



**Law, Public Safety, Corrections and Security Cluster  
Security and Protective Services Pathway  
Knowledge and Skill Statements**

The Pathway Knowledge and Skills Chart describes what all/most learners/workers need to know and be able to do to demonstrate competence within a career pathway. Following the pathway description, there are four sets of knowledge and skill expectations:

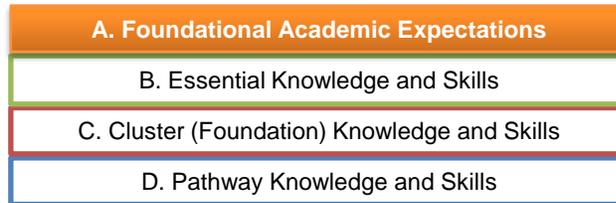


**PATHWAY DESCRIPTION**

*Security and Protective Services Pathway:* Security personnel often work in public buildings such as museums or art galleries to protect paintings and exhibits by inspecting people and packages entering and leaving the building. In factories, laboratories, government buildings, data processing centers, and military bases, security officers protect information, products, computer codes, and defense secrets and check the credentials of people and vehicles entering and leaving the premises.

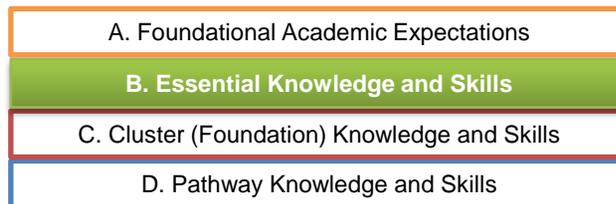
**A. FOUNDATIONAL ACADEMIC EXPECTATIONS**

All secondary students should meet their state's academic standards. All Essential Cluster and Pathway Knowledge and Skills are predicated on the assumption that foundational academic skills have been attained. Some knowledge and skill statements will further define critical linkages and applications of academics in the cluster and/or pathway.



**B. ESSENTIAL KNOWLEDGE AND SKILLS**

The following Essential Knowledge and Skill statements apply to careers in all clusters and pathways. Persons preparing for careers in the this pathway should be able to demonstrate these skills in the context of this cluster and pathway.



**Essential Topic  
ESS01**

**ACADEMIC FOUNDATIONS:** *Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.*



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**ESS01.01 Complete required training, education, and certification to prepare for employment in a particular career field.**

- ESS01.01.01 Identify training, education and certification requirements for occupational choice.
- ESS01.01.02 Participate in career-related training and/or degree programs.
- ESS01.01.03 Pass certification tests to qualify for licensure and/or certification in chosen occupational area.

**ESS01.02 Demonstrate language arts knowledge and skills required to pursue the full range of post-secondary education and career opportunities.**

- ESS01.02.01 Model behaviors that demonstrate active listening.
- ESS01.02.02 Adapt language for audience, purpose, situation. (i.e. diction/structure, style).
- ESS01.02.03 Organize oral and written information.
- ESS01.02.04 Compose focused copy for a variety of written documents such as agendas, audio-visuals, bibliographies, drafts, forms/documents, notes, oral presentations, reports, and technical terminology.
- ESS01.02.05 Edit copy to create focused written documents such as agendas, audio-visuals, bibliographies, drafts, forms/documents, notes, oral presentations, reports, and technical terminology.
- ESS01.02.06 Comprehend key elements of oral and written information such as cause/effect, comparisons/contrasts, conclusions, context, purpose, charts/tables/graphs, evaluation/critiques, mood, persuasive text, sequence, summaries, and technical subject matter.
- ESS01.02.07 Evaluate oral and written information for accuracy, adequacy/sufficiency, appropriateness, clarity, conclusions/solutions, fact/opinion, propaganda, relevancy, validity, and relationship of ideas.
- ESS01.02.08 Identify assumptions, purpose, outcomes/solutions, and propaganda techniques.
- ESS01.02.09 Predict potential outcomes and/or solutions based on oral and written information regarding trends.
- ESS01.02.10 Present formal and informal speeches including discussion, information requests, interpretation, and persuasive arguments.

**ESS01.03 Demonstrate mathematics knowledge and skills required to pursue the full range of post-secondary education and career opportunities.**

- ESS01.03.01 Identify whole numbers, decimals, and fractions.
- ESS01.03.02 Demonstrate knowledge of basic arithmetic operations such as addition, subtraction, multiplication, and division.
- ESS01.03.03 Demonstrate use of relational expressions such as equal to, not equal, greater than, less than, etc.
- ESS01.03.04 Apply data and measurements to solve a problem.
- ESS01.03.05 Analyze Mathematical problem statements for missing and/or irrelevant data.
- ESS01.03.06 Construct charts/tables/graphs from functions and data.



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ESS01.03.07 Analyze data when interpreting operational documents.

**ESS01.04 Demonstrate science knowledge and skills required to pursue the full range of post-secondary and career education opportunities.**

ESS01.04.01 Evaluate scientific constructs including conclusions, conflicting data, controls, data, inferences, limitations, questions, sources of errors, and variables.

ESS01.04.02 Apply scientific methods in qualitative and quantitative analysis, data gathering, direct and indirect observation, predictions, and problem identification.

**Essential Topic** **COMMUNICATIONS: Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.**  
**ESS02**

**ESS02.01 Select and employ appropriate reading and communication strategies to learn and use technical concepts and vocabulary in practice.**

ESS02.01.01 Determine the most appropriate reading strategy for identifying the overarching purpose of a text (i.e. skimming, reading for detail, reading for meaning or critical analysis).

ESS02.01.02 Demonstrate use of content, technical concepts and vocabulary when analyzing information and following directions.

ESS02.01.03 Select the reading strategy or strategies needed to fully comprehend the content within a written document (i.e., skimming, reading for detail, reading for meaning or critical analysis).

ESS02.01.04 Interpret information, data, and observations to apply information learned from reading to actual practice.

ESS02.01.05 Transcribe information, data, and observations to apply information learned from reading to actual practice.

ESS02.01.06 Communicate information, data, and observations to apply information learned from reading to actual practice.

**ESS02.02 Demonstrate use of the concepts, strategies, and systems for obtaining and conveying ideas and information to enhance communication in the workplace.**

ESS02.02.01 Employ verbal skills when obtaining and conveying information.

ESS02.02.02 Record information needed to present a report on a given topic or problem.

ESS02.02.03 Write internal and external business correspondence that conveys and/or obtains information effectively.

ESS02.02.04 Communicate with other employees to clarify workplace objectives.

ESS02.02.05 Communicate effectively with customers and employees to foster positive relationships.



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- ESS02.03**      **Locate, organize and reference written information from various sources to communicate with co-workers and clients/participants.**
- ESS02.03.01      Locate written information used to communicate with co-workers and customers.
  - ESS02.03.02      Organize information to use in written and oral communications.
  - ESS02.03.03      Reference the sources of information.
- ESS02.04**      **Evaluate and use information resources to accomplish specific occupational tasks.**
- ESS02.04.01      Use informational texts, Internet web sites, and/or technical materials to review and apply information sources for occupational tasks.
  - ESS02.04.02      Evaluate the reliability of information from informational texts, Internet Web sites, and/or technical materials and resources.
- ESS02.05**      **Use correct grammar, punctuation and terminology to write and edit documents.**
- ESS02.05.01      Compose multi-paragraph documents clearly, succinctly, and accurately.
  - ESS02.05.02      Use descriptions of audience and purpose when preparing and editing written documents.
  - ESS02.05.03      Use correct grammar, spelling, punctuation, and capitalization when preparing written documents.
- ESS02.06**      **Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.**
- ESS02.06.01      Prepare oral presentations to provide information for specific purposes and audiences.
  - ESS02.06.02      Identify support materials that will enhance an oral presentation.
  - ESS02.06.03      Prepare support materials that will enhance an oral presentation.
  - ESS02.06.04      Deliver an oral presentation that sustains listeners' attention and interest.
  - ESS02.06.05      Align presentation strategies to the intended audience.
  - ESS02.06.06      Implement multi-media strategies for presentations.
- ESS02.07**      **Interpret verbal and nonverbal cues/behaviors to enhance communication with co-workers and clients/participants.**
- ESS02.07.01      Interpret verbal behaviors when communicating with clients and co-workers.
  - ESS02.07.02      Interpret nonverbal behaviors when communicating with clients and co-workers.
- ESS02.08**      **Apply active listening skills to obtain and clarify information.**
- ESS02.08.01      Interpret a given verbal message/information.
  - ESS02.08.02      Respond with restatement and clarification techniques to clarify information.
- ESS02.09**      **Develop and interpret tables, charts, and figures to support written and oral communications.**



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- ESS02.09.01 Create tables, charts, and figures to support written and oral communications.
- ESS02.09.02 Interpret tables, charts, and figures used to support written and oral communication.

**ESS02.10 Listen to and speak with diverse individuals to enhance communication skills.**

- ESS02.10.01 Apply factors and strategies for communicating with a diverse workforce.
- ESS02.10.02 Demonstrate ability to communicate and resolve conflicts within a diverse workforce.

**ESS02.11 Exhibit public relations skills to increase internal and external customer/client satisfaction.**

- ESS02.11.01 Communicate effectively when developing positive customer/client relationships.

**Essential Topic  
ESS03 PROBLEM-SOLVING AND CRITICAL THINKING: *Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.***

**ESS03.01 Employ critical thinking skills independently and in teams to solve problems and make decisions (e.g., analyze, synthesize and evaluate).**

- ESS03.01.01 Identify common tasks that require employees to use problem-solving skills.
- ESS03.01.02 Analyze elements of a problem to develop creative solutions.
- ESS03.01.03 Describe the value of using problem-solving and critical thinking skills to improve a situation or process.
- ESS03.01.04 Create ideas, proposals, and solutions to problems.
- ESS03.01.05 Evaluate ideas, proposals, and solutions to problems.
- ESS03.01.06 Use structured problem-solving methods when developing proposals and solutions.
- ESS03.01.07 Generate new and creative ideas to solve problems by brainstorming possible solutions.
- ESS03.01.08 Critically analyze information to determine value to the problem-solving task.
- ESS03.01.09 Guide individuals through the process of recognizing concerns and making informed decisions.
- ESS03.01.10 Identify alternatives using a variety of problem-solving and critical thinking skills.
- ESS03.01.11 Evaluate alternatives using a variety of problem-solving and critical thinking skills.

