

LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY

ALABAMA

# SUCCESS

EDUCATION & CAREER PLANNER

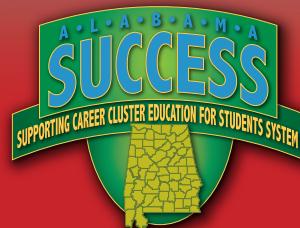
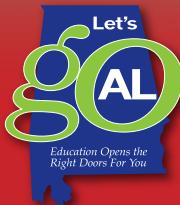
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# Serve and Protect

Your guide to careers in  
**LAW, PUBLIC SAFETY,  
CORRECTIONS & SECURITY**

Great Career Ideas • Creating Your Plan • College Resources



## A message from . . .



**Robert Bentley,**  
**Governor of Alabama**

The investments we make in our students today will help shape their futures for years to come. Our students are destined to become high-performing professionals in all sectors of the workforce.

Alabama SUCCESS is an initiative designed to help students access valuable information about current careers, postsecondary learning, and financial literacy resources.

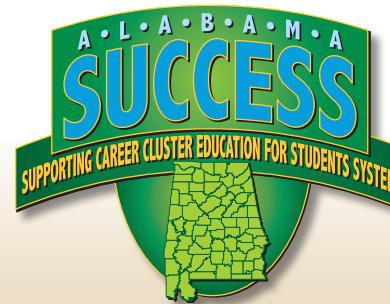
Our goal is to give students the opportunities they need to prepare themselves for success. We want our students to be well-equipped for top careers in Alabama's workforce – which has a growing influence on the global marketplace.

This Alabama SUCCESS guide is a great resource to assist in preparing for a bright and successful future.



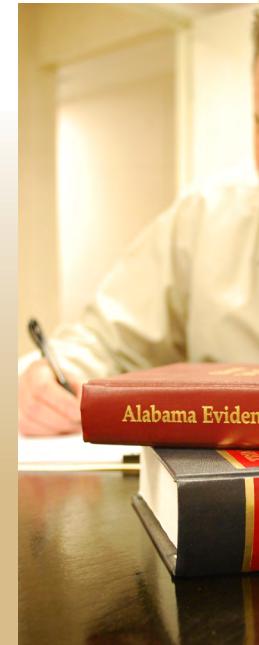
**Dr. Thomas R. Bice,**  
**Alabama State**  
**Superintendent of**  
**Education**

Alabama SUCCESS is an invaluable resource designed specifically for students. By learning about actual career fields and the education and experience required for specific jobs, you will be better able to figure out what you want to do after high school and what you need to do to achieve your goals.



**T**his guide is part of a series created to help students in Alabama learn more about careers, salaries, and the steps they need to take to reach their goals. By connecting what they learn in the classroom to real jobs that interest them, Alabama students will graduate better prepared for life and work. You can help your child use this guide by:

- ◆ Talking to your child about what careers interest him or her—and why
- ◆ Sharing your work experiences—pro and con—with your child
- ◆ Asking people in your community who work in jobs that interest your child to talk about their careers or to let your child visit their workplace.



# LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY



## What Employers Want



**Integrity.** "You have to make sure that you personally follow the rules and the regulations, not just enforce them," says Greg Glaze, director of the Northeast Alabama Law Enforcement Academy, a training site for police officers.

**Service.** Most legal professionals, even those in private firms, are involved in serving the public. Hard work and long hours may be required of lawyers, police officers, judges, and corrections officials.

**The ability to deal with stress.** Stress is a given in many legal professions. Students preparing for legal careers are subjected to tough questioning from law school professors. Mistakes in corrections work can be dangerous. Law enforcement is physically and psychologically demanding. To succeed, you must learn to roll with the punches and keep working.

**The ability to communicate.** Legal work is people work. Law enforcement officers interacting with people at a crime scene have to be as good at communication as lawyers making a point in the courtroom.

