

Law, Public Safety, Corrections and Security Career Cluster
Criminal Justice Essentials
Course Number: 43.45100

Course Description:

Criminal Justice Essentials provides an overview of the criminal justice system. Starting with historical perspectives of the origin of the system, the course reviews the overall structure. Students will become immersed in criminal and constitutional law and will review basic law enforcement skills. The course ends with a mock trial to provide participants with a first-hand experience of the criminal justice system. The course will also provide in-depth competencies and components for the co-curricular SkillsUSA student organization that should be incorporated throughout instructional strategies of the course. Participation in additional student organizations that align with Law, Public Safety, Corrections and Security pathways (i.e. mock trial) is encouraged to enhance standards addressed in the curriculum. The prerequisite for this course is Introduction to Law, Public Safety, Corrections and Security.

NOTE: Criminal Justice Essentials is designed to provide students with career-focused educational opportunities in various criminal justice fields. The course has elements which cover tactics, methods, and skills utilized by law enforcement that should be taken into consideration when assessing implementation options. School boards should evaluate criteria for student enrollment that account for successful completion of future background investigations required for entry into such careers.

Course Standard 1

LPSCS-CJE-1

The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

Standard: Demonstrate employability skills required by business and industry.

The following elements should be integrated throughout the content of this course.

1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.

Person-to-Person Etiquette	Telephone and Email Etiquette	Cell Phone and Internet Etiquette	Communicating At Work	Listening
Interacting with Your Boss	Telephone Conversations	Using Blogs	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Using Social Media	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls		Effective Written Communication	Ways We Filter What We Hear
Interacting with Suppliers	Making Cold Calls		Effective Nonverbal Skills	Developing a Listening Attitude
	Handling Conference Calls		Effective Word Use	Show You Are Listening
	Handling Unsolicited Calls		Giving and Receiving Feedback	Asking Questions
				Obtaining Feedback

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				Getting Others to Listen
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Nonverbal Communication	Written Communication	Speaking	Applications and Effective Résumés
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages	Constructive Criticism in Writing	One-on-One Conversations	Writing a Cover Letter
Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé
Improving Nonverbal Indicators		Large Group Communication	Selling Yourself in a Résumé
Nonverbal Feedback		Making Speeches	Terms to Use in a Résumé
Showing Confidence Nonverbally		Involving the Audience	Describing Your Job Strengths
Showing Assertiveness		Answering Questions	Organizing Your Résumé
		Visual and Media Aids	Writing an Electronic Résumé
		Errors in Presentation	Dressing Up Your Résumé

1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

Teamwork and Problem Solving	Meeting Etiquette
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Facilitating Discussions and Closing
	Preparing Visual Aids
	Virtual Meetings

1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

Problem Solving	Customer Service	The Application Process	Interviewing Skills	Finding the Right Job
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Participation in Job Fairs
Managing	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	Searching the Classified Ads
	Handling Customer Complaints	When a Résumé Should be Used		Using Employment Agencies
	Strategies for Customer Service			Landing an Internship
				Staying Motivated to Search

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1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss
Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers
Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict
Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	
Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			
Leaving a Job Ethically				

1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.

Expected Work Traits	Teamwork	Time Management
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks
	Expressing Yourself on a Team	Staying Organized
	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

1.6 Present a professional image through appearance, behavior and language.

On-the-Job Etiquette	Person-to-Person Etiquette	Communication Etiquette	Presenting Yourself
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional
Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Business Meal Functions		Proper Use of Cell Phone	Using Good Posture
Behavior at Work Parties		Proper Use in Texting	Presenting Yourself to Associates
Behavior at Conventions			Accepting Criticism

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International Etiquette			Demonstrating Leadership
Cross-Cultural Etiquette			
Working in a Cubicle			

Support of CTAE Foundation Course Standards and Georgia Standards of Excellence L9-10RST 1-10 and L9-10WHST 1-10:

Georgia Standards of Excellence ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses.

Course Standard 2

LPSCS-CJE-2

Design a personal education and career plan.

- 2.1 Evaluate personal career preferences.
- 2.2 Explain the requirements for employment in law enforcement, corrections, and security fields.
- 2.3 Compare employment requirements for local, state and federal agencies.
- 2.4 Describe the duties of the Georgia Peace Officer Standards and Training Council.

Course Standard 3

LPSCS-CJE-3

Synthesize the various origins and historical influences that created the current structure of the United States Criminal Justice System.

- 3.1 Compare the historical development of law enforcement, courts, and corrections.
- 3.2 Describe the events leading to a civilian police force.
- 3.3 Demonstrate and discuss using historical context the staffing and configuration of the modern sheriff's office.
- 3.4 Compare the emergence and present influence of common law and statutory law.
- 3.5 Evaluate reasons why the juvenile system separated from the regular legal system.
- 3.6 Debate capital punishment, "three strikes" laws, and similar modern issues.

Course Standard 4

LPSCS-CJE-4

Describe the court system and process of a criminal trial.

- 4.1 Diagram a case from the initial investigation through appeals for both juvenile and adult defendants.
- 4.2 Describe each of the participants in the trial process.
- 4.3 Explain the relative authority of the different positions in the justice system, including judge, jury, and prosecutor.
- 4.4 Diagram the organization of the dual court system.
- 4.5 Discuss the philosophical rationales of punishment.
- 4.6 Delineate between the civil and criminal process.

