

**FINAL REPORT ON THE JOB  
TASK ANALYSIS OF ENTRY  
LEVEL LAW ENFORCEMENT  
OFFICERS IN THE STATE OF  
NORTH CAROLINA**

**APRIL 2008**

## **ACKNOWLEDGEMENTS**

The Systems Design Group is grateful to Roy Cooper, Attorney General of the State of North Carolina, and the North Carolina Department of Justice for the opportunity to conduct this study. We are also grateful to Wayne Woodard, Director, Criminal Justice Standards Division and Julia Lohman, Director, Sheriffs' Standards Division for their support and guidance throughout this project.

To assist us in conducting the study, we benefited from having two committees; a Policy Oversight Committee and a Technical Advisory Committee.

The membership of the Policy Oversight Committee included:

Chief Tom Moss, Garner Police Department  
Mr. Ricky Lee, retired LEO  
Sheriff Brad Riley, Cabarrus County  
Sheriff Jerry Monette, Craven County  
Wayne Woodard, Criminal Justice Standards Director  
Susan McLean, Criminal Justice Standards Deputy Director  
Julia Lohman, Sheriffs' Standards Director  
Teresa Marrella, Criminal Standards Criminal Justice Specialist  
Peggy Schaeffer, North Carolina Justice Academy Director  
Chet Jernigan, North Carolina Justice Academy Deputy Director  
Bob Yow, BLET Curriculum Manager, North Carolina Justice Academy  
Pam Pope, Commission & In-Service Training Manager, NC Justice Academy

The membership of the Technical Advisory Committee included:

Sheriff Michael Cain, Yadkin County Sheriffs' Office  
Sheriff Terry S. Johnson, Alamance County Sheriffs' Office  
Chief Merl Hamilton, Concord Police Department  
Chief Deputy Ed McMahon, New Hanover County Sheriffs' Office  
Lt. Barry Graham, Huntersville Police Department  
Lt. Clarence Hayes, New Hanover County Sheriffs' Office  
Major Greg Minton, Willkes County Sheriffs' Office  
Sgt. Mack Greson, Asheville Police Department  
Captain Robbie Taylor, Richmond County Sheriffs' Office  
Sgt. Jason McIntyre, Chapel Hill Police Department  
Captain Mike Campagna, Charlotte-Mecklenburg Police Department  
Bob Yow, BLET Curriculum Coordinator NC Justice Academy  
Julia Lohman, Director Sheriffs' Standards Division  
Wayne Woodard, Director Criminal Justice Standards Division

We are especially grateful to the more than 1,500 officers and supervisors from 208 law enforcement agencies who participated in the on-line questionnaire process and provided the information without which this study would not have been possible.

System Design Group staff assigned to this project included:

V.A. Lubans, Project Director

Laura Springer, Web Master

David Springer, Data Base Manager

## TABLE OF CONTENTS

Acknowledgements	2
Introduction	5
General Statement of Methodology	6
Analysis of Tasks Related to Training	29
Recommended Changes in BLET	51
Analysis of Essential Tasks	57
Appendices	87

## **INTRODUCTION**

In July 2007, the North Carolina Department of Justice issued a Request for Proposals concerning a job task analysis study of basic law enforcement training (BLET) and validation of the basic law enforcement training (BLET) examination.

As expressed in the RFP, the objectives of the study were as follows:

1. Conduct a state-wide job task analysis study of entry level law enforcement officers.
2. Identify those tasks that should be addressed in BLET program and propose curriculum revisions.
3. Validate a revised BLET state examination.

In early August the Systems Design Group submitted a proposal to conduct the study over an 18-month period. Our proposal was accepted and project work began in October.

## **GENERAL STATEMENT OF METHODOLOGY**

### **Introduction and Overview:**

The purpose of this job analysis study is to identify the tasks performed by entry level law enforcement officers and, based on those tasks, revise and update the content of the current basic law enforcement training program (BLET). Some of the basic issues related to the developing valid training are discussed below and lay a foundation for the description of the specific project methodology that follows.

### **Job Analysis and Validation**

Job Analysis is the basic analytical process underlying most elements of personnel management, including selection, training, compensation, performance evaluation, placement, etc. Without job analysis information, it is difficult to determine accurately what kind of training is needed, what kind of employee should be hired, and what might constitute acceptable performance.

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

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

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

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

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

The particular analysis method that is used is left to the employer but obviously it is advisable to choose one that identifies the maximum task database from which can be developed valid, defensible elements of the personnel system.

Whatever method is chosen, task analysis must be performed consistent with the rules and procedures of state and federal equal employment opportunity agencies, relevant court decisions and new federal and/or state laws. e.g. Americans with Disabilities Act<sup>1</sup>. Specifically, the work should be conducted according to the rules and procedures included in the Uniform Guidelines on Employee Selection Procedures (Aug. 25, 1978) as amended, the professional standards set out in the Standards for Educational and Psychological Testing (1999) and the Principles for the Validation and Use of Personnel Selection Procedures (1987) as amended, and the regulations related to the Americans with Disabilities Act effective July, 1992.

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

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

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

Several court decisions (Morrow vs. Crisler, U.S. District Court, Mississippi, 1971; NAACP vs. Allen, U.S. Court of Appeals 5<sup>th</sup> Circuit, 1971; Commonwealth vs. Flaherty, U.S. District Court, Pennsylvania, 1975) have forced criminal justice agencies to “follow court ordered hiring quotas to change adverse impact on minority hiring.” Part II of the supplementary information to the EEO selection process points out that “if adverse

---

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

impact exists, it must be justified on the grounds of business necessity. Normally, this means a validation process that demonstrates the relation between the selection procedure and performance on the job.” In part, the affected agencies noted above failed to show that the selection procedure used related to actual job performance. Again, in order to determine what constitutes a job, job analysis must be undertaken.

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

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

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

Given that each element of the North Carolina study should have demonstrated validity, Section 15C of the EEOC guidelines points out necessary information and steps which are essential for validation. The guidelines require 1) dates and locations of the job analysis, 2) problem and setting, 3) job analysis, 4) selection procedure and what it predicts; and, 5) relationship between the selection procedure and the job.

### **Adverse Impact**

Although job relatedness is a principal concern in designing and using selection devices, adverse impact must be of concern also. Adverse impact occurs when a “selection rate for any race, sex, or ethnic group ... is less than four-fifths ... (or eighty percent) of the rate for the group with the highest rate... Smaller differences in selection rate may nevertheless constitute adverse impact, where they are significant in both statistical and practical terms” (Guidelines, 1978). The ADA specifically includes the concept of adverse impact within its regulations. Consequently, the standards that are devised must be sensitive to this issue and able to withstand scrutiny.

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

### **Sample Representativeness**

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

Therefore, in lieu of analyzing **every** law enforcement officer’s duties in North Carolina, a sample will be chosen. In the publication “Job Analysis for Personnel Selection” by Ramirez and Lotero, helpful guidance is provided. Factors that determine sample selection include:

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

Ramirez and Lotero continue that “There is no absolute rule for determining sample size.” As heterogeneity increases or the number of incumbents decreases, sample size as a percentage of job incumbents should increase. That is, the sample must be large enough to demonstrate the homogeneity of the class, i.e. that law enforcement officers, regardless of their assignment, tend to do similar work, or to assure a representative sample of the diversity in possibly heterogeneous classes, e.g. large Municipal Police Department and small Sheriff’s Departments.

## Identifying Essential Tasks

A final concern in this project is identifying essential tasks. Specifically, the Americans with Disabilities Act, in Section 101(8), explains the phrase “qualified individual with a disability” to mean:

An individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. For the purposes of this title, consideration shall be given to the employer’s judgment as to what functions of a job are essential, and if an employer has prepared a written description ... this description shall be considered evidence of the essential functions of the job.

This definition introduces two important restrictions on the freedom of employers to determine the basis on which applicants will be judged as to their being “qualified” for a particular job. First, the employer is required to make his/her ability to perform the “essential tasks” of the job. By implication, there may be aspects of duties of a job that an employer would like to see accomplished and which have always been included in the job, but which a court would later deem “non-essential.”

Second, an employer may not judge an individual’s ability to perform the essential functions of a job solely in the context of the job’s present configuration. Rather, the employer must, in certain circumstances, alter a job’s present configuration to accommodate an individual’s disability, thereby allowing him/her to perform a job which he/she otherwise could not.

There are limits set on this mandate to reconfigure jobs to “reasonably accommodate” an applicant or employee. Among them are:

- 1) Whether the essential functions of the job would be severely disrupted by the accommodation, i.e. the work for which the job exists could not be accomplished efficiently or effectively.
- 2) Whether “reasonable accommodation” would mean an “undue hardship” on the employer to effect the change.
- 3) Whether not being able to perform the task poses a direct threat to the health and safety of the disabled individual or others.

Furthermore, the ADA makes clear that it is unlawful for a covered entity to use qualification standards, employment tests or other selection criteria that screen out or tend to screen out an individual with a disability or a class of individuals, on the basis of disability, **unless the standard, test or other selection criteria**, as used by the

covered entity, **is shown to be job-related** for the position in question **and is consistent with business necessity.**

Therefore, **selection criteria that exclude**, or tend to exclude, person(s) with a disability **but do not concern an essential function of the job would not be consistent with business necessity.**

## PROJECT METHODOLOGY

This section describes the specific series of steps we followed in conducting this project for the North Carolina Department of Justice.

### Job Analysis:

As stated above, Job Task Analysis is the basic analytical process that underlies most elements of a personnel management system; to include standards, training, performance evaluation, etc. Without task analysis information, the prospects of accurately defining the specific content of various personnel systems are significantly diminished. Furthermore, because a person's employability can be adversely affected by various standards, an agency responsible for such standards must be able to demonstrate the job relatedness of those standards.

Consequently, we selected content validity as our means of validation and developed a raw task list (see appendices) based on our prior work in North Carolina as well as more recent projects elsewhere.

The raw task list was presented to the membership of our Project Advisory committee for review and editing. The raw task list contained:

488	General Tasks
33	Follow-up Investigation Tasks
25	Reading Related Tasks
78	Physical Tasks
17	Measures of Physical Exertion
120	Equipment Items

The raw task list was reviewed at length by the Project Advisory Committee and was modified as follows:

463	General Tasks
39	Follow-up Investigation Tasks
25	Reading Related Tasks
78	Physical Tasks
19	Measures of Physical Exertion
120	Equipment items

### Questionnaires:

Based on the final task list, we developed largely identical questionnaires for both patrol-level law enforcement officers and their supervisors. However, supervisors were asked to consider each task in terms of the consequences of Inadequate Performance and when they thought proficiency in task ought to be attained.

The Job incumbents, all basic Law Enforcement Officers, were asked to identify which tasks they personally had performed in the past 12 months and how often. These questionnaires were adapted for use on the Internet and placed on a secure web-site.

**Selection Sample:**

In order to develop a sample that is consistent with the standards suggested in the Uniform Guidelines of Employee Selection (1978), we asked that the DOJ staff conduct a study that identified all personnel who had graduated from BLET since January 2003. Furthermore, we asked that DOJ staff conduct a survey with each law enforcement agency (i.e. municipal, county and State Highway patrol) that asked each agency to self identify which of its own staff supervised basic officers, i.e. those with less than 5 years of service.

DOJ staff received responses concerning supervisory personnel from 158 police agencies and 61 sheriffs' departments. After a review of the responses, we decided that the variety of departments was representative of the NC law enforcement community. Thus, we decided to limit participation in the survey only to the departments that responded to our initial request for information. Our expectation was that we would receive a higher level of participation while still having a cross-section of NC law enforcement agencies participate.

The actual selection of officers to populate a random stratified sample was as follows::

From the list of all Sheriffs' Departments, we selected every other supervisor and officer who had graduated from BLET since January 2003 and except for:

Alamance  
Brunswick  
Cumberland  
Durham  
Gaston  
Guilford  
New Hanover  
Randolph

from whom we selected every third name.

From the list of municipal departments, we selected every third named basic officer except for:

Winston-Salem  
Asheville  
Charlotte-Mecklenburg

Durham  
Fayetteville  
Greensboro  
Raleigh

from whom we selected every fourth named basic officer.

Every other supervisor was selected from the consolidated list except for:

Charlotte-Mecklenburg  
Raleigh

from whom we selected every third named supervisor.

For the NCSHP we selected all officers and supervisors to participate.

For the purposes of analysis the various agencies sub-divided into units of analysis. The purpose of such sub-division is to prevent groups of agencies that have large populations from skewing the results. Consequently, the decision rules described below assume that each group of agencies (based on their sworn full-time compliment) is of equal value and a task is included for training if all the units of analysis perform it. Following are the units of analysis and the agencies within each.

