
LAST REVIEW: 2007-2008
(i.e. 2003-2004)

NEXT REVIEW: 2012-2013
(i.e. 2008-2009)

STATUS: A
(A, I, D)

COURSE TITLE: Correctional Probation Supervision

COMMON COURSE NUMBER: CJK 0274

CREDIT HOURS:

CLOCK HOURS: 88
(Voc. Course ONLY)

CONTACT HOUR BREAKDOWN
(per 16 week term)

Lecture: **88** Lab:

Clinic: Other:

PREREQUISITE(S):

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION *(750 characters, maximum):*

This course presents the characteristics and behaviors of people a Correctional Probation Officer must supervise and the procedures and strategies for dealing with individuals under supervision.

UNIT TITLES

- 1. Supervision Techniques**
- 2. Types of Supervision**
- 3. Recognizing Deception and Manipulation**
- 4. Offender Orientation**
- 5. Community Resources**
- 6. Field Supervision**
- 7. Offender Employment**
- 8. Offender Supervision Progress**
- 9. Drug and Alcohol Testing**
- 10. Arrest Procedures**
- 11. Warrantless Arrest**
- 12. Violation and Warrant Procedures**
- 13. Absconder Procedures**
- 14. Offender Deportation**
- 15. Offender Informant Procedure**
- 16. Child and Elderly Abuse**
- 17. Domestic Violence Intervention**
- 18. Recognizing Substance Abuse**
- 19. Persons with Mental Illnesses**
- 20. (T) Baker Act**



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: CJK0274

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: (highlight in green ALL that apply) (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: CJK0274

UNITS

Unit 1 Supervision Techniques

General Outcome:

1.0 The student shall: define supervision and understand the basic responsibilities of supervision. The student shall 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 Explain that the goal of supervision is to successfully reintegrate the offender back into society.
- 1.3 Identify that failure to recognize individual differences among those being supervised is the most common supervision error.
- 1.4 Identify factors that enhance the chances of positive effects when supervising offenders.
- 1.5 Identify general rules that officers should be aware of regarding supervision.
- 1.6 Identify principles of successful supervision.
- 1.7 Identify consequences of poor supervision.
- 1.8 Demonstrate effective supervision techniques in a mock situation.



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COURSE OUTLINE

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Unit 2 Types of Supervision

General Outcome:

2.0 The student shall: identify and explain the different types of supervision.

Specific Measurable Learning Outcomes:

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

- 2.1 Explain types of supervision to different audiences.
- 2.2 List the different types of supervision, to include:
 - a) Administrative – non-reporting status, but periodic record checks are completed to verify the offender has not violated the law
 - b) Probation – a term or sentence imposed by the court with standard statutory conditions as well as special conditions
 - c) Drug Offender – intensive supervision that emphasizes treatment of the offender
 - d) Community Control I – a community-based punishment alternative to incarceration or regular probation
 - e) Community Control II (electronic monitoring) – a type of community control that involves placing community controlees on electronic monitoring
 - f) Sex Offender Probation – the standard terms and conditions of probation or community control apply to persons on sex offender probation, along with additional terms and conditions specified in statutes
 - g) Conditional Release – applies to certain inmates convicted for committing very serious crimes who are released from incarceration prior to completion of their sentence due to application of gain time credits
 - h) Pre-Trial Intervention – a state attorney diversion program requiring contact with a probation officer for persons charged with a crime, with delayed disposition until successful completion of imposed conditions
 - i) Addiction Recovery – a release program under the authority of the Florida Parole Commission for inmates with a history of drug use
 - j) Parole – applies to inmates released from prison under the authority of the Florida Parole Commission for offenses committed prior to October 1, 1983



Unit 3 Recognizing Deception and Manipulation

General Outcome:

The student shall: identify why individuals engage in the manipulation and deception of staff and the methods they use. The student shall 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 possible signs of manipulation and deception.
- 3.3 Identify factors that influence the selection of a staff member as a victim of deception and manipulation.
- 3.4 Identify methods used to gather information about staff for deception and manipulation.
- 3.5 Identify methods used to deceive or manipulate staff.
- 3.6 Explain that an officer will encounter problems when exhibiting excessive friendliness, over familiarization, and favoritism.
- 3.7 Identify types of deception that can be used on an officer.
- 3.8 Identify factors that help an officer avoid deception or manipulation.
- 3.9 Demonstrate appropriate responses to manipulation and deception in role-play situations.
- 3.10 Demonstrate the ability to accurately respond to an offender who is behaving in an overly familiar manner.



