


Idaho Department of Correction 	Standard Operating Procedure	Title: Probation and Parole Officer Pre-Certification Training Requirements		Page: 1 of 6
		Control Number: 118.04.02.002	Version: 3.0	Adopted: 00-00-0000

Terry Kirkham, chief of the division of probation and parole, approved this document on 07/11/2016.

Open to the public: ☒ **Yes**

SCOPE

This standard operating procedure applies to probation and parole officers (PPO) and to probation and parole districts.

Revision Summary
Revision date (07/11/2016) version 3.0: Revisions include, clarification regarding failure to complete training, changed period for completion from 60 days to 90 days, training requirements meet statutory requirements in 20-219 Idaho Code, removed language now contained in the PTO Manual, clarified timeframes for completing the POST Academy Application Packet and Physical Readiness Test, clarified pre-requisites for entry into the PTO Program, and light editing for clarity.

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BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY CONTROL NUMBER 118

Training for Department of Correction Employees

PURPOSE

This standard operating procedure provides requirements for the training of probation and parole officers in compliance with 20-219, Idaho Code.

RESPONSIBILITY

Chief of the Division of Probation and Parole

The chief of the division of probation and parole has oversight of the development and implementation of this SOP.

Probation and Parole Division In-service Training Coordinator

The probation and parole division in-service training coordinator provides compliance oversight for this SOP.

District Manager

District managers are responsible for implementing this SOP in their districts and for ensuring that probation and parole staff members practice the procedures and guidelines provided herein.

STANDARD PROCEDURES

Newly hired probation and parole officers must complete four training curricula during designated time frames to become certified correctional probation and parole peace officers. Failure to do so will result in termination of employment. In exceptional circumstances, district managers may grant exceptions, but must in any event adhere to the time requirements set forth in 20-219(6), Idaho Code. These designated time frames for required training curricula are as follows:

Time Frame Requirement	Curriculum
Not to exceed 90 days from hire date	Non-uniformed orientation curriculum
Not to exceed 90 days from hire date	Non-caseload-carrying uniformed OJT
Not to exceed 270 days from hire date	Caseload-carrying Peer Training Officer (PTO)
Within 1 year of hire	Idaho Peace Officer Standards and Training (POST) Academy

1. Idaho Peace Officer Training and Standards Academy and Certification

Trainees must successfully complete or challenge the POST probation and parole academy and peer training officer program within one year of hire or transfer.

POST Academy Application Packet

As a condition of continued employment, trainees must provide a complete POST academy application packet within 90 days of hire. The packet must include all documentation and reports required by POST and requested by human resources and the district manager.

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POST Physical Readiness Test

As a condition of continued employment, trainees must demonstrate and maintain the standard of fitness required to pass the POST Patrol/Detention physical readiness test within 90 days of hire, within 90 days of academy start date, and during the POST academy.

2. New Officer Orientation Training Curriculum

As a condition of continued employment, trainees must complete the new officer orientation curriculum, receive academy approval by POST, and pass the POST Physical Readiness Test) within 90 days after hire or transfer.

Orientation Training Uniform

Trainees must adhere to the non-uniformed staff dress standards (SOP 122.04.01.001 *Grooming, Dress, and Uniform Standards: Division of Probation and Parole Staff Members*) until all curriculum training requirements are successfully completed and documented in the Learning Management System (LMS).

Orientation Training Work Assignments

Supervisors must limit trainee work assignments to on-the-job training of orientation course objectives and skills testing. Trainees may conduct offender supervision activities related to curriculum skills and knowledge under direct supervision of a section supervisor or trainer.

Orientation Training Curriculum

The orientation curriculum must include but is not limited to:

- Gun handling and marksmanship
- Use of baton and oleoresin capicum
- Physical control techniques and defensive tactics
- Restraint, search and transport of offenders
- Deadly force decision making and use of force legal issues
- Basic officer safety
- District specific processes
- CIS (Corrections Integrated System), Reflections, ICOTS and other databases
- Identified agency policies, standard operating procedures, and 20-219 Idaho Code

Completion of Orientation and Advancement to Uniformed Training

The district manager ensures all training has been successfully completed and documented in the LMS prior to advancement to uniformed training. The issuance of a uniform and use of force equipment signifies the trainee has demonstrated that they have the mental, physical and character fitness to represent the division in the community. District managers acknowledge this accomplishment publicly.

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3. Uniformed Essential Skills On-the-Job-Training

As a condition of continued employment, modules contained in these curricula should be successfully completed within 90 days and not longer than 120 days after hire or transfer.

The division training coordinator must ensure live sessions contained in this curriculum are available quarterly.

