

**KANSAS STATE CAREER CLUSTER COMPETENCY PROFILE  
(C.I.P. 43.0199)**

**PATHWAY: Security, Law, & Law Enforcement Services**

STUDENT \_\_\_\_\_

Rating Scale:

- 4 - Exemplary Achievement
- 3 - Proficient Achievement
- 2 - Limited Achievement
- 1 - Inadequate Achievement
- 0 - No Exposure

**NOTE: Competencies for some courses may adjust periodically to meet industry changes for National/State Certification requirements.**

**LAW, PUBLIC SAFETY & SECURITY CLUSTER**

Graduation Date \_\_\_\_\_  
**I certify that the student has received training in the areas indicated.**

Instructor Signature \_\_\_\_\_

Instructor Signature \_\_\_\_\_

Instructor Signature \_\_\_\_\_

**INTRODUCTION TO LPSS – 44001 (Required for Pathway approval) (.5 credit)**

1. Use information to locate, comprehend, make inferences, and draw conclusions.
2. Demonstrate verbal, listening, and writing skills appropriately to communicate clearly.
3. Use problem-solving and critical thinking skills to respond to an emergency situation.
4. Understand respect for diversity and cultural differences.
5. Describe the types and functions of agencies related to LPSS.
6. Research and report on different types of occupations available in the fields of LPSS.
7. Describe standards, practices, policies, and procedures common to LPSS workplaces.
8. Examine real world situations to discuss ethics and the appropriate code of professional conduct.
9. Discuss the importance of a background check for employment in an LPSS occupation.
10. Explain the dynamics of integrity as it relates to LPSS.
11. Demonstrate knowledge and understanding of the individual protection granted by the US Constitution.
12. Explain how individuals, groups, and society are protected by constitutional laws and

decisions of local, state and federal courts and the Supreme Court.

13. Identify the basic freedoms guaranteed by the Bill of Rights.
14. Determine how Courts interpret the law and explain the role of precedent in the legal system.
15. Define the difference between civil and criminal laws in a democratic system.
16. Explain the classifications of crime.
17. Manage the physical and social environment to reduce conflict and promote safety in various settings (i.e. family, work, cyberspace).
18. Differentiate types of cybercrime and electronic crime.
19. Discuss the validity of eye witness accounts.
20. List six types of hazardous materials.
21. Discuss the dangers of contact with hazardous materials.
22. Obtain the OSHA 10 hr. General Safety Certification.

**BUSINESS LAW – 12054 (.5 CREDIT) Required for Pre-Law Strand.**

1. Discuss the responsibility for obeying the law
2. Describe the role of ethics and values in personal and legal systems.

3. Compare various ethical systems, and discuss how they may conflict.
4. Discuss the Constitution and the Bill of Rights.
5. Discuss the structure of Federal, State, and Municipal legal systems.
6. Understand the various processes, procedures, and precedents of the various courts.
7. Recognize the differences between various levels of crime (i.e. felonies, misdemeanors, infractions).
8. Identify and recognize potential defense strategies (i.e. insanity, self-defense etc.).
9. Discuss and classify different types of tort claims.
10. Discuss the challenges faced and remedies of tort cases.
11. Demonstrate an understanding of the nature of contractual relationships, and a list of elements required in a valid contract.
12. Demonstrate an understanding of the variety of different types of contracts.
13. Explain a minor's right to avoid a contract and identify people who lack contractual capacity.
14. Discuss the several ways contracts may be invalidated or violated.
15. Recognize and discuss the various types of property cases (i.e. real, personal, intellectual).

16. Demonstrate an understanding of the Uniform Consumer Code, various enforcement agencies (i.e., Federal Trade Commission) and consumer protection laws.
17. Identify legislation which regulates consumer credit (e.g., Fair Credit Reporting Act, Equal Credit Opportunity Act, etc).
18. Define common unfair practices (i.e. bait and switch, usury, identity theft, misrepresentation fly by night companies).
19. Discuss and define an agency's code of ethics involving relationships, duties, obligations, and liabilities.
20. Discuss and explain the nature of employer and employee relationships.
21. Demonstrate an understanding of discrimination both justified and unjustified.
22. Identify and discuss employment regulation (Child/youth labor, minimum wage, collective bargaining).
23. Demonstrate an understanding of marriage, dissolution of marriage, and parental custody issues.
24. Demonstrate an understanding of wills trusts, probate and estate planning.
25. Demonstrate an understanding of environmental regulation, energy regulation and pollution controls.
26. Demonstrate an understanding of the relationship between law and the use of pollution taxes and emissions credit trading.
27. Demonstrate an understanding of environmental documents, laws, rules etc. and analyze and interpret complex events.
28. Outline the legal procedures for forming and running a sole proprietorship and partnership.
29. Identify how the partnerships may be dissolved.
30. Distinguish and explain a limited partnership from a general partnership.
31. Explain the steps in forming a corporation.
32. Identify rights and responsibilities of board of directors, officers of a corporation and shareholders.

33. Explain the advantages and disadvantages of a corporation.
34. Distinguish and explain a limited liability corporation from a C corporation and S corporation.
35. Describe and discuss the various aspects of bankruptcy (i.e., Chapter 7, Chapter 11 and Chapter 13).

**PRACTICAL LAW – 44300 (.5 credit) Required for Pre-Law Strand.**

**Basics of the Law**

1. Describe the powers and limitations of the federal government as stated in the Constitution.
2. Identify the basic freedoms guaranteed by the Bill of Rights and describe several key Constitutional amendments beyond the Bill of Rights.
3. Compare and contrast the national constitution with state, territory, and province constitutions.
4. Determine how courts make law and explain the role of precedent in the legal system.
5. Compare the role of the juvenile court with the role of other courts within a state, territory, or province.
6. Distinguish between a tort and a crime.
7. Differentiate between and give examples of negligence and intentional torts.
8. Explain the concepts of the reasonable person test and proximate cause.
9. Explain absolute liability and describe circumstances under which it is imposed.
- Immigration Law**
10. Determine what immigration law is and what determines if a person is an alien or not.
11. Identify the different agencies that regulate immigration laws.
12. Discuss the process for removal of noncitizens.
13. Evaluate the labor and economic impacts surrounding immigration.

14. Evaluate national and border security issues surrounding immigration.
15. Understand and defend the rights and protections afforded to immigrants.
16. Compare and contrast issues surrounding legal and illegal immigration.
17. Identify the various visa types used in immigration.

**Criminal Law**

18. Describe the difference between a felony and a misdemeanor.
19. List the parties to a crime.
20. Explain the difference between the different crimes against the person.
21. Select and judge defenses to crimes.

**Torts**

22. List and compare the major classifications of tort law.
23. Compare and contrast between negligence and strict liability.
24. Identify remedies/defenses for torts.

**Family Law**

25. Identify and interpret major areas of family law.
26. Explain and evaluate government support for families.
27. Describe the kinds of rental relationships that landlords and tenants may create.

**Working With Lawyers**

28. Identify the different types of lawyers.
29. Identify the situations when lawyer services are needed.
30. Identify other sources of assistance (mediation, counselor, accountants, and insurance agent).
31. List the ways to find a lawyer.
32. Compare and contrast the different ways lawyers charge.
- Constitutional law**
33. Explain the Fourth, Fourteenth and Fifth Amendment.
34. Identify the ways for probable cause.
35. Identify the ways to search without a search warrant.

36. Argue the criteria for a reasonable search.
  37. Compare and contrast between airport searches, boarder searches and administrative/school search.
  38. List how a search warrant is obtained.
- Juvenile Law**
39. Differentiate between delinquents and status offenders.
  40. Identify the ways the state handles neglect and abused children.
  41. Identify the ways a juvenile can be treated as an adult.
  42. List the steps/procedures in juvenile court.
  43. Distinguish between initial/detention, adjudicatory and dispositional hearings.
  44. Explain a minor's right to avoid a contract and identify people who lack contractual capacity.

