

Probation Officer Career Track

Revised 11/11

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Senior Project – <http://www.utcourts.gov/intranet/juv/po/projects/>

Probation Officer Career Track Education Department Requirements

LEVEL I - FIRST YEAR From hire date to end of first (probationary) year.
EDUCATION DEPARTMENT REQUIREMENTS
PLEASE NOTE: ALL SAFETY TRAINING LEVEL III CLASSES, ARE IN THE PROCESS OF BEING SCHEDULED. PLEASE CHECK THIS WEBSITE OR THE "REGISTER FOR CLASSES" LINK FOR UPDATES ON SCHEDULING.
New Employee Orientation; (includes the mandatory classes for all hires, <i>Ethics</i> and <i>Diversity Consciousness in the Courts</i>). Should be completed within first three months of employment (2 days)
Probation Officer Orientation; Should be completed within first four months of employment (1 day)
Case Planning Parts I, II & III; Should be completed within first four months of employment (6 days total)
Safety Training Levels I, II & III; Should be completed within first six months of employment (4 days total)
Due Process and Constitutional Law (1 day)
LOCAL DISTRICT TRAINING
Check with your supervisor for any requirements specific to your district.
PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS
http://www.utcourts.gov/intranet/ed/PO_Career_Track/ See section: <ul style="list-style-type: none">• Probation Officer I – Year 1

**Probation Officer Career Track
Education Department Requirements**

LEVEL I - SECOND YEAR From end of first year through end of second year. The following classes must be completed to qualify for Level II. Advancement to Level II normally takes two years to complete Education Department and Probation Officer Case Planning Career Track Requirements. Credit for previous classes or workshops must have been agreed upon in writing between a supervisor and employee at the time of hire.
EDUCATION DEPARTMENT REQUIREMENTS
Juvenile Mental Health Topics for Probation Officers (1 day) Safety Training Recertification (1 days)
LOCAL DISTRICT TRAINING
Check with your supervisor for any requirements specific to your district.
PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS
http://www.utcourts.gov/intranet/ed/PO_Career_Track/ See section: <ul style="list-style-type: none">• Probation Officer I – Year 2

Probation Officer Career Track Education Department Requirements

<p><i>If probation officers want to progress to a higher level, they must certify proficiency for current level with management by completing the career track requirements. In order to certify, probation officers must complete the appropriate forms with the necessary signatures. A successful performance evaluation is also required to progress to a higher level.</i></p>
<p>LEVEL II This is the working level for probation officers. These classes must be taken at the rate of at least two per year until all classes have been completed.</p>
<p>STATE TRAINING</p>
<p>Diversity Awareness (one-half day)</p> <p>Victims Issues and Restorative Justice (1day)</p> <p>Safety Training Recertification (1day)</p> <p>After these requirements have been completed, probation officers must continue to fulfill the Judicial Council requirements for 20 hours of education each year and any additional education required by their supervisor.</p>
<p>LOCAL DISTRICT TRAINING</p>
<p>Check with your supervisor for any requirements specific to your district.</p>
<p>PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS</p>
<p>http://www.utcourts.gov/intranet/ed/PO_Career_Track/ See Section:</p> <ul style="list-style-type: none"> • Probation Officer II

Probation Officer Career Track Education Department Requirements

If probation officers want to progress to a higher level, they must certify proficiency for current level with management by completing the career track requirements. In order to certify, probation officers must complete the appropriate forms with the necessary signatures. A successful performance evaluation is also required to progress to a higher level.

LEVEL III

Level III is an **OPTIONAL** level for probation officers. The qualifications for attaining Level III are **in addition** to the requirements for Level II. Probation officers may begin work on their Senior Projects upon approval from the Probation Officer Education Committee.

EDUCATION DEPARTMENT REQUIREMENTS

Safety Training Recertification
(1 day)

Master's Degree or completion of Senior Project
(May substitute approved licenses or certificates in related field of study for project)

After these requirements have been completed, probation officers must continue to fulfill the Judicial Council requirements for 20 hours of education each year and any additional education required by their supervisors.

