

COCONINO COMMUNITY COLLEGE

COURSE OUTLINE

Prepared by: John F. Cardani

Monica Baker, MA

Dean, Career and Technical Education

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Status: Permanent

A. Identification

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| 1. | Subject Area: | Administration of Justice |
| 2. | Course Number: | AJS 216 |
| 3. | Course Title: | Basic Detention Academy |
| 4. | Credit Hours: | 13 |
| 5. | Catalog Description: | |

The Coconino Community College Basic Detention Academy is designed to provide entry level training to detention officer staff , meeting Arizona Detention Association standards.

Prerequisites: Hired and/or recommended by approved law enforcement or correctional agency.
Thirteen Lecture.

B. Course Goals:

To provide comprehensive, basic training to newly hired detention and correctional employees.

C. Course Outcomes:

Students will:

1. Describe HIV and how it is transmitted
2. Describe Hepatitis B and how it is transmitted
3. Describe what a HIV Antibody test means
4. List professional situations that increase risk of Acquiring HIV and Hepatitis B
5. Describe professional practices that can lessen risk of HIV and Hepatitis B
6. List personal behaviors in daily living that increases risk of Acquiring the HIV and Hepatitis B viruses
7. Describe professional behaviors that can lessen those risks
8. List one's personal responsibility if one is HIV positive
9. Identify the three (3) "C's" of Inmate Supervision.
10. Define Supervision.
11. Define Empathy.
12. List the five (5) inmate tactics which a detention officer should be alert for and prepared to deal with.
13. List the seven (7) techniques that are considered to have a positive effect on inmate supervision.
14. List the three (3) results of effective supervision, and ensuring staff security.
15. List three (3) ways of dealing effectively with inmates in enforcing facility rules.
16. Define the term classification and describe how it is a necessary and valuable part of the jail operations.
17. List the three (3) most important elements of security.
18. Name four (4) of nine (9) benefits of an effective classification and give examples of the types of inmates who would be assigned to each level.
19. Define special housing and why it is important.
20. Explain the difference between administrative and disciplinary segregation.
21. Describe the legal definition of contraband.
22. Describe the common administrative definition of contraband.
23. Describe the objective of contraband control.
24. List three (3) policy guidelines that the detention officer should be aware of in recognizing contraband.
25. List six (6) ways to control contraband.
26. List six (6) ways contraband enters a facility.

27. List eight (8) ways contraband moves within the facility.
28. List three (3) key elements in processing found contraband.
29. Describe the legal definition of promoting prison contraband.
30. List two (2) reasons why inmates possess contraband
31. Understand four (4) phases of litigation process.
32. Understand role of party/witness in litigation process.
33. Understand process for preparation to testify.
34. Know behaviors necessary for effective testimony.
35. Define a crime scene
36. Define evidence
37. Identify what takes priority at a crime scene
38. List the four categories that evidence falls in
39. List the procedures to be followed in securing a crime scene
40. Define and demonstrate the proper chain of custody
41. The procedures for handling evidence
42. The procedures in handling syringes and other sharp items
43. Define a crisis development into four distinct and identifiable behavior levels
44. Meet each crisis development behavior level with an appropriate corresponding staff attitude to avoid overreaction and under reaction on the part of staff
45. Provide insight into a crisis development in the examination of the four levels
46. Provide the best possible care and welfare for individuals in our facilities
47. Identify three (3) theories in criminology.
48. Identify three (3) ways that England impacted on detention in America.
49. Describe the influence that early American penology had on modern day detention. Specifically:
 - A. Magna Carta
 - B. William Penn
 - C. Walnut St. Jail
 - D. Auburn Prison
 - E. Caleb Lowmes
 - F. John Howard
 - G. English Criminal Code
50. List and define the two (2) constitutional amendments which have had the most direct impact on modern detention trends.
51. List ways in which today's jails must interact closely with the following:
 - A. Police
 - B. Courts
 - C. State/Federal Correctional Institutions
52. Define "New Generation Jail" and list two (2) ways that it differs from traditional jails.
53. Identify the principles and techniques of study habits.
54. Identify the factors that make one a better listener.
55. Identify the factors needed to budget one's time.
56. Identify the factors for preparing for and taking examinations.
57. Define the terms ethics, discipline and integrity.
58. Identify the factors that may lead to suspension, demotion or termination.
59. Identify appropriate conduct for a Detention Officer both on and off duty.
60. Identify appropriate and inappropriate relationships between inmates and staff on and off duty.
61. Identify and explain the Canon of Ethics and Conduct.
62. Define the word security and identify whose responsibility it is.
63. Identify the admission requirements for new inmates and Criminal Justice Personnel.
64. Describe five (5) indicators of possible security problems.
65. Identify the need for Key Control.
66. Identify the need for Tool Control.
67. Identify the procedures for entering a disturbance or emergency situation.
68. Demonstrate an understanding of the history and importance of taking fingerprints.
69. Identify the two major reasons for taking fingerprints of prisoners.