**ESS03.02 Employ critical thinking and interpersonal skills to resolve conflicts with staff and/or customers.**

- ESS03.02.01 Analyze situations and behaviors that affect conflict management.
- ESS03.02.02 Determine best options/outcomes for conflict resolution using critical thinking skills.



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- ESS03.02.03 Identify with others' feelings, needs, and concerns.
- ESS03.02.04 Implement stress management techniques.
- ESS03.02.05 Resolve conflicts with/for customers using conflict resolution skills.
- ESS03.02.06 Implement conflict resolution skills to address staff issues/problems.

**ESS03.03 Identify, write and monitor workplace performance goals to guide progress in assigned areas of responsibility and accountability.**

- ESS03.03.01 Write realistic performance goals, objectives and action plans.
- ESS03.03.02 Monitor performance goals and adjust as necessary.
- ESS03.03.03 Recognize goal achievement using appropriate rewards in the workplace.

- ESS03.03.04 Communicate goal achievement with managers and co-workers.

**ESS03.04 Conduct technical research to gather information necessary for decision-making.**

- ESS03.04.01 Align the information gathered to the needs of the audience.
- ESS03.04.02 Gather technical information and data using a variety of resources.
- ESS03.04.03 Analyze information and data for value to the research objectives.
- ESS03.04.04 Evaluate information and data to determine value to research objectives.

**Essential Topic  
ESS04**

**INFORMATION TECHNOLOGY APPLICATIONS:** *Use information technology tools specific to the career cluster to access, manage, integrate, and create information.*

**ESS04.01 Use Personal Information Management (PIM) applications to increase workplace efficiency.**

- ESS04.01.01 Manage personal schedules and contact information.
- ESS04.01.02 Create memos and notes.

**ESS04.02 Employ technological tools to expedite workflow.**

- ESS04.02.01 Use information technology tools to manage and perform work responsibilities.

**ESS04.03 Operate electronic mail applications to communicate within a workplace.**

- ESS04.03.01 Use email to share files and documents.
- ESS04.03.02 Identify the functions and purpose of email systems.
- ESS04.03.03 Use email to communicate within and across organizations.

**ESS04.04 Operate Internet applications to perform workplace tasks.**

- ESS04.04.01 Access and navigate Internet (e.g., use a web browser).
- ESS04.04.02 Search for information and resources.
- ESS04.04.03 Evaluate Internet resources for reliability and validity.

**ESS04.05 Operate writing and publishing applications to prepare business communications.**

- ESS04.05.01 Prepare simple documents and other business communications.
- ESS04.05.02 Prepare reports and other business communications by integrating graphics and other non-text elements.



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ESS04.05.03	Prepare complex multi-media publications.
<b>ESS04.06</b>	<b>Operate presentation applications to prepare presentations.</b>
ESS04.06.01	Prepare presentations for training, sales and information sharing.
ESS04.06.02	Deliver presentations with supporting materials.
<b>ESS04.07</b>	<b>Employ spreadsheet applications to organize and manipulate data.</b>
ESS04.07.01	Create a spreadsheet.
ESS04.07.02	Perform calculations and analyses on data using a spreadsheet.
<b>ESS04.08</b>	<b>Employ database applications to manage data.</b>
ESS04.08.01	Manipulate data elements.
ESS04.08.02	Manage interrelated data elements.
ESS04.08.03	Analyze interrelated data elements.
ESS04.08.04	Generate reports showing interrelated data elements.
<b>ESS04.09</b>	<b>Employ collaborative/groupware applications to facilitate group work.</b>
ESS04.09.01	Facilitate group work through management of shared schedule and contact information.
ESS04.09.02	Facilitate group work through management of shared files and online information.
ESS04.09.03	Facilitate group work through instant messaging or virtual meetings.
<b>ESS04.10</b>	<b>Employ computer operations applications to manage work tasks.</b>
ESS04.10.01	Manage computer operations.
ESS04.10.02	Manage file storage.
ESS04.10.03	Compress or alter files.
<b>ESS04.11</b>	<b>Use computer-based equipment (containing embedded computers or processors) to control devices.</b>
ESS04.11.01	Operate computer driven equipment and machines.
ESS04.11.02	Use installation and operation manuals.
ESS04.11.03	Troubleshoot computer driven equipment and machines.
ESS04.11.04	Access support as needed to maintain operation of computer driven equipment and machines.

**Essential Topic  
ESS05**

**SYSTEMS:** *Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.*

<b>ESS05.01</b>	<b>Describe the nature and types of business organizations to build an understanding of the scope of organizations.</b>
ESS05.01.01	List the types and functions of businesses.
ESS05.01.02	Describe the types and functions of businesses.
ESS05.01.03	Explain the functions and interactions of common departments within a business.



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**ESS05.02 Implement quality control systems and practices to ensure quality products and services.**

ESS05.02.01 Describe quality control standards and practices common to the workplace.

**Essential Topic  
ESS06**

**SAFETY, HEALTH AND ENVIRONMENTAL:** *Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.*

**ESS06.01 Implement personal and jobsite safety rules and regulations to maintain safe and healthful working conditions and environments.**

- ESS06.01.01 Assess workplace conditions with regard to safety and health.
- ESS06.01.02 Align safety issues with appropriate safety standards to ensure a safe workplace/jobsite.
- ESS06.01.03 Identify safety hazards common to workplaces.
- ESS06.01.04 Identify safety precautions to maintain a safe worksite.
- ESS06.01.05 Select appropriate personal protective equipment as needed for a safe workplace/jobsite.
- ESS06.01.06 Inspect personal protective equipment commonly used for selected career pathway.
- ESS06.01.07 Use personal protective equipment according to manufacturer rules and regulations.
- ESS06.01.08 Employ a safety hierarchy and communication system within the workplace/jobsite.
- ESS06.01.09 Implement safety precautions to maintain a safe worksite.

**ESS06.02 Complete work tasks in accordance with employee rights and responsibilities and employers obligations to maintain workplace safety and health.**

- ESS06.02.01 Identify rules and laws designed to promote safety and health in the workplace.
- ESS06.02.02 State the rationale of rules and laws designed to promote safety and health.

**ESS06.03 Employ emergency procedures as necessary to provide aid in workplace accidents.**

- ESS06.03.01 Use knowledge of First Aid procedures as necessary.
- ESS06.03.02 Use knowledge of CPR procedures as necessary.
- ESS06.03.03 Use safety equipment as necessary.

**ESS06.04 Employ knowledge of response techniques to create a disaster and/or emergency response plan.**

- ESS06.04.01 Complete an assessment of an emergency and/or disaster situation.
- ESS06.04.02 Create an emergency and/or disaster plan.



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**Essential Topic**  
**ESS07**

**LEADERSHIP AND TEAMWORK:** *Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.*

**ESS07.01**

**Employ leadership skills to accomplish organizational goals and objectives.**

- ESS07.01.01 Analyze the various roles of leaders within organizations (e.g. contribute ideas; share in building an organization; act as role models to employees by adhering to company policies, procedures, and standards; promote the organization's vision; and mentor others).
- ESS07.01.02 Exhibit traits such as empowerment, risk, communication, focusing on results, decision-making, problem solution, and investment in individuals when leading a group in solving a problem.
- ESS07.01.03 Exhibit traits such as compassion, service, listening, coaching, developing others, team development, and understanding and appreciating others when acting as a manager of others in the workplace.
- ESS07.01.04 Exhibit traits such as enthusiasm, creativity, conviction, mission, courage, concept, focus, principle-centered living, and change when interacting with others in general.
- ESS07.01.05 Consider issues related to self, team, community, diversity, environment, and global awareness when leading others.
- ESS07.01.06 Exhibit traits such as innovation, intuition, adaptation, life-long learning and coachability to develop leadership potential over time.
- ESS07.01.07 Analyze leadership in relation to trust, positive attitude, integrity, and willingness to accept key responsibilities in a work situation.
- ESS07.01.08 Describe observations of outstanding leaders using effective management styles.
- ESS07.01.09 Participate in civic and community leadership and teamwork opportunities to enhance skills.

**ESS07.02**

**Employ organizational and staff development skills to foster positive working relationships and accomplish organizational goals.**

- ESS07.02.01 Implement organizational skills when facilitating others' work efforts.
- ESS07.02.02 Explain how to manage a staff that satisfies work demands while adhering to budget constraints.
- ESS07.02.03 Describe how staff growth and development to increase productivity and employee satisfaction.
- ESS07.02.04 Organize team involvement within a group environment.
- ESS07.02.05 Work with others to develop and gain commitment to team goals.
- ESS07.02.06 Distribute responsibility and work load fairly.
- ESS07.02.07 Model leadership and teamwork qualities to aid in employee morale.
- ESS07.02.08 Identify best practices for successful team functioning.
- ESS07.02.09 Explain best practices for successful team functioning.

**ESS07.03**

**Employ teamwork skills to achieve collective goals and use team members' talents effectively.**



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- ESS07.03.01 Work with others to achieve objectives in a timely manner.
- ESS07.03.02 Promote the full involvement and use of team members' individual talents and skills.
- ESS07.03.03 Employ conflict-management skills to facilitate solutions.
- ESS07.03.04 Demonstrate teamwork skills through working cooperatively with co-workers, supervisory staff, and others, both in and out of the organization, to achieve particular tasks.
- ESS07.03.05 Demonstrate teamwork processes that provide team building, consensus, continuous improvement, respect for the opinions of others, cooperation, adaptability, and conflict resolution.
- ESS07.03.06 Develop plans to improve team performance.
- ESS07.03.07 Demonstrate commitment to and a positive attitude toward team goals.
- ESS07.03.08 Take responsibility for shared group and individual work tasks.
- ESS07.03.09 Assist team members in completing their work.
- ESS07.03.10 Adapt effectively to changes in projects and work activities.
- ESS07.03.11 Negotiate effectively to arrive at decisions.

**ESS07.04 Establish and maintain effective working relationships with all levels of personnel and other departments in order to accomplish objectives and tasks.**

- ESS07.04.01 Build effective working relationships using interpersonal skills.
- ESS07.04.02 Use positive interpersonal skills to work cooperatively with co-workers representing different cultures, genders and backgrounds.
- ESS07.04.03 Manage personal skills to accomplish assignments.
- ESS07.04.04 Treat people with respect.
- ESS07.04.05 Provide constructive praise and criticism.
- ESS07.04.06 Demonstrate sensitivity to and value for diversity.
- ESS07.04.07 Manage stress and control emotions.

