

U.S. OFFICE OF PERSONNEL MANAGEMENT INTERAGENCY AGREEMENT BETWEEN FEDERAL AGENCIES FOR DEVELOPMENT OF HUMAN RESOURCES		1a. Agreement Number: 02EA3TS386	1b. Amendment Number: 00
		2. Fiscal Year: 2008	3. Agreement Ceiling:
4a. Requesting Agency and Program Office: DHS Federal Protective Service HQ 800 N. Capital Street, NW Suite (b)(6) Washington, DC 20536		5a. Performing Organization: U.S. Office of Personnel Management Training and Management Assistance Branch ATAS, Center for Talent Services 1900 E Street, NW, Room (b)(6) Washington, DC 20415-2100	
4b. Contact Name and Telephone Number Susan Burrill, (b)(6)		5b. Project Manager Contact and Telephone Number: Geraldine Dever, (b)(6)	
4c. Finance Office Contact and Billing Address (Requesting Agency): DHS/ICE Burlington Finance Center Attn: FPS HQ Invoice PO Box 1279 Williston, VT 05495-1279		5c. Finance Office Contact and Telephone Number: TMA Financial Branch, (b)(6)	
		6. Funding Authority:	
		a. Previous Agreement Total: 0.00	
		b. New Authority (this form): 219,853.00	
		c. Total Authority: 219,853.00	
7. Title of Project (Attach a Detailed Statement of Work): Job Task Analysis			
8. Statutory Authorization: Economy Act, 31. U.S.C. 1535 & 1536			
9. List of Related Correspondence: DHS IA, SOW			
10. DURATION: EFFECTIVE DATES OF PROJECT			
a. Effective Date: May 5, 2008		b. Ending Date (Estimate): April 30, 2009	
11a. METHOD OF PAYMENT:			
<input checked="" type="checkbox"/> IPAC (Treasury On-Line Payment and Collection System) - ALC required, see Block 12c. <input type="checkbox"/> SF-1081 <input type="checkbox"/> SF-1080 <input type="checkbox"/> Other Explain) _____ 11b. TIMING OF PAYMENT: <input checked="" type="checkbox"/> Advanced Billing <input type="checkbox"/> Direct Billing (work completed)			
12. FINANCING (REQUESTING AGENCY)		13. FINANCING (PERFORMING AGENCY)	
a. Appropriation Symbol and Title: See attached documentation		a. Appropriation Symbol and Title: 24X4571	
b. Agency Accounting Data: See attached documentation		b. Index and Project Code, Object Class, Phase, Program Year: 2008, 3T, 02, 02EA, 02EA3TS386, 2551, 51, RM	
c. Treasury Agency Location Code (ALC): 70-191513		c. Treasury Agency Location Code (ALC): 24-000001	
14. APPROVAL FOR REQUESTING ORGANIZATION		15. APPROVAL FOR PERFORMING ORGANIZATION	
(b)(6)		(b)(6)	
Date: 5/7/2008		Date: 5/5/08	
Typed or Printed Name: Irene Katacinski		Brian S. O'Leary	
Title: Contracting Officer		Title: Manager Assessment and Training Assistance Services Group	

SEE REVERSE FOR INTERAGENCY AGREEMENT TERMS AND CONDITIONS

OPM Form 1617
(Nov 2003)

INTERAGENCY AGREEMENT TERMS AND CONDITIONS

1. General.

OPM Form 1617, the Statement of Work, and appropriate funding documents constitute an Interagency Agreement between the Requesting Agency listed in Block 4 and the U.S. Office of Personnel Management. This agreement is in effect when signed by both parties.

2. Legislative Authority.

This interagency training development program is governed by the Government Employees Training Act (5 U.S.C. Chapter 41), OPM Revolving Fund Authority (5 U.S.C. 1304) and Executive Order 11348. This program is also governed by the Federal Procurement Act (41 U.S.C. 423), ethics and prohibited practices Executive Order 12674, Government Printing Office requirements, the Privacy Act, and the Freedom of Information Act. Both parties agree to comply with all authorities cited in this agreement.

3. Financing.

Charges for products will be firm, fixed priced and shall be comprehensive and based on actual direct and indirect costs. OPM charges a management fee for all work orders issued based on project size. The ultimate and actual cost of the project can only be determined after receipt of a management plan, usually within 30 days after the start of the project. The actual cost will be communicated to the requesting agency. If the actual cost exceeds the funds obligated with this agreement, the Statement of Work scope may have to be narrowed or additional funds must be obligated. If the actual cost is less than the amount obligated, OPM will return excess funds direction of the requesting agency.

4. Modifications.

Any changes in the terms of this agreement, modification of the Statement of Work, changes in economic factors not presently known, etc., must be made in writing and agreed to by both the requesting and performing agencies.

5. Contract Management and Administration.

OPM maintains and manages contracts with a group of firms for *Research and Development in Instructional Systems Development, Performance Management, and Workforce Productivity*. OPM is responsible for all aspects of contract administration, including modification of task orders, final selection of contractor, quality assurance, and quality control.

6. Project Management.

OPM will manage the project on behalf of the requesting agency. The results of the project will be products and not services. OPM project management duties will include soliciting price quotations, issuing work orders and purchase orders for products, modifications to work orders and purchase orders, formal acceptance of products, and certifying invoices for payment.

The client agency is responsible for providing subject matter experts as content providers and official product reviewers. The client agency is also responsible for performing all product reviews in a timely manner. Both parties agree to activate the project within a reasonable length of time.

7. Disclosure.

In addition, the requesting agency agrees to comply fully with OPM requirements to avoid statistical disclosure and agrees to make no attempt to identify individuals through data manipulation. Unless otherwise mutually agreed to, the data are supplied solely for statistical research. The recipient further agrees to safeguard any data containing personal identifiers in accordance with OPM's privacy and security standards.

8. Property

Non-expendable property, especially computer hardware and software, purchased from funds supplied under this agreement shall become an asset of the agency bearing cost of acquisition (The Economy Act of 1932, as amended (31 U.S.C. 1535-1536, 33 Comp. Gen. 565), unless otherwise agreed to by the cooperating parties.

9. Cancellation.

This agreement is subject to cancellation, by written memo, by either party with the understanding that OPM shall be reimbursed for costs of all completed and partially completed work as of the effective date of cancellation. After final accounting, the remaining balance in the project account will be returned to the client agency.

10. Project Completion and Closeout.

When all deliverables related to the Statement of Work have been accepted by the client agency, OPM will conduct a written project evaluation and final accounting of project costs. The agency account will be closed and any remaining funds will be returned to the client agency immediately.

Statement of Objectives
For an
Inter-Agency Agreement
Between
The U.S. Department of Homeland Security
Immigration and Customs Enforcement
Federal Protective Service
And
The U.S. Office of Personnel Management
Division for Human Resources Products and Services
Training and Management Assistance Program
Conduct of a Job Task Analysis and Related Activities

I. Background

The Department of Homeland Security's (DHS), Immigration and Customs Enforcement (ICE), Federal Protective Service (FPS) provides law enforcement and security services to over one million tenants and daily visitors to federally owned and leased facilities nationwide.

The FPS delivers integrated security and law enforcement services to all types of federal buildings - including office buildings, courthouses, border stations and warehouses - whether owned, controlled, or leased. FPS is reimbursed by its customers for these services through direct billing.

FPS' protection services focus directly on the interior security of the nation, and require close coordination and intelligence sharing with the investigative functions within DHS. FPS is a full service agency with comprehensive hazardous materials (HAZMAT), weapons of mass destruction (WMD), canine, and emergency response program as well as state-of-the-art communication and dispatch MegaCenters.

FPS services include:

- Provide a visible uniformed presence in federally owned and leased facilities.
- Respond to criminal incidents and other emergencies.
- Install and monitor security devices and systems.
- Investigate criminal incidents.
- Conduct building security assessments.
- Coordinate a comprehensive program for occupant emergency plans.
- Present formal crime prevention and security awareness training programs.
- Provide police emergency and special security services during natural disasters such as earthquakes, hurricanes, and major civil

disturbances-as well as during man-made disasters, such as bomb explosions and riots.

II. Goals and Objectives

A. Goals

The goal of creating an FPS contract security guard job task analysis is to create a legally defensible and non-discriminatory set of validated standards that will apply to the job functions of the contract security guard.

B. Objectives

The objectives of the job task analysis is to establish and validate medical standards, educational requirements, experience requirements, physical requirements, training requirements, uniform, and grooming standards for contract security guards.

III. Project Scope

A. FPS has a requirement to establish and validate medical, physical, education, equipment, training standards, experience requirements, uniform standards, and grooming standards through a Job Task Analysis, for armed Federal contract security guards at Federally owned or leased facilities nationwide.

B. The successful contractor will survey contract guard operations and job functions at no fewer than five (5) FPS geographic regions in several different types of facilities. The locations to be surveyed will include:

- Washington, DC
- Denver, CO
- Corbin, KY
- New York City, NY
- San Diego, CA

C. FPS also requires the contractor to provide Federal security managers recommended staffing formulas for programming, budgeting and deploying a site specific armed contract security guard workforce.

D. Staffing formulas will include supervisory staff and address, at a minimum, the following variables: building population, building size, number for floors, public and employee entrances, screening equipment (magnetometers and x-ray machines), garages and adjacent parking lots, command centers, and other FPS contract guard security requirements.

E. This contract will support FPS efforts by establishing:

- Comprehensive minimum armed contract security guard standards;
- Baseline decision-making methodologies for identifying the number of security guards needed to secure and protect a Federal facility;

- Recommended uniform, grooming, and equipment requirements to achieve greater efficiencies and standardization in the procurement of armed contract security guards;
- Minimum contract security guard workforce requirements which agencies and security providers may use in developing security guard requirements for unique, more specialized facilities than the typical Federal facility commonly provided by the General Services Administration; and
- Physical performance standards to ensure reasonable assurance contract guards maintain the capability of physically performing required tasks and functions.

IV. Government Provided Informational Documents

The successful contractor will be provided with the following documents to be reviewed, validated or revised consistent with this Statement of Objectives:

- A. The FPS Contract Guard Solicitation Boilerplate Scope of Work (Boilerplate SOW) currently used in procuring contract security guard services for federally owned or leased facilities
- B. The FPS Security Guard Information Manual (SGIM) used for training contract security guards
- C. Post Orders from the survey sites selected
- D. Sample Incident Reports
- E. FPS Regional contact information for sites to be surveyed
- F. The contractor will also be provided other select agency job task analysis and job task requirements reference documentation to include:
 - Department of Defense – AR 190-56 – Contract Security Guard Training
 - Texas Peace Officer Job Task Analysis Report, December 1997
 - South Carolina Basic Law Enforcement Job Task Analysis Survey, June 2005
 - Virginia Department of Criminal Justice Services, A Study of the Security Officer, April 2002
 - Michigan Commission of Law Enforcement Standards, Statewide Job Analysis of the Patrol Officer Position, October 2006
 - Department of Energy Manual 470.4-3, Protective Force, March 2006
 - National Nuclear Security Administration, Office of Secure Transportation, Protective Force Requirements for the Albuquerque Transportation and Technology Center, July 2006

- U.S. Department of State, Solicitation, Offer, and Award, Uniformed Protective Services, October 2006
- OSHA 3335-10N 2007, Preparing and Protecting Security Personnel in Emergencies

V. Kick-Off Meetings

- A. FPS and the Office of Personnel Management, Training Management Assistance Program (TMA) will host an initial kick-off-meeting with the successful contractor to review technical and contractual responsibilities, provide documents and identify data needed to conduct the analysis, and to initiate the development of a Project Management Plan that will comply with TMA specifications to include strategies for accessing key data.
- B. A second meeting will be held within two weeks of the initial meeting to:
- Review the contractor's plan for performing surveys of five (5) identified Federal facility locations to gather information directly from contract security guards for use in determining the functions and tasks that they perform
 - Review the contractor's travel plans for the five (5) required site visits
 - Review the contractor's plan for developing a validation report and for identifying required resources

VI. Contractor Required Tasks

A. Resource Data Collection and Review

The contractor will review the Contract Guard Solicitation Boilerplate (Boilerplate SOW), the Security Guard Information Manual (SGIM), representative Post Orders, and any other provided information to identify those functions or tasks expected to be performed by contract guards, to include the preparation of incident reports, and associated training requirements.

B. Conduct and Document Field Survey

1. Conduct on-site contract guard interviews/surveys at the following locations:
 - Ronald Regan Building, NW, Washington, DC
 - Denver Federal Center, Denver, CO
 - ICPS Service Center, Corbin, KY
 - New Foley Square Federal Building, New York City, NY
 - San Ysidro Border Station, San Diego, CA

2. Additional or alternative locations may be identified at the option of the government.
3. Compare tasks contained in the Boilerplate SOW, the SGIM, Post Orders, and other provided information with on-site contract guard activities and functions. Certain emergency tasks/functions may not be readily observed, such as administering CPR, which are considered program requirements for which training and fitness standards are necessary. Such unobserved tasks/functions are to be annotated for Government determination as to whether they are to be considered program requirements. Survey information is to be gathered by direct and indirect observations and on-site interviews of contract guards. The contractor shall document the data gathering methodology and data sources.
4. Produce a written report for each survey location conducted to include:
 - All building areas and posts surveyed/guards interviewed;
 - Tasks required; tasks performed; tasks not observed;
 - Trends or patterns of special concern;
 - Staffing by post surveyed;
 - Quantification of the physical demands of each task observed.
5. **Plan Development and Implementation**
Develop and implement a plan for performing and evaluating a job task analysis of thirty contract guards in each of the locations identified above. The identification of the specific buildings to be visited is to be coordinated with the appropriate FPS Regional Director, Contracting Officer, Contracting Officer's Technical Representative, and the regional Contract Security Program Manager.
6. **Data Analysis**
Analyze data to include ranking and rating of each individual task frequency, level of effort, criticality, and physical difficulty.
7. **Establish Medical and Physical Standards**
Develop medical and physical standards supportive of the tasks identified in the JTA. FPS will have these standards evaluated by qualified medical professionals to determine what will be used in the Boilerplate SOW. The guard contractors will use these physical and medical standards to evaluate the contract employees' medical and physical condition.
8. **Develop Validation Report**
Conduct a study using focus groups and collected surveys to provide a report that validates the medical and physical standards that have

been developed based on the information collected from field visits and research based on provided information.

9. Establish Education and Training Standards
 - Develop education and training standards required to perform the job tasks of a Federal contract security guard. Education standards, or equivalent experience, are to be used by Federal agencies as minimum contractual requirements for individual contract security guards.
 - Develop training standards for performing the identified required job tasks. The required training is the responsibility of the individual contract security guard vendor.
10. Establish uniform and grooming standards
Develop uniform and grooming standards for contract security guards that are consistent with and supportive of the job tasks to be performed and related required equipment.
11. Establish staffing formulas
Develop staffing formulas deploying a contract security guard workforce at site specific facilities reflecting building population, the square footage of the facility, number of entrances, screening equipment, garages/parking lots, command centers, loading docks, and FPS security requirements.
12. Final Report
Provide written findings and recommendations for items 5 through 9 listed above.
13. Medical and Physical Specifications
Provide draft recommended medical and physical specifications for the Boilerplate SOW. Based on Government review and input, provide final recommended medical and physical specifications.
14. Education and Training Requirements
Provide recommended education and training requirements for the SGIM. Based on Government review and input, provide final recommendations for education and training.

VII. Deliverables

- A. The deliverables, progress and resource utilization reporting for this project will be set forth in a Project Management Plan to be developed by the contractor in coordination with FPS. The contractor shall provide all deliverables in draft format for review by the FPS. All documents, including any ad hoc reports, shall be considered drafts until formally

accepted in writing by the appropriate FPS Manager. The contractor shall address all comments provided by FPS on the draft deliverable. Each deliverable will be subject to inspection and acceptance by the FPS, and will conform to the requirements stated in the Project Management Plan.

- B. All documents will be created in the latest version of Microsoft Word, Microsoft Project or Microsoft Excel, or other Windows compliant software as approved by FPS. The FPS COTR for the project may request that documents be delivered in hard copy and/or electronic copy format.
- C. All documents must be labeled “For Official Use Only” in accordance with DHS MD 11042.1 – Safeguarding Sensitive But Unclassified (For Official Use Only) Information.

DELIVERABLE	DELIVERY DATE	FORMAT	FPS POC	CONTRACTOR POC
Contractor Travel Plan	Two weeks after Kick-Off Meeting	Electronic /Hard Copy (.doc, .pdf)	COTR/Project Manager - TBD	TBD
Plan for Developing Validation Report	Two weeks after Kick-Off Meeting	Electronic /Hard Copy (.doc, .pdf)	COTR/Project Manager - TBD	TBD
Identification of Required Resources	Two weeks after Kick-Off Meeting	Electronic /Hard Copy (.doc, .pdf)	COTR/Project Manager - TBD	TBD
Program Management Plan	30 days*	Electronic /Hard Copy (.doc, .pdf)	COTR/Project Manager - TBD	TBD
Contractor Staffing Plan	30 days*	Electronic /Hard Copy (.doc, .pdf)	COTR/Project Manager - TBD	TBD
Contractor Travel Plan	30 days*	Electronic /Hard Copy (.doc,	COTR/Project Manager - TBD	TBD

DELIVERABLE	DELIVERY DATE	FORMAT	FPS POC	CONTRACTOR POC
		.pdf)		
Survey #1	40 days*	Electronic /Hard Copy (.doc, .pdf)	COTR/Project Manager - TBD	TBD
Survey #2	45 days*	Electronic /Hard Copy (.doc, .pdf)	COTR/Project Manager - TBD	TBD
Survey #3	50 days*	Electronic /Hard Copy (.doc, .pdf)	COTR/Project Manager - TBD	TBD
Survey #4	55 days*	Electronic /Hard Copy (.doc, .pdf)	COTR/Project Manager - TBD	TBD
Survey #5	60 days*	Electronic /Hard Copy (.doc, .pdf)	COTR/Project Manager - TBD	TBD
Education and Training Standards	75 days*	Electronic /Hard Copy (.doc, .pdf)	COTR/Project Manager - TBD	TBD
Medical and Physical Standards	75 days*	Electronic /Hard Copy (.doc, .pdf)	COTR/Project Manager - TBD	TBD
Deliverable	Delivery Date	Format	FPS POC	Contractor POC
Uniform and Grooming Standards	75 days*	Electronic /Hard Copy (.doc, .pdf)	COTR/Project Manager - TBD	TBD
Staffing	75 days*	Electronic	COTR/Project	TBD

DELIVERABLE	DELIVERY DATE	FORMAT	FPS POC	CONTRACTOR POC
Formula/Plan		/Hard Copy (.doc, .pdf)	ct Manager - TBD	
Final Report	90 days*	Electronic /Hard Copy (.doc, .pdf)	COTR/Project Manager - TBD	TBD

* Days after second contractor meeting.

VIII. Legally Defensible

Analysis results must be deemed legally defensible with regard to union protests or any forms of litigation by ICE OPLA and FPS management.

IX. Target Audiences

The primary target audience for deliverables produced under this SOO is comprised of FPS management personnel.

X. Security Clearances

All selected contractor personnel assigned to work on this project must be United States citizens. Security clearances are not required for this project. Contractor Personnel will be escorted in designated facilities by FPS personnel.

XI. Non-Disclosure Statement

All selected contractor personnel assigned to work on this project will be required to sign a non-disclosure statement regarding key aspects of the project and project content.

XII. Period of Performance

All deliverables ordered under this agreement shall be completed and delivered in final versions no later than six months after Task Order award. This period may be extended by the mutual agreement of FPS and TMA.

XIII. Place of Performance

The contractor shall conduct research and meetings at FPS and other Federal government facilities in the specified cities, and at its own facilities as appropriate. Long distance travel is anticipated to be required during the conduct of project activities.

XIV. Government Furnished Equipment

The Government shall provide the Contractor with necessary data and information. The government shall also provide access to all personnel, systems, equipment, and organizations necessary for the performance of the duties outlined above.

XV. Travel

In the performance of the contract, the contractor may be required to travel to various FPS sites. The contractor shall be reimbursed for travel in accordance with the provisions and rates contained in the Federal Travel Regulations (FTR). All travel itineraries must receive the prior written approval of the CO/COTR. The contractor shall not be reimbursed for transportation expenses for assigned personnel for local commuting between their place of residence and their place of work.

XVI. Administration

The primary technical point-of-contact for this project is:
(To be provided to the successful contractor)

Terms and Conditions

The following terms and conditions are incorporated:

HSAR 3052.204-71 CONTRACTOR EMPLOYEE ACCESS (JUN 2006)

(a) *Sensitive Information*, as used in this Chapter, means any information, the loss, misuse, disclosure, or unauthorized access to or modification of which could adversely affect the national or homeland security interest, or the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense, homeland security or foreign policy. This definition includes the following categories of information:

(1) Protected Critical Infrastructure Information (PCII) as set out in the Critical Infrastructure Information Act of 2002 (Title II, Subtitle B, of the Homeland Security Act, Public Law 107-296, 196 Stat. 2135), as amended, the implementing regulations thereto (Title 6, Code of Federal Regulations, Part 29) as amended, the applicable PCII Procedures Manual, as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the PCII Program Manager or his/her designee);

(2) Sensitive Security Information (SSI), as defined in Title 49, Code of Federal Regulations, Part 1520, as amended, "Policies and Procedures of Safeguarding and Control of SSI," as amended, and any supplementary guidance officially communicated by an authorized official of the Department of Homeland Security (including the Assistant Secretary for the Transportation Security Administration or his/her designee);

(3) Information designated as "For Official Use Only," which is unclassified information of a sensitive nature and the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national or homeland security interest; and

(4) Any information that is designated "sensitive" or subject to other controls, safeguards or protections in accordance with subsequently adopted homeland security information handling procedures.

(b) "Information Technology Resources" include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.

(c) Contractor employees working on this contract must complete such forms as may be necessary for security or other reasons, including the conduct of background investigations to determine suitability. Completed forms shall be submitted as directed by the Contracting Officer. Upon the Contracting Officer's request, the Contractor's employees shall be fingerprinted, or subject to other investigations as required. All contractor employees requiring recurring access to Government facilities or access to

sensitive information or IT resources are required to have a favorably adjudicated background investigation prior to commencing work on this contract unless this requirement is waived under Departmental procedures.

(d) The Contracting Officer may require the contractor to prohibit individuals from working on the contract if the government deems their initial or continued employment contrary to the public interest for any reason, including, but not limited to, carelessness, insubordination, incompetence, or security concerns.

(e) Work under this contract may involve access to sensitive information. Therefore, the Contractor shall not disclose, orally or in writing, any sensitive information to any person unless authorized in writing by the Contracting Officer. For those contractor employees authorized access to sensitive information, the contractor shall ensure that these persons receive training concerning the protection and disclosure of sensitive information both during and after contract performance.

(f) The Contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may have access to Government facilities, sensitive information, or resources.

(End of clause)

HSAR 3052.209-70 PROHIBITION ON CONTRACTS WITH CORPORATE EXPATRIATES (JUN 2006)

(a) Prohibitions. Section 835 of the Homeland Security Act, 6 U.S.C. 395, prohibits the Department of Homeland Security from entering into any contract with a foreign incorporated entity which is treated as an inverted domestic corporation as defined in this clause, or with any subsidiary of such an entity. The Secretary shall waive the prohibition with respect to any specific contract if the Secretary determines that the waiver is required in the interest of national security.

(b) Definitions. As used in this clause:

Expanded Affiliated Group means an affiliated group as defined in section 1504(a) of the Internal Revenue Code of 1986 (without regard to section 1504(b) of such Code), except that section 1504 of such Code shall be applied by substituting 'more than 50 percent' for 'at least 80 percent' each place it appears.

Foreign Incorporated Entity means any entity which is, or but for subsection (b) of section 835 of the Homeland Security Act, 6 U.S.C. 395, would be, treated as a foreign corporation for purposes of the Internal Revenue Code of 1986.

Inverted Domestic Corporation. A foreign incorporated entity shall be treated as an inverted domestic corporation if, pursuant to a plan (or a series of related transactions)—

(1) The entity completes the direct or indirect acquisition of substantially all of the properties held directly or indirectly by a domestic corporation or substantially all of the properties constituting a trade or business of a domestic partnership;

(2) After the acquisition at least 80 percent of the stock (by vote or value) of the entity is held—

(i) In the case of an acquisition with respect to a domestic corporation, by former shareholders of the domestic corporation by reason of holding stock in the domestic corporation; or

(ii) In the case of an acquisition with respect to a domestic partnership, by former partners of the domestic partnership by reason of holding a capital or profits interest in the domestic partnership; and

(3) The expanded affiliated group which after the acquisition includes the entity does not have substantial business activities in the foreign country in which or under the law of which the entity is created or organized when compared to the total business activities of such expanded affiliated group.

Person, domestic, and foreign have the meanings given such terms by paragraphs

(1), (4), and (5) of section 7701(a) of the Internal Revenue Code of 1986, respectively.

(c) Special rules. The following definitions and special rules shall apply when determining whether a foreign incorporated entity should be treated as an inverted domestic corporation.

(1) *Certain Stock Disregarded.* For the purpose of treating a foreign incorporated entity as an inverted domestic corporation these shall not be taken into account in determining ownership:

(i) Stock held by members of the expanded affiliated group which includes the foreign incorporated entity; or

(ii) stock of such entity which is sold in a public offering related to the acquisition described in subsection (b)(1) of Section 835 of the Homeland Security Act, 6 U.S.C. 395(b)(1).

(2) *Plan Deemed In Certain Cases.* If a foreign incorporated entity acquires directly or indirectly substantially all of the properties of a domestic corporation or partnership during the 4-year period beginning on the date which is 2 years before the ownership requirements of subsection (b)(2) are met, such actions shall be treated as pursuant to a plan.

(3) *Certain Transfers Disregarded.* The transfer of properties or liabilities (including by contribution or distribution) shall be disregarded if such transfers are part of a plan a principal purpose of which is to avoid the purposes of this section.

(d) *Special Rule for Related Partnerships.* For purposes of applying section 835(b) of the Homeland Security Act, 6 U.S.C. 395(b) to the acquisition of a domestic partnership, except as provided in regulations, all domestic partnerships which are under common control (within the meaning of section 482 of the Internal Revenue Code of 1986) shall be treated as a partnership.

(e) Treatment of Certain Rights.

(1) Certain rights shall be treated as stocks to the extent necessary to reflect the present value of all equitable interests incident to the transaction, as follows:

- (i) warrants;
- (ii) options;
- (iii) contracts to acquire stock;
- (iv) convertible debt instruments; and
- (v) others similar interests.

(2) Rights labeled as stocks shall not be treated as stocks whenever it is deemed appropriate to do so to reflect the present value of the transaction or to disregard transactions whose recognition would defeat the purpose of Section 835.

(f) *Disclosure.* The offeror under this solicitation represents that [Check one]:

it is not a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 3009.104-70 through 3009.104-73;

it is a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 3009.104-70 through 3009.104-73, but it has submitted a request for waiver pursuant to 3009.104-74, which has not been denied; or

it is a foreign incorporated entity that should be treated as an inverted domestic corporation pursuant to the criteria of (HSAR) 48 CFR 3009.104-70 through 3009.104-73, but it plans to submit a request for waiver pursuant to 3009.104-74.

(g) A copy of the approved waiver, if a waiver has already been granted, or the waiver request, if a waiver has been applied for, shall be attached to the bid or proposal.

(End of provision)

HSAR 3052.209-72 ORGANIZATIONAL CONFLICT OF INTEREST (JUN 2006)

(a) Determination. The Government has determined that this effort may result in an actual or potential conflict of interest, or may provide one or more offerors with the potential to attain an unfair competitive advantage. The nature of the conflict of interest and the limitation on future contracting for guard services.

(b) If any such conflict of interest is found to exist, the Contracting Officer may (1) disqualify the offeror, or (2) determine that it is otherwise in the best interest of the United States to contract with the offeror and include the appropriate provisions to avoid, neutralize, mitigate, or waive such conflict in the contract awarded. After discussion with the offeror, the Contracting Officer may determine that the actual conflict cannot be avoided, neutralized, mitigated or otherwise resolved to the satisfaction of the Government, and the offeror may be found ineligible for award.

(c) Disclosure: The offeror hereby represents, to the best of its knowledge that:

(1) It is not aware of any facts which create any actual or potential organizational conflicts of interest relating to the award of this contract, or

(2) It has included information in its proposal, providing all current information

bearing on the existence of any actual or potential organizational conflicts of interest, and has included a mitigation plan in accordance with paragraph (d) of this provision.

(d) Mitigation. If an offeror with a potential or actual conflict of interest or unfair competitive advantage believes the conflict can be avoided, neutralized, or mitigated, the offeror shall submit a mitigation plan to the Government for review. Award of a contract where an actual or potential conflict of interest exists shall not occur before Government approval of the mitigation plan. If a mitigation plan is approved, the restrictions of this provision do not apply to the extent defined in the mitigation plan.

(e) Other Relevant Information: In addition to the mitigation plan, the Contracting Officer may require further relevant information from the offeror. The Contracting Officer will use all information submitted by the offeror, and any other relevant information known to DHS, to determine whether an award to the offeror may take place, and whether the mitigation plan adequately neutralizes or mitigates the conflict.

(f) Corporation Change. The successful offeror shall inform the Contracting Officer within thirty (30) calendar days of the effective date of any corporate mergers, acquisitions, and/or divestures that may affect this provision.

(g) Flow-down. The contractor shall insert the substance of this clause in each first tier subcontract that exceeds the simplified acquisition threshold. (End of provision)

HSAR 3052.215-70 KEY PERSONNEL OR FACILITIES (DEC 2003)

(a) The personnel or facilities specified below are considered essential to the work being performed under this contract and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel or facilities, as appropriate.

(b) Before removing or replacing any of the specified individuals or facilities, the Contractor shall notify the Contracting Officer, in writing, before the change becomes effective. The Contractor shall submit sufficient information to support the proposed action and to enable the Contracting Officer to evaluate the potential impact of the change on this contract. The Contractor shall not remove or replace personnel or facilities until the Contracting Officer approves the change.

The Key Personnel or Facilities under this Contract:

Technical point-of-contact (TBD)

(End of clause)

HSAR 3052.242-71 DISSEMINATION OF CONTRACT INFORMATION (DEC 2003)

The Contractor shall not publish, permit to be published, or distribute for public consumption, any information, oral or written, concerning the results or conclusions made pursuant to the performance of this contract, without the prior written consent of

the Contracting Officer. An electronic or printed copy of any material proposed to be published or distributed shall be submitted to the Contracting Officer.

(End of clause)

List of Exhibits

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Exhibit 2

List of Required Forms

Form	SOW Reference	Form Title	Location
	5.3.2.1	Contractor Information Worksheet	Exhibit 2A
	5.3.2.1	e-Verify Confirmation Notice	e-Qip
	5.3.2.1	Foreign National Relatives or Associates Statement	e-Qip
	13.3.6	Inventory of Government Provided Equipment	Exhibit 2B
	11.1.1	Key Personnel Resume	Exhibit 2C
	5.1.4	Lautenberg Amendment Statement	e-Qip Exhibit 2D
	5.2.2.1	Medical Questionnaire/Physical Abilities Test Administrator's Manual	Exhibit 7
	13.3.1	Receipt for Government Property	Exhibit 2E
	9.2	Security Post Assignment Record (Post Orders)	On Post
DD 254	5.4.1.1	Security Requirements Checklist	Provided by Government
DD 441	5.4.1.5	Security Agreement	Provided by Government
DHS 139	9.22.3	Record of Time of Arrival and Departure from Building	Exhibit 2F
DHS 11000-6	7.2.1.4	Non-Disclosure Agreement	Exhibit 2G
DHS 11000-9	5.3.2.1	Disclosure and Authorization Pertaining to Consumer Reports pursuant to the Fair Credit Reporting Act	e-Qip
FD 258	5.3.2.1	Fingerprint Application Card	Provided by Government
DHS 3155	9.17.1	Offense/Incident Report	Exhibit 2H
SF 85P	5.3.2.1	Questionnaire for Public Trust Positions	e-Qip
SF 85PS	5.3.2.1	Supplemental Questionnaire for Selected Positions	e-Qip
SF 86	5.4.3.1	Questionnaire for National Security Positions	e-Qip
DHS 11000-14	Exhibit 9E	Identification Access Control Card Request	Exhibit 2I
DHS 11000-27	Exhibit 9E	Federal Emergency Response Official Designation Request	Exhibit 2J

Exhibit 2A Contractor Information Worksheet

Type Contractor <input type="checkbox"/> PSO <input type="checkbox"/> Non-PSO		Prefer <input type="checkbox"/> Online (e-QIP)		(MBI / LBI / BI only) <input type="checkbox"/> Routine <input type="checkbox"/> Expedite (Extra Cost)	
1. Contract Employee Information					
NAME: Last/Family		First/Given		Middle	
Suffix		Social Security #		Date of Birth MMDYYYY	
Place of Birth: City		State		Country	
E-mail Address			Phone # (Day)		Phone # (Cell)
Position (Job) Title		IT/System Admin Position? <input type="checkbox"/>	Prior Investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Investigation Date	
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No		Aliens: Port of Entry City and State	
Date of Entry		Alien Registration #		Citizenship	
2. Contract Information					
Company Name		Company is <input type="checkbox"/> Prime <input type="checkbox"/> Sub Contractor		If Sub, Name of Prime	
Contract /Work Order / RWA #		Contract Start Date	End Date	<input type="checkbox"/> Has Option Years OR End Date TBD	
Company Point of Contact (POC) Name		Phone # (Day)	E-mail Address		
3. Project/Work Location Information (Government site where contractor is working)					
Building Name		GSA Building #	Building Address		
4. Type of Investigation Requested for: HSPD-12 PIV Card Credential					
<input type="checkbox"/> Public Trust Positions (Suitability)		<input type="checkbox"/> Moderate Risk - (LBI / MBI)		<input type="checkbox"/> HIGH Risk - (BI)	
<input type="checkbox"/> National Industrial Security Clearance		<input type="checkbox"/> CONFIDENTIAL (NACLC)		<input type="checkbox"/> SECRET (NACLC)	<input type="checkbox"/> TOP SECRET (SSBI)
5. Requesting Official (Sponsor) Information					
Sponsor's Name		Title		Is COR/COTR <input type="checkbox"/> Yes	FPS Regional Office Number
E-mail Address			Phone # (Day)	Forms Reviewed <input type="checkbox"/> Yes	Review Date

6. DHS Federal Protective Service Contract Suitability Adjudication (<i>Staff use ONLY</i>) Personnel Security Investigation:				
OPM PIPS Inv	<input type="checkbox"/> Release Form <input type="checkbox"/> CER	Date Forms Received	Suitability Decision Preliminary Date	Notify Preliminary Decision
Inv #	<input type="checkbox"/> Med Release <input type="checkbox"/> GSA 3665			<input type="checkbox"/> eMail: COTR/ Requesting Official <input type="checkbox"/> eMail: Subject <input type="checkbox"/> eMail: Subject's Company POC
Status	<input type="checkbox"/> FD 258	<input type="checkbox"/> SF85P Reviewed	<input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable	Final Decision <input type="checkbox"/> eMail: COTR/ Requesting Official <input type="checkbox"/> eMail: Subject <input type="checkbox"/> eMail: Subject's Company POC
Date of INV	<input type="checkbox"/> CS Case <input type="checkbox"/> FD 258 RAP <input type="checkbox"/> Just	<input type="checkbox"/> Scanned/TIF	Final Date _____	
e-QIP Invitation #		Date Sent to OPM	<input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable	
Date E-Mail Sent				
Comments/Notes:				

Contractor Information Worksheet Instructions

<p>Privacy Act Notice</p> <p>In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information is authorized by the Federal Property and Administrative Services Act of 1949, as amended, and Part III of Title 5, U.S.C; O. 9397 Disclosure of the information is voluntary. This form will be used as a means to prepare and issue a credential or pass. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal or regulatory investigations or prosecutions, or pursuant to a request by DHS or such other agency in connection with the firing or retention of an employee, the issuance of a security clearance, the investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit. If the individual does not provide some or any part of the requested information, the employee will not be issued a credential and will not be allowed to enter a GSA-controlled building after normal working hours or when the building is under security.</p>	<p>Submission Information</p> <ol style="list-style-type: none"> 1. Ensure all information is complete and accurate 2. Return this form to your Supervisor/Contracting Officer for delivery to FPS Regional Field Contract Suitability Adjudication Office for "e-QIP" invite. 3. If a contractor opts to fill out a "Hard Copy" version of the SF-85P due to emergency operations, complete the background investigation package and send it along with Contractor Information Worksheet. SF-85P is available on GSA InSite. 4. MAILING INSTRUCTIONS FOR FPS Staff: If the contractor is a Non-Protective Security Officer (PSO) and performing contract administrative duties on the PSO contract at the federal government facilities, the background investigation package must be mailed to the respective FPS Regional Contract Suitability Adjudication Field Offices listed below:
--	---

Region	Regional CSA PoC	Phone #	FAX	Street	Suite, Room	City	ST	Zip + 4
HQ	(b)(6)			1900 Half St SW	Rm 5354	Washington	DC	20528
HQ				1900 Half St SW	Rm 5351	Washington	DC	20528
ARRA				1900 Half St SW	Rm 5350-S	Washington	DC	20528
1				10 Causeway St	935	Boston	MA	02222-1001
2				26 Federal Plaza	17-130	New York	NY	10278-0004
3				701 Market St	4200	Philadelphia	PA	19106-1538
4				180 Spring St, NW	525	Atlanta	GA	30303-3704
5				230 S. Dearborn St.	3540	Chicago	IL	60604-1505
6				601 E 12TH ST	1712	Kansas City	MO	64106-2818
7								
8				W 6TH Ave & Kipling St		Lakewood	CO	80225-0000
9	300 N Los Angeles St.	2207	Los Angeles	CA	90012-3322			
10	32125 - 32nd Ave S.	2nd Fl	Auburn	WA	98001-9345			
11	Contact COTR							

Type of Investigation Requirements- Contractor

Position Type	Position Sensitivity Levels	Clearance Levels	DHS Investigation Requirement
National Security	Special & Critical Sensitive	Top Secret / Top Secret-SCI	SSBI – Single Scope Backgrnd Inv
	Non-Critical Sensitive	Secret / Confidential	NACLC – National Agency Checks w/Law & Credit
Public Trust	High Risk	N/A	BI – Background Investigation
	Moderate Risk	N/A	MBI – Minimum Background Investigation
	Low Risk	N/A	NACI – National Agency Check w/Written Inquiries

Exhibit 2C Key Personnel Resume

Employee's Name: _____ SSN: - -

PROPOSED POSITION TITLE: _____

SUPERVISOR'S NAME: _____

CURRENT POSITION WITH THE CONTRACT FIRM: _____

TIME IN CURRENT POSITION: (Yrs. Mos.) _____

RESPONSIBLE FOR THE WORK OF: _____ PERSONS

DESCRIPTION OF SCOPE OF CURRENT JOB: (Use attached sheet if necessary)

WORK EXPERIENCE: (Beginning with the most recent for the past 10 years.)

Dates (From – To)	Position or Title	Company Name and Address	Reference and Phone Number

Employee's Name:

SSN: - -

EDUCATION SUMMARY:

	Name and Address of Institution	Dates Attended	Diploma or Certificate
High School			
College			
Technical			
Trade Schools			

PROVIDE A BRIEF STATEMENT OF WHY CONTRACTOR BELIEVES THAT THIS INDIVIDUAL HAS THE QUALIFICATIONS FOR THIS CONTRACT.

Exhibit 2D Lautenberg Statement

Public Law 104-208 & Title 18 USC Sections 921, 922 and 925

1. Public Law 104-208 has amended Title 18, United States Code, Sections, 921, 922 and 925, making unlawful for any person convicted of a misdemeanor crime of domestic violence (spouse abuse, parent abuse, child abuse, etc.) to ship, transport, possess, or receive firearms or ammunition. Presently, there are no exceptions or time limits included in this law.

2. Therefore, anyone ever convicted of the subject crime(s) would be affected by its provisions. Since a person convicted of a misdemeanor crime of domestic violence can NOT possess a firearm or ammunition, such a person may NOT perform as an armed Contract employee.

- 3a. Have you ever been convicted of a misdemeanor crime of domestic violence, as defined by 18 U.S.C. §921(a)(33)?

YES _____ NO _____

- 3b. If you answered YES, provide the following information with respect to each conviction:
 - a. Court/Jurisdiction:
 - b. Docket/Case Number:
 - c. Statute/Charge:
 - d. Date Sentenced:

- 3c. I certify that, to the best of my information and belief, all of the information provided by me here is true, correct, current, complete and made in good faith. I understand that false or fraudulent information provided herein may be grounds for adverse action, up to and including removal, and is also criminally punishable pursuant to Federal law, including 18 U.S.C. §1001.

Signature: _____ Date Signed: _____

Name: _____
(Print your complete legal name)

Exhibit 2G Non-Disclosure Agreement

DEPARTMENT OF HOMELAND SECURITY

NON-DISCLOSURE AGREEMENT

I, _____, an individual official, employee, consultant, or subcontractor of or to (the Authorized Entity), intending to be legally bound, hereby consent to the terms in this Agreement in consideration of my being granted conditional access to certain information, specified below, that is owned by, produced by, or in the possession of the United States Government.

(Signer will acknowledge the category or categories of information that he or she may have access to, and the signer's willingness to comply with the standards for protection by placing his or her initials in front of the applicable category or categories.)

Initials:

Protected Critical Infrastructure Information (PCII)

I attest that I am familiar with, and I will comply with all requirements of the PCII program set out in the Critical Infrastructure Information Act of 2002 (CII Act) (Title II, Subtitle B, of the Homeland Security Act of 2002, Public Law 107-296, 196 Stat. 2135, 6 USC 101 et seq.), as amended, the implementing regulations thereto (6 CFR Part 29), as amended, and the applicable PCII Procedures Manual, as amended, and with any such requirements that may be officially communicated to me by the PCII Program Manager or the PCII Program Manager's designee.

Initials:

Sensitive Security Information (SSI)

I attest that I am familiar with, and I will comply with the standards for access, dissemination, handling, and safeguarding of SSI information as cited in this Agreement and in accordance with 49 CFR Part 1520, "Protection of Sensitive Security Information," "Policies and Procedures for Safeguarding and Control of SSI," as amended, and any supplementary guidance issued by an authorized official of the Department of Homeland Security.

Initials:

Other Sensitive but Unclassified (SBU)

As used in this Agreement, sensitive but unclassified information is an over-arching term that covers any information, not otherwise indicated above, which the loss of, misuse of, or unauthorized access to or modification of could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled under Section 552a of Title 5, as amended, but which has not been specifically authorized under criteria established by an Executive Order or an Act of Congress to be kept secret in the interest of national defense or foreign policy. This includes information categorized by DHS or other government agencies as: For Official Use Only (FOUO); Official Use Only (OUO); Sensitive Homeland Security Information (SHSI); Limited Official Use (LOU); Law Enforcement Sensitive (LES); Safeguarding Information (SGI); Unclassified Controlled Nuclear Information (UCNI); and any other identifier used by other government agencies to categorize information as sensitive but unclassified.

I attest that I am familiar with, and I will comply with the standards for access, dissemination, handling, and safeguarding of the information to which I am granted access as cited in this Agreement and in accordance with the guidance provided to me relative to the specific category of information.

October 2011

I understand and agree to the following terms and conditions of my access to the information indicated above:

1. I hereby acknowledge that I have received a security indoctrination concerning the nature and protection of information to which I have been provided conditional access, including the procedures to be followed in ascertaining whether other persons to whom I contemplate disclosing this information have been approved for access to it, and that I understand these procedures.

2. By being granted conditional access to the information indicated above, the United States Government has placed special confidence and trust in me and I am obligated to protect this information from unauthorized disclosure, in accordance with the terms of this Agreement and the laws, regulations, and directives applicable to the specific categories of information to which I am granted access.

3. I attest that I understand my responsibilities and that I am familiar with and will comply with the standards for protecting such information that I may have access to in accordance with the terms of this Agreement and the laws, regulations, and/or directives applicable to the specific categories of information to which I am granted access. I understand that the United States Government may conduct inspections, at any time or place, for the purpose of ensuring compliance with the conditions for access, dissemination, handling and safeguarding information under this Agreement.

4. I will not disclose or release any information provided to me pursuant to this Agreement without proper authority or authorization. Should situations arise that warrant the disclosure or release of such information I will do so only under approved circumstances and in accordance with the laws, regulations, or directives applicable to the specific categories of information. I will honor and comply with any and all dissemination restrictions cited or verbally relayed to me by the proper authority.

5. (a) For PCII - (1) Upon the completion of my engagement as an employee, consultant, or subcontractor under the contract, or the completion of my work on the PCII Program, whichever occurs first, I will surrender promptly to the PCII Program Manager or his designee, or to the appropriate PCII officer, PCII of any type whatsoever that is in my possession.

(2) If the Authorized Entity is a United States Government contractor performing services in support of the PCII Program, I will not request, obtain, maintain, or use PCII unless the PCII Program Manager or Program Manager's designee has first made in writing, with respect to the contractor, the certification as provided for in Section 29.8(c) of the implementing regulations to the CII Act, as amended.

(b) For SSI and SBU - I hereby agree that material which I have in my possession and containing information covered by this Agreement, will be handled and safeguarded in a manner that affords sufficient protection to prevent the unauthorized disclosure of or inadvertent access to such information, consistent with the laws, regulations, or directives applicable to the specific categories of information. I agree that I shall return all information to which I have had access or which is in my possession 1) upon demand by an authorized individual; and/or 2) upon the conclusion of my duties, association, or support to DHS; and/or 3) upon the determination that my official duties do not require further access to such information.

6. I hereby agree that I will not alter or remove markings, which indicate a category of information or require specific handling instructions, from any material I may come in contact with, in the case of SSI or SBU, unless such alteration or removal is consistent with the requirements set forth in the laws, regulations, or directives applicable to the specific category of information or, in the case of PCII, unless such alteration or removal is authorized by the PCII Program Manager or the PCII Program Manager's designee. I agree that if I use information from a sensitive document or other medium, I will carry forward any markings or other required restrictions to derivative products, and will protect them in the same matter as the original.

7. I hereby agree that I shall promptly report to the appropriate official, in accordance with the guidance issued for the applicable category of information, any loss, theft, misuse, misplacement, unauthorized disclosure, or other security violation, I have knowledge of and whether or not I am personally involved. I also understand that my anonymity will be kept to the extent possible when reporting security violations.

8. If I violate the terms and conditions of this Agreement, such violation may result in the cancellation of my conditional access to the information covered by this Agreement. This may serve as a basis for denying me conditional access to other types of information, to include classified national security information.

October 2011

9. (a) With respect to SSI and SBU, I hereby assign to the United States Government all royalties, remunerations, and emoluments that have resulted, will result, or may result from any disclosure, publication, or revelation of the information not consistent with the terms of this Agreement.

(b) With respect to PCII I hereby assign to the entity owning the PCII and the United States Government, all royalties, remunerations, and emoluments that have resulted, will result, or may result from any disclosure, publication, or revelation of PCII not consistent with the terms of this Agreement.

10. This Agreement is made and intended for the benefit of the United States Government and may be enforced by the United States Government or the Authorized Entity. By granting me conditional access to information in this context, the United States Government and, with respect to PCII, the Authorized Entity, may seek any remedy available to it to enforce this Agreement including, but not limited to, application for a court order prohibiting disclosure of information in breach of this Agreement. I understand that if I violate the terms and conditions of this Agreement, I could be subjected to administrative, disciplinary, civil, or criminal action, as appropriate, under the laws, regulations, or directives applicable to the category of information involved and neither the United States Government nor the Authorized Entity have waived any statutory or common law evidentiary privileges or protections that they may assert in any administrative or court proceeding to protect any sensitive information to which I have been given conditional access under the terms of this Agreement.

11. Unless and until I am released in writing by an authorized representative of the Department of Homeland Security (if permissible for the particular category of information), I understand that all conditions and obligations imposed upon me by this Agreement apply during the time that I am granted conditional access, and at all times thereafter.

12. Each provision of this Agreement is severable. If a court should find any provision of this Agreement to be unenforceable, all other provisions shall remain in full force and effect.

13. My execution of this Agreement shall not nullify or affect in any manner any other secrecy or non-disclosure Agreement which I have executed or may execute with the United States Government or any of its departments or agencies.

14. These restrictions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by Executive Order No. 12958, as amended; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section 1034 of Title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); Section 2302(b)(8) of Title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 USC 421 et seq.) (governing disclosures that could expose confidential Government agents); and the statutes which protect against disclosure that may compromise the national security, including Sections 641, 793, 794, 798, and 952 of Title 18, United States Code, and Section 4(b) of the Subversive Activities Act of 1950 (50 USC 783(b)). The definitions, requirements, obligations, rights, sanctions, and liabilities created by said Executive Order and listed statutes are incorporated into this agreement and are controlling.

15. Signing this Agreement does not bar disclosures to Congress or to an authorized official of an executive agency or the Department of Justice that are essential to reporting a substantial violation of law.

16. I represent and warrant that I have the authority to enter into this Agreement.

17. I have read this Agreement carefully and my questions, if any, have been answered. I acknowledge that the briefing officer has made available to me any laws, regulations, or directives referenced in this document so that I may read them at this time, if I so choose.

October 2011

DEPARTMENT OF HOMELAND SECURITY

NON-DISCLOSURE AGREEMENT

Acknowledgement

Typed/Printed Name:

Telephone Number:

Government/Department/Agency/Business Address

I make this Agreement in good faith, without mental reservation or purpose of evasion.

Signature:

Date:

WITNESS:

Typed/Printed Name:

Telephone Number:

Government/Department/Agency/Business Address

Signature:

Date:

This form is not subject to the requirements of P.L. 104-13, "Paperwork Reduction Act of 1995" 44 USC, Chapter 35.

Exhibit 2H Offense/Incident Report

OFFENSE/INCIDENT REPORT										1. TYPE		REPORT CONTROL SYMBOL			
INSTRUCTIONS ARE PRINTED SEPARATELY. IF ADDITIONAL SPACE IS NEEDED, USE REVERSE OF FORM. IDENTIFY ITEMS.										<input type="checkbox"/> a. ORIGINAL		<input type="checkbox"/> b. CONTINUATION		<input type="checkbox"/> c. SUPPLEMENT OR FOLLOW-UP	
2. CODE NO.		2a. SORT		3. TYPE OF OFFENSE OR INCIDENT				4. CASE CONTROL NO.							
5. BUILDING NO.			6. ADDRESS												
7. NAME OF AGENCY/BUREAU			8. AGENCY/BUREAU CODE		9. SPECIFIC LOCATION			10. LOCATION							
11. DATE/TIME OF OFFENSE/INCIDENT			12. DAY		13. DATE/TIME REPORTED			14. DAY		15. JURISDICTION (X)					
										<input type="checkbox"/> 1. EXCLUSIVE					
										<input type="checkbox"/> 2. CONCURRENT					
										<input type="checkbox"/> 3. PARTIAL					
										<input type="checkbox"/> 4. PROPRIETARY					
16. NO. DEMONSTRATORS		17. NO. EVACUATED		a. TIME START		b. TIME END									
PERSONS INVOLVED	ID CODE (a)	NAME AND ADDRESS (b)			AGE (c)	SEX (d)	RACE (e)	Country of Birth (e1)	Nationality (e2)	INJURY CODE (f)	TELEPHONE (g)				
	Last Name, First, Middle Initial														
	Number, Street, Apt. No., City, State (ZIP Code)														
	Last Name, First, Middle Initial														
Number, Street, Apt. No., City, State (ZIP Code)															
Last Name, First, Middle Initial															
Number, Street, Apt. No., City, State (ZIP Code)															
VEHICLE	19a. STATUS		b. YEAR	c. MAKE		d. MODEL	e. COLOR (Top/Bottom)		f. IDENTIFYING CHARACTERISTICS						
	<input type="checkbox"/> STOLEN		<input type="checkbox"/> SUSPECT		<input type="checkbox"/> GOV'T		<input type="checkbox"/> PERSONAL		<input type="checkbox"/> VANDALIZED						
	g. REGISTRATION	YEAR	STATE	TAG NO.		h. VIN		i. VALUE							
ITEMS TAKEN	20a. NAME OF ITEM		b. QUANTITY		c. OWNERSHIP		d. BRAND NAME								
	e. SERIAL NO.		f. COLOR		g. MODEL			h. VALUE							
	i. UNUSUAL OR UNIQUE FEATURES														
	j. PROPERTY WAS		k. STATUS OF PROPERTY		VALUE RECOVERED										
	<input type="checkbox"/> SECURED		<input type="checkbox"/> UNSECURED		<input type="checkbox"/> RECOVERED		<input type="checkbox"/> MISSING		<input type="checkbox"/> PARTIAL RECOVERY						
	l. NAME OF ITEM	m. QUANTITY		n. OWNERSHIP		o. BRAND NAME									
p. SERIAL NO.	q. COLOR		r. MODEL			s. VALUE									
t. UNUSUAL OR UNIQUE FEATURES															
u. PROPERTY WAS		v. STATUS OF PROPERTY		VALUE RECOVERED											
<input type="checkbox"/> SECURED		<input type="checkbox"/> UNSECURED		<input type="checkbox"/> RECOVERED		<input type="checkbox"/> MISSING		<input type="checkbox"/> PARTIAL RECOVERY							
21. NARRATIVE (if additional space is needed, use reverse of this form)															
22. NOTIFICATION		TIME		23. EVIDENCE		TAG NO.		a. TYPE		b. WHERE STORED					
a. OTHER POLICE		NOTIFIED		ARRIVED		<input type="checkbox"/> YES <input type="checkbox"/> NO									
AGENCIES															
b. FIRE DEPT.															
c. AMBULANCE															
d. BUILDING MANAGER															
e. OTHER (Specify)															
24. ATTACHMENTS (Mark "X" where applicable)		a. CONTINUATION SHEET		d. STATEMENT(S)		f. OTHER ATTACHMENTS (Specify)									
		<input type="checkbox"/>		<input type="checkbox"/>											
		<input type="checkbox"/>		<input type="checkbox"/>											
		<input type="checkbox"/>		<input type="checkbox"/>											
25. SUSPECT STATUS		NOT IDENTIFIED		GOV. CONTRACT		e. N/A		26. DISPOSITION OF SUSPECT							
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		a. ARRESTED		c. CITATION ISSUED NO. _____					
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		b. NOT ARRESTED		<input type="checkbox"/> d. RELEASED <input type="checkbox"/> e. N/A					
NOTE: Complete GSA Form 3157 when there is a Suspect, Att. Burglary, Burglary, Att. Robbery, Robbery or a Weapon is used.															
27. TIME		a. RECEIVED		b. ARRIVED		c. RETURNED TO SERVICE									
28a. REVIEWED BY - NAME (Printed) AND SIGNATURE										b. DATE					
29a. BADGE		a1. CALLSIGN		a2. K9		a3. Contract Guard Company		b. NAME (Printed) AND SIGNATURE		c. DATE					
30. CASE REFERRED TO	a. FPS SA		STATE POLICE		e. IG		g. OTHER (Specify)		31. CASE		32a. APPROVING OFFICIALS NAME (Printed) AND SIGNATURE				
	b. LOCAL POLICE		d. FBI		f. N/A				<input type="checkbox"/> a. OPEN						
									<input type="checkbox"/> b. CLOSED						
									<input type="checkbox"/> c. UNFOUNDED						
33. INVESTIGATOR STATUS	a. CASE #		c. SUSPECT DEVELOPED		d. SUSPECT ARRESTED		e. ENTERED NCIC		f. PROPERTY RECOVERED		h. CLEARED NCIC				
			<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		i. REFERRED				
											j. DATE				

INSTRUCTIONS

1. **TYPE.** Enter an X to indicate if this is an original, continuation page, or a supplement to a report previously made.
2. **CODE NO. (OFFENSE/INCIDENT CODE).** *Enter 4-digit offense/incident code that corresponds to the offense/incident. In cases of vandalism, enter the offense/incident code number 1010 or 1020 and enter the word "vandalism" in Item 3, followed by the estimated dollar amount of damage. (Round off amount to nearest dollar; do not use decimal or cents.)
 - 2a. **SORT.** In those incidents involving the use of Special Operations Response Teams (SORT), place an X in this block.
3. **TYPE OF OFFENSE OR INCIDENT.** Enter in words the type of offense or incident being reported.
4. **CASE CONTROL NO.** Enter 11-character alphabetical/ numerical case number which is obtained from the control center. The case control number is constructed as follows: first and second places designate the region; third place, the district; fourth place, the zone; fifth place thru ninth, the number of cases listed consecutively through out the calendar year; 10th place, a letter designating the month, e.g., A=January, B=February, C=March, etc. The 11th place designates the calendar year. Only the last digit of the calendar year is entered. For example: in Region 8, District 2, Zone 5, the 4392 case of the year, occurring in FEBRUARY 1983, would be entered as 082504392B83.
5. **BUILDING NO.** Enter 8-character GSA building number. When building number does not apply, enter NA (not applicable) . (It is the responsibility of each region to provide these numbers to all officers.)
6. **ADDRESS.** Enter street, city, and State where offense/incident occurred.
7. **AGENCY/BUREAU NAME.** Enter agency/bureau name (i.e., Internal Revenue Service (IRS)).
8. **AGENCY/BUREAU CODE.** Enter 4-character agency/ bureau code in which offense/incident occurred. (It is the responsibility of each region to provide these numbers to all officers.)
9. **SPECIFIC LOCATION.** Enter in words a brief description of location of offense/incident. Always begin with general area, then room area, and then specific location (e.g., 1st floor, office, desk). Refer to example in Item 10.
10. **LOCATION CODE.** *Enter alphabetical/numerical code. The first two places identify the general area or floor level where the incident occurred. The third and fourth places identify the room area; the fifth and sixth places provide the specific location of the incident. For example, if the offense/incident occurred on the first floor, in an office, from a desk code 010FDK would be entered for Item 10. (the last two places are used primarily in theft incidents. When use of the fifth and sixth places is inappropriate, enter NA (not applicable)).
- 11a and b. **DATE/TIME OF OFFENSE/INCIDENT.** Enter month, day, year and military time of offense/incident. Months must be entered in numerical order (i.e., January-01 through December-12). (If the date of the offense/incident is March 9, 1998, it would be recorded as 030998.) If exact date is unknown, but date last seen can be determined, enter that date. If neither of these dates is known, enter UNK (unknown).
12. **DAY.** Enter 2 letters for day of week on which the offense/incident occurred. Codes for days of the week are: SU, MO, TU, WE, TH, FR, SA, and UK (unknown).
- 13a and b. **DATE/TIME REPORTED.** Follow same instructions as in Item 11.
14. **DAY.** Follow same instructions as in Item 12.
 1. **JURISDICTION.** Enter an X in the appropriate box.
 2. **NO. OF DEMONSTRATORS.** Enter the estimated number of demonstrators.
 3. **NO. EVACUATED.** Enter the estimated number of evacuees.

