

# Law & Public Safety

*An American Careers Program*





While this publication features careers in Law, Public Safety, Corrections & Security, there are other career clusters to explore as well. To find out more about career clusters, go to <http://www.careerclusters.org>.

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# A M E R I C A N CAREERS

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## Future Prep

*Are you interested in a career in Law, Public Safety, Corrections & Security? Use the career self-test and the information in this section to help you explore the wide variety of opportunities.*

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## Planning Guide Inside!

Draft your career-related high school and postsecondary educational plans using this handy pullout tool.







# Be Prepared

## Explore Careers in Law, Public Safety, Corrections & Security

If you choose a career in Law, Public Safety, Corrections & Security you can make an important contribution to your own future and to the safety of your community.

When it comes to job hunting, consider this: By 2018, jobs for police officers and detectives are projected to grow by 10 percent; firefighters, 19 percent; police, fire and ambulance dispatchers, 14-19 percent; and lawyers, 7-13 percent.

Those are just a few high-paying, fast-growing jobs you'll find in Law, Public Safety, Corrections & Security. Once you gain education and experience, you'll discover many different, but related kinds of jobs with some of the largest federal agencies.

You may be thinking about a job with the FBI, but many others await with the U.S. Department of Homeland Security in agencies that include U.S. Customs and Border Protection, the Federal Emergency Management Agency (FEMA), the U.S. Coast Guard, the U.S. Secret Service, the U.S. Transportation Security Administration and others.

According to a 2007 Partnership for Public Service report, there will be nearly 200,000 jobs for individuals who want to work for the federal government in these "mission-critical" fields:

- Security, protection, compliance and enforcement
- Medical and public health
- Accounting, budget and business
- Engineering and sciences
- Program management/analysis and administration

With the information in this publication, you'll find out more about occupations related to Law, Public Safety, Corrections & Security. And as you

participate in related classroom projects, you'll have a chance to acquire some of the knowledge and experience involved in meeting the nation's most critical needs. ➔





# Find Your Career Pathway

## in Law, Public Safety, Corrections & Security

**D**o you want to help victims of accidents or crimes? Do you want to protect people and property?

Do you want to keep your community and nation secure? Do you want to seek justice or rehabilitate individuals who've broken the law?

If you answered yes to any of these questions, now is the time to explore occupations in the following five pathways.

These five pathways are part of the Law, Public Safety, Corrections & Security career cluster. A job in one of them might be perfect for you.

And the rewards are great! ✪

Correction Services

Emergency and Fire Management Services

Security and Protective Services

Law Enforcement Services

Legal Services





# Need-To-Know

## Career Cluster Knowledge and Skills

**B**eing an effective correctional officer, EMT, computer security analyst, police detective or officer of the court means having a good command of related career cluster knowledge and skills:

- Academic foundations
- Communications
- Problem solving and critical thinking
- Information technology applications
- Systems
- Safety, health and environmental knowledge and skills
- Leadership and teamwork
- Ethics and legal responsibilities
- Employability and career development
- Technical skills

Your high school provides several ways to begin developing all of them and preparing you for future postsecondary education programs in Law, Public Safety, Corrections & Security. ✖



### Enjoy Videos?

Observe career cluster knowledge and skills at work. Go to CareerOneStop, a website with links to all kinds of career information and to lots of career videos at <http://www.careerinfonet.org>. Under “Occupation Information,” click on “Videos,” then “Cluster and Career Videos,” then “Law and Public Safety.”





# Educational Considerations

**W**

hatever your career choice, you'll want to get started right away to build a portfolio of education and experience. Why? Because more of both will enable you to move to higher levels of responsibility and income. Do the research, and you'll see.

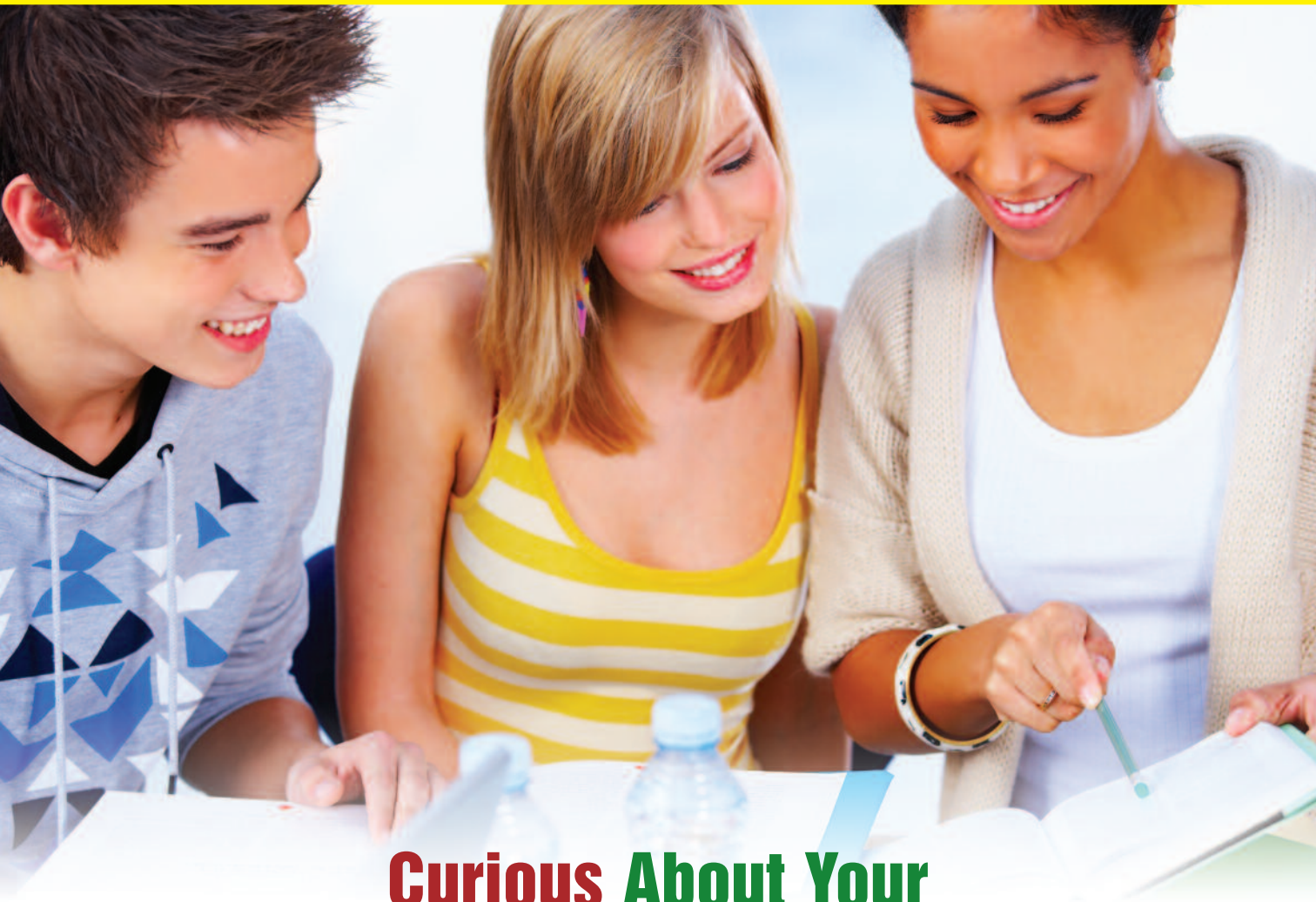
Start by looking at the websites listed on page 10 and the chart on page 11. Other, more detailed information appears throughout the book. Then visit with your school counselor to discuss educational opportunities like these:

- High school career-technical education
- One- and two-year certificates from community college or technical education programs
- Community college associate degree programs
- Four-year bachelor's degrees

Still interested?

To see what students do in programs like these, go to **<http://www.ncn-npcps.com>**, the website of the National Partnership for Careers in Law, Public Safety, Corrections and Security. 🌟





## Curious About Your Career Future?

**C**areer assessments like the one that begins on the next page can help you discover jobs that fit your interests and personality. Are you interested in a law and public safety career? This simple self-test is designed to help you find out.

After you've taken the quiz, consider the results and share them with your family, teachers and school counselor. They can make suggestions and help you create a plan to achieve a future career.

- 1 Take an inventory of your interests.**  
You like some activities better than others, right? Read through the list of activities, and check the ones that interest you.
- 2 Add up your scores.**  
As you tally your results in part 2, you'll begin to see a "job personality" emerge. These totals will help you focus on planning for a future career.
- 3 Evaluate yourself.**  
When you have determined the one or two types that seem to best represent you, turn to pages 8 and 9. Study the career information related to your top two personality types. You'll find some law and public safety careers that you might want to explore.



# 1 Take an Inventory of Your Interests.

Place a check by the activities that interest you. Don't worry if you don't know much about them. Right now it's just important to identify the activities that capture your imagination.

- 1. Save a rainforest or grow organic vegetables
- 2. Solve complicated math problems
- 3. Act in a movie, play or television show
- 4. Learn about people in different cultures and societies
- 5. Research news stories and do interviews for the evening news
- 6. Study the economy and predict economic trends
- 7. Read and use "how-to" manuals
- 8. Perform science experiments in a laboratory
- 9. Manage an art gallery
- 10. Conduct a religious service
- 11. Bargain with vendors at a flea market
- 12. Analyze and create statistical graphs and charts
- 13. Build cabinets or furniture
- 14. Study the environmental impact of pollution or global warming
- 15. Write a movie or television script
- 16. Volunteer to lead a club or scout troop
- 17. Choose and purchase merchandise to sell in a store
- 18. Work in a corporate office
- 19. Operate heavy machinery
- 20. Play chess or games of strategy
- 21. Write articles for music, art or entertainment magazines
- 22. Organize an event for a charity or community organization
- 23. Compete with other salespeople in a fast-paced, high-pressure company
- 24. Design computer programs and/or games
- 25. Work outdoors patrolling or maintaining a national park
- 26. Research legal statutes for a lawsuit
- 27. Play a musical instrument
- 28. Work with infants or children
- 29. Run for political office
- 30. Work an after-school job to save money
- 31. Set up a home theater system or install a car stereo system
- 32. Read science fiction
- 33. Write a short story, play or novel
- 34. Host and entertain guests at a party
- 35. Work in a politician's office
- 36. Enter information into a computer spreadsheet
- 37. Build a model of a jet aircraft
- 38. Study bacteria using an electron microscope and other high-tech equipment
- 39. Design a new line of clothes
- 40. Read and discuss a book or poem
- 41. Sit on a television panel to discuss political or social issues
- 42. Keep accurate accounting and sales records for a business
- 43. Repair a car or motorcycle motor
- 44. Identify different planets, stars and constellations
- 45. Create and fire a ceramic pot or vase
- 46. Work with the elderly
- 47. Sell products for a portion of the profit
- 48. Create and oversee a budget for a large company or government agency

# 2 Add Up Your Scores.

On the grid below, circle the numbers you checked off. Count the number of circles in each row, and write that total in the blank space at the end of each line. These are your scores for each "career personality" type.

## PERSONALITY TYPES

## TOTAL

a. REALISTS	1	7	13	19	25	31	37	43	
b. INVESTIGATORS	2	8	14	20	26	32	38	44	
c. ARTISTS	3	9	15	21	27	33	39	45	
d. HELPERS	4	10	16	22	28	34	40	46	
e. ENTERPRISERS	5	11	17	23	29	35	41	47	
f. DETAILERS	6	12	18	24	30	36	42	48	

# 3 Evaluate Yourself.

In the spaces below, write the names of the two personality types in which you received the highest scores.

HOW CAN KNOWING YOUR PERSONALITY TYPE LEAD YOU TO A SATISFYING CAREER FUTURE? READ ON ...



## A. Realist

Realists typically are focused, rugged, mechanical and direct. Often athletic, they enjoy working outdoors or out of an office. They accept the world as it is and focus on objective facts.

### Correction Services

Correctional officer, jailer  
Jail administrator  
Probation, parole officer  
Warden

### Emergency and Fire Management Services

Emergency management and response coordinator  
Emergency planning manager  
EMT  
Firefighter  
Firefighter supervisor  
Forest firefighter  
Hazardous materials responder  
Rescue worker

### Security and Protective Services

Information systems security specialist  
Security director  
Uniformed security officer

### Law Enforcement Services

Animal control officer  
Criminal investigator  
Highway patrol pilot  
Police and patrol officer

### Legal Services

Bailiff  
Court clerk  
Judge  
Lawyer  
Magistrate  
Mediator, arbitrator  
Negotiator  
Paralegal  
Legal secretary

## B. Investigator

Investigators are curious, observant and like to research, analyze and solve problems. Many enjoy science and math and like to work independently and in teams.

### Correction Services

Case manager  
Correctional consultant  
Medical staff

### Emergency and Fire Management Services

Emergency management and response coordinator  
Emergency planning manager  
Fire inspector  
Hazardous materials responder

### Security and Protective Services

Computer forensics examiner  
Information systems security specialist  
Security director  
Transportation security technician  
Uniformed security officer

### Law Enforcement Services

Criminal investigator  
Police detective  
Police and patrol officer  
Forensic scientist, specialist  
Immigration, customs inspector

### Legal Services

Case management specialist  
Lawyer  
Paralegal

## C. Artist

Artists often work best in unstructured environments where they use words, pictures and other forms of expression to produce products or communicate ideas.

### Correction Services

Correctional educator, trainer  
Program coordinator  
Public information officer

### Emergency and Fire Management Services

Grant writer, coordinator  
Public information officer

### Security and Protective Services

Security systems designer

### Law Enforcement Services

Crime scene, evidence photographer  
Facial reconstruction artist  
Forensic artist  
Public information officer  
Sketch (composite) artist

### Legal Services

Court artist, illustrator  
Public information officer

## Find a Career in Law and Public Safety that Responds to Your Many Interests

Did you have similar scores in more than one personality category? You've just discovered something about yourself. Like many people, you have more than one interest and more than one facet to your personality.

Many careers related to the Law, Public Safety, Corrections & Security career cluster appeal to people like you. That's why you see some careers repeated in more than one column. That's also why it's a good idea to think about how you can combine careers to create your special opportunity.



## D. Helper

Helpers are expert communicators, who work well in groups and interact well with all kinds of people. Can you imagine helping others with personal problems in jobs like these?

### Correction Services

Case manager  
Correctional educator, trainer  
Counselor  
Dietitian  
Medical staff  
Probation, parole officer  
Program coordinator  
Social worker  
Youth services worker

### Emergency and Fire Management Services

EMT  
Firefighter  
Firefighter supervisor  
Forest firefighter  
Hazardous materials responder  
Rescue worker

### Security and Protective Services

Uniformed security officer

### Law Enforcement Services

Animal control officer  
Child support enforcement officer  
Criminal investigator  
Park ranger  
Police and patrol officer

### Legal Services

Bailiff  
Lawyer  
Judge  
Mediator, arbitrator  
Negotiator

## E. Enterpriser

Enterprisers have strong leadership qualities. They like to compete, persuade others and take personal or financial risks. Many have both social and hands-on skills.

### Correction Services

Correctional consultant  
Warden

### Emergency and Fire Management Services

Emergency planning consultant

### Security and Protective Services

Information systems security specialist  
Loss prevention specialist  
Private security specialist  
Retail security manager  
Security consultant  
Security systems designer, engineer, installer, technician  
Security systems salesperson

### Law Enforcement Services

Facial reconstruction artist  
Private detective, investigator

### Legal Services

Court artist, illustrator  
Court reporter  
Lawyer

## F. Detailer

Detailers like to analyze facts and numbers and tend to be organized and structured. Many like routine work and prefer following through on others' instructions.

### Correction Services

Administrative assistant  
Correctional consultant  
Correctional officer, jailer  
Facility maintenance worker  
Food services staff  
Jail administrator  
Support staff  
Transport officer

### Emergency and Fire Management Services

Dispatcher  
Emergency management and response coordinator  
Emergency planning manager

### Security and Protective Services

Computer forensics examiner  
Information systems security specialist  
Loss prevention specialist  
Security systems designer, engineer, installer, technician  
Security director  
Transportation security technician  
Uniformed security officer

### Law Enforcement Services

Coroner  
Crime scene, evidence photographer  
Criminal investigator  
Dispatcher  
Forensic scientist, specialist  
Police and patrol officer  
Immigration, customs inspector

### Legal Services

Bailiff  
Case management specialist  
Court clerk  
Court reporter  
File and document manager  
Paralegal  
Legal secretary





# Searching for Career Facts?

**P**ursuing leads and checking facts is an important part of the job for people in Law, Public Safety, Corrections and Security. It's also important for anyone exploring career interests.

For example, did you find some jobs you might like when you completed the career interest assessment on pages 6-9? If so, how much do those jobs pay? What kind of education will you need to prepare for those jobs?

On the next page, you'll find a chart listing salary and education data for typical jobs along the cluster's five pathways. But there are other things to consider as

well when searching for career information:

- Will your after-tax income be enough to pay average household expenses? To find out, see <http://www.bls.gov/news.release/cesan.nr0.htm>.
- Employment prospects vary by locality. Do you want to stay in your area? What's available to you there?
- How much competition will you face? How will this affect your chances for employment? What can you do to increase your chances?
- Some careers require workers to pass a state or national

examination and to take continuing education courses to maintain certification or licensure. Are you willing to do this to stay in the field?

We used the following sources to compile the facts you'll find on the chart and throughout this publication. You can use these sources, too, to search for more information about careers you'd like to explore:

- CareerBuilder: <http://www.careerbuilder.com>
- Career Guide to Industries: <http://www.bls.gov/oco/cg>
- Federal Bureau of Prisons: <http://www.bop.gov>
- O\*NET OnLine: <http://www.onetonline.org/>
- *Occupational Outlook Handbook*: <http://www.bls.gov/oco/home.htm>
- Salary.com: <http://www.salary.com>
- Various federal, state and local government employment Web sites, such as <http://www.usajobs.gov>
- Various websites of professional organizations, such as the American Academy of Forensic Sciences at <http://aafs.org>

After analyzing the information you gather, check to see if there's a public safety program at your high school or in your community so you can further explore the job scene. Any fact-finding you do today may very well pay off in a rewarding future career.





## Education Needed • Median Income

### ► Correction services

Automotive worker supvs. (BOP)	FT, exp.	\$ 22.79 - 26.60/hr.*
Correctional officers and jailers	HS, ST, OJT some college	35,760
Counselors	M, lic.	47,530
Food service administrators (BOP)	FT, exp.	63,417 - 82,446*
Medical staff (BOP)	License, plus	
– Dentists	D.D.S./D.M.D.	56,301*
– Registered nurses	M (grade 9-10)	38,824*
– Pharmacists	Pharm.D.	46,974*
– Physicians	M.D./D.O (grade 11-15)	46,974 - 93,063*
Probation officers and correctional treatment specialists, including case mgrs. and parole officers	B, ST	42,500
Secretaries (BOP)	B or ed./exp. combination	25,623 - 28,562*
Teachers (BOP)	B	46,974*

### ► Emergency and fire management services

Dispatchers (police, fire and ambulance)	OJT, HS	31,470
Emergency management specialists	B pref, exp.	47,410
EMTs and paramedics	ST, cert.	27,070
Firefighters	HS, A, exams, app., physical req.	41,190
Hazardous materials removal workers	HS, ST, OJT, federal lic.	17.04/hr.

