

BCOT 010: BASIC CORRECTIONAL OFFICER TRAINING

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Originator

Clayton Mayes

Justification / Rationale

Update course content, units and hours to comply with the California Board of Corrections and Rehabilitation curriculum.

Effective Term

Spring 2021

Credit Status

Credit - Degree Applicable

Subject

BCOT - Basic Correctional Officer Training

Course Number

010

Full Course Title

Basic Correctional Officer Training

Short Title

CORRECTIONAL OFCR TRNG

Discipline**Disciplines List**

Administration of Justice (Police science, corrections, law enforcement)

Modality

Face-to-Face

Catalog Description

The Basic Correctional Officer Training provides entry-level training for correctional officers. The course will introduce the student to adult corrections procedure, interviewing, counseling techniques, defensive tactics, public relations, and oral and written communications. Security and supervision techniques in adult institutions are stressed. The Correctional Officer Training meets or exceeds the mandates of the California Board of Corrections and Rehabilitation. Check the program website for additional information.

Schedule Description

This course fulfills state mandated Corrections Standards Authority training requirements to work in city or county correctional facilities intended to incarcerate adult offenders. Check the program website for additional information.

Advisory: KINE 037

Limitation on enrollment: Completion of POST reading and writing examination. Completion of POST physical fitness assessment. Possession of a valid California driver's license. Successful completion of medical examination. Fingerprint clearance through the California Department of Justice.

Lecture Units

12

Lecture Semester Hours

218.5

Lab Units

4

Lab Semester Hours

241.5

In-class Hours

460

Out-of-class Hours

404

Total Course Units

16

Total Semester Hours

864

Override Description

Hours need to comply with the California Board of Corrections and Rehabilitation.

Prerequisite Course(s)

Advisory: KINE 037

Limitation on Enrollment

Completion of POST reading and writing examination. Completion of POST physical fitness assessment. Possession of a valid California driver's license. Successful completion of medical examination. Fingerprint clearance through the California Department of Justice.

Required Text and Other Instructional Materials**Resource Type**

Web/Other

Description

Sections of the California Penal and Vehicle Code. 2012 Edition. Lexis Nexis Publishing, 2017.
Penal Code 832 Workbook, including POST Learning Domains #1, 2, 3, 5, 15, 16, 17, 18, 20, 30, 33, 35, 39, and 42.
California Commission on Peace Officer Standards and Training, 2017 Edition.
Minimum Standards for Local Detention Facilities, 2016 Adult Title 15 Regulations, Corrections Standards Authority.
Handbook for Presenting Local Corrections Core Courses, Sixth Edition, Standards and Training for Corrections, 2017
Adult Corrections Officer Core Course, Standards and Training for Corrections. 2017

Class Size Maximum

50

Entrance Skills

Be able to engage in a foot pursuit.

Requisite Course Objectives

KINE 037-Apply principles of fitness within the realm of the public safety academies.
KINE 037-Evaluate personal fitness levels.
KINE 037-Develop cardiorespiratory endurance to improve stamina for overall body conditioning.

Entrance Skills

Be able to run for half mile.

Requisite Course Objectives

KINE 037-Evaluate personal fitness levels.
KINE 037-Develop cardiorespiratory endurance to improve stamina for overall body conditioning.
KINE 037-Increase muscular endurance through specialized training to improve strength for careers in the public safety academy.

Entrance Skills

Be able to scale a 6-foot wall.

Requisite Course Objectives

KINE 037-Apply principles of fitness within the realm of the public safety academies.

KINE 037-Evaluate personal fitness levels.
KINE 037-Evaluate muscle strength development.

