

| <b>Obj #</b> | <b><u>2023 DPP Agent Objectives</u></b>   |
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|              | <b>ADMINISTRATIVE PROCEDURES</b>  |
| <b>01</b>    | <b>Professionalism, Certification and Ethics</b>  |
| <b>01.01</b> | <b>The Trainee will identify the requirements for receiving certification as a Parole &amp; Probation Agent in the State of MD given various situations and conditions.</b>   |
| <b>01.02</b> | <b>The Trainee will identify the requirements for maintaining certification as a Parole &amp; Probation Agent in the State of MD given various situations and conditions.</b> |
| <b>01.03</b> | <b>The Trainee will identify the behaviors that are expected and prohibited according to the DPSCS Standards of Conduct given various situations and conditions.</b>          |
| 01.03.01     | The Trainee will identify employee behavior expectations in regards to the Maryland Substance Abuse Policy given various situations and conditions.                           |
| 01.03.02     | The Trainee will identify the DPSCS policy on domestic violence in the workplace given various situations and conditions.   |
| 01.03.03     | The Trainee will recall the chain of command within DPSCS and its purpose given various situations and conditions.  |
| <b>01.04</b> | <b>The Trainee will identify the DPSCS policy on employee contact with Offenders given various situations and conditions.</b>   |
| <b>01.05</b> | <b>The Trainee will identify state policy for drivers of state vehicles given various situations and conditions.</b>  |
| <b>02</b>    | <b>Mission Statements</b>   |
| <b>02.01</b> | <b>The Trainee will identify the Mission of the Department of Public Safety and Correctional Services given various situations and conditions.</b>                            |
| <b>02.02</b> | <b>The Trainee will identify the Mission of Parole and Probation given various situations and conditions.</b>   |
| <b>03</b>    | <b>Legal Aspects</b>  |
| <b>03.01</b> | <b>The Trainee will define an Agent's responsibility regarding confidentiality and liability given various situations and conditions.</b>                                     |
| 03.01.01     | The Trainee will explain the Agent's responsibilities for supervising probation, parole, and mandatory release given various situations and conditions.                       |
| 03.01.02     | The Trainee will explain an Agent's legal responsibility to the courts and parole commission given various situations and conditions.   |
| 03.01.03     | The Trainee will explain PREA policy and responsibilities of an Agent given various situations and conditions.  |
|              | <b>INTRODUCTION TO PAROLE &amp; PROBATION</b>   |
| <b>04</b>    | <b>Major Elements of the Criminal Justice System</b>  |
| <b>04.01</b> | <b>The Trainee will describe the three major components of the criminal justice system given various situations and conditions given various situations and conditions.</b>   |
| <b>05</b>    | <b>Parole &amp; Probation Supervision</b>   |
| <b>05.01</b> | <b>The Trainee will list the types of supervision within the Division given various situations and conditions.</b>  |
| 05.01.01     | The Trainee will define probation given various situations and conditions.  |
| 05.01.02     | The Trainee will define parole given various situations and conditions.   |
| 05.01.03     | The Trainee will define mandatory release given various situations and conditions.  |
| 05.01.04     | The Trainee will explain the Agent's responsibilities for supervising probation, parole, and mandatory release given various situations and conditions.                       |
| <b>05.02</b> | <b>The Trainee will list the types of supervision activities conducted by DPP Agents given various situations and conditions.</b>   |
| 05.02.01     | The Trainee will explain the importance of reviewing terms and conditions of supervision given  |
| 05.02.02     | The Trainee will explain Risk Needs and Responsivity given various situations and conditions.   |
| <b>06</b>    | <b>Intake and First 60 days of Supervision</b>  |
| <b>06.01</b> | <b>The Trainee will outline the first 60 days of supervision given various situations and conditions.</b>   |