**ESS07.05 Conduct and participate in meetings to accomplish work tasks.**

- ESS07.05.01 Develop meeting goals, objectives and agenda.
- ESS07.05.02 Assign responsibilities for preparing materials and leading discussions.
- ESS07.05.03 Prepare materials for leading discussion.
- ESS07.05.04 Assemble and distribute meeting materials.
- ESS07.05.05 Conduct meeting to achieve objectives within scheduled time.
- ESS07.05.06 Demonstrate effective communication skills in meetings.
- ESS07.05.07 Produce meeting minutes including decisions and next steps.
- ESS07.05.08 Use parliamentary procedure, as needed, to conduct meetings.

**ESS07.06 Employ mentoring skills to inspire and teach others.**

- ESS07.06.01 Use motivational techniques to enhance performance in others.
- ESS07.06.02 Provide guidance to enhance performance in others.

**Essential Topic ESS08 ETHICS AND LEGAL RESPONSIBILITIES: *Know and understand the importance of professional ethics and legal responsibilities.***

**ESS08.01 Apply ethical reasoning to a variety of workplace situations in order to make ethical decisions.**



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- ESS08.01.01 Evaluate alternative responses to workplace situations based on legal responsibilities and employer policies.
- ESS08.01.02 Evaluate alternative responses to workplace situations based on personal or professional ethical responsibilities.
- ESS08.01.03 Identify personal and long-term workplace consequences of unethical or illegal behaviors.
- ESS08.01.04 Explain personal and long-term workplace consequences of unethical or illegal behaviors.
- ESS08.01.05 Determine the most appropriate response to workplace situations based on legal and ethical considerations.
- ESS08.01.06 Explain the most appropriate response to workplace situations based on legal and ethical considerations.

**ESS08.02 Interpret and explain written organizational policies and procedures to help employees perform their jobs according to employer rules and expectations.**

- ESS08.02.01 Locate information on organizational policies in handbooks and manuals.
- ESS08.02.02 Discuss how specific organizational policies and procedures influence a specific work situation.

**Essential Topic**  
**ESS09**

**EMPLOYABILITY AND CAREER DEVELOPMENT:** *Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.*

**ESS09.01 Identify and demonstrate positive work behaviors and personal qualities needed to be employable.**

- ESS09.01.01 Demonstrate self-discipline, self-worth, positive attitude, and integrity in a work situation.
- ESS09.01.02 Demonstrate flexibility and willingness to learn new knowledge and skills.
- ESS09.01.03 Exhibit commitment to the organization.
- ESS09.01.04 Identify how work varies with regard to site, from indoor confined spaces to outdoor areas, including aerial space and a variety of climatic and physical conditions.
- ESS09.01.05 Apply communication strategies when adapting to a culturally diverse environment.
- ESS09.01.06 Manage resources in relation to the position (i.e. budget, supplies, computer, etc).
- ESS09.01.07 Identify positive work-qualities typically desired in each of the career cluster's pathways.
- ESS09.01.08 Manage work roles and responsibilities to balance them with other life roles and responsibilities.

**ESS09.02 Develop a personal career plan to meet career goals and objectives.**



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ESS09.02.01 Develop career goals and objectives as part of a plan for future career direction.

ESS09.02.02 Develop strategies to reach career objectives.

**ESS09.03 Demonstrate skills related to seeking and applying for employment to find and obtain a desired job.**

ESS09.03.01 Use multiple resources to locate job opportunities.

ESS09.03.02 Prepare a résumé.

ESS09.03.03 Prepare a letter of application.

ESS09.03.04 Complete an employment application.

ESS09.03.05 Interview for employment.

ESS09.03.06 List the standards and qualifications that must be met in order to enter a given industry.

ESS09.03.07 Employ critical thinking and decision-making skills to exhibit qualifications to a potential employer.

**ESS09.04 Maintain a career portfolio to document knowledge, skills and experience in a career field.**

ESS09.04.01 Select educational and work history highlights to include in a career portfolio.

ESS09.04.02 Produce a record of work experiences, licenses, certifications and products.

ESS09.04.03 Organize electronic or physical portfolio for use in demonstrating knowledge, skills and experiences.

**ESS09.05 Demonstrate skills in evaluating and comparing employment opportunities in order to accept employment positions that match career goals.**

ESS09.05.01 Compare employment opportunities to individual needs and career plan objectives.

ESS09.05.02 Evaluate employment opportunities based upon individual needs and career plan objectives.

ESS09.05.03 Demonstrate appropriate methods for accepting or rejecting employment offers.

**ESS09.06 Identify and exhibit traits for retaining employment to maintain employment once secured.**

ESS09.06.01 Model behaviors that demonstrate reliability and dependability.

ESS09.06.02 Maintain appropriate dress and behavior for the job to contribute to a safe and effective workplace/jobsite.

ESS09.06.03 Complete required employment forms and documentation such as I-9 form, work visa, W-4 and licensures to meet employment requirements.

ESS09.06.04 Summarize key activities necessary to retain a job in the industry.

ESS09.06.05 Identify positive work behaviors and personal qualities necessary to retain employment.



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**ESS09.07 Identify and explore career opportunities in one or more career pathways to build an understanding of the opportunities available in the cluster.**

- ESS09.07.01 Locate and identify career opportunities that appeal to personal career goals.
- ESS09.07.02 Match personal interest and aptitudes to selected careers.

**ESS09.08 Recognize and act upon requirements for career advancement to plan for continuing education and training.**

- ESS09.08.01 Identify opportunities for career advancement.
- ESS09.08.02 Pursue education and training opportunities to acquire skills necessary for career advancement.
- ESS09.08.03 Examine the organization and structure of various segments of the industry to prepare for career advancement.
- ESS09.08.04 Research local and regional labor (workforce) market and job growth information to project potential for advancement.
- ESS09.08.05 Manage employment relations to make career advancements.

**ESS09.09 Continue professional development to keep current on relevant trends and information within the industry.**

- ESS09.09.01 Use self assessment, organizational priorities, journals, Internet sites, professional associations, peers and other resources to develop goals that address training, education and self-improvement issues.
- ESS09.09.02 Read trade magazines and journals, manufacturers' catalogues, industry publications and Internet sites to keep current on industry trends.
- ESS09.09.03 Participate in relevant conferences, workshops, mentoring activities and in-service training to stay current with recent changes in the field.

**ESS09.10 Examine licensing, certification and credentialing requirements at the national, state and local levels to maintain compliance with industry requirements.**

- ESS09.10.01 Examine continuing education requirements related to licensing, certification, and credentialing requirements at the local, state and national levels for chosen occupation.
- ESS09.10.02 Examine the procedures and paperwork involved in maintaining and updating licensure, certification and credentials for chosen occupation.
- ESS09.10.03 Align ongoing licensing, certification and credentialing requirements to career plans and goals.

**ESS09.11 Examine employment opportunities in entrepreneurship to consider entrepreneurship as an option for career planning.**

- ESS09.11.01 Describe the opportunities for entrepreneurship in a given industry.

**Essential Topic  
ESS10**

**TECHNICAL SKILLS:** *Use of technical knowledge and skills required to pursue careers in all career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.*



**Law, Public Safety, Corrections and Security Cluster  
Security and Protective Services Pathway  
Knowledge and Skill Statements**

**ESS10.01      Employ information management techniques and strategies in the workplace to assist in decision-making.**

- ESS10.01.01      Use information literacy skills when accessing, evaluating and disseminating information.
- ESS10.01.02      Describe the nature and scope of information management.
- ESS10.01.03      Maintain records to facilitate ongoing business operations.

**ESS10.02      Employ planning and time management skills and tools to enhance results and complete work tasks.**

- ESS10.02.01      Develop goals and objectives.
- ESS10.02.02      Prioritize tasks to be completed.
- ESS10.02.03      Develop timelines using time management knowledge and skills.
- ESS10.02.04      Use project-management skills to improve workflow and minimize costs.

**C. CLUSTER (FOUNDATION) KNOWLEDGE AND SKILLS**

The following Cluster (Foundation) Knowledge and Skill statements apply to all careers in the Law, Public Safety, Corrections and Security Cluster. Persons preparing for careers in the Law, Public Safety, Corrections and Security Cluster should be able to demonstrate these skills in addition to those found on the Essential Knowledge and Skills Chart.



**Cluster Topic      ACADEMIC FOUNDATIONS: *Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.***  
LWC01

**LWC01.01      Apply English Language Arts knowledge and skills to law, public safety, security and corrections careers to enable pursuit of a full range of careers and post-secondary education opportunities associated with the cluster.**

- LWC01.01.01      Demonstrate competence in applying Language Arts knowledge and skills in law, public safety, security and corrections careers.

*Sample Indicators*

- Apply the reading process and strategies to directions or tasks that are relatively short, with limited categories of information, directions, concepts, and vocabulary.
- Demonstrate competence in using various information sources, including knowledge bases and technical texts to perform specific tasks.
- Demonstrate competence in writing and editing documents, using correct grammar and punctuation.
- Demonstrate competence in speaking to provide, distribute, find information.
- Demonstrate competence in making formal and informal oral presentations, including selecting and using media.
- Adapt listing strategies to utilize verbal and nonverbal content of communication.



Law, Public Safety, Corrections and Security Cluster  
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Knowledge and Skill Statements

**LWC01.02 Apply Mathematics knowledge and skills to law, public safety, security and corrections careers to enable pursuit of a full range of careers and post-secondary education opportunities associated with the cluster.**

LWC01.02.01 Demonstrate competence in applying Mathematics knowledge and skills in law, public safety, security and corrections careers.

*Sample Indicators*

Add, subtract, multiply, and divide mixed numbers, fractions, and decimals.

Mentally add, subtract, multiply, and divide, whole numbers.

Apply basic methods of measurement.

Apply advanced methods of measurement.

Apply advanced concepts of data analysis and distributions.

Apply a variety of strategies within the problem-solving process.

Apply measurements for distance.

Apply precision measurements.

**LWC01.03 Apply Science knowledge and skills to law, public safety, security and corrections careers to enable pursuit of a full range of careers and post-secondary education opportunities associated with the cluster.**

LWC01.03.01 Demonstrate competence in applying Science knowledge and skills in law, public safety, security and corrections careers.

*Sample Indicators*

Demonstrate the use of common laboratory equipment and procedures.

Analyze the effect of chemicals on humans and plants.

Know the forms energy takes, its transformation from one form to another, and its relationship to matter.

