



Course Description

CJK0321 | Intake and Release | 16 hours/ 0.53 credits

Students will study the processes and procedures involved in receiving new inmates and processing releases. The course covers booking procedures, classification systems, orientation processes, property management, record-keeping requirements, and coordination with courts and other agencies during intake and release operations.

Course competencies:

Competency 1: The student will demonstrate proficiency in intake procedures by:

1. Executing standardized booking protocols according to institutional policies
2. Conducting thorough searches and inventory of personal property
3. Completing required medical and mental health screening assessments
4. Processing identification documentation and fingerprinting procedures
5. Recording accurate intake information in institutional management systems

Competency 2: The student will implement classification and housing assignment processes by:

1. Analyzing inmate background information and criminal history records
2. Assessing security risk levels using established classification instruments
3. Determining appropriate housing assignments based on safety and security factors
4. Coordinating with specialized units for inmates requiring protective custody or medical housing

Competency 3: The student will manage property and record-keeping systems by:

1. Cataloging and securing personal belongings according to facility regulations
2. Maintaining comprehensive inmate files with required documentation
3. Processing legal documents and court orders accurately and timely
4. Updating electronic databases with current inmate status and location information
5. Preparing inventory reports for property disposition upon release

Competency 4: The student will coordinate release procedures and interagency communication by:

1. Verifying release authorization and court-ordered conditions
2. Processing property return and final documentation requirements
3. Coordinating with probation, parole, and community supervision agencies
4. Communicating release information to appropriate law enforcement entities

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Formulate strategies to locate, evaluate, and apply information