

# CURRICULUM OVERVIEW

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## Corrections: Policies and Procedures

Career and Technical Education Series



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## Corrections: Policies and Procedures Course Overview

Corrections is one of the three branches of the Criminal Justice System (CJS) in the United States. All three branches employ personnel who are authorized to uphold and enforce the law and are required to operate under the rule of law. Each branch works as part of the entire system to maintain the public safety and well-being and bring criminals to justice. Corrections facilities and programs are run by a complex system of policies and procedures, which uphold local, state, and federal laws. This course gives students an introductory, yet thorough view of many aspects of corrections operations. Students receive historical and legal background information as they study how prisons and prisoners have evolved into correctional facilities and programs for offenders. In this course the duties responsibilities, conduct, training, and special certification possibilities for corrections staff are explored. Many aspects of procedures in corrections are reviewed, giving students an in-depth look at what a variety of careers in this growing field encompass and require.

- **Corrections within the Criminal Justice System:** Unit 1 introduces students to the three branches of the criminal justice system: law enforcement, the courts, and corrections, and how they interact in managing criminals and criminal activity. The unit provides a brief history of how corrections, as a term, came to be used, and the focus of the system today in helping offenders rebuild their lives. The three branches within corrections, facilities, and programs operating at the local, state, and federal levels, are further explored.
- **Impact of Laws on the Corrections Service:** Unit 2 focuses on the law, and how it and its interpretation historically have mandated changes to corrections policies and procedures. Bill of Rights amendments, intervention or restrictions on intervention of the different branches of the CJS, and landmark Supreme Court cases involving prison conditions and prisoners' rights are also explored. Students gain a working knowledge of the relationship between federal and state laws, societal changes in interpretation of rights, actual events that changed policy, and the reasons behind adjustments to conditions inside facilities.
- **Effective Communications and Ethical Staff Conduct:** Unit 3 examines effective communication skills and techniques, and why they are important in corrections work. Communicating effectively utilizes various methods of speaking, listening, observation, and special services and aids for special disabilities. Corrections staff is trained in communications appropriate for different situations, incidents, and person. Effective communication can avert crises, prevent incidents, and resolve hostage crises. Students examine and test their own communications skills.
- **High Liability in Corrections Services:** Use of Force, Crisis and Emergency Responses: Unit 4 takes a close look at the law, policy, procedure, and examples requiring the use of force.
- **Security Facilities, and Computer Forensics:** This unit examines safety and security in corrections environments, and how risk-management policy and procedures avoid incidents, security breaches, emergencies, and illegal activities.

Corrections: Policies and Procedures	<b>Unit 1: Corrections within the Criminal Justice System</b>	
	<b>Assignments</b>	
	1. Course Overview	10. Project: Juvenile Classifications Research
	2. The Criminal Justice System, and Police, Corrections, and Courts	11. Key Correctional Support Disciplines and Non-Incarcerated Offender Supervision
	3. History of Incarceration Practices and Current Offender Management Protocols	12. Project: Community Corrections Positions
	4. Project: Comparing Annual Reports	13. Quiz: Disciplines of Offender Management
	5. Criminal Justice System Levels	14. Special Project*
	6. Project: Statistical Research and Analysis Using CSAT	15. Test
	7. Quiz: Overview of the Criminal Justice System	16. Course Project Part 1: Initial Career Goals and Educational Pathways*
	8. Adult Corrections	17. Glossary and Credits
	9. Juvenile Corrections	
Corrections: Policies and Procedures	<b>Unit 2: Impact of Laws on the Corrections Service</b>	
	<b>Assignments</b>	
	1. Eliminating the "Hands-Off" Doctrine	10. Agency Investigations and Inspections
	2. Constitutional Rights for Offenders	11. Project: Policy Changes
	3. Project: Prisoners' Rights and Corrections Procedures	12. Quiz: Development of Correctional Policies and Procedures and Offender Rules and Regulations
	4. Corrections Service Accreditation	13. Special Project*
	5. Project: Grievances and Accreditation History	14. Test
	6. Quiz: Understanding Impact of Constitutional Law, State and Local Laws	15. Course Project Part 2: The Importance of Policies and Procedures*
	7. Staff Policies and Procedures	16. Glossary and Credits
	8. Project: Choose a Procedure	
	9. Offender Rules and Regulations	
Corrections: Policies and Procedures	<b>Unit 3: Effective Communications and Ethical Staff Conduct</b>	
	<b>Assignments</b>	
	1. Essentials of Effective Communication	9. Inmate Manipulation
	2. Project: Your Communication Style and Skills	10. Maintaining a Climate for Ethical Staff Conduct
	3. Managing Offenders Through Communication	11. Project: Ethical Behavior in Real Life
	4. Effective Communication During Emergencies	12. Quiz: Ethical Staff Behavior
	5. Project: Communications Courses at Corrections Academies	13. Special Project*
	6. Quiz: Effective Communications	14. Test
	7. Ethics and Integrity	15. Course Project Part 3: Communication Skills in Action*
	8. Project: Ethics and Integrity Self-Experiments	16. Glossary and Credits
Corrections: Policies and Procedures	<b>Unit 4: High Liability in Corrections Services: Use of Force, Crisis and Emergency Responses</b>	
	<b>Assignments</b>	
	1. Use of Force: Law, Procedures, and Reports	9. Training, Preparedness, and Response
	2. Project: Use of Force Presentation	10. Project: Emergency Response Team Special Training
	3. Training, Equipment, and Firearms	11. Prevention and Procedures in Emergency Response
	4. Project: Academy Comparisons	12. Quiz: Crisis and Emergency Response
	5. Use of Force: Practical Application	13. Special Project*
	6. Quiz: Use of Force	14. Test
	7. Major Correctional Emergencies	15. Course Project Part 4: Emergency Response*
	8. Project: Fire Safety Inspection	16. Glossary and Credits

Unit 5: Secure Facilities, and Computer Forensics	
Corrections: Policies and Procedures	Assignments
	1. Safety and Security Principles in Corrections
	2. Project: Prison Escape
	3. Safety and Security Practices
	4. Project: Detection
	5. Ensuring Accountability and Inspections
	6. Quiz: Safety and Security Practices and Physical Plant Security
	7. Cyberspace Trespassing
	8. Computer Forensics Investigations
	9. Project: Why Prisoners Should Not Have Smartphones
	10. Supervising Cyber Criminals
	11. Project: Cyber Crime Case Study
	12. Quiz: Cyber Forensics and Managing Cyber Criminals
	13. Special Project*
	14. Test
	15. Course Project Part 5: Computers in Corrections Security and Cyber Crime*
	16. Glossary and Credits
Unit 6: Course Project, Review, and Exam	
CP&P	Assignments
	1. Course Project Part 6: Now That You Know: Where You See Yourself in Corrections
	2. Review
	3. Exam

(\*) Indicates alternative assignment