LOCAL DISTRICT TRAINING

Check with your supervisor for any requirements specific to your district.

PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS

http://www.utcourts.gov/intranet/ed/PO_Career_Track/

See section:

- Probation Officer III

Probation Officer Career Track Education Department Requirements

If probation officers want to progress to a higher level, they must certify proficiency for current level with management by completing the career track requirements. In order to certify, probation officers must complete the appropriate forms with the necessary signatures. A successful performance evaluation is also required to progress to a higher level.

SUPERVISORS

EDUCATION DEPARTMENT REQUIREMENTS

Complete a supervisory and management program.

After these requirements have been completed, probation officers must continue to fulfill the Judicial Council requirements for 20 hours of education each year and any additional education required by their supervisor.

LOCAL DISTRICT TRAINING

Check with your supervisor for any requirements specific to your district.

PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS

http://www.utcourts.gov/intranet/ed/PO_Career_Track/

See section:

- Probation Officer III

Probation Officer Career Track Education Department Requirements

If probation officers want to progress to a higher level, they must certify proficiency for current level with management by completing the career track requirements. In order to certify, probation officers must complete the appropriate forms with the necessary signatures. A successful performance evaluation is also required to progress to a higher level.

CHIEF PROBATION OFFICERS

EDUCATION DEPARTMENT REQUIREMENTS

Complete a supervisory and management program

After these requirements have been completed, probation officers must continue to fulfill the Judicial Council requirements for 20 hours of education each year and any additional education required by their supervisor.

LOCAL DISTRICT TRAINING

Check with your supervisor for any requirements specific to your district.

PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS

http://www.utcourts.gov/intranet/ed/PO_Career_Track/

See section:

- Probation Officer III

Policy on Advancement When Requirements Have Not Been Met

Effective July 1, 1994

When a course(s) in the career track program is canceled by the Utah Judicial Institute, or is not offered within a one-year period for any reason, or if an employee is unable to attend a required career track course due to extenuating personal circumstances (to be determined by the supervisor), the employee's advancement to the next step or grade will not be impeded provided the employee's performance review is satisfactory and all other qualifying requirements are met.

If an employee misses a career track course for one of the reasons identified above, the employee's supervisor may advance the employee to the appropriate career ladder level and enter into a contractual agreement with the employee.

The contract, to be signed by the supervisor and the employee, shall stipulate the following:

- The time period within which the employee shall attend the career track course(s) that was missed or that the employee must attend the next available course;
- The consequences of *not* meeting the expectations established in the contract are defined below:
 - *The employee's advancement is conditional on meeting the terms defined in the contract. The advancement shall be revoked if this educational requirement is not met, and the employee shall be demoted to the grade or step level held immediately prior to the advancement.*
- The process by which the employee's compliance with the expectations to be met shall be reviewed and the consequences of noncompliance.

An employee has the right to appeal any decision made under these circumstances to the Executive Committee of the Standing Committee on Judicial Branch Education.

Upon signature by the employee and supervisor, copies shall be kept and distributed as follows:

- One provided to the employee
- One on file with the employee's supervisor
- One provided to the employee's Court Executive
- One provided to the Human Resources Department

Probation Officer Education Department PLANS Education Department Certification FORMS

Revised 11/11

The Utah Judicial Institute (Education Department) has prepared an *Education Plan* form to be used for recording mandatory hours. Use the *Certification* form to verify that the education requirements for a given level have been completed. The *Education Plan* also includes an area to schedule and keep a record of additional *Probation Officer Case Planning Career Track Requirements* necessary for advancement.

The probation officer and the supervisor will fill out this form together as part of the new probation officer orientation, performance plan and evaluation processes.

