SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 43.0107
SEMESTER: Departmental Syllabus
COURSE TITLE: Organization and Administration of Criminal Justice (Corrections) Agencies
COURSE NUMBER: CRJS0119
CREDIT HOURS: 3
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: KCKCC- “issued email accounts are the official means for electronically communicating with our students.”

PREREQUISITE(S): None

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com for the required texts for your particular class.

COURSE DESCRIPTION: This course acquaints the student with the conduct of practical modern administration theory, supervisory, management and principles and application within the unique operating structure of the corrections organizations.

METHODS OF INSTRUCTION: A variety of instrumental methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:
I. Corrections Past and Present
   A. The History of Corrections
      1. Sentencing
      2. Role of Law, Religion, Punishment
      3. Reformation Period
      4. Industrial Period
5. Post World War II

B. American Jails
   1. Population
   2. Health Care
   3. Victimization
   4. Technology
   5. Diversity in Jails

C. Prison Architecture
   1. Housing Configurations
   2. Historical Models
   3. Other Design Factors

D. Developing Technology
   1. Security Concerns
   2. Developments

II. Institutional and Departmental Responsibilities

A. Custody and Security
   1. Levels of Security
   2. Inmate Classification
   3. Emergency Preparations
   4. Staff Managements
   5. Use of Force
   6. Inmate Victims

B. Inmate Classification
   1. Case Management
   2. Unit Management
   3. Management Models
   4. Classification/Reclassification

C. Educational and Vocational Training
   1. Research Data
   2. Needs Assessment
   3. Technology
   4. Incentives
   5. Accreditation

D. Recreation
   1. Polices
   2. Zimmerman Amendment
   3. Tools for Recreation
   4. Community Involvement

E. Health Care
   1. Right to Care
   2. Screening
   3. Clinics
   4. Confidentially
   5. Emergencies
   6. Infection Control
F. Mental Health
   1. Guidelines
   2. Access to Care
   3. Screening
   4. Treatment
   5. Crisis Intervention
   6. Legal Requirements

G. Religions Programming
   1. Historical Background
   2. Religious Accommodation
   3. Professional Standards
   4. Role of Chaplains
   5. Religious Needs

H. Intake and Discharge
   1. Intake
   2. Release
   3. Mail
   4. Documentation

I. Food Service
   1. Training Requirements
   2. Food Services Associations
   3. Food Service Facilities
   4. Special Diets
   5. Meal Service
   6. Unit Dining

J. Financial Operators
   1. Political Influence
   2. Budget Development
   3. Managing the Budget

K. Working with the Media
   1. Access
   2. Interview Considerations
   3. Representatives
   4. Coverage

III. Staff Management
   A. Organizational and Management
      1. Decentralized Operations
      2. Organizational Theory
      3. Correctional Models
      4. Leadership
      5. Measures of Success

   B. Leadership
      1. Prison Industries
      2. Interagency Collaborations
3. Fundamentals

C. Personnel Management
   1. Staff Opportunity
   2. Correctional Standards
   3. Workplace Professionalism
   4. Leader Development
   5. The Warden
   6. Skills
   7. Morning, Noon, Night
   8. Lessons Learned

D. Diversity of Correctional Officers
   1. Roles
   2. Cultural Diversity
   3. Female Officers

E. Labor Relations
   1. Acts and Laws
   2. Unions
   3. Management Team
   4. Ethics

F. Sexual Misconduct
   1. Rape Elimination Act
   2. Staff Misconduct
   3. Legal Issues
   4. Influencing Factors

IV. Inmate Management and Programming

A. Disciplinary Procedure
   1. Essentials in Discipline
   2. Due Process
   3. Informants
   4. Personal liability

B. Grievance Procedures
   1. History
   2. Establishing the Process
   3. Written Policies

C. Protective Custody
   1. Definitions
   2. Estimating Numbers of Protective Custody Prisoners
   3. Formal Guidelines

D. Suicide
   1. Considerations
   2. Prevention
   3. Legal Considerations
   4. Attitudes and Training

E. Death Penalty
   1. History
2. Arguments Against
3. Death Rose Operations
4. Special Exceptions

F. Gang Management
   1. Defining a Gang
   2. Social Control
   3. Data Collection

G. Special Needs Offenders
   1. Identification
   2. Special Classification
   3. Protocols for Care
   4. Housing Accommodation

