

**Final Report on
the Job Task Analysis Study of
Entry Level Law Enforcement Officers in the
Commonwealth of Virginia and
the DCJS Basic Course Performance Outcomes**

**Developed by Systems Design Group
for the
Virginia Department of Criminal Justice Services**

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¹ Virginia Criminal Justice Training Reference Manual 2012

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INTRODUCTION

Job Task Analysis

Virginia Department of Criminal Justice Services

SUMMARY OF PROJECT STEPS

- Identify project objectives
- Organize Project Technical Committee
- Conduct literature search/best practices survey
- Develop raw task list
- Review and edit task list with staff and Project Technical Committee
- Develop survey instrument
- Identify units of analysis and develop distribution plan
- Publish questionnaire on the Internet
- Provide system support to local personnel
- Monitor local participation
- Develop decision rules to analyze data
- Conduct computer-based analysis
- Prepare job analysis findings
- Review JTA results with PTC and analyze current curriculum content
- Identify curriculum issues and prepare new Performance Outcomes
- Prepare and present final report

GENERAL STATEMENT OF METHODOLOGY

Introduction and Overview

The principal purpose of this job analysis study was to identify the tasks performed by entry level law enforcement officers in Virginia and, based on those tasks, revise and update the content of the current DCJS Training Reference Manual. Some of the fundamental issues related to developing valid training (and selection standards) follow below and are included to lay a foundation for the description of the specific project methodology employed in the Virginia DCJS project.

Job Analysis and Validation

Job Analysis is the basic analytical process underlying most elements of personnel management, including selection, training, compensation, performance evaluation, assignment, etc. Without job analysis information, it is difficult to determine accurately what kind of training is needed, what kind of employee should be hired, and what might constitute acceptable performance.

There have been numerous job analyses conducted over the years of various law enforcement officer positions. In fact, it is probably one of the most studied jobs and job groups in America. In 1933, the California State Department of Education studied police work and identified over 3,000 types of skills and areas of knowledge thought to be required for successful performance in various law enforcement jobs.

In 1951, Vollmer, et. al. examined the content of the patrol officer's job and other factors to develop selection standards and practices.

In 1969, again in California, Project STAR was begun. It served to identify the roles, tasks and performance objectives of several criminal justice positions, including law enforcement officer.

With the passage of the Equal Employment Opportunity Act of 1972, public employers were required to demonstrate the validity of their employee selection procedures. Since 1972, numerous court tests clearly demonstrate that a successful defense typically cannot be mounted without sound job analysis information. And as case law has expanded to cover more areas of the personnel system, job analysis data have been applied to evaluating and modifying more parts of that system, e.g., certification testing, medical standards, etc. If persons can lose or be deprived of their job by not satisfying a particular standard the employer must be able to demonstrate, usually through job analysis, the job-relatedness of that standard. In this instance, successful completion of the DCJS Basic Course is in fact a selection procedure for which validity must be demonstrated.

To reinforce this point, the Uniform Guidelines on Employee Selection Procedures (1978) clearly state that "validity studies should be based on review of information about the job... This review should include a job analysis."

The particular analytical method that is used is left to the certifying body but obviously it is advisable to choose an analytical process that identifies the maximum task database from which can be developed valid, defensible elements of the personnel system.

Whatever method is chosen, task analysis must be performed consistent with the rules and procedures of state and federal equal employment opportunity agencies, relevant court decisions

and new federal and/or state laws, e.g. Americans with Disabilities Act². Specifically, the work should be conducted according to the rules and procedures included in the Uniform Guidelines on Employee Selection Procedures (Aug. 25, 1978) as amended, the professional standards set out in the Standards for Educational and Psychological Testing (1999) and the Principles for the Validation and Use of Personnel Selection Procedures (1987) as amended, and the regulations related to the Americans with Disabilities Act effective July, 1992.

Specifically, according to Section 14, Part A of the guidelines: “Any validity study should be based upon a review of information about the job for which the selection procedure is used. The review should include a job analysis...”

Job Analysis is defined as “...the process of systematically collecting, processing, analyzing and interpreting important information about a specific position, job or occupation.” (Job Analysis for Selection: An Overview, U.S. Office of Personnel Management, 1979). The U.S. Labor Department, Handbook for Analyzing Jobs (1972), states that purposes of job analysis include recruitment and placement ... training, performance evaluation ...”

The importance of job analysis in supporting a personnel system is emphasized in several court cases. In Griggs vs. Duke Power Plant Company, (March 8, 1972) the U.S. Supreme Court found “if an employee practice ... cannot be shown to be related to job performance, the practice is prohibited.” The Albermarle Paper Company vs. Moody (422 US 405, June 25, 1975) decision states “... whatever criteria are used ... (they) must represent major or critical work behaviors as reported by careful job analysis.”

Several court decisions (Morrow vs. Crisler, U.S. District Court, Mississippi, 1971; NAACP vs. Allen, U.S. Court of Appeals 5th Circuit, 1971; Commonwealth vs. Flaherty, U.S. District Court, Pennsylvania, 1975) have forced criminal justice agencies to “follow court ordered hiring quotas to change adverse impact on minority hiring.” Part II of the supplementary information to the EEO selection process points out that “if adverse impact exists, it must be justified on the grounds of business necessity. Normally, this means a validation process that demonstrates the relation between the selection procedure and performance on the job.” In part, the affected agencies noted above failed to show that the selection procedure used related to actual job performance. Again, in order to determine what constitutes a job, job analysis should be undertaken.

The key to successful validation is the selection of the validation model, and the process of job analysis. The Uniform Guidelines describe three methods of validation which are:

Criterion-related validation – a statistical relationship between test scores and job performance measures justifies the selection procedures.

Content validity – selection procedure is justified on the grounds that it is a representative sample of the content of the job.

Construct validity – where a certain trait believed to underlie successful job performance is shown to be empirically related to critical work behavior.

Furthermore, the guidelines state that job analysis for validity “...includes an analysis of the important work behavior(s) required for successful performance and their relative importance, and if the behavior results in work product(s), an analysis of the work product(s). Any job analysis should focus on the work behavior(s) and the tasks associated with them. The work behavior(s) selected for measurement should be critical work behavior(s) and/or important work behavior(s)

² The ADA does not require that a job analysis be performed consistent with the Uniform Guidelines. However, prudence would suggest that this project comply with the Uniform Guidelines, nevertheless.

constituting most of the job.” (Section 14C(s)). Furthermore, Section 14C (4b) states, “the closer the content and context of the selection procedure are to work samples or work behaviors, the stronger is the basis for showing validity.”

Adverse Impact

Although job relatedness is a principal concern in designing and using selection devices, adverse impact must be of concern also. Adverse impact occurs when a “selection rate for any race, sex, or ethnic group ... is less than four-fifths ... (or eighty percent) of the rate for the group with the highest rate... Smaller differences in selection rate may nevertheless constitute adverse impact, where they are significant in both statistical and practical terms” (Guidelines, 1978). The ADA specifically includes the concept of adverse impact within its regulations. Consequently, the standards that are devised must be sensitive to this issue and able to withstand scrutiny.

It should be noted that the intent of the Guidelines (1978) and the ADA is not to prohibit the use of selection devices where adverse impact exists so long as job relatedness can be demonstrated. According to the Guidelines, where adverse impact exists, documentation of the test’s (i.e., employment standard) validity is essential. Further, if pre-employment qualifications are shown to be job related and “necessary for safe and efficient job performance: [Dothard v. Rawlinson, 14 EDP 7632 (1971)], then some degree of adverse impact is allowable.

Sample Representativeness

Another concern in developing personnel systems relates to sample representativeness. The EEOC guidelines state that “... where the validation process requires the collection of data pertaining to a particular job in representative units in a multi-unit organization or among a group of users, evidence of validity for the job specific to each unit usually will not be required, even where evidence of validity is obtained from more than one user utilizing the same job classification. If validity evidence from such a study satisfies (pertains to jobs which have substantially the same job duties or other performance domains as shown by a job analysis), evidence of validity specific to each unit usually will not be required.”

In the publication “Job Analysis for Personnel Selection” by Ramirez and Lotero, helpful guidance on sample construction is provided. Factors that determine sample selection include:

Diversity of work within the job (i.e. similarity or diversity of duties among job incumbents).

Variety of locations and possible effect on job content.

Adequate ethnic/racial mix to determine differences (if any) in job content/performance.

Ramirez and Lotero continue that “There is no absolute rule for determining sample size.” As heterogeneity increases or the number of incumbents decreases, sample size as a percentage of job incumbents should increase. That is, the sample must be large enough to demonstrate the homogeneity of the class, i.e. that law enforcement officers, regardless of their employing agency, tend to do similar work, or to ensure a representative sample of the diversity in possibly heterogeneous classes, e.g. Richmond Police Department and small departments, i.e. 1-10 personnel.

Failure to Train

Another concern that informs and necessitates conducting a job task analysis is the ministerial duty of employers to train their employees to perform high criticality tasks the employees are likely

to confront as they work. High criticality tasks are those that may have an adverse impact on a person's constitutional rights. The case of *City of Canton v Harris* (1989) established the principle of deliberate indifference (which supplanted the prior and lower standard of gross negligence) when the Supreme Court held "that the inadequacy of police training may serve as the basis for liability only where the failure-to-train amounts to deliberate indifference to the rights of persons with whom the police come into contact."

Since then, **three** areas of deliberate indifference have been defined:

Moral Certainty Standard

If the employer (or standard setter) knew or should have known a violation(s) of a person's constitutional rights would occur if employees were not trained in a particular job content, then liability may arise.

Custom/Practice/Pattern

Liability may arise if an employer observes but chooses to ignore a pattern of behavior or events that is in obvious need for training. Under the concept of "knew or should have known", this may constitute deliberate indifference.

Official Policy

If an adopted policy violates established law which a reasonable person knows or should have known, liability to the administration may occur.

If, as a result of a Job Task Analysis, deficiencies in the current curriculum are identified and those deficiencies are not addressed, that action may rise to the level of deliberate indifference if the deficiency negatively impacts the constitutional rights of a citizen because the officer was not trained properly.

As the Court said, "Adequately trained officers can make mistakes." Liability may attach when the employer's/trainer's failure-to-train ignores the threat of that failure to the constitutional rights of a citizen. It becomes clear that police training, based on a job task analysis, should correspond as closely as possible to the documented content of the police officer's job.

Finally, what is a defensible training program? Typically, courts have added four basic questions.

Is there a comprehensive job task analysis that forms the basis for the training program?

Are there written lesson plans with learning/student performance objectives? And is there testing based on those objectives?

Are the instructors certified/qualified?

Is there a record of student achievement?

PROJECT METHODOLOGY

This section describes the specific steps we followed in conducting the Job Task Analysis Study for the Virginia DCJS.

Job Analysis:

As stated above, Job Task Analysis is the basic analytical process that is the foundation for designing the components of a personnel management system; to include training, evaluation, selection, etc. Without detailed task analysis information, the prospects of comprehensively and accurately defining the content of entry-level training would be diminished. Furthermore, because a person's employment can be adversely affected by failing a required course of instruction, the agency that requires that training must be able to demonstrate the job relatedness of that training.

Consequently, we selected **content validity** as our method of validation and developed a raw task list based on prior projects and a comprehensive review with staff and a prior JTA conducted in DCJS in 1998. That raw task list is contained in the Appendices.

122	Items related to Basic Patrol Function
6	Items related to Ethics
98	Items related to Investigations
78	Items related to Legal Issues/Arrest Procedures
66	Items related to Motor Vehicle Enforcement
41	Items related to First Aid/Emergency Assistance
27	Items related to Use of Force
25	Items related to Human Relations
28	Items related to Emergency Vehicle Operation
10	Items related to Homeland Security
9	Items related to Report Writing
8	Items related to Civil Disorder
169	Items related to Equipment
25	Items related to Reading
49	Items related to Physical Skills
49	Items related to Physical Abilities
24	Items related to Physical Exertion

The raw task list was reviewed at length with the Project Technical Committee. They reviewed the items for completeness, clarity, relevance, and wording/terminology. The result of this process produced the basis of the questionnaire and it contained:

123	Items related to Basic Patrol Function
6	Items related to Ethics
98	Items related to Investigations
77	Items related to Legal Issues/Arrest Procedures
42	Items related to First Aid and Emergency Assistance
66	Items related to Motor Vehicle Enforcement

27	Items related to Use of Force
25	Items related to Human Relations
28	Items related to Emergency Vehicle Operation
10	Items related to Homeland Security
9	Items related to Report Writing
8	Items related to Civil Disorder
150	Items related to Equipment
25	Items related to Reading
45	Items related to Physical Skills
50	Items related to Physical Abilities
24	Items related to Physical Exertion

(The revised task list is available in the Appendices.)

Questionnaires:

Based on the final, revised task list we developed largely identical questionnaires for both basic patrol officers and their supervisors. Supervisors were asked to consider each task in terms of the Consequences of Inadequate Performance and when they thought a basic law enforcement officer should learn how to do that task.

The job incumbents, all basic law enforcement officers, were asked to identify which tasks they personally had performed in the past 12 months and how often they had performed them. The questionnaires were administered on a secure internet site for a five-week period during early 2018.

Officers responded to the Frequency Scales:

FREQUENCY SCALE (FREQ)								
During the last twelve months I have performed this task								
1	2	3	4	5	6	7	8	9
Have done this task but not in the past year	Once a year	Several Times	Monthly	Several times per month	Weekly	Several times per week	Daily	More than once per day

Supervisors responded to Consequences of Inadequate Performance Scale:

Consequences of Inadequate Performance Scale (CIP)						
The Consequences of Inadequate Performance for this task are:						
1	2	3	4	5	6	7
Minimal	Not Very Serious	Fairly Serious	Serious	Very Serious	Extremely Serious	Disastrous

And the When Learned Scale:

When Learned Scale (WL)			
When should this task be learned and competence achieved?			
1	2	3	4
On the Job	Some Basic Academy exposure necessary, but competence is achieved on the job	Competence must be achieved prior to graduation from Basic Academy	In specialized training beyond Basic Academy

Development of Sample:

According to the project RFP, there are 372 different law enforcement agencies in the Commonwealth that employ more than 22,000 officers.

To develop a statistically sound sampling model that would be large enough to capture any significant differences between agencies and small enough to not be a burden for the participating agencies we selected a random stratified approach.

First, we identified possible units of analysis, e.g. Campus Police, State Police, etc. and counted the personnel we wanted to target. That list is identified as Officers by Unit of Analysis and is included in the Appendices.

Table 1 shows that among the Units of Analysis we created there are over 13,000 officers with less than 5 years of service³. Also, we asked each agency which officers contained in the DCJS data base were, in fact, supervisors of entry-level law enforcement officers. Two hundred departments responded and identified 1676 supervisors. After review we decided that we would draw our samples from these agencies as they had shown a willingness to participate. We also coded each agency so that we would be able to follow their participation and generate agency specific reports as needed.

Table 2 shows the number of Officers that we requested, by name, from each agency within each unit of analysis. Using this method we identified 824 Officers and 1233 Supervisors from 200 agencies.

³ DCJS IT resources – July 1, 2012-June 30, 2017

TABLE 1

SAMPLING PLAN ANALYSIS

Unit of Analysis	Number of Persons 5 yrs		Number of Supervisors	
Campus	599	4.5%	106	6.3%
Airport	228	1.7%	25	1.5%
State Agencies	1,568	11.7%	126	7.5%
Small PD	509	3.8%	146	8.7%
Medium PD	1,564	11.7%	290	17.3%
Large PD	4,267	32.9%	409	24.4%
Small SO	973	7.3%	100	5.9%
Medium SO	1,644	12.3%	170	10.1%
Large SO	2,003	15.0%	310	18.5%
	13,355	100.9	1,676	100.2

Source: Jan 2018 DCJS Reports and includes all agencies.

TABLE 2

**DCJS JTA
SAMPLING PLAN
(RANDOM STRATIFIED)**

	Officers*			Supervisors*		
Airport Police	All	N=30	3.6%	All	N=27	2.2%
Campus Police	E2nd	N=63	7.6%	All	N=84	6.8%
Small SO	E2nd	N=80	9.7%	All	N=89	7.2%
Medium SO	E4th	N=86	9.7%	E2nd	N=75	6.1%
Large SO	E3rd	N=83	9.7%	E2nd	N=62	5%
Small PD	E2nd	N=50	6.1%	All	N=75	6.1%
Medium PD	E4th	N=95	11.5%	E2nd	N=237	19.2%
Large PD	E10th	N=200	24.3%	All	N=471	38%
State Agency	E4th	N=140	17%	All	N=113	9.2%
	Totals	824			1,233	

*Numbers are approximate and include only those agencies and personnel for whom we had data.

Please note that we intentionally over sampled supervisors as their responses are more useful in a study of curriculum.

QUESTIONNAIRE DISTRIBUTION AND RETURN

As described above, we requested that approximately 824 patrol officers and 1,233 supervisors from nearly 200 individual departments participate. Over a five-week period we received and were able to use 642 patrol officer questionnaires and 963 supervisor questionnaires. Officer participation was 80%, but supervisor participation was approximately 78%. Please note that some questionnaires could not be included because they may have been largely incomplete or some other reason such as use of the same response value throughout, etc.

Nevertheless, Table 3 identifies the more than 170 individual departments that participated and the number of participating personnel from each.

TABLE 3

**ALPHABETICAL LIST OF PARTICIPATING DEPARMENTS
AND NUMBER OF PARTICIPATING SUPERVISERS AND OFFICERS**

AGENCY

Accomack County Sheriff's Office Count	5
Albemarle County Police Department Count	17
Alexandria Police Department Count	13
Amherst County Sheriff's Office Count	6
Arlington County Police Department Count	20
Ashland Police Department Count	3
Bedford County Sheriff's Office Count	8
Berryville Police Department Count	4
Blacksburg Police Department Count	5
Bland County Sheriff's Office Count	1
Bluefield Police Department Count	5
Botetourt County Sheriff's Office Count	4
Bridgewater College Police Department Count	2
Broadway Police Department Count	3
Brunswick County Sheriff's Office Count	6
Buckingham County Sheriff's Office Count	3
Buena Vista Police Department Count	6
Burkeville Police Department Count	1
Campbell County Sheriff's Office Count	4
Caroline County Sheriff's Office Count	7
Carroll County Sheriff's Office Count	6
Chase City Police Department Count	1
Chesapeake Bay Bridge-tunnel Pd Count	2
Chesapeake Police Department Count	25
Chesterfield County Police Department Count	52
Chincoteague Police Department Count	4
Christiansburg Police Department Count	4
Christopher Newport University Pd Count	6
Colonial Heights Police Department Count	3
Covington Police Department Count	3
Craig County Sheriff's Office Count	4
Culpeper County Sheriff's Office Count	7
Culpeper Police Department Count	6
Damascus Police Department Count	1

Danville Police Department Count	9
Department of Motor Vehicles Count	1
Dinwiddie County Sheriff's Office Count	5
Division of Capitol Police Count	17
Dublin Police Department Count	3
Dumfries Police Department Count	4
Eastern Virginia Medical School Pd Count	5
Essex County Sheriff's Office Count	2
Fairfax City Police Department Count	9
Fairfax County Police Department Count	64
Falls Church Police Department Count	4
Farmville Police Department Count	2
Fauquier County Sheriff's Office Count	13
Ferrum College Police Department Count	2
Fluvanna County Sheriff's Office Count	4
Franklin County Sheriff's Office Count	1
Franklin Police Department Count	6
Frederick County Sheriff's Office Count	13
Fredericksburg Police Department Count	6
Front Royal Police Department Count	6
Galax Police Department Count	3
George Mason University Police Dept. Count	10
Gloucester County Sheriff's Office Count	4
Grayson County Sheriff's Office Count	8
Hampden - Sydney College Police Count	2
Hampton Police Department Count	20
Hanover County Sheriff's Office Count	28
Harrisonburg Police Department Count	11
Henrico County Division Of Police Count	48
Henry County Sheriff's Office Count	12
Herndon Police Department Count	9
Hopewell Police Department Count	9
J. Sargeant Reynolds Community College PD Count	3
James City County Police Department Count	7
James Madison University Police Department Count	12
Kenbridge Police Department Count	1
King George County Sheriff's Office Count	4
King William County Sheriff's Office Count	4
Lancaster County Sheriff's Office Count	2
Lee County Sheriff's Office Count	8
Leesburg Police Department Count	5
Lexington Police Department Count	7
Longwood University Police Department Count	3

Lord Fairfax Community College Police Department Count	1
Loudoun County Sheriff's Office Count	54
Lynchburg Police Department Count	7
Manassas City Police Department Count	11
Marion Police Department Count	4
Martinsville Police Department Count	8
Mecklenburg County Sheriff's Office Count	8
Metro Washington Airport Authority PD Count	41
Middleburg Police Department Count	1
Montgomery County Sheriff's Office Count	7
Mount Jackson Police Department Count	1
New Kent County Sheriff's Office Count	3
Newport News Police Department Count	39
Norfolk International Airport PD Count	4
Norfolk Police Department Count	56
Northampton County Sheriff's Office Count	5
Northern VA Community College Pd Count	9
Norton Police Department Count	3
Nottoway County Sheriff's Office Count	5
Occoquan Police Department Count	1
Old Dominion University Police Dept. Count	11
Onancock Police Department Count	2
Page County Sheriff's Office Count	3
Pearisburg Police Department Count	2
Petersburg Police Department Count	6
Piedmont Virginia Community College Campus Pd Count	1
Pittsylvania County Sheriff's Office Count	15
Poquoson Police Department Count	3
Portsmouth Police Department Count	17
Powhatan County Sheriff's Office Count	4
Prince Edward County Sheriff's Office Count	6
Prince George County Police Department Count	4
Prince William County PD Count	1
Prince William County Police Department Count	59
Pulaski County Sheriff's Office Count	4
Pulaski Police Department Count	3
Radford Police Department Count	3
Regent University Police Department Count	1
Richard Bland College Police Department Count	1
Richlands Police Department Count	5
Richmond Police Department Count	65
Roanoke City Police Department Count	17
Roanoke County Police Department Count	15

Roanoke Regional Airport Commission Count	2
Rockbridge County Sheriff`s Office Count	5
Rocky Mount Police Department Count	3
Rural Retreat Police Department Count	1
Salem Police Department Count	10
Scott County Sheriff's Office Count	6
Shenandoah County Sheriff`s Office Count	4
Shenandoah Police Department Count	1
Smithfield Police Department Count	3
Smyth County Sheriff's Office Count	3
South Boston Police Department Count	5
South Hill Police Department Count	5
Spotsylvania County Sheriff`s Office Count	7
Stafford County Sheriff's Office Count	24
Staunton Police Department Count	9
Suffolk Police Department Count	24
Surry County Sheriff's Office Count	5
Sussex County Sheriff's Office Count	1
Tappahannock Police Department Count	2
Tazewell County Sheriff's Office Count	5
Tazewell Police Department Count	1
University Of Mary Washington Police Department Count	5
University of Virginia College at Wise PD Count	4
University of Virginia Police Department Count	10
Vienna Police Department Count	3
Virginia Beach Police Department Count	57
Virginia Commonwealth University Police Dept. Count	20
Virginia Dept. Game & Inland Fisheries Count	41
Virginia State Police Count	194
Virginia Tech Pd Count	11
Warren County Sheriff's Office Count	5
Warrenton Police Department Count	6
Washington County Sheriff`s Office Count	6
Waynesboro Police Department Count	6
West Point Police Department Count	1
Westmoreland County Sheriff`s Office Count	5
Williamsburg Police Department Count	3
Winchester Police Department Count	11
Windsor Police Department Count	1
Wise County Sheriff's Office Count	7
Wise Police Department Count	6
Woodrow Wilson Rehabilitation Center Count	2
Woodstock Police Department Count	5

Wythe County Sheriff's Office Count	7
Wytheville Police Department Count	4
York - Poquoson Sheriff`s Office Count	6
Grand Count	1711

PARTICIPANT CHARACTERISTICS

VA Supervisor Demographics	Campus Police	Lg Muni. Police Dept	Lg. S O	Med. Muni. Police Dept	Med. S O	Sm. Muni./ Airport Depts	Sm. S O	State Agencies	Total
Average Age	43	43	41	42	42	45	43	46	43
Male	60	379	46	113	69	61	54	108	890
Female	5	39	1	12	2	9	1	4	73
Total	65	418	47	125	71	70	55	112	963
Ethnicity									
1. Am. Indian	1	2	2	1	1	3	3	2	15
2. African Am.	16	46	0	12	4	10	4	7	99
3. Caucasian	46	329	43	105	64	56	47	97	787
4. Hispanic	1	14	1	3	2	0	0	2	23
5. Asian Am.	1	8	0	0	0	0	1	2	12
6. Pacific Island	0	3	0	0	0	0	0	0	2
7. Other	0	17	1	4	0	1	0	2	25
Education									
1. H.S,	20	34	10	26	21	23	28	17	179
2. 1 Yr College	8	17	5	7	17	5	4	7	70
3. 2 Yr College	12	80	5	27	9	20	8	35	196
4. 3 Yr College	2	28	5	9	4	1	3	8	60
5. 4 Yr College	10	30	3	10	3	2	1	13	72
6. BA/BS	5	170	17	33	16	10	10	23	284
7. Grad 1 Yr	0	5	2	3	0	1	0	0	11
8 Grad 2 Yr	6	6	0	2	0	1	1	1	17
9. MA/MS	2	45	0	8	1	6	0	6	68
10. Law Degree	0	2	0	0	0	1	0	1	4
11. PHD/DED	0	1	0	0	0	0	0	1	2
Years Supervisor	5	5	5	6	6	6	7	7	6
Years Total	18	18	16	17	18	20	18	22	18

VA Officer Demographics	Campus Police	Lg Muni. Police Dept	Lg. S O	Med. Muni. Police Dept	Med. S O	Sm. Muni./ Airport Depts	Sm. S O	State Agencies	Total
Average Age	31	31	32	30	31	32	36	31	32
Male	36	126	77	76	53	42	32	122	564
Female	10	18	14	9	8	7	1	11	78
Total	46	144	91	85	61	49	33	133	642
Ethnicity									
1. Am. Indian	2	1	1	1	5	1	2	4	17
2. African Am.	6	8	6	10	3	7	6	18	64
3. Caucasian	32	117	76	67	51	35	24	100	502
4. Hispanic	2	10	5	1	1	4	0	4	27
5. Asian Am.	1	5	3	2	0	1	0	2	14
6. Pacific Island	0	1	0	0	0	0	0	2	3
7. Other	3	2	0	4	1	1	1	3	15
Education									
1. H.S,	3	14	13	15	25	15	19	25	129
2. 1 Yr College	6	9	13	8	5	8	1	7	57
3. 2 Yr College	10	26	11	21	10	1	6	23	108
4. 3 Yr College	4	7	9	11	4	0	2	6	43
5. 4 Yr College	6	14	7	6	2	3	0	14	52
6. BA/BS	11	62	33	20	15	18	4	48	211
7. Grad 1 Yr	3	3	2	1	0	0	0	4	13
8 Grad 2 Yr	2	2	0	2	0	0	0	1	7
9. MA/MS	1	6	3	1	0	4	1	4	20
10. Law Degree	0	1	0	0	0	0	0	1	2
11. PHD/DED	0	0	0	0	0	0	0	0	0
Years Current	4	5	4	4	4	4	6	4	4
Years Total	7	6	7	6	6	8	9	6	7

JOB TASK ANALYSIS RESULTS

Introduction

To guide our analysis of the data provided by more than 1,600 officers and supervisors from over 170 different agencies we devised a set of Decision Rules (See below).

Tasks which met the minimum values for Consequences of Inadequate Performance and When Learned are so indicated with an X in the second column. A task which met the minimum value for Frequency has an "X" in the first column.

Tasks which were at the margin were presented to the Project Technical Committee and they chose to include or exclude the task. A task the PTC included is so indicated with a "+" sign.

The computer data files have been submitted under separate cover to DCJS.

DECISION RULES

In order to identify the tasks that should be addressed within the DCJS Basic curriculum we developed a series of decision rules with which to analyze the responses of the over 1,600 officers and supervisors.

Specifically, a task may be included in the basic curriculum:

If a task was performed to a mean Frequency of 2.0 or higher by 60% or more of the responding officers

And

If the mean Consequences of Inadequate Performance was 3.0 or higher as based on the responses of at least 60% of the supervisors

And

At least 50% of the supervisors selected a 2 or 3 on the When Learned Scale

If, however, fewer than 60% of the officers had performed a particular task, but the supervisors' Consequences of Inadequate Performance was 4.0 or higher and more than 70% of that group responded

And

The When Learned Rating was satisfied

That task is recommended for inclusion.

**VIRGINIA DCJS JOB TASK
ANALYSIS PROJECT**

**BASIC LAW ENFORCEMENT
OFFICER**

**JOB TASK ANALYSIS SURVEY
RESULTS**

MAY 2018

A. Patrol/Basic Law Enforcement Functions		O	S	
1.	Place devices, e.g., cones, barriers, etc. to protect or secure crime scene	X	X	
2.	Place devices, e.g., cones, barriers, etc. to protect or secure crash scene.	X	X	
3.	Stand guard to provide security in courtrooms, public buildings and adjacent areas.	X	--	
4.	Conduct search of persons entering public facility/room.	--	X	
5.	Restrain unruly or violent individuals, remove from public areas and arrest if necessary.	X	X	
6.	Operate and read mobile data device.	X	--	
7.	Execute stop of motor vehicle, approach and talk to operator and passengers.	X	X	
8.	Use illuminated baton or hand signals to direct traffic.	X	X	
9.	Conduct high-risk vehicle stop.	X	X	
10.	Establish and conduct a stationary roadblock.	--	--	
11.	Push/Tow disabled vehicles with law enforcement vehicle.	--	--	
12.	Watch occupants of stopped vehicle to identify unusual or suspicious actions.	X	X	
13.	Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.	X	--	
14.	Use plain English to communicate on law enforcement radio.	X	X	
15.	Observe moving vehicles to identify possible criminal activity	X	X	
16.	Use radio codes to communicate verbally on law enforcement radio.	X	--	
17.	Interview members of public by telephone to obtain detailed information.	X	X	
18.	Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.	X	X	
19.	Inventory and test assigned patrol equipment and vehicle (e.g., lights, siren, radio, computer, etc.) for pre-shift inspection/vehicle assessment.	X	--	
20.	Visually check vacant homes and property to ensure security.	X	--	
21.	Check individuals/businesses for compliance with licensing requirements (e.g., liquor licenses, hours of operation, etc.).	--	--	
22.	Update status of wants, warrants and stolen property through local, state and NCIC computer systems.	X	--	
23.	Use social media to promote positive information exchanges between law enforcement and the community	--	--	
24.	Disseminate information to news agencies according to procedure and law.	--	--	
25.	Talk with families of adult suspects or defendants to advise, inform, notify, etc.	X	--	
26.	Talk with families of juvenile suspects or defendants to advise, inform, notify, etc.	X	X	
27.	Conduct bicycle patrol tactics.	--	--	
28.	Conduct preliminary investigation of (be first responder to) various felony and/or misdemeanor crimes.	X	X	
29.	Be first responder to various non-criminal calls for service.	X	X	
30.	Recognize and handle/endure effects of job related stress on yourself or others.	X	X	
31.	Recognize and report indicators of individuals' legal residency or citizenship status.	--	--	
32.	Recognize common, over the counter products that are used in production of methamphetamines and other illegal drugs.	X	X	
33.	Recognize standard and improvised laboratory equipment used in the production of methamphetamines and other illegal drugs.	X	X	
34.	Recognize and respond to a reported or discovered clandestine laboratory.	--	--	

		O	S	
35.	Use deflation devices (e.g., stop stick, etc.) to slow a vehicle	--	--	
36.	Use basic Spanish to communicate.	--	--	
37.	Advise businesses about ways to secure their property.	X	--	
38.	Advise residents about ways to make their homes more secure.	X	--	
39.	Advise crime victims of the procedures to pursue prosecution.	X	X	
40.	Advise citizens on techniques to enhance personal safety.	X	X	
41.	Comfort emotionally upset persons.	X	X	
42.	Evaluate and answer inquiries from public regarding progress on a case.	X	--	
43.	Receive and evaluate requests for law enforcement service.	X	X	
44.	Compile and analyze crime, traffic crash and other statistics.	--	--	
45.	Follow federal and Commonwealth rules of privacy and security to control access to law enforcement records.	X	X	
46.	Follow Commonwealth laws related to release of public records.	X	X	
47.	Describe persons to other officers (e.g., suspects, missing person).	X	X	
48.	Estimate and record value of stolen, recovered or damaged goods.	X	X	
49.	Use social media to facilitate a law enforcement investigation	X	--	
50.	File and retrieve documents in records system (e.g., fingerprint cards, reports, etc.)	X	--	
51.	Fingerprint (roll or scan) persons for non-criminal reasons (e.g., professional licensing).	X	X	
52.	Assist special needs persons.	X	X	
53.	Use telecommunications and/or computer-aided dispatch equipment to dispatch law enforcement personnel.	--	--	
54.	Track persons from scene (e.g., footprints in snow or mud).	X	X	
55.	Transport stray animals to holding facility (e.g., pound).	--	--	
56.	Dispose of dead or injured animals according to Commonwealth law.	--	--	
57.	Use fire-extinguishing equipment.	--	--	
58.	Smell and investigate unusual odors.	X	X	
59.	Verify air/water pollution complaints (e.g., illegal dumping).	--	--	
60.	Hear and investigate unusual sounds or noises.	X	--	
61.	Monitor CB and/or other radio channels to hear assistance needed calls.	X	--	
62.	Monitor department radio communications to stay aware of law enforcement activity.	X	X	
63.	Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.	X	X	
64.	Perform law enforcement duties in all weather and temperatures.	X	X	
65.	Patrol locations that are potentially physically hazardous (e.g., construction sites, prohibited areas, etc.).	X	--	
66.	Identify potentially rabid animals and process according to Commonwealth law.	--	--	
67.	Prepare clothing and personal equipment to satisfy department inspection requirements.	X	X	
68.	Report violations of school, college or university rules and regulations to proper authority.	--	--	
69.	Test/handle doorknobs, windows, etc. to check physical security of buildings (businesses/residences, etc.)	X	--	
70.	Use special protective equipment and weapons to participate in high risk entries.	X	--	
71.	Participate in search for escaped person(s).	X	X	
72.	Respond to and control scene involving barricaded subject.	X	X	
73.	Conduct field interview of suspicious person.	X	X	