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17a. **TIME START.** Enter the time when evacuation began (use military time).

17b. **TIME END.** Enter the time the evacuees returned to evacuated area (use military time).

18. **PERSONS INVOLVED.** (Suspect, Victim, Witness, Reporting Party). If there are more than two people involved, prepare an additional GSA Form 3155. Use the same case number and fill in only the appropriate blocks.

18a. **ID (IDENTIFICATION) CODE.** Enter appropriate codes of persons involved: SU-suspect; VI-victim; WI-witness; RP-reporting party. If there is more than one person in same category, enter a numeric suffix as 1, 2, etc., (e.g., SU1, SU2, etc.).

18b. **NAME AND ADDRESS.** Enter name(s) and address(es) of person(s) identified. Record subject's full name. Show last name first, followed by first name, then middle initial. If subject doesn't have a middle initial, use NMI (no middle initial) to indicate this.

18c. **AGE.** Enter age if known; otherwise, enter UNK (unknown).

18d. **SEX.** Enter M-male or F-female.

18e. **RACE.** Enter appropriate code: A-Asian Pacific/Oriental; H-Hispanic, I-American Indian; B-Black; W-White; O-Other (explain in narrative), X-Unknown.

18e1. **COUNTRY OF BIRTH.** Enter Country Name if known.

18e2. **NATIONALITY.** Enter Nationality if known

18f. **INJURY CODE.** Enter appropriate code: O-none; 1-refused treatment; 2-first aid only; 3-hospitalized; 4-deceased.

18g. **TELEPHONE.** If known, enter area code(s) and number(s); otherwise, enter UNK (unknown).

19. **VEHICLE.** If more than one vehicle is involved, prepare an additional GSA Form 3155. Use the same control number and fill in only the appropriate blocks.

19a. **STATUS.** Check the appropriate box(es).

19b. **YEAR.** Enter model year of vehicle.

19c. **MAKE.** Enter make of vehicle.

19d. **MODEL.** Enter model of vehicle.

19e. **COLOR.** *Enter appropriate color code. If more than one color, list in order from top to bottom and separate by slashes. Example: Cream vinyl top with blue body is entered as cmr/blu.

19f. **IDENTIFYING CHARACTERISTICS.** List any identifying characteristics of the vehicle, such as a cracked window, dented fenders, etc.

19g. **REGISTRATION.** Enter year, State and registration number printed on vehicle tag.

19h. **VIN (VEHICLE IDENTIFICATION NUMBER).** Enter vehicle identification number.

*HB, FPS UNIFORMED FORCE OPERATION, CHAPTER 8. HB, FPS, STAFF OFFICER'S GUIDE, CHAPTER 5.

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19i. **VALUE.** Enter estimated value of vehicle.

20. **ITEMS TAKEN.** If there are more than 2 items taken, prepare an additional GSA Form 3155. Use the same case number and fill in only the appropriate blocks.

20a. **NAME OF ITEM.** Identify item (e.g., typewriter, tools, radio equipment. etc.).

20b. **QUANTITY.** Enter number of items (e.g., for one item enter 001).

20c. **OWNERSHIP.** Check the appropriate box.

20d. **BRAND NAME.** Enter brand name (e.g., Remington).

20e. **SERIAL NUMBER.** Enter serial number, the word "none", or "unknown", as appropriate.

20f. **COLOR.** Enter color*. Separate multi-colors with a slash (e.g., red, brown, and blue = red/bro/blu).

20g. **MODEL.** Enter model or number, if any.

20h. **VALUE.** Enter value (or estimated value) of items stolen. (Round the amount off to the nearest dollar; do not use decimal or cents).

20i. **UNUSUAL OR UNIQUE FEATURES.** List any features that will assist in identifying the property, such as an owner applied number (i.e., owner's social security number).

20j. **PROPERTY WAS.** Enter an X in appropriate box.

20k. **STATUS OF PROPERTY.** Enter an X in the appropriate box. If property is partially recovered, enter value of the amount recovered.

20l. through 20v. same as 20a. through 20k.

1. **NARRATIVE.** Enter details of offense/incident not included elsewhere in report, or when the word "other" has been used. If additional space is required, continue on page 2 of form and/or use and attach a blank sheet of paper.

2. **NOTIFICATION.** As required, enter time (military time)

of notification and arrival of appropriate units. 23a and b. **EVIDENCE.** Enter an X in the appropriate box, and the evidence tag number if applicable.

23c. **TYPE.** Identify type of evidence. 23d. **WHERE STORED.** Give current location of evidence.

1. **ATTACHMENTS.** Enter an X in the appropriate boxes, or specify in block marked "Other Attachments" (such as traffic accident forms).

2. **SUSPECT'S STATUS.** Enter an X in the appropriate box.

3. **DISPOSITION OF SUSPECT.** Enter an X in the appropriate box. Enter number of any citation issued to suspect.

4. **TIME (OF OFFENSE/INCIDENT).** Use military time. 27a. **RECEIVED.** Enter the assignment received. 27b. **ARRIVED.** Enter time arrived on scene. 27c. **RETURNED TO SERVICE.** Enter time returned to service. 28a. **REVIEWED BY.** Enter an X in the appropriate box to

indicate FPS (Federal Protective Service) or CG (Contract Guard).

28b and c. **NAME AND SIGNATURE.** Enter printed name and the signature of immediate supervisor reviewing report.

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28d. **DATE.** Enter date report was reviewed.

29a. **BADGE.** Enter badge number of FPO completing the offense/incident report. Contract guards will enter the letters "CG". (when filling in these blocks, begin on the left and work from left to right).

29a1. **CALLSIGN.** Enter call sign number of FPO/Contract guard if known.

29a2. **K9.** Place an X in this box if FPO/Contract guard accompanied by K9. 29a3. **CONTRACT GUARD COMPANY.** Enter company name if known.

29b and c. **NAME AND SIGNATURE.** Enter printed name and the signature of FPO or contract guard completing the offense/incident report.

29d. **DATE SUBMITTED.** Enter date report submitted.

1. **CASE REFERRED TO.** Enter an X in the appropriate box(es). (The approving official is responsible for completing this block.)
2. **CASE STATUS.** Enter an X in the appropriate box. A case is closed when the offender has been identified, sufficient evidence has been collected to charge him/her, and he/she has been taken into custody. A case is also closed in instances where some element beyond police control precludes the placing of formal charges' against an offender (e.g., the U.S. Attorney refuses to prosecute).

32a and c. **APPROVING OFFICIAL (SIGNATURE AND NAME).** Completion of these blocks will indicate the report has been reviewed for accuracy and completeness of data. Enter printed name and the signature of approving official (to be designated by the district supervisor). This should not be the same as the reviewing official.

32b. **DATE.** Enter date report was approved.

33. **DETECTIVE STATUS.** This set of blocks is to be used by the detectives only. These blocks will be filled out showing what results occurred to the offense/incident report upon completion of a follow-up investigation, if conducted.

33a. **CASE NUMBER.** Enter Detective Section case number assigned.

33b. **HOW CLOSED.** Place an X in appropriate box to signify how the investigation was closed.

33c. **SUSPECT.** Place an X in the box if a suspect was developed or arrested.

33d. **ENTERED NCIC (NATIONAL CRIME INFORMATION CENTER).** Enter an X in the appropriate box.

33e. **PROPERTY RECOVERED.** Enter an X in the box to indicate if stolen property was recovered.

33f. **VALUE OF PROPERTY.** If property recovered, indicate the value of recovered property.

33g. **CLEARED NCIC.** Enter an X in the appropriate box.

33h. **REFERRED TO.** If follow-up investigation was referred to another investigative unit and accepted, indicate name.

33i. **DATE REFERRAL ACCEPTED.** Enter date referral was accepted.

*HB, FPS UNIFORMED FORCE OPERATION, CHAPTER 8. HB, FPS, STAFF OFFICER'S GUIDE, CHAPTER 5.

Exhibit 21

Identification Access Control Card Request

DEPARTMENT OF HOMELAND SECURITY

IDENTIFICATION ACCESS CONTROL CARD REQUEST

SECTION I - PERSONAL INFORMATION (Completed by Individual)			
FIRST NAME [REDACTED]	MIDDLE NAME [REDACTED]	LAST NAME [REDACTED]	
SOCIAL SECURITY NUMBER [REDACTED]	DATE OF BIRTH [REDACTED]	SEX [REDACTED]	
HOME ADDRESS [REDACTED]		ADDRESS 2 [REDACTED]	
CITY [REDACTED]	STATE [REDACTED]	ZIP [REDACTED]	HOME PHONE [REDACTED]
SECTION II - EMPLOYEE INFORMATION (Completed by Directorate Authorized Representative)			
TYPE OF EMPLOYEE (Check One) <input type="checkbox"/> FEDERAL EMPLOYEE <input type="checkbox"/> FEDERAL DETAILEE <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER [REDACTED]			
DIRECTORATE/OFFICE [REDACTED]	HOME AGENCY (Detailee) [REDACTED]	COMPANY (Contractor) [REDACTED]	
LOCATION (Check One) <input type="checkbox"/> NEBRASKA AVENUE <input type="checkbox"/> 7TH & D STREETS <input type="checkbox"/> VERMONT AVENUE <input type="checkbox"/> OTHER [REDACTED]			
OFFICE LOCATION (Floor) [REDACTED]	OFFICE NUMBER [REDACTED]	POINT OF CONTACT [REDACTED]	
START DATE [REDACTED]		END DATE [REDACTED]	
SIGNATURE AUTHORITY ON FILE WITH DHS OFFICE OF SECURITY			DATE [REDACTED]
SECTION III - SECURITY INFORMATION (Completed by Security Office)			
SECURITY CLEARANCE LEVEL <input type="checkbox"/> NONE <input type="checkbox"/> SECRET <input type="checkbox"/> TOP SECRET <input type="checkbox"/> OTHER [REDACTED]			
BADGE TYPE [REDACTED]		BADGE NUMBER [REDACTED]	
ISSUE DATE [REDACTED]	EXPIRATION DATE [REDACTED]	STATUS [REDACTED]	
SIGNATURE DHS OFFICE OF SECURITY REPRESENTATIVE			PHONE NO. [REDACTED]
SIGNATURE OF PHYSICAL SECURITY REPRESENTATIVE			PHONE NO. [REDACTED]

AUTHORITY: 5 USC 5701-5733, Sections 5721-5733 and Executive Order 9397.

DISCLOSURE: Disclosure of information is mandatory.

PURPOSE: To collect information pertinent to verifying both investigation and clearance information for potential detailees, employees, and contractors who have been presented to DHS Headquarters for duty. This data must be true and accurate. Verification of this information is paramount to acceptance.

Exhibit 2J Federal Emergency Response Official Designation Request

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY RESPONSE OFFICIAL DESIGNATION
REQUEST

FOR FEDERAL EMERGENCY RESPONSE OFFICIAL

SECTION I - PERSONAL INFORMATION (Completed by Individual)			
FIRST NAME	MIDDLE NAME	LAST NAME	
DATE OF BIRTH	SEX	HOME ADDRESS	
ADDRESS 2		CITY	STATE
ZIP	HOME PHONE	COMPONENT NAME	
WORK PHONE NUMBER		WORK EMAIL	

SECTION II - COMPLETED BY FERRO APPROVING AUTHORITY		
APPROVAL <input type="checkbox"/> FEDERAL EMERGENCY RESPONSE OFFICIAL DESIGNATION		
DESIGNATED FERRO OFFICIAL NAME	DESIGNATED FERRO OFFICIAL TELEPHONE	FERRO OFFICIAL EMAIL ADDRESS
SIGNATURE AUTHORITY DESIGNATED FOR FERRO APPROVAL		DATE

SECTION III - ACCESS CONTROL OFFICE		
FERRO STRIPE AUTHORIZED <i>FERRO Designation</i>		
FERRO STRIPE AUTHORIZED FERRO STRIPE AUTHORIZED		CARD NUMBER
ISSUE DATE	EXPIRATION DATE	STATUS
SIGNATURE DHS OFFICE OF SECURITY REPRESENTATIVE		PHONE NUMBER
SIGNATURE OF PHYSICAL SECURITY REPRESENTATIVE		PHONE NUMBER

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 5701-5733, §§ 5721-5733; and Executive Order 9397.

PRINCIPAL PURPOSE(S): This information is being collected for the sole purpose of identifying that all requirements have been met to apply for and receive Federal Emergency Response Official Designation.

ROUTINE USE(S): "The information on this form may be disclosed as generally permitted under 5 U.S.C. § 552a(b) of the Privacy Act of 1974, as amended. This includes using this information as necessary and authorized by the routine uses published in DHS/ALL - 014 Emergency Personnel Location Records System of Records (73 FR 61888, October 17, 2008)."

DISCLOSURE: The disclosure of information on this form is voluntary; however, failure to provide the information requested will prevent the individual from receiving Federal Emergency Response Official Designation.

Exhibit 3A Contractor's Certification of Basic Training

Employee's Name: _____

SSN: _____ - _____ - _____

I hereby certify that the above named employee successfully completed all required Basic Training subjects including practical exercises and examinations in accordance with SOW, as required by Contract number _____.

Basic Training provided from _____ to _____
(DATE) (DATE)

Basic Training Subjects presented by:

_____ of _____
(Name of Instructor) (Name of Company)

Employee's Score: _____

Employee's Signature: _____

CERTIFIED BY:

(Printed Name of Contractor's Authorized Representative) (Signature) (Date)

Information provided in this certification is subject investigation and verification under Title 18, Section 1001, United States Code. Any false or misleading information may be punishable by fine or imprisonment.

Exhibit 3B

Contractor's Certification of Initial Weapons Training

Employee's Name: _____

SSN: _____ - _____ - _____

I hereby certify that the above named employee successfully completed required Weapons Training subjects, identified below, including practical exercises and examinations in accordance with SOW, as required by Contract number _____.

Initial Firearms Training provided from _____ to _____
(DATE) (DATE)

Initial Baton Training provided from _____ to _____
(DATE) (DATE)

Initial OC Training provided from _____ to _____
(DATE) (DATE)

Other Firearms Training provided from _____ to _____
(Weapon Type _____) (DATE) (DATE)

Transition/Platform Firearms Training provided from _____ to _____
(Weapon Type _____) (DATE) (DATE)

Weapons Training Subjects presented by:

_____ of _____
(Name of Instructor) (Name of Company)

Employee's Score: _____

Employee's Signature: _____

CERTIFIED BY:

(Printed Name of Contractor's Authorized Representative) (Signature) (Date)

Information provided in this certification is subject investigation and verification under Title 18, Section 1001, United States Code. Any false or misleading information may be punishable by fine or imprisonment.

Exhibit 3C Contractor's Certification of Government-Provided Training

Employee's Name: _____

SSN: _____ - _____ - _____

I hereby certify that the above named employee successfully completed all required Government Provided Training subjects including practical exercises and examinations in accordance with SOW, as required by Contract number _____.

Government Provided Subject(s):

- Orientation Training
- Screener Training
- Other Training (specify): _____

provided from _____ to _____ by:
(DATE) (DATE)

_____ of _____
(Name of Instructor) (Name of Agency)

Employee's Score: _____

Employee's Signature: _____

CERTIFIED BY:

(Printed Name of Contractor's Authorized Representative) (Signature) (Date)

Information provided in this certification is subject investigation and verification under Title 18, Section 1001, United States Code. Any false or misleading information may be punishable by fine or imprisonment.

Exhibit 3D Contractor's Certification of Refresher Training

Employee's Name: _____

SSN: _____ - _____ - _____

I hereby certify that the above named employee successfully completed all required Refresher Training subjects including practical exercises and examinations in accordance with SOW, as required by Contract number _____.

Refresher Training provided from _____ to _____
(DATE) (DATE)

Refresher Training Subjects presented by:

_____ of _____
(Name of Instructor) (Name of Company)

Employee's Score: _____

Employee's Signature: _____

CERTIFIED BY:

(Printed Name of Contractor's Authorized Representative) (Signature) (Date)

Information provided in this certification is subject investigation and verification under Title 18, Section 1001, United States Code. Any false or misleading information may be punishable by fine or imprisonment.

Exhibit 3E

Contractor's Certification of Weapons Refresher Training

Employee's Name: _____

SSN: _____ - _____ - _____

I hereby certify that the above named employee successfully completed all required Weapons Training subjects including practical exercises and examinations in accordance with SOW, as required by Contract number _____.

Semi-annual Firearms Training provided from _____ to _____
(DATE) (DATE)

Refresher Baton Training provided from _____ to _____
(DATE) (DATE)

Refresher OC Training provided from _____ to _____
(DATE) (DATE)

Other Training _____ provided from _____ to _____
(TYPE) (DATE) (DATE)

Weapons Training Subjects presented by:

_____ of _____
(Name of Instructor) (Name of Company)

Employee's Score: _____

Employee's Signature: _____

CERTIFIED BY:

(Printed Name of Contractor's Authorized Representative) (Signature) (Date)

Information provided in this certification is subject investigation and verification under Title 18, Section 1001, United States Code. Any false or misleading information may be punishable by fine or imprisonment.

Exhibit 4 Required Training

	Training	Frequency	Provider	Section Reference	Exhibit
1	AED	ARC/AHA Requirements	Contractor	6.8	N/A
2	Contractor-Provided Basic Training	*One Time Only	Contractor	6.4.1.2	4B
3	CPR	ARC/AHA Requirements	Contractor	6.8	N/A
4	Contractor-Provided Annual Weapons Refresher Training (Firearms)	Semi-Annual	Contractor	6.6.3	4C & 4D
5	First Aid	ARC/AHA Requirements	Contractor	6.8	N/A
6	Contractor-Provided Initial Weapons Training and Qualification	*One Time Only	Contractor	6.6.2	4C
7	Contractor-Provided Annual Weapons Refresher Training (Less-Than-Lethal Weapons)	Annual	Contractor	6.6.5	4C & 4D
8	Government-Provided Orientation Training	*One Time Only	Government	6.7.2	4G
9	Contractor-Provided Refresher Training	Every 3 Years	Contractor	6.4.1.3	4E
10	Government-Provided Screener Training	Annual	Government	6.7.3	4G
11	Government-Administered Written Examination	Upon completion of Basic Training	Government	6.5	N/A

* One Time Only – If PSO completes training satisfactorily.

Exhibit 4A Contractor's Training Schedule and Plan

Use the below format for all training.

Date: XX September 2009

Times: 0800 – 1630 (30 minutes for lunch)

Instructor(s): Mr. Jones

Training Facility Address: Street, City, State, Zip Code

Time – Course	Hours
0800 – 0900 Overview of the Department of Homeland Security and the Federal Protective Service (CHAPTER ONE, SGIM)	1
0900 – 1000 Overview of the Roles & Responsibilities of a Contract Security Guard (CHAPTER TWO, SGIM)	1
1000 – 1100 Ethics and Professionalism Part I: Overview (CHAPTER TWO, SGIM)	1
1100 – 1200 Ethics and Professionalism Part II: Interactive Training	1

Exhibit 4B Contractor-Provided Basic Training

IMPORTANT NOTE: INSTRUCTOR MUST USE FPS SECURITY GUARD INFORMATION MANUAL (SGIM) AS AN ESSENTIAL COMPONENT OF THIS TRAINING, CROSS-REFERENCING TOPICS WHERE APPLICABLE FOR EFFECTIVE PRESENTATION OF MATERIAL.

Contractor must present 64 hours of basic training to all students. Hours listed in “Hours” column are recommended times needed for effective coverage of material, to include questions and answers, interactive tasks, and reviews/quizzes of the material. Instructor shall use his/her expertise in evaluating PSO progress in comprehending and applying concepts and materials taught. There may be some fluctuation in actual time covered for each subject, *but under no circumstances shall the Instructor provide less than 64 hours of training.*

64 Hours

Subject	Hours	Scope
Overview of the Department of Homeland Security and the Federal Protective Service (CHAPTER ONE, SGIM)	1	The mission, role, and responsibilities of DHS and FPS as well as the role contract security officers play in facility security. Instructor will also discuss the five types of facilities and security levels.
Overview of the Roles & Responsibilities of a Contract Security Guard (CHAPTER TWO, SGIM)	1	The typical duties of a Contract Security Officer and responsibilities associated with being a contract Security Officer at a Federal facility.
Ethics and Professionalism Part I: Overview (CHAPTER TWO, SGIM)	1	Police professionalism today, including the expanding use of contract security officers and indicate by current trends, where it may be headed in the future. Provide instruction in police ethics, using practical examples, both desirable and undesirable. Discuss ideas that will lead to improved cooperation between the local, state, and Federal law enforcement security officers and the contract security officers.
Ethics and Professionalism Part II: Interactive Training	1	Role-playing or other interactive methods between instructor and students using scenarios of ethical and professional behavior by security officers based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives are acceptable.
Principles of Communications Part I: Overview (CHAPTER TWO, SGIM)	1	Familiarize the security officers with the concept surrounding effective communications and development of communication skills. Present the contract security officer with the theory of communications; various types of obstacles that can hinder the development and maintenance of effective communication; the senses and their role in the communication process and the main and essential skills that accompany the development of communication effectiveness.

Subject	Hours	Scope
Principles of Communications Part II: Interactive Training	1	Role-playing or other interactive methods between instructor and students using scenarios of communication methods based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives are acceptable.
Professional Public Relations Part I: Overview (CHAPTER TWO, SGIM)	1	Instruction provided to the security officers that will increase their effectiveness in the use of basic social skills, enhance their employer’s reputation and contract performance as well as the positive image portrayed by the U.S. Government. Such instruction should include (but not limited to) proper display of the uniform, shoeshine, haircuts, and other forms of personal grooming.
Professional Public Relations Part II: Interactive Training	1	Role-playing or other interactive methods between instructor and students using scenarios of communication methods based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives are acceptable.
Understanding Human Behavior, Part I: Overview (CHAPTERS TWO AND NINE, SGIM)	1	The basic knowledge needed for the security officers to understand their own actions, and those of the people they work with, in the performance of their assigned duties. Behavior under stress (both natural and man induced); actions of mentally disturbed; irrational conduct created by the use of drugs or alcohol; job (performance) related problem; are a part of this discussion. Give special attention to the changes in human behavior that might occur in the contract security officer with the introduction of badge and gun.
Understanding Human Behavior, Part II: Interactive Training	1	Role-playing or other interactive methods between instructor and students using scenarios of human behavior based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives are acceptable.
The Law, Legal Authorities, Jurisdiction and Responsibilities (CHAPTER THREE, SGIM)	2	History of laws, applicable laws, regulations, and the concept of legal jurisdiction as it pertains to the security officers’ duties and authority.
Crimes and Offenses (CHAPTER THREE, SGIM)	1	Present the security officers with an (understanding of the types of offenses they are most likely to encounter in their duties. Instruct on the methods of successful investigative techniques.
Search and Seizure (CHAPTER THREE, SGIM)	1	Provide the security officer with the knowledge of the legal application of search and seizure law in the performance of duties as a contract officer in a Federal facility. Instruction should provide a comprehensive survey of laws pertaining to search and seizure to include “Stop and Frisk”.
Authority to Detain (CHAPTER THREE, SGIM)	1	Provide the security officer with knowledge of how officers shall exercise their authority to detain as defined by local, state, and Federal regulations. Instruction will define detention procedures and legal rules governing practices involving: confessions, self-incrimination, eyewitness identifications, and complaints. Security officers should become completely familiar with the extent of their authority obtained from the various jurisdictions involved.

Subject	Hours	Scope
Use of Force (CHAPTER THREE AND APPENDIX FOUR, SGIM)	1	Instruct on the use of force, to include the various degrees of force authorized in the performance of duties under this contract. Reporting procedures related to such use of force. The consequences for a security officer for the unauthorized or misuse of force.
Crime Scene Protection (CHAPTER THREE, SGIM)	2	The important facets of the preliminary investigation and the protection, preservation, and subsequent search of the crime scene.
Rules of Evidence (CHAPTER THREE, SGIM)	1	Definition of evidence (direct, circumstantial, and real). Admissibility of evidence as it relates to competency, relevancy, materiality, and hearsay. Information on the exclusionary rule and other related items. Procedures for handling and protecting evidence.
Security Guard Administration (CHAPTER FOUR, SGIM)	1	The relationship between the Contractor and the Government. The protocol for communicating with the MegaCenters when incidents occur. The importance of the Duty Book.
Post Duties (CHAPTER FOUR, SGIM)	2	The purpose of posts and identify the various types of protective services. The necessity of proper observation and counter-surveillance while manning a post.
Patrol Methods And Patrol Hazards (CHAPTER FOUR, SGIM)	2	Study the various methods and skills employed in protective patrols with an emphasis on foot patrols. Explain the importance of security patrols and explore the values of various patrol methods. Examine the hazards encountered during patrol functions, both natural and man-made. Discuss the techniques or recognition and ways to eliminate or reduce patrol hazards.
General Response Procedures (CHAPTER FOUR, SGIM)	2	Explain the various types of situations security officers will respond to. Describe the proper approach to such situations; discuss the security officer's role and responsibility; and instruct in the appropriate techniques employed in such circumstances. Include discussion of radio communications protocol.
Access Control (CHAPTER FIVE, SGIM)	4	Personnel control, property control, vehicle control, and lock and key control.
Crime Detection, Assessment And Response (CHAPTER SIX, CGIM)	2	Acquaint the contract security officer with the need to exercise care and caution when coming upon a crime in progress. Discuss the element of surprise, and the possibilities of encountering a crime being committed. Special emphasis placed on the crimes the security officer may encounter while on duty within a Federal facility, security officer actions and responses, and the requirements of the agency.
Safety and Fire Prevention (CHAPTER SEVEN, SGIM)	1	The security officer's responsibility for safety and fire prevention. Guidelines for operational safeguards including the use of fire extinguishers (types, etc.), sprinkler systems, fire alarm systems, and other standard fire prevention equipment.
Records, Reports, & Forms (CHAPTER EIGHT, SGIM)	3	Importance of properly prepared records, reports, and forms. Provide students examples. Students prepare sample records, reports, and forms that they will use on an FPS contract. Emphasis on tips for effective report writing.

Subject	Hours	Scope
Special Situations (CHAPTER NINE, SGIM)	2	Various types of special situations which security officers may respond to, such as providing escorts, controlling traffic, and dealing with mentally ill or disturbed persons.
Code Adam (CHAPTER NINE, SGIM)	1	Familiarize the security officers with one of the largest child safety programs in the country. Discussions will include the history and the Code Adam Act as it pertains to Federal facilities. Instruction will include the FPS nationwide policy and the security officer's role in implementing Code Adam Alert procedures.
Terrorism, Anti-terrorism, and Weapons of Mass Destruction (WMD) (CHAPTERS ELEVEN AND FOURTEEN, SGIM)	4	Weapons of mass destruction; discuss anti-terrorism methods used by FPS such as counter-surveillance and proper use of building security equipment.
Workplace Violence (CHAPTER TWELVE, SGIM)	2	Workplace violence, who commits violent acts and why, security officer's response to violent incidents, and tactics for being aware of environments or situations that can contribute to violence.
Civil Disturbances (CHAPTER THIRTEEN, SGIM)	3	Discuss and provide field practice in crowd control that will teach the security officers how to distinguish between friendly, sightseeing, agitated, and hostile crowds placing an emphasis on effective response to civil disturbances.
Bomb Threats and Incidents (CHAPTER FOURTEEN, SGIM)	2	The procedures security officers will use to respond to bomb threats, discovery of suspicious items, and persons who appear to be suspicious, placing an emphasis on gathering as much information as possible and reporting incidents.
Hostage Situations (CHAPTER FIFTEEN, SGIM)	2	Lecture and practical applications to instruct security officers on identifying and responding to hostage situations.
Sabotage and Espionage (CHAPTER SIXTEEN, SGIM)	2	Defining the terms and give concrete examples of the concepts of sabotage and espionage as they might occur on Federal property. Emphasize importance of deterrence and prevention as well as response to incidents as they occur.
Defensive Tactics	4	Lecture and practical applications to instruct Security Officers in the use of defensive tactics. Instructor will incorporate defense against armed and unarmed attack, restraining holds, and subjective compliance methods against hostile or uncooperative persons.
Use of Handcuffs	4	Lecture and hands-on demonstrations of procedures and techniques for handcuffing persons. All students shall affix and remove handcuffs in different "real life" scenarios where handcuffing would be necessary.
Review & Examination	2	A 50 question multiple-choice written examination given to determine knowledge and understanding of the academic subject matter.

NOTE: WRITTEN EXAMINATION QUESTIONS COME ENTIRELY FROM SGIM. FAILURE BY INSTRUCTOR TO USE SGIM AS AN ESSENTIAL TRAINING TOOL MAY RESULT IN HIGH RATES OF FAILURE ON WRITTEN EXAMINATION. CONTRACTOR SHALL ENSURE INSTRUCTORS USE SGIM AS A CORE COMPONENT OF TRAINING.

Exhibit 4C

Contractor-Provided Initial and Transitional- Platform Firearms and Less-Than-Lethal Weapons Training and Qualification

Initial Weapons Training/Qualification: Contractor must present a minimum total of 40 hours of firearms (32hrs) and Less-Than-Lethal weapons (8hrs) training. Contractor is responsible for providing PSOs with a minimum of 32 hours of firearms training prior to initial qualification. A minimum of eight hours will be dedicated classroom training and a minimum of 24 hours, excluding associated down time, will be dedicated live fire training. Contractor is responsible for providing four hours baton and four hours OC Spray training/certification as specified by manufacture and in accordance with state/local law.

Subject	Hours	Scope
Use of OC Spray	4	Lecture and hands-on demonstration of procedures for carrying, drawing and utilizing OC Spray
Use of Baton	4	Lecture and hands-on demonstration of procedures for baton carrying and drawing, as well as striking techniques.
Firearms Maintenance, Safety, and Handling	8	(NOTE: This segment does not include fundamentals or firing and firearms qualification.) Provide instruction in handling and control of firearm. Instruction should relate to weapons safety and handling to include: nomenclature, wearing of the weapon, weapon retention, care and cleaning, performing a functions check, storage, and accountability. Special emphasis must be placed on loading, unloading, and the safe lowering of a “cocked” hammer on a live round.
Initial Firearms Familiarization Fire	24	Live fire
Transitional Weapon Training and Qualification (Transitional Weapon: revolver to revolver; semi-automatic to semi-automatic)	3	PSO must have a current qualification to complete Transitional Weapons Training and Qualification. Contractor must present: a minimum one hour of firearms maintenance, safety, and handling; to include nomenclature, function check, with special emphasis placed on loading, unloading, cocking, and decocking a hammer on a live round. Contractor must present; Handgun: minimum two hours of familiarization fire, excluding associated down time; Shotgun: one qualification course of fire as training. Contractor must present qualification course of fire.

Subject	Hours	Scope
Weapon Platform Change Training and Qualification (weapon platform change: revolver to semi-automatic pistol)	8	PSO must have a current qualification to complete Weapon Platform Training and Qualification. Contractor must present a minimum two hours of firearms maintenance, safety, and handling; to include nomenclature, function check, with special emphasis placed on loading, unloading, cocking, and decocking a hammer on a live round. Contractor must present: Handgun: a minimum six hours, familiarization fire, excluding associated down time; Shotgun: one qualification course of fire as training. Contractor must present qualification course of fire.

Number of hours listed “Hours” column are recommended times needed for effective coverage of material, to include questions and answers, interactive tasks, and reviews/quizzes of the material. Instructor shall use his/her expertise to evaluate PSO progress in comprehending and applying concepts and materials taught. There may be some fluctuation in actual time covered for each subject, *but under no circumstances shall an Instructor provide less than 40 hours training during initial weapons training.*

Handgun Qualification Course

Firearms: Contract-authorized handgun

Ammunition: Contract-authorized: 50 rounds

Target: ICE Target

Stages will be completed in sequential order and fired as a hot range. Once prepared for duty carry, shooter will be responsible for maintaining full magazines throughout course of fire, reloading on command and/or when otherwise necessary.

Course of Fire (Handgun)				
STAGE	DISTANCE	ROUNDS	POSITION	DESCRIPTION
1	1.5 YDS	6	Strong hand only from the holster using the bent elbow position with the support arm/hand placed against the upper centerline of the officer's chest	On command the shooter will: Draw and fire one round in two seconds and re-holster. Draw and fire two rounds in two seconds and re-holster. Draw and fire three rounds in two seconds and re-holster. Officers with a magazine capacity of less than twelve rounds will have to conduct a tactical reload or magazine exchange at the end of this stage of fire to be prepared for stage two.
2	3 YDS	6	Using two hands from the holster -- point shoulder shooting, referencing sights	On command the shooter will: Draw and fire three rounds in the chest of the target in three seconds, and re-holster. Draw and fire three rounds in three seconds to the chest, perform a reload (emergency, tactical or magazine exchange) and re-holster.
3	7 YDS	6	Body armor and cover drills. Two-handed shooting using the sights	On command the shooter will draw and fire two rounds to the chest of the target and one round to the head of the target in five seconds and assume a high search position. From high search, move to an aimed in position and fire two rounds to the chest of the target and one round to the head of the target in four seconds. At the end of this stage, the two headshot rounds must be in the five-ring head area for each to count as five points. The head area outside the five-ring is worth two points. Officers with a magazine capacity of less than twelve rounds will have to conduct a tactical reload or magazine exchange at the end of this stage of fire to be prepared for stage four.

STAGE	DISTANCE	ROUNDS	POSITION	DESCRIPTION
4	7 YDS	12	One-handed shooting	On command, the shooter will draw and fire three rounds, using both hands, then transfer the weapon to the strong hand only and fire three rounds, in ten seconds. Perform a reload (emergency, tactical or magazine exchange), and re-holster. Draw and fire three rounds, using both hands, then transfer the weapon to the support hand only and fire three rounds, in ten seconds. Perform a reload (emergency, tactical or magazine exchange), and re-holster.
5	15 YDS	12	Two-handed shooting from the standing and kneeling position	On command the shooter will draw and fire six rounds from the standing position in ten seconds. Move to a kneeling position. When the target edges, or command is given that threat has diminished, shooter performs a reload (emergency, tactical or magazine exchange) in five seconds and assumes a ready position. When threat reappears, or command to fire is given, fire six additional rounds from the kneeling position in ten seconds. Officers with a magazine capacity of less than twelve rounds will have to conduct a tactical reload or magazine exchange at the end of this stage of fire to be prepared for stage six.
6	15 YDS	4	Barricade	On command the shooter will take one step to the rear and one to the right of the barricade. When the threat appears or command to fire is given, move to cover, draw and fire two rounds from the right side standing barricade position, move to the right side kneeling barricade and fire an additional two rounds, in twenty seconds. While in a position of cover, perform a magazine exchange.
7	15 YDS	4	Barricade	On command the shooter will take one step to the rear and one to the left of the barricade. When the threat appears or command to fire is given, move to cover and fire two rounds from the left side standing barricade position, move to the left side kneeling barricade and fire an additional two rounds, in 20 seconds.

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A total of fifty rounds will be fired with a maximum possible score of two hundred-fifty points. Minimum qualification score is two hundred out of two hundred-fifty for eighty percent.

Marksmanship Ratings

220-230 = Marksman

231-240 = Sharpshooter

241-249 = Expert

250 = Distinguished Expert

Shotgun Qualification Course

Firearm: Contract-authorized shotgun (*Note: A specific post requirement must exist for PSOs to be armed with a shotgun.*)

Ammunition: Five Rounds of Rifled Slug and 10 Rounds of .00 buckshot.

Target: ICE Target

Course of Fire: Stages will be completed in sequential order and fired as a hot range. All stages will begin with magazine loaded with four rounds, chamber empty, hammer down and safety off. Prior to commencing fire, shotgun will be held at hip level or in a low ready position with muzzle pointed downrange. On signal to commence firing, shooters will move into appropriate firing position. Slings may be used by shooter in any manner as long as they do not impede shooter or create a situation which compromises shooter's safety.

NOTE: Low Ready Position - Butt plate held against shoulder with muzzle pointed down at a 45-degree angle.

Course of Fire (Shotgun)				
STAGE	DISTANCE	ROUNDS	POSITION	DESCRIPTION
Stage 1	25 Yards	5 rounds rifled slug	Fired from shoulder in standing position.	<p>This stage will begin with shotgun at hip position. Shotgun will be loaded with four rounds in magazine only. Shooter will have one round available for reload. After firing four rounds, fifth round will be loaded through open ejection port and fired.</p> <p>Time Limit: 20 seconds.</p> <p><i>Note: Total of five rifled slugs will be fired with a minimum of four rifled slugs required to be in the four ring or higher at twenty-five yards.</i></p>
Stage 2	15 Yards	5 rounds .00 buckshot	Fired from shoulder in standing position.	<p>Start position will be same as Stage 1. In this stage, PSO will load shotgun with three rounds of buckshot and have two rounds available for tactical reload. On command, PSO will fire two rounds, tactical reload with two rounds (loading through the magazine with weapon pointed at threat) and fire remaining three rounds.</p> <p>Time Limit: 20 seconds.</p>

<p>Stage 3</p>	<p>7 Yards</p>	<p>5 rounds .00 buckshot</p>	<p>Fired from shoulder after moving shotgun from low ready position.</p>	<p><i>NOTE: Prior to firing Stage 3, Instructors must ensure impact area is clear of obstructions (i.e., rocks, lead buildup, etc.) that might cause pellets to ricochet..</i></p> <p>This stage will begin with shotgun at hip position. Shotgun will be loaded with four rounds in magazine only. Shooter will have one round available for reload. After firing four rounds, fifth round will be loaded through open ejection port and fired.</p> <p>Time Limit: 10 seconds.</p>
<p>Shotgun qualification course scoring consists of a total of five slugs with a maximum possible score of two hundred and fifty points. Minimum qualification score is two hundred points. For Stage Two and Three, proficiency is measured by ability to accomplish stated task in allotted time. If PSO fails to accomplish tasks as required by course of fire, PSO will not have met minimum proficiency requirement.</p>				
<p>When range facilities permit, two silhouette targets may be used per shooter, one target for slugs, and one for .00 buckshot. Additionally, shooters should be encouraged to utilize any cover available while firing qualification course.</p>				

Exhibit 4D Contractor-Provided Annual Weapons Refresher Training and Qualification

Contractor must present and certify up to four hours of annual baton and up to four hours of annual OC Spray refresher training and semi-annual weapons qualification using course of fire in Exhibit 4C of this Contract. Contractor must coordinate with Contracting Officer for FPS to monitor course of fire.

Exhibit 4E

Contractor-Provided Refresher Training

IMPORTANT NOTE: INSTRUCTOR MUST USE FPS SECURITY GUARD INFORMATION MANUAL (SGIM) AS AN ESSENTIAL COMPONENT OF THIS TRAINING, CROSS-REFERENCE TOPICS WHERE APPLICABLE FOR EFFECTIVE PRESENTATION OF MATERIAL.

Contractor must present 40 hours of refresher training within three years of a PSO basic training or previous refresher training conclusion date. Hours listed in the “Hours” column are recommended times needed for effective coverage of material, to include questions and answers, interactive tasks, and reviews/quizzes of the material. Instructor shall use his/her expertise in evaluating PSOs progress in comprehending and applying concepts and materials taught. There may be some fluctuation in actual time covered for each subject, *but under no circumstances shall the Instructor provide less than 40 hours of training.*

40 Hours

Subject	Hours	Scope
Overview of the Department of Homeland Security and the Federal Protective Service (CHAPTER ONE, SGIM)	1	The mission, role, and responsibilities of DHS and FPS as well as the role contract security officers play in facility security. Instructor will also discuss the five types of facilities and security levels.
Customer Oriented Protection	1	The concept of customer-oriented protection and the role security officers play in this approach to security. <i>(Note: FPS will provide the instructor with information on this program to assist in training).</i>
Overview of the Roles & Responsibilities of a Security Guard (CHAPTER TWO, SGIM)	1	The typical duties of a Contract Security Officer and responsibilities associated with being a security officer at a Federal facility.
Ethics and Professionalism Part I: Overview (CHAPTER TWO, SGIM)	0.5	Police professionalism today, including the expanding use of security officers and indicate by current trends, where it may be headed in the future. Provide instruction in police ethics, using practical examples, both desirable and undesirable. Discuss ideas that will lead to improved cooperation between the local, state, and Federal law enforcement agents and the security officers.
Ethics and Professionalism Part II: Interactive Training	1	Role-playing or other interactive methods between instructor and students using scenarios of ethical and professional behavior by security officers based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives are acceptable.

Subject	Hours	Scope
Principles of Communications Part I: Overview (CHAPTER TWO, SGIM)	1	Familiarize the security officers with the concept surrounding effective communications and development of communication skills. Present the security officer with the theory of communications; various types of obstacles that can hinder the development and maintenance of effective communication; the senses and their role in the communication process and the main and essential skills that accompany the development of communication effectiveness.
Principles of Communications Part II: Interactive Training	1	Conduct role-playing or other interactive methods between instructor and students using scenarios of communication methods based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives are acceptable.
Professional Public Relations Part I: Overview (CHAPTER TWO, SGIM)	1	Instruction provided to the security officers that will increase their effectiveness in the use of basic social skills, enhance their employer's reputation and contract performance as well as the positive image portrayed by the U.S. Government. Such instruction should include (but not limited to) proper display of the uniform, shoeshine, haircuts, and other forms of personal grooming.
Professional Public Relations Part II: Interactive Training	1	Role-playing or other interactive methods between instructor and students using scenarios of communication methods based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives are acceptable.
Understanding Human Behavior, Part I: Overview (CHAPTERS TWO AND NINE, SGIM)	0.5	Discuss the basic knowledge needed for the security officers to understand their own actions, and those of the people they work with in the performance of their assigned duties. Behavior under stress (both natural and man induced); actions of mentally disturbed; irrational conduct created by the use of drugs or alcohol; job (performance) related problem; will be a part of this discussion. Provide special attention to the changes in human behavior that might occur in the contract security officer with the introduction of badge and gun.
Understanding Human Behavior, Part II: Interactive Training	0.5	Role-playing or other interactive methods between instructor and students using scenarios of human behavior based on the overview of this topic. Use of audio-visual materials, case studies, and other materials to facilitate training objectives are acceptable.
The Law, Legal Authorities, Jurisdiction and Responsibilities (CHAPTER THREE, SGIM)	1	Discuss history of laws, applicable laws, regulations, and the concept of legal jurisdiction as it pertains to the security officers' duties and authority.
Crimes and Offenses (CHAPTER THREE, SGIM)	0.5	Present the security officers with an (understanding of the types of offenses they are most likely to encounter in their duties. Instruction should be given in methods of successful investigative techniques.
Search and Seizure (CHAPTER THREE, SGIM)	0.5	Provide the security officer with the knowledge of the legal application of search and seizure law in the performance of duties as a security officer with a Federal facility. Instruction should provide a comprehensive survey of laws pertaining to search and seizure to include "Stop and Frisk".

Subject	Hours	Scope
Authority to Detain (CHAPTER THREE, SGIM)	1	Provide the security officer with knowledge of how security officers shall exercise their authority to detain as defined by local, state, and Federal regulations. Instruction will define detention procedures and legal rules governing practices and procedures involving: confessions, self-incrimination, eyewitness identifications, and complaints. Security officers should become completely familiar with the extent of their authority obtained from the various jurisdictions involved.
Use of Force (CHAPTER THREE, SGIM)	1	The use of force, to include the various degrees of force authorized in the performance of duties under this contract. Reporting procedures related to such use and the consequences of the unauthorized use or misuse of force.
Crime Scene Protection (CHAPTER THREE, SGIM)	0.5	Important facets of the preliminary investigation and the protection, preservation, and subsequent search of the crime scene.
Rules of Evidence (CHAPTER THREE, SGIM)	0.5	Definition of evidence (direct, circumstantial, and real), admissibility as it relates to competency, relevancy, materiality, and hearsay; information on the exclusionary rule and other related items; procedures for handling and protecting evidence.
Security Guard Administration (CHAPTER FOUR, SGIM)	0.5	The relationship between the Contractor and the Government. The protocol for communicating with the MegaCenters when incidents occur. Instructor will also discuss the importance of the Duty Book.
Post Duties (CHAPTER FOUR, SGIM)	0.5	The purpose of posts and identify the various types of protective services. Discuss the necessity of proper observation and counter-surveillance while manning a post.
Patrol Methods And Patrol Hazards (CHAPTER FOUR, SGIM)	0.5	Study the various methods and skills employed in protective patrols with an emphasis on foot patrols. Explain the importance of security patrols and explore the values of various patrol methods. Examine the hazards encountered during patrol functions, both natural and man-made. Discuss the techniques or recognition and ways to eliminate or reduce patrol hazards.
General Response Procedures (CHAPTER FOUR, SGIM)	0.5	Explain the various types of situations security officers will respond to. Describe the proper approach to such situations; discuss the security officer's role and responsibility; and instruct in the appropriate techniques employed in such circumstances. Include discussion of radio communications protocol.
Access Control (CHAPTER FIVE, SGIM)	0.5	Acquaint the security officer with the care and caution they must exercise when coming upon a crime in progress. Discuss the element of surprise and the possibilities of encountering a crime being committed. Place special emphasis on the crimes the security officer may encounter while on duty within a Federal facility, their actions and responses, and the requirements of the agency.
Crime Detection, Assessment And Response (CHAPTER SIX, SGIM)	0.5	Acquaint the security officer with the care and caution (CHAPTER SIX, SGIM) exercised when coming upon a crime in progress. Discuss the element of surprise, and the possibilities of encountering a crime being committed. Special emphasis should be placed on the crimes the security officer may encounter while on duty within a Federal facility, his actions, responses, and the requirements of the agency.

Subject	Hours	Scope
Safety and Fire Prevention (CHAPTER SEVEN, SGIM)	0.5	Define the security officer's responsibility for safety and fire prevention. Provide guidelines for operational safeguards including the use of fire extinguishers (types, etc.), sprinkler systems, fire alarm systems, and other standard fire prevention equipment.
Records, Reports, & Forms (CHAPTER EIGHT, SGIM)	0.5	Importance of properly prepared records, reports, and forms. Students shall receive examples and prepare sample records, reports, and forms that they will use on an FPS contract. Emphasis on tips for effective report writing.
Special Situations (CHAPTER NINE, SGIM)	1	Instructor shall discuss various types of special situations which security officers may respond to, such as providing escorts, controlling traffic, and dealing with mentally ill or disturbed persons.
Code Adam (CHAPTER NINE, SGIM)	1	Instructors will familiarize the security officers with one of the largest child safety programs in the country. Discussions will include the history and the Code Adam Act as it pertains to Federal facilities. Instruction will include the FPS nationwide policy and the security officer's role in implementing Code Adam Alert procedures.
Terrorism, Anti-terrorism, and Weapons of Mass Destruction (WMD) (CHAPTER ELEVEN, SGIM)	2	Weapons of mass destruction; discuss anti-terrorism methods used by FPS such as counter-surveillance and proper use of building security equipment.
Workplace Violence (CHAPTER TWELVE, SGIM)	1	Workplace violence, who commits violent acts and why, security officer response to violent incidents, and tactics for being aware of environments or situations that can contribute to violence.
Civil Disturbances (CHAPTER THIRTEEN, SGIM)	1	Discuss and provide field practice in crowd control to teach the security officers how to distinguish between friendly, sightseeing, agitated, and hostile crowds. Place emphasis on effective response to civil disturbances.
Bomb Threats and Incidents (CHAPTER FOURTEEN, SGIM)	1	Procedures security officers will use to respond to bomb threats, discovery of suspicious items, and persons who appear to be suspicious. Place emphasis on gathering as much information as possible and reporting incidents.
Hostage Situations (CHAPTER FIFTEEN, SGIM)	1	Lecture and practical applications to instruct security officers on identifying and responding to hostage situations.
Sabotage and Espionage (CHAPTER SIXTEEN, SGIM)	0.5	Defining the terms of sabotage and espionage and give concrete examples of the concepts as they might occur on Federal property. Emphasize importance of deterrence and prevention as well as response to incidents as they occur.
Defensive Tactics	3	Lecture and practical applications to instruct Security Officers in the use of defensive tactics. Instructor will incorporate defense against armed and unarmed attack, restraining holds, and subjective compliance methods against hostile or uncooperative persons.
Use of Handcuffs	2	Lecture and hands-on demonstrations of procedures and techniques for handcuffing persons. All students shall affix and remove handcuffs in different "real life" scenarios where handcuffing would be necessary.

Subject	Hours	Scope
X-Ray and Metal Detectors	8	In addition to eight hours of Government-provided screener training, Contractor will have student view training presentation via Government-provided (FPS) DVD titled; <i>Bomb Component Detection</i> (D09-118, dated 08-04-09). This DVD is For Official Use Only (FOUO)

Exhibit 4F

Government-Provided Orientation Training

Contractor must coordinate with COTR to schedule Government provided basic training to all students who have not had basic training. Hours listed in the “Hours” column are times the Government estimates it needs to effectively cover material, to include questions and answers, interactive tasks, and reviews/quizzes of the material. There may be some fluctuation in actual time covered for each subject, but total training time will not exceed 8 hours.

8 Hours

Subject	Hours	Scope
Rules and Regulations	1	FPS’ jurisdiction within Federal property and the Rules and Regulations under which they are operated (41 CFR 102-74). Consideration should be given to any special requirements (regulations) particular to the agency(s) involved.
Bomb Threats and Natural Disaster Responses	2	Instructor(s) will present information, as required for each specific facility, regarding the proper procedures for response to the threat of bombs, devices, and natural disasters. This information (training) will be related directly to the procedures used by the FPS Law Enforcement Branch and local law enforcement agencies. Dependent upon the facility, contract specifications, and local requirements, contract security officers receive training in bomb search procedures.
Report Writing, Notes and Required FPS Forms	3	<p>Develop an understanding of the types and required FPS Forms, and necessity of field notes and reports expected from the security officer. Discuss the use, value, and purpose of reports and field notes. Special instruction in the preparation of GSA Form 3155, Preliminary Investigation, and GSA Form 3157, Crime Analysis.</p> <p>Instructor(s) will review and discuss the importance of the following forms:</p> <ol style="list-style-type: none"> a. Preliminary Investigation b. Crime Analysis c. GSA Form 1039, Record of Property Found d. GSA Form 252, Found Property Tag e. GSA Form 1789, Register of Visitors f. Arrival and Departures g. Officer and Inspectors Register h. Security Officers Hourly Report i. Special forms unique to the facility used in the performance of the Contract duties

Subject	Hours	Scope
Telephone and Radio Communications	1	The use of telephone and radio communications techniques. Instruction will present standard procedures used by FPS, the tenant agency, local law enforcement, and the Federal Communications Commission (FCC). Instruction will stress use applicable in situations such as emergency requests (Transmissions), required reporting of locations, patrol use, requests for assistance, etc.
Role of Local, State and Federal Police Agencies	1	The security officers' relationship to other law enforcement agencies. Each security officer should understand their role, as required by the Contract, in enforcement of Building Rules and Regulations, agency policy, special requirements of the FPS Law Enforcement Branch, local/state police agencies, and other Federal law enforcement groups.

Exhibit 4G Government-Provided Screener Training

COTR will provide Contractor with training locations and dates. Contractor will provide COTR with a roster identifying PSO that will attend each training session.

Instruction may include device nomenclature, performance testing, and operations of security equipment and manual security techniques. Instruction may also include audio and video training presentations. There may be some fluctuation in actual time covered for each subject, but total training time will not exceed eight (8) hours.

Each student attending training shall bring a bag, backpack, or purse filled with normal household or personal items (e.g. clothing, shoes, hairbrush, etc.) for use during the training. Student bags shall not contain weapons.

8 Hours

Subject	Scope
Facility Entry Control Authorities and Directives	Instruction will include Lecture on FPS Facility Entry Control Directive to include rules, regulation, laws related to PSOs screening duties.
Patrol and Response Post	Instruction will include lecture and practical application related to PSO duties manning Patrol and Response Post to provide surveillance and over-watch at a screening station.
Metal Detector Operator (Walk Through Metal Detector and Hand Held Metal Detector)	Instruction will include lecture and practical application related PSO duties operating a walk through and/or hand-held metal detector at a screening station.
X-ray Machine Operator	Instruction will include lecture and practical application related to PSO duties operating an X-ray Machine at a screening station.

Exhibit 5

Contractor and PSO Data File

Risk Assessment and Management Program (RAMP)

Contractor and PSO Data File

Creating Contractor and PSO Personnel Files

July 2011

Introduction

Federal Protective Service (FPS) Risk Assessment and Management Program (RAMP) serves as the centralized repository for data used by FPS. Following sections provide detailed instructions on this process. Questions should be directed to the FPS-RAMP@dhs.gov email account.

RAMP will recognize PSOs using a combination of their last name, first name, and last four digits of their social security number. Ensure information is entered exactly how PSO name and social security number are displayed in FPS reports. If there are ANY differences, RAMP will reject file.

InfoPath Form: InfoPath is a standard component of Microsoft Office Professional suite of products. Save version of InfoPath form that matches version of Windows on your computer (e.g., XP/2003 or Vista/7), to your local or network drive.

1. Adding and Updating Information in RAMP. There are two categories of information required: (Company and Guards)

- **Company Information:** Following basic information about company and person submitting information on behalf of company is mandatory:
 - **Company Name:** Company name as it appears on FPS-provided reports generated from RAMP. If there are ANY differences, RAMP will reject file for correction and resubmission. To request clarification on how company name is to be entered, send email to FPS-RAMP@dhs.gov
 - **Email:** Email address of person who is submitting information on behalf of company
 - **POC Last Name and POC First Name:** Last and first name of person who is submitting information on behalf of company
 - **POC Position:** Position of person who is submitting information on behalf of company

- **Guard Information:** Following basic information on PSOs is mandatory:
 - Guard Last Name and Guard First Name: Last and first name of PSO
 - Guard Middle Name: Middle name of PSO. (NOTE: The Middle Name field is optional)
 - SSN (last 4 digits): Last four digits of social security number of PSO
 - Region Code: FPS region code of primary region where PSO works.
- 2. **Add, Update, Remove, and (Save) PSOs information:** There are three primary actions to take for each PSO entered.
 - Add Guard to Company: Select only if there is NO record of PSO as an employee of company. If PSOs do not appear on reports received from FPS, PSO are NOT in RAMP and must be added.
 - Update Guard Certificate and Region Information: Select only if PSO already has a record in RAMP as an employee of company. (This section will be used to update Region Information only)
 - Remove Guard from Company: Select only if there is an active record in RAMP for PSO company employs. Removing a PSO will change their status to Inactive and will require an employment end date.

Add PSO to RAMP:

1. Open InfoPath Form.
2. Enter company information.
3. Enter PSO information. NOTE: Middle Name field is optional. If PSO does not have a middle name, leave field blank
4. Select Add Guard to Company radio button.
5. In Employment Start Date field, enter date PSO was hired.

Next you can do several things:

- Click Guard Certification File Generator button to finish adding PSO.
- Click Save Draft button if you need to stop and return to file to finish it later.
- Click [Click to Add Guards](#) link to add more guard actions to InfoPath file. This allows you to add, remove, or update information for another PSO. This process can be repeated to include multiple PSOs.

Remove PSO from RAMP:

1. Open InfoPath Form.
2. Enter company information.
3. Enter PSO information for individual you want to remove.
4. Select Remove Guard from Company radio button.
5. In Employment End Date field, enter date PSO was no longer employed.

Next you can do several things:

- Click Guard Certification File Generator button to finish removing PSO.
- Click Save Draft button to stop and return to file to finish it later.
- Click Click to Add Guards link to add more guard actions to InfoPath File. This allows you to add, remove, or update information for another guard. This process can be repeated to include multiple guards.

