

***R. C. M. P.***  
***FRONT LINE TRAFFIC***  
***CONSTABLE TASK BANK***

**2002-08-01**

Research Branch  
Human Resources Directorate  
Royal Canadian Mounted Police

## **M E T H O D O L O G Y**

This task bank is the product of a Functional Job Analysis (FJA) focus group workshop session conducted by Dr. James H. McGinnis of the Research Branch of Human Resources Directorate of the R.C.M.P. participants included: Argyle Campbell "K" Div, Len Clace "D" Div, Mike Good "F" Div, Rob Graham "K" Div, Fred Popoff "F" Div and Tim Schewe "E" Div. These participants are all experienced traffic services members. Also present were Grant Smith (Road Safety Programs, Transport Canada, Senior Traffic Consultant, seconded to RCMP as co-project manager Southern Alberta Traffic Project), Steve MacDonald, Traffic co-ordinator, "K" Division, co-project manager Southern Alberta Traffic Project), Don Saigle, OIC "E" Division Traffic Services. These senior traffic members observed the conduct of this FJA focus session and at times commented on the various components of this job analysis. However, the primary participants in this FJA focus group were the traffic service members and this job analysis is an accurate reflection of their work and remains their product. After the first draft was assembled, Supt. Jack Cronkhite, although not a group participant, provided many useful observations and details which have also been incorporated into the current document.

Functional Job Analysis is a system of analyzing jobs developed by Dr. Sidney Fine. FJA is among the most highly regarded job analysis methods in the expert opinion of industrial organizational psychologists on measures of both effectiveness and practicality (Levine, Ash, Hall & Sistrunk, 1983). The FJA process begins with the convening of a focus group of about six experienced job incumbent subject matter experts (SMEs). The focus group, normally of two days duration, is facilitated by a job analyst trained specifically in FJA methodology. The SMEs are first asked to identify the primary outputs of their work. Next they identify the knowledges and then the skills and abilities required to produce these outputs. The purpose of the Task Bank is to provide basic, objective information about the work of Front Line Traffic Constables for use in the many functions of the Human Resources Directorate.

Led by the functional job analyst, they proceed to specify the tasks that are performed under the heading of each output area. The job analyst does not simply write verbatim the tasks provided, but helps to shape the tasks into specific FJA format as the incumbents describe the tasks that they perform. Task statements commonly include contributions of several or all SMEs and have the concurrence of the entire group as accurately describing a unit of their work.

The format of tasks is a key aspect of FJA. The format of an FJA task statement is specifically designed to ensure that the description of the task is informative and fully detailed. Each task begins with a verb that is intended to clearly specify the action performed by the incumbent. For every action, the object of the action must be specified. Also specified are the source of information for undertaking of the task, the nature of the instruction for the task and any tools, machinery, equipment or work aids used in performing the task. Key phrases in the task statement are "drawing on" and "relying on." The "drawing on" phrase details the knowledge required by an incumbent to perform the task. The "relying on" phrase details the skills and abilities required to perform a task. Each task culminates with an "in order to" (**IOT**) phrase which indicates the intended result of performing the task.

The organization of the task bank may suggest that the work of the general duty constable is performed sequentially and in a structured manner as tasks are listed. This is definitely not the case. Under some outputs there may be some sequencing of tasks, but this is more the exception than the rule. In most cases the tasks are discrete from one another, but are grouped together because they are in the service of the same essential output area. The frequency and regularity of tasks may vary greatly, but all those listed are

*DRAFT OF R. C. M.P. FRONT LINE TRAFFIC CONSTABLE TASK BANK*

considered to be reasonable expectations of the RCMP Front Line Traffic Constable.

The members who participated in these focus group sessions were employed in "D" "E" "F" and "K" divisions. They had at least three years of experience as first class constables and were considered to be capable performers in the traffic services function.

Under the current RCMP generalist model, it is fair to say that all RCMP regular (police officer) members are expected to be able to perform the duties in the General Duty Constable Task Bank. A review of the Front Line Traffic Constable Task Bank indicated that some prominent Outputs from the General Duty Constable Task Bank expected of the Front Line Traffic Constable were not well covered, perhaps from presumption. Thus, we have included four Output areas from that Task Bank:

- Output No. 6, Provide General Assistance to the Public;
- Output No.11, Prepare / Complete (Occurrence) Documentation;
- Output No.12, Assemble Evidence / Testify in Court;
- Output No. 13, Community Relations / Community Education / Promote RCMP Image.

These are to be verified by the FJA participants as being appropriate inclusions in this Task Bank.

This Draft is awaiting review by the Front Line Traffic Constable Participant SMEs before it is finalized.

## **REFERENCES**

- Fine, S. A. Functional Job Analysis (Chapter 9.2). In S. Gael (Ed.). *The Job Analysis Handbook for Business, Industry and Government. (Vol. I)* New York: John Wiley and Sons, 1988.
- Fine, S. A. *Functional Job Analysis Scales: A Desk Aid.* Milwaukee, WI: Sidney A. Fine Associates, 1989.
- Levine, E. L., Ash, R. A., Hall, H. & Sistrunk, F. Evaluation of job analysis methods by experienced job analysts. *Academy of Management Journal*, 26, 1983.