		O	S	
74.	Investigate suspicious vehicle.	X	X	
75.	Communicate with non-English speaking persons.	X	--	
76.	Conduct negotiations with a barricaded subject.	--	--	
77.	Recognize incidents where K-9 or other specialized services, e.g., Air, SWAT, etc. may be a useful/necessary resource.	X	X	
78.	Communicate with deaf and/or mute persons.	X	X	
79.	Confront barricaded subjects to force a resolution to the incident.	--	--	
80.	Talk with people on beat, patrol area, district, etc. to establish positive relationship.	X	X	
81.	Transport juveniles to home or detention facility	X	X	
82.	Use structured problem-solving method to identify and address causes of crime (e.g. Hours of operation, licensing violations, street lights, traffic patterns, lack of recreation, etc.).	X	--	
83.	Present community relations programs (e.g., safety programs, crime prevention, tours, etc.).	X	--	
84.	Distribute printed material for public relations.	--	--	
85.	Give talks on law enforcement, etc., to community organizations, businesses and/or schools.	X	--	
86.	Meet with teachers and school officials to discuss methods to provide better security, discuss at-risk student, etc.	--	--	
87.	Organize neighborhood watch groups and conduct meetings.	--	--	
88.	Patrol schools and school property to provide security while on duty.	X	X	
89.	Perform directed (e.g., planned/structured) patrol assignments.	X	--	
90.	Respond to general information questions from public.	X	--	
91.	Take control of publicly intoxicated/disruptive person.	X	X	
92.	Use technological devices (e.g., computers, Smart Phone, etc.) to exchange information with other agencies.	X	--	
93.	Perform basic troubleshooting functions related to computer use.	X	--	
94.	Perform police duties in plain clothes	--	--	
95.	Recognize need for and initiate protective custody detention, e.g. ECO, TDO, etc.	X	X	
96.	Advise battered spouse/domestic partner of rights.	X	X	
97.	Make arrest without warrant at scene of domestic violence.	X	X	
98.	Recognize laws and limits on law enforcement powers when crossing jurisdictional lines.	X	X	
99.	Transport battered spouse/domestic partner to shelter.	--	--	
100.	Respond to mutual aid request.	X	X	
101.	Accompany spouse/domestic partner to pick up belongings.	X	--	
102.	Enforce and explain passenger restraint laws.	X	X	
103.	Respond to crime-in-progress call.	X	X	
104.	Serve as back-up officer at scene.	X	X	
105.	Search for missing children.	X	X	
106.	Search for missing adults.	X	X	
107.	Hold person under investigative detention, i.e., Terry stop	X	X	
108.	Secure crime scene (i.e., establish security perimeter).	X	X	
109.	Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.	X	X	
110.	Use chemical agents to control an individual.	--	X	
111.	Search for person in darkened building or environment.	X	X	
112.	Hold flashlight while performing various law enforcement duties.	X	X	
113.	Check hunting licenses, stamps and permits to ensure validity	--	--	

		O	S	
114.	Investigate drowning	--	--	
115.	Investigate various boating violations, e.g., licenses, OUI, safety equipment, etc.	--	--	
116.	Investigate property trespass violations related to hunting	--	--	
117.	Investigate various hunting violations, e.g., distance from residence, etc.	--	--	
118.	Review public web sites to identify/recognize potential suspects, etc.	X	--	
119.	Conduct welfare checks of citizen to ensure safety of person, e.g., suicidal, elderly, emotionally unstable, etc.	X	X	
120.	Recognize commonly used drug paraphernalia	X	X	
121.	Use/monitor social media to identify/anticipate potential public safety problems	X	--	
122.	Confront person who is legally armed.	X	X	
123.	Conduct vehicle stop in nighttime.	X	X	

B. Ethics in Law Enforcement		O	S	
1.	Exercise discretion (choice) in selecting appropriate enforcement action.	X	X	
2.	Apply ethical standards while performing law enforcement duties.	X	X	
3.	Recognize and report misconduct of other officers.	X	X	
4.	Encourage/model professional standards among colleagues	--	X	+
5.	Use proper judgment when confronted with offers of gratuity (i.e., free coffee, meals, services, etc.)	X	X	
6.	Recognize and report misuse of social media	--	--	

C. Investigations		O	S	
1.	Study crime scene to identify modus operandi (M.O.) of perpetrator.	X	X	
2.	Examine dead body visually to identify wounds and injuries.	X	X	
3.	Examine evidence from crime scene to determine relevance.	X	X	
4.	Use drug test kit to test evidence.	--	X	
5.	Conduct neighborhood canvass to collect crime-related information, identify witnesses, etc.	X	X	
6.	Interrogate suspects.	X	X	
7.	Observe suspect/interviewee behavior to recognize deception, deceit, manipulation, etc.	X	X	
8.	Interview complainants, witnesses, etc.	X	X	
9.	Obtain elimination prints to assist investigation.	--	--	
10.	Use basic listening skills while conducting interviews to ensure full understanding of person's words.	X	X	
11.	Review and compare incidents for similarity of modus operandi (M.O.).	X	X	
12.	Use public records (e.g., motor vehicle, school, tax, law enforcement, etc. to locate missing or wanted persons).	X	X	
13.	Select photographs to conduct photographic line-up.	--	--	+
14.	Conduct intelligence activities (e.g., crime analysis, computer checks, backgrounds, etc.) on known or suspected offenders.	X	--	
15.	Conduct a field "show-up" ID (Single suspect confrontation, drive-by) with victim or witness to identify a suspect.	X	X	
16.	Use audio/video recording device to record statement or confession.	X	X	
17.	Talk with supervisor to determine if follow-up investigation is necessary.	X	--	
18.	Observe crime scene to determine need for processing by specialist (e.g., evidence technician).	X	X	
19.	Review law enforcement records to determine whether recovered property is linked with a previous crime.	X	--	
20.	Sketch crime scene.	--	--	
21.	Locate and protect possible trace evidence.	X	--	
22.	Fill out forms or tags to document chain of custody of evidence.	X	X	
23.	Write down confessions or other statements from suspects, victims, and witnesses.	X	X	
24.	Conduct stationary surveillance of individuals, locations, vehicles, etc.	X	--	
25.	Collect and package (i.e., bag and tag) evidence and/or property.	X	X	
26.	Identify and collect trace, latent and serology evidence.	--	--	
27.	Photograph and/or videotape crime or crash scene.	X	X	
28.	Photograph latent fingerprints/impressions.	--	--	
29.	Describe in written form the location of physical evidence at a crime scene.	X	X	
30.	Fill out seized property inventory resulting from a search warrant.	X	X	
31.	Prepare evidence for lab analysis (e.g., questioned documents, fingerprints, etc.).	X	X	
32.	Use identifying numbers (e.g., serial, product, etc.) and descriptions to trace stolen goods.	X	X	
33.	Conduct background checks to verify reliability and credibility of witnesses.	--	--	
34.	Verify the identity of deceased persons.	X	X	
35.	Work undercover.	--	--	
36.	Conduct on-going/beyond basic response investigation of homicide.	--	--	
37.	Conduct on-going/beyond basic response investigation of sexual assault	--	--	
38.	Conduct on-going/beyond basic response investigation of robbery.	--	--	

		O	S	
39.	Conduct on-going/beyond basic response investigation of assault and battery.	X	X	
40.	Conduct on-going/beyond basic response investigation of burglary.	--	--	
41.	Conduct on-going/beyond basic response investigation of larceny/theft.	X	X	
42.	Conduct on-going/beyond basic response investigation of kidnapping.	--	--	
43.	Conduct on-going/beyond basic response investigation of hate crimes.	--	--	
44.	Conduct on-going/beyond basic response investigation of terrorism.	--	--	
45.	Conduct on-going/beyond basic response investigation of arson.	--	--	
46.	Conduct on-going/beyond basic response investigation of forgery.	--	--	
47.	Conduct on-going/beyond basic response investigation of fraud.	X	--	
48.	Conduct on-going/beyond basic response investigation of disorderly conduct/disturbance.	X	X	
49.	Conduct on-going/beyond basic response investigation of receipt of stolen property.	X	X	
50.	Conduct on-going/beyond basic response investigation of weapons/firearms offenses.	X	X	
51.	Conduct on-going/beyond basic response investigation of child pornography.	--	--	
52.	Conduct on-going/beyond basic response investigation of controlled substances.	X	X	
53.	Conduct on-going/beyond basic response investigation of illegal gambling.	--	--	
54.	Conduct on-going/beyond basic response investigation of domestic violence.	X	X	
55.	Conduct on-going/beyond basic response investigation of child abuse or neglect.	--	--	
56.	Conduct on-going/beyond basic response investigation of harassment/stalking.	--	X	
57.	Conduct on-going/beyond basic response investigation of suspicious activity/vehicle/ person.	X	X	
58.	Conduct on-going/beyond basic response investigation of vehicular manslaughter.	--	--	
59.	Conduct on-going/beyond basic response investigation of fatal traffic crash.	--	--	
60.	Conduct on-going/beyond basic response investigation of personal injury crash.	X	X	
61.	Conduct on-going/beyond basic response investigation of hit and run.	X	X	
62.	Conduct on-going/beyond basic response investigation of other motor vehicle incidents.	X	X	
63.	Conduct on-going/beyond basic response investigation of other traffic offenses.	X	X	
64.	Conduct on-going/beyond basic response investigation of computer/cybercrimes.	--	--	
65.	Conduct on-going/beyond basic response investigation of death investigation.	--	--	
66.	Conduct on-going/beyond basic response investigation of apparent suicide.	--	--	
67.	Conduct on-going/beyond basic response investigation of prostitution/solicitation.	--	--	
68.	Conduct on-going/beyond basic response investigation of elder or disabled persons abuse.	--	--	
69.	Conduct on-going/beyond basic response investigation of identity theft.	--	--	

		O	S	
70.	Conduct on-going/beyond basic response investigation of embezzlement.	--	--	
71.	Conduct on-going/beyond basic response investigation of Internet crimes against children.	--	--	
72.	Conduct on-going/beyond basic response investigation of gangs and gang related crimes.	--	--	
73.	Conduct on-going/beyond basic response investigation of prescription drug abuse.	--	--	
74.	Conduct on-going/beyond basic response investigation of human trafficking.	--	--	
75.	Conduct on-going/beyond basic response investigation of bombing or bomb threat.	--	--	
76.	Conduct on-going/beyond basic response investigation of liquor violations	--	--	
77.	Conduct on-going/beyond basic response investigation of tobacco violations	--	--	
78.	Conduct on-going/beyond basic response investigation of public corruption	--	--	
79.	Conduct on-going/beyond basic response investigation of militia groups (i.e., Sovereign Citizens, Posse Comitatus, white supremacists, etc.)	--	--	
80.	Conduct on-going/beyond basic response investigation of officer involved shooting	--	--	
81.	Conduct on-going/beyond basic response investigation of alleged officer misconduct	--	--	
82.	Conduct on-going/beyond basic response investigation of theft/destruction of public or private property	X	X	
83.	Conduct on-going/beyond basic response investigation of illegal aliens	--	--	
84.	Organize and or Conduct physical lineup.	--	--	
85.	Organize and/or Conduct photo lineup.	--	X	
86.	Conduct strip search of arrested person according to Commonwealth law and agency procedure.	--	--	+
87.	Witness cavity search to preserve potential chain of evidence.	--	--	
88.	Recognize and properly handle potential electronic evidence (e.g., computer files, Smart phone, etc.)	X	X	
89.	Identify and process latent fingerprints.	--	--	
90.	Recognize instances of prescription drug abuse.	X	X	
91.	Recognize and identify instances of human trafficking.	--	--	+
92.	Develop field contacts and intelligence sources.	X	X	
93.	Complete applicant background investigations to determine suitability for law enforcement employment.	--	--	
94.	Conduct background investigations on applicants for licenses and permits (e.g., liquor, weapons, etc.).	--	--	
95.	Recognize, refer and/or investigate potential harassment violations (sexual, racial, religious, or others).	--	--	+
96.	Review crime lab reports to help investigative efforts.	--	--	
97.	Review records and pictures to identify suspects.	X	X	
98.	Use Commonwealth, local and/or NCIC criminal information systems to obtain information related to crimes, events, suspects, etc.	X	X	

D. Legal Issues/ Arrest Procedures/Search and Seizure/ Warrants		O	S	
1.	Review facts of case to determine whether case is criminal or civil matter.	X	X	
2.	Review statute of limitations to ensure proper enforcement action.	X	X	
3.	Confer with Commonwealth Attorney, judge, or magistrate to obtain a warrant.	X	X	
4.	Confer with Commonwealth Attorney's office prior to testimony regarding case.	X	X	
5.	Explain court procedures to suspects, victims and witnesses.	X	X	
6.	Present evidence and testimony in legal and/or administrative proceedings (e.g., arraignment, preliminary hearing, trial, grand jury, etc.).	X	X	
7.	Identify elements of crime to ensure proper charges.	X	X	
8.	Read court and legal papers to determine meaning and proper law enforcement response (e.g., restraining and protection orders, etc.).	X	X	
9.	Read/Review case reports and notes to prepare for court testimony.	X	X	
10.	Read/Review warrants and affidavits to ensure completeness and accuracy.	X	X	
11.	Advise persons of constitutional (Miranda) rights.	X	X	
12.	Apprehend and place juvenile offenders (children in need of service) in custody.	X	X	
13.	Arrest persons with a warrant.	X	X	
14.	Arrest persons without a warrant.	X	X	
15.	Conduct full search of arrested persons.	X	X	
16.	Conduct frisk or pat down.	X	X	
17.	Handcuff suspects or detainees.	X	X	
18.	Issue citations for non-traffic offenses (e.g., local ordinances and Commonwealth laws).	X	X	
19.	Plan and execute search warrants.	X	X	
20.	Prepare affidavit for search warrant.	X	X	
21.	Conduct warrantless search.	X	X	
22.	Request bystanders to assist in an apprehension.	--	--	
23.	Search automobile under independent probable cause.	X	X	
24.	Search automobile incident to arrest.	X	X	
25.	Conduct warrantless search of premises or property in fresh or hot pursuit, with or without consent, incident to arrest, etc.	X	X	
26.	Seize contraband, weapons and stolen property from suspects.	X	X	
27.	Take into custody person detained by citizen or merchant.	X	X	
28.	Conduct research in Commonwealth Code and local laws, etc. to determine proper charges or practice.	X	X	
29.	Follow Commonwealth law to dispose of or release property or evidence no longer needed.	X	X	
30.	Explain process of obtaining bail to person in custody or other parties.	X	--	
31.	Assist arrested person to contact legal counsel (i.e., provide phone access)	--	--	
32.	Obtain search warrant and/or make proper return.	X	X	
33.	Obtain arrest warrant and/or make proper return.	X	X	
34.	Read and comprehend forms of civil process such as pleadings, contracts, executions and judicial orders to ensure proper handling, execution, etc.	X	X	
35.	Maintain effective relations with court personnel/officials.	X	--	
36.	Read and apply case law and statutes related to pleadings and executions.	X	X	
37.	Assess value of property seized in criminal matters	X	--	
38.	Use force as necessary and appropriate in service of civil pleadings and various forms of execution.	--	--	
39.	Use court records to research and resolve questions.	X	--	

		O	S	
40.	Organize and conduct law enforcement auction.	--	--	
41.	Oversee removal of physical property of evictee from premises.	--	--	
42.	Serve civil summonses.	--	--	
43.	Remove, pursuant to court order, persons on premises illegally.	--	--	
44.	Explain civil process to citizens.	X	X	
45.	Locate owners of recovered vehicles and other property.	X	X	
46.	Pick up children as directed by court in custody matters.	--	--	
47.	Confer with defense attorney to discuss a particular case.	X	--	
48.	Verify warrants before execution.	X	X	
49.	Plan and organize service of a High-Risk Arrest Warrant.	X	--	
50.	Photograph arrested persons	X	X	
51.	Roll fingerprints of suspects or persons taken into custody.	--	--	
52.	Check arrestee for outstanding warrants.	X	X	
53.	Compare photographs to verify identity of person in custody.	X	X	
54.	Give prescribed medication to person in custody.	--	--	
55.	Follow legal procedures to answer outside inquiries from or concerning a person in custody.	X	X	
56.	Book arrested person by completing standard agency processing forms.	X	X	
57.	Conduct holding cell inspection to ensure arrested person's safety/well-being, facility security, etc.	--	--	
58.	Read custody and/or release orders (e.g., Court Orders, etc.) to determine whether to accept or release arrested person.	--	--	
59.	Operate vehicle to transport person in custody.	X	X	
60.	Escort (walk) person in custody to various destinations (e.g., medical facility, court, etc.)	X	X	
61.	Examine physical condition of person in custody to assess need for medical attention.	X	X	
62.	Instruct person in custody in holding area rules and regulations.	X	--	
63.	Fill out forms to inventory person in custody's personal property.	--	--	
64.	Fill out record of medication given to person in custody.	--	--	
65.	Prepare written reports to record injuries of persons in custody.	X	X	
66.	Maintain record of arrested person's phone calls.	--	--	
67.	Search detention visiting room, cells and other areas for weapons and contraband.	--	--	
68.	Search property left for person in custody.	--	--	
69.	Complete affidavits and reports to document citizen's complaint.	--	--	
70.	Assist attachment of property under court order (e.g., vehicle repo).	--	--	
71.	Enforce court issued order (e.g., writs).	--	--	
72.	Guard person in custody outside of detention facilities (e.g., court, medical facility, etc.).	X	X	
73.	Forcibly place resisting person in cell.	--	--	
74.	Forcibly remove resisting person from cell.	--	--	
75.	Use force as necessary and appropriate in apprehension of criminal suspects.	X	X	
76.	Handcuff resisting person.	X	X	
77.	Handcuff non-resisting person.	X	X	

E. Traffic/Motor Vehicle Enforcement/Collisions		O	S	
1.	Calculate vehicle speed using formulas and evidence at scene, e.g. skid marks.	--	--	
2.	Search for, protect and collect evidence at motor vehicle crash scene.	X	X	
3.	Control spectator/media access at scene of law enforcement action.	X	X	
4.	Investigate motor vehicle crash to determine causes or factors contributing to a crash.	X	X	
5.	Collect facts of motor vehicle crash to determine charges.	X	X	
6.	Use computerized software to produce crash scene diagram.	X	--	
7.	Field sketch non-scale diagram of motor vehicle crash.	X	X	
8.	Diagram motor vehicle crash scenes to scale.	--	--	
9.	Control traffic at scene of crash investigation.	X	X	
10.	Follow Commonwealth statutes to impound and inventory vehicles.	X	X	
11.	Identify, locate and interview owners, witnesses, and others involved in motor vehicle crash.	X	X	
12.	Instruct persons in motor vehicle crash to exchange necessary information to ensure proper reporting.	X	X	
13.	Investigate motor vehicle crash involving law enforcement vehicles or other emergency vehicle.	--	--	
14.	Determine whether crash is reportable or non-reportable.	X	X	
15.	Describe motor vehicle damage in motor vehicle crash to complete report.	X	X	
16.	Assess need for and organize emergency assistance for motor vehicle crash (e.g., wrecker, ambulance, sand truck).	X	X	
17.	Take measurements at motor vehicle crash scene (e.g., triangulation, baseline, coordinate and combination, etc.).	--	--	
18.	Pace vehicle with speedometer to establish evidence of speeding.	X	X	
19.	Observe operator's eyes, body movements, actions, etc. to evaluate capability to operate vehicle.	X	X	
20.	Explain motor vehicle law requirements to citizens (e.g., inspection, registration, etc.).	X	X	
21.	Follow suspect vehicle to observe traffic violations.	X	X	
22.	Inspect vehicle to locate vehicle identification number (VIN).	X	X	
23.	Inspect driver's license to determine if valid or altered.	X	X	
24.	Inspect vehicle to identify equipment safety violations.	X	X	
25.	Investigate roadway to assess safety, repair needs, etc.	X	--	
26.	Issue traffic citation to pedestrians/bicyclists.	--	--	
27.	Perform DMV check by radio or computer on violator's vehicle while operating law enforcement vehicle.	X	X	
28.	Issue verbal warning to traffic violators.	X	X	
29.	Issue written warnings and citations.	X	X	
30.	Review/consider facts of case and Motor Vehicle Law to select most appropriate charge and/or enforcement action at crash scene or vehicle stop.	X	X	
31.	Operate handheld intoxilyzer/breathalyzer to test breath alcohol concentration.	X	X	
32.	Operate electronic traffic signals manually.	--	--	
33.	Plan and organize traffic detours.	--	--	
34.	Establish and conduct rolling roadblock or moving blockade.	--	--	
35.	Stand traffic control post at special functions (e.g., VIP visit, parade, etc.).	X	X	
36.	Direct removal of vehicle obstructing traffic.	X	X	

		O	S	
37.	Physically remove hazards from roadway (e.g., dead, stray, injured animals, debris, etc.).	X	--	
38.	Instruct citizens to assist in traffic control in an emergency.	--	--	
39.	Check motor vehicle records to verify title, license information and registration.	X	X	
40.	Watch moving vehicle to visually estimate excessive speed.	X	X	
41.	Prepare requests to have "unfit" vehicle operators reexamined (e.g., medical review).	X	X	
42.	Operate video camera and equipment to record actions of criminal or motor vehicle suspects.	X	--	
43.	Observe weather and road conditions to assess need for emergency equipment such as snowplows, salt trucks, etc.	X	--	
44.	Look for and identify suspect vehicle by color and description.	X	X	
45.	Inspect and tag abandoned vehicles along roadway.	X	--	
46.	Check commercial vehicle for dangerous or illegal cargo.	--	--	
47.	Examine commercial vehicle logs.	--	--	
48.	Measure height, width and length of commercial vehicle.	--	--	
49.	Check trucks to make sure cargo is secure.	--	--	
50.	Escort oversize trucks and loads.	--	--	
51.	Use portable or fixed scales to weigh commercial vehicles.	--	--	
52.	Examine shipping papers of commercial vehicles (e.g., hazardous materials).	--	--	
53.	Conduct sobriety checkpoint.	--	--	
54.	Evaluate condition of crashed vehicles to assess safe post-crash operability.	X	X	
55.	Administer field sobriety tests (e.g., Standardized Field Sobriety Test, Horizontal Gaze Nystagmus, Walk and Turn, One-leg Stand, etc.).	X	X	
56.	Advise appropriate agency of traffic control/roadway repair needs.	X	--	
57.	Select locations and position oneself to conduct selective traffic enforcement duties.	X	X	
58.	Identify and advise vehicle owners to remove abandoned vehicles.	X	--	
59.	Contact hospital, lab and/or physician to obtain blood or other chemical tests.	X	X	
60.	Arrest/Summons DUI suspects.	X	X	
61.	Assist stranded motorists.	X	X	
62.	Use speed enforcement devices to measure vehicle speed (e.g., RADAR, LIDAR.)	X	X	
63.	Fill out DUI arrest and administrative reports.	X	X	
64.	Operate stationary intoxilyzer/breathalyzer to test breath alcohol concentration.	X	--	
65.	Conduct low speed pursuit of motorist.	X	X	
66.	Investigate Off Road/ATV vehicle accidents/collisions	--	--	

F. First Aid and Emergency Assistance		O	S	
1.	Visually examine a live person to identify wounds and injuries.	X	X	
2.	Administer cardio-pulmonary resuscitation (CPR) to adult.	--	X	
3.	Administer mouth-to mouth resuscitation/rescue breathing	--	X	
4.	Apply basic first aid to control bleeding	X	X	
5.	Apply basic first aid to treat for abrasions.	--	X	
6.	Apply basic first aid for amputations	--	X	
7.	Apply basic first aid to treat for animal bites.	--	X	
8.	Apply basic first aid to treat for broken bones.	--	X	
9.	Apply basic first aid to unresponsive/unconscious person.	X	X	
10.	Apply basic first aid to treat for fire burns.	--	X	
11.	Apply basic first aid to treat for chemical burns.	--	X	
12.	Apply basic first aid to treat for convulsions.	--	X	
13.	Apply basic first aid to treat for diabetic reaction.	--	X	
14.	Apply basic first aid to treat for electric shock.	--	X	
15.	Apply basic first aid to treat for eye injuries.	--	X	
16.	Apply basic first aid to treat for frostbite.	--	X	
17.	Apply basic first aid to treat for gunshot wounds.	--	X	
18.	Apply basic first aid to treat for heart attack.	--	X	
19.	Apply basic first aid to treat for OC/Pepper Spray.	--	X	
20.	Apply basic first aid to treat for heat stroke/heat exhaustion, etc.	--	X	
21.	Apply basic first aid to treat for lacerations.	--	X	
22.	Apply basic first aid to treat for drug overdose, e.g., administer Naloxone (Narcan).	--	X	
23.	Apply basic first aid to treat for poisoning.	--	X	
24.	Apply basic first aid to treat for stabbing or puncture wounds.	--	X	
25.	Apply basic first aid to treat for seizure.	--	X	
26.	Apply basic first aid to treat for shock.	--	X	
27.	Apply basic first aid to treat for sprains and strains.	--	X	
28.	Apply basic first aid to treat for stroke.	--	X	
29.	Apply basic first aid for choking (e.g., Heimlich Maneuver).	--	X	
30.	Apply basic first aid for drowning	--	X	
31.	Apply basic first aid to assist object of electronic control device, e.g. Taser	--	X	
32.	Deliver a baby.	--	X	
33.	Use AED (Automated External Defibrillator).	--	X	
34.	Administer CPR to a child or infant.	--	X	
35.	Recognize signs of suicide risk in detainee or arrested person.	X	X	
36.	Use personal protective equipment (e.g., gloves, masks, glasses, etc. to prevent contact with communicable diseases or blood-borne pathogens, etc.).	X	X	
37.	Dispose of contaminated clothing, sharps, etc. according to standard practice.	X	X	
38.	Conduct rescues of stranded persons during floods, ice storms and other disasters.	--	--	
39.	Conduct search to locate bomb or other explosive device.	--	--	+
40.	Participate in large-scale area search and rescue operations.	--	--	
41.	Observe person in custody to determine whether person is intoxicated or in medical distress, i.e., diabetic reaction	X	X	
42.	Participate in search and rescue operations in extreme/dangerous weather and locations	--	--	

G. Firearms/Use of Deadly Force		O	S	
1.	Participate in firearms training.	X	X	
2.	Use protective equipment when involved with weapons training and/or qualification.	X	X	
3.	Carry authorized firearm when off duty.	X	X	
4.	Clean and inspect weapon.	X	X	
5.	Carry "secondary/back-up" firearm on duty.	--	--	
6.	Discharge firearm from moving vehicle (not including training).	--	--	
7.	Discharge firearm in low light conditions (e.g., at night, in darkened room, etc.) (not including training).	--	X	
8.	Discharge firearm at person (not including simulation training).	--	X	
9.	Discharge firearm from protective cover position (not including training).	--	X	
10.	Draw weapon to protect self or third party (not including training).	X	X	
11.	Recognize disguised weapons (e.g., belt buckle, knife).	X	X	
12.	Detain person at gunpoint.	X	X	
13.	Use knife in performance of law enforcement duties (e.g., seat belt cutter, etc.).	--	X	
14.	Unload various firearms (including seized firearms) safely.	X	X	
15.	Clear malfunction of various firearms (not including training).	--	X	
16.	Reload firearms under combat conditions (not including training).	--	X	
17.	Fire weapon in dark environment while using flashlight (not including training).	--	X	
18.	Discharge rifle (not including training).	--	X	
19.	Discharge shotgun (not including training).	--	X	
20.	Respond to active shooter situations.	--	X	
21.	Fire weapon while employing "move and shoot" techniques (not including training).	--	X	
22.	Remove weapon from home/residence of suicidal person, scene of domestic violence, etc.	--	X	
23.	Fire weapon in self-defense at attacking or dangerous animal.	--	X	
24.	Use dominant hand to fire law enforcement weapon (not including training).	--	X	
25.	Use support hand to fire law enforcement weapon (not including training).	--	X	
26.	Uses appropriate verbal commands/communication in use of force situations.	X	X	
27.	Comply with Commonwealth laws and agency regulations regarding safe handling and storage of weapons.	X	X	

H. Human Relations		O	S	
1.	Use verbal de-escalation techniques to communicate with person.	X	X	
2.	Communicate with management and labor over strike disturbances.	--	--	
3.	Conduct parent-juvenile conferences.	--	--	
4.	Use voice and words to calm a situation, project intention, etc.	X	X	
5.	Advise businesses on ways to detect and respond to workplace violence.	--	--	
6.	Control non-violent crowds.	X	X	
7.	Speak confidently to project control, self-assurance, etc.	X	X	
8.	Counsel juveniles.	X	X	
9.	Speak plainly/clearly to encourage understanding.	X	X	
10.	Deliver emergency messages (e.g., injuries, death).	X	X	
11.	Use and adjust language appropriate to listener.	X	X	
12.	Maintain concentration while many people speak simultaneously.	X	X	
13.	Direct actions of law enforcement or public service personnel arriving to assist.	X	X	
14.	Maintain personal calm to prevent making situation worse.	X	X	
15.	Use body language to project control and influence situation.	X	X	
16.	Observe person's body language to assess attitude, intentions, etc.	X	X	
17.	Warn or counsel offenders instead of arresting them.	X	X	
18.	Identify specific religious norms and adjust interactions accordingly.	X	X	
19.	Consult with social service agencies to resolve/clarify problem or get help for child, adult, family, senior citizen, etc.	X	X	
20.	Provide information to individuals in need of social service referral.	X	X	
21.	Recognize a person's culture and adjust manner of communication accordingly to ensure understanding.	X	X	
22.	Talk with persons threatening suicide to persuade them not to attempt.	X	X	
23.	Contact Mental Health resource (e.g., program, facility, etc.) to obtain assistance for mentally ill or emotionally unstable person.	X	X	
24.	Take an apparently mentally ill person into protective custody for an involuntary mental health evaluation, i.e. Law Enforcement ECO.	X	X	
25.	Negotiate/offer alternatives to resolve conflict between disputants, e.g. Landlord/Tenant.	X	X	

I. Emergency Vehicle Operation		O	S	
1.	Operate law enforcement vehicle to escort parades, funerals, walkathons, and other processions.	X	--	
2.	Engage in high speed pursuit in congested area.	--	X	
3.	Engage in high speed response in congested area.	X	X	
4.	Engage in high speed pursuit off road.	--	X	
5.	Engage in high speed response off road.	--	X	
6.	Engage in high speed pursuit on open road.	--	X	
7.	Engage in high speed response on open road.	X	X	
8.	Operate law enforcement vehicle to escort emergency vehicles.	--	X	
9.	Escort money, valuables, or people to provide security.	--	--	
10.	Escort vehicles or persons through picket lines.	--	--	
11.	Operate law enforcement vehicle in heavy rain.	X	X	
12.	Operate law enforcement vehicle on dirt road.	X	X	
13.	Operate 4 wheel drive vehicle to perform law enforcement duties.	--	--	
14.	Operate law enforcement vehicle on ice/snow covered road.	X	X	
15.	Operate law enforcement vehicle at night.	X	X	
16.	Operate a vehicle at night without lights.	--	--	
17.	Operate law enforcement vehicle to escort hazardous materials.	--	--	
18.	Operate law enforcement vehicle on a gravel road	X	X	
19.	Operate law enforcement vehicle on a muddy/grassy road or area	X	X	
20.	Use vehicle on vehicle contact to end a vehicle pursuit (e.g., PIT).	--	--	
21.	Operate law enforcement vehicle to escort oversized cargo.	--	--	
22.	Operate law enforcement vehicle to escort special medical missions.	--	--	
23.	Transport injured persons.	--	--	
24.	Transport persons needing assistance.	X	X	
25.	Inspect law enforcement vehicle for weapons and contraband (i.e., before and after arrested person transport, shift change, etc.).	X	X	
26.	Perform emergency, rapid vehicle back up maneuver.	X	X	
27.	Operate vehicle in a crowded (people, other vehicles, etc.) environment.	X	X	
28.	Operate vehicle in reverse over longer distance.	X	X	

J. Homeland Security		O	S	
1.	Use personal protective equipment (e.g., protective suit, mask, boots, etc.) to prevent contact with Hazmat and WMD.	--	--	
2.	Observe and identify vehicle placard and use appropriate resources (e.g., DOT Emergency Response Guide) to identify hazardous material being transported.	--	X	
3.	Take appropriate action to clean and decontaminate cell area, cruiser, etc.	X	X	
4.	Identify/Mark contaminated cell/cruiser with appropriate bio-hazard insignia.	--	X	
5.	Observe and report possible terrorist activity to Fusion Center.	--	X	
6.	Respond to and control critical incident (e.g., shooting, hazmat, terrorist event, natural disaster, etc.).	--	X	
7.	Recognize and properly handle illegal materials (e.g., drugs, chemicals, etc.).	X	X	
8.	Recognize and properly handle hazardous materials.	--	--	+
9.	Recognize and properly handle explosive materials and devices.	--	--	+
10.	Set up and coordinate, until relieved, large scale incident response, i.e., command post.	--	--	

K. Report Writing		O	S	
1.	Review other officers' reports for completeness and accuracy.	X	X	
2.	Use computer word processing programs and equipment to prepare reports.	X	X	
3.	Complete/prepare in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).	X	X	
4.	Complete/prepare reports consisting primarily of check-off boxes or fill-in blanks (e.g., incident report, accident report, etc.).	X	X	
5.	Write personal field notes to record actions, interviews, etc.	X	X	
6.	Prepare basic business correspondence.	X	X	
7.	Summarize in writing the statements of witnesses and complainants.	X	X	
8.	Complete Field Intelligence/Interview Reports.	X	X	
9.	Prepare arrest-related paperwork (e.g., Criminal Summons, Criminal Complaints and Affidavits, Offense and Incident Report, Arrest Form, Fingerprint Cards, etc.).	X	X	

L. Civil Disorder		O	S	
1.	Use less lethal munitions (e.g., bean bag, rubber pellets, pepper balls, etc.).	--	--	
2.	Speak to hostile groups to quiet them.	--	X	
3.	Confront, in riot formation, groups of agitated people.	--	--	
4.	Observe crowd at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.	X	X	
5.	Patrol area containing labor pickets, marchers, or demonstrators to maintain peace, traffic flow, prevent property damage, etc.	--	--	
6.	Locate and observe crowd agitators.	--	X	
7.	Control violent crowds/groups.	--	--	
8.	Use chemical/aerosol agents to control a crowd.	--	--	