### ► Security and protective services

Campus security directors	B, exp.	54,188 - 85,989
Chief information security officers	10 yrs. exp., B, M pref.	126,971 - 184,133
Computer security specialists	B	62,130
Loss prevention directors, retail	exp., B pref.	100,257 - 142,963
Network and computer systems administrators	A, B, M	62,130
Private detectives, investigators	exam, lic., B, educ. based on employer req.	33,750
Security guards	OJT, ST, lic.; HS pref.	21,530
Security Supervisors (Level 1)	exp., B pref.	34,380 - 48,026
Transportation security screeners	OJT, some college	26,290

### ► Law enforcement services

Animal control officers	HS, OJT	27,910
Bailiffs	HS, some college, OJT	34,210
Detectives, criminal investigators	exp., B pref.; physical req.; clean record	58,260
Forensic science technicians	B in a field of science	45,330
Geographic information technicians	B or A, cert., exp.	48,240
Immigration and customs inspectors	exp., B pref; physical req.; clean record	58,260
Park rangers	B, exp.	46,542
Police, sheriff's patrol officers	HS, exams; A, B pref.; ST; physical and personal req.	47,460
Private detectives	exp., ST, B pref.	33,750
Special agents (FBI)	B, exp.	43,441
Transit and railroad police	some college, B	49,500

### ► Legal services

Arbitrators, mediators, conciliators	B, M, Ph.D., M.D. or J.D.	49,490
Case management specialists	B, M	38,824*
Court reporters	A, cert.	45,610
Lawyers	B, law school, bar exam, lic.	102,470
Judges, magistrate judges and magistrates	B, M, Ph.D., M.D. or J.D.	101,690
Law clerks	B pref.	36,360
Legal secretaries	CTE, OJT, A, B	38,190
Paralegals, legal assistants	A	43,040

**Abbreviations:** A = two-year associate's degree; app. = apprenticeship, usually five years; B = four-year bachelor's degree; BOP = Federal Bureau of Prisons; cert. = certificate; CTE = career-technical education; D = doctoral degree; D.D.S./D.M.D. = Doctor of Dental Surgery or Doctor of Dental Medicine degree; ed. = education; exp. = experience; FT = formal training; hr. = hour; HS = high school diploma; lic. = license; M = master's degree; M.D./D.O. = Doctor of Medicine or Doctor of Osteopathy degree; mgrs. = managers; OJT = on-the-job training; Pharm.D = pharmacy doctorate; phys. = physical requirements, pref. = preferred; reg. = registration; reps. = representatives; req. = requirements; ST = special training; yrs. = years. Note: We cite median annual salaries or middle range salaries in the chart, unless noted otherwise. \*Total base salary at step 1, plus additional availability, experience and/or locality pay.



# INTAKE FORM

Name: Jimmie M. Tomsen      Date of Birth: 11/01/82  
 Date of Offense: 05/27/05      Age at Time of Offense: 23  
 Date Received in Custody: 08/23/05  
 Age when Received: 23  
 Race: White      Height: 5'11"  
 Weight: 170      Hair: Brown  
 Prior Occupation: Laborer      Education Level: 12 years  
 Prior Prison Record: None      County: Lubbock  
 Native County: Lubbock      State: Texas

## SUMMARY

Convicted in May 2005 of a felony charge of Driving Under the Influence (DUI), during which Tomsen ran a red light, hit a car passing legally through the intersection and injured the car's driver. Tomsen was arrested and charged with his third DUI (a felony), multiple traffic violations and driving on a suspended license. He was sentenced to five years in the state penitentiary and a \$3,500 fine.

## BACKGROUND

The first DUI charge was August 12, 2004. Punishment was 72 hours in jail, a 90-day suspension of his driver's license, mandatory participation in a teaching and prevention program, treatment for alcohol abuse and assessment for possible alcohol or drug addiction.

The second DUI charge was March 17, 2005. Punishment was 72 hours in jail, driver's license suspension for one year, a \$2,000 fine, 100 hours of community service and mandatory participation in a 32-hour repeat offender program.

This case study is fictional. It was written to help you think about a situation that needs a response from people whose careers focus on the Correction Services pathway. As you read about real people who work in this pathway, consider how they might get involved with the case.



# Corrections Professionals: Committed to Change

You read Jimmie M. Tomsen's intake form on the previous page. Think about our fictional offender.

What if he made good use of his time in prison? Maybe he'd be able to deal with his addiction after he's released. Maybe he'd develop positive ways to relate to people. Maybe he'd get a better job ... and keep it.

With the help of professionals employed in correction services, offenders have a chance to start over again. Corrections personnel are needed, as you can see by the following statistics from the Bureau of Justice:

- In 2006, there were more than 1.5 million state and federal prison inmates.
- Local jails held more than 760,000 persons awaiting trial or serving a sentence.
- More than 5 million adults were on probation or parole at the federal, state and local levels.
- About 16 percent of parolees were reincarcerated.

With the information in this section, you'll have a chance to explore careers in this important field.

## Under the Influence ...

For more information on the topic of drug-related offenses, see:

- Bureau of Justice Statistics: <http://bjs.ojp.usdoj.gov/content/DCF/duc.cfm>
- National Center for Victims of Crime: <http://www.ncvc.org/ncvc/main.aspx?dbName=DocumentViewer&DocumentID=32348>
- Office of National Drug Control Policy: <http://www.whitehouse.gov/ondcp>
- Wikipedia: [http://en.wikipedia.org/wiki/Drug-related\\_crime](http://en.wikipedia.org/wiki/Drug-related_crime)

## Career Opportunities

	NUMBER NEEDED 2008-2018	GROWTH RATE (%)
 <b>Correction officers and jailers</b>	<b>143,600</b>	<b>7-13</b>
 <b>Probation officers and correctional treatment specialists</b>	<b>41,800</b>	<b>14-19</b>
 <b>Counseling psychologists, including chemical dependency and behavioral therapists</b>	<b>59,900</b>	<b>7-13</b>

SOURCE: O\*NET, <http://www.onetonline.org>.



# Attica Superintendent James T. Conway

## “Our first obligation is public security.”

**T**here’s a memorial on the grounds of New York’s Attica Correctional Facility. It honors the correctional employees who were killed during the riot that took place in September 1971. Two lines from a poem by Robert Burns grace the memorial:

*“Man’s inhumanity to man makes  
countless thousands mourn.”*

The phrase has special meaning for Attica Superintendent James T. Conway, who today is “top banana” of a staff of more than 800 and an inmate population of approximately 2,200. But he didn’t start at the top.

In May 1972, about eight months after the riot, Conway left Genesee Community College for a job as a maintenance man. He was 19 years old at the time.

“I was overwhelmed when I first came on the job,” Conway said. “For a small town, the riot was a phenomenal deal ... My father carpooled to work with a guy with six kids, and he doesn’t come home that night.” The man was taken hostage and subsequently lost his life in the retaking of the prison.

But, over a span of 36 years of training, civil service exams, promotions and experience, Conway became part of the solution to Attica’s problems. Among them were inadequate living conditions, racial issues and the need for education and treatment.

“A lot of damage was done in the course of the riots,” Conway said. “But over the years, we put a big emphasis on education to deal with whatever brought the inmates

to prison, about 400 of whom are mentally ill and 178 of whom are seriously mentally ill – medicated and in need of special supervision. Today Attica is a good prison experience ... Inmates are treated with respect.”

Educational opportunities for inmates include an industrial shop, vocational trades classes and on-the-job experience, Conway explained. If an inmate comes in without a diploma, he works on a GED, coupled with classes in 12-14 different vocational trades, such as plumbing, electrical trades, building maintenance, small engine, etc. And the 200 inmates who work in an industrial shop replicate a workday, he added. They punch a card, they work a shift, and they eat together.

And, of course, staff receive ongoing training – over 40 hours a



James T. Conway

### A DAY ON THE JOB

Every job has its daily duties, and everybody reports to somebody.

For Attica Superintendent James T. Conway, Monday and Thursday mornings begin with an 8:30 a.m. meeting with three deputy superintendents. They cover the log book in the watch commander’s office that chronicles everything that happened between meetings.

“My rule is that the meeting will not last more than an hour,” he said.

Administration takes up much of his time. Conway’s staff includes an administrative aide and a secretary who has been on the job for more than 24 years. It also includes a large security staff – 560 correctional officers, 35 sergeants, 12 lieutenants, two captains and one deputy superintendent for security. The rest include medical, counseling, training and food service employees, among others.

But everyone, including a superintendent, has a boss. “I report to the Deputy Commissioner for Correctional Facilities at the state capital in Albany, about four hours away. That’s a 32,000-employee department,” said Conway. “Attica alone has an annual budget of \$45 million. We work for the governor. His policies do affect the job.”

While some people work eight-hour days, top administrators are tied to their jobs.

“I am on call 24/7 and communicate with the facility at least once during the weekend,” he said. “My staff is pretty experienced. They know when to call me if there is a serious situation.” ✪



year, according to Conway. In fact, they come to their jobs ready to learn. For example, before becoming a correctional officer, applicants undergo a rigorous application process. And a civil service test is part of the process, Conway explained.

“In New York, an applicant can’t accept the job till they’re 21,” said Conway. “But I’d recommend that if you get a chance, you take the civil service test when you’re 18 to see what types of questions you’re asked.

“And my advice to anyone coming in now is the more education you have, the better off you will be,” he added.

The application process also includes a background check by

the employee investigations unit in the central office and a complete physical.

“You get probably the most thorough physical you’ve ever had if you’re 21 years old, which includes a urine test and a very comprehensive psychological screening test,” said Conway. “This psychological test knocks out about a third of the candidates. Evidence of drug use and DWI (driving while intoxicated) will also knock you out.”

So why consider a correctional career? Conway was very honest in his appraisal of the job:

“It can be very rewarding, but one of the more stressful of the law enforcement disciplines. There are extended periods of boredom

punctuated by moments of sheer terror. You’ve got to be prepared for that.”

He also acknowledged that prison work is not for everybody, and you don’t see a lot of results for your work. However, he shared some personal rewards:

“You do meet some fantastic people who work in here.

“And some of the best evaluations of my career have come from the lowest subordinate ... like the one I received from an inmate whom I allowed to go to his mother’s funeral. Those are the ones that mean the most.

“By the same token, we’ve got some bad people,” Conway said. “Our first obligation is public security, and we’re providing a service to the public.” ✪

## Becoming Part of the System

Completing forms, getting physicals and attending orientation programs are often one’s first introduction to any new system, including school, a sports team, some jobs or college admission. In a way, entering a correctional facility is a similar process.



✪ **Admission and orientation.** New inmates, like our fictional offender, Jimmie M. Tomsen, get initial health screenings, have photo and fingerprints taken for IDs and exchange personal items for institutional clothes and supplies. They also attend an orientation and receive a handbook with facility rules and expectations.

✪ **Assessment.** Inmates also participate in physical and dental health examinations. They complete educational and mental health assessments. They fill out questionnaires that seek information about family status, work skills and more. And they participate in interviews with case specialists and counselors.

✪ **Evaluation.** Corrections personnel use this information to try to figure out how to help offenders deal with life issues that might cause them to get into trouble again. Some of those issues include:

- Family relationship problems
- Alcohol and drug abuse
- Associating with bad companions
- Lack of education along with inability to find and keep a job and, therefore, meet personal needs
- Lack of self-control
- Antisocial attitudes

✪ **Corrections Plan.** Based on their findings, corrections personnel develop a plan to help offenders successfully return to society. The plan may include some combination of health care, counseling, addictions programs, basic and career-related education and programs to develop positive personal and social skills.



# Karl Gilge, Correctional Case Manager

## “Preparing offenders for release back into society.”

**W**hen the State of Colorado made the somewhat “radical” move in the early 1980s to implement a case management component within the Department of Corrections, they asked Karl Gilge to come onboard as a case manager.

Twenty-six years later, he’s still at it. But today, his responsibilities go way beyond case management. Today, Gilge oversees one of the nation’s most comprehensive corrections case management systems.

“I worked my way from Case Manager to Case Manager Lead Worker to Case Manager Supervisor, and now I am the Chief of Case Management for the Colorado Department of Corrections,” he said. “My task is to develop and coordinate case management systems and programs with the goal to ensure a safe and humane environment within the facilities while seeking to reduce recidivism by preparing offenders for release back into society.”

A native of Illinois, Gilge has a broad educational background that ranges from automotive technology to behavioral psychology – the latter a field in which he earned a bachelor of arts degree. From there, one opportunity just seemed to lead to another until he found himself working as a correctional counselor at Stateville Correctional Facility in Joliet, Illinois.

“I was hired on as a Correctional Counselor along with a dozen or more others,” Gilge explained. “After two months, there were four

of us remaining. In those early days, the threat of violence was always present. Working with some of the most notorious criminals in Illinois was a unique challenge to say the least.”

Despite enjoying this challenge, however, Gilge wasn’t convinced that working as a case manager was his true calling. So, in 1980, he took a job in Colorado assisting in the development of a municipal probation department. But, he admitted, “There was just something missing,” which is why, two years later, he hired on with the Colorado Department of Corrections as a housing sergeant with case management duties.

Within the corrections field, case managers help offenders adapt to a correctional setting. At the same time, they work with offenders to prepare them for release back into society. They are the communication line between offenders and the administration of the facility. They also interact with other governmental and law enforcement agencies sharing information that will assist the offender to make the transition back into society and/or providing information to aid other law enforcement agencies.

Given that Gilge has worked in a variety of careers within the case management field, he recognizes the skill set necessary to do well. He also points to a handful of attributes that he considers keys to success.

“The best case managers are those who are self-confident,



*Karl Gilge*

**“Case managers research every aspect of an offender’s character using the results of diagnostic tests, reports from program providers, information from staff, disciplinary reports and interviews with the offenders to develop a plan to address their needs and remove the flaws that contributed to their criminal behavior. Case managers are not offender advocates nor are they offender adversaries. They must remain objective and professional in their interactions with offenders.”**

*– Karl Gilge*



innovative, analytical thinkers with a touch of obsessive compulsive tendencies as they must maintain meticulous records of their interactions with the offenders,” he said. “A good case manager is one who can see the good in people but also be wary of the potential for them to lie, cheat, steal, rob or murder.”

And, at the end of the day, working as a case manager in the correctional system has both good and bad aspects.

“The best part of being a case manager is that it is never boring,” Gilge said. “Each offender is unique in their own way; each case is a little different and requires a person who is innovative, observant and a stickler for details but also a person who can compile a concise report without elaboration. The hardest part of the job is dealing with certain offenders who like being criminals and who are masters of hiding their antisocial personality traits.”

But making a difference is the biggest reward.

“One time an offender approached me and my wife at the shopping mall, started out telling me about how he got his GED, had a good job, and introduced me to his wife and son,” Gilge recalled. “His wife thanked me for all I had done to help him straighten out and care for his family. That made all the unsavory interactions with offenders over the years worth it. I had helped change several lives for the better.” ★

## Correctional Treatment Specialists

### Working to improve offenders’ skills

**FACT:** Studies indicate that substance abuse is one of the primary reasons that people commit crimes and find themselves in jail.

When Karl Gilge’s case managers work with inmates within the Colorado Department of Corrections, they often include substance abuse counseling as part of the rehabilitation program. Working with correctional treatment specialists, they ensure that inmates have every opportunity to overcome any addictions.

**FACT:** Substance abuse counseling in correctional facilities often helps these inmates get to the root of why they are there.

Correctional treatment specialists work in jails and prisons where they counsel and evaluate the progress of inmates. This can include administering questionnaires and psychological tests. In addition, they plan education

and training programs to improve offenders’ job skills and provide them with coping, anger management, and drug and sexual abuse counseling either individually or in groups. They usually write treatment plans and summaries for each client.

**FACT:** Addressing the problem and getting to the root causes of abuse can help reduce the recidivism rate among offenders.

As parole or the end of an inmate’s sentence nears, correctional treatment specialists work with inmates, probation officers and other agencies to develop parole and release plans. Their case reports, which discuss the inmate’s history and likelihood of committing another crime, are provided to the appropriate parole board when their clients are eligible for release.

For more information about correctional treatment specialists, go to the *Occupational Outlook Handbook* at <http://www.bls.gov/oco/ocos265.htm>.

## Returning Home

People released from prison have a hard time returning home. They often must deal with personal difficulties, relationship problems and barriers to employment and housing. To learn more about their struggles, review *From Prison to Home* at [http://www.urban.org/UploadedPDF/from\\_prison\\_to\\_home.pdf](http://www.urban.org/UploadedPDF/from_prison_to_home.pdf) and *After Prison: Roadblocks to Reentry* at [http://www.lac.org/roadblocks-to-reentry/upload/lacreport/LAC\\_PrintReport.pdf](http://www.lac.org/roadblocks-to-reentry/upload/lacreport/LAC_PrintReport.pdf).



# Nick Krutchkoff, Probation Officer

## Doing whatever he can to help

**N**ick Krutchkoff can either be your best friend or your worst enemy – depending on the circumstances.

As a probation officer for the state of New Jersey, if someone is committed to getting his or her life back on track after being convicted of a crime, Krutchkoff will do whatever he can to help. But if someone isn't committed, he has no choice but to "lay down the law."

In New Jersey, probation officers work for the state's judiciary – the state's superior court system.

Depending on the division, their job can range from assisting in a variety of child and domestic situations to interviewing offenders, conducting investigations and preparing pre-sentence reports for the superior court judges who sentence individuals to prison and community-based supervision. They also supervise juvenile and adult offenders residing within the community after sentencing.

Krutchkoff presently supervises adult offenders.

"I have had a variety of caseload types including my recent reassignment to the specialized 'intake unit,'" he explained. "Intake is responsible for the initial 30 to 45 days of the probationary sentence. It is our job to set the ground rules and hopefully align the defendant on the correct path towards community rehabilitation."

He's serious about his job and the responsibilities that come with it.

Helping people has always been his motivation – whether it was volunteering with the local emergency services team when he was 18, volunteering as an auxiliary police officer in the same town when he was 19 or working as a full-time police telecommunications officer.

But he also wanted more – which is why he decided to go to college and become a probation officer. Today he holds not just a bachelor's degree, but also a master's in criminal justice.

"I enjoyed the satisfaction of helping the community and protecting others," he explained. "The problem I had was the need to know more about what happened to people after they were arrested and why they were committing the crimes they were. I also developed a greater need to have hands-on assistance with people in the community."

It's a career choice that requires the ability to make educated decisions and to multitask – which is just another part of why Krutchkoff enjoys it so much.

"This is a very challenging profession," he admits. "There is no single thing I would consider the hardest. Sometimes, when you have the same caseload – with the same defendants for a long time – it becomes harder charging them with a violation or requesting the judge return them to prison."

