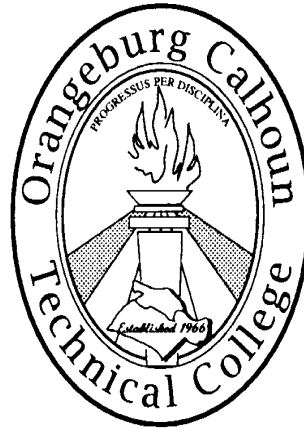


CRIMINAL JUSTICE COMPETENCY PROFILE



ORANGEBURG-CALHOUN TECHNICAL COLLEGE

3250 ST. MATTHEWS ROAD, NE
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CRIMINAL JUSTICE COMPETENCY PROFILE

Law Enforcement Officer: A Public Servant Who is Dedicated to the Protection of People and Property

A. PERFORM PUBLIC RELATIONS	A-1 MAINTAIN PERSONAL HYGIENE, APPEARANCE, & PHYSICAL FITNESS		A-2 DEAL COURTEOUSLY WITH ALL PEOPLE	A-3 DEVELOP COMMUNITY ORIENTED POLICING PHILOSOPHY		A-4 DEVELOP COMMUNITY PARTNERSHIPS
	A-5 KNOW BASIC ESCORT & TRANSPORTATION SERVICE REGULATIONS		A-6 PROVIDE INFORMATION, EXPLANATION ABOUT LAWS, WEATHER, CRIME STOPPERS, ETC.		A-7 DEVELOP SKILLS FOR MULTIDISCIPLINARY TEAM	
	A-8 DEVELOP DISCRETIONARY SKILLS	A-9 DEVELOP COMMUNICATION SKILLS ADDRESSING ETHNIC, CULTURAL, AND SITUATIONAL DIVERSITY			A-10 - REMEMBER - OFFICERS ARE PUBLIC SERVANTS	
B: USE JUDGMENT/ MAKE DECISION	B-1 BECOME FAMILIAR WITH REFERRAL AGENCIES		B-2 RESEARCH & APPLY APPROPRIATE LAW TO MAKE PROPER CHARGE OF VIOLATIONS & VIOLATORS		B-3 DEVELOP UNDERSTANDING OF POLICY & PROCEDURES WITH APPROPRIATE KNOWLEDGE OF CIVIL LIABILITIES	
	B-4 DEVELOP CONFLICT RESOLUTION TECHNIQUES		B-5 DEVELOP STRESS MANAGEMENT TECHNIQUES		B-6 DEVELOP RATIONAL DECISION MAKING SKILLS BASED ON AVAILABLE KNOWLEDGE	
C. DEVELOP BASIC THEORY/SKILLS OF POLICE PATROL	C-1 FEDERAL/STATE LAWS & LOCAL ORDINANCES	C-2 EQUIPMENT REQUIREMENTS AND OPERATION	C-3 ILLUSTRATE WHERE TO MAINTAIN PRESENCE TO DETER VIOLATIONS (REAL & POTENTIAL)		C-4 EVALUATE SITUATION FOR NEEDED RESOURCES	C-5 DEMONSTRATE PROCEDURES FOR SECURING CRIME SCENE
	C-6 DEVELOP INTERVIEWING SKILLS FOR CRIME AND ACCIDENT SCENES		C-7 * PRACTICE OFFICER SURVIVAL TECHNIQUES	C-8 DEVELOP INVESTIGATIVE TECHNIQUES FOR VARIOUS SITUATIONS	C-9 * COMMUNICATE WITH PUBLIC, BOTH VERBAL & WRITTEN	C-10 DEVELOP SITUATIONAL ASSESSMENT TECHNIQUES
	C-11 ILLUSTRATE PROPER PRISONER TRANSPORT	C-12 KNOW CORRECT COURT PROCEDURES & DEMEANOR	C-13 RECOGNIZE MENTAL HEALTH PATIENT/OFFENDER	C-14 * EXPLAIN APPROPRIATE PROCEDURE IN CHILD/ADULT ABUSE &/OR NEGLECT CASES (PROTECTIVE CUSTODY)		C-15 GENERATE REPORTS

