

***COUNTY CORRECTIONS
OFFICER
JOB TASK ANALYSIS
Report***



**Texas Commission on Law Enforcement
Officer Standards and Education**

August 1999



TEXAS COMMISSION ON LAW ENFORCEMENT

D.C. Jim Dozier, J.D., Ph.D.
Executive Director

August 14, 2001

Dear Law Enforcement Professional:

It is with great satisfaction that I present this Job Task Analysis to the professional corrections community in Texas. This report culminates a statewide job task analysis of Texas County Corrections Officers. It is intended to be the foundation upon which the Commission revalidates its licensing standards and training standards for entry-level county corrections officers.

As with previous studies, the Commission received excellent cooperation from Texas Sheriff's Departments in conducting this important research. On behalf of the Commission, I would like to extend my appreciation to all of the agencies and officers who participated. This assistance demonstrates the commitment to professionalism that exists in Texas law enforcement.

This work exemplifies the Commission's continuing efforts to ensure the competence and professionalism of those individuals who are charged to protect the citizens of Texas.

Sincerely,

A handwritten signature in black ink that reads "Jim Dozier".

D.C. Jim Dozier, J.D., Ph.D.
Executive Director

DCJD/CHC/ec

Chapter One

Introduction

Background

The Commission was created by the legislature in 1965 to establish standards for peace officers. These standards consist of minimum appointment, licensing, and training. The governing body is a nine member Commission appointed by the governor to serve staggered six-year terms. The membership of the Commission is made up as follows: three members must be a sheriff, constable, or chief of police; three members must be persons licensed for five consecutive years (two of these three members must be peace officers who, when appointed, hold non-supervisory positions with a law enforcement agency); and three members must be from the general public.

An individual must be licensed by the Commission to serve as a county corrections officer. The requirements for licensing are set both by state statute and by Commission rule. Current Commission rules require a minimum of 80 hours of basic training. Basic training must be provided by a Commission-licensed training academy or a sheriff's department with a training contract authorizing the teaching of the basic jail training. In addition, the legislature has mandated that we accept the training provided by the Texas Department of Criminal Justice.

There is only one type of county jail officer license; there are many different types of correctional agencies with slightly different functions. In 1997, the legislature included within the Commission's responsibilities for the certification of personnel of private correctional facilities that hold out-of-state inmates.

Previous Task Analyses

One of the best approaches to maintain validity of employment standards is to conduct a well-documented job analysis project. These types of studies provide information for setting effective standards that are defensible when subjected to claims of discrimination. One factor in determining the need for a current job analysis is the passage of the Americans with Disabilities Act (ADA), which affects all employers, including law enforcement agencies. The ADA legislation reinforces the need for employers to ensure that their employment standards are job related and consistent with business necessity.

In 1983, the Commission contracted with Sam Houston State University to conduct a job task analysis for Texas jailers. The study was finished in 1985. This study is an update of that previous work.

The current job analysis study was conducted to identify the essential and important functions of the job of an entry-level county corrections officer. These functions will be referred to as the “core tasks.” A comparison between these “core tasks,” current licensing standards and basic correctional peace officer training curriculum can be done to determine if any changes are needed. Such comparisons will be made at a later time.

Chapter Two

Job Analysis Inventory Design

In this chapter, the job analysis inventory design process is described. As part of the project, a report entitled Task Inventory Development Manual (December 1997) was written on how to conduct a job task analysis. The focus of Chapter Two is to describe, in general terms, the events that were part of the job task analysis.

Previous Task Analyses

The project team began the process by reviewing previous task analyses done in Texas and other states. The previous Texas task analyses were done in 1985. This task analysis included the addition of a new classification of county corrections officer. The contract corrections officers were employed by private corporations rather than sheriffs contact corrections officers who were added to the Commission's duties by the legislature in 1997. Contract corrections officers are those corrections employees who are employed by private corrections companies who have a contract with a county or city to hold out-of-state inmates or inmates for a county sheriff. It does not include those facilities that hold inmates for the Texas Department of Criminal Justices unless that facility is a mixed use facility contracting with multiple jurisdictions including a county or a city.

Task analyses done in a few states were found to be helpful in establishing base task statements as a starting point. The states reviewed were:

- Maryland (1994)
- North Carolina (1988)
- Texas (1993)
- Vermont (ND)
- Washington (ND)

In addition to the tasks, equipment items were identified to allow for the development of an equipment list. The tasks and equipment lists reviewed from previous studies allowed the project team to begin drafting tasks to be discussed in the technical conferences.

The project plan called for conducting technical conferences in a way that would gather input from different types of departments and from different geographic regions of the state. To meet these goals, conferences were conducted in:

- Amarillo
- Austin
- McKinney
- Odessa
- Laredo
- Hempstead
- Austin

An additional conference held in Austin was specifically to bring in representatives from the private facilities so that they had an opportunity to review the entire set of tasks for applicability and comprehensiveness.

The subject matter experts (SMEs) were chosen by contacting the chief administrator of their departments. The chief administrator was asked to provide the name of a first-line supervisor with more than five years' experience. The names of the participating subject matter experts are listed in the Acknowledgments section.

All technical conferences followed the format and plan described in the Task Inventory Development Manual (1997). The fundamental purpose of technical conferences was to have the SMEs review tasks, improve task statement wording, and propose new tasks. The conferences were successful on all three accounts. The result was a task inventory instrument that was improved in terms of content, communicability, and validity.

Scanning Booklets

As part of the data gathering process, staff decided to scan the data in-house. It added quality control and increased the staff's long-term capability to replicate similar studies. The Commission used a scanner and scanning software. A scannable booklet was created because of its ease of data entry for the respondent and Commission staff. A copy of the instrument is contained in Appendix A.

The booklet was divided into three sections. The first section described the project and how to complete the instrument. The second section requested background information. Some of the background information collected included questions about assignment, years of corrections experience, other licenses, amount of corrections training, and citizenship. The

background information facilitates different types of analyses. The third section contains specific duty fields and task statements. The duty fields included were:

- Administrative
- Custody and Control
- Classification
- Communication
- Emergency Response
- Facility Operations
- Inmate Programs
- Medical
- Physical Activity
- Receiving and Release
- Other

Each duty field contained many task statements. The "other" category allowed the respondents to add any tasks that they felt had been omitted.

Each of the task statements was rated on the following frequency scale:

Frequency

- 0=Not done
- 1=Few times per year
- 2=Monthly
- 3=Few times per month
- 4=Weekly
- 5=Few times per week
- 6=Daily
- 7=Several times per day

The next section of the booklet contained the following list of nine reference books that officers might use in performing their jobs:

- Agency Policy & Procedure Manual
- Texas Code of Criminal Procedure
- Hazardous Materials Handbook

- Texas Family Code
- First Aid Manual
- Municipal Code Book
- Texas Penal Code
- Spanish/English Dictionary
- Texas State Jail Standards
- Texas Transportation Code

Respondents were prompted to provide additional references.

The next section of the booklet contained items designed to capture the types of physical activities of officers. Items were centered on:

- running,
- jumping/climbing,
- pushing/pulling,
- lifting/carrying,
- control and struggling, and
- walking/standing,

The final section of the booklet contained a comprehensive list of equipment that might be used by an officer. The officers were asked to identify equipment actually used in the line of duty. A complete list of the equipment is contained in the instrument in Appendix A.

Consequences of Inadequate Performance (CIP)

To analyze a job using a task inventory requires more information about the tasks than frequency alone. Certain tasks that are performed frequently may not be critical to the job (this is more fully explained in the Task Inventory Development Manual, 1997). One option is to allow SMEs to determine if failure to perform a task is detrimental to job performance.

An instrument was created for SMEs to rate the consequences of inadequate performance of tasks. The instrument also asked SMEs to rate the consequences of inadequate performance of tasks involving the use of reference materials. A copy of the supervisory rating instrument is contained in Appendix B. A list of the SMEs is contained in Appendix C. The following criticality scale was used:

Criticality

- 0=not rated
- 1=minimal
- 2=not very serious
- 3=fairly serious
- 4=serious
- 5=very serious
- 6=extremely serious
- 7=disastrous

NOTE: The SMEs showed good discrimination with the use of the consequences of inadequate performance scale.

Decision Rules for Determining a Core Task

The frequencies and criticality scores were combined to form an index for decision rules. The two decision rules used for identifying a task as a “core task” are as follows:

1. Mean CIP greater than or equal to 3.0 [fairly serious] and frequency greater than or equal to 2.0 [few times per month to monthly].
2. Mean CIP greater than or equal to 4.0 [serious] and frequency greater than or equal to 1.0 [monthly to few times per year].

The tasks are presented in Appendix D, grouped alphabetically by topic showing both the mean frequency ratings and the mean consequences of inadequate performance ratings. The shaded areas are the ones identified as meeting the above criteria. Future meetings of SMEs will review borderline tasks for possible inclusion in training programs. An example of a borderline item might be one with a frequency rating of 3.9 and a CIP of 0.98 or a frequency rating of 2.9 and a CIP of 1.95.

Chapter Three

Administration of Surveys

One of the keys to a job task analysis survey is the quality control involved in the administration of the survey. The main issues to consider are the sample selection, delivery of surveys, data entry or scanning of the information, and response rates.

Sample

The selected population included all officers who were initially appointed as county corrections officers between the dates of April 1, 1998 and April 30, 1999. These officers had between 8 months and 20 months of service at the time of the survey. The rationale was that these officers were performing the essential duties of an entry-level officer. The project team identified officers from the Commission's database. Since the whole population was surveyed, no unintended sampling bias was created against a region, department type, or other group membership. The project team asked entry-level officers to describe their jobs through the instrument found in Appendix A.

Delivery of Surveys

The delivery of 2,033 surveys to officers in 200 departments was accomplished by mailing them directly to the chief administrator of each agency. The chief administrator was asked to distribute the instrument. Each instrument was labeled with the officer's name and department. The Commission received excellent cooperation from the administrators and officers involved. A copy of the letter sent to each sheriff and the list of departments with the number sent is contained in Appendix E.

Scanning of the Instruments

As the Commission received the completed instruments, the scanning software verified the data. After verification and resolution of any problems, the scanning software allowed the team to directly export the data for use by a statistical program. This process allowed the team to maintain very high quality control over the data.

Response

The Commission received 968 instruments from the 2,033 county corrections officers in its sample for a response rate of 48 percent. Responses were received from most of the 200 departments. About 5% of the responses did not indicate the department. Of the 95% who did, 114 of the departments responded for a rate of 57 percent. The Commission awarded two hours continuing education credit for completing and returning the instrument. The respondents are similar to the target population in terms of department type, department size, ethnic background, and gender. The project team received calls indicating that a number of the individuals that were selected either no longer worked there or had switched jobs to a road deputy, but had still retained their jail license in case the need arose to switch assignments back to the jail. It is a common practice in some sheriff's departments for an individual to start working in the jail until an opening becomes available as a road deputy. It should also be noted that the turnover rate for persons working in jails is very high, in part because of low salaries (please see *Compensation Report for Texas Law enforcement Agencies and Officers, 1999*).

A second survey was sent to SMEs to rate the Consequences of Inadequate Performance of the tasks. Historically, this has involved only first-line supervisors. Some sheriffs and trainers were included in this phase to see if they had a different perspective on consequences of inadequate performance compared to first-line supervisors. Each of the 200 departments was asked to respond to this instrument, including those supervisors who helped create the instrument. The Commission received 139 surveys for a return percentage of 69.5 percent.

Chapter Four

Data Analysis

Respondents

Most of the respondents came from sheriffs' departments (see Table 1).

TABLE 1

Department type	Number of officers	Percentage
Sheriff	839	86.6
Private Contract Jail	79	8.2
Unknown	50	5.2
Total	968	100

Floor officer was the primary assignment for these corrections officers, with approximately 47.1 percent working in that area (see Table 2).

TABLE 2

Primary assignment	Frequency	Percentage
Floor officer	456	47.1
General responsibility for all areas	234	24.2
Other	80	8.3
Booking	72	7.4
Supervisor	40	4.1
Missing response	34	3.5
Support services	21	2.2
Classification	11	1.1
Responsible for special assignments	10	1.0
Training	7	0.7
Transportation	3	0.3
Total	968	100

Demographic information from the respondents revealed the following:

Forty-one percent of the sample had from zero to 80 hours of training. Ninety-eight percent were American citizens. Over 36 percent of those responding reported having other professional licenses. Over 23% also had a peace officer license. The respondents had the following ethnic and gender breakdown.

- **Ethnic** – 60.1% Anglos, 24% Hispanic, 13.6% African-American, 1% Asian-American, 0.9% American Indian, and 27% multicultural or other 0.4%.
- **Gender** – 72.2% males and 27.7% females

The following data shows a favorable comparison between the selected sample and the respondents with the ethnic backgrounds being similar.

Ethnic Background	Sample	Respondents
African-American	14.2	13.6
American Indian	0.4	0.9
Asian	0.6	1.0
Anglo	54.9	60.1
Hispanic	29.4	24.0
Multicultural	0.1	0.1
Unknown	0.3	0.3
	100.0	100.0

The following data shows a favorable comparison between the selected sample and the respondents with the gender backgrounds being similar.

Gender	Sample	Respondents
Male	70.8	72.2
Female	28.9	27.6
Unknown	0.2	0.2
	100.0	100.0

The following data shows a favorable comparison between the selected sample and the respondents with the educational backgrounds being similar.

Educational Background	Sample	Respondents
High school/GED	92.7	90.7
Some college	5.9	7.5
Bachelors	1.1	1.3
Masters	0.3	0.4
Doctorate	0.1	0.1
	100.0	100.0

Background of Supervisory Raters

The supervisory ratings were completed by 139 supervisors with 95.7 percent coming from a sheriff's department and 4.3% from a private jail. The rank of those responding are shown in the following table.

Rank	Frequency	Percent
First line Supervisor (Corporal, Sergeant)	47	33.8
Mid Level Supervisor (Lieutenant, Captain)	49	35.3
Administrative Level (Major, Chief deputy, Sheriff)	38	27.3
Missing Data on Rank	5	3.6
<u>Total</u>	139	100.0

Analysis of the Task Data

A primary purpose of the analysis of task data is to identify the "core tasks" for the job of entry-level correctional officer. A core task may be one that is performed very frequently yet has relatively few negative consequences. A core task may also be one that is performed very infrequently, but has consequences that are very serious if inadequately performed.

The data revealed that of the 600 tasks listed in the survey booklet, 305 (or 51%) should be considered core tasks. These core tasks need to be addressed by training, selection, or both. The remaining tasks will be reviewed to verify that there are no extenuating circumstances requiring their inclusion. In the future, a group of subject matter experts (SMEs) will be asked to review this for confirmation.

Analysis of the Non-Task Data

In addition to the task data and the background data discussed earlier, there were three other types of data collected. They were reference materials, equipment data, and physical exertion data.

Reference Materials

The reference materials were treated in essentially the same manner as the task statements. They were rated on the same frequency scale. The SMEs also rated the references

based on the consequences of inadequate performance. The references are reported with the task data in Appendix D. Of the nine references included, two of them received a rating high enough to be included in the job core. This gives support to the assumption that correction officers need to have adequate reading skills.

Of the remaining seven, two are legal texts (penal code and code of criminal procedure), which finished just outside of the decision rules. These two may be among those that are confirmed by the SMEs reviewing the efficacy of the decision rules.

Equipment Data

If 50 percent or more of the respondents indicated that they use the equipment, it should be considered to be frequently used (this cut-off point has been used by other states). Of the 129 pieces of equipment listed on the instrument, 19 (or 15%) were identified as frequently used. A list of the use ratings for used equipment is provided in Appendix G.

Physical Exertion Data

Previous Texas corrections officer job analysis projects have not attempted to gather data regarding physical exertion. This data supports the concept of physical fitness for corrections officers. The data from this project, however, is reported in Appendix H.

Chapter Five

Summary and Conclusions

This project consisted of a comprehensive process of job task analysis development and implementation involving entry-level county corrections officers. The project built on the work of previous studies in law enforcement. Specifically, task analyses completed in five states were reviewed. The project staff methodically built an instrument using input from subject matter experts in five geographically diverse technical conferences.

The data was analyzed using SPSS software. The data revealed that of the 600 tasks listed in the survey booklet, 305 (or 51%) should be considered core tasks.

An analysis of the reference materials found that two should be considered core references. This reading level supports the need for officers to have adequate reading skills.

Analysis of the equipment data found that of the 129 pieces of equipment listed on the instrument, 19 (or about 15%) were identified as frequently used. This equipment should be considered as core equipment for training purposes.

Physical exertion data was collected for the first time in a Texas survey. It will be the source of a future report.

The wealth of data collected may provide additional validity for existing standards. The information, once fully analyzed, will provide the Commission and law enforcement with direction for future program development.

The next step in the process is to conduct a thorough review and comparison to determine if current training standards are congruent with the job task analysis. In addition, the data will be reviewed and compared to existing licensing standards to decide if changes are necessary. This will require identification of the knowledge, skills, abilities, and personal characteristics necessary to perform a task. Many tasks may require both training and selection standards be considered. In addition, the basic peace officer training course and departmental field-training programs may need to be changed.

An example of the complexity of these approaches can be illustrated by looking at one of the newly identified core tasks, “communicate with someone in Spanish.” The following questions must be answered:

- What knowledge, skills, abilities, and personal characteristics are needed to perform this task?
- What specific words and phrases must an officer be able to comprehend, speak, or write?
- At what level of proficiency?
- Should this be taught in the basic training academy?
- Field Training?
- Selected for?
- Tested for?

Future Activities

It is anticipated that future activities will address the following:

- A Comparison of the Basic County Corrections Officer Course and the Job Task Analysis data
- Essential tasks that should be included in a field training program
- The development of a field training program for county corrections
- Physical exertion data analysis to develop guidelines for physical fitness programs
- Methods of determining adequate reading comprehension abilities among prospective corrections officers

References

Graham-Moore, B.; Campbell, C.; Lynch, E.; Messer, I.; Olbrich, J.; & Tune, J. (1997) Task inventory development manual. Austin: Texas Commission on Law Enforcement Officer Standards and Education.

Maryland Correctional Training Commission. (January 1994) Medical Screening Guidelines for Entry-Level Correctional Officers in Maryland. Woodstock, Maryland: Author.

North Carolina Department of Justice Division of Training and Standards. (October 1988) Jailer Task Analysis Project Jailer Responses. Raleigh, NC: Author.

Texas Commission on Law Enforcement Officer Standards and Education. (June 1993) Statewide Job Analysis of the Jailer Position. Austin, TX: Author.

Vermont Department of Corrections. (No Date) Competency Profile of Correctional Officer II Unit Management. Waterbury, VT: Author.

Washington Criminal Justice Training Commission. (No Date) Corrections Officers Academy Learning Objectives. Seattle, WA: Author.

Appendix A

Entry-Level Survey Instrument



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BACKGROUND INFORMATION

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For office use only

NAME: _____

AGENCY: _____

Please Print

Social Security Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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PLEASE CHOOSE ONLY ONE ANSWER FOR THE FOLLOWING QUESTIONS

Current assignment (Select only one)

- Booking
- Classification
- Floor officer
- Transportation
- Training
- Supervisor
- Support services
- General responsibility for all areas
- Responsible for special assignments
- Other

Years of corrections experience

- Less than one
- One to two
- Three to four
- Five to ten
- More than ten years

Other professional licenses

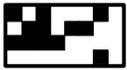
- EMT
- LVN
- RN
- Private Security Officer License
- Other

Hours of corrections training

- 0
- 1 to 80
- 81 to 500
- More than 500

Citizen

- Yes
- No



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TASK INVENTORY

ADMINISTRATIVE

INSTRUCTIONS: Below is a list of tasks that you might or might not perform on the job. Please read through the entire list once, without marking anything. After you have read the list once, then go back and fill in the circle that indicates how often you perform the tasks using this scale: 1=few times per year, 2=monthly, 3=few times per month, 4=weekly, 5=few times per week, 6=daily, 7=several times per day. IF YOU DO NOT PERFORM A TASK, LEAVE IT BLANK.

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	1. Assist absentee voting by inmates						
<input type="radio"/>	2. Authorize inmate movement within the facility						
<input type="radio"/>	3. Brief new employees on policies, procedures, rules and regulations						
<input type="radio"/>	4. Brief probation/parole standards to inmates						
<input type="radio"/>	5. Collect and distribute forms to/from inmates						
<input type="radio"/>	6. Collect and receipt inmate's property						
<input type="radio"/>	7. Collect mail from inmates						
<input type="radio"/>	8. Complete trip report or travel record						
<input type="radio"/>	9. Conduct background investigations on job applicants						
<input type="radio"/>	10. Conduct classes for inmates or staff						
<input type="radio"/>	11. Conduct on the job training for staff						
<input type="radio"/>	12. Conduct periodic audit of funds in inmate trust account						
<input type="radio"/>	13. Confer with supervisor to clarify facility rules, procedures or post matters						
<input type="radio"/>	14. Consult with court officials about court actions or record						
<input type="radio"/>	15. Consult with court officials to arrange for court appointed attorney						
<input type="radio"/>	16. Consult with prosecutor concerning inmates						
<input type="radio"/>	17. Coordinate disbursement of inmate funds						
<input type="radio"/>	18. Coordinate inmate disciplinary hearings						
<input type="radio"/>	19. Develop contacts with community programs						
<input type="radio"/>	20. Diagram crime scenes						
<input type="radio"/>	21. Dictate reports or statements						
<input type="radio"/>	22. Discuss court papers						
<input type="radio"/>	23. Distribute mail						
<input type="radio"/>	24. Document chain of custody for evidence						
<input type="radio"/>	25. Establish an inmate record (health, admin etc.)						
<input type="radio"/>	26. Evaluate an employee's performance						
<input type="radio"/>	27. Evaluate disciplinary measures against inmates						
<input type="radio"/>	28. Explain agency policy and procedures to inmates						
<input type="radio"/>	29. Explain laws to inmates						
<input type="radio"/>	30. File and retrieve reports/records in computerized system						
<input type="radio"/>	31. File charge with prosecutor regarding jail incident						
<input type="radio"/>	32. File written material or records						
<input type="radio"/>	33. Fingerprint persons for noncriminal reasons						
<input type="radio"/>	34. Follow instructions of various court papers (e.g. detainer, release)						
<input type="radio"/>	35. Forward mail for transferred or released inmates						

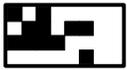


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Frequency: 1=few times per year, 2=monthly, 3=few times per month, 4=weekly, 5=few times per week, 6=daily, 7=several times per day. If you do not perform a task, leave it blank.

ADMINISTRATIVE (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	36. Index fingerprints by classification						
<input type="radio"/>	37. Initiate inmate disciplinary actions						
<input type="radio"/>	38. Inspect identification of persons entering or leaving the facility						
<input type="radio"/>	39. Inspect mail						
<input type="radio"/>	40. Investigate employee misconduct						
<input type="radio"/>	41. Investigate inmate grievances						
<input type="radio"/>	42. Investigate staff grievances						
<input type="radio"/>	43. Keep statistical records						
<input type="radio"/>	44. Log behavior of inmates in administrative or disciplinary separation						
<input type="radio"/>	45. Log phone calls to and from inmates						
<input type="radio"/>	46. Maintain chain of custody for evidence						
<input type="radio"/>	47. Maintain fingerprint card						
<input type="radio"/>	48. Maintain inmates' time card						
<input type="radio"/>	49. Maintain list of authorized visitors						
<input type="radio"/>	50. Maintain personal notebook						
<input type="radio"/>	51. Maintain receipts for money received for inmate's trust account						
<input type="radio"/>	52. Maintain record (log) of person entering or leaving facility						
<input type="radio"/>	53. Maintain log of inmate movements in facility						
<input type="radio"/>	54. Notarize inmate legal documents						
<input type="radio"/>	55. Operate computer to conduct complete booking process						
<input type="radio"/>	56. Operate telephone console or switchboard						
<input type="radio"/>	57. Prepare affidavits						
<input type="radio"/>	58. Prepare budget						
<input type="radio"/>	59. Prepare conduct report on inmate						
<input type="radio"/>	60. Prepare correctional officer uniform records						
<input type="radio"/>	61. Prepare inmate for transfer or release						
<input type="radio"/>	62. Prepare inmate movement/traffic sheets						
<input type="radio"/>	63. Prepare inmate packages or letters for mailing						
<input type="radio"/>	64. Prepare standard operating procedures or plans						
<input type="radio"/>	65. Prepare statistical reports, e.g. jail population, reimbursement, etc.						
<input type="radio"/>	66. Prepare uniform and personal equipment for inspection						
<input type="radio"/>	67. Process evidence seized during search of inmates and /or cells, rooms						
<input type="radio"/>	68. Provide information to authorized persons regarding status of inmates						
<input type="radio"/>	69. Provide transfer paperwork to other divisions or agencies						
<input type="radio"/>	70. Review "release orders" to ensure accuracy and completeness						
<input type="radio"/>	71. Read for inmates (such as letters, legal correspondence)						
<input type="radio"/>	72. Read inmate rights statement to obtain inmates signature						
<input type="radio"/>	73. Read log books, activity reports						



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Frequency: 1=few times per year, 2=monthly, 3=few times per month, 4=weekly, 5=few times per week, 6=daily, 7=several times per day. If you do not perform a task, leave it blank.

