



**COWLEY COLLEGE  
& Area Vocational Technical School**

**COURSE PROCEDURE FOR**

**KANSAS DEPARTMENT OF CORRECTIONS  
BASIC TRAINING  
CRJ5496 9 Credit Hours**

**Student Level:**

This course is open to students on the college level in either the Freshman or Sophomore year employed with the Department of Corrections or a correctional facility.

**Catalog Description:**

**CRJ5496 KANSAS DEPARTMENT OF CORRECTIONS BASIC TRAINING  
(9 Hrs.)**

This course provides credit for the basic training required for all newly hired correctional officers within the Kansas Department of Corrections (KDOC). This is an orientation and training program designed to provide an overview of the KDOC and a basic level of knowledge, skills and performance based training abilities.

**Prerequisites:**

None

**Controlling Purpose:**

To provide a mutually beneficial articulation with corrections employees that will acknowledge their life experience and employment history by providing them with appropriate educational credits that are consistent with their training and experience. This course will encourage retention of employment and degree completion.

**Learner Outcomes:**

Upon completion of the course, the student will have an understanding of the basic skills required of a correctional officer in a state facility.

- List the components of risk management
- Define the role of victim services
- Define components of professionalism
- Develop cultural awareness
- Demonstrate use of force knowledge
- Demonstrate proper safety and emergency procedures
- Demonstrate cognitive reflective communications
- Demonstrate proper response process and skills to medical emergencies
- Demonstrate knowledge of Criminal Justice System
- List proper security procedures
- Demonstrate basic computer skills

**Units Outcomes and Clock Hours of Instruction for Core Curriculum:**

The following outline defines the minimum core content not including the final examination period. Instructors may add other material as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student’s achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

**UNIT 1 List the components of risk management:**

Outcomes:

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Define and demonstrate containment procedures
						Contribute to offender risk reduction and re-entry transition
						Evaluate criminal continuum
						Explain the Level of Services Inventory-Revised Overview
						Identify, understand and demonstrate a pat down search, full frisk search, strip search, and body cavity search
						List and practice the basic rules of cell and area searches
						Identify types of area searches

**UNIT 2 Define the role of victim services:**

Outcomes:

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Identify a victim
						Participate in victim sensitivity training

**UNIT 3 Define components of professionalism:**

Outcomes:

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Demonstrate ethical decision making
						Employ acceptable behaviors, performance, and traits for a correctional officer
						List basic duties and expectations for a correctional officer
						Illustrate proper interpersonal relations
						Recognize and determine undue familiarity and/or sexual misconduct
						Determine boundaries
						Employ anti-harassment knowledge
						Examine legal issues for corrections
						Explain corrections officer rights and responsibilities
						Define constitutional rights, guarantees and responsibilities of inmates
						Describe tort claims
						Demonstrate proper testifying and courtroom demeanor

**UNIT 4 Develop cultural awareness:**

Outcomes:

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Define different religious groups
						Illustrate knowledge of ethnic differences
						Identify issues important to dealing with different ethnic groups

**UNIT 5 Demonstrate use of force knowledge:**

Outcomes:

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Demonstrate use of force policy and procedures
						Recognize pertinent case law relating to use of force
						Practice range safety
						Utilize range training
						Complete range qualification
						Apply self-defense tactics
						Deploy chemical agents

**UNIT 6 Demonstrate proper safety and emergency procedures:**

Outcomes:

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Complete Correctional Incident Management System (CIMS) training
						Complete National Incident Management System (NIMS) training
						Complete Incident Command System (ICS) training
						Define fire safety procedures
						Classify hazardous materials dangers
						Determine occupational exposure hazards

**UNIT 7 Demonstrate cognitive reflective communications:**

Outcomes:

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Resolve conflict
						Apply "Cognitive Reflective Communications" (CRC) skills
						Identify points of view of multiple persons
						Develop report writing skills
						Identify need for reports
						Analyze essential elements of a report
						Demonstrate characteristics of good note taking
						Explain proper radio communications

**UNIT 8 Demonstrate proper response process and skills to medical emergencies:**

Outcomes:

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Complete CPR training
						Complete first aid training
						Utilize knowledge of the signs and symptoms of medical concerns
						Illustrate knowledge required to act in emergencies
						Explain proper universal precautions
						List methods of obtaining assistance
						List procedures for patient transfers to medical facilities
						Identify appropriate responses to signs and symptoms of mental illness, violent behavior, and acute chemical intoxication and withdrawal
						Define suicide prevention and/or intervention procedures

**UNIT 9 Demonstrate knowledge of Criminal Justice System:**

Outcomes:

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Identify 3 main components of Criminal Justice System
						Explain different responsibilities of Law Enforcement/Corrections/Courts
						Explain history of Corrections in America
						Identify importance of post-conviction services

**UNIT 10 List proper security procedures:**

Outcomes:

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Demonstrate correct use of restraints
						Define positional asphyxia / Identify signs of P.A.
						Demonstrate the use of count, movement and accountability checks
						Employ correct transportation and escort procedures
						Define proper handling of property and contraband
						Demonstrate search procedures (personal, area, vehicle and medicine bags)
						Follow strict rules of evidence
						Follow crime scene preservation procedures
						Define Chain of Custody
						Define proper key and tool control
						Apply proper offender supervision procedures
						Examine security and classification levels
						Analyze the different types of supervision
						Apply inmate rules and regulations
						List different security threat groups
						Prevent inmate sexual assaults according to Prison Rape Elimination Act (PREA)

**UNIT 11 Demonstrate basic computer skills:**

Outcomes:

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Utilize the Kansas Criminal Justice Information System
						Utilize KASPER
						Utilize available forms to complete tasks
						Employ E-mail proficiency
						Employ Intranet proficiency

**Projects Required:**

As assigned in class

**Textbook:**

Training Manual and materials will be provided by the KS Department of Corrections.

**Materials/Equipment Required:**

**Attendance Policy:**

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

**Grading Policy:**

The grading policy will be outlined by the instructor in the course syllabus.

**Maximum class size:**

Based on classroom occupancy

**Course Time Frame:**

The U.S. Department of Education, Higher Learning Commission and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

**Refer to the following policies:**

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

**Disability Services Program:**

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability which may impact work in this class and which requires accommodations, contact the Disability Services Coordinator.