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**CLUSTER**  
**LAW, PUBLIC SAFETY,  
CORRECTIONS  
& SECURITY**

**PATHWAY**

- Emergency and Fire Management Services
- Legal Services
- Law Enforcement Services

**SAMPLE  
OCCUPATION**

- Emergency Medical Technician
- Lawyer
- Police Patrol Officer

# Law, Public Safety, Corrections & Security

The men and women in Law, Public Safety, Corrections & Security careers in Alabama display a wide variety of skills, but they all share a dedication to public service and the laws that make our society work.

## CLUSTER PROFILE



### YOU DECIDE

It takes a collection of special qualities to succeed in Law, Public Safety, Corrections, & Security. Answer these questions to see if you have what it takes.

1

Do you follow the rules?

**WHY IT MATTERS:**

People in legal careers must know the law and obey it.

2

Are you a people person?

**WHY IT MATTERS:**

In this work, you must be prepared to deal with all sorts of people, often under difficult conditions.

3

Are you a good communicator?

**WHY IT MATTERS:**

To make a case in court or deal with people under stress, you have to know what to say.

4

Do you have an analytical mind?

**WHY IT MATTERS:**

To solve a criminal case or present it in court, you have to be able to reason well.

5

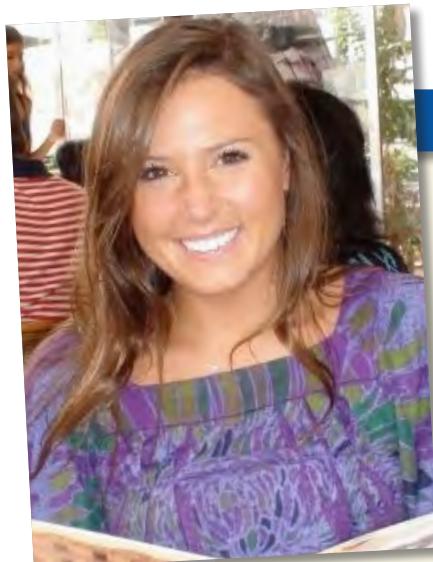
Do you manage your own stress well?

**WHY IT MATTERS:**

You have to keep a cool head in difficult situations.



If you answered "yes" to most of these questions, Law, Public Safety, Corrections & Security could be right for you.



### YOUNG PROFESSIONAL PROFILE

**NAME:** Caroline Drummond

**EDUCATION:** Mountain Brook High School, Mountain Brook; University of Alabama, Tuscaloosa—Law and Business Administration, Bachelor of Political Science Degree

**EDUCATION GOAL:** "I am getting a joint graduate degree in law and business administration at the University of Alabama. Law school usually lasts three years, but I will finish in four."

**CAREER GOAL:** Drummond is unsure exactly where her studies will lead her, but she does intend to combine the practice of business and law. "Money is often a driving force in legal actions," she says. "If lawyers are trying to win damages for their client in a lawsuit, for example, they make the best argument they can to do so."

**CAREER PASSION:** Drummond, who entered college intending to pursue medical school, changed her mind early on. "I took a lot of philosophy courses, and I got turned on to how the law protects us from ourselves. Government and laws are set up to keep people from violating each other's rights, to maintain peace and order."

### LEARN MORE

Explore Law, Public Safety, Corrections & Security education and career options in Alabama at the website of Alabama Bar Association, [www.alabar.org](http://www.alabar.org)



# MAKE A PLAN

**Sit down with your parents and counselor and create a plan.**

Map out an Alabama Education Plan (sample at right) based on your interests, strengths, and possible career goals.

Your plan outlines the courses and electives you'll take in high school, plus related clubs and career preparation. Your counselor will work with you to determine the learning experiences needed for you to complete your plan, such as using distance learning or earning college credit from your local community college.

Here's a sample Alabama Education Plan for you to use as a guide.