ADMINISTRATIVE (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	74. Read post orders, rules, procedures and regulations						
<input type="radio"/>	75. Read warrants						
<input type="radio"/>	76. Receive inmate property						
<input type="radio"/>	77. Receive money for inmate's trust account						
<input type="radio"/>	78. Receive or transmit messages on teletype						
<input type="radio"/>	79. Receive or transmit messages on the Internet						
<input type="radio"/>	80. Record injuries to inmates						
<input type="radio"/>	81. Report stock shortage or overages						
<input type="radio"/>	82. Report unusual or irregular incidents						
<input type="radio"/>	83. Request that supplies and/or equipment be ordered						
<input type="radio"/>	84. Resolve inmate's grievance or complaint informally						
<input type="radio"/>	85. Review court lists for court calls						
<input type="radio"/>	86. Assign point value in structured motivation program						
<input type="radio"/>	87. Review inmate incident reports						
<input type="radio"/>	88. Review records for parole or pardon recommendations						
<input type="radio"/>	89. Review records furnished by other agencies on inmates						
<input type="radio"/>	90. Review records of inmate work crew volunteers						
<input type="radio"/>	91. Review records of inmate's court cases						
<input type="radio"/>	92. Review statements from inmates concerning incidents						
<input type="radio"/>	93. Safeguard inmate records to prevent unauthorized access						
<input type="radio"/>	94. Schedule work assignments or other officers						
<input type="radio"/>	95. Screen or route internal institutional correspondence						
<input type="radio"/>	96. Serve mental commitment papers						
<input type="radio"/>	97. Serve on grievance board						
<input type="radio"/>	98. Serve on inmate disciplinary board						
<input type="radio"/>	99. Serve subpoenas or other civil papers						
<input type="radio"/>	100. Serve warrants or other criminal papers						
<input type="radio"/>	101. Speak with groups or agencies about programs						
<input type="radio"/>	102. Suggest changes in facility rules or procedures						
<input type="radio"/>	103. Supervise work performed by outside personnel						
<input type="radio"/>	104. Take custody of and record lost and found property						
<input type="radio"/>	105. Testify at inmate's disciplinary hearing						
<input type="radio"/>	106. Testify in court, parole or administrative hearings						
<input type="radio"/>	107. Type reports						
<input type="radio"/>	108. Update index and file folders for record retention system						
<input type="radio"/>	109. Update inmate housing status board or records						
<input type="radio"/>	110. Update inmate's commissary expenditure account record						
<input type="radio"/>	111. Update or revise operating procedures manual						



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ADMINISTRATIVE (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	112. Update record of inmate's activities within the facility						
<input type="radio"/>	113. Update record of inmate's working outside the facility						
<input type="radio"/>	114. Update roster of current inmates						
<input type="radio"/>	115. Write basic business correspondence						
<input type="radio"/>	116. Write job, post or position descriptions						
<input type="radio"/>	117. Write narrative reports						
<input type="radio"/>	118. Write post orders						
<input type="radio"/>	119. Write report of criminal incident						
<input type="radio"/>	120. Write response to an inmate's grievance						

CUSTODY AND CONTROL

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	1. Administer urine test						
<input type="radio"/>	2. Apprehend escaped inmate						
<input type="radio"/>	3. Approve passes into detention facility						
<input type="radio"/>	4. Call law enforcement to investigate criminal charges						
<input type="radio"/>	5. Carry pistol while guarding inmates outside of jail						
<input type="radio"/>	6. Carry rifle while guarding inmates outside of jail						
<input type="radio"/>	7. Carry shotgun while guarding inmates outside of jail						
<input type="radio"/>	8. Check weapons in and out of facility						
<input type="radio"/>	9. Collect evidence and property from crime scenes						
<input type="radio"/>	10. Collect evidence for inmate disciplinary hearings						
<input type="radio"/>	11. Communicate with prison or street gang member						
<input type="radio"/>	12. Compare/Inspect photographs to identify inmates for transport and release						
<input type="radio"/>	13. Conduct bed/cell check						
<input type="radio"/>	14. Conduct formal evaluation of security procedures						
<input type="radio"/>	15. Conduct head count						
<input type="radio"/>	16. Conduct inmate roll call						
<input type="radio"/>	17. Conduct pat down or frisk of inmates						
<input type="radio"/>	18. Conduct periodic facility inspection (broken light bulbs, plumbing, etc.)						
<input type="radio"/>	19. Conduct security checks						
<input type="radio"/>	20. Conduct surveillance						



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CUSTODY AND CONTROL (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	21. Control entry into the detention area						
<input type="radio"/>	22. Control inmates TV, radio, stereo use						
<input type="radio"/>	23. Control movement of persons in blocks, cells, common areas and dining						
<input type="radio"/>	24. Control non-violent crowds						
<input type="radio"/>	25. Control physical conflict between inmates						
<input type="radio"/>	26. Coordinate head count						
<input type="radio"/>	27. Coordinate transfer activities of inmate and inmate's property						
<input type="radio"/>	28. Direct vehicular traffic						
<input type="radio"/>	29. Discipline inmate for rule violation						
<input type="radio"/>	30. Distribute and maintain record of tools issued for manual labor						
<input type="radio"/>	31. Document visitation						
<input type="radio"/>	32. Escort emergency vehicles within the facility						
<input type="radio"/>	33. Escort injured or mentally ill persons outside the facility						
<input type="radio"/>	34. Escort inmates away from the institution						
<input type="radio"/>	35. Escort inmates for medical appointments/treatment						
<input type="radio"/>	36. Escort inmates within the facility						
<input type="radio"/>	37. Escort nurses, lawyers, repairmen, etc. in and out of detention facility						
<input type="radio"/>	38. Examine inmate passes to ensure authorized movement and access						
<input type="radio"/>	39. Handle police dog to control crowd						
<input type="radio"/>	40. Identify gang members						
<input type="radio"/>	41. Interview witnesses						
<input type="radio"/>	42. Investigate and initiate remedial action on security breaches						
<input type="radio"/>	43. Investigate criminal activity						
<input type="radio"/>	44. Investigate injuries to inmates						
<input type="radio"/>	45. Investigate reported incidents						
<input type="radio"/>	46. Investigate rule violations						
<input type="radio"/>	47. Investigate unusual odors/sounds						
<input type="radio"/>	48. Maintain security watch from tower						
<input type="radio"/>	49. Monitor mentally disturbed or suicidal inmates						
<input type="radio"/>	50. Monitor movement in the facility						
<input type="radio"/>	51. Monitor movement outside facility						
<input type="radio"/>	52. Monitor suspicious visitors						
<input type="radio"/>	53. Obtain an interpreter						
<input type="radio"/>	54. Operate a vehicle						
<input type="radio"/>	55. Operate breathalyzer to test degree of intoxication						
<input type="radio"/>	56. Operate electrical gates or doors during power failure						
<input type="radio"/>	57. Operate manual cell locks						



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CUSTODY AND CONTROL (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	58. Operate metal detectors						
<input type="radio"/>	59. Operate remote cell controls						
<input type="radio"/>	60. Operate sally ports or gates						
<input type="radio"/>	61. Operate security control panel (open doors, t.v. monitors, intercoms)						
<input type="radio"/>	62. Participate in facility lockdown						
<input type="radio"/>	63. Pat search or frisk female inmates						
<input type="radio"/>	64. Pat search or frisk male inmates						
<input type="radio"/>	65. Patrol inside tiers, cell areas, corridors						
<input type="radio"/>	66. Patrol perimeter of facility						
<input type="radio"/>	67. Photograph scenes (e.g., injuries, suicides)						
<input type="radio"/>	68. Prepare inmate(s) for transport						
<input type="radio"/>	69. Read Miranda warning to suspect						
<input type="radio"/>	70. Recognize inmate's deception or diversionary tactics						
<input type="radio"/>	71. Refer inmate for assistance because of possible suicidal tendencies						
<input type="radio"/>	72. Remove onlookers from incident scene						
<input type="radio"/>	73. Report breaches of security or unsound security practices						
<input type="radio"/>	74. Report gang activity						
<input type="radio"/>	75. Resolve inmate complaints						
<input type="radio"/>	76. Respond to a facility disturbance						
<input type="radio"/>	77. Respond to jail break or escape						
<input type="radio"/>	78. Search a building for contraband						
<input type="radio"/>	79. Search a building for evidence						
<input type="radio"/>	80. Search a cell for contraband						
<input type="radio"/>	81. Search a cell for evidence						
<input type="radio"/>	82. Search an outside area for contraband						
<input type="radio"/>	83. Search an outside area for evidence						
<input type="radio"/>	84. Search an outside area for evidence						
<input type="radio"/>	85. Search delivery or transport vehicles for contraband or escapees						
<input type="radio"/>	86. Search female inmates						
<input type="radio"/>	87. Search for escaped inmate						
<input type="radio"/>	88. Search incoming court clothing						
<input type="radio"/>	89. Search inmate's personal items						
<input type="radio"/>	90. Search male inmates						
<input type="radio"/>	91. Search property left for inmates						
<input type="radio"/>	92. Search vendors						
<input type="radio"/>	93. Search visiting rooms, cells, and other areas inside						
<input type="radio"/>	94. Secure contraband						



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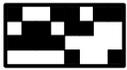
Frequency: 1=few times per year, 2=monthly, 3=few times per month, 4=weekly, 5=few times per week, 6=daily, 7=several times per day. If you do not perform a task, leave it blank.

CUSTODY AND CONTROL (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	95. Secure crime scene						
<input type="radio"/>	96. Secure evidence						
<input type="radio"/>	97. Separate individuals and/or groups to resolve or prevent conflict						
<input type="radio"/>	98. Strip-search female inmates						
<input type="radio"/>	99. Strip-search male inmates						
<input type="radio"/>	100. Supervise an inmate at a medical facility						
<input type="radio"/>	101. Supervise an inmate in court						
<input type="radio"/>	102. Supervise groups of inmates in activities outside the facility						
<input type="radio"/>	103. Supervise inmate during temporary absence from facility						
<input type="radio"/>	104. Supervise Inmates in activities (Day Room/Common Areas)						
<input type="radio"/>	105. Supervise inmates in administrative or disciplinary segregation						
<input type="radio"/>	106. Supervise inmates in medical unit						
<input type="radio"/>	107. Supervise phone calls						
<input type="radio"/>	108. Supervise work activities outside the facility						
<input type="radio"/>	109. Supervise work activities within the facility						
<input type="radio"/>	110. Take statements from witnesses, victim, etc.						
<input type="radio"/>	111. Test and use communications equipment						
<input type="radio"/>	112. Test emergency alarms						
<input type="radio"/>	113. Track escapee from facility						
<input type="radio"/>	114. Wake up inmate						
<input type="radio"/>	115. Witness body cavity search						

CLASSIFICATION

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	1. Administer vocational assessment to inmates						
<input type="radio"/>	2. Assign inmate to work assignments						
<input type="radio"/>	3. Assign inmates to cell, tank, or housing						
<input type="radio"/>	4. Check for criminal history through local records						
<input type="radio"/>	5. Check for criminal history through TCIC/NCIC						
<input type="radio"/>	6. Complete mental disabilities/suicide screening forms						
<input type="radio"/>	7. Detect mental impairments in an inmate						
<input type="radio"/>	8. Detect suicidal tendencies in an inmate						



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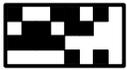
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CLASSIFICATION (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	9. Determine an inmate's security risk						
<input type="radio"/>	10. Determine inmate's vocational skills for assignment to work activities						
<input type="radio"/>	11. Determine the release status of a inmate						
<input type="radio"/>	12. Evaluate medical status for classification						
<input type="radio"/>	13. Evaluate an inmate's ability to understand						
<input type="radio"/>	14. Evaluate gang affiliation for classification						
<input type="radio"/>	15. Evaluate inmates for pre-trial release						
<input type="radio"/>	16. Evaluate inmate's records for classification						
<input type="radio"/>	17. Evaluate mental disabilities for classification						
<input type="radio"/>	18. Evaluate physical disabilities for classification						
<input type="radio"/>	19. Gather information for reclassification purposes						
<input type="radio"/>	20. Handle inmate's showing signs of "homosexual panic"						
<input type="radio"/>	21. Identify inmates showing homosexual behavior						
<input type="radio"/>	22. Identify signs of "homosexual panic" in inmates						
<input type="radio"/>	23. Interview inmates for classification purposes						
<input type="radio"/>	24. Observe physical markings to recognize gang members						
<input type="radio"/>	25. Reclassify inmate upon receipt of new information						
<input type="radio"/>	26. Record physical and mental condition of inmate						
<input type="radio"/>	27. Refer inmate for personal problems to helping organization						
<input type="radio"/>	28. Refer inmate to appropriate medical professionals						
<input type="radio"/>	29. Refer inmate to appropriate mental health professionals						
<input type="radio"/>	30. Select inmate for inmate worker duties						
<input type="radio"/>	31. Serve on classification board or committee						
<input type="radio"/>	32. Update inmate classification records						
<input type="radio"/>	33. Use classification factors to classify inmate						

COMMUNICATION

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	1. Adjust communication to ensure understanding						
<input type="radio"/>	2. Adjust to cultural differences to ensure understanding						



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COMMUNICATION (continued)

Less							More		
1	2	3	4	5	6	7			
<input type="radio"/>	3.	Answer inquiries concerning facility procedures, events or inmates							
<input type="radio"/>	4.	Avoid confrontation with an inmate who is trying to provoke you							
<input type="radio"/>	5.	Calm a fellow officer who is angry							
<input type="radio"/>	6.	Calm distraught persons							
<input type="radio"/>	7.	Communicate information through chain of command							
<input type="radio"/>	8.	Communicate with family members, friends, etc., of inmates							
<input type="radio"/>	9.	Communicate with inmates concerning problems in facility							
<input type="radio"/>	10.	Communicate with inmates concerning their personal problems							
<input type="radio"/>	11.	Communicate with inmates to settle disputes							
<input type="radio"/>	12.	Communicate with person who is autistic							
<input type="radio"/>	13.	Communicate with person who is mentally ill							
<input type="radio"/>	14.	Communicate with person who is mentally retarded							
<input type="radio"/>	15.	Communicate with persons in spanish							
<input type="radio"/>	16.	Communicate with staff to solve inmate related problems							
<input type="radio"/>	17.	Conduct communications checks							
<input type="radio"/>	18.	Conduct tour of facility/escort civilians in facility							
<input type="radio"/>	19.	Consult with juvenile officials and parents concerning juvenile							
<input type="radio"/>	20.	Consult with probation or parole officer							
<input type="radio"/>	21.	Consult with supervisors concerning inmate's problems							
<input type="radio"/>	22.	Contact agencies to obtain information about an inmate							
<input type="radio"/>	23.	Control disruptive behavior by verbal methods							
<input type="radio"/>	24.	Control hostile groups							
<input type="radio"/>	25.	Correct behavior for minor disciplinary infraction							
<input type="radio"/>	26.	Counsel inmates							
<input type="radio"/>	27.	De-escalate a potentially volatile situation							
<input type="radio"/>	28.	Deliver emergency messages to inmates (e.g., death notification)							
<input type="radio"/>	29.	Encourage inmate cooperation							
<input type="radio"/>	30.	Explain legal rights to inmates							
<input type="radio"/>	31.	Explain rules in Spanish							
<input type="radio"/>	32.	Explain rules to inmates							
<input type="radio"/>	33.	Explain rules to inmate's family							
<input type="radio"/>	34.	Identify "learning deficiencies" of inmate							
<input type="radio"/>	35.	Identify an inmate with personal problems							
<input type="radio"/>	36.	Identify behavioral changes of an inmate							
<input type="radio"/>	37.	Identify causes of unrest							
<input type="radio"/>	38.	Identify inmates who do not speak English							



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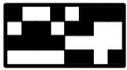
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COMMUNICATION (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	39. Inform inmate of grievance procedures						
<input type="radio"/>	40. Interpret for non-English speaking persons						
<input type="radio"/>	41. Intervene in crisis situations						
<input type="radio"/>	42. Manage a conflict situation						
<input type="radio"/>	43. Negotiate with inmate						
<input type="radio"/>	44. Negotiate with staff						
<input type="radio"/>	45. Observe incidents of sexual harassment by inmates						
<input type="radio"/>	46. Observe incidents of sexual harassment by staff						
<input type="radio"/>	47. Participate in administrative hearings involving inmates						
<input type="radio"/>	48. Participate in inmate rehabilitation programs						
<input type="radio"/>	49. Participate in legal hearings involving inmates						
<input type="radio"/>	50. Recognize behaviors which may be roots of prejudicial treatment						
<input type="radio"/>	51. Recognize "homophobia"						
<input type="radio"/>	52. Recognize cultural issues to determine potential problems						
<input type="radio"/>	53. Recognize if an inmate has been victimized						
<input type="radio"/>	54. Recognize inmate efforts to manipulate correctional officers						
<input type="radio"/>	55. Recognize the need to talk with inmates who are upset						
<input type="radio"/>	56. Refer public to appropriate sources for assistance						
<input type="radio"/>	57. Resolve conflict between inmates and/or staff member						
<input type="radio"/>	58. Verbally respond to inmate's question						
<input type="radio"/>	59. Write response to inmate's questions						

EMERGENCY RESPONSE

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	1. Direct actions of staff arriving to assist in an emergency situation						
<input type="radio"/>	2. Evacuate inmates						
<input type="radio"/>	3. Extinguish fire(s)						
<input type="radio"/>	4. Identify a potential hostage situation						
<input type="radio"/>	5. Negotiate release of hostages						
<input type="radio"/>	6. Report leaders of a disturbance						



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FACILITY OPERATIONS (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	25. Instruct and assist inmates in learning work-related skills						
<input type="radio"/>	26. Instruct inmates in housekeeping and sanitation procedures						
<input type="radio"/>	27. Instruct inmates in use and care of tools and equipment						
<input type="radio"/>	28. Instruct inmates or facility personnel in fire or safety						
<input type="radio"/>	29. Inventory equipment, tools or keys						
<input type="radio"/>	30. Investigate complaints of unsafe or broken equipment						
<input type="radio"/>	31. Issue equipment						
<input type="radio"/>	32. Issue facility keys to authorized personnel						
<input type="radio"/>	33. Record debit for postage stamps						
<input type="radio"/>	34. Issue receipts for money						
<input type="radio"/>	35. Issues supplies						
<input type="radio"/>	36. Maintain surveillance from a guard tower						
<input type="radio"/>	37. Notify sender or receiver of seizure of unauthorized material						
<input type="radio"/>	38. Notify supervisors of potential emergencies or hazards						
<input type="radio"/>	39. Perform general housekeeping duties						
<input type="radio"/>	40. Perform routine maintenance of equipment or tools						
<input type="radio"/>	41. Prepare meals for inmates						
<input type="radio"/>	42. Record meals served						
<input type="radio"/>	43. Report mechanical malfunctions						
<input type="radio"/>	44. Require inmate to maintain acceptable level of personal hygiene						
<input type="radio"/>	45. Serve food to inmates						
<input type="radio"/>	46. Stock supplies						
<input type="radio"/>	47. Supervise cleaning details						
<input type="radio"/>	48. Supervise disposal of food						
<input type="radio"/>	49. Supervise distribution of laundry						
<input type="radio"/>	50. Supervise inmate activities in housing areas						
<input type="radio"/>	51. Supervise inmates dining						
<input type="radio"/>	52. Supervise inmates in laundry duties						
<input type="radio"/>	53. Supervise inmates in use of equipment and tools						
<input type="radio"/>	54. Supervise inmates in kitchen operations						
<input type="radio"/>	55. Supervise or arrange for inmate barbers or beauticians						
<input type="radio"/>	56. Escort official visitors (e.g., health, jail, fire inspector) on inspection						
<input type="radio"/>	57. Inventory food service equipment utensils						
<input type="radio"/>	58. Operate "count" signals or sirens						
<input type="radio"/>	59. Supervise inmate shower and shaving activities						
<input type="radio"/>	60. Inspect fire fighting equipment						
<input type="radio"/>	61. Inspect life safety equipment						



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INMATE PROGRAMS (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	23. Issue recreational equipment						
<input type="radio"/>	24. Monitor inmates during their visits with attorneys						
<input type="radio"/>	25. Notify inmates to prepare for visitors, court, lawyer, etc.						
<input type="radio"/>	26. Operate inmate library and/or perform library services						
<input type="radio"/>	27. Refer Inmates for assistance in areas such as reading, GED, etc.						
<input type="radio"/>	28. Remove visitors who violate rules/policies governing visits						
<input type="radio"/>	29. Review names on inmate's visiting list						
<input type="radio"/>	30. Review employer's time records to verify hours						
<input type="radio"/>	31. Schedule special visitors for inmates						
<input type="radio"/>	32. Search for missing work release inmate						
<input type="radio"/>	33. Supervise educational activities for inmates						
<input type="radio"/>	34. Supervise inmate exercise/recreation						
<input type="radio"/>	35. Supervise inmate religious activity						
<input type="radio"/>	36. Supervise visitors and inmates during contact visits						
<input type="radio"/>	37. Supervise visitors and inmates during non-contact visits						
<input type="radio"/>	38. Supervise volunteers						
<input type="radio"/>	39. Take into custody, an inmate on work release or detail						
<input type="radio"/>	40. Tutor an inmate in educational subject						
<input type="radio"/>	41. Update list of approved reading materials						
<input type="radio"/>	42. Use "behavioral contracts" to modify inmate behavior						

MEDICAL

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	1. Administer oxygen using oxygen supply device or resuscitator						
<input type="radio"/>	2. Apply Cardiopulmonary Resuscitation (CPR)						
<input type="radio"/>	3. Apply first aid for alcohol or drug detoxification						
<input type="radio"/>	4. Apply first aid to allergic reaction						
<input type="radio"/>	5. Apply first aid to control bleeding						
<input type="radio"/>	6. Apply first aid to treat for abrasions						
<input type="radio"/>	7. Apply first aid to treat for amputations						



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MEDICAL (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	8. Apply first aid to treat for animal bites						
<input type="radio"/>	9. Apply first aid to treat for bite by a human being						
<input type="radio"/>	10. Apply first aid to treat for broken bones						
<input type="radio"/>	11. Apply first aid to treat for burns						
<input type="radio"/>	12. Apply first aid to treat for chemical burns						
<input type="radio"/>	13. Apply first aid to treat for choking (e.g., Heimlich method)						
<input type="radio"/>	14. Apply first aid to treat for diabetic reaction						
<input type="radio"/>	15. Apply first aid to treat for drowning						
<input type="radio"/>	16. Apply first aid to treat for electric shock						
<input type="radio"/>	17. Apply first aid to treat for eye injuries						
<input type="radio"/>	18. Apply first aid to treat for frostbite						
<input type="radio"/>	19. Apply first aid to treat for heart attack						
<input type="radio"/>	20. Apply first aid to treat for heat injuries other than sunburn						
<input type="radio"/>	21. Apply first aid to treat for insect bites or stings						
<input type="radio"/>	22. Apply first aid to treat for lacerations						
<input type="radio"/>	23. Apply first aid to treat for overdose						
<input type="radio"/>	24. Apply first aid to treat for poisoning						
<input type="radio"/>	25. Apply first aid to treat for puncture wounds						
<input type="radio"/>	26. Apply first aid to treat for seizure						
<input type="radio"/>	27. Apply first aid to treat for shock						
<input type="radio"/>	28. Apply first aid to treat for smoke inhalation						
<input type="radio"/>	29. Apply first aid to treat for snake bite						
<input type="radio"/>	30. Apply first aid to treat for sprains and strains						
<input type="radio"/>	31. Apply first aid to treat for stroke						
<input type="radio"/>	32. Apply first aid to treat for sunburn						
<input type="radio"/>	33. Arrange medical and dental care for inmates						
<input type="radio"/>	34. Assess inmate's general physical condition						
<input type="radio"/>	35. Change bandages or dressing						
<input type="radio"/>	36. Collect information on current medical conditions						
<input type="radio"/>	37. Complete mental screening form						
<input type="radio"/>	38. Complete medical screening form						
<input type="radio"/>	39. Contact medical personnel regarding Inmate medical condition						
<input type="radio"/>	40. Contact medical personnel regarding medications						
<input type="radio"/>	41. Contact mental health personnel regarding inmate mental condition						
<input type="radio"/>	42. Coordinate dental care for inmates						
<input type="radio"/>	43. Coordinate psychological services						
<input type="radio"/>	44. Coordinate sick call						



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Frequency: 1=few times per year, 2=monthly, 3=few times per month, 4=weekly, 5=few times per week, 6=daily, 7=several times per day. If you do not perform a task, leave it blank.

