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CONTENTS

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✓ Job and Task Analysis
of
✓ Florida Law Enforcement Officers

FINAL REPORT

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Preface

In November of 1979, the Florida Department of Law Enforcement and the Police Standards and Training Commission undertook to conduct a statewide job and task analysis for entry level law enforcement officers. This project is the largest of its kind ever to be completed. Thousands of Florida officers completed the survey booklets, a significant percentage of them doing the work on their own time. Hundreds of other people made direct contributions to the design, organization, conduct, and analysis of the project.

Projects of this magnitude cannot be completed successfully without the dedication and support of a large number of people from a variety of organizations and agencies. The Florida Department of Law Enforcement's Division of Standards and Training managed the program from its conceptualization to its completion and will retain the responsibility for implementing the results. The Division also managed the competitively bid contract with Florida State University's Center for Educational Technology (CET).

A particular mention of the exhaustive work done by the project Advisory Committee is appropriate. They provided the guidance, insight, communication, and contacts necessary to bring CET's staff and the law enforcement community together. Advisory Committee members are listed at the beginning of this report, following the Table of Contents.

The project was supported by means of a Law Enforcement Assistance Administration grant to the Florida Police Standards and Training Commission, with Mr. Price Foster the project director for the LEAA. Mr. G. Patrick Gallagher of the Division of Standards and Training was responsible for directing the project, and Mr. Daryl G. McLaughlin of

the Division was the project manager. During the early phases of the project, Neil C. Chamelin was project director and George Clements was project manager.

The FDLE is grateful to those state and local government representatives mentioned and to the entire Florida Law Enforcement community for their outstanding work in bringing the project to a successful and timely completion.

Specific mention of the contributions made by members of the CET professional staff is in order.

Robert K. Branson was principal investigator.

Gail T. Rayner served as project director.

Ann M. Erdmann was responsible for data analysis and the CODAP programs.

Gerald O. Grow was manager of publications.

Aleta Jarrett provided essential administrative support.

Albert C. Oosterhof and Gary W. Peterson made substantial contributions to the professional work.

Graduate Research Assistants (listed alphabetically):

Gholamabbas Darabi Michael Kormanicki Robert Riner

Each of them performed substantial professional work.

The following Graduate Research Assistants (listed alphabetically) also contributed:

Penelope Fry, Joseph Larsen, Dewey Mueller, Boyd W. Nielsen, and Kent Noel.

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Kathy Golas, Lt. Gregory Shapley, CPT Ronald Tarr, and CPT Jerry Traynham.

Bruce Frank and Mike Tucker of the CET Multi-Media Laboratory produced the artwork.

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The following members of Dr. Branson's graduate seminar on job analysis contributed to the development of the initial task lists:

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Introduction

The Social Context

In the past two decades, America's growing concern with the employment rights of citizens has been reflected in new laws, landmark court decisions, and executive orders. These events have led to fundamental changes in management's approach to hiring, personnel administration, and training (Griggs v. Duke Power, 1971; McDonnell Douglas v. Green, 1973; Albermarle Paper Co. v. Moody, 1975; Washington v. Davis 1976; Furnco v. Waters, 1978; Miner and Miner, 1979).

In responding to these changes, both the private and public sectors have sought new approaches to help them meet their own goals, and, at the same time, fulfill various new legal and legislative requirements. The Florida Police Standards and Training Commission decided to move forward rapidly on a broad front both to meet new requirements and to take advantage of new opportunities for improvement. In a cooperative venture with the Federal Law Enforcement Assistance Administration, the Commission conducted a statewide job and task analysis for law enforcement officers. This report describes that project, which represents the significant first step to employ a modern strategy to upgrade the hiring, management, and training of law enforcement officers in Florida.

Objectives

The rationale for the project centered around three principal objectives:

- First, the approach taken must yield results that satisfy legal and legislative requirements.
- Second, there should be continuing and complete involvement of the

law enforcement community.

- Third, the results should serve the broad interests of the law enforcement community to improve personnel selection, administration, and training.

Impact on Law Enforcement

Because of the increasing complexity of law enforcement, it is even more important to identify the specific relevant tasks that make up the jobs of law enforcement officers. Few professions have had to deal with the kinds of challenges that regularly confront law enforcement officials. The various civil rights acts and executive orders have impacted the entire criminal justice system. Society's attitudes toward law enforcement have not always been positive. The crime rate has been dramatically increasing.

The law enforcement profession has met, and will continue to meet, its critical responsibilities of enforcing the law, maintaining order, and providing service. However, to discharge these responsibilities and meet all of the challenges, the profession must be able to hire and retain an adequate number of qualified officers. To meet these hiring and retention goals, policy makers and administrators must develop defensible, job-related, and empirically-based standards which will not only ensure that future officers are skilled enough to do the job, but will also protect the employment rights of all affected people.

This latter challenge is an especially important one for the state of Florida, which has one of the highest population growth rates in the nation and can probably expect a corresponding increase in the crime rate.

The Project

The Florida Police Standards and Training Commission recognized the challenges and asked the Florida Department of Law Enforcement to take the steps necessary to ensure that the state would have a professional law enforcement capability that can meet its present and future needs.

Recognizing that the Commission's mandate would take several years to be fulfilled, the Department began implementing a long-range plan to establish valid bases for recruiting, selecting, training, evaluating, and promoting the kind of professional law enforcement officers that Florida requires.

The first step in the plan called for the development of a data base from which criteria for selection and training could be derived. The data base had to be empirically established and the criteria derived from it had to be job-related, validated, and in compliance with any equal employment legislation.

Under a grant from the Law Enforcement Assistance Administration, the Department solicited competitive bids to conduct the research and develop the data base, and in December of 1979 the Center for Educational Technology at Florida State University (CET) was awarded an 18 month contract to do that work.

The Department specified in the contract that a comprehensive occupational analysis was to be conducted on the officers in all Florida law enforcement agencies--using the most efficient and effective means available. This requirement was the basis for a significant undertaking, since no other state or federal agency had attempted occupational analyses on so many jobs simultaneously.

Overview of Occupational Analysis

Occupational analysis describes what people actually do on the job. At its ultimate, occupational analysis is an accurate description of the current activities taking place within an occupation at the time the analysis is conducted. Occupational analysis is not done for its own sake; it is a means to assist those responsible for changing and improving current conditions.

Occupational data can be collected in a number of ways, including direct observation, interviews, logs and diaries, time and motion studies, open-ended questionnaires, and a variety of other methods. In different kinds of occupational analysis, the collection, preparation, analysis, and reporting of the data varies, depending on the method used. Each approach has its strengths and weaknesses, but all rely on collection of the information from the people who actually perform the work (The Center for Evaluation Research, 1980).

After considering various methods of occupational analysis, CET elected to develop a task inventory and use it as the heart of an occupational survey. The task inventory approach permitted the efficient collection of job-related data from large numbers of law enforcement officers. A large sample would provide the personnel officers, trainers, and managers in the profession with a comprehensive and detailed data base. The task inventory constituted the major portion of a survey questionnaire entitled, "Occupational Survey Program: Florida Law Enforcement Officers."

The task inventory and occupational survey approach enabled CET to use new Air Force computer programs adapted for the civilian community by the University of Texas. The value of these programs, known as the

"Comprehensive Occupational Data Analysis Programs" (CODAP) lies in their ability to organize large amounts of data into reports that are useful to decision makers.

Job and Task Analysis

Job and task analyses are important, time-tested tools used to document job-related occupational data and requirements. Usually they are laborious, completely manual operations; consequently, they have not been applied to all occupational groups. In the late 1950's, the U. S. Air Force initiated a program of research and development on automated analysis of large sample occupational surveys, and, as they have perfected these techniques, other organizations have adopted them for use (Morsh and Archer, 1967; McCormick, 1979). Parallel to these Air Force developments, there has been an increased civilian demand for more precise and detailed occupational data to support selection, training, job design, and personnel assignment functions (Moore, 1976; Goodgame, 1975).

While some of this demand has been stimulated by court intervention into the normal personnel management processes, the issue of the "job-relatedness" of selection and training requirements has been kept in the forefront of interest by economic causes as well. As personnel management costs increase and the wages paid to trainees continue to rise, there has been a continuing effort to find ways to streamline the training and personnel selection functions as a means of controlling costs. One way to streamline the training is to eliminate unnecessary content from training programs (Branson, Rayner, Cox, Furman, King, & Hannum, 1975).

In the development of defensible selection standards or

conditions, one has to collect data that are related to the tasks performed on the job. This data can then be used to develop standards for selecting people to do the job based upon their predicted ability to perform those tasks. Selection programs that stem directly from job-related criteria probably have the best chance of picking officers who can succeed on the job and are more likely to remain in the profession.

Personal Characteristics

The term KASPC frequently occurs in the literature describing job analysis. The acronym refers to the knowledges, abilities, skills, and personal characteristics under consideration. These have been studied in the present project. A brief discussion of where each can be found is necessary in order to show the relationship of the personality characteristics to the rest of the study.

Knowledges have been arrived at through the process of task analysis: the breaking down and detailing of the specific actions, conditions, and standards required in the performance of the task on the job. The tasks analyzed were selected from those in the survey that were performed by a high percentage of officers, or were rated as either requiring high training emphasis or having high probable consequences of inadequate performance. The knowledges are listed and described on the Task Summary Sheets (TSSs), one of the other contract products.

Here, knowledge means something that the officer has to know, or to know about, in order to perform a task. One example of knowledge is found in the term "probable cause." A second example is "preservation and protection of evidence." In both cases, the knowledge portion

means that the officer must know that a probable cause for approaching a suspect must exist, and that evidence must be preserved and protected. There is a difference between knowing that evidence must be protected and being able to protect it correctly.

Abilities, like knowledges, are arrived at by task analysis, and much in the same way. Given that officers must perform the task on the job, it is important to know about any special features of the job requiring personal abilities. Visual acuity and color discrimination are two such abilities. In the execution of many tasks, officers must have the ability to see adequately and to distinguish colors. Other kinds of abilities are learned.

Skills refer to a broad range of variables, including perceptual and motor skills (qualifying on a range), reading skill, writing skill, and interpersonal communication skills. Skills are not procedures; they are acquired capabilities that permit the performance of a task. The TSSs contain specific task-related skills which the officer must bring to the job, or learn before the task can be performed.

Personal Characteristics refer to certain physical and background variables. Physical requirements can be analyzed from the task data and also from the special requirements section of the survey booklet that deals with physical exertion. Background variables were collected in Part I of the survey booklet.

Personality Characteristics refer to psychological attributes or constructs, the presence or absence of which are thought to be important to job performance, based on the opinions of experts. Selected personality characteristics were rated, analyzed, and reported.

Identifying the Population

Working together, CET, the Department, and the project's statewide Advisory Committee identified the members of the state's law enforcement population who would be involved in the analysis. The plan called for data to be collected on officers in all agencies at the municipal, county, and state levels. The following agencies were included in the study:

- | | |
|---|--|
| 1. All Municipal Police Departments | 10. Division of Forestry |
| 2. All County Sheriff's Departments | 11. Department of Agriculture, Road Guard Inspection |
| 3. Florida Highway Patrol | 12. Division of Animal Industry, Marks and Brands Unit |
| 4. Bureau of Weights and Safety | 13. Airport Security |
| 5. Department of General Services, Division of Security | 14. University Police Departments |
| 6. State's Attorney's Office | 15. Fire Marshal |
| 7. Game and Fresh Water Fish Commission | 16. Division of Recreation and Parks |
| 8. Division of Alcoholic Beverages and Tobacco | 17. Marine Patrol |
| 9. Department of Law Enforcement | 18. School District Authorities |

Sworn officers, primarily in the first two pay grades, were selected from every one of the more than 420 agencies located throughout the state. Fifty-four per cent of sheriff's departments officers and 43% of municipal police officers were selected randomly from the Department's active officer roster. For the rest of the agencies 100% of officers in pay grades one and two were selected. Appendix I presents a complete listing of all agencies participating.

Development of the Survey Booklet

Advisory Committee Recommendations

The Advisory Committee recommended specific project objectives. Table 1 contains a list of the kinds of decisions that were deemed most important by the Advisory Committee. The entire project was designed to collect data to support decisions based on these objectives. While many other kinds of objectives could have been chosen at the project's beginning, these were the ones actually selected.

Table 1.

Approved Guidelines for Developing the Survey Data Base

Group 1: Selection Standards

- a. To collect data from which job related entry level standards could be developed.

Group 2: Promotion Standards

- a. To identify the tasks from which minimum skill levels required for advancement to the next levels within the law enforcement community could be developed.
- b. To develop specifications for a job related performance test which can verify whether or not an individual possesses the minimum skills required for career advancement.

Group 3: Training Programs

- a. To identify the task based knowledge, skills, and abilities for the basic recruit curriculum.
- b. To identify those tasks which are common to a significant portion of the law enforcement population.
- c. To identify those tasks which are currently being instructed to all recruits but which are not being performed by all officers.
- d. To identify those tasks which are most difficult to learn.
- e. To identify those tasks which should receive special emphasis in the training program.

Group 4: Personnel Management

- a. To identify potential personnel selection criteria which could place unqualified people in law enforcement jobs.

- b. To develop evaluation standards which are related to the most important tasks performed on the job.
- c. To identify any overlapping areas of State, county, or municipal responsibilities in which more effective and efficient use of resources might be implemented.
- d. To identify noncritical or infrequently performed tasks which could be assigned to lower level or less experienced personnel, and critical tasks which require assignment to skilled personnel.
- e. To identify important tasks not being performed by an adequate number of persons.
- f. To identify those officers who perform tasks which are dependent upon specific types of equipment.

We decided to organize the job and task analysis project to collect the maximum amount of data that would support subsequent efforts to achieve these goals. Thus, the ultimate purposes specified by the Committee provided the framework in which the current project would be conducted. The current project was designed to be the first step toward the ultimate goals specified by the Committee.

Preservation of Confidentiality

The U. S. Army (Berger and Hawkins, 1979), the U. S. Air Force and other professional users have concluded that requiring participants to put their names, social security numbers, and duty telephones on the booklet worked best for data collection. Having the ability to locate the officer who completed the form enables the analyst to question missing and unusual responses. Both Christal (1972), and Driskill (1980) have urged the inclusion of identifying data, based on evidence which suggests that there is reduced error and a better useful response rate if names are required.

The Advisory Committee, however, cautioned that if such data was requested from the officers, we would have to assure them that the data would remain confidential. Because of the research evidence and

advice available to CET, we wanted to include personal identification as a part of the survey. Considerable effort was expended in developing a plan that would keep the responses confidential. Unfortunately, all personal identification items had to be abandoned, since, in the independent opinions of legal counsel consulted by the Department and Florida State University, confidentiality could not be reasonably assured under Florida statutes.

Development of the Survey Booklet

The survey booklet was divided into six parts:

- Part I: Background Section
- Part II: Task Section
- Part III: Equipment Section
- Part IV: Special Requirements Section
- Part V: Forms and Reports Section
- Part VI: Personal Comments Section

Part I: Background Section

In order to analyze, interpret, evaluate, and report the job task data, there must be a frame of reference to which the results can be related. Background variables provide a basis for assembling the data into meaningful categories for conducting analyses, the translation of those analyses into useful information, and the assessment of that information's utility for making decisions. This frame-of-reference is constructed from the data collected in the Background Section.

Collecting data on background variables in occupational surveys

permits a variety of users to ask questions of the findings that are directly related to selection, training, and management of law enforcement personnel. In order to make comparisons on a statewide basis, for example, it is important to know the type, geographic location, and size of each agency. Racial and ethnic background are important from the viewpoint of equal employment opportunity legislation. Education, time in law enforcement, time in present position, and other factors relating to assignment and length of employment provide important data to managers (Christal, 1972).

Now that the data base has been created, it is possible to compare large agencies with small ones, officers who have been on the job only a few months to more seasoned officers, day shift to night shift, heights, weights, ethnic background, sex, and any of the other variables to each other. Because of the large sample, the CODAP programs, and the design of the survey, these and many other comparisons are possible.

After the Committee's suggestions were approved by the Division, CET revised the background section. A working draft consisting of 45 items was field tested with individual law enforcement officers. Each officer was asked to indicate any difficulty following the directions or understanding the items. The results of these field tests produced only minor changes in the format or content of the background section.

Part II: The Task Section

Literature and Document Review

It is not possible to complete a project of this size and

complexity without being able to stand on the shoulders of those who have gone before and who have willingly shared their results and findings. We asked a large number of experienced agencies and highly qualified individuals for documents, opinions, and assistance, and received substantial help from these agencies:

- California Commission on Peace Officer Standards and Training
- Illinois Dept. of Law Enforcement
- Michigan Law Enforcement Officers Training Council
- Minnesota Crime Control Planning Board
- New York State Long Range Police Training Program
- Texas Commission on Law Enforcement
- U.S. Air Force
- U.S. Army Military Police and Military Personnel Centers
- U.S. Bureau of Land Management
- Washington State Projection on Entry Level Police Selection and Test Validation

Information about law enforcement jobs in Florida was obtained from official job descriptions of the state, county, and municipal agencies around Florida. These job descriptions contained general information on the kinds of training required to be hired, the kinds of experience, skills, and knowledge required, and a sample of the kinds of duties and tasks performed.

Law enforcement training institutions also furnished training literature. These documents provided information on the specialized jobs and tasks that were being performed around the state. Our staff also obtained descriptions of the kinds of equipment and copies of forms and reports used by law enforcement officers.

Task Inventory

The development of the task inventory was accomplished through the application of standard procedures. A task inventory is a

complete description of a job, presented in as many task statements as are required to describe the entire job. The basic unit of analysis is the task, presented in the form of a task statement.

1. A task statement is a statement of a highly specific action. The statement has a verb and object.
2. A task must be time ratable. It has a definite beginning and end.
3. Tasks are performed in relatively short periods of time, i.e., seconds, minutes, or hours, but rarely if ever days, weeks, months, or years. Although no definite time limit can be set, the longer the period of time between the beginning and the completion of the activity, the greater the probability that the activity is a generality or goal rather than a task.
4. Tasks must be observable in that, by observing the performance of the job holders or the results of their efforts, a definite determination can be made that the task has been performed.
5. A task must be measurable; that is, in the real world, a technically proficient individual can observe the performance of the task or the product produced by the task and be able to conclude that the task has or has not been properly performed.
6. Each task is independent of other actions.

Through the analysis of task lists and other information from agencies that have previously conducted task analyses, CET produced a preliminary list of about 750 "independent" tasks. With the assistance of the Advisory Committee, these tasks were then grouped into 21 duty areas. These duties and tasks, however, could only serve as a general model for the development of the Florida task list, since no other state or agency had conducted a job task analysis which included so many diverse types of law enforcement agencies.

After the document analyses, the CET staff further developed the initial draft task lists through:

- observing law enforcement officers on the job,

- extensive interviews with members of all agencies included in the survey, and,
- consultation and review with experts in the field.

For any agency, we interviewed a selected number of officers successively to ask them in great detail exactly what they did on the job, what equipment they used, what forms they completed, and other questions intended to probe all duty areas in order to discover all parts of their jobs.

Interviews

Every effort was made to collect data not only from all of the types of agencies but also from a representative sample of officers from various sizes of municipalities and counties throughout the state. While the majority of those interviewed were from the first two pay grades, several supervisors were also included. When the interview data were transformed into a draft task list, the list was then circulated to a larger number of officers in order to solicit additional tasks.

Job Observations

A team from CET observed officers on normal tours of duty in many parts of the state. These observations and "ride alongs" provided an important emotional perspective that had not been obtained from the interviews and document analysis and they highlighted additional tasks that had not been described by other sources.

Technical Edit

When no new tasks were being added and no listed tasks were

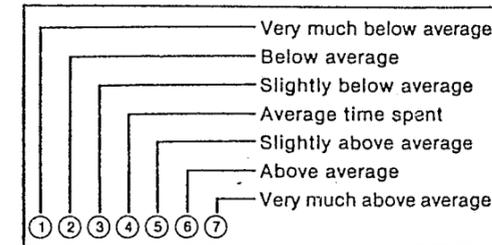
seriously challenged, the complete draft task list was thoroughly analyzed to eliminate tasks that were duplicates or paraphrases of other tasks. The task list was then subjected to a consultant review for technical edit. The technical edit questioned the suitability of the wording of each task for rating on the relative time scale and removed words and phrasing known to cause problems on the basis of experience from prior surveys. After the technical edit, the task list was circulated for a final review by law enforcement personnel before being considered complete.

The final task inventory contained 528 tasks derived from the jobs of all participating agencies. Some of the tasks represent highly technical work conducted by a small number of officers, while others are common to virtually all officers in the state. It is from this list that officers taking the survey were asked to identify the tasks they perform to and indicate the amount of time they spend performing them.

The Relative Time Scale

Once a task list has been assembled, there are several possible ways to use it to collect occupational data. It is most important to find out whether or not a worker performs each task. Beyond that, it is extremely useful to ask how much time each worker spends on each task. Tasks may also be rated for their criticality, for the consequences of their inadequate performance, for the training emphasis required, and other factors.

Frequency Scales and Relative Time Scales are most often used to find out how much time a worker spends on a task. These two scales appear in Figure 1. Carpenter (1974) has found correlations in the



Relative Time Spent scale

FREQUENCY SCALE

- 1 = less than once per month
- 2 = monthly
- 3 = several times a month
- 4 = weekly
- 5 = several times a week
- 6 = daily
- 7 = more than once per day

Figure 1
Relative Time Scale and Frequency Scale

high .90's between the frequency and relative time scales, indicating that they are both probably measuring the same construct. A significant amount of prior research on these scales, however, appears to justify treating the relative time scale as a ratio scale, a fact which permits the statistical manipulation of the data using much more precise procedures than is possible with frequency scales. Because of its advantages in statistical manipulation, CET decided to ask officers taking the survey to rate the tasks they perform in terms of a relative time spent scale.

Although there have been some questions about the ability of law enforcement officers to use the relative time scale (Kohls, Berner, and Luke, 1979), our research indicated that Florida officers used the scale with no great difficulty. They did not report any significant problems in actually rating the tasks. Further, data analysis programs designed to detect problem responses (Christal, 1972b) rejected less than one percent of the optically scanned answer booklets.

Before printing the booklets, we tested the scales and the planned methodology on more than 100 officers in an attempt to define problems and probable errors. We failed to find any evidence that would lead us to question the research results presented by the Army, Navy, and Air Force on the usability, reliability, or validity of the relative time spent scale. Consequently, we are convinced that the scale selected for the study was the correct choice.

Part III: Equipment Section

Knowledge of the equipment used in the conduct of the job is important information to trainers, personnel officers, and managers alike. Equipment information can provide them with a basis for

ensuring that:

- Training programs provide appropriate instruction on the use and maintenance of the equipment.
- Selection procedures do not admit those who cannot be trained to operate the equipment.
- Officers are not issued or asked to use equipment on which they have not been qualified.

The Department, the Advisory Committee, and the contractor sought to identify each piece of unique equipment owned by a law enforcement agency and used by officers on the job. In many instances, the same equipment performing the same function was known by different names in different agencies. When equipment names were in conflict, either generic names were used, or two or three names were listed on the same line. Officers were asked to indicate which items of equipment they had used within the past year.

Part IV: Special Requirements Section

Special requirements refers to those aspects of the job which are not tasks but which may have a bearing on the performance of the tasks. Information from the special requirements section will amplify the task data, as well as aid in the interpretation of data from the other sections of the survey. Special Requirements data will also aid in identifying basic differences and similarities among the eighteen agencies.

