**Law, Public Safety and Security**

**Cluster Knowledge and Skill Statement**

**Communications**

**Statement:** Comprehend and use reading strategies to learn meaning, technical concepts, vocabulary, and follow instructions.

**Performance Element:** Determine and use reading strategy (skimming, reading for detail, reading for meaning and critical analysis) to determine purpose of text.

**Measurement Criteria:**
- Use reading strategy to achieve intended purpose.
- Identify purpose of text.
- Identify complexity of text.
- Explain purpose of text.

**Performance Element:** Analyze information, read to learn meaning, technical concepts, vocabulary, and follow directions.

**Measurement Criteria:**
- Determine relevance, accuracy and appropriateness to purpose.
- Identify complexities and discrepancies in information.
- Analyze information presented in a variety of formats, such as tables, lists and figures.
- Identify key technical concepts and vocabulary.
- Follow all instructions as specifically given.

**Performance Element:** Interpret, transcribe and communicate information, data, and observations to apply information learned from reading to actual practice.

**Measurement Criteria:**
- Explain meaning of new terms, vocabulary and concepts.
- Interpret technical materials used.
- Summarize overall meaning of text.
- Write specific steps for applying information learned to task or new situation.
- Write set of directions for others sharing information learned and applying that to task or new situation.

**Statement:** Locate, organize and reference written information from various sources to communicate with co-workers and clients/participants.

**Performance Element:** Locate written information to communicate with co-workers and clients/participants.

**Measurement Criteria:**
- Identify topic.
- Conduct search of information using card catalog, keywords, and/or search engines.
- Locate variety of resources such as books, journals, and magazines.
- Locate information from electronic forms including the Internet.
- Organize resources to use key information.

**Performance Element:** Organize information to use in written and oral communications.

**Measurement Criteria:**
- Read and take notes from selected resources.
- Prepare outline that emphasizes major points with supporting data.
- Present information in organized, easy-to-follow manner.
- Prepare working bibliography according to MLA, APA, CBE, Chicago, depending on the warranted language style.
Cluster Knowledge and Skill Statement

Performance Element: Document the source and proper reference for written information.

Measurement Criteria: Prepare a bibliography according to MLA, APA, CBE, Chicago, depending on the warranted language style.
Measurement Criteria: Use parenthetical, footnotes and endnotes text citations accurately.
Measurement Criteria: Follow plagiarism and copyright rules and regulations.

Statement: Use correct grammar, punctuation and terminology to write and edit documents.

Performance Element: Compose multi-paragraph writing clearly, succinctly, and accurately to write documents.

Measurement Criteria: Organize and arrange information for effective coherence.
Measurement Criteria: Report relevant information in order of occurrence.
Measurement Criteria: Interpret information, data, and observations correctly.
Measurement Criteria: Present main ideas and supporting facts.

Performance Element: Use description of audience and purpose to prepare written documents.

Measurement Criteria: Use technical terms and concepts.
Measurement Criteria: Incorporate and use references effectively and accurately.
Measurement Criteria: Report objective and/or subjective information.

Performance Element: Use correct grammar, spelling, punctuation and capitalization to prepare written documents.

Measurement Criteria: Use correct grammar and sentence structure.
Measurement Criteria: Use correct spelling.
Measurement Criteria: Use correct punctuation and capitalization.

Performance Element: Use computer skills to design and develop written and supporting material.

Measurement Criteria: Use word processing software to develop text, charts, graphs or figures correctly.
Measurement Criteria: Use presentation software to prepare visual support materials.
Measurement Criteria: Format written documents with correct font and layout for easy reading.

Statement: Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.

Performance Element: Prepare oral presentation to provide information for intended purpose and audience.

Measurement Criteria: Know subject matter well enough to be independent of written aids.
Measurement Criteria: Identify characteristics of the audience and adjust to their ability to understand.
Measurement Criteria: Use technical terms and concepts correctly.
Measurement Criteria: Use proper organization and structure to achieve coherence of major points.
Cluster Knowledge and Skill Statement

Performance Element: Identify and prepare support materials to accompany oral presentation.

