



Criminal Justice

CRIMINAL JUSTICE - STUDIES

FUNCTIONAL ABILITY CATEGORIES AND REPRESENTATIVE
ACTIVITIES/ATTRIBUTES FOR THE CRIMINAL JUSTICE
OCCUPATION AND PREPARATORY TRAINING

Student Name (print)

Gross Motor Skills:

Move within confined spaces.
Maintain balance in multiple positions.
Reach above shoulders.
Reach below waist.
Reach out front.
Climb.
Balance.
Stooping.
Kneeling.
Crouching.
Crawling.

Fine Motor Skills:

Pick up objects with hands.
Grasp small objects with hands.
Write with pen or pencil.
Key/type.
Pinch/pick or otherwise work with fingers.
Twist.
Squeeze with finger.

Physical Endurance:

Stand for long periods of time.
Sustain repetitive movements.
Maintain physical tolerance.
Running, maneuvering, navigating, or driving vehicles or mechanized equipment.
Ability to sit for long periods of time.
Sitting in a confined space for long periods of time.
Driving for long periods of time.

Physical Strength:

The ability to carry, lift or drag a human body.
Carry equipment/supplies.
Use upper body strength.
Squeeze with hands.
Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as

climbing, lifting, balancing, walking, stooping, and handling of materials.
Be free from any impediment of the senses, physically sound and in possession of extremities.
The ability to use short bursts of muscle force to propel oneself (as in jumping or sprinting), or to throw an object.

Mobility:

Twist.
Bend.
Stoop/squat.
Move quickly.
Climb stairs.
Walk.

Hearing:	<p>Hear normal speaking-level sounds. Hear faint voices. Hear faint body sounds. Hear in situations when not able to see lips. Hear auditory alarms. The ability to listen to and understand information and ideas presented through spoken words and sentences.</p>
Visual:	<p>See objects up to 20 inches away. See objects up to 20 feet away. Use depth perception. Use peripheral vision. Distinguish color and color intensity The ability to see details at a distance. Possess normal color vision. Possess 20/20 corrected vision in each eye. Possess normal visual functions in each eye. Includes peripheral vision, depth perception, etc.</p>
Tactile:	<p>Feel vibrations. Feel differences in sizes, shapes Detect environmental temperature. The ability to quickly respond (with the hand, finger, or foot) to a signal (sound, light, picture) when it appears. The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).</p>
Smell:	<p>Detect odors (e.g., foul smelling drainage, alcohol breath, smoke, gasses or noxious smells).</p>
Environment:	<p>Tolerate exposure to allergens (e.g., latex gloves, chemical substances). Tolerate strong odors. Exposure to weather.</p>
Reading:	<p>Read and understand written documents (e.g., flow sheets, charts, graphs, statutes). Read digital displays. The ability to read and understand information and ideas presented in writing.</p>
Math:	<p>Comprehend and interpret graphic trends. Calibrate equipment. Tell time. Measure time. Read and interpret measurement marks. Add, subtract, multiply, and/or divide whole numbers. Compute fractions and decimals. Document numbers in records .</p>

**Emotional
Stability:**

Establish professional relationships.
Provide client with emotional support.
Adapt to changing environment/stress.
Deal with the unexpected.
Focus attention on task.
Cope with own emotions.
Perform multiple responsibilities concurrently.
Cope with strong emotions in others.
Exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill, and integrity.
History of mental or physical disability may be grounds for denying employment; or, these factors might be a consideration in the hiring process.
Be free from mental or emotional instabilities that may tend to impair the efficient performance of a law enforcement officer's duties or which might endanger the lives of others or the law enforcement officer.
Capacity to remain calm during stressful situations.

**Analytical
Thinking:**

Transfer knowledge from one situation to another.
Process and interpret information from multiple sources
Analyze and interpret abstract and concrete data
Evaluate outcomes.
Problem solve.
Prioritize tasks.
Use long-term memory.
Use short-term memory.
The ability to listen to and understand information and ideas presented through spoken words and sentences.
The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Considering the relative costs and benefits of potential actions to choose the most appropriate one under stressful conditions.
Understanding the implications of new information for both current and future problem-solving and decision-making.
Take action and make decisions that are acceptable to the majority of society (common sense).

**Critical
Thinking:**

Identify cause-effect relationships.
Plan/control activities for others.
Synthesize knowledge and skills.
Sequence information.
Make decisions independently.
Adapt decisions based on new information.
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.
Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

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.

Adjusting actions in relation to others' actions.

Interpersonal Skills:

Establish rapport with individuals, families, and groups.
Respect/value cultural differences in others.
Respect for opposite gender.
Tolerant of alternative life styles.
Negotiate interpersonal conflict.
Providing personal assistance, medical attention, emotional support, or other personal care to others.
Developing constructive and cooperative working relationships with others, and maintaining them over time.
Being aware of others' reactions and understanding why they react as they do.
Actively looking for ways to help people.
Remain calm when verbally challenged.

Communication Skills:

Influence people.
Direct/manage/delegate activities of others.
Speak English.
Write English.
The ability to speak clearly so others can understand you.
Listen/comprehend spoken/written word.
Collaborate with others.
Manage information
The ability to communicate information and ideas in speaking so others will understand.
The ability to communicate information and ideas in writing so others will understand.
Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources.
Talking to others to convey information effectively.
Able to use active listening.
Ability to follow a direct order.
Ability to follow agency policies and procedures.

Specific Job Tasks:

Patrols specific area on foot, horseback, or motorized conveyance.

Maintains order, responds to emergencies, protects people and property, and enforces motor vehicle and criminal law.

Arrests perpetrator of criminal act or submits citation or warning to violator of motor vehicle ordinance.

Monitors traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.

Directs traffic flow and reroutes traffic in case of emergencies.

Reviews facts to determine if criminal act or statute violation is involved.

Evaluates complaint and emergency-request information to determine response requirements.

Investigates traffic crashes and other accidents to determine causes and to determine if crime or violation has been committed.

Provides road information to assist motorists.

Relays complaint and emergency-request information to appropriate agency dispatcher.

Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.

Maintain professionalism while employing justified use-of-force.

Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.

Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.

Operate a law enforcement vehicle during both day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.

Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers.

Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined area; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

Ability to control a motor vehicle and use sound judgment will pursuing a fleeing vehicle.

Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.

Perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.

Conduct visual and audio surveillance for extended periods of time.

Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking doors and windows of buildings to ensure they are secure.

Effectively communicate with people, including juveniles and senior citizens, by giving information and directions, mediating disputes and advising of rights and processes.

Demonstrate communication skills in court and other formal settings. Must be able to convey cogent facts and details and appropriately handle scrutiny and confrontation.

Detect and collect evidence and substances that provide the basis of criminal offenses and infractions that indicate the presence of dangerous conditions.

Withstand verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.

Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.

Put on and operate a gas mask in situations where chemical munitions are being deployed.

Extinguish small fires by using a fire extinguisher and other appropriate means.

Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.

Process arrested suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

Perform ALL of the above essential job functions of a law enforcement officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

I have read and understand Functional Ability Categories and Representative Activities/Attributes for the Criminal Justice Occupation and Preparatory Training.

Student name (print)

Student name (signature)

Date

Confirmed: February 1, 2012 CJLE Advisory Committee