



Washington, D.C. 20534

GRANT OR CONTRACT PROJECT SUMMARY/DECISION MEMO

SUMMARY DESCRIPTION OF PROJECT:

The International Association of Correctional Officers will carry out the work of the NIC Council on Curriculum Development in its effort to develop a model curriculum of basic college courses to enhance the ability of correctional officers to perform their work. It is hoped that the model curriculum would lead to a certificate in corrections and the subsequent development of a model curriculum to fulfill the requirements for an Associate of Arts degree.

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NATIONAL INSTITUTE OF CORRECTIONS
NATIONAL COUNCIL ON CURRICULUM DEVELOPMENT

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*National Institute of Corrections Council on Curriculum Development
Proposed 18-credit hour CO Certification curriculum*

- I. **Corrections in the Criminal Justice System**
History; Total Systems Overview; Philosophies and Goals; Police, Courts and Corrections; Corrections in Institutions and the Community; Contemporary Issues.
- II. **Correctional Practices**
Safety, Security and Supervision; Classification and Programming; Institutional Procedures; Jail Operations; Alternatives to Incarceration; Probation and Parole; Contemporary Issues.
- III. **Basic Communications in Corrections**
Verbal Skills, Non-verbal Skills and Writing Skills; Cross-cultural Communications; Practical Skills Exercises.
- IV. **Offender Behavior and Development**
Types of Offenders; Women's Institutions; Offenders with Special Needs; Origins of Criminal Behavior; Subcultures; Offender Change and Growth; Contemporary Issues.
- V. **Juvenile Justice and Corrections**
Distinction from Adult System; Evolution of Juvenile Justice System; Youthful Offenders in the Adult System; Legal Issues; Control and Intervention; Current Practices; Contemporary Issues.
- VI. **Ethical and Legal Issues in Corrections**
Constitutional Issues; Basics of Criminal Law; Offender Rights and Responsibilities; Staff Rights, Responsibilities and Liabilities; Legal Procedures and Grievances; Professional Ethics; Contemporary Issues.

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***Corrections in the Criminal Justice System
Curriculum Guide***

I. **History and Evolution of Corrections**

- A. European Heritage Overview
 - 1. Emergence of primitive Law
 - 2. Ancient codes
 - 3. Retaliation
 - 4. Vengeance
 - 5. Deterrence
- B. American Heritage Overview
 - 1. origin and Development of Prisons and Juvenile Institutions
 - 2. Origin and Development of Probation, Parole and Community-based **Corrections**
- C. Impacts of Competing Philosophies
 - 1. Incapacitation
 - 2. Retribution
 - 3. Restitution
 - 4. Deterrence
 - 5. Rehabilitation
- D. Punishment, Treatment and Prevention
 - 1. Correctional Clients
 - 2. American Public
- E. Discussion of Contemporary Topics in Relation to Historical Fact

II. **Corrections and Criminal Justice Overview**

- A. Nature and Definition of Law
- B. Civil and Criminal Law Differences
- C. Adult and Juvenile Distinctions
- D. Independent and Interactive Roles of Police, Courts and Corrections
- E. Offender Flow through Criminal- and Juvenile Justice Systems
- F. Fragmentation and Collaborative Impacts of Criminal Justice Services
- G. Discussion of Contemporary Topics

III. Institutional Corrections

- A. History and Rationalization of Imprisonment
- B. Characteristics of Maximum, Medium and Minimum Security Facilities
- C. General Topology of Institutional Clients
 - 1. Offense and Incarceration History
 - 2. Personality Characteristics
 - 3. Demographic Overview of Age, Sex, Place of Residence, Background, etc.
- D. Special Needs of Institutional Clients
 - 1. Women
 - 2. Children
 - 3. Racial, Cultural and Religious Minorities
 - 4. Protective Custody
 - 5. Veterans
 - 6. Mentally Ill and Retarded
 - 7. Aged and Medically Ill
- E. Organization and Management
 - 1. Police Detention Centers
 - 2. Juvenile Facilities
 - 3. Jails
 - 4. Prisons
 - 5. Community Corrections Centers
- F. Comparisons of Local, State and Federal Facilities
- G. Staff Recruitment and Development
- H. Custody and Management Concepts of Direct and Indirect Supervision
- I. Basic Institutional Services
 - 1. Custody and Safety
 - 2. Classification
 - 3. Health Care
 - 4. Food Acquisition, Preparation and Distribution
 - 5. Facility Construction and Maintenance
 - 6. Legal and Religious Services
 - 7. Visiting, Mail and Banking
 - 8. Education, Vocational, Counseling and Industry Programs
 - 9. Disciplinary Processes
- J. Relationship of Institutional Corrections with other Criminal Justice Sub-systems
- K. Volunteers in Institutions

