

**Correctional Officer - State**

Career Technical Certificate | Code: 57021 | 445 hours/14.83 credits

CIP (0743010213)

**Effective Term: Fall 2025 (2257)**

The Correctional Officer – State program prepares students for certification as Correctional Officers in the State of Florida. All criminal justice standards and training, Department of Education, and local standards will be met. Graduates are eligible for employment with any correctional agency in the state upon graduation from the program and successful completion of the State Certification Exam. Topics include human behavior, law, communications, facility operations, first aid and other related topics. There is emphasis on practical applications and competency-based performance. This program is offered at the School of Justice. Students seeking entrance into the MDC School of Justice basic recruit training programs for a career in corrections are required to pass a physical screening, physical agility, Voice Stress Analysis Test, psychological test, fingerprinting and background check and the Basic Abilities Test. For more information please contact the School of Justice and/or visit <https://www.mdc.edu/justice/basic-corrections-academy.aspx>.

**MAJOR CORE REQUIREMENTS (445 hours)**

CJK0301	Introduction to Corrections	32 hours   1.07 credits
CJK0355	Legal for Correctional Officers	22 hours   0.73 credits
CJK0306	Communications for Correctional Officers	32 hours   1.07 credits
CJK0111	Interviewing and Report Writing in Corrections	16 hours   0.53 credits
CJK0327	Shift Management and Safety	20 hours   0.67 credits
CJK0321	Intake and Release	16 hours   0.53 credits
CJK0324	Supervision in a Correctional Facility	32 hours   1.07 credits
CJK0326	Supervising Correctional Populations	25 hours   0.83 credits
CJK0336	Incidents and Emergencies in Correctional Facilities	20 hours   0.67 credits
CJK0031	First Aid for Criminal Justice Officers	40 hours   1.33 credits
CJK0040	Criminal Justice Firearms	80 hours   2.67 credits
CJK0051	Criminal Justice Defensive Tactics	80 hours   2.67 credits
CJK0340	Criminal Justice Officer Physical Fitness Training	30 hours   1.00 credits

## **Correctional Officer Course Descriptions**

### **CJK0301 - Introduction to Corrections (Course ID: 223788)**

This foundational course provides students with a comprehensive overview of the correctional system, including its history, philosophy, and role within the criminal justice system. Students will examine different correctional approaches, institutional types, and the goals of incarceration, rehabilitation, and community supervision.

### **CJK0355 - Legal for Correctional Officers (Course ID: 223789)**

Students will study the legal framework governing correctional operations, including constitutional rights of inmates, statutory requirements, liability issues, and court decisions that impact daily correctional practices. The course covers search and seizure procedures, disciplinary processes, and legal standards for institutional operations.

### **CJK0306 - Communications for Correctional Officers (Course ID: 223790)**

This course develops essential communication skills needed in correctional environments. Students learn effective verbal and non-verbal communication techniques, conflict resolution strategies, professional documentation methods, and appropriate interaction protocols with inmates, colleagues, and external agencies.

### **CJK0111 - Interviewing and Report Writing in Corrections (Course ID: 223791)**

Students will master the fundamentals of conducting interviews and preparing accurate, detailed reports in correctional settings. The course covers investigative interviewing techniques, documentation standards, evidence collection, and the preparation of incident reports, disciplinary reports, and other official documentation.

### **CJK0327 - Shift Management and Safety (Course ID: 223792)**

This course focuses on the principles of managing correctional facility operations during assigned shifts. Students learn security procedures, safety protocols, routine operational checks, emergency preparedness, and effective coordination with other shifts and departments to maintain institutional security and order.

### **CJK0321 - Intake and Release (Course ID: 223793)**

Students will study the processes and procedures involved in receiving new inmates and processing releases. The course covers booking procedures, classification systems, orientation processes, property management, record-keeping requirements, and coordination with courts and other agencies during intake and release operations.

