

# Public Services

Adopted 2013

## Knowledge and Performance

### 1 Academics 1.0

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### 2 Communications 2.0

- 1 Recognize the elements of communication using a sender–receiver model. 2.1
  - 2 Identify barriers to accurate and appropriate communication. 2.2
  - 3 Interpret verbal and nonverbal communications and respond appropriately. 2.3
  - 4 Demonstrate elements of written and electronic communication such as accurate spelling, grammar, and format. 2.4
  - 5 Communicate information and ideas effectively to multiple audiences using a variety of media and formats. 2.5
  - 6 Advocate and practice safe, legal, and responsible use of digital media information and communications technologies. 2.6
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### 3 Career Planning and Management 3.0

- 1 Identify personal interests, aptitudes, information, and skills necessary for informed career decision making. 3.1
- 2 Evaluate personal character traits such as trust, respect, and responsibility and understand the impact they can have on career success. 3.2
- 3 Explore how information and communication technologies are used in career planning and decision making. 3.3
- 4 Research the scope of career opportunities available and the requirements for education, training, certification, and licensure. 3.4
- 5 Integrate changing employment trends, societal needs, and economic conditions into career planning. 3.5
- 6 Recognize the role and function of professional organizations, industry associations, and organized labor in a productive society. 3.6
- 7 Recognize the importance of small business in the California and global economies. 3.7
- 8 Understand how digital media are used by potential employers and postsecondary agencies to evaluate candidates. 3.8
- 9 Develop a career plan that reflects career interests, pathways, and postsecondary options. 3.9

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#### **4 Technology** 4.0

- 1 Use electronic reference materials to gather information and produce products and services. 4.1
- 2 Employ Web-based communications responsibly and effectively to explore complex systems and issues. 4.2
- 3 Use information and communication technologies to synthesize, summarize, compare, and contrast information from multiple sources. 4.3
- 4 Discern the quality and value of information collected using digital technologies, and recognize bias and intent of the associated sources. 4.4
- 5 Research past, present, and projected technological advances as they impact a particular pathway. 4.5
- 6 Assess the value of various information and communication technologies to interact with constituent populations as part of a search of the current literature or in relation to the information task. 4.6

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#### **5 Problem Solving and Critical Thinking** 5.0

- 1 Identify and ask significant questions that clarify various points of view to solve problems. 5.1
- 2 Solve predictable and unpredictable work-related problems using various types of reasoning (inductive, deductive) as appropriate. 5.2
- 3 Use systems thinking to analyze how various components interact with each other to produce outcomes in a complex work environment. 5.3
- 4 Interpret information and draw conclusions, based on the best analysis, to make informed decisions. 5.4

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#### **6 Health and Safety** 6.0

- 1 Locate, and adhere to, Material Safety Data Sheet (MSDS) instructions. 6.1
- 2 Interpret policies, procedures, and regulations for the workplace environment, including employer and employee responsibilities. 6.2
- 3 Use health and safety practices for storing, cleaning, and maintaining tools, equipment, and supplies. 6.3
- 4 Practice personal safety when lifting, bending, or moving equipment and supplies. 6.4
- 5 Demonstrate how to prevent and respond to work-related accidents or injuries; this includes demonstrating an understanding of ergonomics. 6.5
- 6 Maintain a safe and healthful working environment. 6.6
- 7 Be informed of laws/acts pertaining to the Occupational Safety and Health Administration (OSHA). 6.7

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## **7 Responsibility and Flexibility** 7.0

- 1 Recognize how financial management impacts the economy, workforce, and community. 7.1
- 2 Explain the importance of accountability and responsibility in fulfilling personal, community, and workplace roles. 7.2
- 3 Understand the need to adapt to changing and varied roles and responsibilities. 7.3
- 4 Practice time management and efficiency to fulfill responsibilities. 7.4
- 5 Apply high-quality techniques to product or presentation design and development. 7.5
- 6 Demonstrate knowledge and practice of responsible financial management. 7.6
- 7 Demonstrate the qualities and behaviors that constitute a positive and professional work demeanor, including appropriate attire for the profession. 7.7
- 8 Explore issues of global significance and document the impact on the Public Services sector. 7.8

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## **9 Ethics and Legal Responsibilities** 9.0

- 1 Access, analyze, and implement quality assurance standards of practice. 8.1
- 2 Identify local, district, state, and federal regulatory agencies, entities, laws, and regulations related to the Public Services industry sector. 8.2
- 3 Demonstrate ethical and legal practices consistent with Public Services sector workplace standards. 8.3
- 4 Explain the importance of personal integrity, confidentiality, and ethical behavior in the workplace. 8.4
- 5 Analyze organizational culture and practices within the workplace environment. 8.5
- 6 Adhere to copyright and intellectual property laws and regulations, and use and appropriately cite proprietary information. 8.6
- 7 Conform to rules and regulations regarding sharing of confidential information, as determined by Public Services sector laws and practices. 8.7

