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| **TEXAS CTE LESSON PLAN**  [www.txcte.org](http://www.txcte.org) | |
| **Lesson Identification and TEKS Addressed** | |
| **Career Cluster** | Law, Public Safety, Corrections, & Security |
| **Course Name** | Correctional Services |
| **Lesson/Unit Title** | Employee Rules of Conduct |
| **TEKS Student Expectations** | **130.333.(c) Knowledge and Skills**  (2) The student researches the history of correctional services in the municipal, county, state, or federal setting.  (B) The student is expected to examine the rules of conduct and disciplinary action guidelines for employees of municipal, county, state, or federal correctional facilities  (C) The student is expected to analyze personal responsibilities, including preferences, to determine requirements for employment in municipal, county, state, or federal correctional services  (D) The student is expected to effectively search methods to locate potential employment opportunities in municipal, county, state, or federal correctional services  (3) The student recognizes professional standards and ethical responsibilities in the municipal, county, state, or federal correctional facilities.  (A) The student is expected to identify employer expectations such as effective verbal communication skills; professional conduct; knowledge of laws, regulations, and policies; punctuality and attendance; initiative; cooperation; time management; and sensitivity to and value for diversity |
| **Basic Direct Teach Lesson**  (Includes Special Education Modifications/Accommodations and  one English Language Proficiency Standards (ELPS) Strategy) | |
| **Instructional Objectives** | The student will be able to:   * Define key terms * Define the five most common violations * Identify employer expectations of punctuality, attendance, and time management * List timeframes in reporting an arrest or conviction * Discuss alternate forms of discipline * Outline the procedures of the disciplinary hearing process * List the types of punishment that can be used during a disciplinary hearing * Examine each rule of conduct violation * Analyze personal responsibilities and preferences to determine requirements for employment in correctional services |
| **Rationale** | Employees of correctional facilities are responsible for knowing, understanding and clarifying the facility’s rules and regulations. These guidelines are established to assist correctional staff in the administration of their daily duties. |
| **Duration of Lesson** | 4 hours |
| **Word Wall/Key Vocabulary**  *(ELPS c1a,c,f; c2b; c3a,b,d; c4c; c5b) PDAS II(5)* | * 1. Violation – may consist of any one or combination of the following      1. Engaging in a specific prohibited behavior      2. Attempting, conspiring, or engaging in, or aiding others in attempting, conspiring, or engaging in specific prohibited behavior (TDCJ, 2009)      3. Failure to act where required by rule or order   2. Offender – an individual under the supervision, custody, or incarceration of the Texas Department of Criminal Justice (TDCJ), including a TDCJ offender housed in federal, county, or other state’s facilities (TDCJ, 2009)   3. Preponderance of Information – evidence of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole, shows that the fact sought to be proven is more probable than not. Preponderance is not determined by the number, but by the greater weight of all credible evidence (TDCJ, 2009)   4. Conviction – a judgment, plea of guilt, verdict, *nolo contendre*, or judicial finding of guilt |
| **Materials/Specialized Equipment Needed** | * Rules of Conduct Quiz and Key * Rules of Conduct Scenarios Handout and Key * Video-Corrections Officer Accused of Improper Conduct * Discussion Rubric * Individual Work Rubric * Research Rubric |
| **Anticipatory Set**  (May include pre-assessment for prior knowledge) | Do an Internet search for the following: Video: Corrections Officer Accused of Improper Conduct with Inmate. Use the video and the following questions for a class discussion. Use the Discussion Rubric for assessment.   * What rule of conduct was violated? * Was it a violation of a law as well? * What other rules of conduct violation may exist within this relationship? * What should the consequences of this violation be? * What are some warning signs to look for when employees are having inappropriate relationships with inmates? |
| **Direct Instruction \*** | 1. Behaviors Expected of Employees    1. Report to work on time (punctual attendance)    2. Report to work unless physically unable (regular attendance)    3. Complete duties as assigned    4. Know the rules of conduct and the guidelines of the employment agency    5. Report any arrests and convictions within 48 hours and before returning to work 2. Rules of Conduct Violations (TDCJ, 2009)    1. Level One Violations (most severe)       1. Reckless endangerment – life endangerment       2. Gambling on state property       3. Possession, delivery, or removal of the following          1. Alcoholic beverage          2. Controlled substance          3. Deadly weapon without authorization       4. Delivery of the following to an offender          1. A drug other than an authorized controlled substance for medical purposes          2. Cell phone          3. Cigarette or other form of tobacco          4. Money       5. Use of alcohol or illicit drugs on the job       6. Discrimination/harassment against persons of a protected class/retaliation       7. Harassing or retaliating against an offender or another individual for