

ACADC100X : STC Corrections Academy I**General Information**

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Course Code (CB01) :	ACADC100X
Course Title (CB02) :	STC Corrections Academy I
Department:	Public Service
Proposal Start:	Summer 2022
TOP Code (CB03) :	(2105.10) Corrections
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Course Control Number (CB00) :	No value
Curriculum Committee Approval Date:	10/26/2021
Board of Trustees Approval Date:	12/16/2021
External Review Approval Date:	12/16/2021
Course Description:	This orientation course prepares students for the Standard and Training for Corrections (STC) Core Detentions Academy and initiates the first week of the academy. A series of written and physical self-assessment activities, such as the Cooper's Assessment and report writing, help students understand the Academy challenges and requirements. This course is presented in a rigorous and disciplined training environment of a state-certified detentions academy. Enrollment must be pre-approved per California Penal Code and is taken in sequence: ACAD C100X, ACAD C101X, and ACAD C102X.
Submission Type:	New Course Part of a comprehensive re-write to public services programs to address clear pathways and educational attainment through certificate or degree.
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Faculty Minimum Qualifications

Master Discipline Preferred:	No value
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	No value
Additional Bachelors or Associates Discipline Preferred:	<ul style="list-style-type: none"> • Administration of Justice (Police science, corrections, law enforcement)

Course Development Options

Basic Skills Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Rationale For Credit By Exam/Challenge

Other schools and agencies offer this statewide standardized and certified curriculum. Application to this program would be in furtherance of a local degree. The equivalency or re-qualification exam is run by STC/POST approved entities only.

Course Support Course Status (CB26)

Course is not a support course

Course Special Class Status (CB13)

Course is not a special class.

Allowed Number of Retakes

0

Retake Policy Description

Retakes are possible if the student has an injury or fails to pass this first course in the sequence, this is allowed under STC and POST rules after a 6 month break.

Grade Options

- Letter Grade Methods

Course Prior To College Level (CB21)

Not applicable.

Allow Students To Audit Course

Associated Programs

Course is part of a program (CB24)

Associated Program

No value

Award Type

No value

Active

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

Y

Transferability (CB05)

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 3

Maximum Credit Units (CB06) 3

Total Course In-Class (Contact Hours) 54

Total Course Out-of-Class Hours 108

Total Student Learning Hours 162

Faculty Load 0

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Status (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Activity	0
Total	54

Course Out-of-Class Hours

Lecture	108
Laboratory	0
Activity	0
Total	108

Time Commitment Notes for Students

No value

Faculty Load

Extra Duties: 0

Faculty Load: 0

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

No Value

Entrance Skills

Entrance Skills

Description

No value

No value

Limitations on Enrollment

Limitations on Enrollment

Description

Enrollment is limited per Government Code 1029 and 1031. Must complete a background check and/or clear live scan DOJ under Penal Code 13511.5.

State law requirements

Specifications

Methods of Instruction

Methods of Instruction

Audiovisual

Rationale

Audio-visual presentations, including learning modules on recent events in the news and criminal justice system (i.e. police shootings, high profile court cases, etc.), that are used to promote discussion within the course on the events application to theory, policy, and law.

Methods of Instruction

Lecture

Rationale

Lecture presentations of various learning modules within the Corrections Academy curriculum established by the State.

Methods of Instruction

Skills Development and Performance

Rationale

Students learn a variety of arrest control tactics that align with state law, including impact weapons, chemical weapons, and shooting.

Assignments

No Value

Methods of Evaluation

Rationale

Final Exam

State Standardized Final comprehensive exam, including true/false and multiple choice, that directly corresponds to the subjects covered in the course, i.e. constitutional amendments, case law, current trends, data, and correctional practices.

Participation

Students are required to attend specific hours in the course to achieve certification and participate in skills-based training.

Homework

Students are assigned homework and reading for legal terms, case law, practical skills, and job-specific knowledge.

Equipment

Students are provided basic correctional equipment.

Textbooks

Author	Title	Publisher	Date	ISBN
OER: State of California	STC CORE Course	State of California	2021	

Other Instructional Materials

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Demonstrate familiarity with paperwork required for receiving prisoner (e.g., booking, detainers, warrants, commitments, etc.).

Obtain information from transporting/arresting officers and inmates for intake purposes.

Supervise inventory and take custody of inmates' property, clothing and/or money and record disposition of inmates' property, clothing, and/or money in appropriate log.

CSLOs

Apply common charges and associated state codes.

Expected SLO Performance: 70.0

Identify and apply who has the authority to book a type of violation (e.g., violation of parole or probation, I.N.S. booking).

Expected SLO Performance: 70.0

Use photographic equipment, roll fingerprints to satisfaction of DOJ, and complete a fingerprint form in the booking process.

Expected SLO Performance: 70.0

Demonstrate proper inmate transport techniques.