**ACCOUNTING – 12104 (1 credit)**

1. Classify-record-and summarize financial data
2. Discuss the nature of the accounting cycle
3. Demonstrate the effects of transactions on the accounting equation
4. Prepare a chart of accounts
5. Use T accounts
6. Record transactions in a general journal
7. Post journal entries to general ledger accounts
8. Prepare a trial balance
9. Journalize and post adjusting entries
10. Journalize and post closing entries
11. Prepare a post-closing trial balance
12. Prepare work sheets
13. Discuss the nature of annual reports
14. Discuss the use of financial ratios in accounting
15. Determine business liquidity
16. Calculate business profitability
17. Prepare income statements
18. Prepare balance sheets
19. Maintain cash controls.
20. Prove cash
21. Journalize/post entries to establish and replenish petty cash
22. Journalize/post entries related to banking activities
23. Explain the benefits of electronic funds transfer
24. Prepare bank deposits
25. Prepare purchase requisitions
26. Prepare purchase orders
27. Prepare sales slips
28. Prepare invoices
29. Explain the nature of special journals
30. Record transactions in special journals
31. Explain the nature of accounts payable
32. Maintain a vendor file
33. Analyze purchase transactions
34. Post to an accounts payable subsidiary ledger
35. Prepare a credit memorandum for returned goods
36. Process invoices for payment
37. Process accounts payable checks
38. Prepare an accounts payable schedule
39. Explain the nature of accounts receivable
40. Maintain a customer file for accounts receivable
41. Analyze sales transactions
42. Post to an accounts receivable subsidiary ledger
43. Process sales orders and invoices
44. Process sales returns and allowances
45. Process customer payments
46. Prepare customer statements
47. Process uncollectible accounts
48. Prepare an accounts receivable schedule
49. Determine uncollectible accounts receivable
50. Record inventory usage
51. Process invoice of inventory
52. Process results of inventory
53. Process inventory adjustments
54. Determine the cost of inventory
55. Calculate time cards
56. Maintain employee earnings records
57. Calculate employee earnings - e.g. gross earnings - net pay
58. Calculate employee-paid withholdings
59. Prepare a payroll register
60. Record the payroll in the general journal
61. Complete payroll tax expense forms
62. Prepare federal-state-and local payroll tax reports
63. Analyze a partnership agreement
64. Allocate profits and losses to the partners
65. Prepare a statement of partners' equities
66. Prepare a balance sheet for a partnership
67. Explain the nature of special journals
68. Record transactions in special journals
69. Explain the nature of accounts payable
70. Maintain a vendor file
71. Analyze purchase transactions
72. Post to an accounts payable subsidiary ledger
73. Prepare a credit memorandum for returned goods
74. Process invoices for payment
75. Process accounts payable checks
76. Prepare an accounts payable schedule
77. Explain the nature of accounts receivable
78. Maintain a customer file for accounts receivable
79. Analyze sales transactions

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80. Post to an accounts receivable subsidiary ledger
81. Process sales orders and invoices
82. Process sales returns and allowances
83. Process customer payments
84. Prepare customer statements
85. Process uncollectible accounts
86. Prepare an accounts receivable schedule
87. Determine uncollectible accounts receivable
88. Explain the purpose of internal accounting controls
89. Determine the components of internal accounting control procedures
90. Maintain internal accounting controls
91. Utilize accounting technology
92. Integrate technology into accounting
93. Describe careers in accounting
94. Explore accounting licensing and certification programs
95. Discuss the significance of responsibility in accounting
96. Describe Generally Accepted Accounting Principles -- GAAP

**BUSINESS ECONOMICS – 12105 (.5 credit)**

1. Describe relative scarcity exists in all societies.
2. Give real-world examples of each type of scarce resource (e.g., Natural resources, labor, capital, entrepreneurs).
3. Identify examples of virtually unlimited wants.
4. Explain the most valuable thing a person gives up is his or her opportunity cost.
5. Demonstrate an understanding of costs and benefits analysis by giving real-world examples which properly evaluate alternatives.
6. Establish a clear distinction between absolute and comparative advantage.

7. Illustrate examples of specialization, recognizing the interdependence it creates.
8. List some advantages and disadvantages of market-oriented economies as well as more directed economies.
9. Explain the role of price and other determinants of demand (e.g., income, expectations, price of related goods,...)
10. Define the role of price in influencing the quantity supplied.
11. Demonstrate an understanding how markets can be effective in allocating scarcity.
12. Illustrate and explain the pressures on a market price to increase or decrease.
13. Explain the role markets play in continuing to respond in a dynamic economy.
14. Change non-price determinants of supply to illustrate shifts in a supply curve.
15. Evaluate relationship between inputs and outputs.
16. Use expenditures (explicit costs) along with implicit costs (e.g., opportunity cost) in making profit maximizing decisions.
17. Explain revenues (e.g., total revenue and marginal revenue's) role in making profit maximizing decisions.
18. Determine the price and output in profit maximizing analysis.
19. Explain the difference in pure competition and imperfect competition.
20. Illustrate the role labor and other resource markets have on the demand for the good or service.
21. Illustrate the role of self-interest in economic decisions by both consumers and producers.
22. Explain the role of government in directing, controlling and regulating market economies.
23. Explain the role and impact saving has on building wealth.
24. Define money; explain the role of banks and contrasting them with security exchanges.
25. Explain the role and utilization of credit in a market economy.

26. Define Gross Domestic Product (GDP)
27. Define inflation
28. Define Unemployment
29. Explain the role and function of public finance.
30. Incorporate economic decision skills in identifying a career path.

**BUSINESS MANAGEMENT – 12052 (.5 credit)**

1. Solve mathematical managerial problems using numbers and operational resources.
2. Perform data analysis to make business decisions.
3. Evaluate the accuracy of mathematical responses using problem-solving techniques.
4. Recognize how economic systems influence environments in which businesses function.
5. Use knowledge regarding the impact government has on businesses to make informed economic decisions.
6. Describe global trade's impact on business activities.
7. Use economic indicators to detect economic trends and conditions.
8. Demonstrate use of content, technical concepts and vocabulary when analyzing information and following directions.
9. Employ verbal skills when obtaining and conveying information.
10. Use informational texts, Internet web sites, and/or technical materials to review and apply information sources for occupational tasks.
11. Prepare oral presentations to provide information for specific purposes and audiences.
12. Identify common tasks that require employees to use problem-solving skills.
13. Describe the value of using problem-solving and critical thinking skills to improve a situation or process.
14. Analyze situations and behaviors that affect conflict management.

15. Determine best options/outcomes for conflict resolution using critical thinking skills.
16. Identify with others' feelings, needs, and concerns.
17. Write goals that meet appropriate criteria: Specific, Measurable, Achievable, Realistic, Time bound.
18. Develop a foundational knowledge of accounting to understand its nature and scope.
19. Describe the role and function of human resources management.
20. Manage business risks to protect a business's financial well-being.
21. Assess needed safety policies/procedures to ensure protection of employees.
22. Analyze and exhibit leadership traits and their various roles within organizations (e.g. contribute ideas; share in building an organization; act as role models to employees by adhering to company policies,
23. Consider issues related to self, team, community, diversity, environment, and global awareness when leading others.
24. Describe how staff growth and development to increase productivity and employee satisfaction.
25. Explain and identify best practices for successful team functioning.
26. Demonstrate, manage, obtain and protect information through ethical behavior in a business setting to foster positive internal and external interactions.
27. Describe the nature and scope of business laws and regulations.
28. Utilize career-advancement activities to enhance professional development.
29. Use information literacy skills to increase workplace efficiency and effectiveness.
30. Acquire a foundational knowledge of information management to understand its nature and scope.
31. Maintain business records to facilitate business operations.

32. Acquire information to guide business decision-making.
33. Manage financial resources to maintain business solvency.
34. Explain the role that business management has in contributing to business success.
35. Manage purchasing activities to obtain the best service/product at the least cost.
36. Manage quality-control processes to minimize errors and to expedite workflow.
37. Explain the nature and scope of risk management practices within a business.
38. Plan organization's/department's activities to guide and support decisions and to ensure that staff focus on current and future operational priorities.
39. Develop business plans to meet company needs.