**Cluster Topic  
LWC02**

**COMMUNICATIONS:** *Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.*

*No additional statements in this topic beyond those found in the Essential Knowledge and Skills Chart.*

**Cluster Topic  
LWC03**

**PROBLEM-SOLVING AND CRITICAL THINKING:** *Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.*

**LWC03.01 Formulate ideas, proposals and solutions to address law, public safety, security and corrections related problems to ensure effective and efficient delivery of safety and/or security services to targeted consumers.**

LWC03.01.01 Use logical constructions to formulate ideas, proposals, and solutions to problems.

*Sample Indicators*

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 one alternative solution.



**Law, Public Safety, Corrections and Security Cluster  
Security and Protective Services Pathway  
Knowledge and Skill Statements**

LWC03.01.02 Analyze and evaluate ideas, proposals, and solutions to problems using basic forms of logic and techniques designed to encourage sound reasoning.

*Sample Indicators*

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.

**LWC03.02 Apply critical thinking strategies to team discussions around solutions that address, law, public safety, security and corrections related problems to contribute to formulating effective solutions.**

LWC03.02.01 Demonstrate behaviors that model skills associated with effectively working as part of a team to solve law and security cluster related problems and issues.

*Sample Indicators*

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 Topic  
LWC04**

**INFORMATION TECHNOLOGY APPLICATIONS: *Use information technology tools specific to the career cluster to access, manage, integrate, and create information.***

**LWC04.01 Demonstrate the effective use of computer based equipment (containing embedded computers, or processors) in order to control electromechanical devices commonly used in conducting work within the law and public safety practice.**

LWC04.01.01 Execute the steps involved in the operation of a computer driven machine to accomplish a common work tasks.

*Sample Indicators*

Operate equipment and machine with assistance.  
Secure needed supplies and resources.  
Follow power-up and log-on procedures.  
Interact with/respond to system messages using console device.  
Run applications/jobs in accordance with processing procedures.  
Follow log-off and power-down procedure(s).

LWC04.01.02 Interpret information in installation and operation manuals in order to install and operate a computer driven machine/equipment for the first time.

*Sample Indicators*

Access needed information using appropriate reference materials.

LWC04.01.03 Troubleshoot computer driven equipment and machines when a problem occurs and access relevant support sources on an as-needed basis during troubleshooting.

*Sample Indicators*

Test system using diagnostic tools/software.



**Law, Public Safety, Corrections and Security Cluster  
Security and Protective Services Pathway  
Knowledge and Skill Statements**

- Repair/replace malfunctioning hardware.
- Reinstall software as needed.
- Recover data and/or files.
- Restore system to normal operating standards.
- Complete failure/trouble reports correctly.
- Access in-house or external support as needed.

**Cluster Topic  
LWC05**

**SYSTEMS:** *Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.*

*No additional statements in this topic beyond those found in the Essential Knowledge and Skills Chart.*

**Cluster Topic  
LWC06**

**SAFETY, HEALTH AND ENVIRONMENTAL:** *Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.*

**LWC06.01**

**Assess and implement measures to maintain safe and healthful working conditions in a law and public safety environment in order to protect employees' well being.**

LWC06.01.01

Assess workplace conditions with regard to safety and health of employees using data collected through observations and experience.

*Sample Indicators*

Identify the types of risk of injury/illness at work.

Identify those who are susceptible to risk of injury/illness at work.

Describe ways to positively impact occupational safety and health.

LWC06.01.02

Recommend improvements for an issue related to the safety and health of employees based upon an assessment of the workplace conditions.

**LWC06.02**

**Complete work tasks in accordance with applicable employer rules concerning occupational safety and health common to the law, public safety, security and corrections industry in order to maintain employee rights and employer obligations.**

LWC06.02.01

State the rationale for various rules and laws designed to promote safety and health in the workplace.

*Sample Indicators*

Identify key rights of employees related to occupational safety and health.

Identify the responsibilities of employers related to occupational safety and health.

Explain the role of government agencies in providing a safe workplace.

**LWC06.03**

**Assess and implement methods to reduce sources of office, facility and mobile operations accident hazards common in the law, public safety, security and corrections industry in order to promote a safe and accident free working environment.**



**Law, Public Safety, Corrections and Security Cluster**  
**Security and Protective Services Pathway**  
**Knowledge and Skill Statements**

LWC06.03.01 Demonstrate the steps involved in preventing common office, facility, and mobile operations accidents.

*Sample Indicators* Identify and describe common hazards in the workplace.  
Identify and describe major sources of information about hazards in the workplace (e.g., MSDS, work procedures, exposure control plans, training materials, labels, and signage).  
Identify sources of combustible/flammable materials, fire and emergencies to establish a fire safe environment.  
Interpret safety signs and symbols.

**LWC06.04 Assess and control common group health hazards common to the law and public safety environment in order to promote a healthy working environment.**

LWC06.04.01 Demonstrate how to comply with protocols established for maintaining group health in the workplace based upon information from an assessment of group health.

*Sample Indicators* Identify procedures necessary for maintaining a safe work area.  
Identify methods to correct common hazards.  
Identify methods for disposing of hazardous materials.

Demonstrate principals of safe physical movement to avoid slips, trips, and spills.  
Inspect and use protective equipment (PPE).

**LWC06.05 Research and evaluate records and reports regarding the safety, health and environmental performance in a workplace to identify potential hazards and workplace problems common to law, public safety, security and corrections professions.**

LWC06.05.01 Execute the steps involved in conducting an audit designed to identify various health, safety and environmental hazards.

*Sample Indicators* Research typical responsibilities of Law, Public Safety and Security professionals.  
Identify and describe typical workplace health hazards.  
Identify and describe typical workplace safety hazards.  
Identify and describe typical workplace environmental hazards.

LWC06.05.02 Analyze workplace accidents and incidents to identify potential health, safety and environmental workplace problems.

*Sample Indicators* Perform regular audits and inspections find potential problems.  
Document inspections and submit reports.  
Interview those involved in incident using all communications skills.  
Secure and document observations of incident scene.  
Document information on incident using writing skills.  
Define the term hazardous material.  
Describe the effects of hazardous material events on society.  
Identify the concepts of toxicology.

Obtain local information about transporting hazardous material and report on findings.  
Outline a typical Incident Management System Report.



**Law, Public Safety, Corrections and Security Cluster  
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Knowledge and Skill Statements**

**LWC06.06**

**Execute the procedures involved with administering basic first aid and CPR in order to respond to workplace emergencies that arise in the law, public safety, security and corrections workplace.**

LWC06.06.01 Execute the procedures used to administer basic first aid for a variety of workplace emergencies.

*Sample Indicators*

- Control bleeding.
- Emergency aid procedures for burns.
- Emergency aid procedures for treatment of shock.
- Emergency aid procedures for broken bones and severe sprains.
- Emergency aid procedures for poisoning.
- Emergency aid procedures for treating exposure to the elements.

LWC06.06.02 Execute the procedures used to administer CPR in the event of a workplace emergency.

*Sample Indicators*

- Describe the signs that CPR is needed.
- Describe the techniques for CPR in different situations.
- Demonstrate the effective use of at least one CPR technique.
- Become CPR certified.

**Cluster Topic  
LWC07**

**LEADERSHIP AND TEAMWORK: *Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.***

*No additional statements in this topic beyond those found in the Essential Knowledge and Skills Chart.*

**Cluster Topic  
LWC08**

**ETHICS AND LEGAL RESPONSIBILITIES: *Know and understand the importance of professional ethics and legal responsibilities.***

**LWC08.01 Analyze and summarize the legal responsibilities associated with different roles and functions within law, public safety, security and corrections organizations in order to demonstrate a commitment to professional, ethical behavior.**

LWC08.01.01 Examine real world situations involving the application of ethics and a code of professional conduct.

*Sample Indicators*

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

**LWC08.02 Analyze and synthesize information related to the various laws, ordinances, regulations and organizational rules that apply to careers in law, public safety, security and corrections in order to demonstrate understanding of expectations for employees in the field.**

LWC08.02.01 List laws, ordinances, regulations and organizational rules of conduct associated with assigned duties for selected careers in the cluster.



**Law, Public Safety, Corrections and Security Cluster  
Security and Protective Services Pathway  
Knowledge and Skill Statements**

*Sample Indicators* Pass tests on required laws and rules of conduct.  
Perform assigned duties while complying with laws, ordinances, regulations, and organizational rules.

Establish location of copies of laws, ordinances, regulations, and organizational rules.  
Report violations of a legal or of an ethical nature through the proper chain of command.

LWC08.02.02 Demonstrate behaviors that model the establishment and maintenance of obedience to the law and ethical standards.

*Sample Indicators* Limit involvement with the law and criminal court system to qualify for employment.  
Follow ethical conduct guidelines established by community standards.

**LWC08.03 Evaluate and apply strategies for responding to unethical or illegal actions of individuals and organizations in order to demonstrate how to respond to unethical situations that arise within law and public safety.**

LWC08.03.01 Compare and contrast the results achieved from implementing alternative strategies for responding to unethical or illegal actions.

*Sample Indicators* Given a specific situation, outline strategies for responding to unethical and illegal actions in different workplace situations by individuals.  
Evaluate alternative responses to unethical and illegal actions by individuals and select and justify best approach.

LWC08.03.02 Recommend procedures and rationale for applying the best strategy after thorough consideration of multiple alternatives.

*Sample Indicators* Given a specific situation, outline strategies for responding to unethical and illegal actions in different workplace situations by organizations.  
Evaluate alternative responses to unethical and illegal actions by organizations and select and justify best approach.

**Cluster Topic LWC09 EMPLOYABILITY AND CAREER DEVELOPMENT: *Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.***

**LWC09.01 Interpret and apply written policies, procedures and rules to perform effectively within the Law, Public Safety, Security and Corrections workplace.**

LWC09.01.01 Locate appropriate information on organizational policies in handbooks and manuals.

*Sample Indicators* Identify the contents of various organizational publications.  
Select the appropriate document(s) as reference for the situation.

LWC09.01.02 Analyze how specific organizational policies and rules, if applied, may influence specific situations in the workplace.

*Sample Indicators* Locate and identify specific organizational policy, rule or procedure to assist with a given situation.

Explain specific organizational policy, rule or procedure to improve a given situation.



**Law, Public Safety, Corrections and Security Cluster  
Security and Protective Services Pathway  
Knowledge and Skill Statements**

**LWC09.02 Assess and evaluate career opportunities in one or more career pathways in the Law, Public Safety, Security and Corrections field to broaden awareness of careers available in the industries related to the career cluster.**

LWC09.02.01 Research and match career opportunities based upon their appeal with personal career goals.