The Special Requirements Section lists nine different aspects of the job for the officers to consider. In the survey booklet, each aspect is called a "Group." There are a total of 184 possible

responses to these nine groups. These groups, which were primarily drawn from the analysis of the interview data and from the literature review, include:

- * Functions
- * Areas Patrolled
- * Type of Transportation Used on Patrol
- * Special Operations
- * Agency-Interagency Work
- * Pre/Post Duty Activities
- * Supervisory Duties
- * Adjunct Activities
- * Physical Activities

Officers were asked to rate each of these groups, except adjunct activities and physical activities, on the relative time scale. For adjunct activities they were asked to specify the frequency of their performance, and for physical activities they were asked to indicate whether they performed the activity.

Each of the nine groups covered in the special requirements section is described below:

Group 1--Functions. This group defines the occupation from the aspect of four broad functions: maintaining public order, providing public service, law enforcement, and writing reports. A fifth response allows for the officer to account for the amount of time spent on "all other" functions.

Data from this group can be used to establish basic reference

points from which task list data may be interpreted. For example, if the data indicated that officers spent most of their time providing public service, but an analysis of the training curriculum indicated that this function was least emphasized, planners might decide to shift the training emphasis toward public service functions. The tasks associated with that function could be identified from the task list and used as the basis for curriculum development.

Group 2--Areas Patrolled. Patrolling is a significant aspect of a line officer's job. Among the eighteen agencies surveyed, there are a variety of possible patrol situations. In the survey booklet, this group asks the officers to identify the types of areas they patrol (i.e. residential, rural, commercial, gulf or ocean, etc.) and to indicate the relative amount of time they spend in each area.

Data from this group can be matched with the agencies in a given geographic area to obtain a composite picture of the patrolling activities within and between agencies. This information is useful in making assignments of personnel to the areas of greatest need. The actual time spent could be compared to crime statistics to be sure that the proper time and presence distribution is maintained.

Group 3--Type of Transportation Used on Patrol. This group follows up the previous group by identifying how the patrol was accomplished (on foot, helicopter, boat, marked or unmarked vehicle, etc.) and how much time was spent using each.

Group 4--Special Operations. Special operations are those details, bureaus, or special duties within the different law enforcement agencies that deal with unique aspects of law enforcement (i.e. vice,

narcotics, SWAT, traffic, ranch and grove, etc.). Data from this group are of interest to personnel officers or managers in identifying staffing requirements. The data could also be compared against crime rate indices and used to arrive at decisions related to manpower allocation and utilization.

Group 5—Agency-interagency Work. This group provides estimates of how much time was spent assisting other law enforcement agencies. The information can be useful in deciding on the appropriate jurisdictions of different agencies.

Group 6—Pre/Post Duty Activities. This group identifies those check-in, check-out, administrative, and training activities that are a part of the job, but which cannot clearly be considered tasks. The information is useful to managers in deciding on the amounts of time that should be spent on these activities.

Group 7—Supervisory Duties. This group provides estimates of the amount of time spent in supervisory duties, as well as the kinds of people involved in supervision. Managers can find out whether those supervising should be doing so and if they are spending the scheduled amount of time doing it.

Group 8—Adjunct Activities. In this group, twenty-six different activities covering a broad range of duties and settings are presented to the officers to rate on a frequency scale. The activities range from making presentations to a variety of audiences, through practicing with firearms, to interviewing and mediating. Data from this group will be especially useful in analyzing those tasks associated with the general function of providing service, for this is an area which

appears to receive little attention and yet is considered to be a vital function of the profession.

Group 9—Physical Activities. The final group seeks to collect data which could help to establish standards related to the physical abilities of law enforcement officers. Physical attributes and agilities have undergone considerable investigation, though as yet there are no clear cut and defensible guidelines for the implementation of physical standards (Dunnette, 1976; Fleishman, 1972; Wollack & Associates, 1979).

This group listed thirty-three possible situations related to the physical activities of lifting, carrying, dragging, pulling, or pushing objects or people of various weights (range 20 lbs. to over 130 lbs.), climbing various heights over various objects, and running various distances over various terrains. The officers were asked to indicate only those activities they engaged in.

Part V: Forms and Reports Section

Rationale

Previous law enforcement surveys emphasized background, tasks, equipment, special requirements and personal comments. Few, if any, have explored the realm of forms and reports. However, during the extensive interviews, consultations with managers, and discussions with trainers, it soon became obvious that the accurate preparation of required reports is crucial to effective performance of many tasks. Information from this section should be equally valuable to personnel officers, managers, and trainers.

Sources of Forms and Reports

We requested copies of each form and report used by all law enforcement agencies. The Forms and Reports Section contains 110 different forms and reports compiled from samples provided by the agencies. The officers were asked to indicate, by checking in the the answer booklet, whether they used the form or report.

Implications

The data collected from this section could be used by personnel officers to develop instruments for selecting potential recruits, based on skills in reading, writing, and interpreting. Skills in reading aloud and in writing, for example, are required for completion of the Alcohol Influence Report. The officer must read the warning, write the date, time, location and name of the person involved, as well as describe the clothes the person is wearing. The officer must make several judgments about the person's attitude, eyes, and speech, and must so indicate on the form. The officer must also administer several tests and record the results.

On another form, an officer may have to make a sketch of a crime or accident scene. The Parking Lot Accident Report, for example, requires the officer to sketch an accident scene and to receive the information both by observation and orally before recording it on the form.

Commonly available methods could be used for developing selection tests on the basis of reading, forms completion, report preparation, and ability to follow instructions. Such tests could then be used as a part of a complete law enforcement selection strategy intended to improve the overall quality of personnel.

Part VI. Personal Comments Section

Occupational analysis is intended to be a dynamic process. The need for follow-up becomes evident after the initial data have been evaluated and decisions are made. Follow-up surveys should become standard operating procedure within law enforcement and should be conducted on an adequate sample about every two to three years. These follow-up surveys can reveal the impact new standards have made, or what effect new training programs have had, or how new management policies have affected work patterns. Subsequent surveys are also useful for detecting unplanned or unanticipated changes in the occupation.

In order to improve upon the entire law enforcement occupational analysis process, there must be an opportunity for evaluation of the existing procedures. In Part VI--Personal Comments Section of the current survey, there are five questions which ask the officers to supply information to make future surveys better. Four of the questions ask them to list any missing tasks, equipment, special requirements, or forms. The fifth question asks them to identify any improvements that could be made to the format of the survey and the administration process.

Information from the Personal Comments Section is used to update and improve any of the six parts of the survey and to improve the way the survey looks and is administered. This section also provides an opportunity for individual officers to make suggestions and recommendations about the work, their assignments, and other areas of importance to them.

Administration of the Survey

Survey Methods

It was a major objective of this project to optimize the number of completed surveys returned by trading off costs, time allowed for return, and the number of times we were willing to harrass those in the sample. In order to approach optimization, CET had to consider the wide geographic distribution of the survey population and the varying schemes of organization within different agencies. In developing the administration procedures, we also had to take into account the location of the work performed, the level of sophistication, and the attitudes of the officers involved.

The plan for administering the survey called for CET to distribute the booklets to all of the state's law enforcement agencies and to see that they were completed and returned. Under the plan, agencies with a population of 50 or more officers conducted their own administration. Agencies that had fewer than 50 officers sent their officers to the nearest participating educational institution.

Administration Procedures

In the U. S. Air Force, the survey process is carried out with the assistance of survey administrators who are usually in a personnel office. They receive the surveys, schedule and distribute them, answer questions, and then return the surveys for processing. The entire process is completed during duty time at a convenient site, and with good success (Morsh & Archer, 1967). The administration procedures for Florida were adapted from the Air Force. The Department selected 80 officers and educators to serve as survey administrators either within

agencies or at selected educational institutions.

General Administration Procedures.

To maintain control of the surveys and ensure that the randomly selected sample of officers were the ones to whom the survey was administered, CET provided each administrator with a roster of the selected officers and alternates, listed by agency. Administrators also received preprinted return mailing labels and boxes to return the completed surveys in.

Survey Directions

The directions to users went through several tests and revisions. CET staff members first reviewed the occupational survey literature (Morsh and Archer, 1967), then used the directions from prior successful surveys as a model. Then we conducted seven field tests of the draft survey directions with five different law enforcement agencies. Based on the results of those field tests, CET rewrote the draft instructions and then field tested them again with five different law enforcement agencies.

The criteria used to evaluate and revise the instructions included readability, correctness, and ease of administration. Correctness refers to the presence of any faulty information--asking them to do something they could not do, referring incorrectly to a page or section of the survey--in short, making sure that there were no gross errors in the survey format. Ease of administration refers to the officers' ability to work through the booklets efficiently. During the field tests, observers watched to see if officers taking the survey performed any unnecessary procedures (such as going back and forth between

sections or booklets). Time data on each section was also collected to identify any sections that were unnecessarily long.

Survey Administrator and Officer Instructions

Based upon the analysis of the plan and the feedback from the tryouts, CET decided to develop the survey administration procedures on two levels, the survey administrator level and the officer level.

Survey Administrator instructions. CET prepared self-instructional materials designed to provide the survey administrators with the necessary information. If any questions or problems arose as a result of the instructions or the survey administration, they were able to telephone CET to get assistance.

Officer instructions. The instructions contained in the survey booklet were designed to make it easy for individual officers to follow when no administrators were available. In addition, separate instructions were developed, tested, and included with the booklets. These instructions included names and telephone numbers of CET personnel that officers with questions could call.

Personality Variable Ratings

Personality Variables

Earlier surveys of law enforcement officers, including California POST (Kohls, Berner, and Luke, 1979), studied certain personal qualities that were thought to be necessary in a successful officer. The Department wanted to study certain personality variables in Florida officers, and nine were chosen.

The nine personality variables used in this study were:

Assertiveness	Initiative	Dependability/Reliability
Courage	Personal Sensitivity	Judgment
Teamwork	Emotional Maturity/Self Control	Honesty

Identification of Raters

Raters were selected from the officers and supervisors of the Florida Highway Patrol, municipal police agencies, and sheriffs' departments. About fifty raters were selected from each of the three agencies.

The Ratings

The raters considered each of the tasks performed by a high percentage of officers and rated that task on one to three of the personality variables. The raters were asked to indicate on a seven point anchored scale whether absence of the quality or characteristic in the performer would be likely to affect task performance. The purpose was to see if there were real differences in the qualities thought to be required to perform tasks adequately. If reliable differences were found, it would then be possible to use these tasks, clusters of tasks, or personality variables as the basis for test development.

Due to the length of the task list, it was impractical to have every task rated by each officer. Consequently, raters from sheriff's departments, municipal police departments, and the Florida Highway Patrol were asked to rate that number of tasks which comprised about fifty per cent of their job time. Under this system, each rater rated from 76 to 113 tasks, depending on the rater's agency. Department field representatives administered the rating scales in agencies throughout the state. There were a total of approximately 15 raters

for each task for each variable. Any one rater was asked to rate no more than three of the personality variables.

Rating Scales

Each task was rated on a seven point scale for each personality variable. For the scale anchors and values, see Appendix XI, which contains a discussion of the methods and results of the personality variables ratings. Scale definition and rating considerations were adapted from a study by Landy, Farr, Saal, and Freytag (1976).

Results

Survey Returns

There were a total of 8224 surveys distributed throughout the state. Of those, 6741, some 82%, were returned. At the time of the survey, there were 421 agencies to be included. Of those, 323, about 77% returned booklets. The sample, agencies, and returns by agency are reported completely in Appendix II.

Data Description

The first section of the survey booklet requested information about the agency, location, background, experience, training, and personal characteristics of the officers. All of this data was collected in order to combine it at a later time with tasks performed, equipment used, or other items in the data base to get a better

picture of law enforcement jobs and people. Highlights from the data analysis will be summarized here. The complete data analysis, including extensive computer printouts and complete data tapes, was supplied to the Department as a contract product.

Background Results

Table 2 shows the age distribution of Florida Law Enforcement Officers, and Table 3 indicates their length of service in law enforcement, in the agency, and in their present jobs. Table 4 lists

the education levels of the officers before they were hired and their

Table 2
Age Distribution for Law Enforcement Officers
In Florida

Age Group	Percent of Officers in that Group
20 - 24	5
25 - 29	25
30 - 34	30
35 - 39	19
40 - 44	10
45 - 49	6
50 - 54	3
55 +	2
Total	100

Table 3

Time in Law Enforcement, Agency, and Present Job
(Results represent percent of officers responding.)

Column headings:

L = In Law Enforcement
A = In Agency
J = In Present Job

	L	A	J
Less than one year	4	7	19
1 year but less than 2 yers	6	10	15
2 years but less than 6 years	27	29	33
6 years but less than 12 years	43	38	26
12 years but less than 18 years	11	9	4
18 years or more	7	5	1

Table 4

Education Level of Officers Before Joining Law Enforcement
and Their Current Status

CATEGORIES	PERCENTAGES BEFORE	NOW
No H.S. Diploma	2	2
H.S. Grad/GED	45	25
One Yr. College	18	19
2 Yr. College	14	20
3 Yr. College	5	9
College Graduate	13	19
One year in Graduate School	2	3
Post Graduate	1	3
Total Percent	100	100
Total N	957	957

current status. It would be possible to develop tables which would show the educational levels by the number of years in law enforcement, for for many other combinations of variables. Combinations of variables like these can be made for almost any set of data collected in the booklet. Table 5 indicates the amount of preservice and inservice training reported by the officers.

For officers in the statistical cross-section referred to as the Florida Law Enforcement Sample:

83% were in rank 1 (patrolman), 6% in rank 2 (corporal) and 11% were sergeants and above.

Some 6.5% said they could not swim.

About 89% were male and 11% female.

13% were previously officers in another state

12% received their first basic training in another state

42% worked days, 30% evenings, 18% nights, and 11% on relief or other.

3% were American indian, 7% were black, 85% were caucasian, and 5% had Spanish surnames.

24% had corrected vision when hired, and 27% now do.

53% had prior military experience

Percentages of officers who received different types of pre-employment testing:

Medical 93%,	Psychological Screening 37%
Vision 88%,	Physical Agility 58%
Hearing 73%,	Polygraph 34%

Table 5
Pre- and In-Service Training

	Weeks of Initial Training	Weeks of Additional Training
Less than 4	3	29
At least 4 but less than 12	23	32
At least 12 but less than 20	48	18
At least 20 but less than 28	20	6
At least 28 but less than 36	2	3
36 or more	4	11

Of those who responded to the question, more than 75% said the task list described much or all of their jobs.

Table 6 presents a height-weight distribution of officers. The shaded areas indicate those officers who weigh in excess of standard U. S. Army allowances for their height.

Appendix III provides a complete listing of the frequency and duration of exercise that officers reported. Table 7 indicates the type of exercise. These categories are not exclusive since many officers do more than one kind of exercise.

Many authorities contend that vigorous exercise for a period of about one half hour per session three times per week is the minimum required to maintain aerobic fitness. Of those officers over 40 who also reported the extreme physical demands of running, climbing, and lifting, about 42% reported that they exercised frequently enough that we could infer some degree of aerobic fitness.

Table 6
Height-Weight Distribution
for Florida Law Enforcement Officers

	Weight									Total
	Under 100	101- 120	121- 140	141- 160	161- 180	181- 200	201- 220	221- 240	241 or more	
Under 5'	0	*	0	0	0	0	0	0	0	*
5'-5'3"	*	1	*	*	0	0	0	0	0	2
5'3" - 5'6"	0	1	1	*	1	*	*	0	0	3
5'6" - 5'9"	0	1	2	6	5	3	1	*	0	17
5'9" - 6'	0	0	1	4	17	12	5	1	*	41
6' - 6'3"	0	0	*	1	5	11	8	4	1	30
6'3" - 6'6"	0	0	0	*	1	1	2	1	1	6
6'6" or more	0	0	0	0	0	0	*	0	*	*
Total	*	3	4	12	28	28	16	7	2	

Note: * less than .5%

Shaded area indicates overweight, as judged by the height-weight tables for Army personnel.

Table 7
Type of Exercise Reported
by Florida Law Enforcement Officers

	Yes	No
Calisthenics	58.6	41.4
Jog	54.8	45.2
Manual Labor	48.7	51.3
Swim	47.3	52.7
Lift Weight	45.1	54.9
Other	43.3	56.7
Baseball	28.4	71.6
Racquetball	23.3	76.7
Tennis	18.7	81.3
Basketball	16.2	83.8
Martial Arts	6.7	93.3
Boxing	4.2	95.8
Wrestling	4.1	95.9

CODAP Reports

Selected examples of the results obtained in the total survey are presented in this section and in the Appendices. The complete data tapes and computer reports were separate contract products. The results presented here are for the sample in the data base which is called "Total Florida Law Enforcement," which is a 5% proportional sample by agency of all Florida law enforcement officers. The results are given mostly in percentages--either percentages of the total group who perform a task, or the percentage of time that they spend performing a task. These results are all special reports from the CODAP system.

In the survey, the officers answered 1069 questions about themselves and their jobs. These questions are organized into selected groupings for ease of data collection and analysis. Reports similar to those printed here, and many more, can be produced from the same data base for any identified group of officers. For example, the data in any of the tables could have been selected from police alone, sheriffs alone, officers from large metropolitan areas, or from a single city or county, or for any other group large enough to make the selected reports meaningful. However, for purposes of illustration and reporting of the Florida total statistics, the examples have been confined to the "Total Florida Law Enforcement" sample.

Job Description

Table 8 is an excerpt from the first page of the job description of a typical Florida law enforcement officer, based on the data from officers in all agencies and all parts of the state.

Table 8

Excerpt from Job Description

for Sample of Total Law Enforcement Officers in Florida

TRUNCATED TASK DESCRIPTION	CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....	AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....	PERCENT OF MEMBERS PERFORMING.....	TASK SEQ NO
RUN OR REQUEST TELETYPE CHECKS OF WANTS OR WARRANTS	94.25	1.16	1.09	1.09	
REQUEST RECORDS CHECKS (SUCH AS FIREARMS, STOLEN EQUIPMENT, MAKE ARREST	94.15	1.07	1.01	2.10	
ADVISE PERSONS OF RIGHTS (PER MIRANDA)	93.42	1.07	1.00	3.10	
ISSUE CITATION OR WARNING	92.89	1.05	.98	4.08	
INTERVIEW PERSONS (SUCH AS SUSPECTS, CITIZENS, OR INFORMANTS	82.76	1.13	.94	5.02	5
CONDUCT TRAFFIC STOP	86.31	1.08	.93	5.95	
VERBALLY REPRIMAND OFFENDERS IN LIEU OF ARREST OR CITATION	82.97	1.06	.88	6.83	
APPREHEND SUSPECTS (SUCH AS SMUGGLERS OR VIOLATERS)	82.86	.98	.81	7.64	
PROVIDE STREET OR HIGHWAY DIRECTIONS	86.83	.93	.81	8.45	
SEPARATE OR COUNSEL PEOPLE INVOLVED IN DOMESTIC OR CIVIL DISPUTE	85.68	.92	.79	9.23	10
	78.16	1.00	.78	10.01	

In the job description, there are five columns of numbers, each having a different title. The report in Table 8 was printed out in the descending order of column 3, "Average percent time spent by all members."

From the first column, "Percent of members performing," you can see that in the total sample, 94% of the officers indicated that they performed the first task: Run or request teletype checks of wants or

warrants. From column two, you can see that the officers who perform the task reported that they spend about 1.16% of their duty time on that task. Column three indicates that about 1% of all duty time for all law enforcement officers is spent on teletype checks of wants or warrants. The column three number is lower because only 94% of the officers do it. In column four, each successive column three number is added to get the cumulative sum of times.

Notice the number 5 in the fifth column marked TASK SEQ NO beside the cumulative percentage 5.02. The "Task sequence number" enables you to see that the first 5 tasks on the list account for 5.02% of duty time, the first ten tasks account for 9.23%, and so on.

Appendix IV contains a complete listing of the tasks that account for 50% of the duty time of the officers in the total law enforcement sample. The complete job description was limited to 50% in this report due to limited space. Table 8 and Appendix IV were developed from one of the basic CODAP reports.

Job descriptions could be printed out for any named officer (if they had been identified by name), or for any identifiable group of officers that managers or personnel administrators wanted to have more information about. For example, a manager might want to compare the job descriptions of the day shift and night shift to locate specific differences in complexity of the jobs. That comparison can be made with the existing data base since day shift and night shift assignments were distinguished in the survey. Trainers or personnel officers might want to ensure that assignments were made on the basis of certain experiences or qualifications.

Group Summary

Table 9 contains an excerpt from a second CODAP output, Group Summary, which permits the comparison of identified groups with each other. The data in Table 9 covers all law enforcement officers in the state, compared by agency on tasks performed by the highest percentages of officers. The tasks are listed in the same order as they were listed in the survey booklet. Only a few tasks have been listed in Table 9. Those tasks making up 50% of the job have been printed in Appendix V. The Department has the printouts and data tapes for the entire Group Summary.

Each column is coded to a specific agency. In column 1, headed "LE," the percent of members performing the task is reported for the Total Florida Law Enforcement sample. As indicated in the key to abbreviations, the other columns contain data on different law enforcement agencies. Because there are so many agencies, the report is too wide to print on one sheet of computer paper, and is divided into two parts, with the task list repeated in the second part. When you read the report, imagine that all the agencies are listed beside each task on one very wide page.

Reading from left to right for task number 1, "Examine abandoned vehicles," you can see that 90% of the Florida Law Enforcement Sample do it (column 1 of Part 1), while 99% of the Florida Highway Patrol do it (column 8 of Part 1), and 34% of the officers from the Division of Beverage do it (column 1 of Part 2).

At the top of Table 9, the key to abbreviations also contains the

number of officers responding in each agency. There were 1951 responses
 Table 9

Excerpt from Group Summary of All Agencies

Abbreviations used. (Number of members in this sample.)

- LE = Total Law Enforcement (957)
- SHF = Total Sheriff Departments (1951)
- POL = Total Police Departments (2465)
- AGR = Department of Agriculture (88)
- GAF = Game and Fresh Water Fish Commission (195)
- DOT = Department of Transportation (44)
- DLE = Dept of Law Enforcement (10)
- FHP = Total Highway Patrol (551)
- UP = University Police (90)

Percent of Officers Performing Task, By Agency

TRUNCATED TASK DESCRIPTION	LE	SHF	POL	AGR	GAF	DOT	DLE	FHP	UP
EXAMINE ABANDONED VEHICLES	90	89	91	50	98	80	50	99	93
INVESTIGATE REQUESTS TO TOW AWAY VEHICLES OR VESSELS	80	79	84	6	57	27	0	92	87
INFORM VEHICLE OWNERS OF LEGAL OBLIGATIONS OR PROCEDURES	81	81	85	6	62	39	30	93	83
ARRANGE FOR REMOVAL OF VEHICLES (SUCH AS ABANDONED, RUN OR REQUEST TELETYPE CHECKS OF WANTS OR WARRANTS)	85	84	87	28	72	50	70	98	87
REQUEST RECORDS CHECKS (SUCH AS FIREARMS, STOLEN EQUIPMENT,	94	96	95	43	98	82	100	98	94
ESTIMATE SPEED OF MOVING VEHICLES	94	94	95	47	97	73	80	98	87
INFORM PERSONS OF ACCIDENT REPORTING PROCEDURES	76	74	81	14	86	86	10	97	89
EXPLAIN LEGAL OBLIGATIONS TO VEHICLE OPERATORS	78	72	84	24	72	41	0	98	92
ADMINISTER FIELD CHECK TO SUSPECTED INTOXICATED DRIVERS	80	78	84	40	81	86	0	96	92
ADMINISTER BREATHOLIZER TEST TO SUSPECTED INTOXICATED	73	71	79	5	63	52	10	95	72
ASSESS DRIVER'S ABILITY TO OPERATE VEHICLE (DUE TO AGE, REQUEST READMINISTRATION OF DRIVER'S TEST	27	24	32	0	15	9	0	66	30
RECORD SERIAL NUMBER, IDENTIFICATION MARKS, OR TAG	66	63	72	17	66	70	10	90	67
INSPECT VEHICLE OR VESSELS FOR CONFORMANCE WITH SAFETY	33	24	37	1	13	9	10	68	24
PUSH OR TOW VEHICLES OR VESSELS (SUCH AS DISABLED OR EXTINGUISH VEHICLE OR VESSEL FIRES	82	79	83	72	94	82	80	93	80
TRANSPORT PERSONS (SUCH AS INJURED, DECEASED, OR LOST	56	48	57	3	94	100	0	93	67
	77	71	80	35	90	73	0	94	84
	50	48	48	36	58	70	10	87	80
	87	87	88	30	92	80	90	94	90

Abbreviations used. (Number of members in this sample.)

