



INSTRUCTIONAL PACKAGE

CRJ 273
Correctional Science III

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 273

COURSE TITLE: Correctional Science III

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 handling inmates during initial entry and booking or reentry, while in the facility in main population or segregation based on classification, and upon release. The student will be exposed to the correct process, procedure, and technique for securing prisoners' prints as required by policy, procedure, regulation, or law. The student will be introduced to the ethical boundaries and requirements mandated by professional standards and law. This course will introduce the student to the proper technique for knife defense: spontaneous and planned. The student will be introduced to gang recognition, including signs, tattoos, language, and clothing used by local, national, and international criminal organized groups or gangs.

COURSE DESCRIPTION:

This course covers fingerprinting, release procedures, street gang recognition, ethics, and spontaneous knife defense.

PREREQUISITES/CO-REQUISITES:

There are no prerequisites/co-requisites for CRJ 273

***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 273 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.

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 – FINGERPRINTING AND SECURING OTHER EVIDENCE FROM INMATES

- **Learning Outcome:** Describe and demonstrate the correct method for rolling fingerprints.
- **Learning Outcome:** Describe the constitutional cases related to securing inmates' fingerprints and other non-testimonial evidence.
- **Learning Outcome:** Identify the eight types of fingerprint patterns the FBI recognizes.
- **Learning Outcome:** Identify the three (3) levels of detail in fingerprint classification.
- **Learning Outcome:** Describe the court case(s) addressing the taking of DNA samples during the booking process.
- **Assessment:** Test/Exam #1

UNIT II – RELEASE PROCEDURES AND PROTOCOLS

- **Learning Outcome:** Describe the steps in the inmate release process.
- **Learning Outcome:** Identify and describe the types of prisoner release and required

documentation, including transfer to another facility, agency, or jurisdiction.

- **Learning Outcome:** Identify and describe the different types of bonds.
- **Learning Outcome:** Describe reentry programs.
- **Learning Outcome:** Describe the difference between short-term and long-term prisoner release.
- **Assessment:** Test/Exam #2

UNIT III – RECOGNITION OF STREET GANGS AND ORGANIZED CRIMINAL GROUPS

- **Learning Outcome:** Identify and describe the types of gangs or criminal groups operating in northeastern South Carolina, including their origin.
- **Learning Outcome:** Identify and describe the tattoos found in these gangs or criminal groups.
- **Learning Outcome:** Identify and describe the hand signs used to communicate in these gangs or criminal groups.
- **Learning Outcome:** Identify and describe the terms or words used to communicate in these gangs or criminal groups.
- **Learning Outcome:** Identify and describe the clothing worn to send a message by these gangs or criminal groups.
- **Assessment:** Test/Exam #3

UNIT IV – PROFESSIONAL ETHICS

- **Learning Outcome:** Define or describe ethics and morality and the difference.
- **Learning Outcome:** Describe the professional standard of behavior or code of conduct found in law enforcement.
- **Learning Outcome:** Describe the necessity for a neutral unit within the correctional system to investigate complaints or incidents of professional misconduct.
- **Learning Outcome:** Describe the importance of having a code of conduct or standard of professional behavior.
- **Learning Outcome:** Describe the types of corruption in criminal justice and corrections in particular.
- **Learning Outcome:** Describe the warning signs or indicators of manipulation or being set up by inmates.
- **Assessment:** Test/Exam #4

UNIT V – KNIFE AND SMALL WEAPON DEFENSE

- **Learning Outcome:** Describe the five (5) common non-lethal tools for correctional officers
- **Learning Outcome:** Describe and demonstrate the tactics or techniques to disarm a person with a sharp weapon such as a knife, a shiv, or a shank.
- **Learning Outcome:** Describe how to be aware of your surroundings and the warning signs of a possible attack.
- **Learning Outcome:** Discuss using searches as a method to reduce weapons violence.

- **Learning Outcome:** Describe the general principles or guidelines for transporting prisoners.
- **Learning Outcome:** Describe the weapons of opportunity found in community corrections and local correctional facilities.
- **Assessment:** Test/Exam #5

****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:

Tests/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.

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 Synder, 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.