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**A REPORT ON THE JOB TASK ANALYSIS
STUDY OF ENTRY-LEVEL PEACE
OFFICERS IN THE STATE OF WYOMING**

**STUDY CONDUCTED FOR THE:
WYOMING LAW ENFORCEMENT ACADEMY**

**STUDY CONDUCTED BY:
SYSTEMS DESIGN GROUP**

FEBRUARY 2024

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TABLE OF CONTENTS

Acknowledgments	2
General Statement of Methodology	5
Project Methodology	10
Analysis of Tasks	17
Supplemental Learning Objectives	50
Peace Officer Job Description	53
Appendices	79
Invited Departments	80
Raw Task List	
Edited Task List	
Supervisor Data	
Officer Data	
Respondent Demographics	

GENERAL STATEMENT OF METHODOLOGY

Introduction and Overview

The principal purpose of this job analysis study is to identify the tasks performed or expected to be performed by entry-level peace officers and based on those tasks, evaluate the relevance and content of the current WLEA Peace Officer Entry-Level Training Program as well as identify the tasks best addressed through on the job or local 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 WLEA Entry-level Peace 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 skills and abilities should be required prior to an employee's being 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 that might 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 WLEA Basic Peace Officer 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 that follow below:

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.

*Underline 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 3 possible units of analysis (Police Departments, Sheriff's Offices and Wyoming Game and Fish) from which we selected 450 officers /supervisors from 75 agencies whom we would invite to participate. (The agencies are identified in the Appendices)

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, as a certifying body, work diligently to ensure the adequate training of its law enforcement officers.

In *Canton v Harris* 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 of remedial 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, because 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 Peace Officers in the State of Wyoming.

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 peace officers were marked with an "0".

The job incumbents, officers with less than five years of service as of a certain date, 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 November and December of 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:

As mentioned above, we identified 3 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 after 1 July 2018. Supervisors were selected from numbers provided by the employer agencies. However, because the total numbers of personnel were relatively low, we decided to invite all eligible personnel. Chart 1 shows the actual numbers by unit of analysis we invited.

Questionnaire Distribution and Return

We invited approximately 450 officers and supervisors from 75 state and local law enforcement agencies to participate. We received responses from personnel in 65 agencies. We processed over 300 questionnaires from the 450 officers and supervisors we invited to participate for a 66% return rate. Of the questionnaires we received, we were able to use 278 as some questionnaires were incomplete. (See list of participating agencies below.) (See Charts 2 below for sample numbers and response rates)

CHART 1

TOTAL PERSONNEL AVAILABLE AND INVITED

Police Department

Officers	158
Supervisors	131

Sheriff's Office

Deputy	63
Supervisors	74

Game and Fish

Wardens	14
Supervisors	11

CHART 2

RESPONSE TOTALS BY UNIT OF ANALYSIS

Agency	Officer	Supervisor
Police	81	82
Sheriffs	37	56
Game and Fish	13	9
Totals	131	147

SUMMARY OF RESPONSE RATES

	Invited	Responded	%
Officers	235	131	55.7%
Supervisors	216	147	68%
Total	451	278	61.%

PARTICIPATING AGENCIES

AGENCY – OFFICER	COUNT
Afton Police Department	1/1
Albany County Sheriff's Office	2/2
Big Horn County Sheriff's Office	1/3
Campbell County Sheriff's Office	4/4
Carbon County Sheriff's Office	2/2
Casper Police Department	9/20
Cheyenne Police Department	11/21
Converse County Sheriff's Office	1/2
Douglas Police Department	5/5
Evanston Police Department	1/2
Evansville Police Department	2/3
Gillette Police Department	13/14
Glenrock Police Department	2/2
Goshen County Sheriff's Office	1/2
Green River Police Department	1/1
Greybull Police Department	1/3
Jackson Police Department	10/10
Johnson County Sheriff's Office	1/1
Laramie County Sheriff's Office	7/11
Laramie Police Department	4/12
Lincoln County Sheriff's Office	2/3
Medicine Bow Marshals Office	1/2
Mills Police Department	1/4
Moorcroft Police Department	1/1
Natrona County Sheriff's Office	2/2
Park County Sheriff's Office	1/5
Platte County Sheriff's Office	2/4
Powell Police Department	3/3
Riverton Police Department	1/5
Rock Springs Police Department	4/7
Sheridan County Sheriff's Office	1/1
Sheridan Police Department	2/4
Shoshoni Police Department	1/1
Sublette County Sheriff's Office`	1/2
Sweetwater County Sheriff's Office	4/4
Teton County Sheriff's Office	2/4
Thermopolis Police Department	1/3
Torrington Police Department	1/4
Uinta County Sheriff's Office	1/1
University of Wyoming Police Department	1/1
Weston County Sheriff's Office	2/3
Wheatland Police Department	1/2
Worland Police Department	1/1
Wyoming Game and Fish Department	13/14
Grand Total	131/198

AGENCY – Supervisor	COUNT
Afton Police Department	1/1
Albany County Sheriff's Office	4/4
Campbell County Sheriff's Office	5/5
Carbon County Sheriff's Office	1/2
Casper Police Department	5/13
Cheyenne Police Department	7/12
Cody Police Department	4/4
Cokeville Police Department	1/1
Converse County Sheriff's Office	3/3
Crook County Sheriff's Office	2/2
Diamondville Police Department	1/1
Douglas Police Department	2/2
Evanston Police Department	5/5
Fort Laramie Police Department	1/1
Fremont County Sheriff's Office	3/3
Gillette Police Department	6/6
Glenrock Police Department	2/2
Goshen County Sheriff's Office	2/2
Green River Police Department	5/5
Guernsey Police Department	1/1
Hot Springs County Sheriff's Office	1/1
Jackson Police Department	7/9
Lander Police Department	2/4
Laramie County Sheriff's Office	4/5
Laramie Police Department	3/8
Lincoln County Sheriff's Office	3/3
Lovell Police Department	1/1
Mills Police Department	1/4
Moorcroft Police Department	1/1
Natrona County Sheriff's Office	6/6
Park County Sheriff's Office	4/4
Platte County Sheriff's Office	2/2
Powell Police Department	2/2
Rawlins Police Department	3/4
Riverton Police Department	1/4
Rock Springs Police Department	5/6
Saratoga Police Department	1/1
Sheridan County Sheriff's Office	2/3
Sheridan Police Department	5/5
Shoshoni Police Department	1/1
Sublette County Sheriff's Office	1/6
Sweetwater County Sheriff's Office	6/6
Teton County Sheriff's Office	1/5
Thermopolis Police Department	1/1
Torrington Police Department	1/4
Uinta County Sheriff's Office	3/4
University of Wyoming Police Department	2/2
Washakie County Sheriff's Office	1/1
AGENCY – Supervisor (Cont.)	COUNT
Weston County Sheriff's Office	2/2

Wheatland Police Department	2/2
Worland Police Department	2/2
Wyoming Game and Fish Department	9/11
Grand Total	147/195

ANALYSIS OF RESULTS

INTRODUCTION

As described above, we reviewed the results using decision rules found below. They were used to identify tasks that might be addressed in the basic academy and were reviewed with the PTC. Subsequently they were reviewed with WLEA executive and instructional staff to identify which tasks are currently included/addressed in existing instruction (and their location in the existing curriculum) and which tasks would necessitate new instructional content. For those we have prepared supplemental learning objectives found below.

Each task, that the decision rules show should be addressed and are included in the current curriculum, has been confirmed and its location identified during the review meetings. Tasks that are to be addressed and are not currently included in the BPOA are identified as "NC" and supplemental learning objectives have been prepared and are included below. Tasks that are the responsibility of the local agency are identified with the notation "LOC".

Please note that the tasks contained in Sections Q (Reading) and P (Physical Abilities) are not training related. They are statements of work that are rated only for frequency (F) and Criticality (C) which uses a five-point scale. Each of the tasks that has a C indicates that the mean response was 3/5 or higher.

