

Florida Department of Education  
Curriculum Framework

**Program Title:** Criminal Justice Operations  
**Program Type:** Career Preparatory  
**Career Cluster:** Law, Public Safety & Security

**Secondary – Career Preparatory**

Program Number	8918000
CIP Number	0743010305
Grade Level	9-12
Standard Length	4 credits
Teacher Certification	Refer to the <b><u>Program Structure</u></b> section.
CTSO	FPSA, Inc., SkillsUSA
SOC Codes (all applicable)	13-1041 Compliance Officers 33-9090 Miscellaneous Protective Service Workers 19-4092 Forensic Science Technicians 23-2011 Paralegals and Legal Assistants 33-3041 Parking Enforcement Workers
CTE Program Resources	<a href="http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml">http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml</a>

**Purpose**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Law, Public Safety and Security career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Law, Public Safety and Security career cluster.

**Program Structure**

This program is a planned sequence of instruction consisting of four (4) credits. In the secondary program, the fourth course is comprised of three (3) options and is intended to provide flexibility for students in the last year of the Criminal Justice program.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the secondary program structure:

Course Number	Course Title	Teacher Certification	Length	SOC Code	Level	Graduation Requirement
8918010	Criminal Justice Operations 1	LAW ENF @7 7 G PUB SERV 7 G CORR OFF 7 G	1 credit	33-9090	2	
8918020	Criminal Justice Operations 2		1 credit	33-3041	2	
8918030	Criminal Justice Operations 3		1 credit	19-4092	3	
8918050	Public Service Officer <b>OR</b>		1 credit	13-1041	3	
8918060	Certified Legal Assistant <b>OR</b>		1 credit	23-2011	3	
8918070	Code Enforcement		1 credit	13-1041	2	

*(Graduation Requirement Abbreviations- EQ= Equally Rigorous Science, PA= Practical Arts, EC= Economics)*

## **Common Career Technical Core – Career Ready Practices**

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

## **Standards**

After successfully completing this program, the student will be able to perform the following:

### **Criminal Justice Operations 1**

- 01.0 Identify the history, goals, and career opportunities in the criminal justice system.
- 02.0 Interpret ethics and professionalism in relation to the criminal justice system.
- 03.0 Discuss constitutional and criminal laws at the federal, state, and local levels.
- 04.0 Describe court systems and trial processes.
- 05.0 Discuss the juvenile justice system.
- 06.0 Describe the correctional system.
- 07.0 Utilize personal, interpersonal, and communication skills.
- 08.0 Demonstrate employability skills.

### **Criminal Justice Operations 2**

- 09.0 Describe and demonstrate the fundamentals of patrol.
- 10.0 Demonstrate an understanding of radio procedures.
- 11.0 Understand how to respond to various calls for services and critical incidents.
- 12.0 Describe crime prevention programs and demonstrate their development and implementation.
- 13.0 Prepare written reports.
- 14.0 Explain the importance of interactions in a diverse community.
- 15.0 Describe the use-of-force guidelines as it applies to Federal, State, and local laws and physical proficiency skills.

### **Criminal Justice Operations 3**

- 16.0 Identify the goals of a criminal investigation.
- 17.0 Discuss Investigative searches and seizure and the Constitution.
- 18.0 Demonstrate investigative report writing.
- 19.0 Demonstrate how to obtain Information for a criminal investigation.
- 20.0 Examine various types of criminal investigations.
- 21.0 Evaluate crime scene safety protocol.
- 22.0 Describe and demonstrate criminal investigation procedures
- 23.0 Describe and/or demonstrate forensic science tasks, such as fingerprinting, crime laboratory examination, and forensic photography.
- 24.0 Explain and demonstrate property control procedures.
- 25.0 Demonstrate computer literacy.
- 26.0 Apply job related math skills.
- 27.0 Demonstrate an awareness of cultural diversity.

### **Police Service Officer**

- 28.0 Describe and demonstrate traffic control procedures.
- 29.0 Identify the authority of the TCI as outlined in chapter 316.640, F.S.
- 30.0 Evaluate the procedures of traffic crash scene management.

- 31.0 Describe how to properly execute scene management.
- 32.0 List the basic principles of traffic crash investigation.
- 33.0 Determine the causation of a crash.
- 34.0 Describe and demonstrate how to complete the on-site Crash Investigation.
- 35.0 Document and complete a report.
- 36.0 Describe courtroom demeanor and testimony.
- 37.0 Explain the community service officer's/police service aide's role, ethics, and professionalism.
- 38.0 Demonstrate patrol procedures.
- 39.0 Demonstrate investigative report writing skills.
- 40.0 Conduct preliminary property crime investigations.
- 41.0 Understand the requirements of Chapter 493, F.S., and 5N-1, F.A.C., regulating the private security industry in Florida.
- 42.0 Understand Chapter 776, F.S., and the legal authority and liability for security actions involving the use of force.
- 43.0 Apply basic first aid techniques.
- 44.0 Conduct emergency procedures.
- 45.0 Understand the importance of ethics and professional conduct.
- 46.0 Demonstrate understanding of access control.
- 47.0 Demonstrate patrol techniques.
- 48.0 Make observations and write reports concerning security incidents.
- 49.0 Demonstrate interviewing techniques.
- 50.0 Conduct security duties regarding fire detection, suppression and life safety.
- 51.0 Perform crime and accident prevention techniques.
- 52.0 Perform crime and accident scene protection.
- 53.0 Identify roles of security officers with regards to terrorism prevention.
- 54.0 Identify entrepreneurship opportunities in the private security industry.
- 55.0 Demonstrate employability skills in the private security industry.
- 56.0 Explain the importance of public relations.
- 57.0 Demonstrate courtroom procedures.
- 58.0 Understand the fundamentals of personal security.
- 59.0 Demonstrate interpersonal communication skills.
- 60.0 Demonstrate professional communications skills.
- 61.0 Perform traffic control procedures.
- 62.0 Perform crowd control procedures.
- 63.0 Identify special problems for security.
- 64.0 Identify various types of terrorism.
- 65.0 Develop an awareness of violence in the workplace.

**OR**

**Certified Legal Assistant**

- 28.0 Demonstrate comprehension and communication of legal knowledge skills.

- 29.0 Demonstrate knowledge, skill, and application of computer information systems to accomplish legal job objectives and enhance workplace performance.
- 30.0 Perform e-mail activities.
- 31.0 Demonstrate knowledge of legal operating systems.
- 32.0 Perform legal office functions and responsibilities to accomplish job objectives and enhance workplace performance.
- 33.0 Develop communication skills in technical reading and writing of legal documents.
- 34.0 Demonstrate personal and interpersonal skills appropriate for the legal workplace.
- 35.0 Use technology to apply and enhance communication skills in technical reading, writing, speaking, listening, and viewing.
- 36.0 Apply office accounting strategies to commonly occurring situations in the legal workplace to accomplish job objectives and enhance workplace performance.
- 37.0 Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance.
- 38.0 Demonstrate employability skills.

**OR**

**Code Enforcement**

- 28.0 Demonstrate proper report writing techniques.
- 29.0 Examine the administrative aspects of code enforcement.
- 30.0 Describe legal issues as it pertains to code enforcement.
- 31.0 Demonstrate an awareness of officer safety and field applications.

Florida Department of Education  
Student Performance Standards

**Course Title:** Criminal Justice Operations 1  
**Course Number:** 8918010  
**Course Credit:** 1

**Course Description:**

This course is to introduce the student to the history, goals, and career opportunities in the criminal justice profession. It also covers ethics and professionalism, constitutional and criminal laws, court and trial process, juvenile justice system, and the correctional system. Students will also be instructed on personal, interpersonal, and communication skills as well as demonstrate employability skills.

<b>CTE Standards and Benchmarks</b>	
01.0	Identify the history, goals, and career opportunities in the criminal justice system. The student will be able to:
01.01	Describe the parts and functions of the criminal justice system and the three (3) branches and at the Federal, State, County and Local levels of government.
01.02	Identify the history and goals of the criminal justice system.
01.03	Identify and describe career opportunities in the criminal justice system.
01.04	Identify the prerequisites for job entry into the criminal justice system.
01.05	Identify the leadership opportunities, benefits, and awards available through participation in FPSA and other CTSO events, including competitions and activities.
02.0	Interpret ethics and professionalism in relation to the criminal justice system. The student will be able to:
02.01	Interpret the codes of ethics for the criminal justice system.
02.02	Apply standards of professionalism in the criminal justice system.
02.03	Define discrimination.
02.04	Define sexual harassment.
03.0	Discuss constitutional and criminal laws at the federal, state, and local levels. The student will be able to:
03.01	Discuss how political, moral, and economic concerns lead to the development of laws.
03.02	Identify constitutional law as it applies to the criminal justice system.

