### COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course Prefix/Number:</th>
<th>CJK0325</th>
<th>Course Title:</th>
<th>SUPERVISING IN A CORRECTIONAL FACILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Credits:</td>
<td>1.33</td>
<td>Clock Hours:</td>
<td>40.0</td>
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<tr>
<td>Course Type</td>
<td>Lecture</td>
<td>Lab</td>
<td>Lecture/Lab Combo</td>
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<tr>
<td>Degree Type</td>
<td>B.A.S.</td>
<td>B.S.</td>
<td>A.A.</td>
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### 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

#### Learning Outcomes Legend:

| 1. Communication | 4. Information Literacy | 7. Ethical Issues |
| | | 10. Environmental Responsibility |

#### Competency 1: The student will learn how to observe and monitor inmates by:

1. Listing primary components of observation.
2. Identifying aspects to consider during initial stage of observation in a correctional facility.
3. Investigating suspicious noises or activity.
4. Monitoring inmates as they enter/exit the housing area.
5. Monitoring inmates’ behavior in the housing area.
6. Identifying indicators of a possible escape attempt.
7. Checking inmate(s)’ behavior for appropriate attire.
8. Stating uses of surveillance equipment.
9. Using security equipment to monitor inmates.
10. Defining an unusual occurrence in a correctional setting.
11. Identifying signs of a potential disturbance or riot.
13. Documenting daily activities.

#### Competency 2: The student will learn the referral process by:

1. Listing institutional referral services.
2. Identifying signs or symptoms of inmate distress.
3. Identifying changes in inmate behavior which may indicate need for referral.
4. Identifying inmates in need of referral for services.
5. Gathering facts pertinent to referral from inmates and staff.
6. Taking notes for inmate referral.
7. Determining inmate need for referral.
10. Notifying service provider of inmate referral.
11. Arranging escort of inmate to service area for referral.
12. Documenting inmate referral.

#### Competency 3: The student will learn inmate misconduct intervention by:

1. Defining discipline as it relates to inmate misconduct.
2. Summarizing the disciplinary process.
3. Questioning inmates regarding a rule violation.
4. Determining minor rule violation.
5. Determining major rule violation.
6. Isolating inmate due to major rule violation.
7. Directing inmate to holding area.
8. Notifying staff of major rule violation.
9. Correcting inappropriate conduct of inmates.
10. Describing appropriate behavior to inmate.
11. Counseling inmate.
12. Explaining consequences of inmate’s unacceptable behavior.
| 14. Explaining unacceptable behavior to an inmate. |
| 15. Issuing written warning. |
| 17. Documenting counseling of inmate. |
| 18. Documenting verbal warning. |

**Competency 4:** The student will learn how to manage and maintain inmates' dining areas by:

1. Describing the general types of inmate counts.
2. Describing criteria for conducting inmate count.
3. Listing common practices for counting inmates.
4. Verifying the presence of inmates during count.
5. Describing inmate's role in obtaining accurate count.
6. Demonstrating professionalism during inmate count.
7. Notifying staff of inmate count total.
8. Recording number of inmates counted.
10. Demonstrating counting inmate.

**Competency 5:** The student will learn how to manage and maintain inmates' dining areas by:

1. Identifying areas used for concealment during mealtime.
2. Conducting security check of dining area prior to mealtime.
3. Explaining the monitoring of food distribution.
4. Identifying inmate receiving food.
5. Verifying food does not deviate from daily menu.
6. Confirming that inmates with special diets receive prescribed meals.
7. Monitoring inmates in dining area.
8. Positioning self strategically to view entire dining area.
9. Monitoring inmates disposing of uneaten food and returning eating trays and utensils.
10. Maintaining a count of inmates receiving meals and number of meals served.
11. Conducting security check of dining area after mealtime.

