

TECHNICAL REPORT ON A JOB TASK ANALYSIS STUDY OF JAIL OFFICERS IN THE COMMONWEALTH OF VIRGINIA

**CONDUCTED FOR:
Virginia Department of
Criminal Justice Services**



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GENERAL STATEMENT OF METHODOLOGY

Introduction and Overview

The principal purpose of this job task analysis study is to identify the tasks performed by jail officers in the Commonwealth of Virginia and, based on those tasks, evaluate the current content of the Jail Officer Compulsory Minimum Training Standards (CMTS) as defined by the Virginia Department of Criminal Justice Services. Also, this study identifies those tasks best addressed on the job by the employer or in advanced training beyond the scope of the Minimum Standards.

Some of the fundamental issues related to developing valid training content follow below. They are included to lay a foundation for the specific project methodology employed in the DCJS Jail Officer Job Task Analysis 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 type of training is needed, what kind of employee should be hired, and what might constitute acceptable performance.

Numerous job analyses have been conducted over the years of various public safety officer positions. In fact, it is probably one of the most studied job groups in America. In 1933, the California State Department of Education studied public safety 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 local patrol officer's job and other factors to develop selection standards and practices.

In 1969, again in California, Project STAR was initiated. It served to identify the roles, tasks, and performance objectives of several criminal justice positions, including local detention functions.

With the passage of the Equal Employment Opportunity (EEO) 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 evaluate and modify more parts of that system (e.g., training, 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 and validity of that standard. In this instance, successful completion of the Jail Officer CMTS is, in fact, a selection procedure for which validity must be demonstrated.

The specific 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 to develop valid, defensible elements of the personnel system.

Whatever method is chosen, a job task analysis must be performed consistent with the rules and procedures of state and federal equal employment opportunity agencies, relevant court decisions, and more recent federal and/or state laws, e.g., Americans with Disabilities Act.¹ Specifically, the work should be conducted according to the rules and procedures included in the Uniform Guidelines on Employee Selection Procedures (August 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 Uniform 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). In addition, 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 that “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’s content, 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 procedure.

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

¹ The ADA does not require that a job analysis be performed consistent with the Uniform Guidelines. However, prudence would suggest that this project complies with the Uniform Guidelines, nevertheless.

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

Furthermore, the Uniform Guidelines assert 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) 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 also be of concern. Adverse impact occurs when the "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" (Uniform 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 Uniform 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 Uniform 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 vs. Rawlinson, 14 EDP 7632 (1971)], then some degree of adverse impact is allowable.

Sample Representativeness

Another concern in developing the various elements of human resource systems relates to sample representativeness. The Equal Employment Opportunity Commission (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 (1973), 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 (1973) 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 jail officers, regardless of their employing agency, tend to do similar work or to ensure a representative sample of the diversity in possibly heterogeneous classes. In this study, all jail officers were treated as one group. Supervisors were also treated as one group due to the lack of sufficient numbers to justify separate units of analysis, and the likelihood that work performed is largely similar regardless of employer.

Failure to Train/Risk Management

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 another person’s constitutional rights. The case of City of Canton vs. 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 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 officers come into contact.” Thus, in this context, it is vital that the County and the State work diligently to ensure the adequate training of its law enforcement officers.

In the Canton vs. Harris case, the U.S. Supreme Court addressed “deliberate indifference,” and several examples were discussed. Further clarification as to definitions can be found in an article by Lynn Lund in Sheriff, May/June 1994, pp19-21, but basic definitions follow.

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 particular job content, then liability may arise.

Custom/Practice/Pattern

Liability may arise if an employer observes but chooses to ignore a pattern of employee behavior or events that obviously need training. Under the concept of “knew or should have known,” this may constitute deliberate indifference.

Official Policy

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

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

As the Supreme Court said in Canton vs. Harris, “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 a citizen’s constitutional rights. It becomes clear that training, based on a job task analysis, should correspond as closely as possible to the documented content of the jail officer’s job.

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

Does a comprehensive job task analysis form the basis for the training program?

Are there written lesson plans with learning/student performance outcomes?
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 of the Virginia Jail Officers.

Job Analysis

As stated above, Job Task Analysis is the basic analytical process that forms 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 for jail officers 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. Also, the lack of defined job and/or instructional content exposes the agency to increased risk of liability.

Consequently, we selected content validity as our validation method and developed a raw task list based on prior projects. That raw task list is contained in the Appendices.

The raw task list was reviewed at length with the Project Technical Committee (PTC). They examined the items for completeness, clarity, relevance, and wording/terminology. The result of this process produced the basis of the questionnaire, a description of which follows below.

(The task list as revised by the PTC is also available in the Appendices.)

Questionnaires

Based on the final, revised task list, we developed questionnaires for both jail officers and their supervisors. Supervisors were asked to consider each task in terms of the Consequences of Inadequate Performance and when they thought a jail officer should learn how to do that task. Tasks that were not a part of the job or were not expected to be performed by jail officers were excluded from further consideration.

The job incumbents, all jail officers with less than five years of experience, were asked to identify which tasks they personally had performed in the past 12 months and how often they had performed them. If a respondent had not performed the task, a "O" was entered. The questionnaires were administered on a secure internet site for a three-week period during May 2022.

Officers responded to the Frequency Scale as follows:

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 as follows:

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

As well as the When Learned Scale as follows:

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

In order to help us develop a sampling plan for the jail officers' study, DCJS staff reached out to local sheriff's offices and regional jails and asked for their assistance. Specifically, they were asked to identify officers still working at their particular jail with less than five years' experience and identify their supervisors.

DCJS staff received responses from 34 different jails. Based on those numbers, we devised a random stratified survey approach and requested the participation of over 750 officers and supervisors from 34 local and regional jails.

Questionnaire Distribution and Return

As described above, we distributed links to over 750 jail officers and supervisors from 34 different jails. Over the time the questionnaires were available, we received over 400 responses from 26 jails. From those, we were able to use 396. Unfortunately, the responses that were not used were incomplete or not responsive. A list of participating jails follows below.

Data Analysis

The questionnaires were sorted by group, regional, or sheriff's office. The results were calculated to show the percentage of jail officers who identified a task they had performed and how often. Supervisors' responses were also sorted by group, and the percentage of supervisors who identified a task as a part of the job of a jail officer was noted. Furthermore, the mean criticality score was listed for each task, as was the percentage of supervisors who

identified the task as something that should be addressed in a basic jail officer course.

Once the data had been compiled, we reviewed the results using the decision rules described below. As the decision rules were applied, we identified tasks that should be addressed in a basic academy, on the job, or in advanced training. Those tasks were noted and brought forward to the PTC for review and approval. Tasks, just short of meeting a decision rule or barely passing one were identified and left to the PTC to decide whether they should be included or omitted. Those results follow.

PARTICIPATING REGIONAL JAILS

Southside
Pamunkey
Rappahannock, Shenandoah
Warren
Western Tidewater
Central Virginia
New River Valley
Hampton Roads
Western Virginia
Northwestern
Riverside
Rappahannock
Blue Ridge

PARTICIPATING SHERIFFS' OFFICES

Dinwiddie County
Southampton County
Franklin County
Hampton City
Roanoke County
Fauquier County
Arlington County
Roanoke City
Chesterfield County
Henrico County
Norfolk City
Chesapeake City
Virginia Beach City
Fairfax County

DECISION RULES

JAIL OFFICER JOB TASK ANALYSIS RESULTS

Decision Rules

If 50% or more of the officers performed a particular task and the mean frequency was 2 or more

And

If 50% or more of the Supervisors identified a particular task as part of the jail officer's job and the mean CIP was 3 or more

And

If 50% or more of the Supervisors selected a 2 or 3 for When Learned,

Then that task was eligible to be a part of the basic jail officer academy curriculum.

If less than 50% of the officers had performed a particular task, but the mean CIP was 4 or higher from at least 50% of the Supervisors and the WL rule was met, then that task was eligible to be included in a basic jail officer academy.

Tasks that met one of these rules are highlighted below in yellow. Tasks that are close to meeting a rule but failing to do so were referred to the PTC and indicated with a ? mark.

Other tasks performed but found to be best addressed on the job carry the label OJT.

ANALYSIS OF TASKS AS CONDUCTED BY THE PROJECT TECHNICAL COMMITTEE

Introduction

We presented the results to the PTC item by item. As we came to an item that required clarification, there was a discussion of the data, and the PTC decided which items would be added or deleted. The results of the process follow.

Items with a question mark (?) indicated a task that was close to meeting a decision but failed or just met it. These tasks were presented to the PTC for them to add or delete based on their extensive experience.

Items that were rated as best learned on the job or in advanced training are also indicated. Tasks that have no indication of status were found not relevant to the job of a jail officer.

COMMONWEALTH OF VIRGINIA JOB TASK ANALYSIS

ENTRY-LEVEL JAIL OFFICER

Human Relations

1. Talk with inmates to settle disputes.
2. Talk with inmate to resolve disciplinary problems.
3. Provide short-term crisis intervention counseling to emotionally upset inmate.
4. Refer inmate to outside or internal resource (e.g., minister, mental health, etc.) to help with his/her personal or emotional problems. OJT
5. Provide advice to inmate concerning non-emergency personal problem (e.g., home issues). OJT
6. Answer inmate questions concerning court system, procedures, and sentencing.
7. Identify and monitor inmate showing signs of possible mental or emotional disturbance.
8. Identify inadequate levels of inmate personal hygiene and encourage personal cleanliness. OJT
9. Identify inmate showing signs of inappropriate sexual behavior.
10. Identify signs of homosexual panic in inmate and respond appropriately to such behavior.
11. Recognize (identify) inmate groups and their composition.
12. Recognize behavioral characteristics of violent inmate.
13. Instruct inmate in jail rules and regulations. OJT
14. Refer inmate to internal programs for assistance in areas such as reading, GED, AA, NA, etc. OJT
15. Observe inmate group behavior to identify potential unrest and the causes thereof.
16. Apply principles of progressive discipline.
17. Identify stress causing factors in jail and act to reduce them.
18. Observe person to recognize medical/emotional problems at time of initial intake.

19. Explain legal/judicial terminology to inmate (e.g., split sentence, first appearance, "true bill," extradition waiver, etc.). ?
20. Explain criminal and civil justice system and practices.
21. Explain their legal, constitutional rights to inmate.
22. Help inmate contact legal counsel. OJT
23. Help inmate contact bondsman. OJT
24. Call court clerk to check status of inmate case. OJT
25. Supervise special inmate activities (e.g., religious services, seminars, etc.). OJT
26. Answer questions from public concerning inmate. OJT
27. Escort inmate to appointments inside jail. ?
28. Work with elderly and/or disabled inmate.
29. Recognize behaviors and/or actions that expose the officer to civil liability.
30. Use the DNA Database as necessary and appropriate. OJT
31. Applies agency classification rules as appropriate. OJT
32. Recognize signs of suicide risk and act accordingly.
33. Recognize behaviors that are covered in PREA and act accordingly.
34. Communicate effectively and coherently with others.
35. Recognize duty to intervene in critical moments.
36. Recognize and honor constitutional rights of inmate.
37. Recognize inmate rights as expressed in CRIPA (Civil Rights of Institutionalized Persons Act of 1980).
38. Follow jail procedures to obtain inmate DNA sample. OJT
39. Follow agency procedures related to processing a suspected illegal alien. OJT
40. Explain consecutive and concurrent sentencing to inmate.
41. Follow jail procedures to execute an arrest warrant.

42. Perform an arrest on an inmate without a warrant. ?
43. Observe HIPPA Rules when processing/reviewing inmate records.
44. Conduct a warrantless search of an inmate or property.

Administrative Activities

1. Prepare documents or records for filing (e.g., label, alphabetize, list, or arrange in chronological order). OJT
2. Search inmate mail and parcels. OJT
3. Censor inmate mail. OJT
4. Sort and/or deliver inmate mail. OJT
5. Schedule work assignments of other jail officers.
6. Prepare (word process) various reports.
7. Write in-depth, detailed narrative reports (e.g., major incident report).
8. Write brief reports using short phrases or sentences (e.g., minor incident or disciplinary reports).
9. Confer with supervisor to clarify jail rules, procedures, or post matters. OJT
10. Maintain personal notebook (i.e., keep notes on unusual matters, problems, etc.). OJT
11. Read and comprehend post orders, jail rules, regulations, SOP's, etc. ?
12. Read and comprehend daily log and shift activity report. OJT
13. Conduct intake/receiving interviews and fill out relevant questionnaire forms (paper and computerized). ?
14. Prepare inmate movement//transport logs (e.g., court list). OJT
15. Read, comprehend and follow court papers (judgements, releases, writs, summonses, detainers, bond revocations, transfers, etc.) and explain to inmate. ?
16. Fill out jail intake reports, cards, data entry forms, and other standardized forms (e.g., Initial Medical, Initial Mental Health, PREA, etc.). OJT

17. Observe and update inmate status boards. OJT
18. Review Intake Interview results to make referral to jail resource (e.g., Mental Health). OJT
19. Fill out state forms related to inmate or confined or incarcerated persons. OJT
20. Record shift activities in logbook. OJT
21. Fill out forms related to federal detainees. OJT
22. Read and serve legal documents (e.g., warrants, subpoenas, etc.). ?
23. File and retrieve reports/records in records system. OJT
24. Identify supply and equipment needs and request they be ordered. OJT
25. Order supplies and equipment. OJT
26. Inventory jail supplies and equipment. OJT
27. Issue linens, bedding, etc., to inmate. OJT
28. Issue personal hygiene supplies to inmate. OJT
29. Prepare statistical reports (e.g., jail population, reimbursement, etc.). OJT
30. Take custody of and record lost and found property. OJT
31. Maintain record (log) of inmate visitors. OJT
32. Read "conditions of release/release orders" to ensure accuracy and completeness. OJT
33. Discuss apparent error with magistrate to resolve inmate/detainee processing issue or problem. OJT
34. Collect, receipt and return detainee's property. OJT
35. Take ID photos of inmate. OJT
36. Roll/take inmate fingerprints. OJT
37. Suggest changes in jail rules or procedures. OJT
38. Consider inmate age, gender identity, charges, etc., to make housing assignment. OJT

39. Calculate jail days. OJT
40. Compile and sort information to prepare for computer entry. OJT
41. Use standard information systems such as NCIC, VCIN, AFIS, and LIDS. OJT
42. Process bond revocation/surety capias as assigned. OJT

Emergency/Medical Assistance

1. Apply basic first aid to control bleeding.
2. Apply basic first aid to stabilize abrasions.
3. Apply basic first aid to stabilize broken bones.
4. Apply basic first aid to stabilize heat burns.
5. apply basic first aid to stabilize chemical burns.
6. Apply basic first aid to stabilize convulsions.
7. Apply basic first aid to stabilize diabetes reaction/coma.
8. Apply basic first aid to stabilize electrical shock.
9. Apply basic first aid to stabilize amputations.
10. Apply basic first aid to stabilize eye injuries.
11. Apply basic first aid to stabilize gunshot wounds.
12. Apply basic first aid to stabilize heart attack.
13. Apply basic first aid to stabilize heat stroke.
14. Apply basic first aid in response to a hanging.
15. Apply basic first aid to stabilize lacerations.
16. Apply basic first aid to stabilize drug overdose.
17. Apply basic first aid to stabilize poisoning.
18. Apply basic first aid to stabilize choking (e.g., abdominal thrust).

19. Apply basic first aid to stabilize puncture/stab wounds.
20. Apply basic first aid to stabilize alcoholic seizures.
21. Apply basic first aid to stabilize shock.
22. Apply basic first aid to stabilize sprain and strain.
23. Apply basic first aid to stabilize joint dislocation.
24. Provide assistance to female inmate for gynecological or obstetrical problems.
25. Use oxygen resuscitator. ?
26. Observe person to recognize symptoms of drug use or overdose.
27. Observe person to recognize symptoms of alcohol overdose or poisoning.
28. Observe person to recognize symptoms of drug or alcohol withdrawal.
29. Apply CPR.
30. Apply mouth to mouth resuscitation.
31. Use oxygen supply device other than resuscitator. ?
32. Dispense non-prescribed medication to inmate as instructed by medical staff.
33. Dispense prescribed medication (e.g., injected insulin, finger sticks, oral meds, etc.), to inmate.
34. Talk with psychiatrist/hospital staff or supervisor concerning voluntary or involuntary commitment. OJT
35. Talk with nurse or physician or supervisor concerning inmate medical condition or treatment. ?
36. Observe inmate to ensure medication is taken. ?
37. Observe inmate to assess general physical condition. ?
38. Maintain inmate medication records or logs.
39. Store medications in medication locker.
40. Respond to special needs of disabled inmate. ?

41. Use Physician Desk Reference to obtain medical information.
42. Describe inmate medical symptoms to obtain professional advice or assistance. OJT
43. Use mouth dam.
44. Observe inmate physical and emotional condition to fill out medical screening form.
45. Use AED to resuscitate person.
46. Use personal protection equipment to prevent contact with communicable disease, blood borne pathogens, etc.
47. Follow standard procedures related to controlling/cleaning spills of bodily fluids.
48. Follow jail procedures related to processing/handling inmates suffering from dementia or Alzheimer's Disease.
49. Conduct regular inventory count of sharps, narcotics, syringes, etc. OJT

Physical Activities

1. Help carry a person on a stretcher. OJT
2. Run short distances at full sprint.
3. Run after a fleeing inmate.
4. Run up stairs.
5. Run down stairs.
6. Stand for long periods of time (e.g., more than 4 hours). OJT
7. Subdue attacking persons.
8. Subdue inmate resisting restraint.
9. Use weaponless defense tactics (e.g., pressure points, take downs, etc.).
10. Tackle or take down fleeing inmate.
11. Jump over obstacles while running.
12. Walk for long periods of time (e.g., more than 4 hours). OJT

13. Sit for long periods of time (e.g., more than 4 hours). OJT
14. Break up fights between two or more persons.
15. Carry or drag, by yourself, an unconscious or immobile person.
16. Carry or drag, with another person, an unconscious or immobile person.
17. Apply restraints.
18. Climb ladders.
19. Extend arm into tight spaces to search.
20. Climb or crawl through small openings (e.g., window, crawl space).
21. Drag or push heavy objects.
22. Fire a weapon at a person.
23. Fire weapon in training.
24. Grip person tightly with hand to control their behavior or to prevent their escape.
25. Physically restrain a group of people.
26. Perform duties while wearing heavy equipment (e.g., Scott Air Pack). ?
27. Physically remove from or place in a cell a resisting person.
28. Lift and hold hanging person

Jail Security

1. Count silverware, kitchen utensils and other equipment or tools. OJT
2. Test emergency alarms. OJT
3. Test emergency generator. OJT
4. Test and use communication equipment. OJT
5. Maintain watch of high-risk inmates.
6. Maintain key control. OJT

7. Observe body cavity examination as conducted by medical staff. OJT
8. Conduct head count of inmates. OJT
9. Inspect security devices (e.g., bars, keys, locks, windows, doors, fences, gates, etc.). OJT
10. Participate in jail, pod, dorm, etc., lockdown. OJT
11. Search cells, dorms, etc.
12. Use physical force to maintain order or protect life.
13. Conduct camera surveillance of specific locations. OJT
14. Conduct physical surveillance of specific locations. OJT
15. Compare photograph, wrist band or other identification to identify inmate prior to transport or release. OJT
16. Search visitors by hand. OJT
17. Use metal detectors to search persons. OJT
18. Search property left for inmate. OJT
19. Supervise inmates during recreation and or exercise periods. OJT
20. Operate breathalyzer to test degree of intoxication. OJT
21. Participate in fire drills. OJT
22. Collect urine specimens.
23. Verify identity of person entering or leaving jail. OJT
24. Conduct strip search of inmate.
25. Perform walking watch duty inside and outside jail. OJT
26. Conduct pat down or frisk of inmate.
27. Search delivery or transport vehicle for contraband or escapees.
28. Examine inmate passes to ensure proper movement. OJT
29. Plan strategy for conducting search of cell, pod, dorm, jail, etc.

30. Seize contraband and or weapons.
31. Recognize inmate deception and/or diversionary tactics.
32. Establish contacts and/or “snitches” among inmates. OJT
33. Use voice commands to control inmate movement(s).
34. Search visiting rooms, cells and other areas for contraband and weapons.
35. Control movement of persons to blocks, cells, common areas, etc.
36. Control non-violent inmate crowds.
37. Operate levers, buttons, and computer control to let inmates in and out of cells or secure areas. OJT
38. Separate individuals and groups to resolve or prevent conflict.
39. Inform magistrate of possible criminal activity to seek arrest warrant. OJT
40. Patrol cell blocks and secure areas. OJT
41. Calm distraught persons.
42. Give Miranda warnings.
43. Recognize stealth weapons.
44. Follows standard practice related to tool and key control. OJT
45. Use verbal commands to gain compliance from a non-compliant inmate.
46. Recognize and intervene in instances of inmate gambling. OJT
47. Recognize attempts to enter contraband into the jail.
48. Recognize potential terroristic threats and weapons.
49. Monitor social media to recognize threats to inmates and/or jail. OJT

Jail Emergency

1. Accompany/escort inmate in emergency medical transport.

2. Put out small fires.
3. Investigate unusual odors. OJT
4. Investigate unusual sounds. OJT
5. Identify and observe group agitators.
6. Respond to and control hostage situation. ADV
7. Use non-lethal munitions to control a situation. ADV
8. Track escapee from jail (e.g., footprints in snow or mud).
9. Report irregular or unusual incidents to supervisor in a timely manner.
10. Secure scene of possible crime.
11. Collect evidence and property from scene of crime.
12. Diagram crime scene. ADV
13. Document chain of evidence.
14. Package evidence.
15. Prepare complete report of criminal incident.
16. Take statements from victims, witnesses, etc.
17. Participate in large scale search (e.g., lockdown).
18. Reason with inmate in tense situations.
19. Notify supervisors of potential emergencies or hazards.
20. Operate vehicle to transport inmate to outside appointments or court.
21. Move inmates to evacuate pod, dorm, jail in accordance with emergency plans.
22. Use inmate restraints in vehicle.
23. Use camera (e.g., cell phone, iPad, digital camera, etc.) to document scene.

General

1. Receive and process bond related paperwork. OJT

2. Check individual making bond for outstanding wants and warrants. OJT
3. Record modifications in bonds. OJT
4. Inform bonding agents of conditions for bonding. OJT
5. Check license of bondsman. OJT
6. Update information on bonding agencies. OJT
7. Speak to court personnel concerning bail and bonding arrangements relating to specific inmate. OJT
8. Assign inmates to work details. OJT
9. Serve food to inmates. OJT
10. **Clean and inspect weapons.**
11. Distribute reading material to inmates. OJT
12. Distribute cleaning materials to inmate workers. OJT
13. Collect and/or distribute inmate canteen orders. OJT
14. Inspect cell housing areas for combustible materials. OJT
15. Inspect all fire doors for proper operation, both manually and electronically. OJT
16. Receive and record money for inmate trust accounts. OJT
17. Place hold on inmates and notify department requesting the hold. OJT
18. Perform general housekeeping duties on common areas. OJT
19. Inspect duty station for fire and security hazards. OJT
20. Receive and release inmate property. OJT
21. Direct vehicular traffic. OJT
22. Prepare uniform and personal equipment for inspection. OJT
23. Sit on infraction/disciplinary board to hear testimony and render judgment (or recommend judgment) for inmate. OJT

24. Maintain security watch at hospital or doctor's office.
25. Attend and/or present testimony at inmate disciplinary hearing. OJT
26. Train new officers. OJT
27. Investigate and report injuries occurring to inmate.
28. Gather information in criminal and/or administrative investigations.
29. Present evidence in legal proceedings (e.g., when an inmate has been criminally charged with an offense).
30. Supervise inmate at meals. OJT
31. Supervise disposal of food and collection of utensils. OJT
32. Supervise inmates in day room. OJT
33. Guard inmates in court. OJT
34. Escort inmate on commercial aircraft.
35. Escort inmate to funeral home or hospital to visit a relative or other person as allowed. OJT
36. Release inmate according to jail procedures (e.g., check inmate accounts, holds, etc.). OJT
37. Observe inmates and visitors for passage of contraband in visiting room or during visit. OJT
38. Observe inmate and visitors to prevent inappropriate behavior. OJT
39. Assist inmate in use of authorized jail technology. OJT
40. Operate jail computer system to access records, schedules, etc. OJT
41. Check vehicle emergency lights.
42. Check vehicle fluids. OJT
43. Change vehicle tire. OJT

Equipment and Transportation Checklist

*(All equipment an Officer might use in the course of his or her duties)

1. Closed circuit television monitor/camera. OJT
2. Handcuff key.
3. Fire alarm. OJT
4. Entry alarm. OJT
5. Sensor alarm. OJT
6. Computer terminal/keyboard/mouse. OJT
7. Handcuffs.
8. Leg irons.
9. Waist chain.
10. Waist belt.
11. Plastic hand restraint.
12. Restraint chair.
13. Fire extinguisher.
14. Collapsible baton. OJT
15. Control panel. OJT
16. Stun Gun/Taser/Stun Cuffs. OJT
17. Blackjack.
18. Safety cutting tool/Rescue saw. OJT
19. Spit Mask/Hood. OJT
20. Flashlight. OJT
21. Fingerprint rolling equipment (Ink).
22. Fingerprint rolling equipment (digital). OJT

23. Latex gloves. OJT
24. PPE. OJT
25. Pepper spray.
26. Riot shield (e.g., Shock Shield). ADV
27. Riot baton. ADV
28. Metal (walk through) detector. OJT
29. Metal (hand-held) detector. OJT
30. Photocopier.
31. Typewriter.
32. Carbine rifle. ADV
33. High-powered rifle. ADV
34. Weapon with optical sights. ADV
35. Shotgun.
36. Handgun.
37. 40 MM launcher. ADV
38. Van.
39. Car.
40. Truck.
41. Bus.
42. Axe.
43. Hand-held radio. OJT
44. Base unit radio. OJT
45. Cellular telephone. OJT

46. Binoculars.
47. Chemical mace/Pepper Ball. ?
48. Self-contained breathing gear (Scott Air Pack). OJT
49. Drug and narcotic identification kit. OJT
50. Urinalysis kit.
51. First Aid Kit.
52. Naloxone/Narcan.
53. Body armor.
54. Flare gun.
55. Flares.
56. Multi-person chain. OJT
57. Riot helmet.
58. Pepper fogger.
59. Keys. OJT
60. Paging system. OJT
61. Suicide garments.
62. Face mask (COVID type/N 95). OJT
63. Safety gloves. OJT
64. DNA swabs. OJT
65. Kubaton.
66. Pocket knife.
67. Blood pressure cuff.
68. Stethoscope.
69. Keyed watchman's time clock/MORSE Key Watch.

- 70. Electronic time clock. OJT
- 71. Medical thermometer.
- 72. Water hose. OJT
- 73. Fire enunciator panel. OJT
- 74. De-lousing spray. OJT
- 75. Call box. OJT
- 76. Gang lock.
- 77. Calculator.
- 78. Intercom. OJT
- 79. Wheelchair.
- 80. Audio recorder. OJT
- 81. Gun locker. OJT
- 82. Emergency generator. OJT
- 83. Central booking system terminal. OJT
- 84. Emergency smoke exhaust equipment. OJT
- 85. X-ray Machine.
- 86. Body scanner. OJT

REVIEW OF CURRENT TRAINING CONTENT

Introduction

After the PTC completed its work, DCJS organized a small group of content experts to help identify whether an eligible task was, in fact, included in the current Compulsory Minimum Training Standards (CMTS). Those items specified as “Not Found” were set aside, and supplemental performance outcomes were prepared and follow below. Tasks meeting the decision rules are highlighted in yellow. Tasks that are best addressed locally are marked OJT. Furthermore, tasks that the PTC decided should be included are identified with “Add.” Finally, items currently addressed in the DCJS CMTS have attached their numerical location in the CMTS.

COMMONWEALTH OF VIRGINIA JOB TASK ANALYSIS
ENTRY-LEVEL JAIL OFFICER

Human Relations

1. Talk with inmates to settle disputes. 3.6
2. Talk with inmate to resolve disciplinary problems. 3.6 Add content
3. Provide short-term crisis intervention counseling to emotionally upset inmate. 3.6
4. Refer inmate to outside or internal resource (e.g., minister, mental health, etc.) to help with his/her personal or emotional problems. OJT
5. Provide advice to inmate concerning non-emergency personal problem (e.g., home issues). OJT
6. Answer inmate questions concerning court system, procedures, and sentencing. 1.2
7. Identify and monitor inmate showing signs of possible mental or emotional disturbance. 5.2 and 4.4
8. Identify inadequate levels of inmate personal hygiene and encourage personal cleanliness. OJT
9. Identify inmate showing signs of inappropriate sexual behavior. 4.4
10. Identify signs of homosexual panic in inmate and respond appropriately to such behavior. Not found
11. Recognize (identify) inmate groups and their composition. 3.11
12. Recognize behavioral characteristics of violent inmate. 4.1 and 4.4
13. Instruct inmate in jail rules and regulations. OJT
14. Refer inmate to internal programs for assistance in areas such as reading, GED, AA, NA, etc. OJT
15. Observe inmate group behavior to identify potential unrest and the causes thereof. 4.4
16. Apply principles of progressive discipline. 4.4
17. Identify stress causing factors in jail and act to reduce them. 3.12

18. Observe person to recognize medical/emotional problems at time of initial intake. 3.7 and 4.4
19. Explain legal/judicial terminology to inmate (e.g., split sentence, first appearance, "true bill," extradition waiver, etc.). Add 2.4
20. Explain criminal and civil justice system and practices. 2.4 and 1.2
21. Explain their legal, constitutional rights to inmate. 2.11
22. Help inmate contact legal counsel. OJT
23. Help inmate contact bondsman. OJT
24. Call court clerk to check status of inmate case. OJT
25. Supervise special inmate activities (e.g., religious services, seminars, etc.). OJT
26. Answer questions from public concerning inmate. OJT
27. Escort inmate to appointments inside jail. Add Not found
28. Work with elderly and/or disabled inmate. 4.4
29. Recognize behaviors and/or actions that expose the officer to civil liability. 1.2
30. Use the DNA Database as necessary and appropriate. OJT
31. Applies agency classification rules as appropriate. OJT
32. Recognize signs of suicide risk and act accordingly. 4.4 and 3.7
33. Recognize behaviors that are covered in PREA and act accordingly. 2.8.6 Add More Content
34. Communicate effectively and coherently with others. 3.11 and 6.8
35. Recognize duty to intervene in critical moments. 1.2
36. Recognize and honor constitutional rights of inmate. 2.1 and 2.2 and 2.11
37. Recognize inmate rights as expressed in CRIPA (Civil Rights of Institutionalized Persons Act of 1980). 2.2
38. Follow jail procedures to obtain inmate DNA sample. OJT

39. Follow agency procedures related to processing a suspected illegal alien. OJT
40. Explain consecutive and concurrent sentencing to inmate. 2.4
41. Follow jail procedures to execute an arrest warrant. Add 2.6
42. Perform an arrest on an inmate without a warrant. Add 2.7
43. Observe HIPPA Rules when processing/reviewing inmate records. 2.8
44. Conduct a warrantless search of an inmate or property. 2.12, 4.1

Administrative Activities

1. Prepare documents or records for filing (e.g., label, alphabetize, list or arrange in chronological order). OJT
2. Search inmate mail and parcels. OJT
3. Censor inmate mail. OJT
4. Sort and/or deliver inmate mail. OJT
5. Schedule work assignments of other jail officers.
6. Prepare (word process) various reports. 3.3, 3.8
7. Write in-depth, detailed narrative reports (e.g., major incident report). 3.8
8. Write brief reports using short phrases or sentences (e.g., minor incident or disciplinary reports). 3.8
9. Confer with supervisor to clarify jail rules, procedures, or post matters. OJT
10. Maintain personal notebook (i.e., keep notes on unusual matters, problems, etc.). Add Not Found
11. Read and comprehend post orders, jail rules, regulations, SOP's, etc. Add 1.2
12. Read and comprehend daily log and shift activity report. OJT
13. Conduct intake/receiving interviews and fill out relevant questionnaire forms (paper and computerized). Add 3.2
14. Prepare inmate movement//transport logs (e.g., Court list). OJT

15. Read, comprehend and follow court papers (judgments, releases, writs, summonses, detainers, bond revocations, transfers, etc.) and explain to inmate. **Add** 3.4
16. Fill out jail intake reports, cards, data entry forms, and other standardized forms (e.g., Initial Medical, Initial Mental Health, PREA, etc.). OJT
17. Observe and update inmate status boards. OJT
18. Review Intake Interview results to make referral to jail resource (e.g., Mental Health). OJT
19. Fill out state forms related to inmate or confined or incarcerated persons. OJT
20. Record shift activities in logbook. OJT
21. Fill out forms related to federal detainees. OJT
22. Read and serve legal documents (e.g., warrants, subpoenas, etc.). **Add** 2.6
23. File and retrieve reports/records in records system. OJT
24. Identify supply and equipment needs and request they be ordered. OJT
25. Order supplies and equipment. OJT
26. Inventory jail supplies and equipment. OJT
27. Issue linens, bedding, etc. to inmate. OJT
28. Issue personal hygiene supplies to inmate. OJT
29. Prepare statistical reports (e.g., jail population, reimbursement etc.). OJT
30. Take custody of and record lost and found property. OJT
31. Maintain record (log) of inmate visitors. OJT
32. Read "conditions of release/release orders" to ensure accuracy and completeness. OJT
33. Discuss apparent error with magistrate to resolve inmate/detainee processing issue or problem. OJT
34. Collect, receipt and return detainee's property. OJT
35. Take ID photos of inmate. OJT

36. Roll/take inmate fingerprints. OJT
37. Suggest changes in jail rules or procedures. OJT
38. Consider inmate age, gender identity, charges, etc., to make housing assignment. OJT
39. Calculate jail days. OJT
40. Compile and sort information to prepare for computer entry. OJT
41. Use standard information systems such as NCIC, VCIN, AFIS, and LIDS. OJT
42. Process bond revocation/surety capias as assigned. OJT

Emergency/Medical Assistance 4.7

1. Apply basic first aid to control bleeding.
2. Apply basic first aid to stabilize abrasions.
3. Apply basic first aid to stabilize broken bones.
4. Apply basic first aid to stabilize heat burns.
5. Apply basic first aid to stabilize chemical burns.
6. Apply basic first aid to stabilize convulsions.
7. Apply basic first aid to stabilize diabetes reaction/coma.
8. Apply basic first aid to stabilize electrical shock.
9. Apply basic first aid to stabilize amputations.
10. Apply basic first aid to stabilize eye injuries.
11. Apply basic first aid to stabilize gunshot wounds.
12. Apply basic first aid to stabilize heart attack.
13. Apply basic first aid to stabilize heat stroke.
14. Apply basic first aid in response to a hanging.
15. Apply basic first aid to stabilize lacerations.