**Measurement Criteria:** Identify media and visual aids appropriate to understanding of topic.
**Measurement Criteria:** Prepare visual aids and support materials for easy viewing and without error.
**Measurement Criteria:** Operate any equipment used with support materials smoothly and efficiently.
**Measurement Criteria:** Adhere to basic visual communication principles.
**Measurement Criteria:** Rehearse presentation as needed.

Performance Element: Deliver presentation to sustain listener’s attention and interest.

**Measurement Criteria:** Deliver presentation without grammatical error.
**Measurement Criteria:** Speak clearly with appropriate volume, rate and gestures while making and maintaining appropriate eye contact.
**Measurement Criteria:** Use support materials in the presentation that enhance the understanding of the topic and the interest level of the audience.
**Measurement Criteria:** Stay within presentation time parameters.
**Measurement Criteria:** Evaluate listeners’ interest and receptiveness.
**Measurement Criteria:** Use verbal and nonverbal feedback strategies to engage discussion and adjust message and delivery.
**Measurement Criteria:** Respond to questions and comments on presentation.

Statement: Interpret verbal and nonverbal behaviors to enhance communication with co-workers and clients/participants.

Performance Element: Interpret verbal behaviors to enhance communication.

**Measurement Criteria:** Identify verbal cues.
**Measurement Criteria:** Observe voice speed, voice quality and tone.
**Measurement Criteria:** Explain message conveyed by verbal behaviors.

Performance Element: Interpret nonverbal behaviors to enhance communication.

**Measurement Criteria:** Identify nonverbal cues.
**Measurement Criteria:** Observe eye contact, facial expressions, posture, gestures and other body language.
**Measurement Criteria:** Explain message conveyed by nonverbal behaviors.

Statement: Apply active listening skills to obtain and clarify information.

Performance Element: Interpret message/information given to clarify information.

**Measurement Criteria:** Determine familiarity of discussion.
**Measurement Criteria:** Respond accordingly using appropriate verbal and nonverbal language.
**Measurement Criteria:** Explain the message given in your own words.

Performance Element: Respond with restatement and clarification techniques to clarify information.

**Measurement Criteria:** Ask questions to seek or confirm understanding.
**Measurement Criteria:** Paraphrase and/or repeat information.
**Measurement Criteria:** Record and summarize information in written notes.
**Measurement Criteria:** Follow directions and/or respond in a positive way with clear, concise comments.
Cluster Knowledge and Skill Statement

**Statement:** Interpret and use tables, charts, and figures to support written and oral communications.

**Performance Element:** Develop tables, charts and figures to support written and oral communication.

*Measurement Criteria:* Compile facts and arrange in an organized manner for a table, chart or figure.

*Measurement Criteria:* Document sources of data.

*Measurement Criteria:* Determine most appropriate way to display data for effective coherence.

*Measurement Criteria:* Prepare table, chart, graph or figure for inclusion in publication or presentation.

**Performance Element:** Interpret tables, charts and figures used to support written and oral communication.

*Measurement Criteria:* Evaluate reference or source of data for authenticity and reliability.

*Measurement Criteria:* Explain information presented in tables, charts and figures.

*Measurement Criteria:* Prepare written summary of findings expressed in tables, charts and figures.
Cluster Knowledge and Skill Statement

Problem Solving and Critical Thinking

**Statement:** Use critical thinking skills to create solutions to problems.

Performance Element: Use logical constructions to formulate ideas, proposals, and solutions to problems.

*Measurement Criteria:* Use logical constructions to formulate ideas, proposals, and solutions to problems.

- **State the problem in clear terms.**
- **Distinguish between inductive and deductive reasoning.**
- **Research and analyze pertinent information.**
- **Develop and evaluate alternative solutions.**
- **Use persuasive techniques to advocate an alternative solution.**

Performance Element: Exercise logic and reasoning to analyze and evaluate ideas, proposals, and solutions to problems.

*Measurement Criteria:* Exercise logic and reasoning to analyze and evaluate ideas, proposals, and solutions to problems.

