

Course Training Outline

This section presents an outline, by units and modules, of the PO Core Course. Unit 1 is designated for agency-specific training should a provider wish to include additional subject matter. The minimum module instructional time frames are provided for each unit and their modules. The officer safety section of the course consists of Units A, B, C, and D. The physical conditioning section of the course consists of Unit P. For information on how the units and modules should be sequenced for course delivery, refer to the *Provider and Instructor Guide* section of this manual.

General Content Section

Unit 1 Agency Specific Training

Unit 2 Roles and Responsibilities of the Probation Officer (8 hours)

- Module 2.1 Roles and Responsibilities of the Probation Officer (3 hours)
- Module 2.2 Ethics and the Probation Officer (3 hours)
- Module 2.3 Legal Liability (2 hours)

Unit 3 California Justice System (11 hours)

- Module 3.1 Legal Foundations for Probation (4 hours)
- Module 3.2 Confidentiality and Release of Information (3 hours)
- Module 3.3 Juvenile Justice System and Process (2 hours)
- Module 3.4 Adult Criminal Justice System and Process (2 hours)

Unit 4 Current Trends and Practices (10 hours)

- Module 4.1 Evidence-based Practices (2 hours)
- Module 4.2* Introduction to Assessment Tools (2 hours)
- Module 4.3* Interviewing Techniques (4 hours)
- Module 4.4* Disproportionate Minority Contact (2 hours)

**Modules 4.2, 4.3, and 4.4 can be taught in any order after Module 4.1. However, they must be taught before Unit 5.*

Unit 5 Risk Factors (30 hours)

- Module 5.1* Gangs (6 hours)
- Module 5.2* Family Violence (6 hours)
- Module 5.3* Psychological Problems (4 hours)
- Module 5.4* Substance Abuse (6 hours)
- Module 5.5* Crisis Intervention and Counseling (4 hours)
- Module 5.6* Sex Offender Legal Mandates and Community Management (4 hours)

**Modules 5.1, 5.2, 5.3, 5.4, 5.5, and 5.6 can be taught in any order. However, it is recommended that Module 5.3 be taught before Module 5.5. All Unit 5 modules must be taught before Unit 6.*

Unit 6 Juvenile Detention Decisions (6 Hours)

- Module 6.1 Juvenile Detention Decisions (6 Hours)

Unit 7 Information Gathering (16 Hours)

- Module 7.1 Case Information Gathering: Written Records (4 hours)
- Module 7.2 Restitution, Fines, and Other Payments (4 hours)
- Module 7.3* Interviewing Victims (4 hours)
- Module 7.4* Investigation Interviewing (4 hours)

**Modules 7.3 and 7.4 can be taught in any order after Module 7.2. However, they must be taught before Unit 8.*

Unit 8 Court Reports and Presentations (28 hours)

- Module 8.1 Determinate Sentencing (4 hours)
- Module 8.2 Dispositional Alternatives in Adult Cases (2 hours)
- Module 8.3 Adult Court Reports (8 hours)
- Module 8.4 Dispositional Alternatives in Juvenile Cases (4 hours)
- Module 8.5 Juvenile Court Reports (8 hours)
- Module 8.6 Presentations to the Court and Testifying (2 hours)

Unit 9 Orientation, Case Planning, and Supervision (22 hours)

- Module 9.1 Conducting the Initial Meeting and Interview with a Probationer (8 hours)
- Module 9.2 Establishing Case Goals and Plans (4 hours)
- Module 9.3 Case Plan and Supervision (6 hours)
- Module 9.4 Monitoring for Substance Use (2 hours)
- Module 9.5 Factors in Making Referrals (2 hours)

Unit 10 Supervision Issues (8 Hours)

Module 10.1* Violations of Probation or New Law Violation (3 hours)

Module 10.2* Modifications of Case Plan (4 hours)

Module 10.3* Out of the County Jurisdiction and Interstate Compact (1 hour)

**Modules 10.1, 10.2, and 10.3 can be taught in any order. However, they must be taught before Unit 11.*

Unit 11 Priority Setting (2 hours)

Module 11.1 Priority Setting for Probation Officer Functions (2 hours)

Officer Safety Section

Unit A* Personal Safety (9 hours)

Module A.1 Personal Safety Precautions (2 hours)

Module A.2 Contraband and Evidence (3 hours)

Module A.3 Searching Persons, Buildings, and Vehicles (4 hours)

**Unit A can be taught anytime after Unit 3.*

Unit B Use of Force (19 hours)

Module B.1 Principles of Use of Force (3 hours)

Module B.2 Evasive and Blocking Techniques (4 hours)

Module B.3 Arrest and Control Techniques (12 hours)

Unit C Restraints and Searching (11 hours)

Module C.1 Principles of Use of Restraints (3 hours)

Module C.2 Handcuffing (5 hours)

Module C.3 Searching the Person (3 hours)

Unit D Transportation (1 hour)

Module D.1 Preparation for Transport (1 hour)