1. Using the “Programs and Classes” link on the Education Department webpage, www.utcourts.gov/intranet/ determine the Education Department courses the probation officer will take for the year and schedule them. Record this information on the *Education Plan*. Sign and date the form. The probation officer keeps the original. The supervisor keeps a copy.
2. Register on-line, www.utcourts.gov/intranet/, click on “Register for Classes” and follow the links for the chosen classes.
3. The supervisor initials and dates the classes on the probation officer’s *Education Plan* as they are completed.
4. At the end of the year, the probation officer and supervisor evaluate last year’s education, and plan next year’s education. The probation officer turns in the completed form to the supervisor, who will file the information in local personnel files. The probation officer keeps the original, ***as the probation officer is ultimately responsible for documenting the classes attended.***
5. Plan and record all Probation Officer Case Planning Career Track requirements in the same way.

EDUCATION DEPARTMENT REQUIREMENTS and PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS

Revised 11/11

LEVEL I - FIRST YEAR (From hire date to end of first (probationary) year).

Use this form to plan your education in advance and to monitor your progress as you complete the requirements.

Name:

Court Location:

Hire Date:

Requirements (within first year of hire date)	Date Planned	Date Completed	Supervisor's Initials
STATE TRAINING			
New Probation officer Orientation			
➤ Ethics			
➤ Diversity Consciousness in the Courts			
New Probation Officer Orientation			
Due Process and Constitutional Law			
Safety Training Level I			
Safety Training Level II			
Safety Training Level III			
PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS			
Documentation of requirements found at http://www.utcourts.gov/intranet/ed/PO_Career_Track/ See Section: Probation Officer I – Year 1			
Case Planning I			
Case Planning II			
Case Planning III			
Delinquency History accuracy			
Core Concepts Exam (attach completed exam)			
PSRA Video Interview (attach the grading form)			
Other:			
LOCAL DISTRICT TRAINING			

Signature:

Date:

Supervisor:

Date:

Probation Officer Education Certification

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Probation Officers at LEVEL I, First Year

This certifies that the Probation Officer listed below has completed the education requirements and probation officer case planning career track requirements as listed on the attached Education Department requirements and Probation Officer and Career Track training plan.

The probation officer has put in _____ year(s) of service in his/her current position.

Probation Officer:

Date:

Supervisor:

Date:

Chief Probation Officer:

Date:

Court Executive:

Date:

Once all requirements listed on your plan have been completed, acquire the appropriate signatures on this form and file a copy of this form in local personnel files. Keep the original for your own records.

EDUCATION DEPARTMENT REQUIREMENTS and PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS

Revised 11/11

LEVEL I - SECOND YEAR
Currently at Level I, advancing to Level II

Use this form to plan your education in advance and to monitor your progress as you complete the requirements.

Name:

Court Location:

Hire Date:

Requirements <i>(within 3 years of hire date)</i>	Date Planned	Date Completed	Supervisor's Initials
STATE TRAINING			
Safety Training Level Recertification			
Juvenile Mental Health Topics for Probation Officers			
PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS			
Documentation of requirements found at http://www.utcourts.gov/intranet/ed/PO_Career_Track/ See Section: Probation Officer I – Year 2			
District Training:			
Written Case Scenarios (attach completed Conceptualization form and the evaluation form)			
PRA Video Interview (attach the grading form)			
Other skills development:			
LOCAL DISTRICT TRAINING			

Signature:

Date:

Supervisor:

Date:

Probation Officer Education Certification

Revised 11/11

**Probation Officers at LEVEL I, Second Year
(Currently at Level I, advancing to Level II)**

This certifies that the Probation Officer listed below has completed the education requirements and probation officer case planning career track requirements as listed on the attached Education Department requirements and Probation Officer and Career Track training plan.

Probation Officer:

Date:

Supervisor:

Date:

Chief Probation Officer:

Date:

Court Executive:

Date:

Once all requirements listed on the Education Plan have been completed, acquire the appropriate signatures on this form and file a copy of this form in local personnel files. Keep the original for your own records.