WLEA JOB TASK ANALYSIS

BASIC PEACE OFFICER TASK LIST

**EDITED BY
PROJECT TECHNICAL
COMMITTEE**

January 2024

Decision Rules

In order to identify the tasks that should be addressed within WLEA BPOA we developed a series of decision rules with which to analyze the responses of the Basic Peace 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 responding BPO's And

IF the mean Consequences of Inadequate Performance was 3.0 or higher as based on the responses of at least 50% of the Supervisors

And

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

If, however, fewer than 60% of the BPO'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 Scale was met

That task is recommended for inclusion in the BPOA.

Symbols: "F" in the right column indicates the task met the Frequency Rule

"C" in the right column indicates task met the Consequences of Inadequate Performance rule.

"W" in the right column indicates the task met the When Learned rule.

When the right column lacks the "F" but includes "C" and "W" this indicates the task meets the higher standard cited above and the task should be included for its Criticality.

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

"NC" indicates that content is currently missing from the curriculum and should be added as New Content. Learning objectives related to that task are included below.

"ADD" indicates that the task should be included in the study despite its not meeting one or more of the decision rules and is currently addressed.

"LOC" indicates that training for this task is a local responsibility.

A. Patrol/Basic Law Enforcement Functions

1.	Use State, WYCJIS, local and/or federal criminal information systems to obtain information related to crimes, events, suspects, etc.	FCW
2.	Participate in search and rescue operations in extreme/dangerous weather and locations	-C-
3.	Place devices, e. g., cones, barriers, etc to protect or secure crime or crash scene.	FCW
4.	Stand guard to provide security in courtrooms, public buildings and adjacent areas	FC-
5.	Conduct search of persons entering public facility/room.	-CW
6.	Restrain unruly or violent individuals, remove from public areas and arrest if necessary.	FCW
7.	Operate and read mobile data terminal/in-car laptop	FC-
8.	Execute stop of motor vehicle, approach and talk to operator and passengers.	FCW
9.	Use flashlight or hand signals to direct traffic.	FCW
10.	Conduct high-risk vehicle stop.	FCW
11.	Establish and conduct a stationary roadblock.	-CW
12.	Push/Tow disabled vehicles with law enforcement vehicle.	---
13.	Watch occupants of stopped vehicle to identify unusual or suspicious actions.	FCW
14.	Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.	F—(LOC)
15.	Use plain English to communicate on law enforcement radio.	FCW
16.	Observe moving vehicles to identify possible criminal activity	FCW
17.	Use radio codes to communicate verbally on law enforcement radio.	FC-
18.	Interview members of public by telephone to obtain detailed information.	FCW(LOC)
19.	Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.	FCW
20.	Visually check vacant homes and property to ensure security	FCW
21.	Use social media to promote positive information exchanges between law enforcement and the community	---
22.	Disseminate information to news agencies according to procedure and law.	---
23.	Talk with families of adult suspects or defendants to advise, inform, notify, etc.	FCW
24.	Talk with families of juvenile suspects or defendants to advise, inform, notify, etc.	FCW
25.	Conduct preliminary investigation of (be first responder to) various felony and/or misdemeanor crimes.	FCW
26.	Be first responder to various non-criminal calls for service.	FCW
27.	Recognize and handle/endure effects of job-related stress/fatigue on yourself or others.	FCW
28.	Recognize and report indicators of individuals' legal residency or citizenship status.	FCW
29.	Recognize common, over the counter products that are used in production of methamphetamines and other illegal drugs.	FCW
30.	Recognize standard and improvised laboratory equipment used in the production of methamphetamines and other illegal drugs, e.g. fentanyl.	-CW
31.	Recognize and respond to a reported or discovered clandestine laboratory.	-CW
32.	Use tire deflation devices (e. g., stop stick, etc.) to slow a vehicle	-CW
33.	Speak basic Spanish to communicate.	---
34.	Advise businesses about ways to secure their property.	F—(LOC)
35.	Advise residents about ways to make their homes more secure.	F—(LOC)
36.	Advise crime victims of the procedures to pursue prosecution.	FCW
37.	Advise citizens on techniques to enhance personal safety.	F—(LOC)
38.	Comfort emotionally upset persons.	FCW
39.	Evaluate and answer inquiries from public regarding progress on a case.	F—(LOC)
40.	Receive and evaluate requests for law enforcement service	FCW
41.	Follow federal and State rules of privacy and security to control access to law enforcement	FCW

	records.	
42.	Follow State laws related to release of public records.	FCW
43.	Describe persons to other officers (e. g., suspects, missing person).	FCW
44.	Estimate and record value of stolen, recovered or damaged goods.	FCW
45.	Use social media to facilitate a law enforcement investigation	FCW(NC)
46.	Assist persons with special needs.	FCW
47.	Track persons from scene (e. g., footprints in snow or mud).	FCW
48.	Dispose of dead or injured animals according to department policy or local ordinance.	F—(LOC)
49.	Smell and investigate unusual odors.	FCW
50.	Verify air/water pollution complaints (e. g., illegal dumping).	---
51.	Hear and investigate unusual sounds or noises.	FCW
52.	Monitor department radio communications to stay aware of law enforcement activity.	FCW
53.	Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.	FCW
54.	Perform law enforcement duties in all weather and temperatures.	FCW
55.	Patrol locations that are potentially physically hazardous (e. g., construction sites, prohibited areas, etc.).	FC-(LOC)
56.	Test/handle doorknobs, windows, etc. to check physical security of buildings (businesses/residences, etc.)	FC?(ADD)
57.	Use special protective equipment and weapons to participate in high-risk entries.	FCW(ADD)
58.	Participate in search for escaped person(s).	-CW
59.	Respond to and control scene involving barricaded subject.	FCW
60.	Conduct field interview of suspicious person.	FCW
61.	Investigate suspicious vehicle.	FCW
62.	Communicate with non-English speaking persons.	FCW
63.	Conduct initial negotiations with a barricaded subject as a first responder	-CW
64.	Recognize incidents where K-9 or other specialized services, e. g., Air, SWAT, HAZMAT, etc may be a useful/necessary resource.	FCW
65.	Communicate with deaf and/or mute persons.	-?W(ADD)
66.	Confront barricaded subjects to force a resolution to the incident.	-CW
67.	Talk with people on beat, patrol area, district, etc. to establish positive relationship.	FCW
68.	Transport juveniles to home or detention facility	FCW
69.	Patrol schools and school property to provide security while on duty.	FCW(ADD)
70.	Perform directed (e. g., planned/structured) patrol assignments.	FC-(LOC)
71.	Respond to general information questions from public.	FC-(LOC)
72.	Take control of publicly intoxicated/disruptive person.	FCW
73.	Use technological devices (e. g., computers, Smart Phone, etc.) to exchange information with other agencies.	FCW(ADD)
74.	Perform basic troubleshooting functions related to computer use.	F--
75.	Recognize need for and initiate emergency detention	FCW
76.	Advise abused spouse/domestic partner of rights.	FCW
77.	Make arrest without warrant at scene of domestic violence.	FCW
78.	Recognize laws and limits on law enforcement powers when crossing jurisdictional lines.	FCW
79.	Transport abused spouse/domestic partner to shelter.	-CW
80.	Respond to mutual aid request.	FCW
81.	Accompany spouse/domestic partner to pick up belongings.	FCW
82.	Enforce and explain passenger restraint laws.	FCW
83.	Respond to crime-in-progress call.	FCW
84.	Serve as back-up officer at scene.	FCW