Physical Conditioning Section

Unit P	Physical Conditioning (12 hours)
Module P.1	Physical Conditioning Basics (1.5 hours)
Module P.2	Conditioning Exercises (1 hour)
Module P.3	Conditioning Exercises (1 hour)
Module P.4*	Conditioning Exercises (2 hours)
Module P.5*	Conditioning Exercises (2 hours)
Module P.6*	Conditioning Exercises (1.5 hours)
Module P.7*	Conditioning Exercises (1.5 hours)
Module P.8*	Conditioning Exercises (1.5 hours)

**Modules P.4, P.5, P.6, P.7, and P.8 incorporate defensive tactics footwork as a warm-up exercise. Therefore, they can only be delivered after Module B.2, Evasive and Blocking Techniques.*

Testing Time = 3 hours

Certified CPR and First Aid courses must also be completed.

SECTION C CORE TRAINING COURSE OUTLINE AND UNIT SCHEDULE – 160 HOURS

This section presents an outline, by units and modules, of the Juvenile Corrections Officer Core Training Course. Unit 1 is designated for agency-specific training should a provider wish to include additional subject matter. The minimum instructional time frames are noted for each unit and their modules.

Unit 1.0 AGENCY SPECIFIC TRAINING INTERVENTIONS (OPTIONAL)

(3 hours) **ADMINISTRATION AND ORIENTATION TO CORE COURSE**

Unit 2.0 CALIFORNIA CRIMINAL JUSTICE SYSTEMS

(3 hours)

Module 2.1 Roles and Responsibilities of the Juvenile Corrections Officer (1)

Module 2.2 Juvenile Justice System and Process (2)

Unit 3.0 PROFESSIONALISM AND ETHICS

(4 hours)

Module 3.1 Professionalism and Ethics (4)

Unit 4.0 CODES, STATUTES AND OTHER LEGAL DOCUMENTS

(4 hours)

Module 4.1 Legal Foundations (1)

Module 4.2 Reference Use of the Codes and Juvenile Court Rules (1)

Module 4.3 Constitutional Rights, Civil Rights, and Case Law (2 hours)

UNIT 5.0 MEDICAL AND MENTAL HEALTH ISSUES

(13 hours 30 minutes)

Module 5.1 Indicators of Child Abuse (2)

Module 5.2 Indicators of Substance Abuse (2)

Module 5.3 Medical Considerations (2)

Module 5.4 Mental Health Considerations (2)

Module 5.5 Suicide Prevention (4)

Module 5.6 Handling Medications (1 hour 30 minutes)

UNIT 6.0 REPORT WRITING AND RECORD KEEPING

(19 hours)

Module 6.1 Assessment and Overview (2)

Module 6.2 Information Gathering and Note-taking (2)

Module 6.3 Report Writing – Content (4)

Module 6.4 Report Writing – Organization (4)

Module 6.5 Report Writing – Mechanics (3)

Module 6.6 Report Writing – Practice (2)

Module 6.7 Report Writing – Testing (2)

UNIT 7.0 GANGS AND CULTURAL AWARENESS

(8 hours)

Module 7.1 Ethnic and Cultural Considerations (1)

Module 7.2 Gangs and Gang Subcultures in Institutions (7)

UNIT 8.0 **DEFENSIVE TACTICS AND RESTRAINT TECHNIQUES**
(30 hours)

- Module 8.1 Principles of Use of Force (2)
- Module 8.2 Defensive Tactics – Footwork, Balance and Falling (3)
- Module 8.3 Defensive Tactics – Control Holds (4)
- Module 8.4 Defensive Tactics – Take Downs (4)
- Module 8.5 Defensive Tactics – Escaping Techniques (4)
- Module 8.6 Defensive Tactics – Ground Control Techniques (4 hours 30 minutes)
- Module 8.7 Handcuffing and Pat-Down Searches – Practice (2 hours 30 minutes)
- Module 8.8 Safety Room and Physical Restraints (2)
- Module 8.9 Room Extractions (4)

UNIT 9.0 **INTAKE, CLASSIFICATION, AND RELEASE PROCEDURES**
(4 hours)

- Module 9.1 Intake/Receiving Juveniles (30 minutes)
- Module 9.2 Admitting and Orientation (1)
- Module 9.3 Classification and Case Planning (2)
- Module 9.4 Release Procedures (30 minutes)

UNIT 10.0 **DAILY SUPERVISION**
(5 hours)

- Module 10.1 Safety/Health Standards and Procedures (1 hour 30 minutes)
- Module 10.2 Group Dynamics (1 hour 30 minutes)
- Module 10.3 Recreation and Leisure (30 minutes)
- Module 10.4 Disciplinary Procedures and Handling Grievances (30 minutes)
- Module 10.5 Clothing, Bedding, Mail, and Telephone (30 minutes)
- Module 10.6 Work Details (30 minutes)

UNIT 11.0 **CONTRABAND AND EVIDENCE**
(4 hours)

- Module 11.1 Identifying Contraband (1)
- Module 11.2 Identifying Evidence (1)
- Module 11.3 Handling Contraband and Evidence (2)