M. Equipment		O	S
1.	Sedan-style law enforcement cruiser (RW Drive)	X	X
2.	Sedan-style law enforcement cruiser (FW Drive)	--	X
3.	SUV-style law enforcement cruiser	X	X
4.	Pickup Truck	--	--
5.	HumVee	--	--
6.	All-wheel law enforcement cruiser	X	X
7.	Luminol	--	--
8.	Battering ram	--	--
9.	All-wheel drive SUV	--	X
10.	Binoculars	--	--
11.	Body armor (hidden vest, exterior vest)	X	X
12.	Breath Analysis Equipment	X	--
13.	Preliminary/Portable Breath Test (PBT)	X	X
14.	Armored personnel carrier	--	--
15.	OC/CNCS Spray	--	X
16.	Car door lock opening devices (Slim Jim)	--	--
17.	Evidence processing kit (e.g., fingerprint, impressions)	X	X
18.	Closed Circuit Television Monitor	--	--
19.	Global Positioning System (GPS)	X	--
20.	Blood-borne pathogen protection equipment	X	X
21.	First Aid Kit	X	X
22.	Road flares	X	X
23.	Large Flashlight	X	X
24.	Small LED Flashlight (e.g., Scorpion)	X	X
25.	Flexi-cuffs	--	X
26.	Portable law enforcement radio (i.e., walkie-talkie)	X	X
27.	Illuminated traffic baton	X	X
28.	Ladder	--	--
29.	Metal detector	--	--
30.	Motorcycle	--	--
31.	Prisoner Transport Vehicle	--	--
32.	Photocopier	X	--
33.	Video recording equipment	X	--
34.	Pry bar	--	--
35.	Alley light	X	X
36.	Vehicle mounted speed measurement instrument (e.g., RADAR)	X	X
37.	Boats or other watercraft	--	--
38.	Riot baton	--	--
39.	Rope (e.g., throw bag, boat lines, animal control, rappel, etc.)	--	--
40.	Semi-automatic pistol	X	X
41.	Shotgun – semi/pump	--	X
42.	Vehicle mounted spotlight	X	X
43.	Stationary computer terminal	X	--
44.	Strolometer/walker/walking stick to measure distance	--	--
45.	Digital voice recorder	--	--
46.	Tear gas grenade	--	--
47.	Tear gas gun	--	--
48.	Law Enforcement vehicle radio equipment	X	X
49.	Keyboard	X	--

		O	S	
50.	Fax	X	--	
51.	Photographic equipment (e.g., 35 mm/digital)	X	X	
52.	Animal Control snares	--	--	
53.	Life ring/Flotation device	--	--	
54.	Lights and sirens	X	X	
55.	Marking chalk	--	--	
56.	Tape measure	--	--	
57.	Ballistics body armor (Rifle/Chest protector)	X	X	
58.	Electronic Control Device (e.g., Taser)	--	--	
59.	Body wires/Bugs	--	--	
60.	Night vision equipment (e.g., Night scope/Star scope)	--	--	
61.	Listening devices	--	--	
62.	AFIS/CODIS	--	--	
63.	Hearing Impaired Communication Devices (TTD/TTY)	--	--	
64.	Weapon cleaning equipment	X	X	
65.	Reflective vest	X	X	
66.	Laptop computer	X	--	
67.	In car video camera	X	--	
68.	Scuba or other underwater diving equipment	--	--	
69.	Hobbles/shackles/Leg straps	--	X	
70.	Tire jack	--	--	
71.	Lock pick (e.g., business/residential, interior/exterior)	--	--	
72.	Waist chains	--	--	
73.	Whistle	X	X	
74.	Mug shot camera (e.g., Polaroid/digital)	--	--	
75.	Ammunition/magazine/clip	X	X	
76.	Email	X	--	
77.	Live trap	--	--	
78.	Less Lethal Crowd Dispersal Projectiles/ Launchers (e.g., pepper ball, 37/40, etc.)	--	--	
79.	Paper shredder	X	--	
80.	Riot gas mask	--	--	
81.	Telephone equipment	X	--	
82.	Computer software programs	X	--	
83.	Sexual Assault victim evidence kit	--	--	
84.	Mobile Data Terminal/cruiser mounted laptop computer (MDT, Toughbook, etc.)	X	--	
85.	Noise measuring device	--	--	
86.	CPR pocket mask	--	X	
87.	Tint meter	--	--	
88.	Tuberculosis (HEPA) mask	--	--	
89.	Specialized leather gloves	--	--	
90.	Collapsible baton (ASP)	--	X	
91.	Field compass	--	--	
92.	Air Pac	--	--	
93.	Riot gear/shield	--	--	
94.	Jumper cables/Jump Bot	--	--	
95.	Spray paint (marking)	--	--	
96.	Tuning fork	--	X	
97.	Rain/wet gear	X	--	

		O	S	
98.	In car printer	--	--	
99.	Blood test kit	--	--	
100.	Vehicle weapon lock	--	--	
101.	Metal detecting hand wand	--	--	
102.	Spit hood	--	--	
103.	Ambu-bag	--	--	
104.	Chain saw	--	--	
105.	Bar Code Reader	--	--	
106.	Shovel	--	--	
107.	Drones	--	--	
108.	Hard hat	--	--	
109.	Dock bumper	--	--	
110.	Latex gloves	X	X	
111.	K-9	--	--	
112.	Ballistics shield	--	--	
113.	Floor/Building Plans	--	--	
114.	Tracking devices	--	--	
115.	Ballistics blanket	--	--	
116.	Fixed Electronic Fingerprinting Scanning Device (Live scan)	--	--	
117.	ATV (All- Terrain Vehicle)	--	--	
118.	License Plate Reader (installed in law enforcement vehicle)	--	--	
119.	Portable Media Device (e.g., flash drive/thumb drive, external hard drive)	X	--	
120.	Golf Cart/Electric Vehicle	--	--	
121.	Shoulder Microphone	X	--	
122.	Text Messaging	X	--	
123.	Revolver	--	--	
124.	Axe	--	--	
125.	VCIN	X	X	
126.	Segway	--	--	
127.	Pocket language guide	--	--	
128.	SWAT gear	--	--	
129.	Crime scene tape	X	X	
130.	DVD player/VCR/DVR	--	--	
131.	Hearing protection (e.g., earplugs,)	X	--	
132.	Thermal imager	--	--	
133.	Optical/Laser Sighting System	--	--	
134.	Media projector (e.g., PowerPoint)	--	--	
135.	Laser distance measurement device	--	--	
136.	Calculator	X	--	
137.	Document scanner	X	--	
138.	Portable Public Address System (e.g., Bullhorn)	--	--	
139.	Body Camera	--	--	
140.	Vehicle mounted public address (PA) system	X	--	
141.	Earpiece for mobile radio	--	--	
142.	Portable/handheld speed measurement instrument (e.g., RADAR, LIDAR)	X	X	
143.	Tourniquet	--	X	
144.	Quiklot/Celox	--	--	
145.	Blue Tooth Lapel Mike	--	--	
146.	Ballistics helmet	--	--	

		O	S	
147.	Hand held Driver's License Scanner	--	--	
148	Self-trauma Kit	--	X	
149.	Glass Breaking Device, e.g., Rescue Me	--	--	
150.	Go-Bag	--	--	

N. Physical Skills / Use of Force		O	S	
1.	Use baton or other hand-held, e.g., flashlight, device to subdue person in a physical confrontation.	--	X	
2.	Use firearm or any other hand-held equipment after pursuit, running, fighting-defending, injury, or other strenuous physical activity.	--	X	
3.	Continue to function after exposure to various chemical/toxic/aerosol substances.	--	X	
4.	Dodge/evade blows, thrown objects.	--	X	
5.	Endure exposure to hazardous materials (e.g., drugs, chemicals, infectious diseases etc.).	--	X	
6.	Subdue and physically/mechanically restrain, lift/carry/drag person.	X	X	
7.	Escort resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	X	X	
8.	Escort non-resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	X	X	
9.	Physically struggle with multiple persons at one time.	--	X	
10.	Cope with the emotional and physical results of being struck by or exposed to bodily fluids.	--	X	
11.	Cope with the emotional and physical impact of being subjected to verbal threats of violence.	X	X	
12.	Cope with the emotional impact of verbal abuse from persons.	X	X	
13.	Visually detect and understand subtle changes in "body language" (e.g., pupil constriction/dilation, skin color, respiration changes, etc.).	X	X	
14.	Carry/drag by yourself an immobile person.	--	X	
15.	Use defensive tactics to protect self or others and/or control or take suspect down.	X	X	
16.	Tackle a fleeing suspect.	--	X	
17.	Subdue physically attacking person.	X	X	
18.	Swim to perform search or rescue/self-rescue.	--	--	
19.	Grip person tightly to prevent escape/control movement.	X	X	
20.	Disarm armed suspect.	--	X	
21.	Physically remove resisting person from vehicle.	--	X	
22.	Use controlling technique to gain compliance.	X	X	
23.	Use submission holds to control person.	--	X	
24.	Hold and swing battering ram to break door.	--	--	
25.	Hold person upright to prevent their falling (e.g., intoxicated person).	X	X	
26.	Bend/kneel to apply shackles, cuffs, etc.	X	X	
27.	Change tire on law enforcement or citizen's vehicle.	X	--	
28.	Operate bicycle at high speeds and on varying terrain.	--	--	
29.	Throw lifeline or other rescue device (e.g., throw rope).	--	--	
30.	Use face mask to prevent contact with chemical agents.	--	X	
31.	Defend oneself from position on ground.	--	X	
32.	Use fists to defend oneself.	--	X	
33.	Pull person out of a vehicle through window or open door to effect rescue.	--	X	
34.	Bring up to standing a non-resisting or resisting person.	X	X	
35.	Tread water to self-rescue.	--	X	
36.	Fall down in struggle or pursuit, recover to feet and resume struggle/pursuit.	--	X	
37.	Continue to function in a physical confrontation after being struck/injured.	--	X	
38.	Maintain and recover from a state of hyper vigilance (acute sensory awareness) over protracted period of time (hours).	--	X	

		O	S	
39.	Cope with the physical effects of chronic emotional stress (e.g., fear, anger, anxiety, etc.)	X	X	
40.	Cope with the physical effects of chronic mental stress (e.g., concentration).	X	X	
41.	Cope with the physical effects of shift-work.	X	X	
42.	Carry with some else an immobile child on a stretcher or other device.	--	--	
43.	Drag, by yourself an immobile child.	--	--	
44.	Drag, by yourself, an immobile adult.	--	--	
45.	Physically block small group of people from moving.	--	--	

O. Reading		O	S	
1.	Read and comprehend local codes and ordinances.	X	X	
2.	Read and comprehend Criminal Code of Virginia	X	X	
3.	Read and comprehend Commonwealth Motor Vehicle Code	X	X	
4.	Read and comprehend departmental bulletins.	X	X	
5.	Read and comprehend training manuals, e.g. handouts.	X	X	
6.	Read and comprehend department rules and regulations, policies and procedures, and operations manuals,	X	X	
7.	Read and comprehend textbooks on law enforcement or legal matters.	X	X	
8.	Read and comprehend articles in professional publications (IACP, FBI, etc.).	X	X	
9.	Read and comprehend U.S. codes.	X	X	
10.	Read and comprehend Rules of Criminal Procedure and Evidence, e.g. Search and Seizure, Rules of Arrest, etc.	X	X	
11.	Read and comprehend Technical and Owner's Manuals for Assigned Equipment.	X	X	
12.	Read and comprehend First Aid Manual.	X	X	
13.	Read, comprehend and apply various written materials under stressful circumstances demanding rapid response.	X	X	
14.	Read and comprehend legal documents, e.g. orders, pleadings, disposition, etc.	X	X	
15.	Read and comprehend judicial case law.	X	X	
16.	Read and comprehend witnesses' affidavits, sworn statements and testimony.	X	X	
17.	Read and comprehend U.S. Constitution.	X	X	
18.	Read and comprehend the Constitution of the Commonwealth of Virginia	X	X	
19.	Read and comprehend law enforcement bulletins, e.g. judicial decisions, gang intelligence, AG Opinions, etc.	X	X	
20.	Read and comprehend Law Enforcement Code of Ethics.	X	X	
21.	Read and comprehend standard business/professional correspondence.	X	X	
22.	Read and comprehend road signs, controls and markings.	X	X	
23.	Read and comprehend Physician's Desk Reference.	--	--	
24.	Read and comprehend DOT Emergency Response Guide.	X	X	
25.	Read and comprehend standard desk reference books, e.g. dictionary, Thesaurus, etc.	X	X	

P. Physical Abilities		O	S	
1.	Walk/run on irregular, potentially hazardous surfaces (e.g., slick, wet, muddy, swampy, rocky, etc.).	X	X	
2.	Jump/vault over ditch, hole or other hazard.	X	X	
3.	Jump down from an elevated surface (e.g., loading dock).	X	X	
4.	Kneel, squat and recover to feet.	X	X	
5.	Perform repetitive hand movement (e.g., keyboarding, traffic control, etc.) for up to one hour per day.	X	X	
6.	Accurately and unaided visually detect and recognize images, facial and body features, and movement of persons and objects in varying light conditions, at distances up to 100 feet.	X	X	
7.	Accurately identify full-range of colors (e.g., clothing, substances, skin tones, etc.) in varying light conditions.	X	X	
8.	Recognize and comprehend faint auditory signals (e.g., whispers, transient sounds, air movement, radio transmissions, etc.).	X	X	
9.	Recognize and comprehend speech while surrounded by high levels of background noise.	X	X	
10.	Recognize and identify faint and/or unusual odors.	X	X	
11.	Hold a person suspended in the air (e.g., stop suicide attempt and rescue person)	--	X	
12.	Perform strenuous physical activities in a series (e.g., sprint, run upstairs, wrestle, pull, carry, etc.).	X	X	
13.	Perform duties wearing full duty gear (e.g., vest, gun belt, etc.).	X	X	
14.	Push open a door with your shoulder.	X	X	
15.	Kick open a door with your foot.	--	X	
16.	Push object with your foot.	X	X	
17.	Bend over and push object.	X	X	
18.	Maintain balance on moving surface.	X	X	
19.	Climb over a fence.	X	X	
20.	Jump/vault over a fence or other barrier.	X	X	
21.	Climb through a window or other such opening.	X	X	
22.	Climb trees or outside of building.	--	--	
23.	Work in a confined, closed-in area (e.g., vehicle, security post).	X	X	
24.	Drag or push heavy objects other than a vehicle ,e.g., swing gate	X	X	
25.	Push a vehicle by yourself from one place to another.	X	--	
26.	Push a vehicle with another person from one place to another.	X	--	
27.	Lift while in a stationary position a heavy object or person.	X	X	
28.	Sprint at full speed (less than 300 yds.).	X	X	
29.	Run long distance (more than 300 yds.).	X	X	
30.	Run through underbrush and varying terrain.	X	X	
31.	Run up stairs/steps.	X	X	
32.	Run down stairs/steps.	X	X	
33.	Stand for more than 2 hours of work shift.	X	X	
34.	Walk for more than 2 hours of work shift.	X	X	
35.	Sit for more than 2 hours of work shift.	X	X	
36.	Catch a falling person to prevent his/her injury.	--	X	
37.	Bend over/kneel to search under vehicle.	X	X	
38.	Crawl through underbrush, wetlands, etc.	--	X	
39.	Climb fire escapes.	--	X	
40.	Climb stairs in multiple story buildings.	X	X	

		O	S	
41.	Extend arm to reach and search tight spaces.	X	X	
42.	Work in deep water up to chest.	--	--	
43.	Quickly exit or enter law enforcement vehicle.	X	X	
44.	Climb up/down ladder to reach area.	--	X	
45.	Lift and carry heavy weights up or down stairs/ladders.	--	X	
46.	Endure weather extremes.	X	X	
47.	Endure extended periods of work without food.	X	X	
48.	Help carry a person on a stretcher.	X	X	
49.	Crawl to search under car/residence/building, etc.	X	X	
50.	Crawl under an obstruction.	--	X	

Q. Physical Exertion		O		S
1.	Run on flat surface (e.g. streets roadway, etc.)			
	Maximum distance in feet	350	Ft.	375
2.	Run on varying terrain, (e.g., brush, mud, swamp, hole, etc.)			
	Maximum distance in feet	263	Ft.	300
3.	Walk continuously			
	Maximum time in hours	3	Hrs.	2
4.	Stand continuously			
	Maximum time in hours	5	Hrs.	4
5.	Walk up/down stairs			
	Maximum number of flights	4	Flts.	4
6.	Sit continuously (e.g., security post, vehicle operation, etc.)			
	Maximum number of hours	5	Hrs.	6
7.	Run up/down stairs			
	Maximum number of flights	4	Flts.	3
8.	Climb or pull oneself over an obstacle (e.g., fence)			
	Maximum height of obstacle in feet	5	Ft.	5
9.	Climb up/down ladder			
	Maximum height of climb in feet	--	Ft.	--
10.	Lift objects up off the ground without assistance			
	Maximum lift-height in inches	40	In.	36
	Maximum weight of object in pounds	80	Lbs.	65
11.	Lift objects up off the ground with assistance			
	Maximum lift-height in inches	40	In.	36
	Maximum weight of object in pounds	200	Lbs.	135
12.	Push vehicle out of lane of traffic by oneself			
	Maximum distance in feet	33	Ft.	33
	(Law enforcement vehicle equals 2 tons) Maximum weight in tons	2	2	
13.	Carry an unresisting person with assistance			
	Maximum weight in pounds	--	Lbs.	--
	Distance in feet	--	Ft.	--
14.	Lift objects down from elevated surface (e.g., waist high or above) and place on ground or floor			
	Maximum weight in pounds	50	Lbs.	50

		O		S
15.	Climb/pull oneself onto a large piece of equipment or object (e.g., loading dock, truck, trailer, etc.)			
	Maximum height in feet	5	Ft.	5
16.	Bend over to help person to standing			
	Maximum weight of person in pounds	200	Lbs.	200
17.	Pull a resisting object (e.g., dog, door, plywood panel, etc.)			
	Maximum weight in pounds	61	Lbs.	50
18.	Jump/vault over raised barrier			
	Maximum height of barrier in inches	40	In.	48
19.	Grip and hold a person to maintain physical control			
	Maximum time in minutes	5	Min.	5
	Maximum weight in pounds	200	Lbs.	200
20.	Extract/place a struggling/resisting person in/from a vehicle			
	Maximum time in minutes	2	Min.	3
	Maximum weight in pounds	200	Lbs.	200
21.	Hold/restrain a struggling person			
	Maximum time in minutes	5	Min.	4
	Maximum weight in pounds	200	Lbs.	200
22.	Physically defend against and control an attacking person			
	Maximum time in minutes	3	Min.	3
	Maximum weight in pounds	200	Lbs.	200
	Maximum number of people	1	#	
23.	Take down and subdue a resisting person			
	Maximum weight in pounds	200	Lbs.	200
24.	Use repetitive hand motions/movements (e.g., keyboard, traffic control, etc.)			
	Maximum time in minutes	60	Min	60

**REVIEW OF THE CURRENT DCJS
PERFORMANCE OUTCOMES AS RELATED
TO THE JOB TASK ANALYSIS**

INTRODUCTION

In order to assess the impact of the JTA on the DCJS Performance Outcomes we met with DCJS staff and local curriculum specialists to examine the results of the PTC review.

Our group sought to identify where a particular task was taught and if it is, its location is indicated by a numerical reference. Tasks that our JTA indicated should be addressed but are not are indicated with "New".

Tasks currently addressed among the Performance Outcomes but not supported by the results of the JTA are indicated with "NS".

**VIRGINIA DCJS JOB TASK
ANALYSIS PROJECT**

**BASIC LAW ENFORCEMENT
OFFICER**

**REVIEW OF DCJS PERFORMANCE
OUTCOMES FOR LAW ENFORCEMENT
AS RELATED TO THE RESULTS OF THE
LAW ENFORCEMENT JOB TASK
ANALYSIS**

JUNE 2018

KEY

Numbers	Indicate where matching content is located in the DCJS performance Outcomes
D	Indicates that the task, having a CIP greater than 5.0 and a WL of 3 selected by more than 50% of the supervisors, should be demonstrated by the student prior to leaving the academy
NS	Indicates tasks currently addressed in the curriculum, and not supported by the JTA.
NEW	Indicates tasks <u>not</u> currently addressed in the curriculum and should be.
OJT	Tasks best covered at the employing agency
ADV	Training best addressed at a level higher than recruit training.

A. Patrol/Basic Law Enforcement Functions			
1.	Place devices, e.g., cones, barriers, etc. to protect or secure crime scene	4.6	
2.	Place devices, e.g., cones, barriers, etc. to protect or secure crash scene.	4.42	
3.	Stand guard to provide security in courtrooms, public buildings and adjacent areas.		
4.	Conduct search of persons entering public facility/room.	New	
5.	Restrain unruly or violent individuals, remove from public areas and arrest if necessary.	6.2	D
6.	Operate and read mobile data device.	OJT	
7.	Execute stop of motor vehicle, approach and talk to operator and passengers.	4.40	D
8.	Use illuminated baton or hand signals to direct traffic.	4.39	
9.	Conduct high-risk vehicle stop.	4.41	D
10.	Establish and conduct a stationary roadblock.	NS	
11.	Push/Tow disabled vehicles with law enforcement vehicle.		
12.	Watch occupants of stopped vehicle to identify unusual or suspicious actions.	4.40.2	
13.	Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.		
14.	Use plain English to communicate on law enforcement radio.	NEW	
15.	Observe moving vehicles to identify possible criminal activity	4.40	
16.	Use radio codes to communicate verbally on law enforcement radio.		
17.	Interview members of public by telephone to obtain detailed information.	3.5	
18.	Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.	4.21	
19.	Inventory and test assigned patrol equipment and vehicle (e.g., lights, siren, radio, computer, etc.) for pre-shift inspection/vehicle assessment.	NS	
20.	Visually check vacant homes and property to ensure security.		
21.	Check individuals/businesses for compliance with licensing requirements (e.g., liquor licenses, hours of operation, etc.).		
22.	Update status of wants, warrants and stolen property through local, state and NCIC computer systems.	NS	OJT
23.	Use social media to promote positive information exchanges between law enforcement and the community		
24.	Disseminate information to news agencies according to procedure and law.	NS	OJT
25.	Talk with families of adult suspects or defendants to advise, inform, notify, etc.		OJT
26.	Talk with families of juvenile suspects or defendants to advise, inform, notify, etc.	2.6.6/3.2	
27.	Conduct bicycle patrol tactics.		
28.	Conduct preliminary investigation of (be first responder to) various felony and/or misdemeanor crimes.	5.1,ET.AL.	D
29.	Be first responder to various non-criminal calls for service.	1.4/4.49	
30.	Recognize and handle/endure effects of job related stress on yourself or others.	NEW	
31.	Recognize and report indicators of individuals' legal residency or citizenship status.	NS	
32.	Recognize common, over the counter products that are used in production of methamphetamines and other illegal drugs.	4.15	

33.	Recognize standard and improvised laboratory equipment used in the production of methamphetamines and other illegal drugs.	4.15	
34.	Recognize and respond to a reported or discovered clandestine laboratory.		
35.	Use deflation devices (e.g., stop stick, etc.) to slow a vehicle		
36.	Use basic Spanish to communicate.		
37.	Advise businesses about ways to secure their property.	NS	OJT
38.	Advise residents about ways to make their homes more secure.	NS	OJT
39.	Advise crime victims of the procedures to pursue prosecution.	4.35	
40.	Advise citizens on techniques to enhance personal safety.	NEW	
41.	Comfort emotionally upset persons.	3.8	
42.	Evaluate and answer inquiries from public regarding progress on a case.		OJT
43.	Receive and evaluate requests for law enforcement service.	3.5	
44.	Compile and analyze crime, traffic crash and other statistics.		
45.	Follow federal and Commonwealth rules of privacy and security to control access to law enforcement records.	2.41/2.5	
46.	Follow Commonwealth laws related to release of public records.	2.41/2.5	
47.	Describe persons to other officers (e.g., suspects, missing person).	3.6	
48.	Estimate and record value of stolen, recovered or damaged goods.	5.12	
49.	Use social media to facilitate a law enforcement investigation		
50.	File and retrieve documents in records system (e.g., fingerprint cards, reports, etc.)		
51.	Fingerprint (roll or scan) persons for non-criminal reasons (e.g., professional licensing).	5.21	
52.	Assist special needs persons.	3.15/3.14.6/3.10	
53.	Use telecommunications and/or computer-aided dispatch equipment to dispatch law enforcement personnel.		
54.	Track persons from scene (e.g., footprints in snow or mud).	4.9	
55.	Transport stray animals to holding facility (e.g., pound).	NS	OJT
56.	Dispose of dead or injured animals according to Commonwealth law.	NS	OJT
57.	Use fire-extinguishing equipment.		
58.	Smell and investigate unusual odors.		OJT
59.	Verify air/water pollution complaints (e.g., illegal dumping).		
60.	Hear and investigate unusual sounds or noises.	NS	OJT
61.	Monitor CB and/or other radio channels to hear assistance needed calls.		OJT
62.	Monitor department radio communications to stay aware of law enforcement activity.	8.6	
63.	Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.	4.13	D
64.	Perform law enforcement duties in all weather and temperatures.	1.1	
65.	Patrol locations that are potentially physically hazardous (e.g., construction sites, prohibited areas, etc.).		OJT
66.	Identify potentially rabid animals and process according to Commonwealth law.		
67.	Prepare clothing and personal equipment to satisfy department inspection requirements.	1.1	
68.	Report violations of school, college or university rules and regulations to proper authority.		
69.	Test/handle doorknobs, windows, etc. to check physical security of buildings (businesses/residences, etc.)	NS	OJT
70.	Use special protective equipment and weapons to participate in high risk entries.	NS	ADV
71.	Participate in search for escaped person(s).	4.20	

72.	Respond to and control scene involving barricaded subject.	3.12	
73.	Conduct field interview of suspicious person.	4.19	
74.	Investigate suspicious vehicle.	4.8	
75.	Communicate with non-English speaking persons.		
76.	Conduct negotiations with a barricaded subject.		ADV
77.	Recognize incidents where K-9 or other specialized services, e.g., Air, SWAT, etc. may be a useful/necessary resource.	4.20/4.9	
78.	Communicate with deaf and/or mute persons.	3.10	
79.	Confront barricaded subjects to force a resolution to the incident.		ADV

80.	Talk with people on beat, patrol area, district, etc. to establish positive relationship.	1.4	
81.	Transport juveniles to home or detention facility	2.6.52	
82.	Use structured problem-solving method to identify and address causes of crime (e.g. hours of operation, licensing violations, street lights, traffic patterns, lack of recreation, etc.).		
83.	Present community relations programs (e.g., safety programs, crime prevention, tours, etc.).	OJT	
84.	Distribute printed material for public relations.		
85.	Give talks on law enforcement, etc., to community organizations, businesses and/or schools.		
86.	Meet with teachers and school officials to discuss methods to provide better security, discuss at-risk student, etc.		
87.	Organize neighborhood watch groups and conduct meetings.		
88.	Patrol schools and school property to provide security while on duty.	4.11	
89.	Perform directed (e.g., planned/structured) patrol assignments.	NS	OJT
90.	Respond to general information questions from public.	NS	OJT
91.	Take control of publicly intoxicated/disruptive person.	6.2	
92.	Use technological devices (e.g., computers, Smart Phone, etc.) to exchange information with other agencies.	NS	OJT
93.	Perform basic troubleshooting functions related to computer use.		
94.	Perform police duties in plain clothes		
95.	Recognize need for and initiate protective custody detention, e.g. ECO, TDO, etc.	2.7.2/4.12/2.3	
96.	Advise battered spouse/domestic partner of rights.	4.13.4	
97.	Make arrest without warrant at scene of domestic violence.	4.13.4/2.40	
98.	Recognize laws and limits on law enforcement powers when crossing jurisdictional lines.	2.4/2.31/2.39/2.29	
99.	Transport battered spouse/domestic partner to shelter.		
100.	Respond to mutual aid request.	NEW	
101.	Accompany spouse/domestic partner to pick up belongings.		
102.	Enforce and explain passenger restraint laws.	4.45.2.6	
103.	Respond to crime-in-progress call.	4.18.6	D
104.	Serve as back-up officer at scene.	6.2	D
105.	Search for missing children.	4.17	
106.	Search for missing adults.	4.17	
107.	Hold person under investigative detention, i.e., Terry stop	4.19.3/2.33.3.1	D
108.	Secure crime scene (i.e., establish security perimeter).	4.6	
109.	Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.	4.40/8.3.5	
110.	Use chemical agents to control an individual.	6.18	
111.	Search for person in darkened building or environment.	4.20	D
112.	Hold flashlight while performing various law enforcement duties.	4.20/4.39	
113.	Check hunting licenses, stamps and permits to ensure validity		
114.	Investigate drowning		
115.	Investigate various boating violations, e.g., licenses, OUI, safety equipment, etc.		
116.	Investigate property trespass violations related to hunting		
117.	Investigate various hunting violations, e.g., distance from residence, etc.		
118.	Review public web sites to identify/recognize potential suspects, etc.		OJT
119.	Conduct welfare checks of citizen to ensure safety of person, e.g., suicidal, elderly, emotionally unstable, etc.	3.3/4.12/5.6	
120.	Recognize commonly used drug paraphernalia	4.15.3	

121.	Use/monitor social media to identify/anticipate potential public safety problems		
122.	Confront person who is legally armed.	NEW	
123.	Conduct vehicle stop in nighttime.	NEW	D

B. Ethics in Law Enforcement		
1.	Exercise discretion (choice) in selecting appropriate enforcement action.	2.1.5
2.	Apply ethical standards while performing law enforcement duties.	2.43/1.5
3.	Recognize and report misconduct of other officers.	1.5.6
4.	Encourage/model professional standards among colleagues	1.5.
5.	Use proper judgment when confronted with offers of gratuity (i.e., free coffee, meals, services, etc.)	1.5.
6.	Recognize and report misuse of social media	

C. Investigations			
1.	Study crime scene to identify modus operandi (M.O.) of perpetrator.	5.1.1	
2.	Examine dead body visually to identify wounds and injuries.	5.16.2	
3.	Examine evidence from crime scene to determine relevance.	2.35/4/5	
4.	Use drug test kit to test evidence.	New	
5.	Conduct neighborhood canvass to collect crime-related information, identify witnesses, etc.	5.4	
6.	Interrogate suspects.	3.19/2.30/2.6.6	
7.	Observe suspect/interviewee behavior to recognize deception, deceit, manipulation, etc.	3.1	
8.	Interview complainants, witnesses, etc.	5.22	
9.	Obtain elimination prints to assist investigation.		
10.	Use basic listening skills while conducting interviews to ensure full understanding of person's words.	5.24	
11.	Review and compare incidents for similarity of modus operandi (M.O.).	5.1.1	
12.	Use public records (e.g., motor vehicle, school, tax, law enforcement, etc. to locate missing or wanted persons).	5.25	
13.	Select photographs to conduct photographic line-up.	4.1.1	
14.	Conduct intelligence activities (e.g., crime analysis, computer checks, backgrounds, etc.) on known or suspected offenders.		
15.	Conduct a field "show-up" ID (Single suspect confrontation, drive-by) with victim or witness to identify a suspect.	5.2	
16.	Use audio/video recording device to record statement or confession.	New	
17.	Talk with supervisor to determine if follow-up investigation is necessary.		OJT
18.	Observe crime scene to determine need for processing by specialist (e.g., evidence technician).	5.20/5.19	
19.	Review law enforcement records to determine whether recovered property is linked with a previous crime.	5.12.10	
20.	Sketch crime scene.	NS	OJT
21.	Locate and protect possible trace evidence.	5.20	
22.	Fill out forms or tags to document chain of custody of evidence.	5.7/5.20	
23.	Write down confessions or other statements from suspects, victims, and witnesses.	3.17	
24.	Conduct stationary surveillance of individuals, locations, vehicles, etc.	NS	
25.	Collect and package (i.e., bag and tag) evidence and/or property.	5.20	
26.	Identify and collect trace, latent and serology evidence.	NS	ADV
27.	Photograph and/or videotape crime or crash scene.	5.17/4.48	
28.	Photograph latent fingerprints/impressions.		
29.	Describe in written form the location of physical evidence at a crime scene.	5.18/5.7	
30.	Fill out seized property inventory resulting from a search warrant.	2.31	
31.	Prepare evidence for lab analysis (e.g., questioned documents, fingerprints, etc.).	5.20	
32.	Use identifying numbers (e.g., serial, product, etc.) and descriptions to trace stolen goods.	5.12	
33.	Conduct background checks to verify reliability and credibility of witnesses.		
34.	Verify the identity of deceased persons.	5.16.2	
35.	Work undercover.		