*Sample Indicators* Locate and interpret career information for at least one career cluster.  
Identify job requirements for career pathways.

LWC09.02.02 Match personal interests and aptitudes to careers when researching opportunities within the career pathways.

*Sample Indicators* Identify educational and credentialing requirements for career cluster and pathways.  
Identify personal interests and aptitudes.  
Identify job requirements and characteristics of selected careers.  
Compare personal interests and aptitudes with job requirements and characteristics of career selected.  
Modify career goals based on results of personal interests and aptitudes with career requirements and characteristics.

LWC09.02.03 List career options and related requirements for success in multiple career fields associated with Law, Public Safety, Security and Corrections.

LWC09.02.04 Summarize both the advantages and disadvantages associated with common Law, Public Safety, Security and Corrections Careers.

**LWC09.03 Analyze the characteristics of different career fields within the Law, Public Safety, Security and Corrections cluster to develop a personal perspective on the nature of the work, entry-level requirements, career paths and challenges.**

LWC09.03.01 List responsibilities, requirements and advancement opportunities, as well as emotional and physical challenges of employees in selected careers.

*Sample Indicators* Discuss career requirements contained within selected careers of the Law, Public Safety and Security Cluster.  
Compare selected careers in the Law, Public Safety and Security careers with other career cluster options.  
Assess one's own abilities to enter a Law, Public Safety and Security career.  
Outline a realistic career development plan.

LWC09.03.02 Compare and contrast the characteristics of selected careers.

**Cluster Topic  
LWC10 TECHNICAL SKILLS: Use the technical knowledge and skills required to pursue the targeted careers for all pathways in the career cluster, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.**

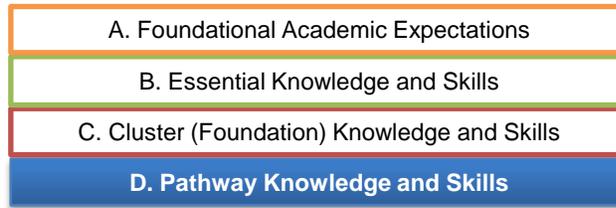
*No additional statements in this topic beyond those found in the Essential Knowledge and Skills Chart.*

## **D. PATHWAY KNOWLEDGE AND SKILLS**



**Law, Public Safety, Corrections and Security Cluster  
Security and Protective Services Pathway  
Knowledge and Skill Statements**

The following knowledge and skill statements apply to all careers in the Security and Protective Services Pathway. The statements are organized within nine topics.



**Pathway Topic**  
**LWPC01**      **COMMUNICATIONS**

**LWPC01.01**      **Exhibit active listening and speaking techniques when communicating to accurately receive and transmit security-related directives, technical concepts and other information.**

LWPC01.01.01      Model active listening techniques to obtain and clarify information when communicating with others.

- Sample Indicators*
- Paraphrase and repeat information to confirm understanding.
  - Record and summarize information in written notes.
  - Ask questions to seek or confirm understanding.
  - Contribute relevant comments to improve the presentation and discussion of information.

LWPC01.01.02      Paraphrase the meaning of security and protective services technical concepts, knowledge, vocabulary after listening to informal discussions and participating in meetings.

- Sample Indicators*
- Following formal presentations, explain the meaning of technical concepts, knowledge and vocabulary.
  - Explain the importance of word choice and particular phrases used in routine and emergency situations.
  - Following informal discussions such as in meetings, explain the meaning of technical concepts, knowledge and vocabulary.

LWPC01.01.03      Model effective listening and speaking techniques used to contribute to group discussions and meetings.

- Sample Indicators*
- Clarify purpose and goals of meetings and discussions.
  - Take turns with others and show respect for others.
  - Use active listening skills.
  - Stay on subject and task.
  - Summarize results of meeting including agreements and disagreements.

**LWPC01.02**      **Employ verbal communication techniques to deliver presentations and communicate technical information.**

LWPC01.02.01      Model the effective use of oral communication techniques used to clearly articulate a message with commonly accepted grammatical conventions.

- Sample Indicators*
- Demonstrate appropriate usage of grammar, diction, and sentence structure.
  - Use references and quoted material properly.

LWPC01.02.02      Deliver formal and extemporaneous presentations on security-related topics using a variety of strategies for organizing and effectively communicating information content.



**Law, Public Safety, Corrections and Security Cluster  
Security and Protective Services Pathway  
Knowledge and Skill Statements**

*Sample Indicators* Communicate main ideas and supporting facts to achieve purpose of communication.  
Use visual aids and presentation technology to support formal presentations.  
Use proper organization and structure to achieve coherence.  
Use technical terms and concepts, related to security and protective services, correctly.  
Use correct grammar and sentence structure.

**LWPC01.03 Discern facts from fabrication in non-verbal communication messages.**

LWPC01.03.01 Use visual and vocal cues to interpret information received from body language, eye movement, voice tone, and voice inflection.

*Sample Indicators* Interpret body language clues to discern facts from fabrication.  
Recognize eye movement clues that discern facts from fabrication.

Listen to voice tone, speed, volume, and inflection to discern facts from fabrication.

**LWPC01.04 Demonstrate competency in writing using a variety of formats commonly applied in the security and protective services field.**

LWPC01.04.01 Write coherent and focused texts that convey a well-reasoned argument to support a particular perspective or position.

*Sample Indicators* Structure ideas and arguments in a persuasive and sophisticated manner supported with relevant examples.  
Develop materials by using critical research strategies.  
Use correct spelling and grammar.  
Use correct capitalization and punctuation.  
Use reference information effectively and accurately.  
Use tables, charts and graphs to support arguments and perspectives.

LWPC01.04.02 Write correspondence, reports, and other documents to establish facts and explain situations and events.

*Sample Indicators* Design letters that accomplish stated objective.  
Create a log of activities for a given project.  
Create progress reports that detail factual information.  
Write a variety of factual reports of specific incidents and observations.  
Understand the importance of written documentation from a management, legal and evidentiary perspective.

LWPC01.04.03 Distinguish various types of writing formats and styles in security and protective services including reports, assessments, case files, investigations, studies, point papers and presentations.

**Pathway Topic  
LWPC02**

**PROBLEM-SOLVING AND CRITICAL THINKING**

**LWPC02.01 Demonstrate the use of conflict resolution skills to resolve conflicts among individuals.**

LWPC02.01.01 List the basic origins of conflict and the needs that motivate behavior.

*Sample Indicators* Describe the basic psychological needs that motivate behavior (belonging, power, freedom, fun).

Describe the role limited resources (time, money, property) play in generating conflict.



## Law, Public Safety, Corrections and Security Cluster Security and Protective Services Pathway Knowledge and Skill Statements

	<p>Describe the role that different values play in generating conflict (beliefs, priorities, principles).</p> <p>Identify the primary motivators for conflict in given different conflict situations.</p>
LWPC02.01.02	<p><b>Analyze various responses to conflict and the results normally generated by each response.</b></p> <p><i>Sample Indicators</i></p> <p>Describe the soft response approach (avoidance, compromise and accommodation) and the typical reasons for using that approach.</p> <p>Describe the hard response approach (force, threats aggression and anger), and the typical reasons for using that approach.</p> <p>Describe the principled responses approach (use of good communications skills, problem-solving skills, and the ability to see the problem from more than one perspective), and the typical reasons for using that approach.</p> <p>Given different conflict situations and the ensuing responses to that conflict, identify the type of response and the probable outcomes, as well as the types of motivators for the conflict.</p>
LWPC02.01.03	<p><b>Analyze the different conflict resolution processes to recognize conditions under which they be may be applied.</b></p> <p><i>Sample Indicators</i></p> <p>Describe the negotiation process and how it is typically used.</p> <p>Describe the mediation process and how it is typically used.</p> <p>Describe the consensus (group) conflict resolution process and how it is typically used.</p> <p>Given certain scenarios or cases, identify the conflict resolution process used and the pros and cons of using that process in those situations.</p>
LWPC02.01.04	<p><b>Execute the principle-centered conflict resolution process in the workplace.</b></p> <p><i>Sample Indicators</i></p> <p>Describe the essential elements of conflict resolution.</p> <p>Describe the abilities individuals should possess to use principle centered conflict resolution processes.</p> <p>Describe the basic steps for principle centered conflict resolution processes.</p> <p>Observe and critique the use of one or more principle centered conflict resolution processes.</p> <p>Use one or more principle-centered conflict resolution processes in role plays and/or actual situations.</p>

### Pathway Topic LWPC03

## INFORMATION TECHNOLOGY APPLICATIONS

<b>LWPC03.01</b>	<b>Demonstrate the use of information technology tools specific to the Security and Protective Services environment.</b>
LWPC03.01.01	<p>Apply knowledge of word processing software to create documents and reports used in providing security and protective services.</p> <p><i>Sample Indicators</i></p> <p>Work with others to define problem.</p> <p>Share ideas, facts, information, and/or data with others.</p> <p>Participate in small or large group discussions.</p> <p>State selected solutions in a persuasive manner.</p> <p>Accept group decision even when different from personal solution alternative.</p> <p>Support implementation of group solution to problem.</p>
LWPC03.01.02	<p>Apply software applications skills to create and use spreadsheets in the course of providing security and protective services.</p> <p><i>Sample Indicators</i></p> <p>Enter data into databases w/o error.</p> <p>Retrieve data.</p>



**Law, Public Safety, Corrections and Security Cluster**  
**Security and Protective Services Pathway**  
**Knowledge and Skill Statements**

Produce and print reports.

LWPC03.01.03 Use presentation software to develop and make presentations for use by security and protective services professionals.

*Sample Indicators*

- Enter data into spreadsheet cells without error.
- Retrieve and list data in reports.
- Develop and use basic formulas.

LWPC03.01.04 Apply software management skills to enter and retrieve data from databases used in the security and protective services field such as incident management systems and visitor management systems.

*Sample Indicators*

- Open and save presentations.
- Design and format slides.
- Enter and edit text.
- Develop and insert figures and graphs.
- Print slides and handouts.
- Operate slide show.

**LWPC03.02 Analyze and summarize the role of computer forensics in security operations in order to demonstrate an understanding of how this tool is used in resolving crimes and security incidents.**

LWPC03.02.01 Summarize the role of computer forensics in solving and preventing crimes.

*Sample Indicators*

- Define computer forensics.
- List some of the basic skills and knowledge used in computer forensics.
- Describe uses of computer forensics evidence.

LWPC03.02.02 Summarize the basic computer applications relating to forensics investigations.

