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Criminal Justice Administration (CJA) 1001 - Corrections Officer Core Course (6.5 Units)
[Formerly Criminal Justice Administration 52]

Prerequisite: None

Total Hours: 50 hours lecture; 158 hours lab (208 hours total)

Catalog Description: This course is designed to meet the corrections standards authority requirements for entry level corrections officers in adult detention facilities. This course covers various legal issues in dealing with incarcerated offenders as well as supervision of inmates, transportation, report writing, blood borne pathogens, CPR, first aid, receiving and release of inmates, weaponless defense, fire and life safety. A Corrections Officer Core Course certificate is issued at the completion of this course. This course has a material fee.

Type of Class/Course: Degree credit

Texts:

1. Title 15 of the California Administrative Code
2. California Penal Code
3. Standards and Training for Corrections Academy Workbook
4. Standards and Training for Corrections Academy Study Guide

Additional Instructional Materials: None

Course Objectives:

By the end of the course, a successful student will be able to:

1. First Aid/CPR
 - a. Identify, assess and treat various injuries concerning fractures, dislocations, and other injuries.
 - b. Identify, treat various illnesses stemming from heat stroke and allergies
 - c. Assess and treat diabetic emergencies, seizures, poisonings and asthma problems.
 - d. Manage and control bleeding and shock.
 - e. Treat by proper bandaging and cleaning of wounds including eye injuries.
 - f. Treat victims who are exposed to extreme heat and cold including burns and electrical injuries.
2. Blood borne Pathogens

- a. Identify an exposure control plan.
 - b. Identify what blood borne pathogens are.
 - c. Identify the different modes of transferring disease.
3. Weaponless Defense
- a. Students will perform to the instructor's satisfaction demonstrations of:
 - i. Clothed body searches;
 - ii. Handcuffing- kneeling, standing, prone;
 - iii. Control holds; and
 - iv. Take downs
4. On -site facility training and observation of Correctional Officers conducting daily routines and interactions with inmates.
5. Describe to instructor's satisfaction events, activities, and conditions observed during the visit that correspond to instructional modules presented during the core course.

Course Scope and Content (Lecture):

- Unit I California Criminal Justice System Orientation
- A. Roles and responsibilities of the Corrections Officer
 - B. Adult criminal justice system and process
 - C. Ethics and professionalism
- Unit II Codes, Statutes, and other Legal Documents
- A. Legal foundations of incarceration
 - B. Reference use of the codes
 - C. Constitutional rights, civil rights, and case law
 - D. Legal issues regarding confidentiality and accessing records
- Unit III Classification of Inmates
- A. Factors affecting classification
 - B. Implications of classification
 - C. Gangs and sub-cultures in institutions
 - D. Street gangs and their affiliation with prison gangs
- Unit IV Contraband
- A. Identifying contraband
 - B. Handling contraband
- Unit V Reporting and Record Keeping
- A. Completing formal reports

- Unit VI Supervising Inmates
 - A. Movement within the facility
 - B. Supervising meals
 - C. Supervising cleaning of cells
 - D. Supervising recreation
 - E. Supervising use of telephone
 - F. Disturbances and disputes
 - G. Progressive discipline
 - H. Inmate Grievances

- Unit VII Distribution of Supplies and Commissary
 - A. Legal issues
 - B. Principles and problems
 - C. Distribution of commissary goods

- Unit VIII Monitoring Psychological and Physical Health
 - A. Indicators of ~~psychological problems~~ mental health issues
 - B. Indicators of substance abuse
 - C. Indicators of physical/medical problems
 - D. Assisting medical personnel in the distribution of medication
 - E. Suicide Issues/Prevention

- Unit IX Management of Inmate Workers
 - A. Selection of inmate workers
 - B. Assignment of responsibilities to inmate workers

- Unit X Screening and Monitoring of Visitors
 - A. Legal issues concerning visiting
 - B. General visitation
 - C. Professional visitation

- Unit XI Screening and Distribution of Mail
 - A. Legal issues
 - B. Processing non-legal mail
 - C. Processing legal mail
 - D. Distribution of mail

- Unit XII Transport Outside of Facility
 - A. Preparation for transport
 - B. Transport procedure
 - C. Guarding inmates outside the facility

- Unit XIII Emergency Procedures/Planning
 - A. Communication regarding emergencies
 - B. Fire and life safety
 - C. Accident or crime scene