36.	Conduct on-going/beyond basic response investigation of homicide.		
37.	Conduct on-going/beyond basic response investigation of sexual assault		
38.	Conduct on-going/beyond basic response investigation of robbery.		
39.	Conduct on-going/beyond basic response investigation of assault and battery.	5.11	
40.	Conduct on-going/beyond basic response investigation of burglary.		
41.	Conduct on-going/beyond basic response investigation of larceny/theft.	5.12	
42.	Conduct on-going/beyond basic response investigation of kidnapping.		
43.	Conduct on-going/beyond basic response investigation of hate crimes.		
44.	Conduct on-going/beyond basic response investigation of terrorism.		
45.	Conduct on-going/beyond basic response investigation of arson.		
46.	Conduct on-going/beyond basic response investigation of forgery.		
47.	Conduct on-going/beyond basic response investigation of fraud.		
48.	Conduct on-going/beyond basic response investigation of disorderly conduct/disturbance.	2.22	
49.	Conduct on-going/beyond basic response investigation of receipt of stolen property.	5.12	
50.	Conduct on-going/beyond basic response investigation of weapons/firearms offenses.	5.15/2.26	
51.	Conduct on-going/beyond basic response investigation of child pornography.		
52.	Conduct on-going/beyond basic response investigation of controlled substances.	4.15	
53.	Conduct on-going/beyond basic response investigation of illegal gambling.		
54.	Conduct on-going/beyond basic response investigation of domestic violence.	4.13	
55.	Conduct on-going/beyond basic response investigation of child abuse or neglect.		
56.	Conduct on-going/beyond basic response investigation of harassment/stalking.	4.13/2.24	
57.	Conduct on-going/beyond basic response investigation of suspicious activity/vehicle/ person.	4.19	
58.	Conduct on-going/beyond basic response investigation of vehicular manslaughter.	NS	ADV
59.	Conduct on-going/beyond basic response investigation of fatal traffic crash.	NS	ADV
60.	Conduct on-going/beyond basic response investigation of personal injury crash.	4.48	
61.	Conduct on-going/beyond basic response investigation of hit and run.	4.48/4.45	
62.	Conduct on-going/beyond basic response investigation of other motor vehicle incidents.	4.48	
63.	Conduct on-going/beyond basic response investigation of other traffic offenses.	4.48	
64.	Conduct on-going/beyond basic response investigation of computer/cybercrimes.		
65.	Conduct on-going/beyond basic response investigation of death investigation.	NS	ADV

66.	Conduct on-going/beyond basic response investigation of apparent suicide.	NS	ADV
67.	Conduct on-going/beyond basic response investigation of prostitution/solicitation.		
68.	Conduct on-going/beyond basic response investigation of elder or disabled persons abuse.		
69.	Conduct on-going/beyond basic response investigation of identity theft.		
70.	Conduct on-going/beyond basic response investigation of embezzlement.		
71.	Conduct on-going/beyond basic response investigation of Internet crimes against children.		
72.	Conduct on-going/beyond basic response investigation of gangs and gang related crimes.		
73.	Conduct on-going/beyond basic response investigation of prescription drug abuse.		
74.	Conduct on-going/beyond basic response investigation of human trafficking.		
75.	Conduct on-going/beyond basic response investigation of bombing or bomb threat.		
76.	Conduct on-going/beyond basic response investigation of liquor violations		
77.	Conduct on-going/beyond basic response investigation of tobacco violations		
78.	Conduct on-going/beyond basic response investigation of public corruption		
79.	Conduct on-going/beyond basic response investigation of militia groups (i.e., Sovereign Citizens, Posse Comitatus, white supremacists, etc.)		
80.	Conduct on-going/beyond basic response investigation of officer involved shooting		
81.	Conduct on-going/beyond basic response investigation of alleged officer misconduct		
82.	Conduct on-going/beyond basic response investigation of theft/destruction of public or private property	2.14	
83.	Conduct on-going/beyond basic response investigation of illegal aliens		
84.	Organize and or Conduct physical lineup.		
85.	Organize and/or Conduct photo lineup.	4.1	
86.	Conduct strip search of arrested person according to Commonwealth law and agency procedure.	NEW	
87.	Witness cavity search to preserve potential chain of evidence.		
88.	Recognize and properly handle potential electronic evidence (e.g., computer files, Smart phone, etc.)	NEW	
89.	Identify and process latent fingerprints.	5.20	
90.	Recognize instances of prescription drug abuse.	4.15	
91.	Recognize and identify instances of human trafficking.	NEW	
92.	Develop field contacts and intelligence sources.	4.7	
93.	Complete applicant background investigations to determine suitability for law enforcement employment.		
94.	Conduct background investigations on applicants for licenses and permits (e.g., liquor, weapons, etc.).		
95.	Recognize, refer and/or investigate potential harassment violations (sexual, racial, religious, or others).	NEW	
96.	Review crime lab reports to help investigative efforts.	NS	OJT/ADV
97.	Review records and pictures to identify suspects.	4.1	

98.	Use Commonwealth, local and/or NCIC criminal information systems to obtain information related to crimes, events, suspects, etc.	5.3	
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D. Legal Issues/ Arrest Procedures/Search and Seizure/ Warrants				
1.	Review facts of case to determine whether case is criminal or civil matter.	2.1		
2.	Review statute of limitations to ensure proper enforcement action.	NEW		
3.	Confer with Commonwealth Attorney, judge, or magistrate to obtain a warrant.	3.4		
4.	Confer with Commonwealth Attorney's office prior to testimony regarding case.	3.4		
5.	Explain court procedures to suspects, victims and witnesses.	3.16/4.40		
6.	Present evidence and testimony in legal and/or administrative proceedings (e.g., arraignment, preliminary hearing, trial, grand jury, etc.).	3.4		
7.	Identify elements of crime to ensure proper charges.	2.3/2.4		
8.	Read court and legal papers to determine meaning and proper law enforcement response (e.g., restraining and protection orders, etc.).	4.13/2.3		
9.	Read/Review case reports and notes to prepare for court testimony.	3.4.1		
10.	Read/Review warrants and affidavits to ensure completeness and accuracy.	4.29		
11.	Advise persons of constitutional (Miranda) rights.	2.30		D
12.	Apprehend and place juvenile offenders (children in need of service) in custody.	2.6		
13.	Arrest persons with a warrant.	2.39/2.4		
14.	Arrest persons without a warrant.	2.40		
15.	Conduct full search of arrested persons.	6.1		D
16.	Conduct frisk or pat down.	6.1		D
17.	Handcuff suspects or detainees.	6.17		D
18.	Issue citations for non-traffic offenses (e.g., local ordinances and Commonwealth laws).	2.27/2.40		
19.	Plan and execute search warrants.	2.31.6		
20.	Prepare affidavit for search warrant.	2.31		
21.	Conduct warrantless search.	2.31.6		
22.	Request bystanders to assist in an apprehension.	NS		OJT
23.	Search automobile under independent probable cause.	4.23		
24.	Search automobile incident to arrest.	4.23		
25.	Conduct warrantless search of premises or property in fresh or hot pursuit, with or without consent, incident to arrest, etc.	2.31		
26.	Seize contraband, weapons and stolen property from suspects.	2.34		
27.	Take into custody person detained by citizen or merchant.	2.38		
28.	Conduct research in Commonwealth Code and local laws, etc. to determine proper charges or practice.	2.2		
29.	Follow Commonwealth law to dispose of or release property or evidence no longer needed.	2.35		
30.	Explain process of obtaining bail to person in custody or other parties.			
31.	Assist arrested person to contact legal counsel (i.e., provide phone access)			
32.	Obtain search warrant and/or make proper return.	2.31		
33.	Obtain arrest warrant and/or make proper return.	2.39/2.4		
34.	Read and comprehend forms of civil process such as pleadings, contracts, executions and judicial orders to ensure proper handling, execution, etc.	2.3		
35.	Maintain effective relations with court personnel/officials.			OJT
36.	Read and apply case law and statutes related to pleadings and executions.	2.2		
37.	Assess value of property seized in criminal matters			
38.	Use force as necessary and appropriate in service of civil pleadings and various forms of execution.			
39.	Use court records to research and resolve questions.			
40.	Organize and conduct law enforcement auction.			
41.	Oversee removal of physical property of evictee from premises.			
42.	Serve civil summonses.			
43.	Remove, pursuant to court order, persons on premises illegally.			

44.	Explain civil process to citizens.	2.3/2.1	
45.	Locate owners of recovered vehicles and other property.	5.12	
46.	Pick up children as directed by court in custody matters.		
47.	Confer with defense attorney to discuss a particular case.		OJT
48.	Verify warrants before execution.	3.7	
49.	Plan and organize service of a high risk Arrest Warrant.		ADV
50.	Photograph arrested persons		OJT
51.	Roll fingerprints of suspects or persons taken into custody.		OJT
52.	Check arrestee for outstanding warrants.	4.19/3.7	
53.	Compare photographs to verify identity of person in custody.	3.7	
54.	Give prescribed medication to person in custody.		
55.	Follow legal procedures to answer outside inquiries from or concerning a person in custody.	3.16	
56.	Book arrested person by completing standard agency processing forms.	NS	OJT
57.	Conduct holding cell inspection to ensure arrested person's safety/well-being, facility security, etc.		
58.	Read custody and/or release orders (e.g., Court Orders, etc.) to determine whether to accept or release arrested person.		
59.	Operate vehicle to transport person in custody.	4.23.2	
60.	Escort (walk) person in custody to various destinations (e.g., medical facility, court, etc.)	4.23.2	
61.	Examine physical condition of person in custody to assess need for medical attention.	4.37	
62.	Instruct person in custody in holding area rules and regulations.		
63.	Fill out forms to inventory person in custody's personal property.		
64.	Fill out record of medication given to person in custody.		
65.	Prepare written reports to record injuries of persons in custody.	4.28	
66.	Maintain record of arrested person's phone calls.		
67.	Search detention visiting room, cells and other areas for weapons and contraband.		
68.	Search property left for person in custody.		
69.	Complete affidavits and reports to document citizen's complaint.		
70.	Assist attachment of property under court order (e.g., vehicle repo).		
71.	Enforce court issued order (e.g., writs).		
72.	Guard person in custody outside of detention facilities (e.g., court, medical facility, etc.).	4.23/4.28	
73.	Forcibly place resisting person in cell.		
74.	Forcibly remove resisting person from cell.		
75.	Use force as necessary and appropriate in apprehension of criminal suspects.	6.6	D
76.	Handcuff resisting person.	6.17	D
77.	Handcuff non-resisting person.	6.17	

E. Traffic/Motor Vehicle Enforcement/Collisions			
1.	Calculate vehicle speed using formulas and evidence at scene, e.g. skid marks.	NS	ADV
2.	Search for, protect and collect evidence at motor vehicle crash scene.	4.48	
3.	Control spectator/media access at scene of law enforcement action.	4.48/4.6	
4.	Investigate motor vehicle crash to determine causes or factors contributing to a crash.	4.48	
5.	Collect facts of motor vehicle crash to determine charges.	4.48	
6.	Use computerized software to produce crash scene diagram.	ADV	
7.	Field sketch non-scale diagram of motor vehicle crash.	4.48	
8.	Diagram motor vehicle crash scenes to scale.	ADV	
9.	Control traffic at scene of crash investigation.	4.48	
10.	Follow Commonwealth statutes to impound and inventory vehicles.	2.32	
11.	Identify, locate and interview owners, witnesses, and others involved in motor vehicle crash.	4.48	
12.	Instruct persons in motor vehicle crash to exchange necessary information to ensure proper reporting.	4.48	
13.	Investigate motor vehicle crash involving law enforcement vehicles or other emergency vehicle.	NS	OJT
14.	Determine whether crash is reportable or non-reportable.	4.48	
15.	Describe motor vehicle damage in motor vehicle crash to complete report.	4.48	
16.	Assess need for and organize emergency assistance for motor vehicle crash (e.g., wrecker, ambulance, sand truck).	4.48	
17.	Take measurements at motor vehicle crash scene (e.g., triangulation, baseline, coordinate and combination, etc.).	NS	ADV
18.	Pace vehicle with speedometer to establish evidence of speeding.	NEW	
19.	Observe operator's eyes, body movements, actions, etc. to evaluate capability to operate vehicle.	4.46	
20.	Explain motor vehicle law requirements to citizens (e.g., inspection, registration, etc.).	4.40	
21.	Follow suspect vehicle to observe traffic violations.	4.40	
22.	Inspect vehicle to locate vehicle identification number (VIN).	4.3	
23.	Inspect driver's license to determine if valid or altered.	4.40	
24.	Inspect vehicle to identify equipment safety violations.	4.4	
25.	Investigate roadway to assess safety, repair needs, etc.	OJT	
26.	Issue traffic citation to pedestrians/bicyclists.	OJT	
27.	Perform DMV check by radio or computer on violator's vehicle while operating law enforcement vehicle.	4.40	
28.	Issue verbal warning to traffic violators.	4.40	
29.	Issue written warnings and citations.	4.40	
30.	Review/consider facts of case and Motor Vehicle Law to select most appropriate charge and/or enforcement action at crash scene or vehicle stop.	4.40	
31.	Operate handheld intoxilyzer/breathalyzer to test breath alcohol concentration.	4.46	
32.	Operate electronic traffic signals manually.	OJT	
33.	Plan and organize traffic detours.		
34.	Establish and conduct rolling roadblock or moving blockade.		
35.	Stand traffic control post at special functions (e.g., VIP visit, parade, etc.).	4.39	
36.	Direct removal of vehicle obstructing traffic.	4.44	
37.	Physically remove hazards from roadway (e.g., dead, stray, injured animals, debris, etc.).	OJT	
38.	Instruct citizens to assist in traffic control in an emergency.		
39.	Check motor vehicle records to verify title, license information and registration.	4.40	
40.	Watch moving vehicle to visually estimate excessive speed.	4.40	

41.	Prepare requests to have "unfit" vehicle operators reexamined (e.g., medical review).	NEW	
42.	Operate video camera and equipment to record actions of criminal or motor vehicle suspects.		
43.	Observe weather and road conditions to assess need for emergency equipment such as snowplows, salt trucks, etc.	OJT	
44.	Look for and identify suspect vehicle by color and description.	NEW	
45.	Inspect and tag abandoned vehicles along roadway.	OJT	
46.	Check commercial vehicle for dangerous or illegal cargo.		
47.	Examine commercial vehicle logs.		
48.	Measure height, width and length of commercial vehicle.		
49.	Check trucks to make sure cargo is secure.		
50.	Escort oversize trucks and loads.		
51.	Use portable or fixed scales to weigh commercial vehicles.		
52.	Examine shipping papers of commercial vehicles (e.g., hazardous materials).		
53.	Conduct sobriety checkpoint.	ADV	
54.	Evaluate condition of crashed vehicles to assess safe post-crash operability.	4.48	
55.	Administer field sobriety tests (e.g., Standardized Field Sobriety Test, Horizontal Gaze Nystagmus, Walk and Turn, One-leg Stand, etc.).	4.46	
56.	Advise appropriate agency of traffic control/roadway repair needs.	OJT	
57.	Select locations and position oneself to conduct selective traffic enforcement duties.	4.40	
58.	Identify and advise vehicle owners to remove abandoned vehicles.		
59.	Contact hospital, lab and/or physician to obtain blood or other chemical tests.	4.46	
60.	Arrest/Summons DUI suspects.	4.46	
61.	Assist stranded motorists.	4.44	
62.	Use speed enforcement devices to measure vehicle speed (e.g., RADAR, LIDAR.)	NEW	
63.	Fill out DUI arrest and administrative reports.	4.46	
64.	Operate stationary intoxilyzer/breathalyzer to test breath alcohol concentration.	ADV	
65.	Conduct low speed pursuit of motorist.	8.1	
66.	Investigate Off Road/ATV vehicle accidents/collisions		

F. First Aid and Emergency Assistance			
1.	Visually examine a live person to identify wounds and injuries.	4.54	
2.	Administer cardio-pulmonary resuscitation (CPR) to adult.	4.54	D
3.	Administer mouth-to mouth resuscitation/rescue breathing	4.54	D
4.	Apply basic first aid to control bleeding	4.54	
5.	Apply basic first aid to treat for abrasions.	4.54	
6.	Apply basic first aid for amputations	4.54	D
7.	Apply basic first aid to treat for animal bites.	4.54	
8.	Apply basic first aid to treat for broken bones.	4.54	
9.	Apply basic first aid to unresponsive/unconscious person.	4.54	
10.	Apply basic first aid to treat for fire burns.	4.54	
11.	Apply basic first aid to treat for chemical burns.	4.54	
12.	Apply basic first aid to treat for convulsions.	4.54	
13.	Apply basic first aid to treat for diabetic reaction.	4.54	
14.	Apply basic first aid to treat for electric shock.	4.54	
15.	Apply basic first aid to treat for eye injuries.	4.54	
16.	Apply basic first aid to treat for frostbite.	4.54	
17.	Apply basic first aid to treat for gunshot wounds.	4.54	D
18.	Apply basic first aid to treat for heart attack.	4.54	D
19.	Apply basic first aid to treat for OC/Pepper Spray.	4.54	
20.	Apply basic first aid to treat for heat stroke/heat exhaustion, etc.	4.54	
21.	Apply basic first aid to treat for lacerations.	4.54	
22.	Apply basic first aid to treat for drug overdose, e.g., administer Naloxone (Narcan).	4.54	
23.	Apply basic first aid to treat for poisoning.	4.54	
24.	Apply basic first aid to treat for stabbing or puncture wounds.	4.54	
25.	Apply basic first aid to treat for seizure.	4.54	
26.	Apply basic first aid to treat for shock.	4.54	
27.	Apply basic first aid to treat for sprains and strains.	4.54	
28.	Apply basic first aid to treat for stroke.	4.54	
29.	Apply basic first aid for choking (e.g., Heimlich Maneuver).	4.54	
30.	Apply basic first aid for drowning	4.54	
31.	Apply basic first aid to assist object of electronic control device, e.g. Taser	4.54	
32.	Deliver a baby.	4.55	
33.	Use AED (Automated External Defibrillator).	4.54	
34.	Administer CPR to a child or infant.	4.54	D
35.	Recognize signs of suicide risk in detainee or arrested person.	3.3	
36.	Use personal protective equipment (e.g., gloves, masks, glasses, etc. to prevent contact with communicable diseases or blood-borne pathogens, etc.).	4.23	D
37.	Dispose of contaminated clothing, sharps, etc. according to standard practice.	4.23	
38.	Conduct rescues of stranded persons during floods, ice storms and other disasters.		
39.	Conduct search to locate bomb or other explosive device.	NEW	
40.	Participate in large-scale area search and rescue operations.		
41.	Observe person in custody to determine whether person is intoxicated or in medical distress, i.e., diabetic reaction	4.23/4.37	
42.	Participate in search and rescue operations in extreme/dangerous weather and locations		

G. Firearms/Use of Deadly Force			
1.	Participate in firearms training.	7.1	D
2.	Use protective equipment when involved with weapons training and/or qualification.	7.1/7.3.2	D
3.	Carry authorized firearm when off duty.	7.5/7.6	
4.	Clean and inspect weapon.	7.1	
5.	Carry "secondary/back-up" firearm on duty.		
6.	Discharge firearm from moving vehicle (not including training).		
7.	Discharge firearm in low light conditions (e.g., at night, in darkened room, etc.) (not including training).	7.4	D
8.	Discharge firearm at person (not including simulation training).	7.2/6.6/6.9	D
9.	Discharge firearm from protective cover position (not including training).	7.4	D
10.	Draw weapon to protect self or third party (not including training).	7.2/6.9	D
11.	Recognize disguised weapons (e.g., belt buckle, knife).	NEW	D
12.	Detain person at gunpoint.	7.2/6.9	D
13.	Use knife in performance of law enforcement duties (e.g., seat belt cutter, etc.).	NEW	
14.	Unload various firearms (including seized firearms) safely.	7.4	D
15.	Clear malfunction of various firearms (not including training).	7.2/7.3/7.4	D
16.	Reload firearms under combat conditions (not including training).	7.4	D
17.	Fire weapon in dark environment while using flashlight (not including training).	7.4	D
18.	Discharge rifle (not including training).	NEW	D
19.	Discharge shotgun (not including training).	NEW	D
20.	Respond to active shooter situations.	NEW	D
21.	Fire weapon while employing "move and shoot" techniques (not including training).	7.4/6.9	D
22.	Remove weapon from home/residence of suicidal person, scene of domestic violence, etc.	4.13/2.2/2.18	D
23.	Fire weapon in self-defense at attacking or dangerous animal.	4.16.3.3	D
24.	Use dominant hand to fire law enforcement weapon (not including training).	7.4.3.1	D
25.	Use support hand to fire law enforcement weapon (not including training).	7.4.3.1	D
26.	Uses appropriate verbal commands/communication in use of force situations.	6.1/6.8.2	D
27.	Comply with Commonwealth laws and agency regulations regarding safe handling and storage of weapons.	7.5	D

H. Human Relations			
1.	Use verbal de-escalation techniques to communicate with person.	6.2	
2.	Communicate with management and labor over strike disturbances.		
3.	Conduct parent-juvenile conferences.	NS	OJT
4.	Use voice and words to calm a situation, project intention, etc.	6.7/6.2/6.6.3	
5.	Advise businesses on ways to detect and respond to workplace violence.		
6.	Control non-violent crowds.	6.7	
7.	Speak confidently to project control, self-assurance, etc.	6.7	
8.	Counsel juveniles.	2.6	
9.	Speak plainly/clearly to encourage understanding.	3.10	
10.	Deliver emergency messages (e.g., injuries, death).	3.8	
11.	Use and adjust language appropriate to listener.	3.10	
12.	Maintain concentration while many people speak simultaneously.	6.7/6.8.2	
13.	Direct actions of law enforcement or public service personnel arriving to assist.	4.27	
14.	Maintain personal calm to prevent making situation worse.	6.2	
15.	Use body language to project control and influence situation.	6.2	
16.	Observe person's body language to assess attitude, intentions, etc.	3.8/3.9/6.8.1	
17.	Warn or counsel offenders instead of arresting them.	4.40	
18.	Identify specific religious norms and adjust interactions accordingly.	3.10.2.1	
19.	Consult with social service agencies to resolve/clarify problem or get help for child, adult, family, senior citizen, etc.	5.6	
20.	Provide information to individuals in need of social service referral.	5.1	
21.	Recognize a person's culture and adjust manner of communication accordingly to ensure understanding.	3.10	
22.	Talk with persons threatening suicide to persuade them not to attempt.	3.3	
23.	Contact Mental Health resource (e.g., program, facility, etc.) to obtain assistance for mentally ill or emotionally unstable person.	3.3.1	
24.	Take an apparently mentally ill person into protective custody for an involuntary mental health evaluation, i.e. Law Enforcement ECO.	4.12	
25.	Negotiate/offer alternatives to resolve conflict between disputants, e.g. Landlord/Tenant.	3.13/6.2/3.10	

I. Emergency Vehicle Operation				
1.	Operate law enforcement vehicle to escort parades, funerals, walkathons, and other processions.			
2.	Engage in high speed pursuit in congested area.	8.1/8.3		D
3.	Engage in high speed response in congested area.	8.1/8.3		D
4.	Engage in high speed pursuit off road.	8.1/8.3		D
5.	Engage in high speed response off road.	8.1/8.3		D
6.	Engage in high speed pursuit on open road.	8.1/8.3		D
7.	Engage in high speed response on open road.	8.1/8.3		D
8.	Operate law enforcement vehicle to escort emergency vehicles.	8.1/8.3		
9.	Escort money, valuables, or people to provide security.			
10.	Escort vehicles or persons through picket lines.			
11.	Operate law enforcement vehicle in heavy rain.	8.4/8.1		
12.	Operate law enforcement vehicle on dirt road.	8.4/8.1		
13.	Operate 4 wheel drive vehicle to perform law enforcement duties.	8.4/8.1		
14.	Operate law enforcement vehicle on ice/snow covered road.	8.4/8.1		
15.	Operate law enforcement vehicle at night.	8.5		
16.	Operate a vehicle at night without lights.			
17.	Operate law enforcement vehicle to escort hazardous materials.			
18.	Operate law enforcement vehicle on a gravel road	8.4/8.1		
19.	Operate law enforcement vehicle on a muddy/grassy road or area	8.4/8.1		
20.	Use vehicle on vehicle contact to end a vehicle pursuit (e.g., PIT).			
21.	Operate law enforcement vehicle to escort oversized cargo.			
22.	Operate law enforcement vehicle to escort special medical missions.			
23.	Transport injured persons.			
24.	Transport persons needing assistance.	4.44		
25.	Inspect law enforcement vehicle for weapons and contraband (i.e., before and after arrested person transport, shift change, etc.).	4.23		D
26.	Perform emergency, rapid vehicle back up maneuver.	8.5		
27.	Operate vehicle in a crowded (people, other vehicles, etc.) environment.	8.5/8.4		
28.	Operate vehicle in reverse over longer distance.	8.5		

J. Homeland Security				
1.	Use personal protective equipment (e.g., protective suit, mask, boots, etc.) to prevent contact with Hazmat and WMD.	OJT		
2.	Observe and identify vehicle placard and use appropriate resources (e.g., DOT Emergency Response Guide) to identify hazardous material being transported.	4.48		
3.	Take appropriate action to clean and decontaminate cell area, cruiser, etc.	4.23		
4.	Identify/Mark contaminated cell/cruiser with appropriate bio-hazard insignia.	NEW		
5.	Observe and report possible terrorist activity to Fusion Center.	4.57/4.19		
6.	Respond to and control critical incident (e.g., shooting, hazmat, terrorist event, natural disaster, etc.).	3.12		D
7.	Recognize and properly handle illegal materials (e.g., drugs, chemicals, etc.).	5.2/5.20		D
8.	Recognize and properly handle hazardous materials.	4.2/4.59		
9.	Recognize and properly handle explosive materials and devices.	4.2/4.59		
10.	Set up and coordinate, until relieved, large scale incident response, i.e., command post.	NS		ADV

K. Report Writing		
1.	Review other officers' reports for completeness and accuracy.	3.17
2.	Use computer word processing programs and equipment to prepare reports.	OJT
3.	Complete/prepare in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).	3.17/3.18
4.	Complete/prepare reports consisting primarily of check-off boxes or fill-in blanks (e.g., incident report, accident report, etc.).	3.17/3.18
5.	Write personal field notes to record actions, interviews, etc.	3.19/3.17
6.	Prepare basic business correspondence.	3.17
7.	Summarize in writing the statements of witnesses and complainants.	3.19
8.	Complete Field Intelligence/Interview Reports.	3.18
9.	Prepare arrest-related paperwork (e.g., Criminal Summons, Criminal Complaints and Affidavits, Offense and Incident Report, Arrest Form, Fingerprint Cards, etc.).	3.17/3.18

L. Civil Disorder			
1.	Use less lethal munitions (e.g., bean bag, rubber pellets, pepper balls, etc.).	ADV	
2.	Speak to hostile groups to quiet them.	6.7	
3.	Confront, in riot formation, groups of agitated people.	NS	ADV
4.	Observe crowd at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.	6.7	
5.	Patrol area containing labor pickets, marchers, or demonstrators to maintain peace, traffic flow, prevent property damage, etc.		
6.	Locate and observe crowd agitators.	6.7	
7.	Control violent crowds/groups.	NS	ADV
8.	Use chemical/aerosol agents to control a crowd.		

M. Equipment			
1.	Sedan-style law enforcement cruiser (RW Drive)	8.1	
2.	Sedan-style law enforcement cruiser (FW Drive)	8.1	
3.	SUV-style law enforcement cruiser	8.1	
4.	Pickup Truck		
5.	HumVee		
6.	All-wheel law enforcement cruiser	8.1	
7.	Luminol		
8.	Battering ram		
9.	All-wheel drive SUV	8.1	
10.	Binoculars		
11.	Body armor (hidden vest, exterior vest)	1.2	
12.	Breath Analysis Equipment		
13.	Preliminary/Portable Breath Test (PBT)	4.46	
14.	Armored personnel carrier		
15.	OC/CNCS Spray	6.1/6.18	
16.	Car door lock opening devices (Slim Jim)		
17.	Evidence processing kit (e.g., fingerprint, impressions)	5.20	
18.	Closed Circuit Television Monitor		
19.	Global Positioning System (GPS)		
20.	Blood-borne pathogen protection equipment	4.54	
21.	First Aid Kit	4.54	
22.	Road flares	4.39	
23.	Large Flashlight	4.39	
24.	Small LED Flashlight (e.g., Scorpion)	7.1/7.4	
25.	Flexi-cuffs	NEW	
26.	Portable law enforcement radio (i.e., walkie-talkie)	4.25	
27.	Illuminated traffic baton	4.39	
28.	Ladder		
29.	Metal detector		
30.	Motorcycle		
31.	Prisoner Transport Vehicle		
32.	Photocopier		
33.	Video recording equipment		
34.	Pry bar		
35.	Alley light	8.1	
36.	Vehicle mounted speed measurement instrument (e.g., RADAR)		ADV
37.	Boats or other watercraft		
38.	Riot baton		
39.	Rope (e.g., throw bag, boat lines, animal control, rappel, etc.)		
40.	Semi-automatic pistol	NEW	D
41.	Shotgun – semi/pump	NEW	D
42.	Vehicle mounted spotlight	8.1/8.5/4.40	
43.	Stationary computer terminal		
44.	Strolometer/walker/walking stick to measure distance		
45.	Digital voice recorder		
46.	Tear gas grenade		
47.	Tear gas gun		
48.	Law Enforcement vehicle radio equipment	4.40	
49.	Keyboard		
50.	Fax		
51.	Photographic equipment (e.g., 35 mm/digital)	5.17	
52.	Animal Control snares		
53.	Life ring/Flotation device		

54.	Lights and sirens	8.1/8.3	
55.	Marking chalk		
56.	Tape measure		
57.	Ballistics body armor (Rifle/Chest protector)	1.2	
58.	Electronic Control Device (e.g., Taser)		
59.	Body wires/Bugs		
60.	Night vision equipment (e.g., Night scope/Star scope)		
61.	Listening devices		
62.	AFIS/CODIS		
63.	Hearing Impaired Communication Devices (TTD/TTY)		
64.	Weapon cleaning equipment	7.1	
65.	Reflective vest	4.39	
66.	Laptop computer		
67.	In car video camera		
68.	Scuba or other underwater diving equipment		
69.	Hobbles/shackles/Leg straps	6.1/6.17	
70.	Tire jack	NS	OJT
71.	Lock pick (e.g., business/residential, interior/exterior)		
72.	Waist chains		
73.	Whistle	4.39	
74.	Mug shot camera (e.g., Polaroid/digital)		
75.	Ammunition/magazine/clip	7.1	
76.	Email		
77.	Live trap		
78.	Less Lethal Crowd Dispersal Projectiles/ Launchers (e.g., pepper ball, 37/40, etc.)		
79.	Paper shredder		
80.	Riot gas mask		
81.	Telephone equipment		
82.	Computer software programs		
83.	Sexual Assault victim evidence kit		
84.	Mobile Data Terminal/cruiser mounted laptop computer (MDT, Toughbook, etc.)		
85.	Noise measuring device		
86.	CPR pocket mask	4.54	
87.	Tint meter		
88.	Tuberculosis (HEPA) mask		
89.	Specialized leather gloves		
90.	Collapsible baton (ASP)	6.14/6.16	
91.	Field compass		
92.	Air Pac		
93.	Riot gear/shield		
94.	Jumper cables/Jump Bot		
95.	Spray paint (marking)		
96.	Tuning fork	NEW	
97.	Rain/wet gear		
98.	In car printer		
99.	Blood test kit		
100.	Vehicle weapon lock		
101.	Metal detecting hand wand		
102.	Spit hood		
103.	Ambu-bag		
104.	Chain saw		
105.	Bar Code Reader		

106.	Shovel		
107.	Drones		
108.	Hard hat		
109.	Dock bumper		
110.	Latex gloves	4.54	
111.	K-9		
112.	Ballistics shield		
113.	Floor/Building Plans		
114.	Tracking devices		
115.	Ballistics blanket		
116.	Fixed Electronic Fingerprinting Scanning Device (Live scan)		
117.	ATV (All-Terrain Vehicle)		
118.	License Plate Reader (installed in law enforcement vehicle)		
119.	Portable Media Device (e.g., flash drive/thumb drive, external hard drive)		
120.	Golf Cart/Electric Vehicle		
121.	Shoulder Microphone		
122.	Text Messaging		
123.	Revolver		
124.	Axe		
125.	VCIN	4.40	
126.	Segway		
127.	Pocket language guide		
128.	SWAT gear		
129.	Crime scene tape	4.6	
130.	DVD player/VCR/DVR		
131.	Hearing protection (e.g., earplugs,)		
132.	Thermal imager		
133.	Optical/Laser Sighting System		
134.	Media projector (e.g., PowerPoint)		
135.	Laser distance measurement device		
136.	Calculator		
137.	Document scanner		
138.	Portable Public Address System (e.g., Bullhorn)		
139.	Body Camera		
140.	Vehicle mounted public address (PA) system	OJT	
141.	Earpiece for mobile radio		
142.	Portable/handheld speed measurement instrument (e.g., RADAR, LIDAR)	NEW	
143.	Tourniquet	4.54	
144.	Quiklot/Celox		
145.	Blue Tooth Lapel Mike		
146.	Ballistics helmet		
147.	Hand held Driver's License Scanner		
148.	Self-trauma Kit	4.54	
149.	Glass Breaking Device, e.g., Rescue Me		
150.	Go-Bag		

N. Physical Skills / Use of Force			
1.	Use baton or other hand-held, e.g., flashlight, device to subdue person in a physical confrontation.	6.11/6.16	D
2.	Use firearm or any other hand-held equipment after pursuit, running, fighting-defending, injury, or other strenuous physical activity.	6.13	D
3.	Continue to function after exposure to various chemical/toxic/aerosol substances.	6.18	D
4.	Dodge/evade blows, thrown objects.	6.2/6.12/6.16/6.11	D
5.	Endure exposure to hazardous materials (e.g., drugs, chemicals, infectious diseases etc.).	6.18	D
6.	Subdue and physically/mechanically restrain, lift/carry/drag person.	6.11	D
7.	Escort resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	6.10	D
8.	Escort non-resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	6.10	D
9.	Physically struggle with multiple persons at one time.	6.17	
10.	Cope with the emotional and physical results of being struck by or exposed to bodily fluids.	4.54/4.56	
11.	Cope with the emotional and physical impact of being subjected to verbal threats of violence.	NEW	
12.	Cope with the emotional impact of verbal abuse from persons.	NEW	
13.	Visually detect and understand subtle changes in "body language" (e.g., pupil constriction/dilation, skin color, respiration changes, etc.).	3.8/6.6	
14.	Carry/drag by yourself an immobile person.	6.11/6.1	
15.	Use defensive tactics to protect self or others and/or control or take suspect down.	6.11/6.10	D
16.	Tackle a fleeing suspect.	6.10/6.11	
17.	Subdue physically attacking person.	6.11	D
18.	Swim to perform search or rescue/self-rescue.		
19.	Grip person tightly to prevent escape/control movement.	6.10	D
20.	Disarm armed suspect.	6.15	D
21.	Physically remove resisting person from vehicle.	6.4	D
22.	Use controlling technique to gain compliance.	6.10	D
23.	Use submission holds to control person.	6.10	D
24.	Hold and swing battering ram to break door.		
25.	Hold person upright to prevent their falling (e.g., intoxicated person).	6.10	
26.	Bend/kneel to apply shackles, cuffs, etc.	6.17	
27.	Change tire on law enforcement or citizen's vehicle.		
28.	Operate bicycle at high speeds and on varying terrain.		
29.	Throw lifeline or other rescue device (e.g., throw rope).		
30.	Use face mask to prevent contact with chemical agents.	6.18	
31.	Defend oneself from position on ground.	6.10/7.2	D
32.	Use fists to defend oneself.	6.10	D
33.	Pull person out of a vehicle through window or open door to effect rescue.	6.4	
		6.10	
34.	Bring up to standing a non-resisting or resisting person.	6.10	
35.	Tread water to self-rescue.		
36.	Fall down in struggle or pursuit, recover to feet and resume struggle/pursuit.	6.13	
37.	Continue to function in a physical confrontation after being struck/injured.	6.10/6.11	D
38.	Maintain and recover from a state of hyper vigilance (acute sensory awareness) over protracted period of time (hours).	6.10/6.11	

39.	Cope with the physical effects of chronic emotional stress (e.g., fear, anger, anxiety, etc.)	NEW	
40.	Cope with the physical effects of chronic mental stress (e.g., concentration).	NEW	
41.	Cope with the physical effects of shift-work.	NEW	
42.	Carry with some else an immobile child on a stretcher or other device.		
43.	Drag, by yourself an immobile child.		
44.	Drag, by yourself, an immobile adult.		
45.	Physically block small group of people from moving.		

FINDINGS AND RECOMMENDATIONS

PROPOSED NEW OUTCOMES

Section A: Patrol / Basic Law Enforcement Functions

4. Conduct search of persons entering public facility / room.

Performance Outcome 6.1

Pat down suspect(s) or search arrested person(s).

