Law, Public Safety, Corrections and Security Career Cluster
Exploring Law Enforcement and Communications
Course Number 43.04300

Course Description: This middle school course will introduce students to law enforcement and communications skills that align to the high school Law, Public Safety, Corrections and Security career pathways. This course provides students with career-focused educational opportunities in various LPSCS fields. It examines the basic concepts of law related to citizens' rights and the responsibilities, and students will receive instruction in critical skill areas including: communicating with diverse groups, conflict resolution, ethics, report writing, terrorism, civil and criminal law. Career planning and employability skills will be emphasized.

Course Standard 1

MS-LPSCS-ELEC-1: Demonstrate employability skills required by business and industry.
1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.

Person-to-Person Etiquette	Telephone and Email Etiquette	Communicating at Work	Listening
Interacting with Your Boss	Telephone Conversations	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls	Effective Written Communication	Ways We Filter What We Hear
		Effective Nonverbal Skills	Developing a Listening Attitude
		Effective Word Use	Show You Are Listening
		Giving and Receiving Feedback	Asking Questions
			Obtaining Feedback
			Getting Others to Listen

Nonverbal Communication	Written Communication	Speaking	Applications and Effective Résumés
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages		One-on-One Conversations	Writing a Cover Letter
Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé
Improving Nonverbal Indicators		Large Group Communication	Terms to Use in a Résumé
Nonverbal Feedback		Making Speeches	Organizing Your Résumé
Showing Confidence Nonverbally		Answering Questions	Writing an Electronic Résumé
Showing Assertiveness		Visual and Media Aids	
		Errors in Presentation	

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1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

Teamwork and Problem Solving	Meeting Etiquette
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Preparing Visual Aids

1.3 Exhibit critical thinking and problem-solving skills to locate, analyze and apply information in career planning and employment situations.
   a. Investigate educational requirements, job responsibilities, employment trends, and opportunities within the national career clusters using credible sources.

Problem Solving	Customer Service	The Application Process	Interviewing Skills	Finding the Right Job
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Staying Motivated to Search
	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	
		When a Résumé Should be Used		

1.4 Model work-readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss
Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers
Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict
Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	
Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			

1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.

Expected Work Traits	Teamwork	Time Management
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks
Use Technology Ethically & Efficiently	Expressing Yourself on a Team	Staying Organized
Interact Appropriately in a Digital World	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

1.6 Present a professional image through appearance, behavior and language.

On-the-Job Etiquette	Person-to-Person Etiquette	Communication Etiquette	Presenting Yourself
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional
Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Behavior at Conventions		Proper Use of Cell Phone	Using Good Posture
Working in a Cubicle		Proper Use in Texting	Presenting Yourself to Associates
			Accepting Criticism
			Demonstrating Leadership

Course Standard 2

MA-LPSCS-ELEC-2 Demonstrate basic knowledge of the Georgia Public Safety system and the roles of the various agencies.

2.1   Identify the various agencies that comprise the Georgia Public Safety System.

2.2   Explain the role of various agencies in law enforcement services and communications.

2.3   Research the history of the Georgia Public Safety System, and how the systems has evolved with technology and describe technologies that have enhanced the public safety system.

2.4   Determine behavioral preferences and apply an appreciation of diversity to interpersonal situations.

2.5   Identify different categories of diversity, research diversity and the impact on government agencies

2.6   Explain the code of ethics and character development in public safety professions.

2.7   Define confidentiality and how it applies to the various public safety careers.

2.8   Identify the various background checks that affect employment in the public safety professions.

2.9   Demonstrate an understanding of employability skills needed in public safety professions.

2.10   Identify the technical skills needed in various public safety professions.

2.11   Identify training and post-secondary education needs for various public safety professions.

2.12   Identify career options in law enforcement including researching local police departments in your area.

2.13   Explain the difference between local, state and federal agencies.

Course Standard 3

MS-LPSCS-ELEC-3 Synthesize the operations and career options in communications centers for Law Enforcement and Fire and Emergency Management Services.

