

TECHNICAL REPORT ON A JOB TASK ANALYSIS STUDY OF LOCAL DETENTION OFFICERS IN THE STATE OF WYOMING

**CONDUCTED FOR:
The Wyoming Law Enforcement
Academy**

February 2023

ACKNOWLEDGMENTS

The Systems Design Group is grateful to the State of Wyoming and the Wyoming Law Enforcement Academy for the opportunity to conduct a Job Task Analysis Study of local Detention Officers.

We want to thank the leaders and the almost 140 personnel from all 23 local detention centers who participated in the study and made these results possible. The 23 participating agencies and the number of participating personnel are included in the Appendices.

We also want to thank the members of the Project Technical Committee who provided invaluable assistance in developing and editing our final task list and evaluating the job task analysis survey results. They are:

Sean Ellis – Natrona County Sheriff's Office
Joseph Torczon – Lieutenant – Park County Sheriff's Office
Steven Moyer – Sheridan County Sheriff's Office
Gabriel Torres – Sublette County Sheriff's Office
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Justin Smith – Basic Training Supervisor – Wyoming Law Enforcement Academy
Warren Steele – Advanced Training Supervisor – Wyoming Law Enforcement Academy
Chris Walsh – Director – Wyoming POST

Finally we want to acknowledge the contribution of WLEA staff who worked diligently to encourage local agency participation with regular contact using our weekly progress reports. As a result of their efforts the project enjoyed a 94% response rate for supervisors and 85% for detention officers. In addition to Chuck Bayne, WLEA Executive Director, we want to thank:

Jesse Curtis, WLEA Deputy Director and
Kyndal Gudahl, Office Support

Project Staff included:

V.A. Lubans – Project Director
Laura Springer – Website Design and Management
David Springer – Database Programming and Analysis
Linda Chocholka – Word Processing

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GENERAL STATEMENT OF METHODOLOGY

Introduction and Overview

The principal purpose of this job task analysis study is to identify the tasks performed by local detention officers in the State of Wyoming and, based on those tasks, evaluate the current content of the Detention Officer Basic Academy (DOBA). This study will also identify those tasks best addressed on the job by the employing agency or in advanced training beyond the scope of the DOBA.

Job Analysis and Validation

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

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

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

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

With the passage of the Equal Employment Opportunity (EEO) Act of 1972, public employers were required to demonstrate the validity of their employee selection procedures. Since 1972, numerous court tests clearly demonstrate that a successful defense typically cannot be mounted without sound job analysis information. And as case law has expanded to cover more areas of the personnel system, job analysis data have been applied to evaluating and modifying more parts of that system, e. g., certification testing, medical standards, etc. If persons can lose or be deprived of their job by not satisfying a particular standard the employer must be able to demonstrate, usually through job analysis, the job-relatedness and validity of that standard. In this instance, successful completion of the Detention Officer Basic Academy is in fact a selection procedure for which validity must be demonstrated.

The specific analytical method that is used is left to the certifying body but obviously it is advisable to choose an analytical process that identifies the maximum task database from which can be developed valid, defensible elements of the personnel system.

Whatever method is chosen, a job task analysis must be performed consistent with the rules and procedures of state and federal equal employment opportunity agencies, relevant court decisions and more recent federal and/or state laws, e. g. Americans with Disabilities Act¹. Specifically, the work should be conducted according to the rules and procedures included in the Uniform Guidelines on Employee Selection Procedures (Aug. 25, 1978) as amended, the professional standards set out in the Standards for Educational and Psychological Testing (1999) and the Principles for the Validation and Use of Personnel Selection Procedures (1987) as amended, and the regulations related to the Americans with Disabilities Act effective July, 1992.

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

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

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

Several court decisions (Morrow vs. Crisler, U. S. District Court, Mississippi, 1971; NAACP vs. Allen, U. S. Court of Appeals 5th Circuit, 1971; Commonwealth vs. Flaherty, U. S. District Court, Pennsylvania, 1975) have forced criminal justice agencies to "follow court ordered hiring quotas to change adverse impact on minority hiring." Part II of the supplementary information to the EEO selection process points out that "if adverse impact exists, it must be justified on the grounds of business necessity. Normally, this means a validation process that demonstrates the relation between the selection procedure and performance on the job." In part, the affected agencies noted above failed to show that the selection procedure used related to actual job performance*. Again, in order to determine what constitutes a job, job analysis should be undertaken.

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

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

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

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

*Underlining added for emphasis.

Construct validity - where a certain trait believed to underlie successful job performance is shown to be empirically related to critical work behavior.

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

Adverse Impact

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

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

Sample Representativeness

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

In the publication, "Job Analysis for Personnel Selection" by Ramirez and Lotero (1973), helpful guidance on sample construction is provided. Factors that determine sample selection include:

Diversity of work within the job (i. e. similarity or diversity of duties among job incumbents).

Variety of locations and possible effect on job content.

Adequate ethnic/racial mix to determine differences (if any) in job content/performance.

Ramirez and Lotero (1973) continue that "There is no absolute rule for determining sample size." As heterogeneity increases or the number of incumbents decreases, sample size as a percentage of job incumbents should increase. That is, the sample must be large enough to demonstrate the homogeneity of the class, i. e. that officers, regardless of their employing agency, tend to do similar work, or to ensure a representative sample of the diversity in possibly heterogeneous classes. In this study all officers were treated as one group. Supervisors were also treated as one group due to the lack of sufficient numbers to justify separate units of analysis and the likelihood that work performed is largely similar regardless of employer.

Failure to Train/Risk Management

Another concern that informs and necessitates conducting a job task analysis is the ministerial duty of employers to train their employees to perform high criticality tasks the employees are likely to confront as they work. High criticality tasks are those that may have an adverse impact on a person's constitutional rights. The case of *City of Canton v Harris* (1989) established the principle of deliberate indifference (which supplanted the prior and lower standard of gross negligence) when the Supreme Court held "that the inadequacy of training may serve as the basis for liability only where the failure-to-train amounts to deliberate indifference to the rights of persons with whom the officers come into contact." Thus, in this context, it is vital that the County and the State work diligently to ensure the adequate training of its law enforcement officers

In the *Canton v Harris* case the US Supreme Court addressed "deliberate indifference", and several examples were discussed. Further clarification as to definitions can be found in an article by Lynn Lund in *Sheriff*, May/June 1994, pp19-21:

Moral Certainty Standard

If the employer (or standard setter) knew or should have known a violation(s) of a person's constitutional rights would occur if employees were not trained in a particular job content, then liability may arise.

Custom/Practice/Pattern

Liability may arise if an employer observes but chooses to ignore a pattern of behavior or events that is in obvious need for training. Under the concept of "knew or should have known", this may constitute deliberate indifference.

Official Policy

If an adopted policy violates established law which a reasonable person knows or should have known, liability to the administration may occur.

If, as a result of a job task analysis, deficiencies in the current curriculum are identified and those deficiencies are not addressed, that action may rise to the level of deliberate indifference if the deficiency negatively impacts the constitutional rights of a citizen because the officer was not trained properly.

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

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

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

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

Are the instructors certified/qualified?

Is there a record of student achievement?

PROJECT METHODOLOGY

This section describes the specific steps we followed in conducting the Job Task Analysis Study of the Wyoming Detention Officers.

Job Analysis:

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

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

The raw task list was reviewed at length with the Project Technical Committee (PTC). They reviewed the items for completeness, clarity, relevance, and wording/terminology. The result of this process produced the basis of the questionnaire, a description of which follows below.

(The task list as revised by the PTC is available in the Appendices.)

Questionnaires:

Based on the final, revised task list we developed questionnaires for both detention officers and their supervisors. Supervisors were asked to consider each task in terms of the Consequences of Inadequate Performance and when they thought a detention officer should learn how to do that task. Tasks that were not a part of the job or were not expected to be performed by detention officers were marked with a "O".

The job incumbents, all detention officers, were asked to identify which tasks they personally had performed in the past 12 months and how often they had performed them. If a respondent had not performed the task a "O" was entered. The questionnaires were administered on a secure internet site for a four-week period in October-November 2022.

Officers responded to the Frequency Scale as Follows:

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

Supervisors responded to Consequences of Inadequate Performance Scale as Follows:

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

They also responded to the When Learned Scale as Follows:

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

Development of Sample:

In order to help us develop a sampling plan of the detention officers' study, WLEA staff reached out to local sheriff's officers and asked for their assistance. Specifically, they were asked to identify officers still working at a detention with less than five years' experience and identify their supervisors.

WLEA staff received responses from all 23 jails. Based on those numbers we devised a random stratified survey approach and requested the participation of over 140 officers and supervisors from all 23 jails.

QUESTIONNAIRE DISTRIBUTION AND RETURN

As described above we distributed invitations to over 140 officers and supervisors from 23 different jails based on bed size. Over the time the questionnaires were available, we received over 128 responses from 23 jails. From those, we were able to use 124. Unfortunately, the four responses that were not used were incomplete or not responsive. A list of participating jails follows below.

Data Analysis

The questionnaires were sorted by jail based on the number of beds, largest to smallest. The results were calculated to show the percentage of officers who identified a task they had performed and how often. Supervisors' responses were also sorted by group, and the percentage of supervisors who identified a task as a part of the job of an officer was noted.

Furthermore, the mean criticality score was listed for each task, as was the percentage of supervisors who identified the task as something that should be addressed in the DOBA course.

Once the data had been compiled, we reviewed the results using the decision rules described below. As the decision rules were applied, we identified tasks that should be addressed in a basic academy, on the job, or in advanced training. Those tasks were noted and brought forward to the PTC for review and approval. Tasks, just short of meeting a decision rule or barely passing one were identified and left to the PTC to decide whether they should be included or omitted. Those results follow.

Participating Agency

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

**WYOMING LAW ENFORCEMENT ACADEMY
JOB TASK ANALYSIS STUDY
OF
LOCAL DETENTION OFFICERS**

**DATA RESULTS
DEC 2022**

DETENTION OFFICER JOB TASK ANALYSIS RESULTS

Decision Rules

If 50% or more of the officers performed a particular task and the mean frequency was 2 or more

And

If 50% or more of the supervisors identified a particular task as part of the detention officer's job and the mean CIP was 3 or more

And

If 50% or more of the Supervisors selected a 2 or 3 for when learned,

Then that task was eligible to be part of the basic detention officer academy curriculum.

If fewer than 50% of the officers had performed a particular task, but the mean CIP was 4 or higher from at least 50% of the Supervisors and the WL rule was met, then that task was eligible to be included in the basic detention officer academy.

Tasks that met at least one of these decision rule sets are highlighted below in yellow. Tasks that are close to meeting a rule set but fail to do so are referred to the PTC and indicated with a ? mark and requires a decision.

An additional area of inquiry was maximum physical exertion applied to any one of 23 distinct tasks. If at least 50% of personnel provided an answer the mean response is included (See pp 33-36)

Task Statement

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| | Human Relations | | | |
| 1 | Talk with inmates to settle disputes. | X | X | X |
| 2 | Talk with inmates to resolve disciplinary problems. | X | X | X |
| 3 | Provide short-term crisis intervention counseling to emotionally upset inmates. | X | X | X |
| 4 | Refer inmate to outside source, e. g., minister, mental health, etc. to help with his/her personal or emotional problems. | X | X | |
| 5 | Provide advice to inmate concerning non-emergency personal problem, e. g., home issues. | X | | |
| 6 | Answer inmate's questions concerning court system, procedures and sentencing. | X | X | X |
| 7 | Identify and monitor inmates showing signs of possible mental or emotional disturbance. | X | X | X |
| 8 | Identify inadequate levels of inmate's personal hygiene and encourage personal cleanliness. | X | X | |
| 9 | Identify inmates showing signs of homosexual behavior. | X | X | ? |
| 10 | Identify signs of homosexual panic in inmates and respond to such behavior. | X | X | X |
| 11 | Recognize (identify) inmate groups and their composition. | X | X | X |
| 12 | Recognize behavioral characteristics of violent inmates. | X | X | X |
| 13 | Instruct inmates in jail rules and regulations. | X | X | |
| 14 | Arrange for professional assistance for inmate's personal problems. | X | X | |
| 15 | Refer inmates for assistance in areas such as reading, GED, etc. | X | X | |
| 16 | Observe inmate group behavior to identify unrest and the causes thereof. | X | X | X |
| 17 | Apply principles of progressive discipline. | X | X | X |
| 18 | Identify stress causing factors in jail and act to reduce them. | X | X | X |
| 19 | Observe person to recognize medical/emotional problems at time of initial incarceration. | X | X | X |
| 20 | Explain legal/judicial terminology to inmate, e. g., split sentence. | X | X | X |
| 21 | Explain their legal rights to inmates. | X | X | X |

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|--|--------------|-------------|------------|
| 22 | Help inmates contact legal counsel. | X | X | |
| 23 | Help inmate contact bondsman. | X | | |
| 24 | Call court clerk to check status of inmate's case. | X | X | |
| 25 | Supervise special inmate activities, e. g., religious services, seminars, etc. | X | X | |
| 26 | Answer questions from public concerning inmates. | X | X | |
| 27 | Escort inmates to appointments inside jail. | X | X | X |
| 28 | Work with elderly and/or disabled inmates. | X | X | X |
| | Duty to Intervene and Ethical Behavior | | | |
| 1 | Intervene to stop/prevent fellow officer from making a procedural mistake. | X | X | X |
| 2 | Intervene to stop/prevent fellow officer from using unreasonable force. | | X | X |
| 3 | Intervene to stop/prevent fellow officer from doing something unethical. | | X | X |
| 4 | Intervene to stop/prevent fellow officer from doing something that is unsafe. | X | X | X |
| 5 | Intervene to stop/prevent fellow officer from violating jail policy/rules/regulations. | X | X | X |
| 6 | Discuss incorrect, inappropriate, or unethical conduct of fellow officer with a supervisor. | X | X | X |
| 7 | Defuse a stressful event involving fellow officer. | X | X | X |
| 8 | Communicate effectively with fellow officer during disputes/disagreements. | X | X | X |
| 9 | Mediate to resolve differences between fellow officers. | X | X | |
| 10 | Maintain positive relationships with fellow officers. | X | X | |
| 11 | Maintain a calm demeanor when experiencing criticism from fellow officer, supervisors, or inmates. | X | X | |
| 12 | Mediate disputes between fellow officer and an inmate. | X | X | X |
| 13 | Recognize patterns of behavior among peers to identify potential suicide risk. | X | X | X |

| Task Statement | | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----------------------------------|---|--------------|-------------|------------|
| 14 | Recognize the importance of ethical standards and their application to workplace duties. | X | X | X |
| 15 | Recognize and report misuse of social media by fellow officers | | X | X |
| Administrative Activities | | | | |
| 1 | Prepare documents or records for filing, e. g., label, alphabetize, list or arrange in chronological order. | X | X | |
| 2 | Search inmate mail and parcels. | X | X | X |
| 3 | Censor inmate mail. | X | X | X |
| 4 | Sort and/or deliver inmate mail. | X | X | |
| 5 | Write various reports, e. g., incident, infraction, etc. | X | X | X |
| 6 | Write in-depth, detailed narrative reports, e. g., major incident report. | X | X | X |
| 7 | Write brief reports using short phrases or sentence fragments; e. g., minor incident reports. | X | X | X |
| 8 | Confer with supervisor to clarify jail rules, procedures or post matters. | X | X | |
| 9 | Maintain personal notebook, i. e., keep notes on unusual matters, problems, etc. | X | X | |
| 10 | Read and comprehend post orders, jail rules, regulations, SOP's etc. | X | X | |
| 11 | Read and comprehend daily log and shift activity report. | X | X | |
| 12 | Conduct intake/receiving interviews and fill out relevant forms. | X | X | X |
| 13 | Prepare inmate movement/traffic/transport sheets, e. g., Court list. | X | X | |
| 14 | Read court papers (commitments, releases, writs, summonses, detainers, etc.) and explain to inmates. | X | X | ? |
| 15 | Read court papers and follow their instructions, e. g., detainer, release, etc. | X | X | X |
| 16 | Fill out jail intake reports, cards, data entry forms, and other standardized forms. | X | X | |

Task Statement

| | | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|--|--------------|-------------|------------|
| 17 | Update inmate status boards. | X | X | |
| 18 | Record shift activities in log book. | X | X | |
| 19 | Fill out forms related to federal inmates. | X | X | |
| 20 | Read and serve legal documents, e. g., warrants, subpoenas, etc. | X | X | X |
| 21 | File and retrieve reports/records in records system. | X | X | |
| 22 | Identify supply and equipment needs and request they be ordered. | X | X | |

| | | | | |
|----|---|----------------------|----------------------|---------------------|
| 23 | Order supplies and equipment. | X | X | |
| 24 | Inventory jail supplies and equipment. | X | X | |
| 25 | Issue linens, bedding etc. to inmates. | X | X | |
| 26 | Issue personal hygiene supplies to inmates. | X | X | |
| 27 | Take custody of and record lost and found property. | X | X | |
| 28 | Maintain record (log) of inmate's visitors. | X | X | |
| 29 | Discuss apparent error with court personnel to resolve booking problem. | X | X | |
| 30 | Collect receipt and return inmate's property. | X | X | |
| 31 | Take ID photos of inmates. | X | X | |
| 32 | Collect inmate fingerprints. | X | X | X |
| 33 | Suggest changes in jail rules or procedures. | X | X | |
| 34 | Consider inmate age, sex, charges, etc. to make housing classification. | X | X | X |
| | Emergency/Medical Assistance | | | |
| 1 | Apply basic first aid to control bleeding. | | X | X |
| 2 | Apply basic first aid to treat abrasions. | X | X | X |
| | Task Statement | OFC/ FREQ | SUPI/ CIP | SUPI/ WL |
| 3 | Apply basic first aid to treat broken bones. | | X | X |
| 4 | Apply basic first aid to treat heat burns. | | X | X |
| 5 | Apply basic first aid to treat chemical burns. | | X | |
| 6 | Apply basic first aid to treat convulsions. | X | X | X |
| 7 | Apply basic first aid to treat diabetes reaction/coma. | X | X | X |
| 8 | Apply basic first aid to treat electrical shock. | | X | |
| 9 | Apply basic first aid to treat amputations. | | X | |

| | | | | | | |
|----|--|--|---|----------------------|----------------------|---------------------|
| 10 | Apply basic first aid to treat eye injuries. | | | X | X | X |
| 11 | Apply basic first aid to treat gunshot wounds. | | | X | | |
| 12 | Apply basic first aid to treat heart attack. | | | X | X | X |
| 13 | Apply basic first aid to treat heat stroke. | | | X | | |
| 14 | Apply basic first aid in response to a hanging. | | | X | X | X |
| 15 | Apply basic first aid to treat lacerations. | | | X | X | X |
| 16 | Apply basic first aid to treat drug overdose. | | | X | X | X |
| 17 | Apply basic first aid to treat poisoning. | | | X | | |
| 18 | Apply basic first aid to treat choking, e. g., Heimlich Maneuver | | | X | X | X |
| 19 | Apply basic first aid to treat puncture/stab wounds. | | | X | X | X |
| 20 | Apply basic first aid to treat alcoholic seizures. | | X | X | X | X |
| 21 | Apply basic first aid to treat shock. | | | X | X | X |
| 22 | Apply basic first aid to treat sprain and strain. | | | X | X | ? |
| 23 | Provide assistance to female inmate for gynecological or obstetrical problems. | | | X | | |
| 24 | Use oxygen resuscitator. | | | X | | |
| | Task Statement | | | OFC/ FREQ | SUPI/ CIP | SUPI/ WL |
| 25 | Observe person to recognize symptoms of drug use or overdose. | | X | X | X | X |
| 26 | Observe person to recognize symptoms of alcohol overdose or poisoning. | | X | X | X | X |
| 27 | Observe person to recognize symptoms of drug or alcohol withdrawal. | | X | X | X | X |
| 28 | Change inmates' bandages or dressing. | | X | X | X | |
| 29 | Perform chest compression technique to revive person. | | | X | X | X |
| 30 | Apply mouth to mouth resuscitation. | | | X | X | X |
| 31 | Use oxygen supply device, other than resuscitator, such as an Oxygenator. | | | X | | |
| 32 | Dispense non-prescribed medication to inmates. | | X | X | X | |

| | | | | |
|----|---|---|---|---|
| 33 | Dispense prescribed medication to inmates. | X | X | X |
| 34 | Talk with mental health staff concerning voluntary or involuntary commitment. | X | | X |
| 35 | Talk with nurse or physician concerning inmate's medical condition or treatment. | X | | X |
| 36 | Observe inmate to ensure medication is taken. | X | X | X |
| 37 | Observe inmate to assess general physical condition. | X | X | X |
| 38 | Maintain inmate medication records or logs. | X | | X |
| 39 | Store medications in medication locker. | X | | X |
| 40 | Respond to special needs of disabled inmates. | X | | X |
| 41 | Prepare medication doses as prescribed. | X | | X |
| 42 | Use Physician Desk Reference to obtain medical information. | | | |
| 43 | Describe inmate's medical symptoms to obtain professional advice or assistance. | X | | X |
| 44 | Observe inmate's physical and emotional condition to fill out medical screening form. | X | | X |
| 45 | Use AED to resuscitate person. | | X | X |

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| 46 | Use personal protection equipment to prevent contact with communicable disease, blood borne pathogens, etc. | X | X | X |
| 47 | Follow standard procedures related to controlling/cleaning spills of bodily fluids. | X | X | |
| | Physical Activities | | | |
| 1 | Help carry a person on a stretcher. | X | X | |
| 2 | Run short distances at full sprint. | | X | |
| 3 | Run after a fleeing inmate. | X | X | X |
| 4 | Run up stairs. | X | X | |
| 5 | Run down stairs. | X | X | |
| 6 | Stand for long periods of time e. g., more than 4 hours. | X | X | |
| 7 | Subdue attacking persons. | X | X | X |
| 8 | Subdue inmate resisting restraint. | X | X | X |
| 9 | Use weaponless defense tactics. | X | X | X |
| 10 | Tackle or take down fleeing inmate. | | X | X |
| 11 | Jump over obstacles while running. | | X | X |
| 12 | Walk for long periods of time, e. g., more than 4 hours. | X | X | |
| 13 | Sit for long periods of time, e. g., more than 4 hours. | X | X | |
| 14 | Break up fights between two or more persons. | X | X | X |
| 15 | Carry, by yourself, an unconscious or immobile person. | | X | X |
| 16 | Carry, with another person, an unconscious or immobile person. | X | X | X |
| 17 | Apply restraints. | X | X | X |

| | Question | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| 18 | Climb ladders. | X | X | |
| 19 | Extend arm into tight spaces to search. | X | X | |
| 20 | Climb or crawl through small openings, e. g., window, crawl space etc. | | X | |
| 21 | Drag, by yourself, an unconscious or immobile person. | | X | X |
| 22 | Drag, with another person, an unconscious or immobile person. | X | X | X |
| 23 | Drag or push heavy objects. | X | X | |
| 24 | Fire a weapon at a person. | | X | X |
| 25 | Fire weapon in training. | X | X | X |
| 26 | Grip person tightly with hand to control their behavior or to prevent their escape. | X | X | X |
| 27 | Physically restrain a group of people. | | X | X |
| 28 | Perform duties while wearing heavy equipment, e. g., Scott Air Pack. | | X | |
| 29 | Physically remove from or place in a cell a resisting person. | X | X | X |
| | Jail Security | | | |
| 1 | Count silverware, kitchen utensils and other equipment or tools. | X | X | |
| 2 | Test emergency alarms. | | X | |
| 3 | Test emergency generator. | | X | |
| 4 | Test and use communication equipment. | X | X | |
| 5 | Maintain watch of high risk and self-destructive inmates. | X | X | X |
| 6 | Maintain key control. | X | X | X |
| 7 | Observe body cavity examination. | | X | |
| 8 | Count heads. | X | X | |

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| 9 | Inspect security devices, e. g., bars, keys, locks, windows, doors, fences, gates, etc. | X | X | |
| 10 | Participate in jail lock down. | X | X | |
| 11 | Search cells, dorms, etc. | X | X | X |
| 12 | Use physical force to maintain order or protect life. | X | X | X |
| 13 | Conduct camera surveillance of specific locations. | X | X | |
| 14 | Conduct physical surveillance of specific locations. | X | X | |
| 15 | Compare photograph to identify inmate prior to transport or release. | X | X | |
| 16 | Search visitors by hand. | X | X | X |
| 17 | Use metal detectors to search persons. | X | X | |
| 18 | Search property left for inmates. | X | X | X |
| 19 | Supervise inmates during recreation and or exercise periods. | X | X | |
| 20 | Operate breathalyzer to test degree of intoxication. | X | X | |
| 21 | Conduct fire drills. | | X | |
| 22 | Collect urine specimens. | X | X | |
| 23 | Verify identity of person entering or leaving jail. | X | X | |
| 24 | Conduct strip search of inmates. | X | X | X |
| 25 | Perform perimeter watch duty outside jail. | X | X | |
| 26 | Conduct pat down or frisk of inmates. | X | X | X |
| 27 | Control physical conflict between inmates. | X | X | X |
| 28 | Search delivery or transport vehicle for contraband or escapees. | X | X | X |
| 29 | Examine inmate passes to ensure proper movement. | X | X | |
| 30 | Plan strategy for conducting jail search. | X | X | ? |

| | Question | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|--|--------------|-------------|------------|
| 31 | Seize contraband and or weapons. | X | X | X |
| 32 | Conduct inmate roll call. | X | X | |
| 33 | Recognize inmate's deception and/or diversionary tactics. | X | X | X |
| 34 | Establish contacts and/or "snitches" among inmates. | X | X | |
| 35 | Use voice orders to control inmate movements. | X | X | X |
| 36 | Search visiting rooms, cells and other areas for contraband and weapons. | X | X | X |
| 37 | Control movement of persons to blocks, cells common areas, etc. | X | X | |
| 38 | Control non-violent crowds. | X | X | ? |
| 39 | Operate levers and buttons to let inmates in and out of cells or secure areas. | X | X | |
| 40 | Separate individuals and groups to resolve or prevent conflict. | X | X | X |
| 41 | Inform prosecutor of case and intent to seek arrest warrant. | | X | |
| 42 | Patrol cell blocks and secure areas. | X | X | X |
| 43 | Calm distraught persons. | X | X | X |
| 44 | Give Miranda warnings. | ? | X | X |
| 45 | Recognize stealth weapons. | X | X | X |
| 46 | Perform indoor security checks. | X | X | X |
| | Jail Emergency | | | |
| 1 | Use physical force to break up fights. | X | X | X |
| 2 | Escort emergency vehicles. | | X | |
| 3 | Put out small fires. | | X | |
| 4 | Investigate unusual odors. | X | X | |

