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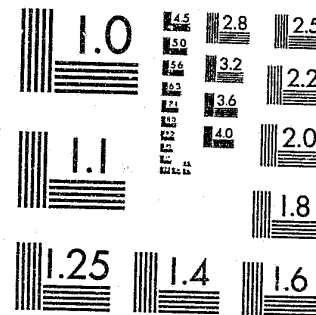
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6/19/85

96456

PEACE OFFICERS TASK ANALYSIS:
THE OHIO REPORT

96456

STATE OF OHIO
Richard F. Celeste, Governor

DEPARTMENT OF DEVELOPMENT
Alfred S. Dietzel, Director

Office of Criminal Justice Services
Statistical Analysis Center

Second Printing
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FOREWORD

Simply put, task analysis is a means of measuring what it is that one does on the job. It defines the "whole" of a particular job by analyzing all of the parts (i.e., tasks) which make up that whole. In the case of this law enforcement task analysis, 3,155 Ohio peace officers each answered more than 1,000 questions about the reports they file, the equipment they use, the sources of information they rely upon, the tasks they perform and the physical activities they undertake in the doing of their jobs. This report is an analysis of their answers to those questions.

This may seem a bit overdone. After all, could not a few veteran police officers identify all of the tasks done by law enforcement officers? Was it necessary to personally survey 15% of all peace officers in the entire State of Ohio to gain this information? These questions can be answered in the affirmative for at least three reasons:

1. Court decisions during the past two decades have increasingly put the burden of "job-relatedness" on the employer. Entry-level qualifications and standards, hiring and recruiting practices, and job testing all must be defined and used in conformance with an empirical measurement of the actual job being filled. Such a measurement can only be made through a job analysis such as this one. Expert opinion and precedent will no longer stand up in court. Without statewide task analysis data, state and local law enforcement agencies are vulnerable to losing millions of dollars in civil suits and job actions.

2. Effective law enforcement training demands a good flow of information from the street officer and his or her supervisor. The frequency of occurrence, importance and learning difficulty of all law enforcement tasks must be evaluated as a starting point for training new officers in the State's certified academics. The information for making such evaluations is now at hand.

3. Society is continually concerned with the role of its peace officers. Both the form and function of law enforcement is discussed daily in hundreds of different media throughout Ohio (eg., newspapers, public gatherings, council meetings). The task analysis data allows for a very precise definition of the law enforcement role in the State.

It is hoped that every chief, sheriff and public safety director in Ohio will find a use for this important information. The report which follows can only hint at the vast store of available data generated by this study.

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Perrysburg Police Department
Rising Sun Police Department

SPECIAL AGENCIES

COLLEGES AND UNIVERSITIES
Cleveland State University
Kent State University
Kent State University (Stark Campus)
Ohio State University
Stark Technical College
Youngstown State University

COURTS
Trumbull County Court (Constables)

HIGH SCHOOLS
Cleveland Public Schools
Dayton Public Schools

MENTAL HEALTH CENTERS
Apple Creek Development Center
Broadview Development Center
Cleveland Psychiatric Institute
Dayton Mental Health Center
Gallipolis Development Center
Tiffin Development Center
Toledo Mental Health Center

PARKS
Akron Metropolitan Park District
Columbus and Franklin County
    Metropolitan Park District
Dayton-Montgomery County Park
    District

PARKS CONT.
Greene County Park District
Hancock Regional Park District
Lorain County Metropolitan Park District
Medina County Park District
Youngstown Township Park District
    (Mahoning County)

PORT AUTHORITIES
Cleveland Port Authority

PRIVATE POLICE
Lyndhurst Police Department
Mayfield Heights Police Department
Medina Police Department

RAILROAD POLICE
Chessie System
Consolidated Rail Corporation
Detroit, Toledo and Ironton
    Railroad Company

REGIONAL TRANSIT AUTHORITY
Greater Cleveland Rapid Transit
    Authority

TAXATION
Ohio Department of Taxation

OFFICER PROFILE

It is too easily forgotten that peace officers, like most employees, are drawn from the general population of society. They bring to their jobs a wide range of personal traits and experiences which cannot help but influence their job performances in upholding the law. For this reason the Ohio Task Analysis (TA) study prefaced its extensive questionnaire with a battery of questions about the personal characteristics of Ohio's law enforcement officers, especially those who perform patrol duties.

The results of those personal or demographic questions have provided a wealth of new data about peace officers in Ohio. It answers some important questions. Who are these officers? How old are they? What is their race, sex and educational attainment? Have they had prior experience as police officers? If so, in what capacity?

The data also reveal wide differences among different sizes and types of law enforcement agencies. These are important distinctions. An officer from a large department facing the complexities of urban policing is quite different from his or her small town counterpart who may, in fact, constitute the entire department. Yet both are patrol officers* and, unless differentiated by studies such as this one, often will look the same in statewide statistical summaries.

In another direction, the personal characteristics are invaluable in terms of understanding the survey's more than 1,000 questions relating to complaints, equipment, sources of information, tasks and physical activities. It is only marginally enlightening, for example, to know that the average Ohio peace officer must physically subdue arrestees "a few times per year." But if further analysis shows that this task is performed more frequently by males than females, and more frequently by urban officers than by rural officers, then something important has been said about law enforcement operations.

The demographic questions have been grouped into three areas, including:

1. the officers' personal characteristics
2. the officers' agency characteristics
3. the officers' attitudes about their jobs

---

* The small town officer in this example likely would wear the title of "chief of police," yet he or she is functionally a patrol officer.

Personal Characteristics

Law enforcement in Ohio continues to be a profession dominated by white males in their twenties and early thirties. However, that statement does not reflect what appears to be a trend toward greater representativeness of the population among the newer patrol officers.

TABLE 1

RACE

	Ohio Census (%)	Patrol Survey (%)	Supervisors' Survey (%)
White	88.88	88.70	95.00
Black	9.97	8.90	3.20
Other	1.14	1.80	1.00
Missing	—	.70	.90

	Police Depts. (%)	Sheriffs' Depts. (%)	Special Police (%)
White	88.16	95.23	84.44
Black	9.76	3.94	14.07
Other	2.07	.83	1.48

Table 1 reflects what could be interpreted as evidence of this trend. The 2,620 randomly selected patrol officers almost exactly mirror actual census figures with regard to race, and differ from the 535 supervisors (i.e., older officers) who participated in the survey. The latter were consistently more likely to be both white and male than were the patrol officers. (Women constituted 6.5% of all patrol officers in the study, but only 1.1% of the supervisory officers).* The patrol figures are of racial significance because many experts have long argued that police forces should reflect the populations

---

* The same data could, of course, be interpreted as a lack of promotional opportunities for minorities. However, the rather well-known efforts of many departments to recruit black and female officers would argue for the earlier interpretation, that of a change in the constituency of the profession.

they serve. For the State of Ohio this seems to be becoming a reality.* .Viewed from another perspective, the table shows that municipal police departments and special agencies demonstrate greater black representation than do sheriffs' departments.

The age representation of the participating patrol officers was somewhat restricted by the 1-7 year experience qualification adopted for the study. These age parameters dictated that respondents would be fairly young, but the survey was ultimately to show that most street patrol officers in Ohio fall within this experience range.**

FIGURE 1

AGE OF PATROL OFFICERS

Age	Percent
20/24	11
25/29	41
30/34	29
35/39	11
40/44	4
45/49	2
50+	2

---
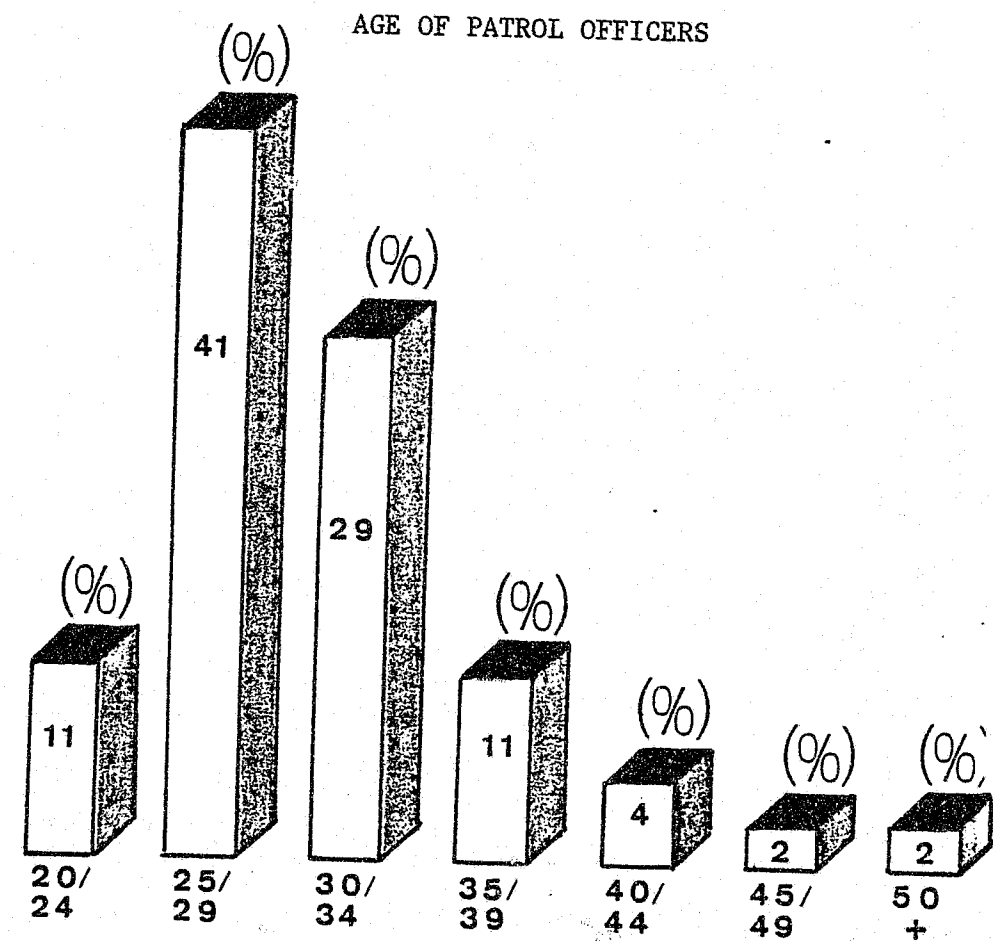
* The comparison with census figures is not wholly legitimate since the patrol officers were somewhat stratified at the outset (by age and years of experience) whereas the census figures were not. Nevertheless, the closeness of the figures is more than mere coincidence.

** See Methodology Section for a fuller explanation of the 1-7 year qualification.

A plurality of the officers (41%) fell within the 25-29 age range, and 70% were found to be between the ages of 25 and 34. None of this is particularly surprising. As one veteran supervisor observed, "street policing is still a young person's job."

One of the more surprising findings concerned the officers' educational backgrounds. The 3155 officers were asked to indicate their educational level both at the time they joined the law enforcement agency, and presently. Figure 2 documents the fact that the high school diploma is no longer the bench mark for the typical peace officer in Ohio. Patrol officers now average 13.39 years of formal education (high school degree = 12 years), and 60% have completed at least some post-high school studies. Some 14% have completed at least four years of college.

Much more dramatic has been the changing educational profile of the supervisory officers. At the time these officers joined their respective departments, 68% of them had not passed beyond the level of a high school education, and 3.3% had not even attained that level. Over the years, however, these same officers demonstrated educational mobility such that 55% reported they had moved beyond the high school level by the time of the survey, an increase of 72%. Supervisors now average 13.39 years of academic education, the exact same figure for patrol officers, and demonstrate a slightly stronger tendency to have pursued graduate work than the patrol officers (3.9% v. 2.0%).

FIGURE 2

OFFICERS' EDUCATIONAL LEVELS:
PRIOR TO JOINING v. PRESENT

Post-High School Education

PATROL OFFICERS   SUPERVISORS

EDUCATION

PRIOR TO JOINING   PRESENT

FIGURE 3

(%)

% OF PATROL OFFICERS WITH AT LEAST TWO YEARS OF COLLEGE


```
90

75

60

45        53
                42        40        40
30

15                                              18

       OVER    25,000   10,000    2,500    UNDER
      100,000    TO       TO        TO      2,500
              100 000   25,000   10,000
```

JURISDICTION POPULATION
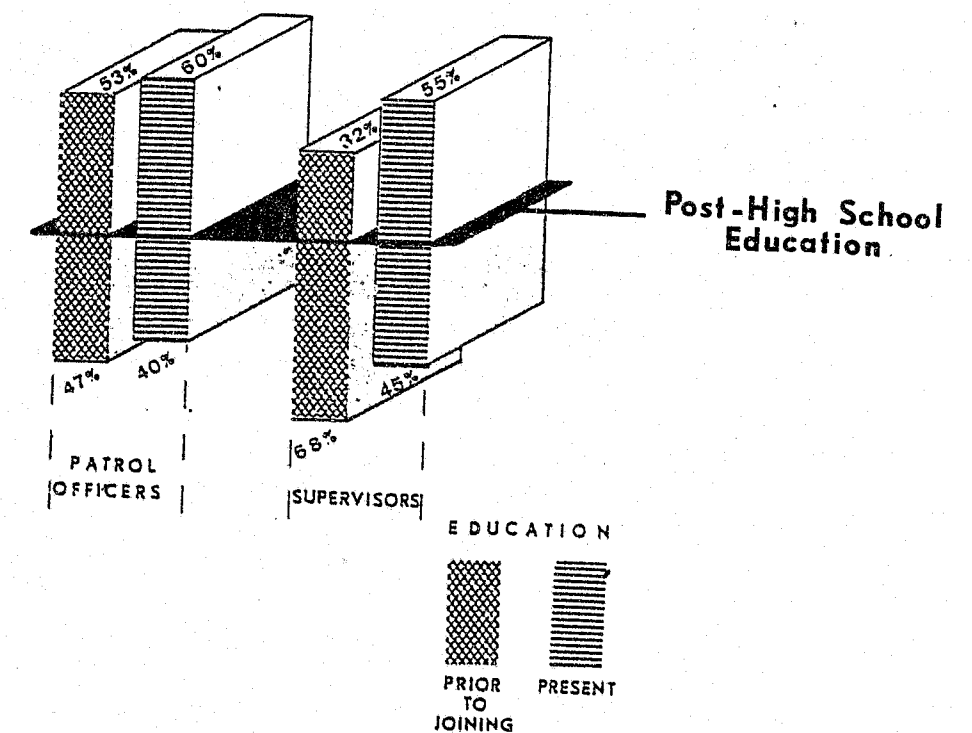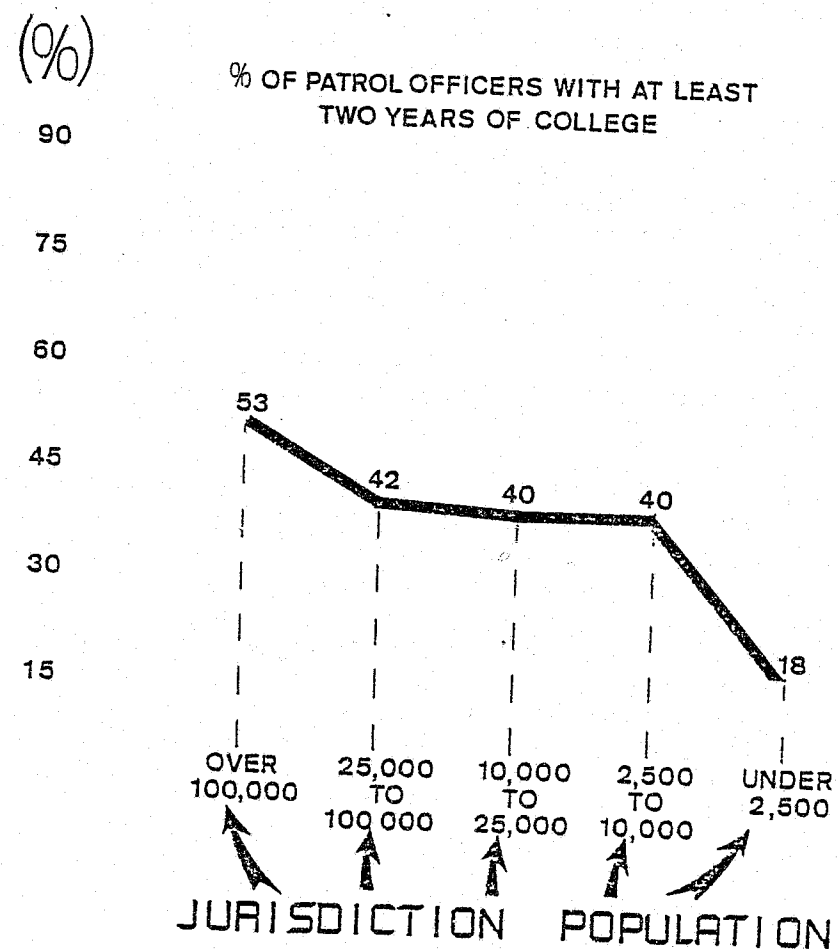
Even more so than the age question, the "law enforcement experience" of the patrol officers was dictated by the 1-7 year experiential limitation placed on the respondents. The participating supervisors, however, who were under no such constraints, reflected a variety of experiential levels. Most of these 535 supervisors had at least ten years of experience and 41% had logged at least 15 years in law enforcement.

TABLE 2

EXPERIENCE LEVELS OF OHIO'S PATROL SUPERVISORS

Over 20 years......................20.6%
16-20 years.......................20.5%
11-15 years........................31.6%
6-10 years........................21.1%
0-5 years.........................5.5%

Despite the youthfulness of the 2620 patrol officers surveyed, it appears that most have held at least one other law enforcement-related job prior to their current assignments. The most significant type of former experience came in the form of "security guards," identified as a type of former employment by 29% of the patrol officers. Some 24% indicated experience as police reservists, though that figure tended to be consistently and significantly lower among officers in large urban areas.

FIGURE 4

Prior Law Enforcement Experience (Patrol Officers)

SECURITY GUARD 29%

MILITARY POLICE 14%

OTHER CITY/TWP./VILLAGE POLICE 20%

POLICE RESERVE 24%

DEPUTY SHERIFF 12%

OTHER 6%
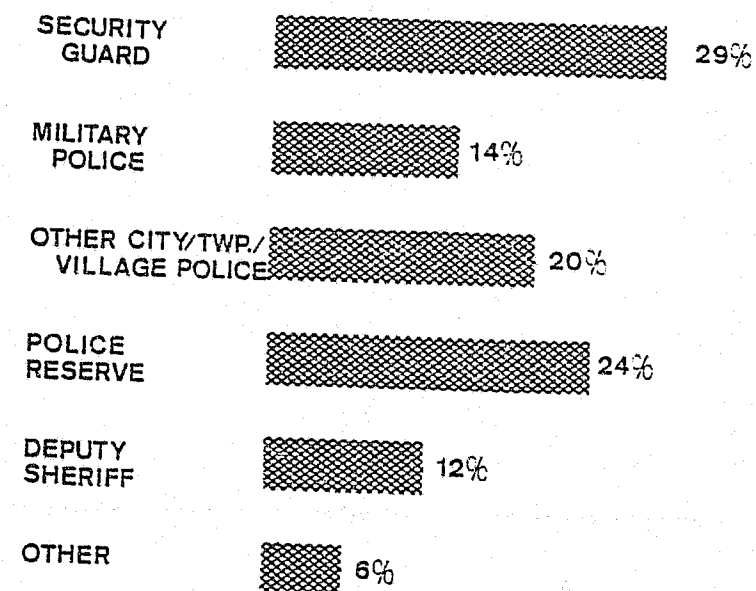
Agency Characteristics

A majority of all of the responding officers worked in city, township or village police departments (patrol = 76%, supervisors = 82%), with sheriffs' officers constituting a distant second (patrol = 19%, supervisors = 14%). This reflects the overall manpower distribution within the State. A total of thirteen different types of officers were identified in the study, and were represented as follows:

TABLE 3

SURVEY OFFICERS
BY TYPE OF AGENCY

TYPE	Number of Respondents	Percent of Total
Sheriffs' Department	570	18.1%
Villages	338	10.7%
Cities	1,979	62.7%
Townships	119	3.8%
Railroads	25	.8%
Junior/Senior High Schools	5	.2%
Colleges/Universities	49	1.6%
Department of Taxation	2	.1%
Port Authorities	2	.1%
Courts (constables)	3	.1%
Metropolitan Parks	36	1.1%
Mental Health Institutions	22	.7%
Regional Transit Authorities	5	.2%
*TOTAL	3155	100.2% (Figures Rounded)

* For a more complete discussion of the survey's agency representation, see the Methodology Section.

7

Concerning the type of patrol area in which they worked, the officers were more evenly divided. Approximately one-third (35%) described their patrol areas as "suburban," another one-third (34%) identified them as "urban," while one-fourth listed some combination of the urban-suburban-rural answer categories. Less than one-tenth (6%) described their patrol jurisdiction as "rural."

TABLE 4

TYPE OF PATROL

	N	%
1-person vehicle	1663	64 %
2-person vehicle	575	22 %
motorcycle	8	.3%
foot	10	.4%
foot + vehicle	174	7 %
Other	179	7 %
Total	2609	

Table 4 indicates that the vast majority of the patrol officer respondents were assigned to either one or two-person vehicles. The one-person patrol cars were three times as numerous as the two-person cars. (However sixty-three percent (63%) of the responding officers from city jurisdictions of more than 100,000 people cited two-person vehicle patrol as their primary type of assignment. These constituted better than 80% of the 575 survey patrol officers who chose this answer category.) Looked at from a slightly different perspective, nearly 70% of the officers said they spend at least half of their time alone while on patrol, with 28% stating that they were always alone on patrol. Two factors which appear to influence the two-person cruiser pattern in large cities are safety and union demands.

8

FIGURE 5

% Of Police Officers Assigned To 1-Person Vehicles

JURISDICTION POPULATION
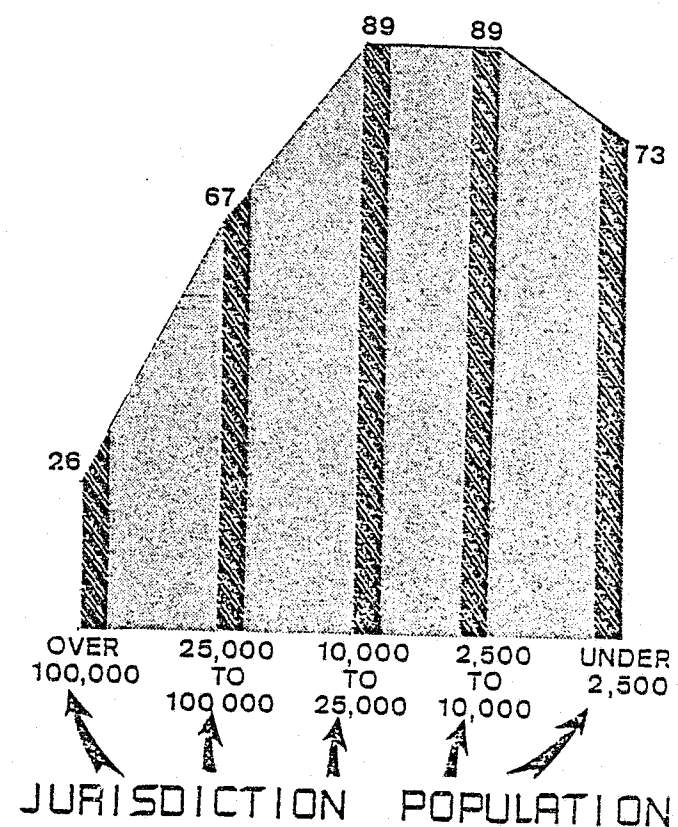
Figure 5 illustrates the impact of jurisdiction size on the mode of patrol. Analyzing only municipal police patrol officers, the graphic illustrates that only one in four (26%) patrol officers in Ohio's seven largest cities are assigned to one-person vehicles, a figure that escalates dramatically as the size of the jurisdiction declines.

The survey produced an even distribution of patrol officers when analyzing by shifts. All three standard work shifts included at least 25% but not more than 35% of the surveyed officers. Some 13% of the officers cited a non-traditional shift assignment ("odd," "split" or "other"). These various assignments, which can be directly translated

FIGURE 6

S H I F T
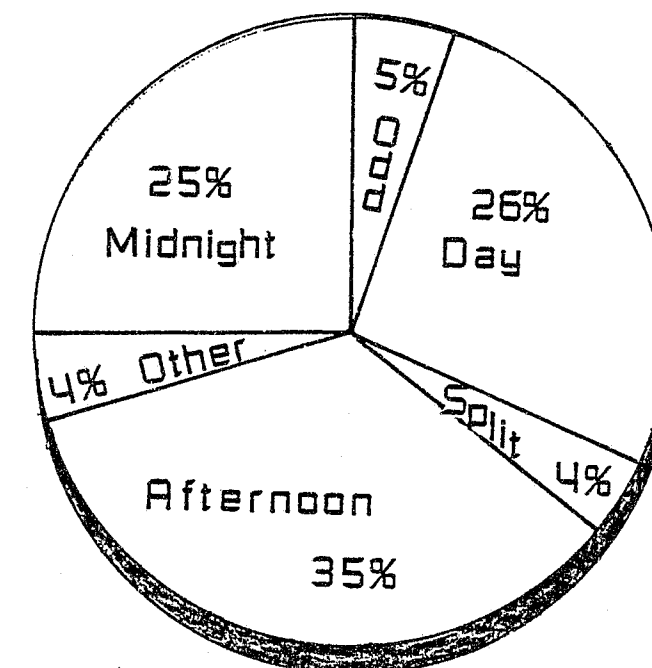
into a "time of day" variable, can significantly affect both the type and frequency of an officer's task performance. For example, in one of Ohio's largest cities it was found that 86% of the patrol officers working either the morning or afternoon shifts diagrammed traffic accident scenes at least weekly. However, the figured slipped to 58% for officers working the midnight shift, a logical finding given the greatly reduced traffic volume of the late night hours. Many of the other tasks performed by peace officers are similarly affected by the environmental differences associated with the various patrol shifts (e.g., darkness, volume of people, business hours, etc.).

It appears that size of jurisdiction directly influences the regularity patterns of shift assignments. As reflected in Figure 7, large and medium-sized municipal police departments tend to conform closely to the three standard work shifts. This can be explained in light of larger manpower levels which can more easily accommodate scheduling demands. In the smallest township and village departments, however, where three or four persons are continually scrambling to provide adequate patrol coverage, odd shifts are almost the rule rather than the exception.