Course Standard 5

LPSCS-CJE-5

Analyze scenarios related to law enforcement and apply relevant federal, state and local law.

- 5.1 Interpret jurisdictional protocols to determine which authority holds preeminence.
- 5.2 Identify and explain the "technical and ideal" elements of a crime.
- 5.3 Apply terms used in defining types of crimes.

- 5.4 Debate excuses and justifications alleviating culpability.
- 5.5 Correctly apply criminal laws from the Official Code of Georgia Annotated including laws involving alcohol, schools, and serious motor vehicle violations.
- 5.6 Describe how law enforcement officers carry out civil court actions such as summons, orders, writs and similar.

Course Standard 6

LPSCS-CJE-6

Cite constitutional standards as applied to the proper criminal procedure of criminal cases from initial response through trial.

- 6.1 Explain how the Bill of Rights governs police and prosecutors.
- 6.2 Gather relevant case law from the Supreme Court of the United States and other relevant sources to predict legal outcomes in law enforcement actions.
- 6.3 Synthesize information in a mock investigation combined with relevant common and statutory law to create a warrant application that demonstrates probable cause.
- 6.4 Verify the reasonableness of searches and seizures as interpreted by the 4th Amendment.
- 6.5 Differentiate between the standards of proof in the criminal justice process.
- 6.6 Compare the nuances of interrogations against the Miranda ruling and other interpretations of the 5th Amendment.
- 6.7 Evaluate how the 6th Amendment impacts both criminal investigations and the trial process.
- 6.8 Explain how the 14th Amendment enhanced citizen protection under due process.
- 6.9 Formulate applications of equal protection under law.
- 6.10 Evaluate the impact of the 8th amendment on our judicial system.

Course Standard 7

LPSCS-CJE-7

Demonstrate proper and ethical application of law enforcement skills.

- 7.1 Evaluate scenarios for proper application of use of force.
- 7.2 Explain low and intermediate use of force techniques.
- 7.3 Demonstrate utilizing proper technique and caution in the approach and arrest of a suspect.
- 7.4 Write a thorough narrative and complete other required documentation detailing a mock arrest.
- 7.5 Demonstrate conducting a building search safely.
- 7.6 Discuss and analyze common signs of abuse.
- 7.7 Describe how to properly interact with crime victims.
- 7.8 Compare special populations in the community (i.e. disabled, mentally ill, and limited communication).

Course Standard 8

LPSCS-CJE-8

Demonstrate techniques used in patrol operations.

- 8.1 Investigate research on patrol such as the Kansas City Study.
- 8.2 Compare how patrols are assigned and utilized.
- 8.3 Explain the risks associated with all traffic stops.
- 8.4 Evaluate given information in a mock call to apply relevant protocols to communicate between dispatch and needed agencies and officers.

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- 8.5 Recognize traffic violations from the Official Code of Georgia Annotated (O.C.G.A.) Title 40.
- 8.6 Analyze evidence to properly conduct an impaired driving investigation.
- 8.7 Formulate plans for various types of approaches to suspect vehicles.
- 8.8 Assess a mock vehicle collision and investigate using correct techniques and completing necessary documentation.

Course Standard 9

LPSCS-CJE-9

Formulate ways police can interact with the community to reduce crime and improve the community.

- 9.1 Cite historical and philosophical reasons for community policing.
- 9.2 Evaluate community needs and create a crime prevention plan.
- 9.3 Assess community business needs and create a loss prevention plan.

Course Standard 10

LPSCS-CJE-10

Explore the steps of the criminal trial process.

- 10.1 Demonstrate preparing for voir dire.
- 10.2 Analyze a case to plan a trial strategy.
- 10.3 Create an opening statement.
- 10.4 Formulate a direct examination.
- 10.5 Anticipate opposing trial strategies to prepare a cross examination.
- 10.6 Demonstrate testifying in a mock examination.
- 10.7 Demonstrate scrutinizing testimony in presenting closing arguments.
- 10.8 Demonstrate formulating proper objections.

Course Standard 11

LPSCS-CJE-11

Explain the various purposes and different types of sentences.

- 11.1 Identify and describe the general factors influencing a judge's sentencing decision.
- 11.2 Describe how judges vary sentences to fit the crime and offender.
- 11.3 Explain the three basic types of sentences.
- 11.4 Demonstrate an understanding of the rationales or justifications for criminal punishment.
- 11.5 Explain the purposes of pre-sentence investigation reports.
- 11.6 Summarize the arguments in support of and in opposition to the Three Strikes Law.

Course Standard 12

LPSCS-CJE-12

Research the American corrections systems.

- 12.1 Describe correctional officer duties.
- 12.2 Explain how today's inmate society differs from those of the past.
- 12.3 Identify and explain prisoners' rights.
- 12.4 Explain methods of inmate release.
- 12.5 Summarize what recidivism research reveals about the success of the prison in achieving deterrence and rehabilitation.
- 12.6 Identify the circumstances for which capital punishment might be applied.
- 12.7 Debate issues related to capital punishment.