MEDICAL (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	45. Deliver baby						
<input type="radio"/>	46. Detect symptoms of alcohol overdose or poisoning						
<input type="radio"/>	47. Detect symptoms of drug or alcohol withdrawal						
<input type="radio"/>	48. Detect symptoms of drug use or overdose						
<input type="radio"/>	49. Determine level of medical response needed for an injury or illness						
<input type="radio"/>	50. Distribute non-prescription drugs						
<input type="radio"/>	51. Distribute prescription medication						
<input type="radio"/>	52. Document behavioral observations for medical reasons						
<input type="radio"/>	53. Document medical condition of inmate						
<input type="radio"/>	54. Evacuate sick or injured inmates or facility personnel						
<input type="radio"/>	55. Evaluate inmate behavior for medical reasons						
<input type="radio"/>	56. Explain financial obligations to inmate regarding medical care						
<input type="radio"/>	57. Identify inmates who need assistance under American with Disabilities Act						
<input type="radio"/>	58. Interview new inmate regarding medical condition						
<input type="radio"/>	59. Measure and count medication prescribed by physician to inmates						
<input type="radio"/>	60. Monitor body cavity examination						
<input type="radio"/>	61. Perform body cavity examination						
<input type="radio"/>	62. Perform a urinalysis test for drug identification.						
<input type="radio"/>	63. Prepare medication doses as prescribed						
<input type="radio"/>	64. Provide assistance to female inmate for gynecological problems						
<input type="radio"/>	65. Provide nitroglycerine tablets to heart attack victim						
<input type="radio"/>	66. Store medications and maintain inventory						
<input type="radio"/>	67. Summon emergency medical service (e.g. helicopter, ambulance)						
<input type="radio"/>	68. Supervise inmate medical calls						
<input type="radio"/>	69. Supervise inmate taking medicine						
<input type="radio"/>	70. Supervise inmate under medical quarantine						
<input type="radio"/>	71. Supervise inmate with a highly contagious disease						
<input type="radio"/>	72. Supervise inmate with Hepatitis						
<input type="radio"/>	73. Supervise inmate with HIV or AIDS						
<input type="radio"/>	74. Supervise inmate with tuberculosis (TB)						
<input type="radio"/>	75. Supervise inmates during medical/dental treatment in facility						
<input type="radio"/>	76. Update inmate's medical record						



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PHYSICAL ACTIVITY

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	1. Apply handcuffs						
<input type="radio"/>	2.						
<input type="radio"/>	3. Apply restraints to a non resistant inmate (waist chains, leg irons, etc.)						
<input type="radio"/>	4. Break up fights						
<input type="radio"/>	5. Clean and inspect weapons						
<input type="radio"/>	6. Defend against attacking inmates						
<input type="radio"/>	7. Discharge chemical agent,(pepper spray, Capstun)						
<input type="radio"/>	8. Discharge handgun at person						
<input type="radio"/>	9. Discharge rifle at person						
<input type="radio"/>	10. Discharge shotgun at person						
<input type="radio"/>	11. Draw weapon to protect self						
<input type="radio"/>	12. Hang by hand from ladder, ropes, tree, etc.						
<input type="radio"/>	13. Hit panic button and /or alarm to sound warning, get help, etc.						
<input type="radio"/>	14. Operate vehicles for other than Inmate transport						
<input type="radio"/>	15. Perform restraint techniques (empty hand)						
<input type="radio"/>	16. Physically extract uncooperative inmate from a cell with assistance						
<input type="radio"/>	17. Physically place inmate in cell						
<input type="radio"/>	18. Physically restrain a group of people						
<input type="radio"/>	19. Subdue attacking inmate						
<input type="radio"/>	20. Subdue fleeing inmate						
<input type="radio"/>	21. Subdue resisting inmate						
<input type="radio"/>	22. Subdue violent inmates						
<input type="radio"/>	23. Use Air Pack (non-training)						

RECEIVING AND RELEASE

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	1. Allow inmates to contact bondsman						
<input type="radio"/>	2. Allow inmates to make phone calls						
<input type="radio"/>	3. Approve cash bonds						
<input type="radio"/>	4. Approve surety bonds						
<input type="radio"/>	5. Arrange for clothing for discharge						



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RECEIVING AND RELEASE (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	6. Arrange for funds for discharge						
<input type="radio"/>	7. Assign identification number to each inmate						
<input type="radio"/>	8. Calculate time served for proper release						
<input type="radio"/>	9. Check identification for persons entering facility						
<input type="radio"/>	10. Check identification for persons leaving facility						
<input type="radio"/>	11. Check inmate identification (e.g., driver's license)						
<input type="radio"/>	12. Check legal status of inmates in custody						
<input type="radio"/>	13. Classify fingerprints						
<input type="radio"/>	14. Collect fines and costs						
<input type="radio"/>	15. Compare signature on bonds presented						
<input type="radio"/>	16. Complete computer documents for booking & receiving inmate						
<input type="radio"/>	17. Complete documents for transfer of inmate to another jail						
<input type="radio"/>	18. Complete paper documents for booking & receiving inmate						
<input type="radio"/>	19. Conduct intake/receiving interviews and fill out relevant forms						
<input type="radio"/>	20. Consolidate inmate records after release						
<input type="radio"/>	21. Deliver sex offender pre-release notification						
<input type="radio"/>	22. Fingerprint inmates using electronic device						
<input type="radio"/>	23. Fingerprint inmates using ink						
<input type="radio"/>	24. Inform bonding agent of condition for bonding						
<input type="radio"/>	25. Inform inmate of bonding procedures						
<input type="radio"/>	26. Inform inmates of rules of conduct						
<input type="radio"/>	27. Inform inmates on process for obtaining an attorney						
<input type="radio"/>	28. Inventory and secure inmate's personal property						
<input type="radio"/>	29. Notify agency or department holding warrant of hold						
<input type="radio"/>	30. Photograph arrested persons/inmate						
<input type="radio"/>	31. Photograph identifying scars, marks, and tattoos						
<input type="radio"/>	32. Place holds on inmates						
<input type="radio"/>	33. Prepare cash bonds						
<input type="radio"/>	34. Prepare inmate identification tag, identification card, arm band, etc.						
<input type="radio"/>	35. Prepare Pen Packet for transfer to TDCJ						
<input type="radio"/>	36. Prepare personal bonds						
<input type="radio"/>	37. Record bonds received						
<input type="radio"/>	38. Record scars, marks, and tatoos						
<input type="radio"/>	39. Release detainers						
<input type="radio"/>	40. Release inmates on personal recognizance						
<input type="radio"/>	41. Return inmate's property						
<input type="radio"/>	42. Review release dates to schedule inmate release						



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RECEIVING AND RELEASE (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	43. Transfer inmate's property						
<input type="radio"/>	44. Update alias name file						
<input type="radio"/>	45. Update booking and commitment records of inmates in facility						
<input type="radio"/>	46. Update charges in inmate files						
<input type="radio"/>	47. Update information on bail bonding companies						
<input type="radio"/>	48. Verify information on detention intake card with warrant, capias, etc.						
<input type="radio"/>	49. Verify admission and commitment records						
<input type="radio"/>	50. Verify fingerprints and/or palmprints to verify identification of inmates						
<input type="radio"/>	51. Verify identity of persons picking up inmate						
<input type="radio"/>	52. Verify inmate's signature						
<input type="radio"/>	53. Verify juvenile status of inmate						
<input type="radio"/>	54. Verify release or disposition documents						
<input type="radio"/>	55. Verify sex of incoming inmate						



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OTHER TASKS

On the lines below, please write in any important tasks that were omitted from Task Inventory.

REFERENCE MATERIALS

INSTRUCTIONS: Below is a list of reference materials that you might or might not use on the job. Please read through the entire list once, without marking anything. After you have read the list once, then go back and fill in the circle that indicates how often you use the following reference material. Use the following scale: 1=few times per year, 2=monthly, 3=few times per month, 4=weekly, 5=few times per week, 6=daily, 7=several times per day. **IF YOU DO NOT USE THE REFERENCE MATERIAL, LEAVE IT BLANK.**

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	1. Agency Policy and Procedure Manual						
<input type="radio"/>	2. Code of Criminal Procedure						
<input type="radio"/>	3. Hazardous Materials Book						
<input type="radio"/>	4. Family Code						
<input type="radio"/>	5. First Aid Manual						
<input type="radio"/>	6. Municipal Code Book						
<input type="radio"/>	7. Penal Code						
<input type="radio"/>	8. Spanish/English Dictionary						
<input type="radio"/>	9. Texas State Jail Standards						
<input type="radio"/>	10. Transportation Code						

On the lines below, please write in any important reference materials that were omitted from the list of Reference Materials.



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PHYSICAL EXERTION

Please indicate your maximum level of exertion for each of the following activities in the last twelve months. Choose only one from the scales that follow each activity.

Running Activities

1. Run after a fleeing suspect. (Maximum distance in yards)

- Less than 100 100 to 440 441 to 880 more than 880

2. Run upstairs. (Maximum distance in floors)

- less than one one to three four to six more than six

Jumping/Climbing Activities

3. Jump across obstacles. (Maximum distance in feet)

- less than two two to four four to six more than six

4. Jump down from elevated surface. (Maximum height in feet)

- less than two two to four four to six more than six

5. Jump over obstacles. (Maximum height in feet)

- less than one one to two two to three more than three

6. Climb or pull oneself over obstacle, barrier, etc. (Maximum height in feet)

- less than two two to four four to six more than six

7. Climb ladder. (Maximum in feet)

- less than two two to four four to six more than six

8. Climb stairs. (Maximum in floors/flights/stories)

- less than two two to four four to six more than six

Pushing/Pulling Activities

9. Push vehicle by hand. (Maximum distance in feet)

- less than 10 10 to 30 31 to 50 more than 50

10. Push vehicle by hand. (Maximum weight in tons)

- one two three four

11. Push objects other than vehicle. (Maximum distance in feet)

- less than 10 10 to 30 31 to 50 more than 50

12. Push objects other than vehicle by hand. (Maximum estimate of weight in pounds)

- less than 50 51 to 100 101 to 150 more than 150

13. Pull/drag person. (Maximum distance in feet)

- less than 10 10 to 30 31 to 50 more than 50



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PHYSICAL EXERTION (continued)

14. Pull/drag person. (Maximum weight in pounds)

- less than 100 100 to 150 151 to 200 more than 200

15. Pull a resisting person through a doorway or other such opening. (Maximum weight in pounds)

- less than 100 100 to 150 151 to 200 more than 200

16. Pull a resisting person through a doorway or other such opening. (Maximum height)

- less than 5ft. 4in. 5ft. 4in. to 5ft. 8in. 5ft. 9in. to 6ft. more than 200

Lifting/Carrying Activities

17. Lift and carry a person (Maximum weight in pounds)

- less than 100 100 to 150 151 to 200 more than 200

18. Lift and carry a person. (Maximum distance in feet)

- less than 10 10 to 30 31 to 50 more than 51

19. Lift and carry object. (Maximum estimate of weight in pounds)

- less than 50 51 to 100 101 to 150 more than 150

20. Lift and carry object. (Maximum distance in feet)

- less than 10 10 to 30 31 to 50 more than 50

Control and Struggling Activities

21. Hold a person by oneself to prevent or control movements. (Maximum time in minutes)

- less than two two to four four to six more than six

22. Hold a person by oneself to prevent or control movements. (Maximum weight in pounds)

- less than 100 100 to 150 151 to 200 more than 200

23. Hold a person by oneself to prevent or control movements. (Maximum height in feet)

- less than 5ft.4in 5ft.4in to 5ft.8in 5ft.9in to 6ft more than 6ft

24. Physically struggle with person without help. (Maximum time in minutes)

- less than two two to four four to six more than six

25. Physically struggle with person without help. (Maximum weight in pounds)

- less than 100 100 to 150 151 to 200 more than 200

26. Physically struggle with person without help. (Maximum height in feet)

- less than 5ft.4in 5ft.4in to 5ft.8in 5ft.9in to 6ft more than 6ft



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PHYSICAL EXERTION (continued)

Walking/Standing/Crawling Activities

27. Walk continuously during work shift. (Maximum time in hours)

- less than two two to four four to six more than six

28. Balance oneself on narrow elevated surface. (Maximum height of surface)

- less than two two to four four to six more than six

29. Stand continuously during work shift. (Maximum time in hours)

- less than two two to four four to six more than six

30. Crawl in confined areas (Maximum in feet)

- less than 6 5 to 10 11 to 15 more than 15



EQUIPMENT LIST

INSTRUCTIONS: Below is a list of equipment that you might or might not use on the job. Please read through the list once, without marking anything. After you have read the list once, then go back and only darken the circle next to the equipment that you use. Please restrict your answer to equipment you use at your present agency. You may add any equipment that is not on the list to back of the booklet.

- Alarm monitor
- Electronic belt
- Ambulance
- Ammunition
- Ankle restraints
- Arrest report forms
- Audio tape recorder
- Automated Fingerprint Identification System (AFIS)
- Automated Fingerprint Identification System (Latent)
- Automobile
- Backup weapon
- Barrier tape
- Belly chains
- Binoculars
- Black box (restraints)
- Blood borne pathogen protection equipment
- Bloodborne pathogen clean-up kit
- Boat
- Body armor
- Bolt cutters
- Breathalyzer
- Bull chains
- Bull horn or loud speaker
- Bus
- Business directory
- Calculator/adding machine
- Call box
- Camera
- Cattle prod
- Cell and/or security door
- Cellular/Mobile Phone
- Chain
- Chain saw
- Chemical agents (mace, pepperspray etc.)
- Closed circuit TV
- Computer system
- Constitutional rights warning card
- Container for property
- Count (status) board
- CPR protection mask
- Cut resistant gloves
- Dictating machine
- Drug/narcotic field ID kit
- DWI report forms
- Electronic door/cell/gate/control
- Emergency equipment
- Emergency lighting
- Equipment belts
- Evidence bags
- Evidence processing kit
- Evidence sealing equipment
- Expandable baton
- Fingerprinting cards
- Fire alarm
- Fire extinguisher
- Fire hose
- Fire nozzels
- Fire/bunker gear
- First aid kit
- Flame-retardant (nomex) clothing
- Flare gun and flares
- Flash light
- Flexi-cuffs
- Gas fogger cannon
- Gas grenade
- Gas grenade launcher
- Gas Mask
- GPS locator
- Gurney
- Handcuffs and keys
- Handgun
- Holster
- Infection control bags
- Internet
- Intoxilyzer
- Latex/rubber gloves



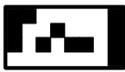
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EQUIPMENT LIST (continued)

- Leg restraints
- Lock box
- Lug wrench
- Magnifying glass
- Marking chalk
- Master fire monitor panel
- Mechanical door/cell control
- Medical Dictionaries, Drug Identification Books
- Metal detector - hand held
- Metal detector - walk through
- Mug shot camera
- NCIC/TCIC computer terminal
- Night vision equipment
- Orcutt Police Nunchakes
- Oxygen equipment
- Pager
- Perimeter fence control panel
- Periscope
- Personal decontamination equipment
- Personal flotation device
- Photographic equipment, including camera
- Plaster of Pads
- Police/Detector Dog
- Protective goggles (eye protection)
- Radio, base station
- Radio, car
- Radio, handheld (walkie-talkie)
- Raid gear & helmet
- Respirator
- Restraining chair
- Resuscitator
- Rifle
- Riot baton
- Riot gloves/jumpsuit
- Riot helmet
- Riot shield
- Rope
- Sally port gates
- Side handle baton
- Straight baton
- Straight jacket
- Stretcher
- Stun grenade
- Stun gun
- Tape recorder
- Taser
- TDD Telephone (For the Deaf)
- Teletype
- Thermal imagers
- Video camera
- Waist restraints

Appendix B

Supervisory Rating Booklet



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BACKGROUND INFORMATION

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For office use only

NAME: _____

AGENCY _____

Please Print

Social Security Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
0	0	0		0	0		0	0	0	0
1	1	1		1	1		1	1	1	1
2	2	2		2	2		2	2	2	2
3	3	3		3	3		3	3	3	3
4	4	4		4	4		4	4	4	4
5	5	5		5	5		5	5	5	5
6	6	6		6	6		6	6	6	6
7	7	7		7	7		7	7	7	7
8	8	8		8	8		8	8	8	8
9	9	9		9	9		9	9	9	9

PLEASE CHOOSE ONLY ONE ANSWER FOR THE FOLLOWING QUESTIONS

What type of agency do you work for?

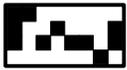
- County Jail
- Private Jail
- Other

Which of the following items best describes your supervisory level?

- First Line Supervisor (Corporal, Sergeant)
- Mid Level Supervisor (Lieutenant, Captain)
- Administrative Level (Major, Chief Deputy, Sheriff)

How many licensed corrections personnel work in your agency?

- Less than 6
- 6 to 25
- 26 to 100
- 101 to 500
- Over 500



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TASK INVENTORY

ADMINISTRATIVE

INSTRUCTIONS: Please rate the tasks in terms of their **CRITICALITY**, or the "consequences of inadequate performance." Use the 7-point scale to assign **CRITICALITY** ratings and fill in the appropriate bubble to the left of the task statement. Rate only those tasks that officers in your agency perform.

CRITICALITY using this scale: 1=minimal, 2=not very serious, 3=fairly serious, 4=serious, 5=very serious, 6=extremely serious, 7=disastrous.

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	1. Assist absentee voting by inmates						
<input type="radio"/>	2. Authorize inmate movement within the facility						
<input type="radio"/>	3. Brief new employees on policies, procedures, rules and regulations						
<input type="radio"/>	4. Brief probation/parole standards to inmates						
<input type="radio"/>	5. Collect and distribute forms to/from inmates						
<input type="radio"/>	6. Collect and receipt inmate's property						
<input type="radio"/>	7. Collect mail from inmates						
<input type="radio"/>	8. Complete trip report or travel record						
<input type="radio"/>	9. Conduct background investigations on job applicants						
<input type="radio"/>	10. Conduct classes for inmates or staff						
<input type="radio"/>	11. Conduct on the job training for staff						
<input type="radio"/>	12. Conduct periodic audit of funds in inmate trust account						
<input type="radio"/>	13. Confer with supervisor to clarify facility rules, procedures or post matters						
<input type="radio"/>	14. Consult with court officials about court actions or record						
<input type="radio"/>	15. Consult with court officials to arrange for court appointed attorney						
<input type="radio"/>	16. Consult with prosecutor concerning inmates						
<input type="radio"/>	17. Coordinate disbursement of inmate funds						
<input type="radio"/>	18. Coordinate inmate disciplinary hearings						
<input type="radio"/>	19. Develop contacts with community programs						
<input type="radio"/>	20. Diagram crime scenes						
<input type="radio"/>	21. Dictate reports or statements						
<input type="radio"/>	22. Discuss court papers						
<input type="radio"/>	23. Distribute mail						
<input type="radio"/>	24. Document chain of custody for evidence						
<input type="radio"/>	25. Establish an inmate record (health, admin etc.)						
<input type="radio"/>	26. Evaluate an employee's performance						
<input type="radio"/>	27. Evaluate disciplinary measures against inmates						
<input type="radio"/>	28. Explain agency policy and procedures to inmates						
<input type="radio"/>	29. Explain laws to inmates						
<input type="radio"/>	30. File and retrieve reports/records in computerized system						
<input type="radio"/>	31. File charge with prosecutor regarding jail incident						
<input type="radio"/>	32. File written material or records						
<input type="radio"/>	33. Fingerprint persons for noncriminal reasons						
<input type="radio"/>	34. Follow instructions of various court papers (e.g. detainer, release)						
<input type="radio"/>	35. Forward mail for transferred or released inmates						



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CRITICALITY: 1=minimal, 2=not very serious, 3=fairly serious, 4=serious, 5=very serious, 6=extremely serious, 7=disastrous. If officers in your department do not perform a task, leave it blank.

ADMINISTRATIVE (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	36. Index fingerprints by classification						
<input type="radio"/>	37. Initiate inmate disciplinary actions						
<input type="radio"/>	38. Inspect identification of persons entering or leaving the facility						
<input type="radio"/>	39. Inspect mail						
<input type="radio"/>	40. Investigate employee misconduct						
<input type="radio"/>	41. Investigate inmate grievances						
<input type="radio"/>	42. Investigate staff grievances						
<input type="radio"/>	43. Keep statistical records						
<input type="radio"/>	44. Log behavior of inmates in administrative or disciplinary separation						
<input type="radio"/>	45. Log phone calls to and from inmates						
<input type="radio"/>	46. Maintain chain of custody for evidence						
<input type="radio"/>	47. Maintain fingerprint card						
<input type="radio"/>	48. Maintain inmates' time card						
<input type="radio"/>	49. Maintain list of authorized visitors						
<input type="radio"/>	50. Maintain personal notebook						
<input type="radio"/>	51. Maintain receipts for money received for inmate's trust account						
<input type="radio"/>	52. Maintain record (log) of person entering or leaving facility						
<input type="radio"/>	53. Maintain log of inmate movements in facility						
<input type="radio"/>	54. Notarize inmate legal documents						
<input type="radio"/>	55. Operate computer to conduct complete booking process						
<input type="radio"/>	56. Operate telephone console or switchboard						
<input type="radio"/>	57. Prepare affidavits.						
<input type="radio"/>	58. Prepare budget						
<input type="radio"/>	59. Prepare conduct report on inmate						
<input type="radio"/>	60. Prepare correctional officer uniform records						
<input type="radio"/>	61. Prepare inmate for transfer or release						
<input type="radio"/>	62. Prepare inmate movement/traffic sheets						
<input type="radio"/>	63. Prepare inmate packages or letters for mailing						
<input type="radio"/>	64. Prepare standard operating procedures or plans						
<input type="radio"/>	65. Prepare statistical reports, e.g. jail population, reimbursement, etc.						
<input type="radio"/>	66. Prepare uniform and personal equipment for inspection						
<input type="radio"/>	67. Process evidence seized during search of inmates and /or cells, rooms						
<input type="radio"/>	68. Provide information to authorized persons regarding status of inmates						
<input type="radio"/>	69. Provide transfer paperwork to other divisions or agencies						
<input type="radio"/>	70. Review "release orders" to ensure accuracy and completeness						
<input type="radio"/>	71. Read for inmates (such as letters, legal correspondence)						
<input type="radio"/>	72. Read inmate rights statement to obtain inmates signature						
<input type="radio"/>	73. Read log books, activity reports						

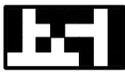


37293

CRITICALITY: 1=minimal, 2=not very serious, 3=fairly serious, 4=serious, 5=very serious, 6=extremely serious, 7=disastrous. If officers in your department do not perform a task, leave it blank.