## CTE Standards and Benchmarks

03.03 Distinguish between state and federal laws.

03.04 Differentiate between, and identify elements of, civil and criminal law.

03.05 Discuss the impact of local ordinances.

03.06 Describe criminal law procedures in Florida.

03.07 Identify misdemeanor and felony criminal law procedures in Florida.

03.08 Describe Federal, State, and local law enforcement roles and responsibilities.

04.0 Describe court systems and trial processes. The student will be able to:

04.01 Describe the federal court system as it applies to the criminal justice system.

04.02 Describe the Florida court system as it applies to the criminal justice system.

04.03 Describe the pretrial, trial, and post-trial processes.

04.04 Describe the roles and responsibilities of the people involved in the trial processes.

04.05 Describe the warrant and summons processes.

04.06 Explain how to notify witnesses and defendants of court schedules.

04.07 Demonstrate courtroom demeanor and participate in a mock trial.

05.0 Discuss the juvenile justice system. The student will be able to:

05.01 Describe the history of the juvenile justice system.

05.02 Identify the programs and agencies within the juvenile justice system and their roles and responsibilities.

05.03 Identify law enforcement procedures related to juvenile delinquency.

05.04 Discuss Florida's juvenile court system, including procedures and alternative programs.

05.05 Discuss the juvenile corrections system, including alternative programs.

05.06 Analyze current trends in juvenile justice.

06.0 Describe the correctional system. The student will be able to:



## CTE Standards and Benchmarks

06.01 Describe the history of corrections.

06.02 Differentiate between local, state, and federal correctional systems.

06.03 Compare and contrast different types of prison- and community-based programs.

06.04 Identify major correctional operations procedures and programs.

06.05 Debate legal issues concerning the rights of inmates and the duties and responsibilities of correctional officers.

06.06 Analyze current trends in correctional reform, including privatization.

06.07 Identify the unique interpersonal skills required in communicating with inmates.

07.0 Utilize personal, interpersonal, and communication skills. The student will be able to:

07.01 Follow directions.

07.02 Display integrity, loyalty, dependability, and punctuality.

07.03 Identify and apply strategies for showing compassion and working well with others.

07.04 Create and demonstrate responsible ways of dealing with criticism.

07.05 Identify personal stressors and evaluate methods for resolution.

07.06 Describe safe and responsible ways of responding to expressions of hostility or threats, including the use of security procedures and systems.

07.07 Identify and plan solutions for situations that require crisis management and conflict resolution.

07.08 Use telecommunications to relay messages in a courteous, respectful way.

07.09 Explain the purpose the use of communication codes and the phonetic alphabet.

07.10 Describe the different types of communication equipment and identify protocols for their use.

07.11 Identify interviewing techniques used with witnesses and victims.

08.0 Demonstrate employability skills. The student will be able to:

08.01 Identify sources of information regarding employment opportunities in criminal justice operations. The student will be able to:

08.02 Identify advanced career options and training opportunities in the criminal justice profession.

**CTE Standards and Benchmarks**

08.03 Conduct a job search and identify the training, experience, and other qualifications required for different positions.

08.04 Identify the interpersonal skills, work habits, and ethics necessary for ongoing employment in an environment of human diversity.

08.05 Identify health and grooming habits that facilitate positive interactions with individuals and ongoing employment in criminal justice operations.

08.06 Secure information about a particular job.

08.07 Complete a job resume and cover letter.

08.08 Complete a job application.

08.09 Apply effective job interview techniques.

08.10 Describe how to make job changes appropriately.

Florida Department of Education  
Student Performance Standards

**Course Title:** Criminal Justice Operations 2  
**Course Number:** 8918020  
**Course Credit:** 1

**Course Description:**

This course is to introduce the student to the characteristics and procedures of patrol, complete written reports, and crime prevention programs. Students will also describe guidelines for Use-of-Force, perform CPR/ first aid techniques, and procedures to protect from bloodborne pathogens.

<b>CTE Standards and Benchmarks</b>	
09.0	Describe and demonstrate the fundamentals of patrol. The student will be able to:
09.01	State main duties and responsibilities of patrol officers.
09.02	Identify different patrol types and zones and evaluate the advantages and disadvantages of each.
09.03	Describe defensive driving techniques.
09.04	Read and interpret electronic and paper maps.
09.05	Analyze current trends in community-oriented policing.
09.06	Define the latest trends in Community Policing and how technology assists law enforcement.
09.07	Describe and demonstrate the S.A.R.A. model.
09.08	Describe procedures for identifying, handling, and referring people who exhibit signs of mental illness.
09.09	Identify different patrol techniques.
09.10	Describe and demonstrate a traffic stop, including DUI traffic stop, unknown and high risk traffic stop.
09.11	Describe and demonstrate completing a Uniform Traffic Citation (UTC).
09.12	Describe and demonstrate the inspection of a vehicle and equipment.
09.13	Describe interview tactics with cooperative and uncooperative witnesses
09.14	Describe patrol basics.

## CTE Standards and Benchmarks

09.15 Describe and demonstrate how to prepare for patrol.

09.16 Describe and demonstrate the initial response to a call.

09.17 Describe and demonstrate officer safety when approaching the scene.

09.18 Describe and demonstrate gathering information from complainants, witnesses, victims, and suspects.

09.19 Describe and demonstrate ground and building searches.

10.0 Demonstrate an understanding of radio procedures. The student will be able to:

10.01 Describe and demonstrate the types of mobile electronic devices.

10.02 Describe and demonstrate the use of the radio.

10.03 Describe communication personnel.

10.04 Describe and demonstrate radio conduct and procedures.

10.05 Describe and demonstrate radio protocol.

10.06 Describe electronic sources of information for the patrol officer including FCIC and NCIC.

11.0 Understand how to respond to various calls for services and critical incidents. The student will be able to:

11.01 Describe Active Shooter response.

11.02 Describe Natural Disaster response.

11.03 Describe response to Weapons of Mass Destruction.

11.04 Describe calls for service, to include:

- Community service
  - Assisting the public
  - Well-being checks
  - Responding to alarms
  - Animal complaints
  - Noncustodial transports
- Responding to Disturbances
  - Crowd control
  - Civil disturbances
- Responding to a person in crisis

## CTE Standards and Benchmarks

- Crisis situations
- Intervention and referral
- Transportation and documentation

12.0 Describe crime prevention programs and demonstrate their development and implementation. The student will be able to:

12.01 Identify community and school crime prevention programs.

12.02 Describe how to develop and implement school and community crime prevention programs.

12.03 Identify the concepts involved with crime prevention through environmental design (CPTED).

12.04 Identify and discuss local crime prevention programs and opportunities for participation.

12.05 Describe the importance and possible uses of crime analysis information.

12.06 Conduct a security survey.

13.0 Prepare written reports. The student will be able to:

13.01 Identify the “who-what-when-where-why-how” elements of a report.

13.02 Describe and demonstrate interviewing a person.

13.03 Describe and demonstrate accurate note taking.

13.04 Describe the purpose of different types of reports.

13.05 Create a factual report with accuracy, completeness, conciseness, objectivity, and clarity and use proper grammar, spelling, punctuation, and legibility.

13.06 Describe and demonstrate organizing information for a report.

13.07 Describe and demonstrate mechanics of a report.

13.08 Describe and demonstrate the elements and principles of effective report writing.

13.09 Describe and demonstrate evaluating a report prior to submission.

13.10 Identify and locate state statutes as they pertain to situations being reported.

13.11 Define and write a probable-cause affidavit.

14.0 Explain importance of interactions in a diverse community. The student will be able to:

## CTE Standards and Benchmarks

14.01 Describe and demonstrate effective communications.

14.02 Describe and demonstrate professional communications.

14.03 Describe and demonstrate communicating with persons with physical, psychological, developmental disabilities.

14.04 Describe and demonstrate communicating with veterans.

14.05 Describe and demonstrate communicating with juveniles, elderly, and the homeless.

14.06 Describe and demonstrate how to communicate with people in a crisis state, including, suicide, Baker Act, and the Marchman Act.

14.07 Describe the causes and effects of bias-based policing.

14.08 Describe and demonstrate communicating with minority communities.

15.0 Describe the use-of-force guidelines as it applies to Federal, State, and local laws and physical proficiency skills. The student will be able to:

15.01 Describe the totality of circumstances as it relates to:

- Subject resistance
- Situational Factors
- Justification
- Officer Response

15.02 Describe legal issues pertaining to objective reasonableness as it pertains to the use of force that include Tennessee v. Garner and Graham v. Conner cases.

