

Course Outline

COURSE: AJ 107A **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2020 **CURRICULUM APPROVAL DATE:** 10/13/2020

SHORT TITLE: ACO CORE ACADEMY

LONG TITLE: Adult Corrections Officer Core Academy

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
4.5 TO 9	18	Lecture:	2 TO 4	36 TO 72
		Lab:	8.5 TO 14.5	153 TO 261
		Other:	0	0
		Total:	10.5 TO 18.5	189 TO 333

COURSE DESCRIPTION:

This 189-333 hour variable course is designed to meet the California Board of State and Community Corrections (BSCC) requirements for entry-level training of Correctional Officers for local adult correctional institutions. The course includes lecture and practical application skills and knowledge including roles and responsibilities of the adult corrections officer, Title 15, Title 24, professionalism and ethics, and proper techniques to maintain the safety and security of inmates. **PREREQUISITE:** 1. Successful completion of STC approved pre-entry written and physical assessment examinations provided by the Academy. 2. Students must complete a Department of Justice background investigation and meet requirements as set forth in Government Code 1029 for qualification as a Corrections Officer. 3. Medical clearance by a licensed physician.

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:

By the end of this course, a student should:

1. Identify the major roles and responsibilities of a Corrections Officer, their relationships with other components of the adult criminal justice system, recognize the freedom/rights afforded individuals under the U.S. Constitution, and its amendments, and distinguish between felony, misdemeanor, Infractions of the law.
2. Identify the legal and ethical issues associated with statues concerning privileged communications, written reports, and legal records access including their impact on the officer, the department, the inmate and the community.
3. Identify and demonstrate ethical standards and acceptable behavior required for correctional officers.
4. Recognize the correlation between classifying inmates and maintaining safe housing; identify well-defined prison gangs, their physical and behavioral identifiers; and given an example of an inmate screening, classifying an inmate for safe housing.
5. Recognize the importance of proper security precautions and procedures for maintaining security in a correctional institution including day-to-day operations, commissary, visitation, inmate workers, dealing with contraband, searching, and internal movement of inmates within a jail.
6. Describe the appropriate procedure for processing inmates within the jail including, booking, receiving and releasing.
7. Identify proper principles for appearing in court and the consequences of poor performance, including testimony documentation and preparation.
8. Demonstrate proper processes for defensive tactics, searching, and managing control on non-combatant and combatant inmates.
9. Define and discuss Title 15 relative to inmate's rights, their medical and psychological treatment, and the potential liability for non-compliance.
10. Recognize the proper protocol and safety procedures for handling and distribution of inmate mail.
11. Discuss the priorities and responsibilities of a correction officer during an emergency situation.
12. Recognize the proper protocol and safety procedures for transporting an inmate outside of the institution
13. Recognize and apply the principles of effective communication, both orally and in writing with inmates, the public, fellow officers, and supervisors. Out of Class assignments ? Report Writing/editing review.
14. Define and discuss the factors contributing to physical fitness, and recognize the physical requirements of Correctional Officer fitness.
15. Identify the Behavior Health Mental Illness challenges of inmates and give examples of actions Correctional Officers can take to help those in crisis.

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

Curriculum Approval Date: 10/13/2020

See the official Course Outline of Record on the Curriculum website.

METHODS OF INSTRUCTION:

Lecture, discussion, role playing, demonstration and practical application practice for psychomotor and cognitive skills. Individual guidance will be provided as required.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 25

Assignment Description:

Average out of class reading assignments. This number will vary between 19 and 31 hours due to the variable length of the course.

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 30.00 %

Written Reports

Skill demonstrations

Percent of total grade: 45.00 %

Performance Exams/ Skill Assessments

Objective examinations

Percent of total grade: 25.00 %

Multiple Choice Testing

REPRESENTATIVE TEXTBOOKS:

ACO Core Workbook + Lab Manual. Santa Clara County Sheriff's Office, 2020.

ACO Core Workbook (provided by the Sheriffs Office). Updated annually.

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 201330

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: Y

Occupational Course: C

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000621869

Sports/Physical Education Course: N

Taxonomy of Program: 210510