The essential skill sheets are lists of the most commonly encountered qualities and skills typically necessary to be successful in a particular program or area of interest. The information contained in an essential skills sheet is not all-inclusive and is intended to be used as a guide only. Individual programs may have specific requirements or technical standards that must be met.

### Essential Skills

**Criminal Justice**

(Criminal Justice/Peace Officer Academy)

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#### Physical

<table>
<thead>
<tr>
<th>Task</th>
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<tbody>
<tr>
<td>Arm-hand coordination/steadiness</td>
<td>Maneuver under and around objects</td>
</tr>
<tr>
<td>Push, pull, lift, and/or support up to 125 pounds</td>
<td>Move quickly</td>
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<tr>
<td>See objects 20 inches to more than 20 feet away</td>
<td>Move within confined spaces</td>
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<tr>
<td>Depth perception</td>
<td>Navigate different terrains</td>
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<tr>
<td>Maintain safety of self and others</td>
<td>Write with pen/pencil</td>
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<tr>
<td>Detect difference in the pitch/sound</td>
<td>Reach above shoulders</td>
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<tr>
<td>Detect difference in visual details</td>
<td>Reach below waist</td>
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<tr>
<td>Detect odors (faint, strong, noxious)</td>
<td>Bend/Climb/Stoop/Twist</td>
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<tr>
<td>Distinguish colors and changes in its variation</td>
<td>Stand/walk for long periods of time</td>
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<tr>
<td>Draw, sketch or form common shapes, forms and figures</td>
<td>Key/Type</td>
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<tr>
<td>Hand-eye coordination</td>
<td>Work in dimly lit areas</td>
</tr>
<tr>
<td>Hear activities.commands given within 20 feet</td>
<td>Use peripheral vision</td>
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<tr>
<td>Hear faint, normal, and distant sounds</td>
<td>Walk quickly</td>
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<tr>
<td>Work in dimly lit areas</td>
<td>Walk without assistance</td>
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<tr>
<td>Lift a minimum of 50 pounds (unassisted)</td>
<td>Wide variety of body positions</td>
</tr>
<tr>
<td>Maintain balance (sit, stand, squat)</td>
<td>Work in cool environments</td>
</tr>
<tr>
<td>Work in extreme/hazardous conditions (darkness, heat, cold, dampness, very small spaces)</td>
<td></td>
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</tbody>
</table>
Essential Skills

Criminal Justice

(Criminal Justice/Peace Officer Academy)

Communication
Collaborate with others
Communicate in a professional/tactful manner
Communicate quickly, effectively, and efficiently
Communicate using a telephone
Communicate using a two-way radio
Direct activities of others
Discuss ongoing projects/work
Explain procedures
Explain/express ideas and opinions
Give directions
Influence others
Negotiation skills
Present supporting facts/recommendations
Provide guidance
Read, write, speak, and comprehend English effectively
Record written information
Verbalize clear and appropriate information to others

Behavioral
Perform accurately and quickly even under stressful conditions
Adapt to changing situations
Complete responsibilities in a timely manner
Cooperate with others individually or in a team setting
Deal with difficult individuals
Deal with difficult situations
Maintain general good health and self-care
Display kindness and concern for others
Establish rapport with others
Exercise accountability
Exercise ethical judgment
Exercise good judgment
Exhibit compassion
Work independently with limited supervision
Respect social, cultural, and spiritual diversity
Respect individual values/opinions without showing bias or preference
Remain calm, rational, decisive, and in control during emergency situations
Exhibit social skills appropriate to professional interactions
Interact with diverse groups of individuals (cultures, ages, backgrounds)
Other
Clean driving record
Cleared background investigation/drug screen (see program for specifics)
May be on call or work nights, weekends, and holidays
U.S. citizen
Must pass polygraph test
Must pass psychological evaluation
Possess valid driver's license
See program or desired area of employment for specifics - Tattoos
See program or desired area of employment for specifics - Physical Requirements
See program or desired area of employment for specifics - Piercings
See program or desired area of employment for specifics - Prerequisites