



Butler Tech Criminal Justice Essential Skills Profile

This profile provides an outline of the skills required for the successful completion of this career program. Additional information is located on the Butler Tech website at: <https://www.butlertech.org/high-school/> and selecting the corresponding career program.

Recommended WorkKeys® Scores for Criminal Justice

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

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

Skills

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.
Critical Thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Speaking	Talking to others to convey information effectively.

Abilities Required

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.
Oral Expression	The ability to communicate information and ideas in speaking so others will understand.
Inductive Reasoning	The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
Physical Fitness	The ability to participate in rigorous physical fitness activities on a daily basis. This may include running long distances, sprinting, push ups, sit ups, squatting, bending, etc.

Knowledge Required in Criminal Justice

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

Criminal Justice Activities

- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- 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.
- Record facts to prepare reports that document incidents and activities.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Investigate illegal or suspicious activities.
- Review facts of incidents to determine if criminal act or statute violations were involved.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Testify in court to present evidence or act as witness in traffic and criminal cases.
- Process prisoners, and prepare and maintain records of prisoner bookings and prisoner status during booking and pre-trial process.
- Drive vehicles or patrol specific areas to detect law violators, issue citations, and make arrests.
- Relay complaint and emergency-request information to appropriate agency dispatchers.
- Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Verify that the proper legal charges have been made against law offenders.
- Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.
- Evaluate complaint and emergency-request information to determine response requirements.
- Execute arrest warrants, locating and taking persons into custody.
- 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.
- Supervise law enforcement staff, such as jail staff, officers, and deputy sheriffs.
- Direct traffic flow and reroute traffic in case of emergencies.
- Notify patrol units to take violators into custody or to provide needed assistance or medical aid.
- Serve statements of claims, subpoenas, summonses, jury summonses, orders to pay alimony, and other court orders.
- Question individuals entering secured areas to determine their business, directing and rerouting individuals as necessary.
- Place people in protective custody.
- Patrol and guard courthouses, grand jury rooms, or assigned areas to provide security, enforce laws, maintain order, and arrest violators.
- Transport or escort prisoners and defendants en route to courtrooms, prisons or jails, attorneys' offices, or medical facilities.
- Inform citizens of community services and recommend options to facilitate longer-term problem resolution.
- Locate and confiscate real or personal property, as directed by court order.
- Provide road information to assist motorists.

Technology

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

Personality

Enterprising: People interested in this work like activities that include leading, making decisions, and business. They do well at jobs that need:	
Integrity	Attention to Detail
Self-Control	Stress Tolerance
Dependability	Leadership

Available Certifications

National Incident Management System (NIMS) 100 (4 points)	CPR/First Aid Certification (1 point)
National Incident Management System (NIMS) 200 (1 Point)	ASP Baton Certification (1 Point)
National Incident Management System (NIMS) 700 (4 Points)	
National Incident Management System (NIMS) 800 (1 Point)	

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 Butler Tech.
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	Butler Tech has agreements with certain colleges; if you attend one of those colleges you can get credit toward a specific degree.

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

Possible Career Pathways

Private Security	Police Officer
Detective	Police Supervisor
Probation Officer	Parole Officer
Attorney	Paralegal
Forensic Scientist	Federal Law Enforcement Officer
Correctional Officer	Military