Expected SLO Performance: 70.0

Outline

Course Outline

1.00 BOOKING, RECEIVING, AND RELEASING

1. 1.01 Receiving Inmates

1. RELEVANT CORE TASKS

1. Obtain information from transporting/arresting officers and inmates for intake purposes.
2. Pat-search inmates. Screen inmates to determine if medical attention is needed.
3. Prepare pre-booking medical screening form. Inventory and take custody of inmates' property, clothing and/or money.
4. Record disposition of inmates' property, clothing and/or money in appropriate log.
5. Communicate orally with inmates in a language other than English.
6. Observe inmates suffering from alcohol or drug withdrawal and act accordingly

2. VALUE

1. Liability for illegal custody Liability for lost property Poor information may lead to inappropriate classification and danger to staff, inmates Increases and/or maintains jail security

3. PREREQUISITES

1. Familiarity with paperwork required for receiving prisoner (Applied Skill) (e.g., booking, detainers, warrants, commitments, etc.)
2. Knowledge of common charges and associated state codes Ability to recognize factors that impact classification (medical disabilities, ADA, gang affiliation, etc.)
3. Ability to use defensive/control tactics Interpersonal communications skills (with arresting officer and prisoner) Ability to recognize violations of state law and department policy re: contraband (AS) Basic knowledge of the rules of evidence
4. Knowledge of state law re: medical screening questions (Title 15) Knowledge of which holding room would be applicable for what charges (AS) Knowledge of/skill in use of restraint equipment

2. 1.02 Booking (paperwork)

1. RELEVANT CORE TASKS

1. Review intake forms and/or court documents for accuracy, completeness and time limits. Fill out intake screening forms (paper or computer generated).
2. Prepare forms, cards, file jackets necessary to initiate inmates' facility record (for example, Facility Record Card, Housing Card).
3. Run warrant checks and interpret criminal history as needed on incoming inmates and/or prior to releasing inmates.
4. Maintain confidentiality of medical information.

2. VALUE

1. Liability for illegal detention Information on booking sheet may, in some cases, be used by outside sources (e.g., other law enforcement agencies, the press) and therefore must be as accurate as possible

2. Booking forms are permanent records and are a source of information for nationwide crime records Problems associated with inappropriate court assignments

3. PREREQUISITES

1. Knowledge of different types of bookings:
 1. detainers
 2. warrants
 3. court order or commitment
 4. bail bond surrender
 5. state parole or probation holds
 6. out-of-state warrants
 7. PC 290 bookings and/or registrations Knowledge of who has the authority to book a type of violation (e.g., violation of parole or probation, I.N.S. booking)
 8. Ability to tactfully ask questions, interpersonal communication skills Ability to interpret warrants/court paperwork
 9. Knowledge of prisoner identification and/or verification process
 10. Ability to recognize circumstances in which a person can be held on a misdemeanor (PC 853.7)

3. 1.03 Booking (processing)

1. RELEVANT CORE TASKS

1. Provide incoming inmates any required phone calls.
2. Supervise or conduct photographing of incoming inmates.
3. Fingerprint/palmprint inmates using ink-rolling equipment.
4. Fingerprint inmates using "Live-Scan" equipment.
5. Prepare inmate identification cards or identification wristbands and give/affix to inmates.
6. Strip search inmates.

2. VALUE

1. Legal liability for not giving phone calls Inability to link someone to a crime because of poor picture or poor fingerprints
2. Fingerprints are required to complete criminal history; if not done, crime or disposition will not show on rap sheet
3. Establishes that the person was in custody during a given period Improper strip searches could lead to introduction of contraband and/or legal liabilities

3. PREREQUISITES

1. Knowledge of prisoner rights to 3 completed phone calls within 3 hours of arrest (PC 851.5)
2. Ability to use photographic equipment Ability to roll fingerprints to satisfaction of DOJ
3. Knowledge of types of prints required for crimes per state and department regulations (AS)
4. Ability to recognize good vs. poor prints
5. Ability to complete fingerprint form (DOJ)
6. Knowledge of prisoner identification, verification process (AS)
7. Knowledge of what is contraband

8. Proper use of "Live Scan" equipment Knowledge of state law and department policy regarding strip searches

4. 1.04 Inmate Orientation

1. RELEVANT CORE TASKS

1. Brief new inmates regarding facility rules and procedures, meal schedules, etc.
2. Advise inmates on institutional regulations, services and sources of information.

2. VALUE

1. Ensuring inmates have been briefed:
2. provides for smooth running jail
3. avoids confusion
4. avoids time wasted by answering repetitive questions
5. meets statewide standards

3. PREREQUISITES

1. Good interpersonal communication skills
2. Knowledge of rules, procedures, and schedules
3. Knowledge of information packet or orientation film

5. 1.05 Classification

1. RELEVANT CORE TASKS

1. Classify inmates and assign proper housing.
2. Recognize homosexual behavior. Identify indicators of gang affiliation.
3. Recognize behavioral characteristics of potentially violent inmates.
4. Request and interpret DOJ criminal history ("rap sheet"). Interpret common street terminology.

