

CORRECTIONS TECHNOLOGY



CREDIT BY EXAMINATION PACKET

CORRECTIONS TECHNOLOGY

CREDIT BY EXAMINATION AND INFORMATION

Rio Salado College, a Maricopa County Community College in Tempe, Arizona, is proud to announce its Credit By Examination program in Corrections Technology. This program is offered to those that have successfully completed an Arizona approved corrections academy and who are interested in attempting to earn college credit by completing examinations to demonstrate mastery of Correctional Officer Training course competency components.

Policies:

- Corrections personnel may attempt to earn up to 21 credits through the Credit By Examination process and apply them toward the requirements for the Corrections Technology Degree program.
- These 21 credits constitute the required courses needed for the Certificate of Completion in Corrections Technology. These credits represent 21 of the 64 credits needed for an Associate of Applied Science (AAS) Degree in Corrections Technology
- Only grades of A, B, C or D earned as a result of this examination will be recorded on the student's academic record, however D grades will not be applicable toward the Corrections Technology Certificate or degree requirements.
- Students may **NOT** receive credit through the examination process for courses in which they have already received college credit.
- The regular rate for Credit By Examination is \$74.00 per credit hour. The contract rate for college educational partners is \$37.00 per credit hour. (Contact Rio Salado College Advisement [480-517-8580], for a list of contract partners.) The fee is **NOT** refundable after the exams have been administered. A refund will be issued for incomplete exams *minus a \$25.00 handling fee*.
- Credit earned through Credit By Examination is transferable within the Maricopa Community Colleges. It is strongly recommended that you check with your local college or university regarding credit transferability prior to registering for the exams.

Information about Rio Salado College may be found at: www.riosalado.edu or by calling Rio Salado College Corrections Technology Programs at (480) 517-8535 or 1-800-235-2586.

CORRECTIONS TECHNOLOGY CREDIT BY EXAMINATIONS

TOTAL 21 CREDIT HOURS

| Course | Course Title | Credits |
|---------|---|-----------|
| LET 160 | Correction Systems Ethics and Professionalism | 1 credit |
| LET 162 | Introduction to Inmate Management | 3 credits |
| LET 164 | Correctional Information Systems | 1 credit |
| LET 166 | Correction Officers Safety and Weapons Training | 2 credits |
| LET 168 | Inmate Security Procedures | 2 credits |
| LET 169 | Inmate Security Procedures II | 3 credits |
| LET 170 | Security, Custody and Control Procedures | 2 credits |
| LET 172 | Conflict and Crisis Management | 2 credits |
| LET 176 | Medical and Mental Health | 2 credits |
| LET 178 | Physical Fitness and Self Defense Training | 3 credits |

Process for Applicants Inside Maricopa County, AZ

- Complete an Exam Application Form and present it along with your proof of certification/graduation (copy of Academy Certificate or Graduation Diploma) and payment at the Tempe Testing Center.
- Testing is available on a walk-in basis at our Tempe Testing Center.
- You must present a current and valid photo I.D.

Process for Applicants Outside Maricopa County, AZ

- Review the Proctoring Guidelines at: <http://www.riosalado.edu/testing/examproctor/Pages/riostudents.aspx>
 - Proctoring is only available for individuals outside of Maricopa County, AZ.
- Submit the Proctor Request Form.
- Submit the Exam Application Form, proof of certification/graduation (copy of Academy Certificate or Graduation Diploma) and the appropriate fees.

CORRECTIONS TECHNOLOGY PROCTORING GUIDELINES

Eligibility

You may request to have your exams proctored if you:

1. Do not live in Arizona or in Maricopa County.
2. Will not be in Arizona or Maricopa County when you need to take your exams.
3. Have a documented disability that prevents you from attending one of Rio's testing sites.

If you do not meet these requirements, please call the Tempe Testing Center at (480) 517-8560 to schedule an appointment.

Proctoring Process

1. Before you submit your application, you will be responsible for locating a proctor that meets your needs and Rio Salado's proctoring criteria (see list below).
2. The testing center staff will call the proctor to verify that he/she meets the criteria to be a Rio Salado-approved proctor.
3. If the proctor is not approved, we will send you an email (or call you, if you do not have access to email) indicating that you need to locate a new proctor.
4. If the proctor is approved, we send all of the testing materials to the proctor. We will send the materials within one week of verifying the proctor.
5. We will send an email to you to confirm that the tests have been sent.
6. Contact your proctor and set an appointment date and time to take your exam(s).
7. Take your exam at the proctoring location as scheduled.
8. The proctor sends the testing materials back to the Rio Salado Testing Center.
9. We receive the exams, check them in and grade them.
10. You will receive an email from the Testing Center with your grades.

Proctor Criteria

Proctors must be from an accredited university, accredited college, or military base. If the proctor is at a university or college, he/she needs to be an employee of the testing center, assessment center, library, disability center, distance-learning center or advising/counseling center. Instructors may not proctor exams.

Please note that you *may not* have your exams proctored at K-12 schools, by a co-worker or supervisor, or at religious institutions. Currently enrolled Rio Salado students may not serve as proctors for other Rio Salado students.

Difficulty Locating a Proctor

Please contact us at 1-866-517-8560 if you cannot find a suitable proctor or have questions about proctor eligibility. We may be able to help you locate a proctor or we may be able to grant an exception if there are special circumstances.

Cost

Rio Salado does not charge a fee to send exams to proctors. However, most proctors charge a fee for their services and you are responsible for paying any applicable charges. Please ask the proctor about whether or not he/she charges for his/her services before submitting your request.

