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EVALUATION FACTORS FOR PERFORMANCE OF POLICE
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MODEL JOB DESCRIPTIONS

DUNLAP AND ASSOCIATES, INCORPORATED

APRIL 1976

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**EVALUATION FACTORS FOR PERFORMANCE
OF POLICE TRAFFIC SERVICES**
Model Job Descriptions

Contract No. DOT-HS-5-01272

April 1976

Final Report

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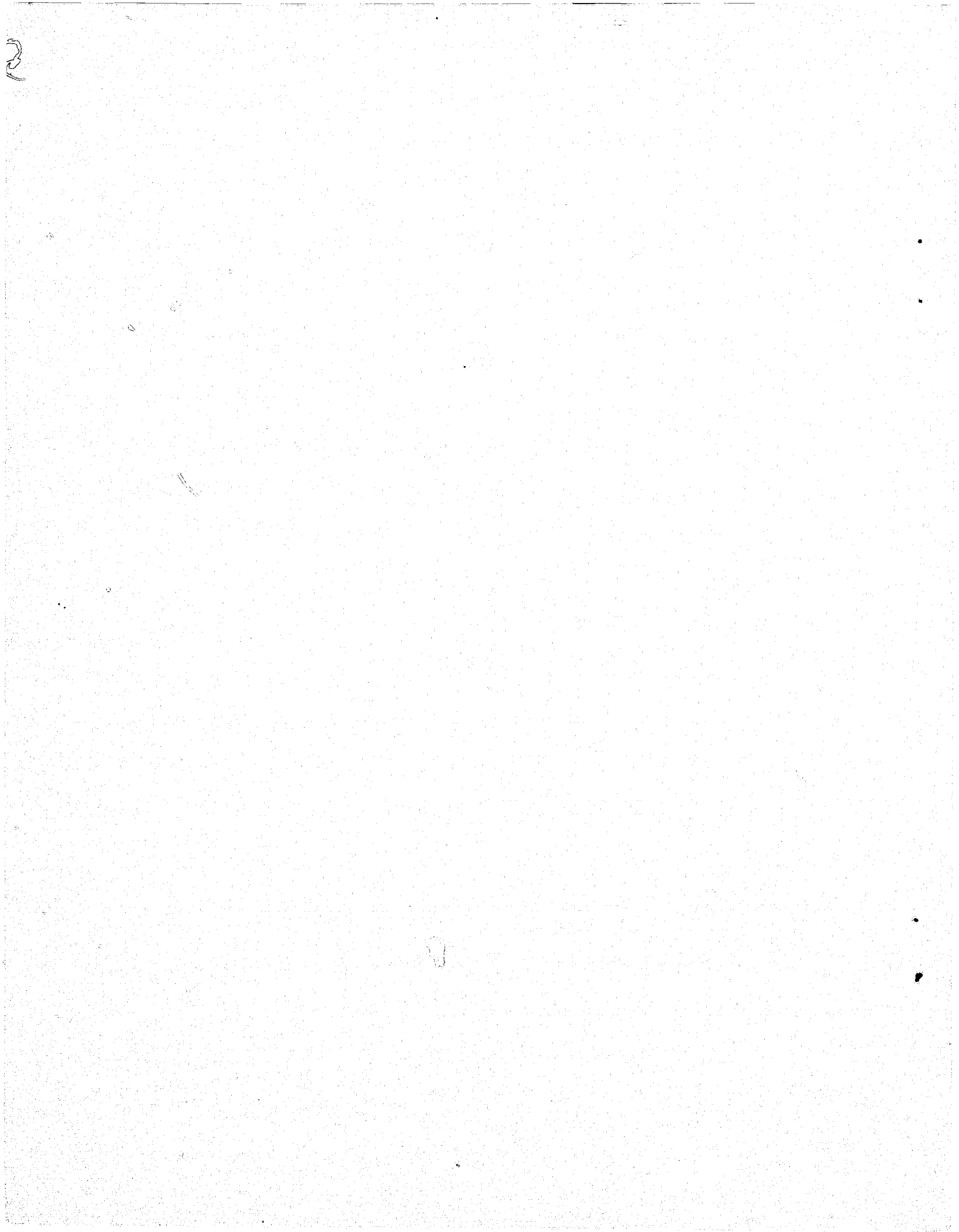
PREPARED FOR:

**U. S. DEPARTMENT OF TRANSPORTATION
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16. Abstract The objective of this study was to identify and define police traffic services tasks (or subtasks) performed by patrolmen which could be used as factors in a personnel evaluation system. This document contains the job description that enumerates and describes the duties and tasks of a traffic patrolman. These comprise the factors that are candidates for inclusion in a police traffic services evaluation system. The description also includes a definition of the characteristics that will determine the evaluation utility of each factor.		
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FOREWORD

This document contains the Model Job Descriptions produced in Tasks 3 and 4 of the study carried out under Contract DOT-HS-5-01272. This description is the chief product of the study. The study itself is described in the Final Technical Report which has been submitted as a separate document.



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This study was conducted by Edward W. Bishop, John F. Oates, Jr., and John W. Hamilton; Mr. Bishop was the principal investigator. Several other Dunlap and Associates, Inc., staff members provided valuable assistance in the form of critical reviews and technical guidance throughout the study.

Mr. Richard R. Frederick was the Contract Technical Manager for the National Highway Safety Administration. He was instrumental in defining the research program in traffic services evaluation of which this study is the first step. His broad and objective perspective was especially valuable in helping to shape the approach to this study. Also, his practical knowledge of police operations was a useful resource in each step of this study.

Mr. James Latchaw of NHTSA provided a very useful review of the job description developed in this study. His practical experience and knowledge of highway patrol operations helped the study team produce a realistic description of traffic services.

Information about traffic services and police personnel evaluation came to this study from many sources. The most productive sources were the several police officers --at all levels--in the agencies that cooperated in the survey either by mail or directly or otherwise shared their knowledge with the study team. We have promised and will maintain confidentiality for all of the information obtained in this study. However, we feel obliged to acknowledge here that the following agencies, each in some degree, provided input to this study. We are grateful for their generous and gracious assistance.

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St. Louis, Missouri, P.D.
San Jose, California, P.D.
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The Traffic Institute of Northwestern University served as consultant to this study and provided the services of Mr. Richard E. Stephens to review and comment on the job description. His police operational and training experience were valuable to this study.

While we gratefully acknowledge the help and support of the several people noted above, the Dunlap and Associates, Inc., staff is solely responsible for the use that was made of the data and especially for the conclusions that were reached.

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I. INTRODUCTION

A. The Purpose and Status of the Study

It will be helpful to all readers of this report, but especially those who may be reading it with no previous direct involvement, to have an understanding of the objectives of the study and its technical approach.

This study is the initial one in a program of research designed to develop a means for evaluating patrolmen's performance in police traffic services (PTS). As indicated by its title, this study is aimed at the identification of factors in PTS that can become the basis for such evaluation. The following three points are made explicit in the contract Statement of Work:

- . the study is to determine what tasks and subtasks of police traffic services can be used to:
- . evaluate performance of police personnel (sworn and non-sworn) at the level of patrolman in:
- . quantitative as well as qualitative terms.

Four tasks were identified to carry out this study: a review of literature about PTS and police evaluation processes, the collection of data (about PTS and evaluation) from six representative police agencies, the development of a PTS job description to a task level, and (from that description) the identification of factors appropriate for evaluation, including detailed definitions of tasks and subtasks.

The knowledge and the insights gained in the literature review and the data collection tasks are the basis of this Model Job Description (MJD).¹ The MJD which is the subject of this report is a particularly critical part of the whole process of performance evaluation. Basically, the description serves to define the performance that will be evaluated. It is the definition of all the activities that could be part of the job of a patrolman in carrying out traffic services. The MJD has some other special characteristics that relate to the process of performance evaluation:

¹The literature is listed in the Bibliography of the Final Technical Report.

- The MJD is descriptive--it defines the activities (tasks) that the patrolman must perform; it does not include standards of performance. Standards will be developed in later phases of this program.
- The MJD is complete--it encompasses all of the activities that are functionally part of police traffic services. Any police agency that provides traffic services can find its patrolman-level activities in the MJD. However, not all agencies would provide all of the services described in the MJD.
- The MJD is a "model"--it is intended to be a universally applicable description of patrolman activities. However, the way in which these activities are performed, the relative importance of the activities and the PTS mission (or objectives) must be uniquely defined by each agency. The MJD is a base on which an agency can build its own specific job descriptions and operating procedures.

The reader should keep these characteristics in mind as he goes through the MJD. He should remember that the MJD is not an end in itself, but is a means for structuring PTS activities to allow--ultimately--the application of objective, useful evaluation procedures.

Before presenting the MJD, itself, it will be valuable for most readers to have the further background contained in the next three sections of this Introduction: B. Police Traffic Services, C. Personnel Performance Evaluation, and D. Job Descriptions. The information in these three sections is presented to develop a better appreciation of how the content as well as the form of the MJD came to be as they are and to define more clearly the concepts of evaluation that underlie this study.

B. Police Traffic Services

It is of interest to consider first what is the overall role of the police in the management of traffic and in highway safety. Much of what is reported in this section came from the review of the literature and is confirmed by information that was collected in interviews and other direct contacts with police agencies.

In the United States, police agencies exist and operate at state, county and local levels. Each agency has its unique responsibilities, procedures and traditions. By and large, the agencies are characterized more by diversity than similarity, but the basic common denominator of police agencies is a commitment to law enforcement. Every police agency is sworn to enforce the laws of the community it serves. In operational terms this

means that police serve a regulatory function attempting to control and limit certain kinds of behavior. With regard to criminal and extreme anti-social behavior, the police function has been clearly established by statute from the beginning and thus the policeman's role as a regulator of behavior is likewise well established.

In the early days of the automobile, traffic laws or regulations did not exist and there was, therefore, no police enforcement function. With an increasing number of vehicles, the need for control or regulation of driving behavior became evident. It was natural for police to assume (or be assigned) a regulatory function over vehicular traffic. Some writers express this as the "social control" exerted by police being extended to the vehicular or traffic aspect of society. As traffic laws and regulations developed and proliferated, the traffic law enforcement function came into being and has become increasingly more formalized.

The police, then, have become part of the highway traffic "system" by virtue of an enforcement function. They are now typically charged with other traffic responsibilities in part, at least, simply because they are on the roads and highways to carry out this enforcement function. These other responsibilities include aid to motorists and accident investigation and can generally be described as highway safety functions. In state police departments and highway patrols, these "safety" functions are typically mandated but in other agencies they may be performed simply under administrative order.

Since enforcement is the essential police role and is universally mandated, it is viewed as an important function by police officers at all levels. This was quite evident in the survey conducted earlier in this study when, in 25 rankings of traffic functions, enforcement was ranked "second most important" only four times and "most important" 21 times. In contrast, estimates of the amount of time devoted to each of the functions, that were also made in the survey, indicated that perhaps half of the regular duty time is devoted to other than enforcement. Admittedly, it is difficult to estimate precisely the amount of time spent in each of several job functions unless controlled observations are made. However, these estimates do indicate that a substantial amount of duty time is devoted to functions of less than primary importance. For personnel performance evaluation, the further consequence is that there is relatively less opportunity to observe and evaluate the main PTS function than there is to observe and evaluate functions that for many policemen are peripheral. This situation also gives rise to an attitude that must be considered in developing an evaluation system. That attitude is that evaluation of the non-enforcement functions is not critical and may not even be necessary. While this statement of that attitude is perhaps an overstatement, the attitude was observed to a degree in all of the agencies contacted in this study, and it must be reckoned with in any plan for evaluation.

One more characteristic of PTS that impacts performance evaluation was frequently noted in the survey and merits consideration here. That characteristic is that practically all traffic services (like many other police functions) are performed by a patrolman on his own with no direct supervision. Thus, direct evaluation is difficult and attention must be given to evaluation using reports as a basis or using deliberate, controlled observation. Since this study is not concerned with the design of an evaluation system, we need not consider that characteristic further at this time. It is introduced here simply to help the reader understand the comments made about the "observability" of some of the factors in the Model Job Description.

We have so far considered PTS in terms of the nature of the services, i. e., the priority given to them and how they are performed. It is obviously of considerable importance, in evaluation, to be concerned about the content of the services, i. e., what is to be performed. Initially in this study, we used a definition of PTS that was developed in 1969 in a study performed by the IACP for the U. S. Department of Transportation.¹ This study was selected because it included a comprehensive definition that had been developed by operational police personnel. However, the scope of our study is more limited than that of the IACP study. We are directing our attention toward the evaluation of traffic patrolman performance. We found, therefore, that it was possible to describe traffic services in a more compact definition than that used by the IACP. Briefly, we developed the definitions we are using in this study by discussing the IACP definition with each survey respondent. We then helped them to change and reduce that definition to conform to the PTS duties performed by patrolmen in their agency. We then assembled the definitions from each surveyed agency and compiled a "universal" definition of PTS. This "universal" definition (that is expressed here as a Model Job Description) encompasses all traffic services, but a given agency may not perform all of the defined functions. The functions that make up our definition of PTS are:

- . Traffic Law Enforcement
- . Court System Interaction
- . Accident Scene Management and Investigation
- . Traffic Direction and Control
- . Motorist Assistance

Each of these is defined in the Model Job Description in the last section of this report.

¹Smith, R. D., et al., Police Traffic Responsibilities (Manpower Requirements) prepared for USDOT contract FH-11-6934, July 1969.

C. Personnel Performance Evaluation

The Model Job Description that is the main subject of this report has been developed for use ultimately in evaluating the performance of patrolmen in delivering traffic services. In this section of the report, we present briefly some of the important considerations in performance evaluation as a context for the review and understanding of the MJD.

Personnel performance evaluation is the assessment of on-the-job performance against standards of desired or acceptable performance. This process is based on the description of job performance, the development of standards and the development of a method for evaluation. PTS performance evaluation has applications at at least two levels: the assessment of individual patrolmen and, by aggregating these individual assessments, the assessment of the total traffic operation. These assessments can be simply descriptive or they can be used as tools for merit reviews, salary considerations, effectiveness studies (individually or departmentally), etc. Just how performance evaluation can be used and its efficiency are determined to a degree by the characteristics of the evaluation system. We will consider some of these characteristics and relate them as appropriate to the organization and content of the MJD.

There are, in general, two kinds of performance evaluation: objective and subjective. Or perhaps it would be more accurate to say that some methods of evaluation tend to be objective while others tend to be subjective. Practically no evaluation system can be completely free from subjective interpretation and even the most nondirective, subjective system can be designed to include objective examples and well defined scales or other rating devices. We cannot say unequivocally that either approach is the better one. A subjective assessment made by a conscientious and experienced supervisor is a good basis for evaluating a patrolman's performance and for counselling him. The experience of the supervisor will provide insights into the patrolman's performance that are impossible to obtain in more structured, objective methods. On the other hand, it is practically impossible to achieve consistency among different supervisors or to be certain that a given supervisor is consistent in all of the evaluations he must make over a period of time.

The objective methods of evaluating job performance are somewhat limited in that they deal only with specified elements of job performance that are somehow observable. A subjective appraisal by a skilled supervisor can probe beyond overt behavior and attempt to establish the determinants (i. e., experience, motivation, etc.) of behavior.

What constitutes complete and valid performance evaluation is not easy to determine, especially for policemen who typically work without direct supervision (and, thus, without observation) and who do not make or

process a "product." Further, many parts of the policeman's job--PTS as well as other areas--involve the exercise of judgment, or planning or problem evaluation, and these mental processes do not readily admit of observation and appraisal.

The final development of a performance evaluation system for PTS will have to be shaped by a more penetrating analysis of the evaluation process, some features of which we have only mentioned here. While that development will be the topic of a separate study, we allude to the problems here to establish a frame of reference for our analysis of and comments about the "factors for evaluation." Basically, we have identified these factors by analyzing job performance data obtained in the literature review and from the survey of representative police agencies. In this analysis we have identified the functions, duties, tasks, etc., that make up the job of the PTS patrolman. However, for evaluation we must use factors that have some special characteristics beyond simply being a task in the PTS job. Since we are moving toward an evaluation model for police agencies generally, the first special characteristic must be "universality." We must have assurance that, if an agency is responsible for a given traffic function, the factors will be performed essentially as we have described them for that function. Beyond simply guaranteeing that the factor will be present for evaluation, this universality is a necessary condition if evaluations are to be aggregated and comparisons made among agencies (or to independent criteria).

The second special characteristic of evaluation factors has to do with "observability." We have noted that objective job performance evaluation is based on comparing specified behaviors to a standard. To do that, one must observe the behavior directly or "observe" a product of the behavior and infer something about the quality and the quantity (i. e., frequency, rate, etc.) of the behavior. In the MJD we have included information about the observability of each task. These comments on observability are not intended to indicate that every task so described is suitable for use in an evaluation system. Rather, these comments are included to help in subsequent parts of this whole program when an evaluation method must be selected and developed. Not all tasks that can be "observed" are useful in evaluation. But, obviously, a task that lacks observability or is difficult or expensive to observe cannot be used in any practical evaluation method.

The preceding comments on performance evaluation are for the most part concerned with the process of evaluation. In effect, they can be reduced to two simple principles: the tasks (or factors) must be ones that are performed in all police agencies and they must be ones that can be observed. While these two conditions are necessary, they are not sufficient for the selection of evaluation factors. For any system of evaluation the relative importance or value of a factor must also be considered. Values are not necessarily absolute and will differ among agencies and among applications of the evaluation system. There are at least four distinct facets to the characteristic

of importance. These will be mentioned only briefly below, but in the actual development of the evaluation system, these must be given intensive study. In this initial phase of the program, we have attempted only to note relative importance as a preliminary guide for the later, more intensive consideration.

- Impact on highway safety

We have already noted that the basic concern of police in regard to traffic is traffic law enforcement. However, the concern for protection of life and property on the highway is of equal importance to practically all police agencies. Therefore, the evaluation factors must be examined in terms of potential impact on safety. Such an examination might, for example, result in assigning a higher priority to accident investigation than to parking control.

- Operational significance

Some of the tasks involved in PTS are inherently more important than others. For example, in accident investigation the task of collecting information could be assigned a higher priority than the task of writing the report. The writing task, if poorly performed, may only slow down the use of the report while the information collection task, if poorly performed, could lead to a wrong assessment of causal factors.

- Application of evaluation

How the results of performance evaluation are to be used determines to some extent the relative emphasis to be given to the various parts of the evaluation. To illustrate, one possible use of performance evaluation relates to training. Those factors that relate to performance that can be improved (if needed) in the field by a supervisor "counselling" a patrolman would probably be assigned a lesser importance than factors that might require more intensive, formal training.

- Policy considerations

While this aspect of importance is listed last here, it might well be considered first in the development of an evaluation system for a given agency. The traffic services that an agency provides, as well as the stated priority of the services, will determine what emphasis will be given to the evaluation system. In this program to develop a "universal" system, the effect of any given policy on evaluation cannot, of course, be incorporated into the system. What must be done in this program is to plan for a system that will allow the selective and differential use of its component functions, duties and tasks.

In the following section, the considerations that we have noted here are specifically related to the MJD and how it has been developed.

D. The Nature of a Job Description

Very simply, a job description is a written summary of all the activities that make up a job or an occupation. It describes what the job incumbent must be capable of doing to carry out the job successfully. Jobs are described to meet different objectives, including evaluation, and the effect of the application on the description will be noted below.

