

Justice Institute of British Columbia
COURSE OUTLINE

Course Code: APO155
Course Title: The Adult Probation Officer
Prerequisite Courses:
School: School of Public Safety and Security
Division/Academy/Centre: Correction & Community Justice Division
Previous Course Code & Title:
Course First Offered: May 2008

# of Credits:	1.0
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Course Description:

Are you interested in becoming an adult probation officer? This self-study course will introduce this exciting and challenging career and assist you to determine if you have the qualifications and suitability to work in this profession.

The course material describes the B.C. Community Corrections Branch and its model of offender management and intervention. 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, you will learn about the primary areas in which adult probation officers perform their responsibilities and the strengths and challenges of adult probation work. You are required to visit an adult probation office and interview a local manager or adult probation officer as one of components of this course.

This course is a prerequisite course 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 the requirements of these two job classifications:
www.jibc.ca/ccjd/adultProbation.htm

Course Goal(s): N/A

Learning Outcomes:

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

1. Find the legislation relevant to the duties of the adult probation officer in the Criminal Code of Canada and the Correction Act (B.C.).
2. Access information about the B.C. Community Corrections Branch and describe its model of community supervision and management.
3. Discuss the limits of an adult probation officer's power, authority and confidentiality, using a case scenario.
4. Discuss the five principles of effective offender management and how they promote offender change.
5. Describe how integrated service delivery enhances public protection and reduces offending.
6. Describe how professional accountability is a guiding operational principle of the Corrections Branch.
7. Name the types of adult offenders that comprise the caseload of an adult probation officer.

8. Consider what an adult probation officer's responsibility is to victims.
9. Identify the personal and professional impacts, including stress and secondary trauma, of working with offenders.
10. Find out how your personal characteristics and experiences may affect how you perform the work and handle stress in the community corrections field.
11. Describe an adult probation officer's typical day as it pertains to activities, duties and work environment.
12. Identify the adult probation officer's role in the criminal justice system and criminal court procedures.
13. Describe what Core Programs are delivered by the Corrections Branch and how they enhance case management.
14. Consider the strengths and challenges of the community corrections work environment.
15. Interview a local manager or adult probation officer in a community corrections adult probation office.
16. Identify the job descriptions and competencies of an Adult Probation Officer and a Probation Officer 14 in British Columbia.
17. Reference how to apply for a position with B.C. Community Corrections.
18. Learn how to conduct yourself in a behavioural interview.

Course Topics/Content:

- **MODULE 1: THE B.C. CORRECTIONS BRANCH**
 - The Changing Face of Community Supervision
 - B.C. Community Corrections
 - Our Model of Intervention
 - Legislative Authority
 - Discussion Assignment 1
- **MODULE 2: PRINCIPLES OF CASE MANAGEMENT**
 - Promoting Offender Change
 - Integrated Service Delivery
 - Professional Accountability
 - Discussion Assignment 2
- **MODULE 3: WHAT MAKES A GOOD PROBATION OFFICER?**
 - Who are the Offenders?
 - Working with Victims
 - The Impact of Stress and Secondary Trauma
 - Are You Suited to this Profession? (Self Test 1)
- **MODULE 4: RESPONSIBILITIES OF AN ADULT PROBATION OFFICER**
 - A Day in the Life of an Adult Probation Officer
 - Probations Officers as Officers of the Court (Self Test 2 & 3, Discussion Assignment 3)
 - The APO as Case Manager – Strengths and Challenges
 - Facilitating Groups – Our Core Programs
 - Partnering in Criminal Justice
 - Field Assignment 4
- **MODULE 5: RECRUITMENT**
 - Job Qualifications and Competencies
 - The Application Process
 - What is a Behavioural Interview?
- **CONCLUDING THE COURSE**

Text and Resource Materials:

Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

Note: All course materials listed below are provided online at no extra cost to the student.