FIGURE 7

% OF PATROL OFFICERS
WORKING ODD SHIFTS :
BY
SIZE OF JURISDICTION

(%)

```
50

40                                                    42%

30

20
                                           16%
10      10%              9%
                6%
 0
      OVER    25,000   10,000   2,500   UNDER
     100,000    TO       TO       TO     2,500
             100,000   25,000   10,000

        JURISDICTION  POPULATION.
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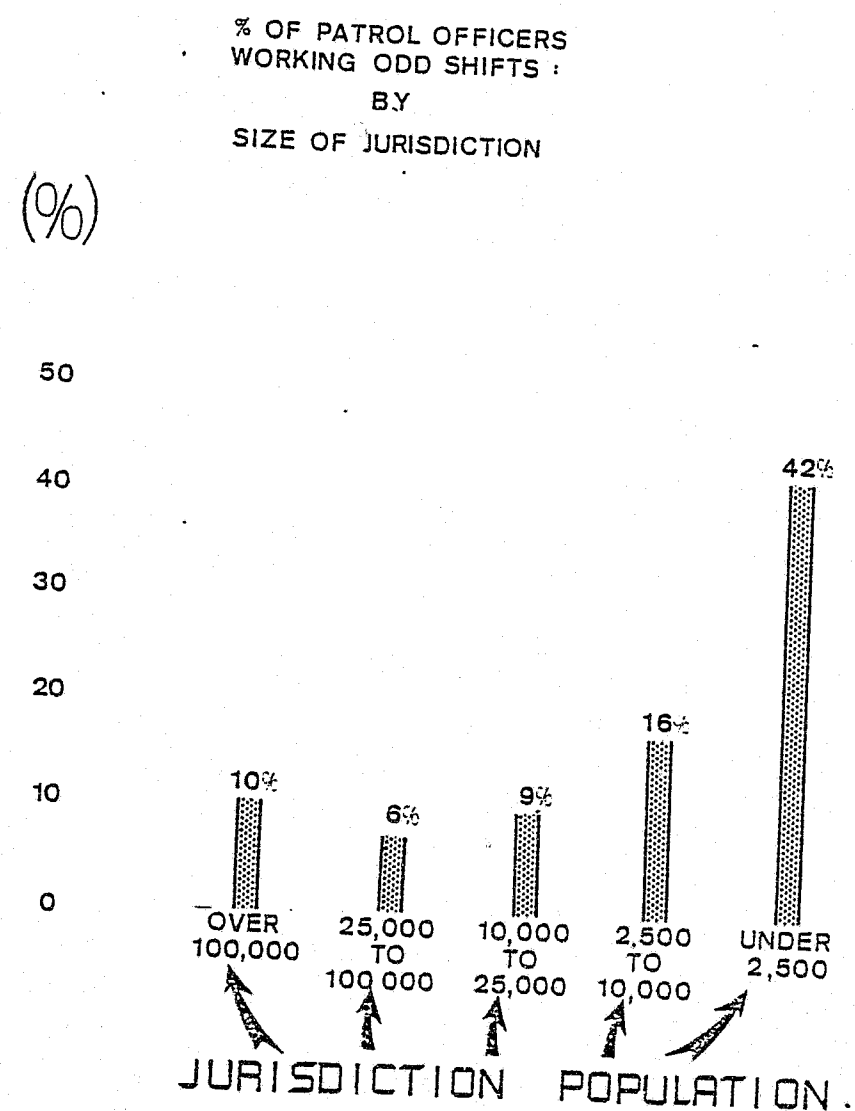
The final note to be made about the officers' "agency characteristics" concerns the scope and extent of their duties. A patrol officer may be called upon to perform many duties not typically associated with the patrol function in the mind of the public. The 2,620 participating patrol officers were given a listing of sixteen such duties and asked to indicate which had been "primary areas of responsibility" during the previous six months. Table 5 provides their corporate responses to that question.

TABLE 5

DUTIES

	(%) yes	(%) no
patrol	96	4
crim. invest.	64	36
traffic	84	16
acc'd. invest.	77	23
comm. relations	54	46
warrants	49	51
evidence/prop.	34	66
civil processes	14	86
dispatch	22	78
ident.	16	84
bailiff/ct. officer	9	91
vice invest.	9	91
narcotics inv.	15	85
crime prev't.	50	50
juvenile	37	63
jailor	14	86

For some of these duties the officers' responses were related to their "agency type." For example, sheriffs' deputies are much more involved in civil processing and jail functions than their counterparts in special agencies and municipal police departments.

The officers were also asked how frequently they were required to perform tasks of higher-ranking officers on the force. In the municipal departments only 5% of the officers in the seven largest cities indicated that this was a frequent practice, but better than one-quarter of their small-agency peers said that this was done frequently or very frequently. As with the "odd shift" assignments, this probably can be explained by the greater need for flexibility among small police forces.

FIGURE 8

"I HAVE TO PERFORM THE TASKS OF

A HIGHER RANKING OFFICER..."

FREQUENTLY
OR
VERY FREQUENTLY

28% 27%

14%

5% 6%

| OVER 100,000 | 25,000 TO 100,000 | 10,000 TO 25,000 | 2,500 TO 10,000 | UNDER 2,500 |

JURISDICTION   POPULATION
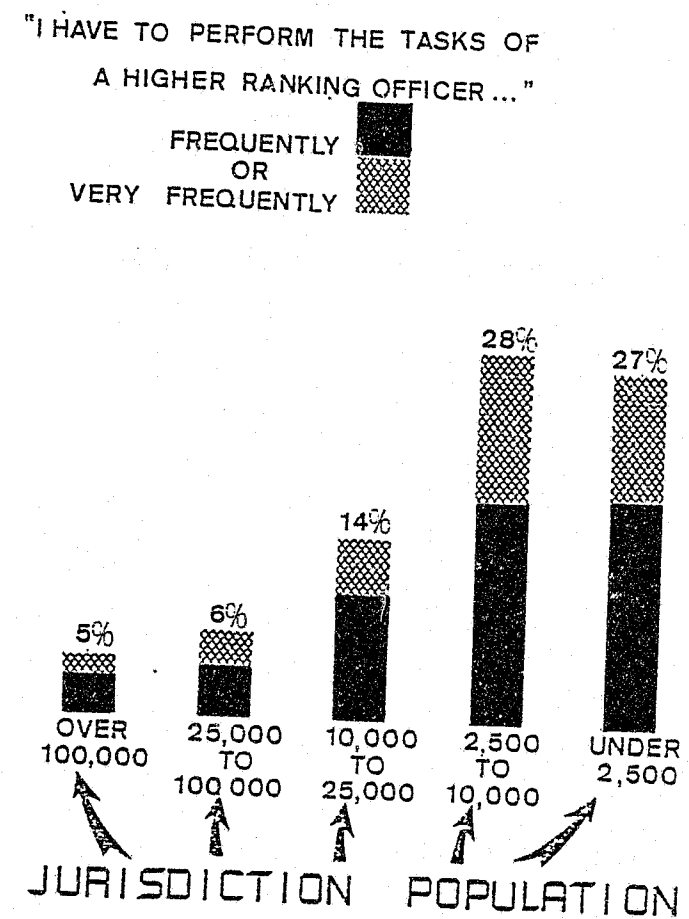
Officer Attitudes and Perceptions

The third and final area concerned the officers' attitudes toward their jobs and job preparedness. Three questions were asked relating to:

-- perception of their job interest;
-- perception of job use of their personal talents; and
-- perception of the effectiveness of their training

The officers' responses were intriguing, with the vast majority answering on the positive side of all three queries.

FIGURE 9

PATROL
OFFICERS
SAY...
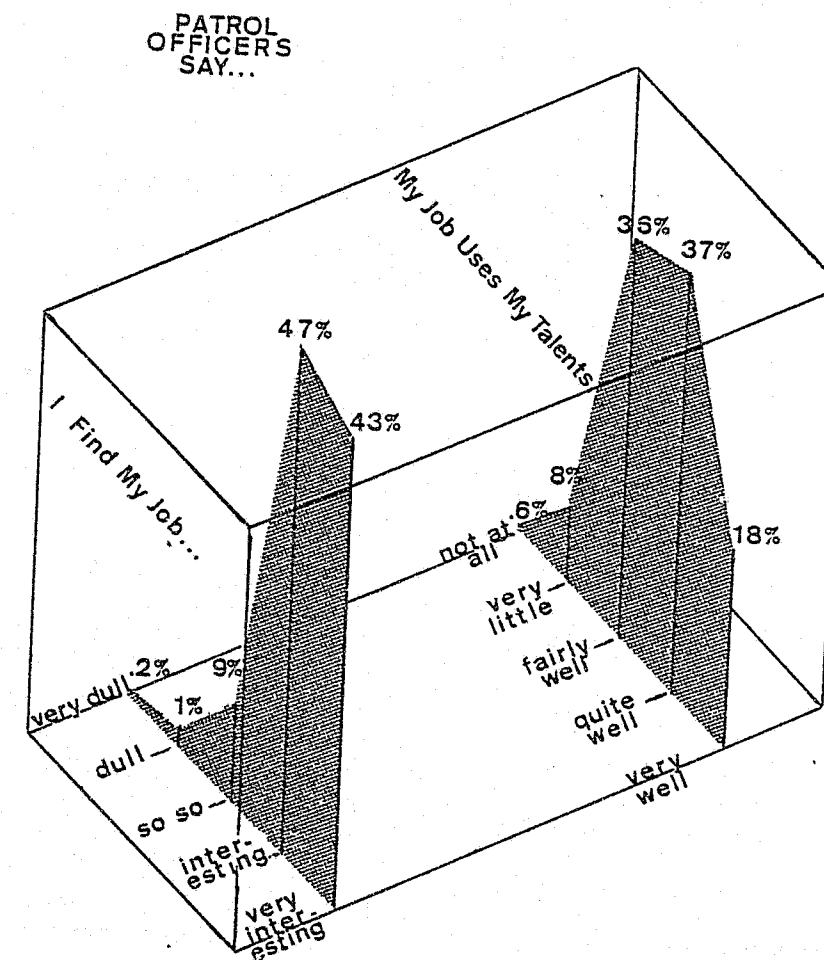
The most pronounced response was triggered by the question about job interest. Nine-out-of-ten patrol officers perceived their jobs as either "interesting" or "very interesting." The figure was virtually the same for supervisory officers. The highest degree of job interest is found among sheriffs' officers, 55% of whom responded in the top answer category ("very interesting"). (See Figure 10). The same figures for municipal officers and special agency officers slip to 42% and 24% respectively. However, when the top two answer categories are considered, all three officer types move close to or past the 90% figure.

The question concerning the use of personal talents on the job drew a slightly less enthusiastic response, but one still positive in tone. Fifty-five percent (55%) felt that their talents were being used "quite well" or "very well" on the job, while less than 10% responded "very little" or "not at all." Responses from the supervisors were slightly higher, but not significantly so, given what one might expect from those having received one or more promotions.

FIGURE 10

% Of Officers Who Find
Their Jobs «Very Interesting»
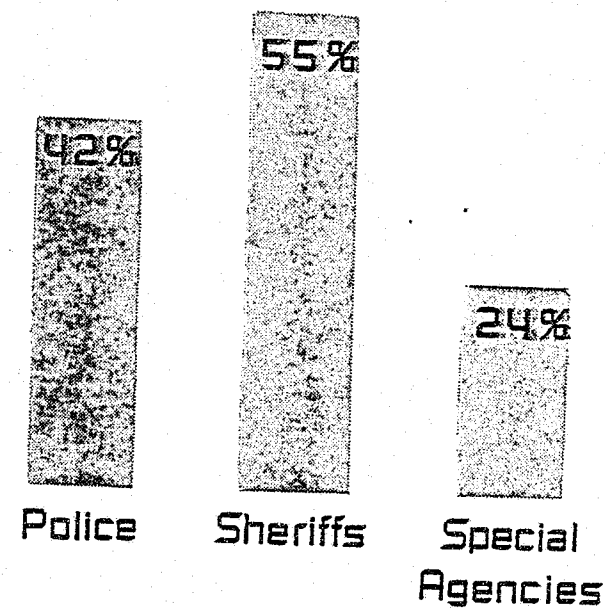
The training preparedness question response of the officers reflects a basic satisfaction with their law enforcement training.

TABLE 6

My Basic Training Prepared Me.....

very well	15%
well	44%
somewhat	39%
not at all	2%

As with earlier variables, the training preparedness variable can be an important predictor of peace officer operational behavior. An officer who feels he or she has been well-trained is likely to undertake more tasks more frequently than one who feels unequipped.

It appears that agency jurisdiction is again an influencer of an officer's response in this regard. Figure 11 shows that municipal police officers in the largest and smallest jurisdictions feel better trained than officers in the three medium sized jurisdictions.*

FIGURE 11

"My Training Prepares Me..."

Well
or
Very Well

JURISDICTION POPULATION

---
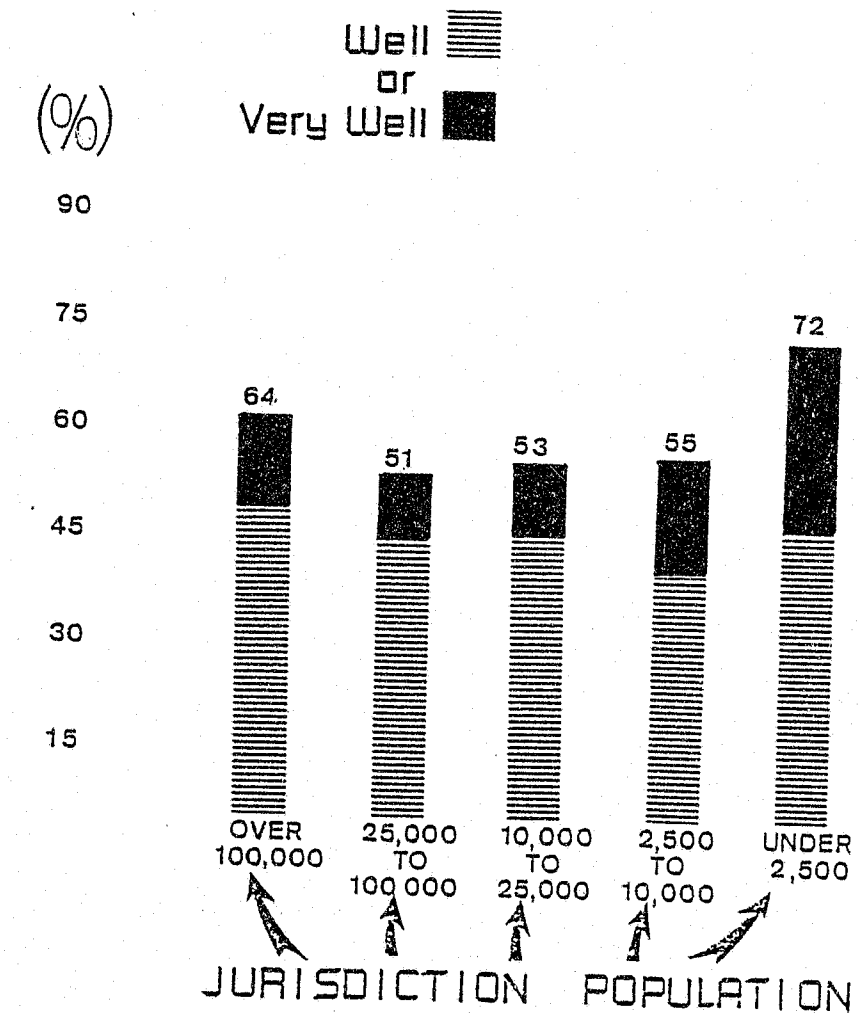
* Officers in the largest cities usually receive considerably more training than the state-mandated 292 hours, but the same explanation cannot be offered for the smallest agencies.

As a final, personal comment about the officers who filled out the Task Analysis survey it should be noted that they invested an average of two hours per officer in filling out the instrument. The completeness of the 3,155 responses and other evidence of thoroughness (e.g., changed answers) testify to the seriousness with which the assignment was undertaken.

COMPLAINTS / INCIDENTS

During the course of the patrol officer's daily activities he or she encounters numerous complaints and incidents that require some type of response. The task analysis survey instrument devoted an entire section to this area (Appendix A). A series of possible complaints and incidents were identified, and officers were asked to respond to each of these based on the course of action generally taken. The guidelines used to determine the responses were as follows:

COMPLAINT/INCIDENT SCALE				
When I Respond To This Type of Complaint/Incident I Usually:				
0	1	2	3	4
I have never responded to this type of complaint/incident.	Make log entry only.	Conduct preliminary investigation and write report.	Conduct complete investigation and write report.	Other response or some combination of previous 3.

The action taken partially reflects policies and procedures in the particular department. For instance, as Figure 12 implies, larger police departments are more likely to limit their officers' involvement in an investigation because there are specialized units that handle such tasks. On the other hand, smaller police departments are likely to demand more investigative participation from their officers because additional manpower and expertise are unavailable. There are also basic differences between police and sheriff department functions, and both of these differ radically from the special law enforcement agencies in the state (for a more detailed discussion of the various types of Ohio peace officers refer to the Methodology section of this report).

FIGURE 12

POLICE RESPONSE TO SELECTED INCIDENTS
BY
AGENCY JURISDICTION SIZE
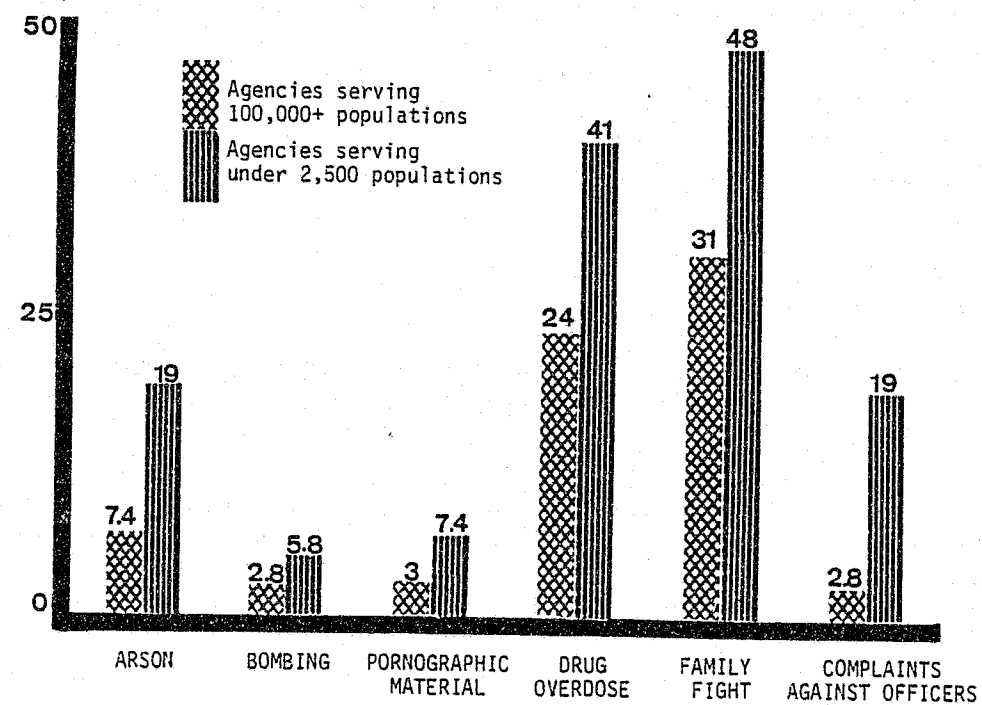
The complaint/incident section of the survey was comprised of one hundred and thirty-four questions. Of these, 45% (60 questions) had a modal* response of zero (0), the officers having never responded to this type of complaint or incident. Table 7 lists some of the complaint/incident situations typically falling into the zero category.

TABLE 7

LEAST-ENCOUNTERED COMPLAINT/INCIDENTS

Airport Police Functions
Conservation Incidents
Embezzlement
Terrorist Situations
Victimless Crimes

---

* Mode refers to the most frequent response given based on the scale categories.

Most patrol officers rarely encounter the types of situations listed in Table 7. Not only are these incidents infrequent, but their likelihood of occurrence is dictated somewhat by the jurisdiction. Incidents such as riots, truancy violations, pornography, and hostage situations, while rare, occur more often in larger jurisdictions with a notable decrease becoming evident in the small jurisdictions.

As illustrated in Table 8, urban police officers conduct preliminary investigations more often than rural police officers do in bomb threat cases. Interestingly, when bomb threats are encountered, rural officers are twice as likely as urban officers to conduct complete investigations. Once again this can probably be credited to the lack of specialization which characterizes smaller departments.

TABLE 8

BOMB THREAT RESPONSES

	Urban vs. Rural	
Never	21 %	40 %
Log Entry Only	8.3%	1.8%
Preliminary Investigation	47.7%	24.4%
Complete Investigation	13.5%	26.2%

Officers frequently respond to calls which require only a log entry (response category 1) to document the officer's response. More than half the incidents elicit a "log entry" response from a plurality of the respondents, most of which are related to providing citizen assistance. Checking on the welfare of citizens, citizen lock-out, assisting the elderly, responding to loud party calls, and perimeter control at fires are among those incidents usually requiring only a log entry.

Incidents such as abandoned vehicle, bicycle theft and breaking and entering showed only slight differences between a preliminary and complete investigation, as illustrated in Figure 13.

FIGURE 13

INVESTIGATIVE RESPONSES TO SELECTED COMPLAINTS:
PRELIMINARY V. COMPLETE INVESTIGATION

	PRELIMINARY INVEST.	COMPLETE INVEST.
abandoned vehicle	28.9 %	30.6%
bicycle theft	42.1 %	43.4%
breaking & entering	45.2 %	41.1%

Drug overdose incidents generally elicit only a preliminary investigation on the part of patrol officers. But once again, as Figure 14 points out, there is a direct relationship between the size of the department and its response. This pattern holds true for police and sheriff departments alike.

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FIGURE 14

PERCENT OF PRELIMINARY INVESTIGATIONS FOR DRUG OVERDOSE INCIDENTS:
BY
SIZE AND TYPE OF DEPARTMENT
POLICE VS. SHERIFF

POLICE: CITIES OVER 100,000 = 53; CITIES 25,000 TO 100,000 = 55; CITIES 10,000 TO 25,000 = 39; CITIES 2,500 TO 10,000 = 33; CITIES UNDER 2,500 = 14

SHERIFF: COUNTIES OVER 250,000 = 43; COUNTIES 100,000 TO 250,000 = 39; COUNTIES UNDER 100,000 = 22
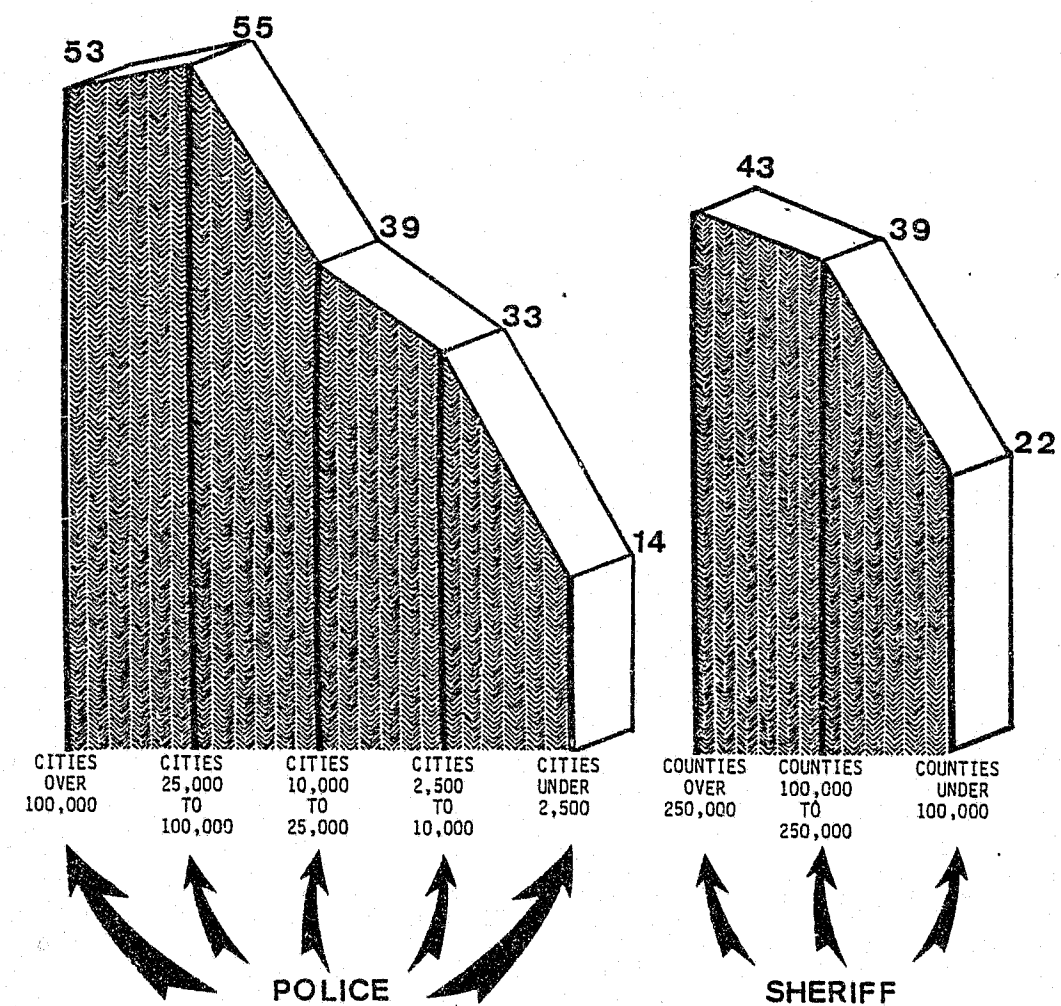
Several juvenile-related complaints/incidents were also included in this section of the survey. Table 9 reflects the level of investigative involvement of patrol officers in handling juvenile-related matters.

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TABLE 9

PATROL INVESTIGATIVE RESPONSE TO
SELECTED JUVENILE RELATED INCIDENTS*

	Never	Log Only	Preliminary Investigation	Complete Investigation	Other
Rowdy Juvenile	4.3%	14.9%	23.2%	38.0%	19.6%
Runaway	6.0%	2.2%	43.6%	33.4%	14.9%
Truancy Violation	43.1%	7.5%	22.6%	16.1%	10.7%
Contributing to the Delinquncy of a Minor	21.6%	1.9%	30.8%	36.1%	9.6%
Curfew Violation	31.1%	8.5%	16.1%	34.9%	9.4%

Table 9 illustrates that the majority of officers never get involved with truancy violations. Truancy, a status offense, is generally handled by a juvenile bureau or by the school itself. "Rowdy juvenile," on the other hand, demands that the officers conduct a complete investigation 38% of the time. Forty-four percent (44%) of officers who conduct complete investigations for "rowdy juvenile" complaints work shifts other than what is considered traditional (day, afternoons, midnights). Furthermore, this appears to occur more often in smaller suburban and rural departments than it does in urban departments.

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* Underlined percentages denote the most typical response category for each particular incident.

TABLE 10

PATROL RESPONSE TO INVESTIGATING "ROWDY JUVENILE" COMPLAINTS
BY
SHIFT, SIZE AND TYPE OF DEPARTMENT

SHIFT:

Days	Afternoon	Midnight	Split	Odd	Other
39.1	36.5	38.8	35.2	36.4	43.5

SIZE:

Largest	Large	Medium	Small	Smallest
23.4	38.7	49.7	51.5	38.6

TYPE:

Urban	Suburban	Rural	Combination
27.7	43.4	43.3	43.7

Thirty percent (30%) of the complaint/incidents identified in this section allow officers complete authority to close the complaint (take it to the prosecutor or determine that no further action need be taken). Public disturbance incidents (i.e., disorderly conduct, drunkenness, littering, loitering, malicious mischief, etc.) frequently tend to draw this type of investigative response.

Response category 3, "Conduct Complete Investigation and Write Report" demands the most involvement from the officer. Several of the complaints have been isolated to determine what, if any, influential factors trigger this type of response. The factor influencing a patrol officer's response is related to type of patrol assignment (one-person vehicle, two-person vehicle, motorcycle, foot, foot and vehicle, other). For example, while traffic accidents draw a complete investigation by all officers 73.4% of the time, the percentage for motorcycle patrol and one-person vehicle patrol jumps to 87.5% and 80.3%, respectively. As Table 11 implies, these two types of patrol assignments see more complete investigations than any other.

TABLE 11

PERCENTAGE OF OFFICERS CONDUCTING COMPLETE INVESTIGATIONS
BY
TYPE OF PATROL

	1-person Vehicle	2-person Vehicle	Motorcycle	Foot	Foot & Vehicle	Other
Traffic Accident	80.3%	57.8%	87.5%	60.0%	63.2%	69.8%
Larceny (Misd.)	54.1%	34.1%	50.0%	40.0%	46.0%	45.5%
Malicious Destruction	55.2%	31.2%	25 %	50 %	54 %	41.9%
Disputes	51.8%	34.2%	62.5%	50 %	48.9%	46.4%
Domestic Disputes	59.7%	38.6%	75 %	30 %	44.3%	50.3%
Disorderly Conduct	71.7%	55.6%	75 %	50 %	59.8%	62.2%

It should be noted that although motorcycle patrol seems to allow for the greatest amount of investigative authority, it is the type of patrol least often used in Ohio.

The type of patrol area (urban, suburban, rural) also dictates, to some extent, the method of response an officer will make. For example, the usual response to an arson complaint is a preliminary investigation. However, rural departments tend to conduct more complete investigations. As shown in the Table 12, there is a direct relation between type of patrol area and method of response for a number of incidents.

TABLE 12

INVESTIGATIVE RESPONSES TO SELECTED CRIMES
BY
PATROL AREA

TYPE OF INVESTIGATION	Urban	Suburban	Rural
Arson			
Preliminary	54.1%	45.0%	30.5%
Complete	9.8%	13.5%	25.0%
Assault			
Preliminary	49.8%	34.6%	19.5%
Complete	35 %	48.2%	53.7%
Auto Theft			
Preliminary	60.2%	45.0%	23.2%
Complete	29.1%	41.5%	52.4%
Larceny			
Preliminary	49.7%	40.3%	23.8%
Complete	29.4%	40.5%	48.2%

In summary, the complaint/incident section of the survey provides a picture of the way in which officers respond to various situations. While only a selected number of questions were discussed in detail, this section lays the foundation for the task statement section. That section moves from the general to the specific, analyzing in more detail the frequency and types of patrol officer responses.

EQUIPMENT

In some countries law enforcement officers are able to carry out their duties safely and efficiently without the use of firearms and other equipment. Peace officers in the U.S., however, have found certain pieces of equipment to be indispensable. Advanced technology and years of experience are helping law enforcement officers to upgrade their services while at the same time improving their safety, as well as that of the public.

Just as some duties are performed more than others, some pieces of equipment are used more often than the rest. For example, contrary to television depictions, patrolmen do not routinely fire their sidearms. And, they are much more likely to use a typewriter or Xerox machine than a paddy wagon or shotgun. Patrol officers frequently use equipment the layman would associate with a clerk or secretary rather than with a policeman.

The patrol officers who responded to the questionnaire were asked to evaluate 92 equipment items in terms of how often they used them. That is, when queried about the use of a "nightstick," for example, the respondent would choose from the following frequency categories:

FREQUENCY SCALE					
DURING THE LAST TWELVE MONTHS I HAVE USED THIS EQUIPMENT ON THE AVERAGE OF:					
0	1	2	3	4	5
I have never used this equipment.	I have used this equipment but not in the past year.	A few times per year.	Monthly	Weekly	Daily

Of the 92 pieces of equipment listed on the task analysis survey, only a selected few will be described and analyzed due to space limitations.

Several pieces of equipment are closely associated with law enforcement patrol work. Of the more than 2600 patrol officers who completed the task analysis survey, 95% reported a daily use of an automobile in the course of their work. The significance of the automobile for patrol activities was confirmed by the 535 patrol supervisors polled. Over 99% ranked the automobile as either important or very important in conducting patrol operations.

Handcuffs are another item most patrol officers carry. Eighty-eight percent (88%) of the officers used handcuffs a few times per year or more frequently. It is not surprising that of the city

police officers, those from the larger communities are more likely to use handcuffs than officers from the smaller cities. What is surprising, however, is the difference in handcuff usage in terms of race.

FIGURE 15

DAILY HANDCUFF USAGE
BY
RACE

■ Daily
□ Less Often

57   43

72   28

BLACK

WHITE
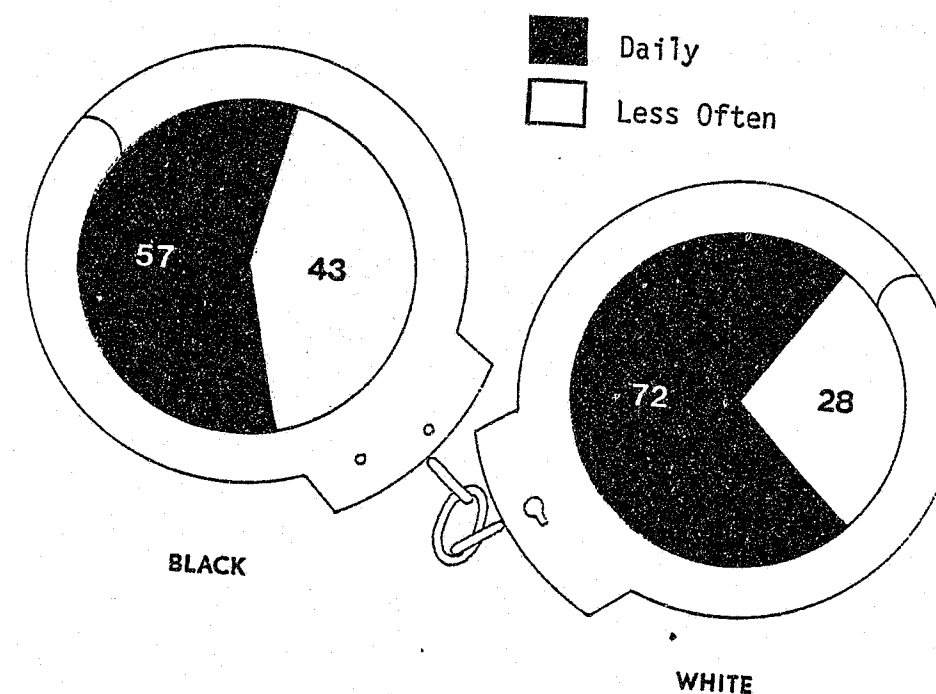
Possibly just as surprising, though not as dramatic, is the difference between officers with 12 and 16 years of education (i.e., high school v. college graduates). It was discovered that the college graduates are more likely to use handcuffs monthly or more often than are high school graduates. While the difference is not statistically significant, the finding is enough to arouse professional curiosity.

The flashlight is an item that police officers frequently carry. In excess of 88% of the officers surveyed use a flashlight at least weekly. Here again, their supervisors overwhelmingly agreed, with over 98% citing the flashlight as important or very important to law enforcement activities.

It should be noted that patrol officers and supervisors were not in agreement concerning all pieces of equipment. That is, while the patrol officer may have made little use of a particular piece of equipment, his or her supervisor may have assigned it a great deal of importance (the inverse also could be true). For example, over 25% of the supervisors rated the "blackjack" as either important or very important, attesting to a belief that it is a useful implement.

Patrol officers, on the contrary, make very little use of blackjacks. In fact, almost two-thirds of the peace officers surveyed had never used one. Moreover, less than ten percent of the officers claim they use one monthly or more often.

The difference in opinion regarding the blackjack may be explained by the changes that law enforcement has undergone in recent years. Past generations of peace officers relied upon different weapons and methods. With the advent of the civil rights movement, the Warren Court decisions, and the other changes brought in with the 60's, many of these practices were curtailed or abolished. However, the supervisors of today likely were the patrol officers of those earlier days. So while they, themselves, may have routinely used blackjacks in the performance of their duties, their comtemporary counterparts have been socialized and trained somewhat differently. This contention is further supported by the following graph.

FIGURE 16

PERCENTAGE OF OFFICERS USING BLACKJACKS
A FEW TIMES PER YEAR
BY
AGE
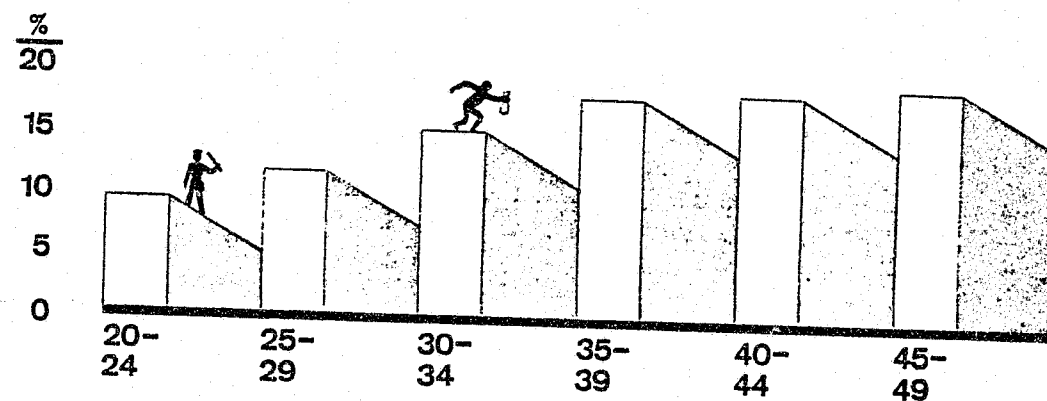
It also is interesting to note that of those officers using blackjacks a "few times per year", a higher proportion were from the smallest city jurisdiction rather from the largest. That is, city officers from departments serving under 2500 are more likely to use blackjacks a few times per year than their counterparts from cities of over 100,000. Furthermore, officers patrolling alone in a cruiser are more prone to use a blackjack than officers who are part of a two-officer cruiser team.

It has been noted that generational gaps might account for differences in responses regarding the same piece of equipment. Not all differences, however, can be explained in this manner. The shotgun is a good example of a piece of equipment reflecting little use by officers yet much operational importance by supervisors. Ninety-one percent of the supervisors felt that the shotgun was important or very important in patrol. Patrol officers, however, claim to use shotguns very seldom.* Almost one-fourth of the officers indicated that they had never used a shotgun in the performance of their duties. Approximately another one fourth said they use one at least monthly or more often.

FIGURE 17

SHOTGUN: OFFICERS' USE V. SUPERVISORS' RATING OF IMPORTANCE
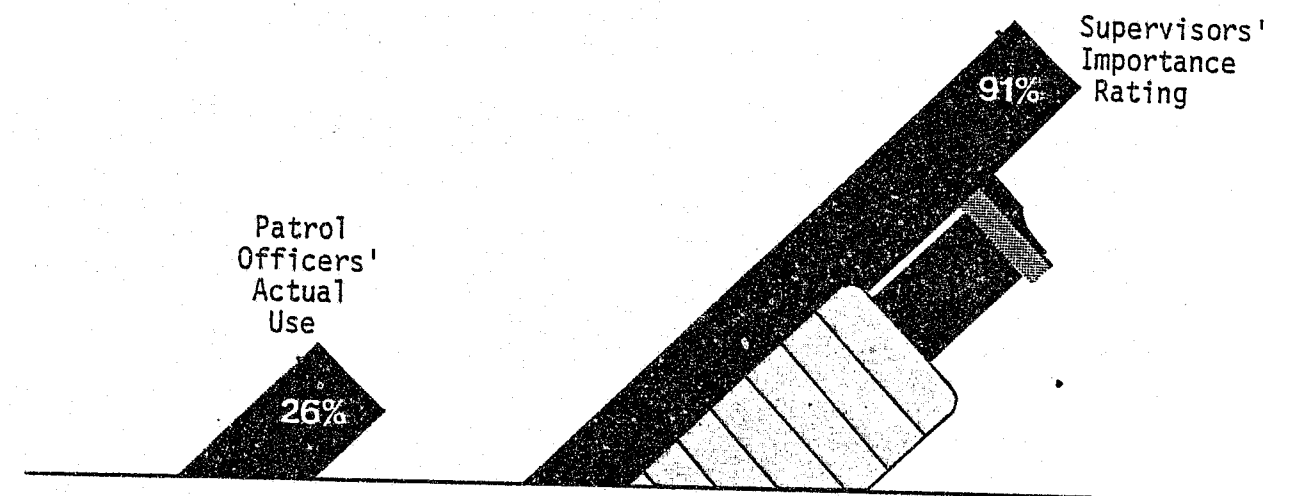
It would be a mistake to assume that the shotgun is unimportant simply because most officers do not frequently use one. Supervisors are aware that only rarely do patrol officers have need for an intimidating weapon such as the shotgun. But for those infrequent instances where the shotgun is indispensable, having it could mean the difference between life or death.

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* The reader should be made aware that the officers responding to this item may have interpreted the word "use" differently. The possibilities range from just placing it in the cruiser to firing it in the line of duty.

Other items serving as examples of important, yet seldom used, pieces of law enforcement equipment include the first aid kit and the fire extinguisher. Over two-thirds of the supervisors indicated that a first aid kit is either important or very important to patrol work. As with the shotgun, this might lead one to surmise that patrol officers frequently use these items. The truth is that almost one-fourth of the peace officers said they had never used one, with only 16% of them using a first aid kit monthly or more often. The bulk of those surveyed 34%, used a first aid kit only a few times a year. This is another piece of equipment that may lay untouched most of the time but, when needed, can greatly help officers promote public safety.

Although not expected to routinely engage in fire fighting, patrol offices in Ohio do have opportunities to use fire extinguishers in the course of their work. Thirty-six percent indicated they have occasion to use one a few times a year. Supervisors, in apparent contrast, assigned considerable importance to the fire extinguisher with over 62% rating it as important or very important. Equipment, therefore, need not be used often by peace officers in order to be considered crucial to public safety.

Law enforcement work has, over the years, become increasingly specialized. Whereas the detective of 1940 may have been responsible for investigating robbery, murder, kidnapping, and other major felonies, his modern-day, big-city counterpart probably is responsible for only one of these crime categories. This specialization also affects the equipment that law enforcement officers use. For example, almost 73% of the supervisors rated the breathalyzer as either important or very important for police patrol activities. It seems rather curious, however, that of the patrol officers surveyed, 45% claimed they have never used this instrument. Only about one-third of the officers say they use a breathalyzer at least monthly or more often. This is an instance in which the specialization probably plays a part. Most police departments have a very few officers specifically trained to operate the breathalyzer equipment. The fact that only a handful of officers actually do this does not reduce its importance. When the supervisors rated its importance as high, they very likely were thinking of the breathalyzers crucial role in securing D.W.I. convictions and in helping to rid the streets and highways of drunk drivers.

A number of other items fall into the category of equipment which requires special knowledge or training. The drug kits used by law enforcement personnel were ranked as either important or very important by 43% of the supervisors. However, almost 60% of the patrol officers have never used one. Even more surprising, less than nine percent of the officers said that they use a drug kit monthly or more often. It therefore is quite possible that only a few officers are responsible for using drug kits.

Body armor, perhaps better known as the bullet-proof vest, was found to be used daily by just over one-half of the 2620 officers who answered that particular question. A comparison of body armor's daily usage to that of other law enforcement equipment items is shown in Figure 18.

FIGURE 18

COMPARISON OF EQUIPMENT ITEMS
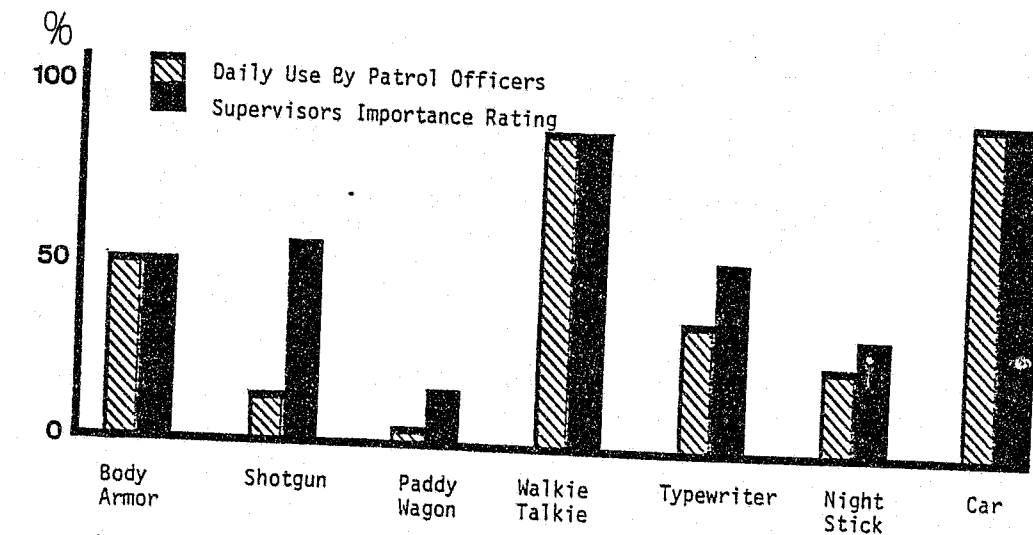
Almost half of the law enforcement supervisors ranked body armor as very important for police patrol work. A closer look at those wearing this protection reveals that age influences its use. That is, the younger an officer is, the more likely is he or she to wear body armor.

FIGURE 19

OFFICERS WEARING BODY ARMOR DAILY
BY
AGE OF OFFICER
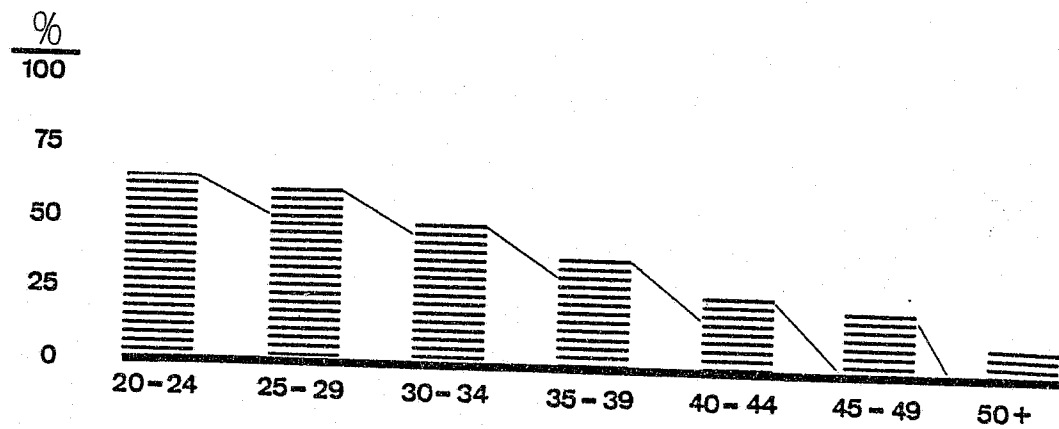
There is a possible explanation for this apparent trend. Younger officers may be easier to convince of the extra protection a bullet-proof vest offers. And, as the officer proceeds through his career unharmed by gunfire, he or she may feel the concern over special protection is unwarranted.

The task analysis survey results show that the college graduate is slightly more likely to wear body armor than the high school graduate. In regard to city police jurisdictions, there was little difference among them with the exception of officers from departments serving communities of less than 2500 people. These officers were less likely to wear vests than their larger-city counterparts.

When not called to investigate specific incidents, patrol officers are expected to look for law violators. One way in which they do so is with radar units designed to measure the speed of moving vehicles. Of the officers surveyed, less than one-fourth use a radar unit daily. Of these, it was discovered that women and blacks used radar equipment far less than white males. That is male officers are three times more likely than females to use radar equipment and the ratio jumps to six-to-one (6:1) when comparing white to black officers.

As might be expected, very little daily use is made of radar units by large city police officers. However, there is a noticeably higher use of radar equipment the smaller the jurisdiction. This can be accounted for by the increased opportunity to speed in less - populated areas. In addition, these patrol officers, less burdened with serious crime problems, can devote more time to apprehending speeders.

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SOURCES OF INFORMATION

In addition to the equipment they use daily, Ohio law enforcement officers depend on a variety of information sources to help them in their work. Most laymen do not associate books and other documents with patrol duties. Nevertheless, there are a number of information sources with which officers must be very familiar. Still others are sources which, while not crucial to the performance of patrol duties, could make for a better-informed, more well-rounded police officer.

In order to determine patrol officers' sources of information, a special scale was developed. The scale was designed to allow respondents to reveal the extent to which their respective departments require them to read certain materials. Below is a reproduction of the scale, showing the different response choices.

It should be noted that differences in responses can, for the most part, be explained by the varying policies of the agencies represented in the sample. That is, the officers responded based on what they are required to read, not on what they voluntarily read. It is therefore important to keep in mind the above scale for the following analysis.

The respondents were presented with a list of twenty-eight information sources. It appears that several of these are never used by a majority of all patrol officers. In Table 13 these information sources are listed along with percentages of officers claiming never to have used them.

TABLE 13

SOURCES NEVER USED BY A MAJORITY OF OHIO PATROL OFFICERS

	NEVER USED
Airport field conditions report	95%
FAA bulletins	76%
Fish and game code	77%
Harbor statutes	94%
Health statutes	54%
ICC rules	77%

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In reviewing this list it is evident that these sources of information are rather specialized. That is, they are sources of primary concern to specialized law enforcement groups. An analysis of these sources by special agency type undoubtedly would confirm this.

In order to winnow down the list of sources officers do use, the modal* responses were checked to see which of the sources patrol officers were most often required to read. Because supervisors ranked all these information sources in terms of importance and learning difficulty, it was felt that the presentation of this information would be helpful, especially to law enforcement training officers and curriculum planners. Table 14 is a list of those information sources that patrol officers are required to read. In the other two columns are listed the importance and learning difficulty ratings of the patrol supervisors.

TABLE 14

SUPERVISORS' RATING OF SOURCES MOST OFTEN USED**

		Percent of Patrol officers in modal category	Percent of Supervisors ranking it "important" or "very important"	Percent of Supervisors ranking "somewhat" or "very difficult"
1.	Criminal Law and Procedures Manual	45%	94%	49%
2.	Department Manuals	79%	89%	20%
3.	Interoffice Memos	57%	64%	4%
4.	Local Ordinances	64%	86%	23%
5.	Ohio Criminal Code and Procedures	70%	98%	40%
6.	Teletype Messages	37%	42%	7%
7.	Training Bulletins	50%	75%	5%
8.	Wanted Bulletins	39%	63%	1%

As seen in Table 14, most of the required reading for the majority of patrol officers is rated by supervisors as rather easy to learn.

---

* Mode refers to that response which is most often given by respondents.

** All these have a mode of "3", indicating that the officers were required by their agencies to read the materials.

Another finding that emerges from the data in Table 14 is the disparity between the officers' frequency responses and supervisors' assessment of importance of the Criminal Law and Procedures Manual. Less than half (45%) of the patrol officers claim they are required to read the Criminal Law and Procedures Manual. However, 94% of the patrol supervisors rated that source as either important or very important for law enforcement patrol work. The implication may be that agency administrators will have to place greater emphasis on this source in the future. Their reluctance to do so thus far could be related to the learning difficulty which, as already noted above, is high as perceived by supervisors.

In another direction, there are sources of information which, while difficult to assimilate, in the opinion of supervisors are apparently not too important for the performance of patrol duties. For example, 57% of the supervisors considered "legal transcripts" to be either difficult or very difficult to understand. Only five percent of the patrol ranks, however, are required to read these and, confirming the lack of emphasis on legal transcripts, less than 30% of the supervisors rated this source as either important or very important.

Finally the data yielded a few surprises. For example, concerning the U.S. Constitution, the respondents indicated relatively few are expected to read it.

Also intriguing is the fact that only ten percent of the patrol respondents were required to read court decisions. All the search and seizure rules have been established through a long series of Supreme Court decisions. Apparently supervisors feel this source is critical to police work since 86% of them rated court decisions as either important or very important. Perhaps the neglect of this source is due to its learning difficulty and time demands. Sixty-four percent of the supervisors feel court decisions are either somewhat or very difficult to learn.

With regard to several of the less-critical sources of information, the smallest city police departments contrasted with their largest-city counterparts. Table 15 compares the two jurisdiction sizes with respect to several of these information sources.

TABLE 15

PERCENTAGE OF POLICE OFFICERS USING VARIOUS INFORMATIONAL MATERIAL
BY
JURISDICTION SIZE

	Largest City Department	Smallest City Department
Case Law	11%	15%
Changes in Legislation	13%	29%
Court Decisions	9%	23%
Teletype Messages	30%	41%
Professional Publications	8%	19%

TASK STATEMENTS

Some seven-hundred (700) questions comprised the task performance section of the survey, by far the largest segment of the questionnaire (and larger than all the others combined). This battery of questions gets to the heart of what tasks peace officers perform, as well as the frequency, importance and learning difficulty of those tasks. It should again be noted that the patrol officers responded only in terms of task frequency, while the supervisors rated the same task statements with regard to criticality and learning difficulty. The officers' answer scales for these three separate ratings are reprinted below to help clarify this tri-dimensional response.

FREQUENCY SCALE
DURING THE LAST TWELVE MONTHS I HAVE PERFORMED THIS TASK ON THE AVERAGE OF:

0	1	2	3	4	5
I have never performed this task.	Have done this task but not in past year.	A few times per year.	Monthly	Weekly	Daily

CRITICALITY SCALE

0	1	2	3	4
NEVER ENCOUNTERED	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT

LEARNING DIFFICULTY SCALE

0	1	2	3	4
NEVER ENCOUNTERED	VERY EASY TO LEARN	RATHER EASY TO LEARN	SOMEWHAT DIFFICULT TO LEARN	VERY DIFFICULT TO LEARN

The task statements were subdivided into 15 areas, each designed to reflect different functions of patrol operations.* These included:

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* These editorial groupings were originally created for the instrument used by the State of Michigan.

ADMINISTRATIVE
ARREST, SEARCH, AND SEIZURE
PATROL FUNCTIONS
PATROL CONTACT
RAILROAD POLICE FUNCTIONS
CIVIL PROCESS
COMMUNITY RELATIONS/CRIME PREVENTION
CRIMINAL INVESTIGATION
AIRPORT POLICE OPERATIONS
DETENTION AND CUSTODY PROCEDURES
EMERGENCY AID ACTIVITIES
PARKS AND WILDLIFE MANAGEMENT
COURT PROCEDURES
TRAFFIC ACCIDENT INVESTIGATION
TRAFFIC PATROL

As might be assumed from a reading of this list, several of the areas are well outside the periphery of what are usually thought of as patrol operations. It should be remembered, however, that many types of specialized law enforcement officers were included in the survey because they fall under the legislative mandate of the Ohio Peace Officer Training Council. (See "Methodology,").

The analysis for this section can be little more than a generalized discussion of the responses. The information base is far too massive to be analyzed in any great detail here. It is hoped that the narrative discussion contained herein will capture any statewide directions of the data and, perhaps more importantly, spur individuals to seek out more detailed information to meet their particular needs.

Administrative

The administrative tasks, 70 in number, covered a wide range of functions. Many of these related to planning, communications, records, personnel issues, training, and office maintenance duties, and virtually all of them were supplemental to actual street patrol functions. (See Appendix A.) For this reason, it was not surprising that few of the patrol officers had done these tasks with any degree of frequency. Only nine (9) of the 70 task statements drew average frequency responses of "a few times per year" or more, while the vast majority of the tasks had not been performed by most patrol officers during the last year. In only three cases was the average response as high as "monthly," these being:

1. "Describe persons to other officers"
2. "Exchange necessary information with other law enforcement officials"
3. "Request verification of warrants before service"

It is also logical to suppose that the patrol supervisors, as administrators, would assign a fair degree of importance to these tasks even though they are ancillary to street duties. This, in fact,

did happen. The 535 supervisors, on the average, were only willing to concede that five (5) of the 70 tasks were less than "somewhat important," while 57 of the statements drew ratings of either "important" or "very important" from a plurality or majority of the supervisors. The five tasks which they considered most important were:

1. "Participate in firearms training"
2. "Request verification of warrants before service"
3. "Review other officers' incident reports for completeness and accuracy"
4. "Exchange necessary information with other law enforcement officials"
5. "Describe persons to other officers (eg., suspects, missing persons)"

The third listed task, concerning incident reports, hints at a concern that was separately mentioned by several officers, that being the ability of peace officers to write clearly. Significantly, while only seven of the tasks were perceived by the supervisors as "somewhat" or "very" difficult to learn, five of these seven dealt with writing tasks (performance evaluations, policy materials, reports to suggest changes in law, speeches, and training materials).

There is some indication that the supervisors' perceived importance of administrative tasks increases with their years of experience. Figure 20 shows that in at least two areas supervisors with more than 25 years of experience are more likely to see the importance of administrative tasks than are their less experienced peers. The point, in this instance, is interesting because these two tasks relate directly to planning, a function which, according to some stereotypes, is more likely to be revered by the younger officers.

FIGURE 20

% Of Supervisors Who Feel It Is "Important" Or "Very Important" To:

Analyze Crime Statistics — 69% / 41%

Participate In Planning — 41% / 23%

BY
Years Of Experience

26 Years And Over........ ▌
25 Years And Under....... ▨
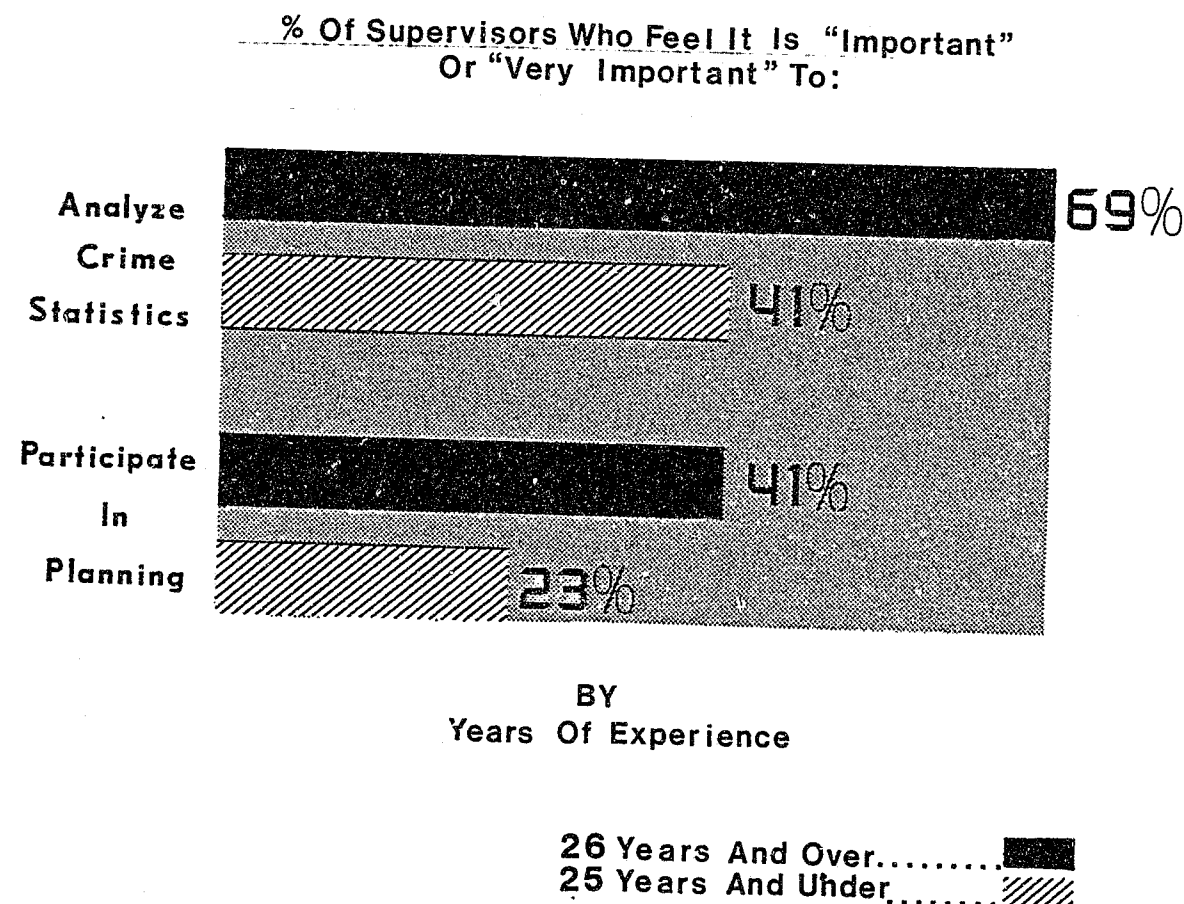
Arrest, Search And Seizure

In contrast to the administrative tasks, patrol officers tend to be extensively involved in duties relating to arrest, search and seizure. This is particularly true for arrest tasks such as conducting frisks/pat downs, handcuffing prisoners and arresting people without warrants, all of which are done almost daily by most Ohio peace officers. With one exception ("Request bystanders to assist in an apprehension") the supervisors strongly endorsed these 24 tasks with consistently high criticality ratings.

There are a few tasks, however, which, while falling fully within an officer's arrest, search and seizure options, are seldom used. For example, 2142 of the 2620 patrol officers stated that they had never discharged their firearms at persons, and 80% of those who had said that the event(s) had not occurred within the past year. Similarly, more than half (56%) of the officers had not participated in a raid during the previous year, although a plurality (40%) had done so a few times.

It is interesting to note the extent to which the personal characteristics of the officers can influence the frequency of task performance.

FIGURE 21

PERCENT OF PATROL OFFICERS WHO APPREHEND JUVENILE OFFENDERS AT LEAST MONTHLY

YEARS OF AGE = 20-24 25-25 30-34 35-39 40-44 45-49 over 50
66%   77%   75%   67%   54%   50%   45%

BY
AGE OF OFFICER
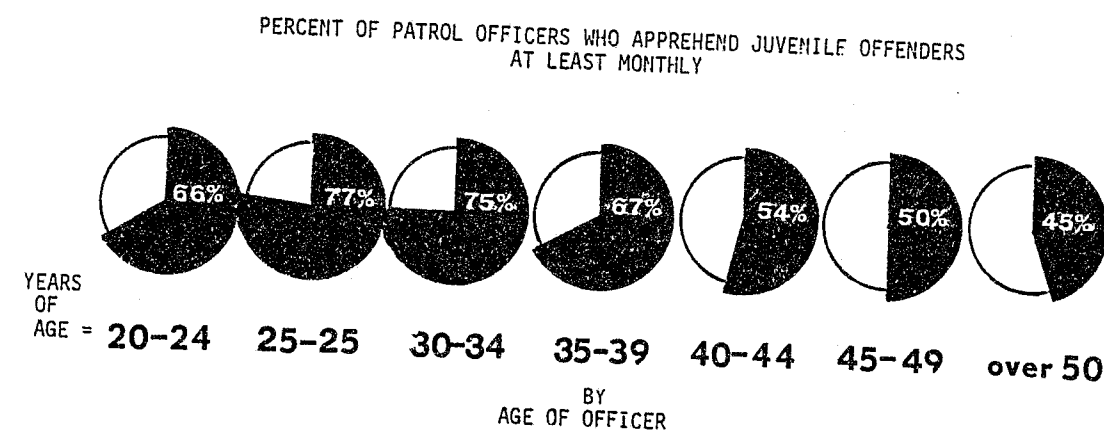
For example, Figure 21 illustrates that older patrol officers are much less likely than their younger peers to apprehend juvenile offenders. This invites several possible interpretations. Perhaps the older officers are less inclined to chase juvenile suspects; perhaps the younger officers have more routine contacts among the youths; or perhaps the older officers are more judicious about making actual juvenile arrests.

The analysis also uncovered some differences based on the sex of the patrol officer.* Debates concerning such differences have arisen ever since female patrol officers began joining police forces in significant numbers about ten years ago. The 170 females who completed the patrol questionnaire allow for the kinds of comparisons graphically displayed in Figure 22.

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*   Because of the almost infinite number of possibilities, crosstabulations were not produced for every possible variable combination, but only for those where some kind of a relationship might be anticipated.

FIGURE 22

Percent of Patrol Officers Who...

...comfort
emotionally
upset
persons

(at least monthly)

...discharge
firearm
at person

(ever)
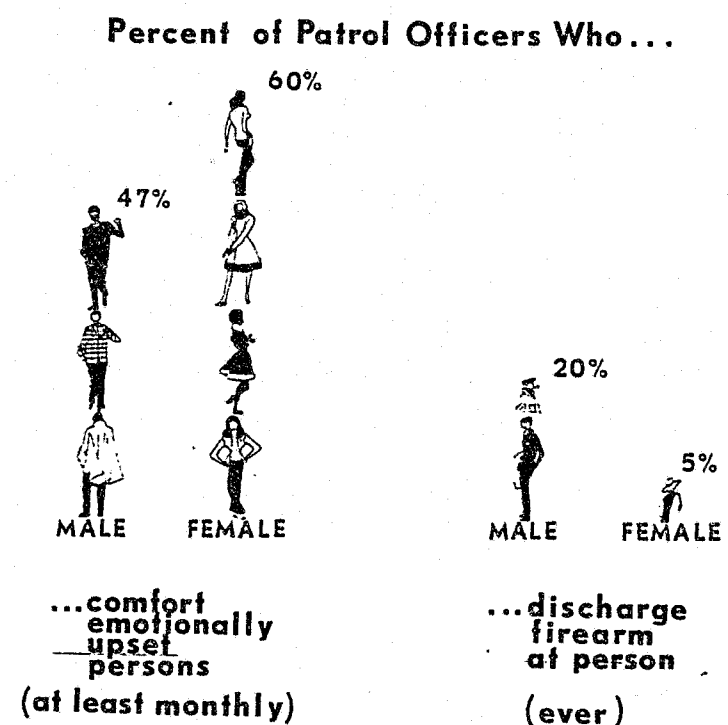
At least some prior research studies have concluded that even though some patrol job performance differences may be attributed to sex, they tend to "balance out" in terms of overall effectiveness. For example, female officers have been found to perform very effectively in emotionally volatile circumstances. Figure 22 lends support to this finding by demonstrating the increased tendency among female officers to "comfort emotionally upset persons."*

Patrol Functions

These 71 tasks comprised the main core of duties performed by the patrol officers. With the exception of several tasks (eg., fire truck maintenance, investigation of air/water pollution complaints), more likely to be performed by specialized officers most of these duties are recognizable to the public as peace officer functions. However, in terms of frequency and importance, these tasks vary widely among different sizes and types of law enforcement agencies. Figure 23 illustrates the influence "jurisdiction size" has on the frequency of performance for three patrol tasks. The most obvious influence is exerted on the task, "Advise victims of the procedures to prosecute,"

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*   This task is listed under the "Patrol Contact" section.

a daily duty performed five times as frequently by municipal police officers in Ohio's seven largest cities as by those in the smallest village and township departments.* Clearly this trend can be linked to the greater number of crimes and, therefore, victims to be found in the larger jurisdictions. However, there may also be other valid explanations. For example, some felonies committed in the smallest jurisdictions might be turned over to the county sheriff, thus precluding contact between the municipal officer and the victims of those crimes. Similarly, the very largest departments are more likely to benefit from victim-witness projects, major offense bureaus and other programs which stimulate officer-victim communication of this type.

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*   See the Methodology for a breakout of jurisdictional size categories.

FIGURE 23

% Of Municipal Officers Who.....
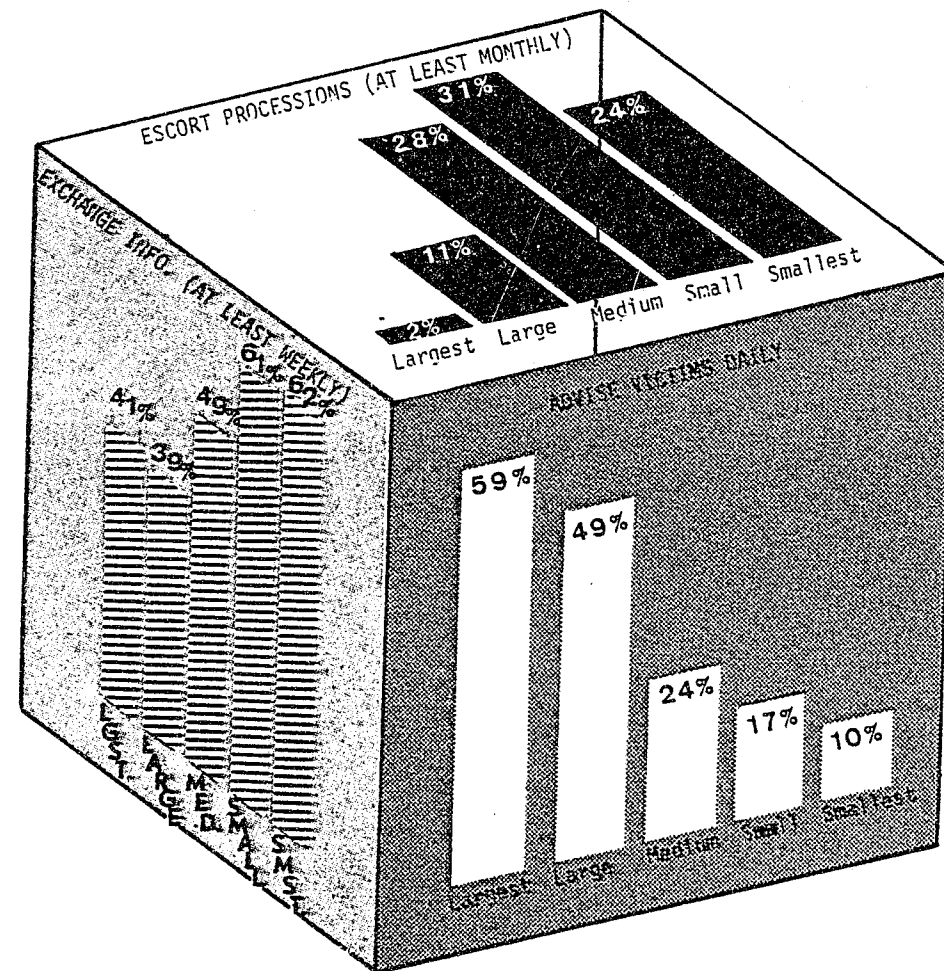
By Jurisdiction Size

The other two bar charts also cast light upon differing police operations and priorities among different sized jurisdictions. The inclination of medium and small-sized departments to be more actively involved in escorting parades, funerals, oversized vehicles, etc., indicates that law enforcement may be more loosely defined in those areas, and that suburban and rural residents expect their police

officers to occasionally perform tasks which have little direct bearing upon the prevention of crime and enforcement of the law. The small agency patrol officers more often engaged in exchanging information with other law enforcement officials than did their large city counterparts, a practice which may reflect interdependence and familiarity among the smaller agencies, or self sufficiency and its related sense of isolation within larger departments. Once again, the capacity of the large departments for special purpose bureaus often obviates the need for their patrol officers to perform tasks which their peers in medium and small agencies must do on a routine basis.

This section of the task analysis study provides a good opportunity to analyze the impact of the officers' three separate rankings. Table 16 displays the responses to a very routine patrol task, "check parking lots." .

TABLE 16

"CHECK PARKING LOTS"

FREQUENCY (Patrol Officers)	PERCENT
I Have Never Performed This Task	2%
Not Done During Last Year	2%
A Few Times Per Year	3%
Monthly	4%
Weekly	12%
Daily	77%

IMPORTANCE (Supervisors)	
Never Encountered	2%
Not Important	4%
Somewhat Important	34%
Important	47%
Very Important	13%

DIFFICULTY (Supervisors)	
Never Encountered	4%
Very Easy To Learn	63%
Rather Easy to Learn	32%
Somewhat Difficult to Learn	1%
Very Difficult to Learn	0%

45

46

As can be seen, better than three-fourths of all patrol officers (1,998 of 2,620) stated that checking parking lots was a daily task for them. Nearly nine-out-of-ten said it was done at least weekly. The patrol supervisors, however, were somewhat divided with regard to the importance of that task, with better than one-third rating it as "somewhat" or "not" important. The learning difficulty response was as one-sided as the frequency response, as 95% of the supervisors described the task as "very" or "rather" easy to learn.

TABLE 17

"HIGH SPEED DRIVING IN CONGESTED AREAS"

FREQUENCY (Patrol Officers)

	PERCENT
I Have Never Performed This Task	13%
Not Done During Last Year	13%
A Few Times Per Year	42%
Monthly	16%
Weekly	14%
Daily	3%

IMPORTANCE (Supervisors)

Never Encountered	15%
Not Important	15%
Somewhat Important	20%
Important	25%
Very Important	25%

DIFFICULTY (Supervisors)

Never Encountered	12%
Very Easy to Learn	5%
Rather Easy to Learn	15%
Somewhat Difficult to Learn	36%
Very Difficult to Learn	31%

In a totally different direction, the task, "Engage in high speed driving in congested areas," drew a light frequency response from the patrol officers. Less than one-third cited involvement in this activity as often as monthly, and better than one-fourth had not encountered it at all during the past year. The supervisors were again somewhat uncertain about their task importance response. Half rated it as either "important" (25%) or "very important" (25%), but 15% described it as "unimportant." Again, over one-third rated the

task as possessing less than full importance. Their learning difficulty responses, however, moved dramatically toward the difficult end of the scale, with two-thirds describing such high speed pursuit as "somewhat" or "very" difficult to learn.

The ten most frequently performed patrol tasks were, in order:

1. "Inform dispatcher by radio as to your status"
2. "Check parking lots"
3. "Check parks and school grounds"
4. "Check condition and status of assigned patrol equipment and vehicle"
5. "Check for wants/warrants on persons through LEADS"
6. "Inspect patrol vehicle for weapons and contraband"
7. "Write narrative reports"
8. "Make entries in individual patrol log"
9. "Follow suspicious vehicles"
10. "Prepare clothing and personal equipment to satisfy inspection requirements.

Patrol Contact

The public is probably not fully aware of the extent to which law enforcement officers are dependent upon communication with citizens in the effective execution of their jobs. Peace officers must talk to citizens for a variety of law enforcement reasons--to question suspicious persons, defuse anger in hostile groups, warn offenders, and mediate family disputes. But in addition to these reactive situations, many patrol officers maintain routine lines of communication with the workers, business people, and residents in their patrol zones so as to keep many problems from ever getting to the "reactive" stage. For example, the survey's composite Ohio peace officer engaged in such patrol tasks as counseling juveniles (a few times per year), establishing field contacts (monthly), referring persons to social services agencies (monthly), and talking with people on the beat to establish rapport (weekly). Because these tasks are done outside the pale of law-related communications they give the officer independent resources (i.e., people) not available within a more rigid definition of the law enforcement role.

Interestingly, such informal contacts may positively affect the way the officers, themselves, look at their jobs. Figure 24 reflects a relationship between patrol officers' attitudes about their jobs and the frequency with which they talk to people in their patrol areas to establish rapport. The finding does not indicate the direction of this relationship (i.e., does increased informal communication with citizens lead to greater job interest, or vice versa), but its very existence hints that such tasks are very important for effective patrol operations.

FIGURE 24

PERCENT OF PATROL OFFICERS WHO TALK WITH
PEOPLE DAILY TO ESTABLISH RAPPORT

BY
JOB INTEREST

MY JOB IS...

⬚ ...DULL OR VERY DULL

■ ...SO SO
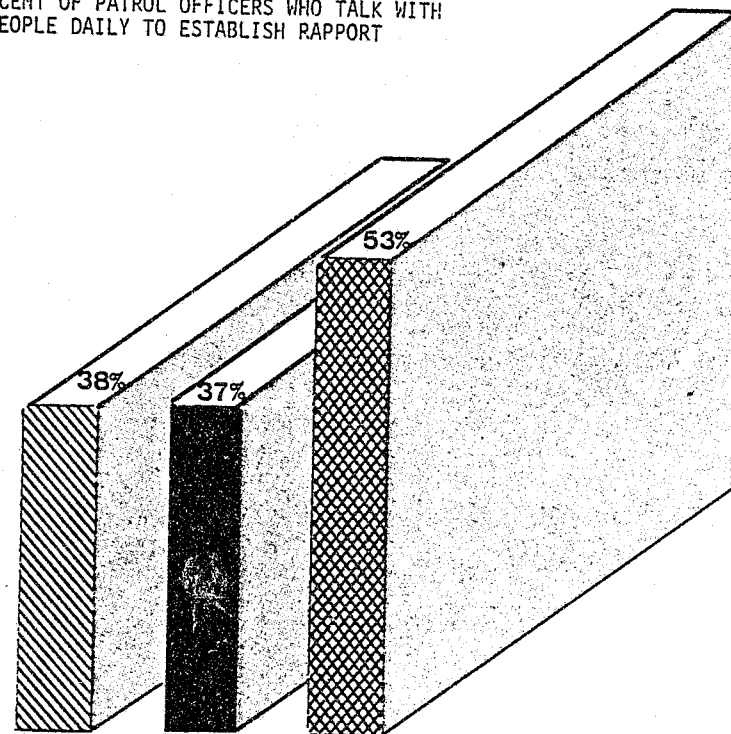
▨ ...INTERESTING OR
VERY INTERESTING
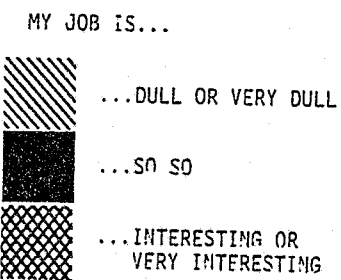
Significantly, the patrol supervisors tended to support these tasks in their importance ratings. A plurality of the supervisors rated the four previously identified task areas as "important". Furthermore, "Talk with people...to establish rapport" received the second highest importance rating of the 41 tasks identified in this section, eclipsed only by "Secure accident and disaster scenes." Even "Give street directions" was seen as an important task by the supervisors, an indication of the veteran officers' sensitivity to police-public relations.

Civil Processes

Eighteen questions were posed to the responding officers' regarding their involvement in civil processes (refer to Appendix A). Overall, peace officers in Ohio seldom engage in civil process matters. A significant number of the questions prompted a 90% response of "never having performed" that particular task. Tasks such as collecting fees for serving papers, issuing trustee sales notices, and posting probate notices were typical of the task areas that drew such a response.

However, when the responses of sheriff and police officers were compared, the former group was found to be significantly more involved in civil process duties than the latter. For example, as illustrated in Table 18, sheriffs' officers serve civil process or probate orders more often than do police officers. This is logical because of the many civil functions assigned to the sheriffs' officers by law. Furthermore, eviction actions are undertaken more often by deputy sheriffs than by police.

TABLE 18

SELECTED CIVIL PROCESS TASKS:
FREQUENCY vs. IMPORTANCE

	Sheriff		Police	
	Percent of Officers Responding At Least a Few Times Per Year or More Often	Percent of Supervisors Responding "Important or Very Important"	Percent of Officers Responding At Least a Few Times Per Year or More Often	Percent of Supervisors Responding "Important or Very Important"
Attach Property Under Court Order	18.5%	41.9%	5.1%	3.7%
Plan Rate for Civil Process and Subpoena Service	25.3%	36.0%	5.0%	4.7%
Record Disposition of Civil Papers	23.2%	34.4%	2.8%	3.3%
Review Return of Civil Process Papers	13.1%	25.3%	1.6%	2.8%
Serve Civil Process Papers	63.9%	56.0%	7.3%	4.3%
Serve Probate Orders	72.8%	58.7%	22.7%	18.4%
Evictions	30.1%	30.7%	17.5%	4.7%
Pick up Children in Custody Matters	39.4%	48.0%	15.1%	13.1%

Similarly, when comparing supervisors' responses of very "important" and "very important", sheriff supervisors' responses were higher than police supervisors. It is apparent that overall, sheriffs' officers become more involved in civil process matters than do municipal police officers.

Community Relations/Crime Prevention

While community relations is important to law enforcement agencies, most officers have very little routine involvement in formal community relations activities, except for responding to general information requests from the public.

FIGURE 25

PERCENT OF OFFICERS RESPONDING DAILY TO GENERAL INFORMATION REQUESTS:
BY
PATROL AREA AND YEARS OF EXPERIENCE
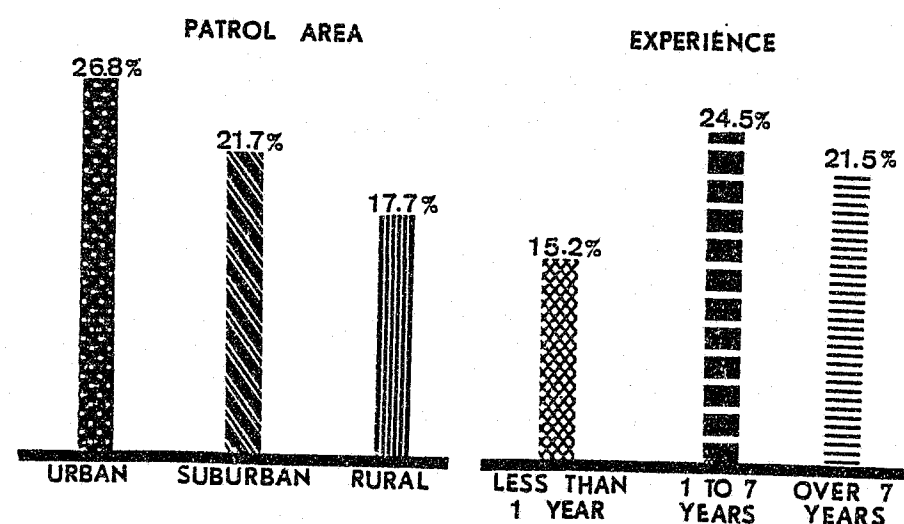
As illustrated in Figure 25, daily responses to general information requests are slightly more charateristic of urban departments (26.8%) than suburban or rural departments (21.7% and 17.7%, respectively). Those with less than one year of experience in patrol respond less to general information requests. The frequency of responding peaks during the one to seven year time frame and tapers off after seven years. One explanation for this difference might be that newer officers lack the experience and thus the confidence to respond to questions from the public.

As indicated in Table 19, only four percent of patrol officers conduct community programs monthly or more often while 45% of supervisors rate this as an important or very important function.

In many agencies specialized officers are assigned to perform these functions obviating the necessity of other officers having to perform these duties.

TABLE 19

SELECTED COMMUNITY RELATIONS ACTIVITIES:*
FREQUENCY vs. IMPORTANCE

	Percent of Patrol Officers Responding Monthly or More Often	Percent of Supervisors Responding "Important" or "Very Important"
Conduct Community Programs	4.0%	45.1%
School Visits	4.7%	40.9%
Security Inspections	15.0%	41.3%
Hold Property	9.1%	27.5%
Distribute Printed Materials	4.7%	34.2%

Criminal Investigation

Many of the analytical characteristics of the earlier sections were repeated among the "Criminal Investigation" task statement responses. Size of jurisdiction continued to be a key predictor of task frequency, as illustrated in Figure 26.

* The actual supervisors' rating for these questions could be interpreted somewhat higher if the data were recalculated to omit the "never" response category. Between 12% and 31% of supervisors never encountered these situations. The same holds true for patrol, the range being from 23% to 60% never encountering these activities.

FIGURE 26

% OF POLICE OFFICERS WHO COLLECT CRIME SCENE
EVIDENCE AT LEAST ONCE A WEEK

BY

SIZE OF JURISDICTION

Jurisdiction Size =	OVER 100,000	25,000 TO 100,000	10,000 TO 25,000	2,500 TO 10,000	BELOW 2,500
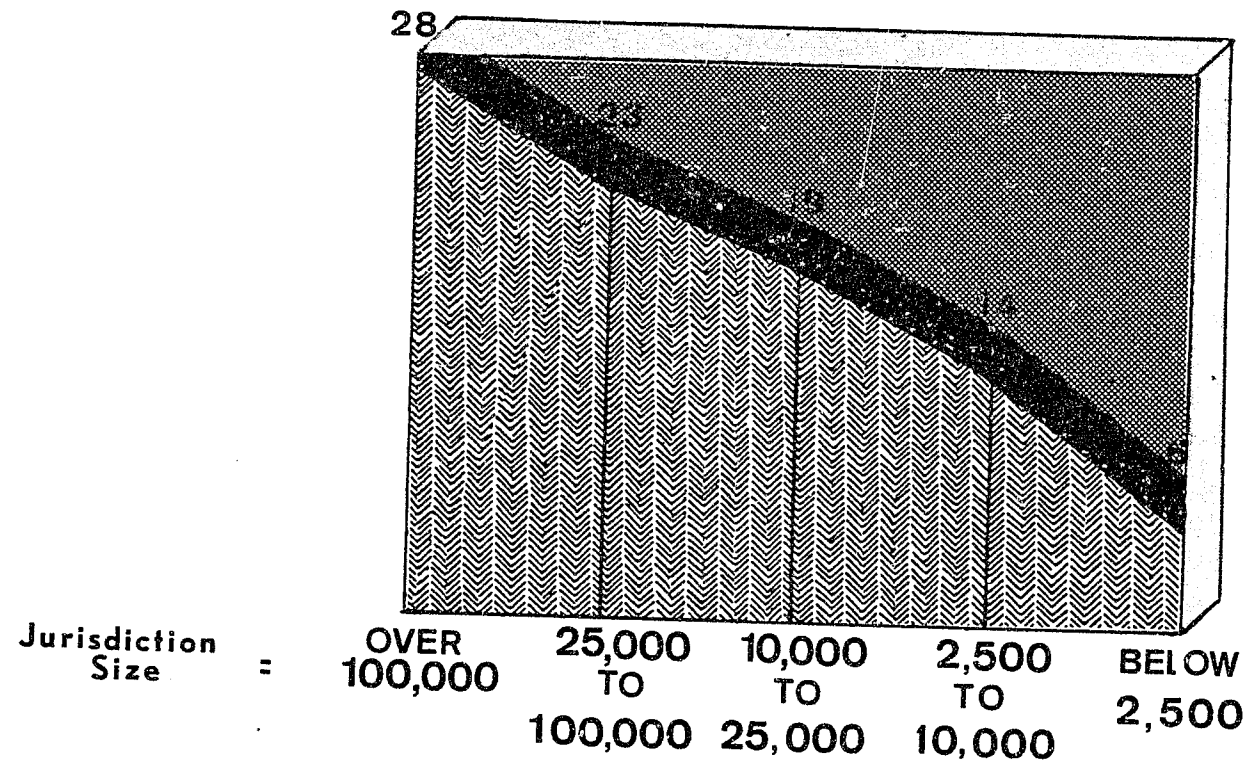
Once again, it could be argued that the relationship between task frequency and jurisdictional size is strictly a reflection of calls for service, and that to display such a finding in graph form is only to state the obvious. That view, however, is probably too simplistic. Earlier segments of this analysis have shown that priorities, too, seem to differ across jurisidictional lines (eg., the increased emphasis on "escorting processions" noted in medium and small jurisdictions). It has been suggested, for example, that some small village and township police officers, serving in departments with fewer than three sworn personnel, might call in the county sheriff to investigate serious felonies. Thus, the infrequency of securing crime scenes becomes, for these officers, not only the product of rare felony occurrence but also of deliberate role definition. Figure 27 highlights the point.

The task of determining whether recovered property is linked with a previous crime implies a rather serious involvement of the patrol officer in the investigative process. As with tasks relating to securing crime scene evidence, this task frequency showed a rather direct relationship with jurisdiction size among police departments. But the same was not true for the sheriffs' officers who, even in the

FIGURE 27

PERCENT OF PATROL OFFICERS WHO DETERMINE WHETHER
RECOVERED PROPERTY IS LINKED WITH A PREVIOUS CRIME

(MONTHLY OR MORE OFTEN)

Police
(Includes Townships & Villages)
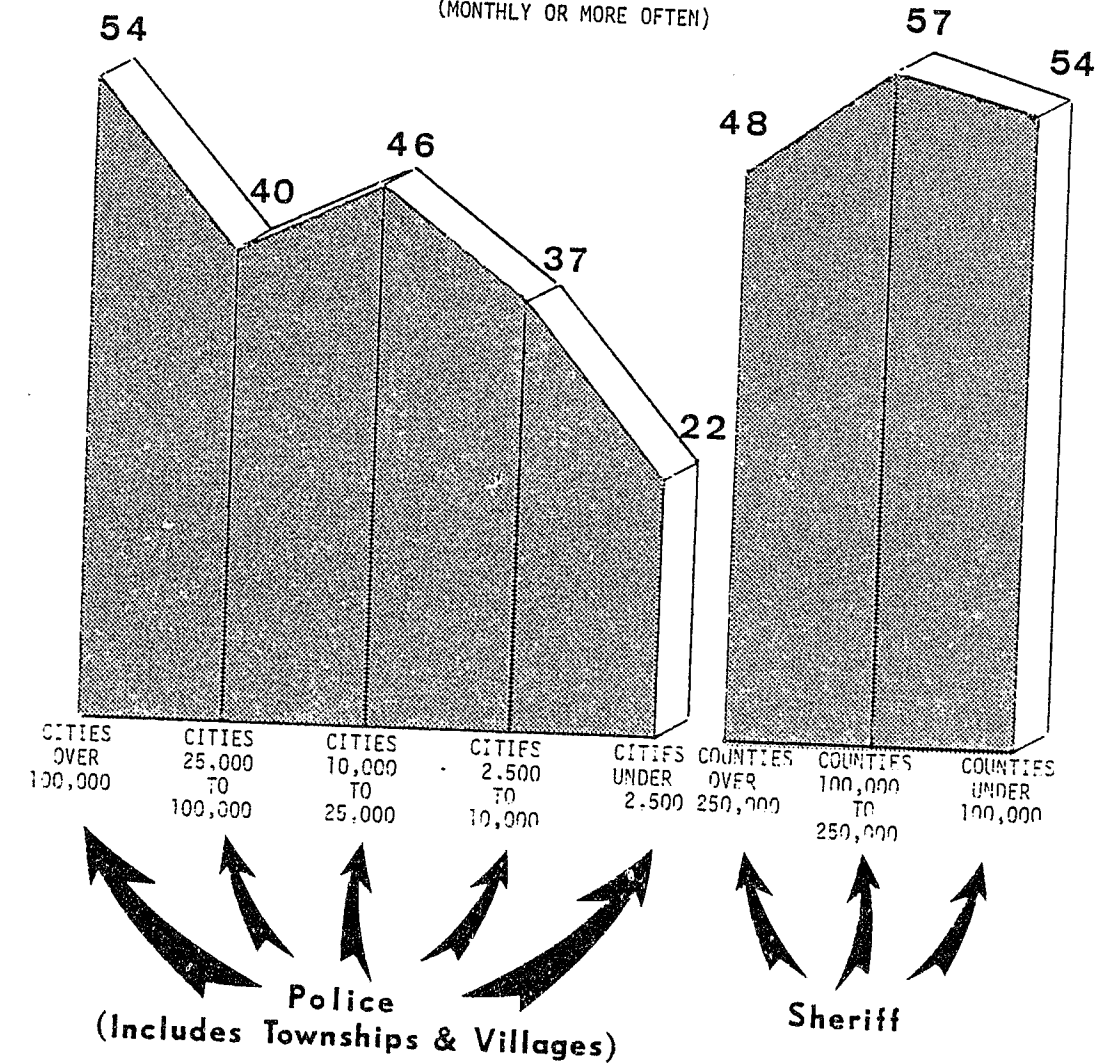
Sheriff

smallest counties, were very actively involved with this evidence linkage task. In fact, the small and medium-sized sheriffs' department patrol officers were every bit as busy with this task as their "largest city" counterparts.* This finding tends to support the contention that legitimate law enforcement role differences do exist across jurisdictional size lines in Ohio.

