



# BROWARD COLLEGE COURSE OUTLINE

**LAST REVIEW:**

*(i.e. 2003-2004)*

**NEXT REVIEW: 2015-16**

*(i.e. 2008-2009)*

**STATUS: A**

*(A, I, D)*

**COURSE TITLE: Correctional Operations**

**COMMON COURSE NUMBER: CJK0102**

**CREDIT HOURS:**

**CONTACT HOUR BREAKDOWN**

*(per 16 week term)*

**CLOCK HOURS: 64**

*(Voc. Course ONLY)*

Lecture: 64      Lab:

Clinic:              Other:

**PREREQUISITE(S):**

**COREQUISITE(S):**

**PRE/COREQUISITE(S):**

**COURSE DESCRIPTION** *(750 characters, maximum):*

Course is based on the current curriculum, as developed and approved by the Florida Department of Law Enforcement, Criminal Justice Standards and Training commission. This course is designed to familiarize the student with how an officer needs to possess those basic skills to perform the physical tasks required of Correctional Officers.

## UNIT TITLES

1. Chain of Command and Organization
2. Inspection Services
3. Facility Inspection Techniques
4. Vehicle Inspection Techniques
5. Safety Requirements/Procedures
6. Environmental Health Requirements/Procedures
7. Health Care Service Requirements/Procedures
8. Hospital Requirements & Procedures
9. Food Service Requirements/Procedures
10. Control Room Operations/Procedures
11. Intake Procedures
12. Inmate Property Control Procedures
13. Classification Procedures
14. Fingerprinting
15. Transfer Procedures
16. Release Procedures
17. Bonding Procedures
18. Contraband: Recognition, Control, and Disposal
19. Disciplinary Procedures
20. Confinement Procedures
21. Referral Procedures
22. Cell and Area Search Techniques
23. Officer Survival Considerations

24. Patrol Concepts and Techniques
25. Patrol Hazards
26. Visual Perception/Discrimination and Observation Techniques
27. Tool and Sensitive Item Control Concepts/Procedures
28. Key Control Concepts/Procedures
29. Accountability Concepts/Procedures
30. Security Equipment
31. Inmate Movement Requirements/Procedures
32. Preliminary and Follow-up Investigation Procedures
33. Crime Scene Search Procedures
34. Evidence Handling Procedures
35. Chain of Custody Concepts
36. State Rules and Regulations
37. Inmate Transport Methods
38. Custody Responsibilities/Custody Process Requirements

**EVALUATION:**

Please provide a brief description (250 characters maximum) that details how students will be evaluated on the course outcomes.

1. In-class exercises
2. Individual presentations
3. Group presentations
4. Written Examinations

**UNITS****Unit 1 Chain of Command****General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 1.1** Define “chain of command” as that connection or linkage of authority and responsibility that joins one level of an organization to another.
- 1.2** Define “organization” as a group of two or more people who cooperate to accomplish an objective(s).
- 1.3** Identify the purposes of chains of command and organizations
- 1.4** Identify important considerations for effective organizations
- 1.5** Identify important considerations for effective chain of command

**Common Course Number: CJK0102**

**Unit 2 Inspection Services**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 2.1 Identify the difference between an inspection and a search as: an inspection is checking to see that equipment, facilities, etc., meet a standard (i.e., looking for a “known”) while a search is looking for an unknown.
- 2.2 Identify that Florida Statutes address inspection services
- 2.3 Identify the purposes of inspection
- 2.4 Identify categories of official personnel which conduct inspections
- 2.5 Identify the duties of official prison inspectors
- 2.6 Explain that officers should request inspections any time a problem is suspected; request through chain of command by advising immediate supervisor.

**Common Course Number: CJK0102**

**Unit 3 Facility Inspections**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 3.1 Identify when to perform inspections
- 3.2 Identify what to inspect
- 3.3 Identify where to inspect
- 3.4 List items needed to conduct inspections
- 3.5 Identify how to perform inspections
- 3.6 Identify criteria for inspections
- 3.7 Identify what to do with inspection results
- 3.8 Demonstrate inspection techniques

Common Course Number: CJK0102

#### Unit 4 Vehicle Inspections

##### General Outcome:

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

##### Specific Measurable Learning Outcomes:

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

- 4.1 Identify equipment checks that should be made before and during vehicle operations
- 4.2 Identify an officer's responsibility for the operation of a safe vehicle
- 4.3 Identify that knowing your vehicle is important because it applies to safe vehicle operation.
- 4.4 Demonstrate proper vehicle inspection techniques.