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## **9 Leadership and Teamwork** 9.0

- 1 Define leadership and identify the responsibilities, competencies, and behaviors of successful leaders. 9.1
- 2 Identify the characteristics of successful teams, including leadership, cooperation, collaboration, and effective decision-making skills as applied in groups, teams, and career technical student organization activities. 9.2
- 3 Understand the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace setting. 9.3
- 4 Explain how professional associations and organizations and associated leadership development and competitive career development activities enhance academic preparation, promote career choices, and contribute to employment opportunities. 9.4
- 5 Understand that the modern world is an international community and requires an expanded global view. 9.5
- 6 Respect individual and cultural differences and recognize the importance of diversity in the workplace. 9.6
- 7 Participate in interactive teamwork to solve real Public Services sector issues and problems. 9.7

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## **10 Technical Knowledge and Skills** 10.0

- 1 Interpret and explain terminology and practices specific to the Public Services sector. 10.1
- 2 Comply with the rules, regulations, and expectations of all aspects of the Public Services sector. 10.2
- 3 Construct projects and products specific to the Public Services sector requirements and expectations. 10.3
- 4 Collaborate with industry experts for specific technical knowledge and skills. 10.4

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## **11 Demonstration and Application** 11.0

- 1 Utilize work-based/workplace learning experiences to demonstrate and expand upon knowledge and skills gained during classroom instruction and laboratory practices specific to the Public Services sector program of study. 11.1
  - 2 Demonstrate proficiency in a career technical pathway that leads to certification, licensure, and/or continued learning at the postsecondary level. 11.2
  - 3 Demonstrate entrepreneurship skills and knowledge of self-employment options and innovative ventures. 11.3
  - 4 Employ entrepreneurial practices and behaviors appropriate to Public Services sector opportunities. 11.4
  - 5 Create a portfolio, or similar collection of work, that offers evidence through assessment and evaluation of skills and knowledge competency as contained in the anchor standards, pathway standards, and performance indicators. 11.5
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## Pathway Standards

### A. Public Safety

- 1 Demonstrate an awareness of the personal, physical, and psychological qualities found in successful public safety job candidates, and recall critical types of decisions and outcomes which determine employability in public safety occupations. [A1.0](#)
- 1 State the major types of occupations found in the Public Safety Pathway and the number of those occupations that require background-investigation security clearance and personal records free of disqualifying information. [A1.1](#)
- 2 Identify a range of personal choices and conduct that would disqualify an individual from public safety occupations, and describe ways to avoid such behaviors. [A1.2](#)
- 3 Recognize the extent and scope of a background investigation, what sorts of information is collected, and how it may impact the evaluation of a candidate for a position in a public safety occupation. [A1.3](#)
- 4 Know personal and ethical behaviors that demonstrate commitment to professional ethics and legal responsibilities. [A1.4](#)
- 5 Demonstrate strategies and requirements for individuals and organizations to employ to respond to unethical and illegal actions in a variety of workplace situations. [A1.5](#)
- 6 Understand the necessity of maintaining strong academic records, high levels of physical fitness, and positive personal history to successfully pursue a career in a public safety. [A1.6](#)
- 7 Understand the selection process for many public safety occupations that require certifications, reading and writing assessments, psychological evaluations, medical evaluations, and probationary periods. [A1.7](#)
- 8 Understand the importance of security and background checks, credit checks, and other assessments—including oral interviews and polygraph tests—that are required for some public safety occupations. [A1.8](#)
- 9 Understand the characteristics and benefits of teamwork, leadership, and citizenship in the school, community, and workplace settings. [A1.9](#)
- 10 Understand how loyalty, duty, honor, integrity, selfless service, and personal courage play an important role in many public safety occupations. [A1.10](#)
- 11 Understand how to interact with others in ways that demonstrate respect for persons, property, individual lifestyle choices, and cultural differences. [A1.11](#)
- 12 Compile a personal portfolio specific to the expectations for employment in a public safety career. [A1.12](#)
- 2 Describe the history, shared mission, and roles of public safety agencies and professionals at the national, state, and local government levels. [A2.0](#)
  - 1 Recognize issues particular to policing and other public safety occupations, including accountability, codes of ethical conduct, jurisdiction, and civil rights of individuals. [A2.1](#)

