0%	1	1	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		
2. Fresno	98	23
3. Long Beach	100	25
4. Sacramento	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. Fremont	52	11
12. Garden Grove	30	12
13. Gardena	22	8
14. Huntington Beach	4	6
15. Napa	18	6
16. Newark	15	6
17. Santa Monica	17	6
18. Walnut Creek	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. Fresno	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
50 - 199		
9. Butte	12	5
10. Kings	11	8
11. Lake	11	5
12. Marin	20	7
13. Tehama	7	2
Subtotal:	49	22
1 - 49		
14. Amador	9	3
15. Lassen	2	4
16. Mariposa	10	5
Subtotal:	21	12
TOTAL: 776 239		

Table 4

**JOB ANALYSIS SAMPLE SIZE
DECISION RULES FOR
AGENCY SIZE CATEGORIES**

Agency Size	Minimum Participation Level		Agency-Specific Report	
	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

Table 5

SURVEY SAMPLE DEMOGRAPHICS*
PATROL OFFICERS (N=1713)

<u>Agency Type</u>	<u>N</u>	<u>%</u>	<u>Gender</u>	<u>N</u>	<u>%</u>
Police	935	55	Male	1419	83
Sheriff	778	45	Female	291	17
<u>Agency Size</u>			<u>Ethnicity</u>		
1-49	236	14	African American	76	4
50-199	326	19	Asian/Pacific Islander	78	5
200-1999	640	37	Hispanic	294	18
2000+	512	30	Native American	31	2
<u>Rank</u>			White	1179	70
Officer/Deputy	1559	91	Other	26	2
Corporal	123	7	<u>Education</u>		
Other	24	1	GED/High School Proficiency	12	1
<u>Shift</u>			High School Graduate	56	3
Day	558	33	College, no degree	840	49
Evening	647	38	Two-year college degree	371	22
Night	508	30	Four-year college degree	325	19
			Post grad, no degree	79	5
			Post grad, degree	26	2
			Other education	2	.1
<u>Mean Age</u>	<u>Years</u>	<u>SD</u>	<u>Min</u>	<u>Max</u>	<u>N</u>
	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)

<u>Agency Type</u>	<u>N</u>	<u>%</u>	<u>Gender</u>	<u>N</u>	<u>%</u>
Police	364	61	Male	514	87
Sheriff	230	39	Female	74	13
<u>Agency Size</u>			<u>Ethnicity</u>		
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
<u>Rank</u>			White	465	80
Corporal	13	2	Other	8	1.5
Sergeant	566	96	<u>Education</u>		
Lieutenant	11	2	GED/High School Prof	1	.2
<u>Shift</u>			High School Grad	9	1.5
Day	228	38	College, no degree	162	27.4
Evening	211	36	Two-year college degree	151	25.5
Night	155	26	Four-year college degree	148	25
			Post-grad, no degree	70	11.8
			Post-grad, degree	47	7.9
			Other education	4	.7
<u>Mean Age</u>	<u>Years</u>	<u>SD</u>	<u>Min</u>	<u>Max</u>	<u>N</u>
	42.8	6.35	26	62	606

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

Table 7
"CORE" TASKS LIST

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	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT4	Trans rec & monitor messgs over radio-car comp le	CORE	DIFFER	CORE	CORE	-	CORE	CORE	CORE	CORE	-	-	-	CORE	-	CORE	CORE	CORE	CORE	CORE
PATACT5	Drive vehicle while 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/tefony 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 warrants/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	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT23	Request that public assist in apprehension of suspr	-	DIFFER	CORE	CORE	CORE	-	-	CORE	-	-	-	-	CORE	CORE	-	-	CORE	CORE	CORE
PATACT24	Videotape citizen contacts (excl field sobriety 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 1st/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 hazardou	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 lic req &/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
PATACT31	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
PATACT33	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 cou	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 informati	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 hc	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT47	Explain available options to complainants & victims	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
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
PATACT49	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
PATACT51	Check welfare of citizen	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT52	Confer with social service agencies	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PATACT53	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

Core Tasks

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 driv	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 disturbanc	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
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 equipme	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
ARRSS105	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

Core Tasks

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
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	CORE
ARRSS108	Search locations with warrant	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS109	Search locations without warrant	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ARRSS110	Search for & identify physical evidence at crime scene	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
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
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
CRCP113	Talk to people to identify community concerns establish	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRCP114	Meet with & make presentations to neighborhood associations	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
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
CRCP116	Participate in school programs & classroom presentations	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRCP117	Participate in community forums ride-along program	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRCP118	Explain recruitment requirements to interested individuals	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRCP119	Release information to the press	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRCP120	Describe crime prevention techniques to members of community	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRCP121	Provide assistance to citizens wanting to form neighborhood watch	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRCP122	Conduct security inspections of businesses & dwellings	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
CRCP123	Work with community members to develop & implement	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF124	Engage in selective enforcement at specific locations	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF125	Observe driver compliance with Vehicle Code	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF126	Operate radar equipment for speed enforcement	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF127	Estimate speed of vehicles using speedometer	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF128	Estimate speed of vehicles visually	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF129	Conduct routine traffic stops	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF130	Respond as backup unit on traffic stops	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF131	Explain legal obligations & procedures to drivers stopped	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF132	Inspect vehicles for compliance with Vehicle Code	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF133	Inspect vehicle or other identification numbers	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF134	Check validity of drivers' licenses & vehicle registration	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF135	Cite Vehicle Code violators	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF136	Arrest & book Vehicle Code violators	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF137	Operate roadway checkpoints	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF138	Evaluate driver's capability to operate a vehicle	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF139	Administer field sobriety test to drivers suspected of DWI	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF140	Administer Breathalyzer/Intoxilizer test to drivers suspected of DWI	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF141	Video tape field sobriety tests	-	DIFFER	-	-	-	-	-	CORE	CORE	-	-	CORE	-	-	-	CORE	-	-	-
TRAFF142	Arrange to obtain blood or urine samples for sobriety testing	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF143	Complete Admin per Se & other DMV forms for DWI	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF144	Amend Vehicle Code citations in response to court orders	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF145	Void Vehicle Code citations in accordance with department policy	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF146	Direct traffic using hands or hand-held illumination devices	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF147	Operate traffic signals manually	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF148	Secure & protect accident scenes	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF149	Coordinate activities of law enforcement and/or public safety agencies	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF150	Request emergency assistance for traffic accident scenes	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF151	Collect & examine evidence at accident scene	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF152	Locate witnesses to accidents by talking to bystanders	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF153	Sketch traffic accident scenes	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF154	Diagram traffic accident scenes	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF155	Take measurements at traffic accident scenes	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF156	Photograph traffic accident scenes/vehicles	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF157	Investigate & report hazardous roadway conditions	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF158	Remove minor hazards from roadway	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
TRAFF159	Escort emergency vehicles	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE

Core Tasks

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 enf	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 suspicious	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 & i	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 develo	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 ab	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 unauth	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	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/hurdle/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	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	Stand 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
PHYS209	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	Drag and/or pull 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
PHYS211	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
PHYS212	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

Core Tasks

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 maint	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 complie	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 fire	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	CORE	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	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS247	Secure weapons prior to entry into detention faciliti	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS248	Remove handcuffs from prisoners	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
PRIS249	Interview prisoners to obtain personal information fr	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 fr	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

Core Tasks

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 prop.	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	-	-	-
ADMIN295	Prepare advertisements & notices of the sale of pro	-	AGREE	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
ADMIN296	Develop or revise agency forms	-	DIFFER	CORE	-	CORE	-	-	-	CORE	CORE	CORE	CORE	CORE	CORE	-	CORE	CORE	CORE	CORE
ADMIN297	Maintain department records of warrants served	-	DIFFER	-	-	-	-	-	-	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
ADMIN301	Photograph individuals for identification purposes	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN302	Fingerprint persons for noncriminal reasons	-	DIFFER	CORE	CORE	CORE	-	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	-	CORE	CORE	CORE
ADMIN303	Express disapproval to fellow officer regarding hist	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
ADMIN304	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 serv	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., weap	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, int	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

Core Tasks

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	CORE
WRITE15	Complete 5150 petitions	CORE	AGREE	CORE	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 persons	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
WRITE18	Prepare wanted persons information (for federal, state)	CORE	AGREE	CORE	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	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	CORE
WRITE23	Maintain inventory logs (e.g., evidence, recovered property)	CORE	AGREE	CORE	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	CORE
WRITE25	Write news releases	CORE	DIFFER	CORE	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	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	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

OR

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**

Task #	Task Description	Mean *	% Supervisors
PATACT6	Drive patrol vehicle in emergency responses	4.6	100%
PATACT7	Drive patrol vehicle in pursuits	4.6	100%
PATACT1C	Evaluate the need for & request backup assistance	4.6	100%
WEAP232	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

****"Critically Important" mean \geq 4.5**

Table 9

PATROL OFFICER TASKS PERFORMED MOST FREQUENTLY

Task #	Task Description	Average *	% Total
		Frequency	Incumbent
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	100%
PATACT9	Respond as backup unit on calls for service	7.75	100%
PATACT5	Drive vehicle while using computer/comm equipment	7.74	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	Respond as backup unit on traffic stops	7.05	100%
TRAFF131	Explain legal obligations & procedures to drivers stopped for Vehicle Code violations	7.05	100%
TRAFF125	Observe driver compliance with Vehicle Code	7.03	99%
PATACT74	Check uniform personal equipment & grooming for duty or inspection	6.79	97%
WRITE2	Incorporate field notes into reports	6.77	100%
PATACT12	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	Evaluate the need for & request backup assistance	6.39	100%
CRIV161	Conduct preliminary investigations	6.32	100%
TRAFF132	Inspect vehicles for compliance with Vehicle Code	6.24	98%
TRAFF135	Cite Vehicle Code violators	6.23	100%
TRAFF128	Estimate speed of vehicles visually	6.21	92%
WRITE8	Write in-depth narrative reports containing complete sentences and paragraphs (e.g., i	6.20	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	5.86	82%
WRITE5	Enter information on report forms consisting primarily of check-off boxes or fill-in blank	5.85	99%
ARRSS81	Approach & detain potentially dangerous persons	5.84	100%
CRIV173	Interview complainants witnesses victims suspicious persons & suspects to gather infc	5.84	100%
ARRSS88	Detain or arrest occupants of vehicles	5.83	100%
PHYS220	Climb stairs	5.82	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	Explain nature of charges to offenders	5.46	100%
PHYS218	Bend or stoop	5.39	100%
ARRSS103	Search persons or immediate area incident to an arrest	5.36	100%
CRCP113	Talk to people to identify community concerns establish trust gather information about	5.35	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 \geq 4.5)

Table 10

**CRITICAL COMPLAINTS/INCIDENTS
SUPERVISOR RATINGS**

Incident #	Incident Description	Mean * Importance	% Supervisors
CI100	Officer request for assistance, eme	4.7	100%
CI75	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

****"Critically Important" mean \geq 4.5**

Table 11**COMPLAINTS/INCIDENTS HANDLED MOST FREQUENTLY
OFFICER RATINGS**

Incident #	Incident Description	Average *	
		Frequency	% Incumbent
CI3	Activated alarm	6.2	99%
CI96	Moving vehicle violation	6.0	100%
CI99	Officer request for assistance, backup	5.1	100%
CI133	Suspicious person/vehicle	4.9	99%
CI90	Loud/unreasonable noise	4.8	99%
CI49	Domestic violence	4.6	100%
CI29	Citizen request for assistance	4.6	99%
CI30	Civil standby	4.3	99%
CI20	Burglary	4.2	100%
CI140	Transient prsns	4.2	96%
CI10	Assault (misdemeanor)	4.2	100%
CI68	Gang activity	4.2	93%
CI146	Vandalism	4.1	100%
CI104	Petty theft	4.0	100%
CI110	Public intoxication	4.0	99%
CI9	Assault (felony)	3.8	100%
CI148	Wanted person	3.8	97%
CI25	Check on welfare of citizen	3.7	99%
CI136	Traffic accident	3.7	94%
CI92	Medical emergency	3.6	96%
CI102	Parking violation	3.6	93%
CI1	Abandoned vehicle	3.6	98%
CI13	Auto theft	3.6	96%
CI141	Trespassing	3.6	99%
CI147	Violation of court order	3.6	99%