15.03 Identify potential weapons.

15.04 Describe and demonstrate stop and frisk as it relates to Terry v. Ohio.

15.05 Demonstrate defensive tactics as described in the Criminal Justice Standards and Training Commission's (CJSTC's) Defensive Tactics Basic Recruit Performance Evaluation. (optional)

15.06 Describe and demonstrate de-escalation techniques.

15.07 Describe and demonstrate making a physical custody arrest.

15.08 Describe and demonstrate escorting the prisoner to the patrol vehicle.

15.09 Describe and demonstrate securing and transporting the prisoner.

15.10 Describe and demonstrate securing the prisoner in a vehicle.

**CTE Standards and Benchmarks**

15.11 Describe and demonstrate booking a prisoner.

15.12 Describe and demonstrate weapon safety, familiarization, and CJSTC basic firearms course (optional).

15.13 Describe the four elements of arrest.

15.14 Describe and understand a person's constitutional rights as it refers to arrest/detainment, including Miranda Rights.

15.15 Describe and demonstrate behaviors of physical wellness according to an individual's abilities.

Florida Department of Education  
Student Performance Standards

**Course Title:** Criminal Justice Operations 3  
**Course Number:** 8918030  
**Course Credit:** 1

**Course Description:**

This course is to introduce the student to the crime scene safety, conducting criminal investigations, conducting forensic processing, and complete property control procedures. Students will conduct a traffic crash investigation completing the proper report forms. Computer skills as well as job related math skills will be performed. Enhancing the awareness of human diversity will be instructed.

<b>CTE Standards and Benchmarks</b>	
16.0	Identify the goals of a criminal investigation. The student will be able to:
16.01	Define criminal investigation.
16.02	Define the primary goals of the criminal investigation.
16.03	Describe the basic functions performed by investigators.
16.04	Describe the characteristics of an investigator.
16.05	Describe the initial investigation.
16.06	Describe how to protect against civil lawsuits.
17.0	Discuss investigative searches and seizure and the Constitution. The student will be able to:
17.01	Describe the levels of proof in investigations.
17.02	Describe legal searches and seizures.
17.03	Describe warrantless searches.
17.04	Describe the exclusionary rule.
17.05	Describe and prepare a Search Warrant.
17.06	Identify the exceptions to search warrant requirements.



## CTE Standards and Benchmarks

18.0 Demonstrate investigative report writing. The student will be able to:

18.01 Describe the purpose of different types of reports in investigations

18.02 Create a factual report with accuracy, completeness, conciseness, objectivity, and clarity and use proper grammar, spelling, punctuation, and legibility.

19.0 Demonstrate how to obtain Information for a criminal investigation. The student will be able to:

19.01 Describe and demonstrate Interview skills.

19.02 Describe and demonstrate the various interrogation skills.

19.03 Describe how to obtain a legal confession.

19.04 Describe polygraphs and the legal implications.

19.05 Describe when subpoenas should and should not be used for witnesses.

19.06 Describe Miranda warning requirements in suspect interviews.

19.07 Describe how to show witnesses photos of suspects for identification.

20.0 Examine various types of criminal investigations. The student will be able to:

20.01 Describe the different types of investigations including;

- Death investigations
- Assault and battery
- Domestic violence
- Sexual offenses
- Crimes against children
- Crimes against elderly
- Robbery and theft
- Burglary
- Arson
- White collar crime
- Computer crimes

21.0 Evaluate crime scene safety protocol. The student will be able to:

21.01 Describe "Right -to-Know" Law as recorded in (29CFR-1910.1200).

21.02 Discuss the potential health and safety hazards one could encounter at a crime scene.

## CTE Standards and Benchmarks

21.03 Demonstrate skills and techniques to minimize risk to self and others at the crime scene.

21.04 Discuss state and federal regulations regarding hazardous materials as related to crime scenes.

21.05 Discuss emergency procedures involving personal risk in a crime scene situation.

21.06 Identify and explain the use of protective equipment for crime scene processing

22.0 Describe and demonstrate criminal investigation procedures. The student will be able to:

22.01 State the purpose and types of investigations.

22.02 Describe the responsibilities of law enforcement officers at the crime scene.

22.03 Describe the role of evidence in investigations.

22.04 Describe crime scene investigation procedures.

22.05 Secure and preserve a mock crime scene.

22.06 Describe and demonstrate taking field notes and their characteristics.

22.07 Photograph a mock crime scene and the evidence.

22.08 Take measurements at a mock crime scene.

22.09 Record facts about crime using recording equipment and note taking.

22.10 Sketch a mock crime scene.

22.11 Assist in identifying, handling, preserving, collecting, recording, and storing mock evidence.

22.12 Describe computer aided drawing programs for crime scene documentation.

22.13 Create a 3D model of a mock crime scene (circle back with Practical Arts requirements)

22.14 Create a cast of an impression using Plaster of Paris or other material to create a 3-D impression. (optional)

22.15 Process a mock crime scene for fingerprints.

22.16 Describe the chain of custody of evidence.

22.17 Describe how to prepare for court testimony.

## CTE Standards and Benchmarks

22.18 Prepare a criminal case for trial.

22.19 Participate in a mock trial.

23.0 Describe and/or demonstrate forensic science tasks, such as fingerprinting, crime laboratory examination, and forensic photography. The student will be able to:

23.01 Roll fingerprints.

23.02 Identify focal points.

23.03 Identify fingerprint patterns and discuss the importance of the Automated Fingerprint Identification System (AFIS).

23.04 Lift and record latent prints.

23.05 Describe blood type identification procedures and DNA profiling.

23.06 Describe hair and fiber examination procedures.

23.07 Describe broken glass examination procedures.

23.08 Identify basic photo laboratory procedures and take photographs.

23.09 Describe the capabilities of a full-service crime lab.

23.10 Describe the Henry Modified system of fingerprint classification.

24.0 Explain and demonstrate property control procedures. The student will be able to:

24.01 Classify, identify, and mark property.

24.02 Match properties with reports.

24.03 Describe storage and control of evidence, property, and supplies.

24.04 Describe issuance, maintenance, and inventory of department equipment and supplies, and corresponding computer applications for property control.

25.0 Demonstrate computer literacy. The student will be able to:

25.01 Use the computer as a tool for the special applications associated with the criminal justice system including but not limited to Crime Scene Sketch using CAD or other computer software program. (optional)

25.02 Access databases for information.

25.03 Access a computer program for career selection and postsecondary education opportunities.

## CTE Standards and Benchmarks

25.04 Use electronic spreadsheets for keeping track of data as applicable to the criminal justice system.

25.05 Use a word processor as applicable in specific criminal justice occupations.

26.0 Apply job related math skills. The student will be able to:

26.01 Produce a graph, chart, or table associated with the Criminal Justice System.

26.02 Perform arithmetic operations for whole numbers, fractions, and decimals including counting, adding, subtracting, multiplying, and dividing.

26.03 Measure time, temperature, distance, capacity, and mass/weight.

26.04 Make estimations and approximations and judge the reasonableness of the result.

27.0 Demonstrate an awareness of cultural diversity. The student will be able to:

27.01 Identify factors that may affect human relations in criminal justice operations with culturally diverse communities.

27.02 Identify methods of communication that may enhance human relations with culturally diverse communities.

Florida Department of Education  
Student Performance Standards

**Course Title:** Police Service Officer  
**Course Number:** 8918050  
**Course Credit:** 1

**Course Description:**

The purpose of this program is to prepare students for employment as a Private Security Officer and Public Service Aide. The content includes, but is not limited to, legal issues, basic first aid, emergency procedures, ethics and professional conduct, access control, patrol techniques, report writing, interview techniques, fire safety, crime and accident prevention and protection, terrorism awareness, public relations, courtroom procedures, communication skills, and personal protection.

<b>CTE Standards and Benchmarks</b>	
28.0	Describe and demonstrate traffic control procedures. The student will be able to:
28.01	Define a Traffic Control Officer as stated in s. 316.640(4)(a), Florida Statutes.
28.02	List the qualifications of a traffic control officer (TCO).
28.03	Explain the responsibilities of a traffic control officer.
28.04	List the limitations of a traffic control officer are not authorized to include: A. carry a firearm or any other weapon B. write any citations C. make any arrests D. conduct any investigations
28.05	Define “traffic control devices” according to s. 316.003 (23), F.S.
28.06	Define “traffic signals” according to s. 316.003(24), F.S.
28.07	Describe the main objectives of traffic direction and control to include: A. increase safety B. increase traffic flow C. divert traffic flow
28.08	List methods for controlling traffic to include: A. Deployment of traffic control devices B. Direction by an officer C. Manual control of traffic signals following agency policies and procedures.

## CTE Standards and Benchmarks

28.09 Identify when traffic direction and control are applicable pursuant to agency protocol to include:

- A. rush hours
- B. traffic light failures
- C. vehicle crashes
- D. special events
- E. major disasters
- F. missing or absent traffic control devices
- G. funeral procession or dignitary motorcade
- H. cooperation with other public service agency

28.10 List equipment available to an officer for use in directing traffic:

- A. Whistle
- B. high visibility glove
- C. lighted baton
- D. reflective slip-over vest
- E. barricades or cones
- F. flares, electronic markers, or chemical light sticks
- G. variable message boards, including arrow boards

28.11 Evaluate a traffic situation before intervening to direct traffic to include:

- A. Determine if intervention is necessary.
- B. Consider the safety of the officer and the public.
- C. Maintain traffic flow or divert traffic.

