



Appendix A: Technical Report on The Job Task Analysis Study: Patrol Officers in the Charlotte-Mecklenburg Police Department

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- Sgt. Melvin Minor
- Sgt. Brent Harrison
- Sgt. Thomas Grosse
- Lt. Stephen Flatt
- CMPD Kellie High-Foster

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- Sgt. Camilla Benloss
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Contents

Acknowledgements.....	i
General State of Methodology	1
Introduction and Overview	1
Job Analysis and Validation	1
Adverse Impact.....	3
Sample Representativeness	4
Failure to Train	5
Project Methodology	7
Questionnaire Distribution and Return.....	8
Decision Rules and Key	10
In-Service Training/High CIP Tasks.....	35
Appendix A. Basic Police Officer Raw Task List	42
Appendix B. Basic Police Officer Task List Revised by Advisory Committee	
Appendix C. Officer Task Data	
Appendix D. Supervisor Task Data.....	
Appendix E. Respondent Demographics	

General State of Methodology

Introduction and Overview

The principal purpose of this job analysis study was to identify the tasks performed by Charlotte-Mecklenburg Police Department (CMPD) Division patrol officers and based on those tasks, validate and/or revise the content of the current CMPD Recruit Training as well as identify the tasks best suited for inclusion in an in-service-training program.

Some of the fundamental issues related to developing valid training (and selection standards) follow below and are included to lay a foundation for the description of the specific project methodology employed in this CMPD 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 kind of training is needed, what kind of employee should be hired, and what might constitute acceptable performance.

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

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

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

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

this instance, successful completion of the CMPD/BLET Basic Course is in fact a selection procedure for which validity must be demonstrated.

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

The 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 from which can be developed 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 new 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 (Aug. 25, 1978) as amended, the professional standards set out in the Standards for Educational and Psychological Testing (1999) and the Principles for the Validation and Use of Personnel Selection Procedures (1987) as amended, and the regulations related to the Americans with Disabilities Act effective July, 1992.

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

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

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

Several court decisions (Morrow vs. Crisler, U.S. District Court, Mississippi, 1971; NAACP vs. Allen, U.S. Court of Appeals 5th Circuit, 1971; Commonwealth vs. Flaherty, U.S. District Court,

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

Pennsylvania, 1975) have forced criminal justice agencies to “follow court ordered hiring quotas to change adverse impact on minority hiring.” Part II of the supplementary information to the EEO selection process points out that “if adverse impact exists, it must be justified on the grounds of business necessity. Normally, this means a validation process that demonstrates the relation between the selection procedure and performance on the job.” In part, the affected agencies noted above failed to show that the selection procedure used related to actual job performance. Again, in order to determine what constitutes a job, job analysis should be undertaken.

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

- **Criterion-related validation** – a statistical relationship between test scores and job performance measures justifies the selection procedures.
- **Content validity** – selection procedure is justified on the grounds that it is a representative sample of the content of the job.
- **Construct validity** – where a certain trait believed to underlie successful job performance is shown to be empirically related to critical work behavior.

Furthermore, the guidelines state that job analysis for validity “...includes an analysis of the important work behavior(s) required for successful performance and their relative importance, and if the behavior results in work product(s), an analysis of the work product(s). Any job analysis should focus on the work behavior(s) and the tasks associated with them. The work behavior(s) selected for measurement should be critical work behavior(s) and/or important work behavior(s) constituting most of the job.” (Section 14C(s)). Furthermore, Section 14C (4b) states, “the closer the content and context of the selection procedure are to work samples or work behaviors, the stronger is the basis for showing validity.”

Adverse Impact

Although job relatedness is a principal concern in designing and using selection devices, adverse impact must be of concern also. Adverse impact occurs when 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” (Guidelines, 1978). The ADA specifically includes the concept of adverse impact within its regulations. Consequently, the standards that are devised must be sensitive to this issue and able to withstand scrutiny.

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

Sample Representativeness

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

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

- Diversity of work within the job (i.e. similarity or diversity of duties among job incumbents).
- Variety of locations and possible effect on job content.
- Adequate ethnic/racial mix to determine differences (if any) in job content/performance.

Ramirez and Lotero continue that "There is no absolute rule for determining sample size." As heterogeneity increases or the number of incumbents decreases, sample size as a percentage of job incumbents should increase. That is, the sample must be large enough to demonstrate the homogeneity of the class, i.e., that law enforcement officers, regardless of their employing agency, tend to do similar work, or to ensure a representative sample of the diversity in possibly heterogeneous classes. In this study we organized the samples around Division populations but did not receive sufficient response to justify separate units of analysis. Consequently, all patrol officers were treated as one group. Supervisors were already planned to be treated as one group due to the lack of sufficient numbers to justify separate units of analysis.

Failure to Train

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

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

Moral Certainty Standard

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

Custom/Practice/Pattern

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

Official Policy

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

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

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

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

1. Is there a comprehensive job task analysis that forms the basis for the training program?
2. Are there written lesson plans with learning/student performance objectives? And is there testing based on those objectives?
3. Are the instructors certified/qualified?
4. Is there a record of student achievement?

Project Methodology

This section describes the specific steps followed in conducting the Job Task Analysis Study for the CMPD Patrol Officer (but not including personnel in any specialized units, e.g., CRU).

Job Analysis

As stated above, a 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 would be diminished. Furthermore, because a person’s employment can be adversely affected by failing a required course of instruction, the agency that requires that training must be able to demonstrate the job relatedness of that training.

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

The raw task list was reviewed at length with the Project Advisory Committee. They reviewed 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 Advisory Committee is available in the Appendices.)

Questionnaires

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

The job incumbents, all patrol officers, were asked to identify which tasks they personally had performed in the past 12 months and how often they had performed them. The questionnaires were administered on a secure internet site for a two-week period during April 2021.

Officer responded to the Frequency Scales:

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

Supervisors responded to Consequences of Inadequate Performance Scale:

CONSEQUENCES OF INADEQUATE PERFORMANCE SCALE (CIP)						
The Consequences of Inadequate Performance for this task are:						
1	2	3	4	5	6	7
Minimal	Not Very Serious	Fairly Serious	Serious	Very serious	Extremely Serious	Disastrous

Supervisors responded to the When Learned Scale:

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

Development of Sample:

Approximately 900 patrol officers, organized by Division and shift, were identified from which to draw participants. A random stratified sampling approach was utilized in which two of every three officers by Division and shift were selected. The response rate of the 611 officers we selected was not sufficient for division-level analysis, as we had hoped, but was large enough for statistically significant analysis at the department level. Due to relatively small numbers of supervisors, all Patrol Sergeants and Division Lieutenants were asked to participate.

Questionnaire Distribution and Return

As described above, approximately 600 patrol officers and 123 supervisors from the thirteen Divisions were asked to participate. Over a two-week period, 117 patrol officer questionnaires and 53 supervisor questionnaires were received and used in the analysis. Officer participation was 19.1%, but participation by Sergeants was 44% and Lieutenants was 41%. Some questionnaires could not be included because they may have been largely incomplete or for some other reason such as use of the same response value throughout, etc.

SAMPLE DESIGN AND RESPONSE RATES
(Detailed Results by Division in Appendices)

Total Number of Officers Invited (2/3 of Each Division)	Total Number of Officers Responded	Total Number of Officers Used*
611	189 (30.9%)	117 (19.1%)
Total Number of Sergeants Invited (100% of Each Division)	Total Number of Sergeants Responded	Total Number of Sergeants Used *
96	67 (69.8%)	42 (43.8%)
Total Number of Lieutenants Invited (100% of Each Division)	Total Number of Lieutenants Responded	Total Number of Lieutenants Used *
27	15 (55.5%)	11 (40.7%)

**Edit program excluded questionnaires that were significantly incomplete or otherwise unacceptable.*

Decision Rules and Key

In order to identify the tasks that should be addressed within the CMPD Basic Curriculum, a series of decision rules with which to analyze the responses of the participating officers and supervisors was developed.

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

If a task was performed to a mean Frequency of 2.0 or higher by 50% or more of the responding officers

And

If the mean Consequence of Inadequate Performance was 2.5 or higher as based on the responses of at least 50% of the supervisors

And

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

If, however, fewer than 50% of the officers had performed a particular task, but the supervisors' Consequences of Inadequate Performance was 4.0 or higher and more than 60% of that group responded

And

The When Learned Rating was satisfied.

That task is recommended for inclusion.

Key:

B: Indicates that decision rules were met for inclusion in the Basic Academy

O: Indicates a task that met rule for OJT

A: Indicates a task that met rule for Advanced Training

+: Indicates a task that met the Supervisor 4.0 CIP rule but had not met the frequency rule

Highlighted tasks are those the status of which was determined by the Advisory Committee because one or more of the decision rules was almost met and the Committee made the decision to include or exclude.

Blank space indicates no rules met.

A. Patrol/Basic Law Enforcement Functions		
1.	Use State, local and/or federal criminal information systems (DCI/NCIC/NCAWARE/CJLEADS) to obtain information related to crimes, events, suspects, etc.	B
2.	Participate in search and rescue operations in extreme/dangerous weather and locations	+A
3.	Place devices, e.g., cones, barriers, etc to protect or secure crime or crash scene.	B
4.	Conduct search of persons entering public facility/room.	B
5.	Restrain unruly or violent individuals, remove from public areas and arrest if necessary.	B
6.	Operate and read mobile data device.	B
7.	Execute stop of motor vehicle, approach and talk to operator and passengers.	B
8.	Use illuminated baton or hand signals to direct traffic.	B
9.	Conduct high-risk vehicle stop.	B
10.	Establish and conduct a stationary roadblock	A
11.	Watch occupants of stopped vehicle to identify unusual or suspicious actions.	B
12.	Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.	B
13.	Use plain English to communicate on law enforcement radio.	B
14.	Observe moving vehicles to identify possible criminal activity	B
15.	Use radio codes to communicate verbally on law enforcement radio.	B
16.	Interview members of public by telephone to obtain detailed information.	B
17.	Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.	B
18.	Inventory and test assigned patrol equipment and vehicle (e.g., lights, siren, radio, computer, etc.) for pre-shift inspection/vehicle assessment.	O
19.	Visually check vacant homes and property to ensure security.	B
20.	Update status of wants, warrants and stolen property through local, state and NCIC computer systems.	B
21.	Talk with families of adult suspects or defendants to advise, inform, notify, etc.	O
22.	Talk with families of juvenile suspects or defendants to advise, inform, notify, etc.	O
23.	Conduct bicycle patrol tactics.	A
24.	Conduct preliminary investigation of (be first responder to) various felony and/or misdemeanor crimes.	B
25.	Be first responder to various non-criminal calls for service.	B
26.	Recognize and handle/endure effects of job-related stress/fatigue on yourself or others.	B
27.	Recognize common, over the counter products that are used in production of methamphetamines and other illegal drugs.	B
28.	Recognize standard and improvised laboratory equipment used in the production of methamphetamines and other illegal drugs.	A
29.	Recognize and respond to a reported or discovered clandestine laboratory.	+A
30.	Use deflation devices (e.g., stop stick, etc.) to slow a vehicle	+B
31.	Speak basic Spanish to communicate.	A

A. Patrol/Basic Law Enforcement Functions		
32.	Advise businesses about ways to secure their property.	B
33.	Advise residents about ways to make their homes more secure.	B
34.	Advise crime victims of the procedures to pursue prosecution.	B
35.	Advise citizens on techniques to enhance personal safety.	B
36.	Comfort emotionally upset persons.	B
37.	Evaluate and answer inquiries from crime victims or their families regarding progress on a case.	B
38.	Receive and evaluate requests for law enforcement service.	O
39.	Compile and analyze crime, traffic crash and other statistics.	O
40.	Follow federal and State rules of privacy and security to control access to law enforcement records.	B
41.	Follow State laws related to release of public records.	B
42.	Describe persons to other officers (e.g., suspects, missing person).	B
43.	Estimate and record value of stolen, recovered or damaged goods.	O
44.	Use social media to facilitate a law enforcement investigation	A
45.	File and retrieve documents in records system (e.g., fingerprint cards, reports, etc.)	O
46.	Assist special needs persons.	B
47.	Euthanize injured or dangerous animal	
48.	Track persons from scene (e.g., footprints in snow or mud).	B
49.	Use fire-extinguishing equipment.	+B
50.	Smell and investigate unusual odors.	B
51.	Verify air/water pollution complaints (e.g., illegal dumping).	
52.	Hear and investigate unusual sounds or noises.	O
53.	Monitor department radio communications to stay aware of law enforcement activity.	B
54.	Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.	B
55.	Perform law enforcement duties in all weather and temperatures.	B
56.	Patrol locations that are potentially physically hazardous (e.g., construction sites, prohibited areas, etc.).	B
57.	Identify potentially rabid animals and notify Animal Control	O
58.	Prepare clothing and personal equipment to satisfy department inspection requirements.	B
59.	Test/handle doorknobs, windows, etc. to check physical security of buildings (businesses/residences, etc.)	B
60.	Use special protective equipment and weapons to participate in high-risk entries.	A
61.	Participate in search for escaped person(s).	N
62.	Respond to and control scene involving barricaded subject.	B
63.	Conduct field interview of suspicious person.	B
64.	Investigate suspicious vehicle.	B
65.	Communicate with non-English speaking persons.	O
66.	Conduct and control initial contact with a barricaded subject.	B

A. Patrol/Basic Law Enforcement Functions		
67.	Recognize incidents where K-9 or other specialized services, e.g., Air, SWAT, etc may be a useful/necessary resource.	B
68.	Communicate with deaf and/or mute persons.	B
69.	Confront barricaded subjects to attempt a resolution to the incident.	+A
70.	Talk with people on beat, patrol area, Division, etc. to establish positive relationship.	B
71.	Transport juveniles to home or detention facility	B
72.	Use structured problem-solving method to identify and address causes of crime (e.g hours of operation, licensing violations, streetlights, traffic patterns, lack of recreation, etc.).	B
73.	Present community relations programs (e.g., safety programs, crime prevention, tours, etc.).	O
74.	Distribute printed material for public relations.	O
75.	Give talks on law enforcement, etc., to community organizations, businesses and/or schools.	O
76.	Meet with teachers and school officials to discuss methods to provide better security, discuss at-risk student, etc.	O
77.	Organize neighborhood watch groups and conduct meetings.	O
78.	Patrol schools and school property to provide security while on duty.	O
79.	Perform directed (e.g., planned/structured) patrol assignments.	O
80.	Respond to general information questions from public.	O
81.	Take control of publicly intoxicated/disruptive person.	B
82.	Use technological devices (e.g., computers, Smart Phone, etc.) to exchange information with other agencies.	B
83.	Perform basic troubleshooting functions related to computer use.	
84.	Perform police duties in plain clothes	
85.	Recognize need for and initiate an involuntary commitment	B
86.	Advise abused spouse/domestic partner of rights.	B
87.	Make arrest without warrant at scene of domestic violence.	B
88.	Recognize laws and limits on law enforcement powers when crossing jurisdictional lines.	B
89.	Transport abused spouse/domestic partner to shelter.	B
90.	Respond to mutual aid request.	O
91.	Accompany spouse/domestic partner to pick up belongings.	B
92.	Enforce and explain passenger restraint laws.	B
93.	Respond to crime-in-progress call.	B
94.	Serve as back-up officer at scene.	B
95.	Search for missing children.	B
96.	Search for missing adults.	B
97.	Hold person under investigative detention, i.e., Terry Stop	B
98.	Secure crime scene (i.e., establish security perimeter).	B
99.	Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.	B

A. Patrol/Basic Law Enforcement Functions		
100.	Use chemical agents to control an individual.	+B
101.	Search for person in darkened building or environment.	B
102.	Hold flashlight while performing various law enforcement duties.	B
103.	Review public web sites to identify/recognize potential suspects, etc	O
104.	Conduct welfare checks of citizen to ensure safety of person, e.g., suicidal, elderly, emotionally unstable, etc.	B
105.	Recognize commonly used drug paraphernalia	B
106.	Use/monitor social media to identify/anticipate potential public safety problems	
107.	Recognize and handle suspected powdery substances, e.g. fentanyl, according to safe practices.	B
108.	Apply principles of perimeter containment as necessary.	B
109.	Observe, recognize, and interpret human behavior.	B
110.	Respond with empathy and sympathy in a variety of situations.	B
111.	Maintain a calm demeanor to prevent a tense situation from escalating or becoming worse.	B
112.	Use body language to project control and influence the situation.	B
113.	Maintain a calm demeanor when experiencing criticism from peers and the public.	B
114.	Recognize circumstances where Youth Diversion is an appropriate action.	B
115.	Use various techniques to decrease respiration, heart rate, etc. and increase situational resilience.	B
116.	Recognize indicators of vicarious trauma and employ techniques to prevent or alleviate your symptoms.	B
117.	Recognize signs of DV related or other strangulation.	B
118.	Create and/or work with a K-9 Tracking Team.	B

B. Ethics in Law Enforcement		
1.	Exercise discretion (choice) in selecting appropriate enforcement action.	B
2.	Apply ethical standards while performing law enforcement duties.	B
3.	Recognize and report misconduct of other officers.	B
4.	Encourage/model professional standards among colleagues	B
5.	Use proper judgment when confronted with offers of gratuity (i.e., free coffee, meals, services, etc.)	B
6.	Recognize and report misuse of social media	+B
7.	Promptly intervene to stop improper, unethical or illegal peer conduct.	B
8.	Apply ethical principles to solve peer-related problems.	B
9.	Follow ethical concepts contained in Brady v Giglio	B

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

C. Investigations		
31.	Conduct background checks to verify reliability and credibility of witnesses.	A
32.	Verify the identity of deceased persons.	A
33.	Work undercover.	A
34.	Conduct on-going/beyond basic response investigation of robbery.	A
35.	Conduct on-going/beyond basic response investigation of assault (not including sexual)	A
36.	Conduct on-going/beyond basic response investigation of burglary.	A
37.	Conduct on-going/beyond basic response investigation of larceny/theft.	B
38.	Conduct on-going/beyond basic response investigation of hate crimes.	A
39.	Conduct on-going/beyond basic response investigation of forgery.	A
40.	Conduct on-going/beyond basic response investigation of fraud.	A
41.	Conduct on-going/beyond basic response investigation of disorderly conduct/disturbance.	B
42.	Conduct on-going/beyond basic response investigation of receipt of stolen property.	A
43.	Conduct on-going/beyond basic response investigation of weapons/firearms offenses.	B
44.	Conduct on-going/beyond basic response investigation of controlled substances.	B
45.	Conduct on-going/beyond basic response investigation of domestic violence.	B
46.	Conduct on-going/beyond basic response investigation of child abuse or neglect.	A
47.	Conduct on-going/beyond basic response investigation of harassment/stalking.	B
48.	Conduct on-going/beyond basic response investigation of suspicious activity/vehicle/person.	B
49.	Conduct on-going/beyond basic response investigation of personal injury crash.	B
50.	Conduct on-going/beyond basic response investigation of hit and run.	B
51.	Conduct on-going/beyond basic response investigation of other motor vehicle incidents.	B
52.	Conduct on-going/beyond basic response investigation of other traffic offenses	B
53.	Conduct on-going/beyond basic response investigation of prostitution/solicitation.	A
54.	Conduct on-going/beyond basic response investigation of elder or disabled persons abuse.	A
55.	Conduct on-going/beyond basic response investigation of identity theft.	A
56.	Conduct on-going/beyond basic response investigation of embezzlement.	A
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57.	Conduct on-going/beyond basic response investigation of gangs and gang related crimes.	A
58.	Conduct on-going/beyond basic response investigation of prescription drug abuse.	A
59.	Conduct on-going/beyond basic response investigation of liquor violations	A
60.	Conduct on-going/beyond basic response investigation of theft/destruction of public or private property	B
61.	Conduct on-going/beyond basic response violations of court orders.	B

C. Investigations		
62.	Organize and/or Conduct photo lineup.	B
63.	Conduct strip search of arrested person according to State law and agency procedure.	+B
64.	Witness cavity search to preserve potential chain of evidence.	+B
65.	Recognize and properly handle potential electronic evidence (e.g., computer files, Smart phone, etc.)	+B
66.	Identify and collect latent fingerprints.	A
67.	Recognize instances of prescription drug abuse.	B
68.	Recognize and identify instances of human trafficking.	B
69.	Develop field contacts and intelligence sources.	O
70.	Recognize and refer potential harassment violations (sexual, racial, religious, or others).	B
71.	Review crime lab reports to help investigative efforts.	O
72.	Review records and pictures to identify suspects.	O
73.	Fill out appropriate forms to document such a photo lineup	B

D. Legal Issues/ Arrest Procedures/Search and Seizure/ Warrants		
1.	Review facts of case to determine whether case is criminal or civil matter.	B
2.	Review statute of limitations to ensure proper enforcement action.	B
3.	Confer with prosecutor's office prior to testimony regarding case.	B
4.	Explain court procedures to suspects, victims and witnesses.	B
5.	Present evidence and testimony in legal and/or administrative proceedings (e.g., arraignment, preliminary hearing, trial, grand jury, etc.).	B
6.	Identify elements of crime to ensure proper charges.	B
7.	Read court and legal papers to determine meaning and proper law enforcement response (e.g., restraining and protection orders, etc.).	B
8.	Read/Review case reports and notes to prepare for court testimony.	B
9.	Read/Review warrants and affidavits to ensure completeness and accuracy.	B
10.	Advise persons of constitutional (Miranda) rights.	B
11.	Apprehend and place juvenile offenders in custody.	B
12.	Arrest persons with a warrant.	B
13.	Arrest persons without a warrant.	B
14.	Conduct full search of arrested persons.	B
15.	Conduct frisk or pat down.	B
16.	Handcuff suspects or detainees.	B
17.	Issue citations for non-traffic offenses (e.g., local ordinances and State laws).	B
18.	Plan and execute search warrants.	A
19.	Prepare affidavit for search warrant.	+A
20.	Conduct a warrantless search.	B
21.	Request bystanders to assist in an apprehension.	

D. Legal Issues/ Arrest Procedures/Search and Seizure/ Warrants		
22.	Search automobile under independent probable cause.	B
23.	Search automobile incident to arrest.	B
24.	Conduct warrantless search of premises or property in exigent circumstances such as fresh or hot pursuit, with or without consent, incident to arrest, etc.	B
25.	Seize contraband, weapons and stolen property from suspects.	B
26.	Take into custody person detained by citizen or merchant.	B
27.	Conduct research in State Code and local laws, etc. to determine proper charges or practice.	B
28.	Follow State law to dispose of or release property or evidence no longer needed.	B
29.	Obtain search warrant and/or make proper return.	O
30.	Obtain arrest warrant and/or make proper return.	B
31.	Maintain effective relations with court personnel/officials.	O
32.	Assess value of property seized in criminal matters	O
33.	Use force as necessary and appropriate in service of civil process (such as an involuntary commitment) .	B
34.	Remove, pursuant to court order, persons on premises illegally.	B
35.	Explain civil process to citizens.	B
36.	Locate owners of recovered vehicles and other property.	B
37.	Confer with defense attorney to discuss a particular case.	O
38.	Verify warrants before execution.	B
39.	Plan and organize service of a high-risk Arrest Warrant.	+A
40.	Prepare and/or present facts of case to a judicial officer to obtain an arrest warrant.	B
41.	Check arrestee for outstanding warrants.	B
42.	Compare photographs to verify identity of person in custody.	O
43.	Follow legal procedures to answer outside inquiries from or concerning a person in custody.	B
44.	Book arrested person by completing standard processing forms.	B
45.	Conduct interview room inspection to ensure arrested person's safety/well-being, facility security, etc.	O
46.	Operate vehicle to transport person in custody.	B
47.	Escort (walk) person in custody to various destinations (e.g., medical facility, court, etc.)	B
48.	Examine physical condition of person in custody to assess need for medical attention.	B
49.	Prepare written reports to record injuries of persons in custody.	B
50.	Complete written reports to document citizen's complaint.	B
51.	Enforce court issued order (e.g., protection order).	B
52.	Guard person in custody outside of detention facilities (e.g., court, medical facility, etc.).	O
53.	Forcibly place resisting person in holding area.	B
54.	Use force as necessary (use of force continuum) and appropriate in apprehension of criminal suspects.	B
55.	Handcuff resisting person.	B

D. Legal Issues/ Arrest Procedures/Search and Seizure/ Warrants		
56.	Handcuff non-resisting person.	B
57.	Maintain awareness of distance from person armed with knife.	B
58.	Apply Active Confrontational Tactics and Survival (ACTS) principles in a physical encounter.	B
59.	Apply Subject Control and Arrest Techniques (SCAT) principles in an arrest. or to control a subject	B
60.	Recognize an ambush and respond consistent with Survival Stress Response (SSR) principles.	+B

E. Traffic/Motor Vehicle Enforcement/Collisions		
1.	Search for, protect and collect evidence at motor vehicle crash scene.	B
2.	Control spectator/media access at scene of law enforcement action.	O
3.	Investigate motor vehicle crash to determine causes or factors contributing to a crash.	B
4.	Collect facts of motor vehicle crash to determine charges.	B
5.	Use computerized software to produce crash scene diagram.	B
6.	Field sketch non-scale diagram of motor vehicle crash.	B
7.	Control traffic at scene of crash investigation.	B
8.	Follow State statutes to impound and inventory vehicles.	B
9.	Identify, locate and interview owners, witnesses, and others involved in motor vehicle crash.	B
10.	Instruct persons in motor vehicle crash to exchange necessary information to ensure proper reporting.	B
11.	Investigate motor vehicle crash involving law enforcement vehicles or other emergency vehicle.	B
12.	Determine whether crash is reportable or non-reportable.	B
13.	Describe motor vehicle damage in motor vehicle crash to complete report.	B
14.	Assess need for and organize emergency assistance for motor vehicle crash (e.g., wrecker, ambulance, sand truck).	B
15.	Pace vehicle with speedometer to establish evidence of speeding.	O
16.	Observe operator's eyes, body movements, actions, etc. to evaluate capability to operate vehicle.	B
17.	Explain motor vehicle law requirements to citizens (e.g., inspection, registration, etc.).	B
18.	Follow suspect vehicle to observe traffic violations.	B
19.	Inspect vehicle to locate vehicle identification number (VIN).	B
20.	Inspect driver's license to determine if valid or altered.	B
21.	Inspect vehicle to identify equipment safety violations.	B
22.	Investigate roadway to assess safety, repair needs, etc.	B
23.	Issue traffic citation to pedestrians/bicyclists.	B
24.	Perform DMV check by radio or computer on violator's vehicle while operating law enforcement vehicle.	B

E. Traffic/Motor Vehicle Enforcement/Collisions		
25.	Issue verbal warning to traffic violators.	B
26.	Issue written warnings and citations.	B
27.	Review/consider facts of case and Motor Vehicle Law to select most appropriate charge and/or enforcement action at crash scene or vehicle stop.	B
28.	Operate handheld intoxilyzer/breathalyzer to test breath alcohol concentration.	O
29.	Operate electronic traffic signals manually.	O
30.	Plan and organize traffic detours.	O
31.	Stand traffic control post at special functions (e.g., VIP visit, parade, etc.).	O
32.	Direct removal of vehicle obstructing traffic.	O
33.	Physically remove hazards from roadway (e.g., dead, stray, injured animals, debris, etc.).	O
34.	Instruct citizens to assist in traffic control in an emergency.	
35.	Check motor vehicle records to verify title, license information and registration.	B
36.	Watch moving vehicle to visually estimate excessive speed.	A
37.	Prepare requests to have “unfit” vehicle operators reexamined	
38.	Operate video camera and equipment to record actions of criminal or motor vehicle suspects.	
39.	Observe weather and road conditions to assess need for emergency equipment such as snowplows, salt trucks, etc.	O
40.	Look for and identify suspect vehicle by color and description.	B
41.	Inspect and tag abandoned vehicles along roadway.	O
42.	Check commercial vehicle for dangerous or illegal cargo.	
43.	Check trucks to make sure cargo is secure.	
44.	Examine shipping papers of commercial vehicles (e.g., hazardous materials).	
45.	Conduct sobriety checkpoint.	
46.	Evaluate condition of crashed vehicles to assess safe post-crash operability.	O
47.	Administer field sobriety tests (e.g., Standardized Field Sobriety Test, Walk and Turn, One-leg Stand, etc.).	B
48.	Advise appropriate agency of traffic control/roadway repair needs.	O
49.	Select locations and position oneself to conduct selective traffic enforcement duties.	O
50.	Identify and advise vehicle owners to remove abandoned vehicles.	O
51.	Contact hospital, lab and/or physician to obtain blood or other chemical tests.	
52.	Arrest/Summons DWI suspects.	+B
53.	Assist stranded motorists.	A
54.	Use speed enforcement devices to measure vehicle speed (e.g., RADAR, LIDAR.)	
55.	Fill out DWI arrest and administrative reports.	
56.	Operate stationary intoxilyzer/breathalyzer to test breath alcohol concentration.	
57.	Investigate Off Road/ATV vehicle accidents/collisions	

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

F. First Aid and Emergency Assistance		
41.	Observe person in custody to determine whether person is intoxicated or in medical distress, i.e., diabetic reaction	B
42.	Recognize and deal with blood borne pathogens.	B

G. Firearms/Response to Resistance		
1.	Participate in firearms training.	B
2.	Use protective equipment when involved with weapons training and/or qualification.	B
3.	Carry authorized firearm when off duty.	B
4.	Clean and inspect weapon.	B
5.	Carry "secondary/back-up" firearm on duty.	+B
6.	Discharge firearm in low light conditions (e.g., at night, in darkened room, etc.) (not including training).	+B
7.	Discharge firearm at person (not including simulation training).	+B
8.	Discharge firearm from protective cover position (not including training).	+B
9.	Draw weapon to protect self or third party.	B
10.	Recognize disguised weapons (e.g., belt buckle, knife).	B
11.	Detain person at gunpoint.	B
12.	Use knife in performance of law enforcement duties (e.g., seat belt cutter, etc.).	+B
13.	Unload various firearms (including seized firearms) safely.	B
14.	Clear malfunction of various firearms (not including training).	+B
15.	Reload firearms under combat conditions (not including training).	+B
16.	Fire weapon in dark environment while using flashlight (not including training).	+B
17.	Discharge rifle (not including training).	A
18.	Discharge shotgun (not including training).	+B
19.	Respond to active shooter situations.	+B
20.	Fire weapon while employing "move and shoot" techniques (not including training).	+B
21.	Remove weapon from home/residence of suicidal person, scene of domestic violence, etc.	B
22.	Fire weapon in defense of attacking or dangerous animal.	B
23.	Use dominant hand to fire law enforcement weapon (not including training).	+B
24.	Use support hand to fire law enforcement weapon (not including training).	+B
25.	Uses appropriate verbal commands/communication in response to resistance situations.	+B
26.	Comply with State laws and agency regulations regarding safe handling and storage of weapons.	B
27.	Use handgun disarm techniques against a frontal attack.	+B
28.	Recognize when to intervene during a response to resistance matter.	B
29.	Recognize how emotional intelligence affects decision making.	B
30.	Employ various de-escalation techniques to calm a violent situation.	B
31.	Recognize verbal and physical indicators of deception.	B

