

**JOB ANALYSIS  
of the  
ENTRY-LEVEL**

**MARSHAL/DEPUTY MARSHAL  
POSITION**

**STANDARDS RESEARCH PROJECT  
Technical Report  
No. 7**

Prepared by the  
Standards and Evaluation Services Bureau



**THE COMMISSION  
ON PEACE OFFICER STANDARDS AND TRAINING  
STATE OF CALIFORNIA**

California  
Commission on Peace Officer Standards and Training

JOB ANALYSIS  
OF THE  
ENTRY-LEVEL  
MARSHAL/DEPUTY MARSHAL POSITION

Technical Report No. 7

John W. Kohls, Ph.D.  
Chief, Standards and Evaluation Services Bureau

John G. Berner, Ph.D.  
Research Supervisor

Luella K. Luke  
Staff Analyst

April 1983

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Commissioners

Robert A. Edmonds, Chairman	Assistant Sheriff Los Angeles Sheriff's Department
Jay Rodriguez, Vice-Chairman	Vice-President Corporate Information - National Broadcasting Co., Inc.
Al Angele	General Manager California Organization of Police and Sheriffs (C.O.P.S.)
Glenn E. Dyer	Sheriff Alameda County
Cecil Hicks	District Attorney Orange County
Jacob J. Jackson	Sergeant, Bureau of Field Operations Sacramento Police Department
William B. Kolender	Chief of Police San Diego Police Department
Alex Pantaleoni	Chairperson Department of Public Services Rio Hondo College
Robert L. Vernon	Assistant Chief Los Angeles Police Department
Robert Wasserman	Chief of Police Fremont Police Department
B. Gale Wilson	City Manager Fairfield
John Van de Kamp	Attorney General State of California
Norman C. Boehm	Executive Director Commission on Peace Officer Standards and Training (POST)

## PREFACE

This research project was designed to provide the Commission on Peace Officer Standards and Training (POST) and the various Marshals' Offices with a comprehensive job analysis data base for the position of Marshal/Deputy Marshal. This data base describes the entry-level position and will be used to improve the job-relatedness of POST-required training.

The project was prompted by the amendment of Penal Code Section 13510 in 1981. The amendment provided for the participation of Marshals and Deputy Marshals in the POST Reimbursement Program effective January 1, 1982. Among the issues raised by the amendment of Penal Code Section 13510 was the question of the appropriate training standard for Marshals and Deputy Marshals. At a public hearing held to address this issue, the Commission directed that a job analysis of the Deputy Marshal job be conducted to determine the appropriate training standard. Results were to be presented to the Commission at the October 1982 meeting.

The job analysis was conducted by means of job analysis questionnaires comprised of task statements. Three hundred nine (309) entry-level Deputy Marshals and seventy-seven (77) Supervisors of Deputy Marshals representing 19 of the 22 Marshals' Offices in California completed the questionnaires. Both frequency information (how often the tasks are performed) and importance information were collected on 560 task statements. The results show that the Deputy Marshal job is comprised of 260 "core" tasks which have statewide applicability. A comparison of these tasks with the "core" tasks performed by Patrol Officers indicates that there are both significant similarities and significant differences in the two jobs. These findings will be used in the development of appropriate training for Marshals and Deputy Marshals.



NORMAN C. BOEHM  
Executive Director

## ACKNOWLEDGMENTS

The successful completion of this project is due in major part to the cooperation and participation of many Marshals and Deputy Marshals in California.

We are especially indebted to those peace officers who participated in POST Special Seminars to help design the job analysis surveys. Those persons are:

Scott J. Bowen	Deputy Marshal	Orange County
Steven A. Day	Sergeant	Los Angeles County
Ronald D. Hawkins	Sergeant	San Bernardino County
Stephen H. Johnson	Deputy Marshal	San Diego County
Norman Silva	Assistant Marshal	Merced County
John E. Thompson, Jr.	Corporal	Sacramento County

In addition, we wish to express our gratitude to the following agencies for permitting POST personnel to conduct on-site interviews of some of their peace officers. Those agencies are:

Sacramento County Marshal's Office  
Solano County Marshal's Office  
Stanislaus County Marshal's Office

The project was conducted by the Standards and Evaluation Services Bureau. Major contributions to the project were made by the following bureau personnel:

Dr. John Kohls, Bureau Chief  
Dr. John Berner, Research Supervisor  
Donna Brown, Staff Analyst  
Luella Luke, Staff Analyst  
Blanche-Marie Casari, Secretary  
Marie Trafton, Secretary  
John Weiner, Research Consultant

The law enforcement consultant for this project was Bobby Sadler, Senior Consultant, Management Counseling Services Bureau.

# TABLE OF CONTENTS

	<u>Page</u>
POST COMMISSIONERS.....	iii
PREFACE.....	v
ACKNOWLEDGMENTS.....	vii
TABLE OF CONTENTS.....	ix
LIST OF TABLES.....	xi
LIST OF APPENDICES.....	xiii
RESEARCH METHODOLOGY.....	1
Project Consultation.....	1
Initial Survey of Marshals' Agencies.....	1
Development of Job Analysis Questionnaire.....	2
Design of Completed Questionnaires.....	4
Administration of the Job Analysis Questionnaire.....	4
Return and Review of Job Analysis Questionnaires.....	5
Analysis of Questionnaire Results.....	6
Criteria for "Core" Tasks.....	7
Comparison of Deputy Marshal Core Tasks with Patrol Officer Core Tasks.....	7
JOB ANALYSIS RESULTS.....	8
Deputy Marshal Core Tasks.....	8
Deputy Marshal Core Tasks Versus Patrol Officer Core Tasks.....	8
SUMMARY AND CONCLUSIONS.....	9
APPENDICES	

LIST OF TABLES

<u>Table</u>	<u>Title</u>	<u>Page</u>
1	Breakdown by job assignment of deputy marshal job analysis questionnaire respondents.....	6
2	Breakdown by agency size category of job analysis questionnaire respondents.....	6
3	Deputy marshal job analysis results.....	8

## LIST OF APPENDICES

### Appendix

- A Participants in the development of the job analysis questionnaire (JAQ)
- B. Instructions for rating tasks (incumbent and supervisory questionnaires)
- C Job analysis questionnaire respondents
- D Core tasks for deputy marshals and patrol officers

## RESEARCH METHODOLOGY

The Standards and Evaluation Services Bureau is the research bureau within POST. The bureau has had extensive job analysis experience. In 1979 the bureau conducted a statewide job analysis of the entry-level patrol officer position (Kohls, Berner, and Luke, California Entry-Level Law Enforcement Officer Job Analysis: Technical Report No. 1, 1979). Based, in part, on the success of that project, the decision was made to use the same job analysis methodology for purposes of analyzing the Deputy Marshal job.<sup>1</sup> Essentially this methodology makes use of extensive questionnaires comprised of hundreds of specific task statements. Incumbents (in this case, Deputy Marshals) are asked to report the frequency with which they perform these tasks. Supervisors of the incumbents are asked to report on: (1) the importance of the tasks to the incumbent's job; and (2) when such tasks are best learned (i.e. before hire, during training or on the job).

### Project Consultation

At the start, an attempt was made to identify and hire a Deputy Marshal who could act as a consultant on the project. Unfortunately, a State hiring freeze which was instituted at this time (Executive Order B97-82) halted such intentions. As an alternative, the California Marshals' Association nominated Deputy Marshal Stephen Johnson to consult with POST staff during the initial phase of the job analysis.

### Initial Survey of Marshals' Agencies

To aid in the finalization of the design of the job analysis, and to gather descriptive information about California Marshals' agencies, staff developed a survey and mailed it to every Marshal's office in California. Questions asked of each agency included:

1. "How many marshals do you have in your agency who are assigned to the entry-level position?"

---

<sup>1</sup>Although the California Penal Code refers to "Marshals and Deputy Marshals," in this report the term "Deputy Marshal" will always be used.