Questionnaires –

Each entry-level officer was asked to sign on to a web site and, having read the instructions, fill out the questionnaire on-line. Officers were asked to rate each task in terms of how often they had personally performed the task. If they had not done it, the task response was “0”. The frequency rating scale follows:

Frequency  
(Officers Only)

**FREQUENCY SCALE**

*During the last twelve months, I have performed this task:*

1	2	3	4	5	6	7	8	9
Have done this task but not in the past year	Once	Several times	Monthly	Several times per month	Weekly	Several times per week	Daily	More than once per day

Supervisors of entry-level law enforcement personnel were asked to rate each task in terms of the “Consequences of Inadequate Performance” and “When Learned”. If the officers they supervise do not perform a particular task the response was “0”. The scales follow:

Consequences of Inadequate Performance  
(Supervisors Only Respond)

**Consequences of Inadequate Performance Scale**

*The Consequences of Inadequate Performance for this task are:*

1	2	3	4	5	6	7
Minimal	Not Very Serious	Fairly Serious	Serious	Very Serious	Extremely Serious	Disastrous

When Learned  
(Supervisors Only Respond)

**When Learned Scale**

*When should this task be learned and competence achieved?*

1	2	3	4
On the Job	Some BLET Exposure necessary but competence achieved on the job	Competence must be achieved in BLET prior to graduation	In specialized training beyond the Basic Recruit Curriculum

# NCJTA

## UNITS OF ANALYSIS (Full Time Officers Only)

Sheriff Offices	Small $\leq 50$	100
	Medium $\leq 100$	200
	Large $\geq 100$	300

Municipal	Small $< 20$	400
	Medium 20-100	500
	Large $\geq 100$	600

Metro	$> 300$	700
-------	---------	-----

Charlotte/Meck		800
----------------	--	-----

NCHP		900
------	--	-----

**UNITS OF ANALYSIS  
SHERIFF OFFICES**

**Small - 100**

101	Alexander County Sheriff's Office	26
102	Alleghany County Sheriff's Office	13
103	Anson County Sheriff's Office	25
104	Ashe County Sheriff's Office	21
105	Beaufort County Sheriff's Office	25
106	Beaufort County Sheriff's Office	46
107	Bertie County Sheriff's Office	21
108	Bladen County Sheriff's Office	40
109	Camden County Sheriff's Office	15
110	Carteret County Sheriff's Office	40
111	Caswell County Sheriff's Office	28
112	Cherokee County Sheriff's Office	23
113	Chowan County Sheriff's Office	19
114	City-County Bureau of Identification	24
115	Clay County Sheriff's Office	15
116	Davie County Sheriff's Office	40
117	Franklin County Sheriff's Office	50
118	Gates County Sheriff's Office	8
119	Graham County Sheriff's Office	9
120	Granville County Sheriff's Office	47
121	Greene County Sheriff's Office	24
122	Hertford County Sheriff's Office	18
123	Hoke County Sheriff's Office	49
124	Hyde County Sheriff's Office	11
125	Jackson County Sheriff's Office	44
126	Jones County Sheriff's Office	6
127	Lee County Sheriff's Office	39
128	Macon County Sheriff's Office	43
129	Madison County Sheriff's Office	20
130	Martin County Sheriff's Office	30
131	McDowell County Sheriff's Office	39
132	Mitchell County Sheriff's Office	15
133	Montgomery County Sheriff's Office	30
134	Northampton County Sheriff's Office	18
135	Pamlico County Sheriff's Office	14
136	Pasquotank County Sheriff's Office	39
137	Pender County Sheriff's Office	47
138	Perquimans County Sheriff's Office	10
139	Person County Sheriff's Office	40
140	Polk County Sheriff's Office	26

**100 (Continued)**

141	Scotland County Sheriff's Office	39
142	Stanly County Sheriff's Office	40
143	Stokes County Sheriff's Office	36
144	Swain County Sheriff's Office	18
145	Transylvania County Sheriff's Office	46
146	Tyrrell County Sheriff's Office	6
147	Vance County Sheriff's Office	44
148	Warren County Sheriff's Office	28
149	Washington County Sheriff's Office	25
150	Watauga County Sheriff's Office	43
151	Yadkin County Sheriff's Office	34
152	Yancey County Sheriff's Office	11
153	Duplin County Sheriff's Office	40

**Medium - 200**

201	Burke County Sheriff's Office	95
202	Caldwell County Sheriff's Office	62
203	Chatham County Sheriff's Office	67
204	Cleveland County Sheriff's Office	82
205	Columbus County Sheriff's Office	55
206	Craven County Sheriff's Office	62
207	Currituck County Sheriff's Office	55
208	Dare County Sheriff's Office	62
209	Edgecombe County Sheriff's Office	52
210	Halifax County Sheriff's Office	54
211	Haywood county Sheriff's Office	51
212	Johnston County Sheriff's Office	97
213	Lenoir County Sheriff's Office	55
214	Lincoln County Sheriff's Office	90
215	Moore County Sheriff's Office	72
216	Nash County Sheriff's Office	67
217	Orange County Sheriff's Office	80
218	Richmond County Sheriff's Office	52
219	Rockingham County Sheriff's Office	96
220	Rutherford County Sheriff's Office	69
221	Sampson County Sheriff's Office	68
222	Surry County Sheriff's Office	56
223	Wayne County Sheriff's Office	84
224	Wilkes County Sheriff's Office	68
225	Wilson County Sheriff's Office	82

**Large - 300**

301	Alamance County Sheriff's Office	114
302	Brunswick county Sheriff's Office	202
303	Buncombe County Sheriff's Office	175
304	Cabarrus County Sheriff's Office	171
305	Catawba County Sheriff's Office	120
306	Cumberland County Sheriff's Office	289
307	Davidson County Sheriff's Office	119
308	Durham County Sheriff's Office	159
309	Forsyth County Sheriff's Office	206
310	Gaston County Sheriff's Office	117
311	Guilford County Sheriff's Office	241
312	Harnett County Sheriff's Office	103
313	Henderson County Sheriff's Office	104
314	Iredell County Sheriff's Office	136
315	Mecklenburg County Sheriff's Office	315
316	New Hanover County Sheriff's Office	279
317	Onslow County Sheriff's Office	102
318	Pitt County Sheriff's Office	116
319	Randolph County Sheriff's Office	161
320	Robeson County Sheriff's Office	115
321	Rowan County Sheriff's Office	133
322	Union County Sheriff's Office	161
323	Wake County Sheriff's Office	337

**UNITS OF ANALYSIS  
MUNICIPAL**

**Small - 400**

401	Angier Police Department	15
402	Atlantic Beach Police Department	39
403	Ayden Police Department	20
404	Bailey Police Department	4
405	Bald Head Island Police Department	18
406	Beaufort Police Department	19
407	Beech Mountain Police Department	20
408	Belhaven Police Department	13
409	Benson Police Department	17
410	Bethel Police Department	14
411	Beulaville Police Department	13
412	Black Mountain Police Department	36
413	Bladenboro Police Department	8
414	Blowing Rock Police Department	15
415	Burgaw Police Department	17
416	Burnsville Police Department	18
417	Cape Carteret Police Department	10
418	Chadbourn Police Department	12
419	Claremont Police Department	22
420	Cleveland Police Department	19
421	Columbus Police Department	14
422	Creedmoor Police Department	16
423	Davidson Police Department	19
424	Denton Police Department	10
425	Drexel Police Department	8
426	Duck Police Department	8
427	Elkin Police Department	24
428	Elon Police Department	21
429	Emerald Isle Police Department	18
430	Fletcher Police Department	15
431	Franklin Police Department	25
432	Hamlet Police Department	20
433	Hertford Police Department	11
434	Holden Beach Police Department	11
435	Indian Beach Police Department	10
436	Jefferson Police Department	4
437	Jonesville Police Department	10
438	King Police Department	17
439	LaGrange Police Department	13
440	Longview Police Department	16
441	Maggie Valley Police Department	27

**Small – 400 (Continued)**

442	Maiden Police Department	15
443	Manteo Police Department	9
444	Mayodan Police Department	20
445	McAdenville Police Department	18
446	Middlesex Police Department	11
447	Mount Gilead Police Department	18
448	Mount Olive Police Department	18
449	Nashville Police Department	16
450	Newland Police Department	9
451	North Topsail Beach Police Department	12
452	Pine Knoll Shores Police Department	14
453	Pittsboro Police Department	11
454	Ramseur Police Department	8
455	Red Springs Police Department	26
456	River Bend Police Department	6
457	Robersonville Police Department	11
458	Rockwell Police Department	13
459	Rolesville Police Department	17
460	Rose Hill Police Department	10
461	Rowland Police Department	7
462	Rutherfordton Police Department	18
463	Shallotte Police Department	17
464	Southern Shores Police Department	10
465	Spencer Police Department	15
466	Spindale Police Department	22
467	Stallings Police Department	24
468	Stanley Police Department	12
469	Statesville	
470	Tabor City Police Department	8
471	Taylorsville Police Department	20
472	Topsail Beach Police Department	16
473	Trent Woods Police Department	7
474	Troy Police Department	14
475	Valdese Police Department	22
476	Weaverville Police Department	19
477	Weldon Police Department	17
478	Wendell Police Department	15
479	West Jefferson Police Department	10
480	Whispering Pines Police Department	7
481	Wilkesboro Police Department	29
482	Wilson's Mills Police Department	7
483	Winterville Police Department	23
484	Yadkinville Police Department	23

**Medium - 500**

501	Albemarle Police Department	51
502	Archdale Police Department	26
503	Belmont Police Department	35
504	Boone Police Department	36
505	Brevard Police Department	44
506	Carolina Beach Police Department	34
507	Canton Police Department	16
508	Carrboro Police Department	39
509	Conover Police Department	32
510	Cornelius Police Department	45
511	Dunn Police Department	35
512	Eden Police Department	51
513	Elizabeth City Police Department	56
514	Forest City Police Department	33
515	Fuquay-Varina Police Department	31
516	Garner Police Department	58
517	Goldsboro Police Department	96
518	Graham Police Department	39
519	Henderson Police Department	51
520	Hendersonville Police Department	42
521	Hillsborough Police Department	32
522	Hope Mills Police Department	34
523	Huntersville Police Department	72
524	Kannapolis Police Department	72
525	Kernersville Police Department	67
526	Kill Devil Hills Police Department	29
527	Kings Mountain Police Department	46
528	Leland Police Department	32
529	Lexington Police Department	54
530	Lincolnton Police Department	36
531	Lumberton Police Department	79
532	Matthews Police Department	57
533	Mint Hill Police Department	28
534	Monroe Police Department	83
535	Morehead City Police Department	41
536	Morganton Public Safety	62
537	Morrisville Police Department	39
538	Mount Airy Police Department	42
539	Mount Holly Police Department	40
540	Nags Head Police Department	23
541	New Bern Police Department	94
542	North Wilkesboro Police Department	38
543	Oak Island Department of Public Safety	28

**Medium – 500 (Continued)**

544	Oxford Police Department	33
545	Pinehurst Police Department	27
546	Pineville Police Department	40
547	Reidsville Police Department	53
548	Roxboro Police Department	37
549	Salisbury Police Department	85
550	Sanford Police Department	72
551	Southern Pines Police Department	29
552	Tarboro Police Department	28
553	Wadesboro Police Department	23
554	Washington Police Department	32
555	Waynesville Police Department	41
556	Whiteville Police Department	29
557	Williamston Police Department	34
558	Wrightsville Beach Police Department	31

**Large - 600**

601	Asheville Police Department	182
602	Cary Police Department	164
603	Chapel Hill Police Department	128
604	Concord Police Department	147
605	Gaston County Police Department	128
606	Greenville Police Department	170
607	Hickory Police Department	119
608	High Point Police Department	221
609	Jacksonville Police Department	127
610	Rocky Mount Police Department	137
611	Wilmington Police Department	253
612	Wilson Police Department	114

**UNITS OF ANALYSIS  
METRO**

**Metro - 700**

701	Durham Police Department	514
702	Fayetteville Police Department	354
703	Greensboro Police Department	595
704	Raleigh Police Department	691
705	Winston Salem Police Department	531

**CHARLOTTE-MECKLENBURG**

**801**

801	Charlotte-Mecklenburg Police Department	1,676
-----	---	-------

**NCHSP**

<b>901</b>	<b>North Carolina State Highway Patrol</b>	
------------	--	--

### **Participating Agencies and Respondent Characteristics**

As described above over 2,000 law enforcement officers and supervisors were invited to participate in this study. We received 1,506 questionnaires from 214 different agencies and were able to use 1,477. Table 1 shows the distribution and collection of the questionnaires and Table 2 illustrates the demographic characteristics of all the respondents. A list of participating agencies is included in the appendices on a separate data disc.

