



Course Description

CJK0325 | Supervising in a Correctional Facility | 1.33 credits

The student will develop supervisory and observational skills. The student will learn to ensure the safe operation of a correctional facility while fulfilling his other responsibilities. For School of Justice students only.

Competency 1: The student will learn how to observe and monitor inmates by:

1. Listing primary components of observation
2. Identifying aspects to consider during the initial stage of observation in a correctional facility
3. Investigating suspicious noises or activity
4. Monitoring inmates as they enter/exit the housing area
5. Monitoring inmates' behavior in the housing area
6. Identifying indicators of a possible escape attempt
7. Checking inmate(s) for appropriate attire
8. Stating uses of surveillance equipment
9. Using security equipment to monitor inmates
10. Defining an unusual occurrence in a correctional setting
11. Identifying signs of a potential disturbance or riot
12. Describing methods of recording inmate movement
13. Documenting daily activities

Competency 2: The student will learn the referral process by:

1. Listing institutional referral services
2. Identifying signs or symptoms of inmate distress
3. Identifying changes in inmate behavior which may indicate need for referral
4. Identifying inmates in need of referral for services
5. Gathering facts pertinent to referral from inmates and staff
6. Taking notes for inmate referral
7. Determining inmate need for referral
8. Evaluating referral safety risk
9. Notifying staff of inmate referral.
10. Notifying service provider of inmate referral
11. Arranging escort of inmate to service area for referral
12. Documenting inmate referral

Competency 3: The student will learn inmate misconduct intervention by:

1. Defining discipline as it relates to inmate misconduct
2. Summarizing the disciplinary process
3. Questioning inmates regarding a rule violation
4. Determining minor rule violations
5. Determining major rule violations
6. Isolating inmates due to major rule violations
7. Directing inmate to hold area
8. Notifying staff of major rule violations
9. Correcting inappropriate conduct of inmates
10. Describing appropriate behavior to inmates
11. Counseling inmates
12. Explaining the consequences of the inmate's unacceptable behavior
13. Giving a verbal warning for discipline
14. Explaining unacceptable behavior to an inmate
15. Issuing written warning
16. Documenting corrective action
17. Documenting counseling of inmates
18. Documenting verbal warning

19. Preparing a Disciplinary Report (DR)

Competency 4: The student will learn how to manage and maintain inmates' dining areas by:

1. Describing the general types of inmate counts
2. Describing criteria for conducting inmate count
3. Listing common practices for counting inmates
4. Verifying the presence of inmates during the count
5. Describe the inmate's role in obtaining an accurate count
6. Demonstrating professionalism during an inmate count
7. Notifying staff of inmate count total
8. Recording the number of inmates counted
9. Describing criteria for preparing count slips
10. Demonstrating counting inmates

Competency 5: The student will learn how to manage and maintain inmates' dining areas by:

1. Identifying areas used for concealment during mealtime
2. Conducting security check of dining area prior to mealtime
3. Explaining the monitoring of food distribution
4. Identifying inmate receiving food
5. Verifying food does not deviate from daily menu
6. Confirming that inmates with special diets receive prescribed meals
7. Monitoring inmates in dining area
8. Positioning self strategically to view entire dining area
9. Monitoring inmates disposing of uneaten food and returning eating trays and utensils
10. Maintaining a count of inmates receiving meals and number of meals served
11. Conducting security check of dining area after mealtime

Competency 6: The student will learn how to process mail by:

1. Defining routine mail
2. Identifying legitimate sources of legal mail
3. Defining legal mail
4. Differentiating between inmate routine and legal mail
5. Defining privileged mail
6. Identifying security violations in mail content
7. Determining if mail content violates rules
8. Identifying hazardous materials in mail
9. Identifying signs of saturation on inmate mail
10. Identifying legitimate stamps or stickers on outside of a package
11. Identifying contraband hidden under stamps and folds of paper
12. Conducting a thorough and systematic search of a package
13. Identifying threats in mail content
14. Identifying escape plans in inmate mail
15. Opening legal mail in the presence of the inmate
16. Searching legal mail
17. Identifying legitimate letterhead
18. Identifying inmate to whom mail is addressed
19. Transferring possession of mail to inmate
20. Documenting receipt of legal mail
21. Describing U.S. postal requirements
22. Inspecting outgoing inmate mail
23. Forwarding acceptable outgoing inmate mail
24. Stating reasons mail may be confiscated
25. Confiscating outgoing inmate mail that violates rules
26. Processing confiscated inmate mail

Competency 7: The student will learn how to supervise the visitation process by:

1. Identifying common types of visits

2. Describe security equipment provided for visitors
3. Confirming visitor identification
4. Determining a person's purpose of visit
5. Obtaining authorization for visits from appropriate personnel
6. Completing visitor's registration
7. Conducting a search of the visitation area
8. Searching visitors for contraband
9. Directing visitors to the visitation area
10. Escorting visitor to destination
11. Notifying inmates of visitor arrival
12. Searching inmate for contraband prior to visit
13. Directing inmates to the visitation area
14. Monitoring conduct between inmate and visitor
15. Directing visitors to leave the visitation area upon completion of the visit
16. Documenting completion of visitation
17. Conducting a search of the visitation area at the conclusion of the visitation
18. Directing inmate to the approved area upon completion of visit
19. Searching inmates for contraband after the visit

Competency 8: The student will learn the process of escorting inmates by:

1. Accompanying inmate requiring escort to destination
2. Counting inmates to be escorted
3. Notifying staff of escort
4. Determining type of staff to perform escort
5. Searching inmate to be escorted
6. Identifying physical limitations of subject to be searched
7. Assessing physical condition of inmate
8. Describing security issues during escort
9. Applying escort techniques
10. Confirming count of inmates upon escort arrival
11. Notifying staff of escort arrival

Competency 9: The student will learn about transporting inmates by:

1. Describing common reasons for transporting inmates
2. Describing common types of transport vehicles
3. Identifying factors for selecting proper transport vehicle
4. Identifying common transportation segregation requirements
5. Identifying visible damage on transport vehicle
6. Inspecting transport vehicle for roadworthiness
7. Documenting vehicle inspection
8. Searching transport vehicle for contraband
9. Positioning vehicle for transport
10. Describing security restraint devices for transport
11. Describing transport vehicle security devices
12. Verifying transport documentation
13. Counting inmates to be transported
14. Securing inmate in transport vehicle
15. Identifying issues that may impact inmate transport
16. Notifying staff of transport
17. Documenting details of transport of inmate
18. Identifying procedures for transporting problem inmates
19. Identifying procedures for transporting administrative confinement inmates

Competency 10: The student will learn about supervising work squads by:

1. Differentiating between inside and outside work squads
2. Verifying inmate in work squad with the roster
3. Searching inmates assigned to work squad
4. Counting the number of inmates as the work squad changes location

5. Reporting the work squad count and location
6. Documenting work squad count and location
7. Searching work area for contraband
8. Issuing equipment for inmate work assignment
9. Explaining rules and procedures of work area to inmate
10. Monitoring inmates during work detail
10. Searching work area for contraband upon completion of work detail
11. Searching inmates upon completion of work detail

Competency 11: The student will learn about supervision of hospital assignments by:

1. Reviewing security concerns with medical staff
2. Describing officer responsibilities in a hospital setting
3. Describing the use of restraints in a hospital setting
4. Differentiating between clinical restraints and clinical seclusion
5. Identifying the officer's role when responding to inmate medical emergencies in a hospital setting

Learning Outcomes:

- Communicate effectively using listening, speaking, reading, and writing skills
- Solve problems using critical and creative thinking and scientific reasoning
- Formulate strategies to locate, evaluate, and apply information