- BEV = Division of Beverage (82)
- FMP = Marine Patrol (141)
- LGS = Legislative Security (15)
- FOR = Division of Forestry (15)
- FIR = Fire Marshall (8)
- PRK = Park Rangers (30)
- STS = State Attorney Offices (109)
- SCH = School Authorities (10)
- APS = Airport Security (94)

Percent of Officers Performing Task, By Agency

TRUNCATED TASK DESCRIPTION	BEV	FMP	LGS	FOR	FIR	PRK	STS	SCH	APS
EXAMINE ABANDONED VEHICLES	34	93	80	87	75	73	36	100	99
INVESTIGATE REQUESTS TO TOW AWAY VEHICLES OR VESSELS	12	74	93	27	38	30	14	100	97
INFORM VEHICLE OWNERS OF LEGAL OBLIGATIONS OR PROCEDURES	13	60	73	20	63	37	32	100	94
ARRANGE FOR REMOVAL OF VEHICLES (SUCH AS ABANDONED, RUN OR REQUEST TELETYPE CHECKS OF WANTS OR WARRANTS)	27	55	87	40	75	50	21	100	98
REQUEST RECORDS CHECKS (SUCH AS FIREARMS, STOLEN EQUIPMENT,	73	94	73	100	88	63	94	100	98
ESTIMATE SPEED OF MOVING VEHICLES	82	89	73	87	88	57	80	100	99
INFORM PERSONS OF ACCIDENT REPORTING OR INFORMATION	13	60	40	27	25	40	17	20	81
EXPLAIN LEGAL OBLIGATIONS TO VEHICLE OPERATORS	12	73	73	47	38	27	13	80	93
ADMINISTER FIELD CHECK TO SUSPECTED INTOXICATED DRIVERS	6	67	53	33	50	50	28	100	89
ADMINISTER BREATHOLIZER TEST TO SUSPECTED INTOXICATED	4	40	27	0	25	17	7	20	74
ASSESS DRIVER'S ABILITY TO OPERATE VEHICLE (DUE TO AGE, REQUEST READMINISTRATION OF DRIVER'S TEST	2	6	13	0	13	7	2	0	18
RECORD SERIAL NUMBER, IDENTIFICATION MARKS, OR TAG	4	42	40	0	25	27	8	20	70
	1	3	20	0	25	3	2	0	20
	63	79	53	93	75	70	44	80	77

from the sheriffs, 2465 police, and so on. Through use of the Group Summary report, each of these agencies may be compared separately to the law enforcement sample and to one another.

The purpose of the report is to allow managers to compare the work being done in their own departments with that being done elsewhere, in order to make adjustments in assignments, training, or selection.

While this group summary was computed on agencies compared to the total sample, it could be computed for any combination of groups available in the data base. For example, managers might want to know within their own agencies whether there were any differences between the tasks performed, or the amount of time spent on them, for officers with different ages, education levels, or kinds of preservice training. Group summary reports can be done for any combination of groups or individual officers.

Group Difference

Table 10 presents an excerpt from the results of a single CODAP Group Difference report. Group Difference is designed to identify those tasks on which the two selected groups are most different. The Group Difference report selected for this example compares officers who have done college work with those who have not. It could be prepared on any two identified groups or individuals in the survey population selected on any basis, such as age, sex, time in law enforcement, rank, or size of community.

Table 10

Excerpt from Group Difference Report Comparing High School
and College Educated Law Enforcement Officers in Florida

Abbreviations used: TOTHS = Total High School, TOTCL = Total College

TRUNCATED TASK DESCRIPTION	TOTHS AVERAGE PERCENT TIME BY ALL GROUP MEMBERS	TOTCL AVERAGE PERCENT TIME BY ALL GROUP MEMBERS	PERCENT MEMBERS PERFORMING—DIFFERENCE, TOTHS MINUS TOTCL	TOTCL PERCENT MEMBERS PERFORMING	TOTHS PERCENT MEMBERS PERFORMING	DIFFERENCE, TOTHS MINUS TOTCL	PERCENT TIME SPENT	PERCENT TIME DIFFERENCES
AVERAGE PERCENT TIME BY ALL GROUP MEMBERS—DIFFERENCE, TOTHS MINUS TOTCL	31.14	22.68	8.45	.22	.14	.08		
TOTCL AVERAGE PERCENT TIME BY ALL GROUP MEMBERS	47.73	40.04	7.69	.36	.28	.09		
TOTHS AVERAGE PERCENT TIME BY ALL GROUP MEMBERS	41.14	33.73	7.41	.31	.22	.09		
PERCENT MEMBERS PERFORMING—DIFFERENCE, TOTHS MINUS TOTCL	47.05	40.04	7.01	.25	.20	.04		
TOTCL PERCENT MEMBERS PERFORMING	17.73	11.24	6.48	.12	.05	.06		
TOTHS PERCENT MEMBERS PERFORMING	21.82	15.38	6.43	.13	.07	.06		
ADMINISTER BREATHOLIZER TEST TO SUSPECTED	10.00	4.34	5.66	.06	.02	.04		
PERFORM PREVENTIVE MAINTENANCE	51.59	46.15	5.44	.38	.26	.12		
PHOTOGRAPH SCENE OF INVESTIGATION	14.09	8.68	5.41	.11	.04	.07		
PERFORM EMERGENCY REPAIRS	44.09	52.27	-8.18	.27	.35	-.07		
MAKE IMPRINTS OF TIRE, ANIMAL, OR FOOT MARKS	61.82	70.02	-8.20	.53	.67	-.14		
DELIVER DEPARTMENTAL MAIL	36.14	44.58	-8.44	.27	.34	-.07		
SHAKEDOWN CELLS, CELL BLOCKS, OR TANKS	36.36	44.97	-8.61	.20	.25	-.04		
ISSUE PICK-UP OR WANTED NOTICES	13.86	22.49	-8.62	.07	.11	-.04		
PHOTOGRAPH LATENT FINGERPRINTS	45.00	53.65	-8.65	.26	.40	-.14		
.....Middle of Task List Deleted for This Table.....	55.68	64.50	-8.82	.41	.43	-.01		
CONSULT PROSECUTOR ON STATUS OF OUTSTANDING CHARGES	55.23	65.29	-10.06	.39	.46	-.07		
EXPLAIN RULES AND REGULATIONS	55.45	66.47	-11.01	.45	.54	-.10		
PLAN TACTICS FOR CONDUCTING INVESTIGATIONS	51.14	62.52	-11.39	.45	.57	-.11		
CONDUCT STRIP SEARCH	60.68	74.16	-13.48	.36	.47	-.10		
EVALUATE INSTRUCTORS	50.00	64.10	-14.10	.37	.43	-.06		
PARTICIPATE IN EXECUTION OF SEARCH WARRANTS								
INVENTORY PRISONERS' PROPERTY								
SEIZE OR CONFISCATE EVIDENCE								
DETERMINE MODUS OPERANDI OF CRIME								
MAINTAIN OWN FILE OF WARNINGS OR ARRESTS								
CONFRONT OR MONITOR GROUPS								
PROVIDE HELP TO MENTALLY DISTURBED CITIZENS								

In Table 10, column 1 contains the responses from the high school group, and column 2 presents the data from the college group. The tasks are listed in descending order of positive difference (high school-college) through the tasks in which there are no differences, then in ascending order of negative differences (high school-college). The largest positive difference in per cent members performing is 8.45: About 31% of the high school group "Administers breatholizer test to suspected intoxicated drivers or pilots," while only 23% of the college group does. The last three columns present the per cent time spent performing and the time differences for the two groups in a similar way.

The complete Group Difference report compares the two groups on all 528 tasks. The greatest differences, however, appear at the beginning and end of the report. For that reason, and in the interests of brevity, the middle portion of the report has been omitted here.

Going now to the last task on the list, "Provide help to mentally disturbed citizens," the column three difference is -14%, which means that it is the task with the greatest listed difference in frequency of performance between the two groups, and is performed more often by the college trained officers, a difference of 14%. While only well-informed managers and personnel administrators would know whether these two differences are important differences, the reports can highlight what those differences are.

Equipment List

Table 11 lists the equipment used by the highest percentages of officers. The complete equipment list is in Appendix VI. In the survey, "use" was defined to mean operate, carry, or practice with; it was not intended to include "use" in the sense of calling for an ambulance or wrecker. There were 246 items of equipment listed in the survey, 200 of which were used by less than 25% of the officers. There are 22 items of equipment used by more than 50% of the officers.

Equipment lists can be used to identify equipment distribution, or to plan training programs, and in many other ways. The equipment list could be combined with other data in the report to see, for example, whether there are differences in equipment usage between selected groups of officers or kinds of agencies.

Special Requirements

In order to get as many different views of law enforcement jobs as possible, other questions were asked and categorized under the general heading of "special requirements." We asked officers to estimate the total amount of time spent in general categories of work that cannot properly be defined as tasks. To get a better understanding of the special requirements, it would be helpful to refer to the Special Requirements Section of the Survey Booklet furnished with this report.

Functions. Figure 2 shows the relationship among the various categories of duty time, with some 25% of total duty time devoted to the preparation of reports, 23% in law enforcement, 20% providing public service, 15% maintaining order, and 20% for all other activities. Most officers perform all five functions.

Table 11
Equipment Usage
for Total Law Enforcement Within Florida

EQUIPMENT FROM SURVEY BOOKLET	PERCENT OF MEMBERS USING
REVOLVER OR PISTOL	90.6
PATROL CAR RADIO (MOUNTED)	86.6
HANDCUFFS, LEGIRONS, WAISTIRONS, THUMB/CUFFS, OR FLEXCUFFS	84.2
AUTOMOBILE (MARKED PATROL CAR)	80.9
2-WAY RADIO/WALKIE-TALKIE	79.4
PHOTOCOPIER (SUCH AS XEROX MACHINE)	78.1
TYPEWRITER	77.2
WEAPONS CLEANING KIT	75.6
SHOTGUN	74.1
VEHICULAR WARNING LIGHTS (BLUE LIGHTS)	70.8
SPOTLIGHT	70.7
AUTOMOBILE (UNMARKED CAR)	70.1
BASE STATION POLICE RADIO	68.4
BATON (NIGHT STICK)	67.2
BATTERY JUMPER CABLES	65.9
BINOCULARS	63.4
FIRST AID SUPPLIES	62.9
ELECTRIC SIREN	60.9
BODY ARMOR (HIDDEN VEST, EXTERIOR VEST)	59.1
ACCIDENT INVESTIGATION EQUIPMENT	53.6
MAPS (INCLUDES AERIAL AND TOPOGRAPHICAL)	52.4
CALCULATOR/ADDING MACHINES	52.0
FIRE EXTINGUISHER-OR FIRE AGENTS	47.6
PUBLIC ADDRESS SYSTEM	45.5
TAPE RECORDER (CASSETTE)	42.5
TAPE MEASURE	41.4
INSTANT PICTURE CAMERA (SUCH AS POLAROID)	41.0
TELETYPE	40.9
STORAGE FILE	40.6
FLARES	40.4

Areas Patrolled. Patrol time is spent on various types of roads and waterways. About 89% of the officers reported that they patrol residential areas and about 85% patrol commercial areas. About half of the officers patrol in rural areas while 41% of them patrol on the interstates and other federal highways. Only 20% of the officers indicated that they patrol on the rivers, streams, or lakes, and 20% on the gulf or ocean. Table 12 lists areas patrolled.

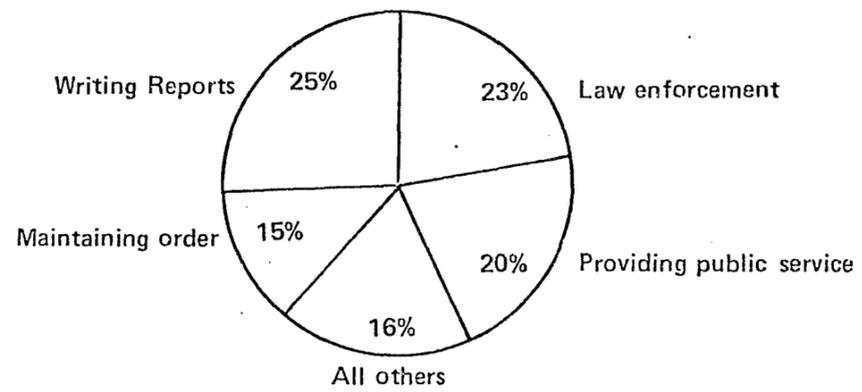


Figure . Percent of time spent in various duties.

	CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....	AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....	PERCENT OF MEMBERS PERFORMING.....
10 TIME SPENT NOT PATROL				
1 WITHIN RESIDENTIAL AREAS	89.13	23.88	21.29	21.29
2 WITHIN COMMERCIAL AREAS	89.45	22.85	20.44	41.73
7 ON STATE HIGHWAYS	84.95	23.27	19.77	61.50
9 PATROLLING OTHER AREAS	63.11	14.66	9.25	70.75
3 IN RURAL AREAS	55.07	14.82	8.16	78.91
8 ON INTERSTATE OR OTHER FEDERAL HIGHWAYS	53.81	11.33	6.10	85.01
4 IN A NATIONAL, STATE, OR LOCAL PARK OR FOREST	41.17	11.47	4.72	89.74
5 ON RIVERS, STREAMS, OR LAKES	29.89	8.86	2.65	92.38
6 ON THE GULF OR OCEAN	19.85	10.84	2.15	94.54
	19.96	8.98	1.79	96.33

by Florida Law Enforcement Officers
Areas Patrolled

Table 12

Types of Transportation Used in Patrol. Patrolling may be done on foot or in a land vehicle, aircraft, or watercraft. Most officers reported that they patrol in a marked vehicle (79%), while only a few patrol in a fixed wing aircraft or in a helicopter. Over 60% patrol on foot but spend only about 11% of their time patrolling on foot. Table 13 indicates the kinds of transportation used on patrol.

Table 13

Types of Transportation Used on Patrol

TRUNCATED TASK DESCRIPTION	CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....	AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....	PERCENT OF MEMBERS PERFORMING.....
IN MARKED VEHICLE	79.41	49.02	38.93	38.93
TIME SPENT NOT ON PATROL	77.53	29.87	23.16	62.09
IN UNMARKED VEHICLE	59.25	26.73	15.84	77.92
ON FOOT	60.71	18.61	11.30	89.22
ON MOTORCYCLE	12.75	20.67	2.64	91.85
IN BOAT	15.78	15.82	2.50	94.35
ON PATROL WITH OTHER TYPE OF TRANSPORTATION	10.55	10.60	1.12	95.47
IN HELICOPTER	9.09	8.88	.81	96.27
ON HORSEBACK	8.36	9.64	.81	97.08
IN FIXED WING AIRCRAFT	9.82	7.63	.75	97.83

Special Operations. Many officers reported being assigned to special operations or details. The most common special assignment is traffic. Sixty-three percent of law enforcement officers reported that they spend 43% of their time on traffic assignments. By extrapolation, this could be interpreted to mean that 27% of all law enforcement time in the state is spent on traffic. This percentage can be compared to the 6% of time spent on special narcotics operations and 6% of time spent on escort duty. Table 14 indicates the amount of time spent in special operations.

Table 14

Time Spent in Special Operations for Total Law Enforcement Sample in Florida

TRUNCATED TASK DESCRIPTION	CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....	AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING.....	PERCENT OF MEMBERS PERFORMING.....
TRAFFIC	63.43	42.58	27.00	27.00
TIME SPENT NOT ON SPECIAL OPERATIONS	53.19	46.12	24.53	51.53
OTHER SPECIAL OPERATIONS	28.00	34.79	9.74	61.28
NARCOTICS	30.93	20.77	6.42	67.70
ESCORT DUTY	34.48	18.62	6.42	74.12
VIP SECURITY	24.76	15.74	3.90	78.02
VICE	19.96	16.18	3.23	81.25
SWAT	16.30	18.80	3.06	84.31
ORGANIZED CRIME	13.48	19.18	2.59	86.90
SITE SECURITY	14.73	16.15	2.38	89.28
INTERNAL AFFAIRS	12.54	16.76	2.10	91.38
EXPLOSIVE OR INCENDIARY DEVICES	9.09	17.96	1.63	93.01
RANCH AND GROVE	8.57	16.62	1.42	94.44

Agency/interagency Work. Appendix VII presents the results of the ratings of the relative amount of time that officers spend in assisting or working with other agencies. These interagency ratings are only interpretable from single agency data. Data for comparing any two or more agencies in the sample can be extracted from the data base.

Pre/Post Duty Time. The majority of reported pre/post duty time (30%) is spent completing reports; almost 80% of officers are involved in report completion. Table 15 lists the pre/post duty activities.

Table 15
Pre/Post Duty Activities

Activity	CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....	AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....	AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....	PERCENT OF MEMBERS PERFORMING.....
7 COMPLETING REPORTS	78.79	38.24	30.13	30.13
10 DUTY TIME OTHER THAN THE NINE ABOVE	52.35	35.32	18.49	48.62
4 RECIEIVING BRIEFINGS	55.07	21.03	11.58	60.20
8 RECEIVING TRAINING	55.49	18.69	10.37	70.57
2 BEING INSPECTED	42.74	15.51	6.63	77.19
9 CONDUCTING ON THE JOB TRAINING	31.66	19.24	6.09	83.28
1 CONDUCTING INSPECTION OF PERSONS	24.14	19.53	4.71	88.00
3 GIVING BRIEFINGS	24.97	16.06	4.01	92.01
6 RECIEIVING DEBRIEFINGS	17.24	14.93	2.57	94.58
5 GIVING DEBRIEFINGS	11.49	11.66	1.34	95.92

Supervisory Duties. About 43% of law enforcement officers reported that they supervise other sworn officers, while 24% supervise auxiliary or reserve officers. Eleven percent supervise other departmental employees and clerical staff. Table 16 indicates supervisory time.

Table 16
Supervisory Time Reported
by Total Florida Law Enforcement

CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....				
AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....				
AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....				
PERCENT OF MEMBERS PERFORMING.....				
Personnel Supervised				
5 TIME NOT SPENT SUPERVISING	60.40	81.47	49.21	49.21
1 SUPERVISING OTHER SWORN LAW ENFORCEMENT OFFICERS	43.26	44.93	19.44	68.64
2 SUPERVISING AUXILIARY OR RESERVE OFFICERS	23.93	36.49	8.73	77.37
4 SUPERVISING OTHER DEPARTMENTAL EMPLOYEES	11.49	34.88	4.01	81.38
3 SUPERVISING CLERICAL STAFF	10.66	24.33	2.59	83.98

Adjunct Activities. From Group 8 of the Special Requirements section of the survey booklet, the following highlights have been summarized:

- 20% to 28% planned and developed programs for schools, or did other community relations work (see Appendix VIII)
- 70% responded to emergency calls at least monthly
- 63% responded to routine calls several times a week
- 51% responded to natural or man made emergencies at least monthly
- 51% met with State's Attorney at least monthly
- 43% waited to appear in court at least several times a month
- 80% had to restrain persons or suspects
- 53% handled weapons on the job at least monthly
- 70% practiced or qualified with their weapons less than once per month
- 83% did not engage in high speed chase, or did it less than once a month
- 45% to 68% explained, interviewed, or mediated more than once a month
- 80% used a radio/telephone regularly
- 53% used a computer terminal
- 37% used special precautions at least once a month to transport females

Physical Activities. Table 17 presents highlights of the physical activities. Some 41% reported running over rough terrain 100 yards or more and 48% said they climbed straight up on trucks or buildings. Appendix IX presents the complete listing of these physical activities.

Table 17
Percent of Officers Performing
Selected Physical Activities

	Percent Performing
Lift objects weighing 70 pounds or over	48
Carry objects weighing over 70 pounds more than 10 feet	29
Drag or pull objects weighing over 70 pounds more than 10 feet	30
Carry or drag persons weighing over 130 pounds more than 10 feet	36
Push objects or vehicles weighing over 70 pounds more than 10 feet	60
Climb steep inclines (fences, walls, ditch banks) 4 feet to 8 feet	61
Run over rough terrain (with uneven surface) 100 yards or more	41
Climb straight up as on a truck or building	48

Forms and Reports

Table 18 lists the forms and reports used by the highest percentages of officers. Appendix X contains the forms and reports summary, a listing of all of the identified forms and reports used by any officer in any agency. Twenty reports are used by 50% or more of the officers and 61 of the 110 forms and reports are used by less than 25% of the officers. The implications of the forms and reports section potentially affect managers, training officers, and personnel administrators. An analysis of the forms would certainly yield requirements for reading, interpreting, writing coherently, and filing promptly.

Table 18
Forms and Reports Usage
for Total Law Enforcement Within Florida

TITLE OF FORM FROM SURVEY BOOKLET (truncated)	PERCENT OF MEMBERS USING
OFFENSE OR MULTI-PURPOSE REPORT OR SUPPLEMENT	93.5
MIRANDA STATEMENT OR ADVICE OF RIGHTS CITATIONS	88.7
STOLEN OR TOWED VEHICLE REPORT	81.5
PROPERTY RECEIPT OR CHAIN OF CUSTODY	79.9
	79.7
VEHICLE OR VESSEL ACCIDENT REPORTS	66.8
DRIVER EXCHANGE OF INFORMATION (VEHICLE ACCIDENT)	66.6
CRIMINAL RECORD CHECK REQUEST	65.5
VEHICLE INVENTORY IMPOUNDED, STORAGE RECEIPT	65.4
DRIVER'S RECORD OR LICENSE STATUS CHECK REQUEST	63.8
ACTIVITY REPORTS OR WORKSHEETS	63.8
MISSING PERSON REPORT	63.1
FIELD INFORMATION CONTACT REPORT OR SUPPLEMENT	62.0
ARREST TICKET (STATE ATTORNEY INTAKE WORKSHEET)	61.2
JUVENILE COMPLAINT, ARREST, OR REPORT FORM	61.0
PARKING VIOLATION	60.4
OFFICIAL WARNINGS, SUCH AS TRAFFIC, PUBLIC NUISANCE	56.8
HARASSING OR OBSCENE PHONE CALL INFORMATION	54.4
REFUSAL TO SUBMIT TO CHEMICAL TEST	52.6
REQUEST FOR LAB ANALYSIS	52.4
RESISTING OR OPPOSING ARREST OR OFFICER'S ACTIONS REPORT	49.8
CANCELLATION (WANTED PERSON OR VEHICLE)	48.6
NOTICE TO APPEAR (DEFENDANT), SUBPOENA	48.2

Personality Variables

Two main concerns must be addressed in the personality variables. The first of these is the amount of agreement different raters can reach in considering the items. If the terms have different meanings for different people, the reliability will be low, and the item will not be suitable for further consideration unless it is refined and new ratings are made. Even though the items may have suitable reliability, that is, the statistical tests were adequate, their average values may be low. Judgment was statistically acceptable, but for some tasks, the average rating was low, thus indicating that the raters agreed that judgment was not very important to the performance of those tasks. Ratings of potential usefulness for further study should be both reliable and have high average ratings.