Unit 4 Offender Orientation

General Outcome:

The student shall: be able to conduct a thorough offender orientation through understanding the standard and special conditions of supervision, the legal requirements an offender must comply with, and the potential advantages of compliance and consequences of noncompliance with supervision.

Specific Measurable Learning Outcomes:

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

- 4.1 Identify the process for instructing the offender to report to the appropriate supervision office.
- 4.2 Explain that the department will provide an approved interpreter during initial orientation, when necessary, and any other time required by law.
- 4.3 Identify the process for verifying the offender's identity.
- 4.4 Identify that correctional probation officers of the Florida Department of Corrections are authorized to collect biological specimens (e.g., saliva) from specified offenders for DNA testing. (Section 943.325, F.S.)
- 4.5 Determine the relevant case materials that must be reviewed to conduct an offender orientation.
- 4.6 Discuss the role of the officer and offender.
- 4.7 List the standard conditions of supervision an offender shall comply with.
- 4.8 List the special conditions of supervision an offender shall comply with.
- 4.9 Explain that special conditions of supervision are defined by the sentencing authority.
- 4.10 Explain the different legal requirements an offender must comply with.
- 4.11 State that a violation of probation can be submitted to the sentencing authority as a penalty for noncompliance with the conditions of supervision.
- 4.12 Explain that the sentencing authority has the final determination for defining the penalty for noncompliance with the conditions of supervision.
- 4.13 List the potential advantages for compliance with the conditions of supervision.
- 4.14 Explain procedures for developing a supervision plan.
- 4.15 Explain the process for documenting offender orientation.



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- 4.16 State that offender supervision may involve family support and cooperation.
- 4.17 Explain that information and referrals may be provided to the offender's family, if requested.
- 4.18 Explain that special supervision needs and expectations may be identified.
- 4.19 Demonstrate the ability to use the DC website to locate a probation office closest to the residence of an offender who is requesting a transfer.
- 4.20 Demonstrate the ability to complete an intake data sheet.
- 4.21 Instruct an offender on the conditions of supervision through a mock orientation.
- 4.22 Demonstrate the ability to enter and update the residence and employment screens using OBIS.



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Unit 5 Community Resources

General Outcome:

5.0 The student shall: identify appropriate community resources to assist an offender in receiving treatment for personal and/or relationship issues. The student shall know the processes to refer an offender to a voluntary self-improvement program(s) as well as to satisfy the conditions of supervision.

Specific Measurable Learning Outcomes:

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

- 5.1 Identify reasons why an officer would make community resource referrals for an offender.
- 5.2 Explain the steps of the offender referral process.
- 5.3 Identify the appropriate social service agency(s) to refer an offender, based on an evaluation of the offender's needs and/or to satisfy the conditions of supervision.
- 5.4 Identify that the officer will answer court inquiries related to available community resources specific to the offender's needs.
- 5.5 Explain that the officer will only make referrals to approved treatment providers.



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Unit 6 Field Supervision

General Outcome:

6.0 The student shall: identify the different reasons for conducting field supervision. The student shall know how to effectively plan and conduct field supervision.

Specific Measurable Learning Outcomes:

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

- 6.1 Identify the various reasons for conducting field supervision.
- 6.2 List the different databases that could be reviewed when planning to make a field visit.
- 6.3 Identify the case materials that are needed to plan and conduct field supervision.
- 6.4 Explain the process for completing a field itinerary.
- 6.5 Explain that local law enforcement may need to be notified when conducting field supervision.
- 6.6 Identify the process for verifying the suitability of an offender's residence.
- 6.7 Identify the proper safety equipment to use when conducting field supervision.
- 6.8 State the required components for documenting field contacts.
- 6.9 Demonstrate how to accurately record field supervision in electronic case notes.



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Unit 7 Offender Employment

General Outcome:

7.0 The student shall: know how to verify an offender's employment and the requirements for notifying an offender's employer of supervision status.