2. "Of the persons above, how many have between 1 and 5 years of experience?"
3. "What are the minimum qualifications for the entry-level marshal position (age, education, training, certificates, work experience, etc.)?"
4. "Generally, what percentage of persons hired into the entry-level marshal's job have already completed a POST-certified police officer/deputy sheriff regular basic course?"
5. "Along with this survey, please send your job announcement and/or a job description of the entry-level marshal position."
6. "Would your agency be willing to participate in the POST job analysis of the entry-level marshal position? Participation would involve the administration of job analysis surveys to a sample of your marshals."
7. "If 'yes' please name a contact person in your agency."

In an effort to include as many Marshals' offices as possible in the job analysis, staff made telephone calls to those agencies that did not return the initial survey. Followup calls were also made to those agencies that agreed to participate in the job analysis to confirm the number of incumbents and supervisors in each agency.

#### Development of Job Analysis Questionnaire

The job analysis information was collected by means of a Job Analysis Questionnaire (JAQ). The JAQ was developed as follows:

1. At the time of initial contact by POST, each Marshal's office was requested to provide POST with any written materials which describe the duties of a Deputy Marshal (job descriptions, training materials, etc.).
2. Subsequent to review of the written materials, Deputy Marshals from the San Diego County Marshal's Office and the Stanislaus County Marshal's Office were interviewed. During the interviews, each Deputy Marshal was asked to:
  - a) Describe the tasks which comprise his/her job;

- b) Review the previously developed Patrol Officer Job Analysis Questionnaire and identify patrol tasks which he/she also performs.
3. The resulting information was organized into a preliminary listing of Deputy Marshal tasks. A two-day POST Special Seminar was then held with representatives of the Orange County, Los Angeles County, and San Diego County Marshals' Departments. They reviewed the preliminary task listing, as well as the Patrol Officer Job Analysis Questionnaire. Prior to these reviews, each participant was individually interviewed and asked to describe his/her duties. As a result of this process, additional tasks were identified and revisions were made to existing task statements.
4. The first draft of a Deputy Marshal Job Analysis Questionnaire was developed by incorporating the revised Deputy Marshal task list into the existing Patrol Officer Job Analysis Questionnaire, i.e., all the original patrol tasks were included plus the additional Deputy Marshal tasks. A second two-day seminar was then held in which participants from the San Bernardino County, Merced County, and Sacramento County Marshals' Offices met to review and revise the draft questionnaire.
5. Final pilot testing of the revised questionnaire was conducted at the Solano County Marshal's Office and the Stanislaus County Marshal's Office. (The names and agency affiliations of those Deputy Marshals who assisted with the survey development appear in Appendix A.)

## Design of Completed Questionnaires

A total of 560 tasks were retained in the final version of the Deputy Marshal Job Analysis Questionnaire. As with the original Patrol Officer Job Analysis Questionnaire, two separate forms of the Deputy Marshal Questionnaire were developed -- one to be completed by incumbent Deputy Marshals and the other to be completed by the immediate supervisors of Deputy Marshals. The two forms of the questionnaire were identical with the exception of the rating scales to be used by the respondents. The questionnaire for incumbents contained the following nine-point frequency scale:

### **FREQUENCY SCALE**

In the last 4 months, I have generally done this task:							I have done this task in this agency but not in the last 4 months	I have never done this task in this agency
More than once per day	Daily	Several times a week	Weekly	Several times a month	Monthly	Less than once per month	2	1
9	8	7	6	5	4	3		

Respondents to the Supervisory Questionnaire were asked to rate the importance of each Deputy Marshal job task using the following five point scale:

With reference to the deputy marshals you personally supervise, how important is successful completion of this task to overall job performance:

- (1) Of little importance
- (2) Of some importance
- (3) Important
- (4) Very important
- (5) Critically important

Copies of the Instructions for the Deputy Marshal Job Analysis Questionnaires (Incumbent and Supervisory) appear in Appendix B.

## Administration of the Job Analysis Questionnaire

Participation in the job analysis was voluntary. Initially all 22 Marshals' Offices in the State agreed to participate. Each office was contacted by POST and a determination was made of the number of entry-level and supervisory personnel within each office. This information was used to develop a sampling plan for administering the JAQ. The total population of Deputy Marshals and First-Line Supervisors within the 22 offices was found to be 953 and 102, respectively. The five largest Marshals' Offices were found to account for approximately 87% of the Deputy Marshals and 72% of the First-Line Supervisors. On the basis of these figures, the decision

was made to survey all Deputy Marshals and First-Line Supervisors from Marshals' Offices with 25 or fewer Deputy Marshals. Within the five largest Marshals' Offices, the greater of 25% or up to 25 incumbents and the greater of 25% or up to 25 First-Line Supervisors were surveyed. Using this approach, a total of 360 of the population of 953 Deputy Marshals (38%) and 89 of the population of 102 First-Line Supervisors (87%) received questionnaires. Of this total, 66% of the Deputy Marshals and 67% of the First-Line Supervisors were from the five largest Marshals' Offices.

#### Return and Review of Job Analysis Questionnaires

A total of 310 Deputy Marshal Questionnaires (86%) and 80 First-Line Supervisor Questionnaires (90%) were completed and returned to POST.<sup>2</sup> Each questionnaire was carefully reviewed. Returned questionnaires were rejected if:

1. The respondent did not meet the experience requirements specified for questionnaire respondents (six months experience at entry-level for Deputy Marshals, six months supervisory experience for First-Line Supervisors).
2. The respondent failed to respond to 10% or more of the questionnaire items.
3. The respondent's ratings exceeded the range of the given rating scale (e.g., on a scale from 1 to 5, the respondent gave a rating of 6 or above).
4. The pattern of ratings suggested that the respondent did not take the questionnaire seriously.

Ninety-nine percent of the returned surveys were found to satisfy all the above criteria and were key-entered for data processing. The number of usable questionnaires that were returned by Deputy Marshals and First-Line Supervisors in each of five job assignment categories is shown in Table 1. The number of usable questionnaires that were returned by each participating Marshal's Office is shown in Appendix C.

---

<sup>2</sup>Completed surveys were received from 19 of the 22 Marshals' Offices. One office withdrew from participation during the questionnaire phase of the project, and two others failed to return any completed questionnaires. Excluding these three offices, the return rate was 96% for the Deputy Marshal Questionnaire and 95% for the First-Line Supervisor Questionnaire.

TABLE 1: BREAKDOWN BY JOB ASSIGNMENT OF DEPUTY MARSHAL JOB ANALYSIS QUESTIONNAIRE RESPONDENTS

<u>Job Assignment</u>	<u>QUESTIONNAIRE RESPONDENTS</u>	
	<u>Deputy Marshal</u>	<u>First-Line Supervisor</u>
Bailiff	107	1
Field	128	8
Security	19	2
Office	7	11
Other	<u>48</u>	<u>55</u>
TOTALS	309	77

Analysis of Questionnaire Results

The job analysis data was analyzed using a procedure similar to that used to analyze the 1979 Patrol Officer Job Analysis data. As with the Patrol Officer Job Analysis, agency size was used as the unit of analysis. Specifically, the 19 participating Marshals' Offices were separated into "small," "medium," and "large" size categories. The size categories were defined in terms of number of entry-level Deputy Marshals, with "small" offices consisting of up to 11 Deputy Marshals, "medium" offices consisting of 12-104 Deputy Marshals and "large" offices over 104 Deputy Marshals. A breakdown of the questionnaire respondents by agency size is shown in Table 2.