## **WORKING CONDITIONS**

The traffic services constable in the RCMP can be posted anywhere in Canada and must be prepared to work alone or in teams any hour of the day or night; to work shifts longer than eight hours, and to be on call in case a need arises. When working alone, back-up assistance could be nearby or several hours away. The traffic services constable must also be capable of performing the many tasks listed below in many diverse and adverse conditions. Those tasks which occur outdoors must be able to be performed in a variety of circumstances. These include weather conditions that can be found from Newfoundland to British Columbia and from southern Ontario to the Arctic Circle. They include temperature extremes that range from -40<sup>0</sup> to +40<sup>0</sup>. They include all manner of precipitation, ranging from light mist to heavy rain and heavy fog as well as heavy snows, sleet, hail and freezing rain. The combination of heavy rain or snow with heavy winds can further exacerbate conditions, as can the combination of moisture with dirt roads to create muddy conditions or wind with dust to create dust storms. Further, the traffic services constable must perform these tasks in all manner of lighting conditions, ranging from bright sunlight and blue skies to dark nights with no street lighting in rural conditions. They include many conditions of glare, such as street lights and vehicle headlights glistening off rain and wet roads as well as bright sunlight glistening off fresh snow. In particular the traffic services constable must be prepared to operate a variety of police vehicles, eg, cars, four wheel drive vehicles, boats, snowmobiles, ATVs and bombardiers, in these many diverse conditions.

Both in and out of vehicles, the traffic services constable wears sidearms and soft body armour. This equipment weighs approximately 10+kilograms. A seat belt must always be worn while driving a police vehicle. Limited interior vehicle space due to special equipment and wearing a seat belt while wearing heavy mandatory equipment can cause discomfort. The traffic services constable has increased risk of vertebral column problems and should, thus, attend to preventive medical and physical (conditioning) steps. The limited room within the driving compartment adds danger in the event of a collision.

The traffic services constable can expect to frequently encounter belligerent, violent, intoxicated and annoyed clients. There is exposure to severe bodily harm, human blood, dead, dying and hysterical persons. There is occasional requirement to notify next of kin and the attendant exposure to human sorrow and stress. (Cf, Task 6.2).

## **RCMP ORGANIZATIONAL STRATEGY: COMMUNITY POLICING:**

Just as the basic environmental working conditions that the traffic services constable must be prepared to operate in are stated above, it is equally important to state the police service delivery strategy and philosophy in which these tasks must be performed.

Prior FJAs of an operational nature were reviewed by a select panel of experts in community policing. Among these were the jobs of general duty constable, first line coproral supervisor and detachment commander. The traffic services constable is an operational service delivery job with much in comon with these noted positions. Thus, it is relevant to emphasize that the strategy of community policing has been formally adopted by the RCMP and applies equally to traffic services. Community Policing in the RCMP has been recognized as requiring "a partnership between the police and the community, sharing in the delivery of police services." In this regard the RCMP has pledged to:

UPHOLD the principles of the Canadian Charter of Rights and Freedoms;

PROVIDE a professional standard of police service;

ENSURE all policing services are provided courteously and impartially;

WORK with the community and other agencies to prevent or resolve problems that affect the community's safety and quality of life;

ACT within the Canadian justice system to address community problems;

PROMOTE a creative and responsive environment to allow all RCMP members to deliver community policing services.

RCMP members are expected to know community policing and problem solving principles and to  
conduct  
themselves and  
their work in  
accordance with  
these principles.  
This task bank  
is to be read and  
interpreted with  
these essential  
tenets of  
community  
policing  
constantly in  
mind as a  
strategic  
framework.

## **RCMP TRAFFIC SERVICE MISSION STATEMENT**

“We are dedicated to improving public safety on our roadways.” The RCMP has jurisdiction over highways which currently yield approximately 1,100 motor vehicle fatalities annually. Consequently, the national target agreed to by the Commissioner is to achieve a 40% reduction in these fatalities by the year 2010. The vision is to make Canada's roads the safest in the world by 2010. It is further understood that we will enter into partnerships with agencies that share the same mission statement.

This mission statement has been a significant guiding beacon in the development of this task bank.

## **A B B R E V I A T I O N S**

AR:	Artificial Respiration
ASD	Alcohol Sensing Device
ATV	All Terrain Vehicle
B & E	Break and Enter
CAC	Community Advisory Committee
CAPRA	Acronym for Client, Acquire/Analysis (Information), Partner, Response, Assess
CC	Criminal Code
C& E	Customs and Excise
CO	Commanding Officer
CPIC	Canadian Police Information Centre
CPR	Cardiao Pulmonary Resuscitation
DWI	Driving While Intoxicated
E-mail	Electronic Mail
EDP	Electronic Data Processing
EDU	Explosives Determination Unit

*DRAFT OF R. C. M.P. FRONT LINE TRAFFIC CONSTABLE TASK BANK*

ERT	Emergency Response Team
EVD	Electronic Vapour Detection
FAC	Firearms Acquisition Certificate
FPS	Fingerprints
GIS	General Investigation Section
HTA	Highway Traffic Act
HPB	Health Protection Branch
IDENT	Forensic Identification Specialist
IMIM	Incident Management Intervention Model
MV	Motor Vehicle
NCO	Non-commissioned Officer
OCS	Oral Communication Skill
OPS	Operational (Manual)
OSR	Operational Statistics Reporting (System)
PCR	Police Community Relations
PIRS	Police Information Retrieval System
PSD	Police Service Dogs
POC	Proceeds of Crime
PTA	Promise to Appear
RSD	Roadside Screening Device
SOP	Standard Operating Procedure
STEP	Selective Traffic Enforcement Program
TAIS	Traffic Accident Information System
VIP	Very Important Person

WCS

Written Communication Skill

## **K N O W L E D G E**

Basic General Duty Policing Knowledge: (eg, vehicles, equipment, radio operation, first response, intervention, use of force, officer safety, crime scene preservation, investigation, first aid, photography)

Community Policing Principles

CAPRA

Statement taking

Interview techniques

Crime scene evidence gathering

First Aid/CPR (as per training courses)

Federal and provincial statutes:

Criminal code, especially as it relates to operating a motor vehicle and the highway traffic act for the province where member is posted. Case law regarding impaired driving

OPS Manual – Green Sheets

Provincial Ministry of Transportation Procedures; Ministry of Justice; cross ministerial procedures

Equipment: approved road side screening devices

Issue Firearms, pepper spray, baton, handcuffs, soft body armor.

