

# BASIC PROBATION OFFICER TRAINING SCHEDULE

<b>MONDAY 9/26/2016</b>	<b>TUESDAY 9/27/16</b>	<b>WEDNESDAY 9/28/16</b>	<b>THURSDAY 9/29/16</b>	<b>FRIDAY 9/30/16</b>
<p>10-12 A.M. Introduction/Overview <b>(Pre-test)</b>  <b>(Kenneth Kight)</b></p>	<p>8-10 A.M. Intakes/Interview Offender Information Record Intake forms  <b>(Tim Donovan)</b></p>	<p>8-10 A.M. Case Management Supervision A. Reporting B. Collections C. Documentation D. CSW Supervision <b>(Angie Peterson)</b></p>	<p>8-10 A.M.  Constitutional Law Ethics &amp; Professionalism  <b>(Craig Taylor)</b></p>	<p>8-10 A.M.  Probation Officer Liabilities &amp; Legal Issues  <b>(Joshua Kight)</b></p>
<p>1-4 P.M.  The Basics of Criminology  <b>(Chelsea Hughes)</b></p>	<p>10-12 P.M. Case File Preparation Standard Conditions JAGWare Management System Training &amp; Familiarization <b>(Tim Donovan)</b></p>	<p>10-12 P.M. Drug Screening Electronic Monitoring &amp; Remote Alcohol Testing  <b>(Jason Locke)</b></p>	<p>10-12 P.M.  Probation Law  <b>(Craig Taylor)</b></p>	<p>10-11 A.M.  Legislative Changes, Updates &amp; Issues  <b>(Joshua Kight)</b> <b>(Joshua Kight)</b></p>
<p>4-6 P.M.  Substance Abuse and Treatment Referrals  <b>(Kelly Starling)</b></p>	<p>1-3 P.M. Courtroom Procedures Protocol Record Checks Calendar Preparation Sentence Writing <b>(Tim Donovan)</b></p>	<p>1-4 P.M. Case Management Reports A. Expiration Reports B. Missed Scheduled Appts. C. Case Status Reports D. Data/Payment Entry  <b>(Angie Peterson)</b></p>	<p>1-4 P.M. Warrants Tolling Time Revocation Proceedings Delinquency Reports  <b>(Craig Taylor)</b></p>	<p>11-12 P.M. Victim Impact Panel Anger Management Program DV Counseling Substance Abuse Treatment  <b>(Myron Pierce)</b></p>
	<p>3-6 P.M. History of Probation Internal Policy &amp; Procedures Confidentiality of Files and Records <b>(Tim Donovan)</b></p>	<p>4-5 P.M. Risk Reduction Program Requirements &amp; Procedures  <b>(Glenn Melton)</b></p>	<p>4-6 P.M. First Offender Status Pre-Trial Supervision Personal Welfare/Safety  <b>(Craig Taylor)</b></p>	<p>1-3 P.M. REVIEW <b>K.Kight</b> 3-4 P.M. TEST <b>(K.Kight)</b></p>