ADMINISTRATIVE (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	74. Read post orders, rules procedures and regulations						
<input type="radio"/>	75. Read warrants						
<input type="radio"/>	76. Receive inmate property						
<input type="radio"/>	77. Receive money for inmate's trust account						
<input type="radio"/>	78. Receive or transmit messages on teletype						
<input type="radio"/>	79. Receive or transmit messages on the Internet						
<input type="radio"/>	80. Record injuries to inmates						
<input type="radio"/>	81. Report stock shortage or overages						
<input type="radio"/>	82. Report unusual or irregular incidents						
<input type="radio"/>	83. Request that supplies and/or equipment be ordered						
<input type="radio"/>	84. Resolve inmate's grievance or complaint informally						
<input type="radio"/>	85. Review court lists for court calls						
<input type="radio"/>	86. Assign point value in structured motivation program						
<input type="radio"/>	87. Review inmate incident reports						
<input type="radio"/>	88. Review records for parole or pardon recommendations						
<input type="radio"/>	89. Review records furnished by other agencies on inmates						
<input type="radio"/>	90. Review records of inmate work crew volunteers						
<input type="radio"/>	91. Review records of inmate's court cases						
<input type="radio"/>	92. Review statements from inmates concerning incidents						
<input type="radio"/>	93. Safeguard inmate records to prevent unauthorized access						
<input type="radio"/>	94. Schedule work assignments or other officers						
<input type="radio"/>	95. Screen or route internal institutional correspondence						
<input type="radio"/>	96. Serve mental commitment papers						
<input type="radio"/>	97. Serve on grievance board						
<input type="radio"/>	98. Serve on inmate disciplinary board						
<input type="radio"/>	99. Serve subpoenas or other civil papers						
<input type="radio"/>	100. Serve warrants or other criminal papers						
<input type="radio"/>	101. Speak with groups or agencies about programs						
<input type="radio"/>	102. Suggest changes in facility rules or procedures						
<input type="radio"/>	103. Supervise work performed by outside personnel						
<input type="radio"/>	104. Take custody of and record lost and found property						
<input type="radio"/>	105. Testify at inmate's disciplinary hearing						
<input type="radio"/>	106. Testify in court, parole or administrative hearings						
<input type="radio"/>	107. Type reports						
<input type="radio"/>	108. Update index and file folders for record retention system						
<input type="radio"/>	109. Update inmate housing status board or records						
<input type="radio"/>	110. Update inmate's commissary expenditure account record						
<input type="radio"/>	111. Update or revise operating procedures manual						



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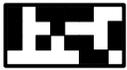
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ADMINISTRATIVE (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	112. Update record of inmate's activities within the facility						
<input type="radio"/>	113. Update record of inmate's working outside the facility						
<input type="radio"/>	114. Update roster of current inmates						
<input type="radio"/>	115. Write basic business correspondence						
<input type="radio"/>	116. Write job, post or position descriptions						
<input type="radio"/>	117. Write narrative reports						
<input type="radio"/>	118. Write post orders						
<input type="radio"/>	119. Write report of criminal incident						
<input type="radio"/>	120. Write response to an inmate's grievance						

CUSTODY AND CONTROL

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	1. Administer urine test						
<input type="radio"/>	2. Apprehend escaped inmate						
<input type="radio"/>	3. Approve passes into detention facility						
<input type="radio"/>	4. Call law enforcement to investigate criminal charges						
<input type="radio"/>	5. Carry pistol while guarding inmates outside of jail						
<input type="radio"/>	6. Carry rifle while guarding inmates outside of jail						
<input type="radio"/>	7. Carry shotgun while guarding inmates outside of jail						
<input type="radio"/>	8. Check weapons in and out of facility						
<input type="radio"/>	9. Collect evidence and property from crime scenes						
<input type="radio"/>	10. Collect evidence for inmate disciplinary hearings						
<input type="radio"/>	11. Communicate with prison or street gang member						
<input type="radio"/>	12. Compare/Inspect photographs to identify inmates for transport, release						
<input type="radio"/>	13. Conduct bed/cell check						
<input type="radio"/>	14. Conduct formal evaluation of security procedures						
<input type="radio"/>	15. Conduct head count						
<input type="radio"/>	16. Conduct inmate roll call						
<input type="radio"/>	17. Conduct pat down or frisk of inmates						
<input type="radio"/>	18. Conduct periodic facility inspection (broken light bulbs, plumbing, etc.)						
<input type="radio"/>	19. Conduct security checks						
<input type="radio"/>	20. Conduct surveillance						



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CUSTODY AND CONTROL (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	21. Control entry into the detention area						
<input type="radio"/>	22. Control inmates TV, radio, stereo use						
<input type="radio"/>	23. Control movement of persons in blocks, cells, common areas, dining, etc.						
<input type="radio"/>	24. Control non-violent crowds						
<input type="radio"/>	25. Control physical conflict between inmates						
<input type="radio"/>	26. Coordinate head count						
<input type="radio"/>	27. Coordinate transfer activities of inmate and inmate's property						
<input type="radio"/>	28. Direct vehicular traffic						
<input type="radio"/>	29. Discipline inmate for rule violation						
<input type="radio"/>	30. Distribute and maintain record of tools issued for manual labor						
<input type="radio"/>	31. Document visitation						
<input type="radio"/>	32. Escort emergency vehicles within the facility						
<input type="radio"/>	33. Escort injured or mentally ill persons outside the facility						
<input type="radio"/>	34. Escort inmates away from the institution						
<input type="radio"/>	35. Escort inmates for medical appointments/treatment						
<input type="radio"/>	36. Escort inmates within the facility						
<input type="radio"/>	37. Escort nurses, lawyers, repairmen, etc. in and out of detention facility						
<input type="radio"/>	38. Examine inmate passes to ensure authorized movement and access						
<input type="radio"/>	39. Handle police dog to control crowd						
<input type="radio"/>	40. Identify gang members						
<input type="radio"/>	41. Interview witnesses						
<input type="radio"/>	42. Investigate and initiate remedial action on security breaches						
<input type="radio"/>	43. Investigate criminal activity						
<input type="radio"/>	44. Investigate injuries to inmates						
<input type="radio"/>	45. Investigate reported incidents						
<input type="radio"/>	46. Investigate rule violations						
<input type="radio"/>	47. Investigate unusual odors/sounds						
<input type="radio"/>	48. Maintain security watch from tower						
<input type="radio"/>	49. Monitor mentally disturbed or suicidal inmates						
<input type="radio"/>	50. Monitor movement in the facility						
<input type="radio"/>	51. Monitor movement outside facility						
<input type="radio"/>	52. Monitor suspicious visitors						
<input type="radio"/>	53. Obtain an interpreter						
<input type="radio"/>	54. Operate a vehicle						
<input type="radio"/>	55. Operate breathalyzer to test degree of intoxication						
<input type="radio"/>	56. Operate electrical gates or doors during power failure						
<input type="radio"/>	57. Operate manual cell locks						

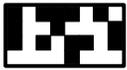


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CUSTODY AND CONTROL (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	58. Operate metal detectors						
<input type="radio"/>	59. Operate remote cell controls						
<input type="radio"/>	60. Operate sally ports or gates						
<input type="radio"/>	61. Operate security control panel (open doors, t.v. monitors, intercoms)						
<input type="radio"/>	62. Participate in facility lockdown						
<input type="radio"/>	63. Pat search or frisk female inmates						
<input type="radio"/>	64. Pat search or frisk male inmates						
<input type="radio"/>	65. Patrol inside tiers, cell areas, corridors						
<input type="radio"/>	66. Patrol perimeter of facility						
<input type="radio"/>	67. Photograph scenes (e.g., injuries, suicides)						
<input type="radio"/>	68. Prepare inmate(s) for transport						
<input type="radio"/>	69.						
<input type="radio"/>	70. Recognize inmate's deception or diversionary tactics						
<input type="radio"/>	71. Refer inmate for assistance because of possible suicidal tendencies						
<input type="radio"/>	72. Remove onlookers from incident scene						
<input type="radio"/>	73. Report breaches of security or unsound security practices						
<input type="radio"/>	74. Report gang activity						
<input type="radio"/>	75. Resolve inmate complaints						
<input type="radio"/>	76. Respond to a facility disturbance						
<input type="radio"/>	77. Respond to jail break or escape						
<input type="radio"/>	78. Search a building for contraband						
<input type="radio"/>	79. Search a building for evidence						
<input type="radio"/>	80. Search a cell for contraband						
<input type="radio"/>	81. Search a cell for evidence						
<input type="radio"/>	82. Search an outside area for contraband						
<input type="radio"/>	83. Search an outside area for evidence						
<input type="radio"/>	84. Search an outside area for evidence						
<input type="radio"/>	85. Search delivery or transport vehicles for contraband or escapees						
<input type="radio"/>	86. Search female inmates						
<input type="radio"/>	87. Search for escaped inmate						
<input type="radio"/>	88. Search incoming court clothing						
<input type="radio"/>	89. Search inmate's personal items						
<input type="radio"/>	90. Search male inmates						
<input type="radio"/>	91. Search property left for inmates						
<input type="radio"/>	92. Search vendors						
<input type="radio"/>	93. Search visiting rooms, cells, and other areas inside						
<input type="radio"/>	94. Secure contraband						



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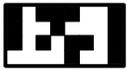
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CUSTODY AND CONTROL (continued)

Less				More				
1	2	3	4	5	6	7		
<input type="radio"/>	95. Secure crime scene							
<input type="radio"/>	96. Secure evidence							
<input type="radio"/>	97. Separate individuals and/or groups to resolve or prevent conflict							
<input type="radio"/>	98. Strip-search female inmates							
<input type="radio"/>	99. Strip-search male inmates							
<input type="radio"/>	100. Supervise an inmate at a medical facility							
<input type="radio"/>	101. Supervise an inmate in court							
<input type="radio"/>	102. Supervise groups of inmates in activities outside the facility							
<input type="radio"/>	103. Supervise inmate during temporary absence from facility							
<input type="radio"/>	104. Supervise Inmates in activities (Day Room/Common Areas)							
<input type="radio"/>	105. Supervise inmates in administrative or disciplinary segregation							
<input type="radio"/>	106. Supervise inmates in medical unit							
<input type="radio"/>	107. Supervise phone calls							
<input type="radio"/>	108. Supervise work activities outside the facility							
<input type="radio"/>	109. Supervise work activities within the facility							
<input type="radio"/>	110. Take statements from witnesses, victim, etc.							
<input type="radio"/>	111. Test and use communications equipment							
<input type="radio"/>	112. Test emergency alarms							
<input type="radio"/>	113. Track escapee from facility							
<input type="radio"/>	114. Wake up inmate							
<input type="radio"/>	115. Witness body cavity search							

CLASSIFICATION

Less				More				
1	2	3	4	5	6	7		
<input type="radio"/>	1. Administer vocational assessment to inmates							
<input type="radio"/>	2. Assign inmate to work assignments							
<input type="radio"/>	3. Assign inmates to cell, tank, or housing							
<input type="radio"/>	4. Check for criminal history through local records							
<input type="radio"/>	5. Check for criminal history through TCIC/NCIC							
<input type="radio"/>	6. Complete mental disabilities/suicide screening forms							
<input type="radio"/>	7. Detect mental impairments in an inmate							
<input type="radio"/>	8. Detect suicidal tendencies in an inmate							



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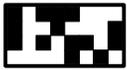
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CLASSIFICATION (continued)

Less							More		
1	2	3	4	5	6	7			
<input type="radio"/>	9. Determine an inmate's security risk								
<input type="radio"/>	10. Determine inmate's vocational skills for assignment to work activities								
<input type="radio"/>	11. Determine the release status of a inmate								
<input type="radio"/>	12. Evaluate medical status for classification								
<input type="radio"/>	13. Evaluate an inmate's ability to understand								
<input type="radio"/>	14. Evaluate gang affiliation for classification								
<input type="radio"/>	15. Evaluate inmates for pre-trial release								
<input type="radio"/>	16. Evaluate inmate's records for classification								
<input type="radio"/>	17. Evaluate mental disabilities for classification								
<input type="radio"/>	18. Evaluate physical disabilities for classification								
<input type="radio"/>	19. Gather information for reclassification purposes								
<input type="radio"/>	20. Handle inmate's showing signs of "homosexual panic"								
<input type="radio"/>	21. Identify inmates showing homosexual behavior								
<input type="radio"/>	22. Identify signs of "homosexual panic" in inmates								
<input type="radio"/>	23. Interview inmates for classification purposes								
<input type="radio"/>	24. Observe physical markings to recognize gang members								
<input type="radio"/>	25. Reclassify Inmate upon receipt of new information								
<input type="radio"/>	26. Record physical and mental condition of inmate								
<input type="radio"/>	27. Refer inmate for personal problems to help organization								
<input type="radio"/>	28. Refer inmate to appropriate medical professionals								
<input type="radio"/>	29. Refer inmate to appropriate mental health professionals								
<input type="radio"/>	30. Select inmate for inmate worker duties								
<input type="radio"/>	31. Serve on classification board or committee								
<input type="radio"/>	32. Update inmate classification records								
<input type="radio"/>	33. Use classification factors to classify inmate								

COMMUNICATION

Less							More		
1	2	3	4	5	6	7			
<input type="radio"/>	1. Adjust communication to ensure understanding								
<input type="radio"/>	2. Adjust to cultural differences to ensure understanding								

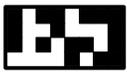


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COMMUNICATION (continued)

Less							More			
1	2	3	4	5	6	7				
<input type="radio"/>	3.	Answer Public inquiries concerning facility procedures, events or inmates								
<input type="radio"/>	4.	Avoid confrontation with an inmate who is trying to provoke you								
<input type="radio"/>	5.	Calm a fellow officer who is angry								
<input type="radio"/>	6.	Calm distraught persons								
<input type="radio"/>	7.	Communicate information through chain of command								
<input type="radio"/>	8.	Communicate with family members, friends, etc., of inmates								
<input type="radio"/>	9.	Communicate with inmates concerning problems in facility								
<input type="radio"/>	10.	Communicate with inmates concerning their personal problems								
<input type="radio"/>	11.	Communicate with inmates to settle disputes								
<input type="radio"/>	12.	Communicate with person who is autistic								
<input type="radio"/>	13.	Communicate with person who is mentally ill								
<input type="radio"/>	14.	Communicate with person who is mentally retarded								
<input type="radio"/>	15.	Communicate with persons in spanish								
<input type="radio"/>	16.	Communicate with staff to solve inmate related problems								
<input type="radio"/>	17.	Conduct communications checks								
<input type="radio"/>	18.	Conduct tour of facility/escort civilians in facility								
<input type="radio"/>	19.	Consult with juvenile officials and parents concerning juvenile								
<input type="radio"/>	20.	Consult with probation or parole officer								
<input type="radio"/>	21.	Consult with supervisors concerning inmate's problems								
<input type="radio"/>	22.	Contact agencies to obtain information about an inmate								
<input type="radio"/>	23.	Control disruptive behavior by verbal methods								
<input type="radio"/>	24.	Control hostile groups								
<input type="radio"/>	25.	Correct behavior for minor disciplinary infraction								
<input type="radio"/>	26.	Counsel inmates								
<input type="radio"/>	27.	De-escalate a potentially volatile situation								
<input type="radio"/>	28.	Deliver emergency messages to inmates (e.g., death notification)								
<input type="radio"/>	29.	Encourage inmate cooperation								
<input type="radio"/>	30.	Explain legal rights to inmates								
<input type="radio"/>	31.	Explain rules in Spanish								
<input type="radio"/>	32.	Explain rules to inmates								
<input type="radio"/>	33.	Explain rules to inmate's family								
<input type="radio"/>	34.	Identify "learning deficiencies" of inmate								
<input type="radio"/>	35.	Identify an inmate with personal problems								
<input type="radio"/>	36.	Identify behavioral changes of an inmate								
<input type="radio"/>	37.	Identify causes of unrest								
<input type="radio"/>	38.	Identify inmates who do not speak English								



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COMMUNICATION (continued)

Less							More		
1	2	3	4	5	6	7			
<input type="radio"/>	39.	Inform inmate of grievance procedures							
<input type="radio"/>	40.	Interpret for non-English speaking persons							
<input type="radio"/>	41.	Intervene in crisis situations							
<input type="radio"/>	42.	Manage a conflict situation							
<input type="radio"/>	43.	Negotiate with inmate							
<input type="radio"/>	44.	Negotiate with staff							
<input type="radio"/>	45.	Observe incidents of sexual harassment by inmates							
<input type="radio"/>	46.	Observe incidents of sexual harassment by staff							
<input type="radio"/>	47.	Participate in administrative hearings involving inmates							
<input type="radio"/>	48.	Participate in inmate rehabilitation programs							
<input type="radio"/>	49.	Participate in legal hearings involving inmates							
<input type="radio"/>	50.	Recognize behaviors which may be roots of prejudicial treatment							
<input type="radio"/>	51.	Recognize "homophobia"							
<input type="radio"/>	52.	Recognize cultural issues to determine potential problems							
<input type="radio"/>	53.	Recognize if an inmate has been victimized							
<input type="radio"/>	54.	Recognize inmate efforts to manipulate correctional officers							
<input type="radio"/>	55.	Recognize the need to talk with inmates who are upset							
<input type="radio"/>	56.	Refer public to appropriate sources for assistance							
<input type="radio"/>	57.	Resolve conflict between inmates and/or staff member							
<input type="radio"/>	58.	Verbally respond to inmate's question							
<input type="radio"/>	59.	Write response to inmate's questions							

EMERGENCY RESPONSE

Less							More		
1	2	3	4	5	6	7			
<input type="radio"/>	1.	Direct actions of staff arriving to assist in an emergency situation							
<input type="radio"/>	2.	Evacuate inmates							
<input type="radio"/>	3.	Extinguish fire(s)							
<input type="radio"/>	4.	Identify a potential hostage situation							
<input type="radio"/>	5.	Negotiate release of hostages							
<input type="radio"/>	6.	Report leaders of a disturbance							



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EMERGENCY RESPONSE (continued)

Less							More			
1	2	3	4	5	6	7				
<input type="radio"/>		7.	Request assistance from law enforcement to handle disturbance when necessary							
<input type="radio"/>		8.	Respond to disaster(s)							
<input type="radio"/>		9.	Respond to fire and other life safety emergencies							
<input type="radio"/>		10.	Respond to security emergencies							
<input type="radio"/>		11.	Video disturbance or leaders of a disturbance							

FACILITY OPERATIONS

Less							More			
1	2	3	4	5	6	7				
<input type="radio"/>		1.	Inspect electrical wiring, plugs and devices for safety							
<input type="radio"/>		2.	Supervise or clean up blood or other bodily fluids							
<input type="radio"/>		3.	Supervise or clean up hazardous materials (other than body fluids)							
<input type="radio"/>		4.	Collect inmate commissary requests							
<input type="radio"/>		5.	Conduct sanitation inspections							
<input type="radio"/>		6.	Contact the facility personnel to coordinate inmate movement							
<input type="radio"/>		7.	Control cooking utensils							
<input type="radio"/>		8.	Control eating utensils							
<input type="radio"/>		9.	Collect/package commissary items for inmates							
<input type="radio"/>		10.	Distribute bedding, clothes, hygiene supplies, personal items to inmates							
<input type="radio"/>		11.	Distribute cleaning materials							
<input type="radio"/>		12.	Distribute commissary items to inmates							
<input type="radio"/>		13.	Distribute money draw slips to inmates							
<input type="radio"/>		14.	Distribute or remove inmate food trays							
<input type="radio"/>		15.	Fumigate/spray inmates for lice, mites, etc.							
<input type="radio"/>		16.	Inspect equipment							
<input type="radio"/>		17.	Inspect facility for fire and safety hazards							
<input type="radio"/>		18.	Inspect facility for insects, pests or vermin							
<input type="radio"/>		19.	Inspect fire doors for proper operations							
<input type="radio"/>		20.	Inspect inmate food or water sanitation							
<input type="radio"/>		21.	Inspect laundered items							
<input type="radio"/>		22.	Inspect security of facility							
<input type="radio"/>		23.	Inspect the perimeter fence for security							
<input type="radio"/>		24.	Inspect vehicles for contraband or escaping inmates							



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FACILITY OPERATIONS (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	25. Instruct and assist inmates in learning work-related skills						
<input type="radio"/>	26. Instruct inmates in housekeeping and sanitation procedures						
<input type="radio"/>	27. Instruct inmates in use and care of tools and equipment						
<input type="radio"/>	28. Instruct inmates or facility personnel in fire prevention or safety						
<input type="radio"/>	29. Inventory equipment, tools or keys						
<input type="radio"/>	30. Investigate complaints of unsafe or broken equipment						
<input type="radio"/>	31. Issue equipment						
<input type="radio"/>	32. Issue facility keys to authorized personnel						
<input type="radio"/>	33. Record debit for postage stamps						
<input type="radio"/>	34. Issue receipts for money						
<input type="radio"/>	35. Issues supplies						
<input type="radio"/>	36. Maintain surveillance from a guard tower						
<input type="radio"/>	37. Notify sender or receiver of seizure of unauthorized material						
<input type="radio"/>	38. Notify supervisors of potential emergencies or hazards						
<input type="radio"/>	39. Perform general housekeeping duties						
<input type="radio"/>	40. Perform routine maintenance of equipment or tools						
<input type="radio"/>	41. Prepare meals for inmates						
<input type="radio"/>	42. Record meals served						
<input type="radio"/>	43. Report mechanical malfunctions						
<input type="radio"/>	44. Require inmate to maintain acceptable level of personal hygiene						
<input type="radio"/>	45. Serve food to inmates						
<input type="radio"/>	46. Stock supplies						
<input type="radio"/>	47. Supervise cleaning details						
<input type="radio"/>	48. Supervise disposal of food						
<input type="radio"/>	49. Supervise distribution of laundry						
<input type="radio"/>	50. Supervise inmate activities in housing areas						
<input type="radio"/>	51. Supervise inmates dining						
<input type="radio"/>	52. Supervise inmates in laundry duties						
<input type="radio"/>	53. Supervise inmates in use of equipment and tools						
<input type="radio"/>	54. Supervise inmates in kitchen operations						
<input type="radio"/>	55. Supervise or arrange for inmate barbers or beauticians						
<input type="radio"/>	56. Escort official visitors (e.g., health, jail, fire inspector) on inspection						
<input type="radio"/>	57. Inventory food service equipment utensils						
<input type="radio"/>	58. Operate "count" signals or sirens						
<input type="radio"/>	59. Supervise inmate shower and shaving activities						
<input type="radio"/>	60. Inspect fire fighting equipment						
<input type="radio"/>	61. Inspect life safety equipment						



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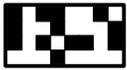
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FACILITY OPERATIONS (continued)

Less							More		
1	2	3	4	5	6	7			
<input type="radio"/>	62.	Maintain fire fighting equipment							
<input type="radio"/>	63.	Maintain life safety equipment							
<input type="radio"/>	64.	Test emergency power supply							
<input type="radio"/>	65.	Test fire fighting equipment							
<input type="radio"/>	66.	Test life safety equipment							

INMATE PROGRAMS

Less							More		
1	2	3	4	5	6	7			
<input type="radio"/>	1.	Assess suitability of person(s) visiting inmate							
<input type="radio"/>	2.	Assign inmates to educational programs							
<input type="radio"/>	3.	Assist inmates in purchasing personal items							
<input type="radio"/>	4.	Check with employers on the status of work release inmates							
<input type="radio"/>	5.	Conduct on-site visits at work sites to ensure inmate's compliance							
<input type="radio"/>	6.	Consult with social services agencies, e.g. social security, WIC, etc.							
<input type="radio"/>	7.	Coordinate inmate educational program activities							
<input type="radio"/>	8.	Coordinate inmate's contact with legal counsel, bondsmen, and visitors							
<input type="radio"/>	9.	Coordinate religious activities for inmates							
<input type="radio"/>	10.	Coordinate special inmate activities							
<input type="radio"/>	11.	Coordinate with inmate to develop a work release plan							
<input type="radio"/>	12.	Coordinate to promote inmate placement after release							
<input type="radio"/>	13.	Counsel inmate concerning personal problems							
<input type="radio"/>	14.	Distribute library and education materials to inmates							
<input type="radio"/>	15.	Evaluate and make suitable job referral							
<input type="radio"/>	16.	Evaluate inmate's educational needs							
<input type="radio"/>	17.	Explain work release program to inmate							
<input type="radio"/>	18.	Explain work release to employers							
<input type="radio"/>	19.	Facilitate inmate access to legal materials							
<input type="radio"/>	20.	Identify employer's violations							
<input type="radio"/>	21.	Identify visitors who are authorized contacts with inmate							
<input type="radio"/>	22.	Investigate incidents concerning inmates on work release							

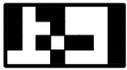


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MEDICAL (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	8. Apply first aid to treat for animal bites						
<input type="radio"/>	9. Apply first aid to treat for bite by a human being						
<input type="radio"/>	10. Apply first aid to treat for broken bones						
<input type="radio"/>	11. Apply first aid to treat for burns						
<input type="radio"/>	12. Apply first aid to treat for chemical burns						
<input type="radio"/>	13. Apply first aid to treat for choking (e.g., Heimlich method)						
<input type="radio"/>	14. Apply first aid to treat for diabetic reaction						
<input type="radio"/>	15. Apply first aid to treat for drowning						
<input type="radio"/>	16. Apply first aid to treat for electric shock						
<input type="radio"/>	17. Apply first aid to treat for eye injuries						
<input type="radio"/>	18. Apply first aid to treat for frostbite						
<input type="radio"/>	19. Apply first aid to treat for heart attack						
<input type="radio"/>	20. Apply first aid to treat for heat injuries other than sunburn						
<input type="radio"/>	21. Apply first aid to treat for insect bites or stings						
<input type="radio"/>	22. Apply first aid to treat for lacerations						
<input type="radio"/>	23. Apply first aid to treat for overdose						
<input type="radio"/>	24. Apply first aid to treat for poisoning						
<input type="radio"/>	25. Apply first aid to treat for puncture wounds						
<input type="radio"/>	26. Apply first aid to treat for seizure						
<input type="radio"/>	27. Apply first aid to treat for shock						
<input type="radio"/>	28. Apply first aid to treat for smoke inhalation						
<input type="radio"/>	29. Apply first aid to treat for snake bite						
<input type="radio"/>	30. Apply first aid to treat for sprains and strains						
<input type="radio"/>	31. Apply first aid to treat for stroke						
<input type="radio"/>	32. Apply first aid to treat for sunburn						
<input type="radio"/>	33. Arrange medical and dental care for inmates						
<input type="radio"/>	34. Assess inmate's general physical condition						
<input type="radio"/>	35. Change bandages or dressing						
<input type="radio"/>	36. Collect information on current medical conditions						
<input type="radio"/>	37. Complete mental screening form						
<input type="radio"/>	38. Complete medical screening form						
<input type="radio"/>	39. Contact medical personnel regarding Inmate medical condition						
<input type="radio"/>	40. Contact medical personnel regarding medications						
<input type="radio"/>	41. Contact mental health personnel regarding inmate mental						
<input type="radio"/>	42. Coordinate dental care for inmates						
<input type="radio"/>	43. Coordinate psychological services						
<input type="radio"/>	44. Coordinate sick call						

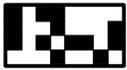


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MEDICAL (continued)