*Sample Indicators*

- Describe typical steps to identify and attempt to retrieve possible evidence that may exist on a computer.

LWPC03.02.03 State the basic techniques to identify criminal activity in relationship to cyber crime, the internet and internet trafficking.

*Sample Indicators*

- List what should not be done with the computer and evidence during an investigation.
- List common cyber crimes.
- List some prevention actions related to cyber crime.
- Identify how one files a complaint if a cyber crime is suspected or has occurred.

**Pathway Topic**  
**LWPC04**

**SYSTEMS**

**LWPC04.01 Compare and contrast the criminal justice field and the security field, examining roles, responsibilities, tools and techniques.**

LWPC04.01.01 Summarize the components of the criminal justice system using research from appropriate resources.

*Sample Indicators*

- List the components of the criminal justice system.
- Explain basic functions of each component.

LWPC04.01.02 Summarize the components of the security field using research from appropriate resources.

*Sample Indicators*

- List the components of the security field.



**Law, Public Safety, Corrections and Security Cluster  
Security and Protective Services Pathway  
Knowledge and Skill Statements**

- LWPC04.01.03 Explain basic functions of each component.  
Compare and contrast the security field and the law enforcement component of the criminal justice field.
- Sample Indicators* Explain the difference in the basic approach between the security field and the law enforcement component of the criminal justice system (proactive vs. reactive).  
Explain the difference in authority and jurisdiction (e.g. arrest authority, what is enforced, warrants).  
Explain the differences in employment status (public or private security vs. law enforcement—public only).
- LWPC04.01.04 State how security operations interface with and rely upon elements of the criminal justice field and vice versa.

**LWPC04.02 Compare and contrast proprietary and contract security operations to demonstrate an understanding of the benefits and challenges of each in providing protective and security services.**

- LWPC04.02.01 Summarize proprietary security operations, including why and how they are employed.
- Sample Indicators* Identify characteristics of proprietary security operations.  
Give examples of proprietary security operations.
- LWPC04.02.02 Summarize contract security operations, including why and how they are employed.
- Sample Indicators* Identify characteristics of contract security operations.  
Give examples of contract security operations.
- LWPC04.02.03 Analyze examples of both types of security operations to identify the advantages and disadvantages associated with proprietary and contract security services.
- Sample Indicators* List advantages and disadvantages of proprietary security operations.  
List advantages and disadvantages of contract security operations.  
Given examples of security operations, identify those that are proprietary and those that are contracted.

**Pathway Topic  
LWPC05**

**SAFETY, HEALTH AND ENVIRONMENT**

- LWPC05.01 Identify and document safety, health and environmental responsibilities of security personnel used to establish and maintain a safe working environment.**
- LWPC05.01.01 Recognize workplace hazards to health, safety and the environment.
- Sample Indicators* Report on findings.  
Identify and describe typical workplace health hazards.  
Identify and describe typical workplace safety hazards.  
Identify and describe typical workplace environmental hazards.
- LWPC05.01.02 Inspect a notional workplace to identify potential workplace health, safety and environmental problems.
- Sample Indicators* Perform regular audits and inspections find potential problems.  
Document inspections and submit reports.



**Law, Public Safety, Corrections and Security Cluster**  
**Security and Protective Services Pathway**  
**Knowledge and Skill Statements**

LWPC05.01.03 Ask appropriate questions and document findings to investigate accidents and related incidents.

*Sample Indicators*

Interview those involved in incident using effective communications skills.  
Secure and document observations of incident scene.  
Document information on incident using writing skills.

LWPC05.01.04

*Sample Indicators*

Summarize the various issues and problems associated with hazardous materials.

Define the term hazardous material.  
Describe the effects of hazardous material events on society.  
Identify the concepts of toxicology.

Obtain local information about transporting hazardous material and report on findings.  
Outline a typical Incident Management System.

**Pathway Topic**  
**LWPC06**

**LEADERSHIP AND TEAMWORK**

*No additional statements in this topic beyond those found in the Essential Knowledge and Skills Chart and Cluster (Foundation) Knowledge and Skills Chart.*

**Pathway Topic**  
**LWPC07**

**ETHICS AND LEGAL RESPONSIBILITIES**

**LWPC07.01**

**Analyze and summarize the impact of various legal issues relevant to the security and protective services field.**

LWPC07.01.01

State appropriate examples to recognize the difference between civil and criminal law.

*Sample Indicators*

Give examples of criminal law.  
Give examples of civil law.  
Explain the differences between the two types of laws.

LWPC07.01.02

Outline the connections between constitutional law and private security operations by referencing relevant constitutional amendments.

*Sample Indicators*

List the constitutional amendments affecting private security.  
Explain how the Bill of Rights affects private security.  
Give specific examples to show how private security operations are affected by the Bill of Rights.

LWPC07.01.03

Summarize how specific federal, state and local laws and regulations affect private security operations.

*Sample Indicators*

Explain how federal, state and local laws and regulations affect private security.  
Give specific examples to show how private security operations are affected by one or more federal, state and local laws.  
Given certain security situations identify the laws and regulations that would affect how the private security operation would handle that situation.  
Discuss the relevance of administrative law and the impact of regulatory agencies on corporate operations and security.

LWPC07.01.04

Summarize how specific federal, state and local laws and regulations affect government security operations.

*Sample Indicators*

Explain how federal, state and local laws and regulations affect government security.  
Give specific examples to show how government security operations are affected by one or more federal, state and/or local laws.



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Given certain security situations, identify the laws and regulations that would affect how the government security operation would handle that situation.

LWPC07.01.05

*Sample Indicators*

Summarize how specific juvenile laws affect security operations.

Explain how juvenile laws affect private security.

Give specific examples to show how private security operations are affected by one or more juvenile laws.

**LWPC07.02**

**Demonstrate the application of ethical and legal reasoning in various situations faced by personnel in the security and protective services field.**

LWPC07.02.01

Compare and contrast alternative responses in private security situations on the basis of how ethics and legal responsibilities were applied.

*Sample Indicators*

Differentiate between ethical and legal responsibilities in different roles and functions.

Evaluate alternative responses in private security situations based on legal responsibilities and employer policies.

Evaluate alternative responses in private security situations based on ethical responsibilities.

Determine and explain the most appropriate response to specific private security situations based on legal and ethical considerations.

LWPC07.02.02

Recommend appropriate responses to private security situations that represent sound ethical and legal reasoning.

*Sample Indicators*

Given a specific situation, outline strategies for responding to unethical or illegal actions in different workplace situations by individuals.

Evaluate alternative responses in private security situations to unethical or illegal actions by individuals and select best approach and justify that selection.

LWPC07.02.03

Discuss the possible ramifications of ethical lapses on the part of security professionals.

*Sample Indicators*

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

**LWPC07.03**

**Model appropriate responses to situations involving 4th amendment rights to demonstrate an understanding of the amendment's impact on actions related to security and protective services.**

LWPC07.03.01

Summarize the importance of the 4th amendment with respect to police and security officer powers of arrest.

*Sample Indicators*

State the methods for taking a person into custody.

List the elements of an arrest warrant.

Describe how an arrest warrant is obtained.

Describe how information to establish probable cause is evaluated.

Describe the powers of the police and rights of the individual in arrest situations.

LWPC07.03.02

Summarize the importance of the 4th amendment with respect to search and seizure actions.

*Sample Indicators*

Describe the limits of government under the 4th amendment.

Using cases and examples, describe how the rights of the individual to privacy and the need to gather information by the government are balanced.

Identify the differences between search and seizure rights of US citizens and those of other countries.



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Evaluate situations and determine if evidence is admissible under the 4th amendment.

**LWPC07.04 Evaluate and summarize the rights of an individual being interrogated under the 5th and 6th amendments in order to ensure trial, jury and due process rights for individuals.**

LWPC07.04.01 Summarize the rights of an individual being interrogated under the 5th and 6th amendments.

*Sample Indicators* Define the terms interrogate and self-incrimination.  
List the purposes of interrogation and how results of interrogations can be used in trials.  
List the conditions under which confessions.  
Describe the uses and reasons for Miranda rights.

LWPC07.04.02 Summarize trial, jury and due process rights.

*Sample Indicators* Define the terms booking, arraignment, bail and personal recognizance.  
Describe proceedings before a trial: police roles, and the roles of the courts and defense attorney.  
Describe the processes for bail and pretrial release.

LWPC07.04.03 Summarize the rights and processes related to a fair trial and the right to a jury trial.

*Sample Indicators* List the rights to a fair trial by those accused of crimes.  
List the reasons that a jury trial is not required.  
Describe the processes for selecting juries.  
Describe rights to a speedy trial.  
Determine possible results of not receiving a speedy trial.  
Explain subpoena rights and their importance.  
Explain the workings of immunity laws and how they affect witnesses.  
Describe the pros and cons of the use of a public defender.

**LWPC07.05 Analyze and summarize the impact of the 14th amendment as it relates to due process and equal protection in order to ensure security and protective service professionals extend constitutional rights to individuals encountered.**

LWPC07.05.01 Summarize the concepts and procedures related to due process.

*Sample Indicators* Describe the difference between the 5th and 14th amendments in terms of due process.  
Describe differences between substantive and procedural due process.  
List the due process procedures and rights of students in the school system.

LWPC07.05.02 Summarize the concepts and uses of equal protection of the law.

*Sample Indicators* List the different definitions of equality.  
List the five constitutional amendments involving equality concepts and rights.  
Describe the rational basis rights to determine discrimination.

**LWPC07.06 Analyze and summarize the limits and variations of interrogation procedures in order to ensure protection of rights for both U.S. citizens and non-U.S. citizens.**

LWPC07.06.01 State the conditions under which U.S. citizens may be interrogated.

*Sample Indicators* List the rights under the fifth amendment regarding interrogation.  
List the limits of interrogation and legal methods.  
State the conditions under which a confession is not admissible.



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Pathway Topic  
LWPC08

**EMPLOYABILITY AND CAREER DEVELOPMENT**

**LWPC08.01**

**Demonstrate knowledge of the different career options and their career paths in the security and protective services career fields.**

- LWPC08.01.01      Locate and list career options and requirements for succeeding in the career field of Security and Protective Services.
- Sample Indicators*      Identify the primary career tracks in the security field.  
List progressively likely positions as one progresses up one or more career tracks or ladders.  
Identify education and industry credentialing requirements in the security field.  
Interview and prepare a report on the career progression of one or more professional in the Security and Protective Services field.
- LWPC08.01.02      Match individual student interests, abilities and preferences to appropriate career opportunities.
- Sample Indicators*      Identify interests, abilities and preferences related to careers through a variety of assessment methods.
- Select one or more preferred career tracks and outline the requirements for them.  
   Develop a career plan which lists education, skill and knowledge requirements.