Course Content

1. California Criminal Justice System
 - a. Law Enforcement
 - b. Courts
 - c. Corrections
2. Sources of Law
 - a. Common Law
 - b. Codes and Statutes
 - c. Case Law
3. Correctional Officers and Professionalism
 - a. Roles and Responsibilities
 - b. Physical Fitness
 - c. Testifying in Court
 - d. Ethics
 - e. PC 832
4. Communications
 - a. Verbal
 - b. Non-Verbal
 - c. Reporting and Recordkeeping
 - d. Interpersonal and Tactical
 - e. Radio Communication
 - f. JIMS - Jail Information Management System
5. Correctional Facility Processes
 - a. Intake/Booking
 - b. Housing/Classification
 - i. Gangs - Local level
 - ii. Security Level
 - iii. Special Circumstances
 - c. Release/Transfer
 - d. Medical Protocols
6. Supervising Inmates
 - a. Discipline/Grievances
 - b. Monitoring Physical and Psychological Health
 - c. EMS, First Aid and CPR
 - d. Contraband/Evidence
 - e. Management of Inmate Workers
 - f. Managing Security Inside Facility/Outside of Facility
 - g. Programs to reduce recidivism
 - h. Cultural Awareness
7. Inmate Programs/Privileges
 - a. Distribution of Supplies/Commissary
 - b. Screening Visitors
 - c. Screening Mail
 - d. Educational Programs
 - e. Religious Programs
8. Tactical Options - Use of Force Continuum
 - a. Weaponless Self-Defense

- b. Restraint Devices
- c. Baton
- d. Chemical Agents
- e. Less Lethal Devices
- f. Weapons Retention
- 9. Emergency Procedures
 - a. Fire Life Safety
 - b. Hostage Management
 - c. Natural Disasters/Other Emergencies
- 10. Special Issues in Correctional Facilities
 - a. Legal Liability - Facility
 - b. Legal Liability - Individual Officer
 - c. Prison Rape Elimination Act
 - d. Staff Sexual Misconduct with Inmates
 - e. California Assembly Bill 109

Lab Content

- 1. Defensive Tactics and Baton
 - a. Demonstrate how to defend themselves with overhead, side and a lower blocks
 - b. Identify the difference between appropriate and potentially fatal target areas
 - c. Demonstrate the techniques of retaining the baton from an aggressive attacker
- 2. Physical Conditioning
 - a. Physical Conditioning Orientation
 - b. Individual Assessments of Physical Condition
 - c. Physical Training - Cardiovascular Training
 - d. Physical Training - Strength Training
- 3. First Aid & CPR
- 4. Assaultive Behavior and Restraint Devices
 - a. Principles of Use of Force
 - b. Principles of the Use of Restraints
 - c. Defensive Tactics - Foot Work and Balance
 - d. Defensive Tactics - Falling
 - e. Defensive Tactics - Control Holds
 - f. Defensive Tactics - Takedowns
 - g. Defensive Tactics - Control Holds
 - h. Defensive Tactics - Ground Control Techniques
 - i. Handcuffing and Searching a Handcuffed Inmate
 - j. Cell Extractions
 - k. Mechanical Restraints and Safety Cell
 - l. Defensive Tactics - Escaping Techniques