Saving, Finalizing, and Updating XML Files: To save a draft of file you are working on:

1. Click Save Draft button.
2. Default location where form will be saved is location where you installed blank template.
3. Default file name is [GuardCompanyName] YYYYMMDD_NNN.xml where—
 - [GuardCompanyName] is replaced with Company Name
 - YYYYMMDD is replaced with current date
 - NNN is a random three-digit number
4. Click Save button.

A confirmation message displays, notifying where the file is saved on your computer.

IMPORTANT: *Always save a draft of form before clicking Guard Certification File Generator button. Generated guard Certification File is NOT EDITABLE in InfoPath. If edits need to be made, it will be helpful to have draft version to open via InfoPath.*

NOTE: *Creating a draft can be used to save data entry. Here are some ideas:*

- Save a draft version of the form with just company information. You will not have to retype information then creating a new guard record.
- Although you may add information for multiple individual PSOs to a single file, it may be beneficial to prepare and submit a single form for each PSO. Save a draft version of form with company information and PSO information to allow easy updates to information for resubmission rather than retyping it. Click “File” menu and then select “Save As” to create a new version for each submission.

Generate final XML file:

1. Click Guard Certification File Generator button.
2. Default location where form will be saved is location where you installed blank template.
3. Default file name is [GuardCompanyName] YYYYMMDD_NNN.xml where
 - [GuardCompanyName] is replaced with Company Name
 - YYYYMMDD is replaced with current date
 - NNN is a random three-digit number
4. E-mail generated file to FPS Headquarters at FPS-RAMP@dhs.gov.

Submit revisions to files:

Revisions to finalized files can be made by editing the XML. NOTE: Use extreme care.

If you must submit a correction to a rejected file, add REV to file name so the system recognizes file as an update.

Reports of Data:

FPS will provide company-designated central points of coordination with reports of all information stored in RAMP for each PSO:

- **Guard Status:** Lists all active employees and their employment start date for your company
 - Refer to this report when submitting updates to records to ensure names and social security numbers entered on InfoPath Form is identical to what is in this spreadsheet.
 - Use this report to ensure that all active employees have records in RAMP, their names and social security numbers are correct, and that their employment start dates are accurate.

Exhibit 6 PTS Instructions

[PLACEHOLDER]

Exhibit 7

Medical Questionnaire and Physical Abilities Test Manual

Protective Security Officers (PSO) Medical Examination and Certification Standards

General Background

PSOs provide integrated law enforcement support and security services daily to millions of tenants and visitors at federally owned/leased facilities nationwide. PSOs present a visible deterrent, safeguard and secure government assets, and provide a safe and secure environment for employees and visitors.

Medical Exam Questionnaire and Certification of Standards

Purpose of Medical Exam Questionnaire is to guide physicians in determining a PSO candidate's medical fitness to perform job tasks. This questionnaire contains both specific medical standards and direction as to when additional diagnostic testing may be required. **A licensed physician must review and complete this Questionnaire.** *A licensed physician's determination of a limiting condition will result in a failure to meet required medical standards.* Questionnaire has three sections and two attachments:

- **Section 1:** Critical Tasks Performed by PSOs identifies medical and physical limiting tasks.
- **Section 2:** Medical Exam Questionnaire includes licensed physician's review of specific standards for vision, hearing, cardiovascular fitness, musculoskeletal condition, and general health.
- **Section 3:** Conclusions provides licensed physician an opportunity to communicate their observations and determine a conclusion on candidate's ability to perform job functions.
- **Attachment 1:** PSO Functions and Tasks details minimum set of specific tasks all PSOs are expected to perform.
- **Attachment 2:** Physical Abilities Testing Manual provides detailed instructions for administering submaximal stamina test for PSOs.

Section 1: Critical Tasks

PSOs must have the physical capacity and training to accomplish common and occasional tasks. Checklist below is based on an abbreviated and consolidated list of critical tasks (Attachment 1) that are indicative of demands placed upon PSOs. Critical Tasks are divided into two types:

- **Common Critical Tasks**: Normal, everyday duties.
- **Occasional Critical Tasks**: Occur less frequently, but are critical to successful job performance and public safety.

PSOs may be exposed to a wide variety of environmental conditions including, but not limited to:

- Working outdoors
- Excessive heat
- Excessive cold
- Constant noise
- Slippery or uneven walking surfaces
- Working around moving objects or vehicles
- Shifts lasting eight or more hours while working alone
- Frequent, close contact with members of the public
- Potential threats or security risks, whether physical or verbal
- Construction environment and associated hazard

Common Critical Tasks	
1	Stand post at the entry/exit gates to verify all persons' identification and conduct inquiries and surveillance of items, packages, and people. Check packages, briefcases, containers, or any other items in the possession of people entering or leaving a Federally controlled facility.
2	Operate metal detectors to search visitors for prohibited items. Operate x-ray machine to search deliveries, visitors' packages, equipment, and hand carried articles for prohibited items.
3	Monitor security and fire alarms and closed-circuit television to detect security risks or threats.
4	Conduct vehicle inspection, which may include inspecting under seats, in the trunk, and under the vehicle.
5	Conduct patrols in accordance with routes and schedules contained in post orders. Inspect facilities and perimeters for hazards, mechanical problems, and unsafe conditions and report problems to appropriate authorities. Close and secure open windows, doors, gates, or other access points.
6	Investigate the source of suspicious odors and sounds.
7	Patrol locations in areas which are a potentially hazardous to the public (e.g., construction sites).
8	Observe unique characteristics of an individual for identification purposes. Observe a person's body language to assess attitude and intention.
9	Close off areas to traffic, establish perimeters, and set up barricades to secure incident scenes or facilities.
Occasional Critical Tasks	
1	Locate and review documents and information (e.g., logs, lists). Read memos and other written material to obtain and maintain knowledge. Review maps, floor plans, diagrams, or other information to become familiar with facility and property boundaries.
2	Use defensive tactics to prevent or control movements of individuals.
3	Subdue violent persons with or without assistance. Break up fights. Disarm individuals.
4	Apply handcuffs to individuals who are displaying erratic or violent behavior.
5	Use baton or chemical spray to temporarily incapacitate a violent individual. Participate in training in the use of chemical agents, restraining devices, and batons to be used in emergency situations.
6	Discharge firearm during daylight or in dark or low light environment while using flashlight.
7	Evacuate individuals from dangerous and/or life threatening situations.
8	Administer cardio-pulmonary resuscitation (CPR).
9	Pursue fleeing individual on foot.

Section 2: Medical Exam Questionnaire

Patient's Name: _____

(Printed: Last, First, MI)

VISION																							
QUESTIONS TO DETERMINE ELIGIBILITY			CIRCLE																				
<p>1. Does candidate wear corrective lenses? If yes, in the below chart indicate with a check mark the type of lenses used and which lenses are used most frequently, and identify the prescription strength:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: black; color: white;"> <th>Visual Aid</th> <th>Yes</th> <th>Used Most Frequently</th> <th>Prescription Strength</th> </tr> </thead> <tbody> <tr> <td>Glasses</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Soft Contact Lenses</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hard Contact Lenses</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Gas Permeable Lenses</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Visual Aid	Yes	Used Most Frequently	Prescription Strength	Glasses				Soft Contact Lenses				Hard Contact Lenses				Gas Permeable Lenses				<p>Yes No</p>
Visual Aid	Yes	Used Most Frequently	Prescription Strength																				
Glasses																							
Soft Contact Lenses																							
Hard Contact Lenses																							
Gas Permeable Lenses																							
<p>2. Does candidate have 20/30 vision while using both eyes?</p>			<p>Yes No</p>																				
<p>3. Visual Acuity: Identify candidate's visual acuity with and without corrective lenses. If the candidate does not wear corrective lenses insert "NA".</p> <p style="text-align: center;">Normal Acuity: _____ Corrective Acuity: _____</p>																							
<p>4. Is candidate capable, in at least one eye, of reading a minimum of Jaegar Number 2 or equivalent type and size letter at a distance of no less than 12 inches on a standard Jaegar chart?</p>			<p>Yes No</p>																				
<p>5. Does candidate exhibit normal color vision?</p>			<p>Yes No</p>																				
<p>6. Does candidate exhibit any visual conditions that may impact their ability to perform critical tasks of a PSO? For example, peripheral vision deficits or night blindness.</p>			<p>Yes No</p>																				
<p>7. Use this section to explain any limiting factors or why candidate does not meet above requirements for vision.</p>																							

Section 2: Medical Exam Questionnaire

Patient's Name: _____

(Printed: Last, First, MI)

HEARING		
QUESTIONS TO DETERMINE ELIGIBILITY	CIRCLE	
1. Does candidate require use of a hearing aid?	Yes	No
2. Does candidate have hearing less than or equal to 25db?	Yes	No
3. Identify candidate's average hearing (corrected, if applicable) across the following 500, 1000, 2000, and 3000 Hz levels: _____ db		
4. Does candidate have hearing less than or equal to 45db?	Yes	No
5. Identify candidate's hearing (corrected, if applicable) at the 4000 and 5000 Hz levels: _____ db		
6. Does candidate have a hearing variance between left and right ears? If yes, identify the ear with more hearing loss? Left _____ Right _____ What is difference between 500 to 3000 Hz range? _____db Required: Test candidate further for sound localization deficiency if difference exceeds 15 db. What is the difference between 4000 to 5000 Hz range? _____ db Required: Test candidate further for sound localization deficiency if difference exceeds 30 db.	Yes	No
7. Does candidate present evidence of inner/middle/outer ear disorders affecting equilibrium?	Yes	No

Section 2: Medical Exam Questionnaire

Patient's Name: _____

(Printed: Last, First, MI)

CARDIOVASCULAR SYSTEM

The physician should administer the Physical Ability Test (Attachment 2) or review the results of the hiring agency's administered physical abilities test prior to completing this section.

QUESTIONS TO DETERMINE ELIGIBILITY

1. Identify candidate's aerobic capacity in **METs** _____ or in **VO2 Max** _____

Required standard: Minimum nine (9) METs or 31.5 ml/kg/min VO2 Max

2. Identify candidate's resting blood pressure:

mmHg Systolic _____ mmHg Diastolic _____

Required standard: Maximum 180 mmHg systolic, 90 mmHg diastolic.

3. Use this section to explain any limiting factors or why candidate does not meet the above requirements for the cardiovascular system.

Section 2: Medical Exam Questionnaire

Patient's Name: _____

(Printed: Last, First, MI)

MUSCULOSKELETAL SYSTEM		
QUESTIONS TO DETERMINE ELIGIBILITY	CIRCLE	
1. Does candidate exhibit full range of motion?	Yes	No
2. Is candidate able to easily get up and down from a kneeling position?	Yes	No
3. Is candidate able to lift 40 pounds minimum from floor to waist?	Yes	No
4. Is candidate able to bench press at least 40% of their body weight?	Yes	No
5. Is candidate able to perform sit-ups and pushups continuously for at least 30 seconds? <i>Note: The candidate is to perform this task without stopping, irrespective of number of repetitions. This task tests candidate's strength, range of motion, and flexibility while performing a certain continuous motion for 30 seconds. It is not designed to test candidate's ability to do sit-ups and/or pushups.</i>	Yes	No
6. Use this section to explain any limiting factors or why candidate does not meet the above requirement for the musculoskeletal system.		

Section 2: Medical Exam Questionnaire

Patient's Name: _____

(Printed: Last, First, MI)

GENERAL HEALTH		
QUESTIONS TO DETERMINE ELIGIBILITY	CIRCLE	
Conditions listed below could potentially influence a PSO's performance; these conditions would not solely exclude a candidate from a PSO position, but serve as indicators for further review. <u>Physician's evaluation will determine if a condition limits a candidate's ability to perform tasks (Attachment 1).</u>		
1. Does candidate exhibit a loss of sense of smell, aphonia, or other abnormalities of nose, throat, or ears that may prevent successful task performance?	Yes	No
2. Does candidate exhibit evidence of chronic bronchitis, emphysema (moderate or severe), infectious pulmonary tuberculosis, or other respiratory abnormalities that may prevent successful task performance?	Yes	No
3. Does candidate exhibit evidence of eczema, psoriasis, dermatitis, or other dermatological condition that may prevent successful task performance?	Yes	No
4. Does candidate exhibit evidence of a gastrointestinal issue that may prevent successful task performance? (Candidate may be required to stand or walk continuously for eight (8) hours without regular access to a restroom.)	Yes	No
5. Use this section to explain any limiting factors or why candidate does not meet the above requirements for general health.		

Attachment 1: PSO Functions and Task

PSO Specific Tasks (6 Core Areas/84 total tasks)	
These tasks entail the minimum set of specific tasks all PSOs are expected to perform	
Access Control	
1	Stand post at the entry/exit points to verify all persons' identification and conduct inquiries and surveillance of suspicious items, packages, and people.
2	Ensure individuals do not depart with government material unless they are authorized to do so.
3	Verbally challenge individuals who are approaching restricted areas.
4	Direct individuals who cause a disturbance to leave the property.
5	Operate traffic control points.
6	Close off areas to traffic, establish perimeters, and set up barricades to secure incident scenes or facilities.
7	Control access to incident scenes.
8	Help ensure integrity of a crime scene, maintaining it in its original condition until law enforcement personnel take over.
9	Coordinate the receipt, issuance, and tracking of all keys, key cards, lock combinations, vehicle passes/decals, etc.
10	Identify suspicious persons or vehicles.
Screening	
1	Inspect packages, briefcases, containers, or any other items in the possession of people entering or leaving a federally controlled facility.
2	Operate metal detectors to search visitors for prohibited items.
3	Operate x-ray machine to search deliveries and visitors' packages, equipment, and hand carried articles for prohibited items.
4	Conduct vehicle inspection, which may include inspecting under seats, in the trunk, and under the vehicle.
5	Conduct frisks or pat downs for weapons or other unauthorized items.
Visitor Processing	
1	Verify proper identification of visitors required for issuance of visitor badges.
2	Process visitors.
Patrol and Response	
1	Inspect appropriate countermeasures, including facility critical protection points and classified containers.
2	Inspect facilities for hazards, mechanical problems, and unsafe conditions and report problems to appropriate authorities.
3	Close and secure open windows, doors, gates, or other access points.
4	Manually open and close heavy gates and doors.
5	Conduct patrols in accordance with routes and schedules contained in post orders.
6	Inform dispatcher of present status and changes in conditions.
7	Patrol locations in areas which are potentially hazardous to the public (e.g. construction sites).
8	Inspect the perimeter, property, and buildings for hazards, intruders, and suspicious activities.
9	Observe the environment for suspicious vehicles or persons on or around Federal property.
10	Review maps, floor plans, diagrams, or other information to become familiar with facility and property boundaries.
11	Evacuate individuals from dangerous and/or life threatening situations.
12	Guide and assist First Responders (e.g., with scene management or security).
13	Assess the condition of injured individuals.
14	Perform basic first aid in response to emergencies.
15	Administer cardio-pulmonary resuscitation (CPR).
16	Administer/deploy automatic external defibrillator (AED).
17	Use fire extinguisher to put out a minor fire.
18	Request emergency assistance in response to traffic accidents.
19	Assist in conducting accident and incident scene searches and investigations (e.g., check visitor logs, video) in search of relevant evidence and information to determine the facts of the situation.
20	Follow directions to and respond to emergency and routine calls for service until the situation is resolved or until relieved by a higher authority.

Attachment 1: PSO Functions and Task

21	Investigate the source of suspicious odors and sounds.
22	Pursue fleeing individual.
23	Escort money, valuables, or people to provide security.
24	Escort facility tenants and visitors to and/or from their vehicles after hours.
Control Center Operations	
1	Check radio equipment for proper operation.
2	Monitor security and fire alarms and closed-circuit television to detect security risks, threats, or prohibited items carried by visitors.
3	Dispatch PSOs in response to calls for service, alarms, or emergencies.
Common Tasks	
1	Report potentially threatening situations and violations of law and security procedures.
2	Observe unique characteristics of an individual for identification purposes.
3	Collect information about stolen or missing property or suspicious activities to aid investigations.
4	Take detailed field notes so reports can be completed.
5	Write and/or speak situation reports regarding security related information (e.g., accidents, bomb threats, unlawful acts, characteristics of individuals).
6	Communicate with individuals to establish rapport.
7	Adjust communication to ensure understanding.
8	Provide direction or information to tenants or visitors.
9	Advise persons relative to problems, situations, etc.
10	Encourage people to approach by using effective non-verbal communication (e.g., making eye contact, smiling, greeting a person cordially, and nodding).
11	Communicate with rude or abusive people.
12	Use body language to project control and influence.
13	Use voice commands to project control and direct actions.
14	Explain rules, regulations, and procedures to individuals.
15	Interact with a subject who does not speak English.
16	Interact with a subject who has communication impairment (e.g., is deaf, has a speech impediment).
17	Interact with a subject who has mobility impairment (e.g., is blind, is wheelchair bound).
18	Interact with public, including children.
19	Interview witnesses to obtain description of possible suspects or description of what happened.
20	Advise appropriate personnel of potentially hazardous conditions (e.g., slippery floors).
21	Communicate with first responders.
22	Testify in court regarding criminal activity or other incidents.
23	Report misconduct of other Security Officers.
24	Ensure that all security equipment is activated and operating properly; if not, report to proper authority.
25	Inventory physical objects (e.g., keys, keycards, vehicles, visitor badges) and log accordingly.
26	Locate and review documents and information (e.g., logs, lists).
27	Read memos and other written material to acquire and maintain knowledge.
28	Participate in search for missing child.
29	Activate alarm systems.
30	Provide backup assistance to Law Enforcement Officers and other PSOs.
31	Maintain situational awareness regarding individuals' body language, projected attitudes, and intentions.
32	Care for and maintain firearms.
33	Participate in firearms training.
34	Participate in training in the use of intermediate force weapons to be used in emergency situations.
35	Use intermediate force weapon to temporarily incapacitate a violent individual.
36	Operate firearm to protect self and others.
37	Maintain positive control and retention of firearms and intermediate weapons at all times.
38	Use defensive tactics to prevent or control movements of individuals.
39	Defend against violent combative person(s) to prevent injury to self or others.
40	Physically control individuals displaying disruptive or violent behavior, to include applying handcuffs.

Attachment 2: Physical Abilities Testing Manual

Physical Ability Standard

This Manual provides detailed instructions for administering submaximal stamina test for Protective Security Officers (PSOs). Physical ability standards for PSOs are based on an extensive job analysis and are designed to ensure that candidates will be able to perform assigned tasks.

Aerobic Capacity Test Administration

To insure a candidate possesses adequate aerobic power (stamina), a standardized aerobic capacity test is administered. Aerobic test is a submaximal effort. Maximum oxygen consumption is estimated, rather than measured. **Required standard is 9 METs or VO₂max of 31.5 ml/kg/min.**

Licensed physician or hiring agency may use any of the three methods listed below for administering this test:

1. **Step Test:** Heart rate is monitored while the candidate steps up and down from a bench 10 or 11 inches high and large enough such that a candidate can safely step up and down without risk for six minutes. Stepping rate ranges from 18 to 24 ascents per minute. Heart rate, step rate, and bench height are used to compute the candidate's maximum aerobic power in mL/kg/min (American College of Sports Medicine, 1980; Astrand and Rodahl, 1986).
2. **Stepmill Test:** Heart rate is monitored while the candidate steps on a moving tread with two stepping rates of 18 and 24 ascents per minute. The workload is increased after the first three minutes. Heart rate, step rate, and workload are used to compute the candidate's maximum aerobic power in mL/kg/min (American College of Sports Medicine, 1980; Astrand and Rodahl, 1986).
3. **Treadmill Test:** Heart rate is monitored while the candidate walks/jogs on a motorized treadmill at a known speed and inclination. The workload is increased after the first three minutes by increasing the inclination of the treadmill. Heart rate and treadmill speed and inclination are used to compute the candidate's maximum aerobic power in mL/kg/min (American College of Sports Medicine, 1980; Astrand and Rodahl, 1986).

Attachment 2: Physical Abilities Testing Manual

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Attachment 2: Physical Abilities Testing Manual

Required Equipment:

- Step bench, stepmill, or treadmill
 - Step Bench must be 10 or 11 inches high, at least 36 inches wide and at least 24 inches deep.
 - Stepmill must be designed for commercial use with treads at least 20 inches wide by 60 inches long with a tread height of eight (8) inches.
 - Treadmill must be designed for commercial use, motorized, and capable of differential speed and inclination.
- Heart rate monitor with extra sensor belt
- Stopwatch
- Metronome
- Calculator
- Well-ventilated room with constant comfortable temperature
- Writing utensils
- Telephone or call button to summon emergency medical assistance with emergency number clearly posted for reference

Candidate Requirements:

- Candidates should not eat, smoke, or drink caffeinated beverages at least two hours prior to test
- Candidates should avoid heavy physical exertion at least three hours prior to test
- Candidate should be free of infection, including colds, prior to test

Test Administrator Requirements:

- American Red Cross or American Heart Association certified in cardiopulmonary resuscitation at the basic rescue level
- Familiar with emergency procedures for the facility
- Completely familiar with the required equipment and testing instructions before administering any tests
- Maximum administrator to candidate ratio is one administrator to six candidates

Prior to Administering Test:

- Calculate and record candidate's resting heart rate (RHR) and maximum heart rate
- Determine and record heart rate at which to stop testing
- Read all instructions to candidate

Attachment 2: Physical Abilities Testing Manual

Calculations:

Estimating Resting Heart Rate*		
Age and Health Condition	Male	Female
*If, at rest, the candidate displays a resting heart rate below the estimates listed, use the measured heart rate.		
Under 40, healthy in appearance, not estimated to be overweight, and from questioning, pursues an active lifestyle (work and/or recreation).	70	76
Under 40 and overweight or sedentary lifestyle, OR Over 40, not overweight, and active.	74	80
Over 40 and sedentary.	78	84

Estimating Maximum Heart Rate (HRmax)

Maximal heart rate does not differ substantially between genders, but does decrease with age. Following chart identifies an accurate estimate of HRmax and Heart Rate to Terminate Testing.

Determining Heart Rate at Which to Terminate Testing

A submaximal aerobic capacity test should be stopped if heart rate reaches 85% of candidate's estimated maximum. A table of age and predicted maximum heart rates and level to stop the testing is presented below. Testing without a licensed physician present is considered safe only up to 85% to 90% of maximum heart rate. This value can be determined by the following equation, and should be prominently recorded on a data sheet:

Attachment 2: Physical Abilities Testing Manual

Heart Rate to Terminate Aerobic Capacity Test = 0.85 x Max HR

NOTE: Heart rate to terminate test (HRtt) could be set at even lower levels in instances where there is special concern about a given candidate (i.e., older candidate, or suspected very low fitness). Some facilities may elect to take a generally more conservative approach. To a certain extent, this can be accomplished without loss of accuracy.

Age	HRmax	HRtt		Age	HRmax	HRtt
21	199	169		44	184	156
22	199	169		45	183	156
23	198	168		46	183	155
24	197	168		47	182	155
25	197	167		48	181	154
26	196	167		49	181	153
27	195	166		50	180	153
28	195	165		51	179	152
29	194	165		52	179	152
30	193	164		53	178	151
31	193	164		54	177	151
32	192	163		55	177	150
33	191	163		56	176	149
34	191	162		57	175	149
35	190	161		58	175	148
36	189	161		59	174	148
37	189	160		60	173	147
38	188	160		61	173	147
39	187	159		62	172	146
40	187	159		63	171	146
41	186	158		64	171	145
42	185	157		65+	170	144
43	185	157				

Attachment 2: Physical Abilities Testing Manual

Getting Started:

Attach heart rate monitor electrodes (belted or disposable), to candidate. Make sure heart rate monitor is in good working order and candidate's heartbeat appears as a regular rhythmic cursor on monitor. Read this statement to candidates prior to taking any test:

1. "You will be taking a test which will elevate your heart rate. You must get your physician's clearance before taking this test if you have:
 - Known or suspected heart disease
 - High blood pressure (hypertension)
 - Back problems
 - Chronic obstructive pulmonary disease such as asthma
 - Or if you are taking prescribed medication
2. You should also consider getting your physician's clearance if you:
 - Are in poor physical shape
 - Are over 35, don't exert yourself regularly in occupational or recreational endeavors like hiking, walking, running, etc.
 - Have any concerns about taking this test
3. You must stop taking test if you feel any of the following symptoms:
 - Pain or tightness in chest
 - Dizziness or light-headedness
 - Unusual shortness of breath
 - Any unusual pain
4. Testing procedures simulate demands of PSO position and are no direct reflection on your personal health. Unfortunately, there is a natural tendency to interpret these procedures as a physical examination which makes a definitive statement about a candidate's health. Thus, "failing" these tests can be a source of concern to a candidate. THESE TESTS IN NO WAY SHOULD BE CONSTRUED AS A MEASURE OF YOUR PHYSICAL HEALTH."

During Test:

Monitor heart rate continuously and observe candidate's physical condition. It is important for the administrator to:

- **Monitor** heart rate continuously.
- **Observe** candidate's physical condition.
- Occasionally **ask** candidate, "How are you doing?"
- Keep candidate **informed** on how much time remains during test.

Attachment 2: Physical Abilities Testing Manual

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Attachment 2: Physical Abilities Testing Manual

Step Test

Step bench shall be stable enough where a bench will not move and a candidate can safely step up and down.

The test protocol is as follows:

Level 1: Three minutes at 18 Steps per minute

Level 2: Three minutes at 24 Steps per minute

Test Administration

1. **Read to candidate:** "You will be stepping up and down on this bench for a period of six minutes or until your heart rate reaches 85% of your age predicted maximum, whichever comes first." (Note: *Test Administrator shall provide figures of maximum heart rate and 85% heart rate to candidate.*)
2. **Read to candidate:** "It is important that on going up, you go all the way to where your leg is straight and your body is erect. (Demonstrate action). You may change lead legs, as you desire. (Demonstrate action). Your heart rate will be monitored during the entire test." (Note: *Have each candidate try three to five ascents with metronome audible, to acquire "feel" before starting test.*)
3. After candidate has had a few successful attempts, tell them to stop and stop metronome.
4. **Read to candidate:** "Are you ready?" (Note: *Start metronome at 18 steps per minute (72 beats per minute on metronome).*)
5. **Read to candidate:** "Begin test." (Note: *Start stopwatch as candidate starts their first step.*)
6. Monitor heart rate continuously and observe candidate's physical condition. It is important for the administrator to:
 - a. **Monitor** heart rate continuously.
 - b. **Observe** candidate's physical condition.
 - c. Occasionally **ask** candidate, "How are you doing?"
 - d. Keep candidate **informed** on how much time remains during test.

TERMINATE TEST IF CANDIDATE DOES NOT FEEL HE/SHE CAN COMPLETE SIX MINUTES

Attachment 2: Physical Abilities Testing Manual

TERMINATE TEST IF ANY SYMPTOMS LISTED IN PRECAUTIONS OCCURS

- a. If candidate's heart rate exceeds 85% of age predicted maximum**
- b. Candidate is not physically qualified**
- c. He/she may be over stressed by test**

DO NOT DISCUSS PERFORMANCE OR SCORES

7. Monitor candidate's pace. If candidate is markedly faster or slower than cadence, have him/her adjust accordingly. Take note of candidate's motion; coming to a fully erect position on each ascent; remind candidate if necessary.
8. Starting at two minutes and zero seconds, count number of complete steps taken during next 30 seconds. (i.e. stop counting at two minutes and 30 seconds). This value, multiplied by two, will be the step rate for Stage 1.
9. At two minutes and 45 seconds, tell candidate you are about to increase speed of test.
10. At two minutes and 55 seconds, note and record candidate's heart rate.
11. Increase speed of the metronome to 24 steps per minute (96 beats per minute on metronome).
12. Starting at five minutes and zero seconds, count number of complete steps taken during next 30 seconds (i.e. stop counting at five minutes and 30 seconds). This value, multiplied by two, will be the step rate for Stage 2.
13. At five minutes and 30 seconds, tell candidate: "30 seconds to go."
14. At five minutes and 50 seconds, tell candidate: "10 seconds to go."
15. At five minutes and 55 seconds, candidate should be starting her/his next to last ascent.
16. During ascent, tell candidate, "one more" and pause until he/she is starting last ascent and say: "Stop."
17. Note and record time at which candidate stopped test.
18. Note and record candidate's heart rate when test stopped.
19. It is useful to note time of day so time between tests may be determined.

Attachment 2: Physical Abilities Testing Manual

Scoring the Step Test

If candidate fails to complete at least five minutes of six minute test, score candidate as unqualified for any strenuous jobs. Estimates of METmax would be unreliable in this circumstance.

If candidate completes at least five minutes of six minute test, then predicted aerobic power (aerobic capacity or METmax), may be obtained.

Calculation of aerobic capacity entails using data from final stage of step test. A generalized equation which uses data of a single stage (i.e. the last stage) is as follows:

For hand calculation of METmax using an 11" bench:

$$\text{METmax} = \frac{[\text{HRR}\{(\mathbf{0.2917 * Step Rate}) - 1\} / (\text{FHR} - \text{RHR})] + 1}{1}$$

For hand calculation of METmax using a 10" bench:

$$\text{METmax} = \frac{[\text{HRR}\{(\mathbf{0.2737 * Step Rate}) - 1\} / (\text{FHR} - \text{RHR})] + 1}{1}$$

Where:

Step Rate = Stepping rate on bench (e.g. 24 steps per minute or 18 steps per minute etc.).

FHR = Final Heart Rate at the end of the stepping period.

RHR = Resting Heart Rate.

HRR = Heart Rate Reserve (Age Predicted HR Max - RHR).

Attachment 2: Physical Abilities Testing Manual

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Attachment 2: Physical Abilities Testing Manual

Stepmill Test

Test protocol is as follows:

Level 1: Three minutes at 4 METs, 18 steps per minute

Level 2: Three minutes at 7 METs, 24 Steps per minute

Test Administration

1. Read to candidate: "You will be stepping up and down on this stepmill for a period of six minutes or until your heart rate reaches 85% of your age predicted maximum, whichever comes first. (Note: *Administrator should provide maximum heart rate and 85% heart rate figures to candidate.*) You can rest your hands on the rail but you cannot exert any pressure or press down on the handrails while stepping. Your heart rate will be monitored during entire test."
2. Have candidate try stepmill for up to one minute or until candidate says he or she feels comfortable and has the feel of stepping in the stepmill before starting test.
3. After they have had a brief period to get acclimated, tell them to stop.
4. Read to candidate: "Are you ready?"
5. Start the stepmill program and verify that it is on Level 1.
6. Read to candidate: "Begin test." (Note: *The timer should start counting from zero.*)
7. Monitor heart rate continuously and observe candidate's physical condition. It is important for the administrator to:
 - a. **Monitor** heart rate continuously.
 - b. **Observe** candidate's physical condition.
 - c. Occasionally **ask** candidate, "How are you doing?"
 - d. Keep candidate **informed** on how much time remains in test.

TERMINATE TEST IF CANDIDATE DOES NOT FEEL HE/SHE CAN COMPLETE SIX MINUTES.

TERMINATE TEST IF ANY SYMPTOMS LISTED IN PRECAUTIONS OCCURS:

- a. **If candidate's heart rate exceeds 85% of age predicted maximum**
- b. **Candidate is not physically qualified**
- c. **He/she may be over stressed by test**

DO NOT DISCUSS PERFORMANCE OR SCORES.

Attachment 2: Physical Abilities Testing Manual

8. At two minutes and 45 seconds, tell candidate that you are about to increase the speed of test.
9. At two minutes and 55 seconds, note and record heart rate.
10. Proceed to Level 2 on stepmill. (Note: *Should be programmed to increase intensity automatically.*)
11. At five minutes and 30 seconds, tell candidate: “30 seconds to go.”
12. At five minutes and 50 seconds, tell candidate: “10 seconds to go.”
13. At five minutes and 55 seconds, candidate should be starting her/his next to last ascent.
14. During ascent, tell candidate, “One more” and pause until he or she is starting last ascent and say: “Stop.”
15. Note and record time at which candidate stopped test.
16. Note and record candidate's heart rate when test is stopped.
17. It is useful to note time of day so time between tests may be determined.

Scoring the Stepmill Test

If candidate fails to complete at least five minutes of six minute test, score candidate as unqualified for any strenuous jobs. Estimates of METmax would be unreliable in this circumstance.

If candidate completes at least five minutes of six minute test, then predicted aerobic power (aerobic capacity or METmax) may be obtained.

Calculation of aerobic capacity entails using data from final stage of the Stepmill Test. A generalized equation which uses the data of a single stage (i.e. last stage in which the exercise intensity level was 7 METs) is as follows:

$$\text{METmax} = [\text{HRR} * 7 - 1] / (\text{FHR} - \text{RHR}) + 1$$

Seven (7) = METs during Level Two (2) or second stage of test

FHR = Final Heart Rate at the end of the stepping period

RHR = Resting Heart Rate

HRR = Heart Rate Reserve (Age Predicted HR Max - RHR)

Attachment 2: Physical Abilities Testing Manual

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Treadmill Test

Test protocol is as follows:

Level 1: Three minutes at three miles per hour, 2.0% incline

Level 2: Three minutes at three miles per hour, 7.0% incline

Test Administration

1. Read to candidate: "You will be walking on a treadmill for a period of six minutes or until your heart rate reaches 85% of your age predicted maximum, whichever comes first (Note: *Administrator should provide the maximum heart rate and 85% heart rate figures to the candidate*). It is important you maintain a comfortable gait. Your heart rate will be monitored during entire test."
2. Have candidate try walking on treadmill for up to one (1) minute or until candidate says he or she feels comfortable and has the feel of stepping in treadmill before starting test.
3. After they have had a brief period to get acclimated, tell them to stop.
4. Read to candidate: "Are you ready?"
5. Start treadmill program and verify it is on Level 1.
6. Read to candidate: "Begin test." (Note: *The timer should start counting from zero.*)
7. Monitor heart rate continuously and observe candidate's physical condition. It is important for the administrator to:
 - a. **Monitor** heart rate continuously.
 - b. **Observe** candidate's physical condition.
 - c. Occasionally **ask** candidate, "How are you doing?"
 - d. Keep candidate **informed** on how much time remains in test.

TERMINATE TEST IF CANDIDATE DOES NOT FEEL HE/SHE CAN COMPLETE SIX MINUTES.

TERMINATE TEST IF ANY SYMPTOMS LISTED IN PRECAUTIONS OCCURS:

- **If heart rate exceeds 85% of age predicted maximum**
- **Candidate is not physically qualified**
- **He/she may be over stressed by the test**

DO NOT DISCUSS PERFORMANCE OR SCORES.

8. Monitor pace and placement on treadmill. If candidate begins to move to back of treadmill, have him or her speed up and move to front.
9. At two minutes 45 seconds, tell candidate that you are about to increase incline of treadmill.
10. At two minutes and 45 seconds, note and record heart rate.
11. Proceed to Level 2 on treadmill. (Note: *Should be programmed to increase intensity automatically.*)
12. At five minutes and 30 seconds, tell candidate: “30 seconds to go.”
13. At five minutes and 50 seconds, tell candidate: “10 seconds to go.”
14. At five minutes and 55 seconds, tell candidate: “Five (5) seconds to go.”
15. At six minutes, say: “Stop.”
16. Note and record time at which candidate stopped test.
17. Note and record candidate's heart rate when test is stopped.
18. It is useful to note time of day so time between tests may be determined.

Scoring the Treadmill Test

If candidate fails to complete at least five minutes of six minute test, score candidate as unqualified for any strenuous jobs. Estimates of METmax would be unreliable in this circumstance.

If candidate completes at least five minutes of six minute test, then predicted aerobic power (aerobic capacity or METmax) may be obtained.

Calculation of aerobic capacity entails using data from final stage of treadmill test. A generalized equation which uses data of a single stage (i.e., the last stage) is as follows:

$$\text{METmax} = \frac{\text{HRR} [(\text{MET Cost of Stage}) - 1] + 1}{\text{FHR} - \text{RHR}}$$

$$\text{MET Cost of Stage} = [22.86 \times (0.1 + 1.8 \times G)] + 1 \text{ @ 3 mph}$$

G = % grade as a decimal fraction (e.g., 7.5% = 0.075)

Note: For the recommended Treadmill Test the energy cost values are as follows:

Stage 1:4.3 METS at three (3) mph, 2.0% inclination; 6.4 METS at three (3) mph, 7.0% inclination.

FHR = Final Heart Rate at the end of the stepping period

RHR = Resting Heart Rate

HRR = Heart Rate Reserve (Age Predicted HR Max - RHR)

NOTE: Above equation can be used for any single stage treadmill test. If multiple stage test has been administered, use final stage data to calculate the MET score.

Exhibit 8A Contractor-Provided Uniform Items

1. Facility:

2. Uniforms: Contractor Uniform Items

Contractor shall furnish uniform clothing items, as indicated below, to PSOs performing on Contract. Badges, patches, and other approved devices worn on uniforms shall carry distinctive company markings and in compliance with applicable state and local laws.

Note: Regional Directors, or designee, may authorize adjustments to uniform clothing items to account for varying climate zones.

3. Uniform Requirements:

Uniform Components	Description	Color	Qty
Body Armor	Minimum NIJ Level IIA with Concealed Carrier	Black	
Boots	Pair, Quarter	Black	
Cap	Baseball Style	Black	
Cap	Faux Fur Trooper Style	Black	
Double Magazine Case or Speed Loader Case	Nylon, Compatible with Specified Weapon	Black	
Duty Belt "Keepers"	Nylon	Black	
Expandable or Straight Police Baton	With Holder	Black	
Glove and Microshield Pouch	Nylon, Slide on Belt Type, Holds Set of Single Use Disposable Gloves and One (1) Single Use Disposable Microshield	Black	
Gloves	Winter, Pair	Black	
Handcuff Case	Nylon	Black	
Handcuffs and Keys	Meets NIJ 0307.01		
Jacket	Winter, Patrol Type	Black	
Jacket	Nylon Windbreaker	Black	
Key Strap with Flap	Nylon	Black	
Level II Firearm Retention Holster	Nylon, Slide on Belt Type with Hammer Safety Strap (Left/Right as Required)	Black	
Microshield	Single Use, Disposable		
Nameplate	2-1/2" x 5/8" Metal Plate with Rounded Edges and 1/4" Lettering Identifying First Initial and Last Name	Gold Metal with Black Lettering	

Uniform Components	Description	Color	Qty
Necktie	Clip-on	Black	
Oleoresin Capsicum (OC) or Combination OC- CS Orthochlorobenzaimalononitril e Canister	2.0 ounce Non-Flammable Flip Top Safety Canister with Fog/Cone, Stream, or Foam Spray Pattern		
Oleoresin Capsicum (OC) case	Nylon, Slide on Belt Type	Black	
Pistol belt	Nylon without Shoulder Strap	Black	
Shirt, long sleeve	Insignia, Shoulder Patch	Light Gray	
Shirt, short sleeve	Insignia, Shoulder Patch	Light Gray	
Trouser	All Season Weight	Black	
Whistle	With Chain Attachment		
Flashlight w/holder	2-D Cell		

Exhibit 8B

Contractor-Provided Supplementary Equipment

1. Facility:

2. Supplementary Equipment: Contractor Equipment Items

Contractor shall furnish following supplemental equipment items for each security officer, post, or location as indicated to all productive and supervisor security officers performing on Contract. Contractor shall maintain all equipment in a ready and usable condition.

3. Supplementary Equipment Requirements:

Equipment Item	Description/Color	Qty
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Exhibit 8C

Contractor-Provided Firearms and Ammunition

Contractor will provide PSOs, including part-time and reserve PSOs, with their own pistol. Select firearm that will be used:

Specifications	.38 Special 9mm	.40 S/W .357 SIG
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1. Caliber 9mm

The overall size shall not exceed 7.5” long, 5.5” high, and 1.5” wide and weigh no more than 30 oz. excluding the magazine. The caliber authorized is 9MM and not any larger. The magazines (three for each pistol) shall hold a minimum of 10 rounds and not more than 17. The pistol must be able to be fired without a magazine inserted into the weapon. The magazine must fall free (unloaded) when the magazine catch is activated. The double action only trigger pull must not weigh more than 12 pounds and not less than 5 pounds. The pistol may be either a traditional double action only or a striker fired design.

The pistol shall have a dark corrosive resistant finish and must be must be capable of being fired without the manipulation of an external safety or cocking lever. Passively operated grip or trigger safeties are acceptable. The normal function of the pistol shall be double action only. The pistol must be operable by a right or left-handed user. The use of a polymer-framed pistol is acceptable. There is not a requirement for an all-metal firearm.

All safeties must be internal or passive. An inertial interlocked firing pin will be the primary safety to positively prevent movement of the firing pin unless the trigger is pulled completely through its entire length of travel.

The sights must be drift adjustable and be luminous night sights, one (1) dot on the front sight, and two (2) dots on the rear sight, which appear as three (3) illuminated dots when the weapon is held at arm’s length. The illuminated dots must not be visible when viewed from the muzzle end of the pistol. The color of the illuminated dots must be green. The illumination materials for the night sight must comply with Nuclear Regulatory Commission standards.

The following pistols are recommended:

- Smith & Wesson M&P 9 MM; 5900 Series in DAO 9MM
- Glock 17 & 19 9MM
- SIGARMS Sigpro 9MM; P226 and P228 in 9MM DAO
- Steyr M Series 9MM
- Springfield Armory XD in 9MM

Ammunition type is authorized: 110- 147 grain Jacketed Hollow Points. (If local statutes permit)

Recommended Brands: Federal, Speer, Winchester, Remington

2. Caliber .38 SPECIAL

The overall size shall not exceed 10.5” long, 5.5” high, and 1.55” wide and weigh no more than 42 oz. or less than 35 oz empty with a 4 inch non-ported, semi or fully shrouded (lugged) barrel. The pistol may be capable of firing either 38 Special +P or .357 Magnum cartridges although the duty caliber authorized is .38 Special +P. The cylinder shall hold 6 rounds and be opened with the manipulation of just one release. The double action trigger pull must not weigh more than 12 pounds and not less than 5 pounds.

The pistol shall have a blued or stainless steel finish and must be capable of being fired without the manipulation of an external safety. The normal function of the pistol shall be double action with the capability of being fired in a single action mode. The pistol must be operable by a right or left-handed user. With the exception of grips and small internal parts, it shall be an all-metal firearm.

All safeties must be internal and passive. A transfer bar type mechanism will be the primary safety to positively prevent contact between the hammer and firing pin or hammer and cartridge primer unless the trigger is pulled completely through its entire length of travel.

The sights must be fixed front and fixed, drift or fully adjustable rear.

The following pistols are recommended:

- Smith & Wesson Model 686 K or L frame
- Taurus Model 82 or 65
- Ruger GP 100 Series

Ammunition type authorized: 110 – 135 grain +P rated Jacketed Hollow Point. **(If local statutes permit)**

Recommended Brands: Federal, Speer, Winchester, Remington

3. Caliber .40 S&W

The overall size shall not exceed 7.5” long, 5.5” high, and 1.5” wide and weigh no more than 30 oz. excluding the magazine. The caliber authorized is .40 S&W and not any larger. The magazines (three for each pistol) shall hold a minimum of 10 rounds and not more than 15. The pistol must be able to be fired without a magazine inserted into the weapon. The magazine must fall free (unloaded) when the magazine catch is activated. The double action only trigger pull must not weigh more than 12 pounds and not less than 5 pounds. The pistol may be either a traditional double action only or a striker fired design.

The pistol shall have a dark corrosive resistant finish and must be must be capable of being fired without the manipulation of an external safety or cocking lever. Passively operated grip or trigger safeties are acceptable. The normal function of the pistol shall be double action only. The pistol must be operable by a right or left-handed user. The use of a polymer-framed pistol is acceptable. There is not a requirement for an all-metal firearm.

All safeties must be internal or passive. An inertial interlocked firing pin will be the primary safety to positively prevent movement of the firing pin unless the trigger is pulled completely through its entire length of travel.

The sights must be drift adjustable and be luminous night sights, one (1) dot on the front sight, and two (2) dots on the rear sight, which appear as three (3) illuminated dots when the weapon is held at arm’s length. The illuminated dots must not be visible when viewed from the muzzle end of the pistol. The color of the illuminated dots must be green. The illumination materials for the night sight must comply with Nuclear Regulatory Commission standards.

The following pistols are recommended:

- Smith & Wesson M&P .40 Cal.
- Glock 22 & 23 .40 Cal.
- SIGARMS Sigpro .40 Cal.; P226 and P229
- Steyr M Series .40 Cal.
- Springfield Armory XD in .40 Cal.
- H&K USP (Variant 7 DAO) .40 Cal.

Ammunition type authorized: 155-180 grain Jacketed Hollow Point

Recommended Brands: Federal, Speer, Winchester, Remington

4. Caliber 357 SIG

The overall size shall not exceed 7.5" long, 5.5" high, and 1.5" wide and weigh no more than 30 oz. excluding the magazine. The caliber authorized is .357 SIG. The magazines (three for each pistol) shall hold a minimum of 10 rounds and not more than 15. The pistol must be able to be fired without a magazine inserted into the weapon. The magazine must fall free (unloaded) when the magazine catch is activated. The double action only trigger pull must not weigh more than 12 pounds and not less than 5 pounds. The pistol may be either a traditional double action only or a striker fired design.

The pistol shall have a dark corrosive resistant finish and must be capable of being fired without the manipulation of an external safety or cocking lever. Passively operated grip or trigger safeties are acceptable. The normal function of the pistol shall be double action only. The pistol must be operable by a right or left-handed user. The use of a polymer-framed pistol is acceptable. There is not a requirement for an all-metal firearm.

All safeties must be internal or passive. An inertial interlocked firing pin will be the primary safety to positively prevent movement of the firing pin unless the trigger is pulled completely through its entire length of travel.

The sights must be drift adjustable and be luminous night sights, one (1) dot on the front sight, and two (2) dots on the rear sight, which appear as three (3) illuminated dots when the weapon is held at arm's length. The illuminated dots must not be visible when viewed from the muzzle end of the pistol. The color of the illuminated dots must be green. The illumination materials for the night sight must comply with Nuclear Regulatory Commission standards.

The following pistols are recommended:

- Smith & Wesson M&P .357 SIG
- Glock 31 & 32
- SIGARMS Sigpro or P229 in .357 SIG
- Steyr M Series in .357 SIG
- Springfield Armory XD in .357 SIG

Ammunition type authorized: 125 grain Jacketed Hollow Point. (If local statutes permit)

Recommended Brands: Federal, Speer, Winchester, Remington

Exhibit 8D

Contractor-Provided Personal Protective Equipment

1. Facility: All facilities covered by this BPA/Contract

2. Personal Protective Equipment: Contractor Equipment Items

Contractor shall maintain a stock of the following personal protective equipment items for each officer, post, and location covered by this contract in quantities sufficient to furnish all productive and supervisory security officers performing on Contract with equipment for a two-week period. Contractor shall maintain all equipment in a ready and usable condition and replenish stock as necessary to ensure a two-week supply is available at all times.

3. Supplementary Equipment Requirements:

Equipment Item	Description / Color	QTY
Eyewear	Blood and Air Borne Protection	*
Gloves	Medical Examination Gloves	*
Hand Sanitizer	Alcohol-Based	*
N95 Mask	Filtering Face Piece Respirator	*
Microshield	Single Use, Disposable	*

* As appropriate to supply each security officer this equipment for at least two weeks in performance of their duties. Contractor shall replace disposable continuous wear items such as masks and gloves over course of a PSO's shift as recommended by manufacturer to ensure maximum effectiveness of the item.

Exhibit 8E

Contractor-Provided Communication Equipment

1. Facilities:

2. Equipment: The Contractor shall provide, maintain, and supplement, as may be necessary at the site identified above, the following number(s) of radios/cellular phones and described associated equipment/ to equip each security officer on post a method to communicate with FPS and the Post Tracking System.

Type of Equipment	Qty
Radio, portable, handy-talkie, four (4) watts, with Helifex antenna	
Charger, rapid rate, with legs	
Charger, rapid rate, slim-line, desktop	
Battery, rapid rate nickel-cadmium	
Standard carrying case, slim-line size	
Base Station	
Cellular telephone	
Cellular telephone charger	
Cellular telephone holder	

3. Licenses and Frequencies: The Contractor shall apply for an FCC license and authorization to operate in frequencies specified by the Government. Where necessary, the COTR will issue a letter of authorization, identifying the Contractor as having a need to communicate over a frequency or frequencies assigned to an agency of the Federal Government.

4. Normal, Emergency and Continuous Communications: All two-way portable radio units must have the capability of transmitting and receiving clear and concise vocal transmissions between the security officer, supervisory personnel and the Contractor's base station.

The cellular phones must have a telephone number with the local area code of the location of the post. The cellular phone will have the capability to receive and make calls without restrictions for having the capability for two-way communications between FPS, the Contractor, and the security officer personnel assigned to this Contract.

5. The Contractor will provide a listing of radio(s) and associated equipment used on this Contract to the COTR prior to standing post. The Contractor will provide a listing of cellular telephone numbers and the associated posts used on this Contract to the COTR prior to standing post.

Exhibit 8F Contractor-Provided Vehicles

1. Facility:

2. Equipment: Contractor Vehicle(s)

The Contractor shall furnish a vehicle or vehicles, as indicated below, for patrol at the facility, to transport supervisors in the course of supervision duties, and emergency response, as may be necessary. The vehicle(s) shall carry distinctive markings of the company. The vehicle(s) shall be available at all times during the life of the contract. The Contractor shall immediately replace a vehicle if the Contractor must remove it from operation for any reason(s). It is the Contractor's responsibility to register, insure, and provide proper maintenance for the vehicle(s). The vehicle(s) shall have the following equipment:

- Rotational emergency roof light in compliance with applicable state and local laws
- One (1) 10 – 15 lb. portable dry chemical, ABC extinguisher, installed and maintained in accordance with NFPA 10, Portable Fire Extinguishers
- One (1) conventional, universal first aid kit that contains an Airway pack, Cling bandages, and a minimum of two bite sticks

3. Vehicle Requirements:

Vehicle Type (Sedan/Truck/Segway/Bicycle etc)	Est. use miles/hours per day	Vehicle Type (Sedan/Truck/Segway/Bicycle etc)	Est. use miles/hours per day
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Exhibit 9A Government-Provided Uniform Items

1. Facility:

2. Uniforms: Government Provided Uniform Items

The Government shall furnish uniform clothing items, as indicated below, to all productive and supervisor security officers performing on the Contract. Government furnished uniform items for wear and use only while on duty during the performance of this Contract.

3. Uniform Items:

Uniform Components	Description	Color	Qty
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Exhibit 9B

Government-Provided Supplementary Equipment

1. Facility:

2. Supplementary Equipment: Government Provided Equipment Items

The Government shall furnish the following supplemental equipment items for each security officer, post, or location as indicated to all productive and supervisor security officers performing on the Contract. It is the Contractor's responsibility to report maintenance issues and any damage regarding the associated equipment immediately to the COTR.

3. Supplementary Equipment Requirements:

Equipment Item	Description/Color	Qty
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Exhibit 9C

Government-Provided Personal Protective Equipment

1. Facility:

2. Personal Protective Equipment: Government Provided Equipment Items

The Government may furnish the following personal protective equipment items for each security officer, post, or location as indicated to all productive and supervisor security officers performing on the Contract. The Contractor shall maintain all equipment in a ready and usable condition.

3. Supplementary Equipment Requirements:

Equipment Item	Description / Color	Qty
Eyewear	Blood and Air Borne Protection	
Gloves	Medical Examination Gloves	
Hand Sanitizer	Alcohol-Based	
N95 Mask	Filtering Face Piece Respirator	
Microshield	Single Use, Disposable	

Exhibit 9D Government-Provided Communications Equipment

1. Facilities:

2. Equipment: The Government shall provide, maintain, and supplement, as may be necessary at the site identified above, the following number(s) of radios and described associated equipment.

3. The Contractor will provide a receipt for radio(s) and associated equipment received from the Government for use on this Contract to the Contracting Officer's Representative.

4. The Contractor will report any damage or maintenance issues concerning this equipment immediately to the COTR.

Type of Equipment	Qty
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Exhibit 9E

Government-Provided Property HSPD-12 Personal Identity Verification (PIV) Card Employee Application Process

A. Application.

1. Contractor shall provide employee forms listed below after employee receives favorable suitability determination from FPS; employee shall complete each form and return to Contractor.

- a. DHS Form 1100-14, Identification Access Control Card Request (Exhibit 2I)
- b. DHS Form 11000-27, Federal Emergency Response Official Designation Request (Exhibit 2J)

2. Contractor shall review forms identified in 1 (a) and (b) for completeness, then provide to COTR.

B. Sponsorship.

1. COTR will review forms for completeness, once verified, forward forms to HSPD-12 Program Office.

2. COTR will notify designated contractor representative regarding employee's sponsorship determination and provide information for enrollment. (See example below section C. 5)

C. Enrollment.

1. Government will notify Contractor of specific dates/times available for enrollment. Contractor shall schedule its employee(s) within those dates/times and ensure employee reports to enrollment station at scheduled time.

2. Employee must bring two valid forms of identification. Acceptable forms of identification can be found in Form I-9, OMB No. 1115-0136, Employment Eligibility Verification. (Exhibit 9F). At least one form of identification must be a Federal or State government issued photo identification.

3. If employee does not present acceptable forms of identification, appointment will be cancelled. Designated contractor representative is responsible for notifying COTR of cancelled appointment and re-scheduling appointment.

4. After enrollment process is complete, PIV card will be issued and activated. To activate PIV card, employee will be fingerprinted and required to provide a 6 to 8 numeric Personal Identification Number (PIN). PIN should be created to mitigate unauthorized use of PIV card.

5. Estimated Processing Time: 20 min/per person

Address*	Operating Days*	Hours*	Point of Contact
* Information will be provided by COTR			

Exhibit 9F

FORM I-9: Lists of Acceptable Documents

LISTS OF ACCEPTABLE DOCUMENTS		
All documents must be unexpired		
LIST A	LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	Documents that Establish Identity	Documents that Establish Employment Authorization
	OR	AND
<p>1. U.S. Passport or U.S. Passport Card</p>	<p>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p>1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States</p>
<p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p>	<p>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</p>	<p>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</p>
<p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p>	<p>3. School ID card with a photograph</p>	<p>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</p>
<p>4. Employment Authorization Document that contains a photograph (Form I-766)</p>	<p>4. Voter's registration card</p>	<p>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</p>
<p>5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</p>	<p>5. U.S. Military card or draft record</p>	<p>5. Native American tribal document</p>
<p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>	<p>6. Military dependent's ID card</p>	<p>6. U.S. Citizen ID Card (Form I-197)</p>
	<p>7. U.S. Coast Guard Merchant Mariner Card</p>	<p>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
	<p>8. Native American tribal document</p>	<p>8. Employment authorization document issued by the Department of Homeland Security</p>
	<p>9. Driver's license issued by a Canadian government authority</p>	
	<p>For persons under age 18 who are unable to present a document listed above:</p>	
	<p>10. School record or report card</p>	
	<p>11. Clinic, doctor, or hospital record</p>	
	<p>12. Day-care or nursery school record</p>	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Exhibit 10

Federal Management Regulations

Subpart C, Conduct on Federal Property

(41 CFR 102-74)

Subpart C—Conduct on Federal Property

Applicability

§102-74.365—To whom does this subpart apply?

The rules in this subpart apply to all property under the authority of GSA and to all persons entering in or on such property. Each occupant agency shall be responsible for the observance of these rules and regulations. Federal agencies must post the notice in the Appendix to this part at each public entrance to each Federal facility.

Inspection

§102-74.370—What items are subject to inspection by Federal agencies?

Federal agencies may, at their discretion, inspect packages, briefcases and other containers in the immediate possession of visitors, employees or other persons arriving on, working at, visiting, or departing from Federal property. Federal agencies may conduct a full search of a person and the vehicle the person is driving or occupying upon his or her arrest.

Admission to Property

§102-74.375—What is the policy on admitting persons to Government property?

Federal agencies must—

(a) Except as otherwise permitted, close property to the public during other than normal working hours. In those instances where a Federal agency has approved the after-normal-working-hours use of buildings or portions thereof for activities authorized by [subpart D](#) of this part, Federal agencies must not close the property (or affected portions thereof) to the public;

(b) Close property to the public during working hours only when situations require this action to provide for the orderly conduct of Government business. The designated official under the Occupant Emergency Program may make such decision only after consultation with the buildings manager and the highest ranking representative of the law enforcement organization responsible for protection of the property or

the area. The designated official is defined in [102-71.20](#) of this chapter as the highest ranking official of the primary occupant agency, or the alternate highest ranking official or designee selected by mutual agreement by other occupant agency officials; and

(c) When property or a portion thereof is closed to the public, restrict admission to the property, or the affected portion, to authorized persons who must register upon entry to the property and must, when requested, display Government or other identifying credentials to Federal police officers or other authorized individuals when entering, leaving or while on the property. Failure to comply with any of the applicable provisions is a violation of these regulations.

Preservation of Property

§102-74.380—What is the policy concerning the preservation of property?

All persons entering in or on Federal property are prohibited from—

- (a) Improperly disposing of rubbish on property;
- (b) Willfully destroying or damaging property;
- (c) Stealing property;
- (d) Creating any hazard on property to persons or things; or
- (e) Throwing articles of any kind from or at a building or climbing upon statues, fountains or any part of the building.

Conformity With Signs and Directions

§102-74.385—What is the policy concerning conformity with official signs and directions?