Less							More		
1	2	3	4	5	6	7			
<input type="radio"/>	45.	Deliver baby							
<input type="radio"/>	46.	Detect symptoms of alcohol overdose or poisoning							
<input type="radio"/>	47.	Detect symptoms of drug or alcohol withdrawal							
<input type="radio"/>	48.	Detect symptoms of drug use or overdose							
<input type="radio"/>	49.	Determine level of medical response needed for an injury or illness							
<input type="radio"/>	50.	Distribute non-prescription drugs							
<input type="radio"/>	51.	Distribute prescription medication							
<input type="radio"/>	52.	Document behavioral observations for medical reasons							
<input type="radio"/>	53.	Document medical condition of inmate							
<input type="radio"/>	54.	Evacuate sick or injured inmates or facility personnel							
<input type="radio"/>	55.	Evaluate inmate behavior for medical reasons							
<input type="radio"/>	56.	Explain financial obligations to inmate regarding medical care							
<input type="radio"/>	57.	Identify inmates who need assistance under American with Disabilities Act							
<input type="radio"/>	58.	Interview new inmate regarding medical condition							
<input type="radio"/>	59.	Measure and count medication prescribed by physician to inmates							
<input type="radio"/>	60.	Monitor body cavity examination							
<input type="radio"/>	61.	Perform body cavity examination							
<input type="radio"/>	62.	Perform a urinalysis test for drug identification							
<input type="radio"/>	63.	Prepare medication doses as prescribed							
<input type="radio"/>	64.	Provide assistance to female Inmate for gynecological problems							
<input type="radio"/>	65.	Provide nitroglycerine tablets to heart attack victim							
<input type="radio"/>	66.	Store medications and maintain inventory							
<input type="radio"/>	67.	Summon emergency medical service (e.g. helicopter, ambulance)							
<input type="radio"/>	68.	Supervise inmate medical calls							
<input type="radio"/>	69.	Supervise inmate taking medicine							
<input type="radio"/>	70.	Supervise inmate under medical quarantine							
<input type="radio"/>	71.	Supervise inmate with a highly contagious disease							
<input type="radio"/>	72.	Supervise inmate with Hepatitis							
<input type="radio"/>	73.	Supervise inmate with HIV or AIDS							
<input type="radio"/>	74.	Supervise inmate with tuberculosis (TB)							
<input type="radio"/>	75.	Supervise inmates during medical/dental treatment in facility							
<input type="radio"/>	76.	Update inmate's medical record							



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PHYSICAL ACTIVITY

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	1. Apply handcuffs						
<input type="radio"/>	2. Apply restraints to a combative inmate (waist chains, leg irons, etc.)						
<input type="radio"/>	3. Apply restraints to a non resistant inmate (waist chains, leg irons, etc.)						
<input type="radio"/>	4. Break up fights						
<input type="radio"/>	5. Clean and inspect weapons						
<input type="radio"/>	6. Defend against attacking inmates						
<input type="radio"/>	7. Discharge chemical agent,(pepper spray, Capstun)						
<input type="radio"/>	8. Discharge handgun at person						
<input type="radio"/>	9. Discharge rifle at person						
<input type="radio"/>	10. Discharge shotgun at person						
<input type="radio"/>	11. Draw weapon to protect self						
<input type="radio"/>	12. Hang by hand from ladder, ropes, tree, etc.						
<input type="radio"/>	13. Hit panic button and /or alarm to sound warning, get help, etc						
<input type="radio"/>	14. Operate vehicles for other than inmate transport						
<input type="radio"/>	15. Perform restraint techniques (empty hand)						
<input type="radio"/>	16. Physically extract uncooperative inmate from a cell with assistance						
<input type="radio"/>	17. Physically place inmate in cell						
<input type="radio"/>	18. Physically restrain a group of people						
<input type="radio"/>	19. Subdue attacking inmate						
<input type="radio"/>	20. Subdue fleeing inmate						
<input type="radio"/>	21. Subdue resisting inmate						
<input type="radio"/>	22. Subdue violent inmates						
<input type="radio"/>	23. Use Air Pack (non-training)						

RECEIVING AND RELEASE

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	1. Allow inmates to contact bondsman						
<input type="radio"/>	2. Allow inmates to make phone calls						
<input type="radio"/>	3. Approve cash bonds						
<input type="radio"/>	4. Approve surety bonds						
<input type="radio"/>	5. Arrange for clothing for discharge						



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RECEIVING AND RELEASE (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	6. Arrange for funds for discharge						
<input type="radio"/>	7. Assign identification number to each inmate						
<input type="radio"/>	8. Calculate time served for proper release						
<input type="radio"/>	9. Check identification for persons entering facility						
<input type="radio"/>	10. Check identification for persons leaving facility						
<input type="radio"/>	11. Check inmate identification (e.g., driver's license)						
<input type="radio"/>	12. Check legal status of inmates in custody						
<input type="radio"/>	13. Classify fingerprints						
<input type="radio"/>	14. Collect fines and costs						
<input type="radio"/>	15. Compare signature on bonds presented						
<input type="radio"/>	16. Complete computer documents for booking & receiving inmate						
<input type="radio"/>	17. Complete documents for transfer of inmate to another jail						
<input type="radio"/>	18. Complete paper documents for booking & receiving inmate						
<input type="radio"/>	19. Conduct intake/receiving interviews and fill out relevant forms						
<input type="radio"/>	20. Consolidate inmate records after release						
<input type="radio"/>	21. Deliver sex offender pre-release notification						
<input type="radio"/>	22. Fingerprint inmates using electronic device						
<input type="radio"/>	23. Fingerprint inmates using ink						
<input type="radio"/>	24. Inform bonding agent of condition for bonding						
<input type="radio"/>	25. Inform inmate of bonding procedures						
<input type="radio"/>	26. Inform inmates of rules of conduct						
<input type="radio"/>	27. Inform inmates on process for obtaining an attorney						
<input type="radio"/>	28. Inventory and secure inmate's personal property						
<input type="radio"/>	29. Notify agency or department holding warrant of hold						
<input type="radio"/>	30. Photograph arrested persons/inmate						
<input type="radio"/>	31. Photograph identifying scars, marks, and tattoos						
<input type="radio"/>	32. Place holds on inmates						
<input type="radio"/>	33. Prepare cash bonds						
<input type="radio"/>	34. Prepare inmate identification tag, identification card, arm band, etc						
<input type="radio"/>	35. Prepare Pen Packet for transfer to TDCJ						
<input type="radio"/>	36. Prepare personal bonds						
<input type="radio"/>	37. Record bonds received						
<input type="radio"/>	38. Record scars, marks, and tatoos						
<input type="radio"/>	39. Release detainers						
<input type="radio"/>	40. Release inmates on personal recognizance						
<input type="radio"/>	41. Return inmate's property						
<input type="radio"/>	42. Review release dates to schedule inmate release						

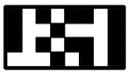


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RECEIVING AND RELEASE (continued)

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	43. Transfer inmate's property						
<input type="radio"/>	44. Update alias name file						
<input type="radio"/>	45. Update booking and commitment records of inmates in facility						
<input type="radio"/>	46. Update charges in inmate files						
<input type="radio"/>	47. Update information on bail bonding companies						
<input type="radio"/>	48. Verify information on detention intake card with warrant, capias, etc.						
<input type="radio"/>	49. Verify admission and commitment records						
<input type="radio"/>	50. Verify fingerprints and/or palmprints to verify identification of inmates						
<input type="radio"/>	51. Verify identity of persons picking up inmate						
<input type="radio"/>	52. Verify inmate's signature						
<input type="radio"/>	53. Verify juvenile status of inmate						
<input type="radio"/>	54. Verify release or disposition documents						
<input type="radio"/>	55. Verify sex of incoming inmate						



OTHER TASKS

On the lines below, please write in any important tasks that were omitted from Task Inventory.

REFERENCE MATERIALS

INSTRUCTIONS: Below is a list of reference materials that you might or might not use on the job. Please read through the entire list once, without marking anything. After you have read the list once, then go back and fill in the circle that indicates how often you use the following reference material. Use the following scale: 1=few times per year, 2=monthly, 3=few times per month, 4=weekly, 5=few times per week, 6=daily, 7=several times per day. IF YOU DO NOT USE THE REFERENCE MATERIAL, LEAVE IT BLANK.

Less			More				
1	2	3	4	5	6	7	
<input type="radio"/>	1. Agency Policy and Procedure Manual						
<input type="radio"/>	2. Code of Criminal Procedure						
<input type="radio"/>	3. Hazardous Materials Book						
<input type="radio"/>	4. Family Code						
<input type="radio"/>	5. First Aid Manual						
<input type="radio"/>	6. Municipal Code Book						
<input type="radio"/>	7. Penal Code						
<input type="radio"/>	8. Spanish/English Dictionary						
<input type="radio"/>	9. Texas State Jail Standards						
<input type="radio"/>	10. Transportation Code						

On the lines below, please write in any important reference materials that were omitted from the list of Reference Materials.

Appendix C

Subject Matter Experts

Subject Matter Experts

Title	FirstName	LastName	Agency
Ms.	Joyce	Stevenson	Andrews County Sheriff's Department
Mr.	Mark	Dearing	Angelina County Sheriff's Department
Captain	Marilyn	Jedlicka	Austin County Sheriff's Department
Lieutenant	Mary	Farley	Bell County Sheriff's Department
Ms.	Lori	Darling	Bexar County Central Texas Parole
Lieutenant	David	Salinas	Bexar County Sheriff's Department
Mr.	Raudel	Gonzalez	Brooks County Sheriff's Department
Mr.	Alex	Garcia	Cameron County Sheriff's Department
Mr.	Rolando	Medrano	Cameron County Sheriff's Department
Deputy	Gary W.	Robinson	Carson County Sheriff's Department
Mr.	Layne	Wieghat	Collin County Sheriff's Department
Sergeant	Twyla	Schroederr	Comal County Sheriff's Department
Mr.	Billy	Hollis	Ector County Corrections
Sergeant	Antonio	Arriaga	El Paso County Sheriff's Department
Corporal	Grace	Gibson	El Paso County Sheriff's Department
Ms.	Marquetta	Wampler	Gray County Sheriff's Department
Mr.	James	Reader	Gregg County Sheriff's Department
Sergeant	Tommy	Baker	Hale County Sheriff's Department
Mr.	Ken	Stedle	Harris County Sheriff's Department
Captain	Brad	Robinson	Hays County Sheriff's Department
Mr.	Jose	Villarreal	Hidalgo County Sheriff's Department
Lieutenant	James	Eiselstein	Jefferson County Sheriff's Department
Captain	Jeff	Theriot	Jefferson County Sheriff's Department
Mr.	Julio	Hughes	Jim Wells County Sheriff's Department
Mr.	Roberto	Roldon	Jim Wells County Sheriff's Department
Captain	Ricardo	Torres	Kleberg County Sheriff's Department
Captain	Billy	Woodruff	Kleberg County Sheriff's Department
Sergeant	Cindy	Stinson	Lubbock County Sheriff's Department
Ms.	Terrisa	McKnight	Midland County Sheriff's Department
Mr.	Charles	Quertermous	Montgomery County Sheriff's Department
Lieutenant	Abel	Carreon	Nueces County Sheriff's Department
Captain	David	Dodson	Ochiltree County Sheriff's Department
Mr.	Glenn	Griever	Parker County Sheriff's Department
Sergeant	Rick	Fernandes	Potter County Sheriff's Department
Sergeant	Charlie	Johnson	Potter County Sheriff's Department
Corporal	Barry	McNutt	Randall County Sheriff's Department
Mr.	William	Bell	T. Hutto Correctional Center
Mr.	Joseph	Jones	Tarrant County Sheriff's Department
Ms.	Sharron	Montgomery	Tarrant County Sheriff's Department
Mr.	Mickey	Green	Taylor County Sheriff's Department
Mr.	Dan	Wallace	Taylor County Sheriff's Office
Sergeant	Robert	Redpath	Travis County Sheriff's Department
Sergeant	Brant	Doddy	Walker County Sheriff's Department
Mr.	Russell	Bacon	Waller County Sheriff's Department
Mr.	Daniel	Garcia	Webb County Sheriff's Department
Mr.	George	Gonzalez	Webb County Sheriff's Department
Ms.	Elvira	Valenzuela	Webb County Sheriff's Department
Mr.	Adrian	Vera	Webb County Sheriff's Department
Sergeant	Virginia	Cooper	Williamson County Sheriff's Department
Captain	Salvador	Elizondo	Zapata County Sheriff's Department

Appendix D

Tasks Responses Means of Both Frequency And Consequences of Inadequate Performance Ratings

	A	B	C	D
1	Critical	Frequency	Task	Task Description
2	1.7867	0.2221	ad001	Assist absentee voting by inmates
3	4.9562	3.9752	ad002	Authorize inmate movement within the facility
4	5.5182	1.6643	ad003	Brief new employees on policies, procedures, rules and regulations
5	2.557	0.4556	ad004	Brief probation/parole standards to inmates
6	3.8613	5.0103	ad005	Collect and distribute forms to/from inmates
7	5.259	3.4607	ad006	Collect and receipt inmate's property
8	4.3525	3.969	ad007	Collect mail from inmates
9	3.5283	0.6798	ad008	Complete trip report or travel record
10	5.5688	0.2211	ad009	Conduct background investigations on job applicants
11	4.5495	0.2655	ad010	Conduct classes for inmates or staff
12	5.4063	0.749	ad011	Conduct on the job training for staff
13	4.6729	0.344	ad012	Conduct periodic audit of funds in inmate trust account
14	5.0145	2.6942	ad013	Confer with supervisor to clarify facility rules, procedures or post matters
15	4.6695	0.4783	ad014	Consult with court officials about court actions or record
16	4.1296	0.2262	ad015	Consult with court officials to arrange for court appointed attorney
17	3.6792	0.2097	ad016	Consult with prosecutor concerning inmates
18	4.4386	0.5062	ad017	Coordinate disbursement of inmate funds
19	4.8971	0.5971	ad018	Coordinate inmate disciplinary hearings
20	3.2444	0.187	ad019	Develop contacts with community programs
21	4.1385	0.1043	ad020	Diagram crime scenes
22	4.1264	0.906	ad021	Dictate reports or statements
23	3.7	0.7035	ad022	Discuss court papers (commitments, releases, writs, summonses, detainers, etc.) with inmates
24	4.4928	2.9463	ad023	Distribute mail
25	5.1875	0.438	ad024	Document chain of custody for evidence
26	5.5942	1.9101	ad025	Establish an inmate record (health, admin etc)
27	5.0313	0.4576	ad026	Evaluate an employee's performance
28	4.8682	0.9143	ad027	Evaluate disciplinary measures against inmates
29	4.6316	3.7335	ad028	Explain agency policy and procedures to inmates
30	3.3232	1.5455	ad029	Explain laws to inmates
31	4.7661	2.5764	ad030	File and retrieve reports/records in computerized system
32	4.7523	0.2655	ad031	File charge with prosecutor regarding jail incident
33	4.8519	2.7541	ad032	File written material or records
34	2.6333	1.0248	ad033	Fingerprint persons for noncriminal reasons (e.g., professional licenses, etc.)
35	5.7556	2.0971	ad034	Follow instructions of various court papers (e.g. detainer, release)
36	3.5246	1.4566	ad035	Forward mail for transferred or released inmates
37	3.5333	0.3729	ad036	Index fingerprints by classification
38	4.7482	1.6229	ad037	Initiate inmate disciplinary actions
39	5.5224	3.3089	ad038	Inspect identification of persons entering or leaving the facility
40	4.9281	2.7624	ad039	Inspect mail
41	5.623	0.3182	ad040	Investigate employee misconduct
42	5.2061	0.5341	ad041	Investigate inmate grievances
43	5.0847	0.187	ad042	Investigate staff grievances
44	4.3697	0.8419	ad043	Keep statistical records
45	4.9167	2.5393	ad044	Log behavior of inmates in administrative or disciplinary separation
46	3.4466	1.0041	ad045	Log phone calls to and from inmates
47	5.3619	0.3626	ad046_1	Maintain chain of custody for evidence
48	4.9835	1.2169	ad047	Maintain fingerprint card
49	4.475	0.5517	ad048	Maintain inmates' time card
50	4.5043	1.751	ad049	Maintain list of authorized visitors
51	3.7041	2.374	ad050	Maintain personal notebook
52	5.5354	1.7252	ad051	Maintain receipts for money received for inmate's trust account
53	4.9826	2.4277	ad052	Maintain record (log) of person entering or leaving facility
54	4.9444	3.9886	ad053	Maintain record systems to control inmate movements between jobs, units, etc.
55	3.6471	0.3347	ad054	Notarize inmate legal documents
56	5.2748	2.2583	ad055	Operate computer to conduct complete booking process
57	3.8854	2.4008	ad056	Operate telephone console or switchboard
58	3.791	0.2149	ad057	Prepare affidavits.
59	4.726	0.1136	ad058	Prepare budget
60	4.5492	1.2986	ad059	Prepare conduct report on inmate
61	3.2568	0.1725	ad060	Prepare correctional officer uniform records
62	5.1912	3.5165	ad061	Prepare inmate for transfer or release
63	4.7396	1.8399	ad062	Prepare inmate movement/traffic sheets (logs, pass-on book, court list)
64	3.4414	1.3864	ad063	Prepare inmate packages or letters for mailing
65	5.3898	0.4845	ad064	Prepare standard operating procedures or plans
66	4.9292	0.8585	ad065	Prepare statistical reports, e.g. jail population, reimbursement, etc.
67	3.9192	1.2583	ad066	Prepare uniform and personal equipment for inspection
68	4.8548	1.5795	ad067	Process evidence seized during search of inmates and /or cells, rooms, etc
69	4.7273	2.6643	ad068	Provide information to authorized persons regarding status of inmates
70	5.0769	1.2996	ad069	Provide transfer paperwork to other divisions or agencies
71	5.6791	1.7345	ad070	Review "release orders" to ensure accuracy and completeness

	A	B	C	D
72	3.2957	0.8326	ad071	Read for inmates (such as letters, legal correspondence)
73	4.2973	1.0145	ad072	Read inmate rights statement to obtain inmates signature
74	4.7174	4.0331	ad073	Read log books, activity reports
75	4.9925	3.6622	ad074	Read post orders, facility rules and regulations, policies, and procedures
76	5.0583	1.8543	ad075	Read warrants
77	4.9338	3.0496	ad076	Receive inmate property
78	5.184	2.0072	ad077	Receive money for inmate's trust account
79	5.0424	1.1085	ad078	Receive or transmit messages on teletype
80	3.1695	0.1849	ad079	Receive or transmit messages on the Internet
81	5.7426	2.1085	ad080	Record injuries to inmates
82	3.8482	0.6818	ad081	Report stock shortage or overages
83	5.0803	2.9928	ad082	Report unusual or irregular incidents
84	4.1556	1.6705	ad083	Request that supplies and/or equipment be ordered
85	4.5672	2.1002	ad084	Resolve inmate's grievance or complaint informally
86	4.4615	1.9886	ad085	Review court lists for next day's municipal, county, district, and federal court calls
87	2.9592	0.1405	ad086	Review daily behavior to assign point value in structured motivation program
88	4.8125	1.3688	ad087	Review inmate incident reports
89	4.1045	0.188	ad088	Review records for parole or pardon recommendations
90	4.752	1.1023	ad089	Review records furnished by other agencies on inmates
91	4.7255	0.6095	ad090	Review records of inmate work crew volunteers
92	4.26	0.5971	ad091	Review records of inmate's court cases
93	4.7615	1.2138	ad092	Review statements from inmates concerning incidents
94	5.3971	1.7758	ad093	Safeguard inmate records to prevent unauthorized access
95	4.9256	0.501	ad094	Schedule work assignments or other officers
96	4.2294	0.6963	ad095	Screen or route internal institutional correspondence
97	4.5397	0.1312	ad096	Serve mental commitment papers
98	4.4911	0.3017	ad097	Serve on grievance board
99	4.4655	0.7345	ad098	Serve on inmate disciplinary board
100	4.4054	0.2655	ad099	Serve subpoenas or other civil papers
101	4.625	0.3533	ad100	Serve warrants or other criminal papers
102	3.5897	0.1498	ad101	Speak with groups or agencies to encourage their participation with facility programs
103	4.1783	0.8357	ad102	Suggest changes in facility rules or procedures
104	4.7037	0.6798	ad103	Supervise work performed by outside personnel
105	4.055	0.7004	ad104	Take custody of and record lost and found property
106	3.9652	0.2541	ad105	Testify at inmate's disciplinary hearing
107	4.422	0.1436	ad106	Testify in court, parole or administrative hearings
108	4.4	1.5506	ad107	Type reports
109	4.7207	0.8171	ad108	Update index and file folders for record retention system
110	4.7674	1.7014	ad109	Update inmate housing status board or records
111	4.678	0.625	ad110	Update inmate's commissary expenditure account record
112	4.7966	0.2572	ad111	Update or revise operating procedures manual
113	4.4766	1.9174	ad112	Update record of inmate's activities within the facility
114	4.6174	0.7004	ad113	Update record of inmate's working outside the facility
115	5.3037	3.0134	ad114	Update roster of current inmates
116	3.6207	0.2913	ad115	Write basic business correspondence
117	3.8058	0.313	ad116	Write job, post or position descriptions
118	4.6303	1.9793	ad117	Write narrative reports
119	4.25	0.2283	ad118	Write post orders
120	5.008	0.9019	ad119	Write report of criminal incident
121	4.6905	0.5444	ad120	Write response to an inmate's grievance
122	4.0455	0.2521	cc001	Administer urine test
123	6.1215	0.1302	cc002	Apprehend escaped inmate
124	4.9804	0.844	cc003	Approve passes into detention facility
125	5.0397	0.2924	cc004	Call law enforcement to investigate criminal charges
126	5.5769	0.8771	cc005	Carry pistol while guarding inmates outside of jail
127	4.6346	0.1457	cc006	Carry rifle while guarding inmates outside of jail
128	5.1127	0.2242	cc007	Carry shotgun while guarding inmates outside of jail
129	5.7604	0.7025	cc008	Check weapons in and out of facility
130	5.4524	0.1643	cc009	Collect evidence and property from crime scenes
131	4.736	0.5878	cc010	Collect evidence for inmate disciplinary hearings (interview, contraband, etc.)
132	4.0891	1.281	cc011	Communicate with prison or street gang member
133	5.4262	1.4866	cc012	Compare/inspect photographs to identify inmates for transport, release, etc.
134	5.7647	5.1477	cc013	Conduct bed/cell check
135	5.4107	1.1136	cc014	Conduct formal evaluation of security procedures
136	5.9044	5.8048	cc015	Conduct head count
137	5.4609	3.8564	cc016	Conduct inmate roll call
138	5.8406	5.5878	cc017	Conduct pat down or frisk of inmates
139	5.1304	4.3657	cc018	Conduct periodic facility inspection (broken light bulbs, plumbing, etc.)
140	5.6838	5.3605	cc019	Conduct security checks
141	5.0256	3.3874	cc020	Conduct surveillance
142	5.7536	3.9556	cc021	Control entry into the detention area

	A	B	C	D
143	3.8722	4.8419	cc022	Control inmates TV, radio, stereo use
144	4.9023	4.8409	cc023	Control movement of persons in blocks, cells, common areas, dining, etc.
145	4.1238	2.9587	cc024	Control non-violent crowds
146	5.5839	3.1229	cc025	Control physical conflict between Inmates
147	5.1805	3.7159	cc026	Coordinate head count
148	5.0224	1.9742	cc027	Coordinate transfer activities of inmate and inmate's property
149	3.5185	0.3295	cc028	Direct vehicular traffic
150	4.8271	2.1508	cc029	Discipline inmate for rule violation
151	5.2233	0.7893	cc030	Distribute and maintain record of tools issued for manual labor
152	4.6642	2.9421	cc031	Document visitation
153	4.7284	0.4236	cc032	Escort emergency vehicles within the facility
154	5.3361	0.8326	cc033	Escort injured or mentally ill persons outside the facility
155	5.3136	0.9762	cc034	Escort inmates away from the institution
156	5.5909	2.0702	cc035	Escort inmates for medical appointments/treatment
157	4.8824	5.2686	cc036	Escort inmates within the facility
158	4.9481	2.874	cc037	Escort nurses, lawyers, repairmen, etc. in and out of detention facility
159	4.9459	1.8419	cc038	Examine inmate passes (I.D. cards) to ensure authorized movement and access
160	3.2188	0.0589	cc039	Handle police dog to control crowd
161	4.7248	0.9277	cc040	Identify gang members
162	4.6383	0.5114	cc041	Interview witnesses
163	5.3846	0.4132	cc042	Investigate and initiate remedial action on security breaches
164	5.3131	0.5671	cc043	Investigate criminal activity
165	5.609	1.4855	cc044	Investigate injuries to inmates
166	5.1473	1.2428	cc045	Investigate reported incidents
167	4.9474	1.7614	cc046	Investigate rule violations
168	5.1471	3.4267	cc047	Investigate unusual odors/sounds
169	3.7941	0.6591	cc048	Maintain security watch from tower
170	6.1079	3.4442	cc049	Monitor mentally disturbed or suicidal inmates
171	5.2132	4.5052	cc050	Monitor movement in the facility
172	5.087	2.0103	cc051	Monitor movement outside facility
173	5.3154	1.8285	cc052	Monitor suspicious visitors
174	4.488	1.5403	cc053	Obtain an interpreter
175	4.5169	1.906	cc054	Operate a vehicle
176	3.4318	0.1271	cc055	Operate breathalyzer to test degree of intoxication
177	5.352	1.0744	cc056	Operate electrical gates or doors during power failure
178	5.2015	3.4938	cc057	Operate manual cell locks
179	4.2716	0.814	cc058	Operate metal detectors
180	5.0263	3.6508	cc059	Operate remote cell controls
181	5.1339	3.439	cc060	Operate sally ports or gates
182	5.1429	5.0382	cc061	Operate security control panel (open doors, t.v. monitors, intercoms, etc)
183	5.2707	1.8812	cc062	Participate in facility lockdown
184	5.3968	1.3295	cc063	Pat search or frisk female inmates
185	5.442	4.7552	cc064	Pat search or frisk male inmates
186	5.2097	4.72	cc065	Patrol inside tiers, cell areas, corridors
187	4.8191	2.062	cc066	Patrol perimeter of facility
188	5.1942	0.3967	cc067	Photograph scenes (e.g., injuries, suicides)
189	5.1087	3.0362	cc068	Prepare inmate(s) for transport
190	4.4872	0.2459	cc069	Read Miranda warning to suspect
191	5.2093	3.1116	cc070	Recognize Inmates' deception or diversionary tactics
192	5.7007	1.657	cc071	Refer inmate for assistance because of possible suicidal tendencies
193	4.835	0.7149	cc072	Remove onlookers from incident scene
194	5.5746	1.3616	cc073	Report breaches of security or unsound security practices
195	4.9048	0.8233	cc074	Report gang activity
196	4.7372	3.311	cc075	Resolve inmate complaints
197	5.7826	2.8306	cc076	Respond to a facility disturbance
198	6.3986	0.4153	cc077	Respond to jail break or escape
199	5.2143	2.75	cc078	Search a building for contraband
200	5.0734	0.7025	cc079	Search a building for evidence
201	5.3261	3.9122	cc080	Search a cell for contraband
202	5.2615	1.4256	cc081	Search a cell for evidence
203	4.9398	1.7707	cc082	Search an outside area for contraband
204	4.8319	0.4969	cc083	Search an outside area for evidence
205	4.8318	0.4566	cc084	Search cell for evidence in criminal matters
206	5.1351	0.9556	cc085	Search delivery or transport vehicles for contraband or escapees
207	5.379	1.124	cc086	Search female inmates
208	5.9762	0.3058	cc087	Search for escaped inmate
209	5.5037	1.4194	cc088	Search incoming court clothing
210	5.3406	3.6322	cc089	Search inmate's personal items
211	5.5468	4.1818	cc090	Search male inmates
212	5.4	2.5527	cc091	Search property left for Inmates
213	4.383	0.4349	cc092	Search vendors