*Handle the Complaint/Incident "Several Times a Month" (mean \geq 3.5)

Table 12

**JOB FUNCTIONS
Supervisor Ratings and
Incumbent Mean Time Spent**

Function	% Supervisor	Incumbent
	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.
- Georgia - Task lists and resulting curriculum for basic training.
- Iowa - Participated in a national job analysis -- to develop a 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	Sacramento County Sheriff's Department
Humboldt County Sheriff's Department	San Bernardino County Sheriff's Department
Imperial County Sheriff's Department	San Diego County Sheriff's Department
Kern County Sheriff's Department	San Joaquin County Sheriff's Department
Lassen County Sheriff's Department	San Jose Police Department
Madera County Sheriff's Department	San Luis Obispo Police Department
Modesto Police Department	Santa Ana Police Department
Orange County Sheriff's Department	Santa Clara County Sheriff's Department
Placer County Sheriff's Department	Sonoma County Sheriff's Department
Redding Police Department	Stanislaus County Sheriff's Department
Riverside County Sheriff's Department	Stockton Police Department
Riverside 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:

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
Sergeant Peter Hodgkin

Los Alamitos Police Department

Officer Brendan Hayes

Santa Cruz County Sheriff's Department

Deputy Derek Fenster

Los Angeles County Sheriff's Department

Deputy John Hudson

Yreka Police Department

Sergeant Ronald Loftus

Mariposa County Sheriff's Department

Deputy Doug Binnewies

Yuba City Police Department

Sergeant Greg Befort

Mendocino County Sheriff's Department

Sergeant Donald Miller

Modesto Police Department

Officer Ed Smith

PILOT TEST AGENCIES

Amador County Sheriff's Department

Commander Mark Anderson	-	Coordinator
Sergeant John L. Ouilhon, Jr.	-	Supervisor Survey
Deputy Michael B. Sullivan	-	Officer Survey
Deputy Ronald Rios	-	Officer Survey

Fremont Police Department

Sergeant Sandra A. Cortez	-	Coordinator
Sergeant Sheila Tajima-Shadle	-	Supervisor Survey
Officer Chris Christenson	-	Officer Survey
Officer N. A. Quimson	-	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

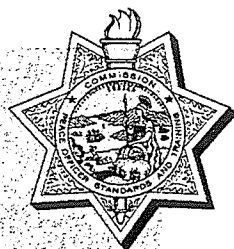
Commander Paul Hosler
TEHAMA COUNTY SHERIFF'S DEPARTMENT

Captain Gary Pentise
VENTURA COUNTY SHERIFF'S DEPARTMENT

Captain Thomas Soberanes
WALNUT CREEK POLICE DEPARTMENT

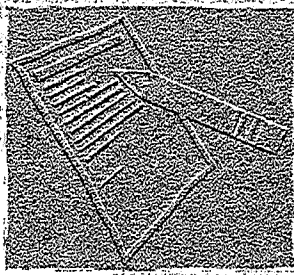
APPENDIX F
OFFICER SURVEY

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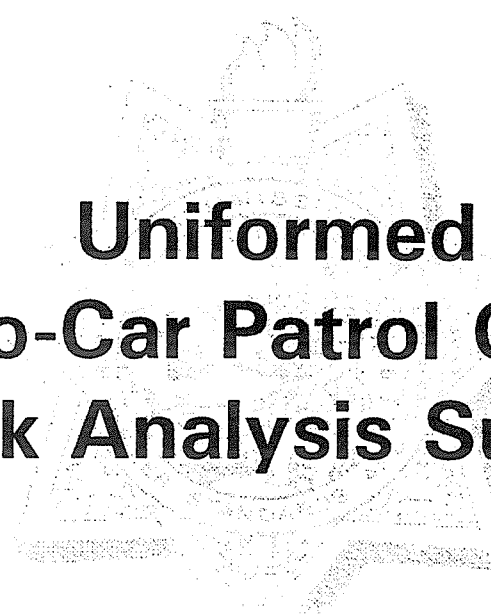
PATROL OFFICER JOB ANALYSIS

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 coordinator, 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:

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Are you currently a uniformed radio-car patrol officer assigned to general patrol duties? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you worked in your present patrol assignment for at least the last four (4) months? (Disregard beat or shift changes.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is your present rank Officer, Deputy, or Corporal? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Excluding probation, do you have at least four months of experience as a uniformed radio-car patrol officer with this agency? | <input type="checkbox"/> | <input type="checkbox"/> |

IF YOU ANSWERED NO TO ANY OF THE ABOVE QUESTIONS, PLEASE STOP AND SEE YOUR DEPARTMENT COORDINATOR; OTHERWISE CONTINUE.

Please 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 present assignment as a uniformed officer assigned to general radio-car patrol duties with your present agency? (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

Level III Reserve

Other (Specify _____)

6. What are your current, primary (i.e., most frequent) work hours as a radio-car patrol officer? (Please use military time.)

Start Time

End Time

6a. Approximately what percent of your shifts do you work these hours?

 %

6b. How long have these been your primary work hours?

years

months

7. If you have worked your current, primary work hours for less than 4 months, what other primary work hours have you worked in the past 4 months? (Please use military time.)

Start Time

End Time

Start Time

End Time

Start Time

End Time

8. How much additional law enforcement experience do you have in other California agencies?

years

months

8a. In what classifications? (Check all that apply.)

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. However, in the event that we need to contact you regarding your responses, we ask that you provide the following optional information:

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 average, how often have you performed this task during the <i>last four (4) months</i> ?							I have performed this task at this agency but not in the last 4 months	I have not performed this task at this agency
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		
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 police radio 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. **Do not skip any items.**

BEGIN YOUR RATINGS ON THE NEXT PAGE.

TASKS

On average, how often have you performed this task during the <i>last four (4) months</i> ?							I have performed this task at this agency but not in the last 4 months	I have not performed this task at this agency
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		
8	7	6	5	4	3	2	1	0

PATROL ACTIVITIES

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

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

On average, how often have you performed this task during the <i>last four (4) months</i> ?							I have performed this task at this agency but not in the last 4 months	I have not performed this task at this agency
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		
8	7	6	5	4	3	2	1	0

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

- 55. Take protective custody of mentally disabled, emotionally disabled, or confused persons for their own safety
- 56. 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)
- 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
- 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

On average, how often have you performed this task during the <i>last four (4) months?</i>							I have performed this task at this agency but not in the last 4 months	I have not performed this task at this agency
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		
8	7	6	5	4	3	2	1	0

- | | Frequency |
|---|--------------------------|
| 75. Check patrol vehicle for damage, supplies, equipment, and contraband before/after shift | <input type="checkbox"/> |
| 76. Inspect patrol vehicle for weapons, contraband, and damage during shift (e.g., after arrest or transport) | <input type="checkbox"/> |
| 77. Enforce court orders (e.g., child custody, eviction, restraining order) | <input type="checkbox"/> |
| 78. Serve subpoenas | <input type="checkbox"/> |
| 79. Serve other civil process papers | <input type="checkbox"/> |
| 80. Collect bail | <input type="checkbox"/> |

ARREST, SEARCH, AND SEIZURE

- | | |
|--|--------------------------|
| 81. Approach and detain potentially dangerous persons (e.g., members of motorcycle, juvenile, or street gangs) | <input type="checkbox"/> |
| 82. Temporarily detain suspicious persons | <input type="checkbox"/> |
| 83. Use verbal persuasion to encourage compliance (e.g., suspects, crowds, public) | <input type="checkbox"/> |
| 84. Plan strategies for making arrests | <input type="checkbox"/> |
| 85. Obtain arrest warrants | <input type="checkbox"/> |
| 86. Verify validity of warrants before service/arrest | <input type="checkbox"/> |
| 87. Cite criminal offenders | <input type="checkbox"/> |
| 88. Detain or arrest occupants of vehicles | <input type="checkbox"/> |
| 89. Arrest persons based on warrants | <input type="checkbox"/> |
| 90. Arrest persons without warrants | <input type="checkbox"/> |
| 91. Accept private persons arrests | <input type="checkbox"/> |

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

On average, how often have you performed this task during the <i>last four (4) months</i> ?							I have performed this task at this agency but not in the last 4 months	I have not performed this task at this agency
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		
8	7	6	5	4	3	2	1	0

COMMUNITY RELATIONS/CRIME PREVENTION

- | | Frequency |
|---|--------------------------|
| 113. Talk to people to identify community concerns, establish trust, gather information about the community, etc. | <input type="checkbox"/> |
| 114. Meet with and make presentations to neighborhood associations or community groups | <input type="checkbox"/> |
| 115. Meet with school administrators to identify concerns | <input type="checkbox"/> |
| 116. Participate in school programs and classroom presentations | <input type="checkbox"/> |
| 117. Participate in community forums, ride-along programs, etc. | <input type="checkbox"/> |
| 118. Explain recruitment requirements to interested individuals | <input type="checkbox"/> |
| 119. Release information to the press | <input type="checkbox"/> |
| 120. Describe crime prevention techniques to members of the community | <input type="checkbox"/> |
| 121. Provide assistance to citizens wanting to form neighborhood watch groups | <input type="checkbox"/> |
| 122. Conduct security inspections of businesses and dwellings to ensure adequate security | <input type="checkbox"/> |
| 123. Work with community members to develop and implement strategies for reducing crime and addressing community concerns | <input type="checkbox"/> |

TRAFFIC

- | | |
|--|--------------------------|
| 124. Engage in selective enforcement at specific locations to reduce accidents | <input type="checkbox"/> |
| 125. Observe driver compliance with Vehicle Code | <input type="checkbox"/> |
| 126. Operate radar equipment for speed enforcement | <input type="checkbox"/> |
| 127. Estimate speed of vehicles using speedometer | <input type="checkbox"/> |
| 128. Estimate speed of vehicles visually | <input type="checkbox"/> |

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

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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		
8	7	6	5	4	3	2	1	0

- | | Frequency |
|--|--------------------------|
| 150. Request emergency assistance for traffic accident (e.g., tow truck, CHP, ambulance, public works, CalTrans) | <input type="checkbox"/> |
| 151. Collect and examine evidence and personal property from accident scenes | <input type="checkbox"/> |
| 152. Locate witnesses to accidents by talking to bystanders, knocking on doors, etc. | <input type="checkbox"/> |
| 153. Sketch traffic accident scenes | <input type="checkbox"/> |
| 154. Diagram traffic accident scenes | <input type="checkbox"/> |
| 155. Take measurements at traffic accident scenes | <input type="checkbox"/> |
| 156. Photograph traffic accident scenes/vehicles | <input type="checkbox"/> |
| 157. Investigate and report hazardous roadway conditions (e.g., damaged roadway, wires down, malfunctioning traffic control devices) | <input type="checkbox"/> |
| 158. Remove minor hazards from roadway | <input type="checkbox"/> |
| 159. Escort emergency vehicles | <input type="checkbox"/> |
| 160. Escort parades and other processions | <input type="checkbox"/> |