85.	Search for missing children.	FCW
86.	Search for missing adults.	FCW
87.	Hold person under investigative detention, i.e., Terry Stop	FCW
88.	Secure crime scene (i.e., establish security perimeter).	FCW
89.	Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.	FCW
90.	Use chemical agents to control an individual.	-CW
91.	Search for person in darkened building or environment.	FCW
92.	Hold flashlight while performing various law enforcement duties.	FCW
93.	Check hunting licenses, stamps and permits to ensure validity	---
94.	Conduct round up of stray livestock and identify owner	---
95.	Investigate various boating violations, e. g., licenses, BWI, safety equipment, etc.	---
96.	Investigate property trespass violations related to hunting	---
97.	Investigate various hunting violations, e. g., distance from residence, etc.	---
98.	Review and monitor public web sites and/or social media to identify/recognize potential suspects, potential criminal behavior, threats to public safety, etc.	FC?(ADD)
99.	Conduct welfare checks of citizen to ensure safety of person, e. g., suicidal, elderly, emotionally unstable, etc.	FCW
100.	Recognize commonly used drug paraphernalia	FCW
101.	Use/monitor social media to identify/anticipate potential public safety problems	FC?(ADD)
102.	Recognize and handle suspected powdery substances, e. g. fentanyl, according to safe practices.	FCW
103.	Apply principles of perimeter containment as necessary.	FCW
104.	Observe, recognize, and interpret human behavior.	FCW
105.	Respond with empathy and sympathy in a variety of situations.	FCW
106.	Recognize duty to intervene during an officer safety matter.	FCW
107.	Recognize duty to intervene during a potential violation of law.	FCW
108.	Recognize duty to intervene during a medical emergency.	FCW
109.	Maintain a calm demeanor to prevent a tense situation from escalating or becoming worse.	FCW
110.	Use appropriate and effective body language to project control and influence a particular situation.	FCW
111.	Maintain a calm demeanor when experiencing criticism from peers and/or the public.	FCW
112.	Mediate disputes happening between an officer and a community member.	FCW
113.	Identify standard of proof to initiate email contact.	---
114.	Recognize potential impact of implicit bias in performance of assigned duties.	FCW
115.	Maintain situational awareness to facilitate communications process.	FCW

B. Ethics in Law Enforcement

1.	Exercise discretion (choice) in selecting appropriate enforcement action.	FCW
2.	Apply ethical standards while performing law enforcement duties.	FCW
3.	Recognize and report misconduct of other officers.	-CW
4.	Encourage/model professional standards among colleagues	FCW
5.	Use proper judgment when confronted with offers of gratuity (i.e., free coffee, meals, services, etc.)	FCW
6.	Recognize and report misuse of social media by fellow officers	--W(ADD)
7.	Promptly intervene to stop improper, unethical or illegal peer conduct.	-CW
8.	Apply ethical principles to solve peer-related problems.	-CW
9.	Recognize duty to intervene during a use of force matter.	-CW
10	Recognize duty to intervene during an ethics matter.	-CW
11	Mediate peer conflict to resolve differences .	-CW

C. Investigations

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

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

86.	Recognize and identify instances of human trafficking.	-CW(NC)
87.	Develop field contacts and intelligence sources.	FCW
88.	Conduct background investigations on applicants for licenses and permits (e.g., liquor, weapons, etc.).	---
89.	Recognize, refer and/or investigate potential harassment violations (sexual, racial, religious, or others).	-CW(LO)
90.	Review crime lab reports to guide/assist investigative efforts.	FCW(ADD)
91.	Review records and pictures to identify suspects.	FCW
92.	Maintain awareness of Tribal laws and customs.	---
93.	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.	FCW
2.	Confer with prosecutor's office regarding or to obtain warrant from judge/magistrate.	FCW
3.	Confer with prosecutor's office prior to testimony regarding case.	FCW
4.	Explain court procedures to suspects, victims and witnesses.	FCW
5.	Present evidence and testimony in legal and/or administrative proceedings (e. g., arraignment, preliminary hearing, trial, grand jury, etc.).	FCW
6.	Take children into protective custody	FCW
7.	Read court and legal papers to determine meaning and proper law enforcement response (e. g., restraining and protection orders, etc.).	FCW
8.	Read/Review case reports and notes to prepare for court testimony.	FCW
9.	Read/Review warrants and affidavits to ensure completeness and accuracy.	FCW
10.	Advise persons of constitutional (Miranda) rights.	FCW
11.	Apprehend and place juvenile offenders (children in need of service) in custody.	FCW
12.	Arrest persons with a warrant.	FCW
13.	Arrest persons without a warrant.	FCW
14.	Conduct full search of arrested persons.	FCW
15.	Conduct frisk or pat down.	FCW
16.	Handcuff suspects or detainees.	FCW
17.	Issue citations for non-traffic offenses (e. g., local ordinances and State laws).	FCW
18.	Plan and execute search warrants.	FCW
19.	Prepare affidavit for search warrant.	FCW
20.	Conduct a warrantless search.	FCW
21.	Request bystanders to assist in an apprehension.	-CW
22.	Search automobile under independent probable cause.	FCW
23.	Search automobile incident to arrest.	FCW
24.	Conduct warrantless search of premises or property in exigent circumstances such as fresh or hot pursuit, with or without consent, incident to arrest, etc.	FCW
25.	Seize contraband, weapons and stolen property from suspects.	FCW
26.	Take into custody person detained by citizen or merchant.	-CW
27.	Conduct research in State Code and local laws, etc. to determine proper charges or practice.	FCW
28.	Follow State law to dispose of or release property or evidence no longer needed.	-CW(ADD) (LO)
29.	Explain process of obtaining bail/access to attorney to person in custody or other parties.	FCW
30.	Obtain search warrant and/or make proper return.	FCW
31.	Obtain arrest warrant and/or make proper return.	FCW
32.	Read and comprehend forms of civil process such as pleadings, contracts, executions and judicial orders to ensure proper handling, execution, etc.	FCW
33.	Maintain effective relations with court personnel/officials.	FC-(LOC)
34.	Read and apply case law and statutes related to pleadings and executions.	FCW(NC)
35.	Use force as necessary and appropriate in service of civil pleadings and various forms of execution, e. g., eviction, foreclosure, body attachment, etc	-CW
36.	Use court records to research and resolve questions.	---
37.	Oversee removal of physical property of evictee from premises.	-C?
38.	Serve civil summonses.	---
39.	Remove, pursuant to court order, persons on premises illegally.	-CW
40.	Explain civil process to citizens.	FCW
41.	Locate owners of recovered vehicles and other property.	

42.	Pick up children as directed by court in custody matters.	-CW
43.	Verify warrants before execution.	FCW
44.	Plan and organize service of a high risk Arrest Warrant.	-CW
45.	Photograph arrested persons	---
46.	Check arrestee for outstanding warrants.	FCW
47.	Compare photographs to verify identity of person in custody.	FCW
48.	Give prescribed medication to person in custody.	---
49.	Follow legal procedures to answer outside inquiries from or concerning a person in custody.	(LOC)
50.	Book arrested person by completing standard processing forms.	FC-(LOC)
51.	Conduct holding cell inspection to ensure arrested person's safety/well-being, facility security, etc.	-CW(LOC)
52.	Read custody and/or release orders.	---
53.	Operate vehicle to transport person in custody.	FCW
54.	Escort (walk) person in custody to various destinations (e. g., medical facility, court, etc.)	FCW
55.	Examine physical condition of person in custody to assess need for medical attention.	FCW
56.	Instruct person in custody on holding area rules and regulations.	---
57.	Fill out forms to inventory person in custody's personal property.	---
58.	Fill out record of medication given to person in custody.	---
59.	Prepare written reports to record injuries of persons in custody.	-CW
60.	Search property left for person in custody.	-CW(LO)
61.	Complete affidavits and reports to document citizen's complaint.	-CW
62.	Assist attachment of property under court order (e. g., vehicle repo).	---
63.	Enforce court issued order (e. g., writs).	-CW
64.	Guard person in custody outside of detention facilities (e. g., court, medical facility, etc.).	-CW
65.	Forcibly place resisting person in cell.	-CW(LOC)
66.	Forcibly remove resisting person from cell.	-CW(LOC)
67.	Use force as necessary, reasonable and appropriate in apprehension of criminal suspects.	FCW
68.	Handcuff resisting person, e. g., high risk handcuffing.	FCW
69.	Handcuff non-resisting person.	FCW
70.	Maintain awareness of appropriate distance and cover when dealing with a person armed with a weapon other than a firearm	FCW
71.	Recognize an ambush and respond consistent with standard practice	-CW(LO)

