

COURSE NAME: CJS155 Correctional Administration I

Credit Value: 3
Total Course Hours: 42
Prerequisite Course(s): None
Corequisite Course(s): None

COURSE DESCRIPTION

The administrative functions of the corrections field will be examined in detail. The basics of professional ethics, security, emergency procedures, and incident report writing will be analyzed.

PLAR INFORMATION

This course is eligible for Prior Learning Assessment and Recognition. Students are advised to discuss options with their program coordinator.

COURSE LEARNING OUTCOMES

Upon completion of this course, the student will have reliably demonstrated the ability to:

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| <p>1.0 Apply the basic components of professional ethics to correctional work practice.</p> <p>1.1 Define the philosophy and purpose of corrections according to the following:</p> <ul style="list-style-type: none">1.1.1 Fundamental goals and mandate.1.1.2 Core values and principles.1.1.3 Judicial system. <p>1.2 Recognize the correctional worker roles and responsibilities in the context of service delivery and security with specific focus on the following:</p> <ul style="list-style-type: none">1.2.1 Offender.1.2.2 Organization.1.2.3 Public.1.2.4 Government.1.2.5 Judicial system.1.2.6 Self. <p>1.3 Identify 10 characteristics of a professional and explain their relationship to the correctional milieu.</p> <p>1.4 Identify 10 examples of poor work ethics and 10 practical solutions which may enhance professionalism in the workplace.</p> <p>1.5 Explain the principles of confidentiality and identify situations that lead to violations of confidentiality.</p> <p>1.6 Compare absolute and relative confidentiality using correctional examples.</p> <p>1.7 Select and individual who best summarizes</p> | <p>the concept of professionalism and provide a rationale.</p> <p>1.8 Evaluate four case scenarios using the confidentiality and professionalism guidelines to formulate an appropriate course of action.</p> <p>2.0 Write effective reports and maintain an institutional log as per the standards established by the Ministry of Community Safety and Correctional Services and Correctional Services of Canada.</p> <p>2.1 Identify the basic elements of good report writing.</p> <p>2.2 Explain the purpose of the following reports:</p> <ul style="list-style-type: none">2.2.1 Accident and injury.2.2.2 Occurrence.2.2.3 Misconduct.2.2.4 Speedy memo.2.2.5 Offender waiver form.2.2.6 Classification.2.2.7 Temporary absence.2.2.8 Pre-parole.2.2.9 Pre-sentence and pre-disposition.2.2.10 Termination. <p>2.3 Given situational scenarios, complete the following reports:</p> <ul style="list-style-type: none">2.3.1 Accident and injury.2.3.2 Occurrence. |
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- 2.3.3 Misconduct.
- 2.3.4 Speedy memo.
- 2.3.5 Offender waiver form.
- 2.4 Understand the legal and operational policies for institutional logs, including the following:
 - 2.4.1 Content.
 - 2.4.2 Procedures.
 - 2.4.3 Location.
 - 2.4.4 Retention and removal.
- 2.5 Maintain a daily log for one semester as per correctional standards.
- 3.0 Understand the roles and responsibilities of correctional institutional employees based on the current provincial and federal organizational structure.
 - 3.1 Describe the roles and responsibilities of the following employees:
 - 3.1.1 Superintendent/warden/facility director.
 - 3.1.2 Deputy superintendent/deputy warden/assistant director.
 - 3.1.3 Sergeant/lieutenant/corporal.
 - 3.1.4 Correctional worker 2/live-in unit officer.
 - 3.1.5 Correctional worker 1.
 - 3.1.6 Casual staff.
 - 3.1.7 Volunteers.
 - 3.2 From a case study, identify and explain the levels of responsibility using the organizational chart.
- 4.0 Comprehend provincial and federal legislation in the context of client service delivery.
 - 4.1 Explain the basic philosophy for the following government policies and directives:
 - 4.1.1 Human Rights Code.
 - 4.1.2 Race relations.
 - 4.1.3 Workplace discrimination and harassment.
 - 4.1.4 French language services.
 - 4.1.5 Employment equity.
 - 4.1.6 Communicable diseases.
 - 4.1.7 Freedom of Information and Protection of Privacy.
 - 4.1.8 Segregation/Close confinement/
 - 4.1.9 Mental health
 - 4.2 Identify a current issue relevant to corrections and assess its impact on client service delivery.
- 5.0 Demonstrate sound problem-solving techniques in situational institution case scenarios.
 - 5.1 In a correctional setting, solve five problems and rationalize your decisions within a two-hour time frame.
 - 5.2 Compare problem-solving techniques with peers and reevaluate your position.
 - 5.3 Compare the final solutions to actual institution policy and procedures.
- 6.0 Understand the importance of emergency and security procedures in an institutional setting, including security classification, perimeter security, control centre, control of keys, visiting procedures, inmate counts, inmate movement, escorts, searches, control and fire drills, medical parade, suicide attempts, death of an inmate, escapes, and evacuation.
 - 6.1 Explain the basic elements of initial and security classification.
 - 6.2 From a case study, complete a basic classification recommendation.
 - 6.3 Comprehend the basic security measures for the following:
 - 6.3.1 Perimeter security.
 - 6.3.2 Control centre.
 - 6.3.3 Control of keys.
 - 6.3.4 Visiting procedures.
 - 6.3.5 Inmate counts and movement.
 - 6.3.6 Escorts.
 - 6.3.7 Searches.
 - 6.3.8 Escapes and evacuations.
 - 6.3.9 Suicide attempts and deaths/mental health and special needs unit
 - 6.4 Conduct a head count and an escort given certain perimeters of the college setting.
 - 6.5 List the steps to be performed to conduct a cell search.
 - 6.6 Conduct a cell search under the direction of the program coordinator (on site) and explain the procedures for contraband.
- 7.0 Compare the security dynamics of an open,