G. Firearms/Response to Resistance		
32.	Recognize signs of concealed weapons on a person.	B
33.	Respond to an incident involving an armed suicidal subject.	B
34.	Recognize differences between Cold, Warm and Hot Zones.	B
35.	Recognize special staffing plans/squads/units for active gunfire.	+B

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

I. Emergency Vehicle Operation		
1.	Operate law enforcement vehicle to escort parades, funerals, walkathons, and other processions.	
2.	Engage in high-speed pursuit in congested area.	+B
3.	Engage in high-speed response in congested area.	+B
4.	Engage in high-speed pursuit off road.	+B
5.	Engage in high-speed response off road.	+B
6.	Engage in high-speed pursuit on open road.	+B
7.	Engage in high-speed response on open road.	B
8.	Operate law enforcement vehicle to escort emergency vehicles.	B
9.	Operate law enforcement vehicle in heavy rain.	B
10.	Operate 4-wheel drive vehicle to perform law enforcement duties.	
11.	Operate law enforcement vehicle on ice/snow covered road.	B
12.	Operate law enforcement vehicle at night.	B
13.	Operate a vehicle at night without lights.	
14.	Operate law enforcement vehicle on a gravel/dirt road	B
15.	Operate law enforcement vehicle on a muddy/grassy road or area	B
16.	Transport injured persons.	+B
17.	Transport persons needing assistance.	O
18.	Inspect law enforcement vehicle for weapons and contraband (i.e., before and after arrested person transport, shift change, etc.).	B
19.	Perform emergency, rapid vehicle back up maneuver.	+B
20.	Operate vehicle in a crowded (people, other vehicles, etc.) environment.	B
21.	Operate vehicle in reverse over longer distance.	+B

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

K. Report Writing		
1.	Use computer word processing programs and equipment to prepare various CMPD (KBCOPS) reports.	B
2.	Complete/prepare in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).	B
3.	Complete/prepare reports consisting primarily of check-off boxes or fill-in blanks (e.g., incident report, accident report, etc.).	B
4.	Write personal field notes to record actions, interviews, etc.	B
5.	Use e-mail to handle internal correspondence	B
6.	Summarize in writing the statements of witnesses and complainants.	B
7.	Complete Field Intelligence/Interview Reports.	B
8.	Use KBCOPS to conduct background checks and collect information.	B
9.	Prepare a CMPD Response to Resistance statement.	B

L. Civil Disorder		
1.	Use less than lethal munitions (e.g., 40 millimeter OC or Pepper Ball.).	+A
2.	Speak to hostile groups to quiet them.	+B
3.	Confront, in riot formation, groups of agitated people.	+B
4.	Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.	O
5.	Patrol area containing labor pickets, marchers, or demonstrators to maintain peace, traffic flow, prevent property damage, etc.	+B
6.	Locate and observe crowd agitators.	+B
7.	Control violent crowds/groups.	B
8.	Use aerosol agents to control a crowd.	+B

M. Workplace Intervention		
1.	Intervene to stop/prevent a colleague from making a procedural mistake.	B
2.	Intervene to stop/prevent a colleague from using unreasonable force.	+B
3.	Intervene to stop/prevent a colleague from doing something unethical.	+B
4.	Intervene to stop/prevent a colleague from doing something that is unsafe.	B
5.	Intervene to stop/prevent a colleague from violating agency policy.	+B
6.	Discuss incorrect, inappropriate, or unethical conduct by a colleague with a supervisor.	+B
7.	Defuse a stressful event involving colleagues.	+B
8.	Communicate effectively with colleagues during disputes/disagreements.	B
9.	Mediate to resolve differences between colleagues.	+B
10.	Maintain positive relationships with colleagues.	B
11.	Maintain a calm demeanor when experiencing criticism from colleagues, supervisors, and the public.	B
12.	Mediate disputes between a colleague and a community member.	B
13.	Recognize the officer's role in agency cultural transformation.	B
14.	Recognize patterns of behavior among peers to identify potential suicide risk.	+B

N. Equipment		
1.	Sedan-style law enforcement cruiser (RW Drive)	B
2.	Sedan-style law enforcement cruiser (FW Drive)	B
3.	SUV-style law enforcement cruiser	B
4.	Pickup Truck	
5.	Social Media	
6.	Battering ram	
7.	Bicycle	
8.	Binoculars	
9.	Body armor (hidden vest, exterior vest)	B
10.	Breath Analysis Equipment	
11.	Preliminary/Portable Breath Test (PBT)	O
12.	Automated External Defibrillator (AED)	+B
13.	OC Spray	+B
14.	Evidence processing kit (e.g., fingerprint, impressions)	
15.	Closed Circuit Television Monitor	
16.	Global Positioning System (GPS)	O
17.	Blood-borne pathogen protection equipment	B
18.	First Aid Kit	B
19.	Road flares	
20.	Large Flashlight (e.g., Maglite)	B
21.	Small LED Flashlight (e.g., Scorpion)	B
22.	Flexi-cuffs	B

N. Equipment		
23.	Gas mask (bio/chem-hazard mask)	+B
24.	Handcuffs	B
25.	Portable law enforcement radio (i.e., walkie-talkie)	B
26.	Illuminated traffic baton	B
27.	Manual traffic control device	
28.	Metal detector/wand	
29.	Motorcycle	
30.	Prisoner Transport Vehicle	
31.	Photocopier	
32.	Video recording equipment	
33.	Fire extinguisher	
34.	Pry bar	
35.	Traffic cones	B
36.	Alley light	B
37.	Vehicle mounted speed measurement instrument (e.g., RADAR)	
38.	Rifle/Carbine	+A
39.	Boats or other watercraft	
40.	Riot baton	+B
41.	Rope (e.g., throw bag, boat lines, animal control, rappel, etc.)	
42.	Semi-automatic pistol	+B
43.	Shotgun – semi/pump	+B
44.	Vehicle mounted spotlight	B
45.	Stationary computer terminal	B
46.	Law Enforcement vehicle radio equipment	B
47.	Keyboard	B
48.	Fax	
49.	Photographic equipment (e.g., 35 mm/digital)	
50.	Print roller/kit	
51.	Life ring/Flotation device	
52.	Lights and sirens	B
53.	Tape measure	
54.	Flotation vests	
55.	Ballistics body armor	B
56.	Ballistics helmet	+B
57.	Electronic Control Device (e.g., Taser/X2)	+B
58.	Night vision equipment (e.g., Night scope/Star scope)	
59.	Body Cam	B
60.	Weapon cleaning equipment	B
61.	Reflective vest	B
62.	Laptop computer	B
63.	Knife	B

N. Equipment		
64.	Hobbles/shackles/Leg straps	B
65.	Tire jack	B
66.	Spike strip/stop stick	+B
67.	All wheel drive vehicle	O
68.	Waist chains	
69.	Whistle	
70.	Ammunition/magazine/clip	+B
71.	Email	B
72.	Less Than Lethal Crowd Dispersal Projectiles	+A
73.	Paper shredder	
74.	Riot gas mask	+B
75.	Bicycle safety helmet	
76.	Telephone equipment	
77.	Computer software programs	B
78.	Mobile Data Terminal/cruiser mounted laptop computer (MDT, Toughbook, etc.)	B
79.	Noise measuring device	
80.	CPR pocket mask	+B
81.	Tint meter	
82.	Specialized leather gloves	
83.	Collapsible baton (ASP)	+B
84.	Riot gear/shield	+B
85.	Jumper cables/Jump Bot	
86.	Spray paint (marking)	
87.	Tuning fork	
88.	Rain/wet gear	B
89.	In car printer	
90.	Blood test kit	
91.	Vehicle weapon lock	B
92.	Metal detecting hand wand	
93.	Marine craft and related equipment	
94.	Ambu-bag	
95.	Dock bumper	
96.	Latex gloves	B
97.	K-9	
98.	Smart Phone (e.g., Blackberry, iPhone, etc.)	
99.	Floor/Building Plans	
100.	Tracking devices	
101.	Push Bumpers	
102.	ATV (All Terrain Vehicle)	
103.	License Plate Reader (installed in law enforcement vehicle)	
104.	Portable Media Device (e.g., flash drive/thumb drive, external hard drive)	

N. Equipment		
105.	Shoulder Microphone	B
106.	Text Messaging	
107.	Social Media (e.g., Facebook, Twitter, Linked-in, etc.) for official business	
108.	Electronic Citation Device	
109.	Pocket language guide	
110.	Crime scene tape	B
111.	DVD player/VCR/DVR	
112.	Hearing protection (e.g., earplugs,)	
113.	Thermal imager	
114.	Optical/Laser Sighting System	
115.	Media projector (e.g., PowerPoint)	
116.	Calculator	
117.	Document scanner	
118.	Portable Public Address System (e.g., Bullhorn)	
119.	Vehicle mounted public address (PA) system	
120.	Earpiece for mobile radio	
121.	Tourniquet	+B
122.	Quiklot/Celox	+A
123.	Blue Tooth Lapel Mike	
124.	NarCan	+B
125.	Self-trauma Kit	+B
126.	Glass Breaking Device, e.g., Rescue Me	
127.	Eye Protection Device	
128.	Drones	
129.	Weapon mounted light	B

O. Physical Skills		
1.	Use baton or other hand-held, e.g., flashlight, device to subdue person in a physical confrontation.	+B
2.	Use firearm or any other hand-held equipment after pursuit, running, fighting-defending, injury, or other strenuous physical activity.	+B
3.	Continue to function after exposure to various chemical/toxic/aerosol substances.	+B
4.	Dodge/evade blows, thrown objects.	+B
5.	Endure exposure to hazardous materials (e.g., drugs, chemicals, infectious diseases etc.).	+B
6.	Subdue and physically/mechanically restrain, lift/carry/drag person.	B
7.	Escort resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	B
8.	Escort non-resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	B

O. Physical Skills		
9.	Physically struggle with multiple persons at one time.	+B
10.	Cope with the emotional and physical results of being struck by or exposed to bodily fluids.	+B
11.	Cope with the emotional and physical impact of being subjected to verbal threats of violence.	B
12.	Cope with the emotional impact of verbal abuse from persons.	B
13.	Visually detect and understand subtle changes in "body language" (e.g., pupil constriction/dilation, skin color, respiration changes, etc.).	B
14.	Help carry a person on a stretcher.	
15.	Carry/drag by yourself an immobile person.	+B
16.	Use defensive tactics to protect self or others and/or control or take suspect down.	B
17.	Tackle a fleeing suspect.	+B
18.	Subdue physically attacking person.	+B
19.	Swim to perform search or rescue/self-rescue.	+A
20.	Grip person tightly to prevent escape/control movement.	B
21.	Disarm armed suspect.	+B
22.	Physically remove resisting person from vehicle.	B
23.	Use controlling technique to gain compliance.	B
24.	Use submission holds to control person.	+B
25.	Hold and swing battering ram to break door.	
26.	Hold person upright to prevent their falling (e.g., intoxicated person).	B
27.	Bend/kneel to apply shackles, cuffs, etc.	B
28.	Change tire on law enforcement or citizen's vehicle.	
29.	Operate bicycle at high speeds and on varying terrain.	
30.	Throw lifeline or other rescue device (e.g., throw rope).	
31.	Use face mask to prevent contact with aerosol agents.	
32.	Defend oneself from position on ground.	+B
33.	Use fists to defend oneself.	+B
34.	Pull person out of a vehicle through window or open door to effect rescue.	+B
35.	Use less than lethal devices to control/disable person.	+B
36.	Bring up to standing a non-resisting or resisting person.	B
37.	Tread water to self-rescue.	+A
38.	Fall down in struggle or pursuit, recover to feet and resume struggle/pursuit.	+B
39.	Continue to function in a physical confrontation after being struck/injured.	+B
40.	Maintain and recover from a state of hyper vigilance (acute sensory awareness) over protracted period of time (hours).	+B
41.	Cope with the physical effects of chronic emotional stress/fatigue (e.g., fear, anger, anxiety, etc.)	B
42.	Cope with the physical effects of chronic mental stress/fatigue (e.g., concentration).	B
43.	Cope with the physical effects of shift-work.	B
44.	Carry with someone else an immobile child on a stretcher or other device.	+B

O. Physical Skills		
45.	Drag, by yourself, an immobile child.	+B
46.	Physically block small group of people from moving.	+B

Importance – X Indicates >3/5

+ Indicates ≥4/9 Most Frequent Read

O. Physical Skills		
1.	Use baton or other hand-held, e.g., flashlight, device to subdue person in a physical confrontation.	+B
2.	Use firearm or any other hand-held equipment after pursuit, running, fighting-defending, injury, or other strenuous physical activity.	+B
3.	Continue to function after exposure to various chemical/toxic/aerosol substances.	+B
4.	Dodge/evade blows, thrown objects.	+B
5.	Endure exposure to hazardous materials (e.g., drugs, chemicals, infectious diseases etc.).	+B
6.	Subdue and physically/mechanically restrain, lift/carry/drag person.	B
7.	Escort resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	B
8.	Escort non-resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	B
9.	Physically struggle with multiple persons at one time.	+B
10.	Cope with the emotional and physical results of being struck by or exposed to bodily fluids.	+B
11.	Cope with the emotional and physical impact of being subjected to verbal threats of violence.	B
12.	Cope with the emotional impact of verbal abuse from persons.	B
13.	Visually detect and understand subtle changes in “body language” (e.g., pupil constriction/dilation, skin color, respiration changes, etc.).	B
14.	Help carry a person on a stretcher.	
15.	Carry/drag by yourself an immobile person.	+B
16.	Use defensive tactics to protect self or others and/or control or take suspect down.	B
17.	Tackle a fleeing suspect.	+B
18.	Subdue physically attacking person.	+B
19.	Swim to perform search or rescue/self-rescue.	+A
20.	Grip person tightly to prevent escape/control movement.	B
21.	Disarm armed suspect.	+B
22.	Physically remove resisting person from vehicle.	B
23.	Use controlling technique to gain compliance.	B
24.	Use submission holds to control person.	+B
25.	Hold and swing battering ram to break door.	
26.	Hold person upright to prevent their falling (e.g., intoxicated person).	B
27.	Bend/kneel to apply shackles, cuffs, etc.	B

O. Physical Skills		
28.	Change tire on law enforcement or citizen's vehicle.	
29.	Operate bicycle at high speeds and on varying terrain.	
30.	Throw lifeline or other rescue device (e.g., throw rope).	
31.	Use face mask to prevent contact with aerosol agents.	
32.	Defend oneself from position on ground.	+B
33.	Use fists to defend oneself.	+B
34.	Pull person out of a vehicle through window or open door to effect rescue.	+B
35.	Use less than lethal devices to control/disable person.	+B
36.	Bring up to standing a non-resisting or resisting person.	B
37.	Tread water to self-rescue.	+A
38.	Fall down in struggle or pursuit, recover to feet and resume struggle/pursuit.	+B
39.	Continue to function in a physical confrontation after being struck/injured.	+B
40.	Maintain and recover from a state of hyper vigilance (acute sensory awareness) over protracted period of time (hours).	+B
41.	Cope with the physical effects of chronic emotional stress/fatigue (e.g., fear, anger, anxiety, etc.)	B
42.	Cope with the physical effects of chronic mental stress/fatigue (e.g., concentration).	B
43.	Cope with the physical effects of shift-work.	B
44.	Carry with someone else an immobile child on a stretcher or other device.	+B
45.	Drag, by yourself, an immobile child.	+B
46.	Physically block small group of people from moving.	+B

(The tasks below are to be addressed solely as things you have done on the job, not as a part of training.)

+ Indicates ≥ 3.75 Most frequently performed by Officers

√ equals ≥3.25 Importance as rated by Supervisors

Q. Physical Abilities		
1.	Walk/run on irregular, potentially hazardous surfaces (e.g., slick, wet, muddy, swampy, rocky, etc.).	
2.	Jump/vault over ditch, hole or other hazard.	
3.	Jump down from an elevated surface (e.g., loading dock).	√
4.	Kneel, squat, and recover to feet.	
5.	Perform repetitive hand movement (e.g., keyboarding, traffic control, etc.) for up to one hour per day.	
6.	Accurately and unaided visually detect and recognize images, facial and body features, and movement of persons and objects in varying light conditions, at distances up to 100 feet.	√
7.	Accurately identify full-range of colors (e.g., clothing, substances, skin tones, etc.) in varying light conditions.	√

Q. Physical Abilities		
8.	Recognize and comprehend faint auditory signals (e.g., whispers, transient sounds, air movement, radio transmissions, etc.).	√+
9.	Recognize and comprehend speech while surrounded by high levels of background noise.	√+
10.	Recognize and identify faint and/or unusual odors.	√+
11.	Hold a person suspended in the air (e.g., stop suicide attempt and rescue person)	
12.	Perform strenuous physical activities in a series (e.g., sprint, run upstairs, wrestle, pull, carry, etc.).	√
13.	Perform duties wearing full duty gear (e.g., vest, gun belt, etc.).	
14.	Push open a door with your shoulder.	
15.	Kick open a door with your foot.	
16.	Push object with your foot.	√
17.	Bend over and push object.	
18.	Maintain balance on moving surface.	√+
19.	Climb over a fence.	
20.	Jump/vault over a fence or other barrier.	
21.	Climb through a window or other such opening.	√+
22.	Climb trees or outside of building.	√
23.	Work in a confined, closed-in area (e.g., vehicle, security post).	√
24.	Drag or push heavy objects other than a vehicle ,e.g., swing gate	√
25.	Push a vehicle by yourself from one place to another.	√+
26.	Push a vehicle with another person from one place to another.	√+
27.	Lift while in a stationary position a heavy object or person.	√+
28.	Sprint at full speed (less than 300 yds.).	√+
29.	Run long distance (more than 300 yds.).	√+
30.	Run through underbrush and varying terrain.	√+
31.	Run up stairs/steps.	√+
32.	Run down stairs/steps.	√+
33.	Stand for more than 2 hours of work shift.	√+
34.	Walk for more than 2 hours of work shift.	√+
35.	Sit for more than 2 hours of work shift.	√
36.	Catch a falling person to prevent his/her injury.	√
37.	Bend over/kneel to search under vehicle.	√+
38.	Crawl through underbrush, wetlands, etc.	√+
39.	Climb fire escapes.	√+
40.	Climb stairs in multiple story buildings.	√+
41.	Extend arm to reach and search tight spaces.	√
42.	Work in deep water up to chest.	√
43.	Quickly exit or enter law enforcement vehicle.	√
44.	Climb up/down ladder to reach area.	√+
45.	Lift and carry heavy weights up or down stairs/ladders.	√+

Q. Physical Abilities		
46.	Endure weather extremes.	√+
47.	Endure extended periods of work without food.	
48.	Crawl to search under car/residence/building, etc.	√
49.	Crawl under an obstruction.	

In-Service Training/High CIP Tasks

In order to identify the job content areas of the highest priority for emphasis during in-service training, we reviewed the responses by Supervisors and identified the tasks that met the following criteria:

The mean CIP must be 4.5 or greater as indicated by at least 75% of the responding Supervisors

And

At least 50% of the Supervisors had to have selected a When Learned value of 2 or 3

Those tasks, which follow, can form the basis for a planned In-Service Training program that emphasizes high liability job content areas.

CMPD Supervisor Top Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
Hold person under investigative detention, i.e., Terry Stop	52	5.33	5	100.00	2.52	23	28	98.08
Execute stop of motor vehicle, approach and talk to operator and passengers.	52	5.23	5	100.00	2.52	23	28	98.08
Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.	52	5.48	6	100.00	2.33	31	19	96.15
Restrain unruly or violent individuals, remove from public areas and arrest if necessary.	52	5.69	6	100.00	2.62	17	32	94.23
Serve as back-up officer at scene.	52	5.44	5	100.00	2.38	26	23	94.23
Conduct preliminary investigation of (be first responder to) various felony and/or misdemeanor crimes.	52	5.33	5	100.00	2.31	33	16	94.23
Make arrest without warrant at scene of domestic violence.	52	5.33	5	100.00	2.52	19	30	94.23
Recognize laws and limits on law enforcement powers when crossing jurisdictional lines.	52	5.25	5	100.00	2.60	15	34	94.23
Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.	52	5.25	5	100.00	2.48	21	28	94.23
Conduct high-risk vehicle stop.	52	6.19	6	100.00	2.73	15	33	92.31
Use deflation devices (e.g., stop stick, etc.) to slow a vehicle	52	4.63	4	100.00	2.48	22	26	92.31
Respond to crime-in-progress call.	52	5.48	5	100.00	2.25	29	18	90.38
Describe persons to other officers (e.g., suspects, missing person).	52	5.12	5	100.00	2.27	28	19	90.38
Conduct search of persons entering public facility/room.	50	5.64	6	96.15	2.58	15	32	90.38
Watch occupants of stopped vehicle to identify unusual or suspicious actions.	52	5.23	5	100.00	2.23	28	18	88.46
Secure crime scene (i.e., establish security perimeter).	52	4.94	5	100.00	2.31	27	19	88.46
Search for person in darkened building or environment.	47	5.83	6	90.38	2.55	19	27	88.46
Follow ethical concepts contained in Brady v Giglio	47	5.79	6	90.38	2.68	13	33	88.46

Apply ethical standards while performing law enforcement duties.	47	5.96	6	90.38	2.55	17	28	86.54
Recognize signs of DV related or other strangulation.	47	5.15	5	90.38	2.40	24	21	86.54
Recognize incidents where K-9 or other specialized services, e.g., Air, SWAT, etc may be a useful/necessary resource.	52	4.81	5	100.00	2.12	33	11	84.62
Recognize and handle suspected powdery substances, e.g. fentanyl, according to safe practices.	47	5.96	6	90.38	2.64	14	30	84.62
Hold flashlight while performing various law enforcement duties.	47	4.72	5	90.38	2.55	15	29	84.62
Apply principles of perimeter containment as necessary.	47	4.72	5	90.38	2.21	31	13	84.62
Respond to and control scene involving barricaded subject.	52	5.79	6	100.00	2.46	34	9	82.69
Use State, local and/or federal criminal information systems (DCI/NCIC/NCAWARE/CJLEADS) to obtain information related to crimes, events, suspects, etc.	52	4.88	5	100.00	2.31	30	13	82.69
Use chemical agents to control an individual.	51	5.06	5	98.08	2.88	14	29	82.69
Monitor department radio communications to stay aware of law enforcement activity.	52	5.17	5	100.00	2.12	26	16	80.77
Follow State laws related to release of public records.	50	4.98	5	96.15	2.51	19	23	80.77
Promptly intervene to stop improper, unethical or illegal peer conduct.	47	5.87	6	90.38	2.32	22	20	80.77
Recognize and report misconduct of other officers.	47	5.87	6	90.38	2.30	21	20	78.85
Observe, recognize, and interpret human behavior.	47	5.00	5	90.38	2.17	33	8	78.85
Apply ethical principles to solve peer-related problems.	47	4.83	5	90.38	2.11	30	11	78.85
Maintain a calm demeanor to prevent a tense situation from escalating or becoming worse.	47	4.79	5	90.38	2.09	31	10	78.85
Search for missing children.	52	4.94	5	100.00	1.90	33	7	76.92

Technical Report

Search for missing adults.	52	4.63	5	100.00	1.90	33	7	76.92
Follow federal and State rules of privacy and security to control access to law enforcement records.	51	5.08	5	98.08	2.43	16	24	76.92
Exercise discretion (choice) in selecting appropriate enforcement action.	47	4.72	5	90.38	2.02	32	8	76.92
Identify elements of crime to ensure proper charges.	42	5.38	6	80.77	2.43	20	20	76.92
Conduct warrantless search of premises or property in exigent circumstances such as fresh or hot pursuit, with or without consent, incident to arrest, etc.	42	5.31	6	80.77	2.40	21	19	76.92
Maintain awareness of distance from person armed with knife.	41	6.22	7	78.85	2.66	12	28	76.92
Conduct and control initial contact with a barricaded subject.	52	5.50	5	100.00	2.40	29	10	75.00
Encourage/model professional standards among colleagues	47	5.17	5	90.38	2.13	25	14	75.00
Conduct a field "show-up" ID (Single suspect confrontation, drive-by) with victim or witness to identify a suspect.	45	4.89	5	86.54	2.24	25	14	75.00
Seize contraband, weapons and stolen property from suspects.	42	5.55	6	80.77	2.38	20	19	75.00
Use force as necessary (use of force continuum) and appropriate in apprehension of criminal suspects.	41	5.90	6	78.85	2.61	12	27	75.00
Handcuff resisting person.	41	5.71	6	78.85	2.66	10	29	75.00
Handcuff non-resisting person.	41	5.00	5	78.85	2.61	12	27	75.00
Use basic listening skills while conducting interviews to ensure full understanding of person's words.	45	4.51	5	86.54	2.20	25	13	73.08
Conduct frisk or pat down.	42	5.60	6	80.77	2.52	12	26	73.08
Conduct full search of arrested persons.	42	5.57	6	80.77	2.52	12	26	73.08
Handcuff suspects or detainees.	42	5.45	5.5	80.77	2.50	13	25	73.08
Apply Subject Control and Arrest Techniques (SCAT) principles in an arrest. or to control a subject	41	5.56	6	78.85	2.66	11	27	73.08

Use proper judgment when confronted with offers of gratuity (i.e., free coffee, meals, services, etc.)	47	5.11	5	90.38	2.11	22	15	71.15
Advise persons of constitutional (Miranda) rights.	42	5.36	6	80.77	2.38	16	21	71.15
Arrest persons without a warrant.	42	5.17	5	80.77	2.36	17	20	71.15
Search automobile under independent probable cause.	42	4.95	5	80.77	2.33	18	19	71.15
Use force as necessary and appropriate in service of civil process (such as an involuntary commitment) .	41	5.22	5	78.85	2.38	19	18	71.15
Conduct research in State Code and local laws, etc. to determine proper charges or practice.	41	4.68	5	78.85	2.27	22	15	71.15
Maintain a calm demeanor when experiencing criticism from peers and the public.	47	4.51	4	90.38	2.00	25	11	69.23
Write down confessions or other statements from suspects, victims, and witnesses.	45	4.76	5	86.54	2.31	19	17	69.23
Interview complainants, witnesses, etc.	45	4.58	5	86.54	2.24	25	11	69.23
Arrest persons with a warrant.	42	5.05	5	80.77	2.31	17	19	69.23
Review facts of case to determine whether case is criminal or civil matter.	42	4.55	4	80.77	2.21	21	15	69.23
Recognize an ambush and respond consistent with Survival Stress Response (SSR) principles.	41	5.83	6	78.85	2.49	17	19	69.23
Perform law enforcement duties in all weather and temperatures.	52	4.65	5	100.00	1.79	29	6	67.31
Collect and package (i.e., bag and tag) evidence and/or property.	45	4.58	5	86.54	2.11	23	12	67.31
Read court and legal papers to determine meaning and proper law enforcement response (e.g., restraining and protection orders, etc.).	42	4.98	5	80.77	2.14	22	13	67.31
Apprehend and place juvenile offenders in custody.	42	4.76	4.5	80.77	2.24	18	17	67.31
Operate vehicle to transport person in custody.	41	4.71	5	78.85	2.32	16	19	67.31

Use audio/video/body worn camera to record statement or confession.	45	4.71	5	86.54	2.11	18	16	65.38
Fill out forms or tags to document chain of custody of evidence.	45	4.60	5	86.54	2.04	24	10	65.38
Confront barricaded subjects to attempt a resolution to the incident.	52	5.50	6	100.00	2.69	26	7	63.46
Conduct a warrantless search.	42	5.14	5	80.77	2.31	17	16	63.46
Verify warrants before execution.	41	5.51	6	78.85	2.24	15	18	63.46
Check arrestee for outstanding warrants.	41	4.78	5	78.85	2.20	17	16	63.46
Take into custody person detained by citizen or merchant.	41	4.51	4	78.85	2.15	19	14	63.46
Conduct strip search of arrested person according to State law and agency procedure.	44	4.91	5	84.62	2.25	18	14	61.54
Read/Review case reports and notes to prepare for court testimony.	42	4.76	5	80.77	1.90	26	6	61.54
Enforce court issued order (e.g., protection order).	41	5.05	5	78.85	2.17	16	16	61.54
Prepare and/or present facts of case to a judicial officer to obtain an arrest warrant.	41	4.88	5	78.85	2.12	21	11	61.54
Recognize and handle/endure effects of job-related stress/fatigue on yourself or others.	52	5.50	6	100.00	2.58	22	9	59.62
Participate in search for escaped person(s).	50	5.16	5	96.15	2.30	27	4	59.62
Recognize and refer potential harassment violations (sexual, racial, religious, or others).	44	4.59	5	84.62	2.16	20	11	59.62
Present evidence and testimony in legal and/or administrative proceedings (e.g., arraignment, preliminary hearing, trial, grand jury, etc.).	42	4.88	5	80.77	1.88	25	6	59.62
Examine physical condition of person in custody to assess need for medical attention.	41	5.46	6	78.85	2.10	17	14	59.62
Obtain arrest warrant and/or make proper return.	41	4.66	5	78.85	2.12	17	13	57.69

Prepare written reports to record injuries of persons in custody.	41	4.90	5	78.85	2.05	15	14	55.77
Recognize and identify instances of human trafficking.	44	4.89	5	84.62	2.43	23	5	53.85
Conduct on-going/beyond basic response investigation of domestic violence.	42	4.81	5	80.77	2.40	20	8	53.85
Read/Review warrants and affidavits to ensure completeness and accuracy.	42	4.79	5	80.77	2.05	21	7	53.85
Witness cavity search to preserve potential chain of evidence.	43	4.91	5	82.69	2.05	16	10	50.00
Conduct on-going/beyond basic response investigation of suspicious activity/vehicle/person.	43	4.53	5	82.69	2.19	19	7	50.00

Appendix A. Basic Police Officer Raw Task List

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

30.	Be first responder to various non-criminal calls for service.	
31.	Recognize and handle/endure effects of job-related stress/fatigue on yourself or others.	
32.	Recognize and report indicators of individuals' legal residency or citizenship status.	
33.	Recognize common, over the counter products that are used in production of methamphetamines and other illegal drugs.	
34.	Recognize standard and improvised laboratory equipment used in the production of methamphetamines and other illegal drugs.	
35.	Recognize and respond to a reported or discovered clandestine laboratory.	
36.	Use deflation devices (e.g., stop stick, etc.) to slow a vehicle	
37.	Speak basic Spanish to communicate.	
38.	Advise businesses about ways to secure their property.	
39.	Advise residents about ways to make their homes more secure.	
40.	Advise crime victims of the procedures to pursue prosecution.	
41.	Advise citizens on techniques to enhance personal safety.	
42.	Comfort emotionally upset persons.	
43.	Evaluate and answer inquiries from public regarding progress on a case.	
44.	Receive and evaluate requests for law enforcement service.	
45.	Compile and analyze crime, traffic crash and other statistics.	
46.	Follow federal and State rules of privacy and security to control access to law enforcement records.	
47.	Follow State laws related to release of public records.	
48.	Describe persons to other officers (e.g., suspects, missing person).	
49.	Estimate and record value of stolen, recovered or damaged goods.	
50.	Use social media to facilitate a law enforcement investigation	
51.	File and retrieve documents in records system (e.g., fingerprint cards, reports, etc.)	
52.	Fingerprint (roll or scan) persons for non-criminal reasons (e.g., professional licensing).	
53.	Assist special needs persons.	
54.	Conduct mounted horse patrol.	
55.	Track persons from scene (e.g., footprints in snow or mud).	
56.	Transport stray animals to holding facility (e.g., pound).	
57.	Dispose of dead or injured animals according to department policy or local ordinance.	
58.	Use fire-extinguishing equipment.	
59.	Smell and investigate unusual odors.	
60.	Verify air/water pollution complaints (e.g., illegal dumping).	
61.	Hear and investigate unusual sounds or noises.	
62.	Monitor CB and/or other radio channels to hear assistance needed calls.	