1. Police, Prosecution, Courts and Community Corrections
- L. Ramifications of Overcrowding
- M. Privatization of all Institutional Services
- N. Privatization of Specialized Services (ie., Health, Food, Education, etc.)
- O. Public Perception, Expectation and Support of Institutional Corrections
- P. Discussion of Contemporary Topics

IV. **Community-based Corrections**

- A. Concepts of Community Corrections
 1. Historical Development
 2. Advocacy, Diversion and Reintegration
 3. Need Analysis and Program Development
 4. Community Service Programs
 5. Public Acceptance and Outcry Issues
 6. Community Resource Utilization
 7. Public Safety and Economic Factors
 8. Discussion of Contemporary Topics
- B. Probation
 1. Origin and Development of Largest Correctional Service
 2. Definition and Objectives
 3. Comparison of Local, State and Federal Organization and Management
 4. Pre-sentence Investigation and Reports
 5. Custody-Treatment Conflicts
 6. Innovative Programs
 7. Discussion of Contemporary Topics
- C. Parole
 1. Origin and Development
 2. Definition and Objectives
 3. Comparison of Local, State and Federal Organization and Management
 4. Pm-parole Investigation and Reports
 5. Custody-Treatment Conflicts
 6. Innovative Programs
 7. Discussion of Contemporary Topics
- D. Community Correction Center

V. **Future of Corrections**

- A. Innovative Methods to Ensure Public Safety and Effectively Modify Deviant Behavior
- B. Special Problems to Overcome
- C. Greater Professionalization of Corrections
- D. Revamping Criminal Justice System Practices
- E. Future offenders and Correctional Trends

- F. Vastness of Career Opportunities
- G. Comparative Study of International Correctional Services and Implementation of Attributes
- H. Public Perception, Expectation and Support of Future Corrections
- I. Discussion of Contemporary Topics

Correctional Practices
Curriculum Guide

I. **Safety, Security and Supervision**

A. Safety

1. Risk Management Assessment
2. Development of Standard Operational Procedures
3. Operation and Maintenance of Fire Detection and Suppression Devices
4. Various Code Awareness and Compliance
5. Operational Training of Locking Devices, Graphic Control Panels,
6. Emergency Equipment and Other Devices Used by Staff

7. Prevention and Causes of Infectious Diseases
8. Development and Training of Safety Inspection
9. Hazardous Waste Material Control and Disposal
10. Relationship to Fatigue and Distress
11. Development and Implementation of Emergency Preparedness Plans
12. Mock Disaster Drills
13. Emergency Evacuation Plan for Natural and Man-made Disasters
14. Routine and Emergency Safety Checklists
15. Corrective Action for Liability Exposures
16. Firearms and Explosive Devices
17. Protective Clothing
18. Discussion of Contemporary Topics

B. Security and Supervision

1. Security, Safety and Supervision for Protection of Persons and Property
2. Escape, or "Gut of Place"
3. Means of Contraband Control
4. Institutional Unrest and Civil Disorder
5. Inspection of Security Facilities and Devices
6. Firearm Training and Maintenance
7. Differentiations of Close, Maximum, Medium and Minimum Requirements
8. Operational Policies and Training for Riot Prevention and Control, Hostage Situations, Escape, Deadly Assault and Other First Responses
9. Food Receipt, Preparation and Distribution
10. Booking/Reception Center Processing
11. Inmate-on-inmate or -on-staff Assault
12. Facility Shakedowns
13. Various Types of Body Searches and Application
14. Gate and Sallyport Entrance/Exit
15. Perimeter Security Checks
16. Self-defense Techniques
17. Electronic security Devices
18. Short- and Long-distance Inmate Movements
19. Suicide Prevention and Discovery
20. Overcrowding Implications

21. Identify and Ensure Maintenance Repairs
22. Major or Minor Incident Video Recording
23. Counts
24. Housing Unit Inspection
25. Visiting
26. Contraband Detection and Control