16. Apply basic first aid to stabilize drug overdose.
17. Apply basic first aid to stabilize poisoning.
18. Apply basic first aid to stabilize choking (e.g., abdominal thrust).
19. Apply basic first aid to stabilize puncture/stab wounds.
20. Apply basic first aid to stabilize alcoholic seizures.
21. Apply basic first aid to stabilize shock.
22. Apply basic first aid to stabilize sprain and strain.
23. Apply basic first aid to stabilize joint dislocation.
24. Provide assistance to female inmate for gynecological or obstetrical problems.
25. Use oxygen resuscitator.
26. Observe person to recognize symptoms of drug use or overdose. 4.3, 4.4
27. Observe person to recognize symptoms of alcohol overdose or poisoning. 4.4
28. Observe person to recognize symptoms of drug or alcohol withdrawal. 4.4
29. Apply CPR. 4.7
30. Apply mouth to mouth resuscitation. 4.7
31. Use oxygen supply device other than resuscitator.
32. Dispense non-prescribed medication to inmate as instructed by medical staff.
33. Dispense prescribed medication (e.g., injected insulin, finger sticks, oral meds, etc.) to inmate.
34. Talk with psychiatrist/hospital staff or supervisor concerning voluntary or involuntary commitment. OJT
35. Talk with nurse or physician or supervisor concerning inmate medical condition or treatment.
36. Observe inmate to ensure medication is taken. Add Not found
37. Observe inmate to assess general physical condition. Add 4.1

38. Maintain inmate medication records or logs.
39. Store medications in medication locker.
40. Respond to special needs of disabled inmate. Add 4.4
41. Use Physician Desk Reference to obtain medical information.
42. Describe inmate medical symptoms to obtain professional advice or assistance. OJT
43. Use mouth dam.
44. Observe inmate physical and emotional condition to fill out medical screening form. 3.9, 4.4
45. Use AED to resuscitate person. 4.7
46. Use personal protection equipment to prevent contact with communicable disease, blood borne pathogens, etc. 4.7
47. Follow standard procedures related to controlling/cleaning spills of bodily fluids. Not found
48. Follow jail procedures related to processing/handling inmates suffering from dementia or Alzheimer's Disease. 5.3
49. Conduct regular inventory count of sharps, narcotics, syringes, etc. OJT

Physical Activities

1. Help carry a person on a stretcher. OJT
2. Run short distances at full sprint.
3. Run after a fleeing inmate. 6.11
4. Run up stairs. Add
5. Run down stairs. Add
6. Stand for long periods of time (e.g., more than 4 hours). OJT
7. Subdue attacking persons. 6.9
8. Subdue inmate resisting restraint. 6.9, 6.8

9. Use weaponless defense tactics (e.g., pressure points, take downs, etc.). 6.8
10. Tackle or take down fleeing inmate. 6.11
11. Jump over obstacles while running. Not found
12. Walk for long periods of time (e.g., more than 4 hours). OJT
13. Sit for long periods of time (e.g., more than 4 hours). OJT
14. Break up fights between two or more persons. 6.7
15. Carry or drag, by yourself, an unconscious or immobile person. Not Found
16. Carry or drag, with another person, an unconscious or immobile person. Not Found
17. Apply restraints. 6.14
18. Climb ladders.
19. Extend arm into tight spaces to search.
20. Climb or crawl through small openings (e.g., window, crawl space).
21. Drag or push heavy objects.
22. Fire a weapon at a person. Firearms
23. Fire weapon in training. Firearms
24. Grip person tightly with hand to control their behavior or to prevent their escape. 5.2, 6.8, 6.9, 6.10
25. Physically restrain a group of people. 6.16
26. Perform duties while wearing heavy equipment (e.g., Scott Air Pack).
27. Physically remove from or place in a cell a resisting person. 4.2
28. Lift and hold hanging person. Not found

Jail Security

1. Count silverware, kitchen utensils and other equipment or tools. OJT
2. Test emergency alarms. OJT

3. Test emergency generator. OJT
4. Test and use communication equipment. OJT Add Not found
5. Maintain watch of high-risk inmates. 4.4
6. Maintain key control. OJT
7. Observe body cavity examination as conducted by medical staff. OJT
8. Conduct head count of inmates. OJT
9. Inspect security devices (e.g., bars, keys, locks, windows, doors, fences, gates, etc.). OJT
10. Participate in jail, pod, dorm, etc., lockdown. OJT
11. Search cells, dorms, etc. Add 6.3
12. Use physical force to maintain order or protect life. Firearms, 6.6, 6.7, etc.
13. Conduct camera surveillance of specific locations. OJT
14. Conduct physical surveillance of specific locations. OJT
15. Compare photograph, wrist band or other identification to identify inmate prior to transport or release. OJT
16. Search visitors by hand. OJT
17. Use metal detectors to search persons. OJT
18. Search property left for inmate. OJT
19. Supervise inmates during recreation and or exercise periods. OJT
20. Operate breathalyzer to test degree of intoxication. OJT
21. Participate in fire drills. OJT
22. Collect urine specimens.
23. Verify identity of person entering or leaving jail. OJT
24. Conduct strip search of inmate. 6.1
25. Perform walking watch duty inside and outside jail. OJT

26. Conduct pat down or frisk of inmate. 6.1
27. Search delivery or transport vehicle for contraband or escapees. Add Not found
28. Examine inmate passes to ensure proper movement. OJT
29. Plan strategy for conducting search of cell, pod, dorm, jail, etc. 6.3
30. Seize contraband and or weapons. 4.1
31. Recognize inmate deception and/or diversionary tactics. 4.4
32. Establish contacts and/or “snitches” among inmates. OJT
33. Use voice commands to control inmate movement(s). 6.7, 6.16
34. Search visiting rooms, cells and other areas for contraband and weapons. 6.3
35. Control movement of persons to blocks, cells, common areas, etc. 4.4, 8.2
36. Control non-violent inmate crowds. 6.16
37. Operate levers, buttons, and computer control to let inmates in and out of cells or secure areas. OJT
38. Separate individuals and groups to resolve or prevent conflict. 6.16
39. Inform magistrate of possible criminal activity to seek arrest warrant. OJT
40. Patrol cell blocks and secure areas. OJT
41. Calm distraught persons. 3.6, 3.7, 6.7, 6.16
42. Give Miranda warnings. 2.11, 3.2
43. Recognize stealth weapons. 6.1 Add content
44. Follows standard practice related to tool and key control. OJT
45. Use verbal commands to gain compliance from a non-compliant inmate. 6.7
46. Recognize and intervene in instances of inmate gambling. OJT
47. Recognize attempts to enter contraband into the jail. 4.3
48. Recognize potential terroristic threats and weapons. 4.8, 4.9, 4.11

49. Monitor social media to recognize threats to inmates and/or jail. OJT

Jail Emergency

1. Accompany/escort inmate in emergency medical transport. 8.2
2. Put out small fires. Not found
3. Investigate unusual odors. OJT
4. Investigate unusual sounds. OJT
5. Identify and observe group agitators. 4.4
6. Respond to and control hostage situation. ADV
7. Use non-lethal munitions to control a situation. ADV
8. Track escapee from jail (e.g., footprints in snow or mud).
9. Report irregular or unusual incidents to supervisor in a timely manner. 3.1
10. Secure scene of possible crime. 5.4
11. Collect evidence and property from scene of crime. 2.14, 4.1
12. Diagram crime scene. ADV
13. Document chain of evidence. 4.1
14. Package evidence. Not found
15. Prepare complete report of criminal incident. 3.8
16. Take statements from victims, witnesses, etc. 3.2
17. Participate in large scale search (e.g., lockdown). 6.3
18. Reason with inmate in tense situations. 6.7, 3.6
19. Notify supervisors of potential emergencies or hazards. 3.7, 5.2
20. Operate vehicle to transport inmate to outside appointments or court. 8.2
21. Move inmates to evacuate pod, dorm, jail in accordance with emergency plans. 4.4

22. Use inmate restraints in vehicle. 8.2
23. Use camera (e.g., cell phone, iPad, digital camera, etc.) to document scene. Not found

General

1. Receive and process bond related paperwork. OJT
2. Check individual making bond for outstanding wants and warrants. OJT
3. Record modifications in bonds. OJT
4. Inform bonding agents of conditions for bonding. OJT
5. Check license of bondsman. OJT
6. Update information on bonding agencies. OJT
7. Speak to court personnel concerning bail and bonding arrangements relating to specific inmate. OJT
8. Assign inmates to work details. OJT
9. Serve food to inmates. OJT
10. Clean and inspect weapons. 7.1
11. Distribute reading material to inmates. OJT
12. Distribute cleaning materials to inmate workers. OJT
13. Collect and/or distribute inmate canteen orders. OJT
14. Inspect cell housing areas for combustible materials. OJT
15. Inspect all fire doors for proper operation, both manually and electronically. OJT
16. Receive and record money for inmate trust accounts. OJT
17. Place hold on inmates and notify department requesting the hold. OJT
18. Perform general housekeeping duties on common areas. OJT
19. Inspect duty station for fire and security hazards. OJT
20. Receive and release inmate property. OJT

21. Direct vehicular traffic. OJT
22. Prepare uniform and personal equipment for inspection. OJT Add 1.1
23. Sit on infraction/disciplinary board to hear testimony and render judgment (or recommend judgment) for inmate. OJT
24. Maintain security watch at hospital or doctor's office. 4.4
25. Attend and/or present testimony at inmate disciplinary hearing. OJT
26. Train new officers. OJT
27. Investigate and report injuries occurring to inmate. 3.9
28. Gather information in criminal and/or administrative investigations.
29. Present evidence in legal proceedings (e.g., when an inmate has been criminally charged with an offense).
30. Supervise inmate at meals. OJT
31. Supervise disposal of food and collection of utensils. OJT
32. Supervise inmates in day room. OJT
33. Guard inmates in court. OJT
34. Escort inmate on commercial aircraft.
35. Escort inmate to funeral home or hospital to visit a relative or other person as allowed. OJT
36. Release inmate according to jail procedures (e.g., check inmate accounts, holds, etc.). OJT
37. Observe inmates and visitors for passage of contraband in visiting room or during visit. OJT
38. Observe inmate and visitors to prevent inappropriate behavior. OJT
39. Assist inmate in use of authorized jail technology. OJT
40. Operate jail computer system to access records, schedules, etc. OJT
41. Check vehicle emergency lights. Add (add to 8.1) Not found

- 42. Check vehicle fluids. OJT **Add** (add to 8.1) Not found
- 43. Change vehicle tire. OJT **Add** (Add to Category 8) Not found

Equipment and Transportation Checklist

*(All equipment an Officer might use in the course of his or her duties)

- 1. Closed circuit television monitor/camera. OJT
- 2. **Handcuff key.**
- 3. Fire alarm. OJT
- 4. Entry alarm. OJT
- 5. Sensor alarm. OJT
- 6. Computer terminal/keyboard/mouse. OJT
- 7. **Handcuffs.**
- 8. **Leg irons.**
- 9. **Waist chain.**
- 10. **Waist belt.**
- 11. **Plastic hand restraint.**
- 12. **Restraint chair.**
- 13. **Fire extinguisher.**
- 14. Collapsible baton. OJT
- 15. Control panel. OJT
- 16. Stun Gun/Taser/Stun Cuffs. OJT
- 17. Blackjack.
- 18. Safety cutting tool/Rescue saw. OJT
- 19. Spit Mask/Hood. OJT

20. Flashlight. OJT
21. Fingerprint rolling equipment (Ink). OJT
22. Fingerprint rolling equipment (digital). OJT
23. Latex gloves. OJT
24. PPE. OJT
25. Pepper spray.
26. Riot shield (e.g., Shock Shield). ADV Add
27. Riot baton. ADV
28. Metal (walk through) detector. OJT
29. Metal (hand-held) detector. OJT
30. Photocopier.
31. Typewriter.
32. Carbine rifle. ADV
33. High-powered rifle. ADV
34. Weapon with optical sights. ADV
35. Shotgun.
36. Handgun.
37. 40 MM launcher. ADV
38. Van.
39. Car.
40. Truck.
41. Bus.
42. Axe.
43. Hand-held radio. OJT

44. Base unit radio. OJT
45. Cellular telephone. OJT
46. Binoculars.
47. Chemical mace/Pepper Ball. ?
48. Self-contained breathing gear (Scott Air Pack). OJT
49. Drug and narcotic identification kit. OJT
50. Urinalysis kit.
51. First Aid Kit.
52. Naloxone/Narcan.
53. Body armor.
54. Flare gun.
55. Flares.
56. Multi-person chain. OJT
57. Riot helmet.
58. Pepper fogger.
59. Keys. OJT
60. Paging system. OJT
61. Suicide garments.
62. Face mask (COVID type/N 95). OJT
63. Safety gloves. OJT
64. DNA swabs. OJT
65. Kubaton.
66. Pocket knife.

- 67. Blood pressure cuff.
- 68. Stethoscope.
- 69. Keyed watchman's time clock/MORSE Key Watch.
- 70. Electronic time clock. OJT
- 71. Medical thermometer.
- 72. Water hose. OJT
- 73. Fire enunciator panel. OJT
- 74. De-lousing spray. OJT
- 75. Call box. OJT
- 76. Gang lock.
- 77. Calculator.
- 78. Intercom. OJT
- 79. Wheelchair.
- 80. Audio recorder. OJT
- 81. Gun locker. OJT
- 82. Emergency generator. OJT
- 83. Central booking system terminal. OJT
- 84. Emergency smoke exhaust equipment. OJT
- 85. X-ray machine.
- 86. Body scanner. OJT

SUPPLEMENTAL PERFORMANCE OUTCOMES

HUMAN RELATIONS

2. Talk with inmate to resolve disciplinary problems.

1. Identify the best techniques for discussing disciplinary problems with an inmate to help resolve issues and avoid conflict.

10. Identify signs of homosexual panic in inmate and respond appropriately to such behavior.

1. Define homosexual panic.
2. Identify behaviors that might predict an inmate's exhibiting homosexual panic.
3. Identify how a prisoner might claim homosexual panic to justify an assault.

27. Escort inmate to appointments inside jail.

1. Demonstrate basic best practices related to escorting an inmate within the facility.

33. Recognize behaviors that are covered in PREA and act accordingly.

1. Identify inmate behaviors addressed under PREA and the threat they pose to the individual and jail security.
2. Identify best practices related to controlling and/or limiting behaviors included within PREA.

ADMINISTRATIVE ACTIVITIES

10. Maintain personal notebook (i.e., keep notes on unusual matters, problems, etc.).

1. Recognize the legal issues associated with a personal notebook maintained by a jail officer to document work-related events.
2. Identify the value of maintaining such a personal notebook and distinguish the kinds of events worth recording.

EMERGENCY/MEDICAL ASSISTANCE

36. Observe inmate to ensure medication is taken.

1. Recognize basic techniques to observe an inmate taking medication to ensure it is consumed and not stored or hidden.

47. Follow standard procedures related to controlling/cleaning spills of bodily fluids.

1. Describe basic safe practices related to controlling and/or cleaning spills of bodily fluids.

PHYSICAL ACTIVITY

15. Carry or drag, by yourself, an unconscious or immobile person.

1. Demonstrate safe techniques related to carrying or dragging an unconscious or immobile person.

28. Lift and hold hanging person.

1. Demonstrate the techniques and physical capacity to lift and hold a person hanging from a noose to reduce physical injury.

JAIL SECURITY

4. Test and use communication equipment.

1. Use communication equipment commonly used in a jail.
2. Recognize the relevance of plain language in effectively using jail telecommunications equipment.
3. Identify commonly used radio codes to conduct communications in a jail.

27. Search delivery or transport vehicle for contraband or escapees.

1. Identify specific security threats to the jail posed by delivery or transport vehicles.
2. Demonstrate best practices related to a search of a delivery vehicle to discover contraband or an escapee.
3. Demonstrate best practices related to searching a vehicle used to transport individuals or groups of individuals to discover contraband, drugs, weapons, etc.

JAIL EMERGENCY

2. Put out small fires.

1. Recognize the kinds of fires that may be found in a jail facility.
2. Demonstrate the proper use of a fire extinguisher and identify the types of fires for which it is effective or ineffective.

23. Use camera (e.g., cell phone, iPad, digital camera, etc.) to document scene.

1. Use a cell phone or similar device to record a jail scene.
2. Explain the liability issues when using a personal device to record/document a scene.

GENERAL

41. Check vehicle emergency lights.

1. Recognize the operation and purpose of various lights found on an emergency vehicle.

42. Check vehicle fluids.

1. Identify the purpose and standard methods related to checking vehicle fluid levels.

43. Change vehicle tire.

1. Demonstrate the basic methods related to changing a vehicle tire.

APPENDICES

RAW TASK LIST
COMMONWEALTH OF VIRGINIA JOB TASK ANALYSIS
ENTRY- LEVEL JAIL OFFICER

Human Relations

1. Talk with inmates to settle disputes.
2. Talk with inmate to resolve disciplinary problems.
3. Provide short-term crisis intervention counseling to emotionally upset inmate.
4. Refer inmate to outside source (e.g., minister, mental health, etc., to help with his/her personal or emotional problems).
5. Provide advice to inmate concerning non-emergency personal problem (e.g., home issues).
6. Answer inmate questions concerning court system, procedures, and sentencing.
7. Identify and monitor inmate showing signs of possible mental or emotional disturbance.
8. Identify inadequate levels of inmate personal hygiene and encourage personal cleanliness.
9. Identify inmate showing signs of inappropriate sexual behavior.
10. Identify signs of homosexual panic in inmate and respond appropriately to such behavior.
11. Recognize (identify) inmate groups and their composition.
12. Recognize behavioral characteristics of violent inmate.
13. Instruct inmate in jail rules and regulations.
14. Arrange for professional assistance for inmate personal problems.
15. Refer inmate to internal programs for assistance in areas such as reading, GED, AA, NA, etc.
16. Observe inmate group behavior to identify potential unrest and the causes thereof.

17. Apply principles of progressive discipline.
18. Identify stress causing factors in jail and act to reduce them.
19. Observe person to recognize medical/emotional problems at time of initial intake.
20. Explain legal/judicial terminology to inmate (e.g., split sentence, first appearance, "true bill," extradition waiver, etc.).
21. Explain criminal and civil justice system and practices.
22. Explain their legal, constitutional rights to inmate.
23. Help inmate contact legal counsel.
24. Help inmate contact bondsman.
25. Call court clerk to check status of inmate case.
26. Supervise special inmate activities (e.g., religious services, seminars, etc.).
27. Answer questions from public concerning inmate.
28. Escort inmate to appointments inside jail.
29. Work with elderly and/or disabled inmate.
30. Recognize behaviors and/or actions that expose the officer to civil liability.
31. Applies the DNA Database as appropriate.
32. Applies agency classification rules as appropriate.
33. Recognize signs of suicide risk and act accordingly.
34. Recognize behaviors that are covered in PREA and act accordingly.
35. Communicate effectively and coherently with others.
36. Recognize duty to intervene in critical moments.
37. Recognize and honor constitutional rights of inmate.
38. Recognize inmate rights as expressed in CRIPA.
39. Follow jail procedures to obtain inmate DNA sample.

40. Follow agency procedures related to processing a suspected illegal alien.
41. Explain consecutive and concurrent sentencing to inmate.
42. Follow jail procedures to execute an arrest warrant.
43. Perform a warrantless arrest on an inmate.
44. Observe HIPPA Rules when processing/reviewing inmate records.
45. Conduct a warrantless search of an inmate or property.

Administrative Activities

1. Prepare documents or records for filing (e.g., label, alphabetize, list or arrange in chronological order).
2. Search inmate mail and parcels.
3. Censor inmate mail.
4. Sort and/or deliver inmate mail.
5. Schedule work assignments of other jail officers.
6. Prepare (word process) various reports.
7. Dictate reports or statements.
8. Write in-depth, detailed narrative reports (e.g., major incident report).
9. Write brief reports using short phrases or sentences (e.g., minor incident or disciplinary reports).
10. Confer with supervisor to clarify jail rules, procedures, or post matters.
11. Maintain personal notebook (i.e., keep notes on unusual matters, problems, etc.).
12. Read and comprehend post orders, jail rules, regulations, SOP's, etc.
13. Read and comprehend daily log and shift activity report.
14. Conduct intake/receiving interviews and fill out relevant questionnaire forms (paper and computerized).
15. Prepare inmate movement//transport logs (e.g., court list).

16. Read and comprehend court papers (judgments, releases, writs, summonses detainers, bond revocations, transfers, etc.) and explain to inmate.
17. Read court papers and follow their instructions (e.g., detainer, release, etc.).
18. Fill out jail intake reports, cards, data entry forms, and other standardized forms.
19. Observe and update inmate status boards.
20. Fill out state forms related to inmate or Confined or Incarcerated persons.
21. Record shift activities in logbook.
22. Fill out forms related to federal detainees.
23. Read and serve legal documents (e.g., warrants, subpoenas, etc.).
24. File and retrieve reports/records in records system.
25. Identify supply and equipment needs and request they be ordered.
26. Order supplies and equipment.
27. Inventory jail supplies and equipment.
28. Issue linens, bedding, etc., to inmate.
29. Issue personal hygiene supplies to inmate.
30. Prepare statistical reports (e.g., jail population, reimbursement, etc.).
31. Take custody of and record lost and found property.
32. Maintain record (log) of inmate visitors.
33. Read "conditions of release/release orders" to ensure accuracy and completeness.
34. Discuss apparent error with magistrate to resolve inmate/detainee processing issue or problem.
35. Collect receipt and return detainee's property.
36. Take ID photos of inmate.
37. Roll/take inmate fingerprints.

38. Suggest changes in jail rules or procedures.
39. Consider inmate age, sex, charges, etc., to make housing arrangements.
40. Collect DNA sample as instructed.
41. Calculate jail days.
42. Compile and sort information to prepare for computer entry.
43. Use standard information systems such as NCIC, VCIN, AFIS, and LIDS.
44. Process bond revocation/surety capias as assigned.

Emergency/Medical Assistance

1. Apply basic first aid to control bleeding.
2. Apply basic first aid to treat abrasions.
3. Apply basic first aid to treat broken bones.
4. Apply basic first aid to treat heat burns.
5. apply basic first aid to treat chemical burns.
6. Apply basic first aid to treat convulsions.
7. Apply basic first aid to treat diabetes reaction/coma.
8. Apply basic first aid to treat electrical shock.
9. Apply basic first aid to treat amputations.
10. Apply basic first aid to treat eye injuries.
11. Apply basic first aid to treat gunshot wounds.
12. Apply basic first aid to treat heart attack.
13. Apply basic first aid to treat heat stroke.
14. Apply basic first aid in response to a hanging.
15. Apply basic first aid to treat lacerations.
16. Apply basic first aid to treat drug overdose.

17. Apply basic first aid to treat poisoning.
18. Apply basic first aid to treat choking (e.g., Heimlich Maneuver).
19. Apply basic first aid to treat puncture/stab wounds.
20. Apply basic first aid to treat alcoholic seizures.
21. Apply basic first aid to treat shock.
22. Apply basic first aid to treat sprain and strain.
23. Provide assistance to female inmate for gynecological or obstetrical problems.
24. Use oxygen resuscitator.
25. Observe person to recognize symptoms of drug use or overdose.
26. Observe person to recognize symptoms of alcohol overdose or poisoning.
27. Observe person to recognize symptoms of drug or alcohol withdrawal.
28. Apply CPR.
29. Apply mouth to mouth resuscitation.
30. Use oxygen supply device other than resuscitator.
31. Dispense non-prescribed medication to inmate as instructed by medical staff.
32. Dispense prescribed medication (e.g., injected insulin, finger sticks, oral meds, etc.) to inmate.
33. Talk with psychiatrist/hospital staff or supervisor concerning voluntary or involuntary commitment.
34. Talk with nurse or physician or supervisor concerning inmate medical condition or treatment.
35. Observe inmate to ensure medication is taken.
36. Observe inmate to assess general physical condition.
37. Maintain inmate medication records or logs.
38. Store medications in medication locker.

39. Respond to special needs of disabled inmate.
40. Use Physician Desk Reference to obtain medical information.
41. Describe inmate medical symptoms to obtain professional advice or assistance.
42. Use mouth dam.
43. Observe inmate physical and emotional condition to fill out medical screening form.
44. Use AED to resuscitate person.
45. Use personal protection equipment to prevent contact with communicable disease, blood borne pathogens, etc.
46. Follow standard procedures related to controlling/cleaning spills of bodily fluids.
47. Follow jail procedures related to processing/handling inmates suffering from dementia or Alzheimer's Disease.

Physical Activities

1. Help carry a person on a stretcher.
2. Run short distances at full sprint.
3. Run after a fleeing inmate.
4. Run up stairs.
5. Run down stairs.
6. Stand for long periods of time (e.g., more than 4 hours).
7. Subdue attacking persons.
8. Subdue inmate resisting restraint.
9. Use weaponless defense tactics (e. g., pressure points, take downs, etc.).
10. Tackle or take down fleeing inmate.
11. Jump over obstacles while running.
12. Walk for long periods of time (e.g., more than 4 hours).

13. Sit for long periods of time (e.g., more than 4 hours).
14. Break up fights between two or more persons.
15. Carry, by yourself, an unconscious or immobile person.
16. Carry, with another person, an unconscious or immobile person.
17. Apply restraints.
18. Climb ladders.
19. Extend arm into tight spaces to search.
20. Climb or crawl through small openings (e.g., window, crawl space, etc.).
21. Drag, by yourself, an unconscious or immobile person.
22. Drag, with another person, an unconscious or immobile person.
23. Drag or push heavy objects.
24. Fire a weapon at a person.
25. Fire weapon in training.
26. Grip person tightly with hand to control their behavior or to prevent their escape.
27. Physically restrain a group of people.
28. Perform duties while wearing heavy equipment (e.g., Scott Air Pack).
29. Physically remove from or place in a cell a resisting person.
30. Lift and hold hanging person
31. Recognize unusual sounds or odors.

Jail Security

1. Count silverware, kitchen utensils and other equipment or tools.
2. Test emergency alarms.
3. Test emergency generator.
4. Test and use communication equipment.

5. Maintain watch of high-risk inmates.
6. Maintain key control.
7. Observe body cavity examination as conducted by medical staff.
8. Conduct head count of inmates.
9. Inspect security devices (e.g., bars, keys, locks, windows, doors, fences, gates, etc.).
10. Participate in jail, pod, dorm, etc., lockdown.
11. Search cells, dorms, etc.
12. Use physical force to maintain order or protect life.
13. Conduct camera surveillance of specific locations.
14. Conduct physical surveillance of specific locations.
15. Compare photograph, wrist band or other identification to identify inmate prior to transport or release.
16. Search visitors by hand.
17. Use metal detectors to search persons.
18. Search property left for inmate.
19. Supervise inmates during recreation and or exercise periods.
20. Operate breathalyzer to test degree of intoxication.
21. Participate in fire drills.
22. Collect urine specimens.
23. Verify identity of person entering or leaving jail.
24. Conduct strip search of inmate.
25. Perform walking watch duty inside and outside jail.
26. Conduct pat down or frisk of inmate.
27. Control physical conflict between inmates.
28. Search delivery or transport vehicle for contraband or escapees.

29. Examine inmate passes to ensure proper movement.
30. Plan strategy for conducting search of cell, pod, dorm, jail, etc.
31. Seize contraband and or weapons.
32. Conduct inmate roll call.
33. Recognize inmate deception and/or diversionary tactics.
34. Establish contacts and/or “snitches” among inmates.
35. Use voice orders to control inmates movements.
36. Search visiting rooms, cells and other areas for contraband and weapons.
37. Control movement of persons to blocks, cells common areas, etc.
38. Control non-violent crowds.
39. Operate levers, buttons, and computer control to let inmates in and out of cells or secure areas.
40. Separate individuals and groups to resolve or prevent conflict.
41. Inform magistrate of possible criminal activity to seek arrest warrant.
42. Patrol cell blocks and secure areas.
43. Calm distraught persons.
44. Give Miranda warnings.
45. Recognize stealth weapons.
46. Follows standard practice related to tool and key control.
47. Use verbal means to gain compliance from a non-compliant inmate.
48. Recognize and intervene in instances of inmate gambling.
49. Recognize attempts to enter contraband into the jail.
50. Recognize potential terroristic threats and weapons.
51. Monitor social media to recognize threats to inmates and/or jail.

Jail Emergency

1. Use water hose to break up conflicts.
2. Use physical force to break up fights.
3. Accompany/escort inmate in emergency medical transport.
4. Put out small fires.
5. Investigate unusual odors.
6. Investigate unusual sounds.
7. Identify and observe group agitators.
8. Respond to and control hostage situations.
9. Handle police dog to control crowd.
10. Use tracking dog to track escapees.
11. Track escapee from jail (e.g., footprints in snow or mud).
12. Report irregular or unusual incidents to supervisor in a timely manner.
13. Secure scene of possible crime.
14. Collect evidence and property from scene of crime.
15. Diagram crime scene.
16. Document chain of evidence.
17. Package evidence.
18. Prepare complete report of criminal incident.
19. Take statements from victims, witnesses, etc.
20. Participate in large scale search (e.g., lockdown).
21. Reason with inmate in tense situations.

22. Notify supervisors of potential emergencies or hazards.
23. Operate vehicle to transport inmate to outside appointments or court.
24. Move inmates to evacuate pod, dorm, jail in accordance with emergency plans.
25. Use inmate restraints in vehicle.
26. Use cell phone camera to document scene.

General

1. Receive and process bond related paperwork.
2. Check individual making bond for outstanding wants and warrants.
3. Record modifications in bonds.
4. Inform bonding agents of conditions for bonding.
5. Check license of bondsman.
6. Update information on bonding agencies.
7. Speak to court personnel concerning bail and bonding arrangements relating to specific inmate.
8. Assign inmates to work details.
9. Prepare basic meal for inmates.
10. Serve food to inmates.
11. Detect/recognize inmate suicidal tendencies.
12. Clean and dry firefighting equipment.
13. Refill fire extinguishers.
14. Clean and inspect weapons.
15. Distribute reading material to inmates.
16. Distribute cleaning materials to inmate workers.
17. Collect and/or distribute inmate canteen orders.
18. Inspect cell housing areas for combustible materials.

19. Inspect all fire doors for proper operation, both manually and electrically.
20. Receive and record money for inmate' trust accounts.
21. Place holds on inmates and notify departments requesting the holds.
22. Perform general housekeeping duties on common areas.
23. Inspect duty station for fire and security hazards.
24. Receive and release inmate property.
25. Direct vehicular traffic.
26. Prepare uniform and personal equipment for inspection.
27. Sit on infraction/disciplinary board to hear testimony and render judgment (or recommend judgment) for inmate.
28. Maintain Security watch at hospital or doctor's office.
29. Attend and present testimony at inmate disciplinary hearing.
30. Train new officers.
31. Investigate and report injuries occurring to inmate.
32. Classify inmate in accordance with jail classification process.
33. Gather information in criminal and/or administrative investigations.
34. Present evidence in legal proceedings (e.g., when an inmate has been criminally charged with an offense).
35. Supervise inmate at meals.
36. Supervise disposal of food and collection of utensils.
37. Supervise inmates in day room.
38. Escort inmate to appointment outside jail.
39. Guard inmates in court.
40. Escort inmate on commercial aircraft.

41. Escort inmate to funeral home or hospital to visit a relative or other person as allowed.
42. Release inmate according to jail procedures.
43. Process release papers of inmate.
44. Observe inmates and visitors for passage of contraband in visiting room or during visit.
45. Observe inmate and visitors to prevent inappropriate behavior.
46. Operate vehicles to transport inmate.
47. Provide security in courtrooms and adjacent areas.
48. Search courtroom and adjacent areas for hidden weapons and contraband.
49. Supervise inmate work details.

Equipment and Transportation Checklist

***(All equipment an Officer might use in the course of his or her duties)**

1. Closed circuit television monitor.
2. Closed circuit television cameras.
3. Fire alarm.
4. Entry alarm.
5. Sensor alarm.
6. Broom.
7. Mop.
8. Floor buffer.
9. Computer terminal/keyboard/mouse.
10. Handcuffs.
11. Leg irons.
12. Waist chain.

13. Waist Belt.
14. Plastic hand restraint.
15. Restraint chair.
16. Fire extinguisher.
17. Collapsible baton.
18. Control panel.
19. Stun Gun/Taser/Stun Cuffs.
20. Blackjack.
21. Safety cutting Tool/Rescue Saw.
22. Spit Mask/Hood.
23. Flashlight.
24. Fire hose.
25. Fire nozzle.
26. Fire protective clothing.
27. Camera (35mm).
28. Camera (Polaroid).
29. Camera (digital).
30. Fingerprint rolling equipment (Ink).
31. Fingerprint rolling equipment (digital).
32. Latex gloves.
33. PPE.
34. Pepper spray.
35. Riot shield.
36. Riot baton.

- 37. Metal (walk through).
- 38. Metal (hand-held).
- 39. Photocopier.
- 40. Typewriter.
- 41. Carbine.
- 42. High-powered rifle.
- 43. Weapon with optical sights.
- 44. Shotgun.
- 45. Revolver.
- 46. Pistol/Semi-Automatic.
- 47. Ambulance.
- 48. Van.
- 49. Car.
- 50. Truck.
- 51. Bus.
- 52. Axe.
- 53. Hand-held radio.
- 54. Base unit radio.
- 55. Cellular telephone.
- 56. Binoculars.
- 57. Chemical mace/Pepper Ball.
- 58. Self-contained breathing gear (Scott Air Pack).
- 59. Drug and narcotic identification kit.
- 60. Urinalysis kit.