secure custody facility, provincial & federal institutions

- 7.1 Tour an open custody, secure custody, provincial jail.
- 7.2 Compare the facilities visited vis--vis:
 - 7.2.1 Layout.
 - 7.2.2 Staffing.
 - 7.2.3 Security level.
 - 7.2.4 Security procedures.
 - 7.2.5 First impression.
 - 7.2.6 Client.
 - 7.2.7 Employment prospect.
 - 7.2.8 Budget.
- 7.3 List five common characteristics and five differences for open and secure custody and a jail.
- 8.0 Assess the impact of institutionalization on the offender and the correctional worker.
 - 8.1 Understand the elements which can adversely affect an offender and a correctional worker, including the following:
 - 8.1.1 Stress and personal well being management
 - 8.1.2 Jordan curve.
 - 8.1.3 Routine.
 - 8.1.4 Exposure.
 - 8.1.5 Desensitization.
 - 8.1.6 Career advancement.

8.1.7 Peers.

8.1.8 Clientele.

8.1.9 Family

8.2 Understand the elements which can positively affect an offender and correctional worker:

8.2.1 Mandate.

8.2.2 Programming.

8.2.3 Professionalism.

8.2.4 Client relationship.

8.2.5 Career advancement.

8.2.6 Experience/network.

8.2.7 Social order.

8.2.8 Communication

8.2.9 Respect/fairness/flexibility.

9.0 Understand the policy and procedures for the use of force.

9.1 Define the following:

9.1.1 Force.

9.1.2 Excessive force.

9.1.3 Adequate use of force.

9.2 Identify the levels of force used based on a situational case study.

9.3 Give four case scenarios; relate what type of force is acceptable and permissible.

9.4 Define what constitutes an assault and the consequences of an assault from an offender and correctional worker perspective.

GENERAL EDUCATION

This is not a General Education course.