CRIMINAL INVESTIGATION

- | | |
|---|--------------------------|
| 161. Conduct preliminary (initial, at the scene) investigations | <input type="checkbox"/> |
| 162. Conduct investigations to completion (i.e., without the assistance of investigative personnel) | <input type="checkbox"/> |
| 163. Participate in joint investigations with other law enforcement agencies | <input type="checkbox"/> |
| 164. Request investigative assistance (e.g., detectives, crime lab, other officers, tracking dogs, diving team, etc.) | <input type="checkbox"/> |
| 165. Secure and protect crime scenes | <input type="checkbox"/> |
| 166. Photograph crime scenes/evidence/persons | <input type="checkbox"/> |

- 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 <i>last four (4) months</i> ?							I have performed this task at this agency but not in the last 4 months	I have not performed this task at this agency
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		
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- | | Frequency |
|---|--------------------------|
| 187. Determine and communicate routes for responding units to disaster/hazmat scenes | <input type="checkbox"/> |
| 188. Direct responses of other public safety personnel at disaster/hazmat scenes (until relieved by superior officer) | <input type="checkbox"/> |
| 189. Deny access to disaster/hazmat scenes by unauthorized persons | <input type="checkbox"/> |
| 190. Evacuate buildings and/or areas to remove persons from danger | <input type="checkbox"/> |
| 191. Cooperate with and/or assist other emergency agencies at disaster/hazmat scenes (e.g., Fire, OES, Red Cross) | <input type="checkbox"/> |
| 192. Assess extent of injuries to injured/wounded persons | <input type="checkbox"/> |
| 193. Obtain medical treatment for injured persons | <input type="checkbox"/> |
| 194. Take preventive safety precautions when administering first aid | <input type="checkbox"/> |
| 195. Administer first aid | <input type="checkbox"/> |
| 196. Administer cardiopulmonary resuscitation | <input type="checkbox"/> |
| 197. Deliver babies | <input type="checkbox"/> |

PHYSICAL ACTIVITY AND PHYSICAL FORCE

- | | |
|--|--------------------------|
| 198. Pursue on foot fleeing suspects | <input type="checkbox"/> |
| 199. Subdue resisting or attacking persons using locks, grips, or control holds (excluding mechanical devices) | <input type="checkbox"/> |
| 200. Use compliance or come-along holds to move persons | <input type="checkbox"/> |
| 201. Use hands or feet in weaponless defense | <input type="checkbox"/> |
| 202. Physically disarm persons | <input type="checkbox"/> |
| 203. Lift and/or carry hard-to-move objects or persons | <input type="checkbox"/> |

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

WEAPONS

- | | |
|--|--------------------------|
| 223. Secure duty weapons | <input type="checkbox"/> |
| 224. Clean and maintain weapons | <input type="checkbox"/> |
| 225. Qualify and/or engage in required practice with weapons other than firearms (e.g., baton, chemical agents, taser) | <input type="checkbox"/> |

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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		
8	7	6	5	4	3	2	1	0

- | | Frequency |
|--|--------------------------|
| 226. Draw impact weapon (e.g., baton) to obtain compliance | <input type="checkbox"/> |
| 227. Use impact weapon strike (e.g., baton) to obtain compliance | <input type="checkbox"/> |
| 228. Draw nonlethal defensive weapons (e.g., chemical agents, stun guns, taser) to obtain compliance | <input type="checkbox"/> |
| 229. Use nonlethal defensive weapons (e.g., chemical agents, stun guns, taser) to obtain compliance | <input type="checkbox"/> |
| 230. Qualify and/or engage in required practice with firearms | <input type="checkbox"/> |
| 231. Draw and point handgun | <input type="checkbox"/> |
| 232. Fire handgun at person | <input type="checkbox"/> |
| 233. Draw and point shotgun | <input type="checkbox"/> |
| 234. Fire shotgun at person | <input type="checkbox"/> |
| 235. Draw and point rifle | <input type="checkbox"/> |
| 236. Fire rifle at person | <input type="checkbox"/> |
| 237. Discharge firearm at badly injured or dangerous animals | <input type="checkbox"/> |

BOOKING AND HANDLING PRISONERS

- | | |
|--|--------------------------|
| 238. Place holds on prisoners (e.g., parole, identification) | <input type="checkbox"/> |
| 239. Identify and document prisoner behavior which indicates emotional instability | <input type="checkbox"/> |
| 240. Examine and document prisoners' injuries | <input type="checkbox"/> |
| 241. Administer first aid or seek medical treatment, as needed, for prisoners prior to transport | <input type="checkbox"/> |
| 242. Prevent injuries to prisoners | <input type="checkbox"/> |
| 243. Deny access to prisoners by unauthorized persons | <input type="checkbox"/> |

- 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 average, how often have you performed this task during the <i>last four (4) months</i> ?							I have performed this task at this agency but not in the last 4 months	I have not performed this task at this agency
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		
8	7	6	5	4	3	2	1	0

- | | Frequency |
|---|--------------------------|
| 266. Transport property and/or evidence | <input type="checkbox"/> |
| 267. Mark and store evidence | <input type="checkbox"/> |
| 268. Determine need for specialized agency assistance to collect hazardous evidence (e.g., explosives, hazardous materials) | <input type="checkbox"/> |
| 269. Handle and store hazardous evidence (e.g., weapons, narcotics paraphernalia, etc.) | <input type="checkbox"/> |
| 270. Seize weapons from suspects in domestic violence and/or psychiatric detention | <input type="checkbox"/> |
| 271. Recover and inventory lost or stolen property | <input type="checkbox"/> |
| 272. Explain to the public procedures for reclaiming property | <input type="checkbox"/> |
| 273. Locate owners of recovered property | <input type="checkbox"/> |
| 274. Record property value of stolen or recovered goods | <input type="checkbox"/> |
| 275. Release property to owners (e.g., verify ownership, document release) | <input type="checkbox"/> |
| 276. Issue receipt for property taken | <input type="checkbox"/> |

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. | <input type="checkbox"/> |
| 278. Prepare for trials by reviewing facts of case with Deputy District Attorney or prosecutor | <input type="checkbox"/> |
| 279. Retrieve and transport evidence to court for presentation at trials | <input type="checkbox"/> |
| 280. Give depositions in civil cases | <input type="checkbox"/> |
| 281. Testify in civil cases | <input type="checkbox"/> |
| 282. Testify in criminal cases | <input type="checkbox"/> |
| 283. Participate in legal proceedings as designated investigating officer | <input type="checkbox"/> |

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 average, how often have you performed this task during the <i>last four (4) months</i> ?							I have performed this task at this agency but not in the last 4 months	I have not performed this task at this agency
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		
8	7	6	5	4	3	2	1	0

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

- 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
- 327. 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

Frequenc

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 <i>last four (4) months</i> ?							I have read information from this source at this agency, but not in the last 4 months	I have not read information from this source while at this agency
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		
8	7	6	5	4	3	2	1	0

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

Frequency

- 13. Reference material (e.g., PDR, Drug Recognition Manual)
- 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
- 25. Court papers to determine proper action (orders of protection, injunctions, etc.)

- Field 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: _____

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:

On average, how often have you referred to either the original reference or to other documents which describe or summarize the contents of the reference during the <i>last four (4) months</i> ?							I have referred to this reference or to written descriptions/summaries of this reference but not in the last 4 months	I have never referred to this reference or to written descriptions/summaries of this reference while at this agency
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	1	0
8	7	6	5	4	3	2		

PRIMARY INFORMATION SOURCE (✓ one)

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

**PRIMARY
INFORMATION SOURCE
(✓ one)**

	Original Reference	Written Description/ Summary	Frequency
47. U.S. Constitution	_____	_____	<input type="checkbox"/>
48. Vehicle Code	_____	_____	<input type="checkbox"/>
49. Welfare and Institutions Code	_____	_____	<input type="checkbox"/>
50. Children and Family Services Statutes	_____	_____	<input type="checkbox"/>
51. Other state and federal laws	_____	_____	<input type="checkbox"/>
52. Local Ordinances	_____	_____	<input type="checkbox"/>
53. Peace Officer Legal Sourcebook	_____	_____	<input type="checkbox"/>
54. Professional law enforcement publications (e.g., Police Chief, FBI Law Enforcement Bulletin)	_____	_____	<input type="checkbox"/>

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.)

--	--

hours

--	--

minutes

56. 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 writing is done in the following locales? (Your percentages should add up to 100%.)

- a. In patrol car
- b. At station
- c. In public places
- d. At home
- e. Other (Specify _____)

			%
			%
			%
			%
			%
			1 0 0 %

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
- c. On a computer
- d. Through dictation

			%
			%
			%
			%
			1 0 0 %

59. Of the total time you spend writing reports, what percent is spent in the following 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.

Always/ Almost Always	Frequently	Seldom	Never
3	2	1	0

	When writing by hand	When using a computer
a. Dictionary	<input type="checkbox"/>	<input type="checkbox"/>
b. Thesaurus	<input type="checkbox"/>	<input type="checkbox"/>
c. Pre-formatted reports (fill-in blanks)	<input type="checkbox"/>	<input type="checkbox"/>
d. Report writing computer software that prompts your responses	N/A	<input type="checkbox"/>
e. Grammar/Spell check software	N/A	<input type="checkbox"/>
f. Handheld electronic spelling aid	<input type="checkbox"/>	N/A
g. Other (Specify _____)	<input type="checkbox"/>	<input type="checkbox"/>

61. On average, how many reports do you write a day (excluding FIs and citations)?

--	--

62. How many pages of narrative do you write in an average report (excluding cover sheets)?

--	--

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 "0" ("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 have you handled this type of incident during the <i>last four (4) months</i> ?							I have handled this type of incident at this agency but not in the last 4 months	I have not handled this type of incident at this agency
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		
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, FI card, crime/accident/incident report, etc.).

ILLUSTRATIONS

- 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	Level of Response
Auto theft	6	2

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

	Frequency	Level of Response
Aircraft incident	0	

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. Do not skip any items.

BEGIN YOUR RATINGS ON THE NEXT PAGE.

COMPLAINTS/INCIDENTS

On average, how often have you handled this type of incident during the <i>last four (4) months</i> ?							I have handled this type of incident at this agency but not in the last 4 months	I have not handled this type of incident at this agency
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		
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, FI card, crime/accident/incident report, etc.).

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

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

On average, how often have you handled this type of incident during the <i>last four (4) months</i> ?							I have handled this type of incident at this agency but not in the last 4 months	I have not handled this type of incident at this agency
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		
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, FI card, crime/accident/incident report, etc.).