- 2 Describe the public safety agency role in saving lives, protecting lives and property, reducing the vulnerability of critical infrastructure, identifying key resources, and maintaining order. [A2.2](#)
  - 3 Describe public safety agency roles in preventing terrorism, enhancing security, managing border security, securing cyberspace, and preparing for and responding to emergencies and disasters. [A2.3](#)
  - 4 Identify the major public safety agencies at the international, national, state, and local levels, as well as scenarios (including response to catastrophic events with multiple casualties) that call for a referral to a higher-level agency or collaboration with other public safety agencies. [A2.4](#)
  - 5 Analyze information to make prompt, effective, and appropriate decisions. [A2.5](#)
  - 6 Use conflict-resolution and anger-management skills and procedures to resolve problems. [A2.6](#)
  - 7 Apply critical-thinking skills to manage emergency response situations. [A2.7](#)
  - 8 Survey the history of public safety agencies in the United States and their influence on the current systems. [A2.8](#)
  - 9 Analyze and evaluate ideas, proposals, and solutions to problems. [A2.9](#)
  - 10 Create a scenario that includes a potential threat from terrorism, a hostage situation, or danger at a school site, describing who should respond and actions that should be taken. [A2.10](#)
- 3 Demonstrate an understanding of the appropriate level of nutrition, fitness, and agility required by the public safety career fields. [A3.0](#)
    - 1 Understand the need for physical fitness and proper nutrition in the public safety career areas. [A3.1](#)
    - 2 Recognize the different physical agility assessments required for entrance into a public safety career and understand the skills and techniques necessary for success in agility testing. [A3.2](#)
    - 3 Design and implement a personal plan for achieving and maintaining an acceptable level of agility and a lifetime fitness mindset. [A3.3](#)
  - 4 Employ active listening, concise reporting, and familiarity with professional equipment to communicate effectively. [A4.0](#)
    - 1 Know the basic techniques and methods of active listening to obtain and clarify information in oral communications. [A4.1](#)
    - 2 Demonstrate effective methods of communicating with the public with a variety of techniques, such as command presence, active listening, and empathy; projecting a professional tone of voice; paraphrasing; and the proper use of nonverbal body language. [A4.2](#)
    - 3 Demonstrate the use of clear, concise, and legible entries based on experience and observation to prepare and submit required reports. [A4.3](#)
    - 4 Understand the professional use of a variety of communication methods and equipment. [A4.4](#)

- 5 Practice public safety verbal communication techniques that can be used when interacting with difficult individuals. [A4.5](#)
  - 6 Narrate a sequence of events consistent with agency reporting formats. [A4.6](#)
  - 7 Convey information and ideas from primary and secondary sources accurately and coherently, consistent with agency report-writing formats. [A4.7](#)
- 5 Understand the laws, ordinances, regulations, and organizational policies that guide public safety career fields. [A5.0](#)
    - 1 Describe how federal, state, and local laws and regulations affect public safety operations. [A5.1](#)
    - 2 Explain the importance of individual liberties and civil rights provided in the Constitution and how public safety workers should safeguard these rights when interacting with the public. [A5.2](#)
    - 3 Prepare a chart showing the organizational chain of command and other administrative systems to assign tasks and responsibilities for maximum effectiveness. [A5.3](#)
  - 6 Know the skills and equipment needed to deal with various types of situations found in public safety occupations (e.g., working with special populations, responding to emergencies, and assisting with incidents). [A6.0](#)
    - 1 Know the principles of emergency communications management and the importance of technological interoperability for information sharing among public safety agencies and for effective public address/warning systems. [A6.1](#)
    - 2 Identify the skills required to deal effectively with emergency situations. [A6.2](#)
    - 3 Become familiar with personal safety procedures to meet prescribed regulations and situations. [A6.3](#)
    - 4 List the key elements of an action plan. [A6.4](#)
    - 5 Understand the safety and health issues related to serving persons with disabilities. [A6.5](#)
    - 6 Demonstrate the techniques for restraining individuals without violating their individual rights or jeopardizing safety. [A6.6](#)
    - 7 Practice basic emergency lifesaving techniques in order to apply those skills as needed in emergencies. [A6.7](#)
    - 8 Implement procedures for emergency response and know the requirements for handling hazardous materials—in normal and emergency situations—to avoid health and environmental risks (e.g., airborne and blood-borne pathogens, contamination). [A6.8](#)
    - 9 Explain the management of crisis negotiations to promote the safety of individuals and the public. [A6.9](#)
    - 10 Apply appropriate problem-solving strategies and critical-thinking skills to work-related issues and tasks. [A6.10](#)
  - 7 Demonstrate an understanding of the major elements and career opportunities within the United States Department of Defense (DOD), including the Army, Navy,

Marine Corps, Air Force, and Coast Guard. [A7.0](#)

