



**Law, Public Safety, Corrections and Security Cluster
Correction 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:

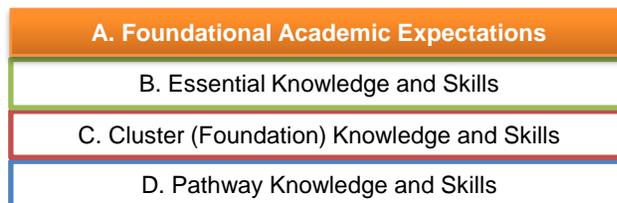


PATHWAY DESCRIPTION

Correction Services Pathway: Workers in the Correction Services pathway are responsible for overseeing individuals who have been arrested and are awaiting trial or who have been convicted of a crime and sentenced to serve time in a jail, reformatory, or penitentiary. While the primary mission of corrections is protection of the public, many in this field are involved with the treatment, education and reintegration of offenders.

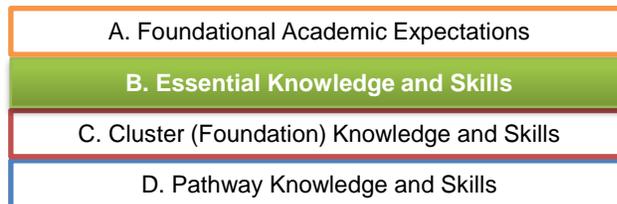
A. FOUNDATIONAL ACADEMIC EXPECTATIONS

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 **ACADEMIC FOUNDATIONS:** *Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.*
ESS01



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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 ESS02	COMMUNICATIONS: <i>Use oral and written communication skills in creating, expressing and interpreting information and ideas including technical terminology and information.</i>
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.

ESS03.04 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.
ESS04.06	Operate presentation applications to prepare presentations.
ESS04.06.01	Prepare presentations for training, sales and information sharing.
ESS04.06.02	Deliver presentations with supporting materials.
ESS04.07	Employ spreadsheet applications to organize and manipulate data.
ESS04.07.01	Create a spreadsheet.
ESS04.07.02	Perform calculations and analyses on data using a spreadsheet.
ESS04.08	Employ database applications to manage data.
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.
ESS04.09	Employ collaborative/groupware applications to facilitate group work.
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.
ESS04.10	Employ computer operations applications to manage work tasks.
ESS04.10.01	Manage computer operations.
ESS04.10.02	Manage file storage.
ESS04.10.03	Compress or alter files.
ESS04.11	Use computer-based equipment (containing embedded computers or processors) to control devices.
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.*

ESS05.01	Describe the nature and types of business organizations to build an understanding of the scope of organizations.
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.*



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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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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.



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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.



**Law, Public Safety, Corrections and Security Cluster
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Sample Indicators

- Test system using diagnostic tools/software.
- 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.



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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 Correction 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
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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.*

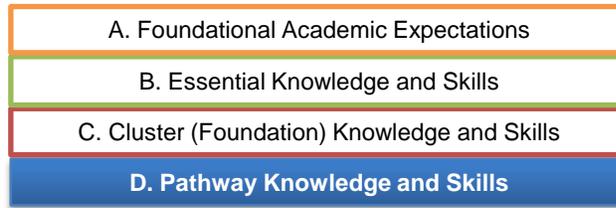
No additional statements in this topic beyond those found in the Essential Knowledge and Skills Chart.

D. PATHWAY KNOWLEDGE AND SKILLS



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

The following knowledge and skill statements apply to all careers in the Correction Services Pathway. The statements are organized within ten topics.



**Pathway Topic
LWPA01** **PROBLEM-SOLVING AND CRITICAL THINKING SKILLS**

LWPA01.01 **Analyze hostile situations and execute anger/conflict management strategies in order to take charge of problems that arise in correctional settings.**

- LWPA01.01.01 List issues associated with managing conflict and anger.
Sample Indicators Identify techniques for managing conflict between people.
 Identify techniques to reduce anger.
 Identify sources of and common responses to conflict.
 Distinguish between passive, aggressive and assertive behavior.
 Describe how body language plays a role in interacting with others.
 Identify factors that can contribute to a person’s hostility.
 Discuss how anger and work go together.
 Discuss predictable factors that signal potential conflict.
 Identify and discuss the sequence of anger.
 Identify and discuss the components of the conflict environment.
- LWPA01.01.02 Compare and contrast strategies for managing conflict and anger.
- LWPA01.01.03 Apply conflict and anger management strategies to a real-world scenario.