TABLE 2: BREAKDOWN BY AGENCY SIZE CATEGORY OF JOB ANALYSIS QUESTIONNAIRE RESPONDENTS

<u>Job Assignment</u>	<u>QUESTIONNAIRE RESPONDENTS</u>	
	<u>Deputy Marshal</u>	<u>First-Line Supervisor</u>
"Small" ( $\leq 11$ )	55	14
"Medium" (12-104)	134	38
"Large" ( $> 104$ )	<u>120</u>	<u>25</u>
TOTALS	309	77

Within these size categories "Average Importance" and "Percent Performed" ratings were calculated for each task. Percent Performed values were computed by dichotomizing the Deputy Marshal frequency ratings into "Performed" (scale values of 2 to 9) and "Not Performed" (scale value of 1) categories. Average Importance ratings were derived by computing the simple mean of Importance ratings given by First-Line Supervisors.

#### Criteria for "Core" Tasks

A statistical decision rule was used to identify those tasks that are performed and are of sufficient importance statewide to be considered part of the "core" job. All tasks found to satisfy the below criteria were considered "core" tasks.

- 1) At least 50% of the job incumbents in each agency-size category performed the task and supervisors in each agency-size category gave the task an average importance rating of at least 2.0 ("of some importance")

or

- 2) The supervisors in each agency-size category gave the task an average importance rating of at least 3.75 (between "important" and "very important").

#### Comparison of Deputy Marshal Core Tasks with Patrol Officer Core Tasks

A similar decision rule was applied to the results of POST's 1977 analysis of the Patrol Officer job for the purpose of identifying "core" Patrol Officer tasks. Because all of the task statements in the original Patrol Officer Survey were also included in the Deputy Marshal survey, it was possible, by application of the decision rule, to identify those Deputy Marshal core tasks that are also core tasks for Patrol Officers (as well as Patrol Officer core tasks that are not Deputy Marshal core tasks).

## JOB ANALYSIS RESULTS

### Deputy Marshal Core Tasks

As shown in the last row of Table 3, of the total of 560 tasks in the Deputy Marshal Survey, 260 were found to satisfy the criteria for Deputy Marshal core tasks. The remaining 300 tasks were found to not have statewide applicability.

TABLE 3: DEPUTY MARSHAL JOB ANALYSIS RESULTS

<u>Source of Task</u>	<u>Total No. of Tasks</u>	<u>Marshal Core</u>	<u>Marshal Non-Core</u>
Patrol Officer Survey Core	322 <sup>3</sup>	133	189
Patrol Officer Survey Non-Core	117 <sup>3</sup>	26	91
Marshal Survey	<u>121</u>	<u>101</u>	<u>20</u>
TOTALS	560	260	300

### Deputy Marshal Core Tasks Versus Patrol Officer Core Tasks

As indicated in the first column of Table 3, 439 of the 560 tasks in the Deputy Marshal survey were from the original Patrol Officer Survey. Of the original 439 Patrol Officer tasks, 322 were found to be core tasks for patrol officers. Going from left to right in the first row of Table 3, the results indicate that fewer than 50% of the 322 Patrol Officer core tasks (133) are also core tasks for Deputy Marshals. Furthermore, the results in column 2 show that of the 260 Deputy Marshal core tasks, only about half (133) are core tasks for Patrol Officers. Thus, the results indicate that the jobs of Patrol Officer and Deputy Marshal are significantly different.

A listing of the core tasks for Deputy Marshals and the core tasks for Patrol Officers appears in Appendix D. A review of the information in Appendix D indicates strong overlap between the Deputy Marshal and Patrol Officer jobs in areas such as "Arrest and Detain," "First Aid," "Securing/Protecting," "Transporting People/Objects," "Restraining/Subduing," and "Weapons Handling." There are major differences in other areas such as "Investigating," "Surveillance," "Emergency Driving," "Vehicle Stop" and the types of "Incidents" which are handled.

<sup>3</sup>322+117=439 tasks which comprised the original Patrol Officer Survey.

## SUMMARY AND CONCLUSIONS

An analysis of the Deputy Marshal job in California was accomplished with the input and cooperation of hundreds of entry-level Deputy Marshals and their Supervisors. By merging information supplied by these professionals with criteria developed for identifying core tasks, POST was able to obtain an objective picture of the Deputy Marshal job.

The job analysis identified 260 tasks as core tasks for Deputy Marshals. Of these 260 Deputy Marshal core tasks, 133 are also core tasks for Patrol Officers (there are a total of 322 patrol officer core tasks). Between the two jobs, there is considerable overlap, but there are also important differences. These results, and other implications that can be drawn from the data, will be used for the purpose of establishing appropriate basic training for Deputy Marshals.

APPENDIX A

PARTICIPANTS IN THE DEVELOPMENT  
OF THE JOB ANALYSIS QUESTIONNAIRE (JAQ)

Scott J. Bowen, Deputy Marshal	Orange County
Steven A. Day, Sergeant	Los Angeles County
Ronald D. Hawkins, Sergeant	San Bernardino County
Stephen H. Johnson, Deputy Marshal	San Diego County
Donald Olson, Deputy Marshal	Stanislaus County
Norman Silva, Assistant Marshal	Merced County
Les Snedeker, Sergeant	Solano County
John E. Thompson, Jr., Corporal	Sacramento County

SECTION II

INSTRUCTIONS FOR RATING TASKS

The following pages contain tasks that are performed by deputy marshals. The tasks have been sorted into forty major job content areas:

- |                                  |                       |
|----------------------------------|-----------------------|
| Arrest and Detain                | Mediating             |
| Chemical, Drug, Alcohol Test     | Public Relations      |
| Decision Making                  | Using Radio/Telephone |
| Fingerprinting/Identification    | Testifying            |
| First Aid                        | Training              |
| Review and Recall of Information | Custody Paperwork     |
| Inspecting Property and Persons  | General Paperwork     |
| Investigating                    | Reading               |
| Line-Up                          | Diagramming/Sketching |
| Searching                        | Writing               |
| Securing/Protecting              | Restraining/Subduing  |
| Surveillance                     | Physical Performance  |
| Traffic Control                  | Weapons Handling      |
| Emergency Driving                | Civil Process         |
| Transporting People/Objects      | Bailiff Duties        |
| Vehicle Stop                     | Security Tasks        |
| Conferring                       | Office Assignments    |
| Explaining/Advising              | Incidents             |
| Giving Directions                | Vehicle Operations    |
| Interviewing                     | Equipment             |

Please rate each task on the following pages in terms of the frequency with which you have performed it in the last four months. Describe the job as you have performed it in your present assignment on your present shift. For example, using the Frequency Scale below, if you "Transport prisoners/inmates" on the average of more than once per day, you would assign a Frequency Rating of 9. On the other hand, if you have never "Fired a handgun at a person," you would assign that task a Frequency Rating of 1. If you have performed a task in your agency, but not in the last four months, you would assign the task a Frequency Rating of 2. If you have performed a task only as part of training, you would assign a Frequency Rating of 1 indicating "I have never done this task in this agency."

**FREQUENCY SCALE**

In the last 4 months, I have generally done this task:							I have done this task in this agency but not in the last 4 months	I have never done this task in this agency
More than once per day	Daily	Several times a week	Weekly	Several times a month	Monthly	Less than once per month		
9	8	7	6	5	4	3	2	1

If a task occurs with a frequency somewhere in between two scale positions (e.g., between Several times a week and Weekly), choose the scale value which is the closer approximation to the actual frequency.

Remember to describe only your own experience. Tasks which you have not performed, but which are generally performed in your agency, will be identified by other deputy marshals in the sample. Therefore, do not be concerned that an important task will be omitted from further consideration if you indicate "I have never done this task in this agency."

Please do not skip any items, and make sure you rate each task listed in the survey.

