COURSE TITLE: Officer Safety  
COURSE NUMBER: CJK 0310V

COURSE DESCRIPTION (with prerequisites):  
This is a basic course in which the knowledge and understanding of the facilities policies and procedures as well as being prepared to respond appropriately to minimize safety and security concerns are studied. Objectives are addressed as specified by the criminal justice standards and training commission. 16 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***

<table>
<thead>
<tr>
<th>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CJK 0310V</th>
<th>PROGRAM-LEVEL LEARNING OUTCOMES: Correctional Officer</th>
<th>ASSESSMENT METHODS FOR STUDENT LEARNING OUTCOMES</th>
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<tbody>
<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</td>
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ethical skills as appropriate for employees in a Correctional Officer work setting.

COR Outcome 5: Exhibit leadership, organizational, and professional skills appropriate for employees in a Correctional Officer workplace.

**Assessment Codes**

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

**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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134.0 Describe safety hazards and security concerns for the officer.
135.0 Describe Situational Awareness.
136.0 Explain skills used in evaluating a situation.
137.0 Apply situational awareness.
138.0 List common methods of identification.
139.0 Specify types of valid personal identification.
140.0 Describe features of personal identification documents (watermarks, holograms, etc.)
141.0 Differentiate between valid and altered or counterfeit identification.
142.0 Verify identity of inmate, staff, or visitor using information from photo identification or facility records.
143.0 List types of personal identifying marks (or physical features) that could be used to identify inmates.
144.0 Compare physical appearance of inmate, staff, or visitor to their photo identification.
145.0 Document identity of inmate, staff or visitor.
146.0 Define inmate manipulation and deception.
147.0 Identify inmate manipulation and deception.
148.0 Identify visitor manipulation and deception.
149.0 Identify the correctional officer’s duty in the control of contraband.
150.0 Describe common categories of contraband.
151.0 Define nuisance contraband.
152.0 Describe nuisance contraband.
153.0 Define hard/hazardous contraband.
154.0 Describe hard/hazardous contraband.
155.0 Identify common inmate weapons.
156.0 Identify common methods of introducing contraband into correctional facilities.
157.0 Describe methods of detecting contraband.
158.0 State common practices for collecting contraband.
159.0 Take possession of contraband.
160.0 Issue receipt for confiscated contraband.
161.0 Determine which contraband items can be immediately discarded.
162.0 Determine if contraband is needed as evidence.
163.0 List common types of contraband requiring chain of custody.
164.0 Describe common photographic equipment.
165.0 Describe techniques used to photograph evidence.
166.0 Photograph contraband.
167.0 Describe final disposition of contraband.
168.0 Arrange disposal of contraband.
169.0 Determine appropriate receptacles for contraband disposal.
170.0 Describe contraband disposal methods.
171.0 Describe contraband items that need special disposal.
172.0 Document confiscation and disposal of contraband.
173.0 Describe common storage methods for contraband.
174.0 Store contraband in secure location.
175.0 Describe techniques for examining visitor property items.
176.0 Describe types of area searches.
177.0 Conduct pat down of inmates before they enter or exit housing area.
178.0 Remove inmate and affected persons from area to be searched.
179.0 Conduct systematic search of area.
180.0 Describe area search methods.
181.0 Describe common search equipment used in a person search.
182.0 Describe area search equipment.
183.0 Use personal protective equipment for searches.
184.0 Report details of area search.
185.0 Conduct vehicle search.

ASSIGNMENT AND/OR COURSE OUTLINE

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