Sitting, Standing, Walking, Running
- Run to escape an attacking person.
- Walk up and down stairs.
- Sit continuously (car, desk, etc.)
- Walk and run on irregular, potentially hazardous surfaces (slick, muddy, rocks, etc.)
- Walk or move backwards.
- Run to assist another officer.
- Walk backwards.

Lifting, Carrying, Pushing
- Lift objects (not people) up off the ground.
- Push and pull objects, other than a vehicle.
- Carry objects from one location to another.
- Lift objects up to and down from an elevated surface (waist high or above) and place them on the ground or the floor.
- Lift objects above head.
- Carry duty gear (10 to 30 pounds.)

Jumping, Vaulting
- Jump over a ditch, a hole, or other depression.

General Physical Activities
- Bend over from the waist to perform activities such as picking up objects from the ground, etc.
- Twist at the waist.
- Bend down or kneel to conduct search activities or to minimize exposure.
- Type on a keyboard.
- Use a computer mouse.
- Talk on the telephone or radio while using a computer.
- Balance while leaning, stretching or ducking around obstacles.
- Transition between sitting and standing.
- Reach from various positions to grasp objects and persons.
- Get into and out of a vehicle (sitting down from a standing position or standing up from seated position.)
- Tolerate extreme environmental conditions such as rain, snow, heat, cold, wind, etc.
- Pull open heavy file drawers.

Struggle, Fight, Defend
- Grip and hold a person to maintain physical control (assisted).
- Grip and hold a person to maintain physical control (unassisted).
- Extract a struggling person from a structure or a vehicle.
- Place a struggling person in a structure or a vehicle.
- Use various holds to control (subdue) resisting or combative people.
- Hold (restrain) a struggling person.
- Physically defend against and control a single attacker.
- Physically defend against and control multiple attackers.
- Take down and subdue a resisting person.
- Draw and fire a duty weapon in a state of physical exhaustion, during or subsequent to a physical altercation.
- Reload a duty weapon in combat conditions.
- Draw and fire a duty weapon in self-defense or to defend another person.
- Handcuff (mechanically restrain) a compliant person.
- Handcuff (mechanically restrain) a non-compliant person.
- Catch a falling person to avoid injury.
- Tackle a fleeing person to stop flight.
- Engage in ground fighting with a person.
- Use hand weapons, such as a baton, Taser, OC spray, etc., to subdue a person in physical confrontation.
- Use firearms in a physical confrontation.
- Use nerve pressure points to control (subdue) a resisting person.
- Physically intervene to break up physical confrontations between two or more people.
- Dodge (evade) blows and thrown objects.
- Block kicks, strikes, and punches.

Combined Physical Activities
- Drive a vehicle in a wide range of routine and emergency conditions.
- Rapidly exit a vehicle (standing up from a seated position inside the vehicle) and move away from the vehicle.
- Pursue a person on foot, negotiating barriers and hazards (running, jumping, climbing, etc.)
- Struggle with and subdue a person after a pursuit or evasion; place a person in a vehicle for transport.
- Multi-task while operating a vehicle (radio communications, computer, weapons, tools, etc.)
- Subdue and physically or mechanically restrain a person (lift, carry, or drag the person from one area to another.)
- Understand speech through electronic devices (telephone, radio, cell phone, etc.) in a wide range of environmental conditions.
- Transport a resistant or non-resistant person within a detention facility or between locations, maintaining physical control, negotiating stairs, doorways, obstacles and other features.
- Accurately use vision and hearing for threat assessment in use of force situations.
- Routinely use a color computer monitor.
• Draw, aim and fire a service pistol.
• Be struck by, and/or strike a person (physical altercations).
• Physically struggle with multiple persons.
• Fall or be knocked down in a struggle or pursuit and recover to feet to resume the struggle or pursuit.
• Carry an object up or down a staircase or steps.
• Participate in Defensive Tactics Training (DT’s.)
• Conduct person searches.
• Conduct area searches (walking, standing, kneeling, crawling, lifting, bending, etc.) looking for an item or a person.
• Bend over into a vehicle to secure a person’s seat belt.
• Render various firearms safe.