27. Major or Minor Security Rule I&actions
28. Key, Tool and Equipment Control
29. Trusty Duties and Responsibilities
30. Surveillance Devices and operation
31. Security and Supervision of Unique Area - Kitchen, Classroom, Vocation, outside Maintenance, etc.
32. Disposal of Medical Sharps
33. Reporting, Documenting and Reporting for Corrective Action
34. Techniques of Correctional Client Supervision
35. Riot and Major Disturbances
36. Hostage Prevention and Negotiation
37. Infectious Diseases and Policy control
38. Crime Reporting, Investigation and Prosecution
39. Discussion of Contemporary Issues

II. Classification and Programming

A. Classification

1. Goal and Objectives
2. Management Tool for Confinement, Programming and Custody-level Decision-making
3. Prioritize Public Safety, Escape Prevention and Degree of Dangerous Criminality
4. Objective, non-bias Decision-Making
5. Rank Order of Factors Ranging from Current Assaultive Felony to Past/ Present Institutional Behavior to Community/Family Ties
6. Custody Level and Housing Assignment Should Accommodate Program Needs
7. Litigation Prevention
8. Humanitarian
9. Responsive to Increase or Decrease Custody Level
10. Operational Management and Efficiency
11. Objective Criteria Known to all and Verifiable
12. Allocation of Human, Facility and Financial Resources
13. Determinant of Least or More Restrictive confinement
14. Interactive Role with Virtually all Institutional Activities
15. Discussion of Contemporary Topics

B. Programming

1. Public Perception, Expectation and Support of Correctional Programming
2. Custody, Reform, Rehabilitation and Restraint
3. Role of Various Professional Program Providers
4. Total Systems Planning
5. Action Plan Development and Implementation
6. Private Industry Involvement and Support
7. Representative Community Correction Boards
8. Development, Implementation and Sustainment of Various Institutional and Community Programs
9. Alternative to Incarceration
10. Police, Prosecution and Court Diversion
11. Victim Compensation

12. Restitution
13. Community service
14. Innovative Alternative Sentencing
15. Pre-release, Work and Education Release
16. Shock Probation
17. Community Correctional Center

18. Central Intake and Diagnostic Center
19. Bond Investigation and Recommendation
20. Wide Variety Citizen Volunteer Programs
21. Substance Abuse
22. Educational
23. Vocational
24. Special Offender Programming
25. Religious
26. Law Library/Legal Services
27. Physical Education and Recreation
28. Contact, non-contact and Conjugal Visitations
29. Individual and Group Counseling
30. Inmate Labor and Industries
31. Employee&mate Day Care
32. Intern and Work Study
33. Boot Camps
34. Community Treatment Center Pre-release
35. Probation-parole Client Contracting
36. Discussion of Contemporary Topics

C. Institutional Procedures

1. Statement of Purpose
2. Organization and Responsibilities
3. Accreditation Models of Policies and Procedures
4. Procedural Planning, Development and Implementation
5. Consistency of Managerial Decision-making and Direct Adherence
6. Policy Modification and Revision
7. History and Development of Correctional Administration
8. Internal and External Organizational Structures
9. Developing and Utilizing Relevant Data
10. Human Perception and Motivation
11. Problem Solving
12. People as Individuals and Groups
13. Interpersonal and Organizational Approaches to Change
14. Differential Procedures in Correctional Environments
15. Evolution of Management Functions
16. Adaptation to Change
17. Human Resources Recruitment, Selection, Training and Retention
18. Intake and Guidance
19. Preventative
20. Accounting of Client Assets
21. Preventive and Emergency Maintenance
22. Equipment and Supply Inventory Control
23. Inspection and Response Reporting
24. Sanitation - House Cleaning
25. Custody, Security and Safety Systems
26. Client Orientation and Guidebooks
27. Client Counts
28. Visitors and Volunteers
29. Institutional Tours
30. Search and Arrests of Clients, Employees and Visitors
31. Medical Emergencies

32. Tool and Key Control
33. Death: Natural, Accident, Suicide, Homicide
34. suicide Prevention
35. Hostage and Disturbance Control
36. Public Information
37. Use of Force and Firearms

38. Client Transportation
39. Escape Prevention and Reporting
40. Sentence Termination and Release
41. Administrative Hearings
42. Disciplinary Granting
43. Medically and Mentally Ill
44. Drug Testing
45. Pharmaceutical Control and Distribution
46. Segregation of Disruptive Clients
47. Disciplinary Policy
48. Institutional Law Libraries
49. Discussion of Cotemporary Topics