Speed measuring devices: laser based

Computer programs: eg, PIRS, CDIBS, NCDB, TSMIT.

Motor vehicle dynamics

Vehicle systems (eg, commercial vehicles; air brakes; other equipment (eg, light systems)

Collision investigation procedures: basic physics, mathematics, planned drawings

CVSA – Commercial Vehicle Safety Act

Transportation issues re dangerous goods

Knowledge of effective evidence presentation methods; including the role of expert witness testimony.

Drugs and types of drugs

Indices of alcohol and drug impairment

Knowledge of professional network for traffic personnel (eg, other road safety stakeholders, inspectors, engineering disciplines related to road safety issues); RCMP special investigators, community resource people; health care providers).

High risk driving behaviours and trends

Enforcement/Education strategies

Injury dynamics in motor vehicle collisions:(occupant restraint systems, vehicle safety standards, engineered life space).

Highway design/maintenance

Driver psychology

Knowledge of basic research design

Knowledge of data compilation and evaluation methods

**Specific Traffic Investigation Knowledge**

-Level II COLLISION investigation

-Basic mathematics ability as foundation for learning traffic collision investigation methods

Physics and mathematics; (eg, formulas: momentum, skid measurement, arcs, yaw)

-Spatial ability; (eg, geometry, angles, curves), (eg, determine the hypotenuse); (traffic collision analyst cannot always attend).

-Photography; handle camera; use lighting and flash; depth of field for right focus; take measurements on scene; know what to measure; how to measure and draw; determine length of scene.

## **SKILLS / ABILITIES**

Driving Skill

Observational Ability

OCS -Oral Communication Skill / Oral Questioning – Fact Finding

Presentation Skill / Effective Court Presentation

WCS-Written Communication Skill / Note taking ability / Report writing

Problem analysis ability / thinking skills

Public safety centered problem solving following the capra model (eg, identify, partners/solutions)

Networking skills

Flexible/creative ideas presentation/ audiences

Self-motivation/work unsupervised

Skill in equipment operation (eg, radar laser, ASDs, survey equipment, issue firearms)

Physical mobility, crawl into small spaces, first response person for trapped , injured occupants. Up and down steep terrain,

Strength – lift, drag, carry people/victims/ bodies, parcels/containers

Physical endurance (eg. shifts, long hours)

Hearing (oncoming vehicles, gunshots, air leaks, police radio communications over background noise – sirens/engines; able to distinguish sounds in environment)

Vision: depth perception to estimate speeds/distance; colour vision to identify vehicles, people's clothing

Emotional stability / self control (to deal with angry, violent, drunken citizens; to cope with grisly scenes)

Adaptability / Ability to work in a team environment

**DRAFT OF R. C. M.P. FRONT LINE TRAFFIC CONSTABLE TASK BANK**

**There are 13 Outputs Below: please Indicate the approximate percentage of your time that is spent on each Output: the total of your percentage allocations should be 100%.**

<b>OUTPUTS</b>		<b>Number of Tasks</b>	<b>Percent of Time</b>
1	Problem Identification and Intervention Evaluation	5	_____ %
2	Develop / Plan Intervention Strategies	7	_____ %
3	Strategy Implementation / Enforcement	20	_____ %
4	Safety Education Programs	1	_____ %
5	Conduct Traffic Collision Investigations	9	_____ %
6	Provide General Assistance to the Public	2	_____ %
7	Information Distribution	1	_____ %
8	Intelligence Development / Dissemination	1	_____ %
9	Provide Training	2	_____ %
10	Maintain Equipment	1	_____ %
11	Prepare / Complete Documentation: Paperwork or EDP	11	_____ %
12	Assemble Evidence / Testify in Court	6	_____ %
13	Community Relations / Community Education / Promote RCMP Image	5	_____ %
<b>TOTAL</b>		<b>71</b>	<b>100 %</b>

# **T A S K S**

**(Note: IOT = in order to)**

## **1.0 PROBLEM IDENTIFICATION AND INTERVENTION EVALUATION<sup>1</sup>**

**1.1** Read/review/analyze information on the extent, nature and causes of traffic deaths and injuries at the national, provincial and local level (eg. non-use of seat belts, aggressive driving, impaired driving) drawing on national data bases (TAIS, OSR, PIRS, TSMIT) profile network, relying on problem analysis, evaluation of data

**IOT** gather information for the development and implementation of interventions designed to reduce traffic deaths and injuries.

**1.2** Design/implement local/regional surveys, collecting base line data (eg, seat belt compliance, stop sign violations, speeding, DWI)

drawing on training, professional networking, knowledge of high risk driving behaviours, trends, relying on basic data analysis, evaluation, and basic research design.

**IOT** assess the nature and extent of traffic related high-risk behaviours (for subsequent implementation of interventions; identification of targets, establishment of priorities, creation of operational plans).

**1.3** Implement second survey following interventions, analyzing pre-post data with multiple measures, drawing on training, professional networking, knowledge of high risk driving behaviours, trends, relying on basic data analysis, evaluation, basic research design

**IOT** evaluate effectiveness of interventions.

**1.4** Consult with clients, community stakeholders, other police partners, gathering/exchanging information drawing on professional network, knowledge of high risk driving behaviours, trends, relying on communication skills, problem analysis, networking, compilation and evaluation of data

**IOT** identify traffic safety problems (major reasons for death and injuries).

**1.5** Drive, visually scanning/observing for identified new problems (repetitive collisions/ problem locations, highway deficiencies (signals/signs) traffic flow, hazardous moving violations, seat belt use, drawing on police experience, knowledge of high risk driving behaviours, trends, relying on driving ability, observational skills, problem solving analysis, self-motivation

**IOT** personally learn public safety problems in one's jurisdiction (for subsequent intervention decisions).

<sup>1</sup> (With acknowledgement to J. Cronkhite.)