LWPA01.02 **Observe and evaluate the surrounding environment for signs of potential problems and/or danger in order to proactively address potential issues before they occur in correctional settings.**

- LWPA01.02.01 Execute techniques designed to observe an environment.
Sample Indicators Apply techniques of observation.
 Maintain a keen awareness of the surrounding environment.
 Develop senses of perception and intuition to read the environment.
- LWPA01.02.02 Evaluate observations made regarding the environment to identify signs of potential problems and/or danger.

**Pathway Topic
LWPA02** **LEADERSHIP AND TEAMWORK**

LWPA02.01 **Assume leadership responsibilities commonly assigned to employees in correctional environments in order to demonstrate the ability to lead and collaborate with others.**



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

- LWPA02.01.01 **Execute strategies for organizing and delegating team-based tasks in a correctional environment.**
- Sample Indicators*
- Demonstrate knowledge of the principles of leadership within institutional and community-based correctional settings.
 - Assume leadership role when assigned such responsibilities.
 - Work with others to develop and achieve team goals.
 - Promote involvement of and use of team members.
 - Delegate responsibility to others and maintain accountability for results.
 - Monitor and evaluate team performance.
 - Identify future corrections leaders and mentor them for a future leadership role within the organization.
- LWPA02.01.02 **Execute strategies for effectively collaborating with a team of people.**
- Sample Indicators*
- Identify purpose of team and each member's role.
 - Develop understanding of cultural difference among team members.
 - Set basic standards of conduct among the group.
 - Demonstrate commitment to team goals.
 - Demonstrate conflict resolution skills.
 - Demonstrate negotiation and persuasive argument skills.
 - Demonstrate problem-solving and organizational skills.
 - Provide and receive constructive criticism and praise.

Pathway Topic
LWPA03

SAFETY, HEALTH AND ENVIRONMENT

- LWPA03.01 Research, analyze and interpret appropriate laws and documents to ensure correctional facility compliance with Federal and State laws.**
- LWPA03.01.01 **Execute protocols that demonstrate compliance with special requirements for handling materials to develop safe working habits.**
- Sample Indicators*
- Read and follow instructions on Material Safety Data Sheets (MSDS) for all materials that require special care or handling.
 - Read and follow the Occupational Safety and Health Administration (OSHA) instructions that are posted in the workplace.
 - Employ Haz-Mat guidelines when working with hazardous materials.
- LWPA03.01.02 **Model behaviors that demonstrate respecting the rights of persons with disabilities.**
- Sample Indicators*
- Read Equal Employment Opportunity (EEO) regulations.
 - Read the Americans With Disabilities Act (ADA).
 - Respect the concept of Affirmative Action and practice it in the workplace.
 - Report violations of individual rights in writing to proper authorities.
- LWPA03.01.03 **Execute protocols designed to restrain individuals placed into custody without violating personal rights or jeopardizing personal safety.**
- Sample Indicators*
- Identify and discuss all safety precautions to be taken by a correctional officer to restrain prisoners.
 - Conduct a thorough search of the environment and prisoner prior to restraining and/or moving prisoner.
 - Identify potential safety risks associated with prisoner escort in a variety of environments, i.e. courtrooms, hospitals, and elevators.



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Discuss in detail the correct procedure for conducting a strip search.
Discuss precautions a correctional officer must consider during a search.
List precautions a correctional officer should take with contaminated clothing, hypodermic needles, and other potentially contaminated objects.
Define the term positional asphyxiation in its relationship to current court findings and recent medical discoveries.
Recognize prisoners who may be suicidal and take necessary steps to reduce potential of suicides.
Recognize the characteristics of prisoners who may be inclined to inflict personal injury to themselves or others.
Take steps to reduce the possibility of prisoner causing self-mutilation.
Properly select the type of restraint required.
Demonstrate the proper procedure in removing handcuffs, leg restraints, flex-cuffs, and waste-chains.

- LWPA03.02 Understand and apply regulations and procedures to ensure health and well-being of inmates in correctional facilities.**
- LWPA03.02.01 Demonstrate knowledge of sanitation and hygiene requirements and procedures in correctional facilities.
 - LWPA03.02.02 Demonstrate knowledge of the health care requirements and procedures for ensuring the health of inmates in correctional facilities.
 - LWPA03.02.03 Demonstrate knowledge of the issues and processes for responding to inmates with mental illnesses and those diagnosed as mentally retarded and disabled.
 - LWPA03.02.04 Identify methods for controlling illegal substances/drugs among inmates.

