

URBAN AFFAIRS

MAJORS & CAREERS

Section II

CRIMINAL JUSTICE

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CRIMINAL JUSTICE: Probation Officers and Correctional Treatment Specialists

Criminal Justice: Probation Officers and Correctional Treatment Specialists

State and local governments employ most workers.

A bachelor's degree in social work, criminal justice, or a related field usually is required.

Employment growth, which is projected to be about as fast as average, depends on government funding.

Criminal Justice: Probation Officers and Correctional Treatment Specialists: Nature of the Work

Many people who are convicted of crimes are placed on probation instead of being sent to prison. During probation, offenders must stay out of trouble and meet various other requirements. *Probation officers*, who are called community supervision officers in some States, supervise people who have been placed on probation. *Correctional treatment specialists*, who may also be known as case managers, counsel and create rehabilitation plans for offenders to follow when they are no longer in prison or on parole.

Parole officers and pretrial services officers perform many of the same duties that probation officers perform. The difference is that parole officers supervise offenders who have been released from prison, whereas probation officers work with those who are sentenced to probation instead of prison. In some States, the jobs of parole and probation officers are combined. Pretrial services officers conduct pretrial investigations, the findings of which help determine whether suspects should be released before their trial. When suspects are released before their trial, pretrial services officers supervise them to make sure they adhere to the terms of their release and that they show up for trial. Occasionally, in the Federal courts system, probation officers perform the functions of pretrial services officers.

Probation officers supervise offenders on probation or parole through personal contact with the offenders and their families. Instead of requiring offenders to meet officers in their offices, many officers meet offenders in their homes and at their places of employment or therapy. Probation and parole agencies also seek the assistance of community organizations, such as religious institutions, neighborhood groups, and local residents, to monitor the behavior of many offenders. Some offenders are required to wear an electronic device so that probation officers can monitor their location and movements. Probation officers may arrange for offenders to get substance abuse rehabilitation or job training. Probation officers usually work with either adults or juveniles exclusively. Only in small, usually rural, jurisdictions do probation officers counsel both adults and juveniles.

Probation officers also spend much of their time working for the courts. They investigate the backgrounds of the accused, write presentence reports, and recommend sentences. They review sentencing recommendations with offenders and their families before submitting them to the court. Probation officers may be required to testify in court as to their findings and recommendations. They also attend hearings to update the court on offenders' efforts at rehabilitation and compliance with the terms of their sentences.

Correctional treatment specialists work in jails, prisons, or parole or probation agencies. In jails and prisons, they evaluate the progress of inmates. They also work with inmates, probation officers, and other agencies to develop parole and release plans. Their case reports are provided to the appropriate parole board when their clients are eligible for release. In addition, they plan education and training programs to improve offenders' job skills and provide them with coping, anger management, and drug and sexual abuse counseling either individually or in groups. They usually write treatment plans and summaries for each client. Correctional treatment specialists working in parole and probation agencies perform many of the same duties as their counterparts who work in correctional institutions.

The number of cases a probation officer or correctional treatment specialist handles at one time depends on the needs of offenders and the risks they pose. Higher risk offenders and those who need more counseling usually command more of the officer's time and resources. Caseload size also varies by agency jurisdiction. Consequently, officers may handle from 20 to more than 100 active cases at a time.

Computers, telephones, and fax machines enable the officers to handle the caseload. Probation officers may telecommute from their homes. Other technological advancements, such as electronic monitoring devices and drug screening, also have assisted probation officers and correctional treatment specialists in supervising and counseling offenders.

Criminal Justice: Probation Officers and Correctional Treatment Specialists: Working Conditions

Probation officers and correctional treatment specialists work with criminal offenders, some of whom may be dangerous. In the course of supervising offenders, they usually interact with many other individuals, such as family members and friends of their clients, who may be angry, upset, or difficult to work with. Workers may be assigned to fieldwork in high-crime areas or in institutions where there is a risk of violence or communicable disease. Probation officers and correctional treatment specialists are required to meet many court-imposed deadlines, which contribute to heavy workloads.

In addition, extensive travel and fieldwork may be required to meet with offenders who are on probation or parole. Workers may be required to carry a firearm or other weapon for protection. They generally work a 40-hour week, but some may work longer. They may be on call 24 hours a day to supervise and assist offenders at any time. They also may be required to collect and transport urine samples of offenders for drug testing. All

of these factors make for a stressful work environment. Although the high stress levels can make these jobs very difficult at times, this work also can be very rewarding. Many workers obtain personal satisfaction from counseling members of their community and helping them become productive citizens.

Criminal Justice: Probation Officers and Correctional Treatment Specialists: Training, Other Qualifications and Advancement

Background qualifications for probation officers and correctional treatment specialists vary by State, but a bachelor's degree in social work, criminal justice, or a related field is usually required. Some employers require previous experience or a master's degree in criminal justice, social work, psychology, or a related field.

Applicants usually are administered written, oral, psychological, and physical examinations. Most probation officers and some correctional treatment specialists are required to complete a training program sponsored by their State government or the Federal Government, after which a certification test may be required.

Prospective probation officers or correctional treatment specialists should be in good physical and emotional condition. Most agencies require applicants to be at least 21 years old and, for Federal employment, not older than 37. Those convicted of felonies may not be eligible for employment in this occupation. Familiarity with the use of computers often is required due to the increasing use of computer technology in probation and parole work. Candidates also should be knowledgeable about laws and regulations pertaining to corrections. Probation officers and correctional treatment specialists should have strong writing skills because they are required to prepare many reports.

Most probation officers and correctional treatment specialists work as trainees or on a probationary period for up to a year before being offered a permanent position. A typical agency has several levels of probation and parole officers and correctional treatment specialists, as well as supervisors. A graduate degree, such as a master's degree in criminal justice, social work, or psychology, may be helpful for advancement.

Criminal Justice: Probation Officers and Correctional Treatment Specialists: Employment

Probation officers and correctional treatment specialists held about 93,000 jobs in 2004. Most jobs are in State or local governments. In some States, the State government employs all probation officers and correctional treatment specialists; in other States, local governments are the only employers. In still other States, both levels of government employ these workers. Jobs are more plentiful in urban areas. Probation officers and correctional treatment specialists who work for the Federal Government are employed by the U.S. courts and by the U.S. Department of Justice's Bureau of Prisons.

Criminal Justice: Probation Officers and Correctional Treatment Specialists: Job Outlook

Employment of probation officers and correctional treatment specialists is projected to grow about as fast as the average for all occupations through 2014. In addition to openings due to growth, many openings will be created by replacement needs, especially openings due to the large number of these workers who are expected to retire. This occupation is not attractive to some potential entrants due to relatively low earnings, heavy workloads, and high stress.

Mandatory sentencing guidelines calling for longer sentences and reduced parole for inmates have resulted in a large increase in the prison population. However, mandatory sentencing guidelines are being reconsidered in many States because of budgetary constraints, court decisions, and doubts about the guidelines' effectiveness. Instead, there may be more emphasis in many States on rehabilitation and alternate forms of punishment, such as probation, spurring demand for probation and parole officers and correctional treatment specialists. However, the job outlook depends primarily on the amount of government funding that is allocated to corrections, and especially to probation systems. Although community supervision is far less expensive than keeping offenders in prison, a change in political trends toward more imprisonment and away from community supervision could result in reduced employment opportunities.

Criminal Justice: Probation Officers and Correctional Treatment Specialists: Earnings

Median annual earnings of probation officers and correctional treatment specialists in May 2004 were \$39,600. The middle 50 percent earned between \$31,500 and \$52,100. The lowest 10 percent earned less than \$26,310, and the highest 10 percent earned more than \$66,660. In May 2004, median annual earnings for probation officers and correctional treatment specialists employed in State government were \$39,810; those employed in local government earned \$40,560. Higher wages tend to be found in urban areas.

CRIMINAL JUSTICE: Private Detectives and Investigators

Criminal Justice: Private Detectives and Investigators

Work hours are often irregular, and the work can be dangerous.

About 1 in 4 are self-employed.

Applicants typically have related experience in areas such as law enforcement, insurance, the military, or government investigative or intelligence jobs.

Despite faster-than-average employment growth, keen competition is expected because of the large number of qualified people who are attracted to this occupation; the most opportunities will be found in entry-level jobs with detective agencies or in stores that hire detectives on a part-time basis.

Criminal Justice: Private Detectives and Investigators: Nature of the Work

Private detectives and investigators use many methods to determine the facts in a variety of matters. To carry out investigations, they may use various types of surveillance or searches. To verify facts, such as an individual's place of employment or income, they may make phone calls or visit a subject's workplace. In other cases, especially those involving missing persons and background checks, investigators often interview people to gather as much information as possible about an individual. In all cases, private detectives and investigators assist attorneys, businesses, and the public with legal, financial, and personal problems.

Private detectives and investigators offer many services, including executive, corporate, and celebrity protection; pre-employment verification; and individual background profiles. They investigate computer crimes, such as identity theft, harassing e-mails, and illegal downloading of copyrighted material. They also provide assistance in civil liability and personal injury cases, insurance claims and fraud, child custody and protection cases, missing persons cases, and premarital screening. They are sometimes hired to investigate individuals to prove or disprove infidelity.

Most detectives and investigators are trained to perform physical surveillance. They may observe a site, such as the home of a subject, from an inconspicuous location or a vehicle. They continue the surveillance, which is often carried out using still and video cameras, binoculars, and a cell phone, until the desired evidence is obtained. This watching and waiting often continues for a long time.

Detectives also may perform computer database searches or work with someone who does. Computers allow investigators to quickly obtain massive amounts of information on individuals' prior arrests, convictions, and civil legal judgments; telephone numbers; motor vehicle registrations; association and club memberships; and other matters.

The duties of private detectives and investigators depend on the needs of their clients. In cases for employers that involve fraudulent workers' compensation claims, for example, investigators may carry out long-term covert observation of subjects. If an investigator observes a subject performing an activity that contradicts injuries stated in a worker's compensation claim, the investigator would take video or still photographs to document the activity and report it to the client.

Private detectives and investigators often specialize. Those who focus on intellectual property theft, for example, investigate and document acts of piracy, help clients stop illegal activity, and provide intelligence for prosecution and civil action. Other investigators specialize in developing financial profiles and asset searches. Their reports

reflect information gathered through interviews, investigation and surveillance, and research, including review of public documents.

Legal investigators specialize in cases involving the courts and are normally employed by law firms or lawyers. They frequently assist in preparing criminal defenses, locating witnesses, serving legal documents, interviewing police and prospective witnesses, and gathering and reviewing evidence. Legal investigators also may collect information on the parties to the litigation, take photographs, testify in court, and assemble evidence and reports for trials.

Corporate investigators conduct internal and external investigations for corporations. In internal investigations, they may investigate drug use in the workplace, ensure that expense accounts are not abused, or determine whether employees are stealing merchandise or information. External investigations are typically done to uncover criminal schemes originating outside the corporation, such as theft of company assets through fraudulent billing of products by suppliers.

Financial investigators may be hired to develop confidential financial profiles of individuals or companies that are prospective parties to large financial transactions. These investigators often are certified public accountants (CPAs) who work closely with investment bankers and other accountants. They search for assets in order to recover damages awarded by a court in fraud or theft cases.

Store detectives, also known as *loss prevention agents*, safeguard the assets of retail stores by apprehending anyone attempting to steal merchandise or destroy store property. They prevent theft by shoplifters, vendor representatives, delivery personnel and even store employees. Store detectives also conduct periodic inspections of stock areas, dressing rooms, and restrooms, and sometimes assist in opening and closing the store. They may prepare loss prevention and security reports for management and testify in court against persons they apprehend.

Hotel detectives protect guests of the establishment from theft of their belongings and preserve order in hotel restaurants and bars. They also may keep undesirable individuals, such as known thieves, off the premises.

Criminal Justice: Private Detectives and Investigators: Working Conditions

Private detectives and investigators often work irregular hours because of the need to conduct surveillance and contact people who are not available during normal working hours. Early morning, evening, weekend, and holiday work is common.

