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**A REPORT ON THE JOB TASK ANALYSIS
STUDY OF ENTRY-LEVEL LAW
ENFORCEMENT OFFICERS IN THE STATE
OF WASHINGTON**

**CONDUCTED FOR THE:
WASHINGTON STATE CRIMINAL JUSTICE
TRAINING COMMISSION**

**CONDUCTED BY THE:
SYSTEMS DESIGN GROUP
HARWINTON, CT**

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GENERAL STATEMENT OF METHODOLOGY

Introduction and Overview

The principal purpose of this job analysis study is to identify the tasks performed by entry-level law enforcement officers and based on those tasks, evaluate the relevance and content of the current Washington State Criminal Justice Training Commission (WSCJTC) Recruit Training Program as well as identify the tasks best addressed through on the job training programs or best left to advanced training programs, beyond the scope of basic training.

Some of the fundamental issues related to developing valid training (and selection standards) follow below and are included to lay a foundation for the description of the specific project methodology employed in the WSCJTC Entry-level Law Enforcement Officer Job Task Analysis Project.

Job Analysis and Validation

Job Analysis is the basic analytical process underlying most elements of personnel management, including selection, training, compensation, performance evaluation, assignment, etc. Without job analysis information, it is difficult to determine and defend vigorously 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 initiated. 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 (EEO) Act of 1972, public employers were required to demonstrate the validity of their employee selection procedures. Since 1972, numerous court tests clearly demonstrate that a successful defense typically cannot be mounted without sound job analysis information. And as case law has expanded to cover more areas of the personnel system, job analysis data have been applied to 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 WSCJTC Basic Law Enforcement Academy is in fact a selection procedure for which validity must be demonstrated.

The specific analytical method that is used is left to the certifying body but obviously it is advisable to choose an analytical process that identifies the maximum task database 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 more recent federal and/or state laws, e. g., Americans with Disabilities Act¹. 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 Uniform Guidelines: “Any validity study should be based upon a review of information about the job for which the selection procedure is used. The review should include a job analysis...”

Job Analysis is defined as “...the process of systematically collecting, processing, analyzing and interpreting important information about a specific position, job or occupation.” (Job Analysis for Selection: An Overview, U.S. Office of Personnel Management, 1979). 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, 19671; NAACP vs. Allen, U.S. Court of Appeals 5th Circuit, 1971; Commonwealth vs Flaherty, U.S. District Court, Pennsylvania, 1975) have forced criminal justice agencies to “follow court ordered hiring quotas to change adverse impact on minority hiring.” Part II of the supplementary information to the EEO selection process points out that “if adverse impact exists, it must be justified on the grounds of business necessity. Normally, this means a validation process that demonstrates 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:

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.

*Underling added for emphasis

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

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

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 various elements of human resource 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 identified 12 possible units of analysis from which we selected the 1400 officers /supervisors whom we would invite to participate. (They are identified below)

Failure to Train/Risk Management

Another concern that informs and necessitates conducting a job task analysis is the ministerial duty of employers to train their employees to perform high criticality tasks the employees are likely to confront as they work. High criticality tasks are those that may have an adverse impact on 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." Thus, in this context, it is vital that the State work diligently to ensure the adequate training of its law enforcement officers.

In the Canton v Harris case the US Supreme Court addressed "deliberate indifference", and several examples were discussed. Further clarification as to definitions can be found in an article by Lynn Lund in Sheriff May/June 1994. PP19-21:

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

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

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

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

Are the instructors certified/qualified?

Is there a record of student achievement?

PROJECT METHODOLOGY

This section describes the specific steps we followed in conducting the Job Task Analysis Study of the Entry-level Law Enforcement Officers in the State of Washington.

Job Analysis:

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

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

The raw task list was reviewed at length with the Project Technical Committee (PTC). They 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 PTC is also available in the Appendices.)

Questionnaires:

Based on the final, revised task list we developed questionnaires for both Entry-Level Officers and their Supervisors. Supervisors were asked to consider each task in terms of the Consequences of Inadequate Performance and when they thought an entry-level officer should learn how to do that task. Tasks that were not a part of the job or were not expected to be performed by basic law enforcement officers were marked with a "0".

The job incumbents, officers with less than six years of service, were asked to identify which tasks they personally had performed in the past 12 months and how often they had performed them. If a respondent had not performed the task a "0" was entered. The questionnaires were administered on a secure internet site for a four-week period during May 2023.

Officers responded to the Frequency Scales:

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

Supervisors responded to Consequences of Inadequate Performance Scale:

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

And the When Learned Scale:

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

Development of Sample:

We identified 12 possible units of analysis and identified eligible personnel in each group. Officers were selected from a large database that comprised personnel who had attended the basic academy between 1 Jan 2017 and 31 Dec 2022. Supervisors were selected from numbers provided by the employing agencies. The following pages show sampling plans we used in our random stratified approach. Chart 1 shows the actual numbers by unit of analysis we selected and invited.

Questionnaire Distribution and Return

As described above, we invited approximately 1500 officers and supervisors from 177 different law enforcement agencies to participate. We received responses from 154 agencies for an 87% agency participation rate, no doubt due to the 1775 individual and repeat contacts the Deputy Director made with agencies all over the state to respond to their concerns and questions and encourage their participation. We processed over 730 questionnaires from the 1500 officers and supervisors we randomly selected for an almost 50% return rate. Of the questionnaires we received, we were able to use 694 as some questionnaires were incomplete. (See list of participating agencies in appendices)

**WSCJTC SAMPLING PLAN
(OFFICERS)**

MUNICIPAL

Small	<20	Every other one
Medium	20 - <100	Every 5 th one
Large	>100	Every 3 rd one

University – All

Tribal – All

Sheriffs Departments

Small	<50	Every other one
Large	>50	Every 3 rd One

Fish & Wildlife – All

Washington State Police – Every 3rd one

Seattle Police Department – Every other one

Kings Country Sheriff's Office – All

Ports/Airports - All

**WSCJTC SAMPLING PLAN
(SUPERVISORS)**

MUNICIPAL

Small	<20	Every other one
Medium	20 - <100	Every other one
Large	>100	Every other one

University – All

Tribal – All

Sheriffs Departments

Small	<50	All
Large	>50	Every other one

Fish & Wildlife – All

Washington State Police – Every other one

Seattle Police Department – All

Kings Country Sheriff's Office – All

Ports/Airports - All

**SCHEDULE OF INVITED PARTICIPANTS
BY POTENTIAL UNIT OF ANALYSIS**

	Supervisor	Officer	Total
Municipal Police	254	325	579
University Police	13	15	28
Tribal Police	35	76	111
Sheriffs' Departments	105	173	278
Fish and Wildlife	21	27	48
Washington State Patrol	46	95	141
Seattle Police	82	117	199
King Country SO	44	102	146
Port Police	12	10	22
Totals	572	940	1512

Finally, the 12 units of analysis with which we started were reduced to seven (see below) since we did not receive adequate numbers from some units of analysis to statistically justify their standing as a separate unit of analysis. Consequently, Seattle PD was folded into Large Municipals, King County was incorporated into Large Sheriffs' Office. Also, Tribal Police and Campus and Port Police were incorporated into Small or Medium Municipals as appropriate.

Agency	Officer	Supervisor
Fish & Wildlife	27	16
Large Municipal PD	75	37
Large SO	75	36
Medium Municipal PD	65	67
Small Municipal PD	90	67
Small SO	37	33
WA State Patrol	58	26
Grand Total	427	282

ANALYSIS OF RESULTS

INTRODUCTION

As described above, we reviewed the results using decision rules contained below. They were used to identify tasks that might be addressed in the Basic Academy and were reviewed with the PTC. The results of our analysis were reviewed with that PTC and then were reviewed with local instructional staff to identify which tasks constitute existing instruction (and their location in the existing curriculum) and which constitute new instructional content. That document follows.

**WASHINGTON STATE CRIMINAL
JUSTICE TRAINING
COMMISSION**

JOB TASK ANALYSIS PROJECT

**BASIC LAW ENFORCEMENT
OFFICER TASK LIST**

ANALYSIS OF SURVEY RESULTS

**PROJECT TECHNICAL COMMITTEE
REVIEW 27 AND 28 JUNE 2023**

Decision Rules

In order to identify the tasks that should be addressed within WSCJTC BLEA we developed a series of decision rules with which to analyze the responses of the Basic Law Enforcement Officers and their Supervisors.

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

If a task was performed to a mean Frequency of 2.0 or higher by 60% or more of the responded BLEO's

And

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

And

At least 60% of the Supervisors selected a 2 or 3 on the When Learned Scale

If, however, fewer than 60% of the BLEO's 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 in the BLEA.

Symbols: An "X" in the left column indicates task met Frequency Rule

Two "X's" in the right column indicates task met both Criticality and When Learned Rules

A "?" mark indicates a question for the PTC as to inclusion/exclusion because rating is close but does not meet standard(s) expressed above.

"Add" indicates PTC decision to include task in BLEA.

Letter and numerical references indicate where in the proposed BLEA the content is addressed.

"NC" indicates that the task is not addressed and is new content in the BLEA.

"LO" indicates the task is addressed int the BLEA but lacks one or more learning objectives.

A. Patrol/Basic Law Enforcement Functions			
1.	Use WASIC, local and/or federal criminal information systems to obtain information related to crimes, events, suspects, etc. NC	X	XX
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. NC	X	XX
4.	Stand guard to provide security in courtrooms, public buildings and adjacent areas.		
5.	Conduct search of persons entering public facility/room. PPB 5.13, 5.14, 7.17		XX
6.	Restrain unruly or violent individuals, remove from public areas and arrest if necessary. IAT 3.3.2	X	XX
7.	Operate and read mobile data terminal/in-car laptop	X	
8.	Execute stop of motor vehicle, approach and talk to operator and passengers. TRF 3.3.2	X	XX
9.	Use flashlight or hand signals to direct traffic. NC	X	XX
10.	Conduct high-risk vehicle stop.	X	XX
11.	Establish and conduct a stationary roadblock.	X	
12.	Push/Tow disabled vehicles with law enforcement vehicle.	X	

13.	Watch occupants of stopped vehicle to identify unusual or suspicious actions. TRF 4.4.7	X	XX
14.	Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.	X	
15.	Use plain English to communicate on law enforcement radio. TRF 4.4	X	XX
16.	Observe moving vehicles to identify possible criminal activity TRF1.2.1	X	XX
17.	Use radio codes to communicate verbally on law enforcement radio.	X	
18.	Interview members of public by telephone to obtain detailed information. NC	X	XX
19.	Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc. NC	X	XX
20.	Inventory and test assigned patrol equipment and vehicle (e. g., lights, siren, radio, computer, etc.) for pre-shift inspection/vehicle assessment.	X	
21.	Visually check vacant homes and property to ensure security.	X	
22.	Check individuals/businesses for compliance with licensing requirements (e. g., liquor licenses, hours of operation, etc.).		
23.	Update/input status of wants, warrants and stolen property through local, state and NCIC computer systems.		
24.	Use agency 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. COM 4 (LO)	X	XX
27.	Talk with families of juvenile suspects or defendants to advise, inform, notify, etc. COM 4 (LO)	X	XX
28.	Conduct bicycle patrol.		
29.	Conduct preliminary investigation of (be first responder to) various felony and/or misdemeanor crimes. PPB 4.1-16	X	XX
30.	Be first responder to various non-criminal calls for service. PPB 17	X	XX
31.	Recognize and handle/endure effects of job-related stress/fatigue on yourself or others. COM 15	X	XX
32.	Obtain an Extreme Risk Protection Order LAACL 10		XX
33.	Recognize common, over the counter products that are used in production of methamphetamines and other illegal drugs. NC	X	XX
34.	Recognize standard and improvised laboratory equipment used in the production of methamphetamines and other illegal drugs. NC	?	XX
35.	Recognize and respond to a reported or discovered clandestine laboratory. NC (ADD)		?
36.	Use tire deflation devices (e. g., stop stick, etc.) to slow a vehicle. NC		XX

