

DIPLOMA IN CORRECTIONAL AND REHABILITATION STUDIES

Qualification code: DPCS19 - NQF Level 6 (360 credits)

SAQA ID: 100956, CHE NUMBER: H16/14242/HEQSF

Campus where offered:

Soshanguve South Campus

REMARKS

a. *Admission requirement(s) and selection criteria:*

• APPLICANTS WITH A SENIOR CERTIFICATE OBTAINED BEFORE 2008:

Admission requirement(s):

A Senior Certificate or an equivalent qualification, with English at Higher Grade (D symbol or Standard Grade (C symbol) and two other subjects at Higher Grade, one of which with a D symbol.

Selection criteria:

Swedish formula (only for applicants who are not employed).

English, Mathematics and Physical Science:

HG	SG	Points
A		9
B	A	8
C	B	7
D	C	6
E	D	5
F	E	4
	F	3

All other subjects:

HG	SG	Points
A		7
B	A	6
C	B	5
D	C	4
E	D	3
F	E	2
	F	1

Maximum points that can be obtained: 48.

Applicants who score 24 or more points (for a maximum of six subjects) according to the formula for academic merit, will be considered.

• APPLICANTS WITH A NATIONAL SENIOR CERTIFICATE OBTAINED IN OR AFTER 2008:

Admission requirement(s):

A National Senior Certificate with a bachelor's degree or a diploma endorsement, or an equivalent qualification, with an achievement level of at least 3 for English (home language or first additional language) and 3 for Mathematics or Mathematical Literacy.

Selection criteria:

To be considered for this qualification, applicants must have an Admission Point Score (APS) of at least **20** (excluding Life Orientation).



- **APPLICANTS WITH A NATIONAL CERTIFICATE (VOCATIONAL):**

Admission requirement(s):

A National Certificate (Vocational) at NQF Level 4, with a bachelor's degree or diploma endorsement, issued by the Council for Quality Assurance in General and Further Education and Training (Umalusi) with at least a 50% (APS of 4) for English, Mathematics or Mathematical Literacy and Life Orientation (excluded for APS calculation) and 60% (APS of 5) for any other three compulsory vocational subjects and 50% (APS of 4) for the fourth subject.

Selection criteria:

To be considered for this qualification, Applicants must have an Admission Points Score (APS) of at least **27** (excluding Life Orientation).

b. Assessment procedure(s):

No further assessment will be done. Acceptance is subject to available capacity according to the Student Enrolment Plan (SEP). Once a programme is full, a waiting list will be in place to provide an opportunity for applicants to fill places of those who did not register on time. Applicants will be informed of their status per official letter from the Office of the Registrar, alternatively, they can check their application status on the TUT website, www.tut.ac.za.

c. Recognition of Prior Learning (RPL), equivalence and status:

See Chapter 30 of Students' Rules and Regulations.

d. Intake for the qualification:

January only.

e. Presentation:

Day classes.

f. Minimum duration:

Three years.

g. Exclusion and readmission:

See Chapter 2 of Students' Rules and Regulations.

h. WIL in Correctional and Rehabilitation Studies:

See Chapter 5 of Students' Rules and Regulations.

CURRICULUM

FIRST YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
CAP105X	Communication for Academic Purposes	(5)	(10)	
INI125D	Information Literacy I (block module)	(5)	(2)	
LFI125X	Life Skills I (block module)	(5)	(2)	

FIRST SEMESTER

CAA115D	Correctional Services Administration IA	(5)	(10)	
CLA115D	Correctional Services Law IA	(5)	(10)	
CMA115D	Correctional Services Management IA	(5)	(10)	
CPL115X	Computer Literacy	(5)	(10)	
CRA115D	Criminology in Correctional Services IA	(5)	(10)	



PWA115D Principles of Social Welfare and Rehabilitation IA (5) (5)

SECOND SEMESTER

CAB115D Correctional Services Administration IB (5) (10)

CLB115D Correctional Services Law IB (5) (10)

CMB115D Correctional Services Management IB (5) (10)

CRB115D Criminology in Correctional Services IB (5) (10)

