

Lassen Community College Course Outline

AJ-60 Adult Correctional Officer Core Course

9.5 Units

I. Catalog Description

This course presents and meets the required training for entry level local correctional officers by the Board of State and Community Corrections, Standards and Training for Corrections (STC). Topics include: criminal justice System, professionalism and ethics, gangs, oral and written communication, maintaining security, booking, receiving and releasing offenders, supervising offenders, medical issues, classification of offenders, cultural awareness, report writing and record keeping, emergency procedures, visitation, screening and distribution of supplies and mail, transportation, testifying in court, assault and abuse, defensive tactics and restraint techniques, behavioral health and personal physical conditioning basics. This course is designed to provide practical hands on training in correctional officer tactics and weapon usage, participants in this course will engage in physically demanding classroom training exercises that include a potential risk of injury to the participants. Students need to be prepared for the rigor of the physical conditioning and defensive tactics training. Pre-existing medical conditions may interfere with successful completion of these sections and/or the course. Course instructor signature required for enrollment. Material fees of \$50.00 per student collected at time of registration.

Prerequisites: Must be 18 years of age and have High School Diploma or GED.

Recommended Preparation: Successful completion of ENGL105 or equivalent multiple measures placement.

Does Not Transfer

153 hours lecture, 42 hours lab, 306 outside-of-class hours, 501 total student learning hours

Scheduled: As Needed

II. Coding Information

Repeatability: None

Grading Option: Graded

Credit Type: Credit - Degree Applicable

TOP Code: 210500

III. Course Objectives

A. Course Student Learning Outcomes

Upon completion of this course the student will be able to:

1. Identify and demonstrate the major tasks and responsibilities of an adult correctional officer in a detention facility.
2. Identify and describe the overall mission of the adult correctional officer and its place in the California criminal justice system.

B. Course Objectives

Upon completion of this course the student will be able to:

1. Describe the fundamental roles, responsibilities, duties, obligations, influences, and philosophy inherent with being a correctional officer.
2. Describe the significance of the Minimum Standards for Local Detention Facilities as defined in the California Code of Regulations, Title 15.
3. Identify key legal requirements related to confidentiality and release of information.
4. Identify why officers should exemplify the highest ethical and moral standards while on-duty and off-duty.
5. Identify officer safety issues related to gang behavior in and out of custody setting.
6. Communicate effectively and professionally using written, oral, and electronic methods.
7. Recognize and describe the indicators showing the need for medical or mental health attention.
8. Identify the proper procedure for the use of keys, sally ports, doors, gates, safety cells, and general housing areas.
9. Describe the purpose and procedure for conducting numerical counts.
10. Identify the considerations for conducting facility searches.
11. Describe the requirements regarding the medical screening of incoming offenders, according to California Code of Regulations, Title 15.
12. Identify the different types of releases.
13. In a given scenario, effectively use proper communication to de-escalate a potentially violent situation.
14. Explain the correct procedures for booking an individual into custody, to include religious rights, personal property and phone calls.
15. Identify the justifications for use of force on an inmate.
16. Illustrate the importance of classification and segregation of inmates, including at risk factors, gangs, and health concerns.
17. Identify the skills necessary to handle emergencies, fires, life safety issues and evacuations.
18. Presented with a scenario, generate a proficient written report of the incident.
19. Identify the California Code of Regulations, Title 15 mandates and postal regulations relevant to the opening and reading of legal and non-legal mail.
20. Define zero tolerance as it applies to sexual assault, abuse and harassment.
21. Identify psychological and physiological factors that may affect an officer who is threatened or involved in a physical altercation with an offender.
22. Identify potential health hazards faced by an officer when confronted by or using force against an offender.
23. In a simulation, demonstrate at least two course instructed control holds incorporating the following: balance, maintaining a position of control and advantage, proper foot movements and leverage/assistance.
24. Determine the best means to identify the emotional/mental state of an offender.
25. Explain key components of a performance-based fitness program and the ways each contributes to fitness.
26. Explain the purpose and goals of performance-based conditioning for adult corrections officers.
27. Show proficiency in physical fitness as outlined in the California Adult Correctional Core Manual.

