



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

LAST REVIEW: 2007-2008

NEXT REVIEW: 2012-2013

STATUS: A

COURSE TITLE: Correctional Probation Caseload Management

COMMON COURSE NUMBER: CJK 0273

CREDIT HOURS:

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS: 40

(Voc. Course ONLY)

Lecture: **40**

Lab:

Clinic:

Other:

PREREQUISITE(S):

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION *(750 characters, maximum):*

This course presents the caseload management procedures for Correctional Probation Officers.

UNIT TITLES

- 1. Organizational Skills**
- 2. Initial Intake Audit**
- 3. Offender Financial Obligation Agreement (OFOA)**
- 4. Case Management**
- 5. Transfer of Supervision**



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: **CJK0273**

EVALUATION:

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

**** Complete the following only if course is seeking general education status ****

GENERAL EDUCATION Competencies and Skills*:

Please highlight in **green** font all Competencies/Skills from the list below that apply to this course. In the box to the right of the Competency/Skill, enter all specific learning outcome numbers (i.e. 1.1, 2.7, 5.12) that apply.

1. Read with critical comprehension	
2. Speak and listen effectively	
3. Write clearly and coherently	
4. Think creatively, logically, critically, and reflectively (analyze, synthesize, apply, and evaluate)	
5. Demonstrate and apply literacy in its various forms: <i>(highlight in green ALL that apply)</i> (1. technological, 2. informational, 3. mathematical, 4. scientific, 5. cultural, 6. historical, 7. aesthetic and/or 8. environmental)	
6. Apply problem solving techniques to real-world experiences	
7. Apply methods of scientific inquiry	
8. Demonstrate an understanding of the physical and biological environment and how it is impacted by human beings	
9. Demonstrate an understanding of and appreciation for human diversities and commonalities	
10. Collaborate with others to achieve common goals.	
11. Research, synthesize and produce original work	
12. Practice ethical behavior	
13. Demonstrate self-direction and self motivation	
14. Assume responsibility for and understand the impact of personal behaviors on self and society	
15. Contribute to the welfare of the community	

** General Education Competencies and Skills endorsed by '05-'06 General Education Task Force*



Common Course Number: CJK0273

UNITS

Unit 1 Organizational Skills

General Outcome:

1.0 **The student shall:** define organization and explain the different organizational techniques that contribute to a well-balanced working environment.

Specific Measurable Learning Outcomes:

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

1.1 Define “organization” as placing items in an orderly or structured manner.

1.2 Explain that organization can contribute to efficiency, effectiveness, and positive time management while reducing errors.

1.3 List different organizational techniques, to include:

- a. grouping
- b. prioritizing
- c. placing items in chronological order (i.e., oldest to newest)

1.4 Explain that file maintenance is a method of organization that includes placing documents in correct order and purging files as necessary.

1.5 Demonstrate the ability to apply organizational skills to a mock file.



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Unit 2 Initial Intake Audit

General Outcome:

2.0 The student shall: know how to complete an offender's initial intake audit within the appropriate time frame.

Specific Measurable Learning Outcomes:

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

- 2.1 Explain that Section 945.25, F.S. specifies the documentation that should be maintained within an offender's file.
- 2.2 Define "intake audit" as a supervisor's review of an offender's file within the first 60 days of supervision.
- 2.3 State that in preparing for the supervisor's review, the items listed on the initial intake audit will be completed.
- 2.4 State that any deficiencies noted on the initial intake audit will be addressed within established time frames.
- 2.5 Demonstrate how to accurately perform an initial intake review by completing required forms and electronically recording relevant information into the appropriate databases.



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Unit 3 Offender Financial Obligation Agreement (OFOA)

General Outcome:

The student shall: be able to monitor and enforce a court ordered Offender Financial Obligation Agreement (OFOA).

Specific Measurable Learning Outcomes:

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

- 3.1 Explain that the Offender Financial Obligation Agreement (OFOA) is established and maintained based on the information within the Court Ordered Payment System (COPS) database.
- 3.2 Explain that the OFOA will be reviewed with the offender.
- 3.3 Explain the follow-up for missed monthly payments.
- 3.4 Explain that Section 948.09, F.S., provides the authority for the Department of Corrections to exempt part or all costs of an offender's supervision.
- 3.5 Identify the condition(s) specified in Section 948.09, F.S. that an offender must meet to become eligible for Cost of Supervision exemption in part or whole.
- 3.6 Explain that the offender must produce documentation of household income to determine his or her ability to pay supervision costs.
- 3.7 Explain that any modification of the financial obligation agreement .
- 3.8 Demonstrate how to generate and recalculate an OFOA.



Common Course Number: CJK0273

Unit 4 Case Management

General Outcome:

The student shall: determine offender compliance by conducting a review of the offender's file. The student shall also know how to recognize and correct deficiencies.

Specific Measurable Learning Outcomes:

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

- 4.1 Define "offender compliance" as the offender abiding by the supervision order.
- 4.2 Identify the case material that should be continuously reviewed for monitoring offender compliance.
- 4.3 Explain that a part of case management is determining if an offender is eligible for early termination.
 - 4.4 Discuss the different components of an offender's probation that must be analyzed when determining early termination.
- 4.5 Explain that the officer will verify that the termination date is accurate.
- 4.6 Identify the different information within the OBIS that should be reviewed for case management purposes.
- 4.7 State that preparing a file for audit will include ensuring that the case review printout is current.
- 4.8 Identify the process of verifying the accuracy of an offender's information for case management purposes.
- 4.9 Explain that the offender's risk classification should be continuously monitored.
- 4.10 Explain that a case review exception is a deficiency that needs to be addressed within mandated time frames.
- 4.11 State that all corrections to case review exceptions must be approved by the supervisor.
- 4.12 Demonstrate how to locate special conditions of supervision in OBIS.
- 4.13 Demonstrate how to accurately verify the sentence structure screen in OBIS with court material.
- 4.14 Demonstrate how to locate at least two screens in OBIS that display an offender's risk classification.



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Unit 5 Transfer of Supervision

General Outcome:

5.0 The student shall: be able to transfer or receive a case within Florida. The student will also know how to transfer or receive a case using the rules of the Interstate Compact.

Specific Measurable Learning Outcomes:

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

- 5.1 State that the officer may initiate a transfer upon an offender's request.
- 5.2 State that review of the case material will determine if the offender is eligible for transfer.
- 5.3 Explain the process of transferring an offender within the State of Florida.
- 5.4 Explain the process of receiving a transferred case within the State of Florida.
- 5.5 Explain that the Interstate Compact for Adult Supervision is an agreement that promotes cooperation and coordination among participating states in the transfer of supervised offenders across state boundaries. (Section 949.07, F.S.)
- 5.6 Identify the criteria for mandatory transfer of an offender out of state under the Interstate Compact Agreement.
- 5.7 Identify the criteria for the discretionary transfer of an offender out of state under the Interstate Compact Agreement.
- 5.8 Explain that the Compact Administrator is responsible for transactions between Florida offices and other states regarding transfers.
- 5.9 Explain the process of transferring an offender out of the state.