But, he concedes, that's exactly what has to happen, and that's what he does. ✪



*Nick Krutchkoff*

**"I find inspiration from thankful family members who see how I have helped their loved one or from defendants who call me up and stop by the office for a visit after they are done with their sentence. That's what keeps me going – that and knowing there are still people out there I might have the ability to help."**

*– Nick Krutchkoff*



## A DAY ON THE JOB

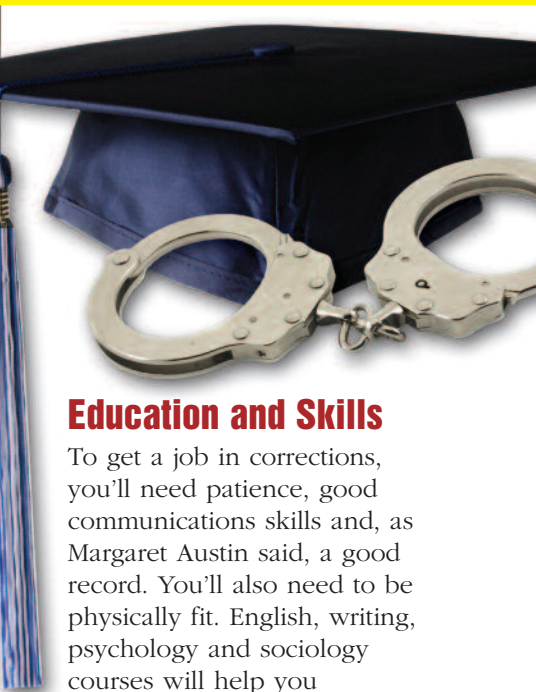
Generally, probation officer Nick Krutchkoff works from 8:30 a.m. to 4:30 p.m. on Monday through Friday. He's quick to point out that "no two days are typical." Still, he tries to give a somewhat inclusive schedule.

"Office days usually begin with a staff meeting and then it is on to the barrage of voice mails from defendants, their family members, treatment providers or other agencies," he said, as he noted this is followed up with filling out and filing the appropriate paperwork and documentation.

"Sometimes a need arises to go out to someone's house or into the community to locate them prior to the next scheduled meeting date," he said. "On other days, the fieldwork is planned into the day."

In the past, Krutchkoff had been tied up in a courtroom at the end of the week presenting the probation division's written violations of probation before a judge of the Superior Court. However, because he has been reassigned to the intake unit, he now spends Fridays working directly in the courthouse processing those defendants who were sentenced to probation previously that day. He also reviews case notes, treatment provider progress reports and court-ordered conditions of probation.





### Education and Skills

To get a job in corrections, you'll need patience, good communications skills and, as Margaret Austin said, a good record. You'll also need to be physically fit. English, writing, psychology and sociology courses will help you understand human behavior, she added. And if you want to work for a federal or state agency, you'll need at least a four-year social service degree, something that allows you to understand people.

# Helping People Return Home

Do careers in counseling, health care, mental health and social services resonate with the helper in you? Then add correction services careers to your list of jobs to consider.

Your energy, your intelligence and your heart are needed to help ex-offenders to return home and not make the same mistakes again. For many, that's often hard to do. They haven't developed some of life's basic skills:

- Self-discipline
- The ability to make ethical judgments

- The knowledge and skills needed to get and keep a job
- A good personal record

That's why, contrary to popular belief, the ultimate goal of correction services isn't just to punish offenders, but to rehabilitate them and make society a safer place, said Margaret Austin. Austin is Division Director of Public Safety Programs at Central Piedmont Community College in Charlotte, North Carolina.

"For example, someone may write a worthless check, but may not have a criminal mind. There may be a fine, perhaps. But the person needs some budgeting and money management skills," she explains.

Are you interested in a career to help incarcerated individuals gain these skills? Austin advises, "Stay out of trouble. Hiring agencies look at your record and what it says about your character and your maturity. If you have six speeding tickets, it says you don't want to obey the law. If you're 19 and have four maxed-out credit cards, how are you going to pay the bills?"

Margaret Austin

### CORRECTIONAL CAREER FACTS

Like other sought-after government jobs at the local, state and national levels, jobs in correction services provide opportunities for advancement, decent salaries and good benefits. And, according to the Bureau of Labor Statistics, thousands of new employees will be needed between 2006-2016, including 75,000 correctional officers and jailers and 21,000 probation officers and correctional treatment specialists.





# Career Opportunities

Correctional systems provide a wide variety of employment opportunities. And several human services careers often come to mind first:

- Mental health counselors
- Substance abuse counselors
- Vocational rehabilitation counselors
- Psychologists, social workers and others

Margaret Austin, whose advice is featured on page 20, points out that there are jobs for many other

corrections professionals as well. The list includes:

- Bailiffs
- Correctional officers
- Probation and parole officers
- Administrative, maintenance and food services staff
- Information technology specialists
- Medical doctors, nurses and psychologists
- Educational and religious professionals and
- Careers in community and juvenile corrections

Quite a few correction careers require an associate degree. At Central Piedmont Community College, where Austin is Division Director of Public Safety Programs, the Criminal Justice Technology program offers courses in criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics and community relations.

For more information on corrections careers, go to <http://www.bls.gov/opub/ooq/2001/fall/art05.pdf>.

## CORRECTIONS CAREER REFLECTIONS

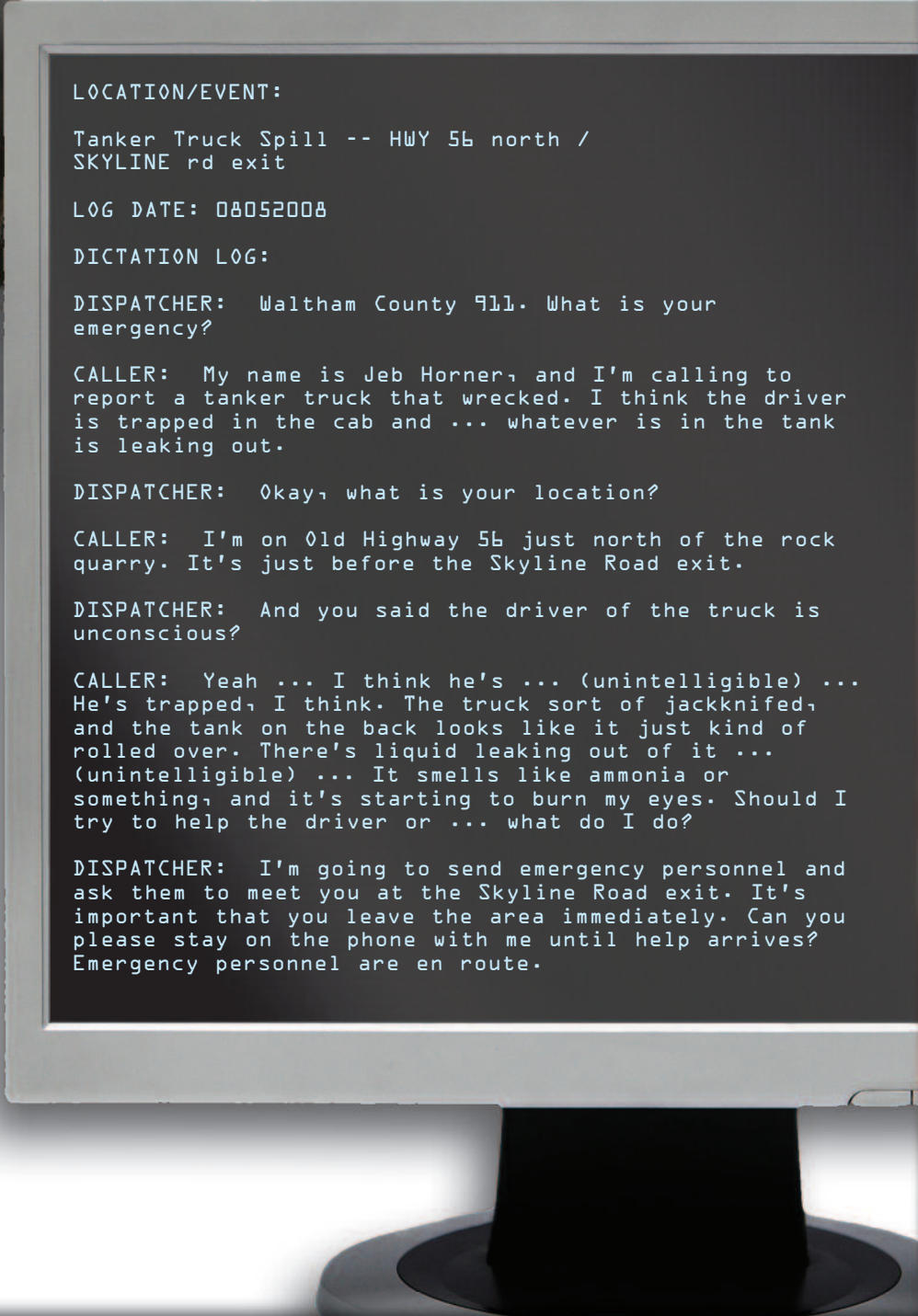
Thinking about working in correction services? Depending on your job, you may be involved in some or all of the following situations. Do you have needed skills and abilities? Check here:

- 1. I'm willing to learn about policies, procedures and equipment related to my job and apply or use them when necessary.
- 2. Working with prisoners can be stressful and hazardous. With training, I would be willing to work in that kind of environment.
- 3. On the job, I might have to restrain offenders. Sometimes I might have to use weapons. I'm physically fit and would be willing to do it.
- 4. Sometimes I would have to search inmates and their quarters. I'm okay with that.
- 5. Dealing with unpleasant or angry people is something I could do while maintaining a professional attitude.
- 6. I'm a good observer and able to tell when something is wrong or likely to go wrong.
- 7. I'm able to speak and write clearly and to listen to and understand others.
- 8. I'm good at asking questions, coaching, instructing and motivating others.
- 9. Analyzing and documenting information, making decisions, solving problems and evaluating results are things I do well.
- 10. I'm a good negotiator who's able to bring others together and resolve conflicts.
- 11. Maintaining records, forms and reports is an important part of my job. I'm well-organized and capable of seeing that this is done in a timely manner.

### REFLECTIONS CHECKUP

Anyone who works in correction services needs all of the above skills to some degree. However, certain fields require some strengths more than others. Where do your strengths lie?

- Items 1-5:** Corrections officers depend on these strengths.
- Items 5-9:** These abilities strongly correlate with counseling-related careers.
- Items 7-11:** Effective administrators rely on these skills.



LOCATION/EVENT:

Tanker Truck Spill -- HWY 56 north /  
SKYLINE rd exit

LOG DATE: 08052008

DICTION LOG:

DISPATCHER: Waltham County 911. What is your  
emergency?

CALLER: My name is Jeb Horner, and I'm calling to  
report a tanker truck that wrecked. I think the driver  
is trapped in the cab and ... whatever is in the tank  
is leaking out.

DISPATCHER: Okay, what is your location?

CALLER: I'm on Old Highway 56 just north of the rock  
quarry. It's just before the Skyline Road exit.

DISPATCHER: And you said the driver of the truck is  
unconscious?

CALLER: Yeah ... I think he's ... (unintelligible) ...  
He's trapped, I think. The truck sort of jackknifed,  
and the tank on the back looks like it just kind of  
rolled over. There's liquid leaking out of it ...  
(unintelligible) ... It smells like ammonia or  
something, and it's starting to burn my eyes. Should I  
try to help the driver or ... what do I do?

DISPATCHER: I'm going to send emergency personnel and  
ask them to meet you at the Skyline Road exit. It's  
important that you leave the area immediately. Can you  
please stay on the phone with me until help arrives?  
Emergency personnel are en route.

This case study is fictional. It was written to help you think about a situation that needs a response from people whose careers focus on the Emergency and Fire Management Services pathway. As you read about real people who work in this pathway, consider how they might get involved with the case.

# Emergency 911

In 2004, the E911 Center in Floyd County, Georgia, handled 236,794 calls. On the other side of the country, in King County, Washington, emergency dispatchers handle nearly 2 million calls each year.

And across the U.S., there are more than 6,000 similar centers. Officially described as public safety answering points, or PSAPs, these centers answer more than 200 million 911 calls annually, according to Federal Communications Commissioner Deborah Taylor Tate.

Often 911 dispatchers who work at these centers are the first to hear about an automobile accident, a medical emergency, a house on fire, a missing child, a robbery, domestic violence, a collapsed building, or, like the 911 script you read on page 22, a wrecked tanker truck spilling hazardous fluid. Then other emergency and fire management services personnel spring into action. As you can see by the chart below, the Bureau of Labor Statistics predicts that there will be more jobs available in the field by 2016.







And the case study on the previous page will introduce you to the kinds of situations that these people deal with every day. Perhaps you'd like a career like theirs someday.

## Technology Issues

According to dispatcher Laurie Sowder, whose story appears on page 24, 911 started with traditional landline phones. Then wireless became a popular option, and “All of a sudden we don’t know where the people are calling from. We just know that their phone number is coming into the system ... and the location of the cell tower that they’re calling from,” she said.

Other recent issues relate to the Voice over Internet Protocol (VoIP), text messages and cell phone photos or video feeds of crimes in progress. For more information, access the *Next Generation 9-1-1 Policy Transition Policy Implementation Handbook* at <http://www.nena.org/government-affairs/stories/ngpp-transition-policy-implementation-handbook>. Also see “Making 9-1-1 Work for You” at [http://www.nena.org/sites/default/files/Making\\_911\\_All\\_Parts.pdf](http://www.nena.org/sites/default/files/Making_911_All_Parts.pdf).

## Career Opportunities

	NUMBER NEEDED 2008-2018	GROWTH RATE (%)
 <b>Emergency dispatchers</b>	<b>38,400</b>	<b>14-19</b>
 <b>Emergency management specialists</b>	<b>5,600</b>	<b>20+</b>
 <b>Emergency medical technicians and paramedics</b>	<b>62,000</b>	<b>7-13</b>
 <b>Firefighters</b>	<b>152,800</b>	<b>14-19</b>
 <b>Fire inspectors</b>	<b>5,400</b>	<b>7-13</b>
 <b>Hazardous materials removal workers</b>	<b>17,800</b>	<b>14-19</b>

SOURCE: O\*NET, <http://www.onetonline.org>.





# What Will the Next Call Be?

**S**hootings ... stabbings ... fires ... car accidents ... robberies ... car chases ... Laurie Sowder has seen – make that *heard* – it all.

And, as a 15-year veteran of California’s Shasta County 911, she also has been one of the calm voices on the other end of the line who makes sure that help is on the way.

Dispatchers, also known as public safety dispatchers or 911 dispatchers, monitor the location of emergency services personnel from one or all of a jurisdiction’s emergency services departments – e.g., Police/Sheriff, Fire, EMS. They dispatch the appropriate type and number of units in response to calls for assistance.

When handling calls, dispatchers question each caller carefully to determine the type, seriousness and location of the emergency and then enter this information into the computer. Part of their job includes determining the priority of the incident, the kind and number of responders needed and the location of the closest and most suitable

units available. Depending on the emergency, dispatchers also keep in close touch not only with the dispatched units, but also with the caller, providing them with instructions or keeping the caller calm until the emergency personnel arrive.

Clearly, working as a dispatcher is not a job for the faint of heart.

“You never know when you pick up the phone what you’re answering – what is the next call going to be?,” Sowder said. “Is it somebody who just hit a dog? Is it somebody witnessing domestic violence? Is it a robbery in progress? A bank teller that just had a gun put in her face? Is it somebody that just witnessed an assault or a shooting or something like that? You just never know what you’re going to pick up.”

But that’s also part of the allure of the job. As the agency’s training manager, 911 coordinator and recruiting and hiring manager, Sowder knows what to look for in a new dispatcher. She also oversees the recruitment/application process, which usually takes about three to six months from beginning to end.

To work as a dispatcher in California, there’s a rigorous testing system administered through the Peace Officer’s Standards and Training (POST). Minimum hiring requirements just to be eligible to take the POST dispatchers test include having a high school diploma or GED, being at least 18 years old and having a clean record – i.e., no felony convictions.

Phases of the process include:

- The POST dispatcher test, which tests verbal ability,

reasoning, memory and perceptual ability

- A typing competency test
- A three-member oral board exam
- A complete police background investigation
- Evaluation and selection by the agency’s general manager
- Medical screening and psychological examination

It’s an intensive process, but it’s one Sowder believes is necessary to ensure that the most-qualified people are hired for the job – people who are calm under pressure, who can prioritize and who can multitask. She gives an example:

“In this job, you may be talking on the phone, you may have radio traffic that’s coming up and you may have somebody across the room yelling a question to you because they’re trying to dispatch a call you took three minutes ago and an officer is asking them a question,” she said. “So even though you’re on the radio and on the phone, you still have got to be able to use your other ear to hear and answer whatever else is going on in the room and be able to help them.”

Yes, it can be hectic and it can be stressful, but at the end of the day, Sowder believes it’s all worth it.

“You’ve got these people calling in during times of crisis,” she said. “Whether it’s a police, medical or fire crisis, your ability to stay calm and get the information that we need to provide to the responders and get help there to them ... well, it’s just a very satisfying job.” 🌟

**“This job makes you feel like you’re helping your community.”**

– Laurie Sowder



Laurie Sowder

# Protecting People and the Environment

**A** One of the reasons Ryan Miller enjoys his work as a hazardous material emergency responder is because it's a thinking person's game.

"In hazmat, you have to understand the chemistry, the chemicals and how they act, react and interact with other chemicals," he said. "Every response is truly something different. And that's kind of exciting. It really makes me think long and hard about what to do ... There's definitely an intellectual factor that plays into it."

And if anyone should know what he's talking about, it's Miller.

At the age of 33, he has worked as a hazmat emergency responder for the past 15 years and now serves as Chief of Lancaster County, Pennsylvania's HAZMAT 2 Environmental Fire Rescue Company. There, he's responsible for the administration of the program, making sure the training of his 26 volunteer technicians is up to date and, of course, responding to and directing operations at the scene of hazardous materials emergencies.

Hazardous materials technicians work as part of a team to mitigate, control and protect people and the environment from emergencies that can range from small diesel fuel spills, to overturned tankers or rail cars that are carrying chemicals, to facility explosions.

Because of the potential danger involved in hazardous materials containment, technicians must complete a standard 40-hour hazardous materials technician

course that teaches the student about abilities and limitations of the chemical protective clothing that they wear, how to use the respiratory protection equipment and the tools and techniques used to stop chemical releases.

Students also learn terminology, chemical properties and the physical properties of chemicals with which they may come into

**"At the end of the day, realizing that the decisions you make have direct bearing on protecting people, the community that we live in and the environment ... that's a good feeling."**

– Ryan Miller

contact. Technicians are required to take an annual eight-hour refresher course.

But Miller, who has amassed more than 2,000 hours of training over his 15 years of working with hazardous materials, said there are almost limitless opportunities to enhance that minimum training level.

