Program Overview
With rapidly growing inmate populations, expanded facilities, and increasingly strict institutional mandates related to operational procedures, county and state correctional departments are in need of trained and certified employees with a corrections background. The associate degree in Criminal Justice - Corrections will prepare students for a position in a county correctional facility, state correctional facility, federal correctional facility, youth detention center, treatment facility, or halfway house. The goal of the program is to educate those students seeking a career specifically in corrections.

Admission Requirements
Students in this program must:
• Be at least 18 years of age prior to beginning program
• Complete application form and submit with fee (fee waiver may apply if previously submitted)
• Complete Accuplacer entrance assessment to determine placement (waiver may apply with acceptable alternative test scores and/or postsecondary degree completion)
• Have earned a high school diploma or GED certificate; current high school seniors must provide documentation upon graduation
• Submit signed Criminal History Record Check Statement of Understanding
• Complete admissions interview with a WITC counselor (above requirements should be completed prior to interview)

Program-Specific Requirements
Students seeking certification for working in Wisconsin must:
• Pass a physical examination
• Have acceptable results based on the Wisconsin Criminal History Single Name Record Request; the student cannot be convicted of a federal felony or any offense which, if committed in Wisconsin, could be punished as a felony unless the student has been granted an absolute and unconditional pardon

Student Profile
Students in this program must:
• Be honest and ethical
• Be able to accept authority and relate to authority figures
• Have strong organizational skills
• Have strong written and oral/interpersonal communication skills
• Have critical-thinking skills
• Be able to work in complex organizations

Preparation for Admission
Students should strive to reach a comfort level in the following courses or skills:
• Basic keyboarding and computer skills
• Basic math skills
• Reading skills at or above the high school level
• Writing skills at or above the high school level

Program Outcomes
Employers will expect graduates of the program to be able to:
• Think critically
• Manage emergencies
• Communicate effectively
• Demonstrate professionalism
• Conduct investigations
• Interact with others
• Demonstrate tactical skills (applies to Certification Track only)

Collegewide outcomes and indicators will also be addressed to develop personal awareness, career effectiveness, and professionalism. See page 5 of the college catalog for a list of collegewide outcomes and indicators.

Career Outlook
After completing the associate degree program and the Jail Officer Academy elective, graduates will be eligible for state certification as county jail officers. Graduates must be Wisconsin Law Enforcement agency employees to receive certification. After completing the two-year degree, graduates will be qualified to work as a(n):
• Correctional Officer
• Youth Care Worker
• Detention Worker
• Jail Deputy

With additional education or work experience, graduates may also pursue a position as a(n):
• Adult/ Juvenile Administrator
• Institutional Case Worker/ Social Worker
• Law Enforcement Officer
• Probation/ Parole Administrator
• Probation/ Parole Agent
• Youth Counselor/ Case Aide
• Youth Detention Home Supervisor

Curriculum

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>10504116</td>
<td>Criminal Justice - Introduction</td>
<td>3</td>
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<tr>
<td>10504122</td>
<td>Correctional Administration</td>
<td>3</td>
</tr>
<tr>
<td>10504123</td>
<td>Correctional Institutions</td>
<td>3</td>
</tr>
<tr>
<td>10504132</td>
<td>Courts/Jurisdiction</td>
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<td>10504146</td>
<td>Probation/Parole</td>
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<td>10504172</td>
<td>Criminology</td>
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<tr>
<td>10504930</td>
<td>Security Procedures</td>
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<tr>
<td>10504931</td>
<td>Communication Skills</td>
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<tr>
<td>10504932</td>
<td>Adult Supervision</td>
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<tr>
<td>10504933</td>
<td>Correctional Report Writing</td>
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<tr>
<td>10504934</td>
<td>Correctional Law and Code</td>
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<td>10504935</td>
<td>Corrections Summary Assessment</td>
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<tr>
<td>10504936</td>
<td>Emergency Procedures</td>
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<td>10504171</td>
<td>Corrections Internship</td>
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<td>10504937</td>
<td>Juvenile Supervision</td>
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General Studies Courses

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<td>College Mathematics</td>
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<td>10809159</td>
<td>Abnormal Psychology</td>
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<td>10809172</td>
<td>Introduction to Diversity Studies</td>
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<tr>
<td>10809196</td>
<td>Introduction to Sociology</td>
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<td>Introduction to Psychology</td>
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ELECTIVES

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PROGRAM REQUIREMENTS

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<tbody>
<tr>
<td>64</td>
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</table>

▲ Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
▼ See page 40 for General Studies course descriptions.

Students must earn a grade point of 2.0 or better in all required (10504XXX) courses.
The following elective is required for state certification: 10504140 Jail Office Academy.
10504116
Criminal Justice - Introduction - Credits: 3
Introductory course on causes of crime, criminal law, law enforcement, courts, and corrections on the local, state, and federal levels.

10504122
Correctional Administration - Credits: 3
Correctional Administration - chain of command, roles of the correctional supervisor, administrative structures, current management practices and problems, personnel needs, organizational theories, mission goals, policy making, inmate discipline, and report writing.

