

AJ 221.8 Course Outline as of Fall 2011**CATALOG INFORMATION**

Dept and Nbr: AJ 221.8 Title: PROBATION OFF BASIC

Full Title: Probation Officer Basic Course

Last Reviewed: 11/22/1999

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	4.00	Lecture Scheduled	40.00	4	Lecture Scheduled	160.00
Minimum	4.00	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	6.00		Contact DHR	24.00
		Contact Total	46.00		Contact Total	184.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 320.00

Total Student Learning Hours: 504.00

Title 5 Category: AA Degree Applicable

Grading: P/NP Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: AJ 399.05

Catalog Description:

This course will identify and specify the training necessary for entry level probation officers who have no prior training or experience in the correctional field. Issues addressed will consist of those knowledge and skills which are essential for the newly hired probation officer to meet minimum performance standards for entry level personnel and to obtain maximum benefit from subsequent on-the-job training experience. The student will be introduced to the adult/juvenile court systems and processes which will cover court reports, writing initial violator reports, case information gathering, conducting interviews and assessments. The student will also be introduced to crisis intervention counseling.

Prerequisites/Corequisites:**Recommended Preparation:****Limits on Enrollment:****Schedule of Classes Information:**

Description: This course is designed to prepare the "entry level" probation officer to meet

minimum performance standards for employment into a probation department. This is a state required course for employment within the California probation department system. (P/NP Only)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:

By the end of the course the student will:

1. Identify the California Criminal Justice System components.
2. Identify and list the functions and roles of the Probation Officer.
3. Compose juvenile and adult offender court reports.
 - a. Make recommendations to the court.
 - b. Monitor probationer performance.
 - c. Identify psychological problems, gang affiliation, substance abuse, and family violence issues within an established clientele.
4. Demonstrate the ability to provide counseling and assistance to probationers.
5. Identify and demonstrate case management practices.

Topics and Scope:

- I. California Criminal Justice System Orientation
 - a. Roles and Responsibilities of the Probation Officer
 - b. Adult Criminal Justice System and Process
 - c. Juvenile Justice System and Process
- II. Codes, Statutes, and other Legal Documents
 - a. Legal Foundations for Probation
 - b. Reference use of the Codes, Statutes, and Judicial Council Rules
 - c. Legal Terminology
- III. Confidentiality and Release of Information
 - a. Codes, Statutes, and Case Law Relating to Confidentiality and

Release of Information

IV. Identifying Problems and Predictors

- a. Indicators of Psychological Problems
- b. Indicators of Substance Abuse
- c. Indicators of Gang Affiliation
- d. Indicators of Family Violence
- e. Indicators of Infectious Diseases or Other Health Risks

V. Juvenile Intake and Processing

- a. Legal Foundations and Obligations
- b. Case Information Gathering
- c. Detention/Disposition Decisions

VI. Responding to Probationer Performance

- a. Violations of Probation or New Law Violations
- b. Communications with Other Agencies about the Probationer
- c. Modifications of Case Plan

VII. Providing Counseling and Assistance

- a. Responding to Probationer Questions and Requests
- b. Problem Assessment
- c. Crisis Intervention Counseling

VIII. Transport

- a. Preparation for Transport
- b. Transport Procedures

IX. Case Management

- a. Priority Setting

X. Public Relations

- a. Importance of Good Public Relations
- b. Responding to Questions, Requests, and/or comments from the public.

Assignment:

Report writing assignments including pre-sentence reports reference juvenile/adult offenders. Investigate juvenile and adult offender law violations. Conduct specified group sessions with juvenile and adult offenders.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Reading reports

Writing 10 - 40%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Field work, Quizzes

Problem solving 10 - 45%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances

Skill Demonstrations
10 - 40%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false

Exams
5 - 30%

Other: Includes any assessment tools that do not logically fit into the above categories.

None

Other Category
0 - 0%

Representative Textbooks and Materials:

Current Calif. Penal Code, Welfare and Institutions Code, Health and Safety Code, as well as selected case law and Instructor prepared handout material.