The following terminology is being used to describe the analysis process:

Initially we encounter datum/data.

We will refer to a collection of data as information.

The collected information is analyzed.

Analyzed information will be referred to as intelligence.

Intelligence is used to identify targets, set priorities and build plans.

Plans are implemented to achieve results.

In the case of Traffic Services, key desired results are reductions in deaths and injuries.

## **2.0 DEVELOP/PLAN INTERVENTION STRATEGIES**

**2.1** Consider/analyze intervention strategies including potential partners and resources and other police agencies,  
drawing on the principles of community policing, professional network, knowledge of highway design, injury mechanisms,  
relying on problem analysis,

**IOT** select appropriate, workable strategies to reduce motor vehicle related deaths and injuries.

**2.2** Consult/discuss possible solutions to traffic problems (assessing risks) with community stakeholders (eg, education, enforcement, engineering partnerships)  
drawing on knowledge of community policing principals, professional network,  
relying on problem analysis, community-networking skills

**IOT** develop feasible options and resourcing opportunities for intervention.

**2.3** Write Operation Plan, describing the problem, possible solutions and resources, prioritizing actions, desired outcomes and evaluation method/measures,  
drawing on knowledge of OPS manual, enforcement/education strategies, police experience, driver psychology,  
relying on problem analysis, communication skills,

**IOT** develop and communicate organized plan for intervention to superiors and stakeholders.

**2.4** Write media release, anticipating questions, drafting responses,  
drawing on information developed in Operational Plan, on knowledge of enforcement/education strategies,  
relying on WCS, problem analysis ability,

**IOT** inform public about traffic dangers, potential traffic charges/modify public behaviour.

**2.5** Liaise/interact with media (eg, phone, press conference, ride-along) informing media/public (eg, on traffic problems, intervention strategies), responding to questions,  
drawing on knowledge of enforcement/education strategies,  
relying on presentation skills, networking skills, analytical skills,

**IOT** inform the public of traffic dangers/enforcement programs and modify behaviours.

**2.6** Brief/educate public (eg, CCGs, town councils, industries), explaining nature and extent of traffic problems, intervention strategies and goals

drawing on knowledge of driver behavior, driver psychology, enforcement/education strategies

relying on OCS, presentation skills, networking ability, problem analytical ability

**IOT** inform the public of traffic dangers/enforcement programs and modify behaviours.

**2.7** (Applying STEP methodology) attend and/or conduct briefing, receive or give instructions/expectations for daily enforcement/intervention activity

drawing on SOP, knowledge of traffic issues, knowledge of STEP methodology,

relying on OCS/listening skills, presentation skills

**IOT** coordinate/deploy resources to problem areas.

### **3.0 STRATEGY IMPLEMENTATION: ENFORCEMENT**

**3.1** Monitor traffic for violations (HTA, Liquor Control Act, CC) visually and auditorily, or with tools for enhancement, (eg, radar, RSDs), in a moving police vehicle or near a stationary one, observing and listening for moving (speeding, racing, stop signs, seatbelts, imprudent, careless driving) or non-moving (motor vehicle defects, mufflers, violations), drawing on SOP, knowledge of law, CC, provincial statutes, OPS manual, local situations, problem areas, human resources (eg, peers, NCOs) and strategic planning and relying on training, experience, vision and hearing, and skill/ability to operate equipment

**IOT** detect/deter high risk driving behaviours; reduce collisions and attendant deaths and injuries.

**3.2** Assess/evaluate continuously risks in safely conducting a vehicle/individual stop (eg, view obstruction, shoulder width, number of occupants, offense, traffic volume) constantly observing changing situations, drawing on OPS manual, SOP, provincial statutes, knowledge of motor vehicle physics/ dynamics, driving psychology, highway design relying on driving skills, multi-tasking, vision,

**IOT** determine when, where, if, how to stop vehicle/violator.

**3.3** Contact by electronic means (radio, mobile work stations) communication centre, providing location, vehicle description, license number, awaiting feedback drawing on SOP, relying on OCS, experience

relying on police experience, training, hearing, oral communications

**IOT** obtain information on vehicle/occupants and inform OCC of location and circumstances.

**3.4** Assess information received re vehicle and registrant (eg, warrant or criminal record, possibly with siren on, vehicle moving at high speeds or by portable radio on the side of the highway with the noise of ongoing traffic), drawing on SOP, thinking skills,

relying on police experience, training, hearing, OCS

**IOT** determine whether there is an arrest warrant out on driver or whether driver is a known police hater, has a license suspended or a cancelled registration and if backup is required.

**3.5** Signal to operator/individual a lawful requirement to stop (eg, lights, siren, hand signal), observing for compliance, actions, behaviours, suspicious activities, drawing on policing experience, OPS manual, SOP, provincial statutes, relying on vision, observation skills, hearing, multi-tasking,

**IOT** stop vehicle/individual from continuing problem behaviour; collect relevant information.

### **(TASKS 3.6 THROUGH 3.14 TAKE PLACE AFTER VEHICLE STOPS: CHASE /PURSUIT IS DETAILED IN TASKS 3.15/3:16)**

**3.6** (If vehicle stops as requested), Manoeuvre police vehicle to safe position, approach driver carefully, (officer-violator contact), observing occupants of vehicle, for weapons, hiding/ destroying, exchanging evidence, objects being thrown from vehicle, movement, body language, listening for open and closing of containers, doors, glove compartment, drawing on SOP and training relying on vision, hearing, and experience

**IOT** prepare self for possible attack and observe for evidence.

**(Member will follow 3.7 below OR 3.8, depending on information received from telecommunication operator; member may follow 3.7 and 3.8 sequentially.)**

**3.7** (If telecommunication operator informs officer of warrant, suspension, or outstanding fine), approach driver/occupants, explaining situation to driver (arrest, towing if driver is suspended or impaired with no one immediately available to legally drive the vehicle), providing list of options to driver as appropriate to situation, making necessary arrangements, (eg, towing, arrest, issue offence notice, appearance notice, collecting outstanding fine money),

drawing on SOP, CC and provincial statutes, knowledge of other agencies/resources, knowledge of human behaviour and

relying on interpersonal skills, training and experience

**IOT** clear outstanding cases, attend to public safety (eg, escapee, criminals) intelligence gathering information, assist province to collect fines.