### **CJK0324 - Supervision in a Correctional Facility (Course ID: 223794)**

This course examines the principles and practices of supervising inmates within institutional settings. Students learn observation techniques, behavioral management strategies, rule enforcement, recreational supervision, work program oversight, and methods for maintaining order while promoting positive outcomes.

### **CJK0326 - Supervising Correctional Populations (Course ID: 223795)**

Students will explore advanced supervision techniques for managing diverse correctional populations. The course addresses special population needs, risk assessment methods, case management principles, program coordination, and strategies for working with individuals who have varying security levels and behavioral challenges.

### **CJK0336 - Incidents and Emergencies in Correctional Facilities (Course ID: 223796)**

This course prepares students to respond effectively to various incidents and emergency situations within correctional facilities. Students learn emergency response protocols, crisis management techniques, evacuation procedures, medical emergencies, disturbance control, and coordination with emergency services and administration.

**CJK0301 | Introduction to Corrections | 32 hours/1.07 credits**

This foundational course provides students with a comprehensive overview of the correctional system, including its history, philosophy, and role within the criminal justice system. Students will examine different correctional approaches, institutional types, and the goals of incarceration, rehabilitation, and community supervision.

**Competency 1: The student will demonstrate comprehensive knowledge of correctional system foundations by:**

1. Analyzing the historical development of correctional practices and institutions
2. Evaluating the philosophical frameworks underlying modern correctional approaches
3. Examining the evolution of punishment theories from retribution to rehabilitation
4. Assessing the impact of landmark legislation on contemporary correctional operations

**Competency 2: The student will differentiate between various correctional approaches and institutional frameworks by:**

1. Comparing federal, state, and local correctional facility structures and operations
2. Contrasting minimum, medium, and maximum security institutional classifications
3. Analyzing the organizational hierarchy and staffing models in correctional facilities
4. Evaluating the effectiveness of different correctional program delivery systems
5. Identifying specialized facilities designed for specific offender populations

**Competency 3: The student will analyze the role of corrections within the broader criminal justice system by:**

1. Examining the relationship between corrections and law enforcement agencies
2. Evaluating coordination mechanisms between corrections and court systems
3. Assessing the integration of corrections with probation and parole services
4. Analyzing information sharing protocols across criminal justice components

**Competency 4: The student will evaluate the goals and outcomes of correctional interventions by:**

1. Analyzing recidivism rates and their implications for correctional effectiveness
2. Examining evidence-based practices in rehabilitation programming
3. Assessing the balance between public safety and offender reintegration objectives
4. Evaluating cost-benefit analyses of incarceration versus alternative sanctions
5. Analyzing community supervision models and their impact on offender outcomes

**CJK0355 | Legal for Correctional Officers | 22 hours/0.73 credits**

Students will study the legal framework governing correctional operations, including constitutional rights of inmates, statutory requirements, liability issues, and court decisions that impact daily correctional practices. The course covers search and seizure procedures, disciplinary processes, and legal standards for institutional operations.

**Competency 1: The student will demonstrate understanding of constitutional rights and legal principles governing correctional operations by:**

1. Analyzing the constitutional amendments that establish inmate rights within correctional facilities
2. Evaluating the balance between institutional security needs and individual constitutional protections
3. Examining landmark Supreme Court cases that have shaped correctional law and practice
4. Interpreting federal and state statutory requirements governing correctional operations

**Competency 2: The student will apply legal standards for search and seizure procedures in correctional settings by:**

1. Implementing proper search protocols while maintaining legal compliance and safety standards
2. Distinguishing between different types of searches and their respective legal requirements
3. Documenting search procedures in accordance with legal and institutional standards
4. Assessing situations that warrant emergency search procedures under legal guidelines
5. Evaluating evidence collection methods that meet constitutional and procedural requirements

**Competency 3: The student will demonstrate knowledge of disciplinary processes and due process requirements by:**

1. Applying due process procedures in correctional disciplinary hearings and investigations
2. Preparing disciplinary reports that meet legal standards and evidentiary requirements
3. Implementing progressive discipline strategies while maintaining legal compliance
4. Evaluating the appropriateness of disciplinary sanctions based on legal precedent