**Psychological Elements with Physical Effects**
• Continue to function in a physical confrontation after being struck or injured.
• Cope with the physical effects of personal acute emotional stress such as fear, anger, etc.
• Cope with the physical effects of personal chronic (cumulative) emotional stress.
• Cope with the emotional and physical results of being struck by or exposed to bodily fluids.
• Cope with maintaining a state of hypervigilance (highly concentrated mental and sensory attention) over protracted periods of time.
• Cope with the emotional and physical impact of being subjected to verbal threats of violence.
• Cope with being exposed to hazardous substances, such as drugs, chemicals, infectious diseases, etc.
• Cope with the emotional and physical impact of seeing, hearing, smelling and reading about horrific events and occurrences.
• Cope with the emotional and physical impact of witnessing the abuse, injury or death of a child.
• Cope with the emotional and physical impact of constant scrutiny and criticism (management, attorneys, judges, the public, etc.)
• Cope with the long-term emotional and physical impact of constant exposure to deviance (distorted world view).
• Cope with the emotional and physical impact of constant exposure to personal legal liability.
• Cope with the emotional and physical impact of being shot at.
• Cope with the emotional and physical impact of constant exposure to high risk offenders.
• Cope with constant changes in laws, procedures, and policies.

• Cope with ambiguity in operating requirements and/or expectations.
• Cope with clients who are mentally ill.
• Cope with demands of being on call.
• Cope with job related stress (unrealistic expectations, lay-offs, etc.)

**Sensory Acuity, Discrimination**
• 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.
• Accurately determine full-range colors (clothing, substances, skin tones, etc.) in varying light conditions.
• Resolve and understand faint auditory signals (whispers, transients [clicks, pops, impacts], air movement, etc.)
• Resolve and understand speech in the presence of a wide range of environmental sounds, including high levels of ambient background noise.
• Detect and resolve faint and/or odd odors.
• Accurately resolve visual images in low-light conditions.
• Utilize three-dimensional vision (clear depth perception, image placement and location) sufficient for complex visual tasks, such as driving a vehicle in emergency conditions or pursuing people over complex surfaces in unpredictable conditions (stairs, steps, obstacles, weapons use, etc.)
• Accurately visually detect and resolve transitory and subtle changes in body language, such as pupil constriction, pupil dilation, skin color, respiration changes, etc.
• View, read, and interpret messages on computer screen.

**Create, Maintain, Access Offender Files & Documents**
• Prepare an electronic warrant request.
• Conduct a release plan investigation to develop a supervision plan for the offender.
• Make computerized chronological entries.
• Write computerized reports.
• Enter treatment data electronically.
• Generate Compact papers via computer.
• Generate risk assessments via computer.
• Fill out various forms related to community supervision.
• Prepare basic business correspondence.
• Generate caseload management reports via computer.
• Assemble and file materials in the case file in a prescribed order.
• Maintain various department records such as logs, action plans, case plans, etc.
• Write reports consisting of several short descriptive phrases, sentence fragments or very short sentences.
• Write in-depth narrative reports containing complete sentences and paragraphs.
• Complete reports consisting primarily of check-off boxes or fill-in-blanks.
• Develop and maintain personal descriptive information on offenders.
• Develop and maintain various basic administrative systems to record report schedules, violations, etc.
• Assess various kinds of written and spoken information to formulate a specific recommendation for action by the adjudicating authority.
• Generate a 'to do' list via computer.

