

Parole and Probation Entry Level Training Academy Objectives
Effective July 2016 (Revised July 16, 2019)

<u>Obj #</u>	<u>Objective Wording</u>	<u>Explanation for Proposed Edits</u>
01.01	Identify the requirements for receiving certification as a Parole & Probation Agent in the State of MD	
01.02	Identify the requirements for maintaining certification as a Parole & Probation Agent in the State of MD	
02.01	Identify the behaviors that are expected and prohibited according to the DPSCS Standards of Conduct	
02.01.01	Identify employee behavior expectations in regards to the Maryland Substance Abuse Policy	
02.01.02	Identify the division's policy on domestic violence in the workplace	
02.01.03	State expected behavior based on the Secretary's Directive on Staff Sexual Misconduct	To comply with new Mandate - see 25.01
02.01.04	Recall the chain of command within DPSCS and its purpose	
[02.01.05]	[Identify DPP's policy on employee contact with Offenders.]	Create objective to specifically address on going issues
02.02	Explain PREA policy and responsibilities of an agent	
03.01	Describe the three major components of the criminal justice system	
04.01	Identify the Mission of Parole & Probation	create objective to separately address DPSCS and DPP
[04.01.01]	[Identify the Mission of the Department of Public Safety and Correctional Services.]	objective for DPSCS
[04.01.02]	[Identify the Mission of Parole and Probation.]	objective for DPP
05.01	Define an agent's responsibility regarding confidentiality and liability	
06.01	Identify the three types of supervision done within the Division	
06.01.01	Define probation	
06.01.02	Define parole	
06.01.03	Define mandatory release	
06.02	Explain the agent's responsibilities for supervising probation, parole, and mandatory release	

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07.01	List the types of supervision activities conducted by DPP agents	
07.01.01	Explain the importance of reviewing terms and conditions of supervision	
07.02	Outline the first 30 [60] days of offender supervision	timeframes for new case requirements have been extended and are completed within 60 days, not 30 days
07.02.01	State the process of informing an offender [supervised individual] of the requirements of supervision	division trying to change terminology from "offender"
07.02.02	Identify the information necessary for an initial field note entry	
07.02.03	Demonstrate how to complete an initial assessment on an offender-[supervised individual.]	terminology change
07.03	Identify the steps required to successfully complete an intake	
07.04	Explain an agent's legal responsibility to the courts and parole commission	
07.05	Identify who has the authority to add, delete, or modify a condition of probation or release	
07.06	Identify supervision contact standards per level of supervision	
07.07	Identify the different techniques an agent uses to verify an offender's [supervised individual's] non-compliance	terminology change
07.07.01	Define the severity of non-compliant behavior and the appropriate response for each	create objective to cover JRA related graduated sanctions policies
08.01	Demonstrate the procedures for documenting supervision activities within OCMS	
08.01.01	Identify contact recording codes in OCMS	
08.01.02	Demonstrate the ability to navigate through OCMS	
08.01.03	Identify the critical information entered on a Work in Progress (WIP) summary [required information found in OCMS.]	Work in Progress (WIP) is a summary screen within OCMS that compiles information; nothing can be entered on the page; change to identify required information that should be in OCMS
08.02	Demonstrate the ability to access Criminal Data Bases	
08.02.01	Access/Navigate METERS	
08.02.02	Access/Navigate NCIC	

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08.02.03	Access/Navigate CJIS	
08.02.04	Access/Navigate VINE	
08.02.05	Access/Navigate JIS [Maryland Electronic Courts (MDEC).]	Judicial Information System (JIS) is becoming obsolete with the use of new electronic court system; JIS is reviewed during CJIS information
08.02.06	Access/Navigate Dashboard	
08.02.07	Access/Navigate MD Judiciary Case Search	
09.01	Demonstrate the ability to write professionally	
09.02	Properly prepare the different types of supervision reports	
09.02.01	Identify the requirements to prepare an offender violation report	terminology change
09.02.02	Identify the requirements to write Warrant requests	
09.02.03	Identify the requirements to prepare Informative reports	
09.02.04	Explain the purpose and process of a pre-sentence investigation report	
[09.02.05]	[Identify the expectations for all report submissions.]	Reports are submitted in different systems with electronic courts; review expectations for each
09.03	Identify the procedures and guidelines for the collection of fines, costs, restitution, attorney fees, supervision, fees and testing fees	
10.01	Describe evidence based practice as it applies to parole and probation	
10.02	Identify ways to optimize pro-social behavior	
10.02.01	Perform a mock interview using motivational interviewing techniques.	several interviewing/conversation guide techniques are provided; students will be encourage to utilize each as appropriate in the scenario
10.02.02	Demonstrate the problem solving skills within the context of offender case management	terminology change
10.02.03	Demonstrate the technique to handle difficult people during an interview	
10.02.04	Describe the process for implementing rewards and/or sanctions	

