

# Western Montgomery Career and Technology Center



**Instructor Maureen McCormick**  
**Instructor Raymond Bechtel**

## Protective Services

## New Student Orientation

# 2021 - 2022 SCHOOL YEAR

Western Montgomery Center for Technical Careers



Protective Services Program  
Instructor Raymond Bechtel

# Instructors

## Instructor Maureen McCormick

- Firefighting
- Emergency Medical Services



## Instructor Ray Bechtel

- Law Enforcement / Criminal Justice
- Homeland Security



# Task Grid



**CIP**  
**43.9999**

**Homeland Security, Law  
Enforcement, Firefighting &  
Related Protective Services**

- **Safety Procedures**
- **Criminal Justice System**
- **Law Enforcement**
- **Private Security Management**
- **Corrections (Adult and Juvenile Systems)**
- **Homeland Security**
- **Communications**
- **Incident Command System**
- **Patrol Duties**
- **Firefighting**
- **Emergency Medical Services**
- **Hazardous Materials Awareness**

[Protective Services Task Grid \(2020-2022\) Color Coded.xlsx](#)



# Structure

WMCTC is in the process of transitioning Protective Services from a three year program to a four year program.



**1<sup>st</sup> Year Students**  
**Level 1-A (Alpha)**  
(Four Year Program)  
Morning Classes

**2<sup>nd</sup> Year Students**  
**Level 1-B (Bravo)**  
(Four Year Program)  
Morning Classes

**2<sup>nd</sup> Year Students**  
**Level 2**  
(Three Year Program)  
Afternoon Classes

**3<sup>rd</sup> Year Students**  
**Level 3**  
(Three Year Program)  
Afternoon Classes



# First Year Level 1-Alpha



## First Half of Year

# Mr. Bechtel

- Introduction to the Criminal Justice System
- General Knowledge of Law Enforcement
- Vehicle Stops
- Vehicle Code & Traffic Citations

# First Year Level 1-Alpha

## Second Half of Year

# Ms. McCormick

- Introduction to Emergency Medical Services
- Introduction to Firefighting
- Professionalism in Firefighting and Emergency Medical Services



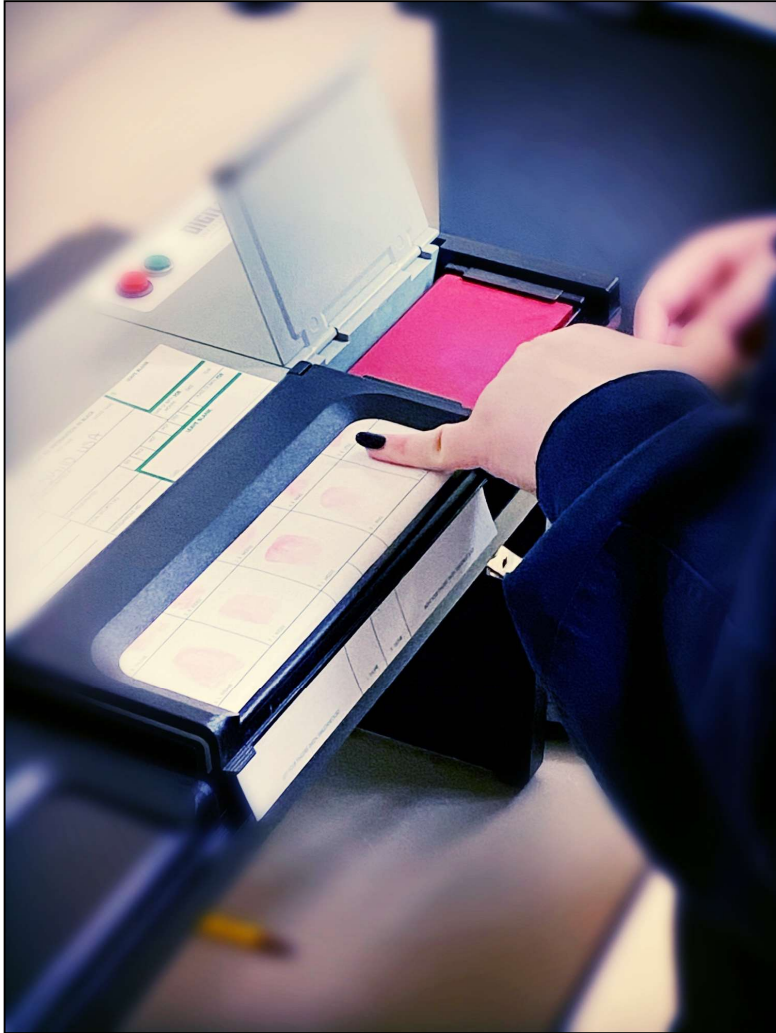
# Program Certifications

## Firefighting & EMS

- Intro to the Fire Service
- Fire Ground Support
- First Aid
- CPR
- Hazardous Materials Awareness
- Exterior Firefighting