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* Many of the sheriffs' "jurisdictional size" relationships tended to move in the opposite direction of those for police (i.e., increasing frequency with decreasing size). In large counties sheriffs are apt to have much less area in which to conduct primary law enforcement duties because of the plethora of large, municipal police departments contained therein.

In general, patrol officers tended not to perform these criminal investigation tasks as frequently as they did patrol function tasks. This probably reflects both the special nature of some of these tasks (eg., intelligence activities, surveillance, confessions, etc.) and the inherent role of the patrol officer as a crime preventer more so then a criminal apprehender. Throughout the section, the supervisors' importance ratings ran rather high. Somewhat surprisingly, however, most of the tasks were not seen as being especially difficult to learn.

Detention And Custody Procedures

Sixty-six questions were included in the survey concerning detention and custody procedures (Appendix A). However, the vast majority of questions were not relevant to the duties of most patrol officers. A substantial portion fell within the realm of administrative functions. Collecting bonds, responding to court orders, placing holds on prisoners, and reviewing arrest and bond documents are examples of these tasks. Similarly, a larger majority of the tasks included duties that a jailer would perform, but jailers were not included in the survey sample. Any tasks in the survey dealing with the needs of prisoners while in jail are primarily jailer duties (i.e., administer medication, calculating good time status, distributing supplies) although a very small percentage of patrol officers do perform some of these tasks occasionally.

Only two noteworthy differences were found to exist when comparing police and sheriff officers' responses. Sixty-one percent of police officers book prisoners monthly or more often in contrast to 41% of sheriffs' officers. While less than four percent of police officers escort prisoners at least monthly, the figure for sheriffs' officers jumps to 22%.

When comparing modal responses it was discovered that, while the mode for booking prisoners for police was four (weekly), the majority of sheriffs' officers had not done this in the past year, the mode being one. This represents a significant difference in their roles. Sheriffs' officers, however, escort prisoners more often, the modal response being "a few times per year" as opposed to "never" for police.

Emergency Aid Activities

None of the emergency aid tasks was found to be a routine part of the officers' monthly, weekly, or daily activities. However, when adding a "few times per year" a more descriptive picture emerges.

TABLE 20

PERCENT OF OFFICERS INVOLVED IN EMERGENCY
AID ACTIVITIES

	A Few Times Per Year or More Often
Administer cardio-pulmonary resuscitation (CPR)	16.0%
Administer mouth-to-mouth resuscitation	10.6%
Administer oxygen using oxygen supply device other than resuscitator	9.0%
Administer oxygen using resuscitator	8.8%
Apply first aid to control bleeding	48.2%
Apply first aid to treat for broken bones	20.8%
Apply first aid to treat for burns	14.4%
Apply first aid to treat for gunshot wounds	13.2%
Apply first aid to treat for overdose	19.0%
Apply first aid to treat for poisoning	7.0%
Deliver babies	11.1%

Applying first aid to control for bleeding is the most common emergency aid activity most frequently engaged in by patrol officers.

Court Procedures

In the course of the patrol officers' routine duties they inevitably engage in court procedures. The survey instrument included 22 questions designed to research this topic.

The data revealed that overall, 50% of patrol officers have appeared in court during the last twelve months. However, this does not occur with much regularity, varying from a "few times per year" for some officers to "daily" for others.

As indicated in Table 21, officers from medium and small police departments and sheriff offices appear in court more often than those from large agencies.

TABLE 21

FREQUENCY OF LAW ENFORCEMENT OFFICERS' APPEARANCES IN COURT
BY
JURISDICTION SIZE:
POLICE vs. SHERIFF

	Police					Sheriff		
	Largest	Large	Medium	Small	Smallest	Large	Medium	Small
Never	59.5%	29.8%	29.2%	26.4%	29.4%	39.0%	21.4%	23.3%
Not in Past Year	10.1%	11.0%	9.9%	10.2%	9.6%	16.8%	8.2%	12.2%
Few Times Per Year	8.7%	27.6%	27.3%	32.7%	34.8%	19.7%	28.6%	32.2%
Monthly	9.1%	22.1%	26.4%	24.9%	19.8%	13.9%	31.6%	21.1%
Weekly	11.3%	8.8%	6.5%	5.4%	5.9%	8.7%	7.1%	10.6%
Daily	1.4%	0.8%	0.6%	0.3%	0.5%	1.9%	3.1%	0.6%

The data revealed that officers have little involvement in court-related tasks such as collecting fines, bail-related duties or jury functions. The officers' involvement significantly increases, however, as they encounter actual court procedures. Tasks such as confering with prosecutors, discussing cases, and presenting evidence are done much more routinely, as illustrated in Table 22.

TABLE 22

RESPONSES TO SELECTED COURT PROCEDURES

	Confer with Prosecutor Regarding Cases	Discuss Cases Following Legal Procedures	Review Reports For Court Testimony	Present Evidence
Never	8.0%	17.9%	17.5%	26.3%
Not in Past Year	4.3%	6.0%	3.8%	8.1%
Few Times Per Year	32.5%	40.9%	29.8%	36.4%
Monthly	36.2%	25.3%	31.9%	21.0%
Weekly	17.1%	8.7%	14.8%	7.3%
Daily	1.8%	1.2%	2.2%	.8%

Within the twelve months prior to the survey 89% of the patrol officers testified in criminal cases. Ninety-two percent (92%) of the supervisors rated such testimony as either important or very important to patrol operations (Table 23).

TABLE 23

TESTIFYING IN COURT CASES:
FREQUENCY vs. IMPORTANCE

Type of Case	Patrol Frequency Rating (percent testifying within the last 12 months)	Supervisors' Rating (percent saying "important" or "very important")
Civil	18.5%	28.7%
Criminal	89 %	92.1%
Liquor Board	7.5%	41.9%
Parole	11.1%	39.0%

Traffic-Related Activities

Of the duties that occupy a patrol officers' time, traffic activities rank high in terms of frequency. When the officer is not responding to specific calls, he or she is expected to look for law violators. And, the offender who is often most visible to the patrol officer is the traffic violator. These offenders include those cited for drunk driving, reckless operation, speeding, assured clear distance, and various other violations of state and local traffic laws.

In recent years, drunk driving has become a focal point for the attention of legislators, law enforcers, and laymen alike, all of whom are deeply concerned about the dangers posed by this type of offender. Ohio peace officers, engage in a number of activities directed toward the identification, apprehension, and processing of those accused of Operating a Motor Vehicle While Intoxicated (O.M.V.I.). Listed in Table 24 are a number of O.M.V.I.-related activities performed by Ohio law enforcement officers at least monthly or more often.

TABLE 24

O.M.V.I-RELATED ACTIVITIES PERFORMED MONTHLY OR MORE OFTEN
BY
JURISDICTION SIZE AND TYPE

	Largest City Police (Over 100,000)	Medium City Police (10,000-25,000)	Smallest City Police (Under 2,500)	Large County Sheriff (Over 250,000)	Small County Sheriff (Under 100,000)	Supervisors' Rating: Important or Very Important
Administer Roadside Sobriety Test	56%	71%	43%	63%	49%	68%
Arrange for Blood or Urine Sample	38%	21%	12%	24%	14%	61%
Arrest OMVI Suspects	63%	62%	34%	54%	41%	82%
Complete OMVI Arrest Reports	61%	64%	40%	53%	40%	81%
Operate Breathalyzer	10%	34%	11%	10%	8%	49%
Operate Videotape	1%	8%	3%	2%	2%	21%

It is evident from Table 24 that the "smallest city" patrol officers engage in O.M.V.I.-related activities less often than their "biggest-city" counterparts. The same can be said of officers employed by small county sheriffs' departments.

The task analysis data reveal that O.M.V.I. offenses increase with each advancing hour of the day. That is, patrol officers are more likely to arrest O.M.V.I. suspects at night than during the day (see Figure 28).

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FIGURE 28

PERCENTAGE OF OFFICERS MAKING O.M.V.I. ARRESTS
MONTHLY OR MORE OFTEN
BY
SHIFT

DAY 46% AFTERNOON 56% NIGHT 62%
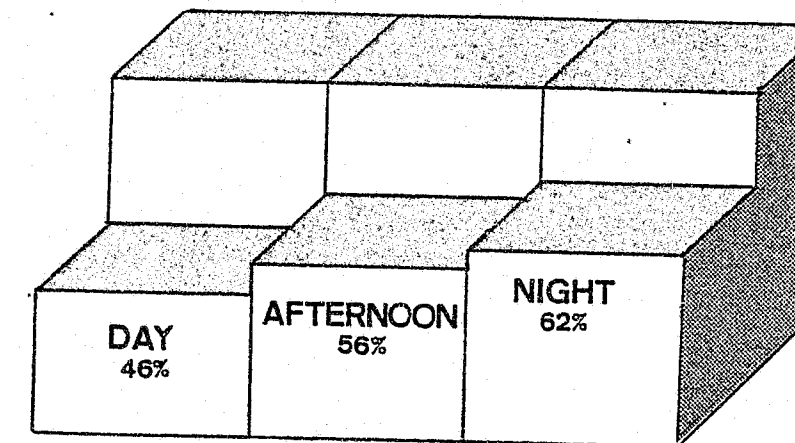
These findings are logical since many people, because of their employment, are not able to drink until evening. Also, there is no reason to believe that police on different shifts differentially enforce the O.M.V.I. laws. Therefore the difference in shifts can be attributed to the public drinking patterns.

A call that patrol officers routinely encounter is traffic accident investigation. When an accident does occur, officers need to sort out the facts, assessing responsibility and issuing citations where appropriate. Although some law enforcement agencies maintain special bureaus for traffic accident investigation, the brunt of these duties usually falls on the patrol officer.

There are a number of activities associated with traffic accidents that occupy the time of Ohio peace officers. For example, from the task analysis data, fifteen accident-related activities were identified which are frequently performed by the majority of the respondents. In Table 25 is a list of these fifteen activities including the percentage of respondents claiming never to have engaged in them.

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TABLE 25

TRAFFIC ACCIDENT INVESTIGATION:
PERCENTAGE OF PATROL OFFICERS ENGAGING IN SELECTED ACTIVITIES
MONTHLY OR MORE FREQUENTLY*

	Percent of Officers Monthly or More Often	Percent of Officers Never Engaging in This Activity
Complete Intersection Collision Diagrams	68%	7%
Complete Standard Accident Report Forms	80%	3%
Determine Contributing Factors to Accident	77%	4%
Determine Violations in Traffic Accident	79%	3%
Diagram Accident Scenes	78%	3%
Direct Activities at Accident Scenes	70%	7%
Identify Owners of Accident Vehicles	74%	3%
Inform Driver of Towed Vehicle's Location	74%	3%
Inspect Vehicle for Fresh Damage	70%	3%
Instruct Persons to Exchange Information	73%	4%
Interview Persons Involved in Accident	79%	3%
Investigate Impact Points at Accident Scene	73%	4%
Issue Citations in Traffic Accident	75%	4%
Locate Witnesses to Accidents	68%	4%
Set Priorities for Action at Scene	65%	9%
Take Precautions to Prevent Further Accidents	68%	6%

* The 16 accident related activities were chosen on the basis of those having a mode of "4" or greater.

While the Ohio patrol officer receives a goodly number of traffic accident-related calls, much of these duties border on the mundane. Not only do officers search for violators and conduct investigations, they also are responsible for the safe and smooth flow of traffic. Activities directed toward this end range from assisting a stranded motorist to removing a dead animal from the roadway. Thus, the officer not responding to specific calls still has a wide variety of duties to occupy his or her time. Some of these routine traffic-related patrol activities are listed in Table 26.

TABLE 26

SELECTED TRAFFIC ACTIVITIES
PERFORMED MONTHLY OR MORE OFTEN
BY
TYPE OF PATROL AREA

	Urban	Suburban	Rural	Supervisors' Rating Important or Very Important
Assist Stranded Motorists	75%	83%	62%	68%
Direct Pedestrian Traffic	12%	10%	5%	32%
Direct Traffic Using Hand Signals	50%	53%	37%	64%
Inspect Operator's License	89%	92%	78%	83%
Issue Parking Citations	85%	69%	20%	39%
Verbally Warn Traffic Violators	86%	93%	79%	56%
Remove Hazards from Roadway	42%	53%	38%	61%

PHYSICAL ACTIVITIES

The law enforcement profession in recent years has been beset with a number of problems, one of which is the validation of entry - level strength and agility requirements. In response to departmental standards regarding certain physical capabilities, prospective female recruits have filed suits maintaining that many of these requirements have little or nothing to do with the actual performance of police patrol duties. Moreover, some of them argue that the standards exist solely for the purpose of excluding women from police work. As a consequence, these physical requirements are being put to the judicial test in a number of states.

As a result of these challenges, law enforcement officials have been put on the defensive, forced to justify existing strength and agility requirements. Perhaps the best, but possibly the most expensive, way to validate these standards is to determine exactly what strength and agility is needed by those currently serving as patrol officers. The physical activities section of the TA survey has been designed to answer these questions for Ohio law enforcers.

The TA survey utilized two approaches to determine the physical activities of Ohio peace officers. First, respondents were presented with a list of 23 activities in which patrol officers could be expected to participate. These ranged from breaking down doors to picking up objects to subduing an attacker. Their responses were based on the standard frequency scale (see pg. 38). While the list is by no means exhaustive, it included the majority of routine physical activities performed by patrol officers.

The second approach was an attempt to determine (1) how many officers routinely engage in the various types of physical activity; (2) of those engaging in such activity, how many encounter some type of resistance and; (3) how do the members of the latter group respond to the resistance they encounter.

The Frequency of Routine Physical Activities

As mentioned earlier, the survey respondents were confronted with a list of 23 different physical activities to be rated on the basis of frequency of occurrence. The activities, which are thought to include these most often associated with law enforcement patrol work, run the gamut from "standing" to "breaking through doors using force." From the original list of 23 activities, seven were chosen for an in-depth look.* These seven activities were then analyzed in terms of how they are affected by the officers' age, sex, race, and education, and their feelings about the job.

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* The seven were chosen from a list of activities having frequency means of two ("A few times per year") or greater.

Most people probably think that police officers are more physically active in urban areas than in the less-populated areas. The task analysis data, in fact, bears out this belief.

TABLE 27

COMPARISON OF VARIOUS PHYSICAL ACTIVITIES
PERFORMED A FEW TIMES PER YEAR OR MORE OFTEN
BY
PATROL AREA

	Urban	Suburban	Rural	Combination*
Climb Obstacles	90%	85%	69%	82%
Run After Suspects	90%	80%	64%	79%
Run Up Stairs	90%	79%	65%	74%
Jump Over Obstacles	83%	80%	64%	75%
Lift Heavy Objects or Persons	84%	78%	68%	78%
Subdue Persons Resisting Arrest	90%	87%	68%	82%
Physically Push Movable Object	86%	89%	80%	82%

With only one exception, the percentage of officers engaging in these physical activities exhibited a tendency to decrease as patrol jurisdictions moved from urban to rural. It could be argued that the higher crime rates associated with urban areas account for the higher percentage of officers engaging in these activities. The exception, "physically push movable objects," bucks the trend by showing an increase in the suburban areas. Perhaps suburban patrol officers are more traffic-oriented, and thus more likely to have the opportunity to push vehicles from the roadways.

One of the most interesting variables in relationship to physical activities is age. One naturally would expect officers to become less physically active as they get older. The data show this to be true.

---

* Approximately 25% of the officers responding to the survey claimed to work in this type of patrol area.

TABLE 28

COMPARISON OF VARIOUS PHYSICAL ACTIVITIES PERFORMED
A FEW TIMES PER YEAR OR MORE OFTEN
BY
AGE

AGE GROUPS

	20-24	25-29	30-34	35-39	40-44	45-49	50+
Climb Obstacles	88%	90%	87%	77%	69%	56%	53%
Run After Suspects	82%	87%	83%	76%	77%	62%	42%
Run Up Stairs	81%	84%	82%	76%	67%	67%	45%
Jump Over Obstacles	79%	84%	79%	74%	66%	58%	40%
Lift Heavy Objects or Persons	80%	84%	79%	78%	68%	56%	47%
Subdue Person Resisting Arrest	86%	90%	86%	81%	73%	67%	53%
Physically Push Movable Object	89%	92%	84%	82%	74%	67%	40%

AVERAGE DIFFERENCE BETWEEN AGE CATEGORIES		+3.7	-3.3	-5.1	-6.6	-8.9	-16.1

The curious reader undoubtedly will ask why the percentage of officers jumps for the 25-29 age group. One possible explanation for this is that the first age group, those 20-24, have not yet had the opportunity to engage in these physical activities, given their youth and, consequently, their short time in police patrol work.

The only other percentage that does not seem to fit is that of the 40-44 age group for "running after suspects." However, the difference is not a significant one.

Of the differences between the juxtaposed age categories, the greatest is found between the 45-49 group and the 50 and over group (see bottom row of Table 28). It would be presumptuous to maintain that the difference, although apparently significant, is the result of "old age" or some other similar cause. Veteran police officers have suggested that older officers engage in physical activities less often than their younger colleagues because the former group has learned alternative methods of handling certain enforcement situations. Suffice it to say that this "50 and over" group is significantly less physically active than the not-much-younger "45 to 49" group of patrol officers.

As mentioned earlier, considerable attention has been focused on physical strength and ability requirements for women. One of the benefits of a survey such as the task analysis effort is the answering

of questions about how the performance of females compares to that of men. Table 29 compares males and females regarding the seven routine physical activities.

TABLE 29

COMPARISON OF VARIOUS PHYSICAL ACTIVITIES PERFORMED
A FEW TIMES PER YEAR OR MORE OFTEN
BY
SEX

	Male	Female
Climb Obstacles	86%	83%
Run After Suspects	83%	75%
Run Up Stairs	80%	80%
Jump Over Obstacles	79%	73%
Lift Heavy Objects or Persons	80%	76%
Subdue Persons Resisting Arrest	86%	84%
Physically Push Movable Object	87%	77%

It is evident that a higher percentage of male officers engage in most of these activities. The greatest difference between males and females surfaces in "running after suspects" and "physically pushing movable objects." Several inferences can be drawn from these differences; however, it should be noted that most are not statistically significant.

Race* is yet another variable which requires examination. Intuitively, it seems logical that no difference between races should emerge. The data, in fact, support this intuition.

TABLE 30

COMPARISON OF VARIOUS PHYSICAL ACTIVITIES PERFORMED
A FEW TIMES PER YEAR OR MORE OFTEN
BY
RACE

	Black	White
Climb Obstacles	85%	85%
Run After Suspects	86%	82%
Run Up Stairs	82%	80%
Jump Over Obstacles	76%	79%
Lift Heavy Objects or Persons	77%	80%
Subdue Persons Resisting Arrest	85%	86%
Physically Push Movable Object	79%	87%

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* Due to the extremely small number of American Indians, Orientals and Spanish minorities, they were omitted from the analysis. (Pertaining to Table 30 above.)

In most social scientific surveys, researchers make an effort to determine the effects of education on the phenomena under study. In the task analysis survey, questions were asked regarding both educational attainment prior to becoming an officer and the present educational level.

The officers who came to law enforcement patrol work with twelve years of education (i.e., high school diploma or equivalent) and who did not subsequently complete additional formal education exhibited a slight tendency to engage less in the seven physical activities over time.

TABLE 31

COMPARISON OF VARIOUS PHYSICAL ACTIVITIES PERFORMED
A FEW TIMES PER YEAR OR MORE OFTEN
BY
EDUCATION:
BEFORE BECOMING AN OFFICER AND NOW

	Before (A) 12th	Now (B) 12th	Before (C) 16th	Now (D) 16th
Climb Obstacles	81%	79%	93%	92%
Run After Suspects	79%	77%	85%	87%
Run Up Stairs	78%	75%	86%	86%
Jump Over Obstacles	74%	71%	85%	85%
Lift Heavy Objects or Persons	75%	74%	81%	83%
Subdue Persons Resisting Arrest	83%	82%	89%	89%
Physically Push Movable Object	84%	83%	90%	90%

Differences also exist in the "before" and "now" groups of officers who claimed to have 16 years of education (i.e., a college degree or equivalent). An interpretation similar to that given regarding the 12 year group cannot be made since some of those claiming 16 years of education "now" were less educated in the past. What can be said, however, is that the college-educated group shows higher percentages of its officers engaging in these physical activities. An an example, one might compare the percentages of columns A and C. Again, no substantive inferences can be drawn since additional data is necessary in order to make causal statements.

The last background variable chosen for analysis was one assessing the officers' job interest. That is, how physically active are those who consider their work interesting compared to those who feel police patrol work is dull?

TABLE 32

COMPARISON OF VARIOUS PHYSICAL ACTIVITIES PERFORMED
A FEW TIMES PER YEAR OR MORE OFTEN
BY
INTEREST IN JOB*

	So-So	Interesting	Very Interesting
Climb Obstacles	82%	85%	86%
Run After Suspects	76%	81%	86%
Run Up Stairs	76%	78%	85%
Jump Over Obstacles	73%	78%	81%
Lift Heavy Objects or Persons	76%	78%	82%
Subdue Persons Resisting Arrest	82%	84%	89%
Physically Push Movable Object	80%	86%	87%

In the case of each of the seven physical activities, there is a slight trend toward higher percentages among "interested" officers engaging in physical activities. In view of recent literature on worker burnout, this finding makes sense. The finding holds importance for law enforcement policy-makers who are responsible for correcting inefficiency and ineffectiveness in their respective organizations.

The Amount of Routine Physical Activity

In the physical activities section of the task analysis survey, respondents also were presented with a number of activity measurements addressing strength or agility demands made on the patrol officer. The questions were designed to measure not only the type of activity in which the officer had recently engaged but also the exact extent of that involvement. For example, regarding the question concerning running, respondents were allowed to choose from the answer categories listed below:

I ran approximately ___ yards

1. 1-24
2. 25-49
3. 50-74
4. 75-99
5. over 100

* The job satisfaction question included the additional categories of "very dull" and "dull". However, an insignifcant number (32) of the 2,620 respondents used these two categories to describe their feelings toward their work.

Respondents were thus given an exhaustive array of response alternatives for numerous activities such as crawling, dragging, lifting, and several others.

In addition to including questions aimed at "how far" and "how heavy," the task analysis survey also made an effort to glean information about urgency (e.g., "Were you assisted?"), and about the object of the activity (e.g., "Was a vehicle pushed?" "Was the object a person?"). In this way it is possible to differentiate between lifting a person and, say, a large piece of debris blocking the roadway.

Officers who identified at least one physical activity within the last five work shifts were asked to indicate whether or not they had encountered resistance. Thus, throughout the following analysis, a distinction will be made between those officers who encountered resistance and those who did not.

FIGURE 29

PHYSICAL ACTIVITY STATUS OF RESPONDENTS
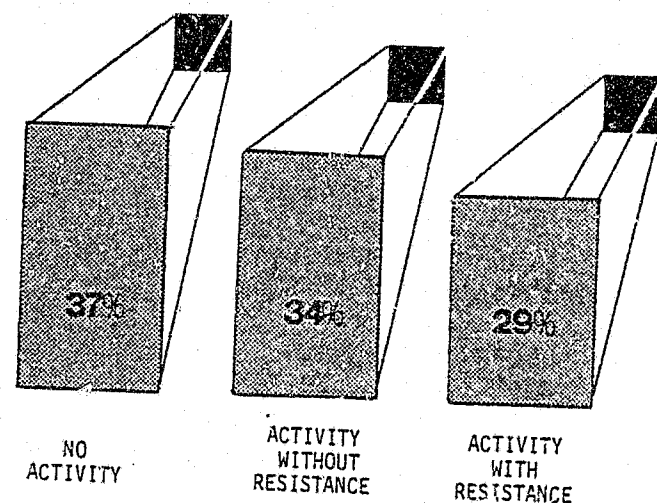
One might assume that the patrol officers in municipal police departments would be the most physically active of all peace officers. Table 33 which compares the municipal police officers with sheriffs' officers and officers employed by special agencies, seems to support this assumption.

TABLE 33

OFFICERS' ACTIVITY STATUS FOR THE LAST FIVE WORK SHIFTS
BY
AGENCY TYPE

	Largest City Police	Large City Police	Medium City Police	Small City Police	Smallest City Police	Large County Sheriff	Medium County Sheriff	Small County Sheriff	Special
Activity	206	133	115	142	95	81	36	80	64
	28.0	33.3	36.5	42.5	50.8	39.3	37.1	44.9	48.1
Activity Without Resistance	260	108	107	128	64	70	41	68	46
	35.4	27.1	34.0	38.3	34.2	34.0	42.3	38.2	34.6
Activity With Resistance	269	158	93	64	28	55	20	30	23
	36.6	39.6	29.5	19.2	15.0	26.7	20.6	16.9	17.3

When thinking about law enforcement officers and their physical activities, questions naturally arise concerning the effect of age. That is, are the older officers less active, as most people might already suspect? Stated another way, are there age differences among officers who did not report any physical activities for the last five work shifts?

Figure 30 provides an age breakdown of those respondents reporting no physical activities.

FIGURE 30

OFFICERS REPORTING NO PHYSICAL ACTIVITIES
BY
AGE
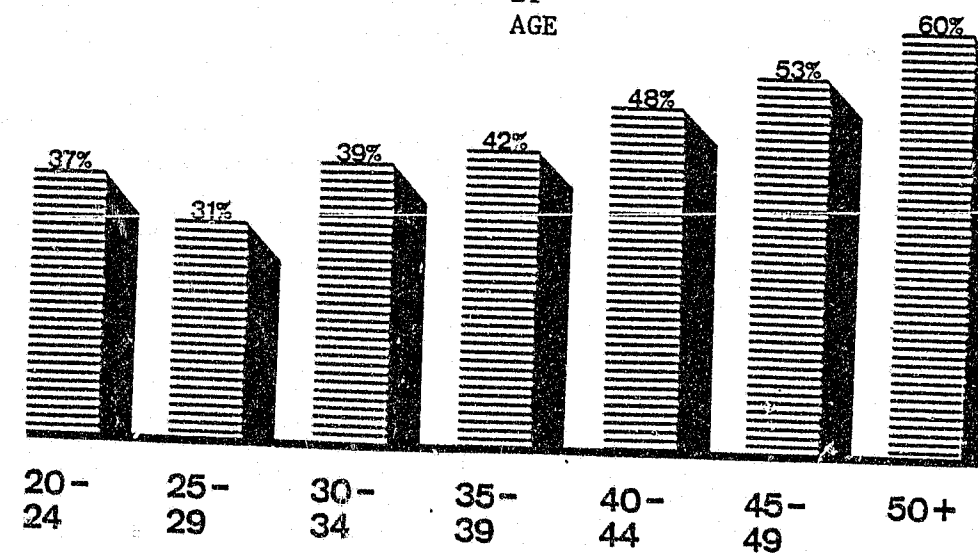
By simply glancing at Figure 30, it is easy to see that the older officers are self-admittedly less active than their younger counterparts. Again, no definitive conclusions can be drawn from such a finding.

Of the physical activities that the layman most closely associates with law enforcement work, running probably would be near the top of the list. Whether or not this is the activity most frequently encountered, television programs portray their police heroes racing block after block after suspects, climbing fire escapes and turning over trash cans on their way to catch the criminal. Thirty-seven percent of the officers responding to the survey indicated they had engaged in running. But unlike the T.V. officers, most of Ohio's patrol officers ran relatively short distances.

FIGURE 31

PATROL OFFICERS RUNNING WHO MET RESISTANCE

52%	24%	24%
1-24 yards	25-99 yards	100+ yards
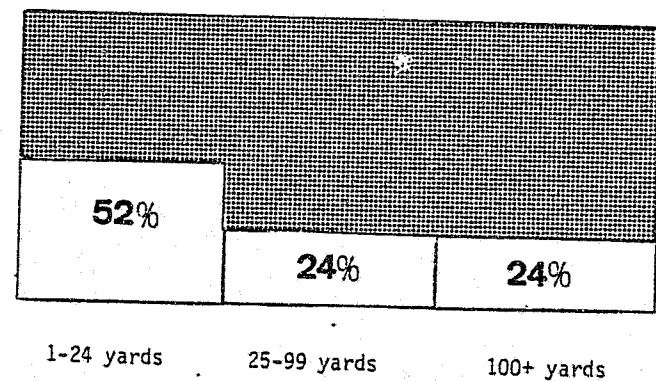
(Based on 960 reported incidents)

With regard to officers encountering resistance, the "distance" profile remains much the same. The most obvious difference is that a higher percentage of those meeting resistance are forced to run over 100 yards.

In the Methodology section it is noted that a one to seven year experiential limitation was placed on the sample of respondents, in theory reducing the number of older officers to a token few. This number, when looking at those who engaged in running, dwindles down so far as to preclude confident statistical analysis. Suffice it to say that if fewer of the older officers ran, it cannot be stated that the differences emerging from the data are significant.

Differences also were found between males and females. As many would expect, a higher percentage of males engaged in running than females. It has to be noted, however, that sex poses a problem similar to that found when analyzing age differences. That is, the already small number of female respondents becomes even smaller when screened through the running activity variable. With this qualification made, the differences between males and females can be seen in Figure 32.

FIGURE 32
OFFICERS ENGAGING IN RUNNING
BY
SEX

MALES

NON-RUNNERS 79%   RUNNERS 21%

FEMALES

NON-RUNNERS 87%   RUNNERS 13%
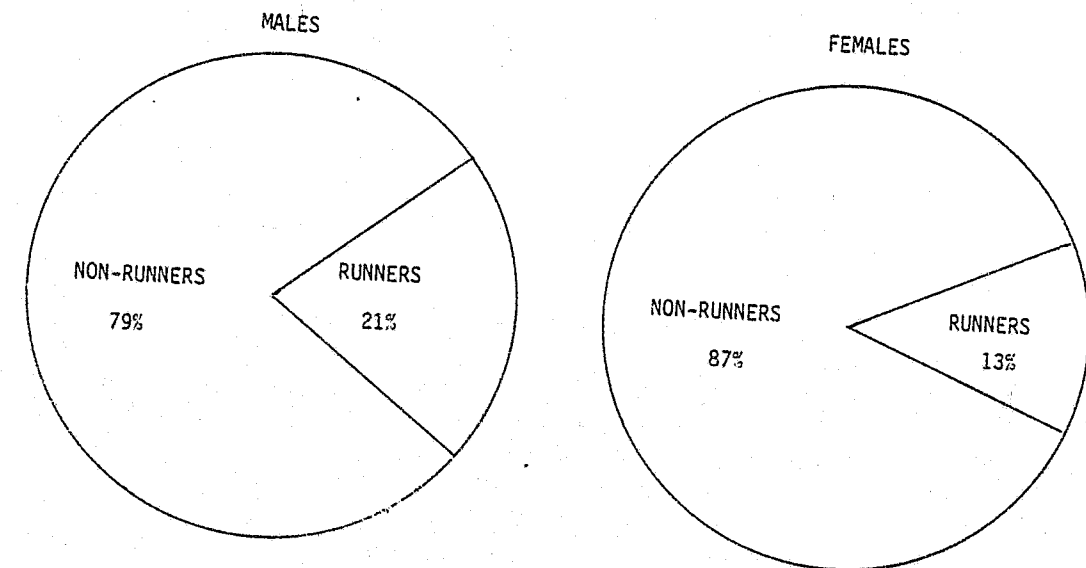
(Based on 960 reported incidents)

While engaged in running, officers frequently encounter obstacles which impede their progress. Of the 964 who claimed they ran during the last five shifts, one-third stated they encountered one obstacle with almost 80% of them claiming they had to contend with from one to three obstacles during their run.

The plurality of officers from the suburban and rural areas encountered just one obstacle, with urban officer slightly more likely to encounter more than two obstacles. Table 34 lists the types of obstacles an officer is likely to encounter.

TABLE 34

TYPE OF OBSTACLES ENCOUNTERED WHILE RUNNING

Percent of Officers

Fence or Wall	13%
Shrubs	6%
Vehicle	11%
Stairs	12%
Ditch	4%
2 of the Above	24%
3 of the Above	15%
Other	15%
	100%

Nearly four in ten of the officers whose activity included running were forced to contend with at least two of these obstacles. Fences, vehicles, and stairs all were encountered with the same degree of frequency.

Rarely are police officers seen crawling, either on the ground or, for that matter on any other surface. This is reflected by the fact that only 205 (8%) of the 2,620 officers responding to the survey cited "crawling" as a physical activity of the previous five shifts. Two-thirds of those who crawled did so for just three feet or less. And over 90% crawled for a distance under 13 feet. One former policeman has suggested that patrol officers purposefully do not crawl to save on uniform wear and tear. However, opportunity would also be a likely explanation for the infrequency of this activity.

Less than 20% of those surveyed had occasion to jump within their last five work shifts. Figure 33 illustrates jumping distances for Ohio patrol officers during the course of routine patrol work. It is evident that most of the jumps are relatively short.

FIGURE 33

PERCENTAGES OF OFFICERS JUMPING CERTAIN DISTANCES
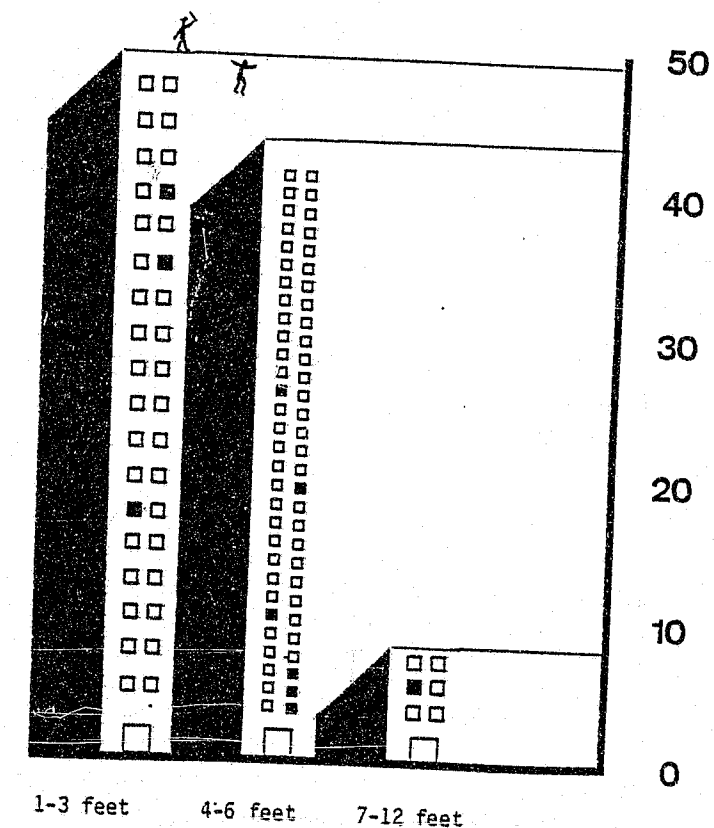
(Based on 488 reported incidents)

In regard to gender differences, 19% of the male officers were forced to jump, whereas 15% of the female officers did so. Larger differences were found concerning race, with a higher percentage of black officers more likely to jump greater distances than their white counterparts.

It is difficult to make any blanket statements about age and physical activities. The data reveal that fewer of the older officers engage in these activities than the younger officers. But, as previously mentioned, there are so few of the older officers in the sub-sample that it is difficult to maintain that they are significantly less active. For example, of the 490 officers who had jumped in the past five shifts, only 10 fell into the "40 and over" category. Therefore it is hard to state with any assurance that the older ones are less active.

In addition to needing information on distances routinely jumped, law enforcement trainees and policy makers also need to know how officers coped with obstacles encountered while jumping. Confronted with the same list of obstacles as in Table 34, task analysis respondents were asked which ones they encounted while jumping. Table 35 provides a percentage breakdown for each type of obstacle encountered.

TABLE 35

TYPE OF OBSTACLES ENCOUNTERED WHILE JUMPING

	Percent of Officers
Fence or wall	19%
Shrubs	28%
Vehicle	7%
Stairs	9%
Ditch	10%
2 of the Above	22%
3 of the Above	16%
Other	9%
	100%

While the small number of officers who jump make the data hard to interpret, it generally appears that rural officers were more likely than their urban and suburban counterparts to encounter ditches while jumping. Fences, on the other hand, plagued a higher percentage of urban officers. Suburban officers, reported "other jumping obstacles" more often than the urban and rural law enforcers.

From time to time, patrol officers find themselves climbing in order to carry out their duties. Approximately 22% of the patrol officers responded that they had engaged in climbing during their last five work shifts. Again, respondents were called upon to reveal exactly what type of obstacles they encountered while climbing. Table 36 shows the extent to which the task analysis respondents had to contend with these obstacles.

TABLE 36

TYPE OF OBSTACLES ENCOUNTERED WHILE CLIMBING

	Percent of Officers
Fence or Wall	40%
Embankment	14%
Ditch	2%
Ladder	6%
Stairs	26%
Other	11%
	99%*

---

* May not be equal to 100% due to rounding.

From the data in Table 36, it is clear that fences or walls, and ditches pose the greatest problems to the majority of those forced to climb. Fences served as obstacles for urban patrol officers, whereas embankments and ditches proved to be the primary obstacles for the suburban and rural officers.

Obstacles can be easy or difficult to climb, depending upon the natural handholds or footholds they provide. Sixty percent of the officers who climbed indicated tha the obstacles they encountered offered either a handhold or foothold. The rest of the officers were forced to overcome a solid obstacle. Such a finding should interest police trainers who must design relevant climbing exercise for law enforcement recruits.

Five hundred of the task analysis respondents claimed they engaged in climbing during their last five work shifts. Figure 34 provides a distribution of the officers by the number of feet they climbed.

FIGURE 34

DISTANCES CLIMBED BY OFFICERS

5 feet or less	26%
6 to 10 feet	43%
11 to 20 feet	18%
21 feet and over	13%
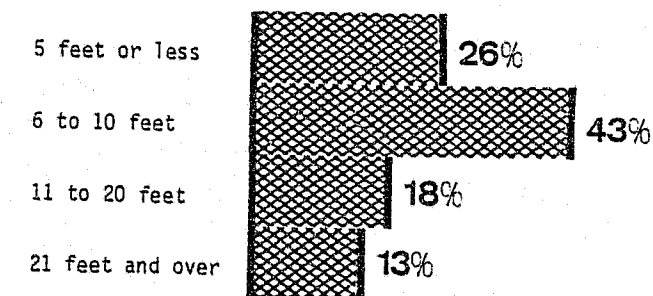
(Based on 500 reported incidents)

During the course of law enforcement patrol work, officers are often called upon to push an object. What immediately comes to mind are automobiles. Because a disabled car creates traffic problems, many officers opt to push it to the side of the roadway.

The data reveal that 65% of those officers who engaged in a pushing activity did, in fact, push cars. Figure 35 shows how far resisted patrol officers had to push their objects.

CONTINUED

1 OF 3

FIGURE 35

HOW FAR DID THE OFFICERS PUSH OBJECTS?

1-19 feet   20-39 feet   40+ feet
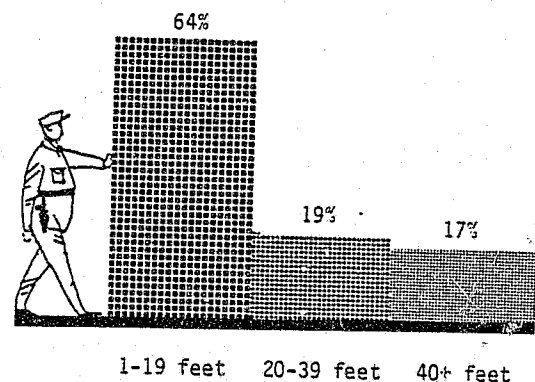
(Based on 289 reported incidents)

Almost two-thirds of the officers who claim they pushed during their last five work shifts did so for a distance of less than 20 feet.

Earlier it was noted that a substantial percentage of officers push cars, which naturally fall in the heaviest weight category. A more complete weight breakdown, as provided in Figure 36 shows the reader how much these pushed objects weighed.

FIGURE 36

OFFICERS PUSHING
BY
WEIGHT OF OBJECT

Over 200 lbs.	56%
150-199 lbs.	24%
100-149 lbs.	9%
50 -99 lbs.	4%
25 -49 lbs.	7%
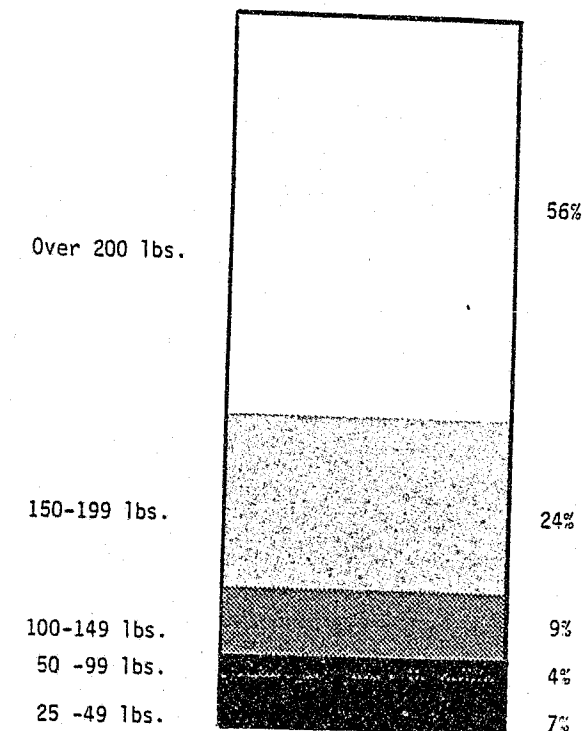
(Based on 519 reported incidents)

Because the "over 200 lb." category is as large as was the group who claimed they pushed cars, it probably is safe to say that most of the "56%" group above were involved in pushing cars.

It might be expected that a smaller percentage of female officers would be involved in pushing cars. The task analysis data, however, reveal that the differences do not appear to be significant. Here again, extremely small numbers make it almost impossible to issue blanket statements about possible gender differences.

The survey instrument also measured percentages of Ohio peace officers who engage in dragging or pulling. While this is not something most citizens see patrol officers do daily, Figure 37 points out how far the officers had to drag their objects.

FIGURE 37

DISTANCES RESISTED OFFICERS HAD TO DRAG OBJECTS

67%   18%   7%   9%

1-19 feet   20-39 feet   40-79 feet   80 + feet
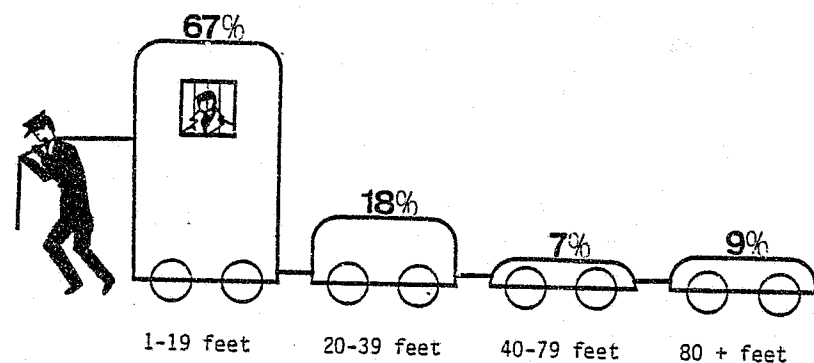
(Based on 324 reported incidents)

Two-thirds of the officers who pulled objects did so for distances of less than 20 feet. When considering sex differences, female officers seldom pull or drag more than 20 feet. That is, more than 80% of the women dragged objects less than 20 feet whereas approximately 20% of the male officers did so.

For some reason officers from the rural patrol areas are more likely to have to drag objects shorter distances than their urban counterparts.

Figure 38 shows the percent distribution of officers dragging or pulling various weights.

FIGURE 38

OFFICERS DRAGGING OR PULLING WEIGHT: RESISTANCE vs. NO RESISTANCE

RESISTANCE   NON-RESISTANCE

Pounds   100% 75% 50% 25% 0 25% 50% 75% 100%

25-49

50-99

100-149

150-199

200 and over

N=383   N=147
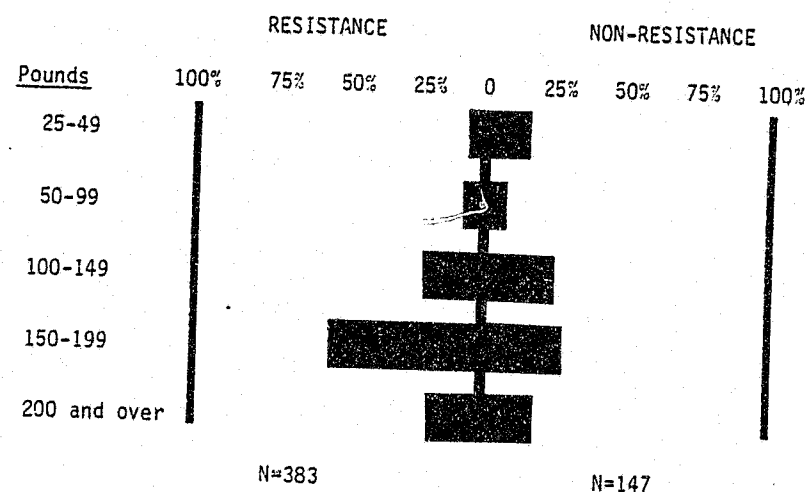
After glancing at the "150-199" category in Figure 38 one might guess that the difference is due to officers having to drag people who are offering resistance. To see if this theory is valid the data was further analyzed in terms of the type of objects dragged. Table 37 displays the percentages of officers having to drag or pull people.

TABLE 37

PERCENT OF OFFICERS DRAGGING OR PULLING A PERSON
BY
RESISTANCE vs. NO RESISTANCE

	Resistance	No Resistance
Drag a Person	85%	60%
Drag Other	15%*	40%

It is apparent that those who encounter some type of resistance are more likely than those who do not to be dragging or pulling a person. Such a finding, as with the various other activities, has important implications for peace officer training, especially that portion dealing with physical strength standards.

Survey respondents were queried about one final strenuous activity-lifting and carrying. It may be easier to picture a patrol officer lifting than crawling, pushing, or dragging. Occasionally officers are seen assisting a handicapped person onto a bus or picking up debris from a roadway. Concerning the distances which officers are required to lift objects, Table 38 shows percentages of patrol officers in the five height categories.

TABLE 38

OFFICERS LIFTING OBJECTS

Height Lifted	Percent of Officers
...1 foot	10%
...2 feet	18%
...3 feet	33%
...4 feet	15%
...over 5 feet	24%

(based on 480 reported incidents)

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* Officers falling into this response category may have interpreted "resistance" as meaning anything making their job more physically difficult e.g. a jammed car door at an auto accident scene or a vicious dog owned by a suspect.

Once lifted, objects often have to be carried somewhere.
Depending upon the weight of an object, carrying can be an arduous
task, especially if the object has to be carried a long distance.
Officers encountering resistance do not differ significantly from
those not meeting resistance in terms of how far they have to carry
objects. Figure 39 provides more specific information in this regard.

FIGURE 39

OFFICERS CARRYING OBJECTS
BY
DISTANCE CARRIED

(Based on 457 reported incidents)
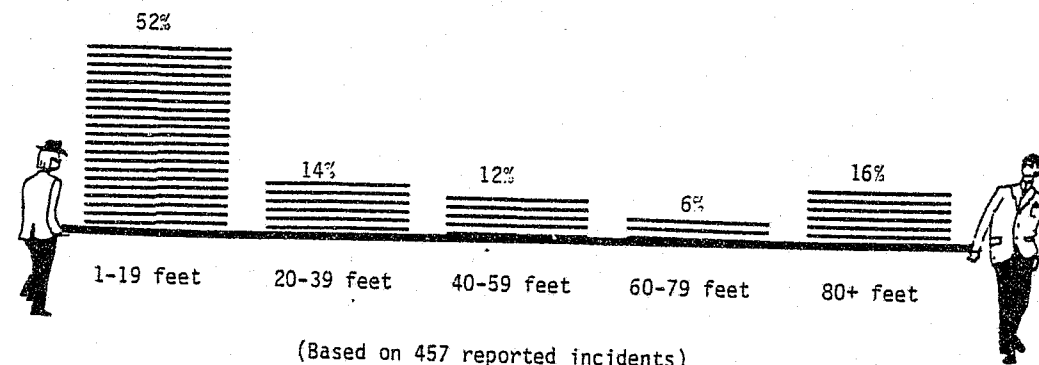
Possibly more crucial than how high an object is lifted or how
far it is carried is the object's weight. Training academy personnel
need to know precisely how strong their recruits must be to
effectively carry out patrol duties. The range of weights lifted by
the respondents are listed in Table 39.

TABLE 39

PERCENTAGE OF OFFICERS LIFTING/CARRYING
BY
WEIGHT OF OBJECT

Weight	Percent of Officers
25-49 lbs.	16%
50-99 lbs.	12%
100-149 lbs.	19%
150-199 lbs.	40%
over 200 lbs.	13%
	100%

(based on 499 reported incidents)

Once again the data on a physical activity begs the question of
whether or not a human being is the object lifted or carried. As was
the case with "dragging", persons were most often the objects patrol
officers encountered in lifting activities, as reflected in Table 40.

TABLE 40

OFFICERS CARRYING PERSONS OR OTHER OBJECTS:
RESISTANCE vs. NO RESISTANCE

	Resistance	No Resistance
Lift/Carry Person	75%	54%
Lift/Carry Other	25%	46%

It is interesting to note that while a smaller percentage of
female officers engaged in lifting, a higher percentage carried
persons. Extremely small numbers, however, again prevent too much
from being read into a finding such as this.

In addition to assessing how Ohio patrol officer fared in the
aforementioned physical activities, the task analysis survey was
designed to glean other important pieces of information. For example,
it seemed reasonable to ask the respondents whether or not they were
assisted during the course of the activity. Figure 40 shows the
percentages of assisted versus non-assisted officers analyzed by their
"resistance" question response.

FIGURE 40

PERCENTAGE OF ASSISTED vs. NON-ASSISTED OFFICERS FOR EACH MAJOR PHYSICAL ACTIVITY BY RESISTANCE AND NON-RESISTANCE
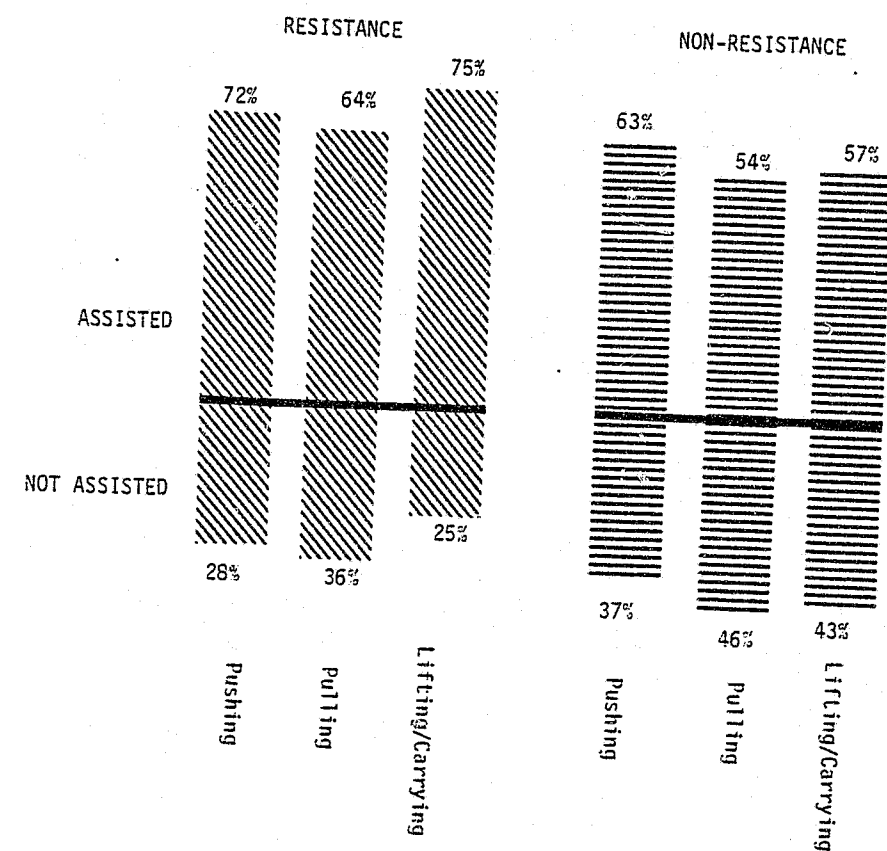
It therefore is fairly clear that patrol officers encountering resistance while engaging in these physical activities are more likely to receive some assistance than those meeting no resistance. One possible explanation for this difference might be that two-officer patrol teams more often end up with the encounters that entail resistance. An alternative explanation might suggest that citizens, seeing an officer in an encounter, might offer assistance.

Earlier in the survey, some attention was focused on the supervisors' criticality rating of the various tasks performed by patrol officers. Law enforcement curriculum planners need to know if urgency is associated with these activities so as to place them in some order of priority for training purposes. In an effort to tap the officers' opinions of urgency, the task analysis survey questionnaire included the question "was speed required?" following each of the five principal physical activities.

Figure 41 analyzes the officers' response to these questions with regard to whether or not they encountered resistance.

FIGURE 41

OFFICERS INDICATING THAT SPEED WAS REQUIRED BY RESISTANCE-NON RESISTANCE
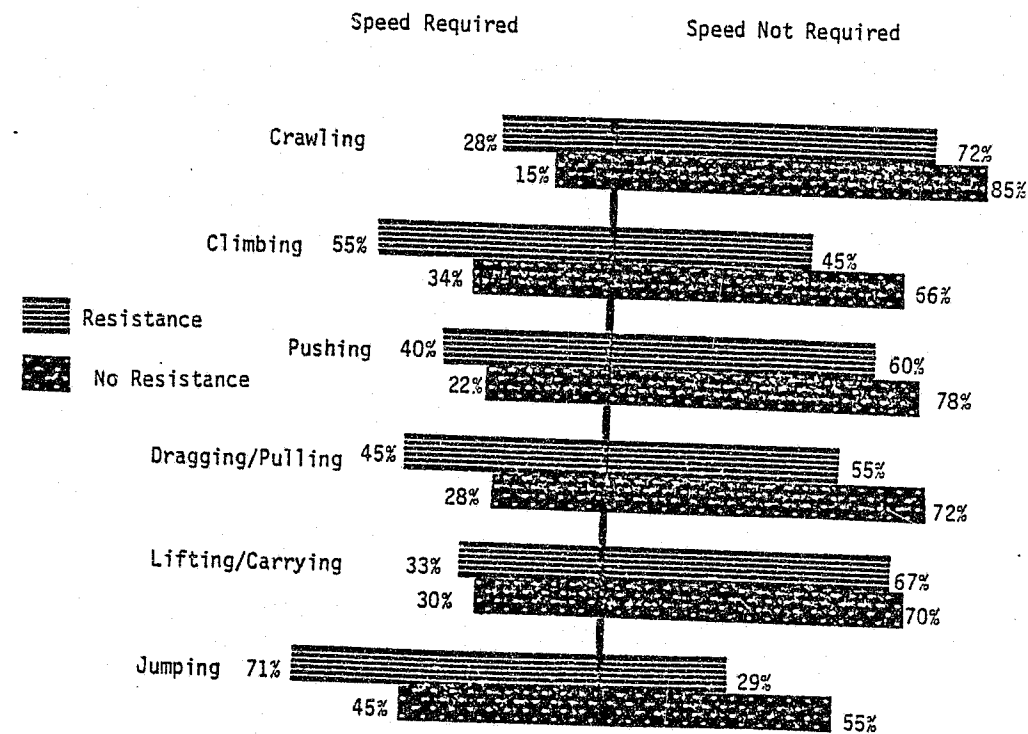
As can be seen from the graph, the majority of officers did not feel that speed was necessary when performing these various physical activities. The most obvious exceptions are the "resistance" groups who climb and jump. Apparently these two activities, unlike the others, necessitate a more expeditious conclusion.

Coping With Resistance

Unfortunately for the patrol officer, he or she sometimes encounters both armed and unarmed resistance in the course of performing patrol duties. At times this will involve only a single drunk, while in other instances the officer will be forced to quell a group of emotionally upset persons.

In such cirumstances the peace officer has the right to use the force necessary to bring the offender under control. In most cases the officers need not use weapons to bring this about. There are those instances, of course, in which the law enforcement officer, in order to protect his life or that of another, must use lethal force in effecting the apprehension of an offender.

FIGURE 42

OFFICERS ENCOUNTERING RESISTANCE AND USING FORCE
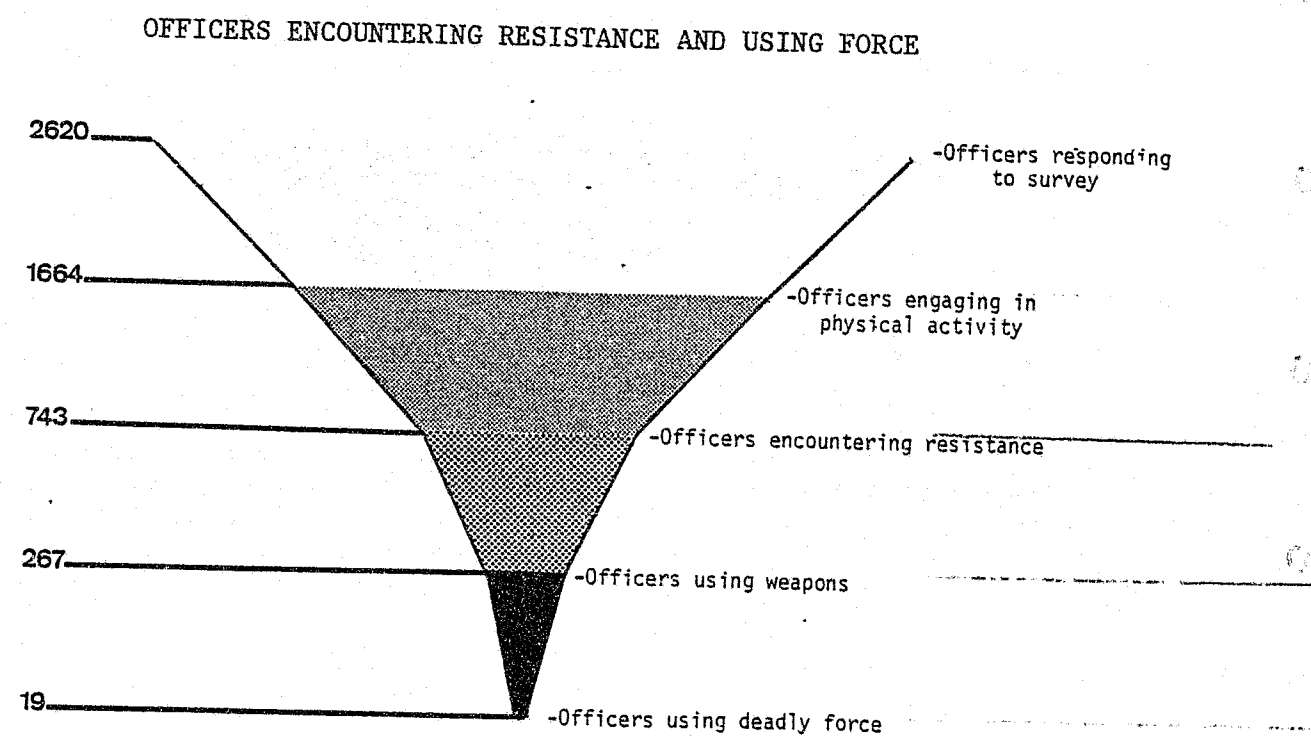
In the following pages an analysis will be made of the resistance encounters of Ohio's patrol officers.

Of the 2,620 patrol officers responding to the task analysis survey, 743 (29%) claimed they had encountered resistance within the last five work shifts. As expected, most of the encounters involved a single male resister. Table 41 shows the percentages of officers encountering male and female resisters.

TABLE 41

OFFICERS ENCOUNTERING
MALE AND FEMALE RESISTERS

Males Encountered	Percent of Officers*	Females Encountered	Percent of Officers**
1	76%		
2	13%	1	75%
3	6%	2	17%
4+	5%	3	2%
		4+	6%

It is also obvious that the vast majority of patrol officers confronts only one suspect, regardless of that offender's gender. Male and female patrol officers compare favorably with respect to the gender of the suspects who resist them. That is, female officers appear just as likely to confront a male suspect as a female suspect.

Officers working in urban patrol areas were just as likely to encounter the same number of males as their counterparts in suburban and rural areas. With male and female suspects, officers were more likely to encounter resistance during the second shift (3:00 p.m. to 11:00 p.m.). Those assigned to rural patrol areas had very little trouble with female suspects.

Whereas the white officers were more likely to encounter one male suspect, the black officers were almost twice as likely as white officers to encounter two suspects.

A major problem confronting patrol officers in these encounters is the emotional state of the offender. Alcohol, drugs, and mental problems can make a suspect much more of a threat to public safety.

Figure 43 makes it clear how officers assess the suspects who resist them.

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*   number of officers = 633
** number of officers = 141

FIGURE 43

WAS THE OFFICER ABLE TO REASON WITH THE RESISTER?

YES 18%   NO 82%
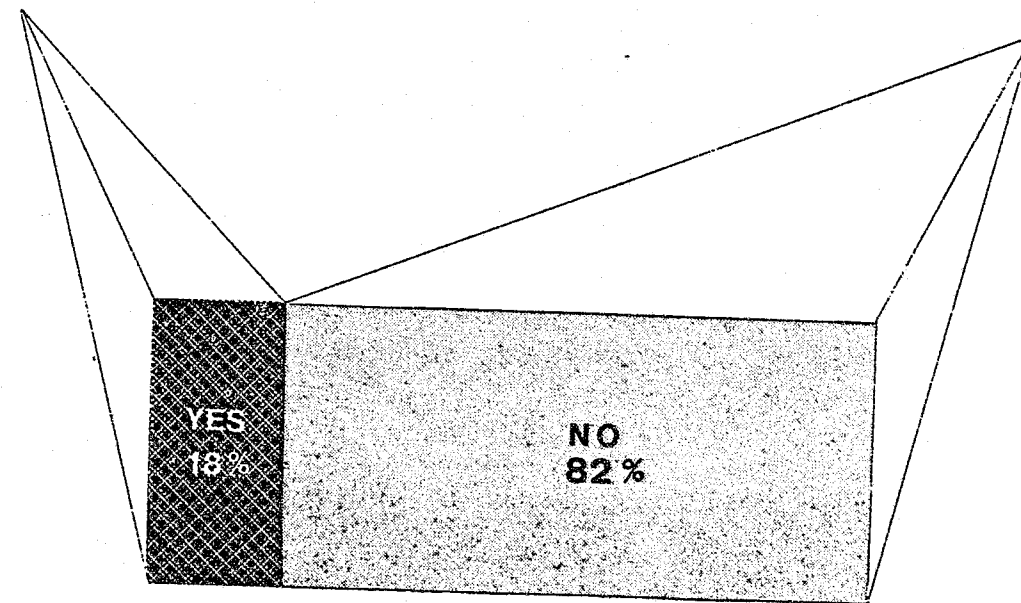
(Based on 684 reported incidents)

There are, as previously mentioned, a number of reasons why an officer is unable to reason with a suspect. Table 42 displays the percentages of officers encountering suspects with these kinds of problems.

TABLE 42

MENTAL STATE OF RESISTERS

Problem Encountered	Percent Of Officers
Drug or Alcohol	61%
Mentally, Emotionally Upset	21%
Mental State Unknown	10%
No Opportunity to Assess	8%
	100%

(based on 682 cases)

For reasons unknown, a higher percentage of male officers had to cope with suspects under the influence of alcohol or drugs. Even possibly more interesting is the fact that female patrol officers faced twice as many resisters (proportionately) who are mentally or

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emotionally upset than do male officers. Are female officers assigned this responsibility more frequently because of the "calming effect" they are alleged to have? Do they voluntarily gravitate toward situations of this type?

Concerning the time of day, the greatest number of these offenders are encountered by officers assigned to the second shift. Figure 44 shows the distribution of these resistance encounters.

FIGURE 44

PERCENT OF OFFICERS MEETING RESISTANCE
BY
SHIFT

20% 1st   44% 2nd   24% 3rd   12% other
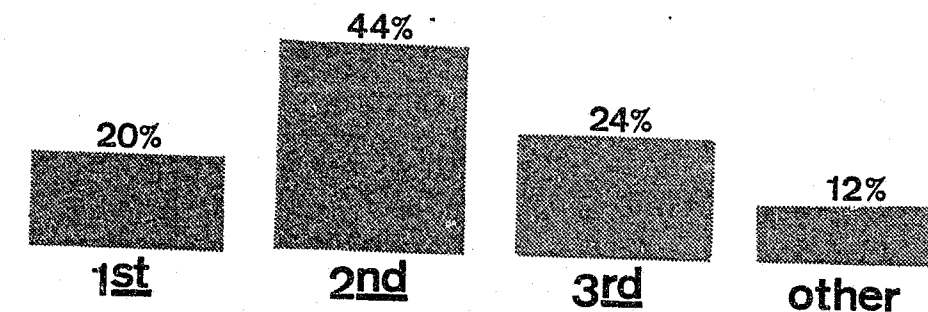
A great deal of controversy has been created concerning the ideal size for a patrol officer. Many observers maintain that tall stature is necessary in order to command the respect of would-be assailants. Others suggest that miminal size requirements should be implemented solely for the purpose of having officers on the force who can subdue big suspects. Still others maintain that height and weight are unrelated to job performance. While it undoubtedly will not resolve the controversy, it might be interesting to know the physical dimensions of those offering resistance to Ohio's peace officers. Table 43 provides a list of modal heights of offenders confronting and resisting patrol officers.

TABLE 43

PHYSICAL DIMENSIONS OF RESISTERS

	Modal Height*	Percent of Resisters Over 6'	Percent of Resisters Over 200 lbs.
Subject A	5' 10"	14%	14%
Subject B	5' 10"	7%	9%
Subject C	5' 10"	5%	6%
Subject D	6'	6%	5%

* Mode represents that value found most often.

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There are a variety of ways in which an suspect can offer
resistance. Most often the offender will wrestle with the officer
trying to subdue him or her. In the case of those under the influence
of alcohol, they sometimes pass out in a public place, precipitating
an arrest. This kind of passive resistance, however, is vastly
different from that offered by an armed suspect. While the latter
type is encountered far less often than the former, law enforcement
trainers must equip recruits with the skills needed to cope with both.
Table 44 lists the various kinds of resistance offered by suspects,
showing the percentages of officers encountering each.

TABLE 44

PERCENT OF OFFICERS ENCOUNTERING EACH TYPE OF RESISTANCE

Type of Resistance	Percent of Officers
passive resistance	28%
barricade	9%
pulled away	78%
ran away	49%
threw object	16%
wrestled	79%
hit/kicked	58%
special tactics	6%
weapon	15%

Table 44 illustrates that the majority of officers meeting
resistance can respond without resorting to the use of weapons.
Apparently barricades and special tactics pose few problems for patrol
officers and most of those officers were spared life-threatening
situations.

For reasons unexplained, black officers were more likely than
white officers to have resisters run away from them. Further, they
were twice as likely to have objects thrown at them as were their
white counterparts. Figure 45 compares black officers to white
officers in terms of four types of resistance.

FIGURE 45

COMPARISON OF BLACK VS. WHITE OFFICERS:
TYPE OF RESISTANCE ENCOUNTERED
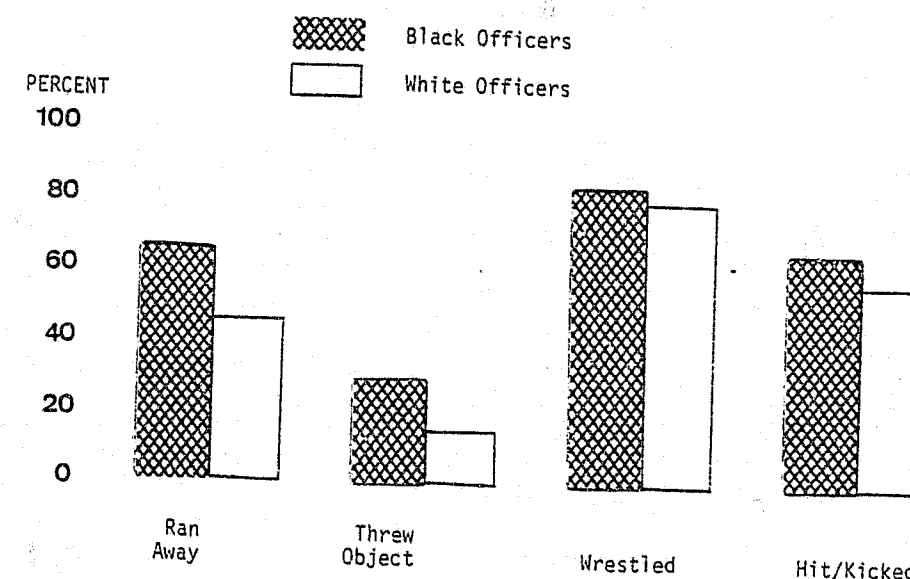
While some of these differences may not be statistically
significant, the ones which are may be making an important comment on
the effect of race in police-citizen encounters.

Another informative analysis concerns encounters involving the
suspect's use of weapons. Officers working in the urban patrol areas
were slightly more likely than those in both suburban and rural areas
to encounter suspects with weapons. Black officers were significantly
more likely to meet armed resistance than were their white
counterparts. In regard to shift differences, both day and midnight
shifts show similar response patterns, with a smaller percentage of
second shift officers encountering armed resisters.

Mention was made earlier of differences in police-citizen
encounters. Suspects do not always submit to police orders when
requested to do so. This can be especially troublesome for the law
enforcement officer when the suspect is armed. Table 45 shows the
suspects' reactions to the patrol officers' orders.

TABLE 45

OFFICERS' ORDERS AND RESISTERS' REACTION

	<u>Yes</u>	<u>No</u>
Percent of Officers Giving Verbal Order Did Subject Submit to Order?	95%	5%
	17%	83%
Was Verbal Order Given Prior to Use of Force?	94%	6%

While there where only 37 women who had the opportunity to issue a verbal order, the task analysis data reveal that 100% of them did so versus 95% of the male officers. A smaller percentage of patrol officers working in rural patrol areas issue verbal orders than their urban and suburban colleagues.

Significant differences can be found, however, among the various sizes of police departments with regard to suspect deference. Officers from the smallest police jurisdictions confronted suspects who submitted to their orders more than twice as frequently as some of the larger departments. (see Figure 46).

FIGURE 46

POLICE OFFICERS ENCOUNTERING SUBJECTS WHO EVENTUALLY SUBMITTED TO VERBAL ORDERS BY JURISDICTION SIZE
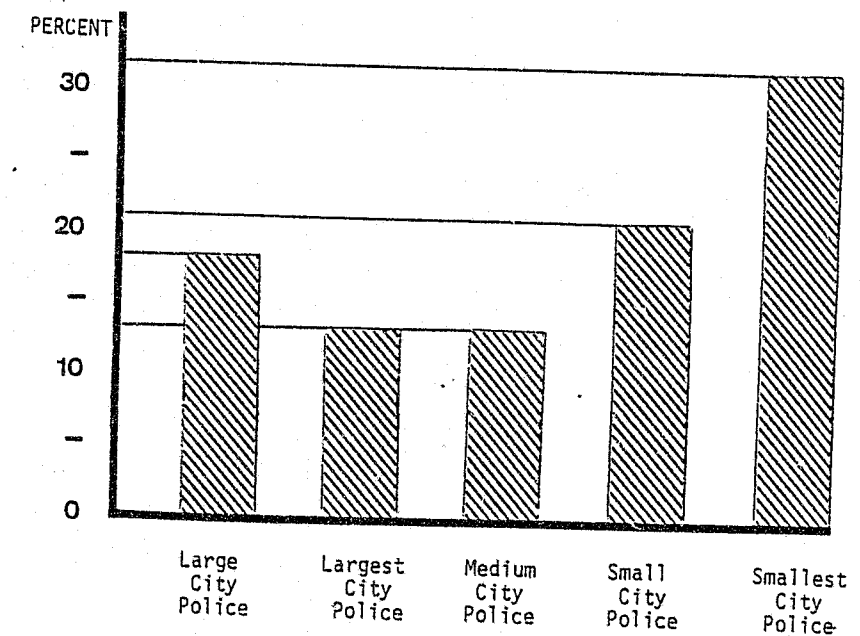
A slightly higher percentage of black officers saw subjects submit to their orders. There were, however, no significant differences with regard to sex. Rural officers, for some reason, were more successful in having suspects submit to their verbal orders. That is, more than twice the percentage of rural patrol officers saw their subjects submit than did urban law enforcers.

When confronting an armed suspect, how successful were Ohio's officers in getting the alleged offenders to give up their weapon? Almost half (49%) of the 191 officers encountering armed suspects found it necessary to use force to make the suspect give up the weapon. One-third of the officers confronted offenders who voluntarily gave up their weapons. The remaining group of officers (19%) claim that the suspects' weapons were not recovered.

Short of resorting to the use of weapons, the law enforcement officer can avoid injury with the right tactics. Table 46 lists a number of evasive maneuvers used by patrol officers during encounters with suspects.

TABLE 46

EVASIVE MANEUVERS USED BY RESPONDENTS

	Yes	No
dodge/duck	45%	55%
block	52%	48%
push/shove	75%	25%
pull	71%	29%
other	37%	63%

Besides simply warding off the offensive actions of resisters, patrol officers must use some type of force to bring the suspect under control. This can range from merely holding the person until handcuffs can be put on to discharging a firearm at the suspect. Figure 47 shows the percentages of respondents using each type of force.

FIGURE 47

OFFICERS USING VARIOUS TYPES OF FORCE
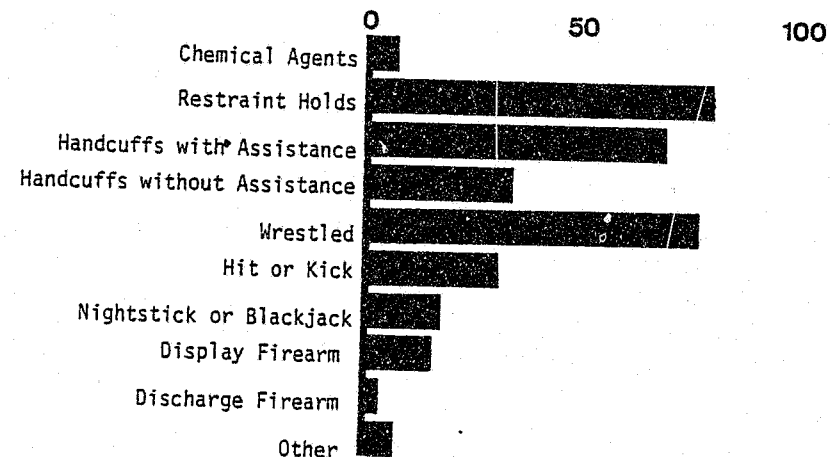
It is evident from the data in Figure 47 that officers seldom use weapons in subduing offenders. Usually an officer can bring the suspect under control by grappling with him or her, often with the assistance of another officer.

When weapons are employed, it is found that a slightly higher percentage of male patrol officers use nightsticks than female officers. It was also discovered that a slightly higher percentage of black officers used nightsticks when encountering resistance.

Sometimes officers simply are not permitted the luxury of waiting for a backup unit. Occasions arise which require the officer's immediate attention. Over three-fourths (78%) of those officers forced to contend with resistance found it necessary to take immediate action without waiting for assistance. Of those officers who subdued their suspects by force, 76% were assisted. Hence, although a small percentage of officers encountered resistance during their last five shifts, an even smaller percentage were forced to cope with it alone.

Since people have been socialized to believe that women are the weaker, more passive sex, many probably would expect that female patrol officers would be less likely to engage in the more rigorous and dangerous activities. The task analysis data does not support such a contention. Where differences between men and women officers do exist, they fail to meet levels of statistical significance.

It is hoped that the results of this section, like the other portions of the survey, can prove useful to those charged with the responsibility of making law enforcement training in Ohio more pertinent and valuable to the officers who daily rely on it.

METHODOLOGY

The design and execution of a credible task analysis (TA) study, one that can stand up both to the rigors of court challenges as well as serve as a base for statewide training requirements, is a difficult task in a state such as Ohio. With the existence of thousands of local units of government, of which some one-thousand have law enforcement agencies, ranging in size from a few dozen to one-and-one-half million people, Ohio poses difficult sampling problems for any survey attempting to be representative of its population. How, in fact, can a survey data base represent the sophisticated, 2,000-person police force, as well as the small town police department whose part-time chief of police spends all of his working hours on patrol? How can that same data base adequately reflect the diverse responsibilities of railroad police, university police, port authority officers, and security police in mental health institutions? These issues reflect only the beginnings of the difficulties. Construction of a representative sample assumes an accurate counting of the total population to be surveyed, but no such census of all Ohio law enforcement agencies existed prior to the initiation of this study.

Even if the researchers could adequately construct a sample, what means could be used to measure what law enforcement officers actually do on the job? Should the measurement be aimed at patrol officers only, or should it also include patrol supervisors and, perhaps, departmental administrators? What, exactly, would be measured--the frequency of police tasks? Their importance? Their difficulty to learn? And how should all of this information be captured--through a self-survey instrument? Interviews? Actual observation? Some might object that these questions are premature since they all assume a task analysis approach, and that police officer skills or behavioral patterns are more relevant to this larger field of job analysis. And so goes the seemingly endless list of issues.

Any discussion of methodology must also include the logistics of administering the project. Over a two year period the study has involved some four-hundred units of state and local government, four separate boards with either advisory or oversight responsiblities, approximately thirty-five state and local professional staff persons, nearly 3,200 police officers, and some five million pieces of survey data--all at an estimated cost of $250,000. Thus, the physical planning for this study was, in itself, a major project.

It is, then, the objective of this methodology section to outline the means by which the staffs of the Office of Criminal Justice Services (OCJS) and the Ohio Peace Officer Training Council (OPOTC) addressed the many questions raised above.

Background Research