37.	Speak basic Spanish to communicate.		
38.	Advise businesses about ways to secure their property.	X	
39.	Advise residents about ways to make their homes more secure.	X	
40.	Advise crime victims of the procedures to pursue prosecution. LACL 1	X	XX
41.	Advise community members on techniques to enhance personal safety.	X	
42.	Comfort emotionally upset persons. CIT 9.1.6	X	XX
43.	Evaluate and answer inquiries from public regarding progress on a case.	X	
44.	Receive and evaluate requests for law enforcement service.	X	
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. NC	X	XX
47.	Follow State laws related to release of public records. NC	X	XX
48.	Describe persons to other officers (e. g., suspects, missing person). LACL 2	X	XX

49.	Estimate and record value of stolen, recovered or damaged goods.	X	
50.	Use social media to facilitate a law enforcement investigation		
51.	File and retrieve documents in records system (e. g., fingerprint cards, reports, etc.)	X	
52.	Fingerprint (roll or scan) persons for non-criminal reasons (e. g., professional licensing).		
53.	Assist persons with special needs.	X	XX ?
54.	Use Emergency Placement to ensure safety of juvenile. COM 1.1 D(ADD)	X	XX
55.	Track persons from scene (e. g., footprints in snow or mud). LACL 12 (LO)	X	
56.	Transport stray animals to holding facility (e. g., pound).	X	
57.	Dispose of dead or injured animals according to department policy or local ordinance.	X	
58.	Use fire-extinguishing equipment.		
59.	Smell and investigate unusual odors.	X	
60.	Verify air/water pollution complaints (e. g., illegal dumping).		

61.	Hear and investigate unusual sounds or noises.	X	
62.	Monitor other radio channels to hear assistance needed calls.	X	
63.	Monitor department radio communications to stay aware of law enforcement activity. PPB 3 (LO)	X	XX
64.	Intercede in domestic disputes to resolve, maintain peace, protect persons, etc. LACI 9A,B,C,D,F	X	XX
65.	Perform law enforcement duties in all weather and temperatures.	X	
66.	Patrol locations that are potentially physically hazardous (e. g., construction sites, prohibited areas, etc.).	X	
67.	Identify potentially sick animals and process according to department policy or local ordinance.		
68.	Prepare clothing and personal equipment to satisfy department inspection requirements.	X	
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.)	X	
71.	Use special protective equipment and weapons to participate in high-risk entries.	X	
72.	Participate in search for escaped person(s). NC	X	XX

73.	Respond to and control scene involving barricaded subject. NC	X	XX
74.	Conduct field interview of suspicious person. PB 5	X	XX
75.	Investigate suspicious vehicle. PB 5	X	XX
76.	Conduct initial negotiations with a barricaded subject as a first responder NC		XX
77.	Recognize incidents where K-9 or other specialized services, e. g., Air, SWAT, etc may be a useful/necessary resource.	X	XX
78.	Communicate with deaf and/or mute persons. COM 1.0 (ADD)	X	X?
79.	Confront barricaded subjects to force a resolution to the incident.		Adv
80.	Talk with people on beat, patrol area, district, etc. to establish positive relationship. COM 4.0 / 8.0	X	XX
81.	Transport juveniles to home or detention facility	X	
82.	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.).	X	
83.	Present community relations programs (e. g., Citizens Academy programs, community group meetings, tours, etc.).		
84.	Distribute material for public relations to include digital material, web site information, and printed etc		

85.	Present informational talks on law enforcement, etc., to community organizations, businesses and/or schools.		
86.	Meet with teachers and school officials to discuss methods to provide better security, discuss at-risk student, etc.		
87.	Organize neighborhood watch groups and conduct meetings.		
88.	Patrol schools and school property to provide security while on duty.	X	
89.	Perform directed (e. g., planned/structured) patrol assignments	X	
90.	Respond to general information questions from public.	X	
91.	Take control of publicly intoxicated and/or disruptive person. PB 5/6	X	XX
92.	Use technological devices (e. g., computers, Smart Phone etc.) to exchange information with other agencies.	X	
93.	Perform basic troubleshooting functions related to computer use.	X	
94.	Perform law enforcement duties in plain clothes		
95.	Recognize need for and initiate immediate/emergency detention (ITA). COM 7.8 PB 15.18	X	XX
96.	Advise abused spouse/domestic partner of rights, options, and resources. LACI 9.9.B (LO)	X	XX

97.	Make arrest without warrant at scene of domestic violence. PPB 14	X	XX
98.	Recognize laws and limits on law enforcement powers when crossing jurisdictional lines. PB (LO)	X	XX
99.	Transport abused spouse/domestic partner to shelter.		
100.	Respond to mutual aid request. PPB	X	?
101.	Accompany spouse/domestic partner to pick up belongings. LACL 106	X	XX
102.	Enforce and explain passenger restraint laws. TRF 10	X	XX
103.	Respond to crime-in-progress call. TRF 1.0	X	XX
104.	Serve as back-up officer at scene. PTB 2.7	X	XX
105.	Search for missing children. LACI 6.0	X	XX
106.	Search for missing adults. LACI 6.0	X	XX
107.	Hold person under investigative detention, i.e., Terry Stop PPB 5	X	XX
108.	Secure crime scene (i.e., establish security perimeter). LACI 4.0 PPB	X	XX

109.	Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop. TRF 3.0	X	XX
110.	Use chemical agents to control an individual. IAT 13		XX
111.	Search for person in darkened building or environment. PTB 13	X	XX
112.	Hold flashlight while performing various law enforcement duties. FA 33 / PPB 13	X	XX
113.	Check hunting licenses, stamps and permits to ensure validity		
114.	Conduct round up of stray livestock and identify owner		
115.	Investigate various boating violations, e. g., licenses, BUI, safety equipment, etc.		
116.	Investigate property trespass violations related to hunting		
117.	Investigate various hunting violations, e. g., distance from residence, etc.		
118.	Review and monitor public websites and/or social media to identify/recognize potential suspects, potential criminal behavior, threats to public safety, etc		
119.	Conduct welfare checks of community member to ensure safety of person, e. g., suicidal, elderly, emotionally unstable, etc. CIP 2	X	XX
120.	Recognize commonly used drug paraphernalia NC	X	XX

121.	Use/monitor social media to identify/anticipate potential public safety problems		
122.	Recognize and handle suspected powder substances, e. g. fentanyl, according to safe practices. NC	X	XX
123.	Apply principles of perimeter containment as necessary. NC	X	XX
124.	Observe, recognize, and interpret human behavior. COM 3	X	XX
125.	Respond with empathy in a variety of situations. COM 2.2C	X	XX
126.	Recognize duty to intervene during an officer safety matter. PPB (LO)	X	XX
127.	Recognize duty to intervene during a potential violation of law or policy. PPB (LO)		XX
128.	Maintain a calm demeanor to prevent a tense situation from escalating or becoming worse. COM 5.5A	X	XX
129.	Use appropriate and effective body language to project control and influence a particular situation. COM 4.4A, 4.4K	X	XX
130.	Maintain a calm demeanor when experiencing criticism from peers and/or the public. COM 4.4A (LO)	X	XX
131.	Intervene in disputes happening between an officer and a community member. COM 4.4 (LO)	X	XX
132.	Identify legal authority during a social contact. COM 8.A	X	XX

133.	Recognize potential impact of implicit bias in performance of assigned duties. COM 3.3A	X	XX
134.	Maintain situational awareness to facilitate communications process. COM 4.B	X	XX
135.	Execute/Serve an Extreme Risk Protection Order. LACL 10.10.D		XX

B. Ethics in Law Enforcement			
1.	Exercise discretion (choice) in selecting appropriate enforcement action. ETH 1.0	X	XX
2.	Apply ethical standards while performing law enforcement duties. ETH 1.0	X	XX
3.	Recognize and report misconduct of other officers. NC		XX
4.	Encourage/model professional standards among colleagues NC	X	XX
5.	Use proper judgment when confronted with offers of gratuity (i.e., free coffee, meals, services, etc.) ETH 7.0	X	XX
6.	Recognize and report misuse of social media by fellow officers ETH 7.0		XX
7.	Promptly intervene to stop improper, unethical or illegal peer conduct. ETH 9.0		XX
8.	Apply ethical principles to solve peer-related problems. NC	X	XX
9.	Recognize duty to intervene during a use of force matter. ETH 9.0		XX
10	Recognize duty to intervene during an ethics matter. ETH 9.0.7		XX
11	Intervene in a peer conflict to resolve differences, settle problem, defuse, etc . ETH9.0 (LO)		XX

12.	Recognize consequences related to dishonest behavior and make appropriate decisions. ETH 7.0	X	XX
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C. Investigations			
1.	Study crime scene to identify modus operandi (M.O.) of perpetrator. LACI 2.0	X	XX
2.	Examine dead body visually to identify wounds and injuries. LACI (LO)	X	XX
3.	Examine evidence from crime scene to determine relevance. LACI 4.0	X	XX
4.	Use drug test kit to test evidence. LACI (LO)	X	XX
5.	Conduct neighborhood canvass to collect crime-related information, identify witnesses, etc. LACI 4.M	X	XX
6.	Interview./question suspects. LACI 17	X	XX
7.	Observe suspect/interviewee behavior to recognize deception, deceit, manipulation, etc. LACI 7.8	X	XX
8.	Interview complainants, witnesses, etc. LACI 7	X	XX
9.	Obtain elimination prints to assist investigation.		
10.	Use active listening skills while conducting interviews to ensure full understanding of person's words and/or intent LACI 7.E	X	XX
11.	Review and compare incidents for similarity of modus operandi (M.O.). LACI 2.0	X	XX

12.	Use public records (e. g., motor vehicle, school, tax, law enforcement, etc. to locate missing or wanted persons). LACI 2 AND 6	X	XX
13.	Select photographs to conduct photographic line-up. LACI 2b (ADD)	X	X?
14.	Conduct intelligence activities (e. g., crime analysis, computer checks, backgrounds, etc.) on known or suspected offenders.		Adv
15.	Conduct a field "show-up"/one on one ID with victim or witness to identify a suspect. LACI 2E	X	XX
16.	Use audio/video recording device to record statement or confession. LACI 7 (LO)	X	XX
17.	Coordinate with supervisor to determine if follow-up investigation is necessary.	X	
18.	Assess crime scene to determine need for processing by specialist (e. g., evidence technician). LACI 5.0 (LO)	X	XX
19.	Review law enforcement records to determine whether recovered property is linked to a previous crime.	X	
20.	Sketch crime scene. PTC Excludes	X	XX
21.	Locate and protect possible trace evidence. LACI 5F	X	XX
22.	Fill out forms or tags to document chain of custody of evidence. LACI 4 (LO)	X	XX
23.	Write down confessions or other statements from suspects, victims, and witnesses. LACI 7.I / 7.P	X	XX

24.	Conduct stationary surveillance of individuals, locations, vehicles, etc.	X	
25.	Collect and package evidence and/or property. LACI 4E	X	XX
26.	Identify and collect trace, latent and biological evidence. LACI 5F	X	XX
27.	Photograph and/or videotape crime or crash scene. LACI 4K	X	XX
28.	Describe in written form the location of physical evidence at a crime or crash scene. LACI (LO)	X	XX
29.	Fill out seized property inventory resulting from a search warrant. LACI (LO)	X	XX
30.	Prepare evidence for lab analysis (e. g., questioned documents, fingerprints, etc.).	X	
31.	Use identifying numbers (e. g., serial, product, etc.) and descriptions to trace stolen goods. LACI 2N (ADD)	X	X?
32.	Conduct investigation to verify reliability and credibility of witnesses. LACI 7C	X	XX
33.	Verify the identity of deceased persons. LACI (LO)	X	XX
34.	Work undercover.		
35.	Conduct on-going/beyond initial response investigation of homicide.		