Table 19 presents the results of the ratings for eight of the variables. Four of them, Courage, Teamwork, Emotional Maturity/Self Control, and Judgment, showed statistically significant (at or above the .05 level) interrater reliabilities.

Appendix XII presents the tasks having the highest mean ratings for each of the personality variables having statistically significant interrater reliabilities. Those having mean values greater than 4.0 have been included in this Appendix, since these have the greatest chance of being useful for further study.. One set of ratings was made by the Florida Highway Patrol and a second set of ratings was made by selected municipal police departments.

The complete report of personality characteristics has been submitted as a separate contract product.

Table 19
Interrater Reliabilities for Selected Personality Characteristics
for FHP*

	R _{KK}	F ratio	Significant at 05 level
Assertiveness	.45	1.84	no
Initiative	.26	1.35	no
Dependability/ Reliability	-.55	.64	no
Courage	.82	5.81	yes
Personal Sensitivity	.22	1.28	no
Teamwork	.77	4.49	yes
Emotional Maturity/ Self Control	.86	7.61	yes
Judgment	.72	3.6	yes

N₁ = 112
N₂ = 1342

Total = 1454

*Honesty and integrity was administered to the FHP at a later date and are not included in the analysis.

Discussion

Size of Sample and Return Rate

Two important views about the size of the sample were taken into account. The sample had to be large enough to provide completely adequate statistical validity, and, at the same time, completely adequate political validity. We strongly believe that statistical validity requires a considerably smaller sample than political validity. Florida has a large, growing, and diverse population and we wanted to ensure that all segments were well represented. The composition of the sample is shown in Appendix II.

Both Michigan (Michigan, 1979) and California (Kohls, Berner, and Luke, 1979) have larger citizen populations than Florida, but both used considerably smaller sample sizes. One important reason that the Florida sample was larger is that it included fifteen state agencies, sheriffs, municipal police, and the Florida Highway Patrol. Of the 424 agencies in Florida, 373 participated (77%), compared to 53% in California. Florida agencies were selected; they did not volunteer in advance. Of the 8224 booklets mailed out, 6590 (80%) were returned, which compares favorably with both Michigan (72%) and California (83%). The return rates, by agency, are shown in Appendix II.

Age and Activity

The mean age of respondents in California was 30.4 years, 31.2 in Michigan, and 31.9 in Florida. These averages are close enough to make reasonable age-based comparisons.

Both Michigan and Florida collected data on the physical demands

regularly faced in the officer's job. The Michigan study was concerned with considerable detail in the frequency and magnitude of the physical effort, and their data was comprehensive and seemed perfectly adequate. Our interest was to see what percentage of Florida officers actually reported performing significant physical activity in the course of their jobs. In addition, we wanted to know the distribution of physical activity by age. By comparing age variables, physical demand occurrences, and interpreting these in the context of personal conditioning, we hoped to isolate factors of potential risk in order to recommend changes in the jobs if necessary.

Special Requirements

A variety of items have been included in the special requirements section to provide the analyst with an expanded view of law enforcement jobs not specifically related to task performance, although many of the special requirements impact task performance. Perhaps the most useful application of special requirements would be to divide officers on background variables of interest, then to see what differences there are in special requirements.

For example, some 85% reported meeting with State's Attorneys, with two thirds of them holding these meetings weekly or several times a month. These meetings have clear implications for the training curriculum.

Some 72% of officers reported engaging in a high speed chase. Considerable risk is associated with these chases. Such a degree of risk has clear management, training, and policy implications.

In addition, 68% of the officers reported "explaining, interviewing, and mediating." These are relatively frequently

occurring behaviors requiring skills in interpersonal communications and definitely should be taken into account in the curriculum.

The complete results from the Group 8--Adjunct Activities is included in Appendix VIII.

Group Summary

The complete Group Summary Report, delivered as a separate contract product, has been prepared to include all agencies in the state combined by their category of Standard Metropolitan Statistical Area (SMSA). When they receive that report from the Department, all Florida agencies will be able to compare the percent of their officers who perform any of the tasks on the task list with any other agency, and with the Florida Law Enforcement sample. All agencies participating and the Florida Law Enforcement Sample are presented in Appendices I and IX.

Personality Variables

Given that the officers were able to agree among themselves that these personality variables were important for performance of a selected number of tasks, a degree of optimism could be expressed about their future potential in selection and performance appraisal systems. Landy, et. al (1976), have had some success in establishing behaviorally anchored performance rating scales.

The fact that officers have been able to use our definitions and to assign high values to some tasks and low values to others suggests at least some degree of construct validity. However, the ratings of the personality variables and the tasks only provide the starting point for making use of the data. The next step is to conduct validity

studies in order to evaluate the potential for including these personality variables in standards applicable to specific tasks, or in specific agencies.

Major Uses of Job and Task Analysis Data

Description of Status Quo

At its ultimate, a high-quality job and task analysis is an accurate description of the current activities taking place within an occupation at the time the analysis is conducted. The better the quality of the analysis, the more accurate the description of the status quo. Job and task analyses are not done for their own sake; they are done as a means to support those responsible for changing and improving current operations. The approach to job analysis utilizing a task inventory and occupational survey supports three main areas of responsibility:

- Management
- Training
- Personnel administration.

Even though a job and task analysis is conducted in a fixed time period on a specified group of employees, the results of the Florida statewide job and task analysis are intended to be used as a significant first step in a continuing program of work by the Department and participating agencies. The project is a part of a continuing Department commitment to systematic improvement of management, training, and personnel administration. To realize the full value of the job and task analysis methodology, it will be

necessary to survey other occupations, ranks, and specialties within the law enforcement community from time to time, and to repeat the initial survey periodically in order to track and respond to changes in the occupation--changes often brought about by new laws, policies, or requirements identified in the process of collecting earlier data.

Management Uses

There are many views of what management responsibilities are. However, in this report, it will be assumed that the primary role of manager is to allocate the physical, financial, and personnel resources of an agency to achieve a stated mission. To achieve a mission, the manager must gain control of these resources to ensure that results are compared to plans and that action is taken on any discrepancies.

By analyzing the results of the survey item by item and by combining information, the manager can get a much clearer picture of the actual jobs being performed by the personnel assigned. The number of possible combinations of items is--literally--astronomical, but some combinations are more rational than others. In Figure 2 in the Results section, it can be seen that the total law enforcement community spends 25% of duty time doing reports and completing forms. Any agency could approach the data base and ask how that agency compares with the law enforcement community as a whole in terms of the time spent filling out forms. An equally important question might ask about the kinds of forms or reports that are taking up the time. The answer to this question could point the way to a streamlining of required paperwork. These questions, and many more, could be answered by special computer analyses of the existing data base.

Tracking Changes

It is also possible to use data from the original and subsequent surveys to track the implementation of changes in statutes or in organizational policy. It is possible that legislation could require officers to perform an additional specific function at the time of arresting a suspect, much in the way that court decisions have caused agencies to mandate use of the Miranda card. Or, departmental policy may require the use of special equipment or protective clothing such as the body armor now required by some agencies. Initial and subsequent surveys could provide managers with information about the general effect of the policy change. If managers have significantly better information, they can make much better decisions.

From time to time, citizens' groups confront the law enforcement community with various charges of discrimination, inadequate protection, or other issues that arise in the changing context of society. When these charges are heard and changes are agreed to, managers can use occupational survey data to track the compliance with agreements reached in that political context. Publication of these data on a relatively regular basis can be offered as evidence of good faith, particularly in light of the quality of the data available to support the claim.

Training

For a variety of important reasons, there is now in the law enforcement profession a distinctly increased interest in both pre-service and in-service training. While the major part of this interest is motivated by attempts to find ways to prepare recruits better for initial jobs, other factors have also had an important impact. It is no longer possible to ignore the potential for civil liability suits

charging that one or another facet of the training program was incomplete, inadequate, or incorrect.

Clearly, whether officers do what they are supposed to do on the job is the joint responsibility of the officers, their supervisors, and managers. But training them to do what they are supposed to do can be perceived to be the responsibility of trainers and those who establish curricula for training. And, in recent years, this concern has come to mean that training should be defensibly job-related and adequately tested.

For example, if it could be shown that first year officers spend an important amount of their time in performing tasks for which they had not been trained, it is reasonable to believe that if they, or the public, were harmed while performing those tasks, legal liability would be possible, perhaps likely. The potential for liability could be increased if it could also be shown that officers were given training on tasks or functions that were not a part of a first year officer's job.

The primary benefit of job and task analysis data to trainers is to get highly detailed data on the actual job situation. From that information, it is possible to make informed and systematic trade-offs in the training curriculum. But can't individual trainers who have many years of law enforcement experience use their own judgment about what is important in the training program? Of course they can! But no trainer has experienced all of law enforcement; consequently, anyone's perception of what is required is limited by the individual's own experience. If that individual's experience is narrow, the training curriculum will be likely to reflect that limitation.

More importantly, if trainers are required to provide testimony in a court proceeding based solely on their own limited experience, others can certainly provide conflicting testimony. Job and task analysis procedures provide much more objective data to substantiate the true contents of the job.

The data base from the job and task analysis can provide considerable evidence of the relationship between job requirements and training programs. See, for example, Table 18 which lists the forms that are required to be completed by 50% or more of the officers. Some of these forms require a moderate command of English. What should be the relationship between job requirements in the basic skills and the selection and training programs? It most likely depends on the relationship between positions available and the size and quality of the applicant pool. However, utilizing data on those tasks that require the filling out of forms, tests for selection could be developed and validated. In addition, tests could be developed to monitor a trainee's progress with a reasonable degree of confidence that these tests were job-related.

Personnel Administration

Three areas of personnel administration are immediately benefited by the availability of occupational survey data:

- Selection
- Performance appraisal
- Job classification.

There is a considerable literature available on the legalities and technicalities inherent in developing and using selection tests and procedures for law enforcement personnel

(Miner and Miner, 1979; Eisenberg, 1973). Little is to be gained by reviewing those issues here. However, it is important to note that the methodology employed to obtain the data in this study was designed to identify in considerable detail exactly what officers do on the job. No other procedures are currently known that provide a better base from which to develop the job-related aspects of officer selection tests and procedures. There are other issues in selection which are not covered by the questions raised in job and task analysis. These are related to psychological screening and background investigations and must be addressed from other points of view (Spielberger, 1979).

From Table 17 in the results section, it can be seen that officers from the survey were required to exert considerable physical effort (running, climbing, dragging) in the normal conduct of their jobs, with some 48% of officers having to lift 70 or more pounds. Such information must be taken into account in the total personnel acquisition program. Some of the physical strength and agility capabilities can be trained if agencies choose to do that. Some physical strength requirements probably cannot be trained in any reasonable period of time, and some perhaps not all. However, applicants are likely to differ considerably in their potential for developing suitable physical strength and agility solely from training.

All job and task analysis data implications for officer selection are based on the assumption that there are considerably more applicants than available positions. If there are not more applicants than positions, the personnel administrator is confronted with a seemingly insurmountable difficulty. Some opportunities to overcome this difficulty may also be found in the data available from the survey. These will be treated in the section of job classification and design.

Job Classification and Design

Two files in the data base contain information about the percent of officers who actually perform any listed task and the percentage of their time devoted to performance of that task. Further, the equipment list and other activity data may provide information that could give leads to possible job redesign.

Table 17 indicates that 48% of officers actually lift 70 or more pounds. This is a good example of a piece of information that, further analyzed, might lead to redesigning a job. On further analysis, it might turn out that the item required to lift is a specific piece of equipment, a fact that can be traced from the equipment list. It might then be possible to revise the task so that two people could lift the equipment, or perhaps the object in question could be replaced with lighter weight or modular equipment.

Just as it would be possible to redesign unwieldy equipment, it is also possible to redesign forms and report formats that are unnecessarily complicated. By studying the forms and their intended uses, ideas for simplification or standardization could certainly be developed. These ideas and approaches could be tried in selected agencies to see whether they actually produce the expected benefit. Because so much time is spent on forms and reports, any improvement could be very important. Many federal, local, and state governments have already approved ordinances and statutes requiring "plain language" in public documents, and there is no reason to believe that important improvements could not be made in Florida (Document Design Center, 1979).

Performance Appraisal

Strong pressure has developed to move from performance appraisals based on personality characteristics such as "initiative," "cooperativeness", and other ill-defined and difficult to measure constructs to a more performance-based, job-related approach. In fact, many labor agreements now call for appraisals to be done only on the duties assigned rather than the duties available.

A significant benefit of the CODAP methodology is the ability to obtain a complete job description on any defined group of officers (e.g. night shift, time in service, women) in terms of the number of tasks they perform or the amount of time spent in performing any task or group of tasks. From these detailed job descriptions, it is then possible to prepare performance appraisals which are based only on the duties assigned.

Standards

Existing standards used to screen applicants have been based on the intuitions of experienced managers about the important characteristics officers should have. In Florida, officers must be U. S. Citizens, high school graduates (or equivalent), be of a minimum age, receive a physical examination, and have a background investigation. However, the job-relatedness of these standards has not been empirically demonstrated. It is, of course, difficult to conduct background investigations on foreign nationals and on U. S. citizens living abroad as well. Standards that have not been validated by the using agency may be considered arbitrary by the courts and declared invalid.

Analysis of the data base established in the job and task analysis

project can provide the basis for developing empirically validated job-related standards which would be far more likely to meet legislative and court requirements. While it is not possible to guarantee in advance that any attribute or characteristic would serve as the basis for a standard, it is possible to make intelligent guesses about good potential standards.

Initial analysis of the data indicates that there are basic academic skill components to the job, including reading, writing, interpreting data, and preparing accurate forms and reports. Psychomotor and dexterity factors could well be required for the operation of equipment known to be used by a significant fraction of officers. Physical strength and agility factors may be important based on the kinds of physical activities engaged in by large numbers of officers, such as running, climbing, lifting, and others.

To develop statewide standards, candidate factors would have to be subjected to a series of straightforward validity studies to establish the relationship of the factor to all agencies in the state. Two considerations are important. The first is the job relatedness of the factor to be considered, and the second is the accuracy with which the factor can be measured. It must be possible to show that officers who pass a particular test can perform on the job and that those who do not pass the test cannot perform on the job. Further, the method of measurement must treat all applicants fairly with no adverse impact.

The job and task analysis project has established the data base upon which statewide standards can be developed and defended. Further, it has established the basis that could be used by local agencies to implement standards which are peculiar to local requirements and

conditions.

Summary

The project was intended to identify job content common to all law enforcement officers in Florida in order to provide a basis for developing selection, training, and other personnel management procedures. To achieve that end, we collected highly specific job data from more than six thousand officers and then analyzed the data to identify those areas of greatest similarity for all officers, as well as those areas of greatest difference. These areas of similarity and difference were spread across job tasks, forms and reports, equipment usage, and other special requirements. The data base will help the department achieve the stated long-term objectives.

It is now possible to use the data base to begin the development of statewide selection tests, to define the data needs for promotion standards, and to analyze training programs in detail to ensure that they are totally consistent with job requirements. Each or all of these future efforts can also be carried out by local agencies who wish to develop their own selection, training, promotion, and other procedures based on this survey.

Recommended Future Uses of the Survey Data

These recommendations are based on the conclusions of the authors

and have been neither approved nor disapproved by the Department.

These suggestions are offered to highlight opportunities that exist now and did not exist before the study was completed.

Preliminary analysis of the data indicates that there are perhaps three levels of tasks:

- Core tasks, which are performed by virtually all officers in the state.
- Agency specific tasks which are restricted to a small number of agencies with special missions.
- Job specific tasks, which are more likely to be performed only by officers assigned to a specific job.

For those tasks which appear to be common to the greatest number of officers in the state, that is, those which perhaps 50% or more of the Florida Law Enforcement sample perform, further analysis is suggested. The task factors (consequences of inadequate performance, training emphasis, etc.) associated with the tasks should be examined to see whether these tasks should be included in the basic training curriculum for the state.

A number of tasks, selected from those performed by high percentages of officers, have been analyzed as a part of the work in this contract. The analysis of these tasks has been detailed on Task Summary Sheets (TSS) which present the conditions and standards of performance as recommended by selected law enforcement agencies. In addition, the initiating cues, skills and knowledges, and task elements have also been listed. The TSS can be used to review training, to serve as the basis for efforts to establish initial selection standards, for purposes of planning supervised on-the-job-training, and

for construction of performance tests.

Recommendations

1. Provide Department Resources

The recommendations which follow represent professional and technical work which will require the dedication of specialists on the Department staff, or the arrangement for contracting with outside organizations. We recommend that the Department acquire the professional and technical services required through either of these means. However, if outside contractors are used, a special effort should be devoted to selecting a contractor who would be available for a project of several years duration. It would be very inefficient to try to piecemeal the projects, principally because no institutional expertise and memory would be developed.

2. Establish Selection Standards

Statewide standards. The sections of the survey listing the tasks, equipment, and forms and reports, combined with the data collected from these sections, provide detailed descriptions of Florida law enforcement jobs. The background section provides data on the officers who do the various jobs. With this information, the logical next step is the development and validation of minimum standard statewide selection instruments and procedures.

These selection procedures would be likely to contain pre-employment tests of job-related reading, writing, and information gathering abilities, tests of physical skills and agilities, and other items based on performance of specific tasks. Candidate tests, background factors, and other selection measures should then be

subjected to a true validity study to identify those items which may be retained as useful for the development of standards.

Based on the analysis of candidate standards developed from the job and task analysis, current standards could be reviewed and revised or supplemented if required.

3. Establish Local Standards

Local agencies. Based on additional data analyses of local officer populations, it would be possible for other state agencies, counties, and cities to develop their own selection procedures to be used in addition to those provided by the Department. Because the data is recent, local and state agencies wishing to develop their own selection instruments should begin to do so now. If other agencies wait until the Department validates the statewide procedures, the data will be about two years older.

Since the data indicate that officers from similar agencies perform similar jobs, it should also be possible for groups of similar agencies to cooperate in the development of common procedures, then validate these procedures separately on their own officers. Groups of smaller and medium sized cities, or counties, or cities and counties together could cooperate in the development of local standards and validate these on their own populations.

4. Establish Training standards

Statewide standards. Based on the statewide job description and other information contained in the survey, it would be desirable to begin immediately the review of statewide training standards. The logical first step in reviewing training standards would be to make a

highly detailed comparison between the existing curriculum and that which would seem to be indicated by the job and task analysis information. Two immediate candidates for serious scrutiny are:

- those tasks performed only by officers with several years service and which are included in the curriculum
- those tasks performed by a high percentage of officers on the job one year or less and which are not included in the curriculum.

If the statewide basic preservice curriculum was heavily weighted with training for tasks performed only by more experienced officers, consideration should be given to removing that instruction from the preservice standard and providing it instead on the job. Further, if there are tasks performed by recruits and new officers for which there is little preparation, consideration should be given to offering preservice training on those tasks.

For example, there are at least 25 tasks on the list that require interpersonal oral communication. Many of them require considerable skill in mediating, negotiating, asserting, and calming difficult and threatening situations. While recruits differ in their abilities to perform these kinds of tasks, much of the content of them is trainable. To the extent that the training is effective and officers perform well, an increasing number of situations can be handled and closed at the scene with no further official action required, thus reducing the workload of many other people.

In developing a curriculum, other considerations must be taken into account besides whether a task is performed by most officers;

however, the percentage of officers performing a task should be heavily weighted in those decisions. Some tasks are so easily learned that no training should be offered for them at all. Other infrequently performed tasks cannot be dropped from training because they are ones that ought to be done, regardless of how often they are actually being done.

It may be that no changes are required in the Florida basic 320 hour preservice curriculum. The review would either confirm its job-relatedness or provide the justification for required revisions.

Local standards. Since a selected local data base can be made available to any local or state agency for purposes of developing local standards, it could be a worthwhile effort for local agencies to perform the same kind of review as that being done on a statewide basis. The advantages to local agencies would be a more careful fine tuning of their own training programs based on local needs and the characteristics of their officers.

In particular, those agencies with excessive turnover, retirements, promotions, or other factors contributing to internal personnel movements should be able to improve their training programs by verifying local needs. A study of what training is, compared to what it should be, could help to prevent spending time on training obscure material and overlooking critical content.

5. Establish Forms and Reports Standards

Many officers indicated to the interviewers that the paperwork load seemed unnecessarily high. The data analysis indicates that some 25% of duty time is spent on forms and reports. If further analysis confirms that this much time is spent on forms and reports, careful

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1 OF 2

consideration should be given to the most frequently used forms to ensure that they are as efficient as they can be, both in terms of design and the procedures used in completing them. Such a study may well uncover opportunities to improve efficiency in forms design and use.

Several officers suggested that statewide standard forms be developed for as many existing forms as possible, noting that this would increase the efficiency of those preparing the forms and those who must use and interpret them.

6. Analyze Agency Specific Data

Special management reports can be generated from the data base that would allow managers to look at similarities and differences among jobs in their agencies. These reports can be highly useful for personnel classification and utilization studies. In these reports, managers can find reasonably good evidence to decide whether assigned personnel are doing what they should be doing.

Other reports would allow comparisons to be made among different ages, experience levels, and assignments of people. Job descriptions can be developed for groups of officers with like assignments to ensure that their performance appraisals are based on their assignments. These benefits would be of particular value to those agencies wishing to extend the survey to all of their officers and to survey supervisor and higher job classifications.

7. Conduct Subsequent Surveys

The survey reported here was designed to collect data principally from the first two pay grades, which is how "entry level" was defined

for the study. In the immediate future, work should be begun on surveys for supervisors and managers in order to relate the data to the total law enforcement population.

8. Obtain 100% Samples in Large Agencies

Since only about half of the municipal police and sheriff's department officers were included (and not identified by name), it could be highly useful for larger cities and counties to consider collecting data from all officers not included in the statewide survey. By including local questions and by obtaining names and social security numbers of officers, the information value to local agencies can be increased. Analysis of special assignments, day and night shifts, equipment, time in service, and other valuable comparisons can be made. When available, these data can serve as the basis for establishing unique local standards for selection and training.

Contract Products

As a means of satisfying the intent of the contract, CET prepared reports, data summaries, analyses, computer tapes, instruction and procedures manuals for final delivery. Some of these are in the form of written reports, some are computer printouts, and others are on the computer tapes. The following is a brief description of each of the separate items.

Final Report

This Final Report is a complete summary of the project, including rationale, organization, history, results, and a discussion of the potential uses of the results for the law enforcement community. There are data summaries, citations of relevant literature, and discussions of the merits of the particular approach taken. A detailed description of the development of the survey booklet is also presented.

Executive Summary

The Executive Summary is a synopsis of the Final Report, including the results and the implications of the results for the law enforcement community, both at the state and local levels. It is intended for an audience interested in the broader uses of the project rather than with the specific details of the data and procedures.

Job Performance Measure Development Manual

This manual describes recommended approach for law enforcement agencies to develop task-based tests for evaluating both training and officers on the job. The purpose behind a job performance measure is to identify those elements of task performance which would be taken as

evidence by the law enforcement agency that officers could perform the task. Because the manual describes a procedure for obtaining and measuring specific job behaviors, it is thought to be totally consistent with the validity requirements of the EEOC guidelines.

Data Summaries

These are computer printouts containing summaries of all the reports for the Florida Law Enforcement Sample. Included also are Job Descriptions for the separate agency types, and Group Summaries for all agencies responding.

Data Users Guide

Because so much of the required output from this contract is in the form of statistical analyses of occupational survey data, necessarily presented in lengthy computer printouts, we decided that a data users guide would enable a larger number of people to study the data. The Data Users Guide describes each of the statistical reports and shows how to extract specific data from it. The guide presents the first page of each report and explains all of the headings, sources, and locations of the data in that report.