# Program Certifications



## Criminal Justice

- Spontaneous Knife Defense
- Personal Protection Baton Tactics
- Practical and Tactical Handcuffing
- Oleoresin Capsicum Aerosol Training



# Expectations - Uniforms



## EXPECTATIONS

- The Protective Services Program has a strict uniform policy. It is expected that students wear their uniforms as required.
- The Protective Services uniform includes the following:
  - Uniform Pants
  - Boots
  - Uniform Shirt(s)
  - WMCTC T-Shirt
  - Black Leather Belt

**Be Prepared for Uniform Inspections!**

# Expectations - Uniforms

## ACCESSING THE ONLINE UNIFORM STORE

- Apex Advertising, the vendor for WMCTC uniforms, can be accessed in two (2) ways from the WMCTC website:

### OPTION 1:

- At the bottom of the WMCTC Home Page, select “For Parents & Students”
- Select “School Uniform Online Store”
- Select “Protective Services”

### OPTION 2:

- At the bottom of the WMCTC Home Page, select “For Parents & Students”
- Select “Uniform / Dress Requirements”
- Select “Protective Services”
- Click on the link for “Apex Advertising”



# Expectations - Uniforms

## BOOTS:

**MUST BE PURCHASED SEPARATELY;** *not available from the online WMCTC uniform vender, Apex Advertising.*

## REQUIREMENTS:

- Black
- **Must have Steel Toe / Safety Toe**
- Military Style
- Leather / Leather Toe



Bates 5" Tactical Sport Composite  
Toe Side Zip Boot \$119.95



Bates 9" Tactical Sport Composite  
Toe Side Zip Boot \$124.95

# Expectations - Uniforms

## BOOTS:

### REQUIREMENTS:

- Examples that are permitted:

## NOT



# Expectations - Uniforms

**SHIRTS:**



*Should be purchased online from Apex Advertising via links on the WMCTC site.*



# Expectations - Uniforms

**PANTS:**



*Should be  
purchased online  
from Apex  
Advertising via  
links on the  
WMCTC site.*

# Expectations - Uniforms

## REQUIREMENTS:

- Black
- Brushed Nickle, Silver, or Black Buckle

**BELTS:**



***MUST BE PURCHASED SEPARATELY;***  
*not available from the online WMCTC  
uniform vender, Apex Advertising.*

# Expectations - Uniforms

## PT CLOTHING:

- WMCTC T-Shirt
- Gym Shorts
- Sneakers
- Socks
- No tank tops, muscle shirts, half shirts, or short-shorts