70. Identify the three most common fingerprint patterns
71. List the two focal points of a fingerprint.
72. Describe common problems with fingerprints and how to avoid them.
73. Describe the steps in taking fingerprints:
 - A. Ink and roll
 - B. AzAFIS
74. Describe importance of properly completing all information on the print cards.
75. Describe the system by which prints are classified and stored at the Department of Public Safety.
76. Describe the techniques used in the "Mug / Photo" process.
77. Describe the importance of maintaining "Officer Safety" when doing fingerprints.
78. Identify three (3) common contaminants produced by fire.
79. List the by-product of burning plastic.
80. List the four (4) types of fire extinguishes as discussed in class.
81. List the different types of fire extinguishes as discussed in class.
82. Explain the **P.A.S.S.** method of fire suppression.
83. Identify the persons responsible for daily inspection of fire suppression and safety equipment per post position.
84. Identify by color and shape, the three (3) air control valves on the **SCBA's** and their separate function.
85. Identify by name/location the three (3) air control valves on an **MSA** Airpac and their separate function.
86. Identify the factory rated air supply for the airpac used.
87. Identify the "**RULE OF THUMB**" as it applies to the airpac user.
88. Identify the air pressure and the audi alarm and whistle. The amount of time the user has before air depletion.
89. Demonstrate the proper method on donning the **SCBA**
90. Successfully complete a written test with a minimum score of **80%**.
91. Successfully negotiate a facility fire scenario.
92. List four (4) methods of controlling bleeding and identify the last resort
93. Identify the proper treatment for burns
94. List the two (2) types of eye injury common to a jail environment
95. List the proper treatment for shock
96. List what steps should be taken by an officer when a person suffers a seizure
97. List four (4) symptoms exhibited by a person with a head injury
 - A. Identify the major consideration in a medical emergency
98. Demonstrate how to treat injuries to bones, muscles and joints
99. List five (5) reasons inmates play games on an officer.
100. Identify the four (4) most popular "games" played on an officer usually resulting in immediate gratification.
101. List the members of the set up team and identify their role or job in the set up process.
102. Identify the three (3) categories inmates put officers/employees in.
103. Identify the fourteen (14) steps of a set up and how they are employed.
104. Identify which steps are techniques, tools, and turnouts.
105. Identify proper ways to react to a set up.
106. Define what a gang is.
 - A. Identify two (2) types of gang classification, spontaneous and traditional.
107. Identify three (3) types of members usually found with the traditional gang structure.
108. List and identify three (3) reasons for becoming a gang member.
109. Identify and list the different types of gangs usually identified as street gangs.
110. Define and identify gang graffiti and its purpose.
111. Identify the major prison gangs found in Arizona and how they interact with gangs in other states.
112. Identify GMIC (Gang Member Identifying Criteria) and list criteria to document a gang member.
113. Describe the need for head counts and security walks in the jail facility.
114. Distinguish the difference between formal counts and emergency counts.
115. Define a head count and a security walk.
116. List the rules for conducting counts.

