



Juvenile Probation Officer (JPO)

Phase I

Study Guide

Training for the juvenile probation officer is broken into two parts. Phase I is a six-week training period in which the JPO candidate completes observations and tasks from the JPO Checklist. The second part, Phase II is the five-week Juvenile Probation Academy. The Field Training Officer (FTO) assigned to the JPO candidate must ensure that the JPO candidate has completed this six-week Phase I training in preparation for Phase I Exam, which is the entrance exam to Phase II, the JPO Academy. The JPO candidate will have three opportunities to take the JPO Phase I exam and must obtain a score of 75% or higher to attend Phase II, the JPO Academy. Two of the three opportunities will be provided prior to the next available academy. Students receiving a passing score on their first or second attempt will be awarded a seat in that academy. Students needing a third attempt will be placed back on the waiting list and awarded a seat in the following academy upon receipt of a passing score.

This study guide will assist the JPO candidate in studying for the Phase I Exam.

Phase I consists of three stages which are described below.

Stage I: Administrative/Orientation Training/New Employee Training

This stage can be completed in 3 days. The JPO candidate is assigned to his/her primary FTO. The JPO candidate is provided reading materials that introduce him/her to the department's policies on dress code, evaluation guidelines, benefits packages, confidentiality rules, child abuse reporting. The JPO candidate takes online courses that enhance their knowledge base on the organizational overview of the department, compensation, employee benefits, attendance and leave, safety and security, sexual harassment, quality customer service information security awareness and performance evaluations. JPO candidates must obtain a 70% or higher on post-test provided at the end of each module.

Daily observations of the JPO candidate will begin. If the JPO candidate does not meet the standards set at this stage, remediation or termination may be recommended.

This content of this stage of Phase I is not part of the Phase I Exam.

Stage II: CORE Certification Courses and CPR/First Aid

This stage can be completed in one week. The JPO candidate takes online courses that increase his/her knowledge of the history and purpose of the department, standard of ethics, the educational system, the legal/court system and common terminology, mental health and substance abuse, the Interstate Compact on Juveniles, the Disproportionate

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