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| 5 | Investigate unusual sounds. | X | X | |
| 6 | Identify and observe group agitators. | X | X | X |
| 7 | Respond to and control hostage situations. | | X | X |
| 8 | Report irregular or unusual incidents to supervisor in a timely manner. | X | X | ? |
| 9 | Secure scene of possible crime. | X | X | X |
| 10 | Collect evidence and property from scene of crime. | X | X | X |
| 11 | Diagram crime scene. | | X | X |
| 12 | Document chain of evidence. | | X | X |
| 13 | Package evidence. | | X | X |
| 14 | Prepare complete report of criminal incident. | X | X | X |
| 15 | Take statements from victims, witnesses etc. | X | X | X |
| 16 | Participate in large scale search, i. e., lock down. | X | X | X |
| 17 | Reason with inmates in tense situations | X | X | X |
| 18 | Move inmates to evacuate area/jail in accordance with emergency plans. | | X | ? |
| | | | | |
| | General | | | |
| 1 | Receive and process bond related paperwork. | X | X | |
| 2 | Check individual making bond for outstanding wants and warrants. | X | X | |
| 3 | Record changes in bonds. | X | X | |
| 4 | Inform bonding agents of conditions for bonding. | X | X | |
| 5 | Check license of bondsman. | ? | X | |
| 6 | Update information on bonding agencies. | | X | |

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| 7 | Speak to court personnel concerning bail and bonding arrangements relating to specific inmates. | X | X | |
| 8 | Collect and receipt bond money. | X | X | |
| 9 | Prepare basic meal for inmates. | X | X | |
| 10 | Serve food to inmates. | X | X | |
| 11 | Detect/recognize inmate's suicidal tendencies. | X | X | X |
| 12 | Recognize and apply PREA standards as appropriate. | X | X | X |
| 13 | Report abuse of inmates and relevant laws. | X | X | X |
| 14 | Clean and inspect weapons. | X | X | X |
| 15 | Distribute reading material to inmates. | X | | |
| 16 | Distribute cleaning materials to trustees. | X | X | |
| 17 | Collect and/or distribute inmate canteen orders. | X | X | |
| 18 | Inspect cell housing areas for combustible materials. | X | X | |
| 19 | Inspect all fire doors for proper operation, both manually and electronically. | X | X | |
| 20 | Receive and record money for inmates' trust accounts. | X | X | |
| 21 | Place hold on inmate and notify department requesting the hold. | X | X | |
| 22 | Perform general housekeeping duties on common areas. | X | X | |
| 23 | Inspect duty station for fire and security hazards. | X | X | |
| 24 | Receive and release inmate property. | X | X | |
| 25 | Prepare uniform and personal equipment for inspection. | X | X | |
| 26 | Sit on infraction/disciplinary board to hear testimony and render judgment (or recommend judgment). | X | X | |
| 27 | Maintain Security watch at hospital or doctor's office. | X | X | X |
| 28 | Attend and present testimony at inmate's disciplinary hearing. | ? | X | |

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|--|--------------|-------------|------------|
| 29 | Train new detention officers. | X | X | |
| 30 | Investigate and report injuries occurring to inmates. | X | X | X |
| 32 | Process and supervise pre-trial detainees. | X | X | X |
| 33 | Explain work release to inmates and employers. | | X | |
| 34 | Go on patrol to check actual attendance at work site. | | X | |
| 35 | Check in and check out work release participants. | | X | |
| 36 | Check with employers on the status of work release inmates. | | X | |
| 37 | Present evidence in legal proceedings. | | X | |
| 38 | Supervise inmates at meals. | X | X | |
| 39 | Supervise disposal of food and collection of utensils. | X | X | |
| 40 | Supervise inmates in day room. | X | X | X |
| 41 | Escort inmate to appointment outside jail. | X | X | X |
| 42 | Guard inmate in court. | X | X | |
| 43 | Escort inmate on commercial aircraft. | | | |
| 44 | Escort inmate to funeral home or hospital to visit a relative. | | X | |
| 45 | Release inmate according to jail procedures. | X | X | |
| 46 | Process release papers of inmate. | X | X | |
| 47 | Observe inmates and visitors for passage of contraband in visiting room or during visit. | X | X | |
| 48 | Observe inmates and visitors to prevent inappropriate behavior. | X | X | |
| 49 | Operate vehicles to transport inmates. | X | X | X |
| 50 | Provide security in courtrooms and adjacent areas. | X | X | X |
| 51 | Search courtroom and adjacent areas for hidden weapons and contraband. | X | X | X |

Task Statement

| | | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|---|-----------------------------------|--------------|-------------|------------|
| 52 | Supervise inmate work details. | X | X | |
| 53 | Assign inmates to work details. | X | X | |
| Equipment and Transportation Checklist | | | | |
| 1 | Closed circuit television monitor | X | | |
| 2 | Closed circuit television cameras | X | | |
| 3 | Fire alarm | X | | |
| 4 | Entry alarm | X | | |
| 5 | Sensor alarm | X | | |
| 6 | Broom | X | | |
| 7 | Mop | X | | |
| 8 | Floor Buffer | X | | |
| 9 | Computer terminal/keyboard/mouse. | X | | |
| 10 | Handcuffs | X | X | X |
| 11 | Leg irons | X | X | X |
| 12 | Waist Chain | X | X | X |
| 13 | Waist Belt | X | X | X |
| 14 | Plastic hand restraint | | X | X |
| 15 | Restraint chair | X | X | X |
| 16 | Fire extinguisher | | | |
| 17 | Gas Mask | | | |
| 18 | Control Panel | X | | |

Task Statement

| | | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| 19 | Stun Gun | | | |
| 20 | Narcan/Naloxone | | | |
| 21 | Baton | X | X | X |
| 22 | PPE | X | | |
| 23 | Flashlight | X | | |
| 24 | Fire blanket | | | |
| 25 | Shock shield | | | |
| 26 | Capture shield | | | |
| 27 | Tourniquet | X | X | X |
| 28 | Quikclot | | | |
| 29 | Camera (digital) | X | | |
| 30 | Fingerprint rolling equipment (Ink) | X | X | X |
| 31 | Fingerprint rolling equipment (digital) | X | X | X |
| 32 | Tear gas grenade/Canisters | | | |
| 33 | Tear gas gun | | | |
| 34 | Pepper spray | X | X | X |
| 35 | Riot Shield | | | |
| 36 | Riot baton | | | |
| 37 | Metal detector (walk through) | | | |
| 38 | Metal Detector (hand held) | X | | |
| 39 | Photocopier | X | | |
| 40 | Typewriter | | | |

Task Statement

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|--|--------------|-------------|------------|
| 41 | Long gun | | | |
| 42 | Weapon with optical sights | | | |
| 43 | Shotgun | | | |
| 44 | Pistol | X | X | X |
| 45 | Ambulance | X | | |
| 46 | Van | X | X | X |
| 47 | Car | X | X | X |
| 48 | Truck | | | |
| 49 | Bus | | | |
| 50 | Ax | | | |
| 51 | Hand held radio | X | | |
| 52 | Base unit radio | X | | |
| 53 | Cellular telephone | X | | |
| 54 | Binoculars | | | |
| 55 | Chemical mace | | | |
| 56 | Self-Contained breathing gear (Scott pack) | | | |
| 57 | Drug and narcotic identification kit | | | |
| 58 | Urinalysis kit | X | | |
| 59 | First aid Kit | X | | |
| 60 | Ladder | | | |
| 61 | Dictating Machine | | | |
| 62 | Body armor | X | | |

Task Statement

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|------------------------|--------------|-------------|------------|
| 63 | Seat belt cutter | | | |
| 64 | Flares | | | |
| 65 | Rescue saw | | | |
| 66 | Riot helmet | | | |
| 67 | Pepper fogger | | | |
| 68 | Keys | X | | |
| 69 | Paging system | | | |
| 70 | Pager | | | |
| 71 | Snow removal equipment | | | |
| 72 | Snow shovel | X | | |
| 73 | Kubaton | | | |
| 74 | Pocket knife | | | |
| 75 | Blood pressure cuff | X | | |
| 76 | Stethoscope | | | |
| 77 | Hemostatic gauge | | | |
| 78 | Electronic time clock | X | | |
| 79 | Medical thermometer | X | | |
| 80 | Water hose | | | |
| 81 | Fire enunciator panel | | | |
| 82 | De-lousing spray | | | |
| 83 | Call box | | | |
| 84 | Gang Lock | | | |

Task Statement

| | | OFC/ FREQ | SUP/ CIP | SUPI/ WL |
|--------------------------|--|--------------|-------------|-------------|
| 85 | Calculator | X | | |
| 86 | Intercom | X | | |
| 87 | Wheelchair | X | | |
| 88 | Digital file share | X | | |
| 89 | VCR/Video Playback | X | | |
| 90 | ID photo camera | X | | |
| 91 | Cassette recorder | | | |
| 92 | Gun Locker | X | | |
| 93 | Emergency generator | | | |
| 94 | Central booking system terminal | X | | |
| 95 | Emergency smoke exhaust equipment | | | |
| 96 | Nitrile gloves | X | | |
| 97 | N-95 | X | | |
| Physical Exertion | | | | |
| 1 | Run on flat surface (e. g., hallway, sidewalk, roadway, etc.) | | | |
| | Maximum distance in feet | 100 | | 150 |
| 2 | Run on varying terrain, (e. g., brush, mud, swamp, hole, etc.) | | | |
| | Maximum distance in feet | | | |
| 3 | Walk Continuously | | | |
| | Maximum time in hours | 4 | | 4 |

Task Statement

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|--|--------------|-------------|------------|
| 4 | Stand Continuously | | | |
| | Maximum time in hours | 3.5 | | 3 |
| 5 | Walk up/down stairs | | | |
| | Maximum number of flights | 6 | | 6 |
| 6 | Lift and carry a heavy weight up or down stairs. | | | |
| | Maximum number of flights | 2 | | 2 |
| | Maximum Weight | 50 | | 50 |
| 7 | Sit continuously, (e. g., security post, vehicle operation, etc.). | | | |
| | Maximum time in hours | 4 | | 4 |
| 8 | Run up/down stairs. | | | |
| | Maximum number of flights | 2.5 | | 2 |
| 9 | Climb or pull oneself over an obstacle, (e. g., fence) | | | |
| | Maximum height of obstacle in feet. | | | |
| 10 | Drag a person(s) to safety | | | |
| | Maximum distance in feet. | | | |
| | Maximum weight of person in pounds | | | |
| 11 | Lift objects up off the ground without assistance. | | | |
| | Maximum lift-height in inches | 42 | | 36 |
| | Maximum weight of object in pounds | 50 | | 50 |
| 12 | Lift objects up off the ground with assistance. | | | |
| | Maximum lift-height in inches | 41 | | 36 |
| | Maximum weight of object in pounds | 110 | | 100 |

Task Statement

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|-----------------|-------------|------------------|
| 13 | Carry non-resisting person with assistance Maximum weight of person in pounds Maximum distance in feet | 200 50 | | 195 25 |
| 14 | Lift objects down from elevated surface, (e. g., waist high or above, and place on ground or floor). Maximum weight in pounds. | 45 | | 40 |
| 15 | Climb/pull oneself onto a large piece of equipment or object, (e. g., loading dock, truck, trailer, etc.) Maximum height in feet | | | |
| 16 | Bend over to help person to standing. Maximum weight of person in pounds | 200 | | 200 |
| 17 | Jump/vault over raised barrier. Maximum height of barrier in inches. | | | |
| 18 | Grip and hold a person to maintain physical control. Maximum time in minutes | 5 | | 10 |
| 19 | Extract/place a struggling/resisting person in/from cell or vehicle. Maximum weight of person in pounds Maximum time of effort in minutes Maximum weight of person in pounds | 200 5 200 | | 200 10 200 |
| 20 | Hold/restrain a struggling person. Maximum time of effort in minutes Maximum weight of person in pounds | 5 200 | | 10 200 |

Task Statement

| | Task Statement | OFC/ FREQ | SUPI/ CIP | SUPI/ WL |
|----|---|--------------|--------------|-------------|
| 21 | Physically defend against and control an attacking person. | | | |
| | Maximum time of effort in minutes | 3 | | 5 |
| | Maximum weight of person in pounds | 200 | | 200 |
| 22 | Take down and subdue a resisting person | | | |
| | Maximum weight of person in pounds | 200 | | 200 |
| 23 | Use repetitive hand motions/movements, (e. g., keyboard, traffic control, etc.) | | | |
| | Maximum time of effort in minutes | 50 | | 60 |

**REVIEW OF CURRENT BASIC ACADEMY TRAINING
CONTENT AS RELATED TO RESULTS OF THE JOB TASK
ANALYSIS**

INTRODUCTION

The results of the JTA were presented to the PTC for their review. Individual tasks that had results close to the decision rules were reviewed and the PTC made a decision as to whether the item should be addressed. Those tasks are indicated by "Add" in the right column, indicating their addition to the tasks that should be addressed in the DOBA.

A second review was also conducted to identify where in the current DOBA a particular task is addressed. If a task is addressed, the number of the corresponding course found in the Table of Contents of the Detention Officer Basic Academy is included, e. g., "1" is "Professional Skills".

If an item that should be addressed in the DOBA is not included, that is indicated by NC or New Content. New learning objectives for New Content are included below in the section, Supplemental Content.

| Task Statement | | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|------------------------|---|--------------|-------------|------------|
| Human Relations | | | | |
| 1 | Talk with inmates to settle disputes. 11 | X | X | X |
| 2 | Talk with inmates to resolve disciplinary problems. 11 | X | X | X |
| 3 | Provide short-term crisis intervention counseling to emotionally upset inmates. 11 | X | X | X |
| 4 | Refer inmate to outside source, e. g., minister, mental health, etc. to help with his/her personal or emotional problems. | X | X | |
| 5 | Provide advice to inmate concerning non-emergency personal problem, e. g., home issues. | X | | |
| 6 | Answer inmate's questions concerning court system, procedures and sentencing. 2 | X | X | X |
| 7 | Identify and monitor inmates showing signs of possible mental or emotional disturbance. 6 | X | X | X |
| 8 | Identify inadequate levels of inmate's personal hygiene and encourage personal cleanliness. | X | X | |
| 9 | Identify inmates showing signs of homosexual behavior. 2 | X | X | ADD |
| 10 | Identify signs of homosexual panic in inmates and respond to such behavior. NC | X | X | X |
| 11 | Recognize (identify) inmate groups and their composition. 6 | X | X | X |
| 12 | Recognize behavioral characteristics of violent inmates. 6 | X | X | X |
| 13 | Instruct inmates in jail rules and regulations. | X | X | |
| 14 | Arrange for professional assistance for inmate's personal problems. | X | X | |
| 15 | Refer inmates for assistance in areas such as reading, GED, etc. | X | X | |
| 16 | Observe inmate group behavior to identify unrest and the causes thereof. 6 | X | X | X |
| 17 | Apply principles of progressive discipline. 5 | X | X | X |
| 18 | Identify stress causing factors in jail and act to reduce them. 11 | X | X | X |
| 19 | Observe person to recognize medical/emotional problems at time of initial incarceration. 6/11/8 | X | X | X |
| 20 | Explain legal/judicial terminology to inmate, e. g., split sentence. 2 | X | X | X |
| 21 | Explain their legal rights to inmates. 2 | X | X | X |

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|--|--------------|-------------|------------|
| 22 | Help inmates contact legal counsel. | X | X | |
| 23 | Help inmate contact bondsman. | X | | |
| 24 | Call court clerk to check status of inmate's case. | X | X | |
| 25 | Supervise special inmate activities, e. g., religious services, seminars, etc. | X | X | |
| 26 | Answer questions from public concerning inmates. | X | X | |
| 27 | Escort inmates to appointments inside jail. 9/10 | X | X | X |
| 28 | Work with elderly and/or disabled inmates. 6/9/8 | X | X | X |
| | Duty to Intervene and Ethical Behavior | | | |
| 1 | Intervene to stop/prevent fellow officer from making a procedural mistake. 2/10 | X | X | X |
| 2 | Intervene to stop/prevent fellow officer from using unreasonable force. 2/10 | | X | X |
| 3 | Intervene to stop/prevent fellow officer from doing something unethical. 10 | | X | X |
| 4 | Intervene to stop/prevent fellow officer from doing something that is unsafe. 10. | X | X | X |
| 5 | Intervene to stop/prevent fellow officer from violating jail policy/rules/regulations. 10 | X | X | X |
| 6 | Discuss incorrect, inappropriate, or unethical conduct of fellow officer with a supervisor. 10 | X | X | X |
| 7 | Defuse a stressful event involving fellow officer. 2 | X | X | X |
| 8 | Communicate effectively with fellow officer during disputes/disagreements. 11 | X | X | X |
| 9 | Mediate to resolve differences between fellow officers. | X | X | |
| 10 | Maintain positive relationships with fellow officers. | X | X | |
| 11 | Maintain a calm demeanor when experiencing criticism from fellow officer, supervisors, or inmates. | X | X | |
| 12 | Mediate disputes between fellow officer and an inmate. 11 | X | X | X |
| 13 | Recognize patterns of behavior among peers to identify potential suicide risk. 6/11 | X | X | X |

| | Task Statement | OFC/ FREQ | SUPI/ CIP | SUPI/ WL |
|----|---|--------------|--------------|-------------|
| 14 | Recognize the importance of ethical standards and their application to workplace duties. 10 | X | X | X |
| 15 | Recognize and report misuse of social media by fellow officers 6/10/+NC | | X | X |
| | Administrative Activities | | | |
| 1 | Prepare documents or records for filing, e. g., label, alphabetize, list or arrange in chronological order. | X | X | |
| 2 | Search inmate mail and parcels. 2 | X | X | X |
| 3 | Censor inmate mail. 2 | X | X | X |
| 4 | Sort and/or deliver inmate mail. | X | X | |
| 5 | Write various reports, e. g., incident, infraction, etc. 6 | X | X | X |
| 6 | Write in-depth, detailed narrative reports, e. g., major incident report. 6 | X | X | X |
| 7 | Write brief reports using short phrases or sentence fragments; e. g., minor incident reports. 6 | X | X | X |
| 8 | Confer with supervisor to clarify jail rules, procedures or post matters. | X | X | |
| 9 | Maintain personal notebook, i. e., keep notes on unusual matters, problems, etc. | X | X | ADD |
| 10 | Read and comprehend post orders, jail rules, regulations, SOP's etc. | X | X | |
| 11 | Read and comprehend daily log and shift activity report. | X | X | |
| 12 | Conduct intake/receiving interviews and fill out relevant forms. 6 | X | X | X |
| 13 | Prepare inmate movement/traffic/transport sheets, e. g., Court list. | X | X | |
| 14 | Read court papers (commitments, releases, writs, summonses, detainers, etc.) and explain to inmates. | X | X | |
| 15 | Read court papers and follow their instructions, e. g., detainer, release, etc. 2 | X | X | X |
| 16 | Fill out jail intake reports, cards, data entry forms, and other standardized forms. | X | X | |

Task Statement

| | | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|--|--------------|-------------|------------|
| 17 | Update inmate status boards. | X | X | |
| 18 | Record shift activities in log book. | X | X | |
| 19 | Fill out forms related to federal inmates. | X | X | |
| 20 | Read and serve legal documents, e. g., warrants, subpoenas, etc. 2 | X | X | X |
| 21 | File and retrieve reports/records in records system. | X | X | |
| 22 | Identify supply and equipment needs and request they be ordered. | X | X | |

| | | | | | |
|----|---|--|----------------------|---------------------|--------------------|
| 23 | Order supplies and equipment. | | X | X | |
| 24 | Inventory jail supplies and equipment. | | X | X | |
| 25 | Issue linens, bedding etc. to inmates. | | X | X | |
| 26 | Issue personal hygiene supplies to inmates. | | X | X | |
| 27 | Take custody of and record lost and found property. | | X | X | |
| 28 | Maintain record (log) of inmate's visitors. | | X | X | |
| 29 | Discuss apparent error with court personnel to resolve booking problem. | | X | X | |
| 30 | Collect receipt and return inmate's property. | | X | X | |
| 31 | Take ID photos of inmates. | | X | X | |
| 32 | Collect inmate fingerprints. 5 | | X | X | X |
| 33 | Suggest changes in jail rules or procedures. | | X | X | |
| 34 | Consider inmate age, sex, charges, etc. to make housing classification. 6 | | X | X | X |
| | Emergency/Medical Assistance | | | | |
| 1 | Apply basic first aid to control bleeding. NC | | X | X | X |
| 2 | Apply basic first aid to treat abrasions. NC | | X | X | X |
| | Task Statement | | OFC/ FREQ | SUP/ CIP | SUP/ WL |
| 3 | Apply basic first aid to treat broken bones. NC | | | X | X |
| 4 | Apply basic first aid to treat heat burns. NC | | | X | X |
| 5 | Apply basic first aid to treat chemical burns. | | | X | |
| 6 | Apply basic first aid to treat convulsions. NC | | X | X | X |
| 7 | Apply basic first aid to treat diabetes reaction/coma. NC | | X | X | X |
| 8 | Apply basic first aid to treat electrical shock. | | | X | |
| 9 | Apply basic first aid to treat amputations. | | | X | |

| | | | | | |
|----|--|--|---|----------------------|----------------------|
| 10 | Apply basic first aid to treat eye injuries. NC | | | X | X |
| 11 | Apply basic first aid to treat gunshot wounds. | | | X | |
| 12 | Apply basic first aid to treat heart attack. NC | | | X | X |
| 13 | Apply basic first aid to treat heat stroke. | | | X | |
| 14 | Apply basic first aid in response to a hanging. NC | | | X | X |
| 15 | Apply basic first aid to treat lacerations. NC | | | X | X |
| 16 | Apply basic first aid to treat drug overdose. NC | | | X | X |
| 17 | Apply basic first aid to treat poisoning. | | | X | |
| 18 | Apply basic first aid to treat choking, e. g., Heimlich Maneuver NC | | | X | X |
| 19 | Apply basic first aid to treat puncture/stab wounds. NC | | | X | X |
| 20 | Apply basic first aid to treat alcoholic seizures. NC | | X | X | X |
| 21 | Apply basic first aid to treat shock. NC | | | X | X |
| 22 | Apply basic first aid to treat sprain and strain. | | | X | NO |
| 23 | Provide assistance to female inmate for gynecological or obstetrical problems. | | | X | |
| 24 | Use oxygen resuscitator. | | | X | |
| | Task Statement | | | OFC/ FREQ | SUPI/ CIP |
| | | | | | WL |
| 25 | Observe person to recognize symptoms of drug use or overdose. NC | | X | X | X |
| 26 | Observe person to recognize symptoms of alcohol overdose or poisoning. NC | | X | X | X |
| 27 | Observe person to recognize symptoms of drug or alcohol withdrawal. NC | | X | X | X |
| 28 | Change inmates' bandages or dressing. | | X | X | |
| 29 | Perform chest compression technique to revive person. NC | | | X | X |
| 30 | Apply mouth to mouth resuscitation. NC | | | X | X |
| 31 | Use oxygen supply device, other than resuscitator, such as an Oxygenator. | | | X | |
| 32 | Dispense non-prescribed medication to inmates. | | X | X | |

| | | | | |
|----|---|---|---|-----|
| 33 | Dispense prescribed medication to inmates. | X | X | |
| 34 | Talk with mental health staff concerning voluntary or involuntary commitment. | X | X | |
| 35 | Talk with nurse or physician concerning inmate's medical condition or treatment. | X | X | |
| 36 | Observe inmate to ensure medication is taken. 6 | X | X | X |
| 37 | Observe inmate to assess general physical condition. 8 | X | X | X |
| 38 | Maintain inmate medication records or logs. | X | X | |
| 39 | Store medications in medication locker. | X | X | |
| 40 | Respond to special needs of disabled inmates. | X | X | ADD |
| 41 | Prepare medication doses as prescribed. | X | X | |
| 42 | Use Physician Desk Reference to obtain medical information. | | | |
| 43 | Describe inmate's medical symptoms to obtain professional advice or assistance. | X | X | |
| 44 | Observe inmate's physical and emotional condition to fill out medical screening form. | X | X | |
| 45 | Use AED to resuscitate person. NC – Basic First Aid | | X | X |

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| 46 | Use personal protection equipment to prevent contact with communicable disease, blood borne pathogens, etc. 8 | X | X | X |
| 47 | Follow standard procedures related to controlling/cleaning spills of bodily fluids. 8 | X | X | Add |
| | Physical Activities | | | |
| 1 | Help carry a person on a stretcher. | X | X | |
| 2 | Run short distances at full sprint. | | X | |
| 3 | Run after a fleeing inmate. 6/3 | | X | X |
| 4 | Run up stairs. | X | X | |
| 5 | Run down stairs. | X | X | |
| 6 | Stand for long periods of time e. g., more than 4 hours. | X | X | |
| 7 | Subdue attacking persons. 9 | X | X | X |
| 8 | Subdue inmate resisting restraint. 9 | X | X | X |
| 9 | Use weaponless defense tactics. 9 | X | X | X |
| 10 | Tackle or take down fleeing inmate. 9 | | X | X |
| 11 | Jump over obstacles while running. 9 | | X | X |
| 12 | Walk for long periods of time, e. g., more than 4 hours. | X | X | |
| 13 | Sit for long periods of time, e. g., more than 4 hours. | X | X | |
| 14 | Break up fights between two or more persons.9 | X | X | X |
| 15 | Carry, by yourself, an unconscious or immobile person. NC | | X | X |
| 16 | Carry, with another person, an unconscious or immobile person. NC | X | X | X |
| 17 | Apply restraints. 9 | X | X | X |

| | Question | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| 18 | Climb ladders. | X | X | |
| 19 | Extend arm into tight spaces to search. | X | X | |
| 20 | Climb or crawl through small openings, e. g., window, crawl space etc. | | X | |
| 21 | Drag, by yourself, an unconscious or immobile person. NC | | X | X |
| 22 | Drag, with another person, an unconscious or immobile person. NC | X | X | X |
| 23 | Drag or push heavy objects. | X | X | |
| 24 | Fire a weapon at a person. 4 | | X | X |
| 25 | Fire weapon in training. 4 | X | X | X |
| 26 | Grip person tightly with hand to control their behavior or to prevent their escape. 4 | X | X | X |
| 27 | Physically restrain a group of people. 11/6 | | X | X |
| 28 | Perform duties while wearing heavy equipment, e. g., Scott Air Pack. | | X | |
| 29 | Physically remove from or place in a cell a resisting person. 9 | X | X | X |
| | Jail Security | | | |
| 1 | Count silverware, kitchen utensils and other equipment or tools. | X | X | |
| 2 | Test emergency alarms. | | X | |
| 3 | Test emergency generator. | | X | |
| 4 | Test and use communication equipment. | X | X | |
| 5 | Maintain watch of high risk and self-destructive inmates. 6/9 | X | X | X |
| 6 | Maintain key control. NC | X | X | X |
| 7 | Observe body cavity examination. | | X | |
| 8 | Count heads. | X | X | |