- Unit XVI Testifying in Court
C. Evidence
- Unit XV Interpersonal Communications
A. Communication with co-workers
B. Responding to telephone calls
C. Giving instructions to inmates
D. Responding to requests and questions
- Unit XVI Assaultive Behavior and Restraint Technique
A. Legal principles and constraints
B. Management of assaultive behavior
C. Evasive self-defense
D. Mechanical restraints
E. Cell extraction
F. ~~Ground fighting~~ Ground Grappling
- Unit XVII Booking and Receiving
A. Receiving inmates
B. Booking inmates
C. Warrant checks
D. Processing new inmates prior to housing
E. Orienting new inmates
F. Issuing supplies to new inmates
- Unit XVIII Releasing
A. Verifying identity prior to release
B. Returning property prior to release
C. Reviewing bail bonds
D. Processing release on own recognizance
E. In custody releases
F. Time served releases
- Unit XIX Maintaining Security
A. Basic precautions
B. Investigating disturbances
C. Searching the facility
D. Security rounds
E. Counting and locating inmates
F. Conducting searches of inmates
A. Preparation for testifying in court
B. Court appearance

- Unit XX First Aid/C.P.R. Adult/Pediatric
- A. First aid
 - B. C.P.R.
 - C. Bloodborne/Airborne pathogens

- Unit XXI Physical Conditioning
- A. Nutrition
 - B. Fitness Program

Course Scope and Content (Laboratory):

- Unit I Assaultive Behavior and Restraint Technique
- A. Defensive Tactics training per S.T.C. regulations
 - B. Evasive self-defense
 - C. Mechanical restraints
 - D. Cell extraction

- Unit II Injury Response
- A. Fractures, Dislocations, and Other Injuries.
 - a. Identification
 - b. Assessment
 - c. Treatment
 - B. Illnesses Stemming from Heat Stroke and Allergies
 - a. Identification
 - b. Treatment
 - C. Diabetic Emergencies, Seizures, Poisonings and Asthma
 - a. Assessment
 - b. Treatment
 - D. Bleeding and Shock
 - a. Management
 - b. Control
 - E. Bandaging and Cleaning of Wounds Including Eye Injuries
 - a. Proper Bandaging Techniques
 - i. eye
 - ii. other
 - b. Proper Cleaning of Wounds
 - i. eye
 - ii. other
 - F. Extreme Heat and Cold Exposure
 - a. Treatment of Burns
 - b. Treatment of Electrical Injuries

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside of the regular class time doing the following:

1. Reading
2. Skill practice
3. Studying for examinations
4. Writing reports

Method of Instruction:

1. Lecture
2. Role playing
3. Class discussion
4. Videotapes
5. Practical exercises
6. Case study

Method of Evaluation:

1. Substantial writing assignments, including:
 - a. reading reports
 - b. written homework
2. Other examinations, including:
 - a. Performance exams (behavior skills as determined by S.T.C.)
 - b. Job knowledge written exams (as determined by S.T.C.)
 - c. search techniques, weaponless defense, defensive tactics, first aid, CPR.
 - d. Skills demonstrations

Laboratory Category: Extensive Laboratory

Pre delivery criteria: All of the following criteria are met by this lab.

1. Curriculum development for each lab.
2. Published schedule of individual laboratory activities.
3. Published laboratory activity objectives.
4. Published methods of evaluation.
5. Supervision of equipment maintenance, laboratory setup, and acquisition of lab materials and supplies.

During laboratory activity of the laboratory: All of the following criteria are met by this lab.

1. Instructor is physically present in lab when students are performing lab activities.
2. Instructor is responsible for active facilitation of laboratory learning.
3. Instructor is responsible for active delivery of curriculum.
4. Instructor is required for safety and mentoring of lab activities.
5. Instructor is responsible for presentation of significant evaluation.

Post laboratory activity of the laboratory: All of the following criteria are met by this lab.

1. Instructor is responsible for personal evaluation of significant student outcomes (lab exercises, exams, practicals, notebooks, portfolios, etc.) that become a component of the student grade that cover the majority of lab exercises performed during the course.
2. Instructor is responsible for supervision of laboratory clean-up of equipment and materials.

Supplemental Data:

TOP Code:	210510- Corrections
SAM Priority Code:	D: Advanced Occupational
Funding Agency:	Y: Not Applicable
Program Status:	2: Stand alone
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	N: Course is not a part of a cooperative education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	Yes