

**AJ 365 Course Outline as of Summer 2020****CATALOG INFORMATION**

Dept and Nbr: AJ 365

Title: PROBATION OFFICER

Full Title: Probation Officer

Last Reviewed: 4/22/2019

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	5.50	Lecture Scheduled	2.50	17.5	Lecture Scheduled	43.75
Minimum	5.50	Lab Scheduled	9.00	5	Lab Scheduled	157.50
		Contact DHR	0		Contact DHR	0
		Contact Total	11.50		Contact Total	201.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 87.50

Total Student Learning Hours: 288.75

Title 5 Category: AA Degree Non-Applicable

Grading: P/NP Only

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

Also Listed As:

Formerly:

**Catalog Description:**

The Probation Officer (PO) Core course presents the required training for entry level probation officers as mandated by the Standards and Training for Corrections (STC), a division of the Board of State and Community Corrections (BSCC), a state regulatory agency. Topics addressed include: the California Justice System, current trends and practices in probation, risk factors for the probationer, information gathering, court reports and presentations, case planning and supervision, transportation, use of force, personal safety, physical training, and defensive tactics. The Probation Officer Core course provides instruction and evaluation of all academic, physical, and behavioral traits required by the STC to meet the minimum standards to be employed as a probation officer in the State of California.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

Students must provide a medical clearance to participate in the academy physical conditioning program and physical performance test.

## **Schedule of Classes Information:**

Description: The Probation Officer (PO) Core course presents the required training for entry level probation officers as mandated by the Standards and Training for Corrections (STC), a division of the Board of State and Community Corrections (BSCC), a state regulatory agency. Topics addressed include: the California Justice System, current trends and practices in probation, risk factors for the probationer, information gathering, court reports and presentations, case planning and supervision, transportation, use of force, personal safety, physical training, and defensive tactics. The Probation Officer Core course provides instruction and evaluation of all academic, physical, and behavioral traits required by the STC to meet the minimum standards to be employed as a probation officer in the State of California. (P/NP Only)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment: Students must provide a medical clearance to participate in the academy physical conditioning program and physical performance test.

Transfer Credit:

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

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>
<b>UC Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>

**CID:**

**Certificate/Major Applicable:**

Not Certificate/Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Student will be able to identify and demonstrate major tasks and responsibilities of a probation officer in the State of California as defined in the periodic statewide job analysis.
2. Student will identify and describe the overall mission of a probation officer and its place in the California justice system as established in California law.

### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Identify the role and responsibilities of a probation officer.
2. Explain and demonstrate the appropriate techniques for transportation.
3. Develop and demonstrate report writing techniques and presentation skills.
4. Develop and demonstrate information gathering and interview techniques.
5. Recognize areas of liability for the probation officer.
6. Identify the laws, policies, and procedures with which a probation officer works.

7. Identify the physically demanding tasks required of probation officers.
8. Identify current trends, practices and assessment tools.
9. List and describe risk factors for probationers.
10. Describe case planning and supervision issues.

## **Topics and Scope:**

### **I. California Justice System**

- A. Roles, responsibilities, and legal foundations of probation officer
- B. Juvenile justice system and process
- C. Adult justice system and process

### **II. Professionalism and Ethics**

- A. Definition of ethics
- B. Image

### **III. Current Trends and Practices**

- A. Evidence-based practices (EBP)
- B. Assessment tools
- C. Interviewing techniques
- D. Disproportionate minority contact

### **IV. Risk Factors**

- A. Gangs
- B. Family violence
- C. Psychological problems
- D. Substance abuse
- E. Crisis Intervention and counseling
- F. Sex offender legal mandates and community management

### **V. Juvenile Detention Decisions**

- A. Welfare and Institutions Code (WIC)
- B. Assessment and disposition

### **VI. Information Gathering**

- A. Types of written records
- B. Restitutions, fines, and other payments
- C. Interviewing victims
- D. Investigation interviewing

### **VII. Court Reports and Presentations**

- A. Determinate sentencing
- B. Adult reports
- C. Juvenile reports
- D. Dispositional alternatives
- E. Testifying and presenting in court

### **VIII. Orientation, Case Planning and Supervision**

- A. Initial meeting with probationer
- B. Case goals, plans and supervision

### **IX. Personal Safety**

- A. Precautions
- B. Contraband and evidence
- C. Searching persons, buildings, and vehicles

### **X. Use of Force**

- A. Principles
- B. Evasive and blocking techniques
- C. Arrest and control techniques

### **XI. Restraints and Searching**

- A. Principles
- B. Handcuffing
- C. Searching the person
- XII. Transportation
  - A. Types of transportation
  - B. Steps to transport
  - C. Use of restraints and safety
- XIII. Physical Conditioning
  - A. Importance of warming up
  - B. Types of exercises
  - C. Initial assessment
  - D. Final assessment

Topics and Scope apply to both lecture and lab

### Assignment:

#### Lecture-Related Assignments:

1. Read instructor prepared materials (1-5 pages per week)
2. Research and complete 3-10 in-class and take home written assignments, including essays and reports
3. Complete 5-8 quizzes

#### Lab-Related Assignments:

1. Participate in physical conditioning exercises and initial and final assessments
2. Complete 30-40 STC behavior skills tests
3. Complete 25-30 STC written skills tests, including reports
4. Complete 10-15 learning activities, small group exercises
5. Must meet STC attendance and participation regulations

### 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.

Reports and essays
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Writing 10 - 20%
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**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Learning activities
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Problem solving 5 - 10%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

STC behavior skills test
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Skill Demonstrations 20 - 25%
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**Exams:** All forms of formal testing, other than skill performance exams.

STC written skills test, multiple choice, and quizzes

Exams  
20 - 25%

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

Mandatory attendance and participation, physical conditioning

Other Category  
30 - 40%

**Representative Textbooks and Materials:**

Instructor prepared materials