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| 9 | Inspect security devices, e. g., bars, keys, locks, windows, doors, fences, gates, etc. | X | X | |
| 10 | Participate in jail lock down. | X | X | |
| 11 | Search cells, dorms, etc. 9 | X | X | X |
| 12 | Use physical force to maintain order or protect life. 2 | X | X | X |
| 13 | Conduct camera surveillance of specific locations. | X | X | |
| 14 | Conduct physical surveillance of specific locations. | X | X | |
| 15 | Compare photograph to identify inmate prior to transport or release. | X | X | |
| 16 | Search visitors by hand. 9 | X | X | X |
| 17 | Use metal detectors to search persons. | X | X | |
| 18 | Search property left for inmates. 2 | X | X | X |
| 19 | Supervise inmates during recreation and or exercise periods. | X | X | |
| 20 | Operate breathalyzer to test degree of intoxication. | X | X | |
| 21 | Conduct fire drills. | | X | |
| 22 | Collect urine specimens. | X | X | |
| 23 | Verify identity of person entering or leaving jail. | X | X | |
| 24 | Conduct strip search of inmates. 2 | X | X | X |
| 25 | Perform perimeter watch duty outside jail. | X | X | |
| 26 | Conduct pat down or frisk of inmates. 2/9 | X | X | X |
| 27 | Control physical conflict between inmates 9/11. | X | X | X |
| 28 | Search delivery or transport vehicle for contraband or escapees. 9 +NC | X | X | X |
| 29 | Examine inmate passes to ensure proper movement. | X | X | |
| 30 | Plan strategy for conducting jail search. | X | X | OJT |

| | Question | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|--|--------------|-------------|------------|
| 31 | Seize contraband and or weapons. 2/9 | X | X | X |
| 32 | Conduct inmate roll call. | X | X | |
| 33 | Recognize inmate's deception and/or diversionary tactics. 11/9/6 | X | X | X |
| 34 | Establish contacts and/or "snitches" among inmates. | X | X | |
| 35 | Use voice orders to control inmate movements. 11 | X | X | X |
| 36 | Search visiting rooms, cells and other areas for contraband and weapons. 9/2 | X | X | X |
| 37 | Control movement of persons to blocks, cells, common areas, etc. | X | X | |
| 38 | Control non-violent crowds. 6 | X | X | ADD |
| 39 | Operate levers and buttons to let inmates in and out of cells or secure areas. | X | X | |
| 40 | Separate individuals and groups to resolve or prevent conflict. 6 | X | X | X |
| 41 | Inform prosecutor of case and intent to seek arrest warrant. | | X | |
| 42 | Patrol cell blocks and secure areas. NC | X | X | X |
| 43 | Calm distraught persons. 11 | X | X | X |
| 44 | Give Miranda warnings. 2/6 | ? | X | X |
| 45 | Recognize stealth weapons. 9 | X | X | X |
| 46 | Perform indoor security checks. 10 | X | X | X |
| | Jail Emergency | | | |
| 1 | Use physical force to break up fights 9/2/11. | X | X | X |
| 2 | Escort emergency vehicles. | | X | |
| 3 | Put out small fires. | | X | |
| 4 | Investigate unusual odors. | X | X | |

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| 5 | Investigate unusual sounds. | X | X | |
| 6 | Identify and observe group agitators. 11 | X | X | X |
| 7 | Respond to and control hostage situations. 6 | | X | X |
| 8 | Report irregular or unusual incidents to supervisor in a timely manner. | X | X | NO |
| 9 | Secure scene of possible crime. 5 | X | X | X |
| 10 | Collect evidence and property from scene of crime. 5 | X | X | X |
| 11 | Diagram crime scene. 5 | | X | X |
| 12 | Document chain of evidence. 5 | | X | X |
| 13 | Package evidence. 5 | | X | X |
| 14 | Prepare complete report of criminal incident. 6 | X | X | X |
| 15 | Take statements from victims, witnesses etc. 6 | X | X | X |
| 16 | Participate in large scale search, i. e., lock down. 9 | X | X | X |
| 17 | Reason with inmates in tense situations 11 | X | X | X |
| 18 | Move inmates to evacuate area/jail in accordance with emergency plans. | | X | NO |
| | General | | | |
| 1 | Receive and process bond related paperwork. | X | X | |
| 2 | Check individual making bond for outstanding wants and warrants. | X | X | |
| 3 | Record changes in bonds. | X | X | |
| 4 | Inform bonding agents of conditions for bonding. | X | X | |
| 5 | Check license of bondsman. | ? | X | |
| 6 | Update information on bonding agencies. | | X | |

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| 7 | Speak to court personnel concerning bail and bonding arrangements relating to specific inmates. | X | X | |
| 8 | Collect and receipt bond money. | X | X | |
| 9 | Prepare basic meal for inmates. | X | X | |
| 10 | Serve food to inmates. | X | X | |
| 11 | Detect/recognize inmate's suicidal tendencies. 6 | X | X | X |
| 12 | Recognize and apply PREA standards as appropriate. 2 | X | X | X |
| 13 | Report abuse of inmates and relevant laws. 2 | X | X | X |
| 14 | Clean and inspect weapons. 2 | X | X | X |
| 15 | Distribute reading material to inmates. | X | | |
| 16 | Distribute cleaning materials to trustees. | X | X | |
| 17 | Collect and/or distribute inmate canteen orders. | X | X | |
| 18 | Inspect cell housing areas for combustible materials. | X | X | |
| 19 | Inspect all fire doors for proper operation, both manually and electronically. | X | X | |
| 20 | Receive and record money for inmates' trust accounts. | X | X | |
| 21 | Place hold on inmate and notify department requesting the hold. | X | X | |
| 22 | Perform general housekeeping duties on common areas. | X | X | |
| 23 | Inspect duty station for fire and security hazards. | X | X | |
| 24 | Receive and release inmate property. | X | X | |
| 25 | Prepare uniform and personal equipment for inspection. | X | X | |
| 26 | Sit on infraction/disciplinary board to hear testimony and render judgment (or recommend judgment). | X | X | |
| 27 | Maintain Security watch at hospital or doctor's office. NC | X | X | X |
| 28 | Attend and present testimony at inmate's disciplinary hearing. | ? | X | |

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|--|--------------|-------------|------------|
| 29 | Train new detention officers. | X | X | |
| 30 | Investigate and report injuries occurring to inmates. 6 | X | X | X |
| 32 | Process and supervise pre-trial detainees. 6 | X | X | X |
| 33 | Explain work release to inmates and employers. | | X | |
| 34 | Go on patrol to check actual attendance at work site. | | X | |
| 35 | Check in and check out work release participants. | | X | |
| 36 | Check with employers on the status of work release inmates. | | X | |
| 37 | Present evidence in legal proceedings. | | X | |
| 38 | Supervise inmates at meals. | X | X | |
| 39 | Supervise disposal of food and collection of utensils. | X | X | |
| 40 | Supervise inmates in day room. 6 | X | X | X |
| 41 | Escort inmate to appointment outside jail. 9 | X | X | X |
| 42 | Guard inmate in court. 5 | X | X | X |
| 43 | Escort inmate on commercial aircraft. | | | |
| 44 | Escort inmate to funeral home or hospital to visit a relative. | | X | |
| 45 | Release inmate according to jail procedures. | X | X | |
| 46 | Process release papers of inmate. | X | X | |
| 47 | Observe inmates and visitors for passage of contraband in visiting room or during visit. | X | X | |
| 48 | Observe inmates and visitors to prevent inappropriate behavior. | X | X | |
| 49 | Operate vehicles to transport inmates.9 | X | X | X |
| 50 | Provide security in courtrooms and adjacent areas. 5 | X | X | X |
| 51 | Search courtroom and adjacent areas for hidden weapons and contraband. 5 | X | X | X |

Task Statement

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|---|-----------------------------------|--------------|-------------|------------|
| 52 | Supervise inmate work details. | X | X | |
| 53 | Assign inmates to work details. | X | X | |
| Equipment and Transportation Checklist | | | | |
| 1 | Closed circuit television monitor | X | | |
| 2 | Closed circuit television cameras | X | | |
| 3 | Fire alarm | X | | |
| 4 | Entry alarm | X | | |
| 5 | Sensor alarm | X | | |
| 6 | Broom | X | | |
| 7 | Mop | X | | |
| 8 | Floor Buffer | X | | |
| 9 | Computer terminal/keyboard/mouse. | X | | |
| 10 | Handcuffs 9 | X | X | X |
| 11 | Leg irons 9 | X | X | X |
| 12 | Waist Chain 9 | X | X | X |
| 13 | Waist Belt 9 | X | X | X |
| 14 | Plastic hand restraint 9 | | X | X |
| 15 | Restraint chair 9 | X | X | X |
| 16 | Fire extinguisher | | | |
| 17 | Gas Mask | | | |
| 18 | Control Panel | X | | |

Task Statement

| | | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| 19 | Stun Gun | | | |
| 20 | Narcan/Naloxone NC | X | X | ADD |
| 21 | Baton NC | | X | X |
| 22 | PPE | X | | |
| 23 | Flashlight | X | | |
| 24 | Fire blanket | | | |
| 25 | Shock shield | | | |
| 26 | Capture shield | | | |
| 27 | Tourniquet NC | | X | X |
| 28 | Quikclot | | | |
| 29 | Camera (digital) | X | | |
| 30 | Fingerprint rolling equipment (Ink) 5 | X | X | X |
| 31 | Fingerprint rolling equipment (digital) | X | X | X |
| 32 | Tear gas grenade/Canisters | | | |
| 33 | Tear gas gun | | | |
| 34 | Pepper spray 9 | | X | X |
| 35 | Riot Shield | | | |
| 36 | Riot baton | | | |
| 37 | Metal detector (walk through) | | | |
| 38 | Metal Detector (hand held) | X | | |
| 39 | Photocopier | X | | |
| 40 | Typewriter | | | |

Task Statement

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|--|--------------|-------------|------------|
| 41 | Long gun | | | |
| 42 | Weapon with optical sights | | | |
| 43 | Shotgun | | | |
| 44 | Pistol 4 | X | X | X |
| 45 | Ambulance | X | | |
| 46 | Van 9 | X | X | X |
| 47 | Car 9 | X | X | X |
| 48 | Truck | | | |
| 49 | Bus | | | |
| 50 | Ax | | | |
| 51 | Hand held radio | X | | |
| 52 | Base unit radio | X | | |
| 53 | Cellular telephone | X | | |
| 54 | Binoculars | | | |
| 55 | Chemical mace | | | |
| 56 | Self-Contained breathing gear (Scott pack) | | | |
| 57 | Drug and narcotic identification kit | | | |
| 58 | Urinalysis kit | X | | |
| 59 | First aid Kit | X | | |
| 60 | Ladder | | | |
| 61 | Dictating Machine | | | |
| 62 | Body armor | X | | |

Task Statement

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|------------------------|--------------|-------------|------------|
| 63 | Seat belt cutter | | | |
| 64 | Flares | | | |
| 65 | Rescue saw | | | |
| 66 | Riot helmet | | | |
| 67 | Pepper fogger | | | |
| 68 | Keys | X | | |
| 69 | Paging system | | | |
| 70 | Pager | | | |
| 71 | Snow removal equipment | | | |
| 72 | Snow shovel | X | | |
| 73 | Kubaton | | | |
| 74 | Pocket knife | | | |
| 75 | Blood pressure cuff | X | | |
| 76 | Stethoscope | | | |
| 77 | Hemostatic gauge | | | |
| 78 | Electronic time clock | X | | |
| 79 | Medical thermometer | X | | |
| 80 | Water hose | | | |
| 81 | Fire enunciator panel | | | |
| 82 | De-lousing spray | | | |
| 83 | Call box | | | |
| 84 | Gang Lock | | | |

Task Statement

| | | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|--------------------------|--|--------------|-------------|------------|
| 85 | Calculator | X | | |
| 86 | Intercom | X | | |
| 87 | Wheelchair | X | | |
| 88 | Digital file share | X | | |
| 89 | VCR/Video Playback | X | | |
| 90 | ID photo camera | X | | |
| 91 | Cassette recorder | | | |
| 92 | Gun Locker | X | | |
| 93 | Emergency generator | | | |
| 94 | Central booking system terminal | X | | |
| 95 | Emergency smoke exhaust equipment | | | |
| 96 | Nitrile gloves | X | | |
| 97 | N-95 | X | | |
| Physical Exertion | | | | |
| 1 | Run on flat surface (e. g., hallway, sidewalk, roadway, etc.) | | | |
| | Maximum distance in feet | 100 | | 150 |
| 2 | Run on varying terrain, (e. g., brush, mud, swamp, hole, etc.) | | | |
| | Maximum distance in feet | | | |
| 3 | Walk Continuously | | | |
| | Maximum time in hours | 4 | | 4 |

Task Statement

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|--|--------------|-------------|------------|
| 4 | Stand Continuously | | | |
| | Maximum time in hours | 3.5 | | 3 |
| 5 | Walk up/down stairs | | | |
| | Maximum number of flights | 6 | | 6 |
| 6 | Lift and carry a heavy weight up or down stairs. | | | |
| | Maximum number of flights | 2 | | 2 |
| | Maximum Weight | 50 | | 50 |
| 7 | Sit continuously, (e. g., security post, vehicle operation, etc.). | | | |
| | Maximum time in hours | 4 | | 4 |
| 8 | Run up/down stairs. | | | |
| | Maximum number of flights | 2.5 | | 2 |
| 9 | Climb or pull oneself over an obstacle, (e. g., fence) | | | |
| | Maximum height of obstacle in feet. | | | |
| 10 | Drag a person(s) to safety | | | |
| | Maximum distance in feet. | | | |
| | Maximum weight of person in pounds | | | |
| 11 | Lift objects up off the ground without assistance. | | | |
| | Maximum lift-height in inches | 42 | | 36 |
| | Maximum weight of object in pounds | 50 | | 50 |
| 12 | Lift objects up off the ground with assistance. | | | |
| | Maximum lift-height in inches | 41 | | 36 |
| | Maximum weight of object in pounds | 110 | | 100 |

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| 13 | Carry non-resisting person with assistance Maximum weight of person in pounds Maximum distance in feet | 200 50 | | 195 25 |
| 14 | Lift objects down from elevated surface, (e. g., waist high or above, and place on ground or floor). Maximum weight in pounds. | 45 | | 40 |
| 15 | Climb/pull oneself onto a large piece of equipment or object, (e. g., loading dock, truck, trailer, etc.) Maximum height in feet | | | |
| 16 | Bend over to help person to standing. Maximum weight of person in pounds | 200 | | 200 |
| 17 | Jump/vault over raised barrier. Maximum height of barrier in inches. | | | |
| 18 | Grip and hold a person to maintain physical control. Maximum time in minutes Maximum weight of person in pounds | 5 200 | | 10 200 |
| 19 | Extract/place a struggling/resisting person in/from cell or vehicle. Maximum time of effort in minutes Maximum weight of person in pounds | 5 200 | | 10 200 |
| 20 | Hold/restrain a struggling person. Maximum time of effort in minutes Maximum weight of person in pounds | 5 200 | | 10 200 |

| | Task Statement | OFC/ FREQ | SUP/ CIP | SUP/ WL |
|----|---|--------------|-------------|------------|
| 21 | Physically defend against and control an attacking person. | | | |
| | Maximum time of effort in minutes | 3 | | 5 |
| | Maximum weight of person in pounds | 200 | | 200 |
| 22 | Take down and subdue a resisting person | | | |
| | Maximum weight of person in pounds | 200 | | 200 |
| 23 | Use repetitive hand motions/movements, (e. g., keyboard, traffic control, etc.) | | | |
| | Maximum time of effort in minutes | 50 | | 60 |

**SUPPLEMENTAL PERFORMANCE
OUTCOMES AND RELATED
RECOMMENDATIONS**

HUMAN RELATIONS

TASK 10: Identify signs of homosexual panic in inmates and respond to such behavior.

Supplemental Performance Outcome (SPO):

1. Identify common indicators of homosexual panic in a detention facility.
2. Identify best practices related to how a Detention Officer should respond to such indicators.

DUTY TO INTERVENE

TASK 15: Recognize and report misuse of social media by fellow officers.

SPO:

1. Identify what constitutes misuse of social media.
2. Identify legal ramifications and risks associated with misuse of social media.

EMERGENCY / MEDICAL ASSISTANCE

TASK 1: Apply basic first aid to control bleeding.

TASK 2: Apply basic first aid to treat abrasions.

TASK 3: Apply basic first aid to treat broken bones.

TASK 4: Apply basic first aid to treat heat burns.

TASK 6: Apply basic first aid to treat convulsions.

TASK 7: Apply basic first aid to treat diabetes reaction/coma.

TASK 10: Apply basic first aid to treat eye injuries.

TASK 12: Apply basic first aid to treat heart attack.

TASK 14: Apply basic first aid in response to a hanging.

TASK 15: Apply basic first aid to treat lacerations.

- TASK 16:** Apply basic first aid to treat drug overdose.
- TASK 18:** Apply basic first aid to treat choking, e.g., Heimlich Maneuver.
- TASK 19:** Apply basic first aid to treat puncture/stab wounds.
- TASK 20:** Apply basic first aid to treat alcoholic seizures.
- TASK 21:** Apply basic first aid to treat shock.
- TASK 25:** Observe person to recognize symptoms of drug use or overdose.
- TASK 26:** Observe person to recognize symptoms of alcohol overdose or poisoning.
- TASK 27:** Observe person to recognize symptoms of drug or alcohol withdrawal.
- TASK 29:** Perform chest compressions technique to revive person.
- TASK 30:** Apply mouth to mouth resuscitation.
- TASK 45:** Use AED to resuscitate person.

We recommend that the WLEA require DOBA attendees to produce documentation of having attended and passed a basic (8 hour) emergency first-responder course. In addition a course related to CPR is also recommended.

PHYSICAL ACTIVITIES

- TASK 15:** Carry, by yourself, an unconscious or immobile person.

And

- TASK 16:** Carry, with another person, an unconscious or immobile person.

And

- TASK 21:** Drag, by yourself, an unconscious or immobile person.

And

- TASK 22:** Drag, with another person, an unconscious or immobile person.

SPO:

1. Demonstrate best techniques related to carrying with or without another person, and unconscious or immobile person.

2. Demonstrate best techniques related to dragging by yourself or with another person an unconscious or immobile person.

JAIL SECURITY

TASK 6: Maintain key control.

SPO:

1. Identify importance of key control in a detention setting.

TASK 28: Search delivery or transport vehicle for contraband or escapees.

SPO:

1. Demonstrate best practices related to conducting a search of a vehicle for escapee or signs of contraband.

TASK 42: Patrol cell blocks and secure areas.

SPO:

1. Identify best practices related to conducting patrol of cell areas and other secure areas.

GENERAL TASKS

TASK 27: Maintain Security watch at hospital or doctor's office.

SPO:

1. Identify best practices related to maintaining a security watch at a hospital or doctor's office.

EQUIPMENT

TASK 20: Narcan/Naloxone

SPO:

1. Identify role of Narcan/Naloxone and proper use thereof in responding to a jail medical emergency.

TASK 21: Baton

SPO:

1. Demonstrate best uses of a baton in a detention setting.

TASK 27: Tourniquet

SPO:

1. Demonstrate proper use of a tourniquet.

Finally, tasks related to fire procedures, immigration enforcement and courtroom testimony were found in the JTA not to be job related. However, the topics are currently addressed in the DOBA. We recommend therefore that the content be removed from the DOBA as non-content valid.

APPENDICES

RAW TASK LIST
STATE OF WYOMING
DETENTION OFFICER JOB TASK ANALYSIS

Human Relations

1. Talk with inmates to settle disputes.
2. Talk with inmates to resolve disciplinary problems.
3. Provide short-term crisis intervention counseling to emotionally upset inmates.
4. Refer inmate to outside source, e. g., minister, mental health, etc. to help with his/her personal or emotional problems.
5. Provide advice to inmate concerning non-emergency personal problem, e. g., home issues.
6. Answer inmate's questions concerning court system, procedures and sentencing.
7. Identify and monitor inmates showing signs of possible mental or emotional disturbance.
8. Identify inadequate levels of inmate's personal hygiene and encourage personal cleanliness.
9. Identify inmates showing signs of homosexual behavior.
10. Identify signs of homosexual panic in inmates and respond to such behavior.
11. Recognize (identify) inmate groups and their composition.
12. Recognize behavioral characteristics of violent inmates.
13. Instruct inmates in jail rules and regulations.
14. Arrange for professional assistance for inmate's personal problems.
15. Refer inmates for assistance in areas such as reading, GED, etc.
16. Observe inmate group behavior to identify unrest and the causes thereof.
17. Apply principles of progressive discipline.
18. Identify stress causing factors in jail and act to reduce them.

19. Observe person to recognize medical/emotional problems at time of initial incarceration.
20. Explain legal/judicial terminology to inmate, e. g., split sentence.
21. Explain criminal justice system and practices.
22. Explain their legal rights to inmates.
23. Help inmates contact legal counsel.
24. Help inmate contact bondsman.
25. Call court clerk to check status of inmate's case.
26. Plan, coordinate and supervise special inmate activities, e. g., religious services, seminars, etc.
27. Answer questions from public concerning inmates.
28. Escort inmates to appointments inside jail.
29. Work with elderly and/or disabled inmates.

Administrative Activities

1. Prepare documents or records for filing, e. g., label, alphabetize, list or arrange in chronological order.
2. Search inmate mail and parcels.
3. Censor inmate mail.
4. Sort and/or deliver inmate mail.
5. Schedule work assignments of other jailers.
6. Type or word process reports.
7. Dictate reports or statements.
8. Write in-depth, detailed narrative reports, e. g., major incident report.
9. Write brief reports using short phrases or sentence fragments; e. g., minor incident reports.
10. Confer with supervisor to clarify jail rules, procedures or post matters.

11. Maintain personal notebook, i. e., keep notes on unusual matters, problems, etc.
12. Read and comprehend post orders, jail rules, regulations, SOP's etc.
13. Read and comprehend daily log and shift activity report.
14. Conduct intake/receiving interviews and fill out relevant forms.
15. Prepare inmate movement/traffic/transport sheets, e. g., Court list.
16. Read court papers (commitments, releases, writs, summonses, detainers, etc.) and explain to inmates.
17. Read court papers and follow their instructions, e. g., detainer, release, etc.
18. Fill out jail intake reports, cards, data entry forms, and other standardized forms.
19. Update inmate status boards.
20. Fill out state forms related to Inmates Confined or Incarcerated persons.
21. Record shift activities in log book.
22. Fill our forms related to federal inmates.
23. Read and serve legal documents, e. g., warrants, subpoenas, etc.
24. File and retrieve reports/records in records system.
25. Identify supply and equipment needs and request they be ordered.
26. Order supplies and equipment.
27. Inventory jail supplies and equipment.
28. Issue linens, bedding etc. to inmates.
29. Issue personal hygiene supplies to inmates.
30. Prepare statistical reports, e. g., jail population, reimbursement etc.
31. Take custody of and record lost and found property.
32. Maintain record (log) of inmate's visitors.
33. Read "release orders" to ensure accuracy and completeness.

34. Discuss apparent error with magistrate to resolve booking problem
35. Collect receipt and return inmate's property.
36. Take ID photos of inmates.
37. Roll inmate fingerprints.
38. Suggest changes in jail rules or procedures.
39. Consider inmate age, sex, charges, etc. to make housing arrangements.

Emergency/Medical Assistance

1. Apply basic first aid to control bleeding.
2. Apply basic first aid to treat abrasions.
3. Apply basic first aid to treat broken bones.
4. Apply basic first aid to treat heat burns.
5. apply basic first aid to treat chemical burns.
6. Apply basic first aid to treat convulsions.
7. Apply basic first aid to treat diabetes reaction/coma.
8. Apply basic first aid to treat electrical shock.
9. Apply basic first aid to treat amputations.
10. Apply basic first aid to treat eye injuries.
11. Apply basic first aid to treat gunshot wounds.
12. Apply basic first aid to treat heart attack.
13. Apply basic first aid to treat heat stroke.
14. Apply basic first aid in response to a hanging.
15. Apply basic first aid to treat lacerations.
16. Apply basic first aid to treat drug overdose.
17. Apply basic first aid to treat poisoning.

18. Apply basic first aid to treat choking, e. g., Heimlich Maneuver
19. Apply basic first aid to treat puncture/stab wounds.
20. Apply basic first aid to treat alcoholic seizures.
21. Apply basic first aid to treat shock.
22. Apply basic first aid to treat sprain and strain.
23. Provide assistance to female inmate for gynecological or obstetrical problems.
24. Use oxygen resuscitator.
25. Observe person to recognize symptoms of drug use or overdose.
26. Observe person to recognize symptoms of alcohol overdose or poisoning.
27. Observe person to recognize symptoms of drug or alcohol withdrawal.
28. Change inmates bandages or dressing.
29. Apply CPR.
30. Apply mouth to mouth resuscitation.
31. Use oxygen supply device other than resuscitator.
32. Dispense non-prescribed medication to inmates.
33. Dispense prescribed medication to inmates.
34. Talk with psychiatrist/hospital staff concerning voluntary or involuntary commitment.
35. Talk with nurse or physician concerning inmate's medical condition or treatment.
36. Observe inmate to ensure medication is taken.
37. Observe inmate to assess general physical condition.
38. Maintain inmate medication records or logs.
39. Store medications in medication locker.
40. Respond to special needs of disabled inmates.
41. Prepare medication doses as prescribed.

42. Use Physician Desk Reference to obtain medical information.
43. Describe inmate's medical symptoms to obtain professional advice or assistance.
44. Use mouth dam.
45. Observe inmate's physical and emotional condition to fill out medical screening form.
46. Use AED to resuscitate person.
47. Use personal protection equipment to prevent contact with communicable disease, blood borne pathogens, etc.
48. Follow standard procedures related to controlling/cleaning spills of bodily fluids.

Physical Activities

1. Help carry a person on a stretcher.
2. Run short distances at full sprint.
3. Run after a fleeing inmate.
4. Run up stairs.
5. Run down stairs.
6. Stand for long periods of time e. g., more than 4 hours.
7. Subdue attacking persons.
8. Subdue inmate resisting restraint.
9. Use weaponless defense tactics.
10. Tackle or take down fleeing inmate.
11. Jump over obstacles while running.
12. Walk for long periods of time, e. g., more than 4 hours.
13. Sit for long periods of time, e. g., more than 4 hours.
14. Break up fights between two or more persons.
15. Carry, by yourself, an unconscious or immobile person.

16. Carry, with another person, an unconscious or immobile person.
17. Apply restraints.
18. Climb ladders.
19. Extend arm into tight spaces to search.
20. Climb or crawl through small openings, e. g., window, crawl space etc.
21. Drag, by yourself, an unconscious or immobile person.
22. Drag, with another person, an unconscious or immobile person.
23. Drag or push heavy objects.
24. Fire a weapon at a person.
25. Fire weapon in training.
26. Grip person tightly with hand to control their behavior or to prevent their escape.
27. Physically restrain a group of people.
28. Perform duties while wearing heavy equipment, e. g., Scott Air Pack.
29. Physically remove from or place in a cell a resisting person.

Jail Security

1. Count silverware, kitchen utensils and other equipment or tools.
2. Test emergency alarms.
3. Test emergency generator.
4. Test and use communication equipment.
5. Maintain watch of high risk inmates.
6. Maintain key control.
7. Conduct or observe body cavity examination.
8. Count heads.