**TABLE 1  
QUESTIONNAIRE DISTRIBUTION**

**OFFICERS**

<b>AGENCY</b>	<b># OF AGENCIES RESPONDING</b>	<b>DISTRIBUTED</b>	<b>USED</b>
Sheriff's Departments	61	480	242
Police Departments	149	729	464
NCSHP	1	<u>135</u>	<u>838</u>
<b>Total</b>		<b>1,344</b>	<b>838</b>

**SUPERVISORS**

<b>AGENCY</b>	<b># OF AGENCIES RESPONDING</b>	<b>DISTRIBUTED</b>	<b>USED</b>
Sheriff's Departments	61	281	188
Police Departments	149	581	379
NCSHP	1	<u>87</u>	<u>72</u>
<b>Total</b>		<b>949</b>	<b>639</b>
<b>Grand Total</b>		<b>*2,293</b>	<b>**1,477</b>

\*Actual count was approximately 100-200 less because some personnel were on military deployment or no longer employed.

\*\*Actual count received was 1,506 but 29 were found not useable.

**TABLE 2**  
**PARTICIPANT DEMOGRAPHICS**

	<b>Officers</b>	<b>Supervisors</b>
	838	639
<b>Gender:</b>		
Male	743	595
Female	95	44
<b>Ethnicity:</b>		
American Indian	16	20
African American	66	58
Caucasian	704	550
Hispanic	26	5
Asian American	6	1
Pacific Island	3	1
Other	7	4
<b>Education:</b>		
High School	295	204
1 Year College	103	82
2 Years College	144	122
3 Years College	39	21
4 Years College	45	42
BA/BI	173	181
Graduate 1 Year	7	5
Graduate 2 Years	8	11
MA/MS	14	20
Law Degree	0	1
PhD	0	0
<b>Years of Experience:</b>		
	<b>Current Employ</b>	<b>Total Experience</b>
Officer	3	4
	<b>Yrs of Experience as Supervisor</b>	<b>Total Experience</b>
Supervisor	7	15

# **ANALYSIS OF TASKS RELATED TO TRAINING**

## **ANALYSIS OF TASKS RELATED TO TRAINING**

### **Introduction:**

In order to identify those tasks that might be addressed in BLET, we developed a series of decision rules. They are as follows:

If a task was performed to a frequency of 2 or higher by 50% of the officers in each unit of analysis

And

If the mean Consequences of Inadequate Performance was 3 or higher as based on the responses of at least 50% of the Supervisors in each unit of analysis

And

If at least 50% of the supervisors selected a 2 or 3 When Learned in each unit of analysis

Then the task was to be included in BLET

If the officers rating of frequency of a particular task fell below 50%, but the supervisors Consequences of Inadequate Performance was 5 or higher and When Learned met the above rule, then that task was included.

As the results of the analysis was reviewed with the Committee some tasks that were “technically” excluded because one agency type may not perform it, the Committee decided to restore it. The working papers are included in the appendices and the Committee added tasks are indicated by a plus sign.

The final test of tasks was reviewed with NC Justice Academy staff. The tasks that are currently addressed in the curriculum are so identified by the curriculum reference.

Those tasks for which we needed only a learning objective are indicated by an LO in the right column.

Those tasks that failed the decision rules but were currently addressed in the curriculum are identified to be removed from BLET. The symbol is REM.

Any new content is indicated by NEW. And any minor change is indicated by MOD.

Following this section is a restatement of the tasks along with the new learning objectives.

		<b>BLET Ref</b>	<b>Remedy</b>
1.	Exercise discretion (choice) in selecting appropriate enforcement action.	All	
2.	Study crime scene to identify modus operandi (M.O.) of perpetrator.	15f/10	
3.	Examine dead bodies visually to identify wounds and injuries.		
4.	Examine evidence from crime scene to determine relevance.	15f	LO
5.	Use drug test kit to test evidence.	NV	REM
6.	Conduct neighborhood canvass to collect crime-related information, identify witnesses, etc.	15f/3	
7.	Fingerprint suspects or inmate/detainees taken into custody.	12f/5	
8.	Interrogate/interview suspects.	9b/1-6	
9.	Observe suspect/interviewee behavior to recognize deception, deceit, manipulation, etc.	9b/5	
10.	Interview complainants, witnesses, etc.	9b/5	
11.	Obtain elimination prints to assist investigation.	NA	
12.	Use basic listening skills while conducting interviews to ensure full understanding of person's words.	9b/6c	
13.	Use state, local and NCIC criminal information systems to obtain crime/suspect related information.	7e/3	
14.	Review and compare incidents for similarity of modus operandi (M.O.).	15f/10	
15.	Cast impressions at crime scene (e.g. plaster casts, silicone, etc.).	NV	REM
16.	Use public records, e.g. motor vehicle, school, tax, police, etc. to locate missing or wanted persons.	NA	
17.	Fill out Racial Profile Form.	NA	
18.	Select photographs to conduct photographic line-up.	4j	
19.	Conduct intelligence activities, e.g. computer checks, backgrounds, on known or suspected offenders.	15f/8	
20.	Conduct "drive-by" ID with victim or witness to identify a suspect.	4j	LO

		<b>BLET Ref</b>	<b>Remedy</b>
21.	Organize and conduct "show-up" to identify suspect.	4j	LO
22.	Use digital or video tape recorder to record statement or confession.	NA	
23.	Talk with law enforcement personnel to obtain or provide assistance in investigations and to exchange information.	NA	
24.	Talk with supervisor to determine if follow-up investigation is necessary.	NA	
25.	Observe crime scene to determine need for processing by specialist, e.g. evidence technician.	15f/11	
26.	Review facts of case to determine whether case is criminal or civil matter.	5g/1	
27.	Review law enforcement records to determine whether recovered property is linked with a previous crime.	NA	
28.	Sketch crime scene.	15f/18	
29.	Follow departmental procedure and state law to dispose of or release property or evidence no longer needed.	16j/5	
30.	Locate and protect possible trace evidence.	15f	LO
31.	Fill out forms or tags to document chain of custody of evidence	15f/7	
32.	Write down confessions or other statements from suspects, victims, and witnesses.	15f/4	
33.	Conduct stationary surveillance of individuals, locations, vehicles, etc.	22i/14	
34.	Conduct moving surveillance of individuals, vehicles, etc.	NA	
35.	Collect and package (bag and tag) evidence and/or lost and found property.	15f/18	
36.	Identify and collect trace, latent and serology evidence.	Na	
37.	Photograph and/or videotape crime or crash scene.	15f/18	
38.	Photograph latent fingerprints/impressions.	NA	
39.	Review statute of limitations to ensure proper enforcement action.	4j	LO
40.	Prepare arrest-related paperwork, e.g. Criminal Summons, Criminal Complaints and Affidavits, Offense and Incident Report, Arrest Form, Fingerprint cards, etc.	8L/5 12g/2	
41.	Recognize and properly handle illegal and/or hazardous materials, e.g. drugs, chemicals, etc.	26h/3	

		<b>BLET Ref</b>	<b>Remedy</b>
42.	Describe in written form the location of physical evidence at a crime scene.	15f/18	
43.	Fill out seized property inventory resulting from a search warrant.	15f/20	
44.	Review crime lab reports to help investigative efforts.	NA	
45.	Review records and pictures to identify suspects.	15f/16	
46.	Secure crime scene, i.e. establish security perimeter.	15f/2	
47.	Apply ethical standards while performing law enforcement duties.	3c/6	
48.	Prepare evidence for lab analysis, e.g. questioned documents, fingerprints, etc.	15f/18	
49.	Summarize in writing the statements of witnesses and complainants.	8c/3	
50.	Talk with families of adult suspects or defendants to advise, inform, notify, etc.	13i/6	
51.	Talk with families of juvenile suspects or defendants to advise, inform, notify, etc.	13i/6	
52.	Use identifying numbers (e.g. serial, product, etc.) and descriptions to trace stolen goods.	7e/3	
53.	Conduct background checks to verify reliability and credibility of witnesses.	NA	
54.	Verify the identity of deceased persons.	15f/13	
55.	Work undercover.	NV	REM
56.	Use less lethal munitions, e.g. bean bag, rubber pellets, etc.	NA	
57.	Explain process of obtaining bail to person in custody or other parties.	NA	
58.	Assist arrested person to contact legal counsel, i.e. provide phone access.	4j	LO
59.	Recognize signs of suicide risk in inmate/detainee or arrested person.	31c/7	
60.	Observe persons in custody to determine whether they are intoxicated or in medical distress, i.e. diabetic reaction, etc.	31c/7	
61.	Take mentally ill persons into protective custody for involuntary mental health evaluation.	27d/3	
62.	Contact Mental Health resource (program, facility, etc.) to obtain help for mentally ill person.	27d/7	
63.	Check arrested person making bail for outstanding warrants.	7e/3	
64.	Compare photographs to verify identity of inmate/detainees.	31c/8	
65.	Give prescribed medication to inmate.	NA	
66.	Follow agency procedures to answer outside inquiries concerning inmate/detainees or from inmate/detainees.	NA	

		<b>BLET Ref</b>	<b>Remedy</b>
67.	Book inmate by completing processing forms.	NA	
68.	Conduct cell inspection to ensure inmate/detainee safety, facility security, etc.	NA	
69.	Read custody and/or release orders to determine whether to accept inmate.	NV	REM
70.	Operate vehicle to transport inmate/detainees.	24d/3	
71.	Counsel inmate concerning their personal problems.	NA	
72.	Escort (walk) inmate/detainees to various destinations, e.g. medical facility, court, etc.	NV	REM
73.	Examine physical condition of person in custody to assess need for medical attention.	31c/4	
74.	Instruct prisoners in cellblock/holding area rules and regulations.	NA	
75.	Fill out forms to inventory inmate/detainees' personal property.	NA	
76.	Fill out record of medication given to person in custody.	NA	
77.	Prepare written reports to record injuries to persons in custody.		NEW
78.	Maintain record of inmate/detainee's phone calls.	NA	
79.	Follow agency procedures to return inmate/detainee's property.	NV	REM
80.	Search detention visiting room, cells and other areas for weapons and contraband.	NA	
81.	Search property left for inmate/detainees.	NA	
82.	Prepare basic business correspondence.	NA	
83.	Conduct strip search of arrested person or inmate according to law and agency procedure.	24d/9	
84.	Witness cavity search to preserve potential chain of evidence.	NA	
85.	Administer cardio-pulmonary resuscitation (CPR) to adult.	20i/1-106	
86.	Administer mouth-to-mouth resuscitation.	20i/1-106	
87.	Apply basic first aid to control bleeding.	20i/1-106	
88.	Apply basic first aid to treat for abrasions.	20i/1-106	
89.	Apply basic first aid for amputations.	20i/1-106	
90.	Apply basic first aid to treat for animal bites.	20i/1-106	

		<b>BLET Ref</b>	<b>Remedy</b>
91.	Apply basic first aid to treat for broken bones.	20i/1-106	
92.	Apply basic first aid to unresponsive/unconscious person.	20i/1-106	
93.	Apply basic first aid to treat for fire burns.	20i/1-106	
94.	Apply basic first aid to treat for chemical burns.	20i/1-106	
95.	Apply basic first aid to treat for convulsions.	20i/1-106	
96.	Apply basic first aid to treat for diabetic reaction.	20i/1-106	
97.	Apply basic first aid to treat for electric shock.	20i/1-106	
98.	Apply basic first aid to treat for eye injuries.	20i/1-106	
99.	Apply basic first aid to treat for frostbite.	20i/1-106	
100.	Apply basic first aid to treat for gunshot wounds.	20i/1-106	
101.	Apply basic first aid to treat for heart attack.	20i/1-106	
102.	Apply basic first aid to treat for OC/Pepper Spray.	20i/1-106	
103.	Apply basic first aid to treat for heat stroke/heat exhaustion, etc.	20i/1-106	
104.	Apply basic first aid to treat for lacerations.	20i/1-106	
105.	Apply basic first aid to treat for drug overdose.	20i/1-106	
106.	Apply basic first aid to treat for poisoning.	20i/1-106	
107.	Apply basic first aid to treat for stabbing or puncture wounds.	20i/1-106	
108.	Apply basic first aid to treat for seizure.	20i/1-106	
109.	Apply basic first aid to treat for shock.	20i/1-106	
110.	Apply basic first aid to treat for sprains and strains.	20i/1-106	
111.	Apply basic first aid to treat for stroke.	20i/1-106	