- **Evaluate the underlying assumptions.**
- **Evaluate the logic and reasoning used to develop a solution.**
- **Formulate strategies used in common situations to inform, persuade, or entertain.**
- **Create arguments based on facts, laws, or regulations.**
- **Use parallel arguments to advocate two opposing solutions.**

**Statement:** Use critical thinking skills as a team member to formulate solutions to problems.

Performance Element: Use team building skills to solve problems.

*Measurement Criteria:* Use team building skills to solve problems.

- **Work with others to define problem.**
- **Share ideas, facts, information, and/or data with others.**
- **Participate in small or large group discussions.**
- **State selected solutions in a persuasive manner.**
- **Accept group decision even when different from personal solution alternative.**
- **Support implementation of group solution to problem.**
Cluster Knowledge and Skill Statement

Information Technology Applications

**Statement:** Use Personal information Management (PIM)/ Productivity applications.

**Performance Element:** Manage personal schedule and contact information.

**Measurement Criteria:** Identify PIM applications such as MS Outlook, Lotus Notes, and others.

**Measurement Criteria:** Create tasks (to-do) list.

**Measurement Criteria:** Manage daily/weekly/monthly schedule using applications such as Notes, MS Outlook, etc.

**Performance Element:** Create memos and notes.

**Measurement Criteria:** Create reminder for oneself.

**Measurement Criteria:** Create and send notes, informal memos, reminder using PIM applications such as Lotus Notes, MS Outlook, and others.

**Statement:** Use Electronic Mail applications.

**Performance Element:** Understand and identify the functions and purpose of email systems.

**Measurement Criteria:** Demonstrate knowledge of the basic purposes of e-mail systems.

**Measurement Criteria:** Demonstrate knowledge of basic e-mail features and options.

**Measurement Criteria:** Demonstrate knowledge of security issues and guidelines for legal usage of e-mail.

**Measurement Criteria:** Demonstrate knowledge of contamination protection strategies for e-mail*, including not downloading attachments from unknown sources.

**Measurement Criteria:** Demonstrate knowledge of e-mail etiquette.

**Performance Element:** Use email to communicate within and across organizations.

**Measurement Criteria:** Access email system using login and password functions.

**Measurement Criteria:** Access email messages received.

**Measurement Criteria:** Access email attachments.

**Measurement Criteria:** Access needed information using e-mail help facilities and tools.

**Measurement Criteria:** Create e-mail messages in accordance with established business standards (e.g., grammar, word usage, spelling, sentence structure, clarity, e-mail etiquette).

**Statement:** Use Internet Applications.

**Performance Element:** Search for and access information.

**Measurement Criteria:** Access business and technical information using the Internet.

**Measurement Criteria:** Select search engine(s) to use.

**Measurement Criteria:** Select appropriate search procedures and approaches.

**Measurement Criteria:** Locate information using search engine(s) and Boolean logic.

**Measurement Criteria:** Evaluate Internet resources (e.g., accuracy of information)

**Statement:** Use Writing/Publishing applications.

**Performance Element:** Prepare simple reports and other business communications.

**Measurement Criteria:** Demonstrate proficiency in keyboarding skills.

**Measurement Criteria:** Retrieve existing documents.

**Measurement Criteria:** Create documents (e.g., letters, memos, reports) using existing forms and templates.
Cluster Knowledge and Skill Statement

**Performance Element:** Safeguard documents using name and save functions.

**Measurement Criteria:** Format text using basic formatting functions.

**Performance Element:** Prepare complex reports and other business communications, integrating graphics and other non-text elements.

**Measurement Criteria:** Create new word processing forms, style sheets, and templates.

**Measurement Criteria:** Use advanced formatting features (e.g., headers/footers/dropped caps, indexing)

**Measurement Criteria:** Place graphics in document.

**Measurement Criteria:** Output desktop publishing files.

**Measurement Criteria:** Enhance publications using different fonts, styles, attributes, justification, etc.

**Statement:** *Use Computer Operations applications.*

**Performance Element:** Manage computer operations.

**Measurement Criteria:** Apply basic commands of operating system software.

**Measurement Criteria:** Employ desktop operating skills.

**Performance Element:** Manage file storage.

**Measurement Criteria:** Apply appropriate file and disk management techniques.

**Measurement Criteria:** Differentiate between files and directories.

**Measurement Criteria:** Determine file organization.

**Measurement Criteria:** Demonstrate knowledge of the system utilities used for file management.
Cluster Knowledge and Skill Statement

Law, Public Safety and Security

Safety, Health, and Environmental

Statement: Maintain a safe work environment.

