



5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: JLE 105 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Spring 2022 **CURRICULUM APPROVAL DATE:** 04/12/2022

SHORT TITLE: CORRECTIONAL OFF BASIC ACADEMY

LONG TITLE: Correctional Officer Basic Academy

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
8 TO 15.5	18	Lecture:	4 TO 10	72 TO 180
		Lab:	9.3 TO 14.5	167.4 TO 261
		Other:	0	0
		Total:	13.3 TO 24.5	239.4 TO 441
		Total Learning Hrs:	383.4 TO 801	

COURSE DESCRIPTION:

This course is designed to meet the California Corrections Standard Authority (CSA) requirements for entry level training of Correctional Officers for adult institutions. The course includes lecture and practical application skills and knowledge including roles and responsibilities of the adult corrections officer, Title 15, Title 22, professionalism and ethics, and proper techniques to maintain the safety and security of inmates.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

L - Standard Letter Grade

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

03 - Lecture/Laboratory

04 - Laboratory/Studio/Activity

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Identify the major roles and responsibilities of the correctional officer and use of force policies.
2. Demonstrate defensive tactics skills including: falling, control holds, take downs, and ground control techniques.
3. Demonstrate report writing techniques focusing on content, organization and mechanics.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Demonstrate proper use of force techniques, supervision of inmates and understand constitutional rights.

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 04/12/2022

LECTURE CONTENT:

- I. Agency Specific Training Intervention (6-10 hours)
- II. California Criminal Justice System Orientation (8-16 hours)
 - a. Roles and Responsibilities of the Adult Corrections Officer
 - b. Adult Criminal Justice System and Process
- III. Codes, Statutes, and other legal documents (6-16 hours)
 - 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
 - e. Laws of Arrest
- IV. Professionalism and Ethics 6-16 hours)
 - a. Professionalism and Ethics and the Correctional Officer
- V. Classification of Inmates (8-28 hours)
 - a. Factors Affecting Classification
 - b. Implications of Classification
 - c. Gangs and Subcultures in Institutions
- VI. Distribution of Supplies and Commissary (6 - 16 hours)
 - a. Legal Issues
 - b. Principles and Problems
 - c. Distribution of Commissary Goods
- VII. Screening and Monitoring of Visitors (6-26 Hours)
 - a. Legal Issues
 - b. General Visitation
 - c. Professional Visitation

VIII. Screening and Distribution of Mail (5 - 12 hours)

- a. Legal Issues
- b. Processing Non-legal Mail
- c. Processing Legal Mail
- d. Distribution of Mail

IX. Testifying in Court (8-24 hours)

- a. Preparation for Testifying in Court
- b. Court Appearances

X. Gang Awareness (7 - 16 hours)

- a. Gang Territory and Communication
- b. Tattoos
- c. Active Gang Members

XI. Cultural Diversity (12-16 Hours)

- a. Historical and Current Cultural Composition of California
- b. Stereotype
- c. Valuing Diversity within the Community

LAB CONTENT:

I. Contraband (4- 11 Hours)

- a. Identifying Contraband
- b. Handling Contraband
- c. Evidence

II. Interpersonal, Tactical and Practical Communications (10-12 hours)

- a. Interpersonal Communications
- b. Communications with Co-Workers
- c. Responding to Telephone Calls
- d. Responding to Radio Calls

III. PC832 Arrest and Control Techniques/ Defensive Tactics and Restraints (33 - 50 hours)

- a. Principles of Use of Force
- b. Principles of Use of Restraints
- c. Defensive Tactics -Footwork and Balance
- d. Defensive Tactics - Falling
- e. Defensive Tactics - Control Holds
- f. Defensive Tactics - Take Downs
- g. Defensive Tactics - Ground Control Techniques
- h. Handcuffing and Searching a Handcuffed Inmate
- i. Mechanical Restraints and Safety Cells
- j. Defensive Tactics - Escaping Techniques
- k. Cell Extractions
- l. Baton Use

