COURSE TITLE: Introduction to Corrections
COURSE NUMBER: CJK 0300V

COURSE DESCRIPTION (with prerequisites):
This is a basic course in which the overview of the correctional officer training program, basic criminal justice values and ethics, ways to demonstrate professionalism when interacting with others, the command structure, state and federal laws, and agency policy and procedures are studied. Objectives are addressed as specified by the criminal justice standards and training commission. 32 Clock Hours

NAME(S) OF INSTRUCTORS:
Program Availability

EFFECTIVE ACADEMIC YEAR:
2014-2015

REQUIRED TEXTBOOKS AND INSTRUCTIONAL SUPPLIES:
See instructor's First Day Handout.

GRADING POLICY:
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 59 or less
The Chipola Catalog provides policies and procedures regarding the grading system. A student's Grade Point Average is derived from the grading system/quality point scale.

ATTENDANCE AND WITHDRAWAL POLICIES:
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor. Chipola policy allows each instructor to specify in the Instructor First Day Handout whether or not an absence is excusable and what affect the absence or tardy may have on the grade.
A student is allowed to repeat a course a maximum of three (3) times. On the third attempt a student (1) must bear the full cost of instruction (unless waived by Student Services), (2) cannot withdraw, and (3) must receive a grade.

**MAKE-UP POLICY:**
Chipola allows each instructor to specify in the Instructor First Day Handout the makeup policy.

**ACADEMIC HONOR CODE POLICY:**
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students. Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

**STUDENTS WITH DISABILITIES POLICY:**
Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment. Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

**LIBRARY AND ON-LINE REFERENCE MATERIALS:**
The library is a comprehensive learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. On-line catalogs, e-books and electronic databases can be accessed by using the LINCCWeb icon on the Chipola Library website at www.chipola.edu/library. If you have questions about database usage consult the “How to Use the Chipola Databases” on the Library website or call the Library at 850/718-2274 during regular hours. Library hours are posted each semester at the building entrance and on the Library website. See your Instructor First Day Handout for individual instructor recommendations and resources.

**TECHNOLOGY RESOURCES:**
The college’s learning management system is Canvas. Classes become available on Canvas on the first day of the semester. It is the student’s responsibility to log onto the Canvas system the first day of class to establish the first day of attendance and to check announcements. All official class communication must be through Canvas. For further information, contact your instructor or the Director of eLearning. The Canvas support hotline is available online in live chat and on the phone, toll-free, at 855-308-2812 for any issues in accessing or utilizing Canvas. The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance and on the Library website.
TUTORING RESOURCES:
Chipola College has contracted Smarthinking, a Pearson Company, for online tutoring services, accessible especially from 5 p.m. to 8 a.m. It can be accessed through Canvas. Additionally, the Academic Center for Excellence (ACE) Lab, located in Building L, offers free tutoring from 8 a.m. to 5 p.m. and is equipped with computer workstations. Lab hours are posted each semester at the room entrance.

ELECTRONIC DEVICE USAGE:
All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

DISCIPLINE SPECIFIC COMPETENCIES / LEARNING OUTCOMES:
See Below***

LINKING COURSE-LEVEL STUDENT LEARNING OUTCOMES WITH DISCIPLINE-SPECIFIC COMPETENCIES, ASSESSMENT METHODS, AND ARTIFACTS

<table>
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<tr>
<th>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CJK 0300V</th>
<th>PROGRAM-LEVEL LEARNING OUTCOMES: Correctional Officer</th>
<th>ASSESSMENT METHODS FOR STUDENT LEARNING OUTCOMES</th>
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<tr>
<td>• See Below***</td>
<td>COR Outcome 1: Students demonstrate mastery of Correctional Officer knowledge and skills.</td>
<td>T, SP, SD, BO, Sk. Check</td>
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<td>COR Outcome 2: Demonstrate safety skills appropriate for employees in a Correctional Officer work setting.</td>
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<td>COR Outcome 3: Apply critical thinking and problem solving proficiency as appropriate for employees in a Correctional Officer work setting.</td>
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<td>COR Outcome 4: Exhibit interpersonal and ethical skills as appropriate for employees in a Correctional Officer work</td>
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See Below***
COR Outcome 5: Exhibit leadership, organizational, and professional skills appropriate for employees in a Correctional Officer workplace.

**Assessment Codes**

| T = Tests | Pre/Post = Pre- and Post-Tests |
| OT = Objective Tests | UT = Unit Tests |
| Q = Quizzes | F = Final Examination |
| CF = Cumulative Final Exam | SE = Nat’l or State Standardized Exam |
| RPT = Report/Presentation | Proj. = Projects |
| SP = Skills Performance | Exp. = Experiments |
| SD = Skills Demonstration | Cap. Proj. = Capstone Project |
| W = Writing Assignments | Cap. Course = Capstone Course |
| E = Essays | Prac. = Practicum |
| DE = Documented Essays | Intern. = Internship |
| RP = Research papers | H = Homework |
| J = Jury | PS = Problem Solving |
| R = Recital | DB = Discussion Board |
| BO = Behavioral Observation | Clin. = Clinicals |
| CS = Case Study | CP = Case Plan |
| Port. = Portfolio | Obs. = Teacher Observation |
| Sk. Check = Skills Check-off | Curriculum Frameworks |
| JP = Judged | Performance/Exhibition |

**MEANS OF ACCOMPLISHING STUDENT LEARNING OUTCOMES:**

The course is competency-based using handouts, videotapes, textbooks, computer assisted instruction and instructor demonstrations.