# SUPERVISORY

## SECTION II

### INSTRUCTIONS FOR RATING TASKS

The following pages contain tasks that may be performed by deputy marshals. The tasks have been sorted into thirty-eight major job content areas:

Arrest and Detain	Giving Directions
Chemical, Drug, Alcohol Test	Interviewing
Decision Making	Mediating
Fingerprinting/Identification	Public Relations
First Aid	Using Radio/Telephone
Review and Recall of Information	Testifying
Inspecting Property and Persons	Training
Investigating	Custody Paperwork
Line-Up	General Paperwork
Searching	Reading
Securing/Protecting	Diagramming/Sketching
Intelligence Gathering/Surveillance	Writing
Traffic Control	Restraining/Subduing
Transporting People/Objects	Physical Performance
Vehicle Stops	Weapons Handling
Conferring	Civil Process
Explaining/Advising	Bailiff Duties
Emergency Driving	Security Tasks
	Office Assignment
	Incidents

Read each task carefully. Check (  ) the column labeled "Not Performed" if the task is not part of the job of the deputy marshals you supervise (based upon ordinance, law or written procedure). Also, check "Not Performed" if the task is one for which the deputy marshals you supervise are not responsible (even though they might occasionally perform the task).

For the tasks that are performed by the deputy marshals you supervise, you are asked to indicate the following:

- (1) the importance of the task for the deputy marshal position (IMPORTANCE Scale), and
- (2) the extent to which it is necessary that a new deputy marshal be able to perform the task prior to his/her assignment (WHEN LEARNED Scale).

The rating scales on the next page are for rating the tasks on these dimensions. An example which illustrates the rating procedure is also included.

DETACH THIS PAGE FROM THE SURVEY WHEN MAKING YOUR RATINGS

RATING SCALES

IMPORTANCE: With reference to the deputy marshals you personally supervise, how important is successful completion of this task to overall job performance:

- (1) Of little importance
- (2) Of some importance
- (3) Important
- (4) Very Important
- (5) Critically important

WHEN LEARNED: To what extent is it necessary that the deputy marshals you supervise be able to perform this task upon initial job assignment?

- (1) Not necessary -- performance of the task can best be learned on the job.
- (2) Some prior training and/or experience is necessary, but full competence to perform the task can be achieved on the job.
- (3) Full competence to perform this task is necessary prior to initial job assignment.

EXAMPLE:

If "Transporting prisoners/inmates" is a very important task, and full competence to perform this task must be achieved prior to initial job assignment, your ratings would be:

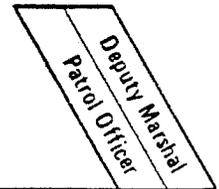
	Not Performed	When Learned
Transport prisoners/inmates .	4	3

If the task is not routinely performed by the deputy marshals you supervise, you would simply put a (  ) in the column labeled "NOT PERFORMED" and go on to the next item. Please do not skip any item and make sure you provide the rating of "IMPORTANCE" and "WHEN LEARNED" for each task performed in your agency.

## Job Analysis Questionnaire Respondents

<u>Office</u>	<u>Deputy Marshal</u>	<u>First-Line Supervisor</u>
Humboldt County	2	1
Lodi	3	1
Los Angeles County	120	25
Manteca	5	1
Merced County	6	0
Orange County	26	9
Riverside County	19	3
Riverside County - Desert Judicial District	5	1
Sacramento County	22	3
San Bernardino County	25	8
San Diego County	42	15
Santa Barbara County - Lompoc Judicial District	1	1
Santa Barbara County - Santa Barbara - Goleta Judicial District	7	2
Santa Barbara County - Santa Maria Judicial District	4	2
Shasta County	3	1
Solano County	3	1
Stanislaus County	11	2
Tulare County - Porterville Judicial District	1	0
Tulare County - Visalia Judicial District	4	1
	<hr/>	<hr/>
TOTAL	309	77

CORE TASKS  
FOR  
DEPUTY MARSHALS AND PATROL OFFICERS



<u>ARREST AND DETAIN</u>		Deputy Marshal	Patrol Officer
1. Serve arrest warrants (bench, traffic, etc.).	X	X	
2. Arrest persons without warrant.	X	X	
3. Take into custody person arrested by citizen.	X		
4. Arrest and book traffic law violators.	X		
5. Guard prisoners/inmates detained at facility other than jail (e.g., hospital, courtroom, holding facility, etc.).	X	X	
5a. Serve civil bench warrants.			X
5b. Enlist persons for jury duty (court order/impromptu basis).			
5c. Enforce restraining order.			
<u>CHEMICAL, DRUG, ALCOHOL TEST</u>			
6. Administer physical roadside sobriety test (drug and/or alcohol).	X		
7. Administer "breathalyzer" test.			
8. Arrange for obtaining blood or urine samples for sobriety tests.	X		
9. Use chemical test kit (e.g., Valtox, Narco-Ban) to test for controlled substances.			
<u>DECISION MAKING</u>			
10. Survey accident scenes to determine priority of required actions.	X		
11. Analyze available information to determine what enforcement action should be taken at accident scenes.			
12. Inquire into incidents to determine whether they are criminal or civil matters.	X		
13. Evaluate crime scenes to determine investigative procedures to follow and assistance necessary.	X		
14. Analyze and compare cases for similarity of modus operandi.	X		
14a. Organize route for serving criminal/civil process.			X
14b. Plan method of serving criminal/civil process.			X

Deputy Marshal  
Patrol Officer

<u>FINGERPRINTING/IDENTIFICATION</u>			
15. Fingerprint prisoners or other persons.	X		
16. Dust and lift latent fingerprints.			
17. Make fingerprint comparisons.			
18. Fingerprint persons for non-criminal reasons (e.g., professional licensing).			
<u>FIRST AID</u>			
19. Administer cardio-pulmonary resuscitation.	X	X	
20. Administer mouth-to-mouth resuscitation.		X	
21. Operate resuscitator.			
22. Control bleeding (e.g., apply direct pressure).	X	X	
23. Administer other first aid techniques.	X	X	
<u>REVIEW AND RECALL OF INFORMATION</u>			
24. Review information to maintain a current knowledge of known criminals and criminal activity in area.	X	X	
25. Identify from memory wanted vehicles or persons.	X	X	
26. Personally review records and pictures to identify suspects.	X	X	
27. Study rap sheets and M.O.'s of suspects.	X		
28. Review reports and notes to prepare for testimony at hearings or trials.	X	X	
29. Review statistics and other compiled information (e.g., to determine areas in need of selective enforcement).	X		
30. Review wanted vehicles bulletins.	X		
31. Review accident statistics for selective enforcement purposes.			
31a. Remember names and faces (witnesses, attorneys, jurors, etc.).			X

Deputy Marshal  
Patrol Officer

<u>INSPECTING PROPERTY AND PERSONS</u>		X	X
32. Examine injured/wounded persons.		X	X
33. Physically examine and test doors and windows of dwellings and businesses.		X	X
34. Examine suspicious or potentially dangerous objects (e.g., suspicious package, downed high tension wires).		X	X
35. Physically examine abandoned vehicles.		X	
36. Search unlocked businesses and dwellings for signs of illegal entry.		X	
37. Make bar checks.		X	
38. Check individuals/businesses for compliance with licensing requirements and/or Business and Professions Code (e.g., liquor stores, taverns, solicitors, retail businesses).			
39. Inspect driver license.		X	X
40. Inspect vehicle registration.		X	X
41. Inspect VIN.		X	X
42. Inspect vehicles for conformance with Vehicle Code.			X
43. Sign off equipment violations.			X
44. Inspect and/or operate equipment (lights, brakes, steering, tires, etc.) of accident vehicles to determine operating condition.			
45. Inspect and measure skid marks and other marks on roadway as part of accident investigation.			
46. Inspect damage to vehicles or property.		X	
47. Examine dead bodies for wounds and injuries to determine nature and cause of death.		X	
48. Examine bodies of deceased (for personal property, signs of post-mortem lividity, etc.).		X	
49. At request of owners, inspect businesses and dwellings for adequate security devices.		X	
49a. Inventory personal property.			X
<u>INVESTIGATING</u>			
50. Do preliminary (initial, at the scene) investigations.		X	
51. Do follow-up investigations to completion.		X	
52. Personally conduct background investigations on applicants for positions.			