		<b>BLET Ref</b>	<b>Remedy</b>
112.	Apply basic aid for choking, e.g. Heimlich Maneuver.	20i/1-106	
113.	Deliver a baby.	20i/1-106	
114.	Use airway pocket mask to help resuscitate person.	20i/1-106	
115.	Participate in evacuation of areas endangered by toxic gases, liquids, chemical hazards or other spilled materials.	26h/7	
116.	Participate in evacuation of buildings and surrounding areas in response to threat of explosion, e.g. bomb, natural gas, radiological, etc.	26h/8	
117.	Erect emergency traffic control signs/signals to divert traffic.	23h/19	
118.	Place barricades on roadway to protect or secure crime or crash scene.	NA	
119.	Operate law enforcement vehicle to escort hazardous materials.	26h/6	
120.	Conduct rescues of stranded persons during floods, ice storms, and other disasters.		NEW
121.	Talk with persons attempting to commit suicide to get them to stop their attempt.	27d/5	
122.	Use personal protective equipment, e.g. gloves, masks, glasses, etc. to prevent contact with communicable diseases or blood-borne pathogens, etc.	20i/8	
123.	Use personal protective equipment, e.g. protective suit, millennium mask, boots, etc. to prevent contact with Hazmats/ WMD.	26h/4	
124.	Look at and recognize vehicle placard and use appropriate resources, e.g. DOT Emergency Response Guide to identify hazardous material being transported.	26h/2	
125.	Confer with district attorney's office prior to testimony regarding case.	29d/2	
126.	Confer with district attorney's office regarding or to obtain warrant authorization from judge/magistrate.	4j	LO
127.	Take appropriate action to clean and decontaminate cell area, cruiser, etc.	24d/10	
128.	Identify/mark contaminated cell/cruiser with appropriate bio-hazard insignia.	24d	LO
129.	Explain court procedures to suspects, victims, and witnesses.	13i/2	
130.	Present evidence and testimony in legal and/or administrative proceedings, e.g. arraignment, Preliminary Hearing, Trial, Grand Jury, etc.	29d/5-7	

		<b>BLET Ref</b>	<b>Remedy</b>
131.	Stand guard to provide security in courtrooms, public buildings and adjacent areas.	32c/8	
132.	Conduct search of persons entering public facility/room.	32c/6	
133.	Review facts of case to identify elements and ensure proper charges.	5g/2	
134.	Use verbal de-escalation techniques to communicate with person.	6c/4	
135.	Read court and legal papers to determine meaning and proper law enforcement response, e.g. restraining and protection orders, etc.	21i/4	
136.	Restrain unruly or violent individuals, remove from public areas and arrest if necessary.	10j/5	
137.	Read/review case reports and notes to prepare for court testimony.	29d/2	
138.	Read/review warrants and affidavits to ensure completeness and accuracy.	4j	LO
139.	Calculate vehicle speed using formulas and evidence at scene.	NA	
140.	Search for, protect and collect evidence at motor vehicle crash scene.	25f/3	
141.	Control spectator/media access at scene of law enforcement action.	25f/1	
142.	Investigate motor vehicle crash to determine causes or factors contributing to a crash.	25f/6	
143.	Collect facts of motor vehicle crash to determine charges.	17i/1	
144.	Use computerized software to produce crash scene diagram.	NA	
145.	Field sketch non-scale diagram of motor vehicle crash.	25F/7	
146.	Diagram motor vehicle crash scenes to scale for final report.	NA	
147.	Control traffic at scene of crash investigation.	25f/10	
148.	Follow agency policies or state statutes to impound and inventory vehicles.	4j	LO
149.	Identify, locate and interview owners, witnesses, and others involved in motor vehicle crash.	25f/1	
150.	Instruct persons in motor vehicle crash to exchange necessary information to ensure proper reporting.	25f/1	
151.	Investigate motor vehicle crash involving law enforcement vehicles or other emergency vehicle.	NA	
152.	Determine whether crash is reportable or non-reportable.	25f/5	
153.	Operate and read mobile data terminal (MDT) or laptop.	NA	
154.	Describe motor vehicle damage in motor vehicle crash to complete report.	25f/4	

		<b>BLET Ref</b>	<b>Remedy</b>
155.	Assess need for and organize emergency assistance for motor vehicle crash (e.g., wrecker, ambulance, sand truck).	25f/10	
156.	Take measurements at motor vehicle crash scene (e.g., triangulation, baseline, coordinate and combination, etc.).	25f/7	
157.	Test condition of crash vehicle's equipment to assess operability.	NA	
158.	Administer field sobriety tests, e.g. Standardized Field Sobriety Test, Horizontal Gaze NYSTAGAMUS, Walk and Turn, One-leg Stand, etc.	23h/14	
159.	Advise appropriate agency of traffic control/roadway repair needs.	25f/20	
160.	Select locations and position oneself to conduct selective traffic enforcement duties.	23h/4	
161.	Identify and advise vehicle owners to remove abandoned vehicles.	NA	
162.	Contact hospital, lab, physician to obtain blood or other chemical tests.	4j	LO
163.	Arrest/summons DWI suspects.	23h/12	
164.	Assist stranded motorists.	NA	
165.	Use speed enforcement devices to clock vehicle speed.	NA	
166.	Fill out DWI arrest and administrative reports.	23h/16	
167.	Execute stop of motor vehicle and approach and talk to operator and passengers.	23h/6	
168.	Use flashlight, illuminated baton or hand signals to direct traffic.	23h/18	
169.	Pace vehicle with speedometer to establish evidence of speeding.	23h/5	
170.	Observe operator's eyes, body movements, actions, etc. to evaluate capability to operate vehicle.	23h/7	
171.	Explain motor vehicle law requirements to citizens, e.g. inspection, registration, etc.	17i/2	
172.	Follow suspect vehicle to observe traffic violations.	23h/5	
173.	Inspect vehicle to locate vehicle identification number (VIN).		NEW
174.	Inspect driver's license to determine if valid or altered.	23h/7	
175.	Inspect vehicle to identify equipment safety violations.	23h/7	
176.	Investigate roadway to assess safety, repair needs, etc.	25f/20	
177.	Issue traffic citation to pedestrians/bicyclists.	NA	
178.	Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.	23h/6	
179.	Perform DMV check on violator's vehicle while operating law enforcement vehicle.	23h/6	
180.	Issue parking tickets.	NA	

		<b>BLET Ref</b>	<b>Remedy</b>
181.	Issue verbal warning to traffic violators.	23h/9	
182.	Issue written warnings and citations.	23h/9	
183.	Review/consider facts of case and Motor Vehicle Law to select most appropriate charge and/or enforcement action at crash scene or vehicle stop.	17i/1 23g/9	
184.	Conduct/execute high-risk vehicle stop.	23h/10	
185.	Establish and conduct a stationary roadblock.	18i	LO
186.	Push/tow disabled vehicles with law enforcement vehicle.	NA	
187.	Watch occupants of stopped vehicle to identify unusual or suspicious actions.	23h/6	
188.	Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.	17i	LO
189.	Operate intoxilyzer/breathalyzer to test blood alcohol content.	NA	
190.	Operate electronic traffic signals manually.	NA	
191.	Plan and organize traffic detours.	NA	
192.	Establish and conduct rolling roadblock.		NEW
193.	Stand traffic control post at special functions, e.g. VIP visit, parade, etc.	23h/18	
194.	Direct removal of vehicle obstructing traffic.	23h/10	
195.	Physically remove hazards from roadway (e.g., dead animals, debris, etc.).	NA	
196.	Instruct citizens to assist in traffic control in an emergency	NA	
197.	Check motor vehicle records to verify title, license information, and registration.	7d/3	
198.	Watch moving vehicle to visually estimate excessive speed.	23h/5	
199.	Prepare requests to have "unfit" vehicle operators reexamined.	23h/8	
200.	Operate video camera and equipment to record actions of criminal of motor vehicle suspects.	NA	
201.	Observe weather and road conditions to assess need for emergency equipment such as snowplows, sand trucks, etc.	NA	
202.	Look for and identify suspect vehicle by color and description.	23h/6	
203.	Use plain English to communicate on law enforcement radio.	7e/2	
204.	Observe moving vehicles to identify possible criminal activity, e.g. drug transportation.	23h/6	
205.	Use spoken radio codes to communicate verbally.	7e/2	
206.	Interview members of public by telephone to obtain detailed information about complaints or request for service.	7e/1	

		<b>BLET Ref</b>	<b>Remedy</b>
207.	Conduct driving maneuver to physically force offending vehicle off roadway.	NA	
208.	Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.		NEW
209.	Inventory and test assigned patrol equipment and vehicle, e.g. lights, siren, radio, computer, etc.	18i/1	
210.	Operate computer keyboard and read screen to check for wants/warrants on persons through local, state and NCIC computer systems.	7d/3	
211.	Check vacant homes and property visually to ensure security.	19c/5	
212.	Check individuals/businesses for compliance with licensing requirements, e.g. liquor licenses, hours of operation, etc.	NA	
213.	Check and update status of wants, warrants, and stolen property through local, State and NCIC computer systems.	NA	
214.	Operate vehicle at night without headlights.	NA	
215.	Confront, in a riot formation, groups of agitated people.	28f/4,7	
216.	Test doorknobs, windows, etc. to check physical security of buildings.	30f/2	
217.	Use special protective equipment and weapons to participate in high risk entries.	NA	
218.	Destroy (shoot) seriously injured or sick animals.	NA	
219.	Fire weapon in self-defense at attacking or dangerous animal.	30f/2	
220.	Participate in search for escaped person(s).		NEW
221.	Operate law enforcement vehicle to escort parades, funerals, walkathons, and other processions.	30f/2	
222.	Engage in high-speed pursuit in congested area.	18i/11, 16	
223.	Engage in high-speed response in congested area.	18i/11, 16	
224.	Engage in high-speed pursuit off road.	18i/11, 16	
225.	Engage in high-speed response off road.	18i/11, 16	
226.	Engage in high-speed pursuit on open road.	18i/11, 16	
227.	Engage in high-speed response on open road.	18i/11, 16	
228.	Operate law enforcement vehicle to escort emergency vehicles.	30f/2	
229.	Escort money, valuables, or people to provide security.	30f/2	

		<b>BLET Ref</b>	<b>Remedy</b>
230.	Escort vehicles or persons through picket lines.	NA	
231.	Dispose of dead or injured animals according to procedure.	NA	
232.	Use fire-extinguishing equipment to put out fires.	NV	REM
233.	Provide information to individuals in need of social service referral.	NA	
234.	Inspect law enforcement vehicle for weapons and contraband (i.e., before and after prisoner/detainee transport, shift change, etc.	24d/3	
235.	Smell and investigate unusual odors.	26h/3	
236.	Verify air/water pollution complaints (e.g. illegal dumping).	NA	
237.	Hear and investigate unusual sounds or noises.	30f/3	
238.	Monitor (listen to) CB and/or other radio channels to hear assistance needed calls.	NA	
239.	Monitor (listen to) department radio communications to stay aware of law enforcement activity.	7e/2	
240.	Conduct low speed pursuit of motorist refusing to stop.	18i/11, 16	
241.	Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.	21i/1-3	
242.	Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.	28f/1-3	
243.	Operate law enforcement vehicle in heavy rain.	18e/3	
244.	Operate law enforcement vehicle on dirt/gravel covered road.	18e/3	
245.	Operate law enforcement vehicle on ice/snow covered road.	18e/3	
246.	Operate law enforcement vehicle at night.	18e/3	
247.	Patrol area containing labor pickets, marchers, or demonstrators to maintain peace, traffic flow, prevent property damage, etc.	28f/4	
248.	Fill out forms for sex offender registration.	NA	
249.	Participate in large-scale area search and rescue operations.	NA	
250.	Perform law enforcement duties in all weather and temperatures.	NA	
251.	Patrol locations that are potentially physically hazardous (e.g., construction sites, prohibited areas, etc.)	30f/2	
252.	Impound potentially rabid animals.	NA	
253.	Photograph arrested persons, i.e. take mug shot.	NA	
254.	Prepare clothing and personal equipment to satisfy department inspection requirements.	NA	
255.	Report violations of school, college, or university rules and regulations to proper authority.	NA	