EDUCATION DEPARTMENT REQUIREMENTS and PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS

Revised 11/11

Probation Officers LEVEL II – THIRD YEAR

Use this form to plan your education in advance and to monitor your progress as you complete the requirements.

Name:

Court Location:

Hire Date:

Requirements	Date Planned	Date Completed	Supervisor's Initials
STATE TRAINING			
Safety Training Recertification			
Diversity Awareness			
Victims Issues and Restorative Justice			
PROBATION OFFICER CAREER TRACK CASE PLANNING REQUIREMENTS			
Documentation of requirements found at http://www.utcourts.gov/intranet/ed/PO_Career_Track/ See Section: Probation Officer II			
Training:			
CP Performance Goals from years 1 & 2: GOAL 1: GOAL 2: GOAL 3:			
Annual Performance Evaluation KSA Demonstrated (attach evaluation form):			
Other:			
LOCAL DISTRICT TRAINING			

Signature:

Date:

Supervisor:

Date:

EDUCATION DEPARTMENT REQUIREMENTS and PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS

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Probation Officers LEVEL II – FOURTH YEAR

For Probation Officers remaining on P.O. II Level, use this form each year.

Name:

Court Location:

Hire Date:

Requirements	Date Planned	Date Completed	Supervisor's Initials
STATE TRAINING			
Safety Training Recertification			
PROBATION OFFICER CAREER TRACK CASE PLANNING REQUIREMENTS			
Documentation of requirements found at http://www.utcourts.gov/intranet/ed/PO_Career_Track/ See Section: Probation Officer II			
Training:			
Annual Performance Evaluation KSA Demonstrated (attach evaluation form):			
Other:			
LOCAL DISTRICT TRAINING			

Signature:

Date:

Supervisor:

Date:

Probation Officer Education Certification

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This certifies that the Probation Officer listed below has completed the education requirements and probation officer case planning career track requirements as listed on the attached Education Department requirements and Probation Officer and Career Track training plan...

Probation Officer:

Date:

Supervisor:

Date:

Chief Probation Officer:

Date:

Court Executive:

Date:

Once all requirements listed on the Education Plan have been completed, acquire the appropriate signatures on this form and file a copy of this form in local personnel files. Keep the original for your own records.

EDUCATION DEPARTMENT REQUIREMENTS and PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS

Revised 11/11

LEVEL III (OPTIONAL)

This is an optional level for probation officers. The qualifications for attaining Level III are in addition to the requirements for Level II. Probation officers may begin work on their Senior Project upon approval from the Probation Officer Education Committee

Use this form to plan your education in advance and to monitor your progress as you complete the requirements.

Name:

Court Location:

Hire Date:

Requirements	Date Planned	Date Completed	Supervisor's Initials
STATE TRAINING			
Safety Training Recertification			
Master's Degree, or Senior Project, or Certificate Program			
PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS			
Documentation of requirements found at http://www.utcourts.gov/intranet/ed/PO_Career_Track/ See Section: Probation Officer III			
Feedback Video Interview (attach grading form)			
District Case Planning training:			
Other:			
LOCAL DISTRICT TRAINING			
Demonstrate Proficiency in Area of Specialization			

Signature:

Date:

Supervisor:

Date:

Probation Officer Education Certification

Revised 11/11

<p>Probation Officers LEVEL III (Optional)</p>

This certifies that the Probation Officer listed below has completed the education requirements and probation officer case planning career track requirements as listed on the attached Education Department requirements and Probation Officer and Career Track training plan.

Probation Officer:

Date:

Supervisor:

Date:

Chief Probation Officer:

Date:

Court Executive:

Date:

Once all requirements listed on the Education Plan have been completed, acquire the appropriate signatures on this form and file a copy of this form in local personnel files. Keep the original for your own records.

EDUCATION DEPARTMENT REQUIREMENTS and PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS

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LEVEL III – Probation Officers at Level III
 Use this form each year to document education department requirements, 20 hours of training annually, and Probation Officer case planning requirements.

