

PART 346
STAFF DEVELOPMENT

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§346.1 Definition.

The term “probation officer” shall include a probation officer trainee.

§346.2 Objective.

To maintain and improve the knowledge, skills and abilities of probation personnel in the performance of their duties.

§346.3 Requirements for staff development plans.

(a) Each probation department shall develop an annual departmental staff development plan designed to reflect planning for the overall professional growth and development of the department. It shall include, but is not limited to the following:

- (1) summary and assessment of the previous year’s staff development accomplishments;
- (2) an analysis of departmental staff development needs;
- (3) the goals of departmental staff development; and
- (4) a strategy for meeting the department’s staff development goals.

(b) The probation director shall provide for the preparation, implementation and evaluation of such plan.

(c) The departmental staff development plan shall be filed annually with the State Division of Probation and Correctional Alternatives.

§346.4 Requirements for the departmental coordination of all probation training.

- (a) Each probation director shall designate an experienced member of the professional staff to be the staff development officer and shall file with the State Director of Probation and Correctional Alternatives the name, title, education and experience of such staff development officer.
- (b) The staff development officer shall provide coordinator services which shall include, but are not limited to the following:
 - (1) maintaining a record of each professional employee's participation in staff development programs;
 - (2) developing a planned orientation to acquaint all new probation employees with local departmental goals, objectives, procedures and resources in conformity with guidelines established by the State Director of Probation and Correctional Alternatives to be implemented by the department; and
 - (3) developing resources and adequate facilities for local/regional training programs.
- (c) Each probation director shall certify employee participation in staff development programs on an annual basis with the Division of Probation and Correctional Alternatives.

§346.5 Requirements for training in fundamentals for new probation officers.

- (a) All probation officers shall successfully complete, within the first six months of service, a basic program in the fundamentals of probation practice, which conforms to guidelines as issued by the State Director of Probation and Correctional Alternatives.
- (b) This program shall consist of a minimum of 70 hours of training.
- (c) The training shall be designed to:
 - (1) help the probation officer to understand the underlying philosophies and legal basis of the probation process;
 - (2) provide the officer with an understanding of probation's role in the community and in the criminal justice system; and
 - (3) introduce various principles, methods and techniques that will enable the officer to acquire knowledge and skills, and to develop attitudes which may be employed to accomplish the functions of the probation process.
- (d) A basic program in the fundamentals of probation practice conducted by a local department shall be certified, in advance, by the State Director of Probation and Correctional Alternatives.

(e) A written division or division approved examination shall be given at the conclusion of the basic program.

(f) Probation officers who fail the examination of the basic program shall be required to pass a second examination within three months. Failure to pass the second examination shall require the officer to retake and complete the next available basic program. This subdivision shall not in any way impair, abridge or limit the exercise of any rights possessed by an employer of such an officer in accordance with applicable law governing employment.

(g) All new probation officers, deputy directors and directors shall comply with peace officer training provisions specified in applicable State law and rules and regulations.

§346.6 Requirements for continuing training of probation officers.

(a) All probation officers shall, after the first year of service, annually complete a minimum of 21 hours of continuing probation education credit in advanced probation practice (no more than 10 of which shall be firearms recertification training), which conform to guidelines as issued by the State Director of Probation and Correctional Alternatives.

(b) This training shall be designed to broaden and enhance the officer's professional skills by introducing new techniques in resolving problems and managing changes encountered in the officer's daily practice.

(c) All probation officers shall comply with appropriate peace officer training provisions as specified in applicable State law and rules and regulations.

§346.7 Requirements for the training of supervisory/management and executive personnel in a probation department.

(a) All probation personnel in supervision/managerial positions shall annually complete a minimum of 21 hours of continuing probation education credit which conform to guidelines as issued by the State Director of Probation and Correctional Alternatives. This training shall be designed to update personnel in these positions on current trends and practices in the field of probation and/or introduce new management concepts in planning, organization and supervision of probation work.

(b) All probation personnel in executive positions shall annually complete a minimum of 21 hours of continuing probation education credits in advanced probation practice which conform to guidelines as issued by the State Director of Probation and Correctional Alternatives. This training shall be designed to update personnel in these positions on current trends and practices in the field of probation and/or introduce new concepts in organizational management and administration.

§346.8 Special requirements for the training para-professional, clerical and secretarial positions.

Each probation department shall encourage staff development and training of its probation assistants, clerical and secretarial employees, and technical assistants.

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