Many detectives and investigators spend time away from their offices conducting interviews or doing surveillance, but some work in their office most of the day conducting computer searches and making phone calls. Those who have their own agencies and employ other investigators may work primarily in an office and have normal business hours.

When the investigator is working on a case away from the office, the environment might range from plush boardrooms to seedy bars. Store and hotel detectives work in the businesses that they protect. Investigators generally work alone, but they sometimes work with others during surveillance or when following a subject in order to avoid detection by the subject.

Some of the work involves confrontation, so the job can be stressful and dangerous. Some situations call for the investigator to be armed, such as certain bodyguard assignments for corporate or celebrity clients. Detectives and investigators who carry handguns must be licensed by the appropriate authority. In most cases, however, a weapon is not necessary, because the purpose of the work is gathering information and not law enforcement or criminal apprehension. Owners of investigative agencies have the added stress of having to deal with demanding and sometimes distraught clients.

Criminal Justice: Private Detectives and Investigators: Training, Other Qualifications and Advancement

There are no formal education requirements for most private detective and investigator jobs, although many private detectives have college degrees. Private detectives and investigators typically have previous experience in other occupations. Some work initially for insurance or collections companies, in the private security industry, or as paralegals. Many investigators enter the field after serving in law enforcement, the military, government auditing and investigative positions, or Federal intelligence jobs.

Former law enforcement officers, military investigators, and government agents, who are frequently able to retire after 25 years of service, often become private detectives or investigators in a second career. Others enter from such diverse fields as finance, accounting, commercial credit, investigative reporting, insurance, and law. These individuals often can apply their prior work experience in a related investigative specialty. A few enter the occupation directly after graduation from college, generally with associate's or bachelor's degrees in criminal justice or police science.

The majority of States and the District of Colombia require private detectives and investigators to be licensed. Licensing requirements vary, however. Seven States—Alabama, Alaska, Colorado, Idaho, Mississippi, Missouri, and South Dakota—have no statewide licensing requirements, some States have few requirements, and many other States have stringent regulations. A growing number of States are enacting mandatory training programs for private detectives and investigators. For example, the Bureau of Security and Investigative Services of the California Department of Consumer Affairs requires private investigators to be 18 years of age or older; have a combination of education in police science, criminal law, or justice and experience equaling 3 years (6,000 hours) of investigative experience; pass a criminal history background check by the California Department of Justice and the FBI (in most States, convicted felons cannot be issued a license); and receive a qualifying score on a 2-hour written examination covering laws and regulations. There are additional requirements for a firearms permit.

For private detective and investigator jobs, most employers look for individuals with ingenuity, persistence, and assertiveness. A candidate must not be afraid of confrontation, should communicate well, and should be able to think on his or her feet. Good interviewing and interrogation skills also are important and usually are acquired in earlier careers in law enforcement or other fields. Because the courts often are the ultimate judge of a properly conducted investigation, the investigator must be able to present the facts in a manner that a jury will believe.

Training in subjects such as criminal justice and police science is helpful to aspiring private detectives and investigators. Most corporate investigators must have a bachelor's degree, preferably in a business-related field. Some corporate investigators have a master's degree in business administration or a law degree, while others are CPAs. Corporate investigators hired by large companies may receive formal training from their employers on business practices, management structure, and various finance-related topics. The screening process for potential employees typically includes a background check for a criminal history.

Some investigators receive certification from a professional organization to demonstrate competency in a field. For example, the National Association of Legal Investigators (NALI) confers the Certified Legal Investigator designation to licensed investigators who devote a majority of their practice to negligence or criminal defense investigations. To receive the designation, applicants must satisfy experience, educational, and continuing-training requirements and must pass written and oral exams administered by the NALI.

Most private-detective agencies are small, with little room for advancement. Usually, there are no defined ranks or steps, so advancement takes the form of increases in salary and assignment status. Many detectives and investigators work for detective agencies at the beginning of their careers and, after a few years, start their own firms. Corporate and legal investigators may rise to supervisor or manager of the security or investigations department.

Criminal Justice: Private Detectives and Investigators:

Private detectives and investigators held about 43,000 jobs in 2004. About 26 percent were self-employed, including many who held a secondary job as a self-employed private detective. Around 27 percent of jobs were in investigation and security services, including private detective agencies, while another 15 percent were in department or other general merchandise stores. The rest worked mostly in State and local government, legal services firms, employment services companies, insurance agencies, and credit mediation establishments, including banks and other depository institutions.

Criminal Justice: Private Detectives and Investigators: Job Outlook

Keen competition is expected because private detective and investigator careers attract many qualified people, including relatively young retirees from law enforcement and military careers. The best opportunities will be in entry-level jobs with detective agencies

or in stores that hire detectives on a part-time basis. The best prospects for those seeking store detective jobs will be with large chains and discount stores.

Employment of private detectives and investigators is expected to grow faster than the average for all occupations through 2014. In addition to growth, replacement of those who retire or leave the occupation for other reasons should create many job openings. Increased demand for private detectives and investigators will result from fear of crime, increased litigation, and the need to protect confidential information and property of all kinds. The proliferation of criminal activity on the Internet, such as identity theft, spamming, e-mail harassment, and illegal downloading of copyrighted materials, will increase the demand for private investigators. Employee background checks, conducted by private investigators, will become standard for an increasing number of jobs. Growing financial activity worldwide will increase the demand for investigators to control internal and external financial losses and to monitor competitors and prevent industrial spying.

Criminal Justice: Private Detectives and Investigators: Earnings

Median annual earnings of salaried private detectives and investigators were \$32,110 in May 2004. The middle 50 percent earned between \$24,080 and \$43,260. The lowest 10 percent earned less than \$19,260, and the highest 10 percent earned more than \$58,470. Earnings of private detectives and investigators vary greatly by employer, specialty, and geographic area.

CRIMINAL JUSTICE: Paralegals and Legal Assistants

Criminal Justice: Paralegals and Legal Assistants

About 7 out of 10 work for law firms; others work for corporate legal departments and government agencies.

Most entrants have an associate's degree in paralegal studies, or a bachelor's degree coupled with a certificate in paralegal studies.

Employment is projected to grow much faster than average, as employers try to reduce costs by hiring paralegals to perform tasks formerly carried out by lawyers.

Competition for jobs should continue; experienced, formally trained paralegals should have the best employment opportunities.

Criminal Justice: Paralegals and Legal Assistants: Nature of the Work

While lawyers assume ultimate responsibility for legal work, they often delegate many of their tasks to paralegals. In fact, paralegals—also called legal assistants—are continuing

to assume a growing range of tasks in the Nation's legal offices and perform many of the same tasks as lawyers. Nevertheless, they are still explicitly prohibited from carrying out duties that are considered to be the practice of law, such as setting legal fees, giving legal advice, and presenting cases in court.

One of a paralegal's most important tasks is helping lawyers prepare for closings, hearings, trials, and corporate meetings. Paralegals investigate the facts of cases and ensure that all relevant information is considered. They also identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to assigned cases. After they analyze and organize the information, paralegals may prepare written reports that attorneys use in determining how cases should be handled. Should attorneys decide to file lawsuits on behalf of clients, paralegals may help prepare the legal arguments, draft pleadings and motions to be filed with the court, obtain affidavits, and assist attorneys during trials. Paralegals also organize and track files of all important case documents and make them available and easily accessible to attorneys.

In addition to this preparatory work, paralegals perform a number of other vital functions. For example, they help draft contracts, mortgages, separation agreements, and instruments of trust. They also may assist in preparing tax returns and planning estates. Some paralegals coordinate the activities of other law office employees and maintain financial office records. Various additional tasks may differ, depending on the employer.

Paralegals are found in all types of organizations, but most are employed by law firms, corporate legal departments, and various government offices. In these organizations, they can work in many different areas of the law, including litigation, personal injury, corporate law, criminal law, employee benefits, intellectual property, labor law, bankruptcy, immigration, family law, and real estate. As the law has become more complex, paralegals have responded by becoming more specialized. Within specialties, functions often are broken down further so that paralegals may deal with a specific area. For example, paralegals specializing in labor law may concentrate exclusively on employee benefits.

The duties of paralegals also differ widely with the type of organization in which they are employed. Paralegals who work for corporations often assist attorneys with employee contracts, shareholder agreements, stock-option plans, and employee benefit plans. They also may help prepare and file annual financial reports, maintain corporate minutes' record resolutions, and prepare forms to secure loans for the corporation. Paralegals often monitor and review government regulations to ensure that the corporation is aware of new requirements and is operating within the law. Increasingly, experienced paralegals are assuming additional supervisory responsibilities such as overseeing team projects and serving as a communications link between the team and the corporation.

The duties of paralegals who work in the public sector usually vary within each agency. In general, paralegals analyze legal material for internal use, maintain reference files, conduct research for attorneys, and collect and analyze evidence for agency hearings. They may prepare informative or explanatory material on laws, agency regulations, and

agency policy for general use by the agency and the public. Paralegals employed in community legal-service projects help the poor, the aged, and others who are in need of legal assistance. They file forms, conduct research, prepare documents, and, when authorized by law, may represent clients at administrative hearings.

Paralegals in small and medium-size law firms usually perform a variety of duties that require a general knowledge of the law. For example, they may research judicial decisions on improper police arrests or help prepare a mortgage contract. Paralegals employed by large law firms, government agencies, and corporations, however, are more likely to specialize in one aspect of the law.

Familiarity with computers use and technical knowledge have become essential to paralegal work. Computer software packages and the Internet are used to search legal literature stored in computer databases and on CD-ROM. In litigation involving many supporting documents, paralegals usually use computer databases to retrieve, organize, and index various materials. Imaging software allows paralegals to scan documents directly into a database, while billing programs help them to track hours billed to clients. Computer software packages also are used to perform tax computations and explore the consequences of various tax strategies for clients.

Criminal Justice: Paralegals and Legal Assistants: Working Conditions

Paralegals employed by corporations and government usually work a standard 40-hour week. Although most paralegals work year round, some are temporarily employed during busy times of the year and then are released when the workload diminishes. Paralegals who work for law firms sometimes work very long hours when they are under pressure to meet deadlines. Some law firms reward such loyalty with bonuses and additional time off.

These workers handle many routine assignments, particularly when they are inexperienced. As they gain experience, paralegals usually assume more varied tasks with additional responsibility. Paralegals do most of their work at desks in offices and law libraries. Occasionally, they travel to gather information and perform other duties.

Criminal Justice: Paralegals and Legal Assistants: Training, Other Qualifications and Advancement

There are several ways to become a paralegal. The most common is through a community college paralegal program that leads to an associate's degree. The other common method of entry, mainly for those who already have a college degree, is through a program that leads to a certification in paralegal studies. A small number of schools also offer bachelor's and master's degrees in paralegal studies. Some employers train paralegals on the job, hiring college graduates with no legal experience or promoting experienced legal secretaries. Other entrants have experience in a technical field that is useful to law firms, such as a background in tax preparation for tax and estate practice or in criminal justice, nursing, or health administration for personal injury practice.

An estimated 1,000 colleges and universities, law schools, and proprietary schools offer formal paralegal training programs. Approximately 260 paralegal programs are approved by the American Bar Association (ABA). Although many programs do not require such approval, graduation from an ABA-approved program can enhance one's employment opportunities. The requirements for admission to these programs vary. Some require certain college courses or a bachelor's degree, others accept high school graduates or those with legal experience, and a few schools require standardized tests and personal interviews.

Paralegal programs include 2-year associate degree's programs, 4-year bachelor's degree programs, and certificate programs that can take only a few months to complete. Most certificate programs provide intensive and, in some cases, specialized paralegal training for individuals who already hold college degrees, while associate's and bachelor's degree programs usually combine paralegal training with courses in other academic subjects. The quality of paralegal training programs varies; the better programs usually include job placement services. Programs generally offer courses introducing students to the legal applications of computers, including how to perform legal research on the Internet. Many paralegal training programs also offer an internship in which students gain practical experience by working for several months in a private law firm, the office of a public defender or attorney general, a bank, a corporate legal department, a legal aid organization, or a government agency. Experience gained in internships is an asset when one is seeking a job after graduation. Prospective students should examine the experiences of recent graduates before enrolling in a paralegal program.