Pathway Topic	INFORMATION TECHNOLOGY APPLICATIONS
LWPA04	
LWPA04.01	Utilize information technology systems created to track offenders in order to maintain accurate records on public offenders within and among correctional institutions.
LWPA04.01.01	Execute the steps in navigating offender tracking systems.
<i>Sample Indicators</i>	Enter data into criminal records systems. Gather data from criminal records systems. Interpret data from criminal records systems.
LWPA04.01.02	Execute the steps in entering and gathering data within an offender tracking system.
LWPA04.02	Analyze and summarize the various roles and impacts computer forensics plays in the prevention and solving of crimes in order to demonstrate an understanding of key factors influencing the resolution of crime in the correctional environment.
LWPA04.02.01	Summarize the role of computer forensics in solving and preventing crimes.
<i>Sample Indicators</i>	Define computer forensics. List some of the basic skills and knowledge used in computer forensics.



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

- LWPA04.02.02 Describe uses of computer forensics evidence.
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.
- LWPA04.02.03 List what should not be done with the computer and evidence during an investigation.
State the basic techniques to identify criminal activity in relationship to cyber crime, the internet and internet trafficking.
Sample Indicators 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
LWPA05 **SYSTEMS**

- LWPA05.01 Analyze, interpret and execute standard operational procedures used in the criminal justice system in order to maintain security in a correctional environment.**
- LWPA05.01.01 Apply the principles of security employed in a correctional environment.
Sample Indicators Identify and control contraband.
Conduct legal and ethical searches.
Use established counting procedures.
Practice proper key and tool control.
Follow patrol procedures within the institution.
Follow emergency procedures.
Follow established guidelines when transporting offenders.
Apply proper procedures when dealing with inmate gangs and other security threat groups.
- LWPA05.01.02 Execute standard operational procedures in a correctional environment.
Sample Indicators List the steps an offender takes through the system.
Evaluate offender classification systems.
Use correctional trend data to conduct research.

Pathway Topic
LWPA06 **EMPLOYABILITY AND CAREER DEVELOPMENT**

- LWPA06.01 Research and evaluate employment opportunities in correction services using reliable sources in order to find an area of corrections that matches individual mental and physical abilities.**
- LWPA06.01.01 Examine multiple areas of corrections employment to identify potential employment opportunities that match skills and personal preferences.
Sample Indicators Consider employment institutional environments such as jails/local detention facilities, juvenile detention facilities, and state and federal prisons.
Look over jobs in community corrections such as parole, probation, and halfway houses.



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

Interview people currently employed in corrections related agencies to glean a better understanding of the field of corrections and the challenges and rewards of a career in corrections.

LWPA06.01.02 Evaluate personal abilities and preferences to determine if they meet requirements for employment in correction services.

Sample Indicators

- Prepare references for background checks.
- Be prepared to take drug tests.
- Be prepared to take a pre-employment written examination.
- Plan on undergoing a psychological evaluation.
- Keep in good physical shape to meet requirements.

LWPA06.02 Model skills and behaviors that demonstrate an adequate level of drive in order to seek, apply for, obtain, and accept employment within the correctional services field.

LWPA06.02.01 Execute effective search methods to locate potential correctional services employment opportunities.

Sample Indicators

- Prepare a personal budget to estimate the salary you will require.
- Confine your search to job areas where pay will meet your requirements.
- Evaluate and compare compensation packages.
- Outline training needs.
- Look for career enhancing opportunities.

LWPA06.02.02 Prepare the necessary documents required to seek and acquire a career in corrections.

Sample Indicators

- Prepare a resume complete with a job application letter.
- Complete job application forms.
- Seek out job interview coaching to assist in honing interview skills and techniques.
- Use effective communications skills at interviews.
- Write interview follow-up letters.
- Write a letter accepting employment.
- Complete employment forms.

LWPA06.03 Create, implement and revise a plan for continuing education and training within the correctional services field in order to promote career advancement, personal development and a positive image for correctional services employees.

LWPA06.03.01 Identify continuing education opportunities, programs and habits to include in a plan.

