

CONVERTING OBJECTIVES AND TASKS INTO ESSENTIAL FUNCTIONS**Law Enforcement Example****Current Format**

- An overall objective and is followed by nearly every task to accomplish the objective.

Job Title: Law Enforcement Officer

Objective B: Performs law enforcement duties (50%)

- Task 1. Patrols assigned areas in a vehicle or on foot, providing assistance and direction to visitors.
- Task 2. Confronts and questions all suspiciously acting persons present on public property.
- Task 3. Investigates and submits reports concerning criminal offenses committed against patrons.
- Task 4. Arrests and detains any individual committing a crime.
- Task 5. Monitors and reports on a continual basis all conditions which create security or safety hazards to property; also makes recommendations regarding prevention techniques, devices or equipment that would correct the hazard.
- Task 6. Investigates vehicle accidents that occur on public property.
- Task 7. Provides security for dignitaries visiting public property.
- Task 8. May be assigned to a team for major investigation or events requiring crowd control or special tactical units.
- Task 9. Provides initial emergency medical care to members or citizens until appropriate medical care arrives; exercises supervisory authority at the scene of emergency situations until the arrival of supervisor
- Task 10. Performs other duties as assigned
- Task 11. Provides team work to other officers.

New Format

- Combine similar tasks to create essential functions.

Law Enforcement Officer

Essential Functions

1. Patrols assigned areas in a vehicle or on foot, providing assistance and direction to visitors. Monitors and reports all conditions which create security or safety hazards to property; also makes recommendations regarding prevention techniques, devices or equipment that would correct the hazard. (20%)
2. Confronts and questions all suspiciously acting persons, arrests and detains any individual committing a crime, and investigates and submits reports concerning criminal offenses. (15%)
3. Investigates vehicle or other accidents that occur on public property. Provides initial emergency medical care to members or citizens until appropriate medical care arrives. (10%)
4. Assists with major investigations or security for dignitary visits. (5%)