9. Inspect security devices, e. g., bars, keys, locks, windows, doors, fences, gates, etc.
10. Participate in jail lock down.
11. Search cells, dorms, etc.
12. Use physical force to maintain order or protect life.
13. Conduct camera surveillance of specific locations.
14. Conduct physical surveillance of specific locations.
15. Compare photograph to identify inmates prior to transport or release.
16. Search visitors by hand.
17. Use metal detectors to search persons.
18. Search property left for inmates.
19. Supervise inmates during recreation and or exercise periods.
20. Operate breathalyzer to test degree of intoxication.
21. Conduct fire drills.
22. Collect urine specimens.
23. Verify identity of person entering or leaving jail.
24. Conduct strip search of inmates.
25. Perform walking watch duty inside and outside jail.
26. Conduct pat down or frisk of inmates.
27. Control physical conflict between inmates.
28. Search delivery or transport vehicle for contraband or escapees.
29. Examine inmate passes to ensure proper movement.
30. Plan strategy for conducting jail search.
31. Seize contraband and or weapons.
32. Conduct inmate roll call.

33. Recognize inmate's deception and/or diversionary tactics.
34. Establish contacts and/or "snitches" among inmates.
35. Use voice orders to control inmate movements.
36. Search visiting rooms, cells and other areas for contraband and weapons.
37. Control movement of persons to blocks, cells common areas, etc.
38. Control non-violent crowds.
39. Operate levers and buttons to let inmates in and out of cells or secure areas.
40. Separate individuals and groups to resolve or prevent conflict.
41. Inform magistrate of possible criminal intent to seek arrest warrant.
42. Patrol cell blocks and secure areas.
43. Calm distraught persons.
44. Give Miranda warnings.
45. Recognize stealth weapons.

JAIL EMERGENCY

1. Use water hose to break up conflicts.
2. Use physical force to break up fights.
3. Escort emergency vehicles.
4. Put out small fires.
5. Investigate unusual odors.
6. Investigate unusual sounds.
7. Identify and observe group agitators.
8. Respond to and control hostage situations.
9. Handle police dog to control crowd.

10. Use tracking dog to track escapees.
11. Track escapee from jail (e. g., footprints in snow or mud).
12. Report irregular or unusual incidents to supervisor in a timely manner.
13. Secure scene of possible crime.
14. Collect evidence and property from scene of crime.
15. Diagram crime scene.
16. Document chain of evidence.
17. Package evidence.
18. Prepare complete report of criminal incident.
19. Take statements from victims, witnesses etc.
20. Participate in large scale search, i. e., lock down.
21. Reason with inmates in tense situations.
22. Notify supervisors of potential emergencies or hazards.
23. Fight structural fires.
24. Move inmates to evacuate area/jail in accordance with emergency plans.

General

1. Receive and process bond related paperwork.
2. Check individual making bond for outstanding wants and warrants.
3. Record changes in bonds.
4. Inform bonding agents of conditions for bonding.
5. Check license of bondsman.
6. Update information on bonding agencies.
7. Speak to court personnel concerning bail and bonding arrangements relating to specific inmates.

8. Collect and receipt bond money.
9. Prepare basic meal for inmates.
10. Serve food to inmates.
11. Detect/recognize inmate's suicidal tendencies.
12. Clean and dry firefighting equipment.
13. Refill fire extinguishers.
14. Clean and inspect weapons.
15. Distribute reading material to inmates.
16. Distribute cleaning materials to trustees.
17. Collect and/or distribute inmate canteen orders.
18. Inspect cell housing areas for combustible materials.
19. Inspect all fire doors for proper operation, both manually and electrically.
20. Receive and record money for inmates' trust accounts.
21. Place holds on inmates and notify departments requesting the holds.
22. Perform general housekeeping duties on common areas.
23. Inspect duty station for fire and security hazards.
24. Receive and release inmate property.
25. Direct vehicular traffic.
26. Prepare uniform and personal equipment for inspection.
27. Sit on infraction/disciplinary board to hear testimony and render judgment (or recommend judgment).
28. Maintain Security watch at hospital or doctor's office.
29. Attend and present testimony at inmate's disciplinary hearing.
30. Train new jailers.

31. Investigate and report injuries occurring to inmates.
32. Classify inmates in accordance with jail classification process.
33. Explain work release to inmates and employers.
34. Go on patrol to check actual attendance at work site.
35. Check in and check out work release participants.
36. Check with employers on the status of work release inmates.
37. Present evidence in legal proceedings.
38. Supervise inmates at meals.
39. Supervise disposal of food and collection of utensils.
40. Supervise inmates in day room.
41. Escort inmate to appointment outside jail.
42. Guard inmate in court.
43. Escort inmate on commercial aircraft.
44. Escort inmate to funeral home or hospital to visit a relative.
45. Release inmate according to jail procedures.
46. Process release papers of inmate.
47. Observe inmates and visitors for passage of contraband in visiting room or during visit.
48. Observe inmates and visitors to prevent inappropriate behavior.
49. Operate vehicles to transport inmates.
50. Provide security in courtrooms and adjacent areas.
51. Search courtroom and adjacent areas for hidden weapons and contraband.
52. Supervise inmate work details.
53. Assign inmates to work details.

Equipment and Transportation Checklist

*(All equipment a detention officer might use in the course of his or her duties)

1. Closed circuit television monitor
2. Closed circuit television cameras
3. Fire alarm
4. Entry alarm
5. Sensor alarm
6. Broom
7. Mop
8. Floor Buffer
9. Computer terminal/keyboard/mouse.
10. Handcuffs
11. Leg irons
12. Waist Chain
13. Waist Belt
14. Plastic hand restraint
15. Restraint chair
16. Fire extinguisher
17. Gas Mask
18. Control Panel
19. Stun Gun
20. Black Jack
21. Nightstick
22. Movie projector

23. Flashlight
24. Fire hose
25. Fire nozzle
26. Fire protective clothing
27. Camera (35mm)
28. Camera (Polaroid)
29. Camera (digital)
30. Fingerprint rolling equipment (Ink)
31. Fingerprint rolling equipment (digital)
32. Tear gas grenade/Canisters
33. Tear gas gun
34. Pepper spray
35. Riot Shield
36. Riot baton
37. Metal detector (walk through)
38. Metal Detector (hand held)
39. Photocopier
40. Typewriter
41. Carbine
42. High powered rifle
43. Weapon with optical sights.
44. Shotgun
45. Revolver

46. Pistol
47. Ambulance
48. Van
49. Car
50. Truck
51. Bus
52. Axe
53. Hand held radio
54. Base unit radio
55. Cellular telephone
56. Binoculars
57. Chemical mace
58. Self Contained breathing gear (Scott pack)
59. Drug and narcotic identification kit
60. Urinalysis kit
61. First aid Kit
62. Ladder
63. Dictating Machine
64. Body armor
65. Flare gun
66. Flares
67. Rescue saw
68. Riot helmet
69. Pepper fogger

70. Keys
71. Paging system
72. Pager
73. Grass cutting equipment
74. Snow removal equipment
75. Snow shovel
76. Kubaton
77. Pocket knife
78. Blood pressure cuff
79. Stethoscope
80. Keyed watchman's time clock
81. Electronic time clock
82. Medical thermometer
83. Water hose
84. Fire enunciator panel
85. De-lousing spray
86. Call box
87. Gang Lock
88. Calculator
89. Intercom
90. Wheelchair
91. PR 24
92. VCR

93. ID photo camera
94. Cassette recorder
95. Gun Locker
96. Emergency generator
97. Central booking system terminal
98. Emergency smoke exhaust equipment
99. Latex gloves
100. N-95

PTC EDITED TASK LIST

TASK LIST AS EDITED BY PTC
STATE OF WYOMING
DETENTION OFFICER JOB TASK ANALYSIS

Human Relations

1. Talk with inmates to settle disputes.
2. Talk with inmates to resolve disciplinary problems.
3. Provide short-term crisis intervention counseling to emotionally upset inmates.
4. Refer inmate to outside source, e. g., minister, mental health, etc. to help with his/her personal or emotional problems.
5. Provide advice to inmate concerning non-emergency personal problem, e. g., home issues.
6. Answer inmate's questions concerning court system, procedures and sentencing.
7. Identify and monitor inmates showing signs of possible mental or emotional disturbance.
8. Identify inadequate levels of inmate's personal hygiene and encourage personal cleanliness.
9. Identify inmates showing signs of homosexual behavior.
10. Identify signs of homosexual panic in inmates and respond to such behavior.
11. Recognize (identify) inmate groups and their composition.
12. Recognize behavioral characteristics of violent inmates.
13. Instruct inmates in jail rules and regulations.
14. Arrange for professional assistance for inmate's personal problems.
15. Refer inmates for assistance in areas such as reading, GED, etc.
16. Observe inmate group behavior to identify unrest and the causes thereof.
17. Apply principles of progressive discipline.
18. Identify stress causing factors in jail and act to reduce them.

19. Observe person to recognize medical/emotional problems at time of initial incarceration.
20. Explain legal/judicial terminology to inmate, e. g., split sentence.
21. Explain their legal rights to inmates.
22. Help inmates contact legal counsel.
23. Help inmate contact bondsman.
24. Call court clerk to check status of inmate's case.
25. Supervise special inmate activities, e. g., religious services, seminars, etc.
26. Answer questions from public concerning inmates.
27. Escort inmates to appointments inside jail.
28. Work with elderly and/or disabled inmates.

Duty to Intervene and Ethical Behavior

1. Intervene to stop/prevent a colleague from making a procedural mistake.
2. Intervene to stop/prevent a colleague from using unreasonable force.
3. Intervene to stop/prevent a colleague from doing something unethical.
4. Intervene to stop/prevent a colleague from doing something that is unsafe.
5. Intervene to stop/prevent a colleague from violating agency policy.
6. Discuss incorrect, inappropriate, or unethical conduct by a colleague with a supervisor.
7. Defuse a stressful event involving colleagues.
8. Communicate effectively with colleagues during disputes/disagreements.
9. Mediate to resolve differences between colleagues.
10. Maintain positive relationships with colleagues.
11. Maintain a calm demeanor when experiencing criticism from colleagues, supervisors, or inmates.

12. Mediate disputes between a colleague and an inmate.
13. Recognize patterns of behavior among peers to identify potential suicide risk.
14. Apply ethical standards while performing duties.
15. Recognize and report misuse of social media by fellow officers.
16. Promptly intervene to stop improper, unethical or illegal peer conduct.
17. Apply ethical principles to solve peer-related problems.

Administrative Activities

1. Prepare documents or records for filing, e. g., label, alphabetize, list or arrange in chronological order.
2. Search inmate mail and parcels.
3. Censor inmate mail.
4. Sort and/or deliver inmate mail.
5. Write various reports, e. g., incident, infraction, etc.
6. Write in-depth, detailed narrative reports, e. g., major incident report.
7. Write brief reports using short phrases or sentence fragments; e. g., minor incident reports.
8. Confer with supervisor to clarify jail rules, procedures or post matters.
9. Maintain personal notebook, i. e., keep notes on unusual matters, problems, etc.
10. Read and comprehend post orders, jail rules, regulations, SOP's etc.
11. Read and comprehend daily log and shift activity report.
12. Conduct intake/receiving interviews and fill out relevant forms.
13. Prepare inmate movement/traffic/transport sheets, e. g., Court list.
14. Read court papers (commitments, releases, writs, summonses, detainers, etc.) and explain to inmates.
15. Read court papers and follow their instructions, e. g., detainer, release, etc.

16. Fill out jail intake reports, cards, data entry forms, and other standardized forms.
17. Update inmate status boards.
18. Record shift activities in log book.
19. Fill out forms related to federal inmates.
20. Read and serve legal documents, e. g., warrants, subpoenas, etc.
21. File and retrieve reports/records in records system.
22. Identify supply and equipment needs and request they be ordered.
23. Order supplies and equipment.
24. Inventory jail supplies and equipment.
25. Issue linens, bedding etc. to inmates.
26. Issue personal hygiene supplies to inmates.
27. Take custody of and record lost and found property.
28. Maintain record (log) of inmate's visitors.
29. Discuss apparent error with court personnel to resolve booking problem.
30. Collect receipt and return inmate's property.
31. Take ID photos of inmates.
32. Collect inmate fingerprints.
33. Suggest changes in jail rules or procedures.
34. Consider inmate age, sex, charges, etc. to make housing classification.

Emergency/Medical Assistance

1. Apply basic first aid to control bleeding.
2. Apply basic first aid to treat abrasions.
3. Apply basic first aid to treat broken bones.

4. Apply basic first aid to treat heat burns.
5. Apply basic first aid to treat chemical burns.
6. Apply basic first aid to treat convulsions.
7. Apply basic first aid to treat diabetes reaction/coma.
8. Apply basic first aid to treat electrical shock.
9. Apply basic first aid to treat amputations.
10. Apply basic first aid to treat eye injuries.
11. Apply basic first aid to treat gunshot wounds.
12. Apply basic first aid to treat heart attack.
13. Apply basic first aid to treat heat stroke.
14. Apply basic first aid in response to a hanging.
15. Apply basic first aid to treat lacerations.
16. Apply basic first aid to treat drug overdose.
17. Apply basic first aid to treat poisoning.
18. Apply basic first aid to treat choking, e. g., Heimlich Maneuver
19. Apply basic first aid to treat puncture/stab wounds.
20. Apply basic first aid to treat alcoholic seizures.
21. Apply basic first aid to treat shock.
22. Apply basic first aid to treat sprain and strain.
23. Provide assistance to female inmate for gynecological or obstetrical problems.
24. Use oxygen resuscitator.
25. Observe person to recognize symptoms of drug use or overdose.
26. Observe person to recognize symptoms of alcohol overdose or poisoning.

27. Observe person to recognize symptoms of drug or alcohol withdrawal.
28. Change inmates' bandages or dressing.
29. Perform chest compression technique to revive person.
30. Apply mouth to mouth resuscitation.
31. Use oxygen supply device, other than resuscitator, such as an Oxygenator.
32. Dispense non-prescribed medication to inmates.
33. Dispense prescribed medication to inmates.
34. Talk with mental health staff concerning voluntary or involuntary commitment.
35. Talk with nurse or physician concerning inmate's medical condition or treatment.
36. Observe inmate to ensure medication is taken.
37. Observe inmate to assess general physical condition.
38. Maintain inmate medication records or logs.
39. Store medications in medication locker.
40. Respond to special needs of disabled inmates.
41. Prepare medication doses as prescribed.
42. Use Physician Desk Reference to obtain medical information.
43. Describe inmate's medical symptoms to obtain professional advice or assistance.
44. Observe inmate's physical and emotional condition to fill out medical screening form.
45. Use AED to resuscitate person.
46. Use personal protection equipment to prevent contact with communicable disease, blood borne pathogens, etc.
47. Follow standard procedures related to controlling/cleaning spills of bodily fluids.

Physical Activities

1. Help carry a person on a stretcher.

2. Run short distances at full sprint.
3. Run after a fleeing inmate.
4. Run up stairs.
5. Run down stairs.
6. Stand for long periods of time e. g., more than 4 hours.
7. Subdue attacking persons.
8. Subdue inmate resisting restraint.
9. Use weaponless defense tactics.
10. Tackle or take down fleeing inmate.
11. Jump over obstacles while running.
12. Walk for long periods of time, e. g., more than 4 hours.
13. Sit for long periods of time, e. g., more than 4 hours.
14. Break up fights between two or more persons.
15. Carry, by yourself, an unconscious or immobile person.
16. Carry, with another person, an unconscious or immobile person.
17. Apply restraints.
18. Climb ladders.
19. Extend arm into tight spaces to search.
20. Climb or crawl through small openings, e. g., window, crawl space etc.
21. Drag, by yourself, an unconscious or immobile person.
22. Drag, with another person, an unconscious or immobile person.
23. Drag or push heavy objects.
24. Fire a weapon at a person.

25. Fire weapon in training.
26. Grip person tightly with hand to control their behavior or to prevent their escape
27. Physically restrain a group of people.
28. Perform duties while wearing heavy equipment, e. g., Scott Air Pack.
29. Physically remove from or place in a cell a resisting person.

Jail Security

1. Count silverware, kitchen utensils and other equipment or tools.
2. Test emergency alarms.
3. Test emergency generator.
4. Test and use communication equipment.
5. Maintain watch of high risk and self-destructive inmates.
6. Maintain key control.
7. Observe body cavity examination.
8. Count heads.
9. Inspect security devices, e. g., bars, keys, locks, windows, doors, fences, gates, etc.
10. Participate in jail lock down.
11. Search cells, dorms, etc.
12. Use physical force to maintain order or protect life.
13. Conduct camera surveillance of specific locations.
14. Conduct physical surveillance of specific locations.
15. Compare photograph to identify inmate prior to transport or release.
16. Search visitors by hand.
17. Use metal detectors to search persons.

18. Search property left for inmates.
19. Supervise inmates during recreation and or exercise periods.
20. Operate breathalyzer to test degree of intoxication.
21. Conduct fire drills.
22. Collect urine specimens.
23. Verify identity of person entering or leaving jail.
24. Conduct strip search of inmates.
25. Perform perimeter watch duty outside jail.
26. Conduct pat down or frisk of inmates.
27. Control physical conflict between inmates.
28. Search delivery or transport vehicle for contraband or escapees.
29. Examine inmate passes to ensure proper movement.
30. Plan strategy for conducting jail search.
31. Seize contraband and or weapons.
32. Conduct inmate roll call.
33. Recognize inmate's deception and/or diversionary tactics.
34. Establish contacts and/or "snitches" among inmates.
35. Use voice orders to control inmate movements.
36. Search visiting rooms, cells and other areas for contraband and weapons.
37. Control movement of persons to blocks, cells common areas, etc.
38. Control non-violent crowds.
39. Operate levers and buttons to let inmates in and out of cells or secure areas.
40. Separate individuals and groups to resolve or prevent conflict.
41. Inform prosecutor of case and intent to seek arrest warrant.

42. Patrol cell blocks and secure areas.
43. Calm distraught persons.
44. Give Miranda warnings.
45. Recognize stealth weapons.
46. Perform indoor security checks.

JAIL EMERGENCY

1. Use physical force to break up fights.
2. Escort emergency vehicles.
3. Put out small fires.
4. Investigate unusual odors.
5. Investigate unusual sounds.
6. Identify and observe group agitators.
7. Respond to and control hostage situations.
8. Report irregular or unusual incidents to supervisor in a timely manner.
9. Secure scene of possible crime.
10. Collect evidence and property from scene of crime.
11. Diagram crime scene.
12. Document chain of evidence.
13. Package evidence.
14. Prepare complete report of criminal incident.
15. Take statements from victims, witnesses etc.
16. Participate in large scale search, i. e., lock down.
17. Reason with inmates in tense situations.

18. Move inmates to evacuate area/jail in accordance with emergency plans.

General

1. Receive and process bond related paperwork.
2. Check individual making bond for outstanding wants and warrants.
3. Record changes in bonds.
4. Inform bonding agents of conditions for bonding.
5. Check license of bondsman.
6. Update information on bonding agencies.
7. Speak to court personnel concerning bail and bonding arrangements relating to specific inmates.
8. Collect and receipt bond money.
9. Prepare basic meal for inmates.
10. Serve food to inmates.
11. Detect/recognize inmate's suicidal tendencies.
12. Recognize and apply PREA standards as appropriate
13. Report abuse of inmates and relevant laws.
14. Clean and inspect weapons.
15. Distribute reading material to inmates.
16. Distribute cleaning materials to trustees.
17. Collect and/or distribute inmate canteen orders.
18. Inspect cell housing areas for combustible materials.
19. Inspect all fire doors for proper operation, both manually and electronically.
20. Receive and record money for inmates' trust accounts.

21. Place hold on inmate and notify department requesting the hold.
22. Perform general housekeeping duties on common areas.
23. Inspect duty station for fire and security hazards.
24. Receive and release inmate property.
25. Prepare uniform and personal equipment for inspection.
26. Sit on infraction/disciplinary board to hear testimony and render judgment (or recommend judgment).
27. Maintain Security watch at hospital or doctor's office.
28. Attend and present testimony at inmate's disciplinary hearing.
29. Train new detention officers.
30. Investigate and report injuries occurring to inmates.
32. Process and supervise pre-trial detainees.
33. Explain work release to inmates and employers.
34. Go on patrol to check actual attendance at work site.
35. Check in and check out work release participants.
36. Check with employers on the status of work release inmates.
37. Present evidence in legal proceedings.
38. Supervise inmates at meals.
39. Supervise disposal of food and collection of utensils.
40. Supervise inmates in day room.
41. Escort inmate to appointment outside jail.
42. Guard inmate in court.
43. Escort inmate on commercial aircraft.
44. Escort inmate to funeral home or hospital to visit a relative.

45. Release inmate according to jail procedures.
46. Process release papers of inmate.
47. Observe inmates and visitors for passage of contraband in visiting room or during visit.
48. Observe inmates and visitors to prevent inappropriate behavior.
49. Operate vehicles to transport inmates.
50. Provide security in courtrooms and adjacent areas.
51. Search courtroom and adjacent areas for hidden weapons and contraband.
52. Supervise inmate work details.
53. Assign inmates to work details.

Equipment and Transportation Checklist

*(All equipment a detention officer might use in the course of his or her duties)

1. Closed circuit television monitor
2. Closed circuit television cameras
3. Fire alarm
4. Entry alarm
5. Sensor alarm
6. Broom
7. Mop
8. Floor Buffer
9. Computer terminal/keyboard/mouse.
10. Handcuffs
11. Leg irons
12. Waist Chain
13. Waist Belt

14. Plastic hand restraint
15. Restraint chair
16. Fire extinguisher
17. Gas Mask
18. Control Panel
19. Stun Gun
20. Narcan/Naloxone
21. Baton
22. PPE
23. Flashlight
24. Fire blanket
25. Shock shield
26. Capture shield
27. Tourniquet
28. Quikclot
29. Camera (digital)
30. Fingerprint rolling equipment (Ink)
31. Fingerprint rolling equipment (digital)
32. Tear gas grenade/Canisters
33. Tear gas gun
34. Pepper spray
35. Riot Shield
36. Riot baton

37. Metal detector (walk through)
38. Metal Detector (hand held)
39. Photocopier
40. Typewriter
41. Long gun
42. Weapon with optical sights
43. Shotgun
44. Pistol
45. Ambulance
46. Van
47. Car
48. Truck
49. Bus
50. Axe
51. Hand held radio
52. Base unit radio
53. Cellular telephone
54. Binoculars
55. Chemical mace
56. Self-Contained breathing gear (Scott pack)
57. Drug and narcotic identification kit
58. Urinalysis kit
59. First aid Kit
60. Ladder

61. Dictating Machine
62. Body armor
63. Seat belt cutter
64. Flares
65. Rescue saw
66. Riot helmet
67. Pepper fogger
68. Keys
69. Paging system
70. Pager
71. Snow removal equipment
72. Snow shovel
73. Kubaton
74. Pocket knife
75. Blood pressure cuff
76. Stethoscope
77. Hemostatic gauge
78. Electronic time clock
79. Medical thermometer
80. Water hose
81. Fire enunciator panel
82. De-lousing spray
83. Call box

- 84. Gang Lock
- 85. Calculator
- 86. Intercom
- 87. Wheelchair
- 88. Digital file share
- 89. VCR/Video Playback
- 90. ID photo camera
- 91. Cassette recorder
- 92. Gun Locker
- 93. Emergency generator
- 94. Central booking system terminal
- 95. Emergency smoke exhaust equipment
- 96. Nitrile gloves
- 97. N-95

Physical Exertion

Degrees of physical Exertion only if you can recall, what is the greatest instance of effort or any of the following. If you cannot recall instance, leave it blank.

