

# COURSE SYLLABUS

<b>LAST REVIEW</b>	Spring 2021
<b>COURSE TITLE</b>	Agency Administration (Corrections)
<b>COURSE NUMBER</b>	CRJS 0119
<b>DIVISION</b>	Social and Behavioral Sciences & Public Services
<b>DEPARTMENT</b>	Criminal Justice
<b>CIP CODE</b>	43.0107
<b>CREDIT HOURS</b>	3
<b>CONTACT HOURS/WEEK</b>	Class: 3
<b>PREREQUISITES</b>	None

**COURSE PLACEMENT** Students must meet the correct placement measure for this course. Information may be found at:  
<https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html>

## COURSE DESCRIPTION

This course acquaints the student with the conduct of practical modern administration theory, supervisory, management and principles and application within the unique operating structure of the corrections organizations.

## PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:

[https://kansasregents.org/workforce\\_development/program-alignment](https://kansasregents.org/workforce_development/program-alignment)

## PROGRAM LEARNING OUTCOMES

1. Explain the theories associated with the American criminal justice system, including public policy and procedures that pertain to courts, law enforcement and corrections, by describing the theories orally and in writing.
2. Define the structure of the American court system and the functions of the various components of the courts within the criminal justice system orally and in writing.
3. Identify the challenges facing the corrections profession in today's society.

## Institutional Learning Outcomes

- Communication
- Computation and Financial Literacy
- Critical Reasoning
- Technology and Information Literacy
- Community and Civic Responsibility
- Personal and Interpersonal Skills

## **TEXTBOOKS**

<http://kckccbookstore.com/>

## **METHODS OF INSTRUCTION**

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

## **COURSE OUTLINE**

### **I. Corrections Past and Present**

- A. The History of Corrections
- B. The Evolution of Correctional Philosophy
- C. Correctional populations
- D. The goals of corrections
- E. Correctional organizations today

### **II. Theories of leadership and Management**

- A. Theories of leadership
- B. Practical perspectives from transactional to transformational leadership

### **III. Leadership and Management of Corrections**

- A. Traditional Correctional Administration
- B. Correctional Administrators Manage
- C. Issues facing Correctional Administrators

### **IV. Setting the Tone: Vision, Mission, and Strategic Planning**

- A. Distinguishing Vision and Mission
- B. Mission, Objectives, and Goals
- C. Strategic Planning: Identifying Mission, Objectives, and Goals
- D. The Planning Process
- E. Strategic Management in Corrections
- F. Setting the Tone: The Importance of Leadership

### **V. The Role of Staff in Corrections**

- A. The Importance of Correctional Staff
- B. The Role of Professional Staff
- C. The Correctional Officer
- D. The Counselor or Caseworker
- E. The Probation and Parole Officer
- F. The Community Residential Staff
- G. Volunteers and Contractor Services
- H. The Importance of Diversity in Corrections
- I. Gender Issues in Correctional Staffing

### **VI. Human Resource Management for Corrections**

- A. An Overview of the Growth in Correctional Staff
- B. Recruitment, Hiring, and Retention of Correctional Staff
- C. Training and Developing Correctional Staff
- D. Performance Appraisal and Recognition Systems

- E. Disciplining Staff
  - F. Collective Bargaining in Correctional Agencies
- VII. Staff Organization and Functions
- A. Correctional Organizations
  - B. Principles of Organizations
  - C. Chain of Command and Span of Control
  - D. Centralized Headquarters Organization
  - E. The Organization of Prisons
  - F. The Organization of Community Correction
- VIII. Supervision and Empowering Employees
- A. The Supervisory Role
  - B. Key Elements in Supervision
  - C. Preparing for Supervision
  - D. Empowering Employees: The Key to Success
- IX. Fiscal Management and the Challenge of Cost Containment
- A. The Budgetary Process for Corrections
  - B. Reasons for Increases in Correctional Budgets
  - C. Tight Budgets and Challenges to Corrections
  - D. Diverting Offenders from Prison
  - E. Restructuring Sentencing to Reduce the Number of Inmates
  - F. Reducing the Cost of Correctional Operations
  - G. Reducing the Cost of Prison Construction
  - H. Creating Revenues in Corrections
  - I. Privatizing Services or Operations
- X. Managing Risk through Offender Classification
- A. Current Uses of Classification Systems
  - B. History of Risk Assessment in Classifying Offenders
  - C. Risk Assessment in Parole Decision Making
  - D. Issues in Risk Assessment and Classification
- XI. Managing the External Environment
- A. Public Opinion and Correctional Policy
  - B. Politics and Correctional Policy
  - C. Media Relations
  - D. Relationships with Other Interest Groups
  - E. The Importance of Evaluating Outcomes
- XII. Managing Security in Prisons
- A. The Design of Prisons
  - B. Physical Security of Prisons
  - C. Security Policy and Procedure
  - D. Inmate Accountability
  - E. Control of Contraband
  - F. Inmate Disciplinary Systems
  - G. Managing Prison Gangs
  - H. Inmate Riots and Disturbances
- XIII. Managing Programs in Prisons

- A. The Importance of Prison Programs
- B. Types of Correctional Programs
- C. Prison Work Programs
- D. Other Prison Programs
- E. Does Correctional Treatment Work?
- XIV. Managing Basic Services in Prisons
  - A. Medical Care for Inmates
  - B. Food Service Programs in Prisons
  - C. Visiting, Mail, and Commissary Operations
- XV. Critical Issues for Correctional Administration
  - A. Sentencing Issues
  - B. Management of Special Offenders
  - C. Preventing Suicides
  - D. Recruiting Correctional Staff
  - E. The Death Penalty and Executions
  - F. Supermax Prisons
  - G. Evaluating Effectiveness
  - H. Prisoner Reentry
- XVI. The Future and Correctional Administration
  - A. Where are We Today?
  - B. Where will Sentencing go in the Future?
  - C. What Impact Will Technology Have on the Future?
  - D. Issues Regarding Capital Punishment
  - E. Will there be a Rebirth of Rehabilitation?

## **COURSE LEARNING OUTCOMES**

Upon successful completion of this course, the student will:

1. The student will be able to demonstrate ethics, integrity, team work, and professionalism within the correctional system.
2. The student will be able to identify procedures, practices and processes within the correctional system.
3. The student will be able to communicate clearly and effectively both verbally and written with diverse populations.
4. The student will be able to compare and contrast corrections as a component of the criminal justice system.
5. The student will be able to differentiate organizational managements and operational characteristics of corrections agencies.

## **ASSESSMENT OF COURSE LEARNING OUTCOMES**

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

## **COLLEGE POLICIES AND PROCEDURES**

*Student Handbook*

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

*College Catalog*

<https://www.kckcc.edu/academics/catalog/index.html>

*College Policies and Statements*

<https://www.kckcc.edu/about/policies-statements/index.html>

*Accessibility and Accommodations*

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.