PWB115D Principles of Social Welfare and Rehabilitation IB (5) (5)

TOTAL CREDITS FOR THE FIRST YEAR: **114**

SECOND YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
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FIRST SEMESTER

CAA216D	Correctional Services Administration IIA	(6)	(14)	Correctional Services Administration IA Correctional Services Administration IB
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CLA216D	Correctional Services Law IIA	(6)	(14)	Correctional Services Law IA Correctional Services Law IB
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CMA216D	Correctional Services Management IIA	(6)	(14)	Correctional Services Management IA Correctional Services Management IB
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CRA216D	Criminology in Correctional Services IIA	(6)	(11)	Criminology in Correctional Services IA Criminology in Correctional Services IB
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PMA215D	Public Management IA	(5)	(10)	
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TOTAL CREDITS FOR THE SEMESTER: 63

SECOND SEMESTER

CAB216D	Correctional Services Administration IIB	(6)	(14)	Correctional Services Administration IIA
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CLB216D	Correctional Services Law IIB	(6)	(14)	Correctional Services Law IIA
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CMB216D	Correctional Services Management IIB	(6)	(14)	Correctional Services Management IIA
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CRB216D	Criminology in Correctional Services IIB	(6)	(11)	Criminology in Correctional Services IIA
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PMB215D	Public Management IB	(5)	(10)	
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TOTAL CREDITS FOR THE SEMESTER: 63

TOTAL CREDITS FOR THE SECOND YEAR: **126**



THIRD YEAR

CODE	MODULE	NQF-L	CREDIT	PREREQUISITE MODULE(S)
FIRST SEMESTER				
CAA316D	Correctional Services Administration IIIA	(6)	(15)	Correctional Services Administration IIA Correctional Services Administration IIB
CMA316D	Correctional Services Management IIIA	(6)	(15)	Correctional Services Management IIA Correctional Services Management IIB
CRA316D	Criminology in Correctional Services IIIA	(6)	(10)	Criminology in Correctional Services IIA Criminology in Correctional Services IIB
RMC316D	Introduction to Basic Research Skills	(6)	(10)	
WCS316D	WIL in Correctional and Rehabilitation Studies (offered in both semesters)	(6)	(30)	
TOTAL CREDITS FOR THE SEMESTER:			80	
SECOND SEMESTER				
CAB316D	Correctional Services Administration IIIB	(6)	(15)	Correctional Services Administration IIIA
CMB316D	Correctional Services Management IIIB	(6)	(15)	Correctional Services Management IIIA
CRB316D	Criminology in Correctional Services IIIB	(6)	(10)	Criminology in Correctional Services IIIA
TOTAL CREDITS FOR THE SEMESTER:			40	
TOTAL CREDITS FOR THE THIRD YEAR:			120	
TOTAL CREDITS FOR THE QUALIFICATION:			360	

MODULE INFORMATION (OVERVIEW OF SYLLABUS)

The syllabus content is subject to change to accommodate industry changes. Please note that a more detailed syllabus is available at the department or in the study guide that is applicable to a particular module. At time of publication, the syllabus content was defined as follows:

C**COMMUNICATION FOR ACADEMIC PURPOSES (CAP105X)****1 X 3-HOUR PAPER****(Module custodian: Department of Applied Languages)**

A workable knowledge of English is an essential skill for any graduate who is required to conduct themselves successfully in a professional working environment. This module will equip students with the competencies required to compose a selection of written texts related to communicating both internally and externally within a professional environment. In addition, the module includes strategies that are essential for the effective communication in various situations, including small groups to avoid unproductive conflict, a multicultural context, etc. (Total tuition time: not available)



COMPUTER LITERACY (CPL115X)**CONTINUOUS ASSESSMENT****(Module custodian: End User Computing Unit)**

Students have to acquire foundational knowledge in computing fundamentals, essential digital skills in key applications based on MS Office Suite and network basics (i.e. MS Outlook and Internet). Students will do online exams that are mapped with SAQA. (Total tuition time: not available)