- 1 Describe the mission and role of the DOD and the individual armed services. [A7.1](#)
- 2 Understand the chain of command within organizations of the DOD. [A7.2](#)
- 3 Understand the initial entry assessments of physical, educational, and legal for military recruitment and levels of service. [A7.3](#)
- 4 Describe the structure and composition of the DOD. [A7.4](#)
- 5 Understand and adhere to the following personal attributes within the DOD: leadership, teamwork, fitness, honor, integrity, respect, selfless service, and personal courage. [A7.5](#)
- 6 Describe the need for, and the responsibilities of, the following functions within the DOD: armored security, maritime security and welfare, air superiority, space operations, and cyber security. [A7.6](#)
- 7 Understand the role and structure of federal agencies and national organizations. [A7.7](#)
- 8 Demonstrate an understanding of the functions and career opportunities within the U.S. Department of Homeland Security (DHS). [A8.0](#)
  - 1 Describe the mission, roles, and responsibilities of the U.S. Department of Homeland Security. [A8.1](#)
  - 2 Assess the local, state, national, and global perspectives on homeland security and the implications of protecting the public from natural and man-made threats to public safety. [A8.2](#)
  - 3 Recognize the impact of the September 11, 2001, terror attacks on the security and intelligence community structure and the resulting emphasis placed on coordination and cooperation between public safety agencies. [A8.3](#)
  - 4 Identify the current global and national issues and policies concerning terrorism and homeland security. [A8.4](#)
  - 5 List the various techniques and methods of infrastructure and facilities protection. [A8.5](#)
  - 6 Understand the role of cyber-security professionals within the homeland defense community and the methods and techniques used to combat public and private cyber attacks. [A8.6](#)
  - 7 Survey the roles, functions, and interdependency among local, federal, and international law enforcement, intelligence, and military agencies. [A8.7](#)
  - 8 Analyze the various elements of emergency preparedness, including emergency response and recovery, within the context of homeland security. [A8.8](#)
- 9 Demonstrate an understanding of the functions of the U.S. Foreign Service. [A9.0](#)
  - 1 Describe the primary mission of the U.S. Department of State and the role of the Foreign Service within that Department. [A9.1](#)
  - 2 Describe the primary mission and role of the Foreign Service. [A9.2](#)

- 3 Describe the roles and responsibilities of different career tracks within the Foreign Service: Consular Officers, Economic Officers, Management Officers, Political Officers, and Public Diplomacy Officers. A9.3
- 4 Research the history of the Foreign Service and describe how its careers have evolved and how the Foreign Service has impacted the United States and other societies. A9.4
- 5 Describe the countries and settings in which Foreign Service Officers serve. A9.5
- 6 Understand the potential impact of assignments to "hardship posts" and dangerous posts on life and family choices. A9.6

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## B. Emergency Response

- 1 Analyze the characteristics of different career fields within the Emergency Response pathway to develop a perspective on the nature of the work, entry-level requirements, career options, and expectations. **B1.0**
  - 1 Understand the responsibilities, requirements, and advancement opportunities in emergency response careers. **B1.1**
  - 2 List the standards for emergency response employee qualifications, training, and certification. **B1.2**
  - 3 Outline a realistic program of study (education plan) based on career choice, job-entry requirements, and personal commitment. **B1.3**
  - 4 Describe the roles and responsibilities of emergency response agencies. **B1.4**
  - 5 Summarize the laws, regulations, and organizational protocols that define the guidelines governing selected emergency agencies and services. **B1.5**
- 2 Understand the processes by which emergency management organizations and emergency managers exert command and control over an emergency response and recovery operation. **B2.0**
  - 1 Describe the mechanisms by which emergency management stakeholder agencies and resources are coordinated for mutual aid. **B2.1**
  - 2 Understand the importance of an organized Command and Control System to provide for interoperability, efficiency, and effectiveness. **B2.2**
  - 3 Understand the core set of basic concepts, principles, terminology, and technologies of emergency response management. **B2.3**
  - 4 Recognize multiagency coordination; unified command, training, identification and management of resources; qualification and certification; and the collection, tracking, evaluation, and dissemination of information. **B2.4**
  - 5 Describe the principles and responsibilities of the Incident Command System (ICS) and the National Incident Management System (NIMS). **B2.5**
  - 6 Review a simulated local hazard mitigation plan based on a potential hazard to the community, and describe the appropriate response. **B2.6**
  - 7 Design an emergency plan for an earthquake in a major metropolitan area that has shut off access from all directions. **B2.7**
- 3 Demonstrate necessary leadership qualities, team concepts, and personal integrity for emergency response personnel. **B3.0**
  - 1 Identify the characteristics of successful teams, including leadership, cooperation, collaboration, and effective decision-making skills as applied in emergency services. **B3.1**
  - 2 Understand the characteristics and benefits of teamwork, leadership, and citizenship in community and workplace settings. **B3.2**
  - 3 Employ active listening, concise reporting, and familiarity with emergency response communication equipment to interact efficiently and effectively. **B3.3**