36.	Conduct on-going/beyond initial response investigation of sexual assault.		
37.	Conduct on-going/beyond initial response investigation of robbery.		
38.	Conduct on-going/beyond initial response investigation of assault (not including sexual), harm or threats of harm. LACI (LO)	X	XX
39.	Conduct on-going/beyond initial response investigation of burglary. LACI (LO)	X	XX
40.	Conduct on-going/beyond initial response investigation of theft. LACI (LO)	X	XX
41.	Conduct on-going/beyond initial response investigation of kidnapping.		
42.	Conduct on-going/beyond initial response investigation of hate crimes/bias incidents.		
43.	Conduct on-going/beyond initial response investigation of terrorism.		
44.	Conduct on-going/beyond initial response investigation of arson.		
45.	Conduct on-going/beyond initial response investigation of forgery.		
46.	Conduct on-going/beyond initial response investigation of fraud.		
47.	Conduct on-going/beyond initial response investigation of receipt of stolen property. LACI (LO)		XX

48.	Conduct on-going/beyond initial response investigation of weapons/firearms offenses. LACI (LO)		XX
49.	Conduct on-going/beyond initial response investigation of child pornography.		
50.	Conduct on-going/beyond initial response investigation of controlled substances.		
51.	Conduct on-going/beyond initial response investigation of illegal gambling.		
52.	Conduct on-going/beyond initial response investigation of domestic violence. LACI (LO)	X	XX
53.	Conduct on-going/beyond initial response investigation of child abuse or neglect.		
54.	Conduct on-going/beyond initial response investigation of harassment/stalking. LACI		XX
55.	Conduct on-going/beyond initial response investigation of suspicious activity/vehicle/ person. LACI (LO)	X	XX
56.	Conduct on-going/beyond initial response investigation of motor vehicle homicide.		
57.	Conduct on-going/beyond initial response investigation of fatal traffic crash.		
58.	Conduct on-going/beyond initial response investigation of personal injury crash. TRF/LACI (LO)	X	XX
59.	Conduct on-going/beyond initial response investigation of hit and run. TRF/LACI (LO)	X	XX

60.	Conduct on-going/beyond initial response investigation of other motor vehicle/traffic incidents. TRF/LACI ☹️(LO)	X	XX
61.	Conduct on-going/beyond initial response investigation of computer/cybercrimes.		
62.	Conduct on-going/beyond initial response investigation of death investigation.		
63.	Conduct on-going/beyond initial response investigation of apparent suicide. LACI (LO)		XX
64.	Conduct on-going/beyond initial response investigation of prostitution/solicitation.		
65.	Conduct on-going/beyond initial response investigation of elder or disabled persons abuse. LACI (LO)		XX
66.	Conduct on-going/beyond initial response investigation of identity theft. LACI (LO)		XX
67.	Conduct on-going/beyond initial response investigation of embezzlement.		
68.	Conduct on-going/beyond initial response investigation of Internet crimes against children.		
69.	Conduct on-going/beyond initial response investigation of gangs and gang related crimes.		
70.	Conduct on-going/beyond initial response investigation of prescription drug fraud		
71.	Conduct on-going/beyond initial response investigation of human trafficking.		

72.	Conduct on-going/beyond initial response investigation of bombing or bomb threat.		
73.	Conduct on-going/beyond initial response investigation of liquor violations		
74.	Conduct on-going/beyond initial response investigation of tobacco violations		
75.	Conduct on-going/beyond initial response investigation of public corruption		
76.	Conduct on-going/beyond initial response investigation of militia groups (i.e., Sovereign Citizens, Posse Comitatus, white supremacists, etc.)		
77.	Conduct on-going/beyond initial response investigation of officer involved shooting		
78.	Conduct on-going/beyond initial response investigation of alleged officer misconduct		
79.	Conduct on-going/beyond initial response investigation of theft/destruction of public or private property LACI (LO)		XX
80.	Conduct on-going/beyond initial response to violations of court orders. LACI (LO)		XX
81.	Organize and or conduct physical lineup. Excluded by PTC/ADV		X?
82.	Conduct strip search of arrested person according to State law and agency procedure.		
83.	Witness cavity search to preserve potential chain of evidence.		

84.	Recognize and properly handle potential electronic evidence (e.g., computer files, Smart phone, etc.) LACI (LO)	X	XX
85.	Identify and process latent fingerprints. LACI (LO)		XX
86.	Recognize instances of prescription drug abuse. LACI (LO)	X	XX
87.	Recognize and identify instances of human trafficking. LACI 6G,H		XX
88.	Develop field contacts and intelligence sources.		
89.	Conduct background investigations on applicants for licenses and permits (e.g., liquor, weapons, etc.).		
90.	Recognize, refer and/or investigate potential harassment violations (sexual, racial, religious, or others). LACL 6E,F,J		XX
91.	Review crime lab reports to guide/assist investigative efforts.		
92.	Review records and pictures to identify suspects. LACI 3L, Q (ADD)	X	X?
93.	Maintain awareness of Tribal laws and customs.		
94.	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. LACL 1.1	X	XX
2.	Review statute of limitations to ensure proper enforcement action. LACL 1.7	X	XX
3.	Confer with prosecutor's office regarding or to obtain warrant from judge/magistrate. LACI 14C	X	XX
4.	Confer with prosecutor's office prior to testimony regarding case.	X	
5.	Explain court procedures to suspects, victims and witnesses. LACI 11B (ADD)	X	X?
6.	Present evidence and testimony in legal and/or administrative proceedings (e.g., arraignment, preliminary hearing, trial, etc.). LACI 15	X	XX
7.	Take children in need of service into protective custody LACI 14B		XX
8.	Read court and legal papers to determine meaning and proper law enforcement response (e. g., restraining and protection orders, etc.). NC	X	XX
9.	Read/Review case reports and notes to prepare for court testimony. LACI 8A	X	XX
10.	Read/Review warrants and affidavits to ensure completeness and accuracy. LACI (LO)	X	XX
11.	Advise persons of constitutional (Miranda) rights. LACI 7K	X	XX

12.	Apprehend and place juvenile offenders in custody. PPB (LO)	X	XX
13.	Arrest persons with a warrant. PPB 7	X	XX
14.	Arrest persons without a warrant. PPB 7	X	XX
15.	Conduct full search of arrested persons. PPB7.17 / 7.18	X	XX
16.	Conduct frisk or pat down. PPB 5.13 / 5.14	X	XX
17.	Handcuff suspects or detainees. IAT 3	X	XX
18.	Issue citations for non-traffic offenses (e. g., local ordinances and State laws). NC	X	XX
19.	Plan and execute search warrants. NC	X	XX
20.	Prepare affidavit for search warrant. LACI 14B	X	XX
21.	Conduct a warrantless search. LACI (LO)	X	XX
22.	Request bystanders to assist in an apprehension. NC		XX
23.	Arrest and detain foreign nationals. NC		XX

24.	Search automobile with proper legal authority. PPB 11.17 / 11.18	X	XX
25.	Conduct warrantless search of premises or property in exigent circumstances. LACI 13.4	X	XX
26.	Seize contraband, weapons and stolen property from suspects. LACI 13A-D	X	XX
27.	Take into custody person detained by community member or merchant. NC		XX
28.	Conduct research in State Code and local laws, etc. to determine proper charges or practice. LACL 1E	X	XX
29.	Follow State law to dispose of or release property or evidence no longer needed. NC		XX
30.	Explain process of obtaining bail to person in custody or other parties. NC		XX
31.	Assist arrested person to contact legal counsel (i.e., provide phone access)	X	
32.	Obtain search warrant and/or make proper return. NC	X	
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.	X	

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, e. g., eviction, foreclosure, etc NC	X	XX
39.	Use court records to research and resolve questions.		
40.	Oversee removal of physical property of evictee from premises.		
41.	Serve civil summonses.		
42.	Remove, pursuant to court order, persons on premises illegally.		
43.	Explain civil process to community members. NC	X	XX
44.	Locate owners of recovered vehicles and other property.	X	
45.	Pick up children as directed by court in custody matters.		
46.	Confirm warrants before execution. NC (ADD)	X	
47.	Plan and organize service of a high risk Arrest Warrant.		

48.	Photograph arrested persons	X	
49.	Prepare and/or present facts of case to a judicial officer to obtain an arrest warrant.		
50.	Roll fingerprints of suspects or persons taken into custody.		
51.	Check arrestee for outstanding warrants. NC	X	XX
52.	Compare photographs to verify identity of person in custody. LACI 2A / B	X	XX
53.	Give prescribed medication to person in custody.		
54.	Follow legal procedures to answer outside inquiries from or concerning a person in custody.		
55.	Book arrested person by completing standard processing forms.	X	
56.	Conduct holding cell inspection to ensure arrested person's safety/well-being, facility security, etc.		
57.	Read custody and/or release orders.		
58.	Operate vehicle to transport person in custody. NC	X	XX
59.	Escort (walk) person in custody to various destinations (e. g., medical facility, court, etc.) NC	X	XX

60.	Examine physical condition of person in custody to assess need for medical attention. NC	X	XX
61.	Instruct person in custody of holding area rules and regulations.	X	
62.	Fill out forms to inventory person in custody's personal property.		
63.	Fill out record of medication given to person in custody.		
64.	Prepare written reports to record injuries of persons in custody. NC	X	XX
65.	Maintain record of arrested person's phone calls.		
66.	Search detention visiting room, cells and other areas for weapons and contraband.		
67.	Search property left for person in custody.		
68.	Complete affidavits and reports to document community member's complaint.		
69.	Assist attachment of property under court order (e. g., vehicle repo).		
70.	Enforce court issued order (e. g., writs). NC		XX
71.	Guard person in custody outside of detention facilities (e. g., court, medical facility, etc.).		