Although most employers do not require certification, earning a voluntary certificate from a professional society may offer advantages in the labor market. The National Association of Legal Assistants (NALA), for example, has established standards for certification requiring various combinations of education and experience. Paralegals who meet these standards are eligible to take a 2-day examination, given three times each year at several regional testing centers. Those who pass this examination may use the Certified Legal Assistant (CLA) designation. The NALA also offers an advanced paralegal certification for those who want to specialize in other areas of the law. In addition, the Paralegal Advanced Competency Exam, administered through the National Federation of Paralegal Associations, offers professional recognition to paralegals with a bachelor's degree and at least 2 years of experience. Those who pass this examination may use the Registered Paralegal (RP) designation.

Paralegals must be able to document and present their findings and opinions to their supervising attorney. They need to understand legal terminology and have good research and investigative skills. Familiarity with the operation and applications of computers in legal research and litigation support also is important. Paralegals should stay informed of new developments in the laws that affect their area of practice. Participation in continuing legal education seminars allows paralegals to maintain and expand their knowledge of the law.

Because paralegals frequently deal with the public, they should be courteous and uphold the ethical standards of the legal profession. The National Association of Legal Assistants, the National Federation of Paralegal Associations, and a few States have established ethical guidelines for paralegals to follow.

Paralegals usually are given more responsibilities and require less supervision as they gain work experience. Experienced paralegals who work in large law firms, corporate legal departments, or government agencies may supervise and delegate assignments to other paralegals and clerical staff. Advancement opportunities also include promotion to managerial and other law-related positions within the firm or corporate legal department. However, some paralegals find it easier to move to another law firm when seeking increased responsibility or advancement.

Criminal Justice: Paralegals and Legal Assistants: Employment

Paralegals and legal assistants held about 224,000 jobs in 2004. Private law firms employed 7 out of 10 paralegals and legal assistants; most of the remainder worked for corporate legal departments and various levels of government. Within the Federal Government, the U.S. Department of Justice is the largest employer, followed by the Social Security Administration and the U.S. Department of the Treasury. A small number of paralegals own their own businesses and work as freelance legal assistants, contracting their services to attorneys or corporate legal departments.

Criminal Justice: Paralegals and Legal Assistants: Job Outlook

Employment for paralegals and legal assistants is projected to grow much faster than average for all occupations through 2014. Employers are trying to reduce costs and increase the availability and efficiency of legal services by hiring paralegals to perform tasks formerly carried out by lawyers. Besides new jobs created by employment growth, additional job openings will arise as people leave the occupation. Despite projections of rapid employment growth, competition for jobs should continue as many people seek to go into this profession; however, experienced, formally trained paralegals should have the best employment opportunities.

Private law firms will continue to be the largest employers of paralegals, but a growing array of other organizations, such as corporate legal departments, insurance companies, real estate and title insurance firms, and banks hire paralegals. Corporations in particular are boosting their in-house legal departments to cut costs. Demand for paralegals also is expected to grow as an expanding population increasingly requires legal services, especially in areas such as intellectual property, health care, international law, elder issues, criminal law, and environmental law. Paralegals who specialize in areas such as real estate, bankruptcy, medical malpractice, and product liability should have ample employment opportunities. The growth of prepaid legal plans also should contribute to the demand for legal services. Paralegal employment is expected to increase as organizations presently employing paralegals assign them a growing range of tasks and as

paralegals are increasingly employed in small and medium-size establishments. A growing number of experienced paralegals are expected to establish their own businesses.

Job opportunities for paralegals will expand in the public sector as well. Community legal-service programs, which provide assistance to the poor, elderly, minorities, and middle-income families, will employ additional paralegals to minimize expenses and serve the most people. Federal, State, and local government agencies, consumer organizations, and the courts also should continue to hire paralegals in increasing numbers.

To a limited extent, paralegal jobs are affected by the business cycle. During recessions, demand declines for some discretionary legal services, such as planning estates, drafting wills, and handling real estate transactions. Corporations are less inclined to initiate certain types of litigation when falling sales and profits lead to fiscal belt tightening. As a result, full-time paralegals employed in offices adversely affected by a recession may be laid off or have their work hours reduced. However, during recessions, corporations and individuals are more likely to face other problems that require legal assistance, such as bankruptcies, foreclosures, and divorces. Paralegals, who provide many of the same legal services as lawyers at a lower cost, tend to fare relatively better in difficult economic conditions.

Criminal Justice: Paralegals and Legal Assistants: Earnings

Earnings of paralegals and legal assistants vary greatly. Salaries depend on education, training, experience, the type and size of employer, and the geographic location of the job. In general, paralegals who work for large law firms or in large metropolitan areas earn more than those who work for smaller firms or in less populated regions. In addition to earning a salary, many paralegals receive bonuses. In May 2004, full-time wage and salary paralegals and legal assistants had median annual earnings, including bonuses, of \$39,130. The middle 50 percent earned between \$31,040 and \$49,950. The top 10 percent earned more than \$61,390, while the bottom 10 percent earned less than \$25,360. Median annual earnings in the industries employing the largest numbers of paralegals in May 2004 were as follows:

Federal Government	\$59,370
Local government	38,260
Legal services	37,870
State government	34,910

CRIMINAL JUSTICE: Lawyer

Criminal Justice: Lawyer

Competition for job openings should be keen because of the large number of students graduating from law school each year.

Formal requirements to become a lawyer generally include a 4-year college degree, 3 years of law school, and passing a written bar examination; however, some requirements may vary by State.

Competition for admission to most law schools is intense.

About 3 out of 4 lawyers practiced privately, either as partners in law firms or in solo practices.

Criminal Justice: Lawyer: Nature of the Work

The legal system affects nearly every aspect of our society, from buying a home to crossing the street. Lawyers form the backbone of this vital system, linking it to society in numerous ways. For that reason, they hold positions of great responsibility and are obligated to adhere to a strict code of ethics.

Lawyers, also called *attorneys*, act as both advocates and advisors in our society. As advocates, they represent one of the parties in criminal and civil trials by presenting evidence and arguing in court to support their client. As advisors, lawyers counsel their clients concerning their legal rights and obligations and suggest particular courses of action in business and personal matters. Whether acting as an advocate or an advisor, all attorneys research the intent of laws and judicial decisions and apply the law to the specific circumstances faced by their client.

The more detailed aspects of a lawyer's job depend upon his or her field of specialization and position. Although all lawyers are licensed to represent parties in court, some appear in court more frequently than others. Trial lawyers, who specialize in trial work, must be able to think quickly and speak with ease and authority. In addition, familiarity with courtroom rules and strategy is particularly important in trial work. Still, trial lawyers spend the majority of their time outside the courtroom, conducting research, interviewing clients and witnesses, and handling other details in preparation for a trial.

Lawyers may specialize in a number of areas, such as bankruptcy, probate, international, or elder law. Those specializing in environmental law, for example, may represent interest groups, waste disposal companies, or construction firms in their dealings with the U.S. Environmental Protection Agency (EPA) and other Federal and State agencies. These lawyers help clients prepare and file for licenses and applications for approval before certain activities may occur. In addition, they represent clients' interests in administrative adjudications.

Some lawyers specialize in the growing field of intellectual property, helping to protect clients' claims to copyrights, artwork under contract, product designs, and computer programs. Still other lawyers advise insurance companies about the legality of insurance transactions, guiding the company in writing insurance policies to conform with the law and to protect the companies from unwarranted claims. When claims are filed against insurance companies, these attorneys review the claims and represent the companies in court.

Most lawyers are in private practice, concentrating on criminal or civil law. In criminal law, lawyers represent individuals who have been charged with crimes and argue their cases in courts of law. Attorneys dealing with civil law assist clients with litigation, wills, trusts, contracts, mortgages, titles, and leases. Other lawyers handle only public-interest cases—civil or criminal—which may have an impact extending well beyond the individual client.

Lawyers are sometimes employed full time by a single client. If the client is a corporation, the lawyer is known as “house counsel” and usually advises the company concerning legal issues related to its business activities. These issues might involve patents, government regulations, contracts with other companies, property interests, or collective bargaining agreements with unions.

A significant number of attorneys are employed at the various levels of government. Lawyers who work for State attorneys general, prosecutors, public defenders, and courts play a key role in the criminal justice system. At the Federal level, attorneys investigate cases for the U.S. Department of Justice and other agencies. Government lawyers also help develop programs, draft and interpret laws and legislation, establish enforcement procedures, and argue civil and criminal cases on behalf of the government.

Other lawyers work for legal aid societies—private, nonprofit organizations established to serve disadvantaged people. These lawyers generally handle civil, rather than criminal, cases. A relatively small number of trained attorneys work in law schools. Most are faculty members who specialize in one or more subjects; however, some serve as administrators. Others work full time in nonacademic settings and teach part time.

Lawyers are increasingly using various forms of technology to perform their varied tasks more efficiently. Although all lawyers continue to use law libraries to prepare cases, some supplement conventional printed sources with computer sources, such as the Internet and legal databases. Software is used to search this legal literature automatically and to identify legal texts relevant to a specific case. In litigation involving many supporting documents, lawyers may use computers to organize and index material. Lawyers also utilize electronic filing, videoconferencing, and voice-recognition technology to share information more effectively with other parties involved in a case.

Criminal Justice: Lawyer: Working Conditions

Lawyers do most of their work in offices, law libraries, and courtrooms. They sometimes meet in clients' homes or places of business and, when necessary, in hospitals or prisons. They may travel to attend meetings, gather evidence, and appear before courts, legislative bodies, and other authorities.

Salaried lawyers usually have structured work schedules. Lawyers who are in private practice may work irregular hours while conducting research, conferring with clients, or preparing briefs during nonoffice hours. Lawyers often work long hours, and of those who regularly work full time, about half work 50 hours or more per week. They may face particularly heavy pressure when a case is being tried. Preparation for court includes keeping abreast of the latest laws and judicial decisions.

Although legal work generally is not seasonal, the work of tax lawyers and other specialists may be an exception. Because lawyers in private practice often can determine their own workload and the point at which they will retire, many stay in practice well beyond the usual retirement age.

Criminal Justice: Lawyer: Training, Other Qualifications and Advancement

To practice law in the courts of any State or other jurisdiction, a person must be licensed, or admitted to its bar, under rules established by the jurisdiction's highest court. All States require that applicants for admission to the bar pass a written bar examination; most States also require applicants to pass a separate written ethics examination. Lawyers who have been admitted to the bar in one State occasionally may be admitted to the bar in another without taking an examination if they meet the latter jurisdiction's standards of good moral character and a specified period of legal experience. In most cases, however, lawyers must pass the bar examination in each State in which they plan to practice. Federal courts and agencies set their own qualifications for those practicing before or in them.

To qualify for the bar examination in most States, an applicant usually must earn a college degree and graduate from a law school accredited by the American Bar Association (ABA) or the proper State authorities. ABA accreditation signifies that the law school—particularly its library and faculty—meets certain standards developed to promote quality legal education. As of 2005, there were 191 ABA-accredited law schools; others were approved by State authorities only. With certain exceptions, graduates of schools not approved by the ABA are restricted to taking the bar examination and practicing in the State or other jurisdiction in which the school is located; most of these schools are in California. In 2005, seven States—California, Maine, New York, Vermont, Virginia, Washington, and Wyoming—accepted the study of law in a law office as qualification for taking the bar examination; three jurisdictions—California, the District of Columbia, and New Mexico—now accept the study of law by correspondence. Several States require registration and approval of students by the State

Board of Law Examiners, either before the students enter law school or during their early years of legal study.