63.	Monitor department radio communications to stay aware of law enforcement activity.	
64.	Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.	
65.	Perform law enforcement duties in all weather and temperatures.	
66.	Patrol locations that are potentially physically hazardous (e.g., construction sites, prohibited areas, etc.).	
67.	Identify potentially rabid animals and process according to department policy or local ordinance.	
68.	Prepare clothing and personal equipment to satisfy department inspection requirements.	
69.	Report violations of school, college or university rules and regulations to proper authority.	
70.	Test/handle doorknobs, windows, etc. to check physical security of buildings (businesses/residences, etc.)	
71.	Use special protective equipment and weapons to participate in high risk entries.	
72.	Participate in search for escaped person(s).	
73.	Respond to and control scene involving barricaded subject.	
74.	Conduct field interview of suspicious person.	
75.	Investigate suspicious vehicle.	
76.	Communicate with non-English speaking persons.	
77.	Conduct negotiations with a barricaded subject.	
78.	Recognize incidents where K-9 or other specialized services, e.g., Air, SWAT, etc may be a useful/necessary resource.	
79.	Communicate with deaf and/or mute persons.	
80.	Confront barricaded subjects to force a resolution to the incident.	
81.	Talk with people on beat, patrol area, Division, etc. to establish positive relationship.	
82.	Transport juveniles to home or detention facility	
83.	Use structured problem-solving method to identify and address causes of crime (e.g hours of operation, licensing violations, streetlights, traffic patterns, lack of recreation, etc.).	
84.	Present community relations programs (e.g., safety programs, crime prevention, tours, etc.).	
85.	Distribute printed material for public relations.	
86.	Give talks on law enforcement, etc., to community organizations, businesses and/or schools.	
87.	Meet with teachers and school officials to discuss methods to provide better security, discuss at-risk student, etc.	
88.	Organize neighborhood watch groups and conduct meetings.	
89.	Patrol schools and school property to provide security while on duty.	
90.	Perform directed (e.g., planned/structured) patrol assignments.	
91.	Respond to general information questions from public.	

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

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

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

33.	Conduct background checks to verify reliability and credibility of witnesses.	
34.	Verify the identity of deceased persons.	
35.	Work undercover.	
36.	Conduct on-going/beyond basic response investigation of homicide.	
37.	Conduct on-going/beyond basic response investigation of sexual assault	
38.	Conduct on-going/beyond basic response investigation of robbery.	
39.		
40.	Conduct on-going/beyond basic response investigation of assault (not including sexual)	
41.	Conduct on-going/beyond basic response investigation of burglary.	
42.	Conduct on-going/beyond basic response investigation of larceny/theft.	
43.	Conduct on-going/beyond basic response investigation of kidnapping.	
44.	Conduct on-going/beyond basic response investigation of hate crimes.	
45.	Conduct on-going/beyond basic response investigation of terrorism.	
46.	Conduct on-going/beyond basic response investigation of arson.	
47.	Conduct on-going/beyond basic response investigation of forgery.	
48.	Conduct on-going/beyond basic response investigation of fraud.	
49.	Conduct on-going/beyond basic response investigation of disorderly conduct/disturbance.	
50.	Conduct on-going/beyond basic response investigation of receipt of stolen property.	
51.	Conduct on-going/beyond basic response investigation of weapons/firearms offenses.	
52.	Conduct on-going/beyond basic response investigation of child pornography.	
53.	Conduct on-going/beyond basic response investigation of controlled substances.	
54.	Conduct on-going/beyond basic response investigation of illegal gambling.	
55.	Conduct on-going/beyond basic response investigation of domestic violence.	
56.	Conduct on-going/beyond basic response investigation of child abuse or neglect.	
57.	Conduct on-going/beyond basic response investigation of harassment/stalking.	
58.	Conduct on-going/beyond basic response investigation of suspicious activity/vehicle/person.	
59.	Conduct on-going/beyond basic response investigation of motor vehicle homicide.	
60.	Conduct on-going/beyond basic response investigation of fatal traffic crash.	
61.	Conduct on-going/beyond basic response investigation of personal injury crash.	
62.	Conduct on-going/beyond basic response investigation of hit and run.	
63.	Conduct on-going/beyond basic response investigation of other motor vehicle incidents.	
64.	Conduct on-going/beyond basic response investigation of other traffic offenses.	
65.	Conduct on-going/beyond basic response investigation of computer/cybercrimes.	
66.	Conduct on-going/beyond basic response investigation of death investigation.	
67.	Conduct on-going/beyond basic response investigation of apparent suicide.	
68.	Conduct on-going/beyond basic response investigation of prostitution/solicitation.	

69.	Conduct on-going/beyond basic response investigation of elder or disabled persons abuse.	
70.	Conduct on-going/beyond basic response investigation of identity theft.	
71.	Conduct on-going/beyond basic response investigation of embezzlement.	
72.	Conduct on-going/beyond basic response investigation of Internet crimes against children.	
73.	Conduct on-going/beyond basic response investigation of gangs and gang related crimes.	
74.	Conduct on-going/beyond basic response investigation of prescription drug abuse.	
75.	Conduct on-going/beyond basic response investigation of human trafficking.	
76.	Conduct on-going/beyond basic response investigation of bombing or bomb threat.	
77.	Conduct on-going/beyond basic response investigation of liquor violations	
78.	Conduct on-going/beyond basic response investigation of tobacco violations	
79.	Conduct on-going/beyond basic response investigation of public corruption	
80.	Conduct on-going/beyond basic response investigation of militia groups (i.e., Sovereign Citizens, Posse Comitatus, white supremacists, etc.)	
81.	Conduct on-going/beyond basic response investigation of officer involved shooting	
82.	Conduct on-going/beyond basic response investigation of alleged officer misconduct	
83.	Conduct on-going/beyond basic response investigation of theft/destruction of public or private property	
84.	Conduct on-going/beyond basic response investigation of illegal aliens	
85.	Conduct on-going/beyond basic response violations of court orders.	
86.	Conduct on-going/beyond basic response violations of medical marijuana laws.	
87.	Organize and or Conduct physical lineup.	
88.	Organize and/or Conduct photo lineup.	
89.	Conduct strip search of arrested person according to State law and agency procedure.	
90.	Witness cavity search to preserve potential chain of evidence.	
91.	Recognize and properly handle potential electronic evidence (e.g., computer files, Smart phone, etc.)	
92.	Identify and process latent fingerprints.	
93.	Recognize instances of prescription drug abuse.	
94.	Recognize and identify instances of human trafficking.	
95.	Develop field contacts and intelligence sources.	
96.		
97.	Conduct background investigations on applicants for licenses and permits (e.g., liquor, weapons, etc.).	
98.	Recognize, refer and/or investigate potential harassment violations (sexual, racial, religious, or others).	
99.	Review crime lab reports to help investigative efforts.	
100.	Review records and pictures to identify suspects.	
101.	Maintain awareness of Tribal laws and customs.	
102.	Perform law enforcement functions/ operations on Tribal lands with Tribal Police.	

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

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

73.	Guard person in custody outside of detention facilities (e.g., court, medical facility, etc.).	
74.	Forcibly place resisting person in cell.	
75.	Forcibly remove resisting person from cell.	
76.	Use force as necessary and appropriate in apprehension of criminal suspects.	
77.	Handcuff resisting person.	
78.	Handcuff non-resisting person.	

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

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

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

40.	Participate in large-scale area search and rescue operations.	
41.	Observe person in custody to determine whether person is intoxicated or in medical distress, i.e., diabetic reaction	

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

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

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

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

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

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

M. Equipment		
1.	Sedan-style law enforcement cruiser (RW Drive)	
2.	Sedan-style law enforcement cruiser (FW Drive)	
3.	SUV-style law enforcement cruiser	
4.	Pickup Truck	
5.	Armored Personnel Carriers	
6.	Social Media	
7.	Luminol	
8.	Battering ram	
9.	Bicycle	
10.	Binoculars	
11.	Body armor (hidden vest, exterior vest)	
12.	Breath Analysis Equipment	
13.	Preliminary/Portable Breath Test (PBT)	
14.	Automated External Defibrillator (AED)	
15.	OC/CNCS Spray	
16.	Car door lock opening devices (Slim Jim)	
17.	Drug and Narcotic I.D. field kit	
18.	Evidence processing kit (e.g., fingerprint, impressions)	
19.	Closed Circuit Television Monitor	
20.	Global Positioning System (GPS)	
21.	Blood-borne pathogen protection equipment	
22.	First Aid Kit	
23.	Road flares	
24.	Large Flashlight (e.g., Maglite)	
25.	Small LED Flashlight (e.g., Scorpion)	
26.	Flexi-cuffs	
27.	Gas mask (bio/chem-hazard mask)	
28.	Handcuffs	
29.	Portable law enforcement radio (i.e., walkie-talkie)	
30.	Illuminated traffic baton	
31.	Ladder	
32.	Manual traffic control device	
33.	Metal detector	
34.	Motorcycle	
35.	Prisoner Transport Vehicle	
36.	Photocopier	
37.	Video recording equipment	
38.	Fire extinguisher	
39.	Pry bar	

Technical Report

40.	Traffic cones	
41.	Alley light	
42.	Vehicle mounted speed measurement instrument (e.g., RADAR)	
43.	Rifle/Carbine	
44.	Boats or other watercraft	
45.	Riot baton	
46.	Rope (e.g., throw bag, boat lines, animal control, rappel, etc.)	
47.	Semi-automatic pistol	
48.	Shotgun – semi/pump	
49.	Vehicle mounted spotlight	
50.	Stationary computer terminal	
51.	Strolometer/walker/walking stick to measure distance	
52.	Digital voice recorder	
53.	Tear gas grenade	
54.	Tear gas gun	
55.	Law Enforcement vehicle radio equipment	
56.	Keyboard	
57.	Fax	
58.	Photographic equipment (e.g., 35 mm/digital)	
59.	Animal Control snares	
60.	Print roller/kit	
61.	Life ring/Flotation device	
62.	Lights and sirens	
63.	Marking chalk	
64.	Tape measure	
65.	Flotation vests	
66.	Ballistics body armor	
67.	Ballistics helmet	
68.	Electronic Control Device (e.g., Taser)	
69.	Body wires/Bugs	
70.	Night vision equipment (e.g., Night scope/Star scope)	
71.	Listening devices	
72.	AFIS/CODIS	
73.	Body Cam	
74.	Hearing Impaired Communication Devices (TTD/TTY)	
75.	Weapon cleaning equipment	
76.	Reflective vest	
77.	Laptop computer	
78.	In car video camera	
79.	Knife	

80.	Scuba or other underwater diving equipment	
81.	Hobbles/shackles/Leg straps	
82.	Tire jack	
83.	Lock pick (e.g., business/residential, interior/exterior)	
84.	Spike strip/stop stick	
85.	All wheel drive vehicle	
86.	Waist chains	
87.	Personal watercraft (e.g., jet ski)	
88.	Whistle	
89.	Mug shot camera (e.g., Polaroid/digital)	
90.	Ammunition/magazine/clip	
91.	Email	
92.	Live trap	
93.	Less Than Lethal Crowd Dispersal Projectiles/ Launchers (e.g., pepperball, 37/40, etc.)	
94.	Paper shredder	
95.	Riot gas mask	
96.	Bicycle safety helmet	
97.	Telephone equipment	
98.	Computer software programs	
99.	Sexual Assault victim evidence kit	
100.	Mobile Data Terminal/cruiser mounted laptop computer (MDT, Toughbook, etc.)	
101.	Noise measuring device	
102.	CPR pocket mask	
103.	Tint meter	
104.	Tuberculosis (HEPA) mask	
105.	Specialized leather gloves	
106.	Collapsible baton (ASP)	
107.	Field compass	
108.	Air pac	
109.	Riot gear/shield	
110.	Jumper cables/Jump Bot	
111.	Spray paint (marking)	
112.	Tuning fork	
113.	Rain/wet gear	
114.	In car printer	
115.	Blood test kit	
116.	Vehicle weapon lock	
117.	Metal detecting hand wand	
118.	Spit hood	
119.	Marine craft and related equipment	

120.	Ambu-bag	
121.	Chain saw	
122.	Bar Code Reader	
123.	Shovel	
124.	Personal flotation device/Vest	
125.	Hard hat	
126.	Dock bumper	
127.	Latex gloves	
128.	K-9	
129.	Smart Phone (e.g., Blackberry, iPhone, etc.)	
130.	Floor/Building Plans	
131.	Tracking devices	
132.	Push Bumpers	
133.	Electronic Fingerprinting Scanning Device	
134.	ATV (All Terrain Vehicle)	
135.	License Plate Reader (installed in law enforcement vehicle)	
136.	Portable Media Device (e.g., flash drive/thumb drive, external hard drive)	
137.	Golf Cart/Electric Vehicle	
138.	Shoulder Microphone	
139.	Text Messaging	
140.	Social Media (e.g., Facebook, Twitter, Linked-in, etc.) for official business	
141.	Revolver	
142.	Axe	
143.	ACJIS	
144.	Electronic Citation Device	
145.	Segway	
146.	Pocket language guide	
147.	SWAT gear	
148.	Crime scene tape	
149.	DVD player/VCR/DVR	
150.	Hearing protection (e.g., earplugs,)	
151.	Thermal imager	
152.	Optical/Laser Sighting System	
153.	Media projector (e.g., PowerPoint)	
154.	Laser distance measurement device	
155.	Calculator	
156.	Document scanner	
157.	Portable Public Address System (e.g., Bullhorn)	
158.	Body Camera	
159.	Vehicle mounted public address (PA) system	

160.	Earpiece for mobile radio	
161.	Portable/handheld speed measurement instrument (e.g., RADAR, LIDAR)	
162.	Tourniquet	
163.	Quiklot/Celox	
164.	Blue Tooth Lapel Mike	
165.	NarCan	
166.	Handheld Driver's License Scanner	
167.	Self-trauma Kit	
168.	Glass Breaking Device, e.g., Rescue Me	
169.	Traffic Template	
170.	Eye Protection Device	
171.	Denver Boot	
172.	Electronic scene measuring device (Mapping software)	
173.	Drones	
174.	Crime Scene tape	

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

33.	Defend oneself from position on ground.	
34.	Use fists to defend oneself.	
35.	Pull person out of a vehicle through window or open door to effect rescue.	
36.	Use less than lethal devices to control/disable person.	
37.	Bring up to standing a non-resisting or resisting person.	
38.	Tread water to self-rescue.	
39.	Fall down in struggle or pursuit, recover to feet and resume struggle/pursuit.	
40.	Continue to function in a physical confrontation after being struck/injured.	
41.	Maintain and recover from a state of hyper vigilance (acute sensory awareness) over protracted period of time (hours).	
42.	Cope with the physical effects of chronic emotional stress/fatigue (e.g., fear, anger, anxiety, etc.)	
43.	Cope with the physical effects of chronic mental stress/fatigue (e.g., concentration).	
44.	Cope with the physical effects of shift-work.	
45.	Carry with someone else an immobile child on a stretcher or other device.	
46.	Drag, by yourself, an immobile child.	
47.	Drag, by yourself, an immobile adult.	
48.	Crawl under an obstruction.	
49.	Physically block small group of people from moving.	

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

(The tasks below are to be addressed solely as things you have done on the job, not as a part of training.)

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

31.	Run through underbrush and varying terrain.	
32.	Run up stairs/steps.	
33.	Run down stairs/steps.	
34.	Stand for more than 2 hours of work shift.	
35.	Walk for more than 2 hours of work shift.	
36.	Sit for more than 2 hours of work shift.	
37.	Catch a falling person to prevent his/her injury.	
38.	Bend over/kneel to search under vehicle.	
39.	Crawl through underbrush, wetlands, etc.	
40.	Climb fire escapes.	
41.	Climb stairs in multiple story buildings.	
42.	Extend arm to reach and search tight spaces.	
43.	Work in deep water up to chest.	
44.	Quickly exit or enter law enforcement vehicle.	
45.	Climb up/down ladder to reach area.	
46.	Lift and carry heavy weights up or down stairs/ladders.	
47.	Endure weather extremes.	
48.	Endure extended periods of work without food.	
49.	Endure and recover from periods of emotional stress/fatigue.	

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

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

Appendix B. Basic Police Officer Task List Revised by Advisory Committee

A. Patrol/Basic Law Enforcement Functions		
1.	Use State, local and/or federal criminal information systems (DCI/NCIC/NCAWARE/CJLEADS) to obtain information related to crimes, events, suspects, etc.	
2.	Participate in search and rescue operations in extreme/dangerous weather and locations	
3.	Place devices, e.g., cones, barriers, etc to protect or secure crime or crash scene.	
4.	Conduct search of persons entering public facility/room.	
5.	Restrain unruly or violent individuals, remove from public areas and arrest if necessary.	
6.	Operate and read mobile data device.	
7.	Execute stop of motor vehicle, approach and talk to operator and passengers.	
8.	Use illuminated baton or hand signals to direct traffic.	
9.	Conduct high-risk vehicle stop.	
10.	Establish and conduct a stationary roadblock	
11.	Watch occupants of stopped vehicle to identify unusual or suspicious actions.	
12.	Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.	
13.	Use plain English to communicate on law enforcement radio.	
14.	Observe moving vehicles to identify possible criminal activity	
15.	Use radio codes to communicate verbally on law enforcement radio.	
16.	Interview members of public by telephone to obtain detailed information.	
17.	Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.	
18.	Inventory and test assigned patrol equipment and vehicle (e.g., lights, siren, radio, computer, etc.) for pre-shift inspection/vehicle assessment.	
19.	Visually check vacant homes and property to ensure security.	
20.	Update status of wants, warrants and stolen property through local, state and NCIC computer systems.	
21.	Talk with families of adult suspects or defendants to advise, inform, notify, etc.	
22.	Talk with families of juvenile suspects or defendants to advise, inform, notify, etc.	
23.	Conduct bicycle patrol tactics.	
24.	Conduct preliminary investigation of (be <u>first responder</u> to) various felony and/or misdemeanor crimes.	
25.	Be first responder to various non-criminal calls for service.	
26.	Recognize and handle/endure effects of job-related stress/fatigue on yourself or others.	
27.	Recognize common, over the counter products that are used in production of methamphetamines and other illegal drugs.	
28.	Recognize standard and improvised laboratory equipment used in the production of methamphetamines and other illegal drugs.	
29.	Recognize and respond to a reported or discovered clandestine laboratory.	
30.	Use deflation devices (e.g., stop stick, etc.) to slow a vehicle	

31.	Speak basic Spanish to communicate.	
32.	Advise businesses about ways to secure their property.	
33.	Advise residents about ways to make their homes more secure.	
34.	Advise crime victims of the procedures to pursue prosecution.	
35.	Advise citizens on techniques to enhance personal safety.	
36.	Comfort emotionally upset persons.	
37.	Evaluate and answer inquiries from crime victims or their families regarding progress on a case.	
38.	Receive and evaluate requests for law enforcement service.	
39.	Compile and analyze crime, traffic crash and other statistics.	
40.	Follow federal and State rules of privacy and security to control access to law enforcement records.	
41.	Follow State laws related to release of public records.	
42.	Describe persons to other officers (e.g., suspects, missing person).	
43.	Estimate and record value of stolen, recovered or damaged goods.	
44.	Use social media to facilitate a law enforcement investigation	
45.	File and retrieve documents in records system (e.g., fingerprint cards, reports, etc.)	
46.	Assist special needs persons.	
47.	Euthanize injured or dangerous animal	
48.	Track persons from scene (e.g., footprints in snow or mud).	
49.	Use fire-extinguishing equipment.	
50.	Smell and investigate unusual odors.	
51.	Verify air/water pollution complaints (e.g., illegal dumping).	
52.	Hear and investigate unusual sounds or noises.	
53.	Monitor department radio communications to stay aware of law enforcement activity.	
54.	Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.	
55.	Perform law enforcement duties in all weather and temperatures.	
56.	Patrol locations that are potentially physically hazardous (e.g., construction sites, prohibited areas, etc.).	
57.	Identify potentially rabid animals and notify Animal Control	
58.	Prepare clothing and personal equipment to satisfy department inspection requirements.	
59.	Test/handle doorknobs, windows, etc. to check physical security of buildings (businesses/residences, etc.)	
60.	Use special protective equipment and weapons to participate in high-risk entries.	
61.	Participate in search for escaped person(s).	
62.	Respond to and control scene involving barricaded subject.	
63.	Conduct field interview of suspicious person.	
64.	Investigate suspicious vehicle.	
65.	Communicate with non-English speaking persons.	
66.	Conduct and control initial contact with a barricaded subject.	

67.	Recognize incidents where K-9 or other specialized services, e.g., Air, SWAT, etc may be a useful/necessary resource.	
68.	Communicate with deaf and/or mute persons.	
69.	Confront barricaded subjects to attempt a resolution to the incident.	
70.	Talk with people on beat, patrol area, Division, etc. to establish positive relationship.	
71.	Transport juveniles to home or detention facility	
72.	Use structured problem-solving method to identify and address causes of crime (e.g hours of operation, licensing violations, streetlights, traffic patterns, lack of recreation, etc.).	
73.	Present community relations programs (e.g., safety programs, crime prevention, tours, etc.).	
74.	Distribute printed material for public relations.	
75.	Give talks on law enforcement, etc., to community organizations, businesses and/or schools.	
76.	Meet with teachers and school officials to discuss methods to provide better security, discuss at-risk student, etc.	
77.	Organize neighborhood watch groups and conduct meetings.	
78.	Patrol schools and school property to provide security while on duty.	
79.	Perform directed (e.g., planned/structured) patrol assignments.	
80.	Respond to general information questions from public.	
81.	Take control of publicly intoxicated/disruptive person.	
82.	Use technological devices (e.g., computers, Smart Phone, etc.) to exchange information with other agencies.	
83.	Perform basic troubleshooting functions related to computer use.	
84.	Perform police duties in plain clothes	
85.	Recognize need for and initiate an involuntary commitment	
86.	Advise abused spouse/domestic partner of rights.	
87.	Make arrest without warrant at scene of domestic violence.	
88.	Recognize laws and limits on law enforcement powers when crossing jurisdictional lines.	
89.	Transport abused spouse/domestic partner to shelter.	
90.	Respond to mutual aid request.	
91.	Accompany spouse/domestic partner to pick up belongings.	
92.	Enforce and explain passenger restraint laws.	
93.	Respond to crime-in-progress call.	
94.	Serve as back-up officer at scene.	
95.	Search for missing children.	
96.	Search for missing adults.	
97.	Hold person under investigative detention, i.e., Terry Stop	
98.	Secure crime scene (i.e., establish security perimeter).	
99.	Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.	

100.	Use chemical agents to control an individual.	
101.	Search for person in darkened building or environment.	
102.	Hold flashlight while performing various law enforcement duties.	
103.	Review public web sites to identify/recognize potential suspects, etc	
104.	Conduct welfare checks of citizen to ensure safety of person, e.g., suicidal, elderly, emotionally unstable, etc.	
105.	Recognize commonly used drug paraphernalia	
106.	Use/monitor social media to identify/anticipate potential public safety problems	
107.	Recognize and handle suspected powdery substances, e.g. fentanyl, according to safe practices.	
108.	Apply principles of perimeter containment as necessary.	
109.	Observe, recognize, and interpret human behavior.	
110.	Respond with empathy and sympathy in a variety of situations.	
111.	Maintain a calm demeanor to prevent a tense situation from escalating or becoming worse.	
112.	Use body language to project control and influence the situation.	
113.	Maintain a calm demeanor when experiencing criticism from peers and the public.	
114.	Recognize circumstances where Youth Diversion is an appropriate action.	
115.	Use various techniques to decrease respiration, heart rate, etc and increase situational resilience.	
116.	Recognize indicators of vicarious trauma and employ techniques to prevent or alleviate your symptoms.	
117.	Recognize signs of DV related or other strangulation.	
118.	Create and/or work with a K-9 Tracking Team.	

B. Ethics in Law Enforcement		
1.	Exercise discretion (choice) in selecting appropriate enforcement action.	
2.	Apply ethical standards while performing law enforcement duties.	
3.	Recognize and report misconduct of other officers.	
4.	Encourage/model professional standards among colleagues	
5.	Use proper judgment when confronted with offers of gratuity (i.e., free coffee, meals, services, etc.)	
6.	Recognize and report misuse of social media	
7.	Promptly intervene to stop improper, unethical or illegal peer conduct.	
8.	Apply ethical principles to solve peer-related problems.	
9.	Follow ethical concepts contained in Brady v Giglio	

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

32.	Verify the identity of deceased persons.	
33.	Work undercover.	
34.	Conduct on-going/beyond basic response investigation of robbery.	
35.	Conduct on-going/beyond basic response investigation of assault (not including sexual)	
36.	Conduct on-going/beyond basic response investigation of burglary.	
37.	Conduct on-going/beyond basic response investigation of larceny/theft.	
38.	Conduct on-going/beyond basic response investigation of hate crimes.	
39.	Conduct on-going/beyond basic response investigation of forgery.	
40.	Conduct on-going/beyond basic response investigation of fraud.	
41.	Conduct on-going/beyond basic response investigation of disorderly conduct/disturbance.	
42.	Conduct on-going/beyond basic response investigation of receipt of stolen property.	
43.	Conduct on-going/beyond basic response investigation of weapons/firearms offenses.	
44.	Conduct on-going/beyond basic response investigation of controlled substances.	
45.	Conduct on-going/beyond basic response investigation of domestic violence.	
46.	Conduct on-going/beyond basic response investigation of child abuse or neglect.	
47.	Conduct on-going/beyond basic response investigation of harassment/stalking.	
48.	Conduct on-going/beyond basic response investigation of suspicious activity/vehicle/person.	
49.	Conduct on-going/beyond basic response investigation of personal injury crash.	
50.	Conduct on-going/beyond basic response investigation of hit and run.	
51.	Conduct on-going/beyond basic response investigation of other motor vehicle incidents.	
52.	Conduct on-going/beyond basic response investigation of other traffic offenses	
53.	Conduct on-going/beyond basic response investigation of prostitution/solicitation.	
54.	Conduct on-going/beyond basic response investigation of elder or disabled persons abuse.	
55.	Conduct on-going/beyond basic response investigation of identity theft.	
56.	Conduct on-going/beyond basic response investigation of embezzlement.	
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57.	Conduct on-going/beyond basic response investigation of gangs and gang related crimes.	
58.	Conduct on-going/beyond basic response investigation of prescription drug abuse.	
59.	Conduct on-going/beyond basic response investigation of liquor violations	
60.	Conduct on-going/beyond basic response investigation of theft/destruction of public or private property	
61.	Conduct on-going/beyond basic response violations of court orders.	
62.	Organize and/or Conduct photo lineup.	
63.	Conduct strip search of arrested person according to State law and agency procedure.	
64.	Witness cavity search to preserve potential chain of evidence.	

65.	Recognize and properly handle potential electronic evidence (e.g., computer files, Smart phone, etc.)	
66.	Identify and collect latent fingerprints.	
67.	Recognize instances of prescription drug abuse.	
68.	Recognize and identify instances of human trafficking.	
69.	Develop field contacts and intelligence sources.	
70.	Recognize and refer potential harassment violations (sexual, racial, religious, or others).	
71.	Review crime lab reports to help investigative efforts.	
72.	Review records and pictures to identify suspects.	
73.	Fill out appropriate forms to document such a photo lineup	

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

36.	Locate owners of recovered vehicles and other property.	
37.	Confer with defense attorney to discuss a particular case.	
38.	Verify warrants before execution.	
39.	Plan and organize service of a high risk Arrest Warrant.	
40.	Prepare and/or present facts of case to a judicial officer to obtain an arrest warrant.	
41.	Check arrestee for outstanding warrants.	
42.	Compare photographs to verify identity of person in custody.	
43.	Follow legal procedures to answer outside inquiries from or concerning a person in custody.	
44.	Book arrested person by completing standard processing forms.	
45.	Conduct interview room inspection to ensure arrested person's safety/well-being, facility security, etc.	
46.	Operate vehicle to transport person in custody.	
47.	Escort (walk) person in custody to various destinations (e.g., medical facility, court, etc.)	
48.	Examine physical condition of person in custody to assess need for medical attention.	
49.	Prepare written reports to record injuries of persons in custody.	
50.	Complete written reports to document citizen's complaint.	
51.	Enforce court issued order (e.g., protection order).	
52.	Guard person in custody outside of detention facilities (e.g., court, medical facility, etc.).	
53.	Forcibly place resisting person in holding area.	
54.	Use force as necessary (use of force continuum) and appropriate in apprehension of criminal suspects.	
55.	Handcuff resisting person.	
56.	Handcuff non-resisting person.	
57.	Maintain awareness of distance from person armed with knife.	
58.	Apply Active Confrontational Tactics and Survival (ACTS) principles in a physical encounter.	
59.	Apply Subject Control and Arrest Techniques (SCAT) principles in an arrest. or to control a subject	
60.	Recognize an ambush and respond consistent with Survival Stress Response (SSR) principles.	