CORRECTIONAL SERVICES ADMINISTRATION IA (CAA115D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

This module covers the philosophical historical approach towards corrections in South Africa; the role of corrections in the criminal justice system; framework for establishing a rehabilitation-centered correctional system; admission of offenders to correctional centre; general requirements pertaining to the safe custody of all offenders under conditions of human dignity; community corrections; as well as release of offenders on parole or correctional supervision. (Total tuition time: not available)

CORRECTIONAL SERVICES ADMINISTRATION IB (CAB115D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

The focus of this module is on restorative justice including introduction to the restorative justice process; obstacles to the restoration ideal; the role of the victim in restoration; compensation for victims of crime; the rights of the victim in restoration; the role of the community in restoration process; as well as correctional services role in restoration. (Total tuition time: not available)

CORRECTIONAL SERVICES ADMINISTRATION IIA (CAA216D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

In this module, the philosophy of unit management including the key concepts and theories of unit management; benefits of unit management in correctional services, development of unit management in correctional services, principles and pillars of unit management in correctional services, features of unit management in correctional services as well as the unit plan in correctional services are covered. The Architecture and unit management - principles and theories of the architecture of unit management approach in correctional services, Case management - key terms and theories of case management in correctional services; the purpose and objectives of case management, case management teams, case plans as well as the case management process in correctional services. (Total tuition time: not available)

CORRECTIONAL SERVICES ADMINISTRATION IIB (CAB216D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

This module is a continuation of unit management in correctional services and covers risk management; security management; professionalism and unit management in correctional centres; national and international rules and their implementation in unit management correctional facilities as well as the role of volunteers in a unit management correctional system. (Total tuition time: not available)

CORRECTIONAL SERVICES ADMINISTRATION IIIA (CAA316D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

The focus of this module is on the policy directives guiding the correctional services; the responsibilities of the Department of Correctional Services in terms of the human rights culture; organisational alignment aimed at supporting the rehabilitation ethos; Policy directives guiding parole and community engagement - policy guidelines regulating parole in South Africa, the need for community engagement in accommodating parolees and the need for partnerships between the Department of Correctional Services and role players. (Total tuition time: not available)

CORRECTIONAL SERVICES ADMINISTRATION IIIB (CAB316D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

This module focuses on the need for a policy on remand detention management in South Africa; the legal and policy framework that informs remand detention; governance in terms of remand detention in South Africa as well as the systems that support remand detention. (Total tuition time: not available)

CORRECTIONAL SERVICES LAW IA (CLA115D)**1 X 3-HOUR PAPER****(Module custodian: Department of Law)**

General principles of criminal law and the law of delict: Conduct, unlawfulness/ wrongfulness, culpability, causality and damages. Specific crimes: murder, culpable homicide and assault. Vicarious liability and specific delicts: wrongful deprivation of liberty. (Total tuition time: ± 36 hours)



CORRECTIONAL SERVICES LAW IB (CLB115D)**1 X 3-HOUR PAPER*****(Module custodian: Department of Law)***

Criminal procedure: entry, search, seizure and arrest in terms of the Criminal Procedure Act, 1977 (Act No. 51 of 1977) and Correctional Services Act, 1998 (Act No. 111 of 1998). Identification, ways in which an accused is brought before the court and ways in which a witness (held in a correctional centre) is brought before the court. The law of evidence: forms of evidence and burden of proof. (Total tuition time: ± 36 hours)

CORRECTIONAL SERVICES LAW IIA (CLA216D)**1 X 3-HOUR PAPER*****(Module custodian: Department of Law)***

The Bill of Rights: the basic principles of the constitutional order, the application of the Bill of Rights, the limitation of fundamental rights and capita selecta (selected heads) of fundamental rights relevant to the Correctional Services environment. (Total tuition time: ± 36 hours)

CORRECTIONAL SERVICES LAW IIB (CLB216D)**1 X 3-HOUR PAPER*****(Module custodian: Department of Law)***

The Correctional Services Act, 1998 (Act No. 111 of 1998) and Regulations. Admission of inmates into a correctional centre, the minimum rights of offenders, remand detainees, sentenced offenders, powers of correctional officials to ensure safe custody, discipline and complaints, offences and an introduction to placement, transfer, segregation; correctional supervision, temporary leave, parole and release. (Total tuition time: ± 36 hours)

