



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

LAST REVIEW: 2004-2005

NEXT REVIEW: 2009-2010

STATUS: A

COURSE TITLE: Correction Probation Operations

COMMON COURSE NUMBER: CJD0791

CREDIT HOURS:

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS: 16.0

Lecture:

Lab:

(Voc. Course ONLY)

Clinic:

Other:

PREREQUISITE(S):

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION: *(600 characters, maximum)*

This course presents the operational procedures for Correctional Probation Officers

UNIT TITLES

1. Classification Procedures
2. Disciplinary Procedures
3. Sentence Reduction Procedures
4. Chain of Command and Organization



Common Course Number: CJD0791

Unit 1 Classification Procedures

General Outcome:

1.0 **The student shall:** know the definition of classification and comprehend the purpose and important considerations for proper classification.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 The student will know the definition of classification and comprehend the purpose and important considerations for proper classification.
- 1.2 Explain that classification is an ongoing process which occurs at frequent intervals
- 1.3 Identify the importance of a well-defined and correctly implemented classification system
- 1.4 Identify types of classifications
- 1.5 Identify types of special needs offenders/inmates
- 1.6 Identify levels of correctional facilities and the integrated assessment and placement system
- 1.7 Identify the custody classifications/levels for inmates in state correctional facilities
- 1.8 Identify types of information used in the initial classification, to include
- 1.9 Identify topics for discussion in the initial classification interview
- 1.10 Explain that an inmate's appropriate custody level may determine the following
- 1.11 Identify procedures of the classification process
- 1.12 Identify elements of progress reports
- 1.13 Explain reasons for changes in custody levels and supervision
- 1.14 Explain reasons for changes in custody levels and supervision



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Unit 2 Disciplinary Procedures

General Outcome:

2.0 **The student shall:** know the definition of discipline and punishment and comprehend various aspects of discipline within a correctional facility to ensure compliance with established requirements.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Define “proactive discipline” as the training required to ensure obedience to established rules
- 2.2 Define “reactive discipline” as action taken in response to a violation of established rules.
- 2.3 Define “punishment” as a penalty for some offense.
- 2.4 Identify the three purposes of discipline, to include, training, controlling
- 2.5 Identify the goals of discipline
- 2.6 Identify portions of laws and rules which refer to discipline/punishment in state correctional facilities
- 2.7 Identify methods of preventive discipline
- 2.8 Identify examples of offenses which may be considered **minor** in nature
- 2.9 Identify actions which may be taken in response to a **minor** offense
- 2.10 Identify offenses which would be considered **major** in nature
- 2.11 Identify actions which may be taken in response to a major offense (following procedures of due process
- 2.12 Identify how discipline is to be administered
- 2.13 Identify who does/does not have the authority to punish inmates
- 2.14 Explain the disciplinary report process
- 2.15 Identify responsibilities associated with a disciplinary hearing



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Common Course Number: CJD0791

- 2.16** Identify procedures for due process in disciplinary hearings
- 2.17** Explain that the disciplinary hearing committee makes a recommendation to the approving authority
- 2.18** Demonstrate proper disciplinary hearing procedures.



Common Course Number: CJD0791

Unit 3 Sentence Reduction Procedures

General Outcome:

3.0 **The student shall:** describe the different ways in which an individual's sentence can be reduced and how the reduction is determined.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Identify gain time as a tool used by the Department of Corrections to encourage above satisfactory inmate behavior.
- 3.2 Identify facts related to **basic gain time**
- 3.3 Explain that there are various types of **incentive gain time** awarded on a monthly basis to inmates for work and positive institutional adjustment.
- 3.4 Explain that as a result of the *Waldrup v Dugger* decision, inmates sentenced for offenses committed between July 1, 1978, through June 14, 1983, can earn **work gain time, extra gain time, or constructive gain time** up to a maximum of 37 days per month.
- 3.5 Identify other types of gain time which may be awarded to eligible inmates
- 3.6 Identify circumstances under which gain time can be forfeited
- 3.7 Identify the automated gain time system and all its components.
- 3.8 Identify types of inmate releases
- 3.9 Identify who has the authority to grant release to inmates under the control release and administrative control release programs
- 3.10 Identify special transition needs and/or discharge procedures
- 3.11 Identify institutional discharge procedures
- 3.12 Define "early termination of sentence" as release from community supervision, prior to the scheduled termination date.
- 3.13 Identify requirements for early termination



Common Course Number: CJD0791

Unit 4 Chain of Command and Organization

General Outcome:

4.0 **The student shall:** know the definitions, purposes and important considerations regarding chain of command and organization.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Define “chain of command” as that connection or linkage of authority and responsibility that joins one level of an organization to another.
- 4.2 Define “organization” as a group of two or more persons who cooperate to accomplish an objective(s).
- 4.3 Define “organization” as a group of two or more persons who cooperate to accomplish an objective(s).
- 4.4 Identify important considerations for effective organizations
- 4.5 Identify important considerations for an effective chain of command