Persons in and on property must at all times comply with official signs of a prohibitory, regulatory or directory nature and with the lawful direction of Federal police officers and other authorized individuals.

Disturbances

§102-74.390—What is the policy concerning disturbances?

All persons entering in or on Federal property are prohibited from loitering, exhibiting disorderly conduct or exhibiting other conduct on property that—

- (a) Creates loud or unusual noise or a nuisance;
- (b) Unreasonably obstructs the usual use of entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots;

- (c) Otherwise impedes or disrupts the performance of official duties by Government employees; or
- (d) Prevents the general public from obtaining the administrative services provided on the property in a timely manner.

Gambling

§102-74.395—What is the policy concerning gambling?

(a) Except for the vending or exchange of chances by licensed blind operators of vending facilities for any lottery set forth in a State law and authorized by section 2(a)(5) of the Randolph-Sheppard Act (20 U.S.C. 107 *et seq.*), all persons entering in or on Federal property are prohibited from—

- (1) Participating in games for money or other personal property;
- (2) Operating gambling devices;
- (3) Conducting a lottery or pool; or
- (4) Selling or purchasing numbers tickets.

(b) This provision is not intended to prohibit prize drawings for personal property at otherwise permitted functions on Federal property, provided that the game or drawing does not constitute gambling per se. Gambling per se means a game of chance where the participant risks something of value for the chance to gain or win a prize.

Narcotics and Other Drugs

§102-74.400—What is the policy concerning the possession and use of narcotics and other drugs?

Except in cases where the drug is being used as prescribed for a patient by a licensed physician, all persons entering in or on Federal property are prohibited from—

- (a) Being under the influence, using or possessing any narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines; or
- (b) Operating a motor vehicle on the property while under the influence of alcoholic beverages, narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines.

Alcoholic Beverages

§102-74.405—What is the policy concerning the use of alcoholic beverages?

Except where the head of the responsible agency or his or her designee has granted an exemption in writing for the appropriate official use of alcoholic beverages, all persons entering in or on Federal

property are prohibited from being under the influence or using alcoholic beverages. The head of the responsible agency or his or her designee must provide a copy of all exemptions granted to the buildings manager and the highest ranking representative of the law enforcement organization, or other authorized officials, responsible for the security of the property.

Soliciting, Vending and Debt Collection

§102-74.410—What is the policy concerning soliciting, vending and debt collection?

All persons entering in or on Federal property are prohibited from soliciting alms (including money and non-monetary items) or commercial or political donations, vending merchandise of all kinds, displaying or distributing commercial advertising, or collecting private debts, except for—

(a) National or local drives for funds for welfare, health or other purposes as authorized by 5 CFR part 950, entitled “Solicitation Of Federal Civilian And Uniformed Service Personnel For Contributions To Private Voluntary Organizations,” and sponsored or approved by the occupant agencies;

(b) Concessions or personal notices posted by employees on authorized bulletin boards;

(c) Solicitation of labor organization membership or dues authorized by occupant agencies under the Civil Service Reform Act of 1978 (Pub. L. 95-454);

(d) Lessee, or its agents and employees, with respect to space leased for commercial, cultural, educational, or recreational use under 40 U.S.C. 581(h). Public areas of GSA-controlled property may be used for other activities in accordance with [subpart D](#) of this part;

(e) Collection of non-monetary items that are sponsored or approved by the occupant agencies; and

(f) Commercial activities sponsored by recognized Federal employee associations and on-site child care centers.

Posting and Distributing Materials

§102-74.415—What is the policy for posting and distributing materials?

All persons entering in or on Federal property are prohibited from—

(a) Distributing free samples of tobacco products in or around Federal buildings, as mandated by Section 636 of Public Law 104-52;

(b) Posting or affixing materials, such as pamphlets, handbills, or flyers, on bulletin boards or elsewhere on GSA-controlled property, except as authorized in [102-74.410](#), or when these displays are conducted as part of authorized Government activities; and

(c) Distributing materials, such as pamphlets, handbills or flyers, unless conducted as part of authorized Government activities. This prohibition does not apply to public areas of the property as defined in [102-71.20](#) of this chapter. However, any person or organization proposing to distribute materials in a public area under this section must first obtain a permit from the building manager as specified in [subpart D](#) of this part. Any such person or organization must distribute materials only in

accordance with the provisions of [subpart D](#) of this part. Failure to comply with those provisions is a violation of these regulations.

Photographs for News, Advertising or Commercial Purposes

§102-74.420—What is the policy concerning photographs for news, advertising or commercial purposes?

Except where security regulations, rules, orders, or directives apply or a Federal court order or rule prohibits it, persons entering in or on Federal property may take photographs of—

- (a) Space occupied by a tenant agency for non-commercial purposes only with the permission of the occupying agency concerned;
- (b) Space occupied by a tenant agency for commercial purposes only with written permission of an authorized official of the occupying agency concerned; and
- (c) Building entrances, lobbies, foyers, corridors, or auditoriums for news purposes.

Dogs and Other Animals

§102-74.425—What is the policy concerning dogs and other animals on Federal property?

No person may bring dogs or other animals on Federal property for other than official purposes. However, a disabled person may bring a seeing-eye dog, a guide dog, or other animal assisting or being trained to assist that individual.

Breastfeeding

§102-74.426—May a woman breastfeed her child in a Federal building or on Federal property?

Yes. Public Law 108-199, Section 629, Division F, Title VI (January 23, 2004), provides that a woman may breastfeed her child at any location in a Federal building or on Federal property, if the woman and her child are otherwise authorized to be present at the location.

Vehicular and Pedestrian Traffic

§102-74.430—What is the policy concerning vehicular and pedestrian traffic on Federal property?

All vehicle drivers entering or while on Federal property—

- (a) Must drive in a careful and safe manner at all times;

(b) Must comply with the signals and directions of Federal police officers or other authorized individuals;

(c) Must comply with all posted traffic signs;

(d) Must comply with any additional posted traffic directives approved by the GSA Regional Administrator, which will have the same force and effect as these regulations;

(e) Are prohibited from blocking entrances, driveways, walks, loading platforms, or fire hydrants; and

(f) Are prohibited from parking on Federal property without a permit. Parking without authority, parking in unauthorized locations or in locations reserved for other persons, or parking contrary to the direction of posted signs is prohibited. Vehicles parked in violation, where warning signs are posted, are subject to removal at the owner's risk and expense. Federal agencies may take as proof that a motor vehicle was parked in violation of these regulations or directives as prima facie evidence that the registered owner was responsible for the violation.

Explosives

§102-74.435—What is the policy concerning explosives on Federal property?

No person entering or while on Federal property may carry or possess explosives, or items intended to be used to fabricate an explosive or incendiary device, either openly or concealed, except for official purposes.

Weapons

§102-74.440—What is the policy concerning weapons on Federal property?

Federal law prohibits the possession of firearms or other dangerous weapons in Federal facilities and Federal court facilities by all persons not specifically authorized by 18 U.S.C. 930. Violators will be subject to fine and/or imprisonment for periods up to five (5) years.

Nondiscrimination

§102-74.445—What is the policy concerning discrimination on Federal property?

Federal agencies must not discriminate by segregation or otherwise against any person or persons because of race, creed, religion, age, sex, color, disability, or national origin in furnishing or by refusing to furnish to such person or persons the use of any facility of a public nature, including all services, privileges, accommodations, and activities provided on the property.

Penalties

§102-74.450—What are the penalties for violating any rule or regulation in this subpart?

A person found guilty of violating any rule or regulation in this subpart while on any property under the charge and control of GSA shall be fined under title 18 of the United States Code, imprisoned for not more than 30 days, or both.

Impact on Other Laws or Regulations

§102-74.455—What impact do the rules and regulations in this subpart have on other laws or regulations?

No rule or regulation in this subpart may be construed to nullify any other Federal laws or regulations or any State and local laws and regulations applicable to any area in which the property is situated (40 U.S.C. 121 (c)).

*Development and Validation of Entry-Level Medical and
Physical Standards for
Protective Security Officers*

**U.S. Immigration and Customs Enforcement
Federal Protective Service**

July 31, 2009

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EXECUTIVE SUMMARY

This report documents the development of a task list for contract Protective Security Officers (PSOs) and the associated physical and medical standards that are required to perform these tasks. In this executive summary, we provide an overview of results related to each of these topics. A separate report describes the development of related equipment, uniform and grooming, and education and training standards.

Methodology

This project was designed to identify the (1) minimum set of tasks that all PSOs are expected to be able to perform and (2) physical, medical, equipment, uniform and grooming, and education and training standards that are required to perform these tasks. To conduct this study, the project team first conducted task analysis, which included administering, and analyzing the results of an extensive task analysis questionnaire. This questionnaire was administered to 76 incumbent security PSO and supervisors in six locations around the country (Washington, DC; New York, NY; Corbin, KY; Denver, CO; San Diego, CA; and Seattle, WA). In addition, the project team conducted interviews and job observations, which included a direct ergonomic assessment of job demands. Of the 141 tasks included in the task analysis questionnaire, 94 were identified as potentially critical. This list included both frequently occurring tasks as well as tasks that occurred less frequently but were extremely important, such as responding to emergencies. FPS program managers met in a two-day workshop to review the reduced set of tasks and discuss the standards that would likely result from various decisions about which tasks were included. At the conclusion of the review, 91 tasks were retained. These tasks served as the foundation for identifying the physical, medical, equipment, uniform and grooming, and education and training standards.

Task Analysis Results

The task analysis confirmed the basic PSO job functions of access control, screening, and patrolling. In addition, the results successfully differentiated the PSO task list from police work in the breadth and variety of emergency and enforcement actions. However, the project team also identified two areas of overlap between PSO and law enforcement responsibilities—(1) responding to emergency medical situations, including provision of basic first aid and first

responder care and (2) physical detention of individuals who may violently resist restraint—that were resolved through consultation with the FPS program managers. In the first case, the program managers indicated that PSOs should be able to provide first aid and first responder care. In the latter case, the program managers made adjustments to the task list (and resulting PSO training curriculum) concluding that PSOs should only be expected to apply low levels of force (i.e., verbal warnings and basic defensive tactics). If an individual presents a threat that exceeds this level of response, the PSOs should not engage with the individual but should rather rely on law enforcement backup.

The project team also identified several differences by location in responses to the task list, particularly related to access control and screening. These differences appear to mimic observed differences in the nature of the clientele with which PSOs interact. For example the need to physically confront an individual varied across locations from almost never to two to three times per month.

Physical Standards

The primary physically-limiting activities performed by PSOs include:

- Conducting walking patrols for up to eight hours at a time
- Opening and closing gates and doors
- Running short distances in response to emergencies or in pursuit.

These tasks require the physical ability to stand and walk for periods of eight hours (and in some locations for up to 12 hours) as well as upper-body and trunk strength, and the ability to sprint over short distances. Based on the complete set of limiting tasks, the project team recommends the use of a pre-hire assessment that consists of a measure of cardiovascular endurance (9 METs). Recommended procedures for measurement are provided.

Strength standards were not defined as a set of pre-hire assessments but rather subsumed in the medical examination process of the hiring process. Significant strength, requiring specific measures, did not appear to be a major factor in the performance of the critical tasks. However, major musculoskeletal or other medical issues may preclude individuals from performing the critical physical tasks required.

Medical Standards

The primary medically-limiting activities performed by PSOs include the physically limiting activities, as well as:

- Using defensive tactics, including arm bar
- Using weapons, such as firearms and batons
- Communicating with members of the public
- Identifying the sources of sounds and odors
- Screening multiple individuals with hand-held wand
- Inspecting under, in, and around vehicles
- Viewing maps, identification cards, documents or other information.

These tasks require upper body strength, a full range of motion and flexibility, the ability to recognize and localize sounds and odors, and both near and distance vision. Based on these limiting tasks, the project team recommended that PSO medical standards should be similar to that of law enforcement officer. With regard to vision standards we found that while a corrected 20/30 standard was essential, we do recommend that glasses be allowed as a corrective accommodation. Further we emphasized the assessment of presbyopia (near or reading vision) and the requirement of correction of any problems. We recommended that candidates demonstrate normal hearing without use of a hearing aide. However, in the presence of significant hearing loss, the candidate should also be tested for localization of sounds. Other individual conditions (e.g., knee and shoulder mobility) need to be directly assessed by a medical professional to determine impact on the ability to perform the critical task.

1. INTRODUCTION

The Department of Homeland Security's (DHS), Immigration and Customs Enforcement (ICE), Federal Protective Service (FPS) provides law enforcement and security services to over one million tenants and daily visitors to federally owned and leased facilities nationwide.

The FPS delivers integrated security and law enforcement services to all types of federal buildings - including office buildings, courthouses, border stations, and warehouses - whether owned, controlled, or leased. FPS is reimbursed by its customers for these services through direct billing.

FPS' protection services focus directly on the interior security of the nation, and require close coordination and intelligence sharing with the investigative functions within DHS. FPS is a full service agency with comprehensive hazardous materials (HAZMAT), weapons of mass destruction (WMD), canine, and emergency response program as well as state-of-the-art communication and dispatch MegaCenters. FPS services include:

- Providing a visible uniformed presence in federally owned and leased facilities
- Responding to criminal incidents and other emergencies
- Installing and monitoring security devices and systems
- Investigating criminal incidents
- Conducting building security assessments
- Coordinating a comprehensive program for occupant emergency plans
- Presenting formal crime prevention and security awareness training programs
- Providing police emergency and special security services during natural disasters such as earthquakes, hurricanes, and major civil disturbances-as well as during man-made disasters, such as bomb explosions and riots.

FPS is supported in providing these services by a force of over 14,000 contract Protective Security Officers (PSOs) working in over 1,300 individual buildings that are covered by 120 separate contracts. Accordingly, the purposes of this study are to create (1) a comprehensive minimum task list that all PSOs are expected to perform and (2) a legally defensible and non-discriminatory set of validated medical, physical, uniform, grooming, equipment, education, and training standards that will apply to the job functions of the PSO.

A PSO force must operate as a security system to reduce vulnerabilities. At its core, a PSO force must perform the following key functions:

- Access Control
- Screening
- Visitor Processing
- Patrol and Response
- Control Center Operations
- Community Services.

At a minimum, all PSOs must be able to perform the basic tasks associated with these functions. However, the specific tasks may vary as a function of the security requirements of a given facility. PSOs perform functions to meet security goals that fall along a continuum. At the high end of the continuum, the security goal is defense of the facility where failure has a high probability of resulting in grave injury or death to the tenants. At the low end of the continuum, the security goal is basic protection where failure has minimal risks. A PSO should be expected to take action that is commensurate with the facility's location along this continuum. For example, if an individual who is not authorized to enter the facility attempts to do so, the PSO at a high security facility may be expected to ultimately use deadly force to prevent entry. On the lower end of the security continuum, the PSO would simply report the incident to the MegaCenter and FPS or local law enforcement would respond accordingly.

The FPS program managers place most facilities that are guarded by a single PSO nearer the low end of the security continuum than the high end. Accordingly, PSOs at these facilities should be expected to report incidents and then limit their responses to the lower end of the use of force continuum (i.e., verbal, hands-on, controls, intermediate force, deadly force). This level of response would typically involve verbal warnings and instructions and possibly limited physical contact (e.g., use of the arm bar tactic). PSOs would not be expected to use techniques that are higher on the use-of-force continuum, such as those requiring significant strength (e.g., tackling, wrestling). In addition, PSOs would not be expected to physically engage with individuals that are unlikely to be successfully controlled by the PSO; only FPS or local law enforcement officers would be expected to engage in tactics that fall at higher points on the use of force continuum. This approach emphasizes the need for good judgment and

human relations skills on the part of PSOs to prevent situations from either starting or escalating to dangerous levels.

The specific goals of the current study were to:

- Identify the minimum set of tasks all PSOs are expected to be able to perform regardless of post or location
- Determine and validate the minimum physical and medical standards required to perform these tasks, as well as the performance standards, methods of measuring, and frequency of testing each standard
- Identify the minimum set of equipment required to perform the task list
- Describe uniform and grooming requirements as they are affected by the task list
- Describe the minimum educational and training requirements to perform the task list.

2. METHODOLOGY

2.1 Development of Task Analysis Survey

The first step in the task analysis process involved the development of a task analysis survey. Given that (1) the tasks performed by PSOs were likely to be similar to those performed by law enforcement officers, corrections officers, and security guards and (2) task analysis research has been conducted on these jobs numerous times, the project team first conducted a literature review to identify existing task analyses for related jobs and used these tasks to create the Initial Task List. Our literature review indicated that there had not been a great deal of research conducted on the specific task performed by security guards or officers. However, the project team did identify a wealth of task analysis research on the job of police officer and corrections officer in particular.

Building on previous task analyses for related positions not only reduced the time, effort, and resources required to generate the Initial Task List, it also provides a more complete understanding of how the PSO job relates to other similar jobs. By using this approach, the project team was able to identify tasks that both PSOs and law enforcement officers report performing. These overlapping responsibilities have the potential to result in confusion when both PSOs and FPS officers or local law enforcement respond to an incident. Similarly, including tasks that the project team thought were most likely to be performed by law enforcement officers allowed the task analysis data to be evaluated for quality.

The principal resources referred to in developing the Initial Task List include:

- Security Guard Information Manual (Federal Protective Service, 2008)
- A Study of the Security Officer (Commonwealth of Virginia, Department of Criminal Justice Services and Schroeder Measurement Technologies, 2002)
- The Army Civilian Police and Security Guard Program (Headquarters, Department of the Army, 2006)
- Protective Force Requirements for the Albuquerque Transportation and Technology Center (National Nuclear Safety Administration, 2006)
- Review of the Intelligence Community Security Protective Personnel Compensation Practices (SRA International, 2009)

-
- Statewide Job Analysis of the Patrol Officer Position (Michigan Commission on Law Enforcement Standards, 2006)
 - South Carolina Basic Law Enforcement Job Task Analysis Survey (South Carolina Department of Public Safety Criminal Justice Academy Division and Stanard & Associates, Inc., 2005)
 - Statewide Job Analysis for Texas Peace Officers (Texas Commission on Law Enforcement Officer Standards and Education, 1997)
 - Protective Force (Department of Energy, Office of Security and Safety Performance Assurance, 2005)
 - Uniformed Protective Services Job Task Analysis (Department of State, Bureau of Diplomatic Security, Office of Domestic Operations, 2007)
 - Alternatives to chronological age in determining standards of suitability for public safety jobs (Landy, 1992)
 - Ergometrics' law-enforcement job analysis database
 - Ergometrics' correction officer job analysis database.

Using the tasks contained within these documents, the project team collected tasks which were likely to be related to the responsibilities of a PSO as described in the Security Guard Information Manual (Federal Protective Service, 2008). All told, the project team collected 2,353 tasks from these documents. Based on the description of the PSO role, we were confident that this collection would represent the full range of potential PSO tasks.

The project team successively removed redundant tasks and any statements that were not tasks¹, which reduced the list to 1,481 tasks. Next, the project team removed 1,325 tasks that were clearly not relevant to the PSO position². Examples of clearly irrelevant tasks include:

- Conduct high speed pursuit in congested and open areas
- Identify suspected drug samples.

¹ Most “statements that are not tasks” described the knowledges, skills, and abilities required to perform task. Such statements were retained for potential use in the development and validation of the subsequent standards.

² These tasks typically involved the enforcement of laws or the conduct of other inherently-law enforcement tasks.

Law enforcement subject matter experts edited the remaining 156 tasks to remove additional redundant or irrelevant tasks, resulting in a final Initial Task List that consisted of 141 tasks organized in the following 14 categories:

- Controlling Access and Egress
- Patrolling
- Observing and Inspecting
- Interacting with the Public
- Reporting
- Responding to Emergencies
- Conducting Enforcement Actions
- Applying Force
- Using Weapons
- Operating Security Devices/Systems and Communication Equipment
- Operating Vehicles
- Presenting Crime Prevention and Security Awareness Training
- Coordinating Occupant Emergency Plans
- Additional Duties.

The project team placed the 141 task statements into a task analysis survey that contained instructions and three rating scales for the incumbents to use in evaluating each task statement (see Table 1). These scales are designed to elicit the information necessary to identify critical tasks and subsequently defend the use of specific qualification standards. The complete Task Analysis Survey is provided in Appendix A.

Table 1: Task Analysis Survey Rating Scales
<p>Task Frequency: How frequently is this task performed, including during emergency response drills? Regardless of the importance of the task, indicate how often incumbents perform it.</p> <ol style="list-style-type: none"> 0. Never. Mark this response if this task is never performed as part of the job. 1. Every few months to Yearly. 2. Every few Weeks to Monthly. . 3. Every few days to Weekly 4. Every Few Hours to Daily 5. Hourly to Many Times per Hour

Table 1 (continued): Task Analysis Survey Rating Scales

<p>Task Importance: How important is this task to successfully performing the job? Regardless of the frequency or amount of time spent on this task, indicate the task's importance.</p> <ol style="list-style-type: none">0. Not Important. This task is not important to successful performance. Failure in performing this task typically has no consequence.1. Somewhat Important. This task is of minor importance to the job, but may be useful for some small part of the job. Failure in performing this task has little or minor effect or consequence.2. Important. This task is important for successful performance in the job. Failure in performing this task has some negative consequences.3. Very Important4. Extremely Important. This task is one of the most essential tasks of the job and is extremely important to successful performance. Failure in performing this task has significant negative consequences.
<p>Need to Perform Task at Entry: Is it necessary to know how to perform this task when starting in this job?</p> <ol style="list-style-type: none">0. No. The job demands of a newly hired person would not require, nor is it necessary to have developed, task proficiency prior to entry.1. Yes. Success in this job requires experience performing this task prior to entry. Job demands require performance soon after hire (e.g., the first week or so).

2.2 Site Visits and Data Collection

This section describes the collection of task analysis and interview data during the site visits that occurred between September 2008 and December 2008.

Task Analysis Data

The project team traveled to six sites to administer the Task Analysis Survey, conduct interviews with PSOs and supervisors, and collect ergonomic data. Team members visited the following sites, which were selected to represent the breadth of facilities and environments in which PSOs work:

- Washington, D.C.: Ronald Reagan Building
- Seattle, WA: Jackson Federal Building
- New York, NY: 26 Federal Plaza
- Corbin, Kentucky: Manufacturing Center
- Denver, CO: Denver Federal Center
- San Ysidro, CA: International Border Crossing.

At each location, the project team first met with the FPS area commander and program manager to answer questions about the study, make sure the visit was not disruptive, gain

perspective on issues affecting the study, and hear their opinions about which job functions and tasks are essential for PSOs to be able to perform. At each site, incumbent PSOs were pulled off the line for one-hour interviews. In addition to responding to the interview questions, each incumbent PSO completed the written task analysis survey. The project team also observed incumbent PSOs at their normal workstations as the PSOs were working. In several instances, PSOs allowed project team members to collect heart rate data to determine the energy cost associated with some of the most physically limiting tasks. The collection of interview and ergonomic data is described in more detail in the following sections.

Interview Data

The interviews were designed to give the PSOs an opportunity to discuss their general job duties, identify and describe specific tasks that may be limiting, and to identify any pertinent information that was not collected through the survey. To conduct the PSO incumbent interviews, the project team followed an interview protocol that contained the following questions:

- Do all guards need to be able to do all of the tasks or are there are areas of specialization that guards can have?
- Do you rotate or change jobs with other guards? If so, how often do you rotate (e.g., multiple times a day, daily, weekly, monthly)?
- Is there backup or support available? What would happen if you can't perform some of the tasks? Can you provide some examples?
- What are the major tools or pieces of equipment that you must use?
- What are the hardest tasks that you have to perform routinely? What are the hardest tasks that you may be called upon to perform? Can you provide some examples of when you've had to do these tasks?
- What are the factors on the job that require vision? Hearing? Coordination? Physical strength? Stamina? Can you provide some examples of when you've had to do these tasks?
- Are there any injuries that are common to the guards you work with?
- What are the uniform or grooming standards that you must meet? What would happen if you didn't meet these standards? Can you provide some examples?

At all locations, the project team also interviewed supervisors. To conduct the supervisor interviews, the project team followed an interview protocol that contained the following questions in addition to the questions that were posed to the PSOs:

- How many guards are there at this facility?
- How many shifts are there? Do the duties differ by shift?
- How many contracts are there for your facility?
- What are the major duties and tasks performed by armed contract guards?
- What kinds of training do armed contract guards receive at entry to the job?
- What distinguishes top performing guards from mediocre guards?

Ergonomic Data

At two locations, the project team also collected heart rate data from several PSOs while they performed some of the most physically-limiting tasks. Heart rate measures can be easily and unobtrusively obtained through use of portable heart rate monitors that utilize a chest strap with electrodes and transmitter and a wrist watch type receiver. Incumbents wore the monitor for 30 or more minutes while performing normal duties. To interpret these data we needed to have a baseline of heart rate response to exercise for comparison. In other studies we have utilized a submaximal exercise test utilizing a step bench or treadmill. In a submaximal fitness test the participant exercises at a known workload for a period until a stable heart rate response is determined. Again, heart rate performing this known workload became the comparison point to the heart rate samples taken while working.

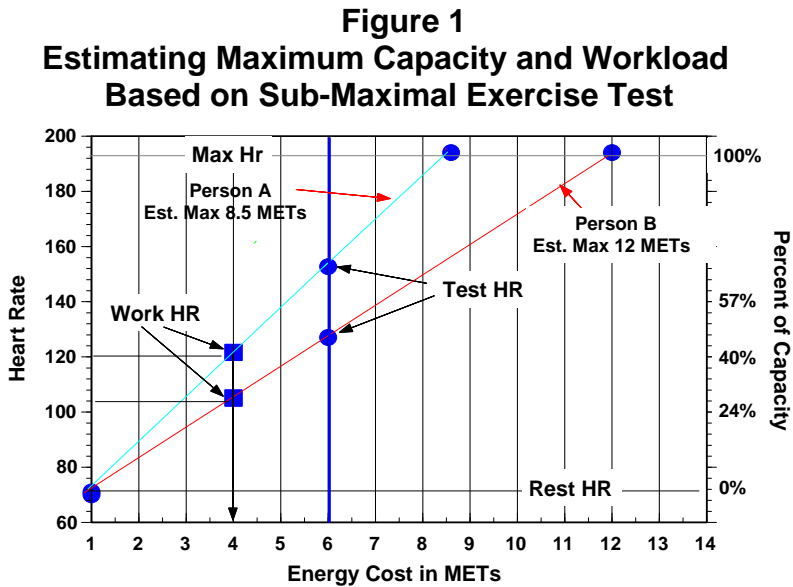
In the present setting, we felt that performing submaximal exercise test on incumbents would be too intrusive so we elected to rely on a new procedure designed by the manufacturer of our heart rate monitors, Polar, to conduct a simple assessment of individual fitness levels called the Polar Fitness Test (Kinnunen, Väinämö, Hautala, Mäkikallio, Tulppo, & Nissilä, 2000). The Polar Fitness Test measures cardiovascular fitness based on the changes in resting heart rate variability. Thus administration only requires the participant to rest quietly for five minutes in a laying or sitting position while wearing the monitor. To determine baseline fitness, the Polar Fitness Test™ incorporates the individual's gender, age, height, and body weight, the level of physical activity, and heart rate, as well as resting heart rate variability. Research with this

protocol shows a near perfect correlation with submaximal exercise based estimates of fitness (Peltola, Hannula, Held, Kinnunen, Nissilä, Laukkanen, & Marti, 2000).

With this type of baseline relationship established between an individual's heart rate response and known energy expenditure, the individual's heart rate is monitored while he or she is working on the job. Figure 1 illustrates this estimation process. In Figure 1, Person A has a working heart rate of 120 while Person B has a heart rate of 102 yet both are shown to be working at 4 METs, since Person A is less fit and is relatively more stressed by the workload.

The level of exertion can be expressed as a percentage of the specific individual's total capacity as well as METs. For example, an individual's heart rate may range from 70 when at rest to 190 at maximum exertion (see Figure 1). In this example, a working heart rate of 120 (an increase of 50 beats over rest) would show the person to be working at 50/120 or 42% of capacity. Thus, metabolic energy being expended is estimated for each obtained heart rate by comparing the beats per minute with that individual's heart rate response to a standard workload with a known energy expenditure as is described mathematically below:

$$MET_{work} = [(MET_{max} - 1) * (HR_{work} - HR_{rest}) / (HR_{max} - HR_{rest})] + 1$$



Plot of 2 individuals given a Test workload of 6 METs. Based on estimated maximum heart rate, Person A is projected to have a maximum capacity of 8.5 METs and Person B 12 METs. These baselines can be used to estimate energy cost of a work task of unknown cost by projecting the work heart rate on each person's baseline.

3. RESULTS

This section summarizes results from the written task analysis survey, interview results as well as ergonomic analysis of strength and stamina.

3.1 Demographics of Respondents to Task Analysis Survey

In total, 76 PSOs and supervisors responded to the Task Analysis Survey across all six sites. Table 2 summarizes the demographic makeup of the respondents.

Variable		Frequency	Percentage
Location	Washington, DC: Ronald Reagan Building	7	9.2%
	Seattle, WA: Jackson Federal Building	13	17.1%
	New York, NY: 26 Federal Plaza	16	21.1%
	Corbin, KY: TWIC Manufacturing Center	3	3.9%
	Denver, CO: Denver Federal Center	17	22.4%
	San Ysidro, CA: International Border Crossing	20	26.3%
	Total	76	100.0%
Title	Protective Security Officer	66	86.8%
	Supervisor	10	13.2%
	Total	76	100.0%
Race/Ethnicity	Caucasian	29	38.2%
	Hispanic	16	21.1%
	Black or African-American	15	19.7%
	Asian	8	10.5%
	Native American or Alaska Native	2	2.6%
	Other	6	7.9%
	Total	76	100.0%
Gender	Male	61	80.3%
	Female	15	19.7%
	Total	76	100.0%
Experience	Prior military experience		42%
	Average tenure in job		5.5 years
	Average tenure in facility		4 years

3.2 Results of Task Analysis Survey

This section contains the most important findings with regard to the group as a whole. The focus is to identify critical tasks that should be the basis for entry level standards. Detailed statistical results for the Task Analysis Survey are provided in Appendix B and additional

exploratory analyses examining cross-site differences are included in Appendix C. The final task list is provided in Appendix D.

To identify those tasks that were most likely to be critical for all PSOs to perform, the project team first categorized each task as to its criticality using the following criteria:

- High frequency ($x \geq 3$), high importance ($x \geq 3$): 24 tasks
- Low frequency ($x < 3$), high importance ($x \geq 3$): 24 tasks
- Low importance ($x < 3$), high frequency ($x \geq 3$): 7 tasks
- Low importance ($x < 3$), low frequency ($x < 3$): 86 tasks.

Table 3 contains the tasks that are most likely to be critical—those tasks that with an average rating across all locations of at least 3.0 on frequency (between monthly and weekly) and 3.0 on importance (Very Important). All of these tasks were also rated as necessary to perform at time of hire. These tasks generally describe activities at an egress or access post or on roving patrol. Inspection of documents and packages along with communicating with the public, agency personnel, and other FPS personnel are described in these critical tasks. These tasks cover normal post orders for PSO positions.

Table 3: High Importance, High Frequency Tasks

Task	N	Frequency		Importance	
		Mean	SD	Mean	SD
Stand post at the entry/exit gates to verify all persons' identification and conduct inquiries and surveillance of suspicious items, packages, and people.	74	4.39	1.38	3.67	0.88
Check radio equipment.	74	4.34	0.82	3.79	0.50
Encourage people to approach you by giving signals such as making eye contact, smiling, greeting a person cordially, or simply acknowledging their presence with a nod.	75	4.27	1.37	3.32	1.06
Observe the environment for suspicious vehicles or persons on or around federal property.	76	4.24	1.55	3.76	0.73
Observe a person's body language to assess attitude, intention.	76	4.18	1.38	3.67	0.81
Explain rules, regulations, and procedures to citizens.	75	4.13	1.23	3.44	0.90
Use voice commands to project control/direct actions.	73	4.03	1.53	3.49	0.90
Adjust communication to ensure understanding.	76	3.97	1.43	3.39	0.91
Communicate with citizens to establish rapport.	72	3.92	1.66	3.18	1.16

Table 3 (Continued): High Importance, High Frequency Tasks

Task	N	Frequency		Importance	
		Mean	SD	Mean	SD
Inspect the perimeter, property, buildings and for hazards and intruders.	74	3.86	1.78	3.50	1.14
Challenge individuals approaching restricted areas.	74	3.85	1.48	3.69	0.80
Conduct patrols in accordance with routes and schedules contained in post-orders.	73	3.81	1.88	3.33	1.31
Inspect facilities for evidence of suspicious activities.	75	3.59	1.92	3.41	1.26
Read memos and other written material to maintain knowledge.	74	3.57	1.30	3.57	0.62
Inform dispatcher of present status and changes in conditions.	70	3.54	1.69	3.34	1.20
Checking packages, briefcases, containers or any other suspicious items in the possession of people entering or leaving a federally controlled facility.	73	3.53	1.86	3.40	1.24
Communicate with /manage rude or abusive people.	75	3.53	1.44	3.35	1.00
Inspect facilities for hazards, mechanical problems, and unsafe conditions and report problems to appropriate authorities.	74	3.46	1.87	3.28	1.18
Close and secure open windows/doors/gates or other access points.	74	3.43	1.78	3.31	1.16
Inspect physical security safeguards, including door and window locks, fences, and sensors.	74	3.43	1.88	3.15	1.37
Advise persons relative to problems, situations, etc.	73	3.30	1.64	3.19	1.00
Take detailed field notes so reports can be completed.	73	3.23	1.64	3.33	1.07
Interact with a subject who has a communication impairment because of a physical handicap (e.g., is deaf, has a speech impediment).	75	3.21	1.58	3.08	1.18
Use body language to project control/influence.	74	3.19	1.97	3.05	1.32

While the tasks in Table 3 are indisputably critical, it is more difficult to identify tasks that less frequently performed but still highly important for successful job performance. These tasks, which are included in Table 4, received an average rating across all locations of less than 3.0 on frequency (less than monthly) and at least 3.0 on importance (Very Important).

It should be noted that survey respondents were instructed that some questions (such as “Discharge Firearm at person”) may never have happened on the job to their knowledge. However if they felt that it could be required of them to use their firearm then they should mark 1 (Every Few months to Yearly) and also rate the task’s importance. Nonetheless, many respondents lost sight of the “It might happen” condition and simply rated 0 or “Never” in this circumstance. As a result, some of the frequency ratings may be deflated, thereby resulting in some critical tasks being located in this category.

Table 4: High Importance, Low Frequency Tasks					
Task	N	Frequency		Importance	
		Mean	SD	Mean	SD
Describe distinguishing characteristics of an individual for identification purposes.	75	2.99	1.85	3.29	1.11
Write or speak situation reports regarding security related incidents/occurrences such as accidents, bomb threats, and unlawful acts.	73	2.88	1.55	3.62	0.70
Direct persons who cause a disturbance to leave property.	71	2.82	1.73	3.37	1.11
Operate magnetometers to search visitors and deliveries for prohibited items.	74	2.70	2.42	3.03	1.58
Provide backup assistance to other guards.	74	2.62	1.73	3.56	1.13
Care for and maintain firearms.	71	2.58	1.53	3.54	1.08
Operate x-ray machine to search visitors' packages, equipment, and hand-carried articles for prohibited items.	74	2.54	2.39	3.01	1.65
Report potential threatening situations and violations of law and security procedures.	75	2.39	1.58	3.47	1.02
Direct actions of public service personnel arriving to assist.	75	2.03	1.68	3.26	1.25
Investigate the source of suspicious odors and sounds.	74	1.80	1.52	3.24	1.37
Assist fire department at their request (e.g., with scene management or security).	74	1.66	1.62	3.07	1.35
Question witnesses, to obtain description of possible suspects, or description of what happened.	72	1.46	1.42	3.07	1.36
Assess the medical condition of injured individuals.	75	1.40	1.40	3.23	1.39
Protect handgun while it is being attacked whether in or out of holster.	72	1.28	1.89	3.06	1.64
Detain a person by oneself to prevent or control movements.	75	1.25	1.31	3.11	1.43
Evacuate individuals from dangerous and/or life threatening situations.	74	1.22	1.47	3.05	1.47
Apply handcuffs when individuals display erratic or violent behavior.	76	1.20	1.34	3.14	1.49
Participate in firearms training.	72	1.18	1.12	3.49	1.22
Perform basic first aid in response to standard emergencies.	75	1.04	1.25	3.20	1.43
Subdue violent combative person to prevent injury to staff or others.	76	1.03	1.06	3.09	1.50
Attend training in the use of chemical agents, restraining devices and batons to be used in emergency situations.	71	0.97	0.59	3.39	1.22
Provide medical aid in response to severe injuries.	74	0.97	1.38	3.07	1.57
Administer cardio-pulmonary resuscitation (CPR).	73	0.73	1.21	3.23	1.50
Administer/deploy Automatic External Defibrillator (AED).	71	0.58	1.23	3.01	1.70

Several tasks in Table 4 stand out as being relevant for consideration in employment standards. These tasks relate to the broad areas of responding to emergencies, conducting enforcement actions, applying force, and using weapons. Fortunately these are not common job events, yet in many ways these tasks define much of the reason why PSOs are needed.

The remaining tasks are less likely to be critical. The tasks included in Table 5 received an average rating across all locations of 3.0 or greater on frequency (more than monthly) but less than 3.0 on importance (Very Important). These tasks tend to involve interacting with the public and other community service-oriented duties.

Table 5: Low Importance, High Frequency Tasks					
Task	N	Frequency		Importance	
		Mean	SD	Mean	SD
Provide direction or information to Agency personnel or visitors.	71	4.10	1.29	2.94	1.00
Address people by name whenever possible.	76	3.87	1.53	2.83	1.38
Communicate with a subject who does not speak English.	75	3.40	1.74	2.83	1.19
Interact with a subject who has a mobility impairment (e.g., is blind, is wheelchair bound).	75	3.35	1.61	3.00	1.23
Interact with children.	74	3.27	1.76	2.93	1.32
Handle dispatch function, maintain contact with all security guards.	73	3.26	2.14	2.86	1.63
Ensure that all security equipment has been activated and is operating properly, including lock and key/card system.	74	3.05	1.87	2.97	1.47

Finally, the tasks included in Table 6 received an average rating across all locations of less than 3 both on frequency (less than monthly) and importance (Very Important). These tasks tend to be those we included that were expected to be more relevant to law enforcement jobs (e.g., Testify in court regarding criminal activity on other incidents) but had a significant physical demand. The other tasks in this category tended to be unlikely to be performed by PSOs across all facilities (e.g., operate traffic control checkpoints).

Table 6: Low Importance, Low Frequency Tasks					
Task	N	Frequency		Importance	
		Mean	SD	Mean	SD
Conduct surveillance (non-routine) of individuals or locations.	76	2.95	2.13	2.71	1.66
Complete reports consisting primarily of check-off boxes or fill in the blanks.	72	2.65	1.87	2.84	1.45
Monitor security and fire alarms and close-circuit television to detect security risks, threats or prohibited items carried by visitors.	74	2.53	2.23	2.96	1.63
Ensuring persons do not depart the building with government material unless they are in possession of a valid property pass, if applicable.	74	2.53	2.19	2.68	1.62
Protect and manage ammunition supplies.	70	2.50	2.01	2.85	1.69
Operate traffic control checkpoints.	72	2.46	2.41	2.45	1.80
Ensure and maintain security documents related to property movement.	74	2.42	2.28	2.52	1.69
Count/ take inventory of physical objects and log accordingly.	73	2.22	2.18	2.44	1.77

Table 6 (Continued): Low Importance, Low Frequency Tasks

Task	N	Frequency		Importance	
		Mean	SD	Mean	SD
Operate telephone console or radio dispatch.	74	2.11	2.26	2.59	1.80
Conduct traffic control and enforcement.	70	2.11	2.28	1.97	1.84
Manually open and close heavy gates and doors.	74	2.07	2.02	2.78	1.58
Manage custody of lost and found property.	67	2.04	1.54	2.55	1.45
Issue badges to visitors.	72	2.00	2.29	2.20	1.82
Identify wanted persons or vehicles.	75	1.97	1.95	2.96	1.47
Conduct vehicle inspection, which may include searching under seats, in the trunk, and under the vehicle.	73	1.90	2.29	2.22	1.78
Review maps to become familiar with facility and property boundaries.	73	1.84	1.72	2.70	1.53
Coordinate the receipt, issuance and tracking of all keys, key cards, lock combinations, etc.	72	1.82	1.99	2.44	1.72
Close off areas to traffic.	70	1.74	1.72	2.93	1.50
Dispatch guards to respond to alarms or other calls.	74	1.64	1.75	2.69	1.68
Interview and assess suspicious persons.	73	1.60	1.73	2.72	1.71
Conduct briefings or participate in meetings to provide security information.	74	1.58	1.84	2.47	1.67
Locate and review documents and information in records system.	73	1.56	1.87	2.23	1.68
Patrol locations on beat or in area which are potentially hazardous to citizens (e.g., construction sites and attractive nuisances).	71	1.49	1.95	2.07	1.73
Follow directions to and respond to emergency and routine calls for service and act as on-scene commander until the situation is resolved or until relieved by a higher authority.	76	1.47	1.50	2.96	1.54
Prioritize response calls into emergency/non-emergency status.	73	1.38	1.73	2.56	1.69
Establish perimeters and set up barricades to secure scenes or facilities.	73	1.36	1.83	2.51	1.66
Perform weather watch service and notify facility tenants and visitors of potentially hazardous conditions.	75	1.23	1.78	1.84	1.67
Orient new employees to facility procedures, regulations and policies.	73	1.22	1.27	2.42	1.66
Carry firearm off duty.	74	1.14	1.90	1.56	1.85
Break up fights.	76	1.05	1.22	2.89	1.60
Advise property owners of potentially hazardous conditions.	75	1.05	1.34	2.37	1.74
Control hostile groups (e.g., demonstrators, rioters).	74	1.03	1.27	2.84	1.58
Subdue non-violent (e.g., emotionally disturbed) persons physically.	75	1.00	1.20	2.81	1.57
Collect and issue documents required for vehicle movement.	72	0.99	1.93	1.54	1.79
Conduct frisks, patdown for weapons.	73	0.95	1.30	2.58	1.74
Provide information on personal safety and self-awareness to facility tenants.	74	0.95	1.35	2.14	1.74
Participate in in-service training.	73	0.92	0.95	2.51	1.72
Report misconduct of other guards or officers.	73	0.90	1.18	2.74	1.57

Table 6 (Continued): Low Importance, Low Frequency Tasks

Task	N	Frequency		Importance	
		Mean	SD	Mean	SD
Collect information about stolen or missing property or suspicious activities to aid investigations.	75	0.88	1.19	2.24	1.70
Check for potential safety hazards in hard to access areas such as crawl spaces under buildings or attics.	72	0.88	1.71	1.62	1.70
Assist stranded motorist.	72	0.85	1.34	1.39	1.45
Conduct emergency preparedness drills.	75	0.83	1.22	2.11	1.75
Check condition of assigned control equipment and vehicle.	75	0.77	1.56	1.75	1.81
Help ensure integrity of a crime scene, maintaining it in its original condition until law enforcement personnel take over.	75	0.75	1.13	2.62	1.73
Conduct safety awareness and security programs, (e.g., safety programs, crime prevention).	76	0.75	1.36	1.79	1.81
Determine perimeter/scope of search.	73	0.73	1.26	2.05	1.75
Traveling over/under/around unusual terrain or through objects, including but not limited to culverts, fences, water or walls.	72	0.71	1.41	1.51	1.65
Request emergency assistance for traffic accident.	73	0.63	0.89	2.18	1.67
Activate alarm systems.	75	0.55	1.17	1.64	1.77
Participate in search for missing child.	72	0.54	1.03	2.22	1.80
Use fire extinguisher to put out a minor fire.	74	0.53	0.93	2.65	1.69
Use pepper spray to temporarily incapacitate a violent opponent.	73	0.53	0.82	2.37	1.84
Pursue fleeing suspect on foot.	75	0.53	0.76	2.25	1.74
Escort facility tenants and visitors to their vehicles upon request.	72	0.51	0.95	1.66	1.73
Use baton as a defensive weapon, or to temporarily disable a violent individual.	72	0.50	0.79	2.63	1.76
Raising and lower the flag.	72	0.49	1.11	1.83	1.80
Investigate and analyze unsolicited contacts (telephone, in person and by mail) to determine suspected criminal and/or suspicious activity that poses a potential threat to the organization's facilities or personnel.	74	0.49	1.16	1.79	1.80
Escort money, valuables or people to provide security.	73	0.48	1.23	1.41	1.68
Develop procedures for a variety of emergency situations including: chemical, biological, radiological, nuclear or hazmat situations, armed intrusions and hostile personnel, and using weapons, tactics and personnel to control situations.	74	0.47	1.04	1.80	1.80
Conduct site surveys and security assessments of facilities to determine where and how physical security changes are needed to raise the level of protection for employees and other assets.	74	0.47	1.08	1.73	1.78
Develop mutual plans to share resources and information with relevant organizations.	73	0.44	0.76	1.92	1.79
Disarm suspects.	72	0.43	0.60	2.67	1.72
Assist in conducting accident and incident scene searches and investigations in search of relevant evidence and information to determine the facts of the situation.	73	0.42	0.80	2.08	1.71

Table 6 (Continued): Low Importance, Low Frequency Tasks

Task	N	Frequency		Importance	
		Mean	SD	Mean	SD
Enter and exit vehicles, under routine and emergency conditions.	75	0.40	1.17	1.27	1.67
Work with partner and patrol vehicle.	71	0.39	1.26	0.97	1.61
Testify in court regarding criminal activity on other incidents.	73	0.30	0.70	2.14	1.77
Reload firearm under combat conditions.	70	0.27	0.70	2.43	1.87
Control spectator access to crash scenes.	74	0.27	0.53	1.81	1.78
During emergencies, activate or deactivate building systems, such as heating and air-conditioning systems, circuit breakers or plumbing valves/switches.	73	0.25	0.60	1.36	1.64
Draw weapon to protect self/third party.	74	0.22	0.67	2.49	1.85
Remove debris from accident scenes.	73	0.18	0.65	1.49	1.66
Patrol on motorized cart.	71	0.15	0.65	0.83	1.31
Extinguish vehicle fires.	73	0.14	0.35	2.20	1.73
Discharge firearm during daylight.	72	0.14	0.35	2.01	1.90
Assess hostage or barricaded suspect situation.	73	0.14	0.63	1.68	1.78
Discharge firearm in low light conditions.	73	0.12	0.33	1.99	1.93
Discharge firearm in dark or low light environment while using flashlight.	73	0.11	0.32	1.96	1.91
Move disabled vehicles from roadway wrecker using push bumpers or by hand.	74	0.11	0.35	1.13	1.50
Operate vehicle in poor conditions, such as driving rain, snow or ice.	74	0.09	0.34	0.96	1.55
Discharge firearm at person.	72	0.08	0.28	2.21	1.92
Drive vehicles, such as cars, vans, or trucks to transport cargo or passengers.	75	0.07	0.38	0.85	1.46
Establish barrier or roadblock using patrol vehicle.	75	0.05	0.23	1.01	1.56
Patrol on bicycle.	71	0.03	0.17	0.60	1.10
Operate patrol vehicle during pursuit or emergency response. (lights and siren).	75	0.01	0.12	0.91	1.58
Operate vehicles in formation to control crowds.	73	0.01	0.12	0.79	1.47
Patrol on motorcycle.	73	0.00	0.00	0.42	1.00

3.4 Analysis of Interview Data

At each site, the project team interviewed PSOs and supervisors. This section summarizes the responses to the interview questions.

How many PSOs are there at this facility?

The number of PSOs varies by facility. At the high end, some facilities have hundreds of PSOs; however, the majority of facilities have only one PSO.

How many shifts are there? Do the duties differ by shift?

Most sites have three eight-hour shifts (daytime, evening and overnight); however, some only have one or two shifts. Duties do not differ by shift, but there are typically fewer PSOs on the evening and overnight shifts.

How many contracts are there for your facility?

There is generally one contract per facility, even when multiple agencies reside in the facility.

What kinds of training do armed contract PSOs receive at entry to the job?

PSOs must complete initial FPS-provided, contractor-provided and facility training. This course of training usually includes weapon, baton, CPR/First Aid and magnetometer training. PSOs must also comply with yearly weapon and CPR/First Aid re-certifications.

What distinguishes top performing PSOs from mediocre PSOs?

According to supervisors, top performing PSOs take advantage of training opportunities, are knowledgeable about all posts, possess good interpersonal skills, and always look presentable.

What are the major tools or pieces of equipment PSOs must use?

The majority of PSOs carry weapons (e.g., pepper spray, baton, firearm) and wear a belt with a baton holder, speed loader case, handcuff case and holster. In some locations, state laws prevent PSOs from carrying intermediate weapons (i.e., baton, pepper spray). In addition, PSOs may carry a safety/first responder kit, handcuffs, a flashlight, and a two-way radio. The total weight of the typical belt and equipment is approximately 15 pounds. Less common equipment includes, access cards, keys, phones, car inspection mirrors, bullet-proof vests, CCTV monitors, magnetometers, and line scan machines. The PSOs report that the most utilized pieces of equipment are flashlights and handcuffs.

Are there specific uniform or grooming standards that the PSOs must meet? What would happen if a PSO didn't meet these standards? Can you provide some examples?

In most cases, PSOs are issued uniforms which they must keep clean and pressed in order to look presentable. Some contractors offer a uniform maintenance allowance to partially reimburse PSOs for cleaning and maintaining their uniforms and shoes/boots. In most cases, PSOs must arrive at the facility in uniform. If a PSO fails to meet the standards, the general progression of disciplinary actions includes fixing the infraction on-site, receiving a warning,

being sent home, and suspension. Usually first time infractions result in a warning but can lead to dismissal for the day.

In terms of grooming, PSOs are required to have short hair (pulled back for females) and to be clean shaven. Some facilities check PSOs daily for uniform/grooming infractions while others focus more on making sure newer PSOs follow standards. PSOs can receive a profile waiver for shaving if affected by pseudofolliculitis. Religious exceptions to uniform and grooming standards are reportedly determined on a case by case basis.

Do PSOs rotate or change jobs with other PSOs? If so, how often do they rotate (e.g., multiple times a day, daily, weekly, monthly)?

Post rotation varies by facility and type of post. In some cases, a PSO is consistently assigned to the same post. In others, the PSOs rotate posts weekly. PSOs who are assigned to vehicle access points may alternate positions (inside booth versus on ramp) hourly.

Do all PSOs need to be able to do all of the tasks you mentioned or are there are areas of specialization that PSOs can have?

Without exception, all PSOs are expected to be able to perform all tasks. However, some posts (e.g., roving posts, vehicle ramps) are typically only assigned to more experienced PSOs. Exceptions are made for pregnant PSOs; they are typically assigned to the control center so that they can sit.

Is there backup or support available? What would happen if a you can't perform some of the tasks? Can you provide some examples?

Backup is available to PSOs. In every case, the PSOs must first notify FPS. At facilities where FPS cannot immediately respond, PSOs rely on federal or local law enforcement.

What are the hardest tasks that armed contract PSOs have to perform routinely? Can you provide some examples of when a PSO has had to do these tasks?

The most difficult tasks PSOs are called upon to perform include standing for prolonged periods of time and interacting with large volumes of people. Other demanding, but less frequent, tasks include responding to medical emergencies, performing CPR, and performing crowd control.

What are the factors on the job that require vision? Hearing? Coordination? Physical strength? Stamina? Can you provide some examples of when a PSO has had to do these tasks?

PSOs need sight to check identification and match faces with names, observe things out of the ordinary (e.g., packages, people), fire a weapon, and monitor CCTV cameras and x-ray monitors. PSOs need hearing to detect alarms, locate disturbances, and to communicate. Coordination is needed to handle weapons and handcuffs. Physical stamina is required to conduct roving patrols. Strength is required to push and pull doors.

Are there any injuries that are common to the PSOs?

No injuries were reported as being common to PSOs, other than occasional injuries due to slips and falls during the winter, but these occur rarely.

3.3 Energy Cost Analysis

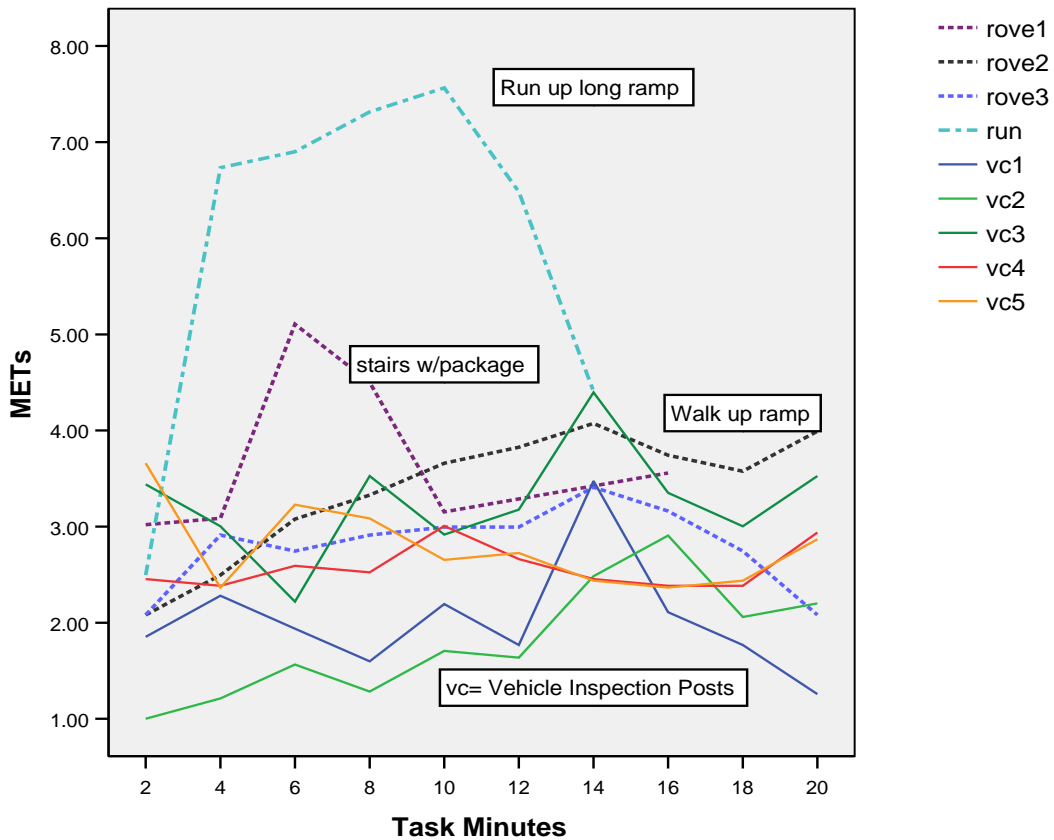
As described previously, the project team collected heart rate data at two sites—Denver and San Ysidro. The primary task performed at Denver was vehicle inspections. At San Ysidro, the project team investigated the energy costs associated with running up a pedestrian ramp.

The first 20 minutes of collected data from these work samples is shown in Figure 2 below. The solid lines in Figure 2 represent the five vehicle inspection stations (labeled vc1 –vc5). The average demand for this type of work was 2.5 METs with brief peak demands of about 3.5 to 4 METs. Roving positions were slightly more demanding as it involves more continuous movement, with an average demand of 3.3 METs and peak demands of 4 to 5 METs when officers climbed stairs or hills. An example of a more extreme activity is shown by the line labeled “run” in Figure 2. In this simulation, the PSO ran up a long ramp and along a pedestrian walkway. This effort lasted less than 10 minutes and had a 7 to 7.5 MET energy cost. Estimated energy expenditure was still climbing at the end of the run and would likely have reached 10 METs had the effort continued much further. This 7.5 MET work sample compares with published research estimates that show walking up hill is about a 7.5 MET task, slow jogging at about 5 mph is an 8 MET task, and full speed running is found to be about a 12.5 MET activity (American College of Sports Medicine, 2006).

Estimates of the energy costs for law enforcement tasks such as running pursuit of a suspect or sustaining wrestling with a resisting individual indicate that maximum efforts can be up to 12.5 METs which essentially is an all out effort for even a fit individual. At this point in our research we would conclude that security PSOs would not engage in these types of activities as often as police and if responding would more often be put in the role of assisting the police. Thus, the ability to exert at this type of maximal workload may not be a reasonable standard to require for all PSOs.

In summary, our ergonomic look at energy cost confirmed our assumption that PSOs must expend energy at rate between that of standing (2 METs) and walking (3 METs) for an entire shift. Occasional situations may arise in which the PSO may be required to run for some distance, thereby incurring significantly greater energy costs (7.5 METs) during those periods.

Figure 2: Energy Cost of Various PSO Required Tasks



3.4 Creation of Final Task List

In most circumstances, critical task lists are determined empirically using cut scores for criticality, much like the project team did by categorizing the task analysis results into four groups. However, this procedure assumes that a large sample of participants representing the complete range of working conditions, demographic characteristics, and other factors, completed the Task Analysis Survey. In the current study, samples of this kind were not practically available. Therefore, it is likely that the sample of individuals who did complete the Task Analysis Survey was not sufficiently large to warrant a strictly-empirical approach.