- 61. First aid kit.
- 62. Ladder.
- 63. Naloxone/Narcan.
- 64. Body armor.
- 65. Flare gun.
- 66. Flares.
- 67. Multi-person chain.
- 68. Riot helmet.
- 69. Pepper fogger.
- 70. Keys.
- 71. Paging system.
- 72. Suicide garments.
- 73. Face mask (COVID type).
- 74. Safety gloves.
- 75. DNA swabs.
- 76. Kubaton.
- 77. Pocket knife.
- 78. Blood pressure cuff.
- 79. Stethoscope.
- 80. Keyed watchman's time clock.
- 81. Electronic time clock.
- 82. Medical thermometer.
- 83. Water hose.
- 84. Fire Enunciator panel.

- 85. De-lousing spray.
- 86. Call box.
- 87. Gang lock.
- 88. Calculator.
- 89. Intercom.
- 90. Wheelchair.
- 94. Cassette recorder.
- 95. Gun locker.
- 96. Emergency generator.
- 97. Central booking system terminal.
- 98. Emergency smoke exhaust equipment.
- 99. N-95 Mask.

EDITED TASK LIST
COMMONWEALTH OF VIRGINIA JOB TASK ANALYSIS
ENTRY-LEVEL JAIL OFFICER

Human Relations

1. Talk with inmates to settle disputes.
2. Talk with inmate to resolve disciplinary problems.
3. Provide short-term crisis intervention counseling to emotionally upset inmate.
4. Refer inmate to outside or internal resource (e.g., minister, mental health, etc., to help with his/her personal or emotional problems).
5. Provide advice to inmate concerning non-emergency personal problem (e.g., home issues).
6. Answer inmate questions concerning court system, procedures, and sentencing.
7. Identify and monitor inmate showing signs of possible mental or emotional disturbance.
8. Identify inadequate levels of inmate personal hygiene and encourage personal cleanliness.
9. Identify inmate showing signs of inappropriate sexual behavior.
10. Identify signs of homosexual panic in inmate and respond appropriately to such behavior.
11. Recognize (identify) inmate groups and their composition.
12. Recognize behavioral characteristics of violent inmate.
13. Instruct inmate in jail rules and regulations.
14. Refer inmate to internal programs for assistance in areas such as reading, GED, AA, NA, etc.
15. Observe inmate group behavior to identify potential unrest and the causes thereof.
16. Apply principles of progressive discipline.
17. Identify stress causing factors in jail and act to reduce them.

18. Observe person to recognize medical/emotional problems at time of initial intake.
19. Explain legal/judicial terminology to inmate (e.g., split sentence, first appearance, "true bill," extradition waiver, etc.).
20. Explain criminal and civil justice system and practices.
21. Explain their legal, constitutional rights to inmate.
22. Help inmate contact legal counsel.
23. Help inmate contact bondsman.
24. Call court clerk to check status of inmate case.
25. Supervise special inmate activities (e.g., religious services, seminars, etc.).
26. Answer questions from public concerning inmate.
27. Escort inmate to appointments inside jail.
28. Work with elderly and/or disabled inmate.
29. Recognize behaviors and/or actions that expose the officer to civil liability.
30. Uses the DNA Database as necessary and appropriate.
31. Applies agency classification rules as appropriate.
32. Recognize signs of suicide risk and act accordingly.
33. Recognize behaviors that are covered in PREA and act accordingly.
34. Communicate effectively and coherently with others.
35. Recognize duty to intervene in critical moments.
36. Recognize and honor constitutional rights of inmate.
37. Recognize inmate rights as expressed in CRIPA (Civil Rights of Institutionalized Persons Act of 1980).
38. Follow jail procedures to obtain inmate DNA sample.
39. Follow agency procedures related to processing a suspected illegal alien.
40. Explain consecutive and concurrent sentencing to inmate.

41. Follow jail procedures to execute an arrest warrant.
42. Perform an arrest on an inmate without a warrant.
43. Observe HIPPA Rules when processing/reviewing inmate records.
44. Conduct a warrantless search of an inmate or property.

Administrative Activities

1. Prepare documents or records for filing (e.g., label, alphabetize, list or arrange in chronological order).
2. Search inmate mail and parcels.
3. Censor inmate mail.
4. Sort and/or deliver inmate mail.
5. Schedule work assignments of other jail officers.
6. Prepare (word process) various reports.
7. Write in-depth, detailed narrative reports (e.g., major incident report).
8. Write brief reports using short phrases or sentences (e.g., minor incident or disciplinary reports).
9. Confer with supervisor to clarify jail rules, procedures, or post matters.
10. Maintain personal notebook (i.e., keep notes on unusual matters, problems, etc.).
11. Read and comprehend post orders, jail rules, regulations, SOP's, etc.
12. Read and comprehend daily log and shift activity report.
13. Conduct intake/receiving interviews and fill out relevant questionnaire forms (paper and computerized).
14. Prepare inmate movement//transport logs (e.g., court list).
15. Read, comprehend and follow court papers (judgments, releases, writs, summonses, detainers, bond revocations, transfers, etc.) and explain to inmate.
16. Fill out jail intake reports, cards, data entry forms, and other standardized forms (e.g., Initial Medical, Initial Mental Health, PREA, etc.).

17. Observe and update inmate status boards.
18. Review Intake Interview results to make referral to jail resource (e.g., Mental Health).
19. Fill out state forms related to inmate or confined or incarcerated persons.
20. Record shift activities in logbook.
21. Fill out forms related to federal detainees.
22. Read and serve legal documents (e.g., warrants, subpoenas, etc.).
23. File and retrieve reports/records in records system.
24. Identify supply and equipment needs and request they be ordered.
25. Order supplies and equipment.
26. Inventory jail supplies and equipment.
27. Issue linens, bedding, etc., to inmate.
28. Issue personal hygiene supplies to inmate.
29. Prepare statistical reports (e.g., jail population, reimbursement, etc.).
30. Take custody of and record lost and found property.
31. Maintain record (log) of inmate visitors.
32. Read "conditions of release/release orders" to ensure accuracy and completeness.
33. Discuss apparent error with magistrate to resolve inmate/detainee processing issue or problem.
34. Collect, receipt and return detainee's property.
35. Take ID photos of inmate.
36. Roll/take inmate fingerprints.
37. Suggest changes in jail rules or procedures.
38. Consider inmate age, gender identity, charges, etc., to make housing assignment.
39. Calculate jail days.

40. Compile and sort information to prepare for computer entry.
41. Use standard information systems such as NCIC, VCIN, AFIS, and LIDS.
42. Process bond revocation/surety capias as assigned.

Emergency/Medical Assistance

1. Apply basic first aid to control bleeding.
2. Apply basic first aid to stabilize abrasions.
3. Apply basic first aid to stabilize broken bones.
4. Apply basic first aid to stabilize heat burns.
5. apply basic first aid to stabilize chemical burns.
6. Apply basic first aid to stabilize convulsions.
7. Apply basic first aid to stabilize diabetes reaction/coma.
8. Apply basic first aid to stabilize electrical shock.
9. Apply basic first aid to stabilize amputations.
10. Apply basic first aid to stabilize eye injuries.
11. Apply basic first aid to stabilize gunshot wounds.
12. Apply basic first aid to stabilize heart attack.
13. Apply basic first aid to stabilize heat stroke.
14. Apply basic first aid in response to a hanging.
15. Apply basic first aid to stabilize lacerations.
16. Apply basic first aid to stabilize drug overdose.
17. Apply basic first aid to stabilize poisoning.
18. Apply basic first aid to stabilize choking (e.g., abdominal thrust).
19. Apply basic first aid to stabilize puncture/stab wounds.

20. Apply basic first aid to stabilize alcoholic seizures.
21. Apply basic first aid to stabilize shock.
22. Apply basic first aid to stabilize sprain and strain.
23. Apply basic first aid to stabilize joint dislocation.
24. Provide assistance to female inmate for gynecological or obstetrical problems.
25. Use oxygen resuscitator.
26. Observe person to recognize symptoms of drug use or overdose.
27. Observe person to recognize symptoms of alcohol overdose or poisoning.
28. Observe person to recognize symptoms of drug or alcohol withdrawal.
29. Apply CPR.
30. Apply mouth to mouth resuscitation.
31. Use oxygen supply device other than resuscitator.
32. Dispense non-prescribed medication to inmate as instructed by medical staff.
33. Dispense prescribed medication (e.g., injected insulin, finger sticks, oral meds, etc.) to inmate.
34. Talk with psychiatrist/hospital staff or supervisor concerning voluntary or involuntary commitment.
35. Talk with nurse or physician or supervisor concerning inmate medical condition or treatment.
36. Observe inmate to ensure medication is taken.
37. Observe inmate to assess general physical condition.
38. Maintain inmate medication records or logs.
39. Store medications in medication locker.
40. Respond to special needs of disabled inmate.
41. Use Physician Desk Reference to obtain medical information.

42. Describe inmate medical symptoms to obtain professional advice or assistance.
43. Use mouth dam.
44. Observe inmate physical and emotional condition to fill out medical screening form.
45. Use AED to resuscitate person.
46. Use personal protection equipment to prevent contact with communicable disease, blood borne pathogens, etc.
47. Follow standard procedures related to controlling/cleaning spills of bodily fluids.
48. Follow jail procedures related to processing/handling inmates suffering from dementia or Alzheimer's Disease.
49. Conduct regular inventory count of sharps, narcotics, syringes, etc.

Physical Activities

1. Help carry a person on a stretcher.
2. Run short distances at full sprint.
3. Run after a fleeing inmate.
4. Run up stairs.
5. Run down stairs.
6. Stand for long periods of time (e.g., more than 4 hours).
7. Subdue attacking persons.
8. Subdue inmate resisting restraint.
9. Use weaponless defense tactics (e.g., pressure points, take downs, etc.).
10. Tackle or take down fleeing inmate.
11. Jump over obstacles while running.
12. Walk for long periods of time (e.g., more than 4 hours).
13. Sit for long periods of time (e.g., more than 4 hours).

14. Break up fights between two or more persons.
15. Carry or drag, by yourself, an unconscious or immobile person.
16. Carry or drag, with another person, an unconscious or immobile person.
17. Apply restraints.
18. Climb ladders.
19. Extend arm into tight spaces to search.
20. Climb or crawl through small openings (e.g., window, crawl space).
21. Drag or push heavy objects.
22. Fire a weapon at a person.
23. Fire weapon in training.
24. Grip person tightly with hand to control their behavior or to prevent their escape.
25. Physically restrain a group of people.
26. Perform duties while wearing heavy equipment (e.g., Scott Air Pack).
27. Physically remove from or place in a cell a resisting person.
28. Lift and hold hanging person

Jail Security

1. Count silverware, kitchen utensils and other equipment or tools.
2. Test emergency alarms.
3. Test emergency generator.
4. Test and use communication equipment.
5. Maintain watch of high-risk inmates.
6. Maintain key control.
7. Observe body cavity examination as conducted by medical staff.

8. Conduct head count of inmates.
9. Inspect security devices (e.g., bars, keys, locks, windows, doors, fences, gates, etc.).
10. Participate in jail, pod, dorm, etc., lockdown.
11. Search cells, dorms, etc.
12. Use physical force to maintain order or protect life.
13. Conduct camera surveillance of specific locations.
14. Conduct physical surveillance of specific locations.
15. Compare photograph, wrist band or other identification to identify inmate prior to transport or release.
16. Search visitors by hand.
17. Use metal detectors to search persons.
18. Search property left for inmate.
19. Supervise inmates during recreation and or exercise periods.
20. Operate breathalyzer to test degree of intoxication.
21. Participate in fire drills.
22. Collect urine specimens.
23. Verify identity of person entering or leaving jail.
24. Conduct strip search of inmate.
25. Perform walking watch duty inside and outside jail.
26. Conduct pat down or frisk of inmate.
27. Search delivery or transport vehicle for contraband or escapees.
28. Examine inmate passes to ensure proper movement.
29. Plan strategy for conducting search of cell, pod, dorm, jail, etc.
30. Seize contraband and or weapons.

31. Recognize inmate deception and/or diversionary tactics.
32. Establish contacts and/or “snitches” among inmates.
33. Use voice commands to control inmate(s) movement(s).
34. Search visiting rooms, cells and other areas for contraband and weapons.
35. Control movement of persons to blocks, cells common areas, etc.
36. Control non-violent inmate crowds.
37. Operate levers, buttons, and computer control to let inmates in and out of cells or secure areas.
38. Separate individuals and groups to resolve or prevent conflict.
39. Inform magistrate of possible criminal activity to seek arrest warrant.
40. Patrol cell blocks and secure areas.
41. Calm distraught persons.
42. Give Miranda warnings.
43. Recognize stealth weapons.
44. Follows standard practice related to tool and key control.
45. Use verbal commands to gain compliance from a non-compliant inmate.
46. Recognize and intervene in instances of inmate gambling.
47. Recognize attempts to enter contraband into the jail.
48. Recognize potential terroristic threats and weapons.
49. Monitor social media to recognize threats to inmates and/or jail.

Jail Emergency

1. Accompany/escort inmate in emergency medical transport.
2. Put out small fires.
3. Investigate unusual odors.

4. Investigate unusual sounds.
5. Identify and observe group agitators.
6. Respond to and control hostage situation.
7. Use non-lethal munitions to control a situation.
8. Track escapee from jail (e.g., footprints in snow or mud).
9. Report irregular or unusual incidents to supervisor in a timely manner.
10. Secure scene of possible crime.
11. Collect evidence and property from scene of crime.
12. Diagram crime scene.
13. Document chain of evidence.
14. Package evidence.
15. Prepare complete report of criminal incident.
16. Take statements from victims, witnesses, etc.
17. Participate in large scale search (e.g., lockdown).
18. Reason with inmate in tense situations.
19. Notify supervisors of potential emergencies or hazards.
20. Operate vehicle to transport inmate to outside appointments or court.
21. Move inmates to evacuate pod, dorm, jail in accordance with emergency plans.
22. Use inmate restraints in vehicle.
23. Use camera (e.g., cell phone, i-pad, polaroid, etc., to document scene).

General

1. Receive and process bond related paperwork.
2. Check individual making bond for outstanding wants and warrants.
3. Record modifications in bonds.

4. Inform bonding agents of conditions for bonding.
5. Check license of bondsman.
6. Update information on bonding agencies.
7. Speak to court personnel concerning bail and bonding arrangements relating to specific inmate.
8. Assign inmates to work details.
9. Serve food to inmates.
10. Clean and inspect weapons.
11. Distribute reading material to inmates.
12. Distribute cleaning materials to inmate workers.
13. Collect and/or distribute inmate canteen orders.
14. Inspect cell housing areas for combustible materials.
15. Inspect all fire doors for proper operation, both manually and electronically.
16. Receive and record money for inmate trust accounts.
17. Place hold on inmates and notify department requesting the hold.
18. Perform general housekeeping duties on common areas.
19. Inspect duty station for fire and security hazards.
20. Receive and release inmate property.
21. Direct vehicular traffic.
22. Prepare uniform and personal equipment for inspection.
23. Sit on infraction/disciplinary board to hear testimony and render judgment (or recommend judgment) for inmate.
24. Maintain Security watch at hospital or doctor's office.
25. Attend and/or present testimony at inmate disciplinary hearing.

26. Train new officers.
27. Investigate and report injuries occurring to inmate.
28. Gather information in criminal and/or administrative investigations.
29. Present evidence in legal proceedings (e.g., when an inmate has been criminally charged with an offense).
30. Supervise inmate at meals.
31. Supervise disposal of food and collection of utensils.
32. Supervise inmates in day room.
33. Guard inmates in court.
34. Escort inmate on commercial aircraft.
35. Escort inmate to funeral home or hospital to visit a relative or other person as allowed.
36. Release inmate according to jail procedures (e.g., check inmate accounts, holds, etc.).
37. Observe inmates and visitors for passage of contraband in visiting room or during visit.
38. Observe inmate and visitors to prevent inappropriate behavior.
39. Assist inmate in use of authorized jail technology.
40. Operate jail computer system to access records, schedules, etc.
41. Check vehicle emergency lights.
42. Check vehicle fluids.
43. Change vehicle tire.

Equipment and Transportation Checklist

*(All equipment an Officer might use in the course of his or her duties)

1. Closed circuit television monitor/camera.
2. Handcuff key.
3. Fire alarm.

4. Entry alarm.
5. Sensor alarm.
6. Computer terminal/keyboard/mouse.
7. Handcuffs.
8. Leg irons.
9. Waist Chain.
10. Waist Belt.
11. Plastic hand restraint.
12. Restraint chair.
13. Fire extinguisher.
14. Collapsible Baton.
15. Control Panel.
16. Stun Gun/Taser/Stun Cuffs.
17. Blackjack.
18. Safety Cutting Tool/Rescue Saw.
19. Spit Mask/Hood.
20. Flashlight.
21. Fingerprint rolling equipment (Ink).
22. Fingerprint rolling equipment (digital).
23. Latex gloves.
24. PPE.
25. Pepper spray.
26. Riot shield (e.g., Shock Shield).

27. Riot baton.
28. Metal (walk through) detector.
29. Metal (hand-held) detector.
30. Photocopier.
31. Typewriter.
32. Carbine rifle.
33. High-powered rifle.
34. Weapon with optical sights.
35. Shotgun.
36. Handgun.
37. 40 MM launcher.
38. Van.
39. Car.
40. Truck.
41. Bus.
42. Axe.
43. Hand-held radio.
44. Base unit radio.
45. Cellular telephone.
46. Binoculars.
47. Chemical mace/Pepper Ball.
48. Self-contained breathing gear (Scott Air Pack).
49. Drug and narcotic identification kit.
50. Urinalysis kit.

51. First aid Kit.
52. Naloxone/Narcan.
53. Body armor.
54. Flare gun.
55. Flares.
56. Multi-person chain.
57. Riot helmet.
58. Pepper fogger.
59. Keys.
60. Paging system.
61. Suicide garments.
62. Face mask (COVID type/N 95).
63. Safety gloves.
64. DNA swabs.
65. Kubaton.
66. Pocket knife.
67. Blood pressure cuff.
68. Stethoscope.
69. Keyed watchman's time clock/MORSE Key Watch.
70. Electronic time clock.
71. Medical thermometer.
72. Water hose.
73. Fire Enunciator panel.

- 74. De-lousing spray.
- 75. Call box.
- 76. Gang lock.
- 77. Calculator.
- 78. Intercom.
- 79. Wheelchair.
- 80. Cassette recorder.
- 81. Gun locker.
- 82. Emergency generator.
- 83. Central booking system terminal.
- 84. Emergency smoke exhaust equipment.
- 85. X-ray machine.
- 86. Body scanner.

VA Jails General Tasks - Supervisor		100 - 300									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
	A. Human Relations										
1	Talk with inmate to settle disputes.	94	4.36	4	98.95	1.94	20	63	10	2	76.84
2	Talk with inmate to resolve disciplinary problems.	93	4.22	4	97.89	1.88	29	52	8	5	63.16
3	Provide short-term crisis intervention counseling to emotionally upset inmate.	90	4.69	5	94.74	2.75	14	30	12	35	44.21
4	Refer inmate to outside or internal resource, e.g., minister, mental health, etc. to help with his/her personal or emotional problems.	91	3.82	4	95.79	1.87	39	31	13	7	46.32
5	Provide advice to inmate concerning non-emergency personal problem, e.g., home issues.	73	2.47	2	76.84	1.49	44	24	6	0	31.58
6	Answer inmate questions concerning court system, procedures, and sentencing.	89	2.89	3	93.68	1.86	30	42	14	2	58.95
7	Identify and monitor inmate showing signs of possible mental or emotional disturbance.	95	5.21	5	100.00	2.34	11	51	23	10	77.89
8	Identify inadequate levels of inmate personal hygiene and encourage personal cleanliness.	94	3.13	3	98.95	1.49	56	31	6	1	38.95
9	Identify inmate showing signs of inappropriate sexual behavior.	95	5.31	6	100.00	2.26	14	50	22	8	75.79
10	Identify signs of homosexual panic in inmate and respond appropriately to such behavior.	88	4.76	5	92.63	2.33	12	46	19	11	68.42
11	Recognize (identify) inmate groups and their composition.	94	3.79	4	98.95	2.02	30	41	14	9	57.89
12	Recognize behavioral characteristics of violent inmate.	95	5.36	6	100.00	2.33	17	38	32	8	73.68
13	Instruct inmate in jail rules and regulations.	95	4.13	4	100.00	1.78	38	43	11	3	56.84
14	Refer inmate to internal programs for assistance in areas such as reading, GED, AA, NA, etc.	90	2.34	2	94.74	1.38	61	25	3	1	29.47
15	Observe inmate group behavior to identify potential unrest and the causes thereof.	95	4.63	4	100.00	1.99	27	48	14	6	65.26
16	Apply principles of progressive discipline.	87	3.80	4	91.58	2.07	25	36	21	5	60.00
17	Identify stress causing factors in jail and act to reduce them.	91	4.09	4	95.79	2.00	26	44	14	6	61.05
18	Observe person to recognize medical/emotional problems at time of initial intake.	91	4.78	5	95.79	2.20	19	44	19	9	66.32
19	Explain legal/judicial terminology to inmate, e.g., split sentence, first appearance, "true bill", extradition waiver, etc.	78	2.63	3	82.11	2.19	21	28	17	9	47.37
20	Explain criminal and civil justice system and practices.	74	2.66	3	77.89	2.32	13	30	22	7	54.74
21	Explain their legal, constitutional rights to inmate.	71	3.39	3	74.74	2.51	10	23	31	8	56.84
22	Help inmate contact legal counsel.	76	2.63	2	80.00	1.51	50	19	6	3	26.32
23	Help inmate contact bondsman.	71	2.37	2	74.74	1.36	54	15	3	2	18.95
24	Call court clerk to check status of inmate case.	65	2.00	2	68.42	1.47	45	10	2	5	12.63
25	Supervise special inmate activities, e.g., religious services, seminars, etc.	88	3.07	3	92.63	1.51	54	28	4	3	33.68
26	Answer questions from public concerning inmate.	90	3.17	3	94.74	1.69	41	37	9	2	48.42
27	Escort inmate to appointments inside jail.	95	3.89	4	100.00	1.85	39	35	17	4	54.74
28	Work with elderly and/or disabled inmate.	94	3.65	4	98.95	1.90	36	38	13	7	53.68
29	Recognize behaviors and/or actions that expose the officer to civil liability.	95	5.11	5	100.00	2.51	10	33	46	6	83.16
30	Use the DNA Database as necessary and appropriate.	65	3.40	4	68.42	2.00	30	21	4	13	26.32
31	Apply agency classification rules as appropriate.	82	4.01	4	86.32	2.08	29	33	6	15	41.05
32	Recognize signs of suicide risk and act accordingly.	95	6.11	6	100.00	2.49	11	36	38	10	77.89
33	Recognize behaviors that are covered in PREA and act accordingly.	95	5.63	6	100.00	2.43	13	38	34	10	75.79
34	Communicate effectively and coherently with others.	95	4.71	5	100.00	2.14	23	38	32	2	73.68

VA Jails General Tasks - Supervisor		400 - 600									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
	A. Human Relations										
1	Talk with inmate to settle disputes.	162	4.38	4	99.39	1.70	62	90	9	2	60.74
2	Talk with inmate to resolve disciplinary problems.	162	4.19	4	99.39	1.77	55	93	13	2	65.03
3	Provide short-term crisis intervention counseling to emotionally upset inmate.	154	4.64	5	94.48	2.57	22	68	21	45	54.60
4	Refer inmate to outside or internal resource, e.g., minister, mental health, etc. to help with his/her personal or emotional problems.	153	3.87	4	93.87	1.77	73	54	17	10	43.56
5	Provide advice to inmate concerning non-emergency personal problem, e.g., home issues.	124	2.56	2	76.07	1.51	80	27	5	8	19.63
6	Answer inmate questions concerning court system, procedures, and sentencing.	139	2.82	3	85.28	2.17	39	59	23	20	50.31
7	Identify and monitor inmate showing signs of possible mental or emotional disturbance.	161	5.21	5	98.77	2.38	22	80	36	24	71.17
8	Identify inadequate levels of inmate personal hygiene and encourage personal cleanliness.	160	3.53	3	98.16	1.43	104	48	8	2	34.36
9	Identify inmate showing signs of inappropriate sexual behavior.	162	5.41	6	99.39	1.99	47	77	32	7	66.87
10	Identify signs of homosexual panic in inmate and respond appropriately to such behavior.	156	4.58	5	95.71	2.11	37	81	24	15	64.42
11	Recognize (identify) inmate groups and their composition.	157	3.89	4	96.32	2.10	46	68	28	17	58.90
12	Recognize behavioral characteristics of violent inmate.	162	5.19	5	99.39	2.09	38	80	38	7	72.39
13	Instruct inmate in jail rules and regulations.	161	4.38	4	98.77	1.57	93	46	23	0	42.33
14	Refer inmate to internal programs for assistance in areas such as reading, GED, AA, NA, etc.	154	2.56	2	94.48	1.31	116	30	4	3	20.86
15	Observe inmate group behavior to identify potential unrest and the causes thereof.	161	4.53	4	98.77	1.88	58	72	25	7	59.51
16	Apply principles of progressive discipline.	161	3.96	4	98.77	1.88	64	60	32	6	56.44
17	Identify stress causing factors in jail and act to reduce them.	159	4.06	4	97.55	1.99	48	78	22	12	61.35
18	Observe person to recognize medical/emotional problems at time of initial intake.	158	4.99	5	96.93	2.21	38	71	30	21	61.96
19	Explain legal/judicial terminology to inmate, e.g., split sentence, first appearance, "true bill", extradition waiver, etc.	121	2.82	3	74.23	2.60	19	38	34	28	44.17
20	Explain criminal and civil justice system and practices.	121	2.66	2	74.23	2.56	14	45	34	22	48.47
21	Explain their legal, constitutional rights to inmate.	126	3.13	3	77.30	2.48	19	41	46	16	53.37
22	Help inmate contact legal counsel.	113	2.75	3	69.33	1.72	64	21	14	10	21.47
23	Help inmate contact bondsman.	122	2.41	2	74.85	1.39	90	21	7	4	17.18
24	Call court clerk to check status of inmate case.	89	2.39	2	54.60	1.76	54	14	7	13	12.88
25	Supervise special inmate activities, e.g., religious services, seminars, etc.	143	3.27	3	87.73	1.50	92	34	11	5	27.61
26	Answer questions from public concerning inmate.	138	3.29	3	84.66	1.75	73	36	17	11	32.52
27	Escort inmate to appointments inside jail.	163	3.86	4	100.00	1.69	85	49	23	6	44.17
28	Work with elderly and/or disabled inmate.	162	3.67	4	99.39	1.83	62	75	15	10	55.21
29	Recognize behaviors and/or actions that expose the officer to civil liability.	162	5.21	5	99.39	2.46	25	52	71	14	75.46
30	Use the DNA Database as necessary and appropriate.	98	3.55	4	60.12	2.51	34	13	15	34	17.18
31	Apply agency classification rules as appropriate.	142	4.25	4	87.12	2.20	54	35	26	28	37.42
32	Recognize signs of suicide risk and act accordingly.	163	6.00	6	100.00	2.31	37	56	52	18	66.26
33	Recognize behaviors that are covered in PREA and act accordingly.	163	5.58	6	100.00	2.29	38	57	51	17	66.26
34	Communicate effectively and coherently with others.	163	4.44	4	100.00	1.80	66	67	26	4	57.06

VA Jails General Tasks - Supervisor		Totals									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
	A. Human Relations										
1	Talk with inmate to settle disputes.	256	4.37	4	99.22	1.82	82	153	19	4	66.67
2	Talk with inmate to resolve disciplinary problems.	255	4.20	4	98.84	1.82	84	145	21	7	64.34
3	Provide short-term crisis intervention counseling to emotionally upset inmate.	244	4.66	5	94.57	2.66	36	98	33	80	50.78
4	Refer inmate to outside or internal resource, e.g., minister, mental health, etc. to help with his/her personal or emotional problems.	244	3.85	4	94.57	1.82	112	85	30	17	44.57
5	Provide advice to inmate concerning non-emergency personal problem, e.g., home issues.	197	2.52	2	76.36	1.50	124	51	11	8	24.03
6	Answer inmate questions concerning court system, procedures, and sentencing.	228	2.85	3	88.37	2.02	69	101	37	22	53.49
7	Identify and monitor inmate showing signs of possible mental or emotional disturbance.	256	5.21	5	99.22	2.36	33	131	59	34	73.64
8	Identify inadequate levels of inmate personal hygiene and encourage personal cleanliness.	254	3.33	3	98.45	1.46	160	79	14	3	36.05
9	Identify inmate showing signs of inappropriate sexual behavior.	257	5.36	6	99.61	2.12	61	127	54	15	70.16
10	Identify signs of homosexual panic in inmate and respond appropriately to such behavior.	244	4.67	5	94.57	2.22	49	127	43	26	65.89
11	Recognize (identify) inmate groups and their composition.	251	3.84	4	97.29	2.06	76	109	42	26	58.53
12	Recognize behavioral characteristics of violent inmate.	257	5.27	6	99.61	2.21	55	118	70	15	72.87
13	Instruct inmate in jail rules and regulations.	256	4.25	4	99.22	1.67	131	89	34	3	47.67
14	Refer inmate to internal programs for assistance in areas such as reading, GED, AA, NA, etc.	244	2.45	2	94.57	1.34	177	55	7	4	24.03
15	Observe inmate group behavior to identify potential unrest and the causes thereof.	256	4.58	4	99.22	1.94	85	120	39	13	61.63
16	Apply principles of progressive discipline.	248	3.88	4	96.12	1.97	89	96	53	11	57.75
17	Identify stress causing factors in jail and act to reduce them.	250	4.08	4	96.90	1.99	74	122	36	18	61.24
18	Observe person to recognize medical/emotional problems at time of initial intake.	249	4.89	5	96.51	2.21	57	115	49	30	63.57
19	Explain legal/judicial terminology to inmate, e.g., split sentence, first appearance, "true bill", extradition waiver, etc.	199	2.72	3	77.13	2.39	40	66	51	37	45.35
20	Explain criminal and civil justice system and practices.	195	2.66	3	75.58	2.44	27	75	56	29	50.78
21	Explain their legal, constitutional rights to inmate.	197	3.26	3	76.36	2.50	29	64	77	24	54.65
22	Help inmate contact legal counsel.	189	2.69	3	73.26	1.62	114	40	20	13	23.26
23	Help inmate contact bondsman.	193	2.39	2	74.81	1.38	144	36	10	6	17.83
24	Call court clerk to check status of inmate case.	154	2.20	2	59.69	1.61	99	24	9	18	12.79
25	Supervise special inmate activities, e.g., religious services, seminars, etc.	231	3.17	3	89.53	1.50	146	62	15	8	29.84
26	Answer questions from public concerning inmate.	228	3.23	3	88.37	1.72	114	73	26	13	38.37
27	Escort inmate to appointments inside jail.	258	3.88	4	100.00	1.77	124	84	40	10	48.06
28	Work with elderly and/or disabled inmate.	256	3.66	4	99.22	1.87	98	113	28	17	54.65
29	Recognize behaviors and/or actions that expose the officer to civil liability.	257	5.16	5	99.61	2.48	35	85	117	20	78.29
30	Use the DNA Database as necessary and appropriate.	163	3.48	4	63.18	2.26	64	34	19	47	20.54
31	Apply agency classification rules as appropriate.	224	4.13	4	86.82	2.14	83	68	32	43	38.76
32	Recognize signs of suicide risk and act accordingly.	258	6.05	6	100.00	2.40	48	92	90	28	70.54
33	Recognize behaviors that are covered in PREA and act accordingly.	258	5.61	6	100.00	2.36	51	95	85	27	69.77
34	Communicate effectively and coherently with others.	258	4.57	5	100.00	1.97	89	105	58	6	63.18

VA Jails General Tasks - Supervisor		100 - 300									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
35	Recognize duty to intervene in critical moments.	95	5.54	6	100.00	2.35	16	34	41	4	78.95
36	Recognize and honor constitutional rights of inmate.	94	5.22	5	98.95	2.53	9	30	51	4	85.26
37	Recognize inmate rights as expressed in CRIPA (Civil Rights of Institutionalized Persons Act of 1980).	91	5.14	5	95.79	2.54	11	26	49	6	78.95
38	Follow jail procedures to obtain inmate DNA sample.	78	3.99	4	82.11	2.00	33	27	5	14	33.68
39	Follow agency procedures related to processing a suspected illegal alien.	82	4.01	4	86.32	1.92	38	25	9	11	35.79
40	Explain consecutive and concurrent sentencing to inmate.	80	2.81	3	84.21	1.96	29	31	14	6	47.37
41	Follow jail procedures to execute an arrest warrant.	82	4.79	5	86.32	2.37	13	33	30	7	66.32
42	Execute an arrest of an inmate without a warrant.	75	4.68	5	78.95	2.61	9	23	33	11	58.95
43	Observe HIPPA Rules when processing/reviewing inmate records.	86	4.95	5	90.53	2.25	20	32	28	7	63.16
44	Conduct a warrantless search of an inmate or property.	94	4.21	4	98.95	2.22	20	40	27	7	70.53
	B. Administrative Activities										
1	Prepare documents or records for filing, e.g., label, alphabetize, list or arrange in chronological order.	82	3.24	3	86.32	1.54	50	23	6	3	30.53
2	Search inmate mail and parcels.	84	4.35	4	88.42	1.86	36	32	12	6	46.32
3	Censor inmate mail.	77	3.88	4	81.05	1.84	41	19	10	9	30.53
4	Sort and/or deliver inmate mail.	85	3.48	3	89.47	1.55	53	24	4	5	29.47
5	Schedule work assignments of other Jail Officers.	77	3.90	4	81.05	1.91	44	13	7	15	21.05
6	Prepare (word process) various reports.	91	4.08	4	95.79	2.01	25	42	22	2	67.37
7	Write in-depth, detailed narrative reports, e.g., major incident report.	95	4.83	5	100.00	2.28	14	46	29	6	78.95
8	Write brief reports using short phrases or sentences, e.g., minor incident or disciplinary reports.	95	4.15	4	100.00	2.12	18	52	21	4	76.84
9	Confer with supervisor to clarify jail rules, procedures, or post matters.	94	4.28	4	98.95	1.70	43	37	13	1	52.63
10	Maintain personal notebook, i.e., keep notes on unusual matters, problems, etc.	94	3.49	3	98.95	1.67	42	41	11	0	54.74
11	Read and comprehend post orders, jail rules, regulations, SOP's etc.	95	4.80	5	100.00	1.79	36	45	12	2	60.00
12	Read and comprehend daily log and shift activity report.	94	4.49	4	98.95	1.67	44	38	11	1	51.58
13	Conduct intake/receiving interviews and fill out relevant questionnaire forms (paper and computerized).	82	4.15	4	86.32	1.92	34	31	9	9	42.11
14	Prepare inmate movement/transport logs, e.g., court list.	81	4.17	4	85.26	1.90	31	35	9	7	46.32
15	Read, comprehend and follow court papers (judgments, releases, writs, summonses, detainers, bond revocations, transfers, etc.) and explain to inmate.	83	4.58	5	87.37	2.10	27	33	13	11	48.42
16	Fill out jail intake reports, cards, data entry forms, and other standardized forms, e.g., initial medical, initial mental health, PREA, etc.	82	4.50	4	86.32	2.04	34	28	9	14	38.95
17	Observe and update inmate status boards.	80	4.19	4	84.21	1.73	42	26	6	7	33.68
18	Review intake interview results to make referral to jail resource, e.g., mental health.	74	4.32	4	77.89	1.95	36	23	6	13	30.53
19	Fill out state forms related to inmate or confined or incarcerated persons.	73	4.01	4	76.84	2.09	28	25	7	14	33.68
20	Record shift activities in logbook.	92	4.40	4	96.84	1.66	50	27	14	2	43.16