IV. Course Content

- A. Introductions and Orientation
- B. California Criminal Justice System
 - 1. Criminal Justice System and Process
 - 2. Roles and Responsibilities
 - 3. Title 15
 - 4. Legal Foundations and Liability
 - 5. Confidentiality and Records
- C. Professionalism and Ethics
 - 1. Professionalism and Ethics
 - 2. Social Media
- D. Gangs
 - 1. Gang Overview
 - 2. Gang Supervision
- E. Communication
 - 1. Interpersonal Communication
 - 2. Crisis Communication and De-escalation
- F. Maintaining Security
 - 1. Security and Key Control
 - 2. Counts
 - 3. Facility Searches
 - 4. Contraband and Evidence
- G. Booking, Receiving and Releasing
 - 1. Booking and Intake
 - 2. Booking Procedures
 - 3. Orientation, Clothing & Supplies
 - 4. Releasing Offenders
- H. Supervising Offenders
 - 1. Manipulation of Staff
 - 2. Disturbances and Disputes
 - 3. Safety/Health Standards and Procedures
 - 4. Recreation
 - 5. Cleaning of Cells
 - 6. Progressive Discipline and Offender Grievances
 - 7. Group Dynamics
 - 8. Movement
 - 9. Offender Workers
- I. Medical
 - 1. Medical Issues and Universal Precautions
 - 2. Medical Emergencies
 - 3. Legal Issues
- J. Classification of Offenders
 - 1. Classification of Offenders
- K. Cultural Awareness
 - 1. Cultural Diversity and Ethnic Disparity
 - 2. Gender Identity
- L. Report Writing and Record Keeping
 - 1. Information Gathering and Interviewing
 - 2. Proofreading
 - 3. General Reports

- M. Emergency Procedures
 1. Emergency Planning
 2. Fire and Life Safety
- N. Visitation
- O. Screening and Distribution of Supplies and Mail
- P. Transportation
 1. Preparation for Transport
 2. Transport Procedures
- Q. Testifying in Court
- R. Programs
 1. Evidence Based Practices and Programs
- S. Assault and Abuse
 1. Sexual Assault and Abuse
- T. Defensive Tactics and Restraint Techniques
 1. Use of Force
 2. Control Holds
 3. Falling
 4. Footwork and Balance
 5. Take-downs
 6. Ground Control
 7. Personal Body Weapons
 8. Person Searches
 9. Use of Restraints
 10. Cell Extractions
- U. Behavioral Health
 1. Signs and Symptoms of Substance Abuse
 2. Trauma
 3. Interventions and Resources
 4. Stigma and Bias
 5. Roles and Responsibilities
 6. Liability
 7. Suicide Prevention
 8. Foundation and Definitions: Signs and Symptoms
 9. Safety
 10. Emotional Survival
- V. Physical Tasks and Conditioning
 1. Orientation –Physical Conditioning Basics
 2. Conditioning Exercises
 3. Initial Assessment
 4. Final Assessment and Fitness planning
- W. Local Policies and Practices

V. Assignments

A. Appropriate Readings

Required reading assignments to include applicable federal and state laws, Title 15 regulations, Correctional Officer Core Manual, as well as assigned handouts.

B. Expected Outside Assignments

The student will be required to examine, critique, and master critical areas of course topics. Assignments include, but not limited to, reviewing policy,

procedures and applicable laws; reviewing and practicing new techniques and skills in a controlled environment techniques; written essays, homework assignments, research projects and presentations.

C. Specific Assignments that Demonstrate Critical Thinking

The student will be required to complete assignments to include, but not limited to problem solving exercises, oral presentations, written assignments, group projects, written examinations, and/or, skills demonstrations.

VI. Methods of Evaluation

Traditional Classroom Instruction

Students will be evaluated on the accuracy and completeness of their knowledge, understanding, and application of appropriate codes, policies, and procedures through objective and subjective examinations/quizzes, projects, homework assignments, exercises and/or presentations. Students must complete with passing scores a STC approved written test to receive STC certification from the course.

VII. Methods of Delivery

Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

Traditional Classroom Delivery Correspondence Delivery

Hybrid Delivery Online Delivery

Traditional Classroom Instruction

Lecture, PowerPoint, and other media presentations, discussions, scenarios, guest speakers, physical fitness exercises, defensive tactics, and individual and group presentations.

VIII. Representative Texts and Supplies

1. California Penal Code, most recent edition, available free online in electronic format.
2. California Code of Regulations, Title 15, most recent edition, available free online in electronic format.
3. California Adult Correctional Core Manual, Revised June 2022, Instructor Provided
4. Appropriate gym attire for physical fitness training.

IX. Discipline/s Assignment

Administration of Justice

X. Course Status

Current Status: Active

Course Originator: Thomas V. Downing

Original Approval Date: 12/15/2020

Board Approval Date: 01/12/2021

Chancellor's Office Approval Date: 03/05/2021

Revised By:

Curriculum/Academic Standards Committee Revision Date: 03/07/2023