Survey Update Manual

The Occupational Survey Booklet: Florida Law Enforcement was printed in 1980. At the date of printing, the booklet was completely up-to-date and described the officers' jobs well. However, laws, procedures, equipment, and populations change, and as society changes, so does law enforcement. Consequently, it is necessary to conduct additional surveys from time to time to ensure that the data base is kept current. The Survey Update Manual describes the recommended

procedure to follow in order to keep the data base current.

Task Summary Sheets

Once the job description report is available for any agency or combined group of agencies, the next step is that of conducting the task analysis on tasks selected from the job description. Usually these are tasks which large percentages of officers perform, which are highly consequential to the job, or which have other features that make them candidates for complete analysis.

Task Summary Sheets are completed forms in which the task is broken down into elements, the conditions and standards of performance are listed, and all reference manuals and specific instructions are recorded. Task Summary Sheets are used by trainers to design training and training evaluation instruments, by managers to verify correct procedures, and by personnel administrators to develop selection test items.

Computer Tapes

In addition to the printed reports listed above, all of the raw data files have been delivered to the Department on computer tapes. The tapes also contain job descriptions for all agencies, group summary reports for selected agencies, and examples of certain special reports.

Continuing Services available from Florida State University

Florida State University's Center for Educational Technology will continue to offer contract, consulting, data analysis, and training services to the law enforcement community. Individual agencies

may make specific arrangements to obtain more detailed information about their officers. Because the data printed in the Final Report is based on a statewide sample, some organizations may want to obtain a complete report on their officers.

Managing the Data Base

The CET obligation to the Department was specified in the contract under which this work was done. That contract was completed in May of 1981. However, there is still a large amount of data in the computer which could be of considerable interest to individual users, in looking at specific aspects of their departments, or in making comparisons of their departments with others. Services to provide additional computer analyses and interpretations will continue to be available to individual agencies.

Training

CET will offer training programs and workshops to agency personnel interested in doing further work with the occupational survey data.

This training will cover:

- job and task analysis
- survey interpretations
- the interpretation and analysis of the various
CODAP programs
- developing tests from the results
- planning, developing, and evaluating training programs

The training will highlight the interpretation of existing data summaries and will provide participants with enough information to ask for more detailed and specific analyses that impact their agencies.

For a schedule of these workshops, contact:

The Center for Professional Development and Public Service

Hecht House

Florida State University

Tallahassee, FL 32306

(904) 644-3801

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Appendix I
Participating Agencies

POLICE DEPARTMENTS

CITY	NUMBER OF OFFICERS	CITY	NUMBER OF OFFICERS
ALACHUA	2	DAYTONA BEACH	45
ALAMONTE SPRINGS	11	DAYTONA BEACH SHORES	3
ANNA MARIA	2	DEERFIELD BEACH	18
ARCADIA	3	DELAND	11
ATLANTIC BEACH	4	DELRAY BEACH	18
AUBURNDALE	4	DUNDEE	2
AVON PARK	3	DUNEDIN	15
BAL HARBOUR	4	DUNNELLON	2
BARTOW	9	EATONVILLE	1
BAY HARBOUR ISLAND	3	EUSTIS	5
BELLE GLADE	10	FELLSMERE	1
BELLEAIR	3	FERNANDINA BEACH	5
BELLEAIR BEACH	2	FLORIDA CITY	2
BELLEAIR BLUFFS	2	FROSTPROOF	3
BISCAYNE PARK	2	FRUITLAND PARK	2
BOCA RATON	24	FT LAUDERDALE	125
BONIFAY	1	FT MEADE	3
BOWLING GREEN	2	FT MYERS	22
BOYNTON BEACH	13	FT WALTON BEACH	10
BRADENTON	11	FT. PIERCE	4
BRADENTON BEACH	2	GAINESVILLE	51
BRADFORD	1	GOLDEN BEACH	2
BROOKSVILLE	5	GRACEVILLE	1
BUNNELL	1	GREEN ACRES CITY	4
CALLAHAN	1	GREEN COVE SPRINGS	4
CALLOWAY	1	GREENVILLE	1
CAPE CORAL	9	GROVELAND	1
CASSELBERRY	9	GULF BREEZE	3
CEDAR GROVE	1	GULF STREAM	2
CHATTAHOOCHEE	3	GULFPORT	5
CHIPLEY	1	HACIEANDA VILLAGE	5
CLEARWATER	57	HAINES CITY	5
CLERMONT	3	HALLANDALE	16
COCOA	14	HAVANNA	2
COCOA BEACH	5	HIALEAH	48
COCONUT CREEK	4	HIALEAH GARDENS	3
COOPER CITY	7	HIGH SPRINGS	2
CORAL GABLES	38	HIGHLAND BEACH	2
CORAL SPRINGS	12	HOLLY HILL	8
CRESCENT CITY	1	HOLLYWOOD	24
CRESTVIEW	4	HOLMES BEACH	3
CROSS CITY	1	HOMESTEAD	12
CRYSTAL RIVER	2	HOWEY IN HILLS	1
DADE CITY	6	INDIALANTIC	2
DANIA	10	INDIAN CREEK	2
DAVENPORT	1	INDIAN HARBOR BEACH	3
DAVIE	10	INDIAN RIVER SHORES	2

POLICE DEPARTMENTS

CITY	NUMBER OF OFFICERS	CITY	NUMBER OF OFFICERS
INDIAN ROCKS BEACH	4	MOORE HAVEN	1
INDIAN SHORES	1	MOUNT DORA	1
INTERLACHEN	1	NEPTUNE BEACH	3
INVERNESS	5	NEW PORT RICHEY	7
JACKSONVILLE	155	NEW SMYRNA BEACH	11
JACKSONVILLE BEACH	9	NICEVILLE	4
JASPER	2	NORTH BAY VILLAGE	6
JENNINGS	1	NORTH LAUDERDALE	8
JUNO BEACH	2	NORTH MIAMI	24
JUPITER	7	NORTH PALM BEACH	8
JUPITER INLET COLONY	1	NORTH PORT	4
JUPITER ISLAND	4	OAKLAND PARK	15
KEY WEST	8	OCEAN RIDGE	2
KEYSTONE HEIGHTS	1	OCOOE	4
KISSIMMEE	8	OKECHOBEE	4
LAKE ALFRED	1	OPA LOCKA	5
LAKE CITY	6	ORANGE PARK	6
LAKE CLARK SHORES	2	ORLANDO	28
LAKE PARK	5	ORMOND BEACH	12
LAKE PLACID	1	OVIEDO	2
LAKE WALES	5	PAHOKEE	2
LAKE WORTH	18	PALATKA	7
LAKELAND	31	PALM BAY	10
LANTANA	3	PALM BEACH	19
LARGO	24	PALM BEACH SHORES	2
LAUDERHILL	20	PALM SPRINGS	4
LEESBURG	7	PALMETTO	8
LONGWOOD	6	PANAMA CITY	4
LYNN HAVEN	3	PARKER	2
MADEIRA BEACH	4	PEMBROKE PINES	11
MADISON	3	PENSACOLA	40
MAITLAND	4	PERRY	2
MANALAPAN	2	PINELLAS PARK	11
MARGATE	19	PLANTATION	20
MARIANNA	4	POMONA PARK	1
MEDLEY	5	POMPANO BEACH	37
MELBOURNE	29	PORT ORANGE	6
MELBOURNE BEACH	1	PORT RICHEY	2
MELBOURNE VILLAGE	2	PORT ST LUCIE	2
MIAMI	137	PUNTA GORDA	4
MIAMI BEACH	54	QUINCY	10
MIAMI SHORES	6	REDINGTON BEACH	3
MIAMI SPRINGS	11	RIVIERA BEACH	17
MICCOSUKEE	6	ROYAL PALM BEACH	1
MILTON	3	SANFORD	13
MIRAMAR	17	SANIBEL	3
MONTICELLO	2	SARASOTA	33

POLICE DEPARTMENTS

CITY	NUMBER OF OFFICERS	CITY	NUMBER OF OFFICERS
SATELLITE BEACH	3		
SEBASTIAN	4		
SEBRING	3		
SEWALLS POINT	1		
SNEADS	1		
SOUTH BAY	1		
SOUTH DAYTONA	5		
SOUTH MIAMI	10		
SOUTH PALM BEACH	2		
SPRINGFIELD	1		
ST AUGUSTINE	8		
ST AUGUSTINE BEACH	2		
ST CLOUD	4		
ST LEO	2		
ST PETERSBURG	137		
ST PETERSBURG BEACH	9		
STARKE	2		
STUART	4		
SURFSIDE	5		
TALLAHASSEE	37		
TAMARAC	15		
TAMPA	180		
TARPON SPRINGS	7		
TAVARES	3		
TITUSVILLE	14		
TREASURE ISLAND	4		
VALPARAISO	1		
VENICE	9		
VERO BEACH	15		
WAUCHULA	3		
WEST MELBOURNE	3		
WEST MIAMI	2		
WEST PALM BEACH	26		
WINDERMERE	1		
WINTER GARDEN	6		
WINTER PARK	16		
WINTER SPRINGS	5		
ZEPHYRHILLS	3		

SHERIFF DEPARTMENTS

CITY	NUMBER OF OFFICERS	CITY	NUMBER OF OFFICERS
ALACHUA	13	ST. LUCIE	18
BAY	14	SARASOTA	50
BRADFORD	2	SEMINOLE	45
BREVARD	58	ST. JOHNS	19
BROWARD	99	SUWANNEE	4
CHARLOTTE	20	TAYLOR	4
CITRUS	9	UNION	3
CLAY	13	VOLUSIA	31
COLLIER	46	WAKULLA	3
COLUMBIA	11	WASHINGTON	4
DADE	501		
DESOTO	6		
DIXIE	3		
ESCAMBIA	51		
FLAGLER	4		
GADSDEN	4		
GILCHRIST	3		
GLADES	4		
GULF	1		
HARDEE	3		
HERNANDO	9		
HIGHLANDS	2		
HILLSBOROUGH	186		
INDIAN RIVER	29		
JACKSON	2		
LAFAYETTE	1		
LAKE	8		
LEE	54		
LEON	23		
LIBERTY	1		
MADISON	3		
MANATEE	38		
MONROE	31		
NASSAU	10		
OKALOOSA	16		
ORANGE	131		
OSCEOLA	21		
PALM BEACH	93		
PASCO	48		
PINELLAS	100		
POLK	81		
PUTNAM	10		
SANTA ROSA	8		

STATE AGENCIES

AGENCY	NUMBER OF OFFICERS
DEPT OF AGRICULTURE	88
DIV OF FORESTRY	15

DEPT OF GAME & FRESHWATER FISH	195
DEPT OF TRANSPORTATION	44
DEPT OF CRIMINAL LAW ENFORCEMENT	10
FLORIDA HIGHWAY PATROL	551
UNIVERSITY POLICE	90
FLORIDA A&M	
FLORIDA ATLANTIC	
UNIV OF CENTRAL FLORIDA	
UNIV OF FLORIDA	
FLORIDA STATE UNIV	
UNIV OF NORTH FLORIDA	
UNIV OF WEST FLORIDA	
UNIV OF MIAMI	
DIV OF BEVERAGE	82
MARINE PATROL	141
LEGISLATIVE SECURITY	15
DIVISION OF FIRE MARSHALL	8
PARK RANGERS	30
STATES ATTORNEYS OFFICE	109
PENSACOLA	
TALLAHASSEE	
LIVE OAK	
JACKSONVILLE	
TAVARES	
CLEARWATER	
DAYTONA	
GAINESVILLE	
ORLANDO	
MJAMI	
SARASOTA	
PANAMA CITY	
WEST PALM BEACH	
FT LAUDERDALE	
TITUSVILLE	
FT PIERCE	
FT MYERS	
SCHOOL AUTHORITIES	10
BROWARD SCHOOL DISTRICT	
BREVARD SCHOOL DISTRICT	
AIRPORT SECURITY	94
TAMPA INTERNATIONAL	
JACKSONVILLE	
ST PETERSBURG/CLEARWATER	
LEE COUNTY	
OKALOOSA COUNTY	

Appendix II
 Survey Booklets Returned
 by Type of Agency

Appendix II

Survey Booklets Returned by Type of Agency:

Sheriff and Municipal Police Departments.

<u>Sheriffs</u>	No. of Agencies	Population	Agencies Returned	Percent Returned
Suburban Counties	12	over 100,000	12	100
	5	50,000 - 100,000	5	100
	4	25,000 - 50,000	4	100
	6	10,000 - 25,000	4	67
	1	less than 10,000	1	100
Rural Counties	3	50,000 - 100,000	2	67
	11	25,000 - 50,000	10	91
	14	10,000 - 25,000	8	57
	10	less than 10,000	7	60
Total Sheriffs			53	80
<u>Police</u>				
Metropolitan Areas	3	over 250,000	3	100
Cities 1	5	100,000 - 250,000	5	100
Cities 2	10	50,000 - 100,000	10	100
Suburban Municipalities	26	25,000 - 50,000	24	92
	39	10,000 - 25,000	32	79
	40	5,000 - 10,000	36	90
	83	less than 5,000	58	70
Non-Suburban Municipalities	2	25,000 - 50,000	1	50
	6	10,000 - 25,000	5	83
	20	5,000 - 10,000	17	85
	68	less than 5,000	35	51
Total Police Department			226	75

Appendix II

Survey Booklets Returned by Type of Agency:

All Agencies

	No. of Agencies	Agencies Returned	Percent Returned
Universities	10	8	75
School Authorities	4	2	50
SA Offices	20	17	85
Counties	66	53	80
Cities and Towns	302	226	75
Department of Agriculture	1	1	100
Forestry	1	1	100
Game and Fish	1	1	100
DOT	1	1	100
FHP	1	1	100
Beverage	1	1	100
Marine Patrol	1	1	100
Legislative Security	1	1	100
Fire Marshall	1	1	100
Airport Authorities	8	6	75
Park Rangers	1	1	100
FDLE	1	1	100
Total	421	323	77

Appendix III
Frequency and Duration of Exercise

TIME SPENT EXERCISING

		0	1	2	3	4	5	6	7	
		Blank	Less Than ½ hr	½ hr	1 hr	1½ hrs	2 hrs	2½ hrs	3 hrs	More than 3 hrs
F r e q u e n c y o f E x e r c i s e	0 Never	2	6	0	0	0	0	0	0	0
	1 Less than once per week	*	5	4	3	1	*	0	0	0
	2 Once a week	*	3	3	5	*	1	0	*	*
	3 Twice a week	*	2	4	6	2	2	*	*	*
	4 Three times a week	*	2	4	7	3	2	*	*	*
	5 Four times a week	*	*	1	3	1	1	0	*	0
	6 Five times a week	*	1	2	2	1	*	0	*	*
	7 Six times a week	*	0	*	1	*	*	*	0	
	8 Daily	*	2	4	3	2	1	*	1	1

Appendix IV
Job Description

Appendix IV
 Job Description for Sample of Total of Law Enforcement in Florida
 Including Tasks to the 50% Level of Average Percent Time Spent

		CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....				TASK
		AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....				SEQ
		AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....				NO
		PERCENT OF MEMBERS PERFORMING.....				
Task Description						
A 5	RUN OR REQUEST TELETYPE CHECKS OF WANTS OR WARRANTS ON PROPERTY OR PERSONS THROUGH FCIC OR NCIC	94.25	1.16	1.09	1.09	
A 6	REQUEST RECORDS CHECKS (SUCH AS FIREARMS, STOLEN EQUIPMENT, OR WANTED OR STOLEN VEHICLES)	94.15	1.07	1.01	2.10	
A 100	MAKE ARREST	93.42	1.07	1.00	3.10	
A 99	ADVISE PERSONS OF RIGHTS (PER MIRANDA)	92.89	1.05	.98	4.08	
A 91	ISSUE CITATION OR WARNING	82.76	1.13	.94	5.02	5
A 142	INTERVIEW PERSONS (SUCH AS SUSPECTS, CITIZENS, OR INFORMANTS)	86.31	1.08	.93	5.95	
A 26	CONDUCT TRAFFIC STOP	82.97	1.06	.88	6.83	
A 92	VERBALLY REPRIMAND OFFENDERS IN LIEU OF ARREST OR CITATION	82.86	.98	.81	7.64	
A 98	APPREHEND SUSPECTS (SUCH AS SMUGGLERS OR VIOLATERS)	86.83	.93	.81	8.45	
A 28	PROVIDE STREET OR HIGHWAY DIRECTIONS TO A GIVEN DESTINATION	85.68	.92	.79	9.23	10
A 61	SEPARATE OR COUNSEL PEOPLE INVOLVED IN DOMESTIC OR CIVIL DISPUTE	78.16	1.00	.78	10.01	
A 158	CONDUCT FIELD, FRISK, OR PAT DOWN SEARCH	85.48	.91	.78	10.79	
A 89	SEARCH BUILDINGS OR GROUNDS FOR EVIDENCE OR SUSPECTS	85.06	.90	.77	11.55	
A 78	COORDINATE ACTIVITIES AT SCENE OF ACCIDENT, CRIME, OR INVESTIGATION	81.30	.93	.76	12.31	

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A 119	PROTECT CHAIN OF EVIDENCE OR CUSTODY	87.36	.85	.75	13.06	15
A 366	TESTIFY AT TRIALS, HEARINGS, OR GRAND JURIES	81.09	.92	.75	13.81	
A 1	EXAMINE ABANDONED VEHICLES	89.86	.82	.73	14.54	
A 152	COLLECT DESCRIPTIONS OF PROPERTY OR PERSONS INVOLVED IN A CRIME	75.03	.98	.73	15.27	
A 88	PERFORM CHECKS OF DWELLINGS, OTHER BUILDINGS, OR GROUNDS	73.77	.99	.73	16.00	
A 83	CALL FOR SUPPLEMENTARY AID (SUCH AS WRECKERS OR AMBULANCE)	82.24	.88	.72	16.73	20
A 144	INTERROGATE SUSPECTS	79.00	.90	.71	17.44	
A 87	CONDUCT ON OR OFF THE STREET OBSERVATIONS FOR LAW VIOLATORS	71.37	.98	.70	18.14	
A 103	ESTABLISH IDENTITY OF SUSPECTS	82.03	.85	.70	18.83	
A 18	TRANSPORT PERSONS (SUCH AS INJURED, DECEASED, OR LOST PERSONS, MENTAL PATIENTS, PRISONERS, OR SUSPECTS)	87.25	.79	.69	19.52	
A 14	RECORD SERIAL NUMBER, IDENTIFICATION MARKS, OR TAG NUMBER OF VEHICLE, VESSEL, FIREARM, OR ANIMAL	82.03	.84	.69	20.21	25
A 101	BOOK SUSPECTS	74.40	.92	.68	20.90	
A 95	ADVISE FAMILY MEMBERS ON CHARGES, STEPS THAT CAN BE TAKEN	83.39	.82	.68	21.58	
A 23	DIRECT TRAFFIC ON LAND OR WATER	80.77	.84	.68	22.25	
A 8	INFORM PERSONS OF ACCIDENT REPORTING OR INFORMATION EXCHANGE PROCEDURES	78.37	.86	.67	22.93	
A 117	BAG, PACKAGE, OR SEAL EVIDENCE	81.50	.82	.67	23.60	30
A 49	SEARCH FOR MISSING, LOST, OR WANTED PERSONS	84.85	.79	.67	24.27	
A 82	RECORD MOTOR VEHICLE OR PROPERTY DAMAGE IN ACCIDENTS	73.15	.91	.67	24.94	
A 118	PRESERVE EVIDENCE	79.83	.83	.66	25.60	
A 7	ESTIMATE SPEED OF MOVING VEHICLES	75.65	.87	.66	26.26	
A 120	SECURE EVIDENTIAL OR ACQUIRED PROPERTY	78.58	.83	.65	26.91	35
A 160	SKETCH ACCIDENT OR CRIME SCENE	73.56	.89	.65	27.56	
A 121	TRANSPORT EVIDENCE OR PROPERTY	84.74	.77	.65	28.21	

A 4	ARRANGE FOR REMOVAL OF VEHICLES (SUCH AS ABANDONED, DISABLED, OR IMPOUNDED)	84.85	.76	.65	28.86	
A 143	INTERVIEW OWNER OR OCCUPANT OF DAMAGED PROPERTY	75.86	.85	.64	29.50	
A 9	EXPLAIN LEGAL OBLIGATIONS TO VEHICLE OPERATORS	79.94	.80	.64	30.14	40
A 79	ESTABLISH OWNERSHIP OR PROPERTY OF VEHICLES INVOLVED IN ACCIDENT	75.13	.85	.64	30.79	
A 80	DETERMINE POINT(S) OF IMPACT OR POINT(S) OF OCCURRENCE	72.83	.87	.64	31.42	
A 279	DETAIN DRIVER OF SUSPECT VEHICLE OR VESSEL	78.58	.81	.63	32.06	
A 280	DETAIN SUSPECT VEHICLE OR VESSEL	79.31	.79	.62	32.68	
A 485	PREPARE REPORTS OR AFFIDAVITS (INCLUDES TYPING OR COLLECTION OF INFORMATION)	52.14	1.18	.61	33.30	45
A 127	SEIZE, IMPOUND, OR CONFISCATE VEHICLES OR PROPERTY	81.40	.75	.61	33.91	
A 71	EXPLAIN RULES AND REGULATIONS	66.25	.91	.60	34.51	
A 97	PLAN METHODS FOR MAKING ARRESTS	76.59	.78	.60	35.11	
A 296	CONTROL DISORDERLY OR IRATE PERSONS	70.22	.85	.60	35.70	
A 138	CLASSIFY INCIDENTS AS CRIMINAL OR CIVIL	69.28	.86	.59	36.30	50
A 94	EXPLAIN TO ONLOOKERS OR FAMILY MEMBERS THE REASON FOR TAKING ARREST ACTION	77.95	.75	.59	36.88	
A 365	GIVE DEPOSITIONS	68.13	.86	.59	37.47	
A 48	REVIEW BOLO	74.09	.79	.59	38.06	
A 162	PROTECT OR SECURE A CRIME SCENE	73.67	.78	.58	38.63	
A 64	INVESTIGATE NON-POLICE ACTION CALLS (SUCH AS ANIMAL CALLS, RESCUE CALLS)	69.38	.83	.57	39.21	55
A 27	CONDUCT FELONY STOP	79.21	.72	.57	39.78	
A 39	ARRANGE FOR REPAIR OR MAINTENANCE OF OFFICIAL VEHICLE OR VESSEL	79.52	.71	.57	40.35	
A 84	DETERMINE KEY OR CRUCIAL EVENTS RELATED TO TRAFFIC OR OTHER ACCIDENTS	67.50	.83	.56	40.91	
A 10	ADMINISTER FIELD CHECK TO SUSPECTED INTOXICATED DRIVERS OR PILOTS	72.73	.75	.55	41.45	
A 168	IDENTIFY POSSIBLE LEADS	63.53	.85	.54	41.99	60
A 2	INVESTIGATE REQUESTS TO TOW AWAY VEHICLES OR VESSELS	79.73	.68	.54	42.54	