Training Objectives Related to 6.1:

3. Demonstrate how to conduct non-custodial security screenings on persons.

Criteria: Trainee shall be tested on the following:

6.1.7: Demonstrate how to conduct non-custodial security screenings on persons entering a public facility (e.g., court house) or other event (e.g., sports arena)

Lesson Plan Guide: The lesson plan shall include the following:

7. Stationary and portable (e.g., wands) metal detectors.

- a. legal authority
- b. set up
- c. instructions for correct use
- d. equipment limitations

Other potential sections include the following:

- 4.11. Provide building security.

Section A: Patrol / Basic Law Enforcement Functions

14. Use plain English to communicate on law enforcement radio.

15. Monitor department radio communications to stay aware of LEO activities.

Section M: Equipment

26. Portable law enforcement radio.

Performance Outcome X.X

Recommend combining with existing performance outcomes relevant to patrol duties. Can also be fused with EVOG, motor vehicle stops, and pursuits.

Training Objectives Related to X.X:

1. Demonstrate how to use a portable radio to conduct law enforcement activities.

Criteria: Trainee shall be tested on the following:

X.X: Demonstrate how to use a portable radio to conduct law enforcement activities.

Lesson Plan Guide: The lesson plan shall include the following:

- X. Care, inspection and maintenance of portable radio
- X. Radio and microphone position on duty belt/uniform
- X. Using plain English and common alpha-codes when communicating
- X. Effective voice volume and cadence
- X. Listening to monitor activities and locations of other officers
- X. Broadcasting specific information
 - a. wanted, missing persons

- b. motor vehicle descriptions
- c. during vehicle pursuits

Other potential sections include the following:

- **3.6. Describe persons to other officers.**
- **4.40. Conduct traffic stop resulting in enforcement action.**
- **4.8. Investigate suspicious vehicle.**
- **4.17. Respond to and conduct preliminary investigation of events related to lost, missing or abducted person.**
- **8.1. Identify factors to consider when engaging in pursuit or emergency response driving.**

Section A: Patrol / Basic Law Enforcement Functions

30. Recognize and handle/endure effects of job-related stress on yourself or others.

Section N: Physical Skills / Use of Force

- 11. Cope with emotional and physical results of verbal threats of violence.
- 26. Cope with emotional impact of verbal abuse from persons.
- 39. Cope with physical effects of chronic emotional stress (e.g., fear, anger, etc.)
- 40. Cope with physical effects of chronic mental stress (e.g., concentration, etc.)
- 41. Cope with physical effects of shift work.

Performance Outcome X.X

Recommend combining with existing performance outcomes on health / wellness / fitness.

Training Objectives Related to X.X:

- 1. Identify common risk factors, signs and symptoms of stress.
- 2. Identify common strategies for reducing and managing job-related stress.

Criteria: Trainee shall be tested on the following:

- X.X.X: Identify common risk factors, signs and symptoms of stress.
- X.X.X: Identify common strategies for reducing and managing job-related stress.

Lesson Plan Guide: The lesson plan shall include the following:

- X. Common signs and symptoms of stress.
- X. Common diseases and illnesses related to stress to include the following:
 - a. drug and alcohol addiction
 - b. PTSD
 - c. depression
- X. Risk factors associated with suicide and intervention strategies.
- X. Stress management techniques to include:
 - a. managing time, relationships and finances
 - b. nutrition and exercise

c. proper sleep to include tips for 3rd shift workers

Section A: Patrol / Basic Law Enforcement Functions

40. Advise citizens on techniques to enhance personal safety.

Performance Outcome 4.50.

2. Advise residents about techniques to enhance personal safety.

Training Objectives Related to 4.50.

2. Given a practical exercise, identify topics to discuss with residents about techniques to enhance personal safety.

Criteria: Trainee shall be tested on the following:

4.50.10: teaching others about environmental awareness

4.50.11: teaching others about self-awareness

Lesson Plan Guide: The lesson plan shall include the following:

10. citizen personal defense strategies

Other potential sections include the following:

- **4.51. Identify ways to assist in preventing crime.**

Section A: Patrol / Basic Law Enforcement Functions

96. Recognize laws and limits on police powers when crossing jurisdictional lines.

100. Respond to mutual aid request.

Performance Outcome X.X

Content could be combined with existing DCJS performance outcomes. See legal sections 2.31 and 2.4.

Training Objectives Related to X.X

X. Identify how jurisdiction applies to policing in the Commonwealth of Virginia.

Criteria: Trainee shall be tested on the following:

X.X.X: Identify how jurisdiction applies to policing in the Commonwealth of Virginia.

Lesson Plan Guide: The lesson plan shall include the following:

1. Define *jurisdiction*.

2. Define *mutual aid*.

3. Powers of arrest within / without jurisdiction

4. Virginia Code 15.2-1736

5. Arrests by non-Virginia (out-of-state) agencies

6. Crimes where immediate continuous pursuit outside jurisdiction is authorized

Section A: Patrol / Basic Law Enforcement Functions

123. Conduct vehicle stop at night time.

Performance Outcome 4.40

Conduct a traffic stop resulting in an enforcement action.

Training Objectives Related to 4.40

1. Given a practical exercise, conduct a traffic stop resulting in enforcement action.

Criteria: Trainee shall be tested on the following:

4.40.8: Demonstrate how to conduct motor vehicle stops during nighttime.

Lesson Plan Guide: The lesson plan shall include the following:

1. Using patrol car emergency equipment to illuminate suspect vehicle.
2. Officer safety hazards with low light conditions.
3. How to safely carry and use portable flash-light to illuminate vehicle and occupants.

Other potential sections include the following:

- 4.41. Make a high-risk motor vehicle stop.

Section C: Investigations

4. Use drug test kit to test evidence.

Performance Outcome 4.15

Conduct a preliminary investigation of controlled substance offenses, and follow-up investigation when assigned.

Training Objectives Related to 4.15

1. Given a written exercise, identify factors to consider related to investigation of controlled substances.

Criteria: Trainee shall be tested on the following:

4.15.5: Demonstrate how to conduct [portable] testing of controlled substance evidence in the field.

Lesson Plan Guide: The lesson plan shall include the following:

1. test kit protocols, limitations
2. [Commonwealth legal standards / case law]

Section C: Investigations

16. Use audio/video recording to record statement or confession.

Performance Outcome 3.19

Write concise word for word statements from suspects, victims and witnesses for admission as evidence.

Training Objectives Related to 3.19

2. Identify how to use audio/video technology to record suspect, victim and witness statements.

Criteria: Trainee shall be tested on the following:

3.19.7: Identify methods for using audio/video technology to record suspect, victim and witness statements.

Lesson Plan Guide: The lesson plan shall include the following:

1. Acceptable devices and technologies
2. Methods for use (e.g., camera position, microphone location, etc.).
3. Using body worn camera video to record statements.
4. [Prohibited] use of personal mobile devices.
5. Chain of custody for digital files.
6. Applicable Commonwealth legal standards / case laws.

Other potential sections include the following:

- **5.22. Interview a complainant, witness, victim or suspect.**
- **2.30. Apply knowledge to obtain information from a suspect conforming to constitutional requirements.**

Section C: Investigations

86. Conduct strip search of arrested person according to Commonwealth law and agency policy.

Performance Outcome 2.33

Pat down a suspect or search an arrested person.

Training Objectives Related to 2.33

3. Identify legal standards and methods for conducting strip searches.

Criteria: Trainee shall be tested on the following:

2.33.2: Scope of the search [for strip searches]

2.33.3: Relevant legal principles [Commonwealth Law]

Lesson Plan Guide: The lesson plan shall include the following:

1. Legal authority to conduct strip search.
2. What constitutes strip search [simple exposure of skin]?
3. Physical touching [prohibited / permitted with restrictions?]
4. Private location.
5. Officer, suspect and witness are same gender.

Section C: Investigations

91. Recognize and identify evidence of human trafficking.

Performance Outcome X.XX

Apply knowledge of the law related to human trafficking crimes.

Training Objectives Related to X.XX

A. Demonstrate how to conduct a preliminary human trafficking investigation.

Criteria: Trainee shall be tested on the following:

X.XX: Demonstrate how to conduct a preliminary human trafficking investigation.

Lesson Plan Guide: The lesson plan shall include the following:

1. [UNODC](#)
2. Define *human trafficking*, *human smuggling*, *sex trafficking* and *organ trafficking*.
3. Article 3(a) of the [Trafficking in Persons Protocol](#).
4. Common victim traits and characteristics.
5. Common methods used by human traffickers to find victims.
6. Common types of evidence.
7. Virginia criminal statutes.

Section C: Investigations

95. Recognize, refer or investigate potential harassment violations (sexual, racial, religious, others).

Performance Outcome 2.14

Apply knowledge of the law relating to trespassing, destruction of property, vandalism and hate crimes.

Training Objectives Related to 2.14

1. Given a written exercise, identify elements of trespassing, destruction of property, vandalism and hate crimes, with code citations.

Criteria: Trainee shall be tested on the following:

2.14.5: Criminal elements of a hate crime.

Lesson Plan Guide: The lesson plan shall include the following:

7. Bias indicators of hate crimes.
8. Types of hate crime offenders.
 - a. thrill seekers
 - b. defensive
 - c. retaliatory
 - d. mission
9. Reporting requirements.
10. Applicable criminal laws.

Other potential sections include the following:

- **5.13. Conduct preliminary investigation of a hate crime and follow-up investigation when needed.**

Section D: Legal Issues / Arrest Procedures / Search & Seizure / Warrants

18. Pace vehicle with speedometer to establish evidence of speeding.
21. Follow suspect vehicle to observe traffic violations.
41. Prepare requests to have unfit motor vehicle operators reexamined.
62. Use devices to measure motor vehicle speed (LIDAR, RADAR).

Section M: Equipment

96. Tuning fork

Performance Outcome 4.45

Identify and enforce traffic laws.

Training Objectives Related to 4.45

2. Identify methods for detecting and measuring motor vehicle speeds.

Criteria: Trainee shall be tested on the following:

- 4.45.3: Identify methods for detecting and measuring motor vehicle speeds.

Lesson Plan Guide: The lesson plan shall include the following:

5. DMV Medical Review Request form ([MED 3](#)).
6. *Absolute* and *basic* speeding laws.
7. Estimating vehicle speeds.
8. Tracking history.
9. RADAR / LIDAR
 - a. Doppler principle
 - b. Target sensitivity & selectivity (e.g., cosine and angular effect)
 - c. Audio tracking
 - d. moving vs. stationary
 - e. equipment set-up and testing

Other potential sections include the following:

- **4.40. Conduct a traffic stop resulting in law enforcement action.**

Section F: First Aid & Emergency Assistance

39. Conduct search to locate bomb or other explosive device.

Section J: Homeland Security

5. Observe and report possible terrorist activity to Fusion Center.
9. Recognize and properly handle explosive materials and devices.

Performance Outcome 4.2

2. Conduct a search to locate bomb or other explosive device.

Training Objectives Related to 4.2

3. Conduct search of building or area for bomb or WMD.

Criteria: Trainee shall be tested on the following:

- 4.2.8: Define terrorism

- 4.2.9: Responding to bomb threats / suspicious packages
- 4.2.9: Demonstrate how to conduct searches for bomb / WMD.
- 4.2.10: Reporting possible terrorist activities to local JTTF / Fusion Center

Lesson Plan Guide: The lesson plan shall include the following:

- 8. Overview of JTTF / Fusion Center responsibilities and resources
- 9. Domestic, international and lone actor terrorism
- 10. 6-step attack cycle for terrorists
- 11. Search protocols for bombs / suspicious packages

Section G: Firearms / Use of Deadly Force

11. Recognize disguised weapons.

Performance Outcome 2.18

Apply knowledge of the law related to weapons / firearm offenses.

Training Objectives Related to 2.18

- 1. Given a written exercise, identify the elements and crime classifications relating to weapons offenses.

Criteria: Trainee shall be tested on the following:

2.18.8: Improvised and disguised weapons.

Lesson Plan Guide: The lesson plan shall include the following:

9. Images and examples of common improvised and disguised weapons

Other potential sections include the following:

- **2.34. Seize contraband, weapons or stolen property from a suspect.**
- **6.1. Pat down suspect(s) or search arrested person(s)**
- **6.15. Disarm an armed suspect.**

Section G: Firearms / Use of Deadly Force

20. Respond to active shooter situations.

Performance Outcome 4.56

Respond promptly to an active shooter event to eliminate the threat immediately.

Training Objectives Related to 4.56

1. Demonstrate how to respond to an active shooter event.

Criteria: Trainee shall be tested on the following:

X.X: Define *active shooter*.

X.X: Identify 6 priorities of first officer on the scene.

X.X: Demonstrate how to enter and search building safely as an individual or part of a team to locate active shooter.

Lesson Plan Guide: The lesson plan shall include the following:

1. initial response
2. building entry
3. building searches
4. protecting victims
5. containing and engaging threat

Section J: Homeland Security

4. Identify / Mark contaminated cruiser with bio-hazard labels.

Performance Outcome 4.56

Use protective gear to prevent contact with infectious diseases.

Training Objectives Related to 4.56

3. Demonstrate how to mark and label places, objects or containers where bio-hazards are present.

Criteria: Trainee shall be tested on the following:

4.56.5: Identify when and where temporary labels must be used to mark bio-hazards.

Lesson Plan Guide: The lesson plan shall include the following:

5. Where to obtain bio-hazard labels
6. Where to affix bio-hazard labels according to place, object or package

Section M: Equipment

25. Flex-cuffs

Performance Outcome 6.17

Handcuff suspect(s) or arrestees and apply leg restraints to arrestees.

Training Objectives Related to 6.17

1. Given a written and practical exercise, identify and demonstrate techniques of handcuffing suspects and applying leg restraints.

Criteria: Trainee shall be tested on the following:

6.17.6: Apply flex cuffs to persons hands or feet to restrain.

Lesson Plan Guide: The lesson plan shall include the following:

6. Application of single-tie flex cuffs to restrain hands and feet.
7. Application of double-loop flex cuffs to restrain hands and feet.
8. Safe removal of flex cuffs from hands and feet.

Section M: Equipment

51. Photographic equipment (e.g., digital camera).

Performance Outcome 5.17

Photograph or videotape crime scene for evidence documentation and scene depiction.

Training Objectives Related to 5.17

2. Demonstrate how to take photographs of crime scenes and evidence using a digital camera.

Criteria: Trainee shall be tested on the following:

5.17.1 Close up photo

5.17.2 Mid-range photo

5.17.3 Overall photo

Lesson Plan Guide: The lesson plan shall include the following:

6. Common cameras used to take evidence and crime scene photos

7. Instructions for using digital cameras (e.g., settings, etc.).

8. Methods for storing digital images as evidence.

SUPPLEMENTAL RECOMMENDATIONS

1. Section IV of the RFP, identified as “Statements of Need”, request that the JTA incorporate certain topics. They are:
 - a. Ethical Decision Making
 - b. Community Policing
 - c. Serving Individuals with Behavioral Health and Substance Abuse Issues
 - d. Serving Individuals with Disabilities
 - e. President’s Task Force on 21st Century Policing

We reviewed these topics as they may relate to the JTA findings and can assert that topics a, c, and d are well represented in the current work and have no additional comments. However, topic b, Community Policing is not found to be supported as an Academy Topic as most supervisors see it as a specialized function best learned on the job. Nevertheless, if DCJS feels it should be addressed among the DCJS Performance Outcomes it should not be included among the Certification Test Terms.

As to the Topic of the President’s Task Force, we find that DCJS satisfies several of its pillars but is not aligned with two of its’ six pillars. Specifically Pillar Four: Community Policing (See above) and Pillar Three: Social Media.

Again, supervisors did not rate Social Media related tasks of high enough importance to be included among the DCJS Performance Outcome. This should be addressed over the long term by adding some introductory content that encourages new officers to make proper use of such resources.

2. Another area we should like to comment on is the use of performance outcomes as a guide to each of the 38 academies to develop their own lesson plans. We recommend that DCJS abandon their Performance Outcomes in lieu of a Master Lesson Plan System. This approach, most common in the United States, relies on working parties of subject matter experts who develop Master Lesson Plans for each academy’s use to satisfy DCJS minimum training standards. It strikes us as grossly inefficient to have 38 working parties develop a single lesson plan when one developed by a single working party could be used by all the academies. We have included a model lesson plan to show how a master lesson plan could be approached in term of content and format.

If the Commonwealth chooses to pursue this more efficient and consistent approach to curriculum development, please recognize that the effort will require additional staff at DCJS to organize and manage the work. If our recent experience in Massachusetts is a guide, the overhaul of the curriculum will require, in addition to panels of subject matter experts, at least two or three full time staff to design, assign, support, edit and present work products.

3. We are also concerned that the current FTO program focuses more on local policies (a necessary element) but not enough on the demonstration of acquired knowledge. The standard FTO Program, based on the San Jose model, emphasizes documentation of

task performance. We have attached a model program developed by the Maryland Police Training Commission and is based on the San Jose FTO Program.

APPENDICES

RAW TASK LIST

REVISED RAW TASK LIST

OFFICERS BY UNIT OF ANALYSIS

MODEL FTO PROGRAM

MODEL LESSON PLAN

**VIRGINIA DCJS JOB TASK
ANALYSIS PROJECT**

**BASIC LAW ENFORCEMENT
OFFICER**

**RAW TASK LIST
COMMITTEE REVIEW**

JAN 2018

A. Patrol/Basic Law Enforcement Functions		
1.	Use Commonwealth, local and/or NCIC criminal information systems to obtain information related to crimes, events, suspects, etc.	
2.	Participate in search and rescue operations in extreme/dangerous weather and locations	
3.	Place devices, e.g., cones, barriers, etc. to protect or secure crime or crash scene.	
4.	Stand guard to provide security in courtrooms, public buildings and adjacent areas.	
5.	Conduct search of persons entering public facility/room.	
6.	Restrain unruly or violent individuals, remove from public areas and arrest if necessary.	
7.	Operate and read mobile data device.	
8.	Execute stop of motor vehicle, approach and talk to operator and passengers.	
9.	Use illuminated baton or hand signals to direct traffic.	
10.	Conduct high-risk vehicle stop.	
11.	Establish and conduct a stationary roadblock.	
12.	Push/Tow disabled vehicles with law enforcement vehicle.	
13.	Watch occupants of stopped vehicle to identify unusual or suspicious actions.	
14.	Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.	
15.	Use plain English to communicate on law enforcement radio.	
16.	Observe moving vehicles to identify possible criminal activity	
17.	Use radio codes to communicate verbally on law enforcement radio.	
18.	Interview members of public by telephone to obtain detailed information.	
19.	Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.	
20.	Inventory and test assigned patrol equipment and vehicle (e.g., lights, siren, radio, computer, etc.) for pre-shift inspection/vehicle assessment.	
21.	Visually check vacant homes and property to ensure security.	
22.	Check individuals/businesses for compliance with licensing requirements (e.g., liquor licenses, hours of operation, etc.).	
23.	Update status of wants, warrants and stolen property through local, state and NCIC computer systems.	
24.	Use social media to promote positive information exchanges between law enforcement and the community	
25.	Disseminate information to news agencies according to procedure and law.	
26.	Talk with families of adult suspects or defendants to advise, inform, notify, etc.	
27.	Talk with families of juvenile suspects or defendants to advise, inform, notify, etc.	
28.	Conduct bicycle patrol tactics.	
29.	Conduct preliminary investigation of (be first responder to) various felony and/or misdemeanor crimes.	
30.	Be first responder to various non-criminal calls for service.	
31.	Recognize and handle/endure effects of job related stress on yourself or others.	
32.	Recognize and report indicators of individuals' legal residency or citizenship status.	
33.	Recognize common, over the counter products that are used in production of methamphetamines and other illegal drugs.	
34.	Recognize standard and improvised laboratory equipment used in the production of methamphetamines and other illegal drugs.	
35.	Recognize and respond to a reported or discovered clandestine laboratory.	
36.	Use deflation devices (e.g., stop stick, etc.) to slow a vehicle	
37.	Use basic Spanish to communicate.	
38.	Advise businesses about ways to secure their property.	
39.	Advise residents about ways to make their homes more secure.	
40.	Advise crime victims of the procedures to pursue prosecution.	
41.	Advise citizens on techniques to enhance personal safety.	
42.	Comfort emotionally upset persons.	

43.	Evaluate and answer inquiries from public regarding progress on a case.	
44.	Receive and evaluate requests for law enforcement service.	
45.	Compile and analyze crime, traffic crash and other statistics.	
46.	Follow federal and Commonwealth rules of privacy and security to control access to law enforcement records.	
47.	Follow Commonwealth laws related to release of public records.	
48.	Describe persons to other officers (e.g., suspects, missing person).	
49.	Estimate and record value of stolen, recovered or damaged goods.	
50.	Use social media to facilitate a law enforcement investigation	
51.	File and retrieve documents in records system (e.g., fingerprint cards, reports, etc.)	
52.	Fingerprint (roll or scan) persons for non-criminal reasons (e.g., professional licensing).	
53.	Assist special needs persons.	
54.	Use telecommunications and/or computer-aided dispatch equipment to dispatch law enforcement personnel.	
55.	Track persons from scene (e.g., footprints in snow or mud).	
56.	Transport stray animals to holding facility (e.g., pound).	
57.	Dispose of dead or injured animals according to Commonwealth law.	
58.	Use fire-extinguishing equipment.	
59.	Smell and investigate unusual odors.	
60.	Verify air/water pollution complaints (e.g., illegal dumping).	
61.	Hear and investigate unusual sounds or noises.	
62.	Monitor CB and/or other radio channels to hear assistance needed calls.	
63.	Monitor department radio communications to stay aware of law enforcement activity.	
64.	Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.	
65.	Perform law enforcement duties in all weather and temperatures.	
66.	Patrol locations that are potentially physically hazardous (e.g., construction sites, prohibited areas, etc.).	
67.	Identify potentially rabid animals and process according to Commonwealth law.	
68.	Prepare clothing and personal equipment to satisfy department inspection requirements.	
69.	Report violations of school, college or university rules and regulations to proper authority.	
70.	Test/handle doorknobs, windows, etc. to check physical security of buildings (businesses/residences, etc.)	
71.	Use special protective equipment and weapons to participate in high risk entries.	
72.	Participate in search for escaped person(s).	
73.	Respond to and control scene involving barricaded subject.	
74.	Conduct field interview of suspicious person.	
75.	Investigate suspicious vehicle.	
76.	Communicate with non-English speaking persons.	
77.	Conduct negotiations with a barricaded subject.	
78.	Recognize incidents where K-9 or other specialized services, e.g., Air, SWAT, etc may be a useful/necessary resource.	
79.	Communicate with deaf and/or mute persons.	
80.	Confront barricaded subjects to force a resolution to the incident.	
81.	Talk with people on beat, patrol area, district, etc. to establish positive relationship.	
82.	Transport juveniles to home or detention facility	
83.	Use structured problem-solving method to identify and address causes of crime (e.g. Hours of operation, licensing violations, street lights, traffic patterns, lack of recreation, etc.).	
84.	Present community relations programs (e.g., safety programs, crime prevention, tours, etc.).	
85.	Distribute printed material for public relations.	
86.	Give talks on law enforcement, etc., to community organizations, businesses and/or schools.	

87.	Meet with teachers and school officials to discuss methods to provide better security, discuss at-risk student, etc.	
88.	Organize neighborhood watch groups and conduct meetings.	
89.	Patrol schools and school property to provide security while on duty.	
90.	Perform directed (e.g., planned/structured) patrol assignments.	
91.	Respond to general information questions from public.	
92.	Take control of publicly intoxicated/disruptive person.	
93.	Use technological devices (e.g., computers, Smart Phone, etc.) to exchange information with other agencies.	
94.	Perform basic troubleshooting functions related to computer use.	
95.	Perform police duties in plain clothes	
96.	Recognize need for and initiate protective custody detention	
97.	Advise battered spouse/domestic partner of rights.	
98.	Make arrest without warrant at scene of domestic violence.	
99.	Recognize laws and limits on law enforcement powers when crossing jurisdictional lines.	
100.	Transport battered spouse/domestic partner to shelter.	
101.	Respond to mutual aid request.	
102.	Accompany spouse/domestic partner to pick up belongings.	
103.	Enforce and explain passenger restraint laws.	
104.	Respond to crime-in-progress call.	
105.	Serve as back-up officer at scene.	
106.	Search for missing children.	
107.	Search for missing adults.	
108.	Hold person under investigative detention, i.e., Terry stop	
109.	Secure crime scene (i.e., establish security perimeter).	
110.	Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.	
111.	Use chemical agents to control an individual.	
112.	Search for person in darkened building or environment.	
113.	Hold flashlight while performing various law enforcement duties.	
114.	Check hunting licenses, stamps and permits to ensure validity	
115.	Investigate drowning	
116.	Investigate various boating violations, e.g., licenses, OUI, safety equipment, etc.	
117.	Investigate property trespass violations related to hunting	
118.	Investigate various hunting violations, e.g., distance from residence, etc.	
119.	Review public web sites to identify/recognize potential suspects, etc.	
120.	Conduct welfare checks of citizen to ensure safety of person, e.g., suicidal, elderly, emotionally unstable, etc.	
121.	Recognize commonly used drug paraphernalia	
122.	Use/monitor social media to identify/anticipate potential public safety problems	

B. Ethics in Law Enforcement		
1.	Exercise discretion (choice) in selecting appropriate enforcement action.	
2.	Apply ethical standards while performing law enforcement duties.	
3.	Recognize and report misconduct of other officers.	
4.	Encourage/model professional standards among colleagues	
5.	Use proper judgment when confronted with offers of gratuity (i.e., free coffee, meals, services, etc.)	
6.	Recognize and report misuse of social media	

C. Investigations		
1.	Study crime scene to identify modus operandi (M.O.) of perpetrator.	
2.	Examine dead body visually to identify wounds and injuries.	
3.	Examine evidence from crime scene to determine relevance.	
4.	Use drug test kit to test evidence.	
5.	Conduct neighborhood canvass to collect crime-related information, identify witnesses, etc.	
6.	Interrogate suspects.	
7.	Observe suspect/interviewee behavior to recognize deception, deceit, manipulation, etc.	
8.	Interview complainants, witnesses, etc.	
9.	Obtain elimination prints to assist investigation.	
10.	Use basic listening skills while conducting interviews to ensure full understanding of person's words.	
11.	Review and compare incidents for similarity of modus operandi (M.O.).	
12.	Use public records (e.g., motor vehicle, school, tax, law enforcement, etc. to locate missing or wanted persons).	
13.	Select photographs to conduct photographic line-up.	
14.	Conduct intelligence activities (e.g., crime analysis, computer checks, backgrounds, etc.) on known or suspected offenders.	
15.	Conduct a field "show-up" ID (Single suspect confrontation, drive-by) with victim or witness to identify a suspect.	
16.	Use audio/video recording device to record statement or confession.	
17.	Talk with supervisor to determine if follow-up investigation is necessary.	
18.	Observe crime scene to determine need for processing by specialist (e.g., evidence technician).	
19.	Review law enforcement records to determine whether recovered property is linked with a previous crime.	
20.	Sketch crime scene.	
21.	Locate and protect possible trace evidence.	
22.	Fill out forms or tags to document chain of custody of evidence.	
23.	Write down confessions or other statements from suspects, victims, and witnesses.	
24.	Conduct stationary surveillance of individuals, locations, vehicles, etc.	
25.	Collect and package (i.e., bag and tag) evidence and/or property.	
26.	Identify and collect trace, latent and serology evidence.	
27.	Photograph and/or videotape crime or crash scene.	
28.	Photograph latent fingerprints/impressions.	
29.	Describe in written form the location of physical evidence at a crime scene.	
30.	Fill out seized property inventory resulting from a search warrant.	
31.	Prepare evidence for lab analysis (e.g., questioned documents, fingerprints, etc.).	
32.	Use identifying numbers (e.g., serial, product, etc.) and descriptions to trace stolen goods.	
33.	Conduct background checks to verify reliability and credibility of witnesses.	
34.	Verify the identity of deceased persons.	
35.	Work undercover.	
36.	Conduct on-going/beyond basic response investigation of homicide.	
37.	Conduct on-going/beyond basic response investigation of sexual assault	
38.	Conduct on-going/beyond basic response investigation of robbery.	
39.	Conduct on-going/beyond basic response investigation of battery	
40.	Conduct on-going/beyond basic response investigation of assault (not including sexual)	
41.	Conduct on-going/beyond basic response investigation of burglary.	
42.	Conduct on-going/beyond basic response investigation of larceny/theft.	
43.	Conduct on-going/beyond basic response investigation of kidnapping.	
44.	Conduct on-going/beyond basic response investigation of hate crimes.	

45.	Conduct on-going/beyond basic response investigation of terrorism.	
46.	Conduct on-going/beyond basic response investigation of arson.	
47.	Conduct on-going/beyond basic response investigation of forgery.	
48.	Conduct on-going/beyond basic response investigation of fraud.	
49.	Conduct on-going/beyond basic response investigation of disorderly conduct/disturbance.	
50.	Conduct on-going/beyond basic response investigation of receipt of stolen property.	
51.	Conduct on-going/beyond basic response investigation of weapons/firearms offenses.	
52.	Conduct on-going/beyond basic response investigation of child pornography.	
53.	Conduct on-going/beyond basic response investigation of controlled substances.	
54.	Conduct on-going/beyond basic response investigation of illegal gambling.	
55.	Conduct on-going/beyond basic response investigation of domestic violence.	
56.	Conduct on-going/beyond basic response investigation of child abuse or neglect.	
57.	Conduct on-going/beyond basic response investigation of harassment/stalking.	
58.	Conduct on-going/beyond basic response investigation of suspicious activity/vehicle/person.	
59.	Conduct on-going/beyond basic response investigation of motor vehicle homicide.	
60.	Conduct on-going/beyond basic response investigation of fatal traffic crash.	
61.	Conduct on-going/beyond basic response investigation of personal injury crash.	
62.	Conduct on-going/beyond basic response investigation of hit and run.	
63.	Conduct on-going/beyond basic response investigation of other motor vehicle incidents.	
64.	Conduct on-going/beyond basic response investigation of other traffic offenses.	
65.	Conduct on-going/beyond basic response investigation of computer/cybercrimes.	
66.	Conduct on-going/beyond basic response investigation of death investigation.	
67.	Conduct on-going/beyond basic response investigation of apparent suicide.	
68.	Conduct on-going/beyond basic response investigation of prostitution/solicitation.	
69.	Conduct on-going/beyond basic response investigation of elder or disabled persons abuse.	
70.	Conduct on-going/beyond basic response investigation of identity theft.	
71.	Conduct on-going/beyond basic response investigation of embezzlement.	
72.	Conduct on-going/beyond basic response investigation of Internet crimes against children.	
73.	Conduct on-going/beyond basic response investigation of gangs and gang related crimes.	
74.	Conduct on-going/beyond basic response investigation of prescription drug abuse.	
75.	Conduct on-going/beyond basic response investigation of human trafficking.	
76.	Conduct on-going/beyond basic response investigation of bombing or bomb threat.	
77.	Conduct on-going/beyond basic response investigation of liquor violations	
78.	Conduct on-going/beyond basic response investigation of tobacco violations	
79.	Conduct on-going/beyond basic response investigation of public corruption	
80.	Conduct on-going/beyond basic response investigation of militia groups (i.e., Sovereign Citizens, Posse Comitatus, white supremacists, etc.)	
81.	Conduct on-going/beyond basic response investigation of officer involved shooting	
82.	Conduct on-going/beyond basic response investigation of alleged officer misconduct	
83.	Conduct on-going/beyond basic response investigation of theft/destruction of public or private property	
84.	Conduct on-going/beyond basic response investigation of illegal aliens	
85.	Organize and or Conduct physical lineup.	
86.	Organize and/or Conduct photo lineup.	
87.	Conduct strip search of arrested person according to Commonwealth law and agency procedure.	
88.	Witness cavity search to preserve potential chain of evidence.	
89.	Recognize and properly handle potential electronic evidence (e.g., computer files, Smart phone, etc.)	

90.	Identify and process latent fingerprints.	
91.	Recognize instances of prescription drug abuse.	
92.	Recognize and identify instances of human trafficking.	
93.	Develop field contacts and intelligence sources.	
94.	Complete applicant background investigations to determine suitability for law enforcement employment.	
95.	Conduct background investigations on applicants for licenses and permits (e.g., liquor, weapons, etc.).	
96.	Recognize, refer and/or investigate potential harassment violations (sexual, racial, religious, or others).	
97.	Review crime lab reports to help investigative efforts.	
98.	Review records and pictures to identify suspects.	

D. Legal Issues/ Arrest Procedures/Search and Seizure/ Warrants		
1.	Review facts of case to determine whether case is criminal or civil matter.	
2.	Review statute of limitations to ensure proper enforcement action.	
3.	Confer with prosecutor's office regarding or to obtain warrant from judge/magistrate/clerk.	
4.	Confer with prosecutor's office prior to testimony regarding case.	
5.	Explain court procedures to suspects, victims and witnesses.	
6.	Present evidence and testimony in legal and/or administrative proceedings (e.g., arraignment, preliminary hearing, trial, grand jury, etc.).	
7.	Identify elements of crime to ensure proper charges.	
8.	Read court and legal papers to determine meaning and proper law enforcement response (e.g., restraining and protection orders, etc.).	
9.	Read/Review case reports and notes to prepare for court testimony.	
10.	Read/Review warrants and affidavits to ensure completeness and accuracy.	
11.	Advise persons of constitutional (Miranda) rights.	
12.	Apprehend and place juvenile offenders (children in need of service) in custody.	
13.	Arrest persons with a warrant.	
14.	Arrest persons without a warrant.	
15.	Conduct full search of arrested persons.	
16.	Conduct frisk or pat down.	
17.	Handcuff suspects or detainees.	
18.	Issue citations for non-traffic offenses (e.g., local ordinances and Commonwealth laws).	
19.	Plan and execute search warrants.	
20.	Prepare affidavit for search warrant.	
21.	Plan conduct of warrantless search.	
22.	Request bystanders to assist in an apprehension.	
23.	Search automobile under independent probable cause.	
24.	Search automobile incident to arrest.	
25.	Conduct warrantless search of premises or property in fresh or hot pursuit, with or without consent, incident to arrest, etc.	
26.	Seize contraband, weapons and stolen property from suspects.	
27.	Take into custody person detained by citizen or merchant.	
28.	Conduct research in Commonwealth Code and local laws, etc. to determine proper charges or practice.	
29.	Follow Commonwealth law to dispose of or release property or evidence no longer needed.	
30.	Explain process of obtaining bail to person in custody or other parties.	
31.	Assist arrested person to contact legal counsel (i.e., provide phone access)	
32.	Obtain search warrant and/or make proper return.	
33.	Obtain arrest warrant and/or make proper return.	
34.	Read and comprehend forms of civil process such as pleadings, contracts, executions and judicial orders to ensure proper handling, execution, etc.	
35.	Maintain effective relations with court personnel/officials.	
36.	Read and apply case law and statutes related to pleadings and executions.	
37.	Assess value of property seized in criminal matters	
38.	Use force as necessary and appropriate in service of civil pleadings and various forms of execution.	
39.	Use court records to research and resolve questions.	
40.	Organize and conduct police auction.	
41.	Oversee removal of physical property of evictee from premises.	
42.	Serve civil summonses.	
43.	Remove, pursuant to court order, persons on premises illegally.	
44.	Explain civil process to citizens.	
45.	Locate owners of recovered vehicles and other property.	
46.	Pick up children as directed by court in custody matters.	