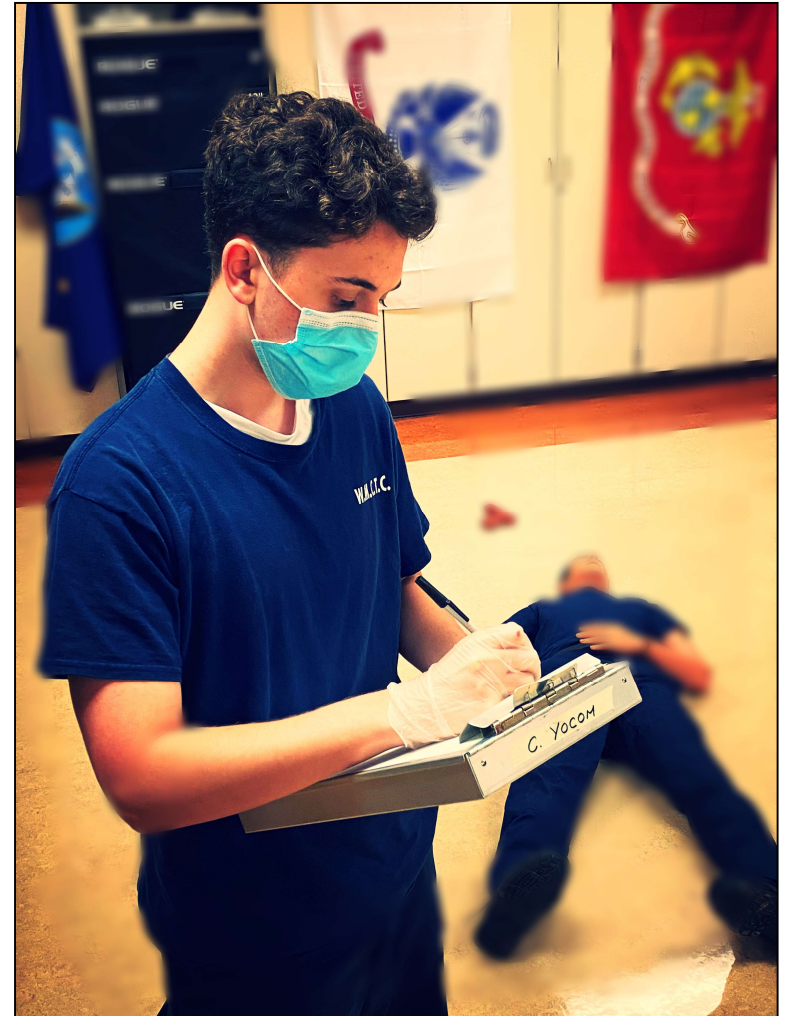




# Classroom Materials

## SUGGESTED MATERIALS

- A Two (2) Inch (or larger), Three (3) Ring Binder
- Pocket Size Notepad
- Highlighters
- Pencils and Pens
- Notebook Paper
- Colored Pencils



# Expectations - Behavior

- **No Cell Phones**
- Show respect to faculty and other students
- Be aware of and obey all safety rules
- Learn and work in a safe and efficient manner
- Be punctual and practice effective time management
- Be task oriented; complete only assigned projects
- **No Cell Phones**
- Accept responsibility for actions and exercise self-discipline
- Come to class prepared to learn; be focused and mission ready with all necessary materials
- Participate in lectures, demonstrations, and learning activities
- Inappropriate language and behavior will not be tolerated
- Follow all rules detailed in the Student Handbook
- **No Cell Phones**



