ADMJC149 : Corrections Core Course

General Information

Author:	-
Course Code (CB01) :	ADMJC149
Course Title (CB02) :	Corrections Core Course
Department:	Public Service
Proposal Start:	Fall 2013
TOP Code (CB03) :	(2105.10) Corrections
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Course Control Number (CB00) :	CCC000545227
Curriculum Committee Approval Date:	12/05/2012
Board of Trustees Approval Date:	04/11/2013
External Review Approval Date:	06/11/2013
Course Description:	This is a California Standards and Training for Corrections (STC) approved Adult Corrections Officer Core Course. It is 324 hours and includes PC 832 Arrest & Firearms, Defensive Tactics, Force Options, and Officer Safety for Detentions.
Submission Type:	New Course
Author:	No value

Faculty Minimum Qualifications

Master Discipline Preferred:	• Administration of Justice (Police science, corrections, law enforcement)
Alternate Master Discipline Preferred:	No value
Bachelors or Associates Discipline Preferred:	No value
Additional Bachelors or Associates Discipline Preferred:	No value

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

No value

Course Special Class Status (CB13)

Course is not a special class.

Allowed Number of Retakes

0

Retake Policy Description

Non-Repeatable Credit

Grade Options

• Letter Grade Methods

Course Prior To College Level (CB21)

Not applicable.

☐ Allow Students To Audit Course

Course Support Course Status (CB26)

No value

Associated Programs

☐ Course is part of a program (CB24)

Associated Program	**Award Type**	**Active**
No value	No value	

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

No value

Transferability	**Transferability Status**
Not transferable	Not transferable

Units and Hours:

Summary

Minimum Credit Units (CB07)	10
Maximum Credit Units (CB06)	10
Total Course In-Class (Contact) Hours	324
Total Course Out-of-Class Hours	216
Total Student Learning Hours	540
Faculty Load	0

Credit / Non-Credit Options

Course Credit Status (CB04)	**Course Non Credit Category (CB22)**	**Non-Credit Characteristic**
Credit - Degree Applicable	Credit Course.	No Value

Course Classification Status (CB11)	**Funding Agency Category (CB23)**	
Credit Course.	Not Applicable.	☐ Cooperative Work Experience Education Status (CB10)

☐ Variable Credit Course

Weekly Student Hours   ### Course Student Hours

In Class	Out of Classs			Course Duration (Weeks)	18
Lecture Hours	6	12		Hours per unit divisor	0
Laboratory Hours	12	0		**Course In-Class (Contact) Hours**	
Activity Hours	0	0		Lecture	0
				Laboratory	0
				Activity	0
				Total	324
				Course Out-of-Class Hours	
				Lecture	0
				Laboratory	0
				Activity	0
				Total	216

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

Advisory

ENGLC042 - Preparation for Introductory Composition

Students should be able to write with clear organization, thesis, topic sentences with logical supporting details.
Writing 2 levels prior to transfer

Entrance Skills

Entrance Skills	Description
No value	No value

Limitations on Enrollment

Limitations on Enrollment	Description
Prospective students need to go through the selection process given by the course certification holder.	No Value

Specifications

Methods of Instruction

Methods of Instruction	Skills Development and Performance
Rationale	No value

Methods of Instruction	Written work
Rationale	No value

Methods of Instruction	Performance
Rationale	No value

Methods of Instruction	Problem Solving
Rationale	No value

Methods of Instruction	Outside reading
Rationale	No value

Methods of Instruction	Peer-to-peer instruction
Rationale	No value

Methods of Instruction	Laboratory
Rationale	No value

Methods of Instruction	Lecture
Rationale	No value

Methods of Instruction	Demonstration
Rationale	No value

Methods of Instruction	Group Work
Rationale	No value

Methods of Instruction	In-class writing
Rationale	No value

Methods of Instruction	Case Study
Rationale	No value

Methods of Instruction	Audiovisual
Rationale	No value

Assignments

1. Read assigned law enforcement reports as needed.
2. Read Title 15 manual as assigned.
3. Study of Core Curriculum as assigned.
4. Writing of memos as assigned.

Methods of Evaluation	Rationale
Other	Demonstration of proper techniques to use while conducting several scenario-based jail crime incidents, evaluated using a checklist and scored by a state approved rubric.
Other	5. Writing several reports displaying the proper formatting of police reports, to be evaluated using a state approved report writing checklist.
Other	4. Skills testing in the application of arrest and control techniques, using a checklist and scored by a state approved rubric.
Other	3. Skills testing in the use of a firearm through a qualification course of fire, using a checklist and scored by a state approved rubric.

| Other | 1. Role playing exercises that complement lecture topics and concepts, evaluated using a checklist and scored by a state approved rubric. |
| Other | 2. Twelve State constructed knowledge tests.
Example question: True/False: While being booked into jail, John gives the jailer his brother Bob's identification, he is guilty of providing false identification to a peace officer. (True) |

Equipment

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
	This is for no textbook option No Author. (2000) No Textbook Is Required, , No Publisher			

Other Instructional Materials

Description	Other: Title 15 manual
Author	
Citation	Corrections Core Course

Description	Other: Study of core curriculum
Author	
Citation	Corrections Core Course

Materials Fee

No

Learning Outcomes and Objectives

Course Objectives

No value

CSLOs

Demonstrate the ability, to the satisfaction of the instructor, to maintain a uniform as described in the grooming standards of Kern County Sheriff's Office (KCSO) policy.