	Frequency	Level of Response		Frequency	Level of Response
73. Home invasion	<input type="checkbox"/>	<input type="checkbox"/>	88. Lewd behavior or dissolute conduct in public	<input type="checkbox"/>	<input type="checkbox"/>
74. Homicide	<input type="checkbox"/>	<input type="checkbox"/>	89. Local ordinance violation	<input type="checkbox"/>	<input type="checkbox"/>
75. Hostage situation	<input type="checkbox"/>	<input type="checkbox"/>	90. Loud and unreasonable noise (e.g., music, barking dog, party)	<input type="checkbox"/>	<input type="checkbox"/>
76. Illegal alien	<input type="checkbox"/>	<input type="checkbox"/>	91. Malfunctioning traffic control device	<input type="checkbox"/>	<input type="checkbox"/>
77. Illegal border crossing	<input type="checkbox"/>	<input type="checkbox"/>	92. Medical emergency	<input type="checkbox"/>	<input type="checkbox"/>
78. Illegal firearm	<input type="checkbox"/>	<input type="checkbox"/>	93. Mentally disabled person	<input type="checkbox"/>	<input type="checkbox"/>
79. Illegal lodging	<input type="checkbox"/>	<input type="checkbox"/>	94. Missing person, high risk (lost child, disabled person)	<input type="checkbox"/>	<input type="checkbox"/>
80. Illegal weapon (other than firearm)	<input type="checkbox"/>	<input type="checkbox"/>	95. Missing person, low risk (voluntary, runaway, suspicious circumstances)	<input type="checkbox"/>	<input type="checkbox"/>
81. Impersonating an officer or other official	<input type="checkbox"/>	<input type="checkbox"/>	96. Moving vehicle violation	<input type="checkbox"/>	<input type="checkbox"/>
82. Incurable juvenile, uncontrollable	<input type="checkbox"/>	<input type="checkbox"/>	97. Mutual aid response	<input type="checkbox"/>	<input type="checkbox"/>
83. Indecent exposure	<input type="checkbox"/>	<input type="checkbox"/>	98. Obscene, harassing, or threatening phone call	<input type="checkbox"/>	<input type="checkbox"/>
84. Jail/prison escape	<input type="checkbox"/>	<input type="checkbox"/>	99. Officer request for assistance, backup	<input type="checkbox"/>	<input type="checkbox"/>
85. Kidnapping	<input type="checkbox"/>	<input type="checkbox"/>	100. Officer request for assistance, emergency	<input type="checkbox"/>	<input type="checkbox"/>
86. Labor/management dispute	<input type="checkbox"/>	<input type="checkbox"/>			
87. Landlord/tenant dispute	<input type="checkbox"/>	<input type="checkbox"/>			

	Frequency	Level of Response		Frequency	Level of Response
101. Other public agency needing assistance (e.g., health, probation departments)	<input type="checkbox"/>	<input type="checkbox"/>	123. Sex crime (other than rape, prostitution, or indecent exposure)	<input type="checkbox"/>	<input type="checkbox"/>
102. Parking violation	<input type="checkbox"/>	<input type="checkbox"/>	124. Shooting at inhabited dwelling or occupied building	<input type="checkbox"/>	<input type="checkbox"/>
103. Parole or probation violation	<input type="checkbox"/>	<input type="checkbox"/>	125. Shots fired, illegal shooting	<input type="checkbox"/>	<input type="checkbox"/>
104. Petty theft	<input type="checkbox"/>	<input type="checkbox"/>	126. Sniper	<input type="checkbox"/>	<input type="checkbox"/>
105. Poaching	<input type="checkbox"/>	<input type="checkbox"/>	127. Solicitation of prostitution	<input type="checkbox"/>	<input type="checkbox"/>
106. Pornographic material (e.g., child, video)	<input type="checkbox"/>	<input type="checkbox"/>	128. Stalking	<input type="checkbox"/>	<input type="checkbox"/>
107. Power outage	<input type="checkbox"/>	<input type="checkbox"/>	129. Suicide	<input type="checkbox"/>	<input type="checkbox"/>
108. Prostitution	<input type="checkbox"/>	<input type="checkbox"/>	130. Suspicious aircraft activity	<input type="checkbox"/>	<input type="checkbox"/>
109. Prowling, loitering, wandering upon private property	<input type="checkbox"/>	<input type="checkbox"/>	131. Suspicious odor	<input type="checkbox"/>	<input type="checkbox"/>
110. Public intoxication	<input type="checkbox"/>	<input type="checkbox"/>	132. Suspicious package	<input type="checkbox"/>	<input type="checkbox"/>
111. Public transportation emergency or incident	<input type="checkbox"/>	<input type="checkbox"/>	133. Suspicious person/vehicle	<input type="checkbox"/>	<input type="checkbox"/>
112. Rape	<input type="checkbox"/>	<input type="checkbox"/>	134. Theft by false pretenses	<input type="checkbox"/>	<input type="checkbox"/>
113. Receiving stolen property	<input type="checkbox"/>	<input type="checkbox"/>	135. Throwing or launching object at moving vehicle	<input type="checkbox"/>	<input type="checkbox"/>
114. Reckless driving	<input type="checkbox"/>	<input type="checkbox"/>	136. Traffic accident	<input type="checkbox"/>	<input type="checkbox"/>
115. Recovering stolen property	<input type="checkbox"/>	<input type="checkbox"/>	137. Traffic control incident	<input type="checkbox"/>	<input type="checkbox"/>
116. Repossession dispute	<input type="checkbox"/>	<input type="checkbox"/>	138. Traffic hazard	<input type="checkbox"/>	<input type="checkbox"/>
117. Riot	<input type="checkbox"/>	<input type="checkbox"/>	139. Train incident	<input type="checkbox"/>	<input type="checkbox"/>
118. Roadway hazard	<input type="checkbox"/>	<input type="checkbox"/>	140. Transient persons	<input type="checkbox"/>	<input type="checkbox"/>
119. Robbery - armed	<input type="checkbox"/>	<input type="checkbox"/>	141. Trespassing	<input type="checkbox"/>	<input type="checkbox"/>
120. Robbery - strong-arm	<input type="checkbox"/>	<input type="checkbox"/>	142. Truancy/curfew violation	<input type="checkbox"/>	<input type="checkbox"/>
121. Ruptured water or gas line	<input type="checkbox"/>	<input type="checkbox"/>	143. Unlawful possession or use of explosive	<input type="checkbox"/>	<input type="checkbox"/>
122. Search and rescue	<input type="checkbox"/>	<input type="checkbox"/>	144. Unusual or severe weather conditions	<input type="checkbox"/>	<input type="checkbox"/>

On average, how often have you handled this type of incident during the <i>last four (4) months</i> ?							I have handled this type of incident at this agency but not in the last 4 months	I have not handled this type of incident at this agency
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		
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, FI card, crime/accident/incident report, etc.).

	Frequency	Level of Response
145. Utility theft	<input type="checkbox"/>	<input type="checkbox"/>
146. Vandalism	<input type="checkbox"/>	<input type="checkbox"/>
147. Violation of court order	<input type="checkbox"/>	<input type="checkbox"/>
148. Wanted person	<input type="checkbox"/>	<input type="checkbox"/>
149. Witness intimidation	<input type="checkbox"/>	<input type="checkbox"/>

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	NO
1. Alarm monitor	<input type="checkbox"/>	<input type="checkbox"/>	24. Chemical agent, pepper spray	<input type="checkbox"/>	<input type="checkbox"/>
2. All terrain vehicle (ATV)	<input type="checkbox"/>	<input type="checkbox"/>	25. City directory	<input type="checkbox"/>	<input type="checkbox"/>
3. Ammunition/magazine/clip	<input type="checkbox"/>	<input type="checkbox"/>	26. Computer printer	<input type="checkbox"/>	<input type="checkbox"/>
4. Animal control equipment (loop, gloves, net)	<input type="checkbox"/>	<input type="checkbox"/>	27. Computer software	<input type="checkbox"/>	<input type="checkbox"/>
5. Automatic traffic volume counter	<input type="checkbox"/>	<input type="checkbox"/>	28. Computer terminal (other than MDT)	<input type="checkbox"/>	<input type="checkbox"/>
6. Axe	<input type="checkbox"/>	<input type="checkbox"/>	29. CPR Mask	<input type="checkbox"/>	<input type="checkbox"/>
7. Back-up weapon	<input type="checkbox"/>	<input type="checkbox"/>	30. Decibel meter	<input type="checkbox"/>	<input type="checkbox"/>
8. Barrier tape	<input type="checkbox"/>	<input type="checkbox"/>	31. Dictating machine/cassette tape recorder	<input type="checkbox"/>	<input type="checkbox"/>
9. Base station radio	<input type="checkbox"/>	<input type="checkbox"/>	32. Disinfectant cleanser	<input type="checkbox"/>	<input type="checkbox"/>
10. Baton	<input type="checkbox"/>	<input type="checkbox"/>	33. Drug and narcotic identification field kit	<input type="checkbox"/>	<input type="checkbox"/>
11. Battering ram	<input type="checkbox"/>	<input type="checkbox"/>	34. Electronic tracking device	<input type="checkbox"/>	<input type="checkbox"/>
12. Bicycle	<input type="checkbox"/>	<input type="checkbox"/>	35. Emergency lights & sirens (Unitrol)	<input type="checkbox"/>	<input type="checkbox"/>
13. Binoculars	<input type="checkbox"/>	<input type="checkbox"/>	36. Evidence processing kit (fingerprinting, casting)	<input type="checkbox"/>	<input type="checkbox"/>
14. Boat	<input type="checkbox"/>	<input type="checkbox"/>	37. Facsimile transmission equipment (fingerprints)	<input type="checkbox"/>	<input type="checkbox"/>
15. Body armor, inside clothing	<input type="checkbox"/>	<input type="checkbox"/>	38. Facsimile transmission equipment (other)	<input type="checkbox"/>	<input type="checkbox"/>
16. Body armor, outside clothing	<input type="checkbox"/>	<input type="checkbox"/>	39. Fingerprint pre-booking equipment	<input type="checkbox"/>	<input type="checkbox"/>
17. Breath testing instruments (e.g., Intoxilizer)	<input type="checkbox"/>	<input type="checkbox"/>	40. Fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>
18. Bus	<input type="checkbox"/>	<input type="checkbox"/>	41. Fire hose	<input type="checkbox"/>	<input type="checkbox"/>
19. Calculator (adding machine)	<input type="checkbox"/>	<input type="checkbox"/>	42. Fire nozzles	<input type="checkbox"/>	<input type="checkbox"/>
20. Call box	<input type="checkbox"/>	<input type="checkbox"/>	43. Fire protective clothing	<input type="checkbox"/>	<input type="checkbox"/>
21. Camera	<input type="checkbox"/>	<input type="checkbox"/>	44. Fire truck	<input type="checkbox"/>	<input type="checkbox"/>
22. Cellular phone	<input type="checkbox"/>	<input type="checkbox"/>			
23. Chemical agent, mace	<input type="checkbox"/>	<input type="checkbox"/>			