**Competency 4: The student will assess liability issues and risk management strategies in correctional operations by:**

1. Identifying potential liability risks in daily correctional operations and decision-making
2. Implementing policies and procedures that minimize institutional and personal liability exposure
3. Analyzing court decisions that establish standards of care and professional responsibility
4. Developing documentation practices that protect against legal challenges and liability claims
5. Evaluating emergency response procedures for legal compliance and risk reduction

**CJK0306 | Communications for Correctional Officers | 32 hours/ 1.07 credits**

This course develops essential communication skills needed in correctional environments. Students learn effective verbal and non-verbal communication techniques, conflict resolution strategies, professional documentation methods, and appropriate interaction protocols with inmates, colleagues, and external agencies.

**Competency 1: The student will demonstrate effective verbal communication techniques in correctional environments by:**

1. Utilizing clear and professional language when interacting with inmates, staff, and external personnel
2. Implementing active listening strategies to gather accurate information and assess situations
3. Applying appropriate tone and volume modulation to maintain control and convey authority
4. Demonstrating questioning techniques that elicit truthful and complete responses
5. Practicing de-escalation verbal strategies to reduce tension and prevent conflicts

**Competency 2: The student will employ non-verbal communication skills essential for correctional settings by:**

1. Interpreting body language, facial expressions, and behavioral cues to assess potential risks
2. Maintaining appropriate posture and positioning to project confidence and authority
3. Using deliberate gestures and movements to communicate directives clearly
4. Recognizing non-verbal indicators of deception, aggression, or mental health concerns

**Competency 3: The student will apply conflict resolution strategies appropriate for correctional facilities by:**

1. Identifying early warning signs of potential confrontations between individuals or groups
2. Implementing mediation techniques to address disputes before they escalate
3. Utilizing negotiation skills to reach mutually acceptable resolutions
4. Applying crisis communication methods during high-stress situations
5. Documenting conflict resolution processes and outcomes accurately

**Competency 4: The student will create professional documentation and maintain appropriate interaction protocols by:**

1. Composing clear, concise, and legally sound written reports and communications
2. Following established protocols for communicating with supervisors, colleagues, and external agencies
3. Maintaining confidentiality standards while sharing necessary information with authorized personnel
4. Adapting communication styles to match the audience and situational requirements

**CJK0111 | Interviewing and Report Writing in Corrections | 16 hours/ 0.53 credits**

Students will master the fundamentals of conducting interviews and preparing accurate, detailed reports in correctional settings. The course covers investigative interviewing techniques, documentation standards, evidence collection, and the preparation of incident reports, disciplinary reports, and other official documentation.

**Competency 1: The student will demonstrate effective interviewing techniques in correctional settings by:**

1. Applying structured questioning methods to gather accurate information from inmates, witnesses, and staff members
2. Utilizing active listening skills to comprehend verbal and non-verbal communication during interviews
3. Implementing appropriate rapport-building strategies while maintaining professional boundaries
4. Documenting interview responses using standardized recording procedures
5. Adapting interviewing approaches based on individual circumstances and behavioral responses

**Competency 2: The student will produce comprehensive incident documentation by:**

1. Organizing factual information in chronological order following established reporting protocols
2. Writing clear, objective narratives that accurately describe events and circumstances
3. Incorporating relevant details while avoiding subjective opinions and assumptions
4. Reviewing completed reports for accuracy, completeness, and grammatical correctness
5. Submitting reports within required timeframes according to institutional policies

**Competency 3: The student will conduct thorough investigative procedures by:**

1. Identifying and collecting physical evidence following proper chain of custody procedures
2. Interviewing multiple sources to corroborate information and establish factual accounts
3. Photographing relevant scenes and evidence using appropriate documentation techniques
4. Maintaining detailed investigative notes throughout the entire process

**Competency 4: The student will prepare specialized correctional documentation by:**

1. Completing disciplinary reports that meet legal and administrative requirements
2. Writing classification reports that accurately assess inmate status and needs
3. Preparing court-related documentation for legal proceedings and hearings
4. Creating transfer reports that provide essential information for receiving facilities

**CJK0327 | Shift Management and Safety | 20 hours/ 0.67 credits**

This course focuses on the principles of managing correctional facility operations during assigned shifts. Students learn security procedures, safety protocols, routine operational checks, emergency preparedness, and effective coordination with other shifts and departments to maintain institutional security and order.

