

Law, Public Safety, Corrections & Security Cluster Essential Knowledge and Skills Aligned with Law & Public Safety: An American Careers Program The following knowledge and skills are essential in any employment situation across the 16 clusters. This crosswalk shows how they align with the Law and Public Safety program.	Law Projects														
	How's Your Control? / Anger Management	Graduation Matters / Dropouts	Manage the Response / Intake File	It's More Than a Fire / Fire Reporting	Unidentified Material – Threat or Not? / Hazardous Materials	Incident Command System / 911 Call	Security in Cyberspace / Cybercrime	A Wide Scope / Homeland Security	Electronic Crime / International Jurisdiction	Cold Case / Unsolved Crime	The Past May Not Be History / Employment Conditions	Notable Cases / Teamwork	Should You Trust an Eyewitness? / Credible Evidence	The Long Arm of the Law / RICO	Is the Evidence Tainted? / Search Warrant
Academic Foundations															
Complete required training, education and certification to prepare for employment in a particular career field.															
Demonstrate language arts knowledge and skills required to pursue the full range of postsecondary education and career opportunities.	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Demonstrate mathematics knowledge and skills required to pursue the full range of postsecondary education and career opportunities.								●							
Demonstrate science knowledge and skills required to pursue the full range of postsecondary and career education opportunities.				●	●				●						
Communications															
Select and employ appropriate reading and communication strategies to learn and use technical concepts and vocabulary in practice.	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Demonstrate use of the concepts, strategies and systems for obtaining and conveying ideas and information to enhance communication in the workplace.		●	●	●	●	●	●	●	●	●	●	●	●	●	●
Locate, organize and reference written information from various sources to communicate with co-workers and clients/participants.			●	●	●	●	●	●	●	●	●	●	●	●	●
Evaluate and use information resources to accomplish specific occupational tasks.		●		●		●	●	●	●	●	●	●	●	●	●
Use correct grammar, punctuation and terminology to write and edit documents.		●	●						●		●				
Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.		●							●	●	●				●
Interpret verbal and nonverbal cues/behaviors to enhance communication with co-workers and clients/participants.		●								●	●				
Apply active listening skills to obtain and clarify information.		●								●	●	●	●		
Develop and interpret tables, charts and figures to support written and oral communications.					●					●			●		
Listen to and speak with diverse individuals to enhance communication skills.		●									●			●	●
Exhibit public relations skills to increase internal and external customer/client satisfaction.		●				●			●		●	●			●

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Problem Solving and Critical Thinking															
Employ critical thinking skills independently and in teams to solve problems and make decisions.	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Employ critical thinking and interpersonal skills to resolve conflicts with staff and/or customers.		●				●	●		●				●		
Identify, write and monitor workplace performance goals to guide progress in assigned areas of responsibility and accountability.															
Conduct technical research to gather information necessary for decision making.		●	●		●	●	●		●		●	●	●	●	●
Information Technology Applications															
Use personal information management applications to increase workplace efficiency.															
Employ technological tools to expedite workflow.															
Operate electronic mail applications to communicate within a workplace.															
Operate Internet applications to perform workplace tasks.		●		●	●	●	●	●	●	●	●	●	●	●	●
Operate writing and publishing applications to prepare business communications.	●	●	●		●	●	●	●	●		●	●	●	●	●
Operate presentation applications to prepare presentations.		●								●		●			●
Employ spreadsheet applications to organize and manipulate data.															
Employ database applications to manage data.															
Employ collaborative/groupware applications to facilitate group work.															
Employ computer operations applications to manage work tasks.															
Use computer-based equipment to control devices.															

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Systems															
Describe the nature and types of business organizations to build an understanding of the scope of organizations.		●	●	●	●	●	●	●	●	●	●	●	●	●	●
Implement quality control systems and practices to ensure quality products and services.		●	●	●	●	●	●	●	●	●	●	●	●	●	●
Safety, Health and Environmental															
Implement personal and job site safety rules and regulations to maintain safe and healthful working conditions and environments.					●										
Complete work tasks in accordance with employee rights and responsibilities and employers' obligations to maintain workplace safety and health.					●										
Employ emergency procedures as necessary to provide aid in workplace accidents.															
Employ knowledge of response techniques to create a disaster and/or emergency response plan.															
Leadership and Teamwork															
Employ leadership skills to accomplish organizational goals and objectives.	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Employ organizational and staff development skills to foster positive working relationships and accomplish organizational goals.		●	●		●	●	●		●	●	●	●	●	●	●
Employ teamwork skills to achieve collective goals and use team members' talents effectively.				●		●	●		●	●		●	●	●	●
Establish and maintain effective working relationships with all levels of personnel and other departments in order to accomplish objectives and tasks.	●	●	●			●			●	●		●	●		●
Conduct and participate in meetings to accomplish tasks.										●		●	●	●	●
Employ mentoring skills to inspire and teach others.	●										●				

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Ethics and Legal Responsibilities															
Apply ethical reasoning to a variety of workplace situations in order to make ethical decisions.			●	●	●		●			●	●	●	●	●	●
Interpret and explain written organizational policies and procedures to help employees perform their jobs according to employer rules and expectations.			●	●	●						●			●	●
Employability and Career Development															
Identify and demonstrate positive work behaviors and personal qualities needed to be employable.	●	●	●	●			●	●	●	●	●	●	●	●	●
Develop a personal career plan to meet career goals and objectives.															
Demonstrate skills related to seeking and applying for employment to find and obtain a desired job.										●					
Maintain a career portfolio to document knowledge, skills and experience in a career field.															
Demonstrate skills in evaluating and comparing employment opportunities in order to accept employment positions that match career goals.															
Identify and exhibit traits for retaining employment to maintain employment once secured.										●	●	●			●
Identify and explore career opportunities in one or more career pathways to build an understanding of the opportunities available in the cluster.			●	●		●	●	●		●		●	●		
Recognize and act upon requirements for career advancement to plan for continuing education and training.															
Continue professional development to keep current on relevant trends and information within the industry.															
Examine licensing, certification and credentialing requirements at the national, state and local levels to maintain compliance with industry requirements.											●		●		
Technical Skills															
Employ information management techniques and strategies in the workplace to assist in decision making.		●		●	●	●	●	●	●	●	●	●	●	●	●
Employ planning and time management skills and tools to enhance results and complete work tasks.						●									

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Academic Foundations															
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.	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Apply mathematics knowledge and skills to law, public safety, security and corrections careers to enable pursuit of a full range of careers and postsecondary education opportunities associated with the cluster.								●							
Apply science knowledge and skills to law, public safety, security and corrections careers to enable pursuit of a full range of careers and postsecondary education opportunities associated with the cluster.				●	●				●			●			
Problem Solving and Critical Thinking															
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.	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
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.	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Information Technology Applications															
Demonstrate the effective use of computer-based equipment in order to control electromechanical devices commonly used in conducting work within the law and public safety practice.															
Safety, Health and Environmental															
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.					●										
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.				●	●										
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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Safety, Health and Environmental <i>continued</i>														
Assess and control common group health hazards common to the law and public safety environment in order to promote a healthy working environment.					●									
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.														
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, corrections and security workplace.														
Ethics and Legal Responsibilities														
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.			●	●	●		●	●		●	●	●	●	●
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.			●		●		●			●	●		●	●
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.								●						●
Employability and Career Development														
Interpret and apply written policies, procedures and rules to perform effectively within the law, public safety, security and corrections workplace.				●	●	●					●		●	●
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.		●	●					●		●	●	●	●	●
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.	●	●	●		●	●	●	●	●	●	●	●	●	●