



**Oregon Department of Public Safety Standards and Training**

**2006 PAROLE AND PROBATION  
PHYSICAL JOB TASK ANALYSIS  
MANAGEMENT BRIEFING**

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## **Purpose**

This document is intended to serve as a management level abstract, summarizing major points from the 2006 Parole and Probation (P&P) Job Task Analysis (JTA) Report.

1. As directed by executive management, in 2005 the Department of Public Safety Standards and Training (DPSST) Curriculum Unit was tasked with designing and administering a physical capabilities JTA process for entry-level Parole and Probation officers
2. Newly developed methodology for both the structure and administration of the JTA was used in this survey process.
3. The methodology used to design the Parole and Probation Physical Capabilities JTA survey process is reasonably consistent with prior department practices and accepted methodological procedures in quantitative analysis, but is significantly more focused, extensive and utilizes Internet distribution methodology.
4. Methodological modifications in the JTA process made specifically for the Parole and Probation Physical Capacities JTA were made based on:
  - Comprehensive re-design of the overall JTA process.
  - Specific re-design of the physical capacities portion of the JTA process.
  - Recognition of existing issues relative to validating physical capacity requirements (ORPAT, Defensive Tactics, etc.) within the existing curriculum.
  - Availability of Internet-based survey methodology.
6. In July of 2005 a Subject Matter Expert panel (SME) was convened with representatives from the Parole and Probation system.
7. The SME panel generated a list of duties and tasks of one hundred items.

8. Survey items were sorted into the following Duty categories

**Sitting, Standing, Walking Running** (survey items 10-19)

**Crawling, Climbing Over/Under Obstacles** ( survey items 20-24)

**Lifting, Carrying, Pushing** (survey items 25-32)

**Jumping—Vaulting** (survey items 33-35)

**Struggle—Fight-Defend** (survey items 36-45)

**Combined Physical Activities** (this is a new category, intended to encompass complex sets of basic physical operations) (survey items 46-59)

**Psychological Elements with Physical Effects** (this is also a new category designed to capture information on psychological and emotional stressors with physical implications) (survey items 60-77)

**General Physical Activities** (survey items 78-88)

**Sensory Acuity—Discrimination** (survey items 89-100)

9. Both Alpha and Beta JTA survey instruments were constructed using the content provided by the SME panel. These surveys were tested with SME panel members and other participants in the spring of 2006.

10. Final surveys were administered in July 2006.

11. In analyzing the survey data, two primary traditional “sorting” methods were used to determine critical and essential tasks for inclusion in the training curriculum:

- FREQUENCY (How often the task/activity is performed)
- CONSEQUENCES OF INADEQUATE PERFORMANCE (CIP)  
(the potential impact of an officer failing to perform the task competently).

12. A comprehensive analysis was performed.

13. From the original SME list of one hundred items, 52 emerged from the sort as “critical and essential (having met the criteria for inclusion). The sorting criteria are mathematical “cut-points” based on statistical values.

14. A comprehensive JTA analysis report was generated. This report consists of a 48 page master report and several appendices containing specific statistical data analysis and displays, as well as the original JTA survey instruments.

These documents comprise several hundred pages and are designed to be viewed as PDF (Adobe® Portable Document Format) files for selective review and reproduction. The size of the complete JTA report makes printing and distributing hard-copies impractical.

## **CRITICAL AND ESSENTIAL TASKS**

There are the 52 task items identified as critical and essential for entry-level Parole and Probation officers.

These tasks are detailed on the following pages.

Tasks are listed in the order in which they originally appear on the JTA survey and are grouped by DUTY category, for consistency.

## Master Task List

### Critical and Essential Tasks

#### **SITTING—STANDING— WALKING—RUNNING**

- 10. Run to pursue/escape fleeing/attacking person (pursuit-evasion) (CIP)
- 12. Walk continuously (F)
- 13. Stand continuously (F)
- 14. Walk up/down stairs (F)
- 16. Sit continuously (F)
- 17. Walk/run on irregular, potentially hazardous surfaces (F)
- 19. Walk backwards (retreat) (CIP)

#### **CRAWLING, CLIMBING OVER/ UNDER OBSTACLES—** No items met cut-off

#### **LIFTING—CARRYING—PUSHING**

- 25. Lift objects up off the ground (F)
- 26. Push/pull objects (F)
- 28. Carry and place objects (F)
- 29. Lift objects down from elevated surface (waist high or above) and place on ground or floor (F)

#### **JUMPING -VAULTING—**no items met cut-off

#### **STRUGGLE—FIGHT—DEFEND**

- 36. Grip and hold a person to maintain physical control (F) (CIP)
- 37. Hold/restrain a struggling person (CIP)
- 38. Physically defend against and control an attacking person (CIP)
- 39. Take down and subdue a resisting person. (CIP)
- 40. Handcuff—mechanically restrain person (F) (CIP)
- 41. Tackle a fleeing person to stop flight (CIP)
- 42. Use hand weapon(s) (other than firearm) to subdue person in physical confrontation (CIP)
- 43. Use chemical weapon (OC Restraint) to subdue a person in a physical confrontation (CIP)
- 44. Use firearms in physical confrontation (CIP)
- 45. Dodge/evade blows, thrown objects (CIP)