Course Objectives

	Objectives
Objective 1	Identify the basic safety components of working in a correctional facility including but not limited to inmate safety, personal safety and facility safety.
Objective 2	Categorize inmates and explain the importance of the inmate classification system.
Objective 3	Identify the key liability issues that impact the individual correctional officer and the facility as a whole.
Objective 4	Recognize an inmate's behavior for indicators of suicide, medical problems, and substance use or abuse.
Objective 5	Analyze a specific code violation; identify the elements, classification and penalties of that violation using the relevant code for reference.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Interpret codes, statutes, and policies as they relate to the care and custody of inmates in a correctional facility.
Outcome 2	Demonstrate the physical fitness required to meet the demands of the corrections environment and identify personal health habits best suited for correctional officers.
Outcome 3	Demonstrate collaboration and group dynamics that could be applied in a correctional facility.
Outcome 4	Demonstrate the ability to provide basic first aid and life support measures as prescribed by the California Code Regulations.
Outcome 5	Explain the importance of teamwork as it pertains to a correctional facility.
Outcome 6	Critically compare and contrast basic techniques for evaluating and analyzing occupationally hazardous situations and selection of the appropriate response procedure.
Outcome 7	Identify proper application of defensive tactics techniques and their responsibility after the use of force has occurred.
Outcome 8	Demonstrate proper application of safe tactical less-lethal munitions techniques.
Outcome 9	Recite and explain the Correctional Deputy Code of Ethics.
Outcome 10	Demonstrate the basic concepts of law enforcement writing.
Outcome 11	Outline the duties and responsibilities of a correctional deputy/officer in a city or county jail.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Lecture	<p>Presentation of class lectures/discussions in order to give the students the knowledge needed to work within the confines of the California Criminal Justice System.</p> <p>Presentation of class lectures/discussions in order to give the students the basic information they need to work safely and efficiently within the corrections environment.</p>
Participation	<p>Students actively participate in individual and group exercises, which support the specific tasks to work within the corrections environment.</p> <p>Students participate in scenarios, which require them to demonstrate their job knowledge of the corrections field.</p>
Discussion	<p>Presentation of class lectures/discussions in order to give the students the knowledge needed to effectively classify inmates.</p> <p>Discussions to include Social Justice issues.</p>
Participation	<p>Students participate within scenarios which require them to interview, gather information and determine specific classification categories inmates are classified in.</p>
Lecture	<p>Written work activities specific to grammatical sentence structure, chronological, first person writing for the purposes of understanding the proper way to write effective criminal reports. Instructor lecture covers the six genre features of criminal reports: first person perspective, objective stance, accurate and highly specific content, chronological order, multiple audiences, and correct format. Students are provided examples of criminal reports and instructions on how to develop their own writing skills. Students participate in scenarios which require them to gather information to document in the field notes and determine the specifics of the crime(s). Students are provided formatted criminal report forms to write a clear, concise, and complete basic criminal report addressing the who, what, where, why, and how principles of an investigation.</p>

Laboratory	<p>Lab demonstrations of the cleaning, handling, and firing of various less-lethal weapons and munitions for the purposes of understanding how to clean, handle, and fire the munitions. Students demonstrate proper loading, firing, target acquisition, and the safety procedures in the use of the weapon.</p> <p>Lab demonstrations of all defensive tactics techniques to help students understand how to defend themselves from an attack and gain control of resisting inmates. Students provided with basic knowledge of reasonable officer response regarding use of force and provide feedback regarding their responsibility after force has been applied.</p>
Other (Specify)	<p>Required readings of the California Penal Code Book, California Vehicle Code Book, California Health and Safety Code Book, and California Code of Regulations - Title 15 for the purposes of understanding the elements of crimes committed and the regulations imposed by the State of California pertaining to the care of inmates. These resources provide the students with knowledge and understanding of current practices, procedures, and laws pertaining to the corrections field.</p>
Activity	<p>Drills and pattern practices as related to physical and tactical competencies related to the corrections field.</p>

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Presentations/student demonstration observations	<p>Skill demonstrations designed to show proficiency in defensive tactics techniques against defensive tactics instructors acting as role players.</p> <p>Skill demonstrations of the practical use, care, and cleaning of less lethal munitions designed to show students' understanding of how to use, care, and clean the munitions.</p>	In Class Only
Mid-term and final evaluations	<p>The students will have a final requiring the completion of four scenarios pertaining to the corrections environment. The student will be evaluated and assessed on their performance and job knowledge skills obtained within the training. The students will be provided feedback and a written evaluation regarding their performance within the scenario.</p>	In Class Only
Student participation/contribution	<p>Students are monitored, evaluated, and challenged on a continual basis during the entire course through lectures, written documentation, quizzes, and peer discussions on law enforcement issues concerning professionalism and ethical behavior.</p>	In Class Only
Term or research papers	<p>Students are required to do research, discuss and create scenarios involving value systems, integrity, community expectations, and effects of misconduct.</p>	Out of Class Only
Self-paced testing	<p>Students will be required to understand and memorize the Correctional Deputy Code of Ethics.</p>	In and Out of Class
Tests/Quizzes/Examinations	<p>Students are required to successfully pass quizzes and tests, recognizing the goals and functions of the Criminal Justice system within the corrections field. The quizzes and tests include areas of training concentration with an emphasis on the legal system pertaining to corrections.</p>	In Class Only

