



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

LAST REVIEW: 2004-2005

NEXT REVIEW: 2009-2010

STATUS: A

COURSE TITLE: Correctional Probation Supervision

COMMON COURSE NUMBER: CJD0794

CREDIT HOURS:

CONTACT HOUR BREAKDOWN
(per 16 week term)

CLOCK HOURS: 58
(Voc. Course ONLY)

Lecture:

Lab:

Clinic:

Other:

PREREQUISITE(S):

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION: *(600 characters, maximum)*

This course is designed to provide the student the minimum skills necessary to perform the supervision duties of a correctional probation officer.

UNIT TITLES

1. Supervision Techniques
2. Social Service Agencies and Referral Procedures
3. Recognizing Deception and Manipulation
4. Case Management
5. Community Supervision Programs
6. Fiscal Procedures
7. Transferring Supervision
8. Victim/Witness Assistance Procedures



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: CJD0794

9. Domestic Violence Intervention
10. Suicide Prevention and Intervention
11. Recognition of Controlled Substances and Commonly Abused Drugs
12. Child Abuse
13. Officer Survival Considerations
14. Visual Perception/Discrimination and Observation Techniques
15. Animal Handling Procedures
16. Chain of Command and Organization



Common Course Number: CJD0794

UNITS

Unit 1 Supervision Techniques

General Outcome:

- 1.0 **The student shall:** define supervision and the basic responsibilities and objectives of supervision. The student will identify effective supervisory techniques and general rules of supervision for various situations.

Specific Measurable Learning Outcomes:

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

- 1.1 Define “supervision” as the action, process or occupation of overseeing and directing in order to accomplish task(s).
- 1.2 Identify that failure to recognize individual differences among those being supervised is the most common supervision error.
- 1.3 Identify factors that enhance the chances of positive effects when supervising offenders.
- 1.4 Identify general rules that officer should be aware of regarding supervision
- 1.5 Identify principles of successful supervising
- 1.6 Identify tactics used by an individual under supervision that an officer should be alerted to and prepared to deal with.
- 1.7 Identify consequences of poor supervision.



Common Course Number: CJD0794

Unit 2 Social Service Agencies and Referral Procedures

General Outcome:

- 2.0 **The student shall:** identify social service agencies to which an officer may refer an individual and will explain why referrals are made.

Specific Measurable Learning Outcomes:

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

- 2.1 Identify public and private social service agencies to which an officer may refer an individual.
- 2.2 Identify why an officer needs to make referrals.
- 2.3 Identify the steps to the referral process



Common Course Number: CJD0794

Unit 3 Recognizing Deception and Manipulation

General Outcome:

- 3.0 **The student shall:** identify why individuals engage in the manipulation and deception of staff and the methods they use. The student will recognize manipulation and deception and understand ways to avoid being deceived and manipulated.

Specific Measurable Learning Outcomes:

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

- 3.1 Identify reasons individuals engage in the manipulation and deception of staff.
- 3.2 Identify considerations for recognition of manipulation and deception.
- 3.3 Explain that victims may be selected intentionally or by accident.
- 3.4 Identify factors that affect the selection of a staff member as a victim of deception and manipulation.
- 3.5 Identify methods individuals use to gather information about staff for deception and manipulation.
- 3.6 Identify methods used to verify information concerning staff.
- 3.7 Identify methods used to deceive or manipulate staff.
- 3.8 Identify that there is a distinction between friendliness and familiarity.
- 3.9 Identify that an officer will encounter problems when exhibiting excessive friendliness, over familiarization, and favoritism.
- 3.10 Identify types of deception that can be used on an officer.
- 3.11 Identify participants in a team deception.
- 3.12 Identify factors that affect a deception.
- 3.13 Identify factors that help an officer avoid deception or manipulation.
- 3.14 Demonstrate appropriate responses to manipulation and deception in role-play.



Unit 4 Case Management

General Outcome:

- 4.0 The student shall:** describe how planning and time management relate to case management for offenders under community supervision and in institutions.

Specific Measurable Learning Outcomes:

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

- 4.1** Identify principles of time management.
- 4.2** Identify components of effective case planning.
- 4.3** Identify procedures for field supervision.
- 4.4** Explain that supervision should not terminate until all conditions of supervision are met.
- 4.5** Identify values of a good case management system.



Common Course Number: CJD0794

Unit 5 Community Supervision Programs

General Outcome:

5.0 **The student shall:** identify the various community supervision programs and their purposes. The student will demonstrate role-play situations to explain supervision to the offender.