Deputy Marshal  
Patrol Officer

<u>INVESTIGATING</u> (continued)			
53. Investigate formal citizens' complaints against peace officers.			X
<u>LINE-UP</u>			
54. Organize and conduct photo line-ups.			
55. Organize and conduct line-ups.			
<u>SEARCHING</u>			
56. Participate in large scale area search parties for persons or evidence.		X	
57. Pat search suspects.		X	X
58. Search prisoner clothing.		X	X
59. Physically search vehicles for contraband or evidence.		X	
60. Search for missing, lost, or wanted persons.		X	
61. Personally search buildings, properties, and vehicles to locate bombs and/or explosives.		X	X
62. Search home, business, or other structure for contraband; criminal activity, or wanted subject (with or without warrant).		X	
63. Search fire debris or burned buildings to uncover bodies and evidence relating to the cause of the fire and/or explosion.			
64. Attempt to locate witnesses to crimes or accidents (e.g., talk to bystanders, knock on doors).		X	X
65. Search property of deceased for personal papers or valuables.		X	
66. Make preliminary identification of deceased persons.		X	
67. Search accident or crime scenes for physical evidence.		X	
68. Collect and examine evidence and personal property from crime or accident scene.		X	
69. Conduct periodic searches of prisoners/inmates and their quarters.			X
70. Serve or assist in serving warrants.		X	X
70a. Strip search prisoners.			
70b. Locate and identify property in civil actions.			X

Deputy Marshal  
Patrol Officer

<u>SECURING/PROTECTING</u>			
71.	Protect accident or crime scene.	X	
72.	Preserve evidence and personal property.	X	X
73.	Secure vehicles by removing keys, locking doors, etc.	X	X
74.	Secure house or property.	X	X
74a.	Seize contraband.		X
74b.	Seize personal property.		X
74c.	Install keepers in attachments and executions.		X
74d.	Contact private companies for pick-up and storage of property.		X
74e.	Search people entering courtroom.		X
<u>SURVEILLANCE</u>			
75.	Operate assigned observation post to apprehend criminal suspect (e.g., stakeout).	X	
76.	Follow suspicious vehicles (e.g., suspect, suspicious person, operator under the influence).	X	X
77.	Patrol locations in an assigned area which are potentially hazardous to citizens (e.g., construction site, attractive nuisance).	X	
78.	Monitor driver observance of traffic control devices from stationary position.		
79.	Monitor pedestrian observance of traffic control devices from stationary position.		
80.	Clock speed of vehicles using speedometer.	X	
81.	Visually estimate speed of vehicles.	X	
82.	Estimate driver's capability to operate vehicle due to old age, emotional state, physical stature, handicap or substance abuse (preparatory to chemical or roadside sobriety test).	X	
83.	Organize or participate in formal or informal surveillance of individuals or locations.	X	
84.	Serve as bodyguard to threatened persons (e.g., material witnesses).		

Deputy Marshal  
Patrol Officer

<u>TRAFFIC CONTROL</u>			
85.	Direct traffic using hand or flashlight signals or illuminated baton.	X	X
86.	Direct traffic using flare or traffic cone patterns.	X	
87.	Direct traffic using barriers (including positioning of patrol cars).	X	
88.	Control traffic signals manually.		
<u>EMERGENCY DRIVING</u>			
89.	Deliver emergency supplies and equipment.	X	
90.	Engage in high speed pursuit driving on open road.	X	
91.	Engage in high speed pursuit driving in congested area.	X	
92.	Engage in high speed response to call on open road.	X	
93.	Engage in high speed response to call in congested area.	X	
94.	Respond as back-up unit on crimes in progress (either own or other agency).	X	X
95.	Transport injured persons.	X	
96.	Provide emergency assistance to the public by driving persons from one location to another.		
97.	Escort emergency vehicles.		
<u>TRANSPORTING PEOPLE/OBJECTS</u>			
98.	Transport prisoners/inmates.	X	X
99.	Transport persons taken into custody to afford an opportunity to post bond in lieu of incarceration.	X	X
100.	Deliver agency and inter-agency papers.		X
101.	Transport property and/or evidence.	X	X
102.	Pick up children to place in custody (with or without court order).	X	
103.	Escort money or valuables.	X	X
104.	Transport mental patients.	X	X

Deputy Marshal  
Patrol Officer

<u>VEHICLE STOP</u>			
105.	Respond as back-up on traffic stops (either own or other agency).	X	X
106.	Make vehicle stops to effect felony arrests.	X	
107.	Make suspected or suspicious person vehicle stops.	X	
108.	Make traffic stops for Vehicle Code violations.	X	
<u>CONFERRING</u>			
109.	Attend in-service and outside conferences and seminars.	X	X
110.	Request investigative assistance (e.g., detectives, crime lab, other peace officers, tracking dogs, scuba divers, etc.).	X	
111.	Present suspects to victims or witnesses for purposes of identification.	X	
112.	Personally present facts of cases to juvenile probation officers.	X	
113.	Talk to supervisors, prosecutors, witnesses, victims, etc. to review facts of cases to ensure proper pre-trial preparation.	X	
114.	Discuss cases with prosecutors following legal proceedings.	X	X
115.	Participate in meetings with other peace officers (e.g., briefings, departmental staff meetings).	X	X
116.	Communicate with supervisor(s) during shift (e.g., to receive direction, seek advice, etc.).	X	X
117.	Communicate information on an informal basis to other law enforcement officials.	X	X
118.	Confer with physicians regarding medical condition of prisoners/inmates.	X	
119.	Review accidents with accident investigators.		
119a.	Request assistance from other law enforcement agencies.		X
119b.	Contact plaintiff to schedule execution of writs.		X
<u>EXPLAINING/ADVISING</u>			
120.	Counsel juveniles and children both formally and informally.	X	X
121.	Conduct parent-juvenile conferences.	X	
122.	Advise persons of rights (per Miranda or 13353 VC).	X	
123.	Explain to onlookers the reason for taking arrest action.	X	

Deputy Marshal  
Patrol Officer

<u>EXPLAINING/ADVISING</u> (continued)			
124.	Reprimand offenders in lieu of arrest or citation.	X	X
125.	Explain alternative courses of action to suspects, complainants, victims, etc.	X	X
126.	Explain nature of complaints to offenders.	X	X
127.	Advise victims of the criminal process.	X	X
128.	Advise appropriate agency of traffic engineering needs.	X	
129.	Explain state vehicle laws and procedures to citizens.	X	X
130.	Explain legal obligations to operators stopped for traffic law violations.	X	
131.	Advise persons involved in an accident of information to obtain from each other.	X	
132.	Talk with families of juvenile suspects or defendants (advise, inform, notify, counsel).	X	
133.	Talk with families of adult suspects or defendants (advise, inform, notify, counsel).	X	
134.	Brief prisoners/inmates as to detention facility rules of conduct.		X
135.	Discipline prisoners/inmates.		X
136.	Explain recruitment policies to interested individuals and community groups.	X	X
136a.	Advise plaintiffs that writs have been executed.		X
136b.	Brief prisoners/inmates on courtroom rules of conduct.		X
136c.	Inform plaintiffs of additional information needed to serve civil process.		X
136d.	Inform landlords of eviction proceedings methods.		X
136e.	Inform defendants how to recover their property.		X
<u>GIVING DIRECTIONS</u>			
137.	Give directions to assisting peace officer(s) (e.g., at crime or accident scene or during civil levies).	X	X
138.	Give directions to other public service personnel (e.g., at crime or accident scene or during parade).	X	X
139.	Coordinate tactical operation (e.g., set up a perimeter, set up a command post, develop a search plan).		
140.	Participate in pre-planned raids.	X	
141.	Call on bystanders to assist in apprehension.		