E. Traffic/Motor Vehicle Enforcement/Collisions

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

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

F. First Aid and Emergency Assistance

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

G. Firearms/Use of Force

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

H. Human Relations

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

I. Emergency Vehicle Operation

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

J. Homeland Security

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

K. Report Writing

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

L. Civil Disorder

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

M. Workplace Intervention

1.	Intervene to stop/prevent a colleague from making a procedural mistake.	-CW(NC)
2.	Intervene to stop/prevent a colleague from doing something unethical.	-CW
3.	Intervene to stop/prevent a colleague from violating agency policy.	-CW
4.	Discuss incorrect, inappropriate, or unethical conduct by a colleague with a supervisor.	-CW
5.	Communicate effectively with colleagues during disputes/disagreements.	FCW
6.	Recognize the officer's role in agency cultural transformation.	-C-(ADD)(NC)
7.	Recognize patterns of behavior among peers to identify potential suicide risk.	-CW

N. Equipment

1.	Sedan-style law enforcement cruiser (RW Drive)	-CW
2.	Sedan-style law enforcement cruiser (FW Drive)	-CW
3.	SUV-style law enforcement cruiser	FCW
4.	Pickup Truck	-CW
5.	Binoculars	F--
6.	Body armor (hidden vest, exterior vest)	FCW
7.	Car door lock opening devices (Slim Jim)	---
8.	Closed Circuit Television Monitor	---
9.	Global Positioning System (GPS)	---
10.	Road flares	F--
11.	Flexi-cuffs	---
12.	Gas mask (bio/chem-hazard mask)	---
13.	Illuminated traffic baton	---
14.	Metal detector	---
15.	Photocopier	F--
16.	Pry bar	---
17.	Alley light	F---
18.	Boats or other watercraft	---
19.	Riot baton	---
20.	Rope (e. g., throw bag, boat lines, animal control, rappel, etc.)	---
21.	Semi-automatic pistol	FCW
22.	Vehicle mounted spotlight	F--
23.	Strolometer/walker/walking stick/roller tape to measure distance	---
24.	Tear gas grenade	---
25.	Tear gas gun	---
26.	Fax	---
27.	Animal Control snares	---
28.	Life ring/Flotation device	---
29.	Lights and sirens	FCW
30.	Marking chalk	---
31.	Tape measure	---
32.	Flotation vests	---
33.	Ballistics body armor	FC-(LOC)
34.	Ballistics helmet	---
35.	Night vision equipment (e. g., Night scope/Star scope)	---
36.	Listening devices	---
37.	AFIS/CODIS	---
38.	Body Cam	F--
39.	Reflective vest	F--
40.	In car video camera	F-
41.	Knife	F--
42.	Hobbles/shackles/Leg straps	-CW
43.	Tire jack	---
44.	Waist chains	-CW(LOC)
45.	Email	F--
46.	Paper shredder	F--
47.	Computer software programs	F--
48.	Sexual Assault victim evidence kit	-CW

49.	Noise measuring device	---
50.	CPR pocket mask	-CW(LOC)
51.	Tint meter	---
52.	COVID mask	---
53.	Specialized leather gloves	---
54.	Collapsible baton (ASP)	-CW
55.	Field compass	---
56.	Air pac	---
57.	Riot gear/shield	---
58.	Jumper cables/Jump Bot	---
59.	Spray paint (marking)	---
60.	Tuning fork	F--
61.	Rain/wet gear	F--
62.	In car printer	F--
63.	Blood test kit	FCW
64.	Vehicle weapon lock	F--
65.	Metal detecting hand wand	---
66.	Spit hood	---
67.	Ambu-bag	---
68.	Chain saw	---
69.	Bar Code Reader	---
70.	Shovel	---
71.	Dock bumper	---
72.	Protective gloves.	F--
73.	Smart Phone (e. g., Blackberry, iPhone, etc.)	F--
74.	Push Bumpers	---
75.	License Plate Reader (installed in law enforcement vehicle)	---
76.	Shoulder Microphone	---
77.	Text Messaging	F--
78.	Revolver	---
79.	Electronic Citation Device	---
80.	Pocket language guide	---
81.	Thermal imager	---
82.	Optical/Laser Sighting System	---
83.	Laser distance measurement device	---
84.	Calculator	F--
85.	Document scanner	---
86.	Portable Public Address System (e. g., Bullhorn)	---
87.	Vehicle mounted public address (PA) system	---
88.	Earpiece for mobile radio	F--
89.	Tourniquet	-CW
90.	Quiklot/Celox	-CW
91.	Blue Tooth Lapel Mike	---
92.	Handheld Driver's License Scanner	---
93.	Self-trauma Kit	-CW
94.	Glass Breaking Device, e. g., Rescue Me	---
95.	Drones	---

O. Physical Skills

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

43.	Drag, by yourself, an immobile child.	-CW(NC)
44.	Physically block small group of people from moving.	-CW

P. Reading

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

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

39.	Work in deep water up to chest.	---
40.	Quickly exit or enter law enforcement vehicle.	FC-
41.	Lift and carry heavy weights up or down stairs.	-C-
42.	Endure extended periods of work without food.	FC-

R. Physical Exertion

1. Run on flat surface (e. g., streets roadway, etc.)				
	Maximum distance in feet	175	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	2	hrs	3
4. Stand continuously				
	Maximum time in hours	4	hrs	4
5. Walk up/down stairs				
	Maximum number of flights	3	flts	3
6. Sit continuously (e. g., security post, vehicle operation, etc.)				
	Maximum number of hours	6	hrs	6
7. Run up/down stairs				
	Maximum number of flights	2.5	flts	3
8. Climb or pull oneself over an obstacle (e. g., fence)				
	Maximum height of obstacle in feet	5	ft	5
9. Lift objects up off the ground without assistance				
	Maximum lift-height in inches	48	in	36
	Maximum weight of object in pounds	100	lbs	52
10. Lift objects up off the ground with assistance				
	Maximum lift-height in inches	48	in	36
	Maximum weight of object in pounds	200	lbs	200
11. Push vehicle out of lane of traffic by oneself				
	Maximum distance in feet	X	ft	50
	(Law enforcement vehicle equals 2 tons) Maximum weight in tons	X	tons	2
12. Carry an unresisting person with assistance				
	Maximum weight in pounds	X	lbs	200
	Distance in feet	X	ft	40
13. Lift objects down from elevated surface (e. g., waist high or above) and place on ground or floor				
	Maximum weight in pounds	60	lbs	60
14. Climb/pull oneself onto a large piece of equipment or object (e. g., loading dock, truck, trailer, etc.)				
	Maximum height in feet	Xx	ft	5

15.	Bend over to help person to standing			
	Maximum weight in pounds	200	lbs	210
16.	Pull a resisting object (e. g., dog, door, plywood panel, etc.)			
	Maximum weight in pounds	X	lbs	60
17.	Jump/vault over raised barrier			
	Maximum height of barrier in inches	X	in	36
18.	Extract/place a struggling/resisting person in/from a vehicle			
	Maximum time in minutes	5	min	3
	Maximum weight in pounds	200	lbs	200
19.	Maximum time in minutes	X	min	2
	Maximum weight in pounds	X	lbs	200
20.	Hold/restrain a struggling person			
	Maximum time in minutes	5	min	4
	Maximum weight in pounds	200	lbs	200
21	Physically defend against and control an attacking person			
	Maximum time in minutes	X	min	3
	Maximum weight in pounds	X	lbs	200
	Maximum number of people	X	1	
22..	Take down and subdue a resisting person			
	Maximum weight in pounds	X	lbs	200
23.	Use repetitive hand motions/movements (e. g., keyboard, traffic control, etc.)			
	Maximum time in minutes	1.5+	min	1.5

SUPPLEMENTAL LEARNING OBJECTIVES

A18: Interview members of public by telephone to obtain detailed information.