28.12 Identify factors that should be considered when planning to direct traffic to include:

- A. Determine how to improve the traffic situation before entering the roadway.
- B. Assess whether additional officers and/or resources are needed.
- C. Decide where to stand in the roadway.

28.13 List the safety precautions that an officer should follow when directing traffic to include:

- A. Always check safety measures; be alert and ready to move out of the way of a vehicle.
- B. Never move without making sure it is safe.
- C. Never permit vehicles or pedestrians to start from a stopped position until approaching traffic is stopped.

28.14 Identify the correct place that an officer should stand while directing traffic.

28.15 List basic conduct for officers directing traffic to include:

- A. Engage the attention of drivers at all times.
  - 1) Make eye contact with a stopped or stopping motorist.
  - 2) Use hand signals, such as pointing, to gain a motorist's attention.
- B. Keep your hands free.
- C. Do not engage in idle conversation.
- D. Do not smoke.
- E. Do not twirl a chain or other objects.

## CTE Standards and Benchmarks

F. Do not use electronic devices such as cell phones.

- 28.16 Describe appropriate procedures when an emergency vehicle is approaching an intersection where an officer is directing traffic to include:
- A. Stop traffic in all directions.
  - B. Clear a path for the emergency vehicle if needed.
  - C. Wave the emergency vehicle through the intersection.
  - D. Communicate with a supervisor when circumstances are beyond the duties of a TCO.

- 28.17 Explain why voice commands are seldom used in directing traffic to include:
- A. Verbal directions are not easy for drivers to hear or understand.
  - B. Voice commands might be misinterpreted by motorist or pedestrian.
  - C. Words may antagonize motorist or pedestrian.

- 28.18 List procedures to follow if voice commands must be used to include:
- A. Move reasonably close to the pedestrian or driver.
  - B. Be polite and brief.
  - C. Address as miss, ma'am, or sir.
  - D. Do not lose your temper.

- 28.19 List procedures to follow when assisting pedestrians across the street including:
- A. Be firm but polite.
  - B. Verbally direct pedestrians.
  - C. Do not permit crossing until it is safe.
  - D. Take extra caution with children, the elderly, or persons with disabilities.

- 28.20 Describe the various whistle signals to get the attention of the driver or pedestrian including:
- A. one long blast for the vehicle to stop
  - B. two short blasts for the vehicle to go
  - C. several short blasts to get the attention of a driver or pedestrian who does not respond to a hand signal

- 28.21 List the various hand signals used in conjunction with the whistle signals to include:
- A. Stop
  - B. turn right
  - C. turn left
  - D. start
  - E. keep moving
  - F. resume traffic signal control

28.22 Demonstrate the various hand signals used in conjunction with the whistle signals.

28.23 Demonstrate the proper use of an illuminated baton and a flashlight with traffic wand attached.

28.24 Describe how to use a flare safely, including lighting the flare, positioning it, and extinguishing it.

## CTE Standards and Benchmarks

28.25 Demonstrate how to safely light a flare, position it, and extinguish it.

28.26 Demonstrate how to activate a chemical light stick.

29.0 Identify the authority of the TCI as outlined in chapter 316.640, F.S. The student will be able to:

29.01 Explain the TCI's role.

29.02 Explain ethics and professionalism.

29.03 Comprehend the responsibilities of TCIs with regard to providing information and assistance to victims and witnesses of crimes.

30.0 Evaluate procedures of traffic crash scene management. The student will be able to:

30.01 Plan a prompt arrival to a service call with accurate geographic or zone orientation.

30.02 Describe the best location to park a patrol car to aid in protecting the integrity of the crash scene.

30.03 Evaluate the road, other vehicles, and environmental conditions for ongoing assessment.

30.04 Recognize elements to physically manage a traffic crash scene.

30.05 Describe how to evaluate the crash scene for potential hazards.

30.06 Describe types of personal protective equipment traffic crash investigators use during a crash scene investigation.

30.07 Describe how to evaluate the medical response needed at the crash scene.

31.0 Describe how to properly execute scene management. The student will be able to:

31.01 Determine if a crash occurred.

31.02 Recognize special considerations to determine the need for additional units.

31.03 Describe the importance of continually assessing the scene for possible hazards.

31.04 Recognize and describe indicators of impaired drivers.

31.05 Identify a person who may be driving under the influence (DUI).

31.06 Locate elements and evidence at a crash scene that can be used to determine the movement of vehicles and sequence of events.

31.07 Identify the penalties for giving false information.



## CTE Standards and Benchmarks

31.08 Explain how to respond to inquiries with correct information from a variety of sources.

31.09 Recognize when crash report information is privileged or confidential.

32.0 List the basic principles of traffic crash investigation. The student will be able to:

32.01 Recognize elements of an investigation as part of the phases: pre-collision, at-collision, and post-collision.

32.02 Describe the efficient use of field notes.

32.03 Distinguish between a witness and an independent witness.

32.04 Describe the most efficient manner in which to interview witnesses.

32.05 Identify issues affecting the process of taking statements from witnesses and involved parties.

32.06 Describe different methods and practices to obtain statements.

32.07 Identify essential documents that traffic crash investigators must gather from people involved in a vehicle crash.

33.0 Determine the causation of a crash. The student will be able to:

33.01 Describe roadway characteristics that may contribute to a crash.

33.02 Define what the area of collision is.

33.03 Define common terms used during a traffic crash investigation.

33.04 Define transitory and non-transitory types of evidence that should be collected on the scene.

33.05 Define indicators of a crash to include a vehicle's physical features, marks on the road, and debris.

33.06 Explain the procedure for the measurement of skid marks.

33.07 Document evidence through markings.

33.08 Describe the benefit of taking photographs prior to the detailed examination of a scene, and the disturbance of evidence.

33.09 Identify the information to be included in the field sketch and its purpose.

33.10 List the factors to consider when evaluating vehicular speed.

33.11 Determining how the crash occurred.

## CTE Standards and Benchmarks

34.0 Describe and demonstrate how to complete the on-site Crash Investigation. The student will be able to:

34.01 Facilitate communication between parties to exchange drivers' information.

34.02 Determine fault for the crash and issue the citation.

34.03 Complete a Uniform Traffic Citation when there is a violation of Florida Statutes 316, 318, 320 and/or 322.

34.04 Describe steps to clear the crash scene at the end of a vehicle crash investigation.

34.05 Describe how to determine when to have vehicles cleared from a crash scene.

34.06 Describe how to determine if a vehicle involved in a crash incident needs a tow truck.

35.0 Document and complete a report. The student will be able to:

35.01 Define the uses of a traffic crash report.

35.02 Identify the statutes governing crash reporting, and summarize the process to include:

- A. 316.061 Crashes involving damage to vehicle or property.
- B. 316.062 Duty to give information and render aid.
- C. 316.062 Duty upon damaging unattended vehicle or other property.
- D. 316.066 Written reports of crashes.

35.03 Identify statutes outlining special circumstances that may apply to crash reporting in the following statutes to include:

- A. 316.027 Crash involving death or personal injuries.
- B. 316.064 When driver unable to report.
- C. 316.065 Crashes; reports; penalties.
- D. 316.067 False reports.
- E. 316.068 Crash report forms.
- F. 316.070 Exchange of information at scene of crash.
- G. 316.193 Driving under the influence; penalties.
- H. 316.1932 Tests for alcohol, chemical substances, or controlled substances; implied consent; refusal.
- I. 316.1933 Blood test for impairment or intoxication in cases of death or serious bodily injury; right to use reasonable force.

35.04 Locate essential definitions common to the job duties of a traffic crash investigator found in Florida Statutes 316.003, and Department of Highway Safety and Motor Vehicles (DHSMV) Traffic Crash Report Manual.