Timeframe

The timeframe required for your proctor to receive the exams depends on the accuracy of the information you provide. Exams are sent to proctors within 7 days of their confirmation. You will have 2 weeks to complete the group of exams

Expedited Service

We do not offer overnight or priority mail services, nor do we fax exams to proctors. We will make every effort to verify the proctor quickly and to send the materials out promptly. However, we cannot guarantee an arrival date for tests.

Contact Information

Please call the testing center at 480-517-8560 or 866-517-8560 if you have any questions or concerns.

AAS IN CORRECTIONS

FROM RIO SALADO COLLEGE

GENERAL EDUCATION REQUIREMENTS (25 Credits)

Associate in Applied Science in Corrections

The Associate in Applied Science (AAS) in Corrections program is designed to prepare students who are interested in a career in the field of corrections or to upgrade the skills of those officers currently working in the field. Students will be presented with opportunities to develop skills to meet the challenges of working with different types of inmates and the problems encountered with these individuals. The courses in the Certificate of Completion in Basic Corrections will cover ethics, management skills, conflict and crisis management techniques, and security procedures. The Certificate of Completion in Advanced Corrections will cover the areas of supervision, political science, communication, psychology, and sociology.

| Course # | Course Title | Credits |
|--|---|---------|
| First-Year Composition | | |
| ENG101 * ENG102 * | First-Year Composition (3) SUN#ENG1101 AND First-Year Composition (3) SUN#ENG1102 | 6 |
| Oral Communication | | |
| COM230 * | Small Group Communication | 3 |
| Mathematics | | |
| MAT122 * | Intermediate Algebra | 3 |
| Critical Reading | | |
| CRE101 * CRE111 * | College Critical Reading (3) OR Critical Reading for Business and Industry (3) OR Equivalent as indicated by assessment | 3 |
| General Education Distribution | | 10 |
| Humanities and Fine Arts Any approved general education course in the Humanities and Fine Arts area. | | 3 |
| Natural Sciences Any approved general education course in the Natural Sciences area. | | 4 |
| Social and Behavioral Sciences Any approved general education course in the Social and Behavioral Sciences area. | | 3 |

Note:

- The total amount of credits required for this degree is 64.
- Students must earn a grade of "C" or better in all courses within the program
- Minimum GPA: 2.00
- *Indicates course has prerequisites and/or corequisites
- ** Indicates any module.
- ** Not all classes are offered every semester. Contact an academic advisor for additional information

AAS IN CORRECTIONS FROM RIO SALADO COLLEGE

ASSOCIATE OF APPLIED SCIENCE IN CORRECTIONS (64 Credits)

CERTIFICATE OF COMPLETION IN BASIC CORRECTIONS

The Certificate of Completion (CCL) in Basic Corrections program is designed to prepare students for a career in the field of corrections. The courses are designed to prepare students with the skills needed to meet the challenges of working in a correctional facility. Courses cover the topics of inmate management techniques, ethics and professionalism, conflict and crisis management skills in addition to security procedures and weapons training.

| Required Courses | | 21 |
|------------------|---|---------|
| Course # | Course Title | Credits |
| LET160* | Correctional System Ethics and Professionalism | 1 |
| LET162* | Introduction to Inmate Management | 3 |
| LET164* | Correctional Information Systems | 1 |
| LET166* | Correction Officers Safety and Weapons Training | 2 |
| LET168* | Inmate Security Procedures I | 2 |
| LET169* | Inmate Security Procedures II | 3 |
| LET170* | Security, Custody and Control Procedures | 2 |
| LET172* | Conflict and Crisis Management | 2 |
| LET176* | Medical and Mental Health | 2 |
| LET178* | Physical Fitness and Self Defense Training | 3 |






Notes:

- Students must earn a grade of "C" or better in all courses within the program
- Minimum GPA: 2.00
- Indicates course has prerequisites and/or corequisites
- The total amount of credits required for this certificate is 21
- ** Not all classes are offered every semester. Contact an academic advisor for additional information

CERTIFICATE OF COMPLETION IN ADVANCED CORRECTIONS (39 credits)

*Requires completion of the **Basic Corrections Certificate** (21 credits)*

The Certificate of Completion in Advanced Corrections is designed for corrections officers seeking advancement in the corrections field. Courses will focus on supervision techniques, interpersonal communication, and the constitution of the United States and the State of Arizona. Officers will also study basic psychology principles and sociology concepts.

| Required Courses | | 36 |
|--|--|---------|
| Course # | Course Title | Credits |
| Certificate of Completion in Basic Corrections (available by partnership only) | | 21 |
| LET161 MGT229 PAD116 | Correctional Sergeant's Leadership Procedures (3) OR Management and Leadership I (3) OR Supervisory Training for DOC Employees | 3 |
| COM110 | Interpersonal Communication | 3 |
| POS220 POS221 POS222 | U.S. and Arizona Constitution (3) OR Arizona Constitution (1) AND U.S. Constitution (2) | 3 |
| PSY101 | Introduction to Psychology  PSY1101 | 3 |
| SOC101 | Introduction to Sociology  SOC1101 | 3 |
| Restricted Electives | | 3 |
| Course # | Course Title | Credits |
| CIS105 | Survey of Computer Information Systems  CIS1120 | 3 |
| CIS133DA | Internet/Web Development Level I | 3 |
| COM263 | Elements of Intercultural Communication | 3 |
| MGT229 | Management and Leadership I | 3 |
| REL243 | World Religions | 3 |
| POS100 | Introduction to Political Science | 3 |
| PSY2xx | Any 200 Level Psychology Course | 3 |
| SOC2xx | Any 200 Level Sociology Course | 3 |
| SPA101 | Elementary Spanish I  SPA1101 | 4 |
| SPA115 | Beginning Spanish Conversation I | 3 |
| SPA102 | Elementary Spanish II  SPA1102 | 4 |

Notes:

- Students must earn a grade of "C" or better for each course listed in the Required Courses area
- Minimum GPA: 2.00
- Indicates course has prerequisites and/or corequisites
- xx Indicates any module
- The total amount of credits required for this certificate is 39
- ** Not all classes are offered every semester. Contact an academic advisor for additional information

For more information on the Associate of Applied Science Degree program from Rio Salado, please contact Rio Salado at (480) 517-8580 and ask for an Academic Advisor.