Pathway Topic  
LWPC09

**TECHNICAL SKILLS**

**LWPC09.01**

**Examine crime prevention concepts to understand how they can be applied and how they relate to security and protective services functions.**

- LWPC09.01.01      State how the "crime triangle" (ability, opportunity, and desire/motive) is related to prevention approaches and security functions.
- Sample Indicators*      Identify the three elements of the "crime triangle" (motive, opportunity, and capability).  
Explain the importance of the "crime triangle" concept from a crime prevention perspective.
- LWPC09.01.02      Describe security strategies that apply the "four D's" concept (Deter, Detect, Delay, Deny).
- Sample Indicators*      Identify the "four D's" of security and crime prevention (deter, delay, detect, deny).  
Give an example of how each of the "four D's" can be used to prevent a crime from being successfully completed.
- LWPC09.01.03      Explain how the concept of "Crime Prevention Through Environmental Design" (CPTED) can be used to enhance security through the effective design and use of spaces, buildings, areas within and around buildings, and communities.
- Sample Indicators*      Identify and explain the key elements of CPTED (territoriality, defensible space, and natural surveillance).  
Give three examples of how CPTED can be applied to a school campus.  
Explain the two most important benefits of using CPTED.



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**LWPC09.02 Explain how “risk management” principles can apply to security functions for the protection of assets in various settings.**

LWPC09.02.01 State definitions and examples of the three "sources" of threat involved in security settings (intentional, natural and inadvertent/accidental).

*Sample Indicators* Define “threat” from a security perspective.  
Describe the three “sources” of threats: natural, intentional and unintentional.

LWPC09.02.02 Present examples that depict potential physical, procedural, personnel, and electronic (technical) vulnerabilities.

*Sample Indicators* Define “vulnerability” from a security perspective.  
Describe the physical, procedural and electronic vulnerabilities.  
Describe the types and techniques of vulnerability assessments.  
Discuss the importance of documenting vulnerabilities and demonstrate the ability to prepare vulnerability reports.  
Prepare vulnerability reports.

LWPC09.02.03 Summarize the concept of risk management from a security perspective including the importance of "assets" (knowing what you want to protect) and "impact" (what are the consequences of a loss?).

*Sample Indicators* Describe “risk management” strategies (risk spreading, risk transfer, risk reduction, risk acceptance and risk avoidance) from a security perspective.  
Describe the concept of “impact” as it pertains to risk management.  
Discuss various ways to evaluate risk including “probability,” “capability” and “loss expectancy.”  
Demonstrate the ability to conduct a simple risk analysis.  
Present a prioritized list of risks for a given situation.  
Relate the results of a risk analysis to security countermeasures.  
Describe the basic categories of security countermeasures including physical, procedural, personnel and technical.  
Discuss the appropriateness and cost-benefit of common security countermeasures in various situations.

**LWPC09.03 Describe the importance of good public relation techniques as they relate to security and crisis situations.**

LWPC09.03.01 Summarize the relationship between public relations and the security functions related to public relations techniques.

*Sample Indicators* Describe the use of public relations to communicate information of importance to security concerns.  
Discuss the primary role of the public relations function and how it can support or aggravate security objectives.  
Describe the circumstances under which security officers might need to deal with members of the news media and/or high-profile visitors or officials.  
Demonstrate basic techniques for dealing with the media and high-profile visitors or officials.

LWPC09.03.02 Summarize the nature and importance of a "customer service" approach as it applies to the delivering security products and services.

*Sample Indicators* Discuss the concept of “customer service” in a general sense as it relates to the duties of a security officer and a security specialist.



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Discuss how “customer service” can be applied by security officers and security specialists.  
Describe how a “customer service” approach can enhance the effectiveness of the security function.

Provide examples of the “customer service” concept supporting security objectives.

### **LWPC09.04 Demonstrate a basic understanding of security systems and their role in an overall security strategy.**

- LWPC09.04.01 Summarize the purposes, types, and applications of physical and electronic access control systems.
- Sample Indicators* Explain the purposes of an access control system.  
Identify four types of access control systems.  
Identify four types of biometric access control systems.  
Identify three types of screening technology.
- LWPC09.04.02 Summarize the purposes, types, and applications of electronic surveillance systems.
- Sample Indicators* Identify the basic components of a closed circuit television (CCTV) system.  
Explain the types of auxiliary components used with CCTV systems and the circumstances under which they would be used.
- LWPC09.04.03 Summarize the purposes, types, and applications of intrusion detection systems (IDS).
- Sample Indicators* Identify the basic components of an IDS.  
Identify the five potential layers in a high-security IDS.  
Identify three types of interior sensors and three types of exterior sensors.  
Explain how three types of interior sensors and three types of exterior sensors are used.
- LWPC09.04.04 Summarize the purposes, types, and applications of barrier, key, and lock systems.
- Sample Indicators* Identify the two primary types of barriers and give examples of each.  
Identify the characteristics of security fencing.  
Identify four types of locks.  
Identify the elements of an effective key control system.
- LWPC09.04.05 Summarize the purposes, types, and applications of protective lighting systems.
- Sample Indicators* Identify the two primary types of protective lighting.  
Explain three of the basic principles used in protective lighting systems.  
Identify four types of light sources.  
List the advantages and disadvantages of each type of lighting system.
- LWPC09.04.06 Summarize the purposes, types, and applications of communications and monitoring systems.
- Sample Indicators* Identify four types of security communications systems.  
Identify the types of systems typically monitored at a security control center.
- LWPC09.04.07 Summarize how physical and electronic security systems should work together (as an integrated system) to support an overall protection strategy.

### **LWPC09.05 Demonstrate an understanding of terrorism as it relates to the duties of a security officer and a security specialist for the protection of persons, property and information.**



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- LWPC09.05.01 Summarize the characteristics of terrorism as a criminal act.  
*Sample Indicators* Explain what is meant by "terrorism."  
Explain how a terrorist act differs from other criminal acts.  
Identify three objectives terrorists may try to achieve in carrying out their attacks.
- LWPC09.05.02 Examine the various ways and means terrorists use to carry out acts of terrorism.  
*Sample Indicators* Explain the three categories into which domestic terrorist groups are normally divided.  
Identify five of the tactics frequently used by terrorists.  
Explain what is meant by "weapons of mass destruction" or WMD.
- LWPC09.05.03 Summarize anti-terrorism measures that may be used in securing transportation activities including air, maritime, and other modes of transportation.  
*Sample Indicators* Identify four countermeasures employed in aviation security operations.  
Identify four countermeasures employed in maritime security operations.  
Identify countermeasures that may be employed in protecting other modes of transportation (rail, highway, pipeline, transit, etc.).

**LWPC09.06 Apply basic management principles for the effective supervision and management of a security force or an organization's security program.**

- LWPC09.06.01 Compare and contrast the organizing and supervising responsibilities of security force management.  
*Sample Indicators* Explain the "organizing" responsibilities of a security supervisor.  
Explain the "supervising" responsibilities of a security supervisor.  
Explain the difference between "organizing" and "supervising" responsibilities.
- LWPC09.06.02 Analyze the impact organizational structure may have on issues related to organizing and staffing security functions.  
*Sample Indicators* Define and compare horizontal and vertical organizations.  
Describe the pros and cons of each type of organization.  
List the factors that need to be considered in determining how many security officers to assign for a given task.  
List the factors that need to be considered in determining whether fixed posts or roving patrols should be used in a given situation.
- LWPC09.06.03 Summarize management issues involved in supervising security force team members.  
*Sample Indicators* Discuss basic qualifications and training needs for security officers.  
Discuss licensing requirements for security officers.  
Discuss advancement opportunities for security officers.  
  
Discuss leadership and motivation techniques that can be used in the security industry.  
Discuss diversity and inter-personal relationship issues as they apply to teamwork in the security industry.

**LWPC09.07 Examine, summarize and execute the procedures for basic incident responses in order to demonstrate an understanding of the security officer's role and responsibility in handling various types of incidents.**

- LWPC09.07.01 Summarize techniques for detecting and responding to fires.  
*Sample Indicators* Identify the four elements necessary for a fire to exist.



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	Identify the four categories of fires. Identify three types of fire extinguishers. Identify three "signals" indicating potential fire hazards. Explain the actions to be taken upon discovering a fire.
LWPC09.07.02 <i>Sample Indicators</i>	<b>Summarize actions to be taken in a bomb incident.</b> Identify the three types of bomb incidents. Explain the actions to be taken by someone who receives a bomb threat. Identify the possible responses upon receipt of a bomb threat. Explain the actions to be taken upon discovery of an actual or suspected explosive device. Explain the sequence in which a building should be searched.
LWPC09.07.03 <i>Sample Indicators</i>	<b>Summarize actions to take in the event of a hazardous material (HAZMAT) incident.</b> Explain what is meant by a "hazardous material" or HAZMAT. Give four examples of HAZMAT. Explain the actions to be taken upon discovering a HAZMAT incident.
LWPC09.07.04 <i>Sample Indicators</i>	<b>Summarize the actions to take in the event of an intrusion.</b> Identify three indicators that a building intrusion has occurred. Explain the actions to be taken upon discovering an intrusion.
LWPC09.07.05 <i>Sample Indicators</i>	<b>Summarize how to apply basic crisis intervention techniques that address common sources conflict and appropriate use of force.</b> Describe the reasons that security officers in particular may need to deal with people who are angry, unpleasant or emotionally disturbed. Identify the primary indications of anger in a person. Identify basic conflict resolution techniques. Describe the best means to avoid escalating a potentially violent situation. Discuss situations where the use of force might be appropriate. Discuss how force should be applied in a deliberate and sequential manner.
LWPC09.07.06 <i>Sample Indicators</i>	Discuss the legal implications of using force while performing a security function. <b>Summarize the role of security officers in dealing with medical emergencies.</b> Describe the circumstances under which security officers might encounter medical emergencies. Identify the roles of key players in medical emergencies including Emergency Medical Services personnel, other medical personnel, law enforcement officials and bystanders. Identify the steps that security officers should take to attend to medical emergencies when they are the first responder. Identify the steps that security officers should take to attend to medical emergencies when they arrive on the scene subsequent to others. Demonstrate knowledge of immediate action to take in life-threatening medical situations. Discuss the legal implications of responding to medical emergencies.
LWPC09.07.07 <i>Sample Indicators</i>	<b>Summarize the potential dangers and proper procedures to effectively deal with a utility outage.</b> Describe the circumstances under which security officers might encounter utility outages or emergencies including power outage, environmental control malfunctions, water outage and telecommunications outage.