VA Jails General Tasks - Supervisor		400 - 600									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
35	Recognize duty to intervene in critical moments.	162	5.22	5	99.39	2.15	39	68	46	9	69.94
36	Recognize and honor constitutional rights of inmate.	163	5.17	5	100.00	2.42	22	58	76	7	82.21
37	Recognize inmate rights as expressed in CRIPA (Civil Rights of Institutionalized Persons Act of 1980).	161	5.01	5	98.77	2.52	20	48	84	10	80.98
38	Follow jail procedures to obtain inmate DNA sample.	149	4.06	4	91.41	2.03	60	45	21	22	40.49
39	Follow agency procedures related to processing a suspected illegal alien.	147	3.97	4	90.18	2.20	54	39	24	30	38.65
40	Explain consecutive and concurrent sentencing to inmate.	139	2.87	3	85.28	2.35	31	51	35	22	52.76
41	Follow jail procedures to execute an arrest warrant.	121	4.26	4	74.23	2.55	23	35	39	26	45.40
42	Execute an arrest of an inmate without a warrant.	85	4.45	4	52.15	2.74	11	24	30	23	33.13
43	Observe HIPPA Rules when processing/reviewing inmate records.	148	4.83	5	90.80	2.37	33	48	46	21	57.67
44	Conduct a warrantless search of an inmate or property.	154	4.10	4	94.48	1.94	56	56	38	4	57.67
	B. Administrative Activities										
1	Prepare documents or records for filing, e.g., label, alphabetize, list or arrange in chronological order.	137	3.56	4	84.05	1.69	77	32	17	9	30.06
2	Search inmate mail and parcels.	142	4.56	4	87.12	1.68	73	44	16	6	36.81
3	Censor inmate mail.	130	4.35	4	79.75	1.70	67	38	11	9	30.06
4	Sort and/or deliver inmate mail.	143	3.87	4	87.73	1.44	96	31	8	5	23.93
5	Schedule work assignments of other Jail Officers.	133	3.98	4	81.60	1.89	75	19	11	25	18.40
6	Prepare (word process) various reports.	160	4.24	4	98.16	1.90	63	55	37	5	56.44
7	Write in-depth, detailed narrative reports, e.g., major incident report.	163	4.92	5	100.00	2.10	42	66	51	4	71.78
8	Write brief reports using short phrases or sentences, e.g., minor incident or disciplinary reports.	161	4.34	4	98.77	1.91	58	62	39	2	61.96
9	Confer with supervisor to clarify jail rules, procedures, or post matters.	163	4.43	4	100.00	1.55	98	43	19	3	38.04
10	Maintain personal notebook, i.e., keep notes on unusual matters, problems, etc.	159	3.42	3	97.55	1.47	98	47	11	2	35.58
11	Read and comprehend post orders, jail rules, regulations, SOP's etc.	162	4.94	5	99.39	1.66	91	43	23	6	40.49
12	Read and comprehend daily log and shift activity report.	161	4.42	4	98.77	1.49	106	36	14	5	30.67
13	Conduct intake/receiving interviews and fill out relevant questionnaire forms (paper and computerized).	156	4.63	5	95.71	2.01	58	55	25	17	49.08
14	Prepare inmate movement/transport logs, e.g., court list.	145	4.50	4	88.96	1.85	70	41	16	16	34.97
15	Read, comprehend and follow court papers (judgments, releases, writs, summonses, detainers, bond revocations, transfers, etc.) and explain to inmate.	142	4.92	5	87.12	2.38	35	49	31	29	49.08
16	Fill out jail intake reports, cards, data entry forms, and other standardized forms, e.g., initial medical, initial mental health, PREA, etc.	151	4.74	5	92.64	2.09	53	51	29	19	49.08
17	Observe and update inmate status boards.	137	3.94	4	84.05	1.67	78	31	16	9	28.83
18	Review intake interview results to make referral to jail resource, e.g., mental health.	141	4.56	4	86.50	2.01	55	48	15	21	38.65
19	Fill out state forms related to inmate or confined or incarcerated persons.	122	4.25	4	74.85	2.04	46	39	19	16	35.58
20	Record shift activities in logbook.	160	4.44	4	98.16	1.49	101	40	16	2	34.36

VA Jails General Tasks - Supervisor		Totals									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
35	Recognize duty to intervene in critical moments.	257	5.38	6	99.61	2.25	55	102	87	13	73.26
36	Recognize and honor constitutional rights of inmate.	257	5.20	5	99.61	2.47	31	88	127	11	83.33
37	Recognize inmate rights as expressed in CRIPA (Civil Rights of Institutionalized Persons Act of 1980).	252	5.08	5	97.67	2.53	31	74	133	16	80.23
38	Follow jail procedures to obtain inmate DNA sample.	227	4.02	4	87.98	2.02	93	72	26	36	37.98
39	Follow agency procedures related to processing a suspected illegal alien.	229	3.99	4	88.76	2.06	92	64	33	41	37.60
40	Explain consecutive and concurrent sentencing to inmate.	219	2.84	3	84.88	2.15	60	82	49	28	50.78
41	Follow jail procedures to execute an arrest warrant.	203	4.53	5	78.68	2.46	36	68	69	33	53.10
42	Execute an arrest of an inmate without a warrant.	160	4.56	5	62.02	2.67	20	47	63	34	42.64
43	Observe HIPPA Rules when processing/reviewing inmate records.	234	4.89	5	90.70	2.31	53	80	74	28	59.69
44	Conduct a warrantless search of an inmate or property.	248	4.16	4	96.12	2.08	76	96	65	11	62.40
	B. Administrative Activities										
1	Prepare documents or records for filing, e.g., label, alphabetize, list or arrange in chronological order.	219	3.40	4	84.88	1.61	127	55	23	12	30.23
2	Search inmate mail and parcels.	226	4.45	4	87.60	1.77	109	76	28	12	40.31
3	Censor inmate mail.	207	4.11	4	80.23	1.77	108	57	21	18	30.23
4	Sort and/or deliver inmate mail.	228	3.68	4	88.37	1.49	149	55	12	10	25.97
5	Schedule work assignments of other Jail Officers.	210	3.94	4	81.40	1.90	119	32	18	40	19.38
6	Prepare (word process) various reports.	251	4.16	4	97.29	1.96	88	97	59	7	60.47
7	Write in-depth, detailed narrative reports, e.g., major incident report.	258	4.88	5	100.00	2.19	56	112	80	10	74.42
8	Write brief reports using short phrases or sentences, e.g., minor incident or disciplinary reports.	256	4.24	4	99.22	2.01	76	114	60	6	67.44
9	Confer with supervisor to clarify jail rules, procedures, or post matters.	257	4.35	4	99.61	1.63	141	80	32	4	43.41
10	Maintain personal notebook, i.e., keep notes on unusual matters, problems, etc.	253	3.46	3	98.06	1.57	140	88	22	2	42.64
11	Read and comprehend post orders, jail rules, regulations, SOP's etc.	257	4.87	5	99.61	1.72	127	88	35	8	47.67
12	Read and comprehend daily log and shift activity report.	255	4.46	4	98.84	1.58	150	74	25	6	38.37
13	Conduct intake/receiving interviews and fill out relevant questionnaire forms (paper and computerized).	238	4.39	5	92.25	1.96	92	86	34	26	46.51
14	Prepare inmate movement/transport logs, e.g., court list.	226	4.34	4	87.60	1.87	101	76	25	23	39.15
15	Read, comprehend and follow court papers (judgments, releases, writs, summonses, detainers, bond revocations, transfers, etc.) and explain to inmate.	225	4.75	5	87.21	2.24	62	82	44	40	48.84
16	Fill out jail intake reports, cards, data entry forms, and other standardized forms, e.g., initial medical, initial mental health, PREA, etc.	233	4.62	5	90.31	2.06	87	79	38	33	45.35
17	Observe and update inmate status boards.	217	4.06	4	84.11	1.70	120	57	22	16	30.62
18	Review intake interview results to make referral to jail resource, e.g., mental health.	215	4.44	4	83.33	1.98	91	71	21	34	35.66
19	Fill out state forms related to inmate or confined or incarcerated persons.	195	4.13	4	75.58	2.07	74	64	26	30	34.88
20	Record shift activities in logbook.	252	4.42	4	97.67	1.57	151	67	30	4	37.60

VA Jails General Tasks - Supervisor		100 - 300									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
21	Fill out forms related to federal detainees.	71	4.08	4	74.74	2.08	32	19	10	14	30.53
22	Read and serve legal documents, e.g., warrants, subpoenas, etc.	85	4.49	5	89.47	2.27	16	38	23	8	64.21
23	File and retrieve reports/records in records system.	82	4.01	4	86.32	1.84	39	26	10	8	37.89
24	Identify supply and equipment needs and request they be ordered.	86	3.31	3	90.53	1.64	58	13	5	11	18.95
25	Order supplies and equipment.	77	3.38	3	81.05	1.62	54	11	4	10	15.79
26	Inventory jail supplies and equipment.	88	3.70	4	92.63	1.46	57	23	4	3	28.42
27	Issue linens, bedding etc. to inmate.	90	3.30	3	94.74	1.46	58	25	5	2	31.58
28	Issue personal hygiene supplies to inmate.	91	3.34	3	95.79	1.51	59	22	6	4	29.47
29	Prepare statistical reports, e.g., jail population, reimbursement etc.	72	3.94	4	75.79	1.82	40	17	5	11	23.16
30	Take custody of and record lost and found property.	84	3.31	3	88.42	1.49	54	22	2	5	25.26
31	Maintain record (log) of inmate visitors.	88	3.66	4	92.63	1.53	53	25	6	3	32.63
32	Read "conditions of release/release orders" to ensure accuracy and completeness.	82	5.11	5	86.32	2.07	33	25	9	15	35.79
33	Discuss apparent error with magistrate to resolve inmate/detainee processing issue or problem.	75	4.81	5	78.95	1.90	37	23	5	12	29.47
34	Collect, receipt and return detainee's property.	91	4.09	4	95.79	1.64	48	32	7	4	41.05
35	Take ID photos of inmate.	86	4.13	4	90.53	1.67	50	22	6	8	29.47
36	Roll/take inmate fingerprints.	84	4.26	4	88.42	2.08	28	33	13	11	48.42
37	Suggest changes in jail rules or procedures.	85	3.51	4	89.47	1.64	53	21	2	10	24.21
38	Consider inmate age, gender identity, charges, etc., to make housing assignment.	75	4.28	4	78.95	2.03	30	27	6	13	34.74
39	Calculate jail days.	70	4.77	5	73.68	2.22	30	18	6	20	25.26
40	Compile and sort information to prepare for computer entry.	75	3.88	4	78.95	1.78	42	20	5	10	26.32
41	Use standard information systems such as NCIC, VCIN, AFIS, and LIDS.	84	4.70	5	88.42	2.71	18	24	8	35	33.68
42	Process bond revocation/surety capias as assigned.	76	4.47	4	80.00	2.15	29	24	9	16	34.74
	C. Emergency/Medical Assistance										
1	Apply basic first aid to control bleeding.	88	5.31	5	92.63	2.75	4	22	54	8	80.00
2	Apply basic first aid to stabilize abrasions.	87	4.41	4	91.58	2.74	4	23	52	8	78.95
3	Apply basic first aid to stabilize broken bones.	85	4.85	5	89.47	2.70	4	25	47	8	75.79
4	Apply basic first aid to stabilize heat burns.	85	4.62	5	89.47	2.71	5	22	49	8	74.74
5	Apply basic first aid to stabilize chemical burns.	85	4.67	5	89.47	2.73	5	22	48	9	73.68
6	Apply basic first aid to stabilize convulsions.	87	4.99	5	91.58	2.70	5	24	49	8	76.84
7	Apply basic first aid to stabilize diabetes reaction/coma.	84	5.17	5	88.42	2.70	6	21	47	8	71.58
8	Apply basic first aid to stabilize electrical shock.	83	5.02	5	87.37	2.65	7	22	46	7	71.58
9	Apply basic first aid to stabilize amputations.	86	5.21	5	90.53	2.72	7	20	48	10	71.58
10	Apply basic first aid to stabilize eye injuries.	87	4.98	5	91.58	2.71	7	22	46	11	71.58
11	Apply basic first aid to stabilize gunshot wounds.	82	5.57	6	86.32	2.81	5	17	46	12	66.32
12	Apply basic first aid to stabilize heart attack.	88	5.25	5	92.63	2.72	6	20	53	8	76.84
13	Apply basic first aid to stabilize heat stroke.	88	5.16	5	92.63	2.71	6	21	52	8	76.84

VA Jails General Tasks - Supervisor		400 - 600									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
21	Fill out forms related to federal detainees.	121	4.37	4	74.23	2.16	48	29	17	25	28.22
22	Read and serve legal documents, e.g., warrants, subpoenas, etc.	123	4.51	5	75.46	2.42	31	35	28	27	38.65
23	File and retrieve reports/records in records system.	137	4.07	4	84.05	1.90	65	38	15	18	32.52
24	Identify supply and equipment needs and request they be ordered.	146	3.37	3	89.57	1.52	100	23	13	9	22.09
25	Order supplies and equipment.	124	3.35	3	76.07	1.55	87	16	6	13	13.50
26	Inventory jail supplies and equipment.	147	3.94	4	90.18	1.36	113	17	12	4	17.79
27	Issue linens, bedding etc. to inmate.	153	3.56	3	93.87	1.20	126	22	3	1	15.34
28	Issue personal hygiene supplies to inmate.	154	3.60	4	94.48	1.22	126	23	2	2	15.34
29	Prepare statistical reports, e.g., jail population, reimbursement etc.	111	3.75	4	68.10	2.03	54	19	9	24	17.18
30	Take custody of and record lost and found property.	131	3.52	4	80.37	1.61	80	26	11	10	22.70
31	Maintain record (log) of inmate visitors.	140	3.67	4	85.89	1.51	92	30	10	7	24.54
32	Read "conditions of release/release orders" to ensure accuracy and completeness.	146	5.18	5	89.57	2.28	47	36	36	26	44.17
33	Discuss apparent error with magistrate to resolve inmate/detainee processing issue or problem.	133	4.78	5	81.60	2.16	50	35	21	25	34.36
34	Collect, receipt and return detainee's property.	148	4.12	4	90.80	1.63	88	34	17	8	31.29
35	Take ID photos of inmate.	152	4.05	4	93.25	1.52	97	34	10	8	26.99
36	Roll/take inmate fingerprints.	147	4.27	4	90.18	2.03	59	39	29	17	41.72
37	Suggest changes in jail rules or procedures.	145	3.54	4	88.96	1.60	93	26	12	12	23.31
38	Consider inmate age, gender identity, charges, etc., to make housing assignment.	133	4.40	4	81.60	2.21	48	35	21	27	34.36
39	Calculate jail days.	101	4.81	5	61.96	2.58	35	12	10	41	13.50
40	Compile and sort information to prepare for computer entry.	128	3.95	4	78.53	1.90	65	28	10	21	23.31
41	Use standard information systems such as NCIC, VCIN, AFIS, and LIDS.	146	4.92	5	89.57	2.95	31	21	18	76	23.93
42	Process bond revocation/surety capias as assigned.	124	4.69	5	76.07	2.41	37	31	22	33	32.52
	C. Emergency/Medical Assistance										
1	Apply basic first aid to control bleeding.	157	5.24	5	96.32	2.48	24	46	75	12	74.23
2	Apply basic first aid to stabilize abrasions.	154	4.46	4	94.48	2.40	28	47	69	10	71.17
3	Apply basic first aid to stabilize broken bones.	150	5.02	5	92.02	2.64	16	41	74	19	70.55
4	Apply basic first aid to stabilize heat burns.	151	4.72	5	92.64	2.58	18	44	73	16	71.78
5	Apply basic first aid to stabilize chemical burns.	151	4.89	5	92.64	2.63	16	43	73	19	71.17
6	Apply basic first aid to stabilize convulsions.	154	4.97	5	94.48	2.62	18	43	71	21	69.94
7	Apply basic first aid to stabilize diabetes reaction/coma.	153	5.25	5	93.87	2.65	18	42	69	24	68.10
8	Apply basic first aid to stabilize electrical shock.	150	5.11	5	92.02	2.65	16	44	66	24	67.48
9	Apply basic first aid to stabilize amputations.	148	5.39	6	90.80	2.72	15	41	61	30	62.58
10	Apply basic first aid to stabilize eye injuries.	151	5.20	5	92.64	2.69	14	45	66	26	68.10
11	Apply basic first aid to stabilize gunshot wounds.	140	5.51	6	85.89	2.79	11	36	64	29	61.35
12	Apply basic first aid to stabilize heart attack.	154	5.52	6	94.48	2.67	16	42	73	23	70.55
13	Apply basic first aid to stabilize heat stroke.	151	5.27	5	92.64	2.64	18	39	73	21	68.71

VA Jails General Tasks - Supervisor		Totals									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
21	Fill out forms related to federal detainees.	192	4.23	4	74.42	2.12	80	48	27	39	29.07
22	Read and serve legal documents, e.g., warrants, subpoenas, etc.	208	4.50	5	80.62	2.35	47	73	51	35	48.06
23	File and retrieve reports/records in records system.	219	4.04	4	84.88	1.87	104	64	25	26	34.50
24	Identify supply and equipment needs and request they be ordered.	232	3.34	3	89.92	1.58	158	36	18	20	20.93
25	Order supplies and equipment.	201	3.37	3	77.91	1.58	141	27	10	23	14.34
26	Inventory jail supplies and equipment.	235	3.82	4	91.09	1.41	170	40	16	7	21.71
27	Issue linens, bedding etc. to inmate.	243	3.43	3	94.19	1.33	184	47	8	3	21.32
28	Issue personal hygiene supplies to inmate.	245	3.47	4	94.96	1.36	185	45	8	6	20.54
29	Prepare statistical reports, e.g., jail population, reimbursement etc.	183	3.85	4	70.93	1.93	94	36	14	35	19.38
30	Take custody of and record lost and found property.	215	3.41	4	83.33	1.55	134	48	13	15	23.64
31	Maintain record (log) of inmate visitors.	228	3.67	4	88.37	1.52	145	55	16	10	27.52
32	Read "conditions of release/release orders" to ensure accuracy and completeness.	228	5.15	5	88.37	2.18	80	61	45	41	41.09
33	Discuss apparent error with magistrate to resolve inmate/detainee processing issue or problem.	208	4.80	5	80.62	2.03	87	58	26	37	32.56
34	Collect, receipt and return detainee's property.	239	4.10	4	92.64	1.63	136	66	24	12	34.88
35	Take ID photos of inmate.	238	4.09	4	92.25	1.60	147	56	16	16	27.91
36	Roll/take inmate fingerprints.	231	4.27	4	89.53	2.06	87	72	42	28	44.19
37	Suggest changes in jail rules or procedures.	230	3.53	4	89.15	1.62	146	47	14	22	23.64
38	Consider inmate age, gender identity, charges, etc., to make housing assignment.	208	4.34	4	80.62	2.12	78	62	27	40	34.50
39	Calculate jail days.	171	4.79	5	66.28	2.40	65	30	16	61	17.83
40	Compile and sort information to prepare for computer entry.	203	3.91	4	78.68	1.84	107	48	15	31	24.42
41	Use standard information systems such as NCIC, VCIN, AFIS, and LIDS.	230	4.81	5	89.15	2.83	49	45	26	111	27.52
42	Process bond revocation/surety capias as assigned.	200	4.58	5	77.52	2.28	66	55	31	49	33.33
	C. Emergency/Medical Assistance										
1	Apply basic first aid to control bleeding.	245	5.27	5	94.96	2.61	28	68	129	20	76.36
2	Apply basic first aid to stabilize abrasions.	241	4.44	4	93.41	2.57	32	70	121	18	74.03
3	Apply basic first aid to stabilize broken bones.	235	4.93	5	91.09	2.67	20	66	121	27	72.48
4	Apply basic first aid to stabilize heat burns.	236	4.67	5	91.47	2.65	23	66	122	24	72.87
5	Apply basic first aid to stabilize chemical burns.	236	4.78	5	91.47	2.68	21	65	121	28	72.09
6	Apply basic first aid to stabilize convulsions.	241	4.98	5	93.41	2.66	23	67	120	29	72.48
7	Apply basic first aid to stabilize diabetes reaction/coma.	237	5.21	5	91.86	2.67	24	63	116	32	69.38
8	Apply basic first aid to stabilize electrical shock.	233	5.07	5	90.31	2.65	23	66	112	31	68.99
9	Apply basic first aid to stabilize amputations.	234	5.30	6	90.70	2.72	22	61	109	40	65.89
10	Apply basic first aid to stabilize eye injuries.	238	5.09	5	92.25	2.70	21	67	112	37	69.38
11	Apply basic first aid to stabilize gunshot wounds.	222	5.54	6	86.05	2.80	16	53	110	41	63.18
12	Apply basic first aid to stabilize heart attack.	242	5.38	6	93.80	2.70	22	62	126	31	72.87
13	Apply basic first aid to stabilize heat stroke.	239	5.22	5	92.64	2.68	24	60	125	29	71.71

VA Jails General Tasks - Supervisor		100 - 300									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
14	Apply basic first aid in response to a hanging.	90	5.72	6	94.74	2.67	9	20	53	8	76.84
15	Apply basic first aid to stabilize lacerations.	88	4.88	5	92.63	2.65	8	22	51	7	76.84
16	Apply basic first aid to stabilize drug overdose.	88	5.44	6	92.63	2.69	9	17	54	8	74.74
17	Apply basic first aid to stabilize poisoning.	88	5.28	5	92.63	2.71	8	19	50	10	72.63
18	Apply basic first aid to stabilize choking, e.g., Abdominal Thrust.	90	5.33	6	94.74	2.72	6	21	55	8	80.00
19	Apply basic first aid to stabilize puncture/stab wounds.	88	5.33	6	92.63	2.70	7	19	55	7	77.89
20	Apply basic first aid to stabilize alcoholic seizures.	87	5.18	5	91.58	2.66	8	20	51	7	74.74
21	Apply basic first aid to stabilize shock.	87	5.07	5	91.58	2.65	8	21	50	7	74.74
22	Apply basic first aid to stabilize sprain and strain.	87	4.46	4	91.58	2.66	6	24	49	7	76.84
23	Apply basic first aid to stabilize joint dislocation.	86	4.55	5	90.53	2.71	5	22	49	8	74.74
24	Provide assistance to female inmate for gynecological or obstetrical problems.	61	4.59	5	64.21	2.85	7	12	25	17	38.95
25	Use oxygen resuscitator.	62	5.03	5	65.26	2.80	7	15	26	16	43.16
26	Observe person to recognize symptoms of drug use or overdose.	87	5.26	5	91.58	2.47	14	28	34	10	65.26
27	Observe person to recognize symptoms of alcohol overdose or poisoning.	87	5.22	5	91.58	2.44	13	31	33	9	67.37
28	Observe person to recognize symptoms of drug or alcohol withdrawal.	87	5.06	5	91.58	2.44	14	30	32	10	65.26
29	Apply CPR.	92	5.71	6	96.84	2.87	5	13	63	11	80.00
30	Apply mouth to mouth resuscitation.	86	5.42	6	90.53	2.85	6	11	60	10	74.74
31	Use oxygen supply device other than resuscitator.	67	5.04	5	70.53	2.84	8	9	31	15	42.11
32	Dispense non-prescribed medication to inmate as instructed by medical staff.	48	4.56	5	50.53	2.57	11	9	12	12	22.11
33	Dispense prescribed medication, e.g., injected insulin, finger sticks, oral meds, etc., to inmate.	43	4.47	5	45.26	2.74	8	9	7	15	16.84
34	Talk with psychiatrist/hospital staff or supervisor concerning voluntary or involuntary commitment.	68	4.47	4	71.58	2.43	15	23	14	15	38.95
35	Talk with nurse or physician or supervisor concerning inmate medical condition or treatment.	83	4.37	4	87.37	1.94	32	30	11	8	43.16
36	Observe inmate to ensure medication is taken.	87	4.83	5	91.58	1.99	32	32	17	7	51.58
37	Observe inmate to assess general physical condition.	86	4.16	4	90.53	1.80	36	33	11	4	46.32
38	Maintain inmate medication records or logs.	51	4.61	5	53.68	2.29	16	13	8	11	22.11
39	Store medications in medication locker.	45	4.60	5	47.37	2.46	13	9	6	13	15.79
40	Respond to special needs of disabled inmate.	87	4.62	4	91.58	1.98	28	39	10	8	51.58
41	Use Physician Desk Reference to obtain medical information.	43	4.28	4	45.26	2.49	12	9	5	13	14.74
42	Describe inmate medical symptoms to obtain professional advice or assistance.	69	4.45	4	72.63	2.02	24	24	11	7	36.84
43	Use mouth dam.	51	4.53	5	53.68	2.58	10	13	15	12	29.47
44	Observe inmate physical and emotional condition to fill out medical screening form.	68	4.40	5	71.58	2.07	26	21	9	11	31.58
45	Use AED to resuscitate person.	90	5.69	6	94.74	2.77	8	16	55	11	74.74
46	Use personal protection equipment to prevent contact with communicable disease, blood borne pathogens, etc.	92	5.62	6	96.84	2.54	12	24	50	6	77.89
47	Follow standard procedures related to controlling/cleaning spills of bodily fluids.	90	5.22	5	94.74	2.48	12	29	41	7	73.68

VA Jails General Tasks - Supervisor		400 - 600									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
14	Apply basic first aid in response to a hanging.	158	5.82	6	96.93	2.50	26	44	71	17	70.55
15	Apply basic first aid to stabilize lacerations.	155	5.02	5	95.09	2.55	19	47	73	16	73.62
16	Apply basic first aid to stabilize drug overdose.	156	5.51	6	95.71	2.65	19	41	71	25	68.71
17	Apply basic first aid to stabilize poisoning.	151	5.26	5	92.64	2.69	16	41	68	26	66.87
18	Apply basic first aid to stabilize choking, e.g., Abdominal Thrust.	157	5.43	6	96.32	2.49	23	45	76	12	74.23
19	Apply basic first aid to stabilize puncture/stab wounds.	155	5.43	6	95.09	2.63	18	42	75	20	71.78
20	Apply basic first aid to stabilize alcoholic seizures.	152	5.22	5	93.25	2.57	21	42	71	18	69.33
21	Apply basic first aid to stabilize shock.	152	5.20	5	93.25	2.55	21	42	73	16	70.55
22	Apply basic first aid to stabilize sprain and strain.	153	4.51	4	93.87	2.46	24	46	72	11	72.39
23	Apply basic first aid to stabilize joint dislocation.	151	4.68	5	92.64	2.62	19	41	68	22	66.87
24	Provide assistance to female inmate for gynecological or obstetrical problems.	119	4.70	5	73.01	2.71	13	33	42	26	46.01
25	Use oxygen resuscitator.	127	5.16	5	77.91	2.69	17	32	51	27	50.92
26	Observe person to recognize symptoms of drug use or overdose.	154	5.33	5	94.48	2.38	30	51	58	15	66.87
27	Observe person to recognize symptoms of alcohol overdose or poisoning.	154	5.29	5	94.48	2.42	27	53	57	17	67.48
28	Observe person to recognize symptoms of drug or alcohol withdrawal.	155	5.21	5	95.09	2.39	28	53	59	15	68.71
29	Apply CPR.	159	5.79	6	97.55	2.58	20	41	83	15	76.07
30	Apply mouth to mouth resuscitation.	147	5.63	6	90.18	2.62	17	38	76	16	69.94
31	Use oxygen supply device other than resuscitator.	127	5.27	5	77.91	2.67	20	31	50	28	49.69
32	Dispense non-prescribed medication to inmate as instructed by medical staff.	87	4.92	5	53.37	2.43	26	20	17	23	22.70
33	Dispense prescribed medication, e.g., injected insulin, finger sticks, oral meds, etc., to inmate.	84	5.24	6	51.53	2.81	15	18	13	33	19.02
34	Talk with psychiatrist/hospital staff or supervisor concerning voluntary or involuntary commitment.	113	4.63	5	69.33	2.39	27	35	24	23	36.20
35	Talk with nurse or physician or supervisor concerning inmate medical condition or treatment.	138	4.54	5	84.66	2.09	48	46	28	16	45.40
36	Observe inmate to ensure medication is taken.	159	5.04	5	97.55	1.73	79	46	32	2	47.85
37	Observe inmate to assess general physical condition.	148	4.51	5	90.80	1.76	69	52	21	6	44.79
38	Maintain inmate medication records or logs.	88	4.86	5	53.99	2.34	28	17	18	19	21.47
39	Store medications in medication locker.	83	4.96	5	50.92	2.32	26	16	19	16	21.47
40	Respond to special needs of disabled inmate.	146	4.53	5	89.57	2.03	54	51	26	16	47.24
41	Use Physician Desk Reference to obtain medical information.	74	4.51	5	45.40	2.41	19	19	13	17	19.63
42	Describe inmate medical symptoms to obtain professional advice or assistance.	136	4.57	4	83.44	2.09	50	42	27	18	42.33
43	Use mouth dam.	83	4.53	4	50.92	2.59	17	17	28	18	27.61
44	Observe inmate physical and emotional condition to fill out medical screening form.	124	4.88	5	76.07	2.06	43	43	26	12	42.33
45	Use AED to resuscitate person.	159	5.73	6	97.55	2.55	22	43	78	16	74.23
46	Use personal protection equipment to prevent contact with communicable disease, blood borne pathogens, etc.	158	5.59	6	96.93	2.25	40	48	61	9	66.87
47	Follow standard procedures related to controlling/cleaning spills of bodily fluids.	159	5.36	5	97.55	2.11	50	47	56	6	63.19

VA Jails General Tasks - Supervisor		Totals									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
14	Apply basic first aid in response to a hanging.	248	5.77	6	96.12	2.58	35	64	124	25	72.87
15	Apply basic first aid to stabilize lacerations.	243	4.95	5	94.19	2.60	27	69	124	23	74.81
16	Apply basic first aid to stabilize drug overdose.	244	5.47	6	94.57	2.67	28	58	125	33	70.93
17	Apply basic first aid to stabilize poisoning.	239	5.27	5	92.64	2.70	24	60	118	36	68.99
18	Apply basic first aid to stabilize choking, e.g., Abdominal Thrust.	247	5.38	6	95.74	2.61	29	66	131	20	76.36
19	Apply basic first aid to stabilize puncture/stab wounds.	243	5.38	6	94.19	2.67	25	61	130	27	74.03
20	Apply basic first aid to stabilize alcoholic seizures.	239	5.20	5	92.64	2.61	29	62	122	25	71.32
21	Apply basic first aid to stabilize shock.	239	5.13	5	92.64	2.60	29	63	123	23	72.09
22	Apply basic first aid to stabilize sprain and strain.	240	4.48	4	93.02	2.56	30	70	121	18	74.03
23	Apply basic first aid to stabilize joint dislocation.	237	4.61	5	91.86	2.67	24	63	117	30	69.77
24	Provide assistance to female inmate for gynecological or obstetrical problems.	180	4.64	5	69.77	2.78	20	45	67	43	43.41
25	Use oxygen resuscitator.	189	5.09	5	73.26	2.74	24	47	77	43	48.06
26	Observe person to recognize symptoms of drug use or overdose.	241	5.30	5	93.41	2.42	44	79	92	25	66.28
27	Observe person to recognize symptoms of alcohol overdose or poisoning.	241	5.26	5	93.41	2.43	40	84	90	26	67.44
28	Observe person to recognize symptoms of drug or alcohol withdrawal.	242	5.14	5	93.80	2.42	42	83	91	25	67.44
29	Apply CPR.	251	5.75	6	97.29	2.73	25	54	146	26	77.52
30	Apply mouth to mouth resuscitation.	233	5.52	6	90.31	2.73	23	49	136	26	71.71
31	Use oxygen supply device other than resuscitator.	194	5.16	5	75.19	2.75	28	40	81	43	46.90
32	Dispense non-prescribed medication to inmate as instructed by medical staff.	135	4.74	5	52.33	2.50	37	29	29	35	22.48
33	Dispense prescribed medication, e.g., injected insulin, finger sticks, oral meds, etc., to inmate.	127	4.85	6	49.22	2.78	23	27	20	48	18.22
34	Talk with psychiatrist/hospital staff or supervisor concerning voluntary or involuntary commitment.	181	4.55	5	70.16	2.41	42	58	38	38	37.21
35	Talk with nurse or physician or supervisor concerning inmate medical condition or treatment.	221	4.46	5	85.66	2.01	80	76	39	24	44.57
36	Observe inmate to ensure medication is taken.	246	4.94	5	95.35	1.86	111	78	49	9	49.22
37	Observe inmate to assess general physical condition.	234	4.34	5	90.70	1.78	105	85	32	10	45.35
38	Maintain inmate medication records or logs.	139	4.74	5	53.88	2.32	44	30	26	30	21.71
39	Store medications in medication locker.	128	4.78	5	49.61	2.39	39	25	25	29	19.38
40	Respond to special needs of disabled inmate.	233	4.58	5	90.31	2.00	82	90	36	24	48.84
41	Use Physician Desk Reference to obtain medical information.	117	4.40	5	45.35	2.45	31	28	18	30	17.83
42	Describe inmate medical symptoms to obtain professional advice or assistance.	205	4.51	4	79.46	2.06	74	66	38	25	40.31
43	Use mouth dam.	134	4.53	5	51.94	2.58	27	30	43	30	28.29
44	Observe inmate physical and emotional condition to fill out medical screening form.	192	4.64	5	74.42	2.07	69	64	35	23	38.37
45	Use AED to resuscitate person.	249	5.71	6	96.51	2.66	30	59	133	27	74.42
46	Use personal protection equipment to prevent contact with communicable disease, blood borne pathogens, etc.	250	5.60	6	96.90	2.40	52	72	111	15	70.93
47	Follow standard procedures related to controlling/cleaning spills of bodily fluids.	249	5.29	5	96.51	2.30	62	76	97	13	67.05