72.	Forcibly place resisting person in cell (confined space). NC		XX
73.	Forcibly remove resisting person from cell (confined space). NC		XX
74.	Use force as necessary, proportional, and reasonable in apprehension of criminal suspects. PPB 7	X	XX
75.	Handcuff resisting person, e. g., high risk handcuffing. IAT 17E	X	XX
76.	Handcuff non-resisting person. IAT 3	X	XX
77.	Maintain awareness of appropriate distance and cover when dealing with a person armed with a weapon other than a firearm PB 2.6	X	XX
78.	Recognize an ambush and respond consistent with standard practice. NC		XX
79.	Take child into protective custody. LACI 11A		XX

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. TRF	X	XX
3.	Control spectator/media access at scene of law enforcement action. TRF	X	XX
4.	Investigate motor vehicle crash to determine causes or factors contributing to a crash. TRF	X	XX
5.	Collect facts of motor vehicle crash to determine charges. TRF	X	XX
6.	Use computerized software to produce crash scene diagram. TRF (ADD)		
7.	Field sketch non-scale diagram of motor vehicle crash. TRF	X	XX
8.	Diagram motor vehicle crash scenes to scale.		
9.	Control traffic at scene of crash investigation. TRF	X	XX
10.	Follow State statutes to impound and inventory vehicles. TRF	X	XX
11.	Identify, locate and interview owners, witnesses, and others involved in motor vehicle crash. TRF	X	XX

12.	Instruct persons in motor vehicle crash to exchange necessary information to ensure proper reporting. TRF	X	XX
13.	Investigate motor vehicle crash involving law enforcement vehicles or other emergency vehicle. TRF		XX
14.	Determine whether crash is reportable or non-reportable. TRF	X	XX
15.	Describe motor vehicle damage in motor vehicle crash to complete report. TRF	X	XX
16.	Assess need for and organize emergency assistance for motor vehicle crash (e. g., wrecker, ambulance, sand truck). TRF	X	XX
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. TRF (ADD)	X	X??
19.	Observe operator's eyes, body movements, actions, etc. to evaluate capability to operate vehicle. TRF	X	XX
20.	Explain motor vehicle law requirements to community members (e. g., inspection, registration, etc.). TRF	X	XX
21.	Follow suspect vehicle to observe traffic violations. TRF	X	XX
22.	Inspect vehicle to locate vehicle identification number (VIN). TRF	X	XX
23.	Inspect driver's license to determine if valid or altered. TRF	X	XX

24.	Inspect vehicle to identify equipment safety violations. TRF	X	XX
25.	Investigate roadway to assess safety, repair needs, etc.		
26.	Issue traffic citation to pedestrians/bicyclists.		
27.	Issue verbal warning to traffic violators. TRF	X	XX
28.	Issue written warnings and citations. TRF	X	XX
29.	Review/consider facts of case and Motor Vehicle Law to select most appropriate charge and/or enforcement action at crash scene or vehicle stop. TRF	X	XX
30.	Operate handheld intoxilyzer/breathalyzer to test breath alcohol concentration. TRF	X	XX
31.	Operate electronic traffic signals manually.		
32.	Plan and organize traffic detours.		
33.	Establish and conduct rolling roadblock or moving blockade.		
34.	Stand traffic control post at special functions (e. g., VIP visit, parade, etc.).		
35.	Direct removal of vehicle obstructing traffic.	X	

36.	Physically remove hazards from roadway (e. g.,, dead, stray, injured animals, debris, etc.).	X	
37.	Instruct community members to assist in traffic control in an emergency. TRF		
38.	Check motor vehicle records to verify title, license information and registration. TRF	X	XX
39.	Watch moving vehicle to visually estimate excessive speed. TRF (ADD)	X	X?
40.	Prepare requests to have "unfit" vehicle operators reexamined TRF		?
41.	Operate video camera and equipment to record actions of criminal or motor vehicle suspects.		
42.	Observe weather and road conditions to assess need for emergency equipment such as snowplows, salt trucks, etc.	X	
43.	Look for and identify suspect vehicle by color and description. TRF	X	XX
44.	Inspect and tag abandoned vehicles along roadway.	X	
45.	Check commercial vehicle for dangerous or illegal cargo.		
46.	Examine commercial vehicle logs.		
47.	Measure height, width and length of commercial vehicle.		

48.	Check trucks to make sure cargo is secure.		
49.	Escort oversize trucks and loads.		
50.	Use portable or fixed scales to weigh commercial vehicles.		
51.	Examine shipping papers of commercial vehicles (e. g., hazardous materials).		
52.	Evaluate condition of crashed vehicles to assess safe post-crash operability.		
53.	Administer field sobriety tests (e. g., Standardized Field Sobriety Test, Horizontal Gaze Nystagmus, Walk and Turn, One-leg Stand, etc.). TRF	X	XX
54.	Advise appropriate agency of traffic control/roadway repair needs.	X	
55.	Select locations and position oneself to conduct selective traffic enforcement duties.	X	
56.	Identify and advise vehicle owners to remove abandoned vehicles.	X	
57.	Contact hospital, lab and/or physician to obtain blood or other chemical tests. TRF (ADD)	X	X?
58.	Arrest/Summons DUI/Physical Control suspects. TRF	X	XX
59.	Assist stranded motorists.	X	

60.	Use speed enforcement devices to measure vehicle speed (e. g., RADAR, LIDAR.)	X	
61.	Fill out DUI/WSP Packet to document arrest. TRF	X	XX
62.	Operate Draeger to test breath alcohol concentration. TRF	X	XX
63.	Investigate Off Road/ATV vehicle accidents/collisions		

F. First Aid and Emergency Assistance			
(To be addressed locally prior to attendance at BLEA)			
1.	Visually examine a live person to identify wounds and injuries.	X	XX
2.	Administer cardio-pulmonary resuscitation (CPR) to adult.		XX
3.	Administer mouth-to mouth resuscitation/rescue breathing		XX
4.	Apply basic first aid to control bleeding	X	XX
5.	Apply basic first aid to treat for abrasions.		XX
6.	Apply basic first aid for amputations		XX
7.	Apply basic first aid to treat for animal bites.		XX
8.	Apply basic first aid to treat for broken bones.		XX
9.	Apply basic first aid to unresponsive/unconscious person.	X	XX
10.	Apply basic first aid to treat for fire burns.		XX
11.	Apply basic first aid to treat for chemical burns.		XX

12.	Apply basic first aid to treat for convulsions.		XX
13.	Apply basic first aid to treat for diabetic reaction.		XX
14.	Apply basic first aid to treat for electric shock.		XX
15.	Apply basic first aid to treat for eye injuries.		XX
16.	Apply basic first aid to treat for frostbite.		XX
17.	Apply basic first aid to treat for gunshot wounds.		XX
18.	Apply basic first aid to treat for heart attack.		XX
19.	Apply basic first aid to treat for OC/Pepper Spray.		XX
20.	Apply basic first aid to treat for heat stroke/heat exhaustion, etc.		XX
21.	Apply basic first aid to treat for lacerations.		XX
22.	Apply basic first aid to treat for drug overdose, e. g.,, administer NarCan (Naloxone).		XX
23.	Apply basic first aid to treat for poisoning.		XX

24.	Apply basic first aid to treat for stabbing or puncture wounds.		XX
25.	Apply basic first aid to treat for seizure.		XX
26.	Apply basic first aid to treat for shock.		XX
27.	Apply basic first aid to treat for sprains and strains.		
28.	Apply basic first aid to treat for stroke.		XX
29.	Apply basic first aid for choking (e. g., Heimlich Maneuver).		XX
30.	Apply basic first aid for drowning		XX
31.	Apply basic first aid to assist object of electronic control device, e. g., Taser		XX
32.	Deliver a baby.		
33.	Use AED (Automated External Defibrillator).		XX
34.	Administer CPR to a child or infant.		X

35.	Recognize signs of suicide risk in detainee or arrested person. CIT 2	X	XX
36.	Use personal protective equipment (e. g.,, gloves, masks, glasses, etc. to prevent contact with communicable diseases or blood-borne pathogens, etc.). NC	X	XX
37.	Dispose of contaminated clothing, sharps, etc. according to standard practice. NC	X	XX
38.	Participate in rescues of stranded persons during floods, ice storms and other disasters.		
39.	Participate in 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. NC	X	XX
42.	Place wounded person in a recovery position. PPB (LO)	X	XX
43.	Intervene in/Manage a behavior health crisis. COMM 15.0	X	XX

G. Firearms/Use of Force			
1.	Complete firearms training successfully. FA	X	XX
2.	Use protective equipment when involved with weapons training and/or qualification. F 1.0 I (A-F)	X	XX
3.	Carry authorized firearm when off duty. NC	X	XX
4.	Clean and inspect weapon. FA 9.1 / 11.1	X	XX
5.	Carry "secondary/back-up" firearm on duty. NC (ADD)		X?
6.	Discharge firearm in low light conditions (e. g., at night, in darkened room, etc.) (not including training). FA 34.1 A-C		XX
7.	Discharge firearm at person (not including simulation training). FA 100		XX
8.	Discharge firearm from protective cover position (not including training). FA 27.1 – 27.4		XX
9.	Draw weapon to protect self or third party. FA 6.1 – 6.8	X	XX
10.	Recognize disguised weapons (e. g., belt buckle, knife). NC	X	XX
11.	Detain person in low ready weapon position. FA 6.1 – 6.8	X	XX

12.	Use knife in performance of law enforcement duties (e. g., seat belt cutter, etc.). (Local Responsibility) NC		XX
13.	Unload various firearms (including seized firearms) safely. FA 5.1 – 5.9	X	XX
14.	Clear malfunction of various firearms (not including training). FA 14.1 – 14.A		XX
15.	Reload firearms under combat conditions (not including training). FA 13.1 – 13.3		XX
16.	Fire weapon in dark environment while using flashlight (not including training). FA 34.1 – 34 a-c		XX
17.	Discharge rifle (not including training). (Local Responsibility) NC		XX
18.	Discharge shotgun (not including training). (Local Responsibility) NC		XX
19.	Respond to active shooter situations (not including training). NC		XX
20.	Fire weapon while employing “move and shoot” techniques (not including training). FA 32.1 – 32.3		XX
21.	Remove weapon from home/residence of suicidal person, scene of domestic violence, etc. LACI 9C (LO)		XX
22.	Fire weapon in defense of attacking or dangerous animal. NC		XX
23.	Use dominant hand to fire law enforcement weapon (not including training). FA 23.1 – 23.3		XX

24.	Use support hand to fire law enforcement weapon (not including training). FA 23.1 – 23.3 / FA 24.1 – 24.2		XX
25.	Uses appropriate verbal commands/communication in response to resistance situations. PPB 6.9 / 7.8	X	XX
26.	Comply with State laws and agency regulations regarding safe handling and storage of weapons. FA PG / PPB 10A	X	XX
27.	Use handgun disarm techniques (not including training). IAT 10A, 10B		XX
28.	Recognize when and how to intervene during a use of force matter. PPB 11.1, 12.1, 13.1, 18.1	X	XX
29.	Recognize how emotional intelligence affects decision making. PPB 2.10	X	XX
30.	Employ various de-escalation techniques to calm a violent situation. LACI 7.9	X	XX
31.	Recognize verbal and physical indicators of deception. LACI 7.9	X	XX
32.	Recognize signs of concealed weapons on a person. PPB 7.1 – 7.113 PPB 5.1-5.19	X	XX
33.	Respond to an incident involving an armed suicidal subject. COMM9I – N9 L	X	XX
34.	Recognize differences between Cold, Warm and Hot Zones. NC	X	XX
35.	Recognize special staffing plans/squads/units for active gunfire. Local		XX

30.	Apply weapon retention techniques/principles as needed.	IAT 10, 11	XX
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H. Human Relations			
1.	Use verbal de-escalation techniques to communicate with person or persons. COM 4	X	XX
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. COM 4C	X	XX
5.	Advise businesses on ways to detect and respond to workplace violence.		
6.	Control non-violent crowds. NC		XX
7.	Speak confidently to project control, self-assurance, etc. COM 4C	X	XX
8.	Counsel juveniles.		
9.	Speak plainly/clearly to encourage understanding. COM 4C (LO)	X	XX
10.	Deliver emergency messages (e. g., injuries, death). COM 4C (LO)	X	X?
11.	Use and adjust language appropriate to listener. COM 3K	X	XX

12.	Maintain concentration while many people speak simultaneously. NC	X	XX
13.	Direct actions of law enforcement or public service personnel arriving to assist. NC	X	XX
14.	Maintain personal calm to prevent making situation worse. COM 4C	X	XX
15.	Use body language to project control and influence situation. COM 46	X	XX
16.	Observe person's body language to assess attitude, intentions, etc. COM 3N	X	XX
17.	Warn or counsel offenders instead of arresting them. LACL (LO)	X	XX
18.	Identify specific religious norms and adjust interactions accordingly. COM 1B	X	XX
19.	Consult with social service agencies to resolve/clarify problem or get help for child, adult, family, senior community member, etc. NC	X	XX
20.	Provide information to individuals in need of social service referral. NC	X	X?
21.	Recognize a person's culture and adjust manner of communication accordingly to ensure understanding. COM 1B, 5A	X	XX
22.	Talk with persons threatening suicide to persuade them not to attempt. COM 9.17	X	XX
23.	Contact Mental Health resource (e. g., program, facility, etc.) to obtain assistance for person in crisis or emotionally unstable person. COM 7D	X	XX

24.	Take an apparently person in crisis into protective custody for an involuntary mental health evaluation, i. e., Commitment Order COM 9.19	X	XX
25.	Negotiate/offer alternatives to resolve conflict between disputants, e. g. Landlord/Tenant. COM (LO)	X	XX

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. EVOC 7.1 / 7.5	X	XX
3.	Engage in high speed response in congested area. EVOC 7I		XX
4.	Engage in high speed pursuit off road. LO		XX
5.	Engage in high speed response off road. LO		XX
6.	Engage in high speed pursuit on open road. EVOC 7		XX
7.	Engage in high speed response on open road. EVOC 7	X	XX
8.	Operate law enforcement vehicle to escort emergency vehicles. NC		XX
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. EVOC 6.0 / 6R	X	XX

12.	Operate law enforcement vehicle on dirt road. EVOG 6.0	X	XX
13.	Operate 4-wheel drive vehicle to perform law enforcement duties.		
14.	Operate law enforcement vehicle on ice/snow covered road. EVOG 6R	X	XX
15.	Operate law enforcement vehicle at night. EVOG 6Q	X	XX
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 EVOG 6.0	X	XX
19.	Operate law enforcement vehicle on a muddy/grassy road or area EVOG 6.0	X	XX
20.	Use vehicle on vehicle contact to end a vehicle pursuit (e. g., PIT). NC		XX
21.	Use vehicle on vehicle contact to prevent vehicle flight, e. g., Pin and Block.		
22.	Operate law enforcement vehicle to escort special medical missions.		
23.	Transport injured persons.		