47.	Confer with defense attorney to discuss a particular case.	
48.	Verify warrants before execution.	
49.	Plan and organize service of a high-risk Arrest Warrant.	
50.	Photograph arrested persons	
51.	Prepare and/or present facts of case to a judicial officer to obtain an arrest warrant.	
52.	Roll fingerprints of suspects or persons taken into custody.	
53.	Check arrestee for outstanding warrants.	
54.	Compare photographs to verify identity of person in custody.	
55.	Give prescribed medication to person in custody.	
56.	Follow legal procedures to answer outside inquiries from or concerning a person in custody.	
57.	Book arrested person by completing standard state processing forms.	
58.	Conduct holding cell inspection to ensure arrested person's safety/well-being, facility security, etc.	
59.	Read custody and/or release orders (e.g., County Court Orders, etc.) to determine whether to accept or release arrested person.	
60.	Operate vehicle to transport person in custody.	
61.	Escort (walk) person in custody to various destinations (e.g., medical facility, court, etc.)	
62.	Examine physical condition of person in custody to assess need for medical attention.	
63.	Instruct person in custody in holding area rules and regulations.	
64.	Fill out forms to inventory person in custody's personal property.	
65.	Fill out record of medication given to person in custody.	
66.	Prepare written reports to record injuries of persons in custody.	
67.	Maintain record of arrested person's phone calls.	
68.	Search detention visiting room, cells and other areas for weapons and contraband.	
69.	Search property left for person in custody.	
70.	Complete affidavits and reports to document citizen's complaint.	
71.	Assist attachment of property under court order (e.g., vehicle repo).	
72.	Enforce court issued order (e.g., writs).	
73.	Guard person in custody outside of detention facilities (e.g., court, medical facility, etc.).	
74.	Forcibly place resisting person in cell.	
75.	Forcibly remove resisting person from cell.	
76.	Use force as necessary and appropriate in apprehension of criminal suspects.	
77.	Handcuff resisting person.	
78.	Handcuff non-resisting person.	

E. Traffic/Motor Vehicle Enforcement/Collisions		
1.	Calculate vehicle speed using formulas and evidence at scene.	
2.	Search for, protect and collect evidence at motor vehicle crash scene.	
3.	Control spectator/media access at scene of law enforcement action.	
4.	Investigate motor vehicle crash to determine causes or factors contributing to a crash.	
5.	Collect facts of motor vehicle crash to determine charges.	
6.	Use computerized software to produce crash scene diagram.	
7.	Field sketch non-scale diagram of motor vehicle crash.	
8.	Diagram motor vehicle crash scenes to scale.	
9.	Control traffic at scene of crash investigation.	
10.	Follow Commonwealth statutes to impound and inventory vehicles.	
11.	Identify, locate and interview owners, witnesses, and others involved in motor vehicle crash.	
12.	Instruct persons in motor vehicle crash to exchange necessary information to ensure proper reporting.	
13.	Investigate motor vehicle crash involving law enforcement vehicles or other emergency vehicle.	
14.	Determine whether crash is reportable or non-reportable.	
15.	Describe motor vehicle damage in motor vehicle crash to complete report.	
16.	Assess need for and organize emergency assistance for motor vehicle crash (e.g., wrecker, ambulance, sand truck).	
17.	Take measurements at motor vehicle crash scene (e.g., triangulation, baseline, coordinate and combination, etc.).	
18.	Pace vehicle with speedometer to establish evidence of speeding.	
19.	Observe operator's eyes, body movements, actions, etc. to evaluate capability to operate vehicle.	
20.	Explain motor vehicle law requirements to citizens (e.g., inspection, registration, etc.).	
21.	Follow suspect vehicle to observe traffic violations.	
22.	Inspect vehicle to locate vehicle identification number (VIN).	
23.	Inspect driver's license to determine if valid or altered.	
24.	Inspect vehicle to identify equipment safety violations.	
25.	Investigate roadway to assess safety, repair needs, etc.	
26.	Issue traffic citation to pedestrians/bicyclists.	
27.	Perform RMV check by radio or computer on violator's vehicle while operating law enforcement vehicle.	
28.	Issue verbal warning to traffic violators.	
29.	Issue written warnings and citations.	
30.	Review/consider facts of case and Motor Vehicle Law to select most appropriate charge and/or enforcement action at crash scene or vehicle stop.	
31.	Operate handheld intoxilyzer/breathalyzer to test breath alcohol concentration.	
32.	Operate electronic traffic signals manually.	
33.	Plan and organize traffic detours.	
34.	Establish and conduct rolling roadblock or moving blockade.	
35.	Stand traffic control post at special functions (e.g., VIP visit, parade, etc.).	
36.	Direct removal of vehicle obstructing traffic.	
37.	Physically remove hazards from roadway (e.g., dead, stray, injured animals, debris, etc.).	
38.	Instruct citizens to assist in traffic control in an emergency.	
39.	Check motor vehicle records to verify title, license information and registration.	
40.	Watch moving vehicle to visually estimate excessive speed.	
41.	Prepare requests to have "unfit" vehicle operators reexamined (i.e., Immediate Threat Action).	
42.	Operate video camera and equipment to record actions of criminal or motor vehicle suspects.	

43.	Observe weather and road conditions to assess need for emergency equipment such as snowplows, salt trucks, etc.	
44.	Look for and identify suspect vehicle by color and description.	
45.	Inspect and tag abandoned vehicles along roadway.	
46.	Check commercial vehicle for dangerous or illegal cargo.	
47.	Examine commercial vehicle logs.	
48.	Measure height, width and length of commercial vehicle.	
49.	Check trucks to make sure cargo is secure.	
50.	Escort oversize trucks and loads.	
51.	Use portable or fixed scales to weigh commercial vehicles.	
52.	Examine shipping papers of commercial vehicles (e.g., hazardous materials).	
53.	Conduct sobriety checkpoint.	
54.	Evaluate condition of crashed vehicles to assess safe post-crash operability.	
55.	Administer field sobriety tests (e.g., Standardized Field Sobriety Test, Horizontal Gaze Nystagmus, Walk and Turn, One-leg Stand, etc.).	
56.	Advise appropriate agency of traffic control/roadway repair needs.	
57.	Select locations and position oneself to conduct selective traffic enforcement duties.	
58.	Identify and advise vehicle owners to remove abandoned vehicles.	
59.	Contact hospital, lab and/or physician to obtain blood or other chemical tests.	
60.	Arrest/Summons OUI suspects.	
61.	Assist stranded motorists.	
62.	Use speed enforcement devices to measure vehicle speed (e.g., RADAR, LIDAR.)	
63.	Fill out OUI arrest and administrative reports.	
64.	Operate stationary intoxilyzer/breathalyzer to test breath alcohol concentration.	
65.	Conduct low speed pursuit of motorist.	
66.	Investigate Off Road/ATV vehicle accidents/collisions	

F. First Aid and Emergency Assistance	
1.	Visually examine a live person to identify wounds and injuries.
2.	Administer cardio-pulmonary resuscitation (CPR) to adult.
3.	Administer mouth-to mouth resuscitation/rescue breathing
4.	Apply basic first aid to control bleeding
5.	Apply basic first aid to treat for abrasions.
6.	Apply basic first aid for amputations
7.	Apply basic first aid to treat for animal bites.
8.	Apply basic first aid to treat for broken bones.
9.	Apply basic first aid to unresponsive/unconscious person.
10.	Apply basic first aid to treat for fire burns.
11.	Apply basic first aid to treat for chemical burns.
12.	Apply basic first aid to treat for convulsions.
13.	Apply basic first aid to treat for diabetic reaction.
14.	Apply basic first aid to treat for electric shock.
15.	Apply basic first aid to treat for eye injuries.
16.	Apply basic first aid to treat for frostbite.
17.	Apply basic first aid to treat for gunshot wounds.
18.	Apply basic first aid to treat for heart attack.
19.	Apply basic first aid to treat for OC/Pepper Spray.
20.	Apply basic first aid to treat for heat stroke/heat exhaustion, etc.
21.	Apply basic first aid to treat for lacerations.
22.	Apply basic first aid to treat for drug overdose, e.g., administer NarCan.
23.	Apply basic first aid to treat for poisoning.
24.	Apply basic first aid to treat for stabbing or puncture wounds.
25.	Apply basic first aid to treat for seizure.
26.	Apply basic first aid to treat for shock.
27.	Apply basic first aid to treat for sprains and strains.
28.	Apply basic first aid to treat for stroke.
29.	Apply basic first aid for choking (e.g., Heimlich Maneuver).
30.	Apply basic first aid for drowning
31.	Apply basic first aid to assist object of electronic control device, e.g. Taser
32.	Deliver a baby.
33.	Use AED (Automated External Defibrillator).
34.	Administer CPR to a child or infant.
35.	Recognize signs of suicide risk in detainee or arrested person.
36.	Use personal protective equipment (e.g., gloves, masks, glasses, etc. to prevent contact with communicable diseases or blood-borne pathogens, etc.).
37.	Dispose of contaminated clothing, sharps, etc. according to standard practice.
38.	Conduct rescues of stranded persons during floods, ice storms and other disasters.
39.	Conduct search to locate bomb or other explosive device.
40.	Participate in large-scale area search and rescue operations.
41.	Observe person in custody to determine whether person is intoxicated or in medical distress, i.e., diabetic reaction

G. Firearms/Use of Deadly Force		
1.	Participate in firearms training.	
2.	Use protective equipment when involved with weapons training and/or qualification.	
3.	Carry authorized firearm when off duty.	
4.	Clean and inspect weapon.	
5.	Carry "secondary/back-up" firearm on duty.	
6.	Discharge firearm from moving vehicle (not including training).	
7.	Discharge firearm in low light conditions (e.g., at night, in darkened room, etc.) (not including training).	
8.	Discharge firearm at person (not including simulation training).	
9.	Discharge firearm from protective cover position (not including training).	
10.	Draw weapon to protect self or third party.	
11.	Recognize disguised weapons (e.g., belt buckle, knife).	
12.	Detain person at gunpoint.	
13.	Use knife in performance of law enforcement duties (e.g., seat belt cutter, etc.).	
14.	Unload various firearms (including seized firearms) safely.	
15.	Clear malfunction of various firearms (not including training).	
16.	Reload firearms under combat conditions (not including training).	
17.	Fire weapon in dark environment while using flashlight (not including training).	
18.	Discharge rifle (not including training).	
19.	Discharge shotgun (not including training).	
20.	Respond to active shooter situations.	
21.	Fire weapon while employing "move and shoot" techniques (not including training).	
22.	Remove weapon from home/residence of suicidal person, scene of domestic violence, etc.	
23.	Fire weapon in self-defense at attacking or dangerous animal.	
24.	Use dominant hand to fire law enforcement weapon.	
25.	Use support hand to fire law enforcement weapon.	
26.	Uses appropriate verbal commands/communication in use of force situations.	
27.	Comply with Commonwealth laws and agency regulations regarding safe handling and storage of weapons.	

H. Human Relations		
1.	Use verbal de-escalation techniques to communicate with person.	
2.	Communicate with management and labor over strike disturbances.	
3.	Conduct parent-juvenile conferences.	
4.	Use voice and words to calm a situation, project intention, etc.	
5.	Advise businesses on ways to detect and respond to workplace violence.	
6.	Control non-violent crowds.	
7.	Speak confidently to project control, self-assurance, etc.	
8.	Counsel juveniles.	
9.	Speak plainly/clearly to encourage understanding.	
10.	Deliver emergency messages (e.g., injuries, death).	
11.	Use and adjust language appropriate to listener.	
12.	Maintain concentration while many people speak simultaneously.	
13.	Direct actions of law enforcement or public service personnel arriving to assist.	
14.	Maintain personal calm to prevent making situation worse.	
15.	Use body language to project control and influence situation.	
16.	Observe person's body language to assess attitude, intentions, etc.	
17.	Warn or counsel offenders instead of arresting them.	
18.	Identify specific religious norms and adjust interactions accordingly.	
19.	Consult with social service agencies to resolve/clarify problem or get help for child, adult, family, senior citizen, etc.	
20.	Provide information to individuals in need of social service referral.	
21.	Recognize a person's culture and adjust manner of communication accordingly to ensure understanding.	
22.	Talk with persons threatening suicide to persuade them not to attempt.	
23.	Contact Mental Health resource (e.g., program, facility, etc.) to obtain assistance for mentally ill or emotionally unstable person.	
24.	Take an apparently mentally ill person into protective custody for an involuntary mental health evaluation, i.e. Commitment Order	
25.	Negotiate/offer alternatives to resolve conflict between disputants, e.g. Landlord/Tenant.	

I. Emergency Vehicle Operation		
1.	Operate law enforcement vehicle to escort parades, funerals, walkathons, and other processions.	
2.	Engage in high speed pursuit in congested area.	
3.	Engage in high speed response in congested area.	
4.	Engage in high speed pursuit off road.	
5.	Engage in high speed response off road.	
6.	Engage in high speed pursuit on open road.	
7.	Engage in high speed response on open road.	
8.	Operate law enforcement vehicle to escort emergency vehicles.	
9.	Escort money, valuables, or people to provide security.	
10.	Escort vehicles or persons through picket lines.	
11.	Operate law enforcement vehicle in heavy rain.	
12.	Operate law enforcement vehicle on dirt road.	
13.	Operate 4 wheel drive vehicle to perform law enforcement duties.	
14.	Operate law enforcement vehicle on ice/snow covered road.	
15.	Operate law enforcement vehicle at night.	
16.	Operate a vehicle at night without lights.	
17.	Operate law enforcement vehicle to escort hazardous materials.	
18.	Operate law enforcement vehicle on a gravel road	
19.	Operate law enforcement vehicle on a muddy/grassy road or area	
20.	Use vehicle on vehicle contact to end a vehicle pursuit (e.g., PIT).	
21.	Operate law enforcement vehicle to escort oversized cargo.	
22.	Operate law enforcement vehicle to escort special medical missions.	
23.	Transport injured persons.	
24.	Transport persons needing assistance.	
25.	Inspect law enforcement vehicle for weapons and contraband (i.e., before and after arrested person transport, shift change, etc.).	
26.	Perform emergency, rapid vehicle back up maneuver.	
27.	Operate vehicle in a crowded (people, other vehicles, etc.) environment.	
28.	Operate vehicle in reverse over longer distance.	

J. Homeland Security		
1.	Use personal protective equipment (e.g., protective suit, millennium mask, boots, etc.) to prevent contact with Hazmat and WMD.	
2.	Observe and identify vehicle placard and use appropriate resources (e.g., DOT Emergency Response Guide) to identify hazardous material being transported.	
3.	Take appropriate action to clean and decontaminate cell area, cruiser, etc.	
4.	Identify/Mark contaminated cell/cruiser with appropriate bio-hazard insignia.	
5.	Observe and report possible terrorist activity.	
6.	Respond to and control critical incident (e.g., shooting, hazmat, terrorist event, natural disaster, etc.).	
7.	Recognize and properly handle illegal materials (e.g., drugs, chemicals, etc.).	
8.	Recognize and properly handle hazardous materials.	
9.	Recognize and properly handle explosive materials and devices.	
10.	Set up and coordinate, until relieved, large scale incident response, i.e., command post.	

K. Report Writing		
1.	Review other officers' reports for completeness and accuracy.	
2.	Use computer word processing programs and equipment to prepare reports.	
3.	Complete/prepare in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).	
4.	Complete/prepare reports consisting primarily of check-off boxes or fill-in blanks (e.g., incident report, accident report, etc.).	
5.	Write personal field notes to record actions, interviews, etc.	
6.	Prepare basic business correspondence.	
7.	Summarize in writing the statements of witnesses and complainants.	
8.	Complete Field Intelligence/Interview Reports.	
9.	Prepare arrest-related paperwork (e.g., Criminal Summons, Criminal Complaints and Affidavits, Offense and Incident Report, Arrest Form, Fingerprint Cards, etc.).	

L. Civil Disorder		
1.	Use less than lethal munitions (e.g., bean bag, rubber pellets, pepper balls, etc.).	
2.	Speak to hostile groups to quiet them.	
3.	Confront, in riot formation, groups of agitated people.	
4.	Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.	
5.	Patrol area containing labor pickets, marchers, or demonstrators to maintain peace, traffic flow, prevent property damage, etc.	
6.	Locate and observe crowd agitators/agitators	
7.	Control violent crowds/groups.	
8.	Use chemical/aerosol agents to control a crowd.	

M. Equipment		
1.	Sedan-style law enforcement cruiser (RW Drive)	
2.	Sedan-style law enforcement cruiser (FW Drive)	
3.	SUV-style law enforcement cruiser	
4.	Pickup Truck	
5.	HumVee	
6.	Social Media	
7.	Luminol	
8.	Battering ram	
9.	Bicycle	
10.	Binoculars	
11.	Body armor (hidden vest, exterior vest)	
12.	Breath Analysis Equipment	
13.	Preliminary/Portable Breath Test (PBT)	
14.	Automated External Defibrillator (AED)	
15.	OC/CNCS Spray	
16.	Car door lock opening devices (Slim Jim)	
17.	Drug and Narcotic I.D. field kit	
18.	Evidence processing kit (e.g., fingerprint, impressions)	
19.	Closed Circuit Television Monitor	
20.	Global Positioning System (GPS)	
21.	Blood-borne pathogen protection equipment	
22.	First Aid Kit	
23.	Road flares	
24.	Large D-Cell Flashlight (e.g., Maglite)	
25.	Small LED Flashlight (e.g., Scorpion)	
26.	Flexi-cuffs	
27.	Gas mask (bio/chem-hazard mask)	
28.	Handcuffs	
29.	Portable law enforcement radio (i.e., walkie-talkie)	
30.	Illuminated traffic baton	
31.	Ladder	
32.	Manual traffic control device	
33.	Metal detector	
34.	Motorcycle	
35.	Prisoner Transport Vehicle	
36.	Photocopier	
37.	Video recording equipment	
38.	Fire extinguisher	
39.	Pry bar	
40.	Traffic cones	
41.	Alley light	
42.	Vehicle mounted speed measurement instrument (e.g., RADAR)	
43.	Rifle/Carbine	
44.	Boats or other watercraft	
45.	Riot baton	
46.	Rope (e.g., throw bag, boat lines, animal control, rappel, etc.)	
47.	Semi-automatic pistol	
48.	Shotgun – semi/pump	
49.	Vehicle mounted spotlight	
50.	Stationary computer terminal	
51.	Strolometer/walker/walking stick to measure distance	
52.	Digital voice recorder	

53.	Tear gas grenade	
54.	Tear gas gun	
55.	Law Enforcement vehicle radio equipment	
56.	Keyboard	
57.	Fax	
58.	Photographic equipment (e.g., 35 mm/digital)	
59.	Animal Control snares	
60.	Print roller/kit	
61.	Life ring/Flotation device	
62.	Lights and sirens	
63.	Marking chalk	
64.	Tape measure	
65.	Flotation vests	
66.	Ballistics body armor	
67.	Ballistics helmet	
68.	Electronic Control Device (e.g., Taser)	
69.	Body wires/Bugs	
70.	Night vision equipment (e.g., Night scope/Star scope)	
71.	Listening devices	
72.	AFIS/CODIS	
73.	Pagers	
74.	Hearing Impaired Communication Devices (TTD/TTY)	
75.	Weapon cleaning equipment	
76.	Reflective vest	
77.	Laptop computer	
78.	In car video camera	
79.	Knife	
80.	Scuba or other underwater diving equipment	
81.	Hobbles/shackles/Leg straps	
82.	Tire jack	
83.	Lock pick (e.g., business/residential, interior/exterior)	
84.	Spike strip/stop stick	
85.	All wheel drive vehicle	
86.	Waist chains	
87.	Personal watercraft (e.g., jet ski)	
88.	Whistle	
89.	Mug shot camera (e.g., Polaroid/digital)	
90.	Ammunition/magazine/clip	
91.	Email	
92.	Live trap	
93.	Less Than Lethal Crowd Dispersal Projectiles/ Launchers (e.g., pepper ball, 37/40, etc.)	
94.	Paper shredder	
95.	Riot gas mask	
96.	Bicycle safety helmet	
97.	Telephone equipment	
98.	Computer software programs	
99.	Sexual Assault victim evidence kit	
100.	Mobile Data Terminal/cruiser mounted laptop computer (MDT, Toughbook, etc.)	
101.	Noise measuring device	
102.	CPR pocket mask	
103.	Tint meter	
104.	Tuberculosis (HEPA) mask	
105.	Specialized leather gloves	

106.	Collapsible baton (ASP)	
107.	Field compass	
108.	Air pac	
109.	Riot gear/shield	
110.	Jumper cables/Jump Bot	
111.	Spray paint (marking)	
112.	Tuning fork	
113.	Rain/wet gear	
114.	In car printer	
115.	Blood test kit	
116.	Vehicle weapon lock	
117.	Metal detecting hand wand	
118.	Spit hood	
119.	Marine craft and related equipment	
120.	Ambu-bag	
121.	Chain saw	
122.	Bar Code Reader	
123.	Shovel	
124.	Personal flotation device/Vest	
125.	Hard hat	
126.	Dock bumper	
127.	Latex gloves	
128.	K-9	
129.	Smart Phone (e.g., Blackberry, iPhone, etc.)	
130.	Floor/Building Plans	
131.	Tracking devices	
132.	Push Bumpers	
133.	Fire Extinguisher	
134.	Fixed Electronic Fingerprinting Scanning Device	
135.	ATV (All Terrain Vehicle)	
136.	License Plate Reader (installed in law enforcement vehicle)	
137.	Portable Media Device (e.g., flash drive/thumb drive, external hard drive)	
138.	Golf Cart/Electric Vehicle	
139.	Shoulder Microphone	
140.	Text Messaging	
141.	Social Media (e.g., Facebook, Twitter, Linked-in, etc.) for official business	
142.	Revolver	
143.	Axe	
144.	CJIS(?)	
145.		
146.	Segway	
147.	Pocket language guide	
148.	SWAT gear	
149.	Crime scene tape	
150.	DVD player/VCR/DVR	
151.	Hearing protection (e.g., earplugs,)	
152.	Thermal imager	
153.	Optical/Laser Sighting System	
154.	Media projector (e.g., PowerPoint)	
155.	Laser distance measurement device	
156.	Calculator	
157.	Document scanner	
158.	Portable Public Address System (e.g., Bullhorn)	
159.	Body Camera	

160.	Vehicle mounted public address (PA) system	
161.	Earpiece for mobile radio	
162.	Portable/handheld speed measurement instrument (e.g., RADAR, LIDAR)	
163.	Tourniquet	
164.	Quiklot/Celox	
165.	Blue Tooth Lapel Mike	
166.	NarCan	
167.	Hand held Driver's License Scanner	
168.	Self-trauma Kit	
169.	Glass Breaking Device, e.g., Rescue Me	

N. Physical Skills / Use of Force		
1.	Use baton or other hand-held, e.g., flashlight, device to subdue person in a physical confrontation.	
2.	Use firearm or any other hand-held equipment after pursuit, running, fighting-defending, injury, or other strenuous physical activity.	
3.	Continue to function after exposure to various chemical/toxic/aerosol substances.	
4.	Dodge/evade blows, thrown objects.	
5.	Endure exposure to hazardous materials (e.g., drugs, chemicals, infectious diseases etc.).	
6.	Subdue and physically/mechanically restrain, lift/carry/drag person.	
7.	Escort resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	
8.	Escort non-resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	
9.	Physically struggle with multiple persons at one time.	
10.	Cope with the emotional and physical results of being struck by or exposed to bodily fluids.	
11.	Cope with the emotional and physical impact of being subjected to verbal threats of violence.	
12.	Cope with the emotional impact of verbal abuse from persons.	
13.	Visually detect and understand subtle changes in "body language" (e.g., pupil constriction/dilation, skin color, respiration changes, etc.).	
14.	Help carry a person on a stretcher.	
15.	Carry/drag by yourself an immobile person.	
16.	Use defensive tactics to protect self or others and/or control or take suspect down.	
17.	Tackle a fleeing suspect.	
18.	Subdue physically attacking person.	
19.	Swim to perform search or rescue/self-rescue.	
20.	Grip person tightly to prevent escape/control movement.	
21.	Disarm armed suspect.	
22.	Physically remove resisting person from vehicle.	
23.	Use controlling technique to gain compliance.	
24.	Use submission holds to control person.	
25.	Hold and swing battering ram to break door.	
26.	Hold person upright to prevent their falling (e.g., intoxicated person).	
27.	Crawl to search under car/residence/building, etc.	
28.	Bend/kneel to apply shackles, cuffs, etc.	
29.	Change tire on law enforcement or citizen's vehicle.	
30.	Operate bicycle at high speeds and on varying terrain.	
31.	Throw lifeline or other rescue device (e.g., throw rope).	
32.	Use face mask to prevent contact with chemical agents.	
33.	Defend oneself from position on ground.	
34.	Use fists to defend oneself.	
35.	Pull person out of a vehicle through window or open door to effect rescue.	
36.	Use less than lethal devices to control/disable person.	
37.	Bring up to standing a non-resisting or resisting person.	
38.	Tread water to self-rescue	
39.	Fall down in struggle or pursuit, recover to feet and resume struggle/pursuit.	
40.	Continue to function in a physical confrontation after being struck/injured.	
41.	Maintain and recover from a state of hyper vigilance (acute sensory awareness) over protracted period of time (hours).	
42.	Cope with the physical effects of chronic emotional stress (e.g., fear, anger, anxiety, etc.)	
43.	Cope with the physical effects of chronic mental stress (e.g., concentration).	

44.	Cope with the physical effects of shift-work.	
45.	Carry with some else an immobile child on a stretcher or other device.	
46.	Drag, by yourself, an immobile child.	
47.	Drag, by yourself, an immobile adult.	
48.	Crawl under an obstruction.	
49.	Physically block small group of people from moving.	

O. Reading		
1.	Read and comprehend local codes and ordinances.	
2.	Read and comprehend Criminal Code of Virginia	
3.	Read and comprehend Commonwealth Motor Vehicle Code	
4.	Read and comprehend departmental bulletins.	
5.	Read and comprehend training manuals, e.g. handouts.	
6.	Read and comprehend department rules and regulations, policies and procedures, and operations manuals ,e.g. Gould, BNA Manual, etc.	
7.	Read and comprehend textbooks on law enforcement or legal matters.	
8.	Read and comprehend articles in professional publications (IACP, FBI, etc.).	
9.	Read and comprehend U.S. codes.	
10.	Read and comprehend Rules of Criminal Procedure and Evidence, e.g. Search and Seizure, Rules of Arrest, etc.	
11.	Read and comprehend Technical and Owner's Manuals for Assigned Equipment.	
12.	Read and comprehend First Aid Manual.	
13.	Read, comprehend and apply various written materials under stressful circumstances demanding rapid response.	
14.	Read and comprehend legal documents, e.g. orders, pleadings, disposition, etc.	
15.	Read and comprehend judicial case law.	
16.	Read and comprehend witnesses' affidavits, sworn statements and testimony.	
17.	Read and comprehend U.S. Constitution.	
18.	Read and comprehend the Constitution of the Commonwealth of Virginia	
19.	Read and comprehend law enforcement bulletins, e.g. judicial decisions, gang intelligence, AG Opinions, etc.	
20.	Read and comprehend Law Enforcement Code of Ethics.	
21.	Read and comprehend standard business/professional correspondence.	
22.	Read and comprehend road signs, controls and markings.	
23.	Read and comprehend Physician's Desk Reference.	
24.	Read and comprehend DOT Emergency Response Guide.	
25.	Read and comprehend standard desk reference books, e.g. dictionary, Thesaurus, etc.	

P. Physical Abilities		
1.	Walk/run on irregular, potentially hazardous surfaces (e.g., slick, wet, muddy, swampy, rocky, etc.).	
2.	Jump/vault over ditch, hole or other hazard.	
3.	Jump down from an elevated surface (e.g., loading dock).	
4.	Kneel, squat and recover to feet.	
5.	Perform repetitive hand movement (e.g., keyboarding, traffic control, etc.) for up to one hour per day.	
6.	Accurately and unaided visually detect and recognize images, facial and body features, and movement of persons and objects in varying light conditions, at distances up to 100 feet.	
7.	Accurately identify full-range of colors (e.g., clothing, substances, skin tones, etc.) in varying light conditions.	
8.	Recognize and comprehend faint auditory signals (e.g., whispers, transient sounds, air movement, radio transmissions, etc.).	
9.	Recognize and comprehend speech while surrounded by high levels of background noise.	
10.	Recognize and identify faint and/or unusual odors.	
11.	Hold a person suspended in the air (e.g., stop suicide attempt and rescue person)	
12.	Perform strenuous physical activities in a series (e.g., sprint, run upstairs, wrestle, pull, carry, etc.).	
13.	Perform duties wearing full duty gear (e.g., vest, gun belt, etc.).	
14.	Push open a door with your shoulder.	
15.	Kick open a door with your foot.	
16.	Push object with your foot.	
17.	Bend over and push object.	
18.	Maintain balance on moving surface.	
19.	Carry, by yourself, an immobile child	
20.	Climb over a fence.	
21.	Jump/vault over a fence or other barrier.	
22.	Climb through a window or other such opening.	
23.	Climb trees or outside of building.	
24.	Work in a confined, closed-in area (e.g., vehicle, security post).	
25.	Drag or push heavy objects other than a vehicle ,e.g., swing gate	
26.	Push a vehicle by yourself from one place to another.	
27.	Push a vehicle with another person from one place to another.	
28.	Lift while in a stationary position a heavy object or person.	
29.	Sprint at full speed (less than 300 yds.).	
30.	Run long distance (more than 300 yds.).	
31.	Run through underbrush and varying terrain.	
32.	Run up stairs/steps.	
33.	Run down stairs/steps.	
34.	Stand for more than 2 hours of work shift.	
35.	Walk for more than 2 hours of work shift.	
36.	Sit for more than 2 hours of work shift.	
37.	Catch a falling person to prevent his/her injury.	
38.	Bend over/kneel to search under vehicle.	
39.	Crawl through underbrush, wetlands, etc.	
40.	Climb fire escapes.	
41.	Climb stairs in multiple story buildings.	
42.	Extend arm to reach and search tight spaces.	
43.	Work in deep water up to chest.	
44.	Quickly exit or enter law enforcement vehicle.	

45.	Climb up/down ladder to reach area.	
46.	Lift and carry heavy weights up or down stairs/ladders.	
47.	Endure weather extremes.	
48.	Endure extended periods of work without food.	
49.	Endure and recover from periods of emotional stress.	

Q. Physical Exertion			
1.	Run on flat surface (e.g., streets roadway, etc.)		
	Maximum distance in feet		Ft.
2.	Run on varying terrain, (e.g., brush, mud, swamp, hole, etc.)		
	Maximum distance in feet		Ft.
3.	Walk continuously		
	Maximum time in hours		Hrs.
4.	Stand continuously		
	Maximum time in hours		Hrs.
5.	Walk up/down stairs		
	Maximum number of flights		Ffts.
6.	Sit continuously (e.g., security post, vehicle operation, etc.)		
	Maximum number of hours		Hrs.
7.	Run up/down stairs		
	Maximum number of flights		Ffts.
8.	Climb or pull oneself over an obstacle (e.g., fence)		
	Maximum height of obstacle in feet		Ft.
9.	Climb up/down ladder		
	Maximum height of climb in feet		Ft.
10.	Lift objects up off the ground without assistance		
	Maximum lift-height in inches		In.
	Maximum weight of object in pounds		Lbs.
11.	Lift objects up off the ground with assistance		
	Maximum lift-height in inches		In.
	Maximum weight of object in pounds		Lbs.
12.	Push vehicle out of lane of traffic by oneself		
	Maximum distance in feet		Ft.
	(Law enforcement vehicle equals 2 tons) Maximum weight in tons		tons
13.	Carry an unresisting person with assistance		
	Maximum weight in pounds		Lbs.
	Distance in feet		Ft.
14.	Lift objects down from elevated surface (e.g., waist high or above) and place on ground or floor		
	Maximum weight in pounds		Lbs.

15.	Climb/pull oneself onto a large piece of equipment or object (e.g., loading dock, truck, trailer, etc.)			
	Maximum height in feet		Ft.	
16.	Bend over to help person to standing			
	Maximum weight of person in pounds		Lbs.	
17.	Pull a resisting object (e.g., dog, door, plywood panel, etc.)			
	Maximum weight in pounds		Lbs.	
18.	Jump/vault over raised barrier			
	Maximum height of barrier in inches		In.	
19.	Grip and hold a person to maintain physical control			
	Maximum time in minutes		Min.	
	Maximum weight in pounds		Lbs.	
20.	Extract/place a struggling/resisting person in/from a vehicle			
	Maximum time in minutes		Min.	
	Maximum weight in pounds		Lbs.	
21.	Hold/restrain a struggling person			
	Maximum time in minutes		Min.	
	Maximum weight in pounds		Lbs.	
22.	Physically defend against and control an attacking person			
	Maximum time in minutes		Min.	
	Maximum weight in pounds		Lbs.	
	Maximum number of people		#	
23.	Take down and subdue a resisting person			
	Maximum weight in pounds		Lbs.	
24.	Use repetitive hand motions/movements (e.g., keyboard, traffic control, etc.)			
	Maximum time in minutes		Min.	