VA Jails General Tasks - Supervisor		100 - 300									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
48	Follow jail procedures related to processing/handling inmates suffering from dementia or Alzheimer's Disease.	82	4.79	5	86.32	2.25	20	32	18	11	52.63
49	Conduct regular inventory count of sharps, narcotics, syringes, etc.	50	5.18	5	52.63	2.10	21	12	6	10	18.95
	D. Physical Activities										
1	Help carry a person on a stretcher.	75	3.85	4	78.95	2.17	25	22	20	9	44.21
2	Run short distances at full sprint.	89	3.94	4	93.68	2.29	22	22	42	3	67.37
3	Run after a fleeing inmate.	86	4.93	5	90.53	2.42	18	19	44	5	66.32
4	Run up stairs.	89	4.00	4	93.68	2.20	26	22	38	3	63.16
5	Run down stairs.	89	3.87	4	93.68	2.21	27	20	38	4	61.05
6	Stand for long periods of time, e.g., more than 4 hours.	88	3.68	4	92.63	2.07	31	23	29	4	54.74
7	Subdue attacking persons.	90	5.44	6	94.74	2.72	6	17	63	4	84.21
8	Subdue inmate resisting restraint.	90	5.29	5	94.74	2.67	7	18	63	2	85.26
9	Use weaponless defense tactics, e.g., pressure points, take downs, etc.	90	5.31	5	94.74	2.71	6	16	66	2	86.32
10	Tackle or take down fleeing inmate.	89	5.20	5	93.68	2.62	9	17	62	1	83.16
11	Jump over obstacles while running.	88	4.10	4	92.63	2.43	16	20	50	2	73.68
12	Walk for long periods of time, e.g., more than 4 hours.	87	3.78	4	91.58	2.19	26	21	36	3	60.00
13	Sit for long periods of time, e.g., more than 4 hours.	88	3.36	3	92.63	2.06	30	24	31	2	57.89
14	Break up fights between two or more persons.	90	4.92	5	94.74	2.46	14	24	49	3	76.84
15	Carry or drag, by yourself, an unconscious or immobile person.	87	4.75	5	91.58	2.52	10	23	51	2	77.89
16	Carry or drag, with another person, an unconscious or immobile person.	88	4.69	5	92.63	2.51	11	24	50	3	77.89
17	Apply restraints.	90	5.20	5	94.74	2.61	8	20	61	1	85.26
18	Climb ladders.	70	3.46	3	73.68	2.09	24	16	24	3	42.11
19	Extend arm into tight spaces to search.	80	3.39	3	84.21	2.06	26	25	25	3	52.63
20	Climb or crawl through small openings, e.g., window, crawl space	75	3.41	3	78.95	2.22	21	20	29	4	51.58
21	Drag or push heavy objects.	86	3.62	4	90.53	2.20	24	23	37	2	63.16
22	Fire a weapon at a person.	85	6.08	7	89.47	2.88	6	7	63	9	73.68
23	Fire weapon in training.	90	5.89	6	94.74	2.87	4	9	72	5	85.26
24	Grip person tightly with hand to control their behavior or to prevent their escape.	89	5.16	5	93.68	2.65	6	24	54	5	82.11
25	Physically restrain a group of people.	86	5.12	5	90.53	2.67	4	24	54	4	82.11
26	Perform duties while wearing heavy equipment, e.g., Scott Air Pack.	77	4.55	4	81.05	2.51	13	19	38	7	60.00
27	Physically remove from or place in a cell a resisting person.	90	5.20	5	94.74	2.59	7	26	54	3	84.21
28	Lift and hold hanging person.	90	5.54	6	94.74	2.34	19	26	40	5	69.47
	E. Jail Security										
1	Count silverware, kitchen utensils and other equipment or tools.	84	4.58	5	88.42	1.62	50	20	10	4	31.58
2	Test emergency alarms.	68	4.44	5	71.58	1.81	37	18	6	9	25.26

VA Jails General Tasks - Supervisor		400 - 600									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
48	Follow jail procedures related to processing/handling inmates suffering from dementia or Alzheimer's Disease.	151	4.86	5	92.64	2.20	44	51	40	17	55.83
49	Conduct regular inventory count of sharps, narcotics, syringes, etc.	100	5.28	5	61.35	2.19	32	27	22	14	30.06
	D. Physical Activities										
1	Help carry a person on a stretcher.	139	4.33	4	85.28	1.88	58	46	24	9	42.94
2	Run short distances at full sprint.	152	4.24	4	93.25	1.78	75	39	35	3	45.40
3	Run after a fleeing inmate.	151	5.04	5	92.64	2.00	57	42	45	6	53.37
4	Run up stairs.	148	3.98	4	90.80	1.64	86	30	32	0	38.04
5	Run down stairs.	148	3.99	4	90.80	1.59	90	28	30	0	35.58
6	Stand for long periods of time, e.g., more than 4 hours.	153	3.73	4	93.87	1.50	101	27	25	0	31.90
7	Subdue attacking persons.	158	5.47	6	96.93	2.41	25	53	68	11	74.23
8	Subdue inmate resisting restraint.	158	5.36	5	96.93	2.45	20	57	70	10	77.91
9	Use weaponless defense tactics, e.g., pressure points, take downs, etc.	158	5.34	5	96.93	2.63	16	37	94	11	80.37
10	Tackle or take down fleeing inmate.	157	5.17	5	96.32	2.41	26	49	73	9	74.85
11	Jump over obstacles while running.	147	4.07	4	90.18	1.94	58	40	43	3	50.92
12	Walk for long periods of time, e.g., more than 4 hours.	152	3.72	4	93.25	1.65	88	30	29	3	36.20
13	Sit for long periods of time, e.g., more than 4 hours.	151	3.30	3	92.64	1.54	95	29	23	2	31.90
14	Break up fights between two or more persons.	156	5.07	5	95.71	2.24	36	52	59	7	68.10
15	Carry or drag, by yourself, an unconscious or immobile person.	148	4.88	5	90.80	2.28	34	45	64	6	66.87
16	Carry or drag, with another person, an unconscious or immobile person.	150	4.87	5	92.02	2.30	34	46	63	8	66.87
17	Apply restraints.	158	5.03	5	96.93	2.13	49	44	60	5	63.80
18	Climb ladders.	116	3.22	3	71.17	1.61	65	26	21	0	28.83
19	Extend arm into tight spaces to search.	146	3.62	4	89.57	1.64	77	41	25	0	40.49
20	Climb or crawl through small openings, e.g., window, crawl space	114	3.40	3	69.94	1.64	60	25	22	0	28.83
21	Drag or push heavy objects.	145	3.41	4	88.96	1.55	89	28	25	0	32.52
22	Fire a weapon at a person.	143	6.17	7	87.73	2.94	4	18	103	18	74.23
23	Fire weapon in training.	156	5.76	6	95.71	2.76	9	30	107	11	84.05
24	Grip person tightly with hand to control their behavior or to prevent their escape.	154	5.18	5	94.48	2.50	20	45	80	8	76.69
25	Physically restrain a group of people.	147	5.31	6	90.18	2.64	17	35	82	15	72.22
26	Perform duties while wearing heavy equipment, e.g., Scott Air Pack.	114	4.60	5	69.94	2.43	28	29	37	20	40.49
27	Physically remove from or place in a cell a resisting person.	158	5.22	5	96.93	2.46	31	37	77	13	69.94
28	Lift and hold hanging person.	158	5.84	6	96.93	2.15	47	47	57	7	63.80
	E. Jail Security										
1	Count silverware, kitchen utensils and other equipment or tools.	133	4.62	5	81.60	1.42	91	26	13	1	23.93
2	Test emergency alarms.	108	4.38	4	66.26	1.62	69	15	8	11	14.11

VA Jails General Tasks - Supervisor		Totals									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
48	Follow jail procedures related to processing/handling inmates suffering from dementia or Alzheimer's Disease.	233	4.83	5	90.31	2.22	64	83	58	28	54.65
49	Conduct regular inventory count of sharps, narcotics, syringes, etc.	150	5.23	5	58.14	2.15	53	39	28	24	25.97
	D. Physical Activities										
1	Help carry a person on a stretcher.	214	4.09	4	82.95	2.03	83	68	44	18	43.41
2	Run short distances at full sprint.	241	4.09	4	93.41	2.03	97	61	77	6	53.49
3	Run after a fleeing inmate.	237	4.98	5	91.86	2.21	75	61	89	11	58.14
4	Run up stairs.	237	3.99	4	91.86	1.92	112	52	70	3	47.29
5	Run down stairs.	237	3.93	4	91.86	1.90	117	48	68	4	44.96
6	Stand for long periods of time, e.g., more than 4 hours.	241	3.71	4	93.41	1.79	132	50	54	4	40.31
7	Subdue attacking persons.	248	5.46	6	96.12	2.57	31	70	131	15	77.91
8	Subdue inmate resisting restraint.	248	5.32	5	96.12	2.56	27	75	133	12	80.62
9	Use weaponless defense tactics, e.g., pressure points, take downs, etc.	248	5.33	5	96.12	2.67	22	53	160	13	82.56
10	Tackle or take down fleeing inmate.	246	5.18	5	95.35	2.52	35	66	135	10	77.91
11	Jump over obstacles while running.	235	4.09	4	91.09	2.18	74	60	93	5	59.30
12	Walk for long periods of time, e.g., more than 4 hours.	239	3.75	4	92.64	1.92	114	51	65	6	44.96
13	Sit for long periods of time, e.g., more than 4 hours.	239	3.33	3	92.64	1.80	125	53	54	4	41.47
14	Break up fights between two or more persons.	246	5.00	5	95.35	2.35	50	76	108	10	71.32
15	Carry or drag, by yourself, an unconscious or immobile person.	235	4.81	5	91.09	2.40	44	68	115	8	70.93
16	Carry or drag, with another person, an unconscious or immobile person.	238	4.78	5	92.25	2.40	45	70	113	11	70.93
17	Apply restraints.	248	5.11	5	96.12	2.37	57	64	121	6	71.71
18	Climb ladders.	186	3.34	3	72.09	1.85	89	42	45	3	33.72
19	Extend arm into tight spaces to search.	226	3.51	4	87.60	1.85	103	66	50	3	44.96
20	Climb or crawl through small openings, e.g., window, crawl space	189	3.41	3	73.26	1.93	81	45	51	4	37.21
21	Drag or push heavy objects.	231	3.52	4	89.53	1.87	113	51	62	2	43.80
22	Fire a weapon at a person.	228	6.13	7	88.37	2.91	10	25	166	27	74.03
23	Fire weapon in training.	246	5.83	6	95.35	2.82	13	39	179	16	84.50
24	Grip person tightly with hand to control their behavior or to prevent their escape.	243	5.17	5	94.19	2.57	26	69	134	13	78.68
25	Physically restrain a group of people.	233	5.21	6	90.31	2.66	21	59	136	19	75.58
26	Perform duties while wearing heavy equipment, e.g., Scott Air Pack.	191	4.57	5	74.03	2.47	41	48	75	27	47.67
27	Physically remove from or place in a cell a resisting person.	248	5.21	5	96.12	2.52	38	63	131	16	75.19
28	Lift and hold hanging person.	248	5.69	6	96.12	2.25	66	73	97	12	65.89
	E. Jail Security										
1	Count silverware, kitchen utensils and other equipment or tools.	217	4.60	5	84.11	1.52	141	46	23	5	26.74
2	Test emergency alarms.	176	4.41	5	68.22	1.72	106	33	14	20	18.22

VA Jails General Tasks - Supervisor		100 - 300									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
3	Test emergency generator.	59	4.31	4	62.11	1.90	32	14	6	10	21.05
4	Test and use communication equipment.	86	4.65	5	90.53	1.86	34	32	18	2	52.63
5	Maintain watch of high-risk inmates.	89	5.55	6	93.68	2.04	30	29	26	4	57.89
6	Maintain key control.	89	5.38	6	93.68	1.96	31	32	25	1	60.00
7	Observe body cavity examination as conducted by medical staff.	52	4.23	4	54.74	1.85	27	12	7	6	20.00
8	Conduct head count of inmates.	89	5.48	6	93.68	1.87	36	31	20	2	53.68
9	Inspect security devices, e.g., bars, keys, locks, windows, doors, fences, gates, etc.	89	5.21	5	93.68	1.83	35	37	14	3	53.68
10	Participate in jail, pod, dorm, etc., lock-down.	89	4.98	5	93.68	1.80	34	41	12	2	55.79
11	Search cells, dorms, etc.	89	5.03	5	93.68	2.06	23	40	24	2	67.37
12	Use physical force to maintain order or protect life.	89	5.67	6	93.68	2.49	14	21	50	4	74.74
13	Conduct camera surveillance of specific locations.	87	4.68	5	91.58	1.78	43	28	10	7	40.00
14	Conduct physical surveillance of specific locations.	85	4.87	5	89.47	1.78	41	29	10	6	41.05
15	Compare photograph, wrist band or other identification to identify inmate prior to transport or release.	82	5.32	5	86.32	1.93	33	25	21	3	48.42
16	Search visitors by hand.	73	4.56	5	76.84	2.01	26	24	21	3	47.37
17	Use metal detectors to search persons.	85	4.86	5	89.47	1.98	27	35	21	2	58.95
18	Search property left for inmate.	80	4.90	5	84.21	1.85	33	27	19	1	48.42
19	Supervise inmates during recreation and or exercise periods.	87	4.66	5	91.58	1.71	40	33	13	1	48.42
20	Operate breathalyzer to test degree of intoxication.	61	4.10	4	64.21	2.38	19	16	13	15	30.53
21	Participate in fire drills.	89	4.72	5	93.68	1.60	50	26	12	1	40.00
22	Collect urine specimens.	73	3.88	4	76.84	2.07	34	16	9	15	26.32
23	Verify identity of person entering or leaving jail.	87	5.33	6	91.58	1.82	39	29	15	4	46.32
24	Conduct strip search of inmate.	89	5.15	5	93.68	1.90	35	32	18	4	52.63
25	Perform walking watch duty inside and outside jail.	87	4.86	5	91.58	1.68	43	30	13	1	45.26
26	Conduct pat down or frisk of inmate.	89	5.19	5	93.68	2.36	17	25	45	2	73.68
27	Search delivery or transport vehicle for contraband or escapees.	79	5.18	5	83.16	2.23	19	25	33	2	61.05
28	Examine inmate passes to ensure proper movement.	81	4.78	5	85.26	1.89	33	27	18	3	47.37
29	Plan strategy for conducting search of cell, pod, dorm, jail, etc.	85	4.84	5	89.47	2.00	28	33	22	3	57.89
30	Seize contraband and/or weapons.	89	5.40	5	93.68	2.13	24	30	34	1	67.37
31	Recognize inmate deception and/or diversionary tactics.	88	4.94	5	92.63	2.13	18	46	20	5	69.47
32	Establish contacts and/or "snitches" among inmates.	79	4.14	4	83.16	1.85	40	22	10	9	33.68
33	Use voice commands to control inmate(s) movement(s).	89	4.75	5	93.68	2.16	20	37	30	2	70.53
34	Search visiting rooms, cells and other areas for contraband and weapons.	88	5.05	5	92.63	2.07	22	39	26	1	68.42
35	Control movement of persons to blocks, cells common areas, etc.	89	4.88	5	93.68	1.96	25	44	19	1	66.32
36	Control non-violent inmate crowds.	89	4.58	5	93.68	1.99	28	36	23	2	62.11
37	Operate levers, buttons, and computer control to let inmates in and out of cells or secure areas.	89	4.67	5	93.68	1.61	51	24	12	2	37.89
38	Separate individuals and groups to resolve or prevent conflict.	87	4.67	5	91.58	1.87	28	43	15	1	61.05

VA Jails General Tasks - Supervisor		400 - 600									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
3	Test emergency generator.	85	4.32	4	52.15	1.91	48	8	7	17	9.20
4	Test and use communication equipment.	150	4.51	4	92.02	1.46	106	25	13	6	23.31
5	Maintain watch of high-risk inmates.	155	5.45	6	95.09	1.80	74	42	33	5	46.01
6	Maintain key control.	156	5.46	6	95.71	1.54	99	31	22	3	32.52
7	Observe body cavity examination as conducted by medical staff.	88	4.68	5	53.99	2.19	28	25	16	14	25.15
8	Conduct head count of inmates.	155	5.57	6	95.09	1.51	98	36	20	1	34.36
9	Inspect security devices, e.g., bars, keys, locks, windows, doors, fences, gates, etc.	156	5.45	6	95.71	1.52	99	34	22	1	34.36
10	Participate in jail, pod, dorm, etc., lock-down.	155	4.86	5	95.09	1.45	102	37	16	0	32.52
11	Search cells, dorms, etc.	156	4.97	5	95.71	1.67	82	45	28	1	44.79
12	Use physical force to maintain order or protect life.	154	5.79	6	94.48	2.23	37	48	65	4	69.33
13	Conduct camera surveillance of specific locations.	151	4.57	4	92.64	1.47	101	30	14	4	26.99
14	Conduct physical surveillance of specific locations.	154	4.66	4	94.48	1.47	103	33	17	2	30.67
15	Compare photograph, wrist band or other identification to identify inmate prior to transport or release.	150	5.20	5	92.02	1.66	85	36	24	5	36.81
16	Search visitors by hand.	115	4.65	4	70.55	1.77	50	42	18	3	36.81
17	Use metal detectors to search persons.	142	4.58	4	87.12	1.71	78	37	20	8	34.97
18	Search property left for inmate.	141	4.89	5	86.50	1.65	79	31	27	2	35.58
19	Supervise inmates during recreation and or exercise periods.	152	4.53	4	93.25	1.42	101	37	12	1	30.06
20	Operate breathalyzer to test degree of intoxication.	116	4.10	4	71.17	2.04	54	23	16	21	23.93
21	Participate in fire drills.	156	4.65	4	95.71	1.37	113	31	9	3	24.54
22	Collect urine specimens.	124	4.04	4	76.07	1.77	70	23	12	15	21.47
23	Verify identity of person entering or leaving jail.	154	5.35	5	94.48	1.60	95	28	28	3	34.36
24	Conduct strip search of inmate.	155	5.24	5	95.09	1.75	75	44	35	1	48.47
25	Perform walking watch duty inside and outside jail.	155	4.73	5	95.09	1.63	90	38	22	5	36.81
26	Conduct pat down or frisk of inmate.	154	5.12	5	94.48	1.89	61	50	42	1	56.44
27	Search delivery or transport vehicle for contraband or escapees.	135	5.27	5	82.82	2.05	45	41	44	4	52.15
28	Examine inmate passes to ensure proper movement.	123	4.68	4	75.46	1.63	69	32	18	3	30.67
29	Plan strategy for conducting search of cell, pod, dorm, jail, etc.	150	4.75	5	92.02	1.87	65	44	37	4	49.69
30	Seize contraband and/or weapons.	155	5.45	5	95.09	1.93	53	62	36	3	60.12
31	Recognize inmate deception and/or diversionary tactics.	154	4.94	5	94.48	2.05	42	70	35	7	64.42
32	Establish contacts and/or "snitches" among inmates.	141	4.00	4	86.50	1.76	70	41	20	8	37.42
33	Use voice commands to control inmate(s) movement(s).	154	4.67	5	94.48	1.77	70	52	30	2	50.31
34	Search visiting rooms, cells and other areas for contraband and weapons.	155	4.99	5	95.09	1.82	67	51	35	2	52.76
35	Control movement of persons to blocks, cells common areas, etc.	154	4.71	5	94.48	1.66	79	51	22	2	44.79
36	Control non-violent inmate crowds.	153	4.50	4	93.87	1.84	65	52	33	4	52.15
37	Operate levers, buttons, and computer control to let inmates in and out of cells or secure areas.	155	4.85	5	95.09	1.43	107	31	15	2	28.22
38	Separate individuals and groups to resolve or prevent conflict.	154	4.74	5	94.48	1.68	78	51	22	3	44.79

VA Jails General Tasks - Supervisor		Totals									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
3	Test emergency generator.	144	4.31	4	55.81	1.91	80	22	13	27	13.57
4	Test and use communication equipment.	236	4.58	5	91.47	1.66	140	57	31	8	34.11
5	Maintain watch of high-risk inmates.	244	5.50	6	94.57	1.92	104	71	59	9	50.39
6	Maintain key control.	245	5.42	6	94.96	1.75	130	63	47	4	42.64
7	Observe body cavity examination as conducted by medical staff.	140	4.46	5	54.26	2.02	55	37	23	20	23.26
8	Conduct head count of inmates.	244	5.53	6	94.57	1.69	134	67	40	3	41.47
9	Inspect security devices, e.g., bars, keys, locks, windows, doors, fences, gates, etc.	245	5.33	6	94.96	1.68	134	71	36	4	41.47
10	Participate in jail, pod, dorm, etc., lock-down.	244	4.92	5	94.57	1.62	136	78	28	2	41.09
11	Search cells, dorms, etc.	245	5.00	5	94.96	1.86	105	85	52	3	53.10
12	Use physical force to maintain order or protect life.	243	5.73	6	94.19	2.36	51	69	115	8	71.32
13	Conduct camera surveillance of specific locations.	238	4.62	5	92.25	1.63	144	58	24	11	31.78
14	Conduct physical surveillance of specific locations.	239	4.76	5	92.64	1.63	144	62	27	8	34.50
15	Compare photograph, wrist band or other identification to identify inmate prior to transport or release.	232	5.26	5	89.92	1.79	118	61	45	8	41.09
16	Search visitors by hand.	188	4.61	5	72.87	1.89	76	66	39	6	40.70
17	Use metal detectors to search persons.	227	4.72	5	87.98	1.84	105	72	41	10	43.80
18	Search property left for inmate.	221	4.90	5	85.66	1.75	112	58	46	3	40.31
19	Supervise inmates during recreation and or exercise periods.	239	4.59	5	92.64	1.57	141	70	25	2	36.82
20	Operate breathalyzer to test degree of intoxication.	177	4.10	4	68.60	2.21	73	39	29	36	26.36
21	Participate in fire drills.	245	4.69	5	94.96	1.48	163	57	21	4	30.23
22	Collect urine specimens.	197	3.96	4	76.36	1.92	104	39	21	30	23.26
23	Verify identity of person entering or leaving jail.	241	5.34	6	93.41	1.71	134	57	43	7	38.76
24	Conduct strip search of inmate.	244	5.19	5	94.57	1.83	110	76	53	5	50.00
25	Perform walking watch duty inside and outside jail.	242	4.80	5	93.80	1.65	133	68	35	6	39.92
26	Conduct pat down or frisk of inmate.	243	5.16	5	94.19	2.12	78	75	87	3	62.79
27	Search delivery or transport vehicle for contraband or escapees.	214	5.22	5	82.95	2.14	64	66	77	6	55.43
28	Examine inmate passes to ensure proper movement.	204	4.73	5	79.07	1.76	102	59	36	6	36.82
29	Plan strategy for conducting search of cell, pod, dorm, jail, etc.	235	4.79	5	91.09	1.93	93	77	59	7	52.71
30	Seize contraband and/or weapons.	244	5.43	5	94.57	2.03	77	92	70	4	62.79
31	Recognize inmate deception and/or diversionary tactics.	242	4.94	5	93.80	2.09	60	116	55	12	66.28
32	Establish contacts and/or “snitches” among inmates.	220	4.07	4	85.27	1.80	110	63	30	17	36.05
33	Use voice commands to control inmate(s) movement(s).	243	4.71	5	94.19	1.96	90	89	60	4	57.75
34	Search visiting rooms, cells and other areas for contraband and weapons.	243	5.02	5	94.19	1.94	89	90	61	3	58.53
35	Control movement of persons to blocks, cells common areas, etc.	243	4.80	5	94.19	1.81	104	95	41	3	52.71
36	Control non-violent inmate crowds.	242	4.54	5	93.80	1.92	93	88	56	6	55.81
37	Operate levers, buttons, and computer control to let inmates in and out of cells or secure areas.	244	4.76	5	94.57	1.52	158	55	27	4	31.78
38	Separate individuals and groups to resolve or prevent conflict.	241	4.70	5	93.41	1.77	106	94	37	4	50.78

VA Jails General Tasks - Supervisor		100 - 300									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
39	Inform magistrate of possible criminal activity to seek arrest warrant.	73	4.34	4	76.84	2.16	21	27	19	7	48.42
40	Patrol cell blocks and secure areas.	89	4.92	5	93.68	1.81	35	37	16	1	55.79
41	Calm distraught persons.	89	4.45	4	93.68	2.02	24	44	16	5	63.16
42	Give Miranda warnings.	74	4.53	5	77.89	2.52	8	25	37	5	65.26
43	Recognize stealth weapons.	85	5.26	5	89.47	2.33	11	41	27	6	71.58
44	Follow standard practice related to tool and key control.	88	5.00	5	92.63	1.97	28	36	23	1	62.11
45	Use verbal commands to gain compliance from a non-compliant inmate.	89	4.79	5	93.68	2.22	16	39	32	2	74.74
46	Recognize and intervene in instances of inmate gambling.	89	3.99	4	93.68	1.66	43	34	11	1	47.37
47	Recognize attempts to enter contraband into the jail.	88	5.25	5	92.63	2.07	20	43	24	1	70.53
48	Recognize potential terroristic threats and weapons.	82	5.46	6	86.32	2.29	16	37	20	10	60.00
49	Monitor social media to recognize threats to inmates and/or jail.	59	4.47	5	62.11	2.35	19	18	9	16	28.72
	F. Jail Emergency										
1	Accompany/escort inmate in emergency medical transport.	89	5.18	5	93.68	2.02	27	36	23	3	62.11
2	Put out small fires.	84	4.90	5	88.42	2.12	24	30	24	5	56.84
3	Investigate unusual odors.	89	4.34	4	93.68	1.69	43	32	13	1	47.37
4	Investigate unusual sounds.	89	4.36	4	93.68	1.72	37	41	10	1	53.68
5	Identify and observe group agitators.	88	4.55	5	92.63	1.98	29	39	15	6	56.84
6	Respond to and control hostage situation.	84	5.75	6	88.42	2.98	9	19	23	35	44.21
7	Use less-lethal munitions to control a situation.	80	5.38	5	84.21	2.90	10	16	29	28	47.37
8	Track escapee from jail, e.g., footprints in snow or mud.	63	5.06	5	66.32	2.86	11	13	15	26	29.47
9	Report irregular or unusual incidents to supervisor in a timely manner.	89	4.99	5	93.68	1.89	33	34	21	1	57.89
10	Secure scene of possible crime.	86	5.36	5	90.53	2.53	10	30	36	10	69.47
11	Collect evidence and property from scene of crime.	77	5.06	5	81.05	2.73	10	19	31	18	52.63
12	Diagram crime scene.	57	4.68	5	60.00	2.80	6	16	22	16	40.00
13	Document chain of evidence.	86	5.13	5	90.53	2.52	13	25	37	10	65.26
14	Package evidence.	84	5.04	5	88.42	2.58	12	25	32	14	60.00
15	Prepare complete report of criminal incident.	83	5.05	5	87.37	2.46	12	27	38	6	68.42
16	Take statements from victims, witnesses etc.	79	4.85	5	83.16	2.39	12	29	35	4	67.37
17	Participate in large scale search, i.e., lock-down.	88	4.91	5	92.63	2.07	23	39	23	3	65.26
18	Reason with inmate in tense situations.	86	4.66	5	90.53	2.06	21	43	18	4	64.89
19	Notify supervisors of potential emergencies or hazards.	89	5.09	5	93.68	2.01	25	39	24	1	66.32
20	Operate vehicle to transport inmate to outside appointments or court.	88	4.91	5	92.63	2.36	16	28	40	4	71.58
21	Move inmates to evacuate pod, dorm, jail in accordance with facility emergency plans.	88	5.23	5	92.63	1.91	32	34	20	2	57.45
22	Use inmate restraints in vehicle.	89	5.13	5	93.68	2.35	16	28	43	2	74.74
23	Use camera, e.g., cell phone, iPad, digital camera, etc., to document scene.	79	4.58	5	83.16	2.16	22	31	19	8	52.63

VA Jails General Tasks - Supervisor		400 - 600									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
39	Inform magistrate of possible criminal activity to seek arrest warrant.	117	4.54	5	71.78	2.19	38	33	32	14	39.88
40	Patrol cell blocks and secure areas.	153	4.95	5	93.87	1.55	91	41	20	1	37.42
41	Calm distraught persons.	154	4.53	5	94.48	1.82	61	63	24	5	53.37
42	Give Miranda warnings.	90	4.49	5	55.21	2.43	18	26	34	11	36.81
43	Recognize stealth weapons.	144	5.33	5	88.34	2.14	42	50	43	10	57.06
44	Follow standard practice related to tool and key control.	155	5.12	5	95.09	1.57	92	40	21	2	37.42
45	Use verbal commands to gain compliance from a non-compliant inmate.	155	4.95	5	95.09	1.92	54	61	38	2	60.74
46	Recognize and intervene in instances of inmate gambling.	154	4.05	4	94.48	1.51	93	45	14	2	36.20
47	Recognize attempts to enter contraband into the jail.	155	5.44	6	95.09	1.96	47	71	33	4	63.80
48	Recognize potential terroristic threats and weapons.	145	5.47	6	88.96	2.41	35	45	41	27	52.76
49	Monitor social media to recognize threats to inmates and/or jail.	102	4.68	5	62.58	2.44	31	21	15	29	22.09
	F. Jail Emergency										
1	Accompany/escort inmate in emergency medical transport.	152	5.41	6	93.25	2.26	35	45	67	4	68.71
2	Put out small fires.	153	5.16	5	93.87	1.85	66	48	35	4	50.92
3	Investigate unusual odors.	153	4.71	4	93.87	1.61	85	44	21	2	39.88
4	Investigate unusual sounds.	153	4.66	4	93.87	1.57	85	47	20	0	41.10
5	Identify and observe group agitators.	153	4.75	5	93.87	1.80	66	57	23	6	49.08
6	Respond to and control hostage situation.	146	5.82	6	89.57	2.88	19	36	35	56	43.56
7	Use less-lethal munitions to control a situation.	144	5.37	5	88.34	2.83	24	28	42	51	42.94
8	Track escapee from jail, e.g., footprints in snow or mud.	96	5.43	6	58.90	2.95	17	17	17	46	20.86
9	Report irregular or unusual incidents to supervisor in a timely manner.	154	4.98	5	94.48	1.68	76	52	25	1	47.24
10	Secure scene of possible crime.	150	5.44	6	92.02	2.29	33	54	50	13	63.80
11	Collect evidence and property from scene of crime.	134	5.41	6	82.21	2.49	27	37	49	22	52.76
12	Diagram crime scene.	98	4.91	5	60.12	2.89	14	22	26	33	29.45
13	Document chain of evidence.	152	5.37	6	93.25	2.38	31	44	64	12	66.26
14	Package evidence.	144	5.30	5	88.34	2.35	31	42	59	11	61.96
15	Prepare complete report of criminal incident.	142	5.15	5	87.12	2.25	36	44	53	9	59.51
16	Take statements from victims, witnesses etc.	143	4.99	5	87.73	2.23	41	45	49	9	57.67
17	Participate in large scale search, i.e., lock-down.	153	4.93	5	93.87	1.95	50	66	34	2	61.35
18	Reason with inmate in tense situations.	147	4.93	5	90.18	1.97	50	60	32	5	56.44
19	Notify supervisors of potential emergencies or hazards.	154	5.34	5	94.48	1.71	75	50	26	2	46.63
20	Operate vehicle to transport inmate to outside appointments or court.	152	5.17	5	93.25	2.34	33	40	72	6	68.71
21	Move inmates to evacuate pod, dorm, jail in accordance with facility emergency plans.	154	5.29	5	94.48	1.89	61	57	30	4	53.37
22	Use inmate restraints in vehicle.	151	5.14	5	92.64	2.25	33	51	61	5	68.71
23	Use camera, e.g., cell phone, iPad, digital camera, etc., to document scene.	142	4.65	4	87.12	2.00	54	42	36	9	47.85