CORRECTIONS TECHNOLOGY CREDIT BY EXAMINATION

LET160 – Correctional System Ethics and Professionalism 1 Credit

Overview of policies and guidelines with respect to professionalism and ethics in the correctional system. Includes workforce diversity, staff-inmate relations, and harassment issues. Also covers the definition of ethics and the basis for ethical decision-making.

I. Discrimination

- A. Types**
- B. Stereotyping**
 - 1. Types
 - 2. Consequences
- C. Harassment**
 - 1. Definition
 - 2. Effects
- D. Barriers**
 - 1. Interpersonal
 - 2. Organizational
- E. Laws and Policies**
 - 1. Civil Rights act and Amendments
 - 2. Arizona Statutes
 - 3. Age Discrimination and Rehabilitation Acts
 - 4. Equal Employment Opportunity

II. Staff – Inmate Relations

- A. Definition**
- B. Staff Function**
 - 1. Supervise
 - 2. Protect
 - 3. Maintain Custody
 - 4. Maintain Control
 - 5. Maintain Order
- C. Premises**
 - 1. Accountability to Public
 - 2. Safety and Security of inmates, staff and public
 - 3. Professionalism
- D. Policy**
 - 1. Ethics
 - 2. Prohibited Behaviors
 - 3. Professionalism
- E. Inappropriate Relations**
 - 1. Staff Generalizations
 - 2. Inmate Generalizations

III. Ethics

- A. Definition**
- B. Personal**
 - 1. Values
 - 2. Morals
 - 3. Sources
 - 4. Applications
- C. Professional**
 - 1. Rules
 - 2. Standards
 - 3. Sanctions
- D. Employee**
 - 1. Policies
 - 2. Decision Making

CORRECTIONS TECHNOLOGY CREDIT BY EXAMINATION

LET162 – Introduction to Inmate Management 3 Credits

Effective inmate management techniques. Includes components of effective management and use of officer discretion. Criminal justice system, Arizona Government and correctional system structure also covered. Procedures for dealing with inmate discipline and classification, grievances, and use of force determinations.

I. Supervision and Management

A. Definition

B. Components

1. Communication
2. Guidance
3. Positive Reinforcement
4. Coaching
5. Encouraging
6. Concern for Health and Safety
7. Motivation

C. Characteristics

1. Modeling Expected Behavior
2. Introducing/ Encouraging new Concepts/Ideas
3. Settling Differences Fairly
4. Encouraging a Spirit of Cooperation

D. Models

1. Authoritarian
2. Participative
3. Relationship to Inmates

E. Consequences of Poor Supervision

1. Disciplinary Problems
2. Staff/Inmate Conflict
3. Morale
4. Escapes
5. Injury

F. Close Supervision Requirement

1. Work
2. Living Areas
3. Recreation
4. Dining Areas
5. Religious Activities
6. Classrooms
7. Health Units/ Medication

G. Behavior Management

8. Firm and Fair
9. Giving and Expecting Respect
10. Providing Reasons for Decisions
11. Rule Maintenance
12. Consistent
13. Keeping Promises Made

H. Discretion

II. Criminal Justice System

A. Law and Courts

14. Federal
15. State
16. Jurisdictions
17. Application of Law
18. Structure
19. Federal Circuit Court of Appeals
20. Roles

B. Precedents

C. Inmate Constitutional Rights

1. Consequences of Failure to Provide
2. Law Suits
3. Staff Responsibility

III. Arizona Government

A. Executive Branch

B. Judicial Branch

C. Legislative Branch

IV. Correctional System Structure

A. Director

B. Assistant Director

C. Adult Institutions

D. Assistant Director Training and Human Resource

E. Other Assistance Directors

F. Wardens

G. Deputy Wardens

H. Bureau Administrator Staff Development/ Training

I. Uniformed Staff

V. Manipulations and Set-Ups

A. Types

B. Reasons

1. Peer Status
2. Control
3. Autonomy
4. Personal Gain
5. Power Over Staff

C. Identifying Signals

1. Over-Friendliness
2. Excessive Flattery
3. Sharing Rumors
4. Requesting Personal Information
5. Forming Personal Bonds
6. Excessive Dependency

D. Likely Situations

1. New Employees
2. Overly Trusting/Naïve
3. Overly Familiar
4. Not Confident
5. Complacent
6. Overly Rigid

E. Information Verification

1. Observation
2. Questioning
3. Listening to Staff Conversations
4. Reading Private Materials

F. Friendliness Vs Familiarity

CORRECTIONS TECHNOLOGY CREDIT BY EXAMINATION Continued

VI. Institutional Sociology

A. Institutionalization

1. Regimentation
2. Diminished Choice
3. Loss of Sexual Activities
4. Loss of Individual Identity
5. Loss of Control of Environment
6. Loss of Privacy

