

**Course Outline**

**COURSE:** JLE 104                      **DIVISION:** 50                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Spring 2013                      **Inactive Course**

**SHORT TITLE:** BASIC JAIL OPERATNS

**LONG TITLE:** Basic Jail Operations

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
1.5	1	Lecture:	25	25
		Lab:	8	8
		Other:	0	0
		Total:	33	33

**COURSE DESCRIPTION:**

This course is designed for the Peace Officer who carries out the responsibilities of a corrections officer and has completed the POST Basic Course. It consists of a minimum of 66 hours of instruction in specific performance/instructional objectives. **ADVISORY:** Eligible for English 250 and English 420.

**PREREQUISITES:**

**COREQUISITES:**

**CREDIT STATUS:** D - Credit - Degree Applicable

**GRADING MODES**

L - Standard Letter Grade

**REPEATABILITY:** N - Course may not be repeated

**SCHEDULE TYPES:**

02 - Lecture and/or discussion

03 - Lecture/Laboratory

04 - Laboratory/Studio/Activity

**STUDENT LEARNING OUTCOMES:**

1. Identify factors in classification of inmates.
2. Describe the booking and receiving process.
3. Describe the releasing procedures.
4. Identify the factors to consider in maintaining jail security.

5. Describe the procedures in the supervision of inmates.
6. Identify how supplies are distributed to inmates.
7. Identify factors in monitoring inmate psychological and physical health.
8. Identify procedures used in the screening and monitoring of visitors.
9. Identify procedures in the management of inmate workers.
10. Identify the process involved in the screening and distribution of mail.
11. Describe emergency procedures in a jail.

## **CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS**

Inactive Course: 09/24/2012

### **1. CODES, STATUTES, AND OTHER LEGAL DOCUMENTS**

- a. Legal Foundations of Incarceration
- b. Constitutional Rights and Civil Rights

### **2. CLASSIFICATION OF INMATES**

- a. Factors Affecting Classification
- b. Implications of Classification

### **3. CONTRABAND**

- a. Identifying Contraband

### **4. BOOKING AND RECEIVING**

- a. Receiving Inmates
- b. Booking Inmates
- c. Warrant Checks
- d. Processing New Inmates Prior to Housing
- e. Orienting New Inmates

### **5. RELEASING**

- a. Verifying Identity Prior to Release
- b. Returning Property Prior to Release
- c. Reviewing Bail Bonds
- d. Processing Release on Own Recognizance
- e. In Custody Releases

### **6. MAINTAINING SECURITY**

- a. Basic Precautions
- b. Investigating Disturbances
- c. Searching the Facility
- d. Security Rounds
- e. Counting and Locating Inmates

### **7. SUPERVISING INMATES**

- a. Giving Instructions to Inmates
- b. Responding to Requests and Questions
- c. Movement Within the Facility
- d. Supervising Feeding
- e. Supervising Cleaning of Cells
- f. Supervising Recreation
- g. Supervising Use of Telephone
- h. Disturbances and Disputes

8. DISTRIBUTION OF SUPPLIES AND COMMISSARY

- a. Legal Issues
- b. Principles and Problems
- c. Distribution of Commissary Goods

9. MONITORING PSYCHOLOGICAL AND PHYSICAL HEALTH

- a. Legal Issues
- b. Indicators of Psychological Problems
- c. Indicators of Substance Abuse
- d. Indicators of Physical/Medical Problems
- e. Assisting Medical Personnel in the Distribution of Medication

10. MANAGEMENT OF INMATE WORKERS

- a. Selection of Inmate Workers
- b. Assignment of Responsibilities to Inmate Workers

11. SCREENING AND MONITORING OF VISITORS

- a. Legal Issues Covering Visitation
- b. General Visitation
- c. Professional Visitation

12. SCREENING AND DISTRIBUTION OF MAIL

- a. Legal Issues
- b. Processing Non-legal Mail
- c. Processing Legal Mail
- d. Distribution of Mail

13. EMERGENCY PROCEDURES

- a. Communication Regarding Emergencies
- b. Fire
- c. Accident or Crime

**COURSE OBJECTIVES:**

At the completion of this course the student will:

- 1. Identify factors in classification of inmates.
- 2. Describe the booking and receiving process.
- 3. Describe the releasing procedures.
- 4. Identify the factors to consider in maintaining jail security.
- 5. Describe the procedures in the supervision of inmates.
- 6. Identify how supplies are distributed to inmates.
- 7. Identify factors in monitoring inmate psychological and physical health.
- 8. Identify procedures used in the screening and monitoring of visitors.
- 9. Identify procedures in the management of inmate workers.
- 10. Identify the process involved in the screening and distribution of mail.
- 11. Describe emergency procedures in a jail.

**METHODS OF INSTRUCTION:**

Lecture, discussion and demonstrations will serve as the medium of instructor. Audio-visual aids will be utilized as they facilitate meaningful instruction. Regular assignments may be required for out-of-class study and

research. Individual guidance will be provided as required.

**METHODS OF EVALUATION:**

This is a degree-applicable course, but substantial writing assignments are NOT appropriate, because the course primarily:

Involves skill demonstrations or problem solving

The problem-solving assignments required:

Quizzes

The types of skill demonstrations required:

Class performance

The types of objective examinations used in the course:

Multiple choice

Other category:

None

The basis for assigning students grades in the course:

Writing assignments: 0% - 0%

Problem-solving demonstrations: 30% - 40%

Skill demonstrations: 25% - 30%

Objective examinations: 35% - 35%

Other methods of evaluation: 0% - 0%

**REPRESENTATIVE TEXTBOOKS:**

POST and Department of Corrections Handouts

Reading Level determined to be 12th grade level.

Other Materials Required to Be Purchased by Student: None

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 199950

UC TRANSFER:

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: N

Classification: I

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: JLE

CSU Crosswalk Course Number: 104

Prior to College Level: Y

Non Credit Enhanced Funding: N  
Funding Agency Code: Y  
In-Service: Y  
Occupational Course: B  
Maximum Hours:  
Minimum Hours:  
Course Control Number: CCC000456114  
Sports/Physical Education Course: N  
Taxonomy of Program: 210510