VA Jails General Tasks - Supervisor		Totals									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
39	Inform magistrate of possible criminal activity to seek arrest warrant.	190	4.44	5	73.64	2.18	59	60	51	21	43.02
40	Patrol cell blocks and secure areas.	242	4.93	5	93.80	1.68	126	78	36	2	44.19
41	Calm distraught persons.	243	4.49	4	94.19	1.92	85	107	40	10	56.98
42	Give Miranda warnings.	164	4.51	5	63.57	2.47	26	51	71	16	47.29
43	Recognize stealth weapons.	229	5.30	5	88.76	2.24	53	91	70	16	62.40
44	Follow standard practice related to tool and key control.	243	5.06	5	94.19	1.77	120	76	44	3	46.51
45	Use verbal commands to gain compliance from a non-compliant inmate.	244	4.87	5	94.57	2.07	70	100	70	4	65.89
46	Recognize and intervene in instances of inmate gambling.	243	4.02	4	94.19	1.59	136	79	25	3	40.31
47	Recognize attempts to enter contraband into the jail.	243	5.34	6	94.19	2.01	67	114	57	5	66.28
48	Recognize potential terroristic threats and weapons.	227	5.47	6	87.98	2.35	51	82	61	37	55.43
49	Monitor social media to recognize threats to inmates and/or jail.	161	4.58	5	62.40	2.40	50	39	24	45	24.42
	F. Jail Emergency										
1	Accompany/escort inmate in emergency medical transport.	241	5.30	5	93.41	2.14	62	81	90	7	66.28
2	Put out small fires.	237	5.03	5	91.86	1.99	90	78	59	9	53.10
3	Investigate unusual odors.	242	4.52	4	93.80	1.65	128	76	34	3	42.64
4	Investigate unusual sounds.	242	4.51	4	93.80	1.65	122	88	30	1	45.74
5	Identify and observe group agitators.	241	4.65	5	93.41	1.89	95	96	38	12	51.94
6	Respond to and control hostage situation.	230	5.78	6	89.15	2.93	28	55	58	91	43.80
7	Use less-lethal munitions to control a situation.	224	5.37	5	86.82	2.87	34	44	71	79	44.57
8	Track escapee from jail, e.g., footprints in snow or mud.	159	5.25	6	61.63	2.90	28	30	32	72	24.03
9	Report irregular or unusual incidents to supervisor in a timely manner.	243	4.98	5	94.19	1.78	109	86	46	2	51.16
10	Secure scene of possible crime.	236	5.40	6	91.47	2.41	43	84	86	23	65.89
11	Collect evidence and property from scene of crime.	211	5.24	6	81.78	2.61	37	56	80	40	52.71
12	Diagram crime scene.	155	4.80	5	60.08	2.84	20	38	48	49	33.33
13	Document chain of evidence.	238	5.25	6	92.25	2.45	44	69	101	22	65.89
14	Package evidence.	228	5.17	5	88.37	2.46	43	67	91	25	61.24
15	Prepare complete report of criminal incident.	225	5.10	5	87.21	2.35	48	71	91	15	62.79
16	Take statements from victims, witnesses etc.	222	4.92	5	86.05	2.31	53	74	84	13	61.24
17	Participate in large scale search, i.e., lock-down.	241	4.92	5	93.41	2.01	73	105	57	5	62.79
18	Reason with inmate in tense situations.	233	4.80	5	90.31	2.02	71	103	50	9	59.30
19	Notify supervisors of potential emergencies or hazards.	243	5.21	5	94.19	1.86	100	89	50	3	53.88
20	Operate vehicle to transport inmate to outside appointments or court.	240	5.04	5	93.02	2.35	49	68	112	10	69.77
21	Move inmates to evacuate pod, dorm, jail in accordance with facility emergency plans.	242	5.26	5	93.80	1.90	93	91	50	6	54.65
22	Use inmate restraints in vehicle.	240	5.14	5	93.02	2.30	49	79	104	7	70.93
23	Use camera, e.g., cell phone, iPad, digital camera, etc., to document scene.	221	4.62	5	85.66	2.08	76	73	55	17	49.61

VA Jails General Tasks - Supervisor		100 - 300									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
	G. General										
1	Receive and process bond related paperwork.	72	4.53	4	75.79	2.26	23	27	9	17	37.89
2	Check individual making bond for outstanding wants and warrants.	73	4.89	5	76.84	2.42	20	26	8	22	35.79
3	Record modifications in bonds.	68	4.60	5	71.58	2.18	30	19	5	19	25.26
4	Inform bonding agents of conditions for bonding.	64	4.38	4	67.37	1.94	30	22	6	10	29.47
5	Verify license of bondsman.	54	4.33	4	56.84	1.91	27	17	4	9	22.11
6	Update information on bonding agencies.	57	3.93	4	60.00	1.95	29	15	4	11	20.00
7	Speak to court personnel concerning bail and bonding arrangements relating to specific inmate.	59	4.22	4	62.11	1.94	29	18	5	10	24.21
8	Assign inmates to work details.	62	4.00	4	65.26	1.97	33	16	3	14	20.00
9	Serve food to inmates.	86	4.19	4	90.53	1.46	55	21	9	0	31.58
10	Clean and inspect weapons.	87	5.13	5	91.58	2.62	9	18	57	3	78.95
11	Distribute reading material to inmates.	80	3.03	3	84.21	1.43	55	17	7	1	25.26
12	Distribute cleaning materials to inmate workers.	87	3.59	4	91.58	1.40	60	20	6	1	27.37
13	Collect and/or distribute inmate canteen orders.	63	3.30	3	66.32	1.59	40	13	6	4	20.00
14	Inspect cell housing areas for combustible materials.	86	4.63	5	90.53	1.67	44	28	12	2	42.11
15	Inspect all fire doors for proper operation, both manually and electronically.	75	4.67	5	78.95	1.69	40	22	9	4	32.63
16	Receive and record money for inmate trust accounts.	63	4.43	5	66.32	1.94	32	15	8	10	24.21
17	Place hold on inmates and notify department requesting the hold.	64	4.58	5	67.37	2.03	32	16	6	14	23.16
18	Perform general housekeeping duties on common areas.	81	3.23	3	85.26	1.43	54	20	6	1	27.37
19	Inspect duty station for fire and security hazards.	85	4.27	4	89.47	1.66	46	26	9	4	36.84
20	Receive and release inmate property.	78	4.13	4	82.11	1.67	40	28	6	4	35.79
21	Direct vehicular traffic.	72	4.14	4	75.79	2.54	13	19	31	11	52.63
22	Prepare uniform and personal equipment for inspection.	86	3.76	4	90.53	2.08	28	24	31	2	57.89
23	Sit on infraction/disciplinary board to hear testimony and render judgment (or recommend judgment) for inmate.	65	3.69	4	68.42	1.87	34	21	3	11	25.26
24	Maintain security watch at hospital or doctor's office.	88	5.05	5	92.63	2.06	26	34	25	3	62.11
25	Attend and/or present testimony at inmate disciplinary hearing.	85	3.78	4	89.47	1.70	45	26	11	4	38.95
26	Train new Jail Officers.	83	5.14	5	87.37	2.71	21	17	11	35	29.47
27	Investigate and report injuries occurring to inmate.	87	4.91	5	91.58	2.09	29	30	21	8	53.68
28	Gather information in criminal and/or administrative investigations.	76	4.89	5	80.00	2.29	16	31	23	8	56.84
29	Present evidence in legal proceedings, e.g., when an inmate has been criminally charged with an offense.	77	4.75	5	81.05	2.48	16	22	28	13	52.63
30	Supervise inmate at meals.	84	3.85	4	88.42	1.57	48	25	10	1	36.84
31	Supervise disposal of food and collection of utensils.	85	3.99	4	89.47	1.60	48	25	10	2	36.84
32	Supervise inmates in day room.	87	4.32	4	91.58	1.78	37	34	14	2	50.53
33	Guard inmates in court.	77	4.71	5	81.05	2.21	18	33	20	7	55.79
34	Escort inmate on commercial aircraft.	62	5.39	6	65.26	2.97	9	14	11	30	26.32

VA Jails General Tasks - Supervisor		400 - 600									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
	G. General										
1	Receive and process bond related paperwork.	138	4.80	5	84.66	2.17	48	43	25	23	41.72
2	Check individual making bond for outstanding wants and warrants.	139	5.11	5	85.28	2.46	37	40	25	38	39.88
3	Record modifications in bonds.	120	4.79	5	73.62	2.18	47	24	24	22	29.45
4	Inform bonding agents of conditions for bonding.	114	4.27	4	69.94	2.06	49	24	20	18	26.99
5	Verify license of bondsman.	92	4.37	4	56.44	2.18	31	22	16	15	23.31
6	Update information on bonding agencies.	97	3.81	4	59.51	1.91	44	23	14	11	22.70
7	Speak to court personnel concerning bail and bonding arrangements relating to specific inmate.	97	4.39	4	59.51	2.10	38	23	17	15	24.54
8	Assign inmates to work details.	125	3.88	4	76.69	1.88	63	28	16	16	26.99
9	Serve food to inmates.	149	4.28	4	91.41	1.30	115	23	8	2	19.02
10	Clean and inspect weapons.	145	4.87	5	88.96	2.40	35	29	67	13	58.90
11	Distribute reading material to inmates.	140	3.04	3	85.89	1.30	113	17	7	1	14.72
12	Distribute cleaning materials to inmate workers.	151	3.58	4	92.64	1.28	118	23	8	1	19.02
13	Collect and/or distribute inmate canteen orders.	133	3.30	3	81.60	1.27	108	14	9	0	14.11
14	Inspect cell housing areas for combustible materials.	151	4.56	5	92.64	1.51	102	26	18	3	26.99
15	Inspect all fire doors for proper operation, both manually and electronically.	137	4.82	5	84.05	1.69	80	31	17	8	29.45
16	Receive and record money for inmate trust accounts.	114	4.38	4	69.94	1.80	59	29	14	11	26.38
17	Place hold on inmates and notify department requesting the hold.	113	4.61	5	69.33	2.22	43	25	20	24	27.61
18	Perform general housekeeping duties on common areas.	147	3.53	4	90.18	1.32	113	23	7	3	18.40
19	Inspect duty station for fire and security hazards.	149	4.48	4	91.41	1.44	99	38	9	3	28.83
20	Receive and release inmate property.	140	4.29	4	85.89	1.69	77	36	23	5	36.20
21	Direct vehicular traffic.	71	3.37	4	43.56	2.37	22	13	12	15	15.34
22	Prepare uniform and personal equipment for inspection.	145	3.55	3	88.96	1.63	89	27	27	1	33.13
23	Sit on infraction/disciplinary board to hear testimony and render judgment (or recommend judgment) for inmate.	116	3.72	4	71.17	1.73	66	26	16	9	25.77
24	Maintain security watch at hospital or doctor's office.	153	5.41	6	93.87	2.34	38	34	72	9	65.03
25	Attend and/or present testimony at inmate disciplinary hearing.	135	3.83	4	82.82	1.71	77	33	22	4	33.74
26	Train new Jail Officers.	148	5.35	6	90.80	2.80	37	20	26	64	28.22
27	Investigate and report injuries occurring to inmate.	150	4.91	5	92.02	1.88	65	43	37	5	49.08
28	Gather information in criminal and/or administrative investigations.	128	4.93	5	78.53	2.41	31	41	30	27	43.56
29	Present evidence in legal proceedings, e.g., when an inmate has been criminally charged with an offense.	132	4.92	5	80.98	2.26	37	40	37	17	47.24
30	Supervise inmate at meals.	151	4.03	4	92.64	1.38	104	35	9	1	26.99
31	Supervise disposal of food and collection of utensils.	137	4.08	4	84.05	1.34	101	26	10	0	22.09
32	Supervise inmates in day room.	151	4.44	4	92.64	1.45	99	36	13	2	30.06
33	Guard inmates in court.	105	5.04	5	64.42	2.43	24	25	40	14	39.88
34	Escort inmate on commercial aircraft.	68	5.32	6	41.72	3.13	9	8	11	34	11.66

VA Jails General Tasks - Supervisor		Totals									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
	G. General										
1	Receive and process bond related paperwork.	210	4.66	5	81.40	2.21	71	70	34	40	40.31
2	Check individual making bond for outstanding wants and warrants.	212	5.00	5	82.17	2.44	57	66	33	60	38.37
3	Record modifications in bonds.	188	4.70	5	72.87	2.18	77	43	29	41	27.91
4	Inform bonding agents of conditions for bonding.	178	4.32	4	68.99	2.00	79	46	26	28	27.91
5	Verify license of bondsman.	146	4.35	4	56.59	2.05	58	39	20	24	22.87
6	Update information on bonding agencies.	154	3.87	4	59.69	1.93	73	38	18	22	21.71
7	Speak to court personnel concerning bail and bonding arrangements relating to specific inmate.	156	4.31	4	60.47	2.02	67	41	22	25	24.42
8	Assign inmates to work details.	187	3.94	4	72.48	1.92	96	44	19	30	24.42
9	Serve food to inmates.	235	4.23	4	91.09	1.38	170	44	17	2	23.64
10	Clean and inspect weapons.	232	5.00	5	89.92	2.51	44	47	124	16	66.28
11	Distribute reading material to inmates.	220	3.03	3	85.27	1.36	168	34	14	2	18.60
12	Distribute cleaning materials to inmate workers.	238	3.58	4	92.25	1.34	178	43	14	2	22.09
13	Collect and/or distribute inmate canteen orders.	196	3.30	3	75.97	1.43	148	27	15	4	16.28
14	Inspect cell housing areas for combustible materials.	237	4.60	5	91.86	1.59	146	54	30	5	32.56
15	Inspect all fire doors for proper operation, both manually and electronically.	212	4.75	5	82.17	1.69	120	53	26	12	30.62
16	Receive and record money for inmate trust accounts.	177	4.40	5	68.60	1.87	91	44	22	21	25.58
17	Place hold on inmates and notify department requesting the hold.	177	4.59	5	68.60	2.13	75	41	26	38	25.97
18	Perform general housekeeping duties on common areas.	228	3.38	4	88.37	1.37	167	43	13	4	21.71
19	Inspect duty station for fire and security hazards.	234	4.38	4	90.70	1.55	145	64	18	7	31.78
20	Receive and release inmate property.	218	4.21	4	84.50	1.68	117	64	29	9	36.05
21	Direct vehicular traffic.	143	3.75	4	55.43	2.45	35	32	43	26	29.07
22	Prepare uniform and personal equipment for inspection.	231	3.65	4	89.53	1.86	117	51	58	3	42.25
23	Sit on infraction/disciplinary board to hear testimony and render judgment (or recommend judgment) for inmate.	181	3.71	4	70.16	1.80	100	47	19	20	25.58
24	Maintain security watch at hospital or doctor's office.	241	5.23	6	93.41	2.20	64	68	97	12	63.95
25	Attend and/or present testimony at inmate disciplinary hearing.	220	3.80	4	85.27	1.70	122	59	33	8	35.66
26	Train new Jail Officers.	231	5.25	5	89.53	2.76	58	37	37	99	28.68
27	Investigate and report injuries occurring to inmate.	237	4.91	5	91.86	1.99	94	73	58	13	50.78
28	Gather information in criminal and/or administrative investigations.	204	4.91	5	79.07	2.35	47	72	53	35	48.45
29	Present evidence in legal proceedings, e.g., when an inmate has been criminally charged with an offense.	209	4.84	5	81.01	2.37	53	62	65	30	49.22
30	Supervise inmate at meals.	235	3.94	4	91.09	1.47	152	60	19	2	30.62
31	Supervise disposal of food and collection of utensils.	222	4.03	4	86.05	1.47	149	51	20	2	27.52
32	Supervise inmates in day room.	238	4.38	4	92.25	1.62	136	70	27	4	37.60
33	Guard inmates in court.	182	4.88	5	70.54	2.32	42	58	60	21	45.74
34	Escort inmate on commercial aircraft.	130	5.36	6	50.39	3.05	18	22	22	64	17.05

VA Jails General Tasks - Supervisor		100 - 300									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
35	Escort inmate to funeral home or hospital to visit a relative or other person as allowed.	75	5.31	5	78.95	2.32	21	23	20	13	45.26
36	Release inmate according to jail procedures, e.g., check inmate accounts, holds, etc.	73	5.04	5	76.84	2.10	31	22	9	15	32.63
37	Observe inmates and visitors for passage of contraband in visiting room or during visit.	80	5.01	5	84.21	1.86	32	30	15	3	47.37
38	Observe inmate and visitors to prevent inappropriate behavior.	84	4.75	5	88.42	1.80	35	33	14	2	49.47
39	Assist inmate in use of authorized jail technology.	82	3.38	3	86.32	1.45	52	24	5	1	30.53
40	Operate jail computer system to access records, schedules, etc.	86	3.87	4	90.53	1.58	48	27	10	1	38.95
41	Check vehicle emergency lights.	83	4.41	4	87.37	2.20	22	25	35	2	63.16
42	Check vehicle fluids.	78	4.40	4	82.11	2.14	23	22	32	1	56.84
43	Change vehicle tire.	74	4.35	4	77.89	2.20	19	23	30	2	55.79
	H. Equipment and Transportation Checklist										
1	Closed circuit television monitor/camera	85	4.38	4	89.47	1.53	50	28	4	3	33.68
2	Handcuff key	88	5.06	5	92.63	2.32	21	18	49	0	70.53
3	Fire alarm	86	4.79	5	90.53	1.67	44	27	14	1	43.16
4	Entry alarm	73	4.62	4	76.84	1.60	41	21	10	1	32.63
5	Sensor alarm	74	4.51	4	77.89	1.59	42	21	10	1	32.63
6	Computer terminal/keyboard/mouse.	88	3.81	4	92.63	1.65	46	28	13	1	43.16
7	Handcuffs	88	5.16	5	92.63	2.41	18	16	54	0	73.68
8	Leg irons	88	5.08	5	92.63	2.41	17	18	53	0	74.74
9	Waist chain	87	5.03	5	91.58	2.44	17	17	51	2	71.58
10	Waist belt	81	4.99	5	85.26	2.37	17	17	47	0	67.37
11	Plastic hand restraint	82	4.61	5	86.32	2.30	21	17	42	2	62.11
12	Restraint chair	86	5.01	5	90.53	2.14	26	23	36	1	62.11
13	Fire extinguisher	87	4.89	5	91.58	2.23	24	22	38	3	63.16
14	Collapsible baton	77	4.90	5	81.05	2.55	15	11	46	6	60.00
15	Control panel	85	4.76	5	89.47	1.66	47	23	14	2	38.95
16	Stun Gun/Taser/Stun Cuffs	77	5.10	5	81.05	2.60	11	17	42	8	62.11
17	Blackjack	41	4.17	4	43.16	2.19	14	10	16	3	27.37
18	Safety cutting tool/Rescue saw	72	4.88	5	75.79	2.19	27	16	19	11	36.84
19	Spit Mask/Hood	87	4.60	5	91.58	1.90	37	23	26	1	51.58
20	Flashlight	88	4.10	4	92.63	1.92	34	27	27	0	56.84
21	Fingerprint rolling equipment (Ink)	76	3.89	4	80.00	2.24	23	19	30	6	51.58
22	Fingerprint rolling equipment (digital)	80	4.04	4	84.21	2.22	26	23	20	12	45.26
23	Latex gloves	88	4.39	4	92.63	2.00	35	18	35	0	55.79
24	PPE	88	4.75	5	92.63	2.10	30	20	37	1	60.00
25	Pepper spray	88	4.93	5	92.63	2.55	13	16	57	2	76.84
26	Riot Shield, e.g., Shock Shield	76	4.75	5	80.00	2.91	9	15	28	26	45.26

VA Jails General Tasks - Supervisor		400 - 600									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
35	Escort inmate to funeral home or hospital to visit a relative or other person as allowed.	125	5.53	6	76.69	2.40	33	26	48	17	45.40
36	Release inmate according to jail procedures, e.g., check inmate accounts, holds, etc.	144	5.15	5	88.34	2.27	42	43	35	23	47.85
37	Observe inmates and visitors for passage of contraband in visiting room or during visit.	129	5.06	5	79.14	1.80	58	40	28	2	41.72
38	Observe inmate and visitors to prevent inappropriate behavior.	139	4.63	4	85.28	1.72	67	43	25	2	41.72
39	Assist inmate in use of authorized jail technology.	143	3.45	4	87.73	1.32	106	24	9	1	20.25
40	Operate jail computer system to access records, schedules, etc.	150	3.97	4	92.02	1.49	100	30	12	6	25.77
41	Check vehicle emergency lights.	141	4.16	4	86.50	1.85	65	35	33	3	41.72
42	Check vehicle fluids.	133	4.11	4	81.60	1.71	75	22	31	3	32.52
43	Change vehicle tire.	123	3.98	4	75.46	1.70	71	20	25	5	27.61
	H. Equipment and Transportation Checklist										
1	Closed circuit television monitor/camera	146	4.14	4	89.57	1.40	103	27	14	1	25.15
2	Handcuff key	151	4.84	5	92.64	1.72	78	41	29	3	42.94
3	Fire alarm	151	4.64	4	92.64	1.49	102	26	18	4	26.99
4	Entry alarm	129	4.62	4	79.14	1.43	91	21	16	1	22.70
5	Sensor alarm	130	4.49	4	79.75	1.42	91	23	14	1	22.70
6	Computer terminal/keyboard/mouse.	152	3.93	4	93.25	1.41	111	24	16	0	24.54
7	Handcuffs	152	4.80	5	93.25	1.84	66	46	40	1	52.76
8	Leg irons	152	4.80	5	93.25	1.88	65	47	39	1	52.76
9	Waist chain	152	4.79	5	93.25	1.87	62	49	40	1	54.60
10	Waist belt	134	4.71	5	82.21	2.21	58	38	37	1	46.01
11	Plastic hand restraint	144	4.64	4	88.34	1.93	59	43	41	1	51.53
12	Restraint chair	153	4.97	5	93.87	1.82	73	40	35	5	46.01
13	Fire extinguisher	153	4.79	5	93.87	1.76	76	40	33	3	44.79
14	Collapsible baton	99	4.69	5	60.74	2.77	16	19	31	29	30.67
15	Control panel	151	4.72	5	92.64	1.48	98	35	16	2	31.29
16	Stun Gun/Taser/Stun Cuffs	101	4.91	5	61.96	2.94	16	15	28	41	26.38
17	Blackjack	57	4.51	5	34.97	2.73	11	9	14	17	14.11
18	Safety cutting tool/Rescue saw	128	5.02	5	78.53	1.83	64	28	26	8	33.13
19	Spit Mask/Hood	151	4.36	4	92.64	1.63	88	32	27	3	36.20
20	Flashlight	152	3.93	4	93.25	1.46	104	27	20	1	28.83
21	Fingerprint rolling equipment (Ink)	137	4.02	4	84.05	2.01	53	40	41	7	49.69
22	Fingerprint rolling equipment (digital)	140	5.15	4	85.89	2.03	54	39	38	10	47.24
23	Latex gloves	152	5.31	4	93.25	1.55	98	28	24	1	31.90
24	PPE	153	5.49	4	93.87	1.64	88	34	28	1	38.04
25	Pepper spray	152	5.82	5	93.25	2.41	35	36	65	15	61.96
26	Riot Shield, e.g., Shock Shield	135	5.80	5	82.82	2.93	37	25	32	43	34.97

VA Jails General Tasks - Supervisor		Totals									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
35	Escort inmate to funeral home or hospital to visit a relative or other person as allowed.	200	5.42	6	77.52	2.36	54	49	68	30	45.35
36	Release inmate according to jail procedures, e.g., check inmate accounts, holds, etc.	217	5.10	5	84.11	2.19	73	65	44	38	42.25
37	Observe inmates and visitors for passage of contraband in visiting room or during visit.	209	5.04	5	81.01	1.83	90	70	43	5	43.80
38	Observe inmate and visitors to prevent inappropriate behavior.	223	4.69	5	86.43	1.76	102	76	39	4	44.57
39	Assist inmate in use of authorized jail technology.	225	3.41	4	87.21	1.39	158	48	14	2	24.03
40	Operate jail computer system to access records, schedules, etc.	236	3.92	4	91.47	1.53	148	57	22	7	30.62
41	Check vehicle emergency lights.	224	4.29	4	86.82	2.03	87	60	68	5	49.61
42	Check vehicle fluids.	211	4.26	4	81.78	1.93	98	44	63	4	41.47
43	Change vehicle tire.	197	4.17	4	76.36	1.95	90	43	55	7	37.98
	H. Equipment and Transportation Checklist										
1	Closed circuit television monitor/camera	231	4.26	4	89.53	1.46	153	55	18	4	28.29
2	Handcuff key	239	4.95	5	92.64	2.02	99	59	78	3	53.10
3	Fire alarm	237	4.71	5	91.86	1.58	146	53	32	5	32.95
4	Entry alarm	202	4.62	4	78.29	1.52	132	42	26	2	26.36
5	Sensor alarm	204	4.50	4	79.07	1.51	133	44	24	2	26.36
6	Computer terminal/keyboard/mouse.	240	3.87	4	93.02	1.53	157	52	29	1	31.40
7	Handcuffs	240	4.98	5	93.02	2.13	84	62	94	1	60.47
8	Leg irons	240	4.94	5	93.02	2.14	82	65	92	1	60.85
9	Waist chain	239	4.91	5	92.64	2.15	79	66	91	3	60.85
10	Waist belt	215	4.85	5	83.33	2.29	75	55	84	1	53.88
11	Plastic hand restraint	226	4.62	5	87.60	2.12	80	60	83	3	55.43
12	Restraint chair	239	4.99	5	92.64	1.98	99	63	71	6	51.94
13	Fire extinguisher	240	4.84	5	93.02	1.99	100	62	71	6	51.55
14	Collapsible baton	176	4.79	5	68.22	2.66	31	30	77	35	41.47
15	Control panel	236	4.74	5	91.47	1.57	145	58	30	4	34.11
16	Stun Gun/Taser/Stun Cuffs	178	5.01	5	68.99	2.77	27	32	70	49	39.53
17	Blackjack	98	4.34	5	37.98	2.46	25	19	30	20	18.99
18	Safety cutting tool/Rescue saw	200	4.95	5	77.52	2.01	91	44	45	19	34.50
19	Spit Mask/Hood	238	4.48	5	92.25	1.76	125	55	53	4	41.86
20	Flashlight	240	4.02	4	93.02	1.69	138	54	47	1	39.15
21	Fingerprint rolling equipment (Ink)	213	3.96	4	82.56	2.13	76	59	71	13	50.39
22	Fingerprint rolling equipment (digital)	220	4.59	4	85.27	2.13	80	62	58	22	46.51
23	Latex gloves	240	4.85	4	93.02	1.77	133	46	59	1	40.70
24	PPE	241	5.12	5	93.41	1.87	118	54	65	2	46.12
25	Pepper spray	240	5.37	5	93.02	2.48	48	52	122	17	67.44
26	Riot Shield, e.g., Shock Shield	211	5.28	5	81.78	2.92	46	40	60	69	38.76

VA Jails General Tasks - Supervisor		100 - 300									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
27	Riot baton	68	4.75	5	71.58	3.00	8	11	25	27	37.89
28	Metal (walk through) detector	80	4.39	4	84.21	2.02	31	24	21	6	47.37
29	Metal (hand-held) detector	82	4.39	4	86.32	2.08	27	26	26	4	54.74
30	Photocopier	86	2.55	2	90.53	1.44	61	14	9	2	24.21
31	Calculator	85	2.29	2	89.47	1.47	60	13	9	3	23.16
32	Carbine rifle	57	5.26	5	60.00	3.08	7	9	18	28	28.42
33	High powered rifle	60	5.27	6	63.16	3.03	8	9	20	27	30.53
34	Weapon with optical sights	64	5.31	6	67.37	2.93	9	8	29	21	38.95
35	Shotgun	74	5.58	6	77.89	2.87	7	8	49	12	60.00
36	Handgun	87	5.70	6	91.58	2.86	7	8	62	10	73.68
37	40 MM Launcher	49	5.18	5	51.58	2.98	9	6	13	23	20.00
38	Van	81	4.59	5	85.26	2.29	22	21	32	7	55.79
39	Car	85	4.72	5	89.47	2.42	18	20	42	6	65.26
40	Truck	70	4.40	4	73.68	2.28	19	20	27	6	49.47
41	Bus	56	4.16	4	58.95	2.67	14	14	11	22	26.32
42	Axe	41	3.83	4	43.16	2.34	13	11	7	10	18.95
43	Hand-held radio	87	4.66	5	91.58	2.15	26	23	35	2	61.05
44	Base unit radio	83	4.59	5	87.37	2.02	29	25	27	2	54.74
45	Cellular telephone	80	3.58	4	84.21	1.71	45	15	18	2	34.74
46	Binoculars	49	3.02	3	51.58	1.90	28	8	9	7	17.89
47	Chemical mace/Pepper Ball	80	4.88	5	84.21	2.84	9	10	47	15	60.00
48	Self-contained breathing gear (Scott pack)	67	4.90	5	70.53	2.44	14	17	27	8	46.32
49	Drug and narcotic identification kit	71	4.38	4	74.74	2.48	18	18	21	16	41.05
50	Urinalysis kit	75	3.99	4	78.95	2.32	24	22	15	17	38.95
51	First Aid Kit	87	4.80	5	91.58	2.31	16	29	41	1	73.68
52	Naloxone/Narcan	84	4.98	5	88.42	2.61	11	23	39	12	65.26
53	Body armor	81	5.04	5	85.26	2.41	13	26	38	4	67.37
54	Flare gun	55	4.24	4	57.89	2.38	15	15	16	10	32.63
55	Flares	74	4.07	4	77.89	2.20	18	25	29	2	56.84
56	Multi-person chain	67	4.28	4	70.53	2.14	19	20	26	1	48.42
57	Riot helmet	69	4.55	5	72.63	2.56	14	18	24	15	44.21
58	Pepper fogger	67	4.57	5	70.53	2.47	17	14	25	12	41.05
59	Keys	87	4.92	5	91.58	1.94	34	24	29	0	55.79
60	Paging system	67	3.55	4	70.53	1.57	41	16	10	1	27.37
61	Suicide garments	83	4.70	5	87.37	1.67	44	22	17	0	41.05
62	Face mask (COVID type/N 95)	87	4.46	4	91.58	1.76	44	21	21	1	44.21
63	Safety gloves	86	4.41	4	90.53	1.80	41	21	24	0	47.37

VA Jails General Tasks - Supervisor		400 - 600									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
27	Riot baton	96	4.73	5	58.90	2.66	23	17	27	30	26.99
28	Metal (walk through) detector	137	4.32	4	84.05	1.75	77	31	18	12	30.06
29	Metal (hand-held) detector	146	4.26	4	89.57	1.68	84	32	22	8	33.13
30	Photocopier	150	2.70	2	92.02	1.19	128	13	8	0	12.88
31	Calculator	150	2.49	2	92.02	1.21	128	11	9	1	12.27
32	Carbine rifle	80	5.23	6	49.08	2.75	17	16	16	30	19.63
33	High powered rifle	72	5.26	6	44.17	2.85	14	12	16	29	17.18
34	Weapon with optical sights	88	5.32	6	53.99	2.86	17	13	23	35	22.09
35	Shotgun	139	5.53	6	85.28	2.60	27	26	62	24	53.99
36	Handgun	149	5.68	6	91.41	2.64	22	28	80	18	66.67
37	40 MM Launcher	91	5.35	6	55.83	2.98	16	14	17	44	19.02
38	Van	151	4.66	5	92.64	2.18	51	28	66	6	57.67
39	Car	149	4.64	5	91.41	2.19	49	27	68	5	58.28
40	Truck	105	4.40	4	64.42	1.99	47	15	36	5	31.29
41	Bus	74	4.39	5	45.40	2.47	21	9	26	14	21.47
42	Axe	55	4.18	4	33.74	2.32	19	7	13	11	12.27
43	Hand-held radio	152	4.40	4	93.25	1.43	107	26	18	1	26.99
44	Base unit radio	126	4.19	4	77.30	1.51	81	29	13	3	25.77
45	Cellular telephone	126	3.58	4	77.30	1.32	99	12	11	2	14.11
46	Binoculars	59	2.92	3	36.20	1.54	39	8	5	4	7.98
47	Chemical mace/Pepper Ball	128	4.89	5	78.53	2.72	26	26	37	41	38.65
48	Self-contained breathing gear (Scott pack)	86	4.31	4	52.76	2.41	28	12	24	19	22.09
49	Drug and narcotic identification kit	92	4.39	4	56.44	2.47	27	14	26	21	24.54
50	Urinalysis kit	121	3.91	4	74.23	2.07	56	22	22	21	26.99
51	First Aid Kit	149	4.64	4	91.41	1.93	67	29	49	4	47.85
52	Naloxone/Narcan	126	4.98	5	77.30	2.48	31	28	39	26	41.10
53	Body armor	134	4.81	5	82.21	2.22	45	28	49	13	47.24
54	Flare gun	59	4.34	4	36.20	2.45	17	9	16	13	15.34
55	Flares	81	4.09	4	49.69	2.10	34	16	18	12	20.86
56	Multi-person chain	77	4.43	4	47.24	2.25	25	14	30	7	26.99
57	Riot helmet	123	4.44	4	75.46	2.23	45	23	33	20	34.36
58	Pepper fogger	109	4.83	5	66.87	2.48	34	18	29	29	28.83
59	Keys	151	4.90	5	92.64	1.53	96	30	25	0	33.74
60	Paging system	121	3.86	4	74.23	1.38	88	20	11	1	19.02
61	Suicide garments	151	4.68	5	92.64	1.54	94	34	22	1	34.36
62	Face mask (COVID type/N 95)	151	4.06	4	92.64	1.38	114	18	15	3	20.25
63	Safety gloves	147	4.24	4	90.18	1.44	106	20	19	2	23.93