1. Legislation:
 - *Criminal Code of Canada*
 - *Correction Act (B.C.)*
 - *Freedom of Information and Protection of Privacy Act (B.C.)*
 - *Victims of Crime Act (B.C.)*
 - *Regina vs. Gladue*
2. Policy:
 - *Community Corrections Policy Manual*, Corrections Branch, B.C.:
 - a. Chapter 1.1 “Strategic Plan”, March, 2011.
 - b. Chapter 1.2 “Legal Authority”, March, 2011.
 - c. Chapter 2.1 “Case Management – Principles and Approaches”, July, 2008.
 - d. Chapter 2.2 “Five Principles of Case Management”, September, 2006.
 - Job Descriptions for Adult Probation Officer and Probation Officer 14, April 2008.
 - *Standards of Conduct for Corrections Branch Employees*, B.C. Ministry of Public Safety and Solicitor General, Corrections Branch, January 2004.
4. Research:
 - *Offender Rehabilitation: From Research to Practice*, by James Bonta, Ph.D., 1997-01, Public Works and Government Services Canada.
 - *Case Management in Manitoba Probation*, by James Bonta and Tanya Rugge, Public Safety and Emergency Preparedness Canada, and Bill Sedo and Ron Coles, Manitoba Department of Justice: Corrections, 2004-01.
5. 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.
 - *Strategic Plan, B.C. Corrections, 2010-2013*. Ministry of Public Safety and Solicitor General, Corrections Branch, 2010.
 - *Community Corrections and Corporate Programs, 2010-2014 Strategic Plan*. Corrections Branch, Ministry of Public Safety & Solicitor General, 2010.
 - *A Profile of B.C. Corrections, Protect Communities, Reduce Reoffending*. Ministry of Public Safety and Solicitor General, September 2010.
6. All other course materials are provided online.

Required:**Recommended:**

Course Level:

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

Equivalent Course(s) within the JIBC: N/A

Class Delivery Methods:

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	2			
Online	12			
Correspondence				
Total Class Hours	14			

Comments on Delivery Methods:

Course Grading System:

	Letter Grades		Percentage	✓	Pass/Fail
	Complete/Incomplete		Attendance Only		

Passing Grade:	Pass
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Evaluation Activities and Weighting:

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

Comments on Evaluation Activities and Weighting:

Course Requirements:

- 3 Discussion Assignment – P/F
- 1 Field Visit and Discussion Assignment – P/F
- 4 Self Tests – not graded but participation required

All assignments must be passed to receive a passing grade in the course.

Other Course Guidelines, Procedures and Comments:

View official versions of related JIBC academic regulations and student policies in the *JIBC Calendar* on the following pages of the JIBC website:

Academic Regulations:

<http://www.jibc.ca/programs-courses/jibc-calendar/academic-regulations>

Student Academic Integrity Policy
Academic Progression Policy
Admissions Policy
Academic Appeals Policy
Evaluation Policy
Grading Policy

Student Policies:

<http://www.jibc.ca/programs-courses/jibc-calendar/student-policies>

Access Policy
Harassment Policy – Students
Student Records Policy
Student Code of Conduct Policy

JIBC Core Competencies

The JIBC promotes the development of core and specialized competencies in its programs. Graduates of our programs will demonstrate high levels of competence in the following areas:

Critical thinking

Identify and examine issues and ideas; analyze and evaluate options in a variety of fields with differing assumptions, contents and methods.

Communication, oral and written

Demonstrate effective communication skills by selecting the appropriate style, language and form of communication suitable for different audiences and mediums.

Leadership

Inspire individuals and teams to reach their potential by embracing innovation through strategic thinking and shared responsibility.

Independent learning

Show initiative by acting independently in choosing effective, efficient and appropriate applied learning, research and problem solving strategies.

Problem solving

State problems clearly; effectively and efficiently evaluate alternative solutions; choose solutions that maximize positive and minimize negative outcomes.

Interpersonal relations

Know and manage oneself; recognize and acknowledge the needs and emotions of others including those with diverse backgrounds and capabilities.

Inter-professional teamwork

Understand and work productively within and between groups, respect others' perspectives and provide constructive feedback with special attention to inter-professional relationships.

Information literacy

Recognize and analyze the extent and nature of an information need; efficiently locate and retrieve information; evaluate it and its sources critically, and use information effectively and ethically.