

ADULT PROBATION OFFICER TRAINING STANDARDS



2012/2013

EXECUTIVE SUMMARY

In June 2011, the 129th General Assembly of the State of Ohio passed House Bill 86 to reduce the cost of corrections while maintaining and enhancing public safety. HB 86 included provisions to develop minimum standards for the training of adult probation officers. Research indicates that standardization of training leads to greater professionalism and coordination among officers and between departments. Furthermore, states that implement training standards for probation officers demonstrate consistency in reducing recidivism and increasing public safety.

The adult parole authority of the department of rehabilitation and correction shall develop minimum standards for the training of probation officers as provided by section 2301.27 of the Revised Code. The adult parole authority shall consult and collaborate with the Supreme Court (of Ohio) in developing the standards (O.R.C. 2301.217(A)).

The standards are designed as minimum training standards for adult probation departments serving every municipal court, county court, and court of common pleas and all Department of Rehabilitation and Correction parole officers. The standards are intended to complement other existing standards (e.g., American Correctional Association standards) and not intended to replace local training requirements and experiential learning acquired through on-the-job training. The standards are divided into two distinct areas: requirements for newly hired probation officers and continuing education for probation officers. Newly hired officers are required to complete a specific catalog of training. This training catalog is rooted in three areas, Criminal Justice System and the Court, Fundamentals of the Probation Profession, and Evidence Based Practices, to provide a broad foundation of knowledge.

The continuing education standard was developed because a skilled workforce with knowledge of current practices is vital to public safety. However, due to the range of duties and caseload types of probation officers throughout the state, the specific topics for continuing education/training will not be prescribed allowing each probation department to determine the required on-going education for their workforce. While the specific topics are not prescribed, the minimum number of hours of continuing education for probation officers has been set to coincide with the minimum number of annual training hours for Judges.

ADULT PROBATION OFFICER TRAINING STANDARDS

New Probation Officer Standard:

Adult probation officers hired on or after January 1, 2014, shall, within 12 months of their hire date, complete all courses in the new probation officer training catalog, as developed by the Department of Rehabilitation and Correction's Adult Parole Authority in consultation with the Supreme Court of Ohio.

Probation Officer Continuing Education Standard:

Beginning January 1, 2013 all probation officers shall annually obtain a minimum of 20 hours of continuing education. The continuing education topics shall be relevant to the specific duties of the probation officer.

The Ohio Probation Officer Training Standards were crafted from a committee composed of representatives from the Supreme Court of Ohio, the Ohio Department of Rehabilitation and Correction including the Adult Parole Authority, the Ohio Chief Probation Officers Association including probation chiefs representing urban and rural common pleas, municipal and county courts. The following individuals were members of the 2011-2012 Ohio Adult Probation Officer Training Committee:

Alice Barr	Adult Parole Authority - DRC
Scott Beaver	Fairfield County Municipal Probation Department
Craig Berry	Lake County Probation Department
Holley Bossell	Bureau of Community Sanctions - DRC
Jo Ellen Cline	Supreme Court of Ohio
David Diroll	Ohio Criminal Sentencing Commission
Gayle Dittmer	Franklin County Probation Department
Scott Fulton	Newark Municipal Probation Department
Christopher Galli	Bureau of Community Sanctions - DRC
Michael Jackson	Adult Parole Authority - DRC
Dave Leitenberger	Richland County Probation Department
Melissa Litteral	Greene County Probation Department
Angela Mustard	City of Mason Municipal Court
Milton Nuzum, III	Judicial College of the Supreme Court of Ohio
Jennifer Pealer	Council of State Governments
Dan Peterca	Cuyahoga County Probation Department
Tracy Reveal	Corrections Training Academy - DRC
Mike Smith	Gallia Municipal Probation Department
Kristopher Steele	Judicial College of the Supreme Court of Ohio
Juli Tice	East Liverpool Municipal Probation Department
Christy Tull	Judicial College of the Supreme Court of Ohio
Libby Whitt	Wilmington Municipal Probation Department
Roger Wilson	Adult Parole Authority - DRC

PROCEDURES

I. Employee Training

- a. New Employee Training
 - i. Adult probation officers hired on or after January 1, 2014 shall, within 12 months of hire, complete all courses in the new probation officer training catalog as developed by the Department of Rehabilitation and Correction's Adult Parole Authority in consultation with the Supreme Court of Ohio.
 - ii. Previously hired probation officers who are rehired within 12 months of the date of separation may be given credit for topics previously completed.
 - iii. Local probation departments shall have discretion in requiring the completion of the new probation officer training catalog for those newly hired probation officers who transfer from other probation departments and have already completed the courses.
- b. Continuing Education
 - i. Beginning January 1, 2013 all probation officers shall annually obtain a minimum of 20 hours of continuing education. The continuing education topics shall be relevant to the specific duties of the probation officer. Education topics may include, but are not limited to, the following:
 1. The criminal justice system and courts
 2. Functions/operations/practices of probation officers
 3. Evidence-based practices for risk reduction
 - ii. Continuing education activities may consist of but are not limited to structured programs, classroom based training/conferences, or computer-based instruction, audio-visual, and/or multimedia aids.
- c. Ohio Risk Assessment System (ORAS) Training
 - i. Any adult probation officer whose duties require the completion of an offender risk assessment instrument must enroll in and complete ORAS training and certification as required by the Ohio Department of Rehabilitation and Correction.
 - ii. Newly hired adult probation officers whose duties require the completion of an offender risk assessment must complete the ORAS training and certification within 12 months of initial employment.