**Supervise Offenders – Direct Client Activities**

- Observe the offender to assess their mental and physical state.
- Observe behavior and language to assess the offender’s commitment to the supervision plan.
- Provide counseling to the offender, their family, etc. to resolve domestic problems.
- Meet regularly with the offender to provide counseling, encouragement, and structure.
- Encourage and/or direct the offender to fulfill legal requirements such as support payments, fines, etc.
- Generate urinalysis information via a computer.
- Track the offender’s address updates via computer.
- Generate and/or change legal data such as conditions, expiration dates, affidavits, etc. via computer.
- Check on the offender’s supervisor fees via computer.
- Generate action plans.
- Use Risk/Needs Assessment to guide an interview with the offender.
- Discuss Parole Board/Supervising Authority’s decision with the offender to explain and/or clarify special conditions, reasons for denial, appeal procedures, dates, etc.
- Observe and assess the offender to determine "criminogenic needs."
- Assess offender to determine "presenting problem."
- Discuss the offender with other parole or professional staff to determine approaches, solutions, etc.
- Discuss possible violation of parole or other accusations in order to allow offender to refute and/or explain findings.
- Provide social service referral information.
- Make referrals and appointments for the offender at service agencies.
- Reply to the offender’s inquiries requesting assistance.
- Explain rules and regulations to the offender.
- Read aloud and explain documents, such as conditions of parole, to the offender to obtain the offender’s signature.
- Explain legal terms and documents to the offender.
- Explain charges to the offender and serve pertinent documents.
- Conduct first interview with the offender to establish ground rules of supervision.
- Discuss supervision plan with the offender to develop an encouraging and supportive relationship.
- Answer technical questions concerning referrals.
- Establish a professional relationship and role with the offender.
- Interview the offender to obtain personal information.
- Hold the offender accountable if an interview or other information reveals the offender is doing something questionable, improper, etc.
- Discuss the offender’s finances to establish a budget.
- Discuss offender’s progress with referral personnel to assess the effectiveness of the program.
- Explain the offender’s legal rights and restrictions, such as voting, gun possession, distance travel, etc.
- Develop a supervision plan based upon the individual offender’s risk, needs, and responsivity.

**Supervise Offenders – Indirect Activities**

- Act as an advocate to help place the offender with a referral resource.
- Respond to and/or address domestic issues.
- Consider institution records, behavior, etc. to formulate and recommend special conditions for
- Review cases with other PO's to formulate problem-solving strategies.
- Review special conditions to formulate and recommend modifications and/or additions to the adjudicating authority as appropriate.
- Investigate and/or challenge the offender’s various claims to determine the truth.
- Review and/or monitor medical prescriptions.
- Discuss the suggested supervision plan with a senior officer and/or supervisor.
- Confer with senior officer/supervisor on an ongoing basis to assess the effectiveness of the offender’s supervision plan.
- Conduct an orientation session (reach in) for new or transferred inmates to disseminate general information concerning the parole system and answer questions.
• Conduct an orientation/intake session for new or transferred offenders to disseminate general information concerning community supervision.
• Review the offender’s finances to determine compliance.
• Request lab analysis of suspected narcotics.
• Complete a property/evidence receipt for seized or found property.
• Talk with the offender’s family (advise, inform, notify).
• Explain community supervision to families and how they can contribute to the offender’s success.
• Contact present or past employers to obtain employment information.
• Obtain medical and/or mental health records.
• Contact other states for their records.
• Conduct a complete investigation of dwelling units, families, jobs, etc., to approve the offender’s “release plan.”
• Request and provide rationale for evaluation of the offender's mental health.
• Read a "hit" notice to ascertain the offender’s status.
• Read the offender’s file to assess background and potential, such as work experience, criminal history, family, etc.
• Read and paraphrase psychological and medical reports.
• Communicate with the court and/or prosecutor to obtain information concerning a particular offender.
• Communicate with personnel at the offender’s place of detention to learn the offender’s status and/or location.
• Conduct community meetings and/or notifications.
• Attend neighborhood or community association meetings.

**Monitor Probation Progress/Compliance**

• Plan and carry out home, employment, and collateral visits to "contact" the offender, family, employer, neighbors, referral agencies, etc.
• Supervise taking urine sample and fill out appropriate forms.
• Examine offender's body for signs of drug use.
• Arrange for a urinalysis test with the appropriate agency.
• Administer sobriety and drug tests.
• Search the premises, grounds, vehicle, etc.
• Observe the offender's demeanor, clothing, speech, and physical mannerisms to assess mental and/or economic state.
• Review and respond to various kinds of written and oral information.