Although there is no nationwide bar examination, 48 States, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands require the 6-hour Multistate Bar Examination (MBE) as part of the overall bar examination; the MBE is not required in Louisiana or Washington. The MBE covers a broad range of issues, and sometimes a locally prepared State bar examination is given in addition to it. The 3-hour Multistate Essay Examination (MEE) is used as part of the bar examination in several States. States vary in their use of MBE and MEE scores.

Many States also require Multistate Performance Testing (MPT) to test the practical skills of beginning lawyers. Requirements vary by State, although the test usually is taken at the same time as the bar exam and is a one-time requirement.

The required college and law school education usually takes 7 years of full-time study after high school—4 years of undergraduate study, followed by 3 years of law school. Law school applicants must have a bachelor's degree to qualify for admission. To meet the needs of students who can attend only part time, a number of law schools have night or part-time divisions, which usually require 4 years of study; about 1 in 10 graduates from ABA-approved schools attended part time.

Although there is no recommended “prelaw” major, prospective lawyers should develop proficiency in writing and speaking, reading, researching, analyzing, and thinking logically—skills needed to succeed both in law school and in the profession. Regardless of major, a multidisciplinary background is recommended. Courses in English, foreign languages, public speaking, government, philosophy, history, economics, mathematics, and computer science, among others, are useful. Students interested in a particular aspect of law may find related courses helpful. For example, prospective patent lawyers need a strong background in engineering or science, and future tax lawyers must have extensive knowledge of accounting.

Acceptance by most law schools depends on the applicant's ability to demonstrate an aptitude for the study of law, usually through good undergraduate grades, the Law School Admission Test (LSAT), the quality of the applicant's undergraduate school, any prior work experience, and sometimes, a personal interview. However, law schools vary in the weight they place on each of these and other factors.

All law schools approved by the ABA require applicants to take the LSAT. Nearly all law schools require applicants to have certified transcripts sent to the Law School Data Assembly Service, which then submits the applicants' LSAT scores and their standardized records of college grades to the law schools of their choice. Both this service and the LSAT are administered by the Law School Admission Council. Competition for admission to many law schools—especially the most prestigious ones—generally is intense, with the number of applicants greatly exceeding the number that can be admitted.

During the first year or year and a half of law school, students usually study core courses, such as constitutional law, contracts, property law, torts, civil procedure, and legal writing. In the remaining time, they may elect specialized courses in fields such as tax, labor, or corporate law. Law students often acquire practical experience by participating in school-sponsored legal clinic activities; in the school's moot court competitions, in which students conduct appellate arguments; in practice trials under the supervision of experienced lawyers and judges; and through research and writing on legal issues for the school's law journal.

A number of law schools have clinical programs in which students gain legal experience through practice trials and projects under the supervision of practicing lawyers and law school faculty. Law school clinical programs might include work in legal aid clinics, for example, or on the staff of legislative committees. Part-time or summer clerkships in law firms, government agencies, and corporate legal departments also provide valuable experience. Such training can lead directly to a job after graduation and can help students decide what kind of practice best suits them. Clerkships also may be an important source of financial aid.

In 2004, law school graduates in 52 jurisdictions were required to pass the Multistate Professional Responsibility Examination (MPRE), which tests their knowledge of the ABA codes on professional responsibility and judicial conduct. In some States, the MPRE may be taken during law school, usually after completing a course on legal ethics.

Law school graduates receive the degree of *juris doctor* (J.D.) as the first professional degree. Advanced law degrees may be desirable for those planning to specialize, research, or teach. Some law students pursue joint degree programs, which usually require an additional semester or year of study. Joint degree programs are offered in a number of areas, including law and business administration or public administration.

After graduation, lawyers must keep informed about legal and nonlegal developments that affect their practices. Currently, 40 States and jurisdictions mandate continuing legal education (CLE). Many law schools and State and local bar associations provide continuing education courses that help lawyers stay abreast of recent developments. Some States allow CLE credits to be obtained through participation in seminars on the Internet.

The practice of law involves a great deal of responsibility. Individuals planning careers in law should like to work with people and be able to win the respect and confidence of their clients, associates, and the public. Perseverance, creativity, and reasoning ability also are essential to lawyers, who often analyze complex cases and handle new and unique legal problems.

Most beginning lawyers start in salaried positions. Newly hired salaried attorneys usually start as associates and work with more experienced lawyers or judges. After several years of gaining more responsibilities, some lawyers are admitted to partnership in their firm or go into practice for themselves. Some experienced lawyers are nominated or elected to

judgeships. Others become full-time law school faculty or administrators; a growing number of these lawyers have advanced degrees in other fields as well.

Some attorneys use their legal training in administrative or managerial positions in various departments of large corporations. A transfer from a corporation's legal department to another department often is viewed as a way to gain administrative experience and rise in the ranks of management.

Criminal Justice: Lawyer: Employment

Lawyers held about 735,000 jobs in 2004. Approximately 3 out of 4 lawyers practiced privately, either as partners in law firms or in solo practices. Most salaried lawyers held positions in government or with corporations or nonprofit organizations. The greatest number of lawyers working in government were employed at the local level. In the Federal Government, lawyers work for many different agencies, but are concentrated in the Departments of Justice, Treasury, and Defense. Many salaried lawyers working outside of government are employed as house counsel by public utilities, banks, insurance companies, real estate agencies, manufacturing firms, and other business firms and nonprofit organizations. Some also have part-time independent practices, while others work part time as lawyers and full time in another occupation.

Criminal Justice: Lawyer: Job Outlook

Employment of lawyers is expected to grow about as fast as average for all occupations through 2014, primarily as a result of growth in the population and in the general level of business activities. Job growth among lawyers also will result from increasing demand for legal services in such areas as health care, intellectual property, venture capital, energy, elder, antitrust, and environmental law. In addition, the wider availability and affordability of legal clinics should result in increased use of legal services by middle-income people. However, growth in demand for lawyers will be limited as businesses, in an effort to reduce costs, increasingly use large accounting firms and paralegals to perform some of the same functions that lawyers do. For example, accounting firms may provide employee-benefit counseling, process documents, or handle various other services previously performed by a law firm. Also, mediation and dispute resolution increasingly are being used as alternatives to litigation.

Competition for job openings should continue to be keen because of the large number of students graduating from law school each year. Graduates with superior academic records from highly regarded law schools will have the best job opportunities. Perhaps as a result of competition for attorney positions, lawyers are increasingly finding work in nontraditional areas for which legal training is an asset, but not normally a requirement—for example, administrative, managerial, and business positions in banks, insurance firms, real estate companies, government agencies, and other organizations. Employment opportunities are expected to continue to arise in these organizations at a growing rate.

As in the past, some graduates may have to accept positions in areas outside of their field of interest or for which they feel overqualified. Some recent law school graduates who have been unable to find permanent positions are turning to the growing number of temporary staffing firms that place attorneys in short-term jobs until they are able to secure full-time positions. This service allows companies to hire lawyers on an “as-needed” basis and permits beginning lawyers to develop practical skills while looking for permanent positions.

Because of the keen competition for jobs, a law graduate’s geographic mobility and work experience assume greater importance. The willingness to relocate may be an advantage in getting a job, but to be licensed in another State, a lawyer may have to take an additional State bar examination. In addition, employers are increasingly seeking graduates who have advanced law degrees and experience in a specialty, such as tax, patent, or admiralty law.

Employment growth for lawyers will continue to be concentrated in salaried jobs, as businesses and all levels of government employ a growing number of staff attorneys and as employment in the legal services industry grows. Most salaried positions are in urban areas where government agencies, law firms, and big corporations are concentrated. The number of self-employed lawyers is expected to decrease slowly, reflecting the difficulty of establishing a profitable new practice in the face of competition from larger, established law firms. Moreover, the growing complexity of law, which encourages specialization, along with the cost of maintaining up-to-date legal research materials, favors larger firms.

For lawyers who wish to work independently, establishing a new practice will probably be easiest in small towns and expanding suburban areas. In such communities, competition from larger, established law firms is likely to be less keen than in big cities, and new lawyers may find it easier to become known to potential clients.

Some lawyers are adversely affected by cyclical swings in the economy. During recessions, demand declines for some discretionary legal services, such as planning estates, drafting wills, and handling real estate transactions. Also, corporations are less likely to litigate cases when declining sales and profits result in budgetary restrictions. Some corporations and law firms will not hire new attorneys until business improves, and these establishments may even cut staff to contain costs. Several factors, however, mitigate the overall impact of recessions on lawyers; during recessions, for example, individuals and corporations face other legal problems, such as bankruptcies, foreclosures, and divorces requiring legal action.

Criminal Justice: Lawyer: Earnings

In May 2004, the median annual earnings of all lawyers were \$94,930. The middle half of the occupation earned between \$64,620 and \$143,620. Median annual earnings in the industries employing the largest numbers of lawyers in May 2004 were as follows:

Management of companies and enterprises	\$126,250
Federal Government	108,090
Legal services	99,580
Local government	73,410
State government	70,280

Median salaries of lawyers 9 months after graduation from law school in 2004 varied by type of work, as indicated in table 1.

Table 1. Median salaries of lawyers 9 months after graduation, 2004

Type of work	Salary
All graduates	\$55,000
Type of work	
Private practice	80,000
Business/industry	60,000
Judicial clerkship and government	44,700
Academe	40,000

Source: National Association of Law Placement

Salaries of experienced attorneys vary widely according to the type, size, and location of their employer. Lawyers who own their own practices usually earn less than those who are partners in law firms. Lawyers starting their own practice may need to work part time in other occupations to supplement their income until their practice is well established.

Most salaried lawyers are provided health and life insurance, and contributions are made to retirement plans on their behalf. Lawyers who practice independently are covered only if they arrange and pay for such benefits themselves.

CRIMINAL JUSTICE: State and Local Government, Excluding Education and Hospitals

Criminal Justice: State and Local Government, Excluding Education and Hospitals

Local government employs more than twice as many workers as State government; fire fighters and law enforcement workers, concentrated in local government, are the largest occupations.

Employment growth will be dampened by budgetary constraints due to the rapidly increasing proportion of revenues devoted to the Medicaid program, reductions in Federal aid, especially at the county level, public resistance to tax increases, and outsourcing of government jobs to the private sector.

Employer-provided benefits are more common among State and local government employees than among workers in the private sector.

**Criminal Justice: State and Local Government, Excluding Education and Hospitals:
Nature of the Industry**

State and local governments provide their constituents with vital services, such as transportation, public safety, health care, education, utilities, and courts. Excluding education and hospitals, State and local governments employ about 7.9 million workers, placing them among the largest employers in the economy. Seven out of 10 of these employees work for local governments, such as counties, cities, special districts, and towns. In addition to these 7.9 million workers, large numbers of State and local workers work in public education. These workers form a large part of the educational services industry, which is discussed elsewhere in the *Career Guide*. Many State and local workers also work in public hospitals, which are included in the health care industry elsewhere in the *Career Guide*.

In addition to the 50 State governments, there are about 87,500 local governments in 2002, according to the U.S. Census Bureau. These include about 3,000 county governments; 19,400 municipal governments; 16,500 townships; 13,500 school districts; and 35,100 special districts. Illinois had the most local government units, with more than 6,900; Hawaii had the fewest, with 20.

In many areas of the country, citizens are served by more than one local government unit. For example, most States have *counties*, which may contain various municipalities such as cities or towns, but which also often include unincorporated rural areas. *Townships*, which do not exist in some States, may or may not contain municipalities and often consist of suburban or rural areas. Supplementing these forms of local government, *special district* government bodies are independent, limited purpose governmental units that usually perform a single function or activity. For example, a large percentage of special districts manage the use of natural resources. Some provide drainage and flood control, irrigation, and soil and water conservation services.

The Council of State Governments reports that State and local governments' responsibilities were augmented in the 1990s through "devolution," the practice through which the Federal Government turns over to State and local governments the development, implementation, and management of programs. Welfare reform typifies devolution in practice, with States receiving considerable leeway to devise programs that meet their needs as a result of the 1996 Congressional reform act that provided block grants to States. As the relationship between levels of government continues to change in

the coming decade, so will the nature of services provided by State and local governments.