		<b>BLET Ref</b>	<b>Remedy</b>
256.	Speak to hostile groups to quiet them.		NEW
257.	Inspect and tag abandoned vehicles along roadway.	NA	
258.	Track persons from scene (e.g., footprints in snow or mud).		NEW
259.	Transport stray animals to holding facility, e.g. pound.	NA	
260.	Transport injured persons.	NA	
261.	Transport persons needing assistance.		NEW
262.	Check commercial vehicle for dangerous or illegal cargo.	NA	
263.	Examine commercial vehicle logs.	NA	
264.	Measure height, width, and length of commercial vehicle.	NA	
265.	Check trucks to make sure cargo is secure.	NA	
266.	Escort oversize trucks and loads.	NA	
267.	Examine shipping papers of commercial vehicles, e.g. hazardous materials.	NA	
268.	Evaluate and answer inquiries from public regarding progress on a case.	13i/2	
269.	Receive and evaluate requests for law enforcement service.	NA	
270.	Plan and organize service of high risk Arrest Warrant.	30f/5	
271.	Compile and analyze crime, traffic crash and other statistics.	NA	
272.	Complete applicant background investigations to determine suitability for law enforcement employment.	NA	
273.	Conduct background investigations on applicants for licenses and permits, (e.g. liquor, weapons, etc.).	NA	
274.	Follow department and state rules of privacy and security to control access to departmental records.		NEW
275.	Describe persons to other officers (e.g., suspects, missing person).	7e/2	
276.	Estimate and record value of stolen or recovered goods.	NA	
277.	Observe and evaluate performance of others (e.g. probationary officers).	NA	
278.	File and retrieve documents in records system (e.g., fingerprint cards, reports, etc.).	NA	
279.	Fingerprint persons for non-criminal reasons (e.g. professional licensing.).	NA	
280.	Assist handicapped persons.	13i/4	
281.	Use telecommunications and/or computer-aided dispatch equipment to dispatch law enforcement personnel.	NV	REM
282.	Participate in firearms training.	14g/1-7	
283.	Participate in department physical exercise and fitness program.	NA	
284.	Consult with social service agencies to resolve/clarify problem or get help for child, adult, family, senior citizen, etc.	13i/4	

		<b>BLET Ref</b>	<b>Remedy</b>
285.	Dispose of contaminated clothing, sharps, etc. according to standard practice.	24d/10	
286.	Use AED (Automated External Defibrillator).	NA	Adv
287.	Administer CPR to a child or infant.	20i/10	
288.	Remove (purge) reports from Department records system as appropriate and permitted by law.	NA	
289.	Request verification of warrants before execution.	4j	LO
290.	Disseminate information to news agencies according to procedure.	NA	
291.	Review other officers' incident reports for completeness and accuracy.	NA	
292.	Use electronic fingerprint scanning device.	NA	
293.	Use computer word processing programs and equipment to prepare reports.	8c/5	
294.	Write in-depth narrative reports containing complete sentences and paragraphs (e.g. investigative reports, supplemental/follow-up reports.)	8c/5	
295.	Write reports consisting primarily of check-off boxes or fill-in blanks (e.g. incident report, accident report, etc.).	8c/5	
296.	Advise persons of constitutional (Miranda) rights.	4j/11,1 2	
297.	Apprehend and place juvenile offenders in custody.	11h/4, 9	
298.	Arrest persons with a warrant.	4j	LO
299.	Arrest persons without a warrant.	4j/5	
300.	Conduct full search of arrested persons.	4j/8	
301.	Conduct frisk or pat down.	4j/8	
302.	Handcuff suspects or inmate/detainees.	10j/5	
303.	Issue citations for non-traffic offenses (e.g. local ordinances and state laws).	5g/2	
304.	Plan and execute search warrants.	4j/9	
305.	Prepare affidavit for search warrant.	4j/9	
306.	Plan conduct of warrantless search.	4j/5/8	
307.	Request bystanders to assist in an apprehension.	4j/5	
308.	Search automobile under independent probable cause.	4j/5	
309.	Search automobile incident to arrest.	4j/8	
310.	Conduct search of premises or property without a warrant, in fresh or hot pursuit, with or without consent, incident to arrest, etc.	4j/8	
311.	Seize contraband, weapons and stolen property from suspects.	4j/8	
312.	Take into custody person detained by citizen or merchant.	4j/5	

		<b>BLET Ref</b>	<b>Remedy</b>
313.	Conduct legal research in state and local laws, etc. to determine proper charges or practice.	5g/4	
314.	Advise business people about ways to secure their facilities.	19c/3	
315.	Advise residents about ways to make their homes more secure.	19c/3	
316.	Advise crime victims on procedures to file claim for victim's compensation.	13i/3	
317.	Advise crime victims of the procedures to pursue prosecution.	13i/1	
318.	Advise citizen on techniques to enhance personal safety.	19c/3	
319.	Comfort emotionally upset persons.	6c	LO
320.	Communicate with management and labor over strike disturbances.	NA	
321.	Conduct parent-juvenile conferences.	NA	
322.	Use voice and words to calm a situation, send message, etc.	6c/4	
323.	Advise businesses on ways to detect and respond to workplace violence.	NA	
324.	Control non-violent crowds.	28f/5	
325.	Speak confidently to project control, self-assurance, etc.	6c/1	
326.	Counsel juveniles.	11h/8	
327.	Speak plainly/clearly to encourage understanding.	6c/1	
328.	Deliver emergency messages (e.g. injuries, death).	30f/2	
329.	Use and adjust language appropriate to listener.	6c/1	
330.	Maintain concentration while many people speak to you simultaneously.		LO
331.	Direct actions of law enforcement or public service personnel arriving to assist.	35a/7	
332.	Maintain personal calm to prevent making situation worse.	6c/2	
333.	Develop field contacts and intelligence sources.	9b/1	
334.	Fill out Field Intelligence/Interview Report.	9b/6	
335.	Fill out affidavits and reports to document citizen's complaint.	30f/2	
336.	Assist attachment of property under court order, e.g. vehicle repo.	NV	REM
337.	Enforce court issued order (e.g. writs).	NV	REM
338.	Record payments made in response to suit papers being served.	NV	REM
339.	Seize property in civil claims.	NV	REM
340.	Serve civil process papers and/or make proper return.	NV	REM
341.	Serve eviction notices.	NV	REM
342.	Serve probate orders.	NV	REM
343.	Obtain search warrant and/or make proper return.	4j/9	
344.	Obtain arrest warrant and/or make proper return.	4j/5	

		<b>BLET Ref</b>	<b>Remedy</b>
345.	Read and comprehend forms of civil process such as pleadings, contracts, executions and judicial orders to ensure proper handling, execution, etc.	NA	
346.	Maintain effective relations with court personnel/officials.	29d/1, 2	
347.	Read and apply case law and statutes related to pleadings and executions and role of the office of sheriff.	NA	
348.	Assess value of property seized.	NA	
349.	Use force as necessary and appropriate in service of civil pleadings and various forms of execution.	NA	
350.	Perform basic arithmetic functions.	NA	
351.	Use court records to research and resolve questions.	NA	
352.	Organize and conduct judicial sales.	NA	
353.	Oversee removal of physical property of evictee from premises.	NA	
354.	Serve civil summonses.	NA	
355.	Consult with supervisor to obtain civil and criminal papers and determine proper procedure to follow in serving.	NA	
356.	Distribute and collect election supplies.	NA	
357.	Remove, pursuant to court order, persons on premises illegally.	NA	
358.	Explain civil process to citizens.	5g/1	
359.	Locate owners of recovered vehicles and other property.	30g/3	
360.	Pick up children as directed by court in custody matters.	NA	
361.	Record disposition of civil papers.	NA	
362.	Guard person in custody outside detention facilities, e.g. court, medical facility, etc.	24d/6	
363.	Respond to and control scene involving barricaded subject.	30f/5	
364.	Conduct field interview of suspicious person.	30f/3	
365.	Investigate suspicious vehicle.	30f/3	
366.	Locate and observe crowd agitators.	28f	LO
367.	Communicate with non-English speaking persons.	6c/7-9	
368.	Mediate civil disputes, e.g. landlord/tenant disputes.	30f/2	
369.	Negotiate release of hostages held by barricaded subject.	NA	
370.	Use/control police dog to assist in situation.	NA	
371.	Communicate with deaf and/or mute persons.	13i/4	
372.	Conduct search of area or building to locate bomb or other explosive device.	26h/9, 10	
373.	Confront barricaded subjects to force them to surrender.	NA	
374.	Talk with people on beat, patrol area, district, etc. to establish positive relationship.	30f/2	

		<b>BLET Ref</b>	<b>Remedy</b>
375.	Transport juveniles to home or detention facility as appropriate.	24d/3	MOD
376.	Use chemical agents and other riot equipment, e.g. Pepper Fogger.	28f/7	
377.	Warn or counsel offenders instead of arresting them.		NEW
378.	Use Luminol at crime scene to collect blood evidence.	NA	
379.	Forcibly place resisting person in cell.	10j/3	
380.	Forcibly remove resisting person from cell.	10j/3	
381.	Use force as necessary and appropriate in apprehension of criminal suspects.	10j/1-7	
382.	Use employer provided Employee Assistance Programs (EAP).	NA	
383.	Use structured problem solving method to identify and alleviate causes of crime (e.g. street lights, traffic patterns, lack of recreation, etc.).	NA	
384.	Conduct community relations programs (e.g. safety programs, crime prevention, tours, etc.).	NA	
385.	Distribute printed materials for public relations.	NA	
386.	Give talks on law enforcement, etc., to community organizations, businesses, and/or schools.	NA	
387.	Mark/inscribe valuables for persons (e.g. Project I.D.).	NA	
388.	Meet with elected officials to discuss law enforcement problems in community, service needs, etc.	NA	
389.	Meet with teachers and school officials to discuss methods to provide better security, discuss at-risk student, etc.	NA	
390.	Organize neighborhood watch groups and conduct meetings.	NA	
391.	Patrol schools and school property to provide security.	30f/2-3	MOD
392.	Provide information to persons participating in ride-along program.	NA	
393.	Perform directed (e.g. planned/structured) patrol assignments.	30f	LO
394.	Respond to general information questions from public.	30f/2	
395.	Recognize person's culture and adjust manner of communication accordingly to ensure understanding.	6c/7-9	
396.	Prepare and/or present facts of case to a judicial officer to obtain an arrest warrant.	4j	LO
397.	Offer alternatives to resolve conflict between disputants.	21i/3	
398.	Negotiate agreements to solve conflict.	21i/5	
399.	Use protective equipment when involved with weapons training and/or qualification.	14g/3	

		<b>BLET Ref</b>	<b>Remedy</b>
400.	Take control of publicly intoxicated/disruptive person.	30f/2	
401.	Carry authorized firearm when off duty.	NA	
402.	Clean and inspect weapon.	14g/2	
403.	Fill out forms to document arrestee's communicable disease(s).	31c/5	
404.	Carry "secondary" firearm on duty.	NA	
405.	Discharge firearm from moving vehicle (not including training).		ADV
406.	Discharge firearm in low light conditions, e.g. at night, in darkened room, etc. (not including training).	14g/5	
407.	Discharge firearm at person.	14g/4	
408.	Discharge firearm from protective cover position (not including training).	14g/6	
409.	Draw weapon to protect self or third party.	14g/4, 6	
410.	Recognize disguised weapons, e.g. belt buckle, knife.		NEW
411.	Detain person at gunpoint.	10j	LO
412.	Carry knife on duty.	4j/7	
413.	Unload various firearms (including seized firearms) safely.	14g/7	
414.	Clear malfunction of various firearms (not including training.).	14g/4	
415.	Reload firearms under combat conditions (not including training).	14g/6	
416.	Fire weapon in dark environment while using flashlight (not including training).	14g/5	
417.	Discharge shoulder weapons, e.g. rifle, shotgun, etc. (not including training).	14g/6	
418.	Use body language to project control and influence situation.	10j/3	
419.	Observe person's body language to assess attitude, intentions, etc.	6c/3	
420.	Receive vaccinations for disease protection (e.g. Hepatitis B, Influenza, etc.).	NA	
421.	Search for person in darkened building or environment.	30f/5	
422.	Hold flashlight while performing various law enforcement duties.	30f/5	
423.	Use flashlight to defend one's self.	10j/4	
424.	Use computer terminal to exchange information with other agencies.	NA	
425.	Perform basic troubleshooting functions related to computer use.	NA	
426.	Defend oneself from position on ground.	10j/3,6	
427.	Use illuminators to safeguard scene.	NA	
428.	Write personal field notes to record actions, interviews, etc.	8c/1	