- 4 Describe emergency response techniques and methods of active listening to obtain and clarify information in oral communications. [B3.4](#)
  - 5 Demonstrate a variety of appropriate and effective methods of communicating with the public, including techniques such as professional demeanor, active listening, empathy, projecting a confident tone of voice, paraphrasing, and the proper use of nonverbal body language. [B3.5](#)
  - 6 Adhere to Health Insurance Portability and Accountability Act (HIPAA) regulations and agency guidelines regarding public and media communications. [B3.6](#)
  - 7 Use appropriate terminology in clear, concise, and legible report entries when preparing and submitting required reports. [B3.7](#)
  - 8 Use and maintain a variety of communication equipment, understanding the importance of using current and up-to-date technology and communication equipment. [B3.8](#)
  - 9 Practice verbal and nonverbal emergency terminology and communication techniques to be used when interacting with emergency response personnel in a variety of emergency situations. [B3.9](#)
  - 10 Gather information and ideas from primary and secondary sources accurately and coherently. [B3.10](#)
- 4 Execute safety procedures and protocols associated with local, state, and federal regulations in order to effectively and safely conduct duties within fire and emergency services. [B4.0](#)
    - 1 Describe the basic elements of safety and survival for emergency response personnel. [B4.1](#)
    - 2 Know and use the appropriate personal protective equipment (PPE) required for emergency services duties. [B4.2](#)
    - 3 Know how to establish situational awareness, identify hazards, and assess personal, team, or environmental risks. [B4.3](#)
    - 4 Understand and adhere to comprehensive and systematic risk management strategies to reduce injury and fatalities for self, team, and community. [B4.4](#)
    - 5 Demonstrate strategies to identify and eliminate hazards. [B4.5](#)
    - 6 Complete certification in emergency care as appropriate—for example, cardiopulmonary resuscitation (CPR), automated external defibrillator (AED), and first aid. [B4.6](#)
  - 5 Develop the level of nutrition, fitness, strength, agility, and psychological health and well-being required for safely working in emergency response career fields. [B5.0](#)
    - 1 Understand that physical fitness and proper nutrition are needed to perform the duties of emergency response personnel. [B5.1](#)
    - 2 Recognize the different physical strength and agility assessments required for entrance into emergency response employment. [B5.2](#)

- 3 Apply the skills and techniques necessary for success in strength and agility testing. B5.3
- 4 Design and implement a personal plan for achieving and maintaining an acceptable level of nutrition, strength and agility, and a lifetime fitness mindset. B5.4
- 5 Recognize and understand the importance of maintaining psychological health and well-being in emergency response occupations. B5.5
- 6 Understand the roles of federal, state, and local agencies in catastrophic event planning, preparation, response, and recovery. B6.0
  - 1 Describe steps for each potential catastrophic event. B6.1
  - 2 Analyze the history and outcomes of catastrophic events and the appropriate emergency responses. B6.2
  - 3 Review a hazard mitigation plan to reduce death and injury for potential man-made and natural hazards. B6.3
  - 4 Prepare an emergency preparedness and response plan that includes the roles of emergency response personnel for a potential catastrophic event in the community. B6.4
  - 5 Recognize the importance and variety of recovery strategies to support individuals and communities impacted by a catastrophic event. B6.5
- 7 Research and define what is considered to be hazardous materials incidents and threats. B7.0
  - 1 Describe commonly encountered hazardous materials. B7.1
  - 2 Describe the hazardous materials labeling system and identify definitions associated with various hazardous materials. B7.2
  - 3 Describe the type of damage and injury that can occur if hazardous materials are handled improperly. B7.3
  - 4 Explain the steps taken, including appropriate personnel and safety measures, for a hazardous-material release. B7.4
  - 5 Research and report on the most common incidents involving hazardous materials. B7.5
- 8 Understand the fundamental mission of fire services occupations and the responsibility to preserve life and property, promote public safety, and reduce fire deaths. B8.0
  - 1 Understand the history, organization, and operation of fire services. B8.1
  - 2 Describe the skills and knowledge necessary for an entry-level firefighter to safely perform the tasks required of the job. B8.2
  - 3 Explain the fundamentals and scientific principles of fire behavior, combustible materials, extinguishing agents, hazardous and toxic materials, forms of energy, and fire prevention/suppression techniques for all types of fires and conditions. B8.3
  - 4 Demonstrate the operation of fire protection equipment and systems. B8.4

- 5 Demonstrate the skills necessary to perform fire suppression and basic rescue operations using firefighting techniques and rescue equipment. B8.5
- 6 Identify structural characteristics of building construction types as they relate to fire protection and suppression, and recognize the signs and causes of potential building collapse and other hazards. B8.6
- 7 Apply principles of proper body mechanics, including ergonomics, equipment use, and techniques to prevent personal injury. B8.7
- 8 Participate in public education aimed at reducing loss of life and property, through programs and activities on fire prevention and safety as well as other injury-prevention education. B8.8
- 9 Demonstrate the immediate basic life support and interim medical care for a sick, injured, or compromised person until advanced medical care is provided or transport is initiated. B9.0
  - 1 Understand and use medical terminology and related knowledge of anatomy, physiology, diseases, diagnoses, pharmacology, therapeutics, and common abbreviations necessary for emergency medical services. B9.1
  - 2 Know the common acronyms used in fire and emergency services. B9.2
  - 3 Perform technical skill and equipment use required for emergency response occupations—for example, airway, oxygen, and ventilation procedures; suction; bleeding control; shock management; cardiac arrest management; immobilization techniques; traction; splinting; transport; defibrillation; and wound management. B9.3
  - 4 Follow instructions for immediate care procedure as transmitted by an emergency medical dispatcher during transport. B9.4
  - 5 Demonstrate administration of a limited number of drugs appropriate to the scope of practice. B9.5
  - 6 Manage an incident scene as the first responder, using emergency response skills appropriate to training and certification. B9.6
  - 7 Execute protocols in emergency management response when working with an on-scene accident. B9.7
  - 8 Demonstrate the ability to assess the nature and extent of an illness or injury to establish and prioritize medical response. B9.8
  - 9 Communicate with treatment-center staff to arrange reception of victims and to get instructions for further treatment. B9.9
  - 10 Demonstrate the ability to receive and provide patient-care information to other medical providers. B9.10
  - 11 Describe the function of emergency vehicles, use of medical and communication equipment, and the necessity of maintaining inventory as required for emergency services practices and procedures. B9.11
- 10 Analyze and describe the functions and responsibilities of federal, state, and local wildland services. B10.0
  - 1 Describe wildland firefighter safety and survival preparations. B10.1