35.05 Identify basic terms related to injuries and their definitions found in statute 316.1933(1)(b).

35.06 Identify the crash report form as a standardized means for storing crash-related information.

35.07 Estimate the dollar amount of damages to vehicles and/or other property.

35.08 Identify events that are the causes or contributory causes of a crash.

## CTE Standards and Benchmarks

35.09 Recognize that the information between the written narrative and a diagram regarding a crash scene need to match.

35.10 Describe the use of diagraming as a means to document information regarding a crash scene investigation.

35.11 List the essential items that officers should include on a crash diagram.

35.12 Complete a Traffic Diagram Template to create the hand-drawn diagram.

35.13 Identify the role of the traffic crash investigator in recommending a driver's license reexamination.

36.0 Describe courtroom demeanor and testimony. The student will be able to:

36.01 Define the following legal definitions relative to the traffic crash investigation:

- A. admission: a confession, settlement, or acknowledgement made by a party which could be offered against that party in court [F.S. 90.803(18)]
- B. arrest: to legally deprive a person of liberty or freedom to go as one chooses, or taking a person into custody to be held to answer for a crime
- C. contraband: goods, property, or other things possessed in violation of the law
- D. deposition: a form of pretrial discovery, in which the witness is placed under oath and must answer questions asked by an attorney; may be transcribed for use in impeaching the witness at trial or, in special cases, to perpetuate testimony
- E. duces tecum: ("bring with you") a type of subpoena which requires the witness to bring specified documents or other evidence
- F. evidence: proof of allegations at issue between parties which may be direct, indirect, substantive, intrinsic, original, or derivative
- G. felony: a criminal offense committed within a state in which the maximum penalty is death or incarceration in a state correctional facility for a period exceeding one year
- H. FCIC/NCIC: Florida Crime Information Center (FCIC)/National Crime Information Center (NCIC) (misuse of a secure database is a criminal offense)
- I. forfeiture: the loss of some right or property as a penalty for some illegal act
- J. infraction: in Florida state courts, a non-criminal violation punishable by no other penalty than a fine, forfeiture or other civil penalty [F.S. 775.08(3)]
- K. jurisdiction: the territorial range over which an authority extends
- L. jury: a body of citizens sworn to deliver a true verdict upon evidence submitted to them in a trial
- M. misdemeanor: in Florida state courts, any criminal offense punishable by a term of imprisonment in a county correctional facility (jail) not in excess of one year; does not include any violation of municipal or county ordinance [F.S. 775.02(2)]
- N. ordinance: a law, statute, or legislative enactment, particularly the legislative enactments or statutes of a municipal corporation
- O. probable cause: reasonable grounds for suspicion, supported by circumstance sufficiently strong to warrant a cautious person to believe that an accused individual is guilty of the offense with which he or she is charged
- P. reasonable doubt: a doubt based on reason regarding an element of the state's proof of a defendant's guilt
- Q. q) restitution: the restoring of monetary or non-monetary property to a victim for damage or loss caused directly or indirectly by the defendant
- R. search: an exploration or inspection of an individual's premises (such as a house, business, motel room), papers (business records, documents, etc.), effects (cars, luggage) or person

## CTE Standards and Benchmarks

- S. seizure: the act of taking possession of property, things, or persons, including evidence and contraband
- T. subpoena: a document issued under the authority of the court or statute, compelling attendance at a deposition, hearing, trial or other proceeding, which provides that the subpoenaed person is subject to penalty for failure to comply
- U. venue: the circuit or county in which a particular trial may be conducted
- V. witness: one who observes an incident or has knowledge of facts or information

36.02 Define important elements of court preparation for the traffic crash investigator.

36.03 Explain the pretrial hearing responsibilities of the traffic crash investigator.

36.04 Explain the importance of depositions.

36.05 Identify appropriate demeanor and behavior when giving testimony or statements.

36.06 Describe some common tactics used by opposing counsel during cross-examination.

36.07 Identify techniques that the traffic crash investigator may use to counteract cross examination tactics used by the defense counsel.

37.0 Explain the community service officer's/police service aide's role, ethics, and professionalism. The student will be able to:

37.01 Explain the Community Service Officer's/Police Service Aide's role.

37.02 Explain ethics and professionalism.

38.0 Demonstrate patrol procedures. The student will be able to:

38.01 Use the telephone and police radio properly.

38.02 Recognize the symptoms of mental illness and retardation and notify the proper authorities.

38.03 Perform foot patrol and vehicular patrol and recognize police hazards.

38.04 Secure the necessary evidence, including the scientific tests and reports, in order to successfully prosecute impaired drivers.

38.05 Operate a vehicle according to National Safety Council standards.

39.0 Demonstrate investigative report writing skills. The student will be able to:

39.01 Comprehend the types and basic requisites of reports.

39.02 Identify the basic steps in writing a report.

39.03 Apply the fundamentals in writing a report.

## CTE Standards and Benchmarks

40.0 Conduct preliminary property crime investigations. The student will be able to:

40.01 Apply proper methods of collecting, preserving, marking and transporting evidence.

40.02 Process surfaces for latent fingerprints.

40.03 Complete an evidence receipt, maintaining the chain of custody.

40.04 Describe procedures for investigating specific property crimes.

40.05 Demonstrate preliminary investigation of specific property crimes.

41.0 Understand the requirements of Chapter 493, F.S., and 5N-1, F.A.C., regulating the private security industry in Florida. The students will be able to:

41.01 Discuss the necessity of regulation of the private security industry.

41.02 Demonstrate knowledge of the definitions listed in Chapter 493.6101, F.S.

41.03 Identify those people who may perform the duties of a private security officer, but to whom Chapter 493, F.S. does not apply.

41.04 Understand the process involved in the initial application for licensure as outlined in Section 493.6105, F.S. and 5N-1.120, F.A.C.

41.05 Understand the licensure and posting requirements specified in Section 493.6106, F.S.

41.06 Recognize that the DOACS shall conduct an investigation of an applicant prior to the issuance of a license, and that the investigation will include the items listed in Section 493.6108, F.S.

41.07 Understand license contents and duration, and the requirement to carry such license while on duty as a private security officer as stated in Section 493.6111, F.S.

41.08 Know the requirements of license renewal per Section 493.6113, F.S.

41.09 Understand the requirements of Section 493.6114, F.S., for canceling or inactivating a license.

41.10 Understand the prohibitions to carrying a weapon or firearm as listed in Section 493.6115, F.S. and 790.06, F.S.

41.11 Discuss the grounds for disciplinary action by the DOACS against a licensee, agency or applicant as specified in Section 493.6118, F.S.

41.12 Understand the penalties for violation of the provisions of Chapter 493, F.S. as listed in Section 5N-1.113, F.A.C.

41.13 Understand the restrictions against use of the Great Seal of the State of Florida stated in Section 493.6124, F.S.

41.14 Know the different classes, purposes and costs of licenses listed in Section 493.6301, F.S. and Section 5N-1.116, F.A.C.

41.15 Know when the exceptions to wearing a uniform while on duty apply per Section 493.6305, F.S.

## CTE Standards and Benchmarks

41.16	Understand the authority and restrictions regarding use of exterior lights on security vehicles while patrolling private property per Section 316.2397, F.S.
41.17	Understand the uniform, badge and insignia restrictions listed in Section 843.085, F.S. and that impersonating a law enforcement officer is an offense for which disciplinary action may be taken by DOACS.
41.18	Recognize that complaints of a violation of Chapter 493, F.S. or 5N-1, F.A.C. shall be filed with, and investigated by, the DOACS and that, if probable cause exists to believe a violation has occurred, cases shall be conducted in accordance with Section 120.565, F.S. or Chapter 28-4, F.A.C.
41.19	Understand prohibited activities and requirements as listed in Section 5N-1.124, F.A.C.
41.20	Understand the restrictions on carrying ammunition as specified in Section 5N-1.129, F.A.C.
42.0	Understand Chapter 776, F.S., and the legal authority and liability for security actions involving the use of force. The students will be able to:
42.01	Identify criminal laws and procedures relative to common crimes, such as theft, assault, battery, robbery and burglary.
42.02	Identify the limitations of arrest authority (i.e. citizen arrest, retail theft)
42.03	Know the types of force, and purposes of its use, as stated in Chapter 776, F.S.
42.04	Define reasonable force and comprehend the liabilities and effects of the use of force.
42.05	Discuss the legal aspects of firearms, know the definition of deadly force and comprehend the circumstances and officer must consider before using it.
42.06	Explain the rights of victims and witnesses and how these rights apply to all individuals, including security officers, who may be victims or witnesses.
42.07	Explain civil and criminal court rules, procedures, and courtroom demeanor for giving testimony and presenting evidence.
42.08	Explain subpoena, deposition, and pretrial hearing, including who is required to attend, what to do and what to avoid.
42.09	Explain the roles in criminal and civil court for the judge, prosecutor, defense attorney, jury and security officer.
42.10	Identify types of questions a witness may be asked and ways to prepare for testifying.
42.11	Understand the proper response to a crime in progress.
42.12	Understand the guidelines for when a client requests a search.
43.0	Apply basic first aid techniques. The students will be able to:
43.01	Demonstrate basic first aid techniques to service a victim's needs until professional assistance arrives.
43.02	Understand basic first aid instructions on various injuries, wounds and shock and emergency response requirements.

