
LAST REVIEW: 2007-2008

NEXT REVIEW: 2012-2013

STATUS: A

COURSE TITLE: Correctional Probation Management Information Systems

COMMON COURSE NUMBER: CJK 0276

CREDIT HOURS:

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS: 27

(Voc. Course ONLY)

Lecture: **27**

Lab:

Clinic:

Other:

PREREQUISITE(S):

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION *(750 characters, maximum):*

This course presents the techniques needed for a Correctional Probation Officer to conduct and document successful investigations.

UNIT TITLES

- 1. Offender-Based Information System (OBIS)**
- 2. Court Ordered Payment System (COPS)**
- 3. Florida Crime Information Center II (FCIC II)**
- 4. Rapid Identification System (Rapid ID)**
- 5. Electronic Information Systems**



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

Common Course Number: CJK0276

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: CJK0276

UNITS

Unit 1 Offender-Based Information System (OBIS)

General Outcome:

1.0 The student shall: identify the basic features of the Offender-Based Information System (OBIS) and how they pertain to the supervision of offenders. The student will also identify the various types of reports generated by OBIS.

Specific Measurable Learning Outcomes:

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

1.1 Explain that the goal of the Offender-Based Information System (OBIS) is to store and maintain all offender information.

1.2 Identify uses of OBIS, to include:

- a) documenting an offender's sentence
- b) calculating an offender's termination date
- c) tracking the offender's location
- d) facilitating offender file/audit reviews by administrative staff
- e) maintaining an active listing and count of offenders categorized by type, status, location, and risk classification
- f) tracking investigations
- g) generating various reports for case management purposes
- h) generating various reports for administrative use

1.3 Identify that selected official department personnel have access to OBIS information, except that which is confidential, including offender health information.

1.4 Identify types of reports and information generated by OBIS.

1.5 Demonstrate how to properly complete forms using OBIS.

1.6 Demonstrate how to retrieve appropriate screen information using OBIS.

1.7 Demonstrate how to recognize and assess screen content within OBIS.



Common Course Number: CJK0276

Unit 2 Court Ordered Payment system (COPS)

General Outcome:

2.0 The student shall: know the purpose of the Court Ordered Payment System (COPS) and the basic information that is maintained within COPS.

Specific Measurable Learning Outcomes:

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

- 2.1 Explain that the Court Ordered Payment System (COPS) is a database within the Offender-Based Information System (OBIS) that tracks court obligations and payments.
- 2.2 Identify that the court provides a synopsis of the offender's financial obligations.
- 2.3 Identify that an input form must be entered into COPS that contains:
- a) offender's name and DC number
 - b) payee's contact information
 - c) monetary obligation
- 2.4 Demonstrate how to complete a COPS input and change form.



BROWARD COMMUNITY COLLEGE

COURSE OUTLINE

Common Course Number: CJK0276

Unit 3 Florida Crime Information Center II

General Outcome:

The student shall: know the basic concepts of the Florida Crime Information Center II (FCIC II) system and comprehend the usefulness of this system to the entry-level officer.

Specific Measurable Learning Outcomes:

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

3.1 Identify the agency and location of the FCIC II, NCIC 2000, and the MCIC, which are:

- a) FCIC II - Florida Crime Information Center II, Florida Department of Law Enforcement; Tallahassee, Florida
- b) NCIC 2000 - National Crime Information Center 2000, Federal Bureau of Investigation; Washington, DC
- c) MCIC - Missing Children Information Clearinghouse, Florida Department of Law Enforcement; Tallahassee, Florida

3.2 List the major assets of FCIC II, to include:

- a) provides computerized information system
- b) provides information available on:
 - wanted/missing persons
 - stolen property
 - vehicle/vessel identification data
 - computerized criminal history
 - sexual predator/offender file
 - protection orders

3.3 Identify procedures for proper storage and disposal of FCIC II/NCIC 2000 information found in offender records.

Common Course Number: CJK0276



Unit 4 Rapid Identification System (Rapid ID)

General Outcome:

The student shall: know the purpose and basic terminology of the Rapid Identification (Rapid ID) system and the process for conducting a fingerprint transaction using the Rapid ID system.

Specific Measurable Learning Outcomes:

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

- 4.1 Explain the purpose of the Rapid Identification system is to positively identify an offender.
- 4.2 Explain the Rapid ID system is located within one central area within the probation office.
- 4.3 State that the Rapid ID system accesses FCIC II and Warrants.
- 4.4 Explain that the officer can conduct a search or a match transaction with the Rapid ID system.
- 4.5 Identify the difference between “search” and “match” in relation to the Rapid ID system, to include:
 - a) “Search” is when an offender does not have a state identification number (SID) or FDLE number.
 - b) “Match” is when an offender has an established SID or FDLE number within the system.
- 4.6 Explain the process for using the Rapid ID system, to include:
- 4.7 Explain that the fingerprints have been successfully submitted and received if a transaction number appears on the screen and the offender’s identifiers can be accessed.
- 4.8 List the different responses the system provides once the offender’s fingerprints have been received.
- 4.9 Explain that if the system provides a “hit” response, the offender’s criminal history can be accessed.
- 4.10 Demonstrate the ability to conduct a Rapid ID transaction.

Common Course Number: CJK0276

Unit 5 Electronic Information Systems

General Outcome:



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

5.0 The student shall: be able to obtain information, select, and complete the proper forms for entry into appropriate databases.

Specific Measurable Learning Outcomes:

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

5.1 Identify the proper forms to enter information into the Management Information System databases, to include

- a) Sentence Structure
- b) Transaction Register/Intake Data
- c) Court Ordered Payment System (COPS)

5.2 Explain that the officer will confirm the accuracy of the database by comparing it with official court documents.

5.3 Explain that appropriate signatures/approvals are required prior to submitting a completed database form.

5.4 Explain that the internet can be used to obtain information regarding an offender.

5.5 Identify that computerized court systems can be used to gather information regarding an offender through a docket or name search.

5.6 Explain that computerized traffic systems can provide an offender's civil and criminal traffic offenses.