**BUSINESS COMMUNICATIONS – 12009 (.5 credit)**

1. Define, spell, pronounce, and syllabicate frequently used and business-related words
2. Apply rules for plurals, possessives, prefixes, and word endings
4. Demonstrate proficiency in the use of a dictionary
5. Demonstrate good sentence structure
6. Demonstrate proficiency in the use of punctuation
7. Demonstrate proficiency in using reference materials
8. Demonstrate proficiency in using software and hardware instruction manuals
9. Use appropriate words, grammar, sentence construction, and punctuation in written communications with customers, coworkers, and supervisors
10. Interpret, analyze, and confirm written instructions or procedures
11. Operate communications equipment
12. Compose and key error-free electronic mail messages

13. Use dictionary and/or other reference materials to produce error-free documents
14. Demonstrate proper error correction techniques
15. Write a letter requesting admission and scholarship information
16. Request a room reservation or reply to such a request
17. Ask for material to be sent or grant or deny such a request
18. Ask for credit, grant it, or deny it
19. Request a speaker for a convention or meeting
20. Sell a service/product through the mail
21. Write or answer a letter of complaint
22. Prepare interoffice memorandums
23. Identify the communications needs of various types of businesses such as retailing, manufacturing, financial, service, government, wholesaling, and distribution.
24. Use appropriate technologies to create identified business correspondence
25. Key documents from longhand or edited rough draft
26. Proofread documents
27. Meet the standard of mailability for all production work
28. Prepare and deliver an oral presentation
29. Practice customer contact skills
30. Interpret, analyze, and confirm verbal instructions
31. Utilize listening skills
32. Perform a self-evaluation to determine strengths and weaknesses
33. Develop grooming and personal hygiene habits
34. Develop a healthy self-esteem
35. Describe the importance of the following personal qualities: honesty, loyalty, courtesy, cooperation, alertness, ambition, punctuality, interest, involvement, patience, tact, confidence, sense of humor, dependability/reliability, flexibility, and initiative.

36. Describe acceptable conduct in the following professional relationships: employee-employer, employee-coworker, and employee-public
37. Research and report on various business careers
38. Prepare a résumé
39. Compose and type employment-related letters such as application, thank you, resignation, etc.
40. Complete an application form
41. Demonstrate the techniques of a good job interview
42. Prepare a computerized spreadsheet to analyze and present data
43. Prepare graphic presentations of data by computer
44. Incorporate graphic presentation of data in a printed document

**INFORMATION TECHNOLOGY IN SERVICE PROFESSIONS – 44010 (.5 credit) (School may offer 10051 – Information Management – 1 credit – in place of this course)**

1. Record observations of activities and incidents following occupation-specific guidelines.
2. Transcribe information based upon written data and observations.
3. Create written reports from recorded observations.
4. Record details of calls, dispatches and/or messages.
5. Record daily activities and submit logs based upon occupation-specific expectations. (i.e. activities of prisoners, phone calls, alarms, property damage, theft, unusual occurrences OR project work, community development records, etc. ).
6. Create, keep and update database of people involved in government and LPSS (i.e., prisoners, offenders, clients, service recipients, witnesses, etc.).

7. Maintain access to and security of sensitive materials.
8. Utilize Internet browser software to research information related to LPSS and government applications.
9. Utilize electronic systems to share files and documents and to communicate within and across organizations.
10. Prepare written reports that detail specifics of incidents (i.e. fire, client referrals, etc.)
11. Discuss various types of software specific for use in government, medical, fire, law enforcement, dispatching, and corrections settings.
12. Employ spreadsheet and database applications to organize, manipulate, and manage data.
13. Use Translation Software to communicate information.
14. Create and interpret tables, charts, and figures to support written and oral communications.
15. Use information technology tools to manage and perform work responsibilities.
16. Explore advances in record keeping technology as it develops.

**FIRST AID/CPR/EMR – 44050 (.5 credit) (Certification Course, Instructor must hold appropriate certification)**

1. Use protocols in emergency management response when working with an on-scene accident.
2. Use radio equipment, computer technology and public address/warning systems to manage emergency situations.
3. Practice response procedures used to respond to small and catastrophic incidents.
4. List local, state, and federal regulations pertaining to safety issues.

5. Display proper handling of hazardous materials to manage demands of medical, fire, environmental, and technical disasters or situations when hazardous materials are present.
6. List laws, ordinances and organizational rules of conduct to perform assigned duties.
7. List responsibilities of a beginning employee in emergency, fire, and EMT/First Responder services career to understanding the emotional and physical challenges of the field.
8. Define first aid and describe who has the duty to give first aid.
9. Describe where to find a list of items in the first aid kit at your worksite.
10. Explain how to keep yourself safe when giving first aid, including putting on and taking off protective gloves.
11. Explain how to keep the victim from further injury when giving first aid.
12. Explain how to phone your department/agency emergency response number (or 911)
13. Explain how to contact the Emergency Medical Services system in your area.
14. List examples of when you should phone your department/agency emergency response number (or 911) for help.
15. Describe how a first aid rescuer might feel after an emergency.
16. Explain your role in keeping first aid care confidential.
17. Explain which forms your department/agency wants you to fill out after you give first aid.
18. List the signs and symptoms of a victim with a breathing problem and describe what to do.
19. Describe how to relieve choking.
20. Describe the signs and actions for a victim with a bad allergic reaction.
21. Describe how to use an epinephrine pen.
22. Describe several words that a victim may use to describe discomfort, pain, or pressure caused by a heart attack.

23. Explain where the pain or pressure of a heart attack might be located.
24. Explain first aid actions for a victim with chest discomfort, pain or pressure.
25. Explain fainting and the first actions for it.
26. Describe the signs, symptoms and first aid actions for low blood sugar in a person with diabetes.
27. List the three signs and symptoms of and first aid actions for a stroke.
28. Describe the signs and symptoms of and first aid actions for a person having a seizure.
29. The signs of and first aid actions for shock.
30. Describe the first aid actions for bleeding that you can see and how to stop it.
31. Explain when you should expect bleeding inside the body.
32. Describe first aid actions for bleeding you can't see.
33. List signs of and first aid actions for a victim with head, neck and spine injury.
34. Explain the first aid actions for broken bones and sprains.
35. List the first aid actions for burns.
36. Describe the first aid actions for:
  - a. A victim of electrocution
  - b. Bites and stings
  - c. Heat-related emergencies
  - d. Burns
37. Describe the signs of and first aid actions for cold related emergencies.
38. Explain the steps for giving first aid for poisoning.
39. Demonstrate CPR techniques for use on:
  - a. An adult
  - b. A child
  - c. An infant
40. Describe what an Automatic External Defibrillator does.
41. Explain use situations and operation of an AED.
42. Explain how to give CPR and use an AED.

### **LAW ENFORCEMENT I – 44200 (1 credit)**

#### **Introduction to Law and the Legal System**

1. Describe the relationship between laws and values.
2. Explain how human rights affect the writing of laws.
3. Define the difference between civil and criminal laws in a democratic system of government.
4. Illustrate the connection between the three branches of government and the separation of powers.
5. Explain the types of laws enacted at the local, state and federal levels.
6. Explain the requirements for jury duty in their state.
7. Evaluate whether the juror selection process in their state leads to impartial juries.
8. Define the terms *petit jury* and *grand jury*.
9. Illustrate the state and federal court systems.
10. Explain the attorney-client privilege.

#### **Criminal Law and Juvenile Justice**

1. Explain the two different classes of crimes
2. Explain crimes against property
3. Explain the effect of 9-11 and the Law and Terrorism
4. Explain the problems associated with measuring crime.
5. Distinguish between criminal justice and criminology.
6. Explain the sources of criminal law.
7. Distinguish between substantive and procedural law.
8. Compare and contrast the elements of a felony and a misdemeanor .
9. Determine the difference between *mala in se* and *mala prohibitum*.
10. Explain the legal defenses against criminal liability.
11. Identify the different sources of stress for police officers and what steps can be taken can be taken to reduce or manage the stress.
12. List strategies for reducing crime.