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

36.	Watch moving vehicle to visually estimate excessive speed.	
37.	Prepare requests to have “unfit” vehicle operators reexamined	
38.	Operate video camera and equipment to record actions of criminal or motor vehicle suspects.	
39.	Observe weather and road conditions to assess need for emergency equipment such as snowplows, salt trucks, etc.	
40.	Look for and identify suspect vehicle by color and description.	
41.	Inspect and tag abandoned vehicles along roadway.	
42.	Check commercial vehicle for dangerous or illegal cargo.	
43.	Check trucks to make sure cargo is secure.	
44.	Examine shipping papers of commercial vehicles (e.g., hazardous materials).	
45.	Conduct sobriety checkpoint.	
46.	Evaluate condition of crashed vehicles to assess safe post-crash operability.	
47.	Administer field sobriety tests (e.g., Standardized Field Sobriety Test, Walk and Turn, One-leg Stand, etc.).	
48.	Advise appropriate agency of traffic control/roadway repair needs.	
49.	Select locations and position oneself to conduct selective traffic enforcement duties.	
50.	Identify and advise vehicle owners to remove abandoned vehicles.	
51.	Contact hospital, lab and/or physician to obtain blood or other chemical tests.	
52.	Arrest/Summons DWI suspects.	
53.	Assist stranded motorists.	
54.	Use speed enforcement devices to measure vehicle speed (e.g., RADAR, LIDAR.)	
55.	Fill out DWI arrest and administrative reports.	
56.	Operate stationary intoxilyzer/breathalyzer to test breath alcohol concentration.	
57.	Investigate Off Road/ATV vehicle accidents/collisions	

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

39.	Conduct search to locate bomb or other explosive device.	
40.	Participate in large-scale area search and rescue operations.	
41.	Observe person in custody to determine whether person is intoxicated or in medical distress, i.e., diabetic reaction	
42.	Recognize and deal with blood borne pathogens.	

G. Firearms/Response to Resistance		
1.	Participate in firearms training.	
2.	Use protective equipment when involved with weapons training and/or qualification.	
3.	Carry authorized firearm when off duty.	
4.	Clean and inspect weapon.	
5.	Carry "secondary/back-up" firearm on duty.	
6.	Discharge firearm in low light conditions (e.g., at night, in darkened room, etc.) (not including training).	
7.	Discharge firearm at person (not including simulation training).	
8.	Discharge firearm from protective cover position (not including training).	
9.	Draw weapon to protect self or third party.	
10.	Recognize disguised weapons (e.g., belt buckle, knife).	
11.	Detain person at gunpoint.	
12.	Use knife in performance of law enforcement duties (e.g., seat belt cutter, etc.).	
13.	Unload various firearms (including seized firearms) safely.	
14.	Clear malfunction of various firearms (not including training).	
15.	Reload firearms under combat conditions (not including training).	
16.	Fire weapon in dark environment while using flashlight (not including training).	
17.	Discharge rifle (not including training).	
18.	Discharge shotgun (not including training).	
19.	Respond to active shooter situations.	
20.	Fire weapon while employing "move and shoot" techniques (not including training).	
21.	Remove weapon from home/residence of suicidal person, scene of domestic violence, etc.	
22.	Fire weapon in defense of attacking or dangerous animal.	
23.	Use dominant hand to fire law enforcement weapon (not including training).	
24.	Use support hand to fire law enforcement weapon (not including training).	
25.	Uses appropriate verbal commands/communication in response to resistance situations.	
26.	Comply with State laws and agency regulations regarding safe handling and storage of weapons.	
27.	Use handgun disarm techniques against a frontal attack.	
28.	Recognize when to intervene during a response to resistance matter.	
29.	Recognize how emotional intelligence affects decision making.	
30.	Employ various de-escalation techniques to calm a violent situation.	
31.	Recognize verbal and physical indicators of deception.	
32.	Recognize signs of concealed weapons on a person.	
33.	Respond to an incident involving an armed suicidal subject.	
34.	Recognize differences between Cold, Warm and Hot Zones.	
35.	Recognize special staffing plans/squads/units for active gunfire.	

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

I. Emergency Vehicle Operation		
1.	Operate law enforcement vehicle to escort parades, funerals, walkathons, and other processions.	
2.	Engage in high-speed pursuit in congested area.	
3.	Engage in high-speed response in congested area.	
4.	Engage in high-speed pursuit off road.	
5.	Engage in high-speed response off road.	
6.	Engage in high-speed pursuit on open road.	
7.	Engage in high-speed response on open road.	
8.	Operate law enforcement vehicle to escort emergency vehicles.	
9.	Operate law enforcement vehicle in heavy rain.	
10.	Operate 4 wheel drive vehicle to perform law enforcement duties.	
11.	Operate law enforcement vehicle on ice/snow covered road.	
12.	Operate law enforcement vehicle at night.	
13.	Operate a vehicle at night without lights.	
14.	Operate law enforcement vehicle on a gravel/dirt road	
15.	Operate law enforcement vehicle on a muddy/grassy road or area	
16.	Transport injured persons.	
17.	Transport persons needing assistance.	
18.	Inspect law enforcement vehicle for weapons and contraband (i.e., before and after arrested person transport, shift change, etc.).	
19.	Perform emergency, rapid vehicle back up maneuver.	
20.	Operate vehicle in a crowded (people, other vehicles, etc.) environment.	
21.	Operate vehicle in reverse over longer distance.	

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

K. Report Writing		
1.	Use computer word processing programs and equipment to prepare various CMPD (KBCOPS) reports.	
2.	Complete/prepare in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).	
3.	Complete/prepare reports consisting primarily of check-off boxes or fill-in blanks (e.g., incident report, accident report, etc.).	
4.	Write personal field notes to record actions, interviews, etc.	
5.	Use e-mail to handle internal correspondence	
6.	Summarize in writing the statements of witnesses and complainants.	
7.	Complete Field Intelligence/Interview Reports.	
8.	Use KBCOPS to conduct background checks and collect information.	
9.	Prepare a CMPD Response to Resistance statement.	

L. Civil Disorder		
1.	Use less than lethal munitions (e.g., 40 millimeter OC or Pepper Ball.).	
2.	Speak to hostile groups to quiet them.	
3.	Confront, in riot formation, groups of agitated people.	
4.	Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.	
5.	Patrol area containing labor pickets, marchers, or demonstrators to maintain peace, traffic flow, prevent property damage, etc.	
6.	Locate and observe crowd agitators.	
7.	Control violent crowds/groups.	
8.	Use aerosol agents to control a crowd.	

M. Workplace Intervention		
1.	Intervene to stop/prevent a colleague from making a procedural mistake.	
2.	Intervene to stop/prevent a colleague from using unreasonable force.	
3.	Intervene to stop/prevent a colleague from doing something unethical.	
4.	Intervene to stop/prevent a colleague from doing something that is unsafe.	
5.	Intervene to stop/prevent a colleague from violating agency policy.	
6.	Discuss incorrect, inappropriate, or unethical conduct by a colleague with a supervisor.	
7.	Defuse a stressful event involving colleagues.	
8.	Communicate effectively with colleagues during disputes/disagreements.	
9.	Mediate to resolve differences between colleagues.	
10.	Maintain positive relationships with colleagues.	
11.	Maintain a calm demeanor when experiencing criticism from colleagues, supervisors, and the public.	
12.	Mediate disputes between a colleague and a community member.	
13.	Recognize the officer's role in agency cultural transformation.	
14.	Recognize patterns of behavior among peers to identify potential suicide risk.	

N. Equipment		
1.	Sedan-style law enforcement cruiser (RW Drive)	
2.	Sedan-style law enforcement cruiser (FW Drive)	
3.	SUV-style law enforcement cruiser	
4.	Pickup Truck	
5.	Social Media	
6.	Battering ram	
7.	Bicycle	
8.	Binoculars	
9.	Body armor (hidden vest, exterior vest)	
10.	Breath Analysis Equipment	
11.	Preliminary/Portable Breath Test (PBT)	
12.	Automated External Defibrillator (AED)	
13.	OC Spray	
14.	Evidence processing kit (e.g., fingerprint, impressions)	
15.	Closed Circuit Television Monitor	
16.	Global Positioning System (GPS)	
17.	Blood-borne pathogen protection equipment	
18.	First Aid Kit	
19.	Road flares	
20.	Large Flashlight (e.g., Maglite)	
21.	Small LED Flashlight (e.g., Scorpion)	
22.	Flexi-cuffs	
23.	Gas mask (bio/chem-hazard mask)	
24.	Handcuffs	
25.	Portable law enforcement radio (i.e., walkie-talkie)	
26.	Illuminated traffic baton	
27.	Manual traffic control device	
28.	Metal detector/wand	
29.	Motorcycle	
30.	Prisoner Transport Vehicle	
31.	Photocopier	
32.	Video recording equipment	
33.	Fire extinguisher	
34.	Pry bar	
35.	Traffic cones	
36.	Alley light	
37.	Vehicle mounted speed measurement instrument (e.g., RADAR)	
38.	Rifle/Carbine	
39.	Boats or other watercraft	
40.	Riot baton	

41.	Rope (e.g., throw bag, boat lines, animal control, rappel, etc.)	
42.	Semi-automatic pistol	
43.	Shotgun – semi/pump	
44.	Vehicle mounted spotlight	
45.	Stationary computer terminal	
46.	Law Enforcement vehicle radio equipment	
47.	Keyboard	
48.	Fax	
49.	Photographic equipment (e.g., 35 mm/digital)	
50.	Print roller/kit	
51.	Life ring/Flotation device	
52.	Lights and sirens	
53.	Tape measure	
54.	Flotation vests	
55.	Ballistics body armor	
56.	Ballistics helmet	
57.	Electronic Control Device (e.g., Taser/X2)	
58.	Night vision equipment (e.g., Night scope/Star scope)	
59.	Body Cam	
60.	Weapon cleaning equipment	
61.	Reflective vest	
62.	Laptop computer	
63.	Knife	
64.	Hobbles/shackles/Leg straps	
65.	Tire jack	
66.	Spike strip/stop stick	
67.	All wheel drive vehicle	
68.	Waist chains	
69.	Whistle	
70.	Ammunition/magazine/clip	
71.	Email	
72.	Less Than Lethal Crowd Dispersal Projectiles	
73.	Paper shredder	
74.	Riot gas mask	
75.	Bicycle safety helmet	
76.	Telephone equipment	
77.	Computer software programs	
78.	Mobile Data Terminal/cruiser mounted laptop computer (MDT, Toughbook, etc.)	
79.	Noise measuring device	
80.	CPR pocket mask	
81.	Tint meter	
82.	Specialized leather gloves	

83.	Collapsible baton (ASP)	
84.	Riot gear/shield	
85.	Jumper cables/Jump Bot	
86.	Spray paint (marking)	
87.	Tuning fork	
88.	Rain/wet gear	
89.	In car printer	
90.	Blood test kit	
91.	Vehicle weapon lock	
92.	Metal detecting hand wand	
93.	Marine craft and related equipment	
94.	Ambu-bag	
95.	Dock bumper	
96.	Latex gloves	
97.	K-9	
98.	Smart Phone (e.g., Blackberry, iPhone, etc.)	
99.	Floor/Building Plans	
100.	Tracking devices	
101.	Push Bumpers	
102.	ATV (All Terrain Vehicle)	
103.	License Plate Reader (installed in law enforcement vehicle)	
104.	Portable Media Device (e.g., flash drive/thumb drive, external hard drive)	
105.	Shoulder Microphone	
106.	Text Messaging	
107.	Social Media (e.g., Facebook, Twitter, Linked-in, etc.) for official business	
108.	Electronic Citation Device	
109.	Pocket language guide	
110.	Crime scene tape	
111.	DVD player/VCR/DVR	
112.	Hearing protection (e.g., earplugs,)	
113.	Thermal imager	
114.	Optical/Laser Sighting System	
115.	Media projector (e.g., PowerPoint)	
116.	Calculator	
117.	Document scanner	
118.	Portable Public Address System (e.g., Bullhorn)	
119.	Vehicle mounted public address (PA) system	
120.	Earpiece for mobile radio	
121.	Tourniquet	
122.	Quiklot/Celox	
123.	Blue Tooth Lapel Mike	
124.	NarCan	

125.	Self-trauma Kit	
126.	Glass Breaking Device, e.g., Rescue Me	
127.	Eye Protection Device	
128.	Drones	
129.	Weapon mounted light	

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

33.	Use fists to defend oneself.	
34.	Pull person out of a vehicle through window or open door to effect rescue.	
35.	Use less than lethal devices to control/disable person.	
36.	Bring up to standing a non-resisting or resisting person.	
37.	Tread water to self-rescue.	
38.	Fall down in struggle or pursuit, recover to feet and resume struggle/pursuit.	
39.	Continue to function in a physical confrontation after being struck/injured.	
40.	Maintain and recover from a state of hyper vigilance (acute sensory awareness) over protracted period of time (hours).	
41.	Cope with the physical effects of chronic emotional stress/fatigue (e.g., fear, anger, anxiety, etc.)	
42.	Cope with the physical effects of chronic mental stress/fatigue (e.g., concentration).	
43.	Cope with the physical effects of shift-work.	
44.	Carry with someone else an immobile child on a stretcher or other device.	
45.	Drag, by yourself, an immobile child.	
46.	Physically block small group of people from moving.	

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

(The tasks below are to be addressed solely as things you have done on the job, not as a part of training.)

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

31.	Run up stairs/steps.	
32.	Run down stairs/steps.	
33.	Stand for more than 2 hours of work shift.	
34.	Walk for more than 2 hours of work shift.	
35.	Sit for more than 2 hours of work shift.	
36.	Catch a falling person to prevent his/her injury.	
37.	Bend over/kneel to search under vehicle.	
38.	Crawl through underbrush, wetlands, etc.	
39.	Climb fire escapes.	
40.	Climb stairs in multiple story buildings.	
41.	Extend arm to reach and search tight spaces.	
42.	Work in deep water up to chest.	
43.	Quickly exit or enter law enforcement vehicle.	
44.	Climb up/down ladder to reach area.	
45.	Lift and carry heavy weights up or down stairs/ladders.	
46.	Endure weather extremes.	
47.	Endure extended periods of work without food.	
48.	Crawl to search under car/residence/building, etc.	
49.	Crawl under an obstruction.	

Appendix C. Officer Task Data

	CMPD Officer Tasks	Count	AVG	Median	% ans
	A. Patrol/Basic Law Enforcement Functions				
1	Use State, local and/or federal criminal information systems (DCI/NCIC/NCAWARE/CJLEADS) to obtain information related to crimes, events, suspects, etc.	117	8.32	9	100.00
2	Participate in search and rescue operations in extreme/dangerous weather and locations	68	1.93	1	58.12
3	Place devices, e.g., cones, barriers, etc to protect or secure crime or crash scene.	117	3.84	4	100.00
4	Conduct search of persons entering public facility/room.	86	3.43	3	73.50
5	Restrain unruly or violent individuals, remove from public areas and arrest if necessary.	116	4.06	3.5	99.15
6	Operate and read mobile data device.	116	8.00	9	99.15
7	Execute stop of motor vehicle, approach and talk to operator and passengers.	116	5.90	6	99.15
8	Use illuminated baton or hand signals to direct traffic.	114	3.72	3	97.44
9	Conduct high-risk vehicle stop.	110	2.69	3	94.02
10	Establish and conduct a stationary roadblock	76	2.70	3	64.96
11	Watch occupants of stopped vehicle to identify unusual or suspicious actions.	114	5.04	5	97.44
12	Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.	115	7.06	8	98.29
13	Use plain English to communicate on law enforcement radio.	116	8.44	9	99.15
14	Observe moving vehicles to identify possible criminal activity	116	7.11	8	99.15
15	Use radio codes to communicate verbally on law enforcement radio.	117	7.89	9	100.00
16	Interview members of public by telephone to obtain detailed information.	113	4.96	5	96.58
17	Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.	110	4.29	4	94.02
18	Inventory and test assigned patrol equipment and vehicle (e.g., lights, siren, radio, computer, etc.) for pre-shift inspection/vehicle assessment.	117	7.55	8	100.00
19	Visually check vacant homes and property to ensure security.	116	5.16	5	99.15
20	Update status of wants, warrants and stolen property through local, state and NCIC computer systems.	93	4.84	5	79.49
21	Talk with families of adult suspects or defendants to advise, inform, notify, etc.	115	4.46	4	98.29
22	Talk with families of juvenile suspects or defendants to advise, inform, notify, etc.	117	3.71	3	100.00
23	Conduct bicycle patrol tactics.	49	2.33	2	41.88
24	Conduct preliminary investigation of (be first responder to) various felony and/or misdemeanor crimes.	115	6.97	7	98.29
25	Be first responder to various non-criminal calls for service.	117	7.71	9	100.00
26	Recognize and handle/endure effects of job-related stress/fatigue on yourself or others.	115	6.80	8	98.29
27	Recognize common, over the counter products that are used in production of methamphetamines and other illegal drugs.	92	2.91	3	78.63
28	Recognize standard and improvised laboratory equipment used in the production of methamphetamines and other illegal drugs.	79	2.18	1	67.52
29	Recognize and respond to a reported or discovered clandestine laboratory.	53	1.30	1	45.30
30	Use deflation devices (e.g., stop stick, etc.) to slow a vehicle	34	1.94	1	29.06
31	Speak basic Spanish to communicate.	61	5.05	5	52.14
32	Advise businesses about ways to secure their property.	116	4.82	5	99.15
33	Advise residents about ways to make their homes more secure.	116	5.10	5	99.15
34	Advise crime victims of the procedures to pursue prosecution.	117	6.53	7	100.00
35	Advise citizens on techniques to enhance personal safety.	117	6.03	6	100.00

	CMPD Officer Tasks	Count	AVG	Median	% ans
36	Comfort emotionally upset persons.	117	6.01	6	100.00
37	Evaluate and answer inquiries from crime victims or their families regarding progress on a case.	117	5.26	5	100.00
38	Receive and evaluate requests for law enforcement service.	107	6.21	6	91.45
39	Compile and analyze crime, traffic crash and other statistics.	73	4.59	5	62.39
40	Follow federal and State rules of privacy and security to control access to law enforcement records.	111	7.57	8	94.87
41	Follow State laws related to release of public records.	111	7.19	8	94.87
42	Describe persons to other officers (e.g., suspects, missing person).	117	6.89	7	100.00
43	Estimate and record value of stolen, recovered or damaged goods.	117	6.09	6	100.00
44	Use social media to facilitate a law enforcement investigation	85	3.82	4	72.65
45	File and retrieve documents in records system (e.g., fingerprint cards, reports, etc.)	82	5.61	6	70.09
46	Assist special needs persons.	112	3.74	3	95.73
47	Euthanize injured or dangerous animal	30	1.70	1	25.64
48	Track persons from scene (e.g., footprints in snow or mud).	103	2.71	3	88.03
49	Use fire-extinguishing equipment.	58	1.59	1	49.57
50	Smell and investigate unusual odors.	110	3.35	3	94.02
51	Verify air/water pollution complaints (e.g., illegal dumping).	47	1.81	1	40.17
52	Hear and investigate unusual sounds or noises.	110	4.63	4	94.02
53	Monitor department radio communications to stay aware of law enforcement activity.	114	8.57	9	97.44
54	Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.	116	6.97	8	99.15
55	Perform law enforcement duties in all weather and temperatures.	115	8.09	9	98.29
56	Patrol locations that are potentially physically hazardous (e.g., construction sites, prohibited areas, etc.).	115	6.55	7	98.29
57	Identify potentially rabid animals and notify Animal Control	69	2.04	1	58.97
58	Prepare clothing and personal equipment to satisfy department inspection requirements.	116	7.49	8	99.15
59	Test/handle doorknobs, windows, etc. to check physical security of buildings (businesses/residences, etc.)	114	6.05	7	97.44
60	Use special protective equipment and weapons to participate in high-risk entries.	95	3.28	3	81.20
61	Participate in search for escaped person(s).	74	2.45	1	63.25
62	Respond to and control scene involving barricaded subject.	106	2.25	2	90.60
63	Conduct field interview of suspicious person.	116	4.97	5	99.15
64	Investigate suspicious vehicle.	116	5.76	6	99.15
65	Communicate with non-English speaking persons.	113	5.82	6	96.58
66	Conduct and control initial contact with a barricaded subject.	76	1.99	1	64.96
67	Recognize incidents where K-9 or other specialized services, e.g., Air, SWAT, etc may be a useful/necessary resource.	113	5.06	5	96.58
68	Communicate with deaf and/or mute persons.	99	1.75	1	84.62
69	Confront barricaded subjects to attempt a resolution to the incident.	70	1.84	1	59.83
70	Talk with people on beat, patrol area, district, etc. to establish positive relationship.	116	7.50	8	99.15
71	Transport juveniles to home or detention facility	115	2.96	3	98.29
72	Use structured problem-solving method to identify and address causes of crime (e.g hours of operation, licensing violations, streetlights, traffic patterns, lack of recreation, etc.).	107	4.37	4	91.45

	CMPD Officer Tasks	Count	AVG	Median	% ans
73	Present community relations programs (e.g., safety programs, crime prevention, tours, etc.).	88	2.77	2	75.21
74	Distribute printed material for public relations.	86	2.95	2	73.50
75	Give talks on law enforcement, etc., to community organizations, businesses and/or schools.	80	2.44	2	68.38
76	Meet with teachers and school officials to discuss methods to provide better security, discuss at-risk student, etc.	63	1.89	1	53.85
77	Organize neighborhood watch groups and conduct meetings.	49	2.51	2	41.88
78	Patrol schools and school property to provide security while on duty.	94	4.05	4	80.34
79	Perform directed (e.g., planned/structured) patrol assignments.	116	5.17	5	99.15
80	Respond to general information questions from public.	111	6.70	8	94.87
81	Take control of publicly intoxicated/disruptive person.	114	5.07	5	97.44
82	Use technological devices (e.g., computers, Smart Phone, etc.) to exchange information with other agencies.	109	4.72	4	93.16
83	Perform basic troubleshooting functions related to computer use.	110	5.41	5	94.02
84	Perform police duties in plain clothes	77	1.71	1	65.81
85	Recognize need for and initiate an involuntary commitment	107	3.14	3	91.45
86	Advise abused spouse/domestic partner of rights.	114	5.07	5	97.44
87	Make arrest without warrant at scene of domestic violence.	116	4.04	4	99.15
88	Recognize laws and limits on law enforcement powers when crossing jurisdictional lines.	96	4.32	3	82.05
89	Transport abused spouse/domestic partner to shelter.	109	2.18	2	93.16
90	Respond to mutual aid request.	99	2.72	3	84.62
91	Accompany spouse/domestic partner to pick up belongings.	112	3.71	4	95.73
92	Enforce and explain passenger restraint laws.	107	3.04	3	91.45
93	Respond to crime-in-progress call.	115	6.55	7	98.29
94	Serve as back-up officer at scene.	116	7.74	9	99.15
95	Search for missing children.	117	3.65	3	100.00
96	Search for missing adults.	115	3.57	3	98.29
97	Hold person under investigative detention, i.e., Terry Stop	113	4.31	4	96.58
98	Secure crime scene (i.e., establish security perimeter).	115	4.58	5	98.29
99	Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.	115	4.73	5	98.29
100	Use chemical agents to control an individual.	59	1.29	1	50.43
101	Search for person in darkened building or environment.	106	3.74	3	90.60
102	Hold flashlight while performing various law enforcement duties.	108	5.66	6	92.31
103	Review public web sites to identify/recognize potential suspects, etc	94	4.16	3.5	80.34
104	Conduct welfare checks of citizen to ensure safety of person, e.g., suicidal, elderly, emotionally unstable, etc.	107	5.57	6	91.45
105	Recognize commonly used drug paraphernalia	107	5.13	5	91.45
106	Use/monitor social media to identify/anticipate potential public safety problems	73	3.29	3	62.39
107	Recognize and handle suspected powdery substances, e.g. fentanyl, according to safe practices.	96	3.14	3	82.05
108	Apply principles of perimeter containment as necessary.	106	4.08	4	90.60
109	Observe, recognize, and interpret human behavior.	107	7.80	9	91.45
110	Respond with empathy and sympathy in a variety of situations.	108	7.73	8	92.31
111	Maintain a calm demeanor to prevent a tense situation from escalating or becoming worse.	108	7.60	8	92.31
112	Use body language to project control and influence the situation.	107	7.52	8	91.45

	CMPD Officer Tasks	Count	AVG	Median	% ans
113	Maintain a calm demeanor when experiencing criticism from peers and the public.	108	7.03	8	92.31
114	Recognize circumstances where Youth Diversion is an appropriate action.	102	3.58	3	87.18
115	Use various techniques to decrease respiration, heart rate, etc and increase situational resilience.	102	5.82	6	87.18
116	Recognize indicators of vicarious trauma and employ techniques to prevent or alleviate your symptoms.	91	4.65	4	77.78
117	Recognize signs of DV related or other strangulation.	107	4.29	4	91.45
118	Create and/or work with a K-9 Tracking Team.	103	3.10	3	88.03
	B. Ethics in Law Enforcement				
1	Exercise discretion (choice) in selecting appropriate enforcement action.	108	7.43	8	92.31
2	Apply ethical standards while performing law enforcement duties.	108	8.16	9	92.31
3	Recognize and report misconduct of other officers.	68	2.49	1	58.12
4	Encourage/model professional standards among colleagues	105	7.30	8	89.74
5	Use proper judgment when confronted with offers of gratuity (i.e., free coffee, meals, services, etc.)	106	5.68	6	90.60
6	Recognize and report misuse of social media	28	3.75	3	23.93
7	Promptly intervene to stop improper, unethical or illegal peer conduct.	68	2.38	1	58.12
8	Apply ethical principles to solve peer-related problems.	90	3.38	2	76.92
9	Follow ethical concepts contained in Brady v Giglio	99	6.57	8	84.62
	C. Investigations				
1	Study crime scene to identify modus operandi (M.O.) of perpetrator.	101	4.68	4	86.32
2	Examine dead body visually to identify wounds and injuries.	93	2.78	3	79.49
3	Examine evidence from crime scene to determine relevance.	102	4.29	4	87.18
4	Conduct neighborhood canvass to collect crime-related information, identify witnesses, etc.	103	4.30	4	88.03
5	Interrogate suspects.	94	2.70	3	80.34
6	Observe suspect/interviewee behavior to recognize deception, deceit, manipulation, etc.	102	4.33	4	87.18
7	Interview complainants, witnesses, etc.	101	6.03	6	86.32
8	Use basic listening skills while conducting interviews to ensure full understanding of person's words.	102	6.82	8	87.18
9	Review and compare incidents for similarity of modus operandi (M.O.).	101	4.26	4	86.32
10	Use public records (e.g., motor vehicle, school, tax, law enforcement, etc. to locate missing or wanted persons).	99	4.23	3	84.62
11	Select photographs to conduct photographic line-up.	79	2.09	1	67.52
12	Conduct intelligence activities (e.g., crime analysis, computer checks, backgrounds, etc.) on known or suspected offenders.	89	3.96	3	76.07
13	Conduct a field "show-up" ID (Single suspect confrontation, drive-by) with victim or witness to identify a suspect.	100	2.73	3	85.47
14	Use audio/video/body worn camera to record statement or confession.	93	4.15	3	79.49
15	Talk with supervisor to determine if follow-up investigation is necessary.	84	3.24	3	71.79
16	Observe crime scene to determine need for processing by specialist (e.g., evidence technician).	102	4.63	4.5	87.18
17	Review law enforcement records to determine whether recovered property is linked with a previous crime.	97	3.55	3	82.91
18	Sketch crime scene.	38	1.74	1	32.48
19	Locate and protect possible trace evidence.	84	3.07	3	71.79

	CMPD Officer Tasks	Count	AVG	Median	% ans
20	Fill out forms or tags to document chain of custody of evidence.	98	3.82	4	83.76
21	Write down confessions or other statements from suspects, victims, and witnesses.	101	4.97	5	86.32
22	Conduct stationary surveillance of individuals, locations, vehicles, etc.	97	3.29	3	82.91
23	Collect and package (i.e., bag and tag) evidence and/or property.	103	4.48	4	88.03
24	Identify and collect trace, latent and serology evidence.	56	2.14	1	47.86
25	Photograph and/or videotape crime or crash scene.	67	2.78	3	57.26
26	Photograph latent fingerprints/impressions.	26	1.73	1	22.22
27	Describe in written form the location of physical evidence at a crime scene.	91	3.63	3	77.78
28	Fill out seized property inventory resulting from a search warrant.	73	1.88	1	62.39
29	Package evidence for lab analysis (e.g., questioned documents, fingerprints, etc.).	82	2.95	3	70.09
30	Use identifying numbers (e.g., serial, product, etc.) and descriptions to trace stolen goods.	95	3.33	3	81.20
31	Conduct background checks to verify reliability and credibility of witnesses.	60	3.17	3	51.28
32	Verify the identity of deceased persons.	81	2.49	3	69.23
33	Work undercover.	42	1.43	1	35.90
34	Conduct on-going/beyond basic response investigation of robbery.	80	2.63	3	68.38
35	Conduct on-going/beyond basic response investigation of assault (not including sexual)	95	3.32	3	81.20
36	Conduct on-going/beyond basic response investigation of burglary.	86	2.81	3	73.50
37	Conduct on-going/beyond basic response investigation of larceny/theft.	94	3.70	3	80.34
38	Conduct on-going/beyond basic response investigation of hate crimes.	41	2.51	2	35.04
39	Conduct on-going/beyond basic response investigation of forgery.	80	2.68	3	68.38
40	Conduct on-going/beyond basic response investigation of fraud.	88	2.74	3	75.21
41	Conduct on-going/beyond basic response investigation of disorderly conduct/disturbance.	87	3.94	3	74.36
42	Conduct on-going/beyond basic response investigation of receipt of stolen property.	84	2.99	3	71.79
43	Conduct on-going/beyond basic response investigation of weapons/firearms offenses.	95	3.11	3	81.20
44	Conduct on-going/beyond basic response investigation of controlled substances.	91	3.07	3	77.78
45	Conduct on-going/beyond basic response investigation of domestic violence.	97	3.97	3	82.91
46	Conduct on-going/beyond basic response investigation of child abuse or neglect.	85	2.65	3	72.65
47	Conduct on-going/beyond basic response investigation of harassment/stalking.	91	2.84	3	77.78
48	Conduct on-going/beyond basic response investigation of suspicious activity/vehicle/person.	95	4.26	4	81.20
49	Conduct on-going/beyond basic response investigation of personal injury crash.	86	3.91	3	73.50
50	Conduct on-going/beyond basic response investigation of hit and run.	98	3.67	3	83.76
51	Conduct on-going/beyond basic response investigation of other motor vehicle incidents.	90	3.70	3	76.92
52	Conduct on-going/beyond basic response investigation of other traffic offenses	89	3.62	3	76.07
53	Conduct on-going/beyond basic response investigation of prostitution/solicitation.	68	2.15	1	58.12
54	Conduct on-going/beyond basic response investigation of elder or disabled persons abuse.	66	1.97	1	56.41