Specific Measurable Learning Outcomes:

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

- 5.1 Define “probation” as a form of community supervision under specified terms and conditions requiring contact with a correctional probation officer.
- 5.2 Identify that the court determines the terms and conditions of probation, which makes it a judicial decision.
- 5.3 Identify probation as an effort designed to retain the probationer’s ties and resources in the community.
- 5.4 Define “parole” as a correctional device through which an offender, after serving less than the total sentence, is released from a state correctional facility under active supervision with social reintegration as the objective.
- 5.5 Identify purposes of parole.
- 5.6 Identify parole granting as a function of the Parole Commission and **not** a function of the courts or Department of Corrections.
- 5.7 Explain that the Parole Commission has the power and duty to determine:
 - a) who shall be placed on parole
 - b) length and conditions of parole
 - c) violations of parole and action to be taken
 - d) eligibility for executive clemency
- 5.8 Explain conditional release programs as being established by the Parole Commission to allow specific convicted inmates with prior prison commitments to be released to a period of community supervision.



BROWARD COMMUNITY COLLEGE

COURSE OUTLINE

Common Course Number: CJD0794

- 5.9** Explain the control release program as being established by the Parole Commission to alleviate prison overcrowding. Inmates who are determined as being the safest risk and who are statutorily eligible are considered for release.
- 5.10** Identify specialized caseloads.
- 5.11** Explain that community control is an individualized program in which the freedom of an offender is restricted within the community, home or non-institutional residential placement with specific sanctions being imposed and enforced.
- 5.12** Identify standard terms and conditions of supervision.
- 5.13** Identify special conditions of supervision.
- 5.14** Identify factors relative to an offender's eligibility for termination from supervision.
- 5.15** Define "work release" as a program designed to allow a minimum security classified inmate, who is within twenty-four months of release, to work at paid employment in the local community while residing in a community correctional center.
- 5.16** Explain that post release programs are designed to allow an eligible inmate to be released early.
- 5.17** Explain that an inmate released through a post release supervision program must be supervised by a correctional probation officer for the remainder of the sentence.
- 5.18** Identify consequences for failure to abide by the terms of a post release supervision program.
- 5.19** Explain that Pre-Trial Intervention (PTI) is a diversionary program supervised by the Department's Probation and Parole Services. PTI places approved non-violent felony offenders under probationary supervision prior to a determination of guilt by the courts.
- 5.20** Explain that fulfillment of all requirements of PTI cancels prosecution and allows the offender to avoid a criminal record.
- 5.21** Demonstrate in a role-play situation how to instruct an offender regarding terms and conditions of supervision.



Common Course Number: CJD0794

Unit 6 Fiscal Procedures

General Outcome:

- 6.0 The student shall:** identify various monetary obligations that can be imposed upon an offender and how to process the funds through the Court Ordered Payment System (COPS).

Specific Measurable Learning Outcomes:

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

- 6.1** Identify various types of monetary obligations that can be imposed on an offender.
- 6.2** Explain that cost of supervision is a fee statutorily imposed on all offenders. This fee is paid monthly unless the offender is exempt.
- 6.3** Identify cost of supervision payment exemption criteria.
- 6.4** Identify that the authority for handling payments other than cost of supervision is based on conditions imposed by the court or sentencing authority.
- 6.5** Identify responsibilities of the officer regarding monetary obligations.
- 6.6** Identify procedures for collecting and processing payments.
- 6.7** Identify procedures for cash payments.
- 6.8** Identify that internal control is a system for processing payments, designed with checks and balances, to prevent misappropriation of funds and establishes an audit trail.
- 6.9** Explain that Offender Financial Obligation Agreements (OFOA's) are generated by the COPS system.
- 6.10** Identify that it is the officer's responsibility to review payee account information and to periodically recalculate payment requirements as necessary.



Common Course Number: CJD0794

Unit 7 Transferring Supervision

General Outcome:

- 7.0 **The student shall:** know the purpose of the three Interstate Compacts, the International Treaty and the procedures for sending and monitoring Florida offenders out of state, as well as receiving and supervising other state offenders in Florida. The student will also know the inter-circuit transfer process.