## ARTICULATION AGREEMENT

is a fancy term for a simple education agreement that can streamline your road to a successful career.

Statewide articulation agreements link all high schools and two-year colleges in Alabama. They provide credit at two-year colleges for coursework mastered at the high school level.

## SAMPLE\* Alabama Education Plan

**Name:** Jordan Smith  
**School:** Central High School  
**Diploma Option:** Advanced Career and Technical Endorsement  
**Cluster:** Law, Public Safety, Corrections & Security  
**Pathway:** Emergency and Fire Management Services  
**Career Goal:** Fire Investigator  
**Postsecondary Goal:** Bachelor of Science Degree in Fire Science



	Math	English	Science	Social Studies	Other Optional Courses	Sampling of Career and Technical Education Courses in Pathway
9th Grade	Algebra I	English 9	Physical Science	World History 1500-Present	■ Health ■ Fine Arts ■ Computer Applications ■ Physical Education ■ Foreign Language I** ■ Foreign Language II** ■ CTE Course I—Foundations of Engineering ■ CTE Course II	■ Principles of Public Service ■ Forensic and Criminal Investigations ■ Introduction to Law and the American Legal System ■ Introduction to Criminal Justice ■ Law in Society ■ Fire Fighting ■ Introduction to Fire Science ■ Emergency Services
10th Grade	Geometry	English 10	Biology	United States History to 1877		
11th Grade	Algebra II with Trigonometry	English 11	Chemistry	United States History to Present		
12th Grade	Pre-Calculus or Calculus	English 12	Physics	Government and Economics		
Community College	<b>General Education Requirements</b>				<b>Required and CTE Courses</b>	
	■ English Composition I ■ English Composition II or SPH 106 ■ Humanities Elective ■ Intermediate College Math ■ Microcomputer Applications ■ Math or Science Elective ■ History, Social, or Behavioral Science ■ Orientation for Career Students				■ Emergency Medical Services ■ Administration of Emergency Services ■ Emergency and Fire Management Communications ■ Maintenance and Operation of Emergency Equipment ■ Fire Services Management ■ Fire Combat Tactics and Strategy	■ Fire Cause Determination ■ Environmental Technology ■ Criminal Justice Process ■ Criminal Justice ■ Criminal Law ■ Advanced Criminology ■ Public Administration Ethics
Higher Education	<b>Education and Career Assessments:</b> 8th Grade: Interest inventory and education plan initiated for all learners 11th Grade: College placement assessment <b>Career Learning Experiences:</b> Career preparation—paid and unpaid, internships, job shadowing					

### Education and Career Assessments:

8th Grade: Interest inventory and education plan initiated for all learners

11th Grade: College placement assessment

### Career Learning Experiences:

Career preparation—paid and unpaid, internships, job shadowing

**Co-Curricular Experiences:** National Forensics League (NFL)

**Extracurricular Experiences:** Fire Service Exploring

### Service Learning Experiences:

Participate as a counselor in resident summer camp for burn-injured children

\*This is a sample plan and should not be considered a definitive plan for any student interested in this career cluster.

\*\*Alabama First Choice diploma requires 2 years of the same foreign language.

Articulation agreements can take you down your career pathway as well. In many cases, students transferring from two-year to four-year colleges and universities can complete four-year general studies core course requirements before they transfer.



## Get Career Credentials

If you're a student in a career and technical education (CTE) program, you may have the option of earning a Career Readiness Certificate along with your high school diploma. The nationally recognized certificate shows you're proficient in applied math, reading for information, and locating information—skills employers highly value. Ask your school counselor about the statewide program; if it's not in your high school now, it will be implemented soon.