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Demonstrate knowledge of immediate action to take during utility outages and emergencies.

Identify the subsequent steps that security officers should take to attend to utility outages and emergencies.

Develop sample contingency plans for one type of utility outage/emergency.

LWPC09.07.08

**Summarize the procedures for protecting and managing evidence in dealing with crime scene investigations.**

*Sample Indicators*

Describe the circumstances under which security officers might encounter crime scenes and be able to recognize those situations.

Identify the roles of key players in crime scene processing including Emergency Medical Services personnel, law enforcement officials and bystanders.

Describe the steps that security officers should take to assist in crime scene identification, protection and processing.

Demonstrate understanding of basic crime scene processing techniques, evidence collection and evidence preservation.

**LWPC09.08**

**Demonstrate a proficiency in the performance of selected tasks related to the roles and responsibilities of a security officer.**

LWPC09.08.01

**Demonstrate and explain the procedures of patrol operations.**

*Sample Indicators*

Identify four purposes of patrol procedures.

Explain four principles of patrol operations.

LWPC09.08.02

**Demonstrate and explain the procedures of fixed-post operations.**

*Sample Indicators*

Identify three purposes of fixed posts.

Explain five principles of fixed-post operations.

LWPC09.08.03

**Demonstrate and explain the procedures of traffic control operations.**

*Sample Indicators*

Identify three situations in which you may be called upon to provide traffic control.

Explain four of the basic principles involved in effective traffic control.

Demonstrate basic hand and arm signals.

LWPC09.08.04

**Explain the procedures involved when performing crowd control.**

*Sample Indicators*

Identify four types of crowds.

Identify three reasons for the formation of crowds.

Identify four of the psychological factors in crowd behavior.

Explain five of the techniques that can be used in dealing with a hostile or potentially hostile crowd.

**LWPC09.09**

**Compare and contrast personnel security approaches within government and commercial settings.**

LWPC09.09.01

**Summarize the various elements and methods to implement personnel security in government settings.**

*Sample Indicators*

Describe the need for personnel security in both government and commercial settings.

Give examples of "internal" threats to a company, organization or government agency.

Describe the basic steps in applicant screening and pre-employment background investigations.

Discuss legal issues surrounding applicant screening and background investigations.

Discuss the role of the human resources office (or equivalent) in personnel security.

Describe the ongoing personnel security responsibilities in both government and commercial settings.



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LWPC09.09.02 Summarize the various elements and methods to implement personnel security in commercial and private sector settings.

LWPC09.09.03 Summarize various personnel security methods used to ensure a safe working environment including employee screening, training, hotlines and workplace violence prevention.

**LWPC09.10 Examine types and techniques of security investigations as they apply to business settings.**

LWPC09.10.01 Compare and contrast public sector (e.g., police) investigations with private and business sector investigations.

LWPC09.10.02 Distinguish between criminal and non-criminal investigations.

LWPC09.10.03 Summarize investigative methods and techniques used in security investigations.

*Sample Indicators* Explain the purpose of an investigation.

Describe the types of investigations that generally are conducted in a business setting.  
List the factors in determining who should conduct a particular investigation based on jurisdiction and nature.

List the basic steps in an investigation and why each is important to the outcome.  
Explain how investigative results are used for both immediate and future needs.

**LWPC09.11 Examine and summarize the importance of establishing relationships with other people, organizations and functions in order to demonstrate the role of liaison in the security and protective services field.**

LWPC09.11.01 State the advantages of developing mutually beneficial relationships with others, and the techniques for helping ensure liaison relationships are effective.

*Sample Indicators* Define "liaison" as it applies to the security function.  
Explain why liaison is important in security operations.  
Give examples of organizations with which liaison relationships are important including public agencies, internal departments and other organizations.

**LWPC09.12 Examine the need to protect "sensitive information" and the concepts and techniques used by security professionals to ensure the security of information-based and intangible assets.**

LWPC09.12.01 Describe methods to identify and protect "sensitive information" in both government and commercial settings.

*Sample Indicators* Discuss the concept of "privacy" and why it is important.  
Explain why particular information might be "sensitive" to a company, organization or government agency.  
Discuss the threat of industrial and international espionage.  
Discuss different ways in which "sensitive information" is identified including "proprietary," "intellectual property," "classified," "trade secret," "copyright" and others, and the laws that are designed to protect these types of information.  
Describe the primary techniques to protect sensitive information.

LWPC09.12.02 Summarize the damage that could be caused in government and business operations by information leaks or theft of sensitive data.



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LWPC09.12.03 Compare and contrast the functions of information systems security (or information technology/IT security) and "traditional" information protection.

**LWPC09.13 Examine the need to protect information technology (IT) and associated systems to understand the role of security professionals in protecting these assets.**

LWPC09.13.01 Summarize the most common threats to information technology (IT) systems in government and commercial settings.

*Sample Indicators*

Explain the uses of information technology systems (for example, computers, telecommunications systems, reproduction systems, digital imaging and wireless technologies) in business and government settings.

List the primary types of IT security threats (both cyber and traditional) facing personal computers, workstations and networks - both hardware and software.

Give examples of security measures that can protect against the most common threats identified for IT.

Discuss the role of the security specialist in IT systems security, and identify other departments, agencies or specialists having a key role.

LWPC09.13.02 Evaluate the various controls that may be set up to protect information technology systems and the data that resides on them.

**LWPC09.14 Examine the value of initial and follow-up security training programs for employees in order to understand the security specialist's role in preparing and providing that training.**

LWPC09.14.01 Summarize the needs to be addressed and the various challenges faced in implementing a security training program in both business and government settings.

*Sample Indicators*

Explain the value of employee security training programs for new employees.

Explain the need for continuing, periodic security training.

Discuss the challenges in delivering effective security training programs.

LWPC09.14.02 Outline an effective security training program and describe possible sources of information to include in such a program.

*Sample Indicators*

Identify topics that should be included in a general security awareness program for employees or facility occupants (e.g., students on a campus).

List sources for information that can be included in security training programs.

Identify some specialized security topics that should be included in employee training programs under certain circumstances or in certain settings.

**LWPC09.15 Analyze and summarize the roles of security surveys, inspections, and exercises in order to properly assess security needs, test existing protection measures, and prepare employees for unexpected situations.**

LWPC09.15.01 Compare and contrast various aspects of implementing a security survey (assessment) and a security inspection.

*Sample Indicators*

Explain the difference between a survey and an inspection.

Describe the four types of security surveys.

Explain four of the techniques normally used in conducting a survey.

Explain the advantages and disadvantages of using checklists in conducting surveys and inspections.



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LWPC09.15.02 Plan and implement examples of effective security and emergency exercises.

*Sample Indicators*

Identify four types of security exercises.

Identify five areas that can be evaluated in a security exercise.

Explain the safety issues involved in planning and conducting security exercises.

**LWPC09.16 Examine and summarize the concepts of Preparedness and Response for disaster situations in order to demonstrate understanding of the security professional's role in unforeseen events.**

LWPC09.16.01 Summarize the national elements of the preparedness system.

*Sample Indicators*

List key elements of the National Response Plan (NRP).

List key elements of National Incident Management System (NIMS).

Describe an example of how these elements work in an actual or scenario based situation.

LWPC09.16.02 Summarize the elements of the Incident Command System (ICS).

*Sample Indicators*

State the overall objectives of the ICS.

Describe the primary functions of the ICS.

List the typical agencies that are involved in the ICS.

LWPC09.16.03 Summarize the roles of emergency/first responders in Preparedness and Response Systems during and after disaster situations.

*Sample Indicators*

List the types of first responders one normally would find at a variety of disaster scenes and their roles.

Explain the typical command structure.

Describe the role of fire and emergency services in the ICS.

Describe the role of law enforcement in the ICS.

Describe the role of the FBI if the disaster is related to foreign or domestic terrorism.

**LWPC09.17 Examine and summarize the elements and techniques of critical infrastructure protection in order to reduce the risk to key terrorist targets and reduce the impact of natural disasters.**

LWPC09.17.01 Summarize the concept of critical infrastructure protection.

*Sample Indicators*

List the sectors that are considered as critical infrastructure.

Describe how the crippling of one infrastructure might affect others.

Analyze the role of critical infrastructure protection.

LWPC09.17.02 Summarize the key infrastructure protection tactics for protecting potential targets of terrorists.

*Sample Indicators*

Identify one or more potential targets of terrorists in the community or region.

Identify actual or potential vulnerabilities of a potential terrorist target, through a vulnerability assessment.

Develop a general plan for protecting the possible target.

LWPC09.17.03 Summarize the key infrastructure protection tactics for protecting potential targets of natural disaster.

*Sample Indicators*

Identify one or more potential targets of natural disasters in the community or region.

Identify actual or potential vulnerabilities of a possible natural disaster target, through a vulnerability assessment.

Develop a general plan for protecting the potential target.



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**LWPC09.18 Summarize the importance and roles of intelligence analysis in order to understand its role in crime prevention and homeland security.**

LWPC09.18.01 Define and apply basic terms used in intelligence, including flow charting, analysis, geographic information systems, imagery analysis and financial analysis.

*Sample Indicators* Define flow analysis and demonstrate the ability to use the process.  
Define analytic writing and demonstrate the ability to use the technique.  
Define geographic analysis of criminal activity and demonstrate the ability to use the process.  
Define financial analysis and demonstrate the ability to use the process in a case study or scenario.

LWPC09.18.02 Summarize the steps in the intelligence cycle: planning, collection, collation, evaluation, analysis, dissemination, and feedback; and give examples of each.

*Sample Indicators* Identify the specific activities that occurred for each step of the intelligence cycle given a large case that includes all aspects of the intelligence cycle.  
Identify the results of each of the steps.

LWPC09.18.03 Execute a crime pattern analysis process to identify links between a given crime and set of potentially related incidents/people to reveal similarities and differences.

*Sample Indicators* Outline at least one crime pattern analysis process.  
Complete a crime pattern analysis given a case or scenario.  
Identify similarities and differences between the crime and other incidents.  
Develop proposals based on the findings that would help either predict or prevent future criminal or terrorist activity.