



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

Recommended WorkKeys® Scores for Law Enforcement

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

*Practice tests and more information at www.act.org/workkeys

Essential Skills Needed to Successfully Complete the Program			
Rating Key:	Low = Slightly Essential	Medium = Essential	High = Very Essential

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	Medium
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

Reading Skills *See Recommended WorkKey® Scores Above	
Text readability is 12.0	
Math Skills *See Recommended WorkKey® Scores Above	
Counting-Recording-Comparing-Calculating	Whole numbers
Calculating fractions, ratios, formulas, square roots	Pre-Algebra/Geometry

Additional Abilities Required

Deductive Reasoning	The ability to apply general rules to specific problems to produce answers that make sense.
Problem Sensitivity	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.
Inductive Reasoning	The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Knowledge Required in Law Enforcement Field

Law and Government	Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
Public Safety and Security	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.

English Language	Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
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Additional Considerations

Solid writing and spelling skills	Physically fit and enjoys working out
Wear a uniform	Pass background screening (BCI)
Work as a team member	Visually astute and detail oriented
CANNOT have a police 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.	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.	

Technology

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

Available Certifications

Ohio Police Officer Training Academy (OPOTA) Private Police Security Certification (4 points)	CPR/First Aid Certification (1 point)
National Incident Management System (NIMS) 100 (4 points)	National Incident Management System (NIMS) 700 (4 points)
OSHA-10 Healthcare (1 point)	Hazardous Material Operations
Certification in FEMA Incident Management	Certification in FEMA Nationwide Suspicious Reporting Initiative for Security Officers
American Heart Association Basic Life Support (BLS) Certification	

Possible College Credits

College Credit Plus in English, Math, Social Studies, or Science	Must be preapproved. Must pass a college course at an Ohio college or College Credit Plus class at Great Oaks.
Career Technical Credit Transfer	<p>The Ohio Transfer to Degree Guarantee helps career and technical students transfer credits earned in high school to community college or four-year degree programs. The credit can be used at any Ohio public college or university:</p> <ul style="list-style-type: none"> • If you successfully completed your career-technical program and passed certain required assessments. • If you attend a similar program at a public Ohio college or university. <p>For more information, go to www.transfercredit.ohio.gov</p>
Articulated Credit	<p>Great Oaks has agreements with certain colleges; if you attend one of those colleges you can get credit toward a specific degree. Currently, Great Oaks has agreements in your program with:</p> <ul style="list-style-type: none"> • Southern State Community College (Asset Protection and Loss Prevention, up to 5 credit hours possible; Criminal Justice/Law Enforcement, up to 18 credit hours possible) • Hocking College (Police Science, up to 19 credit hours possible) • Chatfield College (Associate of Arts, up to 11 credit hours possible)

*Additional college or post-secondary education may be required in this field

Possible Career Pathways

Private Security	Police Officer
Detective	Police Supervisor