Performance Element: Perform and record regular safety inspections.
  Measurement Criteria: Follow organizational policies and procedures.
  Measurement Criteria: Educate and orient other employees.
  Measurement Criteria: Maintain a safe work area.
  Measurement Criteria: Identify and describe workplace hazards.
  Measurement Criteria: Perform regular inspections to maintain compliance.
  Measurement Criteria: Maintain documentation on compliance.
  Measurement Criteria: Identify and report health, safety, and environmental problems.
  Measurement Criteria: Participate in accident/incident investigations.

Statement: Research records and reports to demonstrate knowledge of the safety, health and environmental responsibilities of those in Law, Public Safety and Security professions.

Performance Element: Prepare an audit to identify workplace hazards to health, safety and the environment.
  Measurement Criteria: Research typical responsibilities of Law, Public Safety and Security professionals.
  Measurement Criteria: Identify and describe typical workplace health hazards.
  Measurement Criteria: Identify and describe typical workplace safety hazards.
  Measurement Criteria: Identify and describe typical workplace environmental hazards.

Performance Element: Investigate accidents and related incidents to identify potential workplace problems.
  Measurement Criteria: Perform regular audits and inspections find potential problems.
  Measurement Criteria: Document inspections and submit reports.
  Measurement Criteria: Interview those involved in incident using all communications skills.
  Measurement Criteria: Secure and document observations of incident scene.
  Measurement Criteria: Document information on incident using writing skills.
  Measurement Criteria: Define the term hazardous material.
  Measurement Criteria: Describe the effects of hazardous material events on society.
  Measurement Criteria: Identify the concepts of toxicology.
  Measurement Criteria: Obtain local information about transporting hazardous material and report on findings.

Statement: Apply basic first aid and CPR.

Performance Element: Administer basic first aid to handle a variety of workplace emergencies.
  Measurement Criteria: Control bleeding.
  Measurement Criteria: Emergency aid procedures for broken bones and severe sprains.
  Measurement Criteria: Emergency aid procedures for treating exposure to the elements.
Performance Element: Engage in CPR training to master CPR techniques.

Measurement Criteria: Describe the signs that CPR is needed.
Measurement Criteria: Describe the techniques for CPR in different situations.
Measurement Criteria: Demonstrate the effective use of at least one CPR technique.
Measurement Criteria: Become CPR certified.
Law, Public Safety and Security

Cluster Knowledge and Skill Statement

Leadership and Teamwork

Statement: Take on leadership responsibilities to demonstrate the knowledge and skills to collaborate in projects and work activities.

Performance Element: Organize team involvement to provide leadership qualities within a group environment.
  *Measurement Criteria:* Assume leadership role when assigned such responsibilities.
  *Measurement Criteria:* Work with others to develop and achieve team goals.
  *Measurement Criteria:* Promote involvement of and use of team members.
  *Measurement Criteria:* Delegate responsibility to others and maintain accountability for results.

Performance Element: Use people skills to collaborate in work projects.
  *Measurement Criteria:* Identify purpose of team and each member’s role.
  *Measurement Criteria:* Develop understanding of cultural difference among team members.
  *Measurement Criteria:* Set basic standards of conduct among the group.
  *Measurement Criteria:* Demonstrate commitment to team goals.
  *Measurement Criteria:* Use conflict resolution skills.
  *Measurement Criteria:* Use negotiation and persuasive argument skills.
  *Measurement Criteria:* Use problem solving and organizational skills.
  *Measurement Criteria:* Provide constructive criticism and praise.

Statement: Demonstrate the knowledge and skills to collaborate in projects and work activities.

Performance Element: Provide group leadership.
  *Measurement Criteria:* Work with others to gain commitment to team goals.
  *Measurement Criteria:* Lead by example.
  *Measurement Criteria:* Promote full involvement and use of team members.
  *Measurement Criteria:* Distribute workload, responsibility, and accountability fairly.