Sample Indicators

- Find local or area training facilities that offer courses related to your job area.
- Attend seminars and other meetings that bring experts in for presentations that keep personnel up-to-date with new processes and equipment.
- Volunteer for public service in your community.
- Read magazines and other materials that cater to corrections.
- Join and participate in organizations that promote your job and keep you informed and current.
- Develop a self improvement plan.

LWPA06.03.02 Participate in continuing education opportunities and programs.

LWPA06.03.03 Model behaviors that demonstrate a commitment to career growth and continuing education.



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

LWPA06.04 Compare and contrast non-custodial career opportunities in correctional environments in order to identify multiple opportunities for employment in support of correction services.

LWPA06.04.01 Evaluate career options that are not directly related to institutional and community corrections, but can be found within settings such as medical, food, administrative/clerical, maintenance, training and education, program management, etc.

Sample Indicators Examine career opportunities that are not directly related to institutional and community corrections, but can be found within settings such as medical, food, administrative/clerical, maintenance, training and education, program management, etc.

Pathway Topic
LWPA07 **ACADEMIC FOUNDATIONS**

LWPA07.01 Apply psycho-social principles and strategies to facilitate and deal with human behavior encountered in a correctional environment.

LWPA07.01.01 Apply accepted evidence-based practices in dealing with defendants, offenders, and inmates.

Sample Indicators Use proper procedures when dealing with violent offenders.
Evaluate offenders for signs of suicidal tendency.

Recognize the signs and effects of substance abuse, addiction, and alcoholism.
Recognize the signs and effects of mental illness within the offender population.

LWPA07.01.02 Evaluate behaviors to detect symptoms and signs that indicate suicidal tendencies.

Sample Indicators Identify factors influencing suicides while someone is under correctional supervision and/or custody.
Describe signs and symptoms of suicidal behavior.
Assess suicidal risk.
Specify the role of the correctional worker in suicide prevention.

LWPA07.01.03 Evaluate behaviors to detect the signs and symptoms of substance abuse, addiction and alcoholism.

Sample Indicators List the common drugs of abuse.
Describe the medical consequences of drug abuse.
Describe how to detect substance and alcohol use and abuse in a correctional setting.
Describe how to control substance and alcohol use and abuse in a correctional setting.

LWPA07.01.04 Execute behavior management techniques to ease tensions and promote cooperation.

Sample Indicators Assess and evaluate current and potential offender behavior through the use of an evidence based risk assessment tool.
Build relationships based on mutual respect.
Apply appropriate sanction, intervention, and supervision techniques that are relevant, realistic, and research proven.

LWPA07.01.05 Evaluate behaviors to recognize offender attempts to manipulate causes and situations.



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Knowledge and Skill Statements

Sample Indicators Recognize the manipulative games that offenders play.
Avoid involvement in offenders games.

Pathway Topic	COMMUNICATIONS
LWPA08	
LWPA08.01	Apply active listening skills in multiple settings such as group meetings and presentations common to correctional environments in order to obtain and clarify information, directives and procedures to implement.
LWPA08.01.01	Execute techniques for active listening such as paraphrasing, taking notes, asking questions, and contributing relevant comments.
<i>Sample Indicators</i>	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.
LWPA08.01.02	Explain the meaning of technical concepts, knowledge and vocabulary commonly used during meetings and presentations in correctional environments.
<i>Sample Indicators</i>	Following informal discussions such as in meetings, explain the meaning of technical concepts, knowledge and vocabulary. 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.
LWPA08.01.03	Model behaviors that demonstrate listening and contributing to group discussions and meetings regarding technical issues in a correctional environment.
<i>Sample Indicators</i>	Clarify purpose and goals of meetings and discussions. Take turns and show respect for others. Use active listening skills. Stay on subject and task. Summarize results of meeting including agreements and disagreements.
LWPA08.02	Execute verbal and oral communication techniques to deliver presentations and communicate technical information related to the correctional environment.
LWPA08.02.01	Model the effective use of oral communication techniques used to clearly articulate a message with commonly accepted grammatical conventions.
<i>Sample Indicators</i>	Demonstrate appropriate usage of grammar, diction, and sentence structure. Use references and quoted material properly. Deliver formal and extemporaneous presentations regarding technical issues in the correctional environment using a variety of strategies for organizing information and effectively delivering presentations.
LWPA08.02.02	
<i>Sample Indicators</i>	Communicate main ideas and supporting facts to achieve purpose of communication. Use visual aids and presentation technology to support formal presentations.