H. Sex Offenders
   1. Classification
   2. Treatment Programs
   3. Staff Issues
   4. Protection

I. Visitation
   1. Benefits
   2. Risks
   3. Rules Regulations
   4. Roles Correction Personnel

J. Prison Work and Industry
   1. Work Policies
   2. Types of Work
   3. History
   4. Benefits
   5. Legal Issues

K. Drug Treatment
   1. Detoxification
   2. Methadone Treatment
   3. Self-help Groups

L. Access to Courts
   1. Constitutional Rights of Prisoners
   2. Jail House Lawyers
   3. First Amendment

M. Rehabilitation
   1. Role of Incarceration
   2. Treatments Options

V. Emergency Preparedness
   A. Causes of Prison Emergencies
      1. Causes
      2. Managements Issues
      3. The Prison Climate
B. Hostage Situations
   1. Responding
   2. Hostage Negotiations
   3. Strategies
   4. Training
C. Use of Force
   1. Nonlethal
   2. Attitudes
   3. Civil Liability
   4. Policy and Training
VI. Creating the Future
   A. Future of Sentencing
      1. Sentencing Disparity
      2. Indeterminate Sentencing
      3. Restorative Justice Model
   B. Corrections in the 21st Century
      1. Leadership
      2. Safety
      3. Rehabilitation

EXPECTED LEARNER OUTCOMES
A. The student will be able to demonstrate ethics, integrity, team work, and professionalism within the correctional system.
B. The student will be able to identify procedures, practices and processes within the correctional system.
C. The student will be able to communicate clearly and effectively both verbally and written with diverse populations.
D. The student will be able to compare and contrast corrections as a component of the criminal justice system.
E. The student will be able to differentiate organizational managements and operational characteristics of corrections agencies.

COURSE COMPETENCIES:

The student will be able to demonstrate ethics, integrity, team work, and professionalism within corrections.
1. The student will be able to explain budget process.
2. The student will be able to outline the organizational structure.
3. The student will be able to explain financial operations within the process system.

The student will be able to identify procedures, practices, and processes within the corrections system.
4. The student will be able to explain leadership and management techniques.
5. The student will be able to compare and contrast various theories and practices of motivation.
6. The student will be able to determine the need for diversity and multicultural training.

**The student will be able to communicate clearly and effectively.**

7. The student will be able to evaluate the impact of employee relations on the correctional system.
8. The student will be able to explain the rights and legal responsibilities of criminal justice employees.
9. The student will be able to explain the interactions between the prison and the media.

**The student will be able to compare and contrast correction as a component of the criminal justice system.**

10. The student will be able to explain prison leadership and management techniques.
11. The student will be able to summarize the formal and informal evaluation process in corrections.
12. The student will be able to explain correctional institution and departmental responsibilities.

**The student will be able to differentiate organizational managements and operational characteristics of corrections agencies.**

13. The student will be able to explain stress management techniques.
14. The student will be able to explain rights and responsibilities of employees.
15. The student will be able to explain inmate classification, intake, and discharge of inmates.
16. The student will be able to outline staff and custodial managements in the prison.
17. The student will be able to explain labor relations issues and disciplinary procedures.
18. The student will be able to outline emergency preparedness actions and concerns.
19. The student will be able to explain labor relations issues and disciplinary procedures.
20. The student will be able to outline emergency preparedness actions and concerns.
21. The student will be able to explain the disciplinary procedures.

**ASSSESSMENT OF LEARNER OUTCOMES:**
Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

**SPECIAL NOTES:**

This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for
the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding and tolerance.

Kansas City Kansas community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including the IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact Director of Academic Resource Center, in Room 3354 or call (913) 288-7670