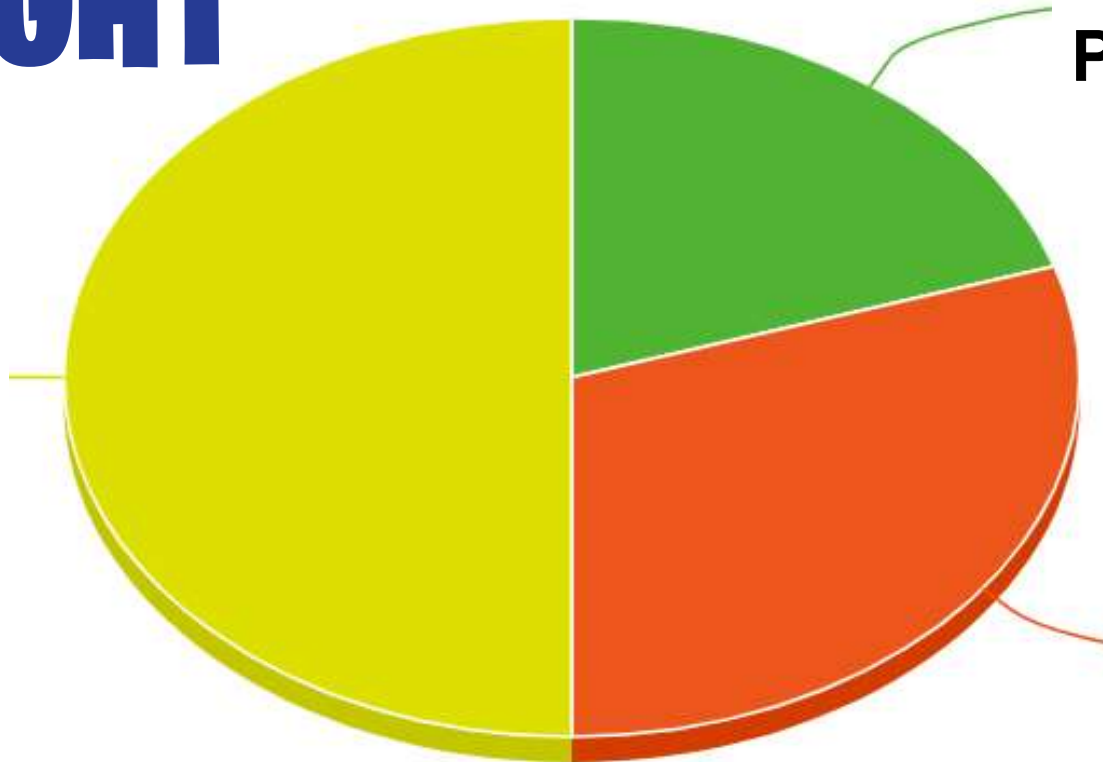
# DAILY CONDUCT & WORK ETHIC GRADES

SECTION	SUBSECTION	EXCELLENT (+0 POINTS)	NEEDS IMPROVEMENT (-5 POINTS PER SECTION)
<b>I. SELF-PRIDE PERSONAL APPEARANCE</b> (5 Points)	1.1 <b>Uniform Appearance</b>	All required uniform items are present. Uniform is pressed, clean, & neat. No lint or pet hair is evident. Shoes are shined & free of dust or mud.	Uniform is unkempt, dirty, soiled, spotted, or excessively wrinkled, is missing items OR student is not in proper uniform.
	1.2 <b>Personal Hygiene &amp; Grooming</b>	Student appearance meets or exceeds standards. Hair is well groomed. Face is shaved or maintained. No excessive makeup. No excessive jewelry or faddish colors in use.	Student appearance (personal hygiene & grooming) is not to that of standards.
	1.3 <b>Equipment &amp; Work Area</b>	Student maintained a clean work and locker area. Equipment is cared for properly and returned appropriately.	Student does not maintain a clean work or locker area. Equipment is not cared for properly or returned.
<b>II. MISSION READY PREPAREDNESS</b> (5 Points)	2.1 <b>Class Preparedness</b>	Student is prepared for lessons with all necessary or required materials. Student has I.D. badge. Student is focused with no distractions & is highly motivated to learn.	Student does not have necessary or required materials, including their I.D. badge. Student lacks focus & motivation, & is consistently distracted.
	2.2 <b>Punctuality</b>	Student is on time or early to class, activities, or functions. Student is not absent. Student submitted project(s) or assignment(s) on or before due date.	Student is late to class, activities, or functions. Student has an unexcused absence. Student fails to submit assignments or projects on time.
<b>III. GET AFTER IT PARTICIPATION</b> (5 Points)	3.1 <b>Participation in Activities &amp; Discussions</b>	Student is a willing participant. Student acts appropriately during all activities. Student responds thoughtfully to questions.	Student is not a willing participant. Student acts inappropriately during activities. Student does not respond to direct questions.
	3.2 <b>Work Ethic</b>	Student exhibits a strong work ethic and strives to complete all tasks to the best of their ability. Student does not sleep in class.	Student has poor work ethic and is not working to their potential. Student sleeps in class.
<b>V. COVER &amp; MOVE SELF DISCIPLINE &amp; TEAMWORK</b> (5 Points)	4.1 <b>Attitude &amp; Self-Control</b>	Student has a positive attitude, accepts constructive criticism, & is not arrogant. Student maintains professional demeanor even if stressed. Student is not verbally hostile & is not physical. Student is focused with no distractions.	Student has a poor or negative attitude OR is arrogant. Student rejects constructive criticism. Student exhibits disruptive behaviors which may distract instructors or other students. Student argues & has verbal or physical outbursts.
	4.2 <b>Honesty &amp; Integrity</b>	Student is truthful & honest in all communications with instructors & peers. Completely avoids engaging in unethical behavior.	Student misrepresents or falsifies information and engages in unethical behavior.
	4.3 <b>Rules &amp; Regulations</b>	Student follows established rules and regulations. Student does not use their cell phone or have food or drink in class.	Student ignores rules & regulations. Cell phone usage is frequent. They have food or drink in class.
	4.4 <b>Respect &amp; Support</b>	Student shows respect for others & takes a leadership role. Supports others & respects their property.	Student is unsupportive and disrespectful to others. Student is unwilling to work with others and is generally disrespectful toward their property.
	4.5 <b>Safety Awareness</b>	Student is alert & aware of dangers. Student looks out for the safety of the team.	Student is not attentive or mindful to safety precautions or dangers. Student has no concern for the safety or wellbeing of the team or class.
<b>Daily Conduct &amp; Work Ethic Grade is worth a total of 20 Points Per Day and a total of 100 Points Per Week.</b>			