Criminal Justice: State and Local Government, Excluding Education and Hospitals: Working Conditions

Working conditions vary by occupation and, in some instances, by size and location of the State or local government. For example, chief executives in very small jurisdictions may work less than 20 hours a week; in larger jurisdictions, they often work more than 40 hours per week. Chief executives in large jurisdictions work full time year round, as do most county and city managers. Most State legislators work full time only when in session, usually for a few months a year, and work part time the rest of the year. Local elected officials in some small jurisdictions work part time.

Most professional, financial operations, and office and administrative support workers in State and local government work a standard 40-hour week in an office environment. However, workers in some of the most visible local government jobs have very different working conditions and schedules. Fire fighters' hours are longer and vary more widely than those of most workers. Many professional fire fighters are on duty for several days in a row, working over 50 hours a week, because some must be on duty at all times to respond to emergencies. They often eat and sleep at the fire station. Following this long shift, they are then off for several days in a row or for the entire next week. In addition to irregular hours, firefighting can involve the risk of death or injury. Some local fire districts also use the services of volunteer fire fighters, who tend to work shorter, regularly scheduled shifts.

Law enforcement work also is potentially dangerous. The injury and fatality rates among law officers are higher than in many occupations, reflecting risks taken in apprehending suspected criminals and responding to various emergency situations such as traffic accidents. Most police and detectives work 40 hours a week, with paid overtime when they testify in court or work on an investigation. Because police protection must be provided around the clock, some officers work weekends, holidays, and nights. Many officers are subject to call any time their services are needed and are expected to intervene whenever they observe a crime, even if they are off duty.

Most driver/operator jobs in public transit systems are stressful and fatiguing because they involve dealing with passengers, tight schedules, and heavy traffic. Bus drivers with regular routes and subway operators generally have consistent weekly work schedules. Those who do not have regular schedules may be on call and must be prepared to report for work on short notice. To accommodate commuters, many operators work split shifts, such as 6 a.m. to 10 a.m. and 3 p.m. to 7 p.m., with time off in between.

A number of other State and local government jobs also require weekend or night work. Because electricity, gas, and water are used continuously throughout each day, split, weekend, and night shifts are common for utility workers.

Criminal Justice: State and Local Government, Excluding Education and Hospitals: Employment

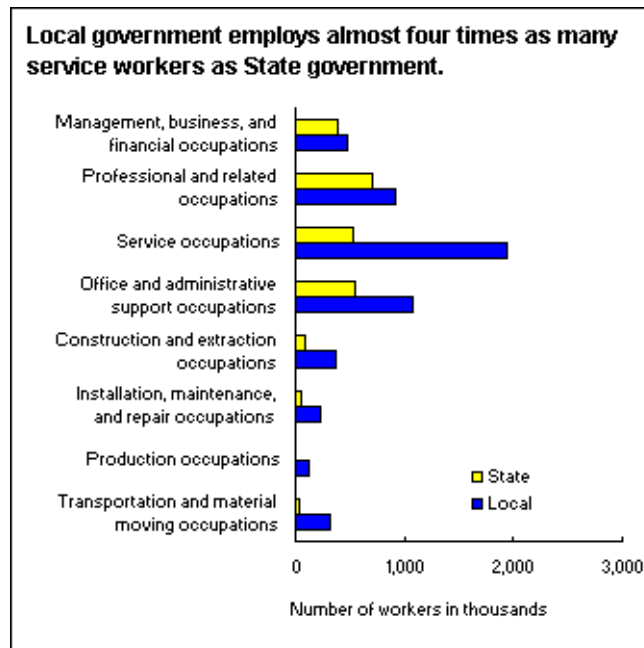
State and local governments, excluding education and hospitals, employed about 7.9 million people in 2004. Seven out of 10 of these workers were employed in local government (table 1).

Table 1. Wage and salary employment in state and local government, except education and health, 2004 (Employment in thousands)

Jurisdiction	Employment	Percent
State and local	7,872	100.0
Local	5,486	69.7
State	2,386	30.3

Criminal Justice: State and Local Government, Excluding Education and Hospitals: Occupations in the Industry

Service occupations made up the largest share of employment in State and local governments, accounting for 31 percent of all jobs (table 2). Of these, *police and sheriff's patrol officers, bailiffs, correctional officers and jailers, and fire fighters*, concentrated in local government, were the largest occupations (chart 1). Professional and related occupations accounted for 21 percent of employment; office and administrative support occupations accounted for 21 percent; and management, business, and financial occupations constituted 11 percent.



State and local governments employ people in occupations found in nearly every industry in the economy, including chief executives, managers, engineers, computer specialists, secretaries, and health technicians. Certain occupations, however, are mainly or exclusively found in these governments, such as *legislators; tax examiners, collectors, and revenue agents; urban and regional planners; judges, magistrates, and other judicial workers; police and sheriff's patrol officers; and correctional officers and jailers.*

Chief executives, general and operations managers, and legislators establish government policy and develop laws, rules, and regulations. They are elected or appointed officials who either preside over units of government or make laws. Chief executives include governors, lieutenant governors, mayors, and city managers. General and operations managers include district managers and revenue directors. Legislators include State senators and representatives, county commissioners, and city council members.

Tax examiners, collectors, and revenue agents determine tax liability and collect past-due taxes from individuals or businesses. **Urban and regional planners** draft plans and recommend programs for the development and use of resources such as land and water. They also propose construction of physical facilities, such as schools and roads, under the authority of cities, counties, and metropolitan areas. Planners devise strategies outlining the best use of community land and identify the places in which residential, commercial, recreational, and other types of development should be located.

Judges arbitrate, advise, and administer justice in a court of law. They oversee legal processes in courts and apply the law to resolve civil disputes and determine guilt in criminal cases. **Magistrates** resolve criminal cases not involving penitentiary sentences, as well as civil cases involving damages below a sum specified by State law.

Social workers counsel and assess the needs of clients, refer them to the appropriate sources of help, and monitor their progress. **Eligibility interviewers, government programs** interview and investigate applicants and recipients to determine eligibility to receive, or continue receiving, welfare and other types of social assistance. **Social and human service assistants'** duties vary with specific job titles. These workers include social service technicians, case management aides, social work assistants, residential counselors, alcoholism or drug abuse counseling aides, child abuse workers, community outreach workers, and gerontology aides. **Probation officers and correctional treatment specialists** assist in rehabilitation of law offenders in custody or on probation or parole.

Court, municipal, and license clerks perform a variety of State and local government administrative tasks. *Court clerks* prepare dockets of cases to be called, secure information for judges, and contact witnesses, lawyers, and attorneys to obtain information for the court. **Municipal clerks** draft agendas for town or city councils, record minutes of council meetings, answer official correspondence, keep fiscal records and accounts, and prepare reports on civic needs. **License clerks** keep records and help the public obtain motor vehicle ownership titles, operator permits, and a variety of other

permits and licenses. State and local governments also employ many *secretaries and administrative assistants* and *general office clerks*.

Fire fighters control and extinguish fires, assist with emergency medical treatment, and help with the recovery from natural disasters such as earthquakes and tornadoes. **Fire inspectors** inspect public buildings for conditions that might present a fire hazard. **Emergency medical technicians and paramedics** assess injuries, administer emergency medical care, and extricate trapped individuals. They transport injured or sick persons to medical facilities.

Police and sheriff's patrol officers and detectives and criminal investigators have duties that range from controlling traffic to preventing and investigating crimes. They maintain order; enforce laws and ordinances; issue traffic summonses; investigate accidents; give evidence in court; serve legal documents for the court system; and apprehend, arrest, and process prisoners. **State and local correctional officers** guard inmates in jails, prisons, or juvenile detention institutions. **Bailiffs** keep order in courts.

Highway maintenance workers maintain highways, municipal and rural roads, airport runways, and rights-of-way. They patch broken or eroded pavement, repair guard rails and highway markers, plow snow, and mow or clear brush from along roads. **Bus drivers** pick up and deliver passengers at prearranged stops throughout their assigned routes. Operators may collect fares, answer questions about schedules and transfer points, and announce stops.

Table 2. Employment of wage and salary workers in state and local government, excluding education and hospitals, by occupation, 2004 and projected change, 2004-14 (Employment in thousands)

Occupation	Employment, 2004		Percent change, 2004-14
	Number	Percent	
All occupations	7,872	100.0	11.4
Management, business, and financial occupations	870	11.1	11.8
Top executives	162	2.1	8.1
Legislators	65	0.8	2.0
Accountants and auditors	75	1.0	-7.5
Tax examiners, collectors, and revenue agents	38	0.5	8.0
Professional and related occupations	1,625	20.6	15.1
Computer specialists	132	1.7	21.8
Engineers	90	1.1	16.4
Social workers	176	2.2	12.4
Probation officers and correctional treatment specialists	90	1.1	12.0
Social and human service assistants	98	1.3	6.0

Table 2. Employment of wage and salary workers in state and local government, excluding education and hospitals, by occupation, 2004 and projected change, 2004-14 (Employment in thousands)

Occupation	Employment, 2004		Percent change, 2004-14
	Number	Percent	
Lawyers	84	1.1	35.1
Registered nurses	90	1.1	17.0
Emergency medical technicians and paramedics	61	0.8	25.5
Service occupations	2,466	31.3	14.3
Nursing, psychiatric, and home health aides	108	1.4	13.4
First-line supervisors/managers of police and detectives	90	1.1	16.4
Fire fighters	265	3.4	25.4
Correctional officers and jailers	398	5.1	4.8
Police and sheriff's patrol officers	602	7.6	15.0
Janitors and cleaners, except maids and housekeeping cleaners	102	1.3	20.6
Landscaping and groundskeeping workers	90	1.1	11.1
Recreation workers	106	1.4	12.7
Office and administrative support occupations	1,619	20.6	1.2
First-line supervisors/managers of office and administrative support workers	116	1.5	5.3
Bookkeeping, accounting, and auditing clerks	103	1.3	1.8
Court, municipal, and license clerks	104	1.3	18.9
Eligibility interviewers, government programs	91	1.2	-10.3
Police, fire, and ambulance dispatchers	84	1.1	15.0
Secretaries and administrative assistants	322	4.1	0.6
Office clerks, general	338	4.3	0.3
Construction and extraction occupations	449	5.7	16.6
Construction equipment operators	89	1.1	15.1
Highway maintenance workers	134	1.7	23.2
Installation, maintenance, and repair occupations	281	3.6	13.5
Maintenance and repair workers, general	112	1.4	13.5
Production occupations	131	1.7	11.8
Water and liquid waste treatment plant and system operators	74	0.9	14.3
Transportation and material moving occupations	348	4.4	11.9
Bus drivers, transit and intercity	103	1.3	14.2

Table 2. Employment of wage and salary workers in state and local government, excluding education and hospitals, by occupation, 2004 and projected change, 2004-14 (Employment in thousands)

Occupation	Employment, 2004		Percent change, 2004-14
	Number	Percent	

Note: May not add to totals due to omission of occupations with small employment

Criminal Justice: State and Local Government, Excluding Education and Hospitals: Training and Advancement

The education level and experience needed by workers in State and local government varies by occupation. Voters elect most chief executives and legislators, so local support is very important. Taking part in volunteer work and helping to provide community services are valuable ways in which to establish vital community support. Those elected to chief executive and legislator positions come from a variety of backgrounds, but must conform to age, residency, and citizenship regulations regarding the positions that they seek. Advancement opportunities for most elected public officials are limited to other offices in the jurisdictions in which they live. For example, a local council member may run for mayor or for a position in State government, and State legislators may decide to run for State governor or for the U.S. Congress.

A master’s degree in public administration is widely recommended, but not required, for city managers. They may gain experience as management analysts or assistants in government departments, working with councils and mayors. After several years, they may be hired to manage a town or a small city and eventually become manager of larger cities.

