

November 2020 New Officer Training, Education, and Skill-Building (NOTES)

	Class Title	Delivery Mode	Time/Hub Name	Approx. Length	Comments	Completed Date
Day 1 11/9	Welcome	In person	8:00-10:00	1 hour		
Day 1 & Day 2 11/9 and 11/10	Motivational Interviewing	In person	10:00-5:00 8:00-5:00- Tuesday	15 hours	Intro class in the Hub	
Day 3- at home 11/12	Criminogenic Drivers/Stages of Change/Case Plan	Via Hub	ACS0100APD - Criminogenic Drivers; ACS0101APD - Stages of Change; ACS0097APD - Case Plans 2020	4 hours		
Day 3- at home 11/12	Managing a Case	Via Hub	ACS0095OL – APD NOTES – Managing a Case	1.5 hour	Overview of a case from assessments, to forms, to contact standards. Handouts of how to review a caseload provided in this class.	
Day 3- at home 11/12	Carey Guides	Via Hub	ACS0023OL - APD NOTES - Carey Guides	1 hour includes reading the attachments	Attached in RISE and in SharePoint are the Carey user guide, matrix and sequence chart. They need to read all that after the class for a Skype discussion.	
Day 3- at home 11/12	APD Online	Via Hub	APPS0004OL - APD NOTES - APD On-Line Utility Training	30 minutes	Take time to click around APD online with them. They may not have RAS cards, but if they do, they can also explore it with you.	
Day 4 11/13	OST/FROST Case Plan	In person -Doug	8:00-5:00	8 hours		
Defensive Tactics 11/16-11/20						
Day 5 11/23	File Overview and Conditions of Probation	In person -Jim	8:00-10:00	2 hour		
Day 5 11/23	iCisNG	In person -Doug	10:00-11:00	1 hour		

Day 5 11/23	Expiration Calculation	In person- Jonelle	11:00-12:00	1 hour		
Day 5 11/23	APETS	In person Kimberly Bryant	1:00-5:00	4 hours		
Day 6 11/24	ETC/CRO/eForms	In person -Jim	8:00-10:00	2 hours		
Day 6 11/24	ePTR	In person -Ada	10:00-12:00	2 hours		
Day 6 11/24	Graduated Responses (Info on T4C) & Behavior Agreements	In person -Ada	1:00-5:00	4 hours		
Day 7- at home 11/25	Drug Trends	Via Hub	ACS0033OL - APD NOTES - Drug Recognition	2 hours (including Teams discussion)	Students will view the one hour video and then read over the 112 page DEA document. Please talk about the following discussion questions in your cohort: 1) What surprised you most about the video and DEA guide? 2) What role do you believe a probation officer plays in helping someone overcome a substance abuse issue? 3) What questions do you have about supervising probationers with a drug abuse problem? 4) Point out that pg 45 starts a really good intro to different types of drugs, including pictures, effects, and street names, etc.	
Day 7- at home 11/25	Virtual Contacts	Via Hub	PDV0110OL - APD- NOTES- Virtual Contacts	45 minutes		
Day 7- at home 11/25	Victim Forum	Via Hub	ETH0010OL - APD NOTES - Victim Training	1 hour		
Day 7- at home 11/25	Social Media	Via Hub	CIS00001APD - The Use of Social Media in	1 hour		

			Investigations and Supervision			
Day 7 – at home 11/25	Data Quality	Via Hub	ACS0057OL - APD NOTES - Data Quality	45 minutes		
Day 7 – at home 11/25	Redact	Via Hub	COM0013OL - APD NOTES - Redact	30 minutes		
Day 7 – at home 11/25	Community Restitution	Via Hub	ACS0027OL - APD NOTES - Community Restitution Program	20 minutes		
Day 7- at home 11/25	Read Garrido and organize notes					
Day 8 11/30	TOC/JWI & computer check	In person Marianne Jenson	8:00-10:00	2 hour	Lab reserved	
Day 8 11/30	Legal Liabilities	In person-Jim	10:00-12:00	1 hour		
Day 8 11/30	Days in Custody	In person-Jim	1:00-3:00	2 hours		
Day 8 11/30	Averhealth	In person by Brian Burrer	3:00-5:00	2 hours		
Day 9 12/1	Court Reports / Persuasive Writing	In person -Jim	8:00-10:00	2 hours		
Day 9 12/1	Court Reports in iCisNG	In person- Lauren Guida	10:00-12:00	2 hours		
Day 9 12/1	Report Practicum	In person-Jim	1:00-3:00	2hours		
Day 10 12/1	Caseload Management	In person by Chief	3:00-5:00	2 hours		
Day 11- at home 12/2	CORP	Chris Hoerchler	Via TEAMS 8:00-9:00	1.5 hours		
Day 11- at home 12/2	Prop 200	Via Hub	ACS0049OL – APD NOTES - Understanding	45 minutes	Taught via power point audio voice over in the Hub. Handout attached.	