# CAREER IDEAS

**Need-to-know facts and figures about real Alabama jobs, salaries, and education options available in the Law, Public Safety, Corrections & Security cluster.**

The 12 careers highlighted on the next page are a sampling of occupations in the **Law, Public Safety, Corrections & Security** cluster in Alabama. The charts include occupation name, description, plus wages for workers just starting out in the profession, average wages for those in the occupation, and the wages earned by experienced workers in the job (see “How to Read Job Charts”). The bar below the occupation’s name contains the Standard Occupational Code (SOC); use the SOC to look up more information about the career in online databases such as O\*NET (see below). The bars are also color-coded to indicate the minimum level of education required for each profession.

**For further information on occupations in all career clusters, go to the O\*NET database at [www.online.onetcenter.org](http://www.online.onetcenter.org).**



## How to Read Job Charts

- Starting Hourly Wage
- Average Hourly Wage
- Experienced Hourly Wage
- Occupation Name
- SOC Number
- Minimum Education Level (indicated by color bar)
- Occupation Description

### EDUCATION LEVELS

- On-the-Job Training
- Work Experience in a Related Occupation
- Postsecondary Vocational Training
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

Source: Alabama Department of Industrial Relations, Labor Market Information Division.

## Check Out These Three COOL CAREERS

### Emergency Management Specialist

**WHAT:** Emergency management specialists coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural disasters or hostage situations.

**WHO:** Emergency management specialists have a very challenging but very rewarding job. These experts in worst-case scenarios help communities plan for out-of-the-ordinary events that could cause serious property damage or loss of life. Everyone knows these things happen; emergency management specialists do everything they can to ensure that when disasters strike, the harm to the community is minimized.



### Forensic Science Technician

**WHAT:** Forensic science technicians collect, identify, classify, and analyze physical evidence related to criminal investigations. They perform tests on weapons or substances such as fiber, hair, and tissue to determine their significance to an investigation.

**WHO:** There's more to a crime scene than meets the eye, and these technicians are trained to find the clues that are not immediately apparent to other investigators. They do it by collecting physical samples at the scene and applying scientific tests to them. When a case comes to court and the truth is on the line, their testimony may decide the outcome of the case.



### Fire Investigator

**WHAT:** Fires can be set by criminals who want to wipe out all evidence of the crime by burning it to cinders. Fire investigators are trained to collect and examine the cinders—as well as the glass, metal fragments, charred wood, and other physical remains of a fire or explosion—to determine what really happened at the scene.

**WHO:** Fire investigators also interview witnesses, property owners, and people who lived or worked in the destroyed building to get sworn testimony. After putting together a solid case, they can swear out a warrant, arrest suspects, and appear as witnesses in court to make sure justice is done.





\$11.07  
\$18.06  
\$27.31

### Firefighter

**SOC: 33-2011**

Control and put out fires or respond to emergency situations where life, property, or the environment is at risk.



\$12.35  
\$17.96  
\$27.60

### Police Patrol Officer

**SOC: 33-3051**

Patrol assigned areas to enforce laws, direct traffic, control crowds, prevent crime, and arrest suspects.



\$14.06  
\$21.46  
\$64.18

### Judge

**SOC: 23-1023**

Administer justice in a court of law. May sentence defendants in criminal cases and determine liability in lawsuits.

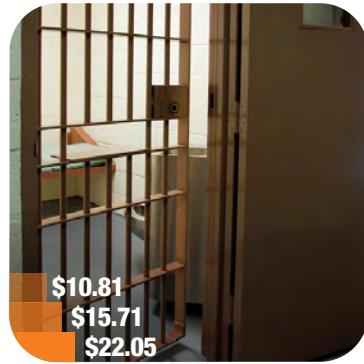


\$17.86  
\$28.27  
\$46.09

### Supervisor of Police and Detectives

**SOC: 33-1012**

Manage the activities of members of a police force.



\$10.81  
\$15.71  
\$22.05

### Correctional Officer

**SOC: 33-3012**

Guard inmates in prisons, following established rules and procedures.



\$23.87  
\$49.52  
\$80.00+

### Lawyer

**SOC: 23-1011**

Represent clients in criminal and civil litigation and other legal actions.