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Use proper organization and structure to achieve coherence.
Use technical terms and concepts, related to correction services, correctly.
Use correct grammar and sentence structure.

LWPA08.03 **Execute conflict resolution techniques and skills in order to resolve conflicts among individuals that arise in correctional environments.**

LWPA08.03.01 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, and fun).
Describe the role limited resources (time, money, human, and property) play in generating conflict.
Describe the role that different values play in generating conflict (beliefs, priorities, and principles).
Identify the primary motivators for conflict in given conflict situations.

LWPA08.03.02 Analyze various responses to conflict and the results normally generated by each response.
Sample Indicators Describe the soft response approach (avoidance, compromise and accommodation) and the typical reasons for using that approach.
Describe the hard response approach (force, threats, aggression and anger), and the typical reasons for using that approach.
Describe the principled response 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.
Given different conflict situations and the ensuing responses to that conflict, identify the type of response and the probable outcomes, as well as the type of motivators for the conflict.

LWPA08.03.03 Analyze the different principle-centered conflict resolution processes to recognize conditions under which they be may be applied.
Sample Indicators Describe the negotiation process and how it is typically used.
Describe the mediation process and how it is typically used.
Describe the consensus (group) conflict resolution process and how it is typically used.
Given certain scenarios or cases, identify the conflict resolution process used and the pros and cons of using that process in those situations.

LWPA08.03.04 Execute the principle-centered conflict resolution process in the workplace.
Sample Indicators Describe the essential elements of conflict resolution (10-11).
Describe the abilities individuals should possess to use principle-centered conflict resolution processes (11-12).
Describe the basic steps for principle-centered conflict resolution processes (12).
Observe and critique the use of one or more principle-centered conflict resolution processes.
Use one or more principle-centered conflict resolution processes in role-play and/or actual situations.

LWPA08.04 **Interpret, analyze and evaluate nonverbal messages to discern facts from fabrication in messages received in the correctional environment.**

LWPA08.04.01 Use visual and vocal cues to interpret information received from body language, eye movement, voice tone, and voice inflection.



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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.

LWPA08.05 **Design effective written and visual materials using specific academic writing strategies to document and communicate incidents, activities, evidence, observations and other important issues related to the correctional environment.**

LWPA08.05.01 Write coherent and focused texts that convey a well-reasoned argument to support a defined perspective.

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.

LWPA08.05.02 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.

Pathway Topic LWPA09

ETHICS AND LEGAL RESPONSIBILITIES

LWPA09.01 **Analyze, interpret and execute constitutional laws and laws associated with correctional systems in order to promote a system with zero errors in performance regarding the respect of individual rights.**

LWPA09.01.01 Execute official correction service duties that demonstrate application of constitutional laws and the laws of arrest while respecting citizen rights.

Sample Indicators

Discuss the three sources of law.

Describe the effects of the First Amendment on correction services.

Identify the criminal and civil consequences a correctional officer may face by violating a citizen's constitutional right.

Define citizen detention.

State the requirements for private citizens to assist correction officials in preventing escape.

Determine the appropriate level of force when dealing with deadly and non-deadly force situations.



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LWPA09.02 Analyze and summarize key implications the U.S. legal system has on correctional services to demonstrate understanding and knowledge of influences on the correctional system.

LWPA09.02.01 Compare and contrast the civil and criminal justice systems and explain how charges impact correctional services.

Sample Indicators

- Analyze civil law related to prisoners.
- Analyze criminal law related to prisoners.
- Elaborate on the dynamic nature of the United States Legal System.
- Elaborate on the dynamic nature of the legal system at the state level.

LWPA09.03 Analyze and select techniques used to manage crisis situations in correctional environments in order to protect individuals and society.

LWPA09.03.01 Manage crisis negotiations to promote the safety of individuals and the public.

Sample Indicators

- Explain principles of crisis negotiation.
- Use effective communication techniques in crisis negotiations.
- Demonstrate basic knowledge of abnormal psychology as applied to the Crisis Negotiator.
- Participate as a crisis negotiation team member.
- Yield to command center authority during crisis negotiations.
- List suicide intervention techniques.
- List various methods of conducting negotiations.
- Utilize appropriate negotiation techniques.
- Describe how to establish perimeters in crisis situations.
- Apply hostage safety considerations during negotiations.
- Demonstrate awareness of psychological impacts on hostages.