	YES	NO
45. First aid kit	<input type="checkbox"/>	<input type="checkbox"/>
46. Flare gun	<input type="checkbox"/>	<input type="checkbox"/>
47. Flares, road	<input type="checkbox"/>	<input type="checkbox"/>
48. Flashlight	<input type="checkbox"/>	<input type="checkbox"/>
49. Flex-cuffs	<input type="checkbox"/>	<input type="checkbox"/>
50. Gas mask	<input type="checkbox"/>	<input type="checkbox"/>
51. Goggles (face shield)	<input type="checkbox"/>	<input type="checkbox"/>
52. Hand-held police radio (walkie-talkie, mobile radio)	<input type="checkbox"/>	<input type="checkbox"/>
53. Handcuffs	<input type="checkbox"/>	<input type="checkbox"/>
54. Hazmat protective clothing	<input type="checkbox"/>	<input type="checkbox"/>
55. Horse	<input type="checkbox"/>	<input type="checkbox"/>
56. Illuminated traffic baton	<input type="checkbox"/>	<input type="checkbox"/>
57. Infant/child car seat	<input type="checkbox"/>	<input type="checkbox"/>
58. Intoxilizer (wall unit)	<input type="checkbox"/>	<input type="checkbox"/>
59. Ladder	<input type="checkbox"/>	<input type="checkbox"/>
60. Laptop/notebook computer	<input type="checkbox"/>	<input type="checkbox"/>
61. Life vest	<input type="checkbox"/>	<input type="checkbox"/>
62. Lo-jack	<input type="checkbox"/>	<input type="checkbox"/>
63. Lug wrench	<input type="checkbox"/>	<input type="checkbox"/>
64. Maps - street	<input type="checkbox"/>	<input type="checkbox"/>
65. Maps - topographic	<input type="checkbox"/>	<input type="checkbox"/>
66. Marine radio	<input type="checkbox"/>	<input type="checkbox"/>
67. Metal detector	<input type="checkbox"/>	<input type="checkbox"/>
68. Microfilm machine (reader)	<input type="checkbox"/>	<input type="checkbox"/>
69. Mobile Data Terminal (MDT)	<input type="checkbox"/>	<input type="checkbox"/>
70. Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>
71. NCIC/DOJ terminal	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
72. Night vision device (e.g., starlight scope, infrared scope)	<input type="checkbox"/>	<input type="checkbox"/>
73. Pager	<input type="checkbox"/>	<input type="checkbox"/>
74. Patrol car, marked	<input type="checkbox"/>	<input type="checkbox"/>
75. Patrol car radio	<input type="checkbox"/>	<input type="checkbox"/>
76. Personal computer	<input type="checkbox"/>	<input type="checkbox"/>
77. Photocopier	<input type="checkbox"/>	<input type="checkbox"/>
78. Photographic equipment	<input type="checkbox"/>	<input type="checkbox"/>
79. Pneumatic tool for extracting trapped persons (e.g., Jaws of Life, Hurst)	<input type="checkbox"/>	<input type="checkbox"/>
80. Preliminary alcohol screening device (Breath analyzer)	<input type="checkbox"/>	<input type="checkbox"/>
81. Pry bar	<input type="checkbox"/>	<input type="checkbox"/>
82. Public address system (mobile or stationary)	<input type="checkbox"/>	<input type="checkbox"/>
83. Radar unit	<input type="checkbox"/>	<input type="checkbox"/>
84. Radio frequency scanner	<input type="checkbox"/>	<input type="checkbox"/>
85. Rain gear	<input type="checkbox"/>	<input type="checkbox"/>
86. Restraining devices (e.g., transport chains, hobbles)	<input type="checkbox"/>	<input type="checkbox"/>
87. Reverse directory (e.g., CRISSCROSS, Haines)	<input type="checkbox"/>	<input type="checkbox"/>
88. Rifle	<input type="checkbox"/>	<input type="checkbox"/>
89. Riot baton	<input type="checkbox"/>	<input type="checkbox"/>
90. Riot/Kevlar helmet	<input type="checkbox"/>	<input type="checkbox"/>
91. Riot shield	<input type="checkbox"/>	<input type="checkbox"/>
92. Rollatape/Strolmeter/walking stick (to measure distances)	<input type="checkbox"/>	<input type="checkbox"/>
93. Rope	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
94. Rubber gloves	<input type="checkbox"/>	<input type="checkbox"/>
95. Sanitary smock or drape	<input type="checkbox"/>	<input type="checkbox"/>
96. Self-contained air pack (e.g., Scott air pack, MSA air pack)	<input type="checkbox"/>	<input type="checkbox"/>
97. Service weapon (handgun)	<input type="checkbox"/>	<input type="checkbox"/>
98. Shoe covers (crime scene)	<input type="checkbox"/>	<input type="checkbox"/>
99. Shotgun	<input type="checkbox"/>	<input type="checkbox"/>
100. Signal box key	<input type="checkbox"/>	<input type="checkbox"/>
101. Siren	<input type="checkbox"/>	<input type="checkbox"/>
102. Skis	<input type="checkbox"/>	<input type="checkbox"/>
103. Snowmobile	<input type="checkbox"/>	<input type="checkbox"/>
104. Snowshoes	<input type="checkbox"/>	<input type="checkbox"/>
105. Spotlight	<input type="checkbox"/>	<input type="checkbox"/>
106. Stun gun/Taser/Electronic Immobilization Device (EID)	<input type="checkbox"/>	<input type="checkbox"/>
107. Surveillance gear (e.g., infrared scope, radio transmitter)	<input type="checkbox"/>	<input type="checkbox"/>
108. Tack strip	<input type="checkbox"/>	<input type="checkbox"/>
109. Tape measure	<input type="checkbox"/>	<input type="checkbox"/>
110. Tape recorder	<input type="checkbox"/>	<input type="checkbox"/>
111. Tear gas gun	<input type="checkbox"/>	<input type="checkbox"/>
112. Tear gas/smoke grenade	<input type="checkbox"/>	<input type="checkbox"/>
113. Telescopic gun sight	<input type="checkbox"/>	<input type="checkbox"/>
114. Throw ring (life preserver)	<input type="checkbox"/>	<input type="checkbox"/>
115. Traffic accident flex curve	<input type="checkbox"/>	<input type="checkbox"/>
116. Traffic control devices (e.g., cones, flares, pylons)	<input type="checkbox"/>	<input type="checkbox"/>
117. Traffic control vest	<input type="checkbox"/>	<input type="checkbox"/>
118. Traffic template (nomograph)	<input type="checkbox"/>	<input type="checkbox"/>
119. Transportation van	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO
120. Truck (1-ton or larger)	<input type="checkbox"/>	<input type="checkbox"/>
121. Typewriter	<input type="checkbox"/>	<input type="checkbox"/>
122. Vehicle immobilizer (Boot)	<input type="checkbox"/>	<input type="checkbox"/>
123. Vehicle jack	<input type="checkbox"/>	<input type="checkbox"/>
124. Vehicle warning lights	<input type="checkbox"/>	<input type="checkbox"/>
125. Video camera, hand-held	<input type="checkbox"/>	<input type="checkbox"/>
126. Video camera, vehicle mounted	<input type="checkbox"/>	<input type="checkbox"/>
127. Whistle	<input type="checkbox"/>	<input type="checkbox"/>

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. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table> | | | | % |
| | | | | | |
| 2. Documenting investigations, enforcement actions, and other patrol activities and contacts. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table> | | | | % |
| | | | | | |
| 3. Locating, pursuing, controlling, arresting, and processing suspects. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table> | | | | % |
| | | | | | |
| 4. Preparing for testimony at hearings or trials, giving depositions, and testifying in court. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table> | | | | % |
| | | | | | |
| 5. Maintaining the safe flow of traffic, citing and/or arresting Vehicle Code violators, and investigating traffic accidents and hazards. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table> | | | | % |
| | | | | | |
| 6. Protecting or assisting persons in emergency situations such as accidents, disasters, and crimes in progress. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table> | | | | % |
| | | | | | |
| 7. Monitoring activity in the community, mediating disputes, quelling disturbances, and controlling crowds. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table> | | | | % |
| | | | | | |
| 8. Providing information and assistance to the public in non-emergency and non-enforcement situations. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table> | | | | % |
| | | | | | |
| 9. Engaging in activities and programs that are intended to increase community involvement in reducing crime and addressing other community concerns. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table> | | | | % |
| | | | | | |
| 10. Engaging in activities and programs that are intended specifically to build public awareness, trust, and confidence in local law enforcement. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table> | | | | % |
| | | | | | |
| 11. Maintaining and improving the knowledge, skills, and abilities that you need to effectively perform your patrol officer duties. | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> <td style="width: 25px; height: 20px;"></td> </tr> </table> | | | | % |
| | | | | | |

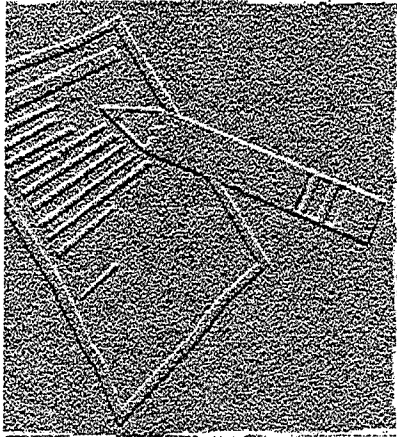
If you perform any task, handle any type of incident, etc., that is not included in this survey, please describe it here:

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 radio-car 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. 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 coordinator, **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 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:

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. 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? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you worked in your present assignment for at least the last four (4) months? (Disregard beat or shift changes.) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have at least 1 year of experience as a field supervisor of uniformed radio-car patrol officers with this agency? | <input type="checkbox"/> | <input type="checkbox"/> |

IF YOU ANSWERED **NO** TO ANY OF THESE QUESTIONS, PLEASE STOP AND SEE YOUR DEPARTMENT COORDINATOR; OTHERWISE CONTINUE.

1. Please respond to the following questions in the boxes to the right.

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 present assignment as a field supervisor of uniformed radio-car patrol officers? (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

6a. How long has this been your primary work shift?

years

months

7. If your current, primary work shift has changed during the last 4 months, what other primary work shifts have you worked in the last 4 months? (Please use military time.)

Start Time

End Time

Start Time

End Time

Start Time

End Time

8. How much additional law enforcement experience do you have in other California agencies?

years

months

8a. In what 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

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 the event that we need to contact you regarding your responses, we ask that you provide the following **optional** information:

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
3

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. **Do not skip any items.**

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

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

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

- | | Importance |
|---|--------------------------|
| 55. Take protective custody of mentally disabled, emotionally disabled, or confused persons for their own safety | <input type="checkbox"/> |
| 56. Deliver emergency messages to citizens (e.g., death, injury) | <input type="checkbox"/> |
| 57. Calm emotionally upset persons | <input type="checkbox"/> |
| 58. Provide emergency assistance to the public by driving persons from one location to another | <input type="checkbox"/> |
| 59. Perform civil standbys (e.g., keep the peace) | <input type="checkbox"/> |
| 60. Mediate disputes and/or disturbances | <input type="checkbox"/> |
| 61. Alert potential victims to specific crime threats | <input type="checkbox"/> |
| 62. Assess/monitor crowds at civil protests, demonstrations, and/or labor disputes for compliance with the law | <input type="checkbox"/> |
| 63. Monitor the behavior of nonviolent crowds, groups of spectators, etc., to assess the potential for violence and civil disorder | <input type="checkbox"/> |
| 64. Manage the assembly of nonviolent protestors, demonstrators, and/or persons engaged in labor disputes in order to protect their right to assemble | <input type="checkbox"/> |
| 65. Patrol areas containing labor pickets, marchers, or demonstrators | <input type="checkbox"/> |
| 66. Provide security at special events (e.g., festivals, community gatherings, sporting contests, concerts, etc.) | <input type="checkbox"/> |
| 67. Disperse groups of people involved in a disturbance | <input type="checkbox"/> |
| 68. Assemble in riot formations to disperse groups of violent people | <input type="checkbox"/> |
| 69. Participate as a member of a crowd control team in riot situations | <input type="checkbox"/> |
| 70. Extinguish minor fires | <input type="checkbox"/> |
| 71. Transport animals | <input type="checkbox"/> |
| 72. Assist animal control with dangerous or injured animals | <input type="checkbox"/> |
| 73. Attend pre-patrol shift briefings (e.g., roll call) | <input type="checkbox"/> |
| 74. Check uniform, personal equipment, and grooming for duty or inspection | <input type="checkbox"/> |

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 |
|---|--------------------------|
| 75. Check patrol vehicle for damage, supplies, equipment, and contraband before/after shift | <input type="checkbox"/> |
| 76. Inspect patrol vehicle for weapons, contraband, and damage during shift (e.g., after arrest or transport) | <input type="checkbox"/> |
| 77. Enforce court orders (e.g., child custody, eviction, restraining order) | <input type="checkbox"/> |
| 78. Serve subpoenas | <input type="checkbox"/> |
| 79. Serve other civil process papers | <input type="checkbox"/> |
| 80. Collect bail | <input type="checkbox"/> |

ARREST, SEARCH, AND SEIZURE

- | | |
|--|--------------------------|
| 81. Approach and detain potentially dangerous persons (e.g., members of motorcycle, juvenile, or street gangs) | <input type="checkbox"/> |
| 82. Temporarily detain suspicious persons | <input type="checkbox"/> |
| 83. Use verbal persuasion to encourage compliance (e.g., suspects, crowds, public) | <input type="checkbox"/> |
| 84. Plan strategies for making arrests | <input type="checkbox"/> |
| 85. Obtain arrest warrants | <input type="checkbox"/> |
| 86. Verify validity of warrants before service/arrest | <input type="checkbox"/> |
| 87. Cite criminal offenders | <input type="checkbox"/> |
| 88. Detain or arrest occupants of vehicles | <input type="checkbox"/> |
| 89. Arrest persons based on warrants | <input type="checkbox"/> |
| 90. Arrest persons without warrants | <input type="checkbox"/> |
| 91. Accept private persons arrests | <input type="checkbox"/> |