For most professional jobs, a college degree is required. To obtain an entry-level urban or regional planning position, most State and local government agencies require 2 years of graduate study in urban and regional planning or the equivalent in work experience. To become a judge, particularly a State trial or appellate court judge, one usually is required to be a lawyer. About half of all State judges are appointed, and the other half are elected in partisan or nonpartisan elections. Most State and local judges serve fixed terms, ranging from 4 or 6 years for limited jurisdiction judges to 14 years for some appellate court judges.

Most applicants for firefighting jobs must have a high school education or its equivalent and pass a civil service examination. In addition, they need to pass a medical examination and tests of strength, physical stamina, coordination, and agility. Experience as a volunteer fire fighter or as a fire fighter in the Armed Forces is helpful, as is completion of community college courses in fire science. Recruits study firefighting techniques, fire prevention, local building codes, emergency procedures, and the proper use of rescue equipment. Fire fighters may be promoted depending on written examination results and job performance.

Bus drivers must comply with Federal regulations that require drivers who operate vehicles designed to transport 16 or more passengers to obtain a commercial driver's license from the State in which they live. To qualify for a commercial driver's license, applicants must pass a written test on rules and regulations and demonstrate that they can operate a commercial vehicle safely. For subway and streetcar operator jobs, applicants with at least a high school education have the best chance. In some cities, prospective subway operators are required to work as bus drivers for a specified period. Successful applicants generally are in good health, possess good communication skills, and are able to make quick, sound judgments. Because bus drivers and subway operators deal with passengers, they need an even temperament and emotional stability. Driving in heavy, fast-moving, or stop-and-go traffic and dealing with passengers can be stressful.

Police departments in most areas require applicants to be U.S. citizens of good character, at least 20 years old, and able to meet rigorous physical and mental standards. Police departments increasingly encourage applicants to take college courses, and some require a college degree. Many community and junior colleges, as well as colleges and universities, offer programs in law enforcement or criminal justice. Officers usually attend a local or regional police academy that includes classroom instruction in constitutional law, civil rights, and State and local law. They also receive training in patrol, accident investigation traffic control, using firearms, self-defense, first aid, and emergency management. Promotions for police officers are highly influenced by scores on a written civil service examination and subsequent performance evaluations by their superiors.

Criminal Justice: State and Local Government, Excluding Education and Hospitals: Outlook

Wage and salary employment in State and local government is projected to increase 11 percent during the 2004-14 period, slower than the 14-percent growth projected for all sectors of the economy combined. Job growth will stem from the rising demand for services at the State and local levels. An increasing population and State and local government assumption of responsibility for some services previously provided by the Federal Government are fueling the growth of these services. Despite the increased demand for the services of State and local governments, employment growth will be dampened by budgetary constraints due to the rapidly increasing proportion of revenues devoted to the Medicaid program, reductions in Federal aid, especially at the county level, and public resistance to tax increases. Outsourcing of government jobs to the private sector will also limit employment in State and local government. When economic times are good, many State and local governments increase spending on programs and employment.

Professional and service occupations accounted for over half of all jobs in State and local government. Most new jobs will stem from steady demand for community and social services, health services, and protective services. For example, increased demand for services for the elderly, the mentally impaired, and children will result in steady growth

in the numbers of social workers, registered nurses, and recreation workers. There will also be strong demand for information technology workers.

Employment of management, business, and financial occupations is projected to grow at about the same rate as overall employment in State and local government. Employment in office and administrative support occupations in State and local government is expected to remain close to current levels as these functions are increasingly outsourced to the private sector.

Criminal Justice: State and Local Government, Excluding Education and Hospitals: Earnings

Earnings vary by occupation, size of the State or locality, and region of the country. As in most industries, professionals and managers earn more than other workers. Earnings in the occupations having the largest employment in State and local government appear in table 3.

Table 3. Median hourly earnings of the largest occupations in state and local government, except education and health, May 2004

Occupation	State government	Local government	All industries
Police and sheriff's patrol officers	\$23.55	\$21.64	\$21.74
First-line supervisors/managers of office and administrative support workers	19.68	20.24	19.72
Child, family, and school social workers	16.86	19.53	16.74
Correctional officers and jailers	16.22	15.90	16.15
Fire fighters	14.94	18.78	18.43
Highway maintenance workers	14.81	14.10	14.21
Executive secretaries and administrative assistants	14.78	17.76	16.81
Secretaries, except legal, medical, and executive	14.17	13.78	12.55
Maintenance and repair workers, general	13.80	15.70	14.77
Office clerks, general	12.00	12.44	10.95

The International City/County Management Association (ICMA) reported the 2004 median annual salaries of selected executive and managerial occupations in local government, shown in table 4.

Employer-provided benefits—including health and life insurance and retirement benefits—are more common among State and local government employees than among workers in the private sector.

Table 4. Median annual salary for selected executive and managerial occupations in local government, 2004

Occupation	Salary
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Table 4. Median annual salary for selected executive and managerial occupations in local government, 2004

Occupation	Salary
City manager	\$88,695
Assistant chief administrative officer	80,232
Information services director	75,582
Engineer	75,556
Chief financial officer	74,867
Economic development director	70,668
Public works director	70,135
Fire chief	70,000
Human resources director	70,000
Chief law enforcement official	69,837
Human services director	64,832
Parks and recreation director	62,988
Health officer	61,536
Purchasing director	59,013
Chief librarian	56,270
Treasurer	52,053
Clerk	46,779
Chief elected officials	7,740

CRIMINAL JUSTICE: Police and Detectives

Criminal Justice: Police and Detectives

Police and detective work can be dangerous and stressful.

Competition should remain keen for higher paying jobs with State and Federal agencies and police departments in affluent areas; opportunities will be better in local and special police departments that offer relatively low salaries or in urban communities where the crime rate is relatively high.

Applicants with college training in police science or military police experience should have the best opportunities.

Criminal Justice: Police and Detectives: Nature of the Work

People depend on police officers and detectives to protect their lives and property. Law enforcement officers, some of whom are State or Federal special agents or inspectors, perform these duties in a variety of ways, depending on the size and type of their

organization. In most jurisdictions, they are expected to exercise authority when necessary, whether on or off duty.

Uniformed police officers have general law enforcement duties, including maintaining regular patrols and responding to calls for service. They may direct traffic at the scene of an accident, investigate a burglary, or give first aid to an accident victim. In large police departments, officers usually are assigned to a specific type of duty. Many urban police agencies are involved in community policing—a practice in which an officer builds relationships with the citizens of local neighborhoods and mobilizes the public to help fight crime.

Police agencies are usually organized into geographic districts, with uniformed officers assigned to patrol a specific area, such as part of the business district or outlying residential neighborhoods. Officers may work alone, but, in large agencies, they often patrol with a partner. While on patrol, officers attempt to become thoroughly familiar with their patrol area and remain alert for anything unusual. Suspicious circumstances and hazards to public safety are investigated or noted, and officers are dispatched to individual calls for assistance within their district. During their shift, they may identify, pursue, and arrest suspected criminals; resolve problems within the community; and enforce traffic laws.

Public college and university police forces, public school district police, and agencies serving transportation systems and facilities are examples of special police agencies. These agencies have special geographic jurisdictions and enforcement responsibilities in the United States. Most sworn personnel in special agencies are uniformed officers; a smaller number are investigators.

Some police officers specialize in such diverse fields as chemical and microscopic analysis, training and firearms instruction, or handwriting and fingerprint identification. Others work with special units, such as horseback, bicycle, motorcycle or harbor patrol; canine corps; special weapons and tactics (SWAT); or emergency response teams. A few local and special law enforcement officers primarily perform jail-related duties or work in courts. Regardless of job duties or location, police officers and detectives at all levels must write reports and maintain meticulous records that will be needed if they testify in court.

Sheriffs and deputy sheriffs enforce the law on the county level. Sheriffs are usually elected to their posts and perform duties similar to those of a local or county police chief. Sheriffs' departments tend to be relatively small, most having fewer than 50 sworn officers. Deputy sheriffs have law enforcement duties similar to those of officers in urban police departments. Police and sheriffs' deputies who provide security in city and county courts are sometimes called bailiffs.

State police officers (sometimes called *State troopers* or *highway patrol officers*) arrest criminals Statewide and patrol highways to enforce motor vehicle laws and regulations. State police officers are best known for issuing traffic citations to motorists. At the scene

of accidents, they may direct traffic, give first aid, and call for emergency equipment. They also write reports used to determine the cause of the accident. State police officers are frequently called upon to render assistance to other law enforcement agencies, especially those in rural areas or small towns.

State law enforcement agencies operate in every State except Hawaii. Most full-time sworn personnel are uniformed officers who regularly patrol and respond to calls for service. Others work as investigators, perform court-related duties, or carry out administrative or other assignments.

Detectives are plainclothes investigators who gather facts and collect evidence for criminal cases. Some are assigned to interagency task forces to combat specific types of crime. They conduct interviews, examine records, observe the activities of suspects, and participate in raids or arrests. Detectives and State and Federal agents and inspectors usually specialize in investigating one of a wide variety of violations, such as homicide or fraud. They are assigned cases on a rotating basis and work on them until an arrest and conviction occurs or until the case is dropped.

Fish and game wardens enforce fishing, hunting, and boating laws. They patrol hunting and fishing areas, conduct search and rescue operations, investigate complaints and accidents, and aid in prosecuting court cases.

Federal Bureau of Investigation (FBI) agents are the Government's principal investigators, responsible for investigating violations of more than 200 categories of Federal law and conducting sensitive national security investigations. Agents may conduct surveillance, monitor court-authorized wiretaps, examine business records, investigate white-collar crime, or participate in sensitive undercover assignments. The FBI investigates organized crime, public corruption, financial crime, fraud against the Government, bribery, copyright infringement, civil rights violations, bank robbery, extortion, kidnapping, air piracy, terrorism, espionage, interstate criminal activity, drug trafficking, and other violations of Federal statutes.

U.S. Drug Enforcement Administration (DEA) agents enforce laws and regulations relating to illegal drugs. Not only is the DEA the lead agency for domestic enforcement of Federal drug laws, it also has sole responsibility for coordinating and pursuing U.S. drug investigations abroad. Agents may conduct complex criminal investigations, carry out surveillance of criminals, and infiltrate illicit drug organizations using undercover techniques.

U.S. marshals and deputy marshals protect the Federal courts and ensure the effective operation of the judicial system. They provide protection for the Federal judiciary, transport Federal prisoners, protect Federal witnesses, and manage assets seized from criminal enterprises. They enjoy the widest jurisdiction of any Federal law enforcement agency and are involved to some degree in nearly all Federal law enforcement efforts. In addition, U.S. marshals pursue and arrest Federal fugitives.

Bureau of Alcohol, Tobacco, Firearms, and Explosives agents regulate and investigate violations of Federal firearms and explosives laws, as well as Federal alcohol and tobacco tax regulations.

The U.S. Department of State **Bureau of Diplomatic Security special agents** are engaged in the battle against terrorism. Overseas, they advise ambassadors on all security matters and manage a complex range of security programs designed to protect personnel, facilities, and information. In the United States, they investigate passport and visa fraud, conduct personnel security investigations, issue security clearances, and protect the Secretary of State and a number of foreign dignitaries. They also train foreign civilian police and administer a counter-terrorism reward program.

The Department of Homeland Security employs numerous law enforcement officers under several different agencies, including *Customs and Border Protection*, *Immigration and Customs Enforcement*, and the *U.S. Secret Service*. *U.S. Border Patrol agents* protect more than 8,000 miles of international land and water boundaries. Their missions are to detect and prevent the smuggling and unlawful entry of undocumented foreign nationals into the United States; to apprehend those persons violating the immigration laws; and to interdict contraband, such as narcotics.

Immigration inspectors interview and examine people seeking entrance to the United States and its territories. They inspect passports to determine whether people are legally eligible to enter the United States. Immigration inspectors also prepare reports, maintain records, and process applications and petitions for immigration or temporary residence in the United States.

