

Division of Parole and Probation Agent Entry Level Objectives 2023

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ADMINISTRATIVE PROCEDURES		
Section 1: Professionalism, Certification and Ethics		
Terminal	Enabling	
1.01		The Trainee will identify the requirements for receiving certification as a Parole & Probation Agent in the State of MD given various situations and conditions.
1.02		The Trainee will identify the requirements for maintaining certification as a Parole & Probation Agent in the State of MD given various situations and conditions.
1.03		The Trainee will identify the behaviors that are expected and prohibited according to the DPSCS Standards of Conduct given various situations and conditions.
	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.
1.04		The Trainee will identify the DPSCS policy on employee contact with Offenders given various situations and conditions.
1.05		The Trainee will identify state policy for drivers of state vehicles given various situations and conditions.
Section 2: Mission Statements		
2.01		The Trainee will identify the Mission of the Department of Public Safety and Correctional Services.
2.02		The Trainee will identify the Mission of Parole and Probation.
Section 3: Legal Aspects		
3.01		The Trainee will define an Agent's responsibility regarding confidentiality and liability given various situations and conditions.
	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.
INTRODUCTION TO PAROLE AND PROBATION		
Section 4: Major Elements of the Criminal Justice System		
4.01		The Trainee will describe the three major components of the criminal justice system.

Section 5: Parole & Probation Supervision		
Terminal	Enabling	
5.01		The Trainee will list the types of supervision within the Division given various situations and conditions.
	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.
5.02		The Trainee will list the types of supervision activities conducted by DPP Agents given various situations and conditions.
	05.02.01	The Trainee will explain the importance of reviewing terms and conditions of supervision given various situations and conditions.
	05.02.02	The Trainee will explain Risk Needs and Responsivity given various situations and conditions.
Section 6: Intake and First 60 days of Supervision		
6.01		The Trainee will outline the first 60 days of supervision given various situations and conditions.
	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.
6.02		The Trainee will identify the contact standards for each level of supervision given various situations and conditions.
6.03		The Trainee will identify the different techniques an Agent uses to verify supervised individual's non-compliance given various situations and conditions.
	06.03.01	The Trainee will define the severity of non-compliant behavior and the appropriate response for each given various situations and conditions.
6.04		The Trainee will perform a mock interview given various situations and conditions.
Section 7: Computer Systems		
7.01		The Trainee will demonstrate the ability to access Criminal Databases given various situations and conditions

Section 7: Computer Systems		
Terminal	Enabling	
	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.
Section 8: Report Writing		
8.01		The Trainee will demonstrate the ability to write professionally given various situations and conditions.
8.02		The Trainee will prepare the different types of supervision reports given various situations and conditions.
	08.02.01	The Trainee will identify the requirements to prepare various types of reports given various situations and conditions.
Section 9: Collections and Accounting		
9.01		The Trainee will demonstrate identify the procedures and guidelines for the collection of fines, costs, restitution, supervision, fees and testing fees given various situations and conditions.
Section 10: Problem Solving		
10.01		The Trainee will identify ways to optimize pro-social behavior given various situations and conditions.
	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.
	10.01.04	The Trainee will identify different techniques for interviewing offenders given various situations and conditions.
Section 11: Earned Compliance Credit		
11.01		The Trainee will identify the Agent's responsibility in regards to Earned Compliance Credit within DPP given various situations and conditions.
	11.01.01	The Trainee will identify the Agent's responsibilities regarding Earned Compliance Credit Abatements given various situations and conditions.
Section 12: Interstate Transfers		
12.01		The Trainee will list the steps required for an Agent to transfer a case between states given various situations and conditions.
	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.

Section 13: Case Closing, Transfers and Abatements		
Terminal	Enabling	
13.01		The Trainee will identify the procedures to close a supervised individual's case given various situations and conditions.
	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.
Section 14: Court Procedures		
14.01		The Trainee will demonstrate skills to professionally testify in court given various situations and conditions.
	14.01.01	The Trainee will demonstrate testifying skills displayed in hearings given various situations and conditions.
14.02		The Trainee will identify the procedure for preparing for a violation hearing given various situations and conditions.
Section 15: Office and Field Safety		
15.01		The Trainee will identify defensive driving techniques given various situations and conditions.
15.02		The Trainee will demonstrate and evaluate proper safety precautions when conducting a home contact given various situations and conditions.
15.03		The Trainee will identify the safety techniques for making field contacts with supervised individuals given various situations and conditions.
15.04		The Trainee will identify office security procedures given various situations and conditions.
Section 16: Use of Chemical Agents		
16.01		The Trainee will demonstrate the proper stance, grip and spray methods when deploying OC Spray given various situations and conditions.
	16.01.01	The Trainee will identify the Division policy on the use of Oleoresin Capsicum (OC) spray given various situations and conditions.
	16.01.02	The Trainee will demonstrate the techniques for decontaminating person and areas affected by OC Spray given various situations and conditions.
Section 17: Defensive Tactics		
17.01		The Trainee will define the Departmental Use of Force Continuum policy as it applies to Parole & Probation staff.
	17.01.01	The Trainee will demonstrate defensive techniques given various situations and conditions.
Section 18: Health and Safety		
18.01		The Trainee will Identify the different aspects of blood and air borne pathogens given various situations and conditions.

Section 18: Health and Safety		
Terminal	Enabling	
	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.
Section 19: Specialized Supervision		
19.01		The Trainee will identify the Specialized Supervision Considerations within the Division of Parole & Probation given various situations and conditions.
	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.
Section 20: Domestic Violence		
20.01		The Trainee will identify the dynamics of domestic violence given various situations and conditions.
20.02		The Trainee will explain the Division's General Order #10-002/Domestic Violence given various situations and conditions.
	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.
Section 21: Mental Health and Substance Abuse		
21.01		Develop a basic understanding of mental illness given various situations and conditions.
	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.
	21.01.05	The Trainee will describe the treatment/referral options available for the substance abusing individual given various situations and conditions.

Section 22: Security Threat Groups		
Terminal	Enabling	
21.02		The Trainee will utilize divisional policies regarding drug and alcohol testing given various situations and conditions.
	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 available databases related to gang data given various situations and conditions.
Section 23: Supervising Individuals with Disabilities		
23.01		The Trainee will identify responsibilities of an Agent supervising individuals with disabilities given various situations and conditions.
	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.
Section 24: Sexual Harassment		
24.01		The Trainee will identify the policy on Sexual Harassment given various situations and conditions.
	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.
Section 25: Risk Assessments and Reassessments		
25.01		The Trainee will identify risk assessment and reassessment procedure given various situations and conditions.
	25.01.01	The Trainee will 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.

Section 26: Ignition Interlock and Intoximeter		
Terminal	Enabling	
26.01		The Trainee will recall the policy on ignition interlock given various situations and conditions.