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10.02.05	Explain Risk Needs and Responsivity	
11.01	Discuss Earned Compliance Credit	
11.01.01	Discuss the State Law mandates as they apply to ECC	
11.01.02	Identify the agents responsibility in regards to ECC within DPP	
[11.01.03]	[Identify the responsibilities regarding ECC Abatements.]	new item with JRA implementation
12.01	List the steps required for an agent to transfer a case between states	
12.01.01	Observe the proper use of the ICOTS database	
12.02	Demonstrate the procedures to close a n-offenders [supervised individual's] case	terminology change
12.02.01	Complete case closing field note	
[12.02.02]	[Identify the steps to conduct a case closing in OCMS.]	Case closures are an important aspect of the job; required steps must be completed in computer system
[12.02.03]	[Explain the different types of case closures and the requirements for each.]	Agents must understand the types of closures to properly close a case
12.03	Identify the procedures for abating cases	
12.04	Identify the procedures for early terminations of probation cases	
12.05	Identify the procedures for transferring cases to another agent.	
13.01	Demonstrate skills to professionally testify in court	
13.01.02	Demonstrate testifying skills displayed in hearings	
13.01.02	Identify the procedure for preparing for a parole revocation hearing	
13.01.03	Identify the steps involved in preparing for a violation of probation hearing	
14.01	Identify state policy for drivers of state vehicles	
14.02	Identify at least five defensive driving techniques	

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15.01	Define the of Use of Force Continuum as it applies to Parole & Probation staff	
15.01.01	Identify the Division policy on the use of Oleoresin Capsicum (OC) spray	
15.01.02	To demonstrate the proper stance, grip and spray methods when deploying OC Spray	
15.01.03	Demonstrate the techniques for decontaminating person and areas affected by OC Spray	
15.01.04	Demonstrate use of five personal weapons and knowledge of the five vulnerable areas of the body	
15.01.05	Demonstrate defensive techniques	
16.01	Identify office security procedures	
17.01	Demonstrate and evaluate proper safety precautions when conducting a home visit contact	
17.01.01	Identify the safety techniques for making field contacts with offenders- [supervised individuals.]	terminology change
18.01	Identify the different aspects of blood and air borne pathogens	
18.01.01	Define blood borne pathogen	
18.01.02	Define air borne pathogen	
18.01.03	Identify causes and symptoms of blood borne and air borne pathogens	
18.01.04	Identify steps to take if exposed to an infectious disease	
19.01	Identify the containment model [Specialized Supervision Considerations within DPP.]	Containment models are not used within DPP any longer, but there are specialized supervision policies
19.01.01	Explain the purpose and function of the Violence Prevention Initiative {Identify the factors which may result in a case being assigned specialized supervision within DPP}	Violence Prevention has changed with implementation of JRA, but there are still special considerations for specific types of cases
19.01.02	Define Sex Offender/COMET	
19.01.03	Demonstrate uses of MD Sex Offender Registry	
20.01	Identify the dynamics of domestic violence	

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20.01.01	Present and discuss Explain the Division's General Order #10-002/Domestic Violence; and demonstrate the application of the terms and procedures to the supervision of the domestic violence offender	objective is not single term or activity; too complicated; demonstration of application of terms can be completed by discussing the order
20.01.02	Demonstrate the use of the lethality assessment protocol	
20.01.03	Complete a field note for a an offender [supervised individual] who appears to be a victim of domestic violence	terminology change
21.01	Name different mental health disorders found in the criminal population	
21.01.01	Identify behaviors associated with mental health disorders	
21.01.02	Describe treatment/referral options available for the [individuals experiencing] mental health offender [concerns.]	terminology change
22.01	Identify behaviors that may indicate substance abuse	
22.01.01	Demonstrate a knowledge of basic facts about controlled dangerous substances	
22.01.02	Describe the treatment/referral options available for the substance abusing offender [individual]	terminology change
22.01.03	Utilize division policies urinary analysis reports [regarding drug and alcohol testing.]	DPP has changed testing methods and not all offices utilize urine testing; this would cover all drug and alcohol testing options available
22.01.04	Understand the purpose of the Intoximeter	this information would be covered in the previous objective
22.01.05	Demonstrate proper use of Intoximeter	DPP does not have this machine
22.01.06	Recall division policy pertaining to ignition interlock	update objective number with deletion of others
23.01	Identify the issues created by security threat group activity within the offender population	terminology change
23.01.01	Identify the legal definition of a security threat group	
23.01.02	Identify the factors (psychological, cultural, etc.) that encourage security threat group membership	
23.01.03	Identify the security threat groups active in the Maryland region by describing their identifiers (colors, signs, signals, tattoos, etc.)	
23.01.04	Identify strategies for combatting security threat group activity within the offender population	terminology change
23.02	Describe the criterion used for validating if offenders [supervised individuals] are security threat group members	terminology change

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23.02.01	Demonstrate ability in accessing the Maryland GANGNET database	
24.01	Explain responsibilities of an agent supervising offenders [individuals] with disabilities	terminology change
24.01.01	Hearing impaired offenders	
24.01.02	ADA [American Disabilities As Amended Act (ADAAA)]	Add ADAAA to include new items
24.01.03	Limited English Proficiency	
24.02	Explain responsibilities of an agent supervising offenders [individuals] with differing sexual/gender identities	terminology change
24.02.01	Lesbian/Gay/Bi-sexual	
24.02.02	Transgender/Intersex	
[25.01]	[Identify the policy on Sexual Harassment]	Update objective to be clear to meet the new mandate on Sexual Harassment prevention training, FORMERLY Obj 02.01.03
[25.01.01]	[Identify the two types of Sexual Harassment]	
[25.01.02]	[Identify the consequences if an employee has been found in violation of the policy]	
[25.01.03]	[Understand the options of reporting Sexual Harassment]	