D. DEVELOP INVESTIGATIVE SKILLS	D-1 * IDENTIFY TECHNIQUES TO SECURE CRIME SCENE	D-2 IDENTIFY, COLLECT & PRESERVE EVIDENCE	D-3 * DETERMINE ANALYSIS PROCEDURES	D-4 IDENTIFY COMPONENTS OF CRIMINAL HISTORY CHECK	D-5 DEVELOP INTERVIEW SKILLS FOR WITNESSES/SUSPECTS	D-6 DEVELOP TECHNIQUES TO VERIFY INFORMATION
	D-7 * IDENTIFY TECHNIQUES FOR PROPER SEARCH & SEIZURE	D-8 INVENTORY ITEMS INCIDENTAL TO ARREST	D-9 ** WRITE REPORT (ACCIDENT, INCIDENT)	D-10 SCREEN INFORMATION FOR SUBSEQUENT REPORTS		D-11 DEVELOP TECHNIQUES FOR CONDUCTING SURVEILLANCE
	D-12 FINGERPRINTING & PHOTOGRAPHING	D-13 COMPLETE BOOKING REPORT	D-14 PREPARE FINAL DISPOSITION REPORTS			
E. * WORK WITH COURTS (CIVIL, GENERAL SESSIONS, FAMILY, MAGISTRATE, FEDERAL)	E-1 * KNOWLEDGE OF PROCEDURES TO OBTAIN WARRANT, SERVE WARRANT ON ALLEGED PARTY, PRESENT WARRANT TO MAGISTRATE FOR DISPOSITION			E-2 KNOWLEDGE OF PROCEDURES TO SUBPOENA WITNESSES	E-3 * BE PREPARED TO SERVE AS WITNESS	E-4 UNDERSTAND PLEA BARGAINING PROCESS
	E-5 * KNOWLEDGE OF PROCEDURES FOR PROSECUTING IN MAGISTRATE'S COURT		E-6 OBSERVE RULES OF THE COURT	E-7 KNOWLEDGE OF DUE PROCESS OF LAW & ITS RAMIFICATIONS		
F. KNOWLEDGE OF CORRECTIONS &/OR DETENTION FACILITIES	F-1 PROCEDURES FOR PROTECTING • PUBLIC • EMPLOYEE • INMATE	F-2 LAWS PROTECTING RIGHTS & SAFETY OF INMATES	F-3 APPROPRIATE RESPONSES TO EMERGENCIES (FIRES, ESCAPES, RIOTS)		F-4 DISCIPLINE REPORTS	F-5 INMATE GREIVANCE PROCEDURES
	F-6 REFERRALS WITHIN DEPARTMENT OF CORRECTIONS		F-7 PROCEDURES FOR SEARCHING INMATE		F-8 FINGERPRINTING & PHOTOGRAPHING	F-9 CLASSIFYING INMATES
	F-10 PROCEDURES FOR INVENTORY & CONTROL OF PERSONAL PROPERTY		F-11 KNOWLEDGE OF ADDITIONAL CHARGES AS APPROPRIATE			

G. KNOWLEDGE OF JUVENILE PROCEDURES	G-1 STATE LAWS (SECTION 20-7-600, SECTION 20-7-430) INTERVENTION, TRANSFER JURISDICTION		G-2 APPROPRIATE PROCEDURES AT THE INTAKE PROCESS		G-3 CORRECT PROCEDURES FOR HANDLING JUVENILES (INCLUDING RIGHTS, TRANSPORTATION)	
	G-4 LAW VIOLATORS, PROBATION & PAROLE REFERRALS (PARENTS, GUARDIANS) INTO JUDICIAL SYSTEM		G-5 CONDUCTING INTERVIEWS (FORENSIC, THERAPEUTIC, ETC.)		G-6 * HOME & COMMUNITY VISITS, AND DEVELOP ALERTNESS TO SURROUNDINGS	
	G-7 REFERRALS & RECOMMENDATIONS TO OTHER AGENCIES & COURTS (INCLUDES DIVERTING CLIENTS FROM COURT)			G-8 IDENTIFYING SUPPORTING AGENCIES, e.g., DSS, DJJ		G-9 CONFIDENTIALITY LAWS
H. KNOWLEDGE OF PROBATION & PAROLE	H-1 CONDUCTING INVESTIGATIONS (PRE-PAROLE, PARDON, OUT-OF-STATE, & PRE-SENTENCE)		H-2 DOCUMENTATION OF DAILY TRANSACTIONS WITH OFFENDERS	H-3 IDENTIFYING ALTERNATIVES TO INCARCERATION	H-4 REFERRALS FOR DRUGS, ALCOHOL, UNEMPLOYMENT, ETC.	
	H-5 * MAKE HOME & COMMUNITY VISITS PER ASSESSMENT		H-6 PREPARING REPORTS FOR REVOCATION OF PROBATION OR PAROLE		H-7 PROCEDURES TO ISSUE PROBATION & PAROLE WARRANTS AND/OR CITATIONS	
	H-8 MAINTAINING COMMUNICATIONS WITH ALL LAW ENFORCEMENT AGENCIES		H-9 IDENTIFYING POSSIBLE RECIDIVISTS	H-10 VICTIM NOTIFICATION PROCEDURES		H-11 IDENTIFYING RELEASE PROGRAMS
I. DEVELOP CONCEPT OF SECURITY OFFICER'S ROLE	I-1 SAFEGUARD CLASSIFIED DOCUMENTS	I-2 SAFEGUARD EMPLOYEE PROPERTY & PUBLIC	I-3 IMPLEMENT SECURITY & EMERGENCY PLAN	I-4 MONITOR FACILITY ACTIVITY (SITE SPECIFIC)	I-5 CONTROL ACCESSES & PERSONAL MOVEMENT	I-6 GENERATE REPORTS
	I-7 CONDUCT SECURITY INSPECTION	I-8 CONDUCT SURVEILLANCE	I-9 PROVIDE INFORMATION ASSISTANCE TO PUBLIC	I-10 * INTERPRET DIFFERENCE BETWEEN SECURITY OFFICER & POLICE OFFICER JURISDICTION		I-11 PRACTICE SECURITY OFFICER SURVIVAL
J. DEVELOP CONCEPT OF VICTIM ASSISTANCE	J-1 CONSTITUTIONAL VICTIMS RIGHTS	J-2 ROLE OF COURT ADVOCATE	J-3 REFERRALS FOR VICTIM	J-4 EMOTIONAL SUPPORT TO VICTIM POLICIES		J-5 AGENCY ADVOCATE'S ROLE