Therefore, during a two-day workshop, the project team presented the results of the Task Analysis Survey to FPS program managers along with the probable standards resulting from a strictly empirical approach, and asked this group to make a determination of which tasks they expect all PSOs to be able to perform. This decision was informed by the results of the Task Analysis Survey, the FPS program managers' knowledge of the job requirements, and FPS's goals for the professionalization of the PSO force.

During the workshop, the program managers determined that 51 of the 141 tasks included on the Task Analysis Survey were not sufficiently critical that they should be retained on the Final Task List. The vast majority of these tasks were drawn from the low frequency, low importance category. In addition, the program managers edited some tasks to better reflect how PSOs are expected to perform them (rather than law enforcement). These edits are included in Appendix E.

The program managers spent a great deal of time deliberating about whether PSOs should be expected to perform one specific task: "Subdue violent combative person with assistance to prevent injury to self or others." During the workshop, the program managers indicated that it was desirable for PSOs to be able to perform this task, particularly when the PSOs work alone in a remote facility that is not regularly visited by a law enforcement officer. However, the inclusion of this task in the Final Task List would result in physical standards that were virtually identical to those of most law enforcement officers. The program managers did not believe that such a requirement was reasonable because it would adversely affect PSO recruitment and retention as well as because of concerns about PSO liability if such tasks were performed by a PSO. In addition, the program managers indicated that most FPS-guarded facilities are nearer the low end of the security continuum than the high end. Accordingly,

PSOs should be expected to report the incident and limit their responses to the lowest end of the use of force continuum (verbal, hands-on, controls, intermediate force, deadly force), which would primarily involve verbal warnings and instructions and possibly limited contact (e.g., arm bar). PSOs would not be expected to use hands-on methods requiring significant strength (e.g., tackling, wrestling) or to engage with individuals that are unlikely to be successfully controlled by the PSO. Only FPS or local law enforcement officers would be expected to engage in tactics that fall at higher points on the use of force continuum.

Therefore, the program managers determine that the “subdue” task could be removed from the Final Task List as long as PSO training is adjusted to focus on the effective use of warnings, defensive tactics, and de-escalation techniques.

PROPOSED PHYSICAL ABILITY STANDARDS

In this study, the project team used the results of the Task Analysis Survey, the on-site interviews with PSOs and supervisors and ergonomic analyses to identify the potentially limiting physical tasks. However, the most difficult research questions related to physical and medical standards involve the identification of standards required to perform those infrequently occurring emergency response tasks that can reasonably be defended as critical job demands. Our approach to this issue was to identify tasks that are likely to occur (and have occurred) routinely in multiple locations rather than to focus on extreme “what if” scenarios. We reviewed these issues in depth with a management panel during a two day seminar. The result of this review was the elimination of some tasks from further consideration and a better understanding of the overall organizational and operational constraints impacting task performance or the likelihood of task performance.

In recommending physical standards, our focus was on the subset of physically-limiting critical tasks shown in Appendix F. This table shows the principal tasks, the primary functional area of the task, and an indication of the type of physical demand.

4.1 Types of Physical Standards

Strength, stamina, and flexibility are the primary factors associated with defining and predicting physical performance. Therefore, during the site visits the research team collected ergonomic data and made observations related to strength, stamina, and flexibility. The following sections provide detail on the procedures used to collect these data.

Ergonomic Analysis of Strength

Strength is measured as the muscle mass required to exert enough force to move and handle the objects required by the job. Strength can be further broken down relative to parts of the body involved, legs, trunk or arms. Ability to sustain muscular activities, muscular endurance, is also important; however this is largely a factor of level of maximal strength relative to the demand (reserve capacity). The basic process the project team followed to determine the strength requirements of task performance is primary observational and includes:

-
- Observation to analyze techniques and major muscle groups involved. When determining strength requirements, it is important that the requirements be related to the muscle groups involved. Thus, a strength analysis must consider the major muscle groups used along with actual force exerted, repetitions, and the range of motion.
 - Measurement of the dimensions and weight of material handled by incumbents to identify the actual weights lifted or force exerted to transport objects.
 - Observation of work being performed to determine the number of task repetitions per unit of time, the number of pieces handled per repetition, and the distance over which material is moved.

The project team also researched the more infrequently performed critical tasks, which were primarily related to restraining and subduing violent or combative individuals. Since these tasks are not readily observable, information was gathered through various interviews. Interviews were conducted with the following groups:

- PSOs
- Supervisors
- FPS Program Managers
- FPS Training Officers.

Ergonomic Analysis of Stamina

The analysis of stamina is an effort to measure the body's ability to utilize oxygen to produce energy in sustaining prolonged repetitive activity. The basic process the project team followed to determine stamina requirements includes:

- Estimation of incumbents' aerobic capacity to establish a baseline for the individuals' capacity for work in terms of oxygen consumption (as determined through heart rate)
- Work sampling of key tasks that require stamina while recording heart rate.
- Comparison of the incumbents' average heart rate during critical tasks against the baseline established to estimate the actual energy expenditure associated with each task.

Based on data collected from two sites, the project team identified several duties with day long energy (i.e., stamina) costs, including:

- Walking on roving patrol

-
- Climbing stairs and hills
 - Walking, bending, stooping during vehicle checks at entrance gates
 - Standing for long periods.

Research supports that that basic activities, such as standing, represent a 2 MET energy cost, while walking is a 3 MET task (American College of Sports Medicine, 2006). Higher effort is represent by such things as climbing stairs (5 METs) or jogging (7.5 METs). Therefore, the project team wanted to see how the normal efforts of PSOs compared to these norms, particularly in relation to tasks that had built-in variability due to fluctuations in traffic or specific activities. Therefore, the project team collected heart rate data at two sites, Denver and San Ysidro³. At Denver, the principal job was checking vehicles and IDs at an entrance post. Vehicle traffic was about eight cars per minute during busy periods and all persons were checked for valid ID. Delivery vans and trucks were inspected and occasional cars were inspected as well. The project team collected heart rate data from five different individuals who operated differed entry ports around the facility as well as one PSO who was on a roving patrol.

At the San Ysidro border station, the project team primarily examined the demands during roving patrols, particularly since one station required PSOs to walk up a ramp and cross a long elevated pedestrian walkway. Here, the project team also assessed the demand imposed by running up the ramp to about midway on the causeway to clear pedestrian traffic, which is needed during periodic closures due to suspicious or dangerous vehicles at the border crossing. During this simulation, we collected heart rate data at two minute intervals.

4.2 Strength Standards

Minimal strength requirements are defined by the ability to use weapons including firearm and baton. There were isolated examples of lifting objects such as boxes (no examples seen of more than 40 lbs.) Often heavy doors or gates must be closed manually requiring 30 to 40 pounds of force. Peak strength demands come into play during isolated incidents requiring use of physical force to restrain or handcuff a combative individual. Therefore, our principal task of interest was using force to restrain or subdue.

³ Due to the potentially invasive nature of collecting ergonomic data, provision heart rate data by FSOs was completely voluntary. The two sites described in this section are the only sites where FSOs volunteered to participate in this portion of the study.

Restraining and Subduing

There is no precise method of quantifying forces exerted during restraining and subduing incidents. There are many factors that impact the level of force required, including size and strength of the persons involved, substance use and tactics training. We identified little documented research concerning efforts police officers might exert to subdue or handcuff. Departmental estimates tend to range between 50 and 100 pounds. The general consensus is that this can often be a maximum effort. The affiliates of The Cooper Institute (Fitness Intervention Technologies and FitForce) have conducted validation studies for over 180 federal, state, and municipal agencies. A summary of those validation studies was reported in *Police Chief* magazine (Collingwood, Hoffman, and Smith, 2004). The studies defined specific job-related fitness standards for each agency. There was a range of scores defined as standards for the various agencies. In other words, different standards were validated for each agency. However, the range wasn't very large:

- 1 rep max bench raw score 151 - 165
- 1 rep max bench ratio of lift to body weight .78 - .84
- Push ups 25 - 34
- Sit-ups 30 - 38.

This prior research was particularly relevant since one of the key aspects of the work simulation exercises that the fitness tests were designed to predict was the task of subduing a resisting individual. In these validation studies the task was simulated by having the participant roll a 150 lb dummy seven times in one direction and then seven times back in place. While this task has not been quantified ergonomically, it is easy to see that this would require the exertion of 50 to 100 pounds of push/pull force repeated 14 times. Because this was a key task impacting limiting physical abilities we took extra steps to understand both departmental policy regarding this type of action and the specific training and techniques that PSOs are trained to do in a situation requiring subduing a resisting individual.

A corollary question is whether or not PSOs would be expected to perform this task alone or with assistance. Clearly there are circumstances in which this could be performed by a single PSO. In many locations PSOs patrol alone, and while they will call for backup before tackling someone, it may not always be best to wait for assistance. Nonetheless our interviews with

PSOs overwhelmingly tended to indicate that PSOs would normally be assisting FPS officers in cases where someone needed to be forcibly subdued, or the PSOs would be able to have or wait for backup. In at least one location with more frequent disturbances, PSOs made a practice of patrolling in pairs. Therefore, we would say at a minimum that the critical task would be to assist in physically subduing or handcuffing a resisting person.

Therefore, the primary goal of this research was to specifically identify the strength requirements of a PSO in subduing and/or detaining an individual. Our research indicated fundamental security goals and FPS policy that were directly tied to the physical effort utilized during these critical situations⁴.

Security forces perform functions to meet security goals that fall along a continuum (Bitzer & Johnston, 2003). At the high end of the continuum, the goal is to provide defense of the facility (e.g., Baghdad Green Zone) where failure has a high probability of resulting in grave injury. At the low end of the continuum, the goal is to provide basic facility protection where failure has minimal risks. A security officer would take action that is commensurate with the facility's location on the continuum. For example, if an individual who is not authorized to enter the facility attempts to do so, the security officer at a high security facility would potentially use deadly force to prevent entry. On the low end of the security continuum, the security officer would simply report the incident and a law enforcement officer would respond accordingly.

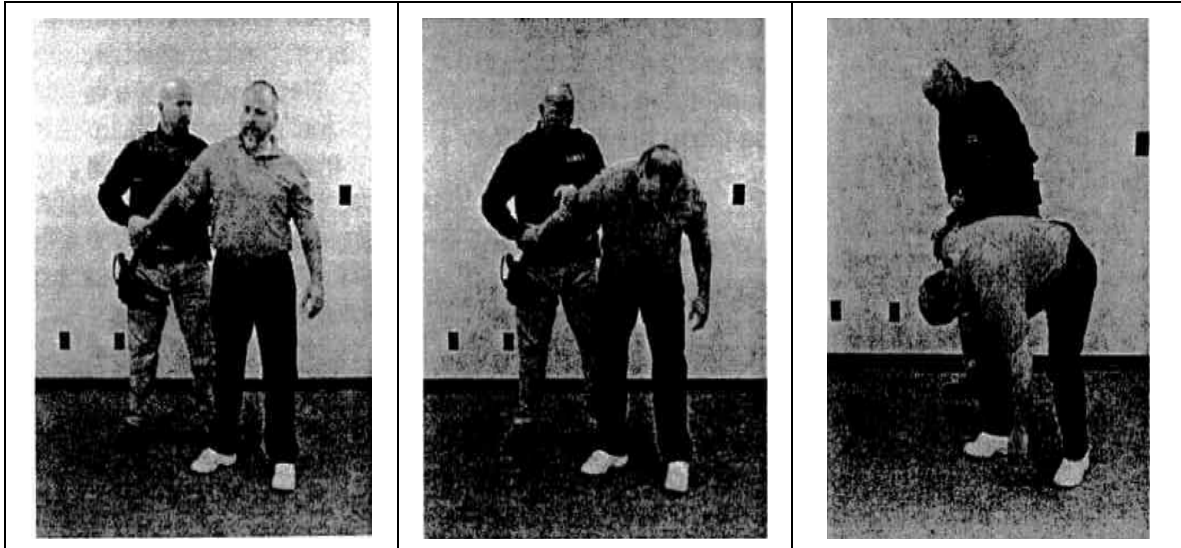
The FPS program managers place most FPS-guarded facilities nearer the low end of the security continuum than the high end. Accordingly, PSOs should be expected to report the incident and limit their responses to the lowest end of the use of force continuum (verbal, hands-on, controls, intermediate force, deadly force), which would primarily involve verbal warnings and instructions. The next step of physical escalation is limited contact utilizing trained techniques.

Figure 3 contains example illustrations from the Federal Protective Service Officer Training Manual. (Immigration and Customs Enforcement, 2005) on utilizing an arm bar technique to subdue an individual. During a meeting at a regional training facility, the project team was

⁴ Recall that this research was conducted prior to the decision by the program managers to remove this task from the Final Task List.

given demonstrations of this technique. If performed properly, there is relatively little physical effort needed to perform this task.

Figure 3: Sample Performance of the Arm Bar Technique



Appendix G contains a further description of the following techniques:

- Arm Bar Takedown
- Elbow Rollover
- Handcuffing
- Escorting.

PSOs are expected to use specific techniques when utilizing hands-on methods requiring physically engaging with individuals that are unlikely to be successfully controlled by the PSO with the standard trained techniques listed above. Only FPS or local law enforcement officers would be expected to engage in tactics that fall at higher points on the use of force continuum.

In conclusion, the project team determined that program-wide the key task for PSOs would be to physically restrain suspect by applying holds—for example, arm bars, neck and shoulder holds—as opposed to wrestle, fight, and subdue attacking or resisting persons using locks, grips, or holds.

Other Primary Physical Tasks

Based on the observations conducted at all six sites, the project team identified few well defined and repetitive tasks requiring significant strength. The primary PSO activities requiring strength include:

- Using weapons, including firearm and baton
- Lifting objects such as boxes (no examples seen of more than 40 lbs.)
- Manually closing heavy doors or gates (requiring 30 to 40 pounds of force).

In making a recommendation regarding the necessity of screening standards for strength at the pre-employment level, we based our final conclusion on three factors:

- The actual incidence of emergency response requiring physical subduing or other more extreme physical exertion was quite rare, with the exception of certain locations across the country. It would not at this point be defensible to base nationwide standards on a small subset of the hundreds of posting assignments.
- Training procedures emphasize techniques that require a minimal of exertion, such that almost anyone with normal strength and flexibility should be able to accomplish these maneuvers.
- Organizational policy actively dictates that security PSOs seek assistance from FPS Officers or local law enforcement authorities in handling violent or resisting individuals that cannot be subdued utilizing the trained techniques.

Nonetheless, readiness for this job requires that an officer be able to provide assistance in all types of emergency and enforcement situations. Thus, we recommend that an assessment be made at the time of the pre-employment medical exam of the candidate's strength and flexibility to be able to perform critical job tasks, such as restrain a resisting individual using prescribed techniques, bend over to handcuff a prone individual or to look under vehicles, administer CPR, and lift 40 pound boxes. Here we are not specifying numeric targets such as the ability to perform 15 push-ups; rather we want to ensure that all candidates are in the normal range for strength, range of motion, and flexibility and do not have any conditions or impairments that would prevent them from safely engaging in the critical job tasks.

4.3 Stamina Standards

With the removal of the “subdue” task from the Final Task List, the primary physical demands on PSOs are primarily a function of standing/walking for an entire shift, which may occur for 50% or more of the shift. Brief periods of higher demands may occur for such things as climbing hills or stairs, hurrying on foot to respond to an incident, bending over to wand visitors or inspecting vehicles. These stamina tasks were identified below:

- Stand post at the entry/exit gates to verify all persons' identification and conduct inquiries and surveillance of suspicious items, packages, and people.
- Conduct patrols in accordance with routes and schedules contained in post orders.
- Inspect the perimeter, property, and buildings for hazards, intruders, and suspicious activities.
- Pursue fleeing individual on foot.
- Operate magnetometers to search visitors and deliveries for prohibited items.

The energy cost of standing/walking for an entire eight hour shift ranges between 2 and 4 METs with an average of 3 METs. These day long demands are affected by the need to carry equipment belts weighing about 15 pounds (firearm and baton).

However, duration of the shift is a factor for PSOs. Some locations require frequent overtime while others may be on 12 hour shifts. Thus stamina is even more of a factor for 12 hour shifts. Peak demands are the function of emergency response activities, such as pursuit of suspect, forcible detention, or running to site of a disturbance. A high frequency task reported by all officers was the need to provide backup to other officers or respond to an alarm situation. This response would often mean hurrying to the scene (fast walking or jogging). Peak responses can be estimated to be like that of jogging at 5 mph (or about 7.5 METs). There were no examples of this type of emergency response that required effort lasting longer than 5 to 10 minutes.

Maximum aerobic capacity to safely handle these demands is not the 3 METs of daily activity or even 7.5 METs of occasional maximum efforts. Rather it is the ability to sustain this level of effort for an entire shift, which may last up to 12 hours. Typical recommendations for eight hour shifts (with normal breaks) in a factory setting is that sustained efforts represent no more than 40% of maximum capacity. However in the PSO setting there are few breaks, longer

hours, and a need to maintain alertness; thus we recommend that individuals not be taxed at more than 33% of maximum capacity. This would yield a recommended fitness standard of 9 METs in order to handle shift-long demands of 3 METs (equivalent to walking). This level of fitness would also support the need for occasional emergency response efforts requiring running for 10 minutes or less at a level of 7.5 METs, since this would only tax the individual at 80% of maximum capacity (which is considered a safe reserve capacity for occasional peak demands; Bridger, 2003; Spurlin & Swander, 2000). It should be noted that all individuals tested as part of the energy cost analysis met or exceeded this level of fitness.

Locations or regions that have few incidents of having to subdue or deal with combative individuals and in which almost no one is on roving patrol requiring walking for more than half the shift may be able to justify a lower fitness standard based solely on the ability to be on your feet for 8 hours. This minimal standard would be 7.5 METs, which is based on the ability to sustain a 2.5 MET activity level at 33% of maximum capacity.

How does this compare to typical law enforcement aerobic fitness standards? The most commonly used index is the 1.5 mile run. Standard required times range between 14:31-16:30 (Collingwood, 2004). This can be translated into a corresponding METmax value range between 9.6 METs and 10.4 METs. In comparison, a METmax value of 7.5 would correspond to a time of 20.5 minutes. To achieve our target standard of 9 METs would require a time of 17:30 (equivalent to a fast walk for the 1.5 miles).

4.4 Flexibility Standards

Flexibility is important on a number of critical tasks, the most notable as it often involves repetitions in wading persons with a hand-held magnetometer. A PSO would have to bend at the waist and reach to floor level, furthermore this activity could be repeated constantly for up to 1 hour during busy screening times. The PSO might also have occasion to inspect under vehicles, although at vehicle entrance points we observed PSOs normally used mirrors to look under vehicles. Flexibility is also a factor when physically detaining someone both in terms of reaching and holding in various positions. In public safety testing, the most common flexibility measure is the sit and reach test. This test measures the flexibility of the lower back

and hamstring muscles⁵. A common standard according to Collingwood (2004) was between 15.0 and 16.7 inches. However Collingwood (2004) reported that this measure had significant predictive power in less than 5% of the agencies who had conducted validation studies. Thus we would not recommend a specific screening procedure for flexibility. The general medical exam should be sufficient to identify significant musculoskeletal injuries or disabilities that would impact ability to perform these critical tasks.

4.5 Recommended Standards and Testing Procedures

The following sections highlight the actual physical standards recommended. Standards on strength and flexibility have been addressed in the medical standards section of this report. The finding of minimal strength and flexibility requirements to complete critical tasks led to the conclusion that performance on these tasks would be primarily a function of a “normal” medical screening, such as, no musculoskeletal abnormalities. Therefore, the section below solely focuses on stamina requirements. The defined standards can be measured during pre-employment assessment or as part of the medical screening process.

The most defensible and beneficial strategy for assessment of physical ability standards was to focus on stamina requirements found in normal and more frequently occurring critical tasks. We wanted to ensure that the candidate would be able to handle standing and walking for an entire shift and handle occasional heavier demands such as climbing stairs or responding to the scene of an incident or emergency. This led to a recommended fitness standard of 9 METs. In physiological terms, this means that the incumbent would be able to sustain a 3 MET activity level for the entire shift with only normal breaks and rest (working at 33% of maximum capacity).

Example Tests

There are a number of valid testing protocols available. Table 7 contains three example tests that can be utilized in determining if an individual meets stamina requirements.

⁵ This test involves sitting on the floor with legs out straight ahead. Feet (shoes off) are placed with the soles flat against the box, shoulder-width apart. Both knees are held flat against the floor by the tester. With hands on top of each other and palms facing down, the subject reaches forward along the measuring line as far as possible. After three practice reaches, the fourth reach is held for at least two seconds while the distance is recorded.

Table 7: Example Stamina Tests			
Test Protocol	Test Type	Distance/Time	Minimum Standard
Distance Run in 12 Minutes	Maximal	At least 1.2 miles	1.2 miles
Time to Run 1.5 miles	Maximal	1.5 mile	17:30
Treadmill Test	Sub Maximal	Walking at 3 mph on increasing grades (2% and 7%) for 6 minutes	Heart rate does not exceed 70% of predicted maximum heart rate (predicted MET capacity)
Step Test	Sub Maximal	Stepping on 10 inch bench 24 times a minute for 6 minutes	Heart rate does not exceed 70% of predicted maximum heart rate (predicted 9 MET capacity)
Treadmill Stress Test	Maximal	Increasing speed and grade until subject fails to keep up (Bruce protocol) (performed by qualified medical personnel)	Candidate sustained effort of 9 METs or greater (i.e. walking at 3 mph on 14% grade)

The measurement of energy expended can be completed using different protocols depending on the situation with highly reliable results. However, there are several features that are related to adopting a specific strategy. First, deciding on a submaximal versus a maximal test. Running tests, such as the 12 minute run or the 1.5 mile run can be a maximal effort as candidates are instructed to do their best, however pacing on the test is voluntary and not forced. Thus while we classified these tests as maximal efforts they do not stress the candidate as much as the treadmill stress test. Stress tests should only be performed under direct medical supervision. Because of the older average age of this candidate population we recommend a testing protocol offering the maximum safety for candidates. This would be a submaximal fitness test in which the candidate is stressed at no more than 80% of maximal capacity. Equipment such as a treadmill, bicycle ergometer, or step bench would be utilized to provide the workload while the candidate's heart rate is monitored.

Another consideration in deciding on a sub maximal test is the environmental conditions. The treadmill and step tests are safer protocols than the 1.5 mile run which is often administered in a variety of conditions, which may include conditions of high heat. By directly observing the candidate during the test, monitoring heart rate and providing a controlled environment, this protocol is extremely low risk for applicants. It is actually more accurate in determining fitness level since performance is directly measured rather than relying on population norms for times as do run tests. The test does not require medical personnel for administration, as it is low risk and is not a measure of medical health.

Current technology is such that the easiest option may be to purchase a modern exercise treadmill which already has heart rate monitoring and a sub maximal fitness test option built in. Almost every fitness center also has this type of treadmill and could be utilized to subcontract the test administration⁶.

Expected Outcome

While this is a minimal standard, especially when compared with police screening, it would still screen out a percentage of candidates. The candidate population for this job is normally older on average than that for police work as well. We would estimate that if the average applicant age was 40, then a 9 MET standard would screen out about 15-20% of candidates. Given male – female population differences, this might mean that 30-40% of women aged 40 and older might fail, while 10% of men, aged 40 and older might fail.

Another expected benefit of this fitness standard is that it will likely also yield candidates who possess normal strength and flexibility as well. Since fitness is largely a lifestyle issue, those who maintain an average level of cardiovascular fitness are likely to be engaging in activities that maintain strength and flexibility as well. Empirically we have normally found a moderate correlation of about 0.30 between cardiovascular fitness and various strength measures. Comparison of fitness test batteries administered to police officers shows that a stamina test correlates quite highly with simulation exercises such a dummy drag or dummy wrestle (Arvey & Landon, 1992).

Again, in emphasizing cardiovascular fitness we are not saying that there are no strength or flexibility requirements. As a practical matter, defensible standards are low enough that few candidates would be screened out and the required medical exam would be able to identify those people incapable of handling critical tasks.

⁶ Once a standard or standards are chosen, we will provide a testing protocol manual for the agencies administering the test.

PROPOSED MEDICAL STANDARDS

This section reviews key tasks that physicians should base an assessment of job fitness as well as some general guidelines and specific standards for hearing and vision. Appendix H contains a matrix of tasks that could potentially be limited by a medical condition.

The goal of assessing general health of the candidate is not that the individual is totally free from all abnormal medical conditions but rather that there be no limitation on the person's ability to perform critical job tasks including those of a more infrequent emergency response nature. Accordingly the physician will rely on a complete medical history from the candidate as a starting point in assessment. This should be supplemented with inquiring into the candidate's current work and recreational activities with the goal of assessing whether or not the candidate demonstrates the functional ability to perform security PSO tasks. Even in cases where abnormal conditions present themselves such as cardiovascular disease or musculoskeletal injury, the goal is to assess whether or not the candidate still has the functional ability to perform these tasks.

While we recommend that medical personnel conducting assessment review the entire security PSO task list, the key elements of the tasks that could potentially be related to medical conditions include:

- Ability to be on your feet, standing and walking for 8 or more hours. (With a predicted fitness level of 9 METs or a VO2 max of 31.5)
- Ability to run or jog for short distances
- Average strength with the ability to break up fights or engage in techniques to physically restrain a resisting individual and lift 40 pounds from floor to waist.
- Assist people in medical emergencies or those who are incapacitated through intoxication
- Normal range of motion and flexibility such that person can easily reach the floor and above head to perform screening functions and physically wrestle with a resisting suspect

-
- Ability to qualify with a handgun (holding and firing a weapon from different positions)
 - Have normal vision and hearing as discussed in more detail in following sections
 - Stress on the job is also a function of the constant interactions with the public. So a person should be able to function in an environment that requires a lot of repetition and dealing with the occasional upset, hostile, or rude individual.
 - Heavy public contact is also relevant for a person with infectious disease or immune deficiency.

A procedural and practical issue to be resolved is the point in the screening process to administer pre-employment physical ability tests. Our one recommended test is a treadmill test for aerobic capacity. This test could be given at an early stage as a screening measure (it does not require medical personnel for administration) or the test could be saved for the post job offer medical screening. From our perspective it would seem to be cost effective to administer physical ability tests early on in the process. Even if the candidate passes this test, the results should be made available to medical personnel conducting the final medical exam. While physical ability tests are not designed to be diagnostic of medical conditions (you may have severe cardiovascular disease and still show an acceptable aerobic fitness level) they can help physicians in making a determination of fitness for work in the presence of abnormal health findings. Fitness tests such as a treadmill test administered by a doctor can have a diagnostic value as doctors are examining in detail the heart's response to exercise. So administration of physical ability tests early in the process would be more cost effective, but requiring physicians to administer the tests would ensure that doctors are looking at real work simulation efforts in making a determination of job fitness. Vision and any necessary hearing exams should always be administered by a physician or trained professional and thus would normally occur at the time of final medical exam.

The Americans with Disability Act of 1990 prohibits discrimination against a qualified individual with a disability. A qualified individual is someone who can perform the essential functions of the job with or without accommodation. The standards used in evaluation of individuals should be job related and consistent with business necessity. It is defensible to exclude individuals if their condition represents a significant risk of harm to themselves or others, or if the condition precludes them from performing essential functions. Thus a

physician's decision and evaluation should be based on the specific requirements set forth in the medical guidelines and always be made relative to the actual job requirements.

We have made recommendation on medical guidelines by taking into account the critical tasks performed by security personnel. We utilized two resource documents as primary points of reference to help relate task requirements to medical standards. The first document is the *Medical Screening Manual for California Law Enforcement* (Goldberg, Spilberg, & Weyers, 2005). This document provides the most comprehensive review of medical standards utilizing panels of medical experts in relation to critical law enforcement officer tasks as well as other empirical research efforts. The second resource document is the *Medical Guidelines for Transportation Security Officers* (Gebhardt, Baker, Curry, & McCallum, 2004). We referred to the California POST standards because many of the PSO tasks are essentially law enforcement in nature, and to the TSA study because one of the primary responsibilities of the PSO is screening people and packages similar to the TSA officer. It was beyond the scope of the present study to utilize medical expert panels to review each critical task and document the medical conditions and standards which may impact performance. However, by relying on existing research we have replicated the information which could be obtained from this more extensive research design. Several auxiliary references were used to compare against our primary sources of input. These include:

- Peace Officer Professional Standards, Medical Screening Guidelines Implementation Manual (Kentucky Law Enforcement Council, 1998)
- Medical and Physical Fitness Standards and Procedures for Police Officer Candidates, (Municipal Police Training Council, New York State, Division of Criminal Justice Services, 2006)
- Occupational Medicine Evaluation of Army Civilian Police and Guard (Rowe, 2007).

5.1 Vision

Good vision is clearly essential for the performance of security officers. Vision can be discussed in terms of the number of skills including far visual acuity, near vision, color vision, dark adaptation, peripheral vision and other visual skills. In police work in general good vision is related to a wide variety of law-enforcement tasks, especially shoot-don't shoot decisions driving, license plate recognition and facial recognition. Our focus in discussing a medical

standards for security officers is to see how the demands of this occupation differs from law enforcement in general and how this might impact standards which are normally set in the law-enforcement community.

Our task analysis identified that the following tasks are amongst the most common and important things that security officers perform. These tasks primarily have to do with access and egress control. Vision comes into play in this setting in terms of near visual acuity used in reading personal identification papers and operation of x-ray machinery in which images are color coded. It is also critical that officers have good far visual acuity to recognize faces and potential threats in approaching persons. Vision is also important in order to spot suspicious items or security related issues in the work environment. Color vision also comes into play in x-ray operation and in the event that the officer needs to identify an individual to the mega-center or other officer. One of the principal ways a suspect would be identified is by the color of their clothing.

Other vision related factors related in our interview process included the ability to see well in dim lighting situations when inspecting around the outside of the building and to quickly adapt from bright to dim light when exiting a building at night. Those wearing glasses related how they sometimes had trouble with glasses fogging when they came in from a cold environment. Our survey identified these critical vision-related tasks:

- Stand post at the entry/exit gates to verify all persons' identification and conduct inquiries and surveillance of suspicious items, packages, and people
- Check packages, briefcases, containers or any other suspicious items in the possession of people entering or leaving a federally controlled facility
- Operate magnetometers to search visitors and deliveries for prohibited items
- Operate x-ray machine to search visitors' packages, equipment, and hand carried articles for prohibited items
- Describe distinguishing characteristics of an individual for identification purposes
- Identify wanted persons or vehicles
- Observe a person's body language to assess attitude, intention
- Observe the environment for suspicious vehicles or persons on or around federal property

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- Challenge individuals approaching restricted areas
 - Draw weapon to protect self/third party
 - Discharge firearm at person
 - Discharge firearm during daylight
 - Discharge firearm in dark environment while using flashlight
 - Discharge firearm in low light conditions.

Clearly security PSOs should have vision that is corrected to at least a 20/30 standard. Correction may be Lasik type surgery, contact lens, or eyeglasses. Many law enforcement agencies do not allow correction through use of eyeglasses due to the risk of loss or damage to eyewear and subsequent impact on job performance. Given the relatively low incidence of physical confrontation in this job class it is probably reasonable to allow accommodation by use of glasses. A related issue is whether the standard should apply to both eyes. The TSA medical standards provide a recommendation that corrected vision be a minimum of 20/30 in the best eye and no worse than 20/100 in the worst eye.

Another vision correction issue involves near vision. Almost all individuals start to lose some ability to focus the eye on close objects (necessary for reading and inspection of personal identification papers) by the age of 40. Loss of near or reading vision is termed presbyopia. Since verification of ID is a key job task, PSOs should be encouraged rather than discouraged to use corrective eyewear for reading. While it is often possible to correct for presbyopia with soft contacts or Lasik surgery (one eye is corrected for distance vision and the other for near vision), this is not common and may not be possible for many individuals. We observed a high percentage of the PSO workforce who were over 40. We would suspect that presbyopia is a significant problem on the job. This would be exacerbated if wearing of glasses was discouraged. Loss of corrective reading glasses would not impact performance in critical tasks involving facial or clothing identification or even shoot–don't shoot decisions. Thus we would recommend that the need for reading vision or presbyopia correction be specifically assessed using a Snellen chart. A minimum near vision standard would be 20/40. This standard was also recommended by TSA.

Evaluation of Vision

The California POST medical standards which have the most far reaching discussion of vision issues for law enforcement we have seen discuss a dozen or more specific types of assessment protocols for various types of vision abnormalities. We think it is adequate to define the critical tasks related to vision and allow the doctor to customize the investigation dependent upon the person and their medical and vision history. We do recommend that at a minimum standard tests be given and feedback provided to the hiring authority on the following:

- Normal Visual Acuity such that corrected vision is 20/30 (while using both eyes). Method of correction is not critical, although it is preferable that the candidate use surgical or soft contact lens rather than glasses or hard contact lens. Standardized tests should be given using accredited charts (requiring candidates to read successively smaller type on each line)
- The presence of near vision or reading vision acuity using standard reading charts (Snellen) and recommendation on necessary correction, if any
- Normal Color Vision - a standard test requires candidate to identify a number consisting of color dots embedded in a background of different colored dots (PIP test). TSA requires use of Farnsworth D15 test which requires that candidates notice differences in color shades in a series of dots. If a candidate goes more than 4 dots without perceiving an actual color change (i.e., red to green) then they are classified as having moderate color deficiency and disqualified.
- Peripheral Vision and Night Blindness are other conditions that may impact a person's ability to perform the tasks of a PSO.

5.2 Hearing

The job of security PSO is definitely hearing critical. The key job function involves speech communication with the widest range of people. The PSO must be able to hear clearly and perceive nuances in speech in face to face situations as well as via radio or telephone communication. Patrolling involves the ability to detect changes or disturbances in the environment which can often entail perception, recognition, and localization of sounds (e.g., approaching footsteps or distant alarms). Our survey identified these critical hearing-related tasks:

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- Stand post at the entry/exit gates to verify all persons' identification and conduct inquiries and surveillance of suspicious items, packages, and people
 - Provide direction or information to Agency personnel or visitors
 - Challenge individuals approaching restricted areas.
 - Conduct vehicle inspection, which may include searching under seats, in the trunk, and under the vehicle
 - Handle dispatch function, maintain contact with all security PSOs
 - Inspect facilities for evidence of suspicious activities
 - Conduct surveillance (non-routine) of individuals or locations
 - Observe the environment for suspicious vehicles or persons on or around federal property
 - Inspect the perimeter, property, and buildings for hazards and intruders
 - Adjust communication to ensure understanding
 - Communicate with citizens to establish rapport
 - Interact with a subject who has a communication impairment because of a physical handicap (e.g., is deaf, has a speech impediment)
 - Communicate with /manage rude or abusive people
 - Use voice commands to project control/direct actions
 - Assess the medical condition of injured individuals
 - Administer cardio-pulmonary resuscitation (CPR)
 - Protect handgun while it is being attacked whether in or out of holster
 - Attend training in the use of chemical agents, restraining devices and batons to be used in emergency situations.

The impact of functional hearing impairment may mean failure to perform adequately on any of these critical tasks. The California POST study of hearing requirements for law enforcement stresses the impact of hearing in conditions of background noise. High background noise levels of course make sound discrimination more difficult. We did not directly measure background noise at the sites we visited during task analysis. However, none of the sites visited had noise levels that appeared to make hearing and speech comprehension difficult. The POST studies cited conditions such as freeway noise or noisy crowd setting with

background noise levels above 80db as environments where officers started to experience diminished speech comprehension. Sound localization would be a much greater issue for security personnel, who need to be able to tell who is speaking in a crowded situation or to tell which direction an alarm or disturbance is coming from. TSA recommends a sound localization test in which a loud speaker is placed on either side of the candidate. A background noise is broadcast from one speaker at 44/46 db while speech is broadcast in the opposite ear at a level 5-6 db above the background noise. If the candidate can hear the speech 88% of the time in one ear and no worse than 80% in the other ear then hearing localization is deemed acceptable. We would recommend that this type of protocol be used with security PSOs.

Recent case law (*Allmond v. Akal Security*) supports employers' ability to screen out candidates that require hearing aids as long as there is evidence that such a policy is job-related and consistent with business necessity. In the case in question, a contract security officer working at a courthouse for the U.S. Marshals Service sued his employer and the Attorney General, claiming that the hearing-aid ban discriminates against disabled persons in violation of the Rehabilitation Act and the Americans with Disabilities Act. Due to extensive documentation of the hearing-related tasks that security officers are required to perform, the ban was upheld as job-related and consistent with business necessity. A study identified numerous hearing-related tasks performed by security officers that are critical to successful job performance, thereby supporting the job-relatedness of the requirement. In addition, the consequences of not performing these tasks was expected to result in "tremendous harm," thereby supporting the business necessity of the policy as well.

Rather than maintaining an outright ban on hearing aids, the defendant adjusted the medical standards to allow security officers to wear hearing aids provided they pass a hearing test without the help of a hearing aid. This policy ensures that security officers can perform effectively in the event their hearing aids experience interference, become dislodged, or otherwise fail on the job.

Hearing Evaluation

Given the extensive assessment of the California POST report we recommend following their recommendation that hearing tests are not generally required unless the candidate has a medical history indicating hearing loss or has experienced severe head trauma, stroke, or

attention deficit disorder. In the event that the presence of abnormal hearing may be expected then a routine hearing exam should be administered by a certified professional.

If a person who has some degree of hearing loss were able to completely correct this condition through use of hearing aids then this would certainly be a reasonable accommodation for the problem. However, the current state of hearing aid technology is such that complete correction cannot be achieved. According the California POST report:

While hearing aids can substantially improve such tasks as sound detections and comprehension in quiet environments they provide limited benefit for hearing critical tasks that are performed in noise. This is especially true for patients with predominantly high frequency losses. Improvement in sound localization ability is also difficult to achieve.

Even if adequate correction were possible many users often refuse to wear the devices, so it would present a constant supervisory problem. Nonetheless, a decision as to whether an individual's hearing can be brought up to an acceptable functional level through use of hearing aids must be made on a case-by-case basis. The doctor would normally recommend cases to a hearing specialist whenever a candidate fails their initial assessment of utilizing a hearing aid. The hearing specialist involved should be made fully aware of the working conditions and the criticality of hearing demands, especially speech recognition with low to moderate levels of background noise. The candidate should be specifically tested for hearing loss with the following standard:

- Acceptable if corrected or uncorrected hearing is less than or equal to 25db for the average of the following 500, 1000, 2000, 3000 Hz, and no greater than 45db at the 4000 or 5000 Hz levels.
- If the difference in hearing levels between the better ear and worse ear exceeds 15 db at the 500 to 3000 Hz range or exceeds 30 db at 4000 and 5000 Hz then the candidate should be further tested for sound localization deficiency using the protocol and standard recommended by the TSA and described above.
- No inner/middle/outer ear disorder affecting equilibrium (e.g., Mentere's Disease).

5.3 General Health

Relying again on the California POST manual for Medical Screening for Law Enforcement, we reviewed this document for medical conditions that would be particularly relevant to the limited list of critical tasks identified for PSOs as opposed to general law enforcement. The primary areas of concern would be the presence of heart disease, the presence of musculoskeletal problems, or conditions that would not allow heavy public contact.

Cardiovascular Issues

A medical examination should begin with a review of the candidate's medical history, an interview on work and life activities and general lifestyle. Routine part of the exam should include an evaluation of pulse, heart sounds and rhythm, and blood pressure. Routine tests should include EKG and blood tests.

The recommended minimum standard for aerobic capacity is 9 METs or 31.5 ml/kg/min VO₂ Max. In the event that the contracting agency has not administered a pre-employment physical ability test, the physician should perform a treadmill test to assess actual fitness level. A submaximal protocol is acceptable for most individuals. However there may be situations, such as when a candidate is taking medications that limit heart rate, in which a maximal test is preferable.

In the event that heart disease is diagnosed or suspected the physician would normally conduct more in-depth tests. The bottom line would seem to be that if the individual has a condition for which doctors would normally recommend limitations on physical activity then this individual would be unlikely to perform at a level to handle maximum job demands that may include running or physical detention. Thus the person would be unfit for duty even though the person could likely handle normal day to day activities of standing at post or walking on patrol.

Hypertension

Normal resting blood pressure is generally considered to be less than 120/80. TSA medical standards recommend that an individual be disqualified if resting blood pressure exceeds 180 mmHg systolic and 90 mmHg diastolic. The Kentucky law enforcement study recommended using diastolic levels above 120 mm, with or without medication.

Musculoskeletal Issues

Problems with the musculoskeletal system can affect almost all critical tasks for a PSO including standing, walking, running, subduing combative individuals, and weapons use. Problems can include neck or back problems, knee injuries, or other joint problems. A lack of normal strength and conditioning can also be a serious issue.

The examining physician should be particularly cautious when there is history of injury, particularly one resulting in time loss from work. An assessment should be made of the history of reoccurrence of problems and the current status, particularly any pain or loss of function since recovery from the injury. Those without a history of problems can be more simply assessed by determining if there is an absence of visible scarring or problems and a full range of motion present. Recall that an incumbent often needs to reach from floor to overhead in performing screening checks with a wand or to look underneath vehicles when routine mirror checks reveal anything suspicious. Restraining an individual or placing handcuffs on a prone individual as well as administering CPR require that an individual be able to get up and down easily from a kneeling position.

As with all medical considerations the physician should make a specific diagnostic conclusion regarding the candidate's ability to handle the physical demands on the job. Key strength related actions include the ability to break up fights or engage in techniques to physically restrain a resisting individual, and lift 40 pounds from floor to waist to assist individuals with packages or in screening boxed shipments. While no specific strength targets have been set in terms of performance on standard exercise tests, our analysis indicated that it would be desirable for an individual to be able to:

- Lift 50 pounds from floor to waist height
- Bench press 80 to 100 lbs or more than 40% of body weight
- Perform 2-5 push-ups⁷ and 8 to 12 sit-ups⁸.

⁷ Push-up Protocol - Male subject (elbows fully extended, forefoot or toes on floor, legs, hips, and back straight, tester places upright fist below chest of male subject, contact with tester's fist). Female subject (elbows fully extended, knees on floor or mat, hips and back straight, tester gives verbal feedback to female subject on depth of push-up -shoulders the same height of elbow).

⁸ Sit-up Protocol - feet anchored by partner or apparatus, knees bent 90°, hands clasped behind neck, elbows travel beyond or make contact with knees, back of shoulders must return to floor

Thus if the applicant is not able to lift even light weights or perform a single push-up or sit-up without difficulty, they would be incapable of performing key job tasks. It would be expected that a high percentage of both male and female applicants would easily exhibit at least this minimum level of fitness. If the candidate has a medical history that indicates a long term inability to engage in normal physical activities then it would be advisable to have the applicant demonstrate current strength levels using these exercise tests.

If the candidate meets these suggested strength guidelines keep in mind that these standards are less than half of typical national standards for police officers. These standards are such that 90% of the general population could demonstrate these strength levels. Thus failure is an indication of an underlying medical issue that prevents normal exercise and activity.

5.4 Other Medical Standards

There are too many individual medical conditions that could potentially have an impact on a candidate's ability to perform essential job tasks to detail in this report. Further decisions would need to be made based on detailed medical evaluation from panels of experts to specifically identify disqualifying conditions. Based on other documents and research, it is impossible to document all rules that apply to medical conditions and the interaction with performing the required tasks. There are also many individual considerations that only the diagnosing physician will be able to make based on the severity of the condition. Most of the major variables were included in this report as general guidelines. However, it is ultimately up to the individual physician to evaluate the individual's ability to perform the critical job tasks.

The following is a list of conditions that were identified in the research that could potentially impact task performance. However, most of these conditions would not solely exclude a candidate but rather be indicators for the doctors to review.

Nose, Throat and Mouth

Loss of sense of smell, aphonia, and abnormalities of nose, ears, or throat may impact the performance of tasks performed by PSOs, such as preventing a PSO from effectively using NIOSH-approved N95 Disposable Particulate Respirator (non-oil resistant, 95% particulate blocking).⁹

⁹ FPS requires the use of an N95 mask, thereby requiring a fit test using the make and model of mask provided.

Respiratory System

Chronic bronchitis, emphysema (Moderate or Severe), and infectious pulmonary tuberculosis were documented in the literature as possible reasons for exclusions.

Dermatology

There are variety of conditions that could potentially have an impact on performing the required tasks, including, eczema, psoriasis and dermatitis. These conditions would have to be individually diagnosed and compared against the relevant tasks.

Gastrointestinal

Most gastrointestinal issues including hernia, hemorrhoids, irritable bowel syndrome can be accommodated provided the candidate is able to function in the work environment requiring long periods of standing and walking and the fact that PSOs may not be able to leave their post for quick trips to the restroom.

Infectious Diseases

Infectious diseases, including HIV, tuberculosis, and viral hepatitis may pose a risk from the standpoint of excessive sick leave use and to a lesser extent the risk of infection to the public. In most cases it is inadvisable or even illegal to test for HIV for employment purposes. Given the low incident of violent physical confrontations involving security PSOs the risk of blood or fluid based transmission of disease to the public would be very slight.

As detailed in the references reviewed, there are many other systems and conditions that may impact the performance of the PSO tasks. These systems include, nervous system, hematopoietic and lymphatic systems, endocrine and metabolic systems, genitourinary system, and the peripheral vascular system.

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APPENDIX A: TASK ANALYSIS SURVEY

FPS Contract Security Guard Job Task Analysis Survey

This survey is to help us focus on critical/relevant tasks. Please rate each task in the list of 141 possible tasks, which were compiled from various sources including, training manuals, job descriptions and task analysis of related jobs such as police officer. Rate each task using the scales provided below. In addition, please note any suggestions for rewording task statements and provide general comments such as “let’s discuss” or “key factor” that will facilitate our in-person discussion. Think about what is missing from this list as well as adequacy of existing statements. Note that if you rate that you “Never” perform the task, you do not need to provide “Importance” or “Needed to Perform at Entry” ratings.

Rating Scales

Task Frequency Rating Scale: How frequently is this task performed, *including during emergency response drills*? Regardless of the importance of the task, indicate how often incumbents perform it.

- ① **Never.** *Mark this response if this task is never performed as part of the job.*
- ② **Every Few Months to Yearly.** *Mark this response if this task is rarely performed, but it could be required as part of my job.*
- ③ **Every Few Weeks to Monthly.** *Mark this response if this task is performed somewhat frequently. This task occurs no more than once a week.*
- ④ **Every Few Days to Weekly.** *Mark this response if this task is performed frequently. It occurs several times a week.*
- ⑤ **Every Few Hours to Daily.** *Mark this response if this task is performed daily. It is a normal part of the job on most days.*
- ⑥ **Hourly to Many Times Each Hour.** *Mark this response if this task is performed multiple times each day.*

Task Importance Rating Scale: How important is this task to successfully performing the job? Regardless of the frequency or amount of time spent on this task, indicate the task’s importance.

- ① **Not Important.** *This task is not important to successful performance. Failure in performing this task typically has no consequence.*
- ② **Somewhat Important.** *This task is somewhat important to the job, and may be useful for some small part of the job. Failure in performing this task has little or minor effect or consequence.*
- ③ **Important.** *This task is important for successful performance in the job. Failure in performing this task has some negative consequences.*
- ④ **Very Important.** *This task is very important for successful performance on the job. Failure in performing this task has noticeable negative consequences.*
- ⑤ **Extremely Important.** *This task is one of the most essential tasks of the job and is extremely important to successful performance. Failure in performing this task has significant negative consequences.*

Need to Perform Task at Entry Rating Scale: Is it necessary to know how to perform this task when starting in this job?

- ① **No.** *The job demands of a newly hired person would not require, nor is it necessary to have developed, task proficiency prior to entry.*
- ② **Yes.** *Success in this job requires experience performing this task prior to entry. Job demands require performance soon after hire (e.g., the first week or so).*

Task	How FREQUENTLY is this task performed?	How IMPORTANT is this task to successfully performing the job?	Is it necessary to know how to perform this task when starting in this job?	
	① = Never ② = Every Few Months to Yearly ③ = Every Few Weeks to Monthly ④ = Every Few Days to Weekly ⑤ = Every Few Hours to Daily ⑥ = Hourly to Many Times Each Hour	① = Not Important ② = Somewhat Important ③ = Important ④ = Very Important ⑤ = Extremely Important	① = No ② = Yes	
Controlling Access and Egress				
1	Stand post at the entry/exit gates to verify all persons' identification and conduct inquiries and surveillance of suspicious items, packages, and people.	① ② ③ ④ ⑤	① ② ③ ④	① ②
2	Checking packages, briefcases, containers or any other suspicious items in the possession of people entering or leaving a federally controlled facility.	① ② ③ ④ ⑤	① ② ③ ④	① ②
3	Operate magnetometers to search visitors and deliveries for prohibited items.	① ② ③ ④ ⑤	① ② ③ ④	① ②
4	Operate x-ray machine to search visitors' packages, equipment, and hand carried articles for prohibited items.	① ② ③ ④ ⑤	① ② ③ ④	① ②
5	Issue badges to visitors.	① ② ③ ④ ⑤	① ② ③ ④	① ②
6	Provide direction or information to Agency personnel or visitors.	① ② ③ ④ ⑤	① ② ③ ④	① ②
7	Ensuring persons do not depart the building with government material unless they are in possession of a valid property pass, if applicable.	① ② ③ ④ ⑤	① ② ③ ④	① ②
8	Ensure and maintain security documents related to property movement.	① ② ③ ④ ⑤	① ② ③ ④	① ②
9	Challenge individuals approaching restricted areas.	① ② ③ ④ ⑤	① ② ③ ④	① ②

Task	How FREQUENTLY is this task performed?	How IMPORTANT is this task to successfully performing the job?	Is it necessary to know how to perform this task when starting in this job?	
	① = Never ② = Every Few Months to Yearly ③ = Every Few Weeks to Monthly ④ = Every Few Days to Weekly ⑤ = Every Few Hours to Daily ⑥ = Hourly to Many Times Each Hour	① = Not Important ② = Somewhat Important ③ = Very Important ④ = Extremely Important	① = No ② = Yes	
10	Direct persons who cause a disturbance to leave property.	① ② ③ ④ ⑤	① ② ③ ④	① ②
11	Operate traffic control checkpoints.	① ② ③ ④ ⑤	① ② ③ ④	① ②
12	Collect and issue documents required for vehicle movement.	① ② ③ ④ ⑤	① ② ③ ④	① ②
13	Conduct traffic control and enforcement.	① ② ③ ④ ⑤	① ② ③ ④	① ②
14	Conduct vehicle inspection, which may include searching under seats, in the trunk, and under the vehicle.	① ② ③ ④ ⑤	① ② ③ ④	① ②
15	Establish perimeters and set up barricades to secure scenes or facilities.	① ② ③ ④ ⑤	① ② ③ ④	① ②
16	Assist stranded motorist.	① ② ③ ④ ⑤	① ② ③ ④	① ②
Patrolling				
17	Handle dispatch function maintain contact with all security guards.	① ② ③ ④ ⑤	① ② ③ ④	① ②
18	Inspect physical security safeguards, including door and window locks, fences, and sensors.	① ② ③ ④ ⑤	① ② ③ ④	① ②
19	Inspect facilities for hazards, mechanical problems, and unsafe conditions and report problems to appropriate authorities.	① ② ③ ④ ⑤	① ② ③ ④	① ②
20	Ensure that all security equipment has been activated and is operating properly, including lock and key/card system.	① ② ③ ④ ⑤	① ② ③ ④	① ②
21	Close and secure open windows/doors/gates or other access points.	① ② ③ ④ ⑤	① ② ③ ④	① ②

Task	How FREQUENTLY is this task performed?	How IMPORTANT is this task to successfully performing the job?	Is it necessary to know how to perform this task when starting in this job?	
	① = Never ② = Every Few Months to Yearly ③ = Every Few Weeks to Monthly ④ = Every Few Days to Weekly ⑤ = Every Few Hours to Daily ⑥ = Hourly to Many Times Each Hour	① = Not Important ② = Somewhat Important ③ = Very Important ④ = Extremely Important	① = No ② = Yes	
22	Manually open and close heavy gates and doors.	① ② ③ ④ ⑤	① ② ③ ④	① ②
23	Conduct patrols in accordance with routes and schedules contained in post-orders.	① ② ③ ④ ⑤	① ② ③ ④	① ②
24	Inform dispatcher of present status and changes in conditions.	① ② ③ ④ ⑤	① ② ③ ④	① ②
25	Traveling over/under/around unusual terrain or through objects, including but not limited to culverts, fences, water or walls.	① ② ③ ④ ⑤	① ② ③ ④	① ②
26	Check for potential safety hazards in hard to access areas such as crawl spaces under buildings or attics.	① ② ③ ④ ⑤	① ② ③ ④	① ②
27	Patrol locations on beat or in area which are a potentially hazardous to citizens (e.g., construction sites and attractive nuisances).	① ② ③ ④ ⑤	① ② ③ ④	① ②
28	Patrol on motorized cart.	① ② ③ ④ ⑤	① ② ③ ④	① ②
29	Patrol on bicycle.	① ② ③ ④ ⑤	① ② ③ ④	① ②
30	Patrol on motorcycle.	① ② ③ ④ ⑤	① ② ③ ④	① ②
31	Work with partner and patrol vehicle.	① ② ③ ④ ⑤	① ② ③ ④	① ②
Observing and Inspecting				
32	Inspect facilities for evidence of suspicious activities.	① ② ③ ④ ⑤	① ② ③ ④	① ②
33	Conduct surveillance (non-routine) of individuals or locations.	① ② ③ ④ ⑤	① ② ③ ④	① ②
34	Describe distinguishing characteristics of an individual for identification purposes.	① ② ③ ④ ⑤	① ② ③ ④	① ②

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35	Identify wanted persons or vehicles.	① ② ③ ④ ⑤	① ② ③ ④	① ②
36	Inspect the perimeter, property, buildings and for hazards and intruders.	① ② ③ ④ ⑤	① ② ③ ④	① ②
37	Observe a person's body language to assess attitude, intention.	① ② ③ ④ ⑤	① ② ③ ④	① ②
38	Observe the environment for suspicious vehicles or persons on or around federal property.	① ② ③ ④ ⑤	① ② ③ ④	① ②
Interacting with the Public				
39	Address people by name whenever possible.	① ② ③ ④ ⑤	① ② ③ ④	① ②
40	Adjust communication to ensure understanding.	① ② ③ ④ ⑤	① ② ③ ④	① ②
41	Advise persons relative to problems, situations, etc.	① ② ③ ④ ⑤	① ② ③ ④	① ②
42	Communicate with a subject who does not speak English.	① ② ③ ④ ⑤	① ② ③ ④	① ②
43	Communicate with citizens to establish rapport.	① ② ③ ④ ⑤	① ② ③ ④	① ②
44	Encourage people to approach you by giving signals such as making eye contact, smiling, greeting a person cordially, or simply acknowledging their presence with a nod.	① ② ③ ④ ⑤	① ② ③ ④	① ②
45	Explain rules, regulations, and procedures to citizens.	① ② ③ ④ ⑤	① ② ③ ④	① ②
46	Interact with a subject who has a communication impairment because of a physical handicap (e.g., is deaf, has a speech impediment).	① ② ③ ④ ⑤	① ② ③ ④	① ②

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47	Interact with a subject who has a mobility impairment (e.g., is blind, is wheelchair bound).	① ② ③ ④ ⑤	① ②
48	Interact with children.	① ② ③ ④ ⑤	① ②
49	Manage custody of lost and found property.	① ② ③ ④ ⑤	① ②
50	Perform weather watch service and notify facility tenants and visitors of potentially hazardous conditions.	① ② ③ ④ ⑤	① ②
51	Communicate with /manage rude or abusive people.	① ② ③ ④ ⑤	① ②
52	Use body language to project control/influence.	① ② ③ ④ ⑤	① ②
53	Use voice commands to project control/direct actions.	① ② ③ ④ ⑤	① ②
Reporting			
54	Write or speak situation reports regarding security related incidents/occurrences such as accidents, bomb threats, and unlawful acts.	① ② ③ ④ ⑤	① ②
55	Complete reports consisting primarily of check off boxes or fill in the blanks.	① ② ③ ④ ⑤	① ②
56	Conduct briefings or participate in meetings to provide security information.	① ② ③ ④ ⑤	① ②
57	Locate and review documents and information in records system.	① ② ③ ④ ⑤	① ②
58	Read memos and other written material to maintain knowledge.	① ② ③ ④ ⑤	① ②
59	Review maps to become familiar with facility and property boundaries.	① ② ③ ④ ⑤	① ②