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

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

COMMUNITY RELATIONS/CRIME PREVENTION

- | | Importance |
|---|--------------------------|
| 113. Talk to people to identify community concerns, establish trust, gather information about the community, etc. | <input type="checkbox"/> |
| 114. Meet with and make presentations to neighborhood associations or community groups | <input type="checkbox"/> |
| 115. Meet with school administrators to identify concerns | <input type="checkbox"/> |
| 116. Participate in school programs and classroom presentations | <input type="checkbox"/> |
| 117. Participate in community forums, ride-along programs, etc. | <input type="checkbox"/> |
| 118. Explain recruitment requirements to interested individuals | <input type="checkbox"/> |
| 119. Release information to the press | <input type="checkbox"/> |
| 120. Describe crime prevention techniques to members of the community | <input type="checkbox"/> |
| 121. Provide assistance to citizens wanting to form neighborhood watch groups | <input type="checkbox"/> |
| 122. Conduct security inspections of businesses and dwellings to ensure adequate security | <input type="checkbox"/> |
| 123. Work with community members to develop and implement strategies for reducing crime and addressing community concerns | <input type="checkbox"/> |

TRAFFIC

- | | |
|--|--------------------------|
| 124. Engage in selective enforcement at specific locations to reduce accidents | <input type="checkbox"/> |
| 125. Observe driver compliance with Vehicle Code | <input type="checkbox"/> |
| 126. Operate radar equipment for speed enforcement | <input type="checkbox"/> |
| 127. Estimate speed of vehicles using speedometer | <input type="checkbox"/> |
| 128. Estimate speed of vehicles visually | <input type="checkbox"/> |

- 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 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

- | | Importance |
|--|--------------------------|
| 150. Request emergency assistance for traffic accident (e.g., tow truck, CHP, ambulance, public works, CalTrans) | <input type="checkbox"/> |
| 151. Collect and examine evidence and personal property from accident scenes | <input type="checkbox"/> |
| 152. Locate witnesses to accidents by talking to bystanders, knocking on doors, etc. | <input type="checkbox"/> |
| 153. Sketch traffic accident scenes | <input type="checkbox"/> |
| 154. Diagram traffic accident scenes | <input type="checkbox"/> |
| 155. Take measurements at traffic accident scenes | <input type="checkbox"/> |
| 156. Photograph traffic accident scenes/vehicles | <input type="checkbox"/> |
| 157. Investigate and report hazardous roadway conditions (e.g., damaged roadway, wires down, malfunctioning traffic control devices) | <input type="checkbox"/> |
| 158. Remove minor hazards from roadway | <input type="checkbox"/> |
| 159. Escort emergency vehicles | <input type="checkbox"/> |
| 160. Escort parades and other processions | <input type="checkbox"/> |

CRIMINAL INVESTIGATION

- | | |
|---|--------------------------|
| 161. Conduct preliminary (initial, at the scene) investigations | <input type="checkbox"/> |
| 162. Conduct investigations to completion (i.e., without the assistance of investigative personnel) | <input type="checkbox"/> |
| 163. Participate in joint investigations with other law enforcement agencies | <input type="checkbox"/> |
| 164. Request investigative assistance (e.g., detectives, crime lab, other officers, tracking dogs, diving team, etc.) | <input type="checkbox"/> |
| 165. Secure and protect crime scenes | <input type="checkbox"/> |
| 166. Photograph crime scenes/evidence/persons | <input type="checkbox"/> |

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

RESPOND TO EMERGENCIES

- | | |
|---|--------------------------|
| 184. Survey extent of damage and/or injuries at disaster/hazmat scenes | <input type="checkbox"/> |
| 185. Identify steps to be taken and resources needed to manage disaster/hazmat scenes | <input type="checkbox"/> |
| 186. Request resources needed to manage disaster/hazmat scenes | <input type="checkbox"/> |

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 |
|---|--------------------------|
| 187. Determine and communicate routes for responding units to disaster/hazmat scenes | <input type="checkbox"/> |
| 188. Direct responses of other public safety personnel at disaster/hazmat scenes (until relieved by superior officer) | <input type="checkbox"/> |
| 189. Deny access to disaster/hazmat scenes by unauthorized persons | <input type="checkbox"/> |
| 190. Evacuate buildings and/or areas to remove persons from danger | <input type="checkbox"/> |
| 191. Cooperate with and/or assist other emergency agencies at disaster/hazmat scenes (e.g., Fire, OES, Red Cross) | <input type="checkbox"/> |
| 192. Assess extent of injuries to injured/wounded persons | <input type="checkbox"/> |
| 193. Obtain medical treatment for injured persons | <input type="checkbox"/> |
| 194. Take preventive safety precautions when administering first aid | <input type="checkbox"/> |
| 195. Administer first aid | <input type="checkbox"/> |
| 196. Administer cardiopulmonary resuscitation | <input type="checkbox"/> |
| 197. Deliver babies | <input type="checkbox"/> |

PHYSICAL ACTIVITY AND PHYSICAL FORCE

- | | |
|--|--------------------------|
| 198. Pursue on foot fleeing suspects | <input type="checkbox"/> |
| 199. Subdue resisting or attacking persons using locks, grips, or control holds (excluding mechanical devices) | <input type="checkbox"/> |
| 200. Use compliance or come-along holds to move persons | <input type="checkbox"/> |
| 201. Use hands or feet in weaponless defense | <input type="checkbox"/> |
| 202. Physically disarm persons | <input type="checkbox"/> |
| 203. Lift and/or carry hard-to-move objects or persons | <input type="checkbox"/> |

- 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)
- 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 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 | <input type="checkbox"/> |
| 227. Use impact weapon strike (e.g., baton) to obtain compliance | <input type="checkbox"/> |
| 228. Draw nonlethal defensive weapons (e.g., chemical agents, stun guns, taser) to obtain compliance | <input type="checkbox"/> |
| 229. Use nonlethal defensive weapons (e.g., chemical agents, stun guns, taser) to obtain compliance | <input type="checkbox"/> |
| 230. Qualify and/or engage in required practice with firearms | <input type="checkbox"/> |
| 231. Draw and point handgun | <input type="checkbox"/> |
| 232. Fire handgun at person | <input type="checkbox"/> |
| 233. Draw and point shotgun | <input type="checkbox"/> |
| 234. Fire shotgun at person | <input type="checkbox"/> |
| 235. Draw and point rifle | <input type="checkbox"/> |
| 236. Fire rifle at person | <input type="checkbox"/> |
| 237. Discharge firearm at badly injured or dangerous animals | <input type="checkbox"/> |

BOOKING AND HANDLING PRISONERS

- | | |
|--|--------------------------|
| 238. Place holds on prisoners (e.g., parole, identification) | <input type="checkbox"/> |
| 239. Identify and document prisoner behavior which indicates emotional instability | <input type="checkbox"/> |
| 240. Examine and document prisoners' injuries | <input type="checkbox"/> |
| 241. Administer first aid or seek medical treatment, as needed, for prisoners prior to transport | <input type="checkbox"/> |
| 242. Prevent injuries to prisoners | <input type="checkbox"/> |
| 243. Deny access to prisoners by unauthorized persons | <input type="checkbox"/> |

Importance

- 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

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 | <input type="checkbox"/> |
| 267. Mark and store evidence | <input type="checkbox"/> |
| 268. Determine need for specialized agency assistance to collect hazardous evidence (e.g., explosives, hazardous materials) | <input type="checkbox"/> |
| 269. Handle and store hazardous evidence (e.g., weapons, narcotics paraphernalia, etc.) | <input type="checkbox"/> |
| 270. Seize weapons from suspects in domestic violence and/or psychiatric detention | <input type="checkbox"/> |
| 271. Recover and inventory lost or stolen property | <input type="checkbox"/> |
| 272. Explain to the public procedures for reclaiming property | <input type="checkbox"/> |
| 273. Locate owners of recovered property | <input type="checkbox"/> |
| 274. Record property value of stolen or recovered goods | <input type="checkbox"/> |
| 275. Release property to owners (e.g., verify ownership, document release) | <input type="checkbox"/> |
| 276. Issue receipt for property taken | <input type="checkbox"/> |

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. | <input type="checkbox"/> |
| 278. Prepare for trials by reviewing facts of case with Deputy District Attorney or prosecutor | <input type="checkbox"/> |
| 279. Retrieve and transport evidence to court for presentation at trials | <input type="checkbox"/> |
| 280. Give depositions in civil cases | <input type="checkbox"/> |
| 281. Testify in civil cases | <input type="checkbox"/> |
| 282. Testify in criminal cases | <input type="checkbox"/> |
| 283. Participate in legal proceedings as designated investigating officer | <input type="checkbox"/> |

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 **Importance Rating Scale**, indicate how important it is that patrol officers in your agency perform each task competently.

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

- | | Importance |
|--|--------------------------|
| 1. Take notes | <input type="checkbox"/> |
| 2. Incorporate field notes into reports | <input type="checkbox"/> |
| 3. Summarize in writing statements of witnesses, complainants, etc. | <input type="checkbox"/> |
| 4. Record in writing formal confessions | <input type="checkbox"/> |
| 5. Enter information on report forms consisting primarily of check-off boxes or fill-in blanks (e.g., vehicle impound reports) | <input type="checkbox"/> |
| 6. Write brief reports (one or two sentences) that serve to document an event (e.g., log entry) | <input type="checkbox"/> |
| 7. Write reports consisting of several short descriptive phrases, sentence fragments, or very short sentences (e.g., incident reports) | <input type="checkbox"/> |
| 8. Write in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports) | <input type="checkbox"/> |
| 9. Complete reports for other jurisdictions (e.g., weapons, vehicle parts) | <input type="checkbox"/> |
| 10. Complete state reporting forms (e.g., CHP report forms, 11166 PC, EPO) | <input type="checkbox"/> |
| 11. Prepare accident statistical data for DMV, CHP, internal records | <input type="checkbox"/> |
| 12. Compile crime data from a number of sources (e.g., for entry onto summary sheets) | <input type="checkbox"/> |
| 13. Record number/letter series (e.g., license plate numbers, driver's license numbers, addresses, serial numbers, telephone numbers, registration numbers, social security numbers) | <input type="checkbox"/> |

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

USING THE SAME **IMPORTANCE RATING SCALE**, INDICATE HOW IMPORTANT IT IS THAT THE WRITING OF PATROL OFFICERS IN YOUR AGENCY BE CHARACTERIZED BY THE FOLLOWING:

- 28. Accuracy: Containing no errors in description
- 29. Clarity: Not subject to misinterpretation--free from confusion
- 30. Completeness: Containing all necessary information
- 31. Conciseness: Short and to the point
- 32. Legibility: Easy to read--letters 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 structured--developed in a logical manner
- 36. Timeliness: Produced in a reasonable amount of time

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.

