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| WI Youth Apprenticeship Logo | Law Enforcement  Youth Apprenticeship |

# LAW ENFORCEMENT

Law Enforcement youth apprentices gain skills related to the enforcement of laws and safety of citizens. Apprentices must adhere to industry safety and security standards.

**Length of Apprenticeship:** One or two years

# occupational Competencies

Youth apprentices must become proficient in both general employability and occupation-specific competencies. All of these, and examples of how each can be demonstrated, are found in the following pages. **Year 1**: A total of 10 occupational competencies (1-7 Year 1 competencies and 3 additional competencies) must be learned for this occupation, and youth apprentices must also complete a CPR and First Aid Certification. **Year 2**: An additional 9 competencies must be learned. Employers may substitute out one competency per year and should write in the competency added. Where necessary, skills can be simulated. Youth apprentices must be evaluated on these competencies at least two times each year of their apprenticeship.

Youth Apprentice completed the following during year one:

**CPR and First Aid Certification**

|  |  |
| --- | --- |
| **Year 1 Law Enforcement Competencies** | **Additional Law Enforcement Competencies** |
| 1. Maintain vehicles 2. Maintain confidentiality 3. Create professional documentation 4. Use office tools 5. Contribute to report writing 6. Support training role plays 7. Observe court testimony | 1. Provide community law enforcement education 2. Monitor weather and environmental conditions 3. Assist with crash investigations 4. Assist with crime investigations 5. Support evidence custodian tasks 6. Deploy equipment in the community 7. Support tobacco sales compliance checks 8. Support direction of traffic 9. Support foot patrols 10. Develop public relations materials 11. Support review of traffic and crime data 12. Support follow-up on minor incidents |

# Apprenticeship Bridging Opportunities

* No current registered apprenticeships exist for Law Enforcement.

# Post-Secondary Pathway Opportunities

There are several post-secondary pathway opportunities in this area. The following is a partial list.

* Criminal Justice – Law Enforcement
* Law Enforcement Security Operations

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| WI Youth Apprenticeship Logo | Law Enforcement  Youth Apprenticeship  On-the-Job Learning Performance Standards Guide |

# Youth Apprentice information

|  |
| --- |
| Youth Apprentice Name |
| YA Coordinator |
| YA Consortium |
| School District |

# SIGNATURES

The On-the-Job Learning Performance Standards Guide includes a list of competencies youth apprentices learn through mentoring and training at the worksite.

Instructions for the Worksite Employers/Mentors and School-Based or YA coordinators: This document should be reviewed with the employer/mentor, school-based or YA coordinator on a regular basis with the youth apprentice to record progress and plan future steps to ensure completion of the required competencies. Mentors, school-based/YA coordinator, and the apprentice sign below.

**Employer/Mentor**

**1st Evaluation (Required) 2nd Evaluation (Required)**

|  |  |
| --- | --- |
| Employer/Mentor Signature | Employer/Mentor Signature |
| Employer/Mentor | Employer/Mentor |
| Business/Company | Business/Company |
| Date Signed | Date Signed |

**3rd Evaluation (Optional) 4th Evaluation (Optional)**

|  |  |
| --- | --- |
| Employer/Mentor Signature | Employer/Mentor Signature |
| Employer/Mentor | Employer/Mentor |
| Business/Company | Business/Company |
| Date Signed | Date Signed |

**School-Based and/or YA Coordinator**

**1st Evaluation (Required) 2nd Evaluation (Required)**

|  |  |
| --- | --- |
| School-Based and/or YA Coordinator Signature | School-Based and/or YA Coordinator Signature |
| School-Based and/or YA Coordinator | School-Based and/or YA Coordinator |
| School District or Organization | School District or Organization |
| Date Signed | Date Signed |