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60	Take detailed field notes so reports can be completed.	① ② ③ ④ ⑤	① ② ③ ④	① ②
Responding to Emergencies				
61	Activate alarm systems.	① ② ③ ④ ⑤	① ② ③ ④	① ②
62	During emergencies, activate or deactivate building systems, such as heating and air-conditioning systems, circuit breakers or plumbing valves/switches.	① ② ③ ④ ⑤	① ② ③ ④	① ②
63	Evacuate individuals from dangerous and/or life threatening situations.	① ② ③ ④ ⑤	① ② ③ ④	① ②
64	Assist fire Department at their request (e.g., with scene management or security).	① ② ③ ④ ⑤	① ② ③ ④	① ②
65	Direct actions of public service personnel arriving to assist.	① ② ③ ④ ⑤	① ② ③ ④	① ②
66	Close off areas to traffic.	① ② ③ ④ ⑤	① ② ③ ④	① ②
67	Prioritize response calls into emergency/non-emergency status.	① ② ③ ④ ⑤	① ② ③ ④	① ②
68	Administer cardio-pulmonary resuscitation (CPR).	① ② ③ ④ ⑤	① ② ③ ④	① ②
69	Administer/deploy Automatic External Defibrillator (AED).	① ② ③ ④ ⑤	① ② ③ ④	① ②
70	Assess the medical condition of injured individuals.	① ② ③ ④ ⑤	① ② ③ ④	① ②
71	Perform basic first aid in response to standard emergencies.	① ② ③ ④ ⑤	① ② ③ ④	① ②
72	Provide medical aid in response to severe injuries.	① ② ③ ④ ⑤	① ② ③ ④	① ②
73	Control hostile groups (e.g., demonstrators, rioters).	① ② ③ ④ ⑤	① ② ③ ④	① ②
74	Use fire extinguisher to put out a minor fire.	① ② ③ ④ ⑤	① ② ③ ④	① ②

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75	Extinguish vehicle fires.	① ② ③ ④ ⑤	① ②
76	Remove debris from accident scenes.	① ② ③ ④ ⑤	① ②
77	Participate in search for missing child.	① ② ③ ④ ⑤	① ②
78	Assess hostage or barricaded suspect situation.	① ② ③ ④ ⑤	① ②
79	Control spectator access to crash scenes.	① ② ③ ④ ⑤	① ②
80	Request emergency assistance for traffic accident.	① ② ③ ④ ⑤	① ②
81	Move disabled vehicles from roadway wrecker using push bumpers or by hand.	① ② ③ ④ ⑤	① ②
Conducting Enforcement Actions			
82	Help ensure integrity of a crime scene, maintaining it in its original condition until law enforcement personnel take over.	① ② ③ ④ ⑤	① ②
83	Assist in conducting accident and incident scene searches and investigations in search of relevant evidence and information to determine the facts of the situation.	① ② ③ ④ ⑤	① ②
84	Report potential threatening situations and violations of law and security procedures.	① ② ③ ④ ⑤	① ②
85	Provide backup assistance to other guards.	① ② ③ ④ ⑤	① ②
86	Question witnesses, to obtain description of possible suspects, or description of what happened.	① ② ③ ④ ⑤	① ②

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87 Follow directions to and respond to emergency and routine calls for service and act as on-scene commander until the situation is resolved or until relieved by a higher authority.	① ② ③ ④ ⑤	① ② ③ ④	① ②
88 Investigate and analyze unsolicited contacts (telephone, in person and by mail) to determine suspected criminal and/or suspicious activity that poses a potential threat to the organization's facilities or personnel.	① ② ③ ④ ⑤	① ② ③ ④	① ②
89 Collect information about stolen or missing property or suspicious activities to aid investigations.	① ② ③ ④ ⑤	① ② ③ ④	① ②
90 Determine perimeter/scope of search.	① ② ③ ④ ⑤	① ② ③ ④	① ②
91 Interview and assess suspicious persons.	① ② ③ ④ ⑤	① ② ③ ④	① ②
92 Investigate the source of suspicious odors and sounds.	① ② ③ ④ ⑤	① ② ③ ④	① ②
Applying Force			
93 Detain a person by oneself to prevent or control movements.	① ② ③ ④ ⑤	① ② ③ ④	① ②
94 Subdue non-violent (e.g., emotionally disturbed) persons physically.	① ② ③ ④ ⑤	① ② ③ ④	① ②
95 Subdue violent combative person to prevent injury to staff or others.	① ② ③ ④ ⑤	① ② ③ ④	① ②
96 Apply handcuffs when individuals display erratic or violent behavior.	① ② ③ ④ ⑤	① ② ③ ④	① ②

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97 Pursue fleeing suspect on foot.	① ② ③ ④ ⑤	① ② ③ ④	① ②
98 Break up fights.	① ② ③ ④ ⑤	① ② ③ ④	① ②
99 Conduct frisks patdown for weapons.	① ② ③ ④ ⑤	① ② ③ ④	① ②
100 Disarm suspects.	① ② ③ ④ ⑤	① ② ③ ④	① ②
Using Weapons			
101 Carry firearm off duty.	① ② ③ ④ ⑤	① ② ③ ④	① ②
102 Draw weapon to protect self/third party.	① ② ③ ④ ⑤	① ② ③ ④	① ②
103 Discharge firearm at person.	① ② ③ ④ ⑤	① ② ③ ④	① ②
104 Discharge firearm during daylight.	① ② ③ ④ ⑤	① ② ③ ④	① ②
105 Discharge firearm in dark or low light environment while using flashlight.	① ② ③ ④ ⑤	① ② ③ ④	① ②
106 Discharge firearm in low light conditions.	① ② ③ ④ ⑤	① ② ③ ④	① ②
107 Reload firearm under combat conditions.	① ② ③ ④ ⑤	① ② ③ ④	① ②
108 Participate in firearms training.	① ② ③ ④ ⑤	① ② ③ ④	① ②
109 Care for and maintain firearms.	① ② ③ ④ ⑤	① ② ③ ④	① ②
110 Protect and manage ammunition supplies.	① ② ③ ④ ⑤	① ② ③ ④	① ②
111 Protect handgun while it is being attacked whether in or out of holster.	① ② ③ ④ ⑤	① ② ③ ④	① ②
112 Attend training in the use of chemical agents, restraining devices and batons to be used in emergency situations.	① ② ③ ④ ⑤	① ② ③ ④	① ②
113 Use pepper spray to temporarily incapacitate a violent opponent.	① ② ③ ④ ⑤	① ② ③ ④	① ②
114 Use baton as a defensive weapon, or to temporarily disable a violent individual.	① ② ③ ④ ⑤	① ② ③ ④	① ②

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Operating Security Devices/Systems and Communication Equipment				
115	Check radio equipment.	① ② ③ ④ ⑤	① ② ③ ④	① ②
116	Dispatch guards to respond to alarms or other calls.	① ② ③ ④ ⑤	① ② ③ ④	① ②
117	Monitor security and fire alarms and close-circuit television to detect security risks, threats or prohibited items carried by visitors.	① ② ③ ④ ⑤	① ② ③ ④	① ②
118	Operate telephone console or radio dispatch.	① ② ③ ④ ⑤	① ② ③ ④	① ②
Operating Vehicles				
119	Enter and exit vehicles, under routine and emergency conditions.	① ② ③ ④ ⑤	① ② ③ ④	① ②
120	Check condition of assigned control equipment and vehicle.	① ② ③ ④ ⑤	① ② ③ ④	① ②
121	Drive vehicles, such as cars, vans, or trucks to transport cargo or passengers.	① ② ③ ④ ⑤	① ② ③ ④	① ②
122	Establish barrier or roadblock using patrol vehicle.	① ② ③ ④ ⑤	① ② ③ ④	① ②
123	Operate patrol vehicle during pursuit or emergency response. (lights and siren).	① ② ③ ④ ⑤	① ② ③ ④	① ②
124	Operate vehicle in poor conditions, such as driving rain, snow or ice.	① ② ③ ④ ⑤	① ② ③ ④	① ②
125	Operate vehicles in formation to control crowds.	① ② ③ ④ ⑤	① ② ③ ④	① ②
Presenting Crime Prevention and Security Awareness Training				
126	Advise property owners of potentially hazardous conditions.	① ② ③ ④ ⑤	① ② ③ ④	① ②

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127	Conduct safety awareness and security programs, (e.g., safety programs, crime prevention).	① ② ③ ④ ⑤	① ② ③ ④	① ②
128	Conduct site surveys and security assessments of facilities to determine where and how physical security changes are needed to raise the level of protection for employees and other assets.	① ② ③ ④ ⑤	① ② ③ ④	① ②
129	Provide information on personal safety and self-awareness to facility tenants.	① ② ③ ④ ⑤	① ② ③ ④	① ②
Coordinating Occupant Emergency Plans				
130	Conduct emergency preparedness drills.	① ② ③ ④ ⑤	① ② ③ ④	① ②
131	Develop mutual plans to share resources and information with relevant organizations.	① ② ③ ④ ⑤	① ② ③ ④	① ②
132	Develop procedures for a variety of emergency situations including: chemical, biological, radiological, nuclear or hazmat situations, armed intrusions and hostile personnel, and using weapons, tactics and personnel to control situations.	① ② ③ ④ ⑤	① ② ③ ④	① ②
Additional Duties				
133	Coordinate the receipt, issuance and tracking of all keys, key cards, lock combinations, etc.	① ② ③ ④ ⑤	① ② ③ ④	① ②
134	Count/ take inventory of physical objects and log accordingly.	① ② ③ ④ ⑤	① ② ③ ④	① ②

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135 Escort money, valuables or people to provide security.	① ② ③ ④ ⑤	① ② ③ ④	① ②
136 Testify in court regarding criminal activity on other incidents.	① ② ③ ④ ⑤	① ② ③ ④	① ②
137 Escort facility tenants and visitors to their vehicles upon request.	① ② ③ ④ ⑤	① ② ③ ④	① ②
138 Orient new employees to facility procedures, regulations and policies.	① ② ③ ④ ⑤	① ② ③ ④	① ②
139 Participate in in-service training.	① ② ③ ④ ⑤	① ② ③ ④	① ②
140 Raising and lower the flag.	① ② ③ ④ ⑤	① ② ③ ④	① ②
141 Report misconduct of other guards or officers.	① ② ③ ④ ⑤	① ② ③ ④	① ②
Additional Tasks (Missing from the Current List)			
142	① ② ③ ④ ⑤	① ② ③ ④	① ②
143	① ② ③ ④ ⑤	① ② ③ ④	① ②
144	① ② ③ ④ ⑤	① ② ③ ④	① ②
145	① ② ③ ④ ⑤	① ② ③ ④	① ②
146	① ② ③ ④ ⑤	① ② ③ ④	① ②
147	① ② ③ ④ ⑤	① ② ③ ④	① ②
148	① ② ③ ④ ⑤	① ② ③ ④	① ②
149	① ② ③ ④ ⑤	① ② ③ ④	① ②
150	① ② ③ ④ ⑤	① ② ③ ④	① ②

Additional Notes and Comments

APPENDIX B: OVERALL TASK ANALYSIS RESULTS

Number	Task	N	Frequency		Importance	
			Mean	SD	Mean	SD
1	Stand post at the entry/exit gates to verify all persons' identification and conduct inquiries and surveillance of suspicious items, packages, and people.	74	4.39	1.38	3.67	0.88
2	Checking packages, briefcases, containers or any other suspicious items in the possession of people entering or leaving a federally controlled facility.	73	3.53	1.86	3.40	1.24
3	Operate magnetometers to search visitors and deliveries for prohibited items.	74	2.70	2.42	3.03	1.58
4	Operate x-ray machine to search visitors' packages, equipment, and hand carried articles for prohibited items.	74	2.54	2.39	3.01	1.65
5	Issue badges to visitors.	72	2.00	2.29	2.20	1.82
6	Provide direction or information to Agency personnel or visitors.	71	4.10	1.29	2.94	1.00
7	Ensure persons do not depart the building with government material unless they are in possession of a valid property pass, if applicable.	74	2.53	2.19	2.68	1.62
8	Ensure and maintain security documents related to property movement.	74	2.42	2.28	2.52	1.69
9	Challenge individuals approaching restricted areas.	74	3.85	1.48	3.69	0.80
10	Direct persons who cause a disturbance to leave property.	71	2.82	1.73	3.37	1.11
11	Operate traffic control checkpoints.	72	2.46	2.41	2.45	1.80
12	Collect and issue documents required for vehicle movement.	72	0.99	1.93	1.54	1.79
13	Conduct traffic control and enforcement.	70	2.11	2.28	1.97	1.84
14	Conduct vehicle inspection, which may include searching under seats, in the trunk, and under the vehicle.	73	1.90	2.29	2.22	1.78
15	Establish perimeters and set up barricades to secure scenes or facilities.	73	1.36	1.83	2.51	1.66
16	Assist stranded motorist.	72	0.85	1.34	1.39	1.45
17	Handle dispatch function maintain contact with all security guards.	73	3.26	2.14	2.86	1.63
18	Inspect physical security safeguards, including door and window locks, fences, and sensors.	74	3.43	1.88	3.15	1.37
19	Inspect facilities for hazards, mechanical problems, and unsafe conditions and report problems to appropriate authorities.	74	3.46	1.87	3.28	1.18
20	Ensure that all security equipment has been activated and is operating properly, including lock and key/card system.	74	3.05	1.87	2.97	1.47
21	Close and secure open windows/doors/gates or other access points.	74	3.43	1.78	3.31	1.16
22	Manually open and close heavy gates and doors.	74	2.07	2.02	2.78	1.58
23	Conduct patrols in accordance with routes and schedules contained in post-orders.	73	3.81	1.88	3.33	1.31
24	Inform dispatcher of present status and changes in conditions.	70	3.54	1.69	3.34	1.20
25	Traveling over/under/around unusual terrain or through objects, including but not limited to culverts, fences, water or walls.	72	0.71	1.41	1.51	1.65

Number	Task	N	Frequency		Importance	
			Mean	SD	Mean	SD
26	Check for potential safety hazards in hard to access areas such as crawl spaces under buildings or attics.	72	0.88	1.71	1.62	1.70
27	Patrol locations on beat or in area which are a potentially hazardous to citizens (e.g., construction sites and attractive nuisances).	71	1.49	1.95	2.07	1.73
28	Patrol on motorized cart.	71	0.15	0.65	0.83	1.31
29	Patrol on bicycle.	71	0.03	0.17	0.60	1.10
30	Patrol on motorcycle.	73	0.00	0.00	0.42	1.00
31	Work with partner and patrol vehicle.	71	0.39	1.26	0.97	1.61
32	Inspect facilities for evidence of suspicious activities.	75	3.59	1.92	3.41	1.26
33	Conduct surveillance (non-routine) of individuals or locations.	76	2.95	2.13	2.71	1.66
34	Describe distinguishing characteristics of an individual for identification purposes.	75	2.99	1.85	3.29	1.11
35	Identify wanted persons or vehicles.	75	1.97	1.95	2.96	1.47
36	Inspect the perimeter, property, buildings and for hazards and intruders.	74	3.86	1.78	3.50	1.14
37	Observe a person's body language to assess attitude, intention.	76	4.18	1.38	3.67	0.81
38	Observe the environment for suspicious vehicles or persons on or around federal property.	76	4.24	1.55	3.76	0.73
39	Address people by name whenever possible.	76	3.87	1.53	2.83	1.38
40	Adjust communication to ensure understanding.	76	3.97	1.43	3.39	0.91
41	Advise persons relative to problems, situations, etc.	73	3.30	1.64	3.19	1.00
42	Communicate with a subject who does not speak English.	75	3.40	1.74	2.83	1.19
43	Communicate with citizens to establish rapport.	72	3.92	1.66	3.18	1.16
44	Encourage people to approach you by giving signals such as making eye contact, smiling, greeting a person cordially, or simply acknowledging their presence with a nod.	75	4.27	1.37	3.32	1.06
45	Explain rules, regulations, and procedures to citizens.	75	4.13	1.23	3.44	0.90
46	Interact with a subject who has a communication impairment because of a physical handicap (e.g., is deaf, has a speech impediment).	75	3.21	1.58	3.08	1.18
47	Interact with a subject who has a mobility impairment (e.g., is blind, is wheelchair bound).	75	3.35	1.61	3.00	1.23
48	Interact with children.	74	3.27	1.76	2.93	1.32
49	Manage custody of lost and found property.	67	2.04	1.54	2.55	1.45
50	Perform weather watch service and notify facility tenants and visitors of potentially hazardous conditions.	75	1.23	1.78	1.84	1.67
51	Communicate with /manage rude or abusive people.	75	3.53	1.44	3.35	1.00
52	Use body language to project control/influence.	74	3.19	1.97	3.05	1.32
53	Use voice commands to project control/direct actions.	73	4.03	1.53	3.49	0.90
54	Write or speak situation reports regarding security related incidents/occurrences such as accidents, bomb threats, and unlawful acts.	73	2.88	1.55	3.62	0.70
55	Complete reports consisting primarily of check off boxes or fill in the blanks.	72	2.65	1.87	2.84	1.45

Number	Task	N	Frequency		Importance	
			Mean	SD	Mean	SD
56	Conduct briefings or participate in meetings to provide security information.	74	1.58	1.84	2.47	1.67
57	Locate and review documents and information in records system.	73	1.56	1.87	2.23	1.68
58	Read memos and other written material to maintain knowledge.	74	3.57	1.30	3.57	0.62
59	Review maps to become familiar with facility and property boundaries.	73	1.84	1.72	2.70	1.53
60	Take detailed field notes so reports can be completed.	73	3.23	1.64	3.33	1.07
61	Activate alarm systems.	75	0.55	1.17	1.64	1.77
62	During emergencies, activate or deactivate building systems, such as heating and air-conditioning systems, circuit breakers or plumbing valves/switches.	73	0.25	0.60	1.36	1.64
63	Evacuate individuals from dangerous and/or life threatening situations.	74	1.22	1.47	3.05	1.47
64	Assist fire Department at their request (e.g., with scene management or security).	74	1.66	1.62	3.07	1.35
65	Direct actions of public service personnel arriving to assist.	75	2.03	1.68	3.26	1.25
66	Close off areas to traffic.	70	1.74	1.72	2.93	1.50
67	Prioritize response calls into emergency/non-emergency status.	73	1.38	1.73	2.56	1.69
68	Administer cardio-pulmonary resuscitation (CPR).	73	0.73	1.21	3.23	1.50
69	Administer/deploy Automatic External Defibrillator (AED).	71	0.58	1.23	3.01	1.70
70	Assess the medical condition of injured individuals.	75	1.40	1.40	3.23	1.39
71	Perform basic first aid in response to standard emergencies.	75	1.04	1.25	3.20	1.43
72	Provide medical aid in response to severe injuries.	74	0.97	1.38	3.07	1.57
73	Control hostile groups (e.g., demonstrators, rioters).	74	1.03	1.27	2.84	1.58
74	Use fire extinguisher to put out a minor fire.	74	0.53	0.93	2.65	1.69
75	Extinguish vehicle fires.	73	0.14	0.35	2.20	1.73
76	Remove debris from accident scenes.	73	0.18	0.65	1.49	1.66
77	Participate in search for missing child.	72	0.54	1.03	2.22	1.80
78	Assess hostage or barricaded suspect situation.	73	0.14	0.63	1.68	1.78
79	Control spectator access to crash scenes.	74	0.27	0.53	1.81	1.78
80	Request emergency assistance for traffic accident.	73	0.63	0.89	2.18	1.67
81	Move disabled vehicles from roadway wrecker using push bumpers or by hand.	74	0.11	0.35	1.13	1.50
82	Help ensure integrity of a crime scene, maintaining it in its original condition until law enforcement personnel take over.	75	0.75	1.13	2.62	1.73
83	Assist in conducting accident and incident scene searches and investigations in search of relevant evidence and information to determine the facts of the situation.	73	0.42	0.80	2.08	1.71
84	Report potential threatening situations and violations of law and security procedures.	75	2.39	1.58	3.47	1.02
85	Provide backup assistance to other guards.	74	2.62	1.73	3.56	1.13
86	Question witnesses, to obtain description of possible suspects, or description of what happened.	72	1.46	1.42	3.07	1.36

Number	Task	N	Frequency		Importance	
			Mean	SD	Mean	SD
87	Follow directions to and respond to emergency and routine calls for service and act as on-scene commander until the situation is resolved or until relieved by a higher authority.	76	1.47	1.50	2.96	1.54
88	Investigate and analyze unsolicited contacts (telephone, in person and by mail) to determine suspected criminal and/or suspicious activity that poses a potential threat to the organization's facilities or personnel.	74	0.49	1.16	1.79	1.80
89	Collect information about stolen or missing property or suspicious activities to aid investigations.	75	0.88	1.19	2.24	1.70
90	Determine perimeter/scope of search.	73	0.73	1.26	2.05	1.75
91	Interview and assess suspicious persons.	73	1.60	1.73	2.72	1.71
92	Investigate the source of suspicious odors and sounds.	74	1.80	1.52	3.24	1.37
93	Detain a person by oneself to prevent or control movements.	75	1.25	1.31	3.11	1.43
94	Subdue non-violent (e.g., emotionally disturbed) persons physically.	75	1.00	1.20	2.81	1.57
95	Subdue violent combative person to prevent injury to staff or others.	76	1.03	1.06	3.09	1.50
96	Apply handcuffs when individuals display erratic or violent behavior.	76	1.20	1.34	3.14	1.49
97	Pursue fleeing suspect on foot.	75	0.53	0.76	2.25	1.74
98	Break up fights.	76	1.05	1.22	2.89	1.60
99	Conduct frisks patdown for weapons.	73	0.95	1.30	2.58	1.74
100	Disarm suspects.	72	0.43	0.60	2.67	1.72
101	Carry firearm off duty.	74	1.14	1.90	1.56	1.85
102	Draw weapon to protect self/third party.	74	0.22	0.67	2.49	1.85
103	Discharge firearm at person.	72	0.08	0.28	2.21	1.92
104	Discharge firearm during daylight.	72	0.14	0.35	2.01	1.90
105	Discharge firearm in dark or low light environment while using flashlight.	73	0.11	0.32	1.96	1.91
106	Discharge firearm in low light conditions.	73	0.12	0.33	1.99	1.93
107	Reload firearm under combat conditions.	70	0.27	0.70	2.43	1.87
108	Participate in firearms training.	72	1.18	1.12	3.49	1.22
109	Care for and maintain firearms.	71	2.58	1.53	3.54	1.08
110	Protect and manage ammunition supplies.	70	2.50	2.01	2.85	1.69
111	Protect handgun while it is being attacked whether in or out of holster.	72	1.28	1.89	3.06	1.64
112	Attend training in the use of chemical agents, restraining devices and batons to be used in emergency situations.	71	0.97	0.59	3.39	1.22
113	Use pepper spray to temporarily incapacitate a violent opponent.	73	0.53	0.82	2.37	1.84
114	Use baton as a defensive weapon, or to temporarily disable a violent individual.	72	0.50	0.79	2.63	1.76
115	Check radio equipment.	74	4.34	0.82	3.79	0.50
116	Dispatch guards to respond to alarms or other calls.	74	1.64	1.75	2.69	1.68

Number	Task	N	Frequency		Importance	
			Mean	SD	Mean	SD
117	Monitor security and fire alarms and close-circuit television to detect security risks, threats or prohibited items carried by visitors.	74	2.53	2.23	2.96	1.63
118	Operate telephone console or radio dispatch.	74	2.11	2.26	2.59	1.80
119	Enter and exit vehicles, under routine and emergency conditions.	75	0.40	1.17	1.27	1.67
120	Check condition of assigned control equipment and vehicle.	75	0.77	1.56	1.75	1.81
121	Drive vehicles, such as cars, vans, or trucks to transport cargo or passengers.	75	0.07	0.38	0.85	1.46
122	Establish barrier or roadblock using patrol vehicle.	75	0.05	0.23	1.01	1.56
123	Operate patrol vehicle during pursuit or emergency response. (lights and siren).	75	0.01	0.12	0.91	1.58
124	Operate vehicle in poor conditions, such as driving rain, snow or ice.	74	0.09	0.34	0.96	1.55
125	Operate vehicles in formation to control crowds.	73	0.01	0.12	0.79	1.47
126	Advise property owners of potentially hazardous conditions.	75	1.05	1.34	2.37	1.74
127	Conduct safety awareness and security programs, (e.g., safety programs, crime prevention).	76	0.75	1.36	1.79	1.81
128	Conduct site surveys and security assessments of facilities to determine where and how physical security changes are needed to raise the level of protection for employees and other assets.	74	0.47	1.08	1.73	1.78
129	Provide information on personal safety and self-awareness to facility tenants.	74	0.95	1.35	2.14	1.74
130	Conduct emergency preparedness drills.	75	0.83	1.22	2.11	1.75
131	Develop mutual plans to share resources and information with relevant organizations.	73	0.44	0.76	1.92	1.79
132	Develop procedures for a variety of emergency situations including: chemical, biological, radiological, nuclear or hazmat situations, armed intrusions and hostile personnel, and using weapons, tactics and personnel to control situations.	74	0.47	1.04	1.80	1.80
133	Coordinate the receipt, issuance and tracking of all keys, key cards, lock combinations, etc.	72	1.82	1.99	2.44	1.72
134	Count/ take inventory of physical objects and log accordingly.	73	2.22	2.18	2.44	1.77
135	Escort money, valuables or people to provide security.	73	0.48	1.23	1.41	1.68
136	Testify in court regarding criminal activity on other incidents.	73	0.30	0.70	2.14	1.77
137	Escort facility tenants and visitors to their vehicles upon request.	72	0.51	0.95	1.66	1.73
138	Orient new employees to facility procedures, regulations and policies.	73	1.22	1.27	2.42	1.66
139	Participate in in-service training.	73	0.92	0.95	2.51	1.72
140	Raising and lower the flag.	72	0.49	1.11	1.83	1.80
141	Report misconduct of other guards or officers.	73	0.90	1.18	2.74	1.57

**APPENDIX C: EXPLORATORY ANALYSIS OF CROSS-SITE
DIFFERENCES**

It is instructive to examine the response patterns associated with several of the tasks that PSOs may be called on to perform. For example, there was significant variation in the ratings of tasks related to providing first aid or emergency medical help (e.g., “Assess the medical condition of injured individuals” and “Perform basic first aid in response to standard emergencies”). Tables C-1 and C-2 show the number of respondents selecting each frequency rating level.

Table C-1: Task Frequency: Assess the medical condition of injured individuals		
Frequency	Frequency	Percent
Never	24	32.0%
Yearly	23	30.7%
Monthly	12	16.0%
Weekly	9	12.0%
Daily	4	5.3%
Hourly	3	4.0%
Total	75	100.0%

Table C-2 Task Frequency: Perform basic first aid in response to standard emergencies		
Frequency	Frequency	Percent
Never	28	37.3%
Yearly	32	42.7%
Monthly	7	9.3%
Weekly	4	5.3%
Daily	0	0.0%
Hourly	4	5.3%
Total	75	100.0%

The requirement to assess medical condition is at least a yearly event for almost 70% of incumbents, while 37% indicated this action to be even more frequent. The need to administer first aid was seen as likely at least once a year by almost 43% and even more frequent by another 20%.

Tables C-3 and C-4 provide the distribution of importance ratings for these tasks. Should the need arise, 68% believed it was extremely important that the PSO be able to respond effectively. While this information suggests that emergency first aid is indeed an essential function, it is of interest to note that almost 40% of respondents view this task as never happening and 14% of respondents indicate that it is not important for PSOs be able to perform this task.

Table C-3: Task Importance: Assess the medical condition of injured individuals		
Importance	Frequency	Percent
Not Important	10	13.3
Somewhat Important	1	1.3
Important	2	2.7
Very Important	11	14.7
Extremely	51	68.0
Total	75	100.0

Table C-4: Task Importance: Perform basic first aid in response to standard emergencies		
Importance	Frequency	Percent
Not Important	11	14.7%
Somewhat Important	0	0.0%
Important	4	5.3%
Very Important	8	10.7%
Extremely	52	69.3%
Total	75	100.0%

Another task related to first aid that had a similar response pattern is “Administer cardiopulmonary resuscitation (CPR).” The distributions of frequency and importance ratings for this task are provided in Tables C-5 and C-6.

Table C-5: Task Frequency of Occurrence: Administer CPR		
Frequency	Frequency	Percent
Never	40	54.8%
Yearly	26	35.6%
Monthly	2	2.7%
Weekly	1	1.4%
Daily	0	0.0%
Hourly	4	5.5%
Total	73	100.0%

Table C-6: Task Importance: Administer CPR		
Importance	Frequency	Percent
Not Important	12	16.2%
Somewhat Important	0	0.0%
Important	3	4.1%
Very Important	3	4.1%
Extremely	56	75.7%
Total	74	100.0%

Note that about 55% of the respondents indicated never needing to perform CPR, while about 36% indicated that they perform CPR about once a year. In addition, 75% of respondents indicated that failure to perform this task would have significant negative consequences. Through the on-site interviews, the project team learned that most sites had a protocol in place for the quick response of paramedics or other trained personnel in the event of medical emergency requiring CPR, so normally the PSO would not need to perform this task. However, most of the PSOs we interviewed could imagine a circumstance in which they would be the first responder and might need to administer CPR (e.g., a disaster with multiple casualties).

The use of firearms, batons and chemical agents did not receive high frequency or importance ratings on average, although participation in training and certification was seen as essential. During the on-site interviews, only one PSO was able to describe an incident in which a firearm was used in the course of duty. Thus, actual use of deadly force is demonstrably rare. According to Table C-7, only 8% of respondents indicated it might happen on a yearly basis, although 14% indicated there might be a need to draw their weapon at least once a year. In terms of rated importance, Table C-8 shows that 24 of 76 PSOs (31.6%) did not even rate this task since they judged it would never happen; however, of those who rated this task for importance, 70% deemed it extremely important. It is interesting that still 17% indicated that using a firearm was not important. This might relate to the somewhat ambiguous status of PSOs as “armed civilians” versus having police authority.

Table C-7: Task Frequency of Occurrence: Discharge firearm at person		
Frequency	Frequency	Percent
Never	66	91.7%
Yearly	6	8.3%
Monthly	0	0.0%
Weekly	0	0.0%
Daily	0	0.0%
Hourly	0	0.0%
Total	72	100.0%

Table C-8: Task Importance: Discharge firearm at person		
Importance	Frequency	Percent
Not Important	9	17.3%
Somewhat Important	0	0.0%
Important	4	7.7%
Very Important	3	5.8%
Extremely	36	69.2%
Total	52	100.0%

With regard to use of firearms the project team concluded that the ability to qualify and maintain certification for carrying, cleaning and maintaining weapons, and being able to protect handguns while in the holster, are essential job functions. However scenarios involving the on the job use of deadly force such as “shoot – don’t shoot” are less justified in determining standards (For example, can you spot the presence of a handgun versus a comb at 25 feet in low light conditions) given the extremely low base rate at which these tasks are performed.

We included all tasks from law enforcement jobs that might also pertain to PSOs in certain settings, particularly tasks that would have a significant physical demand. Based on the task analysis there were about 30 task statements that we could rule out as relevant to entry level standards.

Differences by Facility

In addition, the project team conducted some preliminary analyses into the presence of different response patterns by site. The project team identified two factors that tended to discriminate between the sites. The biggest difference was based on the type of post assignment:

- Stationary screening post at access/egress point
- Roving patrol
- Monitoring surveillance cameras or package screening in non-public contact post

At some facilities, such as Seattle, PSOs were largely concerning with screening everyone who entered building. In other facilities, such as the San Ysidro border crossing, screening was not part of the job. The second factor was the nature of the individuals with whom the PSOs are likely to interact:

- Federal employees who work in the facility (e.g., Corbin, KY)
- Members of the general public (e.g., Washington, DC; Seattle, WA; Denver, CO)
- Members of the general public who are likely to become upset (e.g., New York, NY; San Ysidro, CA).

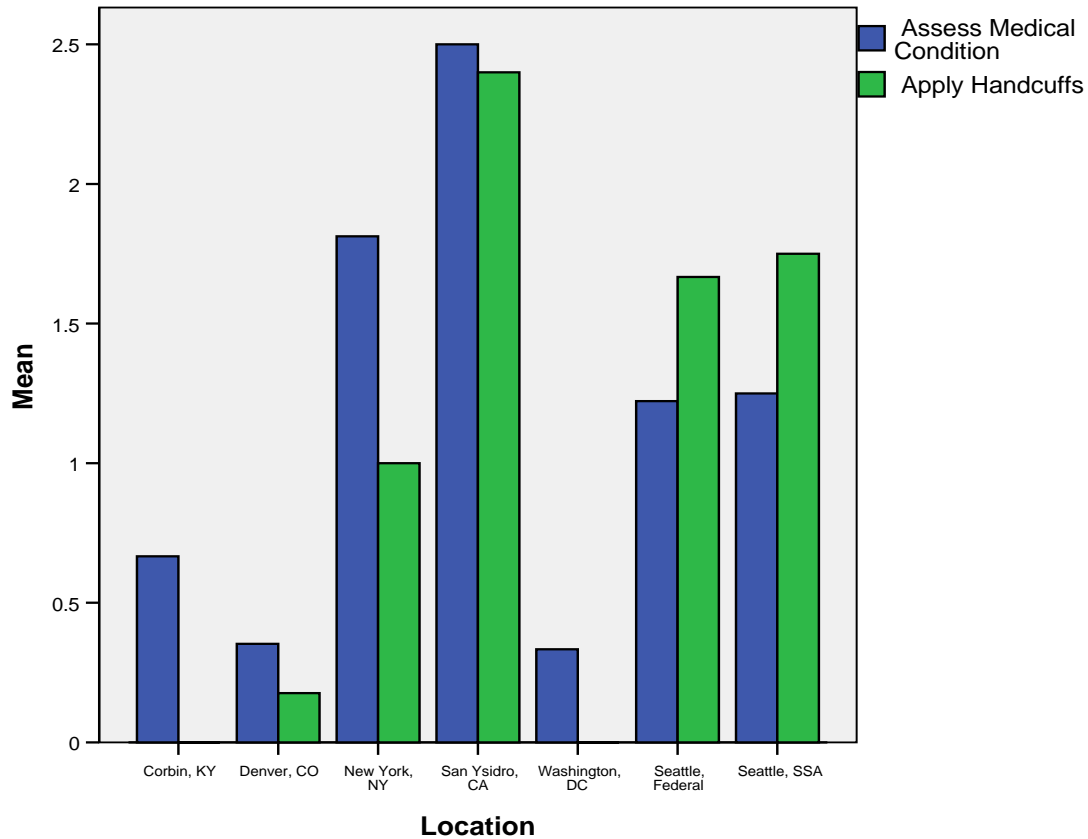
Table C-9 contains tasks for which there was a significant difference between the average item ratings across facilities. In most cases, the difference is primarily between the average rating of the highest facility and the lowest. We used a more strict definition of statistical significance to account for the fact that among 6 x 140 comparisons there would be many significant difference findings due to chance alone. We required that the group difference in means as

indicated by analysis of variance (ANOVA) be significant at the level of 1 in a 1000 ($p=.0001$) rather than the traditional 5 in 100 ($p=.05$).

Most of the site-specific differences can be accounted for by the first factor, difference in post assignments. For example, the task “operate magnetometers” was rated by some facilities as never occurring or very rare while others rated this as a constant daily activity. Differences due to the type of individuals with whom the PSOs interact were primarily observed on items that relate to the frequency of disturbances or enforcement actions. For example:

- Direct persons who cause a disturbance to leave property.
- Communicate with a subject who does not speak English.
- Communicate with/manage rude or abusive people.

These differences by facility can be important in the consideration of entry level medical and physical standards. If there is a real possibility that a PSO will have to physically subdue a violent individual even once or twice a year, this has different impact on the defensibility of standards based on this demand versus a location in which no one can ever remember having to subdue a violent person. Figure 3 shows that among the facilities visited, San Ysidro had higher encounters requiring emergency response as shown by two survey items, “Assess medical condition”, and “Apply handcuffs.” These were also significant events requiring these tasks at Seattle and New York, but respondents in Corbin, Washington, and Denver were unlikely to report performing these tasks.



The analyses indicate that there are significant differences in demands between facilities and to a lesser extent even within facilities by post. The differences in demand associated with facility post assignments can be negated by the rotating individuals between post assignments. In many cases, there is also a demonstrative necessity to move people to different facilities within a region.

Task	KY	CO	NY	CA	DC	WA	TOTAL	F*
Controlling Access/Egress								
Checking packages, briefcases, containers.	4.00	2.69	4.38	2.50	5.00	4.46	3.53	4.93
Operate magnetometers to search visitors	1.67	1.82	4.38	.90	5.00	3.92	2.70	9.14
Operate x-ray.	.00	1.76	4.25	.90	5.00	3.62	2.54	9.90
Issue badges to visitors.	3.33	2.94	3.20	.45	4.00	.58	2.00	7.44
Ensuring persons do not depart the building with government material	4.00	2.12	4.31	1.85	3.80	1.08	2.53	5.82
Direct persons who cause a disturbance to leave property.	.67	1.19	3.56	4.05	2.00	2.82	2.82	11.74
Conduct vehicle inspection, which may include searching under seats, in the trunk, and under the vehicle.	.00	2.71	3.07	.00	3.00	2.46	1.90	6.58

Table C-9: Average Frequency by Facility with Significant Difference between Groups								
Task	KY	CO	NY	CA	DC	WA	TOTAL	F*
Patrolling								
Handle dispatch function maintain contact with all security PSOs.	4.67	1.29	4.25	4.40	4.00	2.17	3.26	8.75
Inspect facilities for hazards, mechanical problems, and unsafe conditions.	4.67	1.82	4.63	4.05	1.80	3.62	3.46	7.70
Conduct patrols in accordance with routes and schedules contained in post-orders.	5.00	1.75	4.25	4.85	4.40	3.69	3.81	8.46
Observing/Inspecting								
Inspect the perimeter, property, buildings and for hazards and intruders.	4.67	2.38	4.53	4.80	2.86	3.85	3.86	5.78
Interacting with Public								
Adjust communication to ensure understanding.	2.67	3.24	4.38	4.75	2.57	4.31	3.97	5.65
Communicate with a subject who does not speak English.	1.00	2.00	4.31	4.35	2.71	3.46	3.40	8.18
Interact with a subject who has a mobility impairment (e.g., is blind, is wheelchair bound).	1.33	2.19	3.81	4.15	3.14	3.54	3.35	5.00
Manage custody of lost and found property.	1.33	.92	3.23	1.60	2.43	2.73	2.04	5.10
Communicate with /manage rude or abusive people.	2.00	2.38	3.94	4.20	3.57	3.77	3.53	5.03
Reporting								
Take detailed field notes so reports can be completed.	1.00	1.88	3.94	3.78	2.50	4.23	3.23	8.59
Responding in Emergencies								
Assist fire Department at their request (e.g., with scene management or security).	.00	.53	1.60	3.05	.83	1.85	1.66	8.49
Direct actions of public service personnel arriving to assist.	.33	.63	2.13	3.40	1.57	2.15	2.03	8.42
Assess the medical condition of injured individuals.	.67	.35	1.81	2.50	.33	1.23	1.40	8.37
Extinguish vehicle fires.	.00	.12	.00	.05	.00	.58	.14	7.14
Applying Force								
Provide backup assistance to other PSOs.	.33	1.29	3.64	3.60	1.86	2.69	2.62	8.37
Detain a person by oneself to prevent or control movements.	.00	.29	1.06	2.05	.29	2.42	1.25	11.16
Subdue non-violent (e.g., emotionally disturbed) persons physically.	.00	.18	1.31	1.53	.00	1.69	1.00	6.68
Subdue violent combative person to prevent injury to staff or others.	.00	.29	.75	2.10	.14	1.38	1.03	15.19
Apply handcuffs when individuals display erratic or violent behavior.	.00	.18	1.00	2.40	.29	1.69	1.20	11.54
Pursue fleeing suspect on foot.	.00	.00	.20	1.15	.00	1.08	.53	13.12
Break up fights.	.00	.29	.88	2.20	.14	1.23	1.05	9.84
Conduct frisks patdown for	.00	.18	.29	1.80	.00	2.00	.95	10.41

Table C-9: Average Frequency by Facility with Significant Difference between Groups								
Task	KY	CO	NY	CA	DC	WA	TOTAL	F*
weapons.								
Disarm suspects.	.00	.06	.07	.85	.00	1.09	.43	16.69
Using Weapon								
Discharge firearm at person.	.00	.00	.00	.05	.00	.42	.08	5.58
Discharge firearm in low light conditions.	.00	.12	.00	.05	.00	.50	.12	5.10
Care for and maintain firearms.	2.67	2.87	1.79	2.80	.86	3.75	2.58	5.45
Use pepper spray to temporarily incapacitate a violent opponent.	.00	.00	.00	1.00	.43	1.23	.53	9.63
Use baton as a defensive weapon, or to temporarily disable a violent individual.	.00	.19	.00	.74	.43	1.23	.50	6.07
Equipment Operation								
Check radio equipment.	2.67	4.19	4.60	4.55	4.86	4.00	4.34	5.53
Dispatch PSOs to respond to alarms or other calls.	1.00	.44	.80	3.10	2.57	1.46	1.64	8.22
Monitor security and fire alarms and close-circuit.	5.00	1.81	.87	4.55	1.57	2.15	2.53	10.40
Operate telephone console or radio dispatch.	4.33	.88	1.27	4.10	1.71	1.23	2.11	8.19
Participate in in-service training.	1.00	.53	1.57	.60	2.00	.69	.92	5.18

F = F for Between Groups ANOVA, F larger than 5.00 is significant at $p > .000$.

APPENDIX D: FINAL TASK LIST

1	Access Control
1.01	Stand post at the entry/exit gates to verify all persons' identification and conduct inquiries and surveillance of suspicious items, packages, and people.
1.02	Ensure individuals do not depart with government material unless they are authorized to do so.
1.03	Verbally challenge individuals who are approaching restricted areas.
1.04	Direct individuals who cause a disturbance to leave property.
1.05	Operate traffic control checkpoints.
1.06	Close off areas to traffic, establish perimeters, and set up barricades to secure scenes or facilities.
1.07	Control spectator access to incident scenes.
1.08	Help ensure integrity of a crime scene, maintaining it in its original condition until law enforcement personnel take over.
1.09	Coordinate the receipt, issuance and tracking of all keys, key cards, lock combinations, etc.
1.10	Observe unique characteristics of an individual for identification purposes.
1.11	Identify unwanted persons or vehicles.
1.12	Observe a person's body language to assess attitude and intention.
1.13	Adjust communication to ensure understanding.
1.14	Communicate with individuals to establish rapport.
1.15	Encourage people to approach by using effective non-verbal communication (e.g., making eye contact, smiling, greeting a person cordially, nodding).
1.16	Communicate with rude or abusive people.
1.17	Use body language to project control and influence.
1.18	Use voice commands to project control and direct actions.
1.19	Use defensive tactics to prevent or control movements of individuals.
1.20	Defend against violent combative person with assistance to prevent injury to self or others
1.21	Apply handcuffs to individuals who are displaying erratic or violent behavior.
2	Screening
2.01	Check packages, briefcases, containers or any other suspicious items in the possession of people entering or leaving a federally controlled facility.
2.02	Operate magnetometers to search visitors and deliveries for prohibited items.
2.03	Operate x-ray machine to search visitors' packages, equipment, and hand carried articles for prohibited items.
2.04	Conduct vehicle inspection, which may include searching under seats, in the trunk, and under the vehicle.
2.05	Conduct frisks or patdowns for weapons.
3	Visitor Processing
3.01	Issue badges to visitors.

4	Patrol and Response
4.01	Inspect physical security safeguards, including door and window locks, fences, and sensors.
4.02	Inspect facilities for hazards, mechanical problems, and unsafe conditions and report problems to appropriate authorities.
4.03	Ensure that all security equipment is activated operating properly, including lock and key/card system.
4.04	Close and secure open windows, doors, gates, or other access points.
4.05	Manually open and close heavy gates and doors.
4.06	Conduct patrols in accordance with routes and schedules contained in post orders.
4.07	Inform dispatcher of present status and changes in conditions.
4.08	Patrol locations in area which are a potentially hazardous to the public (e.g., construction sites and attractive nuisances).
4.09	Inspect the perimeter, property, and buildings for hazards, intruders, and suspicious activities.
4.10	Observe the environment for suspicious vehicles or persons on or around federal property.
4.11	Review maps, floor plans, diagrams, or other information to become familiar with facility and property boundaries.
4.12	Evacuate individuals from dangerous and/or life threatening situations.
4.13	Guide and assist First Responders (e.g., with scene management or security).
4.14	Administer cardio-pulmonary resuscitation (CPR).
4.15	Administer/deploy Automatic External Defibrillator (AED).
4.16	Assess the medical condition of injured individuals.
4.17	Perform basic first aid in response to emergencies.
4.18	Use fire extinguisher to put out a minor fire.
4.19	Request emergency assistance in response to traffic accidents.
4.20	Assist in conducting accident and incident scene searches and investigations (e.g., check visitor logs, tapes) in search of relevant evidence and information to determine the facts of the situation.
4.21	Follow directions to and respond to emergency and routine calls for service until the situation is resolved or until relieved by a higher authority.
4.22	Investigate the source of suspicious odors and sounds.
4.23	Pursue fleeing individual on foot.
4.24	Escort money, valuables, or people to provide security.
4.25	Escort facility tenants and visitors to their vehicles after hours, upon request.
5	Control Center Operations
5.01	Write or speak situation reports regarding security related information (e.g., accidents, bomb threats, unlawful acts, characteristics of individuals).
5.02	Report potential threatening situations and violations of law and security procedures.
5.03	Check radio equipment.
5.04	Monitor security and fire alarms and close-circuit television to detect security risks, threats or prohibited items carried by visitors.
6	Common Tasks
6.01	Provide direction or information to tenants or visitors.
6.02	Advise persons relative to problems, situations, etc.
6.03	Communicate with a subject who does not speak English.
6.04	Explain rules, regulations, and procedures to individuals.
6.05	Interact with a subject who has a communication impairment because of a physical handicap (e.g., is deaf, has a speech impediment).
6.06	Interact with a subject who has a mobility impairment (e.g., is blind, is wheelchair bound).
6.07	Interact with children.
6.08	Participate in search for missing child.

6.09	Interview witnesses to obtain description of possible suspects or description of what happened.
6.10	Collect information about stolen or missing property or suspicious activities to aid investigations.
6.11	Advise property owners of potentially hazardous conditions (e.g., slippery floors).
6.12	Raise and lower the flag.
6.13	Locate and review documents and information (e.g., logs, lists).
6.14	Read memos and other written material to maintain knowledge.
6.15	Take detailed field notes so reports can be completed.
6.16	Activate alarm systems.
6.17	Provide backup assistance to other Protective Security Officers (PSOs).
6.18	Recognize and report unsolicited contacts (telephone, in person and by mail) to determine suspected criminal and/or suspicious activity that poses a potential threat to the organization's facilities or personnel.
6.19	Interview and assess suspicious persons.
6.20	Draw weapon to protect self or third party.
6.21	Discharge firearm at person.
6.22	Discharge firearm during daylight.
6.23	Discharge firearm in dark or low light environment while using flashlight.
6.24	Discharge firearm in low light conditions.
6.25	Reload firearm under combat conditions.
6.26	Participate in firearms training.
6.27	Care for and maintain firearms.
6.28	Protect handgun while it is being attacked whether in or out of holster.
6.29	Participate in training in the use of chemical agents, restraining devices and batons to be used in emergency situations.
6.30	Use pepper spray to temporarily incapacitate a violent individual.
6.31	Use baton as a defensive weapon or to temporarily disable a violent individual.
6.32	Inventory physical objects (e.g., keys, keycards, vehicles, visitor badges) and log accordingly.
6.33	Testify in court regarding criminal activity or other incidents.
6.34	Participate in in-service training.
6.35	Report misconduct of other Protective Security Officers (PSOs).

APPENDIX E: PROGRAM MANAGER EDITS TO FINAL TASK LIST

Task Number	Task	Changes made after site visits
6	Provide direction or information to tenants or visitors.	changed "Agency personnel" to "tenants"
7	Ensure individuals do not depart with government material unless they are authorized to do so.	removed mention of "property passes"
9	Verbally challenge individuals who are approaching restricted areas.	added "Verbally"
20	Ensure that all security equipment is activated operating properly, including lock and key/card system.	changed emphasis to yes/no decision making rather than diagnostic decision making
27	Patrol locations in area which are potentially hazardous to the public (e.g., construction sites and attractive nuisances).	removed "beat" added "to the public"
34	Observe unique characteristics of an individual for identification purposes.	modified to focus on "observing unique characteristics"
35	Identify unwanted persons or vehicles.	added "unwanted persons"
36	Inspect the perimeter, property, and buildings for hazards, intruders, and suspicious activities.	added "suspicious activities" from task 32
44	Encourage people to approach by using effective non-verbal communication (e.g., making eye contact, smiling, greeting a person cordially, nodding).	added "effective non-verbal communication"
51	Communicate with rude or abusive people.	deleted "manage rude or abusive people"
57	Locate and review documents and information (e.g., logs, lists).	added parenthetical "Logs, lists"
59	Review maps, floor plans, diagrams, or other information to become familiar with facility and property boundaries.	Added "floor plans, diagrams, or other information"
79	Control spectator access to incident scenes.	changed to "incident scenes"
80	Request emergency assistance in response to traffic accidents.	added "in response to"
83	Assist in conducting accident and incident scene searches and investigations (e.g., check visitor logs, tapes) in search of relevant evidence and information to determine the facts of the situation.	added "check visitor logs, tapes"
86	Interview witnesses to obtain description of possible suspects or description of what happened.	changed to "interview"
87	Follow directions to and respond to emergency and routine calls for service until the situation is resolved or until relieved by a higher authority.	deleted reference to "on-scene commander"
88	Recognize and report unsolicited contacts (telephone, in person and by mail) to determine suspected criminal and/or suspicious activity that pose a potential threat to the organization's facilities or personnel.	changed to "recognize and report"
93	Use defensive tactics to prevent or control movements of individuals.	added "Use defensive tactics to..."
95	Defend against violent combative person with assistance to prevent injury to self or others	new task formed by combination of task 94 and 95
96	Apply handcuffs to individuals who are displaying erratic or violent behavior.	changed to "to individuals who are"
112	Participate in training in the use of chemical agents, restraining devices and batons to be used in emergency situations.	change to "participate in"
126	Advise property owners of potentially hazardous conditions (e.g., slippery floors).	added "slippery floor"
134	Inventory physical objects (e.g., keys, keycards, vehicles, visitor badges) and log accordingly.	added "keys, keycards, vehicles, visitor badges"
137	Escort facility tenants and visitors to their vehicles after hours, upon request.	added "after hours"

APPENDIX F: PHYSICALLY-LIMITING TASKS

Primary PSO Function	Task	Frequency	Primary Physical Demands
Access Control	Stand post at the entry/exit gates to verify all persons' identification and conduct inquiries and surveillance of suspicious items, packages, and people.	4.4	Aerobic Capacity (Cardiorespiratory)
Access Control	Close off areas to traffic, establish perimeters, and set up barricades to secure scenes or facilities.	1.4	Muscular Strength (Upper Body)
Screening	Operate magnetometers to search visitors and deliveries for prohibited items.	2.7	Flexibility (Lower Back and Hamstrings), Aerobic Capacity
Screening	Conduct vehicle inspection, which may include searching under seats, in the trunk, and under the vehicle.	2.0	Flexibility (Lower Back and Hamstrings)
Screening	Conduct frisks or patdowns for weapons.	1.0	Flexibility (Lower Back and Hamstrings)
Screening	Check packages, briefcases, containers or any other suspicious items in the possession of people entering or leaving a federally controlled facility.	3.6	Muscular Strength (Upper Body) Flexibility (Lower Back and Hamstrings)
Patrol and Response	Inspect facilities for hazards, mechanical problems, and unsafe conditions and report problems to appropriate authorities.	3.5	Flexibility (Lower Back and Hamstrings)
Patrol and Response	Conduct patrols in accordance with routes and schedules contained in post orders.	3.8	Aerobic Capacity (Cardiorespiratory)
Patrol and Response	Inspect the perimeter, property, and buildings for hazards, intruders, and suspicious activities.	3.9	Aerobic Capacity (Cardiorespiratory)
Patrol and Response	Follow directions to and respond to emergency and routine calls for service until the situation is resolved or until relieved by a higher authority.	1.5	Aerobic Capacity (Cardiorespiratory)
Patrol and Response	Pursue fleeing individual on foot.	.5	Anaerobic Power (Sprinting Ability) Aerobic Capacity (Cardiorespiratory)
Patrol and Response	Patrol locations in area which are potentially hazardous to the public (e.g., construction sites and attractive nuisances).	1.5	Aerobic Capacity (Cardiorespiratory) Flexibility (Lower Back and Hamstrings)
Patrol and Response	Close and secure open windows, doors, gates, or other access points.	3.5	Muscular Strength (Upper Body)
Patrol and Response	Manually open and close heavy gates and doors.	2.1	Muscular Strength (Upper Body)
Patrol and Response	Evacuate individuals from dangerous and/or life threatening situations.	1.2	Muscular Strength (Upper and Lower Body) Muscular Endurance (Upper Body) Muscular Endurance (Core Body) Flexibility (Lower Back and Hamstrings) Aerobic Capacity (Cardiorespiratory)

Primary PSO Function	Task	Frequency	Primary Physical Demands
Patrol and Response	Administer cardio-pulmonary resuscitation (CPR).	.7	Muscular Strength (Upper Body) Muscular Endurance (Upper Body) Flexibility (Lower Back and Hamstrings) Aerobic Capacity (Cardiorespiratory)
Emergency Response	Provide backup assistance to other Protective Security Officers (PSOs).	2.7	Aerobic Capacity (Cardiorespiratory) Muscular Endurance (Upper Body) Muscular Endurance (Core Body)
Emergency Response	Detain a person with assistance to prevent or control movements.	1.3	Muscular Strength (Upper Body) Muscular Endurance (Upper Body) Muscular Endurance (Core Body)
Emergency Response	Subdue non-violent persons (e.g., emotionally disturbed) with assistance.	1.0	Muscular Strength (Upper Body) Muscular Endurance (Upper Body) Muscular Endurance (Core Body)
Emergency Response	Subdue violent combative person with assistance to prevent injury to self or others.	1.0	Muscular Strength (Upper Body) Muscular Strength (Lower Body) Muscular Endurance (Upper Body) Muscular Endurance (Core Body) Flexibility (Lower Back and Hamstrings)
Emergency Response	Apply handcuffs to individuals who are displaying erratic or violent behavior.	1.2	Muscular Strength (Upper Body)
Emergency Response	Break up fights.	1.1	Muscular Strength (Upper Body) Muscular Strength (Lower Body) Muscular Endurance (Upper Body) Muscular Endurance (Core Body) Flexibility (Lower Back and Hamstrings)
Emergency Response	Disarm individuals.	.4	Muscular Strength (Upper Body)

Primary PSO Function	Task	Frequency	Primary Physical Demands
Emergency Response	Protect handgun while it is being attacked whether in or out of holster.	1.2	Muscular Strength (Upper Body) Muscular Strength (Lower Body) Muscular Endurance (Upper Body) Muscular Endurance (Core Body) Flexibility (Lower Back and Hamstrings)
Emergency Response	Use baton as a defensive weapon or to temporarily disable a violent individual.	.5	Muscular Strength (Upper Body) Muscular Endurance (Upper Body)
Emergency Response	Participate in firearms training.	1.2	Muscular Strength (Upper Body)
Emergency Response	Discharge firearm	.1	Muscular Strength (Upper Body)

APPENDIX G: DEFENSIVE TACTICS TRAINING

COURSE TITLE: ARM BAR TAKEDOWN & ELBOW ROLLOVER

LENGTH AND METHOD OF PRESENTATION:

<u>CLASSROOM</u>	<u>MATROOM</u>	<u>PRACTICAL</u>	<u>TOTAL</u>
	1:00	1:00	2:00

OBJECTIVE:

TERMINAL PERFORMANCE OBJECTIVE:

Upon completion of this course the student will describe, demonstrate and teach the Arm Bar Takedown and Elbow Rollover maneuver for use with unarmed subjects.

INTERIM PERFORMANCE OBJECTIVES:

The student will perform the following tasks.

1. Demonstrate and teach the Arm Bar Takedown from the compliant and non-compliant escort position.
2. Demonstrate and teach the Elbow Rollover technique to Arm Bar Takedown.

METHODOLOGY:

Matroom instruction
Practical exercises

EVALUATION:

Pass written exam and practical exercise

REFERENCES:

1. Monadnock Defensive Tactics Manual

TRAINING AIDS AND EQUIPMENT:

1. Student duty holster
2. Training handcuffs
3. Training pistols
4. First aid kit

<i>Stephen J. Schuman</i>	<i>06/16/05</i>
Initiator	Date
<i>Heath Madrin</i>	<i>6-20-05</i>
Approving Official	Date

I. INTRODUCTION

WHEN A COMPLIANT SUBJECT IS IN AN ESCORT AND SUDDENLY...

- Tightens his/her "controlled" arm or bends his/her elbow so you cannot straighten his/her arm.
- Pulls his/her "controlled" arm away from you.
- Turns towards you.
- Raise his/her "controlled" elbow in the air and slightly forward of his/her chest.
- Drives his/her "controlled" elbow back along his/her side or in toward you.
- Draws in his/her "controlled" forearm to his/her side.

The ICE Defensive Tactics System subject-control technique called an Arm Bar Takedown may be the "right" choice for gaining and/or regaining control over a non-compliant subject.

The Arm Bar Takedown is the principle method you will use to put a non-compliant subject on the ground to be handcuffed. The actual procedures relating to how to ground handcuff a subject are found in ICE DTS Handcuffing Skills chapter.

II. ARMS BAR TAKEDOWN: KEYS TO SUCCESS

Preparation Phase

- Assume an escort position.
- Be aware of your subject's entire body, be ready to respond to an attack.
- Communicate instructions or commands as needed.
- WHEN YOU FEEL A COMPLIANT SUBJECT STARTS TO RESIST.