- 2 Explain the role of fire personnel in wildland fires, structure fires, auto accidents, medical aid, swift-water rescue, civil disturbances, search and rescue operations, hazardous material spills, train wrecks, floods, and earthquakes. [B10.2](#)
- 3 Describe fire prevention and planning procedures to save wildland structures during a forest fire. [B10.3](#)
- 4 Assess the value of the resource management program, including the impact on timber, watershed, wildlife, and recreation. [B10.4](#)
- 5 Create a state map showing the locations of wildland lookouts, and describe the lookouts' purpose and staffing. [B10.5](#)
- 6 Evaluate the importance of the fire suppression aviation program. [B10.6](#)
- 7 Recognize factors that influence the start and spread of wildland fires. [B10.7](#)
- 8 Describe and evaluate the importance of the various types of equipment used to control and/or extinguish wildland fires. [B10.8](#)
- 9 Build a plan describing processes and procedures to follow prior to, during, and after a wildfire event. [B10.9](#)

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## C. Legal Practices

- 1 Demonstrate an understanding of the state and federal justice system, the Rule of Law, and the environment/practice settings for legal professionals. **C1.0**
  - 1 Describe the different levels of federal courts and their jurisdictions. **C1.1**
  - 2 Identify the primary legal practice settings (e.g., private firms, government and public sector entities, corporate counsel, and public interest practice), and explain the nature and scope of each practice area. **C1.2**
  - 3 Identify, by practice area, the types of clients served and related legal needs and issues. **C1.3**
  - 4 Become familiar with educational and experiential requirements needed to establish and maintain successful careers in each practice area. **C1.4**
  - 5 Explain the court system of the State of California, including the different types of state courts and their jurisdictions. **C1.5**
  - 6 Become familiar with the concept of equal access to justice. **C1.6**
  - 7 Present and defend the case for diversity in the legal professions. **C1.7**
  - 8 Contrast the fundamental features of civil, criminal, and administrative law. **C1.8**
- 2 Demonstrate an understanding and ability to utilize legal research and writing. **C2.0**
  - 1 List the basic steps in legal research, including the legal publications most commonly used in the practice of law. **C2.1**
  - 2 Explain the importance and purpose of legal research. **C2.2**
  - 3 Explain the difference between legal publications, treatises, and other legal writings. **C2.3**
  - 4 Demonstrate a working knowledge of the legal research system by writing a short memorandum on a given question of law and explaining the steps taken to find sources and reach conclusions. **C2.4**
  - 5 Demonstrate the ability to use a uniform system of citing cases for updating and cross-referencing cases. **C2.5**
  - 6 Demonstrate the ability to locate and update legal authority using computer-assisted legal research tools. **C2.6**
  - 7 Demonstrate how to analogize or distinguish the facts and law of one case from the facts of a given legal problem. **C2.7**
  - 8 Demonstrate how to "brief" a case. **C2.8**
  - 9 Discuss the term "authority" as it is used in legal writing, and explain the hierarchy of authority and the difference between mandatory and persuasive authority. **C2.9**
  - 10 Discuss the purpose of a legal memorandum, brief or points, and authorities to a particular audience (how the memorandum may vary in emphasis and style, depending on the audience). **C2.10**