## CTE Standards and Benchmarks

43.03 Understand the Florida Good Samaritan Act.

43.04 Be oriented to bloodborne pathogens.

44.0 Conduct emergency procedures. The students will be able to:

44.01 Identify emergency plans for fire and bomb threat evacuations.

44.02 Explain natural disaster preparation and responses (i.e., hurricanes and floods)

44.03 Use appropriate security tactics in special circumstances, such as a major electrical failure.

45.0 Understand the importance of ethics and professional conduct. The students will be able to:

45.01 Describe what professional conduct is for a security officer.

45.02 Define the code of conduct/ethics for security officers.

45.03 Understand "command presence" and the symbolism of a uniform and proper personal grooming.

45.04 Discuss the importance of the uniform and proper personal grooming to image and professionalism in using assertive techniques to maintain security.

45.05 Discuss discipline issues.

45.06 Discuss maintaining work-readiness and alertness and how to cope with shift work/sleep adjustment issues.

45.07 Discuss the importance of honesty in dealing with the public, employees and supervisors.

45.08 Demonstrate techniques of how to develop rapport with management, employees, guests and visitors.

45.09 Define what Sexual Harassment is.

45.10 Discuss Internet, cell phone, and text-messaging etiquette.

46.0 Demonstrate understanding of access control. The students will be able to:

46.01 Describe procedures for people.

46.02 Describe procedures for vehicles.

46.03 Describe different basic technology available.

46.04 Define the TWIC system.

## CTE Standards and Benchmarks

47.0 Demonstrate patrol techniques. The students will be able to:

47.01 Describe the types of patrols.

47.02 Define "patrolling" and explain the purposes for patrolling areas.

47.03 Describe fixed post duties and vehicle control.

47.04 Identify the required equipment for security patrols.

47.05 Demonstrate foot patrol, mobile patrol, vehicle safety, and defensive-driving techniques.

47.06 Explain effective patrolling techniques, including preventive patrols and fire watches.

48.0 Make observations and write reports concerning security incidents. The students will be able to:

48.01 Explain and demonstrate basic observation techniques

48.02 Prepare field notes and record initial observations concerning security incidents.

48.03 Define the six interrogatives elements of a report: who, what, when, where, why and how.

48.04 Define the characteristics of a good report: clear, neat, complete, brief, accurate, and timely.

48.05 Describe the process for completing a report: generating ideas to include; outlining, writing and revising a draft; and proofreading the final report for correct grammar, punctuation, and capitalization.

48.06 Recognize sample reports common to the private security industry.

48.07 Introduce student to bullet-style outlines.

49.0 Demonstrate interviewing techniques. The students will be able to:

49.01 Explain what an interview is.

49.02 Identify the purpose and styles of interviews and explain how to motivate the person being interviewed.

49.03 Use effective communication techniques to develop rapport with victims, witnesses, and suspects during an interview.

49.04 Apply different approaches to interviews, including methods for ending an interview.

49.05 Define deceptive cues.

50.0 Conduct security duties regarding fire detection, suppression and life safety. The students will be able to:



## CTE Standards and Benchmarks

50.01 Discuss the mission of the security officer regarding fires.

50.02 Define fire, highlighting the necessary ingredients.

50.03 Explain the responsibilities of the security officer regarding: fire prevention and fire extinguishing.

50.04 Explain how to prevent and control fires and notify the fire department.

50.04.01 Describe sodium fires and acids.

50.04.02 Describe procedures for controlling small fires.

50.04.03 Identify extinguishing methods (cooling, smothering, and starving), list extinguishing agents, and identify markings on containers of extinguishing agents for use with different fires.

50.05 Be familiar with life safety issues, such as:

50.05.01 Life safety plans.

50.05.02 Fire detection, location and intensity.

50.05.03 Evacuation.

50.06 Explain Section 877.15, F.S., failure to control or report a dangerous fire.

51.0 Perform crime and accident prevention techniques. The students will be able to:

51.01 Perform access control and explain methods of prevention of thefts by use of lock, inspection or alarm technology.

51.02 Explain methods of prevention of injury, elimination of hazards and reporting.

51.03 Explain methods of prevention including securing company equipment, property and reporting deficiencies.

51.04 Use telecommunications equipment.

51.05 Define how CCTV can be used.

52.0 Perform crime and accident scene protection. The students will be able to:

52.01 Define a crime scene.

52.02 Understand the value of crime/accident scene integrity to investigators, etc.

52.03 Define the duties of the first security officer on the scene to:

## CTE Standards and Benchmarks

52.03.01	Determine what makes up the crime/accident scene.
52.03.02	Isolate and protect the crime/accident scene.
52.03.03	Identify witnesses.
52.04	Identify work habits of successful employees.
52.05	Understand evidence preservation and define "chain of custody".
52.06	Discuss effects of contamination of evidence.
53.0	Identify roles of security officers with regards to terrorism prevention. The students will be able to:
53.01	Definition and history of terrorism.
53.02	National threat levels.
53.03	Types of terrorist attacks.
53.04	Role of security officer.
53.05	Recognition and response to potential terrorist activities.
54.0	Identify entrepreneurship opportunities in the private security industry. The students will be able to:
54.01	Describe the meaning of entrepreneurship and the types of businesses created by entrepreneurs that require security.
54.02	Describe security businesses that serve the general public, private corporations, and other private organizations or groups.
54.03	Describe the risks, advantages, responsibilities, and state and local licensing requirements for establishing a business that provides security.
54.04	Compare personal traits and assets required of an entrepreneur in the security industry to those required of an employee.
54.05	Compare opportunities for starting a security business to other job opportunities in the security industry.
55.0	Demonstrate employability skills in the private security industry. The students will be able to:
55.01	Conduct a job search and identify advanced-training opportunities and requirements in the security industry.
55.02	Identify an employer's cost for security services and other major business investments.
55.03	Obtain information on different job titles, licensing requirements, job responsibilities, rates of pay, employee benefits, work conditions, risks, and opportunities for career advancement in the security industry.

## CTE Standards and Benchmarks

55.04 Write a resume and modify it for different types of security jobs.

55.05 Write a letter of introduction to a prospective employer.

55.06 Obtain and complete sample application forms for employment as a private security officer.

55.07 Demonstrate appropriate demeanor and interview techniques with prospective employers.

55.08 Identify work habits of successful employees.

55.09 Describe methods of making job changes appropriately.

55.10 Demonstrate appropriate responses to performance evaluations from supervisors and others in the workplace.

56.0 Explain the importance of public relations. The students will be able to:

56.01 Explain the importance of security and law enforcement relations.

56.02 Explain the importance of security and firefighter/EMT interactions.

56.03 Describe the relations with the media.

56.04 Describe the importance of community relations.

56.05 Explain courtesy and etiquette issues in how they relate to security.

57.0 Demonstrate courtroom procedures. The students will be able to:

57.01 Explain the security officer's role as a witness in both criminal and civil court.

57.02 Explain the roles of the judge, prosecutor, defense attorney and jury.

57.03 Explain the security officer's rights as a victim/witness.

57.04 Identify the types of questions a witness may be asked.

57.05 Understand the use of reference records; value of good notes and reports; and the use of security records in court.

57.06 Explain subpoena, deposition and pretrial hearing; who is required to attend; and discussing the case do's and don'ts.

57.07 Discuss courtroom testimony issues; preparation and giving testimony.

57.08 Demonstrate proper courtroom demeanor.

## CTE Standards and Benchmarks

58.0 Understand the fundamentals of personal security. The students will be able to:

58.01 Explain the use of cognitive and affective skills in expressing calmness, courtesy, patience, and self-control.

58.02 Describe techniques for diffusing hostility.

58.03 Describe safety concerns and steps to follow when responding to potentially violent situations and violent crimes.

58.03.01 Evasive tactics.

58.03.02 Describe weapons safety practices and ways to decrease the accidental or deliberate use of weapons.

58.03.03 Describe the types of weapons--such as batons, chemical weapons, knives, and guns--that might be used against a security officer or other individuals in violent situations.

58.03.04 Identify unarmed methods for responding to violent crimes, discouraging the use of weapons, and enhancing weapon safety.

58.03.05 Review the security officer's use of weapons as outlined in Chapter 493, Florida Statutes.

59.0 Demonstrate interpersonal communication skills. The students will be able to:

59.01 Understand perception factors - appearance, body language, tone of voice, etc.

59.02 Understand the importance of clarity in verbal and written communication.

59.03 Demonstrate professional communication skills.

59.04 Identify the effects of threats or challenges which are directed toward the security officer.

59.05 Identify the effects of threats or challenges which are directed toward a citizen by the security officer.

60.0 Demonstrate professional communications skills. The students will be able to:

60.01 Demonstrate two-way radio use and procedures.

60.02 Demonstrate proper telephone etiquette.

60.03 Demonstrate other professional communication techniques.

61.0 Perform traffic control procedures. The students will be able to:

61.01 Describe general responsibilities of traffic controllers.

61.02 Identify areas where security officer may direct traffic (i.e. private property, special events, and parking lots).

