

### Course Outline

**COURSE:** JLE 178                      **DIVISION:** 50                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Fall 2014

**Inactive Course**

**SHORT TITLE:** PROBATION OFFICER

**LONG TITLE:** Probation Officer Core

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
5	17.5	Lecture:	3.2	56
		Lab:	8.22	143.85
		Other:	0	0
		Total:	11.42	199.85

**COURSE DESCRIPTION:**

This course provides the trainee with the basic concepts, tools, skills, etc. necessary to perform the job of probation officer within the state of California and prepares the graduate for the job. Certified by the State Board of Corrections, Training, and Standards for corrections (STC). Testing on the various topics will be both written and practical in nature. This course includes 208 hours of training.

**PREREQUISITES:**

**COREQUISITES:**

**CREDIT STATUS:** D - Credit - Degree Applicable

**GRADING MODES**

L - Standard Letter Grade

**REPEATABILITY:** N - Course may not be repeated

**SCHEDULE TYPES:**

- 02 - Lecture and/or discussion
- 03 - Lecture/Laboratory
- 04 - Laboratory/Studio/Activity

**STUDENT LEARNING OUTCOMES:**

1. identify the characteristics of the profession of probation officer and the major roles and responsibilities.

Measure: written exam

ILO: 2,3

2. list the major steps in the adult criminal justice system from arrest to sentencing.

Measure: written exam

ILO: 2,3

3. identify the types of written records used in investigating an adult or juvenile case and generate a written court report using the codes, Judicial Council Rules, and/or determine sentencing law manual, for sentencing calculations.

Measure: written report, role play

ILO: 2,3

4. identify the legal obligations the court order places upon the probation officer.

Measure: exam

ILO: 2, 3

5. apply the principles of searching an individual in a "pat down" or " cursory search" so that the effectiveness of the search and the safety of the officer is maximized.

Measure: demonstrate

ILO: 2,3

6. apply proper handcuffing techniques and a course instructed "take-down" technique

Measure: demonstrate, role play

ILO: 2,3

7. identify the reasons for visiting and observing the probationer in a variety of settings and identify issues during a visit.

Measure: role play, exam

ILO: 1,3

## **CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS**

Inactive Course: 09/22/2014

8 Hours

I. ROLES AND RESPONSIBILITIES OF THE PROBATION OFFICER

A. Identify the characteristics of the profession of probation officer

1. Sharing of a common set of principles and goals

2. Achieving a recognized body of knowledge pertaining to the correctional employee

3. Belonging to one or more organizations that promote the interests of the profession

4. Subscribing to a code of ethics that regulates the interests of the probation officer

B. Identify the roles, function and mission of the probation officer

1. Social diagnostician

2. Agent of change

3. Peace Officer

C. Identify the major roles and responsibilities of the probation officer in

relationship to the following constituencies:

1. State of California
2. County Board of Supervisors
3. County Judicial System
4. Community/Public Relations
5. Probationers
6. Other Probation Personnel
7. Other Agencies in the Criminal Justice System

## II. ETHICS AND THE PROBATION OFFICER

A. Explain why probation officers, on and off duty, should exemplify the highest ethical and moral standards to:

1. Promote professionalism
2. Gain public support for the profession
3. Earn the respect and confidence of peers
4. Maintain a sense of self worth and pride
5. Handling unethical situations

STUDENT PERFORMANCE OBJECTIVES (SPO): Describe the best methods for handling unethical situations

OUT-OF-CLASS ASSIGNMENTS: Reading assignment

8 Hours

## III. LEGAL TERMINOLOGY

A. Define and generate examples of the following terms using the codes and Judicial Council Rules for reference:

1. Allegation/Charge
2. Petition/Complaint
3. Minor/Defendant
4. Preliminary Hearing
5. Civil Compromise
6. Plea, Negotiated Plea
7. Finding/Conviction
8. Deposition/Sentence
9. Enhancement
10. Sentence Range/Confinement Time
11. Concurrent Sentences
12. Consecutive Sentences
13. Aggravating/Mitigating Circumstances
14. Warrant
15. Time Credits
16. Jurisdictional Hearing
17. Indictment
18. Base Term
19. Information
20. Sustain (petition)
21. Adjudication
22. Ward/Wardship
23. Custody
24. Grant (of Probation)
25. Imposition of sentence (suspended)

26. Execution of sentence (suspended)
27. Terms and conditions
28. Certification (of juvenile to juvenile court)
29. Remand (of juvenile to adult court)
30. New, supplemental, subsequent, and modification (petitions)
31. Placement
32. Commitment
33. Peace officer
34. Dismissal
35. Termination
36. Felony
37. Misdemeanor
38. Infraction
39. "Wobbler"
40. Fitness hearing

SPO: Define and generate examples of the legal terms using the codes and Judicial Council Rules for reference.