- 11 Discuss case law, how it is made, its component parts, and how to use cases to resolve a legal problem. [C2.11](#)
- 12 Contrast case law with statutory law and explain how to interpret statutes using intrinsic and extrinsic sources. [C2.12](#)
- 13 Create a hypothetical case and identify the applicable statutory, regulatory, and case law. [C2.13](#)
- 14 Prepare a legal brief to represent the defendant in the hypothetical case. [C2.14](#)
- 3 Demonstrate an understanding of tort law and concepts and their application to factual situations. [C3.0](#)
  - 1 Define the tort concept of civil wrong and apply the concept to factual situations with persons, property, and defenses of an intentional tort. [C3.1](#)
  - 2 Describe the tort of negligence and the elements of negligence (e.g., "reasonable person," res ipsa loquitur, proximate cause). [C3.2](#)
  - 3 Describe defenses to negligence actions, including strict and product liability. [C3.3](#)
- 4 Demonstrate knowledge of constitutional law, criminal law, immigration law, and related concepts, as well as their application to factual situations. [C4.0](#)
  - 1 Discuss the United States Constitution, including its philosophical underpinnings and structure. [C4.1](#)
  - 2 Analyze the Fourteenth Amendment, particularly (1) the Due Process Clause and Substantive Due Process, as contrasted with Procedural Due Process; and (2) the Equal Protection Clause. [C4.2](#)
  - 3 Discuss and define terms and concepts of criminal law, including the theory of criminal law (Malum in se and Malum prohibitum) and the evolving nature of criminal law (e.g., the legal definition of a viable human being). [C4.3](#)
  - 4 Describe types and elements of crimes against persons and property, overlapping crimes against people and their property, and inchoate crimes. [C4.4](#)
  - 5 Discuss each stage in a criminal proceeding, from investigation to disposition (e.g., arrest, prosecution of crimes, and defenses of criminal prosecution) and postconviction procedure. [C4.5](#)
  - 6 Research court data regarding annual statewide numbers of criminal proceedings and demographics of defendants; discuss disproportionate minority contact. [C4.6](#)
  - 7 Discuss the concept of implicit bias and the impact it has on the criminal and civil justice systems. [C4.7](#)
  - 8 Define a variety of legal terms and concepts related to immigration law. [C4.8](#)
  - 9 Describe the various types of immigration visas. [C4.9](#)
  - 10 Explain the process and basis for political asylum. [C4.10](#)
  - 11 Prepare a chart displaying the process for applying for citizenship, including a display of the average number of immigrants who apply each year and the

percentage of successful applicants. [C4.11](#)

- 5 Demonstrate a familiarity with fundamental principles of contract law (including the uniform commercial code) and fundamentals of consumer protection law. [C5.0](#)
  - 1 Recognize the differences between void and voidable contracts. [C5.1](#)
  - 2 Recognize various types of contracts, such as adhesion, bilateral, unilateral, implied, and express. [C5.2](#)
  - 3 Identify emerging business practices that may result in consumer fraud or deception. [C5.3](#)
  - 4 Identify ways by which the Internet and social media can be used to inform consumers and address deceptive business practices. [C5.4](#)
  - 5 Describe the elements of a contract, including contract terminology. [C5.5](#)
  - 6 Explain the Statute of Frauds. [C5.6](#)
  - 7 Explain the Parole Evidence Rule. [C5.7](#)
  - 8 Interpret contract rules and expectations, including specific performance, breach of contract, remedies for breach of contract, third-party beneficiary, and requirements for modifications. [C5.8](#)
  - 9 Analyze deceptive business practices, including false advertising, "bait and switch" sales practices, and truth-in-lending disclosure requirements. [C5.9](#)
  - 10 Prepare a sample of a false advertisement. [C5.10](#)
- 6 Demonstrate knowledge of property law and its application to property transactions, estate planning and probate administration, and housing law, including landlord/tenant and fair housing laws. [C6.0](#)
  - 1 Distinguish personal property from real property. [C6.1](#)
  - 2 Define a variety of terms associated with real estate transactions. [C6.2](#)
  - 3 Discuss real property concepts, including but not limited to the types of estates that can be conveyed under California law. [C6.3](#)
  - 4 Contrast the basic responsibilities of the lawyer and the real estate broker in the conveyance of real property, from the sales or option contract to the recording of the deed. [C6.4](#)
  - 5 Describe the basic requirements of a contract for sale of real property. [C6.5](#)
  - 6 Discuss the purpose of title insurance, a title search, and how the "search" is made. [C6.6](#)
  - 7 Explain how "recording" is accomplished and the importance of recording a deed, mortgage, or other real estate documents. [C6.7](#)
  - 8 Explain the most common forms of limitations on real property use, such as covenants, easements, zoning laws, and land-use regulations. [C6.8](#)
  - 9 Explain at least two types of encumbrances that can be placed against real property. [C6.9](#)
  - 10 Describe the steps and procedures in a typical real estate closing. [C6.10](#)