Expected SLO Performance: 70.0

Identify the major roles and responsibilities of the corrections officer in relation to the State of California, the judicial system and the community.

Expected SLO Performance: 70.0

Discuss the major current trends in the adult criminal justice system in the United States and in the State of California (e.g., community policing, restorative justice, and diversionary programs).

Expected SLO Performance: 70.0

Identify the primary legal references and sources that impact the work of a corrections officer, such as code statutes, case law, regulations.

Expected SLO Performance: 70.0

Describe what being a professional corrections officer means.

Expected SLO Performance: 70.0

Describe the major types of gangs found in a local correctional facility.

Expected SLO Performance: 70.0

Using a sample departmental policy for a reference, describe the process for handling various types of contraband (e.g., drugs, weapons).

Expected SLO Performance: 70.0

Describe principles of effective communication in a jail setting.

Expected SLO Performance: 70.0

Identify the legal framework for a correctional officer's use of reasonable force.

Expected SLO Performance: 70.0

Identify the benefits of providing incoming inmates with a thorough orientation.

Expected SLO Performance: 70.0

State the possible consequences of releasing the wrong person, such as danger to the community, danger to the staff, and legal liability.

Expected SLO Performance: 70.0

Describe the procedure for limiting and controlling movement of inmate workers during search of facility.

Expected SLO Performance: 70.0

Given a scenario of a jail-related incident, write a description of the incident.

Expected SLO Performance: 70.0

State why knowledge of classification system and housing layouts is essential to escorting inmates within the facility.

Expected SLO Performance: 70.0

Identify Title 15 mandates and other code sections relevant to the distribution of supplies, clothing and bedding.

Expected SLO Performance: 70.0

Identify Title 15 mandates regarding the medical and psychological treatment of prisoners and potential liability for non compliance.

Expected SLO Performance: 70.0

Identify reasons that friends/relatives should not be put together as inmate workers.

Expected SLO Performance: 70.0

Given a list of potential visitors, identify those who would have the right to privileged communication.

Expected SLO Performance: 70.0

Identify Title 15 mandates and postal regulations relevant to the opening and reading of legal and non-legal mail.

Expected SLO Performance: 70.0

Identify principles for transporting women, protective custody, and disabled inmates.

Expected SLO Performance: 70.0

Identify emergency situations faced in a correctional facility, such as natural disasters, inmate disturbances, and technological failures.

Expected SLO Performance: 70.0

Identify the roles of the key figures in court (e.g., attorneys, judges, bailiffs, court clerks).

Expected SLO Performance: 70.0

Explain key components of a performance-based fitness program and the ways each contributes to fitness, such as cardiovascular conditioning, strength, endurance, flexibility, agility, and speed.

Expected SLO Performance: 70.0

Demonstrate the legal and proper techniques of arrest.

Expected SLO Performance: 70.0

Demonstrate the proper and safe handling of a firearm.

Expected SLO Performance: 70.0

Outline

Course Outline

1. Administration
    a. Orientation
    b. Class Material Review
    c. Memo Review/Revision
    d. Academy Discussion Facilitated by RTO/Sgt.
2. Inspections

a. Uniform Inspections
    1. California Criminal Justice System Orientation
        a. Roles and Responsibilities of the Corrections Officer
        b. Adult Criminal Justice System and Process
    2. Codes, Statures and Other Legal Documents
        a. Legal Foundations of Incarceration
        b. Reference Use of Codes
        c. Constitutional Rights, Civil Rights, and Case Law
        d. Legal Issues Regarding Confidentiality and Accessing Records
    3. Professionalism and Ethics

a. Professionalism and Ethics and the Corrections Officer
    1. Classification of Inmates
        a. Factors Affecting Classification
        b. Implications of Classification
        c. Gangs and Subcultures in Institutions
    2. Contraband/Evidence
        a. Identifying Contraband
        b. Handling Contraband
        c. Evidence
        d. Using PRIMUS
    3. Interpersonal, Tactical and Practical Communications
        a. Interpersonal Communications
        b. Communications with Co-Workers
        c. Responding to Telephone Calls
    4. Defensive Tactics and Restraint Techniques

a. Principles of Use of Force
    a. Principles of Use of Force
    b. Principles of Use of Restraints
    c. Defensive Tactics-Footwork and Balance
    d. Defensive Tactics-Falling
    e. Defensive Tactics-Control Holds
    f. Defensive Tactics-Take Downs
    g. Defensive Tactics-Ground Control Techniques
    h. Handcuffing and Searching a Handcuffed Prisoner
    i. Mechanical Restraints and Safety Cell
    j. Defensive Tactics-Escaping Techniques
    k. Cell Extractions