- 1. Run on flat surface (e.g., streets, roadway, etc.) Maximum distance in feet
- 2. Run on varying terrain, (e.g., brush, mud, swamp, hole, etc.) Maximum distance in feet
- 3. Walk Continuously Maximum time in hours
- 4. Stand Continuously Maximum time in hours
- 5. Walk up/down stairs

- | | | |
|-----|--|---|
| | | Maximum number of flights |
| 6. | Lift and carry heavy weights up or down stairs/ladders. | Maximum number of flights Maximum Weight |
| 7. | Sit continuously, (e.g., security post, vehicle operation, etc.). | Maximum time in hours |
| 8. | Run up/down stairs. | Maximum number of flights |
| 9. | Climb or pull oneself over an obstacle, (e.g., fence) | Maximum height of obstacle in feet. |
| 10. | Drag a person(s) to safety | Maximum distance in feet. |
| 11. | Lift objects up off the ground without assistance. | Maximum lift-height in inches Maximum weight of object in pounds |
| 12. | Lift objects up off the ground with assistance. | Maximum lift-height in inches Maximum weight of object in pounds |
| 13. | Carry non-resisting person with assistance | Maximum weight in pounds Maximum height in feet |
| 14. | Lift objects down from elevated surface, (e.g., waist high or above, and place on ground or floor). | Maximum weight in pounds. |
| 15. | Climb/pull oneself onto a large piece of equipment or object, (e.g., loading dock, truck, trailer, etc.) | Maximum height in feet |
| 16. | Bend over to help person to standing. | Maximum weight in pounds |
| 17. | Jump/vault over raised barrier. Maximum height of barrier in inches. | |
| 18. | Grip and hold a person to maintain physical control. | Maximum time in minutes Maximum weight in pounds |

- 19. Extract/place a struggling/resisting person in/from cell or vehicle.
 - Maximum time in minutes
 - Maximum weight in pounds

- 20. Hold/restrain a struggling person.
 - Maximum time in minutes
 - Maximum weight in pounds

- 21. Physically defend against and control an attacking person.
 - Maximum time in minutes
 - Maximum weight in pounds
 - Maximum number of people

- 22. Take down and subdue a resisting person
 - Maximum weight in pounds

- 23. Use repetitive hand motions/movements, (e.g., keyboard, traffic control, etc.)
 - Maximum time in minutes

PHYSICAL EXERTION

**PARTICIPATING AGENCIES AND
NUMBERS OF PATICIPATING
PERSONNEL**

AGENCY

| | |
|-------------------------------------|----|
| Natrona County Sheriff's Office | 7 |
| Laramie County Sheriff's Office | 10 |
| Campbell County Sheriff's Office | 10 |
| Sweetwater County Sheriff's Office | 8 |
| Fremont County Sheriff's Office | 6 |
| Sheridan County Sheriff's Office | 5 |
| Converse County Sheriff's Office | 6 |
| Lincoln County Sheriff's Office | 6 |
| Park County Sheriff's Office | 4 |
| Platte County Sheriff's Office | 4 |
| Carbon County Sheriff's Office | 4 |
| Big Horn County Sheriff's Office | 3 |
| Uinta County Sheriff's Office | 4 |
| Goshen County Sheriff's Office | 5 |
| Albany County Sheriff's Office | 8 |
| Johnson County Sheriff's Office | 6 |
| Sublette County Sheriff's Office | 5 |
| Teton County Sheriff's Office | 6 |
| Washakie County Sheriff's Office | 2 |
| Weston County Sheriff's Office | 1 |
| Hot Springs County Sheriff's Office | 3 |
| Crook County Sheriff's Office | 4 |
| Niobrara County Sheriff's Office | 3 |

SUPERVISOR TASK DATA

| Wyoming Tasks - Supervisor | | | | | | | | | | | | |
|----------------------------|--|-------|------|--------|--------|----|-----|-----|-----|-----|----------|--|
| | | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 | |
| Human Relations | | | | | | | | | | | | |
| 1 | Talk with inmates to settle disputes. | 44 | 4.61 | 4.5 | 100.00 | 2 | 8 | 29 | 6 | 1 | 79.55 | |
| 2 | Talk with inmates to resolve disciplinary problems. | 44 | 4.32 | 4 | 100.00 | 2 | 13 | 25 | 6 | 0 | 70.45 | |
| 3 | Provide short-term crisis intervention counseling to emotionally upset inmates. | 43 | 4.58 | 5 | 97.73 | 3 | 3 | 24 | 6 | 8 | 68.18 | |
| 4 | Refer inmate to outside source, e. g., minister, mental health, etc. to help with his/her personal or emotional problems. | 41 | 3.68 | 4 | 93.18 | 2 | 20 | 15 | 3 | 2 | 40.91 | |
| 5 | Provide advice to inmate concerning non-emergency personal problem, e. g., home issues. | 40 | 2.25 | 2 | 90.91 | 1 | 29 | 7 | 1 | 2 | 18.18 | |
| 6 | Answer inmate's questions concerning court system, procedures and sentencing. | 43 | 3.47 | 3 | 97.73 | 2 | 11 | 23 | 7 | 1 | 68.18 | |
| 7 | Identify and monitor inmates showing signs of possible mental or emotional disturbance. | 44 | 4.93 | 5 | 100.00 | 2 | 4 | 22 | 14 | 4 | 81.82 | |
| 8 | Identify inadequate levels of inmate's personal hygiene and encourage personal cleanliness. | 43 | 3.14 | 3 | 97.73 | 1 | 30 | 9 | 2 | 1 | 25.00 | |
| 9 | Identify inmates showing signs of homosexual behavior. Identify signs of homosexual panic in inmates and respond to such behavior. | 41 | 3.73 | 3 | 93.18 | 2 | 17 | 16 | 5 | 1 | 47.73 | |
| 10 | Recognize (identify) inmate groups and their composition. | 40 | 4.15 | 4 | 90.91 | 2 | 14 | 17 | 7 | 2 | 54.55 | |
| 11 | Recognize behavioral characteristics of violent inmates. Instruct inmates in jail rules and regulations. | 43 | 3.93 | 4 | 97.73 | 2 | 3 | 31 | 9 | 0 | 90.91 | |
| 12 | Arrange for professional assistance for inmate's personal problems. | 44 | 5.52 | 6 | 100.00 | 3 | 1 | 21 | 19 | 3 | 90.91 | |
| 13 | Refer inmates for assistance in areas such as reading, GED, etc. | 44 | 4.18 | 4 | 100.00 | 2 | 27 | 13 | 2 | 1 | 34.09 | |
| 14 | Observe inmate group behavior to identify unrest and the causes thereof. | 36 | 3.22 | 3 | 81.82 | 2 | 20 | 11 | 2 | 1 | 29.55 | |
| 15 | Apply principles of progressive discipline. | 36 | 2.06 | 2 | 81.82 | 1 | 30 | 3 | 1 | 0 | 9.09 | |
| 16 | | 43 | 4.56 | 4 | 97.73 | 2 | 5 | 30 | 7 | 1 | 84.09 | |
| 17 | | 44 | 3.98 | 4 | 100.00 | 2 | 13 | 19 | 8 | 3 | 61.36 | |

| Wyoming Tasks - Supervisor | | | | | | | | | | | | |
|----------------------------|---|-------|------|--------|--------|----|-----|-----|-----|-----|----------|--|
| | | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 | |
| 18 | Identify stress causing factors in jail and act to reduce them. | 44 | 4.02 | 4 | 100.00 | 2 | 11 | 24 | 5 | 4 | 65.91 | |
| 19 | Observe person to recognize medical/emotional problems at time of initial incarceration. | 43 | 4.95 | 5 | 97.73 | 2 | 8 | 25 | 5 | 4 | 68.18 | |
| 20 | Explain legal/judicial terminology to inmate, e. g., split sentence. | 40 | 2.78 | 3 | 90.91 | 2 | 15 | 21 | 5 | 1 | 59.09 | |
| 21 | Explain their legal rights to inmates. | 37 | 3.57 | 4 | 84.09 | 2 | 9 | 15 | 12 | 2 | 61.36 | |
| 22 | Help inmates contact legal counsel. | 41 | 3.07 | 3 | 93.18 | 1 | 30 | 8 | 1 | 1 | 20.45 | |
| 23 | Help inmate contact bondsman. | 39 | 2.41 | 2 | 88.64 | 1 | 34 | 3 | 1 | 0 | 9.09 | |
| 24 | Call court clerk to check status of inmate's case. | 35 | 2.83 | 3 | 79.55 | 1 | 30 | 4 | 2 | 0 | 13.64 | |
| 25 | Supervise special inmate activities, e. g., religious services, seminars, etc. | 39 | 3.23 | 3 | 88.64 | 2 | 25 | 12 | 2 | 0 | 31.82 | |
| 26 | Answer questions from public concerning inmates. | 39 | 3.33 | 3 | 88.64 | 2 | 19 | 16 | 2 | 1 | 40.91 | |
| 27 | Escort inmates to appointments inside jail. | 44 | 4.14 | 4 | 100.00 | 2 | 13 | 22 | 6 | 2 | 63.64 | |
| 28 | Work with elderly and/or disabled inmates. | 44 | 3.89 | 4 | 100.00 | 2 | 13 | 24 | 4 | 2 | 63.64 | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | Duty to Intervene and Ethical Behavior | | | | | | | | | | | |
| 1 | Intervene to stop/prevent fellow officer from making a procedural mistake. | 44 | 4.73 | 5 | 100.00 | 2 | 7 | 28 | 6 | 2 | 77.27 | |
| 2 | Intervene to stop/prevent fellow officer from using unreasonable force. | 43 | 5.91 | 6 | 97.73 | 3 | 2 | 17 | 21 | 2 | 86.36 | |
| 3 | Intervene to stop/prevent fellow officer from doing something unethical. | 44 | 5.73 | 6 | 100.00 | 2 | 8 | 16 | 18 | 2 | 77.27 | |
| 4 | Intervene to stop/prevent fellow officer from doing something that is unsafe. | 43 | 5.63 | 6 | 97.73 | 2 | 7 | 22 | 12 | 2 | 77.27 | |
| 5 | Intervene to stop/prevent fellow officer from violating jail policy/rules/regulations. | 44 | 5.16 | 5 | 100.00 | 2 | 11 | 26 | 5 | 2 | 70.45 | |
| 6 | Discuss incorrect, inappropriate, or unethical conduct of fellow officer with a supervisor. | 42 | 5.00 | 5 | 95.45 | 2 | 10 | 20 | 9 | 4 | 65.91 | |
| 7 | Defuse a stressful event involving fellow officer. | 43 | 4.95 | 5 | 97.73 | 2 | 9 | 22 | 7 | 4 | 65.91 | |
| 8 | Communicate effectively with fellow officer during disputes/disagreements. | 43 | 4.60 | 4 | 97.73 | 2 | 12 | 22 | 5 | 5 | 61.36 | |

| Wyoming Tasks - Supervisor | | | | | | | | | | | | |
|----------------------------|---|-------|------|--------|--------|----|-----|-----|-----|-----|----------|--|
| | | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 | |
| 9 | Mediate to resolve differences between fellow officers. | 41 | 4.05 | 4 | 93.18 | 2 | 12 | 17 | 3 | 8 | 45.45 | |
| 10 | Maintain positive relationships with fellow officers. | 44 | 4.27 | 4 | 100.00 | 2 | 24 | 13 | 4 | 3 | 38.64 | |
| 11 | Maintain a calm demeanor when experiencing criticism from fellow officer, supervisors, or inmates. | 44 | 4.32 | 4 | 100.00 | 2 | 20 | 17 | 3 | 3 | 45.45 | |
| 12 | Mediate disputes between fellow officer and an inmate. | 41 | 4.71 | 5 | 93.18 | 2 | 10 | 20 | 7 | 3 | 61.36 | |
| 13 | Recognize patterns of behavior among peers to identify potential suicide risk. | 42 | 5.74 | 6 | 95.45 | 3 | 7 | 17 | 9 | 10 | 59.09 | |
| 14 | Recognize the importance of ethical standards and their application to workplace duties. | 44 | 5.02 | 5 | 100.00 | 2 | 13 | 18 | 10 | 2 | 63.64 | |
| 15 | Recognize and report misuse of social media by fellow officers | 40 | 3.90 | 4 | 90.91 | 2 | 17 | 19 | 3 | 1 | 50.00 | |
| | Administrative Activities | | | | | | | | | | | |
| 1 | Prepare documents or records for filing, e. g., label, alphabetize, list or arrange in chronological order. | 40 | 3.25 | 3 | 90.91 | 1 | 32 | 6 | 3 | 0 | 20.45 | |
| 2 | Search inmate mail and parcels. | 41 | 4.49 | 4 | 93.18 | 2 | 14 | 22 | 6 | 0 | 63.64 | |
| 3 | Censor inmate mail. | 38 | 4.24 | 4 | 86.36 | 2 | 13 | 25 | 2 | 0 | 61.36 | |
| 4 | Sort and/or deliver inmate mail. | 43 | 3.35 | 3 | 97.73 | 1 | 31 | 9 | 2 | 1 | 25.00 | |
| 5 | Write various reports, e. g., incident, infraction, etc. | 43 | 4.65 | 4 | 97.73 | 2 | 2 | 25 | 16 | 0 | 93.18 | |
| 6 | Write in-depth, detailed narrative reports, e. g., major incident report. | 43 | 5.05 | 5 | 97.73 | 3 | 3 | 16 | 22 | 2 | 86.36 | |
| 7 | Write brief reports using short phrases or sentence fragments; e. g., minor incident reports. | 42 | 4.17 | 4 | 95.45 | 2 | 7 | 28 | 8 | 0 | 81.82 | |
| 8 | Confer with supervisor to clarify jail rules, procedures or post matters. | 43 | 4.12 | 4 | 97.73 | 1 | 28 | 11 | 2 | 2 | 29.55 | |
| 9 | Maintain personal notebook, i. e., keep notes on unusual matters, problems, etc. | 40 | 3.20 | 3 | 90.91 | 1 | 26 | 10 | 3 | 0 | 29.55 | |
| 10 | Read and comprehend post orders, jail rules, regulations, SOP's etc. | 43 | 4.81 | 5 | 97.73 | 2 | 26 | 12 | 4 | 1 | 36.36 | |

| Wyoming Tasks - Supervisor | | | | | | | | | | | | |
|----------------------------|--|-------|------|--------|--------|----|-----|-----|-----|-----|----------|--|
| | | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 | |
| 11 | Read and comprehend daily log and shift activity report. | 44 | 4.25 | 4 | 100.00 | 1 | 32 | 9 | 2 | 1 | 25.00 | |
| 12 | Conduct intake/receiving interviews and fill out relevant forms. | 42 | 4.55 | 4 | 95.45 | 2 | 19 | 17 | 5 | 1 | 50.00 | |
| 13 | Prepare inmate movement/traffic/transport sheets, e. g., Court list. | 42 | 4.24 | 4 | 95.45 | 2 | 23 | 13 | 5 | 1 | 40.91 | |
| 14 | Read court papers (commitments, releases, writs, summonses, detainers, etc.) and explain to inmates. | 42 | 4.02 | 4 | 95.45 | 2 | 20 | 16 | 5 | 1 | 47.73 | |
| 15 | Read court papers and follow their instructions, e. g., detainer, release, etc. | 43 | 4.74 | 5 | 97.73 | 2 | 19 | 17 | 5 | 2 | 50.00 | |
| 16 | Fill out jail intake reports, cards, data entry forms, and other standardized forms. | 43 | 4.33 | 4 | 97.73 | 1 | 31 | 7 | 4 | 1 | 25.00 | |
| 17 | Update inmate status boards. | 42 | 3.83 | 4 | 95.45 | 1 | 35 | 4 | 3 | 0 | 15.91 | |
| 18 | Record shift activities in log book. | 43 | 4.05 | 4 | 97.73 | 1 | 33 | 8 | 0 | 2 | 18.18 | |
| 19 | Fill out forms related to federal inmates. | 29 | 4.28 | 4 | 65.91 | 2 | 17 | 9 | 3 | 3 | 27.27 | |
| 20 | Read and serve legal documents, e. g., warrants, subpoenas, etc. | 43 | 4.60 | 5 | 97.73 | 2 | 13 | 21 | 7 | 2 | 63.64 | |
| 21 | File and retrieve reports/records in records system. | 40 | 3.85 | 4 | 90.91 | 1 | 30 | 7 | 2 | 1 | 20.45 | |
| 22 | Identify supply and equipment needs and request they be ordered. | 41 | 3.22 | 3 | 93.18 | 1 | 36 | 4 | 0 | 1 | 9.09 | |
| 23 | Order supplies and equipment. | 33 | 2.88 | 2 | 75.00 | 1 | 29 | 3 | 0 | 1 | 6.82 | |
| 24 | Inventory jail supplies and equipment. | 36 | 2.97 | 3 | 81.82 | 1 | 33 | 3 | 0 | 1 | 6.82 | |
| 25 | Issue linens, bedding etc. to inmates. | 42 | 3.05 | 3 | 95.45 | 1 | 38 | 2 | 1 | 1 | 6.82 | |
| 26 | Issue personal hygiene supplies to inmates. | 43 | 3.56 | 3 | 97.73 | 1 | 36 | 6 | 1 | 0 | 15.91 | |
| 27 | Take custody of and record lost and found property. | 35 | 3.40 | 3 | 79.55 | 1 | 30 | 5 | 1 | 0 | 13.64 | |
| 28 | Maintain record (log) of inmate's visitors. | 34 | 3.79 | 4 | 77.27 | 1 | 27 | 6 | 2 | 0 | 18.18 | |
| 29 | Discuss apparent error with court personnel to resolve booking problem. | 40 | 4.10 | 4 | 90.91 | 1 | 31 | 6 | 3 | 0 | 20.45 | |
| 30 | Collect receipt and return inmate's property. | 43 | 3.98 | 4 | 97.73 | 1 | 34 | 7 | 2 | 0 | 20.45 | |
| 31 | Take ID photos of inmates. | 41 | 4.10 | 4 | 93.18 | 1 | 29 | 10 | 1 | 1 | 25.00 | |
| 32 | Collect inmate fingerprints. | 43 | 4.51 | 4 | 97.73 | 2 | 10 | 23 | 9 | 1 | 72.73 | |
| 33 | Suggest changes in jail rules or procedures. | 43 | 3.37 | 3 | 97.73 | 1 | 33 | 5 | 4 | 1 | 20.45 | |

| Wyoming Tasks - Supervisor | | | | | | | | | | | |
|----------------------------|--|-------|------|--------|--------|----|-----|-----|-----|-----|----------|
| | | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 |
| 34 | Consider inmate age, sex, charges, etc. to make housing classification. | 42 | 4.76 | 4.5 | 95.45 | 2 | 14 | 23 | 5 | 0 | 63.64 |
| | Emergency/Medical Assistance | | | | | | | | | | |
| 1 | Apply basic first aid to control bleeding. | 43 | 5.44 | 5 | 97.73 | 2 | 7 | 18 | 10 | 8 | 63.64 |
| 2 | Apply basic first aid to treat abrasions. | 40 | 4.08 | 4 | 90.91 | 2 | 12 | 16 | 8 | 4 | 54.55 |
| 3 | Apply basic first aid to treat broken bones. | 37 | 5.16 | 5 | 84.09 | 3 | 7 | 13 | 9 | 9 | 50.00 |
| 4 | Apply basic first aid to treat heat burns. | 39 | 4.64 | 5 | 88.64 | 2 | 7 | 17 | 7 | 9 | 54.55 |
| 5 | Apply basic first aid to treat chemical burns. | 39 | 4.90 | 5 | 88.64 | 3 | 8 | 13 | 8 | 11 | 47.73 |
| 6 | Apply basic first aid to treat convulsions. | 42 | 5.05 | 5 | 95.45 | 2 | 5 | 20 | 9 | 8 | 65.91 |
| 7 | Apply basic first aid to treat diabetes reaction/coma. | 40 | 5.43 | 6 | 90.91 | 3 | 5 | 16 | 11 | 8 | 61.36 |
| 8 | Apply basic first aid to treat electrical shock. | 38 | 5.21 | 5 | 86.36 | 3 | 9 | 11 | 8 | 11 | 43.18 |
| 9 | Apply basic first aid to treat amputations. | 35 | 5.54 | 6 | 79.55 | 3 | 5 | 12 | 7 | 12 | 43.18 |
| 10 | Apply basic first aid to treat eye injuries. | 40 | 5.20 | 5 | 90.91 | 3 | 7 | 11 | 11 | 11 | 50.00 |
| 11 | Apply basic first aid to treat gunshot wounds. | 33 | 5.91 | 6 | 75.00 | 3 | 2 | 11 | 9 | 12 | 45.45 |
| 12 | Apply basic first aid to treat heart attack. | 39 | 5.74 | 6 | 88.64 | 3 | 5 | 13 | 11 | 10 | 54.55 |
| 13 | Apply basic first aid to treat heat stroke. | 40 | 4.98 | 5 | 90.91 | 2 | 10 | 12 | 8 | 10 | 45.45 |
| 14 | Apply basic first aid in response to a hanging. | 43 | 6.02 | 6 | 97.73 | 3 | 3 | 19 | 14 | 7 | 75.00 |
| 15 | Apply basic first aid to treat lacerations. | 41 | 4.88 | 5 | 93.18 | 2 | 9 | 15 | 9 | 8 | 54.55 |
| 16 | Apply basic first aid to treat drug overdose. | 42 | 5.71 | 6 | 95.45 | 3 | 6 | 15 | 11 | 10 | 59.09 |
| 17 | Apply basic first aid to treat poisoning. | 38 | 5.32 | 5.5 | 86.36 | 2 | 9 | 12 | 8 | 9 | 45.45 |
| 18 | Apply basic first aid to treat choking, e. g., Heimlich Maneuver | 43 | 5.26 | 5 | 97.73 | 2 | 11 | 15 | 10 | 7 | 56.82 |
| 19 | Apply basic first aid to treat puncture/stab wounds. | 42 | 5.48 | 6 | 95.45 | 3 | 6 | 15 | 11 | 10 | 59.09 |
| 20 | Apply basic first aid to treat alcoholic seizures. | 43 | 5.28 | 5 | 97.73 | 2 | 7 | 16 | 13 | 7 | 65.91 |
| 21 | Apply basic first aid to treat shock. | 41 | 5.24 | 5 | 93.18 | 2 | 6 | 18 | 8 | 9 | 59.09 |
| 22 | Apply basic first aid to treat sprain and strain. | 39 | 4.49 | 4 | 88.64 | 2 | 10 | 13 | 8 | 8 | 47.73 |
| 23 | Provide assistance to female inmate for gynecological or obstetrical problems. | 33 | 4.58 | 5 | 75.00 | 2 | 12 | 9 | 6 | 6 | 34.09 |
| 24 | Use oxygen resuscitator. | 34 | 5.12 | 5 | 77.27 | 2 | 8 | 10 | 7 | 8 | 38.64 |
| 25 | Observe person to recognize symptoms of drug use or overdose. | 44 | 5.36 | 5 | 100.00 | 2 | 7 | 19 | 9 | 9 | 63.64 |

| Wyoming Tasks - Supervisor | | | | | | | | | | |
|----------------------------|-------|------|--------|--------|----|-----|-----|-----|-----|----------|
| | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 |
| 26 | 43 | 5.35 | 5 | 97.73 | 2 | 8 | 15 | 13 | 7 | 63.64 |
| 27 | 42 | 5.26 | 5 | 95.45 | 2 | 8 | 18 | 9 | 7 | 61.36 |
| 28 | 27 | 3.74 | 3 | 61.36 | 2 | 9 | 10 | 3 | 4 | 29.55 |
| 29 | 44 | 5.75 | 6 | 100.00 | 3 | 6 | 14 | 12 | 12 | 59.09 |
| 30 | 40 | 5.68 | 6 | 90.91 | 3 | 5 | 12 | 12 | 12 | 54.55 |
| 31 | 29 | 5.10 | 5 | 65.91 | 2 | 7 | 9 | 5 | 7 | 31.82 |
| 32 | 29 | 4.07 | 4 | 65.91 | 2 | 16 | 9 | 0 | 3 | 20.45 |
| 33 | 29 | 4.76 | 5 | 65.91 | 2 | 15 | 7 | 2 | 4 | 20.45 |
| 34 | 31 | 4.71 | 5 | 70.45 | 2 | 10 | 13 | 6 | 2 | 43.18 |
| 35 | 39 | 4.64 | 5 | 88.64 | 2 | 19 | 13 | 6 | 1 | 43.18 |
| 36 | 43 | 5.19 | 5 | 97.73 | 2 | 20 | 16 | 6 | 1 | 50.00 |
| 37 | 43 | 4.21 | 4 | 97.73 | 2 | 18 | 15 | 8 | 3 | 52.27 |
| 38 | 27 | 4.56 | 5 | 61.36 | 2 | 13 | 8 | 2 | 3 | 22.73 |
| 39 | 26 | 4.65 | 5 | 59.09 | 2 | 13 | 8 | 1 | 3 | 20.45 |
| 40 | 41 | 4.51 | 5 | 93.18 | 2 | 19 | 17 | 0 | 5 | 38.64 |
| 41 | 24 | 4.71 | 5 | 54.55 | 2 | 11 | 7 | 1 | 5 | 18.18 |
| 42 | 19 | 4.05 | 5 | 43.18 | 2 | 5 | 8 | 1 | 4 | 20.45 |
| 43 | 37 | 4.59 | 5 | 84.09 | 2 | 20 | 12 | 3 | 2 | 34.09 |
| 44 | 38 | 4.58 | 5 | 86.36 | 2 | 24 | 10 | 3 | 1 | 29.55 |
| 45 | 44 | 5.70 | 6 | 100.00 | 3 | 9 | 14 | 9 | 12 | 52.27 |
| 46 | 43 | 5.70 | 6 | 97.73 | 2 | 11 | 17 | 10 | 5 | 61.36 |

| Wyoming Tasks - Supervisor | | | | | | | | | | |
|----------------------------|-------|------|--------|--------|----|-----|-----|-----|-----|----------|
| | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 |
| 47 | 44 | 5.25 | 5 | 100.00 | 2 | 19 | 11 | 9 | 5 | 45.45 |
| Physical Activities | | | | | | | | | | |
| 1 | 33 | 3.94 | 4 | 75.00 | 2 | 18 | 9 | 3 | 3 | 27.27 |
| 2 | 42 | 3.86 | 4 | 95.45 | 2 | 23 | 10 | 9 | 0 | 43.18 |
| 3 | 43 | 5.19 | 5 | 97.73 | 2 | 13 | 18 | 12 | 0 | 68.18 |
| 4 | 42 | 3.79 | 4 | 95.45 | 2 | 24 | 9 | 8 | 0 | 38.64 |
| 5 | 42 | 3.81 | 4 | 95.45 | 2 | 24 | 9 | 8 | 0 | 38.64 |
| 6 | 42 | 3.00 | 2.5 | 95.45 | 1 | 30 | 7 | 3 | 0 | 22.73 |
| 7 | 43 | 5.79 | 6 | 97.73 | 3 | 1 | 5 | 36 | 1 | 93.18 |
| 8 | 44 | 5.66 | 6 | 100.00 | 3 | 1 | 8 | 34 | 1 | 95.45 |
| 9 | 44 | 5.64 | 6 | 100.00 | 3 | 1 | 7 | 35 | 1 | 95.45 |
| 10 | 43 | 5.49 | 6 | 97.73 | 3 | 1 | 10 | 31 | 1 | 93.18 |
| 11 | 42 | 3.95 | 4 | 95.45 | 2 | 15 | 15 | 11 | 1 | 59.09 |
| 12 | 43 | 3.23 | 3 | 97.73 | 1 | 32 | 7 | 4 | 0 | 25.00 |
| 13 | 42 | 2.93 | 2 | 95.45 | 1 | 29 | 9 | 3 | 0 | 27.27 |
| 14 | 44 | 5.48 | 6 | 100.00 | 3 | 1 | 17 | 25 | 1 | 95.45 |
| 15 | 39 | 4.79 | 5 | 88.64 | 2 | 11 | 14 | 10 | 4 | 54.55 |
| 16 | 43 | 4.67 | 5 | 97.73 | 2 | 11 | 19 | 10 | 3 | 65.91 |
| 17 | 44 | 5.50 | 6 | 100.00 | 3 | 3 | 11 | 29 | 1 | 90.91 |
| 18 | 33 | 2.97 | 3 | 75.00 | 1 | 26 | 3 | 4 | 0 | 15.91 |
| 19 | 37 | 3.30 | 3 | 84.09 | 2 | 24 | 7 | 7 | 0 | 31.82 |
| 20 | 29 | 3.14 | 2 | 65.91 | 1 | 22 | 3 | 5 | 0 | 18.18 |
| 21 | 38 | 4.68 | 5 | 86.36 | 2 | 12 | 16 | 8 | 3 | 54.55 |
| 22 | 39 | 4.67 | 5 | 88.64 | 2 | 12 | 15 | 9 | 3 | 54.55 |

