



## Great Oaks Law Enforcement Essential Skills Profile

This profile provides an outline of the skills required for successful completion of this career program. Additional information is located on the Great Oaks website at

<https://hs.greatoaks.com/future-students/essential-skills-for-high-school-programs> and selecting the corresponding career program.

### Recommended WorkKeys® Scores for Law Enforcement

Applied Mathematics – 4
Workplace Documents – 5
Graphic Literacy – 4

\*Practice tests and more information at <https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx>

### Recommended Essential Skills to Successfully Complete the Program

<b>Rating Key:</b>	<b>Low = Slightly Essential</b>	<b>Medium = Essential</b>	<b>High = Very Essential</b>
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Key Vocational Factors		Rating
Visual Acuity	The ability to detect differences/details visually	High
Depth Perception	The ability to detect the physical distance/depth of objects in space and time	High
Oral Communication	The ability to express/explain ideas	High
Written Communication	The ability to communicate in a written format and record information accurately	High
Physical Mobility/Strength	Stooping, bending, walking, using equipment, dealing with harsh environments such as heat, snow, cold, ice, and high stress	High
Eye-hand Coordination	The ability to use tools	High
Auditory Acuity	The ability to detect differences in pitch and sound	High

Worker Trait Skills	Rating
Ability to get along with others	High
Ability to work independently, without close supervision	High
Ability to work toward work including tasks of minimal interest	High
Ability to work accurately, recheck and correct work, to an industry standard	High
Dependability (Attendance and Punctuality)	High
Ability to follow, interpret, and retain:	
Multistep oral instructions	High
Written instructions/technical manuals - multistep	High
Simple to complex diagram instructions	High
Visual models or demonstrated instructions	High
Ability to use tools of trade (two-way radios, police or security vehicles, notebook computers, handguns, biological evidence collection kits, etc.)	High
Ability to use numerical data (count, measure, compute, etc.) in applied setting	High
Ability to discriminate between objects of similar:	

Size	High
Shape	High
Color	High
Spatial relationship	High
Ability to organize work process/follow defined procedures	High
Ability to follow sequence or to determine sequence of actions to a successful conclusion	High
Dexterity (fine finger)	High
Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times	High
Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems	High
Monitoring: Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action	High
Speaking: Talking to others to convey information effectively	High

<b>Applied Mathematics Skills * Recommended WorkKeys® Scores 5</b>	
Understanding of numbers	Work with whole numbers and decimals. Convert fractions to decimals and/or convert from decimals to percentages.
Mathematical Calculations	Use one or two-step calculations to solve problems, decide what information, calculations or unit conversions to use to answer a problem
Solving problems with math	Solve problems that require mathematical operations with multiple units (e.g. 6 feet 4 inches or 4 hours 30 minutes), identify calculation mistakes
<b>Workplace Documents Skills * Recommended WorkKeys® Scores 4</b>	
Complexity	Straightforward with some longer sentences and may contain conditional situations
Information and detail	Mostly informative and can be several details
Vocabulary	Mostly common with some advanced words
Document type	Informational, instructional and policy-type documents
<b>Graphic Literacy Skills * Recommended WorkKeys® Scores 4</b>	
Using charts/graphs	Locate information in charts or graphs
Interpreting information	Compare two or more pieces of information, identify trends/patterns, make inference and identify graphics that accurately represents data

**Additional Recommended Abilities**

<b>Deductive Reasoning</b>	The ability to apply general rules to specific problems to produce answers that make sense.
<b>Problem Sensitivity</b>	The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
<b>Inductive Reasoning Physical/Static Strength</b>	The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). Ability to control suspects and protect oneself.

**Knowledge Required in Law Enforcement Field**

<b>Law and Government</b>	Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
<b>Public Safety and Security</b>	Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions
<b>English Language</b>	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Additional Considerations**

Solid writing and spelling skills	Physically fit and enjoys working out
Wear a uniform	Good mental health diagnoses free. Depending on psych exam certain diagnoses will result in student being unemployable (e.g. anger issues, PTSD, depression, personality disorders, bi polar. Certain Mental Health medications may disqualify from employment)
Work as a team member	Visually astute and detail oriented
CANNOT have a police record, BCI criminal background check record	Drug free for last 5 years or more and pass random drug screenings
Certain drugs like heroin, cocaine, ecstasy, etc. are automatic disqualifiers or elimination from the program	Must be able to deal with bodily fluids, smells, injuries, and aggressive/violent individuals

**Law Enforcement Work Activities**

Identify, pursue, and arrest suspects and perpetrators of criminal acts.	Record facts to prepare reports that document incidents and activities.
Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.	Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
Render aid to accident victims and other persons requiring first aid for physical injuries.	Review facts of incidents to determine if criminal act or statute violations were involved.
Testify in court to present evidence or act as witness in traffic and criminal cases.	Relay complaint and emergency-request information to appropriate agency dispatchers.
Process prisoners, and prepare and maintain records of prisoner bookings and prisoner status during booking and pre-trial process.	Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses. Process crime scenes with traumatized victims	Evaluate complaint and emergency-request information to determine response requirements.
Patrol specific area on foot, horseback, or motorized conveyance, responding promptly to calls for assistance.	Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
Direct traffic flow and reroute traffic in case of emergencies.	Issue citations or warnings to violators of motor vehicle ordinances.
Inform citizens of community services and recommend options to facilitate longer-term problem resolution.	Act as official escorts, such as when leading funeral processions or firefighters.
Respond to medical emergencies by administering basic first aid or by obtaining assistance from paramedics.	Inspect public establishments to ensure compliance with rules and regulations.
Answer alarms and investigate disturbances.	Circulate among visitors, patrons, or employees to preserve order and protect property.
Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.	Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.	Combat defensive tactic drills-Subject control. De-escalation scenarios for violent/stressful situations

**Technology**

Internet browser software	Spreadsheet software
Graphic or photo imaging software	Office Suite software
Data Base user interface and query software	Dispatch technology and software

**Certifications Students Can Earn**

Credential	Ohio Graduation Points
NECC Level 1 Telecommunicator	9
National Incident Management System 700	4
OSHA 10 – Private Security	1
CPR/First Aid	1
FEMA – IS – 906 – Workplace Security Awareness	N/A
FEMA – IS – 907 – Active Shooter – What you can do	N/A
Suspicious Activity Reporting Private Sector Training	N/A

**Possible College Credits**

College Credit Plus (CCP)	The CCP program provides Ohio high school students an opportunity to complete college courses and earn transcribed credit.
Career Technical Assurance Guides (CTAGs)	CTAGs award college credit for career-technical coursework to students who complete an approved course and earn a qualifying score on the end of course exam.
Articulated Credit	Some Great Oaks career-technical programs have agreements with colleges where student can earn credit toward a specific degree.

Please speak with your school counselor, Great Oaks counselor and/or career technical instructor to learn more about these potential opportunities

**Possible Career Pathways**

Private Security Officer	Loss Prevention Agent
Police Dispatcher	Military Police
Corrections Officer	Police Officer
Detective	Private Investigator