



Core Reinforcement Training Probation Officer



Core Training Reinforcement

Core Training Reinforcement (CTR) is an optional training supplement that builds on the training concepts that are covered in required core training for new corrections officers. It is designed to be delivered on the job by a supervisor, training officer, lead staff or other agency designated staff. The CTR:

- reinforces training concepts learned in core training by providing on the job opportunities for practice,
- provides agencies with a structured method to ensure new officers are aware of and understand agency specific policies and procedures related to training concepts covered in core training,
- provides an opportunity to engage supervisors in core training that their employees have received
- provides a method for agencies to assess competency development for new officers,
- and can be used in conjunction with field training and/or performance management programs.

The CTR was developed in conjunction with local correctional agency supervisors and trainers who identified critical core training concepts that could be reinforced on the job to enhance and improve learning outcomes and improved job performance. For each concept, it identifies the tasks and activities to be performed by the trainee and the responsibility of the trainer for each of those tasks and activities. Because it is optional and not required STC training, the CTR can be modified and revised as needed to meet the needs of your agency.

If you use this CTR as a standalone training, the officer can receive a **max of 6 hours** of STC training credit, or any fraction there of i.e., 2, 2.5, 3... hours, etc. If you choose to receive the STC training hours, a RFC will need to be submitted via the Learning Portal for the number of hours completed.

Upon completion of the CTR, the worksheets and the completion of an Annual Training Roster (if applicable) should be retained in the employee training file, as a record of training completion.

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Core Training Reinforcement

Probation Officer

Topic: Professionalism and Ethics

Trainee: _____ Trainer: _____ Title: _____

Class: Priority Setting and Time Management

Trainer will explain how to create a daily schedule, prioritizing assigned tasks using local tools and resources.
 Trainee will create a daily schedule.

Trainer will review the daily schedule and debrief with the trainee

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Training Reinforcement

Probation Officer

Topic: Officer Health and Safety

Trainee: _____ Trainer: _____ Title: _____

Class: Field Contacts

Trainee will review the agency's policies and procedures for field contact.
 Trainee will create a checklist specific to juvenile and adult supervision (e.g., home/family, social history, equipment, safety risks (potential), and operational plan.)
 Trainer will review the checklist and debrief with trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Training Reinforcement

Probation Officer

Topic: Supervision

Trainee: _____ Trainer: _____ Title: _____

Class: Community Supervision

Trainee will review agency's policies and procedures on community supervision.
 Trainee will create a checklist specific to juvenile or adult supervision that identifies the major tasks associated with supervision, (e.g., perform an initial interview, write a violation of probation, possible new law violations, creating or updating case plans.)
 Trainer will review the checklist and debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Training Reinforcement

Probation Officer

Topic: Report Writing and Record Keeping

Trainee: _____ Trainer: _____ Title: _____

Class: Information Gathering and Interviewing

Trainee will review the agency's policies and procedures on information gathering and interviewing.
 Trainee will interview an offender using the agency specific policies and procedures.
 Trainer will observe, monitor and debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Training Reinforcement

Probation Officer

Topic: Testifying in Court

Trainee: _____ Trainer: _____ Title: _____

Class: Testifying in Court

Trainee will review the agency's policies and procedures for appearance in court.
 Trainee will explain how to prepare for and the proper attire to wear when testifying in court.
 Trainee will observe an experienced officer testifying in court.

Trainer will debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)

Core Training Reinforcement

Probation Officer

Topic: Case Planning

Trainee: _____ Trainer: _____ Title: _____

Class: Case Planning

Trainee will review the agency's policies and procedures on case planning.
 Trainee will write/create a case plan specific to their respective assignment (adult/juvenile).
 Trainer will review the case plan and debrief with the trainee.

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
Trainee:					<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *			<input type="checkbox"/> Performed <input type="checkbox"/> Role Play <input type="checkbox"/> Other *
Trainer:								

Comments: * (Please explain, if you checked the box titled "other".)