**Common Course Number: CJK0102**

**Unit 5 Safety Requirements**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 5.1 Identify factors influencing safety in a correctional setting
- 5.2 Identify the correctional officer's responsibility as providing safety for him/herself, peers, visitors and inmates supervised.
- 5.3 Identify general areas of safety concern within the correctional setting
- 5.4 Identify various potential hazards within the housing areas
- 5.5 Identify various potential hazards while supervising workcrews
- 5.6 Identify various potential hazards within the dining area

**Common Course Number: CJK0102**

**Unit 6 Environmental Health Requirements/Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 6.1 List the components of a complete environmental health program where, if deficiencies are noted, they should be reported,
- 6.2 Explain the rights of inmates with regard to environmental health
- 6.3 Explain that management is responsible for the environmental health program in a correctional facility; inmates merely perform tasks as assigned.
- 6.4 Identify the elements of a sanitation plan
- 6.5 List sanitation equipment and supplies
- 6.6 Identify areas within a correctional facility which require environmental health inspections,
- 6.7 Identify the role of the correctional officer with regard to the environmental health program.
- 6.8 Identify other special considerations in an environmental health program,

**Common Course Number: CJK0102**

**Unit 7 Health Care Service Requirements/Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 7.1 Define “health care” as the sum of all action taken, preventive and therapeutic, to provide for the physical and mental well-being of a population,
- 7.2 Explain the rights of inmates with regard to health care,
- 7.3 Describe the importance of health care services,
- 7.4 Identify the functions of health care services,
- 7.5 Identify the duties of a correctional officer with regard to health care,
- 7.6 Identify general guidelines for observation of health of inmates,
- 7.7 Identify procedures to follow when an individual is suspected of, or confirmed to have, a communicable disease,

**Common Course Number: CJK0102**

**Unit 8 Hospital Requirements**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 8.1 Identify procedures for responding to unusual clinical events and incidents of an inmate patient in a hospital environment,
- 8.2 Identify the hospital's channels of clinical, security, and administrative communication
- 8.3 Identify that on arrival at a hospital, review issues with medical staff to make sure they do not conflict with agency policy,
- 8.4 Describe the distinction between administrative restraints and clinical seclusion and clinical restraint:
- 8.5 Describe procedures for using restraints in a hospital environment,
- 8.6 Identify additional inmate-patient security measures,

**Common Course Number: CJK0102**

**Unit 9 Food Service Requirements/Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 9.1 Identify the rights of inmates with regard to the food service program,
- 9.2 Identify the functions of the food service program,
- 9.3 Identify the importance of the food service program,
- 9.4 Identify the duties of the correctional officer with regard to the food service program,
- 9.5 Identify special security considerations in the food service program
- 9.6 Identify special sanitation considerations in the food service program
- 9.7 Identify important planning considerations in food service programs

**Common Course Number: CJK0102**

**Unit 10 Control Room Operations/Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 10.1** Identify the general purposes of the control center
- 10.2** Identify some typical tasks of control center personnel
- 10.3** Identify procedures for maintaining control center logs
- 10.4** Identify the types of activities which should be recorded on control center logs,
- 10.5** Identify supplies and equipment which may be needed by control center personnel
- 10.6** Identify general considerations for the control center,
- 10.7** Identify the responsibilities of the control room officer in emergency situations and recall that he/she will need to become familiar with the post orders and special requirements for the facility where he/she will be working.

