

**AJ 364 Course Outline as of Summer 2015****CATALOG INFORMATION**

Dept and Nbr: AJ 364 Title: CORRECTION OFFICER BASIC  
 Full Title: Corrections Officer Basic  
 Last Reviewed: 5/14/2018

Units	Course Hours per Week		Nbr of Weeks		Course Hours Total	
Maximum	5.50	Lecture Scheduled	2.50	17.5	Lecture Scheduled	43.75
Minimum	5.50	Lab Scheduled	9.00	5	Lab Scheduled	157.50
		Contact DHR	0		Contact DHR	0
		Contact Total	11.50		Contact Total	201.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 87.50

Total Student Learning Hours: 288.75

Title 5 Category: AA Degree Non-Applicable

Grading: P/NP Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

This Corrections Officer Basic Core (COBC) course presents the required training for entry level correctional officers as mandated by the Standards and Training for Corrections (STC), a state regulatory agency. Topics addressed consist of legal issues, communication, classification, contraband, booking, release of information, safety and security of facility and inmates, supervising inmates, report writing, record keeping, ethics, professionalism, physical training, defensive tactics, and restraint techniques. The Corrections Officer Basic Core course provides instruction and evaluation of all academic, physical, and behavioral traits required by the STC to meet the minimum standards to be employed as a correctional officer in the State of California.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

Health or Safety

Students must provide a medical clearance to participate in the academy physical conditioning program and physical performance tests.

### **Schedule of Classes Information:**

Description: This Corrections Officer Basic Core (COBC) course presents the required training for entry level correctional officers as mandated by the Standards and Training for Corrections (STC), a state regulatory agency. Topics addressed consist of legal issues, communication, classification, contraband, booking, release of information, safety and security of facility and inmates, supervising inmates, report writing, record keeping, ethics, professionalism, physical training, defensive tactics, and restraint techniques. The Corrections Officer Basic Core course provides instruction and evaluation of all academic, physical, and behavioral traits required by the STC to meet the minimum standards to be employed as a correctional officer in the State of California. (P/NP Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment: Health or Safety

Students must provide a medical clearance to participate in the academy physical conditioning program and physical performance tests.

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

### **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>		Effective:	Inactive:
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Not Certificate/Major Applicable

### **COURSE CONTENT**

#### **Outcomes and Objectives:**

Upon completion of the course, students will be able to:

1. Develop and demonstrate the skills necessary for receiving, booking, and releasing of inmates.
2. Explain and demonstrate the appropriate techniques to escort and transport inmates.
3. Develop and demonstrate report writing and record keeping skills.
4. Employ techniques for supervising non-inmate movement and visitors.
5. Apply searching and securing techniques.
6. Exercise correct verbal and written communication skills.
7. Demonstrate the ability to manage day to day operations including inmate hygiene, mail and commissary.
8. Recognize the need to monitor medical and psychological services.
9. Identify the physically demanding tasks required in the handling of inmates.
10. Identify the skills necessary to handle emergencies, fires, life safety issues and evacuations.

**Topics and Scope:**

## 1. Receiving, Booking, and Releasing

- A. Obtain information
- B. Fill out forms
- C. Search, photograph, and fingerprint inmates
- D. Log inmate property
- E. Issue identification, devices, and clothing
- F. Classify for appropriate housing
- G. Review court order, dispositions, probation and parole papers
- H. Determine release date
- I. Perform paperwork for releases

## 2. Escorting and Transporting

- A. Verify inmate and transportation officer identities
- B. Apply appropriate restraints
- C. Escort inmates to or from locations inside or outside facility

## 3. Report Writing and Record Keeping

- A. Write reports dealing with inmate behavior and officer response
  - 1. Incident
  - 2. Disciplinary report
- B. Keep routine records of inmate movement, personal data, activity, and authorized visitors

## 4. Supervising Non-Inmate Movement and Visitors

- A. Admit, release and log inmate visitors
- B. Screen, search visitors and supervise visits
- C. Search articles left by visitors for inmates

## 5. Supervising Inmates

- A. Select inmate workers
- B. Get inmates up and ready for work, court or other activity
- C. Supervise inmate work
- D. Prepare inmates for work
- E. Supervise facility cleaning by inmate workers
- F. Manage inmate programs
- G. Supervise inmate meals
- H. Supervise inmate recreation
- I. Monitor inmate activity
- J. Maintain discipline
- K. Address inmate concerns
- L. Supervise phone calls
- M. Observe and monitor communications among inmates

## 6. Searching and Securing

- A. Watch for potential disturbances
- B. Lock and unlock cells and gates
- C. Take and verify inmate counts
- D. Count and log keys
- E. Search inmates
- F. Search cells and dorms
- G. Perform security checks and rounds
- H. Identify, collect and preserve contraband and evidence

## 7. Verbal Communication

- A. Communicate with staff within facility
- B. Call, report and inform
- C. Respond to inmate and visitor questions
- D. Communicate with the courts
- E. Testify in court

## 8. Managing Inmate Hygiene, Mail and Commissary

- A. Inspect facility for cleanliness
- B. Manage commissary
- C. Conduct laundry exchange
- D. Issue hygiene supplies
- E. Supervise cosmetology services
- F. Receive and inspect inmate mail

## 9. Monitoring Medical and Psychological Services

- A. Accompany medical staff
- B. Intervene crises
- C. Refer inmates for appropriate evaluation and services
- D. Identify and prevent suicide attempts

## 10. Performing Physically Demanding Tasks

- A. Physically subdue violent inmates
- B. Separate fighting inmates
- C. Lift, carry, and drag heavy objects
  - 1. Inmates
  - 2. Equipment
- D. Walk and stand for long periods of time
- E. Run to scene of a disturbance
- F. Perform cell extractions
- G. Handcuff and apply restraints

## 11. Handling Emergencies, Fire and Life Safety Issues and Evacuations

- A. Administer CPR and First Aid
- B. Extinguish fires
- C. Evacuate inmates
- D. Investigate accidents or crimes

### **Assignment:**

1. Read instructor prepared materials (1-5 pages per week).
2. Prepare and recall approximately 20 law study cards.
3. Research and complete approximately 3-5 in-class and take home written assignments, including reports
4. Complete 5-10 learning activities.
5. Complete 38 STC behavior skills tests.
6. Complete 10 STC written skills tests, including reports.
7. Complete 10-15 tests
8. Mandatory attendance and participation.

## Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Written skills tests, reports

Writing  
15 - 20%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Learning activities

Problem solving  
5 - 10%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

STC behavior skills tests

Skill Demonstrations  
20 - 25%

**Exams:** All forms of formal testing, other than skill performance exams.

STC written skills and multiple choice tests

Exams  
20 - 25%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Mandatory attendance and participation

Other Category  
30 - 40%

## Representative Textbooks and Materials:

Instructor prepared material