II. Evaluation

- a. All new probation officer training courses shall have a course design that integrates a training evaluation that measures acquired knowledge related to the content.
- b. To successfully complete the courses within the new probation officer training catalog, each participant shall be required to pass a course examination with a score of 80 percent.

- c. A newly hired probation officer may request to test-out of certain courses of the new probation officer training catalog. To successfully test-out of a course, the participant must pass the test-out examination with a score of 90 percent.

III. Tracking of Training

- a. Learning Management System
 - i. The attendance and completion of all courses within the new probation officer training catalog shall be documented within the learning management system (LMS) hosted by the Judicial College of the Supreme Court of Ohio.
 - ii. The electronic certificate of completion for each course shall be printed and retained in each probation officer's personnel file located within the local probation department.
- b. Continuing Education
 - i. Each local probation department shall be responsible for tracking the on-going annual training requirements for each adult probation officer.
 - ii. Documentation for training and professional development attended by adult probation officers shall include topic of course, dates attended and training credit hours.
 - iii. Continuing education documentation shall be maintained within each adult probation officer's employee file.

IV. Oversight and Sustainability

- a. Adult Probation Officer Training Standards Committee
 - i. The adult probation officer training standards committee shall consist of eleven members.
 - a. Two members shall be appointed by the Ohio Department of Rehabilitation and Corrections, one of whom shall be an employee of the Adult Parole Authority.
 - b. Two members shall be appointed by the Chief Justice of the Supreme Court of Ohio, one of whom shall be a Judicial College staff member.
 - c. One member shall be appointed by the President of the Ohio Common Pleas Judges Association.
 - d. One member shall be appointed by the President of the Association of Municipal/County Court Judges of Ohio.
 - e. Five members shall be appointed by the Ohio Chief Probation Officers Association as follows:
 - 1. one representative of an urban court of common pleas;
 - 2. one representative of an urban municipal court;
 - 3. one representative of a rural court of common pleas;

4. one representative of a rural municipal court;
 5. one representative of a rural county court.
- ii. Members of the Committee shall serve three year terms beginning on the first day of January. Members shall be eligible for reappointment. Vacancies shall be filled in the same manner as original appointments. A member appointed to fill a vacancy occurring prior to the expiration of the term for which his or her predecessor was appointed shall hold office for the remainder of the term.
 - iii. Initial appointments shall be made as follows:
 - a. The Department of Rehabilitation and Corrections representative, the Supreme Court of Ohio representative, the judge appointed by the President of the Common Pleas Judges Association, the representative of an urban court of common pleas, the representative of the rural court of common pleas, and the representative of a rural municipal court shall be appointed to a term ending December 31, 2015.
 - b. The employee of the Adult Parole Authority, the Judicial College of the Supreme Court of Ohio staff member, the judge appointed by the President of the Association of the Municipal/Court Judges of Ohio, the representative of the urban municipal court and the representative of the rural county court shall be appointed to an initial term ending December 31, 2016.
 - iv. The Committee shall meet at least two times each calendar year.
- b. Annual Training Review
 - i. The Adult Probation Officer Training Standards Committee shall annually review the curriculum and training standards and solicit input directly from adult probation officers to identify skill development needs and training gaps.
 - ii. Results of the review shall be reported annually during the Ohio Chief Probation Officer Association conference.

New Probation Officer Training Catalog 1-2014

The Ohio Criminal Justice System
& The Court

The Ohio Court System

The Ohio Criminal Justice System
and Its Partners

The Authority of Probation Officers
and their Role within the Court

Probation Officer Ethics

Probation Officer Basic Practices

Professional Communication:
Oral and Written Communication
Skills

The Basics of Officer Safety

Courtroom Presentation Basics

Electronic Offender Information
Systems

Drug Identification and Testing

Search and Seizure for Probation

Special Populations

Orientation to Evidence Based
Practices

The Principles of Effective
Interventions

Risk Assessment Basics

Introduction to Assessment and Case
Planning

Introduction to Cognitive Behavioral
Interventions

Introduction to Motivational
Interviewing

Introduction to Offender Skill Building

Introduction to Offender Behavior
Management

Online Modules (On Demand) 12

In Person Regional Delivery 6