K. DEMONSTRATE COMMUNICATION SKILLS	K-1 * APPLY INTERVIEWING & INTERROGATION TECHNIQUES	K-2 * PLAN & DELIVER PUBLIC SPEECHES	K-3 * DEVELOP LISTENING SKILLS	K-4 * APPLY TECHNICAL REPORT WRITING SKILLS	K-5 ** READ & WRITE REPORTS (GENERAL FORMATS & VOCABULARY)	
	K-6 * INTERPRET BODY LANGUAGE	K-7 * BECOME ACTIVE OBSERVER	K-8 * DEVELOP JOB INTERVIEW SKILLS	K-9 DEVELOP VERBAL JUDO SKILLS	K-10 * SPEAK BASIC SPANISH	
L. EXHIBIT PROFESSIONALISM	L-1 PRACTICE INTEGRITY	L-2 DEVELOP ETHICS, POSITIVE ATTITUDE, APPEARANCE	L-3 USE TACTFULNESS	L-4 * DEVELOP UNDERSTANDING AND CONSCIOUSNESS OF DIVERSITY		L-5 PARTICIPATE IN PROFESSIONAL ORGANIZATIONS, CONTINUING EDUCATION
M. TECHNOLOGY	M-1 USE WINDOWS / MICROSOFT OFFICE/ WORD PROCESSING	M-2 OVERVIEW OF NCIC	M-3 EXPOSURE TO SCRIBE OR NIBIS SOFTWARE			
BASIC UNDERLYING KNOWLEDGE/CONCEPTS & SKILLS						
BASIC	SPELLING, WRITING		STRESS MANAGEMENT SKILLS * & PROCEDURES		MATH SKILLS: ALGEBRA & TRIG. & METRIC CONVERSIONS (LAB REPORTS)	
	LOGIC/OBSERVATION/ANALYTICAL THEORY & TECHNIQUES		CONFLICT MANAGEMENT THEORY *		TORT LAW	
					*ETHICAL ISSUES FOR POLICE OFFICERS	

* IDENTIFIES CRITICAL SKILLS AND ATTRIBUTES.

THIS DACUM WAS CONDUCTED ON FEBRUARY 26, 2004, AT ORANGEBURG-CALHOUN TECHNICAL COLLEGE, 3250 ST. MATTHEWS RD., ORANGEBURG, SC 29118

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Captain Edward Conner
Chief Wendell Davis
Dwight Green
Captain Rene Williams
Captain Chris Williamson
Sergeant Mike Wilson, Sr.

Orangeburg County Sheriff's Office, Orangeburg, S. C.
Orangeburg County Sheriffs Office, Orangeburg, S. C.
Orangeburg Department of Public Safety, Orangeburg, S. C.
Orangeburg Department of Public Safety, Orangeburg, S. C.
S. C. Highway Patrol
Orangeburg County Sheriffs Office, Orangeburg, S. C.
S. C. Highway Patrol
St. Matthews Police, St. Matthews, S. C.