UNIT 12.0 **COMMUNICATION SKILLS**
(19 hours)

- Module 12.1 Elements of Interpersonal Communications (4)
- Module 12.2 Communication Skills – Practice (4)
- Module 12.3 Communication Skills – Crisis Intervention (2)
- Module 12.4 Communication Skills – Depressed or Suicidal Juvenile (2)
- Module 12.5 Communication Skills – Manipulation of Staff (2)
- Module 12.6 Communications with Co-workers, Parents and the Public (2)
- Module 12.7 Communication Skills – Formal Reporting (3)

UNIT 13.0 **SEARCHING AND SECURITY**
(8 hours)

- Module 13.1 Lock and Key Control (1)
- Module 13.2 Searching the Facility (3)
- Module 13.3 Safety and Security Rounds (1)
- Module 13.4 Searching Juveniles – Principles and Concepts (3)

UNIT 14.0 EMERGENCIES AND FIRE AND LIFE SAFETY
(8 hours)

- Module 14.1 Emergency Training (1)
- Module 14.2 Fire and Life Safety (7)

UNIT 15.0 TESTIFYING IN COURT
(3 hours)

- Module 15.1 Testifying in Court - Preparation (1)
- Module 15.2 Testifying in Court - Practice (2)

UNIT 16.0 TRANSPORTATION AND ESCORT
(4 hours)

- Module 16.1 Preparation for Transport and Escort (2)
- Module 16.2 Performing Transport and Escort Duties (2)

UNIT 17.0 PHYSICAL TASKS AND CONDITIONING
(17 hours 30 minutes)

- Module 17.1 Orientation – Physical Conditioning Basics (1 hour 30 minutes)
- Module 17.2 Conditioning Exercises (1 hour 30 minutes)
- Module 17.3 Initial Assessment (1)
- Module 17.4 Conditioning Exercises (1)
- Module 17.5 Conditioning Exercises (2)
- Module 17.6 Conditioning Exercises (2)
- Module 17.7 Conditioning Exercises (1 hour 30 minutes)
- Module 17.8 Conditioning Exercises (1 hour 30 minutes)
- Module 17.9 Conditioning Exercises (1 hour 30 minutes)
- Module 17.10 Final Assessment and Fitness Planning: Part One (2)
- Module 17.11 Final Assessment and Fitness Planning: Part Two (2)

(3 hours) **JOB KNOWLEDGE TESTS (JKT)**

Certified CPR and First Aid courses must also be completed

JCO and PO Core Courses
Proposed new and substantially expanded topics

JCO New Topics

Motivational Interviewing
Stress and Self-Care/Work-Life Balance
De-Escalation Techniques
Counseling Roles
Trauma Informed Care
Evidence Based Practices
PREA
Scenario Training for DTAC/Medical/Emergency Response
LGBTQI Issues (search, classification, etc.)
Mental Health
Professionalism
Boundaries with Youth
Disproportionate Minority Contact
Cultural and Religious Diversity
Drug Abuse Recognition
Self-Harm
Transporting – Practice
Delivering Programs
Officer Safety
Localized Gang Topics
Case Planning and Management (social history reports)
More DTAC and PT

PO New Topics

Self Care, Secondary Trauma, Peer Support
DTAC (expanded restraints, arrest/control, evasive blocking, controlled falling)
Weapons
Mental Health (Addressing spectrum disorders, crisis intervention, supervision, signs/symptoms)
Monitoring Use of Social Media
PREA
LGBTQI Issues
Generational Issues/Communication
PRCS, Mandatory Supervision
Writing/grammar
Case law
AT 12/Current Trends
Electronic Communication (searching)
Human trafficking, CSEC
Technology (body cameras during use of force)

Name	Course Title	Course From	Course To
Fresno County Probation Department	Policing the Teen Brain - 2014	1/6/2015	1/7/2015
Sacramento County Probation Department	Policing the Teen Brain	1/13/2015	1/14/2015
Monterey County Probation Department	The Effects of Trauma on Childhood Brain Development	2/11/2015	2/18/2015
Orange County Probation Department	Adolescent Brain Development	2/27/2015	2/27/2015
Orange County Probation Department	Adolescent Brain Development, Applied	3/19/2015	3/19/2015
Orange County Probation Department	Adolescent Brain Development, Applied	3/20/2015	3/20/2015
Fresno County Probation Department	Policing the Teen Brain: Train the Trainer	8/4/2015	8/7/2015
Orange County Probation Department	Adolescent Brain Development, Applied	12/2/2015	12/2/2015
Orange County Probation Department	Adolescent Brain Development, Applied	12/10/2015	12/10/2015
Alameda County Probation Department	DEVELOPING BRAINS, MINDS, AND HEARTS IN THE EARLY	2/17/2016	2/24/2016
Sacramento County Probation Department	Learning Summit 2016- Inside The Adolescent Brain:	4/29/2016	4/29/2016
San Mateo County Probation Department	Inside the Adolescent Brain	4/29/2016	4/29/2016