	A	B	C	D
214	5.2774	3.8161	cc093	Search visiting rooms, cells, and other areas inside
215	5.25	2.7696	cc094	Secure Contraband
216	5.5327	0.2531	cc095	Secure Crime Scene
217	5.4196	0.5	cc096	Secure evidence
218	5.4806	2.5341	cc097	Separate individuals and/or groups to resolve or prevent conflict
219	5.2906	0.8316	cc098	Strip-search female inmates
220	5.3721	2.8626	cc099	Strip-search male inmates
221	5.4077	1.6818	cc100	Supervise an inmate at a medical facility
222	5.3443	0.6198	cc101	Supervise an inmate in court
223	5.25	0.7862	cc102	Supervise groups of inmates participating in activities outside the facility
224	5.1429	0.5145	cc103	Supervise inmate during temporary absence from facility(e.g., family funeral)
225	4.7405	4.2593	cc104	Supervise Inmates in activities (Day Room/Common Areas)
226	5.0602	3.0806	cc105	Supervise inmates in administrative or disciplinary segregation
227	5.2035	1.6343	cc106	Supervise inmates in medical unit
228	3.6355	1.5744	cc107	Supervise phone calls
229	4.9217	0.657	cc108	Supervise work activities outside the facility
230	4.9254	3.3461	cc109	Supervise work activities within the facility
231	4.8431	0.7355	cc110	Take statements from witnesses, victim, etc.
232	5.0806	3.375	cc111	Test and use communications equipment
233	5.3106	0.9349	cc112	Test emergency alarms
234	5.8	0.1374	cc113	Track escapee from facility (including physical signs and use of track dog)
235	3.627	4.4329	cc114	Wake up inmate
236	4.2131	0.3182	cc115	Witness body cavity search
237	3.8143	0.2872	cl01	Administer vocational assessment to inmates
238	4.2742	1.6229	cl02	Assign inmate to work assignments
239	4.9104	2.2696	cl03	Assign inmates to cell, tank, or housing
240	5.1069	1.8905	cl04	Check for criminal history through local records
241	5.1832	1.9143	cl05	Check for criminal history through TCIC/NCIC
242	5.5185	1.8729	cl06	Complete mental disabilities/suicide screening forms
243	5.3358	1.7366	cl07	Detect mental impairments in an inmate
244	5.8603	2.2014	cl08	Detect suicidal tendencies in an inmate
245	5.5942	1.8099	cl09	Determine an inmate's security risk
246	3.7778	0.47	cl10	Determine inmate's vocational skills for assignment to work activities
247	5.1016	1.1457	cl11	Determine the release status of a Inmate
248	5	1.0971	cl12	Evaluate medical status for classification
249	4.5469	1.7273	cl13	Evaluate an inmate's ability to understand verbal and written communication
250	4.8175	0.9804	cl14	Evaluate gang affiliation for classification
251	4.1899	0.2779	cl15	Evaluate inmates for pre-trial release
252	5.0667	1.3512	cl16	Evaluate inmate's records for classification
253	5.0308	1.1508	cl17	Evaluate mental disabilities for classification
254	4.9624	1.1963	cl18	Evaluate physical disabilities for classification
255	4.9023	1.063	cl19	Gather information for reclassification purposes
256	4.7851	0.6539	cl20	Handle Inmate's showing signs of "homosexual panic"
257	4.8016	1.218	cl21	Identify inmates showing homosexual behavior
258	4.6917	0.686	cl22	Identify signs of "homosexual panic" in Inmates
259	4.874	1.0475	cl23	Interview inmates for classification purposes
260	4.7597	2.2107	cl24	Observe physical markings to recognize gang members
261	4.963	0.9721	cl25	Reclassify Inmate upon receipt of new information
262	5.0821	1.8884	cl26	Record physical and mental condition of inmate
263	4.3932	0.7004	cl27	Refer inmate for personal problems to help organization. (e.g. minister)
264	4.9609	1.2262	cl28	Refer inmate to appropriate medical professionals
265	4.9449	0.6725	cl29	Refer inmate to appropriate mental health professionals
266	4.6	1.2779	cl30	Select inmate for inmate worker duties
267	4.1839	0.2149	cl31	Serve on classification board or committee
268	4.9695	0.8027	cl32	Update inmate classification records
269	5.0677	1.3853	cl33	Serve on classification board or committee
270	4.6439	3.5393	co01	Adjust communication to ensure understanding
271	4.6032	3.3399	co02	Adjust to cultural differences to ensure understanding
272	4.0313	3.3647	co03	Answer Public inquiries concerning facility procedures, events or inmates
273	5.1727	3.6291	co04	Avoid confrontation with an inmate who is trying to provoke you
274	5.1957	1.8864	co05	Calm a fellow officer who is angry
275	4.9348	2.5537	co06	Calm distraught persons
276	5.2174	4.0517	co07	Communicate information through chain of command
277	3.9328	2.0072	co08	Communicate with family members, friends, etc., of inmates
278	4.2847	3.0847	co09	Communicate with inmates concerning problems in the detentions facility (food complaints, etc.)
279	3.7143	2.5424	co10	Communicate with inmates concerning their personal problems
280	4.6978	3.4421	co11	Communicate with inmates to settle disputes
281	4.3148	0.4401	co12	Communicate with person who is autistic
282	4.6493	2.0455	co13	Communicate with person who is mentally ill
283	4.5625	0.9277	co14	Communicate with person who is mentally retarded
284	4.1032	2.6291	co15	Communicate with persons in spanish

	A	B	C	D
285	4.8686	3.4855	co16	Communicate with staff to solve inmate related problems
286	4.4914	1.6519	co17	Conduct communications checks
287	3.8931	0.8233	co18	Conduct tour of facility/escort civilians in facility
288	3.6071	0.1901	co19	Consult with juvenile officials and parents concerning the status of juvenile inmates
289	3.8761	0.5496	co20	Consult with probation or parole officer status of probationer or parolee in the facility
290	4.7754	3.3678	co21	Consult with supervisors concerning inmate's problems
291	4.3438	0.9783	co22	Contact agencies to obtain information about an inmate (ie community MHMR centers, emergency rooms)
292	5.1014	3.8182	co23	Control disruptive behavior by verbal methods
293	5.4198	1.4659	co24	Control hostile groups
294	4.4307	2.6663	co25	Correct behavior for minor disciplinary infraction
295	4.2627	1.7965	co26	Counsel inmates
296	5.694	2.093	co27	De-escalate a potentially volatile situation
297	4.6917	1.0207	co28	Deliver emergency messages to inmates (e.g., death notification)
298	4.7185	3.7066	co29	Encourage inmate cooperation
299	4.1683	1.1023	co30	Explain legal rights to inmates
300	4.359	1.3368	co31	Explain rules in Spanish
301	4.6029	4.2676	co32	Explain rules to inmates
302	3.7419	1.686	co33	Explain rules to inmate's family
303	3.7815	0.9628	co34	Identify "learning deficiencies" of inmate
304	4.1374	2.3626	co35	Identify an inmate with personal problems
305	4.7778	2.8729	co36	Identify behavioral changes of an inmate
306	4.771	1.6911	co37	Identify causes of unrest
307	4.3383	3.7748	co38	Identify inmates who do not speak English
308	4.6519	2.6839	co39	Inform inmate of grievance procedures
309	4.3583	1.3182	co40	Interpret for non-English speaking persons
310	5.2824	1.2459	co41	Intervene in crisis situations
311	5.3258	1.8285	co42	Manage a conflict situation
312	4.448	1.0124	co43	Negotiate with inmate
313	4.5042	0.9607	co44	Negotiate with staff
314	5.1557	0.7665	co45	Observe incidents of sexual harassment by inmates
315	5.4194	0.3213	co46	Observe incidents of sexual harassment by staff
316	4.7328	0.5	co47	Participate in administrative hearings involving inmates
317	3.679	0.1353	co48	Participate in inmate rehabilitation programs
318	3.8333	0.156	co49	Participate in legal hearings involving inmates
319	4.8125	0.7521	co50	Recognize habits of special populations which may be roots of prejudicial treatment
320	4.5327	0.6849	co51	Recognize "homophobia"
321	4.6462	1.5816	co52	Recognize cultural issues to determine potential problems
322	5.1221	1.5424	co53	Recognize if an inmate has been victimized
323	5.3824	3.5227	co54	Recognize inmate efforts to manipulate correctional officers
324	4.837	3.2066	co55	Recognize the need to talk with inmates who are upset
325	4.2049	1.4742	co56	Refer public to appropriate sources for assistance
326	5.125	2.0506	co57	Resolve conflict between inmates and/or staff member
327	4.5839	5.6116	co58	Verbally respond to inmate's question
328	4.4701	1.8275	co59	Write response to inmate's questions
329	5.6397	1.2211	er01	Direct actions of staff arriving to assist in an emergency situation
330	5.963	0.4628	er02	Evacuate inmates
331	6.0511	0.3915	er03	Extinguish fire(s)
332	6.0677	0.2242	er04	Identify a potential hostage situation
333	5.9375	0.0816	er05	Negotiate release of hostages
334	5.5809	0.907	er06	Report leaders of a disturbance
335	5.6412	0.4514	er07	Request assistance from law enforcement to handle disturbance when necessary
336	5.8661	0.3523	er08	Respond to disaster(s)
337	6.0942	1.0434	er09	Respond to fire and other life safety emergencies
338	6.0073	1.2211	er10	Respond to security emergencies
339	5.019	0.4153	er11	Video disturbance or leaders of a disturbance
340	4.7969	1.751	fo01	Inspect electrical wiring, plugs and devices for safety
341	5.163	1.1994	fo02	Supervise or clean up blood or other bodily fluids
342	5.056	0.5527	fo03	Supervise or clean up hazardous materials (other than body fluids)
343	3.6912	2.3719	fo04	Collect inmate commissary requests
344	4.4222	2.9008	fo05	Conduct sanitation inspections
345	4.6336	2.1498	fo06	Contact the facility personnel to coordinate inmate movement
346	4.8699	1.2283	fo07	Control cooking utensils
347	4.6281	1.9132	fo08	Control eating utensils
348	3.7455	0.6994	fo09	Collect/package commissary items for inmates
349	4.3235	3.6715	fo10	Distribute bedding, clothes, hygiene supplies, personal items, etc. to Inmates
350	4.3778	3.938	fo11	Distribute cleaning materials
351	3.928	1.1725	fo12	Distribute commissary items to inmates
352	3.9099	2.0021	fo13	Distribute money draw slips to inmates
353	4.3556	4.4576	fo14	Distribute or remove inmate food trays
354	4.5583	0.875	fo15	Fumigate/spray inmates for lice, mites, etc.
355	4.7259	3.4091	fo16	Inspect equipment

	A	B	C	D
356	5.2279	2.9545	fo17	Inspect facility for fire and safety hazards
357	4.7015	1.9421	fo18	Inspect facility for insects, pests or vermin
358	5.2713	1.8326	fo19	Inspect fire doors for proper operations
359	5	1.8667	fo20	Inspect inmate food or water (such as for contraband, portion size, or sanitation)
360	4.3456	2.1498	fo21	Inspect laundered items
361	5.5942	3.7903	fo22	Inspect security of facility
362	5.4242	1.6302	fo23	Inspect the perimeter fence for security
363	5.4259	0.9421	fo24	Inspect vehicles for contraband or escaping Inmates
364	3.3978	0.7727	fo25	Instruct and assist inmates in learning work-related skills
365	3.9919	2.8285	fo26	Instruct inmates in housekeeping and sanitation procedures
366	4.1009	1.0775	fo27	Instruct inmates in use and care of tools and equipment
367	4.9848	0.7562	fo28	Instruct inmates or facility personnel in fire prevention or safety measures
368	5.1955	3.4535	fo29	Inventory equipment, tools or keys
369	4.8421	1.8936	fo30	Investigate complaints of unsafe or broken equipment
370	4.3119	1.4225	fo31	Issue equipment
371	5.4153	2.1601	fo32	Issue facility keys to authorized personnel
372	3.3239	0.2645	fo33	Record debit for postage stamps
373	4.458	2.1529	fo34	Issue receipts for money
374	4.176	2.5506	fo35	Issues supplies
375	4.4375	0.6209	fo36	Maintain surveillance from a guard tower
376	3.9896	0.5486	fo37	Notify sender or receiver of seizure of unauthorized material
377	5.3864	2.0103	fo38	Notify supervisors of potential emergencies or hazards
378	3.9355	2.4287	fo39	Perform general housekeeping duties
379	4.2212	0.8791	fo40	Perform routine maintenance of equipment or tools
380	4.4466	0.5289	fo41	Prepare meals for inmates
381	4.2066	3.3285	fo42	Record meals served
382	4.9037	2.3285	fo43	Report mechanical malfunctions
383	4.5556	3.3719	fo44	Require inmate to maintain acceptable level of personal hygiene
384	4.5725	3.9938	fo45	Serve food to inmates
385	4.1583	1.5196	fo46	Stock supplies
386	4.2769	3.4545	fo47	Supervise cleaning details
387	3.9076	1.7459	fo48	Supervise disposal of food
388	4.126	2.4122	fo49	Supervise distribution of laundry
389	4.4252	4.0444	fo50	Supervise inmate activities in housing areas
390	4.0175	3.28	fo51	Supervise inmates dining
391	4.1557	1.6188	fo52	Supervise inmates in laundry duties
392	4.7236	1.7045	fo53	Supervise inmates in use of equipment and tools
393	4.8049	1.5878	fo54	Supervise inmates in kitchen operations
394	3.9328	1.531	fo55	Supervise or arrange for inmate barbers or beauticians
395	4.6992	0.8275	fo56	Escort official visitors (e.g., health, jail, fire inspector) on inspection
396	4.819	0.8864	fo57	Inventory food service equipment utensils
397	4.4925	0.6105	fo58	Operate "count" signals or sirens
398	3.9123	1.6994	fo59	Supervise inmate shower and shaving activities
399	5.4656	2.6942	fo60	Inspect fire fighting equipment
400	5.5152	2.3244	fo61	Inspect life safety equipment
401	5.5397	1.313	fo62	Maintain fire fighting equipment
402	5.5433	1.1384	fo63	Maintain life safety equipment
403	5.4063	0.6167	fo64	Test emergency power supply
404	5.4677	0.9938	fo65	Test fire fighting equipment
405	5.4762	0.8936	fo66	Test life safety equipment
406	3.8739	1.4112	ip01	Assess suitability of person(s) visiting inmate
407	3.2208	0.1725	ip02	Assign inmates to educational programs
408	2.8718	0.3233	ip03	Assist inmates in purchasing personal items
409	4	0.4452	ip04	Check with employers on the status of work release Inmates
410	3.9841	0.2459	ip05	Conduct on-site visits at work sites to ensure inmate's compliance
411	3.2794	0.0847	ip06	Consult with social services agencies, e.g. social security, WIC, etc.
412	3.4706	0.1508	ip07	Coordinate inmate educational program activities
413	4.1746	1.1198	ip08	Coordinate inmate's contact with legal counsel, bondsmen, and other visitors
414	4.0155	0.9401	ip09	Coordinate religious activities for inmates
415	3.8687	0.4019	ip10	Coordinate special inmate activities
416	3.459	0.1529	ip11	Coordinate with inmate to develop a work release plan
417	3	0.0847	ip12	Coordinate with service organizations or employers to promote inmate placement after incarceration.
418	3.7917	1.0124	ip13	Counsel inmate concerning personal problems
419	3.6695	1.093	ip14	Distribute library and education materials to inmates
420	3.2059	0.1364	ip15	Evaluate and make suitable job referral
421	3.1915	0.1188	ip16	Evaluate inmate's educational needs
422	4.0135	0.3915	ip17	Explain work release program to inmate
423	3.9853	0.1415	ip18	Explain work release to employers
424	4.377	0.7986	ip19	Facilitate inmate access to legal materials
425	4.6613	0.1952	ip20	Identify employer's work release rule violations and bring them to attention of employer
426	4.6606	1.3678	ip21	Identify visitors who are authorized contacts with inmate

	A	B	C	D
427	4.8025	0.1973	ip22	Investigate incidents or complaints concerning inmates on work release
428	3.6404	1.5341	ip23	Issue recreational equipment
429	3.646	2.0403	ip24	Monitor inmates during their visits with attorneys or outside counsel
430	3.8676	3.8946	ip25	Notify inmates to prepare for visitors, court, lawyer, etc
431	3.7542	0.9215	ip26	Operate inmate library and/or perform library services
432	3.3958	0.4659	ip27	Refer Inmates for assistance in areas such as reading, GED, etc.
433	4.7556	1.062	ip28	Remove visitors who violate rules/policies governing visits
434	4.1062	1.5052	ip29	Review names on inmate's visiting list
435	4.2838	0.3161	ip30	Review pay stubs or employer's time records to verify hours and program compliance
436	3.8087	0.3089	ip31	Schedule special visitors for inmates
437	5.3378	0.1209	ip32	Search for missing work release inmate
438	3.9121	0.3233	ip33	Supervise educational activities for inmates
439	4.5878	2.5	ip34	Supervise inmate exercise/recreation
440	4.1318	1.7521	ip35	Supervise inmate religious activity
441	5.2255	1.0961	ip36	Supervise visitors and inmates during contact visits
442	4.4574	2.2975	ip37	Supervise visitors and inmates during non-contact visits
443	4.617	0.625	ip38	Supervise volunteers
444	4.6375	0.7913	ip39	Take into custody, an inmate on work release or detail
445	2.75	0.0919	ip40	Tutor an inmate in educational subject
446	3.4559	0.126	ip41	Update list of approved reading materials
447	3.4792	0.2345	ip42	Use "behavioral contracts" to modify inmate behavior
448	5.2632	0.1074	md01	Administer oxygen using oxygen supply device or resuscitator
449	5.7881	0.1591	md02	Apply Cardiopulmonary Resuscitation (CPR)
450	5.1348	0.124	md03	Apply first aid for alcohol or drug detoxification
451	5.1413	0.1601	md04	Apply first aid to allergic reaction
452	5.4922	0.4019	md05	Apply first aid to control bleeding
453	4.6529	0.4804	md06	Apply first aid to treat for abrasions
454	5.5476	0.0837	md07	Apply first aid to treat for amputations
455	4.6056	0.0837	md08	Apply first aid to treat for animal bites
456	4.9714	0.1219	md09	Apply first aid to treat for bite by a human being
457	5.0515	0.1054	md10	Apply first aid to treat for broken bones
458	5	0.2252	md11	Apply first aid to treat for burns
459	5.2273	0.1012	md12	Apply first aid to treat for chemical burns
460	5.5339	0.1105	md13	Apply first aid to treat for choking (e.g., Heimlich method)
461	5.3818	0.2107	md14	Apply first aid to treat for diabetic reaction
462	5.4688	0.0651	md15	Apply first aid to treat for drowning
463	5.4699	0.0579	md16	Apply first aid to treat for electric shock
464	5.3021	0.1446	md17	Apply first aid to treat for eye injuries
465	4.8333	0.0548	md18	Apply first aid to treat for frostbite
466	5.8519	0.1426	md19	Apply first aid to treat for heart attack
467	5.2907	0.094	md20	Apply first aid to treat for heat injuries other than sunburn
468	4.5047	0.2531	md21	Apply first aid to treat for insect bites or stings
469	4.9189	0.28	md22	Apply first aid to treat for lacerations
470	5.5294	0.0785	md23	Apply first aid to treat for overdose
471	5.5122	0.0661	md24	Apply first aid to treat for poisoning
472	5.27	0.1529	md25	Apply first aid to treat for puncture wounds
473	5.2857	0.2614	md26	Apply first aid to treat for seizure
474	5.2588	0.0671	md27	Apply first aid to treat for shock
475	5.25	0.063	md28	Apply first aid to treat for smoke inhalation
476	5.1791	0.0517	md29	Apply first aid to treat for snake bite
477	4.4906	0.2345	md30	Apply first aid to treat for sprains and strains
478	5.5233	0.093	md31	Apply first aid to treat for stroke
479	4.1529	0.0764	md32	Apply first aid to treat for sunburn
480	4.5966	0.7118	md33	Arrange medical and dental care for inmates
481	4.3529	1.1839	md34	Assess inmate's general physical condition
482	4.4124	0.3316	md35	Change bandages or dressing
483	4.7661	1.2779	md36	Collect information on current medical conditions requiring special attention
484	4.9621	1.4762	md37	Complete mental screening form
485	4.9542	1.4814	md38	Complete medical screening form
486	5.0602	2.2645	md39	Contact medical personnel regarding Inmate medical condition
487	5.0758	2.1033	md40	Contact medical personnel regarding medications
488	4.969	0.6271	md41	Contact mental health personnel regarding Inmate mental condition
489	4.25	0.3202	md42	Coordinate dental care for inmates
490	4.6875	0.2066	md43	Coordinate psychological services
491	4.5691	0.9246	md44	Coordinate sick call
492	4.6	0.0465	md45	Deliver baby
493	5.2816	0.3884	md46	Detect symptoms of alcohol overdose or poisoning
494	5.0522	0.8419	md47	Detect symptoms of drug or alcohol withdrawal
495	5.2743	0.625	md48	Detect symptoms of drug use or overdose
496	5.3707	0.7769	md49	Determine level of medical response needed for an injury or illness
497	4.3577	1.937	md50	Distribute non-prescription drugs