A 35 INSPECT PATROL VEHICLES OR VESSELS	64.99	.83	.54	43.08	
A 278 PURSUE VEHICLES OR VESSELS	73.25	.73	.53	43.61	
A 25 MONITOR OBEDIENCE TO TRAFFIC CONTROL DEVICES	64.58	.83	.53	44.14	
A 151 ORIGINATE NEW CASES	60.50	.87	.53	44.67	65
A 108 DECIDE TYPES OF EVIDENCE TO SEARCH FOR AT THE CRIME SCEN	68.23	.77	.52	45.19	
A 36 CLEAN OR WASH PATROL VEHICLE, VESSEL, OR AIRCRAFT	67.71	.76	.52	45.71	
A 102 REMAND SUSPECTS OR PRISONERS TO PROPER JURISDICTIONAL AUTHORITY	68.86	.75	.52	46.23	
A 265 SEARCH VEHICLES, VESSELS, OR AIRCRAFT					
A 93 MAINTAIN OWN FILE OF WARNINGS OR ARRESTS	65.31	.79	.51	46.74	
A 267 SEIZE OR CONFISCATE ILLEGAL SUBSTANCES (SUCH AS ALCOHOLIC BEVERAGE, DRUGS OR TOBACCO)	56.95	.90	.51	47.25	70
A 16 PUSH OR TOW VEHICLES OR VESSELS (SUCH AS DISABLED OR BLOCKING TRAFFIC)	69.38	.73	.51	47.76	
A 90 NOTIFY PERSONS, BUSINESSES, OR AGENCIES OF PROPERTY DAMAGE	77.01	.65	.50	48.26	
A 3 INFORM VEHICLE OWNERS OF LEGAL OBLIGATIONS OR PROCEDURES REGARDING REMOVAL OR RECLAIMING OF VEHICLES	73.98	.68	.50	48.77	
A 136 STUDY BACKGROUND, RAP SHEET, OR M.O. OF SUSPECTS	80.88	.62	.50	49.27	
	66.88	.75	.50	49.77	75

Appendix V
Group Summary

Appendix V, Part 1 of 2

Group Summary of All Florida Law Enforcement Agencies

Containing Tasks that Account for 50% of Duty Time

Abbreviations used (number of members):

TOTLE TOTAL LAW ENFORCEMENT (957)
 TOTSHR TOTAL FOR SHERIFF DEPARTMENTS (1951)
 TOTPOL TOTAL FOR POLICE DEPARTMENTS (2465)
 AGR DEPARTMENT OF AGRICULTURE (88)
 GAF GAME AND FRESHWATER FISH COMMISSION (195)
 DOT DEPARTMENT OF TRANSPORTATION ()
 DLE DEPT OF LAW ENFORCEMENT (10)
 FHP TOTAL HIGHWAY PATROL (551)

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Task Description		TOT LE	TOT SHR	TOT POL	AGR	GAF	DOT	DLE	FHP
A	1 EXAMINE ABANDONED VEHICLES	90	89	91	50	98	80	50	99
A	2 INVESTIGATE REQUESTS TO TOW AWAY VEHICLES OR VESSELS	80	79	84	6	57	27	0	92
A	3 INFORM VEHICLE OWNERS OF LEGAL OBLIGATIONS OR	81	81	85	6	62	39	30	93
A	4 ARRANGE FOR REMOVAL OF VEHICLES (SUCH AS ABANDONED,	85	84	87	28	72	50	70	98
A	5 RUN OR REQUEST TELETYPE CHECKS OF WANTS OR WARRANTS ON	94	96	95	43	98	82	100	98
A	6 REQUEST RECORDS CHECKS (SUCH AS FIREARMS, STOLEN	94	94	95	47	97	73	80	98
A	7 ESTIMATE SPEED OF MOVING VEHICLES	76	74	81	14	86	86	10	97
A	8 INFORM PERSONS OF ACCIDENT REPORTING OR INFORMATION	78	72	84	24	72	41	0	98
A	9 EXPLAIN LEGAL OBLIGATIONS TO VEHICLE OPERATORS	80	78	84	40	81	86	0	96
A	10 ADMINISTER FIELD CHECK TO SUSPECTED INTOXICATED DRIVERS	73	71	79	5	63	52	10	95
A	14 RECORD SERIAL NUMBER, IDENTIFICATION MARKS, OR TAG	82	79	83	72	94	82	80	93

		TOT	TOT	TOT	AGR	GAF	DOT	DLE	FHP
Task Description		LE	SHR	POL					
A	16 PUSH OR TOW VEHICLES OR VESSELS (SUCH AS DISABLED OR	77	71	80	35	90	73	0	94
A	18 TRANSPORT PERSONS (SUCH AS INJURED, DECEASED, OR LOST	87	87	88	30	92	80	90	94
A	23 DIRECT TRAFFIC ON LAND OR WATER	81	80	84	52	90	89	0	98
A	25 MONITOR OBEDIENCE TO TRAFFIC CONTROL DEVICES	65	58	72	3	29	57	0	93
A	26 CONDUCT TRAFFIC STOP	83	81	86	58	88	86	20	97
A	27 CONDUCT FELONY STOP	79	81	83	34	71	32	80	85
A	28 PROVIDE STREET OR HIGHWAY DIRECTIONS TO A GIVEN	86	85	88	64	92	82	20	97
A	35 INSPECT PATROL VEHICLES OR VESSELS	65	61	72	57	85	64	20	67
A	36 CLEAN OR WASH PATROL VEHICLE, VESSEL, OR AIRCRAFT	68	74	69	82	99	89	70	96
A	39 ARRANGE FOR REPAIR OR MAINTENANCE OF OFFICIAL VEHICLE	80	79	77	52	97	84	70	93
A	48 REVIEW BOLO	74	76	78	72	79	50	80	77
A	49 SEARCH FOR MISSING, LOST, OR WANTED PERSONS	85	86	87	45	95	52	70	84
A	61 SEPARATE OR COUNSEL PEOPLE INVOLVED IN DOMESTIC OR	78	82	85	7	49	34	0	57
A	64 INVESTIGATE NON-POLICE ACTION CALLS (SUCH AS ANIMAL	69	70	76	9	92	20	0	34
A	71 EXPLAIN RULES AND REGULATIONS	66	63	65	76	99	93	20	77
A	78 COORDINATE ACTIVITIES AT SCENE OF ACCIDENT, CRIME, OR	81	79	85	24	76	41	50	92
A	79 ESTABLISH OWNERSHIP OR PROPERTY OF VEHICLES INVOLVED IN	75	65	80	5	58	25	10	94
A	80 DETERMINE POINT(S) OF IMPACT OR POINT(S) OF OCCURRENCE	73	59	80	2	33	20	0	94
A	82 RECORD MOTOR VEHICLE OR PROPERTY DAMAGE IN ACCIDENTS	73	58	79	6	29	7	0	98
A	83 CALL FOR SUPPLEMENTARY AID (SUCH AS WRECKERS OR	82	83	86	55	78	70	10	96
A	84 DETERMINE KEY OR CRUCIAL EVENTS RELATED TO TRAFFIC OR	68	52	72	3	33	18	0	95
A	87 CONDUCT ON OR OFF THE STREET OBSERVATIONS FOR LAW	71	71	76	30	85	73	40	88
A	88 PERFORM CHECKS OF DWELLINGS, OTHER BUILDINGS, OR GROUNDS	74	76	78	13	84	20	0	51
A	89 SEARCH BUILDINGS OR GROUNDS FOR EVIDENCE OR SUSPECTS	85	86	89	13	87	14	100	61
A	90 NOTIFY PERSONS, BUSINESSES, OR AGENCIES OF PROPERTY	74	72	80	8	65	34	0	78
A	91 ISSUE CITATION OR WARNING	83	79	84	77	99	95	0	98

Task Description	TOT LE	TOT SHR	TOT POL	AGR	GAF	DOT	DLE	FHP
A 92 VERBALLY REPRIMAND OFFENDERS IN LIEU OF ARREST OR	83	81	85	72	71	91	10	94
A 93 MAINTAIN OWN FILE OF WARNINGS OR ARRESTS	57	61	53	48	90	66	0	74
A 94 EXPLAIN TO ONLOOKERS OR FAMILY MEMBERS THE REASON FOR	78	79	83	25	81	48	40	84
A 95 ADVISE FAMILY MEMBERS ON CHARGES, STEPS THAT CAN BE TAKEN	83	84	87	20	78	36	30	88
A 97 PLAN METHODS FOR MAKING ARRESTS	77	75	78	26	95	55	100	78
A 98 APPREHEND SUSPECTS (SUCH AS SMUGGLERS OR VIOLATERS)	87	83	89	68	95	55	90	89
A 99 ADVISE PERSONS OF RIGHTS (PER MIRANDA)	93	91	94	73	97	86	90	96
A 100 MAKE ARREST	93	93	94	69	97	91	90	97
A 101 BOOK SUSPECTS	74	71	81	8	83	70	90	89
A 102 REMAND SUSPECTS OR PRISONERS TO PROPER JURISDICTIONAL	69	67	75	35	84	68	80	84
A 103 ESTABLISH IDENTITY OF SUSPECTS	82	79	85	40	86	55	90	85
A 108 DETERMINE TYPES OF EVIDENCE TO SEARCH FOR AT THE CRIME SCEN	68	69	75	9	77	18	90	64
A 117 BAG, PACKAGE, OR SEAL EVIDENCE	82	80	82	11	91	43	100	81
A 118 PRESERVE EVIDENCE	80	76	81	27	95	48	100	84
A 119 PROTECT CHAIN OF EVIDENCE OR CUSTODY	87	84	88	26	97	48	100	89
A 120 SECURE EVIDENTIAL OR ACQUIRED PROPERTY	79	77	81	20	87	41	80	80
A 121 TRANSPORT EVIDENCE OR PROPERTY	85	83	86	22	96	43	90	87
A 127 SEIZE, IMPOUND, OR CONFISCATE VEHICLES OR PROPERTY	81	80	84	38	93	48	70	87
A 134 CHECK COUNTY, CITY, OR AGENCY RECORDS FOR ADDRESS OF	67	72	73	14	63	34	100	55
A 136 STUDY BACKGROUND, RAP SHEET, OR M.O. OF SUSPECTS	67	68	72	3	57	18	100	42
A 138 DEFINE INCIDENTS AS CRIMINAL OR CIVIL	69	72	77	6	58	23	10	48
A 142 INTERVIEW PERSONS (SUCH AS SUSPECTS, CITIZENS, OR	86	85	91	25	93	50	90	77
A 143 INTERVIEW OWNER OR OCCUPANT OF DAMAGED PROPERTY	76	75	82	5	59	20	10	80
A 144 INTERROGATE SUSPECTS	79	79	85	20	80	39	90	79
A 151 ORIGINATE NEW CASES	61	64	65	9	73	32	90	30
A 152 COLLECT DESCRIPTIONS OF PROPERTY OR PERSONS INVOLVED IN	75	77	82	18	72	23	100	48

Task Description	TOT LE	TOT SHR	TOT POL	AGR	GAF	DOT	DLE	FHP
.. 158 CONDUCT FIELD, FRISK, OR PAT DOWN SEARCH	85	86	88	30	88	57	70	79
A 160 SKETCH ACCIDENT OR CRIME SCENE	74	65	79	8	50	11	40	86
A 162 PROTECT OR SECURE A CRIME SCENE	74	76	81	13	62	18	50	58
A 167 DETERMINE MODUS OPERANDI OF CRIME	61	62	62	5	59	16	90	16
A 168 IDENTIFY POSSIBLE LEADS	64	65	67	6	69	23	100	34
A 265 SEARCH VEHICLES, VESSELS, OR AIRCRAFT	65	63	66	60	95	36	70	58
A 267 SEIZE OR CONFISCATE ILLEGAL SUBSTANCES (SUCH AS	69	66	73	45	75	27	70	65
A 278 PURSUE VEHICLES OR VESSELS	73	71	76	89	95	73	70	82
A 279 DETAIN DRIVER OF SUSPECT VEHICLE OR VESSEL	79	78	84	80	93	70	80	86
A 280 DETAIN SUSPECT VEHICLE OR VESSEL	79	78	84	76	92	75	70	84
A 296 CONTROL DISORDERLY OR IRATE PERSONS	70	73	75	25	70	41	0	68
A 365 GIVE DEPOSITIONS	68	71	72	38	68	34	70	65
A 366 TESTIFY AT TRIALS, HEARINGS, OR GRAND JURIES	81	81	85	49	85	52	100	81
A 485 PREPARE REPORTS OR AFFIDAVITS (INCLUDES TYPING OR	52	50	55	34	67	36	60	38

Appendix V, Part 2 of 2

Group Summary of All Florida Law Enforcement Agencies (cont'd)

Abbreviations used (number of members):
 UP UNIVERSITY POLICE (90)
 BEV DIVISION OF BEVERAGE (82)
 FMP MARINE PATROL (141)
 LGS LEGISLATIVE SECURITY (15)
 FOR DIVISION OF FORESTRY (15)
 FIR FIRE MARSHALL (8)
 PRK PARK RANGERS (30)
 STS STATE ATTORNEY OFFICES (109)
 SCH SCHOOL AUTHORITIES (10)
 APS AIRPORT SECURITY (94)

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	Task Description	Percent of Members Performing									
		UP	BEV	FMP	LGS	FOR	FIR	PRK	STS	SCH	APS
A	1 EXAMINE ABANDONED VEHICLES	93	34	93	80	87	75	73	36	100	99
A	2 INVESTIGATE REQUESTS TO TOW AWAY VEHICLES OR VESSELS	87	12	74	93	27	38	30	14	100	97
A	3 INFORM VEHICLE OWNERS OF LEGAL OBLIGATIONS OR	88	13	60	73	20	63	37	32	100	94

Percent of Members Performing

Task Description		UP	BEV	FMP	LGS	FOR	FIR	PRK	STS	SCH	APS
A	4 ARRANGE FOR REMOVAL OF VEHICLES (SUCH AS ABANDONED,	87	27	55	87	40	75	50	21	100	98
A	5 RUN OR REQUEST TELETYPE CHECKS OF WANTS OR WARRANTS ON	94	73	94	73	100	88	63	94	100	98
A	6 REQUEST RECORDS CHECKS (SUCH AS FIREARMS, STOLEN	87	82	89	73	87	88	57	80	100	99
A	7 ESTIMATE SPEED OF MOVING VEHICLES	89	13	60	40	27	25	40	17	20	81
A	8 INFORM PERSONS OF ACCIDENT REPORTING OR INFORMATION	92	12	73	73	47	38	27	13	80	93
A	9 EXPLAIN LEGAL OBLIGATIONS TO VEHICLE OPERATORS	92	6	67	53	33	50	50	28	100	89
A	10 ADMINISTER FIELD CHECK TO SUSPECTED INTOXICATED DRIVERS	72	4	40	27	0	25	17	7	20	74
A	14 RECORD SERIAL NUMBER, IDENTIFICATION MARKS, OR TAG	80	63	79	53	93	75	70	44	80	77
A	16 PUSH OR TOW VEHICLES OR VESSELS (SUCH AS DISABLED OR	84	12	94	60	40	25	77	5	60	87
A	18 TRANSPORT PERSONS (SUCH AS INJURED, DECEASED, OR LOST	90	72	80	60	87	75	63	61	100	83
A	23 DIRECT TRAFFIC ON LAND OR WATER	88	13	83	47	53	25	77	6	80	93
A	25 MONITOR OBEDIENCE TO TRAFFIC CONTROL DEVICES	87	4	17	20	0	25	20	3	20	66
A	26 CONDUCT TRAFFIC STOP	88	12	60	33	40	25	43	17	20	78
A	27 CONDUCT FELONY STOP	67	43	46	33	80	38	33	36	10	68
A	28 PROVIDE STREET OR HIGHWAY DIRECTIONS TO A GIVEN	92	34	79	60	60	63	63	26	90	95
A	35 INSPECT PATROL VEHICLES OR VESSELS	80	38	73	33	40	38	80	9	30	80
A	36 CLEAN OR WASH PATROL VEHICLE, VESSEL, OR AIRCRAFT	61	77	99	20	60	38	100	38	10	36
A	39 ARRANGE FOR REPAIR OR MAINTENANCE OF OFFICIAL VEHICLE	79	77	94	53	73	63	93	37	30	76
A	48 REVIEW BOLO	84	43	72	47	53	50	33	39	90	77
A	49 SEARCH FOR MISSING, LOST, OR WANTED PERSONS	86	30	91	60	67	63	83	46	100	87
A	61 SEPARATE OR COUNSEL PEOPLE INVOLVED IN DOMESTIC OR	74	6	36	53	13	25	27	40	100	83
A	64 INVESTIGATE NON-POLICE ACTION CALLS (SUCH AS ANIMAL	82	2	71	27	13	13	70	7	80	71
A	71 EXPLAIN RULES AND REGULATIONS	90	89	99	67	93	25	100	46	90	74
A	78 COORDINATE ACTIVITIES AT SCENE OF ACCIDENT, CRIME, OR	91	44	65	53	93	75	57	38	100	84
A	79 ESTABLISH OWNERSHIP OR PROPERTY OF VEHICLES INVOLVED IN	91	2	57	47	40	50	43	11	70	84

Percent of Members Performing

Task Description	UP	BEV	FMP	LGS	FOR	FIR	PRK	STS	SCH	APS
A 80 DETERMINE POINT(S) OF IMPACT OR POINT(S) OF OCCURRENCE	88	4	36	27	33	38	27	5	10	77
A 82 RECORD MOTOR VEHICLE OR PROPERTY DAMAGE IN ACCIDENTS	90	5	38	47	47	13	33	3	80	81
A 83 CALL FOR SUPPLEMENTARY AID (SUCH AS WRECKERS OR	88	22	61	73	47	50	57	10	80	91
A 84 DETERMINE KEY OR CRUCIAL EVENTS RELATED TO TRAFFIC OR	78	4	36	47	27	25	20	5	70	70
A 87 CONDUCT ON OR OFF THE STREET OBSERVATIONS FOR LAW	84	51	62	53	67	38	80	28	80	83
A 88 PERFORM CHECKS OF DWELLINGS, OTHER BUILDINGS, OR GROUNDS	93	49	59	87	67	50	77	17	90	90
A 89 SEARCH BUILDINGS OR GROUNDS FOR EVIDENCE OR SUSPECTS	91	72	59	93	87	88	57	50	90	87
A 90 NOTIFY PERSONS, BUSINESSES, OR AGENCIES OF PROPERTY	89	7	40	80	73	50	33	8	90	82
A 91 ISSUE CITATION OR WARNING	92	90	96	73	80	13	77	6	20	91
A 92 VERBALLY REPRIMAND OFFENDERS IN LIEU OF ARREST OR	86	85	91	60	93	13	90	23	80	90
A 93 MAINTAIN OWN FILE OF WARNINGS OR ARRESTS	58	68	81	47	93	50	67	18	50	49
A 94 EXPLAIN TO ONLOOKERS OR FAMILY MEMBERS THE REASON FOR	60	63	72	27	80	50	47	39	80	67
A 95 ADVISE FAMILY MEMBERS ON CHARGES, STEPS THAT CAN BE TAKEN	63	52	70	27	73	63	43	46	100	78
A 97 PLAN METHODS FOR MAKING ARRESTS	64	78	73	40	80	50	50	61	90	60
A 98 APPREHEND SUSPECTS (SUCH AS SMUGGLERS OR VIOLATERS)	78	85	82	47	87	63	60	65	100	84
A 99 ADVISE PERSONS OF RIGHTS (PER MIRANDA)	90	94	83	53	100	88	63	91	100	93
A 100 MAKE ARREST	87	95	94	47	87	88	60	85	100	89
A 101 BOOK SUSPECTS	77	89	69	20	53	63	27	73	20	57
A 102 REMAND SUSPECTS OR PRISONERS TO PROPER JURISDICTIONAL	67	73	64	33	73	75	50	51	80	76
A 103 ESTABLISH IDENTITY OF SUSPECTS	82	87	70	60	87	75	43	65	100	80
A 108 DETERMINE TYPES OF EVIDENCE TO SEARCH FOR AT THE CRIME SCEN	71	61	44	33	93	100	40	48	90	48
A 117 BAG, PACKAGE, OR SEAL EVIDENCE	73	83	77	40	100	100	43	58	80	76
A 118 PRESERVE EVIDENCE	84	90	77	40	100	100	57	67	90	78
A 119 PROTECT CHAIN OF EVIDENCE OR CUSTODY	87	94	84	33	100	100	57	72	80	82
A 120 SECURE EVIDENTIAL OR ACQUIRED PROPERTY	83	82	79	47	87	100	50	57	80	72

Task Description	Percent of Members Performing									
	UP	BEV	FMP	LGS	FOR	FIR	PRK	STS	SCH	APS
A 121 TRANSPORT EVIDENCE OR PROPERTY	74	89	83	47	93	100	57	70	90	65
A 127 SEIZE, IMPOUND, OR CONFISCATE VEHICLES OR PROPERTY	74	80	79	47	67	63	50	37	20	71
A 134 CHECK COUNTY, CITY OR AGENCY RECORDS FOR ADDRESS OF	66	62	47	53	87	75	20	73	90	61
A 136 STUDY BACKGROUND, RAP SHEET, OR M.O. OF SUSPECTS	64	79	44	47	93	75	27	80	90	56
A 138 DEFINE INCIDENTS AS CRIMINAL OR CIVIL	66	45	45	47	80	88	3	68	100	67
A 142 INTERVIEW PERSONS (SUCH AS SUSPECTS, CITIZENS, OR	84	94	79	67	100	100	50	93	100	85
A 143 INTERVIEW OWNER OR OCCUPANT OF DAMAGED PROPERTY	86	17	65	60	100	100	40	49	80	83
A 144 INTERROGATE SUSPECTS	82	70	52	53	93	100	23	79	100	79
A 151 ORIGINATE NEW CASES	52	84	47	40	93	88	7	71	90	41
A 152 COLLECT DESCRIPTIONS OF PROPERTY OR PERSONS INVOLVED IN	78	70	52	53	87	100	33	59	100	76
A 158 CONDUCT FIELD, FRISK, OR PAT DOWN SEARCH	81	70	68	40	93	50	50	55	90	94
A 160 SKETCH ACCIDENT OR CRIME SCENE	86	33	38	27	87	100	27	30	50	78
A 162 PROTECT OR SECURE A CRIME SCENE	82	28	44	47	80	88	10	29	80	60
A 167 DETERMINE MODUS OPERANDI OF CRIME	49	55	31	33	87	88	17	56	80	33
A 168 IDENTIFY POSSIBLE LEADS	69	68	41	47	87	100	23	66	100	44
A 265 SEARCH VEHICLES, VESSELS, OR AIRCRAFT	56	63	89	33	87	63	53	30	100	66
A 267 SEIZE OR CONFISCATE ILLEGAL SUBSTANCES (SUCH AS	53	95	57	33	27	13	37	30	90	71
A 278 PURSUE VEHICLES OR VESSELS	70	57	88	33	67	13	63	30	30	70
A 279 DETAIN DRIVER OF SUSPECT VEHICLE OR VESSEL	70	45	87	40	73	13	67	29	30	79
A 280 DETAIN SUSPECT VEHICLE OR VESSEL	64	43	87	40	67	13	60	29	30	76
A 296 CONTROL DISORDERLY OR IRATE PERSONS	73	34	54	67	47	25	53	23	100	84
A 365 GIVE DEPOSITIONS	48	61	55	7	93	63	17	69	90	52
A 366 TESTIFY AT TRIALS, HEARINGS, OR GRAND JURIES	63	90	73	27	93	75	43	83	90	80
A 485 PREPARE REPORTS OR AFFIDAVITS (INCLUDES TYPING OR	54	76	55	33	73	88	40	61	40	48