| Wyoming Tasks - Supervisor | | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 |
|----------------------------|---|-------|------|--------|--------|----|-----|-----|-----|-----|----------|
| 23 | Drag or push heavy objects. | 37 | 3.51 | 3 | 84.09 | 2 | 22 | 8 | 7 | 0 | 34.09 |
| 24 | Fire a weapon at a person. | 41 | 6.20 | 7 | 93.18 | 3 | 1 | 3 | 36 | 1 | 88.64 |
| 25 | Fire weapon in training. | 44 | 5.75 | 6 | 100.00 | 3 | 2 | 7 | 34 | 1 | 93.18 |
| 26 | Grip person tightly with hand to control their behavior or to prevent their escape. | 43 | 5.42 | 5 | 97.73 | 3 | 1 | 9 | 32 | 1 | 93.18 |
| 27 | Physically restrain a group of people. | 37 | 5.68 | 6 | 84.09 | 3 | 0 | 10 | 27 | 1 | 84.09 |
| 28 | Perform duties while wearing heavy equipment, e. g., Scott Air Pack. | 35 | 4.57 | 5 | 79.55 | 2 | 10 | 11 | 9 | 5 | 45.45 |
| 29 | Physically remove from or place in a cell a resisting person. | 44 | 5.50 | 5.5 | 100.00 | 3 | 2 | 12 | 27 | 3 | 88.64 |
| Jail Security | | | | | | | | | | | |
| 1 | Count silverware, kitchen utensils and other equipment or tools. | 38 | 4.71 | 5 | 86.36 | 1 | 28 | 11 | 0 | 0 | 25.00 |
| 2 | Test emergency alarms. | 24 | 4.00 | 4 | 54.55 | 1 | 19 | 6 | 0 | 1 | 13.64 |
| 3 | Test emergency generator. | 22 | 4.00 | 4 | 50.00 | 1 | 18 | 4 | 0 | 1 | 9.09 |
| 4 | Test and use communication equipment. | 43 | 4.53 | 5 | 97.73 | 1 | 30 | 11 | 0 | 2 | 25.00 |
| 5 | Maintain watch of high risk and self-destructive inmates. | 44 | 5.52 | 5.5 | 100.00 | 2 | 9 | 24 | 9 | 2 | 75.00 |
| 6 | Maintain key control. | 43 | 5.40 | 6 | 97.73 | 2 | 21 | 18 | 4 | 0 | 50.00 |
| 7 | Observe body cavity examination. | 21 | 4.52 | 4 | 47.73 | 3 | 5 | 8 | 3 | 7 | 25.00 |
| 8 | Count heads. | 44 | 5.34 | 5.5 | 100.00 | 2 | 26 | 14 | 4 | 0 | 40.91 |
| 9 | Inspect security devices, e. g., bars, keys, locks, windows, doors, fences, gates, etc. | 44 | 5.11 | 5 | 100.00 | 1 | 26 | 16 | 2 | 0 | 40.91 |
| 10 | Participate in jail lock down. | 42 | 4.88 | 5 | 95.45 | 1 | 24 | 14 | 3 | 0 | 38.64 |
| 11 | Search cells, dorms, etc. | 44 | 5.09 | 5 | 100.00 | 2 | 8 | 18 | 18 | 0 | 81.82 |
| 12 | Use physical force to maintain order or protect life. | 44 | 6.05 | 6 | 100.00 | 3 | 0 | 8 | 34 | 2 | 95.45 |
| 13 | Conduct camera surveillance of specific locations. | 43 | 4.72 | 5 | 97.73 | 1 | 27 | 14 | 2 | 0 | 36.36 |
| 14 | Conduct physical surveillance of specific locations. | 44 | 4.68 | 4.5 | 100.00 | 1 | 25 | 17 | 2 | 0 | 43.18 |
| 15 | Compare photograph to identify inmate prior to transport or release. | 43 | 4.84 | 5 | 97.73 | 1 | 27 | 13 | 3 | 0 | 36.36 |
| 16 | Search visitors by hand. | 36 | 4.72 | 4.5 | 81.82 | 2 | 10 | 14 | 12 | 0 | 59.09 |

| Wyoming Tasks - Supervisor | | | | | | | | | | |
|----------------------------|-------|------|--------|--------|----|-----|-----|-----|-----|----------|
| | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 |
| 17 | 37 | 4.16 | 4 | 84.09 | 2 | 20 | 12 | 5 | 0 | 38.64 |
| 18 | 42 | 4.83 | 5 | 95.45 | 2 | 16 | 20 | 6 | 0 | 59.09 |
| 19 | 43 | 4.28 | 4 | 97.73 | 1 | 27 | 15 | 2 | 0 | 38.64 |
| 20 | 43 | 4.09 | 4 | 97.73 | 2 | 27 | 13 | 0 | 3 | 29.55 |
| 21 | 36 | 4.81 | 5 | 81.82 | 1 | 24 | 9 | 2 | 1 | 25.00 |
| 22 | 34 | 3.79 | 4 | 77.27 | 2 | 18 | 14 | 1 | 2 | 34.09 |
| 23 | 42 | 4.95 | 5 | 95.45 | 1 | 25 | 15 | 1 | 1 | 36.36 |
| 24 | 44 | 5.34 | 5 | 100.00 | 2 | 15 | 24 | 5 | 0 | 65.91 |
| 25 | 38 | 4.79 | 5 | 86.36 | 1 | 23 | 12 | 1 | 1 | 29.55 |
| 26 | 44 | 5.43 | 5 | 100.00 | 2 | 4 | 19 | 21 | 0 | 90.91 |
| 27 | 44 | 5.52 | 6 | 100.00 | 2 | 3 | 20 | 20 | 1 | 90.91 |
| 28 | 38 | 5.05 | 5 | 86.36 | 2 | 10 | 22 | 5 | 0 | 61.36 |
| 29 | 33 | 4.27 | 4 | 75.00 | 2 | 18 | 10 | 4 | 0 | 31.82 |
| 30 | 41 | 4.63 | 4 | 93.18 | 2 | 18 | 15 | 6 | 2 | 47.73 |
| 31 | 44 | 5.75 | 6 | 100.00 | 2 | 7 | 25 | 11 | 1 | 81.82 |
| 32 | 39 | 5.05 | 5 | 88.64 | 1 | 25 | 11 | 3 | 0 | 31.82 |
| 33 | 44 | 5.07 | 5 | 100.00 | 2 | 6 | 27 | 8 | 3 | 79.55 |
| 34 | 42 | 3.74 | 4 | 95.45 | 2 | 20 | 15 | 1 | 4 | 36.36 |
| 35 | 44 | 4.59 | 4 | 100.00 | 2 | 18 | 16 | 10 | 0 | 59.09 |
| 36 | 44 | 4.86 | 4.5 | 100.00 | 2 | 11 | 21 | 12 | 0 | 75.00 |
| 37 | 43 | 4.86 | 5 | 97.73 | 2 | 23 | 13 | 7 | 0 | 45.45 |
| 38 | 41 | 4.02 | 4 | 93.18 | 2 | 19 | 17 | 4 | 0 | 47.73 |
| 39 | 43 | 4.56 | 4 | 97.73 | 1 | 36 | 6 | 1 | 0 | 15.91 |
| 40 | 44 | 4.93 | 5 | 100.00 | 2 | 16 | 24 | 3 | 1 | 61.36 |

| Wyoming Tasks - Supervisor | | | | | | | | | | | |
|----------------------------|---|-------|------|--------|--------|----|-----|-----|-----|-----|----------|
| | | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 |
| | Inform prosecutor of case and intent to seek arrest warrant. | 24 | 3.54 | 3.5 | 54.55 | 2 | 13 | 7 | 1 | 1 | 18.18 |
| 42 | Patrol cell blocks and secure areas. | 44 | 4.89 | 5 | 100.00 | 2 | 21 | 18 | 5 | 0 | 52.27 |
| 43 | Calm distraught persons. | 44 | 4.52 | 4.5 | 100.00 | 2 | 11 | 27 | 4 | 2 | 70.45 |
| 44 | Give Miranda warnings. | 35 | 4.54 | 4 | 79.55 | 2 | 4 | 19 | 12 | 1 | 70.45 |
| 45 | Recognize stealth weapons. | 44 | 5.48 | 6 | 100.00 | 2 | 7 | 26 | 11 | 0 | 84.09 |
| 46 | Perform indoor security checks. | 43 | 4.88 | 5 | 97.73 | 2 | 20 | 18 | 5 | 0 | 52.27 |
| | | | | | | | | | | | |
| | Jail Emergency | | | | | | | | | | |
| 1 | Use physical force to break up fights. | 43 | 5.72 | 6 | 97.73 | 3 | 1 | 8 | 33 | 1 | 93.18 |
| 2 | Escort emergency vehicles. | 26 | 4.54 | 4 | 59.09 | 2 | 13 | 9 | 3 | 1 | 27.27 |
| 3 | Put out small fires. | 39 | 4.87 | 5 | 88.64 | 2 | 19 | 15 | 3 | 2 | 40.91 |
| 4 | Investigate unusual odors. | 44 | 4.41 | 4 | 100.00 | 2 | 23 | 16 | 2 | 3 | 40.91 |
| 5 | Investigate unusual sounds. | 44 | 4.43 | 4.5 | 100.00 | 2 | 23 | 17 | 3 | 1 | 45.45 |
| 6 | Identify and observe group agitators. | 44 | 4.82 | 5 | 100.00 | 2 | 14 | 24 | 6 | 0 | 68.18 |
| 7 | Respond to and control hostage situations. | 39 | 5.77 | 6 | 88.64 | 3 | 2 | 16 | 10 | 12 | 59.09 |
| | Report irregular or unusual incidents to supervisor in a timely manner. | 44 | 4.89 | 5 | 100.00 | 2 | 23 | 15 | 6 | 0 | 47.73 |
| 9 | Secure scene of possible crime. | 40 | 5.40 | 5.5 | 90.91 | 3 | 2 | 15 | 23 | 1 | 86.36 |
| 10 | Collect evidence and property from scene of crime. | 38 | 5.26 | 5 | 86.36 | 3 | 2 | 14 | 19 | 3 | 75.00 |
| 11 | Diagram crime scene. | 34 | 4.97 | 5 | 77.27 | 3 | 4 | 12 | 14 | 5 | 59.09 |
| 12 | Document chain of evidence. | 37 | 5.27 | 5 | 84.09 | 3 | 6 | 9 | 21 | 2 | 68.18 |
| 13 | Package evidence. | 37 | 5.16 | 5 | 84.09 | 2 | 6 | 13 | 16 | 3 | 65.91 |
| 14 | Prepare complete report of criminal incident. | 44 | 5.18 | 5 | 100.00 | 2 | 5 | 17 | 21 | 1 | 86.36 |
| 15 | Take statements from victims, witnesses etc. | 44 | 4.93 | 5 | 100.00 | 2 | 8 | 21 | 14 | 1 | 79.55 |
| 16 | Participate in large scale search, i. e., lock down. | 43 | 5.14 | 5 | 97.73 | 2 | 10 | 22 | 10 | 0 | 72.73 |
| 17 | Reason with inmates in tense situations | 43 | 5.07 | 5 | 97.73 | 2 | 9 | 26 | 8 | 0 | 77.27 |
| | Move inmates to evacuate area/jail in accordance with emergency plans. | 42 | 5.50 | 5.5 | 95.45 | 2 | 22 | 16 | 4 | 1 | 45.45 |
| | | | | | | | | | | | |
| | General | | | | | | | | | | |
| 1 | Receive and process bond related paperwork. | 42 | 4.45 | 4 | 95.45 | 1 | 30 | 8 | 4 | 0 | 27.27 |

| Wyoming Tasks - Supervisor | | | | | | | | | | | | |
|----------------------------|---|-------|------|--------|--------|----|-----|-----|-----|-----|----------|--|
| | | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 | |
| 2 | Check individual making bond for outstanding warrants and warrants. | 38 | 4.58 | 4 | 86.36 | 1 | 26 | 9 | 3 | 0 | 27.27 | |
| 3 | Record changes in bonds. | 40 | 4.40 | 4 | 90.91 | 1 | 29 | 10 | 1 | 0 | 25.00 | |
| 4 | Inform bonding agents of conditions for bonding. | 36 | 4.03 | 4 | 81.82 | 1 | 28 | 9 | 0 | 0 | 20.45 | |
| 5 | Check license of bondsman. | 28 | 4.39 | 4.5 | 63.64 | 1 | 20 | 8 | 1 | 0 | 20.45 | |
| 6 | Update information on bonding agencies. | 29 | 3.79 | 4 | 65.91 | 1 | 21 | 8 | 0 | 0 | 18.18 | |
| 7 | Speak to court personnel concerning bail and bonding arrangements relating to specific inmates. | 36 | 3.89 | 4 | 81.82 | 1 | 27 | 10 | 0 | 0 | 22.73 | |
| 8 | Collect and receipt bond money. | 38 | 4.53 | 4 | 86.36 | 1 | 27 | 11 | 0 | 0 | 25.00 | |
| 9 | Prepare basic meal for inmates. | 20 | 3.80 | 3.5 | 45.45 | 1 | 17 | 4 | 0 | 0 | 9.09 | |
| 10 | Serve food to inmates. | 42 | 3.83 | 4 | 95.45 | 1 | 40 | 2 | 0 | 0 | 4.55 | |
| 11 | Detect/recognize inmate's suicidal tendencies. | 44 | 5.68 | 6 | 100.00 | 2 | 5 | 18 | 18 | 3 | 81.82 | |
| 12 | Recognize and apply PREA standards as appropriate. | 39 | 5.41 | 6 | 88.64 | 3 | 4 | 14 | 19 | 3 | 75.00 | |
| 13 | Report abuse of inmates and relevant laws. | 42 | 5.40 | 5.5 | 95.45 | 2 | 6 | 19 | 17 | 1 | 81.82 | |
| 14 | Clean and inspect weapons. | 43 | 4.88 | 5 | 97.73 | 2 | 10 | 12 | 20 | 1 | 72.73 | |
| 15 | Distribute reading material to inmates. | 39 | 2.77 | 2 | 88.64 | 1 | 35 | 4 | 0 | 0 | 9.09 | |
| 16 | Distribute cleaning materials to trustees. | 42 | 3.12 | 3 | 95.45 | 1 | 39 | 3 | 0 | 0 | 6.82 | |
| 17 | Collect and/or distribute inmate canteen orders. | 36 | 2.92 | 3 | 81.82 | 1 | 33 | 2 | 0 | 0 | 4.55 | |
| 18 | Inspect cell housing areas for combustible materials. | 42 | 4.38 | 4 | 95.45 | 1 | 26 | 15 | 1 | 0 | 36.36 | |
| 19 | Inspect all fire doors for proper operation, both manually and electronically. | 30 | 4.50 | 4.5 | 68.18 | 1 | 23 | 5 | 0 | 1 | 11.36 | |
| 20 | Receive and record money for inmates' trust accounts. | 37 | 4.11 | 4 | 84.09 | 1 | 30 | 6 | 1 | 0 | 15.91 | |
| 21 | Place hold on inmate and notify department requesting the hold. | 40 | 4.63 | 4 | 90.91 | 1 | 28 | 10 | 1 | 1 | 25.00 | |
| 22 | Perform general housekeeping duties on common areas. | 40 | 3.05 | 3 | 93.02 | 1 | 37 | 3 | 0 | 0 | 6.82 | |
| 23 | Inspect duty station for fire and security hazards. | 38 | 3.68 | 4 | 86.36 | 1 | 31 | 7 | 0 | 0 | 15.91 | |
| 24 | Receive and release inmate property. | 43 | 3.81 | 4 | 97.73 | 1 | 36 | 7 | 0 | 0 | 15.91 | |
| 25 | Prepare uniform and personal equipment for inspection. | 39 | 3.62 | 3 | 88.64 | 1 | 32 | 5 | 1 | 0 | 13.64 | |

| | Wyoming Tasks - Supervisor | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 |
|----|---|-------|------|--------|--------|----|-----|-----|-----|-----|----------|
| 26 | Sit on infraction/disciplinary board to hear testimony and render judgment (or recommend judgment). | 33 | 4.00 | 4 | 75.00 | 2 | 16 | 14 | 2 | 1 | 36.36 |
| 27 | Maintain Security watch at hospital or doctor's office. | 42 | 5.19 | 5 | 95.45 | 2 | 10 | 24 | 8 | 0 | 72.73 |
| 28 | Attend and present testimony at inmate's disciplinary hearing. | 33 | 3.97 | 4 | 75.00 | 2 | 14 | 16 | 3 | 0 | 43.18 |
| 29 | Train new detention officers. | 40 | 5.23 | 5 | 90.91 | 3 | 7 | 9 | 4 | 20 | 29.55 |
| 30 | Investigate and report injuries occurring to inmates. | 44 | 4.77 | 5 | 100.00 | 2 | 19 | 20 | 5 | 0 | 56.82 |
| 32 | Process and supervise pre-trial detainees. | 44 | 4.66 | 5 | 100.00 | 2 | 15 | 24 | 5 | 0 | 65.91 |
| 33 | Explain work release to inmates and employers. | 23 | 3.78 | 4 | 52.27 | 2 | 14 | 6 | 1 | 1 | 15.91 |
| 34 | Go on patrol to check actual attendance at work site. | 17 | 3.82 | 4 | 38.64 | 1 | 12 | 3 | 0 | 1 | 6.82 |
| 35 | Check in and check out work release participants. | 23 | 4.17 | 4 | 52.27 | 1 | 15 | 6 | 0 | 1 | 13.64 |
| 36 | Check with employers on the status of work release inmates. | 21 | 4.29 | 4 | 47.73 | 2 | 13 | 5 | 1 | 1 | 13.64 |
| 37 | Present evidence in legal proceedings. | 32 | 4.66 | 5 | 72.73 | 2 | 9 | 12 | 8 | 3 | 45.45 |
| 38 | Supervise inmates at meals. | 41 | 3.83 | 4 | 93.18 | 1 | 30 | 7 | 3 | 0 | 22.73 |
| 39 | Supervise disposal of food and collection of utensils. | 36 | 4.08 | 4 | 81.82 | 1 | 25 | 9 | 2 | 0 | 25.00 |
| 40 | Supervise inmates in day room. | 41 | 4.44 | 4 | 93.18 | 1 | 24 | 14 | 3 | 0 | 38.64 |
| 41 | Escort inmate to appointment outside jail. | 44 | 5.25 | 5 | 100.00 | 2 | 13 | 23 | 8 | 0 | 70.45 |
| 42 | Guard inmate in court. | 40 | 5.33 | 5 | 90.91 | 2 | 8 | 22 | 10 | 0 | 72.73 |
| 43 | Escort inmate on commercial aircraft. | 22 | 5.32 | 6 | 50.00 | 3 | 5 | 7 | 2 | 8 | 20.45 |
| 44 | Escort inmate to funeral home or hospital to visit a relative. | 21 | 4.71 | 5 | 47.73 | 2 | 5 | 11 | 3 | 2 | 31.82 |
| 45 | Release inmate according to jail procedures. | 42 | 4.71 | 5 | 95.45 | 1 | 31 | 10 | 1 | 0 | 25.00 |
| 46 | Process release papers of inmate. | 43 | 4.56 | 5 | 97.73 | 1 | 31 | 9 | 2 | 1 | 25.00 |
| 47 | Observe inmates and visitors for passage of contraband in visiting room or during visit. | 31 | 4.84 | 5 | 70.45 | 1 | 19 | 11 | 1 | 0 | 27.27 |
| 48 | Observe inmates and visitors to prevent inappropriate behavior. | 40 | 4.38 | 4 | 90.91 | 1 | 29 | 10 | 2 | 0 | 27.27 |
| 49 | Operate vehicles to transport inmates. | 44 | 5.02 | 5 | 100.00 | 2 | 11 | 20 | 12 | 1 | 72.73 |
| 50 | Provide security in courtrooms and adjacent areas. | 38 | 5.29 | 5 | 86.36 | 2 | 9 | 22 | 7 | 0 | 65.91 |
| 51 | Search courtroom and adjacent areas for hidden weapons and contraband. | 36 | 5.36 | 6 | 81.82 | 2 | 10 | 16 | 8 | 2 | 54.55 |

| Wyoming Tasks - Supervisor | | | | | | | | | | | |
|----------------------------|---|-------|------|--------|--------|----|-----|-----|-----|-----|----------|
| | | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 |
| 52 | Supervise inmate work details. | 31 | 4.48 | 5 | 70.45 | 2 | 15 | 14 | 1 | 1 | 34.09 |
| 53 | Assign inmates to work details. | 30 | 3.77 | 4 | 68.18 | 1 | 19 | 9 | 1 | 1 | 22.73 |
| | | | | | | | | | | | |
| | Equipment and Transportation Checklist | | | | | | | | | | |
| 1 | Closed circuit television monitor | 42 | 4.38 | 4 | 95.45 | 1 | 37 | 4 | 1 | 0 | 11.36 |
| 2 | Closed circuit television cameras | 44 | 4.41 | 4 | 100.00 | 1 | 37 | 5 | 1 | 0 | 13.64 |
| 3 | Fire alarm | 39 | 4.62 | 5 | 88.64 | 1 | 33 | 4 | 1 | 1 | 11.36 |
| 4 | Entry alarm | 36 | 4.64 | 5 | 81.82 | 1 | 30 | 4 | 2 | 0 | 13.64 |
| 5 | Sensor alarm | 34 | 4.50 | 4.5 | 77.27 | 1 | 29 | 3 | 1 | 1 | 9.09 |
| 6 | Broom | 40 | 2.75 | 2 | 90.91 | 1 | 37 | 2 | 1 | 0 | 6.82 |
| 7 | Mop | 41 | 2.83 | 2 | 93.18 | 1 | 38 | 2 | 1 | 0 | 6.82 |
| 8 | Floor Buffer | 34 | 2.74 | 2 | 77.27 | 1 | 31 | 2 | 1 | 0 | 6.82 |
| 9 | Computer terminal/keyboard/mouse. | 43 | 3.65 | 3 | 97.73 | 1 | 40 | 1 | 2 | 0 | 6.82 |
| 10 | Handcuffs | 43 | 5.02 | 5 | 97.73 | 2 | 6 | 15 | 22 | 0 | 84.09 |
| 11 | Leg irons | 44 | 5.02 | 5 | 100.00 | 2 | 8 | 15 | 21 | 0 | 81.82 |
| 12 | Waist Chain | 44 | 4.95 | 5 | 100.00 | 2 | 8 | 16 | 20 | 0 | 81.82 |
| 13 | Waist Belt | 38 | 4.79 | 5 | 86.36 | 2 | 7 | 15 | 17 | 0 | 72.73 |
| 14 | Plastic hand restraint | 33 | 4.64 | 5 | 75.00 | 2 | 9 | 11 | 14 | 0 | 56.82 |
| 15 | Restraint chair | 43 | 5.21 | 5 | 97.73 | 2 | 9 | 13 | 18 | 3 | 70.45 |
| 16 | Fire extinguisher | 42 | 4.57 | 4 | 95.45 | 2 | 20 | 16 | 4 | 2 | 45.45 |
| 17 | Gas Mask | 33 | 4.76 | 5 | 75.00 | 2 | 14 | 11 | 4 | 5 | 34.09 |
| 18 | Control Panel | 43 | 4.33 | 4 | 97.73 | 1 | 36 | 5 | 1 | 1 | 13.64 |
| 19 | Stun Gun | 40 | 5.08 | 5 | 90.91 | 2 | 17 | 7 | 7 | 9 | 31.82 |
| 20 | Narcain/Naloxone | 39 | 5.21 | 5 | 88.64 | 2 | 13 | 9 | 8 | 9 | 38.64 |
| 21 | Baton | 35 | 4.94 | 5 | 79.55 | 3 | 7 | 9 | 15 | 6 | 54.55 |
| 22 | PPE | 43 | 4.86 | 5 | 97.73 | 2 | 22 | 13 | 7 | 0 | 45.45 |
| 23 | Flashlight | 43 | 3.60 | 4 | 97.73 | 1 | 36 | 6 | 1 | 0 | 15.91 |
| 24 | Fire blanket | 27 | 3.93 | 4 | 61.36 | 2 | 17 | 6 | 2 | 2 | 18.18 |
| 25 | Shock shield | 24 | 4.38 | 4.5 | 54.55 | 2 | 9 | 6 | 4 | 6 | 22.73 |
| 26 | Capture shield | 30 | 4.60 | 4 | 68.18 | 2 | 8 | 10 | 6 | 6 | 36.36 |
| 27 | Tourniquet | 42 | 5.33 | 6 | 95.45 | 2 | 7 | 17 | 9 | 9 | 59.09 |
| 28 | Quikclot | 29 | 4.79 | 5 | 65.91 | 2 | 9 | 8 | 6 | 6 | 31.82 |

| Wyoming Tasks - Supervisor | | | | | | | | | | |
|----------------------------|-------|------|--------|--------|----|-----|-----|-----|-----|----------|
| | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 |
| 29 | 43 | 3.40 | 3 | 97.73 | 1 | 34 | 7 | 1 | 0 | 18.18 |
| 30 | 37 | 3.73 | 4 | 84.09 | 2 | 11 | 20 | 8 | 0 | 63.64 |
| 31 | 43 | 3.95 | 4 | 97.73 | 2 | 17 | 20 | 6 | 0 | 59.09 |
| 32 | 21 | 4.76 | 4 | 47.73 | 3 | 5 | 6 | 2 | 10 | 18.18 |
| 33 | 19 | 4.47 | 4 | 43.18 | 3 | 5 | 5 | 2 | 10 | 15.91 |
| 34 | 43 | 4.81 | 5 | 97.73 | 2 | 5 | 14 | 24 | 0 | 86.36 |
| 35 | 30 | 4.50 | 4.5 | 68.18 | 2 | 7 | 11 | 5 | 7 | 36.36 |
| 36 | 23 | 4.57 | 5 | 52.27 | 3 | 5 | 8 | 4 | 8 | 27.27 |
| 37 | 32 | 3.91 | 4 | 72.73 | 2 | 19 | 11 | 2 | 1 | 29.55 |
| 38 | 37 | 4.05 | 4 | 84.09 | 1 | 24 | 10 | 3 | 0 | 29.55 |
| 39 | 44 | 2.64 | 2 | 100.00 | 1 | 40 | 2 | 1 | 0 | 6.82 |
| 40 | 17 | 1.88 | 2 | 38.64 | 1 | 19 | 1 | 1 | 0 | 4.55 |
| 41 | 23 | 5.22 | 5 | 52.27 | 3 | 4 | 6 | 11 | 5 | 38.64 |
| 42 | 30 | 5.33 | 5 | 68.18 | 3 | 6 | 6 | 13 | 6 | 43.18 |
| 43 | 28 | 5.36 | 5 | 63.64 | 3 | 5 | 6 | 13 | 6 | 43.18 |
| 44 | 43 | 5.72 | 6 | 97.73 | 3 | 3 | 8 | 30 | 2 | 86.36 |
| 45 | 25 | 4.80 | 5 | 56.82 | 2 | 10 | 10 | 4 | 1 | 31.82 |
| 46 | 39 | 4.46 | 4 | 88.64 | 2 | 17 | 16 | 6 | 1 | 50.00 |
| 47 | 39 | 4.44 | 4 | 88.64 | 2 | 16 | 16 | 6 | 1 | 50.00 |
| 48 | 32 | 4.41 | 4 | 72.73 | 2 | 12 | 14 | 4 | 2 | 40.91 |
| 49 | 13 | 3.15 | 3 | 29.55 | 2 | 6 | 4 | 2 | 2 | 13.64 |
| 50 | 13 | 3.69 | 4 | 29.55 | 2 | 9 | 2 | 1 | 1 | 6.82 |
| 51 | 44 | 4.75 | 5 | 100.00 | 1 | 28 | 12 | 3 | 0 | 34.09 |
| 52 | 37 | 4.59 | 5 | 84.09 | 1 | 26 | 8 | 2 | 0 | 22.73 |
| 53 | 37 | 3.86 | 4 | 84.09 | 1 | 32 | 3 | 1 | 0 | 9.09 |
| 54 | 20 | 2.95 | 3 | 45.45 | 1 | 16 | 2 | 1 | 0 | 6.82 |
| 55 | 25 | 4.20 | 4 | 56.82 | 2 | 7 | 8 | 8 | 3 | 36.36 |
| 56 | 23 | 5.17 | 4 | 52.27 | 2 | 9 | 5 | 3 | 6 | 18.18 |
| 57 | 27 | 4.56 | 5 | 61.36 | 2 | 10 | 7 | 8 | 3 | 34.09 |
| 58 | 34 | 4.26 | 4 | 77.27 | 2 | 17 | 8 | 7 | 0 | 34.09 |
| 59 | 43 | 4.56 | 5 | 97.73 | 2 | 20 | 12 | 6 | 3 | 40.91 |
| 60 | 31 | 3.45 | 3 | 70.45 | 1 | 26 | 4 | 1 | 0 | 11.36 |

