

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ON**

**COURSE OUTLINE**

**COURSE TITLE: OFFENDER MANAGEMENT I**

**CODE NO.: CJS 322-5**

**SEMESTER: III**

**PROGRAM: CORRECTIONAL WORKER - DIPLOMA**

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**PREVIOUS OUTLINE DATED: May, 1996**

**APPROVED:**

*H. Debusario*  
DEAN

*May 29/96*  
DATE

**TOTAL CREDITS 5**

**PREREQUISITE(S): CJS 221 Introduction to Corrections**

**LENGTH OF COURSE: 4 hours per week TOTAL CREDIT HOURS: 60**

**I. COURSE DESCRIPTION:**

This course is designed to inform the student of the primary, legal responsibility of ensuring security in a correctional facility and to provide the student with an understanding of and an ability to apply the security techniques available.

The course format will utilize a skills based training approach; coupled with mini-lectures, role play and group discussions.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

(Generic Skills Learning Outcomes placement on the course outline will be determined and communicated at a later date. In general, this course addresses generic outcomes in communications, interpersonal skills, and analytical skills.)

**A. LEARNING OUTCOMES**

1. Describe the general elements of an effective security program for correctional and Young Offender facilities.
2. Describe and differentiate between static and dynamic security.
3. Describe and apply security techniques.
4. Demonstrate an ability to preserve evidence found at a crime scene.
5. Describe and demonstrate the use of types of instructions.
6. Define and list the principles of offender supervision and discipline.
7. Describe, differentiate and apply the control level matrix to offender behaviour.

**B. LEARNING OUTCOMES AND ELEMENTS OF PERFORMANCE**

Upon successful completion of this course the student will demonstrate the ability to:

- 1) Describe the general elements of an effective security program for correctional and Young Offender facilities.

Potential Elements of the Performance:

- Outline the foundations of Security
- Outline the organization and management of the security function
- List and describe the factors involved in the physical design of Security
- Describe the role and function of the Control Centre
- Describe the role and function of Special Management Units
- Describe the role and function of Food Services
- Describe Institutional Security Processes
- Describe Inmate Management and Control Processes

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE  
(Continued)**

**2) Describe and differentiate between static and dynamic security.**

Potential Elements of the Performance:

- Define the terms, "Static and Dynamic" security
- List the components of Static and Dynamic Security
- Discuss the consequences of lapses in static and dynamic security
- Understand and apply the Static/Dynamic Security continuum model

**3) Describe and apply security techniques.**

Potential Elements of the Performance:

- Explain the 5WH of each security technique
- Demonstrate each security technique with 0% error rate
- Appropriately chose and apply a security techniques during role play

**4) Demonstrate an ability to preserve evidence found at a crime scene.**

Potential Elements of the Performance

- Describe the preservation of evidence process
- Define the term, "Continuity of Evidence"
- Apply preservation of evidence process to a scenario

**5) Describe and demonstrate the use of types of instructions.**

Potential Elements of the Performance

- List the seven elements of an instruction
- List the four basic types of instructions
- Apply the correct type of instruction to a scenario
- Discuss the reasons for poor or improper instructions
- Outline the pitfalls to avoid in giving instructions

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE**  
(Continued)

**6) Define and list the principles of offender supervision and discipline.**

Potential Elements of the Performance

- Define the terms, "Supervision and Discipline" as used in the correctional environment
- List the principles of supervision and discipline
- List the techniques of correcting offender behaviour
- Apply the principles of supervision and discipline, and the techniques of correction in a scenario

**7) Describe, differentiate and apply the control level matrix to offender behaviour.**

Potential Elements of the Performance

- List the methods of control used in a Correctional environment
- Apply the methods of control to a scenario

**III. TOPICS:**

- 1) **Security Program in Correctional Environments**
- 2) **Static and Dynamic Security Concepts**
- 3) **Security Techniques**
- 4) **Preservation of Evidence**
- 5) **Types of Instructions**
- 6) **Supervision and Discipline**
- 7) **Offender Control Level Matrix**

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

- One VCR Cassette tape
- Guidelines for the Development of a Security Program, James D. Henderson and W. Hardy Rauch, American Correctional Association

**V. EVALUATION PROCESS/GRADING SYSTEM**

The concept of "outcome based learning" has been incorporated into the evaluation system of this course. This implies that the student must **demonstrate proficiency (be evaluated and pass the take-home assignment)**. As a "skills based course" the student must have **80% attendance to be eligible for a passing grade.**

A final grade will be derived from:

- Mid-term test	30 marks
- Final exam	30 marks
- Role play tape	40 marks
<b>TOTAL</b>	<b>100 marks</b>

The grading system used will be in accordance with College policy:

A+	90 - 100
A	80 - 89
B	70 - 79
C	60 - 69
R	59 or less

**VI. SPECIAL NOTES:**

- **Special Needs**  
If you are a student with special needs (eg. physical limitations, visual impairments, hearing impairments, learning disabilities), you are encouraged to discuss required accommodations with the instructor and/or contact the Special Needs Office, Room E1204, Ext. 493, 717, 491 so that support services can be arranged for you.
- **Retention of Course Outlines**  
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other post-secondary institutions.
- **Your Instructor reserves the right to modify the course as he/she deems necessary to meet the needs of the students.**
- **Handouts and a marking guide for the role play tape will be provided by the Instructor.**

- Under exceptional circumstances, such as documented illness, and at the discretion of the instructor, students may make arrangements to write missed tests or exams. The Instructor **must** be notified prior to the test or exam.
- Rewrites of tests and exams are not allowed in this course.
- Late assignments **will not be accepted** for marking.
- This course meets the College Standards and Accreditation Council Standards for the Correctional Worker Program in the following areas:
  - Professional (1.2, 1.4, 1.6, 1.7, 1.9)
  - Security (2.1 to 2.10)
  - Counselling (3.5, 3.10)
  - Supervision (4.1, 4.2)
  - Crisis Prevention (5.1, 5.2)

#### VII. PRIOR LEARNING ASSESSMENT

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

- Written test covering all of the learning outcomes
- Role play Tape

OR

- Certified employment within a Correctional environment
- Certified Training courses that meet the course objectives