B. Prisonization

1. Defense Mechanisms
2. Social Structures

C. Gangs

1. Basis
2. Criminal Intelligence Functions
3. Identifying Criteria
4. Staff Responsibility

VII. Inmate Discipline System

A. Discipline

1. Order
2. Management Toll
3. Punishment to Correct or Train
4. Supervision
5. Guidance/Control Used to Motivate

B. Use

1. Protection of Rights
2. Reducing Litigations
3. Reinforcing Social Value System
4. Effect on Inmates
5. Participation
6. Referrals
7. Classification

C. Legal Basis

1. Rights of Due Process
2. Notice
3. Adequate Defense
4. Appear
5. Appeal
6. Information in Writing

D. Steps

1. Effective Communication
2. Action Required for Resolution
3. Action by Shift Commander
4. Coordinator of Discipline
5. Disciplinary Hearing Officer
6. Progressive Discipline
7. Officer Discretion

8. Reports

E. Violations

1. Major
2. Minor
3. Group

F. Rule of Evidence

1. Criminal Court
2. Administrative Hearing

VIII. Inmate Classification System

A. Purpose and Function

1. Protection of Public, Staff and Inmate
2. Protection of Due Process
3. Cost Effective Use of Resources
4. Aid to Program Planning

B. Inmate Vs Parole Classification System

1. Program Requirements
2. Disciplinary Requirements
3. Credits

C. Factors

1. Public Risk
2. Institutional Risk
3. Need

D. Reclassification

1. Role of Officer
2. Evaluations
3. Reports

IX. Inmate Grievance System

A. Purposes

1. Administrative Remedy
2. Alternative to Civil Suit
3. Lessened Burden on Courts

B. Effectiveness Factors

1. Fair
2. Used Widely Without Bias
3. Solves Problems

C. Categories of Grievances

1. Standard Staff
2. ADC Policy
3. Institutional Procedures
4. Medical

D. Steps

1. Informal Attempt at Resolution
2. Formal Filing of Grievance
3. Appeal Process

E. Forms

4. Inmate Grievance
5. Grievance Appeal
6. Grievance/ Investigation Report
7. Supplement Proposed New Course Prefix/ Number/Suffix:

X. Corrections Systems Programs

A. Purpose

1. Meeting Needs
2. Management Tool

B. Educational

1. Academic
2. Vocational

C. Counseling

XI. Cultural Diversity

A. Demographics

- a. Society
- b. Prison System

A. Subcultures

B. Prejudice and Power

C. Institutionalized Oppression

D. Values

E. Stereotypes

XII. Use of Force

A. Legal Aspects

1. Law
2. Policy
3. Responsibility

B. Deadly Physical Force

1. Definition
2. Ultimate Degree
3. Last Resort
4. Justification

C. Physical Force

1. Definition
2. Use
3. Justification

D. Other Use of Force Incidents

1. Chemical Agents
2. Shotgun with Birdshot
3. 37mm Gas Gun
4. Electronic Stun/Capture Shields
5. Impact Weapons

E. Unarmed Tactics

F. Mechanical Restraints

G. Reporting Procedures

1. Notification of Supervisor
2. Incident Reports
3. Force Reports

CORRECTIONS TECHNOLOGY CREDIT BY EXAMINATION

LET164 – Correctional Information Systems 1 Credit

Overview of policies and guidelines for professional and effective distribution of information within the correctional system, including regulations governing two-way radio operation and use of a field notebook.

I. Radio Communications

A. Regulations

1. Arizona Department of Corrections (ADC)
2. Federal Communications Commission (FCC)

B. Operation

1. 10 – Codes
2. Brevity Codes
3. Volume
4. Response
5. Phonetic Alphabet

II. Observations

A. Perception

1. Persons
2. Objects
3. Places
4. Events

B. Field Notebook

1. Use
2. Purpose
3. Documentation
4. Permanent Written Record
5. Admissible Evidence
6. Reference

III. Forms and Narratives

A. Definition

B. Purpose

C. Use

D. Elements

1. Who
2. What
3. When
4. Why
5. Where
6. How
7. Action Taken

E. Types

1. Incident
2. Disciplinary
3. Property Inventory
4. Use of Force
5. Significant Incident

F. ABC's of Report Writing

6. Accuracy
7. Brevity
8. Clarity

G. Five C's of Report Writing

9. Clear
10. Concise
11. Complete
12. Correct
13. Courteous

H. Fact V's Inference V's Opinion

14. Limitations
15. Use
16. Comparisons

IV. Interactions

A. Components

B. Process

C. Supportive Stance

CORRECTIONS TECHNOLOGY CREDIT BY EXAMINATION

LET166 – Correction Officers Safety and Weapon Training 2 Credits

Basic shooting principles of the weapons used by correctional officers. Includes nomenclature, handling, loading and firing of the service revolver, rifle, shotgun and 37mm gas gun. Lawful use of chemical agents including identification, coding, delivery and decontamination procedures.

I. Use of Force

A. Policy

B. Authorized Weapons

1. Service Revolver
2. Service Rifle
3. Service Shotgun
4. 37mm Gas Gun

II. Service Revolver

A. Nomenclature

1. Barrel
2. Cylinder
3. Grip
4. Events

B. Handling

1. Loading
2. Unloading
3. Drawing
4. Passing
5. Holstering

C. Speedloader

D. Firing Procedures

1. Grip
2. Stance
3. Sight Alignment
4. Sight Picture
5. Breath Control
6. Trigger Squeeze

III. Service Rifle

A. Nomenclature

1. Buttplate
2. Stock
3. Rear Sight
4. Front Sight
5. Bolt Lock Plunger
6. Charging Handle
7. Trigger Guard
8. Safety Button
9. Magazine Release Button
10. Fore End – Fore Stock
11. Barrel
12. Hand Guard
13. Sling