117. Define a security check and what areas are to be checked.
118. Define a hostage situation
119. Explain the difference between street and correctional facility hostage situations
120. Identify the four basic types of inmates who may take hostages in a correctional facility
121. List four out of seven things to consider when taken hostage
122. Explain the "STOCKHOLM SYNDROME"
123. List six out of twelve ways used to avoid physical resistance
124. Explain the ten basic steps in dealing with hostage takers
125. Explain the correctional officer's role as a basic negotiator
126. Identify the three major court cases involving inmate discipline.
127. List at least three guidelines for establishing an inmate discipline system.
128. List at least four prisoner rights that pertain to the minimum elements of due process of inmates.
129. Define the term "fact-finder".
130. Name five troublesome areas in regards to inmate discipline.
131. Explain why "double jeopardy" does not apply to inmate discipline.
132. Explain what a prisoner is.
133. Briefly explain why a formal grievance procedure is not a threat in maintaining institutional discipline and security.
134. Explain why line officers must make an effort to resolve prisoner grievances informally.
135. List four (4) areas which are appropriate for the submission of formal grievances.
136. List five (5) areas which are not appropriate for prisoner grievance procedure.
137. Briefly explain why a separate grievance process is necessary for emergency issues of health and safety.
138. Identify three (3) basic types of suits which inmates may file.
139. Define and identify the three (3) levels of torts.
140. Identify ways to avoid liability as an officer.
141. Define the Latin phrase "Habeas Corpus".
142. Identify the purpose of an Internal Affairs unit.
143. Identify the internal investigative process.
144. List the six (6) findings which may be returned, concluding an investigation.
145. Understand the procedures used in concluding an investigation.
146. Understand the basis for discipline and agency disciplinary procedures.
147. Describe the origin and development of the IPC Model.
148. Define interpersonal communication skills as management tools to help the supervisor get the job done with a minimum of wasted energy.
149. Explain the IPC Model as a three (3) step approach including: The basics, the add-ons, and the applications.
150. Identify the amount of time people spend communicating with others.
151. Identify the difference between interview and interrogation.
152. Identify the reasons for the use of the Miranda vs. State of Arizona court decision in criminal interrogation.
153. Identify some of the basic methods of interrogating a suspect.
154. Know when Miranda should be used.
155. Know some of the traits of a good interviewer.
156. Identify six (6) reasons for detention officers to know the laws.
157. Identify the number of Federal Circuit Courts and know which one has jurisdiction over Arizona.
158. Identify the number of supreme court justices.
159. Define the concept of precedents.
160. Identify effects of any abused substance upon the user.
161. Identify the categories of the dangerous drugs and substance abuse.
162. Identify and list the procedures for inmates withdrawing from drugs.
163. List three (3) legitimate correctional justifications for restricting prisoner's rights.
164. Identify six (6) constitutional rights retained by prisoners.
165. List the three (3) things that jail policy and procedure must specify in order to avoid accusation of "unreasonable searches".

166. List the three (3) things which cannot be done to or with prisoner's mail to the courts.
167. Identify the basic rights which are guaranteed by each of the following Constitutional Amendments.
- A. 1st Amendment
 - B. 5th Amendment
 - C. 8th Amendment
 - D. 4th Amendment
 - E. 6th Amendment
 - F. 14th Amendment
168. List the two (2) key factors in prison discipline.
169. List three (3) court cases which have direct relation to prison rights.
170. List the steps for due process.
171. Identify the correct definition of the following:
- A. Arraignment
 - B. Indictment
 - C. Crime
 - D. Felony
 - E. Misdemeanor
 - F. Consecutive Sentence
 - G. Concurrent Sentence
 - H. Probation
 - I. Parole
172. Initial Appearance
173. Define the primary functions of a Grand Jury.
174. Identify the differences between OR Release, Third Party, Bail, and Time Served.
175. Demonstrate physical aptitude:
- A. Flexibility
 - B. Push-ups
 - C. Sit-ups
 - D. ¼ Mile run
 - E. The cadet will be able to calculate their individual training heart rate by using a provided form.
176. Define the essential features of the stressor capable of creating PTSD
- A. List the four key elements thought to determine the intensity of the incident
 - B. List the three (3) phases of gross stress reaction, in order of occurrence, that can lead up to PTSD
 - C. List the four (4) primary signs and symptoms displayed by individuals who may be suffering from PTSD
177. Identify each of the seven (7) steps used in analyzing and solving performance objectives.
- A. Identify major causes of inmate performance problems.
 - B. Demonstrate, through role play, a basic understanding of each step of this problem solving.
178. Define the seven (7) essentials for report writing
- A. Identify nine (9) reasons for report writing
 - B. Define the A B C's of report writing
 - C. Define the four (4) C's of report writing
 - D. Identify the report writing process, and the forms used
 - E. Identify common problems of report writing
 - F. Identify writing with style
179. Identify the Arizona revised statutes that defines the term "force".
180. Identify the Arizona revised statutes that defines the authority for the use of physical force.
181. List the three (3) types of inmates to be restrained.
182. List the two (2) types of actions that a detention officer should project while applying restraints.
183. List the two (2) types of actions that a detention officer should not project while applying restraints.
184. List eight (8) types of restraint devices most commonly used by a detention officer.
185. List the five (5) situations that allow the use of restraint devices by a detention officer.
186. List two (2) situations in which restraint devices should not be used by a detention officer.
187. List the ten (10) components of a basic set of handcuffs or leg irons.
188. List the four (4) components of a handcuff or leg iron key.