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01.0 Define correctional officer in accordance with F.S. § 943.10.

02.0 State that correctional officers must be able to work alone with little or no supervision.

03.0 Explain that correctional officers perform tasks without letting distractions interfere.

04.0 Explain that correctional officers must independently make decisions and stand by decisions made.

05.0 Explain that correctional officers are willing to learn new techniques and procedures.

06.0 State that correctional officers must be able to adapt to change without incurring undue stress.

07.0 State that correctional officers must always be attentive to their environment.

08.0 Explain that correctional officers are responsible for actions taken and consequences of inaction.

09.0 Identify the role of the Criminal Justice Standards and Training Commission established by the Florida Statutes.

10.0 Describe the requirements to become a correctional officer.

11.0 Identify the reasons the Criminal Justice Standards and Training Commission may take action against an officer’s certification.

12.0 Identify the penalties that may be imposed in the officer discipline process.

13.0 Define values.

14.0 State that correctional officers are honest on and off duty.

15.0 Define ethics.

16.0 Explain that correctional officers behave ethically on and off duty and avoid conflicts of interest.

17.0 Explain that correctional officers must be mindful in dealing with people who may be different than themselves.

18.0 Define professionalism.

19.0 Explain that correctional officers are service oriented and must respond to needs in a timely and efficient manner.

20.0 State that correctional officers must be conscientious.

21.0 Explain that correctional officers are dependable and fulfill obligations.

22.0 Explain that correctional officers consistently perform the best job possible.

23.0 State that correctional officers remain level headed and react appropriately in stressful situations.

24.0 Explain that correctional officers must avoid stereotypes.

25.0 State that correctional officers respect self and others, treating people fairly and with dignity.

26.0 State that correctional officers have the self-control to resist abuse of authority.

27.0 Define chain of command.

28.0 Explain why chain of command within a criminal justice agency should be followed.

29.0 Explain how chain of command facilitates communication within the organization.

30.0 Describe the role of the correctional officer.
List the major components of the Criminal Justice System.

Explain the function of the corrections system.

Describe the components of the corrections system.

Identify the key aspects of the Fourth Amendment of the U.S. Constitution.

Describe the components of the amendments to the U.S. Constitution that relate to corrections.

Define search.

Define seizure.

Identify the legal authority to search and seizure law as it applies to visitor searches in a correctional setting.

Explain Miranda rights application in a correctional setting.

Explain the retention and limitation of inmate rights.

Identify the requirements of the Health Insurance Portability and Accountability Act (HIPAA).

Define Baker Act as used in a correctional setting.

Identify the correctional officers’ role in the provisions of the Baker Act.

Define the Prison Rape Elimination Act (PREA).

Explain inmates’ rights to privileged communication.

Define routine mail as used in a correctional setting.

Define legal mail as used in a correctional setting.

Define privileged mail as used in a correctional setting.

Define contraband as used in a correctional setting.

Identify common contraband articles found in correctional facilities.

Explain the Florida Model Jail Standards in relation to contraband in county correctional facilities.

Define introduction of contraband.

Explain the legal disposition of confiscated contraband.

Define criminal act.

Identify common crimes committed in a correctional setting.

Identify elements of crimes.

Define instrumentality of a crime.

Define fruits of a crime.

Define evidence.

Describe major types of evidence found in a correctional setting.

Define chain of custody.

Identify components of the chain of custody in a correctional setting.

Explain that correctional officers can use force.

Define reasonable force in relation to a correctional setting.

Explain that officers are immune from prosecution if use of force is justifiable.

Identify the factors used in the objective reasonableness standard for use of force.

Identify the questions an officer will have to answer in any use of force situation.

Describe the officer’s duty in the protection of self and others.

Identify F.S. 776.07 as the authorization for the use of force to prevent escape.

Identify the penalties and liabilities for excessive use of force.

Identify the penalties and liabilities for failure to report use of force.

Define criminal liability in relation to a correctional setting.

Define civil liability in relation to a correctional setting.

Define tort in relation to a correctional setting.

Define negligence in relation to a correctional setting.

Identify the elements of negligence.

Identify the two main categories of damages.

Define civil rights violations.

Explain “under color of law” in relation to federal civil rights statutes.

Explain civil liability under state and federal laws.

Identify the impact on an officer who is found civilly or criminally liable.

Explain that agencies may be liable for the acts of a correctional officer.

Identify the legal protections available if an officer is faced with potential civil or criminal liability.
84.0 Define acting within the scope of employment.
85.0 Identify the effect of the Sovereign Immunity Law, Section 768.28, Florida Statutes, in state civil actions.
86.0 Explain the concept of qualified immunity.

ASSIGNMENT AND/OR COURSE OUTLINE

See your Instructor First Day Handout for individual instructor assignment schedule.