	CMPD Officer Tasks	Count	AVG	Median	% ans
55	Conduct on-going/beyond basic response investigation of identity theft.	73	2.52	3	62.39
56	Conduct on-going/beyond basic response investigation of embezzlement.	75	2.31	2	64.10
57	Conduct on-going/beyond basic response investigation of gangs and gang related crimes.	64	2.81	2	54.70
58	Conduct on-going/beyond basic response investigation of prescription drug abuse.	64	2.33	1	54.70
59	Conduct on-going/beyond basic response investigation of liquor violations	66	2.48	2	56.41
60	Conduct on-going/beyond basic response investigation of theft/destruction of public or private property	93	3.45	3	79.49
61	Conduct on-going/beyond basic response violations of court orders.	75	3.29	3	64.10
62	Organize and/or Conduct photo lineup.	90	2.22	2	76.92
63	Conduct strip search of arrested person according to State law and agency procedure.	46	1.43	1	39.32
64	Witness cavity search to preserve potential chain of evidence.	30	1.47	1	25.64
65	Recognize and properly handle potential electronic evidence (e.g., computer files, Smart phone, etc.)	87	2.66	3	74.36
66	Identify and collect latent fingerprints.	39	1.90	1	33.33
67	Recognize instances of prescription drug abuse.	72	2.72	3	61.54
68	Recognize and identify instances of human trafficking.	63	2.17	2	53.85
69	Develop field contacts and intelligence sources.	75	2.72	3	64.10
70	Recognize and refer potential harassment violations (sexual, racial, religious, or others).	66	2.42	2	56.41
71	Review crime lab reports to help investigative efforts.	73	2.41	2	62.39
72	Review records and pictures to identify suspects.	94	4.20	3	80.34
73	Fill out appropriate forms to document such a photo lineup	83	2.28	3	70.94
	D. Legal Issues/ Arrest Procedures/Search and Seizure/ Warrants				
1	Review facts of case to determine whether case is criminal or civil matter.	95	6.25	7	81.20
2	Review statute of limitations to ensure proper enforcement action.	89	4.26	4	76.07
3	Confer with prosecutor's office prior to testimony regarding case.	87	2.37	3	74.36
4	Explain court procedures to suspects, victims and witnesses.	94	5.49	6	80.34
5	Present evidence and testimony in legal and/or administrative proceedings (e.g., arraignment, preliminary hearing, trial, grand jury, etc.).	84	2.55	3	71.79
6	Identify elements of crime to ensure proper charges.	95	6.17	7	81.20
7	Read court and legal papers to determine meaning and proper law enforcement response (e.g., restraining and protection orders, etc.).	93	4.28	4	79.49
8	Read/Review case reports and notes to prepare for court testimony.	93	3.11	3	79.49
9	Read/Review warrants and affidavits to ensure completeness and accuracy.	93	3.65	3	79.49
10	Advise persons of constitutional (Miranda) rights.	91	2.64	3	77.78
11	Apprehend and place juvenile offenders in custody.	95	2.78	3	81.20
12	Arrest persons with a warrant.	95	4.01	4	81.20
13	Arrest persons without a warrant.	95	3.99	4	81.20
14	Conduct full search of arrested persons.	95	4.23	4	81.20
15	Conduct frisk or pat down.	94	4.48	4	80.34
16	Handcuff suspects or detainees.	95	4.64	4	81.20
17	Issue citations for non-traffic offenses (e.g., local ordinances and State laws).	93	3.73	3	79.49
18	Plan and execute search warrants.	72	1.92	1	61.54
19	Prepare affidavit for search warrant.	70	1.77	1	59.83
20	Conduct a warrantless search.	85	3.00	3	72.65
21	Request bystanders to assist in an apprehension.	16	1.94	1	13.68

	CMPD Officer Tasks	Count	AVG	Median	% ans
22	Search automobile under independent probable cause.	92	3.04	3	78.63
23	Search automobile incident to arrest.	92	2.82	3	78.63
24	Conduct warrantless search of premises or property in exigent circumstances such as fresh or hot pursuit, with or without consent, incident to arrest, etc.	73	2.04	1	62.39
25	Seize contraband, weapons and stolen property from suspects.	95	3.46	3	81.20
26	Take into custody person detained by citizen or merchant.	82	2.29	2	70.09
27	Conduct research in State Code and local laws, etc. to determine proper charges or practice.	92	4.00	3	78.63
28	Follow State law to dispose of or release property or evidence no longer needed.	92	3.92	3	78.63
29	Obtain search warrant and/or make proper return.	68	2.01	1	58.12
30	Obtain arrest warrant and/or make proper return.	90	3.14	3	76.92
31	Maintain effective relations with court personnel/officials.	89	3.34	3	76.07
32	Assess value of property seized in criminal matters	86	3.47	3	73.50
33	Use force as necessary and appropriate in service of civil process (such as an involuntary commitment) .	83	2.81	3	70.94
34	Remove, pursuant to court order, persons on premises illegally.	67	2.96	3	57.26
35	Explain civil process to citizens.	89	4.82	5	76.07
36	Locate owners of recovered vehicles and other property.	91	3.70	3	77.78
37	Confer with defense attorney to discuss a particular case.	81	2.27	2	69.23
38	Verify warrants before execution.	91	4.25	4	77.78
39	Plan and organize service of a high risk Arrest Warrant.	61	2.03	1	52.14
40	Prepare and/or present facts of case to a judicial officer to obtain an arrest warrant.	88	3.32	3	75.21
41	Check arrestee for outstanding warrants.	91	4.89	5	77.78
42	Compare photographs to verify identity of person in custody.	90	4.14	3.5	76.92
43	Follow legal procedures to answer outside inquiries from or concerning a person in custody.	79	3.70	3	67.52
44	Book arrested person by completing standard processing forms.	91	3.97	4	77.78
45	Conduct interview room inspection to ensure arrested person's safety/well-being, facility security, etc.	85	3.22	3	72.65
46	Operate vehicle to transport person in custody.	91	4.13	4	77.78
47	Escort (walk) person in custody to various destinations (e.g., medical facility, court, etc.)	89	3.63	3	76.07
48	Examine physical condition of person in custody to assess need for medical attention.	92	4.09	4	78.63
49	Prepare written reports to record injuries of persons in custody.	83	2.64	3	70.94
50	Complete written reports to document citizen's complaint.	79	4.32	4	67.52
51	Enforce court issued order (e.g., protection order).	89	3.37	3	76.07
52	Guard person in custody outside of detention facilities (e.g., court, medical facility, etc.).	90	2.96	3	76.92
53	Forcibly place resisting person in holding area.	71	2.11	2	60.68
54	Use force as necessary (use of force continuum) and appropriate in apprehension of criminal suspects.	90	3.00	3	76.92
55	Handcuff resisting person.	90	3.23	3	76.92
56	Handcuff non-resisting person.	90	3.93	4	76.92
57	Maintain awareness of distance from person armed with knife.	81	2.19	2	69.23
58	Apply Active Confrontational Tactics and Survival (ACTS) principles in a physical encounter.	73	2.90	3	62.39

	CMPD Officer Tasks	Count	AVG	Median	% ans
59	Apply Subject Control and Arrest Techniques (SCAT) principles in an arrest. or to control a subject	91	2.96	3	77.78
60	Recognize an ambush and respond consistent with Survival Stress Response (SSR) principles.	49	2.98	2	41.88
	E. Traffic/Motor Vehicle Enforcement/Collisions				
1	Search for, protect and collect evidence at motor vehicle crash scene.	79	3.32	3	67.52
2	Control spectator/media access at scene of law enforcement action.	77	3.16	3	65.81
3	Investigate motor vehicle crash to determine causes or factors contributing to a crash.	80	5.01	5	68.38
4	Collect facts of motor vehicle crash to determine charges.	80	4.70	5	68.38
5	Use computerized software to produce crash scene diagram.	73	5.52	6	62.39
6	Field sketch non-scale diagram of motor vehicle crash.	65	3.74	3	55.56
7	Control traffic at scene of crash investigation.	83	4.92	5	70.94
8	Follow State statutes to impound and inventory vehicles.	79	3.09	3	67.52
9	Identify, locate and interview owners, witnesses, and others involved in motor vehicle crash.	84	4.99	5	71.79
10	Instruct persons in motor vehicle crash to exchange necessary information to ensure proper reporting.	79	4.99	5	67.52
11	Investigate motor vehicle crash involving law enforcement vehicles or other emergency vehicle.	76	2.07	2	64.96
12	Determine whether crash is reportable or non-reportable.	84	5.58	6	71.79
13	Describe motor vehicle damage in motor vehicle crash to complete report.	84	5.68	6	71.79
14	Assess need for and organize emergency assistance for motor vehicle crash (e.g., wrecker, ambulance, sand truck).	84	5.50	6	71.79
15	Pace vehicle with speedometer to establish evidence of speeding.	68	3.32	3	58.12
16	Observe operator's eyes, body movements, actions, etc. to evaluate capability to operate vehicle.	81	4.32	4	69.23
17	Explain motor vehicle law requirements to citizens (e.g., inspection, registration, etc.).	83	5.08	5	70.94
18	Follow suspect vehicle to observe traffic violations.	80	4.51	4	68.38
19	Inspect vehicle to locate vehicle identification number (VIN).	84	4.87	4.5	71.79
20	Inspect driver's license to determine if valid or altered.	84	5.26	5	71.79
21	Inspect vehicle to identify equipment safety violations.	78	4.65	4.5	66.67
22	Investigate roadway to assess safety, repair needs, etc.	77	4.17	3	65.81
23	Issue traffic citation to pedestrians/bicyclists.	53	2.06	1	45.30
24	Perform DMV check by radio or computer on violator's vehicle while operating law enforcement vehicle.	82	5.67	6	70.09
25	Issue verbal warning to traffic violators.	82	5.37	5.5	70.09
26	Issue written warnings and citations.	79	4.16	4	67.52
27	Review/consider facts of case and Motor Vehicle Law to select most appropriate charge and/or enforcement action at crash scene or vehicle stop.	81	4.94	5	69.23
28	Operate handheld intoxilyzer/breathalyzer to test breath alcohol concentration.	37	1.89	1	31.62
29	Operate electronic traffic signals manually.	18	2.28	1	15.38
30	Plan and organize traffic detours.	48	2.75	3	41.03
31	Stand traffic control post at special functions (e.g., VIP visit, parade, etc.).	71	2.39	3	60.68
32	Direct removal of vehicle obstructing traffic.	80	3.61	3	68.38
33	Physically remove hazards from roadway (e.g., dead, stray, injured animals, debris, etc.).	78	3.53	3	66.67

	CMPD Officer Tasks	Count	AVG	Median	% ans
34	Instruct citizens to assist in traffic control in an emergency.	22	2.50	1	18.80
35	Check motor vehicle records to verify title, license information and registration.	81	5.56	6	69.23
36	Watch moving vehicle to visually estimate excessive speed.	74	4.47	4	63.25
37	Prepare requests to have "unfit" vehicle operators reexamined	48	1.81	1	41.03
38	Operate video camera and equipment to record actions of criminal or motor vehicle suspects.	62	4.76	4.5	52.99
39	Observe weather and road conditions to assess need for emergency equipment such as snowplows, salt trucks, etc.	67	2.76	3	57.26
40	Look for and identify suspect vehicle by color and description.	82	5.21	5	70.09
41	Inspect and tag abandoned vehicles along roadway.	68	3.28	3	58.12
42	Check commercial vehicle for dangerous or illegal cargo.	23	2.61	2	19.66
43	Check trucks to make sure cargo is secure.	32	2.63	2	27.35
44	Examine shipping papers of commercial vehicles (e.g., hazardous materials).	36	2.14	1	30.77
45	Conduct sobriety checkpoint.	56	1.34	1	47.86
46	Evaluate condition of crashed vehicles to assess safe post-crash operability.	75	4.39	4	64.10
47	Administer field sobriety tests (e.g., Standardized Field Sobriety Test, Walk and Turn, One-leg Stand, etc.).	64	1.69	1	54.70
48	Advise appropriate agency of traffic control/roadway repair needs.	74	3.01	3	63.25
49	Select locations and position oneself to conduct selective traffic enforcement duties.	78	3.64	3	66.67
50	Identify and advise vehicle owners to remove abandoned vehicles.	72	2.83	3	61.54
51	Contact hospital, lab and/or physician to obtain blood or other chemical tests.	56	1.59	1	47.86
52	Arrest/Summons DWI suspects.	66	1.58	1	56.41
53	Assist stranded motorists.	81	3.89	4	69.23
54	Use speed enforcement devices to measure vehicle speed (e.g., RADAR, LIDAR.)	35	2.80	1	29.91
55	Fill out DWI arrest and administrative reports.	60	1.65	1	51.28
56	Operate stationary intoxilyzer/breathalyzer to test breath alcohol concentration.	25	1.96	1	21.37
57	Investigate Off Road/ATV vehicle accidents/collisions	23	1.78	1	19.66
	F. First Aid and Emergency Assistance				
1	Visually examine a live person to identify wounds and injuries.	81	4.27	4	69.23
2	Administer cardio-pulmonary resuscitation (CPR) to adult.	35	1.60	1	29.91
3	Administer mouth-to-mouth resuscitation/rescue breathing	20	1.50	1	17.09
4	Apply basic first aid to control bleeding	57	1.89	1	48.72
5	Apply basic first aid to treat for abrasions.	46	2.04	1	39.32
6	Apply basic first aid for amputations	11	2.00	1	9.40
7	Apply basic first aid to treat for animal bites.	16	1.75	1	13.68
8	Apply basic first aid to treat for broken bones.	27	1.48	1	23.08
9	Apply basic first aid to unresponsive/unconscious person.	52	2.35	2	44.44
10	Apply basic first aid to treat for fire burns.	16	1.56	1	13.68
11	Apply basic first aid to treat for chemical burns.	13	1.31	1	11.11
12	Apply basic first aid to treat for convulsions.	28	1.96	1	23.93
13	Apply basic first aid to treat for diabetic reaction.	34	2.09	1	29.06
14	Apply basic first aid to treat for electric shock.	12	1.67	1	10.26
15	Apply basic first aid to treat for eye injuries.	18	1.72	1	15.38
16	Apply basic first aid to treat for frostbite.	11	2.91	1	9.40
17	Apply basic first aid to treat for gunshot wounds.	42	2.00	1	35.90
18	Apply basic first aid to treat for heart attack.	33	1.73	1	28.21

	CMPD Officer Tasks	Count	AVG	Median	% ans
19	Apply basic first aid to treat for OC/Pepper Spray.	51	1.47	1	43.59
20	Apply basic first aid to treat for heat stroke/heat exhaustion, etc.	40	1.43	1	34.19
21	Apply basic first aid to treat for lacerations.	50	2.08	1	42.74
22	Apply basic first aid to treat for drug overdose, e.g., administer NarCan (Naloxone).	31	2.29	2	26.50
23	Apply basic first aid to treat for poisoning.	14	1.86	1	11.97
24	Apply basic first aid to treat for stabbing or puncture wounds.	39	2.26	2	33.33
25	Apply basic first aid to treat for seizure.	37	1.78	1	31.62
26	Apply basic first aid to treat for shock.	33	2.18	1	28.21
27	Apply basic first aid to treat for sprains and strains.	30	2.17	1	25.64
28	Apply basic first aid to treat for stroke.	18	1.89	1	15.38
29	Apply basic first aid for choking (e.g., Heimlich Maneuver).	16	1.56	1	13.68
30	Apply basic first aid for drowning	5	2.00	1	4.27
31	Apply basic first aid to assist object of electronic control device, e.g. Taser	29	1.45	1	24.79
32	Deliver a baby.	8	1.50	1	6.84
33	Use AED (Automated External Defibrillator).	7	1.57	1	5.98
34	Administer CPR to a child or infant.	13	1.62	1	11.11
35	Recognize signs of suicide risk in detainee or arrested person.	59	2.47	2	50.43
36	Use personal protective equipment (e.g., gloves, masks, glasses, etc. to prevent contact with communicable diseases or blood-borne pathogens, etc.).	79	5.66	6	67.52
37	Dispose of contaminated clothing, sharps, etc. according to standard practice.	72	3.33	3	61.54
38	Conduct rescues of stranded persons during floods, ice storms and other disasters.	23	1.52	1	19.66
39	Conduct search to locate bomb or other explosive device.	33	1.88	1	28.21
40	Participate in large-scale area search and rescue operations.	56	1.71	1	47.86
41	Observe person in custody to determine whether person is intoxicated or in medical distress, i.e., diabetic reaction	73	3.44	3	62.39
42	Recognize and deal with blood borne pathogens.	63	3.25	3	53.85
	G. Firearms/Response to Resistance				
1	Participate in firearms training.	80	3.10	3	68.38
2	Use protective equipment when involved with weapons training and/or qualification.	76	3.39	3	64.96
3	Carry authorized firearm when off duty.	73	5.53	7	62.39
4	Clean and inspect weapon.	81	4.40	4	69.23
5	Carry "secondary/back-up" firearm on duty.	20	2.05	1	17.09
6	Discharge firearm in low light conditions (e.g., at night, in darkened room, etc.) (not including training).	14	2.29	1	11.97
7	Discharge firearm at person (not including simulation training).	7	2.71	1	5.98
8	Discharge firearm from protective cover position (not including training).	8	1.88	1	6.84
9	Draw weapon to protect self or third party.	73	2.64	3	62.39
10	Recognize disguised weapons (e.g., belt buckle, knife).	73	3.14	3	62.39
11	Detain person at gunpoint.	76	2.45	3	64.96
12	Use knife in performance of law enforcement duties (e.g., seat belt cutter, etc.).	47	2.15	2	40.17
13	Unload various firearms (including seized firearms) safely.	77	3.01	3	65.81
14	Clear malfunction of various firearms (not including training).	38	2.11	2	32.48
15	Reload firearms under combat conditions (not including training).	6	3.17	2	5.13
16	Fire weapon in dark environment while using flashlight (not including training).	5	3.40	2	4.27
17	Discharge rifle (not including training).	4	2.75	2.5	3.42
18	Discharge shotgun (not including training).	7	2.43	1	5.98

	CMPD Officer Tasks	Count	AVG	Median	% ans
22	Contact Mental Health resource (e.g., program, facility, etc.) to obtain assistance for person with mental or emotional illness.	72	3.18	3	61.54
23	Take person with possible mental illness into protective custody for an involuntary mental health evaluation, i.e. Commitment Order	75	3.29	3	64.10
24	Negotiate/offer alternatives to resolve conflict between disputants, e.g. Landlord/Tenant.	75	4.09	4	64.10
	I. Emergency Vehicle Operation				
1	Operate law enforcement vehicle to escort parades, funerals, walkathons, and other processions.	52	1.81	1	44.44
2	Engage in high speed pursuit in congested area.	42	1.40	1	35.90
3	Engage in high speed response in congested area.	65	3.15	3	55.56
4	Engage in high speed pursuit off road.	15	2.13	1	12.82
5	Engage in high speed response off road.	24	1.88	1	20.51
6	Engage in high speed pursuit on open road.	47	1.36	1	40.17
7	Engage in high speed response on open road.	65	2.97	3	55.56
8	Operate law enforcement vehicle to escort emergency vehicles.	60	1.75	1	51.28
9	Operate law enforcement vehicle in heavy rain.	77	3.81	4	65.81
10	Operate 4 wheel drive vehicle to perform law enforcement duties.	42	3.12	2	35.90
11	Operate law enforcement vehicle on ice/snow covered road.	69	1.94	2	58.97
12	Operate law enforcement vehicle at night.	77	5.69	7	65.81
13	Operate a vehicle at night without lights.	29	3.34	2	24.79
14	Operate law enforcement vehicle on a gravel/dirt road	72	3.18	3	61.54
15	Operate law enforcement vehicle on a muddy/grassy road or area	68	3.07	3	58.12
16	Transport injured persons.	37	1.84	1	31.62
17	Transport persons needing assistance.	71	3.17	3	60.68
18	Inspect law enforcement vehicle for weapons and contraband (i.e., before and after arrested person transport, shift change, etc.).	78	7.32	8	66.67
19	Perform emergency, rapid vehicle back up maneuver.	42	2.48	2	35.90
20	Operate vehicle in a crowded (people, other vehicles, etc.) environment.	71	4.39	3	60.68
21	Operate vehicle in reverse over longer distance.	47	2.28	1	40.17
	J. Homeland Security				
1	Use personal protective equipment (e.g., protective suit, gas mask, boots, etc.) to prevent contact with Hazmat and WMD.	36	2.86	2	30.77
2	Observe and identify vehicle placard and use appropriate resources (e.g., DOT Emergency Response Guide) to identify hazardous material being transported.	43	1.93	1	36.75
3	Take appropriate action to clean and decontaminate cruiser, interview room, equipment, etc.	66	2.97	3	56.41
4	Identify/Mark contaminated cell/cruiser with appropriate bio-hazard insignia.	29	1.69	1	24.79
5	Observe and report possible terrorist activity.	14	1.71	1	11.97
6	Respond to and control critical incident (e.g., shooting, hazmat, terrorist event, natural disaster, etc.).	58	2.43	3	49.57
7	Recognize and properly handle illegal materials (e.g., drugs, chemicals, etc.).	71	3.41	3	60.68
8	Recognize and properly handle hazardous materials.	35	2.29	2	29.91
9	Recognize and properly handle explosive materials and devices.	13	2.15	1	11.11
10	Set up and coordinate, until relieved, large scale incident response, i.e., command post.	30	1.93	1	25.64
11	Fill out appropriate reports to document suspicious activity(terror/crime related)	49	3.10	3	41.88

	CMPD Officer Tasks	Count	AVG	Median	% ans
	K. Report Writing				
1	Use computer word processing programs and equipment to prepare various CMPD (KBCOPS) reports.	77	7.53	8	65.81
2	Complete/prepare in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).	77	7.30	8	65.81
3	Complete/prepare reports consisting primarily of check-off boxes or fill-in blanks (e.g., incident report, accident report, etc.).	77	7.17	8	65.81
4	Write personal field notes to record actions, interviews, etc.	77	7.09	8	65.81
5	Use e-mail to handle internal correspondence	77	7.69	8	65.81
6	Summarize in writing the statements of witnesses and complainants.	76	6.59	7	64.96
7	Complete Field Intelligence/Interview Reports.	77	4.81	4	65.81
8	Use KBCOPS to conduct background checks and collect information.	76	6.42	6	64.96
9	Prepare a CMPD Response to Resistance statement.	60	2.48	2.5	51.28
	L. Civil Disorder				
1	Use less than lethal munitions (e.g., 40 millimeter OC or Pepper Ball.).	27	1.59	1	23.08
2	Speak to hostile groups to quiet them.	47	2.47	3	40.17
3	Confront, in riot formation, groups of agitated people.	53	2.11	2	45.30
4	Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.	63	2.24	2	53.85
5	Patrol area containing labor pickets, marchers, or demonstrators to maintain peace, traffic flow, prevent property damage, etc.	56	2.36	2	47.86
6	Locate and observe crowd agitators.	54	2.17	2	46.15
7	Control violent crowds/groups.	61	2.08	2	52.14
8	Use aerosol agents to control a crowd.	18	1.83	1	15.38
	M. Workplace Intervention				
1	Intervene to stop/prevent a colleague from making a procedural mistake.	62	2.34	2	52.99
2	Intervene to stop/prevent a colleague from using unreasonable force.	40	1.38	1	34.19
3	Intervene to stop/prevent a colleague from doing something unethical.	28	1.50	1	23.93
4	Intervene to stop/prevent a colleague from doing something that is unsafe.	58	2.10	2	49.57
5	Intervene to stop/prevent a colleague from violating agency policy.	46	2.07	1	39.32
6	Discuss incorrect, inappropriate, or unethical conduct by a colleague with a supervisor.	40	1.43	1	34.19
7	Defuse a stressful event involving colleagues.	52	1.79	1	44.44
8	Communicate effectively with colleagues during disputes/disagreements.	64	2.33	2	54.70
9	Mediate to resolve differences between colleagues.	56	1.98	2	47.86
10	Maintain positive relationships with colleagues.	73	7.56	8	62.39
11	Maintain a calm demeanor when experiencing criticism from colleagues, supervisors, and the public.	73	5.38	6	62.39
12	Mediate disputes between a colleague and a community member.	58	2.52	2	49.57
13	Recognize the officer's role in agency cultural transformation.	59	4.93	4	50.43
14	Recognize patterns of behavior among peers to identify potential suicide risk.	27	4.19	3	23.08
	N. Equipment				
1	Sedan-style law enforcement cruiser (RW Drive)	65	3.35	1	55.56
2	Sedan-style law enforcement cruiser (FW Drive)	59	2.63	1	50.43
3	SUV-style law enforcement cruiser	76	6.86	8	64.96
4	Pickup Truck	19	1.63	1	16.24

	CMPD Officer Tasks	Count	AVG	Median	% ans
5	Social Media	27	4.81	4	23.08
6	Battering ram	22	1.36	1	18.80
7	Bicycle	36	2.11	2	30.77
8	Binoculars	35	2.09	1	29.91
9	Body armor (hidden vest, exterior vest)	73	7.96	8	62.39
10	Breath Analysis Equipment	26	1.92	1	22.22
11	Preliminary/Portable Breath Test (PBT)	32	1.72	1	27.35
12	Automated External Defibrillator (AED)	5	1.80	1	4.27
13	OC Spray	39	3.59	1	33.33
14	Evidence processing kit (e.g., fingerprint, impressions)	23	1.52	1	19.66
15	Closed Circuit Television Monitor	43	2.93	3	36.75
16	Global Positioning System (GPS)	56	6.57	8	47.86
17	Blood-borne pathogen protection equipment	62	5.50	6	52.99
18	First Aid Kit	47	3.81	3	40.17
19	Road flares	50	2.02	1	42.74
20	Large Flashlight (e.g., Maglite)	51	4.10	3	43.59
21	Small LED Flashlight (e.g., Scorpion)	71	6.46	8	60.68
22	Flexi-cuffs	44	1.98	1	37.61
23	Gas mask (bio/chem-hazard mask)	50	2.86	1	42.74
24	Handcuffs	76	5.58	5	64.96
25	Portable law enforcement radio (i.e., walkie-talkie)	75	8.32	8	64.10
26	Illuminated traffic baton	65	3.45	3	55.56
27	Manual traffic control device	29	2.90	3	24.79
28	Metal detector/wand	34	2.62	2	29.06
29	Motorcycle	10	2.90	2	8.55
30	Prisoner Transport Vehicle	25	1.92	1	21.37
31	Photocopier	66	5.85	6	56.41
32	Video recording equipment	63	6.81	8	53.85
33	Fire extinguisher	31	3.32	2	26.50
34	Pry bar	20	1.60	1	17.09
35	Traffic cones	59	2.98	3	50.43
36	Alley light	66	5.03	5	56.41
37	Vehicle mounted speed measurement instrument (e.g., RADAR)	29	3.24	1	24.79
38	Rifle/Carbine	22	4.18	3.5	18.80
39	Boats or other watercraft	3	3.00	2	2.56
40	Riot baton	36	2.53	1	30.77
41	Rope (e.g., throw bag, boat lines, animal control, rappel, etc.)	8	2.50	1	6.84
42	Semi-automatic pistol	53	6.17	8	45.30
43	Shotgun - semi/pump	45	4.31	3	38.46
44	Vehicle mounted spotlight	74	5.30	6	63.25
45	Stationary computer terminal	72	7.15	8	61.54
46	Law Enforcement vehicle radio equipment	74	7.96	8	63.25
47	Keyboard	75	8.24	9	64.10
48	Fax	49	2.51	3	41.88
49	Photographic equipment (e.g., 35 mm/digital)	53	3.02	3	45.30
50	Print roller/kit	16	1.44	1	13.68
51	Life ring/Flotation device	3	2.33	1	2.56
52	Lights and sirens	70	5.44	6	59.83
53	Tape measure	26	1.81	1	22.22
54	Flotation vests	3	2.00	1	2.56