• Visit the proposed residence to assess suitability.
• Plan and execute surveillance (moving and/or stationary) of the offender.
• Plan a meeting with an offender to have greatest positive effect.
• Collect and collate confidential information and use the same to supervise individual offenders.
• Assess the offender’s family and home to formulate the most effective supervision strategy.
• Identify potential problems with the offender and discusses options.
• Visit job sites.
• Inspect the offender’s dwelling units and rooms.
• Assess the seriousness of a violation to determine whether an arrest is appropriate.
• Determine from data obtained from discussions, observations, review of case history, etc., whether there has been a violation or other unacceptable behavior.
• Consult with booking, courts personnel, police agencies, and holding facilities on offender’s disposition.
• Review court orders and papers regarding offender’s sentencing.
• Document violations.
• Comprehend and apply rules governing the conditions of supervision.
• Interview neighbors, law enforcement, etc. to evaluate the offender’s community conduct.
• Discuss the basic facts of the case with a senior officer or supervisor to determine whether a warrant should be issued for a violation.
• Discuss the basic facts of the case with a senior officer or supervisor to determine the level and type of sanction to be imposed.
• Collect or arrange for collection of a DNA sample.
• Arrange for forensic analysis of electronic devices.
• Review various social media and other electronic information.
• Arrange for polygraph and/or plethysmograph examinations.
• Obtain relevant juvenile records.
• Obtain and/or review immigration records.

**Prepare For/Monitor Hearings — Court Proceedings**

• Monitor court proceedings to learn the offender’s status.
• Offer testimony to adjudicating authority concerning a particular offender.
• Make presentations of facts at revocation hearings.
• Prepare case documentation for presentation.
• Formulate and offer a recommendation for disposition to hearing officers.
• Comprehend and apply rules concerning the hearings and/or violations process.
• Read, comprehend, and apply relevant Oregon Revised Statutes and Oregon Administrative Rules.
• Undergo cross-examination by a defense attorney.
• Present allegations and testimony to the adjudicating authority in violations proceedings.
• Review reports and notes for court testimony.
• Testify credibly in hearings.
• Attend court to observe proceedings or plea.
• Explain hearing procedures to offenders, complainants, victims and witnesses.
• Read and comprehend subpoenas.
• Present and question witnesses at Morrissey hearings to establish violation facts.
• Discuss the case with the offender’s attorney.
• Prepare and submit affidavits.
• Issue citations to appear in court.

**Administer First Aid**
• Administer basic first aid.

**Arrest, Search, & Seizure**
• Present the offender at the place of detention and provide necessary documentation.
• Plan and execute operations to apprehend an absconder.
• Obtain the offender’s fingerprints.
• Transport the offender.
• Direct the actions of parole officer(s) arriving to assist.
• Advise person(s) of their constitutional rights.
• Arrest offender with a warrant.
• Arrest offender without a warrant.
• Search a person who has been arrested.
• Plan a strategy for conducting a search of a person, premises, vehicle, etc.
• Plan a strategy for making an arrest.

**Inter-Agency or Intra-Agency Relationships**
• Contact law enforcement personnel to collect information concerning offenders and/or charges.
• Use personal contacts to assist an offender.
• Ask local police to provide assistance.
• Develop relationships with employers, referral resources, etc.
• Discuss the offender with treatment staff to collect information for assessment and recommendations.
• Confer with a senior officer or supervisor to clarify procedures, policies, etc.

• Participate in community organizations to represent the Agency.
• Develop and maintain a liaison with other criminal justice personnel.
• Work with local police agencies to identify persons of interest.
• Notify law enforcement and other concerned agencies of the offender’s presence in the community.

**Foundational Knowledge and Skills**
• Serve as a duty officer.
• Describe the offender to other parole officers (e.g. absconder, parolee).
• Access the internet for information.
• Comfort emotionally upset person(s).
• Attend in-service training.
• Operate telephones, including cell phones.
• Use mobile and/or portable radio equipment.
• Use voice commands to control and direct person(s).
• Adjust communications to ensure understanding.
• Adjust to responsivity issues such as cultural, gender, etc.
• Use body language to project, control, and influence.
• Photograph offenders.
• Provide status to dispatch by radio and/or telephone.
• Observe a person's body language to assess their attitude, intentions, etc.
• Communicate with other officers or other officials during high risk situations.
• Read the Agency’s procedural manuals to obtain directions, clarification, etc.
• Read and comprehend legal documents such as sentencing orders, opinions, etc.
• Receive and communicate by email.
• Access the Oregon Judicial Information Network (OJIN.)
• Access local law enforcement databases.
• Provide informal on-the-job training to new officers.
• Effectively prioritize job tasks and time commitments.
• Effectively multi-task.
• Adapt to a changing work environment.