Deputy Marshal  
Patrol Officer

<u>GIVING DIRECTIONS</u> (continued)			
142.	Direct citizens to assist in traffic control in an emergency.	X	
143.	Coordinate activities at scenes of accident investigations.	X	
144.	Coordinate investigations with other law enforcement agencies.	X	
145.	Evacuate buildings and/or areas to remove persons from danger.	X	
145a.	Conduct sales of real or personal property.		X
145b.	Post notices of sale of property in newspapers and public places.		X
145c.	Supervise clerical staff persons.		
<u>INTERVIEWING</u>			
146.	Approach and interview pedestrians.	X	
147.	Interview suspicious persons.	X	X
148.	Interview tow truck operators, mechanics, etc., to obtain specific information concerning vehicle damages.		
149.	Interview complainants, witnesses, etc.	X	
150.	Request witnesses to submit written statements.	X	
151.	Interrogate suspects.	X	
152.	Talk to informants to obtain information.	X	
153.	Interview doctors, ambulance personnel, etc., to obtain specific information concerning injuries and illnesses.	X	
154.	Interview prisoners/inmates to obtain personal information for booking purposes.	X	X
155.	Question and examine prisoners/inmates concerning injuries.	X	X
156.	Take citizens' formal complaints against peace officers and/or agency (either in person or by telephone).		
<u>MEDIATING</u>			
157.	Talk with leaders of demonstrations.		
158.	Confront hostile groups (e.g., demonstrators, rioters, bar patrons).	X	X
159.	Mediate family disputes.	X	

Deputy Marshal  
Patrol Officer

<u>MEDIATING (continued)</u>		X	X
160.	Mediate civil disputes.	X	X
161.	Keep peace in organized labor disputes.		
162.	Control non-violent crowds, groups of spectators, etc.	X	X
<u>PUBLIC RELATIONS</u>			
163.	Initiate contact with appropriate public agencies (e.g., telephone company, etc.) to report damage to equipment.	X	X
164.	Notify private citizens of damage to their property as a result of accident, natural disaster, etc.	X	
165.	Personally deliver death messages.	X	
166.	Personally deliver miscellaneous emergency messages to citizens.	X	
167.	Refer persons to other service agencies.	X	X
168.	Provide street directions.	X	X
169.	Advise property owners or agents of potentially hazardous conditions (e.g., downed fences, broken water pipes).	X	
170.	Notify owners of towed vehicles of location and procedures to follow to reclaim vehicles.		X
171.	Inform vehicle owners of legal obligations regarding removal of abandoned vehicles (within specific period of time).		
172.	Inform motorists of procedures for reporting accident to proper authorities.	X	X
173.	Talk with people in an assigned area to obtain general information.	X	X
174.	Talk with people in an assigned area to establish rapport.	X	X
175.	Talk with people in an assigned area to provide information about the law enforcement agency.	X	
176.	Meet with and make presentations to community groups.	X	
177.	Provide information to news media for dissemination.		
178.	Request help from news media in crime prevention or solving.		
179.	Help citizens form neighborhood watch groups.		
180.	Arrange for professional assistance for offenders not in custody regarding personal problems.		
181.	Instruct members of the community on self-defense.		
182.	Instruct persons of proper methods to eliminate fire hazards or explosives.	X	

Deputy Marshal  
Patrol Officer

<u>PUBLIC RELATIONS</u> (continued)		
183. Instruct members of the community on crime prevention.	X	
<u>USING RADIO/TELEPHONE</u>		
184. Transmit messages over radio (e.g., automobile transceiver, handpack, base station radio).	X	X
185. Arrange for removal of abandoned, disabled, or impounded vehicles.	X	X
186. Request verification of out-of-county and out-of-state warrants before service.	X	X
187. Request back-up assistance in potentially hazardous or emergency situations.	X	X
188. Request records checks.	X	X
189. Contact various sources (e.g., employers, utility companies, schools), over the telephone or by mail, to locate persons.	X	X
190. Receive in-coming calls from the public.	X	X
191. Dispatch peace officers to calls.	X	
192. Operate telephone console or switchboard.	X	
193. Dictate in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).		
193a. Request/perform warrant checks.		X
193b. Request assistance of emergency personnel.		X
193c. Perform investigations over telephone.		X
<u>TESTIFYING</u>		
194. Appear to testify in legal proceedings.	X	X
195. Testify in legal proceedings.	X	X
<u>TRAINING</u>		
196. Provide on-the-job training to other peace officers.		X
197. Provide on-the-job training to recruit and/or reserve peace officers.	X	
198. Provide on-the-job training to cadets and/or other civilians.		

Deputy Marshal  
Patrol Officer

<u>TRAINING (continued)</u>			
199.	Provide classroom instruction to other peace officers, recruits, reserves, cadets and/or other civilians.		
200.	Evaluate other peace officers (e.g., probationary peace officers or trainees).	X	
<u>CUSTODY PAPERWORK</u>			
201.	Collect and inventory prisoners'/inmates' personal property.	X	X
202.	Log prisoners'/inmates' phone calls on formal custody log.		
203.	Log prisoners'/inmates' inquiries on formal custody log.		
204.	Prepare or obtain meals for prisoners/inmates.		
205.	Distribute cleaning implements and personal hygiene supplies to prisoners/inmates.		
206.	Process prisoners/inmates for release from custody.		
207.	Maintain roster of current prisoners/inmates.		
208.	Coordinate prisoners'/inmates' contact with legal counsel, bondsmen and other visitors.		X
209.	Distribute prescribed medication to prisoners/inmates.		
210.	Review documents of arrest before accepting subjects into detention center.		
210a.	Complete booking forms.		X
<u>GENERAL PAPERWORK</u>			
211.	Book evidence and personal property.	X	
212.	Prepare information for federal, state, and local law enforcement officials and agencies.	X	
213.	Develop work schedules for other peace officers (including special assignments).		
214.	Issue equipment.		
215.	Control access to accident or other records.		
216.	Order supplies and equipment.		
217.	Personally file documents in records systems (e.g., fingerprint cards, correspondence, criminal reports, vehicle reports).		
218.	Personally retrieve documents from records systems.	X	

Deputy Marshal  
Patrol Officer

GENERAL PAPERWORK (continued)			
219.	Prepare documents for filing (i.e., label, alphabetize, place in chronological order, etc.).		X
220.	Maintain inventory lists (e.g., agency equipment and property).		
221.	Maintain inventory logs (e.g., evidence, recovered property).		
222.	Purge reports from records systems.		
223.	Maintain agency records of warrants served.		
224.	Prepare accident statistical data for DMV, CHP, internal records.		
225.	Prepare list of known criminals and/or wanted persons for own or agency use.	X	
226.	Restock emergency supplies in law enforcement vehicles (e.g., flares, first aid supplies, etc.).	X	
227.	Review writs and bail bonds.		X
228.	Review warrants for completeness and accuracy.	X	X
229.	Review and complete return of civil process papers for completeness and accuracy.		X
230.	Review extensive lists (e.g., to locate names, serial numbers, phone numbers).	X	X
231.	Arrange for appearance of witnesses (excluding subpoena service).		
232.	Accept warrant bail on the street.		X
233.	Collect fines.		
234.	Collect bail.		
235.	Serve subpoenas (criminal and civil).	X	X
235a.	Review/complete return of warrants.		X
235b.	Have documents notarized.		
235c.	Verify documents presented by defendant (bail slips, receipts, etc.).		X
235d.	File documents with county recorder.		
235e.	Process bonds for retention of property.		

