Miami Dade College

Course Description
CJK0320 | Intake and Release | 0.60 credits
Students will gain the knowledge of facility policies and procedures, state laws, and legal guidelines. The student will learn intake, classification, and release processes that include verification of identity, required documentation, person and property searches, property inventory, fingerprinting, photographing, assessing custody levels, assigning housing, and releasing of inmates. For School of Justice students only.

Course Competencies:
Competency 1: The student will learn intake and assessment by:
1. Verifying the identity of an inmate during intake
2. Defining arrest papers
3. Describing common features of arrest papers
4. Defining commitment papers
5. Describing common features of commitment papers
6. Identifying terminology used on arrest or commitment papers
7. Confirming the completeness of arrest or commitment papers
8. Documenting intake information
9. Giving inmates permitted documents during intake
10. Specifying the process for medical assessments before intake or during reception

Competency 2: The student will learn searching and inventorying by:
1. Describing inmate property search methods
2. Conducting a thorough and systematic search of inmate property
3. Stating the importance of confirming an inmate's identity before taking inventory of inmate property
4. Listing property items that the inmate may retain
5. Describing types of inmate personal property that may be stored
6. Documenting receipt of inmate items
7. Inventorying inmate property during intake
8. Delivering inmate personal property to designated area
9. Documenting delivery of inmate property to storage area
10. Listing types of hygiene items for issue to inmates
11. Verify hygiene items are to be issued during intake/reception
12. Documenting issuance of hygiene items during intake/reception
13. Verifying the identity of an inmate when issuing hygiene items

Competency 3: The student will learn fingerprinting and photographing by:
1. Identifying the purposes of fingerprinting
2. Listing criteria for completing a fingerprint card
3. Specifying methods of fingerprinting
4. Describing fingerprinting equipment
5. Listing personal data required on a fingerprint card
6. Identifying signatures required on fingerprint cards
7. Describing the relationship between FCIC and NCIC
8. Describing the information available through the Florida Crime Information Center (FCIC)
9. Listing the information available through the National Crime Information Center (NCIC)
10. Identifying legal requirements regarding the use of FCIC/NCIC information
11. Describing requirements for photographing an inmate
12. Specifying information to include when generating an inmate identification wristband or ID

Competency 4: The student will learn classification and housing by:
1. Defining classification
2. Listing the criteria for determining the types of classification assignments
3. Specifying inmate security risk levels

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4. Defining minimum security levels
5. Defining medium security levels
6. Defining maximum security levels
7. Defining community custody grade
8. Defining minimum custody grade
9. Defining medium custody grade
10. Defining close management custody grade
11. Defining maximum custody grade
12. Identifying categories of initial segregation
13. Assigning housing to inmates

Competency 5: The student will learn release by:
1. Defining release
2. Explaining DNA requirements for convicted or charged felons (S943.325, S925.11, F.S.)
3. Checking for an outstanding warrant or detainer on an inmate
4. Confirming identity when releasing inmate property
5. Identifying inmate property to be released
6. Searching inmate property for contraband
7. Releasing property to an inmate
8. Defining gratuity
9. Issuing gratuity to an inmate upon release
10. Returning an inmate's personal property upon release
11. Documenting details of property release
12. Documenting an inmate's release

<u>Learning Outcomes:</u>
- Formulate strategies to locate, evaluate, and apply information.
- Use computer and emerging technologies effectively