24.	Transport persons needing assistance.	X	
25.	Inspect law enforcement vehicle for weapons and contraband (i.e., before and after arrested person transport, shift change, etc.). BLEA 4	X	XX
26.	Perform emergency, rapid vehicle back up maneuver. BLEA 8B,C,D,E		XX
27.	Operate vehicle in a crowded (people, other vehicles, etc.) environment. BLEA 5I	X	XX
28.	Operate vehicle in reverse over longer distance. NC	X	XX
29.	Transport prisoners and/or persons in custody. NC	X	XX
30.	Employ steering control techniques to operate vehicle. EVOC 5T, 5T, 7.2	X	XX

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. NC		XX
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. NC		XX
6.	Respond to and control critical incident (e. g., shooting, hazmat, terrorist event, natural disaster, etc.). NC		XX
7.	Recognize and properly handle hazardous materials. NC (ADD)		X?
8.	Recognize and properly handle explosive materials and devices.		
9.	Set up and coordinate, until relieved, large scale incident response, i.e., command post.		
10.	Fill out "Suspicious Activity Report" and submit to Fusion Center.		

K. Report Writing			
1.	Review other officers' reports for completeness, accuracy and consistency.	X	
2.	Use computer word processing programs and equipment to prepare reports. NC	X	XX
3.	Complete/prepare in-depth narrative reports containing complete sentences and paragraphs (e. g., investigative reports, supplemental/follow-up reports). LACI 3.1 - 3.4	X	XX
4.	Complete/prepare reports consisting primarily of check-off boxes or fill-in blanks (e. g., incident report, accident report, etc.). LACI 3A-F	X	XX
5.	Write personal field notes to record actions, interviews, etc. LACI 4C	X	XX
6.	Prepare basic business correspondence, memos, etc.		
7.	Summarize in writing the statements of witnesses and complainants. NC	X	XX
8.	Complete Field Intelligence/Interview Reports. NC	X	XX
9.	Prepare arrest-related paperwork (e. g., Criminal Summons, Criminal Complaints and Affidavits, Offense and Incident Report, Arrest Form, Fingerprint Cards, etc.). LACI 3.2 – 3.5	X	XX
10.	Prepare Use of Force Report PPB 18	X	XX
11.	Use proper grammar, spelling and punctuation to complete a law enforcement report. LACI 3E	X	XX

L. Civil Disorder			
1.	Use less lethal munitions (e. g., bean bag, rubber pellets, pepper balls, etc.).		
2.	Speak to hostile groups to quiet them. NC		XX
3.	Use crowd control management techniques to control situation.		
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 violent individuals in a crowded setting.		
9.	Provide appropriate verbal warnings related to dispersal or use of force. IAT 15B		XX

M. Workplace Intervention			
1.	Intervene to stop/prevent a colleague from making a procedural mistake. LEGAL AUTH/INTERVENTION	X	XX
2.	Intervene to stop/prevent a colleague from using unreasonable force. LEGAL AUTH/INTERVENTION		XX
3.	Intervene to stop/prevent a colleague from doing something unethical. LEGAL AUTH/INTERVENTION		XX
4.	Intervene to stop/prevent a colleague from doing something that is unsafe. LEGAL AUTH/INTERVENTION		XX
5.	Intervene to stop/prevent a colleague from violating agency policy. LEGAL AUTH/INTERVENTION		XX
6.	Discuss incorrect, inappropriate, or unethical conduct by a colleague with a supervisor. LEGAL AUTH/INTERVENTION		XX
7.	Defuse a stressful event involving colleagues. LEGAL AUTH/INTERVENTION		XX
8.	Communicate effectively with colleagues during disputes/disagreements. LEGAL AUTH/INTERVENTION	X	XX
9.	Maintain positive relationships with colleagues. LEGAL AUTH/INTERVENTION	X	
10.	Maintain a calm demeanor when experiencing criticism from colleagues, supervisors, and the public. LEGAL AUTH/INTERVENTION	X	XX
11.	Intervene to defuse disputes between a colleague and a community member. LEGAL AUTH/INTERVENTION		XX

12.	Recognize the officer's role in agency cultural transformation.		X?
	LEGAL AUTH/INTERVENTION (ADD)		
13	Recognize patterns of behavior among peers to identify potential suicide risk.		XX
	LEGAL AUTH/INTERVENTION		

N. Equipment			
1.	Sedan-style law enforcement cruiser (RW Drive) EVOG 6.0		XX
2.	Sedan-style law enforcement cruiser (FW Drive) EVOG 6.0		XX
3.	SUV-style law enforcement cruiser EVOG 6.0	X	XX
4.	Pickup Truck		
5.	Armored Personnel Carrier		
6.	Social Media		
7.	Luminol		
8.	Battering ram		
9.	Bicycle		
10.	Binoculars		
11.	Body armor (hidden vest, exterior vest) IAT (LO)	X	XX

12.	Breath Analysis Equipment, e. g., Draeger, Alco-Sensor, etc. TRF 2.5	X	XX
13.	Preliminary/Portable Breath Test (PBT) TRF 2.4	X	XX
14.	Automated External Defibrillator (AED) LOCAL		XX
15.	OC/CNCS Spray IAT		XX
16.	Car door lock opening devices (Slim Jim)		
17.	Drug and Narcotic I.D. field kit NC (ADD)		?X
18.	Evidence processing kit (e. g., fingerprint, impressions) LACI 4.0		XX
19.	Closed Circuit Television Monitor		
20.	Global Positioning System (GPS)	X	
21.	Blood-borne pathogen protection equipment NC		XX
22.	First Aid Kit LOCAL	X	XX
23.	Road flares LOCAL (EXCLUDE)	X	X?

24.	Large Flashlight (e. g., Maglite)	X	XX
	IAT (LO)		
25.	Small LED Flashlight (e. g., Scorpion)	X	XX
	IAT (LO)		
26.	Flexi-cuffs		
27.	Gas mask (bio/chem-hazard mask)		
28.	Handcuffs	X	XX
	IAT 3		
29.	Portable law enforcement radio (i.e., walkie-talkie)	X	XX
	PPB		
30.	Illuminated traffic baton		
31.	Ladder		
32.	Manual traffic control device		
33.	Metal detector		
34.	Motorcycle		
35.	Prisoner Transport Vehicle		

36.	Photocopier	X	
37.	Video recording equipment	X	
38.	Fire extinguisher		
39.	Pry bar		
40.	Traffic cones	X	
41.	Alley light	X	
42.	Vehicle mounted speed measurement instrument (e. g., RADAR)		
43.	Rifle/Carbine LOCAL		XX
44.	Boats or other watercraft		
45.	Riot baton		
46.	Rope (e. g., throw bag, boat lines, animal control, rappel, etc.)		
47.	Semi-automatic pistol FA	X	XX

48.	Shotgun – semi/pump		XX
		LOCAL	
49.	Vehicle mounted spotlight	X	XX
		BPP (LO)	
50.	Stationary computer terminal	X	
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	X	XX
		TRF (LO)	
56.	Keyboard	X	
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 EVOC	X	XX
63.	Marking chalk		
64.	Tape measure		
65.	Flotation vests		
66.	Ballistics body armor FA	X	XX
67.	Ballistics helmet		
68.	Electronic Control Device (e. g., Taser) IAT 14		XX
69.	Body wires/Bugs		
70.	Night vision equipment (e. g., Night scope/Star scope)		
71.	Listening devices		

72.	AFIS/CODIS		
73.	Body Cam LACL (ADD)		
74.	Hearing Impaired Communication Devices (TTD/TTY)		
75.	Weapon cleaning equipment FA	X	XX
76.	Reflective vest	X	
77.	Laptop computer	X	
78.	In car video camera		
79.	Knife	X	
80.	Scuba or other underwater diving equipment		
81.	Hobbles/shackles/Leg straps LOCAL		XX
82.	Tire jack		
83.	Lock pick (e. g., business/residential, interior/exterior)		

84.	Spike strip/stop stick		XX
		NC (ADD)	
85.	All wheel drive vehicle	X	XX
		EVOG	
86.	Waist chains		
87.	Personal watercraft (e. g., jet ski)		
88.	Whistle		
89.	Mug shot camera (e. g., Polaroid/digital)		
90.	Ammunition/magazine/clip	X	XX
		FA	
91.	Email	X	
92.	Live trap		
93.	Less 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	X	
98.	Computer software programs	X	
99.	Sexual Assault victim evidence kit LACI (ADD)		X?
100.	Mobile Data Terminal/cruiser mounted laptop computer (MDT, Toughbook, etc.)	X	
101.	Noise measuring device		
102.	CPR pocket mask PPB (LO)		XX
103.	Tint meter		
104.	HEPA mask/N95		
105.	Specialized leather gloves		
106.	Collapsible baton (ASP) KAT 15		XX
107.	Field compass		

108.	Airpac (SCBA)		
109.	Riot gear/shield		
110.	Jumper cables/Jump Bot		
111.	Spray paint (marking)		
112.	Tuning fork		
113.	Rain/wet gear		
114.	In car printer	X	
115.	Blood test kit		
116.	Vehicle weapon lock	X	
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	X NC	XX
128.	K-9		
129.	Smart Phone (e. g., Blackberry, iPhone, etc.)	X	
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)	X	
137.	Golf Cart/Electric Vehicle		
138.	Shoulder Microphone		
139.	Text Messaging	X	
140.	Social Media (e. g., Facebook, Twitter, Linked-in, etc.) for official business		
141.	Revolver		
142.	Axe		
143.	WASIC	X	XX
	NC		

144.	Electronic Citation Device		
145.	Segway		
146.	Pocket language guide		
147.	SWAT gear		
148.	Crime scene tape NC (ADD)	X	X?
149.	DVD player/VCR/DVR		
150.	Hearing protection (e. g., earplugs,)	X	
151.	Thermal imager		
152.	Optical/Laser Sighting System		
153.	Media projector (e. g., PowerPoint)		
154.	Laser distance measurement device		
155.	Calculator		