Ohio was not the first state to undertake a law enforcement job analysis study. Ever since the multi-state study "Project Star" was initiated over a decade ago, many of the states, perhaps as many as half, have undertaken similar studies at the state level. Certainly the 1964 Civil Rights Act, with its prohibition against discrimination in employment, has served as a catalyst in convincing the states that they need to be forearmed with job analysis information in order to meet the "job-relatedness" challenges which could be directed at any employment standards or training requirements.

The beginning point of Ohio's task analysis study, then, was a review of eighteen other such studies at the national, state, and local levels. Of these, twelve addressed the basic law enforcement function within the states of:

Michigan
California
Wisconsin
Massachusetts
Texas
Washington
Minnesota
New York
Virginia
Maine
Illinois
Georgia

Particular attention was paid to the task analysis studies conducted in the first four states.

A wide variety of issues was analyzed during this background research effort. What type of questionnaire had been used? Had the research project employed an advisory board? Were the researchers public employees or private consultants? And, perhaps most significant for Ohio's complex needs, how was the survey sample determined?

Most of the other TA studies were primarily the result of a perceived need to justify existing recruitment, selection and training standards at the state and local levels. Another high priority was the need to restructure state-mandated law enforcement training in line with actual task performance. Both of these needs also headed the TA priorities listed by the Ohio Peace Officer Training Council.

Organizationally, the various TA studies demonstrated more diversity. There was a roughly equal division between those projects which made use of an advisory board and those which did not, and a similar dichotomy appeared between the use of public (government) employees as opposed to private consultants. In almost every instance the state standards and training council was instrumental in the administration of the TA study, sometimes through the efforts of their own staffs, sometimes through contracted consultants.

Diversity also characterized the format of the various questionnaires.* They ranged in length from 119 task statements (Georgia's "Careers" project) to 680 statements (Michigan). Nevertheless, these differences were probably more qualitative than quantitative in that some projects probed for greater detail within task areas at least generally covered by nearly all of the studies. For example, whereas one TA questionnaire might simply cite the task, "conduct crime prevention program," another would subdivide that query into several others, such as "address community groups, inscribe identification numbers on property, conduct home security inspections, establish neighborhood watch groups, and distribute crime prevention stickers." Because of the large number of TA studies conducted over the past decade, some of the other projects did not feel the need to "start from scratch" in creating an inventory of task statements, but simply drew from the large pool of already-identified statements, a procedure which appears to be both economically and methodologically justifiable.

Of greatest interest to the Ohio TA study were the many different approaches used in selecting a survey sample. Unlike other survey areas (eg., public opinion surveys), there are few "state-of-the-art" standards concerning surveys of law enforcement officers. This can be attributed to the earlier noted diversity among law enforcement agencies and the fact that very few states have an accurate measurement of their law enforcement officer populations.** Most of the state TA studies rather arbitrarily chose a sample group of between 10% and 20%, and most utilized at least some stratification criteria, notably "size" (either agency or jurisdiction size), "type"*** (police, sheriffs, special agencies, etc.) and "rank" (patrol officers v. supervisory officers). Another less frequently used stratification was geographic region.

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* Not all of the other TA studies used a returnable questionnaire. Some used personal interviews or direct observation (e.g., Minnesota). Others did not even use task analysis, but instead looked at skills, behavior, or some other job element.

** The Uniform Crime Reporting program routinely solicits manpower information from law enforcement agencies, but non-reporting among the smaller agencies would bias a sample frame in favor of the larger departments.

*** The Massachusetts study provided some interesting additions to the "type" category in the forms of municipal officials, legislators and training academy directors.

Once the stratifications had been determined, some, but not all, of the projects attempted to randomly draw agencies from the weighted categories. An exception to this practice was the California study which called for volunteers from among their four-hundred certified law enforcement agencies.

Regardless of the sampling method selected the studies were further affected by a wide range in response rates. "Project Star" was able to secure surveys from 89% of its identified sample, while Texas and California saw surveys returned from 75% to 80% of their sample officers. In at least three other states, however, the return rate percentages fell into the 50's, with one of these unable to secure any significant return from the department in the state's largest city.

One final point needs to be highlighted from the TA studies conducted in other states. It was not unusual for project researchers to limit the patrol officer survey population to those falling within certain experience parameters, (eg., at least one but not more than ten years, in Massachusetts). This was a significant precedent with regard to the Ohio study. It was decided to limit the Ohio patrol officers to those with at least one but not more than seven years of patrol experience. It was assumed that officers with less than one year would be unable to respond to the more than one-thousand questions and would be unduly influenced by training experience over street experience. The seven year limitation was used to preclude the disproportionate influence of a small number of patrol officers with a great number of years in patrol, and to reflect the last year in which Ohio Peace Officer Training Council legislation significantly increased mandated training hours (i.e., all of the 1-7 year officers have received at least 280-292 hours of basic training).

Ascertaining Law Enforcement Manpower

The crucial objective of the Task Analysis, that of determining the job relatedness of peace officer training, standards, and tests, rests on the assumption that the TA data will be reflective of actual law enforcement as practiced in Ohio. This, in turn, rests on the prior assumption that "Ohio Law Enforcement" is something which can be both defined and accurately measured. This second assumption was tenuous at best at the beginning of the TA effort. Hundreds of tiny village and township police departments comprise a numeric majority of Ohio's law enforcement agencies, and these can be brought into or out of existence almost overnight. It is also these same agencies which are least likely to submit crime and manpower figures to the State Bureau of Criminal Identification and Investigation (BCI&I) via the Uniform Crime Reporting Program,* further undermining efforts at constructing a true "law enforcement census" for Ohio.

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* In January of 1982 long after the TA survey sample had been determined, BCI&I relinquished the UCR program. Local reports are again being sent directly to the FBI.

The special agencies alluded to earlier also presented unique counting problems. Because these agencies utilize sworn officers authorized to arrest and to carry firearms, or because the statutes specifically so state, they are subject to the training mandate of the Ohio Peace Officer Training Council legislation. However, only a few of these (eg., state mental health institution officers, state tax officers) are accessible through centralized agencies, the remainder being mostly subject to a variety of local control groups (colleges, port authorities, railroads, high schools, transit authorities, metro parks, etc.). Theoretically, sworn officers could be employed for any of these local functions which would then qualify that group as a law enforcement agency.

To begin solving the special agency dilemma, the Task Analysis researchers sent letters to more than fourteen hundred (1,400) agencies which could, under Ohio law, exercise a law enforcement function. These mailings included:

regional transit authorities	-- 13
port authorities	-- 12
state cigarette tax unit	-- 1
public and private educational institutions (junior and senior high schools, colleges and universities)	-- 1069
railroads	-- 14
Department of Mental Health and Mental Retardation	-- 35
metro parks	-- 33
court constables	-- 55
private police (appointed by municipal safety directors)	-- 175

Returns from this mail survey indicated that only about one-hundred of the agencies were, in fact, exercising a law enforcement function. OPOTC training records and correspondence had already demonstrated that only a few of Ohio's one-thousand junior and senior high schools--probably less than ten--had hired sworn officers. This eliminated the vast majority of potential law enforcement agencies from consideration. Furthermore, all of the one-hundred and seventy-five (175) local public safety agencies empowered to hire private police officers were accounted for among the census of municipal agencies.* Based on the mail returns and OPOTC records, it

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* For sampling purposes, the private police officers themselves were treated as separate entities from their public counterparts in the municipalities. In general, private police are rarely used in Ohio municipalities. NOTE: At the time of the Survey, private security police officers were not included under the OPOTC mandate.

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was estimated that 1,127 sworn officers served the 100 special agencies engaged in law enforcement functions.

The municipal police departments presented even greater logistical problems. However, the 1976 Ohio Highway Patrol study of the State's law enforcement agencies and their manpower levels gave the TA project a good starting point. Each of the 1,131 law enforcement agencies identified in that study was used to inventory a master list which served as a base for the TA study. Then, in order to update the manpower figures, BCI&I local agency employment data for 1977 and 1980 were used to correct the figures for some four hundred (400) local and county departments. By jurisdiction type and size, updates were obtained for:

85 of 88	county sheriff offices
7 of 7	municipal police departments serving over 100,000 population
135 of 187	municipal departments serving 10,000-100,000 population
174 of 705	municipal departments serving under 10,000 population

While only one-fourth of the smallest agencies (under 10,000) had provided 1980 employment data to BCI&I, the TA researchers assumed that this would not prove to be a serious problem since these agencies often were staffed with less than five people and, thus, were not likely to show major gyrations in their employment pictures. Actual field adminstration of the survey supported this assumption.

The 1976-1980 manpower figures were used to make overall employment* updates for four of the municipal population stratifications (see "Constructing the Sampling Frame," p. 102).**

One of the early significant findings concerning law enforcement manpower in Ohio was the tendency toward greater turnover within small municipal agencies. The finding came as a by-product of the TA research. Staff had originally hoped to use the more than 37,000 basic training records of OPOTC as a base from which to draw the Task Analysis sample. In order to test the representativeness of these files, TA staff randomly selected 317 officer records, of which 125 met the one-to-seven year selection criteria.*** A telephone survey of these 125 officers found that half had left their original hiring agency. Furthermore, the disproportionately large number of small-agency officers in the survey and the corresponding small number of large city officers--the exact opposite of the actual manpower

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* For purposes of the survey, "manpower" was defined as the number of full time sworn officers in an agency.

** Since the vast majority of all sheriffs report UCR data, projections were not needed for these agencies. The same held true for the seven municipal agencies serving more than 100,000 population.

*** For a more complete explanation of the reason for this selection criteria, see p. 11.

profile in Ohio--demonstrated that small agencies were experiencing much more turnover than their larger counterparts (i.e., the more frequent need to train new officers).

Large cities (over 100,000 population) employ nearly half of all of Ohio's municipal police officers, and more than three times the number employed in small municipalities. The test sample, however, reversed this proportion, so that small city officers outnumbered their large city counterparts by a three-to-one margin. Clearly the turnover rates, with their correlative demand for more training of new officers, are higher among the small municipal agencies.

FIGURE 48

Percent of Officers Still Employed
by Original Agency
by

Type of Jurisdiction

Small Cities	Large Counties	Medium Counties	Large Cities	Medium Cities
(under 15,000)	(over 100,000)	(25,000-100,000)	(over 100,000)	(15,000-100,000)
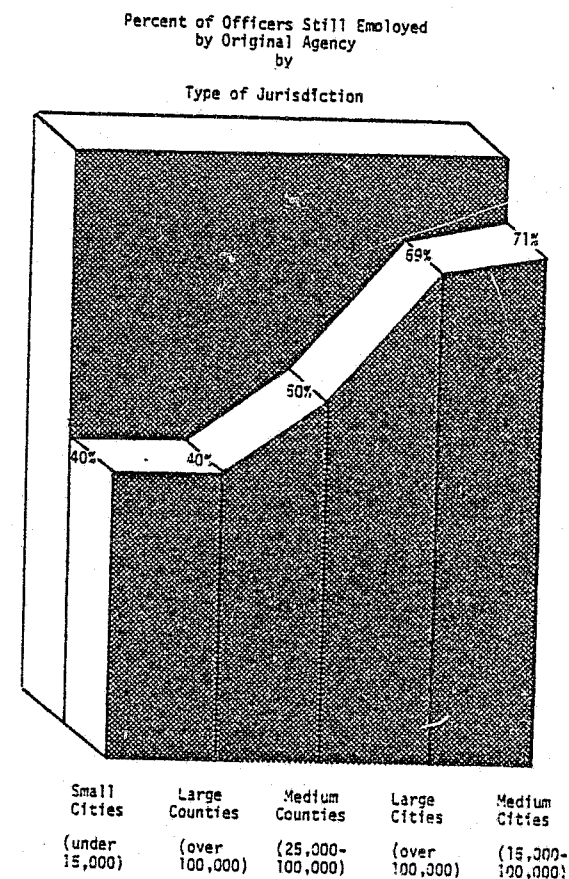
One final task remained in the construction of a law enforcement census for the TA study. Because the survey was aimed at patrol supervisory officers as well as the patrol officers themselves it was necessary to determine the ratio between these supervisors* and their officers. Up to this point the manpower

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* Supervisors included only those officers with direct responsibility over patrol officers. In large agencies these were usually sergeants, but it could be the chief in a very small agency.

calculations had been aimed at total sworn personnel, but more specificity was needed in order to properly balance the responses.

As a basis for this final calculation, staff researchers analyzed the results of a 1979 law enforcement survey conducted by the Statistical Analysis Center among 264 Ohio agencies of all jurisdictional sizes. As that earlier effort had gathered manpower data on the basis of rank it was possible to assign ratios for each of the jurisdiction size stratifications, and to select the survey populations accordingly. These ratios were as follows:

Municipal Police Departments

    over 100,000 pop............1 supervisor for every 6
                                    patrol officers
    10,000-100,000...............1 supervisor for every 6
                                    patrol officers
    under   10,000...............1 supervisor for every 4
                                    patrol officers

County Sheriffs' Departments

    over 250,000 pop............1 supervisor for every 9
                                    patrol officers
    100,000-250,000..............1 supervisor for every 5
                                    patrol officers
    under 100,000................1 supervisor for every 6
                                    patrol officers

Constructing The Sampling Frame

As stated earlier, the validity of the Task Analysis Survey (hence, its entire value) is based on the representativeness of the sample selected for inclusion. This, of course, is true of any sample-based survey, but the significance in this instance is great because the nature of a uniform, mandated training role (i.e., that of OPOTC) requires a special sensitivity to the needs of all types of agencies and all types of officers. Furthermore, as far as personnel standards are concerned, these must be reflective of actual law enforcement duties.* Standards which are either too strict or too lenient, are apt to undermine the quality of law enforcement and/or violate the Constitutional rights of prospective peace officers.

Because of the large number of law enforcement agencies in Ohio, and in order to ensure the kind of representativeness discussed above,

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* The vast majority of all law enforcement entry level standards in Ohio are maintained at the local, not the state, level.

agencies were stratified into groups on the basis of their jurisdiction sizes. Sheriffs' departments were grouped as follows:

Counties over 250,000
Counties 100,000-250,000
Counties under 100,000

To a certain extent this arbitrary grouping is deceptive. Because sheriffs tend to have primary law enforcement responsibilities only in unincorporated areas there is likely to be an inverse relationship between county size and (patrol) jurisdictional size. For example, one large, urban county sheriff's office has no jurisdictional area at all within the county, and is exclusively involved in jail duties and civil processing. However, to have based the stratification on other criteria (e.g., sworn personnel) would have invited other problems (e.g., the disproportionate number of jailers). At any rate, the project researchers assumed that total population is a good predictor of the general level of law enforcement operations in a given area, and so grouped the sheriffs accordingly.

The special agencies, with their unique jurisdictional structures, were not grouped in any special way, but were treated individually. Some of these serve a statewide constituency (Cigarette Tax Unit), some serve regional populations (regional transit authorities), while others serve county or municipal governments (court constables, private police). Still others, such as the railroads, are not specifically tied to any jurisdictional population in Ohio.

Grouping the city, township and village police departments was the most effective of the stratification schemes. Originally, project staff intended to use a three-way breakout including:

Municipalities over   100,000
Municipalities 10,000-100,000
Municipalities under   10,000

However, after closer scrutiny of the one-thousand municipal agencies in Ohio, the TA researchers noticed that a large number of agencies tended to cluster at the low ends of the second and third strata (10,000-25,000 and under 2,500), thereby calling into question the spread of the strata. As a result, two additional strata were added, yielding a total of five for municipal agencies, and nine for all agencies, counting all of the special agencies as one.

There was a considerable amount of attention given to the size of the sample draw. Most of the earlier TA studies in other states had decided upon a sample of between 10% and 20%. Some further probing revealed that few if any of the other state studies had based their sampling decision upon statistical tests, but had instead relied on arbitrary and intuitive judgments. For a time this proved

bothersome to the Ohio researchers, and induced them to run several tests (t - tests and variance tests) on the basis of a 15% sample. The tests confirmed no statistically significant differences between the sub-groups selected for analysis within the various strata. However, this process was somewhat flawed since the very process of stratification influenced the tests in the direction of negative statistical significance, the variable used being "number of personnel." It was necessary to use this variable because it was the only one for which consistent, statewide data were available. Apparently, that had also been a problem in the other TA studies. In the near future additional testing based on the large TA data base will speak more directly to this issue, though that process will be admittedly _de facto_. Nevertheless, the Ohio project staff feels comfortable with the TA sample selection because of the great detail given to the census and stratification processes, the large numerical sample (over 3,500) and the excellent response rate (90%).

TABLE 47

THE SAMPLE

Jurisdiction Level	Total Agencies	Total Sworn Personnel	Stratified Random Sample Agencies	Stratified Random Sample Officers
Police 100,000+	7	6759	7	1014
25,000-100,000	59	4132	30	619
10,000- 25,000	120	3601	60	540
2,500- 10,000	242	2990	100	448
Under 2,500	461	2129	200	319
Sheriffs 250,000+	10	2342	10	351
100,000-250,000	13	792	13	119
Under 100,000	65	1584	30	238
Special Agencies	100	1127	27	180
	1077	25456	477	3828

The table reflects the initially identified 15% sample as drawn from the law enforcement census figures. A quick glance will reveal an inverse relationship between the number of agencies within each sample stratification and the number of officers needed to represent that jurisdictional level. This is normal given the manpower dominance exhibited by a few large urban agencies. At the other end of the scale, among the "under 2,500" agencies, the ratio between agencies and surveys was virtually one-to-one.

The sample was modified twice during the course of the study to account for factors which merit some further dicussion. The first of these was the physical existence of the selected agencies. As mentioned earlier, the law enforcement census was based on both actual (UCR) data and projections from the 1976 State Highway Patrol study. Police departments in smaller jurisdictions are quickly formed and may be abolished as quickly. Others were found to have dramatically changed the scope of their local law enforcement, with rapid increases or declines in sworn personnel, change to a contractual format, or the giving over of their entire operation to the Sheriff. An early series of phone calls eliminated these agencies from the original sample.

A second and more influential factor was the one-to-seven year limitation placed on the patrol officers who participated in the survey. Officers with less than one year of street experience, it was felt, would not be able to adequately respond to the 1,100 detailed questions about patrol. Veteran officers with over seven years of experience, on the other hand, were omitted for two reasons:

1. Since 1974 (i.e., seven years prior to the study) was the last year which saw a significant increase in the required number of basic training hours, it was felt that the one-to-seven year officers best represented Ohio law enforcement officers as they are presently defined under Ohio law; and

2. TA researchers were apprehensive about the skewing effect of adding in results from officers who had 25-30 years of patrol experience.

(It was found that other states had also introduced some kind of limiting scale for the patrol survey.)

The impact of the one-to-seven year qualification was to further reduce the original draw down to a total of 3,514 officers. From this final sample the Ohio TA study was able to secure responses from 2,620 patrol officers and 535 patrol supervisors (3,155 total) in 374 agencies. This represents a 90% return rate, the geographic segments of which are displayed in the table which follows.

TABLE 48

TASK ANALYSIS SURVEY RETURN RATES
BY
GEOGRAPHIC AREAS

AREA OF OHIO	Surveys Distributed	Total Less 1-7 Yr. Exclusions	Surveys Collected	Surveys Not Returned	RETURN RATES
Northwest	240	224	212	12	95%
Northeast	650	603	571	32	95%
Southwest	388	357	332	25	93%
Southeast	567	537	479	58	89%
Cuyahoga Co.	660	600	437	163	73%*
Franklin Co.	278	278	267	11	96%
Hamilton Co.	327	307	294	13	96%
Lucas Co.	191	173	166	7	96%
Montgomery Co.	158	151	136	15	90%
Summit Co.	116	104	97	7	93%
Special Agencies	180	180	164	16	91%
TOTALS............	3755	3514	3155	359	90%

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* Cuyahoga County is not underrepresented in the study, as this figure might suggest. 1980 census figures give that county 13.88% of Ohio's population, while the 437 responding officers represent 13.85% of the survey population. The lower response rate can be credited to the heavier logistical demands made upon Cuyahoga which, at any rate, returned 50% more surveys than the next largest county.

When non-responsiveness did occur, it tended to be rather evenly
bled across lines of stratification, as illustrated in the table below.

TABLE 49

COMPARISON:
ACTUAL LAW ENFORCEMENT POPULATION
V.
SURVEY (RESPONSE) POPULATION

	% of L.E. Population in Ohio		% of Population in Survey Response
MUNICIPALITIES.........................77.0%		77.3%	
Largest City Police (over 100,000)	26.6%		28.6%
Large City Police (25,000-100,000)	16.2%		15.6%
Medium City Police (10,000-25,000)	14.1%		12.7%
Small City Police (2,500-10,000)	11.7%		13.1%
Smallest City Police (0-2,500)	8.4%		7.3%
COUNTIES.............................18.5%		17.2%	
Large County Sheriffs (over 250,000)	9.2%		7.0%*
Medium County Sheriffs (100,000-250,000)	3.1%		3.8%
Small County Sheriffs (under 100,000)	6.2%		6.4%
SPECIAL AGENCIES......................4.5%		4.9%	
Private Police			.4%
Railroad Police			.8%
Jr./Sr. High School Security			.2%
College/University Police			1.5%
Dept. of Taxation			.1%
Port Authority Police			.1%
Special Constables			.1%
Park Rangers			1.1%
Mental Health Police			.8%
MISSING..4%			
TOTALS.............................100%.........................99.8%			

The sampling procedure involved one final step, that being the
random selection of officers within each of the randomly selected

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* One large county sheriff's office, originally targeted for
inclusion, was excluded after it was learned that those officers
had only jail and civil processing duties.

agencies.* It has already been noted that the ideal procedure would
have been a random draw from a comprehensive list of Ohio peace
officers, but such a list does not exist. The researchers then had to
decide whether actual officer selection should be done by TA staff or
a local liaison officer from the department. Fearing that local
resistance to opening up personnel files for outside use would
jeopardize a good survey response, the decision was made to use the
second alternative, with the understanding that each liaison officer
would be thoroughly instructed in the random selection process for his
or her agency. In many instances the process was unnecessary, as the
1-7 year qualification precluded any need for choice. On the whole,
it is felt that the random nature was well practiced at this crucial
level of the study.

Type Of Study

At the same time that project researchers were making sampling
arrangements for the study, several operational issues were being
decided. These included the study format, questionnaire design and
creation of an advisory board.

While there was never much doubt concerning the type of study to
be done--the idea of a task analysis was accepted at a very early
stage--staff took note of several variations which have been pursued
in other states. The study of tasks is but one form of job analysis.
Others might isolate law enforcement officer behavior (critical
incident technique) or skills (job element method). The "knowledge,
skills, and abilities" approach was found to have been used previously
by a small number of local agencies in Ohio. But because task
analysis measures what seems to be the most influential aspect of the
law enforcement role (that is, one might assume that the tasks which a
peace officer is called upon to perform will influence his or her
knowledge and skills more so than the inverse of this proposition), it
was used in the Ohio study. Furthermore, the task analysis approach
has allowed the State of Ohio, for the first time, to measure what
peace officers actually do, as opposed to what they should or could
do.

Even within the task analysis method procedural alternatives
exist. Most frequently TA has made use of a questionnaire to be
completed by the patrol officers, but at least three states used a
direct interview approach with the officer, or even an observer
approach in which the researcher accompanied the officer on patrol.
Such variations provide for greater consistency of interpretation and
style, but also invite some additional problems. For example, an
observer in a patrol car creates something of an artificial
environment for the officer, one which may cause that officer to
respond differently than he or she would under routine circumstances.

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* For the agency draw, each agency within a given stratification
was listed on a piece of paper of equal size and drawn from a
box. This was done until the quota for each stratum was met.

Furthermore, such close scrutiny would be impossible, economically and physically, for a survey of thity-five hundred officers. Thus, Ohio decided to pursue the more traditional questionnaire model in order to:

1. minimize interference in the daily operations of law enforcement agencies;

2. capitalize on the larger amount of questionnaire model information generated by this most productive of methods;

3. keep project costs to a minimum; and

4. take advantage of the huge investments of time and expertise which underwrote task-question development in several other states.

Questionnaire Development

As the centerpiece for the TA study, the survey instrument was of great concern to the staff. It was immediately recognized that the scope of the instrument had to be comprehensive enough to cover every conceivable patrol situation, while the individual questions had to be simple, easily read, and suited to quick responses. On the surface, these difficult demands seemed to imply a lengthy process of brainstorming sessions among peace officers and judicious editing to eliminate duplication and secure effective phrasing. And all of this massive work would have to be done with an eye toward the computer format to be used.

At this point the TA state-of-the-art came to the aid of the Ohio study. Numerous earlier efforts in other states had labored through this question development process, ultimately reaching a point where the tremendous time investment was yielding very little that had not been included in previous studies.* Thus, the second generation of TA studies often found themselves simply choosing from the hundreds of existing TA questions developed for other survey efforts. This was the avenue chosen by the Ohio researchers.

In particular, the Ohio study drew upon the exhaustive questionnaire developed by the State of Michigan. In addition to being the most comprehensive of the other TA studies reviewed, the Michigan study provided the advantage of being Ohio's demographic sister in terms of population, racial breakout, extent of urbanization, economic structure, geographic setting, and many other

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* There were noticeable differences in the lengths of survey instruments, with one state using only 120 questions compared to over 700 in another. However, these were differences of gradation rather than substance. In this case the latter state covered roughly the same task areas as the former, but used a more detailed breakout of the sub-tasks required for each.

characteristics. It was not, therefore, unreasonable to assume that the law enforcement roles would be similar in both states.

Nevertheless, project researchers took great pains to ensure that the Michigan instrument addressed Ohio law enforcement concerns. This was done in four separate stages:

1. Office of Criminal Justice Services staff review: This screening was mostly editorial in nature, aimed at eliminating or amending questions which were duplicative, unclear, or designed to address unique facets of Michigan State law.

2. Ohio Peace Officer Training Council review: This analysis, conducted by people with law enforcement backgrounds, was the first of three directed toward the qualitative content of the instrument. A thorough review was done by the OPOTC Executive Director. Later, the Council members received and reviewed copies of the draft questionnaire.

3. Review by the Task Analysis Advisory Board: This body was created by the OPOTC for the specific purpose of providing guidance for the TA study. The fifteen persons on the Board, representing a variety of law enforcement and educational interests, worked through each page of the questionnaire at an all-day meeting at the Ohio Peace Officer Training Academy on August 5, 1981. Numerous changes were made at that time.

4. Survey pretest: Eighteen patrol officers and nine patrol supervisors in several agencies were asked to fill out the questionnaire during the first week of September, 1981. Whereas the actual survey officers were randomly selected, the pretest officers were hand-picked in order to generate a healthy flow of critical comments and suggestions regarding the clarity and comprehensiveness of the instrument. These comments were used in constructing the final draft of the questionnaire.

In addition to numerous changes made to individual task statements, the Ohio TA questionnaire differed structurally from that of Michigan in two ways:

1. A new set of instructions and introductory remarks were written; and

2. A detailed "Physical Activities" section was included with the Ohio survey.

The second of these two changes was quite important and involved some difficult decisions by the project staff. Michigan researchers had opted to use the Physical Activities section as a separate survey administered three times during the year, but not at the same time or place of the larger task analysis survey. This gave them the advantage of minimizing seasonal influences in the results, and also a richer data base as the officers were asked to fill out a report each time they encountered some form of job-related physical exertion over a period of time.

The Ohio study took a different course in deciding to incorporate the Physical Activities section in with the task analysis survey. Instead of having the officers fill out the form each time a physical activity occurred, they were asked to isolate the most strenuous activity from their last five work shifts. This was risky and initially caused some apprehension among project staff. What if the officers could not remember those incidents in the detail required by the exhaustive battery of questions in the instrument (eg., number of feet crawled, run, climbed, etc.)? What if the officers, tired by the demands of a two-hour survey exercise, opted for the tempting "no activity" response in order to save themselves more work? The pretest greatly relieved these concerns. The officers did not have any trouble remembering the minute details of their physical activities, and better than half were willing--even seemingly eager--to describe those activities.

Ohio deviated from the Michigan format regarding physical activities for two reasons:

1. The size of the TA survey: with a sample size of 3,500 officers and 450 agencies the project would have been hard pressed to implement a second survey (and such might have tried the patience of the law enforcement community which was already contributing upwards of 10,000 man-hours to the study); and

2. The size of the physical activities sample: for the logistical reasons noted above, Michigan used a smaller sample of officers to complete the Physical Activities survey. However, the Ohio researchers felt that physical activities was the area most likely to be challenged in court (e.g., suits brought against police departments' physical standards or tests), and so decided to include it with the task analysis survey in order to secure the greatest number of cases.* The decision allowed the Ohio study to secure physical activities data on 1,647 patrol officers throughout the State. That hefty sample will

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* This is not to imply that the Michigan study wanted for physical activity survey responses. Ultimately, more than 19,000 usable surveys were returned.

become increasingly important as further analysis breaks down those cases by other variables such as sex, age, shift, agency type, and many others. Large numbers are necessary if analysis is to stand up to the rigors of crosstabulation which disperses the original cases into many smaller ones.

Administration Of The Survey

Administering a two-hour survey among 3,200 peace officers in some 400 agencies reflecting nine different jurisdictional size levels and eleven different agency types proved to be as great a challenge as the law enforcement census and the construction of the sampling frame. Logistically, of course, it was the most difficult part of the study.

The hopes for a successful outcome in this area of the study were based on two factors:

1. the resources available through the Office of Criminal Justice Services, the Ohio Peace Officer Training Council staff and the local regional planning units; and

2. the experience and success of an earlier SAC survey of law enforcement agencies which saw responses from agencies responsible for 85%-90% of Ohio's jurisdictional population.

Staff resources alone were considerable, and provided the difference between the completed study and none at all. Some thirty professional staff members were involved in the execution of the field survey. These people invested some 1,500 hours and 20,000 miles in traveling throughout Ohio to secure the study results.* Other resources in the forms of paper, printing, travel funds, data processing, programming and printout, phones, and xeroxing were also provided through OCJS. To date the total project cost has been roughly $150,000-$175,000. If a dollar value is assigned to the time of the responding officers, that figure would total a quarter of a million dollars.

The second factor undergirding the physical conducting of the study was the field survey methodology used by OCJS in an earlier study of law enforcement agencies in Ohio. That effort, which had proven quite successful in securing local agency cooperation, was based on early and strong endorsements, a heavy schedule of site visits, and the consistent pursuance of a series of communications, each of which contained the means for securing the next step. The

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* These figures are based on collected data from OCJS staff. Constituting slightly more than half of the total number of project personnel, OCJS staff contributed nearly 1,000 hours and 16,000 miles in travel efforts.

remarkably high response rate from that earlier survey proved that law enforcement agencies will respond even to lengthy survey efforts if the need is demonstrated and the approach is sound.

For the task analysis study a series of steps were constructed to ensure a good response from the participating agencies. These steps were implemented over an eight month period, but particularly during October and November of 1981. They included:

May, 1981:	Endorsements from the Buckeye State Sheriffs Association, Ohio Association of Chiefs of Police (OACP), Ohio Peace Officer Training Council and the Ohio Crime Prevention Association;
July, 1981:	Announcement before the annual (statewide) OACP meeting in Sharonville;
October, 1981:	Training session for all field interviewers;
October, 1981:	Correspondence from OPOTC Executive Director to chief executive officers in all randomly selected agencies (first communication);
October/November, 1981:	Follow-up phone calls from survey field staff to selected agencies to secure site visit dates and assure appointments of liaison officers in each;
November, 1981:	Site visits to all participating agencies to deliver survey instruments and train local liaison officers in administering the questionnaire; date set for completion and collection;
November, 1981/ January, 1982:	Collection of completed surveys.
December, 1981:	Presentation before the annual (statewide) BSSA meeting.

The local liaison officers were of critical importance in the conduct of the field survey. These persons were designated by the chief executive officers to administer the questionnaires, answer any questions and, most importantly, make sure that participating officers were chosen randomly. The scope of responsibilities for these officers ranged from those with only one survey to administer (in which case the chief or sheriff usually acted as liaison officer) to the officer in Cleveland who was responsible for administering nearly three-hundred surveys.

Organizationally, the survey followed the geographic and jurisdictional lines which have served as Ohio's basis for administering the Law Enforcement Assistance Administration's (LEAA) funds during the past decade. OCJS field staff worked in their own quadrants of the State (northwest, northeast, southwest, and southeast), thus capitalizing on many good personal relationships with local law enforcement agencies which have been established over the years. Excluded from these four quadrants, or area planning districts, were Ohio's six largest metropolitan counties. For LEAA funding purposes these counties are under the administration of local regional planning units, and so it was natural to ask these local units to conduct the survey in their own counties.* The special law enforcement agencies, many of which have no unique geographic boundaries, were the responsibility of five members of the OPOTC staff. This arrangement also worked well since the Council staff members maintain field offices in various parts of the State facilitating regular inspections of certified peace officer training academies.

Ultimately, the success of the field survey had to be measured in terms of the response of the local agencies and officers. No chief or sheriff would prefer to have officers filling out surveys rather than patrolling the streets, and few of the officers could be expected to relish such a tedious task. Yet, in running against this strong current the Ohio task analysis study was able to attain a 90% response rate from all officers randomly identified and qualifying in terms of experience. This appears to be the highest response rate of any TA study done to date, and will greatly relieve the ever-present concerns about sample error.

Advisory Board

The size and scope of Ohio's task analysis study convinced the project managers to appoint a special advisory board. The roles of that body were to ensure the relevance of the survey, and to secure broad-based support for it. As of this writing the board is also being used, at least initially, to help make the survey results a base for basic law enforcement training in the state. However, this process has not yet been completely defined and, at any rate, would have to be approved by the Ohio Peace Officer Training Council.

Several other states, though by no means all, made use of advisory boards in conducting their TA studies. The advantages of such groups are obvious, particularly in an effort like Ohio's which drew heavily

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*   Regional Planning Unit staffs fall under the State LEAA plan, but are answerable to local, county officials.

from a survey instrument previously used in another state. The Ohio board members proved additionally valuable in providing an officer population for the pretest and in securing cooperation from nearby local law enforcement agencies randomly chosen to participate in the survey*.

The TA board reflects not only various sized jurisdictions but also the numerous different types of special law enforcement agencies which fall within the OPOTC mandate. The board's membership includes the following:

Mr. Thomas L. Agler
Chief of Police
Sugarcreek Police Department

Mr. Edward Baker
Lieutenant
Columbus Police Department
Fraternal Order of Police, Inc.

Mr. Istvan Z. Domonkos
Jefferson Technical College

Mr. Robert Takacs
Department of Education
Trade & Industrial Education Service

Mr. Mathew J. Verda
Chief of Police
Rossford Police Department

Mr. Bourbon Zeigler
Chief of Police
Metro Park Ranger Headquarters

Mr. Donald G. Hanna
Director
Ohio State University Police

Mr. James W. Kirkman, Jr.
Patrolman
Kettering Police Department

Mr. C. F. Alley Jr.
Lieutenant of Police
Police & Special Services
Norfolk and Western

Mr. Robert Lee Brown
Deputy Sheriff
Mercer County Sheriff's Office

Mr. Antone Lanata
Captain
Division of Police
Columbus Training Academy

Mr. James C. Todd, Ph. D.
Sheriff
Geauga County Sheriff's Office

Mr. Charles White
Chief of Police
Painesville Police Department

Mr. John E. Magnuson
Sheriff
Erie County Sheriff's Office

Mr. Harry Gard
Chief of Security
Cleveland-Cuyahoga County
Port Authority

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* Although the board was composed almost exclusively of law enforcement chief executives, not all of their agencies participated in the survey because not all were chosen in random sample.

The first meeting of the board took place on August 5, 1981, at the Peace Officer Training Academy in London, Ohio. Following a detailed background presentation by staff, board members undertook the task of walking through each of the eleven-hundred questions in the survey. Numerous changes were made in both the questions and the instructions. At least one of the members, a patrol officer, had completed the questionnaire prior to the meeting. As indicated earlier, the TA board review of the instrument was the third, and final critique prior to the pretest.

The second meeting of the board was not held until April 27 of 1982. This was only two weeks after the first data runs of the completed survey results, and gave board members a chance to both review those results and consider how they will be used. Specifically, the members were divided into subgroups which were each given a task statement from the survey. These were broken down into comprehensive lists of sub-tasks necessary for the completion of the larger task, a process which would need to be done for every task statement in the study. This kind of analysis is necessary if the results are to be used as a base for Ohio's basic training requirements. It would, however, be extremely time-consuming as each of the subgroups needed about one-half hour to break down one statement. Subsequent review of the survey results by TA staff has shown that probably less than half of all of the task statements are ranked high enough (in terms of frequency, importance, or some combination of both) to merit this kind of analysis, yet even that reduced number would leave each member with 75-100 hours of work.

The future role of the board is uncertain at this point.

Data Processing

The managing of some four million pieces of information while yet satisfying the original study objectives made complex and sometimes conflicting demands upon the project's data processing. The large volume would seem to argue a batch type of computer program, especially since SPSS, the standard program in OCJS, has spatial limitations. However, a batch or retrieval-based program would not have allowed for crosstabulations and similar analytical tools so necessary for both interpreting and using the data. Because qualitative concerns were deemed more important than quantitative concerns, project researchers were more influenced by the second of these two considerations and so proceeded to run the project on the more analytically-oriented SPSS package. It was of some comfort to know that several other states, including Michigan, also utilized SPSS.

Because of the already-mentioned spatial limitations of SPSS, staff was forced to create four separate computer programs for the data base, a time-consuming task. Two of the programs were aimed at the patrol officer frequency ratings, while one each was created for supervisors' ranking of criticality and learning difficulty. All of the demographic variables were included with each program to allow for variable analysis of every question in the survey.

Data entry was done by the Ohio Department of Administrative Services, which is responsible for state computer operations. The program was run on the IBM machine. Data entry formatting was completed by Statistical Analysis Center staff.

As might be expected, printout is voluminous, running more than a foot thick for one complete run. Some economy of space has been effected through the use of the hard-copy printer which runs results on 8½" by 11" paper.

APPENDIX A

PATROL SURVEY RESPONSES

NOTE: The following 43 pages contain the frequency responses of the 2,620 patrol officers to the original questionnaire. In most cases the answer represents a statewide average of either the actual information called for (eg. age, experience) or, more frequently, the number-coded response categories. In some instances, however, the figure will represent the mode response (i.e., the most frequently selected answer category) or the median response (i.e., the halfway point on the distribution line). All such heading changes are clearly marked for the reader.

The survey instrument was not designed to be reproduced as a published document; hence the rather awkward data displays. However, it was felt that this was the best way to quickly get the greatest amount of information to the greatest number of users. More detailed information or analysis can be obtained at any time from the Office of Criminal Justice Services.

Case ID Number

Jurisdiction Code ___ ___ ___ ___

Agency Code ___ ___ ___

County Number (jurisdiction or headquarters) ___ ___ ___

Population ___ ___ ___ ___ ___ ___

(Please print information)

NAME _____
first   middle   last

NAME OF YOUR AGENCY _____

LOCATION OF YOUR AGENCY HEADQUARTERS _____
                                 city/twp/village   county

LOCATION OF YOUR WORK ASSIGNMENT _____
                                 city/twp/village   county

TELEPHONE NUMBER WHERE YOU WORK (___)

DIRECTIONS: Please note that all questions requiring responses in the blocks must be answered in number form only (one digit per block).

1. YOUR PRESENT AGE:

AVE. 30.58

		NUMBER	%
2. YOUR SEX:	Male......1	2442	93.2%
	Female....2	170	6.5%
	MISSING	8	0.3%

3. YOUR EQUAL EMPLOYMENT OPPORTUNITY COMMISSION CATEGORY (Write the number in the box):

NUMBER			%
13	American Indian.....1		0.5
232	Black..............2		8.9
2,323	Caucasian (white)...3		88.7
3	Oriental...........4		0.1
24	Spanish Surname.....5		0.9
7	Other (specify)		0.3
18	MISSING .	6	0.7

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---

4. YOUR AGENCY IS:

NUMBER			%	NUMBER			%
498	Sheriff.................01		19.0%	21	Railroads...................06		.8%
276	Village.................02		10.5%	2	Dept. of Taxation...........07		.1%
1,626	Municipality............03		62.1%	28	Metropolitan Park Districts.08		1.1%
95	Township................04		3.6%	4	Regional Transit Authority...09		.2%
	Public or Private			2	Port Authority..............10		.1%
62	Educational Institution.05		2.4%	0	Courts......................11		.0%
				6	MISSING		.2%
							.2%

5. WHAT TYPE OF PATROL AREA DO YOU WORK IN? Urban = inner city (high population density); suburban = residential (moderate population density); rural = agricultural/forest (low population density). (Write the number that best describes your patrol area in the box.

NUMBER	%		
893	34.1%	Urban...1	
922	35.2%	Suburban..2	
164	6.3%	Rural...3	
633	24.2%	Some Combination or all of the above...........4	
8	.3%	MISSING	

6. EXPERIENCE IN PRESENT CLASSIFICATION

MEDIAN
3 years   0   6 months

7. EXPERIENCE WITH PRESENT AGENCY

3 years   0   8 months

8. EXPERIENCE IN LAW ENFORCEMENT

5 years   0   0 months

9. EXPERIENCE IN PATROL

4 years   0   3 months

10. HOW MANY MONTHS IS YOUR DEPARTMENT'S PROBATION PERIOD?

(AVE.) 9.7 months

11. YOUR PRESENT TYPE OF PATROL ASSIGNMENT IS

NUMBER	%		
1663	63.5%	One Person Vehicle........1	
575	21.9%	Two Person Vehicle........2	
8	.3%	Motorcycle...............3	
10	.4%	Foot.....................4	
174	6.6%	Foot & Vehicle...........5	
179	6.8%	Other (specify)	
11	.4%	MISSING	6

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12. WHAT SHIFT ARE YOU WORKING TODAY?

		NUMBER	%
Days.....................1		692	26.4%
Afternoons...............2		917	35.0%
Midnights................3		657	25.1%
Split-Shift..............4		105	4.0%
Odd......................5		129	4.9%
Other (specify) 6		115	4.4%
MISSING		5	.2%

13. PERCENT OF TIME YOU SPEND WORKING BY YOURSELF ON
PATROL. (Write in the percent):   69.52%

14. DURING THE LAST SIX MONTHS WHICH OF THE FOLLOWING HAVE
BEEN YOUR PRIMARY RESPONSIBILITIES: (yes = 1 no = 2)
You may respond yes (1) or no (2) to more than one area)

	#YES	%	#NO	%
Patrol................................	2487	96%	108	4%
Criminal Investigation...............	1597	64%	894	36%
Traffic Enforcement..................	2112	84%	410	16%
Accident Investigation...............	1926	77%	571	23%
Community Relations..................	1328	54%	1135	46%
Warrant Service......................	1201	49%	1263	51%
Evidence & Property Control..........	829	34%	1625	66%
Civil Processes......................	339	14%	2104	86%
Dispatching..........................	547	22%	1909	78%
Identification......................	397	16%	2041	84%
Bailiff/Court Officer................	219	9%	2225	91%
Vice Investigation...................	227	9%	2219	91%
Narcotic Investigation...............	374	15%	2072	85%
Crime Prevention.....................	1233	50%	1225	50%
Juvenile.............................	869	37%	1549	63%
Jailer...............................	343	14%	2096	86%
Other (specify)	112	16%	573	84%

15. HAVE YOU COMPLETED A CERTIFIED OHIO BASIC PEACE
OFFICER TRAINING PROGRAM? (Write the number in the box):
1. = yes 2571 98.3%
2. = no   44 1.7%

16. HIGHEST GRADE YOU COMPLETED BEFORE YOU WERE EMPLOYED AS A PEACE OFFICER.
(Associate Degree Equals 14):

High School	Undergraduate	Masters	Ph.D.	
09 10 11 12	13 14 15 16	17 18	19 20	
44.7%	51.6%	1.2%	0%	13.2 yrs. (AVE.)

17. HIGHEST GRADE YOU COMPLETED AT THE PRESENT TIME.
(Associate Degree Equals 14):

High School	Undergraduate	Masters	Ph.D.	
09 10 11 12	13 14 15 16	17 18	19 20	
37.7%	57.8%	1.9%	.1%	13.4 yrs. (AVE.)

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18. HOW OFTEN ARE YOU REQUIRED TO PERFORM TASKS NORMALLY PERFORMED BY SOMEONE
IN THE RANK ABOVE YOU?

NUMBER	%	
529	20.2%	Never................1
845	32.3%	Seldom...............2
857	32.7%	Occasionally.........3
242	9.2%	Frequently...........4
145	5.5%	Very Frequently......5

MODE = 3

19. PRIOR TO YOUR PRESENT EMPLOYMENT HAVE YOU EVER BEEN A:
1. = yes
2. = no

#YES	%	#NO	%	
48	2%	2487	98%	Forest or Park Ranger................
11	.4%	2520	99.6%	Game Warden.........................
756	30%	1803	70%	Security Guard......................
377	15%	2171	85%	Military Police Officer.............
528	21%	2026	79%	City/Township/Village Police Officer
628	25%	1929	75%	Police Reserve (auxiliary)..........
310	12%	2240	88%	Sheriff or Deputy Sheriff...........
24	.9%	2508	99.1%	State Trooper.......................
14	.6%	2518	99.4%	Railroad Police Officer.............
57	2%	2472	98%	Airport Police or Security Officer...

THE FOLLOWING RELATE TO YOUR OVERALL FEELINGS ABOUT YOUR JOB IN GENERAL.

20. I FIND MY JOB:

NUMBER	%	
5	.2%	Very dull............1
27	1%	Dull.................2
229	9%	So-So................3
1220	47%	Interesting..........4
1138	43%	Very interesting.....5
1	0%	MISSING

MODE = 4

21. MY JOB UTILIZES MY NATURAL TALENTS:

	NUMBER	%
Not at all...........1	17	.6%
Very little..........2	209	8%
Fairly well..........3	943	36%
Quite well...........4	969	37%
Very well............5	480	18%
MISSING	2	.1%

MODE = 4

22. THE BASIC TRAINING I RECEIVED IN LAW ENFORCEMENT PREPARED ME TO PERFORM
IMPORTANT TASKS AT MY JOB SITE:

NUMBER	%	
46	2%	Not at all...........1
1032	39%	Somewhat.............2
1152	44%	Well.................3
388	15%	Very well............4
2	.1%	MISSING

MODE = 3

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```
COMPLAINT/INCIDENT SCALE
When I Respond To This Type of Complaint/Incident I Usually:

  0                1              2                    3                   4
I have never    Make log    Conduct preliminary   Conduct complete    Other response or
responded to    entry only. investigation and     investigation and   some combination
this type of                write report.         write report.       of previous 3.
complaint/
incident.
```

