

**STATE OF NEBRASKA  
NEBRASKA LAW ENFORCEMENT TRAINING CENTER  
BASIC LAW ENFORCEMENT OFFICER  
DESCRIPTION OF ESSENTIAL TASKS**

**Rank:** Law Enforcement Officer

**General Statement of Duties:**

Under regular and close supervision, provides law enforcement and public safety services to the citizens of Nebraska according to federal and state law and consistent with the mission, goals and objectives, and policies and procedures of the employing law enforcement agency. Performs related duties as required.

**Essential Functions and Tasks:**

**A. Essential Function** – Performs patrol/basic law enforcement functions.

**Essential Tasks:**

1. Restrain unruly or violent individuals, remove from public areas and arrest if necessary.
2. Execute stop of motor vehicle, approach and talk to operator and passengers.
3. Conduct high-risk vehicle stop.
4. Conduct preliminary investigation of (be first responder to) various felony and/or misdemeanor crimes.
5. Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.
6. Perform law enforcement duties in all weather and temperatures.
7. Patrol locations that are potentially physically hazardous (e.g., construction sites, prohibited areas, etc.).
8. Use special protective equipment and weapons to participate in high risk entries.
9. Participate in search for escaped person(s).
10. Respond to and control scene involving barricaded subject.
11. Confront barricaded subjects to force them to surrender.
12. Take control of publicly intoxicated/disruptive person.
13. Make arrest without warrant at scene of domestic violence.
14. Respond to crime-in-progress call.

15. Serve as back-up officer at scene.
16. Hold person under investigative detention.
17. Secure crime scene (i.e., establish security perimeter).
18. Activate emergency equipment and direct violator's vehicle out of moving traffic to execute unknown risk stop.
19. Search for person in darkened building or environment.
20. Hold flashlight while performing various law enforcement duties.

**B. Essential Function – Exercises ethics in law enforcement.**

**Essential Tasks:**

1. Exercise discretion (choice) in selecting appropriate enforcement action.
2. Apply ethical standards while performing law enforcement duties.
3. Recognize and report misconduct of other officers.
4. Enforce professional standards among colleagues.
5. Use proper judgment when confronted with offers of gratuity (i.e., free coffee, meals, services, etc.)
6. Recognize potential ethical problems related to use of social media.

**C. Essential Function – Conduct Investigations**

**Essential Tasks:**

1. Interrogate suspects.
2. Observe suspect/interviewee behavior to recognize deception, deceit, manipulation, etc.
3. Conduct on-going/beyond basic response investigation of felony assault.
4. Conduct on-going/beyond basic response investigation of misdemeanor assault.
5. Conduct on-going/beyond basic response investigation of burglary.
6. Conduct on-going/beyond basic response investigation of larceny/theft.

7. Conduct on-going/beyond basic response investigation of kidnapping and false imprisonment.
8. Conduct on-going/beyond basic response investigation of fraud.
9. Conduct on-going/beyond basic response investigation of disorderly conduct/disturbance.
10. Conduct on-going/beyond basic response investigation of receipt of stolen property.
11. Conduct on-going/beyond basic response investigation of weapons/firearms offenses.
12. Conduct on-going/beyond basic response investigation of controlled substances.
13. Conduct on-going/beyond basic response investigation of domestic violence.
14. Conduct on-going/beyond basic response investigation of child abuse or neglect.
15. Conduct on-going/beyond basic response investigation of harassment/stalking.
16. Conduct on-going/beyond basic response investigation of suspicious activity/vehicle/person.
17. Conduct on-going/beyond basic response investigation of personal injury crash.
18. Conduct on-going/beyond basic response investigation of hit and run.
19. Conduct on-going/beyond basic response investigation of other motor vehicle incidents.
20. Conduct on-going/beyond basic response investigation of other traffic offenses.
21. Conduct on-going/beyond basic response investigation of theft/destruction of public property.
22. Recognize and properly handle potential electronic evidence (e.g., computer files, smart phone, etc.)
23. Recognize instances of prescription drug abuse.
24. Develop field contacts and intelligence sources.
25. Recognize, refer and/or investigate potential harassment violations (sexual/racial).
26. Review records and pictures to identify suspects.