#### OUT-OF-CLASS ASSIGNMENTS:

8 Hours

#### IV. LEGAL FOUNDATIONS FOR PROBATION

A. Identify the primary purpose and scope of application of each major legal reference or source that impacts the work of a probation officer.

#### V. REFERENCE USE OF THE CODES, STATUES, AND JUDICIAL COUNCIL RULES

A. Given a reference to a specific section or topic in the Judicial Council Rules, demonstrate the procedure for assessing that section or information on that topic

B. Given a reference to a specific code section or topic, demonstrate the procedure for accessing that section or information on that topic

C. Given a specific code violation, identify the elements, classification, and penalties of that violation using the relevant code for reference

#### VI. HISTORICAL MILESTONES AND CURRENT TRENDS

A. Review the major historical milestones in the development of adult and juvenile justice systems in the United States and in the State of California

#### VII. ADULT CRIMINAL JUSTICE SYSTEM AND PROCESS

A. Name the major steps in the adult criminal justice system from arrest to sentencing

#### VIII. JUVENILE JUSTICE SYSTEM AND PROCESS

A. Name the major steps in the juvenile justice system form custody to disposition

SPO: Identify the steps in the adult criminal justice system from arrest to sentencing.

#### OUT-OF-CLASS ASSIGNMENTS: reading case study reports

24 Hours

#### IX. LEGAL LIABILITY

A. Identify elements of civil liability law as they relate to the probation officer

#### X. CONFIDENTIALITY AND RELEASE OF INFORMATION CODES, STATUTES, AND CASE LAW RELATING TO CONFIDENTIALITY AND RELEASE OF INFORMATION

- A. Given the sources of legal information on confidentiality listed below, describe procedure for accessing confidential information
  - 1. State mandates in Penal and W&I Codes regarding destruction of public records
- B. Describe the procedures for making inquiry into law enforcement systems and cross referencing the information obtained within these systems for:
  - 1. Wants and Warrants
  - 2. Stolen property (including vehicles and firearms)
  - 3. Criminal histories
  - 4. DMV information
- C. Identify the statewide information systems directly accessible to California criminal justice agencies, including CLETS, SJIS, NLETS and NCIC

#### XI. IDENTIFYING PROBLEMS AND PREDICTIONS

- A. Indicators of Psychological Problems
  - 1. Presented with a simulated interview or interaction between a client and a probation officer, generate a written description of the client's behavior and appearance
- B. Indicators of Substance Abuse
  - 1. Given a class of substance abuse, identify behaviors likely to be displayed by the abuser
- C. Indicators of Family Violence
  - 1. Given a list of symptoms and behaviors, identify those that might be indicative of child abuse
- D. Indicators of Gang Affiliation
  - 1. Identify those signs, symbols, emblems and/or graffiti that indicate gang affiliation or associations

#### XII. JUVENILE DETENTION DECISIONS

- A. Legal Obligations and Decision-Making
  - 1. Identify the key factors which must be considered in the decision to detain or release
- B. The role of law enforcement and probation when a minor is taken into custody using the Welfare and Institutions Code for reference
- C. Key points of information to be obtained during a detention interview with a juvenile.

#### XIII. CASE INFORMATION GATHERING: WRITTEN RECORDS

- A. Case Information Gathering: Written Records
  - 1. Types of written records used in investigating an adult or juvenile case.
  - 2. Identify the key information to obtain, and its uses, from probation files on a juvenile and adult.
  - 3. Identify the key information obtained from the Juvenile Hall log and/or staff, and its uses.

#### XIV. CASE INFORMATION GATHERING: INTERVIEWING

- A. Investigation Interviewing
  - 1. Key information to be gathered in an investigation/dispositional interview with an adult or with a juvenile offender
  - 2. In a simulated interview, demonstrate the use of leading questions, follow up questions, and active listening techniques

3. The benefit of a risk/need assessment when developing a pre-sentence and/or investigation report

4. Key points of information to be obtained or covered during an investigation or dispositional interview with a significant family member(e.g. parent or spouse) of an adult or juvenile offender.

SPO: Identify the key points of information to be obtained or covered during an investigation or dispositional interview with a significant family member(e.g. parent or spouse) of an adult or juvenile offender.

OUT-OF-CLASS ASSIGNMENTS: Prepare questions for mock interview scenario

24 Hours

#### XV. VICTIM INTERVIEWS

A. Identify the role of the probation officer toward the victim and the rights of victims in the criminal justice system

B. Identify the key information that should be obtained in an interview with a victim, including the victim's:

1. Description of the offense and its impact on him or her
2. Statement of loss or injury
3. Recommendation for the disposition of the case
4. Requests for special probation conditions (e.g., stay away orders, HIV tests, etc.)