**Competency 6:** The student will learn how to process mail by:

1. Defining routine mail.
2. Identifying legitimate sources of legal mail.
3. Defining legal mail.
4. Differentiating between inmate routine and legal mail.
5. Defining privileged mail.
6. Identifying security violations in mail content.
7. Determining if mail content violates rules.
8. Identifying hazardous materials in mail.
9. Identifying signs of saturation on inmate mail.
10. Identifying legitimate stamps or stickers on outside of a package.
11. Identifying contraband hidden under stamps and folds of paper.
12. Conducting a thorough and systematic search of a package.
13. Identifying threats in mail content.
15. Opening legal mail in the presence of the inmate.
16. Searching legal mail.
17. Identifying legitimate letterhead.
18. Identifying inmate to whom mail is addressed.
19. Transferring possession of mail to inmate.
20. Documenting receipt of legal mail.
22. Inspecting outgoing inmate mail.
23. Forwarding acceptable outgoing inmate mail.
24. Stating reasons mail may be confiscated.
25. Confiscating outgoing inmate mail that violates rules.
26. Processing confiscated inmate mail.

**Competency 7:** The student will learn how to supervise the visitation process by:

1. Identifying common types of visits.
2. Describing security equipment provided for visitor.
4. Determining person’s purpose of visit.
5. Obtaining authorization for visit from appropriate personnel.
6. Completing visitor’s registration.
7. Conducting search of visitation area.
8. Searching visitor for contraband.
9. Directing visitor to visitation area.
10. Escorting visitor to destination.
12. Searching inmate for contraband prior to visit.
13. Directing inmate to visitation area.
14. Monitoring conduct between inmate and visitor.
15. Directing visitor to leave visitation area upon completion of visit.
16. Documenting completion of visitation.
17. Conducting search of visitation area at conclusion of visitation.
18. Directing inmate to approved area upon completion of visit.
19. Searching inmate for contraband after visit.

**Competency 8: The student will learn the process of escorting inmates by:**

1. Accompanying inmate requiring escort to destination.
2. Counting inmates to be escorted.
3. Notifying staff of escort.
4. Determining type of staff to perform escort.
5. Searching inmate to be escorted.
6. Identifying physical limitations of subject to be searched.
7. Assessing physical condition of inmate.
10. Confirming count of inmates upon escort arrival.
11. Notifying staff of escort arrival.

**Competency 9: The student will learn about transporting inmates by:**

1. Describing common reasons for transporting inmates.
2. Describing common types of transport vehicles.
3. Identifying factors for selecting proper transport vehicle.
4. Identifying common transportation segregation requirements.
5. Identifying visible damage on transport vehicle.
6. Inspecting transport vehicle for roadworthiness.
7. Documenting vehicle inspection.
8. Searching transport vehicle for contraband.
11. Describing transport vehicle security devices.
13. Counting inmates to be transported.
15. Identifying issues that may impact inmate transport.
17. Documenting details of transport of inmate.
18. Identifying procedures for transporting problem inmates.
19. Identifying procedures for transporting administrative confinement inmates.

**Competency 10: The student will learn about supervising work squads by:**

1. Differentiating between inside and outside work squads.
2. Verifying inmate in work squad with the roster.
3. Searching inmates assigned to work squad.
4. Counting the number of inmates as the work squad changes location.
5. Reporting the work squad count and location.
6. Documenting work squad count and location.
7. Searching work area for contraband.
8. Issuing equipment for inmate work assignment.
9. Explaining rules and procedures of work area to inmate.
10. Monitoring inmates during work detail.
11. Searching work area for contraband upon completion of work detail.
12. Searching inmates upon completion of work detail.

**Competency 11:** The student will learn about supervision of hospital assignments by:

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<tr>
<td>1.</td>
<td>Reviewing security concerns with medical staff.</td>
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<tr>
<td>2.</td>
<td>Describing officer responsibilities in a hospital setting.</td>
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<tr>
<td>3.</td>
<td>Describing the use of restraints in a hospital setting.</td>
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<tr>
<td>4.</td>
<td>Differentiating between clinical restraints and clinical seclusion.</td>
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<tr>
<td>5.</td>
<td>Identifying the officer’s role when responding to inmate medical emergencies in a hospital setting.</td>
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