



INSTRUCTIONAL PACKAGE

CRJ 271
Correctional Science I

Effective Term
Fall 2023/Spring 2024/Summer 2024

INSTRUCTIONAL PACKAGE

Part I: Course Information

EFFECTIVE TERM: Fall 2023/Spring 2024/Summer 2024

COURSE PREFIX: CRJ 271

COURSE TITLE: Correctional Science I

CONTACT HOURS: 3.0

CREDIT HOURS: 3.0

RATIONALE FOR THE COURSE:

This course focuses on preparing the student to become a correctional officer in a local facility such as a jail or detention center. The course introduces the student to the constitutional and statutory implications for corrections, from introducing the arrestee into the facility to releasing the inmate, regardless of the length of incarceration. The student will be introduced to the institutional processes, procedures, and protocols primarily when the prisoner enters the period of incarceration.

COURSE DESCRIPTION:

This course covers security procedures, stress management, booking and admissions, DT use of force, classification procedures, and searches and security.

PREREQUISITES/CO-REQUISITES:

There are no prerequisites/co-requisites for CRJ 271

***Online/Hybrid** courses require students to complete the [DLi Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

This course uses available online education resources (OER) rather than a textbook. The resources used are from verifiable, reliable, and trustworthy websites, webpages, and library databases that are free to the public rather than a purchased textbook.

ADDITIONAL REQUIREMENTS:

CRJ 271 does ***not*** have additional costs other than tuition and fees.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
College email access – the college's primary official form of communication.

2023-2024

STUDENT IDENTIFICATION VERIFICATION:

Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to the Instructor's Course Addendum for information regarding this requirement.

COURSE ETIQUETTE AND ETHICAL BEHAVIOR:

All criminal justice students are expected to conduct themselves in a professional and courteous manner and toward all class members, whether online or in a traditional classroom setting. The standards of professional behavior will be enforced.

Any violation associated with inappropriate behavior, including statements or remarks in class or emails, as well as postings or other communications, will be investigated and reported to Student Affairs for appropriate action. At the discretion of the professor of record, academic misconduct may be reported in writing as a violation of the Student Code of Conduct. Reporting inappropriate behavior or academic misconduct could result in disciplinary action, as described in the College Catalog and Student Handbook (HGTC, 2024, pp. 38-39). Please see the Instructor's Course Addendum for further information.

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES AND ASSESSMENTS*:

UNIT I - SECURITY PROCEDURES

- **Learning Outcome:** Identify and describe the constitutional and statutory implications for corrections based on case law.
 - **Learning Outcome:** Describe the handling of juveniles in local correctional facilities based on law, policy, and procedure.
 - **Learning Outcome:** Identify and describe the security procedures used in local correctional/detention facilities.
 - **Learning Outcome:** Describe the importance of safety and best practices for inmate and staff health, safety, and welfare.
 - **Learning Outcome:** Explain the importance of adhering to security procedures and protocols.
 - **Learning Outcome:** Describe different layouts used in local correctional/detention facilities in the U.S.
- **Assessment:** Test/Exam #1

UNIT II – STRESS MANAGEMENT

- **Learning Outcome:** Describe stress management strategies for correctional officers.
- **Learning Outcome:** Describe the causes of correctional officer stress.
- **Learning Outcome:** Describe the methods to combat burnout in correctional employees.

- **Learning Outcome:** Describe programs that promote wellness and resiliency in correctional officers and personnel.
- **Learning Outcome:** Describe self-help programs for employees struggling with stress and stress-related health concerns.
- **Assessment:** Test/Exam #2

UNIT III – BOOKING AND ADMISSIONS

- **Learning Outcome:** Identify and describe the steps in the booking procedure, generally.
- **Learning Outcome:** Identify and describe the responsibilities of the correctional officer when booking or admitting an arrestee to the detention center.
- **Learning Outcome:** Describe the procedure for handling an arrestee who appears injured, distressed, or with limited responsiveness.
- **Learning Outcome:** Describe the importance of fingerprinting and photographing an arrestee during the booking procedure.
- **Learning Outcome:** Identify and describe the rights under the U.S. Constitution and South Carolina law afforded a person being booked
- **Assessment:** Test/Exam #3

UNIT IV – DEFENSIVE TACTICS AND USE OF FORCE

- **Learning Outcome:** Describe and demonstrate the defensive techniques or tactics available to the correctional officer when handling inmates.
- **Learning Outcome:** Describe when the use of force is authorized.
- **Learning Outcome:** Describe the use of force continuum or levels.
- **Learning Outcome:** Describe what is considered excessive force as summarized through related court cases.
- **Learning Outcome:** Describe the implications for the actions of correctional officers and staff for Deprivation of Rights Under Color of Law under 18 USC 241, 18 USC 242, and 42 USC 1983.
- **Assessment:** Test/Exam #4

UNIT V - CLASSIFICATION PROCEDURES

- **Learning Outcome:** Describe the classification system used in a correctional facility.
- **Learning Outcome:** Describe an Objective Jail Classification System.
- **Learning Outcome:** Describe the development of goals and benefits of a classification system.
- **Learning Outcome:** Describe the documentation needed for an effective classification system.
- **Learning Outcome:** Describe the use of re-classification based on safety, security, and discipline.
- **Assessment:** Test/Exam #5

UNIT VI – SEARCHES AND SECURITY MEASURES

- **Learning Outcome:** Identify the different types of searches used in correctional facilities.
- **Learning Outcome:** Describe the appropriate techniques for searching inmates upon entry and during incarceration.
- **Learning Outcome:** Describe the best practices when searching facilities, including inmate housing or cells.
- **Learning Outcome:** Describe the use of classification as part of the protocol for safety and security.
- **Learning Outcome:** Describe the use of searches as part of the protocol for safety and security.
- **Assessment:** Test/Exam #6

****Students – please refer to the Instructor’s Course Addendum for specific information on assessments and due dates.***

Part III: Grading and Assessment

EVALUATION (COURSE GRADING):

Students’ performance will be assessed, and the weight associated with the various measures/artifacts listed below.

EVALUATION:

Exams 100%

****Students, for the specific number and type of evaluations, please refer to the Instructor’s Course Addendum.***

GRADING SYSTEM:

90-100..... A
 80- 89..... B
 70- 79..... C
 60- 69..... D
 Below 60..... F

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not,

you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to re-enroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, that instructors may require tests to be taken at approved testing sites. If you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the [Student Success & Tutoring Center](#) webpage for more information. To schedule tutoring, contact the SSTC at ssc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email ssc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the [Online Resource Center](#) to access on-demand resources.



STUDENT INFORMATION CENTER: TECH CENTRAL:

TECH Central offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#), including scheduled technology training, Office 365 support, password resets, and username information.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials, and more services** are available.
5. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's webpage or by texting questions (843) 375-8552.

Visit the [Tech Central](#) webpage for more information. Live Chat and Center locations are posted on the webpage. Or please call (843) 349 – TECH (8324).



HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the [Library](#) webpage for more information, or call (843) 349-5268.

STUDENT TESTING:

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's [Accessibility and Disability Service webpage](#). The Accessibility and Disability

staff will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:

Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, in the educational programs and activities which it operates, and the college is prohibited from discrimination in such manner by applicable laws.

TITLE IX REQUIREMENTS:

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description, such as counseling services).

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu.

OTHER INQUIRIES REGARDING THE NON-DISCRIMINATION POLICIES:

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, jacquelyne.snyder@hgtc.edu.

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, Melissa.Batten@hgtc.edu.