

Justice Institute of British Columbia COURSE OUTLINE

Course Code: APO151

Course Title: The Adult Probation Officer and Community Corrections

Sponsoring Division: Corrections and Community Justice Division

Previous Course Code & Title: N/A

Course Effective Date: January 2007

# of Credits:	1.0
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Course Description:

What is the role and mandate of today's adult probation officer? This course will provide a context for how probation services started in Canada and the legislation that gives probation officers in British Columbia the authority to carry out their duties. You will examine how the principles of effective offender intervention apply to the integrated service model adopted by the B.C. Corrections Branch. In addition, the course material will describe the primary areas in which probation officers perform their responsibilities and discuss the challenges of probation work. Participants are required to visit and report on a probation office as one of the evaluative components of this course.

This course is one of the four prerequisite courses required before applicants can apply to be hired as an Adult Probation Officer or a Probation Officer 14 in British Columbia. Please see the JIBC website for more information about these two job classifications:
www.jibc.bc.ca/corrections/programs/public/adultProbation.htm.

Course Goal(s): N/A

Course Learning Objectives:

Upon successful completion of this course, the participant will be able to:

- Describe the history and development of probation services in Canada and British Columbia.
- Find the legislation relevant to the duties of the probation officer in the *Criminal Code of Canada*, the *Correction Act (B.C.)*, the *Corrections and Conditional Release Act* and the *Freedom of Information and Protection of Privacy Act (B.C.)*.
- Discuss the limits of a probation officer's power, authority and confidentiality, using a case scenario.
- Know how to access information about the B.C. Corrections Branch.
- Discuss how the principles of effective offender intervention apply to a risk-needs approach to offender management.
- Identify the roles, responsibilities and job descriptions of an *Adult Probation Officer* and a *Probation Officer 14* in B.C.
- Interview a local manager or adult probation officer in a community corrections office.
- Describe an adult probation officer's duties, work environment and case supervision challenges.
- Consider how your personal characteristics and experiences may affect how you handle working in the community corrections field.
- Identify the personal and professional impacts, including secondary trauma, of working with offenders.

Course Topics/Content:

1. MODULE 1: HOW DID PROBATION BEGIN?
 - 1.1. History of probation in Canada and B.C.
 - 1.2. The changing face of community supervision
 - 1.3. Principles of effective offender intervention – an evidence-based approach
2. MODULE 2: OUR LEGISLATIVE MANDATE
 - 2.1. Statute authority
 - 2.2. Limits to power and authority
 - 2.3. Discussion Assignment 1: Examine the limits to a probation officer's power and authority
3. MODULE 3: THE B.C. CORRECTIONS BRANCH
 - 3.1. B.C. Community Corrections
 - 3.2. Integrated offender management
 - 3.3. Discussion Assignment 2: Discuss case management strategies based on the integrated offender management approach
4. MODULE 4: RESPONSIBILITIES OF AN ADULT PROBATION OFFICER
 - 4.1. Job qualifications and competencies for an Adult Probation Officer (APO) and Probation Officer 14 (PO14)
 - 4.2. A day in the life of a probation officer
 - 4.3. Field Assignment 3: Visit a probation office and summarize your observations
5. MODULE 5: THE PERSONAL IMPACTS OF THIS PROFESSION
 - 5.1. Working with difficult clients
 - 5.2. Our responsibility to victims
 - 5.3. Personal and professional health and wellness
6. CONCLUDING THE COURSE

Text and Resource Materials: Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

Required:

1. Legislation:
 - *Criminal Code of Canada*
 - *Corrections and Conditional Release Act*
 - *Correction Act (B.C.)*
 - *Freedom of Information and Protection of Privacy Act (B.C.)*
2. Policy:
 - *Community Corrections Policy Manual*, Chapter 1: "Introduction and Mandate", B.C. Corrections Branch, September 2006.
3. DVD video:
 - *Faces of Corrections*, Ministry of Public Safety and Solicitor General, B.C. Corrections Branch, 2003.
4. Publications:
 - "Evidence Based Practise in Community Corrections: The British Columbia Experience", Stephen Howell, published in *An Introduction to Community Corrections in Canada and China*, The International Centre for Criminal Law Reform and Criminal Justice Policy, Vancouver B.C.
 - *The Strategic Plan of B.C. Corrections, A commitment to Public Safety, 2006-2009*, Ministry of Public Safety and Solicitor General, Corrections Branch, 2006.
 - *Facts about Adult Corrections in British Columbia, 2001-2002*, Corrections Branch and Justice Institute of B.C.
5. All other course materials are provided online.

Recommended:

Not included with the course materials but available from the JI Store at
http://www.jibc.bc.ca/JI_Store/howOrder.htm:

- Recent version of the *Criminal Code* (pocket version acceptable) – also available online.
- *Corrections in British Columbia: Pre-Confederation to the Millennium*, Justice Institute of British Columbia, Corrections & Community Justice Division. Soft Cover. 323 pages, 2003.

Course Level:

	First Year		Second Year		Third Year		Fourth Year
	Other (describe): Adult Probation Officer Prerequisite Training						

Prerequisite Courses: N/A

Equivalent Course(s) within the JIBC:

APO101: Role and Mandate of the Adult Probation Officer (discontinued December 2006 but still accepted as equivalency for the purposes of applying for the positions of Adult Probation Officer or Probation Officer 14 in British Columbia).

Class Delivery Methods:

Some courses are delivered using a range of methods within one class (course section) or alternative methods in different classes. Please outline the most common delivery options used for this course. The total class hours should be the same for each option.

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion				
Simulation/Lab				
Practicum/Fieldwork				
Online	14			
Correspondence				
Total Class Hours	14			

Comments on Delivery Methods: N/A

Related Program(s): (where applicable) N/A

Credit Transfer exists at: N/A

Course Grading System:

Check the system that applies to this course:

	Letter Grades		Percentage	X	Pass/Fail		Credit/No Credit
	Complete/Incomplete		Attendance Only		Not Applicable		

Passing Grade:	Pass
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JIBC Standard Grading Scale for Letter, Grade Point and % Grades:

Letter Grade	Grade Points	% Range	Letter Grade	Grade Points	% Range
A+	4.33	90-100	C+	2.33	64-67

A	4.00	85-89
A-	3.67	80-84
B+	3.33	76-79
B	3.00	72-75
B-	2.67	68-71

C	2.00	60-63
C-	1.67	56-59
D	1.00	50-55
F	0.00	0-49

Evaluation Activities and Weighing: (complete the %'s which apply – total must equal 100%)

Final Exam	%	Assignments	75 %	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	25 %	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

Comments on Evaluation:

Course Requirements:

- Assignments 1 and 2 – case scenarios with discussion board participation required – P/F
- Field Assignment 3 – visit a probation office and summarize observations – P/F

In order to receive a Pass in this course, students must complete **all** required assignments.

Other Course Guidelines, Procedures and Comments:

To view CCJD divisional policies listed below, visit:

<http://www.jibc.bc.ca/corrections/main/policies.htm>

Grades and Appeals
Harassment

Withdrawals and Transfers
Student Code of Conduct

View the Justice Institute of BC Policies listed below at:

<http://www.jibc.bc.ca/studentServices/main/AcademicServices/policies.htm>

Access Policy
Harassment Policy
Prior Learning Assessment Policy
Student Code of Conduct

Academic Appeals Policy
Intellectual Property Rights Policy
Research on Human Subjects: Ethics
Student Records