**VIRGINIA DCJS JOB TASK
ANALYSIS PROJECT**

**BASIC LAW ENFORCEMENT
OFFICER**

**JOB TASK ANALYSIS SURVEY
RESULTS**

MAY 2018

A. Patrol/Basic Law Enforcement Functions		O	S	
1.	Place devices, e.g., cones, barriers, etc. to protect or secure crime scene	X	X	
2.	Place devices, e.g., cones, barriers, etc. to protect or secure crash scene.	X	X	
3.	Stand guard to provide security in courtrooms, public buildings and adjacent areas.	X	--	
4.	Conduct search of persons entering public facility/room.	--	X	
5.	Restrain unruly or violent individuals, remove from public areas and arrest if necessary.	X	X	
6.	Operate and read mobile data device.	X	--	
7.	Execute stop of motor vehicle, approach and talk to operator and passengers.	X	X	
8.	Use illuminated baton or hand signals to direct traffic.	X	X	
9.	Conduct high-risk vehicle stop.	X	X	
10.	Establish and conduct a stationary roadblock.	--	--	
11.	Push/Tow disabled vehicles with law enforcement vehicle.	--	--	
12.	Watch occupants of stopped vehicle to identify unusual or suspicious actions.	X	X	
13.	Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.	X	--	
14.	Use plain English to communicate on law enforcement radio.	X	X	
15.	Observe moving vehicles to identify possible criminal activity	X	X	
16.	Use radio codes to communicate verbally on law enforcement radio.	X	--	
17.	Interview members of public by telephone to obtain detailed information.	X	X	
18.	Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.	X	X	
19.	Inventory and test assigned patrol equipment and vehicle (e.g., lights, siren, radio, computer, etc.) for pre-shift inspection/vehicle assessment.	X	--	
20.	Visually check vacant homes and property to ensure security.	X	--	
21.	Check individuals/businesses for compliance with licensing requirements (e.g., liquor licenses, hours of operation, etc.).	--	--	
22.	Update status of wants, warrants and stolen property through local, state and NCIC computer systems.	X	--	
23.	Use social media to promote positive information exchanges between law enforcement and the community	--	--	
24.	Disseminate information to news agencies according to procedure and law.	--	--	
25.	Talk with families of adult suspects or defendants to advise, inform, notify, etc.	X	--	
26.	Talk with families of juvenile suspects or defendants to advise, inform, notify, etc.	X	X	
27.	Conduct bicycle patrol tactics.	--	--	
28.	Conduct preliminary investigation of (be first responder to) various felony and/or misdemeanor crimes.	X	X	
29.	Be first responder to various non-criminal calls for service.	X	X	
30.	Recognize and handle/endure effects of job related stress on yourself or others.	X	X	
31.	Recognize and report indicators of individuals' legal residency or citizenship status.	--	--	
32.	Recognize common, over the counter products that are used in production of methamphetamines and other illegal drugs.	X	X	
33.	Recognize standard and improvised laboratory equipment used in the production of methamphetamines and other illegal drugs.	X	X	
34.	Recognize and respond to a reported or discovered clandestine laboratory.	--	--	

		O	S	
35.	Use deflation devices (e.g., stop stick, etc.) to slow a vehicle	--	--	
36.	Use basic Spanish to communicate.	--	--	
37.	Advise businesses about ways to secure their property.	X	--	
38.	Advise residents about ways to make their homes more secure.	X	--	
39.	Advise crime victims of the procedures to pursue prosecution.	X	X	
40.	Advise citizens on techniques to enhance personal safety.	X	X	
41.	Comfort emotionally upset persons.	X	X	
42.	Evaluate and answer inquiries from public regarding progress on a case.	X	--	
43.	Receive and evaluate requests for law enforcement service.	X	X	
44.	Compile and analyze crime, traffic crash and other statistics.	--	--	
45.	Follow federal and Commonwealth rules of privacy and security to control access to law enforcement records.	X	X	
46.	Follow Commonwealth laws related to release of public records.	X	X	
47.	Describe persons to other officers (e.g., suspects, missing person).	X	X	
48.	Estimate and record value of stolen, recovered or damaged goods.	X	X	
49.	Use social media to facilitate a law enforcement investigation	X	--	
50.	File and retrieve documents in records system (e.g., fingerprint cards, reports, etc.)	X	--	
51.	Fingerprint (roll or scan) persons for non-criminal reasons (e.g., professional licensing).	X	X	
52.	Assist special needs persons.	X	X	
53.	Use telecommunications and/or computer-aided dispatch equipment to dispatch law enforcement personnel.	--	--	
54.	Track persons from scene (e.g., footprints in snow or mud).	X	X	
55.	Transport stray animals to holding facility (e.g., pound).	--	--	
56.	Dispose of dead or injured animals according to Commonwealth law.	--	--	
57.	Use fire-extinguishing equipment.	--	--	
58.	Smell and investigate unusual odors.	X	X	
59.	Verify air/water pollution complaints (e.g., illegal dumping).	--	--	
60.	Hear and investigate unusual sounds or noises.	X	--	
61.	Monitor CB and/or other radio channels to hear assistance needed calls.	X	--	
62.	Monitor department radio communications to stay aware of law enforcement activity.	X	X	
63.	Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.	X	X	
64.	Perform law enforcement duties in all weather and temperatures.	X	X	
65.	Patrol locations that are potentially physically hazardous (e.g., construction sites, prohibited areas, etc.).	X	--	
66.	Identify potentially rabid animals and process according to Commonwealth law.	--	--	
67.	Prepare clothing and personal equipment to satisfy department inspection requirements.	X	X	
68.	Report violations of school, college or university rules and regulations to proper authority.	--	--	
69.	Test/handle doorknobs, windows, etc. to check physical security of buildings (businesses/residences, etc.)	X	--	
70.	Use special protective equipment and weapons to participate in high risk entries.	X	--	
71.	Participate in search for escaped person(s).	X	X	
72.	Respond to and control scene involving barricaded subject.	X	X	
73.	Conduct field interview of suspicious person.	X	X	

		O	S	
74.	Investigate suspicious vehicle.	X	X	
75.	Communicate with non-English speaking persons.	X	--	
76.	Conduct negotiations with a barricaded subject.	--	--	
77.	Recognize incidents where K-9 or other specialized services, e.g., Air, SWAT, etc. may be a useful/necessary resource.	X	X	
78.	Communicate with deaf and/or mute persons.	X	X	
79.	Confront barricaded subjects to force a resolution to the incident.	--	--	
80.	Talk with people on beat, patrol area, district, etc. to establish positive relationship.	X	X	
81.	Transport juveniles to home or detention facility	X	X	
82.	Use structured problem-solving method to identify and address causes of crime (e.g. Hours of operation, licensing violations, street lights, traffic patterns, lack of recreation, etc.).	X	--	
83.	Present community relations programs (e.g., safety programs, crime prevention, tours, etc.).	X	--	
84.	Distribute printed material for public relations.	--	--	
85.	Give talks on law enforcement, etc., to community organizations, businesses and/or schools.	X	--	
86.	Meet with teachers and school officials to discuss methods to provide better security, discuss at-risk student, etc.	--	--	
87.	Organize neighborhood watch groups and conduct meetings.	--	--	
88.	Patrol schools and school property to provide security while on duty.	X	X	
89.	Perform directed (e.g., planned/structured) patrol assignments.	X	--	
90.	Respond to general information questions from public.	X	--	
91.	Take control of publicly intoxicated/disruptive person.	X	X	
92.	Use technological devices (e.g., computers, Smart Phone, etc.) to exchange information with other agencies.	X	--	
93.	Perform basic troubleshooting functions related to computer use.	X	--	
94.	Perform police duties in plain clothes	--	--	
95.	Recognize need for and initiate protective custody detention, e.g. ECO, TDO, etc.	X	X	
96.	Advise battered spouse/domestic partner of rights.	X	X	
97.	Make arrest without warrant at scene of domestic violence.	X	X	
98.	Recognize laws and limits on law enforcement powers when crossing jurisdictional lines.	X	X	
99.	Transport battered spouse/domestic partner to shelter.	--	--	
100.	Respond to mutual aid request.	X	X	
101.	Accompany spouse/domestic partner to pick up belongings.	X	--	
102.	Enforce and explain passenger restraint laws.	X	X	
103.	Respond to crime-in-progress call.	X	X	
104.	Serve as back-up officer at scene.	X	X	
105.	Search for missing children.	X	X	
106.	Search for missing adults.	X	X	
107.	Hold person under investigative detention, i.e., Terry stop	X	X	
108.	Secure crime scene (i.e., establish security perimeter).	X	X	
109.	Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.	X	X	
110.	Use chemical agents to control an individual.	--	X	
111.	Search for person in darkened building or environment.	X	X	
112.	Hold flashlight while performing various law enforcement duties.	X	X	
113.	Check hunting licenses, stamps and permits to ensure validity	--	--	

		O	S	
114.	Investigate drowning	--	--	
115.	Investigate various boating violations, e.g., licenses, OUI, safety equipment, etc.	--	--	
116.	Investigate property trespass violations related to hunting	--	--	
117.	Investigate various hunting violations, e.g., distance from residence, etc.	--	--	
118.	Review public web sites to identify/recognize potential suspects, etc.	X	--	
119.	Conduct welfare checks of citizen to ensure safety of person, e.g., suicidal, elderly, emotionally unstable, etc.	X	X	
120.	Recognize commonly used drug paraphernalia	X	X	
121.	Use/monitor social media to identify/anticipate potential public safety problems	X	--	
122.	Confront person who is legally armed.	X	X	
123.	Conduct vehicle stop in nighttime.	X	X	

B. Ethics in Law Enforcement		O	S	
1.	Exercise discretion (choice) in selecting appropriate enforcement action.	X	X	
2.	Apply ethical standards while performing law enforcement duties.	X	X	
3.	Recognize and report misconduct of other officers.	X	X	
4.	Encourage/model professional standards among colleagues	--	X	+
5.	Use proper judgment when confronted with offers of gratuity (i.e., free coffee, meals, services, etc.)	X	X	
6.	Recognize and report misuse of social media	--	--	

C. Investigations		O	S	
1.	Study crime scene to identify modus operandi (M.O.) of perpetrator.	X	X	
2.	Examine dead body visually to identify wounds and injuries.	X	X	
3.	Examine evidence from crime scene to determine relevance.	X	X	
4.	Use drug test kit to test evidence.	--	X	
5.	Conduct neighborhood canvass to collect crime-related information, identify witnesses, etc.	X	X	
6.	Interrogate suspects.	X	X	
7.	Observe suspect/interviewee behavior to recognize deception, deceit, manipulation, etc.	X	X	
8.	Interview complainants, witnesses, etc.	X	X	
9.	Obtain elimination prints to assist investigation.	--	--	
10.	Use basic listening skills while conducting interviews to ensure full understanding of person's words.	X	X	
11.	Review and compare incidents for similarity of modus operandi (M.O.).	X	X	
12.	Use public records (e.g., motor vehicle, school, tax, law enforcement, etc. to locate missing or wanted persons).	X	X	
13.	Select photographs to conduct photographic line-up.	--	--	+
14.	Conduct intelligence activities (e.g., crime analysis, computer checks, backgrounds, etc.) on known or suspected offenders.	X	--	
15.	Conduct a field "show-up" ID (Single suspect confrontation, drive-by) with victim or witness to identify a suspect.	X	X	
16.	Use audio/video recording device to record statement or confession.	X	X	
17.	Talk with supervisor to determine if follow-up investigation is necessary.	X	--	
18.	Observe crime scene to determine need for processing by specialist (e.g., evidence technician).	X	X	
19.	Review law enforcement records to determine whether recovered property is linked with a previous crime.	X	--	
20.	Sketch crime scene.	--	--	
21.	Locate and protect possible trace evidence.	X	--	
22.	Fill out forms or tags to document chain of custody of evidence.	X	X	
23.	Write down confessions or other statements from suspects, victims, and witnesses.	X	X	
24.	Conduct stationary surveillance of individuals, locations, vehicles, etc.	X	--	
25.	Collect and package (i.e., bag and tag) evidence and/or property.	X	X	
26.	Identify and collect trace, latent and serology evidence.	--	--	
27.	Photograph and/or videotape crime or crash scene.	X	X	
28.	Photograph latent fingerprints/impressions.	--	--	
29.	Describe in written form the location of physical evidence at a crime scene.	X	X	
30.	Fill out seized property inventory resulting from a search warrant.	X	X	
31.	Prepare evidence for lab analysis (e.g., questioned documents, fingerprints, etc.).	X	X	
32.	Use identifying numbers (e.g., serial, product, etc.) and descriptions to trace stolen goods.	X	X	
33.	Conduct background checks to verify reliability and credibility of witnesses.	--	--	
34.	Verify the identity of deceased persons.	X	X	
35.	Work undercover.	--	--	
36.	Conduct on-going/beyond basic response investigation of homicide.	--	--	
37.	Conduct on-going/beyond basic response investigation of sexual assault	--	--	
38.	Conduct on-going/beyond basic response investigation of robbery.	--	--	

		O	S	
39.	Conduct on-going/beyond basic response investigation of assault and battery.	X	X	
40.	Conduct on-going/beyond basic response investigation of burglary.	--	--	
41.	Conduct on-going/beyond basic response investigation of larceny/theft.	X	X	
42.	Conduct on-going/beyond basic response investigation of kidnapping.	--	--	
43.	Conduct on-going/beyond basic response investigation of hate crimes.	--	--	
44.	Conduct on-going/beyond basic response investigation of terrorism.	--	--	
45.	Conduct on-going/beyond basic response investigation of arson.	--	--	
46.	Conduct on-going/beyond basic response investigation of forgery.	--	--	
47.	Conduct on-going/beyond basic response investigation of fraud.	X	--	
48.	Conduct on-going/beyond basic response investigation of disorderly conduct/disturbance.	X	X	
49.	Conduct on-going/beyond basic response investigation of receipt of stolen property.	X	X	
50.	Conduct on-going/beyond basic response investigation of weapons/firearms offenses.	X	X	
51.	Conduct on-going/beyond basic response investigation of child pornography.	--	--	
52.	Conduct on-going/beyond basic response investigation of controlled substances.	X	X	
53.	Conduct on-going/beyond basic response investigation of illegal gambling.	--	--	
54.	Conduct on-going/beyond basic response investigation of domestic violence.	X	X	
55.	Conduct on-going/beyond basic response investigation of child abuse or neglect.	--	--	
56.	Conduct on-going/beyond basic response investigation of harassment/stalking.	--	X	
57.	Conduct on-going/beyond basic response investigation of suspicious activity/vehicle/ person.	X	X	
58.	Conduct on-going/beyond basic response investigation of vehicular manslaughter.	--	--	
59.	Conduct on-going/beyond basic response investigation of fatal traffic crash.	--	--	
60.	Conduct on-going/beyond basic response investigation of personal injury crash.	X	X	
61.	Conduct on-going/beyond basic response investigation of hit and run.	X	X	
62.	Conduct on-going/beyond basic response investigation of other motor vehicle incidents.	X	X	
63.	Conduct on-going/beyond basic response investigation of other traffic offenses.	X	X	
64.	Conduct on-going/beyond basic response investigation of computer/cybercrimes.	--	--	
65.	Conduct on-going/beyond basic response investigation of death investigation.	--	--	
66.	Conduct on-going/beyond basic response investigation of apparent suicide.	--	--	
67.	Conduct on-going/beyond basic response investigation of prostitution/solicitation.	--	--	
68.	Conduct on-going/beyond basic response investigation of elder or disabled persons abuse.	--	--	
69.	Conduct on-going/beyond basic response investigation of identity theft.	--	--	

		O	S	
70.	Conduct on-going/beyond basic response investigation of embezzlement.	--	--	
71.	Conduct on-going/beyond basic response investigation of Internet crimes against children.	--	--	
72.	Conduct on-going/beyond basic response investigation of gangs and gang related crimes.	--	--	
73.	Conduct on-going/beyond basic response investigation of prescription drug abuse.	--	--	
74.	Conduct on-going/beyond basic response investigation of human trafficking.	--	--	
75.	Conduct on-going/beyond basic response investigation of bombing or bomb threat.	--	--	
76.	Conduct on-going/beyond basic response investigation of liquor violations	--	--	
77.	Conduct on-going/beyond basic response investigation of tobacco violations	--	--	
78.	Conduct on-going/beyond basic response investigation of public corruption	--	--	
79.	Conduct on-going/beyond basic response investigation of militia groups (i.e., Sovereign Citizens, Posse Comitatus, white supremacists, etc.)	--	--	
80.	Conduct on-going/beyond basic response investigation of officer involved shooting	--	--	
81.	Conduct on-going/beyond basic response investigation of alleged officer misconduct	--	--	
82.	Conduct on-going/beyond basic response investigation of theft/destruction of public or private property	X	X	
83.	Conduct on-going/beyond basic response investigation of illegal aliens	--	--	
84.	Organize and or Conduct physical lineup.	--	--	
85.	Organize and/or Conduct photo lineup.	--	X	
86.	Conduct strip search of arrested person according to Commonwealth law and agency procedure.	--	--	+
87.	Witness cavity search to preserve potential chain of evidence.	--	--	
88.	Recognize and properly handle potential electronic evidence (e.g., computer files, Smart phone, etc.)	X	X	
89.	Identify and process latent fingerprints.	--	--	
90.	Recognize instances of prescription drug abuse.	X	X	
91.	Recognize and identify instances of human trafficking.	--	--	+
92.	Develop field contacts and intelligence sources.	X	X	
93.	Complete applicant background investigations to determine suitability for law enforcement employment.	--	--	
94.	Conduct background investigations on applicants for licenses and permits (e.g., liquor, weapons, etc.).	--	--	
95.	Recognize, refer and/or investigate potential harassment violations (sexual, racial, religious, or others).	--	--	+
96.	Review crime lab reports to help investigative efforts.	--	--	
97.	Review records and pictures to identify suspects.	X	X	
98.	Use Commonwealth, local and/or NCIC criminal information systems to obtain information related to crimes, events, suspects, etc.	X	X	

D. Legal Issues/ Arrest Procedures/Search and Seizure/ Warrants		O	S	
1.	Review facts of case to determine whether case is criminal or civil matter.	X	X	
2.	Review statute of limitations to ensure proper enforcement action.	X	X	
3.	Confer with Commonwealth Attorney, judge, or magistrate to obtain a warrant.	X	X	
4.	Confer with Commonwealth Attorney's office prior to testimony regarding case.	X	X	
5.	Explain court procedures to suspects, victims and witnesses.	X	X	
6.	Present evidence and testimony in legal and/or administrative proceedings (e.g., arraignment, preliminary hearing, trial, grand jury, etc.).	X	X	
7.	Identify elements of crime to ensure proper charges.	X	X	
8.	Read court and legal papers to determine meaning and proper law enforcement response (e.g., restraining and protection orders, etc.).	X	X	
9.	Read/Review case reports and notes to prepare for court testimony.	X	X	
10.	Read/Review warrants and affidavits to ensure completeness and accuracy.	X	X	
11.	Advise persons of constitutional (Miranda) rights.	X	X	
12.	Apprehend and place juvenile offenders (children in need of service) in custody.	X	X	
13.	Arrest persons with a warrant.	X	X	
14.	Arrest persons without a warrant.	X	X	
15.	Conduct full search of arrested persons.	X	X	
16.	Conduct frisk or pat down.	X	X	
17.	Handcuff suspects or detainees.	X	X	
18.	Issue citations for non-traffic offenses (e.g., local ordinances and Commonwealth laws).	X	X	
19.	Plan and execute search warrants.	X	X	
20.	Prepare affidavit for search warrant.	X	X	
21.	Conduct warrantless search.	X	X	
22.	Request bystanders to assist in an apprehension.	--	--	
23.	Search automobile under independent probable cause.	X	X	
24.	Search automobile incident to arrest.	X	X	
25.	Conduct warrantless search of premises or property in fresh or hot pursuit, with or without consent, incident to arrest, etc.	X	X	
26.	Seize contraband, weapons and stolen property from suspects.	X	X	
27.	Take into custody person detained by citizen or merchant.	X	X	
28.	Conduct research in Commonwealth Code and local laws, etc. to determine proper charges or practice.	X	X	
29.	Follow Commonwealth law to dispose of or release property or evidence no longer needed.	X	X	
30.	Explain process of obtaining bail to person in custody or other parties.	X	--	
31.	Assist arrested person to contact legal counsel (i.e., provide phone access)	--	--	
32.	Obtain search warrant and/or make proper return.	X	X	
33.	Obtain arrest warrant and/or make proper return.	X	X	
34.	Read and comprehend forms of civil process such as pleadings, contracts, executions and judicial orders to ensure proper handling, execution, etc.	X	X	
35.	Maintain effective relations with court personnel/officials.	X	--	
36.	Read and apply case law and statutes related to pleadings and executions.	X	X	
37.	Assess value of property seized in criminal matters	X	--	
38.	Use force as necessary and appropriate in service of civil pleadings and various forms of execution.	--	--	
39.	Use court records to research and resolve questions.	X	--	

		O	S	
40.	Organize and conduct law enforcement auction.	--	--	
41.	Oversee removal of physical property of evictee from premises.	--	--	
42.	Serve civil summonses.	--	--	
43.	Remove, pursuant to court order, persons on premises illegally.	--	--	
44.	Explain civil process to citizens.	X	X	
45.	Locate owners of recovered vehicles and other property.	X	X	
46.	Pick up children as directed by court in custody matters.	--	--	
47.	Confer with defense attorney to discuss a particular case.	X	--	
48.	Verify warrants before execution.	X	X	
49.	Plan and organize service of a high-risk Arrest Warrant.	X	--	
50.	Photograph arrested persons	X	X	
51.	Roll fingerprints of suspects or persons taken into custody.	--	--	
52.	Check arrestee for outstanding warrants.	X	X	
53.	Compare photographs to verify identity of person in custody.	X	X	
54.	Give prescribed medication to person in custody.	--	--	
55.	Follow legal procedures to answer outside inquiries from or concerning a person in custody.	X	X	
56.	Book arrested person by completing standard agency processing forms.	X	X	
57.	Conduct holding cell inspection to ensure arrested person's safety/well-being, facility security, etc.	--	--	
58.	Read custody and/or release orders (e.g., Court Orders, etc.) to determine whether to accept or release arrested person.	--	--	
59.	Operate vehicle to transport person in custody.	X	X	
60.	Escort (walk) person in custody to various destinations (e.g., medical facility, court, etc.)	X	X	
61.	Examine physical condition of person in custody to assess need for medical attention.	X	X	
62.	Instruct person in custody in holding area rules and regulations.	X	--	
63.	Fill out forms to inventory person in custody's personal property.	--	--	
64.	Fill out record of medication given to person in custody.	--	--	
65.	Prepare written reports to record injuries of persons in custody.	X	X	
66.	Maintain record of arrested person's phone calls.	--	--	
67.	Search detention visiting room, cells and other areas for weapons and contraband.	--	--	
68.	Search property left for person in custody.	--	--	
69.	Complete affidavits and reports to document citizen's complaint.	--	--	
70.	Assist attachment of property under court order (e.g., vehicle repo).	--	--	
71.	Enforce court issued order (e.g., writs).	--	--	
72.	Guard person in custody outside of detention facilities (e.g., court, medical facility, etc.).	X	X	
73.	Forcibly place resisting person in cell.	--	--	
74.	Forcibly remove resisting person from cell.	--	--	
75.	Use force as necessary and appropriate in apprehension of criminal suspects.	X	X	
76.	Handcuff resisting person.	X	X	
77.	Handcuff non-resisting person.	X	X	

E. Traffic/Motor Vehicle Enforcement/Collisions		O	S	
1.	Calculate vehicle speed using formulas and evidence at scene, e.g. skid marks.	--	--	
2.	Search for, protect and collect evidence at motor vehicle crash scene.	X	X	
3.	Control spectator/media access at scene of law enforcement action.	X	X	
4.	Investigate motor vehicle crash to determine causes or factors contributing to a crash.	X	X	
5.	Collect facts of motor vehicle crash to determine charges.	X	X	
6.	Use computerized software to produce crash scene diagram.	X	--	
7.	Field sketch non-scale diagram of motor vehicle crash.	X	X	
8.	Diagram motor vehicle crash scenes to scale.	--	--	
9.	Control traffic at scene of crash investigation.	X	X	
10.	Follow Commonwealth statutes to impound and inventory vehicles.	X	X	
11.	Identify, locate and interview owners, witnesses, and others involved in motor vehicle crash.	X	X	
12.	Instruct persons in motor vehicle crash to exchange necessary information to ensure proper reporting.	X	X	
13.	Investigate motor vehicle crash involving law enforcement vehicles or other emergency vehicle.	--	--	
14.	Determine whether crash is reportable or non-reportable.	X	X	
15.	Describe motor vehicle damage in motor vehicle crash to complete report.	X	X	
16.	Assess need for and organize emergency assistance for motor vehicle crash (e.g., wrecker, ambulance, sand truck).	X	X	
17.	Take measurements at motor vehicle crash scene (e.g., triangulation, baseline, coordinate and combination, etc.).	--	--	
18.	Pace vehicle with speedometer to establish evidence of speeding.	X	X	
19.	Observe operator's eyes, body movements, actions, etc. to evaluate capability to operate vehicle.	X	X	
20.	Explain motor vehicle law requirements to citizens (e.g., inspection, registration, etc.).	X	X	
21.	Follow suspect vehicle to observe traffic violations.	X	X	
22.	Inspect vehicle to locate vehicle identification number (VIN).	X	X	
23.	Inspect driver's license to determine if valid or altered.	X	X	
24.	Inspect vehicle to identify equipment safety violations.	X	X	
25.	Investigate roadway to assess safety, repair needs, etc.	X	--	
26.	Issue traffic citation to pedestrians/bicyclists.	--	--	
27.	Perform DMV check by radio or computer on violator's vehicle while operating law enforcement vehicle.	X	X	
28.	Issue verbal warning to traffic violators.	X	X	
29.	Issue written warnings and citations.	X	X	
30.	Review/consider facts of case and Motor Vehicle Law to select most appropriate charge and/or enforcement action at crash scene or vehicle stop.	X	X	
31.	Operate handheld intoxilyzer/breathalyzer to test breath alcohol concentration.	X	X	
32.	Operate electronic traffic signals manually.	--	--	
33.	Plan and organize traffic detours.	--	--	
34.	Establish and conduct rolling roadblock or moving blockade.	--	--	
35.	Stand traffic control post at special functions (e.g., VIP visit, parade, etc.).	X	X	
36.	Direct removal of vehicle obstructing traffic.	X	X	

		O	S	
37.	Physically remove hazards from roadway (e.g., dead, stray, injured animals, debris, etc.).	X	--	
38.	Instruct citizens to assist in traffic control in an emergency.	--	--	
39.	Check motor vehicle records to verify title, license information and registration.	X	X	
40.	Watch moving vehicle to visually estimate excessive speed.	X	X	
41.	Prepare requests to have "unfit" vehicle operators reexamined (e.g., medical review).	X	X	
42.	Operate video camera and equipment to record actions of criminal or motor vehicle suspects.	X	--	
43.	Observe weather and road conditions to assess need for emergency equipment such as snowplows, salt trucks, etc.	X	--	
44.	Look for and identify suspect vehicle by color and description.	X	X	
45.	Inspect and tag abandoned vehicles along roadway.	X	--	
46.	Check commercial vehicle for dangerous or illegal cargo.	--	--	
47.	Examine commercial vehicle logs.	--	--	
48.	Measure height, width and length of commercial vehicle.	--	--	
49.	Check trucks to make sure cargo is secure.	--	--	
50.	Escort oversize trucks and loads.	--	--	
51.	Use portable or fixed scales to weigh commercial vehicles.	--	--	
52.	Examine shipping papers of commercial vehicles (e.g., hazardous materials).	--	--	
53.	Conduct sobriety checkpoint.	--	--	
54.	Evaluate condition of crashed vehicles to assess safe post-crash operability.	X	X	
55.	Administer field sobriety tests (e.g., Standardized Field Sobriety Test, Horizontal Gaze Nystagmus, Walk and Turn, One-leg Stand, etc.).	X	X	
56.	Advise appropriate agency of traffic control/roadway repair needs.	X	--	
57.	Select locations and position oneself to conduct selective traffic enforcement duties.	X	X	
58.	Identify and advise vehicle owners to remove abandoned vehicles.	X	--	
59.	Contact hospital, lab and/or physician to obtain blood or other chemical tests.	X	X	
60.	Arrest/Summons DUI suspects.	X	X	
61.	Assist stranded motorists.	X	X	
62.	Use speed enforcement devices to measure vehicle speed (e.g., RADAR, LIDAR.)	X	X	
63.	Fill out DUI arrest and administrative reports.	X	X	
64.	Operate stationary intoxilyzer/breathalyzer to test breath alcohol concentration.	X	--	
65.	Conduct low speed pursuit of motorist.	X	X	
66.	Investigate Off Road/ATV vehicle accidents/collisions	--	--	

F. First Aid and Emergency Assistance		O	S	
1.	Visually examine a live person to identify wounds and injuries.	X	X	
2.	Administer cardio-pulmonary resuscitation (CPR) to adult.	--	X	
3.	Administer mouth-to mouth resuscitation/rescue breathing	--	X	
4.	Apply basic first aid to control bleeding	X	X	
5.	Apply basic first aid to treat for abrasions.	--	X	
6.	Apply basic first aid for amputations	--	X	
7.	Apply basic first aid to treat for animal bites.	--	X	
8.	Apply basic first aid to treat for broken bones.	--	X	
9.	Apply basic first aid to unresponsive/unconscious person.	X	X	
10.	Apply basic first aid to treat for fire burns.	--	X	
11.	Apply basic first aid to treat for chemical burns.	--	X	
12.	Apply basic first aid to treat for convulsions.	--	X	
13.	Apply basic first aid to treat for diabetic reaction.	--	X	
14.	Apply basic first aid to treat for electric shock.	--	X	
15.	Apply basic first aid to treat for eye injuries.	--	X	
16.	Apply basic first aid to treat for frostbite.	--	X	
17.	Apply basic first aid to treat for gunshot wounds.	--	X	
18.	Apply basic first aid to treat for heart attack.	--	X	
19.	Apply basic first aid to treat for OC/Pepper Spray.	--	X	
20.	Apply basic first aid to treat for heat stroke/heat exhaustion, etc.	--	X	
21.	Apply basic first aid to treat for lacerations.	--	X	
22.	Apply basic first aid to treat for drug overdose, e.g., administer Naloxone (Narcan).	--	X	
23.	Apply basic first aid to treat for poisoning.	--	X	
24.	Apply basic first aid to treat for stabbing or puncture wounds.	--	X	
25.	Apply basic first aid to treat for seizure.	--	X	
26.	Apply basic first aid to treat for shock.	--	X	
27.	Apply basic first aid to treat for sprains and strains.	--	X	
28.	Apply basic first aid to treat for stroke.	--	X	
29.	Apply basic first aid for choking (e.g., Heimlich Maneuver).	--	X	
30.	Apply basic first aid for drowning	--	X	
31.	Apply basic first aid to assist object of electronic control device, e.g. Taser	--	X	
32.	Deliver a baby.	--	X	
33.	Use AED (Automated External Defibrillator).	--	X	
34.	Administer CPR to a child or infant.	--	X	
35.	Recognize signs of suicide risk in detainee or arrested person.	X	X	
36.	Use personal protective equipment (e.g., gloves, masks, glasses, etc. to prevent contact with communicable diseases or blood-borne pathogens, etc.).	X	X	
37.	Dispose of contaminated clothing, sharps, etc. according to standard practice.	X	X	
38.	Conduct rescues of stranded persons during floods, ice storms and other disasters.	--	--	
39.	Conduct search to locate bomb or other explosive device.	--	--	+
40.	Participate in large-scale area search and rescue operations.	--	--	
41.	Observe person in custody to determine whether person is intoxicated or in medical distress, i.e., diabetic reaction	X	X	
42.	Participate in search and rescue operations in extreme/dangerous weather and locations	--	--	

G. Firearms/Use of Deadly Force		O	S	
1.	Participate in firearms training.	X	X	
2.	Use protective equipment when involved with weapons training and/or qualification.	X	X	
3.	Carry authorized firearm when off duty.	X	X	
4.	Clean and inspect weapon.	X	X	
5.	Carry "secondary/back-up" firearm on duty.	--	--	
6.	Discharge firearm from moving vehicle (not including training).	--	--	
7.	Discharge firearm in low light conditions (e.g., at night, in darkened room, etc.) (not including training).	--	X	
8.	Discharge firearm at person (not including simulation training).	--	X	
9.	Discharge firearm from protective cover position (not including training).	--	X	
10.	Draw weapon to protect self or third party (not including training).	X	X	
11.	Recognize disguised weapons (e.g., belt buckle, knife).	X	X	
12.	Detain person at gunpoint.	X	X	
13.	Use knife in performance of law enforcement duties (e.g., seat belt cutter, etc.).	--	X	
14.	Unload various firearms (including seized firearms) safely.	X	X	
15.	Clear malfunction of various firearms (not including training).	--	X	
16.	Reload firearms under combat conditions (not including training).	--	X	
17.	Fire weapon in dark environment while using flashlight (not including training).	--	X	
18.	Discharge rifle (not including training).	--	X	
19.	Discharge shotgun (not including training).	--	X	
20.	Respond to active shooter situations.	--	X	
21.	Fire weapon while employing "move and shoot" techniques (not including training).	--	X	
22.	Remove weapon from home/residence of suicidal person, scene of domestic violence, etc.	--	X	
23.	Fire weapon in self-defense at attacking or dangerous animal.	--	X	
24.	Use dominant hand to fire law enforcement weapon (not including training).	--	X	
25.	Use support hand to fire law enforcement weapon (not including training).	--	X	
26.	Uses appropriate verbal commands/communication in use of force situations.	X	X	
27.	Comply with Commonwealth laws and agency regulations regarding safe handling and storage of weapons.	X	X	

H. Human Relations		O	S	
1.	Use verbal de-escalation techniques to communicate with person.	X	X	
2.	Communicate with management and labor over strike disturbances.	--	--	
3.	Conduct parent-juvenile conferences.	--	--	
4.	Use voice and words to calm a situation, project intention, etc.	X	X	
5.	Advise businesses on ways to detect and respond to workplace violence.	--	--	
6.	Control non-violent crowds.	X	X	
7.	Speak confidently to project control, self-assurance, etc.	X	X	
8.	Counsel juveniles.	X	X	
9.	Speak plainly/clearly to encourage understanding.	X	X	
10.	Deliver emergency messages (e.g., injuries, death).	X	X	
11.	Use and adjust language appropriate to listener.	X	X	
12.	Maintain concentration while many people speak simultaneously.	X	X	
13.	Direct actions of law enforcement or public service personnel arriving to assist.	X	X	
14.	Maintain personal calm to prevent making situation worse.	X	X	
15.	Use body language to project control and influence situation.	X	X	
16.	Observe person's body language to assess attitude, intentions, etc.	X	X	
17.	Warn or counsel offenders instead of arresting them.	X	X	
18.	Identify specific religious norms and adjust interactions accordingly.	X	X	
19.	Consult with social service agencies to resolve/clarify problem or get help for child, adult, family, senior citizen, etc.	X	X	
20.	Provide information to individuals in need of social service referral.	X	X	
21.	Recognize a person's culture and adjust manner of communication accordingly to ensure understanding.	X	X	
22.	Talk with persons threatening suicide to persuade them not to attempt.	X	X	
23.	Contact Mental Health resource (e.g., program, facility, etc.) to obtain assistance for mentally ill or emotionally unstable person.	X	X	
24.	Take an apparently mentally ill person into protective custody for an involuntary mental health evaluation, i.e. Law Enforcement ECO.	X	X	
25.	Negotiate/offer alternatives to resolve conflict between disputants, e.g. Landlord/Tenant.	X	X	