13. Identify factors that put young people at risk for gang involvement.
14. Explain how the *Brady Act* attempts to control gun possession
15. Explain how substance abuse is linked to crime.
16. Identify the U.S. Supreme Court cases which govern search and seizure incident to a legal arrest.
17. Describe the importance of Terry vs. Ohio and subsequent cases.
18. Define the conditions that must occur for an arrest to occur.
19. Compare and contrast the roles of the prosecutor and the defense attorney in the criminal justice process.
20. Assess the elements of criminal law, including common law vs. statutory law, intent and remedies, "spirit of the law" vs. "letter of the law", and standard of proof.
21. Discuss civil law, including tort, breach of contract, and standard of proof.
22. Relate case law, including precedents and decisions to statutory law.
23. Research the consequences that may arise from citing a crime by the wrong code number.
24. Compile a list of the six escalating levels of response available to the police officer, beginning with officer presence and continuing through verbal commands, control restraint, chemical agents, temporary incapacitation, and deadly force.
25. Compare the right of police and other protective services officers to use deadly force with the right of an ordinary citizen to defend him or herself
26. Distinguish between infraction, moving violation, license, and registration.
27. Relate the types of physical training to follow after employment with a particular agenc.
28. Role-play different aspects of police officers' duties to stress the importance of physical fitness for law enforcement or correctional officers.

29. Demonstrate use of handcuffs, weapons, map books, traffic templates, whistle.
30. Discuss factors for officer survival (positive attitude, anticipation of danger, plan of action, good physical condition, and maintenance of equipment).

### **Individual Rights and Liberties**

1. Define an amendment to the US Constitution and give examples of the first 10 Amendments.
2. Explain the three (3) basic Constitutional Law Principles
  - a. The rights are not absolute
  - b. Citizens are protected from certain actions by the government
  - c. Enforcing one's rights can be expensive and time consuming
3. Illustrate the importance of the First Amendment, *freedom of speech*.
4. Distinguish *time, place and manner* restrictions on the First Amendment.
5. Explain censorship and Freedom of the Press.
6. Cite examples when the government and the press disagree over First Amendment rights
7. Defend symbolic speech citing *Tinker v. Des Moines School District*.
8. Indicate the importance of the following concerning the First Amendment's Freedom of Religion:
  - a. *establishment clause*
  - b. *free exercise clause*
9. Compare and contrast *procedural and substantive due process*.
10. Explain the Right to Privacy.
11. Explain how the 13th, 14th, 15th, 19th, and 24th Amendments attempt to make equality a reality for Americans
12. Explain rights and responsibilities in the workplace
13. Support the argument for or against the assistance of workers unions.
14. Explain when firing an employee can be considered illegal.

### **Communications**

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1. Use language, organization, and format appropriate to the subject matter, purpose, and audience.
2. Check, edit, and revise for correct information, appropriate emphasis, grammar, spelling, and punctuation.
3. Follow oral instructions:
  - a. Listen for an identify key words
  - b. Listen for words that identify a procedure
  - c. Listen for steps or actions to be performed
  - d. Listen for clues regarding the order of sequence in which a task is performed
4. Analyze a speaker's point of view.
5. Write a persuasive paper for or against an issue.
6. Engage in a discussion or debate taking a stand on an issue.
7. Utilize Cornell Notes strategies to signify important information from class activities and lecture.

### **Mathematics**

1. Estimate, apply, and solve problems involving fractions, decimals, percentages, and real numbers.
2. Construct and interpret tables, charts, maps, and/or graphs.
3. Apply measurement concepts of distance, direction, rate, time and acceleration
4. Explain and give examples of variable interest rates

### **Computer Technology**

1. Identify and discuss how law enforcement and other criminal justice agencies are incorporating technological advances into their daily operations.
2. Access data from electronic bulletin boards, news groups, home pages, and other online resources.
3. Define, understand, and use common computer technology terminology.
4. Compose, organization, and format appropriate to the subject matter, purpose and audience.
5. Use presentation and multimedia software to design/create a variety of presentations.

6. Use the internet to explore for career opportunities within specified fields of study

### **Career Development Skills**

1. Participate in Team tasks:
  - a. establish team goals
  - b. establish team standards
  - c. receive and give information
  - d. process information
  - e. plan for action
  - f. complete team tasks on time
2. Listening Skills
  - a. Listen for and identify key words
  - b. Listen for words that identify a procedure
  - c. Listen for steps of actions to be performed
  - d. Listen for clues regarding the order or sequence in which a task is performed
  - e. Distinguish fact, opinion, and inferences in oral communication
  - f. Restate or paraphrase a conversation to confirm what is said
3. Time Management
  - a. Sets priorities or the order in which several tasks will be accomplished
  - b. Utilize time management strategies to reduce work and family conflicts
  - c. Demonstrate stress management skills
  - d. Identify influences on use of time

### **Portfolio Development**

1. Organize a career portfolio (electronic or hard copy) to document knowledge, skills, and experiences in a career field.
2. Note behaviors and traits that lead to an individual's positive or negative image
3. Complete and self-assess a job application for a selected position.
4. Prepare for; demonstrate proper attire, and role play in a mock job interview .
5. Select given assignments to place into a student's Law Portfolio
6. Self-assess information covered in Law I course and give opinions on how the Law I course can be improved

## LAW ENFORCEMENT II – 44201 (1 credit)

### The Nature of Crime, Law and Criminal Justice

1. Analyze crimes from the Old West to modern day crimes of the 21st century.
2. Discuss the diverse careers available in criminal justice.
3. Compare and contrast the different perspective of crime control and the pros and cons of each perspective.
4. Formulate an opinion on which perspective on crime control would work best.
5. Indicate the various index crimes.
6. Differentiate between Part I Crimes (murder, non-negligent manslaughter, rape, robbery, aggravated assault, burglary, larceny, motor vehicle theft, and arson) and Part II Crimes (less serious misdemeanors).
7. Indicate how crime is collected for the UCR (Uniform Crime Report).
8. Indicate the differences between the UCR, NIBRS (National Incident Based Reporting System) and the NCVS (National Crime Victimization Survey).
9. Identify and analyze current crime trends and how they affect law enforcement's approach to various police issues.
10. Indicate the difference between *expressive* (emotions) and *instrumental* crimes (to survive).
11. Substantiate between masculinity and chivalry hypothesis.
12. Present an opinion on social class and crime
13. Identify the contemporary forms of terrorism.
14. Indicate the differences between white collar crime and organized crime.
15. Define *deterrence* and indicate how it applies to differing theories of criminal justice.
16. Classify the different forms of deterrence.
17. Defend a position on which form of deterrence is the most efficient.

18. Indicate and discuss the difference between sociological, psychological, and biological theories on why people commit crime.
19. Indicate how social structure could lead to crime (poverty, middle class, wealthy).
20. Give an opinion on how poverty and its relationship to crime rate, crime tendencies, etc.
21. Explain the life course theory and how relationships and experiences guide behavior.
22. Determine the difference between substantive and procedural law.
23. Define *stare decisis* and indicate how the use of precedence influences common law.
24. Define *mala in se*.
25. Determine the major differences between criminal law and civil law.
26. Indicate the three (3) major sources of criminal law.
27. Explain why the Constitution would forbid an *ex post facto* law.
28. Explain the relationship between *actus reus* and *mens rea*.
29. Define: *strict liability*, *public safety*, *Justification*, *penumbral crimes*, *obituary*, and *stalking*.
30. Explain the differences between the various insanity defense standards: *M'Naghten*, *Irresistible Impulse*, *Durham*, *Substantial Capacity*, and *Present Federal Law*.
31. Discuss the impact of *Miranda v. Arizona* on our nation's laws.
32. Indicate the significance of the 4th, 5th, 6th, 8th and 14th Amendments.
33. Define *Due Process* and its many effects on criminal justice.

### The Police and Law Enforcement

1. Indicate the development of law enforcement originates from England.
2. Describe the relationship the following terms: *tithing*, *hue and cry*, *hundred*, *constable*, *shire reeve*, *watch system*, and *justice of the peace*.