- IV. Booking and Receiving (8-16 hours)
 - a. Receiving Inmates
 - b. Booking Inmates
 - c. Processing New Inmates Prior to Housing
 - d. Orienting New Inmates
 - e. Issuing Supplies to New Inmates
- V. Releasing (8-10 hours)
 - 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
- VI. Maintaining Security (32-40 hours)
 - a. Basic Precautions
 - b. Searching the Facility
 - c. Security Rounds
 - d. Counting and Locating Inmates
 - e. Conducting Searches of Inmates
- VII. Reporting and Record Keeping (8-16 Hours)
 - a. Assessment and overview
 - b. Writing for Local Corrections - Content
 - c. Writing for Local Corrections - Organization
 - d. Information Gathering and Note Taking
 - e. Writing for Local Corrections - Mechanics
 - f. Report Writing practice
 - g. Report Writing Testing
- VIII. Supervising Inmates (16-32 hours)
 - a. Movement Within the Facility
 - b. Supervising Meals
 - c. Supervision Cleaning of Cells
 - d. Supervising Recreation
 - e. Supervising Use of the Telephone
 - f. Disturbances and Disputes
 - g. Progressive Discipline
 - h. Inmate Grievances
 - i. Manipulation of Staff By Inmates
- IX. Monitoring Psychological and Physical Health (8 - 12 hours)
 - a. Legal Issues
 - b. Mental Health Issues
 - c. Suicide Issues
 - d. Indicators of Substance Abuse
 - e. Indicators of Physical / Mental Problems
 - f. Assisting Medical Personnel in the Distribution of Medication
- X. Management of Inmate Workers (4-8 hours)
 - a. Selection of Inmate Workers
 - b. Assignment of Responsibilities to Inmate Workers

- XI. Transport Outside of the Facility (4- 6hours)
 - a. Preparation for Transport
 - b. Transport Procedure
- XII. Emergency Procedures (18-20 hours)
 - a. Emergency Planning
 - b. Fire and Life Safety
- XIII. Physical Tasks and Conditioning (8-12Hours)
 - a. Orientation - Physical Conditioning Basics
 - b. Conditioning Exercises
 - c. Initial Assessment
 - d. Final Assessment and Fitness Planning
- XIV. First Aid and CPR (16 hours)
 - a. Medical Emergencies
 - b. Bloodborn Pathogens
 - c. Personal Protective Equipment
 - d. EMS First Responders Cardiopulmonary Resuscitation for Adults, Children and Infants
 - e. Automated External Defibrillators (AED)
- XV. Chemical Agents (8 Hours)
 - a. OC Spray
 - b. Special Issues

METHODS OF INSTRUCTION:

Lecture, discussion and demonstration will serve as the medium of instruction. Individual guidance will be provided as required.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours 80

Assignment Description

Read Text and Handouts

Extended class will have 70 additional outside hours

Required Outside Hours 30

Assignment Description

Practice defensive tactics footwork, control holds and the use of restraints.

Extended course will have 71 hours of additional outside skills practice.

Required Outside Hours 34

Assignment Description

Written Reports, Incident Reports, Injury Reports, Crime reports

Extended class will have an additional 75 hours of report writing.

METHODS OF EVALUATION:

Writing assignments
Evaluation Percent 20
Evaluation Description
Written police reports

Skill demonstrations
Evaluation Percent 50
Evaluation Description
Class Performance/s; Field Work; Performance Exams

Objective examinations
Evaluation Percent 30
Evaluation Description
Multiple Choice; True/False; Matching Items; Completion

REPRESENTATIVE TEXTBOOKS:

California Penal Code. State of California: Gould Publications,2022.
Reading Level of Text, Grade: 12 Verified by: Doug Achterman

Recommended Other Texts and Materials

Instructor Handouts, Department Policy, Games Criminals Play

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 198630

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: B

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000578302

Sports/Physical Education Course: N

Taxonomy of Program: 210510