I. Emergency Vehicle Operation		O	S	
1.	Operate law enforcement vehicle to escort parades, funerals, walkathons, and other processions.	X	--	
2.	Engage in high speed pursuit in congested area.	--	X	
3.	Engage in high speed response in congested area.	X	X	
4.	Engage in high speed pursuit off road.	--	X	
5.	Engage in high speed response off road.	--	X	
6.	Engage in high speed pursuit on open road.	--	X	
7.	Engage in high speed response on open road.	X	X	
8.	Operate law enforcement vehicle to escort emergency vehicles.	--	X	
9.	Escort money, valuables, or people to provide security.	--	--	
10.	Escort vehicles or persons through picket lines.	--	--	
11.	Operate law enforcement vehicle in heavy rain.	X	X	
12.	Operate law enforcement vehicle on dirt road.	X	X	
13.	Operate 4 wheel drive vehicle to perform law enforcement duties.	--	--	
14.	Operate law enforcement vehicle on ice/snow covered road.	X	X	
15.	Operate law enforcement vehicle at night.	X	X	
16.	Operate a vehicle at night without lights.	--	--	
17.	Operate law enforcement vehicle to escort hazardous materials.	--	--	
18.	Operate law enforcement vehicle on a gravel road	X	X	
19.	Operate law enforcement vehicle on a muddy/grassy road or area	X	X	
20.	Use vehicle on vehicle contact to end a vehicle pursuit (e.g., PIT).	--	--	
21.	Operate law enforcement vehicle to escort oversized cargo.	--	--	
22.	Operate law enforcement vehicle to escort special medical missions.	--	--	
23.	Transport injured persons.	--	--	
24.	Transport persons needing assistance.	X	X	
25.	Inspect law enforcement vehicle for weapons and contraband (i.e., before and after arrested person transport, shift change, etc.).	X	X	
26.	Perform emergency, rapid vehicle back up maneuver.	X	X	
27.	Operate vehicle in a crowded (people, other vehicles, etc.) environment.	X	X	
28.	Operate vehicle in reverse over longer distance.	X	X	

J. Homeland Security		O	S	
1.	Use personal protective equipment (e.g., protective suit, mask, boots, etc.) to prevent contact with Hazmat and WMD.	--	--	
2.	Observe and identify vehicle placard and use appropriate resources (e.g., DOT Emergency Response Guide) to identify hazardous material being transported.	--	X	
3.	Take appropriate action to clean and decontaminate cell area, cruiser, etc.	X	X	
4.	Identify/Mark contaminated cell/cruiser with appropriate bio-hazard insignia.	--	X	
5.	Observe and report possible terrorist activity to Fusion Center.	--	X	
6.	Respond to and control critical incident (e.g., shooting, hazmat, terrorist event, natural disaster, etc.).	--	X	
7.	Recognize and properly handle illegal materials (e.g., drugs, chemicals, etc.).	X	X	
8.	Recognize and properly handle hazardous materials.	--	--	+
9.	Recognize and properly handle explosive materials and devices.	--	--	+
10.	Set up and coordinate, until relieved, large scale incident response, i.e., command post.	--	--	

K. Report Writing		O	S	
1.	Review other officers' reports for completeness and accuracy.	X	X	
2.	Use computer word processing programs and equipment to prepare reports.	X	X	
3.	Complete/prepare in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).	X	X	
4.	Complete/prepare reports consisting primarily of check-off boxes or fill-in blanks (e.g., incident report, accident report, etc.).	X	X	
5.	Write personal field notes to record actions, interviews, etc.	X	X	
6.	Prepare basic business correspondence.	X	X	
7.	Summarize in writing the statements of witnesses and complainants.	X	X	
8.	Complete Field Intelligence/Interview Reports.	X	X	
9.	Prepare arrest-related paperwork (e.g., Criminal Summons, Criminal Complaints and Affidavits, Offense and Incident Report, Arrest Form, Fingerprint Cards, etc.).	X	X	

L. Civil Disorder		O	S	
1.	Use less lethal munitions (e.g., bean bag, rubber pellets, pepper balls, etc.).	--	--	
2.	Speak to hostile groups to quiet them.	--	X	
3.	Confront, in riot formation, groups of agitated people.	--	--	
4.	Observe crowd at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.	X	X	
5.	Patrol area containing labor pickets, marchers, or demonstrators to maintain peace, traffic flow, prevent property damage, etc.	--	--	
6.	Locate and observe crowd agitators.	--	X	
7.	Control violent crowds/groups.	--	--	
8.	Use chemical/aerosol agents to control a crowd.	--	--	

M. Equipment		O	S
1.	Sedan-style law enforcement cruiser (RW Drive)	X	X
2.	Sedan-style law enforcement cruiser (FW Drive)	--	X
3.	SUV-style law enforcement cruiser	X	X
4.	Pickup Truck	--	--
5.	HumVee	--	--
6.	All-wheel law enforcement cruiser	X	X
7.	Luminol	--	--
8.	Battering ram	--	--
9.	All-wheel drive SUV	--	X
10.	Binoculars	--	--
11.	Body armor (hidden vest, exterior vest)	X	X
12.	Breath Analysis Equipment	X	--
13.	Preliminary/Portable Breath Test (PBT)	X	X
14.	Armored personnel carrier	--	--
15.	OC/CNCS Spray	--	X
16.	Car door lock opening devices (Slim Jim)	--	--
17.	Evidence processing kit (e.g., fingerprint, impressions)	X	X
18.	Closed Circuit Television Monitor	--	--
19.	Global Positioning System (GPS)	X	--
20.	Blood-borne pathogen protection equipment	X	X
21.	First Aid Kit	X	X
22.	Road flares	X	X
23.	Large Flashlight	X	X
24.	Small LED Flashlight (e.g., Scorpion)	X	X
25.	Flexi-cuffs	--	X
26.	Portable law enforcement radio (i.e., walkie-talkie)	X	X
27.	Illuminated traffic baton	X	X
28.	Ladder	--	--
29.	Metal detector	--	--
30.	Motorcycle	--	--
31.	Prisoner Transport Vehicle	--	--
32.	Photocopier	X	--
33.	Video recording equipment	X	--
34.	Pry bar	--	--
35.	Alley light	X	X
36.	Vehicle mounted speed measurement instrument (e.g., RADAR)	X	X
37.	Boats or other watercraft	--	--
38.	Riot baton	--	--
39.	Rope (e.g., throw bag, boat lines, animal control, rappel, etc.)	--	--
40.	Semi-automatic pistol	X	X
41.	Shotgun – semi/pump	--	X
42.	Vehicle mounted spotlight	X	X
43.	Stationary computer terminal	X	--
44.	Strolometer/walker/walking stick to measure distance	--	--
45.	Digital voice recorder	--	--
46.	Tear gas grenade	--	--
47.	Tear gas gun	--	--
48.	Law Enforcement vehicle radio equipment	X	X
49.	Keyboard	X	--

		O	S	
50.	Fax	X	--	
51.	Photographic equipment (e.g., 35 mm/digital)	X	X	
52.	Animal Control snares	--	--	
53.	Life ring/Flotation device	--	--	
54.	Lights and sirens	X	X	
55.	Marking chalk	--	--	
56.	Tape measure	--	--	
57.	Ballistics body armor (Rifle/Chest protector)	X	X	
58.	Electronic Control Device (e.g., Taser)	--	--	
59.	Body wires/Bugs	--	--	
60.	Night vision equipment (e.g., Night scope/Star scope)	--	--	
61.	Listening devices	--	--	
62.	AFIS/CODIS	--	--	
63.	Hearing Impaired Communication Devices (TTD/TTY)	--	--	
64.	Weapon cleaning equipment	X	X	
65.	Reflective vest	X	X	
66.	Laptop computer	X	--	
67.	In car video camera	X	--	
68.	Scuba or other underwater diving equipment	--	--	
69.	Hobbles/shackles/Leg straps	--	X	
70.	Tire jack	--	--	
71.	Lock pick (e.g., business/residential, interior/exterior)	--	--	
72.	Waist chains	--	--	
73.	Whistle	X	X	
74.	Mug shot camera (e.g., Polaroid/digital)	--	--	
75.	Ammunition/magazine/clip	X	X	
76.	Email	X	--	
77.	Live trap	--	--	
78.	Less Lethal Crowd Dispersal Projectiles/ Launchers (e.g., pepper ball, 37/40, etc.)	--	--	
79.	Paper shredder	X	--	
80.	Riot gas mask	--	--	
81.	Telephone equipment	X	--	
82.	Computer software programs	X	--	
83.	Sexual Assault victim evidence kit	--	--	
84.	Mobile Data Terminal/cruiser mounted laptop computer (MDT, Toughbook, etc.)	X	--	
85.	Noise measuring device	--	--	
86.	CPR pocket mask	--	X	
87.	Tint meter	--	--	
88.	Tuberculosis (HEPA) mask	--	--	
89.	Specialized leather gloves	--	--	
90.	Collapsible baton (ASP)	--	X	
91.	Field compass	--	--	
92.	Air Pac	--	--	
93.	Riot gear/shield	--	--	
94.	Jumper cables/Jump Bot	--	--	
95.	Spray paint (marking)	--	--	
96.	Tuning fork	--	X	
97.	Rain/wet gear	X	--	

		O	S	
98.	In car printer	--	--	
99.	Blood test kit	--	--	
100.	Vehicle weapon lock	--	--	
101.	Metal detecting hand wand	--	--	
102.	Spit hood	--	--	
103.	Ambu-bag	--	--	
104.	Chain saw	--	--	
105.	Bar Code Reader	--	--	
106.	Shovel	--	--	
107.	Drones	--	--	
108.	Hard hat	--	--	
109.	Dock bumper	--	--	
110.	Latex gloves	X	X	
111.	K-9	--	--	
112.	Ballistics shield	--	--	
113.	Floor/Building Plans	--	--	
114.	Tracking devices	--	--	
115.	Ballistics blanket	--	--	
116.	Fixed Electronic Fingerprinting Scanning Device (Live scan)	--	--	
117.	ATV (All Terrain Vehicle)	--	--	
118.	License Plate Reader (installed in law enforcement vehicle)	--	--	
119.	Portable Media Device (e.g., flash drive/thumb drive, external hard drive)	X	--	
120.	Golf Cart/Electric Vehicle	--	--	
121.	Shoulder Microphone	X	--	
122.	Text Messaging	X	--	
123.	Revolver	--	--	
124.	Axe	--	--	
125.	VCIN	X	X	
126.	Segway	--	--	
127.	Pocket language guide	--	--	
128.	SWAT gear	--	--	
129.	Crime scene tape	X	X	
130.	DVD player/VCR/DVR	--	--	
131.	Hearing protection (e.g., earplugs,)	X	--	
132.	Thermal imager	--	--	
133.	Optical/Laser Sighting System	--	--	
134.	Media projector (e.g., PowerPoint)	--	--	
135.	Laser distance measurement device	--	--	
136.	Calculator	X	--	
137.	Document scanner	X	--	
138.	Portable Public Address System (e.g., Bullhorn)	--	--	
139.	Body Camera	--	--	
140.	Vehicle mounted public address (PA) system	X	--	
141.	Earpiece for mobile radio	--	--	
142.	Portable/handheld speed measurement instrument (e.g., RADAR, LIDAR)	X	X	
143.	Tourniquet	--	X	
144.	Quiklot/Celox	--	--	
145.	Blue Tooth Lapel Mike	--	--	
146.	Ballistics helmet	--	--	

		O	S	
147.	Hand held Driver's License Scanner	--	--	
148.	Self-trauma Kit	--	X	
149.	Glass Breaking Device, e.g., Rescue Me	--	--	
150.	Go-Bag	--	--	

N. Physical Skills / Use of Force		O	S	
1.	Use baton or other hand-held, e.g., flashlight, device to subdue person in a physical confrontation.	--	X	
2.	Use firearm or any other hand-held equipment after pursuit, running, fighting-defending, injury, or other strenuous physical activity.	--	X	
3.	Continue to function after exposure to various chemical/toxic/aerosol substances.	--	X	
4.	Dodge/evade blows, thrown objects.	--	X	
5.	Endure exposure to hazardous materials (e.g., drugs, chemicals, infectious diseases etc.).	--	X	
6.	Subdue and physically/mechanically restrain, lift/carry/drag person.	X	X	
7.	Escort resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	X	X	
8.	Escort non-resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	X	X	
9.	Physically struggle with multiple persons at one time.	--	X	
10.	Cope with the emotional and physical results of being struck by or exposed to bodily fluids.	--	X	
11.	Cope with the emotional and physical impact of being subjected to verbal threats of violence.	X	X	
12.	Cope with the emotional impact of verbal abuse from persons.	X	X	
13.	Visually detect and understand subtle changes in "body language" (e.g., pupil constriction/dilation, skin color, respiration changes, etc.).	X	X	
14.	Carry/drag by yourself an immobile person.	--	X	
15.	Use defensive tactics to protect self or others and/or control or take suspect down.	X	X	
16.	Tackle a fleeing suspect.	--	X	
17.	Subdue physically attacking person.	X	X	
18.	Swim to perform search or rescue/self-rescue.	--	--	
19.	Grip person tightly to prevent escape/control movement.	X	X	
20.	Disarm armed suspect.	--	X	
21.	Physically remove resisting person from vehicle.	--	X	
22.	Use controlling technique to gain compliance.	X	X	
23.	Use submission holds to control person.	--	X	
24.	Hold and swing battering ram to break door.	--	--	
25.	Hold person upright to prevent their falling (e.g., intoxicated person).	X	X	
26.	Bend/kneel to apply shackles, cuffs, etc.	X	X	
27.	Change tire on law enforcement or citizen's vehicle.	X	--	
28.	Operate bicycle at high speeds and on varying terrain.	--	--	
29.	Throw lifeline or other rescue device (e.g., throw rope).	--	--	
30.	Use face mask to prevent contact with chemical agents.	--	X	
31.	Defend oneself from position on ground.	--	X	
32.	Use fists to defend oneself.	--	X	
33.	Pull person out of a vehicle through window or open door to effect rescue.	--	X	
34.	Bring up to standing a non-resisting or resisting person.	X	X	
35.	Tread water to self-rescue.	--	X	
36.	Fall down in struggle or pursuit, recover to feet and resume struggle/pursuit.	--	X	
37.	Continue to function in a physical confrontation after being struck/injured.	--	X	
38.	Maintain and recover from a state of hyper vigilance (acute sensory awareness) over protracted period of time (hours).	--	X	

		O	S	
39.	Cope with the physical effects of chronic emotional stress (e.g., fear, anger, anxiety, etc.)	X	X	
40.	Cope with the physical effects of chronic mental stress (e.g., concentration).	X	X	
41.	Cope with the physical effects of shift-work.	X	X	
42.	Carry with some else an immobile child on a stretcher or other device.	--	--	
43.	Drag, by yourself an immobile child.	--	--	
44.	Drag, by yourself, an immobile adult.	--	--	
45.	Physically block small group of people from moving.	--	--	

O. Reading		O	S	
1.	Read and comprehend local codes and ordinances.	X	X	
2.	Read and comprehend Criminal Code of Virginia	X	X	
3.	Read and comprehend Commonwealth Motor Vehicle Code	X	X	
4.	Read and comprehend departmental bulletins.	X	X	
5.	Read and comprehend training manuals, e.g. handouts.	X	X	
6.	Read and comprehend department rules and regulations, policies and procedures, and operations manuals,	X	X	
7.	Read and comprehend textbooks on law enforcement or legal matters.	X	X	
8.	Read and comprehend articles in professional publications (IACP, FBI, etc.).	X	X	
9.	Read and comprehend U.S. codes.	X	X	
10.	Read and comprehend Rules of Criminal Procedure and Evidence, e.g. Search and Seizure, Rules of Arrest, etc.	X	X	
11.	Read and comprehend Technical and Owner's Manuals for Assigned Equipment.	X	X	
12.	Read and comprehend First Aid Manual.	X	X	
13.	Read, comprehend and apply various written materials under stressful circumstances demanding rapid response.	X	X	
14.	Read and comprehend legal documents, e.g. orders, pleadings, disposition, etc.	X	X	
15.	Read and comprehend judicial case law.	X	X	
16.	Read and comprehend witnesses' affidavits, sworn statements and testimony.	X	X	
17.	Read and comprehend U.S. Constitution.	X	X	
18.	Read and comprehend the Constitution of the Commonwealth of Virginia	X	X	
19.	Read and comprehend law enforcement bulletins, e.g. judicial decisions, gang intelligence, AG Opinions, etc.	X	X	
20.	Read and comprehend Law Enforcement Code of Ethics.	X	X	
21.	Read and comprehend standard business/professional correspondence.	X	X	
22.	Read and comprehend road signs, controls and markings.	X	X	
23.	Read and comprehend Physician's Desk Reference.	--	--	
24.	Read and comprehend DOT Emergency Response Guide.	X	X	
25.	Read and comprehend standard desk reference books, e.g. dictionary, Thesaurus, etc.	X	X	

P. Physical Abilities		O	S	
1.	Walk/run on irregular, potentially hazardous surfaces (e.g., slick, wet, muddy, swampy, rocky, etc.).	X	X	
2.	Jump/vault over ditch, hole or other hazard.	X	X	
3.	Jump down from an elevated surface (e.g., loading dock).	X	X	
4.	Kneel, squat and recover to feet.	X	X	
5.	Perform repetitive hand movement (e.g., keyboarding, traffic control, etc.) for up to one hour per day.	X	X	
6.	Accurately and unaided visually detect and recognize images, facial and body features, and movement of persons and objects in varying light conditions, at distances up to 100 feet.	X	X	
7.	Accurately identify full-range of colors (e.g., clothing, substances, skin tones, etc.) in varying light conditions.	X	X	
8.	Recognize and comprehend faint auditory signals (e.g., whispers, transient sounds, air movement, radio transmissions, etc.).	X	X	
9.	Recognize and comprehend speech while surrounded by high levels of background noise.	X	X	
10.	Recognize and identify faint and/or unusual odors.	X	X	
11.	Hold a person suspended in the air (e.g., stop suicide attempt and rescue person)	--	X	
12.	Perform strenuous physical activities in a series (e.g., sprint, run upstairs, wrestle, pull, carry, etc.).	X	X	
13.	Perform duties wearing full duty gear (e.g., vest, gun belt, etc.).	X	X	
14.	Push open a door with your shoulder.	X	X	
15.	Kick open a door with your foot.	--	X	
16.	Push object with your foot.	X	X	
17.	Bend over and push object.	X	X	
18.	Maintain balance on moving surface.	X	X	
19.	Climb over a fence.	X	X	
20.	Jump/vault over a fence or other barrier.	X	X	
21.	Climb through a window or other such opening.	X	X	
22.	Climb trees or outside of building.	--	--	
23.	Work in a confined, closed-in area (e.g., vehicle, security post).	X	X	
24.	Drag or push heavy objects other than a vehicle ,e.g., swing gate	X	X	
25.	Push a vehicle by yourself from one place to another.	X	--	
26.	Push a vehicle with another person from one place to another.	X	--	
27.	Lift while in a stationary position a heavy object or person.	X	X	
28.	Sprint at full speed (less than 300 yds.).	X	X	
29.	Run long distance (more than 300 yds.).	X	X	
30.	Run through underbrush and varying terrain.	X	X	
31.	Run up stairs/steps.	X	X	
32.	Run down stairs/steps.	X	X	
33.	Stand for more than 2 hours of work shift.	X	X	
34.	Walk for more than 2 hours of work shift.	X	X	
35.	Sit for more than 2 hours of work shift.	X	X	
36.	Catch a falling person to prevent his/her injury.	--	X	
37.	Bend over/kneel to search under vehicle.	X	X	
38.	Crawl through underbrush, wetlands, etc.	--	X	
39.	Climb fire escapes.	--	X	
40.	Climb stairs in multiple story buildings.	X	X	

		O	S	
41.	Extend arm to reach and search tight spaces.	X	X	
42.	Work in deep water up to chest.	--	--	
43.	Quickly exit or enter law enforcement vehicle.	X	X	
44.	Climb up/down ladder to reach area.	--	X	
45.	Lift and carry heavy weights up or down stairs/ladders.	--	X	
46.	Endure weather extremes.	X	X	
47.	Endure extended periods of work without food.	X	X	
48.	Help carry a person on a stretcher.	X	X	
49.	Crawl to search under car/residence/building, etc.	X	X	
50.	Crawl under an obstruction.	--	X	

Q. Physical Exertion		O		S
1.	Run on flat surface (e.g. streets roadway, etc.)			
	Maximum distance in feet	350	Ft.	375
2.	Run on varying terrain, (e.g., brush, mud, swamp, hole, etc.)			
	Maximum distance in feet	263	Ft.	300
3.	Walk continuously			
	Maximum time in hours	3	Hrs.	2
4.	Stand continuously			
	Maximum time in hours	5	Hrs.	4
5.	Walk up/down stairs			
	Maximum number of flights	4	Flts.	4
6.	Sit continuously (e.g., security post, vehicle operation, etc.)			
	Maximum number of hours	5	Hrs.	6
7.	Run up/down stairs			
	Maximum number of flights	4	Flts.	3
8.	Climb or pull oneself over an obstacle (e.g., fence)			
	Maximum height of obstacle in feet	5	Ft.	5
9.	Climb up/down ladder			
	Maximum height of climb in feet	--	Ft.	--
10.	Lift objects up off the ground without assistance			
	Maximum lift-height in inches	40	In.	36
	Maximum weight of object in pounds	80	Lbs.	65
11.	Lift objects up off the ground with assistance			
	Maximum lift-height in inches	40	In.	36
	Maximum weight of object in pounds	200	Lbs.	135
12.	Push vehicle out of lane of traffic by oneself			
	Maximum distance in feet	33	Ft.	33
	(Law enforcement vehicle equals 2 tons) Maximum weight in tons	2	2	
13.	Carry an unresisting person with assistance			
	Maximum weight in pounds	--	Lbs.	--
	Distance in feet	--	Ft.	--
14.	Lift objects down from elevated surface (e.g., waist high or above) and place on ground or floor			
	Maximum weight in pounds	50	Lbs.	50

		O		S
15.	Climb/pull oneself onto a large piece of equipment or object (e.g., loading dock, truck, trailer, etc.)			
	Maximum height in feet	5	Ft.	5
16.	Bend over to help person to standing			
	Maximum weight of person in pounds	200	Lbs.	200
17.	Pull a resisting object (e.g., dog, door, plywood panel, etc.)			
	Maximum weight in pounds	61	Lbs.	50
18.	Jump/vault over raised barrier			
	Maximum height of barrier in inches	40	In.	48
19.	Grip and hold a person to maintain physical control			
	Maximum time in minutes	5	Min.	5
	Maximum weight in pounds	200	Lbs.	200
20.	Extract/place a struggling/resisting person in/from a vehicle			
	Maximum time in minutes	2	Min.	3
	Maximum weight in pounds	200	Lbs.	200
21.	Hold/restrain a struggling person			
	Maximum time in minutes	5	Min.	4
	Maximum weight in pounds	200	Lbs.	200
22.	Physically defend against and control an attacking person			
	Maximum time in minutes	3	Min.	3
	Maximum weight in pounds	200	Lbs.	200
	Maximum number of people	1	#	
23.	Take down and subdue a resisting person			
	Maximum weight in pounds	200	Lbs.	200
24.	Use repetitive hand motions/movements (e.g., keyboard, traffic control, etc.)			
	Maximum time in minutes	60	60	

**OFFICERS BY UNIT OF ANALYSIS WITH
LESS THAN 5 YEARS OF SERVICE AS OF
30 JUNE 2017**

**VA DCJS JTA UNITS OF ANALYSIS
AGENCY CODES**

Agency	Codes	EmployeeCount
CAMPUS POLICE		
Emory & Henry College Police Department	701	1
Virginia School For The Deaf And Blind Campus Pd	702	1
Bridgewater College Police Department	703	1
Southwest Virginia Comm. College PD	704	1
Piedmont Virginia Community College Campus Pd	705	1
Germanna Community College PD	706	2
Mountain Empire Community College Campus Pd	707	2
Richard Bland College Police Department	708	3
Lord Fairfax Community College Police Department	709	3
Ferrum College Police Department	710	4
Central Virginia Community College PD	711	4
Hampden - Sydney College Police	712	5
Regent University Police Department	713	6
J. Sargeant Reynolds Community College PD	714	6
Woodrow Wilson Rehabilitation Center	715	6
Virginia Military Institute Police Department	716	7
Virginia Western Community College PD	717	7
College Of William & Mary Campus Pd	718	7
Virginia Military Institute Police Department	719	7
University of Virginia College at Wise PD	720	8
Thomas Nelson Comm. College PD	721	9
Longwood University Police Department	722	10
Virginia Union University Pd	723	10
University Of Mary Washington Police Department	724	11
University of Richmond Police Department	725	12
Virginia State University Police Dept	726	13
Christopher Newport University Pd	727	14
Norfolk State University Police Department	728	17
Radford University Police Department	729	19
Eastern Virginia Medical School Pd	730	19
Liberty University Police Department	731	26
James Madison University Police Department	732	26
Liberty University Police Department	733	26
James Madison University Police Department	734	26
Hampton University Police Dept.	735	29
Northern VA Community College Pd	736	30
Old Dominion University Police Dept.	737	36
Agency	Code	EmployeeCount
Virginia Tech Pd	738	38
University of Virginia Police Department	739	39

George Mason University Police Dept.	740	41
Virginia Commonwealth University Police Dept.	741	66
		599

Airport Police Departments

Charlottesville Albemarle Airport Police Dept.	1001	4
Newport News/Williamsburg Int`l Airport	1002	8
Roanoke Regional Airport Commission	1003	8
Norfolk International Airport PD	1004	19
Richmond International Airport Police	1005	20
Metro Washington Airport Authority PD	1006	169

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SMALL MUNICIPAL POLICE DEPARTMENTS

Boones Mill Police Department	101	1
Brookneal Police Department	102	1
Burkeville Police Department	103	1
Cheriton Police Department	104	1
Clintwood Police Department	105	1
Courtland Police Department	106	1
Craigsville Police Department	107	1
Glade Spring Police Department	108	1
Glen Lyn Police Department	109	1
Haysi Police Department	110	1
Independence Police Department	111	1
Occoquan Police Department	112	1
Pembroke Police Department	113	1
Pocahontas Police Department	114	1
Quantico Police Department	115	1
Remington Police Department	116	1
Rich Creek Police Department	117	1
Rural Retreat Police Department	118	1
Stephens City Police Department	119	1
Tangier Police Department	120	1
Cedar Bluff Police Department	121	2
Chatham Police Department	122	2
Eastville Police Department	123	2
Honaker Police Department	124	2
Hurt Police Department	125	2
Lawrenceville Police Department	126	2
Agency	Code	EmployeeCount
Middletown Police Department	127	2
Scottsville Police Department	128	2
Appalachia Police Department	129	3
Clarksville Police Department	130	3

Coeburn Police Department	131	3
Damascus Police Department	132	3
Elkton Police Department	133	3
Gretna Police Department	134	3
Halifax Police Department	135	3
Jonesville Police Department	136	3
Kenbridge Police Department	137	3
Kilmarnock Police Department	138	3
Onancock Police Department	139	3
Saint Paul Police Department	140	3
Victoria Police Department	141	3
Warsaw Police Department	142	3
Amherst Police Department	143	4
Chilhowie Police Department	144	4
Crewe Police Department	145	14
Grottoes Police Department	146	4
Haymarket Police Department	147	4
Louisa Police Department	148	4
Narrows Police Department	149	4
Onley Police Department	150	4
Pound Police Department	151	4
Weber City Police Department	152	4
Broadway Police Department	153	5
Dublin Police Department	154	5
Exmore Police Department	155	5
Gate City Police Department	156	5
Gordonsville Police Department	157	5
Grundy Police Department	158	5
Mount Jackson Police Department	159	5
Saltville Police Department	160	5
Shenandoah Police Department	161	5
Stanley Police Department	162	5
Tappahannock Police Department	163	5
Timberville Police Department	164	5
West Point Police Department	165	5
Bridgewater Police Department	166	6
Cape Charles Police Department	167	6
Chase City Police Department	168	6
Agency	Code	EmployeeCount
Dayton Police Department	169	6
Middleburg Police Department	170	6
New Market Police Department	171	6
Pearisburg Police Department	172	6
Pennington Gap Police Department	173	6
Windsor Police Department	174	6
Altavista Police Department	175	7

Waverly Police Department	176	7
Berryville Police Department	177	8
Big Stone Gap Police Department	178	8
Clifton Forge Police Department	179	8
Lebanon Police Department	180	8
Chincoteague Police Department	181	9
Dumfries Police Department	182	9
Tazewell Police Department	183	9
Colonial Beach Police Department	184	10
Luray Police Department	185	10
Blackstone Police Department	186	11
Orange Police Department	187	11
Purcellville Police Department	188	11
Wise Police Department	189	11
Bluefield Police Department	190	12
Hillsville Police Department	191	12
Norton Police Department	192	12
Norton Police Department	193	12
Richlands Police Department	194	12
South Hill Police Department	195	12
Strasburg Police Department	196	12
Buena Vista Police Department	197	13
Lexington Police Department	198	14
Woodstock Police Department	199	14
		509

MEDIUM MUNICIPAL POLICE DEPARTMENTS

Covington Police Department	201	16
Bedford Police Department	202	17
Emporia Police Department	203	17
Farmville Police Department	204	17
Rocky Mount Police Department	205	17
Smithfield Police Department	206	17
Galax Police Department	207	18
Marion Police Department	208	18
Agency	Code	EmployeeCount
Warrenton Police Department	209	18
Abingdon Police Department	210	19
Poquoson Police Department	211	19
Wytheville Police Department	212	19
Falls Church Police Department	213	20
Vinton Police Department	214	20
Chesapeake Bay Bridge-tunnel Pd	215	21
Front Royal Police Department	216	22
Ashland Police Department	217	23
Pulaski Police Department	218	23

Franklin Police Department	219	24
Manassas Park City Police Dept.	220	26
South Boston Police Department	221	26
Williamsburg Police Department	222	27
Martinsville Police Department	223	29
Colonial Heights Police Department	224	31
Culpeper Police Department	225	31
Radford Police Department	226	31
Staunton Police Department	227	33
Bristol Police Department	228	34
Vienna Police Department	229	35
Waynesboro Police Department	230	35
Fairfax City Police Department	231	42
Hopewell Police Department	232	44
Prince George County Police Department	233	44
Herndon Police Department	234	46
Christiansburg Police Department	235	47
Fredericksburg Police Department	236	48
Blacksburg Police Department	237	51
Salem Police Department	238	51
Leesburg Police Department	239	58
Winchester Police Department	240	67
Harrisonburg Police Department	241	70
Manassas City Police Department	242	70
Petersburg Police Department	243	71
James City County Police Department	244	74
Danville Police Department	245	78
		1564

LARGE MUNICIPAL POLICE DEPARTMENTS

Charlottesville Police Department	301	109
Roanoke County Police Department	302	109
Lynchburg Police Department	303	116
Agency	Code	EmployeeCount
Albemarle County Police Department	304	122
Suffolk Police Department	305	162
Portsmouth Police Department	306	199
Roanoke City Police Department	307	208
Arlington County Police Department	308	245
Alexandria Police Department	309	250
Hampton Police Department	310	253
Chesapeake Police Department	311	266
Newport News Police Department	312	314
Chesterfield County Police Department	313	416
Richmond Police Department	314	453
Henrico County Division Of Police	315	481
Prince William County Police Department	316	564

		4267

SMALL MUNICIPAL SHERIFF'S OFFICE

Highland County Sheriff's Office	401	3
Mathews County Sheriff's Office	402	4
Essex County Sheriff's Office	403	5
Lunenburg County Sheriff's Office	404	10
Nottoway County Sheriff's Office	405	10
Lunenburg County Sheriff's Office	406	10
Charles City County Sheriff's Office	407	10
Surry County Sheriff's Office	408	11
Appomattox County Sheriff's Office	409	11
Cumberland County Sheriff's Office	410	11
Surry County Sheriff's Office	411	11
Appomattox County Sheriff's Office	412	11
King & Queen County Sheriff's Office	413	12
Nelson County Sheriff's Office	414	12
Bath County Sheriff's Office	415	12
Northumberland County Sheriff's Office	416	14
Richmond County Sheriff's Office	417	15
Buckingham County Sheriff's Office	418	15
Prince Edward County Sheriff's Office	419	15
Richmond County Sheriff's Office	420	15
Dickenson County Sheriff's Office	421	16
Bland County Sheriff's Office	422	16
Clarke County Sheriff's Office	423	16
Middlesex County Sheriff's Office	424	16
Dickenson County Sheriff's Office	425	16
Agency	Code	EmployeeCount
Floyd County Sheriff's Office	426	16
Charlotte County Sheriff's Office	427	18
Rappahannock County Sheriff's Office	428	18
King William County Sheriff's Office	429	18
Charlotte County Sheriff's Office	430	18
Westmoreland County Sheriff's Office	431	19
Amelia County Sheriff's Office	432	20
New Kent County Sheriff's Office	433	20
Craig County Sheriff's Office	434	20
Lancaster County Sheriff's Office	435	20
Goochland County Sheriff's Office	436	22
Lee County Sheriff's Office	437	22
Halifax County Sheriff's Office	438	23
Accomack County Sheriff's Office	439	24
Wythe County Sheriff's Office	440	24

Culpeper County Sheriff's Office	527	89
York - Poquoson Sheriff's Office	528	89
Pittsylvania County Sheriff's Office	529	96
Caroline County Sheriff's Office	530	98
Frederick County Sheriff's Office	531	99
		1644
LARGE MUNICIPAL SHERIFF'S OFFICE		
Rockingham Co. Sheriff's Office	601	102
Montgomery County Sheriff's Office	602	108
Henry County Sheriff's Office	603	187
Fauquier County Sheriff's Office	604	208
Stafford County Sheriff's Office	605	232
Spotsylvania County Sheriff's Office	606	270
Hanover County Sheriff's Office	607	372
Loudoun County Sheriff's Office	608	524
		2003

**MODEL LESSON PLAN
(Sent separately)**

**MODEL FTO PROGRAM
(Sent separately)**