"If you correlate hazmat this way, completing your hazmat technician program is like graduating high school," he said. "In the academic world, you go to college and get four years of education. In the hazmat world, there is a variety of specific types of training at regional training centers that concentrate on different topics."

*A military reporter, left, interviews Ryan Miller about a regional counterterrorism exercise.*



Examples include training specific to weapons of mass destruction, bombing incidents, radiological emergencies and containment of materials in large containers like cargo tanks and rail cars.

The number of technicians required to respond to an emergency varies depending on the situation.

"Under state requirements, if it's a 'true' chemical emergency – for example, a cylinder of chlorine that's leaking – we're required to have a minimum of 10 responders," Miller said. "But most of the responses aren't to that level, so it's more like five or six people on a typical response. And a typical response could be diesel fuel leaking from a tractor-trailer that's been involved in an accident. It could be firefighting water running off from a fire scene that we need to control because there's some contaminants in that water that we don't want to get into a stream."

It's a new ballgame every time the team is called out – which for Miller is part of the appeal.

"I like the challenge," he said. "Every time I go out to deal with an emergency, it's something different, and I'm confident in my skill set that I'm going to be able to resolve this emergency." ★





# Dedicated to Making a Difference



**P**

amela Godwin Lillard knows three things when she goes to work:

- That no day is the same as any day before it
- That she'll make a difference, and
- That it's entirely possible that she will save a life

A 41-year-old Miami native, Lillard is a firefighter/emergency medical technician (EMT) for the Miami-Dade Fire Rescue squad. And each day on the job, she's dedicated to fighting fires, saving lives and positively representing women in a field that traditionally has been dominated by men.

"Never shy away from a career choice because it is not the social norm or trend," she said. "Being comfortable is good, but not if ultimately it is not fulfilling, because it will run into your personal life and affect many other aspects of your life."

A typical 24-hour shift begins at 7 a.m. when she puts her gear on the fire truck and checks her personal safety equipment and that of the rest of the truck. In addition to helping the rest of the crew clean up the station, she sits through the daily briefing and responds to calls ranging from medical emergencies to auto accidents and false alarms, to, of course, fires. And she participates in special trainings.

This kind of ongoing training is important, because firefighters

nowadays do a lot more than simply fight fires. Often, they are the first emergency personnel at the scene of a traffic accident or medical emergency.

Most firefighters begin as recruits at either a fire department training center or an academy. There, they are taught firefighting techniques, fire prevention, hazardous materials control, local building codes and emergency medical procedures, including first aid and cardio-pulmonary resuscitation.

According to the Bureau of Labor Statistics, employment of firefighters is expected to grow 12 percent through 2016. Most job growth will occur as volunteer firefighting positions are converted to paid positions in growing suburban areas.

Despite these job openings, Lillard recommends that students interested in being a firefighter research the career to make sure it's really for them.

"I have worked with a lot of kids currently and over the years," Lillard said. "I tell them simply that it's important to research and investigate their career selection. Talk with people who are doing it, if possible, but don't be afraid to change if it turns out they are not happy with it ... Never let go of your dreams, even if you are not supported by your family and friends, for in the end you are the one who you must make happy, not them." ✪

*On the job with Pamela Godwin Lillard*





## Ongoing Learning Required

Applicants for firefighting jobs are usually required to have at least a high school diploma, but that's just the beginning.

According to the Bureau of Labor Statistics, applicants with some education after high school are increasingly preferred. Typical postsecondary education includes community college courses or an associate degree in fire science. A number of colleges and universities offer bachelor's degrees in fire engineering or fire science as well.

There also are a number of other requirements:

- Most municipal jobs require applicants to be at least 18 years old. They also must pass written tests; tests of strength, physical stamina, coordination and agility; and a medical examination that includes a drug screening.
- Graduates are assigned to a fire company, where they undergo a period of probation or apprenticeship lasting up to four years. These programs combine formal instruction with on-the-job training under the supervision of experienced firefighters.
- After accepting employment, firefighters may be monitored for drug use on a random basis.
- Almost all departments require firefighters to be certified as emergency medical technicians.

As with any job, getting promoted means more money. But in addition to years of experience, advancement often requires:

- Good job performance ratings
- Written examinations and hands-on tests that simulate real-world job situations
- Knowledge of advanced firefighting equipment and techniques, building construction and emergency medical technology
- Writing and public speaking skills
- Knowledge of management, budgeting and public relations
- Interviews with managers and supervisors

Usually, firefighters are first promoted to engineer, then lieutenant, captain, battalion chief, assistant chief, deputy chief, and, finally, chief. For promotion to positions higher than battalion chief, many fire departments now require a bachelor's degree, preferably in fire science, public administration or a related field. An associate degree is required for executive fire officer certification from the National Fire Academy. Browse the NFA list of courses at <http://www.usfa.fema.gov/nfa/nfaonline>. ★

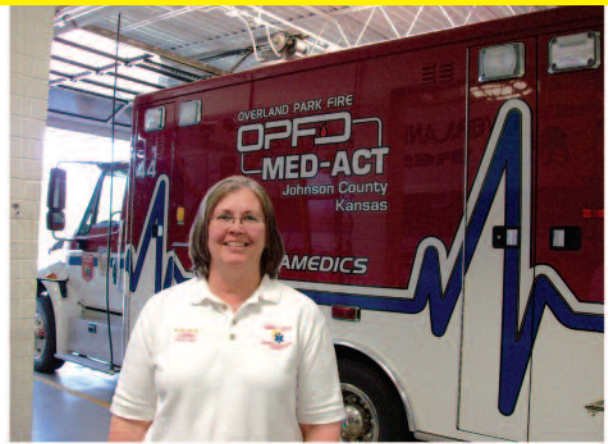
**“With every shift, there is something different ... from the calls to the training. For example, next week, I will be rappelling out of a helicopter. Last week we had dive drills – it’s always exciting and ever-changing.”**

*– Pamela Godwin Lillard*





# Everyday Satisfactions



Connie Meyer

**P**aramedic Connie Meyer is fully capable of handling the big medical emergencies – heart failure, car accidents and the like – but if you were to ask her about the element of her job that leaves her most satisfied, she’d tell you that it’s the small, everyday emergencies.

The people who don’t last in this career feel they have to have the big calls and save somebody’s life every time they go out, and that doesn’t happen very often, Meyer explained. So you have to get your satisfaction from small things. Taking care of someone. Helping them out through a small emergency.

She gives some examples:

“Someone who’s fallen and broken their arm ...

“Or just a grandma who’s lonely and doesn’t know what else to do so she calls 911. She’s alone ...

“Or when you can do the extra little things. Like this morning we had a lady who needed to go to the hospital, but she had her dog there ... So we take time to make sure the dog has food and water and is taken care of.”

Meyer, a 20-year veteran of the Johnson County Med-Act in Olathe, Kansas, started out as an emergency medical technician (EMT). Using that certification as a springboard, she entered the paramedic program at Johnson County Community College in 1983 and has worked in the field ever since.

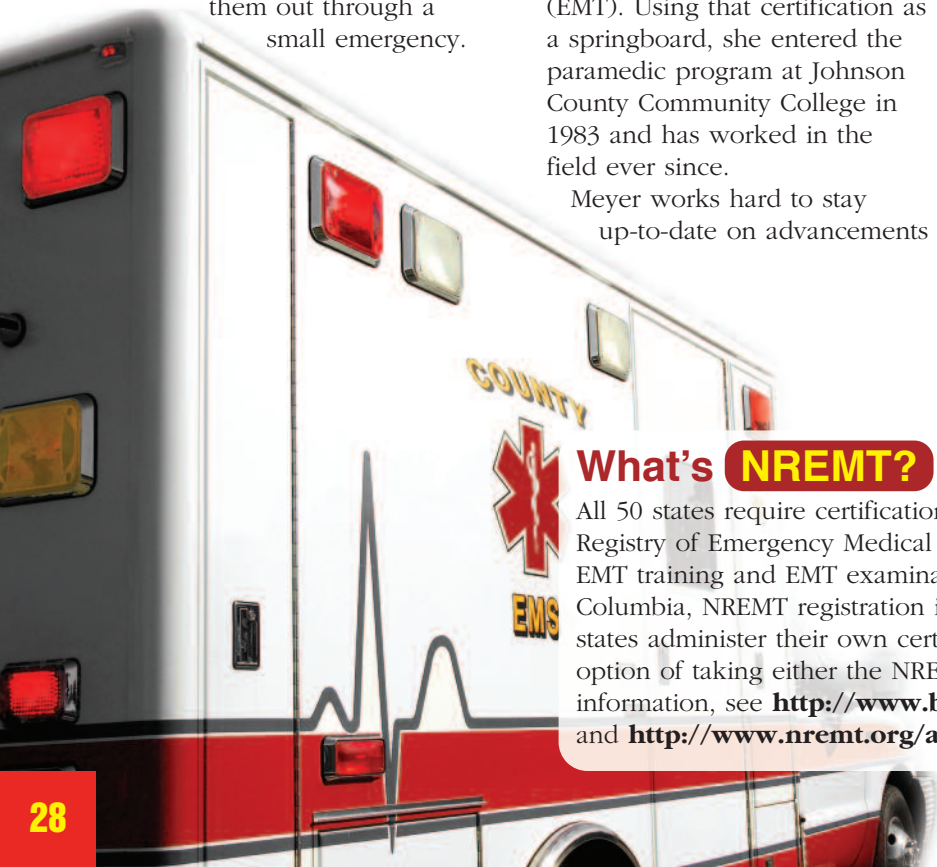
Meyer works hard to stay up-to-date on advancements

and changes in the field through constant training.

“That entails either classroom training or hands-on training,” she said. “Last month we did pediatric training. And this month we’ll finish pediatric, and we may do cardiac or trauma. It’s just a variety of things. To keep the national registry (National Registry of Emergency Medical Technicians), you have to do so many hours in different subjects, and part of that has to be hands-on practice.”

According to Meyer, patience, critical thinking and good communication skills are a must – as is physical strength and having realistic expectations of the job.

“Burnout is a problem,” she said, “especially if you’re expecting the wrong thing out of the job, and you’re not realistic about what the job involves. It doesn’t always involve glory and praise and all of the things you think it might from watching TV.” 🌟



## What’s NREMT?

All 50 states require certification for each EMT level. The National Registry of Emergency Medical Technicians (NREMT) sets standards for EMT training and EMT examinations. In most states and the District of Columbia, NREMT registration is required at some or all levels. Other states administer their own certification examination or provide the option of taking either the NREMT or state examination. For more information, see <http://www.bls.gov/oco/ocos101.htm#training> and [http://www.nremt.org/about/nremt\\_news.asp](http://www.nremt.org/about/nremt_news.asp).

# A Paramedic's Job

**A**lthough practice makes perfect, paramedics never know what they're going to have thrown at them on any typical 24-hour shift because no call is the same. Connie Meyer describes the basics like this:

“On an average call, the tones go off, the pager goes off with the address of where we're going, and then we go out to the truck (ambulance),” she said. “On the truck, we have computerized maps that tell us where the call is ... Depending on the call, we'll run lights and sirens.

“Once we get to the scene, we make contact with our patient and do an evaluation, do whatever treatment we need to do on the scene, then put them on our cot and transport them to the hospital. We treat them in route, call the hospital and let them know we're on our way.

“When we get to the hospital, we transport them to a hospital bed, give a report to the doctor or the nurse. And we write our report – we have to turn in a written report within 24 hours.” ★

## Climbing the Career Ladder

Generally, a high school diploma is required to enter a training program to become an EMT or paramedic. Then new recruits must complete a three-level training and certification process, according to the Bureau of Labor Statistics. The levels include:

- EMT-Basic
- EMT-Intermediate, and
- EMT-Paramedic

At the EMT-Basic level, recruits participate in formal courses, spend time in an emergency room or ambulance and must pass a written and practical examination administered by the state certifying agency or the National Registry of Emergency Medical Technicians (NREMT). During training, they learn skills such as:

- Managing respiratory, trauma and cardiac emergencies
- Patient assessment
- How to deal with bleeding, fractures, airway obstruction, cardiac arrest and emergency childbirth, and
- How to use and maintain common emergency equipment

At the EMT-Intermediate level, EMTs typically participate in 30 to 350 hours of training to learn advanced skills.

At the EMT-Paramedic level, the EMT receives training in anatomy and physiology as well as advanced medical skills. The one- to two-year training is conducted in community colleges and technical schools and may result in an associate degree. Also, paramedics can become supervisors, operations managers or directors of emergency services.

And, if you want to be an EMT, ongoing learning will be part of your career life. Refresher courses and continuing education are required for recertification and to keep up to date with changing health care practices.

## WANT TO BE A PARAMEDIC?

Here's Connie Meyer's advice if you want to explore a career like hers:

- Take health career classes
- Do ride-alongs
- Talk to EMTs
- Have a realistic view of what the job involves
- When you're old enough, become a volunteer EMT





# Emergency Lessons

**W**hen emergencies or disasters occur, the professionals who handle them often draw lessons learned during training exercises – at least, that’s what Timothy M. Riecker hopes.

Riecker is chief of training and exercises for the New York State Emergency Management Office (NYSEMO). In this capacity, he works with his staff, adjunct instructors and other state agencies to provide incident command and other emergency management training across the state. He also is involved in the design, control and evaluation of exercises.

But not only does he teach others how to handle emergencies, he also handles them himself.

“I typically serve as a planning section chief in our State Emergency Operations Center (EOC) during disasters and emergencies,” he said. “On occasion I am deployed to a disaster site to assist counties or local jurisdictions with incident management as a member of the state’s Incident Management Team.

“While I have worked on dozens of emergencies and disasters, including the World Trade Center, I felt that one of my most significant

contributions as an individual was in response to the snowstorm which impacted western New York in October 2006. I was assigned to the Erie County Emergency Operations Center to assist in planning. I assumed the role of deputy planning section chief and worked to coordinate debris management operations, which were of a hurricane-level magnitude.”

It’s intense stuff. But for Riecker, it’s the natural progression of his career in emergency management – a career that began with a college internship.

“While in college, I had attended an EMS conference where I heard someone from SEMO (the New York State Emergency Management Office) speak on emergency management and incident management systems, which was my introduction to the field,” he said. “I eventually became an intern with SEMO and a few years later an employee.”

Today, as an instructor, he spends a lot of time in the classroom and keeping up to date on trends and best practices.

“For ‘normal’ work, I’ll typically put in a 10-hour day Monday



*Timothy M. Riecker*

through Friday,” he said. “When a larger project is in the works, time is needed on evenings and weekends. During a disaster assignment, the days are typically about 14 hours.”

He acknowledges that the hours can be long, but he’s also quick to point out that the rewards are great.

“My favorite part of my job is the variety of projects and programs that I am able to work on, from day-to-day assignments to ... large emergencies and disasters,” he said. “The dynamic work environment is a true challenge. I feel that nearly all of the work I do makes a difference to my staff, our instructors, our students, our agency, county and local governments, and ultimately the people.” 🌟

## CAREER SUCCESS TIPS

To be successful in this type of career, emergency management professional Timothy M. Riecker believes that a combination of education and experience is very important.

“A degree provides a baseline of well-rounded knowledge, but that knowledge is virtually worthless without application,” he explained. “College internships and other structured opportunities are extremely valuable to applying education and building upon that foundation as well as the opportunity to meet people who may be able to help you in your career.”

Riecker also recommends staying up to date on changes and best practices.

“The challenges that we face will continue to grow as best practices in emergency management are discovered and embraced and ideas are turned into requirements which we must meet,” he said. “We must continue to provide the services which we provide while remaining proactive and visionary.”

# A Calm Voice of Reason

**F**or residents of the Middle Atlantic states, June 2006 was an incredibly scary and powerless month.

What began as a series of unrelated weather events along the Eastern Seaboard coalesced into a rain and flooding emergency that impacted hundreds of thousands of people in the region. In New York State alone, 21 counties were severely impacted.

But through it all, Dennis Michalski, Assistant Director for Community Affairs at the New York State Emergency Management Office (SEMO), was the calm voice of reason that made sure that accurate information was disseminated to the media and the public.

“In New York State, we support local governments, and during times of emergency, my efforts are spent in conveying information to the public that will assist them in protecting themselves and their loved ones,” he explained.

“I had empathy for the thousands that were impacted and said so in the many statements and interviews I gave,” he said. “This was the worst moment in many of their lives, having lost nearly everything, or in some cases everything, they had worked their entire lives for. We made sure we delivered the

disaster assistance that was available and put in existence programs that could give them more help.”

In addition to his work with SEMO, Michalski also serves as chief public information officer for

**“If you are a 9-to-5er, this is not a field for you.” Emergencies occur at all times, and I have found people in this profession will work at all hours, 24/7, to assist those when they need it most. Why do we do it? It’s not for pay but for the gratification that we have helped people and, quite basically, made a difference.”**

— Dennis Michalski

the New York State Office of Homeland Security. In his 12 years on the job, Michalski has served as information officer for 36 of New York State’s federally declared disasters – including the 2001 terrorist attacks on the World Trade Center.

He summarizes his job like this: “I am responsible for all public

information and public outreach for the agency,” he said. “On a daily basis, I deal with matters of developing information that can be disseminated to the public regarding life-safety issues and promoting individual preparedness.

“I also handle daily inquiries from the media, public and legislators regarding agency programs. During times of emergency, I help develop messages and disseminate information of situational awareness and public protective actions.”

He describes an “average” day as beginning around 7 a.m. and ending at 6 p.m. During this time, he attends meetings, directs staff in developing preparedness materials and interacts with various state and federal entities to ensure the state of New York is ready for anything that might come down the pike.

“However, when an emergency or disaster occurs, life changes,” he said.

Although fulfilling on many levels, Michalski’s job can be emotionally and physically taxing. But, for people who want to serve the public and make things better, he believes the rewards far outweigh any negative aspects. ★

*Dennis Michalski*

## Educational Advice

To work as a public information officer, a college degree in communications or journalism is helpful. Dennis Michalski also points to his previous career as a journalist as key to his ability to effectively communicate with the public. And he offers these suggestions to students interested in similar careers:

Receive a well-rounded education, and for those wishing to enter emergency management, seek internships in the profession. An internship is a good way of familiarizing oneself with the profession, which might answer the question, “Do I really want to do this?” It also serves as a vehicle to demonstrate one’s ability, which could help in securing a full-time position after college graduation.





Ruth Hoskins

# Meeting Citizens' Needs

What do careers in emergency and fire management services involve?

Basically we respond to citizens' needs," says Ruth Hoskins. Hoskins is Fire/Rescue/EMT Cadet Program Coordinator for the Harford County Public School System in Maryland.

The program provides firefighter, rescue technician, hazmat (hazardous materials) operations, emergency medical technician (EMT), engine company and truck company training for high school seniors, said Hoskins, who also is a member of a volunteer fire service in Harford County.

Cadet program components include:

- **The firefighter sequence**, which provides a basic understanding of the "fire triangle" (it takes oxygen, heat and fuel to cause a fire), and how to go into a burning building and fight fire, Hoskins explained.
- **The EMT program**, where

students learn how to bandage, splint and take blood pressure. They also learn how to handle traumas, fire calls and ambulance duty. These skills prepare them to advance to the technician level.