D. Jail Operations

1. Unique Jail Roles
2. Represent Executive and Legislative Branches of Government
3. Detain Pre-sentence and Sentenced Offenders
4. Origin and Development of Jails
5. Organization and Responsibilities
6. Jail Administration
7. Fiscal Management
8. Personnel
9. Training and Staff Development
10. Recordkeeping
11. Data Processing (Computers)
12. Physical Plant Maintenance
13. New/Renovated Facility Design
14. Safety and Sanitation
15. Inmate Living conditions
16. Medical and Health Care Services
17. Control of Prescription Medicines
18. Food Services
19. Security and Control
20. Supervision of Inmates
21. Special Management Inmates
22. Inmate Rights
23. Inmate Services and Programs
24. Inmate Discipline
25. Reception, Orientation and Release
26. Property Control
27. Classification
28. Inmate Services and Programs
29. Community Resources
30. Research and Evaluation
31. Training Others
32. Community Relations
33. Investigations
34. Budget
35. Correctional Law
36. Interpersonal Communications
37. Organizational Communications
38. Conversational Spanish

39. Firearms
40. Identification and/or Fingerprinting
41. Inmate Classification
42. Instructor Training
43. Participative Management
44. Management by Objectives

45. Goal Setting
46. Legal Responsibilities of Supervision
47. Legal Liabilities
48. Recruit, Screen, Select Staff
49. Reprimand, Suspend, Terminate Staff
50. Privatization
51. Media Relations
52. Report Writing
53. Photography
54. Staff Supervision
55. Riot Control
56. Vicarious Liability
57. Action Planning
58. Labor Relations
59. Public Perception, Expectation and Support of Jails
60. Discussion of Contemporary Topics

E. Alternatives to Incarceration

1. Concept and Philosophy
2. Diversion, Advocacy and Reintegration
3. Diversion Alternatives prior to Trial and Sentence
4. Non-residential Programs in Addition to Probation, Tethering, Day Treatment and Parole
5. Community Resources Integration
6. Work Seek and Work Release
7. Educational and other Pre-Release Programs
8. Central Intake and Diagnostic Centers
9. Community Service Programs
10. Substance Abuse Residential Programs
11. Community Corrections Centers
12. Juvenile Alternative to Secure Detention
13. Deinstitutionalization of Mentally Ill
14. Halfway (-in and -out) Houses
15. Accreditation, Monitoring and Evaluation of Programs
16. Planning, Need and Benefit Analysis
17. Public Understanding and Relations
18. Public Perception, Expectation and Support for Alternatives to Incarceration
19. Discussion of Contemporary Topics

F. Probation

1. Antecedents of Contemporary Probation
2. Federal, State and Local Courts
3. Legal Sanction and Administration of Probation
4. Juvenile Court Probation Services
5. Administrative Organization and Management
6. Presentence Investigation
7. Granting Probation
8. Conditions of Probation
9. Revocation of Probation
10. Probation Client Typology
11. Varying Service Deliveries

12. Volunteers
13. Restitution and Community Service
14. Shock Probation
15. Interstate Compacts
16. Tethering and House Arrests
17. Staff Recruitment, Development and Retention

18. Public Perception, Expectation and Support of Probation
19. Discussion of Contemporary Topics

G. Parole

1. Antecedents of Contemporary Parole
2. Historical Origins of Prisons
3. Conditional Pardons
4. Legal Sanction and Administration of Parole
5. Juvenile Aftercare
6. Administrative Organization and Management
7. Parole Board Appointments, Operation and Management
8. Conditional Release and Parole
9. Parole Decision-making Processes
10. Granting Parole
11. Conditions of Parole
12. Revocation of Parole
13. Parole Client Typology
14. Varying Service Deliveries
15. Institutional and Field Services
16. Shock Parole
17. Mutual Agreement - Contract Parole
18. Parole and Probation Subsidies
19. Interstate Compacts
20. Tethering, House Arrest and Halfway Programs
21. Jail Parole
22. Volunteers
23. Staff Recruitment, Development and Retention
24. Controversies and Parole Elimination
25. Public Perception, Expectation and Support of Parole
26. Discussion of Contemporary Topics

Basic Communications in Corrections
Curriculum Guideline

I. Communication to Exchange Information

A. Perception and Cognition

1. Encode - Words, Symbols, Numbers, Drawings, etc.
2. Transmission - Written Message, Telephone or Face-to-face Conversation, Digital Dat, etc.
3. Decode - Information Becomes Mental Set