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| 06.01.01     | The Trainee will explain the importance of reviewing terms and conditions of supervision given various situations and conditions.   |
| 06.01.02     | The Trainee will demonstrate how to complete an initial assessment on a supervised individual given various situations and conditions.  |
| 06.01.03     | The Trainee will identify the steps required to successfully complete an intake given various situations and conditions.  |
| 06.01.04     | The Trainee will identify who has the authority to add, delete, or modify a condition of probation or release given various situations and conditions.                                      |
| <b>06.02</b> | <b>The Trainee will identify the contact standards for each level of supervision given various situations and conditions.</b>   |
| <b>06.03</b> | <b>The Trainee will identify the different techniques an Agent uses to verify supervised individual's non-compliance given various situations and conditions.</b>                           |
| 06.03.01     | The Trainee will define the severity of non-compliant behavior and the appropriate response for each given various situations and conditions.   |
| <b>06.04</b> | <b>The Trainee will perform a mock interview given various situations and conditions.</b>   |
| <b>07</b>    | <b>Computer Systems</b>   |
| <b>07.01</b> | <b>The Trainee will demonstrate the ability to access Criminal Databases given various situations and</b>   |
| 07.01.01     | The Trainee will identify contact codes in OCMS given various situations and conditions.  |
| 07.01.02     | The Trainee will demonstrate the ability to navigate through OCMS given various situations and conditions.  |
| 07.01.03     | The Trainee will demonstrate the ability to access/navigate METERS/NCIC given various situations and conditions.  |
| <b>08</b>    | <b>Report Writing</b>   |
| <b>08.01</b> | <b>The Trainee will demonstrate the ability to write professionally given various situations and conditions.</b>  |
| <b>08.02</b> | <b>The Trainee will properly prepare the different types of supervision reports given various situations and conditions.</b>  |
| 08.02.01     | The Trainee will identify the requirements to prepare various types of reports given various situations and conditions.   |
| <b>09</b>    | <b>Collections and Accounting</b>   |
| <b>09.01</b> | <b>The Trainee will identify the procedures and guidelines for the collection of fines, costs, restitution, supervision, fees and testing fees given various situations and conditions.</b> |
| <b>10</b>    | <b>Problem Solving</b>  |
| <b>10.01</b> | <b>The Trainee will identify ways to optimize pro-social behavior given various situations and conditions.</b>  |
| 10.01.01     | The Trainee will demonstrate the problem solving skills within the context of case management given various situations and conditions.  |
| 10.01.02     | The Trainee will demonstrate the technique to handle difficult people during an interview given various situations and conditions.  |
| 10.01.03     | The Trainee will describe the process for implementing rewards and/or sanctions given various situations and conditions.  |

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| 10.01.04     | The Trainee will identify different techniques for interviewing offenders given various situations and conditions.   |
| <b>11</b>    | <b>Earned Compliance Credit</b>  |
| <b>11.01</b> | <b>The Trainee will identify the Agent's responsibility in regards to ECC within DPP given various situations and conditions.</b>                                      |
| 11.01.01     | The Trainee will identify the Agents's responsibilities regarding ECC Abatements given various situations and conditions.  |
| <b>12</b>    | <b>Interstate Transfers</b>  |
| <b>12.01</b> | <b>The Trainee will list the steps required for an Agent to transfer a case between states given various situations and conditions.</b>                                |
| 12.01.01     | The Trainee will demonstrate the proper use of the ICOTS database given various situations and conditions.   |
| 12.01.02     | The Trainee will explain the procedures when receiving a probation case from another state given various situations and conditions.                                    |
| <b>13</b>    | <b>Case Closing, Transfers and Abatements</b>  |
| <b>13.01</b> | <b>The Trainee will identify the procedures to close a supervised individual's case given various situations and conditions.</b>                                       |
| 13.01.01     | The Trainee will complete case closing field note given various situations and conditions.   |
| 13.01.02     | The Trainee will explain the different types of case closures and the requirements for each given various situations and conditions.                                   |
| 13.01.03     | The Trainee will identify the procedures for transferring cases to another Agent given various situations and conditions.  |
| <b>14</b>    | <b>Court Procedures</b>  |
| <b>14.01</b> | <b>The Trainee will demonstrate skills to professionally testify in court given various situations and conditions.</b>   |
| 14.01.01     | The Trainee will demonstrate testifying skills displayed in hearings given various situations and conditions.  |
| <b>14.03</b> | <b>The Trainee will identify the procedure for preparing for a violation(s) hearing given various situations and conditions.</b>                                       |
| <b>15</b>    | <b>Office and Field Safety</b>   |
| <b>15.01</b> | <b>The Trainee will identify defensive driving techniques given various situations and conditions.</b>   |
| <b>15.02</b> | <b>The Trainee will demonstrate and evaluate proper safety precautions when conducting a home contact given various situations and conditions.</b>                     |
| <b>15.03</b> | <b>The Trainee will identify the safety techniques for making field contacts with supervised individuals given various situations and conditions.</b>                  |
| <b>15.04</b> | <b>The Trainee will identify office security procedures given various situations and conditions.</b>   |
| <b>16</b>    | <b>Use of Chemical Agents</b>  |
| <b>16.01</b> | <b>The Trainee will to demonstrate the proper stance, grip and spray methods when deploying Oleoresin Capsicum (OC) Spray given various situations and conditions.</b> |
| 16.01.01     | The Trainee will demonstrate the techniques for decontaminating person and areas affected by Oleoresin Capsicum (OC) Spray given various situations and conditions.    |