**3rd Evaluation (Optional) 4th Evaluation (Optional)**

|  |  |
| --- | --- |
| School-Based and/or YA Coordinator Signature | School-Based and/or YA Coordinator Signature |
| School-Based and/or YA Coordinator | School-Based and/or YA Coordinator |
| School District or Organization | School District or Organization |
| Date Signed | Date Signed |

**Youth Apprentice**

**1st Evaluation (Required) 2nd Evaluation (Required)**

|  |  |
| --- | --- |
| Youth Apprentice Signature | Youth Apprentice Signature |
| Youth Apprentice | Youth Apprentice |
| School District / High School | School District / High School |
| Date Signed | Date Signed |

**3rd Evaluation (Optional) 4th Evaluation (Optional)**

|  |  |
| --- | --- |
| Youth Apprentice Signature | Youth Apprentice Signature |
| Youth Apprentice | Youth Apprentice |
| School District / High School | School District / High School |
| Date Signed | Date Signed |

# employability Skills (TO BE COMPLETED BY yA EMPLOYER/MENTOR)

All youth apprentices must demonstrate the key employability skills listed below in order to complete the YA program. They do so by earning at least a "Meets Expectation" rating in each. **At least two evaluations are required each year of a youth apprenticeship.**  More columns are included below for those who choose to conduct more frequent reviews.

|  |  |
| --- | --- |
| **1** | ***Working to Meet Expectations:*** Needs improvement; requires much assistance and supervision; rarely displays this behavior |
| **2** | ***Meets Expectations:***  Meets entry-level criteria; requires some supervision; often displays this behavior |
| **3** | ***Exceeds Expectations:*** Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior |

|  | **Employability Skills** | **Rating** | | | |
| --- | --- | --- | --- | --- | --- |
| **Competency and Rating Criteria** | | **Initial** | **Mid Year 1** | **Mid Year 2** | **Final** |
| 1. Develops positive work relationships with others.   *Examples of qualities and habits that the employee might exhibit include:*   * Interacts with others with respect and in a non-judgmental manner * Responds to others in an appropriate and non-offensive manner * Helps co-workers and peers accomplish tasks or goals * Applies problem-solving strategies to improve relations with others * When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Communicates effectively with others   *Examples of qualities and habits that the employee might exhibit include . . .*   * Adjusts the communication approach for the target audience, purpose, and situation to maximize impact * Organizes messages/information in a logical and helpful manner * Speaks clearly and writes legibly * Models behaviors to show active listening * Applies what was read to actual practice * Asks appropriate questions for clarity | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Collaborates with others   *Examples of qualities and habits that the employee might exhibit include . . .*   * Works effectively in teams with people of diverse backgrounds regardless of sex, race, ethnicity, nationality, sexuality, religion, political views, and abilities * Shares responsibility for collaborative work and decision making * Uses the problem-solving process to work through differences of opinion in a constructive manner to achieve a reasonable compromise * Avoids contributing to an unproductive group conflict   Shares information and carries out responsibilities in a timely manner | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Maintains composure under pressure   *Examples of qualities and habits that the employee might exhibit include . . .*   * Uses critical thinking to determine the best options or outcomes when faced with a challenging situation * Carries out assigned duties while under pressure * Acts in a respectful, professional, and non-offensive manner while under pressure * Applies stress management techniques to cope under pressure | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Demonstrates integrity   *Examples of qualities and habits that the employee might exhibit include . . .