Most commonly, the "job" that is being described is the work regularly performed by an individual. That is to say, the word "job" means what it does in everyday conversation. However, some jobs, and a police officer's job is one of these, are made up of many parts that are not particularly related in a functional way but must be performed by one person. For example, a police officer can be called on to investigate crimes, apprehend criminals, provide traffic services, etc. Each such group of activities represents in effect a functionally separate job when the police officer is so assigned or committed. For this kind of occupation, then, a description can encompass all or only part of the work that makes up a person's total job. The Model Job Description (MJD) which we are concerned with here deals only with the work that is involved in police traffic services. When a police officer is assigned to traffic duties, these activities are his "job," but he must also be capable of performing other jobs. Most commonly, police officers will be responsible (by statute, departmental policy or other authority) for: 1) an overall law enforcement or criminal justice mission, 2) a traffic enforcement and control mission, and 3) a service mission. Thus, it can be said that a police officer's occupation is made up of at least three jobs.

The concept of multiple jobs can also be extended within a given mission. The component parts of a mission might each be considered as the basis of a "job." For example, one mission of a police department could be "to provide for the safe and expeditious flow of vehicular and pedestrian traffic;" then it follows that there must be a "job" of providing traffic services. To the extent that the mission can be analyzed into more specific components--such as "to enforce traffic law"--it is possible to describe component jobs--such as "traffic law enforcement." In this description we consider police traffic services as the total job and the components are considered as more or less independent functions.

A job description is created by an iterative, analytical process. The process consists of a systematic examination of the objectives, the activities, the environment, the tools and the personnel interactions that make up the job. The purpose of this analysis is to identify and describe smaller elements that make up the job. The process can be applied in successive

steps (or iterations) so that a job can be analyzed into elements having almost any degree of detail. It is possible, for example, to describe a job in fairly global terms, such as "manually direct vehicular traffic" or in such detail as "raise hand and rotate palm toward oncoming vehicles."

The level at which the analysis is stopped is determined largely by the use to which the description is put. A job description is not often created simply to describe; it is used as a tool in another process. For example, job descriptions can be developed for the following purposes:

- . Identification of training requirements.
- . Identification of personnel selection criteria.
- . Identification of performance evaluation factors.
- . Establishment of command levels.

It should be apparent that a description for the first two purposes must be quite detailed so that the skill and knowledge or the personal traits required to perform a job can be identified. For performance evaluation, the elements of a job description can be less detailed but must be related to behavior (performance) that is observable or results in observable products. For defining command levels, descriptions might be in very broad, general terms.

The elements that make up a job description are usually referred to by generic names, such as "task," "duty," etc. In the MJD the elements are function, duty, primary task, task and subtask, in order from largest to smallest.

The function is a major subdivision of the total job of Police Traffic Services (PTS). The function consists of a group of activities related to a single objective of PTS. Thus, "Accident Scene Management and Investigation" is a function that relates to a PTS objective that can be stated as: "to provide for the safety and convenience of the highway user." In operational terms, a function could be the basis for assignment either on a day-to-day basis or over a longer period.

The duty is a subset of activities within a function that relate to a single objective of a function. In operational terms, a duty is a clearly discernible set of activities but is not a basis for assignment. For example, "surveillance of traffic" is a duty which is part of the function of enforcement. The officer's surveillance activities are clearly definable and observable, but he would not be assigned to surveillance only. Assignment would be for the entire function of enforcement.

The primary task consists of related activities within a duty that together result in (or produce) an observable product. For example, "Photograph Accident Scene" is a primary task.

It can be concluded from the above that job analysis and description are not an exact science. This discussion has not been intended to suggest otherwise but has been included here to help the reader appreciate these basic concepts:

- . A job description results from an analytical process; it emerges from the global statement of a mission to be performed and is stated in more detailed, operational elements.
- . There is a continuity in any job description that can be tracked from the mission down to the least task.
- . There is a hierarchy (or order) of activity descriptions that tracks this continuity.
- . A job description is designed to meet specific purposes, such as performance evaluation.

We have developed the MJD by following the principles described in this section. Our purpose has been to create a basis for a performance evaluation system that will be responsive to the needs and limitations of police traffic services and the process of evaluation, itself. These constraints have been described earlier in the introduction. The reader should attempt to keep all of this background in mind as he reads the MJD. By doing this, the content of the description will be made more understandable, and the possible development of the factors into a full-blown evaluation system can be visualized.

II. PTS DESCRIPTION INTRODUCTION

A. Content of Description

The description is largely contained on the special pages that make up the bulk of the remainder of this report. In that format, a definition of each duty and primary task is presented at the left, and in adjacent columns information about the products, the observability and the universality of each task is recorded. The basis of this description is the definition of the total job, viz., Police Traffic Services; this is followed by definitions of each function; and these, by the definitions of duties and primary tasks.

In total, this description includes all of the traffic services performed by any of the agencies contacted in this study. It is probably safe to say that the description encompasses all activities that any agency would classify as "traffic services." While it is not likely that any one agency regularly performs all of the described duties, it is believed that any agency can find in this description a set of duties that corresponds to its own traffic mission.

The columns to the right of the definitions contain information about the duties and tasks that is specifically germane to the evaluation process. The meaning of each column is defined below:

- Products - in this column the output of the activity is described. This can be an action performed by the patrolman, a document such as a report or a ticket, or an effect on someone or something else, such as a change in traffic flow.
- Observability - here are recorded the facts about how and when the activity or its product can be observed. In this column the word "simulation" indicates that a task can be simulated by a patrolman for evaluation.
- Universality - in general, the MJD includes only activities that are performed in any police agency that has responsibility for the stated duty or function. If there are any exceptions or special considerations, they are noted here. Also noted here are comments about the intrinsic importance of the activity to the PTS job.
- Training - one basis for including activities in this description and for assessing the importance of an activity to PTS was the training effort devoted to the activity. Comments on present training practices are included here. It should

also be noted that an activity to which much training is devoted will also be one probably meriting careful evaluation.

- Gradations - for any evaluation system to be successful, the performance or trait being evaluated must have discernible levels of quality. That is, the performance must be measurable (e.g., rate of output) or it must permit descriptions of typically "good," "standard" and "poor" levels. In other words, the activity must have gradations of performance. In this study we have not attempted to describe these gradations, but simply to ascertain which functions admit of gradations.

It must be stressed that the products and gradations as described relate only to each task or subtask. Thus, the products and gradations may not be the ultimate ones for the duty or the function, but they will be related. It will be a part of future studies to establish this relationship. To illustrate, driving the patrol vehicle is a task under traffic law enforcement; its product is "driving behavior." Obviously, the product of enforcement would relate to arrests and convictions and driving behavior is only related to enforcement. If driving is well performed, there is greater opportunity to make arrests and produce convictions but if it is poorly performed, the opportunity is less.

The development of an evaluation system must recognize this kind of relationship, either to make use of task products as indicators of more comprehensive products or to analyze the overall product diagnostically for remedial training or counseling.

B. Factor Selection

We have not explicitly identified candidate factors for an evaluation system. Each primary task, task or subtask that can be described and produces an observable product for which gradation of performance can be postulated, is a candidate factor. Even a cursory look at the MJD will suggest that almost every activity in police traffic services could, at least theoretically, be used as an evaluation factor. The actual selection of factors must be made in subsequent studies in which the process and applications of evaluation will be examined. The comments made in Section IC (page 5) indicate how the factors might be selected for evaluation. In other words, this study has demonstrated that PTS is made up of many activities that can be described in a form that is meaningful for evaluation. Which of these activities, and how many, to include in a given system, must be determined by a more intensive study of the evaluation process itself and of the uses that will be made of it in the police community.

III. PTS MODEL JOB DESCRIPTION

A. Police Traffic Services Definition

The essential responsibility of all police agencies is to protect the life and property of the community they serve. This is reflected in a traffic responsibility which for most agencies can be summarized as "to provide for the safe and efficient movement of people and goods on the public highways." What this translates to in more operational terms is that police have both an enforcement responsibility and a safety responsibility relative to the highway system. All police activities performed under those dual responsibilities constitute Police Traffic Services.

All of the activities commonly included within PTS, at the patrolman level, can be classified into one of the following functions: Traffic Law Enforcement, Traffic Direction and Control, Accident Scene Management and Investigation, Motorist Assistance and Court System Interaction. Each of these functions is defined below and these definitions represent the second level of detail in the MJD.

B. PTS Function Definitions

In an effort to maximize the value of this research, we have attempted to define functions to be consistent with earlier and ongoing studies of PTS supported by NHTSA. Most particularly, we have attempted to be consistent with the work of the International Association of Chiefs of Police which has been contracted to develop model documentation of police traffic services policies, procedures and regulations. The first two phases have been completed, and reference is made to the resultant reports in the Bibliography. It should be understood that these studies produced models from which a given department can develop its own policies, etc., to reflect its unique needs and characteristics.

Four of the following functions are essentially identical to ones identified in the IACP studies. These are Traffic Law Enforcement, Accident Scene Management and Investigation, Traffic Direction and Control, and Motorist Assistance. We have identified "Court System Interaction" as a separate function because of the importance assigned to it by the departments involved in this study. In the IACP taxonomy, court activities are subsumed under Administrative Procedures.

1. Traffic Law Enforcement

The objective of this function is to deter and detect traffic violations through law enforcement. It includes patrol activities as well as general and selective enforcement of all traffic laws. This function begins with the observation and detection of a violation; it includes apprehension of and interaction with the violator, investigation of the violation, and the enforcement decision and actions. Ultimately, traffic law enforcement can lead to adjudication. In this description, police activities associated with adjudication are classified as a separate function.

2. Accident Scene Management and Investigation

The objectives of this function are to provide for control and stabilization of an accident scene and to perform an investigation of the causative factors. The investigative part of this function is performed only in support of the police responsibilities for safety and enforcement. Therefore, the results of an investigation are used in determining enforcement action, evaluating countermeasure programs, detecting and apprehending violators, and identifying problem areas. This function includes planning for and use of emergency procedures and vehicles as well as emergency medical services. This function can lead to enforcement actions. Also, parts of this function are closely related to some aspects of the function of traffic direction and control.

3. Traffic Direction and Control

The objective of this function is to insure the safe and orderly movement of vehicular and pedestrian traffic. The function includes regular duty assignments, such as at school crossings as well as traffic control related to emergencies. It encompasses whatever planning is performed by the patrolman as well as the actual manual control of vehicular and pedestrian traffic. Two important applications of this function are the control of traffic in an accident situation and the control of traffic for special events. Traffic direction and control can lead to an enforcement action.

4. Court System Interaction

The objective of this function is to provide police input to the adjudication process. This function includes the preparation and presentation of testimony and physical evidence as well as other court-related activities. Only those court activities that arise out of traffic law enforcement are included.

5. Motorist Assistance

The objective of this function is to provide assistance to the motorist in the event of illness, being lost, vehicle failure, etc. The activities that make up this function are those of emergency medical service, emergency service for vehicles, and the delivery of information about traffic and road conditions and location.

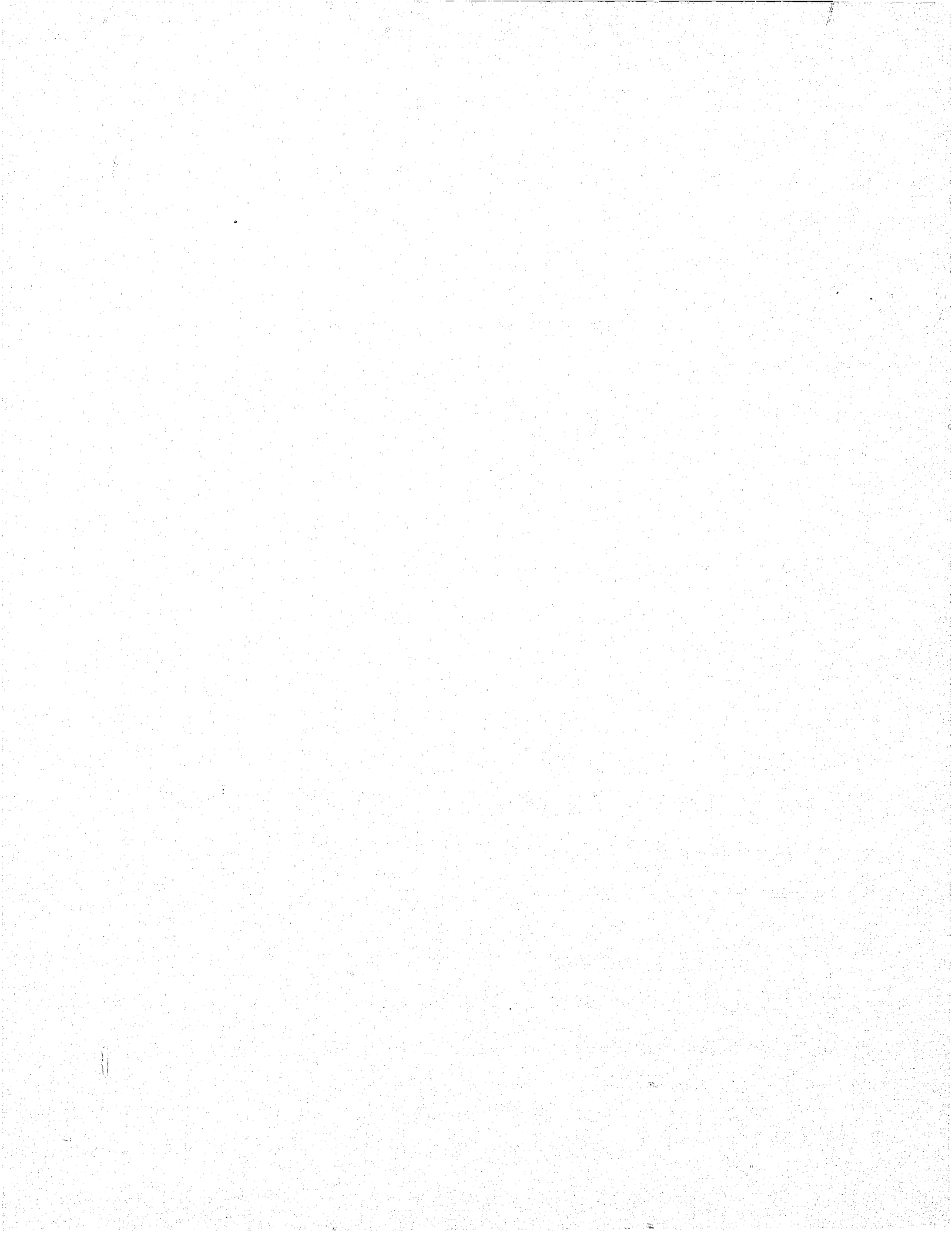
For evaluation purposes, it is useful to think of each function as constituting a family of activities which can be performed as a single operational assignment. For example, Traffic Direction and Control may be the sole assignment of a traffic officer just as Accident Investigation might also be a sole, special assignment. Thus, these functional groupings also have an operational or assignment unity and thereby would also be considered as units for evaluation. Based on the literature that was reviewed and on the direct contact with police agencies, we must conclude that other groupings or "families" should be considered in the development of an evaluation system. The grouping of activities might, for instance, be structured to reflect officer attributes or knowledge. One such grouping might be, Judgement and Planning under which the related activities in patrol planning, accident management, motorist assistance, etc., would be included. Another example might be Appearance and Demeanor and activities from traffic law enforcement, traffic direction and control and court system interaction would be included. In this latter kind of grouping, selected factors from this study that can be objectively and quantitatively measured would serve to demonstrate the amount and quality of the attributes or knowledge to which they relate. The formulation of such families will be a part of the subsequent studies that further define police evaluation needs.

C. Duty/Task Descriptions

1. Introduction

For each function (and for the set of related activities) the component duties and primary tasks have been identified, and the following pages contain the definitions of each. The analysis of each function follows the guidelines set down in Section I. D, above, concerning the hierarchy of functions, duties and primary tasks. To help the reader follow this hierarchy, each definition that follows is identified as duty (D), primary task (PT), and task (T). The definitions are presented in no special order except that within each function there is a general sense of time sequence. For example, under Traffic Law Enforcement, the duties are arranged: traffic surveillance, violation detection, apprehension, enforcement, which is the sequence in which these events usually occur. However, the arrangement of these definitions should not be interpreted as a procedural or temporal sequence.

In these definitions no attempt is made to establish a measure of criticality or priority among them. First and foremost, the importance or priority of any part of the patrolman's job is determined by each agency and set forth (formally or informally) as agency policy. Second, regardless of policy, the criticality of any duty is related to the patrolman's assignment and the environment. If a patrolman has been assigned a particular duty or if a situation arises that demands the exercise of a duty, then for that time that duty assumes a very high priority. So, importance or criticality is not a fixed concept and we reflect this fact by not attempting to estimate a priority.



POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement

	Duty/Task Description	Products	Observability	Universality	Training	Gradations
1.1 D	Conducts surveillance of traffic--observation of vehicular and pedestrian traffic within the patrol environment by the use of moving patrol, stationary patrol or selective enforcement for the purposes of obtaining compliance with vehicular traffic laws.					
1.1.1 PT	<p>Conducts moving patrol:</p> <p><u>Area patrol</u>--patrol in an area or beat which may include several streets, roads or sections of a highway.</p> <p><u>Line patrol</u>--patrol on a designated route between two points, usually on a city street or highway.</p>	Patrol miles and hours logged.	Activity reports, dispatch records, vehicle logs.	This task is common to all agencies, but may not be performed exclusively for PTS.	Training in moving patrol strategy and conduct is common to all agencies. Driver training (basic and specialized) is required.	Products relative to: <ul style="list-style-type: none"> . assigned time and area . traffic volume . diversion to other duties
1.1.1.1 T	Plans patrol--initiates planning of his patrol in terms of geographical area to be covered, likely accident/violation locations, time of day traffic flow, performance of non-traffic-patrol related activities. Modifies planning to changing traffic flow, environment and events.	Patrol plan: usually a "mental picture" of schedule, route, speed, etc. Planning based on knowledge and experience and agency directive.	Can be described by the patrolman. May be inferred from activity logs, etc. Can be observed by supervisor.	Performed universally, particularly for area patrol; rules and directives vary widely.	Basic training in patrol planning common to all agencies. Intelligence specific to a patrol area provided as required.	Degree to which plan provides patrol coverage relative to accident/violation incidence and relative to total patrol area.

