

## CADM - Correctional Administration Courses

### CADM B54 Corrections Officer Core Course

12 units

**Description:** This course is designed to meet the Corrections Standards Authority requirements for entry-level Corrections Officers in Adult Detention Facilities. This course covers various legal issues in dealing with incarcerated offenders as well as supervision of inmates. Transportation, report writing, blood borne pathogens, CPR, First Aid, receiving and releasing of inmates, weaponless defense, Fire and Life Safety.

**Hours:** 216 lecture

**Transferable:** Not transferable. Not degree applicable.

### CADM B56 Criminal Justice Training-Special Topics

0.5-7 units

**Description:** This is a series of workshop/seminar sessions devoted to instruction in specialized topics pertinent to criminal justice administration. The course will feature speakers or panels of specialists from the law enforcement or corrections fields who have expertise in the particular subject area.

**Hours:** 8 lecture hours for each .2 unit (9-126)

**Transferable:** Not transferable. Not degree applicable.

### CADM B58 Supervisor Core Course

4.5 units

**Description:** This course teaches supervisory skills such as supervisory role identification, leadership styles, values, ethics, principles, assertive leadership, employee performance appraisals, liability issues and legal updates, discipline, employee counseling, planning and organization, communication, investigations, report review, and team building. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections (STC) Program (as described in Section 181, Title 15, CCR).

**Hours:** 81 lecture

**Transferable:** Not transferable. Not degree applicable.

### CADM B70A Prisoner Transportation

0.5 units

**Description:** This course teaches skills associated with the transportation of prisoners and covers various modes of prisoner transportation, the risks involved, and how to achieve a secure transportation, including the application and use of mechanical restraints. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### CADM B70B Prison Gangs

0.5 units

**Description:** Topics include identifying known prison gangs, gang member identification/activities, policies on gang validation, gang recruitment measures, interviewing techniques and protective custody measures for gang dropouts. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Note:** Registration will be held during the first hour of the first class meeting.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### CADM B70C Escape Prevention

0.5 units

**Description:** Teaches escape prevention procedures that deal primarily with basic institutional security principles, accountability of inmates, human error, and techniques used for escape prevention. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### CADM B70D Suicide Prevention

0.5 units

**Description:** Covers identifying the potential for suicide, prevention techniques, intervention and responses including proper communication techniques during a crisis. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### CADM B70E Handling Aggressive and Assaultive Inmates

0.5 units

**Description:** Provides training to corrections staff. Examines the violent criminal, explains the reasons for inmate violence, and offers tools to de-escalate confrontations. Provides demonstrations and an opportunity to practice evasive defense tactics. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### CADM B70F Sexual Harassment Prevention

0.5 units

**Description:** Identifies Sexual harassment from a legal, moral, and social concept. Provides advice and counsel on how to prevent sexual harassment in the workplace. This course meets the training requirements as set forth by the Corrections Standards authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### CADM B70G Understanding Prejudice

0.5 units

**Description:** Teaches tolerance of others who are unlike oneself, to make for cultural differences, values and beliefs. Adjusts preconceptions and misconceptions, attitudes and encourages communication styles without implications of discrimination. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### CADM B70H Crime Scene Preservation and Investigation

0.5 units

**Description:** Provides the required competencies to identify a crime

scene, preserve evidence, mark and collect physical, trace and transient evidence. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70I Anger Management**

*0.5 units*

**Description:** Designed to provide students with tools to control their own anger as well as provide a process to deal with angry people. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70J Informant Development and Management**

*0.5 units*

**Description:** Provides the communication tools and legal framework necessary for successful implementation, use and protection of informants in a correctional institution. This course meets the training requirements as set forth by the Corrections Standards authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70K Anatomy of a Set-Up; Games Inmates Play**

*0.5 unit*

**Description:** Students will develop a greater understanding of criminal thinking & behavior. This course will provide the student with the knowledge and communication skills to prevent or stop a set-up. Students will be able to identify and recite the signs and behaviors that contribute and make employees receptive to a set-up and to attempts at "game playing" by inmates.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70L Use of Force and Civil Liabilities**

*0.5 units*

**Description:** Students will identify and discuss specific trends in civil liabilities in the field of corrections with a focus on use of force. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70M Drug Recognition and Under the Influence**

*0.5 units*

**Description:** Prepares students to identify specific illicit drugs and the signs and symptoms of drug use and influence. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70N Fire and Life Safety**

*0.5 units*

**Description:** Hands-on training for corrections institution staff in fire prevention and suppression. Provides the knowledge and

skills necessary for fire and emergency responses. Topics include evacuation management, tactical control measures, use of fire suppression equipment, use of the SCBA, search and rescue techniques. Meets the certification requirements for Standards and Training in Corrections (STC) from the California Board of Corrections.