## CTE Standards and Benchmarks

61.03	Demonstrate position and posture in directing traffic.
61.04	Identify practical hand signals.
61.05	Identify safety equipment used during traffic direction.
61.06	Demonstrate use of the whistle, the flashlight, traffic cones and flares.
62.0	Perform crowd control procedures. The students will be able to:
62.01	Identify the types of crowds (i.e. peaceful, hostile, demonstration, etc.).
62.02	Discuss the characteristics of crowds.
62.03	Identify methods for directing the flow of crowd traffic.
62.04	Understand the importance of teamwork among security officers in crowd control situations.
62.05	Demonstrate crowd control techniques (i.e. interaction procedures, effective assertiveness, issuing directives, eliciting cooperation and identifying agitator).
62.06	Demonstrate effective security officer behavior in crowd control situations.
62.07	Describe riot and protest preparation.
63.0	Identify special problems for security. The students will be able to:
63.01	Know the fundamentals of understanding unique behavior: dealing with disabilities; the emotionally distressed; elderly; juveniles; and transients and trespassers.
63.02	Know the definition of, and be able to identify, controlled substances.
63.03	Recognize when you are dealing with someone under the influence.
63.04	Know the duties of an Occupational Safety and Health Administration (OSHA) first responder including HAZMAT, how to read and understand labels, how to respond to a hazardous incident and security officer safety and accident prevention.
64.0	Identify the various types of terrorism. The students will be able to:
64.01	Dynamics of a terrorist attack.
64.02	Proactive Counter Intelligence and Operational Security (OPSEC).
64.03	Physical security and access control.
64.04	Bomb incident response.

## CTE Standards and Benchmarks

64.05 Mail screening:

64.05.01 Biological/Chemical

64.05.02 Explosive

64.06 Types of attacks and responses (BENICE):

64.06.01 Biological

64.06.02 Explosive

64.06.03 Nuclear

64.06.04 Incendiary

64.06.05 Chemical

64.06.06 Energetic

64.06.07 Samples of Florida incidents

65.0 Develop an awareness of violence in the workplace. The students will be able to:

65.01 Describe the history, scope, and incidence of violence in the workplace.

65.02 Be aware of potential violence.

65.03 Explain security actions in preventing workplace violence, including use of physical security measures, detection of abnormalities, and reporting of incidents.

65.04 Discuss responding to violent behavior.

65.05 Explain the role of a security officer in providing assistance to, and cooperating with, trauma teams during crisis management.

Florida Department of Education  
Student Performance Standards

**Course Title:** Certified Legal Assistant  
**Course Number:** 8918060  
**Course Credit:** 1

**Course Description:**

This course prepares the student for a career as an Accredited Legal Professional (ALP). The curriculum covers comprehension and communication of legal knowledge skills, develop awareness of the ALS certification requirements, rules and guidelines and how to develop communication skills in technical reading and writing of legal documents. The student will learn about the legal office functions and responsibilities, and knowledge of legal operating systems.

<b>CTE Standards and Benchmarks</b>	
28.0	Demonstrate comprehension and communication of legal knowledge skills. The student will be able to:
28.01	Read and comprehend technical and non-technical legal terminology utilized in reading assignments related to course content including trade journals, books, magazines and electronic
28.02	Write clear and well-organized documents, integrating a variety of information from a range of law areas.
28.03	Take notes, organize, summarize, and paraphrase ideas and details.
28.04	Accurately follow written and oral instructions.
28.05	Interpret data on graphs, charts, diagrams, and tables commonly used in the legal profession
28.06	Understand the federal and state court systems, juries and jurisdiction
29.0	Demonstrate knowledge, skill, and application of computer information systems to accomplish legal job objectives and enhance workplace performance. The student will be able to:
29.01	Develop keyboarding skills to enter and manipulate text and data (e.g., create, edit, format, input, and design layout).
29.02	Describe and use current and emerging computer technology and software to perform legal business-related tasks.
29.03	Demonstrate knowledge of basic file management, filing rules and filing procedures skills.
29.04	Identify, describe and utilize communications and networking systems required in legal workplace environments (e.g., electronic mail, internet, conflicts check system, etc.).
29.05	Use reference materials and manuals available for applications and operation systems software.

## CTE Standards and Benchmarks

29.06	Troubleshoot problems with computer software, hardware, peripherals, and other office equipment (e.g., printers, facsimile, dictation equipment, postage meters, etc.).
29.07	Describe ethical issues and problems associated with computers and information systems.
30.0	Perform e-mail activities. The student will be able to:
30.01	Describe e-mail capabilities and functions.
30.02	Use the Internet to perform e-mail activities.
31.0	Demonstrate knowledge of legal operating systems. The student will be able to:
31.01	Identify and utilize basic legal operating system file naming conventions (e.g., basic principles, business names, governmental names, organizational names and personal names.)
31.02	Use appropriate legal office procedures for letters, envelopes, interoffice memoranda, processing mail, proof reading and, delivery services.
31.03	Know and understand the duties performed by a notary public.
31.04	Understand and use appropriate telephone etiquette (e.g., courtesy, first impressions, telephone use, etc.).
32.0	Perform legal office functions and responsibilities to accomplish job objectives and enhance workplace performance. The student will be able to:
32.01	Demonstrate knowledge of ethical behavior in a business environment (e.g., confidentiality of information, employee right to know, hiring practices, plagiarism, copyright violations, sexual harassment, mission statement, code of ethics, etc.).
32.02	Perform legal business tasks (e.g., filing and records management, scheduling, reprographics, mail handling, etc.).
32.03	Demonstrate knowledge of ethical behavior in a legal business environment (e.g., appearance of impropriety, dealing with confidential information and privileged communications, identity of funds and property of clients, confidence and integrity in the legal profession, and unauthorized practice of law, etc.).
33.0	Develop communication skills in technical reading and writing of legal documents. The student will be able to:
33.01	Utilize basic grammar, spelling, punctuation, capitalization, word usage and number usage skills to create/develop legal documents.
33.02	Use composition and expression during the writing process to create/edit legal documents appropriate to the subject matter, purpose, and audience (e.g., clarity, conciseness, tone, sentence structure, unity, coherence, etc.).
33.03	Respond to and utilize information derived from multiple sources (e.g., written documents, instructions, e-mail, voice mail) to solve legal problems and complete legal tasks.
34.0	Demonstrate personal and interpersonal skills appropriate for the legal workplace. The student will be able to:
34.01	Accept constructive criticism in a positive manner.



## CTE Standards and Benchmarks

34.02	Apply appropriate strategies to manage and resolve conflict in work situations.
34.03	Demonstrate personal and interpersonal skills appropriate for the legal workplace (e.g., responsibility, dependability, punctuality, integrity, positive attitude, initiative, and respect for self and others, professional dress, etc.).
35.0	Use technology to apply and enhance communication skills in technical reading, writing, speaking, listening, and viewing. The student will be able to:
35.01	Use database, spreadsheets, presentation software, scheduling, and integrated software packages to enhance communications.
35.02	Use computer networks (e.g., Internet, on-line databases, e-mail) to facilitate collaborative or individual learning and communication.
35.03	Respond to and utilize information derived from multiple sources (e.g., written documents, instructions, e-mail, and voice mail) to solve business problems and complete business tasks.
35.04	Use miscellaneous equipment and information services to complete legal tasks (e.g., copiers, dictation equipment, facsimile, filing equipment and postage meters).
36.0	Apply office accounting strategies to commonly occurring situations in the legal workplace to accomplish job objectives and enhance workplace performance. The student will be able to:
36.01	Use common office accounting terminology and procedures in solving legal problems (e.g., computations for legal documents, depositing funds, firm and trust bank accounts, activity registers and time sheets, writing checks and stopping payment, using bank drafts, cashier's checks and personal checks).
36.02	Follow accepted rules, regulations and policies for office accounting.
37.0	Incorporate appropriate leadership and supervision techniques, customer service strategies, and standards of personal ethics to accomplish job objectives and enhance workplace performance. The student will be able to:
37.01	Demonstrate an awareness of quality service and the personal and professional standards required to establish an effective service-based culture in the workplace, business, or learning environment.
37.02	Identify, analyze and implement managerial skills necessary for maintaining a high-quality work environment, goals, and strategic planning in business settings.
37.03	Follow accepted rules, regulations, policies, procedures, processes, and workplace safety.
38.0	Demonstrate employability skills. The student will be able to:
38.01	Identify sources of information regarding employment opportunities for legal professionals.
38.02	Identify advanced legal professional career and training opportunities.
38.03	Conduct a job search and identify the training, experience, and other qualifications required for different positions.
38.04	Identify the interpersonal skills, work habits, and ethics necessary for ongoing employment in an environment of human diversity.
38.05	Secure information about a particular job.