Performance Phase for Support Side ARM BAR TAKEDOWN

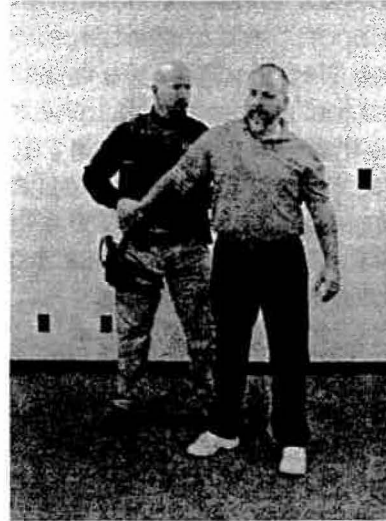
- Immediately execute the support side NON-COMPLIANT ESCORT POSITION.
- Move in the direction of a subject's resistance (i.e., he or she pulls you forward), you move forward using an appropriate pattern of movement to ensure your balance.
- Lower your center of gravity and widen your stance when you stop moving.

- With your support hand, increase your pincer grip and rotate your support hand with downward pressure at the triceps tendon. The support hand finger tips should remain in the crease of the elbow as you also increase the twisting motion with your strong hand at the subject's wrist notch. The strong hand should rotate the subject's hand so that the palm is facing up and pulled in tightly to the officer's side completing the non-compliant escort. This rotation and downward pressure applied by the officer should result in the subject's head and shoulders moving forward of the subject's waist taking away some of the subject's balance.
- Maintain the "controlled" arm in a straight and locked out position diagonally across and touching the officer's torso (the torso acts as a fulcrum). As the subject's shoulder begins to lower to the point where he is off balance the officer's support hand transitions from a pincer grip to the knife edge of the hand and lower forearm using pressure and a sawing motion across the triceps tendon. Simultaneously the officer executes a 90 degree pivot/ rotation to the strong side to take advantage of and increase the subject's loss of balance. It is critical that the officer makes sure that the subject's hand stays plugged into the officer's side as the officer pivots and drives the subject straight to the ground.
- Loud verbal commands such as GET DOWN, STOP RESISTING, GET DOWN ON YOUR STOMACH may help guide the subject to a prone position.
- Keep the subject's perpendicular "controlled" arm in close to your centerline, maintaining pressure at the triceps tendon to keep the subject's shoulder pinned to the ground. Maintaining pressure and control of the subject arm the officer should quickly move as necessary towards the subject's head to minimize any movement or range of motion in the subject's arm and to allow for an effective transition into the shoulder lock.



A right-handed officer assumes a defensive stance approximately 4 to 6 feet in front of a subject.

An officer is ushering a subject away using a support side Compliant Subject Escort Position when he suddenly stops and pulls his arm back.



The officer quickly rotates his support hand/forearm so he can apply a straight downward force directly over a subject's upper arm sawing across the triceps tendon just above the elbow.



Following through, the officer rotates/pivots to strong side approximately 90 degrees using the whole body, especially hips and shoulders. This forces the subject down to the ground.



The officer has used the Support Side ARM BAR TAKEDOWN to position the subject in a prone position.

The subject has been handcuffed and searched.



Performance Phase for Strong Side ARM BAR TAKEDOWN

- Immediately execute the strong side NON-COMPLIANT ESCORT POSITION.
- Move in the direction of the subject's resistance (i.e., subject pulls you to the side, you move to the side) using an appropriate pattern of movement to ensure your balance.
- Lower your center of gravity and widen your stance when you stop moving.
- Rotate your strong hand which should be using a pincer grip at the triceps tendon, finger tips in the crease of the elbow, as you also increase the twisting motion with your support hand at the subject's wrist (God's notch). The support hand should rotate the subject's hand so that it is palm up and pulled in tightly to the officer's side completing the non-compliant escort.
- Maintain the "controlled" arm in a straight and locked out position diagonally across and touching the officer's torso (the torso acts as a fulcrum). As the subject's shoulder begins to lower to the point where he is off balance the officer's strong hand transitions from a pincer grip to the knife edge of the hand and lower forearm using pressure and a sawing motion across the triceps tendon. Simultaneously the officer executes a 90 degree pivot/ rotation of his hips and shoulders to the support side to take advantage of and increase the subject's loss of balance.
- It is critical that the officer makes sure that the subject's hand stays plugged into the officer's side as the officer pivots and drives the subject straight to the ground.
- Use loud verbal commands such as GET DOWN, STOP RESISTING, GET DOWN ON YOUR STOMACH may help guide the subject to a prone position.
- As the subject becomes proned out on the ground keep the subject's "controlled" arm in close to your centerline, maintaining pressure at the triceps tendon to keep the subject's shoulder pinned to the ground. Maintaining pressure and control of the subject arm the officer should quickly move as necessary towards the subject's head to minimize any movement or range of motion in the subject's arm and to allow for an effective transition into the shoulder lock.

- The officer should keep the subject's "controlled" arm perpendicular to the officer's shoulders as in a "T" position, close to the officer's centerline.

Follow-up Phase for the Strong Side Side ARM BAR TAKEDOWN With Transition To A SHOULDER LOCK

- Once the subject is prone the officer will move into and execute a "**Shoulder Lock**". The shoulder lock provides the officer a position of control from which he can assess the subject (still resisting or compliant) and threat area, compose himself, take a breath, call for cover, and prepare for ground handcuffing. Continue and complete the GROUND HANDCUFFING POSITION.
- To perform the **Shoulder Lock** from the strong side arm bar takedown the officer must do three things simultaneously and in one fluid motion.
- The officer will place his support foot so the toes are at the top of the subject's shoulder pointing at the subject's left rear pocket. Without stopping the officer will kneel placing his support shin across the subject's shoulder blade paralleling the spine being careful to stay off the spine and neck of the subject. The officer's strong knee will simultaneously kneel so that the strong knee is tucked in close to the subject's side so that the subject's arm is sandwiched between the officer's thighs. This will stabilize and pin the subject's shoulder to the ground.
- At the same time the officer moves his support foot to the top of the subject's shoulder, the officer's support hand will sweep the subject's hand and arm in an uppercutting motion toward the middle of the subject's lower back **keeping the subject's palm facing the subject's head**.
- As the officer's support shin comes down across the subject's shoulder blade stabilizing the shoulder the officer's strong hand can now slide up the subject arm from the triceps tendon and assume the first pincer grip around the back of the subject hand and over the knuckles.
- Once the strong hand has a good pincer grip the support hand will let go and **re-grip** assuming a double or layered pincer grip along with the strong hand. The Officer will pull up and back locking out the arm placing the subject's palm on or as close to the center of the officer's upper torso as possible.
- From this position of control the officer can command the subject to place his free arm straight out palm up and cross his ankles. The officer can now assess the subject (still resisting or compliant) and threat area (360 degrees), compose himself, take a breath, call for cover, and prepare for ground handcuffing.



A right-handed officer assumes a defensive stance approximately 4 to 6 feet in front of a subject.

The officer attempts to execute a strong side Compliant Subject Escort Position when a subject suddenly starts to resist by stiffening his arm.





The officer immediately positions his strong forearm/hand to the outside of the subject's upper arm and begins to push straight down.

The subject is taken to a prone position. The officer's strong hand is used to force the subject's shoulder to the ground while the support hand maintains a waist level position.



*The officer positions the subject's "controlled" arm so the first cuff can be placed around it. The officer's knee is on the subject's shoulder blade/shoulder, **Not on the neck.***

Follow-up Phase for the Support Side Side ARM BAR TAKEDOWN With Transition Into A SHOULDER LOCK

- Once the subject is prone the officer will move into and execute a “**Shoulder Lock**”. The shoulder lock provides the officer a position of control from which he can assess the subject (still resisting or compliant) and threat area, compose himself, take a breath, call for cover, and prepare for ground handcuffing. Continue and complete the GROUND HANDCUFFING POSITION.

Follow-up Phase for the Support Side ARM BAR TAKEDOWN

- To perform the **Shoulder Lock** from the support side arm bar takedown the officer must do three things simultaneously and in one fluid motion.
- The officer will place his strong foot so the toes are at the top of the subject’s shoulder pointing at the subject’s right rear pocket. Without stopping the officer will kneel placing his strong shin across the subject’s shoulder blade paralleling the spine being careful to stay off the spine and neck of the subject. The officer’s support knee will simultaneously kneel so that the support knee is tucked in close to the subject’s side so that the subject’s arm is sandwiched between the officer’s thighs. This will stabilize and pin the subject’s shoulder to the ground.
- At the same time the officer moves his strong foot to the top of the subject’s shoulder, the officer’s strong hand will sweep the subject’s hand and arm in an uppercutting motion toward the middle of the subjects lower back **keeping the subjects palm facing the subject’s head**.
- As the officers strong shin comes down across the subject’s shoulder blade stabilizing the shoulder the officer’s support hand can now slide up the subject arm from the triceps tendon and assume the first pincer grip around the back of the subject hand and over the knuckles.
- Once the support hand has a good pincer grip the strong hand will let go and **re-grip** assuming a double or layered pincer grip along with the support hand. The Officer will pull up and back locking out the arm placing the subjects palm on or as close to the center of the officer’s upper torso as possible.
- From this position of control the officer can command the subject to place his free arm straight out palm up and cross his ankles. The

officer can now assess the subject (still resisting or compliant) and threat area (360 degrees), compose himself, take a breath, call for cover, and prepare for ground handcuffing.

If the officer is unable to control a non-compliant subject, then:

- Quickly execute a ICE DTS active defensive skill (i.e., knee strike) to better off balance the subject, or
- Quickly disengage from the Arm Bar Takedown and resume a defensive position, or
- Prepare to escalate and use an alternative and available use of force option(s) after disengagement.

PERFORMANCE HINTS:

- **All of the above steps are performed simultaneously, or in sequential order, without hesitation.**
- **KEEP YOUR WEAPON OUT OF THE REACH OF YOUR SUBJECT.**
- Try to maintain a 2 1/2 position as close to a subject's armpit area as you can. This will increase your ability to concentrate more downward force directly over a subject's elbow area, thus making it easier to drive him/her to a ground handcuffing position.
- Handcuff a subject as soon as possible. Check for tightness and double lock both cuffs followed by a full search, or at a minimum, search the area accessible to the subject's hands until it is safe to conduct a full search.
- As you practice this non-compliant subject control skill with a partner, you should use a safety rule called PAT OUT. When your partner begins to PAT OUT, you immediately release the technique. The same is true when you are the partner.
- During practice, you should consider using soft, impact-absorbing mats of appropriate size to allow for completion of the technique.
- Practice for **CORRECTNESS AND SPEED** rather than **JUST SPEED ALONE.**

III. BASIC PRINCIPLES OF CONTROL

- When you have determined it is time to control a subject, **DO IT QUICKLY** and **WITH PURPOSE.**

- DO NOT attempt to apply a control technique on a subject if (s) he is attacking you with fists, feet, or other personal weapons. If a subject's attack involves an edge weapon, firearm, pipe, or other non-personal weapon, you should escalate to an alternative and available use of force option(s).
- Handcuff a subject as soon as it is safe to do so.
- PRACTICE the ICE DTS control holds on a regular basis with a partner so these practical restraint skills will be more immediately performed when you FEEL A SUBJECT RESIST your attempt to escort him/her from one area to another.
- PRACTICE in a DYNAMIC WAY rather than standing still. Remember a fight is a fast-paced affair so you will have to move in order to WIN IT. In this context, THINK OF PATTERNS OF MOVEMENT AS SURVIVAL DANCING.
- Use your WHOLE BODY and MIND to WIN rather than relying on upper body strength alone. The ICE DTS subjects-control technique works best when you use your WHOLE BODY to overcome a subject's resistance.

IV. TACTICAL APPLICATION / ELBOW ROLLOVER

In some cases, a subject may suddenly raise his/her elbow towards the sky. When this happens, you have a method of control available to you. This is called the **Elbow Roll Over to an Arm Bar Takedown**.

As its name implies, you use a "rolling over" motion to:

- From a support side escort position, the subject suddenly pulls and raises their elbow away from the officer
- The officer quickly responds by moving with and staying close to the subject. The officer transitions his support hand from a pincer grip to an open hand underneath and "cupping" the subject's elbow.
- The officer's support hand pushes (rolls over) the subject's elbow up, forward and down in an arcing motion in the direction the subject is moving.
- As the subject's elbow is "rolled over" the result is a redirection of the subject's momentum as well as causing a loss of balance. This movement should cause the head and shoulders of the subject should be forward of the subject's hips allowing for the officer to redirect his momentum downward towards the ground.

- As the subject's arm begins to straighten out, the officer continues to push the elbow down with the support hand and begin to pull the subject's arm straight with the strong hand. The officer's strong hand plugs the subject's hand into the officer's strong side.
- Once the subject's arm becomes locked out the hand at the subject's elbow transitions into the blade or "knife edge" of the support hand and saws over and across the triceps tendon of the subject.
- Use the combined strength in your legs and arms (plus your body weight) to straighten the subject's "controlled" arm as the officer, using hips and shoulders, pivots/rotates approximately 90 degrees to the support side.
- Complete the Arm Bar Takedown, Shoulder Lock and then the Ground Handcuffing Position.
- From a strong side escort position, the subject suddenly pulls and raises their elbow away from the officer
- The officer quickly responds by moving with and staying close to the subject. The officer transitions his strong hand from a pincer grip to an open hand underneath and "cupping" the subject's elbow.
- The officer's strong hand pushes (rolls over) the subject's elbow up, forward and down in an arcing motion in the direction the subject is moving.
- As the subject's elbow is "rolled over" the result is a redirection of the subject's momentum as well as causing a loss of balance. This movement should cause the head and shoulders of the subject should be forward of the subject's hips allowing for the officer to redirect his momentum downward towards the ground.
- As the subject's arm begins to straighten out, the officer continues to push the elbow down with the strong hand and begin to pull the subject's arm straight with the support hand. The officer's support hand plugs the subject's hand into the officer's support side.
- Once the subject's arm becomes locked out the hand at the subject's elbow transitions into the blade or "knife edge" of the strong hand and saws across the triceps tendon of the subject.
- Use the combined strength in your legs and arms (plus your body weight) to straighten the subject's "controlled" arm as the officer, using hips and shoulders, pivots/rotates approximately 90 degrees to the support side.

- Complete the Arm Bar Takedown, Shoulder Lock and then the Ground Handcuffing Position.



A right-handed officer has executed a strong side Compliant Subject Escort Position, when a subject suddenly and forcibly raises his elbow to the sky.



The subject forcibly raises his elbow toward the sky. The officer quickly responds by opening his strong hand, at the elbow, and strongly drives the elbow forward.



The officer continues to “roll over” the subject’s elbow until the arm begins to straighten out.



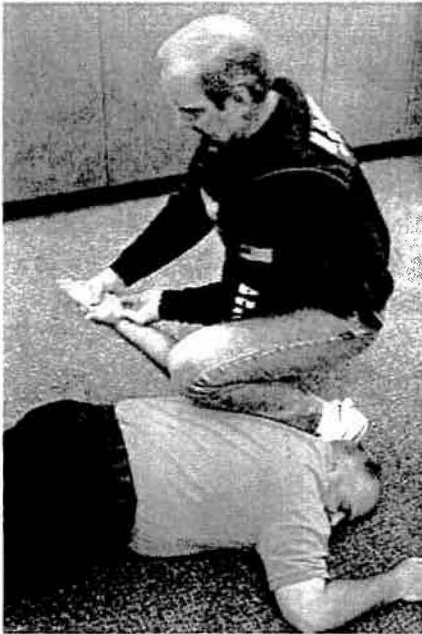
The officer pulls the subject's hand back to his side with his support hand, transitions his strong hand from a pincer grip to the knife edge of the hand and lower forearm and pivots 90 degrees to his support side capitalizing on the subject's loss of balance. The officer now utilizes the ARM BAR TAKEDOWN to force the non-compliant subject to the ground.



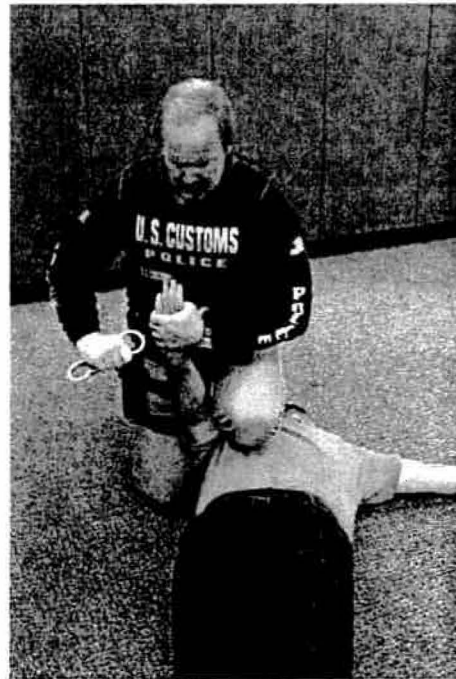
The officer continues to force the subject down until he is stabilized on the ground. The subject's chest, abdomen, legs and free arm should all be flat on the ground. The subject's controlled arm is locked out with pressure being placed on the triceps tendon by the officer's strong hand to pin the subject's shoulder to the ground



The officer pivots placing his support foot at the top of the subject's shoulder. The officer simultaneously begins to sweep the subject's arm down towards the subject's feet, subject's palm facing the subject's head.



As the officer's shin pins the subject's shoulder to the ground the officer's inside hand can now begin to slide up the subject's arm to acquire a pincer grip over the back of the subject's hand over the knuckles.



Once the officer is in the shoulder lock he maintains a layered pincer grip with both hands pulling up and back on the subjects arm to lock it out and get compliance. The palm of the subject's hand should be on or near the centerline of officer's torso, almost like "feeling the officer's heartbeat". The first handcuff is applied to the "controlled" hand rather than the subject's "free" hand. Using a pistol grip with the single bar forward, the officer applies the TOP cuff, palm down.



The officer places the single bar of the top cuff at the wrist notch of the subject and applies the first cuff.



Since the second handcuff is always applied with the hand closest to the suspect's head the officer must now transition to his inside hand. He does this by dropping the empty cuff and re-gripping the controlled hand with the outside hand. Once a controlling pincer grip has been applied the officer can release the pincer grip with the inside hand and get a pistol grip of the handcuff, palm up.



The officer acquires a pistol grip of the handcuffs with the inside hand holding the empty cuff higher than the applied cuff making sure the applied cuff is high in the subject's wrist notch with the chain centered at the back of the subject's hand. Once that is done he can direct the subject to place his free hand on the small of his back palm up. The officer can now reach over the handcuffed hand (officer may push the handcuffed hand to his armpit at the same time) and acquire a handshake grip of the subject's free hand.



The officer sweeps the subject's handcuffed hand and arm down low and across to the free hand to avoid discomfort and injury to the subject and to ease the application of the second handcuff. The officer pulls the subject's hand off his back and places the single bar against the wrist notch at the base of the thumb.



The officer applies the second handcuff and checks the engagement with his handcuffing hand. The controlling hand maintains a firm handshake grip until the second handcuff is properly secured. Once the second handcuff is secured the officer checks for tightness by making sure the tip of his pinky can just fit between the handcuff and the base of the subject's thumb.



The officer double locks the handcuffs and then searches the area accessible to the subject's hands before conducting a thorough head to toe search.

COURSE TITLE: ESCORT POSITIONS

LENGTH AND METHOD OF PRESENTATION:

<u>CLASSROOM</u>	<u>MATROOM</u>	<u>PRACTICAL</u>	<u>TOTAL</u>
	1:00	1:00	2:00

OBJECTIVES:

TERMINAL PERFORMANCE OBJECTIVE:

Upon completion of this course the student will describe, demonstrate and teach the compliant and non-compliant escort positions for use with unarmed subjects.

INTERIM PERFORMANCE OBJECTIVES:

The student will perform the following tasks.

1. Describe and be proficient in teaching the difference between compliant and non-compliant escort position.
2. Demonstrate and teach the proper techniques for the compliant escort.
3. Demonstrate and teach the proper techniques for the non-compliant escort.

METHODOLOGY:

Matroom instruction
Practical exercises

EVALUATION:

Pass written exam and practical exercise

<i>Stephen J. Jackson</i> Initiator	<i>06/16/05</i> Date
<i>Hell Medina</i> Approving Official	<i>6-20-05</i> Date

REFERENCES:

1. Monadnock Defensive Tactics Manual

TRAINING AIDS AND EQUIPMENT:

1. Student duty holster
2. Training handcuffs
3. Training pistols
4. First aid kit

I. INTRODUCTION

Often ICE agents/officers must escort a reluctant patron out of a car or separate individuals who are argumentative but have not yet exchanged blows. Still other times, officers have a person who is cooperating up until the time an officer says, 'You're under arrest,' then (s)he begins to struggle. What technique can be used by ICE agents/officers in such situations? What technique can be applied in a "gentle" manner to control, but not offend, one moment then be 'robust' enough to conclude most resistance the next? One possible answer is the escort position.

The ICE Defensive Tactics System is based on two escort positions – One for a Compliant Subject, a second one for a Non-Compliant Subject.

The Compliant Subject Escort Position can be used by one or two officers to separate one person who is arguing with someone, but the situation has not yet become a fight. Or, you have a situation where a person, who is not under arrest, must be moved out of one area to another for his/her safety and that of bystanders. Again, this technique may help. This position is most often utilized to guide a person into handcuffs and custody.

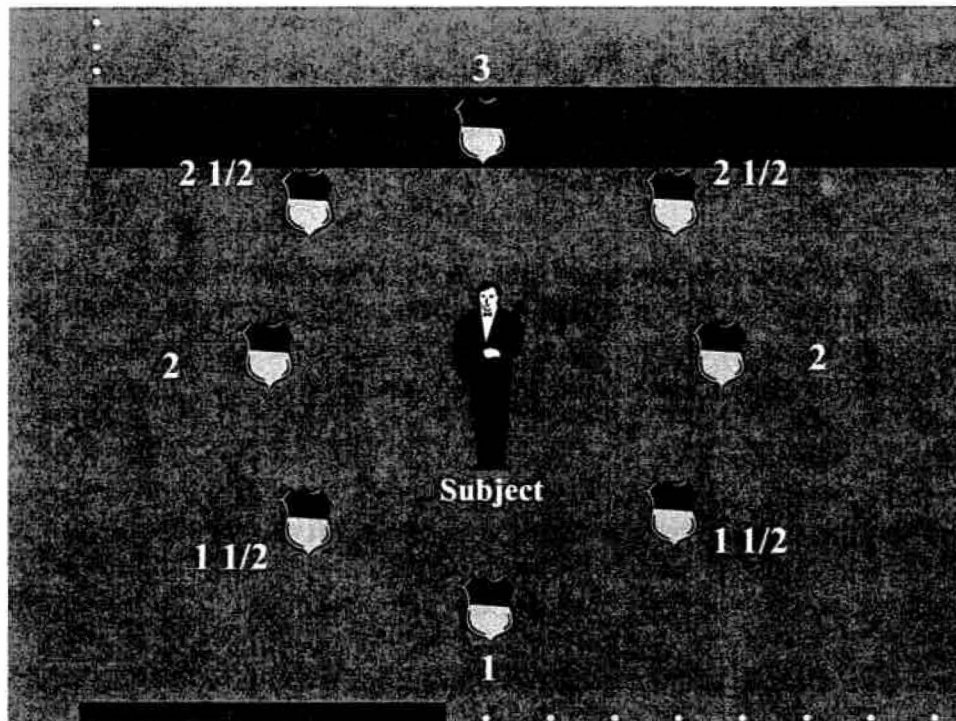
The Non-compliant Escort Position is a control enhancement to the Compliant Subject Escort Position. For example, a person is placed in a Compliant Subject Escort Position when suddenly he or she begins to struggle with the officer. The officer(s) may elect to perform the Non-Compliant Escort Position in an attempt to overcome the subject's resistance, or take some other reasonable action to stop the struggle.

Additional control techniques can easily flow from both escort positions, these options are practical and effective. But as with anything else, they will need to be practiced to become more instinctive to you.

Various avenues of approach, such as from your support side or strong side can help you achieve a more rapid POSITION OF ADVANTAGE. Such approach flexibility is vital to your safety, as you will see in later applications.

II. Relative Positioning

A training tool for learning to make approaches to a subject from any angle around the subject is to learn relative positioning. This relative positioning tool provides eight basic points from which an officer can approach a role player during a training scenario as well as during enforcement activities.



- **Relative position 1:** Officer is positioned directly in front of the subject.
- **Strong side positions:** With the officer standing at relative position 1 facing the subject, **any position in between the officer's relative position 1 and relative position 3 to the officer's strong side.**
- **Support side positions:** With the officer standing at relative position 1 facing the subject, **any position in between the officer's relative position 1 and relative position 3 to the officer's support side.**
- **Strong side 1 1/2:** Position 45 degrees off of the front of the subject.
- **Strong side 2:** Position directly off the subject's shoulder, or 90 degrees off of the subject.
- **Strong side 2 1/2:** **Greatest position of advantage for ICE DTS techniques. Officer is in a position 45 degrees to the rear of the subject**
- **Relative Position 3:** Position directly behind the subject.
- **Support side 1 1/2:** Position 45 degrees off of the front of the subject.

- **Support side 2:** Position directly off the subject's shoulder, or 90 degrees off of the subject.
- **Support side 2 ½: Greatest position of advantage for ICE DTS techniques. Officer is in a position 45 degrees to the rear of the subject**

These relative positions are always the same whether the officer is moving from relative position 3 to strong side 2 or from relative position 1 to strong side 2, the strong side 2 position does not change location. The same goes for all of the relative positions.

III. CLOSING THE GAP

When the time comes to arrest a subject you must enter his/her personal space in order to control him/her. There are a few guidelines that you should consider. They include, but are not limited to the following:

- Use a slight distraction technique. For example, making a gesture with your support hand to momentarily divert a subject's eyes (attention) prior to you quickly moving to execute an escort position.
- Quickly cross the gap to your support side using an appropriate pattern of movement.
- The officer **blankets the upper arm of the subject with both hands** followed simultaneously by three movements. The purpose of blanketing the upper arm is to increase the chances of effective contact and control of a subject whose arms are moving. The range of motion of the subject's upper arm is significantly less than the subject's wrist making it easier to make contact.
- The officer's inside hand (closest to the subject) slides down and assumes a pincer grip at the triceps tendon with the finger tips in the crease of the elbow.
- The officer's outside hand (farthest from the subject) simultaneously slides down and assumes pincer grip at the wrist notch (God's Notch) with the web of the officer's hand at the pinky side of the wrist notch.
- As the hands are moving to position the officer should move to relative position support side 2 ½.
- The subject's arm should be diagonal across and close to or touching the officer's torso.

- Control by applying counter-force at both your hand positions to 'lock' his/her elbow as you continue to move around to the rear of him/her.
- The officer's inside (closest to the subject) foot should be directly behind the subject's heel (officer's toes to the subject's heel. The officer's feet should be approximately shoulder width apart and parallel with each other in a balanced stance.
- You should now be standing at a 45-degree angle to a subject's arm and flank. You are now in a POSITION OF ADVANTAGE. Many police trainers refer to this spot as the "2 ½" position. In this context, POSITION OF ADVANTAGE is the preferred term. Referring back to the Patterns of Movement illustrations, you should be better able to imagine how you can use movement and techniques to achieve a POSITON OF ADVANTAGE.
- Whenever you use an escort position, you must perform it quickly and with purpose. Also remember, resistance is most likely at first contact so be ready to respond, if and when, you FEEL RESISTANCE HAPPENING.
- Escorts are a way of **testing the waters** in terms of the subject's compliance. Responses may range from subject compliance upon execution of the escort to flowing into a control technique with a resisting subject, to disengagement, creating distance, and using an appropriate option (e.g. OC spray, Baton, multiple officers) with an actively resisting or assaultive subject.

IV. COMPLIANT SUBJECT ESCORT POSITION

The reason for using an escort position is CONTROL. A subject may be saying, "I'll go with you!" but his/her body language is not telling you the same story. No action has been taken by him/her to harm you, but you perceive a need for greater safety. So, you elect to use the Compliant Subject Escort Position as a means to provide you with greater safety and control.

COMPLIANT SUBJECT ESCORT POSITION: KEYS TO SUCCESS

Preparation Phase

- Assume defensive stance with good balance.
- Train your eyes on your subject's eyes.

- Be aware of your subject's entire body, not just his/her hands, be ready to respond to an attack.
- Identify yourself as a law enforcement officer.
- Communicate instructions or commands as needed.

Performance Phase for Strong Side COMPLIANT SUBJECT ESCORT POSITION

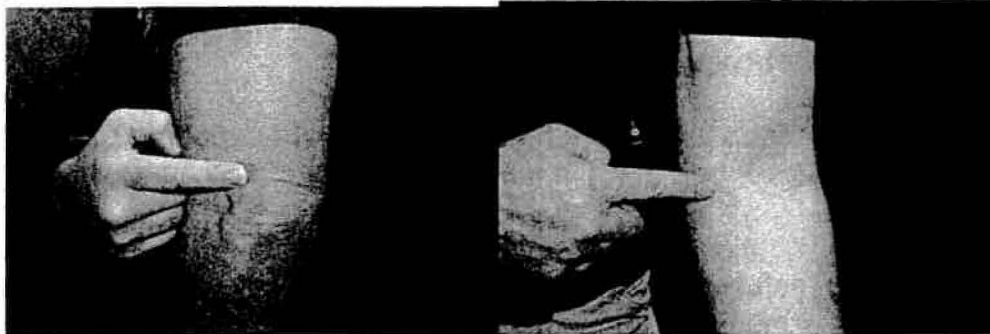


STRONG SIDE COMPLIANT SUBJECT ESCORT POSITION. A right-handed officer assumes a defensive stance approximately 4 to 6 feet in front of a subject.

- Quickly cross the gap to your strong side using an appropriate pattern of movement.
- The officer blankets the upper arm of the subject with both hands followed simultaneously by three movements.



- The officer's strong hand slides down and assumes a pincer grip at the triceps tendon with the finger tips in the crease of the elbow.



Tricep Tendon

Crease of the elbow



Pincer Grip

God's Notch

- The support hand simultaneously slides down and assumes pincer grip at the wrist notch (God's Notch) with the web of the officer's hand at the pinky side of the wrist notch.



- As the hands are moving to position the officer should move to relative position strong side 2 ½.
- The subject's arm should be diagonal across and close to or touching the officer's torso.
- Keep your support hand in near your support hip, but clear of your baton, while maintaining your strong hand position.
- The officer's strong foot should be directly behind the subject's left heel (officer's toes to the subject's heel. The officer's feet should be approximately shoulder width apart and parallel with each other in a balanced stance.
- Keep elbows in.



*A right-handed officer is in a strong side Position of Advantage. The strong side is closest to a subject's flank in a STRONG SIDE escort position. **NOTE: If the officer is by himself, he should direct the suspect to put their opposite hand on the back of their head, thus keeping the free hand in sight.***

Follow-up Phase for both Support Side/Strong Side COMPLIANT
SUBJECT ESCORT POSITION

- Give instructions to guide and move a subject away (i.e., "Please come with me!")
- If you FEEL a compliant subject suddenly tighten up his/her arm or shoulder then:

- Twist the subject's "controlled" arm wrist (palm in) as you also increase the counterforce being applied at both hand positions in an attempt to stop further resistance, or
- Quickly execute an ICE DTS subject control technique or ICE DTS active defensive skill to stabilize and control your non-compliant subject.
- If still unable to control a non-compliant subject, then:
- Create distance by using the escort position to shove him/her away from you.
- Prepare to escalate and use an alternative and available use of force option(s).

PERFORMANCE HINTS:

- All of the above steps are performed simultaneously, or in sequential order as depicted, without hesitation.
- KEEP YOUR SERVICE WEAPON OUT OF THE REACH OF A SUBJECT.
- In the support side COMPLIANT SUBJECT ESCORT POSITION, your support side (as you move into a Position of Advantage) is beside the subject's flank.
- When performing the strong side COMPLIANT SUBJECT ESCORT POSITION, your strong side is beside the subject's flank. So be alert.
- You will feel resistance (in a control hold) before you will SEE it. BE READY TO RESPOND.

V. NON-COMPLIANT SUBJECT ESCORT POSITION

The Non-Compliant Subject Escort Position is applied when you FEEL a person in a Compliant Subject Escort Position start to:

- Tighten his/her "controlled: arm or shoulder so you cannot 'lock' the arm straight.

- Pull his/her arm away from you.
- Turn toward you.
- Lift his/her arm up and forward.
- Push his/her elbow/arm back to the rear.

These are a few subject actions that you should perceive as resistance. At that movement, the Non-Compliant Subject Escort Position can be useful, in most cases, to enhance CONTROL. However, other control options are available which may be a more appropriate means of overcoming a subject's resistance. You will have to make that determination on a case by case basis.

NON-COMPLIANT SUBJECT ESCORT POSITION: KEYS TO SUCCESS

Preparation Phase

- Assume the Compliant Subject Escort Position
- Communicate instructions or commands as needed.

Performance Phase for Support Side NON-COMPLIANT SUBJECT ESCORT POSITION



A right-handed officer assumes a STRONG SIDE COMPLIANT SUBJECT ESCORT POSITION.

- The officer's strong hand sharply rotates the subject's wrist and forearm so the subject's hand is palm facing up, pulled back and plugged into the officer's side.
- At the same time the officer's support hand increases the pincer grip and pushes forward against the triceps tendon which locks out the subject's arm diagonally across the officer's torso.
- This action may cause the subject to lean forward taking away some degree of balance.
- Keep elbows in.
- Apply enough counter-force at both your hand positions to sustain a straight arm "lock" on the arm in escort.



A right-handed officer performs a STRONG SIDE NON-COMPLIANT SUBJECT ESCORT POSITION.

Follow-up Phase for both Support Side/Strong Side NON-COMPLIANT SUBJECT ESCORT POSITION.

Give instructions to control and move a subject away (i.e., "please come with me.") If still unable to control a non-compliant subject, then quickly execute a ICE DTS subject-control technique or ICE DTS active defensive skill to stabilize and control your non-compliant subject, or create distance by using the escort position to shove him/her away from you and quickly prepare to escalate and use an alternative and available use of force option(s).

PERFORMANCE HINTS:

- All of the above steps are performed simultaneously, or in sequential order as depicted, without hesitation
- KEEP YOUR SERVICE WEAPON OUT OF THE REACH OF A SUBJECT.
- You will feel resistance (in a control hold) before you will SEE it. BE READY TO RESPOND.
- USE YOUR WHOLE BODY TO MAINTAIN CONTROL RATHER THAN USING JUST YOUR HANDS.
- USE DYNAMIC MOVEMENTS (i.e., pivot then move) TO KEEP A SUBJECT OFF BALANCE JUST ENOUGH TO OVERCOME RESISTANCE AND STILL BE ABLE TO GUIDE HIM/HER AWAY.



A right-handed officer shoves a non-compliant subject away or subject forcibly pulls out of a strong side escort position.



An officer escalates to an alternative and available use of force option-OC "hot pepper" Spray-in an attempt to conclude the situation.



An officer escalates to another example of an alternative use of force option-Expandable Straight Baton-in an attempt to conclude the situation.

COURSE TITLE: HANDCUFFING POSITIONS

LENGTH AND METHOD OF PRESENTATION:

<u>CLASSROOM</u> :30	<u>MATROOM</u> 2:00	<u>PRACTICAL</u> 2:00	<u>TOTAL</u> 4:30
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OBJECTIVES:

TERMINAL PERFORMANCE OBJECTIVE:

Upon completion of this course the student will describe and demonstrate compliant and non-compliant handcuffing techniques.

INTERIM PERFORMANCE OBJECTIVES:

The student will be able to perform the following tasks.

1. Describe the difference between compliant and non-compliant handcuffing.
2. Describe handcuff nomenclature
3. Demonstrate the proper techniques of standing compliant, kneeling compliant, and prone compliant handcuffing.
4. Demonstrate the Reverse Armbar into shoulder lock for ground cuffing.
5. Demonstrate the proper technique of ground cuffing

METHODOLOGY:

Classroom instruction
Matroom instruction
Practical exercises

<i>Stephen J. ...</i> Initiator	<i>02/16/05</i> Date
<i>W.H. ...</i> Approving Official	<i>6-20-05</i> Date

EVALUATION:

Pass written exam and practical exercise

REFERENCES:

1. Monadnock Defensive Tactics Manual

TRAINING AIDS AND EQUIPMENT:

1. Student duty holster
2. Training handcuffs
3. Training pistols
4. First aid kit

I. INTRODUCTION

There are three handcuffing procedures in the ICE Defensive Tactics System. **Compliant handcuffing** techniques for subjects who are cooperative with the officers. The other two procedures are for handcuffing a person who is non-compliant, **supported rear wristlock handcuffing** and **ground handcuffing**. A non-compliant subject would first have to be stabilized and controlled before any attempt to handcuff is made.

These three procedures are explained and depicted as a single officer activity. However, the principle of “**Contact Cover**” should, whenever possible, be used in conjunction with these three handcuffing techniques as well as any enforcement contact activity.

There are three principal styles of handcuffs. They are chain-linked handcuffs, hinged handcuffs, and rigid/solid handcuffs (i.e., Quik-Kuf). Each style has its advantages and disadvantages. You will have to determine what handcuff style is best suited for the job required. All three styles of handcuffs can be used in conjunction with an ICE DTS handcuffing procedure.

As with any piece of equipment, handcuffs must be maintained to ensure proper function. You should periodically inspect your handcuffs for proper function. This may include, but not be limited to, the following areas:

1. Check to see that the single bar can smoothly move around the rivet. If tight, apply a drop of oil to the rivet. Work it around, then wipe off any excess oil before returning handcuffs to case.
2. Check both cuffs to ensure that the latch is free of any obstruction such as leather particles, lint, dirt or similar matter. Remove any obstruction to ensure an adequate engagement of the latch with the teeth of the single bar.
3. Check for signs of wear at the swivel(s) and/or at the hinges of the handcuffs.
4. Check chain links/hinges for signs of wear or damage.
5. Check to see that the DOUBLE LOCK works in both cuffs. Release the DOUBLE LOCK in both cuffs before returning handcuffs to case.
6. Check the operational function of both cuffs:
 - Set the single bar, then place your index finger against the single bar and push.
 - The single bar should freely rotate and re-engage the latch.
 - Double lock the cuff with the end of a handcuff key, and then release the double lock.
 - Repeat this procedure for the other cuff.

Handcuffing is a tactical skill that some officers use almost daily. But, handcuffing **SHOULD NEVER BECOME ROUTINE**. Approach every handcuffing situation with the same alertness and control that you did when you came out of the academy. Don't let **ROUTINE** or **COMPLACENCY** compromise your **SAFETY** or **YOUR FUTURE**. The same is true for taking handcuffs off a subject. Just because you may be standing in a "safe" setting like a jail or lock-up. Stay alert and in command. Put handcuffs on with **CONTROL**, take cuffs off with **CONTROL**.

Before learning how to perform the three ICE DTS handcuffing positions, you should review a few basic points. They include, but are not limited to, the following:

1. Where is a good place to carry your handcuffs? The best suggestion is in a place that allows easy access for both your hands. You don't want to have to reach so far that your balance is affected or that you have to look away from a subject to find your handcuffs. Some officers wear their handcuffs in the front and others prefer to position them on their side or back. Wherever you decide to wear your handcuffs, you will need to practice getting them out using either hand. **Wearing handcuffs in the center of your back can be hazardous for two reasons**. First, the risk of injury to one's lower back and spine due to a fall or long term pressure to the spine by simply sitting in a chair or in a car. Second, for many officers, reaching to retrieve handcuffs from the center of the back may increase the likelihood the officer releases a degree of control that can be felt by the violator and possibly signaling and opportunity to resist. You want to practice getting your handcuffs out for each of the three ICE DTS handcuffing positions until you can do it smoothly and with good balance.
2. Practice is one of the keys to success in any physical activity. You can read about how to handcuff but without hands-on experience there is little chance for success in a tactical application. Your safety and future handcuffing success depends on your willingness to **PRACTICE, PRACTICE, and PRACTICE some more**.
3. Use loud verbal commands to clearly communicate what and when you want a subject to do something. It is a good idea to issue only one instruction at a time, then when that first command has been completed, then issue the next instruction and so on. This may avoid confusion. Don't rush in (to act) to grab a subject's hand just because (s)he isn't immediately responding (or as fast as you expect him/her to comply) to your instructions. Take as much time as you need to **VERBALLY** position a subject so you can more **SAFELY** handcuff him/her. **HANDCUFF ON YOUR TERMS, NOT ON A SUBJECT'S TERMS**.

4. When handcuffing a compliant subject, try not to cast a shadow as you make your approach to apply the first cuff to his/her wrist.
5. Handcuffs are designed to be applied to the side of a subject's wrist. In this context, the side means at the little finger side (ulna bone) or at the thumb side (radius bone) of a subject's wrist notch.
6. Trying to push the cuff's single bar on from a top or bottom position will be difficult and hinder the single bar's teeth from engaging the latching mechanism. In this context, the top or bottom position is defined as the wide surface area of a subject's wrist. A wristwatch is generally worn on the top portion of the wrist.
7. Check the tightness of the handcuffs, assuring positive control, but not tight enough to cause injury. The tip of the little finger should just fit between the top of the double bar and the base of the thumb. Check the circulation in both hands of a subject. If circulation is impaired in one or both hands, open the appropriate cuff just enough to allow for better circulation, but not an escape.

Restriction of circulation or nerve damage to the hand can result from handcuffs being applied to tightly at the time of arrest or through further tightening during transport, or were tightened as a result of a subject's deliberate act (or with the assistance of another subject) to harm himself/herself.

8. DOUBLE LOCK the handcuffs.
9. Not every handcuff key unlocks all handcuffs. Make sure your handcuff key works in your handcuffs before you train or go on duty.
10. When handcuffing an individual, who is very large, it may require two sets of handcuffs. Therefore, it might be a good idea to carry two sets of handcuffs with you while on duty. A second set of handcuffs might also come in handy if your first set malfunctions.
11. Handcuff a subject as soon as possible.
12. Keep a subject off balance as you control and handcuff him/her.
13. Handcuff a subject FIRST, then conduct a thorough head-to-toe SEARCH.
14. Don't relax too soon just because a subject is in HANDCUFFS. Handcuffs only restrict a person's hands, nothing more.

15. KEEP YOUR SERVICE WEAPON OUT OF THE REACH OF A SUBJECT.

PRACTICE AND TRAINING AIDS

PRACTICE EACH ICE DTS HANDCUFFING POSITION FOR CORRECTNESS AND CONTROL RATHER THAN JUST FOR PERFORMANCE SPEED. REMEMBER, CONTROL IS YOUR GOAL, NOT WINNING FIRST PLACE IN A RACE AGAINST TIME.

Training aids such as taping wrists/lower forearms can help avoid some soreness resulting from prolonged practice. Taping wrists/lower forearms may help reduce abrasions or minor pinching caused by repeated applications of handcuffs. During ground handcuffing training and practice, padded mats may be helpful,

There is an old slogan that hangs in many police academies. The slogan reads, "The More You Sweat Here, the Less You Bleed In The Street." These few words may make the difference between going home at the end of your shift or not. As mentioned before, officer safety begins and ends with YOU. Take charge of YOUR safety. Train and practice in a serious manner, even when there is discomfort or a little pain, so you can go home at the end of your shift.

Figure 1. Handcuff nomenclature (chain-link & hinged handcuffs shown).

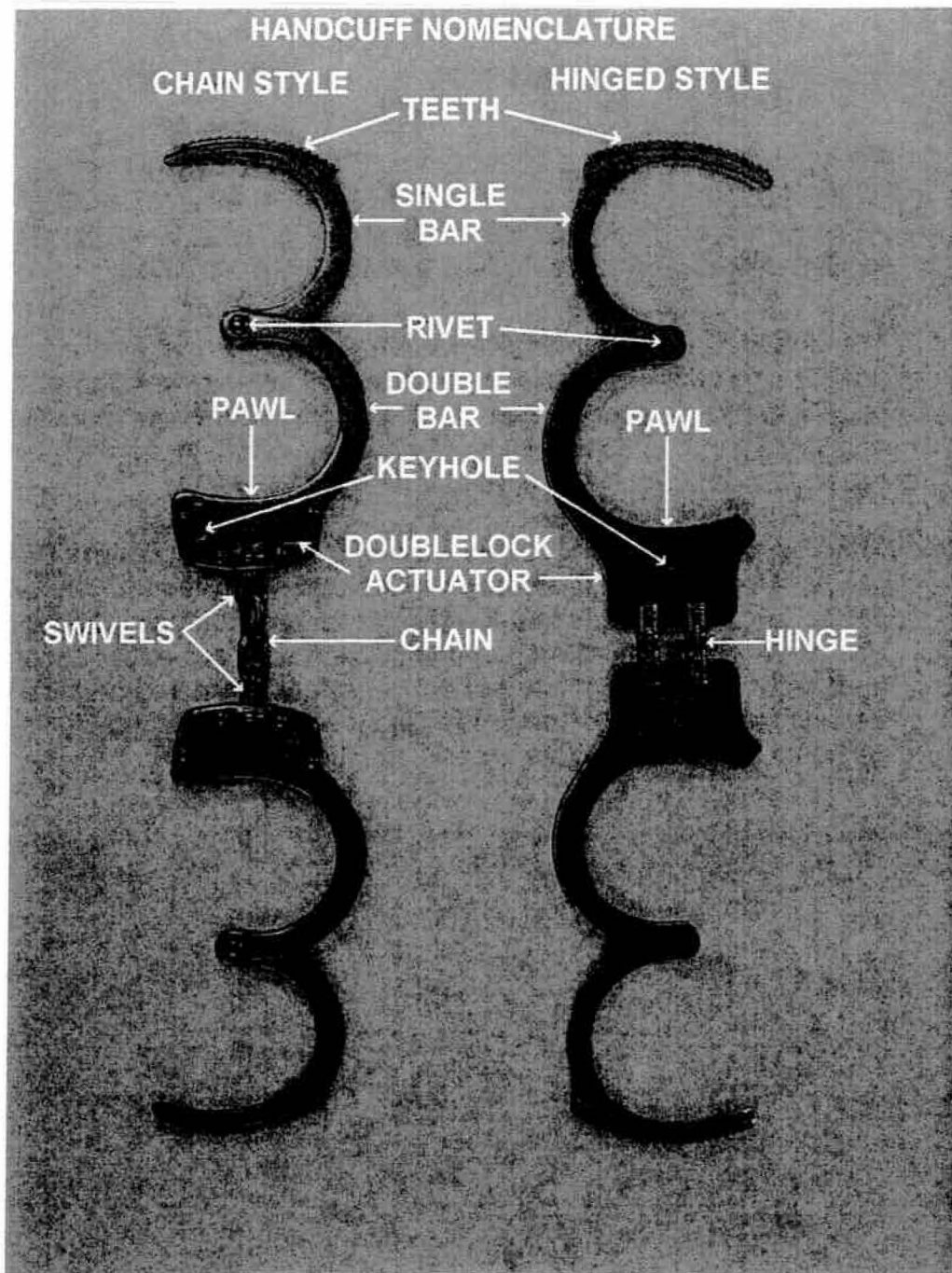
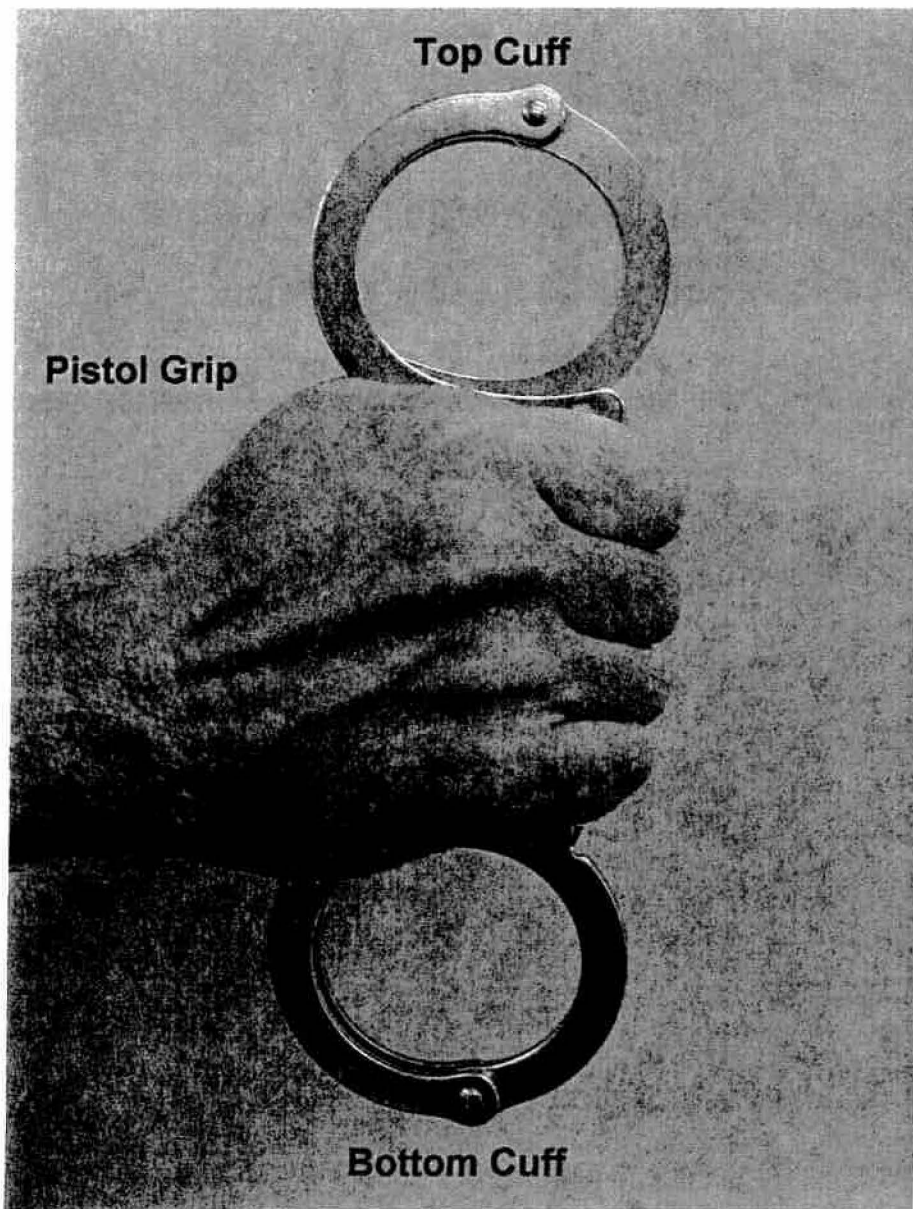


Figure 2. Position of carry for handcuffs in an officer's hand. The single bar in both cuffs is forward. This allows for proper function when placed on a subject's wrist. **The "Top Cuff" is the one closest to the officer's thumb. The "Bottom Cuff" is located closest to the officer's pinky finger.** Non-compliant handcuffing techniques require the top cuff to be applied first. Compliant handcuffing techniques use the bottom cuff first.



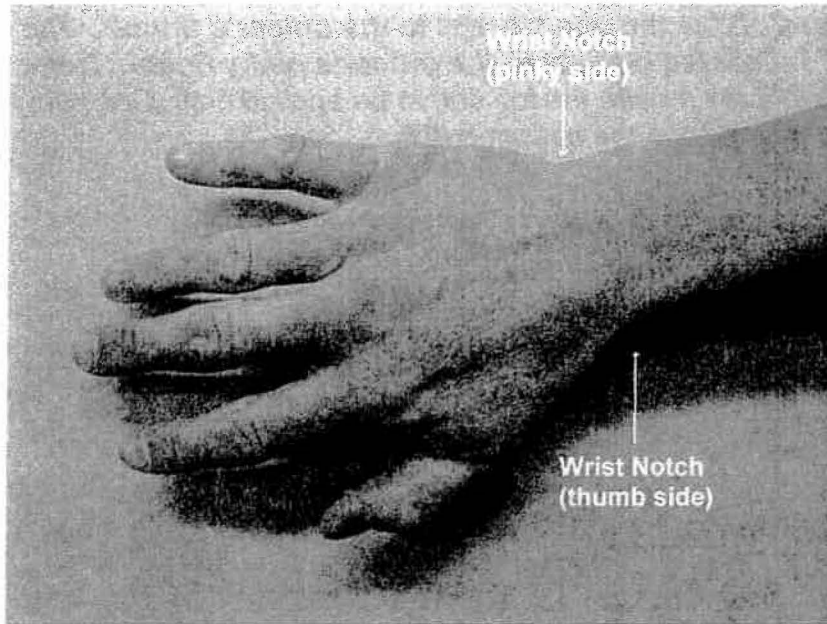


Figure 3. Handcuff application points on the hand. Handcuffs are designed to be applied to the side of the hand at the notch where the arm bones meet the hand.

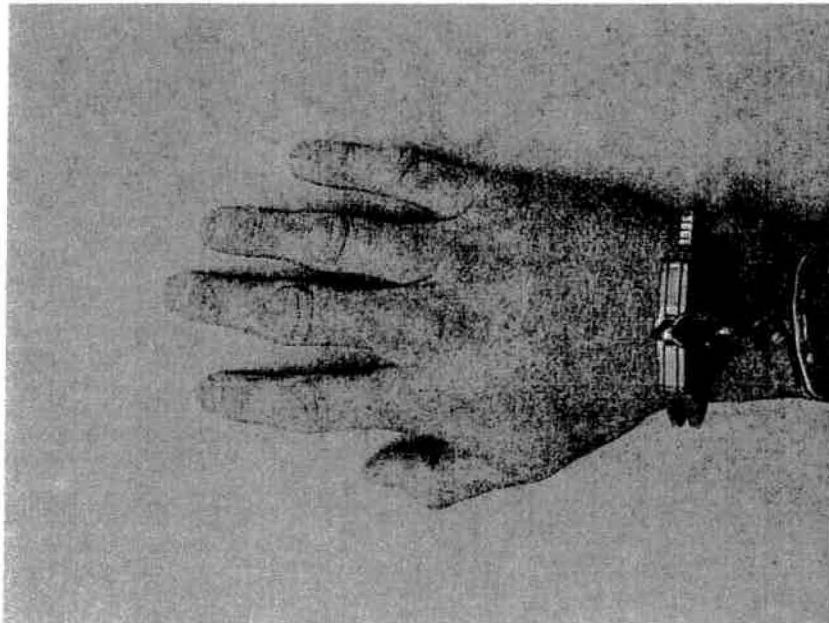


Figure 4. Illustration of correct application of a handcuff on the wrist notch.

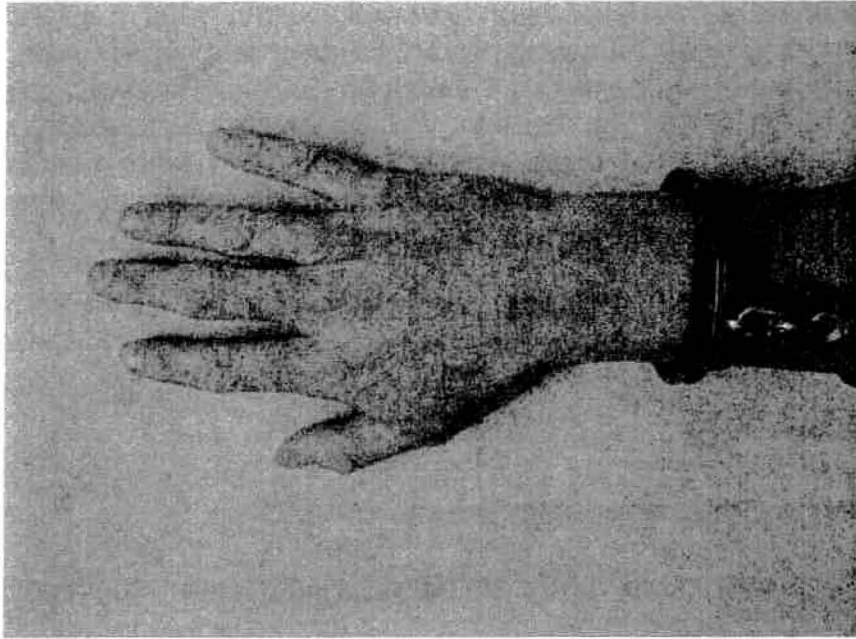


Figure 5. Incorrect application of a handcuff. Application to the forearm will likely cause unnecessary pain and discomfort to a subject, especially during the application of the second handcuff.

II. COMPLIANT SUBJECT HANDCUFFING POSITIONS

When a subject has exhibited no outward signs of resistance or aggression toward you or another person and is cooperating with you, the Compliant Subject Handcuffing Position may be utilized.

Your ultimate safety depends on how well you can “read” a subject’s demeanor. There is no way to predict if a compliant subject will or will not suddenly attack you as you try to handcuff him/her. However, you need to remain ALERT when you reach for your handcuffs. Alert when you make your approach in to handcuff. Alert when you grab his/her hand and place that first cuff on his/her wrist. ***If trouble is going to happen, it will generally be when that first cuff goes on.***

COMPLIANT SUBJECT HANDCUFFING POSITION: KEYS TO SUCCESS

Preparation Phase

- Assume a defensive stance with good balance.
- Be aware of your subject’s entire body and get ready to immediately respond to an attack.
- Tell the subject (s)he is under arrest and must be handcuffed for his/her, as well as your, safety.
- Tell the subject to turn and face away from you, then move a “safe” distance away from the subject, but where you can still monitor his/her actions and remain in a position of advantage.