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| 16.01.02     | The Trainee will identify the Division policy on the use of Oleoresin Capsicum (OC) spray given various situations and conditions.                          |
| <b>17</b>    | <b>Defensive Tactics</b>  |
| <b>17.01</b> | <b>The Trainee will define the of Use of Force Continuum as it applies to Parole &amp; Probation staff given various situations and conditions.</b>         |
| 17.01.01     | The Trainee will demonstrate the use of five personal weapons and knowledge of vulnerable areas of the body given various situations and conditions.        |
| 17.01.02     | The Trainee will demonstrate defensive techniques given various situations and conditions.  |
| <b>18</b>    | <b>Health and Safety</b>  |
| <b>18.01</b> | <b>The Trainee will identify the different aspects of blood and air borne pathogens given various situations and conditions.</b>                            |
| 18.01.01     | The Trainee will define blood borne pathogen given various situations and conditions.   |
| 18.01.02     | The Trainee will define air borne pathogen given various situations and conditions.   |
| 18.01.03     | The Trainee will identify causes and symptoms of blood borne and airborne pathogens given various situations and conditions.                                |
| 18.01.04     | The Trainee will identify steps to take if exposed to an infectious disease given various situations and conditions.  |
| <b>19</b>    | <b>Specialized Supervision</b>  |
| <b>19.01</b> | <b>The Trainee will identify the Specialized Supervision Considerations within DPP given various</b>  |
| 19.01.01     | The Trainee will identify the factors which may result in a case being assigned specialized supervision within DPP given various situations and conditions. |
| 19.01.02     | The Trainee will define Sex Offender/COMET given various situations and conditions.   |
| <b>20</b>    | <b>Domestic Violence</b>  |
| <b>20.01</b> | <b>The Trainee will identify the dynamics of domestic violence given various situations and</b>   |
| <b>20.02</b> | <b>The Trainee will explain the Division's General Order #10-002/Domestic Violence given various situations and conditions.</b>                             |
| 20.02.01     | The Trainee will demonstrate the use of the lethality assessment protocol given various situations and conditions.  |
| 20.02.02     | The Trainee will complete a field note for a supervised individual who appears to be a victim of domestic violence given various situations and conditions. |
| <b>21</b>    | <b>Mental Health and Substance Abuse</b>  |
| <b>21.01</b> | <b>The Trainee will develop a basic understanding of mental illness given various situations and conditions.</b>  |
| 21.01.01     | The Trainee will identify behaviors associated with mental health disorders given various situations and conditions.  |
| 21.01.02     | The Trainee will describe treatment/referral options available for individuals experiencing mental health concerns given various situations and conditions. |
| 21.01.03     | The Trainee will identify behaviors that may indicate substance abuse given various situations and conditions.  |
| 21.01.04     | The Trainee will demonstrate a knowledge of basic facts about controlled dangerous substances given various situations and conditions.                      |

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| 21.01.05     | The Trainee will describe the treatment/referral options available for the substance abusing individual given various situations and conditions.  |
| <b>21.02</b> | <b>The Trainee will utilize division policies regarding drug and alcohol testing given various situations and conditions.</b>   |
| <b>22</b>    | <b>Security Threat Groups</b>   |
| <b>22.01</b> | <b>The Trainee will identify the legal definition of a security threat group given various situations and conditions.</b>   |
| 22.01.01     | The Trainee will identify the factors (psychological, cultural, etc.) that encourage security threat group membership given various situations and conditions.                                      |
| 22.01.02     | The Trainee will identify the security threat groups active in the Maryland region by describing their identifiers (colors, signs, signals, tattoos, etc.) given various situations and conditions. |
| 22.01.03     | The Trainee will describe the criterion used for validating if supervised individuals are security threat group members given various situations and conditions.                                    |
| 22.01.04     | The Trainee will demonstrate ability in accessing the Maryland GANGNET database given various situations and conditions.  |
| <b>23</b>    | <b>Supervising Individuals with Disabilities</b>  |
| <b>23.01</b> | <b>The Trainee will identify responsibilities of an Agent supervising individuals with disabilities given various situations and conditions.</b>  |
| 23.01.01     | The Trainee will identify responsibilities of Agent supervising Hearing impaired offenders given various situations and conditions.   |
| 23.01.02     | The Trainee will identify their responsibilities when supervising someone who is limited English Proficiency given various situations and conditions.   |
| 23.01.03     | The Trainee will explain responsibilities of an Agent supervising individuals with differing sexual/gender identities given various situations and conditions.                                      |
| <b>24</b>    | <b>Sexual Harassment</b>  |
| <b>24.01</b> | <b>The Trainee will identify the policy on Sexual Harassment given various situations and conditions.</b>   |
| 24.01.01     | The Trainee will identify the two types of Sexual Harassment given various situations and conditions.   |
| 24.01.02     | The Trainee will identify the consequences if an employee has been found in violation of the Sexual Harassment policy given various situations and conditions.                                      |
| 24.01.03     | The Trainee will understand the options of reporting Sexual Harassment given various situations and conditions.   |
| <b>25</b>    | <b>Risk Assessments and Reassessments</b>   |
| <b>25.01</b> | <b>The Trainee will to identify risk assessment and reassessment procedure given various situations and conditions.</b>   |
| 25.01.01     | The Trainee will to identify scoring and override procedure given various situations and conditions.  |
| 25.01.02     | The Trainee will complete a risk assessment given various situations and conditions.  |
| <b>26</b>    | <b>Ignition Interlock and Intoximeter</b>   |
| <b>26.01</b> | <b>The Trainee will recall policy on ignition interlock given various situations and conditions.</b>  |