\$24.22  
\$57.03  
\$78.87

### Administrative Law Judge

**SOC: 23-1021**

Conduct hearings to make decisions on claims concerning government programs or other government-related matters.



\$13.49  
\$20.13  
\$29.96

### Probation Officer

**SOC: 21-1092**

Provide social services to help rehabilitate criminals in custody or on probation or parole.



\$11.86  
\$14.66  
\$21.75

### Law Clerk

**SOC: 23-2092**

Assist lawyers or judges by researching or preparing legal documents. May meet with clients or assist lawyers and judges in court.



\$15.63  
\$25.26  
\$34.98

### Supervisor of Correctional Officers

**SOC: 33-1011**

Manage the activities of correctional officers and jailers.



\$13.15  
\$21.69  
\$29.31

### Paralegal

**SOC: 23-2011**

Assist lawyers by researching past cases, investigating facts, or preparing legal documents.



\$13.40  
\$24.56  
\$41.18

### Private Investigator

**SOC: 33-9021**

Seek, examine, and compile information for private clients.



# Think Again

Now is the time to take a fresh look at Law, Public Safety, Corrections & Security careers you may not have considered before.

**MYTH:** The law is what you see on TV.

**FACTS:** "Everything that you see on television," says University of Alabama law student Caroline Drummond, "as far as what you might think a lawyer does, is wrong. To be a lawyer does not necessarily mean to be in a courtroom. You never have to see a courtroom if you don't want to. There are lawyers who litigate and lawyers who do a lot of the behind-the-scenes work."

Lawyers can advise large corporations, write and manage contracts, or specialize in labor law or real estate. Even courtroom lawyers' lives are less dramatic than what you see on TV.

Greg Glaze, director of the Northeast Alabama Law Enforcement Academy in Anniston, says the same thing is true of police work. "It's a lot more work mentally, and definitely physically, than is ever demonstrated in any kind of media outlet," Glaze explains. For example, he says, officers must spend a lot of time and effort preparing written reports of their activities that will stand up in court.

## Reality Check

### What It Costs to Live on Your Own in Alabama

Estimated 2009-2010 monthly expenses for a 22-year-old living in Birmingham.

Note: Keep in mind that your paycheck will be reduced by about 30 percent to cover taxes, retirement, and insurance. What's left is known as your "take-home pay." Subtract 30 percent from the salaries shown on page 5 to get a more accurate take-home amount.

**Cable and Internet:**  
\$90



**Cell phone:**  
\$70



**Rent and utilities:**  
\$700-\$800  
(1-bedroom)



**Groceries:**  
\$200-\$250

**Monthly total:**  
\$1,310-\$1,654  
**Yearly total:**  
\$15,742-\$19,851



**Gasoline:**  
\$124  
(1,000 miles @ \$3.10 per gallon, 25 MPG)

**Car insurance:**  
\$30-\$95  
(6-month policy)



**Car payment:**  
\$350-\$450  
(Used 2010/2011 4-door)

# Take It to the Next Level

## Check It OUT

Most Alabama schools offer this student organization related to the **Law, Public Safety, Corrections & Security** career cluster:

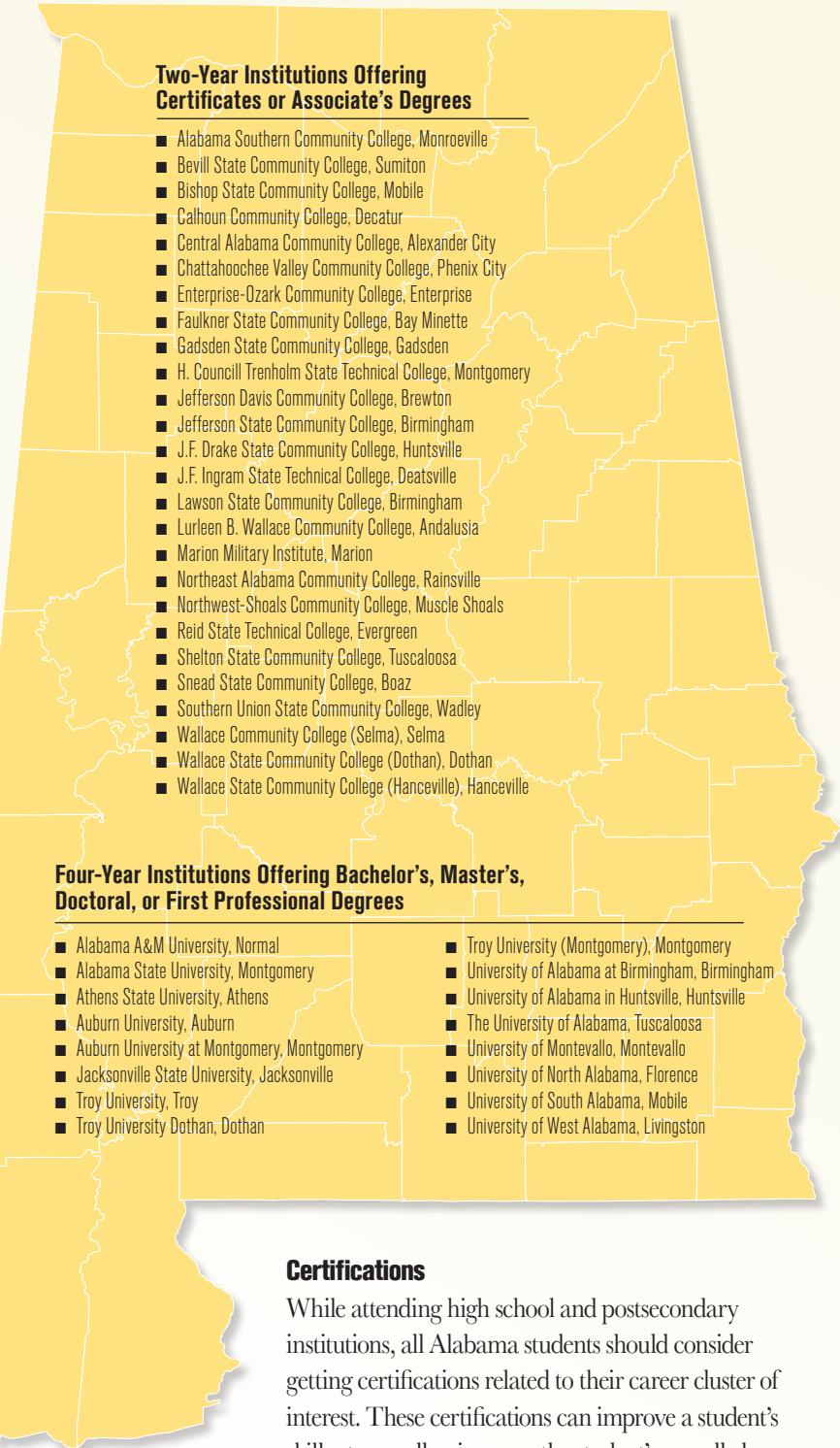


### SkillsUSA • [www.skillsusa.org](http://www.skillsusa.org)

SkillsUSA is a partnership of students, teachers, and industry working to ensure America has a skilled workforce. Programs include student competitions and employer-driven training in all career and technical education areas.



In Alabama, the learning doesn't stop with high school graduation. Here is a list of public postsecondary (after high school) institutions that may offer programs related to this cluster.



### Certifications

While attending high school and postsecondary institutions, all Alabama students should consider getting certifications related to their career cluster of interest. These certifications can improve a student's skill set, as well as increase the student's overall chance of gaining employment in the field.