3. Indicate the average starting salary of a police officer, corporal, sergeant, lieutenant, captain, etc.
4. Indicate the importance of the *Metropolitan Police Act of 1829*.
5. Evaluate the importance of Sir Robert Peel and his works within the development of criminal justice.
6. Distinguish the difference between a sheriff and a vigilante.
7. Identify and sequence significant, historic events that have shaped America's criminal justice system.
8. Indicate the importance of social trends and police reforms brought about in the 20<sup>th</sup> century.
9. Identify and articulate the most notable achievements of contemporary American police.
10. Describe and defend your opinion on community policing.
11. Identify the roles and the functions of the FBI.
12. Indicate the different divisions of the FBI:
  - a. Criminal Justice Information Services Division CJIS
  - b. Crime Laboratory
  - c. Child Abduction and Serial Killer Unit
  - d. Combined DNA Index System CODIS
  - e. Uniform Crime Report
  - f. NCIC – National Crime Information Center
13. Indicate the justification and function the Department of Homeland Security.
14. Explain how the use of technology has aided law enforcement officials in the realm of criminal justice and predict how incorporation of technology will assist them in the future.
15. Indicate the function of a patrol and how their activities help deter crime.
16. Describe the following terms: *beat*, *order maintenance*, *proactive policing*, *sting operation*, *vice-squad*, *broken windows model*, *community oriented policing*, *foot patrol*, and *internal affairs*.

17. Identify the different positions within the police organization and indicate their specific duties:
  - a. Vice
  - b. Detectives
  - c. Patrol
  - d. Community Policing
  - e. Traffic
  - f. Prevention
  - g. Juveniles
18. Explain the time and rank system and identify the steps a police officer should take to advance.
19. Defend why proactive policing would be an effective way to deter crime.
20. Defend an opinion on community policing.
21. Indicate how public perception can skew the view of police and their interaction with the public.
22. Explain the notion of the blue curtain and how it affects the public's perception of law enforcement officials.
23. Differentiate the four basic styles of policing (the crime fighter, the social agent, the law enforcer, and the watchman).
24. Describe the importance of discretion and the ways it can be used in carrying out normal police operations within law enforcement.
25. Describe how different factors influence a police officer's discretion: legal factors, victim factors, environmental factors, peer factors.
26. Discuss some of the problems associated with policing, including: stress, police brutality, and other current topics affecting police officers.
27. Discuss the importance and application of the Law Enforcement Code of Ethics to the field of law enforcement and the criminal justice process.
28. List and describe differing factors related to police shootings.
29. Recognize the concept of legal control over police activity.
30. Defend an opinion on *Miranda v. Arizona* and its effect on law enforcement policy.

31. Explain the elements of a search warrant and the steps taken to obtain one.
32. Explain the concept of stop and frisk.
33. Explain the use of discretion on the threshold inquiry.
34. Describe the concept of search incident to a lawful arrest.
35. Defend an opinion on warrantless searches.
36. Explain the terms: booking, line up, and good faith exception.
37. Determine the impact of the exclusionary rule and give an opinion on its benefits or challenges.

#### **Maintaining Custody of Prisoners**

1. Outline the procedures for safe transport of prisoners.
2. Show how prisoners should be secured in a vehicle.
3. Determine the information that should be given to dispatch/communications.
4. Notice and make specific adjustments for prisoners of both genders and persons with injuries.
5. Justify the use of handcuffs, disposable cuffs, waist belts, and locking leg irons.
6. Determine and defend reasons for the use of pat down search.
7. Indicate methods used to prevent injury of a person in custody .
8. Demonstrate the ability to use proper fingerprinting techniques.
9. Defend the reasoning for legally requiring certain records during the booking of a prisoner.
10. Discuss recent developments related to the rights of pretrial detainees.
11. Discuss the rights of a prisoner in regards to religious practice and beliefs.
12. Understand the reasoning for and determine the minimum standards for sanitation within a correctional setting.
13. Determine the standards for nutrition inside a correctional setting.

14. Indicate the need for phone correspondence, visitation, mail, and legal aid within a correctional facility.

#### **Search and Seizure**

1. Determine the differences between evidence, material evidence, and chain of evidence.
2. Explain the importance of maintaining the chain of evidence from the point of seizure through trial.
3. Demonstrate proper collection, tagging, and transportation of evidence.
4. Identify and verify reasons evidence can be excluded in trial.
5. Relate hearsay to admissibility in trial.
6. Compare search and seizure laws inside a correctional facility to those outside of a correctional facility.

#### **CERTIFIED PROTECTION OFFICER – 44210 (.5 credit) (Instructor must be IFPO Certified)**

1. Describe the International Foundation for Protection Officers (IFPO), its integral part in the Criminal Justice field, and the certification available to students who successfully complete IFPO requirements.
2. Demonstrate understanding of the key articles of the industry standard Professional Code of Ethics: loyalty, exemplary conduct, protecting confidentiality, maintaining safety and security, department, enforcement of rules and regulations, developing rapport, honesty and integrity, lack of prejudice, and self-discipline.
3. Demonstrate professional officer conduct in and out of the school setting.
4. Detail the importance and historical background of private security (hired protection) and public law enforcement (police).
5. Understand the four classifications of assets:

- a) People – employees, visitors, clients
  - b) Property – real estate, buildings, merchandise
  - c) Information – vital data
  - d) Image – image cultivated through public relations & customer good will.
6. Explain and demonstrate the three most important aspects of field notes: detect. Observe and report, and demonstrate how field notes are used to create reports.
  7. Write accurate, professional field notes and reports.
  8. Identify and explain the purposes of patrol: detection, prevention and deterrence, ensure compliance, report/record and investigate and respond to emergencies.
  9. Know and apply the 3 actions to take when first on the scene: securing the scene, rendering aid to any victim(s), and calling for backup.
  10. Demonstrate proper frisking, cuffing, and take down techniques.
  11. Describe and demonstrate proper radio protocols and procedures.
  12. Identify the circumstances under which a police or security officer may detain a subject, conduct and legal search of the subject, and if necessary properly restrain a subject.
  13. Explain how information stored on computer systems can be compromised including confidentiality, integrity, availability and authorization.
  14. Detail types of computer/information security policies that should be in place at client sites including password protection, e-mail and Internet policies, backup and restore policies and vulnerability of computer and other office hardware (fax lines, phone lines and wireless transmission systems).
  15. Understand and explain when force is necessary, proportionate to the circumstances, that eminent danger of harm exists, deadly vs. non-deadly options, justification of the use of force, civil and criminal liabilities attached to the use of force.
  16. Demonstrate basic verbal techniques to diffuse a situation.
  17. Demonstrate basic restraint techniques, i.e. take downs, hand cuffing.
  18. Analyze and distinguish between the various classifications and designations of offenses under local, county, state, and federal laws.
  19. Understand the principles of the Miranda Warning.
  20. Demonstrate the ability to research information about laws and identify credible resources to assist with understanding them.
  21. Demonstrate proper technique to conduct traffic control on public and private property, including proper use of hand signals, whistle, signage, and reflective clothing and equipment.
  22. Identify and react to different types of crowds and motives for crowds forming – including demonstration of effective management of large groups of people, and maintaining a good attitude and full attention to safety at all times.
  23. Recognize leaders and agitators within a crowd and be able to effectively and safely remove them.
  24. Explain the need to plan in advance for demonstrations, sporting events, parades and the like.
  25. Know fire prevention and detection, hazardous material identification and handling, and the necessary steps to deal with each.
  26. Recognize a bomb threat, how to handle the threat, and conduct a search of the premises to determine if a threat exists.
  27. Recognize the difference between a strike, lock-out, and labor disputes and be able to react accordingly.
  28. Define and explain the differences between international and domestic terrorism and their basic structures.
  29. Describe the differences between nuclear, biological and chemical weapons (NBC) and the consequences of their use against civilian targets.
  30. Describe how and why communication and confidentiality are paramount when dealing with issues of threat.
  31. Explain how and why an alarm system is used to provide early warning of an intruder(s).
  32. Explain and recognize the four methods of alarm monitoring.
    - a) local monitoring
    - b) central station
    - c) direct fire & police
    - d) proprietary
  33. Distinguish between public relations & human relations.
  34. Demonstrate how to deal effectively with people including supervisors and managers, fellow employees and security officers, emergency personnel, and outsiders & visitors.
  35. Demonstrate basic techniques that can be applied to most situations including ways to develop rapport with a suspect or witness, encourage the subject to keep talking, and avoid/prevent leading questions or faulty assumptions during an interview.
  36. Take a statement from a witness quoting exactly what the witness stated.