	CMPD Officer Tasks	Count	AVG	Median	% ans
55	Ballistics body armor	66	7.02	8	56.41
56	Ballistics helmet	51	2.94	3	43.59
57	Electronic Control Device (e.g., Taser/X2)	53	4.60	3	45.30
58	Night vision equipment (e.g., Night scope/Star scope)	12	1.92	1	10.26
59	Body Cam	75	8.27	8	64.10
60	Weapon cleaning equipment	69	3.78	3	58.97
61	Reflective vest	72	4.92	5	61.54
62	Laptop computer	74	8.09	9	63.25
63	Knife	57	4.70	4	48.72
64	Hobbles/shackles/Leg straps	65	3.15	3	55.56
65	Tire jack	62	2.76	2	52.99
66	Spike strip/stop stick	25	3.52	2	21.37
67	All wheel drive vehicle	61	6.75	8	52.14
68	Waist chains	10	1.40	1	8.55
69	Whistle	35	2.63	1	29.91
70	Ammunition/magazine/clip	54	7.26	8	46.15
71	Email	75	8.35	8	64.10
72	Less Than Lethal Crowd Dispersal Projectiles	17	3.29	2	14.53
73	Paper shredder	38	3.89	3.5	32.48
74	Riot gas mask	53	2.74	1	45.30
75	Bicycle safety helmet	35	2.60	3	29.91
76	Telephone equipment	70	7.59	8	59.83
77	Computer software programs	71	8.08	8	60.68
78	Mobile Data Terminal/cruiser mounted laptop computer (MDT, Toughbook, etc.)	74	8.20	8.5	63.25
79	Noise measuring device	36	1.89	1	30.77
80	CPR pocket mask	32	3.72	1	27.35
81	Tint meter	26	1.35	1	22.22
82	Specialized leather gloves	38	4.26	3	32.48
83	Collapsible baton (ASP)	49	4.59	3	41.88
84	Riot gear/shield	41	2.73	2	35.04
85	Jumper cables/Jump Bot	66	2.76	3	56.41
86	Spray paint (marking)	12	1.75	1	10.26
87	Tuning fork	28	3.39	1	23.93
88	Rain/wet gear	70	4.31	4	59.83
89	In car printer	34	4.56	4	29.06
90	Blood test kit	25	1.88	1	21.37
91	Vehicle weapon lock	56	6.02	8	47.86
92	Metal detecting hand wand	31	2.94	3	26.50
93	Marine craft and related equipment	4	2.25	1.5	3.42
94	Ambu-bag	4	2.00	1	3.42
95	Dock bumper	3	3.00	2	2.56
96	Latex gloves	74	6.74	8	63.25
97	K-9	36	3.78	3	30.77
98	Smart Phone (e.g., Blackberry, iPhone, etc.)	66	8.06	8.5	56.41
99	Floor/Building Plans	29	2.55	3	24.79
100	Tracking devices	22	2.95	3	18.80
101	Push Bumpers	2	3.50	3.5	1.71
102	ATV (All Terrain Vehicle)	21	1.76	1	17.95
103	License Plate Reader (installed in law enforcement vehicle)	39	3.26	3	33.33

	CMPD Officer Tasks	Count	AVG	Median	% ans
104	Portable Media Device (e.g., flash drive/thumb drive, external hard drive)	65	5.00	5	55.56
105	Shoulder Microphone	64	7.13	8	54.70
106	Text Messaging	68	8.13	8	58.12
107	Social Media (e.g., Facebook, Twitter, Linked-in, etc.) for official business	31	5.00	5	26.50
108	Electronic Citation Device	31	3.84	3	26.50
109	Pocket language guide	28	3.54	3	23.93
110	Crime scene tape	74	4.20	3	63.25
111	DVD player/VCR/DVR	36	2.03	1	30.77
112	Hearing protection (e.g., earplugs,)	52	2.77	3	44.44
113	Thermal imager	9	2.89	1	7.69
114	Optical/Laser Sighting System	11	4.27	3	9.40
115	Media projector (e.g., PowerPoint)	26	2.15	1	22.22
116	Calculator	51	4.04	3	43.59
117	Document scanner	67	5.15	5	57.26
118	Portable Public Address System (e.g., Bullhorn)	16	3.13	2.5	13.68
119	Vehicle mounted public address (PA) system	52	2.85	3	44.44
120	Earpiece for mobile radio	47	5.45	8	40.17
121	Tourniquet	35	4.83	5	29.91
122	Quiklot/Celox	5	4.80	4	4.27
123	Blue Tooth Lapel Mike	10	4.40	3.5	8.55
124	NarCan	4	6.00	6.5	3.42
125	Self-trauma Kit	9	7.22	8	7.69
126	Glass Breaking Device, e.g., Rescue Me	9	4.89	5	7.69
127	Eye Protection Device	43	3.67	3	36.75
128	Drones	3	4.00	4	2.56
129	Weapon mounted light	63	5.03	4	53.85
	O. Physical Skills				
1	Use baton or other hand-held, e.g., flashlight, device to subdue person in a physical confrontation.	26	1.85	1	22.22
2	Use firearm or any other hand-held equipment after pursuit, running, fighting-defending, injury, or other strenuous physical activity.	41	1.88	1	35.04
3	Continue to function after exposure to various chemical/toxic/aerosol substances.	43	1.51	1	36.75
4	Dodge/evade blows, thrown objects.	57	1.82	1	48.72
5	Endure exposure to hazardous materials (e.g., drugs, chemicals, infectious diseases etc.).	46	2.13	1.5	39.32
6	Subdue and physically/mechanically restrain, lift/carry/drag person.	69	2.38	3	58.97
7	Escort resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	71	2.63	3	60.68
8	Escort non-resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	71	3.21	3	60.68
9	Physically struggle with multiple persons at one time.	53	1.70	1	45.30
10	Cope with the emotional and physical results of being struck by or exposed to bodily fluids.	49	1.65	1	41.88
11	Cope with the emotional and physical impact of being subjected to verbal threats of violence.	65	3.25	3	55.56
12	Cope with the emotional impact of verbal abuse from persons.	66	4.27	4	56.41
13	Visually detect and understand subtle changes in "body language" (e.g., pupil constriction/dilation, skin color, respiration changes, etc.).	70	4.64	4	59.83

	CMPD Officer Tasks	Count	AVG	Median	% ans
14	Help carry a person on a stretcher.	55	2.38	2	47.01
15	Carry/drag by yourself an immobile person.	29	1.55	1	24.79
16	Use defensive tactics to protect self or others and/or control or take suspect down.	67	2.39	2	57.26
17	Tackle a fleeing suspect.	53	1.57	1	45.30
18	Subdue physically attacking person.	61	1.69	1	52.14
19	Swim to perform search or rescue/self-rescue.	5	1.80	1	4.27
20	Grip person tightly to prevent escape/control movement.	70	2.89	3	59.83
21	Disarm armed suspect.	50	1.94	2	42.74
22	Physically remove resisting person from vehicle.	60	1.58	1	51.28
23	Use controlling technique to gain compliance.	72	2.39	3	61.54
24	Use submission holds to control person.	51	2.10	2	43.59
25	Hold and swing battering ram to break door.	22	1.36	1	18.80
26	Hold person upright to prevent their falling (e.g., intoxicated person).	72	2.83	3	61.54
27	Bend/kneel to apply shackles, cuffs, etc.	71	3.14	3	60.68
28	Change tire on law enforcement or citizen's vehicle.	69	2.33	3	58.97
29	Operate bicycle at high speeds and on varying terrain.	30	2.10	2	25.64
30	Throw lifeline or other rescue device (e.g., throw rope).	2	2.50	2.5	1.71
31	Use face mask to prevent contact with aerosol agents.	42	2.40	1	35.90
32	Defend oneself from position on ground.	34	1.32	1	29.06
33	Use fists to defend oneself.	41	1.22	1	35.04
34	Pull person out of a vehicle through window or open door to effect rescue.	31	1.39	1	26.50
35	Use less than lethal devices to control/disable person.	41	1.54	1	35.04
36	Bring up to standing a non-resisting or resisting person.	70	2.31	2.5	59.83
37	Tread water to self-rescue.	2	3.50	3.5	1.71
38	Fall down in struggle or pursuit, recover to feet and resume struggle/pursuit.	50	1.42	1	42.74
39	Continue to function in a physical confrontation after being struck/injured.	51	1.45	1	43.59
40	Maintain and recover from a state of hyper vigilance (acute sensory awareness) over protracted period of time (hours).	53	3.30	3	45.30
41	Cope with the physical effects of chronic emotional stress/fatigue (e.g., fear, anger, anxiety, etc.)	65	4.49	4	55.56
42	Cope with the physical effects of chronic mental stress/fatigue (e.g., concentration).	65	4.58	4	55.56
43	Cope with the physical effects of shift-work.	65	5.42	6	55.56
44	Carry with someone else an immobile child on a stretcher or other device.	23	1.52	1	19.66
45	Drag, by yourself, an immobile child.	8	1.63	1	6.84
46	Physically block small group of people from moving.	51	1.86	1	43.59
	P. Reading				
1	Read and comprehend local codes and procedures	71	3.61	3	60.68
2	Read and comprehend Criminal Code of North Carolina	70	2.77	3	59.83
3	Read and comprehend State Motor Vehicle Code	67	2.73	3	57.26
4	Read and comprehend departmental bulletins.	70	3.77	3	59.83
5	Read and comprehend training manuals, e.g. handouts.	71	6.62	8	60.68
6	Read and comprehend department rules and regulations, policies and procedures, and operations manuals,	68	5.43	6	58.12
7	Read and comprehend textbooks on law enforcement or legal matters.	71	5.83	7	60.68
8	Read and comprehend articles in professional publications (IACP, FBI, etc.).	66	6.26	8	56.41
9	Read and comprehend U.S. codes.	69	6.33	7	58.97

	CMPD Officer Tasks	Count	AVG	Median	% ans
10	Read and comprehend Rules of Criminal Procedure and Evidence, e.g. Search and Seizure, Rules of Arrest, etc.	70	4.80	4	59.83
11	Read and comprehend Technical and Owner's Manuals for Assigned Equipment.	15	1.53	1	12.82
12	Read and comprehend First Aid Manual.	66	3.14	3	56.41
13	Read, comprehend and apply various written materials under stressful circumstances demanding rapid response.	73	7.89	8	62.39
14	Read and comprehend legal documents, e.g. orders, pleadings, disposition, etc.	59	3.25	3	50.43
15	Read and comprehend judicial case law.	49	1.63	1	41.88
16	Read and comprehend witnesses' affidavits, sworn statements and testimony.	64	3.25	3	54.70
17	Read and comprehend U.S. Constitution.	67	3.31	3	57.26
18	Read and comprehend the Constitution of North Carolina	45	3.69	3	38.46
19	Read and comprehend law enforcement bulletins, e.g. judicial decisions, gang intelligence, AG Opinions, etc.	70	2.29	3	59.83
20	Read and comprehend Law Enforcement Code of Ethics.	62	2.18	2	52.99
21	Read and comprehend standard business/professional correspondence./e-mail	62	1.89	1	52.99
22	Read and comprehend road signs, controls and markings.	33	1.76	1	28.21
23	Read and comprehend Physician's Desk Reference.	67	6.66	8	57.26
24	Read and comprehend DOT Emergency Response Guide.	55	2.73	3	47.01
25	Read and comprehend standard desk reference books, e.g. dictionary, Thesaurus, etc.	63	2.40	3	53.85
	Q. Physical Abilities				
1	Walk/run on irregular, potentially hazardous surfaces (e.g., slick, wet, muddy, swampy, rocky, etc.).	72	2.65	3	61.54
2	Jump/vault over ditch, hole or other hazard.	66	2.47	3	56.41
3	Jump down from an elevated surface (e.g., loading dock).	65	2.14	2	55.56
4	Kneel, squat and recover to feet.	60	1.98	1	51.28
5	Perform repetitive hand movement (e.g., keyboarding, traffic control, etc.) for up to one hour per day.	68	2.07	2	58.12
6	Accurately and unaided visually detect and recognize images, facial and body features, and movement of persons and objects in varying light conditions, at distances up to 100 feet.	71	2.56	3	60.68
7	Accurately identify full-range of colors (e.g., clothing, substances, skin tones, etc.) in varying light conditions.	71	2.55	3	60.68
8	Recognize and comprehend faint auditory signals (e.g., whispers, transient sounds, air movement, radio transmissions, etc.).	73	3.97	3	62.39
9	Recognize and comprehend speech while surrounded by high levels of background noise.	61	3.77	3	52.14
10	Recognize and identify faint and/or unusual odors.	70	5.96	7	59.83
11	Hold a person suspended in the air (e.g., stop suicide attempt and rescue person)	32	1.63	1	27.35
12	Perform strenuous physical activities in a series (e.g., sprint, run upstairs, wrestle, pull, carry, etc.).	68	3.41	3	58.12
13	Perform duties wearing full duty gear (e.g., vest, gun belt, etc.).	47	1.83	1	40.17
14	Push open a door with your shoulder.	18	1.61	1	15.38
15	Kick open a door with your foot.	65	3.66	3	55.56
16	Push object with your foot.	62	2.69	3	52.99
17	Bend over and push object.	7	1.57	1	5.98
18	Maintain balance on moving surface.	72	5.79	6	61.54

	CMPD Officer Tasks	Count	AVG	Median	% ans
19	Climb over a fence.	46	1.78	1	39.32
20	Jump/vault over a fence or other barrier.	36	2.19	1	30.77
21	Climb through a window or other such opening.	67	3.99	3	57.26
22	Climb trees or outside of building.	68	4.18	4	58.12
23	Work in a confined, closed-in area (e.g., vehicle, security post).	57	2.30	2	48.72
24	Drag or push heavy objects other than a vehicle ,e.g., swing gate	54	1.94	1	46.15
25	Push a vehicle by yourself from one place to another.	75	5.73	6	64.10
26	Push a vehicle with another person from one place to another.	75	5.71	6	64.10
27	Lift while in a stationary position a heavy object or person.	75	5.40	5	64.10
28	Sprint at full speed (less than 300 yds.).	74	5.74	6	63.25
29	Run long distance (more than 300 yds.).	75	4.99	5	64.10
30	Run through underbrush and varying terrain.	75	5.32	5	64.10
31	Run up stairs/steps.	74	4.50	4	63.25
32	Run down stairs/steps.	68	4.00	3	58.12
33	Stand for more than 2 hours of work shift.	65	3.69	3	55.56
34	Walk for more than 2 hours of work shift.	74	4.47	4	63.25
35	Sit for more than 2 hours of work shift.	70	3.34	3	59.83
36	Catch a falling person to prevent his/her injury.	65	2.74	3	55.56
37	Bend over/kneel to search under vehicle.	67	3.72	3	57.26
38	Crawl through underbrush, wetlands, etc.	73	4.36	3	62.39
39	Climb fire escapes.	74	3.84	3	63.25
40	Climb stairs in multiple story buildings.	73	4.49	4	62.39
41	Extend arm to reach and search tight spaces.	73	3.11	3	62.39
42	Work in deep water up to chest.	69	3.00	2	58.97
43	Quickly exit or enter law enforcement vehicle.	75	4.24	4	64.10
44	Climb up/down ladder to reach area.	74	3.30	3	63.25
45	Lift and carry heavy weights up or down stairs/ladders.	73	5.88	8	62.39
46	Endure weather extremes.	75	7.45	8	64.10
47	Endure extended periods of work without food.	44	2.27	2	37.61
48	Crawl to search under car/residence/building, etc.	65	2.43	2	55.56
49	Crawl under an obstruction.	68	3.10	3	58.12

Appendix D. Supervisor Task Data

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
	A. Patrol/Basic Law Enforcement Functions								
1	Use State, local and/or federal criminal information systems (DCI/NCIC/NCAWARE/CJLEADS) to obtain information related to crimes, events, suspects, etc.	52	4.88	5	100.00	2.31	30	13	82.69
2	Participate in search and rescue operations in extreme/dangerous weather and locations	49	4.27	4	94.23	2.76	15	2	32.69
3	Place devices, e.g., cones, barriers, etc to protect or secure crime or crash scene.	52	3.56	4	100.00	1.88	25	9	65.38
4	Conduct search of persons entering public facility/room.	50	5.64	6	96.15	2.58	15	32	90.38
5	Restrain unruly or violent individuals, remove from public areas and arrest if necessary.	52	5.69	6	100.00	2.62	17	32	94.23
6	Operate and read mobile data device.	52	3.17	3	100.00	1.85	29	6	67.31
7	Execute stop of motor vehicle, approach and talk to operator and passengers.	52	5.23	5	100.00	2.52	23	28	98.08
8	Use illuminated baton or hand signals to direct traffic.	52	2.79	3	100.00	2.13	31	14	86.54
9	Conduct high-risk vehicle stop.	52	6.19	6	100.00	2.73	15	33	92.31
10	Establish and conduct a stationary roadblock	41	3.17	3	78.85	2.27	16	6	42.31
11	Watch occupants of stopped vehicle to identify unusual or suspicious actions.	52	5.23	5	100.00	2.23	28	18	88.46
12	Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.	52	2.81	3	100.00	1.69	25	4	55.77
13	Use plain English to communicate on law enforcement radio.	52	3.54	3	100.00	2.15	26	17	82.69
14	Observe moving vehicles to identify possible criminal activity	52	3.50	3.5	100.00	1.83	31	3	65.38
15	Use radio codes to communicate verbally on law enforcement radio.	50	3.26	3	96.15	2.24	20	21	78.85
16	Interview members of public by telephone to obtain detailed information.	51	2.88	3	98.08	1.78	23	4	51.92
17	Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.	52	3.25	3	100.00	2.52	22	3	48.08
18	Inventory and test assigned patrol equipment and vehicle (e.g., lights, siren, radio, computer, etc.) for pre-shift inspection/vehicle assessment.	52	3.44	3	100.00	1.56	15	7	42.31
19	Visually check vacant homes and property to ensure security.	52	3.21	3	100.00	1.71	30	2	61.54
20	Update status of wants, warrants and stolen property through local, state and NCIC computer systems.	47	4.28	4	90.38	1.98	23	5	53.85
21	Talk with families of adult suspects or defendants to advise, inform, notify, etc.	51	3.12	3	98.08	1.51	21	1	42.31
22	Talk with families of juvenile suspects or defendants to advise, inform, notify, etc.	52	3.23	3	100.00	1.54	21	2	44.23
23	Conduct bicycle patrol tactics.	52	2.44	2	100.00	3.21	7	3	19.23

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
24	Conduct preliminary investigation of (be first responder to) various felony and/or misdemeanor crimes.	52	5.33	5	100.00	2.31	33	16	94.23
25	Be first responder to various non-criminal calls for service.	52	3.67	4	100.00	1.94	33	8	78.85
26	Recognize and handle/endure effects of job-related stress/fatigue on yourself or others.	52	5.50	6	100.00	2.58	22	9	59.62
27	Recognize common, over the counter products that are used in production of methamphetamines and other illegal drugs.	52	3.56	3	100.00	2.63	24	2	50.00
28	Recognize standard and improvised laboratory equipment used in the production of methamphetamines and other illegal drugs.	51	3.92	4	98.08	2.94	19	4	44.23
29	Recognize and respond to a reported or discovered clandestine laboratory.	51	4.71	5	98.08	3.06	15	10	48.08
30	Use deflation devices (e.g., stop stick, etc.) to slow a vehicle	52	4.63	4	100.00	2.48	22	26	92.31
31	Speak basic Spanish to communicate.	50	2.22	2	96.15	3.02	10	1	21.15
32	Advise businesses about ways to secure their property.	52	2.69	3	100.00	1.63	25	1	50.00
33	Advise residents about ways to make their homes more secure.	52	2.75	3	100.00	1.63	25	1	50.00
34	Advise crime victims of the procedures to pursue prosecution.	52	3.83	4	100.00	1.88	28	9	71.15
35	Advise citizens on techniques to enhance personal safety.	52	3.27	3	100.00	1.75	31	1	61.54
36	Comfort emotionally upset persons.	52	3.69	4	100.00	1.81	27	3	57.69
37	Evaluate and answer inquiries from crime victims or their families regarding progress on a case.	52	3.37	3	100.00	1.69	27	4	59.62
38	Receive and evaluate requests for law enforcement service.	50	3.40	3	96.15	1.52	21	1	42.31
39	Compile and analyze crime, traffic crash and other statistics.	50	2.42	2	96.15	1.98	15	2	32.69
40	Follow federal and State rules of privacy and security to control access to law enforcement records.	51	5.08	5	98.08	2.43	16	24	76.92
41	Follow State laws related to release of public records.	50	4.98	5	96.15	2.51	19	23	80.77
42	Describe persons to other officers (e.g., suspects, missing person).	52	5.12	5	100.00	2.27	28	19	90.38
43	Estimate and record value of stolen, recovered or damaged goods.	52	2.81	3	100.00	1.50	24	1	48.08
44	Use social media to facilitate a law enforcement investigation	51	3.24	3	98.08	2.24	15	3	34.62
45	File and retrieve documents in records system (e.g., fingerprint cards, reports, etc.)	41	2.88	3	78.85	2.15	19	3	42.31
46	Assist special needs persons.	52	3.87	4	100.00	2.06	30	2	61.54
47	Euthanize injured or dangerous animal	49	3.12	3	94.23	1.66	15	5	38.46
48	Track persons from scene (e.g., footprints in snow or mud).	50	4.04	4	96.15	2.22	20	6	50.00
49	Use fire-extinguishing equipment.	52	3.96	4	100.00	2.21	20	20	76.92
50	Smell and investigate unusual odors.	51	3.33	3	98.08	1.85	22	5	51.92
51	Verify air/water pollution complaints (e.g., illegal dumping).	39	2.13	2	75.00	1.85	9	0	17.31
52	Hear and investigate unusual sounds or noises.	51	2.75	3	98.08	1.41	17	2	36.54

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
53	Monitor department radio communications to stay aware of law enforcement activity.	52	5.17	5	100.00	2.12	26	16	80.77
54	Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.	52	5.48	6	100.00	2.33	31	19	96.15
55	Perform law enforcement duties in all weather and temperatures.	52	4.65	5	100.00	1.79	29	6	67.31
56	Patrol locations that are potentially physically hazardous (e.g., construction sites, prohibited areas, etc.).	51	3.86	4	98.08	1.59	24	3	51.92
57	Identify potentially rabid animals and notify Animal Control	49	2.78	3	94.23	1.43	18	0	34.62
58	Prepare clothing and personal equipment to satisfy department inspection requirements.	52	3.04	3	100.00	2.42	14	30	84.62
59	Test/handle doorknobs, windows, etc. to check physical security of buildings (businesses/residences, etc.)	52	2.90	3	100.00	1.81	22	10	61.54
60	Use special protective equipment and weapons to participate in high-risk entries.	52	5.71	6	100.00	3.23	11	12	44.23
61	Participate in search for escaped person(s).	50	5.16	5	96.15	2.30	27	4	59.62
62	Respond to and control scene involving barricaded subject.	52	5.79	6	100.00	2.46	34	9	82.69
63	Conduct field interview of suspicious person.	52	4.23	4	100.00	2.23	40	12	100.00
64	Investigate suspicious vehicle.	52	4.44	4	100.00	2.13	39	10	94.23
65	Communicate with non-English speaking persons.	52	3.19	3	100.00	2.53	22	1	44.23
66	Conduct and control initial contact with a barricaded subject.	52	5.50	5	100.00	2.40	29	10	75.00
67	Recognize incidents where K-9 or other specialized services, e.g., Air, SWAT, etc may be a useful/necessary resource.	52	4.81	5	100.00	2.12	33	11	84.62
68	Communicate with deaf and/or mute persons.	52	3.40	3.5	100.00	2.43	20	7	51.92
69	Confront barricaded subjects to attempt a resolution to the incident.	52	5.50	6	100.00	2.69	26	7	63.46
70	Talk with people on beat, patrol area, district, etc. to establish positive relationship.	52	3.90	4	100.00	1.65	30	2	61.54
71	Transport juveniles to home or detention facility	52	3.71	4	100.00	1.65	26	4	57.69
72	Use structured problem-solving method to identify and address causes of crime (e.g hours of operation, licensing violations, streetlights, traffic patterns, lack of recreation, etc.).	50	3.04	3	96.15	1.90	18	0	34.62
73	Present community relations programs (e.g., safety programs, crime prevention, tours, etc.).	48	2.75	3	92.31	2.10	13	2	28.85
74	Distribute printed material for public relations.	48	1.96	2	92.31	1.54	15	1	30.77
75	Give talks on law enforcement, etc., to community organizations, businesses and/or schools.	50	2.64	2	96.15	1.82	11	0	21.15
76	Meet with teachers and school officials to discuss methods to provide better security, discuss at-risk student, etc.	47	3.13	3	90.38	2.02	9	0	17.31
77	Organize neighborhood watch groups and conduct meetings.	50	2.76	3	96.15	2.10	13	0	25.00

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
78	Patrol schools and school property to provide security while on duty.	49	3.33	3	94.23	1.75	14	2	30.77
79	Perform directed (e.g., planned/structured) patrol assignments.	52	3.63	3	100.00	1.56	18	4	42.31
80	Respond to general information questions from public.	52	2.92	3	100.00	1.56	22	2	46.15
81	Take control of publicly intoxicated/disruptive person.	52	4.13	4	100.00	2.25	24	19	82.69
82	Use technological devices (e.g., computers, Smart Phone, etc.) to exchange information with other agencies.	51	3.22	3	98.08	1.75	25	5	57.69
83	Perform basic troubleshooting functions related to computer use.	51	2.33	2	98.08	1.84	18	9	51.92
84	Perform police duties in plain clothes	49	3.80	4	94.23	3.16	11	1	23.08
85	Recognize need for and initiate an involuntary commitment	52	4.42	5	100.00	2.14	34	12	88.46
86	Advise abused spouse/domestic partner of rights.	52	4.38	4	100.00	2.25	25	20	86.54
87	Make arrest without warrant at scene of domestic violence.	52	5.33	5	100.00	2.52	19	30	94.23
88	Recognize laws and limits on law enforcement powers when crossing jurisdictional lines.	52	5.25	5	100.00	2.60	15	34	94.23
89	Transport abused spouse/domestic partner to shelter.	52	3.92	4	100.00	1.73	26	6	61.54
90	Respond to mutual aid request.	50	3.98	4	96.15	1.53	19	2	40.38
91	Accompany spouse/domestic partner to pick up belongings.	52	4.17	4	100.00	1.67	27	4	59.62
92	Enforce and explain passenger restraint laws.	52	2.94	3	100.00	1.81	28	7	67.31
93	Respond to crime-in-progress call.	52	5.48	5	100.00	2.25	29	18	90.38
94	Serve as back-up officer at scene.	52	5.44	5	100.00	2.38	26	23	94.23
95	Search for missing children.	52	4.94	5	100.00	1.90	33	7	76.92
96	Search for missing adults.	52	4.63	5	100.00	1.90	33	7	76.92
97	Hold person under investigative detention, i.e., Terry Stop	52	5.33	5	100.00	2.52	23	28	98.08
98	Secure crime scene (i.e., establish security perimeter).	52	4.94	5	100.00	2.31	27	19	88.46
99	Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.	52	5.25	5	100.00	2.48	21	28	94.23
100	Use chemical agents to control an individual.	51	5.06	5	98.08	2.88	14	29	82.69
101	Search for person in darkened building or environment.	47	5.83	6	90.38	2.55	19	27	88.46
102	Hold flashlight while performing various law enforcement duties.	47	4.72	5	90.38	2.55	15	29	84.62
103	Review public web sites to identify/recognize potential suspects, etc	45	3.22	3	86.54	2.09	19	3	42.31
104	Conduct welfare checks of citizen to ensure safety of person, e.g., suicidal, elderly, emotionally unstable, etc.	47	4.28	4	90.38	1.79	29	4	63.46
105	Recognize commonly used drug paraphernalia	47	4.04	4	90.38	2.15	27	12	75.00
106	Use/monitor social media to identify/anticipate potential public safety problems	42	3.33	3	80.77	2.12	17	0	32.69
107	Recognize and handle suspected powdery substances, e.g. fentanyl, according to safe practices.	47	5.96	6	90.38	2.64	14	30	84.62
108	Apply principles of perimeter containment as necessary.	47	4.72	5	90.38	2.21	31	13	84.62
109	Observe, recognize, and interpret human behavior.	47	5.00	5	90.38	2.17	33	8	78.85

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
110	Respond with empathy and sympathy in a variety of situations.	47	4.09	4	90.38	1.87	29	6	67.31
111	Maintain a calm demeanor to prevent a tense situation from escalating or becoming worse.	47	4.79	5	90.38	2.09	31	10	78.85
112	Use body language to project control and influence the situation.	47	4.45	4	90.38	2.15	29	11	76.92
113	Maintain a calm demeanor when experiencing criticism from peers and the public.	47	4.51	4	90.38	2.00	25	11	69.23
114	Recognize circumstances where Youth Diversion is an appropriate action.	47	3.30	3	90.38	1.87	27	7	65.38
115	Use various techniques to decrease respiration, heart rate, etc and increase situational resilience.	47	4.15	4	90.38	2.32	26	12	73.08
116	Recognize indicators of vicarious trauma and employ techniques to prevent or alleviate your symptoms.	47	4.19	4	90.38	2.32	28	8	69.23
117	Recognize signs of DV related or other strangulation.	47	5.15	5	90.38	2.40	24	21	86.54
118	Create and/or work with a K-9 Tracking Team.	47	4.28	4	90.38	1.96	30	6	69.23
	B. Ethics in Law Enforcement								
1	Exercise discretion (choice) in selecting appropriate enforcement action.	47	4.72	5	90.38	2.02	32	8	76.92
2	Apply ethical standards while performing law enforcement duties.	47	5.96	6	90.38	2.55	17	28	86.54
3	Recognize and report misconduct of other officers.	47	5.87	6	90.38	2.30	21	20	78.85
4	Encourage/model professional standards among colleagues	47	5.17	5	90.38	2.13	25	14	75.00
5	Use proper judgment when confronted with offers of gratuity (i.e., free coffee, meals, services, etc.)	47	5.11	5	90.38	2.11	22	15	71.15
6	Recognize and report misuse of social media	47	4.13	4	90.38	2.09	21	15	69.23
7	Promptly intervene to stop improper, unethical or illegal peer conduct.	47	5.87	6	90.38	2.32	22	20	80.77
8	Apply ethical principles to solve peer-related problems.	47	4.83	5	90.38	2.11	30	11	78.85
9	Follow ethical concepts contained in Brady v Giglio	47	5.79	6	90.38	2.68	13	33	88.46
	C. Investigations								
1	Study crime scene to identify modus operandi (M.O.) of perpetrator.	45	4.02	4	86.54	2.36	27	5	61.54
2	Examine dead body visually to identify wounds and injuries.	45	4.44	5	86.54	2.62	22	6	53.85
3	Examine evidence from crime scene to determine relevance.	45	4.44	5	86.54	2.38	29	6	67.31
4	Conduct neighborhood canvass to collect crime-related information, identify witnesses, etc.	45	4.31	4	86.54	2.13	19	13	61.54
5	Interrogate suspects.	45	4.96	5	86.54	2.89	21	2	44.23
6	Observe suspect/interviewee behavior to recognize deception, deceit, manipulation, etc.	45	4.62	5	86.54	3.00	12	6	34.62
7	Interview complainants, witnesses, etc.	45	4.58	5	86.54	2.24	25	11	69.23
8	Use basic listening skills while conducting interviews to ensure full understanding of person's words.	45	4.51	5	86.54	2.20	25	13	73.08