Performance Element: Exercise respect and adaptability to collaborate with others.
  *Measurement Criteria:* Identify general roles of effective group/team members.
  *Measurement Criteria:* Treat group members with respect.
  *Measurement Criteria:* Demonstrate commitment to team goals.
  *Measurement Criteria:* Adapt effectively to changes in work objectives or processes.
  *Measurement Criteria:* Provide constructive praise and criticism.
  *Measurement Criteria:* Use conflict resolution skills.
  *Measurement Criteria:* Use problem solving and planning skills.
  *Measurement Criteria:* Manage stress and control emotions.
Performance Element: Organize materials and define objectives to lead and conduct purposeful meetings.

- **Measurement Criteria:** Develop meeting objectives and agenda.
- **Measurement Criteria:** Assign responsibilities for preparing materials and leading discussions.
- **Measurement Criteria:** Assemble and distribute meeting materials.
- **Measurement Criteria:** Attend scheduled meetings on time.
- **Measurement Criteria:** Review objectives and time frames with meeting attendees.
- **Measurement Criteria:** Use effective communications skills.
- **Measurement Criteria:** Review meeting accomplishments and agreements reached.
- **Measurement Criteria:** Produce a report and/or minutes of the meeting.
Cluster Knowledge and Skill Statement

Ethics and Legal Responsibilities

**Statement:** Practice personal, ethical behavior to demonstrate commitment to professional ethics and legal responsibilities.

Performance Element: Examine real world situations to discuss ethics and the appropriate code of professional conduct.

- **Measurement Criteria:** Cite authority for ethical decisions.
- **Measurement Criteria:** Describe an approach to a real world situation.
- **Measurement Criteria:** Define professional responsibility.
- **Measurement Criteria:** Provide examples of disciplinary procedures for the selected specialty careers.
- **Measurement Criteria:** Practice ethical behavior.

**Statement:** Display integrity in your actions to demonstrate a commitment to ethical behavior in the performance of job duties.

Performance Element: Pursue character-building activities to perform the duties of law enforcement personnel in an ethical manner.

- **Measurement Criteria:** Analyze the causes of violations of public trust by Law, Public Safety, and Security personnel.
- **Measurement Criteria:** Develop solutions that Law, Public Safety and Security personnel can do to enhances public trust.
- **Measurement Criteria:** Explain the dynamics of employee integrity.
- **Measurement Criteria:** Develop short and long-term strategies to enhance high performance standards of ethics.

**Statement:** List laws, ordinances, regulations, and organizational rules careers in law, public safety and security.

Performance Element: Know laws, ordinances, regulations and organizational rules of conduct to perform assigned duties.

- **Measurement Criteria:** Pass tests on required laws and rules of conduct.
- **Measurement Criteria:** Perform assigned duties while complying with laws, ordinances, regulations, and organizational rules.
- **Measurement Criteria:** Establish location of copies of laws, ordinances, regulations, and organizational rules.
- **Measurement Criteria:** Report violations of a legal or of an ethical nature through the proper chain of command.

Performance Element: Establish and maintain a background of obedience to the law to demonstrate ethical conduct.

- **Measurement Criteria:** Limit involvement with the law and criminal court system to qualify for employment.
- **Measurement Criteria:** Follow ethical conduct guidelines established by community standards.

**Statement:** Identify strategies for individuals and organizations to respond to unethical and illegal actions in different workplace situations.

Performance Element: Identify and explain alternative strategies for individuals to respond to unethical and illegal actions in different workplace situations.

- **Measurement Criteria:** Given a specific situation, outline strategies for responding to unethical and illegal actions in different workplace situations by...
Cluster Knowledge and Skill Statement

Individuals.

**Measurement Criteria:** Evaluate alternative responses to unethical and illegal actions by individuals and select and justify best approach.

**Performance Element:** Identify and explain alternative strategies for organizations to respond to unethical and illegal actions in different workplace situations.

**Measurement Criteria:** Given a specific situation, outline strategies for responding to unethical and illegal actions in different workplace situations by organizations.

**Measurement Criteria:** Evaluate alternative responses to unethical and illegal actions by organizations and select and justify best approach.
Cluster Knowledge and Skill Statement

Employability and Career Development

Statement: Research reliable sources to demonstrate the technical knowledge and skills required to pursue the full range careers for this cluster.