37. Develop listening skills and know how to ask open ended questions to elicit information from a suspect or witness.
38. Develop and demonstrate conflict resolution skills to better deal with stressful situations.
39. Recognize, understand and respect disputant points of view.
40. Identify and describe the causes of disruptive behavior such as illness, emotional problems, drugs and alcohol, stress, anger/frustration.
41. Identify multiple effective, specific ways to manage disruptive behavior.
42. Identify, practice and follow the 3 rules for officer guidelines: remain calm, act appropriately, and be objective. Recognize the signs of employee dishonesty such as falsifying time sheets, theft of company property, and unauthorized use of company equipment or vehicles.
43. Recognize the signs and symptoms of substance abuse.
44. Understand, explain, and demonstrate the necessity and benefits of good physical fitness, a good exercise program and dietary habits, and a good night's sleep.
45. Discuss how differences between/among people and/or groups can contribute to situations that may benefit from, or require, intervention from different sectors of the criminal justice system.
46. Detail the process and procedures for a victim of sexual harassment to pursue to seek a remedy for the offense(s).
47. Identify current sexual harassment prevention and response resources available at local, regional, and national levels.

48. Define and describe the four types of surveillance: covert, overt, personal and electronic.
49. Describe how laws protecting privacy should be honored and protected during surveillance.

**CORRECTIONS OFFICER – 44215 (.5 credit)**

1. Identify the major roles & responsibilities of the corrections officer.
2. Discuss the development of the adult criminal justice system in the United States and Kansas.
3. Discuss the major trends in the adult criminal justice system in the United States and Kansas (e.g., community policing, restorative justice, diversionary programs)
4. Explain the adult criminal justice process from arrest to disposition.
5. Distinguish the major types of dispositions (e.g., incarceration, probation, restitution).
6. Identify circumstances under which juveniles would be processed in the adult criminal justice system.
7. Explain ethical violations you might see in a correctional setting and discuss best methods for handling them.
8. Explain why corrections officers, on and off duty, should exemplify the highest ethical and moral standards.
9. Explain the problems associated when a corrections officer violates the law.
10. Identify the primary legal references and sources that impact the work of a corrections officer.
11. Given a specific code violation, identify the elements, classification, and penalties of that violation using the relevant penal code for reference.
12. Identify legal issues inherent in the handling of a crime that has been committed inside a detention facility.

13. Identify the procedures for making inquiry (of confidential records) into law enforcement information systems.
14. Given a sample case description indicate those factors that would affect classification (such as: medical status, gender, type of violation, behavior history, etc.).
15. Identify behaviors exhibited during the classification process that would suggest the need for further investigation prior to classification (such as: request for a particular unit, unusual nervousness, lack of eye contact).
16. Given a list of classification, identify specific risks, precautions, etc. associated with each.
17. Define contraband in a correctional setting.
18. State why each major type of contraband represents a potential hazard in a correctional facility.
19. Identify common ways in which contraband is obtained by inmates and list common hiding places.
20. Describe the process for handling various types of contraband using a sample departmental policy manual for reference.
21. Identify the reasons for offering evidence in court.
22. Identify the tests that evidence must successfully pass before it may be entered into criminal court.
23. Discuss the reasons for effective communications in a jail setting.
24. Explain the barriers to effective communication in a jail setting.
25. Identify signs of trouble in a jail setting that could be prevented or mitigated through effective interpersonal communication.
26. Given a scenario, demonstrate effective communication skills that might prevent an escalation of tension.
27. Given transcripts of interactions, indicate which communication systems (radio, telephone, public address) would be most appropriate for

- communicating with fellow officers given the type of situation.
28. Discuss reasons for responding courteously and professionally to incoming calls and/or questions from the public.
  29. Identify the legal framework for a correction officer's use of reasonable force.
  30. Given examples of situations requiring the use of physical force, identify actions that would constitute reasonable force using relevant codes, statutes, and case law materials for reference.
  31. Identify actions that would be considered excessive force.
  32. In a simulated exercise, demonstrate behaviors or verbal interventions that a corrections officer can use to de-escalate problems.
  33. In simulations of a frontal and rear assault, demonstrate rear brake fall and forward break fall techniques, incorporating: correct body position, proper movement, balance, & position of advantage.
  34. In a simulation, demonstrate at least two joint lock control holds incorporating: balance, maintaining position of control & advantage, proper foot movements, and joint lock mechanisms.
  35. In a simulation, demonstrate at least two "take down" techniques incorporating: balance, maintaining a position of control & advantage, and proper foot movements.
  36. Demonstrate proper manipulation of handcuffs.
  37. Demonstrate handcuffing a compliant, non-threatening subject using proper principles.
  38. Demonstrate assisting a person who is prone to his/her feet incorporating: appropriate verbal instructions, not pulling subject up by his/her arms, and not compromising the person's ability to breathe.
  39. Demonstrate the proper use of at least one mechanical restraint device commonly used in a correctional facility.
  40. Identify the monitoring requirements of inmates who are placed in restraint devices and/or safety cells.
  41. Explain the principles, conditions, and limitations under which safety cells may be used.
  42. List the forms used and identify the correct procedure for receiving inmates.
  43. List appropriate steps in the booking procedure.
  44. Identify the major steps in processing inmates prior to housing.
  45. Identify the reasons why it is important to obtain clear fingerprints.
  46. Identify the major steps in orienting new inmates.
  47. State consequences of improper use of supplies to new inmates.
  48. Identify the procedure for verifying the identity of an inmate prior to release and state consequences of releasing the wrong person.
  49. Identify the procedure for returning & transferring inmates' property.
  50. State why errors in key handling might pose threats to security.
  51. Identify items to look for when searching the facility (such as: shanks, razor keys, excess medications, contraband, etc.)
  52. List the steps and safety precautions to be observed when searching the facility.
  53. Describe the procedure for limiting and controlling movement of inmate workers during search of facility.
  54. Identify the principles governing security rounds and identify signs to watch out for.
  55. Identify steps in conducting outside perimeter checks.
  56. Identify procedures for doing numerical, body and photo counts.
  57. Describe the procedure for responding to the absence of an inmate.
  58. List procedures of searching for a missing or escaped inmate.
  59. Identify the legal principles inherent in conducting pat-down and strip searches.
  60. Identify the "universal safety precautions" for conducting searches of inmates.
  61. Given a scenario, simulation or video of a jail-related incident, generate a description of the incident and the first draft of a report of the incident.
  62. Identify the elements of writing that are important for effective communication.
  63. Describe the four major types of reports used in local corrections: incident, disciplinary, crime, use of force.
  64. Demonstrate proofreading and revision techniques related to improving the communication.
  65. Demonstrate effective techniques for interviewing of inmates.
  66. Discuss techniques for effective observation and note-taking of jail incidents/condition of inmates.
  67. State why knowledge of classification system and housing layout is essential to escorting inmates within the facility.
  68. Describe situations where individual movement of inmates is more appropriate than group movement.
  69. State the potential consequences of improper supervision during in-house movement of inmates.
  70. Identify duties of the corrections officer in supervising meals for inmates in the dining hall.
  71. Identify inmate behaviors that may signal trouble in the dining hall and generate a plan for enforcing discipline and/or reestablishing order.
  72. Identify responsibilities of corrections officers in supervising the cleaning of cells by inmates.
  73. Identify case law relevant to inmate exercise, recreation, fresh air, & natural light exposure.
  74. Identify potential safety & security hazards that can occur during recreation time.