**CTE Standards and Benchmarks**

38.06 Complete a job resume.

38.07 Complete a job application.

38.08 Apply effective job interview techniques.

Florida Department of Education  
Student Performance Standards

**Course Title:** Code Enforcement  
**Course Number:** 8918070  
**Course Credit:** 1

**Course Description:**

This course prepares the student for a career as a Code Enforcement Officer. The curriculum covers an understanding of the Administrative Aspects of Code Enforcement and proper report writing skills. The student will demonstrate officer safety in field applications and demonstrate an awareness of legal issues facing the code enforcement specialist.

<b>CTE Standards and Benchmarks</b>	
28.0	Demonstrate proper report writing techniques. The student will be able to:
28.01	Prepare written reports
28.01.01	Identify the “who-what-when-where-why-how” elements of a report.
28.01.02	Describe and demonstrate interviewing a person.
28.01.03	Describe and demonstrate accurate note taking.
28.01.04	Describe the purpose of different types of reports.
28.01.05	Create a factual report with accuracy, completeness, conciseness, objectivity, and clarity and use proper grammar, spelling, punctuation, and legibility.
28.01.06	Describe and demonstrate organizing information for a report.
28.01.07	Describe and demonstrate mechanics of a report.
28.01.08	Describe and demonstrate the elements and principles of effective report writing.
28.01.09	Describe and demonstrate evaluating a report prior to submission.
28.01.10	Identify and locate state statutes as they pertain to situations being reported.
28.01.11	Define and write a code violation.
29.0	Examine the administrative aspects of code enforcement. The student will be able to:

## CTE Standards and Benchmarks

### 29.01 Manager's Role in Code Enforcement

29.01.01 Describe how to respond to complaints of violations of county codes

29.01.02 Describe how to conduct staff conferences to discuss policies and procedures

29.01.03 Describe hiring and discipline procedures

### 29.02 Media Relations

29.02.01 Understand Florida State Statute Chapter 119 Public Records

29.02.02 Describe and demonstrate the elements of a press release

29.02.03 Understand the importance of media relations

### 29.03 Records Management

29.03.01 Identify elements of code enforcement software

29.03.02 Demonstrate maintaining records, scheduling, issuing notices, and tracking violations

### 29.04 Employment Laws

29.04.01 Understand the Fair Labor Standards Act (FLSA)

### 29.05 Performance Management

29.05.01 Define performance management as a tool to define organizational goals

### 29.06 Stress Management

29.06.01 Define stress

29.06.02 Identify stress unique to code enforcement

29.06.03 Identify signs and symptoms of stress

29.06.04 Identify techniques of stress management

29.06.05 Understand the importance of health and wellness

### 29.07 Time Management

## CTE Standards and Benchmarks

29.07.01	Define time management
29.07.02	Identify time management tools
29.07.03	Understand prioritization and scheduling
29.07.04	Identify goal setting
29.07.05	Understand self-motivation skills as it relates to time management.
29.08	Public Speaking
29.08.01	Understand how to present a code violation
29.08.02	Identify the stated purpose of the violation
29.08.03	Understand how to arrange the material and summarize the main point
29.08.04	Identify the barriers to good communication skills
30.0	Describe legal issues as it pertains to code enforcement. The student will be able to:
30.01	Case Development
30.01.01	Understand how to initiate and investigate a code enforcement violation
30.01.02	Demonstrate how to professionally write a code violation citation
30.02	Special Issues
30.02.01	Identify repeat violations
30.02.02	Understand right of entry to private property
30.02.03	Understand fines, forfeitures, and recovery costs
30.03	Code Enforcement Board
30.03.01	Understand Florida Chapter 162
30.03.02	Define:
30.03.02.1	Local government code enforcement boards; organizations

## CTE Standards and Benchmarks

30.03.02.2	Enforcement procedures
30.03.02.3	Conducting a hearing
30.03.02.4	Powers of enforcement
30.03.02.5	Administrative fines; cost of repair; liens
30.03.02.6	appeals
30.04	Mock Code Board Hearing
30.04.01	Conduct a mock code board hearing
30.05	Evidentiary Issues
30.05.01	Identify the chain of custody for evidence
30.05.02	Explain how photographic evidence is submitted
30.06	Local Government Ordinances
30.06.01	Identify the commonly used ordinances and how they affect the community
30.07	Other Legal Options
30.07.01	Explain all the options available to the code enforcement officer and board
30.08	Mock Citation Trial
30.08.01	Conduct a mock citation trial
30.09	Testifying and Demeanor
30.09.01	Describe how to prepare for court testimony.
30.09.02	Prepare a code enforcement case for trial.
31.0	Demonstrate an awareness of Officer Safety and Field Applications. The student will be able to:
31.01	Presence and Stance
31.01.01	Demonstrate command presence

## CTE Standards and Benchmarks

31.01.02 Explain body language for a code enforcement officer

### 31.02 Practical Application Skills

31.02.01 Demonstrate a mock code enforcement violation

31.02.02 Demonstrate a response to a conflict with a violator

31.02.03 Demonstrate verbal conflict resolution skills

### 31.03 Human Diversity and Culture

31.03.01 Understand human diversity and how it affects interactions

### 31.04 Dealing With Persons With Special Concerns

31.04.01 Explain the difficulties dealing with our older population

31.04.02 Explain how to interact with violator with disabilities

### 31.05 Substance Abuse

31.05.01 Understand the signs of substance violations to include: identifying marijuana and equipment used in clandestine labs

### 31.06 Officer Survival Considerations

31.06.01 Explain fight or flight

### 31.07 Animal Encounter Issues

31.07.01 Understand aggressive animals and the signs

### 31.08 Hazardous Materials/Situations and Incident Command

31.08.01 Understand the signs of hazardous materials

31.08.02 Identify hazardous materials in businesses and residences

31.08.03 Explain the Incident Command Structure to include ICS 100, 700

### 31.09 Defensive Tactics

31.09.01 Demonstrate tactics to defend yourself and cause a pause in combat

## **Additional Information**

### **Laboratory Activities**

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

### **Academic Alignment**

Secondary Career and Technical Education courses are pending alignment to the B.E.S.T. (Benchmarks for Excellent Student Thinking) Standards for English Language Arts (ELA) and Mathematics that were adopted by the State Board of Education in February 2020. Academic alignment is an ongoing, collaborative effort of professional educators that provide clear expectations for progression year-to-year through course alignment. This initiative supports CTE programs by improving student performance through the integration of academic content within CTE courses.

### **Florida Standards for English Language Development (ELD)**

English language learners communicate for social and instructional purposes within the school setting. ELD.K12.SI.1.1

English Language Development (ELD) Standards Special Notes:

Teachers are required to provide listening, speaking, reading and writing instruction that allows English language learners (ELL) to communicate for social and instructional purposes within the school setting. For the given level of English language proficiency and with visual, graphic, or interactive support, students will interact with grade level words, expressions, sentences and discourse to process or produce language necessary for academic success. The ELD standard should specify a relevant content area concept or topic of study chosen by curriculum developers and teachers which maximizes an ELL's need for communication and social skills. To access an ELL supporting document which delineates performance definitions and descriptors, please click on the following link: <http://www.cpalms.org/uploads/docs/standards/eld/SI.pdf>. For additional information on the development and implementation of the ELD standards, please contact the Bureau of Student Achievement through Language Acquisition at [sala@fldoe.org](mailto:sala@fldoe.org).

### **Special Notes**

The occupational standards and benchmarks outlined in this secondary program correlate to the standards and benchmarks of the postsecondary program with the same Classification of Instructional Programs (CIP) number.

### **Career and Technical Student Organization (CTSO)**

Florida Public Service Association, Inc. SkillsUSA and are the inter-curricular career and technical student organization providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.



## **Cooperative Training – OJT**

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

## **Accommodations**

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's Individual Educational Plan (IEP) or 504 plan or postsecondary student's accommodations' plan to meet individual needs and ensure equal access. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

In addition to accommodations, some secondary students with disabilities (students with an IEP served in Exceptional Student Education (ESE)) will need modifications to meet their needs. Modifications change the outcomes or what the student is expected to learn, e.g., modifying the curriculum of a secondary career and technical education course. Note: postsecondary curriculum and regulated secondary programs cannot be modified.

Some secondary students with disabilities (ESE) may need additional time (i.e., longer than the regular school year), to master the student performance standards associated with a regular course or a modified course. If needed, a student may enroll in the same career and technical course more than once. Documentation should be included in the IEP that clearly indicates that it is anticipated that the student may need an additional year to complete a Career and Technical Education (CTE) course. The student should work on different competencies and new applications of competencies each year toward completion of the CTE course. After achieving the competencies identified for the year, the student earns credit for the course. It is important to ensure that credits earned by students are reported accurately. The district's information system must be designed to accept multiple credits for the same course number for eligible students with disabilities.

## **Additional Resources**

For additional information regarding articulation agreements, Bright Futures Scholarships, Fine Arts/Practical Arts Credit and Equivalent Mathematics and Equally Rigorous Science Courses please refer to:

<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.shtml>