Please identify the complaints and/or incidents which *YOU HAVE* answered and the course of action generally taken by you. Read each statement and place the number from the following scale that <u>best</u> describes the action you take <u>most often</u> for the complaint/incident. Use only one number to describe your response for each statement. If you have *NEVER* answered a particular complaint/incident, respond with a zero (0) in the box provided.

Use the following guidelines to determine your response.

0
Never Have
Done This   Self-Explanatory

1
Make Log
Entry Only   When the only record required is a notation on an official
                         daily activity sheet or in your personal notebook.

2
Conduct Preliminary
Investigation and   When a complaint/incident requires an investigator or
Write Report   specialist to follow up on your information and/or
                         initiate further actions.

3
Conduct Complete
Investigation and   When you have the authority to complete all the actions to
Write Report   close a complaint/incident; take it to court or, to determine
                         that no further action or investigation is to be taken.

4
Other Response
or some combination   Self-Explanatory
of previous three

	MODE
Abandoned house or building.................	1
Abandoned vehicle...........................	3
Accidents involving chemicals...............	0
Activated alarm (alarm only)................	1
Air and water pollution.....................	0
Aircraft accident...........................	0

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```
COMPLAINT/INCIDENT SCALE
When I Respond To This Type of Complaint/Incident I Usually:

  0                1              2                    3                   4
I have never    Make log    Conduct preliminary   Conduct complete    Other response or
responded to    entry only. investigation and     investigation and   some combination
this type of                write report.         write report.       of previous 3.
complaint/
incident.
```

	MODE
Aircraft hijacking..	0
Airport or airline security violations....................................	0
Animal control violation (loose animals, barking dogs)....................	1
Arson...	2
Assault (felony)..	3
Assault (misdemeanor)...	3
Auto theft...	2
Auto train accident..	0
Bad check..	2
Begging..	0
Bicycle theft..	3
Boat accident..	0
Bombing..	0
Bomb threat..	2
Breaking and entering..	2
Building code violation..	0
Business or peddler license violation....................................	0
Check law violation (e.g., forgery, NSF, etc.)...........................	2
Check on welfare of citizen..	1
Child abuse..	2
Child custody..	2
Child neglect..	2
Citizen locked out...	1
Civil rights...	0
Complaints about government service (e.g., trash collection, roads, non-police)..	0
Complaints against officer...	0
Concealed weapon...	3
Conspiracy to commit a crime...	0
Contributing to delinquency of a minor...................................	3
Controlled substance act...	3

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┌─────────────────────────────────────────────────────┐
│              COMPLAINT/INCIDENT SCALE                 │
│   When I Respond To This Type of Complaint/Incident I Usually:  │
│   0         1          2            3           4     │
│ I have    Make log  Conduct      Conduct     Other   │
│ never     entry     preliminary  complete    response│
│ responded only.     investigation investigation or   │
│ to this             and write    and write   some    │
│ type of             report.      report.     combination│
│ complaint/                                   of previous 3.│
│ incident.                                            │
└─────────────────────────────────────────────────────┘
```

MODE

Counterfeit money.. 0

Credit card theft or misuse.................................... 2

Criminal sexual conduct.. 2

Cruelty to animals... 0

Curfew violation... 3

Dead body.. 3

Defrauding an innkeeper.. 0

Desertion or AWOL.. 0

Disorderly public conduct...................................... 3

Dispute (domestic)... 3

Dispute (all other).. 3

Downed wires... 1

Dredge and fill.. 0

Drowning... 0

Drug overdose.. 2

Drunk in public.. 3

Embezzlement... 0

Eviction... 0

Explosion.. 0

Extortion.. 0

False fire alarm... 0

Family fight... 3

Fireworks violation.. 3

Fishing and hunting.. 0

Forgery.. 2

Found property... 3

Gambling... 0

Hit and run traffic accident................................... 3

Homicide... 2

Hostage.. 0

Illegal alien.. 0

Illegal burning.. 0

Illegal conduct of public official............................ 0

```
┌─────────────────────────────────────────────────────┐
│              COMPLAINT/INCIDENT SCALE                 │
│   When I Respond To This Type of Complaint/Incident I Usually:  │
│   0         1          2            3           4     │
│ I have    Make log  Conduct      Conduct     Other   │
│ never     entry     preliminary  complete    response│
│ responded only.     investigation investigation or   │
│ to this             and write    and write   some    │
│ type of             report.      report.     combination│
│ complaint/                                   of previous 3.│
│ incident.                                            │
└─────────────────────────────────────────────────────┘
```

MODE

Illegal weapon (firearm)....................................... 3

Illegal weapon (other than firearm)............................ 3

Impersonating an officer or other official..................... 0

Indecent exposure.. 3

Invalid or elderly person needing assistance................... 1

Jail Break... 0

Kidnapping... 0

Labor/management dispute....................................... 0

Landlord tenant dispute.. 2

Larceny (felony)... 2

Larceny (misdemeanor).. 3

Licensing violations (non-traffic)............................. 0

Liquor law... 0

Littering.. 3

Loitering.. 3

Lost child... 3

Loud party... 1

Malicious destruction of property.............................. 3

Malicious mischief... 3

Mentally ill person.. 3

Misconduct of public official.................................. 0

Missing person... 2

Motor vehicle hijacking.. 0

Motor vehicle theft.. 2

Negligent homicide... 0

Non-traffic injury... 3

Obscene, harassing, or threatening phone call.................. 2

Occupational Safety or Health violation........................ 0

Organized crime.. 0

Parking.. 3

Parole or probation.. 0

Perimeter control at fire...................................... 1

When I Respond To This Type of Complaint/Incident I Usually:

0	1	2	3	4
I have never responded to this type of complaint/ incident.	Make log entry only.	Conduct preliminary investigation and write report.	Conduct complete investigation and write report.	Other response or some combination of previous 3.

	MODE
Pollution complaint..	0
Pornographic material...	0
Postal..	0
Prostitution..	0
Prowling..	3
Radiological incident...	0
Receiving stolen property...	3
Recovering stolen property..	3
Repossession dispute..	0
Riot...	0
Robbery...	2
Rowdy juvenile..	3
Runaway juvenile..	2
Ruptured water or gas line..	1
Sabotage..	0
Shots fired...	3
Sniper..	0
Stolen aircraft or aircraft parts................................	0
Suicide attempt...	3
Suspicious object (bomb, package).................................	0
Suspicious person or vehicle......................................	3
Tampering with equipment..	0
Tampering with vending machines...................................	2
Thrown object at moving vehicle...................................	3
Traffic accident..	3
Traffic offenses..	3
Train derailment..	0
Trespassing...	3
Truancy violation...	0
Unlawful possession or use of explosive...........................	0
Unlawful train riding...	0
Unlawful use of firearm...	3
Unlocked house or building..	3
Wanted person...	3

CASE I.D. _____ _____ _____ _____

SECTION TWO B: EQUIPMENT

How frequently do you use, drive, or operate any of the following types of law enforcement equipment while on duty?