B. Elements of Communication

1. Body that Moves Giving Form and Shape
2. Values Reflected in Behavioral Habits and Verbal Communication
3. Expectation Based on Past Experiences
4. Sense Organs Enabling Sight, Sound, Smell, Taste and Touch
5. Word and Voice Enable Verbal Communication
6. Brain Store Knowledge of Past Experiences

C. Organizational Process

1. Authority - Responsibility Hierarchy
2. Work-flow Contacts
3. Staff-line Relationships
4. Appeal to Higher Management Level
5. Policy and Decision-making Input
6. Formal and Informal Communication Networks

II. Communication Barriers

A. Interpersonal

1. Transmission Noise as Background Noise, Interruptions, Mispronunciation
2. Damaged, Lost or Delayed Communication
3. Words with Different Meaning to Different People
4. Multiple Uses of Symbolic Representations
5. Authoritarian Attitude
6. Individual's Rank
7. Failure to Listen
8. Personal Appearance
9. Annoying Habits
10. Provoking Verbal and non-verbal Communication
11. Lack of Interpersonal Communication

B. Organizational

1. Unnecessary Bureaucratic Communication Delay
2. Unreceptivity of subordinates

3. Receiver only Wants to Hear “Good News”
4. Subordinate’s Inability to Express Self Verbally
5. Superior who Privately or Openly Criticizes
6. Argumentative Superiors
7. Favoritism only to Clique Members
8. No Legitimate Grievance Mechanism
9. No Written Communications as Memos
10. Non-verbal Communication of Supervisor as Facial Expression, Lack of Attention Divided Attention
11. Written Communications as Policy Directives, Standard Operating Procedures of other Information not Clearly Disseminated

III. Effective Communications

A. Listen

1. Develop Art of Listening
2. Formulate Response after Message Heard and Understood
3. Listen with Purpose

B. Develop Communicating Attitude

C. Open-door Policy to Resolve Grievances

D. Use Feedback Method

E. Systematic Method to Disseminate communication

F. Recognize Informal Communication

1. Rumor
2. Determine if Formal Communication Works
3. Free Exchange During Social Events

G. Impact upon Morale

H. Clarity of General Orders, Directives, etc., but Lack Personal Touch

I. Clearcut, Uniform and Consistent Policies and Procedures

J. Committees when There is Diverse Information, Sound Conclusion Needed, Judgment of More than One Useful, Common Understanding Needed and to Enhance Coordination

K. Meetings as a Medium of Communication

L. Staff-Mine Communications

M. Appeal Channels of Communication

N. Encourage Verbal, non-verbal, Written and Personal Appearance Communication by Example

IV. Corrections Communication

A. Need and Purpose

1. Continually Gage Institutional Client
2. Listen to Prevent Escape, Detect Contraband, Maintain Order and Ensure

- Safety for All
3. Officer Appearance, Attitude and Behavior Communicates Inmate Conduct Code Signals
4. Enables officer to Personally Interact, Be a Change Agent and Develop a Positive Image

B. Correctional Client Relations

1. Learn and Respect Other Languages
2. Print Institutional Rules in Other Languages
3. Multi-lingual Interpreters and Libraries
4. Learn Argot Roles and Language Meanings
5. Practice Clear and Consistent Interpersonal and Group Communication Skills
6. Communicate Verbal and non-verbal Attitudes of Equal Rights
7. Avoid Communication with Correctional Clients of Religion, Politics, Private Business, Cruel or Demeaning Remarks, Debate or Moral Issues

C. Cross-cultural communications

1. Learn and Appreciate Diversities
2. Verbal and non-verbal
3. Value Differences and Clarification
4. Participate in Community cross-cultural Activities
5. Local cross-cultural Communications Issues

D. Argot, Rules and Slang

V. Communications Summary

- A. Importance of Communications
- B. communications Defined
- C. Expression of Daily and Lifetime Percepts
- D. Verbal, non-verbal and Written Communications
- E. Clarify, Interpret, Qualify and organize Communicated Thoughts
- F. Applicability of Unique Communications in Correctional Settings
- G. Practical Skills Exercises

1. IPC: Interpersonal Communications Skills for Correctional Management Trainers Guide and IPC: Interpersonal Communications Skills for Correctional Management, by Blakeman, Keeling and Carkhuff. HRD Press, Inc., Amherst, MA, 1977

