COURSE TITLE: Supervising in a Correctional Facility
COURSE NUMBER: CJK 0325V

COURSE DESCRIPTION (with prerequisites):
This is a basic course in which the care, custody, and control of inmates is studied. The development of good observation skills, practicing officer safety guidelines, and following agency policy and procedures to ensure the safe operation of the facility are also studied. Objectives are addressed as specified by the criminal justice standards and training commission. 40 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](http://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>
<thead>
<tr>
<th>COURSE-LEVEL STUDENT LEARNING OUTCOMES FOR CJK 0325V</th>
<th>PROGRAM-LEVEL LEARNING OUTCOMES: Correctional Officer</th>
<th>ASSESSMENT METHODS FOR STUDENT LEARNING OUTCOMES</th>
</tr>
</thead>
<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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<tr>
<td></td>
<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 setting.</td>
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</tbody>
</table>
COR Outcome 5: Exhibit leadership, organizational, and professional skills appropriate for employees in a Correctional Officer workplace.

**Assessment Codes**

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

**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 List primary components of observing.
135.0 Identify aspects to consider during initial stage of observation.
136.0 Define an unusual occurrence in a correctional setting.
137.0 Investigate suspicious noises or activity.
138.0 Check inmate for appropriate attire.
139.0 Monitor inmates as they enter/exit the housing area.
140.0 Describe methods of recording inmate movement.
141.0 Monitor behavior of inmate.
142.0 Monitor inmates in the housing area.
143.0 Identify indicators of a possible escape attempt.
144.0 Identify signs of a potential disturbance or riot.
145.0 Use security equipment to monitor inmates.
146.0 State uses of surveillance equipment.
147.0 Identify common crimes an inmate committed in a correctional setting.
148.0 Identify common staff or visitor crimes committed in a correctional setting.
149.0 Document daily activities.
150.0 Give a verbal warning for discipline.
151.0 Correct inappropriate conduct of inmates.
152.0 Question inmates regarding a rule violation.
153.0 Describe appropriate behavior to inmate.
154.0 Document verbal warning.
155.0 Counsel inmate.
156.0 Explain unacceptable behavior to an inmate.
157.0 Document corrective action during counseling or discipline of inmate.
158.0 Explain consequences of inmate’s unacceptable behavior.
159.0 Document counseling of inmate.
160.0 Issue written warning.
161.0 Determine minor rule violation.
162.0 Determine major rule violation.
163.0 Isolate inmate due to major rule violation.
164.0 Direct inmate to holding area.
165.0 Notify staff of major rule violation.
166.0 Prepare a disciplinary report (DR).
Verify the presence of inmates during count.
Define the general types of inmate counts in a correctional setting.
Describe criteria for conducting inmate count.
Notify correctional officer of inmate count.
Demonstrate professionalism during inmate count.
Describe inmate's role in obtaining accurate count.
Demonstrate counting inmates.
Describe criteria for preparing count slip.
List common practices for counting inmates.
Record number of inmates counted.
Conduct security check of dining area prior to feeding.
Identify areas used for concealment during mealtime.
Identify inmate receiving food.
Maintain a count of inmates receiving meals and number of meals served.
Verify food does not deviate from daily menu.
Explain the monitoring of food distribution.
Confirm inmates with special diets receive prescribed meals.
Monitor inmates in dining area.
Position self strategically to view entire dining area.
Monitor inmates disposing of uneaten food and returning eating trays and utensils.
Conduct security check of dining area after mealtime.
Apply FAC 33-210.101 routine mail.
Differentiate between inmate standard and legal mail.
Apply FAC 33-210.102 legal mail.
Apply FAC 33-210.103 privileged mail.
Identify security violations in mail content.
Identify threats in mail content.
Describe U.S. postal requirements.
Identify legitimate sources of legal mail.
Identify inmate to whom mail is addressed.
Identify hazardous materials in mail.
Identify escape plans in inmate mail.
Determine if mail content violates rules.
Process confiscated inmate mail.
State reasons mail may be confiscated.
Transfer possession of mail to inmate.