    1. Booking and Receiving

    a. Receiving Inmates

    a. Booking Inmates

a. Processing New Inmates Prior to Housing
b. Orienting New Inmates
c. Issuing Supplies to New Inmates

1. Releasing Inmates
   a. Verifying Identification Prior to Release
   b. Returning Property Prior to Release
   c. Reviewing Bail Bonds
   d. Processing Release on Own Recognizance
   e. In Custody Releases
   f. Time Served Releases
2. Maintaining Security
   a. Basic Precautions
   b. Searching the Facility
   c. Security Rounds
   d. Counting and Locating Inmates
   e. Conducting Searches of Inmates
3. Report Writing and Record Keeping
   a. Assessment and Overview
   b. Writing for Local Corrections
      i. Content
      ii. Organization
      iii. Information and Note Taking
      iv. Mechanics
   c. Report Writing
      i. Practice
      ii. Practice
      iii. Testing
4. Supervising Inmates
   a. Movement Within the Facility
   b. Supervising Meals
   c. Supervising Cleaning of Cells
   d. Supervising Recreation
   e. Supervising Use of the Telephone
   f. Disturbances and the Disputes
   g. Progressive Discipline
   h. Inmate Grievances
   i. Manipulation of Staff by Inmates
5. Distribution of Supplies and Commissary
   a. Legal Issues
   b. Principles and Problems
   c. Distribution of Commissary Goods
6. Monitoring Psychological and Physical Health
   a. Legal Issues
   b. Mental Health Issues
   c. Suicide Issues
   d. Indicators of Substance Abuse
   e. Indicators of Physical/Medical Problems
   f. Assisting Medical Personnel in the Distribution of Medication
7. Management of Inmate Workers
   a. Selection of Inmate Workers
   b. Assignment of Responsibilities to Inmate Workers
8. Screening and Monitoring of Visitors
   a. Legal Issues
   b. General Visitation
   c. Professional Visitation
9. Screening and Distribution of Mail
   a. Legal Issues
   b. Processing Non-Legal Mail
   c. Processing Legal Mail
   d. Distribution of Mail
10. Transport Outside of Facility
    a. Preparation for Transport
    b. Transport Procedure
11. Emergency Procedures
    a. Emergency Planning
    b. Fire and Life Safety

12. Testifying in Court
     a. Preparing for Testifying on Court
     b. Preparing for Testifying on Court
     c. Court Appearances
13. Physical Tasks and Conditioning
     a. Orientation
         i. Physical Conditioning Basics
     b. Conditioning Exercises
     c. Initial Assessment
     d. Final Assessment and Fitness Planning
14. PC 832 Arrest
     a. POST PC 832 Arrest Course
15. PC 832 Firearms

Lab Outline

    a. POST PC 832 Firearms Course Lab:

Classroom lecture and discussion of all applicable state laws, concepts and investigative techniques to follow.
1. Skills training/testing in the use of firearms through a qualification course of fireA. Safety
     A. Security
     B. Tactical Weapons

1. Skills training/testing in the application of arrest and control techniques
     A. Preliminary investigation

       i. Steps   ii. Preserve crime scene evidence
       iii. Precautions   iv. Chain of custody
       v. Basic steps for developing latent fingerprints
   A. Arrest & Control/Baton

       i. Vulnerable to serious injury   ii. Restraint devices   iii. Securing officers firearm   iv. Safely maintain control of firearm in physical conflict
       v. Tactical considerations when confronted by armed subject   vi. Tactical considerations for disarming subject   C. Firearms/Chemical Agents
       i. Firearms safety   ii. Safety guidelines at range   iii. Safety in storage of firearms   iv. Shot pattern
       v. Decontamination procedures   vi. Physiological and psychological effects of chemical agents   vii. Gas masks
    D. Crimes against the Justice System
       i. Crime elements required to arrest

1. Scenario based jail crime incidents
     A. Hostage survival
     B. Interview and Interrogation
     C. Prison Rape
     D. Officer safety for detentions

       i. Safety tactics   ii. Use of cover and concealment
       iii. Tactics for approaching suspicious persons

1. Scenario based use of the Safety Cell
     A. Department policy
     B. Circumstances appropriate for use
     C. Medical considerations

Delivery Methods and Distance Education

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 2 Face true

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?

No Value

Effective Student-Instructor Contact: 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 -Moodle Message -Other Contact -Chat/Instant Messaging -E-mail -Face-to-face meeting(s) -Newsgroup/Discussion Board -Proctored Exam -Telephone -iTV - Interactive Video -Other (specify)

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