156.	Document scanner	X	
157.	Portable Public Address System (e. g., Bullhorn)		
158.	Vehicle mounted public address (PA) system	X	
159.	Earpiece for mobile radio	X	
160.	Portable/ handheld speed measurement instrument (e. g., RADAR, LIDAR)		
161.	Tourniquet PPB / CLSS		XX
162.	Quiklot/Celox PPB / CLSS		XX
163.	Blue Tooth Lapel Mic		
164.	NarCan NC		XX
165.	Handheld Driver's License Scanner		
166.	Self-trauma Kit PPB / CLSS		XX
167.	Glass Breaking Device, e. g., Rescue Me		

168.	Traffic Template		
169.	Eye Protection Device		
170.	Parking Boot		
171.	Electronic scene measuring device (Mapping software)		
172.	Drones (SUAS)		
173.	Crime Scene tape (Repeat)	X	X?
174.	Pepper Spray/OC IAT B	X	XX
175.	Evidence swabs		
176.	Sledge hammer		
177.	Feraday Bag		
178.	Trauma shears		
179.	Soft helmet		

180.	Piranha		
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O. Physical Skills			
1.	Use baton or other hand-held, e. g., flashlight, device to subdue person in a physical confrontation. IAT 15		XX
2.	Use firearm or any other hand-held equipment after pursuit, running, fighting-defending, injury, or other strenuous physical activity. FA		XX
3.	Continue to function after exposure to various chemical/toxic/aerosol substances. NC		XX
4.	Dodge/evade blows, thrown objects. NC		XX
5.	Endure and recover from exposure to hazardous materials (e. g., drugs, chemicals, infectious diseases etc.). NC		XX
6.	Subdue and physically/mechanically restrain, lift/carry/drag person. NC	X	XX
7.	Escort resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features. NC	X	XX
8.	Escort non-resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features. NC	X	XX
9.	Physically struggle with multiple persons at one time. NC		XX
10.	Cope with the emotional and physical results of being struck by or exposed to bodily fluids. NC		XX
11.	Cope with the emotional and physical impact of being subjected to verbal threats of violence. PPB 3.10 / 3.2		XX

12.	Cope with the emotional impact of verbal abuse from persons. PPB 3.2 / 3.10	X	XX
13.	Visually detect and understand subtle changes in “body language” (e. g., pupil constriction/dilation, skin color, respiration changes, etc.). COMM 5.1 – 5.7	X	XX
14.	Help carry a person on a stretcher. NC		XX
15.	Carry/drag by yourself an immobile person. NC		XX
16.	Use defensive tactics to protect self or others and/or control or take suspect down. IAT 4	X	XX
17.	Tackle a fleeing suspect. NC		XX
18.	Subdue physically attacking person. IAT 16		XX
19.	Swim to perform search or rescue/self-rescue. LOCAL		X?
20.	Grip person tightly to prevent escape/control movement. IAT 17	X	XX
21.	Disarm armed suspect. IAT (LO)		XX
22.	Physically remove resisting person from vehicle. IAT 18	X	XX
23.	Use controlling technique to gain compliance. IAT 7	X	XX

36.	Use knee strikes to defend oneself		XX
	IAT 12		
37.	Use palm strikes to defend oneself		XX
	IAT 12		
38.	Pull person out of a vehicle through window or open door to effect rescue.		XX
	MC		
39.	Use less lethal devices to control/disable person.		XX
	IAT 14		
40.	Bring up to standing a non-resisting or resisting person.	X	XX
	IAT 4		
41.	Tread water to self-rescue.		
42.	Fall down in struggle or pursuit, recover to feet and resume struggle/pursuit.		XX
	NC		
43.	Continue to function in a physical confrontation after being struck/injured.		XX
	NC		
44.	Maintain and recover from a state of hyper vigilance (acute sensory awareness) over protracted period of time (hours).		XX
	NC		
45.	Cope with the physical effects of chronic emotional stress/fatigue (e. g., fear, anger, anxiety, etc.)	X	XX
	NC		
46.	Cope with the physical effects of chronic mental stress/fatigue (e. g., concentration).	X	XX
	NC		
47.	Cope with the physical effects of shift-work.	X	XX
	NC		

48.	Carry with someone else an immobile child on a stretcher or other device.		XX
		NC	
49.	Drag, by yourself, an immobile child.		XX
		NC	
50.	Drag, by yourself, an immobile adult.		XX
		NC	
51	Crawl under an obstruction.		XX
52	Physically block small group of people from moving.		XX
		NC	

P. Reading			
1.	Read and comprehend local codes, tribal laws and procedures	X	X
2.	Read and comprehend Criminal Code of Washington (RCW)	X	X
3.	Read and comprehend Washington Administrative Code (WAC).	X	X
4.	Read and comprehend State Motor Vehicle Code	X	X
5.	Read and comprehend departmental bulletins.	X	X
6.	Read and comprehend training manuals, e. g. handouts.	X	X
7.	Read and comprehend department rules and regulations, policies and procedures, and operations manuals,	X	X
8.	Read and comprehend textbooks on law enforcement or legal matters.	X	X
9.	Read and comprehend articles in professional publications (IACP, FBI, etc.).	X	X
10.	Read and comprehend U.S. codes.	X	X
11.	Read and comprehend Rules of Criminal Procedure and Evidence, e. g. Search and Seizure, Rules of Arrest, etc.	X	X

12.	Read and comprehend Technical and Owner's Manuals for Assigned Equipment.	X	X
13.	Read and comprehend First Aid Manual.	X	X
14.	Read, comprehend and apply various written materials under stressful circumstances demanding rapid response.	X	X
15.	Read and comprehend legal documents, e. g. orders, pleadings, disposition, etc.	X	X
16.	Read and comprehend judicial case law.	X	X
17.	Read and comprehend witnesses' affidavits, sworn statements and testimony.	X	X
18.	Read and comprehend U.S. Constitution.	X	X
19.	Read and comprehend the Constitution of the State of Washington	X	X
20.	Read and comprehend law enforcement bulletins, e. g. judicial decisions, gang intelligence, AG Opinions, etc.	X	X
21.	Read and comprehend Law Enforcement Code of Ethics.	X	X
22.	Read and comprehend standard business/professional correspondence.	X	X

23.	Read and comprehend road signs, controls and markings.	X	X
24.	Read and comprehend Physician's Desk Reference.		
25.	Read and comprehend DOT Emergency Response Guide.		X
26.	Read and comprehend standard desk reference books, e. g. dictionary, Thesaurus, etc.	X	X

(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.).	X	X
2.	Jump/vault over ditch, hole or other hazard.	X	X
3.	Jump down from an elevated surface (e. g., loading dock).	X	X
4.	Kneel, squat and recover to feet.	X	X
5.	Perform repetitive hand movement (e. g., keyboarding, traffic control, etc.) for up to one hour per day.	X	X
6.	Accurately and unaided visually detect and recognize images, facial and body features, and movement of persons and objects in varying light conditions, at distances up to 100 feet.	X	X
7.	Accurately identify full-range of colors (e. g., clothing, substances, skin tones, etc.) in varying light conditions.	X	X
8.	Recognize and comprehend faint auditory signals (e. g., whispers, transient sounds, air movement, radio transmissions, etc.).	X	X
9.	Recognize and comprehend speech while surrounded by high levels of background noise.	X	X
10.	Recognize and identify faint and/or unusual odors.	X	X

11.	Hold a person suspended in the air (e. g., stop suicide attempt and rescue person)		X
12.	Perform strenuous physical activities in a series (e. g., sprint, run upstairs, wrestle, pull, carry, etc.).	X	X
13.	Perform duties wearing full duty gear (e. g., vest, gun belt, etc.).	X	X
14.	Push open a door with your shoulder.		X
15.	Kick open a door with your foot.		X
16.	Push object with your foot.	X	X
17.	Bend over and push object.	X	X
18.	Maintain balance on moving surface.		X
19.	Carry, by yourself, an immobile child		X
20.	Climb over a fence.	X	X
21.	Jump/vault over a fence or other barrier.	X	X
22.	Climb through a window or other such opening.		X

23.	Climb trees or outside of building.		X
24.	Work in a confined, closed-in area (e. g., vehicle, security post).	X	X
25.	Drag or push heavy objects other than a vehicle ,e. g., swing gate	X	X
26.	Push a vehicle by yourself from one place to another.		X
27.	Push a vehicle with another person from one place to another.	X	X
28.	Lift while in a stationary position a heavy object or person.	X	X
29.	Sprint at full speed (less than 300 yds.).	X	X
30.	Run long distance (more than 300 yds.).		X
31.	Run through underbrush and varying terrain.	X	X
32.	Run up stairs/steps.	X	X
33.	Run down stairs/steps.	X	X
34.	Stand for more than 2 hours of work shift.	X	X

35.	Walk for more than 2 hours of work shift.	X	X
36.	Sit for more than 2 hours of work shift.	X	X
37.	Catch a falling person to prevent his/her injury.		
38.	Bend over/kneel to search under vehicle.	X	X
39.	Crawl through underbrush, wetlands, etc.		X
40.	Climb fire escapes.		X
41.	Climb stairs in multiple story buildings.	X	X
42.	Extend arm to reach and search tight spaces.	X	X
43.	Work in deep water up to chest.		
44.	Quickly exit or enter law enforcement vehicle.	X	X
45.	Climb up/down ladder to reach area.		X

46.	Lift and carry heavy weights up or down stairs/ladders.		X
47.	Endure weather extremes.	X	X
48.	Endure extended periods of work without food.	X	X
49.	Endure and recover from periods of emotional stress/fatigue.	X	X
50.	Hold ballistic shield for extended periods of time / 30-60 minutes.		X
51.	Kneel for extended periods of time.		
52.	Remain alert and awake during periods of fatigue.	X	X

Q. Physical Exertion				
1.	Run on flat surface (e. g., streets roadway, etc.)			
	Maximum distance in feet	300	Ft	300
2.	Run on varying terrain, (e. g., brush, mud, swamp, hole, etc.)			
	Maximum distance in feet	200	ft	300
3.	Walk continuously			
	Maximum time in hours	3	hrs	2
4.	Stand continuously			
	Maximum time in hours	4	hrs	4

5.	Walk up/down stairs			
	Maximum number of flights	4	flts	4
6.	Sit continuously (e. g., security post, vehicle operation, etc.)			
	Maximum number of hours	4	hrs	4
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	6	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	44	in	36
	Maximum weight of object in pounds	72	lbs	50
11.	Lift objects up off the ground with assistance			
	Maximum lift-height in inches	36	in	
	Maximum weight of object in pounds	190	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	200	lbs	200
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	5	min	5
	Maximum weight in pounds	200	lbs	200
20.	Extract/place a struggling/resisting person in/from a vehicle			
	Maximum time in minutes		min	
	Maximum weight in pounds		lbs	
21.	Hold/restrain a struggling person			
	Maximum time in minutes	3	min	5
	Maximum weight in pounds	200	lbs	200

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	200	lbs	200
24.	Use repetitive hand motions/movements (e. g., keyboard, traffic control, etc.)			
	Maximum time in minutes	120	min	110

NEW CONTENT

INTRODUCTION

Each task that was identified by WSCJTC staff as new content or content requiring additional learning objectives follows below with proposed learning objectives to guide lesson plan development.

This section is followed in the Appendices by a comprehensive review developed by Brandon Rogel and Christine Whitaker which brilliantly combines all the study efforts in one document.

WSCJTC JOB TASK ANALYSIS

POTENTIAL LEARNING OBJECTIVES FOR BOTH NEW CONTENT AND CURRENT CONTENT

JULY 2023

NC – New Content

LO – Supplemental Documentation for Existing Lesson Plan

(NC) A1. Use WASIC, local and/or federal criminal information systems to obtain information related to crimes, events, suspects, etc.