# Grading

## GRADING WEIGHT

**Skills**  
**50%**



**Attitude & Participation**  
**20%**

**Knowledge & Theory**  
**30%**

# Grading

- 100%-93% **A** Excellent
- 92%-85% **B** Above Average
- 84%-77% **C** Average
- 76%-70% **D** Below Average
- 69%-0% **F** Failing

**GRADE SCALE**



# Grading

## Task Grid Level Proficiency Ratings

Grade	Rating	Proficiency	Grade	Rating	Proficiency	Grade	Rating	Proficiency
41%	0		61%	1	X	81%	3	X
42%	0		62%	1	X	82%	3	X
43%	0		63%	1	X	83%	3	X
44%	0		64%	1	X	84%	3	X
45%	0		65%	1	X	85%	3	X
46%	0		66%	1	X	86%	3	X
47%	0		67%	1	X	87%	3	X
48%	0		68%	1	X	88%	3	X
49%	0		69%	1	X	89%	3	X
50%	1	X	70%	2	X	90%	3	X
51%	1	X	71%	2	X	91%	3	X
52%	1	X	72%	2	X	92%	3	X
53%	1	X	73%	2	X	93%	3	X
54%	1	X	74%	2	X	94%	3	X
55%	1	X	75%	2	X	95%	3	X
56%	1	X	76%	2	X	96%	3	X
57%	1	X	77%	2	X	97%	3	X
58%	1	X	78%	2	X	98%	3	X
59%	1	X	79%	2	X	99%	3	X
60%	1	X	80%	3	X	100%	3	X

100% to 80% = 3

79% to 70% = 2

69% to 50% = 1

49% to 0% = 0



# Grading

## Task Grid Level Proficiency Ratings

**Certificate  
of  
Completion**

**Certificate  
of  
Attendance**

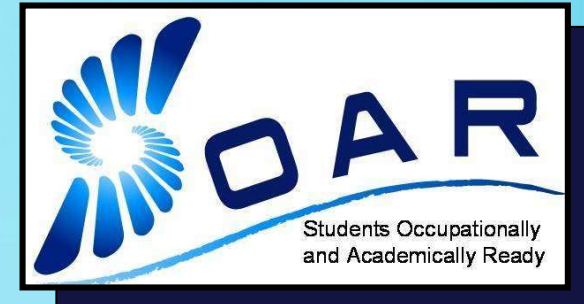
100%  
to 80% = **3**

79% to  
70% = **2**

69% to  
50% = **1**

49%  
to 0% = **0**

**Qualify  
for  
SOAR**



**(Earn College  
Credits & Other  
Benefits)**



# Online Forms

## **Be On The Lookout For Important Forms That Will Be Mailed In Mid-August!**

- Emergency contact information needs to be collected and verified
- Grants permission to the WMCTC nurse to treat the student
- Gives permission for students to work in the shop or lab areas
- Grants or denies permission for the school to have the student in photographs
- Gives permission for post-secondary education and the military to access information





# Mandatory Clearances

## Mandatory Security Clearances

- A mandatory requirement for all students in the Protective Services Program is that they acquire Act 34 and Act 151 Security Clearances each year that they attend WMCTC.
  - Act 34 – Pennsylvania Criminal History Clearance
  - Act 151 – Pennsylvania Child Abuse Clearance
- Please have these security clearances completed prior to the first day of school. **Students without the clearances will not be permitted to participate in the program.**



# Mandatory Clearances

## Act 34 Criminal History Check

Online – Select “Submit a New Record Check” under credit card users. The applicant must provide his/her name and address and the credit card information. If a request goes “under review” it will be updated to the status of “No Record” or “Record” within two (2) weeks. For all “No Record” responses, the certificate must be printed out at the applicant’s computer. All “Record” status requests will be mailed to the address provided by the applicant. This clearance costs \$10.00.

<https://epatch.state.pa.us/>



# Mandatory Clearances

## PA Child Welfare Act 151 Child Abuse Clearance

Online – Select “Create a New Account” and enter profile information. The Applicant must provide his/her name and address and credit card information. Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results. This clearance costs \$13.00.

<https://www.compass.state.pa.us/cwis/public/home>



# Contact Information

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## Instructor Raymond Bechtel

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# ANY QUESTIONS?



Western Montgomery Center for Technical Careers



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