

# Lassen Community College Course Outline

## AJ-62 Probation Officer Core Course

10 Units

### I. Catalog Description

This course is an intensive course designed to provide the basic concepts and skills for the entry-level probation officer position in the State of California. This course is required for all California probation officers within 12 months of initial employment. The course meets or exceeds minimum standards set by the California Board of State and Community Corrections (BSCC). A portion of this course is designed to provide practical hands on training in defensive tactics, participants will engage in physically demanding classroom training exercises that include a potential risk of injury to the participants. Students need to be prepared for the rigor of the defensive tactics training. Pre-existing medical conditions may interfere with successful completion of these sections and/or the course. Course instructor signature required for enrollment. Material fees of \$50.00 per student collected at time of registration.

**Prerequisites:** Must be 18 years of age and have High School Diploma or GED.

**Recommended Preparation:** Successful completion of ENGL105 or equivalent multiple measures placement.

Does Not Transfer  
168 Lecture Hours  
27 Lab Hours  
195 Total In-Class Hours  
336 Expected Outside Class Hours  
531 Total Student Learning Hours  
Scheduled: As Needed

### II. Coding Information

Repeatability: None  
Grading Option: Graded  
Credit Type: Credit - Degree Applicable  
TOP Code: 210500

### III. Course Objectives

#### A. Course Student Learning Outcomes

Upon completion of this course the student will be able to:

1. Identify and demonstrate the major tasks and responsibilities of a probation officer in the State of California.
2. Identify and describe the overall mission of California probation officer and its place in the California criminal justice system.

#### B. Course Objectives

Upon completion of this course the student will be able to:

1. Describe the fundamental roles, responsibilities, duties, obligations, influences, and philosophy inherent with being a California Probation Officer.
2. Identify the role and responsibilities of a probation officer.

3. Explain and demonstrate the appropriate techniques for transportation.
4. Demonstrate report writing techniques and presentation skills.
5. Demonstrate information gathering and interview techniques.
6. Recognize areas of liability for the probation officer.
7. Identify the laws, policies, and procedures with which a probation officer works.
8. Identify the physically demanding tasks required of probation officers.
9. Identify current trends, practices and assessment tools.
10. List and describe risk factors for probationers.
11. Determine the best means to identify the emotional/mental state of an offender.
12. Show proficiency in defensive tactics skills as outlined in the California Probation Officer Core Manual.

#### **IV. Course Content**

- A. Introductions and Orientation
- B. California Criminal Justice System
  1. Criminal Justice System and Process
  2. Roles and Responsibilities
  3. Legal Foundations and Liability
  4. Confidentiality and Records
- C. Professionalism and Ethics
  1. Professionalism and Ethics
  2. Priority Setting and Time Management
  3. Social Media
- D. Communication
  1. Interpersonal Communication
  2. Crisis Communication and De-escalation
  3. Effective Communication
  4. Motivational Interviewing
- E. Officer Health and Safety
  1. Field Contacts
  2. Contraband and Evidence
- F. Maintaining Security
  1. Field Searches
- G. Booking, Receiving and Releasing
  1. Booking and Intake
  2. Releasing
- H. Gangs
  1. Gang Overview
  2. Gang Supervision
- I. Medical
  1. Medical Issues and Universal Precautions
  2. ADA
- J. Supervision
  1. Types of Supervision
  2. Initial Meeting
  3. Community Supervision
  4. Violation of Probation
- K. Cultural Awareness
  1. Cultural Diversity and Ethnic Disparity
  2. Gender Identity

- L. Report Writing and Record Keeping
  1. Information Gathering and Interviewing
  2. Proofreading
  3. Court Reports Common to Adult and Juvenile
  4. Interviewing for Adult and Juvenile Court Reports
  5. Restitutions, Fines and Other Payments
  6. Adult Reports
  7. Juvenile Reports
- M. Transportation
  1. Preparation for Transport
  2. Transport Procedures
- N. Testifying in Court
- O. Case Planning
- P. Programs
  1. Evidence Based Practices and Programs
- Q. Assault and Abuse
  1. Sexual Assault and Abuse
  2. Domestic Violence
- R. Defensive Tactics and Restraint Techniques
  1. Use of Force
  2. Control Holds
  3. Falling
  4. Footwork and Balance
  5. Take-downs
  6. Ground Control
  7. Personal Body Weapons
  8. Person Searches
  9. Use of Restraints
- S. Behavioral Health
  1. Signs and Symptoms of Substance Abuse
  2. Trauma
  3. Interventions and Resources
  4. Stigma and Bias
  5. Roles and Responsibilities
  6. Liability
  7. Behavioral Health Case Planning
  8. Suicide Prevention
  9. Foundation and Definitions: Signs and Symptoms
  10. Safety
  11. Emotional Survival

## **V. Assignments**

### **A. Appropriate Readings**

Required reading assignments to include applicable federal and state laws, State Regulations, Probation Officer Manual, as well as assigned handouts.

### **B. Expected Outside Assignments**

The student will be required to examine, critique, and master critical areas of course topics. Assignments include, but not limited to, reviewing policy, procedures and applicable laws; reviewing and practicing new techniques and

skills in a controlled environment; written essays, homework assignments, research projects and presentations.

### **C. Specific Assignments that Demonstrate Critical Thinking**

The student will be required to complete assignments to include, but not limited to problem solving exercises, oral presentations, written assignments, group projects, written examinations, and/or, skills demonstrations.

## **VI. Methods of Evaluation**

### **Traditional Classroom Instruction**

Students will be evaluated on the accuracy and completeness of their knowledge, understanding, and application of appropriate codes, policies, and procedures through objective and subjective examinations/quizzes, projects, homework assignments, exercises and/or presentations. Students must successfully complete, with passing scores, the STC approved written tests to receive STC certification from the course.

## **VII. Methods of Delivery**

Check those delivery methods for which, this course has been separately approved by the Curriculum/Academic Standards Committee.

Traditional Classroom Delivery     Correspondence Delivery

Hybrid Delivery                                       Online Delivery

### **Traditional Classroom Instruction**

Lecture, PowerPoint, and other media presentations, discussions, scenarios, guest speakers, defensive tactics exercises, and individual and group presentations.

## **VIII. Representative Texts and Supplies**

1. California Penal Code, most recent edition, available free online in electronic format.
2. California Welfare and Institutions Code, most recent edition, available free online in electronic format.
3. Probation Officer Core Manual, Instructor Provided
4. Appropriate gym attire for physical fitness training.

## **IX. Discipline/s Assignment**

Administration of Justice

## **X. Course Status**

Current Status: Active

Course Originator: Thomas V. Downing

Original Approval Date: 03/01/2022

Board Approval Date: 04/12/2022

Chancellor's Office Approval Date: 04/16/2022

Revised By:

Curriculum/Academic Standards Committee Revision Date: 3/7/2023