participating in an official investigation/inquiry or for pursuing legal activities (i.e., petitioning the courts)       8. Use of excessive/unnecessary force – unprovoked with serious injuries       9. Failure to report, relating to use of excessive/unnecessary force – unprovoked with serious injuries       10. Conviction of a felony       11. Committing bribery       12. Aiding and abetting an escape       13. Conviction of a misdemeanor for an offense involving domestic violence by an employee who is required or authorized to carry a firearm    2. Possession, use, sale or delivery of illicit drugs/drug paraphernalia    3. Cohabitation with an offender    4. Sexual misconduct with an offender    5. On-duty or off-duty conduct    6. Tampering with a witness    7. Failure to submit to a search    8. Falsification of the state of Texas application for employment    9. Refusal to submit to alcohol or drug tests    10. Failure to have a negative alcohol/drug test result or failure to comply with conditions of a substance abuse treatment agreement    11. Misuse of Official Authority or Information   B. Level Two Violations   * 1. Sleeping on duty   2. Leaving a security/duty post   3. Reckless endangerment – endangerment less than life endangerment   4. Falsification of records   5. Unauthorized taking or use of personal property   6. Failure to obey a proper order from an authority   7. Use of slurs/hostile epithets   8. Instigating or participating in a physical confrontation or altercation   9. Possession of any contraband other than those items listed in rule 18a   10. Trafficking and/or trading of any contraband other than those items listed in rule 18a or 18b   11. Violation of statutory authority/court order/rules/regulations/policies   12. Harassing or retaliating against another individual   13. Mistreatment of offenders   14. Use of excessive/unnecessary force – provoked with serious injuries   15. Use of excessive/unnecessary force – non-provoked without serious injuries   16. Failure to report, relating to a use of excessive/unnecessary force – provoked with serious injuries   17. Failure to report, relating to a use of excessive/unnecessary force – unprovoked without serious injuries   18. Administrative/procedural violation of a security nature relating to use of force   19. Damage, destruction, misappropriation, or unauthorized use of agency equipment or property   20. Refusal to cooperate with an official inquiry/investigation   21. Destroying evidence or giving false testimony/information   22. Accepting goods, money, services, favors, or honoraria   23. Denial of uniform access to courts   24. Failure to provide notification of offender relationship   25. Continuation/establishment of offender relationship that jeopardizes security or compromises the employee (other than cohabitation or sexual misconduct)   26. Discourteous conduct of a sexual nature  1. Level Three Violations    1. Unexcused absenteeism    2. Reckless endangerment – hazing or horseplay without injury    3. Use of profane/abusive language/gestures    4. Instigating or participating in a verbal confrontation or altercation    5. Use of excessive/unnecessary force - provoked without serious injuries    6. Failure to report, relating to use of excessive/unnecessary force - provoked without serious injuries    7. Failure to report, relating to minor or non-excessive and necessary use of force    8. Administrative/procedural violation relating to use of force    9. Failure to turn in all evidence seized    10. Insubordination    11. Conviction of any other misdemeanor (except for drug-related offenses)    12. Failure to report use of certain prescription drugs    13. Failure to report an alleged act of discrimination/harassment against persons of a protected class, discourteous conduct of a sexual nature or retaliation; did not take corrective/preventive action 2. Level Four Violations    1. Tardiness (less than one hour)    2. Substandard duty performance    3. Failure to follow proper safety procedures    4. Unauthorized sales/solicitations on state premises    5. Negligent operation of an agency vehicle    6. Technical violation relating to use of force    7. Improper or untidy uniforms    8. Misconduct    9. Failure to provide an emergency contact number    10. Failure to report an alleged act of discrimination/harassment against persons of a protected class, discourteous conduct of a sexual nature or retaliation; took corrective/preventive action 3. Alternate forms of Discipline (TDCJ, 2009) 4. Supervisory Counseling – supervisors will discuss with the employee the need to correct the behavior and the steps needed to correct behavior 5. Employee Performance Log Entry – an entry will be made in the Employee Performance Log, which will ultimately be used to evaluate the employee’s overall performance    1. A letter of instruction       1. A letter identifying          1. The employee’s specific inappropriate action and the appropriate action to be taken when a similar situation occurs in the future, or          2. The specific ongoing area of concern and a specific timeframe to correct the unacceptable conduct       2. A letter of instruction negatively affects an employee’s performance evaluation rating for adherence to the expected standards of conduct       3. More serious than supervisory counseling or an entry in the Employee Performance Log    2. Temporary reassignment       1. Used to limit an employee’s contact with offenders or other employees       2. Must be a period that is less than 6 months       3. Must