2. VALUE

1. Inappropriate classification can endanger staff, community, and inmates
2. Legal liability for inappropriate classification
3. Critical for maintaining facility security
4. Provides statistical data for reporting requirements

3. PREREQUISITES

1. Knowledge of classification categories:
2. gang affiliation
3. sexual orientation
4. assaultive/violent behavior
5. mental illness
6. adult/juvenile
7. suicidal
8. sophisticated criminal history
9. notoriety/high profile
10. occupation (e.g., law enforcement officer)
11. informants
12. federal vs. state prisoners
13. pro-per
14. sexual crimes (e.g., child molesting)
15. high escape risk
16. medical status (e.g., diseases)

17. enemies Knowledge of charges
18. Knowledge of facility and housing system (AS)
19. Knowledge of procedures to communicate and deal with non-English speaking or hearing/speech impaired offender

6. 1.06 Issue Clothing and Bedding

1. RELEVANT CORE TASKS

1. Supervise or issue clothing, bedding, and supplies to new inmates.

2. VALUE

1. Legal liability if not received
2. Wasted time, money, effort, if issued inappropriately
3. May impact laundry costs
4. Control is important (possible hoarding of clothes and supplies can lead to escape possibilities)
5. Reduces potential inmate tension and conflict (anxiety)
6. May need change of clothes, bedding after chemical spray exposure

3. PREREQUISITES

1. Knowledge of departmental policy re: what is issued to inmates (AS)
2. Knowledge of legal requirements for clean clothes, minimal bedding
3. Knowledge of who is entitled to clothes, bedding, etc. (AS) (e.g., length of time person is to be held)
4. Minimum jail standards (Title 15) dictate type of clothing, bedding, and supplies that are required

7. 1.07 OR, Bail and Cite Releases

1. RELEVANT CORE TASKS

1. Release inmates on Own Recognizance (OR) or
2. Cite Release and fill out appropriate forms.
3. Review bail bonds to ensure correctness.

2. VALUE

1. If court does not have original signature, it will not issue a warrant and person will never have to appear in court.
2. If information is incorrect or illegible, releasee may not show up in court and another warrant may be issued.
3. Incorrect bonds may lead to inappropriate releases.

3. PREREQUISITES

1. Knowledge of department policy on OR, Cite and Bond Releases (AS)
2. Ability to fill out forms (AS) including abbreviations
3. Knowledge of time frames within which court dates must be set (excluding holidays and weekend days)
4. Knowledge of court directives re: setting appearance dates and times (AS)
5. Ability to complete citation (AS) Ability to interpret and process bail bonds

8. 1.08 Verify/Release

1. RELEVANT CORE TASKS

1. Run warrant checks and interpret criminal history as needed on incoming inmates and/or prior to releasing inmates.
2. Verify identity of inmates before releasing.
3. Perform paperwork necessary for "time served" releases.
4. Turn over property and/or money for releases, get appropriate signatures and record/log.

2. VALUE

1. Inappropriate release may endanger staff, community, etc. and create liability for the department
2. May release wanted person
3. Prevents lawsuits from inmates not released on time
4. Prevents possible inappropriate early release of inmate
5. Civil liability for releasing wanted, dangerous person
6. Agency is liable for property loss; impact negatively on budget

3. PREREQUISITES

1. Knowledge of department's policy and procedures (AS) for releasing inmates
2. Ability to interpret warrant abstract or warrant

9. 1.09 Release to Other Agency

1. RELEVANT CORE TASKS

1. Perform paperwork necessary for "in-custody" releases (for example, to another detention facility).

2. VALUE

1. Inter/intra facility security
2. Liability may arise for inappropriate transfer

3. PREREQUISITES

1. Knowledge of and ability to read different types of releases.
2. For example: Removal order
3. Commitment Familiarity with department criteria for moving inmates between facilities (AS)
4. Knowledge of how to transfer inmates' property (AS) and money

2.00 ESCORTING AND TRANSPORTING

1. 2.01 Inter-facility Movement

1. RELEVANT CORE TASKS

1. Escort inmates individually or in groups to and from locations within facility.

2. VALUE

1. Improper supervision could lead to:
2. death or injury to officers/inmates
3. riots
4. escapes
5. loss of credibility of officer
6. loss of inmate discipline
7. passing of contraband or information

3. PREREQUISITES

1. Knowledge of housing and classification system (AS)

2. Familiarity with housing layout (AS)
3. Familiarity with special orders board or whatever county has with directives (AS)
4. Knowledge of proper security measures for mass movement or individual movement and special handling (high risk, etc.)
5. Knowledge of emergency procedures (AS)
6. Knowledge of restraint requirements for high risk/lock down inmates
7. Knowledge of how specific doors, locks operate and purpose of doors, locks, etc. in facility

2. 2.02 I.D. Procedures

1. RELEVANT CORE TASKS

1. Verify inmates' identity and classification before escorting or transporting within or outside of the facility.
2. Verify identity of officer picking up or delivering inmate.