CORRECTIONAL SERVICES MANAGEMENT IA (CMA115D)**1 X 3-HOUR PAPER*****(Module custodian: Department of Safety and Security Management)***

This module deals with the concept of management within the correctional services environment and it covers fundamental management principles in the correctional services management; Management roles and functions as well as certain skills and competencies needed to enable correctional services managers to be able to function effectively and efficiently. Evolution of management theory. The basic concepts of strategic planning including strategic management process, vision, mission statement and long term goals and strategies. Focus will be placed on gaining knowledge on the basic strategic planning as essential for managers at all levels of the organisation. Planning including reasons why managers need to plan, the various kinds of plans that managers formulate as well as following a logical planning process. Students will learn what planning and goal formulation encompasses and which tools to apply in the planning and goal formulation process. (Total tuition time: not available)

CORRECTIONAL SERVICES MANAGEMENT IB (CMB115D)**1 X 3-HOUR PAPER*****(Module custodian: Department of Safety and Security Management)***

This module is a continuation of the management functions including organising and delegation; Leadership – the importance of leadership in the correctional services working environment. Difference between leadership and management. Good leadership in the Department of Correctional Services as well as control as a management function in general which covers inter alia, the nature of organisational and the control process. (Total tuition time: not available)

CORRECTIONAL SERVICES MANAGEMENT IIA (CMA216D)**1 X 3-HOUR PAPER*****(Module custodian: Department of Safety and Security Management)***

This module is about additional management functions and covers motivation and self-development - theories of motivation; stress management in the correctional services environment - sources, types and symptoms of stress; communication - communication skills and types of communication activities; conflict management – conflict management. (Total tuition time: not available)

CORRECTIONAL SERVICES MANAGEMENT IIB (CMB216D)**1 X 3-HOUR PAPER*****(Module custodian: Department of Safety and Security Management)***

This module covers operational planning - difference between strategic, tactical, and operational plans and goals. Hierarchy of plans and goals in an organisation as well as goal-formulating. Productivity - misconceptions about productivity; causes of low productivity in the correctional services environment. Group formation and team development - development of groups into highly developed teams. Group formation and team and intergroup dynamics in correctional services environment. (Total tuition time: not available)



CORRECTIONAL SERVICES MANAGEMENT IIIA (CMA316D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

This module covers areas such as management ethics and social responsibility - values underlying management ethics, ethical issues that arise during interaction with subordinates/offenders/colleagues and with regard to aspects such as corruption, sexual harassment, smuggling, ethical problems, institutionalisation of ethics, principles on which social responsibility is based as well as the social responsibility of correctional services. Decision-making and problem-solving - principles and theories of decision-making and problem-solving. Decision-making process within the correctional services context, different types of decisions, problem-solving and problem-solving techniques. Strategic management - distinction between strategy formulation and strategy implementation, dimensions of strategic management, characteristics of successful strategic managers, the value, effectiveness and risk of strategic management and the process of strategic management. Diversity management - distinguishing diversity from what it is not, the primary and secondary dimensions of diversity, reasons for the increased focus on managing diversity in the Department of Correctional Services; ways of managing diversity effectively in the Department of Correctional Services. (Total tuition time: not available)

CORRECTIONAL SERVICES MANAGEMENT IIIB (CMB316D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

The focus of this module is on financial management and supply chain management within the Department of Correctional Services - importance of financial management, distinction between Public Finance Management Act, 1999 (Act No. 1 of 1999) and Exchequer Act, 1975 (Act No. 66 of 1975) as well as the legislative framework for financial management. Financial Management Responsibilities of the Executive and Accounting Officers. Components of the Integrated Financial Management System and Budgeting. Supply Chain Management - demand management as an element of supply chain management, objectives of the legislation relevant to procurement, procurement process, and acquisition process in correctional services as well as logistics management. (Total tuition time: not available)