Deputy Marshal  
Patrol Officer

<u>READING</u>			
236.	Review crime lab reports.	X	
237.	Read in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).	X	
238.	Read reports consisting of several short descriptive phrases, sentence fragments, or very short sentences (e.g., incident reports).	X	X
239.	Read reports consisting primarily of check-off boxes or fill-in blanks (e.g., vehicle impound reports).	X	X
240.	Read street maps.	X	X
241.	Read incoming correspondence.	X	X
242.	Read interoffice memos.	X	X
243.	Read agency procedural manuals.	X	X
244.	Read weather forecasts and bulletins.		X
245.	Read case law.	X	X
246.	Read legal interpretations (e.g., California Attorney General's Opinions, county counsel opinions).	X	X
247.	Read legal transcripts.	X	X
248.	Read teletype messages.	X	X
249.	Read training bulletins.	X	X
250.	Read and interpret coded material (e.g., NCIC printout, DMV drivers' records).	X	X
251.	Read state, federal and local statutes.	X	X
251a.	Review instructions to levy for completeness and accuracy.		X
251b.	Review court orders for completeness and accuracy.		X
Read sections from the following (except in preparation for academy or promotional examinations):			
252.	Alcoholic Beverage Control Act	X	
253.	Professional law enforcement publications (e.g., <u>Police Chief</u> , <u>FBI Law Enforcement Bulletin</u> )	X	X
254.	Business and Professions Code	X	X
255.	Administrative Code		X
256.	Evidence Code	X	X

Deputy Marshal  
Patrol Officer

Read sections from the following (except in preparation for academy or promotional examinations): (continued)		
257. Vehicle Code	X	X
258. Civil Code	X	X
259. Government Code	X	X
260. Health and Safety Code	X	X
261. Penal Code	X	X
262. U. S. Code (e.g., regarding illegal aliens).		
263. U. S. Constitution	X	
264. Welfare and Institutions Code	X	X
265. Municipal Code		X
266. County Ordinances	X	X
267. Fish and Game Code		X
<u>DIAGRAMMING/SKETCHING</u>		
268. Sketch accident scenes.		
269. Diagram accident scenes to scale.		
270. Sketch crime scenes.	X	
271. Diagram layouts of interior designs of buildings.	X	
272. Take coordinate measurements of accident scenes.		
273. Estimate vehicle speed using physical evidence and mathematical formulas or graphs.		
274. Perform simple mathematical calculations (add, subtract, multiply, divide).	X	X
<u>WRITING</u>		
275. Issue citations for non-traffic offenses.	X	
276. Request that DMV re-administer driver's test to persons currently licensed.		
277. Issue Vehicle Code citations.	X	

Deputy Marshal  
Patrol Officer

<u>WRITING</u> (continued)			
278.	Issue warning tickets (for equipment, moving, or parking violations).		
279.	Issue parking citations.		
280.	Summarize in writing statements of witnesses, complainants, etc.	X	
281.	Record formal confessions in writing.	X	
282.	Fill out surveys.		X
283.	Write evaluations of training received.	X	
284.	Prepare lesson plans.		
285.	Write in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports).	X	X
286.	Write reports consisting of several short descriptive phrases, sentence fragments or very short sentences (e.g., incident reports).	X	X
287.	Complete reports consisting primarily of check-off boxes or fill-in blanks (e.g., vehicle impound reports).	X	X
288.	Take notes.	X	X
289.	Write news releases.		
290.	Write interoffice memos.	X	
291.	Write letters or other correspondence as part of the job.	X	
292.	Prepare misdemeanor court complaint forms.		
293.	Prepare felony court complaint forms.		
294.	Prepare paperwork for process service.		X
295.	Make entries in activity log, assigned area log, daily report or agency records.	X	X
296.	Record and communicate descriptions of persons (e.g., suspects, missing persons).	X	X
297.	Obtain search warrants.		
<u>RESTRAINING/SUBDUING</u>			
298.	Handcuff suspects or prisoners.	X	X
299.	Use restraining devices other than handcuffs (e.g., leg irons, straps).	X	X
300.	Using baton, subdue resisting persons.	X	X

Deputy Marshal  
Patrol Officer

<u>RESTRAINING/SUBDUING (continued)</u>			
301.	Using baton, subdue attacking persons.	X	X
302.	Subdue resisting persons using locks, grips, or holds (do not include mechanical devices).	X	X
303.	Subdue attacking persons using locks, grips, or holds (do not include mechanical devices).	X	X
304.	Resort to use of hands or feet in self-defense.	X	X
<u>PHYSICAL PERFORMANCE</u>			
305.	Pursue on foot fleeing suspects.	X	X
306.	Lift heavy objects (e.g., disabled person or equipment).	X	X
307.	Carry heavy objects (e.g., disabled person or equipment).	X	X
308.	Drag heavy objects (e.g., disabled person or equipment).	X	X
309.	Push hard-to-move objects by hand (e.g., disabled or abandoned vehicle).		X
310.	Swim or tread water to retrieve bodies, evidence, save one's life, etc.		
311.	Climb through openings (e.g., windows).	X	X
312.	Climb over obstacles (e.g., walls).	X	X
313.	Jump over obstacles.	X	X
314.	Crawl in confined areas (e.g., attics).	X	
315.	Balance oneself on uneven or narrow surfaces.	X	
316.	Jump down from elevated surfaces.	X	X
317.	Pull oneself up over obstacles.	X	
318.	Use body force to gain entrance through barriers (e.g., locked doors).	X	
319.	Jump across ditches, streams, etc.	X	X
320.	Climb up to elevated surfaces (e.g., roof).	X	
<u>WEAPONS HANDLING</u>			
321.	Draw firearm.	X	X

Deputy Marshal  
Patrol Officer

<u>WEAPONS HANDLING</u> (continued)			
322.	Fire warning shots with handgun or rifle.		X
323.	Fire handgun at person.	X	X
324.	Fire rifle at person.	X	X
325.	Fire shotgun at person.	X	X
326.	Discharge firearm at badly injured, dangerous or rabid animals.		X
327.	Qualify and/or engage in required practice of operation of firearms and other weapons.	X	X
328.	Clean and service weapons.	X	X
329.	Fire automatic weapon such as machine gun or machine pistol (excluding training).		
<u>CIVIL PROCESS</u>			
329a.	Execute writs of possession (in person or by posting).		X
329b.	Execute writs of attachment.		X
329c.	Execute writs of execution.		X
329d.	Execute levies on personal property.		X
329e.	Execute levies on real property.		X
329f.	Execute a claim and delivery.		X
329g.	Serve summons and complaint.		X
329h.	Serve notices (in person or by posting).		X
329i.	Serve unlawful detainer orders.		X
329j.	Serve citations.		X
329k.	Serve orders to show cause.		X
329l.	Serve claim of plaintiff and order.		X
329m.	Serve earnings withholding order.		X
329n.	Serve temporary restraining order.		X
329o.	Serve summons and petition.		X

Deputy Marshal  
Patrol Officer

<u>CIVIL PROCESS</u> (continued)		
329p.	Serve claim of defendant	X
329q.	Serve order to pickup mentally disturbed person.	
329r.	Serve child custody turnover orders.	X
329s.	Serve orders of examination for appearance of judgment debtor.	X
329t.	Serve orders of examination for appearance of debtor of a judgment debtor.	X
329u.	Levy on real property.	X
329v.	Serve military affidavit.	X
329w.	Serve affidavit of non-residency.	
<u>BAILIFF DUTIES</u>		
329x.	Operate courtroom equipment (e.g., public address system, security alarm system, heating and ventilating equipment, etc.).	X
329y.	Silence verbal outbreaks in courtroom.	X
329z.	Physically restrain disruptors in courtroom.	X
329aa.	Call court to order and introduce presiding judge.	X
329ab.	Seat participants and spectators in courtroom.	X
329ac.	Keep list of emergency phone numbers.	X
329ad.	Review court calendar.	X
329ae.	Page defendants.	X
329af.	Request court order for removal of a prisoner.	X
329ag.	Receive prisoners at the courtroom.	X
329ah.	Record results of calendar call.	X
329ai.	Convey messages (verbal, written) to judge, jurors, attorneys.	X
329aj.	Direct people to locations in the courts building.	X
329ak.	Inform attorneys of witness availability.	X
329al.	Summon witness (in person, by phone).	X
329am.	Obtain paperwork relevant to trial/hearing and deliver to court (e.g., commitment order, health records, warrants).	X

