

Justice Institute of British Columbia COURSE OUTLINE

Course Code: APO152

Course Title: Adult Probation and Criminal Court Process

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:

The adult probation officer is responsible for the supervision and management of accused persons on bail and convicted offenders serving sentences determined by the court. This course will introduce you to our criminal justice system and will describe the roles and responsibilities of the professionals who work within it. You will follow how an accused person progresses through criminal court from the commission of a crime to conviction and sentencing and identify how an adult probation officer is involved in this process. You will also learn about the rights of the accused and the victim in court and how young offenders are treated differently than adults in the criminal justice process. Participants are required to visit a provincial court and report on criminal court procedure 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. 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:

1. Identify the adult probation officer's role in criminal court procedures from the commission of a crime to the completion of a court sentence.
2. Identify the rights of victims according to the *Criminal Code* and the *Victims of Crime Act (B.C.)* and under what circumstances adult probation officers contact victims of crime.
3. Discuss what information from criminal court rules of law is relevant to effective case management and why you are likely to use this information in a professional capacity, including:
 - Common law and statute law.
 - The difference between criminal and civil law.
 - The burden of proof for Crown counsel to obtain a conviction at trial.
 - The relevant legal rights of an accused person at various stages in the criminal justice system as they relate to the *Canadian Charter of Rights and Freedoms*.
 - The three court levels in British Columbia, the protocol of each court level, and the routes to appeal a sentence.
4. Discuss the contents of the *Criminal Code of Canada* and how this statute is relevant to the job responsibilities of a probation officer, including:
 - How to identify a summary, indictable or hybrid offence.
 - Maximum and minimum penalties for a specific crime.
 - Criminal court procedures relevant to the work of community corrections.

5. Identify the four components of the adult criminal justice system and roles and responsibilities of each component.
6. Discuss criminal court procedures from the commission of a crime to the sentencing of the offender.
7. Describe the legislation that applies to young offenders (*Youth Criminal Justice Act*) and discuss what ways the adult probation officer might be involved with young offenders.
8. Observe court personnel and identify court procedures during a field trip to a provincial courthouse.

Course Topics/Content:

1. MODULE 1: PROBATION OFFICERS AND COURT PROCESS
 - 1.1. What do probation officers do in court?
2. MODULE 2: OUR CRIMINAL JUSTICE SYSTEM
 - 2.1. The impact of victimization
 - 2.2. The rules of criminal law
 - 2.3. The Criminal Code of Canada
 - 2.3.1. Written Assignment 1: "Interpreting the Criminal Code"
 - 2.4. Components of the Criminal Justice System
 - 2.4.1. Discussion Assignment 2: "Discuss court process based on a case scenario"
3. MODULE 3: CRIMINAL COURT PROCEDURES FROM CRIME TO SENTENCE
 - 3.1. Tracking an accused person through court
 - 3.2. Field Assignment 3: "Visit a provincial courthouse and report on your experience"
4. MODULE 4: THE YOUTH CRIMINAL JUSTICE ACT
 - 4.1. The YCJA and young offenders
 - 4.2. Adult probation officers and young offender supervision
5. MODULE 5: CLOSING THE COURSE
 - 5.1. Final Quiz

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

Required:

1. Publications:
 - *The Courtwatcher's Manual*, Fourth Edition, Law Courts Education Society and Legal Services Society of B.C., 2005.
 - *What Happens in Provincial Court?* Published by the Law Courts Education Society of BC and the Ministry of Attorney General, May 1994.
2. Legislation:
 - *Criminal Code of Canada*
 - *Victims of Crime Act (B.C.)*
 - *Youth Criminal Justice Act*
 - *Canadian Charter of Rights and Freedoms*
3. All other course materials are provided online.

Recommended:

- Recent version of the *Criminal Code* (pocket version acceptable). Not included with the course materials but available online or may be ordered from the JI Store at http://www.jibc.bc.ca/JI_Store/howOrder.htm
- Not included with the course materials but available from the JIBC Library at <http://www.jibc.bc.ca/Libraryfiles/jilibrary.htm> :
From Crime to Punishment, Joel E. Pink and David C. Perrier, Carswell Thomson Professional Publishing, Scarborough, Ontario, 1999.

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: APO102: Introduction to the Criminal Justice System

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	C	2.00	60-63
A-	3.67	80-84			
B+	3.33	76-79	C-	1.67	56-59
B	3.00	72-75	D	1.00	50-55
B-	2.67	68-71	F	0.00	0-49

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

Final Exam	25 %	Assignments	50 %	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	25 %	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

Comments on Evaluation:

Course Requirements:

- Written Assignment 1: (Interpreting the *Criminal Code*) – P/F
- Discussion Assignment 2 Discussion board participation required) – P/F
- Field Assignment 3 (Visit a provincial court and report on criminal court procedure) – P/F
- Final Quiz – 80% or higher to pass

In order to receive a Pass in this course, students must complete **all** required assignments and quizzes. Students are entitled to one (1) rewrite of Assignment 1 and the Final Quiz if they do not receive a Pass on their first attempt.

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