Customs inspectors enforce laws governing imports and exports by inspecting cargo, baggage, and articles worn or carried by people, vessels, vehicles, trains, and aircraft entering or leaving the United States. These inspectors examine, count, weigh, gauge, measure, and sample commercial and noncommercial cargoes entering and leaving the United States. Customs inspectors seize prohibited or smuggled articles; intercept contraband; and apprehend, search, detain, and arrest violators of U.S. laws. *Customs agents* investigate violations, such as narcotics smuggling, money laundering, child pornography, and customs fraud, and they enforce the Arms Export Control Act. During domestic and foreign investigations, they develop and use informants; conduct physical and electronic surveillance; and examine records from importers and exporters, banks, couriers, and manufacturers. They conduct interviews, serve on joint task forces with other agencies, and get and execute search warrants.

Federal Air Marshals provide air security by fighting attacks targeting U.S. airports, passengers, and crews. They disguise themselves as ordinary passengers and board flights of U.S. air carriers to locations worldwide.

U.S. Secret Service special agents protect the President, Vice President, and their immediate families; Presidential candidates; former Presidents; and foreign dignitaries

visiting the United States. Secret Service agents also investigate counterfeiting, forgery of Government checks or bonds, and fraudulent use of credit cards.

Other Federal agencies employ police and special agents with sworn arrest powers and the authority to carry firearms. These agencies include the Postal Service, the Bureau of Indian Affairs Office of Law Enforcement, the Forest Service, and the National Park Service.

Criminal Justice: Police and Detectives: Working Conditions

Police and detective work can be very dangerous and stressful. In addition to the obvious dangers of confrontations with criminals, police officers and detectives need to be constantly alert and ready to deal

appropriately with a number of other threatening situations. Many law enforcement officers witness death and suffering resulting from accidents and criminal behavior. A career in law enforcement may take a toll on their private lives.

Uniformed officers, detectives, agents, and inspectors are usually scheduled to work 40-hour weeks, but paid overtime is common. Shift work is necessary because protection must be provided around the clock. Junior officers frequently work weekends, holidays, and nights. Police officers and detectives are required to work at any time their services are needed and may work long hours during investigations. In most jurisdictions, whether on or off duty, officers are expected to be armed and to exercise their authority whenever necessary.

The jobs of some Federal agents such as U.S. Secret Service and DEA special agents require extensive travel, often on very short notice. They may relocate a number of times over the course of their careers. Some special agents in agencies such as the U.S. Border Patrol work outdoors in rugged terrain for long periods and in all kinds of weather.

Criminal Justice: Police and Detectives: Training, Other Qualifications and Advancement

Civil service regulations govern the appointment of police and detectives in most States, large municipalities, and special police agencies, as well as in many smaller jurisdictions. Candidates must be U.S. citizens, usually must be at least 20 years of age, and must meet rigorous physical and personal qualifications. In the Federal Government, candidates must be at least 21 years of age but less than 37 years of age at the time of appointment. Physical examinations for entrance into law enforcement often include tests of vision, hearing, strength, and agility. Eligibility for appointment usually depends on performance in competitive written examinations and previous education and experience. In larger departments, where the majority of law enforcement jobs are found, applicants usually must have at least a high school education, and some departments require a year or two of college coursework. Federal and State agencies typically require a college degree. Candidates should enjoy working with people and meeting the public.

Because personal characteristics such as honesty, sound judgment, integrity, and a sense of responsibility are especially important in law enforcement, candidates are interviewed by senior officers, and their character traits and backgrounds are investigated. In some agencies, candidates are interviewed by a psychiatrist or a psychologist or given a personality test. Most applicants are subjected to lie detector examinations or drug testing. Some agencies subject sworn personnel to random drug testing as a condition of continuing employment.

Before their first assignments, officers usually go through a period of training. In State and large local departments, recruits get training in their agency's police academy, often for 12 to 14 weeks. In small agencies, recruits often attend a regional or State academy. Training includes classroom instruction in constitutional law and civil rights, State laws and local ordinances, and accident investigation. Recruits also receive training and supervised experience in patrol, traffic control, use of firearms, self-defense, first aid, and emergency response. Police departments in some large cities hire high school graduates who are still in their teens as police cadets or trainees. They do clerical work and attend classes, usually for 1 to 2 years, at which point they reach the minimum age requirement and may be appointed to the regular force.

Police officers usually become eligible for promotion after a probationary period ranging from 6 months to 3 years. In a large department, promotion may enable an officer to become a detective or to specialize in one type of police work, such as working with juveniles. Promotions to corporal, sergeant, lieutenant, and captain usually are made according to a candidate's position on a promotion list, as determined by scores on a written examination and on-the-job performance.

Most States require at least two years of college study to qualify as a fish and game warden. Applicants must pass written and physical examinations and vision, hearing, psychological, and drug tests similar to those taken by other law enforcement officers. Once hired, officers attend a training academy lasting from 3 to 12 months, sometimes followed by further training in the field.

To be considered for appointment as an FBI agent, an applicant must be a graduate of an accredited law school or a college graduate with one of the following: a major in accounting, electrical engineering, or information technology; fluency in a foreign language; or three years of related full-time work experience. All new agents undergo 18 weeks of training at the FBI Academy on the U.S. Marine Corps base in Quantico, Virginia.

Applicants for special agent jobs with the U.S. Secret Service and the Bureau of Alcohol, Tobacco, and Firearms must have a bachelor's degree, a minimum of three years' related work experience, or a combination of education and experience. Prospective special agents undergo 11 weeks of initial criminal investigation training at the Federal Law Enforcement Training Center in Glynco, Georgia, and another 17 weeks of specialized training with their particular agencies.

Applicants for special agent jobs with the DEA must have a college degree with at least a 2.95 grade point average or specialized skills or work experience, such as foreign language fluency, technical skills, law enforcement experience, or accounting experience. DEA special agents undergo 14 weeks of specialized training at the FBI Academy in Quantico, Virginia.

U.S. Border Patrol agents must be U.S. citizens, be younger than 37 years of age at the time of appointment, possess a valid driver's license, and pass a three-part examination on reasoning and language skills. A bachelor's degree or previous work experience that demonstrates the ability to handle stressful situations, make decisions, and take charge is required for a position as a Border Patrol agent. Applicants may qualify through a combination of education and work experience.

Postal inspectors must have a bachelor's degree and 1 year of related work experience. It is desirable that they have one of several professional certifications, such as that of certified public accountant. They also must pass a background investigation, meet certain health requirements, undergo a drug screening test, possess a valid State driver's license, and be a U.S. citizen between 21 and 36 years of age when hired.

Law enforcement agencies are encouraging applicants to take postsecondary school training in law enforcement-related subjects. Many entry-level applicants for police jobs have completed some formal postsecondary education, and a significant number are college graduates. Many junior colleges, colleges, and universities offer programs in law enforcement or administration of justice. Other courses helpful in preparing for a career in law enforcement include accounting, finance, electrical engineering, computer science, and foreign languages. Physical education and sports are helpful in developing the competitiveness, stamina, and agility needed for many law enforcement positions. Knowledge of a foreign language is an asset in many Federal agencies and urban departments.

Continuing training helps police officers, detectives, and special agents improve their job performance. Through police department academies, regional centers for public safety employees established by the States, and Federal agency training centers, instructors provide annual training in self-defense tactics, firearms, use-of-force policies, sensitivity and communications skills, crowd-control techniques, relevant legal developments, and advances in law enforcement equipment. Many agencies pay all or part of the tuition for officers to work toward degrees in criminal justice, police science, administration of justice, or public administration, and pay higher salaries to those who earn such a degree.

Criminal Justice: Police and Detectives: Employment

Police and detectives held about 842,000 jobs in 2004. About 80 percent were employed by local governments. State police agencies employed about 12 percent, and various Federal agencies employed about 6 percent. A small proportion worked for educational services, rail transportation, and contract investigation and security services.

According to the U.S. Bureau of Justice Statistics, police and detectives employed by local governments primarily worked in cities with more than 25,000 inhabitants. Some cities have very large police forces, while thousands of small communities employ fewer than 25 officers each.

Criminal Justice: Police and Detectives: Job Outlook

The opportunity for public service through law enforcement work is attractive to many because the job is challenging and involves much personal responsibility. Furthermore, law enforcement officers in many agencies may retire with a pension after 25 or 30 years of service, allowing them to pursue a second career while still in their 40s or 50s. Because of relatively attractive salaries and benefits, the number of qualified candidates exceeds the number of job openings in Federal law enforcement agencies and in most State police departments—resulting in increased hiring standards and selectivity by employers. Competition should remain keen for higher paying jobs with State and Federal agencies and police departments in more affluent areas. Opportunities will be better in local and special police departments, especially in departments that offer relatively low salaries, or in urban communities where the crime rate is relatively high. Applicants with college training in police science, military police experience, or both should have the best opportunities.

Employment of police and detectives is expected to grow about as fast as the average for all occupations through 2014. A more security-conscious society and concern about drug-related crimes should contribute to the increasing demand for police services. However, employment growth will be hindered by reductions in Federal hiring grants to local police departments and by expectations of low crime rates by the general public.

The level of government spending determines the level of employment for police and detectives. The number of job opportunities, therefore, can vary from year to year and from place to place. Layoffs, on the other hand, are rare because retirements enable most staffing cuts to be handled through attrition. Trained law enforcement officers who lose their jobs because of budget cuts usually have little difficulty finding jobs with other agencies. The need to replace workers who retire, transfer to other occupations, or stop working for other reasons will be the source of many job openings.

Criminal Justice: Police and Detectives: Earnings

Police and sheriff's patrol officers had median annual earnings of \$45,210 in May 2004. The middle 50 percent earned between \$34,410 and \$56,360. The lowest 10 percent earned less than \$26,910, and the highest 10 percent earned more than \$68,880. Median annual earnings were \$44,750 in Federal Government, \$48,980 in State government, and \$45,010 in local government.

In May 2004, median annual earnings of police and detective supervisors were \$64,430. The middle 50 percent earned between \$49,370 and \$80,510. The lowest 10 percent earned less than \$36,690, and the highest 10 percent earned more than \$96,950. Median

annual earnings were \$86,030 in Federal Government, \$62,300 in State government, and \$63,590 in local government.

In May 2004, median annual earnings of detectives and criminal investigators were \$53,990. The middle 50 percent earned between \$40,690 and \$72,280. The lowest 10 percent earned less than \$32,180, and the highest 10 percent earned more than \$86,010. Median annual earnings were \$75,700 in Federal Government, \$46,670 in State government, and \$49,650 in local government.

Federal law provides special salary rates to Federal employees who serve in law enforcement. Additionally, Federal special agents and inspectors receive law enforcement availability pay (LEAP)—equal to 25 percent of the agent’s grade and step—awarded because of the large amount of overtime that these agents are expected to work. For example, in 2005, FBI agents entered Federal service as GS-10 employees on the pay scale at a base salary of \$42,548, yet they earned about \$53,185 a year with availability pay. They could advance to the GS-13 grade level in field nonsupervisory assignments at a base salary of \$64,478, which was worth \$80,597 with availability pay. FBI supervisory, management, and executive positions in grades GS-14 and GS-15 paid a base salary of about \$76,193 and \$89,625 a year, respectively, which amounted to \$95,241 or \$112,031 per year including availability pay. Salaries were slightly higher in selected areas where the prevailing local pay level was higher. Because Federal agents may be eligible for a special law enforcement benefits package, applicants should ask their recruiter for more information.

According to the International City-County Management Association’s annual Police and Fire Personnel, Salaries, and Expenditures Survey, average salaries for sworn full-time positions in 2004 were as follows:

	Minimum annual base salary	Maximum annual base salary
Police chief	\$72,924	\$92,983
Deputy chief	61,110	76,994
Police captain	60,908	75,497
Police lieutenant	56,115	67,580
Police sergeant	49,895	59,454
Police corporal	41,793	51,661

Total earnings for local, State, and special police and detectives frequently exceed the stated salary because of payments for overtime, which can be significant. In addition to the common benefits—paid vacation, sick leave, and medical and life insurance—most police and sheriffs’ departments provide officers with special allowances for uniforms.

