

**Law, Public Safety, Corrections and Security Cluster
Applications of Corrections
Course Number: 43.45700**

Course Description:

This course provides an analysis of all phases of the American Correctional System and practices, including the history, procedures and objectives. Topics include the history and evolution of correctional facilities; legal and administrative problems; institutional facilities and procedures; probation, parole and pre-release programs; alternative sentencing; rehabilitation; effects and costs of recidivism; community involvement; and officer safety; and staffing. The prerequisites for this course are Introduction to Law, Public Safety, Corrections and Security and Criminal Justice Essentials.

Course Standard 1

LPSCS-AC-1

The following standard is included in all CTAE courses adopted for the Career Cluster/Pathways. Teachers should incorporate the elements of this standard into lesson plans during the course. The topics listed for each element of the standard may be addressed in differentiated instruction matching the content of each course. These elements may also be addressed with specific lessons from a variety of resources. This content is not to be treated as a unit or separate body of knowledge but rather integrated into class activities as applications of the concept.

Standard: Demonstrate employability skills required by business and industry.

The following elements should be integrated throughout the content of this course.

1.1 Communicate effectively through writing, speaking, listening, reading, and interpersonal abilities.

Person-to-Person Etiquette	Telephone and Email Etiquette	Cell Phone and Internet Etiquette	Communicating At Work	Listening
Interacting with Your Boss	Telephone Conversations	Using Blogs	Improving Communication Skills	Reasons, Benefits, and Barriers
Interacting with Subordinates	Barriers to Phone conversations	Using Social Media	Effective Oral Communication	Listening Strategies
Interacting with Co-workers	Making and Returning Calls		Effective Written Communication	Ways We Filter What We Hear
Interacting with Suppliers	Making Cold Calls		Effective Nonverbal Skills	Developing a Listening Attitude
	Handling Conference Calls		Effective Word Use	Show You Are Listening
	Handling Unsolicited Calls		Giving and Receiving Feedback	Asking Questions
				Obtaining Feedback
				Getting Others to Listen

Nonverbal Communication	Written Communication	Speaking	Applications and Effective Résumés
Communicating Nonverbally	Writing Documents	Using Language Carefully	Completing a Job Application
Reading Body Language and mixed Messages	Constructive Criticism in Writing	One-on-One Conversations	Writing a Cover Letter
Matching Verbal and Nonverbal communication		Small Group Communication	Things to Include in a Résumé

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Improving Nonverbal Indicators		Large Group Communication	Selling Yourself in a Résumé
Nonverbal Feedback		Making Speeches	Terms to Use in a Résumé
Showing Confidence Nonverbally		Involving the Audience	Describing Your Job Strengths
Showing Assertiveness		Answering Questions	Organizing Your Résumé
		Visual and Media Aids	Writing an Electronic Résumé
		Errors in Presentation	Dressing Up Your Résumé

1.2 Demonstrate creativity by asking challenging questions and applying innovative procedures and methods.

Teamwork and Problem Solving	Meeting Etiquette
Thinking Creatively	Preparation and Participation in Meetings
Taking Risks	Conducting Two-Person or Large Group Meetings
Building Team Communication	Inviting and Introducing Speakers
	Facilitating Discussions and Closing
	Preparing Visual Aids
	Virtual Meetings

1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

Problem Solving	Customer Service	The Application Process	Interviewing Skills	Finding the Right Job
Transferable Job Skills	Gaining Trust and Interacting with Customers	Providing Information, Accuracy and Double Checking	Preparing for an Interview	Locating Jobs and Networking
Becoming a Problem Solver	Learning and Giving Customers What They Want	Online Application Process	Questions to Ask in an Interview	Job Shopping Online
Identifying a Problem	Keeping Customers Coming Back	Following Up After Submitting an Application	Things to Include in a Career Portfolio	Job Search Websites
Becoming a Critical Thinker	Seeing the Customer's Point	Effective Résumés:	Traits Employers are Seeking	Participation in Job Fairs
Managing	Selling Yourself and the Company	Matching Your Talents to a Job	Considerations Before Taking a Job	Searching the Classified Ads
	Handling Customer Complaints	When a Résumé Should be Used		Using Employment Agencies
	Strategies for Customer Service			Landing an Internship
				Staying Motivated to Search