14. Magazine Loading Port

15. Magazine

16. Extraction port

17. Bolt

B. Handling

1. Loading
2. Unloading
3. Carrying
4. Passing

C. Firing Procedures

1. Supported Positions
2. Unsupported Positions
3. Grip
4. Sight Alignment
5. Sight Picture
6. Breath Control
7. Trigger Squeeze

IV. Service Shotgun

A. Nomenclature

1. Stock
2. Safety Button
3. Trigger
4. Trigger Guard
5. Slide Action Release Button
6. Tube Magazine
7. Pump Action
8. Ejection Port
9. Loading Port
10. Barrel
11. Buttplate
12. Spoon

B. Handling

1. Loading
2. Unloading
3. Passing
4. Carrying

C. Firing Procedures

1. Grip
2. Stance
3. Sight Alignment
4. Sight Picture
5. Breath Control
6. Trigger Squeeze

V. 37mm Gas Gun

A. Nomenclature

1. Barrel
2. Chamber
3. Stock/Grip
4. Breech Release
5. Buttplate
6. Stock
7. Front Sight
8. Rear Sight
9. Hammer
10. Trigger
11. Trigger Guard
12. Safety – None
13. Back Strap

B. Components

1. Projectiles
2. Cartridges
3. Uses

C. Handling

1. Loading
2. Unloading
3. Carrying
4. Passing
5. Firing

VI. Range Safety

A. Rules

B. Rangemaster

1. Supervision
2. Responsibility

C. Range Safety Officers

1. Responsibility
2. Duties

D. Shooter Coaches

1. Responsibility
2. Limitations

E. Targets

1. Identification
2. Discrimination
3. Scoring

LET166 – Correction Officers Safety and Weapon Training 2 Credits continued

F. Firing Errors

1. Heeling
2. Riding
3. Recoils
4. Thumbing
5. Trigger Jerking
6. Inconsistency
7. Calling Shots

G. Golden Rule of Firearms Safety**VII. Chemical Agents****A. Identification**

1. Orthochlorbenzalmalonnitrite (CS)
2. Capsicum
3. Smoke (HC)
4. Chloracetophenone (CN)

B. Universal Color Codes

1. Blue for CS
2. Yellow for Smoke

C. Delivery Methods

1. Projectiles
2. Grenades
3. Aerosols
4. Muzzle Blast Projectiles
5. Foggers

D. Uses

1. Riot Control
2. Mob Dispersion
3. Breach Barricades
4. Subdue Violent Individuals
5. Personal Protection

E. First Aid Procedure

1. Remove from Area
2. Keep Calm
3. Face into wind
4. Eyes Open
5. Flood Affected Areas
6. Breathe Normally

VIII. Discretionary Shooting**A. Range**

1. Shoot
2. Challenges
3. No - Shoot

B. Judgment and Response

1. Speed
2. Accuracy
3. Correctness of Response

C. Verbal Commands**D. Safety Procedures****E. Reports**

CORRECTIONS TECHNOLOGY CREDIT BY EXAMINATION

LET168 – Inmate Security Procedures (2 Credits)

Procedures for dealing with issues of contraband, searches and inmate transportation. Use of various levels of restraints and progressive behavior control. Inmate count, personal property inventory and forced cell move procedures also covered.

I. Contraband

- A. Legal Basis**
 - 1. Arizona Revised Statute 31
 - 2. Arizona Revised Statute 13
 - 3. Department Policy
- B. Types**
 - 1. Dangerous Drugs
 - 2. Narcotics Drugs
 - 3. Marijuana
 - 4. Liquor
 - 5. Deadly Weapons
 - 6. Dangerous Instruments
 - 7. Explosives
- C. Classifications**
 - 1. Hazardous
 - 2. Nuisance
- D. Entry into Prisons**
 - 1. Smuggling
 - 2. Manufacture within
- E. Consequences**
 - 1. Violence
 - 2. Extortion
 - 3. Loss of Control

II. Searches

- A. Legal Basis**
 - 1. Constitutional Rights
 - 2. Supreme Court Decisions
- B. Types**
 - 1. Cell
 - 2. Area
 - 3. Vehicle
 - 4. Body
- C. Purpose**
 - 1. Control Contraband
 - 2. Promote and ensure Maintenance of Sanitation and Health
- D. Procedures**
 - 1. Room
 - 2. Body

III. Transporting Inmates

- A. Procedures**
 - 1. Travel Orders
 - 2. Escape Fliers
 - 3. Inmate Search
 - 4. Application of Restraints
- B. Restraints**
 - 1. Policy
 - 2. Upper
 - 3. Lower
 - 4. Full
 - 5. Application
 - 6. Legalities
- C. Precautions**
 - 1. Radio Contacts
 - 2. No Unscheduled Stops
 - 3. Use of Approved Routes

IV. Progressive Behavior Control

- A. Policy**
- B. Staff Intervention**
- C. Discussion/Counseling**
- D. Maximum Control Restraint**

V. Counts

- A. Types**
 - 1. Formal
 - 2. Informal
 - 3. Special
 - 4. Health and Welfare
- B. Procedures and Documentation**
- C. Use**
 - 1. Custody
 - 2. Safety and Security

VI. Cell Extraction Team

- A. Policy**
 - 1. Make-up
 - 2. Responsibilities

B. Use

- 1. Preserve Order
- 2. Control Inmates

C. Force Determination

D. Procedures

- 1. Positioning
- 2. Taking Control
- 3. Inmate Restraint

E. Hazards

VII. Inmate Property

A. Policy

B. Claims

C. Inventories

- 1. Purpose
- 2. Procedures

D. Regulations

- 1. Minimum
- 2. Maximum

VIII. Urine Collection

A. Purpose

B. Procedures

- 1. Collection
- 2. Documentation

C. Chain of Custody

D. Universal Safety Precautions

CORRECTIONS TECHNOLOGY CREDIT BY EXAMINATION

LET170 – Security, Custody and Control Procedures (2 Credits)

Procedures for maintaining security and control within a correctional institution. Includes custody levels, roles of staff and essential components with regards to span-of-control. Also covers procedures for dealing with crime scene management, fires and emergency situations.