Specific Measurable Learning Outcomes:

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

- 7.1 Identify information necessary for verification of employment, to include:
- a) employer contact information
 - b) employment duties
 - c) employment schedule
 - d) employment compensation
 - e) self-employment documentation
- 7.2 Explain that the offender's employer will be notified of supervision status within 30 days of employment.
- 7.3 State that the offender will be informed of the officer's duty to notify the employer of the offender's supervision status.



Common Course Number: CJK0274

Unit 8 Offender Supervision Progress

General Outcome:

8.0 The student shall: know how to accurately assess the progress of an offender through identifying concerns, needs, and solutions leading to the development of an appropriate plan of action.

Specific Measurable Learning Outcomes:

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

- 8.1 Explain the process for evaluating an offender's progress.
- 8.2 Explain that the officer should consider all information when determining approaches or solutions for an offender.
- 8.3 Explain that a plan of action will be developed based upon the offender's needs, concerns, and recommended solutions.
- 8.4 Identify the process for developing a plan of action.
- 8.5 Demonstrate how to locate an offender's treatment history using OBIS.

identify two defense.

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Unit 9 Classification of Offenses

General Outcome:

9.0 The student shall: learn the process of safely collecting and testing specimens for the presence of drugs and/or alcohol.

Specific Measurable Learning Outcomes:

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

- 9.1 List the necessary safety precautions to use in collecting specimens for drug and/or alcohol testing.
- 9.2 Identify the steps in collecting urine specimens for drug and/or alcohol testing.
- 9.3 Explain that an on-site testing device will be used in the presence of the offender.



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- 9.4 Explain the process if the urine sample is negative.
- 9.5 Explain that if the urine sample is positive, the officer will:
- a) notify offender of the result
 - b) give offender the opportunity to sign admission form
 - c) submit specimen to lab, if required
 - d) conduct warrantless arrest, if required
 - e) report positive test results to sentencing authority
- 9.6 Describe the procedure when a specimen tests positive and the offender denies use, to include:
- a) process specimen using chain of custody
 - b) provide specimen to lab
 - c) discard testing container and testing device
 - d) report positive test results to sentencing authority



Common Course Number: CKJ 0274

Unit 10 Arrest Procedures

General Outcome:

10.0 The student shall: know how to determine criteria requiring arrest of an offender. The student shall also be able to conduct an arrest safely and legally.

Specific Measurable Learning Outcomes:

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

- 10.1 Explain that Section 947.22, F.S. and Section 948.06, F.S., give correctional probation officers the authority to arrest supervised Florida offenders, with or without a warrant.
- 10.2 List reasons that may require an offender to be arrested.
- 10.3 List steps involved in the safe and legal arrest of an offender.
- 10.4 Explain that an officer will verify that a warrant is active by contacting the originating agency.
- 10.5 Describe that case material should be reviewed to determine if an arrest should be initiated.
- 10.6 State that the probation officer will assist law enforcement in conducting an arrest, as needed.
- 10.7 List the appropriate documents to be completed upon the arrest of an offender.



Common Course Number: CKJ 0274

Unit 11 Warrantless Arrest

General Outcome:

11.0 The student shall: identify the criteria for a warrantless arrest and be able to safely execute a warrantless arrest.

Specific Measurable Learning Outcomes:

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

- 11.1 Define “warrantless arrest” as the authority to arrest an offender without a warrant under Section 947.22, F.S.
- 11.2 Explain that the officer has to have reasonable grounds to believe that the probationer/offender has violated conditions of supervision in a material respect.
- 11.3 List the criteria in which an officer has the authority to conduct a warrantless arrest.
- 11.4 Explain that local law enforcement will need to assist the officer when a warrantless arrest is conducted.
- 11.5 Explain that the officer will advise the offender about the violation.
- 11.6 List the required documents that must be completed when conducting a warrantless arrest.



Common Course Number: CKJ 0274

Unit 12 Violation and Warrant Procedures

General Outcome:

12.0 The student shall: identify the purpose of a violation report and describe the appropriate procedures to follow when preparing and submitting the report. The student shall identify the appropriate procedures to follow when preparing and submitting an affidavit and warrant.