- **The hazmat technician program**, which deals with chemicals and protective actions workers can take during a hazmat event.

Once training is complete, students can enter all kinds of job markets, including school systems and fire departments. They also can earn college credit toward a fire science degree, Hoskins added.

What you also need is an easygoing, "roll with the punches" personality. "You have your really good calls and your very bad ones," Hoskins said. "However, a fire department is one big support group. It's a good environment, and it's fun."

## EMERGENCY DECISIONS

As you've discovered, from dispatcher to first responder to the head of an emergency team, people who pursue careers in emergency and fire management services must make quick and correct decisions. They must remain calm while working under conditions of stress or danger for extended periods of time. And they must be trustworthy. Teammates and victims alike rely on them to do their jobs well and honorably. Check to see if you have the characteristics needed for a career in emergency and fire management services. Then check your scores.

- Mental alertness
- Self-discipline
- Courage
- Mechanical aptitude
- Endurance
- Strength
- A sense of public service
- Initiative
- Good judgment
- Dependability
- Ability to get along well with others
- Leadership qualities
- Ability to maintain discipline

- A sense of detail
- Emotional stability
- Dexterity
- Agility and coordination
- Ability to lift and carry heavy loads
- Good eyesight, or eyesight that can be corrected, and accurate color vision
- Ability to multitask
- Ability to handle a stressful work environment
- Ability to remain calm, objective and in control

- Willingness to work a variety of 24/7 shifts and holidays, as assigned

Total Checks

**Results**

16-23 Career success lies ahead.

8-15 Extra effort will help you achieve.

1-7 Another career pathway may be for you.



# STEP-BY-STEP FUTURE PLANNING GUIDE

## for Law, Public Safety, Corrections & Security

Complete this guide to help achieve your educational and career goals.

### 1. Which careers in Law, Public Safety, Corrections & Security interest you? Make a list.

You've had a chance to learn about careers in this field and to do related projects that require academic, career-technical, problem-solving and teamwork skills. Now it's time to reflect. Are you interested in any of the career cluster pathways? Check one or two. Then list a few careers along any of the pathways you've checked.

#### Law, Public Safety, Corrections & Security Pathways that Interest Me

- Correction Services
- Emergency and Fire Management Services
- Security and Protective Services
- Law Enforcement Services
- Legal Services

#### Related Careers that Interest Me

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### 2. Which education options do you need to consider?

Whatever career choice you make, it's important to consider the education you need to achieve your goals. What options does your high school offer to students who want to pursue a law and public safety career? What postsecondary education programs will lead to employment in an occupation that interests you?

#### High School Preparation Programs

- College prep program
- Career-technical education program
- Tech Prep program
- Dual high school/college credit program
- Other

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#### Postsecondary Preparation

- On-the-job training
- Apprenticeship
- Postsecondary career-technical education
- Two-year associate degree
- Four-year bachelor's degree
- Master's degree
- Doctoral degree
- Other

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### 3. What are your high school graduation requirements? Check with your school counselor for a list.

You must earn a certain number of "credits" to fulfill state and local graduation requirements. Some of the courses you must take are "core" or required courses. Others are "elective" courses or courses of your choice. If you plan well, the core and elective courses you choose not only will add up to the number of credits you must have for graduation, but also will give you the background to prepare for the future.

Subject Area	Credits Required
English language arts	_____
Fine arts	_____
Foreign language	_____
Health	_____
Math	_____
Physical education	_____
Science	_____
Social studies	_____
Technology	_____
Other	_____
<b>Total Required Credits</b>	_____

Please turn the page to draft your educational plan ...



# GRADUATION REQUIREMENTS



## 4. Work with your school counselor, teachers and family to complete a high school plan that will help you reach your career goals.

Review courses that meet the requirements you listed in item 3 on the previous page. Then copy the courses you've taken or that you plan to take in the spaces below. Using information from item 2 on the previous page, select high school law and public safety preparation programs that offer classes which provide both required and elective credits. To complete your record, place a check next to courses that fulfill requirements. Then list your career interest activities and your achievements in the space provided.

### 9th Grade

Semester 1 Courses/Credits	Semester 2 Courses/Credits
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
<b>Total credits</b> _____	<b>Total credits</b> _____

Career interest activities (school organizations, employment, etc.)

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Awards/honors/achievements

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### 11th Grade

Semester 1 Courses/Credits	Semester 2 Courses/Credits
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
<b>Total credits</b> _____	<b>Total credits</b> _____

Career interest activities (school organizations, employment, etc.)

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Awards/honors/achievements

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### 10th Grade

Semester 1 Courses/Credits	Semester 2 Courses/Credits
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
<b>Total credits</b> _____	<b>Total credits</b> _____

Career interest activities (school organizations, employment, etc.)

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Awards/honors/achievements

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### 12th Grade

Semester 1 Courses/Credits	Semester 2 Courses/Credits
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
_____ / _____ <input type="checkbox"/>	_____ / _____ <input type="checkbox"/>
<b>Total credits</b> _____	<b>Total credits</b> _____

Career interest activities (school organizations, employment, etc.)

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Awards/honors/achievements

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**5.** Now research accredited or approved postsecondary education programs. Find information in your school counselor's office and on the Internet.

### **Freshman/Year 1**

Courses/Credits (Include semester and summer school courses. Check courses required for certificate/degree.)

_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○

Total credits \_\_\_\_\_ Total credits \_\_\_\_\_

Career-related professional organizations, internships and employment experiences

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Awards/honors/achievements

\_\_\_\_\_

\_\_\_\_\_

### **Junior/Year 3**

Courses/Credits (Include semester and summer school courses. Check courses required for certificate/degree.)

_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○

Total credits \_\_\_\_\_ Total credits \_\_\_\_\_

Career-related professional organizations, internships and employment experiences

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Awards/honors/achievements

\_\_\_\_\_

\_\_\_\_\_

### **Sophomore/Year 2**

Courses/Credits (Include semester and summer school courses. Check courses required for certificate/degree.)

_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○

Total credits \_\_\_\_\_ Total credits \_\_\_\_\_

Career-related professional organizations, internships and employment experiences

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Awards/honors/achievements

\_\_\_\_\_

\_\_\_\_\_

### **Senior/Year 4**

Courses/Credits (Include semester and summer school courses. Check courses required for certificate/degree.)

_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○
_____ / _____ ○	_____ / _____ ○

Total credits \_\_\_\_\_ Total credits \_\_\_\_\_

Career interest activities (school organizations, employment, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Awards/honors/achievements

\_\_\_\_\_

\_\_\_\_\_

(Please turn the page...)







## The Crime That Wasn't

"I have NOT been selling trade secrets," Aaron exclaimed when confronted by the owner of the software engineering company for which he worked.

His boss sighed sadly.

"I'd like to believe you, Aaron, but our IT department has been monitoring your computer," he said. "There have been dozens of after-hours e-mails from your computer to a person our private investigators have identified as a highly-placed employee of our competitor. I have a list with dates and times, in addition to transcripts of the e-mail text."

Aaron shook his head in disbelief.

"We also have phone logs of calls made from your office phone to a number that is registered to the same person to whom the e-mails were sent. And our in-house security team has admitted this same person into the building at various times of the day and evening. Would you like to guess who was listed as the person they were here to see?"

Aaron sat, stunned, as he was presented with e-mails, phone logs and several black and white photographs of a dark-haired woman that had been taken by the company's many security cameras. He thumbed through the phone and e-mail logs.

"You have the wrong person," he said, finally. "A lot of this activity occurred while I was either at home or out of the office. I can prove it. I'll give you access to my car's GPS log and also my cell phone records. Not only will it not show calls to this woman, but the "pings" from the cell tower closest to where I was will show I wasn't anywhere near this office when most of these communications occurred."

This case study is fictional. It was written to help you think about a situation that needs a response from people whose careers focus on the Security and Protective Services pathway. As you read about real people who work in this pathway, consider how they might get involved with the case.



# Security Solutions

A huge cadre of security specialists work to protect people, to secure information and to defend our communities. You will find them on duty both in public places and behind the scenes at government agencies, corporations, and industrial, transportation and data processing centers.

In this section, you'll read about a few of them, including a computer forensics specialist, a mall security director and others who work in home and or private security. And the chart below will give you a chance to review fast-growing careers in this important field.

## Professional Advice

There are great career opportunities in the public safety field, but students have to get through criminal background checks to qualify, said Frank Mezzanotte. A bad credit rating can also be a problem. So in addition to a good education and good skills, you also need a good record if you're looking for a public safety career.

That's Frank Mezzanotte's professional advice. He's the magnet coordinator for Harford County Public Schools, the Maryland school district that's home to Joppatowne High School and its Homeland Security Studies program.

## Career Opportunities

	NUMBER NEEDED 2008-2018	GROWTH RATE (%)
 <b>Computer security specialists</b>	<b>135,500</b>	<b>20+</b>
 <b>Immigration and customs inspectors</b>	<b>41,600</b>	<b>14-19</b>
 <b>Private detectives and investigators</b>	<b>19,300</b>	<b>20+</b>
 <b>Security guards</b>	<b>373,900</b>	<b>14-29</b>

SOURCE: O\*NET, <http://www.onetonline.org>.



# Tracking Cybercrime

**“I really like catching the bad guys. When I first start working on a case, I might not know who the person is behind the scam. It’s a fun challenge to figure out who it is, especially if they are trying to hide their identity.”**

– Rebecca Henderson



Rebecca Henderson

**A** news release from the Washington State Office of the Attorney General pretty much summed up the facts of a computer scam case that affected hundreds of consumers. You can read it at <http://www.atg.wa.gov/pressrelease.aspx?id=19692>.

What the news release didn’t highlight, however, is the behind-the-scenes work of specialists such as Rebecca Henderson, a digital forensic analyst.

“Originally I wanted to be a Web developer,” she said. “While I was attending classes related to computer networking, I saw that computer forensic classes were also available. Computer forensics sounded very intriguing to me, so I signed up for the first class. I remember how excited I was when I learned how to recover a deleted file off of a floppy disc. That was really all it took for me to get hooked.”

Computer forensics is a new and emerging field within the realm of law enforcement – which makes people like Henderson very valuable ... and very much in demand. It also requires her to be a “Jane of all trades.”

“I am the only person in my division who does what I do, so I am expected to be the expert in several different areas,” she said. “Someday I would like to see a

team of forensic investigators in my division.”

Henderson describes an average day as being anything but average.

“One part of my job involves tracking down businesses online that are using unfair and deceptive practices,” she explained. “This might involve the use of deceptive advertising designed to trick people into downloading and/or purchasing software that they don’t really need. This might also involve spam, phishing and spyware.

“Another part of my job involves performing a forensic analysis of a hard drive in search of evidence related to a case,” she continued. “A majority of my time is spent performing online investigations. I have several undercover identities that I use to pose as a consumer online. If I know of a company that is scamming people online, I will participate in a transaction with them and document all of the evidence involved. If I don’t already know who they are, I will then need to review the evidence so I can track them down.”

It’s fun, challenging and rewarding, all at the same time.

To get a job in computer forensics, specialized training or a bachelor’s degree in computer science is recommended. Henderson graduated from the Digital Forensics and Information

Security program at Edmonds Community College in Lynnwood, Washington.

But, she warns, be prepared to learn more than just computer skills.

“You should also be able to write reports to explain the evidence that you find,” she said. “Good writing skills are a definite plus. Digital forensics and network security go hand in hand, so it is best to learn about both subjects. If you have skills in both areas, you should be prepared for a wider variety of jobs. This could include jobs such as a Computer Forensic Examiner, Data Recovery Specialist or Network Security Specialist.”

Henderson foresees an increasing demand for forensic experts with advanced technical skills.

“Cybercrime continues to become more advanced, which means forensic experts need to keep up with current trends,” she said. “Cybercriminals increasingly use better methods in order to hide their true identity, which makes it more difficult to find them.

“Forensic analysis is no longer something that is only done on computer hard drives,” she said. “Almost every type of digital equipment such as PDAs, cell phones and even an Xbox can be a source of evidence. Even the Internet is a source of evidence.” 🌟



# Ensuring Safety and Security

**O**n paper, Doug Reynolds' job appears simple – to ensure the “safety and security of guests, tenants and employees” at Bloomington, Minnesota’s Mall of America.

But, as Director of Security for the nation’s largest retail/entertainment complex and its 40 million yearly visitors, Reynolds’ job is far from simple. It’s, in fact, much like being police chief of a small city.

“There are many similarities between what I do in security for Mall of America and what employees do at law enforcement agencies,” he explained. “We both have a main objective of enforcing rules and standards of conduct ... It is definitely a challenge, and it is this challenge that I find to be my

source of motivation. Every day, my job is new and exciting.”

Reynolds began working part-time for the Mall of America in 1996 while in college, and he worked his way through the ranks to the top leadership position. Along the way, he learned all aspects of the operation.

**“A career in security is not all about having power – which is a common misconception. If you are choosing this career to have power, then you are choosing it for the wrong reasons. If you are choosing this career because you truly enjoy interacting with the public on a daily basis and are concerned about the safety and well-being of others, then you are choosing this career for the right reasons.”**

– Doug Reynolds

In his role, Reynolds oversees a staff of about 100 that includes patrol officers, dispatchers, trainers, K-9 handlers and administrative workers. His department also works with the Bloomington Police Department, which maintains a station on-site at Mall of America.

Doug Reynolds



This type of interaction is key to fulfilling the mandates of his job.

“I work with law enforcement from local departments up to the federal level,” he said. “I also work with the public relations team to make sure that our messaging is consistent internally as well as to our guests and the media. I also work with departments such as events, marketing, housekeeping and operations. Security really is a department that works with all other departments.”

He describes an average day.

“While I can honestly say there is no such thing as an ‘average’ day, there are things that are done everyday,” he said. “I usually start my day off by answering about 50 e-mails. I then proceed to make rounds, or take laps, up in the mall to make sure that everything is going well. Then I’ll come downstairs to my office and answer voicemails before taking another lap upstairs ensuring the safety of everyone at the mall. Sometime within those tasks, I always check in with my co-workers in mall management to see how things are going on their end and/or if they have any concerns they would like me to address.”

The one aspect of the job he doesn’t like, however, is the hours, which can be long and busy.

“Being in security, the hours are very demanding,” he said. “Make sure that you are able to interact with the public and that doing so makes you happy.”





# Security Guards

## Making a contribution to the nation's safety

**Y**ou see them everywhere. At the mall ... in museums ... at the airport ... patrolling neighborhoods, building complexes and school campuses in marked cars.

They're security guards. And as issues of safety and security grow, they have become an integral part of our nation's safety and security network.

Put simply, a security guard, also known as a security officer, patrols, inspects and protects property against theft, vandalism, terrorism and illegal activity. Their job duties include enforcing laws on the property they're hired to guard, deterring criminal activity and summoning police, fire or ambulance services if needed.

In addition to these general duties, there are also specific duties depending on if the guard is static (stationed at a post) or mobile (assigned patrol duties for a particular area). Guards assigned to one location must often monitor alarms and closed-circuit TV

cameras, while guards assigned to patrol drive or walk from one location to another and conduct security checks within an assigned geographical zone.

There are no specific educational requirements for security guards although a high school diploma or GED is preferred and an increasing number of states are requiring security guards to be licensed.

To be licensed as a guard, it's necessary to be at least 18 years old, pass a background check and complete classroom training in such subjects as property rights, emergency procedures and detention of suspected criminals. If the position requires carrying a firearm, guards receive formal training in areas such as weapons retention and laws covering the use of force. Drug testing usually is required.

National guidelines outlined by the American Society for Industrial Security International recommend that security guards receive at least

48 hours of training within the first 100 days of employment and be required to pass a written or performance examination covering topics such as sharing information with law enforcement, crime prevention, handling evidence, the use of force, court testimony, report writing, interpersonal and communication skills and emergency response procedures.

Finally, the good news for people interested in this line of work is that, according to the Bureau of Labor Statistics, nationwide concern regarding crime, vandalism and terrorism means the number of jobs for security guards is expected to grow by 14-29 percent over the next 10 years. Demand for guards also will grow as private security firms increasingly perform duties that formerly were handled by police officers, such as providing security at public events and in residential neighborhoods. ✦

### CAREER CONSIDERATIONS

If you're interested in becoming a security guard, consider this:

Quite a few work locations are open 24/7 and provide a choice of hours.

And jobs for security guards are available throughout the country. So if you have the certification, skills and experience, you'll likely find a job just about anywhere from New York to California.

Also consider that jobs vary based on the size, type and location of the employer. For example, at the Mall of America, Doug Reynolds oversees guards who are both mobile and stationary and who work together to protect people, merchandise, money and equipment throughout the complex.

But that's just one example. Security guards who work in banks, air or rail terminals and public and government buildings can have different duties such as screening bags and people or monitoring who enters and exits a building.

So if you have a good record and are willing to train, you can just about choose when you want to work, where you want to work and where you want to live as a security guard.



# Homeland Security: A Critical Mission

**W**hen you hear the term “homeland security,” what comes to mind?

First responders working against all odds to save victims of 9/11 or Hurricane Katrina?

Biological scientists finding ways to deal with killer plant diseases, the bird flu or other biosecurity issues?

Strategists at the U.S. Department of Homeland Security determining ways to defend the country from nuclear attack, terrorists and major infrastructure disasters?

Homeland security encompasses all of those activities and more, according to Dr. Joseph N. Coffee, executive director of the National Partnership for Careers in Law, Public Safety, Corrections and Security. “Homeland security not only is a component of most law and public safety professions but

also can be considered part of any career area,” he said.

That’s important to know if your mission in life is to protect others. It’s also important if your career interests lie in a fast-growing field related to the nation’s homeland security efforts.

## Who’s Hiring?

At the national level, the U.S. Department of Homeland Security (DHS) employs people from many fields to work in its agencies – agencies that include U.S. Customs and Border Protection, the Federal Emergency Management Agency (FEMA), the U.S. Coast Guard, the U.S. Secret Service, the U.S. Transportation Security Administration and others. In all, the department employed about 183,000 workers in April 2006, according to the Summer 2006 *Occupational Outlook Quarterly*.

And homeland security hiring isn’t limited to DHS. The largest federal agencies say they will hire nearly 193,000 new workers for “mission-critical” jobs over the next two years, according to a 2007 Partnership for Public Service report entitled *Where the Jobs Are*. About 80 percent of those jobs will be in the following areas:

- Security, protection, compliance and enforcement (62,863)
- Medical and public health (35,350)
- Accounting, budget and business (21,248)
- Engineering and sciences (17,441)
- Program management/analysis and administration (14,305)

Homeland security-related jobs also are available at the state and local levels.

In Florida, for example, the Office of Agricultural Emergency Preparedness employs agricultural





and biological scientists and laboratory personnel, geospatial specialists and border protection agents to prevent agroterrorism. They work to analyze threats to animal and plant agriculture and to food production, processing, storage and transportation systems.

