

COURSE INFORMATION			
Course Prefix/Number:	<b>CJK0325</b>	Course Title:	<b>SUPERVISING IN A CORRECTIONAL FACILITY</b>
Number of Credits:	1.33	Clock Hours:	40.0
Course Type	<input checked="" type="checkbox"/> Lecture	<input type="checkbox"/> Lab	<input type="checkbox"/> Lecture/Lab Combo <input type="checkbox"/> Internship <input type="checkbox"/> Clinical <input type="checkbox"/> College Prep.
Degree Type	<input type="checkbox"/> B.A.S. <input type="checkbox"/> C.P.P.	<input type="checkbox"/> B.S. <input type="checkbox"/> A.T.C.	<input type="checkbox"/> A.A. <input type="checkbox"/> C.C.C.
			<input type="checkbox"/> A.S. <input checked="" type="checkbox"/> C.T.C.
COURSE DESCRIPTION			
The student will develop supervisory and observational skills. The student will learn to ensure the safe operation of a correctional facility while fulfilling his or her responsibilities. For School of Justice students only.			
Prerequisite(s):		Co-requisite(s):	
COURSE COMPETENCIES			
<b>Learning Outcomes Legend:</b>			
1. Communication	4. Information Literacy	7. Ethical Issues	
2. Numbers / Data	5. Cultural / Global Perspective	8. Computer / Technology Usage	
3. Critical Thinking	6. Social Responsibility	9. Aesthetic / Creative Activities	
		10. Environmental Responsibility	
<b>Competency 1:</b> The student will learn how to observe and monitor inmates by:			<b>1,3,4</b>
<ol style="list-style-type: none"> <li>Listing primary components of observation.</li> <li>Identifying aspects to consider during initial stage of observation in a correctional facility.</li> <li>Investigating suspicious noises or activity.</li> <li>Monitoring inmates as they enter/exit the housing area.</li> <li>Monitoring inmates' behavior in the housing area.</li> <li>Identifying indicators of a possible escape attempt.</li> <li>Checking inmate(s) for appropriate attire.</li> <li>Stating uses of surveillance equipment.</li> <li>Using security equipment to monitor inmates.</li> <li>Defining an unusual occurrence in a correctional setting.</li> <li>Identifying signs of a potential disturbance or riot.</li> <li>Describing methods of recording inmate movement.</li> <li>Documenting daily activities.</li> </ol>			
<b>Competency 2:</b> The student will learn the referral process by:			<b>1,2,3,4</b>
<ol style="list-style-type: none"> <li>Listing institutional referral services.</li> <li>Identifying signs or symptoms of inmate distress.</li> <li>Identifying changes in inmate behavior which may indicate need for referral.</li> <li>Identifying inmates in need of referral for services.</li> <li>Gathering facts pertinent to referral from inmates and staff.</li> <li>Taking notes for inmate referral.</li> <li>Determining inmate need for referral.</li> <li>Evaluating referral safety risk.</li> <li>Notifying staff of inmate referral.</li> <li>Notifying service provider of inmate referral.</li> <li>Arranging escort of inmate to service area for referral.</li> <li>Documenting inmate referral.</li> </ol>			
<b>Competency 3:</b> The student will learn inmate misconduct intervention by:			<b>1,2,4,7</b>
<ol style="list-style-type: none"> <li>Defining discipline as it relates to inmate misconduct.</li> <li>Summarizing the disciplinary process.</li> <li>Questioning inmates regarding a rule violation.</li> <li>Determining minor rule violation.</li> <li>Determining major rule violation.</li> <li>Isolating inmate due to major rule violation.</li> <li>Directing inmate to holding area.</li> <li>Notifying staff of major rule violation.</li> <li>Correcting inappropriate conduct of inmates.</li> <li>Describing appropriate behavior to inmate.</li> <li>Counseling inmate.</li> <li>Explaining consequences of inmate's unacceptable behavior.</li> </ol>			

<ul style="list-style-type: none"> <li>13. Giving a verbal warning for discipline.</li> <li>14. Explaining unacceptable behavior to an inmate.</li> <li>15. Issuing written warning.</li> <li>16. Documenting corrective action.</li> <li>17. Documenting counseling of inmate.</li> <li>18. Documenting verbal warning.</li> <li>19. Preparing a Disciplinary Report (DR).</li> </ul>	