Specific Measurable Learning Outcomes:

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

- 12.1 Explain the process of investigating the accuracy of an alleged violation or accusation.
- 12.2 Explain that hearsay evidence is admissible in a violation of probation hearing.
- 12.3 Explain that the offender's statement must be obtained before completing the violation report.
- 12.4 Explain that the officer needs to evaluate the circumstances of the violation to determine if it is willful.
- 12.5 Identify the different elements of a violation report.
- 12.6 Identify that an affidavit is required to obtain a warrant from the court.
- 12.7 Explain that the violation report, affidavit, and warrant must be approved by the supervisor.
- 12.8 Explain that an affidavit is not required for a Florida Parole Commission case.
- 12.9 List the documentation that must be submitted to the court.
- 12.10 Explain that the supervision period may be tolled under certain circumstances.
- 12.11 Identify that the officer must submit an amended affidavit and addendum to the violation report if an offender continues to violate the conditions of supervision after the violation report, affidavit, and warrant have been submitted.
- 12.12 Explain that the officer can conduct an arrest after the warrant has been activated by the sentencing authority.
- 12.13 Demonstrate the ability to accurately complete a violation report, affidavit, and warrant.



Common Course Number: CKJ 0271

Unit 13 Absconder Procedures

General Outcome:

13.0 The student shall: identify criteria for determining if an offender has absconded. The student shall know how to initiate the Be On the Look Out (BOLO) procedure for an offender who has absconded based on established criteria.

Specific Measurable Learning Outcomes:

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

- 13.1 Explain that an absconder is an offender who ceases to make himself or herself available for supervision, after attempts to locate (and make contact with) the offender have been unsuccessful.
- 13.2 Define “Be On the Look Out” (BOLO) as a Florida administrative message, in Florida Crime Information Center II, for law enforcement officers.
- 13.3 Explain that an officer, prior to filing an affidavit and/or warrant, will attempt to locate an absconded offender by various means.
- 13.4 Explain that an officer will complete a thorough investigation to determine if the offender has absconded and file a violation report.
- 13.5 Identify that an officer will request a BOLO for an absconder that is a violent/high risk offender who poses a threat to public safety.
- 13.6 Explain that the purpose of the BOLO is to direct Florida law enforcement agencies to detain the offender for questioning or potential arrest.
- 13.7 List the steps necessary to initiate a BOLO.



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Unit 14 Offender Deportation

General Outcome:

14.0 The student shall: be able to initiate the process for possible deportation if an offender is identified as an illegal alien.

Specific Measurable Learning Outcomes:

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

- 14.1 Define “Immigration and Customs Enforcement (ICE)” as the federal agency responsible for enforcing immigration and custom laws within the United States. The Immigration and Customs Enforcement agency is a division of Homeland Security.
- 14.2 Define an “illegal alien” as a foreign person entering the United States contrary to the laws governing immigration.
- 14.3 List documentation that could be used to identify immigration status.
- 14.4 List the responsibilities of the officer initiating the process for possible deportation.



Common Course Number: CJK0274

Unit 15 Offender Informant Procedures

General Outcome:

15.0 The student shall: be able to identify the procedures required for an offender to be used as an informant.

Specific Measurable Learning Outcomes:

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

- 15.1 State that the requesting law enforcement agency will provide the details concerning the informant's activities.
- 15.2 Identify considerations that should be reviewed when an offender is being considered as an informant.
- 15.3 Explain that an offender informant request must be approved through the proper chain of command.



Common Course Number: CJK0274

Unit 16 Child and Elderly Abuse

General Outcome:

16.0 The student shall: know the procedure for recognizing and reporting signs of abuse in children, the elderly, and disabled adults to the appropriate authorities.

Specific Measurable Learning Outcomes:

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

- 16.1 Identify that law enforcement officers are required by Section 39.201, F.S., to immediately report child/elder/disabled adult abuse, abandonment, or neglect using the abuse hotline number.
- 16.2 Explain that the definition of “child abuse and neglect” is found in Section 827.03, F.S.
- 16.3 Describe the types and signs of abuse that may occur in children.
- 16.4 Identify signs of neglect and abandonment.
- 16.5 Define “elderly person” as an individual 60 years of age or older who is suffering from the infirmities of aging to the extent that the person’s ability to adequately provide for his or her own care or protection is impaired.
- 16.6 Explain that “elder or disabled adult abuse and neglect” is defined in Section 825.102, F.S.
- 16.7 Describe the signs of elderly or disabled adult abuse.
- 16.8 Identify that the primary concern of an officer is the safety of the abused individual.
- 16.9 Describe the procedure that an officer must perform if abuse is suspected.