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
9	Review and compare incidents for similarity of modus operandi (M.O.).	45	3.96	4	86.54	2.09	23	4	51.92
10	Use public records (e.g., motor vehicle, school, tax, law enforcement, etc. to locate missing or wanted persons).	45	3.98	4	86.54	2.16	24	6	57.69
11	Select photographs to conduct photographic line-up.	44	4.27	5	84.62	2.20	21	4	48.08
12	Conduct intelligence activities (e.g., crime analysis, computer checks, backgrounds, etc.) on known or suspected offenders.	42	3.93	4	80.77	2.58	16	2	34.62
13	Conduct a field "show-up" ID (Single suspect confrontation, drive-by) with victim or witness to identify a suspect.	45	4.89	5	86.54	2.24	25	14	75.00
14	Use audio/video/body worn camera to record statement or confession.	45	4.71	5	86.54	2.11	18	16	65.38
15	Talk with supervisor to determine if follow-up investigation is necessary.	45	3.69	4	86.54	1.76	14	10	46.15
16	Observe crime scene to determine need for processing by specialist (e.g., evidence technician).	45	4.49	4	86.54	2.07	24	9	63.46
17	Review law enforcement records to determine whether recovered property is linked with a previous crime.	44	3.80	4	84.62	1.75	21	3	46.15
18	Sketch crime scene.	35	2.69	3	67.31	1.94	14	2	30.77
19	Locate and protect possible trace evidence.	42	4.26	4	80.77	2.38	25	6	59.62
20	Fill out forms or tags to document chain of custody of evidence.	45	4.60	5	86.54	2.04	24	10	65.38
21	Write down confessions or other statements from suspects, victims, and witnesses.	45	4.76	5	86.54	2.31	19	17	69.23
22	Conduct stationary surveillance of individuals, locations, vehicles, etc.	45	4.02	4	86.54	2.68	15	1	30.77
23	Collect and package (i.e., bag and tag) evidence and/or property.	45	4.58	5	86.54	2.11	23	12	67.31
24	Identify and collect trace, latent and serology evidence.	35	3.83	4	67.31	3.03	13	4	32.69
25	Photograph and/or videotape crime or crash scene.	37	3.73	4	71.15	2.68	13	5	34.62
26	Photograph latent fingerprints/impressions.	29	3.69	4	55.77	3.31	8	1	17.31
27	Describe in written form the location of physical evidence at a crime scene.	44	4.25	4.5	84.62	2.18	24	8	61.54
28	Fill out seized property inventory resulting from a search warrant.	43	4.19	4	82.69	1.93	20	4	46.15
29	Package evidence for lab analysis (e.g., questioned documents, fingerprints, etc.).	41	4.24	4	78.85	2.17	19	10	55.77
30	Use identifying numbers (e.g., serial, product, etc.) and descriptions to trace stolen goods.	43	4.02	4	82.69	2.07	21	9	57.69
31	Conduct background checks to verify reliability and credibility of witnesses.	39	3.90	4	75.00	2.35	13	2	28.85
32	Verify the identity of deceased persons.	40	4.78	5	76.92	2.10	19	2	40.38
33	Work undercover.	38	4.92	5	73.08	3.70	4	1	9.62
34	Conduct on-going/beyond basic response investigation of robbery.	41	4.63	5	78.85	2.55	15	4	36.54
35	Conduct on-going/beyond basic response investigation of assault (not including sexual)	42	4.55	5	80.77	2.17	20	4	46.15

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
36	Conduct on-going/beyond basic response investigation of burglary.	41	4.46	5	78.85	2.33	17	3	38.46
37	Conduct on-going/beyond basic response investigation of larceny/theft.	42	4.43	4	80.77	2.10	20	4	46.15
38	Conduct on-going/beyond basic response investigation of hate crimes.	41	4.76	5	78.85	2.33	17	3	38.46
39	Conduct on-going/beyond basic response investigation of forgery.	41	4.32	4	78.85	2.36	17	2	36.54
40	Conduct on-going/beyond basic response investigation of fraud.	41	4.27	4	78.85	2.43	17	2	36.54
41	Conduct on-going/beyond basic response investigation of disorderly conduct/disturbance.	43	4.40	4	82.69	2.16	22	5	51.92
42	Conduct on-going/beyond basic response investigation of receipt of stolen property.	42	4.24	4	80.77	2.12	20	2	42.31
43	Conduct on-going/beyond basic response investigation of weapons/firearms offenses.	42	4.81	5	80.77	2.40	20	5	48.08
44	Conduct on-going/beyond basic response investigation of controlled substances.	42	4.45	4	80.77	2.40	22	4	50.00
45	Conduct on-going/beyond basic response investigation of domestic violence.	42	4.81	5	80.77	2.40	20	8	53.85
46	Conduct on-going/beyond basic response investigation of child abuse or neglect.	41	4.88	5	78.85	2.43	20	5	48.08
47	Conduct on-going/beyond basic response investigation of harassment/stalking.	41	4.61	5	78.85	2.12	18	4	42.31
48	Conduct on-going/beyond basic response investigation of suspicious activity/vehicle/ person.	43	4.53	5	82.69	2.19	19	7	50.00
49	Conduct on-going/beyond basic response investigation of personal injury crash.	42	4.43	4	80.77	2.26	20	5	48.08
50	Conduct on-going/beyond basic response investigation of hit and run.	42	4.19	4	80.77	2.16	21	4	48.08
51	Conduct on-going/beyond basic response investigation of other motor vehicle incidents.	40	4.18	4	76.92	2.26	18	4	42.31
52	Conduct on-going/beyond basic response investigation of other traffic offenses	41	4.10	4	78.85	2.12	17	6	44.23
53	Conduct on-going/beyond basic response investigation of prostitution/solicitation.	40	4.00	4	76.92	2.48	16	2	34.62
54	Conduct on-going/beyond basic response investigation of elder or disabled persons abuse.	40	4.53	4	76.92	2.29	23	2	48.08
55	Conduct on-going/beyond basic response investigation of identity theft.	40	4.23	4	76.92	2.40	16	2	34.62
56	Conduct on-going/beyond basic response investigation of embezzlement.	40	4.18	4	76.92	2.36	17	2	36.54
57	Conduct on-going/beyond basic response investigation of gangs and gang related crimes.	40	4.63	5	76.92	2.72	16	2	34.62
58	Conduct on-going/beyond basic response investigation of prescription drug abuse.	40	4.28	4	76.92	2.40	17	3	38.46

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
59	Conduct on-going/beyond basic response investigation of liquor violations	40	4.03	4	76.92	2.24	18	2	38.46
60	Conduct on-going/beyond basic response investigation of theft/destruction of public or private property	41	4.02	4	78.85	2.00	21	3	46.15
61	Conduct on-going/beyond basic response violations of court orders.	39	4.21	4	75.00	2.17	22	3	48.08
62	Organize and/or Conduct photo lineup.	42	4.36	4	80.77	2.11	20	7	51.92
63	Conduct strip search of arrested person according to State law and agency procedure.	44	4.91	5	84.62	2.25	18	14	61.54
64	Witness cavity search to preserve potential chain of evidence.	43	4.91	5	82.69	2.05	16	10	50.00
65	Recognize and properly handle potential electronic evidence (e.g., computer files, Smart phone, etc.)	44	4.50	4.5	84.62	2.20	18	7	48.08
66	Identify and collect latent fingerprints.	33	3.85	4	63.46	3.06	12	3	28.85
67	Recognize instances of prescription drug abuse.	42	3.60	4	80.77	2.02	23	3	50.00
68	Recognize and identify instances of human trafficking.	44	4.89	5	84.62	2.43	23	5	53.85
69	Develop field contacts and intelligence sources.	40	3.90	4	76.92	2.29	13	1	26.92
70	Recognize and refer potential harassment violations (sexual, racial, religious, or others).	44	4.59	5	84.62	2.16	20	11	59.62
71	Review crime lab reports to help investigative efforts.	39	3.90	4	75.00	1.90	14	1	28.85
72	Review records and pictures to identify suspects.	43	3.98	4	82.69	1.67	17	3	38.46
73	Fill out appropriate forms to document such a photo lineup	44	4.07	4	84.62	1.93	20	6	50.00
	D. Legal Issues/ Arrest Procedures/Search and Seizure/ Warrants								
1	Review facts of case to determine whether case is criminal or civil matter.	42	4.55	4	80.77	2.21	21	15	69.23
2	Review statute of limitations to ensure proper enforcement action.	42	4.45	4	80.77	2.19	22	14	69.23
3	Confer with prosecutor's office prior to testimony regarding case.	42	4.19	4	80.77	1.57	14	5	36.54
4	Explain court procedures to suspects, victims and witnesses.	42	3.86	4	80.77	1.93	23	8	59.62
5	Present evidence and testimony in legal and/or administrative proceedings (e.g., arraignment, preliminary hearing, trial, grand jury, etc.).	42	4.88	5	80.77	1.88	25	6	59.62
6	Identify elements of crime to ensure proper charges.	42	5.38	6	80.77	2.43	20	20	76.92
7	Read court and legal papers to determine meaning and proper law enforcement response (e.g., restraining and protection orders, etc.).	42	4.98	5	80.77	2.14	22	13	67.31
8	Read/Review case reports and notes to prepare for court testimony.	42	4.76	5	80.77	1.90	26	6	61.54
9	Read/Review warrants and affidavits to ensure completeness and accuracy.	42	4.79	5	80.77	2.05	21	7	53.85
10	Advise persons of constitutional (Miranda) rights.	42	5.36	6	80.77	2.38	16	21	71.15
11	Apprehend and place juvenile offenders in custody.	42	4.76	4.5	80.77	2.24	18	17	67.31
12	Arrest persons with a warrant.	42	5.05	5	80.77	2.31	17	19	69.23
13	Arrest persons without a warrant.	42	5.17	5	80.77	2.36	17	20	71.15

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
14	Conduct full search of arrested persons.	42	5.57	6	80.77	2.52	12	26	73.08
15	Conduct frisk or pat down.	42	5.60	6	80.77	2.52	12	26	73.08
16	Handcuff suspects or detainees.	42	5.45	5.5	80.77	2.50	13	25	73.08
17	Issue citations for non-traffic offenses (e.g., local ordinances and State laws).	42	4.17	4	80.77	2.14	20	14	65.38
18	Plan and execute search warrants.	40	5.25	5	76.92	3.02	9	4	25.00
19	Prepare affidavit for search warrant.	41	4.83	5	78.85	2.76	13	5	34.62
20	Conduct a warrantless search.	42	5.14	5	80.77	2.31	17	16	63.46
21	Request bystanders to assist in an apprehension.	29	4.10	4	55.77	1.70	15	2	32.69
22	Search automobile under independent probable cause.	42	4.95	5	80.77	2.33	18	19	71.15
23	Search automobile incident to arrest.	40	4.85	5	76.92	2.35	18	18	69.23
24	Conduct warrantless search of premises or property in exigent circumstances such as fresh or hot pursuit, with or without consent, incident to arrest, etc.	42	5.31	6	80.77	2.40	21	19	76.92
25	Seize contraband, weapons and stolen property from suspects.	42	5.55	6	80.77	2.38	20	19	75.00
26	Take into custody person detained by citizen or merchant.	41	4.51	4	78.85	2.15	19	14	63.46
27	Conduct research in State Code and local laws, etc. to determine proper charges or practice.	41	4.68	5	78.85	2.27	22	15	71.15
28	Follow State law to dispose of or release property or evidence no longer needed.	40	4.20	4	76.92	1.95	20	9	55.77
29	Obtain search warrant and/or make proper return.	40	4.58	4	76.92	2.27	16	6	42.31
30	Obtain arrest warrant and/or make proper return.	41	4.66	5	78.85	2.12	17	13	57.69
31	Maintain effective relations with court personnel/officials.	40	3.70	4	76.92	1.40	16	0	30.77
32	Assess value of property seized in criminal matters	41	3.05	3	78.85	1.49	14	3	32.69
33	Use force as necessary and appropriate in service of civil process (such as an involuntary commitment) .	41	5.22	5	78.85	2.38	19	18	71.15
34	Remove, pursuant to court order, persons on premises illegally.	39	4.67	4	75.00	2.15	23	11	65.38
35	Explain civil process to citizens.	40	3.60	4	76.92	1.95	22	7	55.77
36	Locate owners of recovered vehicles and other property.	41	3.34	3	78.85	1.73	22	4	50.00
37	Confer with defense attorney to discuss a particular case.	40	3.33	3	76.92	1.41	14	1	28.85
38	Verify warrants before execution.	41	5.51	6	78.85	2.24	15	18	63.46
39	Plan and organize service of a high risk Arrest Warrant.	38	5.79	6	73.08	3.10	7	6	25.00
40	Prepare and/or present facts of case to a judicial officer to obtain an arrest warrant.	41	4.88	5	78.85	2.12	21	11	61.54
41	Check arrestee for outstanding warrants.	41	4.78	5	78.85	2.20	17	16	63.46
42	Compare photographs to verify identity of person in custody.	40	4.53	4	76.92	1.75	16	7	44.23
43	Follow legal procedures to answer outside inquiries from or concerning a person in custody.	39	4.28	4	75.00	1.82	20	6	50.00

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
44	Book arrested person by completing standard processing forms.	39	4.38	4	75.00	1.95	17	10	51.92
45	Conduct interview room inspection to ensure arrested person's safety/well-being, facility security, etc.	40	5.05	5	76.92	1.85	14	10	46.15
46	Operate vehicle to transport person in custody.	41	4.71	5	78.85	2.32	16	19	67.31
47	Escort (walk) person in custody to various destinations (e.g., medical facility, court, etc.)	41	4.34	4	78.85	2.10	14	15	55.77
48	Examine physical condition of person in custody to assess need for medical attention.	41	5.46	6	78.85	2.10	17	14	59.62
49	Prepare written reports to record injuries of persons in custody.	41	4.90	5	78.85	2.05	15	14	55.77
50	Complete written reports to document citizen's complaint.	39	4.51	4	75.00	1.92	14	11	48.08
51	Enforce court issued order (e.g., protection order).	41	5.05	5	78.85	2.17	16	16	61.54
52	Guard person in custody outside of detention facilities (e.g., court, medical facility, etc.).	40	4.75	5	76.92	1.78	11	10	40.38
53	Forcibly place resisting person in holding area.	39	5.05	5	75.00	2.26	12	18	57.69
54	Use force as necessary (use of force continuum) and appropriate in apprehension of criminal suspects.	41	5.90	6	78.85	2.61	12	27	75.00
55	Handcuff resisting person.	41	5.71	6	78.85	2.66	10	29	75.00
56	Handcuff non-resisting person.	41	5.00	5	78.85	2.61	12	27	75.00
57	Maintain awareness of distance from person armed with knife.	41	6.22	7	78.85	2.66	12	28	76.92
58	Apply Active Confrontational Tactics and Survival (ACTS) principles in a physical encounter.	39	5.41	5	75.00	2.67	10	23	63.46
59	Apply Subject Control and Arrest Techniques (SCAT) principles in an arrest. or to control a subject	41	5.56	6	78.85	2.66	11	27	73.08
60	Recognize an ambush and respond consistent with Survival Stress Response (SSR) principles.	41	5.83	6	78.85	2.49	17	19	69.23
	E. Traffic/Motor Vehicle Enforcement/Collisions								
1	Search for, protect and collect evidence at motor vehicle crash scene.	40	3.95	4	76.92	2.03	24	4	53.85
2	Control spectator/media access at scene of law enforcement action.	40	4.05	4	76.92	1.73	20	3	44.23
3	Investigate motor vehicle crash to determine causes or factors contributing to a crash.	40	3.98	4	76.92	1.98	22	7	55.77
4	Collect facts of motor vehicle crash to determine charges.	40	4.10	4	76.92	1.98	23	8	59.62
5	Use computerized software to produce crash scene diagram.	40	3.58	3.5	76.92	2.30	20	10	57.69
6	Field sketch non-scale diagram of motor vehicle crash.	35	3.26	3	67.31	2.03	17	8	48.08
7	Control traffic at scene of crash investigation.	40	3.90	4	76.92	2.08	25	9	65.38
8	Follow State statutes to impound and inventory vehicles.	40	4.20	4	76.92	2.08	19	12	59.62
9	Identify, locate and interview owners, witnesses, and others involved in motor vehicle crash.	40	3.70	4	76.92	1.88	23	6	55.77

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
10	Instruct persons in motor vehicle crash to exchange necessary information to ensure proper reporting.	40	3.43	3	76.92	1.93	19	9	53.85
11	Investigate motor vehicle crash involving law enforcement vehicles or other emergency vehicle.	40	4.18	4	76.92	1.95	20	6	50.00
12	Determine whether crash is reportable or non-reportable.	40	3.50	3	76.92	2.03	19	11	57.69
13	Describe motor vehicle damage in motor vehicle crash to complete report.	40	3.48	3	76.92	2.08	19	12	59.62
14	Assess need for and organize emergency assistance for motor vehicle crash (e.g., wrecker, ambulance, sand truck).	40	4.05	4	76.92	1.80	22	5	51.92
15	Pace vehicle with speedometer to establish evidence of speeding.	38	3.08	3	73.08	2.03	20	2	42.31
16	Observe operator's eyes, body movements, actions, etc. to evaluate capability to operate vehicle.	40	3.93	4	76.92	2.38	21	5	50.00
17	Explain motor vehicle law requirements to citizens (e.g., inspection, registration, etc.).	40	3.53	3	76.92	1.98	21	9	57.69
18	Follow suspect vehicle to observe traffic violations.	40	3.68	4	76.92	1.88	25	5	57.69
19	Inspect vehicle to locate vehicle identification number (VIN).	40	3.15	3	76.92	1.98	15	12	51.92
20	Inspect driver's license to determine if valid or altered.	40	3.53	3.5	76.92	2.08	17	13	57.69
21	Inspect vehicle to identify equipment safety violations.	39	3.21	3	75.00	1.97	17	9	50.00
22	Investigate roadway to assess safety, repair needs, etc.	39	3.03	3	75.00	1.74	13	5	34.62
23	Issue traffic citation to pedestrians/bicyclists.	39	3.10	3	75.00	1.92	26	5	59.62
24	Perform DMV check by radio or computer on violator's vehicle while operating law enforcement vehicle.	40	3.75	4	76.92	2.13	15	15	57.69
25	Issue verbal warning to traffic violators.	40	2.78	3	76.92	1.83	21	6	51.92
26	Issue written warnings and citations.	40	3.30	3	76.92	2.08	19	12	59.62
27	Review/consider facts of case and Motor Vehicle Law to select most appropriate charge and/or enforcement action at crash scene or vehicle stop.	40	3.78	4	76.92	2.08	23	10	63.46
28	Operate handheld intoxilyzer/breathalyzer to test breath alcohol concentration.	38	3.63	4	73.08	2.92	11	5	30.77
29	Operate electronic traffic signals manually.	25	2.52	2	48.08	2.08	9	1	19.23
30	Plan and organize traffic detours.	29	2.83	3	55.77	1.48	11	0	21.15
31	Stand traffic control post at special functions (e.g., VIP visit, parade, etc.).	40	2.95	3	76.92	1.58	14	3	32.69
32	Direct removal of vehicle obstructing traffic.	40	3.08	3	76.92	1.65	18	4	42.31
33	Physically remove hazards from roadway (e.g., dead, stray, injured animals, debris, etc.).	39	2.85	3	75.00	1.38	13	1	26.92
34	Instruct citizens to assist in traffic control in an emergency.	23	3.26	3	44.23	1.48	9	1	19.23
35	Check motor vehicle records to verify title, license information and registration.	40	3.48	3	76.92	2.15	16	15	59.62

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
36	Watch moving vehicle to visually estimate excessive speed.	39	2.95	3	75.00	2.35	17	2	36.54
37	Prepare requests to have "unfit" vehicle operators reexamined	37	3.03	3	71.15	1.70	15	4	36.54
38	Operate video camera and equipment to record actions of criminal or motor vehicle suspects.	37	3.05	3	71.15	1.95	16	4	38.46
39	Observe weather and road conditions to assess need for emergency equipment such as snowplows, salt trucks, etc.	40	2.95	3	76.92	1.39	13	1	26.92
40	Look for and identify suspect vehicle by color and description.	40	3.95	4	76.92	1.80	22	5	51.92
41	Inspect and tag abandoned vehicles along roadway.	39	2.31	2	75.00	1.50	13	3	30.77
42	Check commercial vehicle for dangerous or illegal cargo.	29	2.97	3	55.77	2.30	12	0	23.08
43	Check trucks to make sure cargo is secure.	29	2.79	3	55.77	1.97	10	2	23.08
44	Examine shipping papers of commercial vehicles (e.g., hazardous materials).	29	2.93	3	55.77	2.20	10	4	26.92
45	Conduct sobriety checkpoint.	39	3.49	4	75.00	2.41	13	3	30.77
46	Evaluate condition of crashed vehicles to assess safe post-crash operability.	39	3.44	3	75.00	1.67	15	4	36.54
47	Administer field sobriety tests (e.g., Standardized Field Sobriety Test, Walk and Turn, One-leg Stand, etc.).	38	3.87	4	73.08	2.98	13	6	36.54
48	Advise appropriate agency of traffic control/roadway repair needs.	39	2.87	3	75.00	1.36	10	2	23.08
49	Select locations and position oneself to conduct selective traffic enforcement duties.	40	3.10	3	76.92	1.65	16	5	40.38
50	Identify and advise vehicle owners to remove abandoned vehicles.	39	2.31	2	75.00	1.44	15	1	30.77
51	Contact hospital, lab and/or physician to obtain blood or other chemical tests.	38	3.11	3	73.08	2.21	17	1	34.62
52	Arrest/Summons DWI suspects.	39	3.87	4	75.00	2.20	21	9	57.69
53	Assist stranded motorists.	40	2.70	3	76.92	1.50	14	3	32.69
54	Use speed enforcement devices to measure vehicle speed (e.g., RADAR, LIDAR.)	38	3.24	3	73.08	3.28	6	2	15.38
55	Fill out DWI arrest and administrative reports.	39	3.69	4	75.00	2.25	18	7	48.08
56	Operate stationary intoxilyzer/breathalyzer to test breath alcohol concentration.	38	3.45	3	73.08	3.18	8	2	19.23
57	Investigate Off Road/ATV vehicle accidents/collisions	35	2.91	3	67.31	1.83	15	1	30.77
	F. First Aid and Emergency Assistance								
1	Visually examine a live person to identify wounds and injuries.	40	4.70	5	76.92	2.15	16	15	59.62
2	Administer cardio-pulmonary resuscitation (CPR) to adult.	40	5.40	5	76.92	2.83	7	30	71.15
3	Administer mouth-to mouth resuscitation/rescue breathing	38	5.32	5	73.08	2.84	8	28	69.23
4	Apply basic first aid to control bleeding	40	5.05	5	76.92	2.73	9	30	75.00
5	Apply basic first aid to treat for abrasions.	35	3.91	4	67.31	2.51	10	20	57.69

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
6	Apply basic first aid for amputations	33	5.15	5	63.46	2.67	9	17	50.00
7	Apply basic first aid to treat for animal bites.	31	4.16	4	59.62	2.57	11	12	44.23
8	Apply basic first aid to treat for broken bones.	31	4.03	4	59.62	2.59	10	13	44.23
9	Apply basic first aid to unresponsive/unconscious person.	38	4.97	5	73.08	2.68	10	24	65.38
10	Apply basic first aid to treat for fire burns.	31	4.35	4	59.62	2.55	10	13	44.23
11	Apply basic first aid to treat for chemical burns.	30	4.37	4	57.69	2.63	9	11	38.46
12	Apply basic first aid to treat for convulsions.	31	4.19	4	59.62	2.52	11	12	44.23
13	Apply basic first aid to treat for diabetic reaction.	31	4.52	4	59.62	2.45	10	13	44.23
14	Apply basic first aid to treat for electric shock.	30	4.33	4	57.69	2.53	10	12	42.31
15	Apply basic first aid to treat for eye injuries.	30	4.17	4	57.69	2.53	10	12	42.31
16	Apply basic first aid to treat for frostbite.	29	4.03	4	55.77	2.59	9	11	38.46
17	Apply basic first aid to treat for gunshot wounds.	38	5.24	6	73.08	2.50	15	18	63.46
18	Apply basic first aid to treat for heart attack.	33	4.94	5	63.46	2.55	12	15	51.92
19	Apply basic first aid to treat for OC/Pepper Spray.	40	4.13	4	76.92	2.38	15	20	67.31
20	Apply basic first aid to treat for heat stroke/heat exhaustion, etc.	33	4.30	4	63.46	2.45	13	13	50.00
21	Apply basic first aid to treat for lacerations.	33	3.91	4	63.46	2.48	12	14	50.00
22	Apply basic first aid to treat for drug overdose, e.g., administer NarCan (Naloxone).	38	4.79	5	73.08	2.82	9	19	53.85
23	Apply basic first aid to treat for poisoning.	29	4.28	4	55.77	2.57	9	10	36.54
24	Apply basic first aid to treat for stabbing or puncture wounds.	37	4.86	5	71.15	2.41	14	16	57.69
25	Apply basic first aid to treat for seizure.	32	4.19	4	61.54	2.41	11	11	42.31
26	Apply basic first aid to treat for shock.	32	4.16	4	61.54	2.28	15	10	48.08
27	Apply basic first aid to treat for sprains and strains.	30	3.63	4	57.69	2.30	12	9	40.38
28	Apply basic first aid to treat for stroke.	30	4.50	5	57.69	2.30	15	9	46.15
29	Apply basic first aid for choking (e.g., Heimlich Maneuver).	40	5.15	5	76.92	2.65	10	25	67.31
30	Apply basic first aid for drowning	37	5.03	5	71.15	2.56	12	16	53.85
31	Apply basic first aid to assist object of electronic control device, e.g. Taser	38	4.58	4.5	73.08	2.50	14	20	65.38
32	Deliver a baby.	33	4.24	4	63.46	2.61	15	7	42.31
33	Use AED (Automated External Defibrillator).	40	5.03	5	76.92	2.78	7	29	69.23
34	Administer CPR to a child or infant.	40	5.33	6	76.92	2.75	7	30	71.15
35	Recognize signs of suicide risk in detainee or arrested person.	40	4.88	5	76.92	2.33	22	14	69.23
36	Use personal protective equipment (e.g., gloves, masks, glasses, etc. to prevent contact with communicable diseases or blood-borne pathogens, etc.).	40	5.35	6	76.92	2.63	12	25	71.15
37	Dispose of contaminated clothing, sharps, etc. according to standard practice.	39	4.74	5	75.00	2.28	15	16	59.62
38	Conduct rescues of stranded persons during floods, ice storms and other disasters.	32	4.63	5	61.54	2.78	10	4	26.92

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
39	Conduct search to locate bomb or other explosive device.	36	5.08	5	69.23	2.71	15	7	42.31
40	Participate in large-scale area search and rescue operations.	40	4.53	4	76.92	2.38	21	5	50.00
41	Observe person in custody to determine whether person is intoxicated or in medical distress, i.e., diabetic reaction	40	4.80	5	76.92	2.25	20	12	61.54
42	Recognize and deal with blood borne pathogens.	40	4.95	5	76.92	2.50	16	19	67.31
	G. Firearms/Response to Resistance								
1	Participate in firearms training.	40	5.65	6	76.92	2.78	9	31	76.92
2	Use protective equipment when involved with weapons training and/or qualification.	40	5.28	6	76.92	2.70	8	30	73.08
3	Carry authorized firearm when off duty.	40	4.98	5	76.92	2.53	12	23	67.31
4	Clean and inspect weapon.	40	5.15	5.5	76.92	2.73	11	29	76.92
5	Carry "secondary/back-up" firearm on duty.	38	4.16	4	73.08	2.76	14	12	50.00
6	Discharge firearm in low light conditions (e.g., at night, in darkened room, etc.) (not including training).	39	5.69	6	75.00	2.64	8	28	69.23
7	Discharge firearm at person (not including simulation training).	39	6.28	7	75.00	2.62	9	27	69.23
8	Discharge firearm from protective cover position (not including training).	39	6.13	6	75.00	2.59	10	26	69.23
9	Draw weapon to protect self or third party.	40	5.93	6	76.92	2.70	8	30	73.08
10	Recognize disguised weapons (e.g., belt buckle, knife).	40	5.63	6	76.92	2.53	15	23	73.08
11	Detain person at gunpoint.	40	5.58	6	76.92	2.56	13	24	71.15
12	Use knife in performance of law enforcement duties (e.g., seat belt cutter, etc.).	40	4.33	4	76.92	2.10	20	10	57.69
13	Unload various firearms (including seized firearms) safely.	40	5.40	6	76.92	2.53	16	21	71.15
14	Clear malfunction of various firearms (not including training).	38	5.39	6	73.08	2.42	14	20	65.38
15	Reload firearms under combat conditions (not including training).	39	5.90	6	75.00	2.74	9	25	65.38
16	Fire weapon in dark environment while using flashlight (not including training).	39	5.82	6	75.00	2.59	9	25	65.38
17	Discharge rifle (not including training).	37	5.76	6	71.15	3.16	6	16	42.31
18	Discharge shotgun (not including training).	39	5.82	6	75.00	2.71	9	25	65.38
19	Respond to active shooter situations.	40	6.10	6	76.92	2.73	12	24	69.23
20	Fire weapon while employing "move and shoot" techniques (not including training).	39	5.95	6	75.00	2.79	8	25	63.46
21	Remove weapon from home/residence of suicidal person, scene of domestic violence, etc.	40	5.23	5	76.92	2.28	23	11	65.38
22	Fire weapon in defense of attacking or dangerous animal.	40	5.08	5	76.92	2.23	17	14	59.62
23	Use dominant hand to fire law enforcement weapon (not including training).	39	5.87	6	75.00	2.59	9	25	65.38