| Wyoming Tasks - Supervisor | | | | | | | | | | | | |
|----------------------------|-------|------|--------|-------|----|-----|-----|-----|-----|----------|--|--|
| | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 | | |
| 61 | 15 | 2.00 | 1 | 34.09 | 1 | 12 | 2 | 1 | 0 | 6.82 | | |
| 62 | 41 | 4.78 | 5 | 93.18 | 1 | 29 | 9 | 4 | 1 | 29.55 | | |
| 63 | 34 | 4.06 | 4 | 77.27 | 1 | 25 | 6 | 2 | 0 | 18.18 | | |
| 64 | 20 | 3.15 | 3.5 | 45.45 | 1 | 16 | 3 | 1 | 0 | 9.09 | | |
| 65 | 11 | 2.91 | 3 | 25.00 | 2 | 5 | 2 | 1 | 3 | 6.82 | | |
| 66 | 28 | 4.14 | 4 | 63.64 | 2 | 15 | 7 | 1 | 5 | 18.18 | | |
| 67 | 29 | 4.52 | 4 | 65.91 | 2 | 10 | 9 | 3 | 8 | 27.27 | | |
| 68 | 43 | 4.79 | 5 | 97.73 | 1 | 30 | 10 | 3 | 0 | 29.55 | | |
| 69 | 28 | 3.39 | 3 | 63.64 | 1 | 24 | 2 | 1 | 0 | 6.82 | | |
| 70 | 14 | 3.29 | 3.5 | 31.82 | 1 | 12 | 1 | 1 | 0 | 4.55 | | |
| 71 | 21 | 2.86 | 3 | 47.73 | 1 | 18 | 2 | 1 | 1 | 6.82 | | |
| 72 | 27 | 2.44 | 2 | 61.36 | 1 | 25 | 1 | 1 | 1 | 4.55 | | |
| 73 | 16 | 3.38 | 3.5 | 36.36 | 2 | 9 | 2 | 1 | 5 | 6.82 | | |
| 74 | 20 | 3.50 | 4 | 45.45 | 2 | 13 | 5 | 2 | 1 | 15.91 | | |
| 75 | 33 | 3.64 | 3 | 75.00 | 2 | 21 | 6 | 1 | 4 | 15.91 | | |
| 76 | 17 | 3.59 | 4 | 38.64 | 2 | 9 | 4 | 2 | 3 | 13.64 | | |
| 77 | 12 | 4.25 | 4 | 27.27 | 2 | 6 | 4 | 1 | 3 | 11.36 | | |
| 78 | 30 | 2.30 | 1.5 | 68.18 | 1 | 28 | 2 | 1 | 0 | 6.82 | | |
| 79 | 32 | 3.31 | 3 | 72.73 | 1 | 25 | 4 | 1 | 1 | 11.36 | | |
| 80 | 27 | 2.59 | 2 | 61.36 | 1 | 22 | 2 | 1 | 1 | 6.82 | | |
| 81 | 27 | 3.74 | 4 | 61.36 | 1 | 21 | 4 | 1 | 0 | 11.36 | | |
| 82 | 16 | 2.88 | 2 | 36.36 | 1 | 13 | 1 | 1 | 1 | 4.55 | | |
| 83 | 21 | 3.24 | 3 | 47.73 | 1 | 17 | 3 | 1 | 0 | 9.09 | | |
| 84 | 19 | 3.16 | 3 | 43.18 | 1 | 15 | 3 | 2 | 0 | 11.36 | | |
| 85 | 32 | 1.75 | 1 | 72.73 | 1 | 29 | 1 | 1 | 0 | 4.55 | | |
| 86 | 41 | 3.39 | 3 | 93.18 | 1 | 38 | 1 | 1 | 0 | 4.55 | | |
| 87 | 42 | 2.88 | 3 | 95.45 | 1 | 39 | 1 | 1 | 0 | 4.55 | | |
| 88 | 38 | 2.79 | 3 | 86.36 | 1 | 36 | 1 | 1 | 0 | 4.55 | | |
| 89 | 34 | 2.94 | 3 | 77.27 | 1 | 32 | 1 | 1 | 0 | 4.55 | | |
| 90 | 33 | 3.15 | 3 | 75.00 | 1 | 30 | 2 | 1 | 0 | 6.82 | | |
| 91 | 18 | 2.17 | 2 | 40.91 | 1 | 16 | 1 | 1 | 0 | 4.55 | | |
| 92 | 43 | 4.07 | 4 | 97.73 | 1 | 37 | 4 | 2 | 0 | 13.64 | | |

| Wyoming Tasks - Supervisor | | | | | | | | | | | |
|----------------------------|---|-------|--------|--------|-------|----|-----|-----|-----|-----|----------|
| | | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 |
| 93 | Emergency generator | 24 | 4.00 | 4 | 54.55 | 1 | 19 | 2 | 1 | 1 | 6.82 |
| 94 | Central booking system terminal | 40 | 4.13 | 4 | 90.91 | 1 | 36 | 3 | 1 | 0 | 9.09 |
| 95 | Emergency smoke exhaust equipment | 29 | 4.17 | 4 | 65.91 | 1 | 24 | 3 | 1 | 1 | 9.09 |
| 96 | Nitrile gloves | 42 | 3.98 | 4 | 95.45 | 1 | 35 | 6 | 1 | 0 | 15.91 |
| 97 | N-95 | 35 | 3.51 | 3 | 79.55 | 1 | 29 | 6 | 1 | 0 | 15.91 |
| | | | | | | | | | | | |
| | Physical Exertion | | | | | | | | | | |
| | Run on flat surface (e. g., hallway, sidewalk, roadway, 1 etc.) | | | | | | | | | | |
| | Maximum distance in feet | 31 | 451.94 | 150 | 70.45 | | | | | | |
| | Run on varying terrain, (e. g., brush, mud, swamp, hole, 2 etc.) | | | | | | | | | | |
| | Maximum distance in feet | 13 | 684.62 | 100 | 29.55 | | | | | | |
| 3 | Walk Continuously | | | | | | | | | | |
| | Maximum time in hours | 33 | 4.61 | 4 | 75.00 | | | | | | |
| 4 | Stand Continuously | | | | | | | | | | |
| | Maximum time in hours | 35 | 4.26 | 3 | 79.55 | | | | | | |
| 5 | Walk up/down stairs | | | | | | | | | | |
| | Maximum number of flights | 33 | 12.88 | 6 | 75.00 | | | | | | |
| 6 | Lift and carry a heavy weight up or down stairs. | | | | | | | | | | |
| | Maximum number of flights | 23 | 5.96 | 2 | 52.27 | | | | | | |
| | Maximum Weight | 23 | 71.74 | 50 | 52.27 | | | | | | |
| | Sit continuously, (e. g., security post, vehicle operation, 7 etc.) | | | | | | | | | | |
| | Maximum time in hours | 37 | 5.95 | 4 | 84.09 | | | | | | |
| 8 | Run up/down stairs. | | | | | | | | | | |
| | Maximum number of flights | 28 | 4.61 | 2 | 63.64 | | | | | | |
| 9 | Climb or pull oneself over an obstacle, (e. g., fence) | | | | | | | | | | |
| | Maximum height of obstacle in feet. | 10 | 4.80 | 5 | 22.73 | | | | | | |
| 10 | Drag a person(s) to safety | | | | | | | | | | |
| | Maximum distance in feet. | 12 | 67.50 | 62.5 | 27.27 | | | | | | |
| | Maximum weight of person in pounds | 14 | 215.00 | 200 | 31.82 | | | | | | |

| Wyoming Tasks - Supervisor | | | | | | | | | | | |
|----------------------------|---|-------|--------|--------|-------|----|-----|-----|-----|-----|----------|
| | | Count | AVG | Median | % ans | WL | WL1 | WL2 | WL3 | WL4 | % 2 or 3 |
| 11 | Lift objects up off the ground without assistance. | | | | | | | | | | |
| | Maximum lift-height in inches | 29 | 38.86 | 36 | 65.91 | | | | | | |
| | Maximum weight of object in pounds | 31 | 52.90 | 50 | 70.45 | | | | | | |
| 12 | Lift objects up off the ground with assistance. | | | | | | | | | | |
| | Maximum lift-height in inches | 22 | 35.82 | 36 | 50.00 | | | | | | |
| | Maximum weight of object in pounds | 23 | 116.30 | 100 | 52.27 | | | | | | |
| 13 | Carry non-resisting person with assistance | | | | | | | | | | |
| | Maximum weight of person in pounds | 22 | 197.27 | 195 | 50.00 | | | | | | |
| | Maximum distance in feet | 22 | 81.50 | 25 | 50.00 | | | | | | |
| 14 | Lift objects down from elevated surface, (e. g., waist high or above, and place on ground or floor). | | | | | | | | | | |
| | Maximum weight in pounds. | 27 | 40.93 | 40 | 61.36 | | | | | | |
| 15 | Climb/pull oneself onto a large piece of equipment or object, (e. g., loading dock, truck, trailer, etc.) | | | | | | | | | | |
| | Maximum height in feet | 17 | 4.71 | 4 | 38.64 | | | | | | |
| 16 | Bend over to help person to standing. | | | | | | | | | | |
| | Maximum weight of person in pounds | 29 | 213.45 | 200 | 65.91 | | | | | | |
| 17 | Jump/vault over raised barrier. | | | | | | | | | | |
| | Maximum height of barrier in inches. | 7 | 40.14 | 48 | 15.91 | | | | | | |
| 18 | Grip and hold a person to maintain physical control. | | | | | | | | | | |
| | Maximum time in minutes | 30 | 11.33 | 10 | 68.18 | | | | | | |
| | Maximum weight of person in pounds | 30 | 225.83 | 200 | 68.18 | | | | | | |
| 19 | Extract/place a struggling/resisting person in/from cell or vehicle. | | | | | | | | | | |
| | Maximum time of effort in minutes | 32 | 10.63 | 10 | 72.73 | | | | | | |
| | Maximum weight of person in pounds | 31 | 217.74 | 200 | 70.45 | | | | | | |
| 20 | Hold/restrain a struggling person. | | | | | | | | | | |
| | Maximum time of effort in minutes | 34 | 12.76 | 10 | 77.27 | | | | | | |
| | Maximum weight of person in pounds | 34 | 214.12 | 200 | 77.27 | | | | | | |
| 21 | Physically defend against and control an attacking person. | | | | | | | | | | |
| | Maximum time of effort in minutes | 22 | 9.50 | 5 | 50.00 | | | | | | |

OFFICER TASK DATA

| Wyoming Tasks - Officer | | Count | AVG | Median | % ans |
|-------------------------|---|-------|------|--------|--------|
| Human Relations | | | | | |
| 1 | Talk with inmates to settle disputes. | 75 | 6.35 | 6 | 100.00 |
| 2 | Talk with inmates to resolve disciplinary problems. | 75 | 5.51 | 5 | 100.00 |
| 3 | Provide short-term crisis intervention counseling to emotionally upset inmates. | 75 | 4.75 | 5 | 100.00 |
| 4 | Refer inmate to outside source, e. g., minister, mental health, etc. to help with his/her personal or emotional problems. | 71 | 4.04 | 4 | 94.67 |
| 5 | Provide advice to inmate concerning non-emergency personal problem, e. g., home issues. | 70 | 4.34 | 4 | 93.33 |
| 6 | Answer inmate's questions concerning court system, procedures and sentencing. | 75 | 6.67 | 7 | 100.00 |
| 7 | Identify and monitor inmates showing signs of possible mental or emotional disturbance. | 75 | 6.04 | 6 | 100.00 |
| 8 | Identify inadequate levels of inmate's personal hygiene and encourage personal cleanliness. | 75 | 4.92 | 5 | 100.00 |
| 9 | Identify inmates showing signs of homosexual behavior. | 60 | 2.65 | 2.5 | 80.00 |
| 10 | Identify signs of homosexual panic in inmates and respond to such behavior. | 41 | 2.15 | 2 | 54.67 |
| 11 | Recognize (identify) inmate groups and their composition. | 71 | 4.83 | 5 | 94.67 |
| 12 | Recognize behavioral characteristics of violent inmates. | 75 | 5.84 | 6 | 100.00 |
| 13 | Instruct inmates in jail rules and regulations. | 75 | 6.80 | 7 | 100.00 |
| 14 | Arrange for professional assistance for inmate's personal problems. | 60 | 3.65 | 4 | 80.00 |
| 15 | Refer inmates for assistance in areas such as reading, GED, etc. | 52 | 2.46 | 2 | 69.33 |
| 16 | Observe inmate group behavior to identify unrest and the causes thereof. | 70 | 5.27 | 5 | 93.33 |
| 17 | Apply principles of progressive discipline. | 71 | 4.97 | 5 | 94.67 |
| 18 | Identify stress causing factors in jail and act to reduce them. | 74 | 5.49 | 5 | 98.67 |
| 19 | Observe person to recognize medical/emotional problems at time of initial incarceration. | 75 | 6.23 | 7 | 100.00 |
| 20 | Explain legal/judicial terminology to inmate, e. g., split sentence. | 73 | 5.48 | 5 | 97.33 |
| 21 | Explain their legal rights to inmates. | 70 | 4.90 | 5 | 93.33 |
| 22 | Help inmates contact legal counsel. | 67 | 5.21 | 5 | 89.33 |
| 23 | Help inmate contact bondsman. | 63 | 4.56 | 5 | 84.00 |
| 24 | Call court clerk to check status of inmate's case. | 55 | 3.73 | 3 | 73.33 |
| 25 | Supervise special inmate activities, e. g., religious services, seminars, etc. | 62 | 4.95 | 6 | 82.67 |
| 26 | Answer questions from public concerning inmates. | 66 | 6.26 | 7 | 88.00 |
| 27 | Escort inmates to appointments inside jail. | 75 | 7.03 | 7 | 100.00 |
| 28 | Work with elderly and/or disabled inmates. | 75 | 5.39 | 5 | 100.00 |

| Wyoming Tasks - Officer | | Count | AVG | Median | % ans |
|---|---|-------|------|--------|--------|
| Duty to Intervene and Ethical Behavior | | | | | |
| 1 | Intervene to stop/prevent fellow officer from making a procedural mistake. | 70 | 3.40 | 3 | 93.33 |
| 2 | Intervene to stop/prevent fellow officer from using unreasonable force. | 38 | 1.68 | 1 | 50.67 |
| 3 | Intervene to stop/prevent fellow officer from doing something unethical. | 36 | 1.64 | 1 | 48.00 |
| 4 | Intervene to stop/prevent fellow officer from doing something that is unsafe. | 64 | 2.55 | 3 | 85.33 |
| 5 | Intervene to stop/prevent fellow officer from violating jail policy/rules/regulations. | 56 | 2.30 | 2 | 74.67 |
| 6 | Discuss incorrect, inappropriate, or unethical conduct of fellow officer with a supervisor. | 51 | 2.22 | 2 | 68.00 |
| 7 | Defuse a stressful event involving fellow officer. | 62 | 2.42 | 2 | 82.67 |
| 8 | Communicate effectively with fellow officer during disputes/disagreements. | 71 | 3.17 | 3 | 94.67 |
| 9 | Mediate to resolve differences between fellow officers. | 56 | 2.59 | 2 | 74.67 |
| 10 | Maintain positive relationships with fellow officers. | 75 | 7.60 | 8 | 100.00 |
| 11 | Maintain a calm demeanor when experiencing criticism from fellow officer, supervisors, or inmates. | 74 | 5.23 | 5 | 98.67 |
| 12 | Mediate disputes between fellow officer and an inmate. | 68 | 3.13 | 3 | 90.67 |
| 13 | Recognize patterns of behavior among peers to identify potential suicide risk. | 44 | 2.73 | 2 | 58.67 |
| 14 | Recognize the importance of ethical standards and their application to workplace duties. | 73 | 7.07 | 8 | 97.33 |
| 15 | Recognize and report misuse of social media by fellow officers | 27 | 1.74 | 1 | 36.00 |
| Administrative Activities | | | | | |
| 1 | Prepare documents or records for filing, e. g., label, alphabetize, list or arrange in chronological order. | 73 | 7.21 | 8 | 97.33 |
| 2 | Search inmate mail and parcels. | 73 | 6.74 | 7 | 97.33 |
| 3 | Censor inmate mail. | 67 | 5.99 | 7 | 89.33 |
| 4 | Sort and/or deliver inmate mail. | 75 | 7.01 | 7 | 100.00 |
| 5 | Write various reports, e. g., incident, infraction, etc. | 74 | 5.72 | 5 | 98.67 |
| 6 | Write in-depth, detailed narrative reports, e. g., major incident report. | 74 | 4.64 | 4 | 98.67 |
| 7 | Write brief reports using short phrases or sentence fragments; e. g., minor incident reports. | 74 | 5.66 | 5 | 98.67 |
| 8 | Confer with supervisor to clarify jail rules, procedures or post matters. | 75 | 4.63 | 4 | 100.00 |
| 9 | Maintain personal notebook, i. e., keep notes on unusual matters, problems, etc. | 60 | 4.58 | 4 | 80.00 |
| 10 | Read and comprehend post orders, jail rules, regulations, SOP's etc. | 75 | 4.83 | 5 | 100.00 |
| 11 | Read and comprehend daily log and shift activity report. | 74 | 7.76 | 8 | 98.67 |

| Wyoming Tasks - Officer | | | | | | |
|-------------------------|--|-------|------|--------|-------|--------|
| | | Count | AVG | Median | % ans | |
| 12 | Conduct intake/receiving interviews and fill out relevant forms. | 71 | 6.49 | 7 | 7 | 94.67 |
| 13 | Prepare inmate movement/traffic/transport sheets, e. g., Court list. | 69 | 5.72 | 6 | 6 | 92.00 |
| 14 | Read court papers (commitments, releases, writs, summonses, detainees, etc.) and explain to inmates. | 72 | 6.35 | 7 | 7 | 96.00 |
| 15 | Read court papers and follow their instructions, e. g., detainer, release, etc. | 73 | 6.40 | 7 | 7 | 97.33 |
| 16 | Fill out jail intake reports, cards, data entry forms, and other standardized forms. | 73 | 6.66 | 7 | 7 | 97.33 |
| 17 | Update inmate status boards. | 66 | 6.98 | 8 | 8 | 88.00 |
| 18 | Record shift activities in log book. | 68 | 8.15 | 8 | 8 | 90.67 |
| 19 | Fill out forms related to federal inmates. | 46 | 3.78 | 3 | 3 | 61.33 |
| 20 | Read and serve legal documents, e. g., warrants, subpoenas, etc. | 72 | 5.29 | 5 | 5 | 96.00 |
| 21 | File and retrieve reports/records in records system. | 71 | 6.35 | 7 | 7 | 94.67 |
| 22 | Identify supply and equipment needs and request they be ordered. | 65 | 4.72 | 5 | 5 | 86.67 |
| 23 | Order supplies and equipment. | 39 | 3.64 | 3 | 3 | 52.00 |
| 24 | Inventory jail supplies and equipment. | 55 | 4.16 | 4 | 4 | 73.33 |
| 25 | Issue linens, bedding etc. to inmates. | 74 | 6.28 | 6 | 6 | 98.67 |
| 26 | Issue personal hygiene supplies to inmates. | 75 | 7.09 | 7 | 7 | 100.00 |
| 27 | Take custody of and record lost and found property. | 46 | 4.15 | 4 | 4 | 61.33 |
| 28 | Maintain record (log) of inmate's visitors. | 58 | 5.69 | 6 | 6 | 77.33 |
| 29 | Discuss apparent error with court personnel to resolve booking problem. | 58 | 3.74 | 3 | 3 | 77.33 |
| 30 | Collect receipt and return inmate's property. | 73 | 6.19 | 7 | 7 | 97.33 |
| 31 | Take ID photos of inmates. | 70 | 6.64 | 7 | 7 | 93.33 |
| 32 | Collect inmate fingerprints. | 74 | 6.59 | 7 | 7 | 98.67 |
| 33 | Suggest changes in jail rules or procedures. | 71 | 3.49 | 3 | 3 | 94.67 |
| 34 | Consider inmate age, sex, charges, etc. to make housing classification. | 73 | 6.04 | 6 | 6 | 97.33 |
| | | | | | | |
| | Emergency/Medical Assistance | | | | | |
| 1 | Apply basic first aid to control bleeding. | 50 | 1.96 | 2 | 2 | 66.67 |
| 2 | Apply basic first aid to treat abrasions. | 52 | 2.00 | 2 | 2 | 69.33 |
| 3 | Apply basic first aid to treat broken bones. | 19 | 1.11 | 1 | 1 | 25.33 |
| 4 | Apply basic first aid to treat heat burns. | 19 | 1.00 | 1 | 1 | 25.33 |
| 5 | Apply basic first aid to treat chemical burns. | 18 | 1.17 | 1 | 1 | 24.00 |
| 6 | Apply basic first aid to treat convulsions. | 50 | 2.36 | 3 | 3 | 66.67 |

| Wyoming Tasks - Officer | | Count | AVG | Median | % ans |
|-------------------------|--|-------|------|--------|--------|
| 7 | Apply basic first aid to treat diabetes reaction/coma. | 43 | 2.05 | 2 | 57.33 |
| 8 | Apply basic first aid to treat electrical shock. | 17 | 1.06 | 1 | 22.67 |
| 9 | Apply basic first aid to treat amputations. | 15 | 1.13 | 1 | 20.00 |
| 10 | Apply basic first aid to treat eye injuries. | 20 | 1.10 | 1 | 26.67 |
| 11 | Apply basic first aid to treat gunshot wounds. | 17 | 1.00 | 1 | 22.67 |
| 12 | Apply basic first aid to treat heart attack. | 27 | 1.56 | 1 | 36.00 |
| 13 | Apply basic first aid to treat heat stroke. | 16 | 1.00 | 1 | 21.33 |
| 14 | Apply basic first aid in response to a hanging. | 39 | 1.56 | 1 | 52.00 |
| 15 | Apply basic first aid to treat lacerations. | 34 | 1.82 | 1.5 | 45.33 |
| 16 | Apply basic first aid to treat drug overdose. | 35 | 1.94 | 2 | 46.67 |
| 17 | Apply basic first aid to treat poisoning. | 18 | 1.06 | 1 | 24.00 |
| 18 | Apply basic first aid to treat choking, e. g., Heimlich Maneuver | 15 | 1.07 | 1 | 20.00 |
| 19 | Apply basic first aid to treat puncture/stab wounds. | 22 | 1.05 | 1 | 29.33 |
| 20 | Apply basic first aid to treat alcoholic seizures. | 53 | 2.17 | 2 | 70.67 |
| 21 | Apply basic first aid to treat shock. | 21 | 1.33 | 1 | 28.00 |
| 22 | Apply basic first aid to treat sprain and strain. | 30 | 1.73 | 1 | 40.00 |
| 23 | Provide assistance to female inmate for gynecological or obstetrical problems. | 23 | 1.78 | 1 | 30.67 |
| 24 | Use oxygen resuscitator. | 25 | 1.56 | 1 | 33.33 |
| 25 | Observe person to recognize symptoms of drug use or overdose. | 68 | 4.28 | 4 | 90.67 |
| 26 | Observe person to recognize symptoms of alcohol overdose or poisoning. | 72 | 4.29 | 4 | 96.00 |
| 27 | Observe person to recognize symptoms of drug or alcohol withdrawal. | 75 | 4.87 | 5 | 100.00 |
| 28 | Change inmates' bandages or dressing. | 38 | 2.24 | 2 | 50.67 |
| 29 | Perform chest compression technique to revive person. | 25 | 1.52 | 1 | 33.33 |
| 30 | Apply mouth to mouth resuscitation. | 15 | 1.07 | 1 | 20.00 |
| 31 | Use oxygen supply device, other than resuscitator, such as an Oxygenator. | 38 | 1.87 | 1 | 50.67 |
| 32 | Dispense non-prescribed medication to inmates. | 52 | 6.08 | 7 | 69.33 |
| 33 | Dispense prescribed medication to inmates. | 59 | 6.42 | 8 | 78.67 |
| 34 | Talk with mental health staff concerning voluntary or involuntary commitment. | 49 | 3.67 | 3 | 65.33 |
| 35 | Talk with nurse or physician concerning inmate's medical condition or treatment. | 70 | 5.04 | 5 | 93.33 |
| 36 | Observe inmate to ensure medication is taken. | 75 | 7.71 | 8 | 100.00 |
| 37 | Observe inmate to assess general physical condition. | 73 | 6.92 | 8 | 97.33 |
| 38 | Maintain inmate medication records or logs. | 54 | 6.69 | 8 | 72.00 |

| Wyoming Tasks - Officer | | Count | AVG | Median | % ans |
|-------------------------|---|-------|------|--------|-------|
| 39 | Store medications in medication locker. | 47 | 6.40 | 8 | 62.67 |
| 40 | Respond to special needs of disabled inmates. | 68 | 3.84 | 3 | 90.67 |
| 41 | Prepare medication doses as prescribed. | 38 | 5.71 | 7.5 | 50.67 |
| 42 | Use Physician Desk Reference to obtain medical information. | 29 | 2.45 | 1 | 38.67 |
| 43 | Describe inmate's medical symptoms to obtain professional advice or assistance. | 60 | 4.13 | 4 | 80.00 |
| 44 | Observe inmate's physical and emotional condition to fill out medical screening form. | 59 | 5.15 | 5 | 78.67 |
| 45 | Use AED to resuscitate person. | 27 | 1.59 | 1 | 36.00 |
| 46 | Use personal protection equipment to prevent contact with communicable disease, blood borne pathogens, etc. | 70 | 6.79 | 8 | 93.33 |
| 47 | Follow standard procedures related to controlling/cleaning spills of bodily fluids. | 65 | 4.62 | 4 | 86.67 |
| | | | | | |
| | Physical Activities | | | | |
| 1 | Help carry a person on a stretcher. | 46 | 1.80 | 1 | 61.33 |
| 2 | Run short distances at full sprint. | 63 | 3.56 | 3 | 84.00 |
| 3 | Run after a fleeing inmate. | 26 | 1.73 | 1 | 34.67 |
| 4 | Run up stairs. | 58 | 3.95 | 3 | 77.33 |
| 5 | Run down stairs. | 58 | 4.16 | 3.5 | 77.33 |
| 6 | Stand for long periods of time e. g., more than 4 hours. | 69 | 5.26 | 5 | 92.00 |
| 7 | Subdue attacking persons. | 63 | 3.11 | 3 | 84.00 |
| 8 | Subdue inmate resisting restraint. | 73 | 3.32 | 3 | 97.33 |
| 9 | Use weaponless defense tactics. | 57 | 3.26 | 3 | 76.00 |
| 10 | Tackle or take down fleeing inmate. | 31 | 2.26 | 2 | 41.33 |
| 11 | Jump over obstacles while running. | 34 | 1.71 | 1 | 45.33 |
| 12 | Walk for long periods of time, e. g., more than 4 hours. | 57 | 5.63 | 5 | 76.00 |
| 13 | Sit for long periods of time, e. g., more than 4 hours. | 65 | 5.09 | 5 | 86.67 |
| 14 | Break up fights between two or more persons. | 65 | 2.69 | 3 | 86.67 |
| 15 | Carry, by yourself, an unconscious or immobile person. | 26 | 1.58 | 1 | 34.67 |
| 16 | Carry, with another person, an unconscious or immobile person. | 44 | 2.18 | 2 | 58.67 |
| 17 | Apply restraints. | 74 | 5.43 | 5.5 | 98.67 |
| 18 | Climb ladders. | 40 | 2.40 | 2 | 53.33 |
| 19 | Extend arm into tight spaces to search. | 55 | 3.58 | 3 | 73.33 |
| 20 | Climb or crawl through small openings, e. g., window, crawl space etc. | 29 | 1.76 | 1 | 38.67 |