**D. Essential Function** – Prepares and serves legal issues/arrest procedures/search and seizure/warrants.

**Essential Tasks:**

1. Present evidence and testimony in legal and/or administrative proceedings (e.g., arraignment, preliminary hearing, trial, grand jury, etc.).
2. Identify elements of crime to ensure proper charges.
3. Read court and legal papers to determine meaning and proper law enforcement response (e.g., restraining and protection orders, etc.)
4. Read/Review case reports and notes to prepare for court testimony.
5. Read/Review warrants and affidavits to ensure completeness and accuracy.
6. Advise persons of constitutional (Miranda) rights.
7. Apprehend and place juvenile offenders in custody.
8. Arrest persons with a warrant.
9. Arrest persons without a warrant.
10. Conduct full search of arrested persons.
11. Conduct frisk or pat down.
12. Handcuff suspects or inmate/detainees.
13. Search automobile under independent probable cause.
14. Search automobile incident to arrest.
15. Conduct warrantless search of premises or property in fresh or hot pursuit, with or without consent, incident to arrest, etc.
16. Seize contraband, weapons and stolen property from suspects.
17. Take into custody person detained by citizen or merchant.
18. Verify warrants before execution.
19. Prepare and/or present facts of case to a judicial officer to obtain an arrest warrant.
20. Check arrestee for outstanding warrants.
21. Use force as necessary and appropriate in apprehension of criminal suspects.

22. Handcuff resisting person.
23. Handcuff passive person.

**E. Essential Function – Participates in traffic/motor vehicle enforcement/collisions.**

**Essential Tasks:**

1. Search for, protect and collect evidence at motor vehicle crash scene.
2. Control traffic at scene of crash investigation.
3. Follow state statutes to impound and inventory vehicles.
4. Identify, locate and interview owners, witnesses, and others involved in motor vehicle crash.
5. Assess need for and organize emergency assistance for motor vehicle crash (e.g., wrecker, ambulance, sand truck).
6. Observe operator's eyes body movements, actions, etc. to evaluate capability to operate vehicle.
7. Explain motor vehicle law requirements to citizens (e.g., inspection, registration, etc.).
8. Follow suspect vehicle to observe traffic violations.
9. Inspect driver's license to determine if valid or altered.
10. Review/consider facts of case and Motor Vehicle Law to select most appropriate charge and/or enforcement action at crash scene or vehicle stop.
11. Watch moving vehicle to visually estimate excessive speed.
12. Administer field sobriety tests (e.g., Standardized Field Sobriety Test, Horizontal Gaze NYSTAGAMUS, Walk and Turn, One-leg Stand, etc.).
13. Arrest/Summons DUI suspects.
14. Use speed enforcement devices to measure vehicle speed (e.g., RADAR, LIDAR).

**F. Essential Function – Provides first aid and emergency assistance.**

**Essential Tasks:**

1. Apply basic first aid for choking (e.g. Heimlich Maneuver).

2. Administer CPR to a child or infant.
3. Use personal protective equipment (e.g., gloves, masks, glasses, etc.) to prevent contact with communicable diseases or blood-borne pathogens, etc.

**G. Essential Function – Firearms/Employs use of deadly force.**

**Essential Tasks:**

1. Participate in firearms training.
2. Use protective equipment when involved with weapons training and/or qualification.
3. Carry authorized firearm when off duty.
4. Clean and inspect weapon.
5. Discharge firearm in low light conditions (e.g., at night, in darkened room, etc.) (not including training).
6. Discharge firearm from protective cover position (not including training).
7. Draw weapon to protect self or third party.
8. Recognize disguised weapons (e.g., belt buckle, knife).
9. Detain person at gunpoint.
10. Use knife in performance of law enforcement duties (e.g, seat belt cutter, etc.).
11. Unload various firearms (including seized firearms) safely.
12. Clear malfunction of various firearms (not including training).
13. Reload firearms under combat conditions (not including training).
14. Fire weapon in dark environment while using flashlight (not including training).
15. Discharge rifle (not including training).
16. Discharge shotgun (not including training).
17. Respond to active shooter situations.
18. Fire weapon while employing “move and shoot” techniques (not including training).
19. Fire weapon in self-defense at attacking or dangerous animal.