I. Level Determination

- A. Legal Basis**
 - 1. Level Determination
 - 2. Control Level
- B. Procedures**
 - 1. Minimum
 - 2. High Risk
- C. Control**
 - 1. Hierarchy
 - 2. Perimeter
 - 3. Gate
 - 4. Unit
 - 5. Rooms/Cells
 - 6. Activity Rooms and Yards
 - 7. Off Limit Areas
 - 8. Tower
- D. Keys, Tools and Dangerous Materials**
 - 1. Control
 - 2. Classification
 - 3. Kitchen Utensils
 - 4. Medical Equipment/Supplies
 - 5. Emergency Equipment

II. Emergency Procedures

- A. Roles**
 - 1. Incident Commander
 - 2. Staging Area Manager
 - 3. Response Teams
- B. System Expansion**
 - 1. Procedures
 - 2. Use
- C. Span of Control**
 - 1. Operations
 - 2. Logistics
 - 3. Planning
 - 4. Administration
 - 5. Safety
 - 6. Liaison
 - 7. Information
- D. Communications**
 - 1. Gather Information
 - 2. Issue Orders
 - 3. Supervise Operations
- E. Concerns**
 - 1. Safety
 - 2. Security

F. Situations

- 1. Structural Damage
- 2. Panic and Confusion
- 3. Bomb Threats
- 4. Explosive Devices

G. Most Vulnerable Areas

- 1. Record Rooms
- 2. Medical/Health Units
- 3. Power Plant
- 4. Kitchen
- 5. Maintenance Areas

H. Stages of Disturbance

- 1. Triggering Event
- 2. Takeover by Inmates
- 3. Interaction between Inmates and Administration
- 4. Surrender or Regain Control by Staff
- 5. Investigation

I. Conditions/Warning Signs

- 1. Stress
- 2. Increased Tension
- 3. Attitude Changes
- 4. Grouping
- 5. Decrease in Activity
- 6. Stockpiling

J. The Stockholm Syndrome

- K. Escape**
 - 1. Definition
 - 2. Prevention

III. Crime Scene Protection

- A. Procedures**
 - 1. Backup
 - 2. Secure Area
 - 3. Observe and document Witnesses
 - 4. Exact Location of all Evidence, Persons and Victims
 - 5. Notification of Supervisor
 - 6. Chain of Possession
 - 7. Proper Documentation
 - 8. Handling and Storage

B. Evidence

- 1. Determination
- 2. Legal Requirements
- 3. Inadmissible

IV. Fires

A. Types

- 1. Class A
- 2. Class B
- 3. Class C
- 4. Class D

B. Extinguishers

- 1. Class A
- 2. Class B
- 3. Class C
- 4. Class D
- 5. Operation

C. Prevention

D. Hazards

- 1. Smoke
- 2. Steam
- 3. Lack of Oxygen
- 4. Falling Debris
- 5. Toxic Gases
- 6. Burns
- 7. Back drafts
- 8. Fire Flashes
- 9. Exhaustion

E. Self-Contained Breathing Apparatus

- 1. Components
- 2. Maintenance
- 3. Use

V. Internal Affairs

A. Function

B. Investigations

- 1. Procedures
- 2. Causes For

CORRECTIONS TECHNOLOGY CREDIT BY EXAMINATION

LET172 – Conflict and Crisis Management (2 Credits)

I. Conflict

- A. Identification**
- B. Officer Duties**
 - 1. Ensure Safety
 - 2. Assert Control
 - 3. Re-Establish Order
 - 4. Maintain Order
- C. Control Mechanisms**
 - 1. Physical Presence
 - 2. Verbal Assertion of Authority
 - 3. Physical Force
 - 4. Deadly Physical Force
 - 5. Communication
- D. Safety Precautions**
 - 1. Assess Situation
 - 2. Assume Incident Command
 - 3. Call for Response
 - 4. Notify Supervisor
 - 5. Keep Exit Routes Open
- E. Incident Management System (IMS)**
 - 1. Assessment
 - 2. Initial Response
 - 3. Command

II. Intervention and Resolution

- A. Non-Physical Control Methods**
 - 1. Officer Presence
 - 2. Compliance Request
 - 3. Direct Order
- B. Physical Control**
 - 1. Last Resort
 - 2. Sufficient Help Required
 - 3. All Options Exhausted
- C. Intervention**
 - 1. Control
 - 2. Stabilize
 - 3. Separate
- D. Questioning**
 - 1. Techniques
 - 2. Use
- E. Documentation**
 - 1. Security
 - 2. Rehabilitation
 - 3. Protection from Legal Liability
- F. Approaching a Crisis**
 - 1. Observe
 - 2. Assess
 - 3. Maintain Distance
 - 4. Activate Incident Response
- G. Resolved Techniques**
 - 1. Interviewing Skills
 - 2. Communication Skills
 - 3. Mediation

CORRECTIONS TECHNOLOGY CREDIT BY EXAMINATION

LET176 – Medical and Mental Health (2 Credits)

Responsibilities of the correctional system staff with regards to medical and mental health of inmates. Includes basic first aid, basic life support, and supervision and care for the mentally ill and impaired inmates. Also includes drug and substance abuse and communicable disease control.