Identify the appropriate authority to consult when preparing for a hearing.



Common Course Number: CJK0274

Unit 17 Domestic Violence Intervention

General Outcome:

17.0 The student shall: define domestic violence and understand the procedures for appropriate intervention and referral. The student shall also know reasons and theories regarding domestic violence.

Specific Measurable Learning Outcomes:

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

- 17.1 Define “domestic violence,” in accordance with Section 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.
- 17.2 Define “family or household member,” in accordance with Section 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 are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single-dwelling unit.
- 17.3 Identify reasons for domestic violence.
- 17.4 Identify reasons why people remain in abusive situations.
- 17.5 Identify reasons victims typically under-report cases of domestic violence.
- 17.6 Identify appropriate response procedures for intervention.
- 17.7 State that various calming techniques may be helpful when de-escalating domestic violence situations.
- 17.8 Demonstrate the ability to resolve a mock domestic violence situation.



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Unit 18 Recognizing Substance Abuse

General Outcome:

18.0 The student shall: define the meaning of common substance abuse terms and recognize the signs and symptoms of substance abuse based upon observation and/or testing of the offender.

Specific Measurable Learning Outcomes:

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

- 18.1 Define “substance use,” “substance abuse,” and “substance dependence”.
- 18.2 State that the offender’s behavior and/or environment will be observed to determine the presence of alcohol and/or drugs.
- 18.3 List indicators of substance abuse that may be observed in an offender’s environment.
- 18.4 Identify commonly abused substances and paraphernalia.
- 18.5 Identify the signs and symptoms of commonly abused substances.
- 18.6 Demonstrate the ability to identify different forms of controlled substances and signs and symptoms of commonly abused substances or associated paraphernalia when given actual or simulated examples.

Demonstrate proper demeanor and methods for effective testimony in mock court exercises.



Common Course Number: CJK0274

Unit 19 Persons with Mental Illnesses

General Outcome:

19.0 The student shall: define mental illness and identify signs and symptoms of mental illnesses. The student shall also know the procedures to follow when communicating with persons with mental illnesses.

Specific Measurable Learning Outcomes:

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

- 19.1 Define “mental illness” as an impairment of the mental or emotional processes that exercise conscious control of one’s actions or of the ability to perceive or understand reality, which impairment substantially interferes with a person’s ability to meet the ordinary demands of living, regardless of etiology (cause of condition). (Section 394.455(18), F.S.)
- 19.2 Explain that mental illness does not include mental retardation, developmental disabilities, intoxication, or drug addiction
- 19.3 Identify the most common mental illness disorders.
- 19.4 Identify signs and symptoms of mental illnesses.
- 19.5 Identify actions to take when responding to an individual experiencing an emotional or psychological episode.



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COURSE OUTLINE

Common Course Number: CJK0274

Unit 20 Baker Act

General Outcome:

20.0 The student shall: know what the Baker Act is and the criteria for involuntary examination in relation to the Baker Act.

Specific Measurable Learning Outcomes:

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

- 20.1 Explain that the Baker Act is outlined in Chapter 394, Florida Statutes.
- 20.2 Identify that the Baker Act provides for emergency service and temporary detention for evaluation and voluntary or involuntary short-term community inpatient treatment, if necessary.
- 20.3 Identify that a person may be taken to a receiving facility for involuntary examination if there is reason to believe that the person has a mental illness and because of his or her mental illness:
 - a) the person has refused voluntary examination after conscientious explanation and disclosure of the purpose of the examination; or
 - b) the person is unable to determine for himself or herself whether examination is necessary; and
 - without care or treatment, the person is likely to suffer from neglect or refuse to care for himself or herself;
 - such neglect or refusal poses a real and present threat of substantial harm to his or her well-being; and
 - it is not apparent that such harm may be avoided through the help of willing family members of friends or the provisions of other services; or
 - c) there is a substantial likelihood that without care or treatment the person will cause serious bodily harm to himself or herself or others in the near future, as evidenced by recent behavior

Explain that an individual can only be held involuntarily up to 72 hours upon admission to a receiving facility.