#### XVI. RESTITUTION, FINES AND OTHER PAYMENTS

A. Legal Foundations and Terminology

1. Define the legal terms using the relevant codes, statutes, and Judicial Council Rules

2. Exercise: Given a sample of cases in which fines and restitution are to be paid, classify each case in terms of the disposition of monies as specified in the law relevant statutes, e.g., 1202.4 PC and 730.6 WIC and Judicial Council Rules for reference

3. Classes of claims that are considered losses for restitution purposes using the relevant codes for reference. wages

#### XVII. COURT REPORTS AND PRESENTATIONS

A. Court Reports

1. Identify the elements of court reports, social studies and presentence reports that are mandated by the Penal and Welfare and Institutions Codes

2. Explain the purpose and essential content of the court reports

3. Identify key principles for writing court reports and making presentations to the court.

B. Presentations to the Court and Testifying

1. Identify the roles of the key figures in court

2. Identify the principles for appearing in court as a witness and/or when making other oral presentations

C. Dispositional Alternatives in Juvenile Cases

1. The role of the probation officer's recommendation in the disposition of a juvenile case

D. Writing a Report to the Juvenile Court

1. Given a complete investigation file on a juvenile offender, generate a written court report using the codes, Juvenile Court Rules, and a sample departmental policy manual for reference. This report should

be organized into three sections and cover the topics indicated and incorporate good writing principles

E. WRITING A REPORT TO THE ADULT COURT

1. Given a complete investigation file on an adult defendant, generate a written court report.

SPO: Given a complete investigation file on a juvenile offender, generate a written court report using the codes, Juvenile Court Rules, and a sample departmental policy manual for reference. This report should be organized into three sections and cover the topics indicated and incorporate good writing principles

OUT-OF-CLASS ASSIGNMENTS: Write a report to the adult court.

24 Hours

XVIII. ESTABLISHING A CASEWORK RELATIONSHIP

A. Reviewing Court Orders and Preparing for the Orientation Meeting with the Probationer

1. The legal obligations the court order places upon the probation officer  
2. General conditions of probation and any special conditions applicable to a case.

3. The importance of the initial interview with the new probationer

B. Conducting the Orientation Meeting and Interview with the Probationer

1. Key things to observe or question during the interview using items in a local risk and needs assessment system.

C. Given a sample case file on a new probationer, generate an interview plan including topics to be covered and questions to be asked

D. Establishing Case Goals and Plans

1. Identify the criteria by which case plans should be evaluated

E. Factors in Making Referrals

1. List the key factors to consider in referring a probationer for services in the community

2. Identify the reasons for establishing a good relationship with local referral agencies or persons

XIX. PROVIDING COUNSELING AND ASSISTANCE

A. Responding to Probationer Questions and Requests

1. "Rules of Thumb" for responding to probationer's questions

2. Given a sample of probationer questions/comments, identify those that may suggest hidden agendas

B. Interstate Compact and Out of County Jurisdictional Issues

1. Delineate the process and legal requirements for Interstate Compact Supervision pursuant to PC 1203 for adults and WIC 1300 for juveniles.

2. The process and legal requirements for inter county transfer using the relevant codes for reference

3. Parameters and proper application of courtesy supervision

C. Problem Assessment

1. Given case studies describing problems of a probationer and/or their family, generate an assessment of the nature and severity of the problem(s) and the probation officer's ability to counsel or assist in each situation

2. Given samples of probationer and/or family problems, identify possible referral alternatives and community resources.

D. Crisis Intervention Counseling

1. Given a description of a crisis situation in which one or more persons is emotionally upset, identify appropriate responses by the probation officer

2. Given a description of an interpersonal conflict, identify appropriate responses the probation officer might use to resolve or facilitate resolution of the conflict

XX. MONITORING PROBATIONER PERFORMANCE

A. Personal Contacts with Probationers

1. Given a description of an interaction between a probation officer and a probationer, generate a chronological entry which meets the monitoring and record keeping requirements of PC1203.10 and department policy

2. Reasons for making personal contact with the probationer

3. Potential problems involved in visiting a probationer at work

B. Other Sources of Information

1. Given a sample case study, generate a list of those individuals who should be contacted during the course of the case, including the frequency of contact, and the purpose of the contact

C. Communications with other Agencies about the Probationer

1. Identify the responsibilities of the probation officer in terms of notifying authorities of new law violations and providing assistance in police investigations

2. Explain why it is important that probation departments and law enforcement agencies cooperate

D. Contraband, Evidence & Legal Principles of Searches

1. Define "chain of custody"

2. Given a scenario, identify the elements which must be documented to maintain the "chain of custody."

SPO: Identify the process and legal requirements for inter county transfers.

OUT-OF-CLASS ASSIGNMENTS: reading assignment - Case Study

16 Hours

XXI. OFFICER SAFETY: FOUNDATIONS

A. Personal Safety Precautions

1. Safety issues for making a field visit to a probationer.

2. Policy issues regarding when a probation officer should be accompanied by a police officer when making a field visit to a probationer.