contain one of the following options          1. Assigning the employee to work a noncontact position within the unit/department          2. Coordinating with the Regional/Assistant Director (or higher level of authority) to temporarily move to another unit/department, or          3. Contacting the Human Resources Director for placement assistance    3. Note: Supervisors are expected to act, other than disciplinary actions, whenever possible 6. Discipline Hearing Process    1. Prehearing Investigation       1. Allegations against the employee are investigated within 10 days       2. If the allegations are substantiated, a disciplinary hearing is scheduled       3. The employee is then notified of the hearing date    2. Employee Discipline Hearing       1. The employee is notified 24 hours in advance       2. The hearing is scheduled on a weekday between 8 am and 5 pm    3. Factors affecting Discipline Action       1. The seriousness of the violation       2. The employee’s          1. Work history          2. Job performance          3. Length of service       3. The Guidelines for Disciplinary Actions       4. Whether or not the employee is a supervisor 7. Aggravating or mitigating circumstances 8. Whether or not the violation is a subsequent violation 9. Disciplinary Actions 10. General Provisions     1. The Reprimanding Authority (RA) will use the Guidelines for Disciplinary Actions that are effective when the disciplinary action is imposed regardless of the date that the violation occurred     2. The date of the disciplinary action is the date that the RA records it on the Reprimand Form 11. Types     1. Reprimand only     2. Reprimand with action        1. Disciplinary probation        2. Suspension without pay        3. Reduction in pay        4. Demotion     3. Dismissal 12. Range (TDCJ, 2009)     1. Level One Violations        1. Dismissal only     2. Level Two Violations        1. First           1. Probation 6–9 months           2. Withdrawal of favorable payroll action           3. Suspension without pay 1–20 workdays           4. Reduction in pay1–2 increments or at least 3.4% or 6.8%           5. Involuntary demotion (must be to a budget authorized position) 1–2 salary groups           6. Dismissal        2. Second           1. Probation 10–12 months           2. Withdrawal of favorable payroll action           3. Suspension without pay 1–30 workdays           4. Reduction in pay 2–3 increments or at least 6.8% or 10.2%           5. Involuntary demotion (must be to a budget authorized position) 1–3 salary groups           6. Dismissal        3. Third           1. Dismissal only     3. Level Three Violations        1. First           1. Probation 3–4 months           2. Withdrawal of favorable payroll action           3. Suspension without pay 1–5 workdays     4. Second        1. Probation 5–8 months        2. Withdrawal of favorable payroll action        3. Suspension without pay 1–10 workdays        4. Reduction in pay 1–2 increments or at least 3.4% or 6.8%        5. Involuntary demotion (must be to a budget authorized position) 1–2 salary groups     5. Third        1. Probation 9–12 months        2. Withdrawal of favorable payroll action        3. Suspension without pay 1–15 workdays        4. Reduction in pay 2–3 increments or at least 6.8% or 10.2%        5. Involuntary demotion (must be to a budget authorized position) 1–3 salary groups        6. Dismissal     6. Fourth        1. Dismissal only 13. Level Four Violations     1. First        1. Reprimand only        2. Probation 1–2 months        3. Withdrawal of favorable payroll action        4. Suspension 1–3 workdays     2. Second        1. Probation 3–4 months        2. Withdrawal of favorable payroll action        3. Suspension 1–7 workdays        4. Reduction in pay 1 increment or at least 3.4%     3. Third        1. Probation 5–6 months        2. Withdrawal of favorable payroll action        3. Suspension 1–10 workdays        4. Reduction in pay 2 increments or at least 6.8%        5. Involuntary demotion (must be to a budget authorized position) 1–3 salary groups        6. Dismissal     4. Fourth        1. Dismissal only 14. Responsibilities and Preferences 15. Eligibility Requirements     1. US citizen or authorized alien     2. At least 18 years of age     3. Possession of a high school diploma or GED     4. Not on active military duty     5. No dishonorable discharge     6. No felonies – no class A within the past 10 years or class B within last 5 years     7. Not on probation     8. No pending charges or outstanding warrants     9. Pass the pre-employment test     10. Pass a drug test     11. Ability to perform the functions of a correctional officer         1. Attend the pre-service training academy         2. Perform a search for contraband         3. Provide security         4. Count, feed, and supervise the offenders         5. Pass the physical agility test         6. Respond to emergencies         7. Use chemical agents/firearms         8. Prepare reports and maintain records         9. Perform any other duties as assigned   B. Personal preferences to consider   * 1. Schedule availability      1. A flexible schedule is ideal for the rotating shifts of corrections officers      2. Balancing family responsibilities can be challenging because of the rotating, day and night shifts   2. Physical fitness level      1. Determines the duties that a new hire is assigned      2. Each applicant is required to complete and pass a physical agility test         1. Pushups – must complete as many as possible within 1 minute         