Specific Measurable Learning Outcomes:

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

- 7.1 Explain that the Interstate Corrections Compact is an agreement which allows participating states to exchange inmates for completion of their sentence in the receiving state.
- 7.2 Identify the process for transferring inmates to another state.
- 7.3 Identify requirements for monitoring inmates transferred to another state.
- 7.4 Explain that inmates received from other states must conform to the rules and regulations of Florida.
- 7.5 Explain that any recommendation for gain time must be forwarded to the sending state for evaluation.
- 7.6 Explain that the International Offender Transfer Treaty is an agreement that allows the United States and participating countries to return foreign nationals to their native countries for the service of their sentence.
- 7.7 Explain that the Interstate Agreement on Detainers is an agreement which allows participating states to encourage the expeditious and orderly disposition of charges outstanding against an inmate and to determine the status of any detainers based on untried indictments, information or complaints originating from states party to this agreement.
- 7.8 Explain that forty-eight (48) states are party to this agreement. Louisiana and Mississippi have not ratified this agreement.
- 7.9 Identify the two methods for disposing of untried charges.
- 7.10 Explain that inmates who request disposition of untried charges must be brought to trial within one hundred and eighty (180) days.



BROWARD COMMUNITY COLLEGE

COURSE OUTLINE

Common Course Number: CJD0794

- 7.11 Explain that prosecutors who request that the charges against an inmate be disposed of will have one hundred and twenty (120) days to bring the inmate to trial after the inmate enters the state.
- 7.12 Explain that upon completion of the court proceedings, it is the responsibility of the receiving state to return the inmate to the institution where previously confined.
- 7.13 Identify reasons Interstate Compact for probation and parole was established.
- 7.14 Explain that Interstate Compact for probation and parole is a legal agreement which allows an offender to reside and be supervised in all 50 states, the District of Columbia, the Virgin Islands and Puerto Rico.
- 7.15 Define Interstate Compact terms.
- 7.16 Identify that the Compact Administrator is responsible for transactions between Florida offices and other states regarding other state offenders and inmates.
- 7.17 Identify that the Compact Administrator serves as liaison between Florida offices and other state compact authorities in transactions regarding Florida probationers.
- 7.18 Identify the responsibilities of the Florida Parole Commission's compact office.
- 7.19 Explain the process for transferring other state offenders into Florida through the Compact Administrator.
- 7.20 Identify requirements for supervision after acceptance of other state offenders by Compact Administrator.
- 7.21 Identify procedures for emergency transfer of supervision to another state.
- 7.22 Identify procedures for non-emergency transfer of supervision of Florida offenders.
- 7.23 Identify the requirements for monitoring the offender after transferring supervision out of state.
- 7.24 Define "inter-circuit transfer" as transferring supervision from one jurisdiction to another jurisdiction in Florida.
- 7.25 Identify procedures for inter-circuit transfer.



Common Course Number: CJD0794

Unit 8 Victim/Witness Assistance Procedures

General Outcome:

- 8.0 **The student shall:** The student will comprehend the responsibilities of an officer with regard to providing information and assistance to victims and witnesses.

Specific Measurable Learning Outcomes:

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

- 8.1 Identify Chapter 960, Florida Statutes, as the Florida Crimes Compensation Act.
- 8.2 Identify responsibilities of the Department of Corrections with regard to victims and witnesses, to include:
- 8.3 Identify that Chapter 33, Florida Administrative Code, pertains to victim and witness procedures.
- 8.4 Identify the portion of the Manual of Procedures that pertains to victims and witnesses, to include:
- 8.5 Identify the consequences of failure to abide by established law, rules, and procedures governing victims, witnesses and the restitution process.
- 8.6 Identify how assistance/information to victims or witnesses should be provided.
- 8.7 Explain that a law enforcement agency is authorized to provide protective services, including temporary relocation services, to a victim or witness at risk of harm. (s.914.25,F.S.)
- 8.8 Explain that any of the following may identify a victim or witness as a “victim or witness at risk of harm”:
- a) the statewide prosecutor
 - b) any state attorney
 - c) any law enforcement officer
- 8.9 Define a “victim or witness at risk of harm” as a victim or witness who, as a result of cooperating in an investigation or prosecution of a serious felony offense, has been subjected to violence or other forms of intimidation, or who is the subject of a substantial threat to commit violence. The term also includes a member of the victim’s or witness’ immediate family.



Common Course Number: CJD0794

Unit 9 Domestic Violence Intervention

General Outcome:

9.0 The student shall: know causes and effects of domestic violence, procedures for domestic violence referral and why intervention is important. The student will comprehend reasons for and theories behind spouse abuse. The student will comprehend appropriate intervention/ calming techniques and apply them in hypothetical situations. (s. 943.1701, F.S.)