- 11 Compare a variety of real property documents, such as a lease, a promissory note, an option contract, and an agreement for deed or a mortgage, and be able to prepare at least one. [C6.11](#)
  - 12 Define a variety of terms and concepts associated with wills, trusts, and probate administration. [C6.12](#)
  - 13 Define a simple Inter Vivos, and a Testamentary trust. [C6.13](#)
  - 14 Compare and contrast a trust and a will, including advantages and disadvantages for each. [C6.14](#)
  - 15 Explain the general procedures of the probate process. [C6.15](#)
  - 16 Explain the purposes of wills and codicils. [C6.16](#)
  - 17 Create a personal will, following legal guidelines. [C6.17](#)
  - 18 Identify the types of discrimination that renters and home buyers might face. [C6.18](#)
  - 19 Understand the basic rights and responsibilities of both landlords and tenants. [C6.19](#)
  - 20 Explain the basic procedures, claims, and responses in an unlawful detainer case. [C6.20](#)
- 7 Understand the fundamental principles of the law of business organizations. [C7.0](#)
    - 1 Define a variety of terms associated with business organizations. [C7.1](#)
    - 2 Describe the procedures necessary to form, modify, and dissolve various types of business organizations. [C7.2](#)
    - 3 Compare the major advantages and disadvantages of the various types of business organizations. [C7.3](#)
    - 4 Discuss the rights, duties, and liabilities of the owners, officers, directors, and employees of various types of business organizations. [C7.4](#)
    - 5 Discuss the nature of the agency relationship, including the duties and liabilities of the principal, the agent, and third parties. [C7.5](#)
- 8 Recognize the importance of laws and procedures related to intellectual property. [C8.0](#)
    - 1 Explore emerging issues of law related to personal access to, and use of, technology. [C8.1](#)
    - 2 Describe the economic barriers to equal public access to technology and legal strategies for overcoming them. [C8.2](#)
    - 3 Demonstrate an appreciation for balancing the First Amendment right to free speech vs. the interest of parents, schools, and the government regulating social media because of concerns about privacy, online bullying, defamation/slander, and harassment. [C8.3](#)
    - 4 Discuss how social media can be used by governments or individuals to suppress or enhance freedom of expressions. [C8.4](#)

- 5 Understand the definition of "intellectual property": the legal concept that certain types of creations—musical, literary, and artistic works; discoveries and inventions; and words, phrases, symbols, and designs—are types of property "owned" by their creators and cannot be copied or used without the permission of the creators. [C8.5](#)
- 6 Explain the ways in which creative rights can be compromised, such as plagiarism and "sampling." [C8.6](#)
- 7 Identify emerging issues of law related to infringement of intellectual property and discuss how personal access to, and use of, technology makes intellectual property infringement easier. [C8.7](#)
- 9 Demonstrate a general understanding of all phases of trial practice and procedure, as well as knowledge of and ability to perform litigation techniques and procedures. [C9.0](#)
  - 1 Define a variety of terms associated with litigation and trial practice. [C9.1](#)
  - 2 Describe the typical steps in jury and nonjury civil trials, from pretrial through the appeal. [C9.2](#)
  - 3 Explain the sequence and basic contents of pleadings. [C9.3](#)
  - 4 List and briefly explain six causes of action in civil cases. [C9.4](#)
  - 5 Explain the basic concept of the Statute of Limitations. [C9.5](#)
  - 6 Discuss the basic rules of procedure and evidence code. [C9.6](#)
  - 7 Describe how evidence and exhibits are organized for trial. [C9.7](#)
  - 8 Describe the purpose and contents of a trial notebook. [C9.8](#)
  - 9 Describe the techniques for asking questions and list the basic points for good listening. [C9.9](#)
  - 10 Describe the purpose of background investigations and analysis. [C9.10](#)
  - 11 List the sources of information for conducting background investigations. [C9.11](#)
  - 12 Describe how the results of background investigation and analysis can be presented to the attorney [C9.12](#)
  - 13 Discuss the evaluation and use of evidence. [C9.13](#)
  - 14 Describe the role of a jury in a criminal case versus a civil case in state court proceedings. [C9.14](#)
  - 15 Understand the importance of the jury in relation to fairness and due process. [C9.15](#)
  - 16 Understand the purpose and process of jury voir dire and how it determines the makeup of the jury panel. [C9.16](#)
  - 17 Describe the judge's role, the role of the prosecutor, and that of the defense attorney. [C9.17](#)
  - 18 Create a hypothetical case and describe why you would or would not like to participate as a juror on that case. [C9.18](#)

- 10 Demonstrate an understanding of the ethical and professional standards of the legal professions and knowledge of management techniques and procedures. C10.0
  - 1 Define a variety of legal terms and concepts related to professionalism and the unauthorized practice of law. C10.1
  - 2 Explain how judges, lawyers, and paralegal personnel function in our legal system. C10.2
  - 3 Understand the roles and responsibilities that lawyers (including judges) have in our society. C10.3
  - 4 Describe alternative methods for resolving ethical dilemmas within the legal environment. C10.4
  - 5 Define a variety of terms and concepts related to law-office management and structure. C10.5
  - 6 List and discuss techniques for improving the confidence that clients will have in the personnel of the law office. C10.6
  - 7 Describe how client files are opened, maintained, and closed. C10.7
  - 8 List the advantages of data management and microcomputer skills in a law office. C10.8
  - 9 List, discuss, and apply the rules of ethics in the legal profession, with special emphasis on client confidentiality. C10.9
  - 10 Discuss what constitutes legal malpractice, and illustrate the discussion with examples of malpractice. C10.10
  - 11 Discuss the various aspects of fee setting in the law office, including fixed fees, minimum fees, contingent fees, retainers, payment schedules, and billing practice. C10.11