		<b>BLET Ref</b>	<b>Remedy</b>
429.	Use fists to defend one's self.	10j/3,4	
430.	Advise battered spouse/domestic partner of rights.	21j/4	
431.	Make arrest without warrant at scene of domestic violence.	21j/4	
432.	Recognize laws and limits on law enforcement powers crossing jurisdictional lines.	4j	LO
433.	Transport battered spouse/domestic partner to shelter.	NA	
434.	Respond to mutual aid request.		NEW
435.	Respond to active shooter situations.	35g/3	
436.	Accompany spouse/domestic partner to pick up belongings.		NEW
437.	Confer with defense attorney to discuss a particular case.	29d/2	
438.	Recognize, refer and/or investigate hate crimes or State Civil Rights violations.	13i/5	
439.	Recognize, refer and/or investigate potential harassment violations (Sexual/racial).	21i/4	
440.	Enforce and explain passenger restraint laws.	17i	LO
441.	Respond to crime-in-progress call.	30f/5	
442.	Serve as back-up officer at scene.	30f/5	
443.	Search for missing children.	30f/3	
444.	Hold person under investigative detention.	4j/6	
445.	Conduct bicycle patrol tactics.	NA	
446.	Handcuff resisting person.	10i/3	
447.	Handcuff passive person.	10i/5	
448.	Conduct sobriety checkpoint.	17i	LO
449.	Recognize and report misconduct of other officers.	3c/1-6	
450.	Observe and report possible terrorist activity.	34b/1	
451.	Respond to and control critical incident, e.g. shooting, hazmat, terrorist event, natural disaster, etc.	30f/5 26h/7	
452.	Conduct preliminary investigation (be first responder to) various felony and/or misdemeanor crimes.	15f/1	
453.	Be first responder to various non-criminal calls for service.	30f/2	
454.	Use conductive energy weapon, e.g. taser, to control or subdue person.	NA	
456.	Recognize and report indicators of an individual's illegal alien status.	34b/5	
457.	Recognize common, over the counter products that are used in production of Methamphetamines and other illegal drugs.	22i/17	
458.	Recognize standard and improvised laboratory equipment used in the production of Methamphetamines and other illegal drugs.	22i/18	
459.	Recognize and respond to a reported or discovered clandestine laboratory.	22i/19	

		<b>BLET Ref</b>	<b>Remedy</b>
460.	Recognize and properly handle potential electronic evidence, e.g. computer files, cell phone, PDA, etc.	15f/21	
461.	Interact with and assist people with developmental disabilities.	13i/4	
462.	Interact with and assist people with cognitive disabilities.	13i/4	
463.	Interact with and assist people with physical disabilities.	13i/4	

<b>Investigations</b>			
Conduct follow-up and continuing investigation of:			
		<b>BLET Ref</b>	<b>Remedy</b>
1.	Homicide	30f/15f	
2.	Sexual Assault/Rape	30f/15f	
3.	Robbery	30f/15f	
4.	Aggravated assault	30f/15f	
5.	Simple assault	30f/15f	
6.	Burglary/breaking and entering	30f/15f	
7.	Larceny/theft	30f/15f	
8.	Kidnapping and criminal restraint	NA	
9.	Hate crimes	30f/15f	
10.	Terrorism	NA	
11.	Arson and bombing/attempts	30f/15f	
12.	Forgery	30f/15f	
13.	Fraud	30f/15f	
14.	Disorderly conduct	30f/15f	
15.	Worthless checks	30f/15f	
16.	Receipt of stolen property	30f/15f	
17.	Weapons/firearms offenses	30f/15f	
18.	Child pornography	NA	
19.	Controlled substances	22i	LO
20.	Gambling	15f	
21.	Domestic violence	21i/6	
22.	Child abuse or neglect	11h/7	
23.	Harassment/stalking	30f	
24.	Suspicious activity/vehicle/person	30f	
25.	Death by vehicle	25f/11	
26.	Fatal traffic crash	NA	
27.	Personal injury crash	NA	
28.	Hit and run	NA	
29.	Other motor vehicle incidents	NA	
30.	Other traffic offenses	25f/11	

31.	Computer/cyber crimes	NA	
32.	Death investigation	NA	
33.	Suicide	15f/14	
34.	Prostitution	NA	
35.	Elder abuse	NA	
36.	Identity theft	NA	
37.	Embezzlement	NA	
38.	Internet crimes against children	NA	
39.	Gangs and gang related crimes	NA	

# **SUPPLEMENTAL LEARNING OBJECTIVES**

**4. Examine evidence from crime scene to determine relevance.**

LO Only: Identify basic practices related to processing a crime scene and identifying potential relevant evidence.

**20. Conduct “drive-by” ID with victim or witness to identify a suspect.**

LO Only: Identify legal issues and practices related to conducting a valid “drive-by” ID.

**21. Organize and conduct “show-up” to identify suspect.**

LO Only: Identify legal issues and practices related to organizing and conducting a “show-up” to identify a suspect.

**30. Locate and protect possible trace evidence.**

LO Only: Define trace evidence.

Identify standard practices related to locating and protecting trace evidence.

**39. Review statute of limitations to ensure proper enforcement action.**

LO Only: Define statute of limitations.

Identify importance of statute of limitations related to proper charges.

Identify methods of determining applicable statute of limitations for various crimes.

**58. Assist arrested person to contact legal counsel, i.e. provide phone access.**

LO Only: Identify obligation of law enforcement officer to assist arrested person to contact legal counsel.

**77. Prepare written reports to record injuries to persons in custody.**

NEW: Identify necessity of and basic elements of a report to document injuries to a person in custody.

**120. Conduct rescues of stranded persons during floods, ice storms, and other disasters.**

NEW: Identify standard practices related to conducting rescues of persons stranded during various natural disasters.

**126. Confer with district attorney's office regarding or to obtain warrant authorization from judge/magistrate.**

LO Only: Identify the role of the District Attorney's office relative to obtaining a warrant authorization from a judge or magistrate.

**128. Identify/Mark contaminated cell/cruiser with appropriate bio-hazard insignia.**

LO Only: Identify various bio-hazard markers.

Identify the necessity of using bio-hazard markers to indicate cell or police vehicle contamination.

**138. Read/Review warrants and affidavits to ensure completeness and accuracy.**

LO Only: Identify the elements of a warrant or affidavit that ensure it is complete and accurate.

**148. Follow agency policies or state statutes to impound and inventory vehicles.**

LO Only: Identify state statutes and common policies related to impound and inventory of vehicles.

**162. Contact hospital, lab, physician to obtain blood or other chemical tests.**

LO Only: Identify basic practices and procedures related to obtaining blood or chemical tests.

**173. Inspect vehicle to locate vehicle identification number (VIN).**

NEW: Identify various locations of vehicle identification numbers on a vehicle.

**185. Establish and conduct a stationary roadblock.**

LO Only: Identify legal issues and basic practices related to establishing and conducting a stationary roadblock.

**188. Recognize color of motor vehicle plates/stickers to determine validity, state of origin, etc.**

LO Only: Identify by color the plates/stickers of various states and/or vehicle type to determine validity, origin, etc.

**192. Establish and conduct rolling roadblock.**

NEW: Identify that this is not a wise practice and should be avoided.

**208. Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.**

LO Only: Identify various gangs/groups activity in North Carolina by their colors, insignia, etc.

**220. Participate in search for escaped person(s).**

NEW: Identify basic practices related to conducting a search for an escaped person.

**256. Speak to hostile groups to quiet them.**

NEW: Identify basic techniques and methods to quiet a hostile group.

**258. Track persons from scene (e.g., footprints in snow or mud).**

NEW: Identify basic methods related to tracking person from a crime scene.

**261. Transport persons needing assistance.**

NEW: Identify legal issues and practices related to transporting a person who requires assistance.

**274. Follow department and state rules of privacy and security to control access to departmental records.**

NEW: Define state statutes related to the privacy and security of law enforcement records.

**289. Request verification of warrants before execution.**

LO Only: Identify basic practices related to verification of warrants.

**298. Arrest persons with a warrant.**

LO Only: Identify basic practices related to arresting a person with a warrant.

**319. Comfort emotionally upset persons.**

LO Only: Identify basic methods that can be used to calm an emotionally upset person.

**330. Maintain concentration while many people speak to you simultaneously.**

LO Only: Identify the importance of maintaining concentration while numerous distractions surround you.

**366. Locate and observe crowd agitators.**

LO Only: Identify the characteristics of a crowd agitator.

**375. Transport juveniles to home or detention facility as appropriate.**

(Modify current learning objectives 24d/3) to include juveniles.)

**377. Warn or counsel offenders instead of arresting them.**

NEW: Identify circumstances when it may be appropriate to warn an offender instead of arresting him.

**391. Patrol schools and school property to provide security.**

(Modify current learning objective (30f/2-3) to include schools.)

**393. Perform directed (e.g. planned/structured) patrol assignments.**

LO Only: Define directed patrol.

**396. Prepare and/or present facts of case to a judicial officer to obtain an arrest warrant.**

LO Only: Identify necessary elements of case to be presented to a judicial officer in order to obtain an arrest warrant.

**410. Recognize disguised weapons, e.g. belt buckle, knife.**

NEW: Identify various kinds of hidden or stealth weapons.

**411. Detain person at gunpoint.**

LO Only: Identify basic practices/procedures related to detaining a person at gunpoint.

**432. Recognize laws and limits on law enforcement powers crossing jurisdictional lines.**

LO Only: Define the laws and limits on law enforcement powers as an officer crosses jurisdictional lines.

**435. Respond to active shooter situations.**

NEW: Define mutual aid requests.

Define procedures and practices to following in response to a mutual aid request.

**436. Accompany spouse/domestic partner to pick up belongings.**

NEW: Define the role of an officer when assisting a domestic partner to collect personal belongings at other partner's domicile.

**440. Enforce and explain passenger restraint laws.**

LO Only: Define North Carolina passenger restraint laws.

**448. Conduct sobriety checkpoint.**

LO Only: Identify basic legal issues and practices related to operating a sobriety check point.

**AN ANALYSIS OF ESSENTIAL  
TASKS PERFORMED BY ENTRY  
LEVEL LAW ENFORCEMENT  
OFFICERS ORGANIZED BY  
COMPETENCIES**

## **INTRODUCTION**

The essential tasks of North Carolina law enforcement were identified by the following decision rule:

If more than 75% of all supervisors rated the CIP for the task and the mean rating was  $\geq 3.5$ , then it is included in the following "Analysis of Essential Tasks Performed by Entry Level Law Enforcement Officers Organized by Competencies".

## **COMPETENCIES**

### **Decision Making**

#### **Typical Essential Tasks:**

1. Exercise discretion (choice) in selecting appropriate enforcement action.
2. Review facts of case to determine whether case is criminal or civil matter.
3. Review statute of limitations to ensure proper enforcement action.
4. Review facts of case to identify elements and ensure proper charges.
5. Review/consider facts of case and Motor Vehicle Law to select most appropriate charge and/or enforcement action at crash scene or vehicle stop.
6. Receive and evaluate requests for law enforcement service.
7. Conduct legal research in state and local laws, etc. to determine proper charges or practice.
8. Warn or counsel offenders instead of arresting them.
9. Recognize laws and limits on law enforcement powers crossing jurisdictional lines.
10. Respond to mutual aid request.

### **Ethics and Professionalism**

#### **Typical Essential Tasks:**

1. Exercise discretion (choice in selecting appropriate enforcement action).
2. Apply ethical standards while performing law enforcement duties.
3. Recognize and report misconduct of other officers.

## **Enforcement Tactics/Use of Force**

### **Typical Essential Tasks:**

1. Use of force as necessary and appropriate in apprehension of criminal suspects.
2. Carry authorized firearm when off duty.
3. Clean and inspect weapon.
4. Carry “secondary” firearm on duty.
5. Fire weapon in self-defense at attacking or dangerous animal.
6. Use less lethal munitions, e.g. bean bag, rubber pellets, etc.
7. Participate in firearms training.
8. Discharge firearm from moving vehicle (not including training).
9. Discharge firearm in low light conditions, e.g. at night, in darkened room, etc. (not including training).
10. Discharge firearm at person.
11. Discharge firearm from protective cover position (not including training).
12. Draw weapon to protect self or third party.
13. Recognize disguised weapons, e.g. belt buckle, knife.
14. Detain person at gunpoint.
15. Carry knife on duty.
16. Unload various firearms (including seized firearms) safely.
17. Clear malfunction of various firearms (not including training).
18. Reload firearms under combat conditions (not including training).
19. Fire weapon in dark environment while using flashlight (not including training).

20. Discharge shoulder weapons, e.g. rifle, shotgun, etc. (not including training).
21. Defend oneself from position on ground.
22. Use fists to defend one's self.
23. Use conductive energy weapon, e.g. taser, to control or subdue person.

## **Judicial Responsibilities**

### **Typical Essential Tasks:**

1. Present evidence and testimony in legal and/or administrative proceedings, e.g. arraignment, Preliminary Hearing, Trial, Grand Jury, etc.
2. Read/review case reports and notes to prepare for court testimony.
3. Read/review warrants and affidavits to ensure completeness and accuracy.
4. Confer with district attorney's office prior to testimony regarding case.
5. Confer with district attorney's office regarding or to obtain warrant authorization from judge/magistrate.
6. Read court and legal papers to determine meaning and proper law enforcement response, e.g. restraining and protection orders, etc.
7. Obtain search warrant and/or make proper return.
8. Obtain arrest warrant and/or make proper return.
9. Maintain effective relations with court personnel/officials.
10. Prepare and/or present facts of case to a judicial officer to obtain an arrest warrant.
11. Confer with defense attorney to discuss a particular case.

## **Arrest and Detention**

### **Typical Essential Tasks:**

1. Advise persons of constitutional (Miranda) rights.
2. Apprehend and place juvenile offenders in custody.
3. Arrest persons with a warrant.
4. Arrest persons without a warrant.