3.1   Explain the roles and responsibilities of dispatch.

3.2   Identify the roles and responsibilities of 911.

3.3   Demonstrate the ability to use the phonetic alphabet.

3.4   Explain the three general types of calls dispatchers might receive.

3.5   Demonstrate appropriate use of public safety communications systems and equipment.

3.6   Demonstrate the ability to communicate using hand held walkie-talkies or radios to simulate radio communication.

3.7   Recall the signals and call codes from a local agency and listen to a scanner to identify law enforcement calls.

Course Standard 4

MS-LPSCS-ELEC-4 Explore the history of American law enforcement including researching local, state and federal police agencies.

4.1   Examine various career paths in law enforcement.

4.2   Explain the difference between local, state, and federal enforcement and illustrate how the federal, state, and local law enforcement agencies interact.

4.3   Distinguish between private and public enforcement.

4.4   Discuss the history of American law enforcement.

4.5   Diagram how the various elements of public safety and government interact and connect.

4.6   Research the local police departments in your area, understanding the differences in police departments.

4.7   Demonstrate proper handcuffing techniques.

4.8   Demonstrate proper soft skills while role playing specific law enforcement situations.

Course Standard 5

MS-LPSCS-ELEC-5 Create strategies for resolving conflict in a diverse, multicultural setting.

5.1   Identify the causes of conflict and apply proper conflict resolution techniques.

5.2   Describe the four basic causes of conflict.

5.3   Analyze five different types of conflict.

5.4   Recognize the impact of conflict on relationships.

5.5   Apply awareness of differences in behavior preferences to conflict situations and resolution.

5.6   Assess personal conflict management skills and evaluate steps to managing conflict.

5.7   Determine the common causes and effects of anger in interpersonal relationships.

5.8   Select strategies for controlling anger.

5.9   Assess how age, race, ethnicity, gender, and other aspects of diversity impact perceptions of self and others.

5.10   Compare two or more points of view and the reason behind them.

5.11   Identify appropriate intervention guidelines.

5.12   Identify techniques for reducing conflict within a diverse population.

Course Standard 6

MS-LPSCS-ELEC-6 Explain the role of law enforcement in making an arrest all the way through to the booking process.

6.1   Identify the origin of police power and police authority.

6.2   Demonstrate the ability to handcuff and arrest a suspect.

6.3   Identify the methods for conducting interviews and interrogations.

6.4   Explore de-escalation tactic and apply de-escalation tactics to appropriate law enforcement scenarios.

6.5   Explain the steps and procedures involved in the law enforcement booking process.

6.6   Demonstrate the ability to fingerprint a suspect using a ten-print card.

Course Standard 7

MS-LPSCS-ELEC-7 Describe and illustrate the many parts to a crime scene investigation.

7.1   Explain Locard's Exchange Principle.

7.2   Demonstrate various methods of fingerprint development.

7.3   Identify fingerprint patterns.

7.4   Compare and contrast the differences between animal and human bones and will be able to distinguish the difference between male and female skeleton.

7.5   Identify the bones in the human body.

7.6   Distinguish both gender and racial features from a skeleton.

7.7   Discuss the importance of anthropology as it relates to criminal investigation.

7.8   Describe the importance of the use of facial reconstruction in police investigations, to include sketching, software and reconstruction of skulls.

7.9   Demonstrate the use of facial reconstruction software (FACES).

7.10   Demonstrate the ability to successfully photograph and diagram a crime scene.

7.11   Describe how to secure and maintain evidence within a crime scene.

7.12   Explain how detectives protect themselves at a crime scene.

7.13   Identify methods investigators use to record a crime scene.

7.14   Demonstrate the photographing of a crime scene.

7.15   Demonstrate the diagramming of a crime scene using triangulation or base line diagramming methods.

7.16   Demonstrate the ability to recognize and collect physical and trace evidence at a crime scene.

7.17   Understand the process involved in identifying or eliminating handwriting samples during an investigation.

Course Standard 8

MS-LPSCS-ELEC-8 Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events

8.1   Demonstrate a basic understanding and purpose of SkillsUSA student organization.

8.2   Diagram the relationship between members and the leadership.

8.3   Identify the leadership positions.

8.4   Evaluate behaviors to determine appropriate decorum for meetings.

8.5   Investigate middle school and secondary SkillsUSA participation in chapter meetings.

8.6   Describe competitions at the middle school level and the secondary level.

8.7   Discuss the mission, purpose, motto, pledge, creed and other distinguishing characteristics of SkillsUSA.