FREQUENCY SCALE

DURING THE LAST TWELVE MONTHS I HAVE USED THIS EQUIPMENT ON THE AVERAGE OF:

0	1	2	3	4	5
I have never used this equipment.	I have used this equipment but not in the past year.	A few times per year.	Monthly	Weekly	Daily

	AVE.
Aircraft.........................	.07
Alarm monitor...................	1.15
All terrain vehicle.............	.20
Ambulance.......................	.60
Animal control equipment (noose, gloves, net)...........	.53
Audio-visual equipment..........	.85
Automatic traffic volume counter	.08
Automobile......................	4.90
Axe.............................	.33
Base station police radio......	2.92
Baton (night stick).............	2.46
Battery jumper cables...........	1.15
Bicycle.........................	.16
Binoculars......................	1.44
Blackjack or sap................	.79
Boat............................	.15
Body armor (hidden vest, exterior vest).................	3.07
Bomb technical equipment........	.03
Breathalyzer....................	1.50
Bus.............................	.09
Business directory..............	3.01
Call box........................	.35
Canine..........................	.31
Car door lock opening device...	2.47
Chain...........................	.20

	AVE.
Chain saw.......................	.10
Chemical mace...................	.84
Crisscross directory...........	2.30
Decelerometer...................	.04
Dictating machine...............	.41
Drug and narcotic identification field kit....................	.80
Dynamite........................	.02
Evidence processing kit (fingerprint, moulage)........	1.31
Fire extinguisher-agents.......	1.12
Fire hose.......................	.20
Fire nozzles....................	.17
Fire protective clothing.......	.09
Fire truck......................	.20
First aid kit...................	1.60
Flare gun.......................	.05
Flares..........................	2.17
Flashlight......................	4.56
Gas mask........................	.34
Handcuffs.......................	3.82
Hand-held police radio (walkie-talkie).............	4.72
Horse...........................	.04
Illuminated traffic baton......	.50
Ladder..........................	.39
LEADS terminal..................	3.80

How frequently do you use, drive, or operate any of the following _law_
enforcement equipment while on duty?

FREQUENCY SCALE

DURING THE LAST TWELVE MONTHS I HAVE USED THIS EQUIPMENT ON THE AVERAGE OF:

0	1	2	3	4	5
I have never used this equipment.	I have used this equipment but not in the past year.	A few times per year.	Monthly	Weekly	Daily

	AVE.		AVE.
Machine gun.....................	.14	Semi-automatic.................	.44
Manual traffic control device..	.92	Shotgun........................	1.94
Metal detector.................	.21	Skis..........................	.02
Motorcycle.....................	.18	Snowmobile.....................	.07
Motorscooter...................	.07	Spotlight......................	4.28
Paddy wagon....................	.83	Stationary computer terminal..	1.97
Photocopier (e.g.,		Strolometer/walker/walking	
xerox machine)................	3.40	stick (to measure distances)..	1.39
Photographic equipment.........	1.84	Tape recorder.................	1.14
Police car radio..............	4.69	Tear gas grenade...............	.20
Pneumatic tool for extricating		Tear gas gun...................	.19
trapped person (e.g.,jaws of		Telescopic gun sight..........	.15
life, portapower).............	.22	Teletype......................	2.34
Pry bar.......................	.67	Three-wheeled vehicle.........	.09
Public address system.........	1.64	Tow truck.....................	1.26
Pylons........................	.58	Tranquilizer gun...............	.04
Radar unit....................	2.33	Traps.........................	.03
Radio car computer terminal....	.39	Typewriter....................	3.44
Rescue truck..................	.29	Facsimile Transmission	
Revolver......................	2.51	Equipment (fingerprints)......	.73
Revolver speed loader..........	1.33	Winch.........................	.15
Rifle.........................	.40		
Riot shield...................	.14		
Riot baton....................	.50		
Rope..........................	.41		
Scrambler radio...............	.20		
Self-contained air pack			
(Scott air pack).............	.11		

The following is a list of materials that assist law enforcement offi-
cers in performing their job. Write in the space provided the appro-
priate number from the 3-point scale that best describes how you pri-
marily receive job information from these materials. Do not use more
than one number for each source of information. Place a zero (0) in
the box if knowledge of this material is not required for your job.

SOURCES OF INFORMATION

CHOOSE THE NUMBER FROM THIS SCALE WHICH INDICATES HOW YOU PRIMARILY RECEIVE INFORMATION FROM THIS MATERIAL:

0	1	2	3
I have never received information relating to this material.	I receive verbal instructions relating to this material. I am not required by my agency to read anything relating to this material.	I am required by my agency to read training bulletins, orders,or memos relating to this material, but I am not required to read the material itself.	I am required by my agency to read this material.

	MODE		MODE
Airport field conditions report...	0	Legal interpretations....	1
Case law.......................	2	Legal transcripts........	0
Changes in legislation..........	2	Local ordinances.........	3
Code of civil procedures.........	0	Ohio Criminal Code and	
Court decisions.................	2	Procedures..............	3
Criminal Law and Procedures		Ohio Liquor Control Act..	2
Manual.........................	3	Ohio Vehicle Code........	3
Department manuals..............	3	Professional law	
FAA bulletins and regulations.....	0	enforcement publications.	0
Field guides (e.g., NATB book,		Teletype messages........	3
Physicians Desk Reference)........	0	Training bulletins.......	3
First aid manual................	3	U.S. Constitution........	0
Fish and game code..............	0	Wanted bulletins.........	3
Harbor and navigation statutes....	0	Weather forecasts and	
Health and safety statutes........	0	bulletins...............	0
In-depth narrative reports........	0		
Interoffice memos................	3		
Interstate Commerce			
Commission rules.................	0		

The following pages contain tasks that are performed by patrol officers. The tasks have been sorted into major duty fields (patrol contact, accident investigation, etc). Please rate the tasks in terms of the FREQUENCY with which you have performed them in the last twelve months or since your employment as a patrol officer, if less than twelve months. Use the 5-point scale to assign FREQUENCY ratings and enter the number in the column to the right of the task statement. IF YOU HAVE NEVER PERFORMED A TASK, ENTER A ZERO (0) IN THE FREQUENCY RATING BOX PROVIDED.

FREQUENCY SCALE					
DURING THE LAST TWELVE MONTHS I HAVE PERFORMED THIS TASK ON THE AVERAGE OF:					
0	1	2	3	4	5
I have never performed this task.	Have done this task but not in past year.	A few times per year.	Monthly	Weekly	Daily

Remember to describe only your own experiences. Tasks which you have not performed but which are generally performed in your agency will be identified by other officers in the survey. Therefore, do not be concerned that an important task will be omitted from further consideration if you do not rate it.

If a task occurs with an AVERAGE frequency somewhere between two scale positions (eg. between once a year and monthly) choose the scale value which is closer to the actual frequency.

EXAMPLE: In the following example, the officer assigned a frequency rating of 3 (monthly) to the first task. Since this task was performed approximately 15 times during the past twelve months a rating of 3 was the most appropriate because it averaged almost once a month. The second task was rated zero (0) because the officer never performed the task. The third task was rated 5 (daily) since seldom a day goes by that a narrative report of some kind is not written. The fourth task was rated a 2 (a few times per year) since this task has been performed only once this year. PLEASE NOTE THAT THIS SURVEY IS CONCERNED ONLY WITH TASK FREQUENCY, NOT IMPORTANCE.

		Frequency Rating
1.	Assist stranded motorist................................	3
2.	Stamp serial numbers on bicycles........................	0
3.	Write narrative reports.................................	5
4.	Evacuate persons from a dangerous area..................	2

PLEASE TURN THE PAGE AND READ EACH TASK STATEMENT. IF YOU HAVE PERFORMED THE TASK, INDICATE THE APPROXIMATE FREQUENCY RATING IN THE SPACE PROVIDED.

FREQUENCY SCALE					
DURING THE LAST TWELVE MONTHS I HAVE PERFORMED THIS TASK ON THE AVERAGE OF:					
0	1	2	3	4	5
I have never performed this task.	Have done this task but not in past year.	A few times per year.	Monthly	Weekly	Daily

ADMINISTRATIVE

	AVE.
Analyze crime and accident statistics.................................	0.62
Answer inquiries regarding the progress of a case.....................	1.91
Attend in-service training...	1.88
Attend briefing/staff meetings..	1.75
Collect vehicle impoundment fees......................................	0.16
Compile crime statistics..	0.26
Conduct background investigations on applicants for licenses (e.g., liquor, pawn dealer)...............................	0.15
Control access to departmental records................................	0.83
Describe persons to other officers (e.g., suspects, missing persons).......	3.70
Design training materials...	0.28
Dispose of unclaimed property...	0.39
Distribute subpoenas to officer.......................................	1.08
Enter data on cards for filing..	1.53
Estimate property values of stolen or recovered goods.................	2.17
Evaluate citizen complaints regarding tickets or other minor offenses.......	1.26
Evaluate college internship students..................................	0.08
Evaluate officers in basic or in-service training.....................	0.50
Evaluate officers in on-the-job training (student-coach)..............	0.72
Exchange necessary information with other law enforcement officials.........	3.33
File documents in records system (e.g., fingerprint cards, reports, etc.)...	1.24
Fill out surveys (other than this survey).............................	0.67
Fingerprint persons for non-criminal reasons (e.g., professional licensing).........................	0.66
Instruct in classroom setting...	0.36
Instruct on-the-job training..	0.94
Interview police officer applicants...................................	0.14
Investigate and report on police applicant's background...............	0.16
Issue bicycle licenses/registrations..................................	0.31

	AVE.
Issue departmental equipment	0.49
Issue pick-up or wanted notices	0.76
Issue supplies	0.44
Locate documents and information in records system	2.01
Make major vehicle repairs (e.g., beyond general maintenance)	0.20
Notify public agencies or utilities of damage to their equipment	2.24
Operate LEADS terminal to check persons and property	2.28
Operate LEADS terminal to update data	0.64
Operate telephone console or switchboard	1.93
Order supplies and equipment	0.51
Participate in firearms training	2.03
Participate in military style drill (e.g., parades, honor guards, color guards)	0.52
Participate in planning/study groups (in-house, regional, statewide, etc.)	0.20
Participate in required physical exercise program	0.54
Plan training schedules	0.18
Prepare documents for filing (e.g., label, alphabetize, place in chronological order, etc.)	0.86
Prepare list of wanted persons for department use	0.27
Receive and evaluate telephone requests for police service	2.05
Remove reports from records systems	1.25
Represent department in various organizations	0.83
Request equipment repair	2.72
Request verification of warrants before service	3.00
Review other officers' incident reports for completeness and accuracy	1.26
Schedule work assignments for other officers	0.48
Sort and distribute mail	0.66
Summarize total shift activities in departmental logbook	0.72
Test and evaluate police equipment	1.00
Train police dogs	0.08

	AVE.
Transmit messages on teletype	1.27
Type incident reports	2.76
Update directory of businesses in jurisdiction	0.63
Update dispatch records of officers on calls	0.51
Update inventory of supplies and equipment	0.43
Update maintenance records on individual police cars	0.61
Update records of warrants served	0.52
Update spot/pin maps	0.14
Write contract specifications for services or equipment	0.09
Write interoffice memos	1.50
Write letters on behalf of department	0.47
Write performance evaluation reports on other officers (e.g., peer ratings)	0.40
Write policy materials for department manuals	0.12
Write reports to suggest changes in law	0.10
Write speeches	0.29

ARREST, SEARCH, AND SEIZURE

	AVE.
Advise persons of constitutional rights	3.07
Apprehend juvenile offenders	3.09
Arrest persons with a warrant	3.11
Arrest persons without a warrant	3.41
Conduct field search of arrested persons	3.30
Conduct frisk or pat down	3.67
Discharge firearm at person	0.22
Draw weapon	2.40
Handcuff suspects or prisoners	3.59
Impound property	3.09
Issue citations for non-traffic offenses (e.g., appearance tickets, ordinance violations)	2.65

FREQUENCY SCALE
DURING THE LAST TWELVE MONTHS I HAVE PERFORMED THIS TASK ON THE AVERAGE OF:

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I have never performed this task.	Have done this task but not in past year.	A few times per year.	Monthly	Weekly	Daily

	AVE.
Obtain search warrants and/or make proper return	0.94
Participate in raids	1.23
Plan strategy for conducting searches	0.82
Plan strategy for making arrests	1.74
Request bystanders to assist in an apprehension	0.33
Search movable automobile under independent probable cause	2.07
Search premises or property incident to arrest	2.27
Search premises or property in hot pursuit situations	1.63
Search premises or property with consent	2.11
Search premises or property with warrant	1.40
Secure search warrants	0.68
Seize contraband	2.41
Take into custody person detained by citizen	1.60

PATROL FUNCTIONS

Advise property owners or agents of potentially hazardous conditions	2.15
Assist elderly or disabled persons with mobility problems	2.11
Check condition and status of assigned patrol equipment and vehicle	4.37
Check for wants/warrants on persons through LEADS	4.13
Check homes of persons on vacation	3.41
Check individuals/business for compliance with licensing requirements (e.g., hunting, liquor, dance permit, vendor, etc.)	1.48
Check parks and school grounds	4.39
Check parking lots	4.52
Check railroad crossing for signal violations (e.g. going around gates, trains, blocking crossing)	2.14
Check stolen status on property through LEADS	3.12
Check vehicles for proper registration (e.g., snowmobiles, off road vehicles, etc.)	3.27
Clean and dry fire-fighting equipment	0.37

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	AVE.
Clean and inspect weapons	3.52
Collect money from and maintain parking meters	0.11
Collect incident reports by checking off boxes or filling in blanks	1.33
Confront, in a riot formation, groups of agitated people	0.53
Destroy animals	0.70
Dictate reports into recording devices	0.71
Drag from a boat to retrieve body or evidence	0.14
Engage in high speed driving in congested area	2.16
Engage in high speed pursuit or response driving off road	1.08
Engage in high speed pursuit or response driving on open road	1.94
Escort emergency vehicles	1.43
Escort money, valuables or people to provide security	2.15
Escort processions (e.g., parades, oversized trucks, funerals)	1.49
Escort vehicles or persons through picket lines	0.49
Flag down trains (e.g., to prevent accidents)	0.16
Flush fuel spills	0.32
Follow suspicious vehicles (e.g., suspect, suspicious person, operator under the influence)	3.79
Identify wanted vehicles or persons	2.94
Inform dispatcher by radio as to your status	4.79
Inspect chemical treatment of waterways for violations	0.07
Inspect patrol vehicle for weapons and contraband	4.03
Investigate air and water pollution complaints	0.34
Investigate complaints of illegal border crossings	0.03
Investigate unusual odors	1.80
Investigate unusual sounds	2.78
Make entries in individual patrol log	3.86
Operate fire truck pump controls	0.09
Operate fire truck turret and fire hose handlines	0.10
Operate vehicle in driving rain	2.81
Operate vehicle on dirt covered road	2.48

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	AVE.
Operate vehicle on ice covered road	2.42
Operate vehicle on snow covered road	2.45
Participate in large scale area search parties	1.12
Patrol area containing labor pickets, marchers or demonstrators	0.99
Patrol freeways	2.11
Patrol locations on beat which are potentially physically hazardous to citizens (e.g., construction site, attractive nuisance)	2.58
Patrol on foot	2.08
Patrol riot stricken or civil disturbance areas	0.55
Perform first line maintenance on fire truck (e.g., wash, check gauges)	0.05
Perform first line maintenance on patrol vehicle	1.78
Perform weather watch service	0.66
Physically examine and test doors and windows of dwellings and businesses	3.70
Prepare clothing and personal equipment to satisfy inspection requirements	3.73
Prepare list of wanted persons or stolen vehicles for own use	2.98
Refill fire extinguishers	0.16
Report violations of school, college, or university rules and regulations to proper authority	0.72
Request back-up assistance	2.82
Review information on criminal activity in area	3.70
Search unlocked businesses and dwellings for signs of illegal entry	3.51
Secure house or property (e.g., lock, close doors and windows, etc.)	3.01
Secure vehicles	2.67
Track persons from scene (e.g., footprints in snow or mud)	1.77
Transcribe field notes for reports	3.49
Transport animals	0.90
Transport injured persons	1.55
Transport mental patients	2.00
Transport persons needing assistance	2.68
Transport prisoners	3.36
Write narrative reports	3.95

FREQUENCY SCALE

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PATROL CONTACT

	AVE.
Accept bond on the street	0.10
Advise victims of the procedures to prosecute	3.83
Comfort emotionally upset persons	3.31
Communicate with management and labor over strike disturbances	0.48
Conduct parent-juvenile conferences	1.38
Control hostile groups (e.g. demonstrators, rioters, or bar patrons)	1.94
Control non-violent crowds	2.05
Counsel juveniles	1.99
Deliver emergency messages (e.g., injuries, death)	2.15
Direct actions of officer(s) arriving to assist	2.50
Direct actions of public service personnel arriving to assist	2.10
Enforce court issued order (e.g., writs)	1.95
Establish field contacts (e.g., bar owners, taxi drivers, etc.)	2.68
Evacuate persons from dangerous area	1.15
Explain arrest action to onlookers	1.26
Explain demonstration permit to demonstrators	0.21
Explain nature of complaints to offenders	3.53
Fight aircraft fires	0.02
Fight grass and forest fires	0.22
Fight structural fires	0.20
Fight vehicle fires	0.72
Fill out field interrogation card	2.23
Give street directions	3.77
Identify ownership of livestock	0.58
Impound vehicles	2.95
Interview suspicious persons	3.62
Investigate suspicious vehicles	3.93
Locate and observe crowd agitators	1.30
Mediate civil disputes	1.97

	AVE.
Mediate family disputes	3.44
Notify citizens of damage to their property	2.91
Place children in protective custody (e.g., child abuse)	1.30
Recruit confidential informants	1.70
Refer persons to agencies providing social services	2.79
Search for bombs	1.10
Secure accident and disaster scenes	2.62
Stop recreational vehicles	1.60
Stop vehicles to investigate, cite or arrest occupants	3.87
Talk with people on the beat to establish rapport	3.97
Warn offenders in lieu of arrest or citation	3.98
Watch for illegal activity at labor disputes	0.72

RAILROAD RESPONSIBILITIES

Cite persons for railroad safety violations	0.25
Check fuel levels in refrigeration cars	0.01
Check trucks for hot boxes	0.11
Conduct liability and claims investigations	0.05
Cross state lines to enforce railroad laws	0.02
Determine location of high value loads from yard list	0.05
Drive off road to escort train	0.03
Escort train through high crime areas	0.04
Guard strategic locations during civil disorders and strikes	0.06
Identify and record expected arrival times of trains	0.05
Identify and record train identification number (lead engine number)	0.13
Identify and record train locations	0.10
Identify and record train movements	0.11
Identify contents of railroad cars for possible hazardous cargo	0.06
Inspect for damage and theft of railroad cargo	0.24

	AVE.
Inspect for and remove obstructions on railroad right of way	0.46
Inspect railroad cars for defects	0.05
Investigate employee theft	0.18
Investigate railroad derailments	0.14
Investigate switch and rail malfunctions	0.09
Locate downed railroad communication wires	0.10
Observe for law violations on railroad propery	0.68
Patrol passenger train	0.02
Patrol railroad yards on foot	0.12
Recommend disciplinary actions for railroad employees	0.02
Record locations of cargo inspections	0.04
Record proof of lading	0.03
Secure cargo	0.04
Start cooling units on refrigeration cars	0.01
Walk and locate high value railroad cars in yard	0.05

CIVIL PROCESS

Attach property under court order	0.27
Collect fees for serving civil process	0.05
Collect money for sales of levied property	0.02
Determine exempt and nonexempt property for levy purposes	0.01
Distribute and collect election supplies	0.05
Evictions	0.58
Issue trustee sales notices	0.02
Pick up children as directed by court in custody matters (e.g., divorce proceedings)	0.57
Plan route for civil process and subpoena service	0.29
Post probate notices, warnings, sale of property notices, etc.	0.06
Prepare advertisements and notices of sale of property	0.02
Record dispostion of civil papers	0.21

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	AVE.
Record payments made in response to suit papers being served...............	0.03
Review return of civil process papers...................................	0.13
Seize property in civil claims...	0.11
Serve civil process papers...	0.60
Serve probate orders (e.g., mental, juveniles, adult offenders)............	0.90
Update master index dockets and case description for civil cases...........	0.03

COMMUNITY RELATIONS/CRIME PREVENTION

Conduct community relations programs (e.g. safety programs, crime prevention, tours, C.B. watch)................................	0.67
Distribute printed materials for public relations...........................	0.80
Explain department recruitment policies.................................	0.97
Hold property upon request for safekeeping............................	1.11
Mark valuables for persons...	0.57
Organize neighborhood watch groups..................................	0.14
Provide information to persons participating in ride-along program..........	0.69
Request publicity from news media.....................................	0.32
Respond to general information questions from the public...................	2.62
Teach driver's education classes.......................................	0.04
Security inspections...	1.05
School visits...	0.72

CRIMINAL INVESTIGATION

Analyze and compare incidents for similarity of modus operandi (M.O.).......	1.94
Cast impressions at crime scene (e.g., plaster casts, silicone, etc.).......	0.31
Collect evidence and personal property from crime scenes...................	2.65
Conduct intelligence activities on known or suspected offenders............	1.50
Conduct on-the-scene suspect identifications (e.g., show-ups)..............	1.71
Conduct surveillance of individuals or locations..........................	2.11

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	AVE.
Confer with juvenile probation officer.................................	1.48
Determine need for specialized assistance at a crime scene.................	2.34
Determine whether incidents are criminal or civil matters.................	3.56
Determine whether recovered property is linked with a previous crime........	2.39
Diagram crime scenes..	1.42
Dispose of evidence no longer needed...................................	0.65
Document chain of custody for evidence..................................	2.03
Dust and lift latent fingerprints.....................................	1.12
Establish modus operandi (M.O.) of a suspect............................	1.63
Examine dead bodies for wounds and injuries.............................	1.46
Examine evidence and personal property from crime scenes..................	2.28
Instruct and direct civilians in undercover operations....................	0.31
Interrogate suspects...	2.42
Use of polygraph results to interrogate suspect or witness...............	0.30
Interview complainants, witnesses, etc.................................	3.73
Interview medical personnel to obtain specific information.................	1.87
Locate witnesses to crime...	2.92
Organize and conduct station-house line-ups.............................	0.29
Organize surveillance of individuals or locations........................	0.78
Package evidence or personal property..................................	2.49
Participate in investigations with other law enforcement agencies..........	1.78
Photograph crime scene...	1.28
Photograph latent fingerprints..	0.38
Photograph line-up..	0.27
Prepare criminal case summary sheet for prosecutor.......................	1.43
Prepare felony complaint forms for warrant authorization.................	1.37
Prepare paperwork to file on extradition warrants........................	0.18
Prepare witnesses for court testimony.................................	0.95
Recommend the issuance of an arrest warrant............................	1.68
Record confessions in writing...	1.39
Record location of physical evidence at scene...........................	2.21

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  0           1              2          3         4         5
I have      Have done this   A few times  Monthly   Weekly    Daily
performed   task but not in  per year.
this task.  past year.
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	AVE.
Recover and inventory stolen property....................................	2.30
Release confiscated property...	1.08
Review crime lab reports to guide investigation..........................	1.08
Review with medical examiner circumstances relating to a death............	0.68
Review records and pictures to identify suspects.........................	1.88
Search crime scenes for physical evidence................................	2.78
Search dead bodies for personal property.................................	1.23
Search fire debris for evidence relating to the cause of the fire.........	0.50
Serve as deputy medical examiner...	0.03
Summarize in writing the statements of witnesses and complainants...........	2.72
Swear out complaints or warrants...	2.33
Tag evidence and confiscated properties..................................	2.94
Take custody of lost and found property..................................	2.70
Take statements of witnesses...	3.18
Talk with families of adult suspects or defendants (advise, inform, notify counsel)..	2.25
Trace stolen goods...	1.51
Transport property or evidence...	2.58
Utilize department records to assist in investigation....................	2.74
Verify reliability and credibility of witnesses..........................	1.90
Verify the identity of deceased persons..................................	1.19
Witness autopsies..	0.41

AIRPORT RESPONSIBILITIES

Advise persons of alternatives to carrying prohibited item onto an aircraft...	0.02
Arrest persons for violations of law relating to airport operations.........	0.01
Assist people to evacuate aircraft in emergency..........................	0.01
Brief private security personnel on changes in airport security procedures..	0.01