LWPA09.03.02 Complete steps involved in pre-event planning to respond to crisis situations.

Sample Indicators

- Participate in training sessions for crisis management.
- Plan for pre-event crisis negotiation procedures.
- Establish priorities and goals for crisis negotiation situations.
- Develop procedures for gathering intelligence in a crisis negotiation situation.
- Participate in pre-event training sessions for crisis team leaders.
- Develop active listening skills.
- Establish effective questioning techniques.
- Complete advanced suicide intervention skills.

LWPA09.03.03 Compare and contrast approaches to handling various crisis situations caused by different variables and involving individuals with threatening problems.

Sample Indicators

- Identify victim precipitated homicide situations.
- Negotiate with trouble youth.
- Identify effects of drug use in a crisis situation.

LWPA09.03.04 Design crisis management plans that incorporate appropriate and effective techniques used to protect individual and societal rights.

Sample Indicators

- Demonstrate sensitivity and understanding to individual and societal rights during role-play.
- Establish demands, deadlines, and terms of surrender for crisis negotiations.



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Differentiate between public safety and individual rights during crisis negotiations.
Identify appropriate techniques of collecting evidence for criminal prosecution at crisis situations.

Discuss steps leading to successful prosecution of law-breakers causing crisis situation.

Identify issues involved in establishing operational security for crisis situations.

LWPA09.04 Identify, communicate with, and assist individuals requiring additional assistance using knowledge of mental disorders, physical disabilities, communication disorders, and unusual behaviors in order to perform regular correctional officer duties.

LWPA09.04.01 Categorize the various characteristics and appropriate procedures to use with persons who have mental disorders, physical disabilities, communication disorders, and unusual behaviors.

Sample Indicators

List general characteristics of psychosis or abnormal behavior.

List behaviors a correctional officer should display when interacting with a person with mental illness to maximize safety.

Discuss the appropriate methods for intervention with mentally retarded individuals.

List information that will aid in identification and evaluation of a potential suicidal individual.

Differentiate between a subject who is dangerous to their self or others and those who are not dangerous.

Discuss the legal authority the correctional officer has, and what action the correctional officer should take when working with a person who is dangerous to their self or others.

Identify resources and provide help for individuals with suicidal compulsions, mental illness, or mental retardation.

LWPA09.05 Model behaviors during interactions with prisoners that demonstrate concern for persons with disabilities or impairments in order to foster public cooperation and make correctional services more effective.

LWPA09.05.01 Execute protocols for recognizing and providing appropriate assistance to people with disabilities and impairments while interacting with prisoners in a wide variety of situations.

Sample Indicators

Recognize and provide the appropriate assistance to people with disabilities such as autistic, hearing impaired/deaf, visually impaired/blind, mobility impaired, and persons having Alzheimer's disease.

Demonstrate the appropriate methods of communicating with prisoners who have special needs to provide services and/or obtain necessary information.

LWPA09.05.02 Describe the impact of the Disabilities Act on inmates and correctional staff responsibilities for enforcing the Act.

LWPA09.06 Execute protocols created to reduce or address sexual harassment or abuse while performing law enforcement duties in order to reduce violations of this kind in the correctional environment and public at large.

LWPA09.06.01 Implement procedures and techniques to enforce sexual harassment laws.



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Sample Indicators Demonstrate how to appropriately respond to sexual harassment violations.
Demonstrate an understanding of how to initiate a preliminary investigation of a sexual harassment situation.

LWPA09.06.02 Apply the law to make appropriate decisions in sexual harassment violation cases.
Perform the duties of a correctional officer in cases related to sexual abuse.

Sample Indicators Prepare an overview of sexually motivated crimes.

List human sexuality determinants of human behavior that relate to sexual abuse.
Explain the criminal mind and abnormal psychology related to sexual abuse.
Define paraphillias (the symptomatic behavior of erotic-sexual dysfunction).
Discuss the personality of a rapist.
LWPA09.06.03 Demonstrate knowledge of the Prison Rape Elimination Act (PREA) and the role of correctional staff in enforcing elements of the Act.

LWPA09.07 Appraise situations that require the use of force and select appropriate times to utilize varying degrees of force, including deadly force, in order to demonstrate understanding of the proper use of force in correctional environments.