*   * Carries out responsibilities in an ethical, legal and confidential manner * Responds to situations in a timely manner * Takes personal responsibility to correct problems * Models behaviors that demonstrate self-discipline, reliability, and dependability | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Performs quality work   *Examples of qualities and habits that the employee might exhibit include . . .*   * Carries out written and verbal directions accurately * Completes work efficiently and effectively * Performs calculations accurately * Conserves resources, supplies, and materials to minimize costs and environmental impact * Uses equipment, technology, and work strategies to improve workflow * Applies problem-solving strategies to improve productivity * Adheres to worksite regulations and practices * Maintains an organized work area | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Provides quality goods or services (internal and external)   *Examples of qualities and habits that the employee might exhibit include . . .*   * Shows support for the organizational goals and principles by own personal actions * Displays a respectful and professional image to customers * Displays an enthusiastic attitude and desire to take care of customer needs * Seeks out ways to increase customer satisfaction * Produces goods to workplace specifications | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Shows initiative and self-direction   *Examples of qualities and habits that the employee might exhibit include . . .*   * Prioritizes and carries out responsibilities without being told * Responds with enthusiasm and flexibility to handle tasks that need immediate attention * Reflects on any unsatisfactory outcome as an opportunity to learn * Improves personal performance by doing something different or differently * Analyzes how own actions impact the overall organization * Supports own action with sound reasoning and principles * Balances personal activities to minimize interference with work responsibilities | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Adapts to change   *Examples of qualities and habits that the employee might exhibit include . . .* Shows flexibility and willingness to learn new skills for various job roles   * Uses problem-solving and critical-thinking skills to cope with changing circumstances * Modifies own work behavior based on feedback, unsatisfactory outcomes, efficiency, and effectiveness * Displays a "can do" attitude | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Demonstrates safety and security regulations and practices   *Examples of qualities and habits that the employee might exhibit include . . .*   * Follows personal safety requirements * Maintains a safe work environment * Demonstrates professional role in an emergency * Follows security procedures * Maintains confidentiality | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Applies job-related technology, information, and media   *Examples of qualities and habits that the employee might exhibit include . . .*   * Applies technology effectively in the workplace * Assesses and evaluates information on the job * Assesses training manuals, website, and other media related to the job | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Fulfills training or certification requirements for employment   *Examples of this requirement may include . . .*   * Participation in required career-related training and/or educational programs * Passing certification tests to qualify for licensure and/or certification * Participation in company training or orientation | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| 1. Sets personal goals for improvement   *Examples of this requirement may include . . .*   * Setting goals that are specific and measurable * Setting work-related goals that align with the organization's mission * Identifying strategies to reach goals * Reflecting on goal progress to regularly evaluate and modify goals | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |

# occupational Competencies (TO BE COMPLETED BY yA EMPLOYER/MENTOR)

Youth apprentices must earn a rating of at least "MEETS EXPECTATIONS" in each competency by the conclusion of the apprenticeship. **Year 1**: A total of 10 competencies (1-7 Year 1 competencies and 3 additional competencies), 9 must be from the list below, and youth apprentices must also complete a CPR and First Aid Certification. **Year 2**: An additional 10 competencies, 9 must be from the list below (8-19). Employers can substitute one competency per year with another occupationally appropriate skill. That skill should be added to the competency list for assessment. Where necessary, skills can be simulated. **At least two evaluations are required each year of a youth apprenticeship.**  More columns are included below for those who choose to conduct more frequent reviews.

|  |  |
| --- | --- |
| **1** | ***Working to Meet Expectations:*** Needs improvement; requires much assistance and supervision; rarely displays this behavior |
| **2** | ***Meets Expectations:***  Meets entry-level criteria; requires some supervision; often displays this behavior |
| **3** | ***Exceeds Expectations:*** Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior |

|  | **Occupational Competencies** | **Rating** | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Competency and Rating Criteria** | | **Evaluation *Minimum Rating of 2 EACH Check Rating*** | | | | |
| **Initial** | | **Mid Year 1** | **Mid Year 2** | **Final** |
| Maintain vehicles  * Wash vehicle exterior * Clean vehicle interior * Check functionality of lights and siren * Perform supply inventory * Drive vehicle in for service * Verify squad checklist is complete   NOTE: See [DWD 270.12(21)](https://docs.legis.wisconsin.gov/code/admin_code/dwd/270_279/270/12/21) for restrictions on motor vehicle driving. | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Maintain confidentialityFollow organizational confidentiality proceduresEnsure security of employee and organizational dataEnsure security of investigation and scenario informationComply with Criminal Justice Information Systems (CJIS) confidentiality requirementsEnsure security of on-the-job photosEnsure information is not shared on social media | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Create professional documentationUse correct grammar, spelling, and punctuationUse current word processing programGather information for documentationFollow security and confidentiality requirementsUse templatesProofread documentationFile documents in proper location | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Use office tools  * Operate desktop and laptop computers * Use telecommunications system * Use electronic office systems * Use office copy machines/scanners * Use theCriminal Justice Information Systems (CJIS) | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Contribute to report writingDescribe the incidentDescribe actions takenDocument date and time of incidentDocument individuals involved in the incidentIdentify evidenceVerify information is accurate and completeProofread documentation for spelling and grammar errors | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Support training role playsResearch role in the scenarioPrepare for the scenario (i.e., dress, actions, location)Follow all safety requirementsParticipate in the role playParticipate in scenario debrief | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Observe court testimonyFollow rules of the courtroomIdentify different types of court hearingsIdentify different job duties of court personnelMaintain confidentiality | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Provide community law enforcement educationAssist preparation of education materialsSupport event set-upAssist with presentation of education materialsInteract with community members | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Monitor weather and environmental conditions.Check weather forecastsObserve weather conditionsCheck weather historyCreate public information weather releasesAssist emergency management with assessing storm damage | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Assist with crash investigations  * Assist with traffic control * Review crash reports * Identify crash data * Identify laws impacting crash * Identify potential crimes committed/laws broken * Suggest potential crash citations * Document findings * Recommend possible changes to scene signage | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Assist with crime investigationsReview the scenarioIdentify laws impactingReview search warrantsIdentify ethical considerationsAssess facts of investigationAssess circumstances of investigationIdentify possible crimes committedIdentify evidence collected in the investigationIdentify possible follow-up opportunitiesAssist with canvasing of neighborhoodsResearch crime information (i.e., existing records, situations, etc.)Document findings | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Support evidence custodian tasks  * Identify different types of evidence * Identify correct storage of evidence * Assist with evidence inventory * Assist with proper destruction of evidence * Follow proper chain of custody | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Deploy equipment in the communityCheck equipment for functionalityIdentify location of equipmentPlace equipment in correct locationCollect data from equipment NOTE: This potentially has a driving component. Consult the rules for minors driving.See [DWD 270.12(21)](https://docs.legis.wisconsin.gov/code/admin_code/dwd/270_279/270/12/21) for restrictions on motor vehicle driving. | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Support tobacco sales compliance checksParticipate in underage purchase compliance (WINS Program: State run program for Tobacco checks <https://wiwins.org/>)Act withing department policiesPrepare documentationPractice court testimony | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Support direction of trafficWear proper personal protective equipment (PPE)Direct traffic as designatedFollow posted rules of the roadAct within department policies | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Support foot patrolsSupport Plain Clothes surveillanceIdentify suspicious behaviorReport suspicious behaviors to leadershipIdentify potential laws impactedAct within department policiesDocument findings | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Develop public relations materials  * Research content for public relations * Create social media content * Create advertising/print materials * Portray the positive side of law enforcement * Research information to be created * Create Crime Prevention materials | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Support review of traffic and crime dataResearch traffic survey dataAssess data and informationIdentify potential trendsDocument findingsPresent data trends and findings | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Support follow-up on minor incidentsGather incident informationDocument names of parties involvedDocument location informationCollect scene evidenceObtain statementsDocument findings | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** | **1**  **2**  **3** |
| Competency Substitute (if you replaced a competency above, note the competency and rating) | | **Year 1 Rating** | | | | |
| **1**  **2**  **3** | **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** |
| **Year 2 Rating** | | | | |
| **1**  **2**  **3** | **1**  **2**  **3** | | **1**  **2**  **3** | **1**  **2**  **3** |
| **Comments**: | | | | | | |

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