**3.8** Explain reasons for stopping to driver/occupants, obtaining documents (license and registration), investigate vehicle/occupant(s) by consent, on warrant (SOP) statutory authority, seizing evidence if any, (eg, contraband, liquor, radar detector; possibly seizing motor homes, commercial vehicles), reassessing situation for other potential violations, contacting other partners as necessary to assist in investigation (eg, POC, C&E, PSD)

drawing on SOP and knowledge of CC, federal and provincial statutes experience, training and relying on vision and hearing, sense of smell, observation skills, self motivation, oral questioning, fact finding training and experience, and interpersonal skills

**IOT** assess situation for other offenses not initially seen and determine whether and which charges to lay.

**3.9** Assess all relevant information, deciding with discretionary judgement as to ticket or warning, return to police vehicle, write ticket/warning, continuing to observe vehicle and occupants, give ticket/warning to violator, explaining ticket and options,

drawing on SOP, knowledge of CC and provincial statutes and

relying on training, experience, decision making/judgement and interpersonal skills

**IOT** warn/charge violator, deter offenses.

**3.10** If detect liquor or symptoms of alcohol or drug consumption (eg, dilated pupils, slurred speech, smell of marijuana) assess for arrest or roadside screening device (RSD); if RSD, take driver to car, read demand (to submit to testing by RSD), prepare equipment, explaining procedures (demonstrating if necessary), administer test, check results,

drawing on knowledge of CC and provincial statutes, SOP, OPS manual and green sheets and relying on training and experience

**IOT** determine whether to release, issue temporary suspension or take driver in for breathalyser examination.

**3.11** If driver fails RSD test, arrest and read charter of rights, breathalyser demand and, if necessary refusal demand and police warning (anything you say is evidence and can be used against you),

drawing on knowledge of CC and provincial statutes, SOP, OPS manual and green sheets and relying on training and experience

**IOT** legally obtain breath sample, comply with laws and inform driver of rights and

consequences of refusal.

**3.12** Drive subject to detachment, inquiring about drinking and history along the way; at detachment take subject to phone, then breathalyser room, observing subject while test is administered (read more demands if necessary)

drawing on knowledge of CC and provincial statutes SOP, OPS manual and green sheets and relying on training and experience, OCS

**IOT** administer breathalyser test.

**3.13** (If driver passes test), release, or investigate for other causes of impairment (eg, drugs); if subject fails, seek sober adult to release subject to, serve with documents compelling court appearance, (or if necessary lodge in cells)

drawing on knowledge of CC and provincial statutes, SOP, OPS manual and green sheets and relying on training and experience,

**IOT** charge if appropriate and deter drinking/driving, thus reducing collisions and attendant deaths and injuries.

**3.14** Prepare and serve all appropriate documents (suspension notice, breathalyser certificate of analysis, appearance notice compelling suspect to court, traffic ticket), taking photo and FPs before releasing to sober adult,

drawing on knowledge of CC and provincial statutes, SOP, OPS manual, knowledge of forms, court procedures and requirements and relying on training and experience

**IOT** compel suspect to court and have required documentation for court case.

**(IF VEHICLE ACCELERATES AND CHASE IS INITIATED , TASK 3.15 OCCURS)**

**3.15** (If vehicle accelerates, speeding off to avoid contact), Visually scan environment, roads, traffic, pedestrians, density, weather, lighting, assessing public safety issues, considering information known about suspect and offense,

drawing on IMIM, knowledge of local environment, relying on vision, problem analysis ability

**IOT** make initial decision on whether to initiate pursuit.

**3.16** (If decision is to pursue) Drive, pursuing vehicle sometimes excess of the speed limit, continuously communicating with OCC and pursuit supervisor re situation, constantly visually scanning traffic conditions and suspect vehicle, observing for any relevant information (eg, switching drivers, ejecting evidence) continuously re-assessing situation as to whether pursuit should continue in consideration of public and police safety,

drawing on Force policy and green sheets, relevant provincial legislation and relying on driving ability, vision and hearing and sound judgement

**IOT** apprehend suspect with minimal danger to public.

***(After vehicle has come to a stop, manoeuvre PC to safe position, as per Task 3.6 above; proceed through tasks as appropriate.)***

***(The following three tasks are taken with little or no modification from the pursuit / apprehension tasks***

*from the General Duty Constable Task Bank; here they are applied to a situation where a suspect is fleeing on foot from a vehicle or has stepped out of a vehicle and is resisting apprehension.)*

**3.17** (When vehicle comes to a stop) Arrest/apprehend suspect, approaching warily, continuing visual and auditory scanning including periphery, prepared for surprise attack or use of weapon, using handcuffs to control suspect, searching suspect, telling suspect why being arrested and advising suspect of rights as soon as practical,  
drawing on CC and SOP and  
relying on hearing and vision, mental alertness, training and experience  
**IOT** take suspect into custody.

**3.18** Chase/pursue fleeing suspect on foot or by appropriate vehicle, possibly running with dog and dog handler, using other members or other forces available, communicating with dispatch and/or other members by portable radio about chase undertaken and personal whereabouts, providing description of suspect (whatever is available including colour and type of clothing), so dispatcher can notify taxis, other transit and other police forces to be on lookout,  
drawing on SOP and  
relying on physical conditioning and capabilities, vision (including colour vision) and hearing (to locate suspect if lose visual contact), training and experience  
**IOT** apprehend suspect.