Specific Measurable Learning Outcomes:

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

- 9.1** Define “domestic violence,” in accordance with s. 741.28(1),F.S., as any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment or any criminal offense resulting in physical injury or death of one family or household member by another or who is or was residing in the same single dwelling unit.
- 9.2** Define “family or household member” in accordance with s. 741.28(2),F.S., as any spouse, former spouse, persons related by blood or marriage, persons who are presently residing together, as if a family, or who have resided together in the past, as if a family, and persons who have a child in common regardless of whether they have been married or have resided together at any time.
- 9.3** Identify reasons for spouse abuse.
- 9.4** Identify reasons people allow themselves to become trapped in the abuse.
- 9.5** Identify reasons victims typically under-report cases of domestic violence.
- 9.6** Identify appropriate response procedures for intervention.
- 9.7** Identify various calming techniques that are useful when physical violence is not present.
- 9.8** Demonstrate appropriate response procedures and calming techniques in role-play situations.



Common Course Number: CJD0794

Unit 10 Suicide Prevention and Intervention

General Outcome:

10.0 **The student shall:** know common facts and misconceptions about suicide and recall support resources available. The student will comprehend factors and symptoms that signal suicide risk, procedures for prevention and intervention, and an officer's responsibilities. The student will evaluate the degree of potential suicide risk in situational examples.

Specific Measurable Learning Outcomes:

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

- 10.1 Identify general facts about suicide.
- 10.2 Identify types of individuals who may be at a greater risk for suicide.
- 10.3 Identify factors which can signal suicide risk.
- 10.4 Describe warning signs of depression.
- 10.5 Identify reasons a person might attempt suicide.
- 10.6 Identify factors related to suicidal behavior in a correctional environment.
- 10.7 Identify the profile of suicides in jails and correctional institutions.
- 10.8 Describe the differences between attemptors and completors of suicide in a jail or correctional institution.
- 10.9 Identify symptoms which can signal suicidal risk or intention.
- 10.10 Describe events or situations which can trigger a crisis situation.
- 10.11 Identify times when inmates are more likely to receive news which can trigger a crisis situation.
- 10.12 Describe the SLAP method for assessing the degree of suicidal risk.
- 10.13 Identify the five basic steps in the suicide intervention process.
- 10.14 Identify officer safety factors when responding to an attempted suicide.
- 10.15 Identify factors that support suicide prevention.



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: CJD0794

- 10.16** Identify medical professionals or resources in a community that can assist in suicide prevention and intervention.
- 10.17** Identify procedures to use when an individual is threatening to attempt suicide.
- 10.18** Identify procedures to use when an individual has attempted suicide.
- 10.19** Identify the officer's responsibilities regarding suicide.
- 10.20** Identify the officer's defense in the event of a suicide.
- 10.21** Participate in a class discussion to assess the degree of risk (low, medium, or high) for potential suicide victims as described or portrayed in situational examples.



Common Course Number: CJD0794

Unit 11 Recognition of Controlled Substances and Commonly Abused Drugs

General Outcome:

11.0 **The student shall:** know the major classes of controlled substances and commonly abused drugs and rules for collecting them as evidence. The student will comprehend common drug forms, slang names, appearance, use, distinguish among actual or simulated samples of drugs and determine the categories represented.

Specific Measurable Learning Outcomes:

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

- 11.1 Identify the major classes of controlled substances and commonly abused drugs.
- 11.2 Identify common forms, slang names, appearance or packaging, methods of use, and paraphernalia of each of the major classes of controlled substances and commonly abused drugs.
- 11.3 Identify rules for collecting drug substances.
- 11.3 Identify different forms of controlled substances or commonly abused drugs and associated paraphernalia when given actual or simulated examples.



Common Course Number: CJD0794

Unit 12 Child Abuse

General Outcome:

12.0 **The student shall:** identify signs of child abuse and the proper procedure for reporting it.

Specific Measurable Learning Outcomes:

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

12.1 Define "child" per s. 827.01(1), F.S., as anyone under the age of 18 years.

12.2 Define "child abuse" as stated in 827.03, F.S. as follows:

- a) intentional infliction of physical or mental injury upon a child; or
- b) an intentional act that could reasonably be expected to result in physical or mental injury to a child; or
- c) active encouragement of any person to commit an act that results or could reasonably be expected to result in physical or mental injury to a child.

12.3 Identify that a person who knowingly or willfully abuses a child without causing great bodily harm, permanent disability, or permanent disfigurement to the child commits a felony of the third degree.

12.4 Identify "aggravated child abuse" according to s. 827.03, F.S.

12.5 Identify that a person who commits aggravated child abuse commits a felony of the first degree.

12.6 Describe "neglect of a child" as stated in s. 827.03, F.S.

12.7 Identify that neglect of a child may be based on repeated conduct or on a single incident or omission that results in, or could reasonably be expected to result in, serious physical or mental injury, or a substantial risk of death, to a child.