- H. Discussion of Contemporary Topics

Offender Behavior and Development

- A. Parens Patriae - State to Act on Behalf of the Parent in the Interest of the Child (Ward of the State)
 - B. Young Children not Responsible Under Common Law and Needing State Protection
 - C. English Chancery Court Dealt with Neglected and Dependent Children
 - 1. More Flexible than English Courts
 - 2. Welfare of Child More Important than Legal Procedures
 - 3. Age of Responsibility
 - D. Consequences of 19th Century Reforms
 - 1. Juvenile Court Primarily a Treatment Agency for Needy Children Seeking Court Guidance
 - 2. **Serious** Offenders Should be Punished and Disciplined Rather than Treated
 - 3. Juvenile Courts Have Had Adverse Effect by not According Same Constitutional Rights as Adults
 - E. Juvenile Institutions
 - 1. Deportation and Abduction of English Children
 - 2. Indenturing Became Accepted Child-care Practice
 - 3. Apprenticeships Led to Early Juvenile Correctional Facilities - Reformatories
 - 4. Alms House/Orphanages
 - 5. Brutality Against Children Incarcerated with Adults
 - 6. Renovation of Existing Facilities for Juveniles
 - 7. **New** Construction Cottage, or Dormitory-style, with Adequate Educational, Vocational, Recreational and other Programs Space
- III. Legal Issues
- A. Illinois Juvenile Court Act of 1899
 - 1. First State-wide Court for Children
 - 2. One Jurisdiction for Dependency, Neglect and Delinquency
 - B. Children Not Treated as Adults
 - 1. Informal Hearings, Non-public, Records Confidential, Detained Separate from Adults
 - 2. Children not Treated as Criminals
 - 3. Constitutional Rights Accorded to Adults not Accorded to Children
 - 4. Variations among Courts and Judges Created Due Process and other Problems
 - C. Landmark Court Cases

1. ***Kent v. United States***
2. ***In Re Gault***
3. Application of Miranda to Juveniles
4. ***In Re Winship***
5. ***McKeiver v. Pennsylvania***

D. Juvenile Justice Acts

1. Juvenile Delinquency Prevention and Control Act of 1968
2. Juvenile Justice Act of 1974

IV. Control and Intervention

A. Pendulum Swings for Some Juveniles to Enter Adult System

1. Heinous Youthful Offenders
2. Statutory Age Changes for Some Offenses
3. Separate Facilities for Juveniles in Adult System

B. Circumstances to Cause Intervention: Delinquent Act, Non-Criminal (Status) Misbehavior, Protective Custody

C. Law Enforcement Control and Intervention

1. Refer to Family, Diversion Program
2. Procedural Rights and Responsibilities

D. Court Control and Intervention

1. Jurisdiction
2. Make Organization and Decision-making
3. Detention, Pre-release and Emergency Custody Provision
4. Pre-Adjudication Procedures
5. Adjudication Procedures
6. Dispositions

E. Corrections Control and Intervention

1. Probation
2. Public or Private Community Supervision
3. Community Service
4. Training Schools
5. Camps and Ranches
6. Group Homes
7. Community Correctional Facilities
8. Youth Homes
9. Adult Correctional Facilities

F. Experimental Control and Intervention Correctional Program Strategies

G. Discussion of Contemporary Topics

Ethical and Legal Issues in Corrections
Curriculum Guide

- I. Constitutional Issues
 - A. Correctional Law is Study of Constitutional Law
 - B. First Amendment
 - 1. Freedom of Religion
 - 2. Freedom of Speech
 - 3. Communication and Access to Courts
 - 4. Receive and Possess Reading Material
 - 5. Mail
 - 6. Prisoners' Association
 - 7. Visitation
 - C. Fourth Amendment
 - 1. Searches and Seizure
 - 2. Privacy Rights
 - D. Fifth Amendment
 - 1. Discipline
 - 2. Classification
 - 3. Parole Proceedings
 - E. Sixth Amendment: Right to Counsel in non-criminal Proceedings
 - F. Eighth Amendment
 - 1. Cruel and Unusual Punishment
 - 2. Circumstances of Punishment
 - 3. Conditions of Confinement
 - 4. Shelter
 - 5. Personal Safety
 - 6. Sanitation
 - 7. Diet and Exercise
 - 8. Clothing
 - 9. Medical and Mental Health Care
 - 10. Discipline
 - 11. Classification
 - 12. Rehabilitation
- II. Basic Differentiation of Civil and Criminal Law
 - A. Civil Law Basic Questions
 - 1. How much, if at all, has defendant injured plaintiff?
 - 2. What remedie[s], if any, are appropriate to compensate plaintiff for loss?
 - B. Criminal Law Basic Questions

- (B) 1. To what extent, if at all, has plaintiff injured society?
- 2. What sentence, if any, is necessary to punish defendant and prevent recidivism?