Importance Rating Scale:

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
5	4	3	2	1	0

- | | Importance |
|--|--------------------------|
| 1. Street maps | <input type="checkbox"/> |
| 2. Weather forecasts and bulletins | <input type="checkbox"/> |
| 3. Messages displayed on video display terminals (VDTs) | <input type="checkbox"/> |
| 4. Written briefings from preceding shifts | <input type="checkbox"/> |
| 5. Wanted vehicles and wanted persons bulletins | <input type="checkbox"/> |
| 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) | <input type="checkbox"/> |
| 7. Written sources containing statistics and other compiled information (e.g., to determine areas in need of selective enforcement) | <input type="checkbox"/> |
| 8. Reports consisting primarily of check-off boxes or fill-in blanks (e.g., vehicle impound reports) | <input type="checkbox"/> |
| 9. Reports consisting of several short descriptive phrases, sentence fragments, or very short sentences (e.g., incident reports) | <input type="checkbox"/> |
| 10. In-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports) | <input type="checkbox"/> |
| 11. Crime lab reports | <input type="checkbox"/> |
| 12. Coded material (e.g., NCIC printout, DMV drivers' records) | <input type="checkbox"/> |
| 13. Reference material (e.g., PDR, Drug Recognition Manual) | <input type="checkbox"/> |

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
5	4	3	2	1	0

- | | Importance |
|--|--------------------------|
| 14. Training bulletins | <input type="checkbox"/> |
| 15. Incoming correspondence | <input type="checkbox"/> |
| 16. Interoffice memos | <input type="checkbox"/> |
| 17. Departmental manuals | <input type="checkbox"/> |
| 18. Court transcripts | <input type="checkbox"/> |
| 19. State, federal and local laws | <input type="checkbox"/> |
| 20. Case law | <input type="checkbox"/> |
| 21. Legal interpretations (e.g., California Attorney General's opinions, city attorney opinions) | <input type="checkbox"/> |
| 22. Writs and bail bonds | <input type="checkbox"/> |
| 23. Civil process papers for completeness and accuracy | <input type="checkbox"/> |
| 24. Warrants for completeness and accuracy prior to service | <input type="checkbox"/> |
| 25. Court papers to determine proper action (orders of protection, injunctions, etc.) | <input type="checkbox"/> |
| Field Guides (e.g., QWIK-REF, REDI-REF, etc.) for: | |
| 26. Drugs, narcotics | <input type="checkbox"/> |
| 27. Foreign language | <input type="checkbox"/> |
| 28. Municipal Code | <input type="checkbox"/> |
| 29. Penal Code | <input type="checkbox"/> |
| 30. Vehicle Code | <input type="checkbox"/> |
| 31. Other: _____ | <input type="checkbox"/> |

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	<div style="display: inline-block; text-align: center;"> <small>Importance</small> <div style="border: 1px solid black; padding: 2px 8px; display: inline-block;">4</div> </div>
-------------------	---

COMPLAINTS/INCIDENTS

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

	Importance		Importance
1. Abandoned vehicle	<input type="checkbox"/>	17. Bomb threat	<input type="checkbox"/>
2. ABC violation (liquor law violation)	<input type="checkbox"/>	18. Bombing	<input type="checkbox"/>
3. Activated alarm	<input type="checkbox"/>	19. Brandishing a weapon	<input type="checkbox"/>
4. Air or water pollution	<input type="checkbox"/>	20. Burglary	<input type="checkbox"/>
5. Aircraft incident	<input type="checkbox"/>	21. Business or peddler license violation	<input type="checkbox"/>
6. Animal bite	<input type="checkbox"/>	22. Carjacking	<input type="checkbox"/>
7. Animal control violation	<input type="checkbox"/>	23. Cattle rustling	<input type="checkbox"/>
8. Arson	<input type="checkbox"/>	24. Check law violation (e.g., forgery, NSF, etc.)	<input type="checkbox"/>
9. Assault (felony)	<input type="checkbox"/>	25. Check on welfare of citizen	<input type="checkbox"/>
10. Assault (misdemeanor)	<input type="checkbox"/>	26. Child abuse or neglect	<input type="checkbox"/>
11. Attempted suicide	<input type="checkbox"/>	27. Child custody	<input type="checkbox"/>
12. Attractive nuisance (e.g., abandoned house, refrigerator)	<input type="checkbox"/>	28. Child stealing	<input type="checkbox"/>
13. Auto theft	<input type="checkbox"/>	29. Citizen request for assistance	<input type="checkbox"/>
14. Barricaded suspect	<input type="checkbox"/>	30. Civil standby (keep the peace)	<input type="checkbox"/>
15. Begging/Aggressive panhandling	<input type="checkbox"/>	31. Computer crime	<input type="checkbox"/>
16. Boat accident	<input type="checkbox"/>	32. Concealed weapon	<input type="checkbox"/>

	Importance		Importance
33. Confidence game	<input type="checkbox"/>	55. Elderly abuse or neglect	<input type="checkbox"/>
34. Conspiracy	<input type="checkbox"/>	56. Embezzlement	<input type="checkbox"/>
35. Contributing to delinquency of a minor	<input type="checkbox"/>	57. Explosion	<input type="checkbox"/>
36. Controlled substance and/or illicit drug violation, manufacture	<input type="checkbox"/>	58. Extortion	<input type="checkbox"/>
37. Controlled substance and/or illicit drug violation, possession	<input type="checkbox"/>	59. False reporting of an emergency	<input type="checkbox"/>
38. Controlled substance and/or illicit drug violation, sales	<input type="checkbox"/>	60. Fare evasion	<input type="checkbox"/>
39. Controlled substance and/or illicit drug violation, under the influence	<input type="checkbox"/>	61. Fight or challenging to fight	<input type="checkbox"/>
40. Counterfeit money	<input type="checkbox"/>	62. Fire	<input type="checkbox"/>
41. Credit card theft or misuse	<input type="checkbox"/>	63. Fireworks violation	<input type="checkbox"/>
42. Crowd control	<input type="checkbox"/>	64. Flooding	<input type="checkbox"/>
43. Cruelty to animal	<input type="checkbox"/>	65. Forgery	<input type="checkbox"/>
44. Dangerous/injured animal	<input type="checkbox"/>	66. Found property	<input type="checkbox"/>
45. Dead body (Coroner case)	<input type="checkbox"/>	67. Gambling	<input type="checkbox"/>
46. Death threat	<input type="checkbox"/>	68. Gang activity	<input type="checkbox"/>
47. Defrauding an innkeeper	<input type="checkbox"/>	69. Graffiti/tagging	<input type="checkbox"/>
48. Domestic terrorism	<input type="checkbox"/>	70. Grand theft (excluding auto)	<input type="checkbox"/>
49. Domestic violence	<input type="checkbox"/>	71. Hazardous material incident	<input type="checkbox"/>
50. Downed wire	<input type="checkbox"/>	72. Hit and run traffic accident/collision	<input type="checkbox"/>
51. Drowning	<input type="checkbox"/>	73. Home invasion	<input type="checkbox"/>
52. Drug overdose	<input type="checkbox"/>	74. Homicide	<input type="checkbox"/>
53. Drunk driver	<input type="checkbox"/>	75. Hostage situation	<input type="checkbox"/>
54. Earthquake	<input type="checkbox"/>	76. Illegal alien	<input type="checkbox"/>
		77. Illegal border crossing	<input type="checkbox"/>

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

	Importance		Importance
78. Illegal firearm	<input type="checkbox"/>	95. Missing person, low risk (voluntary, runaway, suspicious circumstances)	<input type="checkbox"/>
79. Illegal lodging	<input type="checkbox"/>	96. Moving vehicle violation	<input type="checkbox"/>
80. Illegal weapon (other than firearm)	<input type="checkbox"/>	97. Mutual aid response	<input type="checkbox"/>
81. Impersonating an officer or other official	<input type="checkbox"/>	98. Obscene, harassing, or threatening phone call	<input type="checkbox"/>
82. Incurable juvenile, uncontrollable	<input type="checkbox"/>	99. Officer request for assistance, backup	<input type="checkbox"/>
83. Indecent exposure	<input type="checkbox"/>	100. Officer request for assistance, emergency	<input type="checkbox"/>
84. Jail/prison escape	<input type="checkbox"/>	101. Other public agency needing assistance (e.g., health, probation departments)	<input type="checkbox"/>
85. Kidnapping	<input type="checkbox"/>	102. Parking violation	<input type="checkbox"/>
86. Labor/management dispute	<input type="checkbox"/>	103. Parole or probation violation	<input type="checkbox"/>
87. Landlord/tenant dispute	<input type="checkbox"/>	104. Petty theft	<input type="checkbox"/>
88. Lewd behavior or dissolute conduct in public	<input type="checkbox"/>	105. Poaching	<input type="checkbox"/>
89. Local ordinance violation	<input type="checkbox"/>	106. Pornographic material (e.g., child, video)	<input type="checkbox"/>
90. Loud and unreasonable noise (e.g., music, barking dog, party)	<input type="checkbox"/>	107. Power outage	<input type="checkbox"/>
91. Malfunctioning traffic control device	<input type="checkbox"/>	108. Prostitution	<input type="checkbox"/>
92. Medical emergency	<input type="checkbox"/>	109. Prowling, loitering, wandering upon private property	<input type="checkbox"/>
93. Mentally disabled person	<input type="checkbox"/>	110. Public intoxication	<input type="checkbox"/>
94. Missing person, high risk (lost child, disabled person)	<input type="checkbox"/>		

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

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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. APPREHENDING AND ARRESTING SUSPECTS: This job function is generally concerned with locating, pursuing, controlling, arresting and processing suspects. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> |

If the patrol position in your agency requires officers to 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 H
COORDINATOR'S INSTRUCTIONS

COORDINATOR'S INSTRUCTIONS

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	Request that public assist in apprehension of suspect	CORE	CORE	-	-	CORE	-	-	-	-	CORE	CORE	-	-	CORE
PATACT24	Videotape citizen contacts (excl field sobriety tests)	CORE	CORE	-	-	CORE	CORE	CORE	-	-	CORE	CORE	-	-	CORE
PATACT79	Serve other civil process papers	-	-	-	-	-	CORE	CORE	CORE	CORE	-	-	CORE	CORE	-
PATACT80	Collect bail	-	-	-	-	-	-	-	-	-	CORE	-	-	-	CORE
TRAFF141	Videotape field sobriety tests	-	-	-	-	CORE	CORE	-	-	-	CORE	-	-	-	CORE
TRAFF160	Escort parades & other processions	-	CORE	-	-	-	-	-	-	-	-	CORE	-	-	-
EVIPR263	Cast impressions at crime scene	CORE	CORE	-	-	CORE	CORE	CORE	CORE	-	CORE	CORE	-	-	CORE
ADMIN294	Personally file documents in records systems	-	CORE	-	-	CORE	CORE	CORE	-	-	CORE	CORE	-	-	CORE
ADMIN296	Develop or revise agency forms	-	CORE	-	-	-	CORE	CORE	CORE	CORE	CORE	CORE	-	CORE	CORE
ADMIN297	Maintain department records of warrants served	-	-	-	-	-	CORE	CORE	-	-	CORE	-	-	-	CORE
ADMIN302	Fingerprint persons for noncriminal reasons	CORE	CORE	-	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	-	CORE
WRITE16	Prepare paperwork for process server	-	-	-	-	-	-	-	-	-	CORE	-	-	-	-
WRITE19	Record bond raises, forfeitures and reductions	-	-	-	-	-	-	-	-	-	CORE	-	-	-	-
WRITE20	Record disposition of civil papers	-	-	-	-	-	-	CORE	CORE	-	-	-	-	-	-