75. Identify problems that may occur during inmate use of phone and explain appropriate staff response.
  76. Given sample descriptions of inmate disputes, classify according to whether or not back-up should be called.
  77. Identify possible consequences of failing to promptly investigate disturbances.
  78. Identify precautions that may prevent a dispute from leading to physical injury or property damage.
  79. Identify legal issues concerning the discipline of inmates and define the steps of progressive discipline.
  80. Identify the roles and steps in the appeals process of inmate "grievance procedures".
  81. Describe the techniques and strategies of an inmate manipulator and explain how to prevent becoming a victim.
  82. Given a list of inmate classifications and standard supplies, identify potential incompatibilities (e.g., suicidal inmate with razor blade).
  83. Identify the rules governing the distribution of commissary goods.
  84. Explain the value of a properly operated commissary.
  85. Identify potential signs of mental health issues in inmates (such as: withdrawal, excessive fear, loss of appetite, suicide statements, etc.).
  86. Describe the signs & symptoms of inmates who pose suicide risk and discuss potential liabilities resulting from a suicide.
  87. Identify suicide risk factors.
  88. Identify the potential indicators of substance abuse among inmates.
  89. Discuss potential indicators of physical problems requiring medical attention.
  90. Describe symptoms and treatment conditions related to those diseases most likely to show up in a correctional facility.
  91. Discuss the role of the corrections officer when assisting medical staff.
  92. Identify reasons why medical staff are to be informed of the classification of all inmates they visit and are to be accompanied at all times.
  93. Identify the rights and visitation privileges of attorneys and other visitors using appropriate code sections, minimum jail standards, and case law for reference.
  94. Identify steps to be taken when admitting visitors.
  95. Identify postal regulations relevant to the opening and reading of legal and non-legal mail.
  96. Identify types of information or communication that should not be transmitted to inmates and indicate why each is inappropriate.
  97. Explain the steps to follow when preparing to transport an inmate.
  98. Identify classifications of inmates that should not be mixed for transport.
  99. Identify the steps in the transport procedure and discuss problems that can occur during transport.
  100. Participate in an individual self-assessment evaluation comprised of the following:
    - a) Timed 1.5 – 3 mile walk or run
    - b) Flexibility exercises for hamstring & back
    - c) Baseline number of push-ups and sit-ups.
  101. Demonstrate ability to
    - a) Properly lift and carry heavy objects (walking, running, climbing steps)
    - b) Drag minimum of 165 lbs.
    - c) Complete a 50 yd. sprint within 20 seconds.
- PUBLIC SAFETY TELECOMMUNICATIONS – 44220 (.5 Credit) (Certification Course, Instructor must hold certification)**
1. Describe the duties and job requirements of a Public Safety Telecommunicator.
  2. Explain the importance of ethics and values in Public Safety Communications.
3. Explain the Communications Cycle and discuss the need for good verbal, non-verbal and listening skills in customer service and emergency communications.
  4. Demonstrate the techniques for gathering basic and descriptive information.
  5. Define Call Processing and list the Basic Call Processing Techniques.
  6. Utilize proper 9-1-1 Telephony Terminology.
  7. Compare and contrast Basic 9-1-1, Enhanced 9-1-1, and Wireless E 9-1-1.
  8. Explain and discuss Voice over Internet Protocol (VoIP).
  9. Demonstrate use of TTY terminology and equipment.
  10. Define Telematics.
  11. Demonstrate proper response for:
    - a) Emergency with voice calls
    - b) Airbag/Telemetry Activation, No Voice calls
    - c) Emergency Button Activation, No Voice calls
  12. Define and describe a Computer Aided Dispatch (CAD) System.
  13. Demonstrate ability to use 24 hour time.
  14. Demonstrate Radio Telecommunications Techniques.
  15. Demonstrate use, care and maintenance of Radio Equipment.
  16. Describe various call classifications and describe differences between:
    - a) Law Enforcement Call Types
    - b) Fire Service Calls
    - c) EMS Calls
  17. Explain the National Incident Management System (NIMS).
  18. Describe the concepts and principles of the Incident Command System.
  19. Provide an overview of Civil Liability Law.
  20. Explain confidentiality rules and liability in call handling.

21. List ways to minimize liability risks.
22. Describe ways to reduce mental and physical stress.

- a. Deduce, compare & contrast characteristics of various types of sand and soil
- b. Use refractive index and density to determine differences in small particles of glass

5. Soil & Glass Analysis
  - a) Deduce, compare & contrast characteristics of various types of sand and soil
  - b) Use refractive index and density to determine differences in small particles of glass

**FORENSIC SCIENCE – 44224 (.5 credit)**

1. Introduction
  - a. Discuss careers available in the field of forensic science and training required for each
  - b. Distinguish individual evidence from class evidence and discuss its relevance in a court of law
  - c. Justify use of observation skills and debate validity of eyewitness accounts of events
  - d. Practice HazMat and Bloodborne Pathogen safety
2. Crime Scene Investigation
  - a. Differentiate procedures for securing & documenting a crime scene
  - b. Perform evidence collection and storage
3. Trace Evidence
  - a. Develop, analyze and classify fingerprints
  - b. Identify & compare various types of shoe, tire, palm, lip, and bite prints
  - c. Analyze, identify, and compare various hair samples
  - d. Compare various types of fibers through physical and chemical analysis
4. Drugs & Toxicology
  - a. Perform tests to identify various drugs and/or poisons
  - b. Research and examine how various drugs &/or poisons affect and/or move through the human body
5. Soil & Glass Analysis

**FORENSIC SCIENCE COMPREHENSIVE - 44225(1 credit)**

1. Introduction
  - a) Discuss careers available in the field of forensic science and training required for each
  - b) Distinguish individual evidence from class evidence and discuss its relevance in a court of law
  - c) Justify use of observation skills and debate validity of eyewitness accounts of events
  - d) Practice HazMat and Bloodborne Pathogen safety
2. Crime Scene Investigation
  - a) Differentiate procedures for securing & documenting a crime scene
  - b) Perform evidence collection and storage
3. Trace Evidence
  - a) Develop, analyze and classify fingerprints
  - b) Identify & compare various types of shoe, tire, palm, lip, and bite prints
  - c) Analyze, identify, and compare various hair samples
  - d) Compare various types of fibers through physical and chemical analysis
4. Drugs & Toxicology
  - a) Perform tests to identify various drugs and/or poisons
  - b) Research and examine how various drugs &/or poisons affect and/or move through the human body

6. Serology
  - a. Distinguish between human and animal blood
  - b. Accurately type blood
  - c. Explore bloodstain patterns as a function of velocity, direction and height of fall
7. DNA Analysis
  - a. Describe crime scene evidence collection and processing to obtain DNA
  - b. Isolate and extract DNA from cells
  - c. Justify use of DNA to determine family connections
  - d. Examine use of DNA in the legal process
8. Forensic Entomology
  - a. Outline the succession of various types of insects found on a body as it decomposes
  - b. Deduce time of death using insect evidence
9. Human Remains
  - a. Use a human skeleton to determine gender, age range, height and race
  - b. Predict time of death using rigor mortis, algor mortis, livor mortis, and stages of decomposition
  - c. Distinguish between cause, manner, and mechanisms of death
10. Handwriting/Document Analysis
  - a. Characterize facets of individual handwriting
  - b. Distinguish between different handwriting styles
  - c. Conduct an experiment using paper chromatography to determine the ink used

- d. Describe features of paper currency used to detect counterfeit bills
- 11. Ballistics & Tool Marks
  - a. Distinguish between types of firearms and ammunition
  - b. Use bullet trajectory to determine position of shooter
  - c. Design and conduct scientific investigations to match tool marks in a criminal investigation
  - d. Distinguish between impressions with microscopic examinations

**FOUNDATIONS IN LAW – 44305 (1 credit)**

1. Work with others to facilitate and achieve team goals.
2. Locate and assess relevant research sources.
3. Summarize research findings.
4. Work individually and collaboratively to obtain, synthesize and evaluate information.
5. Cite research evidence to support a position.
6. Analyze the relevance of information gathered in a legal case.
7. Provide reasoned legal arguments and respond to counter arguments.
8. Apply elements of law to the facts in a case.
9. Prepare and present a multi-media presentation.
10. Produce clear and coherent writing appropriate to different tasks and audiences.
11. Demonstrate effective communication skills (writing, listening, speaking, and non-verbal) in the legal services environment.
12. Apply information technology tools to perform tasks assigned to legal services professionals.
13. Use legal terminology to communicate within the legal services community.
14. Analyze the role forensics plays in preventing and solving crimes.
15. Describe how human rights are codified, enforced and interpreted.