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.1.1.2 T Drives the patrol vehicle--operates patrol vehicle in a manner which is appropriate for normal traffic and emergency situations to include the operation of all on-board emergency and non-emergency equipment considering the road conditions, traffic conditions, safety of other vehicle operators and the departmental policies and procedures.</p>	<p>Vehicle condition, fuel consumption, accidents, distance driven, driving behavior.</p>	<p>Vehicle logs, maintenance records, accident records, citizens' comments, direct observation.</p>	<p>Applies to all agencies using moving patrol.</p>	<p>Basic and specialized driver (patrol, defensive, etc.) training required as well as specialized to vehicle type, such as motorcycle.</p>	<p>Safety record, rate of fuel consumption, maintenance and service records, vehicle appearance and condition.</p>
<p>1.1.1.3 T Monitors traffic and environment based on knowledge and experience--this task requires an awareness of the immediate as well as the surrounding geographical areas (streets, highways), traffic patterns, likely congestion areas and high accident/violation areas or areas requiring special attention. Knows the type of population, housing and business areas and special events. Is aware of the impact of weather and seasonal changes on traffic. Distributes patrol attention time relative to the above environmental considerations. Maintains alertness to detect violations or conditions requiring action.</p>	<p>Relative emphasis placed on types of violations, suspected problem locations and critical times.</p>	<p>Records of warnings, citations, arrests, charge, time and location. Techniques employed to conduct surveillance/monitoring.</p>	<p>Applies to all agencies, however, the performance of this task is unique to the patrol environment.</p>	<p>Basic training in VTL. Counseling as required to direct attention to specific problem types and areas. Basic and specialized training in monitoring techniques/equipment.</p>	<p>Degree of conformance of patrol attention to the types, times and locations of violations in patrol area.</p>
<p>1.1.1.4 T Maintains an awareness for hazardous/dangerous conditions of the roadway and roadside within the patrol area, e.g., hazardous tree or utility pole, fallen rocks, etc. Follows departmental reporting procedures.</p>	<p>Reporting of hazardous/dangerous conditions.</p>	<p>Dispatchers log. Records of highway hazards, can be described by the patrolman.</p>	<p>Common to most departments. Reporting procedures vary widely.</p>	<p>Training in recognition of roadway hazard and their possible consequences. Departmental reporting procedures.</p>	<p>Number of reported/unreported hazards resulting in accidents or property damage within the patrol area.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.1.2 PT</p> <p>Performs stationary surveillance--observes vehicular and pedestrian traffic at a selected location employing conspicuous, visible or concealed surveillance.</p> <p><u>Conspicuous surveillance</u>--remains in full view of traffic endeavoring to attract attention (e.g., marked and conspicuously parked patrol vehicle).</p> <p><u>Visible surveillance</u>--remains in full view, however, is so located as to require scrutiny by a person to be discovered (e.g., unmarked patrol vehicle or vehicle parked inconspicuously on a side street, etc.).</p> <p><u>Concealed surveillance</u>--is not visible to persons during their normal observation of the roadway scene (e.g., patrolman/vehicle is hidden off the road, employing speed measuring equipment, etc.).</p>	<p>Stationary surveillance hours logged, types and location of stationary surveillance employed.</p>	<p>Activity reports, direct observation. Records of warnings, citations, arrests by charge, time and locations.</p>	<p>Applies to all departments.</p>	<p>Training in stationary surveillance strategies, use of speed monitoring equipment.</p>	<p>Products relative to:</p> <ul style="list-style-type: none"> . assigned time . diversions to other duties . traffic volume . Number of written citations
<p>1.1.2.1 T</p> <p>Plans conduct of stationary surveillance--considers patrol area, likely accident/violation locations, time of day traffic volume, type of surveillance to be employed, and the performance of traffic/non-traffic related activities. Modifies planning to changing traffic volume and flow, environment and events.</p>	<p>Patrol plan: usually a "mental picture" of the likely locations, anticipated violations, surveillance techniques and procedures.</p>	<p>Can be described by the patrolman. May be inferred from activity logs, etc. Can be observed by supervisor.</p>	<p>Performed universally, particularly for area patrol; rules and directives vary widely.</p>	<p>Basic training in patrol planning common to all agencies. Intelligence specific to a patrol area provided as required.</p>	<p>Degree to which plan provides patrol coverage relative to accident/violation incidence and relative to total patrol area.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.1.2.2 T Monitors traffic and environment based on knowledge and experience--this task requires an awareness of the immediate as well as the surrounding geographical areas (streets, highways), traffic patterns, likely congestion, areas and high accident/violation areas or areas requiring special attention. Knows the type of population, housing and business areas and special events. Is aware of the impact of weather and seasonal changes on traffic. In addition, must be able to operate any special surveillance equipment, e. g., speed measuring devices.</p>	<p>Relative emphasis placed on types of violations, suspected problem locations and critical times.</p>	<p>Records of warnings, citations, arrests by charge, time and location. Techniques employed to conduct surveillance/monitoring.</p>	<p>Applies to all agencies, however, the performance of this task is unique to the patrol environment.</p>	<p>Basic training in VTL. Counseling as required to direct attention to specific problem type and areas. Basic and specialized training in monitoring techniques/equipment.</p>	<p>Degree of conformance of patrol attention to the types, times and locations of violations in patrol area.</p>
<p>1.1.3 PT Conducts traffic road checks--stop all or selected vehicles at a designated area on the roadway for the purpose of inspecting drivers and/or vehicles for possible traffic law violations.</p>	<p>Number of stops, man-hours logged.</p>	<p>Activity reports, direct observation.</p>	<p>Purpose and procedures for road checks vary widely.</p>	<p>Training in road check planning and conduct, training required relative to equipment and regulatory violations.</p>	<p>Products relative to:</p> <ul style="list-style-type: none"> . assigned time . traffic volume . diversions to other duties . number of regulatory and VTL citations relative to this task.
<p>1.1.3.1 T Plans conduct of traffic road check--plans and selects the area where the road check is to be conducted. Considers purpose of the road check, environment, time of day, traffic flow, type of vehicles to be inspected, any special equipment requirements (barriers, cones, scales, etc.), placement of equipment sampling of vehicles and vehicle stopping procedure and likely impact on traffic flow. Modifies plan to changing traffic flow, environment and events.</p>	<p>Traffic check "plan;" a mental image and/or checklist including location, equipment, techniques, procedures and anticipated violations.</p>	<p>Can be described by patrolman, may be inferred from activity reports. If plan is written, can be directly observed.</p>	<p>Plans will vary based on purpose and procedures for the conduct of the road check.</p>	<p>Training in road check planning and conduct.</p>	<p>Adequacy of equipment, procedures, techniques selected.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.1.3.2 T Establishes and implements traffic road check--parks patrol vehicle(s) and places road check equipment in such a way as to gain maximum visibility, efficiency and safety. Selects vehicle for traffic road check considering purpose of the road check, availability of a clear check lane or area, type of vehicle, traffic flow, and sampling technique, e.g., every vehicle, every third vehicle, etc. Performs inspection in accordance with departmental policies. Maintains alertness to detect violations or conditions requiring action.</p>	<p>Time and location of check, placement of vehicles, equipment, personnel. Number of stops.</p>	<p>Direct observation, citizens' comments, activity reports.</p>	<p>Will vary depending on the purpose of the road check and the traffic environment.</p>	<p>Training in establishing and conducting road checks.</p>	<p>Suitability of products relative to:</p> <ul style="list-style-type: none"> • traffic flow • anticipated violations • safety • environmental considerations • logistical considerations
<p>1.1.4 PT Conducts planned selective surveillance-- implements moving patrol, stationary surveillance, traffic road checks, as appropriate, for the purpose of detecting and deterring traffic violations of specific types and/or at specific locations in response to needs evidenced by accident/violation rates. Selective surveillance is based on the systematic allocation of patrol resources planned to counteract specific highway safety problems.</p>	<p>Patrol miles and hours logged.</p>	<p>Activity reports, vehicle logs.</p>	<p>Common to most departments, proportion of patrol resources allocated to selective surveillance varies widely among departments.</p>	<p>Special training, as required, relative to specific violations of interest. Special training, as required relative to appropriate selective surveillance equipment and techniques.</p>	<p>Products relative to:</p> <ul style="list-style-type: none"> • assigned time • traffic volume • diversions to other duties
<p>1.1.4.1 T Studies selective surveillance plan-- reviews plans to determine focus (i.e., violation types and/or locations), patrol strategy, and selected times; becomes familiar with policies and procedures governing the selective surveillance effort. (Note: Development of the plan generally is not a task performed on the patrolman level.)</p>	<p>Knowledge of plan: patrolman acquires familiarity with the purpose and procedures of the selective surveillance effort.</p>	<p>Can be described by patrolman; can be inferred from activity reports, records of warnings, citations, and arrests, etc.</p>	<p>The degree of patrolman's review required will be highly dependent on the developed plan.</p>	<p>Special training, as required, relative to specific violations of interest. Special training, as required relative to appropriate selective surveillance equipment and techniques.</p>	<p>Degree to which patrolman's understanding accurately reflects purposes and procedures of the plan.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.1.4.2 T Implements plan--performs moving patrol, stationary surveillance, or traffic road checks, focusing on the violations/locations of interest, in accordance with the selective surveillance requirements.</p>	<p>Patrol miles and hours logged; patrol locations and time distributions.</p>	<p>Activity reports, vehicle logs, direct observation.</p>	<p>Common to most departments, proportion of patrol resources allocated to selective surveillance varies widely among departments.</p>	<p>Special training, as required, relative to specific violations of interest. Special training, as required relative to appropriate selective surveillance equipment and techniques.</p>	<p>Products relative to: . assigned time . traffic volume . diversions to other duties</p>
<p>1.2 D Detects (observes) traffic law violation--observation and recognition of vehicular, driver or pedestrian conditions and/or behavior which are illegal or improper, and the acquisition of evidence necessary to support a charge in court.</p>					
<p>1.2.1 PT Detects moving violation.</p>	<p>Numbers, types, locations and time of violations <u>de-</u> <u>tected.</u></p>	<p>Can be inferred from warning, citations and arrest records.</p>	<p>Common to all departments.</p>	<p>Basic training in VTL; training in detection techniques/equipment.</p>	<p>Number of detections per hours/miles logged, relative to accident characteristics and violation in the patrol area.</p>

POLICE, TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.2.1.1 T Acquires familiarity with laws governing moving vehicle behavior--knows the driving behaviors/conditions that are specifically prohibited or required by statute. Familiarity with the statute entails knowledge of the elements of the offense, i. e., the actions, omissions, circumstances, conditions, etc., that must be present if the violation is to occur.</p>	<p>Knowledge of statutes.</p>	<p>Can be described by patrolman; amenable to formal (written, oral) testing; can be inferred from the number, frequency of improper enforcement actions taken.</p>	<p>Common to all departments.</p>	<p>Basic training in VTL, case law.</p>	<p>Degree to which patrolman's knowledge accurately reflects statutes. Conviction rate for number of citations or traffic associated arrests.</p>
<p>1.2.1.2 T Recognizes the impact of environmental factors on prescribed or required moving vehicle behavior--assesses roadway, traffic, weather, lighting, etc., conditions with respect to their implications concerning illegal or improper vehicle operations.</p>	<p>Knowledge of environmental impact on statutes; knowledge of the types of violations commonly associated with various environmental conditions.</p>	<p>Can be described by patrolman, amenable to formal testing (written, oral). Can be inferred from warning, citation and arrest records.</p>	<p>Common to all departments.</p>	<p>Basic and specialized training, as required, in the environmental factors affecting moving violations.</p>	<p>Degree to which patrolman's knowledge accurately reflects environmental implications.</p>
<p>1.2.1.3 T Maintains awareness of moving vehicle violation patterns--knows the types and frequencies of moving violations routinely found at his patrol areas and times. Remains alert for all moving violations while devoting attention to the most probable hazardous violations.</p>	<p>Knowledge of violation/accident patterns; patrol strategy.</p>	<p>Can be described by patrolman; can be inferred from activity reports, warning, citations, arrest records.</p>	<p>Common to all departments.</p>	<p>Specialized training as required, to acquaint patrolman with specific violation types and patterns in assigned area.</p>	<p>Degree to which patrol strategy reflects specific needs; accuracy of knowledge of violation/accident patterns.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.2.1.4 Operates special purposes equipment designed to aid detection of specific moving violations--knows how to calibrate and use speed measuring devices to ensure their maximum effectiveness.</p> <p>T</p>	<p>Hours of operation of special equipment, times/locations of use, quality of operation.</p>	<p>Direct observation, activity reports, equipment logs; can be inferred from warning, citations and arrest records.</p>	<p>Common to many departments.</p>	<p>Training in the use of special equipment.</p>	<p>Hours of use as a function of hours assigned, times/locations of use relative to violation patterns.</p>
<p>1.2.1.5 Recognizes <u>potentially</u> hazardous moving vehicle behavior--remains alert for and is able to assess the implications of driving behaviors that, while not necessarily illegal in themselves, are suggestive of hazardous driving. This subtask is especially relevant to detection of DWI violations.</p> <p>T</p>	<p>Knowledge of indicators of hazardous driving.</p>	<p>Can be described by patrolman; can be inferred from warning, citations and arrest records.</p>	<p>Common to all departments.</p>	<p>Training in "aggressive" patrol techniques, training in indicators/symptoms of specific violations.</p>	<p>Number of indicators observed per patrol miles/hours, accuracy of knowledge indicators warranting follow-up surveillance.</p>
<p>1.2.2 Detects pedestrian violation.</p> <p>PT</p>	<p>Numbers, types, locations and time of violations <u>detected</u>.</p>	<p>Can be inferred from warning, citations and arrest records.</p>	<p>Common to all departments.</p>	<p>Basic training in VTL; training in detection techniques/equipment.</p>	<p>Number of detections per hours/miles logged relative to pedestrian involved accidents and violations within the patrol area.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.2.2.1 T Acquires familiarity with laws governing pedestrian behavior--knows the behaviors/conditions that are specifically prohibited or required by statute. Familiarity with the statute entails knowledge of the elements of the offense, i.e., the actions, omissions, circumstances, conditions, etc., that must be present if the violation is to occur.</p>	<p>Knowledge of statutes.</p>	<p>Can be described by patrolman; amenable to formal (written, oral) testing; can be inferred from the number, frequency of improper enforcement actions taken.</p>	<p>Common to all departments.</p>	<p>Basic training in VTL, case law.</p>	<p>Degree to which patrolman's knowledge accurately reflects statutes. Number of pedestrian summons written/number of convictions.</p>
<p>1.2.2.2 T Maintains awareness of pedestrian violation patterns--knows the types and frequencies of moving violations routinely found at his patrol areas and times. Remains alert for all moving violations while devoting attention to the most probable hazardous violations.</p>	<p>Knowledge of violation/accident patterns; patrol strategy.</p>	<p>Can be described by patrolman; can be inferred from activity reports, warning, citation, arrest records.</p>	<p>Common to all departments.</p>	<p>Specialized training as required, to acquaint patrolman with specific violation types and patterns in assigned area.</p>	<p>Degree to which patrol strategy reflects specific needs; accuracy of knowledge of violation/accident patterns.</p>
<p>1.2.3 PT Detects vehicular violation--encompasses two classes of violations.</p> <p><u>Vehicle defects</u>, i.e., malfunctioning or inoperative components such as headlights, muffler, etc., which render operation of the vehicle illegal.</p> <p><u>Regulatory violations</u>, e.g., lack of registration plates/stickers, expired or absent inspection certificates, etc.</p>	<p>Numbers, types, locations and time of violations <u>detected</u>.</p>	<p>Can be inferred from warning, citations and arrest records.</p>	<p>Common to all departments.</p>	<p>Basic training in VTL; training in detection techniques/equipment.</p>	<p>Number of detections per hours/miles logged relative to vehicle violation characteristics in patrol area.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
1.2.3.1 T Maintains familiarity with laws governing vehicle defects and regulatory requirements; includes familiarity with registration/inspection sticker coding schemes.	Knowledge of statutes.	Can be described by patrolman; amenable to formal (written, oral) testing; can be inferred from the number, frequency of improper enforcement actions taken.	Common to all departments.	Basic training in VTL, case law.	Degree to which patrolman's knowledge accurately reflects statutes. Conviction rate for number of citations written/number of convictions for vehicle defects, regulatory violations.
1.2.3.2 T Recognizes the association between environmental factors and defect violation detection --remains alert for specific defect violations that typically are detectable only during certain time periods (headlights) or under certain weather conditions (windshield wipers).	Knowledge of environmental impact on statutes; knowledge of the types of violations commonly associated with various environmental conditions.	Can be described by patrolman and directly observed; amenable to testing; can be inferred from warning, citation, arrest records.	Common to all departments.	Basic and specialized training, as required, in the environmental factors affecting moving violations.	Degree to which patrolman's knowledge accurately reflects environmental implication.
1.2.3.3 T Develops ability to conduct "field inspection" of vehicles for possible defects--is familiar with test/inspection procedures that can be implemented without special equipment.	Ability to conduct "field inspection."	Can be described by patrolman and directly observed; amenable to testing; can be inferred from warning, citation, arrest records.	Common to all departments.	Training in "field inspection" techniques/procedures.	Degree of skill, knowledge in conducting "field inspection."

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
1. 2. 3. 4 T Checks for vehicular violations subsequent to apprehending suspects for moving vehicle violations--conducts license/registration checks and remains alert for symptoms of prescribed defects.	Number of equipment/regulatory violations detected in conjunction with moving vehicle violations.	Can be inferred from warning, citation, arrest records.	Common to all departments.	Training in VTL pertaining to equipment/regulatory violations; counseling in detection procedures/techniques incidental to stops for moving violations.	Number of equipment/regulatory violation detections per stops for moving vehicle violations.
1. 2. 4 PT Detects parking violation. (Refers to parking violations other than routine meter violations, etc. which may be conducted by "parking authority.")	Numbers, types, locations and time of parking violations detected.	Can be inferred from warning, citations and arrest records.	Degree to which this task is universally performed is dependent on departmental policies concerning parking violations.	Basic training in VTL; training in detection techniques/equipment.	Number of detections per hours/miles logged relative to parking violation characteristics and accident involvement in the patrol area.
1. 2. 4. 1 T Maintains familiarity with parking regulations throughout patrol area--knows location- and time-specific regulations as well as universally prescribed improper parking.	Knowledge of statutes.	Can be described by patrolman; amenable to formal (written, oral) testing; can be inferred from the number, frequency of improper enforcement actions taken.	Common to most departments.	Basic training in VTL.	Degree to which patrolman's knowledge accurately reflects statutes and departmental standards. Number of valid parking citations.
1. 2. 4. 2 T Maintains awareness of parking violation patterns--knows the types and frequencies of parking violations routinely found within his patrol areas, and devotes attention to times and places expected to produce the highest incidence of violations.	Knowledge of violation/accident patterns; patrol strategy.	Can be described by patrolman; can be inferred from activity reports, warning, citation, arrest records.	Common to most departments.	Specialized training as required, to acquaint patrolman with specific violation types and patterns in assigned area.	Degree to which patrol strategy reflects specific needs; accuracy of knowledge of violation/accident patterns.

