

**SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY  
SAULT STE MARIE, ON**



**COURSE OUTLINE**

**Course Title: Offender Management I**

**Code No.: CJS 322**

**Semester: III**

**Program: CORRECTIONAL WORKER**

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**Previous Outline Date: AUG, 1997**

**Approved:** \_\_\_\_\_

Dean, Natural Resources  
Criminal Justice and  
Native Education

JUNE 4/98  
Date: \_\_\_\_\_

**Total Credits: 5      Prerequisite(s): CJS 221**  
**Length of Course: 4 hrs per week      Total Credit Hours: 60**

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**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.**

**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

## **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**

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

- One VCR Cassette tape
- Guidelines for the Development of a Security Program, 2<sup>nd</sup> Edition, 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
TOTAL	100 marks

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
  - Security
  - Counselling
  - Supervision
  - Crisis Prevention

**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

**VIII. INTERNET RESOURCES**

The following World Wide Web Sites will be useful in conducting research for projects:

- **[www.cs.cmu.edu/afs/cs.cmu.edu/user/clamen/misc/Canadiana/README.html](http://www.cs.cmu.edu/afs/cs.cmu.edu/user/clamen/misc/Canadiana/README.html)**  
(The Canadian Resource Page)
- **[www.corrections.com](http://www.corrections.com)**  
(The Corrections Connection)
- **[www.metacrawler.com](http://www.metacrawler.com)**  
(Search engine for the World Wide Web)
- **[www1.sympatico.ca](http://www1.sympatico.ca)**  
(Bell Canada search and information site)
- **[www.statcan.ca/stat.html](http://www.statcan.ca/stat.html)**  
(Statistics Canada site)
- **[www.officer.com](http://www.officer.com)**  
(The Police Officer's Internet Directory)
- **[www.acjnet.org/acjeng.html](http://www.acjnet.org/acjeng.html)**  
(Access to Justice Network)
- **[www.cyber411.com](http://www.cyber411.com)**  
(Search engine for the World Wide Web)