VA Jails General Tasks - Supervisor		Totals									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
27	Riot baton	164	4.74	5	63.57	2.83	31	28	52	57	31.01
28	Metal (walk through) detector	217	4.35	4	84.11	1.89	108	55	39	18	36.43
29	Metal (hand-held) detector	228	4.33	4	88.37	1.88	111	58	48	12	41.09
30	Photocopier	236	2.62	2	91.47	1.32	189	27	17	2	17.05
31	Calculator	235	2.39	2	91.09	1.34	188	24	18	4	16.28
32	Carbine rifle	137	5.24	6	53.10	2.91	24	25	34	58	22.87
33	High powered rifle	132	5.27	6	51.16	2.94	22	21	36	56	22.09
34	Weapon with optical sights	152	5.32	6	58.91	2.89	26	21	52	56	28.29
35	Shotgun	213	5.56	6	82.56	2.73	34	34	111	36	56.20
36	Handgun	236	5.69	6	91.47	2.75	29	36	142	28	68.99
37	40 MM Launcher	140	5.27	6	54.26	2.98	25	20	30	67	19.38
38	Van	232	4.63	5	89.92	2.24	73	49	98	13	56.98
39	Car	234	4.68	5	90.70	2.31	67	47	110	11	60.85
40	Truck	175	4.40	4	67.83	2.13	66	35	63	11	37.98
41	Bus	130	4.28	4	50.39	2.57	35	23	37	36	23.26
42	Axe	96	4.01	4	37.21	2.33	32	18	20	21	14.73
43	Hand-held radio	239	4.53	5	92.64	1.79	133	49	53	3	39.53
44	Base unit radio	209	4.39	5	81.01	1.77	110	54	40	5	36.43
45	Cellular telephone	206	3.58	4	79.84	1.52	144	27	29	4	21.71
46	Binoculars	108	2.97	3	41.86	1.72	67	16	14	11	11.63
47	Chemical mace/Pepper Ball	208	4.88	5	80.62	2.78	35	36	84	56	46.51
48	Self-contained breathing gear (Scott pack)	153	4.60	5	59.30	2.42	42	29	51	27	31.01
49	Drug and narcotic identification kit	163	4.39	4	63.18	2.47	45	32	47	37	30.62
50	Urinalysis kit	196	3.95	4	75.97	2.19	80	44	37	38	31.40
51	First Aid Kit	236	4.72	5	91.47	2.12	83	58	90	5	57.36
52	Naloxone/Narcan	210	4.98	5	81.40	2.55	42	51	78	38	50.00
53	Body armor	215	4.92	5	83.33	2.31	58	54	87	17	54.65
54	Flare gun	114	4.29	4	44.19	2.41	32	24	32	23	21.71
55	Flares	155	4.08	4	60.08	2.15	52	41	47	14	34.11
56	Multi-person chain	144	4.36	4	55.81	2.19	44	34	56	8	34.88
57	Riot helmet	192	4.49	5	74.42	2.40	59	41	57	35	37.98
58	Pepper fogger	176	4.70	5	68.22	2.48	51	32	54	41	33.33
59	Keys	238	4.91	5	92.25	1.74	130	54	54	0	41.86
60	Paging system	188	3.71	4	72.87	1.47	129	36	21	2	22.09
61	Suicide garments	234	4.69	5	90.70	1.61	138	56	39	1	36.82
62	Face mask (COVID type/N 95)	238	4.26	4	92.25	1.57	158	39	36	4	29.07
63	Safety gloves	233	4.33	4	90.31	1.62	147	41	43	2	32.56

VA Jails General Tasks - Supervisor		100 - 300									
		Count	AVG	Med	% ans	WL Avg	WL1	WL2	WL3	WL4	% 2 or 3
64	DNA swabs	72	4.06	4	75.79	2.07	31	22	8	14	31.58
65	Kubaton	35	3.83	4	36.84	2.19	14	7	9	6	16.84
66	Pocket knife	45	3.89	4	47.37	1.86	22	10	8	4	18.95
67	Blood pressure cuff	38	4.03	4	40.00	2.38	13	7	7	10	14.74
68	Stethoscope	34	3.53	4	35.79	2.33	12	8	3	10	11.58
69	Keyed watchman's time clock/MORSE Key Watch	45	3.51	3	47.37	1.66	25	12	4	3	16.84
70	Electronic time clock	53	2.85	3	55.79	1.49	35	11	6	1	17.89
71	Medical thermometer	41	3.39	3	43.16	1.70	23	10	3	4	13.68
72	Water hose	55	3.13	3	57.89	1.63	30	16	6	2	23.16
73	Fire enunciator panel	65	4.18	4	68.42	1.75	35	17	7	6	25.26
74	De-lousing spray	40	3.43	4	42.11	1.85	20	10	6	4	16.84
75	Call box	69	3.43	3	72.63	1.43	47	18	3	2	22.11
76	Gang lock	44	3.55	4	46.32	1.57	26	12	5	1	17.89
77	Intercom	81	3.31	3	85.26	1.37	58	17	5	1	23.16
78	Wheelchair	81	3.47	3	85.26	1.46	55	16	9	1	26.32
79	Audio recorder	63	3.08	3	66.32	1.52	44	12	5	4	17.89
80	Gun locker	86	4.40	4	90.53	1.70	47	19	19	1	40.00
81	Emergency generator	55	4.31	4	57.89	1.89	28	13	4	9	17.89
82	Central booking system terminal	70	4.26	4	73.68	1.82	37	21	4	10	26.32
83	Emergency smoke exhaust equipment	63	4.32	4	66.32	1.94	30	17	6	10	24.21
84	X-ray machine	55	4.16	4	57.89	2.05	25	16	2	13	18.95
85	Body scanner	80	4.49	4	84.21	2.09	35	22	6	18	29.47

	VA Jails General Tasks - Supervisor			100 - 3002				400 - 600				Totals	
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
	I. Degrees of Physical Exertion												
1	Run on flat surface, e.g., tiers, halls, yard, roadway, etc.												
	Maximum distance in feet	64	730.83	200.00	67.37	136	2176.50	300	83.44	200	1453.66	250	77.52
2	Run on varying terrain, e.g., brush, mud, swamp, hole, etc.												
	Maximum distance in feet	23	574.00	100.00	24.21	31	774.84	100	19.02	54	674.42	100	20.93
3	Walk continuously.												
	Maximum time in hours	69	14.68	4.00	72.63	138	7.30	8	84.66	207	10.99	6	80.23
4	Stand continuously.												
	Maximum time in hours	69	8.07	4.00	72.63	138	6.79	6	84.66	207	7.43	5	80.23
5	Walk up/down stairs.												
	Maximum number of flights	70	17.00	6.50	73.68	136	20.22	8	83.44	206	18.61	7	79.84
6	Sit continuously, e.g., security post, vehicle operation, etc.												
	Maximum number of hours	72	12.32	6.00	75.79	131	7.60	6	80.37	203	9.96	6	78.68
7	Run up/down stairs.												
	Maximum number of flights	63	8.68	4.00	66.32	117	11.94	3	71.78	180	10.31	4	69.77
8	Climb or pull oneself over an obstacle, e.g., fence.												
	Maximum height of obstacle in feet	23	7.13	5.00	24.21	32	11.38	5	19.63	55	9.25	5	21.32
9	Climb up/down ladder.												
	Maximum height of climb in feet	24	16.33	12.00	25.26	50	11.74	11	30.67	74	14.04	12	28.68
10	Lift objects up off the ground without assistance.												
	Maximum lift-height in inches	58	40.36	36.00	61.05	115	35.23	36	70.55	173	37.79	36	67.05
	Maximum weight of object in pounds	60	78.10	50.00	63.16	115	71.48	50	70.55	175	74.79	50	67.83

	VA Jails General Tasks - Supervisor			100 - 3002				400 - 600				Totals	
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
11	Lift objects up off the ground with assistance.												
	Maximum lift-height in inches	51	38.14	36.00	53.68	107	36.15	36	65.64	158	37.14	36	61.24
	Maximum weight of object in pounds	52	135.29	100.00	54.74	107	126.40	100	65.64	159	130.85	100	61.63
12	Carry an unresisting person with assistance.												
	Maximum weight in pounds	46	219.04	200.00	48.42	90	227.53	215	55.21	136	223.29	208	52.71
	Distance in feet	47	55.98	25.00	49.47	90	77.57	25	55.21	137	66.77	25	53.10
13	Drag an unresisting person to safety.												
	Maximum weight in pounds	30	199.67	200.00	31.58	59	226.86	200	36.20	89	213.27	200	34.50
	Distance in feet	31	47.35	25.00	32.63	58	58.83	25	35.58	89	53.09	25	34.50
14	Lift objects down from elevated surface, e.g., waist high or above, and place on ground or floor.												
	Maximum weight in pounds	51	53.75	45.00	53.68	110	63.82	50	67.48	161	58.78	48	62.40
15	Climb/pull oneself onto a large piece of equipment or object, e.g., loading dock, truck, trailer, etc.												
	Maximum height in feet	27	12.26	5.00	28.42	52	18.42	5	31.90	79	15.34	5	30.62
16	Bend over to help person to standing.												
	Maximum weight of person in pounds	62	210.34	200.00	65.26	127	228.31	200	77.91	189	219.32	200	73.26
17	Pull a resisting object, e.g., dog, door, plywood panel, etc.												
	Maximum weight in pounds	34	78.03	50.00	35.79	79	129.25	50	48.47	113	103.64	50	43.80
18	Jump/vault over raised barrier.												
	Maximum height of barrier in inches	25	36.48	36.00	26.32	34	35.53	36	20.86	59	36.00	36	22.87
19	Grip and hold a person to maintain physical control.												
	Maximum time in minutes	69	9.04	5.00	72.63	128	11.96	5	78.53	197	10.50	5	76.36
	Maximum weight in pounds	68	218.25	200.00	71.58	127	227.27	220	77.91	195	222.76	210	75.58

	VA Jails General Tasks - Supervisor			100 - 3002				400 - 600				Totals	
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
20	Extract/place a struggling/resisting person in/from a vehicle, cell, etc.												
	Maximum time in minutes	54	10.70	5.00	56.84	115	7.98	5	70.55	169	9.34	5	65.50
	Maximum weight in pounds	54	219.76	210.00	56.84	113	233.82	230	69.33	167	226.79	220	64.73
21	Hold/restrain a struggling person.												
	Maximum time in minutes	65	11.11	5.00	68.42	129	9.47	5	79.14	194	10.29	5	75.19
	Maximum weight in pounds	65	223.63	220.00	68.42	129	235.66	225	79.14	194	229.64	223	75.19
22	Physically defend against and control an attacking person.												
	Maximum time in minutes	52	9.65	3.50	54.74	110	5.75	3	67.48	162	7.70	3	62.79
	Maximum weight in pounds	52	219.06	220.00	54.74	110	237.50	232.5	67.48	162	228.28	226	62.79
	Maximum number of people	52	4.19	2.00	54.74	110	3.36	2	67.48	162	3.78	2	62.79
23	Take down and subdue a resisting person.												
	Maximum weight in pounds	59	218.19	220.00	62.11	126	236.84	235	77.30	185	227.51	228	71.71
24	Use repetitive hand motions/movements, e.g., keyboard, etc.												
	Maximum time in minutes	65	132.38	60.00	68.42	129	101.11	45	79.14	194	116.75	53	75.19

VA Jails General Tasks - Officer		100 - 300				400 - 600				Totals			
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
	A. Human Relations												
1	Talk with inmate to settle disputes.	71	6.17	7	95.95	62	7.13	8	96.88	133	6.65	8	96.38
2	Talk with inmate to resolve disciplinary problems.	67	5.64	6	90.54	63	6.62	7	98.44	130	6.13	7	94.20
3	Provide short-term crisis intervention counseling to emotionally upset inmate.	65	4.91	5	87.84	56	5.45	6	87.50	121	5.18	5	87.68
4	Refer inmate to outside or internal resource, e.g., minister, mental health, etc. to help with his/her personal or emotional problems.	59	4.85	5	79.73	52	5.29	5	81.25	111	5.07	5	80.43
5	Provide advice to inmate concerning non-emergency personal problem, e.g., home issues.	56	4.91	5	75.68	48	5.25	5	75.00	104	5.08	5	75.36
6	Answer inmate questions concerning court system, procedures, and sentencing.	69	6.45	6	93.24	54	6.76	7	84.38	123	6.60	7	89.13
7	Identify and monitor inmate showing signs of possible mental or emotional disturbance.	72	5.71	6	97.30	63	6.68	7	98.44	135	6.20	7	97.83
8	Identify inadequate levels of inmate personal hygiene and encourage personal cleanliness.	66	5.17	5	89.19	63	5.70	6	98.44	129	5.43	6	93.48
9	Identify inmate showing signs of inappropriate sexual behavior.	51	3.67	3	68.92	54	4.19	3	84.38	105	3.93	3	76.09
10	Identify signs of homosexual panic in inmate and respond appropriately to such behavior.	37	3.27	2	50.00	32	3.28	3	50.00	69	3.28	3	50.00
11	Recognize (identify) inmate groups and their composition.	62	5.48	6	83.78	60	6.40	8	93.75	122	5.94	7	88.41
12	Recognize behavioral characteristics of violent inmate.	71	5.83	6	95.95	63	6.79	8	98.44	134	6.31	7	97.10
13	Instruct inmate in jail rules and regulations.	69	7.25	8	93.24	63	8.17	9	98.44	132	7.71	9	95.65
14	Refer inmate to internal programs for assistance in areas such as reading, GED, AA, NA, etc.	53	4.58	4	71.62	49	4.55	5	76.56	102	4.57	5	73.91
15	Observe inmate group behavior to identify potential unrest and the causes thereof.	62	5.77	6	83.78	59	6.66	8	92.19	121	6.22	7	87.68
16	Apply principles of progressive discipline.	57	5.63	6	77.03	60	6.55	7	93.75	117	6.09	7	84.78
17	Identify stress causing factors in jail and act to reduce them.	64	6.20	7	86.49	59	7.02	8	92.19	123	6.61	8	89.13
18	Observe person to recognize medical/emotional problems at time of initial intake.	63	6.03	6	85.14	44	6.48	8	68.75	107	6.25	7	77.54
19	Explain legal/judicial terminology to inmate, e.g., split sentence, first appearance, "true bill", extradition waiver, etc.	55	4.64	4	74.32	40	5.58	6	62.50	95	5.11	5	68.84
20	Explain criminal and civil justice system and practices.	57	4.63	4	77.03	41	5.49	5	64.06	98	5.06	5	71.01
21	Explain their legal, constitutional rights to inmate.	53	4.57	4	71.62	47	4.66	5	73.44	100	4.61	5	72.46
22	Help inmate contact legal counsel.	44	4.36	4	59.46	38	4.53	4	59.38	82	4.44	4	59.42
23	Help inmate contact bondsman.	51	5.20	6	68.92	45	5.09	5	70.31	96	5.14	6	69.57
24	Call court clerk to check status of inmate case.	31	3.35	3	41.89	17	3.94	4	26.56	48	3.65	4	34.78
25	Supervise special inmate activities, e.g., religious services, seminars, etc.	43	4.16	3	58.11	34	4.68	4	53.13	77	4.42	4	55.80
26	Answer questions from public concerning inmate.	56	5.64	6	75.68	45	5.64	5	70.31	101	5.64	6	73.19

VA Jails General Tasks - Officer		100 - 300				400 - 600				Totals			
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
27	Escort inmate to appointments inside jail.	66	6.21	7	89.19	59	6.90	8	92.19	125	6.56	8	90.58
28	Work with elderly and/or disabled inmate.	65	5.58	5	87.84	60	6.85	8	93.75	125	6.22	7	90.58
29	Recognize behaviors and/or actions that expose the officer to civil liability.	53	4.72	4	71.62	49	5.61	6	76.56	102	5.16	5	73.91
30	Use the DNA Database as necessary and appropriate.	33	4.12	4	44.59	16	5.13	5	25.00	49	4.62	5	35.51
31	Apply agency classification rules as appropriate.	56	5.71	6	75.68	39	6.85	8	60.94	95	6.28	7	68.84
32	Recognize signs of suicide risk and act accordingly.	71	5.37	5	95.95	61	5.98	6	95.31	132	5.67	6	95.65
33	Recognize behaviors that are covered in PREA and act accordingly.	61	4.62	4	82.43	52	4.58	4	81.25	113	4.60	4	81.88
34	Communicate effectively and coherently with others.	73	8.12	9	98.65	64	8.41	9	100.00	137	8.26	9	99.28
35	Recognize duty to intervene in critical moments.	70	6.19	7	94.59	60	7.25	8	93.75	130	6.72	8	94.20
36	Recognize and honor constitutional rights of inmate.	71	7.44	8	95.95	63	8.14	8	98.44	134	7.79	8	97.10
37	Recognize inmate rights as expressed in CRIPA (Civil Rights of Institutionalized Persons Act of 1980).	61	6.48	8	82.43	54	7.15	8	84.38	115	6.81	8	83.33
38	Follow jail procedures to obtain inmate DNA sample.	41	4.41	4	55.41	29	4.62	4	45.31	70	4.52	4	50.72
39	Follow agency procedures related to processing a suspected illegal alien.	40	4.03	3	54.05	24	4.46	4	37.50	64	4.24	4	46.38
40	Explain consecutive and concurrent sentencing to inmate.	55	4.04	4	74.32	49	4.88	5	76.56	104	4.46	5	75.36
41	Follow jail procedures to execute an arrest warrant.	46	3.91	4	62.16	20	5.10	4	31.25	66	4.51	4	47.83
42	Execute an arrest of an inmate without a warrant.	19	3.26	3	25.68	9	4.33	4	14.06	28	3.80	4	20.29
43	Observe HIPPA Rules when processing/reviewing inmate records.	56	6.18	8	75.68	46	6.85	8	71.88	102	6.51	8	73.91
44	Conduct a warrantless search of an inmate or property.	57	5.68	6	77.03	54	6.54	7	84.38	111	6.11	7	80.43
	B. Administrative Activities												
1	Prepare documents or records for filing, e.g., label, alphabetize, list or arrange in chronological order.	47	6.15	7	63.51	43	6.81	8	67.19	90	6.48	8	65.22
2	Search inmate mail and parcels.	53	5.53	6	71.62	44	4.39	3	68.75	97	4.96	5	70.29
3	Censor inmate mail.	35	4.69	5	47.30	25	4.12	2	39.06	60	4.40	4	43.48
4	Sort and/or deliver inmate mail.	55	5.11	6	74.32	47	5.26	6	73.44	102	5.18	6	73.91
5	Schedule work assignments of other Jail Officers.	17	4.35	5	22.97	18	6.11	8	28.13	35	5.23	7	25.36
6	Prepare (word process) various reports.	58	5.62	6	78.38	55	7.15	8	85.94	113	6.38	7	81.88
7	Write in-depth, detailed narrative reports, e.g., major incident report.	68	4.34	4	91.89	62	6.18	6	96.88	130	5.26	5	94.20
8	Write brief reports using short phrases or sentences, e.g., minor incident or disciplinary reports.	72	5.18	5	97.30	63	6.65	7	98.44	135	5.92	6	97.83
9	Confer with supervisor to clarify jail rules, procedures, or post matters.	71	5.46	6	95.95	63	6.48	7	98.44	134	5.97	7	97.10
10	Maintain personal notebook, i.e., keep notes on unusual matters, problems, etc.	63	5.56	5	85.14	59	6.63	8	92.19	122	6.09	7	88.41
11	Read and comprehend post orders, jail rules, regulations, SOP's etc.	74	5.81	5	100.00	64	6.91	8	100.00	138	6.36	7	100.00
12	Read and comprehend daily log and shift activity report.	69	7.58	8	93.24	64	8.17	8	100.00	133	7.88	8	96.38

VA Jails General Tasks - Officer		100 - 300				400 - 600				Totals			
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
13	Conduct intake/receiving interviews and fill out relevant questionnaire forms (paper and computerized).	39	5.69	6	52.70	33	5.27	5	51.56	72	5.48	6	52.17
14	Prepare inmate movement/transport logs, e.g., court list.	48	6.04	7	64.86	36	5.58	6	56.25	84	5.81	7	60.87
15	Read, comprehend and follow court papers (judgments, releases, writs, summonses, detainers, bond revocations, transfers, etc.) and explain to inmate.	55	5.27	5	74.32	38	5.79	6	59.38	93	5.53	6	67.39
16	Fill out jail intake reports, cards, data entry forms, and other standardized forms, e.g., initial medical, initial mental health, PREA, etc.	49	5.35	5	66.22	36	5.61	7	56.25	85	5.48	6	61.59
17	Observe and update inmate status boards.	33	6.27	8	44.59	26	6.81	8	40.63	59	6.54	8	42.75
18	Review intake interview results to make referral to jail resource, e.g., mental health.	30	5.43	5	40.54	32	5.72	6	50.00	62	5.58	6	44.93
19	Fill out state forms related to inmate or confined or incarcerated persons.	15	3.60	3	20.27	20	4.70	5	31.25	35	4.15	4	25.36
20	Record shift activities in logbook.	59	7.31	8	79.73	61	8.23	9	95.31	120	7.77	9	86.96
21	Fill out forms related to federal detainees.	17	3.35	3	22.97	17	4.00	3	26.56	34	3.68	3	24.64
22	Read and serve legal documents, e.g., warrants, subpoenas, etc.	48	4.56	5	64.86	29	4.72	4	45.31	77	4.64	4	55.80
23	File and retrieve reports/records in records system.	38	5.26	6	51.35	37	7.03	8	57.81	75	6.15	7	54.35
24	Identify supply and equipment needs and request they be ordered.	52	4.98	5	70.27	40	6.00	6	62.50	92	5.49	6	66.67
25	Order supplies and equipment.	26	4.62	5	35.14	17	4.76	4	26.56	43	4.69	4	31.16
26	Inventory jail supplies and equipment.	45	6.27	8	60.81	50	7.80	8	78.13	95	7.03	8	68.84
27	Issue linens, bedding etc. to inmate.	67	5.69	6	90.54	60	6.30	7	93.75	127	5.99	6	92.03
28	Issue personal hygiene supplies to inmate.	64	6.16	7	86.49	60	6.93	7	93.75	124	6.54	7	89.86
29	Prepare statistical reports, e.g., jail population, reimbursement etc.	23	5.09	5	31.08	21	5.76	8	32.81	44	5.42	7	31.88
30	Take custody of and record lost and found property.	36	3.94	4	48.65	31	4.13	4	48.44	67	4.04	4	48.55
31	Maintain record (log) of inmate visitors.	38	4.79	5	51.35	27	4.85	4	42.19	65	4.82	5	47.10
32	Read “conditions of release/release orders” to ensure accuracy and completeness.	43	5.42	6	58.11	28	5.75	7	43.75	71	5.58	7	51.45
33	Discuss apparent error with magistrate to resolve inmate/detainee processing issue or problem.	32	4.16	4	43.24	20	4.75	4	31.25	52	4.45	4	37.68
34	Collect, receipt and return detainee’s property.	62	5.15	5	83.78	41	5.95	6	64.06	103	5.55	6	74.64
35	Take ID photos of inmate.	50	5.54	7	67.57	36	5.22	5	56.25	86	5.38	6	62.32
36	Roll/take inmate fingerprints.	52	5.15	6	70.27	39	4.85	4	60.94	91	5.00	5	65.94
37	Suggest changes in jail rules or procedures.	45	3.36	3	60.81	35	3.97	3	54.69	80	3.66	3	57.97
38	Consider inmate age, gender identity, charges, etc., to make housing assignment.	31	4.87	5	41.89	22	6.00	8	34.38	53	5.44	7	38.41
39	Calculate jail days.	20	4.10	4	27.03	14	3.14	2	21.88	34	3.62	3	24.64
40	Compile and sort information to prepare for computer entry.	43	5.84	7	58.11	33	7.24	8	51.56	76	6.54	8	55.07
41	Use standard information systems such as NCIC, VCIN, AFIS, and LIDS.	43	4.98	5	58.11	25	5.48	6	39.06	68	5.23	6	49.28

VA Jails General Tasks - Officer		100 - 300				400 - 600				Totals			
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
42	Process bond revocation/surety capias as assigned.	25	4.36	4	33.78	14	5.79	7	21.88	39	5.07	5	28.26
	C. Emergency/Medical Assistance												
1	Apply basic first aid to control bleeding.	27	1.93	1	36.49	34	2.41	2	53.13	61	2.17	2	44.20
2	Apply basic first aid to stabilize abrasions.	16	1.75	2	21.62	29	2.24	1	45.31	45	2.00	2	32.61
3	Apply basic first aid to stabilize broken bones.	4	2.00	2	5.41	18	2.33	2	28.13	22	2.17	2	15.94
4	Apply basic first aid to stabilize heat burns.	5	2.00	2	6.76	16	2.69	2	25.00	21	2.34	2	15.22
5	Apply basic first aid to stabilize chemical burns.	2	2.00	2	2.70	13	2.00	1	20.31	15	2.00	2	10.87
6	Apply basic first aid to stabilize convulsions.	17	2.24	3	22.97	29	2.52	2	45.31	46	2.38	3	33.33
7	Apply basic first aid to stabilize diabetes reaction/coma.	10	2.70	3	13.51	30	2.60	2	46.88	40	2.65	3	28.99
8	Apply basic first aid to stabilize electrical shock.	1	3.00	3	1.35	12	2.00	1	18.75	13	2.50	2	9.42
9	Apply basic first aid to stabilize amputations.	1	3.00	3	1.35	9	2.22	1	14.06	10	2.61	2	7.25
10	Apply basic first aid to stabilize eye injuries.	5	2.20	2	6.76	14	2.14	2	21.88	19	2.17	2	13.77
11	Apply basic first aid to stabilize gunshot wounds.	1	3.00	3	1.35	6	2.67	2	9.38	7	2.83	2	5.07
12	Apply basic first aid to stabilize heart attack.	2	2.00	2	2.70	16	2.31	2	25.00	18	2.16	2	13.04
13	Apply basic first aid to stabilize heat stroke.	2	2.00	2	2.70	7	2.57	2	10.94	9	2.29	2	6.52
14	Apply basic first aid in response to a hanging.	21	1.81	1	28.38	30	2.27	2	46.88	51	2.04	2	36.96
15	Apply basic first aid to stabilize lacerations.	13	2.15	2	17.57	23	2.26	2	35.94	36	2.21	2	26.09
16	Apply basic first aid to stabilize drug overdose.	15	2.20	2	20.27	24	2.21	2	37.50	39	2.20	2	28.26
17	Apply basic first aid to stabilize poisoning.	2	3.50	4	2.70	7	2.57	1	10.94	9	3.04	2	6.52
18	Apply basic first aid to stabilize choking, e.g., Abdominal Thrust.	5	2.80	1	6.76	8	2.63	2	12.50	13	2.71	2	9.42
19	Apply basic first aid to stabilize puncture/stab wounds.	3	1.67	1	4.05	11	2.18	1	17.19	14	1.92	1	10.14
20	Apply basic first aid to stabilize alcoholic seizures.	10	1.60	1	13.51	19	2.11	1	29.69	29	1.85	1	21.01
21	Apply basic first aid to stabilize shock.	3	1.67	1	4.05	9	2.44	1	14.06	12	2.06	1	8.70
22	Apply basic first aid to stabilize sprain and strain.	10	1.90	2	13.51	17	2.35	2	26.56	27	2.13	2	19.57
23	Apply basic first aid to stabilize joint dislocation.	2	2.00	2	2.70	12	2.25	2	18.75	14	2.13	2	10.14
24	Provide assistance to female inmate for gynecological or obstetrical problems.	8	2.88	3	10.81	14	3.21	3	21.88	22	3.04	3	15.94
25	Use oxygen resuscitator.	4	1.00	1	5.41	10	2.20	2	15.63	14	1.60	1	10.14
26	Observe person to recognize symptoms of drug use or overdose.	60	4.95	5	81.08	53	4.85	5	82.81	113	4.90	5	81.88
27	Observe person to recognize symptoms of alcohol overdose or poisoning.	53	5.30	5	71.62	45	4.62	5	70.31	98	4.96	5	71.01
28	Observe person to recognize symptoms of drug or alcohol withdrawal.	62	5.24	5	83.78	55	5.67	6	85.94	117	5.46	6	84.78
29	Apply CPR.	18	1.83	1	24.32	18	2.17	2	28.13	36	2.00	1	26.09
30	Apply mouth to mouth resuscitation.	4	1.25	1	5.41	8	2.25	1	12.50	12	1.75	1	8.70
31	Use oxygen supply device other than resuscitator.	6	1.17	1	8.11	11	2.73	2	17.19	17	1.95	2	12.32
32	Dispense non-prescribed medication to inmate as instructed by medical staff.	12	4.42	3	16.22	15	5.00	5	23.44	27	4.71	4	19.57
33	Dispense prescribed medication, e.g., injected insulin, finger sticks, oral meds, etc., to inmate.	15	6.47	8	20.27	14	4.93	5	21.88	29	5.70	7	21.01

VA Jails General Tasks - Officer		100 - 300				400 - 600				Totals			
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
34	Talk with psychiatrist/hospital staff or supervisor concerning voluntary or involuntary commitment.	20	2.80	3	27.03	19	4.26	3	29.69	39	3.53	3	28.26
35	Talk with nurse or physician or supervisor concerning inmate medical condition or treatment.	49	4.96	5	66.22	52	6.10	6	81.25	101	5.53	6	73.19
36	Observe inmate to ensure medication is taken.	60	7.13	8	81.08	60	8.05	8	93.75	120	7.59	8	86.96
37	Observe inmate to assess general physical condition.	59	6.95	8	79.73	54	7.85	8	84.38	113	7.40	8	81.88
38	Maintain inmate medication records or logs.	24	6.79	8	32.43	18	7.00	8	28.13	42	6.90	8	30.43
39	Store medications in medication locker.	14	6.93	8	18.92	5	3.20	2	7.81	19	5.06	5	13.77
40	Respond to special needs of disabled inmate.	44	4.30	4	59.46	50	5.14	5	78.13	94	4.72	5	68.12
41	Use Physician Desk Reference to obtain medical information.	7	3.29	3	9.46	5	6.00	8	7.81	12	4.64	6	8.70
42	Describe inmate medical symptoms to obtain professional advice or assistance.	44	4.36	4	59.46	46	6.46	7	71.88	90	5.41	6	65.22
43	Use mouth dam.	2	2.00	2	2.70	2	1.50	2	3.13	4	1.75	2	2.90
44	Observe inmate physical and emotional condition to fill out medical screening form.	26	5.35	5	35.14	21	6.14	7	32.81	47	5.74	6	34.06
45	Use AED to resuscitate person.	12	1.75	1	16.22	14	2.79	2	21.88	26	2.27	2	18.84
46	Use personal protection equipment to prevent contact with communicable disease, blood borne pathogens, etc.	57	6.54	8	77.03	55	7.82	8	85.94	112	7.18	8	81.16
47	Follow standard procedures related to controlling/cleaning spills of bodily fluids.	55	4.78	5	74.32	52	5.63	5	81.25	107	5.21	5	77.54
48	Follow jail procedures related to processing/handling inmates suffering from dementia or Alzheimer's Disease.	32	4.16	3	43.24	33	4.52	4	51.56	65	4.34	4	47.10
49	Conduct regular inventory count of sharps, narcotics, syringes, etc.	18	6.28	8	24.32	19	6.26	7	29.69	37	6.27	7	26.81
	D. Physical Activities												
1	Help carry a person on a stretcher.	25	1.92	1	33.78	38	2.95	3	59.38	63	2.43	2	45.65
2	Run short distances at full sprint.	53	3.51	3	71.62	60	5.17	5	93.75	113	4.34	4	81.88
3	Run after a fleeing inmate.	12	2.58	2	16.22	24	2.38	2	37.50	36	2.48	2	26.09
4	Run up stairs.	53	4.28	4	71.62	52	5.27	5	81.25	105	4.78	5	76.09
5	Run down stairs.	53	4.40	4	71.62	51	5.39	5	79.69	104	4.89	5	75.36
6	Stand for long periods of time, e.g., more than 4 hours.	59	5.66	6	79.73	56	6.34	8	87.50	115	6.00	7	83.33
7	Subdue attacking persons.	45	3.18	3	60.81	50	3.32	3	78.13	95	3.25	3	68.84
8	Subdue inmate resisting restraint.	53	3.60	3	71.62	53	3.85	3	82.81	106	3.73	3	76.81
9	Use weaponless defense tactics, e.g., pressure points, take downs, etc.	50	2.98	3	67.57	49	3.59	3	76.56	99	3.29	3	71.74
10	Tackle or take down fleeing inmate.	15	2.73	1	20.27	25	2.52	2	39.06	40	2.63	2	28.99
11	Jump over obstacles while running.	21	2.14	1	28.38	23	2.39	2	35.94	44	2.27	2	31.88
12	Walk for long periods of time, e.g., more than 4 hours.	43	5.30	5	58.11	49	6.86	8	76.56	92	6.08	7	66.67