And, in New York City, the police department has a counterterrorism unit. In June 2007, the unit investigated a 40-mile aviation fuel pipeline that was the target of a conspiracy to blow up jet fuel supply tanks and pipelines at John F. Kennedy International Airport.

## A New Emphasis

“The newest homeland security emphasis is all-around infrastructure protection, both on the terrorism side and on the natural disaster side,” said Coffee. That infrastructure includes everything from buildings to oil refineries,” he explained.

And police and sheriff’s departments at the local level also are being asked to protect oil refineries, bridges and water and food supplies, he added, which calls for a whole new array of people such as:

- Engineers who build or reconfigure buildings to make them safer
- Computer specialists who wire, structure and protect Internet and computer systems from damage due to attacks or viruses and worms from both outside or within a company or agency

- Intelligence analysts who look at all kinds of information from all different sources to see if anybody, either terrorists or another country, is getting ready to attack. They need to know about other cultures, their languages and history, and other information that makes it easier to make sense of information that comes from different sources.

Many assume that government has the major responsibility for critical infrastructure protection. That’s only one part of a much larger picture, according to David H. Gilmore, CPP, Chairman of the ASIS International Council on Academic Programs in Colleges and Universities. ASIS, which was founded as the American Society for Industrial Security in 1955, has more than 30 councils with subject-matter experts in various security specialties. Homeland security is a cross-cutting issue that applies to most of them, he explained.

“You do not realize the range of industries in which we have security people operating,” Gilmore added. “About 85 percent of our critical infrastructure is in the private sector, including chemical, energy, nuclear powerplants and transportation.”

Those industries also include business and entertainment venues such as the World Trade Center, amusement parks and stadiums. For example, more than a thousand security personnel are

employed at Disneyland and Walt Disney World alone.

Planning is an important part of homeland security efforts at all levels. “Irrespective of what may happen, you have to be prepared,” Coffee said. “That’s why more emphasis is being placed on planning skills and how to work together with other departments – police, fire, health – if there is a national or local disaster or terrorist attack.”

So, if your career interest lies in Law, Public Safety, Corrections & Security – or any other mission-critical field – start now to prepare for a fast-growing job in homeland security. 🌟





# SECURITY



Bonnie Michelman

## Security Career Research

For more information about careers related to the security and protective services pathway, go to:

Career Opportunities in Security:

<http://www.asisonline.org/careercenter/careers2005.pdf>

Central Intelligence Agency:

<https://www.cia.gov>

Department of Homeland Security:

<http://www.dhs.gov/index.shtm>

Electronic Security Systems

Technician Careers: <http://www.onetonline.org/link/summary/49-2098.00>

<http://www.onetonline.org/link/summary/49-2098.00>

Guarding America: Security Guards

and U.S. Critical Infrastructure Protection: <http://www.fas.org/sgp/crs/RL32670.pdf>

Security Guard Careers: <http://www.bls.gov/oco/ocos159.htm>

Information Security : <http://www.cis.utulsa.edu> and <https://www.isc2.org/cgi-bin/index.cgi>

U.S. Customs and Border Patrol:

<http://www.cbp.gov/xp/cgov/careers>, where you'll learn more about Explorer and student career programs.

## Private Security a Fast-Growing Field

**W**hen it comes to security and protective services, Bonnie Michelman points out that private security is one of the largest, fastest-growing fields in the profession right now. In fact, most large corporations, about 80 percent, have their own security, she says.

Michelman is the Director of Police, Security and Outside Services for Massachusetts General Hospital in Boston; a security consultant for the nine-hospital Partners HealthCare System; and an instructor at Northeastern University College of Criminal Justice.

“Security management has become a very, very advanced industry,” adds Michelman, citing the need for experts in information security systems, academics and research, forensics, executive protection and physical security, homeland security and risk management. Over 5,000 companies in the U.S. sell security technology and products, she says.

“Leadership and communication

are the two biggest skills needed for careers along this pathway, from very good listening and nonverbal communication skills, to written communication and public presentation skills,” Michelman advises. Other important skills include crisis management, conflict resolution, negotiation and mediation, strategic planning, good delegation and good coaching skills – the same kind needed in any kind of business discipline, she adds.

High school courses to take are psychology, sociology and government. After high school, Michelman suggests a degree in political science, criminal justice, security management, risk management or law.

To learn what jobs are like, “Spend as much time as you can doing informational interviews with people currently in the field,” she says. “You’ll get a feel for where these professionals came from and how they moved up in their careers.” ★



# Seeking a Security Career?

Check to see if you'd like to do the kinds of things required of security personnel. On the job, they must:

- Communicate with other employees and the public
- Inspect people, packages and vehicles and check credentials
- Answer calls related to criminal activity or problems
- Drive or walk from one location to another to conduct security checks
- Issue traffic violation warnings
- Maintain order and protect customers, staff and property
- Follow directions and company policies and guidelines
- Take charge in an emergency and direct others to safety
- Protect information, products, computer codes and secrets
- Work in potentially hazardous situations
- Detain or arrest violators
- Interview witnesses or victims
- Show good judgment and common sense
- Write detailed, comprehensive reports outlining observations and activities that will hold up in court
- Use audio and video equipment, use computers and other high-tech electronic equipment, monitor alarms and closed-circuit TV cameras and use metal detectors
- Maintain and organize recordings from security cameras that can be used as evidence in police investigations
- Testify accurately in court
- As a manager, oversee a group of security officers, or as an individual worker, be solely responsible for all security.
- Work rotating shifts of eight hours or longer and be on call in case of an emergency
- When trained, use firearms and administer first aid

Total checks \_\_\_\_\_ x 5 points per check = \_\_\_\_\_ points

## Does Your Answer Add Up?

A score of 70 points or more means you very well might like to pursue a career in security and protective services.



# THE CRIME TIMES

AN AMERICAN CAREERS PUBLICATION 2008-09

VOL. 1, NO. 2

## An unexpected break in a long-ago murder case?

LANCASTER – Two people fishing yesterday at Lancaster Lake found a gun, pieces of cloth with spots of what appeared to be blood and an undisclosed amount of cash. The items were buried with human remains near a tree stump on the south side of the lake, according to

Detective E.L. Tucker. Tucker has followed the long-ago murder case for more than 30 years.

Could this be an unexpected break? Tucker believes that might be so.

According to Tucker, a local man, Alfred Townshender, told police that an uninvited guest arrived at his daughter Sylvia's 18th birthday party about 10:30 p.m. on November 3, 1977. Attendees at the party identified the guest as a classmate, Wilson Keptner. Townshender said the two argued, his daughter

told Keptner she never wanted to see him again, and she asked him to leave.

About 30 minutes later, Townshender reported finding his daughter's body near the koi pond in a secluded section of the garden on the Townshender estate. She had been shot.

He later reported that \$20,000 and a .38-caliber handgun were missing from a drawer in his home office desk. Police officers suspected Keptner of the crime and believed he had fled the state.



This case study is fictional. It was written to help you think about a situation that needs a response from people whose careers focus on the Law Enforcement Services pathway. As you read about real people who work in this pathway, consider how they might get involved with the case.

# On Duty 24/7

Police officers and detectives are on duty 24 hours a day, 7 days a week, working to protect lives and prevent and investigate crimes like the cold case you read about on page 42. A host of other professionals in law enforcement services join them in their efforts to uphold the law.

In this section, you'll get a chance to learn about the careers of several individuals in the field – a police officer, a criminal investigator, an undercover agent and a medical investigator. They share what life is like on the job and how they acquired the education and skills needed to prepare for a successful career.

Are you interested in a career like theirs? Use the information on the next few pages to consider whether or not you'd like to pursue the life of a professional in law enforcement services.





## Can You Pass the Test?

If you're interested in a law enforcement career, you will have to pass a lot of tests. One such test could very well be an entry-level law enforcement test like the test given by the Rhode Island State Police.

To access the study guide for the this test, go to [http://www.risp.state.ri.us/docs/Recruitment/RISP\\_LAW\\_Study\\_Guide\\_2008.pdf](http://www.risp.state.ri.us/docs/Recruitment/RISP_LAW_Study_Guide_2008.pdf). Look inside, and you'll see sections such as "Questions About You," "Reading Comprehension," "Writing Skills," "Situational Questions" and more.

After reviewing the study guide, do you think you could pass the test?

## Career Opportunities

	NUMBER NEEDED 2008-2018	GROWTH RATE (%)
 <b>Detectives and criminal investigators</b>	<b>41,600</b>	<b>14-19</b>
 <b>Managers of police and detectives</b>	<b>50,500</b>	<b>7-13</b>
 <b>Forensic science technicians</b>	<b>8,000</b>	<b>20+</b>
 <b>Police and sheriffs patrol officers</b>	<b>227,900</b>	<b>7-13</b>

SOURCES: Occupational Outlook Handbook, <http://www.bls.gov/oco/home.htm>, and O\*NET, <http://www.onetonline.org>.





# A Day in the Life of a Police Officer

If you were to take a walk with me into our police station at the beginning of a work day, you would have the opportunity to see some amazing things. We would walk into a building where everybody works as a team of men and women who have dedicated their lives to providing a service to the community.

We would walk past the **Detective Bureau**, where investigators are hard at work on criminal cases. I would point out one award in particular hanging on the wall. Last year, the Detective Bureau was finally able to arrest and convict three murderers for a homicide that occurred 23 years ago! Imagine the feeling of accomplishment and the emotions in the courtroom for the family of the young murder victim and for the detectives who never gave up! In fact, the television show “Cold Case Files” has been in contact about possibly filming an episode regarding this case!

We would walk past the **Traffic Bureau**, where officers work to improve traffic safety in the community in an effort to reduce injuries and save lives.

Almost to the locker room, we would walk by the **Special**

**Enforcement Unit.** This group of detectives specializes in narcotics, vice, intelligence and gang suppression.

Finally, in the locker room, we’d change out. As you put the badge on your uniform, you would be reminded of the oath you took as a new officer. In fact, it is the first paragraph of the Law Enforcement Code of Ethics:

As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against oppression or intimidation and the peaceful against violence or disorder; and to respect the Constitutional rights of all people to liberty, equality and justice.

Thinking back to last week, we had to confront a man holding a knife to his own neck – and come up with a way to take him into custody without anybody getting hurt. We’d responded to a house fire, arrested a number of people, taking bad guys off the street, and we’d dealt with crime victims in a compassionate manner. It’s all in a day’s work! ☆

*Photos courtesy of writer David Birozy and photographer Ed Spurgeon.*



▲ A dedicated team



▲ Working traffic

# Fraud and Financial Crimes Detective

**J**oe Jones was a landscaper. Everyone in his neighborhood knew he worked long hours – including the people who broke in one day while he was at work. He returned home later that night to find a broken window, a ransacked house and a variety of items missing including the equipment in his entertainment center, his jewelry and a book of blank checks.

The morning of the burglary, a man named Steve Austin entered a drive-through lane at Jones's bank. He tried to cash a \$150 check drawn on Jones's account. Austin had endorsed the check on the back and presented his driver's license to confirm that he was Steve Austin.

The teller copied Austin's driver's license information under the endorsement. But, when she brought up the account information on her computer, she noticed that Joe Jones's signature on the check looked completely different than the signature on file. She called Jones. He said he had never heard of Steve Austin and didn't authorize a check to be written to him. (Keep in mind, Jones didn't yet know about the break-in.)

The teller then informed Austin, who was still waiting in the car, that the check was fraudulent. Before returning Austin's license, she quickly photocopied it – just in case. Austin took his license and quickly sped off.

Were this an actual case, Detective Lynn Weddle would be called to investigate. Weddle is a fraud and financial crimes detective for the Topeka Police Department in Topeka, Kansas.

"As a financial crimes detective, I specialize in those crimes that are committed by deception," she explained. "That includes a wide variety of thefts such as forgery, embezzlement, credit card fraud, identity theft, short-change artists and various scams that you read about online."

Some of her cases take years to solve. Others, like the one above, take only a couple of months. And, although the above scenario is fabricated, it's very similar to the



Lynn Weddle

real-life cases that Weddle, who has been with the police department for 27 years, investigates every day.

Detectives are law enforcement investigators who gather facts and collect evidence for criminal cases. This includes conducting interviews, examining records, observing suspects, participating in raids or arrests and working cases until an arrest and conviction occurs or until a case is dropped.

Like most detectives, Weddle began her career in uniformed law enforcement where her initial training included classroom instruction in constitutional law

and civil rights, state law, local ordinances and accident investigation. Like most recruits, she also received training and supervised experience in patrol, traffic control, use of firearms, self-defense, first aid and emergency response. And that was just to become a police officer.

"To make detective at our police department, you have to serve on the street or as a uniform officer for a certain amount of time (six years), and you have a written test and an oral exam to go through," she said. "After passing those, you are put on a list until your turn comes up, and the process is repeated every year."

Most departments also require vision, hearing, strength and agility tests. Applicants must have at least a high school education, and some departments require a year or two of college coursework.

Weddle noted that, in addition to training and passing the necessary tests, one of the most important aspects of being a law enforcement officer – and especially a detective – is a reputation of honesty, integrity and meticulous investigation and documentation.

"I don't ever leave anything unanswered if at all possible," she said. "I'm considered very knowledgeable in investigations and especially in financial crimes. My integrity as far as my work and with the entire criminal justice system is my priority. You are nothing when 'taking the stand' and testifying if you have little integrity." ★



# Joe “Smith,” Undercover Agent

**J**oe “Smith” (not his real name) would like to tell you about himself. But “Smith” is a special agent for the U.S. Drug Enforcement Administration (DEA) and often works undercover. “I cannot provide specifics on my background, as we all have top secret security clearance and work undercover at times,” he said. “I *can* divulge that I have a bachelor’s degree and a master’s degree in criminal justice and psychology, and prior to the DEA, I worked for a local police department for several years.”

Although it probably seemed odd to be answering questions as opposed to asking them, “Smith” was good-natured, detailed and succinct when asked about his career choice and the good – and bad – aspects of the job.

**Q:** *What types of people typically are drawn to this type of career? Why do you think that is?*

**A:** People with a “Type A” personality are drawn to this type of career. People who want excitement and want to be able to make their own decisions on the direction a case goes make the best agents. Most DEA agents are somewhat aggressive and want to do everything they can to make sure that drug traffickers are arrested and brought to justice.

**Q:** *What’s your favorite part of the job?*

**A:** My favorite part about this job is when we take down a drug trafficking organization and arrest everyone involved. It takes a lot of planning and organization to arrest a large number of people, at the same time, spanning different states and countries.

**Q:** *What’s the hardest thing about your job?*

**A:** The hardest thing about this job is the hours that we work. Sometimes the hours are great, but other times we get called in, have to stay really late or work 24 or more hours straight through on a surveillance or an operation. Unfortunately, this affects our personal lives, and we quite often have to cancel, or at least change, plans with our families or friends.

**Q:** *What sorts of hours do you have to work?*

**A:** We are required to work a minimum of 50 hours per week, which varies depending on the needs of the investigation or specific operation. We are on call 24 hours a day and can get called in at any time.

**Q:** *What advice do you have for students who want to do what you do?*

**A:** If you really want something in life, you have to work hard for it and stay focused on your goals. In order to become a DEA special agent, the requirements are strict and the application process is long. In addition, you have to be in excellent physical and mental condition to complete the training.

**Q:** *Could you describe a typical day on the job?*

**A:** Every day is different in this job – which is one of the best things about it. A lot of our time is spent on surveillance, interviewing informants, making drug purchases, conducting arrests, report writing, and interacting with the U.S. Attorney’s Office and other law enforcement agencies. In addition, depending on the specific needs of a case, agents often travel to other cities, states or countries to further an investigation.

**Q:** *What do you foresee as the future of the drug enforcement field?*

**A:** In my opinion, technology will be the biggest change for this field in the future. Drug dealers are constantly finding new ways to communicate and facilitate narcotic transactions. In order to combat this issue, DEA and other law enforcement agencies attempt to stay ahead of the traffickers in this area and are always researching and investing in new technology and tools to accomplish our mission. 🌟



# A Special Agent's Job



As a special agent for the DEA, “Smith’s” duties include enforcing U.S. controlled substances laws and regulations. His primary responsibilities include:

- Investigation and preparation for the prosecution of major violators of controlled substance laws operating at interstate and international levels
- Investigation and preparation for prosecution of criminals and drug gangs who perpetrate violence
- Management of a national drug intelligence program in cooperation with federal, state, local and foreign officials to collect, analyze and disseminate strategic and operational drug intelligence information
- Seizure and forfeiture of assets derived from, traceable to or intended to be used for illicit drug trafficking
- Enforcement of the provisions of the Controlled Substances Act as they pertain to the manufacture, distribution and dispensing of legally produced controlled substances
- Coordination and cooperation with federal, state and local law enforcement officials on mutual drug enforcement and with foreign governments in programs designed to reduce the availability of illicit abuse-type drugs on the United States market through nonenforcement methods such as crop eradication, crop substitution and training of foreign officials
- Work with the United Nations, Interpol and other organizations on matters relating to international drug control programs

## How to Get a Job in Law Enforcement

**A**s a sergeant with the Detroit Police Department, Dale A. Seaton works in domestic violence. He also doubles as a program manager for the Detroit Public Schools’ Public Safety/Protective Services Program for high school students. Here are his words of wisdom for students who want a job in law enforcement:

- **Patrol officer isn’t the only law enforcement career.**

Seaton urges students to consider the many jobs in law enforcement. “We have over 200 areas in which law enforcement personnel can work – risk management, crime prevention, public information, special response teams, domestic violence, the list goes on and on.”

- **Law enforcement education is a must.** If your high school has a law enforcement program like Seaton’s, start there. After high school, law enforcement education entails police academy training programs which, in Michigan, meet

standards of the Michigan Commission on Law Enforcement. And, in Detroit, a high school or equivalent diploma is required to enter. The “very rigid program” includes classes in arrest procedures, law and physical training, and psychological and other tests, according to Seaton. A college degree may be required in other jurisdictions, he added.

- **After graduation, education is still part of the job.** “When new technology is implemented, you have to take classes in new computer systems and the operation of new types of equipment. Expectations are high, and you have to be very, very flexible,” said Seaton.
- **Additional skills you’ll need.** Other important skills Seaton cited include being a great communicator and a good listener, knowing how to de-escalate situations, being authoritative and, at the same time, being respectful of

people’s wishes and desires. “Sometimes you have to be in the social work mode, sometimes you have to be in the teacher mode, and sometimes you have to be in the minister mode,” Seaton added.

Seaton also advises students to seriously consider a law enforcement career. “Do not allow your first impression of the police to be a lasting one. There are so many opportunities in public service. Our world will be a better place if everybody thought about serving others instead of themselves.” ❖



*Dale A. Seaton*



# Dead Bodies Are Her Business

**W**

ere you to see Sharon Mandel at the grocery store or at a ball game, you wouldn't peg her as being a coroner. But looks can be deceiving. Mandel is, in fact, the chief medical investigator for Shawnee County, Kansas, and for Frontier Forensics, a private firm that handles the forensic needs of more than 50 additional counties within the state.

