

D.O.R. CATEGORY DEFINITIONS:

1. Appearance and Hygiene

- a. Uniform, hygiene, equipment, and vehicle inspire confidence in the professionalism of the department.

2. Attitude - Acceptance of Feedback

- a. Displays a positive attitude about the department and the work of a patrol officer.
- b. Displays humility in learning from department members.
- c. Avoids excuses or defensive attitudes in response to feedback.

3. Professional Communications with department members

- a. Conforms to the ethical and technical standards of the SPD.
- b. Supports the mission of the agency.
- c. Is respectful to teammates.
- d. Seeks to support teammates.
- e. Uses language appropriate to the workplace.
- f. Avoids negativity and gossip.

4. Professional Communications with citizens

- a. Uses appropriate tone and language in dealing with citizens-commensurate to the situation.
- b. Engages in activities that allow for non-enforcement contacts.
- c. Seeks to build community engagement.
- d. Is an exemplary ambassador for the department to the public.

5. Knowledge of SPD Policies and Procedures

- a. Is familiar with policies regulating routine patrol operations.
- b. Is able to find policies for non routine incidents.
- c. Understands how the department conducts routine operations, internally and externally.

6. State and Municipal Laws

- a. Is familiar with frequently used laws for traffic and criminal investigations.
- b. Can ascertain key elements of statutes and apply them to investigations.

7. Geography

- a. Has an appropriate knowledge of main thoroughfares.
- b. Understands and uses the block numbering system.
- c. Is able to respond to calls for service through either memorization or use of resources in a direct and efficient manner.
- d. Knows where SPD jurisdiction is.
- e. Knows where bars, schools, hotels, and government buildings are that the SPD deals with frequently.

8. SPD Systems

- a. Knows how to operate all systems including, but not limited to:
 - i. Spillman
 - ii. Watchguard / BWC
 - iii. Digiticket
 - iv. Veripic
 - v. Phones
 - vi. Timecard
 - vii. Email

9. Unallocated Time Management

- a. Deliberately uses unallocated time to better oneself and further the mission of the department through various productive activities.

Some example are:

- i. Self initiated crime prevention activities and patrols
- ii. Self initiated traffic safety activities and patrols
- iii. Maintaining equipment (cleaning car, cleaning guns, etc....)
- iv. Shift briefings
- v. Case Law updates / Power DMS reviews
- vi. Community Engagement

10. Radio and Communications

- a. Uses proper procedures in communicating over the radio.
- b. Is aware and recognizes radio transmissions directed toward them.

11. Vehicle Operations

- a. Obeys all traffic laws in non-emergent situations.
- b. Operates vehicle safely.
- c. Is familiar with, and operates by policy in emergent situations.
- d. Can operate all equipment in the patrol car.
- e. Is able to scan while driving- aware of surroundings and looking for violations.

12. Investigations / Interviews

- a. Traffic Stops / Traffic Accidents
- b. Scene Security / preservation of evidence
- c. Interview / Interrogation skills
- d. Evidence Collection
- e. Makes appropriate enforcement decisions.

13. Use of Force / Officer Safety

- a. Is cognitive of surroundings and exercises situational awareness
- b. Makes appropriate decisions to use force when necessary.
- c. Uses force according to training and standards.
- d. Controls individuals appropriately through all levels of police contact.

14. Equipment Operation and Maintenance

- a. The candidate can operate and maintain all required equipment- including, but not limited to:
 - i. Pistol and Rifle
 - ii. Less lethal weapons
 - iii. Handcuffs
 - iv. PBT
 - v. Stop Sticks
 - vi. Radar

- vii. Intox
- viii. Handcuffs
- b. Takes action when equipment needs repair or maintenance. Does not ignore problems. Uses resources to overcome deficiencies in equipment.

15. Report Writing

- a. Manages time and completes reports in a timely manner.
- b. Is familiar with all forms required.
- c. Produces error free work product.
- d. Is familiar with, and uses, report writing procedures.
- e. Knows what reports need to be routed to partner agencies.