**Common Course Number: CJK0102**

**Unit 11 Intake Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 11.1 Identify special problems associated with the intake process
- 11.2 Identify the elements of a complete and successful intake program
- 11.3 Identify procedures for intake of inmate into facility,
- 11.4 Identify items of inmate personal data needed for records,
- 11.5 Identify documentation which must be maintained on file for each inmate,
- 11.6 Identify other important considerations with regard to the intake process,

**Common Course Number: CJK0102**

**Unit 12 Inmate Property Control Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 12.1 Explain the possible options for disposition of inmate personal property
- 12.2 Identify various items of personal property which may be retained in the inmate's possession
- 12.3 Identify procedures for verification and security of inmate personal property
- 12.4 Identify procedures for preparing property inventory list/receipt
- 12.5 Identify procedures for depositing inmate money
- 12.6 Identify procedures for returning inmate property or money,
- 12.7 Identify special considerations with regard to inmate personal property

**Common Course Number: CJK0102**

**Unit 13 Classification Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 13.1** Define “classification” as the systematic grouping of inmates into categories based on shared characteristics and/or behavioral patterns to ensure the safety and security of the individual inmate as well as the smooth operation of the facility. It is an ongoing process that occurs at frequent intervals throughout the inmate’s confinement.
- 13.2** Identify the importance of a well-defined and correctly implemented classification system,
- 13.3** Identify the two types of classifications:
- 13.4** Identify broad categories of initial segregation necessary in county and municipal facilities,
- 13.5** Identify types of special needs inmates
- 13.6** Identify the custody classifications/levels for inmates in state correctional facilities:
- 13.7** Identify types of information used in the initial classification
- 13.8** Identify topics for discussion in the initial classification interview,
- 13.9** Explain that an inmate’s appropriate custody level may determine
- 13.10** Identify procedures of the classification process
- 13.11** Identify elements of progress reports,
- 13.12** Explain reasons for changes in custody levels and supervision
- 13.13** Identify special considerations with regard to classification

**Common Course Number: CJK0102**

**Unit 14 Fingerprinting**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 14.1** Explain the importance of obtaining clear fingerprints
- 14.2** Explain how the Florida Department of Law Enforcement uses fingerprint cards
- 14.3** List the routing of the fingerprint card
- 14.4** Identify types of fingerprint cards
- 14.5** Identify the two types of fingerprint impressions
- 14.6** List the equipment needed to fingerprint an individual
- 14.7** Identify general procedures for fingerprinting an individual
- 14.8** Identify procedures for fingerprinting a subject with special problems
- 14.9** List the criteria for an acceptable fingerprint card
- 14.10** Demonstrate proper techniques of fingerprinting
- 14.11** Given samples of unacceptable fingerprint impressions, identify possible problems and the corresponding solutions to obtain acceptable prints.
- 14.12** . Identify common reasons for return of fingerprint cards as unacceptable for processing

**Common Course Number: CJK0102**

**Unit 15 Transfer Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 15.1** Describe different types of transfers
- 15.2** Identify procedures for transferring an inmate
- 15.3** Identify elements of a custody receipt

**Common Course Number: CJK0102**

**Unit 16 Release Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 16.1 Describe the different types of releases
- 16.2 Explain that the release is to be accomplished promptly and accurately
- 16.3 Describe the types of documentation needed to authorize a release
- 16.4 Identify elements to be included in the “release plan”,
- 16.5 Identify standard procedures to follow when releasing an inmate
- 16.6 Identify special considerations of the release process,

**Common Course Number: CJK0102**

**Unit 17 Bonding Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 17.1** Define “bond” as a written agreement, usually involving a sum of money, wherein a person accused of a crime is released from custody pending trial and forfeits the sum of money if the agreement is violated.
- 17.2** Identify advantages of releasing a person on bond
- 17.3** Identify disadvantages of releasing a person on bond and of money bond system
- 17.4** Identify legal rights of the accused with regard to the bond system
- 17.5** Identify the most prevalent types of bonds
- 17.6** Explain that a correctional officer cannot recommend a bail bondsperson

**Common Course Number: CJK0102**

**Unit 18 Contraband: Recognition, Control, and Disposal**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 18.1** Define “contraband” as any unauthorized article, or any authorized article in excessive quantities.
- 18.2** Identify major categories of contraband
- 18.3** Explain that anything in the facility is a potential weapon (e.g., toothbrush, silverware, sports equipment, ball point pens, etc.).
- 18.4** Explain the importance of controlling contraband
- 18.5** Identify common methods of smuggling contraband into correctional facilities
- 18.6** Describe ways in which contraband may be detected
- 18.7** Identify the correctional officer’s duty in the control of contraband
- 18.8** Identify the 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,
- 18.9** List rules for collecting contraband substances
- 18.10** Identify procedures for disposal of contraband
- 18.11** State that employees should never be recipient of any contraband which is scheduled for disposal.