1.4 Model work readiness traits required for success in the workplace including integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Workplace Ethics	Personal Characteristics	Employer Expectations	Business Etiquette	Communicating at Work
Demonstrating Good Work Ethic	Demonstrating a Good Attitude	Behaviors Employers Expect	Language and Behavior	Handling Anger
Behaving Appropriately	Gaining and Showing Respect	Objectionable Behaviors	Keeping Information Confidential	Dealing with Difficult Coworkers
Maintaining Honesty	Demonstrating Responsibility	Establishing Credibility	Avoiding Gossip	Dealing with a Difficult Boss
Playing Fair	Showing Dependability	Demonstrating Your Skills	Appropriate Work Email	Dealing with Difficult Customers

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Using Ethical Language	Being Courteous	Building Work Relationships	Cell Phone Etiquette	Dealing with Conflict
Showing Responsibility	Gaining Coworkers' Trust		Appropriate Work Texting	
Reducing Harassment	Persevering		Understanding Copyright	
Respecting Diversity	Handling Criticism		Social Networking	
Making Truthfulness a Habit	Showing Professionalism			
Leaving a Job Ethically				

1.5 Apply the appropriate skill sets to be productive in a changing, technological, diverse workplace to be able to work independently and apply team work skills.

Expected Work Traits	Teamwork	Time Management
Demonstrating Responsibility	Teamwork Skills	Managing Time
Dealing with Information Overload	Reasons Companies Use Teams	Putting First Things First
Transferable Job Skills	Decisions Teams Make	Juggling Many Priorities
Managing Change	Team Responsibilities	Overcoming Procrastination
Adopting a New Technology	Problems That Affect Teams	Organizing Workspace and Tasks
	Expressing Yourself on a Team	Staying Organized
	Giving and Receiving Constructive Criticism	Finding More Time
		Managing Projects
		Prioritizing Personal and Work Life

1.6 Present a professional image through appearance, behavior and language.

On-the-Job Etiquette	Person-to-Person Etiquette	Communication Etiquette	Presenting Yourself
Using Professional Manners	Meeting Business Acquaintances	Creating a Good Impression	Looking Professional
Introducing People	Meeting People for the First Time	Keeping Phone Calls Professional	Dressing for Success
Appropriate Dress	Showing Politeness	Proper Use of Work Email	Showing a Professional Attitude
Business Meal Functions		Proper Use of Cell Phone	Using Good Posture
Behavior at Work Parties		Proper Use in Texting	Presenting Yourself to Associates
Behavior at Conventions			Accepting Criticism
International Etiquette			Demonstrating Leadership
Cross-Cultural Etiquette			
Working in a Cubicle			

Support of CTAE Foundation Course Standards and Georgia Standards of Excellence L9-10RST 1-10 and L9-10WHST 1-10:

Georgia Standards of Excellence ELA/Literacy standards have been written specifically for technical subjects and have been adopted as part of the official standards for all CTAE courses.

Course Standard 2

LPSCS-AC-2

Explore and evaluate careers in corrections.

- 2.1 Identify and describe character traits that should be present in correctional employees.
- 2.2 Create a portfolio for a correctional career.
- 2.3 Explain how to maintain a safe work environment and minimize risk factors.
- 2.4 Examine the sources and symptoms of stress for correctional personnel.
- 2.5 Describe the steps that correctional personnel can take to relieve personal stress.
- 2.6 Explore the importance of health and physical fitness to correctional professions.

Course Standard 3

LPSCS-AC-3

Summarize the history and evolution of the American correctional system.

- 3.1 Examine the history of the American correctional system.
- 3.2 Research the history and development of federal, state, and local correctional agencies.
- 3.3 Evaluate the development of the probation and parole systems.

Course Standard 4

LPSCS-AC-4

Evaluate community-based corrections.

- 4.1 Compare and contrast probation and parole systems.
- 4.2 Study advantages and disadvantages of transitional programs.
- 4.3 Explore alternative sentencing such as accountability courts, probation detention centers, and day reporting centers.
- 4.4 Study and identify factors that increase officer safety while working in the community.

Course Standard 5

LPSCS-AC-5

Examine correctional facility models.