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.3 D Apprehends violator--pursuit, contact, and stopping of drivers or pedestrians suspected of traffic violation in order to investigate the circumstances pertaining to the suspected violation; determines the appropriate enforcement action, and acquires evidence necessary to support a charge in court:</p>					
<p>1.3.1 PT Decides to apprehend violator.</p>	<p>Number of apprehensions initiated/attempted.</p>	<p>Can be inferred from warning, citation, arrest records, dispatcher's log, activity reports.</p>	<p>Common to all agencies.</p>	<p>Training in factors and departmental policy concerning apprehension decisions.</p>	<p>Number of decisions to apprehend per violations detected. Violation/accident characteristic in patrol area.</p>
<p>1.3.1.1 T Evaluates the importance of the observed/suspected violation relative to the environment and other traffic services requirements--is able to assess properly whether the suspected violation outweighs other immediate demands on his attention. Determines whether pursuit/apprehension will create unacceptable traffic hazards relative to the nature of the suspected violation.</p>	<p>Evaluation outcome: determination of the relative importance of apprehension versus the "risks" that will arise if apprehension is initiated.</p>	<p>Can be directly observed or inferred from patrolman's driving record or citizen's comments. Inferred from warning, citations, arrest records, activity reports.</p>	<p>Common to all agencies.</p>	<p>Training in evaluation factors. Specialized driver training.</p>	<p>Correctness of the evaluation, relative to standard practices.</p>
<p>1.3.1.2 T Interprets departmental policy concerning apprehension--knows the guidelines that are set forth regarding the decision to apprehend, how and when to initiate pursuit, etc.</p>	<p>Decision to initiate pursuit and apprehension.</p>	<p>Inferred from warning, citations, arrest records, specifically, type of cited violations and environmental conditions that existed.</p>	<p>Common to all agencies.</p>	<p>Training in departmental policy and apprehension considerations.</p>	<p>Ratio of number of apprehensions not in conformance with departmental policies.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.3.1.3 T Determines whether assistance is necessary to ensure or facilitate apprehension--assesses environmental and other constraints on his ability to apprehend; evaluates the nature of the suspected violation; determines the availability of assistance; and calls for assistance when necessary.</p>	<p>Assistance decision.</p>	<p>Dispatch records. Activity reports.</p>	<p>Common to all agencies.</p>	<p>Training in departmental policy concerning call for assistance relative to PTS.</p>	<p>Correctness of decision making. Number of apprehensions requiring assistance.</p>
<p>1.3.1.4 T Obtains description of suspect/vehicle to facilitate apprehension--ensures his ability to identify the driver/pedestrian as the suspected violator subsequent to apprehension and relays description to assisting officer and/or department, as necessary.</p>	<p>Description; written or memorized for recording as soon as possible; transmission of description to dispatcher.</p>	<p>Can be directly observed from: <ul style="list-style-type: none"> . activity record . patrolman's notes . radio/voice communications </p>	<p>Common to all agencies.</p>	<p>Specialized training in suspect/vehicle description and usage techniques.</p>	<p>Completeness/accuracy of descriptions.</p>
<p>1.3.2 PT Plans pursuit (apprehension)--pursuit will take place either in a patrol vehicle (from moving patrol or stationary surveillance) or on foot (from traffic direction assignment). Considers the departmental policies regarding when to pursue and speed of pursuit.</p>	<p>Mental plan of pursuit conduct: <ul style="list-style-type: none"> . type of pursuit . speed . route . use of warning lights, siren, etc. </p>	<p>Can be described by patrolman.</p>	<p>Common to all agencies, although departmental policies vary.</p>	<p>Training in apprehension/pursuit considerations. Specialized driver training.</p>	<p>Ability to formulate pursuit plan. Knowledge of possible escape routes.</p>
<p>1.3.2.1 T Determines appropriate pursuit speed and maneuvers--evaluates the nature of the violation, traffic speed, traffic density, type of roadway and other environmental conditions, and his own driving ability and the patrol vehicle's capabilities. Uses sound judgement in considering the degree of hazard the pursuit presents to other than roadway users.</p>	<p>Selected speed and adaption of initial rate.</p>	<p>Can be described by patrolman. Citizen complaints.</p>	<p>Common to all agencies.</p>	<p>Training in apprehension/pursuit considerations. Specialized driver training.</p>	<p>Degree to which pursuit strategy reflects nature and seriousness of violation and possible traffic environment consequences. Number of complaints/property damage incidents as a result of pursuit actions.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.3.2.2 T Determines the need for activating vehicle emergency displays (lights, siren, etc.)--possesses familiarity with statutory regulations and departmental policy governing use of displays, and evaluates environmental conditions and the nature of the violation in light of these regulations/policies.</p>	<p>Use of vehicle emergency display.</p>	<p>Can be described by patrolman as well as amenable to testing.</p>	<p>Common to all agencies.</p>	<p>Basic training in VTL. Specialized training, as required, relative to vehicle emergency displays procedures.</p>	<p>Degree to which patrolman adhered to policy, statutes and standard practice.</p>
<p>1.3.2.3 T Anticipates possible evasive action on the part of the violator--possesses familiarity with the surrounding area, especially regarding potential "escape routes" available to the pursued. Recognizes the likelihood that evasion may be attempted, given the nature of the violation.</p>	<p>Knowledge of possible "escape routes."</p>	<p>Can be described by the patrolman.</p>	<p>Common to all agencies.</p>	<p>Specialized training in suspect evasive actions, psychology of suspect behavior.</p>	<p>Ratio of suspects pursued to number apprehended relative to traffic violations.</p>
<p>1.3.3 PT Plans enforcement action.</p>	<p>Mental plan developed by patrolman based on knowledge, experience and agency directives.</p>	<p>Can be described by the patrolman. Can be inferred from warning, citations, arrest records.</p>	<p>Common to all agencies.</p>	<p>Basic training in VTL. Specialized training in enforcement techniques/procedures.</p>	<p>Degree to which plan leads to correct enforcement action.</p>
<p>1.3.3.1 T Recognizes and interprets departmental policy concerning enforcement action--evaluates the nature of the violation, degree of traffic hazard involved, and alternative enforcement actions available in forming a tentative decision concerning the subsequent action to be taken.</p>	<p>Experience and knowledge of statutes and departmental policies.</p>	<p>Can be described by the patrolman. Can be inferred from warning, citations, arrest records.</p>	<p>Common to all agencies.</p>	<p>Basic training in VTL. Specialized training in enforcement techniques/procedures.</p>	<p>Number of enforcement actions taken by type and location. Conviction rate or number of valid citations.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.3.3.2 T Observes and evaluates evidence relating to the suspected violation--recognizes the need to collect evidence pertaining to the violation to support a charge in court, and remains alert for evidence that may necessitate modification of the tentative enforcement decision.</p>	<p>Collection of supportive evidence.</p>	<p>Can be directly observed or inferred from warnings, citations, arrest records and officer's court case records. Notes taken or described by patrolman.</p>	<p>Common to all agencies.</p>	<p>Basic and specialized training, as required, pertaining to collection of evidence in support of a violation.</p>	<p>Number of cases dismissed due to lack of supporting evidence.</p>
<p>1.3.4 PT Conducts pursuit.</p>	<p>Number of pursuits attempted/completed. Types, locations and time of violation pursued.</p>	<p>Activity report. Dispatcher's record. Can be inferred from warnings, citations, arrest records or described by patrolman.</p>	<p>Common to all agencies.</p>	<p>Specialized training in pursuit/apprehension techniques.</p>	<p>Number of pursued violations per hours/miles logged.</p>
<p>1.3.4.1 T Remains alert for possible hazards to himself, the violator, and others--evaluates the environment to adopt pursuit maneuvers and speeds that are consistent with maximizing safety. Refrains from taking imprudent risks while striving to apprehend.</p>	<p>Technique of pursuit.</p>	<p>Can be directly observed or described by patrolman.</p>	<p>Common to all agencies.</p>	<p>Specialized training in pursuit/apprehension techniques.</p>	<p>Number of pursued violators attempted/completed. Degree to which patrolman minimized risks.</p>
<p>1.3.4.2 T Attempts to keep the violator in sight--remains alert for conditions favoring the violator's escape.</p>	<p>Pursuit strategy.</p>	<p>Can be described by patrolman.</p>	<p>Common to all agencies.</p>	<p>Specialized training in pursuit/apprehension techniques.</p>	<p>Degree to which pursuit strategy is successful in apprehension. Also conformance to standard practice.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.3.4.3 T Attempts to maneuver into a control position as quickly as possible--without taking imprudent risks; strives to accomplish apprehension quickly to avoid continuation of the violation and its attendant hazards.</p>	<p>Number of pursuits conducted/time to stop/subsequent violations.</p>	<p>Can be inferred from activity report, warnings, citations, and arrest records. Citizen comments. Driving record.</p>	<p>Common to all agencies.</p>	<p>Specialized training in pursuit/apprehension techniques.</p>	<p>Number of pursued and apprehended violators per hours/miles logged. Number of subsequent violations.</p>
<p>1.3.4.4 T Re-evaluates the situation continuously to determine the appropriate pursuit mode and behavior--reassesses the need to employ emergency displays, call for assistance, modify pursuit speeds, etc. Takes proper account of changing conditions in the environment, violator's behavior, etc. Decides whether to abandon or continue pursuit.</p>	<p>Evaluation outcome; determination of the relative importance of apprehension versus the "risks" that will arise if apprehension is initiated.</p>	<p>Can be directly observed or inferred from patrolman's driving record or citizen's comments. Inferred from warning, citations, arrest records, activity reports.</p>	<p>Common to all agencies.</p>	<p>Training in the considerations a patrolman must take into account in the conduct of pursuit action. Specialized driver training.</p>	<p>Correctness of the evaluation, relative to standard practices.</p>
<p>1.3.4.5 T Attempts to acquire better descriptive information on the pursued suspect/vehicle observes, memorizes, and records registration number, vehicle make and model year, etc., to facilitate subsequent apprehension.</p>	<p>Completeness of descriptive information with regard to: . vehicle make . model year . registration number . vehicle color . etc.</p>	<p>Can be described by patrolman. Dispatcher's log. Patrolman's notes. Inferred from warnings, citations, arrest records.</p>	<p>Common to all agencies.</p>	<p>Training in vehicle recognition, descriptive information.</p>	<p>Completeness/accuracy of descriptive data.</p>
<p>1.3.5 PT Makes stop.</p>	<p>Numbers, types, location and time of stops made.</p>	<p>Can be directly observed or inferred from warnings, citations and arrest records. Dispatcher's log.</p>	<p>Common to all agencies.</p>	<p>Training in pursuit driving techniques to include apprehension</p>	<p>Number of stops per hours/miles logged.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.3.5.1 T Maneuvers into an appropriate control position to initiate stop--is cognizant of safety considerations and departmental policies concerning control positions. Anticipates possible subsequent actions on the part of the pursued (evasion, sudden stop, etc.), and ensures his ability to react properly to such actions.</p>	<p>Location of patrol vehicle relative to suspect.</p>	<p>Can be directly observed or described by patrolman.</p>	<p>Common to all agencies.</p>	<p>Specialized training in pursuit driving, apprehension techniques.</p>	<p>Degree to which patrolman can attract violator's attention while minimizing subsequent violations and maximizing safety.</p>
<p>1.3.5.2 T Selects an appropriate stopping site--ensures that the stopping site minimizes traffic hazards/congestion. Attempts to choose a site providing favorable lighting conditions.</p>	<p>Tentative stopping site.</p>	<p>Can be described by the patrolman.</p>	<p>Common to all agencies.</p>	<p>Specialized training in pursuit driving, apprehension techniques.</p>	<p>Degree to which the site selected affords safety to violator and patrolman.</p>
<p>1.3.5.3 T Communicates stop command to the suspect--makes appropriate use of patrol vehicle displays (lights, horn, etc.) to acquire the suspect's attention, continuously re-evaluates the situation to ensure that the suspect recognizes the stop-command.</p>	<p>Number of stop commands attempted.</p>	<p>Can be directly observed. Inferred from warnings, citations, arrest records.</p>	<p>Common to all agencies.</p>	<p>Specialized training in pursuit driving, apprehension techniques.</p>	<p>Number of stops attempted per successful stop.</p>
<p>1.3.5.4 T Positions patrol vehicle at stopping site--follows departmental procedures in positioning patrol vehicle. Ensures his own safety, and the safety of his and the violator's vehicles from traffic hazards. Activates vehicle lights in accordance with departmental procedures.</p>	<p>Number of pursuit stops, patrol miles and hours logged.</p>	<p>Directly observable. Can be inferred from patrolman, driving record, warnings, citations and arrest records. Dispatch records.</p>	<p>Common to all agencies.</p>	<p>Specialized training in pursuit driving, apprehension techniques.</p>	<p>Number of pursuit stops per miles logged. Ratio of safe to unsafe stops relative to positioning the patrol vehicle.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.3.5.5 Attends to preliminary safeguards before approaching suspect's vehicle--notifies dispatcher of the location and purpose of the stop, in accordance with departmental procedures. Observes vehicle for suspicious/unusual behavior on the part of the occupants.</p> <p>T</p>	<p>Safeguards initiated in approaching violator. Notification of dispatcher.</p>	<p>Can be directly observed or inferred from dispatcher's record.</p>	<p>Common to all agencies.</p>	<p>Training in safeguards employed prior to approaching a suspect's vehicle.</p>	<p>Number of violator stops with dispatcher notification versus total violator stops. Degree to which patrolman adheres to departmental policies regarding his safety while approaching suspect vehicle for traffic offenses.</p>
<p>1.3.6 Approaches vehicle and violator.</p> <p>PT</p>					
<p>1.3.6.1 Keeps the vehicle/occupants in view throughout the approach--remains alert for suspicious/unusual behavior on the part of occupants. Shows proper concern for ensuring his own safety.</p> <p>T</p>	<p>Technique of approach and of observation of unusual suspect behavior.</p>	<p>Can be directly observed or described by the patrolman . Can be inferred by supporting evidence from warning, citation or arrest records.</p>	<p>Common to all agencies.</p>	<p>Training in techniques employed while approaching violator's vehicle.</p>	<p>Degree to which patrolman applies safety precaution as well as being able to distinguish unusual suspect behavior.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.3.6.2 T Observes the condition and appearance of the vehicle, suspect, and other occupants--checks all passenger positions to verify the number of occupants. Examines driver's appearance for evidence of intoxication, illness, or other conditions of interest. Examines vehicle for evidence of damage/defects or regulatory violations.</p>	<p>Suspect screening technique. Number of violations, types, location, time and supporting evidence.</p>	<p>Can be described by patrolman or can be observed directly, or inferred from activity records, warning, citations or arrest records.</p>	<p>Common to all agencies.</p>	<p>Basic training in VTL and specialized training in recognition of unusual suspect behavior and supportive violations.</p>	<p>Number and types of violations and supportive evidence.</p>
<p>1.3.6.3 T Positions himself properly with respect to the suspect and vehicle--follows departmental procedures in establishing a position that maximizes his own safety while permitting unobstructed view of the vehicle and occupants.</p>	<p>Number of stops and proper position relative to suspects and vehicle.</p>	<p>Directly observable. Can be described by patrolman.</p>	<p>Common to all agencies.</p>	<p>Training on how to position oneself with respect to suspect and vehicle.</p>	<p>Number and type of violations by completeness/accuracy. Supportive evidence.</p>
<p>1.3.6.4 T Maintains control of the situation throughout the approach--remains alert for attempts by the suspect or other occupants to move or exit the vehicle. Instructs them, as necessary, to remain within the vehicle.</p>	<p>Number of stops. Ability to maintain control of situation.</p>	<p>Can be observed directly, or inferred from activity report, dispatch records, warning, citations, or arrest records.</p>	<p>Common to all agencies.</p>	<p>Training in likely suspect behavior or prior to interview.</p>	<p>Total number of stops versus number of stops patrolman jeopardized his safety. Total number of stops and the degree to which patrolman had the ability to maintain control for each type of violation.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
1.3.7 PT Interviews violator.	Number of violators interviewed and number of stops.	Directly observed. Can be inferred from suspect comments, warning, citation, arrest records.	A must for all agencies.	Training in conducting suspect/violator interview.	Total number of stops/interviews and the degree to which the interview was complete and accurate.
1.3.7.1 T Maintains a professional attitude and demeanor throughout the interview--conducts himself in a businesslike fashion, avoiding both discourteous and "overly friendly" behavior toward the suspect. Avoids arguing with the suspect.	Interview report or record.	Can be described by patrolman or directly observed. Can be inferred from warning, citation, arrest records. Violator complaints.	A must for all agencies.	Training in conducting suspect/violator interview.	Total number of stops/interviews and completeness accuracy of information obtained. Number of complaints.
1.3.7.2 T Obtains necessary identification from the suspect--follows departmental procedures in requesting and accepting license, registration, etc.	Ability in obtaining required identification.	Directly observed. Can be inferred from suspect comments, warning, citation, arrest records.	A must for all agencies.	Training in conducting suspect/violator interview.	Accuracy/completeness of ID information per number of written violations. Number of regulatory violations detected.
1.3.7.3 T Observes and evaluates suspect's appearance and behavior--remains alert for suspicious/unusual actions, mannerisms, etc. Remains alert for evidence bearing on the violation and/or other possible offenses.	Suspect screening technique. Number of violations, types, location, time and supporting evidence.	Can be described by patrolman or directly observed. Can be inferred from warning, citation and arrest records.	Standard procedure.	Basic training in VTL and specialized training in recognition of unusual suspect behavior and supportive violations.	Number and types of violations and supportive evidence.

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement- continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
1.3.8 PT Observes and evaluates violator during interview.	Number of violations, type, location and time.	Can be directly observed or inferred from warning, citation, arrest records. Can be described by patrolman.	Common to all agencies.	Training in violator evaluation techniques/procedures.	Number of wrong evaluations per number of written violations.
1.3.8.1 T Checks driver's appearance, identification, etc., relative to the presumed owner of the vehicle--communicates with dispatcher concerning registration check.	Validity of owner, registration.	Can be directly observed. Can be inferred from dispatcher's record or from warning, citation, and arrest records.	Common to all agencies.	Training in techniques for validating vehicle ownership and license.	Degree to which patrolman attempts to verify/identify vehicle owner or operator.
1.3.8.2 T Evaluates evidence obtained during interview--identifies the nature and scope of suspected violations involved in the incident.	Supporting evidence.	Can be directly observed or inferred from warning, citation, arrest records. Can be described by patrolman.	Common to all agencies.	Training in supporting evidence evaluation.	Completeness, relevancy of supporting evidence.
1.3.8.3 T Determines need for removing suspect(s) from vehicle for further investigation--evaluates evidence of possible DWI or non-traffic offenses necessitating search of driver/vehicle. Shows proper concern for his own and driver's safety in removing the suspect from the vehicle and conducting further investigation. Follows departmental procedures in any require search investigation.	Supporting evidence	Can be direct by observed. Can be described by patrolman. Can be inferred from warning, citation or arrest records.	Performed in all investigations unless policy states that suspects either never or always leave vehicle.	Specialized training or as required, relating to search/investigation techniques concerning traffic violations and gathering of supportive evidence.	Number of violations without sufficient evidence/incomplete investigation per number of written violations. Conviction rate.

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
1.3.9 PT Observes and evaluates vehicle interior.	Investigation of supporting evidence	Can be direct by observed. Can be described by patrolman. Can be inferred from warning, citation or arrest records.	A necessary task.	Specialized training or as required, relating to search/investigation techniques concerning traffic violations and gathering of supportive evidence.	Degree to which patrolman applies investigative techniques and recognizes supportive evidence.
1.3.9.1 T Examines controls/dashboard for evidence of auto theft--verifies that ignition key is present; examines windows, doors for evidence of forced entry.	Supporting evidence	Can be described by patrolman or directly observed.	The degree or investigative techniques vary among agencies.	Specialized training or as required, relating to search/investigation techniques concerning traffic violations and gathering of supportive evidence.	Number of auto theft detections/arrests and resulting conviction rate.
1.3.9.2 T Examines interior of vehicle for evidence of suspicious or contraband materials--remains alert for attempts by the occupants to hide materials under seats, etc.	Supporting evidence	Can be direct by observed, Can be described by patrolman. Can be inferred from warning, citation or arrest records.	The degree or investigative techniques vary among agencies.	Specialized training or as required, relating to search/investigation techniques concerning traffic violations and gathering of supportive evidence.	Number of contraband detections/arrests and resulting conviction rate.