189. Identify the steps in a civil lawsuit.
190. Identify the importance of documentation.
191. Defined the following terms:
 - A. Deposition
 - B. Complaint
 - C. Summons
 - D. Complaint Filed by Plaintiff
 - E. Answer by Defendant
 - F. Discovery
 - G. Interrogatories
 - H. Preponderance of the evidence
192. List four (4) types of discovery.
193. Identify the general consideration when testifying at a trial
194. Identify what liability coverage is provided by the county.
195. Identify the three (3) former stereotypes of detention officer.
196. Identify the three (3) major functions of a detention officer.
197. Identify what most impacts on the role and duties of a detention officer.
198. Define search and explain four types of searches.
199. List five reasons why searches are conducted.
200. Give examples of probable cause, reasonable suspicion, and mere suspicion.
201. Name five occasions when inmates should be frisk searched.
202. Describe six occasions for strip searching inmates.
203. Explain the four criterion of a body cavity search.
204. Write nine rules of searching.
205. Demonstrate a properly performed frisk search.
206. Know the proper procedures of a strip search.
207. Identify the major elements of searching clothing.
208. Understand the basic procedures in performing cell/room and area searches.
209. List the two (2) Constitutional Amendments that pertain to discrimination
210. Understand who may be a victim of sexual harassment
211. Define the term "sexual harassment"
212. Define the term "discrimination"
213. Define the term "critical point"
214. List Four(4) Considerations in Handling a Disturbed Inmate
215. Define Mental Retardation
216. Identify Three(3) Myths Commonly Associated with Seizures
217. List Five(5) Behaviors that can be Considered Warning Signals of a Potential Suicide
218. Define the following terms:
 - A. Prejudice
 - B. Bigot
 - C. Minority
219. List three (3) minority groups that may be encountered in an average inmate population.
220. Identify two (2) barriers an officer may face when managing minority inmates.
221. List four (4) considerations in managing handicapped inmates.
222. Define stress and explain how it can harm you physically and mentally if you don't control it.
223. Recognize the warning signs of stress.
224. Describe the unique types of stressors in corrections.
225. Manage your stress both on and off the job.
226. Avoid burnout.
227. Describe several practical methods of relaxation.
228. Map a strategy to deal with stress for the rest of your life.
229. Define the term Sudden in-Custody Death (SICDS).
230. List four (4) causes of SICDS as outlined in this course. (Handout #1)
231. List the pre-disposing factors for SICDS. (Handout #2)
232. Identify a typical profile of a potential SICDS victim and the significance of this identification

- process. (Handout #3 & #4)
233. Identify the role restraining devices play in a potential SICDS death. (Handout #5)
 234. Identify the role drugs such as cocaine, methamphetamine, PCP, and alcohol play in SICIDS.
 235. Identify the role violent and/or bizarre behavior play in SICDS
 236. Define the phrase terminal apex.
 237. List two (2) reasons why the jail environment is conducive to suicidal behavior.
 238. Identify the three (3) basic elements of operations/incarceration suicide prevention.
 239. Identify the method used in the majority of jail suicides.
 240. List three (3) actions an officer must take when suicide by hanging is discovered.
 241. List the three (3) categories of a suicidal inmate.
 242. Write a profile of a suicidal inmate in the jail setting
 243. Name the Arizona Revised Statute that relates to Use of Force.
 244. Describe which two elements must be present when an officer uses force.
 245. Define:
 - A. Force
 - B. Physical Force
 - C. Deadly Physical Force
 - D. Excessive Force
 - E. and describe when each may be used.
 246. Write the 7 circumstances in which an officer may find it necessary to use force.
 247. Describe the legal consequences of use of excessive force.
 248. List the actions, which must be taken after force has been used, and what to do if medical attention is needed.
 249. Name the instances when mechanical restraints can and cannot be employed.
 250. Describe what situation would result in an Internal Affairs investigation.

D. Course Content:

Will include:

1. ADA Life's Inventory
2. Aids and Communicable Diseases
3. Basic Inmate Supervision
4. Classification of Inmates
5. Contraband Control
6. Courtroom Demeanor
7. Crime Scene Preservation
8. Crisis Intervention
9. Detention Past, Present, and Future
10. Documentation Procedures
11. Effective Study Habits
12. Ethics and Professionalism
13. Facility Security
14. Fingerprinting Techniques
15. Fire Procedures
16. First Aid
17. Games Inmates Play
18. Gangs
19. Head Counts and Security
20. Hostage Procedures
21. Inmate Discipline Procedures
22. Inmate Grievance Procedures
23. Inmate Lawsuits
24. Internal Affairs
25. Interpersonal Communications
26. Interview and Interrogation Techniques

27. Introduction to Correctional Law
28. Narcotics and Dangerous Drugs
29. Overview of Inmate Rights
30. Overview of the Criminal Justice System
31. Physical Training
32. Post Traumatic Stress Disorder
33. Problem Solving Techniques
34. Report Writing
35. Restraint Devices
36. Role of the Detention Officer in a Civil Suit
37. Role of Detention Officer
38. Search Procedures
39. Sexual Harassment
40. Signs and Symptoms of Emotional Issues
41. Special Needs Inmates
42. Stress Management
43. Sudden Death in Custody Syndrome
44. Suicide Prevention
45. Use of Force