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FREQUENCY SCALE
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  0           1              2          3         4         5
I have      Have done this   A few times  Monthly   Weekly    Daily
performed   task but not in  per year.
this task.  past year.
```

	AVE.
Check aircraft tiedowns in severe weather and notify owners of problems...	0.03
Check baggage for long storage items.....................................	0.00
Check gates in airport perimeter...	0.08
Check ramp for overdue aircraft..	0.03
Check registrations on aircraft..	0.04
Close down airport security screening in emergency situations.............	0.01
Coordinate services for airport tenants (e.g., snow removal).............	0.00
Enforce airport rules and regulations....................................	0.02
Escort juvenile offenders onto and off of aircraft.......................	0.05
Escort non radio equipped vehicles onto airfield.........................	0.01
Inform persons of legal requirements relating to airport security........	0.01
Inspect airport runway conditions..	0.04
Insure security of aircraft and facilities in appropriate emergency situations...	0.02
Investigate complaints about suspicious baggage at airport security checkpoint...	0.01
Investigate complaints about supicious persons and activity at airport security checkpoints...	0.05
Investigate complaints of injuries in airport terminal...................	0.02
Issue notice to airmen...	0.01
Issue operational area identification cards..............................	0.01
Issue safety permits for vehicles dispensing fuels in air operational area	0.00
Log and pass on information about nonfunctioning runway lights............	0.03
Observe hand carried baggage being run through airport security devices.....	0.01
Observe persons being screened through airport security devices..........	0.02
Receive and transmit on airport operations radio frequency...............	0.01
Receive and transmit on aviation ground control radio....................	0.01
Record air field landing activity for billing purposes...................	0.00
Release aircarrier baggage to owners.....................................	0.00
Seize a pilot's license..	0.00

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FREQUENCY SCALE

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	AVE.
Take decelerometer readings on airport runaway braking conditions	0.00
Witness inspection of baggage or cargo on request of airline	0.01
Write report on airfield conditions	0.01
Write tiedown list of aircraft parked on ramps	0.00

DETENTION AND CUSTODY PROCEDURES

Administer medication to prisoners	0.73
Aid prisoners to contact bondsman	1.08
Aid prisoners to contact legal counsel	1.15
Answer inquiries concerning prisoners	2.12
Approve passes into detention facilities	0.35
Arrange for professional assistance for prisoner's personal problems	0.52
Assign inmates to work details	0.30
Attend prisoner's disciplinary hearing	0.30
Audit funds in inmate trust account	0.13
Book prisoners by completing arrest forms	2.45
Calculate good time status of prisoners	0.12
Change dressings and bandages on injured prisoners	0.21
Check identity of prisoners leaving facility	0.73
Check individual making bond for wants or warrants	1.10
Check legal status of the case of prisoners	0.78
Check weapons in and out of detention facility	1.27
Classify inmates according to age, sex, and offense	0.58
Collect and distribute inmate mail	0.33
Collect interim bond	0.40
Collect orders from prisoners for purchasing personal items	0.33
Compare photographs or fingerprints to verify identity of prisoners	0.50
Complete documents for transfer of prisoner to county jail	0.93
Complete documents for transfer of prisoner to state prison	0.14

FREQUENCY SCALE

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	AVE.
Conduct facility inspection	0.75
Conduct prisoner roll call	0.47
Confer with physicians regarding prisoner's medical condition	0.67
Counsel prisoners concerning personal problems	0.45
Distribute hygiene supplies to prisoners	0.57
Distribute money draw slips to prisoners	0.22
Escort prisoners to medical appointments	0.79
Examine physical condition of prisoners	1.12
Feed prisoners	1.18
Fingerprint prisoners	1.31
Guard prisoners detained outside jail	1.17
Inform bonding agent of condition for bonding	0.61
Inspect identification of visitors	0.68
Instruct prisoners in facility rules and regulations	0.82
Issue prisoner clothing and bedding	0.73
Inventory prisoners' personal property	1.74
Investigate injuries to prisoners	0.89
Operate cell block controls	0.88
Patrol cell blocks and secured areas	0.89
Perform library services	0.15
Photograph prisoners	1.04
Place holds on prisoners and notify department holding warrant	1.26
Prepare hold cards	0.52
Process evidence seized at custodial search	0.99
Process prisoners for release	1.09
Process probation applicants	0.09
Receive and act on court orders (e.g. habeas corpus)	0.80
Receive money for prisoner's trust account	0.26
Record changes in bonds	0.43
Record injuries to prisoners	0.91

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	AVE.
Record prisoner's phone calls	1.10
Respond to prisoner's written questions	0.32
Review arrest documents before accepting prisoner	0.72
Review bond application	0.29
Return prisoner's property	1.45
Schedule visitors for prisoners	0.34
Search property left for prisoners	0.99
Shakedown cell blocks and tanks	0.73
Shakedown prisoners	1.29
Strip search prisoners	1.00
Supervise prisoner work details	0.30
Update information on bail bonding agencies	0.12
Update roster of current prisoners	0.62

EMERGENCY AID ACTIVITIES

	AVE.
Administer cardio-pulmonary resuscitation (CPR)	0.61
Administer mouth-to-mouth resuscitation	0.47
Administer oxygen using oxygen supply device other than resuscitator	0.33
Administer oxygen using resuscitator	0.34
Apply first aid to control bleeding	1.32
Apply first aid to treat for broken bones	0.66
Apply first aid to treat for burns	0.51
Apply first aid to treat for gunshot wounds	0.18
Apply first aid to treat for overdose	0.56
Apply first aid to treat for poisoning	0.26
Deliver babies	0.12

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PARKS AND WILDLIFE MANAGEMENT

	AVE.
Accept deposits on recreational equipment	0.01
Arrest or cite persons for importing illegal animals or plants	0.04
Arrest or cite persons for unlawful use of recreational vehicles or watercraft	0.14
Arrest or cite persons for violations of environmental laws or regulations	0.10
Arrest persons for removing trees or plant life from state land	0.04
Assign jobs to forest fire fighters	0.01
Certify furs after trapping seasons	0.00
Cite or warn persons for swimming violations	0.28
Clean, repair, and restock park facilities	0.03
Collect park use fees (e.g., golf fees, park rentals, etc.)	0.02
Collect rabid animals	0.10
Conduct background investigations for fish and game license vendor applicants	0.01
Conduct field surveillance for poachers	0.14
Conduct wildlife observations	0.06
Destroy or relocate animals for area game management	0.06
Determine approximate age, sex, or species of animals	0.07
Extricate persons trapped in damaged watercraft	0.03
Identify plant species	0.07
Impound recreational vehicles	0.10
Inspect campfires	0.06
Inspect deer shiners for firearms	0.09
Inspect dredge, drilling, and dumping sites for compliance with environmental rules and regulations	0.03
Inspect free standing waterfowl blinds	0.01
Inspect frozen waterways for safety (e.g. ice fishing, ice-skating	0.09
Inspect ice shanties	0.01

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AVE.

Inspect marine safety devices for safety	0.04
Inspect off road vehicles	0.20
Inspect park boundaries for land encroachment	0.05
Inspect park use permits	0.08
Inspect refuse, septic and industrial waste haulers	0.03
Inspect shooting preserves	0.03
Inspect species collection permits	0.01
Inspect traps and trappers for regulatory compliance	0.05
Install equipment on patrol vehicles	0.19
Investigate land use violations	0.10
Issue permits allowing toxic substances to be placed in waterways	0.00
Issue permits for salvage operations	0.00
Issue permits for special use of public land and waterways	0.01
Issue pet possession permits for wild animals	0.01
Make campground security inspections	0.10
Make fire inspections of woodlands	0.07
Measure weather conditions with instruments	0.01
Observe persons for fishing violations	0.18
Observe persons for hunting violations	0.36
Operate dam controls	0.01
Operate marine pumping equipment	0.01
Patrol waterways	0.09
Patrol wilderness areas on foot	0.10
Perform as lifeguard	0.02
Place buoy and channel markers	0.02
Plan group controls	0.01
Pursue vehicles off road at high speeds	0.19
Pursue watercrafts at high speeds	0.02
Recommend wildlife management plans	0.01
Register campers	0.02
Remove damaged vehicles from woodland areas	0.14

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AVE.

Remove water hazards (e.g., sunken boats, fallen trees)	0.05
Request specialized assistance to neutralize environmental spills	0.03
Restore free flow of waterway	0.01
Select and train civilian conservation volunteers	0.00
Serve as prosecutor in court	0.02
Transport injured persons on skis	0.00
Transport injured persons on snowmobiles	0.02
Trap pest animals	0.05

COURT PROCEDURES

Act as court bailiff	0.25
Act as department court officer	0.67
Appear in court (other than as a witness)	1.48
Arraign defendant in court	0.64
Assemble potential juror list	0.06
Attend bail bond hearings	0.40
Collect fines	0.43
Confer with prosecutor or city attorney prior to testimony regarding case	2.56
Confer with prosecutor or city attorney regarding warrant authorization	1.48
Discuss cases with prosecutors or city attorneys following legal proceedings	2.05
Instruct suspect on process for obtaining an attorney	1.47
Mail jury duty notices	0.03
Notify witnesses to appear without subpoena	0.80
Present evidence in legal proceedings	1.77
Review other officers' cases to be presented to prosecutor	0.71
Review reports and notes for court testimony	2.29
Review warrants for completeness and accuracy	1.65
Serve subpoenas	1.71

AVE.

Testify in civil cases... 0.68

Testify in criminal cases.. 2.60

Testify in liquor board hearings.................................... 0.30

Testify in parole or probation hearings.......................... 0.38

Testify in Secretary of State implied consent hearings...... 0.12

TRAFFIC ACCIDENT INVESTIGATION

Calculate vehicle speed using mathematical formulas........... 0.43

Collect physical evidence from accident scenes................. 2.33

Complete intersection collision diagrams........................ 3.00

Complete the standard traffic accident report form............ 3.41

Determine contributing factors to an accident................. 3.33

Determine violation(s) in a traffic accident.................. 3.37

Determine status of auto insurance............................. 2.33

Diagram accident scenes.. 3.37

Direct activities at scenes of accident investigations....... 3.08

Follow-up extent of personal injuries resulting from traffic accident....... 2.50

Identify owner of vehicles involved in accident.............. 3.28

Identify persons involved in accident........................ 3.33

Inform driver of towed vehicle's location.................... 3.18

Inspect vehicle for fresh damage............................. 3.13

Instruct persons involved in an accident to exchange
necessary information..................................... 3.23

Interview persons involved in traffic accident.............. 3.38

Interview tow truck operators or mechanics for relevant traffic
accident information...................................... 1.60

Investigate off-road vehicle accidents (includes private property)......... 2.57

Investigate traffic accident scene to identify point(s) of impact........... 3.19

Issue citation(s) in traffic accidents....................... 3.22

Locate witnesses to traffic accidents........................ 3.05

Measure skid marks... 2.27

AVE.

Photograph accident scenes................................... 1.41

Protect traffic accident physical evidence for collection.... 2.25

Remove debris from accident scene............................ 2.23

Request emergency assistance for traffic accident (e.g., wrecker,
ambulance, salt truck)................................... 2.95

Review accidents with accident investigators................. 1.28

Search accident scenes for physical evidence................. 2.71

Set priorities for action at accident scene.................. 2.92

Take coordinate measures of traffic accident scenes
(e.g., triangulation).................................... 1.74

Take precautions to prevent additional accidents at accident scene......... 3.02

Test operating condition of accident vehicle equipment....... 2.00

TRAFFIC PATROL

Administer roadside sobriety test............................ 2.55

Advise appropriate agency of traffic engineering needs....... 2.03

Advise parents of children's violation of traffic laws....... 1.89

Advise vehicle owners to remove abandoned vehicles........... 2.10

Arrange for obtaining blood or urine samples for sobriety tests........... 1.44

Arrest OMVI suspects... 2.48

Assist stranded motorists.................................... 3.28

Cite or arrest reckless drivers.............................. 2.80

Clock speed of vehicles using speedometer.................... 2.42

Clock vehicles using radar................................... 2.29

Complete OMVI arrest reports................................. 2.49

Complete operators license re-examination form............... 0.56

Count traffic flow using automatic devices................... 0.12

Direct pedestrian traffic.................................... 1.32

Direct traffic using barriers................................ 1.23

Direct traffic using flare pattern or traffic cone patterns.. 1.67

FREQUENCY SCALE

DURING THE LAST TWELVE MONTHS I HAVE PERFORMED THIS TASK ON THE AVERAGE OF:

0	1	2	3	4	5
I have never performed this task.	Have done this task but not in past year.	A few times per year.	Monthly	Weekly	Daily

	AVE.
Direct traffic using flashlight or illuminated baton	2.46
Direct traffic using hand signals	2.60
Evaluate driver's capability to operate vehicles	2.51
Explain legal procedures to traffic violators	3.33
Explain state vehicle laws and procedures to citizens	2.89
Follow suspect vehicle to observe traffic violations	3.42
Inspect commercial vehicles for code compliance	0.77
Inspect for vehicle identification number	2.81
Inspect operator's license	4.06
Investigate damage to roadway	2.25
Issue traffic citations to pedestrians	0.98
Issue moving traffic citations to bicycle riders	0.71
Issue parking citations	3.01
Issue traffic citations	3.91
Issue verbal warnings to traffic violators	4.06
Move disabled vehicles with patrol car	0.33
Observe accident potential at assigned locations	1.41
Observe traffic control device to determine if functioning properly	2.85
Operate "breathalyzer" instrument to test blood alcohol content	0.87
Operate videotape equipment	0.35
Operate traffic signals manually	0.83
Plan traffic detours	0.61
Plan traffic patrol tactics	1.10
Record circumstances regarding traffic citation	3.10
Record pedestrian flow	0.35
Remove vehicles obstructing traffic	2.71
Remove hazards from roadway (e.g., dead animals, debris, etc.)	2.49
Request citizens to assist in traffic control in an emergency	1.03
Verify vehicle title information	2.55
Visually estimate speed of vehicles	2.55
Void citation upon compliance (e.g., no registration, no insurance, no operators license)	0.60

Rate the following list of physical activity tasks in terms of the frequency with which you have performed them in the last 12 months or since your employment as a patrol officer. Use the 5-point scale to assign FREQUENCY ratings and enter the number in the column to the right of the task statement. If you have never been involved in the activity place a zero (0) in the column box.

PHYSICAL ACTIVITIES

	AVE.
Break through doors using force	0.97
Climb through openings (e.g. windows)	1.92
Climb up or over obstacles	2.25
Crawl in confined areas (e.g., attics)	1.60
Drag or pull heavy objects or persons	1.71
Jump across obstacles	1.95
Jump down from elevated surfaces	
Jump over obstacles	2.01
Lift heavy objects or persons	2.02
Perform duties while wearing heavy equipment (other than gun belt)	0.62
Physically push movable objects	2.19
Physically restrain crowds	1.28
Pickup and carry heavy objects or persons	1.78
Pull self through openings	1.58
Pull self up over obstacles	1.64
Run after fleeing suspects	2.06
Run up stairs	2.12
Stand continuously for more than one-half of the work shift (e.g., guard duty or point control)	1.45
Subdue attacking person	1.78
Subdue subject resisting arrest	2.11
Swim to rescue and search	0.11
Wade through marshes, swamp land or waterways	0.34
Walk continuously for more than one-half of the work shift (e.g., foot beat)	1.07

Now we are interested in obtaining specific information related to the most strenuous physical activity you have been involved in during the *last 5 work shifts*. Answer should be placed in the blocks and must be in coded (number) form.

1. ACTIVITY STATUS
                                         NUMBER   %
    (1) None   956   37%
    (2) Activity/No Resistance   894   34%
    (3) Activity, Resistance   743   29%

*   If your response to the preceeding statement is a "1" then STOP AND GO TO THE LAST PAGE OF THIS SURVEY BOOKLET AND RESUME ANSWERING QUESTIONS (YOU HAVE COMPLETED THIS SECTION)

    If your response was a "2" or "3" continue responding to the statement based on your most strenuous physical activity in the *last 5 work shifts*.

2. Reason for Activity
    1. investigation
    2. apprehension of subject   MODE = 2
    3. emergency assistance
    4. citizen assistance
    5. other: specify_____

3. Duration of Activity in minutes   MEDIAN = 13 minutes

4. Outcome
    1. successful
    2. arrest   MODE = 2
    3. escape of subject
    4. injury to self/others
    5. loss/damage to property
    6. loss of life
    7. other: specify_____

5. If a patrol officer was unable to do this activity, what would the probable consequences have been:
    1. = yes
    2. = no

                                            MODE
    Injury to self/others........... 1
    Escape of subject(s)............ 1
    Loss/Damage to property........ 2

Briefly describe circumstances:_____

_____

_____

Description of Activities (Leave spaces blank if not applicable. Place answers in boxes in right hand column)

RUNNING
6. I ran approximately   yards.
    1. 1-24   MODE = 1
    2. 25-49
    3. 50-74
    4. 75-99
    5. over 100

7. I encountered   obstacles (exact number).   AVE.=2.54

8. The type(s) of obstacles I encountered involved:
    1. fence/wall   5. ditch   MODE = 6
    2. shrubs   6. at least 2 of the above
    3. vehicle   7. at least 3 of the above
    4. stairs   8. other: specify_____

CRAWLING
9. I crawled approximately   feet.
    1. 1-3   MODE = 1
    2. 4-6
    3. 7-9
    4. 10-12
    5. over 13

10. The height of the crawl space was:
    1. ground level   MODE = 1
    2. 2-3 feet
    3. 4-5 feet

11. Was speed required while crawling
    1. = yes
    2. = no   MODE = 2

JUMPING
12. I jumped about   feet.
    1. 1-3   MODE = 1
    2. 4-6
    3. 7-9
    4. 10-12
    5. over 13

13. I jumped   the obstacle.
    1. over   MODE = 1
    2. across
    3. down

14. Type(s) of obstacles encountered
    1.   fence/wall   5.   ditch
    2.   shrubs   6.   at least 2 of the above
    3.   vehicle   7.   at least 3 of the above
    4.   stairs   8.   other: specify_____

MODE = 6

15. Was speed required while jumping?
    1. = yes
    2. = no

MODE = 1

CLIMBING

16. Was speed required while climbing?
    1. = yes
    2. = no

MODE = 2

17. What did you climb?
    1.   fence/wall
    2.   embankment
    3.   ditch
    4.   ladder
    5.   stairs
    6.   other: specify_____

MODE = 1

18. Did fence/wall have?
    1.   handhold
    2.   foothold
    3.   solid

MODE = 3

19. How many feet did you climb?

AVE. = 13.34 feet

PUSHING

20. The distance of pushing was   feet.
    1.   1-19
    2.   20-39
    3.   40-59
    4.   60-79
    5.   over 80

MODE = 1

21. The object pushed weighed   pounds.
    1.   25-49
    2.   50-99
    3.   100-149
    4.   150-199
    5.   over 200

MODE = 5

22. Was a vehicle pushed?
    1. = yes
    2. = no

MODE = 1

23. Were you assisted?
    1. = yes
    2. = no

MODE = 1

24. Was speed required?
    1. = yes
    2. = no

MODE = 2

DRAGGING/PULLING

25. I had to drag or pull the object   feet.
    1.   1-19
    2.   20-39
    3.   40-59
    4.   60-79
    5.   over 80

MODE = 1

26. The object weighed   pounds
    1.   25-49
    2.   50-00
    3.   100-149
    4.   150-199
    5.   over 200

MODE = 4

27. Was the object a person?
    1. = yes
    2. = no

MODE = 1

28. Were you assisted?
    1. = yes
    2. = no

MODE = 1

29. Was speed required?
    1. = yes
    2. = no

MODE = 2

LIFTING/CARRYING

30. I had to lift something   feet.
    1.   1
    2.   2
    3.   3
    4.   4
    5.   over 5

MODE = 3

31. I had to carry something   feet.
    1.   1-19
    2.   20-39
    3.   40-59
    4.   60-79
    5.   over 80

MODE = 1

32. The weight I lifted/carried was   pounds.
    1.   25-49
    2.   50-99
    3.   100-149
    4.   150-199
    5.   over 200

MODE = 4

33. Was this a person?
    1. = yes
    2. = no

MODE = 1

34. Were you assisted?
    1. = yes
    2. = no

<div align="right">·MODE
1</div>

35. Was speed required?
    1. = yes
    2. = no

<div align="right">2</div>

* *If your response to activity status was "2" (activity with no resistance) then STOP AND GO TO THE LAST PAGE OF THIS SURVEY BOOK-LET AND RESUME ANSWERING QUESTIONS (you have completed this section).*

  If you encountered resistance during your activity (activity status=3) continue:

Description of subjects who resisted:

<div align="right">MODE</div>

36. How many subjects resisted?
    (in numbers)

<div align="right">1</div>

37. How many were males?

<div align="right">1</div>

38. How many were females?

<div align="right">1</div>

39. Were you able to reason with subject(s)?
    1. = yes
    2. = no

<div align="right">2</div>

40. Mental state of subject(s).
    1. under influence drugs/alcohol
    2. mentally, emotionally upset
    3. mental state unknown
    4. no opportunity to reason

<div align="right">1</div>

Subject	Height Feet	Inches	MEDIAN	Weight In Pounds		
A	5	1	0	1	7	0
B	5	1	0	1	6	0
C	5	0	9	1	5	8
D	5	0	9	1	7	1

41. Was type of resistance encountered by you (answer all either 1 or 2)
    1. = yes
    2. = no

<div align="right">MODE</div>

    passive resistance (dead weight).............................. 2
    barricade... 2
    pulled away... 1
    ran away.. 2
    threw object.. 2
    wrestled.. 1
    hit/kick.. 1
    special tactics (judo, karate)................................ 2
    weapon (specify)_____ 2

<div align="center">159</div>

42. If subject was armed did he (she):
    1. give up weapon voluntarily
    2. give up weapon with force
    3. weapon not recovered

<div align="right">MODE
.2</div>

43. Action taken by you:
    Verbal Control   1. = yes
                     2. = no
    Did you give any verbal orders?.................................... 1
    Did subject submit to verbal order?............................... 2
    Was verbal order given prior to use of force?..................... 1

44. Evasive Maneuver: (if used)
    1. = yes
    2. = no
    Were you forced to"
        dodge/duck.. 2
        block... 1
        push/shove.. 1
        pull.. 1
        other... 2

45. Type of force used involved:
    1. = yes
    2. = no
    chemical agent....................................... 2
    restraining holds.................................... 1
    handcuffs with assistance............................ 1
    handcuffs without assistance......................... 2
    wrestled... 1
    hit/kick... 2
    nightstick/blackjack................................. 2
    display firearm...................................... 2
    discharge firearm.................................... 2
    other (specify)_____ 2

46. Was it necessary to take immediate action without waiting for backup?
    1. = yes
    2. = no

<div align="right">1</div>

47. If subject(s) was subdued by force, were you assisted?
    1. = yes
    2. = no

<div align="right">1</div>

48. Comment regarding any other incident involved in the activity just described that was not entered above._____

_____

_____

_____

<div align="center">160</div>

49. HOW LONG DID IT TAKE YOU TO COMPLETE THIS BOOKLET?   MODE = 2

    one hour or less..............01
    one and one-half hours.......02
    two hours....................03
    two and one-half hours.......04
    three hours..................05
    three and one-half hours.....06
    four hours...................07
    four and one-half hours......08
    five hours or more...........09

    Please feel free to comment or suggest improvements regarding this survey format.

    _____

    _____

    _____

    _____

    The OPOTC thanks you for your time and cooperation in making this survey effort possible.

                        Wilfred Goodwin
                        Executive Director
                        Ohio Peace Officers Training Council

APPENDIX B

SUPERVISORS' SURVEY RESPONSES

NOTE: The following two color-coded sections represent the importance and learning difficulty ratings of the 535 supervisory officers who completed the survey. In most cases the answer represents a statewide average of either the actual information called for (e.g. age, experience) or, more frequently, the number-coded response categories. In some instances, however, the figure will represent the mode response (i.e., the most frequently selected answer category) or the median response (i.e., the halfway point on the distribution line). All such heading changes are clearly marked for the reader.

The reader will also note the % "0" column at the far right of each page. This figure represents the percent of supervisors who have never encountered the particular task or item in question. It is needed to keep the responses in proper perspective. That is, as this percentage figure rises, the credibility of the response drops. (NOTE: The "averages" are based only on the real answer categories, and do not include the "0" responses.)

Case ID Number

Jurisdiction Code   ___ ___   ___ ___   ___ ___   ___ ___

Agency Code   ___ ___   ___ ___

County Number (jurisdiction or headquarters)   ___ ___   ___ ___   ___ ___

Population   ___ ___   ___ ___   ___ ___   ___ ___   ___ ___

(Please print information)

NAME _____

     first   middle   last

NAME OF YOUR AGENCY _____

LOCATION OF YOUR AGENCY HEADQUARTERS _____

                                city/twp/village   county

LOCATION OF YOUR WORK ASSIGNMENT _____

                                city/twp/village   county

TELEPHONE NUMBER WHERE YOU WORK (   ) _____

DIRECTIONS: Please note that all questions requiring responses in the blocks
must be answered in number form only (one digit per block).

1. YOUR PRESENT AGE: _____   AVE.
                                                  39.34

		NUMBER	%
2. YOUR SEX:	Male.....1	528	98.7%
	Female....2	6	1.1%
	MISSING	1	.2%

3. YOUR EQUAL EMPLOYMENT OPPORTUNITY COMMISSION NUMBER
CATEGORY (Write the number in the box):

			%
2	American Indian.....1		.4%
17	Black..............2		3.2%
508	Caucasian (white)...3		95.0%
0	Oriental...........4		.0%
2	Spanish Surname.....5		.4%
1	Other (specify)		.2%
5	MISSING	6.	.9%

4

YOUR AGENCY IS:

NUMBER		%		NUMBER		%
72	Sheriff....................01	13.5%	5	Railroads......................06		.9%
62	Village....................02	11.6%	0	Dept. of Taxation...........07		.0%
353	Municipality.............03	66.0%	6	Metropolitan Park Districts.....08		1.1%
24	Township..................04	4.5%	1	Regional Transit Authority......09		.2%
	Public or Private		0	Port Authority..................10		0%
12	Educational Institution.05	2.2%	0	Courts.........................11		0%

5. **WHAT TYPE OF PATROL AREA DO YOU SUPERVISE?** Urban = inner city (high population density); suburban = residential (moderate population density); rural = agricultural/forest (low population density). (Write the number that best describes your patrol area in the box.

		NUMBER	%
Urban....................................1		183	34.2%
Suburban.................................2		214	40.0%
Rural....................................3		21	3.9%
Some Combination or all of the above........4		114	21.3%
	MISSING	3	.6%

6. **WHAT IS YOUR PRESENT RANK?**

NUMBER		%			NUMBER	%
368	Sergeant.............01	68.8%	Assistant chief..........07		3	.6%
70	Lieutenant...........02	13.1%	Chief...................08		50	9.3%
17	Captain..............03	3.2%	Commander...............09		0	0%
0	Major................04	0%	Chief Deputy............10		2	.4%
0	Colonel..............05	0%	Sheriff.................11		4	.7%
0	Deputy Chief.........06	0%	Deputy Director.........12		2	.4%
			Director................13		0	0%
			Other (specify)_____14		19	3.6%

7. **EXPERIENCE IN PRESENT RANK**

MEDIAN

0	3	1	0
years		months	

8. **EXPERIENCE WITH PRESENT AGENCY**

1	2	0	1
years		months	

9. **EXPERIENCE IN LAW ENFORCEMENT**

1	3	0	8
years		months	

10. **EXPERIENCE AS A PATROL SUPERVISOR**

0	4	0	0
years		months	

AVE.

11. **HOW MANY MONTHS IS YOUR DEPARTMENT'S PROBATION PERIOD?**

8.8 Months

12. **WHAT SHIFT ARE YOU WORKING TODAY?**

		NUMBER	%
Days.....................1		223	41.7%
Afternoons...............2		151	28.2%
Midnights................3		118	22.1%
Split-Shift..............4		11	2.1%
Odd......................5		9	1.7%
Other (specify)		22	4.1%
MISSING	6	1	.2%

13. **DURING THE LAST SIX MONTHS WHICH OF THE FOLLOWING HAVE BEEN YOUR PRIMARY RESPONSIBILITIES:** (yes = 1 no = 2 You may respond yes (1) or no (2) to more than one area of supervision.)

	YES	%	NO	%
Patrol..........................495		94.3%	30	5.7%
Criminal Investigation..........319		64.2%	178	35.8%
Traffic Enforcement.............377		75.9%	120	24.1%
Accident Investigation..........349		70.8%	144	29.2%
Community Relations.............268		54.9%	220	45.1%
Warrant Service.................218		45.3%	263	54.7%
Evidence & Property Control.....224		46.3%	260	53.7%
Civil Processes.................64		13.5%	411	86.5%
Dispatching.....................157		32.4%	327	67.6%
Identification..................113		23.7%	363	76.3%
Bailiff/Court Officer...........75		15.7%	403	84.3%
Vice Investigation..............79		16.6%	398	83.4%
Narcotic Investigation..........116		24.3%	361	75.7%
Crime Prevention................285		58.3%	204	41.7%
Juvenile........................190		39.5%	291	60.5%
Jailer..........................103		21.7%	372	78.3%
Other (specify).................62		39.5%	95	60.5%

14. **HAVE YOU COMPLETED A CERTIFIED OHIO BASIC PEACE OFFICER TRAINING PROGRAM?** (Write the number in the box):

1. = yes 498 93.1%
2. = no   37   6.9%

15. **HIGHEST GRADE YOU COMPLETED BEFORE YOU WERE EMPLOYED AS A PEACE OFFICER.** (Associate Degree Equals 14):

High School	Undergraduate	Masters	Ph.D.	
09 10 11 12	13 14 15 16	17 18	19 20	AVE.
67.5%	32.2%	.4%		12.7 Years

16. **HIGHEST GRADE YOU COMPLETED AT THE PRESENT TIME.** (Associate Degree Equals 14):

High School	Undergraduate	Masters	Ph.D.	
09 10 11 12	13 14 15 16	17 18	19 20	AVE.
44.6%	51.5%	3.7%	.2%	13.4 Years

17. PRIOR TO YOUR PRESENT EMPLOYMENT HAVE YOU EVER BEEN A:
    1. = yes
    2. = no   YES   %   NO   %

               4   .8%   Forest or Park Ranger...............   493   99.2%
               2   .4%   Game Warden.........................   494   99.6%
              69   13.7%   Security Guard......................   435   86.3%
              83   16.4%   Military Police Officer.............   424   83.6%
              83   16.4%   City/Township/Village Police Officer.   424   83.6%
              72   14.4%   Police Reserve (auxiliary)..........   428   85.6%
              38   7.6%   Sheriff or Deputy Sheriff...........   464   92.4%
               9   1.8%   State Trooper.......................   487   98.2%
               0   0%   Railroad Police Officer.............   496   100%
               2   .4%   Airport Police or Security Officer...   493   99.6%

THE FOLLOWING RELATE TO YOUR OVERALL FEELINGS ABOUT YOUR JOB IN GENERAL.

18. I FIND MY JOB: NUMBER   %
                              Very dull............1   4   .7%
                              Dull.................2   2   .4%
                              So-So................3   52   9.7%
        MODE = 4   Interesting..........4   239   44.7%
                              Very interesting.....5   237   44.3%
                              MISSING   1   .2%

19. MY JOB UTILIZES MY NATURAL TALENTS:
                              Not at all...........1   5   .9%
                              Very little..........2   45   8.4%
                              Fairly well..........3   169   31.6%
        MODE = 4   Quite well...........4   192   35.9%
                              Very well............5   123   23.0%
                              MISSING   1   .2%

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INSTRUCTIONS FOR CRITICALITY

Please rank the following sections of this survey in terms of the criticality or importance of the listed item. Your judgement should be based on how important the task, material or piece of equipment is to the total patrol function. Each item should be judged on its own merit, and not on the frequency of occurrence or use. Please use the ranking scales provided in each section.

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PLEASE RANK THE FOLLOWING TYPES OF _LAW ENFORCEMENT EQUIPMENT_ IN TERMS OF THEIR IMPORTANCE TO YOUR PATROL OPERATIONS. ENTER A ZERO (0) IF YOU OR YOUR OFFICERS NEVER USE A PARTICULAR PIECE OF EQUIPMENT.

CRITICALITY SCALE				
0	1	2	3	4
NEVER ENCOUNTERED	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT

Column 1

	AVE.	% "0"
Aircraft	2.05	76%
Alarm monitor	3.16	24%
All terrain vehicle	1.93	71%
Ambulance	3.26	39%
Animal control equipment (noose, gloves, net)	2.02	49%
Audio-visual equipment	2.50	23%
Automatic traffic volume counter	1.84	76%
Automobile	3.95	.2%
Axe	1.71	56%
Base station police radio	3.82	5%
Baton (night stick)	3.02	2%
Battery jumper cables	1.99	21%
Bicycle	1.33	76%
Binoculars	2.34	16%
Blackjack or sap	2.09	22%
Boat	2.14	68%
Body armor (hidden vest, exterior vest)	3.44	8%
Bomb technical equipment	2.58	66%
Breathalyzer	3.22	13%
Bus	1.72	73%
Business directory	2.93	7%
Call box	1.97	71%
Canine	2.52	56%
Car door lock opening device	2.46	10%
Chain	1.61	63%

Column 2

	AVE.	% "0"
Chain saw	1.42	82%
Chemical mace	2.37	10%
Crisscross directory	3.01	15%
Decelerometer	1.65	88%
Dictating machine	2.28	60%
Drug and narcotic identification field kit	2.67	26%
Dynamite	1.50	91%
Evidence processing kit (fingerprint, moulage)	3.15	17%
Fire extinguisher-agents	2.91	12%
Fire hose	1.86	80%
Fire nozzles	1.87	82%
Fire protective clothing	1.84	84%
Fire truck	2.75	70%
First aid kit	3.08	10%
Flare gun	1.80	80%
Flares	3.15	10%
Flashlight	3.78	1%
Gas mask	2.61	24%
Handcuffs	3.78	1%
Hand-held police radio (walkie-talkie)	3.88	1%
Horse	1.60	87%
Illuminated traffic baton	2.21	49%
Ladder	1.76	68%
LEADS terminal	3.81	3%

Column 3

	AVE.	% "0"
Machine gun	1.67	65%
Manual traffic control device	2.26	45%
Metal detector	1.97	62%
Motorcycle	2.05	65%
Motorscooter	1.85	74%
Paddy wagon	2.90	52%
Photocopier (e.g., xerox machine)	3.31	1%
Photographic equipment	3.41	11%
Police car radio	3.89	3%
Pneumatic tool for extricating trapped person (e.g.,jaws of life, portapower)	2.99	64%
Pry bar	2.49	39%
Public address system	2.40	9%
Pylons	2.15	50%
Radar unit	2.93	13%
Radio car computer terminal	2.78	82%
Rescue truck	3.09	66%
Revolver	3.87	2%
Revolver speed loader	3.03	15%
Rifle	2.77	28%
Riot shield	2.51	63%
Riot baton	2.56	23%
Rope	2.37	32%
Scrambler radio	2.46	77%
Self-contained air pack (Scott air pack)	2.28	81%

Column 4

	AVE.	% "0"
Semi-automatic	2.54	48%
Shotgun	3.52	3%
Skis	1.14	96%
Snowmobile	1.78	86%
Spotlight	3.54	3%
Stationary computer terminal	3.65	30%
Strolometer/walker/walking stick (to measure distances)	2.83	32%
Tape recorder	2.85	19%
Tear gas grenade	2.57	21%
Tear gas gun	2.56	21%
Telescopic gun sight	2.45	44%
Teletype	3.56	11%
Three-wheeled vehicle	1.99	74%
Tow truck	2.99	34%
Tranquilizer gun	2.06	76%
Traps	1.64	92%
Typewriter	3.40	3%
Facsimile transmission equipment (fingerprints)	3.06	63%
Winch	2.14	75%

PLEASE RANK THE FOLLOWING MATERIALS AND RESOURCES IN TERMS OF THEIR
IMPORTANCE TO YOUR PATROL OPERATIONS. ENTER A ZERO (0) IF YOU OR YOUR
OFFICERS NEVER USE A SPECIFIC RESOURCE OR PIECE OF MATERIAL.

	CRITICALITY SCALE			
0	1	2	3	4
NEVER ENCOUNTERED	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT

	Column 5 MODE	"0"		Column 6 MODE	"0"
Airport field conditions report...	0	91%	Legal interpretations....	3	7%
Case law.........................	3	7%	Legal transcripts........	2	28%
Changes in legislation...........	4	4%	Local ordinances.........	4	6%
Code of civil procedures.........	3	17%	Ohio Criminal Code and		
Court decisions..................	4	4%	Procedures..............	4	.4%
Criminal Law and Procedures			Ohio Liquor Control Act..	3	8%
Manual...........................	4	1%	Ohio Vehicle Code........	4	.2%
Department manuals...............	4	3%	Professional law		
FAA bulletins and regulations.....	0	68%	enforcement publications.	3	10%
Field guides (e.g., NATB book,			Teletype messages........	4	4%
Physicians Desk Reference)........	3	14%	Training bulletins.......	3	5%
First aid manual.................	2	12%	U.S. Constitution........	4	8%
Fish and game code..............	0	61%	Wanted bulletins.........	3	4%
Harbor and navigation statutes....	0	88%	Weather forecasts and		
Health and safety statutes........	0	37%	bulletins...............	2	9%
In-depth narrative reports........	3	23%			
Interoffice memos................	3	4%			
Interstate Commerce					
Commission rules................	0	59%			

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THE FOLLOWING PAGES LIST TASKS THAT ARE PERFORMED BY PATROL OFFICERS,
ALL OF WHICH HAVE BEEN SORTED INTO MAJOR DUTY FIELDS (ADMINISTRATIVE,
PATROL CONTACT, ACCIDENT INVESTIGATION, ETC.) PLEASE RANK EACH TASK
STATEMENT IN TERMS OF ITS IMPORTANCE TO YOUR PATROL OPERATIONS IN GEN-
ERAL. ENTER A ZERO (0) IF THE TASK IS NEVER PERFORMED IN YOUR PATROL
AREA.

	CRITICALITY SCALE			
0	1	2	3	4
NEVER ENCOUNTERED	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT

ADMINISTRATIVE

	AVE.	% "0"
Analyze crime and accident statistics.................	2.76	30%
Answer inquiries regarding the progress of a case..................	2.55	12%
Attend in-service training...............................	3.09	4%
Attend briefing/staff meetings...........................	2.97	10%
Collect vehicle impoundment fees....................	1.78	79%
Compile crime statistics..................................	2.71	38%
Conduct background investigations on applicants for licenses (e.g., liquor, pawn dealer)...................	2.55	52%
Control access to departmental records..................	3.17	22%
Describe persons to other officers (e.g., suspects, missing persons)........	3.38	2%
Design training materials................................	2.80	38%
Dispose of unclaimed property..........................	2.33	42%
Distribute subpoenas to officer........................	2.87	11%
Enter data on cards for filing..........................	2.83	37%
Estimate property values of stolen or recovered goods..................	2.43	22%
Evaluate citizen complaints regarding tickets or other minor offenses.......	2.81	11%
Evaluate college internship students....................	2.11	75%
Evaluate officers in basic or in-service training...................	3.24	13%
Evaluate officers in on-the-job training (student-coach)....................	3.36	10%
Exchange necessary information with other law enforcement officials.........	3.40	3%

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┌─────────────────────────────────────────────────────────┐
│                   CRITICALITY SCALE                      │
│    0          1          2          3          4         │
│  NEVER       NOT      SOMEWHAT             VERY           │
│ ENCOUNTERED IMPORTANT IMPORTANT  IMPORTANT IMPORTANT      │
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	AVE.	% "0"
File documents in records system (e.g., fingerprint cards, reports, etc.)...	3.06	35%
Fill out surveys (other than this survey)..................................	2.01	28%
Fingerprint persons for non-criminal reasons		
(e.g., professional licensing).....................................	1.93	36%
Instruct in classroom setting...	2.70	33%
Instruct on-the-job training...	3.24	8%
Interview police officer applicants......................................	3.30	45%
Investigate and report on police applicant's background..................	3.35	43%
Issue bicycle licenses/registrations.....................................	1.89	65%
Issue departmental equipment...	2.79	22%
Issue pick-up or wanted notices..	2.89	26%
Issue supplies...	2.57	23%
Locate documents and information in records system.......................	2.90	17%
Make major vehicle repairs (e.g., beyond general maintenance)............	2.84	66%
Notify public agencies or utilities of damage to their equipment.........	2.76	9%
Operate LEADS terminal to check persons and property.....................	3.25	26%
Operate LEADS terminal to update data....................................	3.18	42%
Operate telephone console or switchboard.................................	3.07	36%
Order supplies and equipment...	2.67	28%
Participate in firearms training...	3.55	7%
Participate in military style drill		
(e.g., parades, honor guards, color guards).....................	1.77	47%
Participate in planning/study groups		
(in-house, regional, statewide, etc.)..........................	2.44	49%
Participate in required physical exercise program........................	2.60	54%
Plan training schedules..	2.66	41%
Prepare documents for filing (e.g., label, alphabetize, place		
in chronological order, etc.)..................................	2.66	39%
Prepare list of wanted persons for department use........................	2.71	45%
Receive and evaluate telephone requests for police service...............	3.14	19%
Remove reports from records systems......................................	2.60	36%

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┌─────────────────────────────────────────────────────────┐
│                   CRITICALITY SCALE                      │
│    0          1          2          3          4         │
│  NEVER       NOT      SOMEWHAT             VERY           │
│ ENCOUNTERED IMPORTANT IMPORTANT  IMPORTANT IMPORTANT      │
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	AVE.	% "0"
Represent department in various organizations............................	2.64	17%
Request equipment repair...	3.11	2%
Request verification of warrants before service..........................	3.42	5%
Review other officers' incident reports for completeness and accuracy......	3.40	3%
Schedule work assignments for other officers.............................	3.30	8%
Sort and distribute mail...	2.14	41%
Summarize total shift activities in departmental logbook.................	2.84	33%
Test and evaluate police equipment.......................................	2.85	31%
Train police dogs..	2.29	87%
Transmit messages on teletype..	2.83	36%
Type incident reports..	2.86	16%
Update directory of businesses in jurisdiction...........................	2.75	37%
Update dispatch records of officers on calls.............................	2.71	42%
Update inventory of supplies and equipment...............................	2.58	29%
Update maintenance records on individual police cars.....................	2.70	39%
Update records of warrants served..	2.75	35%
Update spot/pin maps...	2.28	55%
Write contract specifications for services or equipment..................	2.57	66%
Write interoffice memos..	2.54	15%
Write letters on behalf of department....................................	2.60	37%
Write performance evaluation reports on other officers		
(e.g., peer ratings)..	3.13	16%
Write policy materials for department manuals............................	2.83	47%
Write reports to suggest changes in law..................................	2.43	58%
Write speeches...	1.98	56%

ARREST, SEARCH, AND SEIZURE

	AVE.	% "0"
Advise persons of constitutional rights..................................	3.68	1%
Apprehend juvenile offenders...	3.40	1%
Arrest persons with a warrant..	3.45	2%

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┌─────────────────────────────────────────────────┐
│              CRITICALITY SCALE                    │
│   0        1         2        3        4          │
│  NEVER    NOT    SOMEWHAT          VERY           │
│ENCOUNTERED IMPORTANT IMPORTANT IMPORTANT IMPORTANT│
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	AVE.	% "0"
Arrest persons without a warrant	3.35	2%
Conduct field search of arrested persons	3.67	1%
Conduct frisk or pat down	3.73	1%
Discharge firearm at person	3.22	33%
Draw weapon	3.16	7%
Handcuff suspects or prisoners	3.70	1%
Impound property	3.19	2%
Issue citations for non-traffic offenses (e.g., appearance tickets, ordinance violations)	2.97	7%
Obtain search warrants and/or make proper return	3.23	16%
Participate in raids	2.91	14%
Plan strategy for conducting searches	3.19	15%
Plan strategy for making arrests	3.28	8%
Request bystanders to assist in an apprehension	1.95	45%
Search movable automobile under independent probable cause	3.10	7%
Search premises or property incident to arrest	3.32	5%
Search premises or property in hot pursuit situations	3.29	7%
Search premises or property with consent	3.24	3%
Search premises or property with warrant	3.33	6%
Secure search warrants	3.23	14%
Seize contraband	3.44	2%
Take into custody person detained by citizen	2.79	11%

PATROL FUNCTIONS

Advise property owners or agents of potentially hazardous conditions	2.96	3%
Assist elderly or disabled persons with mobility problems	2.61	6%
Check condition and status of assigned patrol equipment and vehicle	3.25	2%
Check for wants/warrants on persons through LEADS	3.39	2%
Check homes of persons on vacation	2.73	7%
Check individuals/business for compliance with licensing requirements (e.g., hunting, liquor, dance permit, vendor, etc.)	2.36	14%

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┌─────────────────────────────────────────────────┐
│              CRITICALITY SCALE                    │
│   0        1         2        3        4          │
│  NEVER    NOT    SOMEWHAT          VERY           │
│ENCOUNTERED IMPORTANT IMPORTANT IMPORTANT IMPORTANT│
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	AVE.	% "0"
Check parks and school grounds	2.88	3%
Check parking lots	2.70	2%
Check railroad crossing for signal violations (e.g. going around gates, trains, blocking crossing)	2.34	23%
Check stolen status on property through LEADS	3.03	3%
Check vehicles for proper registration (e.g., snowmobiles, off road vehicles, etc.)	2.74	7%
Clean and dry fire-fighting equipment	2.59	85%
Clean and inspect weapons	3.42	3%
Collect money from and maintain parking meters	2.17	88%
Collect incident reports by checking off boxes or filling in blanks	2.64	37%
Confront, in a riot formation, groups of agitated people	2.67	35%
Destroy animals	1.92	32%
Dictate reports into recording devices	2.26	60%
Drag from a boat to retrieve body or evidence	2.44	77%
Engage in high speed driving in congested area	2.71	15%
Engage in high speed pursuit or response driving off road	2.47	30%
Engage in high speed pursuit or response driving on open road	2.85	7%
Escort emergency vehicles	2.29	23%
Escort money, valuables or people to provide security	2.51	7%
Escort processions (e.g., parades, oversized trucks, funerals)	2.09	14%
Escort vehicles or persons through picket lines	2.14	32%
Flag down trains (e.g., to prevent accidents)	2.70	57%
Flush fuel spills	2.65	61%
Follow suspicious vehicles (e.g., suspect, suspicious person, operator under the influence)	3.25	2%
Identify wanted vehicles or persons	3.44	1%
Inform dispatcher by radio as to your status	3.64	1%
Inspect chemical treatment of waterways for violations	2.00	88%
Inspect patrol vehicle for weapons and contraband	3.31	6%
Investigate air and water pollution complaints	1.87	73%

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CRITICALITY SCALE

0	1	2	3	4
NEVER ENCOUNTERED	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT

	AVE.	% "0"
Investigate complaints of illegal border crossings..................	2.00	97%
Investigate unusual odors........................	2.31	10%
Investigate unusual sounds........................	2.51	4%
Make entries in individual patrol log.....................	2.94	18%
Operate fire truck pump controls...................	2.00	95%
Operate fire truck turret and fire hose handlines.................	2.10	95%
Operate vehicle in driving rain...................	3.08	2%
Operate vehicle on dirt covered road...................	2.66	16%
Operate vehicle on ice covered road...................	3.18	1%
Operate vehicle on snow covered road...................	3.18	1%
Participate in large scale area search parties.................	2.58	19%
Patrol area containing labor pickets, marchers or demonstrators............	2.60	16%
Patrol freeways................................	2.57	37%
Patrol locations on beat which are potentially physically hazardous to citizens (e.g., construction site, attractive nuisance)....	2.72	8%
Patrol on foot..............	2.41	20%
Patrol riot stricken or civil disturbance areas.................	2.80	40%
Perform first line maintenance on fire truck (e.g., wash, check gauges).....	2.54	98%
Perform first line maintenance on patrol vehicle...........	2.84	43%
Perform weather watch service................	2.30	52%
Physically examine and test doors and windows of dwellings and businesses.................	2.83	8%
Prepare clothing and personal equipment to satisfy inspection requirements..	2.74	12%
Prepare list of wanted persons or stolen vehicles for own use............	2.85	9%
Refill fire extinguishers..................	2.81	73%
Report violations of school, college, or university rules and regulations to proper authority..................	2.12	53%
Request back-up assistance................	3.37	1%
Review information on criminal activity in area.................	3.31	3%
Search unlocked businesses and dwellings for signs of illegal entry.........	3.39	2%
Secure house or property (e.g., lock, close doors and windows, etc.)........	3.17	2%

CRITICALITY SCALE

0	1	2	3	4
NEVER ENCOUNTERED	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT

	AVE.	% "0"
Secure vehicles................................	2.79	4%
Track persons from scene (e.g., footprints in snow or mud)...	3.05	3%
Transcribe field notes for reports.................	3.17	4%
Transport animals................................	1.44	51%
Transport injured persons..................	2.63	27%
Transport mental patients..................	2.77	9%
Transport persons needing assistance..................	2.57	3%
Transport prisoners..................	3.24	4%
Write narrative reports..................	3.35	3%

PATROL CONTACT

	AVE.	% "0"
Accept bond on the street..................	1.84	93%
Advise victims of the procedures to prosecute..................	3.17	1%
Comfort emotionally upset persons..................	3.16	1%
Communicate with management and labor over strike disturbances....	2.73	32%
Conduct parent-juvenile conferences..................	2.60	30%
Control hostile groups (e.g. demonstrators, rioters, or bar patrons)......	3.17	10%
Control non-violent crowds..................	2.78	6%
Counsel juveniles..................	2.62	12%
Deliver emergency messages (e.g., injuries, death)..................	2.60	3%
Direct actions of officer(s) arriving to assist..................	3.37	1%
Direct actions of public service personnel arriving to assist......	3.16	5%
Enforce court issued order (e.g., writs)..................	2.88	8%
Establish field contacts (e.g., bar owners, taxi drivers, etc.)............	2.95	6%
Evacuate persons from dangerous area..................	3.11	12%
Explain arrest action to onlookers..................	1.85	14%
Explain demonstration permit to demonstrators..................	2.57	43%
Explain nature of complaints to offenders..................	2.96	1%
Fight aircraft fires..................	2.48	96%
Fight grass and forest fires..................	2.14	83%

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CRITICALITY SCALE
0        1        2         3         4
NEVER    NOT    SOMEWHAT          VERY
ENCOUNTERED IMPORTANT IMPORTANT IMPORTANT IMPORTANT
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	AVE.	% "0"
Fight structural fires	2.15	85%
Fight vehicle fires	2.25	46%
Fill out field interrogation card	2.94	22%
Give street directions	2.63	1%
Identify ownership of livestock	2.05	62%
Impound vehicles	2.77	3%
Interview suspicious persons	3.22	1%
Investigate suspicious vehicles	3.26	1%
Locate and observe crowd agitators	2.96	15%
Mediate civil disputes	2.64	20%
Mediate family disputes	3.09	4%
Notify citizens of damage to their property	2.72	2%
Place children in protective custody (e.g., child abuse)	3.15	9%
Recruit confidential informants	2.89	8%
Refer persons to agencies providing social services	2.76	3%
Search for bombs	2.82	14%
Secure accident and disaster scenes	3.36	3%
Stop recreational vehicles	1.79	23%
Stop vehicles to investigate, cite or arrest occupants	3.18	2%
Talk with people on the beat to establish rapport	3.29	3%
Warn offenders in lieu of arrest or citation	2.80	2%
Watch for illegal activity at labor disputes	2.46	28%

RAILROAD POLICE FUNCTIONS

	AVE.	% "0"
Cite persons for railroad safety violations	2.35	90%
Check fuel levels in refrigeration cars	2.18	98%
Check trucks for hot boxes	2.44	96%
Conduct liability and claims investigations	2.20	96%
Cross state lines to enforce railroad laws	2.18	98%
Determine location of high value loads from yard list	2.50	97%

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CRITICALITY SCALE
0        1        2         3         4
NEVER    NOT    SOMEWHAT          VERY
ENCOUNTERED IMPORTANT IMPORTANT IMPORTANT IMPORTANT
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	AVE.	% "0"
Drive off road to escort train	2.42	98%
Escort train through high crime areas	2.62	98%
Guard strategic locations during civil disorders and strikes	2.80	87%
Identify and record expected arrival times of trains	2.47	97%
Identify and record train identification number (lead engine number)	2.47	94%
Identify and record train locations	2.59	95%
Identify and record train movements	2.32	95%
Identify contents of railroad cars for possible hazardous cargo	2.74	89%
Inspect for damage and theft of railroad cargo	2.36	88%
Inspect for and remove obstructions on railroad right of way	2.70	82%
Inspect railroad cars for defects	2.23	98%
Investigate employee theft	2.48	89%
Investigate railroad derailments	2.67	85%
Investigate switch and rail malfunctions	2.87	94%
Locate downed railroad communication wires	2.37	94%
Observe for law violations on railroad propery	2.43	78%
Patrol passenger train	2.25	97%
Patrol railroad yards on foot	2.27	95%
Recommend disciplinary actions for railroad employees	2.17	98%
Record locations of cargo inspections	2.57	97%
Record proof of lading	2.46	98%
Secure cargo	2.56	97%
Start cooling units on refrigeration cars	2.17	99%
Walk and locate high value railroad cars in yard	2.77	98%

CIVIL PROCESS

	AVE.	% "0"
Attach property under court order	2.27	79%
Collect fees for serving civil process	2.31	92%
Collect money for sales of levied property	2.31	94%
Determine exempt and nonexempt property for levy purposes	2.57	95%

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CRITICALITY SCALE

0	1	2	3	4
NEVER ENCOUNTERED	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT

	AVE.	% "0"
Distribute and collect election supplies..	1.78	91%
Evictions..	1.92	62%
Issue trustee sales notices...	2.14	96%
Pick up children as directed by court in custody matters (e.g., divorce proceedings)...............................	2.39	60%
Plan route for civil process and subpoena service....................	2.36	78%
Post probate notices, warnings, sale of property notices, etc..............	2.20	91%
Prepare advertisements and notices of sale of property....................	2.09	91%
Record disposition of civil papers..................................	2.53	37%
Record payments made in response to suit papers being served..............	2.61	94%
Review return of civil process papers..............................	2.48	88%
Seize property in civil claims.....................................	2.34	90%
Serve civil process papers...	2.45	77%
Serve probate orders (e.g., mental, juveniles, adult offenders).............	2.55	56%
Update master index dockets and case description for civil cases...........	2.31	94%

COMMUNITY RELATIONS/CRIME PREVENTION

	AVE.	% "0"
Conduct community relations programs (e.g. safety programs, crime prevention, tours, C.B. watch)...........................	2.75	27%
Distribute printed materials for public relations.......................	2.51	31%
Explain department recruitment policies................................	2.42	29%
Hold property upon request for safekeeping.............................	2.24	25%
Mark valuables for persons..	2.39	34%
Organize neighborhood watch groups....................................	2.62	46%
Provide information to persons participating in ride-along program..........	2.45	48%
Request publicity from news media.....................................	2.42	36%
Respond to general information questions from the public....................	2.82	12%
Teach driver's education classes......................................	2.10	83%
Security inspections..	2.67	31%
School visits...	2.64	30%

CRITICALITY SCALE

0	1	2	3	4
NEVER ENCOUNTERED	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT

CRIMINAL INVESTIGATION

	AVE.	% "0"
Analyze and compare incidents for similarity of modus operandi (M.O.).......	3.06	13%
Cast impressions at crime scene (e.g., plaster casts, silicone, etc.).......	2.75	36%
Collect evidence and personal property from crime scenes..................	3.44	5%
Conduct intelligence activities on known or suspected offenders............	3.04	16%
Conduct on-the-scene suspect identifications (e.g., show-ups)..............	3.06	13%
Conduct surveillance of individuals or locations.........................	2.99	8%
Confer with juvenile probation officer..................................	2.41	18%
Determine need for specialized assistance at a crime scene...............	3.27	4%
Determine whether incidents are criminal or civil matters................	3.30	2%
Determine whether recovered property is linked with a previous crime........	3.19	5%
Diagram crime scenes..	3.14	9%
Dispose of evidence no longer needed...................................	2.49	28%
Document chain of custody for evidence.................................	3.50	5%
Dust and lift latent fingerprints.....................................	3.23	20%
Establish modus operandi (M.O.) of a suspect...........................	3.12	11%
Examine dead bodies for wounds and injuries............................	3.28	10%
Examine evidence and personal property from crime scenes..................	3.31	6%
Instruct and direct civilians in undercover operations....................	2.64	55%
Interrogate suspects..	3.37	5%
Use of polygraph results to interrogate suspect or witness................	2.74	41%
Interview complainants, witnesses, etc.................................	3.48	2%
Interview medical personnel to obtain specific information................	2.98	11%
Locate witnesses to crime..	3.47	3%
Organize and conduct station-house line-ups.............................	2.76	44%
Organize surveillance of individuals or locations........................	2.83	19%
Package evidence or personal property..................................	3.15	10%
Participate in investigations with other law enforcement agencies..........	3.04	6%
Photograph crime scene...	3.34	16%
Photograph latent fingerprints..	3.09	35%

	AVE.	% "0"
Photograph line-up...	2.97	46%
Prepare criminal case summary sheet for prosecutor..........................	3.22	20%
Prepare felony complaint forms for warrant authorization...................	3.22	21%
Prepare paperwork to file on extradition warrants...........................	2.86	58%
Prepare witnesses for court testimony......................................	2.86	28%
Recommend the issuance of an arrest warrant...............................	3.07	12%
Record confessions in writing...	3.29	18%
Record location of physical evidence at scene.............................	3.43	5%
Recover and inventory stolen property.....................................	3.37	4%
Release confiscated property..	2.61	23%
Review crime lab reports to guide investigation...........................	3.00	22%
Review with medical examiner circumstances relating to a death.............	3.12	27%
Review records and pictures to identify suspects..........................	3.13	8%
Search crime scenes for physical evidence.................................	3.56	3%
Search dead bodies for personal property..................................	3.00	15%
Search fire debris for evidence relating to the cause of the fire.........	2.78	48%
Serve as deputy medical examiner..	2.46	93%
Summarize in writing the statements of witnesses and complainants..........	3.13	12%
Swear out complaints or warrants..	3.20	8%
Tag evidence and confiscated properties...................................	3.39	3%
Take custody of lost and found property...................................	2.96	3%
Take statements of witnesses..	3.45	6%
Talk with families of adult suspects or defendants (advise, inform, notify counsel)...	2.68	10%
Trace stolen goods..	2.98	11%
Transport property or evidence..	2.94	5%
Utilize department records to assist in investigation.....................	3.21	6%
Verify reliability and credibility of witnesses...........................	3.18	9%
Verify the identity of deceased persons...................................	3.30	13%
Witness autopsies..	2.18	45%

AIRPORT POLICE OPERATIONS

	AVE.	% "0"
Advise persons of alternatives to carrying prohibited item onto an aircraft...	2.15	95%
Arrest persons for violations of law relating to airport operations.........	2.52	95%
Assist people to evacuate aircraft in emergency...........................	2.74	95%
Brief private security personnel on changes in airport security procedures....................................	2.50	97%
Check aircraft tiedowns in severe weather and notify owners of problems....................................	2.27	97%
Check baggage for long storage items......................................	2.00	98%
Check gates in airport perimeter..	2.29	96%
Check ramp for overdue aircraft...	2.27	97%
Check registrations on aircraft..	2.11	96%
Close down airport security screening in emergency situations.............	2.29	98%
Coordinate services for airport tenants (e.g., snow removal)...............	2.20	97%
Enforce airport rules and regulations.....................................	2.55	96%
Escort juvenile offenders onto and off of aircraft........................	2.61	95%
Escort non radio equipped vehicles onto airfield..........................	2.39	97%
Inform persons of legal requirements relating to airport security..........	2.53	96%
Inspect airport runway conditions...	2.31	96%
Insure security of aircraft and facilities in appropriate emergency situations....................................	2.64	95%
Investigate complaints about suspicious baggage at airport security checkpoint.....................................	2.62	96%
Investigate complaints about supicious persons and activity at airport security checkpoints.................................	2.77	94%
Investigate complaints of injuries in airport terminal....................	2.47	94%
Issue notice to airmen..	1.56	98%
Issue operational area identification cards...............................	2.00	98%

CRITICALITY SCALE

0	1	2	3	4
NEVER ENCOUNTERED	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT

	AVE.	% "0"
Issue safety permits for vehicles dispensing fuels in air operational area	1.88	99%
Log and pass on information about nonfunctioning runway lights	2.59	97%
Observe hand carried baggage being run through airport security devices	2.40	97%
Observe persons being screened through airport security devices	2.41	97%
Receive and transmit on airport operations radio frequency	2.23	98%
Receive and transmit on aviation ground control radio	2.14	99%
Record air field landing activity for billing purposes	2.17	99%
Release aircarrier baggage to owners	2.14	99%
Seize a pilot's license	2.25	98%
Take decelerometer readings on airport runaway braking conditions	1.83	99%
Witness inspection of baggage or cargo on request of airline	2.67	99%
Write report on airfield conditions	2.36	98%
Write tiedown list of aircraft parked on ramps	2.00	98%

DETENTION AND CUSTODY PROCEDURES

Administer medication to prisoners	2.68	55%
Aid prisoners to contact bondsman	2.03	43%
Aid prisoners to contact legal counsel	2.21	38%
Answer inquiries concerning prisoners	2.46	21%
Approve passes into detention facilities	2.74	66%
Arrange for professional assistance for prisoner's personal problems	2.23	59%
Assign inmates to work details	2.14	78%
Attend prisoner's disciplinary hearing	2.19	79%
Audit funds in inmate trust account	2.79	91%
Book prisoners by completing arrest forms	3.19	31%
Calculate good time status of prisoners	2.29	86%
Change dressings and bandages on injured prisoners	2.40	84%
Check identity of prisoners leaving facility	2.20	56%
Check individual making bond for wants or warrants	2.95	45%

CRITICALITY SCALE

0	1	2	3	4
NEVER ENCOUNTERED	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT

	AVE.	% "0"
Check legal status of the case of prisoners	2.66	55%
Check weapons in and out of detention facility	3.35	47%
Classify inmates according to age, sex, and offense	2.89	64%
Collect and distribute inmate mail	2.34	79%
Collect interim bond	2.62	71%
Collect orders from prisoners for purchasing personal items	2.07	80%
Compare photographs or fingerprints to verify identity of prisoners	2.91	63%
Complete documents for transfer of prisoner to county jail	3.07	52%
Complete documents for transfer of prisoner to state prison	2.95	85%
Conduct facility inspection	3.02	53%
Conduct prisoner roll call	2.91	72%
Confer with physicians regarding prisoner's medical condition	2.70	56%
Counsel prisoners concerning personal problems	1.97	66%
Distribute hygiene supplies to prisoners	2.58	69%
Distribute money draw slips to prisoners	2.43	87%
Escort prisoners to medical appointments	2.73	58%
Examine physical condition of prisoners	2.96	46%
Feed prisoners	2.99	55%
Fingerprint prisoners	3.09	39%
Guard prisoners detained outside jail	3.07	45%
Inform bonding agent of condition for bonding	2.58	59%
Inspect identification of visitors	2.87	56%
Instruct prisoners in facility rules and regulations	2.72	58%
Issue prisoner clothing and bedding	2.66	66%
Inventory prisoners' personal property	3.22	39%
Investigate injuries to prisoners	3.25	38%
Operate cell block controls	2.95	65%
Patrol cell blocks and secured areas	3.02	57%
Perform library services	2.10	85%
Photograph prisoners	3.10	45%
Place holds on prisoners and notify department holding warrant	3.18	34%

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                    CRITICALITY SCALE
        0         1          2          3          4
      NEVER       NOT     SOMEWHAT              VERY
   ENCOUNTERED IMPORTANT IMPORTANT  IMPORTANT  IMPORTANT
```

	AVE.	% "0"
Prepare hold cards.........	2.95	62%
Process evidence seized at custodial search....	3.13	42%
Process prisoners for release....	2.91	51%
Process probation applicants....	2.51	88%
Receive and act on court orders (e.g. habeas corpus)....	3.01	52%
Receive money for prisoner's trust account....	2.59	86%
Record changes in bonds....	2.92	62%
Record injuries to prisoners....	3.22	40%
Record prisoner's phone calls....	2.74	54%
Respond to prisoner's written questions....	2.64	71%
Review arrest documents before accepting prisoner....	3.04	53%
Review bond application....	2.73	70%
Return prisoner's property....	3.18	46%
Schedule visitors for prisoners....	2.50	67%
Search property left for prisoners....	3.27	52%
Shakedown cell blocks and tanks....	3.11	54%
Shakedown prisoners....	3.25	47%
Strip search prisoners....	2.88	48%
Supervise prisoner work details....	2.53	79%
Update information on bail bonding agencies....	2.43	75%
Update roster of current prisoners....	3.07	62%

EMERGENCY AID ACTIVITIES

	AVE.	% "0"
Administer cardio-pulmonary resuscitation (CPR)....	3.28	29%
Administer mouth-to-mouth resuscitation....	3.19	27%
Administer oxygen using oxygen supply device other than resuscitator....	3.02	61%
Administer oxygen using resuscitator....	3.09	58%
Apply first aid to control bleeding....	3.32	11%
Apply first aid to treat for broken bones....	2.97	28%
Apply first aid to treat for burns....	2.94	37%

```
                    CRITICALITY SCALE
        0         1          2          3          4
      NEVER       NOT     SOMEWHAT              VERY
   ENCOUNTERED IMPORTANT IMPORTANT  IMPORTANT  IMPORTANT
```

	AVE.	% "0"
Apply first aid to treat for gunshot wounds....	3.14	32%
Apply first aid to treat for overdose....	2.91	37%
Apply first aid to treat for poisoning....	2.99	44%
Deliver babies....	2.69	45%

PARKS AND WILDLIFE MANAGEMENT

	AVE.	% "0"
Accept deposits on recreational equipment....	2.30	98%
Arrest or cite persons for importing illegal animals or plants....	2.47	97%
Arrest or cite persons for unlawful use of recreational vehicles or watercraft....	2.28	87%
Arrest or cite persons for violations of environmental laws or regulations..	2.16	91%
Arrest persons for removing trees or plant life from state land....	2.38	92%
Assign jobs to forest fire fighters....	2.00	99%
Certify furs after trapping seasons....	2.17	99%
Cite or warn persons for swimming violations....	2.39	87%
Clean, repair, and restock park facilities....	2.62	98%
Collect park use fees (e.g., golf fees, park rentals, etc.)....	2.80	98%
Collect rabid animals....	2.70	90%
Conduct background investigations for fish and game license vendor applicants....	2.14	99%
Conduct field surveillance for poachers....	2.66	95%
Conduct wildlife observations....	2.44	97%
Destroy or relocate animals for area game management....	2.35	96%
Determine approximate age, sex, or species of animals....	2.25	98%
Extricate persons trapped in damaged watercraft....	2.57	95%
Identify plant species....	2.47	96%
Impound recreational vehicles....	2.21	91%
Inspect campfires....	2.46	96%
Inspect deer shiners for firearms....	2.61	93%

CRITICALITY SCALE

0	1	2	3	4
NEVER ENCOUNTERED	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT

	AVE.	% "0"
Inspect dredge, drilling, and dumping sites for compliance with environmental rules and regulations................	2.29	96%
Inspect free standing waterfowl blinds...............................	1.87	99%
Inspect frozen waterways for safety (e.g. ice fishing, ice-skating..........	2.78	93%
Inspect ice shanties................................	2.00	99%
Inspect marine safety devices for safety..............................	2.50	97%
Inspect off road vehicles..............................	2.22	92%
Inspect park boundaries for land encroachment...........................	2.72	97%
Inspect park use permits................................	2.41	95%
Inspect refuse, septic and industrial waste haulers........................	2.23	96%
Inspect shooting preserves................................	2.67	98%
Inspect species collection permits................................	2.33	98%
Inspect traps and trappers for regulatory compliance........................	2.45	96%
Install equipment on patrol vehicles................................	2.61	92%
Investigate land use violations................................	2.44	93%
Issue permits allowing toxic substances to be placed in waterways...........	2.43	99%
Issue permits for salvage operations................................	2.57	99%
Issue permits for special use of public land and waterways.................	2.46	98%
Issue pet possession permits for wild animals...........................	2.00	99%
Make campground security inspections...........................	2.33	97%
Make fire inspections of woodlands...........................	2.60	96%
Measure weather conditions with instruments................................	2.14	99%
Observe persons for fishing violations...........................	2.20	92%
Observe persons for hunting violations...........................	2.34	85%
Operate dam controls...........................	2.00	99%
Operate marine pumping equipment...........................	2.00	99%
Patrol waterways...........................	2.55	96%
Patrol wilderness areas on foot...........................	2.65	97%
Perform as lifeguard...........................	2.09	98%
Place buoy and channel markers...........................	2.71	99%
Plan group controls...........................	2.18	98%

CRITICALITY SCALE

0	1	2	3	4
NEVER ENCOUNTERED	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT

	AVE.	% "0"
Pursue vehicles off road at high speeds................................	2.34	83%
Pursue watercrafts at high speeds................................	2.57	97%
Recommend wildlife management plans................................	2.70	98%
Register campers................................	2.55	98%
Remove damaged vehicles from woodland areas................................	2.26	90%
Remove water hazards (e.g., sunken boats, fallen trees)...................	2.24	97%
Request specialized assistance to neutralize environmental spills..........	2.75	94%
Restore free flow of waterway................................	1.71	99%
Select and train civilian conservation volunteers........................	2.63	99%
Serve as prosecutor in court................................	2.25	99%
Transport injured persons on skis................................	1.80	99%
Transport injured persons on snowmobiles................................	2.22	97%
Trap pest animals................................	2.00	97%

COURT PROCEDURES

	AVE.	% "0"
Act as court bailiff................................	2.21	72%
Act as department court officer................................	2.59	51%
Appear in court (other than as a witness)................................	2.75	34%
Arraign defendant in court................................	2.92	54%
Assemble potential juror list................................	2.44	92%
Attend bail bond hearings................................	2.51	62%
Collect fines................................	2.43	77%
Confer with prosecutor or city attorney prior to testimony regarding case................................	3.46	8%
Confer with prosecutor or city attorney regarding warrant authorization.....	3.23	13%
Discuss cases with prosecutors or city attorneys following legal proceedings................................	3.12	11%
Instruct suspect on process for obtaining an attorney....................	2.57	26%
Mail jury duty notices................................	2.70	95%
Notify witnesses to appear without subpoena................................	2.53	41%

CRITICALITY SCALE

0	1	2	3	4
NEVER ENCOUNTERED	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT

	AVE.	% "0"
Present evidence in legal proceedings..	3.43	9%
Review other officers' cases to be presented to prosecutor.................	3.05	22%
Review reports and notes for court testimony...............................	3.38	9%
Review warrants for completeness and accuracy.............................	3.28	12%
Serve subpoenas..	2.82	21%
Testify in civil cases..	2.28	22%
Testify in criminal cases..	3.52	5%
Testify in liquor board hearings...	2.28	34%
Testify in parole or probation hearings....................................	2.77	40%
Testify in Secretary of State implied consent hearings.....................	2.61	62%

TRAFFIC ACCIDENT INVESTIGATION

	AVE.	% "0"
Calculate vehicle speed using mathematical formulas........................	2.52	44%
Collect physical evidence from accident scenes............................	3.19	5%
Complete intersection collision diagrams..................................	3.30	5%
Complete the standard traffic accident report form........................	3.40	4%
Determine contributing factors to an accident.............................	3.34	4%
Determine violation(s) in a traffic accident..............................	3.37	5%
Determine status of auto insurance..	2.17	13%
Diagram accident scenes..	3.34	4%
Direct activities at scenes of accident investigations....................	3.29	4%
Follow-up extent of personal injuries resulting from traffic accident......	2.77	7%
Identify owner of vehicles involved in accident...........................	3.24	5%
Identify persons involved in accident.....................................	3.38	4%
Inform driver of towed vehicle's location.................................	2.97	4%
Inspect vehicle for fresh damage..	3.14	4%
Instruct persons involved in an accident to exchange necessary information...	2.96	4%
Interview persons involved in traffic accident............................	3.31	4%

CRITICALITY SCALE

0	1	2	3	4
NEVER ENCOUNTERED	NOT IMPORTANT	SOMEWHAT IMPORTANT	IMPORTANT	VERY IMPORTANT

	AVE.	% "0"
Interview tow truck operators or mechanics for relevant traffic accident information..	2.27	21%
Investigate off-road vehicle accidents (includes private property).........	2.55	7%
Investigate traffic accident scene to identify point(s) of impact..........	3.27	5%
Issue citation(s) in traffic accidents....................................	3.03	6%
Locate witnesses to traffic accidents.....................................	3.24	4%
Measure skid marks...	3.02	9%
Photograph accident scenes...	2.94	14%
Protect traffic accident physical evidence for collection.................	3.16	6%
Remove debris from accident scene..	2.73	13%
Request emergency assistance for traffic accident (e.g., wrecker, ambulance, salt truck)..	3.37	4%
Review accidents with accident investigators.............................	2.79	18%
Search accident scenes for physical evidence.............................	3.20	6%
Set priorities for action at accident scene..............................	3.26	6%
Take coordinate measures of traffic accident scenes (e.g., triangulation)...	2.97	17%
Take precautions to prevent additional accidents at accident scene........	3.48	4%
Test operating condition of accident vehicle equipment....................	3.90	13%

TRAFFIC PATROL

	AVE.	% "0"
Administer roadside sobriety test...	3.11	18%
Advise appropriate agency of traffic engineering needs....................	2.72	10%
Advise parents of children's violation of traffic laws....................	2.56	8%
Advise vehicle owners to remove abandoned vehicles........................	2.53	7%
Arrange for obtaining blood or urine samples for sobriety tests...........	2.96	17%
Arrest OMVI suspects...	3.33	9%
Assist stranded motorists..	2.92	4%
Cite or arrest reckless drivers..	3.35	5%
Clock speed of vehicles using speedometer................................	2.73	11%

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                CRITICALITY SCALE
     0        1          2          3         4
   NEVER     NOT     SOMEWHAT              VERY
ENCOUNTERED IMPORTANT IMPORTANT  IMPORTANT  IMPORTANT
```

	AVE.	% "0"
Clock vehicles using radar...	3.03	19%
Complete OMVI arrest reports..	3.28	10%
Complete operators license re-examination form......................	2.49	35%
Count traffic flow using automatic devices..........................	1.95	76%
Direct pedestrian traffic...	2.34	21%
Direct traffic using barriers.......................................	2.38	18%
Direct traffic using flare pattern or traffic cone patterns.........	2.57	14%
Direct traffic using flashlight or illuminated baton................	2.78	6%
Direct traffic using hand signals...................................	2.84	5%
Evaluate driver's capability to operate vehicles....................	2.98	9%
Explain legal procedures to traffic violators.......................	2.81	5%
Explain state vehicle laws and procedures to citizens...............	2.69	6%
Follow suspect vehicle to observe traffic violations................	2.89	6%
Inspect commercial vehicles for code compliance.....................	2.21	45%
Inspect for vehicle identification number...........................	2.85	7%
Inspect operator's license..	3.19	3%
Investigate damage to roadway.......................................	2.68	8%
Issue traffic citations to pedestrians..............................	2.23	29%
Issue moving traffic citations to bicycle riders....................	2.07	34%
Issue parking citations...	2.44	9%
Issue traffic citations..	3.03	5%
Issue verbal warnings to traffic violators..........................	2.70	4%
Move disabled vehicles with patrol car..............................	1.82	72%
Observe accident potential at assigned locations....................	2.62	16%
Observe traffic control device to determine if functioning properly.	2.77	9%
Operate "breathalyzer" instrument to test blood alcohol content.....	3.13	40%
Operate videotape equipment...	2.60	63%
Operate traffic signals manually....................................	2.39	42%
Plan traffic detours..	2.52	32%
Plan traffic patrol tactics...	2.71	25%
Record circumstances regarding traffic citation.....................	2.99	11%

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                CRITICALITY SCALE
     0        1          2          3         4
   NEVER     NOT     SOMEWHAT              VERY
ENCOUNTERED IMPORTANT IMPORTANT  IMPORTANT  IMPORTANT
```

	AVE.	% "0"
Record pedestrian flow...	2.03	62%
Remove vehicles obstructing traffic.................................	2.95	4%
Remove hazards from roadway (e.g., dead animals, debris, etc.).......	2.79	7%
Request citizens to assist in traffic control in an emergency.......	2.38	23%
Verify vehicle title information....................................	2.72	8%
Visually estimate speed of vehicles.................................	2.27	19%
Void citation upon compliance (e.g., no registration, no insurance, no operators license)...	2.04	60%

INSTRUCTIONS FOR LEARNING DIFFICULTY

Please rank the following sections of this survey in terms of the learning difficulty of each listed item. Your judgement should be based on both the time and skill required to learn a task, or how to use a particular piece of equipment. Please use the ranking scales provided in each section.