**3.19** Apprehend, restrain fleeing and or resistant suspects, violent and/or deranged persons, chase them to the point of apprehension, tackle and/or grapple with them, handcuffing them or, depending on circumstances, use deadly force,  
drawing on knowledge of IMIM as it relates to legal limitations in the use of force and  
relying on physical ability, vision and hearing, training and personal judgement  
**IOT** apprehend the suspect by using only as much force as necessary to protect self and others.

**3.20** Reassess situation once again after suspect has been apprehended, seeing what needs to be done and who is available to do it (eg, take suspect to jail, obtain exhibits at scene of crime, interview community witnesses, call IDENT to obtain fingerprints at scene, provide first aid if needed, obtaining immediate help for victim if needed)  
drawing on SOP and  
relying on training and experience  
**IOT** make assignments and deploy resources that have arrived.

#### **4.0 SAFETY/EDUCATION PROGRAMS**

**4.1** (Pursuant to decision to intervene with safety education programs (Tasks 2.1 to 2.5) present information about risk factors by means of various media strategies, often orally, or through use of demonstrative equipment to target audience (on seat belt, DWI, snowmobile, bicycles, hazardous goods, vehicle lighting )

drawing on information regarding high risk behaviours developed from Task 1.1, experience, knowledge of MV dynamics, of injury mechanisms,

relying on communication skills presentation skills, networking skills, problem solving

**IOT** heighten awareness of probability of death or injuries from high-risk behaviours and to deter high risk driving behaviour through increasing perceived risk of being apprehended for violations.

## **5.0 CONDUCT TRAFFIC COLLISION INVESTIGATIONS**

**5.1** Attend motor vehicle collision scene, usually by dispatch, assessing situation first for seriousness of injuries, securing scene if necessary to prevent further injury, calling telecommunication operator re necessary resources (eg, ambulance, jaws of life, fire trucks, tow trucks, traffic analyst, medical examiner, funeral home)

drawing on SOP and knowledge of local resources and

relying on training and experience, vision and hearing, emotional stability, self control and ability to manage personal stress

**IOT** diagnose situation and obtain required help.

**5.2** Attend to victims' first aid needs, doing what is possible, treating deceased persons with care and respect,

drawing on knowledge of first aid, CPR and AR and

relying on training and experience, emotional stability and effectiveness under stress

**IOT** preserve life or maintain dignity of deceased person(s).

**5.3** Protect scene, locate / interview witnesses, obtaining description of collision and particulars (eg, name, phone no.),

drawing on SOP and

relying on training, experience and leadership/assertiveness to take charge of situation

**IOT** preserve property and evidence.

**5.4** Investigate collision; identify drivers, assess sobriety, obtaining necessary statements from suspects/witnesses (eg, warned and/or regulatory), measure and photograph the scene, gather physical evidence (eg, vehicle parts, liquor bottles), protecting or seizing personal belongings of collision victims, awaiting arrival of appropriate agencies,

drawing on SOP, knowledge of rules of evidence, PCR awareness, knowledge of media and

relying on training and experience, interpersonal skill, investigation skill, sense of smell, vision and hearing, mathematical and photographic skills

**IOT** document evidence identifying the cause of the collision and lay any appropriate charges.

**5.5** (At collision scene, if detect liquor/drug symptoms indications, follow 3.10 if suspect capable) If suspect incapable, complete warrant form, proceed typically to hospital informing appropriate staff, obtain blood sample, send/take sample to lab, drawing on SOP, statutes, relying on written communication, prior investigation information

**IOT** obtain a blood sample for subsequent evidence/court proceedings in accordance with statutes.

**5.6** (If serious collision, fatalities, or if constable anticipates civil action), prepare a scaled plan drawing of collision scene, re-creating collision as found on arrival, placing vehicles, evidence and objects (eg, telephone pole) in exact locations, including skid marks and road configuration, using templates, measuring tapes, compass, laser measuring device for distance, calculator, scale ruler, ruler, protractor,

drawing on mathematical knowledge, equipment knowledge,

relying on training, experience, and spatial ability

**IOT** create scaled drawing of collision scene for possible court presentation.

**5.7** Complete collision report forms accurately and thoroughly in compliance with provincial legislation (eg, 5 W's contributing factors, injury causation, seat belt use, collision causation) drawing on SOP and training, relying on experience, observational skills, WCS)

**IOT** provide comprehensive quality data for traffic problem solving analysis.

**5.8** (If as a result of investigation there is a need - often days post-collision - to obtain a blood sample that was taken post-collision by a medical professional) Complete necessary warrant forms, present to hospital staff, seizing blood and medical records, forwarding to a forensic laboratory, drawing on SOP, statutes, relying on written communication, prior investigation information

**IOT** obtain a blood sample for subsequent evidence/court proceedings in accordance with statutes.

**5.9** Attend post-mortem autopsy, seizing evidence (eg, blood, urine for alcohol/drug content analysis), obtaining information from coroner on cause of death (eg, heart attack before collision), drawing on OPS manual, knowledge of investigative procedures, rules of evidence, resource of coroner relying on OCS, oral fact finding

**IOT** seize evidence to be sent to a forensic laboratory for analysis which may provide information on cause of death and thus assist in decisions re prosecution case.

## **6.0 PROVIDE GENERAL ASSISTANCE TO THE PUBLIC**

**6.1** Respond to general requests for assistance either made in person or received on radio, eg, arrange transportation for intoxicated persons, rescue stranded motorists (arrange for towing assistance or calls to family), location of persons, "what should I do?" referrals, drawing on knowledge of community and relying on personal discretion and positive concern for citizens  
**IOT** provide general assistance to the community.