# GETTING READY

## GRADE 9 FRESHMAN YEAR

- ◆ Research your career options based on your interests, talents, and goals.
- ◆ Choose a career cluster.
- ◆ Create an Alabama Education Plan (see page 3).
- ◆ Do your best work in all your classes. Course selection and grades really do count when you are applying to colleges and training programs.
- ◆ Keep a folder or portfolio of your activities, awards, accomplishments, and work experience, and add to it during your high school career.

## GRADE 10 SOPHOMORE YEAR

- ◆ Continue building the strongest possible academic record.
- ◆ Consider taking the PLAN (pre-ACT) if you plan to apply to a two-year college or university in the future.
- ◆ Consider taking the PSAT (preliminary SAT/National Merit Scholarship Test) if you plan to apply to a two-year college or university in the future.
- ◆ Use the information in your portfolio to create a resume.
- ◆ Apply for summer jobs, internships, or volunteer activities related to your career cluster.



## GRADE 12 SENIOR YEAR

- ◆ In the fall, apply to postsecondary programs and retake any standardized college admissions tests if you would like to improve your score.
- ◆ Beginning in November, complete college financial aid forms. Deadlines and required data differ from school to school, so read the instructions carefully.
- ◆ In the spring, choose your postsecondary program on the basis of where you have been accepted, costs, etc.
- ◆ Continue doing your best work. Most schools require a final transcript before making your acceptance official.



## COLLEGE PREP: Getting Accepted

The college admissions process can be stressful and a bit scary, especially if you are the first in your family to apply. Give yourself the best shot at getting into a college program that matches your goals by following these five steps:

### 1. Make the Grade

Your grade point average really does count, so do your best work on every assignment, pay attention in class, and participate in group discussions.

### 2. Get Involved

Build teamwork and leadership skills by joining clubs and teams at your school, volunteering for service projects, and participating in church or community activities.

### 3. Make a List

Before you can apply to college, you have to figure out what you would like to study and what matters most to you (like location, size, or religious affiliation). Use the college guides in your local library, school library, or counselor's office to start making a list of colleges that interest you. Use online tools like [www.collegeboard.com](http://www.collegeboard.com) and [www.accs.cc](http://www.accs.cc) to learn more about each school and take virtual campus tours.

### 4. Plan for Tests

Most colleges want scores from the ACT, SAT, or SAT II tests. See what tests the schools on your list require, sign up to take them in time to include the scores on your application, and then practice the free SAT sample questions at [www.collegeboard.com](http://www.collegeboard.com) or sample ACT tests at [www.actstudent.org](http://www.actstudent.org).

### 5. Be Neat and Complete

Before you send in a college application, double-check your spelling, make sure nothing is missing, and save a copy just in case you have to submit it again.

## PAYING YOUR WAY: Financial Aid

Every Alabama student can afford to go to college. It just takes a little planning. Put your college dreams within financial reach by taking these five steps:

### 1. Consider a Community College

Alabama's public and private two-year colleges offer an affordable way to earn an associate's degree or complete enough credits to transfer into a four-year school as a junior. Learn more at [www.accs.cc](http://www.accs.cc).

### 2. Weigh Your Options

Attending one of Alabama's four-year public or private schools cuts travel costs and other living expenses, as compared to attending schools out of state. In addition, public schools offer reduced in-state tuition, and, if there's a college nearby, you can save even more by living at home.

### 3. Rise to the Top

Apply to a couple of schools at which your grades and accomplishments put you near the top of the typical applicant pool. Since your application will stand out, you'll be more likely to qualify for scholarships and other merit aid.

### 4. Do a Little Digging

More than one million local, national, and college-specific scholarships are available each year. Ask your school librarian and counselor for help finding printed scholarship resource guides. To find and apply for scholarships online, sign up for the free college scholarship search source FastWeb at [www.fastweb.com](http://www.fastweb.com).