1. Identify the various information systems and the information contained therein available to State of Washington law enforcement officers.
2. Identify basic steps to be accomplished prior to being allowed access to such systems and their information.
3. Identify issues of liability attached to misuse of such systems.

(NC) A3. Place devices, e.g., cones, barriers etc. to protect or secure crime or crash scene.

1. Identify steps that may be taken to properly secure a crime or crash scene.
2. Identify the basic equipment available to an officer to be used when securing a scene.

(NC) A9. Use flashlight or hand signals to direct traffic.

1. identify basic signals related to use of hands and/or flashlight to direct traffic.
2. Identify the basic responsibilities and purposes of an officer related to traffic direction.

(NC) A18. Interview members of public by telephone to obtain detailed information.

1. Identify basic methods related to conducting a phone interview.

(NC) A19. Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.

1. Identify various insignias, tattoos, clothing and colors and their local gang affiliations.

(LO)A26. Talk with families of adult suspects or defendants to advise, inform, notify, etc.

1. Identify best practices when in contact with family of adult suspect or defendant.
2. Identify limits on information that may be shared with such families.
3. Identify basic methods of communications relate to contact with persons under stress.

(LO) A27. Talk with families of juvenile suspects or defendants to advise, inform, notify, etc.

1. Identify best practices related to communication with families of juvenile offenders or suspects.
2. Identify issues of confidentiality related to contact and information sharing with juveniles' family.

(NC) A33. Recognize common, over the counter products that are used in production of methamphetamines and other illegal drugs.

1. Identify common, over the counter products that may be used in the production of illegal drugs.

(NC)A34. Recognize standard and improvised laboratory equipment used in the production of methamphetamines and other illegal drugs.

1. Identify standard and/or improvised laboratory equipment that may be used to produce illegal drugs.

(NC) A35. Recognize and respond to a reported or discovered clandestine laboratory.

1. Recognize the characteristics as a totality that may indicate a clandestine drug laboratory.

(NC)A36. Use tire deflation devices (e.g. stop stick, etc) to slow a vehicle.

1. Identify standard tire deflation devices available to local law enforcement.
2. Identify proper and save deployment of such devices.

- (NC) A46. Follow federal and State rules of privacy and security to control access to law enforcement records.**
1. Identify federal and state laws that control the privacy and security of law enforcement records.
 2. Identify legal procedures related to proper release of such information.
 3. Identify potential legal consequences related to improper release of law enforcement records,
- (NC) A47. Follow State laws related to release of public records.**
1. Identify Washington state laws related to the release of public records.
 2. Identify standard procedures to follow when releasing public records.
- (LO) A54. Use Emergency Placement to ensure safety of juvenile.**
1. Define (Emergency Placement” and its application to a juvenile.
- (LO) A63. Monitor department radio communications to stay aware of law enforcement activity.**
1. Identify importance of monitoring local radio communications.
- (NC) A72. Participate in search for escaped person(s).**
1. Identify basic practices related to conducting/participating in a search for an escaped person.
- (NC) A73. Respond to and control scene involving barricaded subject.**
1. Identify basic safe practices when responding to a report of a barricaded person.
 2. Identify basic safe practices related to controlling a scene involving a barricaded person.
- (NC) A76. Conduct initial negotiations with a barricaded subject as a first responder.**
1. Identify basic practices related to an initial contact with a barricaded person as a first responder.
 2. Identify basic elements of an initial negotiation with a barricaded person.
- (NC) A77. Recognize incidents when K-9 or other specialized services, e.g. Air, SWAT, etc., may be a useful/necessary resource.**

1. Identify the various specialized units, e.g. Air, SWAT, etc, that are commonly available to State of Washington law enforcement and the incidents to which they might be called.

(LO) A96. Advise abused spouse/domestic partners of rights, options, and resources.

1. Identify the rights and resources available to an abused spouse/domestic partner.

(LO) A98. Recognize laws and limits on law enforcement powers when crossing jurisdictional lines.

1. Identify the laws and limits on local law enforcement when leaving one's jurisdiction.

(LO) A103. Respond to crime-in-progress call.

1. Identify basic safe practices when responding to a reported crime-in-progress call.

(NC) A120. Recognize commonly used drug paraphernalia.

1. Identify commonly available drug paraphernalia and their use.

(NC) A122. Recognize and handle suspected powder substances, e.g. fentanyl, according to safe practices.

1. Identify best safe practices when handling unknown powdery substances.

(NC) A123. Apply principles of perimeter containment as necessary.

1. Identify basic elements of organizing a perimeter containment.
2. Identify the purpose of organizing a perimeter containment.

(LO) A126. Recognize duty to intervene during an officer safety matter.

1. Identify duty to intervene in matters related to officer safety.

- (LO) A127. Recognize duty to intervene during a potential violation of law or policy.**
1. Identify duty to intervene in matters related to potential violation of law or policy.
- (LO) A130. Maintain a calm demeanor when experiencing criticism from peers and/or the public.**
1. Identify practices and attitudes that may help an officer maintain a calm demeanor while being criticized.
- (LO) A131. Intervene in disputes happening between an officer and a community member.**
1. Identify best practices and manner when interviewing in a dispute between an officer and a member of the community.
- (NC) B3. Recognize and report misconduct of other officers.**
1. Identify the necessity of and implicit conflicts contained in a decision to report a fellow officer's misconduct.
- (NC) B4. Encourage/model professional standards among colleagues.**
1. Identify the importance of encouraging and modeling professional standards among fellow officers.
- (NC) B8. Apply ethical principles to solve peer-related problems.**
1. Identify ethical principles that can be employed to resolve peer-related problems.
- (LO) B11. Intervene in a peer conflict to resolve differences, settle problem, defuse, etc.**
1. Identify best conflict resolution practices related to intervening in a peer conflict.
- (LO) C2. Examine dead body visually to identify wounds and injuries.**
1. Identify best safe practices to employ when examining a dead body to identify wounds and injuries.

- (LO) C4. Use drug test kit to test evidence.**
1. Identify contents of a standard drug test kit and the purposes/procedures related to each.
 2. Identify legal issues related to such use.
- (LO) C16. Use audio/video recording device to record statement or confession.**
1. Identify best practices and procedures to employ when using a recording device to record a statement or confession.
 2. Identify legal issues of admissibility related to use of such devices.
- (LO) C18. Assess crime scene to determine need for processing by specialist (e.g. evidence technician).**
1. Identify specialist crime scene services available to local law enforcement.
- (LO) C22. Fill out forms or tags to document chain of custody of evidence.**
1. Identify the legal necessity of filling out forms and tags to document chain of custody of evidence.
- (LO) C28. Describe in written form the location of physical evidence at a crime or crash scene.**
1. Identify necessity of and best practices related to creating an accurate record regarding evidence location.
- (LO) C33. Verify the identity of deceased persons.**
1. Identify basic methods related to verifying the identify of a deceased person.
- (LO) C38. Conduct on-going/beyond initial response investigation of assault (not including sexual), harm or threats of harm.**
1. Identify basic steps to conduct a follow-up/continuing investigation of assault.
- (LO) C39. Conduct on-going/beyond initial response investigation of burglary.**
1. Identify basic steps to conduct a follow-up/continuing investigation of burglary.
- (LO) C40. Conduct on-going/beyond initial response investigation of theft.**

1. Identify basic steps to conduct a follow-up/continuing investigation of theft.

(LO) C47. Conduct on-going/beyond initial response investigation of receipt of stolen property.

1. Identify basic steps to conduct a follow-up/continuing investigation of receipt of stolen property.

(LO) C48. Conduct on-going/beyond initial response investigation of weapons/firearms offenses.

1. Identify basic steps to conduct a follow-up/continuing investigation of weapons/firearms offenses.

(LO) C52. Conduct on-going/beyond initial response investigation of domestic violence.

1. Identify basic steps to conduct a follow-up/continuing investigation of domestic violence.

(LO) C55. Conduct on-going/beyond initial response investigation of suspicious activity/vehicle/person.

1. Identify basic steps to conduct a follow-up/continuing investigation of suspicious activity/vehicle/person.

(LO) C58. Conduct on-going/beyond initial response investigation of personal injury crash.

1. Identify basic steps to conduct a follow-up/continuing investigation of personal injury crash.

(LO) C59. Conduct on-going/beyond initial response investigation of hit and run.

1. Identify basic steps to conduct a follow-up/continuing investigation of hit and run.

(LO) C60. Conduct on-going/beyond initial response investigation of other motor vehicle/traffic incidents.

1. Identify basic steps to conduct a follow-up/continuing investigation of other motor vehicle/traffic incidents.

(LO) C63. Conduct on-going/beyond initial response investigations of apparent suicide.

1. Identify basic steps to conduct a follow-up/continuing investigation of suicide.

(LO) C65. Conduct on-going/beyond initial response investigations of elder or disabled persons abuse.

1. Identify basic steps to conduct a follow-up/continuing investigation of elder or disabled persons abuse.

(LO) C66. Conduct on-going/beyond initial response investigations of identity theft.

1. Identify basic steps to conduct a follow-up/continuing investigation of identity theft.

(LO) C79. Conduct on-going/beyond initial response investigations of theft/destruction of public/private property.

1. Identify basic steps to conduct a follow-up/continuing investigation of destruction of property.

(LO) C80. Conduct on-going/beyond initial response investigations of violations of court orders.

1. Identify basic steps to conduct a follow-up/continuing investigation of violations of court orders.

(LO) C84. Recognize and properly handle potential electronic evidence (e.g., computer files, Smart phone, etc.)

1. Identify best practices related to handling electronic evidence.

(LO) C85. Identify and process latent fingerprints.

1. Identify best practices related to identifying and processing latent fingerprints.

(NC) D8. Read court and legal papers to determine meaning and proper law enforcement response (e.g., restraining and protection orders, etc.)

1. Identify necessary content of various legal documents and appropriate law enforcement response.

(LO) D10. Read/Review warrants and affidavits to ensure completeness and accuracy.

1. Identify the basic elements of warrants and affidavits to ensure completeness and accuracy.

(LO) D12. Apprehend and place juvenile offenders in custody.

1. Identify basic procedures and laws related to placing juvenile offenders in custody.

(NC) D18. Issue citations for non-traffic offences (e.g. local ordinances and State laws).

1. Identify best practices and circumstances related to issuing non-traffic offense citations.
2. Identify common offenses for which a non-traffic citation might be written.

(NC) D19. Plan and execute search warrants.

1. Identify the procedures that must be followed and the standards to be met to obtain a search warrant.
2. Identify the best safe procedures to follow when planning and serving a search warrant.

(LO) D21. Conduct a warrantless search.

1. Identify when a warrantless search may be conducted.

(NC) D22. Request bystanders to assist in an apprehension.

1. Identify law and liability related to requesting a bystander to assist in an apprehension.

(NC) D23. Arrest and detain foreign nationals.

1. Identify procedures related to identifying and arresting or detaining a foreign national.

(N) D27. Take into custody person detained by community member or merchant.

1. Identify procedures to be followed when taking a person detained by a citizen into custody.

- (NC) D29. Follow State law to dispose of or release property or evidence no longer needed.**
1. Identify stat laws and procedures related to release of property or evidence no longer needed.
- (NC) D30. Explain process of obtaining bail to person in custody or other parties.**
1. Identify the elements and procedures related to obtaining bail.
- (NC) D33. Obtain arrest warrant and/or make proper return.**
1. Identify the procedures related to obtaining an arrest warrant and/or making proper return.
- (NC) D38. Use force as necessary and appropriate in service of civil pleadings and various forms of execution, e.g. eviction, foreclosure, etc.**
1. Identify the levels of force allowed by state law and practice in service of various forms of execution and pleadings.
- (NC) D43. Explain civil process to community members.**
1. Identify the legal elements that comprise civil process.
- (NC) D46. Confirm warrants before execution.**
1. Identify the process related to confirming a warrant before execution.
- (NC) D51. Check arrest for outstanding warrants.**
1. Identify the process and elements related to checking on arrested person for outstanding warrants.
- (NC) D58. Operate vehicle to transport person in custody.**
1. Identify best safe practices and procedures to employ when transporting a person in custody.
- (NC) D59. Escort (walk) person in custody to various destinations (e.g., medical facility, court, etc.)**
1. Identify best safe practices and procedures to employ when escorting a person in custody to various walking destinations.