**6.2** Upon assignment to next of kin notification, obtain all basic facts (who, what, why, when, where, how), ensuring identification of both deceased and next of kin, attend at location of next of kin (usually residence), bringing support services (e.g., local clergy, victim services, neighbour), sympathetically inform next of kin of death of relative, offering to contact other available support, staying until other support arrives, drawing on knowledge of human behaviour and relying on oral communication skill, interpersonal and human relations skills, patience and listening ability  
**IOT** sympathetically notify person(s) in a professional manner and ensure presence/arrival of support.

## **7.0 INFORMATION DISTRIBUTION**

**7.1** Write press releases, including 5 W's information relating to serious collisions, distributing to local media, internal media liaison, district media coordinators, possibly being interviewed by media drawing on SOP, relying on oral communication skills, presentation skills networking skills  
**IOT** provide information to public, partners, modify public's driving behaviour.

## **8.0 INTELLIGENCE DEVELOPMENT /DISSEMINATION**

**8.1** (In the course of any public interaction or as part of patrol activity) Scan environment visually and auditorily (vehicles, occupants, documents, cargo) enquiring about activities, destinations, in accordance with Force strategic priorities (eg, organized crime, OMC, high-risk youth activities), documenting observations and activities including known travelling criminals and suspicious persons for data base drawing on knowledge of Force priorities/strategies, profile network, general duty policing relying on observational skills, oral questioning, hearing, vision skills, initiative  
**IOT** assist in developing intelligence information for access/sharing with partners.

## **9.0 PROVIDE TRAINING**

**9.1** Present orally in class situation, on theory and operation of RSD, radar, laser, measuring devices, collision investigation methods, problem solving, community policing principals, focusing on application to traffic issues, demonstrating equipment use, answering questions, demonstrating best practice enforcement and education strategies  
drawing on knowledge of traffic related subject matter and equipment (eg, RSDs, measuring devices, investigation methods, CAPRA),  
relying on OCS, presentation skills

**IOT** transmit information/skills needed to carry out traffic duties and tasks.

**9.2** (As opportunities present) Transmit/explain/ demonstrate informally knowledge, methods, procedures, equipment, forms, priorities, implications of activities, answering questions often focused on high-risk driving activities,  
drawing on knowledge accumulated from Task 1.1 (read/review/analyze information re traffic deaths and injuries), experience, training,  
relying on OCS, presentation skills, networking skills

**IOT** enhance other members' traffic-related knowledge, abilities, and awareness of members and partners.

## **10.0 MAINTAIN EQUIPMENT**

**10.1** Make/attend to preventive maintenance checks of vehicles and auxiliary equipment (eg, fire extinguishers, radar, breathalyser, firearms), the detachment building for appropriate upkeep, and the care of unusual equipment (eg, snowmobiles) in outlying detachments, delivering vehicles to garages and equipment to special vendors, replenishing supplies as needed,  
drawing on SOP and awareness of the consequences of possible oversights and  
relying on experience

**IOT** ensure the operational adequacy and safety of vehicles and equipment and the detachment building.

**11.0 PREPARE / COMPLETE DOCUMENTATION: PAPERWORK OR EDP**

**11.1** Complete "Information to Obtain Warrant to Search" and "Warrant to Search", justifying issuance of search warrant  
drawing on knowledge of case law, criminal code and statutes, Canada Evidence Act, RCMP policy and procedures, evidence in file and relying on WCS and experience

**IOT** obtain legal authorization to search a physical site for evidence to support a charge.

**11.2** Write a brief narrative of occurrence providing data on a report form as a follow-up of personal encounters (eg, traffic stops and work related investigations; including identification data, file number, synopsis of complaint, location, date, time of occurrence)  
drawing on SOP and notes previously taken and  
relying on WCS and experience

**IOT** document occurrence and have data entered into computer data base.

**11.3** Prepare a persons report for recording particulars of all persons involved in an occurrence,  
drawing on personal notes and statements taken at scene of occurrence drawing on SOP and  
relying on WCS

**IOT** have a record of subjects involved, as per task 10.1 for entry onto computer data base.

**11.4** Write a report specifying in detail, people contacted, statements taken, observations made, exhibits seized, diary dates, and contributions of other members,  
drawing on SOP and personal notes and  
relying on WCS and personal judgement as to what is relevant and objective

**IOT** document information obtained in a complete narrative report of the complaint; resolve to the extent possible any given situation under investigation.

**11.5** Prepare/write serious crime investigation reports, outlining and synthesizing status of investigation, usually monthly,  
drawing on investigation knowledge  
relying on WCS and analysis of case

**IOT** comply with policy, provide information for review and follow-up.

**11.6** Prepare exhibit reports, using appropriate forms and mark exhibits, providing a continuous record and dates for physical evidence, including location (locker or lab)  
drawing on SOP and personal notes and  
relying on WCS and attention to detail

**IOT** list all physical evidence seized and provide continuity of evidence and control for the receipt and disposal of exhibits.