20. Use dominant to fire police weapon.
21. Use support hand to fire police weapon.

**H. Essential Function – Practices positive human relations.**

**Essential Tasks:**

1. Use verbal de-escalation techniques to communicate with person.
2. Use voice and words to calm a situation, project intention, etc.
3. Control non-violent crowds.
4. Speak confidently to project control, self-assurance, etc.
5. Speak plainly/clearly to encourage understanding.
6. Deliver emergency messages (e.g., injuries, death).
7. Use and adjust language appropriate to listener.
8. Maintain concentration while many people speak simultaneously.
9. Direct actions of law enforcement or public service personnel arriving to assist.
10. Maintain personal calm to prevent making situation worse.
11. Use body language to project control and influence situation.
12. Observe person's body language to assess attitude, intentions, etc.
13. Talk with persons threatening suicide to persuade them not to attempt.
14. Observe persons in custody to determine whether they are intoxicated or in medical distress (i.e., diabetic reaction, etc.)
15. Contact Mental Health resource (e.g., program, facility, etc.) to obtain assistance for mentally ill or emotionally unstable person.
16. Take an apparently mentally ill person into protective custody for an involuntary mental health evaluation, i.e. DPC.

**I. Essential Function – Operates Emergency Vehicle.**

**Essential Tasks:**

1. Engage in high speed **pursuit** on open road.
2. Engage in high speed **response** on open road.
3. Operate law enforcement vehicle in heavy rain.
4. Operate law enforcement vehicle on dirt road.
5. Operate law enforcement vehicle on ice/snow covered road.
6. Operate law enforcement vehicle at night.
7. Operate law enforcement vehicle on a gravel road.
8. Inspect law enforcement vehicle for weapons and contraband (i.e., before and after inmate/detainee transport, shift change, etc.)

**J. Essential Function – Protects homeland security.**

**Essential Tasks:**

1. Respond to and control critical incident (e.g, shooting, hazmat, terrorist event, natural disaster, etc.).
2. Recognize and properly handle illegal materials (e.g., drugs, chemicals, etc.).

**K. Essential Function – Writes Reports.**

**Essential Tasks:**

1. Complete/prepare in-depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow-up reports.)
2. Complete/prepare reports consisting primarily of check-off boxes or fill-in blanks (e.g., incident report, accident report, etc.)
3. Write personal field notes to record actions, interviews, etc.
4. Summarize in writing the statements of witnesses and complainants.
5. Complete Field Intelligence/Interview Reports.
6. Prepare arrest-related paperwork (e.g., Criminal Summons, Criminal Complaints and Affidavits, Offense and Incident Report, Arrest Form, Fingerprint Cards, etc.)

**L. Essential Function – Civil Disorder**

**Essential Tasks:**

1. Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.

**M. Essential Function – Use of specialized equipment.**

**Essential Tasks:**

1. Sedan-style police cruiser (RW Drive)
2. Body armor (hidden vest, exterior vest)
3. Drug and Narcotic I.D. Field kit
4. Blood-borne pathogen protection equipment
5. First Aid kit
6. Road flares
7. Large D-Cell flashlight (e.g. Maglite)
8. Small LED flashlight (e.g., Scorpion)
9. Flexi-cuffs
10. Handcuffs
11. Portable police radio (i.e., walkie-talkie)
12. Rifle/Carbine
13. Semi-automatic pistol
14. Shotgun – semi/pump
15. Law enforcement vehicle radio equipment
16. Lights and sirens
17. Ballistics body armor
18. Weapon cleaning equipment
19. Reflective vest