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.3.9.3 T</p> <p>Determines need to conduct search of the vehicle--evaluates evidence and conducts search (if necessary), following established procedures.</p>	<p>Decision to continue search.</p>	<p>Can be inferred from supporting documentary evidence. Can be described by patrolman or directly observed.</p>	<p>The degree or investigative techniques vary among agencies.</p>	<p>Specialized training or as required, relating to search/investigation techniques concerning traffic violations and gathering of supportive evidence.</p>	<p>Number of violations without sufficient evidence/incomplete investigation per number of written violations. Conviction rate. Degree to which patrolman applies investigative techniques and recognizes supportive evidence.</p>
<p>1.3.10 PT</p> <p>Decides upon enforcement action.</p>	<p>Number of enforcement actions, type, location and time.</p>	<p>Can be inferred from warning, citation, and arrest records.</p>	<p>A required task by all agencies.</p>	<p>Basic training in VTL and enforcement action.</p>	<p>Number of enforcement actions by type and location per miles/hours logged. Violations relative to accident characteristics in the patrol area.</p>
<p>1.3.10.1 T</p> <p>Recognizes and correctly interprets departmental policy concerning enforcement action--knows what alternative actions are permitted in the various situations he may encounter.</p>	<p>Knowledge of possible enforcement actions.</p>	<p>Can be inferred from warning, citation and arrest records. Amenable to testing.</p>	<p>A logical method process.</p>	<p>Basic training in VTL violations, counselling on departmental policies.</p>	<p>Degree to which patrolman enforcement actions reflect departmental policies. Accuracy of knowledge.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.3.10.2 T Evaluates the nature of the violation(s) to determine the applicable elements of the policy--assesses the seriousness of the offense(s), the likelihood that the offense(s) would continue if the suspect were released, and the presence of special circumstances specifically covered in statutes or policy to determine which alternatives apply to the situation at hand.</p>	<p>Evaluation results. Determination of whether or not enforcement action is warranted.</p>	<p>Can be described by patrolman. Can be inferred from warning, citation and arrest records.</p>	<p>A necessary evaluation performed by all agencies.</p>	<p>Basic training in VTL violations, counselling on departmental policies.</p>	<p>Correctness of the evaluation relative to prescribed standards.</p>
<p>1.3.10.3 T Bases enforcement decision on the facts of the case only--avoids being swayed by extraneous factors, such as the suspect's attitude or appearance, time of day, etc. Demonstrates consistency in his enforcement decisions.</p>	<p>Number of enforcement actions, type, location and time.</p>	<p>Can be described by patrolman. Can be inferred from warning, citation and arrest records.</p>	<p>Although a necessary step performed in all agencies final decision for enforcement action will vary among individual officers.</p>	<p>Basic training in VTL violations, counselling on departmental policies.</p>	<p>Total number of stops, type of violations and the number of resulting citations and arrests, conviction rate.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.4 D</p> <p>Take enforcement action Arrest, citation, or warning of any person believed to have violated a traffic law, ordinance, or regulation. Such enforcement action may take one of three general forms:</p> <ol style="list-style-type: none"> (1) Issuance of a (written or verbal) warning; this action entails no additional requirement for court action. (2) Issuance of a traffic citation; this action contemplates trial adjudication or other court disposition of the charge; the accused receives written notice to appear, and is released. (3) Physical arrest; the accused is taken into custody for the purpose of holding him to answer a charge in court. <p>Once a decision has been made concerning the appropriate enforcement action, the subtasks incidental to that action usually are independent of the offense committed. One major exception to this rule concerns DWI arrest. Thus, DWI and non-DWI enforcement actions are discussed separately.</p>	<p>Number of enforcement actions, type, location and time.</p>	<p>Can be inferred from warning, citation and arrest records.</p>	<p>A necessary task performed by all department/agencies.</p>	<p>Basic training in VTL and enforcement action.</p>	<p>Number of enforcement actions by type and location per miles/hours logged. Violations relative to accident characteristics in the patrol area.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
1.4.1 PT Takes non-arrest enforcement action.	Number of non-arrest actions by type of violation, location and time.	Can be described by patrolman or directly observed. Can be inferred from warning ticket.	Varies among agencies in that the type of non-arrest action taken (written or verbal warnings) is dependent on jurisdictional statutes and agency policies.	Basic training in VTL and counseling on departmental policies regarding non-arrest action.	Number of non-arrest action by type, location, time per mile/hours of patrol logged.
1.4.1.i T Ensures there are no outstanding warrants against the driver/vehicle before issuing warning or citation--communicates with dispatcher; checks stolen vehicle list.	Driver/vehicle "wants list" check indicated.	From dispatcher's records check. Inferred from warnings, citation and arrest records.	Procedure varies among agencies.	Specialized training, as required, in departmental policies regarding situations requiring driver/vehicle check.	Number of citations, arrests resulting from driver/vehicle check.
1.4.1.2 T Informs driver of the violation and enforcement action--maintains professional, business-like attitude in informing driver. Avoids "debating" charge/enforcement action with driver.	Communication with suspect.	Can be described by patrolman or directly observed. Can be inferred from warning ticket and violator comments.	Common to all agencies.	Training in proper demeanor/attitude. Basic training in VTL and taking enforcement action.	Degree to which patrolman adheres to departmental policies.
1.4.1.3a T Issues warning in accordance with departmental policy--properly completes warning form (if written); informs driver of the significance and implications of the warning.	Number of warnings issued by type, location and time.	Inferred from warnings issued or directly observed.	Varies among agencies in that the type of non-arrest action taken (written or verbal warnings) is dependent on jurisdictional statutes and agency policies.	Departmental policy concerning warning tickets.	Number of warnings per miles/hours logged. Evaluation of type of violations warranting/not warranting a warning.

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.4.I.3b T Issues citation in accordance with the departmental policy--properly completes citation form. Provides copy to driver. Explains the driver's obligations/options to him.</p>	<p>Number of citations issued by type, location and time.</p>	<p>Inferred from citations issued or directly observed.</p>	<p>Common to all agencies.</p>	<p>Basic training in VTL. Departmental policy concerning citations.</p>	<p>Number of citations per miles/hours logged. Violations by type and location relative to accident characteristics within the patrol area.</p>
<p>1.4.1.4 T Terminates activity at scene--releases driver, after returning his documents (license, registration, etc.). Assist motorist in returning to normal flow of traffic by utilizing traffic direction and control procedures; notifies dispatcher of return to patrol.</p>	<p>Terminates enforcement action.</p>	<p>Directly observable or can be described by patrolman. Can be inferred from dispatcher's log.</p>	<p>A logical step performed by all agencies.</p>	<p>Departmental policy regarding non-arrest actions.</p>	<p>Average amount of time spent in processing non-arrest violations.</p>
<p>1.4.1.5 T Transmits enforcement action records to appropriate personnel/departments--follows departmental procedures in forwarding copies of citation or warning form to designated recipients.</p>	<p>Transmittal of non-arrest records.</p>	<p>Can be inferred by processed warnings and citations.</p>	<p>Common to all agencies.</p>	<p>Departmental policy regarding transmittal of non-arrest records.</p>	<p>Degree to which patrolman adheres to departmental procedures regarding transmittal of non-arrest records.</p>
<p>1.4.2 PT Conducts site-of-apprehension DWI investigation</p>	<p>Number of DWI investigations, location and time.</p>	<p>Can be observed by supervisor or inferred by warnings, citations or arrest records and from activity report and dispatcher's log.</p>	<p>Must be performed by all agencies. Step by step procedures vary widely among police agencies.</p>	<p>Specialist training in DWI enforcement techniques is required. Some is provided in all agencies.</p>	<p>Number of DWI arrests per patrol miles/hours logged.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.4.2.1 T Assesses suspect's physical and mental condition through informal (simple) tests--observes driver during interrogation and exit from vehicle; notes gait, steadiness, coordination, etc. Assesses odor of alcoholic beverages. Evaluates speech, etc.</p>	<p>Interrogation procedure.</p>	<p>Can be explained by patrolman or directly observed; Can be inferred from DWI processing records.</p>	<p>Procedures vary widely among agencies.</p>	<p>Specialized training in DWI enforcement techniques.</p>	<p>Completeness and accuracy of supportive evidence for patrolman's DWI investigations.</p>
<p>1.4.2.2 T Conducts formal (psychophysical) and/or pre-arrest screening breath tests for alcoholic influence--follows departmental procedures in selecting and conducting tests; selects tests that are suited to the environment and circumstances pertaining to the site-of-apprehension.</p>	<p>Outcome of pre-arrest tests which aid aids in the DWI determination.</p>	<p>Can be described by the patrolman or directly observed. Can be inferred from arrest supportive documentation.</p>	<p>Although a logical step, the type of tests administered will vary depending on jurisdictional statutes.</p>	<p>Specialized training in the DWI techniques and procedures to include departmental policies.</p>	<p>Number of DWI arrests per patrol miles/hours logged. Degree to which patrolman adheres to departmental DWI investigation standards.</p>
<p>1.4.2.3 T Re-evaluates initial suspicion of DWI in light of the outcome of the above 2 subtasks--proceeds to DWI arrest if investigation discloses probable cause, otherwise proceeds to other appropriate enforcement action.</p>	<p>Decision to arrest/not arrest as DWI.</p>	<p>Can be inferred from activity reports. Dispatcher logged, and arrest records, can be described by patrolman.</p>	<p>Decision to arrest/not arrest will vary only at the discretion of the patrolman, which is common to all agencies.</p>	<p>Specialized training in the DWI techniques and procedures to include departmental policies.</p>	<p>Number of DWI suspects arrested/not arrested. Conviction rate on that charge.</p>
<p>1.4.3 PT Arrests violator</p>	<p>Number of arrests by type, location and time.</p>	<p>Can be inferred from arrest records, activity reports and dispatcher's log.</p>	<p>A necessary step once the decision is made.</p>	<p>Basic training as well as specialized training in the type of offenses warranting arrest, and application of techniques/procedures.</p>	<p>Number of traffic violation arrests per patrol miles/hours logged.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.4.3.1 T Shows proper concern for his own safety throughout the arresting process--recognizes the possibility of hostile reaction on the part of the suspect. Takes care to ensure that he maintains the advantage throughout the incident.</p>	<p>Control/arrest procedure</p>	<p>Can be directly observed or explained by patrolman.</p>	<p>A necessary step once the decision is made.</p>	<p>Training in techniques/procedures in making an arrest and departmental policies.</p>	<p>Degree to which patrolman has the ability to control traffic related arrests.</p>
<p>1.4.3.2 T Informs the suspect that he is under arrest--notifies the suspect of the charge and arrest decision as soon as possible. Follows departmental procedures and judicial guidelines in informing suspect of his rights.</p>	<p>Informing suspect of rights procedure</p>	<p>Can be described by the patrolman or directly observed. Can be inferred from arrest records.</p>	<p>Must be performed by all agencies.</p>	<p>Training in techniques/procedures in making arrests and departmental policies.</p>	<p>Degree to which patrolman follows prescribed procedure.</p>
<p>1.4.3.3 T Takes the appropriate steps to "neutralize" the situation--follows departmental policy and evaluates the situation to determine the necessity for and degree of search of the arrestee and vehicle, use of handcuffs, etc. Uses the minimum amount of force necessary to neutralize the situation.</p>	<p>Control procedures.</p>	<p>Can be described by the patrolman or directly observed. Can be inferred from arrest records.</p>	<p>Required in all situations, steps applied vary by departmental policy.</p>	<p>Basic training as well as departmental policy regarding physical arrest procedures.</p>	<p>Degree to which patrolman follows prescribed procedure.</p>
<p>1.4.3.4 T Notifies dispatcher of arrest--calls in charge, detailed description of arrestee, etc. Requests any assistance necessary to facilitate search, transport of arrestee, his vehicle and property, etc.</p>	<p>Dispatcher notification of DWI arrests and required assistance.</p>	<p>Can be described by patrolman and inferred from dispatcher's log.</p>	<p>Although common to all agencies, the notification process varies depending upon agency procedure.</p>	<p>Departmental policy regarding arrest procedure.</p>	<p>Degree to which patrolman adheres to departmental standards.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.4.3.5 T Gathers physical evidence--collects fruits of the crime, contraband or other relevant materials, etc. Compiles an inventory of all materials/property taken into possession.</p>	<p>Physical supportive evidence, inventory lists.</p>	<p>Can be inferred from arrest records or inventory lists.</p>	<p>Required by all agencies, however, process varies by agency.</p>	<p>Basic training in recognition of physical evidence. Departmental procedure regarding collection and processing.</p>	<p>Ability to recognize supportive evidence and degree to which he follows departmental procedures. Number of cases dismissed due to insufficient evidence.</p>
<p>1.4.3.6 T Follows departmental procedures in arranging for the care and disposition of the arrestee's vehicle--evaluates the situation to determine the options available. If the possibility exists of entrusting the vehicle to a third party, verifies that this meets with the approval of the arrestee and that the third party is capable of operation.</p>	<p>Vehicle disposition procedure.</p>	<p>Can be described by patrolman or inferred from dispatcher's log and arrest records.</p>	<p>A necessary process, however, the actual procedures varies among agencies.</p>		
<p>1.4.3.7 T Arranges for the proper care and disposition of "special" personnel and property--children, pets, etc., accompanying the arrestee are dealt with in accordance with departmental policy and with special assurance of their safety and well-being.</p>	<p>Disposition of "special" personnel and/or property.</p>	<p>Can be described by patrolman or inferred from dispatcher's log and arrest records.</p>	<p>A necessary process, however, the actual procedures varies among agencies.</p>	<p>Departmental policy regarding handling and care of "special" personnel and property.</p>	<p>Degree to which patrolman adheres to departmental guidelines.</p>
<p>1.4.3.8 T Transports arrestee to the appropriate reception point--determines, via policy and/or dispatcher's instructions, the proper transport destination. Shows proper concern for his own and arrestee's safety during transport. Keeps the dispatcher informed of his location.</p>	<p>Arrangements for arrestee transport</p>	<p>Can be inferred from dispatcher's log and patrolman's activity report. Can be inferred from arrest record.</p>	<p>Varies depending on departmental policy.</p>	<p>Training in techniques/procedures utilized in transporting arrestee's and the applicable department policies</p>	<p>Number of arrests by type, location and time requiring transport of arrestee and the degree to which patrolman adhered to departmental guidelines.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

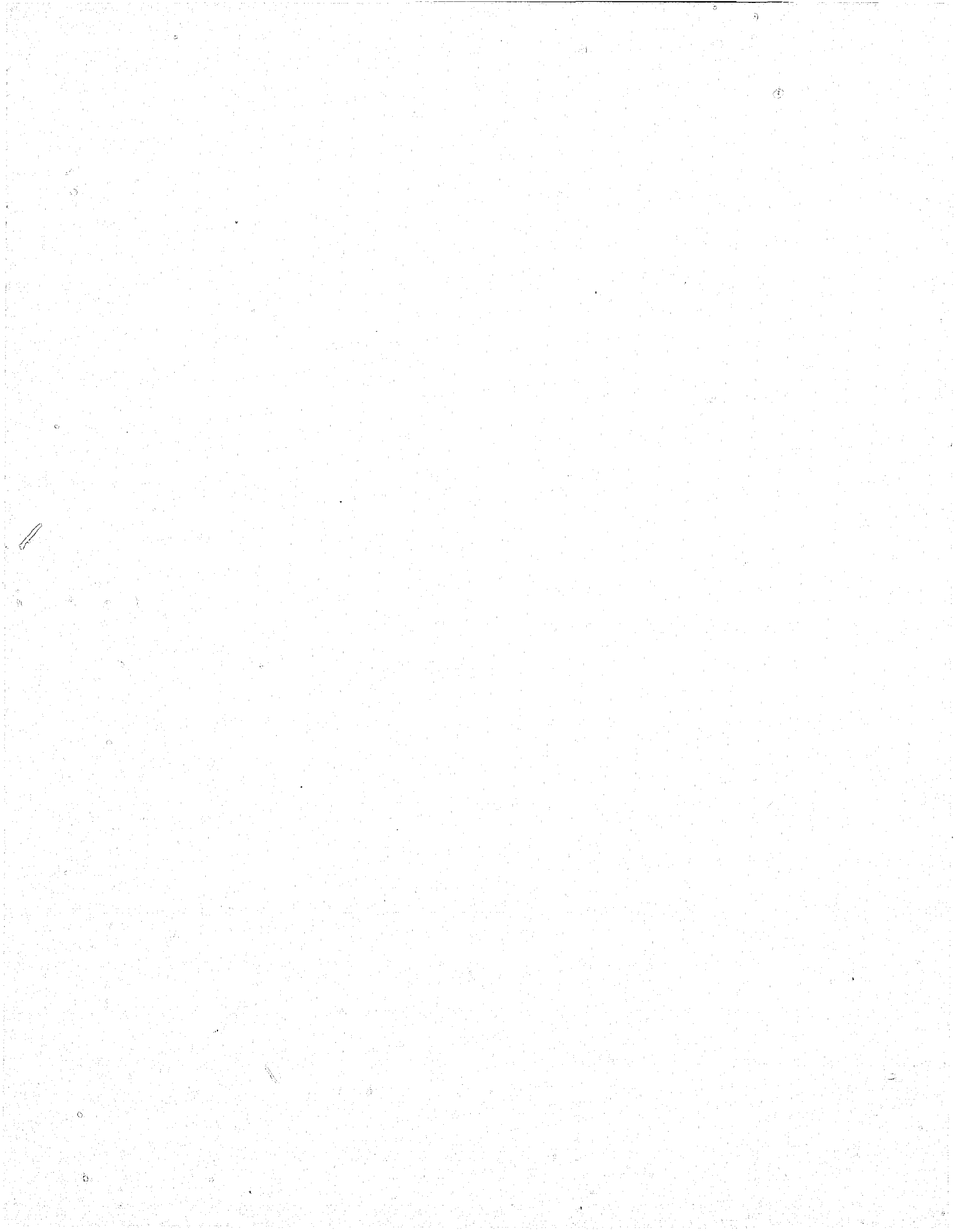
Function: 1.0 Traffic Law Enforcement - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>1.4.3.9 T Conducts, arranges for or assists in the administering post-arrest DWI tests--if qualified, will actually administer post-arrest tests or observes and receives documentary evidence which will confirm or reject that the suspect is legally intoxicated. Assesses whether or not to continue type of enforcement action or release suspect.</p>	<p>Result of post-arrest test.</p>	<p>Can be described by patrolman or directly observed. Can be inferred from arrest records.</p>	<p>The type of post-test administered varies among agencies. Whether or not this step is accomplished before or after "booking" varies not only among agencies but within an agency.</p>	<p>Requires specialized training as a certified operator of a post-arrest DWI testing device. Training on VTL relative to DWI arrests and the departmental guidelines governing DWI arrests.</p>	<p>Validity of DWI post test and the degree to which the patrolman adhered to departmental standards. DWI conviction rate.</p>
<p>1.4.3.10 T Follows departmental procedures in booking the arrestee--ensures that the chain of possession is preserved in handing over physical evidence. Conducts or assists in booking in accordance with the nature of the offense and applicable policy/procedure.</p>	<p>Booking procedure.</p>	<p>Can be described by the patrolman or directly observed. Can be inferred from arrest records.</p>	<p>Although common to all agencies actual booking procedures vary.</p>	<p>Departmental booking procedure.</p>	<p>Number of arrests versus number of arrests that did not adhere to departmental standards.</p>
<p>1.4.3.11 T Completes arrest records and transmits copies to appropriate personnel/departments--records all essential and relevant information; avoids errors of commission or omission.</p>	<p>Arrest records distribution and procedure.</p>	<p>Can be inferred from arrest records processed.</p>	<p>Common to all agencies.</p>	<p>Specialized training concerning an agency's arrest records preparation and disposition procedure.</p>	<p>Number of arrest records processed versus completeness accuracy.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 2.0 Accident Scene Management and Investigation

Duty/Task Description		Products	Observability	Universality	Training	Gradations
2.1 D	Manages accident scene--proceeds to accident scene; plans and initiates emergency procedures (to care for injured persons, to insure physical safety at the scene, to remove debris and vehicles, and to secure vehicles and property); plans and initiates traffic control procedures.	<p>Note: The combination of accident management and accident investigation into a single function is based on what appears to be the most common assignment of duties. Typically, the patrolman who responds to an accident performs both kinds of activities and is responsible for follow-up investigation. We recognize that investigation is often a specialized assignment, and suggest that in those cases one can use the MJD by simply partitioning this function into two parts. The common basis for these activities (i. e., an accident) and the fact that the responding patrolman often performs both are sufficient reason for combining the activities into one function as defined here.</p>				
2.1.1 PT	Proceeds to accident scene.	Route to scene. Time to respond.	Route can be reported by patrolman or observed (if supervisor present). Time from dispatcher log.	Must be performed.	Usually part of basic classroom training. Patrolman encouraged to "practice" mock routes on regular patrol.	Time/distance relationships relative to departmental or other standards.
2.1.1.1 T	Obtains information about accident location severity. Uses appropriate communication procedures to insure having complete and accurate information.	Record of accident information. Communication procedures.	Can be inferred from subsequent tasks. Communication records.	Must be performed.	Communication procedures are trained.	Recorded information compared to actual. Procedures compared to departmental or other standard.
2.1.1.2 T	Plans route to scene. Uses geography of area and knowledge of traffic and of accident to select the most expeditious route.	Mental plan or route.	Can be described by the patrolman.	Mental process that is performed in all agencies.	Usually part of basic classroom training. Patrolman encouraged to "practice" mock routes on regular patrol.	Time/distance relationships relative to departmental or other standards.