Originally trained as an archaeologist, Mandel worked at a variety of jobs within the sciences and health care industries before coming to the coroner's office.

She tried to explain her current job duties between phone calls, questions from one of the pathologists and the peal of a buzzer. Each time it rang, it signaled the arrival of a new body. At the constant interruption, she simply smiled and said, "It's a pretty average day."

As chief medical investigator Mandel's duties are numerous. On any given day she will:

- Meet police and paramedics at unattended death scenes to determine if an autopsy is necessary
- Handle viewing of bodies for identification purposes
- Facilitate the signing of death certificates
- Work with families to explain the process of a death investigation
- Coordinate the donation of tissue, such as bone marrow or corneas
- Direct the activities of staff physicians, technicians and assistant medical investigators



*Sharon Mandel*



- Coordinate the disposition of unclaimed bodies
- Direct the activities of staff preparing documents for permanent records
- Work with officials of public health and law enforcement agencies to coordinate interdepartmental activities

On an unattended death scene, Mandel photographs the body and makes notes of the scene, the position of the body – anything that will help determine a cause of death. Next, she examines the body for rigor, pooling blood (either internally or externally), takes readings on the temperature of the body, takes a carbon reading and, if there are people who know the deceased, a medical history.

A lot of being a good medical investigator is paying attention to the surroundings. Many medical investigators also make notes of the residence. They look for mail in the mailbox, check to see if pets have been recently fed or watered,

determine when medications might last have been taken or when telephone calls or phone messages began to go unanswered.

Finally, an identification bracelet is placed on the deceased's wrist and a determination is made if the body is to go to the coroner's office for more study or if, in the case of a natural death, the family doctor signs the death certificate and the body is to go to a funeral home.

It's a job that, according to Mandel, requires being part scientist, part psychologist and part administrative multitasker. But then there's also the paper-work side of the job. Much of what medical investigators do involves research, documentation and working with the families of the deceased.

"My favorite part is coming to work every morning and not knowing what you're going to get," she said. "I like the unpredictability of that." 🍀

# What Happens During an Autopsy?

**T**ypically, there are certain steps pathologists take when performing an autopsy. For example:

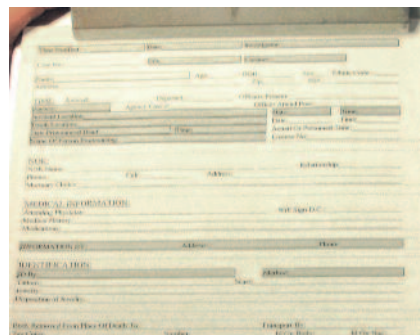
- If the identity of the person is known, pathologists will request a previous medical history. Were there any pre-existing conditions? What did their doctor note about their health? Was the deceased taking any medications? If so, why and for what?
- If the identity of the person is unknown, pathologists will make a detailed list of tattoos,

scars, birthmarks, etc. – anything that could help reveal the identity of the deceased.

- Pathologists will examine inside the deceased’s nose, mouth and ears and study the eyes. They will collect any visible evidence.
- Pathologists thoroughly document the state of the body and every procedure performed. They take photographs, X-rays and blood and tissue samples.
- Finally, pathologists perform an internal inspection of the body using surgical techniques to determine cause of death. ✖



▲ A camera, a carbon dioxide meter and a thermometer are typical tools used to gather evidence at a death scene.



▲ Tools of the forensic trade include evidence and chain of custody bags used to gather and document items found at the scene of an unattended death, plus a form to record details related to the case.



# Want to Be a Medical Investigator?

**A**ccording to medical investigator Sharon Mandel, it's necessary to have a college degree with emphasis in biology, medicine, health or criminal justice. Mandel has a bachelor's degree in anthropology and a master's degree in criminal justice.

She also cited several important skills. "Honesty is number one ... and good judgment, which you can't teach. You have to have tenacity. You have to be persistent ... You also have to be curious and be able to multitask."

Other important skills include being able to read and interpret medical, police, accident and investigative reports. That's where having knowledge of medical

terminology is helpful. It's also important to be a good writer and able to speak articulately and effectively.

There are physical requirements, too. It's important to be in good shape because, depending on the death scene, medical investigators have to stand, climb, stoop, kneel, crouch, crawl and lift. This can occur both inside and outside where there is possible exposure to fumes, airborne particles, wet or humid conditions, toxic chemicals, extreme heat or cold and high, precarious places.

Mandel loves the fact that any of these factors can come into play on any given day. 🌟

## Investigate Forensic Science Careers

Sharon Mandel practices forensic medicine. But "forensic," an adjective that describes the use of science to solve crimes, can be applied to many more jobs in Law Enforcement Services. Here's a short list of occupations in the field:

- Computer forensic technicians
- Crime scene photographers
- Criminal profilers
- Electronic evidence collection specialists
- Fingerprint examiners
- Forensic accountants and fraud examiners
- Forensic artists and sculptors
- Forensic entomologists
- Forensic nurses
- Forensic odontologists
- Forensic psychologists
- Forensic serologists
- Information systems auditors
- Information systems security specialists

An Internet search will produce even more leads to careers in forensic investigation.



# Law Enforcement Services

## Are You Interested?

**A**

fter reading the articles in this section, you may recognize that you really want to pursue a career in law enforcement services. If so, there are some personal traits that are consistent with most of the careers in this pathway. To see if you've got what it takes, answer yes or no to the following questions:

- |                           |                          |  |
|---------------------------|--------------------------|--|
| <input type="radio"/> Yes | <input type="radio"/> No | 1. Do you have an above average IQ?  |
| <input type="radio"/> Yes | <input type="radio"/> No | 2. Are you in good physical shape?   |
| <input type="radio"/> Yes | <input type="radio"/> No | 3. Would you be comfortable in frightening situations where you could potentially be hurt? |
| <input type="radio"/> Yes | <input type="radio"/> No | 4. Does the thought of helping others appeal to you?                                       |
| <input type="radio"/> Yes | <input type="radio"/> No | 5. Do you like working as part of a team?  |
| <input type="radio"/> Yes | <input type="radio"/> No | 6. Are you comfortable following orders?   |
| <input type="radio"/> Yes | <input type="radio"/> No | 7. Are you observant?  |
| <input type="radio"/> Yes | <input type="radio"/> No | 8. Are you detail-oriented?  |
| <input type="radio"/> Yes | <input type="radio"/> No | 9. Do you have good communication skills?  |
| <input type="radio"/> Yes | <input type="radio"/> No | 10. Are you a good listener?   |
| <input type="radio"/> Yes | <input type="radio"/> No | 11. Are you calm under pressure?   |
| <input type="radio"/> Yes | <input type="radio"/> No | 12. Are you curious and like to ask questions?   |

Total "Yes" \_\_\_\_\_ Total "No" \_\_\_\_\_

## Were You Able to Answer Yes?

If you were able to answer yes to most of these questions, then it's time to take the next step. Consider some of the following law enforcement services careers, and look for more information on the Internet. The following URLs will help with your research:

- Los Angeles Police Scanner: <http://www.dxzone.com/cgi-bin/dir/jump2.cgi?ID=9807>
- National Association of Police Organizations (links page):  
<http://www.napo.org/links/index.htm>
- Federal Bureau of Investigation: <http://www.fbi.gov>
- U.S. Capitol Police videos: <http://www.uscapitolpolice.gov/profiles.php>
- U.S. Drug Enforcement Administration: <http://www.usdoj.gov/dea/index.htm>
- Western New Mexico University Criminal Justice Programs, Chemical Dependency Program and Police Academy: <http://www.wnmu.edu/academic/cjcd/index.shtml>





# THE CRIME TIMES

AN AMERICAN CAREERS PUBLICATION 2008-09

VOL. 1, NO. 2

## Gang Members Charged with Racketeering

CAMELOT – The U.S. Attorney’s office announced yesterday that members of the Camelot street gang, the East Side Boyz, have been charged with racketeering using a statute originally designed to catch mafia bosses.

Charged in yesterday’s indictments were 15 members of the East Side Boyz, who allegedly were involved in criminal enterprising that included six murders, 23 attempted murders, drug trafficking, bribery, extortion and robbery.

The indictments allegedly link the East Side Boyz to the Jan. 5, 2005, killings of three rival gang members; the March 19, 2006, killings of two convenience store employees; and the December 2, 2007, killing of a private security officer.

The Racketeering Influenced and Corrupt Organizations Act (RICO) was created in the 1970s and has recently become a popular weapon to combat street gang crimes. The racketeering statute carries a maximum penalty of 20 years in federal prison and a fine of up to \$250,000.

For the names and criminal histories of the 15 members of the East Side Boyz charged in this indictment, go to the Camelot City Web site, and click on the RICO Prosecution link.



This case study is fictional. It was written to help you think about a situation that needs a response from people whose careers focus on the Legal Services pathway. As you read about real people who work in this pathway, consider how they might get involved with the case.



# SEEKING JUSTICE

Are you interested in seeking justice for victims and holding criminals accountable for their actions? Do you think you could help ensure ethical business practices? Or would you like to assist people in resolving personal disputes?

All of those goals involve an amazing variety of individuals who've found their career opportunities in legal services fields.

For example, you could work in the court system at the local, state or federal level like the individuals involved in the case study that you read on page 52. Or you might want to specialize in property rights – rights to real estate, personal property or intellectual property.

Contract law is part of the business of doing business. Individuals in this field work to uphold business agreements – between companies and other businesses, executives and their corporations, and football players and their teams. Or you might want to work in family or environmental law.

The professionals who appear in this section will provide inside information on what it's really like to work in a career where seeking justice is the goal.

## Career Research

Interested in learning more about careers in the legal services? You'll find more information in the *Occupational Outlook Handbook* at <http://www.bls.gov/oco/home.htm>. Also check out these helpful websites:





American Bar Association: [http://www.americanbar.org/groups/public\\_education/publications/books\\_related\\_products/careers\\_in\\_the\\_law.html](http://www.americanbar.org/groups/public_education/publications/books_related_products/careers_in_the_law.html) and <http://www.abanet.org/legaled/approvedlawschools/approved.html>

Guide for Your Career Plans in Legal Studies: [http://www.w3education.org/career\\_guide/legal\\_careers/career-information.php](http://www.w3education.org/career_guide/legal_careers/career-information.php)

Law career overview: <http://www.wetfeet.com/careers-industries/careers/law>

National Court Reporters Association: <http://www.ncraonline.org>

## Career Opportunities

	NUMBER NEEDED 2008-2018	GROWTH RATE (%)
 Court clerks	44,600	7-13
 Court reporters	7,100	14-19
 Lawyers	240,400	7-13
 Paralegals, legal assistants	104,000	20+

SOURCES: *Occupational Outlook Handbook*, <http://www.bls.gov/oco/home.htm>, and O\*NET, <http://www.onetonline.org>.



Anita Haworth

# Murder Cases, Lawsuits and More

**“Usually, paralegals, like any others in the legal and criminal justice professions, want to help people.”**

– Anita Haworth

**P**aralegal Anita Haworth takes a deep breath when asked to describe her job. And with an equally deep exhale, she says, “I do anything and everything.”

As a senior litigation paralegal for Campbell, Kyle, Proffitt, LLP in Carmel, Indiana, Haworth works for attorneys who practice family law, criminal defense, real estate/zoning, personal injury, federal court litigation, construction and contract litigation. She has worked on everything from murder cases to corporate lawsuits.

Paralegals work with lawyers and, depending on their skill level, can do just about anything a lawyer does except appear in court. They handle any number of legal activities such as interviewing clients and preparing for hearings, trials and corporate meetings. Paralegals review the facts of cases and perform research to make sure that all relevant information is considered. Then they help organize information and prepare reports and legal documents.

That’s a general description, but according to Haworth, who has more than 19 years experience in the job, a paralegal’s specific duties depend upon the work environment. For instance, an in-house corporate paralegal will do work that is very different from the work of a paralegal at a

government agency or a law firm. In addition, what a paralegal in a law firm will do changes drastically depending upon the type of practice – a sole practitioner or a small, medium or large firm – and upon the area of law in which the attorney(s) engage.

Currently, seven out of 10 paralegals work for corporate legal departments and government agencies doing everything from criminal law to intellectual property law to real estate transactions. Most have an associate degree in paralegal studies or a bachelor’s degree coupled with a certificate in paralegal studies.

Haworth is no exception. She not only has a paralegal certificate from Indiana University, but also a bachelor’s degree in criminal justice with a minor in psychology. Her training, education and experience make her uniquely qualified to handle just about any task that comes her way.

“On a daily basis, I may meet with a client; draft pleadings, motions and orders or other documents; and relay questions and answers back and forth between the client and attorney or between opposing counsel and my attorney,” she said. “I create exhibits and trial presentations, answer technology questions for other staff and attorneys and am

the ‘go-to’ person regarding most of our firm’s technology. I also do much investigation and fact gathering along with some research. I may interview a witness or research an expert, go to an accident scene and take pictures or do any other number of things.”

It’s a lot of responsibility, but it’s also part of what keeps the job interesting and exciting for Haworth.

“I want to be challenged on a daily basis,” she said. “I like doing and learning new things, and it helps to prevent boredom. In addition, I love to write, so for me, the best part of the job is drafting new or unusual motions, orders and briefs. I also enjoy doing research and investigation.”

She recommends it as a career for anyone who is efficient, detail-oriented and interested in the law.

“My advice is to polish your English grammar and writing skills,” she said. “Get as much education as you possibly can because a bachelor’s degree is required by most law firms and corporations. And do an internship at a law firm or corporate or government law department ... Don’t be afraid to ask for help.” ✪





Leo Lastre

# Defending Immigrants and the Poor



**L**eopoldo Lastre acknowledges that he will probably never make a fortune as a defense attorney for Chicago's poor and immigrant population. But the difference he makes in the lives of his clients more than makes up for it.

Defense attorneys gather evidence to formulate a defense for clients, study legal precedents related to previous cases and rulings and represent clients in court hearings and trials. This latter responsibility includes selecting jurors, arguing motions, questioning witnesses during the trial and presenting and summarizing evidence to judges and juries.

A lifetime resident of Chicago, Lastre grew up on the north side of the city and graduated from Columbia College with a bachelor's degree in arts, entertainment and media management. His first career was promoting concerts and working in nightclubs in a variety of capacities.

He enjoyed the work, but after seven years in "the industry," he realized that he wanted more ... He wanted to contribute to society on a different level.

"I was not completely satisfied that my role in the music industry would lead to addressing greater social problems," he said. "So, on a whim, I took the LSAT (Law School Admission Test) to see how I would do and to apply to all the local law schools to see who would have me as a student."

The LSAT tests the taker's reading comprehension, analytical reasoning and logic abilities. In addition to a bachelor's degree, anyone wanting to apply to law school must take the LSAT. The higher one's LSAT score, the better the chance of getting into law school.

To Lastre's surprise, he not only did well on the test, but he also scored high enough that he was

**"When we contribute to society in a clearly definable way, we have built a particular part of the structure of our society."**

– Leo Lastre

recruited by and offered financial assistance to three law schools including DePaul University College of Law, where he ultimately earned a juris doctor degree and a master's degree in business administration.

Since then, he has dedicated himself to helping clients defend themselves from accusations and, if possible, clear their records. To accomplish this, he travels to police stations and to courtrooms for both misdemeanor and felony criminal offenses.

Lastre finds the "everyday" cases the most interesting. Not revealing any confidential information, he used the following case as an example:

"I had a fact pattern that had a young woman on videotape 'liberating' jewelry, with a signed confession to store officials, and with the goods in her car," he said. "She desperately wanted me to help her plead guilty so as not to have to spend any time in jail. The difficulty is that she would likely be deportable by immigration officers thereafter.

"So, with an eye toward restorative justice, we sought an alternative option to pleading guilty. We asked the state's attorney, the prosecutor, for what is called diversionary treatment involving court supervised attendance to 'theft' school. If she completed it, she could return to her community, her family and her friends without having the mark of a crime on her record. Hopefully, now she will also naturalize and become a productive citizen."

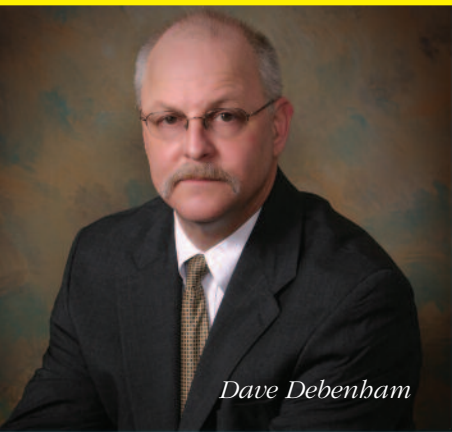
It was a happy ending, but that's not always the case.

"Witness suffering is the hardest part of the job," he said. "In all criminal cases, someone is wronged or hurt. Experiencing a criminal case as a defendant, or defendant's family, is not pleasant – even with a not guilty disposition."

Still, the rewards make the work worthwhile.

"Closure is my favorite part – the idea that a chapter has closed, hopefully to the satisfaction of the client and of justice," he said. ★





*Dave Debenham*

# Bringing Criminals to Justice

**D**eputy District Attorney Dave Debenham is an optimist.

He has to be because, as the lead prosecutor for violent crimes in Shawnee County, Kansas, he works tirelessly, often against the odds, to bring criminals to justice. But he’s also a realist because he knows that sometimes, despite his best efforts, justice isn’t served.

“Sometimes justice doesn’t happen,” he said. “If you let it get to you, it can give you a jaundiced view of society because what we see is a very small percentage of society at the worst possible moments of their lives.”

This is the point where the optimism has to kick back in.

On any given day, Debenham works to prosecute people charged with level three felonies – homicide, aggravated kidnapping, aggravated assault, kidnapping and sex crimes. To accomplish this, he works with law enforcement officers, victims, witnesses, other attorneys and judges.

Many mornings, Debenham begins his workday in the courtroom. There, he is responsible for representing the DA’s office in preliminary hearings, sentencing or jury trials. And when he’s not in the courtroom, Debenham is preparing future cases.

In many regards, he has to know, or quickly learn, a great deal of technical information about a variety of subjects including blood analysis, blood splatter evidence, fingerprint analysis, handwriting

analysis, DNA evidence, forensic dentistry and ballistics.

“On some of my cases, I’ve had to use experts that I do not normally have occasion to come into contact with such as professionals in the treatment of infectious diseases or who are certified in the treatment of kidney disease or pharmaceutical work,” he explained. “To prepare, I meet with them in order to have them explain what they do, how they do it and what they did in the specific case I am prosecuting.

“A lot of times, you’re bringing in witnesses with expertise in areas that you normally are not acquainted with. The prosecutor has to understand the expert so that their testimony can be effectively explained to the jury. It is during these meetings that you find out what they can testify about and also, and just as important, what they cannot testify about.”

Debenham admits his high school math and logic classes have come in handy in that regard – as have his English classes. He earned his bachelor’s degree in history and political science before earning his juris doctorate from Washburn Law School in Topeka, Kansas.