I. Medical Surveys

A. Primary

1. Purpose
2. Techniques

B. Secondary

1. Purpose
2. Techniques

II. Emergencies

A. Types

1. Diabetes
2. Shock
3. Coma
4. Stroke
5. Poisoning
6. Wounds
7. Snake Bites
8. Heat and Cold Related

B. Soft Tissue and

Musculoskeletal Injuries

1. Cuts
2. Burns
3. Fractures

C. Other Injuries

1. Head and Spine
2. Chest
3. Abdomen
4. Pelvic
5. Extremities

D. Circulatory System

III. Emergency Service

A. Bleeding

1. Arterial
2. Venous
3. Capillary
4. External vs. Internal

B. Shock

1. Definitions
2. Signs
3. Care

C. Wounds

1. Closed
2. Open

D. Burns

1. Classification
2. Care

E. Musculoskeletal

1. Classification
2. Care

F. Activating Emergency Services

1. Determination

2. Procedures

IV. Basic Life Support

A. Heart

1. Anatomy
2. Function

B. Lungs

1. Anatomy
2. Function

C. Heart Disease

1. Nature
2. Risk Factor
3. Symptoms

D. Chain of Survival

1. Early Access
2. Early CPR
3. Early Defibrillation
4. Early Advanced Care

E. Cardiopulmonary Resuscitation

1. Adult
2. Child
3. Infant
4. Airway Obstruction
5. Conscious
6. Unconscious
7. Mouth Barrier Devices

V. Mental Illness

A. Definition

B. Types

1. Psychosis
2. Neurosis
3. Personality Disorder

C. Symptoms

1. Hallucinations
2. Intense Anxiety
3. Unrealistic Physical Complaints
4. Paranoia
5. Delusions
6. Loss of Memory
7. Talking to Oneself
8. Major Changes in Behavior
9. Dangerous Behavior

D. Mental Impairment vs. Mental Illness

VI. Mentally Impaired Inmates

A. Difficulties in Supervision

1. Victims to Other Inmates
2. Easily Manipulated

3. Need Simple Instructions
4. Difficulty Remembering Instructions
5. Unintentionally Break Rules

B. Officer Duties

1. Welfare of All Inmates
2. Identification of Danger to Self or Others
3. Observe
4. Document
5. Using "Roberta R"

C. Depression

1. Warning Signs
2. Causes
3. Supervision

D. Antisocial Personality Disorder

1. Characteristics
2. Supervision

E. Borderline Personality Disorder

1. Characteristics
2. Supervision

F. Suicidal

1. High Risk Scenarios
2. Signs and Symptoms
3. Association with Depression
4. Supervision

G. Documentation

H. Notifications

1. Supervisors
2. Medical Staff
3. Psychological Staff

VII. Substance Abuse

A. Definition

B. Types

1. Narcotics
2. Depressants
3. Violate substances
4. Stimulants
5. Hallucinogens
6. Marijuana

C. Symptoms

D. Smuggling

E. Control

1. Supervision Control
2. Legal Consequences

VIII. Communicable Diseases

A. Types

1. HIV
2. Hepatitis B
3. Tuberculosis
4. Other

B. The “Infection Chain”

1. Source of Infection
2. Mode of Transmission
3. Susceptible Host

C. Precautions

1. For Tuberculosis
2. For Hepatitis
3. For HIV/AIDS

CORRECTIONS TECHNOLOGY CREDIT BY EXAMINATION

LET178 – Physical Fitness and Self Defense Training (3 Credits)

Physical and self defense training for correctional officers. Emphasis on aerobic power, muscular strength, endurance and flexibility. Includes necessary and legal self defense along with techniques for protection of self and others in physical confrontations. Also includes training guidelines, safety issues and the benefits of good physical fitness.

I. Fitness

- A. Definition**
- B. Importance**
 - 1. Benefits
 - 2. Stress Management
 - 3. Job
 - 4. Personal
- C. Principles**
 - 1. Aerobic
 - 2. Strength
 - 3. Endurance
 - 4. Flexibility

II. Training Components

- A. Warm-Up**
 - 1. Exercises
 - 2. Stretching
- B. Aerobic**
 - 1. Conditioning
 - 2. Target Heart Rate
- C. Strength**
- D. Endurance**
- E. Flexibility**
- F. Body Composition**

III. Training Guidelines

- A. Aerobic**
 - 1. Frequency
 - 2. Intensity
 - 3. Type
 - 4. Time
- B. Strength and Endurance**
 - 1. Frequency
 - 2. Intensity
 - 3. Type
 - 4. Time
- C. Flexibility**
 - 1. Frequency
 - 2. Intensity
 - 3. Type
 - 4. Time
- D. Pain Factor**

IV. Safety Considerations

- A. Heat**
- B. Injury Prevention**
- C. Injury Treatment**
 - 1. Rest
 - 2. Ice
 - 3. Compression
 - 4. Elevation

D. Medical Assistance

V. Physical Control

- A. Definition**
- B. Use**

VI. Self Defense

- A. Definition**
- B. Use**
- C. Terminology**
 - 1. Body Quadrants
 - 2. Center of Mass
 - 3. Natural Central Balance Point
 - 4. Defensive Stance
 - 5. Position of Advantage
 - 6. Reactionary Hand or Leg
 - 7. Primary Hand or Leg