12.8 Identify that the primary concern of an officer regarding child abuse is the child's protection.

12.9 Identify characteristics of abusive parents.



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: CJD0794

- 12.10** Identify physical indicators and behaviors which may result from child neglect.
- 12.11** Identify physical and behavioral indicators of sexual abuse in children.
- 12.12** Identify professionals who are required by s. 39.201, F.S., to report child abuse, abandonment, or neglect.
- 12.13** Identify procedures for reporting suspected or actual child abuse.
- 12.14** Identify critical information that should be obtained for a report child abuse and neglect.
- 12.15** Identify concerns officers should have regarding child abuse.
- 12.16** Identify conditions that may exist leading to the requirement of protective custody for a child.



Common Course Number: CJD0794

Unit 13 **Officer Survival Considerations**

General Outcome:

13.0 **The student shall:** identify ways to increase chances of survival.

Specific Measurable Learning Outcomes:

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

- 13.1 Identify what true survival readiness involves.
- 13.2 State that, under stress, an individual instinctively reverts to the way he/she has been trained.
- 13.3 Identify major areas that seem to be factors leading to officer deaths.
- 13.4 Identify ways to prepare for emergency situations.
- 13.5 Identify factors that should be considered when approaching a dangerous situation.
- 13.6 Identify procedures for approaching a structure.
- 13.7 Identify procedures for approaching doorways.
- 13.8 Identify that many times an officer can survive being shot or seriously injured merely by mentally refusing to give up or to accept death.
- 13.9 Identify safety factors involved with communication devices, to include radio and cellular phones.



Common Course Number: CJD0794

Unit 14 Visual Perception/Discrimination and Observation Techniques

General Outcome:

14.0 **The student shall:** know the importance of perception and observation, will comprehend factors which affect each and techniques for developing/improving perception and observation. The student will demonstrate observation skills.

Specific Measurable Learning Outcomes:

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

- 14.1 Define “perception” as the process of organizing and attaching meaning to sensations so that the sensations can be interpreted as part of observation.
- 14.2 Identify factors which affect perception.
- 14.3 Define “observation” as the accurate noting of what is presented to the five senses through keeping in view; taking notice of; or giving attention to persons, things, or circumstances.
- 14.4 State the five senses involved in observation.
- 14.5 Identify factors affecting an officer’s sight.
- 14.6 Describe techniques for visual adaptation to darkness.
- 14.7 Identify factors affecting an officer’s hearing.
- 14.8 Identify factors affecting an officer’s sense of smell.
- 14.9 State that many substances can be identified by their odors (e.g., gasoline or petroleum products, natural gas, gun powder).
- 14.10 Identify factors affecting an officer’s sense of touch.



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: CJD0794

- 14.11** State that sense of touch can be used to identify many objects or situations of importance to police (e.g., presence of heat, vibrations, physical signs of forced entry, etc.).
- 14.12** Identify factors affecting an officer's sense of taste.
- 14.13** Explain that taste must be used with discretion to avoid potentially hazardous situations (e.g., cyanide).
- 14.14** Describe what to do when observations are made.
- 14.15** Identify common circumstances that can affect the perception/observation of an officer.
- 14.16** Identify means of improving perception and observation.
- 14.17** Observe simulated scenes, persons, and/or activities and describe the observations from memory or notes.



Common Course Number: CJD0794

Unit 15 Animal Handling Procedures

General Outcome:

15.0 **The student shall:** know procedures for handling animals.

Specific Measurable Learning Outcomes:

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

15.1 Identify self-protection procedures when threatened by an aggressive animal, to include:

- a) do not run away unless certain of being able to quickly reach a place of safety
- b) stand still; face the animal, and establish eye contact to assert control
- c) order the animal to “stay” or “stand” in an authoritative tone of voice
- d) back away slowly while continuing to speak in a firm, calming voice
- e) back against any available object to prevent an attack from the rear if more than one animal is present
- f) all for the animal’s owner or handler if nearby
- g) kick the animal in the jaw or head if an attack cannot be avoided and no weapon is available
- h) deliver forceful blows to the animal’s nose or head if an impact weapon is available
- i) use any available object to strike the animal rather than throw something at it
- j) use a chemical agent



Common Course Number: CJD0794

Unit 16 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:

- 16.1** Define “chain of command” as that connection or linkage of authority and responsibility that joins one level of an organization to another.
- 16.2** Define “organization” as a group of two or more persons who cooperate to accomplish an objective(s).
- 16.3** Define “organization” as a group of two or more persons who cooperate to accomplish an objective(s).
- 16.4** Identify important considerations for effective organizations
- 16.5** Identify important considerations for an effective chain of command