



Criminal Justice

CORRECTIONS AND COMMUNITY ADVOCACY

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TECHNICAL STANDARDS CATEGORIES AND REPRESENTATIVE  
ACTIVITIES/ATTRIBUTES FOR THE CRIMINAL JUSTICE  
OCCUPATION AND PREPARATORY TRAINING

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Student Name (print)

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**Gross Motor Skills:** Move within confined spaces.  
Maintain balance in multiple positions.  
Reach above shoulders.  
Reach below waist.  
Reach out front.  
Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

**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.  
Lock and unlock locks.  
Computer mouse maneuvers.

**Physical Endurance:** Stand for long periods of time.  
Sustain repetitive movements.  
Maintain physical tolerance.  
Running.

**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.  
Carry self-contained breathing apparatus.

**Mobility:** Twist.  
Bend.  
Stoop/squat.  
Move quickly.  
Climb stairs.  
Walk.  
Climb.  
Stooping.  
Kneeling.  
Crouching.

Crawling.  
Climb stairs.  
Lifting.

**Hearing:** 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.

**Visual:** See (uncorrected) objects up to 20 inches away.  
See (uncorrected) 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.  
The ability to see objects or movement of objects to one's side when the eyes are looking ahead.

**Tactile:** 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).

**Smell:** Detect odors (e.g., foul smelling drainage, alcohol breath, smoke, gasses or noxious smells).

**Environment:** Tolerate exposure to allergens (e.g., latex gloves, chemical substances).  
Tolerate strong odors.  
Confined space.  
Integration into inmate populations.  
Exposure to weather.

**Reading:** Read and understand written documents (e.g., flow sheets, charts, graphs).  
Read digital displays.  
The ability to read and understand information and ideas presented in

writing.

<b>Math:</b>	<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>
<b>Emotional Stability:</b>	<p>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 which may tend to impair the efficient performance of a correction officer's duties or which might endanger the lives of others or the law enforcement officer. Capacity to remain calm during stressful situations.</p>
<b>Analytical Thinking:</b>	<p>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. Understanding the implications of new information for both current and future problem solving and decision-making. Identifying measures or indicators of system performance and the actions</p>

needed to improve or correct performance, relative to the goals of the system.

Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Understanding the implications of new information for both current and future problem solving and decision-making.

The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

**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.

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Interpersonal Skills:**

Establish rapport with individuals, families, and groups.

Respect/value cultural differences in others.

Respect for opposite gender.

Tolerant of alternative lifestyles.

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.

Ability to interact with inmates and co-workers to establish and maintain an effective working relationship.

**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.

### **Specific Job Tasks:**

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.

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.

Communicate effectively and coherently over 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.

Perform rescue operations which may involve 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, crawling in confined area; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

Perform searches of people, which may involve feeling and detecting objects.

Walking for long periods of time.

Conduct visual and audio surveillance for extended periods of time.

Working rotating shifts and holidays, 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.

Endure 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, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.

Evacuation inmates and search and rescue operations in a fire while carrying a self-contained breathing apparatus and breathing through a full-face mask.

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.

Enforces all laws, rules and regulations, department policies and unit orders pertaining to operation of the department.

Patrols or corrections officers assigned area, either by moving patrol or assigned location, to assure security of that part of a corrections facility. Observes and reports special hazards.

Escorts inmates to work assignments, recreation and elsewhere as directed. Maintains order as assigned during work, bathing, meals and other activities. Keeps count on inmates assigned; correct and advises inmates in daily routines.

Participates in shakedowns as directed. Routinely searches persons and property for contraband in accordance with established procedures.

Responds to emergency calls; assists as directed in riot control and inmate movement; participates in search and capture of fugitives.

Monitors conduct of prisoners, according to established policies, regulations, and procedures, to prevent escape or violence.

Takes prisoner into custody and escorts to locations within and outside of facility, such as visiting room, courtroom, or airport.

Inspects locks, window bars, grills, doors, and gates at correctional facility, to prevent escape.

Uses weapons, handcuffs, and physical force to maintain discipline and order among prisoners.

Searches prisoners, cells, and vehicles for weapons, valuables, or drugs.

Guards facility entrance to screen visitors.

Records information, such as prisoner identification, charges, and incidences of inmate disturbance.

Serves meals and distributes commissary items to prisoners.

Discharge firearms, utilize chemical irritants, and utilize electronic control devices.

The ability to use force up to and including the use of deadly force.

Clear criminal background.

Ability to work independently.

Self-motivated.

Sound ethic/moral decision making

Work long shifts – beyond the traditional eight hours.

Shift holdover – beyond regular schedule.

Perform ALL of the above essential job functions of a corrections 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 the Technical Standards Categories and Representative Activities/Attributes for the Criminal Justice Occupation and Preparatory Training.

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Student name (print)

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Student name (signature)

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Date

Confirmed – May 2012 CJC Advisory Committee