Remove packaging and search legal mail.
Open legal mail in the presence of the inmate.
Document receipt of legal mail.
Identify legitimate letterhead.
Inspect outgoing inmate mail.
Forward acceptable outgoing inmate mail.
Confiscate outgoing inmate mail that violates rules.
Conduct a thorough and systematic search of package.
Identify contraband hidden under stamps and folds of paper.
Identify watermarks or signs of saturation on inmate mail.
Identify legitimate stamps/stickers on outside of package.
Identify common types of visits.
Describe security equipment provided for visitor.
Conduct search of visitation area.
Confirm visitor identification.
Search visitor for contraband.
Determine person’s purpose of visit.
Obtain authorization from appropriate personnel.
Complete visitor’s registration.
Direct visitor to visitation area.
Escort visitor to destination.
Notify inmate of visitor arrival.
Search inmate for contraband prior to visit.
Direct inmate to visitation area.
Monitor conduct between inmate and visitor.
Direct visitor to leave visitation area upon completion of visit.
Document completion of visitation.
Conduct search of visitation area at conclusion of visitation.
Direct inmate to approved area upon completion of visit.
Search inmate for contraband after visit.
List institutional referral services.
Identify signs or symptoms of inmate distress.
Identify changes in inmate behavior which may indicate need for referral.
Identify inmates in need of referral for services.
Gather facts from inmates and staff.
Take notes for inmate referral.
Determine inmate need for referral.
Evaluate referral safety risk.
Notify staff of inmate referral.
Notify service provider of inmate referral.
Arrange escort of inmate to service area for referral.
Document inmate referral.
Describe security issues during escort.
Accompany inmate requiring escort to destination.
Apply escort techniques.
Identify physical limitations of subject to be searched.
Assess physical condition of inmate.
Search inmate to be escorted.
Determine type of staff to perform escort.
Count inmates to be escorted.
Notify staff of escort.
Confirm count of inmates upon escort arrival.
Notify staff of escort arrival.
Describe common reasons for transporting inmates.
Describe common types of transport vehicles.
Identify factors for selecting proper transport vehicle.
Identify common transportation segregation requirements.
Inspect transport vehicle for roadworthiness.
Identify visible damage on transport vehicle.
Document vehicle inspection.
Search transport vehicle for contraband.
Position vehicle for transport.
Describe transport vehicle security devices.
Describe security restraint devices for transport.
Demonstrate use of transport vehicle security devices.
Verify transport documentation.
Count inmates to be transported.
Secure inmate in transport vehicle.
271.0 Notify staff of transport.
272.0 Document details of transport of inmate.
273.0 Conduct inspection of vehicle after transport is completed.
274.0 Identify procedures for transporting problem inmates.
275.0 Identify procedures for transporting administrative confinement inmates.
276.0 Explain inside and outside workgroups/squads.
277.0 Verify inmate in workgroup/squad with the roster.
278.0 Search inmates assigned to workgroup/squad.
279.0 Document workgroup/squad count and location.
280.0 Count the number of inmates as workgroup/squad changes location.
281.0 Report workgroup/squad count and location.
282.0 Search work area for contraband.
283.0 Explain rules and procedures of work area to inmate.
284.0 Issue equipment for inmate work assignment.
285.0 Monitor inmates during work detail.
286.0 Search work area for contraband upon completion of work detail.
287.0 Search inmates upon completion of work detail.
288.0 List the issues the officer should review with medical staff to ensure compliance with agency policy or procedure.
289.0 Describe the hospital's channels of clinical, security, and administrative communication.
290.0 Identify that on arrival at a hospital, the officer should review issues with medical staff to make sure they do not conflict with agency policy or procedure.
291.0 Identify the procedures for responding to inmate-patient medical emergencies in a hospital environment.
292.0 Describe the distinction between security restraint devices, clinical seclusion and/or clinical restraints.
293.0 Describe procedures for using restraints in a hospital environment.
294.0 Identify additional inmate-patient security measures.

ASSIGNMENT AND/OR COURSE OUTLINE

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