LO: 1. Identify best methods to employ when interviewing persons over a phone line.

A45: Use social media to facilitate a law enforcement investigation.

LO: 1. Identify resources within social media that can be used to facilitate a law enforcement investigation.

A46: Assist persons with special needs.

LO: 1. Identify best methods to employ when assisting a person with special needs.

A57: Use special protective equipment and weapons to participate in high-risk entries.

LO: 1. Identify special protective equipment and purpose of each in a high-risk entry.

A66: Confront barricaded subjects to force a resolution to the incident.

LO: 1. Identify best practices related to controlling a barricaded subject.

A73: Use technological devices (e.g. computers, Smart Phone, etc.) to exchange information with other agencies.

LO: 1. Identify best devices to use when communicating with other agencies.

A98: Review and monitor public web sites and/or social media to identify/recognize potential suspects, potential criminal behavior, threats to public safety, etc.

LO: 1. Identify best methods to review and monitor social media to identify potential suspects, threats, etc.

A101: Use/monitor social media to identify/anticipate potential public safety problems.

LO: 1. Identify how to use social media to identify potential public safety problems.

C12: Use public records (e.g. motor vehicle, school, tax, law enforcement, etc) to locate missing or wanted persons.

LO: 1. Identify which public records may be used to locate a missing or wanted person.

C13: Select photographs to conduct photographic line-up.

LO: 1. Identify legal requirements related to conducting a photographic line-up.

C15: Conduct a field “show-up” ID (Single suspect confrontation, drive-by) with victim or witness to identify a suspect.

LO: 1. Identify legal requirements related to organizing and conducting a field “show-up”.

C23: Conduct stationary surveillance of individuals, locations, vehicles, etc.

LO: 1. Identify best practices related to establishing and conducting a stationary surveillance.

C81: Conduct strip search of arrested person according to State law and agency procedure.

LO: 1. Identify why an officer should not do this.

D34: Read and apply case law and statutes related to pleadings and executions.

LO: 1. Define pleadings and execution.

2. Identify the role of a peace officer relative to pleadings and executions.

D47: Compare photographs to verify identity of person in custody.

LO: 1. Identify best practices related to using photographs to identify a person.

D60: Search property left for person in custody.

LO: 1. Identify best practices related to searching property for a person in custody.

D71: Recognize an ambush and respond consistent with standard practice.

LO: 1. Identify behaviors, action, settings that may suggest an ambush.

2. Identify best practices related to responding to a recognized ambush.

H3: Advise business on ways to detect and respond to workplace violence.

LO: 1. Identify indicators of potential workplace violence.

H4: Control non-violent crowds.

LO: Identify best practices related to controlling a non-violent crowd.

H8: Deliver emergency messages (e.g. injuries, death)

LO: Identify best practices to employ when delivering an emergency message.

H16: Identify specific religious norms and adjust interactions accordingly.

LO: 1. Identify common religious norms and best methods with which to approach.

J10: Fill out “suspicious Activity Report” and submit to Fusion Center.

LO: 1. Identify purpose of “suspicious activity report” and Fusion Center and how2 to interact with such.

M1: Intervene to stop/prevent a colleague from making a procedural mistake.

LO: 1. Identify best practices related to preventing a fellow officer from committing a procedural error.

M6: Recognize the officer’s role in agency cultural transformation.

LO: 1. Define cultural transformation and an officer’s role in brining it about.

O10: Cope with the emotional and physical results of being struck by or exposed to bodily fluids.

LO: 1. Identify best practices and/or resources to employ when coping with the emotional effects of being exposed to bodily fluids.

**WYOMING LAW ENFORCEMENT
ACADEMY
JOB ANALYSIS PROJECT**

PEACE OFFICER JOB DESCRIPTION

The Peace Officer Job Description that follows was prepared after a review of task data, creation of essential functions, and assignment of basic tasks to an appropriate essential function. It is only a guide as each jurisdiction should prepare their own Peace Officer Job Description. Finally, please note that the basic tasks are not the totality of a peace officer's job but only examples of an extraordinarily complicated job.

State Of Wyoming Law Enforcement Academy

DESCRIPTION OF BASIC TASKS

State or Local Peace Officer

RANK: PEACE OFFICER

GENERAL STATEMENT OF DUTIES:

Under regular and close supervision, provides basic law enforcement services within the mission, goals, and objectives of the officer's employer and consistent with governing federal, state, and local laws, rules, and regulations.

Essential Functions and Tasks:

A. Essential Function – Develop and maintain positive community and interpersonal relations.

Examples of Basic Tasks:

1. Talk with people in patrol area, district, etc. to establish positive relationship.
2. Use voice and words to calm a situation, send message, etc.
3. Control non-violent crowds.
4. Speak confidently to project control, self-assurance.
5. Advise businesspeople about ways to secure their facilities.
6. Advise residents about ways to make their homes more secure.
7. Advise crime victims of the procedures to pursue prosecution.
8. Advise citizen on techniques to enhance personal safety.
9. Comfort emotionally upset persons.
10. Speak plainly/clearly to encourage understanding.
11. Deliver emergency messages (e.g., injuries, death).
12. Use and adjust language appropriate to listener.
13. Maintain concentration while many people speak to you simultaneously.
14. Maintain personal calm to prevent making situation worse.
15. Communicate with non-English speaking person.
16. Mediate civil disputes, e.g., landlord/tenant disputes.

17. Communicate with deaf and/or mute persons.
18. Patrol schools and school property to provide security.
19. Respond to general information questions from public.
20. Recognize person's culture and adjust manner of communication accordingly to ensure understanding.
21. Offer alternatives to resolve conflict between disputants.
22. Maintain courteous relationship with citizens to foster positive relationship.
23. Use body language to project control and influence situation.
24. Observe person's body language to assess attitude, intentions, etc.

B. Essential Function – Exercise discretion and meet ethical standards while performing law enforcement duties, recognize duty to intervene, etc.

Examples of Basic Tasks:

1. Consider ethical standards while performing law enforcement duties.
2. Report misconduct of other officers.
3. Recognize duty to intervene in a variety of circumstances.
4. Exercise discretion (choice) in selecting appropriate law enforcement action.
5. Warn or counsel offenders instead of arresting them.
6. Use force as necessary and appropriate in apprehension of criminal suspects.
7. Receive and evaluate requests for law enforcement service.
8. Follow department and other rules on privacy and security to control access to departmental records.
9. Observe and evaluate performance of others (e.g. probationary officers).

C. Essential Function – Respond to and provide initial investigation of various crimes and events.

Examples of Basic Tasks:

1. Respond to crime-in progress call.

2. Serve as back-up officer at scene.
3. Serve as first-responder to various non-criminal calls for service.
4. Serve as first-responder to and conduct preliminary investigation of events related to various criminal events.
5. Conduct follow-up and continuing investigation of various law enforcement events, such as missing person, hit and run, burglary, etc.
6. Conduct field or scene one-on-one "field show-up" with victim or witness to identify a suspect.
7. Conduct intelligence activities, e.g. computer checks, backgrounds, on known or suspected offenders.
8. Talk with law enforcement personnel to obtain or assist in investigations and to exchange information.
9. Review facts of case to determine whether case is criminal or civil matter.
10. Conduct neighborhood canvass to collect crime-related information.
11. Interrogate/Interview suspects.
12. Observe suspect/interviewee behavior to recognize deception, deceit, manipulation, etc.
13. Interview complainants, witnesses, etc.
14. Listen closely to interviewee, suspect, etc. to ensure full understanding of person's words.