**Competency 1: The student will demonstrate proficiency in security procedures by:**

1. Implementing standardized security protocols during shift operations
2. Conducting systematic security inspections of assigned areas
3. Operating security equipment and surveillance systems effectively
4. Maintaining accurate security logs and documentation
5. Coordinating security measures with supervisory personnel

**Competency 2: The student will establish comprehensive safety protocols by:**

1. Identifying potential safety hazards within the facility environment
2. Applying appropriate safety procedures during routine operations
3. Utilizing personal protective equipment according to established guidelines
4. Monitoring environmental conditions affecting staff and inmate safety
5. Reporting safety concerns through proper channels

**Competency 3: The student will execute routine operational checks by:**

1. Performing scheduled facility inspections according to protocol
2. Verifying proper functioning of essential facility systems
3. Documenting operational status and maintenance needs
4. Communicating findings to appropriate personnel and departments

**Competency 4: The student will manage emergency preparedness and coordination by:**

1. Implementing emergency response procedures during critical incidents
2. Coordinating with other shifts during emergency situations
3. Communicating effectively with external emergency services
4. Maintaining readiness through regular drill participation
5. Managing resources and personnel during emergency responses

**CJK0321 | Intake and Release | 16 hours/ 0.53 credits**

Students will study the processes and procedures involved in receiving new inmates and processing releases. The course covers booking procedures, classification systems, orientation processes, property management, record-keeping requirements, and coordination with courts and other agencies during intake and release operations.

**Competency 1: The student will demonstrate proficiency in intake procedures by:**

1. Executing standardized booking protocols according to institutional policies
2. Conducting thorough searches and inventory of personal property
3. Completing required medical and mental health screening assessments
4. Processing identification documentation and fingerprinting procedures
5. Recording accurate intake information in institutional management systems

**Competency 2: The student will implement classification and housing assignment processes by:**

1. Analyzing inmate background information and criminal history records
2. Assessing security risk levels using established classification instruments
3. Determining appropriate housing assignments based on safety and security factors
4. Coordinating with specialized units for inmates requiring protective custody or medical housing

**Competency 3: The student will manage property and record-keeping systems by:**

1. Cataloging and securing personal belongings according to facility regulations
2. Maintaining comprehensive inmate files with required documentation
3. Processing legal documents and court orders accurately and timely
4. Updating electronic databases with current inmate status and location information
5. Preparing inventory reports for property disposition upon release

**Competency 4: The student will coordinate release procedures and interagency communication by:**

1. Verifying release authorization and court-ordered conditions
2. Processing property return and final documentation requirements
3. Coordinating with probation, parole, and community supervision agencies
4. Communicating release information to appropriate law enforcement entities

**CJK0324 | Supervision in a Correctional Facility | 32 hours/1.07 credits**

This course examines the principles and practices of supervising inmates within institutional settings. Students learn observation techniques, behavioral management strategies, rule enforcement, recreational supervision, work program oversight, and methods for maintaining order while promoting positive outcomes.

**Competency 1: The student will demonstrate effective observation and monitoring techniques by:**

1. Identifying potential security risks through systematic observation methods
2. Documenting behavioral patterns and incidents using standardized reporting procedures
3. Implementing visual surveillance strategies in various facility areas
4. Recognizing signs of contraband, weapon manufacturing, or escape planning
5. Monitoring inmate interactions and identifying potential conflicts

**Competency 2: The student will apply behavioral management and rule enforcement strategies by:**

1. Implementing progressive disciplinary procedures according to institutional policy
2. Utilizing de-escalation techniques during confrontational situations
3. Enforcing facility rules consistently while maintaining professional boundaries
4. Applying appropriate sanctions for rule violations based on severity and circumstances