- (NC) D60. Examine physical condition of person in custody to assess need for medical attention.**
1. Identify the minimum information that is sought when examining the physical condition of a person in custody.
- (NC) D64. Prepare written reports to record injuries of persons in custody.**
1. Identify the minimum information that must be recorded in a written report concerning the injuries of a person in custody.
- (NC) D70. Enforce court issued order (e.g., writs).**
1. Identify the steps that can be taken to enforce a court issued order or writ.
 2. Identify the steps **not** allowed in service of an order or writ.
- (NC) D72. Forcibly place resisting person in cell (confined space).**
1. Identify safe and effective practices to employ when placing a resisting person in a confined space.
- (NC) D73. Forcibly remove resisting person from cell (confined space).**
1. Identify safe and effective practices to employ when removing a resisting person from a confined space.
- (NC) D78. Recognize an ambush and respond consistent with standard practice.**
1. Identify elements of a scene that may indicate an ambush.
 2. Identify best safe practices to employ when confronted with a possible ambush.

F. First Aid and Emergency Assistance.

Our recommendation is that emergency first aid be designated a local training responsibility to be certified prior to attendance at a BLEA.

- (NC) F36. Use personal protective equipment (e.g., gloves, masks, glasses, etc. to prevent contact with communicable diseases or blood-borne pathogens, etc.).**
1. Identify the proper use of commonly available personal protection equipment.
- (NC) F37. Dispose of contaminated clothing, sharps, etc. according to standard practice.**
1. Identify basic safe practices (standard practices) related to disposal of contaminated clothing or items.
- (NC) F41. Observe person in custody to determine whether person is intoxicated or in medical distress, i.e., diabetic reaction.**
1. Identify observable elements that one can employ to determine whether person is intoxicated or in medical distress.
 2. Identify legal liability related to not making efforts to assess person's condition.
- (NC) G3 Carry authorized firearm when off duty.**
1. Identify legal issues related to carrying a firearm off duty.
- G5. Carry "Secondary/back-up" firearm on duty.**
1. Identify legal issues related to carrying a "secondary/back-up" firearm on duty.
- (NC) G10. Recognize disguised weapons (e.g., belt buckle, knife).**
1. Identify commonly observed disguised weapons an officer may confront on duty.
 2. Identify safe methods to seize such disguised weapons.
- (NC) G12. Use knife in performance of law enforcement duties (e.g., seat belt cutter, etc.)**
- Local Training Responsibility
- (NC) G18. Discharge shotgun (not including training).**
- Local Training Responsibility
- (NC) G19. Respond to active shooter situations (not including training).**

1. Identify best safe practices related to responding to an active shooter situation.

(NC) G22. Fire weapon in defense of attacking or dangerous animal,

1. Identify state law relevant to firing a weapon at an attacking animal.
2. Identify safe practices and reporting requirements related to such a shooting.

(NC) G34. Recognize differences between Cold, Warm and Hot Zones.

1. Identify differences between Cold, Warm and Hot Zones.
2. Identify best practices related to responding to such circumstances.

(NC) G35. Recognize special staffing plans/squads/units for active gunfire.

Local Training Responsibility

(NC) H6. Control non-violent crowds.

1. Identify best practices to employ when controlling a non-violent crowd.
2. Identify responses that may make situations deteriorate.

(LO) H9. Speak plainly/clearly to encourage understanding.

1. Identify the importance of plain speech when communicating.
2. Identify speech styles and patterns that inhibit/hinder communication.

(LO) H10. Deliver emergency messages (e.g., injuries, death).

1. Identify best methods and manner when delivering an emergency message such as death or injury.

(NC) H12. Maintain concentration while many people speak simultaneously.

1. Identify best methods to employ to maintain concentration when speaking with multiple persons.

(NC) H13. Direct actions of law enforcement or public service personnel arriving to assist.

1. Identify best methods and manners to employ when directing persons arriving to assist.

(NC) H19. Consult with social service agencies to resolve/clarify problem or get help for child, adult, family, senior community member, etc.

1. Identify commonly available social service agencies, the services they provide and how to access them.

(NC) H20. Provide information to individuals in need of social service referral.

1. Identify commonly available social service agencies, the services they provide and how to access them.

(LO) H25. Negotiate/offer alternatives to resolve conflict between disputants, e.g. Landlord/Tenant.

1. Identify basic techniques to employ when attempting to mediate a conflict.
2. Identify behaviors that undermine mediation efforts.

(LO) I4/5. Engage in high-speed pursuit/response off road.

1. Identify safety issues related to operation of a police vehicle off road.

(NC) I8. Operate law enforcement vehicle to escort emergency vehicles.

1. Identify legal and safety issues to maintain awareness when escorting emergency vehicles.

(NC) I20. Use vehicle on vehicle contact to end a vehicle pursuit (e.g. PIT).

1. Identify legal and safety issue related to use of vehicle on vehicle contact to end a vehicle pursuit.

(NC) I28. Operate vehicle in reverse over longer distance.

1. Identify safety issues related to operating a police vehicle in reverse over a long distance.
2. Demonstrate safe and proper performance of a long-distance vehicle back-up.

(NC) I29. Transport prisoners and/or persons in custody.

1. Identify safe practices related to transporting person or persons in custody.

(NC) J2. Observe and identify vehicle placard and use appropriate resources (e.g. DOT) Emergency Response Guide) to identify hazardous material being transported.

1. Identify common placards to be observed on trucks and use common resources to identify potential hazardous materials.

(NC) J5. Observe and report possible terrorist activity.

1. Identify possible indicators of terrorist activity and reporting procedures.

(NC) J6. Respond to and control critical incident (e.g., shooting, hazmat, terrorist event, natural disaster, etc.)

1. Identify basic steps to be followed when responding to and controlling a critical incident.

(NC)J7. Recognize and properly handle hazardous materials.

1. Identify basic safe practices to follow when confronted with potentially hazardous materials.

(NC) K2. Use computer word processing programs and equipment to prepare reports.

1. Identify commonly available word processing programs and their use in preparing law enforcement reports.

(NC) K7. Summarize in writing the statements of witnesses and complainants.

1. Identify basic report writing skills as they related to summarizing statements of witnesses and complainants.

(NC) K8. Complete Field Intelligence/Interview Reports.

1. Identify basic elements of a properly prepared Field Intelligence Report.

(NC) L3. Use crowd control management techniques to control situation.

1. Identify basic effective means to employ to quiet a hostile group.
2. Identify common errors committed when speaking with a hostile group.

(LO) N11. Body armor (hidden vest, exterior vest).

1. Identify proper use and maintenance of body armor.

(NC) N17. Drug and Narcotic ID field kit.

1. Identify contents of a Drug and Narcotic ID Field Kit and their use.

(NC) N21. Blood-borne pathogen protection equipment.

1. Identify various pieces of blood-borne pathogen protection equipment and their use.

(LO) N24. Large Flashlight (e.g. Maglite).

1. Identify various uses of a large flashlight.

(LO) N25. Small LED Flashlight (e.g. Scorpion).

1. Identify various uses of a small LED flashlight.

(LO) N49. Vehicle mounted spotlight.

1. Identify various uses of a vehicle mounted spotlight to facilitate work of law enforcement.

(NC) N84. Spike strip/stop stick.

1. Identify proper and legal deployment of vehicle slowing devices.

(LO) N102. CPR Pocket mask.

1. Identify proper use of a PR pocket mask.

(NC) N127. Latex gloves.

1. Identify when a law enforcement officer should use latex gloves.

(NC) N143. WASIC.

1. Identify proper use of WASIC as an aid to law enforcement.

(NC) N148. Crime scene tape.

1. Identify proper use and purpose of crime scene tape.

(NC) N164. Narcan

1. Identify proper use and purpose of Narcan.

- (NC) O3. Continue to function after exposure to various chemical/toxic/aerosol substances.**
1. Identify best safe methods to continue to function after exposure to chemical/toxic/aerosol substances.
- (NC) O4. Dodge/evade blows, thrown objects.**
1. Identify effective evasion methods to use to dodge or evade blows.
- (NC) O5. Endure and recover from exposure to hazardous materials (e.g. drugs, chemicals, infectious diseases etc.).**
1. Identify best methods to endure and recover from exposure to various hazardous materials, e.g. basic self-care.
- (NC) O6. Subdue and physically mechanically restrain, lift/carry/drag person.**
1. Identify best methods to sub due and retrain, lift or carry or drag person.
- (NC) O7. Escort resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.**
1. Identify effective methods to employ while escorting resisting person in various settings.
- (NC) O8. Escort non-resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.**
1. Identify effective methods to employ while escorting a non-resisting person in various settings.
- (NC) O9. Physically struggle with multiple persons at one time.**
1. Identify effective means which to employ while struggling with multiple persons.
- (NC) O10. Cope with the emotional and physical results of being struck by or exposed to bodily fluids.**
1. Identify effective strategy to employ to help cope with emotional and physical effects of being struck by or exposed to bodily fluids.
- (NC) O14. Help carry a person on a stretcher.**
1. Identify basic safe best methods to use to help carry a person on a stretcher.

- (NC) O15. Carry/drag by yourself an immobile person.**
1. Identify best safe methods to carry or drag an immobile person.
- (NC) O17. Tackle a fleeing suspect.**
1. Identify effective tackling methods to regain control of a person.
- (NC) O26. Hold person upright to prevent their falling (e.g. intoxicated person).**
1. Identify best methods to safely hold person upright.
- (NC) O38. Pull person out of a vehicle through window or open door to effect rescue.**
1. Identify best methods to pull a person through a window or door to effect rescue.
- (NC) O42. Fall down in struggle or pursuit, recover to feet and resume struggle/pursuit.**
1. Identify basic self-defense tactics and methods.
- (NC) O43. Continue to function in a physical confrontation after being struck/injured.**
1. Identify basic self-defense tactics and methods.
- (NC) O44. Maintain and recover from a state of hyper vigilance (acute sensory awareness) over protracted period of time (hours).**
1. Identify methods to employ and maintain while hyper alert and methods to employ to recover from such state.
- (NC) O45. Cope with the physical effects of chronic emotional stress/fatigue (e.g. fear, anger, anxiety, etc.)**
1. Identify methods to employ to recover from the physical effects of chronic fatigue or stress.

- (NC) O46. Cope with the physical effects of chronic mental stress/fatigue (e.g. concentration)**
1. Identify methods that help the officer recover from mental stress or fatigue.
- (NC) O47. Cope with the physical effects of shift-work.**
1. Identify methods that help an officer cope with the effects of shift work.
- (NC) O48. Carry with someone else an immobile child on a stretcher or other device.**
1. Identify best safe method to employ while carrying a child on a stretcher.
- (NC) O49. Drag, by yourself, an immobile child.**
1. Identify best safe methods to employ while dragging by yourself and immobile child.
- (NC) O50. Drag, by yourself, and immobile adult.**
1. Identify best safe methods to employ while dragging by yourself an adult.
- (NC) O52. Physically block small group of people from moving.**
1. Identify best methods to employ while blocking a small group of people from moving.

APPENDICES