D. Essential Function – Protect Crime scene and collect evidence and information.

Examples of Basic Tasks:

1. Secure crime scene, i.e. establish security perimeter.
2. Study crime scene to determine need for specialist processing.
3. Collect evidence and property from crime scene.
4. Fill out forms to document chain of custody of evidence.
5. Study crime scene to identify modus operandi (M.O.) of perpetrator.

6. Examine evidence from crime scene to determine relevance.
7. Initial/Mark/Label evidence
8. Locate, protect, and preserve evidence, i.e. latent, trace, serology, physical.

E. Essential Function – Arrest and Detain Persons

Examples of Basic Tasks:

1. Advise persons of constitutional (Miranda) rights.
2. Apprehend and place juvenile offenders in custody.
3. Arrest persons with a warrant.
4. Arrest persons without a warrant.
5. Book persons in custody by completing arrest and related forms.
6. Use computer systems to check arrested person for outstanding warrants.
7. Observe physical condition/appearance of prisoners and/or persons in custody to assess need for medical attention.
8. Fill out forms to inventory prisoners' personal property.
9. Explain possible types of release to person in custody or other persons.
10. Recognize signs of suicide risk in prisoner/arrested person.
11. Observe persons in custody to determine whether they are intoxicated or in medical distress, mentally ill, mentally challenged, etc.
12. Escort (walk) persons in custody to various destinations, e.g. medical facility, court, etc.
13. Follow local procedures to return prisoner's property.
14. Conduct field interview of suspicious person.
15. Detain and search person at gun point.
16. Handcuff resisting person.
17. Handcuff passive person.

F. Basic Function – Conduct Search and Seizure

Examples of Basic Tasks:

1. Conduct full search of arrested persons.
2. Conduct frisk or pat down.
3. Plan and execute search warrants.
4. Search automobile under independent probable cause.
5. Search automobile incident to arrest.
6. Conduct warrantless search of premises or property in hot pursuit, with or without consent, incident to arrest, etc.
7. Seize contraband, weapons, and stolen property from suspects.

G. Essential Function – Provide Emergency Assistance

Examples of Basic Tasks:

1. Administer cardio-pulmonary resuscitation (CPR) to adult or child.
2. Apply basic aid for choking, e.g. Heimlich Maneuver.
3. Provide a variety of medical emergency responses.
4. Contact Mental Health resource (program, facility, etc.) to obtain help for disturbed person.
5. Deliver a baby.
6. Talk with persons attempting to commit suicide to get them to delay or stop their attempt.
7. Use personal protective equipment (PPE) to prevent contact with communicable diseases, bloodborne pathogens, etc.
8. Put on and take off emergency protective gear; e.g. breathing apparatus, gown, gloves, shoe covers, etc.
9. Take appropriate action to clean and decontaminate cell area, cruiser, etc.
10. Identify/Mark bio-hazard contaminated cell/cruiser.
11. Confront, in a riot formation, groups of agitated people.
12. Participate in search for escaped person(s).
13. Participate in large scale area search and rescue operations.
14. Transport injured persons.
15. Transport persons needing assistance.
16. Assist handicapped persons.

H. Essential Function – Respond to and conduct investigation of motor vehicle crash.

Examples of Basic Tasks:

1. Investigate motor vehicle crash to determine causes or factors contributing to a crash.
2. Inspect vehicle involved in crash to assess damage, cause, etc.

3. Search for, protect, and collect physical evidence at motor vehicle crash scene.
4. Collect facts of motor vehicle crash to determine charges.
5. Determine point or area(s) of impact of motor vehicle crash.
6. Hand sketch diagram of motor vehicle crash.
7. Follow agency procedures or local statutes to impound and inventory vehicles.
8. Identify and interview owners and others involved in motor vehicle crash.
9. Instruct persons in motor vehicle crash to exchange necessary information to ensure proper reporting.
10. Locate and interview witnesses to motor vehicle crash.
11. Determine whether crash is reportable or non-reportable.

I. Essential Function – Enforce State motor vehicle laws.

Examples of Basic Tasks:

1. Select locations and position oneself to conduct selective traffic enforcement duties.
2. Arrest DWI/DUI suspects.
3. Explain motor vehicle code procedures and reporting requirements to citizens.
4. Identify and advise vehicle owners to remove abandoned vehicles.
5. Follow suspect vehicle to observe traffic violations.
6. Inspect vehicle to locate vehicle identification number.
7. Inspect/Read driver's license to determine if valid or altered.
8. Inspect passenger vehicle to identify equipment safety violations.
9. Review/Consider facts of case and Motor Vehicle Code to select most appropriate charge and/or enforcement action at crash scene or vehicle stop.
10. Check motor vehicle records to verify title, license information, and registration.
11. Watch moving vehicle to visually estimate excessive speed.
12. Conduct basic safety inspection of commercial vehicle.

13. Check commercial vehicle for dangerous or illegal cargo.
14. Examine shipping papers of commercial vehicles, e.g. hazardous materials.
15. Enforce and explain passenger restraint laws.

J. Essential Function – Operate Emergency Vehicle.

Examples of Basic Tasks:

1. Engage in high-speed pursuit in congested area.
2. Engage in high-speed response in congested area.
3. Engage in high-speed pursuit off road.
4. Engage in high-speed response off road.
5. Engage in high-speed pursuit on open road.
6. Engage in high-speed response on open road.
7. Operate patrol vehicle to escort emergency vehicles.
8. Conduct low speed pursuit of motorist refusing to stop.
9. Operate vehicle to transport prisoners.
10. Operate law enforcement vehicle to escort hazardous materials.
11. Operate patrol vehicle in heavy rain.
12. Operate patrol vehicle on dirt/gravel covered road.
13. Operate patrol vehicle on ice/snow covered road.
14. Operate patrol vehicle at night.

K. Essential Function – Conduct motor vehicle stops.

Examples of Basic Tasks:

1. Direct suspect/offending vehicle out of moving traffic to execute felony stop.
2. Execute stop of motor vehicle and approach and talk to operator and passengers.
3. Observe operator's eyes, body movements, actions, etc. to evaluate capability to operate vehicle.
4. Activate emergency equipment and direct violator vehicle out of moving traffic to execute traffic stop.
5. Read violator vehicle license plate registration while operating law enforcement vehicle.
6. Erect and operate vehicle checkpoint.
7. Watch occupants of stopped vehicles to identify unusual or suspicious actions.
8. Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.
9. Look for and identify suspect vehicle by color and description.
10. Observe moving vehicles to identify possible criminal activity, e.g. drug transportation.
11. Stop vehicles to investigate, warn or arrest occupants.

L. Essential Function – Use physical force and exertion to perform duties.

Examples of Basic Tasks:

1. Perform physically demanding duties for extended periods of time without meal or comfort breaks.
2. Recognize and differentiate among sounds from multiple, simultaneous directions.
3. Restrain unruly or violent individuals, remove from public areas and effect arrest if necessary.
4. Forcibly place resisting person in cell or vehicle.
5. Forcibly remove resisting person from cell or vehicle.
6. Remove persons on premises illegally.

7. Hold flashlight while performing various law enforcement duties.
8. Use flashlight to defend oneself.
9. Defend oneself from position on ground.
10. Perform strenuous physical activities in a series, e.g. sprint, run upstairs, wrestle, pull, carry, etc.
11. Perform duties wearing full duty gear.
12. Perform duties wearing body armor for extended periods of time.
13. Break up fights between two or more persons.
14. Carry by yourself an immobile child.
15. Carry with someone else an immobile child on a stretcher or other device.
16. Drag by yourself an immobile child.
17. Jump down from a height.
18. Climb over a fence.
19. Use holds or devices to control or take suspect down.
20. Tackle a fleeing suspect.
21. Subdue physically attacking person.
22. Use weaponless defense tactics.
23. Subdue person resisting arrest.
24. Jump over obstacles while on run.

M. Essential Function – Write and read reports and other law enforcement related documents and materials.

Examples of Basic Tasks:

1. Prepare arrest-related paperwork.
2. Summarize in writing the statements of witnesses and complainants.
3. Read court and legal papers to determine meaning and proper law enforcement.