### 5. Apply for Aid

Fill out the Free Application for Federal Student Aid (FAFSA) as soon as possible after January 1 of the year you'll be starting college. FAFSA forms and instruction booklets are available in your guidance counselor's office and online at [www.fafsa.gov](http://www.fafsa.gov). Some schools also require the CSS/Financial Aid Profile form ([profileonline.collegeboard.com](http://profileonline.collegeboard.com)), and others have their own financial aid forms. Carefully read each college's application to figure out what forms you need to submit and when.

# Tool Box



## Resource Shelf

Use these websites and other resources available from your school counselor to learn more about careers, career clusters, and educational and job opportunities in high school and beyond.

### ACCESS • [www.accessdl.state.al.us](http://www.accessdl.state.al.us)

ACCESS (Alabama Connecting Classrooms, Educators, and Students Statewide) Distance Learning provides opportunities and options for Alabama public high school students to engage in advanced placement (AP), elective, and other courses to which they may not otherwise have access.

### Alabama Career Information Network

[www.alcareerinfo.org](http://www.alcareerinfo.org)

This new Web portal increases Alabama students' and families' access to valuable career exploration activities and college financial aid information.

### Alabama Commission on Higher Education

Click on "Colleges & Universities" within this website for a list of four-year institutions in Alabama.

### The Alabama Community College System • [www.accs.cc](http://www.accs.cc)

Learn all about the public and private two-year colleges in Alabama. Connect directly to each school's website to see the courses, majors, degrees, and scholarships it offers to Alabama students.

### Alabama Tech Prep • [www.altechprep.org](http://www.altechprep.org)

This booklet is sponsored by Alabama Tech Prep. The goal of Tech Prep is to create a smooth transition from high school to college and to a career.

### Alabama Virtual Library • [www.avl.lib.al.us](http://www.avl.lib.al.us)

This Alabama Legislature–funded site provides all students, teachers, and citizens of the State of Alabama with online access to essential library and information resources.

### America's Career InfoNet • [www.acinet.org/acinet](http://www.acinet.org/acinet)

Use this site to search for occupational information, industry information, and state-specific labor market information.

### Career Voyages • [www.careervoyages.gov](http://www.careervoyages.gov)

This career planning resource helps students, parents, career changers, and career advisors.

### O\*NET (Occupational Information Network)

[www.online.onetcenter.org](http://www.online.onetcenter.org)

O\*NET provides full information on occupations, including state-by-state salary data, employment prospects, and skill matching for students.

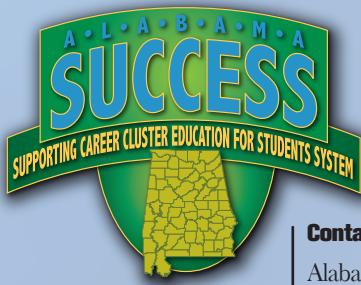
### U.S. Department of Labor Occupational Outlook Handbook

[www.bls.gov/oco](http://www.bls.gov/oco)

A valuable resource for both counselors and students, this federal website offers updated information on careers, job responsibilities and working conditions, salaries, and what jobs will be available in the future.



# Alabama Career Clusters and Pathways



## Contact Information

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 Fax: 334-242-0234  
 E-mail: [msmith@alsde.edu](mailto:msmith@alsde.edu)

## Non-discrimination Statement

No person shall be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of disability, sex, race, national origin, color, or age. Ref: Sec. 1983, Civil Rights Act, 42 U.S.C.; Title VI and VII, Civil Rights Act of 1964; Rehabilitation Act of 1973; Sec. 504; Age Discrimination in Employment Act; Equal Pay Act of 1963; Title IX of the Education Amendment of 1972; Title IX Coordinator, P.O. Box 302101, Montgomery, Alabama 36130-2101 or call (334)242-8444.

STATE OF ALABAMA • DEPARTMENT OF EDUCATION •  
 THOMAS R. BICE, STATE SUPERINTENDENT OF EDUCATION 9/12