16. List the roles of professionals in promoting public safety and ensuring justice for victims and the accused.
17. Describe how the U.S. Constitution protects civil rights.
18. List the processes used to develop, uphold, and change laws and public policy.
19. Describe the role of advocacy organizations in responding to and influencing the legal system.

**YOUTH COURT – 44310 (1 credit)**

1. Understand the legal and judicial system and the different roles that each plays in court proceedings.
2. Observe and reflect on actual court proceedings
3. Appraise the roles and functions required in legally binding proceedings
4. Discuss how decisions of courts are enforced and monitored to ensure compliance
5. Demonstrate effective listening skills, problem solving and critical thinking during the questioning and deliberation processes
6. Apply restorative justice principles through the deliberation and sentencing phases with an emphasis on actions needed to reconcile the original situation
7. Develop corrective actions that will enable the offender to become responsible and productive citizen.
8. Demonstrate appropriate case file management and organization through the entire youth court process
9. Conduct hearings in a setting that is conducive to the seriousness of the proceedings, taking into consideration, safety, security and accessibility issues
10. Develop a policy for how cases will be monitored for compliance
11. Understand and apply the function, model and procedures of court hearings

12. Obtain, synthesize and evaluate information for court proceedings through individual and collaborative efforts
13. Assume the roles and responsibilities required to perform court proceedings.
14. Create a code of conduct for the class including, dress code, confidentiality, participation, demeanor, etc.
15. Discuss strategies that can be used to coach the offender on how to correct the harm they have done to victims and the community.
16. Formulate techniques that can be used to help individuals analyze their own needs and the needs of others, i.e., victims and the community.
17. Apply appropriate elements of law to the facts in the case
18. Understand the importance of individuals developing a personal stake in the future of their communities.
19. Discuss and support the impact actions have on others, i.e., victims and the community.
20. Identify and act upon opportunities to make meaningful contributions to their families, schools, peer groups, and communities through community service.
21. Construct strategies and techniques to increase life and coping skills.

**LPSS INTERNSHIP – 44298 (.5 credit)**

1. Demonstrate ability to access and utilize industry resources.
2. Utilize effective time management techniques to organize work flow.
3. Research and discuss modern and future trends in equipment, methods and techniques.
4. Utilize appropriate materials and processes to meet client needs.
5. Demonstrate ability to manage and set project goals and timelines.

6. Utilize appropriate grammar and word usage in the performance of job duties.
7. Research and report on career opportunities in LPSS.
8. Demonstrate adherence to dress code policies.
9. Demonstrate adherence to and completion of all requirements of the internship- both in curriculum and field work.
10. List personal safety precautions needed to be followed during emergency responses, at emergency incidents, at the internship location and outside the workplace.
11. Describe steps involved in communicating with dispatchers and other agency personnel in emergency and non-emergency situations by phone, radio, and in written reports.
12. Describe the characteristics and organization of the incident command system.
13. Use tools and equipment safely and appropriately.
14. Define hazardous materials and adhere to all regulations regarding handling of hazardous materials.
15. Demonstrate a development of analytical skills, including the ability to frame critical questions, research problem, weigh alternatives and present evidence to support conclusions and recommendations.
16. Demonstrate appropriate coping and negotiation skills in order to work with people more effectively.
17. Gain first-hand knowledge and a greater understanding of an LPSS agency; including the administrative functions and the community forces which affect its organization and operation.
18. Demonstrate a mature understanding of people, their needs, attitudes, feelings and behaviors.

**THE FOLLOWING ARE NOT STAND-ALONE COURSES. THEY ARE SKILLS TO BE EMBEDDED IN ALL COURSES.**

2/12/2013

#### **ACADEMIC FOUNDATIONS**

1. Use information to locate, comprehend, make inferences, and draw conclusions
2. Adjust original rational number estimate of a real-world problem based on additional information
3. Generate and/or solves multi-step real-world problems with real numbers and mathematical concepts
4. Research, apply, and evaluate information to accomplish tasks
5. Apply fundamental knowledge of economics to enhance learner achievement
6. Write grammatically correct formal sentences for a variety of audiences, purposes, and contexts (narrative, expository, technical, and persuasive)

#### **COMMUNICATIONS**

1. Use appropriate communication strategies for most effective outcome
2. Demonstrate verbal, non-verbal, listening, and writing skills appropriately to communicate effectively
3. Select the reading strategy or strategies needed to fully comprehend the content within a written document (skimming, reading for detail, reading for meaning, or critical analysis)
4. Identify and explain the purpose and complexity of text
5. Locate and determine the relevancy and accuracy of resources (books, journals, magazines, Internet)
6. Identify and define terminology used in the field
7. Summarize text
8. Give and follow instructions accurately
9. Compile facts and data into a table, chart and/or diagram
10. Document resources accurately

#### **PROBLEM SOLVING, DILEMMA SOLVING, CRITICAL THINKING**

1. Identify common tasks that require employees to use problem-solving skills
2. Use problem solving and critical thinking skills to improve a situation or process
3. Create ideas, proposals and solutions to a problem
4. Guide individuals through the process of recognizing concerns and making informed decisions
5. Identify and evaluate alternatives using a variety of problem solving and critical thinking skills

#### **INFORMATION TECHNOLOGY APPLICATIONS**

1. Use information technology tools to manage and perform work (school) responsibilities
2. Identify and use a variety of web-based tools for real world application involving global communication for collection and dissemination of information
3. Use technology to locate, analyze, manipulate, and interpret information in a knowledge economy

#### **SYSTEMS**

1. List and describe the types and functions of businesses related to Law, Fire, Emergency Management, and Public Safety
2. Describe quality control standards and practices common to the workplace
3. List agencies responsible for responding to emergencies.

#### **SAFETY, HEALTH & ENVIRONMENT**

1. Complete work tasks in accordance with employee rights and responsibilities and employer obligations to maintain workplace safety health
2. -Employ emergency procedures as necessary to provide aid in workplace accidents

3. Employ knowledge of response techniques to create a disaster and/or emergency response plan
4. Manage the physical and social environment to reduce conflict and promote safety in various settings (family, work, community, cyberspace)

**LEADERSHIP/TEAMWORK SKILLS**

1. Demonstrate quality of work and effective communication by recognizing diversity and cultural differences
2. Determine the most appropriate response o workplace (school) situations based on legal and ethical considerations

**ETHICS AND LEGAL RESPONSIBILITIES**

1. Examine real world situations to discuss ethics and the appropriate code of professional conduct
2. Interpret and explain written organizational policies and procedures to help employees perform their jobs according to employer rules and expectations
3. Understand and be able to locate laws, ordinances, regulations and organizational rules of conduct to perform assigned duties.
4. Understand what it is to be a law abiding citizen and demonstrate ethical conduct.
5. Demonstrate a commitment to ethical behavior in the performance of the duties of the law
6. Abide by character building actions to perform the duties of law enforcement personnel

7. Explain the dynamics of integrity as it relates to law, fire, emergency management, and public safety
8. List short and long-term strategies to enhance high performance standards of ethics

**CAREER DEVELOPMENT SKILLS**

1. Organize a career portfolio (electronic or hard copy) to document knowledge, skills, and experiences in a career field
2. Recognize that the individual career path has an impact on the national and global community
3. List responsibilities of a beginning employee in emergency, fire, and EMT/First Responder services career to understanding the emotional and physical challenges of the field.