- 5.1 Compare and contrast adult and juvenile facilities.
- 5.2 Evaluate prison design options and their impact on security and staffing.
- 5.3 Analyze security classification.
- 5.4 Research contemporary issues facing correctional administrators.

Course Standard 6

LPSCS-AC-6

Assess reentry services available in the American correctional system.

- 6.1 Compare and contrast vocational and therapeutic models used in American corrections.
- 6.2 Explore rehabilitation and reintegration programs.
- 6.3 Investigate the effects and costs of recidivism.

Course Standard 7

LPSCS-AC-7

Identify and assess the roles of public and private correctional staff.

- 7.1 Examine the duties of various facility personnel.
- 7.2 Evaluate the role of private companies in correctional organizations.

Course Standard 8

LPSCS-AC-8

Examine legal issues in corrections.

- 8.1 Assess the effects of constitutional law in the corrections environment.
- 8.2 Apply ethical and legal responsibilities of corrections staff to various situations.
- 8.3 Examine appropriate case law for the correctional services environment.
- 8.4 Analyze the impact of the Fourth, Fifth, Sixth and Fourteenth Amendments in the corrections services environment.

Course Standard 9

LPSCS-AC-9

Describe the use of criminal investigations and forensics in the correctional environment.

- 9.1 Analyze and apply the proper identification, collection and examination of evidence.
- 9.2 Demonstrate the ability to investigate a crime scene in a correctional environment.
- 9.3 Assess special circumstances pertaining to criminal investigations in a correctional environment.
- 9.4 Summarize the role of computer forensics in solving and preventing crimes.
- 9.5 Describe basic techniques to identify criminal activity in relation to cybercrime, the internet, and internet trafficking.

Course Standard 10

LPSCS-AC-10

Analyze the impact of federal, state and local laws on correctional facilities.

- 10.1 Assess procedures that show compliance with special requirements for handling materials to develop safe work habits as outlined by OSHA (Occupational Safety and Health Administration), SDS (Safety Data Sheets) and Hazmat Guidelines.
- 10.2 Explore the laws related to special needs of a prisoner (or offender), including (Equal Employment Opportunity (EEO), Americans with Disabilities Act (ADA), etc.).

Course Standard 11

LPSCS-AC-11

Describe the legal, regulatory and organizational guidelines governing the correction services.

- 11.1 Identify and describe elements of security used in a correctional facility, including counting procedures, legal and ethical searches, and controlling contraband, transportation and patrol procedures.
- 11.2 Explain the operational procedures within a facility regarding prisoner intake and Georgia's use of the inmate classification system.
- 11.3 Discuss appropriate procedures to be used with prisoners who have mental, physical, or communication disorders.

Course Standard 12

LPSCS-AC-12

Analyze the techniques used to manage crisis situations and resolve conflicts in correctional environments.

- 12.1 Evaluate skills needed to effectively intervene in a crisis situation or conflict, such as listening skills, effective questioning techniques, and establishing priorities.
- 12.2 Compare different approaches to handling various crisis situations involving threats of violence.
- 12.3 Apply event management and crisis intervention techniques to a scenario.

Course Standard 13

LPSCS-AC-13

Analyze situations that require the use of force, including deadly force, to determine when varying degrees of force should be utilized in correctional facilities.

- 13.1 Determine the guidelines and restrictions imposed by federal and state law regarding use of deadly force.
- 13.2 Discuss the importance of knowing and following departmental policy on the use of force.
- 13.3 Explore the US Supreme Court cases which dictate the use of deadly force in relation to correctional facilities.

Course Standard 14

LPSCS-AC-14

Explain the technical skills needed by correctional/probation officers to carry out their duties in a safe and healthy environment.

- 14.1 Identify and discuss all safety precautions to be taken by a correctional/probation officer to restrain an offender prisoner.
- 14.2 Assess the necessary precautions and steps of a proper and thorough search of an offender prisoner prior to restraining or moving an offender prisoner.
- 14.3 Demonstrate the proper procedure in removing handcuffs and other restraints used in offender prisoner transport.
- 14.4 Analyze potential safety risks associated with offender prisoner escort in various environments, including courtrooms, hospitals and elevators.