**Note:** Registration will be held during the first hour of the first class meeting.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70O Positive Inmate Staff Relations Through Communication and Ethics**

*0.5 units*

**Description:** Develops practical communication and ethical skills toward a positive inmate/staff working relationship in a jail/institutional environment. This course meets the requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70P Emergency Procedures**

*0.5 units*

**Description:** Designed for corrections staff. Provides an overview of various emergencies arising within a correctional facility, including natural disasters, riots, work strikes, escapes. Policy, planning and response are discussed. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70R Inmate Work Incentive Program**

*0.5 units*

**Description:** Prepares students to supervise inmates in a correctional environment and provide a better understanding of prisoner programs. State law mandates that "every inmate shall have a reasonable opportunity to participate in a full-time credit qualifying assignment, consistent with institutional security and available resources." This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70S Women in Corrections**

*0.5 units*

**Description:** Explores the history of women in corrections and the career developments for women that have evolved in the field of corrections. Other topics include: special training needs, problems and restrictions placed on women, developing a mentoring program for the female correctional staff. This course meets the training requirements as set forth by Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70T Blood Borne Pathogens, T.B. Awareness, Psychotic Inmates**

*0.5 units*

**Description:** Learn how to prevent the transmission of blood borne pathogens; identify Tuberculosis awareness factors; recognize and deal with psychotic inmates. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70U Conflict Resolution and Hostage Survival**

*0.5 units*

**Description:** Covers Conflict Resolution: develop skills to defuse and de-escalate confrontational situations. Course includes: tactics and techniques to avoid being taken hostage, and what to do if you are taken hostage in a correctional setting. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70V Facility and Inmate Searches**

*0.5 units*

**Description:** Develops and enhances the knowledge and skills of searching both inmates and facilities. This course covers: searching techniques, clothed and unclothed body searches, and the current trends of introduction of contraband into a Correctional Facility. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70W Restraint Gear Application**

*0.5 units*

**Description:** Provides explanation and hands-on practice for the proper application and use of restraints gear. Explains how some gear can be slipped, picked, shimmed or broken. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70X Cell Extraction**

*0.5 units*

**Description:** Provides knowledge and skills to perform calculated and emergency cell extractions in a safe manner. Course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Note:** Registration will be held during the first hour of the first class meeting.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B70Z Inmate Classification/Disciplinary Process**

*0.5 unit*

**Description:** Provides an introduction to the inmate classification process. Describes the basic procedure for assigning an inmate to a particular job based on security level and defines how the disciplinary process is a part of the classification process. Class meets the certification requirements for Corrections Standards

Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B71A Basic Principles in Management**

*1 unit*

**Description:** An introduction to best practices of two-way communication between administration and line staff to ensure good facility management. Students will develop their leadership and communication skills. The art of discipline and grievances will be explored. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 18 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B71F Drug and Alcohol Awareness for Supervisors**

*0.5 units*

**Description:** Provides training to law enforcement, corrections and security supervisors (also recommended for educators). Prepares students to identify and determine whether an employee is under the influence of alcohol or drugs. Other topics include how supervisors can solicit help for employees to overcome substance abuse/addiction. The course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B71G Advanced Report Writing**

*0.5 units*

**Description:** This course is designed to provide advanced skills in report writing. Students will refresh and enhance the writing skills they developed in the basic course. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Note:** Registration will be held during the first hour of the first class meeting.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B71H Transportation and Escape Procedures**

*0.5 units*

**Description:** Intended for peace officers, correctional officers, juvenile institutions staff, and probation officers. Introduces students to various modes of transportation of adult and juvenile inmates. Includes proper use of restraints and proper searching techniques. Covers risks and techniques to prevent escapes. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B71I Violence in the Workplace**

*0.5 units*

**Description:** A discussion of fatal and nonfatal violence in the workplace to determine the focus needed for prevention. Emphasis made on changes to help minimize or remove the risk of workplace violence. Meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the

Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B71K Rights of Prisoners**

*0.5 unit*

**Description:** An introduction and discussion of the rights and privileges that inmates have while they are incarcerated. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B71L Progressive Discipline**

*0.5 units*

**Description:** This course teaches methods of progressive discipline utilized in a correctional setting to ensure uniform consistency, avoid confusion, follow due process requirements, and create a positive behavior change among inmates. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B71M Stress in the Corrections Environment**

*0.5 units*

**Description:** Intended for people working in corrections. Course will identify and discuss what stress is, how it affects both the physical and mental health of individuals. Topics include identifying symptoms of stress, recognizable physical and psychological reactions to stress, and stress reducers/relaxation techniques. Course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B71N Positive Thinking in Corrections**

*0.5 units*

**Description:** This course identifies and discusses the premise that a positive attitude in the correctional workplace fosters job satisfaction, builds self-esteem, and reinforces desired performance. Course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B71O Assertiveness Training for Corrections**

*0.5 units*

**Description:** Trains Correctional Officers to present themselves as confident, effective communicators and therefore enjoy better inmate control and institutional effectiveness. Course meets the training requirements as set forth by the Corrections Standards for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B71P Employee Post Trauma**

*0.5 units*

**Description:** This course covers basic assessment tools, methods of coping, as well as tools and skills to facilitate post traumatic recovery. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B71Q Liability Issues and Courtroom Demeanor**

*0.5 units*

**Description:** This course is an introduction to the legal liabilities and responsibilities of corrections personnel while at work and expectancies when called to testify in a court of law. Other topics include: identification of adverse employees, insufficient training, and negligent supervision among others. Course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B71R Prison Rape Elimination Act (PREA)**

*0.5 units*

**Description:** Provides the skills necessary to investigate complaints, threats, or signs of sexual assault/rape against inmates. Course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B72 Chemical Agents**

*0.5 units*

**Description:** This course provides the required competencies and certification for the use of chemical agent sprays. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B73 Basic Baton Course**

*0.5 units*

**Description:** Provides students with the practical, safe, legal and technical aspects of the use of the police baton. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Note:** Registration will be held during the first hour of the first class meeting.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B74 Weaponless Defense and Control Tactics**

*0.5 units*

**Description:** This course provides training to perform their daily tasks with less danger to themselves and to increase their ability to control suspects and prisoners in a humane and lawful manner. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Note:** Registration will be held during the first hour of the first class meeting.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B75 Surviving Sharp Edged Weapons**

*0.5 units*

**Description:** The course teaches responses to the mounting threat of “knife culture” offenders. Topics covered included safe positioning, communicating commands to inmates, how to access an edged weapon assailant, evasive defensive tactics and disarming techniques. This course meets the training requirements as set forth by the Corrections Standards Authority for counties participating in the Standards and Training for Corrections Program.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B76 Basic Firearms Familiarization**

*0.5 units*

**Description:** Designed to give the first-time shooter hands-on experience as well as knowledge of the operation of a handgun and range safety. Students will engage in the use of firearms, which will include handgun familiarization; safety; care, cleaning and storage; firearms range qualification.

**Note:** Per Penal Code section 13511.5 students must obtain written clearance from the California Department of Justice verifying that they are not prohibited from possessing firearms.

**Note:** Registration will be held during the first hour of the first class meeting.

**Hours:** 9 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B77 Intermediate Firearms Course**

*1 unit*

**Description:** Designed to expand upon the skills and knowledge of firearms familiarity and range safety. Students will engage in the use of firearms, which will include safe handling; care, cleaning and storage; firearms range qualification.

**Note:** Per Penal Code section 13511.5, students must obtain written clearance from the California Department of Justice verifying that they are not prohibited from possessing firearms.

**Hours:** 18 lecture

**Transferable:** Not transferable. Not degree applicable.

### **CADM B79 Federal Prison Emergency Response Training**

*4.5 units*

**Description:** This course teaches advanced training for Correctional Emergency Response Team (CERT) skills. Covers the duties of a CERT team member including transport of high risk inmates, extracting uncooperative prisoners from their cells, searches, high profile security, barricaded persons, mass arrest and responding to hostage situations. This course meets the Training for Corrections Standards Authority for counties participating in the Standards and Training for Corrections Programs.

**Hours:** 81 lecture

**Transferable:** Not transferable. Not degree applicable.