4. Describe motor vehicle damage in motor vehicle crash to complete report.
5. Prepare written reports to record injuries to prisoners or persons in custody.
6. Fill out DWI/DUI arrest reports.
7. Review other officers' incident reports for completeness and accuracy.
8. Use computer word processing programs and equipment to prepare reports.
9. Dictate narrative reports containing complete sentences and paragraphs (e.g. investigative reports, supplemental/follow-up reports).
10. Write in-depth narrative reports containing complete sentences and paragraphs (e.g. investigative reports, supplemental/follow-up reports.)
11. Write field notes to record actions, interviews, etc.
12. Read and comprehend State/Municipal/County codes and ordinances.
13. Read and comprehend WY Criminal Code.
14. Read and comprehend Motor Vehicle Code.
15. Read and comprehend departmental bulletins.
16. Read and comprehend training manuals, e.g. handouts.
17. Read and comprehend departmental general orders, policies and procedures, and operations manuals.
18. Read and comprehend textbooks on policing or legal matters.
19. Read and comprehend Investigative or Vehicle Crash Reports prepared by other offices.
20. Read and comprehend U.S. Codes.

N. Essential Function – Present testimony and evidence.

Examples of Basic Tasks:

1. Present evidence and testimony in legal and administrative proceedings, e.g. Preliminary Hearing, Trial, Grand Jury, etc.
2. Confer with prosecutor prior to testimony regarding case.
3. Confer with prosecutor regarding or to obtain warrant authorization from judge.
4. Explain court procedures to suspects, victims, and witnesses.
5. Notify witnesses to appear in court.
6. Read/Review case reports and notes to prepare for court testimony.

O. Essential Function – Intervene in and control human conflict.

Examples of Basic Tasks:

1. Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.
2. Observe crowds at large gatherings (e.g. concerts, demonstrations, fairs, athletic events, strikes) to detect problems or illegal activity.
3. Speak to hostile groups to quiet them.
4. Enforce restraining/protective order under Domestic Violence laws.
5. Locate and observe crowd agitators.
6. Advise battered spouse of rights.
7. Make arrest without warrant at scene of domestic violence.
8. Accompany spouse to pick up belongings.

P. Essential Function – Use deadly force in performance of duties.

Examples of Basic Tasks:

1. Draw weapon to protect self or third party.
2. Discharge firearm at person (not including training).
3. Discharge firearm in low light conditions, e.g. at night, in darkened room, etc. (not including training).
4. Discharge firearm from protective cover position (not including training).
5. Fire weapon in self-defense at attacking or dangerous animal.
6. Participate in firearms training.
7. Carry authorized firearm when off duty.
8. Clean and inspect weapon.
9. Clear malfunction of various firearms (not including training).
10. Reload firearms under combat conditions (not including training).
11. Fire weapon in dark environment while using flashlight (not including training).
12. Discharge shoulder weapons, e.g. rifle, shotgun, etc. (not including training).

Q. Essential Function – Perform variety of basic law enforcement duties.

Examples of Basic Tasks:

1. Erect emergency traffic control signs/signals to divert traffic.
2. Place barricades on roadway to protect or secure area, vehicle, etc.
3. Read/Review warrants and affidavits to ensure completeness and accuracy.
4. Control spectator/media access at scene of law enforcement incident.
5. Operate and read mobile data terminal.
6. Advise appropriate agency of traffic engineering needs.
7. Assist stranded motorists.
8. Use flashlight, illuminated baton or hand signals to direct traffic.
9. Investigate damage to roadway to assess safety, repair needs, etc.

10. Stand traffic control post at special functions, e.g. VIP visit, parade, etc.
11. Direct removal of vehicle obstructing traffic/improperly parked, etc.
12. Physically remove hazards from roadway (e.g. debris, etc.)/
13. Use spoken radio codes to communicate verbally.
14. Interview members of public by telephone to obtain detailed information about complaints of request for service.
15. Look at insignias, tattoos, clothing and their colors to identify possible gang/crew affiliation, criminal suspects, etc.
16. Inventory and test operate assigned patrol equipment and vehicle, e.g. lights, siren, radio, etc.
17. Observe vacant homes and property visually to check security.
18. Test doorknobs, windows, etc. to check physical security of buildings.
19. Use special protective equipment and weapons to participate in high-risk entries.
20. Inspect patrol vehicle for weapons and contraband (e.g. before and after prisoner transport, shift change, etc.).
21. Smell and investigate unusual odors.
22. Hear and investigate unusual sounds or noises.

**EXAMPLES OF
DEGREES OF EXERTION
REQUIRED OF LOCAL PEACE OFFICERS**

- | | |
|---|--------------------|
| 1. Walk continuously during work tour: | 2-3hours |
| 2. Stand continuously during work tour: | 4 hours |
| 3. Run after a fleeing suspect: | 300 feet |
| 4. Run up stairs: | 5 flights |
| 5. Climb over an obstacle: | 5 feet high |
| 6. Push a vehicle: | 50 feet
2 tons |
| 7. Pull a resisting person through a doorway | 200 lbs.
5' 8" |
| 8. Hold a person by oneself to control his/her movements: | 5 min.
200 lbs. |
| 9. Physically struggle with person by oneself: | 3 min.
200 lbs. |

**ENVIRONMENTS IN WHICH
PEACE OFFICERS MAY
PERFORM BASIC TASKS**

WEATHER:

Heat	Hail	Sleet	Dust
Rain	Snow	Smoke	Smog
Fog	Wind	Ice	Humidity
Darkness	Pollen	Sun/Glare	(-) 0-100 (+) Degrees
Rapid Environmental Change		Icy Surfaces	

VEHICLE:

Air-Borne Contaminants/Enclosed Space	Heater
Air Conditioning	Open Windows
Ventilation	Seat Belt
Equipment/Limited mobility	Glare
Vision Reduced/Obscured	Visibility
Irritating Fumes/Toxic Fumes	Radar Emissions
Worn Out Vehicles/Shocks/Brakes	Noise Extremes
Rapid Environmental Change	Radio Frequency Emissions

INSIDE LAW ENFORCEMENT FACILITY:

Ventilation	Crowding	Heat/Cold
Light	Computer Screens	Toxic Fumes
Glare	Cigarette Smoke	Noise

INSIDE FIREARMS RANGE:

Noise	Smoke
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EQUIPMENT THAT MAY BE USED TO PERFORM BASIC TASKS

1. Automobile
2. Straight baton
3. Body armor (hidden vest, exterior vest)
4. Pepper Spray
6. First Aid Kit
7. Road flares
8. Flashlight
9. Flexi-cuffs
10. Gas mask (bio-hazardous mask)
11. Handcuffs
12. Portable law enforcement radio (walkie-talkie)
13. Prisoner Transport Van
14. Photocopier
15. Fire extinguisher/agents
16. Traffic cones
17. Alley light
18. Riot Shield and helmet
19. Riot baton
20. Semi-automatic pistol
21. Shotgun and/or Long Gun
22. Cellular phone
23. Spotlight
24. Stationary Computer
25. Law enforcement vehicle radio equipment
26. Fax

27. Lights and sirens
28. Rubber Gloves
29. Barrier tape
30. Weapon cleaning equipment
31. Reflective vest
32. Mobile data terminal
33. Expandable baton (e.g. ASP)
34. Tire Jack
35. Whistle
36. Ammunition/magazine/clip
37. Riot gas mask
38. Telephone equipment
39. Computer software programs

**ENTRY LEVEL PEACE OFFICER
MAJOR PRE-SELECTION KNOWLEDGE, SKILLS, ABILITIES AND
OTHER CHARACTERISTICS**

Written Communication:

1. Knowledge of basic grammar, usage, spelling, sentence and paragraph construction.
2. Skill in printing clearly.

Oral Communication:

1. Skill in communicating effectively with fellow officers and the public.
2. Ability to communicate in clear, understandable manner using language appropriate to the situation.