VII. Techniques

- A. Balance**
- B. Stance**
 - 1. Stability
 - 2. Mobility
 - 3. Protection
- C. Breathing**
- D. Position of Advantage**
- E. Break Fall**
 - 1. Purpose
 - 2. Techniques
- F. Escape From Chokes Front/Rear**
- G. Personal Defense Tactics**
 - 1. Fist Strike
 - 2. Elbow/Forearm Strike
 - 3. Shin Kick
 - 4. Knee Strike
- H. Pressure Points**
 - 1. Techniques
 - 2. Use
- I. Control/Pain Compliance**
 - 1. Techniques
 - 2. Use
- J. Handcuff Use**
- K. Defensive/Disarming**
 - 1. Factors
 - 2. Use
- L. Weapon Retention**
- M. Ground Defense**
 - 1. Basic Guard
 - 2. Knee Sweep
 - 3. Scissor Sweep
 - 4. Infer-Orbital Roll
 - 5. Escape From The Mount

CREDIT BY EXAMINATION APPLICATION

By completing this application, graduates of certified academies may be eligible to earn credit through Rio Salado College’s Credit by Examination process. Applicants must provide written verification that currently work for or have previously worked for Arizona Department of Corrections or a GEO Group Arizona Facility. It is strongly recommended that you check with your college or university regarding credit transferability prior to registering for these exams.

If you do not have your 8 digit student ID number you must first enroll with Rio Salado College by going to www.my.maricopa.edu and follow the steps to complete the process. If you have any questions please contact: (480) 517-8540.

| PLEASE PRINT | | | |
|--------------------|-----------------|-------|--|
| Last Name: | First Name: | | |
| Student ID Number: | E-Mail Address: | | |
| Mailing Address: | Apt. #: | | |
| City: | State: | Zip: | |
| Home Phone: | Work Phone: | Ext.: | |

EXAM INFORMATION:

Please check the box for each exam that should be sent to your proctor.

| | Course | Course Title | Credits |
|--------------------------|---------|---|-----------|
| <input type="checkbox"/> | LET 160 | Correction Systems Ethics and Professionalism | 1 credit |
| <input type="checkbox"/> | LET 162 | Introduction to Inmate Management | 3 credits |
| <input type="checkbox"/> | LET 164 | Correctional Information Systems | 1 credit |
| <input type="checkbox"/> | LET 166 | Correction Officers Safety and Weapons Training | 2 credits |
| <input type="checkbox"/> | LET 168 | Inmate Security Procedures | 2 credits |
| <input type="checkbox"/> | LET 169 | Inmate Security Procedures II | 3 credits |
| <input type="checkbox"/> | LET 170 | Security, Custody and Control Procedures | 2 credits |
| <input type="checkbox"/> | LET 172 | Conflict and Crisis Management | 2 credits |
| <input type="checkbox"/> | LET 176 | Medical and Mental Health | 2 credits |
| <input type="checkbox"/> | LET 178 | Physical Fitness and Self Defense Training | 3 credits |

FEE & PAYMENT INFORMATION:

Contact Partner Rate: \$37.00 X _____ credits = \$ _____ or Regular Rate: \$74.00 X _____ credits = \$ _____

| | |
|--|---|
| Credit Card Payments (circle one): | <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Discover |
| Card Number: | Exp. Date: Amount: \$ |
| 3 digit security code (from back of card): | |
| Signature: | Date: |

Remit by email to: testing.riolearn@riosalado.edu Or FAX to: (877) 377-4715

CORRECTIONS TECHNOLOGY PROCTOR REQUEST FORM

FORM B

This form must be completed if you live outside of Maricopa County and need to have your test proctored. If you do not have your 8 digit student ID number you must first enroll with Rio Salado College by going to www.my.maricopa.edu and follow the steps to complete the process. If you have any questions please contact: (480) 517-8540.

| APPLICANT (PLEASE PRINT) | |
|--------------------------|-----------------|
| Last Name: | First Name: |
| Student ID Number: | E-Mail Address: |

PROCTOR INFORMATION:

Please provide the name, location and phone number of the person who has agreed to proctor your exams. If you have questions about a proctor's eligibility, please refer to the Proctoring Guidelines.

| PROCTOR INFORMATION (PLEASE PRINT) | | |
|------------------------------------|---------------------|-------|
| Last Name: | First Name: | |
| Proctor's Title: | Institution's Name: | |
| Institution's Address: | Suite. # | |
| City: | State: | Zip: |
| E-Mail Address: | Work Phone: | Ext.: |

EXAM INFORMATION:

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|--------------------------|---------|---|-----------|
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| <input type="checkbox"/> | LET 162 | Introduction to Inmate Management | 3 credits |
| <input type="checkbox"/> | LET 164 | Correctional Information Systems | 1 credit |
| <input type="checkbox"/> | LET 166 | Correction Officers Safety and Weapons Training | 2 credits |
| <input type="checkbox"/> | LET 168 | Inmate Security Procedures | 2 credits |
| <input type="checkbox"/> | LET 169 | Inmate Security Procedures II | 3 credits |
| <input type="checkbox"/> | LET 170 | Security, Custody and Control Procedures | 2 credits |
| <input type="checkbox"/> | LET 172 | Conflict and Crisis Management | 2 credits |
| <input type="checkbox"/> | LET 176 | Medical and Mental Health | 2 credits |
| <input type="checkbox"/> | LET 178 | Physical Fitness and Self Defense Training | 3 credits |

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| | |
|--|---|
| Credit Card Payments (circle one): | <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> Discover |
| Card Number: | Exp. Date: Amount: \$ |
| 3 digit security code (from back of card): | |
| Signature: | Date: |

Remit by email to: testing.riolearn@riosalado.edu **or FAX to:** (877) 377-4715