**Common Course Number: CJK0102**

**Unit 19 Disciplinary Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 19.1 Define “proactive discipline” as the training required to ensure obedience to established rules.
- 19.2 Define “reactive discipline” as action taken in response to a violation of established rules.
- 19.3 Define “punishment” as a penalty for some offense.
- 19.4 Identify the three purposes of discipline
- 19.5 Identify the goals of discipline
- 19.6 Identify portions of laws and rules which refer to discipline/punishment in state correctional facilities,
- 19.7 Identify portions of laws and rules which refer to discipline/punishment in county and municipal correctional facilities,
- 19.8 Identify methods of preventive discipline
- 19.9 Identify examples of offenses which would be considered **minor** in nature
- 19.10 Identify actions which may be taken in response to a **minor** offense
- 19.11 Identify offenses which would be considered **major** in nature
- 19.12 Identify actions which may be taken in response to a **major** offense (following procedures of due process),
- 19.13 Explain the correctional officer’s role in the disciplinary process
- 19.14 Identify how discipline is to be administered
- 19.15 Identify who does/does not have the authority to punish inmates
- 19.16 Explain the disciplinary report process
- 19.17 Identify responsibilities associated with a disciplinary hearing
- 19.18 Identify procedures for due process in disciplinary hearings
- 19.19 Explain that the disciplinary hearing committee makes a recommendation to approving authority

**Common Course Number: CJK0102**

**Unit 20 Confinement Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 20.1 Identify and define the different types of confinement
- 20.2 Identify legal considerations relevant to confinement
- 20.3 Identify reasons for placement in confinement
- 20.4 Identify reasons for release from confinement
- 20.5 Describe conditions which are to be maintained in confinement
- 20.6 Identify procedures for monitoring inmates in confinement
- 20.7 Identify elements to be included in confinement logs
- 20.8 Identify special considerations/procedures for correctional officers working in the confinement unit,

**Common Course Number: CJK0102**

**Unit 21 Referral Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 21.1** Explain the need for correctional officers to make referrals
- 21.2** Identify the types of problems/needs for which an officer may make referrals
- 21.3** Name personnel within the correctional facility to which a correctional officer may refer an inmate
- 21.4** Identify the steps to the referral process
- 21.5** Identify procedures for the correctional officer to follow when making referrals

**Common Course Number: CJK0102**

**Unit 22 Cell and Area Search Techniques**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 22.1 Recognize the purposes of regular searches
- 22.2 Recognize items of contraband to be searched
- 22.3 Identify typical locations within a cell or within the correctional facility where weapons or contraband are likely to be concealed,
- 22.4 Identify equipment/tools which may be needed for conducting a cell or area search,
- 22.5 Identify correct steps and sequence for conducting a cell or area search,
- 22.6 Identify areas which should be probed,
- 22.7 Describe correct probing techniques, such as using a wire to check grills, door tracks, faucets, and drains.
- 22.8 Demonstrate correct probing techniques using appropriate equipment (hanger, mirror, flashlight, screwdriver).
- 22.9 List inmate personal property that should be examined,
- 22.10 Describe correct techniques for examining inmate property items,
- 22.11 Demonstrate correct techniques for examining inmate property items.
- 22.12 Describe structural aspects or furnishings of the correctional facility which should be checked
- 22.13 Describe correct techniques for checking visible areas of structural aspects or furnishings, such as rubbing your hand or fingers over the surfaces or legs and cracks to detect patches that may conceal contraband.
- 22.14 Explain that any area that cannot be easily seen should be examined by use of a mirror before placing hands in the area.
- 22.15 Demonstrate correct techniques for checking structural aspects or furnishings

- 22.16** Conduct a full cell and/or area search, demonstrating correct searching techniques and procedures and finding any hidden weapons or contraband.