“To be an effective attorney, not to mention a prosecutor, you need to do more than just read documents,” he said. “You need a good command of written and spoken English. You have to be able to express your arguments in written form as well as being

verbally persuasive before the judge and jury.”

And sometimes, even that isn’t enough – especially given society’s unrealistic expectations from watching television crime shows as to what evidence can and can’t do.

“Some of the things they do on television are physically impossible,” he said. “Juries sometimes hold you to that standard, which is why during the jury select process, it’s necessary to explain that not everything you see on television is possible. For example, it can take two months before we get DNA results, as opposed to a television program where not only are the results immediately known but the perpetrator’s current photograph and address are also shown on the crime lab computer.”

Still, when justice is rendered, it feels good. Really good. And that sense of accomplishment is what keeps Debenham optimistic.

“The faith of society in our system of justice depends upon the belief that everyone in our community is entitled to equal treatment in the judicial system,” he said. “It is the prosecutor whom our community most often looks to in their determination whether justice has been accomplished. While the prosecutor is expected to be aggressive and tough, he or she must also be fair. Our reputation and thus the reputation of the judicial system depend on this concept.” ✪



## Prosecution: Taking It Step-by-Step

Depending on the crime, Deputy District Attorney Dave Debenham and his office are involved from the beginning. As an example, he explains his role in the prosecution of a person accused of a hypothetical homicide:

### STEP 1

“We begin by talking to the law enforcement officers who investigated the crime, the scientific investigation unit, etc.,” Debenham explained. “They tell us what they have, the strength of the case, the weaknesses, what they’ve done. We conduct other interviews and decide the type of crime appropriate to the facts as we know them.”

### STEP 2

Armed with this information, Debenham and his office then prepare the documents necessary to file criminal charges. The **complaint** recites the type and level of the criminal offense while the **affidavit** contains details of the crime and the defendant’s involvement. The complaint and affidavit are presented to a judge who will sign a **warrant** for the person’s arrest if the judge agrees that there is probable cause for the arrest based on the information in the affidavit.

### STEP 3

The case is then assigned to a **docket call** at which time the court determines if the accused has an attorney and, if not, appoints an attorney and sets the date for the preliminary hearing.

### STEP 4

Debenham’s next task is to present sufficient evidence through witnesses, documents and photographs at the **preliminary hearing** to show that there is probable cause that the crime was committed and it was committed by the person who is charged in the complaint. If the judge finds probable cause, the case will be scheduled for jury trial.

### STEP 5

The next step is the **arraignment** where the accused enters a plea (guilty or not guilty). If it is determined that the case will go to trial, Debenham is responsible for filing various **motions**, for example to allow the jury to hear the accused’s confession, and also for responding to motions by the defense attorney. But the hard work is far from over.

### STEP 6

Once the **trial** phase begins, Debenham is responsible for participating in the process to select the jurors who will decide the case and then presenting the government’s case. This latter task is the culmination of countless hours of interviewing witnesses, experts, law enforcement officers, studying evidence and memorizing many of the facts of the case.



# Judge Eileen Olds Has Seen It All

*Judge Eileen Olds*

**D**uring her tenure with the First Judicial District of Virginia, Judge Eileen Olds has overseen cases that range from a defendant who believed he was a vampire, to an illegal adoption ring, to a case involving Internet solicitation of juveniles.

It's sobering stuff, but for her, it's part of the daily docket.

"I sit on a Juvenile and Domestic Relations Court, so I handle cases that involve domestic disputes (custody, child support, spousal abuse, etc.) as well as criminal actions that involve the broad definition of 'family,'" she said. "I also hear cases that involve crimes committed by juveniles or committed against juveniles, including the abuse and neglect of children."

Again, it's tough stuff, but the fact that Olds is making a difference is what makes it possible for her to go into the courtroom each day.

"My favorite part of my job is seeing a measurable difference in the behavior of parties when they come into the system, in light of how they leave," she said. "The best reward of all is knowing that I made a difference in the lives and families of those who come before me."

From the time she was young, Olds wanted to help others and help exact societal change. This desire was part of what motivated her to become an attorney – that and the fact that she grew up in an era of social change and knew what was possible.

Olds was one of the first women and African-Americans to be admitted to the University of Virginia, one of four African-American students at the Marshall-Wythe School of Law at the College of William and Mary and the first woman to serve as a judge in the First Judicial District of Virginia.

"My desire to be an attorney was born out of a thirst for equality among the underserved," she said. "I originally considered being a psychologist, but then realized that I could make a greater contribution while still helping others as an attorney."

Once out of law school, Olds worked in private practice, specializing in criminal defense and domestic relations law. In 1984, while still working in private practice, she was appointed by the state attorney general to represent the State Department of Highway and Transportation. In 1995, she was appointed to the bench.

Working as an attorney is very different than working as a judge.

"I believe that most attorneys who are good trial lawyers are persons who are critical thinkers and who enjoy seeing a just outcome," she said. "The best that I have observed are engaging and have outgoing personalities. To perform in a courtroom takes a combination of a good working knowledge of the law, with a little theatrics thrown in strategically."

But being a lawyer requires a very different skill set from that of working as a judge. As a lawyer,

Olds' job was to defend people accused of crimes and convince the judge and jury that her arguments were correct. As a judge, her job is to remain impartial and to make sure the laws are being upheld.

"It seems that I work 24 hours a day, as my work is never finished," she said. "It's a combination of conducting trials, doing office paperwork, and then a steady dose of community events and speaking engagements. Our dockets start at 8:30 a.m. and run until about 4 p.m. each day, then on to other tasks."

But she anticipates changes in the future.

"In the future, I see more specialization as we evolve to have more problem-solving courts (drug courts, mental health courts, prostitution, homelessness, etc.)," she said. "I also see that the court process will be more streamlined as technology continues to advance, with electronic filings and online communications. The courts will have to become more equipped to deal with varied languages and become more culturally competent."

And she offers this advice to students with aspirations of becoming judges.

"Perform well academically," she said. "Get involved in varied extracurricular activities and stay out of trouble in the criminal justice system. Stay clear of negative peer pressure." ✪



# Untangling **All the Words**



*Christopher Artman*

Imagine the following scene:

It's a crowded courtroom. The defense and prosecution have been battling back and forth all day. Witnesses are questioned and cross-examined. Both the defense and the prosecution have protested their objections to particular lines of questioning. At times, people have talked over each other in an unintelligible tangle of words.

And through it all, the stalwart court reporter sits, calmly documenting everything that's being said. Everything. Verbatim.

"It's extremely stressful," admits Chris Artman, a former official court reporter who worked in Atlanta, Georgia, for the U.S. Bankruptcy Court before making the switch to freelance court reporting. As a freelancer, Artman works outside the courtroom providing verbatim documentation at depositions, arbitration hearings and other formal proceedings that require an official legal transcript.

Not all court reporters work in a legal capacity, however. Some provide real-time transcripts for public events, religious services, Web casts and real-time closed captioning of live programs for people who are hearing impaired.

There are several methods of court reporting, the most common of which is stenographic – in which a stenotype machine is used to type in combinations of letters that represent sounds and words. The resulting symbols are later translated into text. There also is electronic reporting, where the

audio is recorded and later transcribed, and voice writing, where the reporter speaks into a soundproof mask containing a microphone.

Educational requirements for each method differ. The most rigorous is stenographic reporting, which is what Artman does.

"It was probably the most difficult program I could imagine," Artman said of his court reporter training at Brown College – as was the four-part testing necessary to become certified. But for Artman, the rewards are well worth it.

Not only are his hours fairly flexible, but the variety of topics on which he reports and his salary make it the perfect job for him. A seasoned court reporter can make a six-figure income.

When Artman works, he travels to the location where the deposition is being taken. His steno machine is hooked up to his laptop, which digitally records the proceedings. As the participants speak, he "writes" what he hears verbatim into the steno machine. Generally, he writes between 200 and 240 words a minute with 98 percent accuracy. However, some days, when the people are speaking fast, that figure jumps to

300 words a minute. Over the course of the day, this averages out to a 400- to 500-page document. But that's only part of the job. The real work begins when he returns home.

"I'm a full-timer, which means I probably go out about 15 to 25 hours a week," he explained. "But for every hour out, you can figure two to four hours worth of work at home."

In his home office, Artman edits the transcript. He looks at every single word and then compares the transcript to the audio to make sure it's verbatim. Next, he checks the spelling of the document. Then, he prints off a hard copy and physically reads the hard copy for punctuation errors and to ensure accuracy. After correcting any mistakes, he reads the transcription again.

As you can guess, accuracy is vital.

Errors hurt your credibility, Artman said. That's why it's important for any stenographer to have exceptional listening skills, the ability to pay attention and a strong grasp of punctuation, grammar and the English language. ✪





# Consider a Career in the Legal Field

Marie Hansen

**O**pportunities abound in legal services, according to lawyer Marie Hansen, who is Director, Legal Programs, and Assistant Professor, Criminal Justice/Paralegal Studies Programs, at Husson College in Bangor, Maine. There are jobs for lawyers, paralegals, legal assistants, legal secretaries, transcriptionists who work either in court or privately, court reporters and information technology litigation support specialists.

With a law degree, you can work in the academic field as an instructor, professor or dean, she added and, if you prefer researching, writing or advocating for clients, “You can go anywhere

in business.” Hansen named trust companies, banks, insurance companies, sports or entertainment fields and accounting or tax work as examples. She also cited opportunities to work in the public interest, including government, the American Civil Liberties Union and other nonprofits.

To be a lawyer requires a four-year degree “in anything,” plus a three-year law degree. A paralegal or legal assistant needs an associate or a bachelor’s degree, she adds.

“Someone going into any of these jobs would want to be diligent, detail-oriented, persistent, patient and have time-management skills. Ultimately, you would want

to be able to think logically, critically and creatively,” Hansen advised.

In high school, focus on reading, writing and talking, “which lawyers are known for,” and the classes that go along with those skills – English and communication, math and philosophy to assist with logic and reasoning, and science for learning how to analyze. And then, last but not least, psychology or some sort of social science that focuses on human behavior, she added.

“A good reason to get a job in the field is just knowing that you’re going to learn something new every day,” Hansen says. “And if you love the law, everything you do is involved in that.” ✪

## LEGAL REFLECTIONS

From reading the articles in this section, you know that the men and women who work in legal services are detail-oriented, precise and committed to upholding the law and maintaining the rights of the others. Now review their basic job descriptions, and check all jobs that appeal to your career interests.

- Lawyers** represent clients in criminal and civil litigation and other legal proceedings. They are detail-oriented in their approach to crafting legal documents and managing or advising clients.
- Administrative law judges, adjudicators and hearing officers** conduct hearings to decide or recommend decisions on claims concerning government programs or other government-related matters.
- Arbitrators and mediators** work outside the court system by helping individual parties talk through and resolve conflict. They work toward a mutually acceptable resolution for both parties involved.
- Judges, magistrate judges and magistrates** administer justice in a court of law. They sometimes sentence defendants in criminal cases, determine liability in civil cases, issue marriage licenses and perform marriages.
- Paralegals and legal assistants** assist lawyers by researching legal precedent, investigating facts or preparing legal documents.
- Court reporters** use verbatim methods and equipment to capture, store, retrieve and transcribe pretrial and trial proceedings or other information.
- Law clerks** assist lawyers or judges by researching or preparing legal documents. They sometimes meet with clients or assist lawyers and judges in court.

# Interested in a Career in Law, Public Safety, Corrections & Security?

## Consider Your Next Steps

**H**igh school is a starting place for many future careers – careers in Law, Public Safety, Corrections & Security among them. And there's more than one way to get the education you need – starting in high school. Your school counselor can tell you about a variety of interesting options, including:

- Career-technical education programs such as the Homeland Security and Emergency Preparedness Program at Joppatowne High School in Bel Air, Maryland
- Magnet school programs such as the Junior Police Academy at Mulholland Middle School and more than 150 high school magnet centers and schools in the Los Angeles Unified School District
- Cooperative educational programs such as the Criminal Justice and Public and Private Security Program operated within the Erie 2 Chautauqua-Cattaraugus Board of Cooperative Educational Services in New York
- Dual high school and community college programs such as the Chicago Police & Firefighters Training Academy and Law & Public Safety Academy
- Tech Prep programs such as the program in cooperation with Valencia Community College in Orlando, Florida
- Youth apprenticeships such as the Law and Justice Program at Centennial High School in Roswell, Georgia

Many of these programs are, in fact, college prep programs that will allow you to step up to an associate or a bachelor's degree. To explore how the programs work, go to <http://www.ncn-npcpss.com>, and click on the "Highlight Programs" link.

And, when you turn the page, you'll find a sample high school program of study.

Take advantage of these opportunities to learn. And strive for solid school and personal records that attest to your ability and willingness to learn and to your integrity and good character. Your effort will produce the biggest payoff of all – career success! ✪

## Ethical Behavior Counts

According to Police Lieutenant David Birozy, who wrote the story on page 44, "When we want to hire a police officer, we look for men and women who possess character, integrity, credibility and dependability. We look for people who are trustworthy and can make good decisions under pressure.

"Two of the most common mistakes young adults make that keep them out of a law enforcement career are the use of drugs and poor driving. If you are thinking of a career in law enforcement, be aware that the decisions you make today will be evaluated and may determine your future. Live your life to a high standard. You'll be glad you did!"







# It's Time to Plan Your Future

**A**fter you've read about the career lives of professionals in this publication and participated in the projects your teacher provided, you're ready to plan for a future career.

And if you're interested in law and public safety, you've learned that a high school diploma, civil service examinations, physical exams and on-the-job or formal training experiences will help you get a job in several related fields.

There are high schools across the U.S. that offer formal training programs. However, quite a few careers require ongoing training, certification and an associate or a bachelor's degree. In fact, the professionals whose stories you read advise students to seek postsecondary education.

And the time to start is now!

The National Career Clusters™ Framework provides sample high school and postsecondary plans of

study at <http://www.careertech.org/careerclusters/resources>.

Click on the Law, Public Safety, Corrections & Security cluster, and you'll find sample plans for each of the career pathways covered in this publication.

Keep in mind that these are sample plans like the one you see on the next page. Show them to your school counselor and family when you want to talk about a future career.

## USE THE PLANNING GUIDE INSIDE!

The center section of this publication is a great tool for planning a high school program. Here's how:

- Gather information from your school counselor about graduation credits and related career-technical education programs at your high school.
- Review sample career cluster plans of study that appear on the Web page above.
- And, if you're ready to consider postsecondary education, review related programs at community colleges, colleges and universities in your area. Be sure to check entrance requirements!



# Sample High School Plan of Study

	FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
<b>Language Arts</b>	English I	English II	English III	English IV
<b>Mathematics</b>	Algebra I	Geometry	Algebra II	Trigonometry, Calculus or Statistics
<b>Social Studies</b>	World History	American History	Government/ Economics	Psychology/ Sociology
<b>Science/ Technology</b>	Biology	Chemistry	Physics	Computer Applications
<b>Foreign Language/ Fine Arts</b>	Foreign Language I	Foreign Language II	Fine Arts	Choose among other career-related courses and activities including Cardiopulmonary Resuscitation, First Aid Certification, Crime Scene Investigation Techniques, Operation of Emergency Equipment, etc.
<b>Fitness/Health</b>	Health/ Physical Education	Health/ Physical Education	Fitness Training	
<b>Career-Related Courses</b>	Introduction to Careers in Law, Public Safety, Corrections & Security	Courses such as Criminal Justice Concepts, Emergency Preparedness, etc.	The Constitution and the U.S. Legal System	

## Interested in Postsecondary Education?

Once you become committed to a career direction, you may find that postsecondary education may help you advance in your career and earn more money. Based on your career interest, what kind of postsecondary education would be helpful? The list below provides a few examples:

ASSOCIATE DEGREE	BACHELOR'S DEGREE	MASTER'S, PROFESSIONAL OR HIGHER DEGREE
Computer support technician Court reporter Fire protection technician Forensic science/protection technician Hazardous materials technician Laboratory technician Legal secretary Paralegal/legal assistant	Administrator – fire service, law enforcement, related occupation Computer security specialist Counselor Federal special agent Forensic scientist Law clerk Medical technologist Probation/parole officer Security director	Counselor Forensic scientist Lawyer Psychiatrist Psychologist Social worker





# Finding Funding

- N**ot many people can pay the full cost of postsecondary education. But there are ways to achieve that goal:
- You can work part-time and go to school part-time.
  - Your school counselor may be able to help you find scholarship dollars. So can a financial aid director at a postsecondary school that interests you.
  - If your high school program of study leads to entry-level employment, maybe your employer will help cover some educational expenses after you've been on the job for awhile.
  - The federal government offers good advice and financial aid options (<http://www.studentaid.ed.gov> and <http://www.fafsa.ed.gov>).

Some states do, too. Go to <http://www.google.com>, and type in "state scholarships."

- Companies and labor unions offer earn-and-learn programs and scholarships. Ask your parents to check with the human resources department where they work.

But beware of financial aid scams, cautions the Federal Trade Commission. Some use advertising ploys like these:

- "The scholarship is guaranteed or your money back."
- "You can't get this information anywhere else."
- "I just need your credit card or bank account number to hold this scholarship."
- "We'll do all the work."
- "The scholarship will cost some money."

- "You've been selected by a 'national foundation' to receive a scholarship" or "You're a finalist" in a contest you never entered.

Investigate any "to-good-to-be-true" offers at <http://www.ftc.gov/bcp/edu/microsites/scholarship/index.shtml> or <http://www.collegeboard.com/student/pay/scholarships-and-aid/408.html>.

And remember that educational loans must be repaid. Will you be able to do that on an entry-level salary that must cover living expenses as well?

Preparing for the future is important. But today, working hard in school and creating a personal record that you can be proud of is your best investment in tomorrow.

## FUNDING CHALLENGE

If postsecondary education is in your future, how much will your first year cost? To investigate, select a typical community college or other school. Then add up school costs (tuition, books and fees) and living expenses (food, clothing, housing, transportation, etc.) to project the total cost of your first year at a postsecondary school.

<i>Item</i>	<i>Amount</i>
Tuition, books and fees	\$ _____
Food at home	_____
Food away from home	_____
Housing	_____
Apparel and services	_____
Transportation	_____
Health care	_____
Entertainment	_____
Insurance	_____
Other expenditures	_____
<b>Projected annual expenditures</b>	<b>\$ _____</b>





# Projected Job Growth Through 2018

Careers in Law, Public Safety, Corrections & Security are among some of the fastest-growing in the nation. See the data below.

	Number Needed Through 2018	Growth Rate (%)
Correctional officers	48,300	9
Firefighting occupations	62,100	17
Hazardous materials removal workers	6,300	15
Lawyers	98,500	13
Paralegals and legal assistants	74,100	28
Police and detectives	84,700	10
Probation officers and correctional treatment specialists	19,900	19
Security guards	152,500	14

SOURCE: 2010-11 Occupational Outlook Handbook. <http://bls.gov/oco/home.htm>. For information about needs in your state, go to <http://www.onetonline.org>.

**Ask your school counselor for more information.**

●●■ **career communications, inc.**

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