Presentations/student demonstration observations	Students are required to explain and demonstrate their ability to proficiently use their job knowledge skills while properly functioning within a corrections environment to include physical demands of the correctional environment including non-lethal force. Students will be challenged with researching codes and statutes, which are associated with crimes within the corrections field. This includes the memorization and verbal expression of specific codes.	In Class Only
Tests/Quizzes/Examinations	Students are required to pass four written tests approved by the Standards and Training for Corrections, designed to show each student's level of understanding of each topic.	In Class Only
College level or pre-collegiate essays	Grammar exercises and memorandum writing for the purpose of demonstrating proficiency in English, grammar, sentence structure, and writing style appropriate to law enforcement.	In Class Only
Reading reports	Read criminal report examples.	Out of Class Only
Written homework	Criminal report writing scenarios for the purpose of demonstrating proficiency in writing criminal reports. Students are evaluated and tested during the investigation stage of their scenario and individual feedback is given. Completed reports are reviewed, evaluated, and critiqued at the instructor level to emphasize content and competency. The student is required to complete three criminal reports, which will be graded using an approved rubric created by the instructor.	Out of Class Only
Other	Skills practice, Reading sections of California Penal and Vehicle Code and other POST reading materials, Team building assignments, Tour court building, correctional or prison facility	Out of Class Only

Assignments

Other In-class Assignments

1. Written Examinations.
2. Class participation in assignments.
3. Participate in group activities.
4. Written reports

Other Out-of-class Assignments

- Assignments designed to reinforce concepts learned in class on correctional work. These assignments may include group projects and presentation preparation on maintaining control and security while working with groups of inmates in a correctional facility, reading about current trends in newspaper articles, or researching new laws relating to correctional work.
- Students will tour a court building and watch proceedings in a criminal or civil court and share their experience.
- Students will tour a correctional or prison facility and share their experience.
- Assignments designed for student research/reading on interpretation of codes, statutes, and policies as they relate to the care and custody of inmates in a correctional facility. These assignments may include reading criminal justice academic journals, past police reports, newspaper articles, or memorandums.
- Students will be required to read and memorize the Correctional Deputy Code of Ethics.
- Students will be required to read criminal report examples.
- Assignments designed to give students practical experience in writing/completing police forms, reports, and memorandums. These assignments may include documentation of evidence and criminal reports.
- Assignments designed to provide students reflection on key learnings, such as journaling or position papers, to reinforce concepts of correctional work.
- Students will complete a reflection paper pertaining to their jail tours of three Riverside County jail facilities.

Grade Methods

Letter Grade Only

MIS Course Data**CIP Code**

43.0102 - Corrections.

TOP Code

210510 - Corrections

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

General Education Status

Not applicable

Support Course Status

Course is not a support course

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

Yes

Additional Fee Amount

\$

Additional Fees Description

Uniform and supporting gear.

Approvals**Curriculum Committee Approval Date**

10/15/2020

Academic Senate Approval Date

10/22/2020

Board of Trustees Approval Date

11/13/2020

Chancellor's Office Approval Date

11/15/2020

Course Control Number

CCC000620116

Programs referencing this course

Basic Correctional Officer Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=258>)

Criminal Justice AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=43>)

Police Science AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=74>)

Criminal Justice Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=81>)