C. Common, Case and Statutory Law

D. Type of Tort Actions

III. Offender Rights and Responsibilities

A. Application and Interpretations of Federal and State Constitutions

B. Federal Prisoner Remedies

- 1. Federal Question Jurisdiction, 28 U.S.C. Sec. 1331
- 2. Federal Habeas Corpus, 28 U.S.C. Sec. 2241 Et Seq
- 3. Mandamus Remedy Under 28 U.S.C. 1361
- 4. All Writs Act, 28 U.S.C. 1651
- 5. Federal Tort Claims Act, 28 U.S.C. Sub-sec. 1346(b), 2671-2680
- 6. Federal Employees Compensation Act, 18 U.S.C. Sec.4126

C. State and Local Prisoner Remedies

- 1. State Court System
- 2. Civil Rights Act, 42 U.S.C. Sec. 1983
- 3. Possible Damages: Monetary, Compensatory, Punitive, Declaratory or Nominal

IV. Staff Rights, Responsibilities and Liabilities

A. Rights

- 1. Use of Force
- 2. Amount of Force
- 3. Deadly Force
- 4. Non-deadly Force
- 5. Excessive Force

B. Negligence: Gross, Wanton or Intentional

C. Vicarious Liability

- 1. Negligent Hiring
- 2. Failure to Train
- 3. Negligent Supervision
- 4. Negligent Assignment
- 5. Negligent Entrustment
- 6. Failure to Direct
- 7. Negligent Retention

D. Judicial and Legislative Immunity

- 1. Quasi-judicial Immunity
- 2. Sovereign Immunity
- 3. Discretionary Immunity

V. General Anatomy of a Lawsuit

- (V.)
 - A. Cause of Action
 - B. Where to File: Jurisdiction; Venue
 - C. summons and complaint - Plaintiff
 - D. Service of Process - Defendant
 - E. Defendant Answer/Default
 - F. Motion
 - G. *Discovery***
 - 1. Deposition
 - 2. Interrogatories
 - 3. Production of Document and Things
 - 4. Entry on Land for Inspection
 - 5. Physical and Mental Examination of Persons
 - 6. Requests for Admission
 - H. Pre-Trial Conference
 - I. Mediation
 - J. Settlement
 - K. Trial: Bench; Jury
 - L. Trial Procedures
 - 1. Opening Statements
 - 2. Plaintiffs Evidence/Witnesses
 - 3. Defendant's Evidence/witnesses
 - 4. Closing Statements
 - M. Appeal
- VI. Professional Ethics
 - A. Professional Codes of Ethics
 - 1. Systematic Body of Theory
 - 2. Societal Sanction
 - 3. Regulative Code of Ethics
 - 4. Professional Culture of Values, Norms and Symbols
 - B. Corrections as an Emergent Profession
 - 1. **Development of Professional Associations such as American Correctional Association, American Jail Association and International Association of Correctional Officers**
 - 2. **Accreditation of Institutional and Community-based Corrections**
 - 3. **Graduate and Undergraduate Academic Requirements**
 - 4. **Minimum Mandatory Pre-service Certification**
 - 5. **Minimum Mandatory Annual In-service Training**
 - 6. **Social and Salary Professional Recognition**
 - 7. **Universally Accepted Academic and Training Standards**
 - 8. **Professional Admittance Testing to Practice Corrections Similar to Bar Exams**

C. Ethical Standards

1. International Association of Correctional Officers Creed
2. Attitudes, Knowledge, Skills and Abilities
3. Fair, Firm and Consistent
4. Impartial and Factual
5. Character Integrity
6. Recognize and Treat All as Human Beings with Dignity and Respect Despite Individual Differences
7. Accept no Goods or Services
8. Praise when Praise is Do
9. Avoid Bribery, Smuggling and all other Illegal Acts
10. Role Model for others to Emulate

VII. Contemporary Issues