			Prop 200, 301 and 302			
Day 11- at home 12/2	Probation Violation	Via Hub	ACS0050OL - APD NOTES - Violation of Probation	1 hour	Handouts attached in the Hub as well. Go over each of the 4 handouts with class.	
Day 11- at home 12/2	CHD 1:00-2:00	Via Hub	APPS0001OL - APD NOTES - CHD Training	1 hour		
Day 11 – at home 12/2	CHD Overview	Via Teams by Tiffany Butler	2:00-3:00	1 hour		
Day 11- at home 12/2	Blooborne Pathogens	Via Teams by Ada	3:00-5:00	2 hours		
Day 12- at home 12/3	Officer Awareness	Via Hub		2 hours with discussion		
Day 12- at home 12/3	Safety Policy	Via Hub	SAF0045OL - APD NOTES - Safety Policy Training	1.5 hours		
Day 12- at home 12/3	Arrest and Booking	Via Hub	SAF0010OL –	1.5 hours	Supplemental material in SharePoint.	
Day 12 – at home 12/3	Search and Seizure	Via Hub	SAF0093OL – APD NOTES- Search and Seizure	30 minutes	Search inventory saved in SharePoint	
Day 12- at home 12/3	Special Incident	Via Hub	SAF0048OL - APD NOTES - Special Incidents	45 minutes		
Day 13 12/4	Organizing and Prioritizing	In person – Jim/Doug	8:00-9:30	2 hours		
Day 13 12/4	Hazard Communication	In person-Kevin	9:30-10:00	30 minutes		
	*FINCOM/RFR	Via Hub	PDV0017OL - APD NOTES - RFR	30 minutes		
	*Case Transfers	Via Hub	ACS0025OL – APD	30 minutes		
	*DNA	Via Hub	ACS0048OL - APD NOTES - DNA	15 minutes		
	*Car Issues	Via Hub	ACS0022OL – APD NOTES - Car Issues	20 minutes		

	*Mileage	Via Hub	PDV0006OL – APD NOTES - Introduction to Mileage	30 minutes	Rise presentation includes activity. Go over activity answers in cohort session (answers uploaded in SharePoint).	
	*BAC	Via Hub	PDV0006OL – APD NOTES- Alco- Sensor III Breathalyzer User Training	30 minutes	I didn't mention the old breathalyzers at all so maybe mention them and the difference in tubes. The old ones are being replaced and they may never run into one. Also stress the mouthwash and how it doesn't last.	
	*Desk Reference	Via Skype by Leaders	Document in SharePoint	30 minutes		
	System Overview	Via Teams by Jim			Jim has quiz and answers-updated	

*Indicates filler classes (when we have extra time during the day or to be completed on last day)

Transition period: 12/7-12/18

Online New Employee Orientation

- Welcome to the Hub
- MCAPD Time Keeping Policy
- Verbal De-escalation
- Prison Rape Elimination Act
- Introduction to COJET training requirements
- ACJIS Overview Video
- Overview of Maricopa County Adult Probation
- Introduction to the Arizona Court System
- Use of County and Private Vehicles and Equipment Policy
- Fire Extinguisher
- Equal Access to Justice
- MCAPD Building Safety
- Conditions of Employment
- Judicial Branch Discrimination and Harassment Policy and Procedure
- Harassment: Sex, Religion, and Beyond

- Minimum Accounting Standards
- Ethical Decision Making
- Safe Driver Webinar
- Language Access
- Safety Orientation (through AOC CBT website)