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POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 2.0 Accident Scene Management and Investigation - continued

Duty/Task Description	Products	Observability	Universality	Training	Gragations
<p>2.1.1.3 T Drives patrol vehicle. Uses knowledge of laws and accident severity to guide driving performance. Considers road conditions, traffic conditions, safety of other vehicle operators and the department of policies and procedures.</p>	<p>Vehicle condition, fuel consumption, accidents, distance driven, driving behavior.</p>	<p>Vehicle logs, maintenance records, accident records, citizens' comments, direct observation.</p>	<p>Applies to all agencies.</p>	<p>Basic and specialized driver (emergency, defensive, etc.) training required as well as specialized to vehicle type, such as motorcycle.</p>	<p>Safety record, rate of fuel consumption, maintenance and service records, vehicle appearance and condition.</p>
<p>2.1.1.4 T Parks patrol vehicle. Locates vehicle safely and with regard for protection of the accident scene and to facilitate subsequent activities.</p>	<p>Position of vehicle.</p>	<p>Can be reported by patrolman, or observed.</p>	<p>Must be performed.</p>	<p>Included in accident training (maybe part of driver training).</p>	<p>Position can be evaluated against departmental or other standards.</p>
<p>2.1.2 PT Plans emergency procedures and strategy for control and stabilization of scene.</p>	<p>Mental plan.</p>	<p>Inferred from subsequent tasks or reported by patrolman.</p>	<p>A logically necessary step, but may not be separately identified.</p>	<p>Is identified for training in some programs.</p>	<p>Plan compared to departmental or other criteria.</p>
<p>2.1.2.1 T Plans while enroute, based on accident severity and location, potentially hazardous substances or conditions, and knowledge of own and available resources.</p>	<p>Mental plan.</p>	<p>Inferred from subsequent tasks or reported by patrolman.</p>	<p>A logically necessary step, but may not be separately identified.</p>	<p>Is identified for training in some programs.</p>	<p>Plan compared to departmental or other criteria.</p>
<p>2.1.2.2 T Obtains more detailed information about accident and environment, using appropriate communication and recording procedures.</p>	<p>Record of accident information. Communication procedures.</p>	<p>Can be inferred from subsequent tasks. Communication records.</p>	<p>Must be performed.</p>	<p>Communication procedures are trained.</p>	<p>Recorded information compared to actual. Procedures compared to departmental or other standard.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 2.0 Accident Scene Management and Investigation - continued

Duty/Task Description		Products	Observability	Universality	Training	Gradations
2.1.2.3 T	Communicates needs and plan while enroute to scene.	Record of accident information. Communication procedures.	Can be inferred from subsequent tasks. Communication records.	Must be performed.	Communication procedures are trained	Recorded information compared to actual. Procedures compared to departmental or other standard.
2.1.2.4 T	Observes accident scene and environment to assess needs and evaluate plan.	Assessment of needs.	Inferred from subsequent tasks or reported by patrolman.	A logically necessary step, but may not be separately identified.	Is identified for training in some programs.	Plan compared to departmental or other criteria.
2.1.2.5 T	Modifies strategy and plan for emergency procedures and control of scene, based on actual conditions. Sets priority for emergency procedures (i.e., first aid, hazard control, traffic control).	Mental plan of emergency priorities.	Inferred from subsequent tasks or reported by patrolman.	A logically necessary step, but may not be separately identified.	Is identified for training in some programs.	Plan compared to departmental or other criteria.
2.1.2.6 T	Communicates needs, plans and request for assistance to dispatcher.	Notification of required assistance.	Can be inferred from subsequent tasks, Communication records.	Must be performed.	Communication procedures are trained	Recorded information compared to actual. Procedures compared to departmental or other standard.
2.1.3 PT	Initiates most urgent emergency procedure based on actual conditions. Usually will involve first aid and protection of injured from further hazard. Knowledge of first aid and other emergency procedures as well as of potential hazards is used.	Implementation of the plan.	Inferred from subsequent tasks or reported by patrolman.	A logically necessary step, but may not be separately identified.	Is identified for training in some programs.	Plan compared to departmental or other criteria.

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 2.0 Accident Scene Management and Investigation - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>2.1.3.1 T Administers first aid to stop bleeding, restore breathing and protect injured from further injury. (Further first aid may be required and be carried out by patrolman; such further, specialized activities are not part of this traffic-related description.)</p>	<p>Products, etc., are defined by specialized Technician).</p>	<p>defined by specialized training (such as Red Cross first aid or</p>	<p>Emergency Medical</p>		
<p>2.1.3.2 T Determines nature of potential hazard and decides upon course of action. (Further, specific hazard control activities may be performed they are not part of this traffic-related description.)</p>	<p>Time to bring hazard under control. Control procedures.</p>	<p>Can be reported by patrolman. Observed, if supervisor present.</p>	<p>Need for this activity can be encountered by any agency.</p>	<p>Common hazards such as flammable liquids often in basic training. Unusual hazards (e. g. nuclear waste) covered in few specialized courses</p>	<p>Time to effect control. Procedure compared to a standard.</p>
<p>2.1.3.3 T Determines need for traffic (and bystander) control, based on preventing further damage or injury at the scene and on maintaining (and protecting) traffic flow.</p>	<p>Mental image of traffic to be controlled.</p>	<p>Not observable, but can be inferred by patrolman's subsequent actions.</p>	<p>Performed in all agencies, when required. Basic task in manual TDC.</p>	<p>Usually subject of special training in basic ("academy".) level training.</p>	<p>Rate of flow. Delay time at point.</p>
<p>2.1.3.4 T Positions warning devices to protect the scene and divert traffic safely.</p>	<p>Positions warning devices.</p>	<p>Can be directly observed.</p>	<p>Performed in all agencies, when required.</p>	<p>Usually subject of special training in basic ("academy. ") level training. Review of departmental policies regarding use of warning devices.</p>	<p>Number of subsequent accidents as a result of poor placement of warning devices.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 2.0 Accident Scene Management and Investigation - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
2.1.3.5 T Selects and establishes (using control devices) detours as needed. Uses knowledge of probable traffic flow, and time required to restore scene. Also considers amount and kind of traffic, available alternates and local geography.	Establishment of a detour route.	Can be directly observed by the supervisor or can be described by the patrolman.	Performed by most agencies as the need arises.	Training in departmental procedures concerning the establishment of detour routes. Requires knowledge of alternate routes capable of handling traffic.	The degree to which the detour route can facilitate traffic volume/flow with minimum inconvenience. Clarity of route markings.
2.1.3.6 T Manually directs and controls traffic around scene as required.	Traffic flow through point of control.	Can be directly observed by the supervisor or can be described by the patrolman.	Performed by most agencies as the need arises.	Basic and "field" training in TDC techniques and procedures.	Impact patrolman has on rate of flow and clarity and uniformity of TDC signals and gestures.
2.1.4 PT Protects and preserves evidence, and insures availability of witnesses.	The products of this Primary Task are the steps taken to be sure that evidence and witnesses will be available later in the investigation. However, the actual evidence exhibits and testimony can be considered products.	Can be observed by supervisor or described by patrolman.	Always performed if investigation is to be made.	Included in basic accident training.	Rate of convictions relative to departmental or other standards. The degree to which the collection, preservation, and identification of evidence permits future causal analysis.
2.1.4.1 T Identifies relevant and admissible evidence based on knowledge of accident investigation procedures as well as accident causes and key events.	Evidence exhibits and testimony will be available later in the investigation. However, the actual evidence exhibits and testimony can be considered products.	Evidence exhibits and testimony can be assumed to indicate completion of this task.			
2.1.4.2 T Physically marks location of any evidence (vehicles, parts of vehicles, injured persons or bodies) that must be moved in the course of any scene management activity.	Exhibits and testimony can be considered products.				
2.1.4.3 T Physically marks location of "perishable" evidence (tire marks and debris, for example) that might be lost in the course of other activities.	(All above comments apply to Tasks 2.1.4.1 through 2.1.4.4 as well.)				

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 2.0 Accident Scene Management and Investigation - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>2.1.4.4 T Identifies witnesses (including drivers and passengers) and takes steps to insure their availability for subsequent interview. For example, records destination for injured persons removed by ambulance; requests drivers and other witnesses not to leave the scene (directs them to a safe area).</p>					
<p>2.1.5 PT Oversees and assists in removal of vehicles and debris.</p>	<p>Accident scene condition for resumption of traffic.</p>	<p>Observed directly, reported by officer, or from citizen comments.</p>	<p>Not all agencies require (or allow) patrolman to <u>participate</u> in removal.</p>	<p>Process of removal not part of most training. It is usually only cited as one activity in accident management sequence.</p>	<p>Adherence to standard practices or to procedures as taught.</p>
<p>2.1.5.1 T Evaluates urgency of removing vehicle, based on knowledge of vehicle code, the environment, traffic flow, availability of resources for moving vehicle and owner/driver attitude and condition.</p>	<p>Plan for removal of vehicle.</p>	<p>Inferred from subsequent tasks or reported by patrolman.</p>	<p>A logically necessary step, but may not be separately identified.</p>	<p>Is identified for training in some programs.</p>	<p>Plan compared to departmental or other criteria.</p>
<p>2.1.5.2 T Directs (and assists) tow-truck operator in removal (considering safety of persons and vehicles at the scene, traffic flow, preservation of evidence and security of the damaged vehicle and its contents. Records destination of damaged vehicle; also assures himself that the owner/driver wishes and legal requirements are met.</p>	<p>Removal/relocation of damaged vehicles.</p>	<p>Observed directly, reported by officer, or from citizen comments.</p>	<p>Not all agencies require (or allow) patrolman to <u>participate</u> in removal.</p>	<p>Process of removal not part of most training. It is usually only cited as one activity in accident management sequence.</p>	<p>Adherence to standard practices or to procedures as taught.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 2.0 Accident Scene Management and Investigation - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>2.1.5.3 T Supervises and assists removal or relocation of damaged vehicle without tow-truck--considers safety of persons and vehicles at the scene, traffic flow, preservation of evidence and security of the damaged vehicle and its contents. Records destination of damaged vehicle; also assures himself that the owner/driver wishes and legal requirements are met and capability to effect removal safely with available equipment and personnel.</p>	<p>Removal/relocation of damaged vehicles</p>	<p>Observed directly, reported by officer, or from citizen comments.</p>	<p>Not all agencies require (or allow) patrolman to participate in removal.</p>	<p>Process of removal not part of most training. It is usually only cited as one activity in accident management sequence.</p>	<p>Adherence to standard practices or to procedures as taught.</p>
<p>2.2 D Conducts investigation of accident on-scene.</p>	<p><u>Note:</u> This duty is performed to some extent by all agencies, but to differing degrees of detail as determined by: agency policy, environmental and traffic conditions. In many agencies, specialized personnel have the responsibility of accident investigation and respond to calls from on-scene when severity is a criterion, or respond routinely to all accident calls. In at least a few agencies, non-sworn personnel (e. g., Police Aides) perform this duty, operating as specialized units.</p>				
<p>2.2.1 PT Determines need for and scope of investigation. This decision can be made at any time in the sequence of tasks that make up the Accident Scene Management duty. The patrolman proceeding to and on the accident scene will assess the need for investigation along with his decisions about the management of the scene and the need for emergency services. Knowledge of departmental policy, the environment and traffic conditions at the scene and an awareness of factors that indicate severity are used in this decision.</p>	<p>Mental plan of investigation.</p>	<p>May be inferred from subsequent tasks or described by patrolman.</p>	<p>Performed to some extent by all agencies however, personnel assigned to conduct investigation varies among agencies.</p>	<p>Training in accident reporting/investigation is provided by all agencies to the extent required by the policy and procedures of the agency. Complete investigation training is provided only for specialized personnel.</p>	<p>Suitability of plan relative to departmental or other standards.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 2.0 Accident Scene Management and Investigation - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>2.2.2 PT Implements plan for investigation by calling for special personnel or by beginning own collection of information. (Although planning for investigation goes on through-out the management duty, it is not implemented until the scene is stabilized and traffic flow restored.)</p>	<p>Mental plan. Also communication procedure.</p>	<p>May be inferred from subsequent tasks or described by patrolman.</p>	<p>Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.</p>	<p>Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.</p>	<p>Suitability of plan relative to departmental or other standards and conformance to departmental or other standards.</p>
<p>2.2.3 PT Collects information and evidence from persons who were involved in or witnessed accident. Required knowledge of human behavior, and of legal rights and obligations of drivers and witnesses. Must be able to establish a good rapport with subjects--not overbearing yet authoritative. Observes subjects carefully for signs of emotional stress, intoxication, etc.</p>	<p>Attitude and demeanor.</p>	<p>Can be observed or inferred from information collected in subsequent tasks.</p>	<p>Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.</p>	<p>Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.</p>	<p>Conformance to departmental or other standards.</p>
<p>2.2.3.1 T Identifies and locates all drivers involved--assures himself that drivers are on scene or receiving medical treatment (if they are not fatalities) and available for interrogation.</p>	<p>Availability of witnesses.</p>	<p>Inferred from information.</p>	<p>Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.</p>	<p>Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.</p>	<p>Conformance to departmental standards.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 2.0 Accident Scene Management and Investigation - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>2.2.3.2 T Initiates "hit and run" procedures, if one or more drivers not accounted for, by attempting to establish missing driver's identify from witnesses--places call for additional help and/or pursuit of missing drivers.</p>	<p>Time elapsed to call. Procedures used.</p>	<p>Dispatcher log. Observed or as reported.</p>	<p>Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.</p>	<p>Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.</p>	<p>Conformance to departmental standards.</p>
<p>2.2.3.3 T Conducts preliminary interrogation of drivers--identifies drivers with vehicles, obtains drivers' travel plans, observes signs of intoxication, emotional stress, fatigue or illness.</p>	<p>Information collected and reported.</p>	<p>Can be directly observed or described by patrolman.</p>	<p>Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.</p>	<p>Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.</p>	<p>Number of investigations judged satisfactory versus total initiated. Also, if prosecuted, ratio of convictions.</p>
<p>2.2.3.4 T Interrogates other witnesses, prepares written statements for signature, obtains signature. Must be certain to obtain witnesses' names and addresses and inform them they may be called for further information or for court appearance.</p>	<p>Information collected and reported.</p>	<p>Can be directly observed or inferred from written statements or completed investigation forms.</p>	<p>Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.</p>	<p>Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.</p>	<p>Number of investigations judged satisfactory versus total initiated. Also, if prosecuted, ratio of convictions.</p>
<p>2.2.3.5 T Completes interrogation of drivers. Obtains driver license certificates, records pertinent data. Examines for signs of intoxication and other impairment. Fills out required report forms (relative to driver).</p>	<p>Information collected and reported.</p>	<p>Can be directly observed or inferred from written statements or completed investigation forms.</p>	<p>Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.</p>	<p>Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.</p>	<p>Number of investigations judged satisfactory versus total initiated. Also, if prosecuted, ratio of convictions.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 2.0 Accident Scene Management and Investigation - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
2.2.4 PT Collects information and evidence from vehicles involved.	Information collected and reported.	Can be described by the patrolman or directly observed. Can be inferred from completed investigation forms and statements.	Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.	Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.	Number of investigations initiated versus number with insufficient information and evidence. Conviction rate.
2.2.4.1 T Records, by description and/or sketch, the path, point of contact and final position of vehicles.	Information collected and reported.	Can be described by the patrolman or directly observed. Can be inferred from completed investigation forms and statements.	Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.	Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.	Number of investigations initiated versus number with insufficient information and evidence. Conviction rate.
2.2.4.2 T Locates, by actual measurement or estimation, the locations of the vehicles. May be done with vehicles or the marked positions if vehicles have been removed.	Information collected and reported.	Can be described by the patrolman or directly observed. Can be inferred from completed investigation forms and statements.	Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.	Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.	Number of investigations initiated versus number with insufficient information and evidence. Conviction rate.
2.2.4.3 T Examines vehicles for evidence of defects and physical (mechanical) failures. Makes use of knowledge of vehicles, effects of failures and motor vehicle standards.	Information collected and reported.	Can be described by the patrolman or directly observed. Can be inferred from completed investigation forms and statements.	Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.	Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.	Number of investigations initiated versus number with insufficient information and evidence. Conviction rate.