Deputy Marshal  
Patrol Officer

<u>BAILIFF DUTIES</u> (continued)		
329an.	Review and prepare paperwork for jailer.	X
329ao.	Retrieve law books as needed.	X
329ap.	Provide writing materials to jurors and "pro-per" defendants.	X
329aq.	Assist with proper sequencing of courtroom events.	X
329ar.	Maintain proper courtroom demeanor.	X
329as.	Control access to restricted areas of courtroom.	X
329at.	Publicize and enforce judge's orders (e.g., "witness excluded until called", "public excluded", etc.).	X
329au.	"Tag" exhibits.	X
329av.	Handle toxic or hazardous materials (e.g., PCP, firearms, etc.).	X
329aw.	Ensure weapons in evidence are unloaded (use trigger-guard).	X
329ax.	Arrange transportation for jurors.	X
329ay.	Keep seating chart of jurors.	X
329az.	Provide jury security.	X
329ba.	Arrange lodging for jurors.	
329bb.	Direct peace officers or others to obtain prisoners or witnesses.	X
<u>SECURITY TASKS</u>		
329bc.	Open holding facility (unlock doors, etc.).	X
329bd.	Guard and count prisoners while loading and unloading from transport vehicle.	X
329be.	Coordinate the location of prisoners with other agencies.	X
329bf.	Verify the identity of prisoners.	X
329bg.	Check route leading from holding cell to courtroom before escorting prisoners.	X
329bh.	Escort prisoners between holding cells and courtroom.	X
329hi.	Accept prisoners from bailiff.	X
329hj.	Feed prisoners.	

Deputy Marshal  
Patrol Officer

<u>SECURITY TASKS</u> (continued)			
329bk.	Determine which prisoners are to be released.		X
329bl.	Maintain security of "handcuff" and/or "gun" locker.		X
329bm.	Search visitors to holding area (e.g., attorneys).		X
329bn.	Supervise work crew (trustees).		
329bo.	Transport judge and/or court attache to crime scene.		X
329bp.	Advise prisoners of his/her rights to telephone calls.		X
329bq.	Accept statements from persons.		
329br.	Inform court of new bookings.		X
329bs.	Contact other law enforcement jurisdictions that have outstanding warrants for prisoners.		X
<u>OFFICE ASSIGNMENTS</u>			
329bt.	Set court dates.		
329bu.	Process mail.		
329bv.	Assign warrants for field service.		
329bw.	Request Criminal History Record from BID.		
329bx.	Check court calendars and Writs of Possession for names of persons with outstanding warrants.		X
329by.	Notify other jurisdictions of defendants in custody.		
329bz.	Arrange for transport of prisoners.		X
329ca.	Verify accuracy of return of service on warrants.		X
329cb.	Inform bailiffs of persons with outstanding warrants.		X
329cc.	Respond to inquiries (over phone, in person, or in writing).		X
329cd.	Accept civil papers over-the-counter from private citizens and attorneys.		X
329ce.	Accept fees for serving civil process.		X
329cf.	Coordinate responses to emergencies.		
329cg.	Issue receipts for bail money.		

Deputy Marshal  
Patrol Officer

<u>OFFICE ASSIGNMENTS</u> (continued)		
329ch. Serve as court courier.		X
<u>INCIDENTS</u>		
Handle these types of incidents:		
330. Bicycle theft		X
331. Burglary		X
332. Grand theft (excluding auto)		X
333. Motor vehicle theft		X
334. Petty theft		X
335. Receiving stolen property		X
336. Joy riding (499b PC)		X
337. Bad check		X
338. Conspiracy		X
339. Credit card theft or misuse		X
340. Defrauding an innkeeper		X
341. Embezzlement		X
342. Extortion		
343. Forgery		X
344. Impersonating a peace officer or other official		
345. Pass or attempt to pass counterfeit money		
346. Assault (felonious)		X
347. Assault and battery		X
348. Assault with intent to commit rape or other felony		X
349. Attempted murder		X
350. Homicide		X

Deputy Marshal  
Patrol Officer

INCIDENTS (continued)		
Handle these types of incidents: (continued)		
351. Rape	X	
352. Sex crime (other than rape, prostitution, or indecent exposure)	X	
353. Neglected or abused children	X	
354. Robbery - armed	X	
355. Robbery - strong arm	X	
356. Child stealing	X	
357. Kidnapping	X	
358. Lost child	X	
359. Missing person	X	
360. Hit and run	X	
361. Reckless driving	X	
362. Traffic accident	X	
363. Racing/speeding motor vehicle	X	
364. Drunk driver	X	
365. Liquor law violations (ABC violations)	X	
366. Narcotic or drug offense	X	
367. Abandoned vehicle		
368. Abandoned house or building		
369. Suspicious person/vehicle	X	
370. Suspicious object	X	
371. Dead body (excluding homicide)	X	
372. Desertion or AWOL from military	X	
373. Illegal alien		
374. Parole or probation violation	X	

Deputy Marshal  
Parol Officer

<u>INCIDENTS</u> (continued)		
Handle these types of incidents: (continued)		
375. Dangerous animal	X	
376. Downed wires	X	
377. Ruptured water or gas line	X	
378. Traffic hazard	X	
379. Malfunctioning traffic control device	X	
380. Other public safety and/or health hazard	X	
381. Situation requiring traffic control	X	X
382. Fire	X	
383. Capture dangerous/injured animals		
384. Brandishing weapon	X	
385. Concealed or loaded weapon	X	
386. Discharge of a firearm	X	
387. Illegal weapons (e.g., brass knuckles, switchblade knives)	X	X
388. Bomb threat	X	X
389. Fugitive reported to be at a location	X	X
390. Jail/prison break	X	
391. Riot	X	
392. Unlawful possession or use of explosives		
393. Peace officer request for assistance	X	X
394. Activated alarm	X	X
395. Begging		
396. Contributing to delinquency of a minor	X	
397. Cruelty to animals	X	
398. Injacent exposure	X	

Deputy Marshal  
Patrol Officer

<u>INCIDENTS</u> (continued)		
Handle these types of incidents: (continued)		
399. Littering		
400. Loitering	X	
401. Malicious mischief	X	
402. Obscene or threatening phone calls	X	
403. Public nuisance	X	
404. Throwing or launching objects at moving vehicles	X	
405. Trespassing	X	
406. Prostitution		
407. Prowling	X	
408. Disturbing the peace - customer	X	
409. Disturbing the peace - family	X	
410. Disturbing the peace - fight	X	
411. Disturbing the peace - juveniles	X	
412. Disturbing the peace - landlord/tenant	X	X
413. Disturbing the peace - neighbor	X	
414. Disturbing the peace - noise (e.g., music, barking dog)	X	
415. Disturbing the peace - party	X	
416. Disturbing the peace - other (e.g., harassment, challenging to fight)	X	
417. Repossession dispute	X	
418. Labor/management dispute		
419. Keep the peace	X	
420. Drunk in public	X	
421. Incurable juvenile	X	
422. Mental illness	X	X

Deputy Marshal  
Patrol Officer

<u>INCIDENTS</u> (continued)		
Handle these types of incidents: (continued)		
423. Attempted suicide	X	
424. Drug overdose	X	
425. Other medical emergencies.	X	
426. Citizen locked out of building or vehicle		X
427. Complaint regarding city or county service	X	
428. Concerned party request for check on welfare of citizen	X	
429. Invalid or elderly person needing assistance	X	
430. Other public agencies needing assistance (e.g., police or sheriff's department, probation department, etc.)	X	X
431. Stranded motorist (start stalled vehicles, change tires, obtain gasoline, gain entrance to locked vehicles, etc.)		X
432. Found property	X	
433. Animal control violation		
434. Business or peddler license violation		
435. False fire alarm	X	
436. Fireworks violation		
437. Parking violation		
438. Postal law violation		
439. Gambling		