Common Course Number: CJK0102

**Unit 23 Officer Survival Considerations****General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 23.1 State that the fundamental duty of a correctional officer is to safeguard life and property, including self and others.
- 23.2 List aspects of correctional operations that impact upon officer survival,
- 23.3 Explain that officer survival is dependent upon the overall atmosphere, or climate, of the correctional facility, and that the climate is a reflection of the total correctional process,
- 23.4 Explain that a secure facility is a safe facility for inmates and staff; security is always the number one priority.
- 23.5 Identify the correctional officer as the prime security agent within the correctional facility.
- 23.6 Explain that the safety and security of the correctional facility—and those who live and work within it—is dependent upon the knowledge of and adherence to all rules, policies, and procedures of the facility by all in the facility, staff and inmates alike.

**Common Course Number: CJK0102**

## **Unit 24 Patrol Concepts and Techniques**

### **General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

### **Specific Measurable Learning Outcomes:**

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

- 24.1 List purposes of patrol
- 24.2 Identify preventive patrol as the most effective method for maintaining order and control in inmate housing units or cell blocks.
- 24.3 Identify specific objectives of preventive patrol, to include detection
- 24.4 Identify proper patrol techniques,
- 24.5 Identify signs of potential problems which an officer may observe on patrol
- 24.6 Identify the duties of an officer in properly preparing for patrol duty
- 24.7 Identify the daily inspections that an officer should make as part of patrol and reporting discrepancies,

Common Course Number: CJK0102

## Unit 25 Patrol Hazards

### General Outcome:

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

### Specific Measurable Learning Outcomes:

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

- 25.1 Identify the kinds of hazards to inmate life and property which may occur in a patrol situation
- 25.2 Identify potential hazards to the officer that are inherent in patrol in a correctional setting
- 25.3 Explain common hazards inherent in vehicle patrol in a correctional setting

**Common Course Number: CJK0102**

**Unit 26 Visual Perception/Discrimination & Observation Techniques**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 26.1 Define “perception” as the process of organizing and attaching meaning to sensations so that the sensations can be interpreted as part of observation.
- 26.2 Identify factors which affect perception
- 26.3 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.
- 26.4 Describe the three parts of a complete observation
- 26.5 List the five senses involved in observation
- 26.6 Identify factors affecting an officer’s sight
- 26.7 Describe techniques for visual adaptation to darkness
- 26.8 Identify factors affecting an officer’s hearing
- 26.9 Identify factors affecting an officer’s sense of smell
- 26.10 State that many substances can be identified by their odors (e.g., gasoline or petroleum products, natural gas, gun powder)
- 26.11 Identify factors affecting an officer’s sense of touch
- 26.12 State that sense of touch can be used to identify many objects or situations of importance (e.g., presence of heat, vibrations, physical signs of forced entry, etc.)
- 26.13 Identify factors affecting an officer’s sense of taste
- 26.14 Explain that taste must be used with discretion to avoid potentially hazardous situations (e.g., cyanide)
- 26.15 Describe what to do when observations are made.

- 26.17** Identify common circumstances that can affect the perception/observation of an officer or a witness
  
- 26.18** Identify ways of improving perception and observation
  
- 26.19** Observe simulated scenes, persons, and/or activities and describe the observations from memory or notes.

**Common Course Number: CJK0102**

**Unit 27 Tool and Sensitive Item Control Concepts/Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 27.1 Identify reasons for tool control
- 27.2 List examples of tools that would be considered hazardous (restricted) in a correctional facility
- 27.3 List examples of tools that would be considered less hazardous (non-restricted) in a correctional facility, but still require control,
- 27.4 Describe a shadow board as an effective method for displaying and organizing tools; “shadow” of tool is drawn on board in the exact size and shape of tool.
- 27.5 Identify procedures for maintaining proper tool control,
- 27.6 Explain that the officer supervising work details is responsible for tools used by inmates.
- 27.7 Identify procedures for tool control involving private or contract repair and maintenance workers
- 27.8 List examples of flammable, hazardous, poisonous or toxic materials which must be controlled within correctional facilities
- 27.9 Identify guidelines for control of hazardous materials,
- 27.10 Identify guidelines for control of medical supplies and instruments,