20. Ammunition/magazine/clip
21. Collapsible baton (ASP)
22. Tuning fork
23. Latex gloves
24. Crime scene tape

**N. Essential Function – Technical Information**

**Essential Tasks:**

1. Read and comprehend local codes and ordinances.
2. Read and comprehend State Criminal Law.
3. Read and comprehend Motor Vehicle Law.
4. Read and comprehend departmental bulletins.
5. Read and comprehend department rules and regulations, policies and procedures, and operations manuals.
6. Read and comprehend Rules of Criminal Procedure and Evidence, e.g. Search and Seizure, Rules of Arrest, etc.
7. Read, comprehend and apply various written materials under stressful circumstances demanding rapid response.
8. Read and comprehend legal documents, e.g. orders, pleadings, disposition, etc.
9. Read and comprehend witnesses' affidavits, sworn statements and testimony.
10. Read and comprehend the Constitution of the State of Nebraska.
11. Read and comprehend Law Enforcement Code of Ethics.
12. Read and comprehend road signs, controls and markings.
13. Read and comprehend Nebraska Juvenile Law and procedure.

**O. Essential Function – Exercises physical skills/use of force.**

**Essential Tasks:**

1. Use baton or other hand-held device (ECO) to subdue person in a physical confrontation.
2. Use firearm or any other hand-held equipment after pursuit, running, fighting-defending, or other strenuous physical activity.
3. Continue to function after exposure to various chemical/toxic substances.
4. Dodge/evade blows, thrown objects.
5. Endure exposure to hazardous materials (e.g., drugs, chemicals, infectious diseases etc.).
6. Subdue and physically/mechanically restrain, lift/carry/drag person.
7. Escort resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.
8. Escort non-resisting person while maintaining physical control, negotiating stairs, ramps, doorways, obstacles and other features.
9. Physically struggle with multiple persons at one time.
10. Cope with the emotional and physical results of being struck by or exposed to bodily fluids.
11. Cope with the emotional and physical impact of being subjected to verbal threats of violence.
12. Cope with the emotional impact of verbal abuse from persons.
13. Visually detect and understand subtle changes in “body language” (e.g., pupil constriction/dilation, skin color, respiration changes, etc.).
14. Help carry a person on a stretcher.
15. Carry/drag by yourself an immobile person.
16. Use defensive tactics to control or take suspect down.
17. Tackle a fleeing suspect.
18. Subdue physically attacking person.
19. Grip person tightly to prevent escape/control movement.
20. Disarm armed suspect.

21. Physically remove resisting person from vehicle.
22. Use controlling technique to gain compliance.
23. Use submission holds to control person.
24. Hold person upright to prevent their falling (e.g., intoxicated person).
25. Crawl to search under car/residence/building, etc.
26. Bend/kneel to apply shackles, cuffs, etc.
27. Use flashlight to defend oneself.
28. Defend oneself from position on ground.
29. Use fists to defend oneself.
30. Pull person out of a vehicle through window or open door to effect rescue.
31. Use less than lethal devices to control/disable person.

**P. Essential Function – Physical abilities.**

**Essential Tasks:**

1. Walk/run on irregular, potentially hazardous surfaces (e.g., slick, wet, muddy, swampy, rocky, etc.)
2. Jump/vault over ditch, hole or other hazard.
3. Jump down from an elevated surface (e.g., loading dock).
4. Fall down in struggle or pursuit, recover to feet and resume struggle/pursuit.
5. Continue to function in a physical confrontation after being struck/injured.
6. Maintain a state of hyper vigilance (acute sensory awareness) over protracted period of time (hours).
7. Cope with the physical effects of chronic emotional stress (e.g., fear, anger, anxiety, etc.)
8. Cope with the physical effects of chronic mental stress (e.g., concentration).
9. Cope with the physical effects of shift-work.
10. Kneel, squat and recover to feet.