<b>Competency 4:</b> The student will learn how to manage and maintain inmates' dining areas by:	<b>1,4</b>
<ul style="list-style-type: none"> <li>1. Describing the general types of inmate counts.</li> <li>2. Describing criteria for conducting inmate count.</li> <li>3. Listing common practices for counting inmates.</li> <li>4. Verifying the presence of inmates during count.</li> <li>5. Describing inmate's role in obtaining accurate count.</li> <li>6. Demonstrating professionalism during inmate count.</li> <li>7. Notifying staff of inmate count total.</li> <li>8. Recording number of inmates counted.</li> <li>9. Describing criteria for preparing count slip.</li> <li>10. Demonstrating counting inmate.</li> </ul>	
<b>Competency 5:</b> The student will learn how to manage and maintain inmates' dining areas by:	<b>4</b>
<ul style="list-style-type: none"> <li>1. Identifying areas used for concealment during mealtime.</li> <li>2. Conducting security check of dining area prior to mealtime.</li> <li>3. Explaining the monitoring of food distribution.</li> <li>4. Identifying inmate receiving food.</li> <li>5. Verifying food does not deviate from daily menu.</li> <li>6. Confirming that inmates with special diets receive prescribed meals.</li> <li>7. Monitoring inmates in dining area.</li> <li>8. Positioning self strategically to view entire dining area.</li> <li>9. Monitoring inmates disposing of uneaten food and returning eating trays and utensils.</li> <li>10. Maintaining a count of inmates receiving meals and number of meals served.</li> <li>11. Conducting security check of dining area after mealtime.</li> </ul>	
<b>Competency 6:</b> The student will learn how to process mail by:	<b>4</b>
<ul style="list-style-type: none"> <li>1. Defining routine mail.</li> <li>2. Identifying legitimate sources of legal mail.</li> <li>3. Defining legal mail.</li> <li>4. Differentiating between inmate routine and legal mail.</li> <li>5. Defining privileged mail.</li> <li>6. Identifying security violations in mail content.</li> <li>7. Determining if mail content violates rules.</li> <li>8. Identifying hazardous materials in mail.</li> <li>9. Identifying signs of saturation on inmate mail.</li> <li>10. Identifying legitimate stamps or stickers on outside of a package.</li> <li>11. Identifying contraband hidden under stamps and folds of paper.</li> <li>12. Conducting a thorough and systematic search of a package.</li> <li>13. Identifying threats in mail content.</li> <li>14. Identifying escape plans in inmate mail.</li> <li>15. Opening legal mail in the presence of the inmate.</li> <li>16. Searching legal mail.</li> <li>17. Identifying legitimate letterhead.</li> <li>18. Identifying inmate to whom mail is addressed.</li> <li>19. Transferring possession of mail to inmate.</li> <li>20. Documenting receipt of legal mail.</li> <li>21. Describing U.S. postal requirements.</li> <li>22. Inspecting outgoing inmate mail.</li> <li>23. Forwarding acceptable outgoing inmate mail.</li> <li>24. Stating reasons mail may be confiscated.</li> <li>25. Confiscating outgoing inmate mail that violates rules.</li> <li>26. Processing confiscated inmate mail.</li> </ul>	
<b>Competency 7:</b> The student will learn how to supervise the visitation process by:	<b>4</b>
<ul style="list-style-type: none"> <li>1. Identifying common types of visits.</li> </ul>	

<ol style="list-style-type: none"> <li>2. Describing security equipment provided for visitor.</li> <li>3. Confirming visitor identification.</li> <li>4. Determining person's purpose of visit.</li> <li>5. Obtaining authorization for visit from appropriate personnel.</li> <li>6. Completing visitor's registration.</li> <li>7. Conducting search of visitation area.</li> <li>8. Searching visitor for contraband.</li> <li>9. Directing visitor to visitation area.</li> <li>10. Escorting visitor to destination.</li> <li>11. Notifying inmate of visitor arrival.</li> <li>12. Searching inmate for contraband prior to visit.</li> <li>13. Directing inmate to visitation area.</li> <li>14. Monitoring conduct between inmate and visitor.</li> <li>15. Directing visitor to leave visitation area upon completion of visit.</li> <li>16. Documenting completion of visitation.</li> <li>17. Conducting search of visitation area at conclusion of visitation.</li> <li>18. Directing inmate to approved area upon completion of visit.</li> <li>19. Searching inmate for contraband after visit.</li> </ol>	