Appendix VI
Equipment Useage

EQUIPMENT USAGE FOR TOTAL LAW ENFORCEMENT WITHIN FLORIDA

EQUIPMENT FROM SURVEY BOOKLET

PERCENT OF
MEMBERS USING

G 91 REVOLVER OR PISTOL	90.6
F 52 PATROL CAR RADIO (MOUNTED)	86.6
L 217 HANDCUFFS, LEGIRONS, WAISTIRONS, THUMBCUFFS, OR FLEXCUFFS	84.2
A 9 AUTOMOBILE (MARKED PATROL CAR)	80.9
F 55 2-WAY RADIO - WALKIE-TALKIE	79.4
E 37 PHOTOCOPIER (SUCH AS XEROX MACHINE)	78.1
E 39 TYPEWRITER	77.2
K 165 WEAPONS CLEANING KIT	75.6
G 92 SHOTGUN	74.1
H 117 VEHICULAR WARNING LIGHTS (BLUE LIGHTS)	70.8
L 190 SPOTLIGHT	70.7
A 10 AUTOMOBILE (UNMARKED CAR)	70.1
F 51 BASE STATION POLICE RADIO	68.4
G 84 BATON (NIGHT STICK)	67.2
L 195 BATTERY JUMPER CABLES	65.9
L 186 BINOCULARS	63.4
K 170 FIRST AID SUPPLIES	62.9
L 214 ELECTRIC SIREN	60.9
H 105 BODY ARMOR (HIDDEN VEST, EXTERIOR VEST)	59.1
K 175 ACCIDENT INVESTIGATION EQUIPMENT	53.6
L 221 MAPS (INCLUDES AERIAL AND TOPOGRAPICAL)	52.4
E 36 CALCULATOR/ADDING MACHINES	52.0
H 110 FIRE EXTINGUISHER-OR FIRE AGENTS	47.6
F 66 PUBLIC ADDRESS SYSTEM	45.5
J 148 TAPE RECORDER (CASSETTE)	42.5
L 233 TAPE MEASURE	41.4
I 144 INSTANT PICTURE CAMERA (SUCH AS POLAROID)	41.0
F 68 TELETYPE	40.9
E 47 STORAGE FILE	40.6
H 116 FLARES	40.4
K 154 DRUG OR NARCOTIC IDENTIFICATION KIT	39.7
L 197 CAR DOOR LOCK OPENING DEVICE	38.4
F 62 COMPUTER TERMINAL	38.3
K 156 FINGERPRINTING KIT	37.6
H 108 RIOT GEAR	36.9
H 141 ROPE	31.6
H 106 GAS MASK	31.2
K 176 CRIME SCENE PRESERVATION TOOLS (SUCH AS ROPES OR SIGNS)	30.8
L 199 RADAR SPEED UNIT	30.6
K 157 LATENT PRINT KIT	29.2

EQUIPMENT USAGE FOR TOTAL LAW ENFORCEMENT WITHIN FLORIDA (continued)

I 143 35MM CAMERA	28.6
E 48 REFRIGERATOR-FREEZER	28.3
F 50 CB RADIO	26.7
L 223 SCALES (INCLUDES GRAM SCALE)	26.6
E 38 DUPLICATING MACHINE	26.5
A 12 PADDY WAGON OR RIOT WAGON	24.9
A 21 VAN	23.5
L 200 SPEED GUN	23.5
L 189 ILLUMINATED TRAFFIC BATON (SUCH AS "WAND")	23.4
H 121 PRY BAR (CROW BAR)	22.8
K 158 BREATHALYZER	22.5
H 132 RESTRAINING DEVICE OR STRAIGHT JACKET	22.1
G 93 RIFLE	20.9
H 130 LADDER	20.5
L 198 JACK STAND	20.0
K 155 EVIDENCE PROCESSING KIT	19.4
F 73 RADIO FREQUENCY SCANNER	19.1
E 35 DICTATING EQUIPMENT	19.0
F 81 PAGER/CHARGER	19.0
A 4 AMBULANCE	18.5
A 13 TOW TRUCK	18.1
G 86 CHEMICAL MACE	18.1
L 222 CHARTS	17.4
A 5 FIRE TRUCK	17.2
L 209 MANUAL TRAFFIC CONTROL DEVICE	17.0
H 131 STRETCHER	16.7
G 90 GRENADE OR CANISTER (SUCH AS MACE, TEAR GAS, SMOKE)	16.3
L 203 MOVING RADAR	16.3
E 49 MICROFILM VIEWER	16.2
H 122 BOLT CUTTERS	15.1
A 1 BICYCLE	14.9
L 196 BATTERY CHARGER	14.3
F 57 TELEPHONE ANSWERING DEVICE	14.1
J 150 MOVIE PROJECTOR	14.0
A 14 TRUCK (1/4, 1/2, 3/4, OR 1 TON)	13.6
H 129 AXE, SHOVEL, OR PICKS	13.6
D 30 OUT-BOARD	13.3
L 226 GAUGES	13.0
J 152 VIDEOTAPE RECORDER OR CAMERA	12.9
F 70 ELECTRONIC REMOTE TRANSMITTER - "BUG"	12.5

EQUIPMENT USAGE FOR TOTAL LAW ENFORCEMENT WITHIN FLORIDA (continued)

C 26 DOG	
K 168 AUTO MECHANIC'S TOOL KIT	12.3
A 2 MOTORCYCLE (INCLUDING TOTE-GOAT OR DIRT BIKE)	12.2
L 224 CHECK, DOCUMENT, OR EVIDENCE PROTECTOR	12.1
A 17 RESCUE TRUCK	11.8
	11.0
A 18 ALL TERRAIN VEHICLES (4 WHEEL DRIVE)	
G 94 TELESCOPIC GUN SIGHT	10.8
L 206 NIGHT VISION DEVICES	10.5
L 225 COMPASS	10.3
F 78 HEADPHONES	10.2
	10.1
K 164 SMALL ARMS REPAIR KIT	
L 229 STOPWATCH	10.0
L 218 CHAIN	9.7
L 202 HAT OR HEAD LIGHT	9.5
H 125 "COME-ALONG"	9.3
	9.2
E 46 PAPER SHREDDER	
G 99 TEAR GAS GUN	9.0
J 153 CLOSED CIRCUIT TV MONITOR	9.0
L 240 ROD & REEL	8.2
H 120 SLEDGE HAMMER	8.2
	7.7
F 53 SCRAMBLER RADIO	
F 56 MARINE RADIO SIDEBAND (VHF, FM OR AM)	7.6
F 63 RADIO CAR COMPUTER TERMINAL	7.4
H 127 FORCIBLE ENTRY TOOL	7.4
J 151 SLIDE TAPE EQUIPMENT	7.4
	7.4
B 22 AIRCRAFT (FIXED WING - PISTON)	
K 167 ACCIDENT TOOL KIT	7.3
H 139 LIFE VEST	7.3
F 80 DISGUISED ANTENNA	7.2
J 149 TAPE RECORDER (REEL TO REEL)	7.1
	7.1
H 118 CHAINSAW	
L 228 TRAILER	6.9
E 40 LAMINATING MACHINE	6.9
F 61 CABLE TELEPHONE	6.7
I 145 VIEW CAMERA	6.7
	6.6
E 42 DRAFTING SET	
L 230 RAPPELLING EQUIPMENT	6.5
B 24 AIRCRAFT (ROTARY WING - HELICOPTER)	6.4
F 69 WIRETAP EQUIPMENT	6.3
H 111 FIRE HOSE	6.3
	6.3

EQUIPMENT USAGE FOR TOTAL LAW ENFORCEMENT WITHIN FLORIDA (continued)

K 166 BATTERY TEST KIT	6.3
L 187 TELESCOPE	6.3
H 140 CAMOUFLAGE EQUIPMENT	6.0
E 43 LETTERING SET	5.9
H 102 SCUBA GEAR	5.9
K 173 IDENTI-KIT	5.9
L 234 PLASTER CASTING MATERIALS	5.9
D 29 IN-BOARD	5.5
L 208 METAL DETECTOR	5.5
K 180 BLOOD ANALYSIS TEST KIT	5.4
A 6 RECOVERY TRUCK	5.3
G 98 MACHINE GUN	5.3
F 58 TELEGRAPH - TELEPHONE TERMINAL	5.1
H 123 PYLONS	5.1
K 159 POLYGRAPH EQUIPMENT	5.1
D 31 I/O OR STERN DRIVE	5.0
F 79 VOLT OHM METER	5.0
H 109 SAFETY BELT OR TREE SPIKES	5.0
L 242 CAMPING EQUIPMENT	5.0
K 169 CARPENTER TOOL KIT	4.9
H 124 WINCH	4.7
I 146 FINGERPRINT CAMERA	4.6
G 97 SPOTTER SCOPE	4.4
L 216 POWER SUPPLY GENERATORS	4.3
K 172 COMPOSITE KIT	4.2
F 64 CALL BOX	4.1
H 119 PNEUMATIC TOOL FOR EXTRACTING TRAPPED PERSON	4.0
L 213 ALARM MONITOR	4.0
F 72 ELECTRONIC TRACKING DEVICE - "BIRD DOG UNIT"	3.9
L 241 FISHING NET	3.9
A 3 THREE-WHEELED VEHICLE	3.8
F 54 RADIO FREQUENCY AMPLIFIER	3.8
G 85 MACHETE	3.8
L 193 ULTRA VIOLET LIGHT	3.6
I 147 MOTION PICTURE CAMERA (SUCH AS SUPER 8 MM)	3.5
K 171 ORTHOPHARYNGEAL AIRWAYS	3.5
L 235 ALLIGATOR CATCHING EQUIPMENT	3.4
A 11 BUS	3.1
L 220 STROLOMETER/WALKER/WALKING STICK	3.1
H 107 PARTICLE AND DUST MASK	3.0

EQUIPMENT USAGE FOR TOTAL LAW ENFORCEMENT WITHIN FLORIDA (continued)

H 138 FLOATING MARKERS	3.0
F 71 ELECTRONIC SENSOR - AMPLIFIED MICROPHONE	2.9
H 104 SELF CONTAINED AIR PACK	2.9
H 128 HANDY-MAN JACKS	2.9
K 177 POST MORTEM KIT	2.9
C 25 HORSE	2.8
K 178 NEUTRON ACTIVATOR ANALYSIS TEST KIT	2.8
L 215 HAND-OPERATED SIREN	2.8
F 74 RF METER	2.6
H 115 FLARE GUN	2.6
D 28 ROW BOAT	2.5
D 32 AIR BOAT	2.4
G 87 DYNAMITE	2.4
K 174 FIBERGLASS REPAIR KIT	2.4
L 239 CATCH POLE	2.4
D 27 CANOE	2.3
E 41 CASH REGISTER	2.3
H 112 FIRE PROTECTIVE CLOTHING	2.3
K 181 WILLIAMS REAGENT	2.3
L 192 ELECTRIC LIGHT ASSEMBLY	2.3
L 238 FLOAT	2.1
A 15 2 AND A HALF TON CARGO TRUCK	2.0
L 227 DOG BOX	2.0
L 219 SADDLE OR LIVERY	1.9
L 236 GIG	1.9
L 237 SNAKE HOOK	1.9
H 137 UNDERWATER METAL DETECTOR	1.8
L 191 OWL LIGHT	1.8
L 210 RADIATION DETECTORS	1.7
F 77 ANTENNA DUPLEXOR	1.5
F 82 RADIO DIRECTION FINDING EQUIPMENT	1.5
A 16 TRUCK WITH CAB AND TRAILER	1.4
F 67 ELECTRIC TYPEWRITER SECURITY EQUIPMENT	1.4
H 134 DRAG LINES	1.4
K 179 IMPRESSION KIT	1.4
L 182 BOMB TECHNICAL EQUIPMENT	1.4
A 8 ARMORED VEHICLE	1.3
A 20 DUNE BUGGY OR SWAMP BUGGY	1.3
K 160 ELECTRIC EQUIPMENT TOOL KIT	1.3
E 44 FACSIMILE SET	1.2

EQUIPMENT USAGE FOR TOTAL LAW ENFORCEMENT WITHIN FLORIDA (continued)

F 60 TELEPHONE TEST KIT	1.2
H 101 SURFACE SUPPLIED AIR DIVING EQUIPMENT	1.2
H 126 BATTERING RAM - STEEL	1.2
H 135 UNDERWATER TOW SLED	1.2
L 185 FLAIR (FORWARD LOOKING AERIAL INFRARED)	1.2
D 33 SAIL BOAT	1.1
G 88 LANCE	1.1
G 100 TRANQUILIZER GUN	1.1
L 184 DEMOLITION EQUIPMENT SET	1.1
F 59 SIGNAL TELEPHONE CONVERTER	1.0
G 89 CATTLE PROD (SOURCE)	1.0
L 188 PERISCOPE	1.0
L 194 LASER SPEED UNIT	1.0
L 232 TRACE VAPOR DETECTOR	1.0
L 246 RF LOCATER	1.0
A 7 TRACK VEHICLE (OR HALF TRACK)	.9
B 23 AIRCRAFT (FIXED WING - JET)	.9
H 142 DYE MARKERS	.8
L 204 VASCAR	.8
A 19 FUEL TRUCK	.7
E 45 SILKSCREEN SET	.7
F 83 UNDERWATER COMMUNICATION EQUIPMENT	.7
H 114 PORTABLE CHEMICAL AGENT DETECTOR	.7
H 133 MAGNETIC DRAG	.7
K 162 RADIO TEST SET	.7
L 243 PORTABLE X-RAY (E.O.D.)	.7
L 244 BOMB BASKET/BLANKET	.7
H 103 LIFE BAG	.6
L 201 SONAR EQUIPMENT	.6
L 211 VEHICLE POWER SUPPLY ASSEMBLY	.6
L 212 VEHICLE TRACKER	.6
D 34 JET BOAT	.5
K 161 RADIO REPAIR TOOL KIT	.5
F 65 FACSIMILE TRANSMISSION DEVICE	.4
F 76 HAND CABLE REELING MACHINE	.4
G 96 TRANSFER SCOPE	.4
H 113 PORTABLE DECONTAMINATING EQUIPMENT	.4
L 231 EXPLOSIMETER	.4
H 136 DIVER PROPULSION UNIT	.3
L 207 AUTOMATIC TRAFFIC VOLUME COUNTER	.3

EQUIPMENT USAGE FOR TOTAL LAW ENFORCEMENT WITHIN FLORIDA (continued)

L 245 TELEPHONE ANALYZER	.3
F 75 CIPHER MACHINE	.2
G 95 STEREOSCOPE	.2
K 163 ELECTRON TUBE TEST KIT	.2
L 183 MINE DETECTION SET	.1
L 205 ULTRASONIC SPEED DEVICES	.1

Appendix VII
Agency/Interagency Work

Appendix VII

Agency/Interagency Work for Total Florida Law Enforcement

		CUMULATIVE SUM OF AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....				TASK
		AVERAGE PERCENT TIME SPENT BY ALL MEMBERS.....				SEQ
		AVERAGE PERCENT TIME SPENT BY MEMBERS PERFORMING....				NO
		PERCENT OF MEMBERS PERFORMING.....				.
D-TSK	DUTY/TASK TITLE
A 5	MUNICIPAL POLICE DEPARTMENTS	69.91	25.58	17.88	17.88	
A 13	STATE ATTORNEY OFFICE	64.26	25.72	16.53	34.41	
A 1	HIGHWAY PATROL	70.74	23.06	16.31	50.72	
A 4	SHERIFFS DEPARTMENTS	67.50	21.49	14.51	65.23	
A 18	FEDERAL LAW ENFORCEMENT AGENCIES	33.86	12.22	4.14	69.37	5
A 2	FLORIDA DEPARTMENT OF LAW ENFORCEMENT	31.56	11.88	3.75	73.11	
A 19	OTHER STATE OR FEDERAL AGENCIES	26.85	12.66	3.40	76.51	
A 10	MARINE PATROL	26.65	12.07	3.22	79.73	
A 3	UNIVERSITY POLICE	20.17	12.86	2.59	82.32	
A 17	LAW ENFORCMENT AGENCIES FROM STATES OTHER THAN FLORIDA	25.91	9.31	2.41	84.74	10
A 7	FIRE MARSHALL	19.12	10.87	2.08	86.82	
A 14	GAME AND FRESH WATER FISH COMMISSION/	18.50	11.07	2.05	88.86	
A 15	DIVISION OF BEVERAGE/	18.50	9.31	1.72	90.59	
A 9	AIRPORT POLICE	12.96	12.69	1.64	92.23	
A 6	PARK RANGERS	14.84	10.64	1.58	93.81	15
A 12	DIVISION OF FORESTRY	9.93	10.87	1.08	94.89	
A 11	DEPARTMENT OF AGRICULTURE/	7.63	7.42	.57	95.45	
A 16	BUREAU OF WEIGHTS AND MEASURES	6.17	7.75	.48	95.93	
A 8	LEGISLATIVE SECURITY	5.75	5.61	.32	96.25	

Appendix VIII
Adjunct Activities

FREQUENCY SCALE

- 1 = less than once per month
- 2 = monthly
- 3 = several times a month
- 4 = weekly
- 5 = several times a week
- 6 = daily
- 7 = more than once a day

For the following groups of activities, indicate frequency of performance:

		Group 9 - Frequencies							
		Don't	1	2	3	4	5	6	7
074	Planning/developing programs	77	14	3	2	2	1	1	
075	Presentation of programs to schools/colleges/universities	80	14	3	1	1	1	*	
076	Presentation of programs to civic or social groups	80	14	3	1	1	1	*	
077	Presentation of programs to other professional law enforcement agencies	84	13	2	1	*	1		
078	Presentation of programs to other professional or occupational groups	86	10	2	1	*	1		
079	Presentation of programs to commercial or business groups	88	9	2	1	*	1		
080	Presentation of programs to visitors (such as in a park or exhibit)	89	9	1	1	1	1	1	1
081	Presentation of programs to others not listed above	88	9	1	1	1	1	*	*
082	Performing other types of community relations services	72	9	4	4	3	3	3	2

- (074 - 081) About 20% of the officers reported that they are involved in the Planning/developing and presenting programs to various groups such as schools, social groups, other law enforcement agencies, or visitors. Of those that do it, most of them do it less than once a month.
- (082) About 28% of the officers indicated that they performed other types of community relations services. Those that did ranged from performing them daily to less than once a month.

	Don't	1	2	3	4	5	6	7
083 Emergency calls: those involving loss of life, limb, accidents or major property (as in grand larceny)	21	5	4	10	12	20	14	14
084 Routine service calls: anything not likely to result in loss of life, limb, or major property	23	3	2	4	6	8	16	39
085 Responding to natural or man made emergencies	34	14	7	9	10	11	9	6

083-085 About three quarters of the officers reported that they responded to emergency and routine calls. Of those that did most ranged from several times a month to several times a week. Thirty-nine percent responded to routine service calls more than once per day

086 Times meeting with States Attorney	14	26	18	20	13	8	2	7
087 Times on witness stand or in courtroom	13	35	20	19	9	4	1	*
088 Times waiting for court appearances	17	23	17	22	11	7	2	1

086-088 About 85% of the officers met with the State Attorneys and were involved in court appearances. About a third performed these types of activities less than once a month, the rest did it several times a month or weekly.

089 Restraining persons or suspects	20	16	10	18	14	14	7	3
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089 About 80% had to restrain persons or suspects. The officers who did ranged from doing it daily to doing it monthly.

	Don't	1	2	3	4	5	6	7
090 Weapons handling on the job	22	25	10	9	8	7	14	5
091 Weapons handling for practice or qualifying	12	58	17	5	5	2	1	*

090-091 About 78% reported that they handle their weapons on the job and 88% practice with their weapons. About half do it less than once a month, the rest more often.

092 Engage in high speed chase	28	55	7	5	3	1	1	1
093 Engage in medium speed chase	35	31	11	96	6	3	3	3
094 Chase with a boat	85	7	1	1	1	1	2	2

092-093 Car Chases. Seventy-two percent of law enforcement officers reported that they had engaged in high speed chase. Fifty percent of them did it less than once a month. Only a few did it weekly. Sixty-five percent engaged in medium speed chases. Most of those were also less than once a month.

094 Boat Chases. Only 15% reported that they chased with a boat. Most of those occurred less than once a month.

095 Explaining	34	4	2	5	8	9	13	25
096 Interviewing	32	6	3	10	8	13	13	16

095-096 Explaining and Interviewing. Close to 70% of the officers reported that they spent time interviewing and explaining. Many of them did it daily or more than once per day.

097 Mediating	55	6	3	6	5	7	9	10
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097 Mediating. Forty-five percent of the officers reported mediating. Most of those who did mediate, did it from several times a week to more than once per day.

	Don't	1	2	3	4	5	6	7
098 Using Radio/telephone	19	2	1	2	5	2	14	55

098 Radio/telephone. Over 80% reported using the radio/telephone usually more than once per day.

099 Using computer terminal	47	8	2	7	6	7	10	15
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099 Computer terminal. Over half of the officers reported using the computer terminal. Of those that do, the frequency was spread fairly evenly from less than once per month to more than once per day.

100 Taking special precautions for transporting females	42	21	9	11	8	5	3	2
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100 Speical precuations for transportation females. About 60% of the officers reported that they took special precautions for transporting females. Most of them did it from several times a month to less than once a month.

Appendix IX
Physical Activities

GROUP 8--Physical Activities (items 151 to 189): These items represent some physical activities that you may have performed as a part of your law enforcement duties. (Assume that all of these are done on land.) Identify those activities that you performed by blacking in bubble number 1 in your answer booklet. If you do not do an activity leave it BLANK and go on to the next item.