LMS Course Completion

Trainees receive credit for courses successfully completed within the past 365 days for any module contained in these curricula. The district training coordinator may, at their discretion if a learning or knowledge deficit is identified, require a trainee to repeat a module.

Essential Skills Training Work Assignments

Supervisors must not assign offenders to a trainee for supervision until this curriculum is successfully completed. Trainees may conduct offender supervision activities under direct supervision of a section supervisor or identified senior PPO mentor for purposes of on-the-job training (OJT).

Essential Skills Training Curricula

The curriculum modules must include, but are not limited to, training and basic knowledge and proficiency testing of:

- Assessment techniques
- Case planning
- Risk reduction and intervention strategies
- Effective communication
- Behavioral health needs
- Application of core correctional practices
- Motivational Interviewing
- Cognitive behavioral interventions including problem-solving
- Reinforcement and disapproval
- Effective use of authority

Completion of Essential Skills Training and Caseload Assignment

The district manager ensures the officer has met all training requirements contained in the essential skills curricula and documents completion in the LMS. The division training coordinator audits the training records for completeness and verifies completion of the requirements. After completion is verified, the district manager may assign offenders to the trainee for direct supervision and populate the trainee's agent desktop.

District managers must personally and publicly acknowledge this achievement.

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4. The PPO Peer Training Officer (PTO) Program

On or before June 30, 2016, and thereafter, the learning matrix objectives must correspond with 20-219, Idaho Code. The division training coordinator must review the learning matrix and PTO Manual at least annually.

Trainee Entry into PTO

The PTO program measures a trainee's ability to apply the basic knowledge and skills required to fulfil the duties of a probation and parole officer. For this reason, entrance into the PTO program occurs after all essential skills have been trained and the officer has been assigned a caseload. The division training coordinator enrolls the trainee in a PTO training cohort upon completion of the essential skills OJT curricula. New cohorts are formed quarterly.

PTO Documentation

District training coordinators must upload program reports to the central database for archive, review and feedback immediately upon completion. These reports include:

- Coaching and Training Reports
- Problem-based Learning Exercise Reports
- Midterm and Final Evaluations
- Prescriptive Learning Plans
- Remedial Training Plans

Interruption by POST Academy Attendance

A trainee's scheduled attendance at the POST probation and parole academy may interrupt a training curricula or the PTO program. When this is projected to happen, the district training coordinator must coordinate the conclusion of the current training phase with an evaluation prior to the trainee's attendance in POST. The district training coordinator must reengage the trainee in the subsequent training phase after the trainee's graduation from POST.

Program Failure

The district manager will remove a trainee from direct offender supervision if, after prescriptive learning and remedial training, the PTO coordinator determines that the trainee still lacks proficiency in required skills. The district training coordinator will forward the training packet, with training recommendations, to the P&P in-service training coordinator. The P&P in-service training coordinator will check for completeness and forward to the division chief.

The decision to terminate remains a district management function.

5. Quality Assurance

Evaluation of Trainers

The district training coordinator or designee should attend regular training meetings with the trainee and trainer. At the end of each phase, trainees complete a survey evaluating the trainer. The in-service coordinator, district training coordinator, and division leadership review program documentation submitted by the trainer.

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Evaluation by Trainers

At the end of each phase, the trainer completes a survey evaluating the program.

PTO Component Quality Control

Trainers must submit all reports immediately upon completion. The district training coordinator, or designee, should conduct a quality assurance review for each report before submission to the centralized database. The district training coordinator, or designee, should periodically look at the trainer's journal for consistency with the learning matrix and trainee performance. Staff should report problems and concerns immediately to the district training coordinator or the in-service training coordinator.

Implementation Review

Upon completion of a trainee's new officer training program, division leadership, or designee, will review the district training team's performance. This review may include:

- A review of the processes conducted
- Interviews of involved staff and trainee
- Interviews of internal and external stakeholders
- A review of risk management processes.

Trainee Performance Review

Prior to approving a trainee's completion of PTO, division leadership or designee may:

- Audit cases and agent desktop(s) identified in the training plan
- Interview offenders identified in the training plan and the offenders' support system members
- Interview local stakeholders

DEFINITIONS

None

REFERENCES

20-219, IDAHO CODE

IDAHO PEACE OFFICER STANDARDS AND TRAINING COUNCIL Rule number 11.11.04

Section 061 Minimum Standards of Employment for Probation and Parole Officers

Section 062 Lapse of Adult Probation and Parole Officer Certification

Section 063 Adult Probation and Parole Officer Certification

Section 064 The Basic Certificate

Section 065 Challenging the Basic Adult Probation and Parole Academy

Probation & Parole Officer PTO Learning Matrix

SOP 122.04.01.001 *Grooming, Dress, and Uniform Standards: Division of Probation and Parole Staff Members*

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