2. VALUE

1. Improper verification:
2. disrupts departmental operations
3. wrong person may end up in wrong place
4. legal liability to problems that arise during escort or transport
5. Prevents escapes
6. Prevents confrontation between inmate "enemies"

3. PREREQUISITES

1. Familiarity with source document and housing card (where to obtain and how to find needed information) (AS)

3. 2.03 Ready for Transportation

1. RELEVANT CORE TASKS

1. Get inmates ready for transportation to court, hospital, etc. (for example, ensure proper dress, apply appropriate restraints).
2. Apply restraint devices such as leg irons, travel chains, belly chains, leather restraints, etc. to a non-resisting inmate.
3. Handcuff a non-resisting inmate.

2. VALUE

1. If restraints are not secured correctly there is a risk of:
2. escape
3. physical harm to prisoners, officer
4. injury to hands, wrists of inmates
5. Proper dress ensures inmate safety and welfare

3. PREREQUISITES

1. Knowledge of department policy/procedures re: clothing for court appearance
2. Knowledge of court order re: clothes
3. Knowledge of those agency procedures for which restraints to use at what time (AS)
4. Knowledge of variety of restraint equipment (chains, belts, electronic, handcuffs, etc.)
5. Knowledge of proper maintenance of restraints

6. Knowledge of officer safety procedures to be used in applying and removing restraints
7. Knowledge of applying restraints on disabled inmate; one arm, etc.
8. Knowledge of agency policy for applying restraints (AS)
9. Knowledge of potential danger of physical harm from prisoner when applying leg irons (use proper officer safety procedures)

4. 2.04 Transporting

1. RELEVANT CORE TASKS

1. Transport inmates individually or in groups to and from locations outside the facility.
2. Transport inmates using a van.
3. Search transportation vehicles for weapons, contraband, narcotics, etc.

2. VALUE

1. Failure to search vehicle could lead to contraband being brought into facility
2. Improper supervision could lead to:
 3. death
 4. escape
 5. riots
 6. injury
 7. law suits

3. PREREQUISITES

4. Knowledge of what inmates are allowed to have during their transportation and at their destination
5. Knowledge of inmates' classification/security risk
6. Ability to use restraint procedures

Delivery Methods

Delivery Method: Please list all that apply -Face to face -Online (purely online no face-to-face contact) -Online with some required face-to-face meetings ("Hybrid") -Online course with on ground testing -iTV – Interactive video = Face to face course with significant required activities in a distance modality -Other

- Face to face

Rigor Statement: Assignments and evaluations should be of the same rigor as those used in the on-ground course. If they are not the same as those noted in the COR on the Methods of Evaluation and out-of-class assignments pages, indicate what the differences are and why they are being used. For instance, if labs, field trips, or site visits are required in the face to face section of this course, how will these requirements be met with the same rigor in the Distance Education section? Describe the ways in which instructor-student contact and student-student contact will be facilitated in the distance ed environments.

No Value

Good practice requires both asynchronous and synchronous contact for effective contact. List the methods expected of all instructors teaching the course. -Learning Management System -Discussion Forums -Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV - Interactive Video -Other

No Value

Software and Equipment: What additional software or hardware, if any, is required for this course purely because of its delivery mode? How is technical support to be provided?

No Value

Accessibility: Section 508 of the Rehabilitation Act requires access to the Federal government's electronic and information technology. The law covers all types of electronic and information technology in the Federal sector and is not limited to assistive technologies used by people with disabilities. It applies to all Federal agencies when they develop, procure, maintain, or use such technology. Federal agencies must ensure that this technology is accessible to employees and the public to the extent it does not pose an "undue burden". I am using -iTV—Interactive Video only -Learning management system -Publisher course with learning management system interface.

No Value

Class Size: Good practice is that section size should be no greater in distance ed modes than in regular face-to-face versions of the course. Will the recommended section size be lower than in on-ground sections? If so, explain why.

No Value

Emergency Distance Education Options The course will operate in remote delivery mode when all or part of the college service area is under an officially declared city, county, state, or federal state of emergency, including (check all that apply) - Online including all labs/activity hours - Hybrid with online lecture and onsite lab/activity hours - Correspondence education in high school and prison facilities - None. This course will be cancelled or paused if it cannot be held fully onsite.

- Hybrid with online lecture and onsite lab/activity hours