	Performing %
151 Lift objects weighing 20 - 35 pounds	77
152 Lift objects weighing 36 - 70 pounds	57
153 Lift objects weighing 70 pounds or over	48
154 Carry objects weighing 20-35 pounds 10 feet or less	48
155 Carry objects weighing 20 - 35 pounds more than 10 feet	48
156 Carry objects weighing 36 - 70 pounds 10 feet or less	41
157 Carry objects weighing 36 - 70 pounds more than 10 feet	34
158 Carry objects weighing over 70 pounds 10 feet or less	30
159 Carry objects weighing over 70 pounds more than 10 feet	29
160 Drag or pull objects weighing 20 - 35 pounds 10 feet or less	35
161 Drag or pull objects weighing 20 - 35 pounds more than 10 feet	31
162 Drag or pull objects weighing 36 - 70 pounds 10 feet or less	31
163 Drag or pull objects weighing 36 - 70 pounds more than 10 feet	28
164 Drag or pull objects weighing over 70 pounds 10 feet or less	28
165 Drag or pull objects weighing over 70 pounds more than 10 feet	30
166 Carry or drag persons weighing 30 - 79 pounds 10 feet or less	25
167 Carry or drag persons weighing 30 - 79 pounds more than 10 feet	22
168 Carry or drag persons weighing 80 - 129 pounds 10 feet or less	25
169 Carry or drag persons weighing 80 - 129 pounds more than 10 feet	24
170 Carry or drag persons weighing over 130 pounds 10 feet or less	33
171 Carry or drag persons weighing over 130 pounds more than 10 feet	36
172 Push objects or vehicles weighing 20 - 35 pounds 10 feet or less	31
173 Push objects or vehicles weighing 20 - 35 pounds more than 10 feet	29
174 Push objects or vehicles weighing 36 - 70 pounds 10 feet or less	30
175 Push objects or vehicles weighing 36 - 70 pounds more than 10 feet	29
176 Push objects or vehicles weighing over 70 pounds 10 feet or less	37
177 Push objects or vehicles weighing over 70 pounds more than 10 feet	60
178 Climb steep inclines (fences, walls, ditch banks) 4 feet to 8 feet	61
179 Climb steep inclines (fences, walls, ditch banks) over 8 feet	38
180 Run over smooth terrain under 100 yards	60
181 Run over smooth terrain 100 yards or more	48
182 Run over rough terrain (with uneven surface) under 100 yards	52
183 Run over rough terrain (with uneven surface) 100 yards or more	41
184 Climb straight up as on a truck or building	48

Appendix X
Forms and Reports

FORMS AND REPORTS USAGE FOR TOTAL LAW ENFORCEMENT WITHIN FLORIDA

TITLE OF FORM FROM SURVEY BOOKLET (truncated)	PERCENT OF MEMBERS USING
1 OFFENSE OR MULTI-PURPOSE REPORT OR SUPPLEMENT (NAMES OF VICT	93.5
2 MIRANDA STATEMENT OR ADVICE OF RIGHTS	88.7
10 CITATIONS	81.5
7 STOLEN OR TOWED VEHICLE REPORT (INCLUDES BOATS AND BICYCLES)	79.9
21 PROPERTY RECEIPT OR CHAIN OF CUSTODY	79.7
35 VEHICLE OR VESSEL ACCIDENT REPORTS	66.8
36 DRIVER EXCHANGE OF INFORMATION (VEHICLE ACCIDENT)	66.6
14 CRIMINAL RECORD CHECK REQUEST	65.5
79 VEHICLE INVENTORY (IMPOUNDED, STORAGE RECEIPT)	65.4
13 DRIVER'S RECORD OR LICENSE STATUS CHECK REQUEST	63.8
43 ACTIVITY REPORTS OR WORKSHEETS	63.8
4 MISSING PERSON REPORT	63.1
29 FIELD INFORMATION CONTACT REPORT OR SUPPLEMENT	62.0
11 ARREST TICKET (STATE ATTORNEY INTAKE WORKSHEET)	61.2
106 JUVENILE COMPLAINT, ARREST, OR REPORT FORM; PROBABLE CAUSE	61.0
37 PARKING VIOLATION	60.4
9 OFFICIAL WARNINGS, SUCH AS TRAFFIC, PUBLIC NUISANCE, OR TRES	56.8
5 HARASSING OR OBSCENE PHONE CALL INFORMATION	54.4
20 REFUSAL TO SUBMIT TO CHEMICAL TEST	52.6
26 REQUEST FOR LAB ANALYSIS (SUCH AS URINE, BLOOD ANALYSIS, OR	52.4
19 RESISTING OR OPPOSING ARREST OR OFFICER'S ACTIONS REPORT	49.8
8 CANCELLATION (WANTED PERSON OR VEHICLE)	48.6
69 NOTICE TO APPEAR (DEFENDANT), SUBPOENA	48.2
34 CONSENT TO SEARCH WAIVER	43.5
60 FUEL, OIL USE, OR INVENTORY REPORTS	43.5
61 PATROL VEHICLE OR VESSEL CHECKLIST OR LOG (MAY INCLUDE PERIO	42.3
16 REFERRAL SHEET (COMPLAINT)	41.1
51 PERSONNEL REPORTS, CHECKLISTS, OR REQUESTS	41.0
72 STATEMENT BY DEFENDANT	39.1
74 INTERVIEW (REPORT OR WITNESS CONSENT STATEMENT)	39.1
18 CONCEALED WEAPON REPORT	39.0
17 WORTHLESS DOCUMENTS	37.9
12 SURVEILLANCE OR SUSPECT INFO. (INTELLIGENCE OFFICER USE)	37.1
64 EQUIPMENT, REQUISITION, OR REPAIR REQUEST	36.6
25 LATENT PRINTS (WORK ORDER, LIFT CARD RECORD)	36.3
6 BOMB THREAT CALLER INFORMATION	35.6
44 CRIMINAL REPORT AFFIDAVIT (923.01 FSA)	35.1
66 RADIO LOG	34.9
53 OFF-DUTY EMPLOYMENT APPLICATION	33.8
3 HOMICIDE (D.O.A. DESCRIPTION, PHYSICAL SKETCH)	32.1

FORMS AND REPORTS USAGE FOR TOTAL LAW ENFORCEMENT WITHIN FLORIDA (continued)

28 AFFIDAVIT (RESULTS OF CHEMICAL REAGENT TEST, DRUGS)	30.8
52 NOTICE OF EMPLOYEE ABSENCE	28.0
75 AFFIDAVIT OR PROSECUTIVE SUMMARY	28.0
24 PHOTO REQUEST ORDER	26.9
27 MEDICAL EXAMINER REPORT OR SUPPLEMENT	26.6
54 TRAVEL: AUTHORIZATION REQUEST, EXPENSES REIMBURSEMENT VOUCH	26.5
31 INTELLIGENCE BULLETIN	26.0
30 CONFIDENTIAL INFORMANT INFORMATION	25.8
68 SCHEDULE OF WITNESS OR EVIDENCE FOR COURT APPEARANCE	25.1
33 INVESTIGATION REQUEST OR REPORTS (MAY INCLUDE PERIODIC SUMMA	24.0
44 SPEED MEASURING DEVICE CALIBRATION CERTIFICATE (WITNESS)	22.1
42 VEHICLE ABANDONMENT VIOLATION NOTICE (WITH DECAL)	20.2
65 UNIFORM ORDER	20.2
82 NEWS RELEASE INFORMATION OR NOTIFICATION	20.2
108 JAIL RECORD OR JAIL CARD	20.0
50 TELEPHONE REGISTER (CHARGE SHEET)	19.6
58 TRAINING REGISTRATION	19.3
84 STREET LIGHT OUT	17.6
81 CITIZEN DISPUTE SETTLEMENT	17.2
77 ORDER OR DISPOSITION OF CONFISCATED PROPERTY	16.8
107 FIRE REPORT	16.7
32 CASE STATUS CARD	15.9
73 WAIVER OF PROSECUTION	15.1
83 PROPERTY SECURITY (ALARM REVIEW REPORT, SPECIAL WATCH OR CHE	14.8
23 MAJOR CRIME SCENE (CHECK-OFF SHEET, CONTAMINATION CARD)	14.5
49 WORK PROJECT REPORTS (WORKSHEET, STATUS REPORT, APPLICATION,	13.9
71 COURT STANDBY LOG	13.6
38 VEHICLE OR VESSEL SAFETY INSPECTION REPORT	12.3
39 MISSING VESSEL REPORT	12.2
46 FIELD PURCHASE ORDER	12.0
78 NOTIFICATION OF RETURNED REPORT	11.9
22 EVIDENCE NAME CHANGE	11.1
70 COUNTY COURT COMPLAINT FORM	10.7
67 COMMUNICATIONS TROUBLE REPORT	9.8
76 PETITION FOR PROPERTY CONFISCATION ORDER	9.6
57 FULL TIME POLICE OFFICER REGISTRATION	9.0
110 STATISTICAL DATA REPORTS	8.8
55 GENERAL LIABILITY LOSS REPORT	6.0
80 PUBLIC SERVICE REPORT	5.8
47 FEE COLLECTION OR RECEIPTS REPORTS	5.2

FORMS AND REPORTS USAGE FOR TOTAL LAW ENFORCEMENT WITHIN FLORIDA (continued)

62 MOBILE COMMAND POST OPERATION LOG OR MAINTENANCE CHECKLIST	4.9
56 SUPPLIES COST REPORT	4.6
63 TECHNICAL SUPPORT WORK ORDER (ALARMS, COMMUNICATIONS, ELECTR	3.9
41 DERELICT VESSEL REPORT	3.8
45 BID OR QUOTATION (ACQUISITION OF FIXED PROPERTY ITEMS,	3.8
40 BOAT TITLES (RECREATIONAL, COMMERCIAL, LIEN, OR TRANSFER)	3.7
92 UNDERWATER DIVING OR INVESTIGATION REPORT	3.0
99 ANIMAL HEALTH AND QUARANTINE REPORT	2.8
48 TABULATION OF DAILY VISITORS (MONTHLY, YEARLY)	2.7
59 QUARTERLY PROPERTY REPORT	2.4
98 ABNORMAL ANIMAL, REPTILE, FISH KILL REPORTS	2.4
109 LOAD REPORT AND FIELD RECEIPT	2.0
87 AIRCRAFT OR AIRPORT ALERT REPORT (HIJACK OR UNRULY PASSENGER	1.9
90 CAPTURE, SHIPPING, OR MAINTENANCE OF MARINE MAMMALS	1.9
93 BEACHES AND SHORES SITUATION REPORT	1.7
86 REQUEST FOR REMOVAL FROM FLIGHT	1.6
91 MARINE MAMMAL INSPECTION, MORTALITY, OR LIVE STANDING REPORT	1.6
96 SEAFOOD DEALER FORMS (INSPECTION, TRANSPORTATION, DISPOSAL,	1.6
89 SHELLFISH REPORTS (PATROL ACTIVITY OR EVALUATION)	1.5
88 AERIAL PATROL (AUTHORIZATION, REPORT, OR AIRCRAFT LOG)	1.4
97 APPLICATION FOR ANIMAL, REPTILE, FISH COLLECTION	1.4
102 REVENUE REPORT	1.4
95 TERMINAL FACILITY REPORTS (INSPECTION, REGISTRATION,	1.3
85 NOTICE OF SECURITY VIOLATION FED. AVIATION REG. 107.13 OR 12	1.2
94 CRUSTACEAN REPORTS (PERMITS, DECLARATIONS, AUTHORIZATIONS,	1.2
104 SAMPLE COLLECTION REPORTS	1.2
103 CITRUS PERMITS	.8
105 ENVIRONMENTAL HAZARD REPORT	.8
100 AGRICULTURAL PRODUCT VIOLATION REPORT	.5
101 COMMODITY SHIPMENT REPORT	.4

Appendix XI
Scale Anchors and Values
for Personality Variables

Scale anchors and values used to rate selected tasks.

1. Lack of Assertiveness would not cause the task to be inadequately performed
2. Slight possibility
3. Possibly
4. Lack of Assertiveness might cause the task to be inadequately performed.
5. Probably
6. Most probably
7. Lack of Assertiveness would, without a doubt, cause the task to be inadequately or incorrectly performed.

Appendix XII
Personality Characteristics Results

PERSONALITY CHARACTERISTICS--RESULTS OF RATINGS FOR SELECTED HIGHWAY PATROL TASKS

TASK FROM SURVEY BOOKLET (Truncated)	JUDGEMENT	
	MEAN	S.D.
88 Perform checks of dwellings, other buildings, or grounds	4.0	1.7
121 Transport evidence or property	4.0	2.4
17 Extinguish vehicle or vessel fires	4.1	1.9
18 Transport persons (such as injured, deceased, or lost)	4.2	1.9
37 Perform preventive maintenance on patrol vehicle or	4.2	2.5
72 Dispense information or literature to public	4.2	2.0
83 Call for supplementary aid (such as wreckers or	4.2	2.1
86 Review vehicle accident with mechanic testing vehicles	4.2	2.3
107 Review accidents with accident investigators	4.2	1.9
113 Photograph evidence	4.3	2.1
54 Follow-up on nature and extent of personal injuries to	4.4	2.0
79 Establish ownership or property of vehicles involved in	4.4	2.0
82 Record motor vehicle or property damage in accidents	4.4	2.0
87 Conduct on or off the street observations for law	4.4	1.7
96 Notify victim's family members	4.4	2.4
143 Interview owner or occupant of damaged property	4.4	2.0
38 Perform emergency repairs on vehicle or vessel	4.5	2.3
130 Identify persons through records or pictures (such as	4.5	1.8
101 Book suspects	4.6	2.5
102 Remand suspects or prisoners to proper jurisdictional	4.6	2.6
106 Request witnesses or victims of accident/crime to	4.6	1.8
89 Search buildings or grounds for evidence or suspects	4.7	2.2
95 Advise family members on charges, steps that can be taken	4.7	2.0
103 Establish identity of suspects	4.7	2.3
117 Bag, package, or seal evidence	4.7	2.5
19 Administer first aid to injured persons (such as	4.8	2.2
30 Report hazardous road or water way conditions (such as	4.8	1.2
65 Speak before public (such as citizen groups, schools,	4.8	2.1
138 Classify incidents as criminal or civil	4.8	2.1
152 Collect descriptions of property or persons involved in	4.8	2.0
114 Photograph scene of investigation, crime, or accident	4.9	1.6
29 Investigate damage to roadway	5.0	1.6
42 Plan routes for escorting traffic	5.0	1.2
43 Escort with vehicle people or property (such as VIP's,	5.0	1.7
68 Release information to news media or write press	5.0	2.3
124 Examine bodies of deceased	5.0	2.2
128 Arrange for blood or urine sample tests (of persons or	5.0	2.4
146 Take sworn statements, formal confessions, or	5.0	2.4
94 Explain to onlookers or family members the reason for	5.1	1.6
160 Sketch accident or crime scene	5.1	2.0
11 Administer breatholizer test to suspected intoxicated	5.2	1.5
46 Provide security for special functions (such as	5.2	1.9
49 Search for missing, lost, or wanted persons	5.2	1.5

PERSONALITY CHARACTERISTICS--RESULTS OF RATINGS FOR SELECTED HIGHWAY PATROL TASKS
(continued)

TASK FROM SURVEY BOOKLET (Truncated)	JUDGEMENT	
	MEAN	S.D.
71 Explain rules and regulations	5.2	2.0
120 Secure evidential or acquired property	5.2	2.3
123 Search property of deceased for personal papers or	5.2	1.8
142 Interview persons (such as suspects, citizens, or	5.2	2.0
145 Interview doctors or ambulance personnel, to obtain	5.2	1.2
73 Participate in public relations activities	5.3	2.0
99 Advise persons of rights (per Miranda)	5.3	2.0
118 Preserve evidence	5.3	2.3
125 Make preliminary identification of deceased persons	5.3	1.7
6 Request records checks (such as firearms, stolen	5.4	1.7
13 Request readministration of driver's test	5.4	2.1
31 Recommend installation or improvement of traffic	5.4	1.7
92 Verbally reprimand offenders in lieu of arrest or	5.4	2.0
119 Protect chain of evidence or custody	5.4	2.3
144 Interrogate suspects	5.4	1.8
77 Direct or request citizens assistance	5.6	1.3
84 Establish key or crucial events related to traffic or	5.6	1.7
105 Operate roadblocks	5.6	1.7
108 Decide types of evidence to search for at the crime	5.6	1.7
26 Conduct traffic stop	5.7	1.5
5 Run or request teletype checks of wants or warrants on	5.8	1.7
61 Separate or counsel people involved in domestic or	5.8	1.3
127 Seize, impound, or confiscate vehicles or property	5.8	2.0
91 Issue citation or warning	5.9	1.7
21 Confront or monitor groups (such as demonstrators,	6.0	1.4
80 Establish point(s) of impact or point(s) of occurrence	6.0	1.9
97 Plan methods for making arrests	6.0	1.3
78 Coordinate activities at scene of accident, crime, or	6.2	1.1
158 Conduct field, frisk, or pat down search	6.2	1.2
161 Reconstruct crime scene	6.2	1.2
162 Protect or secure a crime scene	6.2	1.2
27 Conduct felony stop	6.3	1.1
98 Apprehend suspects (such as smugglers or violaters)	6.4	1.0
104 Set up roadblocks	6.4	1.0
100 Make arrest	6.6	1.0
81 Estimate vehicle speed using physical evidence,	6.7	.7

PERSONALITY CHARACTERISTICS--RESULTS OF RATINGS FOR SELECTED HIGHWAY PATROL TASKS

TASK FROM SURVEY BOOKLET (Truncated)	TEAMWORK	
	MEAN	S.D.
123 Search property of deceased for personal papers or	4.0	2.1
17 Extinguish vehicle or vessel fires	4.1	1.9
39 Arrange for repair or maintenance of official vehicle	4.1	2.2
18 Transport persons (such as injured, deceased, or lost	4.2	1.9
58 Survey or report emergency weather conditions	4.2	2.4
103 Establish identity of suspects	4.2	1.7
130 Identify persons through records or pictures (such as	4.2	2.2
120 Secure evidential or acquired property	4.3	2.0
50 Issue pick-up or wanted notices	4.4	2.2
125 Make preliminary identification of deceased persons	4.4	2.2
128 Arrange for blood or urine sample tests (of persons or	4.4	2.0
134 Check county, city, or agency records for address of	4.4	1.9
86 Review vehicle accident with mechanic testing vehicles	4.5	1.7
108 Decide types of evidence to search for at the crime	4.5	1.6
43 Escort with vehicle people or property (such as VIP's,	4.6	1.5
78 Coordinate activities at scene of accident, crime, or	4.7	2.3
19 Administer first aid to injured persons (such as	4.8	2.2
27 Conduct felony stop	4.8	1.8
42 Plan routes for escorting traffic	4.8	1.6
47 Prepare or distribute BOLO or missing persons report or	4.8	2.0
119 Protect chain of evidence or custody	4.8	2.0
162 Protect or secure a crime scene	4.8	1.8
61 Separate or counsel people involved in domestic or	4.9	2.0
98 Apprehend suspects (such as smugglers or violaters)	5.1	1.9
11 Administer breatholizer test to suspected intoxicated	5.2	1.5
49 Search for missing, lost, or wanted persons	5.2	1.6
6 Request records checks (such as firearms, stolen	5.4	1.7
13 Request readministration of driver's test	5.4	2.1
89 Search buildings or grounds for evidence or suspects	5.4	1.4
46 Provide security for special functions (such as	5.5	1.3
104 Set up roadblocks	5.7	1.3
5 Run or request teletype checks of wants or warrants on	5.8	1.7
21 Confront or monitor groups (such as demonstrators,	6.0	1.4
105 Operate roadblocks	6.2	1.2

PERSONALITY CHARACTERISTICS--RESULTS OF RATINGS FOR SELECTED HIGHWAY PATROL TASKS

TASK FROM SURVEY BOOKLET (Truncated)	EMOTIONAL MATURITY/ SELF CONTROL	
	MEAN	S.D.
3 Inform vehicle owners of legal obligations or	4.0	1.2
43 Escort with vehicle people or property (such as VIP's,	4.0	1.8
54 Follow-up on nature and extent of personal injuries to	4.0	2.0
9 Explain legal obligations to vehicle operators	4.1	2.1
13 Request readministration of driver's test	4.1	1.8
104 Set up roadblocks	4.1	1.0
25 Monitor obedience to traffic control devices	4.2	1.6
68 Release information to news media or write press	4.2	2.1
97 Plan methods for making arrests	4.2	2.0
124 Examine bodies of deceased	4.2	1.9
142 Interview persons (such as suspects, citizens, or	4.2	1.9
23 Direct traffic on land or water	4.3	1.7
17 Extinguish vehicle or vessel fires	4.4	2.0
46 Provide security for special functions (such as	4.4	1.8
158 Conduct field, frisk, or pat down search	4.4	1.8
22 Conduct active patrolling of assigned area	4.5	2.1
7 Estimate speed of moving vehicles	4.6	1.9
77 Direct or request citizens assistance	4.6	1.7
94 Explain to onlookers or family members the reason for	4.6	1.9
73 Participate in public relations activities	4.7	1.9
89 Search buildings or grounds for evidence or suspects	4.7	1.9
101 Book suspects	4.7	1.8
91 Issue citation or warning	4.8	2.2
95 Advise family members on charges, steps that can be taken	4.8	1.6
99 Advise persons of rights (per Miranda)	4.8	1.6
92 Verbally reprimand offenders in lieu of arrest or	5.0	2.2
144 Interrogate suspects	5.0	1.7
18 Transport persons (such as injured, deceased, or lost	5.1	2.0
78 Coordinate activities at scene of accident, crime, or	5.2	1.7
26 Conduct traffic stop	5.4	2.0
65 Speak before public (such as citizen groups, schools,	5.6	1.8
10 Administer field check to suspected intoxicated drivers	5.7	2.0
11 Administer breatholizer test to suspected intoxicated	5.7	1.7
12 Assess driver's ability to operate vehicle (due to age,	5.8	2.0
126 Witness post-mortem examinations	5.8	2.0
19 Administer first aid to injured persons (such as	6.0	1.7
21 Confront or monitor groups (such as demonstrators,	6.0	2.0
96 Notify victim's family members	6.1	1.7
98 Apprehend suspects (such as smugglers or violaters)	6.1	1.8
27 Conduct felony stop	6.2	1.7
100 Make arrest	6.2	1.3
61 Separate or counsel people involved in domestic or	6.3	1.1

PERSONALITY CHARACTERISTICS--RESULTS OF RATINGS FOR SELECTED HIGHWAY PATROL TASKS

TASK FROM SURVEY BOOKLET (Truncated)	COURAGE	
	MEAN	S.D.
77 Direct or request citizens assistance	4.0	1.4
78 Coordinate activities at scene of accident, crime, or	4.0	1.9
96 Notify victim's family members	4.0	1.5
124 Examine bodies of deceased	4.0	2.1
46 Provide security for special functions (such as	4.1	.5
49 Search for missing, lost, or wanted persons	4.1	1.7
97 Plan methods for making arrests	4.2	1.9
142 Interview persons (such as suspects, citizens, or	4.2	1.4
10 Administer field check to suspected intoxicated drivers	4.3	2.0
92 Verbally reprimand offenders in lieu of arrest or	4.3	2.2
94 Explain to onlookers or family members the reason for	4.4	1.7
144 Interrogate suspects	4.5	1.2
22 Conduct active patrolling of assigned area	4.6	1.7
65 Speak before public (such as citizen groups, schools,	4.6	1.9
126 Witness post-mortem examinations	4.7	2.7
99 Advise persons of rights (per Miranda)	4.8	2.1
102 Remand suspects or prisoners to proper jurisdictional	4.8	2.2
89 Search buildings or grounds for evidence or suspects	5.1	2.0
91 Issue citation or warning	5.1	1.1
104 Set up roadblocks	5.1	1.1
127 Seize, impound, or confiscate vehicles or property	5.1	2.1
88 Perform checks of dwellings, other buildings, or grounds	5.2	1.8
158 Conduct field, frisk, or pat down search	5.3	1.7
101 Book suspects	5.4	1.7
18 Transport persons (such as injured, deceased, or lost	5.6	1.8
100 Make arrest	5.6	2.0
17 Extinguish vehicle or vessel fires	5.7	1.3
19 Administer first aid to injured persons (such as	5.7	1.2
61 Separate or counsel people involved in domestic or	6.0	1.0
26 Conduct traffic stop	6.2	1.0
21 Confront or monitor groups (such as demonstrators,	6.3	.9
27 Conduct felony st	6.7	.4

Appendix XIII
The Five Percent Sample of
Florida Law Enforcement Officers

Appendix XIII

Numbers of officers by type of agency in 5% sample of Florida Law Enforcement

Types of Agencies	Population	Law Enforcement Population	Number in Sample by Type	Number in Sample by Group	TOTALS
POLICE					
Metropolitan Area	over 250,000	2,132	107	259	520
Cities 1	100,000-250,000	1,618	81		
Cities 2	50,000-100,000	1,418	71		
Towns in Rural Counties	25,000-50,000	1,773	88	213	
	10,000-25,000	1,299	65		
	5,000-10,000	593	30		
	under 5,000	608	30		
Towns in Urban Counties	25,000-50,000	139	7	48	
	10,000-25,000	230	12		
	5,000-10,000	296	15		
	under 5,000	286	14		

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Appendix XIII (continued)

Types of Agencies	Population	Law Enforcement Population	Number in Sample by Type	Number in Sample by Group	TOTALS
SHERIFF					
Urban Counties	over 100,000	4,188	209	254	303
	50,000-100,000	567	28		
	25,000-50,000	200	10		
	10,000-25,000	122	6		
	under 10,000	11	1		
Rural Counties	50,000-100,000	152	8	49	
	25,000-50,000	505	25		
	10,000-25,000	240	12		
	under 10,000	88	4		

Continued on next page

Appendix XIII (continued)

Types of Agencies	Population	Law Enforcement Population	Number in Sample by Type	Number in Sample by Group	TOTALS
Universities		241	12		
School Authorities		31	2		
State Atty.		199	10		
AGRICULTURE		64	3		
Road Guards					
Marks & Brands					
Forestry					
Game & Fish		265	13		
DOT		70	3		
FHP		1140	57	144	959
Beverage		132	7		
MP		233	12		
Legislative Security		21	1		
Fire Marshall		141	7		
Park Ranger		86	4		
FDLE		178	9		

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