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 2.0 Accident Scene Management and Investigation - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>2.2.4.4 T Photographs vehicles to record impact damage, damage from contact with road or other structure, evidence such as paint smear or blood, and driver/passenger impact with or ejection from vehicle.</p>	<p>Photograph prints.</p>	<p>Prints can be viewed and evaluated.</p>	<p>Used in many investigations but not all agencies or all accidents.</p>	<p>Special photographic training.</p>	<p>Each print can be judged for content. Also, efficiency, i.e., number of useful prints out of total.</p>
<p>2.2.5 PT Collects information and evidence from roadway and environment.</p>	<p>Information collected and reported.</p>	<p>Can be described by the patrolman or directly observed. Can be inferred from completed investigation forms and statements.</p>	<p>Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.</p>	<p>Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.</p>	<p>Number of investigations initiated versus number of insufficient information and evidence. Conviction rate.</p>
<p>2.2.5.1 T Measures or estimates distances to produce accurate scale sketch or a representation of the roadway and immediately surrounding area. Develops approximate centers and angles of intersections.</p>	<p>Plan view and/or description of scene.</p>	<p>Available in accident report or patrolman's notebook.</p>	<p>Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.</p>	<p>Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.</p>	<p>Can be compared to scene and "scored" on basis of accuracy.</p>
<p>2.2.5.2 T Measures or estimates tire tracks, skid marks, scratches and other pavement marks. Identifies these and correlates (by sketch or narrative) with the Plan View (2.2.5.1) and the vehicle description (2.2.4.1).</p>	<p>Plan view and/or description of scene.</p>	<p>Available in accident report or patrolman's notebook.</p>	<p>Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.</p>	<p>Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.</p>	<p>Can be compared to scene and "scored" on basis of accuracy.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 2.0 Accident Scene Management and Investigation - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
2.2.5.3 T Establishes key points (e. g., point of contact) probable sight lines and other parts of the accident geometry that will aid in future analysis of causes and events.	Collection of information.	Can be described by the patrolman or directly observed. Can be inferred from investigation documents.	Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.	Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.	Number of accidents investigated versus number with insufficient information due to inadequate investigation. The degree to which the collection of information permits future causal analysis.
2.2.5.4 T Photographs roadway to record whole scene, vehicle locations, pavement marks and property damage.	Photograph prints.	Prints can be viewed and evaluated.	Used in many investigations but not all agencies or all accidents.	Special photographic training.	Each print can be judged for content. Also, efficiency, i. e., number of useful prints out of total.
2.2.6 PT Takes appropriate enforcement action--arrest, citation, warning or none--on basis of information collected during investigation, and statutory authority ("misdemeanor not in his presence).	Note: Products, etc., for this task, are Enforcement, Tasks 1.3.10 through 1.4.11.		the same as those described for Function 1.0--Traffic Law		

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 2.0 Accident Scene Management and Investigation - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
2.2.7 PT Concludes on-scene investigation by verifying highway clear and safe, appropriate warning devices in place, all vehicles and persons removed from scene, and appropriate agencies have been notified for repair and restoration of highway and structures. Also confirms all investigatory forms are complete and that information needed for further investigation is available.	Restoration of scene to normal.	Can be observed or reported. Also citizen comments.	Task must be completed for each accident.	No special training has been observed. But the task is identified as a necessary one.	Number of complaints. Subsequent traffic problems and/or accidents at scene.
2.2.8 PT Carries out "follow-up" investigation of people 2.2.3, vehicle 2.2.4 and roadway 2.2.5, as needed.	<u>Note:</u> Products, etc., are essentially the same as for 2.2.3, 2.2.4, and 2.2.5, which are the Primary Tasks of the initial investigation.				
2.2.9 PT Coordinates with court system to develop testimony and evidence.	See Function 4.0				
2.3 D Analyzes and describes (in notebook or appropriate forms) the events of the accident including causal, contributing and environmental factors. Assembles information from people 2.2.3, vehicle 2.2.4 and roadway 2.2.5.	Accident investigation report.	Report forms and/or notebook.	Performed to some extent by all agencies, however, personnel assigned to conduct investigation varies among agencies.	Part of basic training curriculum for most agencies. Specialized personnel requires advanced training.	Number of investigations judged satisfactory versus total initiated. Also, if prosecuted, ratio of convictions.
<u>Note:</u> This product is the summation of all the investigatory tasks and can be used as basis for evaluating each of them as well as the total investigation. The cause analysis may be accomplished by accident investigation specialists and is usually performed days after the accident occurred.					

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 3.0 Traffic Direction and Control (TDC)

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>3.1. D Manually directs and controls vehicular and pedestrian traffic--conducts TDC as part of a regular assignment or because of: unusually heavy traffic flow or congestion, inoperative traffic control device, accident, or any situation that requires TDC to restore and/or maintain a safe and smooth flow of vehicular and pedestrian traffic. Manual TDC makes use of hand/arm signals and gestures, whistle and during hours of darkness a lighted baton or manual control of traffic control device.</p>	<p>Traffic flow at point of control.</p>	<p>Note: Observability and other characteristics are as detailed in the task descriptions below.</p>			
<p>3.1.1 PT Conducts point traffic control as part of a regular assignment or unusually heavy traffic flow.</p>	<p>Traffic flow through point of control.</p>	<p>Can be observed by supervisor or recorded mechanically. Can be reported by patrolman or by citizens' comments.</p>	<p>Performed in all agencies, when required. Basic task in manual TDC.</p>	<p>Usually subject of special training in basic ("academy".) level training.</p>	<p>Rate of flow. Delay time at point.</p>
<p>3.1.1.1 T Observes vehicular and/or pedestrian traffic that requires direction and control to expedite movement.</p>	<p>Mental image of traffic to be controlled.</p>	<p>Not observable, but can be inferred by patrolman's subsequent actions.</p>	<p>Mental/visual process performed in all agencies, when required.</p>	<p>Basic training in techniques and procedures utilized in performing TDC.</p>	<p>The ability of the patrolman to recognize a traffic situation that requires TDC.</p>
<p>3.1.1.2 T Selects a conspicuous and safe position that can be clearly seen by all lines of vehicular and pedestrian traffic.</p>	<p>Selected location in street from which to perform TDC.</p>	<p>Observed directly. Reported by patrolman. Can be simulated.</p>	<p>Performed in all agencies, when required. Basic task in manual TDC.</p>	<p>Training at the basic level of police training in techniques and procedures in conducting TDC.</p>	<p>Rate of flow and delay time at point is part of the indirect evaluation. Also evaluation of locations selected when observed.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 3.0 Traffic Direction and Control (TDC) - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>3.1.1.3 T Develops a TDC strategy on the basis of the amount, priorities and directions of traffic movement. Knows the geographical and normal traffic environment. Also applies departmental policy. Coordinates traffic flow in conjunction with nearby traffic control devices or nearby point control patrolmen.</p>	<p>Plan for manual TDC--commonly only a mental product.</p>	<p>Not directly observable. Can be inferred and can be reported by patrolman. Can be simulated.</p>	<p>Must be performed but not a formal, tangible process.</p>	<p>Basic and "field" training in TDC.</p>	<p>Correctives of strategy, i. e., priorities assigned to traffic flow and volume, flow rate and delay time. Also "plan" can be compared to department policy and/or standard practice.</p>
<p>3.1.1.4 T Regulates the vehicular and pedestrian flow. Uses uniform hand/arm signals and gestures, whistles and during periods of darkness lighted baton to direct and control all traffic. Adheres to departmental and standard practices.</p>	<p>Traffic volume and flow through point of control. In addition, the signals, etc., are the direct "output" or evidence of this task and sub-tasks.</p>	<p>The signals, etc., can be observed directly; described by the patrolman, simulated or by citizens' comment.</p>	<p>Where required, performed in all agencies.</p>	<p>Basic and "field" training in TDC. Emphasis on the uniformity of the signals and gestures.</p>	<p>Degree of "smoothness" and safe movement of traffic flow and volume. The signals, etc., can be compared to departmental standards and/or standard practices.</p>
<p>3.1.1.4.1 ST Stops vehicular traffic considering motorist/vehicle reaction time.</p>					
<p>3.1.1.4.2 ST Starts vehicular traffic when its traffic lane is clear.</p>					
<p>3.1.1.4.3 ST Indicates right turn.</p>					
<p>3.1.1.4.4 ST Indicates left turn.</p>					
<p>3.1.1.4.5 ST Indicates straight through.</p>					

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 3.0 Traffic Direction and Control (TDC) - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>3.1.1.4.6 Crosses pedestrians only when it is safe. Supplements hand/arm whistle and during periods of darkness a lighted baton, signals with verbal instructions.</p>					
<p>3.1.1.4.7 Uses supporting equipment where warranted, i.e., high visibility vest, gloves, etc.</p>					
<p>3.1.1.4.8 Limits use of verbal commands to avoid confusion.</p>					
<p>3.1.1.5 Keeps intersection clear--does not permit traffic to enter an intersection it cannot clear.</p>	<p>Intersection free of stopped vehicles. Also related is traffic flow through point of control.</p>	<p>Can be directly observed by supervisor or inferred from citizens' comments.</p>	<p>When required, performed in all agencies.</p>	<p>Basic and "field" training in TDC techniques and procedures.</p>	<p>Degree to which patrolman maintains the traffic under his control. Rate of flow. Delay time at intersection.</p>
<p>3.1.1.6 Allocates traffic movement time commensurate with traffic volume and flow. (Streets with similar flows should have equal and adequate time phases.)</p>	<p>Phases of traffic through point of movement.</p>	<p>Can be directly observed by supervisor or inferred from citizens' comments.</p>	<p>Common to agencies employing TDC.</p>	<p>Basic and "field" training in TDC techniques and procedures.</p>	<p>Degree to which the control of traffic phases is commensurate with traffic volume.</p>
<p>3.1.2 Controls a traffic control device manually--observes traffic conditions and assists the signal operation whenever the signal alone cannot adequately control the flow of vehicular and/or pedestrian traffic.</p>	<p>Traffic flow through point of control. Control of signal intervals.</p>	<p>Can be directly observed by supervisor.</p>	<p>Common to patrol areas with signalized intersections.</p>	<p>Specialized training in the manual control of electro/mechanical traffic control devices.</p>	<p>Degree to which the control of traffic phases is commensurate with traffic volume and delay time adequacy of phases.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 3.0 Traffic Direction and Control (TDC) - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>3.1.2.1 T Supplements the traffic control device by use of uniform hand/arm signals gestures, whistle and during periods of darkness a lighted baton. Knows the manual and automatic operation of the traffic control device. Selects a position away from the signal control box to avoid confusion.</p>	<p>Safe and expeditious movement of traffic through the point of control.</p>	<p>Can be directly observed by supervisor or reported by patrolman or citizens' comments.</p>	<p>Performed infrequently by most agencies.</p>	<p>Specialized training in the manual control of electro/mechanical traffic control devices.</p>	<p>Degree to which patrolman maintains the traffic under his control. Rate of flow. Delay time at intersection.</p>
<p>3.1.2.2 T Operates the traffic control device. Knows the manual and automatic control of the traffic control device. Selects a position that does not create confusion (stays at the control box). Operates the phases of the traffic control device. Places the traffic control device in the automatic mode when it is determined that the signal can handle the traffic flow.</p>	<p>Traffic flow through point of control. Control of signal intervals.</p>	<p>Can be directly observed by supervisor.</p>	<p>Common to patrol areas with signalized intersections.</p>	<p>Specialized training in the manual control of electro/mechanical traffic control devices.</p>	<p>Degree to which the control of traffic phases is commensurate with traffic volume and delay time adequacy of phases.</p>
<p>3.1.2.3 T Manually directs and controls traffic at a malfunctioning traffic control device.</p>	<p>Safe and expeditious movement of traffic through the point of control.</p>	<p>Can be directly observed by supervisor or reported by patrolman or citizens' comments.</p>	<p>Performed infrequently by most agencies.</p>	<p>Specialized training in the manual control of electro/mechanical traffic control devices.</p>	<p>Degree to which patrolman maintains the traffic under his control. Rate of flow. Delay time at intersection.</p>
<p>3.1.2.3.1 ST Observes that the control device is malfunctioning, e.g., unlighted signal lamp, malfunctioning of phases, not visible to approaching traffic etc. Notifies the department of the malfunction.</p>					
<p>3.1.2.3.2 ST Determines that manual traffic control procedures are required (either by self-determination or by department directive). Knows how to turn the device off or arrange to have it turned off.</p>					

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 3.0 Traffic Direction and Control (TDC) - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
3.1.2.3.3 Conducts traffic direction and control. ST					
3.1.3 PT Conducts TDC at the scene of an accident/disaster. See Function 2.0--Accident Scene Management and Investigation for a description of planning tasks prior to the performance of this primary task.	Re-establish traffic movement while protecting the scene. May require the establishment of a detour route.	Directly observable. Can be described by the patrolman or inferred from the patrolman's activity report.	Common to all agencies.	Training in the TDC techniques and procedures employed at accident disaster scenes.	Evaluation of the severity of the scene and the impact of TDC techniques employed by the patrolman to re-establish the safe movement of traffic.
3.1.4 PT Conducts TDC at special events (parades, sport events, etc.).	Traffic flow at point of control.	Directly observable. Can be described by patrolman.	Performed infrequently by most agencies.	Training in TDC techniques and procedures for special events to include agency policies.	The degree to which the patrolman influences the movement of traffic. Quality of TDC.
3.1.4.1 T Plans or reviews plan for the control of traffic--knows the immediate and surrounding area. Anticipates type of traffic and volume and impact on normal traffic flow. Plans a detour route. Coordinates planning with fellow patrolman on same duty. Considers primary and alternate positions on the roadway for conducting TDC. Considers using police car as a warning device. Requests any support equipment (barricades, detour signs, cones, stanchions, etc.). Implements any departmental SOP's. Modifies planning in accordance with situation and traffic environment.	Knowledge of the plan or establishment of a plan. Plan can be written or a mental process. Requests for support equipment.	Can be described by the patrolman. Can be inferred from written notes or discussions.	Although performed by most agencies directives and policies vary widely among agencies.	Specialized training and departmental procedures for developing and implementing plans for movement of traffic at special events.	After action reports evaluating the performance of TDC at the special event. The degree to which the plan provided for the movement of traffic as a result of the special event.

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 3.0 Traffic Direction and Control (TDC) - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>3.1.4.2 T Assists in establishing detour route (placement of signs, barricades, etc.).</p>	<p>Establishment of a detour route.</p>	<p>Can be directly observed by the supervisor or can be described by the patrolman.</p>	<p>Performed by most agencies as the need arises.</p>	<p>Training in departmental procedures concerning the establishment of detour routes. Requires knowledge of alternate routes capable of handling the traffic.</p>	<p>The degree to which the detour route can facilitate traffic volume/flow with minimum inconvenience Clarity of routes markings.</p>
<p>3.1.4.3 T Conducts TDC manually. Gives adequate directions to unfamiliar traffic. Monitors or reports any unusual situations. Uses radio/telephone communication as required.</p>	<p>Traffic flow through point of control.</p>	<p>Can be directly observed by the supervisor or can be described by the patrolman.</p>	<p>Performed by most agencies as the need arises.</p>	<p>Basic and "field" training in TDC techniques and procedures.</p>	<p>Impact patrolman has on rate of flow and clarity and uniformity of TDC signals and gestures.</p>
<p>3.1.5 PT Provides special escort to facilitate special traffic (parades, funerals, hazardous material, etc.).</p>	<p>Movement of special traffic to destination.</p>	<p>Can be observed directly by supervisor Can be reported by patrolman or by using agency.</p>	<p>Provided by all agencies having a traffic responsibility.</p>	<p>Usually included in basic training as 'classroom' course.</p>	<p>Rate of movement of special traffic. Conformance to department policy.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 3.0 Traffic Direction and Control (TDC) - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>3.1.5.1 T Plans the escort route--determines pick-up point and release point. Plans best possible route considering normal traffic flow and possible obstacles, i.e., bridge heights, weight units, major intersections, etc. Determines rate of movement and possible length of time to complete escort. Arranges for any additional escort or equipment. Coordinates plan with supervisor. Modifies plan with changing situation and environment.</p>	<p>Plan for movement of escorted traffic. Typically this is not a patrolman's task, but he may have to perform it in the unusual event that he encounters unplanned special traffic.</p>	<p>Can be directly observed by the supervisor or can be described by the patrolman.</p>	<p>Performed by most agencies as the need arises.</p>	<p>Training in departmental procedures concerning the establishment of detour routes. Requires knowledge of alternate routes capable of handling the traffic.</p>	<p>Conformance of route to good practices and to departmental policy.</p>
<p>3.1.5.2 T Drives the patrol car to the pick-up point at the prescribed time.</p>	<p>Driving behavior. Arrival time at pick-up point.</p>	<p>Dispatchers records can be observed by supervisor or described by the patrolman.</p>	<p>Performed by most agencies as the need arises.</p>	<p>Drivers training relative to escort special traffic. Review of departmental policies and knowledge of routes to facilitate special traffic.</p>	<p>Adequacy of route. Time lines. Patrolman driving record.</p>
<p>3.1.5.3 T Activates adequate warning (lights, siren when warranted) and escorts special traffic over prescribed route at a rate of movement which facilitates the special traffic.</p>	<p>Activation of warning systems. Rate of movement over route.</p>	<p>Can be directly observed by supervisor or described by patrolman. Can be inferred from citizen's comments.</p>	<p>Performed by most agencies as the need arises.</p>	<p>Counselling on departmental policy regarding use of warning lights.</p>	<p>Safe rate of movement. Amount of inconvenience for normal traffic. Degree to which patrolman adhered to department policies.</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 3.0 Traffic Direction and Control (TDC) - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
3.1.5.4 T Observes that the special traffic has cleared a any critical point. (May require rear communication link.) Establishes police vehicle as a barrier to facilitate movement of special traffic at critical intersections.	Clearance of critical points.	Can be directly observed by supervisor. Can be described by patrolman.	Performed by most agencies as the need arises.	Departmental policy regarding escorting techniques and procedures for special traffic.	Degree to which patrolman adhered to departmental policy. Safe movement of special traffic.
3.1.5.5 T Escorts special traffic to release point.	Termination of escort.	Can be directly observed by supervisor. Can be described by patrolman.	Performed by most agencies as the need arises.	Departmental policy regarding escorting techniques and procedures for special traffic.	Degree to which patrolman adhered to departmental policy. Safe movement of special traffic.
3.2 D Observes violations while performing TDC. This duty is described in detail under Function 1.0 Traffic Law Enforcement.					
3.3 D Takes enforcement action. This duty is described in detail under Function 1.0 Traffic Law Enforcement.					