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
24	Use support hand to fire law enforcement weapon (not including training).	39	5.87	6	75.00	2.62	8	26	65.38
25	Uses appropriate verbal commands/communication in response to resistance situations.	40	5.55	6	76.92	2.65	10	28	73.08
26	Comply with State laws and agency regulations regarding safe handling and storage of weapons.	40	5.45	6	76.92	2.63	9	28	71.15
27	Use handgun disarm techniques against a frontal attack.	40	5.68	6	76.92	2.90	7	30	71.15
28	Recognize when to intervene during a response to resistance matter.	40	5.50	6	76.92	2.70	12	28	76.92
29	Recognize how emotional intelligence affects decision making.	39	4.92	5	75.00	2.56	17	19	69.23
30	Employ various de-escalation techniques to calm a violent situation.	40	5.10	5	76.92	2.58	18	21	75.00
31	Recognize verbal and physical indicators of deception.	40	4.85	5	76.92	2.43	24	12	69.23
32	Recognize signs of concealed weapons on a person.	40	5.45	6	76.92	2.48	20	18	73.08
33	Respond to an incident involving an armed suicidal subject.	40	5.65	6	76.92	2.60	14	25	75.00
34	Recognize differences between Cold, Warm and Hot Zones.	40	4.95	5	76.92	2.58	16	22	73.08
35	Recognize special staffing plans/squads/units for active gunfire.	36	5.00	5	69.23	2.73	13	15	53.85
	H. Human Relations								
1	Use verbal de-escalation techniques to communicate with person or persons, eg Surviving Verbal Conflict	40	4.90	5	76.92	2.50	20	17	71.15
2	Conduct parent-juvenile conferences.	32	2.91	3	61.54	1.97	14	1	28.85
3	Use voice and words to calm a situation, project intention, etc.	40	4.23	4	76.92	2.28	22	13	67.31
4	Advise businesses on ways to detect and respond to workplace violence.	36	3.17	3	69.23	2.34	14	2	30.77
5	Control non-violent crowds.	40	4.03	4	76.92	2.18	22	8	57.69
6	Speak confidently to project control, self-assurance, etc.	40	4.30	4	76.92	2.20	19	13	61.54
7	Counsel/advise juveniles about personal problems, issues, etc.	37	2.97	3	71.15	1.84	20	0	38.46
8	Speak plainly/clearly to encourage understanding.	40	3.65	4	76.92	2.03	21	10	59.62
9	Deliver emergency messages (e.g., injuries, death).	39	3.74	4	75.00	1.59	16	2	34.62
10	Use and adjust language appropriate to listener.	40	3.68	4	76.92	1.90	24	6	57.69
11	Maintain concentration while many people speak simultaneously.	40	3.58	4	76.92	1.85	24	5	55.77
12	Direct actions of law enforcement or public service personnel arriving to assist.	40	4.05	4	76.92	1.93	24	5	55.77
13	Maintain personal calm to prevent making situation worse.	40	4.53	5	76.92	1.90	20	8	53.85
14	Use body language to project control and influence situation.	40	4.38	4	76.92	2.05	24	9	63.46
15	Observe person's body language to assess attitude, intentions, etc.	40	4.45	5	76.92	2.20	21	12	63.46
16	Warn or counsel offenders instead of arresting them.	40	3.48	4	76.92	1.73	21	4	48.08
17	Identify specific religious norms and adjust interactions accordingly.	40	3.40	3.5	76.92	1.95	24	4	53.85
18	Consult with social service agencies to resolve/clarify problem or get help for child, adult, family, senior citizen, etc.	40	3.70	4	76.92	1.85	28	3	59.62

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
1	Use personal protective equipment (e.g., protective suit, gas mask, boots, etc.) to prevent contact with Hazmat and WMD.	40	5.13	5	76.92	2.68	11	22	63.46
2	Observe and identify vehicle placard and use appropriate resources (e.g., DOT Emergency Response Guide) to identify hazardous material being transported.	40	4.68	5	76.92	2.58	15	21	69.23
3	Take appropriate action to clean and decontaminate cruiser, interview room, equipment, etc.	34	3.94	4	65.38	1.85	13	8	40.38
4	Identify/Mark contaminated cell/cruiser with appropriate bio-hazard insignia.	37	3.89	4	71.15	1.73	15	6	40.38
5	Observe and report possible terrorist activity.	40	5.13	5	76.92	2.15	20	7	51.92
6	Respond to and control critical incident (e.g., shooting, hazmat, terrorist event, natural disaster, etc.).	40	5.50	6	76.92	2.38	25	9	65.38
7	Recognize and properly handle illegal materials (e.g., drugs, chemicals, etc.).	40	5.15	5	76.92	2.43	19	16	67.31
8	Recognize and properly handle hazardous materials.	33	5.36	5	63.46	2.64	15	9	46.15
9	Recognize and properly handle explosive materials and devices.	33	5.82	6	63.46	3.06	9	8	32.69
10	Set up and coordinate, until relieved, large scale incident response, i.e., command post.	39	5.03	5	75.00	2.15	25	4	55.77
11	Fill out appropriate reports to document suspicious activity(terror/crime related)	40	4.28	4	76.92	2.18	23	9	61.54
	K. Report Writing								
1	Use computer word processing programs and equipment to prepare various CMPD (KBCOPS) reports.	40	3.93	4	76.92	2.50	8	26	65.38
2	Complete/prepare in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).	40	4.13	4	76.92	2.53	9	26	67.31
3	Complete/prepare reports consisting primarily of check-off boxes or fill-in blanks (e.g., incident report, accident report, etc.).	40	3.75	3.5	76.92	2.45	8	25	63.46
4	Write personal field notes to record actions, interviews, etc.	40	3.93	4	76.92	2.30	14	19	63.46
5	Use e-mail to handle internal correspondence	40	3.50	3	76.92	2.20	12	18	57.69
6	Summarize in writing the statements of witnesses and complainants.	40	4.08	4	76.92	2.43	15	21	69.23
7	Complete Field Intelligence/Interview Reports.	40	3.80	4	76.92	2.38	17	19	69.23
8	Use KBCOPS to conduct background checks and collect information.	40	3.98	4	76.92	2.45	14	22	69.23
9	Prepare a CMPD Response to Resistance statement.	40	4.60	4	76.92	2.55	14	24	73.08
	L. Civil Disorder								
1	Use less than lethal munitions (e.g., 40 millimeter OC or Pepper Ball.).	36	4.92	5	69.23	3.51	5	5	19.23

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
2	Speak to hostile groups to quiet them.	39	4.74	5	75.00	2.72	19	6	48.08
3	Confront, in riot formation, groups of agitated people.	39	5.05	5	75.00	3.20	11	7	34.62
4	Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.	40	4.30	4	76.92	2.20	18	6	46.15
5	Patrol area containing labor pickets, marchers, or demonstrators to maintain peace, traffic flow, prevent property damage, etc.	40	4.25	4	76.92	2.23	21	8	55.77
6	Locate and observe crowd agitators.	40	4.65	5	76.92	2.55	17	6	44.23
7	Control violent crowds/groups.	40	5.18	5	76.92	3.00	12	7	36.54
8	Use aerosol agents to control a crowd.	39	5.18	5	75.00	3.33	10	7	32.69
	M. Workplace Intervention								
1	Intervene to stop/prevent a colleague from making a procedural mistake.	40	4.48	4.5	76.92	2.08	22	9	59.62
2	Intervene to stop/prevent a colleague from using unreasonable force.	40	5.85	6	76.92	2.45	16	21	71.15
3	Intervene to stop/prevent a colleague from doing something unethical.	40	5.78	6	76.92	2.45	18	20	73.08
4	Intervene to stop/prevent a colleague from doing something that is unsafe.	40	5.50	6	76.92	2.43	19	19	73.08
5	Intervene to stop/prevent a colleague from violating agency policy.	40	5.20	5	76.92	2.40	20	18	73.08
6	Discuss incorrect, inappropriate, or unethical conduct by a colleague with a supervisor.	40	5.15	5	76.92	2.20	20	14	65.38
7	Defuse a stressful event involving colleagues.	40	4.70	5	76.92	1.93	21	8	55.77
8	Communicate effectively with colleagues during disputes/disagreements.	40	4.58	4.5	76.92	1.90	24	6	57.69
9	Mediate to resolve differences between colleagues.	38	4.34	4.5	73.08	1.95	21	6	51.92
10	Maintain positive relationships with colleagues.	40	4.65	5	76.92	1.98	21	9	57.69
11	Maintain a calm demeanor when experiencing criticism from colleagues, supervisors, and the public.	40	4.60	5	76.92	2.03	21	10	59.62
12	Mediate disputes between a colleague and a community member.	38	4.55	5	73.08	2.03	20	8	53.85
13	Recognize the officer's role in agency cultural transformation.	40	3.90	4	76.92	2.13	17	8	48.08
14	Recognize patterns of behavior among peers to identify potential suicide risk.	40	5.25	5	76.92	2.20	24	9	63.46
	N. Equipment								
1	Sedan-style law enforcement cruiser (RW Drive)	40	3.93	4	76.92	2.70	9	28	71.15
2	Sedan-style law enforcement cruiser (FW Drive)	39	3.92	4	75.00	2.69	9	27	69.23
3	SUV-style law enforcement cruiser	40	4.35	4	76.92	2.70	10	26	69.23
4	Pickup Truck	30	3.30	3.5	57.69	2.13	9	8	32.69
5	Social Media	36	3.36	3	69.23	2.20	17	8	48.08
6	Battering ram	39	3.51	4	75.00	2.95	11	8	36.54
7	Bicycle	38	3.03	3	73.08	3.49	5	4	17.31

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
8	Binoculars	37	2.73	3	71.15	1.78	8	6	26.92
9	Body armor (hidden vest, exterior vest)	40	4.83	5	76.92	2.63	11	24	67.31
10	Breath Analysis Equipment	37	3.05	3	71.15	3.32	10	3	25.00
11	Preliminary/Portable Breath Test (PBT)	38	2.97	3	73.08	3.21	10	5	28.85
12	Automated External Defibrillator (AED)	39	4.67	5	75.00	2.64	9	26	67.31
13	OC Spray	40	4.38	4.5	76.92	2.75	9	29	73.08
14	Evidence processing kit (e.g., fingerprint, impressions)	31	3.10	3	59.62	2.66	10	5	28.85
15	Closed Circuit Television Monitor	34	2.71	3	65.38	2.03	11	4	28.85
16	Global Positioning System (GPS)	37	2.95	3	71.15	1.92	12	8	38.46
17	Blood-borne pathogen protection equipment	40	4.40	4	76.92	2.58	11	26	71.15
18	First Aid Kit	40	3.95	4	76.92	2.23	15	17	61.54
19	Road flares	40	3.33	3.5	76.92	2.10	16	14	57.69
20	Large Flashlight (e.g., Maglite)	39	3.26	3	75.00	1.97	14	12	50.00
21	Small LED Flashlight (e.g., Scorpion)	40	3.28	3	76.92	2.10	14	15	55.77
22	Flexi-cuffs	40	3.28	3	76.92	2.38	16	15	59.62
23	Gas mask (bio/chem-hazard mask)	40	4.63	4	76.92	2.65	10	28	73.08
24	Handcuffs	40	4.65	4.5	76.92	2.70	8	30	73.08
25	Portable law enforcement radio (i.e., walkie-talkie)	40	4.63	4	76.92	2.63	11	27	73.08
26	Illuminated traffic baton	39	3.10	3	75.00	2.41	13	21	65.38
27	Manual traffic control device	33	3.06	3	63.46	2.18	16	10	50.00
28	Metal detector/wand	39	3.59	4	75.00	2.44	14	18	61.54
29	Motorcycle	35	3.37	3	67.31	3.51	4	4	15.38
30	Prisoner Transport Vehicle	34	3.50	4	65.38	3.33	3	6	17.31
31	Photocopier	40	2.25	2	76.92	1.68	7	10	32.69
32	Video recording equipment	39	2.67	2	75.00	1.87	11	10	40.38
33	Fire extinguisher	40	3.58	4	76.92	2.45	12	20	61.54
34	Pry bar	37	3.03	3	71.15	2.11	14	8	42.31
35	Traffic cones	40	2.88	3	76.92	1.95	14	12	50.00
36	Alley light	40	2.85	3	76.92	2.23	15	17	61.54
37	Vehicle mounted speed measurement instrument (e.g., RADAR)	37	3.16	3	71.15	3.42	5	6	21.15
38	Rifle/Carbine	37	5.22	5	71.15	3.45	3	12	28.85
39	Boats or other watercraft	33	3.42	4	63.46	3.44	5	4	17.31
40	Riot baton	38	4.00	4	73.08	3.08	6	18	46.15
41	Rope (e.g., throw bag, boat lines, animal control, rappel, etc.)	31	2.48	2	59.62	2.94	3	6	17.31
42	Semi-automatic pistol	40	5.63	6	76.92	2.85	7	32	75.00
43	Shotgun - semi/pump	40	5.50	6	76.92	2.78	7	32	75.00
44	Vehicle mounted spotlight	40	3.23	3	76.92	2.23	13	18	59.62
45	Stationary computer terminal	40	3.38	3	76.92	2.40	12	22	65.38

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
46	Law Enforcement vehicle radio equipment	40	4.20	4	76.92	2.58	13	25	73.08
47	Keyboard	40	2.90	3	76.92	2.43	9	24	63.46
48	Fax	38	2.11	1	73.08	1.61	9	7	30.77
49	Photographic equipment (e.g., 35 mm/digital)	37	2.24	2	71.15	1.76	12	8	38.46
50	Print roller/kit	28	2.11	1	53.85	1.93	8	3	21.15
51	Life ring/Flotation device	27	2.85	3	51.92	2.39	6	3	17.31
52	Lights and sirens	40	4.40	4	76.92	2.60	10	27	71.15
53	Tape measure	33	1.85	1	63.46	1.59	7	6	25.00
54	Flotation vests	26	2.62	2.5	50.00	2.37	7	3	19.23
55	Ballistics body armor	40	5.13	5	76.92	2.73	9	30	75.00
56	Ballistics helmet	40	5.10	5	76.92	2.68	10	24	65.38
57	Electronic Control Device (e.g., Taser/X2)	40	5.30	6	76.92	2.80	6	33	75.00
58	Night vision equipment (e.g., Night scope/Star scope)	33	3.12	3	63.46	2.94	6	3	17.31
59	Body Cam	40	4.60	5	76.92	2.73	9	30	75.00
60	Weapon cleaning equipment	40	3.95	4	76.92	2.68	9	29	73.08
61	Reflective vest	40	3.23	3	76.92	2.33	13	20	63.46
62	Laptop computer	40	3.33	3	76.92	2.33	11	21	61.54
63	Knife	39	3.33	4	75.00	2.10	15	11	50.00
64	Hobbles/shackles/Leg straps	40	3.98	4	76.92	2.48	16	20	69.23
65	Tire jack	40	3.00	3	76.92	2.30	14	19	63.46
66	Spike strip/stop stick	40	4.23	4	76.92	2.63	13	26	75.00
67	All wheel drive vehicle	39	3.72	4	75.00	2.59	14	21	67.31
68	Waist chains	32	2.88	3	61.54	2.03	13	10	44.23
69	Whistle	35	2.29	2	67.31	1.97	16	9	48.08
70	Ammunition/magazine/clip	40	4.60	4	76.92	2.70	10	29	75.00
71	Email	40	2.60	2	76.92	2.28	13	19	61.54
72	Less Than Lethal Crowd Dispersal Projectiles	36	4.47	4.5	69.23	3.33	7	7	26.92
73	Paper shredder	36	1.83	1	69.23	1.67	8	8	30.77
74	Riot gas mask	40	4.80	5	76.92	2.73	12	24	69.23
75	Bicycle safety helmet	36	3.42	4	69.23	2.92	10	5	28.85
76	Telephone equipment	40	2.10	2	76.92	1.95	11	13	46.15
77	Computer software programs	40	2.58	2	76.92	2.26	11	19	57.69
78	Mobile Data Terminal/cruiser mounted laptop computer (MDT, Toughbook, etc.)	40	3.25	3	76.92	2.46	11	23	65.38
79	Noise measuring device	40	2.00	2	76.92	2.87	6	5	21.15
80	CPR pocket mask	40	4.20	4	76.92	2.74	8	27	67.31
81	Tint meter	40	2.05	2	76.92	2.69	8	2	19.23
82	Specialized leather gloves	36	2.39	2	69.23	1.77	8	8	30.77

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
83	Collapsible baton (ASP)	40	4.03	4	76.92	2.74	8	30	73.08
84	Riot gear/shield	39	4.18	4	75.00	3.15	8	15	44.23
85	Jumper cables/Jump Bot	40	2.20	2	76.92	1.98	15	12	51.92
86	Spray paint (marking)	38	1.74	1	73.08	1.97	9	5	26.92
87	Tuning fork	35	1.91	1	67.31	3.36	5	1	11.54
88	Rain/wet gear	40	2.60	2	76.92	2.00	14	13	51.92
89	In car printer	38	2.08	2	73.08	1.61	10	5	28.85
90	Blood test kit	36	2.92	3	69.23	3.03	9	3	23.08
91	Vehicle weapon lock	39	4.03	4	75.00	2.36	12	19	59.62
92	Metal detecting hand wand	40	3.53	4	76.92	2.05	15	12	51.92
93	Marine craft and related equipment	27	2.67	3	51.92	3.29	6	2	15.38
94	Ambu-bag	25	3.04	3	48.08	2.92	6	4	19.23
95	Dock bumper	22	2.14	2	42.31	2.96	4	1	9.62
96	Latex gloves	40	3.53	3	76.92	2.23	9	20	55.77
97	K-9	37	4.11	4	71.15	3.03	9	7	30.77
98	Smart Phone (e.g., Blackberry, iPhone, etc.)	39	2.41	2	75.00	1.74	7	11	34.62
99	Floor/Building Plans	33	2.27	2	63.46	1.62	8	2	19.23
100	Tracking devices	37	2.70	2	71.15	2.69	8	2	19.23
101	Push Bumpers	21	3.19	3	40.38	3.05	3	5	15.38
102	ATV (All Terrain Vehicle)	28	2.86	3	53.85	3.45	5	0	9.62
103	License Plate Reader (installed in law enforcement vehicle)	33	2.91	3	63.46	2.73	9	9	34.62
104	Portable Media Device (e.g., flash drive/thumb drive, external hard drive)	40	2.18	2	76.92	2.00	11	13	46.15
105	Shoulder Microphone	39	3.05	3	75.00	2.33	16	18	65.38
106	Text Messaging	39	1.97	1	75.00	1.79	9	11	38.46
107	Social Media (e.g., Facebook, Twitter, Linked-in, etc.) for official business	39	2.33	2	75.00	2.18	12	8	38.46
108	Electronic Citation Device	39	2.38	2	75.00	2.03	15	8	44.23
109	Pocket language guide	38	2.34	2	73.08	2.00	11	9	38.46
110	Crime scene tape	40	3.03	3	76.92	2.18	13	17	57.69
111	DVD player/VCR/DVR	36	1.92	2	69.23	1.50	10	4	26.92
112	Hearing protection (e.g., earplugs,)	39	3.05	3	75.00	2.18	14	16	57.69
113	Thermal imager	27	2.44	2	51.92	2.96	4	2	11.54
114	Optical/Laser Sighting System	25	2.24	2	48.08	3.12	3	1	7.69
115	Media projector (e.g., PowerPoint)	36	1.75	1	69.23	1.89	10	6	30.77
116	Calculator	36	1.75	1	69.23	1.71	9	8	32.69
117	Document scanner	39	1.90	2	75.00	1.74	10	9	36.54
118	Portable Public Address System (e.g., Bullhorn)	36	2.25	2	69.23	1.92	13	7	38.46
119	Vehicle mounted public address (PA) system	40	2.38	2	76.92	1.98	17	11	53.85
120	Earpiece for mobile radio	40	2.33	2	76.92	1.95	12	13	48.08

	CMPD Supervisor Tasks	Count	AVG	Median	% ans	WL Avg.	WL2	WL3	% 2 or 3
121	Tourniquet	40	5.40	5.5	76.92	2.80	8	32	76.92
122	Quiklot/Celox	32	4.75	5	61.54	2.85	8	16	46.15
123	Blue Tooth Lapel Mike	34	2.62	2	65.38	1.91	9	11	38.46
124	NarCan	39	4.85	5	75.00	3.03	7	21	53.85
125	Self-trauma Kit	38	5.18	5	73.08	2.95	7	24	59.62
126	Glass Breaking Device, e.g., Rescue Me	34	3.29	3	65.38	2.34	15	10	48.08
127	Eye Protection Device	39	3.38	3	75.00	2.23	14	17	59.62
128	Drones	27	2.63	2	51.92	3.21	8	0	15.38
129	Weapon mounted light	40	4.90	5	76.92	2.75	8	31	75.00
	O. Physical Skills								
1	Use baton or other hand-held, e.g., flashlight, device to subdue person in a physical confrontation.	40	4.88	5	76.92	2.80	8	32	76.92
2	Use firearm or any other hand-held equipment after pursuit, running, fighting-defending, injury, or other strenuous physical activity.	40	5.48	6	76.92	2.85	6	34	76.92
3	Continue to function after exposure to various chemical/toxic/aerosol substances.	40	5.18	5	76.92	2.75	11	28	75.00
4	Dodge/evade blows, thrown objects.	40	4.80	5	76.92	2.58	9	27	69.23
5	Endure exposure to hazardous materials (e.g., drugs, chemicals, infectious diseases etc.).	40	5.10	5	76.92	2.68	13	24	71.15
6	Subdue and physically/mechanically restrain, lift/carry/drag person.	40	5.05	5	76.92	2.73	11	29	76.92
7	Escort resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	40	5.00	5	76.92	2.70	10	29	75.00
8	Escort non-resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.	40	4.50	4.5	76.92	2.68	11	28	75.00
9	Physically struggle with multiple persons at one time.	40	5.53	6	76.92	2.73	9	30	75.00
10	Cope with the emotional and physical results of being struck by or exposed to bodily fluids.	40	4.75	5	76.92	2.35	20	17	71.15
11	Cope with the emotional and physical impact of being subjected to verbal threats of violence.	40	4.58	5	76.92	2.40	22	17	75.00
12	Cope with the emotional impact of verbal abuse from persons.	40	4.55	5	76.92	2.40	22	17	75.00
13	Visually detect and understand subtle changes in "body language" (e.g., pupil constriction/dilation, skin color, respiration changes, etc.).	40	4.65	5	76.92	2.45	18	17	67.31
14	Help carry a person on a stretcher.	39	3.64	4	75.00	1.95	12	11	44.23
15	Carry/drag by yourself an immobile person.	40	4.30	4	76.92	2.58	13	25	73.08
16	Use defensive tactics to protect self or others and/or control or take suspect down.	40	5.23	5	76.92	2.73	9	30	75.00
17	Tackle a fleeing suspect.	40	4.80	5	76.92	2.55	14	24	73.08

	CMPD Supervisor Reading & Physical Abilities	Count	AVG	Median	% ans
	P. Reading				
1	Read and comprehend local codes and procedures	39	3.56	3	75.00
2	Read and comprehend Criminal Code of North Carolina	39	3.56	4	75.00
3	Read and comprehend State Motor Vehicle Code	39	3.46	3	75.00
4	Read and comprehend departmental bulletins.	39	3.72	4	75.00
5	Read and comprehend training manuals, e.g. handouts.	39	3.31	3	75.00
6	Read and comprehend department rules and regulations, policies and procedures, and operations manuals,	39	3.18	3	75.00
7	Read and comprehend textbooks on law enforcement or legal matters.	39	3.28	3	75.00
8	Read and comprehend articles in professional publications (IACP, FBI, etc.).	39	3.15	3	75.00
9	Read and comprehend U.S. codes.	39	3.21	3	75.00
10	Read and comprehend Rules of Criminal Procedure and Evidence, e.g. Search and Seizure, Rules of Arrest, etc.	39	3.13	3	75.00
11	Read and comprehend Technical and Owner's Manuals for Assigned Equipment.	39	3.05	3	75.00
12	Read and comprehend First Aid Manual.	39	3.69	4	75.00
13	Read, comprehend and apply various written materials under stressful circumstances demanding rapid response.	39	4.00	4	75.00
14	Read and comprehend legal documents, e.g. orders, pleadings, disposition, etc.	39	3.00	3	75.00
15	Read and comprehend judicial case law.	39	2.92	3	75.00
16	Read and comprehend witnesses' affidavits, sworn statements and testimony.	39	2.90	3	75.00
17	Read and comprehend U.S. Constitution.	39	3.03	3	75.00
18	Read and comprehend the Constitution of North Carolina	38	3.00	3	73.08
19	Read and comprehend law enforcement bulletins, e.g. judicial decisions, gang intelligence, AG Opinions, etc.	39	3.49	3	75.00
20	Read and comprehend Law Enforcement Code of Ethics.	39	3.26	3	75.00
21	Read and comprehend standard business/professional correspondence./e-mail	38	3.24	3	73.08
22	Read and comprehend road signs, controls and markings.	35	2.46	3	67.31
23	Read and comprehend Physician's Desk Reference.	39	3.36	3	75.00
24	Read and comprehend DOT Emergency Response Guide.	39	3.26	3	75.00
25	Read and comprehend standard desk reference books, e.g. dictionary, Thesaurus, etc.	39	2.67	3	75.00
	Q. Physical Abilities				
1	Walk/run on irregular, potentially hazardous surfaces (e.g., slick, wet, muddy, swampy, rocky, etc.).	39	2.82	3	75.00
2	Jump/vault over ditch, hole or other hazard.	39	3.08	3	75.00
3	Jump down from an elevated surface (e.g., loading dock).	39	3.28	3	75.00
4	Kneel, squat and recover to feet.	39	3.10	3	75.00
5	Perform repetitive hand movement (e.g., keyboarding, traffic control, etc.) for up to one hour per day.	39	3.18	3	75.00
6	Accurately and unaided visually detect and recognize images, facial and body features, and movement of persons and objects in varying light conditions, at distances up to 100 feet.	39	3.36	3	75.00
7	Accurately identify full-range of colors (e.g., clothing, substances, skin tones, etc.) in varying light conditions.	39	3.36	3	75.00

	CMPD Supervisor Reading & Physical Abilities	Count	AVG	Median	% ans
8	Recognize and comprehend faint auditory signals (e.g., whispers, transient sounds, air movement, radio transmissions, etc.).	39	3.59	3	75.00
9	Recognize and comprehend speech while surrounded by high levels of background noise.	39	3.49	3	75.00
10	Recognize and identify faint and/or unusual odors.	39	3.23	3	75.00
11	Hold a person suspended in the air (e.g., stop suicide attempt and rescue person)	37	2.81	3	71.15
12	Perform strenuous physical activities in a series (e.g., sprint, run upstairs, wrestle, pull, carry, etc.).	39	3.41	3	75.00
13	Perform duties wearing full duty gear (e.g., vest, gun belt, etc.).	38	2.79	3	73.08
14	Push open a door with your shoulder.	32	3.22	3	61.54
15	Kick open a door with your foot.	39	3.28	3	75.00
16	Push object with your foot.	39	3.00	3	75.00
17	Bend over and push object.	28	2.39	2.5	53.85
18	Maintain balance on moving surface.	39	3.92	4	75.00
19	Climb over a fence.	38	2.92	3	73.08
20	Jump/vault over a fence or other barrier.	35	2.74	3	67.31
21	Climb through a window or other such opening.	39	3.56	3	75.00
22	Climb trees or outside of building.	39	3.41	3	75.00
23	Work in a confined, closed-in area (e.g., vehicle, security post).	38	3.21	3	73.08
24	Drag or push heavy objects other than a vehicle ,e.g., swing gate	38	3.24	3	73.08
25	Push a vehicle by yourself from one place to another.	38	4.18	4	73.08
26	Push a vehicle with another person from one place to another.	39	4.33	4	75.00
27	Lift while in a stationary position a heavy object or person.	39	4.15	4	75.00
28	Sprint at full speed (less than 300 yds.).	38	3.97	4	73.08
29	Run long distance (more than 300 yds.).	39	3.97	4	75.00
30	Run through underbrush and varying terrain.	39	4.36	4	75.00
31	Run up stairs/steps.	39	4.00	4	75.00
32	Run down stairs/steps.	39	3.51	3	75.00
33	Stand for more than 2 hours of work shift.	38	3.76	4	73.08
34	Walk for more than 2 hours of work shift.	39	4.26	4	75.00
35	Sit for more than 2 hours of work shift.	38	3.53	3	73.08
36	Catch a falling person to prevent his/her injury.	39	3.64	4	75.00
37	Bend over/kneel to search under vehicle.	39	3.69	3	75.00
38	Crawl through underbrush, wetlands, etc.	38	3.82	4	73.08
39	Climb fire escapes.	39	3.95	4	75.00
40	Climb stairs in multiple story buildings.	39	3.85	4	75.00
41	Extend arm to reach and search tight spaces.	39	4.31	5	75.00
42	Work in deep water up to chest.	39	4.31	5	75.00
43	Quickly exit or enter law enforcement vehicle.	39	3.92	4	75.00
44	Climb up/down ladder to reach area.	39	4.31	4	75.00
45	Lift and carry heavy weights up or down stairs/ladders.	39	3.67	4	75.00
46	Endure weather extremes.	39	4.10	4	75.00
47	Endure extended periods of work without food.	34	2.97	3	65.38
48	Crawl to search under car/residence/building, etc.	38	3.55	4	73.08
49	Crawl under an obstruction.	39	2.97	3	75.00

Appendix E. Respondent Demographics

CMPD Supervisor Demographics	
Gender	
Male	48
Female	4
Total	52

Title	
Lieutenant	10
Sergeant	42
Officer	0

Shift	
1 st Shift	10
2 nd Shift	11
3 rd Shift	13
Admin	7
Coordinator	0
Crimes Aga	0
CRU	1
Lakes	0
Patrol	8
Special Op	2

Ethnicity	
2 or more	1
American Indian/Alaska Native	0
Asian / Pacific Islander	0
Black / African American	7
Hispanic / Latino	1
White	43

Average Age	43
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CMPD Officer Demographics	
Gender	
Male	101
Female	16
Total	117

Title	
Lieutenant	0
Sergeant	0
Officer	117

Shift	
1 st Shift	37
2 nd Shift	29
3 rd Shift	32
Admin	0
Coordinator	17
Crimes Aga	1
CRU	0
Lakes	1
Patrol	0
Special Op	0

Ethnicity	
2 or more	0
American Indian/Alaska Native	1
Asian / Pacific Islander	4
Black / African American	7
Hispanic / Latino	7
White	79

Average Age	40
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CMPD Supervisor Demographics	
Education	
1. High School	3
2. 1 Yr College	0
3. 2 Yr College	8
4. 3 Yr College	0
5. 4 Yr College	9
6. BA/BS	21
7. Grad 1 Yr	0
8. Grad 2 Yr	3
9. MA/MS	8
10. Law Degree	0
11. PhD/DED	0
Military (Number who served)	10
Military (Average years of service)	6
Years Current	17
Years Supervisor	5

CMPD Officer Demographics	
Education	
1. High School	13
2. 1 Yr College	1
3. 2 Yr College	24
4. 3 Yr College	3
5. 4 Yr College	22
6. BA/BS	50
7. Grad 1 Yr	0
8. Grad 2 Yr	1
9. MA/MS	3
10. Law Degree	0
11. PhD/DED	0
Military (Number who served)	33
Military (Average years of service)	8
Hired As	
Basic	108
Lateral	9
Years Current	13
Years Total	14

