## COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Prefix/Number:</th>
<th>CJK0320</th>
<th>Course Title:</th>
<th>INTAKE &amp; RELEASE</th>
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<td>Number of Credits:</td>
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<td>Clock Hours:</td>
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## COURSE DESCRIPTION

Students will gain the knowledge of facility policies and procedures, state laws, and legal guidelines. The student will learn intake, classification, and release processes that include verification of identity, required documentation, person and property searches, property inventory, fingerprinting, photographing, assessing custody levels, assigning housing, and releasing of inmates. For School of Justice students only.

### Prerequisite(s):

### Co-requisite(s):

### COURSE COMPETENCIES

#### Learning Outcomes Legend:

1. Communication
2. Numbers / Data
3. Critical Thinking
4. Information Literacy
5. Cultural / Global Perspective
6. Social Responsibility
7. Ethical Issues
8. Computer / Technology Usage
9. Aesthetic / Creative Activities
10. Environmental Responsibility

#### Competency 1: The student will learn intake and assessment by:

1. Verifying the identity of an inmate during intake.
2. Defining arrest papers.
3. Describing common features of arrest papers.
4. Defining commitment papers.
5. Describing common features of commitment papers.
6. Identifying terminology used on arrest or commitment papers.
7. Confirming the completeness of arrest or commitment papers.
8. Documenting intake information.
10. Specifying the process for medical assessments prior to intake or during reception.

#### Competency 2: The student will learn searching and inventorying by:

1. Describing inmate property search methods.
2. Conducting a thorough and systematic search of inmate property.
3. Stating the importance of confirming the identity of an inmate before taking inventory of inmate property.
4. Listing property items that may be retained by the inmate.
5. Describing types of inmate personal property that may be stored.
6. Documenting receipt of inmate items.
7. Inventorying inmate property during intake.
8. Delivering inmate personal property to designated area.
9. Documenting delivery of inmate property to storage area.
10. Listing types of hygiene items for issue to inmate.
11. Verifying hygiene items to be issued during intake/reception.
12. Documenting issuance of hygiene items during intake/reception.
13. Verifying identity of inmate when issuing hygiene items.

#### Competency 3: The student will learn fingerprinting and photographing by:

1. Identifying the purposes of fingerprinting.
2. Listing criteria for completing a fingerprint card.
4. Describing fingerprinting equipment.
5. Listing personal data required on a fingerprint card.
6. Identifying signatures required on fingerprint card.
7. Describing the relationship between FCIC and NCIC.
8. Describing the information available through the Florida Crime Information Center (FCIC).
9. Listing the information available through the National Crime Information Center (NCIC).
10. Identifying legal requirements regarding the use of FCIC/NCIC information.
11. Describing requirements for photographing an inmate.
12. Specifying information to include when generating an inmate identification wristband or ID.
### Competency 4: The student will learn classification and housing by:

1. Defining classification.
2. Listing the criteria for determining the types of classification assignments.
3. Specifying inmate security risk levels.
4. Defining minimum security levels.
5. Defining medium security levels.
6. Defining maximum security levels.
7. Defining community custody grade.
8. Defining minimum custody grade.
10. Defining close management custody grade.
11. Defining maximum custody grade.
12. Identifying categories of initial segregation.
13. Assigning housing to inmate.

### Competency 5: The student will learn release by:

1. Defining release.
2. Explaining DNA requirements for convicted or charged felons (S943.325, S925.11, F.S.)
3. Checking for an outstanding warrant or detainer on an inmate.
4. Confirming identity when releasing inmate property.
5. Identifying inmate property to be released.
7. Releasing property to an inmate.
9. Issuing gratuity to an inmate upon release.
10. Returning an inmate’s personal property upon release.
12. Documenting an inmate’s release.