2. Weigh carry – must pick up a 45-lb. weight, carry it 15 yards, put it down, pick it back up, and carry it again for 15 yards         3. Sit-ups – must complete as many as possible within            1. minute         4. Deep squats – must complete as many as possible within 1 minute         5. Ladder climb – must climb up and down a ladder five times         6. Run/walk – must complete a ¼-mile walk/run within 5½ minutes   3. Geographic location      1. A new hire         1. May request up to two units of preference or select a geographic location         2. Will be assigned according to the needs of the unit(s)         3. May be assigned to a unit outside of his or her area of preference and have to meet the challenges of commuting  1. Unit housing vs. private housing – some units have dormitory-style housing available which costs significantly less than maintaining a private residence 2. Salary    1. Approximately $2,300 a month for a new correctional officer that is attending the academy    2. Increased after completion of the academy program    3. Increased based on the number of years of service up to the Correctional Officer V level, which has a salary of approximately $3,000 plus benefits    4. Less than some other types of employment, but has considerable benefits to consider 3. Benefits (TDCJ, 2012) 4. Paid Leave    1. Vacation hours – earned each month based on the total years of employment and may be used after six months of continuous employment    2. Holiday leave – officers are entitled to time off for all state holidays; if the officer works a holiday those hours accrue for later use    3. Sick leave – earned at a rate of about 8 hours per month    4. Administrative leave – includes the following       1. Donor (blood, bone marrow, and organ)       2. Continuing education       3. Assistance dog training       4. Bereavement/funeral       5. Family Medical leave       6. Jury duty       7. Military leave       8. Volunteer (Red Cross, Firefighter, and EMS)       9. Urban Search and Rescue Team 5. Unpaid Leave    1. Family Medical Leave    2. General    3. Medical       1. Non-work-related       2. Work-related    4. Military 6. Insurance    1. Accidental death and dismemberment    2. Dental insurance    3. Disability insurance    4. Health insurance    5. Life insurance    6. Premium conversion    7. Prescription drug program    8. Retiree life insurance 7. Hazardous duty pay 8. Longevity pay 9. Retirement 10. Payroll deductions 11. Meal privileges 12. Laundry and barber services 13. Many others |
| **Guided Practice \*** | Rules of Conduct Scenarios. Divide the students into groups and give all of them a copy of the Rules of Conduct Scenarios handout. Have the students deduce the correct rule of conduct for each scenario and explain their answers. Use the Discussion Rubric for assessment. |
| **Independent Practice/Laboratory Experience/Differentiated Activities \*** | Job Search. Have students research two of the jobs that are available within correctional services. Jobs may come from the federal, state, county, local, or private sectors. Have the students analyze and record the following information:   * + Job duties   + Hiring requirements   + Employer expectations   + The method of application   Use the Individual Work Rubric for assessment. |
| **Lesson Closure** |  |
| **Summative/End of Lesson Assessment \*** | Discussion of Research from Video  Rules of Conduct Scenarios  *Individualized Education Plan (IEP) for all special education students must be followed. Examples of accommodations may include, but are not limited to:*  For reinforcement, students will find examples in the news/media of correctional employees who have violated rules of conduct. Students will then compare those violations to those of TDCJ and give the appropriate punishment according to PD-22. Use the Individual Work Rubric for assessment. |
| **References/Resources/**  **Teacher Preparation** | Texas Department of Criminal Justice PD-22  http://www.tdcj.state.tx.us/vacancy/hr-policy/pd-22.pdf  Texas Department of Criminal Justice PD-49  http://tdcj.state.tx.us/divisions/hr/benefits/leave-paid.html |
| **Additional Required Components** | |
| **English Language Proficiency Standards (ELPS) Strategies** |  |
| **College and Career Readiness Connection[[1]](#footnote-1)** | Cross-Disciplinary Standards  II. Foundational Skills  E. Technology   * + 1. Use technology to gather information.     2. Use technology to organize, manage, and analyze information.     3. Use technology appropriately. |
| **Recommended Strategies** | |
| **Reading Strategies** |  |
| **Quotes** |  |
| **Multimedia/Visual Strategy**  **Presentation Slides + One Additional Technology Connection** |  |
| **Graphic Organizers/Handout** |  |
| **Writing Strategies**  **Journal Entries + 1 Additional Writing Strategy** |  |
| **Communication**  **90 Second Speech Topics** |  |
| **Other Essential Lesson Components** | |
| **Enrichment Activity**  (e.g., homework assignment) | For enrichment, students will research the rules of conduct violations that would also constitute criminal violations. Students will then examine them to determine if any would be intertwined. Use the Research Rubric for assessment. |
| **Family/Community Connection** |  |
| **CTSO connection(s)** | SkillsUSA |
| **Service Learning Projects** |  |
| **Lesson Notes** |  |

1. Visit the Texas College and Career Readiness Standards at <http://www.thecb.state.tx.us/collegereadiness/CRS.pdf>, Texas Higher Education Coordinating Board (THECB), 2009. [↑](#footnote-ref-1)