VA Jails General Tasks - Officer		100 - 300				400 - 600				Totals			
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
13	Sit for long periods of time, e.g., more than 4 hours.	43	5.28	5	58.11	41	5.07	5	64.06	84	5.18	5	60.87
14	Break up fights between two or more persons.	49	2.71	3	66.22	55	3.65	3	85.94	104	3.18	3	75.36
15	Carry or drag, by yourself, an unconscious or immobile person.	13	2.15	1	17.57	14	2.43	1	21.88	27	2.29	1	19.57
16	Carry or drag, with another person, an unconscious or immobile person.	19	2.37	1	25.68	19	2.26	1	29.69	38	2.32	1	27.54
17	Apply restraints.	66	6.47	7	89.19	58	6.07	7	90.63	124	6.27	7	89.86
18	Climb ladders.	17	1.88	1	22.97	13	3.08	3	20.31	30	2.48	2	21.74
19	Extend arm into tight spaces to search.	44	3.82	4	59.46	36	4.78	5	56.25	80	4.30	4	57.97
20	Climb or crawl through small openings, e.g., window, crawl space	18	2.28	2	24.32	8	2.50	3	12.50	26	2.39	2	18.84
21	Drag or push heavy objects.	42	3.86	3	56.76	40	5.58	5	62.50	82	4.72	4	59.42
22	Fire a weapon at a person.	1	7.00	7	1.35	3	1.33	1	4.69	4	4.17	4	2.90
23	Fire weapon in training.	69	2.72	3	93.24	53	2.47	2	82.81	122	2.60	3	88.41
24	Grip person tightly with hand to control their behavior or to prevent their escape.	55	3.60	3	74.32	46	3.93	4	71.88	101	3.77	4	73.19
25	Physically restrain a group of people.	22	3.27	3	29.73	21	2.95	3	32.81	43	3.11	3	31.16
26	Perform duties while wearing heavy equipment, e.g., Scott Air Pack.	23	2.78	2	31.08	17	5.00	3	26.56	40	3.89	3	28.99
27	Physically remove from or place in a cell a resisting person.	54	3.31	3	72.97	51	3.67	3	79.69	105	3.49	3	76.09
28	Lift and hold hanging person.	16	1.50	1	21.62	19	1.89	1	29.69	35	1.70	1	25.36
	E. Jail Security												
1	Count silverware, kitchen utensils and other equipment or tools.	42	5.67	7	56.76	32	4.81	5	50.00	74	5.24	6	53.62
2	Test emergency alarms.	16	4.81	5	21.62	12	4.42	3	18.75	28	4.61	4	20.29
3	Test emergency generator.	7	3.71	3	9.46	6	5.17	5	9.38	13	4.44	4	9.42
4	Test and use communication equipment.	57	7.74	8	77.03	52	7.83	8	81.25	109	7.78	8	78.99
5	Maintain watch of high-risk inmates.	64	5.75	6	86.49	60	7.18	8	93.75	124	6.47	7	89.86
6	Maintain key control.	65	7.83	8	87.84	58	8.33	9	90.63	123	8.08	9	89.13
7	Observe body cavity examination as conducted by medical staff.	16	3.81	3	21.62	10	4.00	3	15.63	26	3.91	3	18.84
8	Conduct head count of inmates.	64	7.94	9	86.49	61	8.51	9	95.31	125	8.22	9	90.58
9	Inspect security devices, e.g., bars, keys, locks, windows, doors, fences, gates, etc.	65	7.83	8	87.84	60	8.17	9	93.75	125	8.00	9	90.58
10	Participate in jail, pod, dorm, etc., lock-down.	62	7.05	8	83.78	61	8.13	9	95.31	123	7.59	9	89.13
11	Search cells, dorms, etc.	66	6.17	7	89.19	60	6.90	7	93.75	126	6.53	7	91.30
12	Use physical force to maintain order or protect life.	44	3.05	3	59.46	48	3.85	3	75.00	92	3.45	3	66.67
13	Conduct camera surveillance of specific locations.	59	6.59	8	79.73	53	7.30	8	82.81	112	6.95	8	81.16
14	Conduct physical surveillance of specific locations.	59	7.37	8	79.73	54	8.28	9	84.38	113	7.83	9	81.88
15	Compare photograph, wrist band or other identification to identify inmate prior to transport or release.	53	6.64	8	71.62	41	6.15	7	64.06	94	6.39	8	68.12
16	Search visitors by hand.	23	3.96	3	31.08	14	3.64	2	21.88	37	3.80	2	26.81

VA Jails General Tasks - Officer		100 - 300				400 - 600				Totals			
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
17	Use metal detectors to search persons.	53	4.60	4	71.62	23	4.48	3	35.94	76	4.54	4	55.07
18	Search property left for inmate.	48	5.13	5	64.86	39	6.05	7	60.94	87	5.59	6	63.04
19	Supervise inmates during recreation and or exercise periods.	52	5.25	5	70.27	55	7.25	8	85.94	107	6.25	7	77.54
20	Operate breathalyzer to test degree of intoxication.	23	3.78	3	31.08	26	5.58	6	40.63	49	4.68	4	35.51
21	Participate in fire drills.	54	3.02	3	72.97	47	3.70	3	73.44	101	3.36	3	73.19
22	Collect urine specimens.	31	3.42	3	41.89	31	4.65	4	48.44	62	4.03	4	44.93
23	Verify identity of person entering or leaving jail.	60	5.58	6	81.08	45	5.82	6	70.31	105	5.70	6	76.09
24	Conduct strip search of inmate.	56	6.05	7	75.68	58	6.05	6	90.63	114	6.05	7	82.61
25	Perform walking watch duty inside and outside jail.	53	6.96	8	71.62	50	7.08	8	78.13	103	7.02	8	74.64
26	Conduct pat down or frisk of inmate.	66	7.71	8	89.19	61	8.03	9	95.31	127	7.87	9	92.03
27	Search delivery or transport vehicle for contraband or escapees.	49	4.94	5	66.22	28	5.11	4	43.75	77	5.02	5	55.80
28	Examine inmate passes to ensure proper movement.	43	6.86	8	58.11	46	6.89	8	71.88	89	6.88	8	64.49
29	Plan strategy for conducting search of cell, pod, dorm, jail, etc.	52	5.23	5	70.27	54	5.81	6	84.38	106	5.52	6	76.81
30	Seize contraband and/or weapons.	61	4.67	4	82.43	59	6.14	6	92.19	120	5.40	5	86.96
31	Recognize inmate deception and/or diversionary tactics.	61	6.13	7	82.43	58	7.53	8	90.63	119	6.83	8	86.23
32	Establish contacts and/or "snitches" among inmates.	49	4.69	5	66.22	50	5.88	6	78.13	99	5.29	6	71.74
33	Use voice commands to control inmate(s) movement(s).	64	7.56	8	86.49	60	8.35	9	93.75	124	7.96	9	89.86
34	Search visiting rooms, cells and other areas for contraband and weapons.	62	6.60	8	83.78	59	7.03	8	92.19	121	6.82	8	87.68
35	Control movement of persons to blocks, cells common areas, etc.	61	7.46	8	82.43	60	8.15	8	93.75	121	7.80	8	87.68
36	Control non-violent inmate crowds.	59	5.98	7	79.73	57	7.53	8	89.06	116	6.75	8	84.06
37	Operate levers, buttons, and computer control to let inmates in and out of cells or secure areas.	64	7.67	8	86.49	59	8.44	9	92.19	123	8.06	9	89.13
38	Separate individuals and groups to resolve or prevent conflict.	61	4.87	5	82.43	59	5.85	6	92.19	120	5.36	6	86.96
39	Inform magistrate of possible criminal activity to seek arrest warrant.	27	2.85	3	36.49	14	3.79	3	21.88	41	3.32	3	29.71
40	Patrol cell blocks and secure areas.	65	7.80	8	87.84	58	8.48	9	90.63	123	8.14	9	89.13
41	Calm distraught persons.	66	5.44	5	89.19	59	6.08	6	92.19	125	5.76	6	90.58
42	Give Miranda warnings.	23	2.17	1	31.08	13	3.54	3	20.31	36	2.86	2	26.09
43	Recognize stealth weapons.	37	3.57	3	50.00	39	4.23	4	60.94	76	3.90	4	55.07
44	Follow standard practice related to tool and key control.	61	7.62	8	82.43	58	8.24	9	90.63	119	7.93	9	86.23
45	Use verbal commands to gain compliance from a non-compliant inmate.	66	5.92	6	89.19	61	6.74	7	95.31	127	6.33	7	92.03
46	Recognize and intervene in instances of inmate gambling.	50	4.88	5	67.57	49	6.10	7	76.56	99	5.49	6	71.74
47	Recognize attempts to enter contraband into the jail.	49	4.59	5	66.22	44	5.18	5	68.75	93	4.89	5	67.39
48	Recognize potential terroristic threats and weapons.	28	4.71	5	37.84	19	4.53	4	29.69	47	4.62	4	34.06
49	Monitor social media to recognize threats to inmates and/or jail.	15	3.87	3	20.27	12	3.92	4	18.75	27	3.89	3	19.57
	F. Jail Emergency												
1	Accompany/escort inmate in emergency medical transport.	52	3.31	3	70.27	52	3.85	4	81.25	104	3.58	3	75.36

VA Jails General Tasks - Officer		100 - 300				400 - 600				Totals			
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
2	Put out small fires.	9	2.22	1	12.16	13	4.08	2	20.31	22	3.15	2	15.94
3	Investigate unusual odors.	54	3.57	3	72.97	60	5.73	6	93.75	114	4.65	5	82.61
4	Investigate unusual sounds.	57	4.54	4	77.03	59	6.19	7	92.19	116	5.37	6	84.06
5	Identify and observe group agitators.	51	4.84	5	68.92	52	5.60	6	81.25	103	5.22	6	74.64
6	Respond to and control hostage situation.	7	2.29	1	9.46	7	2.29	1	10.94	14	2.29	1	10.14
7	Use less-lethal munitions to control a situation.	22	2.86	3	29.73	26	3.31	3	40.63	48	3.09	3	34.78
8	Track escapee from jail, e.g., footprints in snow or mud.	1	3.00	3	1.35	6	2.83	3	9.38	7	2.92	3	5.07
9	Report irregular or unusual incidents to supervisor in a timely manner.	64	5.00	5	86.49	54	5.78	6	84.38	118	5.39	6	85.51
10	Secure scene of possible crime.	26	2.46	1	35.14	29	3.17	2	45.31	55	2.82	2	39.86
11	Collect evidence and property from scene of crime.	21	2.05	1	28.38	24	3.00	3	37.50	45	2.52	2	32.61
12	Diagram crime scene.	4	1.50	1	5.41	7	2.29	1	10.94	11	1.89	1	7.97
13	Document chain of evidence.	24	2.17	1	32.43	33	2.91	2	51.56	57	2.54	2	41.30
14	Package evidence.	26	2.65	2	35.14	33	2.67	2	51.56	59	2.66	2	42.75
15	Prepare complete report of criminal incident.	32	3.06	3	43.24	31	3.19	3	48.44	63	3.13	3	45.65
16	Take statements from victims, witnesses etc.	31	3.16	3	41.89	37	3.84	4	57.81	68	3.50	4	49.28
17	Participate in large scale search, i.e., lock-down.	52	3.63	3	70.27	53	4.17	4	82.81	105	3.90	4	76.09
18	Reason with inmate in tense situations.	58	4.05	4	78.38	56	5.52	6	87.50	114	4.78	5	82.61
19	Notify supervisors of potential emergencies or hazards.	55	4.02	3	74.32	56	4.55	4	87.50	111	4.29	4	80.43
20	Operate vehicle to transport inmate to outside appointments or court.	56	3.55	3	75.68	44	3.64	3	68.75	100	3.59	3	72.46
21	Move inmates to evacuate pod, dorm, jail in accordance with facility emergency plans.	23	2.61	3	31.08	23	2.74	3	35.94	46	2.67	3	33.33
22	Use inmate restraints in vehicle.	63	3.78	3	85.14	48	4.13	4	75.00	111	3.95	4	80.43
23	Use camera, e.g., cell phone, iPad, digital camera, etc., to document scene.	28	3.43	3	37.84	21	4.33	4	32.81	49	3.88	4	35.51
	G. General												
1	Receive and process bond related paperwork.	39	5.46	6	52.70	25	6.28	7	39.06	64	5.87	7	46.38
2	Check individual making bond for outstanding wants and warrants.	31	5.87	6	41.89	20	6.60	8	31.25	51	6.24	7	36.96
3	Record modifications in bonds.	22	4.95	5	29.73	17	6.35	7	26.56	39	5.65	6	28.26
4	Inform bonding agents of conditions for bonding.	23	5.61	5	31.08	16	6.25	8	25.00	39	5.93	6	28.26
5	Verify license of bondsman.	20	4.35	5	27.03	15	5.53	5	23.44	35	4.94	5	25.36
6	Update information on bonding agencies.	12	4.00	4	16.22	13	5.08	5	20.31	25	4.54	4	18.12
7	Speak to court personnel concerning bail and bonding arrangements relating to specific inmate.	18	3.83	3	24.32	11	5.18	6	17.19	29	4.51	5	21.01
8	Assign inmates to work details.	21	5.76	5	28.38	18	5.72	7	28.13	39	5.74	6	28.26
9	Serve food to inmates.	64	7.52	8	86.49	58	7.24	8	90.63	122	7.38	8	88.41
10	Clean and inspect weapons.	58	4.24	4	78.38	36	3.56	3	56.25	94	3.90	4	68.12
11	Distribute reading material to inmates.	59	5.76	6	79.73	52	6.44	7	81.25	111	6.10	6	80.43

VA Jails General Tasks - Officer		100 - 300				400 - 600				Totals			
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
12	Distribute cleaning materials to inmate workers.	62	7.08	8	83.78	59	7.73	8	92.19	121	7.40	8	87.68
13	Collect and/or distribute inmate canteen orders.	48	4.69	5	64.86	41	5.27	6	64.06	89	4.98	6	64.49
14	Inspect cell housing areas for combustible materials.	57	6.68	8	77.03	47	7.11	8	73.44	104	6.90	8	75.36
15	Inspect all fire doors for proper operation, both manually and electronically.	49	5.84	7	66.22	33	6.76	8	51.56	82	6.30	8	59.42
16	Receive and record money for inmate trust accounts.	27	6.04	7	36.49	22	5.14	6	34.38	49	5.59	6	35.51
17	Place hold on inmates and notify department requesting the hold.	15	5.67	6	20.27	11	5.09	6	17.19	26	5.38	6	18.84
18	Perform general housekeeping duties on common areas.	61	6.84	8	82.43	56	7.39	8	87.50	117	7.11	8	84.78
19	Inspect duty station for fire and security hazards.	62	7.42	8	83.78	58	7.81	8	90.63	120	7.61	8	86.96
20	Receive and release inmate property.	51	5.75	6	68.92	37	6.05	6	57.81	88	5.90	6	63.77
21	Direct vehicular traffic.	22	2.36	1	29.73	6	2.83	1	9.38	28	2.60	1	20.29
22	Prepare uniform and personal equipment for inspection.	53	5.42	6	71.62	42	6.43	8	65.63	95	5.92	7	68.84
23	Sit on infraction/disciplinary board to hear testimony and render judgment (or recommend judgment) for inmate.	22	3.45	3	29.73	17	4.59	4	26.56	39	4.02	4	28.26
24	Maintain security watch at hospital or doctor's office.	61	3.67	3	82.43	51	4.35	4	79.69	112	4.01	4	81.16
25	Attend and/or present testimony at inmate disciplinary hearing.	28	3.18	3	37.84	15	4.27	3	23.44	43	3.72	3	31.16
26	Train new Jail Officers.	50	3.22	3	67.57	37	4.41	3	57.81	87	3.81	3	63.04
27	Investigate and report injuries occurring to inmate.	50	3.38	3	67.57	53	4.81	4	82.81	103	4.10	4	74.64
28	Gather information in criminal and/or administrative investigations.	28	2.93	3	37.84	26	4.46	4	40.63	54	3.70	3	39.13
29	Present evidence in legal proceedings, e.g., when an inmate has been criminally charged with an offense.	17	2.18	2	22.97	12	3.50	3	18.75	29	2.84	3	21.01
30	Supervise inmate at meals.	57	7.44	8	77.03	53	6.87	8	82.81	110	7.15	8	79.71
31	Supervise disposal of food and collection of utensils.	55	7.40	8	74.32	50	6.62	8	78.13	105	7.01	8	76.09
32	Supervise inmates in day room.	60	7.58	8	81.08	60	8.33	9	93.75	120	7.96	9	86.96
33	Guard inmates in court.	46	3.39	3	62.16	9	4.33	3	14.06	55	3.86	3	39.86
34	Escort inmate on commercial aircraft.	6	2.83	2	8.11	4	3.50	3	6.25	10	3.17	2	7.25
35	Escort inmate to funeral home or hospital to visit a relative or other person as allowed.	9	3.44	2	12.16	4	4.75	5	6.25	13	4.10	3	9.42
36	Release inmate according to jail procedures, e.g., check inmate accounts, holds, etc.	40	5.35	5	54.05	29	5.83	6	45.31	69	5.59	6	50.00
37	Observe inmates and visitors for passage of contraband in visiting room or during visit.	40	3.83	4	54.05	21	4.62	3	32.81	61	4.22	4	44.20
38	Observe inmate and visitors to prevent inappropriate behavior.	52	4.56	5	70.27	31	5.65	7	48.44	83	5.10	6	60.14
39	Assist inmate in use of authorized jail technology.	53	5.92	6	71.62	43	6.51	7	67.19	96	6.22	7	69.57
40	Operate jail computer system to access records, schedules, etc.	60	7.62	8	81.08	55	7.89	8	85.94	115	7.75	8	83.33
41	Check vehicle emergency lights.	53	4.34	4	71.62	35	4.00	4	54.69	88	4.17	4	63.77
42	Check vehicle fluids.	41	3.56	3	55.41	26	4.35	4	40.63	67	3.95	4	48.55
43	Change vehicle tire.	32	2.91	3	43.24	18	3.78	3	28.13	50	3.34	3	36.23

VA Jails General Tasks - Officer		100 - 300				400 - 600				Totals			
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
	H. Equipment and Transportation Checklist												
1	Closed circuit television monitor/camera	58	6.86	8	78.38	48	7.81	8	75.00	106	7.34	8	76.81
2	Handcuff key	66	7.70	8	89.19	59	7.58	8	92.19	125	7.64	8	90.58
3	Fire alarm	23	5.48	7	31.08	23	4.13	3	35.94	46	4.80	5	33.33
4	Entry alarm	22	5.23	6	29.73	21	5.33	5	32.81	43	5.28	5	31.16
5	Sensor alarm	20	5.50	7	27.03	18	6.11	8	28.13	38	5.81	8	27.54
6	Computer terminal/keyboard/mouse.	67	8.15	9	90.54	60	8.45	9	93.75	127	8.30	9	92.03
7	Handcuffs	69	7.14	8	93.24	60	7.47	8	93.75	129	7.31	8	93.48
8	Leg irons	65	6.12	7	87.84	55	6.44	7	85.94	120	6.28	7	86.96
9	Waist chain	63	5.83	7	85.14	56	6.32	7	87.50	119	6.07	7	86.23
10	Waist belt	51	5.90	7	68.92	37	6.27	8	57.81	88	6.09	8	63.77
11	Plastic hand restraint	24	4.29	3	32.43	30	4.87	4	46.88	54	4.58	4	39.13
12	Restraint chair	46	3.74	3	62.16	48	4.04	3	75.00	94	3.89	3	68.12
13	Fire extinguisher	23	5.39	7	31.08	23	4.57	3	35.94	46	4.98	5	33.33
14	Collapsible baton	15	4.20	3	20.27	9	3.78	2	14.06	24	3.99	3	17.39
15	Control panel	52	6.75	8	70.27	55	7.96	8	85.94	107	7.36	8	77.54
16	Stun Gun/Taser/Stun Cuffs	14	3.36	2	18.92	9	5.33	6	14.06	23	4.35	4	16.67
17	Blackjack	3	8.00	8	4.05	4	6.75	9	6.25	7	7.38	8	5.07
18	Safety cutting tool/Rescue saw	29	4.21	3	39.19	19	4.89	3	29.69	48	4.55	3	34.78
19	Spit Mask/Hood	38	4.03	3	51.35	33	3.45	2	51.56	71	3.74	3	51.45
20	Flashlight	65	6.49	8	87.84	55	7.35	8	85.94	120	6.92	8	86.96
21	Fingerprint rolling equipment (Ink)	38	3.63	3	51.35	25	4.96	5	39.06	63	4.30	4	45.65
22	Fingerprint rolling equipment (digital)	47	5.38	6	63.51	37	5.32	5	57.81	84	5.35	6	60.87
23	Latex gloves	68	8.43	9	91.89	58	8.66	9	90.63	126	8.54	9	91.30
24	PPE	65	7.42	8	87.84	58	8.19	9	90.63	123	7.80	9	89.13
25	Pepper spray	31	4.74	3	41.89	41	4.95	4	64.06	72	4.85	4	52.17
26	Riot Shield, e.g., Shock Shield	21	2.57	1	28.38	20	2.90	2	31.25	41	2.74	2	29.71
27	Riot baton	8	1.88	1	10.81	8	3.88	3	12.50	16	2.88	2	11.59
28	Metal (walk through) detector	40	4.38	3	54.05	25	5.52	8	39.06	65	4.95	6	47.10
29	Metal (hand-held) detector	48	4.83	5	64.86	23	4.09	3	35.94	71	4.46	4	51.45
30	Photocopier	51	6.73	8	68.92	43	6.74	8	67.19	94	6.73	8	68.12
31	Calculator	49	6.10	8	66.22	47	7.43	8	73.44	96	6.76	8	69.57
32	Carbine rifle	5	2.00	1	6.76	7	2.57	1	10.94	12	2.29	1	8.70
33	High powered rifle	8	3.38	1	10.81	6	2.83	2	9.38	14	3.10	1	10.14
34	Weapon with optical sights	10	3.20	2	13.51	10	4.10	3	15.63	20	3.65	2	14.49

VA Jails General Tasks - Officer		100 - 300				400 - 600				Totals			
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
35	Shotgun	25	2.16	2	33.78	25	2.68	2	39.06	50	2.42	2	36.23
36	Handgun	38	4.53	3	51.35	39	3.49	3	60.94	77	4.01	3	55.80
37	40 MM Launcher	4	4.25	4	5.41	7	3.86	3	10.94	11	4.05	4	7.97
38	Van	46	3.91	4	62.16	46	4.30	4	71.88	92	4.11	4	66.67
39	Car	60	4.62	5	81.08	42	4.33	4	65.63	102	4.48	5	73.91
40	Truck	14	4.29	4	18.92	12	5.25	5	18.75	26	4.77	4	18.84
41	Bus	4	2.25	1	5.41	7	3.86	1	10.94	11	3.05	1	7.97
42	Axe	5	3.00	3	6.76	2	5.00	5	3.13	7	4.00	4	5.07
43	Hand-held radio	67	8.01	9	90.54	58	8.48	9	90.63	125	8.25	9	90.58
44	Base unit radio	41	5.15	4	55.41	30	7.23	8	46.88	71	6.19	6	51.45
45	Cellular telephone	50	7.22	8	67.57	27	6.56	8	42.19	77	6.89	8	55.80
46	Binoculars	9	3.11	3	12.16	6	4.33	3	9.38	15	3.72	3	10.87
47	Chemical mace/Pepper Ball	20	3.55	3	27.03	28	3.82	3	43.75	48	3.69	3	34.78
48	Self-contained breathing gear (Scott pack)	16	3.63	3	21.62	12	4.33	3	18.75	28	3.98	3	20.29
49	Drug and narcotic identification kit	19	2.58	2	25.68	10	5.50	7	15.63	29	4.04	5	21.01
50	Urinalysis kit	26	3.12	3	35.14	23	4.65	4	35.94	49	3.88	4	35.51
51	First Aid Kit	45	3.67	3	60.81	43	3.28	3	67.19	88	3.47	3	63.77
52	Naloxone/Narcan	14	3.64	3	18.92	12	4.42	3	18.75	26	4.03	3	18.84
53	Body armor	38	5.08	5	51.35	33	5.15	5	51.56	71	5.12	5	51.45
54	Flare gun	7	1.71	1	9.46	3	4.00	2	4.69	10	2.86	2	7.25
55	Flares	12	2.25	1	16.22	4	5.25	6	6.25	16	3.75	3	11.59
56	Multi-person chain	15	3.13	1	20.27	5	6.00	8	7.81	20	4.57	5	14.49
57	Riot helmet	13	1.85	1	17.57	15	3.47	3	23.44	28	2.66	2	20.29
58	Pepper fogger	5	1.80	1	6.76	9	3.56	3	14.06	14	2.68	2	10.14
59	Keys	65	7.95	8	87.84	58	8.57	9	90.63	123	8.26	9	89.13
60	Paging system	29	6.31	8	39.19	23	6.91	8	35.94	52	6.61	8	37.68
61	Suicide garments	45	4.47	4	60.81	40	5.23	5	62.50	85	4.85	5	61.59
62	Face mask (COVID type/N 95)	62	6.69	8	83.78	54	7.35	9	84.38	116	7.02	8	84.06
63	Safety gloves	61	7.51	8	82.43	54	8.48	9	84.38	115	7.99	9	83.33
64	DNA swabs	35	3.51	3	47.30	14	4.79	4	21.88	49	4.15	4	35.51
65	Kubaton	4	2.00	1	5.41	2	1.00	1	3.13	6	1.50	1	4.35
66	Pocket knife	15	4.13	4	20.27	3	6.00	8	4.69	18	5.07	6	13.04
67	Blood pressure cuff	13	4.62	5	17.57	11	5.00	5	17.19	24	4.81	5	17.39
68	Stethoscope	7	1.86	1	9.46	4	5.00	5	6.25	11	3.43	3	7.97
69	Keyed watchman's time clock/MORSE Key Watch	4	6.00	6	5.41	9	7.00	9	14.06	13	6.50	8	9.42
70	Electronic time clock	29	8.31	9	39.19	28	7.79	8	43.75	57	8.05	9	41.30

VA Jails General Tasks - Officer		100 - 300				400 - 600				Totals			
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
71	Medical thermometer	24	4.46	4	32.43	13	5.62	6	20.31	37	5.04	5	26.81
72	Water hose	13	2.77	1	17.57	8	3.75	3	12.50	21	3.26	2	15.22
73	Fire enunciator panel	7	5.00	5	9.46	6	5.67	6	9.38	13	5.33	6	9.42
74	De-lousing spray	3	6.33	6	4.05	9	4.44	3	14.06	12	5.39	5	8.70
75	Call box	22	7.59	8	29.73	27	8.67	9	42.19	49	8.13	9	35.51
76	Gang lock	4	3.00	3	5.41	5	6.60	8	7.81	9	4.80	6	6.52
77	Intercom	49	6.04	7	66.22	54	8.15	9	84.38	103	7.09	8	74.64
78	Wheelchair	49	3.90	3	66.22	49	4.69	4	76.56	98	4.30	4	71.01
79	Audio recorder	11	3.45	3	14.86	6	4.50	4	9.38	17	3.98	3	12.32
80	Gun locker	61	7.48	8	82.43	28	5.04	4	43.75	89	6.26	6	64.49
81	Emergency generator	11	2.91	2	14.86	7	5.29	8	10.94	18	4.10	5	13.04
82	Central booking system terminal	28	4.89	5	37.84	23	6.13	8	35.94	51	5.51	6	36.96
83	Emergency smoke exhaust equipment	8	2.50	2	10.81	10	5.10	4	15.63	18	3.80	3	13.04
84	X-ray machine	16	3.44	3	21.62	5	5.60	7	7.81	21	4.52	5	15.22
85	Body scanner	40	5.00	5	54.05	26	6.04	8	40.63	66	5.52	6	47.83
	I. Degrees of Physical Exertion												
1	Run on flat surface, e.g., tiers, halls, yard, roadway, etc.												
	Maximum distance in feet	44	1282.52	100	59.46	54	2970.19	300	84.38	98	2126.35	200	71.01
2	Run on varying terrain, e.g., brush, mud, swamp, hole, etc.												
	Maximum distance in feet	7	3650.71	50	9.46	19	589.11	100	29.69	26	2119.91	75	18.84
3	Walk continuously.												
	Maximum time in hours	55	5.55	4	74.32	55	7.42	6	85.94	110	6.48	5	79.71
4	Stand continuously.												
	Maximum time in hours	59	5.73	5	79.73	53	8.83	6	82.81	112	7.28	6	81.16
5	Walk up/down stairs.												
	Maximum number of flights	58	16.33	7	78.38	50	20.84	12	78.13	108	18.58	9	78.26
6	Sit continuously, e.g., security post, vehicle operation, etc.												
	Maximum number of hours	60	5.60	5	81.08	53	5.72	4	82.81	113	5.66	5	81.88
7	Run up/down stairs.												

VA Jails General Tasks - Officer		100 - 300				400 - 600				Totals			
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
	Maximum number of flights	40	7.33	4	54.05	41	17.68	5	64.06	81	12.50	5	58.70
8	Climb or pull oneself over an obstacle, e.g., fence.												
	Maximum height of obstacle in feet	13	208.00	6	17.57	10	5.20	6	15.63	23	106.60	6	16.67
9	Climb up/down ladder.												
	Maximum height of climb in feet	10	11.70	9	13.51	8	194.00	9	12.50	18	102.85	9	13.04
10	Lift objects up off the ground without assistance.												
	Maximum lift-height in inches	40	36.23	36	54.79	38	40.00	41	59.38	78	38.11	39	56.52
	Maximum weight of object in pounds	42	73.14	50	56.76	39	69.62	50	60.94	81	71.38	50	58.70
11	Lift objects up off the ground with assistance.												
	Maximum lift-height in inches	29	35.69	36	39.73	29	37.38	40	45.31	58	36.53	38	42.03
	Maximum weight of object in pounds	30	136.00	108	40.54	29	158.97	150	45.31	59	147.48	129	42.75
12	Carry an unresisting person with assistance.												
	Maximum weight in pounds	23	207.39	200	31.08	28	245.54	200	43.75	51	226.46	200	36.96
	Distance in feet	23	45.39	20	31.08	28	51.71	14	43.75	51	48.55	17	36.96
13	Drag an unresisting person to safety.												
	Maximum weight in pounds	13	217.85	200	17.57	19	205.79	200	29.69	32	211.82	200	23.19
	Distance in feet	12	36.25	14	16.22	19	35.58	15	29.69	31	35.91	14	22.46
14	Lift objects down from elevated surface, e.g., waist high or above, and place on ground or floor.												
	Maximum weight in pounds	36	51.58	45	48.65	34	60.79	50	53.13	70	56.19	48	50.72
15	Climb/pull oneself onto a large piece of equipment or object, e.g., loading dock, truck, trailer, etc.												
	Maximum height in feet	12	14.08	5	16.22	15	30.67	5	23.44	27	22.38	5	19.57
16	Bend over to help person to standing.												
	Maximum weight of person in pounds	35	211.43	200	47.30	37	204.38	200	57.81	72	207.90	200	52.17
17	Pull a resisting object, e.g., dog, door, plywood panel, etc.												
	Maximum weight in pounds	21	71.38	60	28.38	19	87.89	70	29.69	40	79.64	65	28.99

VA Jails General Tasks - Officer		100 - 300				400 - 600				Totals			
		Count	AVG	Med	% ans	Count	AVG	Med	% ans	Count	AVG	Med	% ans
18	Jump/vault over raised barrier.												
	Maximum height of barrier in inches	11	26.91	20	15.07	9	30.89	24	14.06	20	28.90	22	14.49
19	Grip and hold a person to maintain physical control.												
	Maximum time in minutes	43	7.12	5	58.11	42	14.98	5	65.63	85	11.05	5	61.59
	Maximum weight in pounds	42	199.64	200	56.76	42	212.95	200	65.63	84	206.30	200	60.87
20	Extract/place a struggling/resisting person in/from a vehicle, cell, etc.												
	Maximum time in minutes	28	6.50	5	37.84	31	6.68	5	48.44	59	6.59	5	42.75
	Maximum weight in pounds	26	209.69	200	35.14	31	226.97	225	48.44	57	218.33	213	41.30
21	Hold/restrain a struggling person.												
	Maximum time in minutes	43	12.88	5	58.11	38	17.00	4	59.38	81	14.94	5	58.70
	Maximum weight in pounds	41	211.93	200	55.41	39	228.21	200	60.94	80	220.07	200	57.97
22	Physically defend against and control an attacking person.												
	Maximum time in minutes	25	16.32	5	33.78	21	4.19	3	32.81	46	10.26	4	33.33
	Maximum weight in pounds	24	223.75	200	32.43	21	227.33	215	32.81	45	225.54	208	32.61
	Maximum number of people	24	2.54	2	32.43	21	3.00	1	32.81	45	2.77	2	32.61
23	Take down and subdue a resisting person.												
	Maximum weight in pounds	32	225.66	205	43.24	37	213.05	210	57.81	69	219.36	208	50.00
24	Use repetitive hand motions/movements, e.g., keyboard, etc.												
	Maximum time in minutes	50	85.70	48	67.57	46	128.15	60	71.88	96	106.93	54	69.57

RESPONDENT DEMOGRAPHICS

PARTICIPANT COUNTS BY JAIL

	Officer	Supervisor
Arlington County Sheriff's	9	7
Blue Ridge Regional Jail Authority	11	24
Central Virginia Regional		5
Chesapeake City Sheriff's Office	10	17
Chesterfield County Sheriff's Office	6	5
Dinwiddie County Sheriff's Office	4	1
Fairfax County Sheriff's Office	6	17
Fauquier County Sheriff's Office	5	5
Franklin County Sheriff's Office	4	2
Hampton City Sheriff's Office	2	4
Hampton Roads Regional		19
Henrico County Sheriff's Office	6	16
New River Valley Regional	6	7
Norfolk City Sheriff's Office	6	9
Northwestern Regional Adult Detention Center	9	19
Pamunkey Regional	2	11
Rappahannock Regional	6	13
Rappahannock Shenandoah Warren Regional	8	16
Riverside Regional	4	14
Roanoke City Sheriff's Office	6	7
Roanoke County Sheriff's Office	2	1
Southampton County Sheriff's Office	7	
Southside Regional	2	5
Virginia Beach City Sheriff's Office	1	4
Western Tidewater Regional	7	18
Western Virginia Regional	9	12

VA Jails Supervisor Demographics	100 - 300	400 - 600	Totals		VA Jails Officer Demographics	100 - 300	400 - 600	Totals
Male	68	120	188		Male	46	41	87
Female	27	43	70		Female	28	23	51
Average Age	43	42	43		Average Age	36	32	34
Total	95	163	258		Total	74	64	138
Ethnicity					Ethnicity			
1. American Indian	4	4	8		1. American Indian	2	4	6
2. African American	23	45	68		2. African American	20	14	34
3. Caucasian	57	112	169		3. Caucasian	40	40	80
4. Hispanic	5	0	5		4. Hispanic	7	2	9
5. Asian American	4	0	4		5. Asian American	4	1	5
6. Pacific Island	0	0	0		6. Pacific Island	0	1	1
7. Other	2	2	4		7. Other	1	2	3
Education					Education			
1. H.S.	17	79	96		1. H.S.	30	27	57
2. 1 Yr College	10	17	27		2. 1 Yr College	8	8	16
3. 2 Yr College	14	22	36		3. 2 Yr College	14	13	27
4. 3 Yr College	4	8	12		4. 3 Yr College	5	3	8
5. 4 Yr College	7	8	15		5. 4 Yr College	4	0	4
6. BA/ BS	33	22	55		6. BA/ BS	12	13	25
7. Grad 1 Yr	2	1	3		7. Grad 1 Yr	0	0	0
8. Grad 2 Yr	0	3	3		8. Grad 2 Yr	1	0	1
9. MA/ MS	8	3	11		9. MA/ MS	0	0	0
10. Law Degree	0	0	0		10. Law Degree	0	0	0
11. PHD/ DED	0	0	0		11. PHD/ DED	0	0	0
					Full Time	71	63	134
					Part Time	1	0	1
Years Supervisor	6	7	6		Years Current	3	3	3
Years Total	14	14	14		Years Total	6	5	5