Performance Element: Examine both benefits and disadvantages to explore the entire range of Law, Public Safety and Security Careers.

Measurement Criteria: Provide common characteristics and sources of specific information for each selected career specialty.

Measurement Criteria: Discuss the benefits and disadvantages for selection of an area of specialization in Law, Public Safety and Security Cluster careers.

Statement: Demonstrate knowledge of the different career options and their career paths in the Law, Public Safety and Security career fields.

Performance Element: Locate and list career options and requirements for succeeding in the career fields of Law, Public Safety and Security.

Measurement Criteria: Identify the primary career tracks in the Law, Public Safety and Security fields.

Measurement Criteria: List likely positions as one progresses up one or more career tracks or ladders.

Measurement Criteria: Identify education and industry credential requirements in the Law, Public Safety and Security fields.

Measurement Criteria: Interview and prepare a report on the career progression of one or more professionals in the Law, Public Safety and Security fields.

Measurement Criteria: Through a variety of assessment methods, identify interests, abilities and preferences related to careers.

Measurement Criteria: Select one or more preferred career tracks and outline the requirements for the selected career tracks.

Measurement Criteria: Develop a career plan, which list education, skill and knowledge requirements for each career track.

Statement: Demonstrate knowledge and skills required to seek, apply, and accept employment.

Performance Element: Locate and assess employment opportunities.

Measurement Criteria: Based on a projected personal budget, estimate the salary one would need to live on, within that budget.

Measurement Criteria: Research and locate employment opportunities that offer the estimated required salary.

Measurement Criteria: Evaluate and compare compensation packages.

Measurement Criteria: Determine job requirements of identified opportunities.

Measurement Criteria: Write a report that outlines the possible career progression for the identified job opportunities including training, advancement opportunities, and professional networking possibilities.

Measurement Criteria: Prepare a resume and a job application letter.

Measurement Criteria: Complete job application forms.
Cluster Knowledge and Skill Statement

**Measurement Criteria:** Participate in a job interview using communication skills and technical knowledge of the career area.

**Measurement Criteria:** Write interview follow-up letters.

**Measurement Criteria:** Write acceptance letters.

**Measurement Criteria:** Complete employment forms.

**Statement:** Develop positive work behaviors and personal qualities to fulfill professional demands in the Law, Public Safety and Security career fields.

Performance Element: Research reliable sources to identify the positive work behaviors and personal qualities typically required in the Law, Public Safety and Security career fields.

**Measurement Criteria:** Using employee handbooks and company employee regulations list essential behaviors and requirements of employees in Law, Public Safety and Security Cluster.

**Measurement Criteria:** Interview one or more employees.

**Measurement Criteria:** Write a report on the interviewee’s required behaviors and personal qualities.

**Measurement Criteria:** Prioritize expected/required behaviors.

**Measurement Criteria:** Explain why some behaviors are more important than others.

Performance Element: Demonstrate positive work behaviors and personal qualities to evidence qualities typically required in the Law, Public Safety and Security career fields.

**Measurement Criteria:** Demonstrate regular attendance.

**Measurement Criteria:** Follow dress and appearance standards.

**Measurement Criteria:** Demonstrate effort and initiative.

**Measurement Criteria:** Demonstrate leadership and teamwork.

**Measurement Criteria:** Demonstrate the willingness to learn.

**Measurement Criteria:** Take responsibility for actions and decisions.

**Measurement Criteria:** Act ethically and legally.

**Statement:** Compare career fields to develop a personal perspective.

Performance Element: List responsibilities of a beginning employee in selected careers to understand the emotional and physical challenges of the career areas in Law, Public Safety and Security Cluster.

**Measurement Criteria:** Discuss career requirements contained within selected careers of the Law, Public Safety and Security Cluster.

**Measurement Criteria:** Compare selected careers in the Law, Public Safety and Security careers with other career cluster options.

**Measurement Criteria:** Assess one’s own abilities to enter a Law, Public Safety and Security career.

**Measurement Criteria:** Outline a realistic career development plan.