**Common Course Number: CJK0102**

**Unit 28 Key Control Concepts/Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 28.1 Explain reasons why a key control system is necessary
- 28.2 Identify considerations for maintaining inventory of keys
- 28.3 Identify elements of a key control log
- 28.4 Identify considerations for issuing keys
- 28.5 Identify considerations for proper handling of keys,
- 28.6 Identify considerations for maintenance of key and lock system

**Common Course Number: CJK0102**

**Unit 29 Accountability Concepts/Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 29.1 Identify that the physical accountability of inmates at all times is a primary mission of the facility staff.
- 29.2 Identify that correctional officers have the primary responsibility for the completion of an accurate count.
- 29.3 Identify the general types of counts,
- 29.4 Identify the criteria for the proper conducting of counts,
- 29.5 Identify principles of counting inmates properly
- 29.6 Identify the criteria for properly preparing “count slips
- 29.7 Identify the procedures required of the count control officer
- 29.8 Demonstrate proper procedures/principles for conducting formal counts.

**Common Course Number: CJK0102**

**Unit 30 Security Equipment**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 30.1** List the different types of security equipment
- 30.2** Define “sally port” as a double gate.
- 30.3** Identify the procedures for proper operation of sally ports or gates
- 30.4** Describe precautions for manual operation of doors and gates
- 30.5** Describe the three main types of manual security locks
- 30.6** Describe procedures for operation of remote control panels for gates and cell doors
- 30.7** Describe procedures for operation of closed circuit television
- 30.8** List the types of metal detectors used to detect contraband
- 30.9** Describe maintenance guidelines for security equipment

**Common Course Number: CJK0102**

**Unit 31 Inmate Movement Requirements/Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 31.1** Identify factors which control inmate movement
- 31.2** Identify reasons for control of inmate movement
- 31.3** Describe the types of inmate movement
- 31.4** Identify the criteria for inmate movement
- 31.5** Identify the correctional officer's responsibilities with regard to inmate movement
- 31.6** Identify guidelines for escorting one inmate within the facility
- 31.7** List activities which may require group movements initiated by audible signals from central control.
- 31.8** Identify guidelines for conducting group movement of inmates
- 31.9** Demonstrate proper procedures for escorting one inmate and a group of inmates

**Common Course Number: CJK0102**

**Unit 32 Preliminary and Follow-up Investigation Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 32.1 Define “investigation” as making detailed and systematic inquires and/or observations
- 32.2 Explain that a preliminary investigation is directed at establishing whether an offense has been committed
- 32.3 List the key elements of the preliminary investigation
- 32.4 Define “follow-up investigation” as gathering information subsequent to the initial report to establish a case.
- 32.5 List methods of identifying inmates suspected of criminal activity or rule violation
- 32.6 Identify procedures of a follow-up investigation

Common Course Number: CJK0102

### Unit 33 Crime Scene Search Procedures

#### General Outcome:

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

#### Specific Measurable Learning Outcomes:

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

- 33.1 List responsibilities of the first officer at the crime scene
- 33.2 Identify that the primary consideration when dealing with a crime scene is to protect and preserve evidence.
- 33.3 Define “crime scene search” as a planned and coordinated legal search of a crime scene to locate physical evidence and witnesses to the crime under investigation.
- 33.4 List purposes of the crime scene search
- 33.5 List the steps of a crime scene search conducted by an investigator or prison inspector,
- 33.6 State that the general rule of crime scene searches is to collect evidence and information of a fragile nature before collecting material that is less likely to be lost or destroyed.
- 33.7 Explain major considerations involving crime scene searches
- 33.8 Stress that during any crime scene search only one officer should be in charge.
- 33.9 Describe the fundamental methods of searching a crime scene

**Common Course Number: CJK0102**

**Unit 34 Evidence Handling Procedures**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 34.1** Define “relevant evidence” as anything that logically tends to prove or disprove a material fact at issue in a judicial case or controversy. (s. 90.401, F.S.)
- 34.2** Identify areas having the most impact on evidence
- 34.3** Identify four important considerations when handling evidence
- 34.4** Explain that evidence is marked by the recovering officer to establish and maintain the chain of custody.
- 34.5** Explain that the chain of custody identifies who handled evidence and why to preserve the integrity of the evidence for court presentation.
- 34.6** Identify responsibilities of the officer (crime scene technician/prison inspector) as it relates to evidence
- 34.7** Define “trace evidence” as those minute articles that assist an investigator in locating a suspect
- 34.8** List common types of evidence found at various crime scenes
- 34.9** Describe procedures for collecting, preserving, marking, and transporting evidence
- 34.10** Demonstrate the correct method for collecting, preserving, marking and transporting various types of evidence.