Performance Phase for COMPLIANT SUBJECT HANDCUFFING POSITION

POSITIONING THE SUBJECT (STANDING):

- Tell the subject to widen his/her stance, once completed, then tell him/her to turn both feet to an outward position from his/her centerline. Tell the subject to bend at the waist and keep head up. This helps disrupt the subjects balance.
- Tell the subject to move both arms back along his/her side until both arms are fully extended behind him/her back, palms up, thumbs pointing up.

- Tell the subject to now turn both hands until his/her palms are turned outward, with thumbs pointing up.
- Tell the subject; "Do Not Move, do you understand?"



POSTIONING THE SUBJECT (KNEELING):

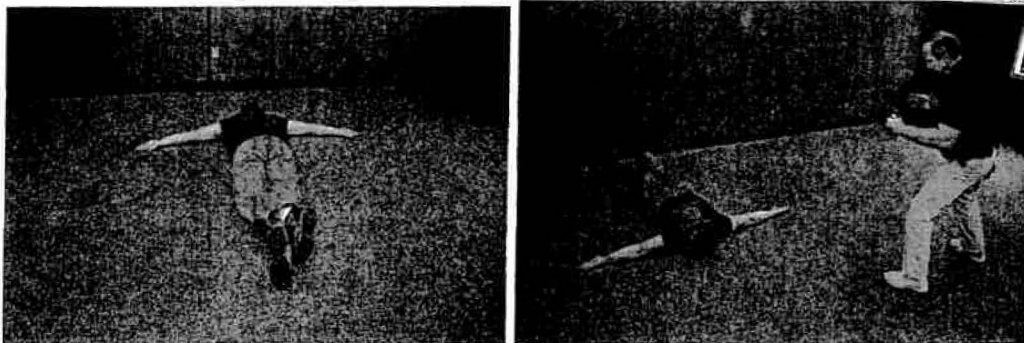
- Tell the subject to place their hands above their heads, palms towards the officer, fingers separated, and arms locked out.
- Tell the subject to turn around facing away from the officer and assume a kneeling position. The officer may turn the subject around multiple times if necessary in order to observe any potential weapons or hazards on the subject.
- Have the subject cross their ankles and sit back on their feet.
- Tell the subject to bring their arms straight back behind them, arms locked out, palms up and thumbs pointing up.
- Tell the subject; "Do Not Move, do you understand?"



POSITION THE SUBJECT (PRONE):

- Depending on the urgency of the enforcement action and the need to control the subject there are a couple of ways to start the positioning process.
- In a **slow and deliberate situation** the officer may position the subject in a very methodical manner.
- Order the subject to place their hands above their head locking out their arms, palms towards the officer, fingers spread.
- Turn the subject around looking for anything indicating a weapon or hazard to the officer.
- The officer stops the subject when the subject is facing away from the officer.
- Tell the subject to assume a kneeling position.
- Tell the subject to fall forward on their hands, walk back on their knees and assume a prone position, arms straight out to their sides, palms up, ankles crossed, and look away from the officer.
- In a **dynamic situation** such as a warrant service the officer who encounters a subject may order them to immediately get on their stomach, arms out, palms up, cross their ankles and order them not to move.

The officer's approach for prone compliant handcuffing will be from the 1 1/2 position in order to stay away from the subjects legs and feet and to better lock out the subject's arm and shoulder. The officer should command the subject to lift his arms off the ground prior to the approach to make it easier to grasp the first hand in the reverse handshake.



OFFICER'S PREPARATIONS:

- Take out your handcuffs, **but without diverting your eyes from the subject**, and position them in a proper carry position.
- If the officer is approaching the subject from the rear on the **right side**, cuffing the **subject's right hand** first, the officer must hold the **handcuffs in his right hand**.
- If the officer is approaching the subject from the rear on the **left side**, cuffing the **subject's left hand** first, the officer must hold the **handcuffs in his left hand**.
- Remember, "right to right, left to left". After the application of the first handcuff the empty cuff should be pointing to the subject's uncuffed hand.

III. HANDCUFFING A COMPLIANT SUBJECT

- Carefully approach subject from the rear (at a 45° angle/relative position 2 ½).
- In the following example the officer is approaching from the **subject's right rear side handcuffing the subject's right hand first**.
- Grasp the backside of the subject's hand (reverse handshake) at the knuckles where the fingers meet the hand with your left hand (do not grasp over the subject's thumb). Simultaneously, pull the subject's hand back away from his/her body locking out the arm with the thumb of the subject's controlled hand pointing straight up exposing the wrist notch at the base of the thumb for the application of the first cuff. Locking out the arm serves to maintain a reactionary gap while the officer is making contact. It also acts as well as a telegraph indicating to the officer any physical resistance or movement from the subject.
- Position the **bottom** cuff (ulna side) on the subject's wrist notch (thumb side) and push the cuff on with one smooth motion.
- Without releasing the controlling (left) hand, the hand that applied the handcuff (right hand) will check the engagement of the single bar by choking down the pistol grip towards the bottom cuff and securing the engagement of the single bar with the bottom finger(s) of the handcuffing hand.
- "**One hand, one job.**" The **cuffing hand** applies the handcuff and checks the single bar's engagement. The **controlling hand** grasps and maintains control of the subject's hand until the handcuff has been

properly applied. The controlling hand **does not** release its grip to assist the handcuffing hand to engage the single bar. The subject will feel this release and loss of control, which opens a window of opportunity for a subject to try to resist and flee. The controlling hand is also a telegraph to the subject that should be indicating one thing to the subject, **CONTROL!**

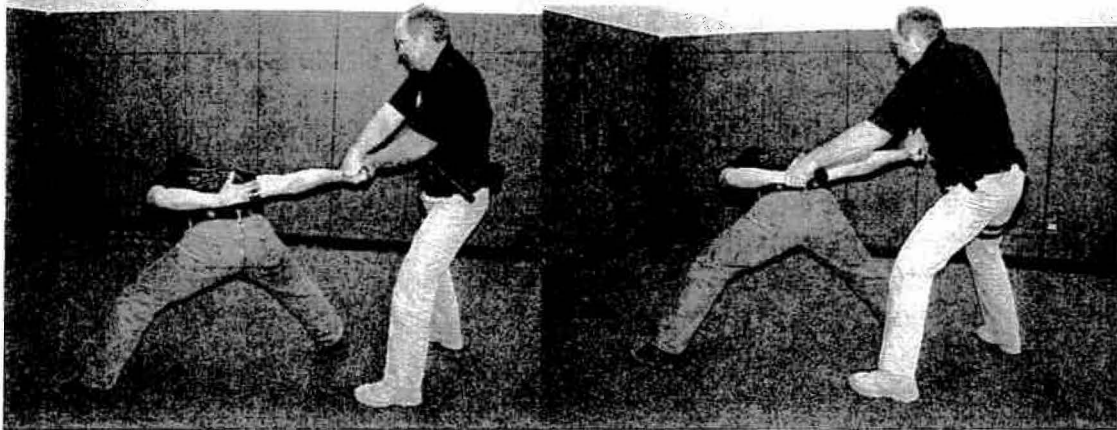
- Tell the subject to bring their free hand to you. Try to maintain your position, balance, and reactionary gap as best you can.
- Quickly move your left hand to grasp the subject's second hand in a "handshake" at the knuckles where the fingers meet the hand. Position the second cuff (top cuff) over the subject's wrist (thumb side) and push the cuff on with one smooth motion.
- Check cuffs for correct fit around the subject's wrists.
- Engage the double lock mechanism in both handcuffs.
- Search the area accessible to the hands followed by a thorough head to toe search.
- Carefully approach subject from the rear (at a 45° angle/relative position 2 ½).
- In the following example the officer is approaching from the **subject's left rear side handcuffing the subject's left hand first.**
- Grasp the backside of the subject's hand (reverse handshake) at the knuckles where the fingers meet the hand with your right hand (do not grasp over the subject's thumb). Simultaneously, pull the subject's hand back away from his/her body locking out the arm with the thumb of the subject's controlled hand pointing straight up exposing the wrist notch at the base of the thumb for the application of the first cuff. Locking out the arm serves to maintain a reactionary gap while the officer is making contact. It also acts as well as a telegraph indicating to the officer any physical resistance or movement from the subject.
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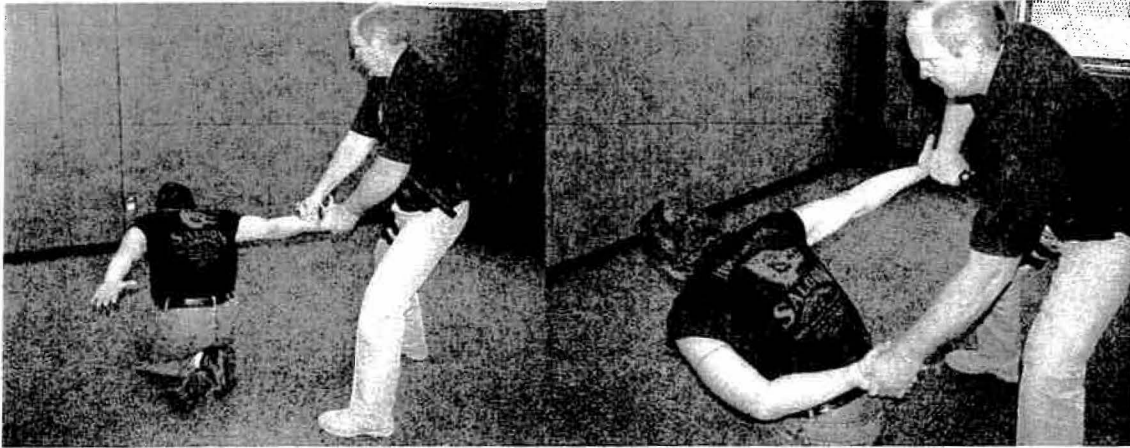
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- Quickly move your right hand to grasp the subject’s second hand in a “handshake” at the knuckles where the fingers meet the hand. Position the second cuff (top cuff) over the subject’s wrist (thumb side) and push the cuff on with one smooth motion.
- Check cuffs for correct fit around the subject’s wrists.
- Engage the double lock mechanism in both handcuffs.
- Search the area accessible to the hands followed by a thorough head to toe search.



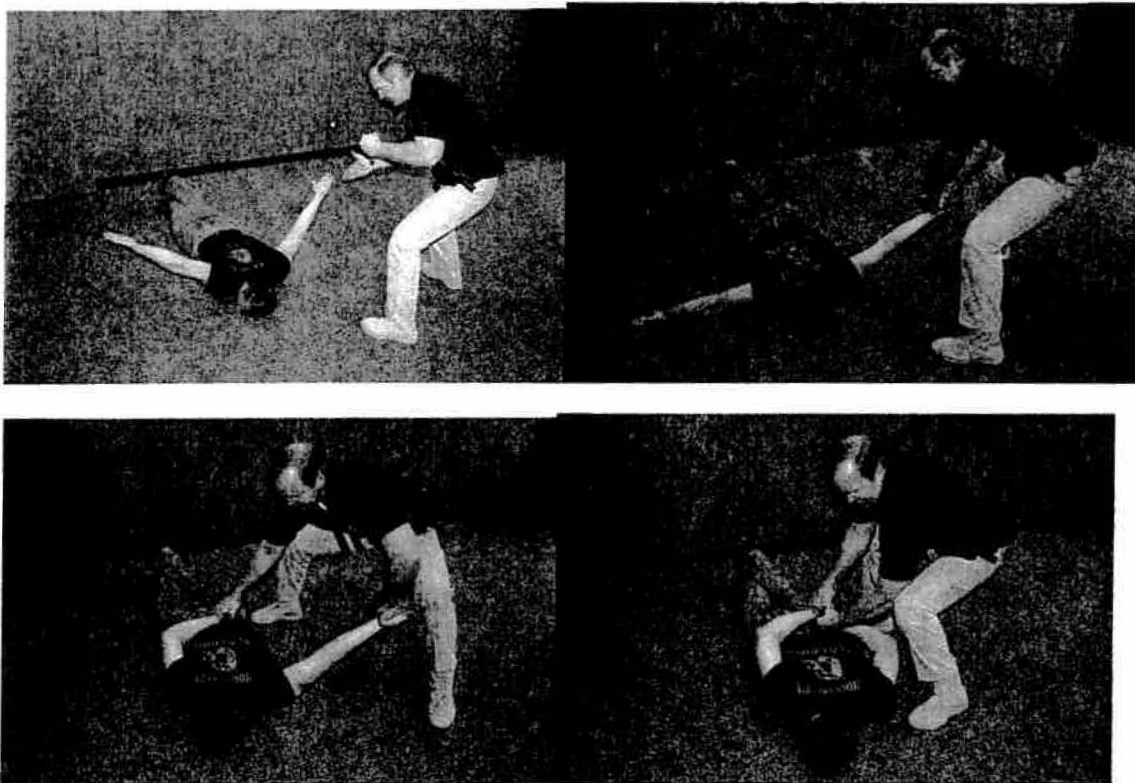
Standing compliant handcuffing position. A “reverse handshake” grip is used by a right-handed officer to control a subject’s hand while he positions and pushes the first (bottom) cuff on the subject’s wrist.



A “handshake” grip is used by a right-handed officer to control a subject’s second hand while the second cuff is being put on. It is critical that the cuffed hand stays in the extended position until the second hand of the violator has been controlled by the hand shake.



Figures 9-10. Kneeling compliant handcuffing position. A “reverse handshake” grip is used by a right-handed officer to control a subject’s hand while she positions and pushes the first (bottom) cuff on the subject’s wrist.



Prone compliant handcuffing position. A “reverse handshake” grip is used by a right-handed officer to control a subject’s hand while he positions and pushes the first (bottom) cuff on the subject’s wrist. The officer maintains the violators cuffed hand in the extended position as he directs the violator to bring their second hand to the small of the back. Keeping the violators cuffed hand in the extended position, the officers maneuvers around the extended arm to achieve the hand shake position, then applies the second cuff.

FOLLOW-UP PHASE FOR COMPLIANT SUBJECT HANDCUFFING POSITION

- Tell the subject to remain still while you conduct a thorough head-to-toe search. Control the subject by holding on to one of the cuffs with your non-searching hand, then switch hands to search the subject's other side.
- A thorough search may also be conducted with the subject in the prone position.
- After search is completed, the subject is transported to an appropriate processing/treatment center.

PERFORMANCE HINTS:

- Watch for any signs that the subject is going to attack you as you make your initial approach, as you put on the first and second handcuff, or when you are conducting your head-to-toe search. Movement in a subject's shoulders or hip may be your first indication of an impending attack.
- Quickly disengage from a compliant subject who exhibits resistance/aggression while being handcuffed, then immediately escalate to an appropriate and available use of force option.
- When searching use a "feel, crush and twist" method rather than a "patting" motion to detect concealed weapons or contraband. The front/side waistband area, small of the back, ankles, pockets, shoes, tongue of a shoe and groin area are among the most popular places to conceal weapons or illegal drugs.
- Needle sticks are an increasing occupational hazard for officers so be especially careful when you search a subject who is suspected of being an illegal drug user.
- Engage a subject's mind by asking questions as you conduct a search or, if appropriate, while you put on the handcuffs. When a subject's mind is trying to answer your questions, it generally has a difficult time coordinating an attack against you.

IV. REVERSE ARM-BAR INTO SHOULDER LOCK FOR NON-COMPLIANT GROUND HANDCUFFING

PURPOSE:

The reverse arm-bar into a shoulder lock is an optional technique for officer's to use to get more control of a **compliant subject** prior to handcuffing as opposed to using the compliant prone handcuffing technique. Perhaps the subject was initially non-compliant and became compliant or was involved in or had a history of violence or resisting arrest. The reverse arm-bar can provide a better position of advantage and control for the officer who perceives a greater level risk by a compliant subject in order to apply the handcuffs.

Preparation Phase

"Contact Cover" is a must during enforcement contacts with subjects. It enhances the safety of the officers, the public and to the subject. Unless it is a unique situation, two officers should be used when performing this technique as well as practiced during training scenarios. The effectiveness of this technique, and other subject control techniques, is greatly enhanced using multiple officers.

Performance Phase for the REVERSE ARM-BARS into SHOULDER LOCK for GROUND HANDCUFFING

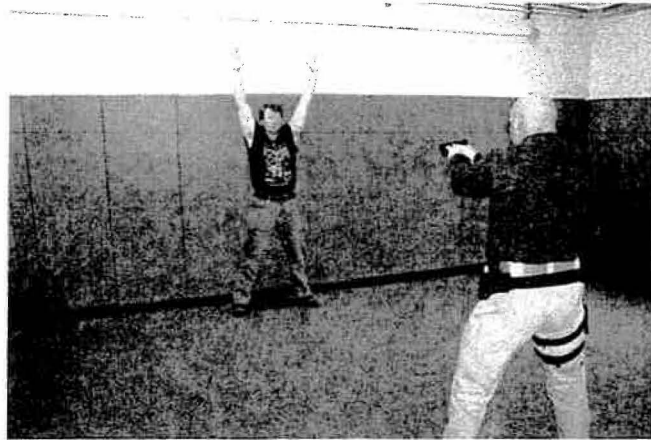
- Position subject prone on the ground, arms straight out to their sides, palms up, ankles crossed, and head facing away from the contact officer.
- Depending on the urgency and risk of the situation, such as during the execution of an arrest or search warrant, the officer may expedite the subject's movement to the prone position by verbally quickly directing them straight to the prone position. Where the urgency is not as necessary the officers may prone the subject in a slow and deliberate manner, turning the subject around to look for weapons, directing to their knees one at a time and then to a prone position. The officers will make that choice based on the individual situation.
- Once the subject is proned out the contact officer will move to the subjects' relative position 1 ½ from which the officer will make his approach. Approaching from the subject's head provides a greater position of advantage for the officer because it keeps him away from the subject's legs and feet.
- From the relative position 1 ½ the officer will call for and or confirm he has a cover officer with him. Once the cover officer is in place, the contact officer can re-holster his sidearm or sling/holster his shoulder fired weapon.

- Whether the officer approaches the subject's left side or right side the same principles apply, "**SCOOP, PRESS, STEP**". As the officer makes his approach, his outside hand (hand farthest away from the subject) will be palm up prepared to **scoop** the back of the subject's hand over the knuckles in a pincer grip. The inside hand (closest to the subject) will be facing palm down prepared to **press** down on the triceps of the subject's controlled arm. The officer's foot closest to the subject will step to the top of the subject's shoulder (toes can be touching the top of the subject's shoulder), foot parallel to the spine.
- The officer approaches maintaining good balance and alertness for any signs of non-compliance. **The SCOOP, PRESS, STEP need to occur as simultaneously as possible to gain control as quickly as possible and minimize the subject's ability and opportunity to resist.** The Scoop, Press, Step into the shoulder lock is one fluid movement with no pauses.
- The officer makes contact by simultaneously scooping the back of the subject's hand with the outside hand and acquiring a pincer grip over the back of the subject's knuckles. The inside hand uses a pincer grip to press down on the triceps (back of the upper arm above the elbow) locking out the arm and pinning the shoulder to the ground minimizing the subject's ability to roll out. The officer's inside foot steps into the top of the subject's shoulder, toes close to or touching the top of the shoulder and pointing to the subject's feet.
- The officer continues his movement into the shoulder lock by:

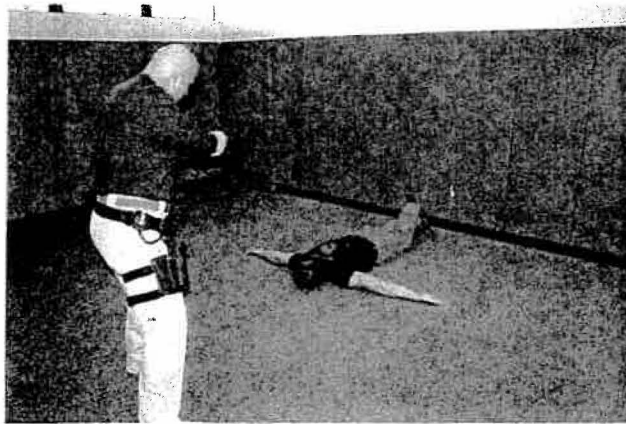
Using his outside hand to sweep the locked arm down towards the subject's feet and then back up to the officer's chest, palm facing the officer's chest.

Simultaneously kneeling with the inside shin and knee paralleling the subject's spine pinning the shoulder to the ground and the officer's outside knee tucked in close to the subject's ribs/shoulder, sandwiching the subject's arm between the officer's thighs.

As the officer kneels and brings the subject's arm and hand to the officer's chest, the inside hand can now slide up the subject's arm and assume a layered pincer grip over the officer's outside hand.



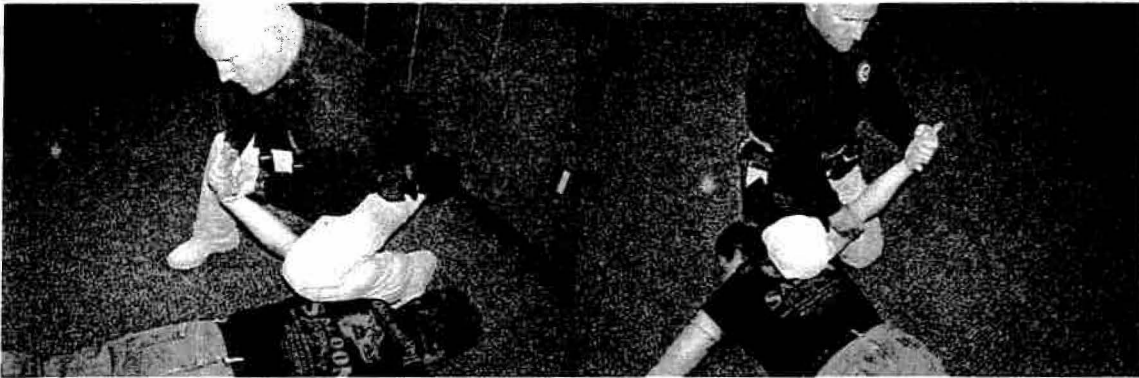
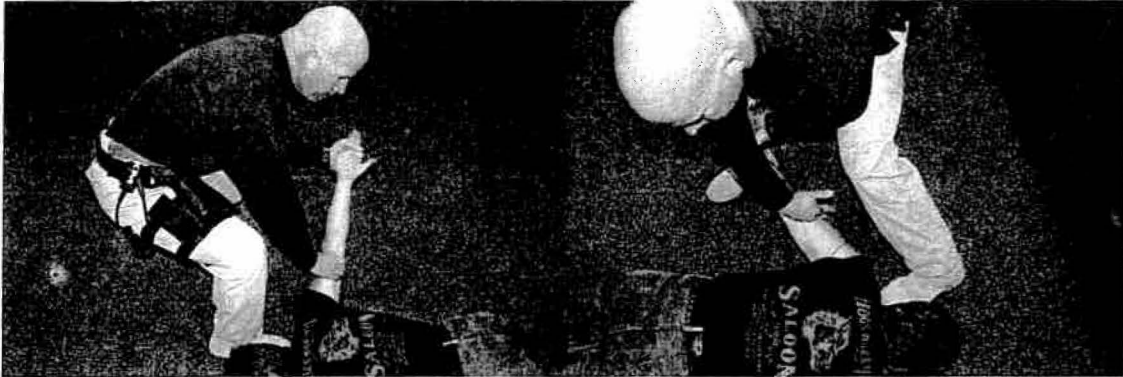
The officer covers the suspect and has him place his hands above his head. The officer also looks for any visible weapons or bulges on the subject.



The officer prones the subject out, arms straight out to the sides, palms up, ankles crossed and looking away from the contact officer. The officer will then make sure he has a cover officer with him before holstering his weapon and preparing to make an approach.



The officer prepares to approach the subject by getting into a low and balanced stance with the outside hand (hand farthest away from the subject) palm up and prepared to SCOOP and the inside hand (closest to the subject) palm down prepared to PRESS DOWN on the triceps tendon simultaneously.



The officer **SCOOPS** and acquires a pincer grip across the back of the violator's hand and knuckles with the outside hand, **PRESSES DOWN** on the triceps tendon with the inside hand and **STEPS** to the top of the subject's shoulder with the foot closest to the subject. The toes of the officer's foot need to be at least touching the top of the subjects shoulder. This is to ensure that the entire lower leg of the officer applies pressure equally to the violator reducing the violator's ability to roll out. Prior to approaching, the officer commands the subject to bring his hands and arms up off the ground. This makes it easier for the officer to make contact and is a position of greater disadvantage for the subject.



The officer kneels across the subject's back parallel to the spine with the inside shin and the outside knee is tucked in close to the subject's shoulder/side. The officer simultaneously sweeps the subject's arm low and towards the subject's feet on the way to bringing the arm back up to the officer's chest to avoid injury to the subject yet get quick control. The officer brings the subject's arm and hand up to his chest as far as the arm will allow without injury yet maintaining control. The inside hand slides up the subject's arm since it is no longer needed to pin the shoulder to the ground and acquires a layered pincer grip with the outside hand. The subject's arm is sandwiched between the thighs of the officer.



Once the shoulder lock is completed the officer directs the violator to place his free arm straight out to the side palm up and cross the ankles. This can also be an opportunity for the officer to take a breath, check his surroundings for additional threats and confirm that a cover officer is present prior to starting non-compliant ground handcuffing technique.



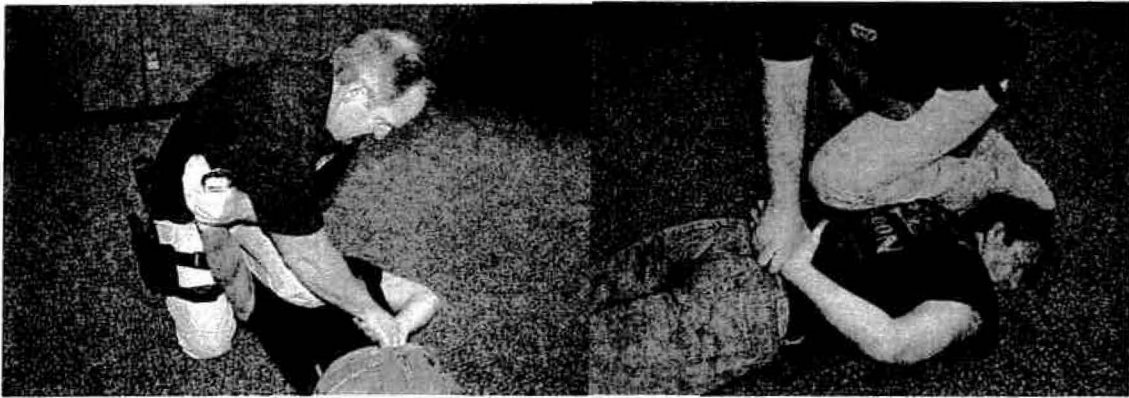
*Figure 27. Once a cover officer is in place, the officer draws his handcuffs. If the officer needs to reach across his body for the handcuffs, the officer reaches over their own arm **NEVER** underneath it. The violator's arm must always be maintain in a good upright position for control. The officer assumes a pistol grip and places the top cuff, single bar forward, palm down at the base of the thumb in the wrist notch.*



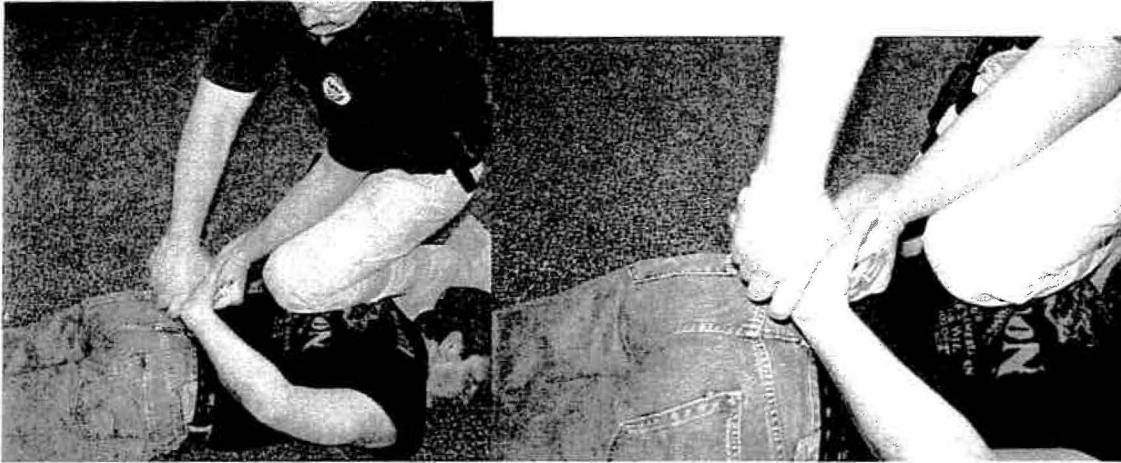
The officer applies the top handcuff and checks the engagement of the single bar to make sure it is snug with the handcuffing hand. The control hand maintains a pincer grip on the violator's hand and does not release any finger to assist the engagement of the handcuff. The officer can start applying the handcuff with either the outside hand or the inside hand. In this instance the officer started with the inside hand. Starting with the inside hand versus the outside hand removes one additional step in the handcuffing procedure making it a little more efficient. Once the first handcuff is secured the officer must remember that the second handcuff is always applied with the inside hand (or hand closest to the violator's head). In this case since the officer started with the inside hand all he has to do is re-grip the handcuff so it is palm facing up, pistol grip, single bar facing the officer's fingers.



The officer acquires a pistol grip holding the empty cuff higher than the applied cuff (almost vertical). The applied cuff should be high in the wrist notch, not on the forearm, with the chain of the cuff at the middle of the back of the subject's hand. If the handcuff falls below the wrist notch, applying the second cuff may become very uncomfortable and cause non-compliance by the subject because of the pain. Properly done, this will be the officer's control when he releases his control hand to reach for the subject's free hand. Once the officer is prepared to apply the second handcuff he will direct the subject to bring his hand to small of his back, palm up.



The officer reaches over the subject's controlled hand and acquires a handshake grip of the subject's free hand. When reaching over the subject's handcuffed hand the officer may also push the handcuffed hand underneath his armpit to ease the reach to the subject's free hand. Reaching over the subject's handcuffed hand is done to prevent injury and unnecessary discomfort to the subject. It also makes it easier for the officer to apply the second handcuff.



The officer sweeps the subject's handcuffed hand and arm down low to apply the second handcuff. Again, this is done to minimize subject discomfort and ease the application of the second handcuff. The officer places the single bar of the second handcuff at the wrist notch at the base of the subject's thumb. The officer applies the second cuff and secures the single bar with the handcuffing hand not the controlling hand (the hand which maintains the handshake grip)



The officer checks for tightness. The tip of the pinky should just fit between the top of the handcuff and the base of the subject's thumb.



The officer double locks the handcuffs to prevent the handcuffs from unintentional tightening and possibly injuring the subject. Double locking also makes it harder to shim and depress the pawl of the handcuff which would release the single bar of the handcuff.



The officer immediately and thoroughly searches the area accessible to the hands.

APPENDIX H: MEDICALLY-LIMITING TASKS

Primary PSO Function	Task	Vision	Hearing	Cardio-vascular	Musculo-skeletal	Other
Access Control	Stand post at the entry/exit gates to verify all persons' identification and conduct inquiries and surveillance of suspicious items, packages, and people.	x	x	x	x	x
Access Control	Observe unique characteristics of an individual for identification purposes.	x				
Access Control	Observe a person's body language to assess attitude and intention.	x				
Access Control	Close off areas to traffic, establish perimeters, and set up barricades to secure scenes or facilities.		x	x	x	
Access Control	Use defensive tactics to prevent or control movements of individuals.			x	x	
Access Control	Subdue non-violent persons (e.g., emotionally disturbed) with assistance.			x	x	
Access Control	Subdue violent combative person with assistance to prevent injury to self or others.			x	x	
Access Control	Apply handcuffs to individuals who are displaying erratic or violent behavior.				x	
Common Tasks	Locate and review documents and information (e.g., logs, lists).	x				
Common Tasks	Read memos and other written material to maintain knowledge	x				
Control Center Operations	Use baton as a defensive weapon or to temporarily disable a violent individual.				x	
Control Center Operations	Monitor security and fire alarms and close-circuit television to detect security risks, threats or prohibited items carried by visitors.	x	x			
Emergency Response	Provide backup assistance to other Protective Security Officers (PSOs).			x	x	
Emergency Response	Break up fights.			x	x	
Emergency Response	Disarm individuals.				x	
Emergency Response	Draw weapon to protect self or third party.	x	x		x	
Emergency Response	Discharge firearm at person.	x	x		x	
Emergency Response	Discharge firearm during daylight.	x	x		x	
Emergency Response	Discharge firearm in dark or low light environment while using flashlight.	x	x		x	
Emergency Response	Discharge firearm in low light conditions.	x	x		x	
Emergency Response	Reload firearm under combat conditions.					

Primary PSO Function	Task	Vision	Hearing	Cardio-vascular	Musculo-skeletal	Other
Emergency Response	Participate in firearms training.	x			x	
Emergency Response	Care for and maintain firearms.					
Emergency Response	Protect handgun while it is being attacked whether in or out of holster.				x	
Emergency Response	Participate in training in the use of chemical agents, restraining devices and batons to be used in emergency situations.				x	
Emergency Response	Use pepper spray to temporarily incapacitate a violent individual.					
Patrol and Response	Inspect facilities for hazards, mechanical problems, and unsafe conditions and report problems to appropriate authorities.	x	x			
Patrol and Response	Close and secure open windows, doors, gates, or other access points.				x	
Patrol and Response	Manually open and close heavy gates and doors.				x	
Patrol and Response	Conduct patrols in accordance with routes and schedules contained in post orders.			x		
Patrol and Response	Inform dispatcher of present status and changes in conditions.					
Patrol and Response	Patrol locations in area which are a potentially hazardous to the public (e.g., construction sites and attractive nuisances).			x	x	
Patrol and Response	Inspect the perimeter, property, and buildings for hazards, intruders, and suspicious activities.					
Patrol and Response	Observe the environment for suspicious vehicles or persons on or around federal property.					
Patrol and Response	Review maps, floor plans, diagrams, or other information to become familiar with facility and property boundaries.	x				
Patrol and Response	Evacuate individuals from dangerous and/or life threatening situations.			x	x	
Patrol and Response	Administer cardio-pulmonary resuscitation (CPR).			x	x	
Patrol and Response	Administer/deploy Automatic External Defibrillator (AED).	x			x	
Patrol and Response	Assess the medical condition of injured individuals.					
Patrol and Response	Follow directions to and respond to emergency and routine calls for service until the situation is resolved or until relieved by a higher authority.					

Primary PSO Function	Task	Vision	Hearing	Cardio-vascular	Musculo-skeletal	Other
Patrol and Response	Investigate the source of suspicious odors and sounds.		x			x
Patrol and Response	Pursue fleeing individual on foot.			x	x	
Screening	Check packages, briefcases, containers or any other suspicious items in the possession of people entering or leaving a federally controlled facility.	x	x	x	x	x
Screening	Operate magnetometers to search visitors and deliveries for prohibited items.	x	x	x	x	
Screening	Operate x-ray machine to search visitors' packages, equipment, and hand carried articles for prohibited items.	x	x			x
Screening	Conduct vehicle inspection, which may include searching under seats, in the trunk, and under the vehicle.	x	x	x	x	
Screening	Conduct frisks or patdowns for weapons.				x	

Medical Supplement to
SF-78: United States Civil Service Commission Certificate of
Medical Examination
for
Protective Security Officers

This document is intended as a supplement for physicians to review when completing SF-78 “United States Civil Service Commission Certificate of Medical Examination.” The purpose of this supplement is to provide information that will help physicians make an assessment of whether a candidate is able to perform the critical job tasks of a Protective Security Officer (PSO).

General Background on the Protective Security Officer (PSO) Job

The Department of Homeland Security's (DHS), Immigration and Customs Enforcement (ICE), Federal Protective Service (FPS) provides law enforcement and security services to over one million tenants and daily visitors to federally owned and leased facilities nationwide. FPS delivers integrated security and law enforcement services to all types of federal buildings - including office buildings, courthouses, border stations, and warehouses - whether owned, controlled, or leased. FPS is supported in providing these services by a force of over 14,000 contract Protective Security Officers (PSOs). The PSO's primary responsibility is to provide a visible deterrent by controlling access to federal property, as well as assisting in ensuring safety of employees and visitors while on federal property.

Critical Tasks related to physical ability and medical standards

The table below is an abbreviated and consolidated list of critical tasks that are indicative of demands placed upon the PSO. The list has been divided into routine tasks that are a normal part of everyday duties and non-routine tasks that may occur on occasion but are critical to successful job performance and public safety¹. The relationship between these tasks and the functional requirements as listed in the *SF-78: Certificate of Medical Examination* is indicated.

¹ This list contains those tasks that all PSOs should be able to perform regardless of post or location. In any given situation, a PSO may be called upon to perform tasks that require additional functional requirements.

Table of PSO Critical Tasks and Functional Requirements

Task	Functional Requirement
Routine Critical Tasks	
Stand post at the entry/exit gates to verify all persons' identification and conduct inquiries and surveillance of suspicious items, packages, and people. Check packages, briefcases, containers or any other suspicious items in the possession of people entering or leaving a federally controlled facility.	Moderate Lifting (15-44 lbs), Use of Fingers, Both Hands, Standing (8+ hours), Repeated Bending (1 hour), Near Vision Correctable, Far Vision Correctable, Colors, Shades of Colors, Hearing (aid permitted)
Operate magnetometers to search visitors and deliveries for prohibited items. Operate x-ray machine to search visitors' packages, equipment, and hand carried articles for prohibited items.	Use of Fingers, Both Hands, Standing (8+ hours), Repeated Bending (1 hour), Near Vision Correctable, Far Vision Correctable, Colors, Shades of Colors, Hearing (aid permitted)
Monitor security and fire alarms and close-circuit television to detect security risks, threats or prohibited items carried by visitors.	Near Vision Correctable, Far Vision Correctable, Colors, Shades of Colors, Hearing (aid permitted)
Conduct vehicle inspection, which may include searching under seats, in the trunk, and under the vehicle.	Moderate Lifting (15-44 lbs), Use of Fingers, Both Hands, Standing (8+ hours), Repeated Bending (1 hour), Near Vision Correctable, Far Vision Correctable, Colors, Shades of Colors, Hearing (aid permitted)
Conduct patrols in accordance with routes and schedules contained in post orders. Inspect facilities and perimeters for hazards, mechanical problems, and unsafe conditions and report problems to appropriate authorities. Close and secure open windows, doors, gates, or other access points	Moderate Lifting (15-44 lbs), Use of Fingers, Both Hands, Walking (8+ hours), Cardiovascular Endurance, , Near Vision Correctable, Far Vision Correctable, Colors, Shades of Colors, Hearing (aid permitted)
Investigate the source of suspicious odors and sounds.	Smell and Hearing (aid permitted)
Patrol locations in area which are a potentially hazardous to the public (e.g., construction sites and attractive nuisances).	Balance, Walk on Slippery Surfaces
Observe unique characteristics of an individual for identification purposes. Observe a person's body language to assess attitude and intention	Far Vision Correctable, Colors, Shades of Colors
Close off areas to traffic, establish perimeters, and set up barricades to secure scenes or facilities.	Moderate Lifting (15-44 lbs), Use of Fingers, Both Hands, Walking (1 hour)
Locate and review documents and information (e.g., logs, lists). Read memos and other written material to maintain knowledge. Review maps, floor plans, diagrams, or other information to become familiar with facility and property boundaries.	Near Vision

Table of PSO Critical Tasks and Functional Requirements	
Task	Functional Requirement
Non-Routine/Emergency Response Critical Tasks	
Use defensive tactics to prevent or control movements of individuals.	Moderate Lifting (15-44 lbs), Use of Fingers, Both Hands, Reaching above shoulder, Bending, Ability for rapid mental and muscular coordination simultaneously
Subdue non-violent persons (e.g., emotionally disturbed) with assistance. . Break up fights. Disarm individuals.	Moderate Lifting (15-44 lbs), Use of Fingers, Both Hands, Pushing, Reaching above shoulder, Bending, Ability for rapid mental and muscular coordination simultaneously
Apply handcuffs to individuals who are displaying erratic or violent behavior.	Moderate Lifting (15-44 lbs), Use of Fingers, Both Hands, Pushing, Reaching above shoulder, Bending, Ability for rapid mental and muscular coordination simultaneously
Use baton or pepper spray to temporarily incapacitate a violent individual. And Participate in training in the use of chemical agents, restraining devices and batons to be used in emergency situations	Moderate Lifting (15-44 lbs), Use of Fingers, Both Hands, Pushing, Reaching above shoulder, Bending, Ability for rapid mental and muscular coordination simultaneously, Chemical Sensitivity
Discharge firearm during daylight or in dark or low light environment while using flashlight.	Ability and willingness to use firearm
Evacuate individuals from dangerous and/or life threatening situations.	Cardiovascular Endurance, Moderate Lifting (15-44 lbs), Walking, Running
Administer cardio-pulmonary resuscitation (CPR).	Cardiovascular Endurance, Moderate Lifting (15-44 lbs)
Pursue fleeing individual on foot.	Running short distances, Cardiovascular Endurance

With regard to non-routine tasks such as the requirement to subdue a violent or resisting individual, it should be noted that the PSO's responsibilities are limited. They may need to assist law enforcement officers in this type of task but would not be expected to have the physical capacity or training to undertake this type of strenuous and dangerous engagement alone as part of any pre-employment standards.

Work Environment

Significant environmental conditions include the ability to work outdoors in excessive heat or cold and subject to local weather and environmental conditions including humidity, and allergens. Shifts last more than eight hours. PSOs are frequently in contact with a large numbers of visitors, although they may work shifts where they are essentially alone on federal property.

Summary of Critical Requirements

If the candidate has a condition for which a physician would normally recommend limitations on physical activity then this candidate would be unlikely to perform at a level to handle maximum job demands. Specific functional requirements are listed below:

Vision

- Primary focus is on corrected visual ability. Method of correction is not critical, although it is preferable that the candidate use surgical or soft contact lens rather than glasses or hard contact lens.
- Normal visual acuity such that corrected vision is 20/30 (while using both eyes). The examination should assure natural or corrected near-distance acuity in at least one eye to show that the applicant is capable of reading a minimum of Jaeger Number 2 or equivalent type and size letter at a distance of not less than 12 inches (30.5cm) on a standard Jaeger test chart.
- Normal color vision
- Peripheral vision and night blindness are other conditions that may impact a person's ability to perform the tasks of an FSO.

Hearing

The candidate should be specifically tested for hearing loss with the following standard:

- Acceptable if corrected or uncorrected hearing is less than or equal to 25db for the average of the following 500, 1000, 2000, 3000 Hz, and no greater than 45db at the 4000 or 5000 Hz levels.
- If the difference in hearing levels between the better ear and worse ear exceeds 15 db at the 500 to 3000 Hz range or exceeds 30 db at 4000 and 5000 Hz then the candidate should be further tested for sound localization deficiency.
- Any inner/middle/outer ear disorder affecting equilibrium, (e.g., Mentere's Disease)

Cardiovascular Issues

- The recommended minimum standard for aerobic capacity is 9 METs or 31.5 ml/kg/min VO_2 max. In the event that the contracting agency has not administered a pre-employment physical ability test, the physician should inquire about administering a treadmill test to assess actual fitness level.

Hypertension

- The individual be disqualified if resting blood pressure exceeds 180 mmHg systolic and 90 mmHg diastolic.

Musculoskeletal Issues

Problems with the musculoskeletal system can affect almost all critical tasks for an FSO including standing, walking, running, subduing combative individuals, and weapons use. Problems can include neck or back problems, knee injuries, or other joint problems. A lack of normal strength and conditioning can also be a serious issue. However, it is ultimately up to the physician to evaluate the individual's ability to perform the critical job tasks.

- The candidate needs a full range of motion and the ability to easily get up and down from a kneeling position.
- Muscular strength demands are at a minimum similar to the demands of the exercise test of lifting a barbell of 40 pounds floor-to-waist and bench press about 40% of body weight.
- Muscular endurance would be analogous to performing sit-ups or pushups continuously for at least 30 seconds.

General Health

The following is a list of conditions that were identified in the research that could potentially reduce task performance. However, most of these conditions would not exclude a candidate, but would rather be indicators for review.

Nose, Throat and Mouth

- Loss of sense of smell, aphonia, and abnormalities of nose ears or throat may impact the performance of tasks performed by FSOs, such as preventing an FSO from effectively using a respirator.

Respiratory System

- Chronic bronchitis, emphysema (moderate or severe), and infectious pulmonary tuberculosis.

Dermatology

- There are variety of conditions that could potentially have an impact on performing the required tasks, including, eczema, psoriasis and dermatitis. These conditions would have to be individually diagnosed and compared against the relevant tasks.

Gastrointestinal

- Most gastrointestinal issues including hernia, hemorrhoids, and irritable bowel syndrome, can be accommodated provided the candidate is able to function in the work environment requiring long periods of standing and walking and the fact that FSOs may not be able to leave their post for quick trips to the restroom.

FPS Medical Questionnaire for Protective Security Officers (PSOs)

This questionnaire is intended as a supplement for physicians to review when completing *SF-78: United States Civil Service Commission Certificate of Medical Examination*. The purpose of this questionnaire is to provide information that will help physicians make an assessment of whether a candidate is able to perform the critical job tasks of a Protective Security Officer (PSO).

General Background on the Protective Security Officer (PSO) Job

The Department of Homeland Security's (DHS), Immigration and Customs Enforcement (ICE), Federal Protective Service (FPS) provides law enforcement and security services to over one million tenants and daily visitors to federally owned and leased facilities nationwide. FPS delivers integrated security and law enforcement services to all types of federal buildings - including office buildings, courthouses, border stations, and warehouses - whether owned, controlled, or leased. FPS is supported in providing these services by a force of over 14,000 contract Protective Security Officers (PSOs). The PSO's primary responsibility is to provide a visible deterrent by controlling access to federal property, as well as assisting in ensuring safety of employees and visitors while on federal property.

The Medical Exam and Certification of Standards

The purpose of this questionnaire is to guide the physician in determining PSOs' fitness for work as a supplement to the normal medical certification document (SF-78). This questionnaire contains both specific medical standards and suggestions for when additional diagnostic testing may be required. The goal of the medical exam is to be sure the candidate is capable of performing all critical job tasks. Accordingly this supplement provides a checklist which should be reviewed and completed listing all critical tasks, functional requirements, and whether or not the candidate would meet the requirements to perform each task. The entire list of task performed by PSOs is provided as an appendix.

The physician should not only be guided in this decision by the specified standards but a full review of the candidate's medical history and current condition. For example, the ability to localize sounds is an important ability for PSOs. A candidate with normal hearing and no history of hearing loss or disease would not need to be specifically tested for ability to localize sounds. However, a candidate who requires hearing aids to achieve hearing standards should be tested. Similarly, a full range of motion is required for a number of critical tasks, such as vehicle inspection or emergency medical actions.

If the candidate has a condition for which a physician would normally recommend limitations on physical activity, the candidate would be unlikely to be able to successfully perform the job tasks at an acceptable level. **A person with no history of injury who maintains an active lifestyle in terms of physical activity may be presumed to be able to handle job tasks without specific testing.** Medical history and current lifestyle will be more relevant than the specific medical standards for such things as vision and hearing in deciding whether the candidate could meet the job requirements. The suggestion of specific standards is not meant to limit the physician's inquiry.

The questionnaire is divided into two sections. Section 1 lists specific medical standards for vision, hearing, cardiovascular fitness, musculoskeletal condition, and general health. Section 2 lists medically- and physically-limiting tasks and their associated functional requirements.

Section 1: Medical Standards

Results of medical examination and specific tested standards would be indicated on form *SF-78: United States Civil Service Commission Certificate of Medical Examination*.

1.1 Vision

The candidate should meet the following vision standards:

- Primary focus is on corrected visual ability. Method of correction is not critical, although it is preferable that the candidate use surgical or soft contact lens rather than glasses or hard contact lens

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- Normal Visual Acuity such that corrected vision is 20/30 (while using both eyes). The examination should assure natural or corrected near-distance acuity in at least one eye to show that the applicant is capable of reading a minimum of Jaeger Number 2 or equivalent type and size letter at a distance of not less than 12 inches (30.5cm) on a standard Jaeger test chart
 - Normal color vision
 - No evidence of peripheral vision deficits, night blindness, or other conditions that may impact the candidate's ability to perform the critical tasks of an FSO

1.2 Hearing

The candidate should meet the following hearing standards:

- Corrected or uncorrected hearing is less than or equal to 25db for the average of the following 500, 1000, 2000, 3000 Hz, and no greater than 45db at the 4000 or 5000 Hz levels
- If the difference in hearing levels between the better ear and worse ear exceeds 15 db at the 500 to 3000 Hz range or exceeds 30 db at 4000 and 5000 Hz then the candidate should be further tested for sound localization deficiency
- No evidence of inner/middle/outer ear disorder affecting equilibrium (e.g., Mentere's Disease)

1.3 Cardiovascular System

- The recommended minimum standard for aerobic capacity is 9 MET's or 31.5 ml/kg/min VO2 Max. In the event that the contracting agency has not administered a pre-employment physical ability test, the physician should inquire about administering a treadmill test to assess actual fitness level
- Resting blood pressure not to exceed 180 mmHg systolic and 90 mmHg diastolic

1.4 Musculoskeletal System

Problems with the musculoskeletal system can affect almost all critical tasks for an FSO including standing, walking, running, subduing combative individuals, and weapons use. Problems can include neck or back problems, knee injuries, or other joint problems. A lack of normal strength and conditioning can also be a serious issue. The candidate should meet the following musculoskeletal standards:

- Full range of motion and the ability to easily get up and down from a kneeling position
- Muscular strength equivalent to lifting a 40 pound barbell floor to waist and bench pressing 40% of body weight
- Muscular endurance equivalent to performing sit-ups or pushups continuously for at least 30 seconds

1.5 General Health

The following is a list of conditions that could potentially affect task performance. However, most of these conditions would not solely exclude a candidate but would rather be indicators for further review.

- **Nose, Throat, and Mouth:** No evidence of loss of sense of smell, aphonia, or other abnormalities of nose, throat, or ears that may prevent successful task performance
- **Respiratory System:** No evidence of chronic bronchitis, emphysema (moderate or severe), infectious pulmonary tuberculosis, or other respiratory abnormalities that may prevent successful task performance
- **Dermatology:** There are variety of conditions that could potentially have an impact on performing the required tasks, including, eczema, psoriasis and dermatitis. These conditions would have to be individually diagnosed and compared against the relevant tasks.
- **Gastrointestinal:** Most gastrointestinal issues including hernia, hemorrhoids, irritable bowel syndrome can be accommodated provided the candidate is able to function in a work environment that can require up to eight or more hours of continuous standing or walking without regular access to a restroom.

Section 2: Critical Tasks Performed by PSOs

The checklist below is divided into two categories, critical tasks and functional requirements. The tasks are those that are most likely to be medically- or physically-limiting. The functional requirements are those capacities likely to be necessary for successful task performance. The checklist is based on an abbreviated and consolidated list of critical tasks that are indicative of demands placed upon the PSO. The entire list of task performed by PSOs is provided as an appendix. The list has been divided into two parts: routine tasks that are a normal part of everyday duties and non-routine tasks that are expected to occur less frequently but are critical to successful job performance and public safety.

There are many other ways in which physical ability and medical conditions may impede the effective performance of these tasks in addition to these listed functional requirements. With regard to many of the non-routine tasks (e.g., Subdue non-violent persons; break up fights; disarm individuals), it should be noted that the PSOs responsibilities are generally limited to reporting the incident and supporting public safety personnel in responding to the incident. PSOs would not be expected to have the physical capacity or training to undertake these types of strenuous and dangerous engagement alone.

Notable Environmental Conditions

Notable potential environmental conditions include:

- Working outdoors
- Excessive heat
- Excessive cold
- Constant noise
- Slippery or uneven walking surfaces
- Working around moving objects or vehicles
- Shifts lasting eight or more hours while working alone
- Frequent, close contact with members of the public

Using the table below, evaluate each candidate for the extent to which he or she is likely to be able to perform each of the listed tasks. Refer to both the task description and the functional requirements when making this determination. If the individual meets the requirement, mark the “Yes” column under “Meets or Exceeds Requirements?” If the individual does not meet the requirement, mark the “No” column and provide an explanation of the candidate’s limitations in Section 3.

Task	Functional Requirement	Meets or Exceeds Requirements?		
		Yes	No	
ROUTINE CRITICAL TASKS				
1	Stand post at the entry/exit gates to verify all persons' identification and conduct inquiries and surveillance of suspicious items, packages, and people. Check packages, briefcases, containers or any other suspicious items in the possession of people entering or leaving a federally controlled facility.	Moderate Lifting (15-44 lbs), Use of Fingers, Both Hands, Standing (8+ hours), Repeated Bending (1 hour), Near Vision Correctable, Far Vision Correctable, Colors, Shades of Colors, Hearing (aid permitted)		
2	Operate magnetometers to search visitors and deliveries for prohibited items. Operate x-ray machine to search visitors' packages, equipment, and hand carried articles for prohibited items.	Use of Fingers, Both Hands, Standing (8+ hours), Repeated Bending (1 hour), Near Vision Correctable, Far Vision Correctable, Colors, Shades of Colors, Hearing (aid permitted)		
3	Monitor security and fire alarms and close-circuit television to detect security risks, threats or prohibited items carried by visitors.	Near Vision Correctable, Far Vision Correctable, Colors, Shades of Colors, Hearing (aid permitted)		
4	Conduct vehicle inspection, which may include searching under seats, in the trunk, and under the vehicle.	Moderate Lifting (15-44 lbs), Use of Fingers, Both Hands, Standing (8+ hours), Repeated Bending (1 hour), Near Vision Correctable, Far Vision Correctable, Colors, Shades of Colors, Hearing (aid permitted)		
5	Conduct patrols in accordance with routes and schedules contained in post orders. Inspect facilities and perimeters for hazards, mechanical problems, and unsafe conditions and report problems to appropriate authorities. Close and secure open windows, doors, gates, or other access points	Moderate Lifting (15-44 lbs), Use of Fingers, Both Hands, Walking (8+ hours), Cardiovascular Endurance, , Near Vision Correctable, Far Vision Correctable, Colors, Shades of Colors, Hearing (aid permitted)		
6	Investigate the source of suspicious odors and sounds.	Smell and Hearing (aid permitted with tested ability to locate sound)		
7	Patrol locations in area which are a potentially hazardous to the public (e.g., construction sites).	Balance, Walk on slippery surfaces		
8	Observe unique characteristics of an individual for identification purposes. Observe a person's body language to assess attitude and intention	Far Vision Correctable, Colors, Shades of Colors		
9	Close off areas to traffic, establish perimeters, and set up barricades to secure scenes or facilities.	Moderate Lifting, Use of Fingers, Both Hands, Walking (1 hour)		

Task		Functional Requirement	Meets or Exceeds Requirements?	
			Yes	No
10	Locate and review documents and information (e.g., logs, lists). Read memos and other written material to maintain knowledge. Review maps, floor plans, diagrams, or other information to become familiar with facility and property boundaries.	Near Vision		
NON-ROUTINE CRITICAL TASKS				
11	Use defensive tactics to prevent or control movements of individuals.	Moderate Lifting, Use of Fingers, Both Hands, Reaching above shoulder, Bending,, Ability for rapid mental and muscular coordination simultaneously		
12	Subdue non-violent persons (e.g., emotionally disturbed) with assistance. . Break up fights. Disarm individuals.	Moderate Lifting, Use of Fingers, Both Hands, Pushing, Reaching above shoulder, Bending,, Ability for rapid mental and muscular coordination simultaneously		
13	Apply handcuffs to individuals who are displaying erratic or violent behavior.	Moderate Lifting, Use of Fingers, Both Hands, Pushing, Reaching above shoulder, Bending,, Ability for rapid mental and muscular coordination simultaneously		
14	Use baton or pepper spray to temporarily incapacitate a violent individual. And Participate in training in the use of chemical agents, restraining devices and batons to be used in emergency situations	Moderate Lifting, Use of Fingers, Both Hands, Pushing, Reaching above shoulder, Bending,, Ability for rapid mental and muscular coordination simultaneously, Chemical Sensitivity		
15	Discharge firearm during daylight or in dark or low light environment while using flashlight.	Ability and willingness to use firearm		
16	Evacuate individuals from dangerous and/or life threatening situations.	Cardiovascular Endurance, Moderate Lifting, Walking, Running		
17	Administer cardio-pulmonary resuscitation (CPR).	Cardiovascular Endurance, Moderate Lifting,		
18	Pursue fleeing individual on foot.	Running short distances, Cardiovascular Endurance		

Section 3: Conclusions

Summarize below any medical findings which, in your opinion, would limit this candidate from successfully performing the PSO job tasks or would otherwise make the candidate a hazard to himself/herself or others.

- No limiting conditions noted
- Limiting conditions noted as described below

Task #	Explanation

Examining Physician's Name:	Signature:
Address:	Date:

Pages 278 through 299 redacted for the following reasons:

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