	A	B	C	D
498	5.1322	1.6457	md51	Distribute prescription medication
499	5.0455	1.5176	md52	Document behavioral observations for medical reasons
500	5.0234	1.3998	md53	Document medical condition of inmate
501	5.1129	0.4566	md54	Evacuate sick or injured inmates or facility personnel
502	4.935	1.1023	md55	Evaluate inmate behavior for medical reasons
503	4.0088	0.8306	md56	Explain financial obligations to inmate regarding medical care
504	4.5833	0.2242	md57	Identify Handicapped inmates who may need special assistance under American with Disabilities Act etc.
505	4.7734	1.3316	md58	Interview new inmate regarding medical condition
506	5.3091	0.9287	md59	Measure and count medication prescribed by physician to inmates
507	4.4423	0.1281	md60	Monitor body cavity examination
508	4.1429	0.093	md61	Perform body cavity examination
509	4.2105	0.1477	md62	Perform urinalysis test to identify presence of illegal/unauthorized substances
510	5.2736	0.8988	md63	Prepare medication doses as prescribed
511	4.4824	0.1674	md64	Provide assistance to female Inmate for gynecological or obstetrical problems
512	5.5631	0.2035	md65	Provide nitroglycerine tablets to heart attack victim
513	5.4035	0.8843	md66	Store medications and maintain inventory
514	5.626	0.4721	md67	Summon emergency medical service (e.g. helicopter, ambulance)
515	4.8333	1.3233	md68	Supervise inmate medical calls
516	5.2214	3.251	md69	Supervise inmate taking medicine
517	5.252	1.0744	md70	Supervise inmate under medical quarantine
518	5.4118	0.8006	md71	Supervise inmate with a highly contagious disease
519	5.2213	0.9804	md72	Supervise inmate with Hepatitis
520	5.1905	1.2004	md73	Supervise inmate with HIV or AIDS
521	5.3071	1.0434	md74	Supervise inmate with tuberculosis (TB)
522	4.976	1.2686	md75	Supervise inmates during medical/dental treatment in facility
523	4.9292	0.5434	md76	Update inmate's medical record
524	5.015	3.6322	pr01	Apply handcuffs
525	5.5076	2.0475	pr02	Apply restraints to a combative inmate (waist chains, leg irons, etc.)
526	4.6667	2.4008	pr03	Apply restraints to a non resistant inmate (waist chains, leg irons, etc.)
527	5.4254	1.7965	pr04	Break up fights
528	5.1222	0.6529	pr05	Clean and inspect weapons
529	5.7154	0.6023	pr06	Defend against attacking inmates
530	5.4948	0.1849	pr07	Discharge chemical agent,(pepper spray, Capstun)
531	6.0588	0.0444	pr08	Discharge handgun at person
532	5.9434	0.0424	pr09	Discharge rifle at person
533	6.125	0.0413	pr10	Discharge shotgun at person
534	5.9444	0.0682	pr11	Draw weapon to protect self
535	4.125	0.0888	pr12	Hang by hand from ladder, ropes, tree, etc.
536	5.6373	0.2769	pr13	Hit panic button and /or alarm to sound warning, get help, etc
537	4.2184	0.7035	pr14	Operate vehicles for other than Inmate transport
538	5.2832	0.8533	pr15	Perform restraint techniques (empty hand)
539	5.6357	1.1229	pr16	Physically extract uncooperative inmate from a cell with assistance
540	5.3721	1.405	pr17	Physically place inmate in cell
541	5.4636	0.281	pr18	Physically restrain a group of people
542	5.7557	0.5362	pr19	Subdue attacking inmate
543	5.7436	0.1725	pr20	Subdue fleeing inmate
544	5.6641	0.9618	pr21	Subdue resisting inmate
545	5.803	0.8771	pr22	Subdue violent inmates
546	5.44	0.3574	pr23	Use Air Pack (non-training)
547	4.2	3.3492	ref01	1. Agency Policy and Procedure Manual
548	3.7731	1.3667	ref02	2. Code of Criminal Procedure
549	1.9263	0.5269	ref03	3. Hazardous Materials Book
550	2.7191	0.5775	ref04	4. Family Code
551	2.4271	0.6023	ref05	5. First Aid Manual
552	2.2308	0.3171	ref06	6. Municipal Code Book
553	3.9593	1.4917	ref07	7. Penal Code
554	2.7564	0.78	ref08	8. Spanish/English Dictionary
555	4.0682	2.1849	ref09	9. Texas State Jail Standards
556	2.5909	0.5279	ref10	10. Transportation Code
557	4.7023	2.7831	rr01	Allow inmates to contact bondsman
558	4.7068	3.5548	rr02	Allow inmates to make phone calls
559	4.6476	0.7541	rr03	Approve cash bonds
560	4.7019	0.7965	rr04	Approve surety bonds
561	3.9008	1.5155	rr05	Arrange for clothing for discharge
562	4.2273	0.8543	rr06	Arrange for funds for discharge
563	4.7097	1.6157	rr07	Assign identification number to each inmate
564	4.9677	0.9143	rr08	Calculate time served for proper release
565	5.1308	2.6312	rr09	Check identification for persons entering facility
566	5.1496	2.1777	rr10	Check identification for persons leaving facility
567	4.9542	2.1539	rr11	Check inmate identification (e.g.,driver's license
568	4.8065	1.2066	rr12	Check legal status of inmates in custody

	A	B	C	D
569	4.4127	0.376	rr13	Classify fingerprints
570	4.6752	0.9866	rr14	Collect fines and costs
571	4.5893	0.8316	rr15	Compare signature on bonds presented
572	4.9449	2.1064	rr16	Complete computer documents for booking & receiving inmate
573	5.0379	1.4876	rr17	Complete documents for transfer of inmate to another jail
574	5.0075	2.1715	rr18	Complete paper documents for booking & receiving inmate
575	4.9549	1.4907	rr19	Conduct intake/receiving interviews and fill out relevant forms
576	4.6	0.9969	rr20	Consolidate inmate records after release
577	4.7419	0.1291	rr21	Deliver sex offender pre-release notification
578	4.5167	0.6839	rr22	Fingerprint inmates using electronic device
579	4.7863	2.3926	rr23	Fingerprint inmates using ink
580	4.4234	1.189	rr24	Inform bonding agent of condition for bonding
581	4.432	1.8337	rr25	Inform inmate of bonding procedures
582	4.7132	3.1952	rr26	Inform inmates of rules of conduct
583	4.25	1.1756	rr27	Inform inmates on process for obtaining an attorney
584	4.837	2.4432	rr28	Inventory and secure inmate's personal property
585	4.907	1.1787	rr29	Notify agency or department holding warrant of hold
586	4.8769	2.1136	rr30	Photograph arrested persons/inmate
587	4.675	1.1209	rr31	Photograph identifying scars, marks, and tattoos
588	4.875	1.2118	rr32	Place holds on inmates
589	4.6609	0.7521	rr33	Prepare cash bonds
590	4.8523	1.2789	rr34	Prepare inmate identification tag, identification card, arm band, etc
591	4.9533	0.3006	rr35	Prepare Pen Packet for transfer to TDCJ
592	4.5946	0.6415	rr36	Prepare personal bonds
593	4.5784	0.9886	rr37	Record bonds received
594	4.6589	1.9824	rr38	Record scars, marks, and tatoos
595	4.812	0.5403	rr39	Release detainees
596	4.2857	0.8533	rr40	Release inmates on personal recognizance
597	4.8421	2.3068	rr41	Return inmate's property
598	4.8346	1.0806	rr42	Review release dates to schedule inmate release
599	4.5345	1.03	rr43	Transfer inmate's property
600	4.569	0.9742	rr44	Update alias name file
601	4.873	1.0899	rr45	Update booking and commitment records of inmates in facility
602	5.0781	1.3285	rr46	Update charges in inmate files
603	4.4414	0.4855	rr47	Update information on bail bonding companies
604	4.9667	1.2727	rr48	Verify inmate's information on detention intake card with warrant, capias, etc.
605	4.912	1.0548	rr49	Verify admission and commitment records
606	4.7349	0.3967	rr50	Verify fingerprints and/or palmprints to verify identification of inmates
607	4.9106	1.186	rr51	Verify identity of persons picking up inmate
608	4.5868	1.1384	rr52	Verify inmate's signature
609	5.1368	0.4556	rr53	Verify juvenile status of inmate
610	5.128	1.1033	rr54	Verify release or disposition documents
611	5.0236	1.8275	rr55	Verify sex of incoming inmate

Appendix E

Survey Sample

December 1, 1999

Dear Sheriff:

I would appreciate your assistance in a job task analysis project which will help the Commission set standards and develop training that is relevant for beginning county corrections officers in Texas. I need assistance from your department both in completing the jailer frequency forms and the supervisor form. This analysis will focus on what an entry-level officer does. When this analysis is completed (during this fiscal year), we will be able to identify the knowledge and skills that are necessary for entry level officers to perform their job. This analysis will provide us with the information needed to determine entry level standards and training requirements.

Approximately 2000 county jailers and contract jailers who were licensed or certified recently have been randomly selected. Attached is a list of those officers in your department. Enclosed is a Job Task Inventory booklet for each of those people. It is imperative that only the named people complete the forms to maintain the validity of our random selection criteria. As an incentive for these people to conscientiously complete the survey instrument, I will award two hours of continuing education credit for returning the form. This is about the amount of time that it takes to complete the form correctly.

I ask that you distribute the forms to the named officers and return them to us in two weeks. A preferred method of distribution would be in a group setting in which the person or people completing the instrument can ask questions about the directions. If you have any questions, please call Dr. Ivan Messer, Russ Garner, Dennis Graffious, or Dr. Craig Campbell of my staff at 512-936-7721.

The Commission is also looking for information regarding task criticality, and you have been selected as a Subject Matter Expert due to your experience in the field. I need your help to determine how critical it is that the identified tasks are completed correctly.

Please complete the enclosed Supervisory Rating Booklet or have a jail supervisor complete and return it in the enclosed envelope by December 31, 1999. It should take approximately two hours and you will receive two hours of continuing education credit for completing the survey.

I can assure you that your participation and the participation of your staff will improve the quality of basic training and the quality of entry level Correctional Officers. When the results are compiled, all participating departments will be sent a copy of the report. Your participation is crucial and very much appreciated.

Sincerely,

D.C. Jim Dozier, J.D., Ph.D.
Executive Director

DCJD/CHC/mr

Frequency of Sample Agencies

Department

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid ANDERSON CO. SHERIFFS DEPT.	6	.3	.3	.3
ANDREWS CO. SHERIFFS DEPT.	3	.1	.1	.4
ANGELINA CO. SHERIFFS DEPT.	11	.5	.5	1.0
ARANSAS CO. SHERIFFS DEPT.	2	.1	.1	1.1
ARMSTRONG CO. SHERIFFS DEPT.	2	.1	.1	1.2
ATASCOSA CO. SHERIFFS DEPT.	4	.2	.2	1.4
AUSTIN CO. SHERIFFS DEPT.	4	.2	.2	1.6
BANDERA CO. SHERIFFS DEPT.	1	.0	.0	1.6
BASTROP CO. SHERIFFS DEPT.	16	.8	.8	2.4
BAYLOR CO. SHERIFFS DEPT.	1	.0	.0	2.5
BEE CO. SHERIFFS DEPT.	4	.2	.2	2.7
BELL CO. SHERIFFS DEPT.	16	.8	.8	3.4
BEXAR CO. CNTRL. TX PAROLE VIOLATORS	39	1.9	1.9	5.4
BEXAR CO. SHERIFF DEPT.	101	5.0	5.0	10.3
BLANCO CO. SHERIFFS DEPT.	2	.1	.1	10.4
BOWIE CO. SHERIFFS DEPT.	31	1.5	1.5	12.0
BRAZORIA CO. SHERIFFS DEPT.	28	1.4	1.4	13.3
BRAZOS CO. SHERIFFS DEPT.	12	.6	.6	13.9
BREWSTER CO. SHERIFFS DEPT.	1	.0	.0	14.0
BROOKS CO. SHERIFFS DEPT.	3	.1	.1	14.1
BROWN CO. SHERIFFS DEPT.	4	.2	.2	14.3
BURLESON CO. SHERIFFS DEPT.	4	.2	.2	14.5
BURNET CO. SHERIFFS DEPT.	5	.2	.2	14.8
CALDWELL CO. SHERIFFS DEPT.	4	.2	.2	15.0
CALHOUN CO. SHERIFFS DEPT.	4	.2	.2	15.2
CALLAHAN CO. SHERIFFS DEPT.	3	.1	.1	15.3
CAMERON CO. SHERIFFS DEPT.	12	.6	.6	15.9
CAMP CO. SHERIFFS DEPT.	4	.2	.2	16.1
CASS CO. SHERIFFS DEPT.	4	.2	.2	16.3
CASTRO CO. SHERIFFS DEPT.	4	.2	.2	16.5
CHAMBERS CO. SHERIFFS DEPT.	4	.2	.2	16.7
CHEROKEE CO. SHERIFFS DEPT.	1	.0	.0	16.7
CHILDRESS CO. SHERIFFS DEPT.	1	.0	.0	16.8
CLAY CO. SHERIFFS DEPT.	3	.1	.1	16.9
COCHRAN CO. SHERIFFS DEPT.	2	.1	.1	17.0
COLEMAN CO. SHERIFFS DEPT.	1	.0	.0	17.1
COLLIN CO. SHERIFFS DEPT.	26	1.3	1.3	18.3
COMAL CO. SHERIFFS DEPT.	9	.4	.4	18.8
COMANCHE CO. SHERIFFS DEPT.	10	.5	.5	19.3
COOKE CO. SHERIFFS DEPT.	4	.2	.2	19.5
CORYELL CO. SHERIFFS DEPT.	3	.1	.1	19.6
CROCKETT CO. SHERIFFS DEPT.	3	.1	.1	19.8
CROSBY CO. SHERIFFS DEPT.	1	.0	.0	19.8
CULBERSON CO. SHERIFFS DEPT.	1	.0	.0	19.9
DALLAS CO. SHERIFFS DEPT.	64	3.1	3.1	23.0
DAWSON CO. SHERIFFS DEPT.	2	.1	.1	23.1
DEAF SMITH CO. SHERIFFS DEPT.	2	.1	.1	23.2
DELTA CO. SHERIFFS DEPT.	1	.0	.0	23.3
DENTON CO. SHERIFFS DEPT.	37	1.8	1.8	25.1
DEWITT CO. SHERIFFS DEPT.	2	.1	.1	25.2

Department

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid DICKENS CO. SHERIFFS DEPT.	15	.7	.7	25.9
DONLEY CO. SHERIFFS DEPT.	2	.1	.1	26.0
DUVAL CO. SHERIFFS DEPT.	2	.1	.1	26.1
ECTOR CO. CORRECTIONS CENTER	30	1.5	1.5	27.6
ECTOR CO. SHERIFFS DEPT.	9	.4	.4	28.0
EDWARDS CO. SHERIFFS DEPT.	2	.1	.1	28.1
EL PASO CO. SHERIFFS DEPT.	102	5.0	5.0	33.2
ELLIS CO. SHERIFFS DEPT.	7	.3	.3	33.5
ERATH CO. SHERIFFS DEPT.	3	.1	.1	33.6
FANNIN CO. SHERIFFS DEPT.	1	.0	.0	33.7
FAYETTE CO. SHERIFFS DEPT.	3	.1	.1	33.8
FISHER CO. SHERIFFS DEPT.	2	.1	.1	33.9
FLOYD CO. SHERIFFS DEPT.	2	.1	.1	34.0
FORT BEND CO. SHERIFFS DEPT.	41	2.0	2.0	36.1
FRANKLIN CO. SHERIFFS DEPT.	1	.0	.0	36.1
FREESTONE CO. SHERIFFS DEPT.	1	.0	.0	36.2
FRIO CO. SHERIFFS DEPT.	7	.3	.3	36.5
GALVESTON CO. SHERIFFS DEPT.	14	.7	.7	37.2
GARZA CO. SHERIFFS DEPT.	2	.1	.1	37.3
GONZALES CO. SHERIFFS DEPT.	3	.1	.1	37.4
GRAY CO. SHERIFFS DEPT.	1	.0	.0	37.5
GRAYSON CO. SHERIFFS DEPT.	28	1.4	1.4	38.9
GREGG CO. SHERIFFS DEPT.	27	1.3	1.3	40.2
GRIMES CO. SHERIFFS DEPT.	5	.2	.2	40.4
GUADALUPE CO. SHERIFFS DEPT.	8	.4	.4	40.8
HALE CO. SHERIFFS DEPT.	3	.1	.1	41.0
HAMILTON CO. SHERIFFS DEPT.	3	.1	.1	41.1
HANSFORD CO. SHERIFFS DEPT.	1	.0	.0	41.2
HARDIN CO. SHERIFFS DEPT.	2	.1	.1	41.3
HARRIS CO. SHERIFFS DEPT.	94	4.6	4.6	45.9
HARRISON CO. SHERIFFS DEPT.	1	.0	.0	45.9
HASKELL CO. SHERIFFS DEPT.	1	.0	.0	46.0
HAYS CO. SHERIFFS DEPT.	23	1.1	1.1	47.1
HEMPHILL CO. SHERIFFS DEPT.	1	.0	.0	47.2
HENDERSON CO. SHERIFFS DEPT.	4	.2	.2	47.4
HIDALGO CO. SHERIFFS DEPT.	22	1.1	1.1	48.5
HILL CO. SHERIFFS DEPT.	3	.1	.1	48.6
HOOD CO. SHERIFFS DEPT.	5	.2	.2	48.8
HOPKINS CO. SHERIFFS DEPT.	1	.0	.0	48.9
HOUSTON CO. SHERIFFS DEPT.	10	.5	.5	49.4
HOWARD CO. SHERIFFS DEPT.	6	.3	.3	49.7
HUDSPETH CO. SHERIFFS DEPT.	4	.2	.2	49.9
HUNT CO. SHERIFFS DEPT.	7	.3	.3	50.2
HUTCHINSON CO. SHERIFFS DEPT.	1	.0	.0	50.3
JACK CO. SHERIFFS DEPT.	3	.1	.1	50.4
JACKSON CO. SHERIFFS DEPT.	2	.1	.1	50.5
JEFFERSON CO. SHERIFFS DEPT.	62	3.0	3.0	53.6
JIM HOGG CO. SHERIFFS DEPT.	4	.2	.2	53.8
JIM WELLS CO. SHERIFFS DEPT.	1	.0	.0	53.8
JOHNSON CO. SHERIFFS DEPT.	17	.8	.8	54.6
JONES CO. SHERIFFS DEPT.	4	.2	.2	54.8
KARNES CO. CORRECTIONAL CENTER	113	5.6	5.6	60.4
KARNES CO. SHERIFFS DEPT.	1	.0	.0	60.5

Department

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid KAUFMAN CO. SHERIFFS DEPT.	13	.6	.6	61.1
KENDALL CO. SHERIFFS DEPT.	3	.1	.1	61.2
KENEDY CO. SHERIFFS DEPT.	3	.1	.1	61.4
KERR CO. SHERIFFS DEPT.	4	.2	.2	61.6
KLEBERG CO. SHERIFFS DEPT.	10	.5	.5	62.1
LAMAR CO. SHERIFFS DEPT.	10	.5	.5	62.6
LAMB CO. SHERIFFS DEPT.	2	.1	.1	62.7
LAMPASAS CO. SHERIFFS DEPT.	1	.0	.0	62.7
LAVACA CO. SHERIFFS DEPT.	2	.1	.1	62.8
LIBERTY CO. SHERIFFS DEPT.	20	1.0	1.0	63.8
LIMESTONE CO. DETENTION CENTER	45	2.2	2.2	66.0
LIMESTONE CO. SHERIFFS DEPT.	3	.1	.1	66.2
LIVE OAK CO. SHERIFFS DEPT.	6	.3	.3	66.5
LLANO CO. SHERIFFS DEPT.	1	.0	.0	66.5
LUBBOCK CO. SHERIFFS DEPT.	15	.7	.7	67.2
MARION CO. SHERIFFS DEPT.	1	.0	.0	67.3
MARTIN CO. SHERIFFS DEPT.	1	.0	.0	67.3
MATAGORDA CO. SHERIFFS DEPT.	7	.3	.3	67.7
MAVERICK CO. SHERIFFS DEPT.	3	.1	.1	67.8
MCLENNAN CO. DENTENTION CENTER	23	1.1	1.1	69.0
MCLENNAN CO. SHERIFFS DEPT.	24	1.2	1.2	70.1
MEDINA CO. SHERIFFS DEPT.	1	.0	.0	70.2
MENARD CO. SHERIFFS DEPT.	1	.0	.0	70.2
MIDLAND CO. SHERIFFS DEPT.	5	.2	.2	70.5
MILAM CO. SHERIFFS DEPT.	3	.1	.1	70.6
MILLS CO. SHERIFFS DEPT.	1	.0	.0	70.7
MONTAGUE CO. SHERIFFS DEPT.	4	.2	.2	70.9
MONTGOMERY CO. SHERIFFS DEPT.	23	1.1	1.1	72.0
MOORE CO. SHERIFFS DEPT.	3	.1	.1	72.2
MORRIS CO. SHERIFFS DEPT.	1	.0	.0	72.2
NACOGDOCHES CO. SHERIFFS DEPT.	13	.6	.6	72.8
NAVARRO CO. SHERIFFS DEPT.	10	.5	.5	73.3
NEWTON CO. SHERIFFS DEPT.	14	.7	.7	74.0
NOLAN CO. SHERIFFS DEPT.	4	.2	.2	74.2
NUECES CO. SHERIFFS DEPT.	22	1.1	1.1	75.3
OCHILTREE CO. SHERIFFS DEPT.	2	.1	.1	75.4
ODESSA DETENTION CENTER	12	.6	.6	76.0
OLDHAM CO. SHERIFFS DEPT.	1	.0	.0	76.0
ORANGE CO. SHERIFFS DEPT.	13	.6	.6	76.7
PALO PINTO CO. SHERIFFS DEPT.	6	.3	.3	77.0
PARKER CO. SHERIFFS DEPT.	9	.4	.4	77.4
POLK CO. SHERIFFS DEPT.	4	.2	.2	77.6
POTTER CO. SHERIFFS DEPT.	12	.6	.6	78.2
PRESIDIO CO. SHERIFFS DEPT.	7	.3	.3	78.6
RAINS CO. SHERIFFS DEPT.	1	.0	.0	78.6
RANDALL CO. SHERIFFS DEPT.	18	.9	.9	79.5
REAGAN CO. SHERIFFS DEPT.	4	.2	.2	79.7
REAL CO. SHERIFFS DEPT.	1	.0	.0	79.7
RED RIVER CO. SHERIFFS DEPT.	1	.0	.0	79.8
REEVES CO. SHERIFFS DEPT.	43	2.1	2.1	81.9
REFUGIO CO. SHERIFFS DEPT.	3	.1	.1	82.0
ROBERTSON CO. SHERIFFS DEPT.	4	.2	.2	82.2
ROCKWALL CO. SHERIFFS DEPT.	13	.6	.6	82.9

Department

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid RUNNELS CO. SHERIFFS DEPT.	4	.2	.2	83.1
RUSK CO. SHERIFFS DEPT.	2	.1	.1	83.2
SAN JACINTO CO. SHERIFFS DEPT.	4	.2	.2	83.4
SAN SABA CO. SHERIFFS DEPT.	1	.0	.0	83.4
SCHLEICHER CO. SHERIFFS DEPT.	1	.0	.0	83.5
SCURRY CO. SHERIFFS DEPT.	3	.1	.1	83.6
SHACKLEFORD CO. SHERIFFS DEPT.	1	.0	.0	83.7
SHELBY CO. SHERIFFS DEPT.	4	.2	.2	83.9
SMITH CO. SHERIFFS DEPT.	16	.8	.8	84.7
STARR CO. SHERIFFS DEPT.	4	.2	.2	84.8
STEPHENS CO. SHERIFFS DEPT.	2	.1	.1	84.9
STONEWALL CO. SHERIFFS DEPT.	1	.0	.0	85.0
SWISHER CO. SHERIFFS DEPT.	1	.0	.0	85.0
T. DON HUTTO CORRECTIONAL CENTER	37	1.8	1.8	86.9
TARRANT CO. SHERIFFS DEPT.	78	3.8	3.8	90.7
TAYLOR CO. SHERIFFS DEPT.	8	.4	.4	91.1
TERRY CO. SHERIFFS DEPT.	6	.3	.3	91.4
TEXARKANA REG. CORRECTION CENT	2	.1	.1	91.5
TITUS CO. SHERIFFS DEPT.	7	.3	.3	91.8
TOM GREEN CO. SHERIFFS DEPT.	8	.4	.4	92.2
TRAVIS CO. SHERIFFS DEPT.	19	.9	.9	93.2
TRINITY CO. SHERIFFS DEPT.	2	.1	.1	93.3
TYLER CO. SHERIFFS DEPT.	2	.1	.1	93.4
UPSHUR CO. SHERIFFS DEPT.	11	.5	.5	93.9
VAL VERDE CO. SHERIFFS DEPT.	3	.1	.1	94.0
VAN ZANDT CO. SHERIFFS DEPT.	11	.5	.5	94.6
VICTORIA CO. SHERIFFS DEPT.	11	.5	.5	95.1
WALKER CO. SHERIFFS DEPT.	3	.1	.1	95.3
WALLER CO. SHERIFFS DEPT.	5	.2	.2	95.5
WARD CO. SHERIFFS DEPT.	3	.1	.1	95.7
WASHINGTON CO. SHERIFFS DEPT.	6	.3	.3	96.0
WEBB CO. SHERIFFS DEPT.	8	.4	.4	96.4
WHARTON CO. SHERIFFS DEPT.	10	.5	.5	96.9
WHEELER CO. SHERIFFS DEPT.	1	.0	.0	96.9
WICHITA CO. SHERIFFS DEPT.	23	1.1	1.1	98.0
WILLACY CO. SHERIFFS DEPT.	6	.3	.3	98.3
WILLIAMSON CO. SHERIFFS DEPT.	6	.3	.3	98.6
WILSON CO. SHERIFFS DEPT.	2	.1	.1	98.7
WINKLER CO. SHERIFFS DEPT.	4	.2	.2	98.9
WISE CO. SHERIFFS DEPT.	8	.4	.4	99.3
WOOD CO. SHERIFFS DEPT.	4	.2	.2	99.5
YOAKUM CO. SHERIFFS DEPT.	4	.2	.2	99.7
YOUNG CO. SHERIFFS DEPT.	3	.1	.1	99.9
ZAPATA CO. SHERIFFS DEPT.	3	.1	.1	100.0
Total	2033	100.0	100.0	