CRIMINOLOGY IN CORRECTIONAL SERVICES IA (CRA115D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

In this module, students will be introduced to Criminology as the mother-subject in various disciplines in the Criminal Justice System. The role players in the Criminal Justice System and the various roles they play. Crime trends; official and unofficial crime statistics; and specifically the dark figure in terms of various types of crime. Developmental approaches to Criminology as a scientific field of study. Rational Choice model, the Routine Activity approach and the Lifestyle/exposure model. Positivist school of thought which focuses more on the social environment and the influences beyond human control that might lead to deviant and criminal behavior. Criminal behavior in an adolescent's character and personal background. (Total tuition time: not available)

CRIMINOLOGY IN CORRECTIONAL SERVICES IB (CRB115D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

In this module, students will be introduced to social and personal disorganisation in society, also known as the Chicago school of thought or the concentric zone model. Anomie or strain placed on individuals, causing a state of normlessness in society. The formation of delinquent gangs, the types of responses of lower class youths and the characteristics of the lower class delinquent gangs. The role of community integration. The importance of learnt behavior and how the various steps of learnt behavior is set out in Sutherland's differential association theory. Forms of conflict and how it develops. Six major focal concerns of the youths. Techniques of neutralisation and drifting in and out of delinquency and crime by denial of responsibility; injury; and victims. Control of crime by uplifting inner containment within the individual itself and outer containment in the society by significant others. Attachment; commitment; involvement; and belief as a social bond or tie the individual to conventional society. (Total tuition time: not available)

CRIMINOLOGY IN CORRECTIONAL SERVICES IIA (CRA216D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

This module covers the Classical School of thought. Historical perspective of crime and punishment and the Classical School of Criminology. The Positivist School of Thought. Positivism as scientific revolution in criminology. The basic three assumptions of positivism. Psychological perspectives that explain crime and delinquency. Sociological theories on crime. The social disorganisation theory of Shaw and McKay. Merton's anomie theory, Cohen's theory Sutherland's theory of differential association. Cultural diversity theory of Miller. Conflict theory of Quinney. Theories of Reckless (containment theory), and Hirschi (social control theory). Factors that contribute to crime in South Africa, Crimes of a violent nature and female crime. (Total tuition time: not available)



CRIMINOLOGY IN CORRECTIONAL SERVICES IIB (CRB216D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

In this module, the focus is on the theoretical approaches and perspectives in victimology; South African Law and Policies supporting victim's rights; Victim empowerment in South Africa; Gender-based violence as well as victims of motor vehicle hijacking. (Total tuition time: not available)

CRIMINOLOGY IN CORRECTIONAL SERVICES IIIA (CRA316D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

This module covers Psycho-Criminology including psychological Criminology; Psychiatric Criminology and hate crimes. Origins of criminal behavior: Developmental risk factors with the focus on social risk factors; parental and family risk factors; and psychological risk factors as origins of criminal behavior. Biological factors contributing to criminal behavior such as psychophysiology; temperament; and environmental risk factors. Situational factors contributing to criminal behavior. Human aggression and violence. Various forms of aggression and the displaced aggression theory, aggressive driving and road rage; overt and covert aggression as well as the effects of the media and technology on violent behavior. Youths in conflict with the law including juvenile delinquency (socially and psychologically). Various categories of juvenile offending; gender differences in juvenile offending; and treatment approaches to youths in conflict with the law. Criminal Psychopathy including different types of psychopaths. Crime and other mental disorder and their relation to criminal behavior for example: Schizophrenic disorders; delusions; paranoia; depressive disorders; the anti-social personality disorder; post-traumatic stress disorders and the pathological gamblers syndrome. (Total tuition time: not available)

CRIMINOLOGY IN CORRECTIONAL SERVICES IIIB (CRB316D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

This module covers aspects including homicide, assault and family violence. Multiple murders, school and workplace violence. Psychology of terrorism. Sexual assault and sexual offenses with the focus on the typology of rape offenders; and evaluates the effects of pornography on sex offending, pedophilia and the characteristics of the child molester; and sexual deviations of exhibitionism, voyeurism and fetishism. Property and public order crimes. Violent economic crimes and crimes of intimidation as well as substance abuse, alcohol and crime. (Total tuition time: not available)