10504123
Correctional Institutions - Credits: 3
The evolution of punishment, development of prisons, southern penal systems, the “Big House” era, prisoner movement, inmate groups, special offender groups, the female offender, prison programs, and prison services.

10504132
Courts/Jurisdiction - Credits: 3
Introductory course explores the development of the American judicial system, the federal and Wisconsin court structure, and Wisconsin judicial rules and procedures from complaint to sentencing as they impact law enforcement and/or correctional officers.

10504166
Probation/Parole - Credits: 3
Probation/Parole - criminal justice system, probation and parole, types of offenses, sentencing process, presentence investigation, revocation procedures, alternatives to incarceration, parole board functions, parole officer responsibilities, and guidelines for releasing inmates.

10504172
Criminology - Credits: 3
Introductory course that examines the nature, extent, and distribution of crime in the United States. Emphasis on crime causation theories including biological, psychological, and sociological considerations. The course will explore legal and political implications of crime prevention and control.

10504930
Security Procedures - Credits: 3
Demonstrate the steps involved in receiving and releasing inmates and maintaining security. Develop the skills needed for mitigation of hostage type situations. Topics include: admission, release, and search procedures; use of jail locking and surveillance equipment; and inmate health management procedures. This course consists of competencies and learning objectives from the following blocks of instruction from the Jail Officer Basic Training - 160 Hour Curriculum: Maintain Jail Security - 8 hours, Jail Hostage Response - 4 hours, Admit and Release Inmates - 10 hours, Jail Health Care - 8 hours.

10504931
Communication Skills - Credits: 3
Apply correctional professional communication skills including mediation, arbitration, and crisis intervention in a correctional setting. This course consists of competencies and learning objectives from the following blocks of instruction from the Jail Officer Basic Training - 160 Hour Curriculum: Professional Communication Skills - 24 hours.

10504932
Adult Supervision - Credits: 3
Practice supervision skills including: positive behavior control, dispute resolution, and incident de-escalation. Explore beliefs about what is effective supervision, protection and discipline of juveniles. This course consists of competencies and learning objectives from the following blocks of instruction from the Jail Officer Basic Training - 160 Hour Curriculum: Juvenile Supervision - Behavior Control - 12 hours Ethics and Ethical Decision Making 4 hours Supervision of Special Inmates/Crisis Intervention - 12 hours.

10504933
Correctional Report Writing - Credits: 3
Learn basic requirements, guidelines and skills for proper and professional documentation of activities and incidents in a correctional setting. This course consists of competencies and learning objectives from the following blocks of instruction from the Jail Officer Basic Training - 160 Hour Curriculum: Prepare Reports -8 hours.

10504934
Correctional Law and Code - Credits: 3
Learn key concepts and principles underlying legal requirements for jail operations and guidelines for protecting the legal rights of inmates. Key issues covered include introduction to the role of the jail officer, rules and standards governing correctional operations, structure of the court system, overview of civil liability, and key constitutional rights of inmates. This course consists of competencies and learning objectives from the following blocks of instruction from the Jail Officer Basic Training: Correctional Law - 8 hours Introduction to Corrections - 4 hours.

10504935
Corrections Summary Assessment - Credits: 1
Refine previously learned skills and abilities by applying them to various case studies and simulated situations. This course is designed to address from the following blocks of instruction from the Jail Officer Basic Training - 160 Hour Curriculum: Application: Scenarios Simulations -8 hours.

10504936
Emergency Procedures - Credits: 3
Implement Principles of Subject Control (POSC) in a correctional environment with an emphasis on team tactics. Learners will apply current fire science concepts to jail fire prevention and response, including search and rescue, fire suppression, and use of safety procedures. This course consists of competencies and learning objectives from the following blocks of instruction from the Jail Officer Basic Training - 160 Hour Curriculum: Principles of Subject Control - 32 hours Jail Fire Safety - 10 hours.

10504971
Corrections Internship - Credits: 3
Training in criminal and juvenile justice settings under supervised observation and participation.

10504937
Juvenile Supervision - Credits: 3
Apply theories of adolescent development to develop strategies for effective supervision, protection and discipline of juveniles. This course consists of competencies and learning objectives from the following blocks of instruction from the Jail Officer Basic Training: Introduction to Detention Operations - 1 hour Supervising Juveniles - 14 hours Discipline and Control of Juveniles - 4 hours Legal Requirements for Secure Detention of Juveniles - 4 hours.

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Graduate Employment Information
(WITC Graduate Survey Responses 2010-2011; for most recent data, go to witc.edu)*

<table>
<thead>
<tr>
<th>Number of graduates</th>
<th>Number employed</th>
<th>% employed in WITC district</th>
<th>Range of yearly salary</th>
<th>Average yearly salary</th>
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</thead>
<tbody>
<tr>
<td>14</td>
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<td>0%</td>
<td>$30,980*</td>
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<tr>
<td>13</td>
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<tr>
<td>12</td>
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<td></td>
<td></td>
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</tbody>
</table>

*Average yearly salary based on composite of graduates from Wisconsin’s 16 technical college districts (including WITC graduates). Range of yearly salary not available.