STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK

COURSE OUTLINE

JUST 341 – CORRECTIONS MANAGEMENT AND ADMINISTRATION

Prepared By: Paul R. Bowdre
A. **TITLE:** Corrections Management and Administration

B. **COURSE NUMBER:** JUST 341

C. **CREDIT HOURS:** 3

D. **WRITING INTENSIVE COURSE:** No

E. **COURSE LENGTH:** 15 weeks

F. **SEMESTER(S) OFFERED:** Fall / Spring

G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:** 3 lecture hours per week

H. **CATALOG DESCRIPTION:** This course examines the concepts, practices and theoretical bases of the management and administration of correctional facilities. Students will examine the issues of facility management, inmate management, leadership and governance of correctional facilities, personnel management and policy formation, and the challenges facing the future of American correctional systems.

I. **PRE-REQUISITES/CO-REQUISITES:**
   a. Pre-requisite(s): JUST 105 – Correctional Philosophy and completion of 45 semester credit hours or permission of the instructor
   b. Co-requisite(s): None

J. **GOALS (STUDENT LEARNING OUTCOMES):**
   By the end of this course, the student will be able to:

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<th>Course Objective</th>
<th>Institutional SLO</th>
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<tr>
<td>1. Explain the history of correctional philosophies, missions, architecture,</td>
<td>1. Communication</td>
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<td>and technology.</td>
<td>2. Critical Thinking</td>
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<td>2. Describe and summarize the responsibilities of the functional departments</td>
<td>1. Communication</td>
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<td>and units of a correctional facility including the roles of senior</td>
<td>2. Critical Thinking</td>
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<td>correctional administrators.</td>
<td>3. Professional Competence</td>
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<td>3. Describe the issues confronting staff, managers and administrators of a</td>
<td>1. Communication</td>
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<tr>
<td>correctional facility.</td>
<td>2. Critical Thinking</td>
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<td>4. Discuss inmate management and programming opportunities offered within</td>
<td>4. Inter-Intrapersonal Skills</td>
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<td>correctional facilities.</td>
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<td>5. Identify the Constitutional rights of inmates and legal issues involving</td>
<td>2. Critical Thinking</td>
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<td>correctional management</td>
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K. TEXTS:


L. REFERENCES:


M. EQUIPMENT: Technology enhanced classroom

N. GRADING METHOD: A-F

O. MEASUREMENT CRITERIA/METHODS:

- Exams
- Quizzes
- Assignments
- Participation

P. DETAILED COURSE OUTLINE:

I Corrections Past and Present
   A. The Legacy of Punishment
   B. American Jails: Dramatic Changes in Public Policy
   C. Prison Architecture

II Institution Security and Classification
   A. Custody and Security
   B. Inmate Classification

III Support Operations in Penal Facilities
   A. Intake, Discharge, Mail, and Documentation
   B. Food Service
   C. Financial Operation
IV Correctional Programming
   A. Rehabilitation
   B. Correctional Academic, Career, and Reentry Education
   C. Correctional Recreation
   D. Religious Programming

V Inmate Medical and Mental Health
   A. Health Care
   B. Mental Health
   C. Offenders with Special Needs

VI Offenders with Specialized Needs
   A. Women Offenders
   B. Sex Offenders
   C. Drug Treatment

VII Staff Management
   A. Governing: Personnel Management
   B. A Day in the Life of a Warden
   C. The World of a Correctional Officer
   D. Labor Relations in Corrections
   E. Changing Diversity of Correctional Officers

VIII Developing Human Resources
   A. Organization and Management of the Prison
   B. Recruitment and Selection in a Correctional Environment
   C. Leadership: Executive Excellence
   D. Preventing Corruption
   E. Staff Sexual Abuse in Confinement Settings

IX Inmate Management
   A. Inmate Discipline Procedures
   B. Inmate Grievance Procedures
   C. Protective Custody
   D. Preventing Suicide

X Programs and Operations Unique to Institutions
   A. Prison Work and Industry
   B. Prison Visitation
   C. Gang Management
   D. The Death Penalty
   E. Volunteering Inside

XI Emergency Preparedness
A. Causes of Institutional Unrest
B. Emergency Management
C. Crisis Management
D. Use of Force

XII Legal Issues
   A. Prisoner Access to the Courts
   B. Compliance with the Constitution

XIII External Constituencies
   A. Working with the Media
   B. Community Relations Boards
   C. Political Involvement

XIV Pre-Release and Reentry
   A. Institution Pre-release Programs
   B. Reentry

XV Creating the Future
   A. Restorative Justice
   B. The Future of Sentencing
   C. Developing Technology
   D. Growth of the Private Sector
   E. Corrections in the 21st Century

Q. LABORATORY OUTLINE: N/A