I**INFORMATION LITERACY I (INI125D)****CONTINUOUS ASSESSMENT****(Module custodian: Directorate of Library and Information Services)**

Introduction of information literacy. Development of a search strategy and application of a search string to search engines and academic databases. Evaluation of information sources. Ethical and legal use of information. (Total tuition time: not available)

INTRODUCTION TO BASIC RESEARCH SKILLS (RMC316D)**1 X 3-HOUR PAPER****(Module custodian: Department of Safety and Security Management)**

This module covers the basic aspects of research including foundation of research - scientific method and its properties, the dimensions of scientific research, and the interrelationship between facts, theory, science and research. Components or the structure of science (research terminology) - components or structure of science, the concepts, constructs, variables, attributes, statements, paradigms and conceptual frameworks. Research categorisation and approaches - quantitative and qualitative paradigms. Basic and applied research. The research process - the process models of quantitative and qualitative research. Selection of a researchable topic, selection and formulation of the research problem, development of a research method, data collection, data analysis, interpretation and report writing. (Total tuition time: not available)

L**LIFE SKILLS I (LFI125X)****CONTINUOUS ASSESSMENT****(Module custodian: Directorate of Student Development and Support)**

Academic, personal and socio-emotional skills development for students in higher education. Personal and social dimensions address: effective planning and self-management (goal setting and time management); Adjusting to university life (student life, diversity and change); Intra- and interpersonal skills development (conflict management, self-esteem, relationship management); Effective living (healthy living, HIV education, substance abuse); Academic dimension addresses: academic skills for university (e.g. critical thinking, creativity, managing assignments and assessments). (Total tuition time: not available)



P**PRINCIPLES OF SOCIAL WELFARE AND REHABILITATION IA (PWA115D) 1 X 3-HOUR PAPER**
(Module custodian: Department of Safety and Security Management)

Development of social welfare for offenders in the correctional system - correctional policies and key role players in the development of correctional policies. The ethical practice of forensic social work in relation to social welfare of offenders. Law and social work ethics and ethical dilemmas in social work practice. Mental health and substance abuse treatment needs in juvenile correctional system - prevalence of mental health and abuse among youth in juvenile justice system. Aspects of screening and assessment needs in juvenile programmes. Practice model for assessment and identification of complex assessment issues. Specialised inmate populations. Challenges facing the correctional system when housing inmates with HIV/AIDS and elderly offenders. (Total tuition time: not available)

PRINCIPLES OF SOCIAL WELFARE AND REHABILITATION IB (PWB115D) 1 X 3-HOUR PAPER
(Module custodian: Department of Safety and Security Management)

The preparation of correctional officials for welfare practice - practice model when working with gang members in juvenile correctional facilities. The welfare of female offenders in the criminal justice system - substance abuse, entitlements for female offenders; re-entry of female offenders as it relates to reconnecting them with their children, other family members and successfully reintegration into the community. Criminal offenders and their children - parents under correctional supervision and in correctional centres, parent imprisonment including their characteristics, parent-child programmes in correctional centres, parental identity and empowerment and maintaining the parent-child relationship; parental re-entry, parental recidivism, parent-child reunification. (Total tuition time: not available)

PUBLIC MANAGEMENT IA (PMA215D) 1 X 3-HOUR PAPER**PUBLIC MANAGEMENT IB (PMB215D) 1 X 3-HOUR PAPER**

(Module custodian: Department of Public Management)

Syllabus content not available. Please contact the Head of the Department.

W**WIL IN CORRECTIONAL AND REHABILITATION STUDIES (WCS316D) WORK-INTEGRATED LEARNING**

(Module custodian: Department of Safety and Security Management)

Interpersonal skills in a work environment on the practical application of theoretical knowledge acquired throughout the period of study. The display of professional behavior when interacting with colleagues, seniors and/or inmates on daily basis. The promotion of professionalism when compiling reports and/or commenting on reports that are written by correctional officials when discharging their professional practice in an effort to improve the image of the department; performance procedures in the use of computer equipment, following protocols, and carrying instructions as well as reporting on observation of professional practice in a correctional environment. (Total tuition time: not available)