Note: N=14 Tasks

APPENDIX J

"GROUP-SPECIFIC" COMPLAINTS/INCIDENTS

"GROUP-SPECIFIC" COMPLAINTS/INCIDENTS

INCIDENT	INCIDENT TYPE	STATEWIDE	PD	PD-S	PD-M	PD-L	PD-XL	SD	SD-S	SD-M	SD-L	SD-XL	SMALL	MED	LARGE	X-L
CI16	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	CORE
TOOL8	Barrier tape	CORE	AGREE	CORE	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	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	CORE
TOOL13	Binoculars	CORE	DIFFER	CORE	CORE	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	CORE
TOOL21	Camera	CORE	AGREE	CORE	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	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	CORE
TOOL25	City directory	CORE	DIFFER	CORE	CORE	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	CORE	CORE
TOOL29	CPR mask	CORE	AGREE	CORE	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	CORE	CORE
TOOL32	Disinfectant cleaner	CORE	AGREE	CORE	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	CORE
TOOL36	Evidence processing kit (fingerprinting, casting)	CORE	DIFFER	CORE	CORE	CORE	CORE	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	CORE
TOOL45	First aid kit	CORE	AGREE	CORE	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	CORE
TOOL48	Flashlight	CORE	AGREE	CORE	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	CORE
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	CORE
TOOL53	Handcuffs	CORE	AGREE	CORE	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	CORE
TOOL69	Mobile Data Terminal, MDT	CORE	DIFFER	CORE	CORE	CORE	CORE	CORE	CORE	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	CORE	CORE
TOOL73	Pager	CORE	DIFFER	CORE	CORE	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	CORE
TOOL75	Patrol car radio	CORE	AGREE	CORE	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	CORE
TOOL78	Photographic Tool	CORE	DIFFER	CORE	CORE	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	CORE
TOOL85	Rain gear	CORE	AGREE	CORE	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	CORE
TOOL90	Riot/Kevlar helmet	CORE	AGREE	CORE	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	CORE
TOOL97	Service weapon (handgun)	CORE	AGREE	CORE	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	CORE
TOOL101	Siren	CORE	AGREE	CORE	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	CORE
TOOL110	Tape recorder	CORE	DIFFER	CORE	CORE	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	CORE
TOOL124	Vehicle warning lights	CORE	AGREE	CORE	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																		
DIFFER			96																		

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

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	-	-	-	-	-	CORE	-	-	-	-	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
TOOL123	Vehicle jack	CORE	-	-	-	-	CORE	CORE	CORE	CORE	CORE	CORE	CORE	-	-	CORE	CORE	CORE
TOOL127	Whistle	-	CORE	-	CORE	CORE	CORE	-	-	-	-	-	-	-	-	CORE	CORE	-

Note: N=30

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	Snowshoes
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	Transportation van
TOOL120	Truck (1-ton or larger)
TOOL121	Typewriter
TOOL122	Vehicle immobilizer (Boot)
TOOL125	Video camera, hand-held
TOOL126	Video camera, vehicle mounted

APPENDIX N

"CORE" INFORMATION SOURCES

"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
INFOS2	Weather forecasts and bulletins	CORE	AGREE	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	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
INFOS5	Wanted vehicles/wanted persons bulletins	CORE	AGREE	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
INFOS7	Statistics and other compiled information	CORE	AGREE	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
INFOS9	Reports - short phrases, sentences	CORE	AGREE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE	CORE
INFOS10	Reports - complete sentences, paragraphs	CORE	AGREE	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
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
INFOS13	Reference material (e.g., PDR)	CORE	AGREE	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
INFOS15	Incoming correspondence	CORE	AGREE	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
INFOS17	Departmental manuals	CORE	AGREE	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
INFOS19	State, federal and local laws	CORE	AGREE	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
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
INFOS22	Writs and bail bonds	CORE	AGREE	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
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
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
INFOS26	Field Guide: Drugs, narcotics	CORE	AGREE	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
INFOS28	Field Guide: Muni Code	CORE	AGREE	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
INFOS30	Field Guide: Vehicle Code	CORE	AGREE	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

Total	31		31	31	30	31	31	31	31	31	30	31	31	30	31	31	31	31	31
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AGREE 30

DIFFER 1

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

OR

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	Freq Admin Code	CORE
REF2	Freq ABC Act	CORE
REF3	Freq B&P Code	CORE
REF7	Freq Evidence Code	CORE
REF11	Freq Health & Safety Code	CORE
REF14	Freq Penal Code	CORE
REF17	Freq Vehicle Code	CORE
REF18	Freq Welfare & Instit. Code	CORE
REF21	Freq Local Ordinances	CORE
REF22	Freq Peace Officer Legal Sourcebook	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	Freq Admin Code
REF4	Freq Civil Code
REF6	Freq Education Code
REF8	Freq Fish & Game Code
REF9	Freq Government Code
REF10	Freq Harbor & Navig Code
REF13	Freq Min. Jail standards
REF15	Freq U.S. Code
REF16	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

	LASD	Glendora	Chico	SFPD	Corte Madera	Total
				1		1
		1				1
		1		1		2
	1		1			2
				1		1
			1	1		2
						0
	1	1	1	1	1	5
	1	1		1		3
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5
	1	1	1	1	1	5

S-11

Tasks Not Included in 1979 Job Analysis

- 1 Transmit, receive, 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

PATROL ACTIVITIES

- 1 Perform directed (preplanned/predetermined) patrol duties (e.g., for specific enforcement)
- 2 Drive vehicle while using computer/communications equipment
- 3 Conduct active patrolling of an assigned area
- 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, labor disputes for compliance with the law
- 16 Provide security at special events (e.g., festivals, community gatherings, 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

1	1	1	1	1	5	22 Inspect patrol vehicle for weapons, contraband, damage during shift (e.g., after arrest or transport)
1	1	1			3	23 Enforce court orders (e.g., child custody, eviction, restraining order)
<u>ARREST, SEARCH, AND SEIZURE</u>						
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
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
<u>COMMUNITY RELATIONS/CRIME PREVENTION</u>						
1	1	1	1		4	38 Meet with school administrators to identify concerns
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. mmbprs 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.)
<u>CRIMINAL INVESTIGATION</u>						
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)

1	1	1	1	1	1	1	53 Contact parole/probation officers for information about parolees/probationers
							<u>RESPOND TO EMERGENCIES</u>
1	1	1	1	1	1	5	54 Survey extent of damage and/or injuries at disaster/hazmat scenes
1	1	1	1	1	1	4	55 Identify steps to be taken and resources needed to manage disaster/hazmat scenes
1	1	1	1	1	1	4	56 Request resources needed to manage disaster/hazmat scenes
1	1	1	1	1	1	4	57 Determine and communicate routes for responding units to disaster/hazmat scenes
1	1	1	1	1	1	4	58 Deny access to disaster/hazmat scenes by unauthorized persons
1	1	1	1	1	1	4	59 Cooperate with/assist other emerg. agencies at disaster/hazmat scenes (eg, Fire, OES, Red Cross)
1	1	1	1	1	1	5	60 Obtain medical treatment for injured persons
1	1	1	1	1	1	5	61 Deliver babies
							<u>PHYSICAL ACTIVITY AND PHYSICAL FORCE</u>
1	1	1	1	1	1	5	62 Use compliance or come-along holds to move persons
1	1	1	1	1	1	4	63 Physically disarm persons
1	1	1	1	1	1	5	64 Sit in one position for extended periods of time
1	1	1	1	1	1	5	65 Stand in one position for extended periods of time
1	1	1	1	1	1	5	66 Walk for extended periods of time (e.g., foot patrol)
1	1	1	1	1	1	5	67 Hold or support heavy objects (e.g., equipment, disoriented/injured persons)
1	1	1	1	1	1	5	68 Reach overhead to retrieve objects
1	1	1	1	1	1	5	69 Squat, crouch, or kneel (to conduct person/vehicle searches, collect evidence, etc.)
1	1	1	1	1	1	5	70 Bend or stoop (to conduct person/vehicle searches, collect evidence, etc.)
1	1	1	1	1	1	5	71 Climb ladders
1	1	1	1	1	1	5	72 Climb stairs
1	1	1	1	1	1	5	73 Participate in a voluntary exercise program to maintain physical fitness
							<u>WEAPONS</u>
1	1	1	1	1	1	5	74 Secure duty weapons
1	1	1	1	1	1	5	75 Draw impact weapon (e.g., baton) to obtain compliance
1	1	1	1	1	1	4	76 Draw nonlethal defensive weapons (eg, chemical agents, stun guns, taser) to obtain compliance
1	1	1	1	1	1	5	77 Draw and point shotgun
1	1	1	1	1	1	4	78 Draw and point rifle
							<u>BOOKING AND HANDLING PRISONERS</u>
1	1	1	1	1	1	4	79 Place holds on prisoners (e.g., parole, identification)
1	1	1	1	1	1	5	80 Identify and document prisoner behavior which indicates emotional instability
1	1	1	1	1	1	5	81 Administer first aid or seek medical treatment, as needed, for prisoners prior to transport
1	1	1	1	1	1	5	82 Prevent injuries to prisoners
1	1	1	1	1	1	5	83 Deny access to prisoners by unauthorized persons

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
<u>EVIDENCE AND PROPERTY PROCEDURES</u>						
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
<u>PREPARING CASES FOR COURT AND TESTIFYING</u>						
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
<u>ADMINISTRATIVE DUTIES</u>						
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
<u>WRITING TASKS</u>						
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)

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
4. 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)
6. 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
10. 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)
3. Messages displayed on video display terminals (VDTs)
4. 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

1. Administrative Code
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)

Not Included in 1979 Job Analysis

1. Peace Officer Legal Sourcebook

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. Incurable 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 Handled by POST Staff in 1979

**Complaints/Incidents Not Included
in 1979 Job Analysis**

LASD	Glendora	Chico	SFPD	Corte Madera	Total	
					0	1. Air or water pollution
1	1	1			3	2. Aircraft incident
1	1	1	1	1	5	3. Animal bite
1	1	1	1	1	5	4. Arson
1	1	1	1	1	5	5. Barricaded suspect
1	1	1	1	1	5	6. Bombing
			1		1	7. Carjacking
1	1	1	1	1	5	8. Child custody
1	1	1	1	1	5	9. Civil standby (keep the peace)
					0	10. 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	22. Gang activity
1	1				2	23. Graffiti/tagging
	1	1			2	24. Hazardous material incident
				1	1	25. Home invasion
1	1	1	1	1	5	26. Hostage situation
1	1	1	1	1	5	27. Illegal firearm
	1	1	1	1	4	28. Illegal lodging
1	1	1	1	1	5	29. Lewd behavior/dissolute cond. in public
1	1	1	1	1	5	30. Local ordinance violation
1	1	1	1	1	5	31. Moving vehicle violation
1	1	1	1	1	5	32. Mutual aid response
	1	1	1	1	4	33. Poaching
	1	1	1	1	4	34. Pornographic material (eg, child, video)
1	1	1	1	1	5	35. Power outage
1	1	1			3	36. Pub. transportation emergency or inci.
1	1	1	1	1	5	37. Recovering stolen property
1	1	1	1	1	5	38. Roadway hazard
1	1	1	1	1	5	39. Search and rescue
1	1	1	1	1	5	40. Shoot at inhab. dwelling/occupied bldg.
1	1	1	1	1	5	41. Shots fired, illegal shooting
1	1	1	1	1	5	42. Sniper
	1	1			2	43. Solicitation of prostitution
1		1			2	44. Stalking
1	1	1	1	1	5	45. Suicide

1	1	1	1	1
1	1	1	1	1
	1	1	1	1
1	1	1	1	1
1	1	1	1	1
1	1	1	1	1
1	1	1	1	1
1	1	1	1	1
1	1	1	1	1
1	1	1	1	1
1	1	1	1	1

0 46. Suspicious aircraft activity

- 5 47. Suspicious odor
- 5 48. Theft by false pretenses
- 4 49. Train incident
- 5 50. Transient persons
- 5 51. Truancy/curfew violation
- 5 52. Unusual or severe weather conditions
- 5 53. Utility theft
- 5 54. Vandalism
- 5 55. Violation of court order
- 5 56. Wanted person
- 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. Rollatope/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**

Items in **Bold** type also appeared in the 1998 Job Analysis.

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
16. 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.