**Competency 3: The student will coordinate recreational and work program supervision by:**

1. Managing inmate participation in recreational activities while ensuring safety
2. Overseeing work assignments and evaluating inmate performance
3. Implementing security protocols during program activities
4. Coordinating with program staff to maintain operational continuity
5. Documenting program-related incidents and behavioral observations

**Competency 4: The student will maintain institutional order while promoting rehabilitation by:**

1. Balancing security requirements with opportunities for positive behavioral change
2. Communicating expectations clearly and providing constructive feedback
3. Recognizing and reinforcing positive inmate behaviors and achievements
4. Facilitating access to educational and treatment resources when appropriate

**CJK0326 | Supervising Correctional Populations | 25 hours/ 0.83 credits**

Students will explore advanced supervision techniques for managing diverse correctional populations. The course addresses special population needs, risk assessment methods, case management principles, program coordination, and strategies for working with individuals who have varying security levels and behavioral challenges.

**Competency 1: The student will demonstrate proficiency in advanced supervision techniques for correctional populations by:**

1. Analyzing behavioral patterns and individual needs of various inmate populations
2. Implementing appropriate supervision strategies based on security classification levels
3. Evaluating the effectiveness of different supervision approaches in correctional settings
4. Applying evidence-based practices in daily supervision activities

**Competency 2: The student will assess and address special population requirements within correctional facilities by:**

1. Identifying specific needs of vulnerable populations in correctional environments
2. Developing individualized supervision plans for inmates with mental health concerns
3. Implementing specialized protocols for elderly, disabled, and medically compromised inmates
4. Coordinating appropriate resources and services for special population groups
5. Monitoring compliance with regulatory standards for special population management

**Competency 3: The student will utilize comprehensive risk assessment and case management principles by:**

1. Conducting thorough risk evaluations using standardized assessment tools
2. Developing evidence-based case management plans for individual inmates
3. Monitoring progress and adjusting supervision levels based on behavioral changes
4. Documenting assessment findings and case management decisions accurately

**Competency 4: The student will coordinate effective program implementation and behavioral management strategies by:**

1. Facilitating access to rehabilitative and educational programs for inmates
2. Managing behavioral challenges through appropriate intervention techniques
3. Collaborating with multidisciplinary teams to support inmate programming
4. Evaluating program effectiveness and making recommendations for improvements
5. Maintaining detailed records of program participation and behavioral incidents

**CJK0336 | Incidents and Emergencies in Correctional Facilities | 20 hours/0.67 credits**

This course prepares students to respond effectively to various incidents and emergency situations within correctional facilities. Students learn emergency response protocols, crisis management techniques, evacuation procedures, medical emergencies, disturbance control, and coordination with emergency services and administration.

**Competency 1: The student will demonstrate proficiency in emergency response protocols by:**

1. Identifying appropriate response procedures for various facility emergencies
2. Implementing established notification and communication protocols
3. Coordinating initial response actions with facility personnel
4. Documenting emergency incidents according to departmental standards

**Competency 2: The student will apply crisis management techniques by:**

1. Assessing crisis situations and determining appropriate intervention strategies
2. De-escalating tensions and managing confrontational situations
3. Implementing containment procedures to limit incident scope
4. Communicating effectively during high-stress emergency situations
5. **Evaluating outcomes and adjusting response strategies as needed**

**Competency 3: The student will execute evacuation and safety procedures by:**

1. Conducting systematic facility evacuations following established protocols
2. Managing inmate movement during emergency situations
3. Securing critical areas and maintaining facility perimeter integrity
4. Operating emergency equipment and safety systems

**Competency 4: The student will coordinate with emergency services and administration by:**

1. Establishing communication channels with external emergency responders
2. Providing accurate situation reports to supervisory personnel
3. Facilitating access for medical and emergency service personnel
4. Participating in post-incident debriefing and evaluation processes
5. Maintaining chain of command protocols during multi-agency responses