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 4.0 Court System Interaction

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>4.1 D Collects and Prepares Testimony--The observation, recording, organization, and review of relevant facts directly witnessed in order to ensure the ability to testify to those facts under direct and cross-examination in court.</p>	<p>Note: The activities of collecting and preserving testimony and evidence relate to both PTS and criminal matters. The traffic patrolman may perform these duties as a result of a traffic arrest, as part of an accident investigation or as a result of criminal matters consequent to a traffic stop, e. g., illegal drugs or unlawful firearms. Also, testifying and presenting evidence are common to both traffic and criminal offenses.</p>	<p>of collecting and preserving testimony and evidence relate to both PTS and criminal matters. The traffic patrolman may perform these duties as a result of a traffic arrest, as part of an accident investigation or as a result of criminal matters consequent to a traffic stop, e. g., illegal drugs or unlawful firearms. Also, testifying and presenting evidence are common to both traffic and criminal offenses.</p>	<p>Must be performed and required by all agencies.</p>	<p>Part of basic training in all agencies. Some agencies counsel/review prepared testimony for completeness and accuracy. Additional training required in VTL identification of all elements of an offense and supportive evidence. Training required with regard to recording and organization of facts and evidence.</p>	<p>Completeness and accuracy of all facts and evidence. Conviction rate or number of cases prepared/lost due to insufficient or irrelevant, or inaccurate supportive evidence.</p>
<p>4.1.1 PT Observes and records relevant facts.</p>	<p>Products for all of the tasks for this duty are:</p> <ul style="list-style-type: none"> • Collection and recording of relevant facts and evidence • Knowledge of: <ul style="list-style-type: none"> -Elements of an offense -Types of evidence and facts required to prove each element of the offense • Prepared testimony 	<p>Can be described by the patrolman. Can be inferred by reviewing written records/notes prepared by the patrolman or from court case records.</p>	<p>Must be performed and required by all agencies.</p>	<p>Part of basic training in all agencies. Some agencies counsel/review prepared testimony for completeness and accuracy. Additional training required in VTL identification of all elements of an offense and supportive evidence. Training required with regard to recording and organization of facts and evidence.</p>	<p>Completeness and accuracy of all facts and evidence. Conviction rate or number of cases prepared/lost due to insufficient or irrelevant, or inaccurate supportive evidence.</p>
<p>4.1.1.1 T Knows the elements of the offense in question--is familiar with the specific actions, etc., that constitute the offense, i. e., knows <u>what</u> must be proved if the charge is to be supported.</p>	<p>(All above comments apply to Tasks 4.1.1.1 through 4.1.1.4)</p>	<p>(All above comments apply to Tasks 4.1.1.1 through 4.1.1.4)</p>	<p>(All above comments apply to Tasks 4.1.1.1 through 4.1.1.4)</p>	<p>(All above comments apply to Tasks 4.1.1.1 through 4.1.1.4)</p>	<p>(All above comments apply to Tasks 4.1.1.1 through 4.1.1.4)</p>

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 4.0 Court System Interaction - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>4.1.1.2 T Knows the various types of evidence that may be used to prove each element--is familiar with the relevance and admissibility of facts and circumstances that may pertain to specific elements, i. e., knows <u>how</u> each element may be proved.</p>					
<p>4.1.1.3 T Remains alert for any and all relevant admissible evidence throughout detection, apprehension and enforcement--assesses the legal significance of all facts incidental to the violation; actively looks for relevant facts; uses speed measuring equipment and associated techniques properly to obtain quantitative evidence.</p>					
<p>4.1.1.4 T Compiles accurate, complete notes on all facts--takes care to preserve written record of all information pertaining to the elements of the offense. Verifies accuracy of all case-specific items (names, places, times, etc.). Ensures the safekeeping of all notes for subsequent retrieval/review. Ensures that notes are legible, and avoids abbreviations, etc., that might later be uninterpretable.</p>					

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 4.0 Court System Interaction - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
4.1.2 PT Reviews and Organizes Testimony for presentation.	<ul style="list-style-type: none"> • Organization and review of testimony prior to court appearance. • Reviews testimony with prosecutor. • Determines admissible facts and case strategy. 	Can be described by prosecutor. Can be directly-observed from documentation.	A logical step required by most agencies, but not all.	Basic training provides minimal exposure to court related subjects. Additional training and knowledge is gained by experience and counselling by supervisors. Specialized training required on preparation and organization of all relevant/permissible testimony.	<ul style="list-style-type: none"> • Degree to which the prepared testimony aided in the adjudication process. • Number of cases lost due to inadequate testimony. • Conviction rate by type of violations.
4.1.2.1 T Retrieves notes and other documents--maintains files of all relevant documents (notes, arrest forms, etc.) in a manner that ensures that they can be located when needed.	(All above comments apply to Tasks 4.1.2.1 through 4.1.2.3 as well.)				
4.1.2.2 T Reviews documents to re-familiarize himself with the facts of the case--refreshes his memory concerning all evidence bearing on the offense. Examines notes for discrepancies, errors, or omissions.					
4.1.2.3 T Meets with prosecutor to discuss facts and case strategy--provides all potentially relevant facts to the prosecutor. Attempts to anticipate possible defense counsel tactics. Determines which facts are admissible and discusses how these are to be introduced.					

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 4.0 Court System Interaction - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>4.2 D Collects and Preserves Physical Evidence--The acquisition, identification and preservation of objects and materials relevant to the offense to ensure their available and admissibility in court.</p>					
<p>4.2.1 PT Acquires physical evidence.</p>	<p>Acquisition and preservation of physical evidence and knowledge of relevancy.</p>	<p>Can be described by the patrolman. Can be inferred from arrest records, and from prepared court related documents.</p>	<p>Required by all agencies in any case involving physical evidence.</p>	<p>Although part of the basic curriculum for all agencies, additional training required to recognize relevant physical evidence. Training in techniques and procedures for maintaining the chain of evidence and training with regard to recording and organizing facts and evidence.</p>	<p>Degree to which the patrolman acquired and preserved physical evidence and adhered to standards. Relevancy of the evidence. Conviction rate by type of offense. Number of cases lost because of inadequate physical evidence.</p>
<p>4.2.1.1 T Knows what types of physical evidence are relevant to the elements of the offense--is aware of the legal significance, and value to the adjudication process, of objects and materials that might be found or created (e.g., photographs) at the scene of the offense.</p>	<p>(All above comments apply to Tasks 4.2.1.1 through 4.2.1.4 as well.)</p>				

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 4.0 Court System Interaction - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>4.2.1.2 T Preserves Physical Evidence--Recognizes physical evidence that can easily be lost or destroyed (e.g., skid marks), and acts swiftly and surely to ensure its preservation. Takes possession of any and all objects that might prove relevant. Actively seeks for physical evidence routinely or commonly associated with the offense in question.</p>	<p>The products, etc.,</p>	<p>of these tasks are described on the previous pages.</p>			
<p>4.2.1.3 T Identifies physical evidence to ensure its subsequent admissibility--establishes the chain of possession. Unambiguously marks and inventories all items to establish their connection with the offense. Takes care to ensure that the evidence is not damaged or destroyed in the identification process.</p>					
<p>4.2.1.4 T Transfers physical evidence to appropriate personnel for testing and safe keeping--acts swiftly in accordance with the likelihood that the evidence may be destroyed with the passage of time. Ensures preservation of the chain of possession during the transfer process.</p>					

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 4.0 Court System Interaction - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>4.2.2 PT</p> <p>Reviews evidence and relates to testimony.</p>	<p>Maintenance of evidence chain of possession and final review of evidence and testimony.</p>	<p>Can be described by the patrolman. Can be inferred by reviewing procedures utilized in maintaining chain of possession.</p>	<p>Common to all agencies.</p>	<p>Part of basic level training. Additional training required with regard to departmental procedures utilized in establishing the chain of possession. Training is provided by some agency prosecutors with regard to case preparation methods and procedures.</p>	<p>Degree to which the patrolman acquired and preserved physical evidence and adhered to standards. Relevancy of the evidence. Conviction rate by type of offense. Number of cases lost because of inadequate physical evidence.</p>
<p>4.2.2.1 T</p> <p>Retrieves physical evidence and related materials for case preparation--ensures that chain possession has been maintained (transfer for forms, etc.); verifies ability to identify materials.</p>	<p>(All above comments apply to Tasks 4.2.2.1 through 4.2.2.2)</p>				
<p>4.2.2.2 T</p> <p>Discusses relevance and admissibility of physical evidence with prosecutor--determines points to be established through testimony to support the physical evidence.</p>					
<p>4.3 D</p> <p>Testify and present evidence in court. The officer's role as a witness, providing evidence under direct and cross-examination, including his bearing, attitude, appearance, and general behavior incidental to the adjudication process.</p>					

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 4.0 Court System Interaction - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
4.3.1 PT Maintain appropriate demeanor and appearance.	Patrolman's demeanor and appearance.	Directly observable in court while patrolman is testifying or presenting evidence. Can be described by the prosecutor.	Required by all agencies.	Included as part of basic training in all agencies--at least as a lecture (classroom) subject. Some agencies provide mock practice and observation in court.	Performance can be evaluated against a standard or norm that can be in a narrative form. Quantitative gradations (ranking) are possible.
4.3.1.1 T Demonstrates professionalism--appears on time; is well-groomed and properly attired (usually full uniform); remains attentive to the proceedings. Shows proper respect for the court.	(All above comments apply to Tasks 4.3.1.1 through 4.3.1.3 as well.)				
4.3.1.2 T Maintains neutrality--never appears biased against defendant; keeps conferences with prosecutor to a minimum.					
4.3.1.3 T Uses appropriate language and diction--avoids slang expressions or police jargon; speaks out loudly enough to be heard. Answers questions concisely.					

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 4.0 Court System Interaction - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>4.3.2 PT Follows correct procedures of testimony and evidence.</p>	<p>Presentation of testimony and evidence.</p>	<p>Directly observable in court while patrolman is testifying or presenting evidence. Can be described by the prosecutor.</p>	<p>Must be performed and required by all agencies.</p>	<p>Included as part of basic training in all agencies--at least as a lecture (classroom) subject. Some agencies provide mock practice and observation in court.</p>	<p>Degree to which patrolman adheres to prescribed procedures in presenting evidence and testimony. Number of cases lost due to inadequate presentation of evidence and testimony. Conviction rate by type of offense.</p>
<p>4.3.2.3 T Remains attentive to issues concerning admissibility--listens for objections; refrains from answering until objections are decided upon.</p>					
<p>4.3.3 PT Maintains proper conduct during cross-examination.</p>	<p>Patrolman's demeanor and appearance.</p>	<p>Directly observable in court while patrolman is testifying or presenting evidence. Can be described by the prosecutor.</p>	<p>Required by all agencies.</p>	<p>Included as part of basic training in all agencies--at least as a lecture (classroom) subject. Some agencies provide mock practice and observation in court.</p>	<p>Degree to which patrolman maintains a "professional" hearing and demeanor during defense cross-examination. Adequacy and relevancy of testimony and physical evidence.</p>
<p>4.3.3.1 T Preserves self-control--maintains composure in the face of badgering by defense counsel. Avoids retorts and argumentative answers.</p>					

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 4.0 Court System Interaction - continued

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>4.3.3.2 T Remains alert for attempts to discredit testimony--corrects misquotes, mis-statements, and distorted paraphrases of his testimony by defense counsel. When asked to repeat testimony, attempts to use the same words as originally employed.</p>	<p>The products, etc.,</p>	<p>of these tasks are described on the previous pages.</p>			
<p>4.3.3.3 T Remains alert for attempts by defense counsel to elicit "half-truths"--politely insists on being allowed to provide a full answer to "yes or no" questions.</p>					

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 5.0 Motorist Assistance

Introduction

The activities that make up this function are widely different in content, but are related in that they all have the objective of helping the motorist who has suffered a vehicle failure or is lost, sick or injured or has encountered some other emergency. Providing such help to motorists is within the definition of traffic services of all police agencies. It is also an obligation of general patrol officers and officers on anti-crime assignments.

There is a range of policy positions on what kinds and how much help is to be provided. For example, many departments prohibit using a patrol vehicle to push another car. Also, in state police departments and highway patrols, assistance is given an especially high priority. For performance evaluation the jobs associated with each service that is mandated (or allowed) by a department must be defined. If an officer, for example, is required to attempt minor mechanical repairs, he obviously must be acquainted with the appropriate procedures. His performance of these procedures can then be evaluated.

The approach taken in this study has been that only traffic services as such will be considered for possible inclusion in a PTS evaluation system. Therefore, in this functional area the products, gradations, etc., of the technical services (first aid, minor repairs, etc.) have not been identified. Rather, such products as the volume and frequency of stops to aid motorists, response time and conformance to departmental policy have been identified here. These products and the activities leading to them are the PTS facets of this function.

	Duty-Task Description	Products	Observability	Universality	Training	Gradations
5.1 D	Determine need for motorist assistance and obtain information about kind and extent of assistance required.	<u>Note:</u> This is a generic duty description that is made up of either the tasks involved in observing signs of need while on patrol or those involved in receiving and responding to a dispatcher's call.				
5.1.1 PT	Observes signs of need for assistance, such as disabled vehicle, motorist's signal, flag, flare, etc.	Recognition of need. Citizen comments	Inferred from activity report Observed directly	All departments require this	Usually included in training for patrol driving and observation	Can be evaluated against exposure (hours or miles of patrol)
5.1.1.1 T	Plans approach (return) to stopped vehicle based on his own present activity and traffic, road and weather conditions. Also attempts to assess urgency of motorist need.	Driving behavior A "plan" which is his mental picture of the factors involved	Can be inferred from activity reports Reported by patrolman Observed directly or simulated	All departments require this	Usually included in training for patrol driving and observation	Can be evaluated against exposure (hours or miles of patrol)

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 5.0 Motorist Assistance

Duty/Task Description	Products	Observability	Universality	Training	Gradations
5.1.1.2 T Parks patrol vehicle. Locates vehicle safely and with regard for safety of stopped vehicle.	Position of vehicle	Can be reported by patrolman, observed directly or simulated Can be inferred from accident reports	All departments require this	Usually included in training for patrol driving and observation	Can be evaluated against exposure (hours or miles of patrol)
5.1.2 PT Obtains information about need from dispatcher using appropriate communication procedures. (Tasks 5.1.1.1 and 5.1.1.2, as described above, are performed following receipt of information in 5.1.2.)	Patrolman's record of call Recording of communication	Activity report Can be reported by patrolman	All departments require this	Included in patrol and in communication training. Often only classroom in academy training but included in OJT.	Degree of conformance to departmental procedures Response time
5.1.3 PT Evaluates situation to determine kind and amount of aid needed.	Selection of appropriate response	Inferred from activity report Reported by patrolman	A logically necessary step but not explicitly described as a separate activity in most departments	Training for this occurs in patrol training, interview techniques and observation training. It is not necessarily a separately trainable activity.	Degree of conformance to policy.
5.2 D Performs required service within departmental policy or operating procedures. <ul style="list-style-type: none"> • make minor mechanical repair • call for wrecker-repair service • provide (or call for) fuel • move vehicle off of roadway • provide first aid • transport motorists (passengers) to phone, rest area, etc. • transport injured or sick 	See <u>Introduction</u> to Function 5.				

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

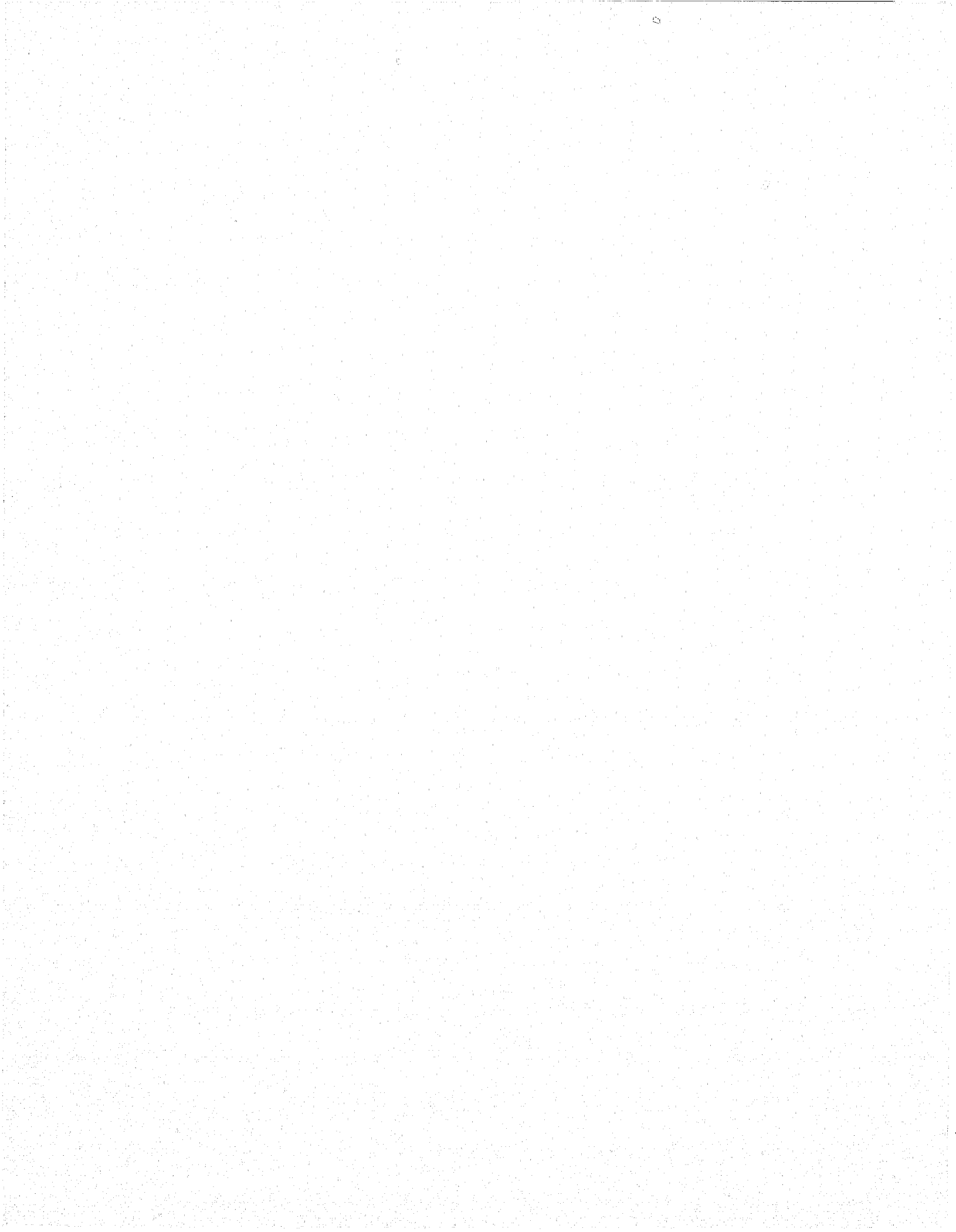
Function: 5.0 Motorist Assistance

Duty/Task Description	Products	Observability	Universality	Training	Gradations
5.2.1 PT Directs and controls traffic manually as required to maintain traffic flow and assist emergency vehicle arrival/departure. See Function 3.0, Traffic Direction and Control.	Safe and expeditious movement of traffic through the point of control	Can be directly observed by supervisor or reported by patrolman or citizens' comments	Performed infrequently by most agencies	Training at the basic level of police training in techniques and procedures in conducting TDC	Degree to which patrolman maintains the traffic under his control. Rate of flow.
5.2.2 PT Provides directional and highway/traffic status information to motorists on request or as needed (to individual motorists or to all traffic at a traffic stop). Considers departmental policies and standards.	Number of stops for assistance	Activity reports Citizens' comments	Required by all agencies	Not usually an explicit training subject	Can be evaluated against exposure (hours/miles of patrol)
5.2.3 PT Terminates activity at scene--assists motorist in returning to normal flow of traffic by utilizing traffic direction and control procedures; notifies dispatcher of return to patrol.	Terminates assistance action	Directly observable or can be described by patrolman. Can be inferred from dispatcher's log.	A logical step performed by all agencies	Basic training in Traffic Direction and Control techniques and procedures	Number of motorist assistance stops and average amount of time spent
5.3 D Checks unattended/abandoned vehicles to determine need for assistance or removal from roadway due to traffic hazard.					
5.3.1 PT Determines if vehicle is stolen by initiating records check.	Validity of owner, registration Number of checks made	Can be directly observed. Can be inferred from dispatcher's record or from warning, citation, and arrest records.	Common to all agencies.	Training in techniques for validating vehicle ownership and license.	Degree to which patrolman attempts to verify/identify vehicle owner or operator. Number of stolen vehicles identified per hours/miles of patrol.

POLICE TRAFFIC SERVICES MODEL JOB DESCRIPTION

Function: 5.0 Motorist Assistance

Duty/Task Description	Products	Observability	Universality	Training	Gradations
<p>5.3.2 PT</p> <p>Evaluates the degree of hazard and implementation of departmental policies regarding need to remove.</p>	<p>Evaluation outcome</p>	<p>Can be described by patrolman</p>	<p>Required by most agencies</p>	<p>Not an explicit training subject</p>	<p>Degree of conformance to departmental procedures</p>



END