3. The "universal safety precaution" and their applications to probation supervision functions, e.g. searches, taking urine samples, etc

B. Searching Buildings and Vehicles

1. Identify steps that should be taken before a planned search is conducted

2. Systematic and safe procedures when conducting searches of rooms, facilities, outbuildings, automobiles, including how to respond to the finding of hazardous materials, weapons, etc.

- C. Preparation for Transport
  - 1. The steps to follow in preparing to transport a probationer
- D. Principles of Use of Force
  - 1. Probation officer's use of reasonable force in making an arrest
- E. Principles of Use of Restraints
  - 1. The purposes, laws and principles for using handcuffs on probationers
  - 2. Limitations for use of handcuffs

SPO: List the "universal safety precaution" .

OUT-OF-CLASS ASSIGNMENTS: reading assignment

40 Hours

## XXII. OFFICER SAFETY: PHYSICAL SKILLS TRAINING

- A. Evasive and Blocking Techniques
  - 1. Participate in instructor led Warm-Up Exercises
  - 2. Participate in instructor led Flexibility Exercises
  - 3. Demonstrate the course instructed balance, footwork and body movements to avoid an attacking person
  - 4. Demonstrate the course instructed footwork to evade an attack
  - 5. Demonstrate course instructed techniques using hands and arms to block an attack. These techniques are not required to incorporate advanced blocking motions. They may be simply using hands and arms to protect the head
- B. Handcuffing
  - 1. Demonstrate proper manipulation of handcuffs
  - 2. Demonstrate handcuffing a compliant, non-threatening subject
  - 3. Demonstrate assisting a handcuffed person who is prone to his/her feet.
  - 4. Demonstrate assisting a handcuffed person to a sitting position in a vehicle
- C. Arrest And Control Techniques
  - 1. In a simulation, demonstrate two course instructed joint lock control holds
  - 2. In a simulation, demonstrate a course instructed "take-down" technique
- D. Searching The Person
  - 1. Demonstrate the principles of searching an individual in a "pat down" or "cursory search" so that the effectiveness of the search and the safety of the officer is maximized
  - 2. Demonstrate the covering officer responsibilities during a search of a subject
  - 3. Demonstrate the principles of searching an individual in a high risk/arrest situation so that the effectiveness of the search and the safety of the officer is maximized.
- E. Two Officers Arrest and Control Techniques
  - 1. Demonstrate a course instructed two officer, one subject take down technique
- F. Physical Skills Testing and Review

SPO: Demonstrate assisting a handcuffed person who is prone to his/her feet, avoiding the possibility of positional asphyxia.

OUT-OF-CLASS ASSIGNMENTS: reading assignment - Department Use of Force policy

24 Hours

**XXIII. RESPONDING TO PROBATIONER PERFORMANCE**

- A. Violations of Probation or New Law Violations
  - 1. The reasons for periodic review and response to probationer behavior
  - 2. Given a description of an incident, classify the behavior of the person(s) involved as legal or illegal using the relevant codes for reference
- B. Modifications of Case Plan
  - 1. Given a case study including progress reports, reassess the probationer's status with respect to case goals and generate a written plan suggesting modification of plan or other specific responses to the probationer's behavior. This plan must be consistent with the original court order
  - 2. Given the same case study, discuss options for early termination of active supervision
- C. Priority Setting for Probation Officer Functions
  - 1. Given a sample set of supervision functions designate the priority in which those responsibilities should be handled

**XXIV. CPR**

- A. CPR/AED for the Professional Rescuer
    - 1. Responding to adults, children and infants experiencing breathing and cardiac emergencies.
    - 2. Using an AED on adults and children.
- SPO: Demonstrate CPR on adult, child, and infant.

**METHODS OF INSTRUCTION:**

Lecture/Lab. Individualized direction and instruction as appropriate, depending upon student need.

**METHODS OF EVALUATION:**

CATEGORY 1 - The types of writing assignments required:

Percent range of total grade: 15 % to 25 %

Written Homework

Reading Reports

CATEGORY 2 -The problem-solving assignments required:

Percent range of total grade: 25 % to 35 %

Homework Problems

Quizzes

Exams

CATEGORY 3 -The types of skill demonstrations required:

Percent range of total grade: 30 % to 40 %

Class Performance/s

Performance Exams

CATEGORY 4 - The types of objective examinations used in the course:

Percent range of total grade: 25 % to 35 %

Multiple Choice

True/False

**REPRESENTATIVE TEXTBOOKS:**

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200230

UC TRANSFER:

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: N

Classification: I

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: JLE

CSU Crosswalk Course Number: 178

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: B

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000341373

Sports/Physical Education Course: N

Taxonomy of Program: 210500