

**Essential Skills**  
**Criminal Justice**  
**(Criminal Justice/Peace Officer Academy)**

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.

**Physical**

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

**Cognitive**

- |   |                                       |
|---|---------------------------------------|
| Accurately recall information/Process Information               | Adaptability                          |
| Organize tasks to meet deadlines (hourly, daily, long-term)     | Perceive nonverbal communication      |
| Anticipate when something is likely to go wrong                 | Evaluate information/outcomes         |
| Apply knowledge from one situation to another                   | Use a computer (email/internet/other) |
| Focus attention on task/Not easily distracted                   | Calculate whole numbers               |
| Categorize information/Sequence outcomes                        | Combine knowledge and skills          |
| Follow and retain diagram instructions (simple to more complex) | Work accurately                       |
| Identify and understand the speech of others                    | Identify appropriate solutions        |
| Compose written notes/instructions (technical/multi-step)       | Construct/draw graphs or charts       |
| Identify behaviors that negatively impact safety                | Problem solve                         |
| Continuously expand professional knowledge                      | Interpret/process information         |
| Cope with unexpected situations and emotions                    | Decide course of action               |
| Interpret scale drawings (blueprints, maps, schematics)         | Research and gather information       |
| Determine reliability of information received from others       | Judge the mood of others              |
| Obtain information from sketches, pictures or icons             | Make estimations                      |
| Detail oriented   | Measure distance or dimension         |
| Differentiate between objects of similar size/shape/color       | Negotiate interpersonal conflict      |
| Differentiate between objects of similar spatial relationship   | Tell time                             |

**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              | Lead others                             |
| Adapt to changing situations  | Dependability                           |
| Complete responsibilities in a timely manner                                | Maintain professional appearance        |
| Cooperate with others individually or in a team setting                     | Maintain professional boundaries        |
| Deal with difficult individuals   | Observant                               |
| Deal with difficult situations  | Accept cognitive criticism              |
| Maintain general good health and self-care                                  | React quickly (mentally and physically) |
| Display kindness and concern for others                                     | Exhibit patience                        |
| Establish rapport with others   | Exhibit honesty and fairness            |
| Exercise accountability   | Exercise integrity                      |
| Exercise ethical judgment   | Self-motivation and initiative          |
| Exercise good judgment  | Exercise independent 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)   |   |

**Essential Skills**  
**Criminal Justice**  
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**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