<p><b>Competency 8:</b> The student will learn the process of escorting inmates by:</p>	<p><b>2,4</b></p>
<ol style="list-style-type: none"> <li>1. Accompanying inmate requiring escort to destination.</li> <li>2. Counting inmates to be escorted.</li> <li>3. Notifying staff of escort.</li> <li>4. Determining type of staff to perform escort.</li> <li>5. Searching inmate to be escorted.</li> <li>6. Identifying physical limitations of subject to be searched.</li> <li>7. Assessing physical condition of inmate.</li> <li>8. Describing security issues during escort.</li> <li>9. Applying escort techniques.</li> <li>10. Confirming count of inmates upon escort arrival.</li> <li>11. Notifying staff of escort arrival.</li> </ol>	
<p><b>Competency 9:</b> The student will learn about transporting inmates by:</p>	<p><b>2,4</b></p>
<ol style="list-style-type: none"> <li>1. Describing common reasons for transporting inmates.</li> <li>2. Describing common types of transport vehicles.</li> <li>3. Identifying factors for selecting proper transport vehicle.</li> <li>4. Identifying common transportation segregation requirements.</li> <li>5. Identifying visible damage on transport vehicle.</li> <li>6. Inspecting transport vehicle for roadworthiness.</li> <li>7. Documenting vehicle inspection.</li> <li>8. Searching transport vehicle for contraband.</li> <li>9. Positioning vehicle for transport.</li> <li>10. Describing security restraint devices for transport.</li> <li>11. Describing transport vehicle security devices.</li> <li>12. Verifying transport documentation.</li> <li>13. Counting inmates to be transported.</li> <li>14. Securing inmate in transport vehicle.</li> <li>15. Identifying issues that may impact inmate transport.</li> <li>16. Notifying staff of transport.</li> <li>17. Documenting details of transport of inmate.</li> <li>18. Identifying procedures for transporting problem inmates.</li> <li>19. Identifying procedures for transporting administrative confinement inmates.</li> </ol>	
<p><b>Competency 10:</b> The student will learn about supervising work squads by:</p>	<p><b>2,4,8</b></p>
<ol style="list-style-type: none"> <li>1. Differentiating between inside and outside work squads.</li> <li>2. Verifying inmate in work squad with the roster.</li> <li>3. Searching inmates assigned to work squad.</li> <li>4. Counting the number of inmates as the work squad changes location.</li> <li>5. Reporting the work squad count and location.</li> <li>6. Documenting work squad count and location.</li> <li>7. Searching work area for contraband.</li> <li>8. Issuing equipment for inmate work assignment.</li> <li>9. Explaining rules and procedures of work area to inmate.</li> </ol>	

<ul style="list-style-type: none"> <li>10. Monitoring inmates during work detail.</li> <li>11. Searching work area for contraband upon completion of work detail.</li> <li>12. Searching inmates upon completion of work detail.</li> </ul>	
<p><b>Competency 11:</b> The student will learn about supervision of hospital assignments by:</p>	<b>4</b>
<ul style="list-style-type: none"> <li>1. Reviewing security concerns with medical staff.</li> <li>2. Describing officer responsibilities in a hospital setting.</li> <li>3. Describing the use of restraints in a hospital setting.</li> <li>4. Differentiating between clinical restraints and clinical seclusion.</li> <li>5. Identifying the officer's role when responding to inmate medical emergencies in a hospital setting.</li> </ul>	