11. Perform repetitive hand movement (e.g., keyboarding, traffic control, etc.) for up to one hour per day.
12. Accurately and unaided visually detect and recognize images, facial and body features, and movement of persons and objects in varying light conditions, at distances up to 100 feet.
13. Perform strenuous physical activities in a series (e.g., sprint, run upstairs, wrestle, pull, carry, etc.)
14. Perform duties wearing full duty gear (e.g., vest, gun belt, etc.).
15. Break up fights between two or more persons.
16. Carry, by yourself, an immobile child.
17. Carry with someone else an immobile child or a stretcher or other device.
18. Drag, by yourself, an immobile child.
19. Drag, by yourself, an immobile adult.
20. Climb over a fence.
21. Jump/vault over a fence or other barrier.
22. Climb through a window or other such opening.
23. Work in a confined, closed-in area (e.g., vehicle, security post).
24. Physically block small group of people from moving.
25. Sprint at full speed (less than 300 yds.)
26. Run through underbrush and varying terrain.
27. Run up stairs/steps.
28. Run down stairs/steps.
29. Stand for more than 2 hours of work shift.
30. Walk for more than 2 hours of work shift.
31. Sit for more than 2 hours of work shift.
32. Catch a falling person to prevent his/her injury.
33. Bend over/kneel to search under vehicle.
34. Climb stairs in multiple story buildings.

35. Extend arm to reach and search tight spaces.
36. Quickly exit or enter police vehicle.
37. Endure weather extremes.

**Q. Essential Function – Degrees of physical exertion.**

**Essential Tasks:**

1. Run on flat surface (e.g., streets roadway, etc.)  
Maximum distance in feet – 300 ft
2. Run on varying terrain (e.g., brush, mud, swamp, hole, etc.)  
Maximum distance in feet – 250 ft
3. Walk continuously  
Maximum time in hours – 2 hrs
4. Stand continuously  
Maximum time in hours – 4 hrs
5. Walk up/down stairs  
Maximum number of flights – 4 flts
6. Sit continuously (e.g., security post, vehicle operation, etc.)  
Maximum number of hours – 5 hrs
7. Run up/down stairs  
Maximum number of flights – 3 flts
8. Climb or pull oneself over an obstacle (e.g., fence)  
Maximum height of obstacle in feet – 6 ft
9. Lift objects up off the ground **without** assistance  
Maximum lift-height in inches – 36 in  
Maximum weight of object in pounds – 66 lbs
10. Lift objects up off the ground with assistance  
Maximum lift-height in inches – 36 in  
Maximum weight of object in pounds – 200 lbs
11. Climb/pull oneself onto a large piece of equipment or object (e.g., loading dock, truck, trailer, etc.)  
Maximum height in feet – 5 ft
12. Bend over to help person to standing  
Maximum weight of person in pounds – 200 lbs

13. Extract/place a struggling/resisting person in/from a vehicle  
Maximum time in minutes – 2 min  
Maximum weight in pounds – 200 lbs
14. Physically defend against and control an attacking person  
Maximum time in minutes – 2 min  
Maximum weight in pounds – 200 lbs
15. Use repetitive hand motions/movements (e.g., keyboard, traffic control, etc.)  
Maximum time in minutes – 60 min

**Working Conditions:**

1. Works rotating shifts
2. Works odd shifts/extended shifts
3. On-call 24 hours
4. Works weekends
5. Works holidays
6. Works in uniform
7. Works in office
8. Works on road/in vehicle
9. Exposed to weather extremes
10. Exposed to hazardous chemicals
11. Exposed to hazardous equipment
12. Exposed to diseased/sick persons
13. Exposed to mentally ill/chemically impaired persons
14. Exposed to armed and dangerous persons

Once the Description of Essential Tasks was prepared, we drafted, based on national research, Medical Screening Guidelines to be reviewed by the panel of physicians. They conducted their review and proposed some changes to make the Guidelines more useful. Those changes have been incorporated.

The proposed Guidelines follow. Also included is a review of visual acuity standards for law enforcement officers in other state and cities that was conducted by the consultant. It is included for informational purposes only.