

# Technical Standards

## Criminal Justice - Law Enforcement 720 Academy

In this program, students should be able to meet specific technical standards, which are the essential skills and abilities needed to be successful in a program, with or without reasonable accommodation. It is important to review and understand these standards before applying to the program. All Technical Standards documents are available for review on the Northwood Tech website at: <https://www.northwoodtech.edu/technical-standards>

**This document should be reviewed prior to applying to the program.**

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, activities, services, and employment in accordance with Section 504 and 508 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, as amended. If accommodations are needed, contact the campus Accommodations Specialist or the Northwood Tech Affirmative Action/Equal Opportunity Officer, at [715-645-7042](tel:715-645-7042), TTY 711, 30 days in advance of needed assistance. Services available are documented on the Northwood Tech Accommodations webpage:

[Accommodation Services | Northwood Technical College.](#)

For more information, please see Administrative Procedure J-111A Reasonable Accommodation for Student.

AREA	STANDARD	EXAMPLES (NOT INCLUSIVE)
Physical Skills	<p>Students must be able to apply knowledge and experience through demonstrating competency, quality and productivity standards in job responsibilities as outlined in the course competencies and program outcomes.</p> <p>Students must be able to handle, organize, and manage stacks of files, paper, books, supplies and equipment at varying heights.</p> <p>Students must perform physical activities that require considerable use of their hands, arms, and legs. This includes using hands, fingers, arms and legs.</p> <p>Students must have sufficient endurance, strength, mobility, balance, flexibility and coordination to perform activities and emergency procedures.</p> <p>Students should demonstrate stamina sufficient to maintain physical activity for a period of a typical shift.</p> <p>Students must have sufficient gross and fine motor skills to perform administrative skills in a timely, safe and effective manner.</p> <p>Students must have the ability to perform physical activities that require considerable use of their hands, arms, and legs. This includes fine motor abilities like finger dexterity, manual dexterity, arm-hand steadiness and trunk strength.</p>	<ul style="list-style-type: none"><li>• Examples include the ability to grasp, twist, squeeze, pinch, and manipulate equipment (i.e., operate fire extinguishers, use firearms, word process on a keyboard)</li><li>• Examples include the ability to move in confined spaces; maintain balance in standing position; move body from one side to the other; reach below the waist and to the front or the side of the body to the level of the top of head; and ability to push, pull, stabilize, and freely move arms to allow movement of an object or transfer subjects from one place to another</li><li>• Additional examples include the ability to squat or execute a modified squat (one knee on the floor); move quickly in case of emergency situations; climb and descend a flight of stairs</li><li>• Move in confined spaces including walking, squatting, and lifting while maintaining balance</li><li>• Type on a computer, write with a pen</li><li>• Stand and maintain physical activity for several hours</li><li>• Sit, stand, walk and maintain balance at varying intervals</li><li>• Bend, stoop, stretch, squat, twist, kneel, twist and reach in all directions</li><li>• Good hand-eye coordination</li><li>• Arm-hand steadiness</li><li>• Finger and manual dexterity (squeeze, grasp, twist, pinch, and manipulate small objects)</li></ul>

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<p>Physical Skills (continued)</p>	<p>Students should demonstrate fine motor ability for data collection/assessment and to promote a safe environment.</p>	<ul style="list-style-type: none"><li>• Ability to move freely</li><li>• Ability to move quickly</li><li>• Squeeze, grasp, twist, pinch, and manipulate small objects</li><li>• Ability to don and wear personal protective equipment</li></ul>
<p>Sensory Skills</p>	<p>Students must have sufficient auditory ability, visual ability, sense of smell and tactile ability.</p> <p>Students should demonstrate tactile, auditory, visual, and olfactory ability for data collection/assessment and to promote a safe environment.</p> <p>Students should demonstrate ability to tolerate heat and humidity.</p>	<ul style="list-style-type: none"><li>• Detect differences in odors</li><li>• Understand community requests and needs</li><li>• Visually detect hazards</li><li>• See and hear warning signals on equipment displays</li><li>• Detect subtle changes or differences (e.g. pulse, rash, temperature)</li><li>• Auditory examples include ability to hear and understand voices spoken at a normal speaking volume at a distance of a typical length of a room and the ability to hear faint noises such as whispers when side by side with another individual</li><li>• Identify dangerous objects and situations within the environment</li></ul>
<p>Communication Skills</p>	<p>Students will be able to communicate, read, write, interpret, comprehend, and legibly document as needed.</p> <p>Students should demonstrate the ability to understand text.</p> <p>Students should demonstrate the ability to understand charts, graphs and worksheets.</p> <p>Students should demonstrate the ability to read and understand digital and computer displays.</p> <p>Students must be able to interact appropriately and effectively with students, faculty, staff, and members of the public.</p> <p>Students must be able to listen and respond to others in a nonjudgmental, respectful manner.</p> <p>Students will be able to observe and recognize non-verbal behavior.</p> <p>Students must effectively communicate and interact appropriately using verbal, nonverbal, and written communication with peers, and all members of the team.</p>	<ul style="list-style-type: none"><li>• Speak, read, and write English</li><li>• Collaborate with others</li><li>• Respond to others in an accepting and respectful manner</li><li>• Ability to interact and support people during times of stress and emotional upset</li><li>• Ability to cope with strong emotions and physical outbursts of people while remaining in a reasonable state of calm</li><li>• Ability to focus attention on a persons needs despite interruptions and multiple demands</li><li>• Ability to show respect for diversity in culture, religion, sexual orientation, marital status, socio-economics status and abilities/disabilities</li><li>• Follow proper protocol</li></ul>