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LEARNING DIFFICULTY SCALE				
0	1	2	3	4
NEVER ENCOUNTERED	VERY EASY TO LEARN	RATHER EASY TO LEARN	SOMEWHAT DIFFICULT TO LEARN	VERY DIFFICULT TO LEARN

	Column 7 AVE.	% "0"		Column 8 AVE.	% "0"
Aircraft	3.45	91%	Chain saw	1.61	73%
Alarm monitor	1.47	37%	Chemical mace	1.35	8%
All terrain vehicle	1.85	73%	Crisscross directory	1.42	12%
Ambulance	2.07	63%	Decelerometer	1.87	88%
Animal control equipment (noose, gloves, net)	1.44	51%	Dictating machine	1.70	60%
Audio-visual equipment	1.94	34%	Drug and narcotic identification field kit	2.15	31%
Automatic traffic volume counter	1.63	83%	Dynamite	3.13	90%
Automobile	1.79	1%	Evidence processing kit - (fingerprint, moulage)	2.57	20%
Axe	1.25	48%	Fire extinguisher-agents	1.56	25%
Base station police radio	2.03	8%	Fire hose	1.46	84%
Baton (night stick)	2.04	2%	Fire nozzles	1.48	85%
Battery jumper cables	1.34	21%	Fire protective clothing	1.54	90%
Bicycle	1.27	56%	Fire truck	2.43	92%
Binoculars	1.15	11%	First aid kit	1.99	12%
Blackjack or sap	1.51	23%	Flare gun	1.58	72%
Boat	1.97	73%	Flares	1.23	11%
Body armor (hidden vest, exterior vest)	1.17	9%	Flashlight	1.09	1%
Bomb technical equipment	3.39	79%	Gas mask	1.64	20%
Breathalyzer	2.70	31%	Handcuffs	1.39	1%
Bus	1.91	77%	Hand-held police radio (walkie-talkie)	1.36	1%
Business directory	1.36	7%	Horse	2.12	88%
Call box	1.21	64%	Illuminated traffic baton	1.15	43%
Canine	2.79	76%	Ladder	1.17	63%
Car door lock opening device	1.90	10%	LEADS terminal	2.89	17%
Chain	1.21	62%			

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LEARNING DIFFICULTY SCALE				
0	1	2	3	4
NEVER ENCOUNTERED	VERY EASY TO LEARN	RATHER EASY TO LEARN	SOMEWHAT DIFFICULT TO LEARN	VERY DIFFICULT TO LEARN

	Column 9 AVE.	% "0"		Column 10 AVE.	% "0"
Machine gun	2.26	61%	Semi-automatic	2.10	39%
Manual traffic control device	1.57	45%	Shotgun	2.05	2%
Metal detector	1.63	66%	Skis	2.97	94%
Motorcycle	2.37	66%	Snowmobile	2.03	88%
Motorscooter	1.92	75%	Spotlight	1.13	2%
Paddy wagon	1.75	56%	Stationary computer terminal	2.81	38%
Photocopier (e.g., xerox machine)	1.33	3%	Strolometer/walker/walking stick (to measure distances)	1.30	35%
Photographic equipment	2.50	16%	Tape recorder	1.41	19%
Police car radio	1.60	2%	Tear gas grenade	1.72	22%
Pneumatic tool for extricating trapped person (e.g., jaws of life, portapower)	2.33	78%	Tear gas gun	1.84	25%
Pry bar	1.08	38%	Telescopic gun sight	1.88	42%
Public address system	1.28	8%	Teletype	2.59	27%
Pylons	1.20	39%	Three-wheeled vehicle	1.93	78%
Radar unit	2.18	16%	Tow truck	2.12	86%
Radio car computer terminal	2.49	84%	Tranquilizer gun	2.10	84%
Rescue truck	2.06	88%	Traps	1.74	90%
Revolver	2.32	1%	Typewriter	2.36	3%
Revolver speed loader	1.69	16%	Facsimile transmission equipment (fingerprints)	2.48	66%
Rifle	2.11	23%	Winch	1.72	85%
Riot shield	1.48	64%			
Riot baton	1.95	19%			
Rope	1.31	43%			
Scrambler radio	1.52	84%			
Self-contained air pack (Scott air pack)	1.98	85%			

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PLEASE RANK THE FOLLOWING MATERIALS AND RESOURCES IN TERMS OF THE DIFFI-
CULTY OF UNDERSTANDING THEM. ENTER A ZERO (0) IF YOU OR YOUR OFFICERS
NEVER USE A SPECIFIC RESOURCE OR PIECE OF MATERIAL.

LEARNING DIFFICULTY SCALE					
0	1	2	3	4	
NEVER ENCOUNTERED	VERY EASY TO LEARN	RATHER EASY TO LEARN	SOMEWHAT DIFFICULT TO LEARN	VERY DIFFICULT TO LEARN	

	Column 11			Column 12	
	MODE	"0"		MODE	"0"
Airport field conditions report...	0	95%	Legal interpretations....	3	6%
Case law........................	3	9%	Legal transcripts........	3	20%
Changes in legislation..........	3	6%	Local ordinances.........	2	6%
Code of civil procedures........	3	26%	Ohio Criminal Code and		
Court decisions.................	3	3%	Procedures..............	2	1%
Criminal Law and Procedures			Ohio Liquor Control Act..	2	15%
Manual.......................	2	2%	Ohio Vehicle Code........	2	2%
Department manuals.............	2	3%	Professional law		
FAA bulletins and regulations.....	0	77%	enforcement publications.	2	11%
Field guides (e.g., NATB book,			Teletype messages........	2	5%
Physicians Desk Reference)........	2	16%	Training bulletins.......	2	6%
First aid manual...............	2	7%	U.S. Constitution........	2	5%
Fish and game code.............	0	77%	Wanted bulletins.........	1	4%
Harbor and navigation statutes....	0	94%	Weather forecasts and		
Health and safety statutes........	0	54%	bulletins...............	1	20%
In-depth narrative reports........	2	21%			
Interoffice memos...............	1	6%			
Interstate Commerce					
Commission rules...............	0	77%			

THE FOLLOWING PAGES LIST TASKS THAT ARE PERFORMED BY PATROL OFFICERS,
ALL OF WHICH HAVE BEEN SORTED INTO MAJOR DUTY FIELDS (ADMINISTRATIVE,
PATROL CONTACT, ACCIDENT INVESTIGATIONS, ETC.). PLEASE RANK EACH TASK
STATEMENT IN TERMS OF THE DIFFICULTY OF LEARNING THE TASK. ENTER A
ZERO (0) IF THE TASK IS NEVER PERFORMED IN YOUR PATROL AREA.

LEARNING DIFFICULTY SCALE					
0	1	2	3	4	
NEVER ENCOUNTERED	VERY EASY TO LEARN	RATHER EASY TO LEARN	SOMEWHAT DIFFICULT TO LEARN	VERY DIFFICULT TO LEARN	

ADMINISTRATIVE

	AVE.	% "0"
Analyze crime and accident statistics.................................	2.45	34%
Answer inquiries regarding the progress of a case.....................	1.87	14%
Attend in-service training..	1.66	5%
Attend briefing/staff meetings..	1.53	11%
Collect vehicle impoundment fees......................................	1.46	88%
Compile crime statistics..	2.33	45%
Conduct background investigations on applicants for licenses		
(e.g., liquor, pawn dealer)......................................	2.04	61%
Control access to departmental records................................	1.75	22%
Describe persons to other officers (e.g., suspects, missing persons)........	1.89	2%
Design training materials...	2.69	43%
Dispose of unclaimed property...	1.82	45%
Distribute subpoenas to officer.......................................	1.27	12%
Enter data on cards for filing..	1.54	33%
Estimate property values of stolen or recovered goods.................	2.12	22%
Evaluate citizen complaints regarding tickets or other minor offenses.......	2.09	8%
Evaluate college internship students..................................	2.23	80%
Evaluate officers in basic or in-service training.....................	2.32	13%
Evaluate officers in on-the-job training (student-coach)..................	2.33	11%
Exchange necessary information with other law enforcement officials.........	1.67	3%
File documents in records system (e.g., fingerprint cards, reports, etc.)...	1.91	33%
Fill out surveys (other than this survey).............................	1.89	30%
Fingerprint persons for non-criminal reasons		
(e.g., professional licensing)....................................	2.03	40%

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          LEARNING DIFFICULTY SCALE
    0          1           2            3              4

  NEVER    VERY EASY   RATHER EASY  SOMEWHAT DIFFICULT  VERY DIFFICULT
ENCOUNTERED  TO LEARN    TO LEARN       TO LEARN          TO LEARN
```

	AVE.	% "0"
Instruct in classroom setting..	2.57	32%
Instruct on-the-job training..	2.30	10%
Interview police officer applicants.................................	2.31	47%
Investigate and report on police applicant's background.............	2.29	45%
Issue bicycle/licenses registrations................................	1.32	69%
Issue departmental equipment..	1.45	19%
Issue pick-up or wanted notices.....................................	1.59	28%
Issue supplies..	1.38	21%
Locate documents and information in records system..................	2.00	13%
Make major vehicle repairs (e.g., beyond general maintenance).......	2.40	74%
Notify public agencies or utilities of damage to their equipment....	1.37	9%
Operate LEADS terminal to check persons and property................	2.71	24%
Operate LEADS terminal to update data...............................	2.90	38%
Operate telephone console or switchboard............................	2.00	31%
Order supplies and equipment..	1.70	31%
Participate in firearms training....................................	2.01	7%
Participate in military style drill (e.g., parades, honor guards, color guards)..................	1.86	57%
Participate in planning/study groups (in-house, regional, statewide, etc.).......................	2.21	57%
Participate in required physical exercise program...................	1.76	59%
Plan training schedules...	2.23	42%
Prepare documents for filing (e.g., label, alphabetize, place in chronological order, etc.).............................	1.82	30%
Prepare list of wanted persons for department use...................	1.70	41%
Receive and evaluate telephone requests for police service..........	2.05	13%
Remove reports from records systems.................................	1.67	30%
Represent department in various organizations.......................	1.90	28%
Request equipment repair..	1.45	5%

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          LEARNING DIFFICULTY SCALE
    0          1           2            3              4

  NEVER    VERY EASY   RATHER EASY  SOMEWHAT DIFFICULT  VERY DIFFICULT
ENCOUNTERED  TO LEARN    TO LEARN       TO LEARN          TO LEARN
```

	AVE.	% "0"
Request verification of warrants before service.....................	1.58	5%
Review other officers' incident reports for completeness and accuracy.......	1.99	5%
Schedule work assignments for other officers........................	2.05	8%
Sort and distribute mail..	1.29	40%
Summarize total shift activities in departmental logbook............	1.80	35%
Test and evaluate police equipment..................................	2.00	33%
Train police dogs...	3.14	87%
Transmit messages on teletype.......................................	2.48	37%
Type incident reports...	2.04	12%
Update directory of businesses in jurisdiction......................	1.69	38%
Update dispatch records of officers on calls........................	1.68	40%
Update inventory of supplies and equipment..........................	1.74	31%
Update maintenance records on individual police cars................	1.69	39%
Update records of warrants served...................................	1.76	39%
Update spot/pin maps..	1.67	61%
Write contract specifications for services or equipment.............	2.74	63%
Write interoffice memos...	1.57	14%
Write letters on behalf of department...............................	2.06	38%
Write performance evaluation reports on other officers (e.g., peer ratings).................................	2.51	15%
Write policy materials for department manuals.......................	2.79	49%
Write reports to suggest changes in law.............................	2.88	58%
Write speeches..	2.69	48%

ARREST, SEARCH, AND SEIZURE

	AVE.	% "0"
Advise persons of constitutional rights.............................	1.67	1%
Apprehend juvenile offenders..	2.00	2%
Arrest persons with a warrant.......................................	1.79	2%

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	AVE.	% "0"
Arrest persons without a warrant..	2.30	3%
Conduct field search of arrested persons.....................................	2.03	2%
Conduct frisk or pat down..	1.85	2%
Discharge firearm at person..	2.85	25%
Draw weapon...	2.04	5%
Handcuff suspects or prisoners..	1.82	1%
Impound property..	1.81	3%
Issue citations for non-traffic offenses		
(e.g., appearance tickets, ordinance violations).....................	1.86	8%
Obtain search warrants and/or make proper return...........................	2.87	14%
Participate in raids..	2.22	15%
Plan strategy for conducting searches...	2.46	15%
Plan strategy for making arrests...	2.29	9%
Request bystanders to assist in an apprehension.............................	2.07	50%
Search movable automobile under independent probable cause.................	2.35	7%
Search premises or property incident to arrest..............................	2.29	4%
Search premises or property in hot pursuit situations......................	2.34	6%
Search premises or property with consent.....................................	2.15	3%
Search premises or property with warrant.....................................	2.19	5%
Secure search warrants...	2.84	14%
Seize contraband..	2.13	3%
Take into custody person detained by citizen................................	2.14	12%

PATROL FUNCTIONS

	AVE.	% "0"
Advise property owners or agents of potentially hazardous conditions........	1.69	4%
Assist elderly or disabled persons with mobility problems...................	1.54	6%
Check condition and status of assigned patrol equipment and vehicle.........	1.61	2%
Check for wants/warrants on persons through LEADS...........................	1.94	5%

	AVE.	% "0"
Check homes of persons on vacation...	1.39	7%
Check individuals/business for compliance with licensing requirements		
(e.g., hunting, liquor, dance permit, vendor, etc.)...................	1.98	28%
Check parks and school grounds...	1.40	6%
Check parking lots..	1.37	4%
Check railroad crossing for signal violations (e.g. going around gates,		
trains, blocking crossing)...	1.42	27%
Check stolen status on property through LEADS................................	2.12	5%
Check vehicles for proper registration (e.g., snowmobiles, off road		
vehicles, etc.)..	1.79	15%
Clean and dry fire-fighting equipment...	1.73	88%
Clean and inspect weapons..	1.76	3%
Collect money from and maintain parking meters..............................	1.62	90%
Collect incident reports by checking off boxes or filling in blanks........	1.60	29%
Confront, in a riot formation, groups of agitated people...................	2.82	35%
Destroy animals..	1.80	33%
Dictate reports into recording devices..	1.75	53%
Drag from a boat to retrieve body or evidence...............................	2.33	79%
Engage in high speed driving in congested area..............................	3.08	12%
Engage in high speed pursuit or response driving off road..................	3.03	28%
Engage in high speed pursuit or response driving on open road..............	2.87	8%
Escort emergency vehicles..	2.15	26%
Escort money, valuables or people to provide security......................	1.69	7%
Escort processions (e.g., parades, oversized trucks, funerals).............	1.61	13%
Escort vehicles or persons through picket lines.............................	2.15	37%
Flag down trains (e.g., to prevent accidents)...............................	1.96	60%
Flush fuel spills..	1.61	74%
Follow suspicious vehicles (e.g., suspect, suspicious person, operator		
under the influence)...	2.08	3%
Identify wanted vehicles or persons..	2.21	2%
Inform dispatcher by radio as to your status................................	1.45	2%
Inspect chemical treatment of waterways for violations.....................	2.05	92%
Inspect patrol vehicle for weapons and contraband..........................	1.60	5%
Investigate air and water pollution complaints.............................	1.94	81%
Investigate complaints of illegal border crossings.........................	1.96	96%

LEARNING DIFFICULTY SCALE

0	1	2	3	4
NEVER ENCOUNTERED	VERY EASY TO LEARN	RATHER EASY TO LEARN	SOMEWHAT DIFFICULT TO LEARN	VERY DIFFICULT TO LEARN

	AVE.	% "0"
Investigate unusual odors	1.76	11%
Investigate unusual sounds	1.75	6%
Make entries in individual patrol log	1.51	14%
Operate fire truck pump controls	2.38	96%
Operate fire truck turret and fire hose handlines	1.96	95%
Operate vehicle in driving rain	2.29	2%
Operate vehicle on dirt covered road	2.13	12%
Operate vehicle on ice covered road	2.66	1%
Operate vehicle on snow covered road	2.59	1%
Participate in large scale area search parties	2.13	18%
Patrol area containing labor pickets, marchers or demonstrators	2.20	24%
Patrol freeways	1.74	37%
Patrol locations on beat which are potentially physically hazardous to citizens (e.g., construction site, attractive nuisance)	1.83	11%
Patrol on foot	1.80	19%
Patrol riot stricken or civil disturbance areas	2.52	40%
Perform first line maintenance on fire truck (e.g., wash, check gauges)	1.75	96%
Perform first line maintenance on patrol vehicle	1.65	47%
Perform weather watch service	1.71	57%
Physically examine and test doors and windows of dwellings and businesses	1.56	6%
Prepare clothing and personal equipment to satisfy inspection requirements	1.57	11%
Prepare list of wanted persons or stolen vehicles for own use	1.59	9%
Refill fire extinguishers	1.60	89%
Report violations of school, college, or university rules and regulations to proper authority	1.62	61%
Request back-up assistance	1.49	1%
Review information on criminal activity in area	1.83	3%
Search unlocked businesses and dwellings for signs of illegal entry	2.00	3%

	AVE.	% "0"
Secure house or property (e.g., lock, close doors and windows, etc.)	1.60	4%
Secure vehicles	1.53	4%
Track persons from scene (e.g., footprints in snow or mud)	2.15	4%
Transcribe field notes for reports	1.97	4%
Transport animals	1.57	62%
Transport injured persons	2.04	28%
Transport mental patients	2.41	9%
Transport persons needing assistance	1.56	2%
Transport prisoners	2.00	4%
Write narrative reports	2.49	5%

PATROL CONTACT

	AVE.	% "0"
Accept bond on the street	1.74	95%
Advise victims of the procedures to prosecute	2.07	3%
Comfort emotionally upset persons	2.65	2%
Communicate with management and labor over strike disturbances	2.68	37%
Conduct parent-juvenile conferences	2.40	29%
Control hostile groups (e.g. demonstrators, rioters, or bar patrons)	2.94	11%
Control non-violent crowds	2.15	7%
Counsel juveniles	2.38	19%
Deliver emergency messages (e.g., injuries, death)	2.09	4%
Direct actions of officer(s) arriving to assist	2.14	2%
Direct actions of public service personnel arriving to assist	2.08	8%
Enforce court issued order (e.g., writs)	2.01	17%
Establish field contacts (e.g., bar owners, taxi drivers, etc.)	2.12	9%
Evacuate persons from dangerous area	2.16	11%
Explain arrest action to onlookers	2.04	26%
Explain demonstration permit to demonstrators	2.08	49%

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┌─────────────────────────────────────────────────────────────────┐
│              LEARNING DIFFICULTY SCALE                            │
│   0         1          2              3              4            │
│ NEVER    VERY EASY  RATHER EASY  SOMEWHAT DIFFICULT  VERY DIFFICULT│
│ENCOUNTERED TO LEARN  TO LEARN      TO LEARN           TO LEARN     │
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	AVE.	%-"0"
Explain nature of complaints to offenders	1.96	2%
Fight aircraft fires	2.36	97%
Fight grass and forest fires	1.86	87%
Fight structural fires	2.41	90%
Fight vehicle fires	2.12	58%
Fill out field interrogation card	1.63	20%
Give street directions	1.58	1%
Identify ownership of livestock	2.16	69%
Impound vehicles	1.74	3%
Interview suspicious persons	2.30	2%
Investigate suspicious vehicles	2.08	2%
Locate and observe crowd agitators	2.37	17%
Mediate civil disputes	2.71	25%
Mediate family disputes	2.91	5%
Notify citizens of damage to their property	1.52	3%
Place children in protective custody (e.g., child abuse)	2.36	11%
Recruit confidential informants	2.82	11%
Refer persons to agencies providing social services	1.94	4%
Search for bombs	2.88	18%
Secure accident and disaster scenes	2.38	4%
Stop recreational vehicles	1.76	37%
Stop vehicles to investigate, cite or arrest occupants	2.18	3%
Talk with people on the beat to establish rapport	1.94	5%
Warn offenders in lieu of arrest or citation	1.80	3%
Watch for illegal activity at labor disputes	2.20	33%

RAILROAD POLICE FUNCTIONS

	AVE.	%-"0"
Cite persons for railroad safety violations	1.70	95%

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┌─────────────────────────────────────────────────────────────────┐
│              LEARNING DIFFICULTY SCALE                            │
│   0         1          2              3              4            │
│ NEVER    VERY EASY  RATHER EASY  SOMEWHAT DIFFICULT  VERY DIFFICULT│
│ENCOUNTERED TO LEARN  TO LEARN      TO LEARN           TO LEARN     │
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	AVE.	%-"0"
Check fuel levels in refrigeration cars	1.70	98%
Check trucks for hot boxes	1.67	97%
Conduct liability and claims investigations	2.00	98%
Cross state lines to enforce railroad laws	1.75	99%
Determine location of high value loads from yard list	1.70	98%
Drive off road to escort train	1.58	98%
Escort train through high crime areas	2.07	97%
Guard strategic locations during civil disorders and strikes	2.18	93%
Identify and record expected arrival times of trains	1.53	97%
Identify and record train identification number (lead engine number)	1.45	95%
Identify and record train locations	1.57	96%
Identify and record train movements	1.63	96%
Identify contents of railroad cars for possible hazardous cargo	2.56	92%
Inspect for damage and theft of railroad cargo	2.07	93%
Inspect for and remove obstructions on railroad right of way	1.57	88%
Inspect railroad cars for defects	1.77	98%
Investigate employee theft	2.26	92%
Investigate railroad derailments	2.64	90%
Investigate switch and rail malfunctions	2.32	96%
Locate downed railroad communication wires	1.96	95%
Observe for law violations on railroad propery	2.03	86%
Patrol passenger train	1.50	98%
Patrol railroad yards on foot	1.56	97%
Recommend disciplinary actions for railroad employees	2.18	98%
Record locations of cargo inspections	1.46	98%
Record proof of lading	1.78	98%
Secure cargo	1.92	98%
Start cooling units on refrigeration cars	2.00	99%
Walk and locate high value railroad cars in yard	1.92	98%

CIVIL PROCESS

	AVE.	% "0"
Attach property under court order..........................	2.29	78%
Collect fees for serving civil process....................	2.34	93%
Collect money for sales of levied property................	2.49	94%
Determine exempt and nonexempt property for levy purposes..	2.79	94%
Distribute and collect election supplies..................	1.76	93%
Evictions...	2.15	66%
Issue trustee sales notices..............................	2.25	96%
Pick up children as directed by court in custody matters (e.g., divorce proceedings)...............................	2.23	59%
Plan route for civil process and subpoena service.........	1.74	79%
Post probate notices, warnings, sale of property notices, etc.............	1.75	90%
Prepare advertisements and notices of sale of property....	2.15	91%
Record disposition of civil papers.......................	1.81	87%
Record payments made in response to suit papers being served.............	2.07	93%
Review return of civil process papers....................	1.83	86%
Seize property in civil claims...........................	2.15	89%
Serve civil process papers...............................	1.72	79%
Serve probate orders (e.g., mental, juveniles, adult offenders).............	2.26	60%
Update master index dockets and case description for civil cases...........	2.08	93%

COMMUNITY RELATIONS/CRIME PREVENTION

Conduct community relations programs (e.g. safety programs, crime prevention, tours, C.B. watch)...............................	2.39	31%
Distribute printed materials for public relations.........	1.58	31%
Explain department recruitment policies..................	1.86	32%
Hold property upon request for safekeeping................	1.64	28%

	AVE.	% "0"
Mark valuables for persons...............................	1.52	34%
Organize neighborhood watch groups.......................	2.37	50%
Provide information to persons participating in ride-along program.........	1.83	50%
Request publicity from news media.......................	1.95	39%
Respond to general information questions from the public.............	2.00	13%
Teach driver's education classes.........................	2.48	83%
Security inspections.....................................	2.09	32%
School visits...	1.89	33%

CRIMINAL INVESTIGATION

Analyze and compare incidents for similarity of modus operandi (M.O.).......	2.56	12%
Cast impressions at crime scene (e.g., plaster casts, silicone, etc.).......	2.77	35%
Collect evidence and personal property from crime scenes....................	2.57	5%
Conduct intelligence activities on known or suspected offenders...........	2.73	18%
Conduct on-the-scene suspect identifications (e.g., show-ups).............	2.36	16%
Conduct surveillance of individuals or locations....................	2.45	8%
Confer with juvenile probation officer...................	1.74	22%
Determine need for specialized assistance at a crime scene...............	2.21	5%
Determine whether incidents are criminal or civil matters...............	2.24	3%
Determine whether recovered property is linked with a previous crime........	2.46	4%
Diagram crime scenes.....................................	2.50	9%
Dispose of evidence no longer needed.....................	1.86	28%
Document chain of custody for evidence...................	2.13	7%
Dust and lift latent fingerprints.......................	2.70	19%
Establish modus operandi (M.O.) of a suspect.............	2.52	11%
Examine dead bodies for wounds and injuries..............	2.52	16%
Examine evidence and personal property from crime scenes...............	2.50	8%
Instruct and direct civilians in undercover operations...................	2.68	53%

	AVE.	% "0"
Interrogate suspects..	2.97	5%
Use of polygraph results to interrogate suspect or witness.................	2.90	49%
Interview complainants, witnesses, etc.....................................	2.49	2%
Interview medical personnel to obtain specific information.................	2.42	17%
Locate witnesses to crime..	2.43	3%
Organize and conduct station-house line-ups...............................	2.40	45%
Organize surveillance of individuals or locations.........................	2.49	17%
Package evidence or personal property.....................................	2.09	7%
Participate in investigations with other law enforcement agencies..........	2.09	8%
Photograph crime scene..	2.47	17%
Photograph latent fingerprints...	2.80	35%
Photograph line-up...	2.25	42%
Prepare criminal case summary sheet for prosecutor.......................	2.29	20%
Prepare felony complaint forms for warrant authorization.................	2.38	20%
Prepare paperwork to file on extradition warrants........................	2.75	60%
Prepare witnesses for court testimony....................................	2.35	28%
Recommend the issuance of an arrest warrant..............................	2.12	12%
Record confessions in writing...	2.25	20%
Record location of physical evidence at scene...........................	2.21	5%
Recover and inventory stolen property...................................	2.09	5%
Release confiscated property..	1.80	25%
Review crime lab reports to guide investigation.........................	2.24	23%
Review with medical examiner circumstances relating to a death..........	2.33	32%
Review records and pictures to identify suspects........................	2.08	9%
Search crime scenes for physical evidence...............................	2.60	5%
Search dead bodies for personal property................................	2.08	16%
Search fire debris for evidence relating to the cause of the fire........	3.02	51%
Serve as deputy medical examiner..	2.67	90%
Summarize in writing the statements of witnesses and complainants........	2.44	10%

	AVE.	% "0"
Swear out complaints or warrants..	2.19	7%
Tag evidence and confiscated properties...................................	1.88	4%
Take custody of lost and found property...................................	1.75	4%
Take statements of witnesses..	2.18	6%
Talk with families of adult suspects or defendants (advise, inform, notify counsel)..	2.20	11%
Trace stolen goods..	2.71	11%
Transport property or evidence..	1.75	5%
Utilize department records to assist in investigation.....................	2.12	5%
Verify reliability and credibility of witnesses...........................	2.53	10%
Verify the identity of deceased persons...................................	2.53	17%
Witness autopsies...	2.23	52%

AIRPORT POLICE OPERATIONS

	AVE.	% "0"
Advise persons of alternatives to carrying prohibited item onto an aircraft..	1.88	97%
Arrest persons for violations of law relating to airport operations........	1.79	97%
Assist people to evacuate aircraft in emergency...........................	2.00	98%
Brief private security personnel on changes in airport security procedures...	2.00	98%
Check aircraft tiedowns in severe weather and notify owners of problems...	1.58	98%
Check baggage for long storage items.....................................	1.71	99%
Check gates in airport perimeter...	1.46	98%
Check ramp for overdue aircraft..	1.63	99%
Check registrations on aircraft..	2.00	98%
Close down airport security screening in emergency situations.............	2.13	99%
Coordinate services for airport tenants (e.g., snow removal)..............	2.33	99%

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LEARNING DIFFICULTY SCALE

     0              1              2                  3                    4
   NEVER       VERY EASY     RATHER EASY     SOMEWHAT DIFFICULT      VERY DIFFICULT
ENCOUNTERED    TO LEARN       TO LEARN           TO LEARN               TO LEARN
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	AVE.	% "0"
Enforce airport rules and regulations..	1.92	98%
Escort juvenile offenders onto and off of aircraft..........................	1.79	96%
Escort non radio equipped vehicles onto airfield............................	1.91	98%
Inform persons of legal requirements relating to airport security..........	1.93	97%
Inspect airport runway conditions..	1.64	97%
Insure security of aircraft and facilities in appropriate emergency situations..	2.35	98%
Investigate complaints about suspicious baggage at airport security checkpoint...	2.14	97%
Investigate complaints about supicious persons and activity at airport security checkpoints...	2.05	96%
Investigate complaints of injuries in airport terminal.....................	2.11	96%
Issue notice to airmen...	2.17	99%
Issue operational area identification cards................................	2.17	99%
Issue safety permits for vehicles dispensing fuels in air operational area	2.40	99%
Log and pass on information about nonfunctioning runway lights.............	1.60	97%
Observe hand carried baggage being run through airport security devices.....	2.22	98%
Observe persons being screened through airport security devices............	2.10	98%
Receive and transmit on airport operations radio frequency.................	1.88	99%
Receive and transmit on aviation ground control radio......................	2.00	99%
Record air field landing activity for billing purposes.....................	2.40	99%
Release aircarrier baggage to owners.......................................	2.33	99%
Seize a pilot's license..	2.71	99%
Take decelerometer readings on airport runaway braking conditions..........	2.20	99%
Witness inspection of baggage or cargo on request of airline...............	2.00	98%
Write report on airfield conditions..	1.91	98%
Write tiedown list of aircraft parked on ramps.............................	2.00	99%

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LEARNING DIFFICULTY SCALE

     0              1              2                  3                    4
   NEVER       VERY EASY     RATHER EASY     SOMEWHAT DIFFICULT      VERY DIFFICULT
ENCOUNTERED    TO LEARN       TO LEARN           TO LEARN               TO LEARN
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DETENTION AND CUSTODY PROCEDURES

	AVE.	% "0"
Administer medication to prisoners...	2.05	59%
Aid prisoners to contact bondsman..	1.54	52%
Aid prisoners to contact legal counsel.....................................	1.56	46%
Answer inquiries concerning prisoners......................................	1.70	29%
Approve passes into detention facilities...................................	1.80	71%
Arrange for professional assistance for prisoner's personal problems........	2.02	67%
Assign inmates to work details...	1.79	81%
Attend prisoner's disciplinary hearing.....................................	1.74	84%
Audit funds in inmate trust account..	2.05	89%
Book prisoners by completing arrest forms..................................	1.94	35%
Calculate good time status of prisoners....................................	1.96	87%
Change dressings and bandages on injured prisoners.........................	2.09	85%
Check identity of prisoners leaving facility...............................	1.80	52%
Check individual making bond for wants or warrants.........................	1.78	48%
Check legal status of the case of prisoners................................	1.89	55%
Check weapons in and out of detention facility.............................	1.59	51%
Classify inmates according to age, sex, and offense.......................	1.60	63%
Collect and distribute inmate mail...	1.50	79%
Collect interim bond...	1.74	75%
Collect orders from prisoners for purchasing personal items................	1.50	82%
Compare photographs or fingerprints to verify identity of prisoners.........	2.29	62%
Complete documents for transfer of prisoner to county jail.................	1.94	54%
Complete documents for transfer of prisoner to state prison................	2.20	84%
Conduct facility inspection..	1.90	53%
Conduct prisoner roll call...	1.62	70%
Confer with physicians regarding prisoner's medical condition..............	1.83	57%
Counsel prisoners concerning personal problems.............................	2.21	72%

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┌─────────────────────────────────────────────────────────┐
│              LEARNING DIFFICULTY SCALE                    │
│   0        1          2            3              4       │
│  NEVER   VERY EASY  RATHER EASY  SOMEWHAT DIFFICULT  VERY DIFFICULT │
│ENCOUNTERED TO LEARN  TO LEARN    TO LEARN           TO LEARN │
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	AVE.	%"0"
Distribute hygiene supplies to prisoners	1.47	68%
Distribute money draw slips to prisoners	1.54	87%
Escort prisoners to medical appointments	1.75	58%
Examine physical condition of prisoners	2.00	49%
Feed prisoners	1.45	52%
Fingerprint prisoners	2.21	41%
Guard prisoners detained outside jail	1.99	47%
Inform bonding agent of condition for bonding	1.70	59%
Inspect identification of visitors	1.70	54%
Instruct prisoners in facility rules and regulations	1.63	59%
Issue prisoner clothing and bedding	1.46	66%
Inventory prisoners' personal property	1.61	42%
Investigate injuries to prisoners	1.96	42%
Operate cell block controls	1.66	64%
Patrol cell blocks and secured areas	1.63	56%
Perform library services	1.62	87%
Photograph prisoners	1.83	47%
Place holds on prisoners and notify department holding warrant	1.73	38%
Prepare hold cards	1.63	60%
Process evidence seized at custodial search	1.95	44%
Process prisoners for release	1.71	50%
Process probation applicants	1.90	88%
Receive and act on court orders (e.g. habeas corpus)	1.92	54%
Receive money for prisoner's trust account	1.76	86%
Record changes in bonds	1.64	60%
Record injuries to prisoners	1.74	43%
Record prisoner's phone calls	1.50	52%
Respond to prisoner's written questions	1.71	72%
Review arrest documents before accepting prisoner	1.94	50%

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┌─────────────────────────────────────────────────────────┐
│              LEARNING DIFFICULTY SCALE                    │
│   0        1          2            3              4       │
│  NEVER   VERY EASY  RATHER EASY  SOMEWHAT DIFFICULT  VERY DIFFICULT │
│ENCOUNTERED TO LEARN  TO LEARN    TO LEARN           TO LEARN │
└─────────────────────────────────────────────────────────┘
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	AVE.	%"0"
Review bond application	1.82	77%
Return prisoner's property	1.52	41%
Schedule visitors for prisoners	1.61	65%
Search property left for prisoners	1.69	49%
Shakedown cell blocks and tanks	1.84	53%
Shakedown prisoners	1.82	46%
Strip search prisoners	1.88	48%
Supervise prisoner work details	1.82	79%
Update information on bail bonding agencies	1.72	75%
Update roster of current prisoners	1.56	62%

EMERGENCY AID ACTIVITIES

	AVE.	%"0"
Administer cardio-pulmonary resuscitation (CPR)	2.76	25%
Administer mouth-to-mouth resuscitation	2.57	23%
Administer oxygen using oxygen supply device other than resuscitator	2.50	57%
Administer oxygen using resuscitator	2.51	55%
Apply first aid to control bleeding	2.28	10%
Apply first aid to treat for broken bones	2.52	24%
Apply first aid to treat for burns	2.49	29%
Apply first aid to treat for gunshot wounds	2.68	26%
Apply first aid to treat for overdose	2.71	33%
Apply first aid to treat for poisoning	2.76	37%
Deliver babies	3.03	38%

PARKS AND WILDLIFE MANAGEMENT

	AVE.	%"0"
Accept deposits on recreational equipment	2.38	99%
Arrest or cite persons for importing illegal animals or plants	2.54	98%

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┌─────────────────────────────────────────────────────────────────┐
│                   LEARNING DIFFICULTY SCALE                        │
│    0          1            2              3                4        │
│  NEVER    VERY EASY   RATHER EASY   SOMEWHAT DIFFICULT  VERY DIFFICULT │
│ ENCOUNTERED TO LEARN   TO LEARN       TO LEARN          TO LEARN    │
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	AVE.	% "0"
Arrest or cite persons for unlawful use of recreational vehicles or watercraft......................................	2.08	91%
Arrest or cite persons for violations of environmental laws or regulations..	2.17	94%
Arrest persons for removing trees or plant life from state land............	2.24	95%
Assign jobs to forest fire fighters.....................................	2.60	99%
Certify furs after trapping seasons.....................................	2.75	99%
Cite or warn persons for swimming violations............................	1.71	91%
Clean, repair, and restock park facilities..............................	2.18	98%
Collect park use fees (e.g., golf fees, park rentals, etc.)...............	2.09	98%
Collect rabid animals...	2.38	94%
Conduct background investigations for fish and game license vendor applicants.......................................	2.60	99%
Conduct field surveillance for poachers.................................	2.36	95%
Conduct wildlife observations...	2.39	98%
Destroy or relocate animals for area game management....................	2.29	97%
Determine approximate age, sex, or species of animals...................	2.50	98%
Extricate persons trapped in damaged watercraft.........................	2.45	96%
Identify plant species..	2.77	97%
Impound recreational vehicles...	1.82	94%
Inspect campfires...	1.88	97%
Inspect deer shiners for firearms.......................................	2.00	95%
Inspect dredge, drilling, and dumping sites for compliance with environmental rules and regulations......................................	2.70	98%
Inspect free standing waterfowl blinds..................................	2.40	99%
Inspect frozen waterways for safety (e.g. ice fishing, ice-skating........	2.16	95%
Inspect ice shanties..	2.17	99%
Inspect marine safety devices for safety................................	2.36	98%
Inspect off road vehicles...	1.93	95%
Inspect park boundaries for land encroachment...........................	2.36	97%

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│                   LEARNING DIFFICULTY SCALE                        │
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│  NEVER    VERY EASY   RATHER EASY   SOMEWHAT DIFFICULT  VERY DIFFICULT │
│ ENCOUNTERED TO LEARN   TO LEARN       TO LEARN          TO LEARN    │
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	AVE.	% "0"
Inspect park use permits..	1.85	95%
Inspect refuse, septic and industrial waste haulers.....................	2.00	97%
Inspect shooting preserves..	2.43	99%
Inspect species collection permits......................................	2.22	98%
Inspect traps and trappers for regulatory compliance....................	2.06	97%
Install equipment on patrol vehicles....................................	2.16	93%
Investigate land use violations...	2.04	95%
Issue permits allowing toxic substances to be placed in waterways........	2.40	99%
Issue permits for salvage operations....................................	2.50	99%
Issue permits for special use of public land and waterways..............	2.36	98%
Issue pet possession permits for wild animals...........................	2.40	99%
Make campground security inspections....................................	1.86	97%
Make fire inspections of woodlands......................................	2.00	97%
Measure weather conditions with instruments.............................	2.50	99%
Observe persons for fishing violations..................................	1.85	93%
Observe persons for hunting violations..................................	1.91	88%
Operate dam controls..	2.80	99%
Operate marine pumping equipment..	2.60	99%
Patrol waterways..	2.33	97%
Patrol wilderness areas on foot...	2.19	97%
Perform as lifeguard..	2.60	98%
Place buoy and channel markers..	2.38	99%
Plan group controls...	2.67	98%
Pursue vehicles off road at high speeds.................................	2.60	90%
Pursue watercrafts at high speeds.......................................	2.73	98%
Recommend wildlife management plans.....................................	3.10	98%
Register campers..	2.25	98%
Remove damaged vehicles from woodland areas.............................	1.83	92%

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│              LEARNING DIFFICULTY SCALE               │
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│ NEVER  VERY EASY RATHER EASY SOMEWHAT DIFFICULT VERY DIFFICULT │
│ ENCOUNTERED TO LEARN TO LEARN  TO LEARN    TO LEARN  │
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	AVE.	% "0"
Remove water hazards (e.g., sunken boats, fallen trees).....................	2.26	96%
Request specialized assistance to neutralize environmental spills...........	2.30	96%
Restore free flow of waterway..	2.14	99%
Select and train civilian conservation volunteers.........................	2.63	99%
Serve as prosecutor in court...	3.00	98%
Transport injured persons on skis..	2.67	99%
Transport injured persons on snowmobiles...................................	2.53	97%
Trap pest animals...	2.47	97%

COURT PROCEDURES

	AVE.	% "0"
Act as court bailiff...	2.10	73%
Act as department court officer..	2.13	50%
Appear in court (other than as a witness)..................................	2.06	31%
Arraign defendant in court...	1.95	48%
Assemble potential juror list..	2.22	91%
Attend bail bond hearings..	1.75	62%
Collect fines...	1.84	76%
Confer with prosecutor or city attorney prior to testimony regarding case...	1.98	7%
Confer with prosecutor or city attorney regarding warrant authorization.....	2.00	12%
Discuss cases with prosecutors or city attorneys following legal proceedings...	1.92	9%
Instruct suspect on process for obtaining an attorney......................	1.71	28%
Mail jury duty notices...	1.70	94%
Notify witnesses to appear without subpoena................................	1.64	37%
Present evidence in legal proceedings......................................	2.40	12%
Review other officers' cases to be presented to prosecutor.................	2.24	23%
Review reports and notes for court testimony..............................	2.08	10%
Review warrants for completeness and accuracy.............................	2.17	14%
Serve subpoenas...	1.62	22%

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┌─────────────────────────────────────────────────────┐
│              LEARNING DIFFICULTY SCALE               │
│   0      1         2          3             4        │
│ NEVER  VERY EASY RATHER EASY SOMEWHAT DIFFICULT VERY DIFFICULT │
│ ENCOUNTERED TO LEARN TO LEARN  TO LEARN    TO LEARN  │
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	AVE.	% "0"
Testify in civil cases...	2.26	26%
Testify in criminal cases..	2.47	4%
Testify in liquor board hearings...	2.32	38%
Testify in parole or probation hearings....................................	2.18	48%
Testify in Secretary of State implied consent hearings.....................	2.25	65%

TRAFFIC ACCIDENT INVESTIGATION

	AVE.	% "0"
Calculate vehicle speed using mathematical formulas........................	3.06	39%
Collect physical evidence from accident scenes............................	2.27	4%
Complete intersection collision diagrams..................................	2.27	4%
Complete the standard traffic accident report form........................	2.02	3%
Determine contributing factors to an accident.............................	2.51	4%
Determine violation(s) in a traffic accident..............................	2.33	4%
Determine status of auto insurance..	1.61	24%
Diagram accident scenes...	2.28	4%
Direct activities at scenes of accident investigations....................	2.14	4%
Follow-up extent of personal injuries resulting from traffic accident.......	1.86	11%
Identify owner of vehicles involved in accident...........................	1.75	3%
Identify persons involved in accident.....................................	1.80	3%
Inform driver of towed vehicle's location.................................	1.45	3%
Inspect vehicle for fresh damage..	1.14	3%
Instruct persons involved in an accident to exchange necessary information.......................................	1.45	4%
Interview persons involved in traffic accident............................	1.96	3%
Interview tow truck operators or mechanics for relevant traffic accident information...	1.75	22%
Investigate off-road vehicle accidents (includes private property).........	1.95	7%
Investigate traffic accident scene to identify point(s) of impact..........	2.29	4%
Issue citation(s) in traffic accidents....................................	1.94	5%
Locate witnesses to traffic accidents....................................	2.09	3%
Measure skid marks..	2.08	10%

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LEARNING DIFFICULTY SCALE
  0           1            2              3                    4
NEVER     VERY EASY   RATHER EASY   SOMEWHAT DIFFICULT    VERY DIFFICULT
ENCOUNTERED  TO LEARN   TO LEARN       TO LEARN             TO LEARN
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	AVE.	% "0"
Photograph accident scenes.....................................	2.34	17%
Protect traffic accident physical evidence for collection....................	2.08	44%
Remove debris from accident scene....................................	1.60	11%
Request emergency assistance for traffic accident (e.g., wrecker, ambulance, salt truck).....................................	1.54	3%
Review accidents with accident investigators...........................	1.85	18%
Search accident scenes for physical evidence...........................	2.12	3%
Set priorities for action at accident scene...........................	2.13	4%
Take coordinate measures of traffic accident scenes (e.g., triangulation).....................................	2.40	17%
Take precautions to prevent additional accidents at accident scene..........	2.02	5%
Test operating condition of accident vehicle equipment.....................	2.00	16%

TRAFFIC PATROL

	AVE.	% "0"
Administer roadside sobriety test.....................	1.99	18%
Advise appropriate agency of traffic engineering needs...................	1.83	15%
Advise parents of children's violation of traffic laws....................	1.67	11%
Advise vehicle owners to remove abandoned vehicles.....................	1.59	5%
Arrange for obtaining blood or urine samples for sobriety tests.............	2.08	20%
Arrest OMVI suspects....................................	2.11	8%
Assist stranded motorists....................................	1.48	2%
Cite or arrest reckless drivers....................................	1.83	4%
Clock speed of vehicles using speedometer.............................	1.93	12%
Clock vehicles using radar....................................	2.17	18%
Complete OMVI arrest reports....................................	2.05	9%
Complete operators license re-examination form........................	1.83	35%
Count traffic flow using automatic devices........................	1.69	76%
Direct pedestrian traffic....................................	1.65	17%
Direct traffic using barriers....................................	1.67	17%
Direct traffic using flare pattern or traffic cone patterns................	1.73	11%

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LEARNING DIFFICULTY SCALE
  0           1            2              3                    4
NEVER     VERY EASY   RATHER EASY   SOMEWHAT DIFFICULT    VERY DIFFICULT
ENCOUNTERED  TO LEARN   TO LEARN       TO LEARN             TO LEARN
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	AVE.	% "0"
Direct traffic using flashlight or illuminated baton.....................	1.80	3%
Direct traffic using hand signals.....................................	1.82	3%
Evaluate driver's capability to operate vehicles......................	2.18	8%
Explain legal procedures to traffic violators............................	2.01	5%
Explain state vehicle laws and procedures to citizens....................	2.12	5%
Follow suspect vehicle to observe traffic violations....................	1.88	6%
Inspect commercial vehicles for code compliance.........................	2.33	53%
Inspect for vehicle identification number..........................	1.87	5%
Inspect operator's license..	1.63	2%
Investigate damage to roadway.....................................	1.66	8%
Issue traffic citations to pedestrians................................	1.71	29%
Issue moving traffic citations to bicycle riders........................	1.72	41%
Issue parking citations..	1.50	9%
Issue traffic citations..	1.73	4%
Issue verbal warnings to traffic violators...........................	1.54	5%
Move disabled vehicles with patrol car................................	1.77	74%
Observe accident potential at assigned locations.........................	2.05	15%
Observe traffic control device to determine if functioning properly........	1.59	8%
Operate "breathalyzer" instrument to test blood alcohol content...........	2.71	36%
Operate videotape equipment..	2.45	54%
Operate traffic signals manually....................................	1.77	38%
Plan traffic detours...	2.07	30%
Plan traffic patrol tactics...	2.19	19%
Record circumstances regarding traffic citation.........................	1.87	9%
Record pedestrian flow...	1.76	54%
Remove vehicles obstructing traffic....................................	1.60	4%
Remove hazards from roadway (e.g., dead animals, debris, etc.).............	1.48	9%
Request citizens to assist in traffic control in an emergency..............	1.71	27%
Verify vehicle title information....................................	1.96	7%
Visually estimate speed of vehicles....................................	2.57	20%
Void citation upon compliance (e.g., no registration, no insurance, no operators license)...............................	1.78	59%

HOW LONG DID IT TAKE YOU TO COMPLETE THIS BOOKLET?

AVE. 3.73   %"0" 1%

one hour or less..............01

one and one-half hours.......02

two hours....................03

two and one-half hours.......04

three hours..................05

three and one-half hours.....06

four hours...................07

four and one-half hours......08

five hours or more...........09

Please feel free to comment or suggest improvements regarding this survey format.

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The OPOTC thanks you for your time and cooperation in making this survey effort possible.

Wilfred Goodwin
Executive Director
Ohio Peace Officers Training Council

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