5. Conduct full search of arrested persons.
6. Conduct frisk or pat down.
7. Handcuff suspects or inmate/detainees.
8. Issue citations for non-traffic offenses (e.g. local ordinances and state laws).
9. Hold person under investigative detention.
10. Handcuff resisting person.
11. Handcuff passive person.
12. Observe persons in custody to determine whether they are intoxicated or in medical distress, i.e. diabetic reaction, etc.
13. Check arrested person making bail for outstanding warrants.
14. Examine physical condition of person in custody to assess need for medical attention.
15. Conduct strip search of arrested person or inmate according to law and agency procedure.
16. Witness cavity search to preserve potential chain of evidence.
17. Restrain unruly or violent individuals, remove from public areas and arrest if necessary.
18. Plan and organize service of high risk Arrest Warrant.
19. Request verification of warrants before execution.
20. Take into custody person detained by citizen or merchant.
21. Make arrest without warrant at scene of domestic violence.

## Technical Knowledge

### Typical Essential Tasks:

1. Secure crime scene, i.e. establish security perimeter.
2. Recognize and properly handle illegal and/or hazardous materials, e.g. drugs, chemicals, etc.
3. Follow departmental procedure and state law to dispose of or release property or evidence no longer needed.
4. Photograph and/or videotape crime or crash scene.
5. Verify the identity of deceased persons.
6. Look at and recognize vehicle placard and use appropriate resources, e.g. DOT Emergency Response Guide to identify hazardous material being transported.
7. Take appropriate action to clean and decontaminate cell area, cruiser, etc.
8. Identify/mark contaminated cell/cruiser with appropriate biohazard insignia.
9. Follow agency policies or state statutes to impound and inventory vehicles.
10. Contact hospital, lab, physician to obtain blood or other chemical tests.
11. Operate video camera and equipment to record actions of criminal of motor vehicle suspects.
12. Observe weather and road conditions to assess need for emergency equipment such as snowplows, sand trucks, etc.
13. Look for and identify suspect vehicle by color and description.
14. Conduct driving maneuver to physically force offending vehicle off roadway.
15. Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.

16. Operate computer keyboard and read screen to check for wants/warrants on persons through local, state and NCIC computer systems.
17. Check and update status of wants, warrants, and stolen property through local, State and NCIC computer systems.
18. Confront, in a riot formation, groups of agitated people.
19. Test doorknobs, windows, etc. to check physical security of buildings.
20. Use special protective equipment and weapons to participate in high-risk entries.
21. Use Fire-extinguishing equipment to put out fires.
22. Smell and investigate unusual odors.
23. Follow department and state rules of privacy and security to control access to departmental records.
24. Describe persons to other officers (e.g. suspects, missing person).
25. Observe and evaluate performance of others (e.g. probationary officers).
26. Plan and execute search warrants.
27. Prepare affidavit for search warrant.
28. Plan conduct of warrantless search.
29. Request bystanders to assist in an apprehension.
30. Search automobile under independent probable cause.
31. Search automobile incident to arrest.
32. Conduct search of premises or property without a warrant, in fresh or hot pursuit, with or without consent, incident to arrest, etc.
33. Seize contraband, weapons and stolen property from suspects.
34. Fill out affidavits and reports to document citizen's complaint.
35. Use chemical agents and other riot equipment, e.g. Pepper Fogger.

36. Use protective equipment when involved with weapons training and/or qualification.
37. Use computer terminal to exchange information with other agencies.
38. Perform basic troubleshooting functions related to computer use.

### **Evidence Collection**

#### **Typical Essential Tasks:**

1. Examine evidence from crime scene to determine relevance.
2. Use drug test kit to test evidence.
3. Observe crime scene to determine need for processing by specialist, e.g. evidence technician.
4. Locate and protect possible trace evidence.
5. Fill out forms or tags to document chain of custody of evidence.
6. Collect and package (bag and tag) evidence and/or lost and found property.
7. Describe in written form the location of physical evidence at a crime scene.
8. Fill out seized property inventory resulting from a search warrant.
9. Prepare evidence for lab analysis, e.g. questioned documents, fingerprints, etc.

### **Interview and Interrogation**

#### **Typical Essential Tasks:**

1. Interrogate/interview suspects.
2. Observe suspect/interviewee behavior to recognize deception, deceit, manipulation, etc.
3. Interview complainants, witnesses, etc.

4. Use basic listening skills while conducting interviews to ensure full understanding of person's words.
5. Use digital or video tape recorder to record statement or confession.
6. Conduct field interview of suspicious person.

### **Community Policing**

#### **Typical Essential Tasks:**

1. Advise crime victims of the procedures to pursue prosecution.
2. Advise citizen on techniques to enhance personal safety.
3. Advise businesses on ways to detect and respond to workplace violence.
4. Perform directed (e.g. planned/structured) patrol assignments.
5. Recognize, refer and/or investigate hate crimes or State Civil Rights violations.
6. Recognize refer and/or investigate potential harassment violations (Sexual/racial).
7. Enforce and explain passenger restraint laws.

### **Collision Investigation**

#### **Typical Essential Tasks:**

1. Search for, protect and collect evidence at motor vehicle crash scene.
2. Investigate motor vehicle crash to determine causes or factors contributing to a crash.
3. Collect facts of motor vehicle crash to determine charges.
4. Field sketch non-scale diagram of motor vehicle crash.
5. Control traffic at scene of crash investigation.

6. Identify, locate and interview owners, witnesses, and others involved in motor vehicle crash.
7. Instruct persons in motor vehicle crash to exchange necessary information to ensure proper reporting.
8. Investigate motor vehicle crash involving law enforcement vehicles or other emergency vehicle.
9. Determine whether crash is reportable or non-reportable.
10. Operate and read mobile data terminal (MDT) or laptop.
11. Describe motor vehicle damage in motor vehicle crash to complete report.
12. Assess need for and organize emergency assistance for motor vehicle crash (e.g. wrecker, ambulance, sand truck).
13. Take measurements at motor vehicle crash scene (e.g. triangulation, baseline, coordinate and combination, etc.)

### **Emergency Response**

#### **Typical Essential Tasks:**

1. Administer cardio-pulmonary resuscitation (CPR) to adult.
2. Administer mouth-to-mouth resuscitation.
3. Apply basic first aid to control bleeding.
4. Apply basic first aid to treat for abrasions.
5. Apply basic first aid for amputations.
6. Apply basic first aid to treat for animal bites.
7. Apply basic first aid to treat for broken bones.
8. Apply basic first aid to unresponsive/unconscious person.
9. Apply basic first aid to treat for fire burns.
10. Apply basic first aid to treat for chemical burns.

11. Apply basic first aid to treat for convulsions.
12. Apply basic first aid to treat for diabetic reaction.
13. Apply basic first aid to treat for electric shock.
14. Apply basic first aid to treat for eye injuries.
15. Apply basic first aid to treat for frostbite.
16. Apply basic first aid to treat for gunshot wounds.
17. Apply basic first aid to treat for heart attack.
18. Apply basic first aid to treat for OC/Pepper Spray.
19. Apply basic first aid to treat for heat stroke/heat exhaustion, etc.
20. Apply basic first aid to treat for lacerations.
21. Apply basic first aid to treat for drug overdose.
22. Apply basic first aid to treat for poisoning.
23. Apply basic first aid to treat for stabbing or puncture wounds.
24. Apply basic first aid to treat for seizure.
25. Apply basic first aid to treat for shock.
26. Apply basic first aid to treat for sprains and strains.
27. Apply basic first aid to treat for stroke.
28. Apply basic first aid for choking, e.g. Heimlich Maneuver.
29. Deliver a baby.
30. Use airway pocket mask to help resuscitate person.
31. Participate in evacuation of areas endangered by toxic gases, liquids, chemical hazards or other spilled materials.

32. Participate in evacuation of buildings and surrounding areas in response to threat of explosion, e.g. bomb, natural gas, radiological, etc.
33. Recognize signs of suicide risk in inmate/detainee or arrested person.
34. Take mentally ill persons into protective custody for involuntary mental health evaluation.
35. Conduct rescues of stranded persons during floods, ice storms, and other disasters.
36. Talk with persons attempting to commit suicide to get them to stop their attempt.
37. Use personal protective equipment, e.g. gloves, masks, glasses, etc. to prevent contact with communicable diseases or blood-borne pathogens, etc.
38. Use personal protective equipment, e.g. protective suit, millennium mask, boots, etc. to prevent contact with Hazmats/WMD.
39. Participate in search for escaped person(s).
40. Participate in large-scale area search and rescue operations.
41. Dispose of contaminated clothing, sharps, etc. according to standard practice.
42. Administer CPR to a child or infant.
43. Respond to and control scene involving barricaded subject.
44. Conduct search of area or building to locate bomb or other explosive device.
45. Confront barricaded subjects to force them to surrender.
46. Respond to active shooter situations.
47. Observe and report possible terrorist activity.
48. Respond to and control critical incident, e.g. shooting, hazmat, terrorist event, natural disaster, etc.

## **Conflict Resolution/Management**

### **Typical Essential Tasks:**

1. Use verbal de-escalation techniques to communicate with person.
2. Use body language to project control and influence situation.
3. Observe person's body language to assess attitude, intentions, etc.

## **Criminal Investigations**

### **Typical Essential Tasks:**

1. Conduct full investigations of various serious crimes.
2. Study crime scene to identify modus operandi (M.O.) of perpetrator.
3. Examine dead bodies visually to identify wounds and injuries.
4. Conduct neighborhood canvass to collect crime-related information, identify witnesses, etc.
5. Use state, local and NCIC criminal information systems to obtain crime/suspect related information.
6. Use public records, e.g. motor vehicle, school, tax, police, etc. to locate missing or wanted persons.
7. Select photographs to conduct photographic line-up.
8. Conduct intelligence activities, e.g. computer checks, backgrounds, on known or suspected offenders.
9. Conduct "drive-by" ID with victim or witness to identify a suspect.
10. Organize and conduct "show-up" to identify suspect.
11. Talk with law enforcement personnel to obtain or provide assistance in investigations and to exchange information.
12. Talk with supervisor to determine if follow-up investigation is necessary.

13. Review law enforcement records to determine whether recovered property is linked with a previous crime.
14. Sketch crime scene.
15. Conduct stationary surveillance of individuals, locations vehicles, etc.
16. Conduct moving surveillance of individuals, vehicles, etc.
17. Review records and pictures to identify suspects.
18. Use identifying numbers (e.g. serial, product, etc.) and descriptions to trace stolen goods.

### **Patrol Operations**

#### **Typical Essential Tasks:**

1. Respond to crime-in-progress call.
2. Serve as back-up officer at scene.
3. Search for missing children.
4. Conduct preliminary investigation (be first responder to) various felony and/or misdemeanor crimes.
5. Be first responder to various non-criminal calls for service.
6. Operate vehicle to transport inmate/detainees.
7. Erect emergency traffic control signs/signals to divert traffic.
8. Place barricades on roadway to protect or secure crime or crash scene.
9. Operate law enforcement vehicle to escort hazardous materials.
10. Operate law enforcement vehicle to escort hazardous materials.
11. Control spectator/media access at scene of law enforcement action.
12. Administer field sobriety tests, e.g. Standardized Field Sobriety Test, Horizontal Gaze NYSTAGAMUS, Walk and Turn, One-leg Stand, etc.

13. Advise appropriate agency or traffic control/roadway repair needs.
14. Select locations and position oneself to conduct selective traffic enforcement duties.
15. Identify and advise vehicle owners to remove abandoned vehicles.
16. Arrest/summons DWI suspects.
17. Use speed enforcement devices to clock vehicle speed.
18. Fill out DWI arrest and administrative reports.
19. Execute stop of motor vehicle and approach and talk to operator and passengers.
20. Use flashlight, illuminated baton or hand signals to direct traffic.
21. Observe operator's eyes, body movements, actions, etc. to evaluate capability to operate vehicle.
22. Follow suspect vehicle to observe traffic violations.
23. Inspect driver's license to determine if valid or altered.
24. Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.
25. Perform DMV check on violator's vehicle while operating law enforcement vehicle.
26. Conduct/execute high-risk vehicle stop.
27. Establish and conduct a stationary roadblock.
28. Watch occupants of stopped vehicle to identify unusual or suspicious actions.
29. Operate intoxilyzer/breathalyzer to test blood alcohol content.
30. Stand traffic control post at special functions, e.g. VIP visit, parade, etc.
31. Observe moving vehicles to identify possible criminal activity, e.g. drug transportation.

