

Deputy Probation Officer Core Training

Topic 9.0: Supervision

Class 9.2: Initial Meeting

Instructional Time – 4 hours

1. Welcome and Introductions
2. Objectives
  - a. Identify the purpose and importance of the initial meeting with a new probationer.
  - b. Identify the reasons for reviewing the probationer's case file in preparation for an initial meeting.
  - c. Identify the legal obligations a court order places upon the probation officer.
  - d. Identify the general conditions of probation and any special conditions that might be applicable to a case.
  - e. Identify the situations requiring release of information forms.
  - f. Identify the reasons for maintaining an updated photographic record of a probationer.
  - g. Identify the various methods for contacting a probationer and the pros and cons of each.
  - h. Identify the various locations available for the initial meeting with the probationer and the pros and cons of each.
  - i. Identify which documents are acceptable to use for verification of employment, education, identification, etc.
  - j. Identify what documents the probationer needs to bring to the initial meeting.
  - k. Identify probationer contact information either in case file or by using other resources.
  - l. Given a new probationer's file and court order, generate a list of interview questions for an initial interview.
  - m. Identify the information that should be collected from a probationer during the initial meeting in order to facilitate effective supervision.
  - n. Identify what information from the interview requires documentation
  - o. Identify the legal obligation to provide a copy of the terms and conditions of probation to a probationer.
  - p. Identify why it's important to explain the terms and conditions of probation with a probationer.
3. Purpose of the Initial Meeting
4. Role Clarification
5. Explaining Terms and Conditions
6. Court Orders and Legal Responsibilities
7. Conditions of Probation
8. Preparing for the Interview
  - a. Setting up the Interview
  - b. Reviewing the Records and The Case File
9. Release of Information
10. Activity: Case File Review
11. Information Gathering and Case Planning
12. During the Interview
13. Important Documents
14. Documenting the Interview
15. Pictures
16. Review / Questions / Evaluations