**11.7** Prepare photograph, fingerprint, and prisoner report and release documents applicable to charge, writing in appropriate data concerning the accused,  
drawing on SOP and  
relying on WCS and experience

**IOT** ensure a record of arrest and identity and to command appearance in court.

**11.8** Complete additional required forms as appropriate, recording evidence generated in connection with a particular occurrence, (eg, different forms for impaired driving, B & E, narcotics, collision report forms, etc.),  
drawing on knowledge of rules of evidence, SOP and personal notes and  
relying on WCS

**IOT** have an accurate account of evidentiary information for a given occurrence.

**11.9** Prepare a report to crown counsel containing relevant data from previous reports (10.1 - 10.6), and attachments (eg, copies of statements taken from relevant documents)  
drawing on knowledge of CC and federal and provincial statutes, rules of evidence and SOP and relying on WCS and analytical skill in abstracting data

**IOT** outline charge and supporting evidence.

**11.10** Prepare/fill in administrative forms (eg, leave, reimbursement, inventory, medical, dental, insurance, person hours by activity) relating to personal circumstances, and forms associated with supplemental administrative duties (eg, auxiliaries, equipment maintenance, supplies) and reports (forms) relating to various operational and administrative duties,  
drawing on previously developed records, SOP and the Administration Manual  
relying on experience

**IOT** document personal and detachment activities.

**11.11** Prepare miscellaneous paper work such as memoranda, letters, CPIC requests, as necessary and appropriate  
drawing on SOP, and  
relying on WCS, personal judgement and experience

**IOT** follow up on elements of the investigation.

## **12.0 ASSEMBLE EVIDENCE / TESTIFY IN COURT**

**12.1** Draft wording of the charges, sometimes in consultation with crown counsel, drawing on knowledge of CC and federal and provincial statutes and relying on WCS, attention to detail and experience,

**IOT** bring the information for swearing before a justice and ask for a summons or warrant for arrest or to initiate court proceedings.

**12.2** Prepare report to crown (a form) containing personal information about accused, list of witnesses, brief narrative account of crime, evidence available, including copies of statements, legal documents, photographs and other relevant material as well as recommendations, drawing on SOP, knowledge of rules of evidence, court procedures, elements of offense and personal knowledge of situation and relying on WCS

**IOT** inform crown counsel of evidence to support charges.

**12.3** Prepare "legal" documents, such as appearance notice, promise to appear (PTA), recognisances and undertakings, remands (and if necessary, hold remand hearings) and "informations", and execution of arrest warrants, service of subpoenas and summonses, drawing on SOP and knowledge of the law and the judicial process and relying on WCS

**IOT** initiate the court process and compel the appearance of accused and witnesses before the courts.

**12.4** Coordinate arrangements and contact witnesses by telephone or letter, notifying them that they will be subpoenaed to appear at a specific date and time, and inform them of the travel and hotel arrangements, drawing on SOP and knowledge of court procedures and relying on experience and WCS

**IOT** ensure witness appearance in court.

**12.5** Participate in pretrial interview conducted by crown counsel, reviewing the evidence that will be presented on the witness stand, updating crown counsel on recent events subsequent to charge, discussing possible pleas and other charges pending (if any), drawing on knowledge of the law, the court, the particular case and the accused and relying on OCS

**IOT** organize testimony and prepare for a smooth presentation.

**12.6** Give testimony, present evidence after being sworn in, either on own or at the prompting of crown counsel, respond to cross examination by defence counsel or the judge, drawing on pre-trial preparation, knowledge of the case and court etiquette, and relying on OCS in presenting evidence in an organized fashion, patience, memory and self control under stress

**IOT** credibly and professionally present the facts to the court which may include a jury.

**13.0 COMMUNITY RELATIONS / COMMUNITY EDUCATION / PROMOTE RCMP IMAGE**

**13.1** Attend public events, often attired in dress uniform, (eg, visits by high officials and international dignitaries, high school graduations, charity functions, banquets), deporting oneself with appropriate etiquette and decorum, avoiding foul language, answering questions patiently, posing for pictures with citizens,

drawing on knowledge of the uniform and dress manual and code of conduct and relying on personal pride in the RCMP and courtesy

**IOT** project a professional and approachable image of the RCMP.

**13.2** Give talks/presentations to children of all ages (eg, school and scout) and to adult community groups, using audio visual aids and handouts, and conduct tours through police premises and vehicles, oversee police ride-along programs,

drawing on knowledge of RCMP and Force provided source materials and relying on OCS, training and experience (eg, anecdotes)

**IOT** inform public of drug awareness, crime prevention methods, traffic safety methods, of what RCMP is and does and to promote a positive image of the Force.

**13.3** Respond positively with information, in informal, yet sometimes stressful situations, eg, children accompanying parents being arrested,

relying on courtesy, training, experience, and personal judgement

**IOT** deflect negative feelings about police and promote a positive image.

**13.4** Respond positively to invitations from citizens or workers from other agencies with which liaison is common (eg, Ministry of Transportation employees) to have a cup of coffee and casual conversation following the completion of a complaint or other on duty encounter,

relying on experience and personal judgement

**IOT** promote RCMP image of a friendly essential service and to cultivate informational sources.

**13.5** Participate in RCMP and community sponsored programs, eg, staff a booth at a local crime prevention night or be available at a drop in centre, answering such questions as, "What do I do if ..." in response to an assignment,

relying on training and experience, OCS and interpersonal skills to relate to a wide variety of people

**IOT** inform citizens about methods of crime prevention.

## **PERFORMANCE STANDARDS**

Member tightly connects his/her choice of enforcement activities to traffic strategic priorities (typically factors causing collisions, and in turn death and serious injuries).

Adapts well to social change

Adapts well to RCMP organizational change

Continuously learns /self develops including learning RCMP standards and priorities

Is self-motivated regarding traffic services and strategic priorities

Demonstrates a positive team orientation

Contributes effectively to achieving results in a team service delivery environment

Partners with community, agencies, other police forces, internal RCMP components

Manages well time/projects/priorities

Effectively develops/implements workable strategies/solutions: shows an impact of activities

Is personable/diplomatic in public dealings

Conscientiously collects quality data re: traffic collisions

Demonstrates positive presence/energy/enthusiasm in presentations to internal and external partners

Demonstrates a commitment to traffic problem solving philosophy that focuses on deaths/injuries

Demonstrates overtly a positive, professional orientation to traffic service

### **SIGN OFF:**

**I agree that this FJA Task Bank reflects 95 % of my work as a Front Line Traffic Constable.**

\_\_\_\_\_