32. Use spoken radio codes to communicate verbally.
33. Inventory and test assigned patrol equipment and vehicle, e.g. lights, siren, radio, computer, etc.
34. Engage in high-speed pursuit in congested area.
35. Engage in high-speed response in congested area.
36. Engage in high-speed pursuit off road.
37. Engage in high-speed response off road.
38. Engage in high-speed pursuit on open road.
39. Engage in high-speed response on open road.
40. Operate law enforcement vehicle to escort emergency vehicles.
41. Escort money, valuables, or people to provide security.
42. Inspect law enforcement vehicle for weapons and contraband (i.e., before and after prisoner/detainee transport, shift change, etc.)
43. Monitor (listen to) CB and/or other radio channels to hear assistance needed calls.
44. Monitor (listen to) department radio communications to stay aware of law enforcement activity.
45. Conduct low speed pursuit of motorist refusing to stop.
46. Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.
47. Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.
48. Operate law enforcement vehicle in heavy rain.
49. Operate law enforcement vehicle on dirt/gravel-covered road.
50. Operate law enforcement vehicle on ice/snow-covered road.
51. Operate law enforcement vehicle at night.

52. Patrol area containing labor pickets, marchers, or demonstrators to maintain peace, traffic flow, prevent property damage, etc.
53. Perform law enforcement duties in all weather and temperatures.
54. Patrol locations that are potentially physically hazardous (e.g. construction sites, prohibited areas, etc.)
55. Track persons from scene (e.g. footprints in snow or mud).
56. Consult with social service agencies to resolve/clarify problem or get help for child, adult, family, senior citizen, etc.
57. Direct actions of law enforcement or public service personnel arriving to assist.
58. Develop field contacts and intelligence sources.
59. Guard person in custody outside detention facilities, e.g. court, medical facility, etc.
60. Investigate suspicious vehicle.
61. Locate and observe crowd agitators.
62. Transport juveniles to home or detention facility as appropriate.
63. Patrol schools and school property to provide security.
64. Take control of publicly intoxicated/disruptive person.
65. Search for person in darkened building or environment.
66. Hold flashlight while performing various law enforcement duties.
67. Use flashlight to defend one's self.
68. Use illuminators to safeguard scene.
69. Transport battered spouse/domestic partner to shelter.
70. Accompany spouse/domestic partner to pick up belongings.
71. Conduct sobriety checkpoint.

72. Recognize and report indicators of an individual's illegal alien status.
73. Recognize common, over the counter products that are used in production of Methamphetamines and other illegal drugs.
74. Recognize standard and improvised laboratory equipment used in the production of Methamphetamines and other illegal drugs.
75. Recognize and respond to a reported or discovered clandestine laboratory.
76. Recognize and properly handle potential electronic evidence, e.g. computer files, cell phone, PDA, etc.
77. Interact with and assist people with developmental disabilities.
78. Interact with and assist people with cognitive disabilities.
79. Interact with and assist people with physical disabilities.

### **Public Contact**

#### **Typical Essential Tasks:**

1. Recognize person's culture and adjust manner of communication accordingly to ensure understanding.
2. Speak to hostile groups to quiet them.
3. Use voice and words to calm a situation, send message, etc.
4. Control non-violent crowds.
5. Speak confidently to project control, self-assurance, etc.
6. Speak plainly/clearly to encourage understanding.
7. Deliver emergency messages (e.g. injuries, death).
8. Use and adjust language appropriate to listener.
9. Maintain concentration while many people speak to you simultaneously.

10. Maintain personal calm to prevent making situation worse.
11. Talk with families of adult suspects or defendants to advise, inform, notify, etc.
12. Talk with families of juvenile suspects or defendants to advise, inform, notify, etc.
13. Contact Mental Health resource (program, facility, etc.) to obtain help for mentally ill person.
14. Communicate with non-English speaking persons.
15. Mediate civil disputes, e.g. landlord/tenant disputes.
16. Communicate with deaf and/or mute persons.
17. Talk with people on beat, patrol area, district, etc. to establish positive relationship.
18. Offer alternatives to resolve conflict between disputants.
19. Negotiate agreements to solve conflict.
20. Advise battered spouse/domestic partner of rights.

### **Report Writing**

#### **Typical Essential Tasks:**

1. Write in-depth narrative reports containing complete sentences and paragraphs (e.g. investigative reports, supplemental/follow-up reports).
2. Write reports consisting primarily of check-off boxes or fill-in blanks (e.g. incident report, accident report, etc.).
3. Prepare arrest-related paperwork, e.g. Criminal Summons, Criminal Complaints and Affidavits, Offense and Incident Report, Arrest Form, Fingerprint cards, etc.
4. Write down confessions or other statements from suspects, victims, and witnesses.
5. Summarize in writing the statements of witnesses and complainants.

6. Prepare written reports to record injuries to persons in custody.
7. Review other officers' incident reports for completeness and accuracy.
8. Fill out Field Intelligence/Interview Report.
9. Write personal field notes to record actions, interviews, etc.

### **Reading and Comprehension**

#### **Typical Essential Tasks:**

1. Read and comprehend municipal/county/tribal codes and ordinances.
2. Read and comprehend State Criminal Law.
3. Read and comprehend Motor Vehicle Law.
4. Read and comprehend departmental bulletins.
5. Read and comprehend training manuals, e.g. handouts.
6. Read and comprehend department rules and regulations, policies and procedures, and operations manuals.
7. Read and comprehend textbooks on policing or legal matters.
8. Read and comprehend articles in professional publications (IACP, FBI, etc.).
9. Read and comprehend U.S. codes.
10. Read and comprehend Rules of Criminal Procedure and Evidence, e.g. Search and Seizure, Rules of Arrest, etc.
11. Read and comprehend Technical and Owner's Manuals for Assigned Equipment.
12. Read and comprehend First Aid Manual.
13. Read, comprehend and apply various written materials under stressful circumstances demanding rapid response.

14. Read and comprehend legal documents, e.g. orders, pleadings, disposition, etc.
15. Read and comprehend judicial case law.
16. Read and comprehend witnesses' affidavits, sworn statements and testimony.
17. Read and comprehend U.S. Constitution.
18. Read and comprehend the Constitution of the State of North Carolina.
19. Read and comprehend North Carolina Law Enforcement Officers' Bulletins.
20. Read and comprehend Law Enforcement Code of Ethics.
21. Read and comprehend standard business/professional correspondence.
22. Read and comprehend road signs, controls and markings.
23. Read and comprehend Physician's Desk Reference.
24. Read and comprehend DOT Emergency Response Guide.
25. Read and comprehend standard desk reference books, e.g. dictionary, Thesaurus, etc.

### **Technical/Work Related Equipment**

#### **Typical Essential Tasks:**

1. Automobile
2. Straight Baton
3. Binoculars
4. Body armor (hidden vest, exterior vest)
5. Alco-sensor
6. Business directory

7. Pepper spray
8. Chemical agents
9. Drug and Narcotic I.D. field kit
10. Evidence processing kit (fingerprint, impressions)
11. Video equipment
12. gasoline pump
13. Blood-borne pathogen protection equipment
14. First aid kit
15. Road flares
16. Flashlight
17. Flexi-cuffs
18. Gas mask (Bio-hazardous mask)
19. Handcuffs
20. Portable police radio (walkie-talkie)
21. Illuminated traffic baton
22. Photocopier (e.g. Xerox machine)
23. Video recording equipment
24. Fire extinguisher-agents
25. Public address system
26. Traffic cones
27. Alley light
28. Speed measurement instrument
29. Semi-automatic

30. Shotgun
31. Cellular phone
32. Spotlight
33. Stationary computer terminal
34. O.C. Products
35. Law Enforcement vehicle radio equipment
36. Fax
37. Photographic equipment, e.g. 35mm
38. Lights and sirens
39. Rubber gloves
40. Tape measure
41. Barrier tape
42. Ballistics body armor

### **Physical Abilities**

#### **Typical Essential Tasks:**

1. Perform strenuous physical activities in a series, e.g. sprint, run upstairs, wrestle, pull, carry, etc.
2. Perform duties wearing full duty gear.
3. Perform duties wearing body armor for extended periods of time.
4. Push open a door with your shoulder.
5. Kick open a door with your foot.
6. Break up fights between two or more persons.

7. Carry by yourself an immobile child.
8. Carry by yourself an immobile adult.
9. Carry with someone else an immobile child on a stretcher or other device.
10. Carry with someone else an immobile adult on a stretcher or other device.
11. Drag by yourself an immobile child.
12. Drag by yourself an immobile adult.
13. Drag with someone else an immobile child.
14. Drag with someone else an immobile adult.
15. Climb a ladder.
16. Crawl under an obstruction.
17. Jump down from a height.
18. Climb over a fence.
19. Jump/vault over a fence or other barrier.
20. Climb through a window or other such opening.
21. Work in a confined, closed-in area.
22. Drag or push heavy objects other than a vehicle.
23. Push a motor vehicle out of a lane of traffic with another person.
24. Jump across ditch or other such obstacle.
25. Lift while in a stationary position a heavy object or person.
26. Perform duties while wearing heavy equipment other than gun belt.
27. Subdue person resisting arrest.
28. Jump over obstacles while running.
29. Stand for more than 4 hours of work shift.

30. Walk for more than 4 hours of work shift.
31. Sit for more than 4 hours of work shift.
32. Use body pressure points to control person.
33. Catch a falling person to prevent his/her injury.
34. Bend over/kneel to search under vehicle.
35. Grip person tightly to prevent escape/control movement.
36. Disarm violent armed suspect.
37. Physically remove person from vehicle who is resisting arrest.
38. Climb fire escapes.
39. Climb stairs in multiple story buildings.
40. Strike person with expandable baton.
41. Strike animal with expandable baton.
42. Extend arm to reach and search tight spaces.
43. Use controlling technique to gain compliance.
44. Use submission holds to control person.
45. Twist at waist to direct traffic.
46. Hold person upright to prevent their falling, e.g. drunk.
47. Crawl to search under car/residence, etc.
48. Support person while walking to prevent their falling.
49. Bend/kneel to apply shackles, cuffs, etc.
50. Use chemical/OC spray to control person(s).
51. Change tire on law enforcement or citizen's vehicle.

- 52. Continue functioning while under effects of OC spray/chemical agents.
- 53. Use face mask to prevent contact with chemical agents.
- 54. Perform physically demanding duties for extended periods of time without meal or comfort breaks.
- 55. Recognize and differentiate among sounds from multiple, simultaneous directions.

**Degrees of Physical Exertion**

<u>Walking / standing Activities:</u>	<b>Supervisor</b>
1. Walk continuously during work shift. Maximum time in hours:	4
2. Walk and balance oneself on narrow elevated surface. Maximum height of surface:	
3. Stand continuously during work shift. Maximum time in hours:	5

<u>Moving Activities:</u>	
4. Run after a fleeing suspect. Maximum distance in <u>feet</u> :	406
5. Run upstairs. Maximum distance in <u>floors</u> :	3
6. Run down. Maximum distance in <u>floors</u> :	3
7. Crawl on hands and knees in tight space e.g. attic, crawl space, etc.	
Maximum time in <u>minutes</u> :	
Maximum distance:	
Vertical height of space	
<u>Jumping/Climbing Activities:</u>	
8. Jump <u>across</u> obstacles, e.g. ditch, hole, etc. Maximum distance in feet:	4
9. Jump <u>down</u> from elevated surface. Maximum distance in feet:	5
10. Jump over obstacles, e.g. road barrier, hedge, etc. Maximum height in feet:	3
11. Climb or pull oneself over obstacle, e.g. wall, fence, etc. Maximum height of obstacle in feet:	5
<u>Pushing/Pulling Activities:</u>	
12. Push vehicle by hand by oneself. Maximum distance in <u>feet</u> :	30
Estimate weight of vehicle in <u>tons</u> :	2
13. Push/Pull movable object (e.g. boat, equipment, etc.) by hand other than car. Maximum weight in <u>pounds</u> and distance in <u>feet</u> :	
14. Pull/drag person/animal. Maximum weight in <u>pounds</u> : And distance in <u>feet</u> :	
15. Pull a resisting person through a doorway or vehicle. Maximum weight in <u>pounds</u> : And height in <u>inches</u> :	200 72

<u>Lifting/Carrying Activities:</u>	
16. Lift and carry person. Maximum weight in <u>pounds</u> :	
And distance in <u>feet</u> :	
17. Lift and carry object. Maximum weight in <u>pounds</u> :	
And distance in <u>feet</u> :	
<u>Control and Struggling Activities:</u>	
18. Hold a person by oneself to prevent or control his/her movements. Maximum time in <u>minutes</u> :	3
Maximum weight of that person in <u>pounds</u> :	200
Maximum height of that person in <u>inches</u> :	72
19. Physically struggle with person by oneself (i.e. without help). Maximum time in <u>minutes</u> :	3
Maximum weight of that person in <u>pounds</u> :	200
Maximum height of that person in <u>inches</u> :	72