Name:

Court Location:

Hire Date:

Requirements	Date Planned	Date Completed	Supervisor's Initials
STATE TRAINING			
Safety Training Recertification			
PROBATION OFFICER CAREER TRACK CASE PLANNING REQUIREMENTS			
Documentation of requirements found at http://www.utcourts.gov/intranet/ed/PO_Career_Track/ See Section: Probation Officer III			
Training:			
Annual Performance Evaluation KSA Demonstrated (attach evaluation form):			
Other skills development:			
LOCAL DISTRICT TRAINING			

Signature:

Date:

Supervisor:

Date:

Probation Officer Education Certification

Revised 11/11

Probation Officers at Level III

This certifies that the Probation Officer listed below has completed the education requirements and probation officer case planning career track requirements as listed on the attached Education Department requirements and Probation Officer and Career Track training plan.

Probation Officer:

Date:

Supervisor:

Date:

Chief Probation Officer:

Date:

Court Executive:

Date:

Once all requirements listed on the Education Plan have been completed, acquire the appropriate signatures on this form and file a copy of this form in local personnel files. Keep the original for your own records.

EDUCATION DEPARTMENT REQUIREMENTS and PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS

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Please follow directions on instruction sheet. Use this form to plan your education in advance and to monitor your progress as you complete the requirements.

Probation Officers Supervisor Level

Use this form to plan your education in advance and monitor your progress as you complete the requirements.

Name:

Court Location:

Hire Date:

Requirements	Date Planned	Date Completed	Supervisor's Initials
Complete a supervisory and management program			
Safety Training Recertification			
PROBATION OFFICER CAREER TRACK CASE PLANNING REQUIREMENTS			
Documentation of requirements found at http://www.utcourts.gov/intranet/ed/PO_Career_Track/ See Section: Probation Officer III			
Training:			
Annual Performance Evaluation KSA Demonstrated (attach evaluation form):			
Other skills development:			
STATE / DISTRICT TRAINING			

Signature:

Date:

Supervisor:

Date:

Probation Officer Education Certification

Revised 11/11



This certifies that the Probation Officer listed below has completed the education requirements and probation officer case planning career track requirements as listed on the attached Education Department requirements and Probation Officer and Career Track training plan.

Probation Officer:

Date:

Supervisor:

Date:

Chief Probation Officer:

Date:

Court Executive:

Date:

Once all requirements listed on the Education Plan have been completed, acquire the appropriate signatures on this form and file a copy of this form in local personnel files. Keep the original for your own records.

EDUCATION DEPARTMENT REQUIREMENTS and PROBATION OFFICER CASE PLANNING CAREER TRACK REQUIREMENTS

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Please follow directions on instruction sheet Use this form to plan your education in advance and monitor your progress as you complete the requirements.

Probation Officer Chief Level

Use this form to plan your education in advance and monitor your progress as you complete the requirements.

Name:

Court Location:

Hire Date:

Requirements	Date Planned	Date Completed	Supervisor's Initials
Safety Training Recertification			
Complete a supervisory and management program			
PROBATION OFFICER CAREER TRACK CASE PLANNING REQUIREMENTS Documentation of requirements found at http://www.utcourts.gov/intranet/ed/PO_Career_Track/ See Section: Probation Officer III			
Training:			
Annual Performance Evaluation KSA Demonstrated (attach evaluation form):			
Other skills development:			
STATE / DISTRICT TRAINING:			

Signature

Date:

Supervisor:

Date:

Probation Officer Education Certification

Revised 11/11



This certifies that the Probation Officer listed below has completed the education requirements and probation officer case planning career track requirements as listed on the attached Education Department requirements and Probation Officer and Career Track training plan...

Probation Officer:

Date:

Supervisor:

Date:

Chief Probation Officer:

Date:

Court Executive:

Date:

Once all requirements listed on the Education Plan have been completed, acquire the appropriate signatures on this form and file a copy of this form in local personnel files. Keep the original for your own records.