## Master Task List

### Critical and Essential Tasks

#### COMBINED PHYSICAL ACTIVITIES

- 46. Pursue fleeing person on foot, negotiating barriers and hazards (running, jumping, climbing, etc.), struggle with and subdue after pursuit/evasion (CIP)
- 47. Physically/mechanically restrain, lift/carry/drag resisting person (CIP)
- 48. Draw, aim and fire service pistol (CIP)
- 49. Transport person (resisting, not resisting) between locations, maintaining physical control, negotiating stairs, doorways, obstacles and other features (F) (CIP)
- 50. Being struck by, and/or striking person (physical altercations) (CIP)
- 51. Physically struggling with multiple persons (CIP)
- 52. Falling/being knocked down in struggle or pursuit -recovering to feet-resuming struggle/pursuit (CIP)
- 54. Participate in Defensive Tactics Training (DT's) (CIP)
- 55. Conduct routine physical person searches of individuals (F) (CIP)
- 56. Conduct high-risk searches of individuals (weapon drawn) (CIP)
- 59. Conduct area searches (walking, standing, kneeling, crawling, lifting, bending, etc.) (F) (CIP)

#### Psychological Elements with Physical Effects

- 60. Continuing to function in a physical confrontation after being struck/injured (CIP)
- 61. Cope with the physical effects of acute emotional stress {fear, anger, etc} (self) (CIP)
- 62. Cope with physical effects of acute emotional stress (others) (F) (CIP)
- 63. Cope with the physical effects of chronic (cumulative) emotional stress (self) (CIP)
- 64. Cope with the chronic (cumulative) emotional stress (others) (F) (CIP)
- 65. Cope with the emotional and physical results of being struck by - exposed to bodily fluids (CIP)
- 66. Maintaining a state of hypervigilance over protracted period of time (CIP)
- 67. Cope with the emotional and physical impact of being subjected to verbal threats of violence (F) (CIP)

## Master Task List

### Critical and Essential Tasks

#### Psychological Elements with Physical Effects (cont)

68. Cope with the emotional and physical impact of being on-call (F) (CIP)
69. Cope with the emotional and physical impact of dealing with repeat offenders (F)
70. Cope with the emotional and physical impact of seeing, hearing, smelling and reading about horrific events/occurrences (F) (CIP)
71. Cope with the emotional and physical impact of constant scrutiny and criticism (management, attorneys, judges, the public, etc.) (F) (CIP)
72. Cope with the emotional and physical impact of high levels of organizational ambiguity and disruption (threat of lay-off's, changing policies, management relations, etc.) (F)
73. Cope with the emotional and physical impact of constant scrutiny (media, testifying in court, etc.) (F)
74. Cope with the long-term emotional and physical impact of constant exposure to deviance (distorted world view) (F) (CIP)
75. Cope with the emotional and physical impact of constant exposure to personal legal liability (F)
76. Cope with the emotional and physical impact of being shot at (CIP)
77. Cope with the emotional/physical impact of exposure to hazardous materials (CIP)

#### General Physical Activities

78. Bending over from waist at or below waist level (F)
79. Twisting at the waist (F)
81. Typing on keyboard (F)
82. Routine driving of automobile (F) (CIP)
83. Use computer mouse (F)
84. Talking on phone, radio, while using computer (F)
86. Cardio-vascular endurance (sustained high-demand physical exertion for longer than three minutes) (CIP)
87. Transition between sitting and standing (F) (CIP)

## Master Task List

### Critical and Essential Tasks

#### **SENSORY ACUITY— DISCRIMINATION**

89. Accurately visually detect and resolve images, facial and body features, and movement of persons and objects in varying light conditions, at distances up to 100 feet (F) (CIP)
90. Accurately determine full-range colors (clothing, substances, skin tones, etc) in varying light conditions (F)
91. Resolve and understand faint auditory signals (whispers, transients {clicks, pops, impacts}, air movement, etc.) (F)
92. Resolve and understand speech in the presence of a wide range of environmental surrounds (wind, vehicle noise, equipment sounds, etc.), including high levels of ambient background noise (F)
93. Detect and resolve faint and/or odd odors (F)
94. Accurately resolve visual images in low-light conditions (F) (CIP)
95. Understand speech through electronic devices (telephone, radio, cell phone. etc.) in a wide range of environmental conditions (F) (CIP)
96. Three-dimensional vision, sufficient for clear depth perception, image placement and location sufficient for complex visual tasks (driving a vehicle in emergency conditions, pursuit of persons over complex surfaces in unpredictable conditions, stairs, steps, obstacles, weapons use, etc.) (F) (CIP)
97. Accurately visually detect and resolve transitory and subtle changes in "body language" (pupil constriction/dilation, skin color and respiration changes, etc.) (F) (CIP)
98. Accurately use vision and hearing for threat assessment in use of force situations (F) (CIP)
99. Maintain visual contact in pursuit (car and foot) in unpredictable terrain and conditions (F) (CIP)
100. Routine use of color computer monitor (CRT) (F)

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Respectfully submitted,

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