PROGRAM VOCATIONAL OUTCOMES

This course contributes to the following Ministry of Training, Colleges and Universities approved program vocational learning outcomes (PVLO):

Community And Justice Services

1. work and communicate in a manner consistent with professional ethics and practice, a respect for self, others, and relevant law and legislation.
2. employ all relevant security techniques to ensure the protection of the public, and the security of the staff, and clients in institutional, residential, and community settings.
3. intervene with clients, individually and in groups, in order to address and manage problems and to facilitate constructive behaviour change.
4. observe, monitor, record, and assess client behaviour accurately, and respond appropriately in compliance with legal and organizational requirements.

5. assist in the prevention and resolution of conflict, crisis, and emergency situations using methods consistent with legal requirements and organizational policy.
6. establish and maintain constructive relationships with clients, staff, professionals, and the community.
7. participate in program planning, implementation, assessment, and evaluation to meet the needs of clients, staff, and administration within the organizational environment.
8. apply knowledge of social sciences concepts when interacting with clients, staff, professionals, and the public.

ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

This course contributes to the following Ministry of Training, Colleges and Universities approved essential employability skills (EES) outcomes:

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication
3. Execute mathematical operations accurately
4. Apply a systematic approach to solve problems
5. Use a variety of thinking skills to anticipate and solve problems
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyse, evaluate, and apply relevant information from a variety of sources.
8. Show respect for the diverse opinions, values, belief systems, and contributions of others
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete projects.
11. Take responsibility for one's own actions, decisions, and consequences.

EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

COURSE EVALUATION

Test #1-30%

Test #2-30%

Institutional logs= 10%

Current events assignment=10%

Decision making exercise = 20%

PROGRAM SPECIFIC GRADING

50% Pass requirement

GRADING SYSTEM

A+:	90-100%	B+:	77-79%	C+:	65-69%	D:	50-54%	S - Satisfactory
A:	85-89%	B:	73-76%	C:	60-64%	F:	0-49%	I - Incomplete

A-: 80-84% B-: 70-72% D+: 55-59% F - Repeat course

*For a complete detailed description please refer to the College website.

LEARNING RESOURCES

Required: provincial & federal correctional policies and procedures

Recommended:

Resources listed on the course outline support the achievement of learning outcomes, and may be used throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

LEARNING ACTIVITIES

Lectures, group discussions, assignment, media, problem solving

DELIVERY MODE

1 x 2 hours lecture + 1 x 1 hour applied weekly

ACADEMIC POLICIES

- Academic Integrity
- Academic Appeal
- Academic Attendance
- Grading and Assessment

For academic policies please see: <http://www.canadorecollege.ca/about-us/corporate-policy-manual>.

COLLEGE POLICIES

- Protecting human rights in support of a respectful college community

For college policies please see: <http://www.canadorecollege.ca/about-us/college-policies>.

STUDENT SUCCESS SERVICES

YOUR SUCCESS MATTERS!

We offer comprehensive, student-focused services designed to help you succeed. Canadore is committed to Student Success and offers CONFIDENTIAL services to help you in your studies. We offer:

- Study skills workshops
- Peer tutoring
- Career guidance
- Mental health and wellness tips and strategies
- Resource centre
- Assistive devices

The ultimate goal of Student Success Services is to support students so they can achieve success academically, in their career aspirations, and in their personal lives. Please don't hesitate to drop by C262 or to book an appointment please call 1-705-474-7600 ext. 5205.

FIRST PEOPLES' CENTRE:

We offer a culturally safe environment where our student focused services provide you with the following CONFIDENTIAL services:

- One on one counselling
- Elder in residence
- Peer tutoring
- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Resource Centre

Drop by our offices at C254 College Drive, E101 Commerce Court or call 705 474 7600 Ext. 5961 College Drive / 5647 Commerce Court.

WAIVER OF RESPONSIBILITY

Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

HISTORICAL COURSE OUTLINES

Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.