Judgment:

1. Ability to reach logical conclusions based on the evidence at hand.
2. Ability to exercise good judgment and common sense; to discern the particular needs of a situation and to act accordingly in an appropriate manner.
3. Ability to change mind appropriately.
4. Ability to gather facts and to come to a reasonable conclusion.
5. Ability to draw conclusions from accumulated past experience.
6. Ability to control personal prejudices.
7. Ability to display sound, practical, sensible judgment; common sense.
8. Ability to exercise discretion appropriately.
9. Ability to pay attention to detail.

Perceptual Retention:

1. Ability to gain an understanding and awareness of what is occurring through use of the senses: seeing, hearing, tasting, smelling, feeling.
2. Ability to understand oral instructions.
3. Ability to listen actively, with understanding, to the communication of others.
4. Ability to use peripheral vision and visual acuity.

Physical Agility:

1. Ability to perform motor functions.
2. Skill in physical agility.
3. Skill in manual dexterity and motor coordination.

Reading Comprehension:

1. Ability to understand written instructions.

Leadership / Impact:

1. Ability to remain empathetic, calm, professional, and dignified regardless of situation.
2. Ability to be tactful and courteous.
3. Ability to work through personality conflicts, e.g. peers and/or supervisors.
4. Ability to give appearance of self-confidence and pride; includes demeanor and voice.

Stress Tolerance:

1. Ability to work long hours, i.e. more than the assigned tour.
2. Ability to accept periodic boredom and to keep it in perspective; to do repetitive work.

Responsiveness to Control and Authority:

1. Ability to follow orders.
2. Ability to follow chain of command.
3. Willingness to follow orders, perform tasks, and accept responsibility.
4. Willingness to learn new skills and techniques; to comply with changes introduced by supervisors.

Emotional Maturity:

1. Ability to assess one's own limitations, strengths and weaknesses.
2. Honesty and integrity-adheres to social, ethical and organizational norms.
3. Ability to take constructive criticism.
4. Knowledge about one's self.
5. Self-motivated to achieve; pride in work.
6. Displays a strong regard for safety of fellow officers.
7. Willingness to assist and support fellow officers/employees.
8. Willingness to cooperate, communicate and coordinate with other individuals, units and departments.

Technical Knowledge, Skill and Ability:

1. Ability to learn the skills and knowledge necessary for satisfactory performance of patrol officer tasks and duties.
2. Ability to memorize.

Other KSAO'S

1. Self-motivating.
2. Possessing a positive attitude toward work.
3. Desirous of doing a good job.
4. Lacking a "Know it all" attitude.

**ENTRY LEVEL PEACE OFFICER
MAJOR POST-SELECTION KNOWLEDGE, SKILLS, ABILITIES AND
OTHER CHARACTERISTICS**

Written Communication:

1. Ability to express ideas clearly in writing.
2. Skill in writing clear, concise, complete reports.
3. Ability to write a thorough report, accurately documenting information gathered.
4. Skill in drawing neat, thorough, accurate diagrams.
5. Ability to operate computer keyboard and use standard office software.

Oral Communication:

1. Skill in adapting behavior and communication style to the needs of a particular situation.

Judgment:

1. Skill in identifying suspicious behavior and potentially troublesome situations regardless of setting.
2. Skill in determining need for and use of reasonable force.
3. Ability to differentiate between normal and criminal activity, normal and suspicious conditions.
4. Ability to make decisions in situations where guidelines may not be absolutely clear; to act independently when appropriate and intervene as necessary.
5. Ability to discern the limitations of peace officer's decision-making discretion in a given situation; when to seek assistance.
6. Ability to maintain, not forgetting what peace officer's duty is.
7. Ability to set priorities in all situations and to proceed in a rational order from most to least important activity.

Perceptual Retention:

1. Skill in obtaining accurate description of person and property.
2. Skill in techniques of proper documentation and note taking.
3. Ability to understand and comprehend radio messages and transmissions.
4. Ability to hear radio while other things are going on; always alert to one's own call and to what is occurring.

Physical Agility:

1. Ability to develop a sufficiently rapid reaction time to be able to perform successfully in situations demanding swift performance.
2. Ability to maintain a level of physical fitness and mental sharpness which allow for satisfactory performance of all demanding tasks and duties.

Reading Comprehension:

1. Ability to read and understand complex technical writing.

Leadership / Impact:

1. Ability to maintain a command presence.
2. Ability to recognize one's duty to intervene.
3. Ability to take charge in emergency situations.
4. Ability to remain empathetic, calm, professional, and dignified regardless of situation.
5. Ability to adapt personal behavior style to continually changing circumstances.
6. Ability to deal effectively with victims, family members, curiosity seekers and the press.
7. Ability to remain objective no matter what the circumstances are and conduct an investigation.
8. Ability to know where and when not to give an ultimatum.
9. Ability to mediate disputes.
10. Ability to be appropriately assertive with all kinds of people

Stress Tolerance:

1. Ability to handle and coordinate a variety of events occurring at an emergency scene.
2. Ability to deal with unpleasant situations, e.g. blood, dismemberment, foul odors, and maintain a controlled and professional demeanor.
3. Ability to receive abuse in the form of language and behavior from members of the public and behave in a professional and appropriate manner.
4. Ability to work alone and to handle adverse conditions.
5. Ability to accept fear and to keep it in perspective.
6. Ability to exercise self-control, e.g. control fear, anger, squeamishness; remain calm in stressful situations.
7. Ability to handle frustration and disappointment without losing professional perspective.

Responsiveness to Control and Authority:**Emotional Maturity:**

1. Ability to follow through to the end of any investigation and/or inspection.

Technical Knowledge, Skill and Ability:

1. Skill in operating a law enforcement vehicle.
2. Ability to use radio codes.
3. Ability to perform effectively a variety of job-related tasks.
4. Ability to relate an event to similar events and to recall suspects who do similar crimes.

Other KSAO'S

1. Ability to learn local geography.

APPENDICES

INVITED DEPARTMENTS

Afton Police Department
Baggs Police Department
Basin Police Department
Buffalo Police Department
Casper Police Department
Cheyenne Police Department
Cody Police Department
Cokeville Police Department
Cowley Police Department
Diamondville Police Department
Douglas Police Department
Dubois Police Department
Encampment Police Department
Evanston Police Department
Evansville Police Department
Fort Laramie Police Department
Gillette Police Department
Glenrock Police Department
Green River Police Department
Greybull Police Department
Guernsey Police Department
Hulette Police Department
Jackson Police Department
Kemmerer Police Department
Lander Police Department
Laramie Police Department
Lingle Police Department
Lovell Police Department
Lusk Police Department
Manderson Police Department
Medicine Bow Marshall's Office
Mills Police Department
Moorcroft Police Department
Newcastle Police Department
Power Police Department
Rawlins Police Department
Riverton Police Department
Rock Springs Police Department
Saratoga Police Department
Sheridan Police Department
Shoshoni Police Department
Thermopolis Police Department
Torrington Police Department
University of Wyoming Police Department
Upton Police Department
Wheatland Police Department
Worland Police Department

Albany County Sheriff's Office
Big Horn County Sheriff's Office
Campbell County Sheriff's Office
Carbon County Sheriff's Office
Converse County Sheriff's Office
Crook County Sheriff's Office
Fremont County Sheriff's Office
Goshen County Sheriff's Office
Hot Springs County Sheriff's Office
Johnson County Sheriff's Office
Laramie County Sheriff's Office
Lincoln County Sheriff's Office
Natrona County Sheriff's Office
Niobrara County Sheriff's Office
Park County Sheriff's Office
Platte County Sheriff's Office
Sheridan County Sheriff's Office
Sublette County Sheriff's Office
Sweetwater County Sheriff's Office
Teton County Sheriff's Office
Uinta County Sheriff's Office
Washakie County Sheriff's Office
Weston County Sheriff's Office
Wyoming Game and Fish Department