| Wyoming Tasks - Officer | | Count | AVG | Median | % ans |
|-------------------------|---|-------|------|--------|--------|
| 21 | Drag, by yourself, an unconscious or immobile person. | 27 | 1.44 | 1 | 36.00 |
| 22 | Drag, with another person, an unconscious or immobile person. | 40 | 1.90 | 2 | 53.33 |
| 23 | Drag or push heavy objects. | 63 | 3.21 | 3 | 84.00 |
| 24 | Fire a weapon at a person. | 14 | 1.29 | 1 | 18.67 |
| 25 | Fire weapon in training. | 71 | 3.15 | 3 | 94.67 |
| 26 | Grip person tightly with hand to control their behavior or to prevent their escape. | 66 | 3.62 | 3 | 88.00 |
| 27 | Physically restrain a group of people. | 34 | 2.15 | 2 | 45.33 |
| 28 | Perform duties while wearing heavy equipment, e. g., Scott Air Pack. | 27 | 3.11 | 1 | 36.00 |
| 29 | Physically remove from or place in a cell a resisting person. | 70 | 3.37 | 3 | 93.33 |
| | | | | | |
| | Jail Security | | | | |
| 1 | Count silverware, kitchen utensils and other equipment or tools. | 60 | 6.52 | 8 | 80.00 |
| 2 | Test emergency alarms. | 32 | 2.31 | 2 | 42.67 |
| 3 | Test emergency generator. | 21 | 2.10 | 1 | 28.00 |
| 4 | Test and use communication equipment. | 70 | 7.40 | 8 | 93.33 |
| 5 | Maintain watch of high risk and self-destructive inmates. | 75 | 5.63 | 5 | 100.00 |
| 6 | Maintain key control. | 74 | 7.91 | 9 | 98.67 |
| 7 | Observe body cavity examination. | 30 | 3.63 | 2.5 | 40.00 |
| 8 | Count heads. | 75 | 8.31 | 9 | 100.00 |
| 9 | Inspect security devices, e. g., bars, keys, locks, windows, doors, fences, gates, etc. | 72 | 7.72 | 8 | 96.00 |
| 10 | Participate in jail lock down. | 68 | 6.34 | 7 | 90.67 |
| 11 | Search cells, dorms, etc. | 75 | 6.12 | 6 | 100.00 |
| 12 | Use physical force to maintain order or protect life. | 61 | 3.38 | 3 | 81.33 |
| 13 | Conduct camera surveillance of specific locations. | 75 | 7.80 | 9 | 100.00 |
| 14 | Conduct physical surveillance of specific locations. | 72 | 7.89 | 8 | 96.00 |
| 15 | Compare photograph to identify inmate prior to transport or release. | 61 | 5.33 | 5 | 81.33 |
| 16 | Search visitors by hand. | 34 | 3.32 | 3 | 45.33 |
| 17 | Use metal detectors to search persons. | 47 | 4.40 | 4 | 62.67 |
| 18 | Search property left for inmates. | 69 | 5.23 | 5 | 92.00 |
| 19 | Supervise inmates during recreation and or exercise periods. | 73 | 7.30 | 8 | 97.33 |
| 20 | Operate breathalyzer to test degree of intoxication. | 75 | 6.21 | 6 | 100.00 |
| 21 | Conduct fire drills. | 36 | 1.89 | 2 | 48.00 |

| Wyoming Tasks - Officer | | Count | AVG | Median | % ans |
|-------------------------|--|-------|------|--------|-------|
| 22 | Collect urine specimens. | 63 | 3.98 | 3 | 84.00 |
| 23 | Verify identity of person entering or leaving jail. | 73 | 6.30 | 7 | 97.33 |
| 24 | Conduct strip search of inmates. | 74 | 5.93 | 6 | 98.67 |
| 25 | Perform perimeter watch duty outside jail. | 62 | 5.02 | 5 | 82.67 |
| 26 | Conduct pat down or frisk of inmates. | 74 | 7.45 | 8 | 98.67 |
| 27 | Control physical conflict between inmates. | 70 | 3.87 | 3 | 93.33 |
| 28 | Search delivery or transport vehicle for contraband or escapees. | 67 | 4.15 | 3 | 89.33 |
| 29 | Examine inmate passes to ensure proper movement. | 44 | 6.61 | 8 | 58.67 |
| 30 | Plan strategy for conducting jail search. | 70 | 4.16 | 4 | 93.33 |
| 31 | Seize contraband and or weapons. | 72 | 4.15 | 4 | 96.00 |
| 32 | Conduct inmate roll call. | 62 | 7.05 | 8 | 82.67 |
| 33 | Recognize inmate's deception and/or diversionary tactics. | 72 | 6.79 | 8 | 96.00 |
| 34 | Establish contacts and/or "snitches" among inmates. | 54 | 4.39 | 4 | 72.00 |
| 35 | Use voice orders to control inmate movements. | 73 | 7.70 | 8 | 97.33 |
| 36 | Search visiting rooms, cells and other areas for contraband and weapons. | 73 | 6.38 | 7 | 97.33 |
| 37 | Control movement of persons to blocks, cells common areas, etc. | 73 | 7.77 | 8 | 97.33 |
| 38 | Control non-violent crowds. | 51 | 6.04 | 7 | 68.00 |
| 39 | Operate levers and buttons to let inmates in and out of cells or secure areas. | 71 | 7.93 | 9 | 94.67 |
| 40 | Separate individuals and groups to resolve or prevent conflict. | 74 | 5.04 | 5 | 98.67 |
| 41 | Inform prosecutor of case and intent to seek arrest warrant. | 25 | 2.40 | 2 | 33.33 |
| 42 | Patrol cell blocks and secure areas. | 73 | 8.42 | 9 | 97.33 |
| 43 | Calm distraught persons. | 74 | 5.77 | 6 | 98.67 |
| 44 | Give Miranda warnings. | 37 | 2.16 | 2 | 49.33 |
| 45 | Recognize stealth weapons. | 47 | 3.26 | 3 | 62.67 |
| 46 | Perform indoor security checks. | 73 | 8.07 | 9 | 97.33 |
| | | | | | |
| | Jail Emergency | | | | |
| 1 | Use physical force to break up fights. | 54 | 2.81 | 3 | 72.00 |
| 2 | Escort emergency vehicles. | 25 | 1.92 | 1 | 33.33 |
| 3 | Put out small fires. | 20 | 1.80 | 1 | 26.67 |
| 4 | Investigate unusual odors. | 65 | 3.46 | 3 | 86.67 |
| 5 | Investigate unusual sounds. | 70 | 4.54 | 4 | 93.33 |

| Wyoming Tasks - Officer | | | | | | |
|-------------------------|---|-------|------|--------|-------|--|
| | | Count | AVG | Median | % ans | |
| 6 | Identify and observe group agitators. | 69 | 4.87 | 5 | 92.00 | |
| 7 | Respond to and control hostage situations. | 11 | 1.27 | 1 | 14.67 | |
| 8 | Report irregular or unusual incidents to supervisor in a timely manner. | 73 | 4.66 | 4 | 97.33 | |
| 9 | Secure scene of possible crime. | 45 | 2.27 | 2 | 60.00 | |
| 10 | Collect evidence and property from scene of crime. | 43 | 2.28 | 2 | 57.33 | |
| 11 | Diagram crime scene. | 20 | 1.65 | 1 | 26.67 | |
| 12 | Document chain of evidence. | 40 | 2.13 | 1.5 | 53.33 | |
| 13 | Package evidence. | 53 | 1.89 | 1 | 70.67 | |
| 14 | Prepare complete report of criminal incident. | 56 | 2.39 | 2 | 74.67 | |
| 15 | Take statements from victims, witnesses etc. | 54 | 2.48 | 2 | 72.00 | |
| 16 | Participate in large scale search, i. e., lock down. | 63 | 3.17 | 3 | 84.00 | |
| 17 | Reason with inmates in tense situations | 73 | 4.27 | 4 | 97.33 | |
| 18 | Move inmates to evacuate area/jail in accordance with emergency plans. | 25 | 1.60 | 1 | 33.33 | |
| | General | | | | | |
| 1 | Receive and process bond related paperwork. | 71 | 6.39 | 7 | 94.67 | |
| 2 | Check individual making bond for outstanding wants and warrants. | 66 | 6.08 | 6 | 88.00 | |
| 3 | Record changes in bonds. | 66 | 5.61 | 6 | 88.00 | |
| 4 | Inform bonding agents of conditions for bonding. | 50 | 5.36 | 5 | 66.67 | |
| 5 | Check license of bondsman. | 36 | 3.17 | 3 | 48.00 | |
| 6 | Update information on bonding agencies. | 34 | 2.82 | 2 | 45.33 | |
| 7 | Speak to court personnel concerning bail and bonding arrangements relating to specific inmates. | 55 | 4.56 | 5 | 73.33 | |
| 8 | Collect and receipt bond money. | 68 | 5.25 | 5 | 90.67 | |
| 9 | Prepare basic meal for inmates. | 45 | 4.04 | 3 | 60.00 | |
| 10 | Serve food to inmates. | 73 | 8.41 | 9 | 97.33 | |
| 11 | Detect/recognize inmate's suicidal tendencies. | 74 | 4.72 | 4 | 98.67 | |
| 12 | Recognize and apply PREA standards as appropriate. | 57 | 4.49 | 4 | 76.00 | |
| 13 | Report abuse of inmates and relevant laws. | 43 | 2.91 | 3 | 57.33 | |
| 14 | Clean and inspect weapons. | 66 | 4.32 | 4 | 88.00 | |
| 15 | Distribute reading material to inmates. | 69 | 6.03 | 6 | 92.00 | |
| 16 | Distribute cleaning materials to trustees. | 72 | 6.92 | 7.5 | 96.00 | |

| Wyoming Tasks - Officer | | Count | AVG | Median | % ans |
|-------------------------|---|-------|------|--------|-------|
| 17 | Collect and/or distribute inmate canteen orders. | 70 | 5.59 | 6 | 93.33 |
| 18 | Inspect cell housing areas for combustible materials. | 59 | 5.68 | 6 | 78.67 |
| 19 | Inspect all fire doors for proper operation, both manually and electronically. | 48 | 3.96 | 3 | 64.00 |
| 20 | Receive and record money for inmates' trust accounts. | 60 | 6.00 | 6 | 80.00 |
| 21 | Place hold on inmate and notify department requesting the hold. | 61 | 4.52 | 4 | 81.33 |
| 22 | Perform general housekeeping duties on common areas. | 70 | 6.99 | 8 | 93.33 |
| 23 | Inspect duty station for fire and security hazards. | 62 | 5.50 | 6 | 82.67 |
| 24 | Receive and release inmate property. | 74 | 6.28 | 6 | 98.67 |
| 25 | Prepare uniform and personal equipment for inspection. | 55 | 5.27 | 5 | 73.33 |
| 26 | Sit on infraction/disciplinary board to hear testimony and render judgment (or recommend judgment). | 40 | 3.10 | 3 | 53.33 |
| 27 | Maintain Security watch at hospital or doctor's office. | 74 | 3.22 | 3 | 98.67 |
| 28 | Attend and present testimony at inmate's disciplinary hearing. | 34 | 2.79 | 3 | 45.33 |
| 29 | Train new detention officers. | 54 | 3.65 | 3 | 72.00 |
| 30 | Investigate and report injuries occurring to inmates. | 68 | 3.37 | 3 | 90.67 |
| 32 | Process and supervise pre-trial detainees. | 70 | 6.73 | 7 | 93.33 |
| 33 | Explain work release to inmates and employers. | 32 | 2.69 | 1.5 | 42.67 |
| 34 | Go on patrol to check actual attendance at work site. | 12 | 1.50 | 1 | 16.00 |
| 35 | Check in and check out work release participants. | 27 | 3.00 | 3 | 36.00 |
| 36 | Check with employers on the status of work release inmates. | 13 | 1.23 | 1 | 17.33 |
| 37 | Present evidence in legal proceedings. | 22 | 1.45 | 1 | 29.33 |
| 38 | Supervise inmates at meals. | 62 | 7.73 | 8 | 82.67 |
| 39 | Supervise disposal of food and collection of utensils. | 66 | 7.65 | 8 | 88.00 |
| 40 | Supervise inmates in day room. | 68 | 8.28 | 9 | 90.67 |
| 41 | Escort inmate to appointment outside jail. | 71 | 4.10 | 4 | 94.67 |
| 42 | Guard inmate in court. | 66 | 4.44 | 4 | 88.00 |
| 43 | Escort inmate on commercial aircraft. | 10 | 1.10 | 1 | 13.33 |
| 44 | Escort inmate to funeral home or hospital to visit a relative. | 11 | 1.45 | 1 | 14.67 |
| 45 | Release inmate according to jail procedures. | 72 | 6.47 | 6.5 | 96.00 |
| 46 | Process release papers of inmate. | 72 | 6.28 | 6 | 96.00 |
| 47 | Observe inmates and visitors for passage of contraband in visiting room or during visit. | 48 | 4.69 | 6 | 64.00 |
| 48 | Observe inmates and visitors to prevent inappropriate behavior. | 58 | 5.05 | 6 | 77.33 |

| Wyoming Tasks - Officer | | Count | AVG | Median | % ans |
|-------------------------|--|-------|------|--------|-------|
| 49 | Operate vehicles to transport inmates. | 71 | 4.18 | 4 | 94.67 |
| 50 | Provide security in courtrooms and adjacent areas. | 59 | 4.08 | 4 | 78.67 |
| 51 | Search courtroom and adjacent areas for hidden weapons and contraband. | 46 | 3.72 | 3 | 61.33 |
| 52 | Supervise inmate work details. | 47 | 4.79 | 5 | 62.67 |
| 53 | Assign inmates to work details. | 39 | 3.85 | 3 | 52.00 |
| | | | | | |
| | Equipment and Transportation Checklist | | | | |
| 1 | Closed circuit television monitor | 66 | 8.08 | 9 | 88.00 |
| 2 | Closed circuit television cameras | 63 | 8.25 | 9 | 84.00 |
| 3 | Fire alarm | 32 | 3.28 | 2 | 42.67 |
| 4 | Entry alarm | 35 | 5.23 | 7 | 46.67 |
| 5 | Sensor alarm | 41 | 5.88 | 7 | 54.67 |
| 6 | Broom | 70 | 6.57 | 7 | 93.33 |
| 7 | Mop | 69 | 6.43 | 7 | 92.00 |
| 8 | Floor Buffer | 29 | 2.83 | 2 | 38.67 |
| 9 | Computer terminal/keyboard/mouse. | 72 | 8.61 | 9 | 96.00 |
| 10 | Handcuffs | 74 | 6.57 | 7 | 98.67 |
| 11 | Leg irons | 72 | 6.00 | 6 | 96.00 |
| 12 | Waist Chain | 73 | 5.93 | 6 | 97.33 |
| 13 | Waist Belt | 48 | 5.42 | 5 | 64.00 |
| 14 | Plastic hand restraint | 23 | 3.22 | 2 | 30.67 |
| 15 | Restraint chair | 61 | 3.30 | 3 | 81.33 |
| 16 | Fire extinguisher | 23 | 2.35 | 1 | 30.67 |
| 17 | Gas Mask | 21 | 2.48 | 1 | 28.00 |
| 18 | Control Panel | 59 | 7.05 | 8 | 78.67 |
| 19 | Stun Gun | 32 | 3.31 | 2.5 | 42.67 |
| 20 | Narcan/Naloxone | 21 | 2.67 | 2 | 28.00 |
| 21 | Baton | 24 | 3.17 | 2 | 32.00 |
| 22 | PPE | 59 | 7.68 | 9 | 78.67 |
| 23 | Flashlight | 71 | 7.25 | 8 | 94.67 |
| 24 | Fire blanket | 10 | 1.30 | 1 | 13.33 |
| 25 | Shock shield | 14 | 2.43 | 1.5 | 18.67 |

| Wyoming Tasks - Officer | | | | | | |
|-------------------------|--|-------|------|--------|-------|--|
| | | Count | AVG | Median | % ans | |
| 26 | Capture shield | 21 | 2.00 | 2 | 28.00 | |
| 27 | Tourniquet | 19 | 1.95 | 1 | 25.33 | |
| 28 | Quikclot | 13 | 1.62 | 1 | 17.33 | |
| 29 | Camera (digital) | 63 | 5.16 | 5 | 84.00 | |
| 30 | Fingerprint rolling equipment (Ink) | 49 | 3.80 | 3 | 65.33 | |
| 31 | Fingerprint rolling equipment (digital) | 71 | 6.72 | 7 | 94.67 | |
| 32 | Tear gas grenade/Canisters | 13 | 2.23 | 1 | 17.33 | |
| 33 | Tear gas gun | 11 | 1.55 | 1 | 14.67 | |
| 34 | Pepper spray | 32 | 2.34 | 2 | 42.67 | |
| 35 | Riot Shield | 20 | 1.60 | 1 | 26.67 | |
| 36 | Riot baton | 14 | 1.43 | 1 | 18.67 | |
| 37 | Metal detector (walk through) | 27 | 5.04 | 4 | 36.00 | |
| 38 | Metal Detector (hand held) | 40 | 3.90 | 3 | 53.33 | |
| 39 | Photocopier | 69 | 7.67 | 8 | 92.00 | |
| 40 | Typewriter | 12 | 2.67 | 1 | 16.00 | |
| 41 | Long gun | 24 | 2.33 | 2.5 | 32.00 | |
| 42 | Weapon with optical sights | 29 | 2.93 | 3 | 38.67 | |
| 43 | Shotgun | 27 | 2.33 | 3 | 36.00 | |
| 44 | Pistol | 56 | 4.23 | 3 | 74.67 | |
| 45 | Ambulance | 39 | 2.62 | 3 | 52.00 | |
| 46 | Van | 54 | 3.89 | 3.5 | 72.00 | |
| 47 | Car | 45 | 4.09 | 4 | 60.00 | |
| 48 | Truck | 29 | 3.86 | 3 | 38.67 | |
| 49 | Bus | 9 | 1.22 | 1 | 12.00 | |
| 50 | Ax | 5 | 1.40 | 1 | 6.67 | |
| 51 | Hand held radio | 74 | 8.30 | 9 | 98.67 | |
| 52 | Base unit radio | 51 | 5.98 | 6 | 68.00 | |
| 53 | Cellular telephone | 65 | 7.05 | 8 | 86.67 | |
| 54 | Binoculars | 12 | 2.42 | 1 | 16.00 | |
| 55 | Chemical mace | 20 | 2.85 | 2 | 26.67 | |
| 56 | Self-Contained breathing gear (Scott pack) | 11 | 1.55 | 1 | 14.67 | |
| 57 | Drug and narcotic identification kit | 28 | 2.18 | 1 | 37.33 | |

| Wyoming Tasks - Officer | | | | | | |
|-------------------------|------------------------|-------|------|--------|-------|--|
| | | Count | AVG | Median | % ans | |
| 58 | Urinalysis kit | 46 | 4.00 | 3 | 61.33 | |
| 59 | First aid Kit | 53 | 3.06 | 3 | 70.67 | |
| 60 | Ladder | 29 | 2.31 | 3 | 38.67 | |
| 61 | Dictating Machine | 8 | 1.50 | 1 | 10.67 | |
| 62 | Body armor | 56 | 7.34 | 8 | 74.67 | |
| 63 | Seat belt cutter | 22 | 2.59 | 1 | 29.33 | |
| 64 | Flares | 8 | 1.25 | 1 | 10.67 | |
| 65 | Rescue saw | 7 | 1.43 | 1 | 9.33 | |
| 66 | Riot helmet | 19 | 1.84 | 1 | 25.33 | |
| 67 | Pepper fogger | 16 | 2.38 | 2.5 | 21.33 | |
| 68 | Keys | 71 | 8.13 | 9 | 94.67 | |
| 69 | Paging system | 29 | 6.72 | 8 | 38.67 | |
| 70 | Pager | 6 | 2.33 | 1 | 8.00 | |
| 71 | Snow removal equipment | 28 | 3.14 | 3 | 37.33 | |
| 72 | Snow shovel | 43 | 3.28 | 3 | 57.33 | |
| 73 | Kubaton | 8 | 1.25 | 1 | 10.67 | |
| 74 | Pocket knife | 20 | 3.60 | 3 | 26.67 | |
| 75 | Blood pressure cuff | 42 | 3.74 | 3 | 56.00 | |
| 76 | Stethoscope | 18 | 3.11 | 3 | 24.00 | |
| 77 | Hemostatic gauge | 9 | 2.33 | 2 | 12.00 | |
| 78 | Electronic time clock | 39 | 7.18 | 8 | 52.00 | |
| 79 | Medical thermometer | 42 | 4.76 | 4 | 56.00 | |
| 80 | Water hose | 25 | 2.68 | 3 | 33.33 | |
| 81 | Fire enunciator panel | 15 | 2.60 | 3 | 20.00 | |
| 82 | De-lousing spray | 13 | 2.15 | 1 | 17.33 | |
| 83 | Call box | 16 | 5.06 | 6 | 21.33 | |
| 84 | Gang Lock | 9 | 2.44 | 1 | 12.00 | |
| 85 | Calculator | 47 | 5.34 | 5 | 62.67 | |
| 86 | Intercom | 68 | 7.71 | 8.5 | 90.67 | |
| 87 | Wheelchair | 62 | 3.13 | 3 | 82.67 | |
| 88 | Digital file share | 49 | 6.39 | 8 | 65.33 | |
| 89 | VCR/Video Playback | 51 | 5.16 | 6 | 68.00 | |

| Wyoming Tasks - Officer | | | | | | |
|-------------------------|---|-------|--------|--------|-------|--|
| | | Count | AVG | Median | % ans | |
| 11 | Lift objects up off the ground without assistance. | | | | | |
| | Maximum lift-height in inches | 55 | 43.67 | 42 | 74.32 | |
| | Maximum weight of object in pounds | 56 | 61.25 | 50 | 75.68 | |
| 12 | Lift objects up off the ground with assistance. | | | | | |
| | Maximum lift-height in inches | 42 | 42.48 | 41 | 56.76 | |
| | Maximum weight of object in pounds | 42 | 140.71 | 110 | 56.76 | |
| 13 | Carry non-resisting person with assistance | | | | | |
| | Maximum weight of person in pounds | 41 | 205.20 | 200 | 55.41 | |
| | Maximum distance in feet | 41 | 95.66 | 50 | 55.41 | |
| 14 | Lift objects down from elevated surface, (e. g., waist high or above, and place on ground or floor). | | | | | |
| | Maximum weight in pounds. | 53 | 45.21 | 45 | 71.62 | |
| 15 | Climb/pull oneself onto a large piece of equipment or object, (e. g., loading dock, truck, trailer, etc.) | | | | | |
| | Maximum height in feet | 26 | 4.96 | 4 | 35.14 | |
| 16 | Bend over to help person to standing. | | | | | |
| | Maximum weight of person in pounds | 59 | 215.73 | 200 | 79.73 | |
| 17 | Jump/vault over raised barrier. | | | | | |
| | Maximum height of barrier in inches. | 12 | 34.33 | 34 | 16.22 | |
| 18 | Grip and hold a person to maintain physical control. | | | | | |
| | Maximum time in minutes | 62 | 8.00 | 5 | 83.78 | |
| | Maximum weight of person in pounds | 61 | 222.43 | 200 | 82.43 | |
| 19 | Extract/place a struggling/resisting person in/from cell or vehicle. | | | | | |
| | Maximum time of effort in minutes | 58 | 7.62 | 5 | 78.38 | |
| | Maximum weight of person in pounds | 59 | 227.34 | 200 | 79.73 | |
| 20 | Hold/restrain a struggling person. | | | | | |
| | Maximum time of effort in minutes | 64 | 7.95 | 5 | 86.49 | |
| | Maximum weight of person in pounds | 64 | 212.78 | 200 | 86.49 | |
| 21 | Physically defend against and control an attacking person. | | | | | |
| | Maximum time of effort in minutes | 36 | 4.47 | 3 | 48.65 | |
| | Maximum weight of person in pounds | 38 | 210.21 | 200 | 51.35 | |
| 22 | Take down and subdue a resisting person | | | | | |

| Wyoming Tasks - Officer | | Count | AVG | Median | % ans |
|-------------------------|---|-------|--------|--------|-------|
| | Maximum weight of person in pounds | 50 | 219.26 | 200 | 67.57 |
| 23 | Use repetitive hand motions/movements, (e. g., keyboard, traffic control, etc.) | | | | |
| | Maximum time in minutes | 62 | 104.21 | 50 | 83.78 |
| | | | | | |

RESPONDENT DEMOGRAPHICS

| WY Jails Supervisor Demographics | Totals | | WY Jails Officer Demographics | Totals |
|----------------------------------|--------|--|-------------------------------|--------|
| Male | 27 | | Male | 56 |
| Female | 17 | | Female | 19 |
| Total | 44 | | Total | 75 |
| Average Age | 43 | | Average Age | 34 |
| Ethnicity | | | Ethnicity | |
| 1. American Indian | 4 | | 1. American Indian | 3 |
| 2. African American | 0 | | 2. African American | 0 |
| 3. Caucasian | 37 | | 3. Caucasian | 66 |
| 4. Hispanic | 3 | | 4. Hispanic | 2 |
| 5. Asian American | 0 | | 5. Asian American | 0 |
| 6. Pacific Island | 0 | | 6. Pacific Island | 2 |
| 7. Other | 0 | | 7. Other | 2 |
| Education | | | Education | |
| 1. H.S. | 18 | | 1. H.S. | 17 |
| 2. 1 Yr College | 5 | | 2. 1 Yr College | 6 |
| 3. 2 Yr College | 6 | | 3. 2 Yr College | 19 |
| 4. 3 Yr College | 3 | | 4. 3 Yr College | 4 |
| 5. 4 Yr College | 4 | | 5. 4 Yr College | 6 |
| 6. BA/ BS | 7 | | 6. BA/ BS | 22 |
| 7. Grad 1 Yr | 0 | | 7. Grad 1 Yr | 0 |
| 8. Grad 2 Yr | 0 | | 8. Grad 2 Yr | 0 |
| 9. MA/ MS | 1 | | 9. MA/ MS | 1 |
| 10. Law Degree | 0 | | 10. Law Degree | 0 |
| 11. PHD/ DED | 0 | | 11. PHD/ DED | 0 |
| Years Supervisor | 5 | | Years Current | 3 |
| Years Total | 10 | | Years Total | 5 |

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