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<p>Communication Skills (continued)</p>	<p>Students should demonstrate emotional stability.</p> <p>Students should demonstrate interpersonal skills.</p>	
<p>Safety Skills</p>	<p>Students must be able to respond appropriately to threatening or emergency situations.</p> <p>Students must be able to apply knowledge, skills and experiences to provide a safe work environment.</p> <p>Students must be able to adhere to safety guidelines and regulations in a variety of settings.</p> <p>Students must apply knowledge and skills necessary to provide a safe environment for themselves and the community.</p>	<ul style="list-style-type: none"> <li>• Wear personal protective equipment for safe practices (vests, gloves, eye and hearing protection, etc.)</li> <li>• Tolerate heat and humidity during personal care activities</li> <li>• Work in an environment that may contain common allergens</li> <li>• Adhere to safety/emergency protocols</li> <li>• Recognize and respond to hazardous conditions</li> <li>• Carefully handle equipment throughout the course</li> <li>• Demonstrate adherence to safety guidelines and regulations</li> <li>• Recognize potentially hazardous conditions and take appropriate actions</li> <li>• Operate equipment, adhering to safety standards</li> <li>• Identify and resolve unsafe situations</li> <li>• Be familiar with and follow emergency procedures</li> </ul>
<p>Critical Thinking Skills</p>	<p>Students must have the ability to measure, calculate, reason, analyze and synthesize data in a timely manner.</p> <p>Students must have the ability to do basic math.</p> <p>Students must measure, calculate, reason, analyze and synthesize data in a timely manner. They must demonstrate critical thinking, problem-solving and the decision-making ability needed to during scenarios.</p> <p>Students must have sufficient critical thinking and problem solving skills to calculate, reason, analyze and synthesize data in a timely manner.</p>	<ul style="list-style-type: none"> <li>• Apply knowledge and skills learned in the classroom</li> <li>• Comprehend and follow instructions</li> <li>• Follow a process from start to finish; sequence information</li> <li>• Adapt decisions based on new information</li> <li>• Maintain focus in an environment with distractions</li> <li>• Demonstrate positive interpersonal skills</li> <li>• Demonstrate impulse control and professional level of maturity</li> <li>• Handle demanding and stressful situations</li> <li>• Maintain confidential information (Including by refraining from posting any confidential information on social media)</li> <li>• Evaluate authorizations for disclosure for appropriateness and respond accordingly</li> <li>• Troubleshoot scanners, printers, computers and other equipment</li> <li>• Recognize the need to consult with other professionals</li> <li>• Ability to problem solve complex situations while maintaining a professional demeanor</li> <li>• Ability to add, subtract, multiply, and divide with or without use of a calculator</li> </ul>

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<p>Critical Thinking Skills (continued)</p>		<ul style="list-style-type: none"> <li>• Ability to tell time</li> <li>• Identify and resolve unsafe situations</li> <li>• Follow emergency procedures as needed</li> <li>• Ability to problem solve complex situations</li> </ul>
<p>Professionalism</p>	<p>Students must demonstrate cross-cultural competency, integrity, moral reasoning, ethical behaviors and concern for others. They must have the ability to acquire interpersonal skills for professional interactions with diverse individuals and communities. They must be able to work cooperatively with intra and inter professional teams, adapt to changing environments, and function effectively under stress.</p> <p>Students should demonstrate ability to accept constructive feedback.</p> <p>Students should demonstrate ability to accept responsibility for own actions.</p> <p>Students must demonstrate the ability to establish effective relationships.</p>	<ul style="list-style-type: none"> <li>• Exhibit positive interpersonal skills in all interactions</li> <li>• Maintain confidentiality</li> <li>• Demonstrate ability to work as a team member</li> <li>• Adhere to attendance, dress code, and personal hygiene policies or protocol</li> <li>• Respond to challenging situations while maintaining composure and professionalism</li> <li>• Establish a professional working relationship with peers, instructors, patients, and families</li> <li>• Demonstrate positive interpersonal skills</li> <li>• Demonstrate appropriate impulse control and professional level of maturity</li> <li>• Maintain appropriate boundaries in relationships</li> <li>• Handle demanding and stressful situations</li> <li>• Avoid participating in gossip complaining and any other unprofessional communication</li> <li>• Work with people with varied backgrounds including but not limited to race, ethnicity, gender identify, and socioeconomic status</li> <li>• Accept accountability</li> <li>• Read and comprehend procedure manuals and policies</li> <li>• Display integrity, honesty, and responsibility</li> <li>• Comply with legal and ethical standards</li> <li>• Demonstrate good team building skills</li> <li>• Must possess the ability to handle demanding situations and handle the stress that goes with it</li> <li>• Demonstrate calm and effective behavior and responses, especially during emergency situations</li> </ul>

Northwood Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to manage inquiries regarding the non-discrimination policies: Amanda Gohde, Associate Vice President, Talent & Culture, 1900 College Drive, Rice Lake WI 54868; [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu), phone: 715-645-7042.

*This document was adapted from Waukesha County Technical College.*