**Common Course Number: CJK0102**

**Unit 35 Chain of Custody Concepts**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 35.1** Define “chain of custody” as the witnessed, written record of all individuals who have maintained unbroken control over the evidence since its acquisition.
- 35.2** Explain that the chain of custody establishes proof that the evidence collected at the crime scene is the same as that being presented in court.
- 35.3** Identify the components of the “chain,
- 35.4** Identify the information needed to establish the chain
- 35.5** Explain that it is important to properly store physical evidence to protect admissibility
- 35.6** Identify safeguards to maintain the chain of custody

**Common Course Number: CJK0102**

**Unit 36 States Rules and Regulations**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 36.1 Identify that Florida Statutes outline requirements on areas relevant to corrections
- 36.2 Identify that the provisions of the Florida Statutes are further expanded by rules in the Florida Administrative Code.
- 36.3 Identify responsibilities of the Department of Corrections
- 36.4 Identify that Florida Statutes authorize the Department of Corrections to promulgate rules governing the administration of the correctional system and the operation of the Department and that these rules can be found in Chapter 33 of the Florida Administrative Code.
- 36.5 Identify provisions of Chapter 33, F.A.C., pertaining to care of inmates
- 36.6 Identify provisions of Chapter 33, F.A.C., pertaining to inmate work programs
- 36.7 Identify provisions of Chapter 33, F.A.C., pertaining to inmate mail
- 36.8 Identify provisions of Chapter 33, F.A.C., pertaining to inmate legal documents
- 36.9 Identify provisions of Chapter 33, F.A.C., pertaining to employee conduct
- 36.10 Identify that provisions of Chapter 33, F.A.C., pertaining to inmate discipline
- 36.11 Identify that Florida Model Jail Standards presents rules pertaining to all aspects of operation of county and municipal detention facilities.
- 36.12 Explain that it is important for the officer to locate and become thoroughly familiar with the rules and regulations for each institution or jail in which he/she works.

**Common Course Number: CJK0102**

**Unit 37 Inmate Transport Methods**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 37.1 Describe the elements of safe inmate transport
- 37.2 Identify reasons for searching and restraining inmates prior to transport
- 37.3 Demonstrate the proper technique for placing an inmate in a vehicle to be used for transport
- 37.4 Identify that additional precautionary procedures are needed when transporting juveniles, injured persons, or members of the opposite sex.
- 37.5 List three basic mistakes that should be avoided in inmate transports
- 37.6 Identify that it is necessary to search the vehicle for contraband before and after transporting inmate.

**Common Course Number: CJK0102**

**Unit 38 Custody Responsibilities/Custody Process Requirements**

**General Outcome:**

**The student shall: Pursuant to the current curriculum standards, outcomes and objectives, etc., as established by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission (FDLE/CJDTC)**

**Specific Measurable Learning Outcomes:**

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

- 38.1 Explain that the inmate has not lost his/her constitutional rights, and that it is the officer's responsibility to see that they are not violated.
- 38.2 Explain that illegal use of force cannot be used against an inmate.
- 38.3 Name arresting authorities that may confine inmates to the jail,
- 38.4 Name the admission requirements for accepting an individual for confinement in a jail,
- 38.5 Identify information needed on jail records for each inmate
- 38.6 Explain that the officer must not ask about the details of the crime when gathering personal data, as this can be considered a violation of the inmate's rights.
- 38.7 Explain that whenever a weapon or other personal property is taken, it is the duty of the property officer to give a receipt to the person without delay.
- 38.8 Explain that searching the inmate and his/her clothing is a major responsibility of a custody and confinement officer as well as the arresting officer.
- 38.9 List basic rules for assigning custody classification and housing assignments