Appendix F

Frequency of Responding Agencies

Frequency of Responding Agencies

Department

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid ANGELINA CO. SHERIFFS DEPT.	9	.9	.9	.9
ATASCOSA CO. SHERIFFS DEPT.	1	.1	.1	1.0
BANDERA CO. SHERIFFS DEPT.	1	.1	.1	1.1
BASTROP CO. SHERIFFS DEPT.	9	.9	.9	2.1
BELL CO. SHERIFFS DEPT.	14	1.4	1.4	3.5
BEXAR CO. CNTRL. TX PAROLE VIOLATORS	11	1.1	1.1	4.6
BLANCO CO. SHERIFFS DEPT.	1	.1	.1	4.8
BOWIE CO. SHERIFFS DEPT.	17	1.8	1.8	6.5
BRAZORIA CO. SHERIFFS DEPT.	21	2.2	2.2	8.7
BRAZOS CO. SHERIFFS DEPT.	12	1.2	1.2	9.9
BROOKS CO. SHERIFFS DEPT.	2	.2	.2	10.1
BURLESON CO. SHERIFFS DEPT.	2	.2	.2	10.3
CALDWELL CO. SHERIFFS DEPT.	2	.2	.2	10.5
CALHOUN CO. SHERIFFS DEPT.	3	.3	.3	10.8
CAMERON CO. SHERIFFS DEPT.	2	.2	.2	11.1
CAMP CO. SHERIFFS DEPT.	2	.2	.2	11.3
CHAMBERS CO. SHERIFFS DEPT.	3	.3	.3	11.6
CHEROKEE CO. SHERIFFS DEPT.	1	.1	.1	11.7
CLAY CO. SHERIFFS DEPT.	1	.1	.1	11.8
COLEMAN CO. SHERIFFS DEPT.	1	.1	.1	11.9
COLLIN CO. SHERIFFS DEPT.	23	2.4	2.4	14.3
COMANCHE CO. SHERIFFS DEPT.	3	.3	.3	14.6
CORYELL CO. SHERIFFS DEPT.	1	.1	.1	14.7
DALLAS CO. SHERIFFS DEPT.	46	4.8	4.8	19.4
DEAF SMITH CO. SHERIFFS DEPT.	2	.2	.2	19.6
DENTON CO. SHERIFFS DEPT.	20	2.1	2.1	21.7
DICKENS CO. SHERIFFS DEPT.	10	1.0	1.0	22.7
ECTOR CO. CORRECTIONS CENTER	22	2.3	2.3	25.0
ECTOR CO. SHERIFFS DEPT.	7	.7	.7	25.7
EDWARDS CO. SHERIFFS DEPT.	2	.2	.2	25.9
EL PASO CO. SHERIFFS DEPT.	81	8.4	8.4	34.3
ELLIS CO. SHERIFFS DEPT.	7	.7	.7	35.0
FAYETTE CO. SHERIFFS DEPT.	3	.3	.3	35.3
FORT BEND CO. SHERIFFS DEPT.	38	3.9	3.9	39.3
GALVESTON CO. SHERIFFS DEPT.	9	.9	.9	40.2
GRAY CO. SHERIFFS DEPT.	1	.1	.1	40.3
GRAYSON CO. SHERIFFS DEPT.	15	1.5	1.5	41.8
GUADALUPE CO. SHERIFFS DEPT.	7	.7	.7	42.6
HAMILTON CO. SHERIFFS DEPT.	3	.3	.3	42.9
HARDIN CO. SHERIFFS DEPT.	1	.1	.1	43.0
HARRIS CO. SHERIFFS DEPT.	64	6.6	6.6	49.6
HAYS CO. SHERIFFS DEPT.	22	2.3	2.3	51.9
HEMPHILL CO. SHERIFFS DEPT.	1	.1	.1	52.0
HENDERSON CO. SHERIFFS DEPT.	3	.3	.3	52.3
HIDALGO CO. SHERIFFS DEPT.	21	2.2	2.2	54.4
HILL CO. SHERIFFS DEPT.	3	.3	.3	54.8
HOOD CO. SHERIFFS DEPT.	3	.3	.3	55.1
HUDSPETH CO. SHERIFFS DEPT.	3	.3	.3	55.4
HUNT CO. SHERIFFS DEPT.	3	.3	.3	55.7

Department

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid JACK CO. SHERIFFS DEPT.	3	.3	.3	56.0
JACKSON CO. SHERIFFS DEPT.	1	.1	.1	56.1
JEFFERSON CO. SHERIFFS DEPT.	40	4.1	4.1	60.2
JOHNSON CO. SHERIFFS DEPT.	10	1.0	1.0	61.3
KAUFMAN CO. SHERIFFS DEPT.	5	.5	.5	61.8
KENDALL CO. SHERIFFS DEPT.	3	.3	.3	62.1
KLEBERG CO. SHERIFFS DEPT.	8	.8	.8	62.9
LAMAR CO. SHERIFFS DEPT.	8	.8	.8	63.7
LAMB CO. SHERIFFS DEPT.	2	.2	.2	63.9
LAVACA CO. SHERIFFS DEPT.	2	.2	.2	64.2
LIBERTY CO. SHERIFFS DEPT.	7	.7	.7	64.9
LIMESTONE CO. DETENTION CENTER	20	2.1	2.1	66.9
LIMESTONE CO. SHERIFFS DEPT.	3	.3	.3	67.3
LIVE OAK CO. SHERIFFS DEPT.	1	.1	.1	67.4
MARION CO. SHERIFFS DEPT.	1	.1	.1	67.5
MATAGORDA CO. SHERIFFS DEPT.	4	.4	.4	67.9
MAVERICK CO. SHERIFFS DEPT.	1	.1	.1	68.0
MCLENNAN CO. DENTENTION CENTER	22	2.3	2.3	70.2
MCLENNAN CO. SHERIFFS DEPT.	6	.6	.6	70.9
MIDLAND CO. SHERIFFS DEPT.	3	.3	.3	71.2
MONTGOMERY CO. SHERIFFS DEPT.	22	2.3	2.3	73.5
MOORE CO. SHERIFFS DEPT.	2	.2	.2	73.7
NAVARRO CO. SHERIFFS DEPT.	8	.8	.8	74.5
NEWTON CO. SHERIFFS DEPT.	5	.5	.5	75.0
NOLAN CO. SHERIFFS DEPT.	4	.4	.4	75.4
NUECES CO. SHERIFFS DEPT.	15	1.5	1.5	77.0
OCHILTREE CO. SHERIFFS DEPT.	2	.2	.2	77.2
OLDHAM CO. SHERIFFS DEPT.	1	.1	.1	77.3
ORANGE CO. SHERIFFS DEPT.	5	.5	.5	77.8
PALO PINTO CO. SHERIFFS DEPT.	5	.5	.5	78.3
PARKER CO. SHERIFFS DEPT.	2	.2	.2	78.5
POTTER CO. SHERIFFS DEPT.	10	1.0	1.0	79.5
RANDALL CO. SHERIFFS DEPT.	13	1.3	1.3	80.9
REEVES CO. SHERIFFS DEPT.	8	.8	.8	81.7
REFUGIO CO. SHERIFFS DEPT.	2	.2	.2	81.9
ROCKWALL CO. SHERIFFS DEPT.	3	.3	.3	82.2
RUSK CO. SHERIFFS DEPT.	1	.1	.1	82.3
SAN JACINTO CO. SHERIFFS DEPT.	1	.1	.1	82.4
SCURRY CO. SHERIFFS DEPT.	2	.2	.2	82.6
SHELBY CO. SHERIFFS DEPT.	2	.2	.2	82.9
STEPHENS CO. SHERIFFS DEPT.	2	.2	.2	83.1
STONEWALL CO. SHERIFFS DEPT.	1	.1	.1	83.2
SWISHER CO. SHERIFFS DEPT.	1	.1	.1	83.3
TAYLOR CO. SHERIFFS DEPT.	6	.6	.6	83.9
TERRY CO. SHERIFFS DEPT.	5	.5	.5	84.4
TEXARKANA REG. CORRECTION CENT	2	.2	.2	84.6
TITUS CO. SHERIFFS DEPT.	4	.4	.4	85.0
TRAVIS CO. SHERIFFS DEPT.	15	1.5	1.5	86.6
TYLER CO. SHERIFFS DEPT.	1	.1	.1	86.7
Unknown	50	5.2	5.2	91.8
UPSHUR CO. SHERIFFS DEPT.	2	.2	.2	92.0
VAN ZANDT CO. SHERIFFS DEPT.	8	.8	.8	92.9
VICTORIA CO. SHERIFFS DEPT.	10	1.0	1.0	93.9

Department

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid WALKER CO. SHERIFFS DEPT.	2	.2	.2	94.1
WALLER CO. SHERIFFS DEPT.	4	.4	.4	94.5
WARD CO. SHERIFFS DEPT.	2	.2	.2	94.7
WASHINGTON CO. SHERIFFS DEPT.	4	.4	.4	95.1
WEBB CO. SHERIFFS DEPT.	7	.7	.7	95.9
WICHITA CO. SHERIFFS DEPT.	20	2.1	2.1	97.9
WILSON CO. SHERIFFS DEPT.	2	.2	.2	98.1
WINKLER CO. SHERIFFS DEPT.	4	.4	.4	98.6
WISE CO. SHERIFFS DEPT.	1	.1	.1	98.7
WOOD CO. SHERIFFS DEPT.	4	.4	.4	99.1
YOAKUM CO. SHERIFFS DEPT.	4	.4	.4	99.5
YOUNG CO. SHERIFFS DEPT.	2	.2	.2	99.7
ZAPATA CO. SHERIFFS DEPT.	3	.3	.3	100.0
Total	968	100.0	100.0	

Appendix G

Most Frequently Used Equipment

Equipment Use Ratings

Descriptive Statistics

	N	Sum	Mean
Latex/rubber gloves	968	859	.89
Handcuffs and keys	968	851	.88
Radio, handheld (walkie-talkie)	968	742	.77
Cell and/or security door	968	733	.76
Flash light	968	721	.74
Computer system	968	703	.73
Electronic door/cell/gate/control	968	702	.73
Leg Restraints	968	692	.71
Ankle restraints	968	671	.69
Fire extinguisher	968	666	.69
Belly chains	968	644	.67
Mechanical door/cell control	968	593	.61
Sally port gates	968	584	.60
Camera	968	519	.54
First aid kit	968	511	.53
Fire Alarm	968	494	.51
Fingerprinting cards	968	493	.51
Fire hose	968	492	.51
Radio, base station	968	489	.51
Waist Restraints	968	478	.49
Calculator/adding machine	968	475	.49
Automobile	968	469	.48
Closed circuit TV	968	463	.48
Count (status) board	968	459	.47
Emergency Equipment	968	451	.47
Container for property	968	438	.45
Video camera	968	414	.43
Mug shot camera	968	363	.37
Photographic equipment, including camera	968	355	.37
CPR protection mask	968	328	.34
Emergency Lighting	968	323	.33
Arrest report forms	968	312	.32
Lock box	968	312	.32
NCIC/TCIC computer terminal	968	308	.32
Fire nozzels	968	298	.31
Holster	968	288	.30
Handgun	968	284	.29
Master fire monitor panel	968	279	.29
Chemical agents (mace, pepperspray etc.)	968	274	.28
Oxygen equipment	968	267	.28
Radio, car	968	252	.26
Alarm monitor	968	248	.26
Pager	968	237	.24
Metal detector - hand held	968	230	.24
Flexi-cuffs	968	226	.23
Bloodborne pathogen clean-up kit	968	225	.23
Ammunition	968	217	.22
Call box	968	217	.22
Blood borne pathogen protection Equipment	968	211	.22
Stretcher	968	202	.21
Evidence bags	968	196	.20

Descriptive Statistics

	N	Sum	Mean
Restraining chair	968	195	.20
Calculator/adding machine	968	192	.20
Equipment belts	968	192	.20
Metal detector - walk through	968	187	.19
Cellular/Mobile Phone	968	186	.19
Riot shield	968	180	.19
Teletype	968	171	.18
Riot helmet	968	157	.16
Chain	968	152	.16
Audio tape recorder	968	146	.15
Gas Mask	968	146	.15
Gurney	968	145	.15
Body armor	968	136	.14
Raid Gear & Helmet	968	131	.14
Cut Resistant Gloves	968	129	.13
Infection Control Bags	968	129	.13
Medical Dictionaries, Drug Identification Books	968	129	.13
Straight jacket	968	124	.13
Automated Fingerprint Identification System (AFIS)	968	124	.13
Protective goggles (eye protection)	968	118	.12
Riot baton	968	117	.12
Tape recorder	968	116	.12
TDD Telephone (For the Deaf)	968	109	.11
Bolt Cutters	968	90	9.30E-02
Bull Horn or loud speaker	968	89	9.19E-02
Expandable baton	968	86	8.88E-02
Riot gloves/jumpsuit	968	85	8.78E-02
Black box (restraints)	968	83	8.57E-02
Fire/bunker gear	968	83	8.57E-02
Ambulance	968	79	8.16E-02
Respirator	968	77	7.95E-02
Evidence sealing equipment	968	73	7.54E-02
Lug wrench	968	69	7.13E-02
Bus	968	67	6.92E-02
Constitutional rights warning card	968	67	6.92E-02
DWI report forms	968	65	6.71E-02
Breathalyzer	968	63	6.51E-02
Automated Fingerprint Identification System (Latent)	968	63	6.51E-02
Perimeter fence control panel	968	61	6.30E-02
Backup weapon	968	60	6.20E-02
Straight baton	968	59	6.10E-02
Internet	968	57	5.89E-02
Intoxilyzer	968	56	5.79E-02
Binoculars	968	55	5.68E-02
Personal decontamination equipment	968	50	5.17E-02
Marking chalk	968	46	4.75E-02
Rifle	968	44	4.55E-02
Rope	968	35	3.62E-02
Magnifying glass	968	35	3.62E-02
Side handle baton	968	33	3.41E-02
Drug/narcotic field ID kit	968	31	3.20E-02
Gas grenade	968	30	3.10E-02
Barrier Tape	968	28	2.89E-02
Evidence processing kit (fingerprint, moulage)	968	27	2.79E-02

Descriptive Statistics

	N	Sum	Mean
Police/Detector Dog	968	22	2.27E-02
Resuscitator	968	21	2.17E-02
Gas fogger cannon	968	20	2.07E-02
Chain saw	968	18	1.86E-02
Stun gun	968	18	1.86E-02
Gas grenade launcher	968	17	1.76E-02
Flame-retardant (nomex) clothing	968	16	1.65E-02
Electronic Belt	968	11	1.14E-02
Stun grenade	968	10	1.03E-02
Boat	968	9	9.30E-03
Dictating machine	968	8	8.26E-03
Night vision equipment	968	8	8.26E-03
Bull Chains	968	7	7.23E-03
Flare gun and flares	968	7	7.23E-03
Taser	968	6	6.20E-03
Plaster of Pads	968	6	6.20E-03
GPS locator	968	4	4.13E-03
Thermal imagers	968	2	2.07E-03
Personal flotation device	968	2	2.07E-03
Orcutt Police Nunchakes	968	1	1.03E-03
Cattle prod	968	1	1.03E-03
Periscope	968	0	.00
Valid N (listwise)	968		

Appendix H

Physical Exertion Data

Frequency Table

1. Run after a fleeing suspect. (Maximum distance in yards)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Less than 100	311	32.3	74.8	74.8
	100 to 440	63	6.5	15.1	89.9
	441 to 880	19	2.0	4.6	94.5
	more than 880	23	2.4	5.5	100.0
	Total	416	43.2	100.0	
Missing	System	548	56.8		
Total		964	100.0		

2. Run upstairs. (Maximum distance in floors)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than one	192	19.9	30.5	30.5
	one to three	224	23.2	35.6	66.1
	four to six	80	8.3	12.7	78.9
	more than six	133	13.8	21.1	100.0
	Total	629	65.2	100.0	
Missing	System	335	34.8		
Total		964	100.0		

3. Jump across obstacles. (Maximum distance in feet)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than two	276	28.6	55.5	55.5
	two to four	110	11.4	22.1	77.7
	four to six	70	7.3	14.1	91.8
	more than six	41	4.3	8.2	100.0
	Total	497	51.6	100.0	
Missing	System	467	48.4		
Total		964	100.0		

4. Jump down from elevated surface. (Maximum height in feet)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than two	244	25.3	48.3	48.3
	two to four	117	12.1	23.2	71.5
	four to six	88	9.1	17.4	88.9
	more than six	56	5.8	11.1	100.0
	Total	505	52.4	100.0	
Missing	System	459	47.6		
Total		964	100.0		

5. Jump over obstacles. (Maximum height in feet)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than one	227	23.5	47.7	47.7
	one to two	92	9.5	19.3	67.0
	two to three	89	9.2	18.7	85.7
	more than three	68	7.1	14.3	100.0
	Total	476	49.4	100.0	
Missing	System	488	50.6		
Total		964	100.0		

6. Climb or pull oneself over obstacle, barrier, etc. (Maximum height in feet)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than two	239	24.8	51.0	51.0
	two to four	62	6.4	13.2	64.2
	four to six	92	9.5	19.6	83.8
	more than six	76	7.9	16.2	100.0
	Total	469	48.7	100.0	
Missing	System	495	51.3		
Total		964	100.0		

7. Climb ladder. (Maximum in feet)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than two	179	18.6	34.6	34.6
	two to four	48	5.0	9.3	43.8
	four to six	62	6.4	12.0	55.8
	more than six	229	23.8	44.2	100.0
	Total	518	53.7	100.0	
Missing	System	446	46.3		
Total		964	100.0		

8. Climb stairs. (Maximum in floors/flights/stories)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than two	224	23.2	33.7	33.7
	two to four	179	18.6	26.9	60.6
	four to six	75	7.8	11.3	71.9
	more than six	187	19.4	28.1	100.0
	Total	665	69.0	100.0	
Missing	System	299	31.0		
Total		964	100.0		

9. Push vehicle by hand. (Maximum distance in feet)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 10	256	26.6	57.7	57.7
	10 to 30	82	8.5	18.5	76.1
	31 to 50	40	4.1	9.0	85.1
	more than 50	66	6.8	14.9	100.0
	Total	444	46.1	100.0	
Missing	System	520	53.9		
Total		964	100.0		

10. Push vehicle by hand. (Maximum weight in tons)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	one	278	28.8	71.3	71.3
	two	78	8.1	20.0	91.3
	three	30	3.1	7.7	99.0
	four	4	.4	1.0	100.0
	Total	390	40.5	100.0	
Missing	System	574	59.5		
Total		964	100.0		

11. Push objects other than vehicle. (Maximum distance in feet)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 10	226	23.4	43.1	43.1
	10 to 30	117	12.1	22.3	65.5
	31 to 50	53	5.5	10.1	75.6
	more than 50	128	13.3	24.4	100.0
	Total	524	54.4	100.0	
Missing	System	440	45.6		
Total		964	100.0		

12. Push objects other than vehicle by hand. (Maximum estimate of weight in pounds)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 50	231	24.0	44.3	44.3
	51 to 100	117	12.1	22.4	66.7
	101 to 150	67	7.0	12.8	79.5
	more than 150	107	11.1	20.5	100.0
	Total	522	54.1	100.0	
Missing	System	442	45.9		
Total		964	100.0		

13. Pull/drag person. (Maximum distance in feet)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 10	247	25.6	49.9	49.9
	10 to 30	108	11.2	21.8	71.7
	31 to 50	64	6.6	12.9	84.6
	more than 50	76	7.9	15.4	100.0
	Total	495	51.3	100.0	
Missing	System	469	48.7		
Total		964	100.0		

14. Pull/drag person. (Maximum weight in pounds)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 100	120	12.4	24.2	24.2
	100 to 150	121	12.6	24.4	48.6
	151 to 200	188	19.5	37.9	86.5
	more than 200	67	7.0	13.5	100.0
	Total	496	51.5	100.0	
Missing	System	468	48.5		
Total		964	100.0		

15. Pull a resisting person through a doorway or other such opening. (Maximum weight in pounds)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 100	118	12.2	20.8	20.8
	100 to 150	131	13.6	23.1	43.9
	151 to 200	241	25.0	42.5	86.4
	more than 200	77	8.0	13.6	100.0
	Total	567	58.8	100.0	
Missing	System	397	41.2		
Total		964	100.0		

16. Pull a resisting person through a doorway or other such opening. (Maximum height)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 5ft. 4in.	113	11.7	20.4	20.4
	5ft. 4in. to 5ft. 8in.	155	16.1	28.0	48.5
	5ft. 9in. to 6ft.	266	27.6	48.1	96.6
	more than 200	19	2.0	3.4	100.0
	Total	553	57.4	100.0	
Missing	System	411	42.6		
Total		964	100.0		

17. Lift and carry a person (Maximum weight in pounds)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 100	137	14.2	29.0	29.0
	100 to 150	127	13.2	26.8	55.8
	151 to 200	158	16.4	33.4	89.2
	more than 200	51	5.3	10.8	100.0
	Total	473	49.1	100.0	
Missing	System	491	50.9		
Total		964	100.0		

18. Lift and carry a person. (Maximum distance in feet)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 10	161	16.7	35.2	35.2
	10 to 30	133	13.8	29.0	64.2
	31 to 50	72	7.5	15.7	79.9
	more than 51	92	9.5	20.1	100.0
	Total	458	47.5	100.0	
Missing	System	506	52.5		
Total		964	100.0		

19. Lift and carry object. (Maximum estimate of weight in pounds)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 50	341	35.4	51.5	51.5
	51 to 100	196	20.3	29.6	81.1
	101 to 150	71	7.4	10.7	91.8
	more than 150	54	5.6	8.2	100.0
	Total	662	68.7	100.0	
Missing	System	302	31.3		
Total		964	100.0		

20. Lift and carry object. (Maximum distance in feet)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 10	158	16.4	24.1	24.1
	10 to 30	211	21.9	32.2	56.3
	31 to 50	120	12.4	18.3	74.7
	more than 50	166	17.2	25.3	100.0
	Total	655	67.9	100.0	
Missing	System	309	32.1		
Total		964	100.0		

21. Hold a person by oneself to prevent or control movements. (Maximum time in minutes)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than two	262	27.2	42.9	42.9
	two to four	181	18.8	29.6	72.5
	four to six	91	9.4	14.9	87.4
	more than six	77	8.0	12.6	100.0
	Total	611	63.4	100.0	
Missing	System	353	36.6		
Total		964	100.0		

22. Hold a person by oneself to prevent or control movements. (Maximum weight in pounds)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 100	90	9.3	15.0	15.0
	100 to 150	139	14.4	23.1	38.1
	151 to 200	290	30.1	48.3	86.4
	more than 200	82	8.5	13.6	100.0
	Total	601	62.3	100.0	
Missing	System	363	37.7		
Total		964	100.0		

23. Hold a person by oneself to prevent or control movements. (Maximum height in feet)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 5ft.4in	84	8.7	14.1	14.1
	5ft.4in to 5ft.8in	184	19.1	30.9	45.0
	5ft.9in to 6ft	259	26.9	43.5	88.6
	more than 6ft	68	7.1	11.4	100.0
	Total	595	61.7	100.0	
Missing	System	369	38.3		
Total		964	100.0		

24. Physically struggle with person without help. (Maximum time in minutes)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than two	307	31.8	59.4	59.4
	two to four	113	11.7	21.9	81.2
	four to six	55	5.7	10.6	91.9
	more than six	42	4.4	8.1	100.0
	Total	517	53.6	100.0	
Missing	System	447	46.4		
Total		964	100.0		

25. Physically struggle with person without help. (Maximum weight in pounds)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 100	85	8.8	16.7	16.7
	100 to 150	120	12.4	23.5	40.2
	151 to 200	242	25.1	47.5	87.6
	more than 200	63	6.5	12.4	100.0
	Total	510	52.9	100.0	
Missing	System	454	47.1		
Total		964	100.0		

26. Physically struggle with person without help. (Maximum height in feet)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 5ft.4in	88	9.1	17.4	17.4
	5ft.4in to 5ft.8in	150	15.6	29.6	46.9
	5ft.9in to 6ft	211	21.9	41.6	88.6
	more than 6ft	58	6.0	11.4	100.0
	Total	507	52.6	100.0	
Missing	System	457	47.4		
Total		964	100.0		

27. Walk continuously during work shift. (Maximum time in hours)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than two	174	18.0	20.2	20.2
	two to four	142	14.7	16.5	36.7
	four to six	164	17.0	19.0	55.7
	more than six	381	39.5	44.3	100.0
	Total	861	89.3	100.0	
Missing	System	103	10.7		
Total		964	100.0		

28. Balance oneself on narrow elevated surface. (Maximum height of surface)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than two	190	19.7	48.5	48.5
	two to four	63	6.5	16.1	64.5
	four to six	57	5.9	14.5	79.1
	more than six	82	8.5	20.9	100.0
	Total	392	40.7	100.0	
Missing	System	572	59.3		
Total		964	100.0		

29. Stand continuously during work shift. (Maximum time in hours)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than two	188	19.5	22.6	22.6
	two to four	175	18.2	21.1	43.7
	four to six	164	17.0	19.7	63.4
	more than six	304	31.5	36.6	100.0
	Total	831	86.2	100.0	
Missing	System	133	13.8		
Total		964	100.0		

30. Crawl in confined areas (Maximum in feet)

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	less than 6	225	23.3	58.4	58.4
	5 to 10	61	6.3	15.8	74.3
	11 to 15	21	2.2	5.5	79.7
	more than 15	78	8.1	20.3	100.0
	Total	385	39.9	100.0	
Missing	System	579	60.1		
Total		964	100.0		