LWPA09.07.01 Model reactions to a variety of situations that demonstrate an understanding of the proper use of deadly force.

Sample Indicators Quote the guidelines and restrictions imposed by the federal and state governments related to use of deadly force.

State the importance of following departmental policy on deadly force.

List examples of situations where use of deadly force is authorized.

List Supreme Court case examples dictating the use of deadly force.

LWPA09.07.02 Model reactions to a variety of situations that demonstrate an understanding regarding how to use the force continuum.

Sample Indicators

State the levels of force from the lowest to the highest.

List correctional officer's equipment considered soft empty hand.

List correctional officer's equipment considered hard empty hand.

List correctional officer's techniques considered soft impact.

List correctional officer's techniques considered hard impact.

List correctional officer's equipment considered lethal force.

Provide appropriate responses to each level of Use of Force.

LWPA09.07.03 Demonstrate knowledge of the legal issues involving use of force on inmates.

LWPA09.08 Model appropriate reactions to situations involving 4th amendment rights such as arrest authority, search and seizure and probable cause in order to demonstrate an understanding of amendment's impact upon actions and in correctional environments.

LWPA09.08.01 Execute protocols associated with arrest using the statutes set forth by the 4th amendment.

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.



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LWPA09.08.02 Describe the powers of the police and rights of the individual in arrest situations.
Execute protocols associated with search and seizure using the statutes set forth by the 4th amendment.

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.

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

LWPA09.09 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 within the correctional environment.

LWPA09.09.01 Summarize the rights of the 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.

LWPA09.09.02 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.

LWPA09.09.03 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.

LWPA09.10 Analyze and summarize the impact of the 14th amendment as it relates to due process and equal protection in order to ensure protection of constitutional rights for individuals in the correctional environment.

LWPA09.10.01 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.

LWPA09.10.02 Summarize the concepts and uses of equal protection of the law.



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<i>Sample Indicators</i>	List the different definitions of equality. List the five constitutional amendments involving equality concepts and rights. Describe the rational basis rights to determine discrimination.
LWPA09.10.03	Identify and discuss the types of law suits inmates can engage in.
LWPA09.10.04	Display knowledge of the relationship between the courts and corrections.
LWPA09.10.05	Analyze inmate rights and the related responsibilities of correctional staff in assuring rights are received.
LWPA09.11	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 in the correctional environment.
LWPA09.11.01	State the conditions under which U.S. citizens may be interrogated.
<i>Sample Indicators</i>	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.
LWPA09.11.02	State the conditions under which a non-US citizen may be interrogated.
<i>Sample Indicators</i>	List statutes protect non-citizens. List rights do non-citizens have to prevent self-incrimination. State the limits of interrogation and the use of force.
LWPA09.12	Analyze and summarize the ethical and legal responsibilities of correctional staff to ensure protections of rights and understanding of responsibilities.
LWPA09.12.01	Demonstrate knowledge of ethical and unethical behavior by correctional staff.
<i>Sample Indicators</i>	Define ethical behavior. Identify ethical and unethical behavior on the part of correctional staff.
LWPA09.12.02	Demonstrate knowledge of the rights of correctional staff and how lawsuits work.
LWPA09.12.03	Demonstrate knowledge of the legal ramifications of inmate suicide for correctional administrators and staff.

Pathway Topic	TECHNICAL SKILLS
LWPA10	
LWPA10.01	Summarize and apply knowledge of technical skill procedures typical of correctional staff to effectively complete day-to-day operations of correctional facilities.
LWPA10.01.01	Demonstrate knowledge of the policies and procedures for inmate supervision and discipline.
LWPA10.01.02	Demonstrate knowledge of the policies and procedures for inmate security and control.
LWPA10.01.03	Describe procedures and authority for use of firearms, gas and use of force in dealing with inmates in crisis situations.
LWPA10.01.04	Develop emergency plans and procedures for correctional facilities.



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- LWPA10.01.05 Describe the process for providing food services and the critical elements to ensure an effective operation.
- LWPA10.01.06 Demonstrate knowledge of the processes for inmate reception, orientation and classification.
- LWPA10.01.07 Demonstrate knowledge of parole and release policies and procedures.
- LWPA10.01.08 Analyze prisoner re-entry programs and their affect on communities and those re-entering society.
- LWPA10.01.09 Describe the role of public relations and the community and citizen involvement in correctional institutions.