Because police officers usually are covered by liberal pension plans, many retire at half-pay after 25 or 30 years of service

CRIMINAL JUSTICE: Security Guards and Gaming Surveillance Officers

Criminal Justice: Security Guards and Gaming Surveillance Officers

Opportunities for most jobs should be favorable, but competition is expected for higher paying positions at facilities requiring longer periods of training and a high level of security, such as nuclear power plants and weapons installations.

Because of limited formal training requirements and flexible hours, this occupation attracts many individuals seeking a second or part-time job.

Some positions, such as those of armored car guards, are hazardous.

Criminal Justice: Security Guards and Gaming Surveillance Officers: Nature of the Work

Guards, who are also called **security officers**, patrol and inspect property to protect against fire, theft, vandalism, terrorism, and illegal activity. These workers protect their employer's investment, enforce laws on the property, and deter criminal activity and other problems. They use radio and telephone communications to call for assistance from police, fire, or emergency medical services as the situation dictates. Security guards write comprehensive reports outlining their observations and activities during their assigned shift. They also may interview witnesses or victims, prepare case reports, and testify in court.

Although all security guards perform many of the same duties, their specific duties vary with whether the guard works in a "static" security position or on a mobile patrol. Guards assigned to static security positions usually serve the client at one location for a specified length of time. These guards must become closely acquainted with the property and people associated with it and must often monitor alarms and closed-circuit TV cameras. In contrast, guards assigned to mobile patrol duty drive or walk from location to location and conduct security checks within an assigned geographical zone. They may detain or arrest criminal violators, answer service calls concerning criminal activity or problems, and issue traffic violation warnings.

The security guard's job responsibilities also vary with the size, type, and location of the employer. In department stores, guards protect people, records, merchandise, money, and equipment. They often work with undercover store detectives to prevent theft by customers or employees, and they help apprehend shoplifting suspects prior to the arrival of the police. Some shopping centers and theaters have officers who patrol their parking

lots to deter car thefts and robberies. In office buildings, banks, and hospitals, guards maintain order and protect the institutions' property, staff, and customers. At air, sea, and rail terminals and other transportation facilities, guards protect people, freight, property, and equipment. Using metal detectors and high-tech equipment, they may screen passengers and visitors for weapons and explosives, ensure that nothing is stolen while a vehicle is being loaded or unloaded, and watch for fires and criminals.

Guards who work in public buildings such as museums or art galleries protect paintings and exhibits by inspecting people and packages entering and leaving the building. In factories, laboratories, government buildings, data processing centers, and military bases, security officers protect information, products, computer codes, and defense secrets and check the credentials of people and vehicles entering and leaving the premises. Guards working at universities, parks, and sports stadiums perform crowd control, supervise parking and seating, and direct traffic. Security guards stationed at the entrance to bars and places of adult entertainment, such as nightclubs, prevent access by minors, collect cover charges at the door, maintain order among customers, and protect property and patrons.

Armored car guards protect money and valuables during transit. In addition, they protect individuals responsible for making commercial bank deposits from theft or bodily injury. When the armored car arrives at the door of a business, an armed guard enters, signs for the money, and returns to the truck with the valuables in hand. Carrying money between the truck and the business can be extremely hazardous; because of this risk, armored car guards usually wear bulletproof vests.

All security officers must show good judgment and common sense, follow directions and directives from supervisors, testify accurately in court, and follow company policy and guidelines. Guards should have a professional appearance and attitude and be able to interact with the public. They also must be able to take charge and direct others in emergencies or other dangerous incidents. In a large organization, the security manager often is in charge of a trained guard force divided into shifts; in a small organization, a single worker may be responsible for all security.

Gaming surveillance officers, also known as **surveillance agents**, and **gaming investigators** act as security agents for casino managers and patrons. Using primarily audio and video equipment in an observation room, they observe casino operations for irregular activities, such as cheating or theft, by either employees or patrons. They keep recordings that are sometimes used as evidence against alleged criminals in police investigations. Some casinos use a catwalk over one-way mirrors located above the casino floor to augment electronic surveillance equipment. Surveillance agents occasionally leave the surveillance room and walk the casino floor.

Criminal Justice: Security Guards and Gaming Surveillance Officers: Working Conditions

Most security guards and gaming surveillance officers spend considerable time on their feet, either assigned to a specific post or patrolling buildings and grounds. Guards may be stationed at a guard desk inside a building to monitor electronic security and surveillance devices or to check the credentials of persons entering or leaving the premises. They also may be stationed at a guardhouse outside the entrance to a gated facility or community and may use a portable radio or cellular telephone that allows them to be in constant contact with a central station. The work usually is routine, but guards must be constantly alert for threats to themselves and the property they are protecting. Guards who work during the day may have a great deal of contact with other employees and members of the public. Gaming surveillance often takes place behind a bank of monitors controlling several cameras in a casino and thus can cause eyestrain.

Guards usually work at least 8-hour shifts for 40 hours per week and often are on call in case an emergency arises. Some employers have three shifts, and guards rotate to divide daytime, weekend, and holiday work equally. Guards usually eat on the job instead of taking a regular break away from the site. In 2004, 16% of guards worked part time, and many individuals held a second job as a guard to supplement their primary earnings.

Criminal Justice: Security Guards and Gaming Surveillance Officers: Training, Other Qualifications and Advancement

Most States require that guards be licensed. To be licensed as a guard, individuals must usually be at least 18 years old, pass a background check, and complete classroom training in such subjects as property rights, emergency procedures, and detention of suspected criminals. Drug testing often is required and may be random and ongoing.

Many employers of unarmed guards do not have any specific educational requirements. For armed guards, employers usually prefer individuals who are high school graduates or who hold an equivalent certification. Many jobs require a driver's license. For positions as armed guards, employers often seek people who have had responsible experience in other occupations.

Guards who carry weapons must be licensed by the appropriate government authority, and some receive further certification as special police officers, allowing them to make limited types of arrests while on duty. Armed guard positions have more stringent background checks and entry requirements than those of unarmed guards because of greater insurance liability risks. Compared with unarmed security guards, armed guards and special police typically enjoy higher earnings and benefits, greater job security, and more potential for advancement. Usually, they also are given more training and responsibility.

Rigorous hiring and screening programs consisting of background, criminal record, and fingerprint checks are becoming the norm in the occupation. Applicants are expected to

have good character references, no serious police record, and good health. They should be mentally alert, emotionally stable, and physically fit to cope with emergencies. Guards who have frequent contact with the public should communicate well.

The amount of training guards receive varies. Training requirements are higher for armed guards because their employers are legally responsible for any use of force. Armed guards receive formal training in areas such as weapons retention and laws covering the use of force.

Many employers give newly hired guards instruction before they start the job and provide on-the-job training. An increasing number of States are making ongoing training a legal requirement for retention of certification. Guards may receive training in protection, public relations, report writing, crisis deterrence, and first aid, as well as specialized training relevant to their particular assignment.

The American Society for Industrial Security International has written voluntary training guidelines that are intended to provide regulating bodies consistent minimum standards for the quality of security services. These guidelines recommend that security guards receive at least 48 hours of training within the first 100 days of employment. The guidelines also suggest that security guards be required to pass a written or performance examination covering topics such as sharing information with law enforcement, crime prevention, handling evidence, the use of force, court testimony, report writing, interpersonal and communication skills, and emergency response procedures. In addition, they recommend annual training and additional firearms training for armed officers.

Guards who are employed at establishments placing a heavy emphasis on security usually receive extensive formal training. For example, guards at nuclear power plants undergo several months of training before being placed on duty—and even then, they perform their tasks only under close supervision. They are taught to use firearms, administer first aid, operate alarm systems and electronic security equipment, and spot and deal with security problems. Guards who are authorized to carry firearms may be periodically tested in their use.

Because many people do not stay long in this occupation, opportunities for advancement are good for those who are career security officers. Most large organizations use a military type of ranking that offers the possibility of advancement in both position and salary. Some guards may advance to supervisor or security manager positions. Guards with management skills may open their own contract security guard agencies. Pay rates vary substantially with the security level of the establishment, so there is also the opportunity to move to higher paying jobs with increased experience and training.

In addition to possessing the keen observation skills required to perform their jobs, gaming surveillance officers and gaming investigators must have excellent verbal and writing abilities to document violations or suspicious behavior. They also need to be physically fit and have quick reflexes, because they sometimes must detain individuals until local law enforcement officials arrive.

Gaming surveillance officers and investigators usually need some training beyond high school, but not a bachelor's degree; previous security experience is a plus. Several educational institutes offer certification programs. Training classes usually are conducted in a casino-like atmosphere and use surveillance camera equipment. Employers prefer either individuals with significant knowledge of casino operations through work experience or those with experience conducting investigations, such as former law enforcement officers.

Criminal Justice: Security Guards and Gaming Surveillance Officers: Employment

Security guards and gaming surveillance officers held over 1.0 million jobs in 2004. Over half of all jobs for security guards were in investigation and security services, including guard and armored car services. These organizations provide security on a contract basis, assigning their guards to buildings and other sites as needed. Most other security officers were employed directly by educational services, hospitals, food services and drinking places, traveler accommodation (hotels), department stores, manufacturing firms, lessors of real estate (residential and nonresidential buildings), and governments. Guard jobs are found throughout the country, most commonly in metropolitan areas. Gaming surveillance officers worked primarily in gambling industries; traveler accommodation, which includes casino hotels; and local government. Gaming surveillance officers were employed only in those States and on those Indian reservations where gambling has been legalized.

A significant number of law enforcement officers work as security guards when they are off duty, in order to supplement their incomes. Often working in uniform and with the official cars assigned to them, they add a high-profile security presence to the establishment with which they have contracted. At construction sites and apartment complexes, for example, their presence often deters crime.

Criminal Justice: Security Guards and Gaming Surveillance Officers: Job Outlook

Opportunities for security guards and gaming surveillance officers should be favorable. Numerous job openings will stem from employment growth attributable to the demand for increased security and from the need to replace those who leave this large occupation each year. In addition to full-time job opportunities, the limited training requirements and flexible hours attract many persons seeking part-time or second jobs. However, competition is expected for higher paying positions that require longer periods of training; these positions usually are found at facilities that require a high level of security, such as nuclear power plants or weapons installations.

Employment of security guards and gaming surveillance officers is expected to grow as fast as the average for all occupations through 2014 as concern about crime, vandalism, and terrorism continues to increase the need for security. Demand for guards also will grow as private security firms increasingly perform duties—such as providing security at public events and in residential neighborhoods—that were formerly handled by police officers. Casinos will continue to hire more surveillance officers as more States legalize

gambling and as the number of casinos increases in States where gambling is already legal. In addition, casino security forces will employ more technically trained personnel as technology becomes increasingly important in thwarting casino cheating and theft.

Criminal Justice: Security Guards and Gaming Surveillance Officers: Earnings

Median annual earnings of security guards were \$20,320 in May 2004. The middle 50 percent earned between \$16,640 and \$25,510. The lowest 10 percent earned less than \$14,390, and the highest 10 percent earned more than \$33,270. Median annual earnings in the industries employing the largest numbers of security guards in May 2004 were as follows:

Elementary and secondary schools	\$25,030
General medical and surgical hospitals	24,750
Local government	23,690
Traveler accommodation	21,710
Investigation and security services	19,030

Gaming surveillance officers and gaming investigators had median annual earnings of \$25,840 in May 2004. The middle 50 percent earned between \$20,430 and \$33,790. The lowest 10 percent earned less than \$17,710, and the highest 10 percent earned more than \$42,420.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2006-07 Editions*, on the Internet at <http://www.bls.gov/oco/ocos114.htm> (visited October 17, 2007).