



**City and County of San Francisco  
Juvenile Probation Department**

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**SAN FRANCISCO JUVENILE PROBATION DEPARTMENT**

**OFFICE OF TRAINING AND STAFF DEVELOPMENT  
STC TRAINING CALENDAR - FISCAL YEAR 2014 TO 2015**

Greetings!

Welcome to the Training and Staff Development schedule for Fiscal Year 2014-2015.

Thank you for your participation in training for Fiscal Year 2012-2013. All Staff completed the mandated hours...something to celebrate!

This year's schedule is presented in a new format. Training is divided into 4 categories, as follows:

1. Mandates:  
This includes legal updates; all City, County, State or Federally-required training, SFJPD policies, procedures and updates; any Code-required training and updates.
2. Essential Training (Division-Specific and Required):  
This is training that each SFJPD Division requires for their Staff.
3. Perishable Skills:  
This training focuses on skills that need periodic updating.
4. Electives:  
These classes are offered to help complete your hours and/or to take as extra training.

You **must** complete all training topics under sections 1, 2 and 3 **as required**. Section 3 classes focus on perishable skills that are needed to maintain compliance, either yearly or every other year. Classes in section 4 are your choice.

In the schedule you will find class descriptions and a multiple-page enrollment form. The enrollment form provides class titles, hours, locations and available dates.

Most of you have already completed 5 hours of required training, in Electronic Monitoring and Title IV-E. You need 35 more hours; however, most of those hours will be completed through required training. There are 4 additional classes that you can choose from as an elective, to complete your STC hours.

Please review the chart on the following page.

**SFJPD 2014-2015 SFJPD TRAINING SCHEDULE,  
CLASS DESCRIPTIONS AND ENROLLMENT FORM**

## Training Program for Fiscal Year 2014-2015

<p align="center"><b>MANDATED</b></p> <ol style="list-style-type: none"> <li>1. PC 832 Refresher</li> <li>2. Policy &amp; Procedure Updates (as needed)</li> <li>3. Any other City/County, State or Federally mandates</li> </ol>	<p align="center"><b>ESSENTIAL TRAINING (DIVISION-SPECIFIC/REQUIRED)</b></p> <p align="center">FOR PROBATION SERVICES:</p> <ol style="list-style-type: none"> <li>1. Advanced Competent Communication: A Collaborative Method</li> <li>2. LGBTQ</li> <li>3. Transformative Ethics: Making Ethical Decisions in the Gray Zone</li> <li>4. Anti-Human Trafficking</li> </ol>
<p align="center"><b>PERISHABLE SKILLS</b></p> <ol style="list-style-type: none"> <li>1. Defensive Tactics &amp; Tactical Communication</li> <li>2. Basic Life Support, First Aid, Blood-borne Pathogens, AED</li> </ol>	<p align="center"><b>ELECTIVES</b></p> <ol style="list-style-type: none"> <li>1. Boundaries, Secondary Trauma, &amp; Self Care in Working with Youth And Families</li> <li>2. Mobile Devices &amp; Social Media Investigation Techniques</li> <li>3. Education Training</li> <li>4. Gang Symposium Presentation</li> </ol>

Please review the **Training Policies and Procedures**, which you will find at our home page.

Go to this link: <http://sfjpd/Training/Wiki%20Pages/Home.aspx>

Remember to use the **Training Authorization Form** for any classes you want to attend that are not on the SFJPD Training schedule, classes that are offered by outside providers.

Go to this link:

<http://sfjpd/Training/Training%20Document/Training%20Authorization%20Form%20updated%20AUGUST%201%202014.pdf>

Also remember that there is a separate protocol to follow for conferences and classes that require overnight stays and/or are outside of the nine contingent Bay Area counties. These require the Chief Probation Officer's authorization. You must complete a Training Authorization Form to get approval.

Refer to the **Employee and Travel Reimbursement Guidelines** in the Administration section at the SFJPD Home Page. Go to this link:

<http://sfjpd/Shared%20Documents/JPD%20Travel%20and%20Reimbursement%20Guidelines%202013.pdf>

**SFJPD 2014-2015 SFJPD TRAINING SCHEDULE,  
CLASS DESCRIPTIONS AND ENROLLMENT FORM**

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To reiterate a message from previous years, as the training year progresses, bear in mind that there are times when changes may take place. Sometimes things happen that are beyond anyone's control, such as course cancellations by the provider or other unforeseen events. So please be patient, cooperative and professional in these situations.

**Always strive to be on time for training classes, per the Department's training policies.**

As you proceed through the training year, bear in mind the following:

**SF Juvenile Probation Department Mission**

"It is the **mission** of the San Francisco Juvenile Probation Department to serve the needs of youth and families who are brought to our attention with care and compassion; to identify and respond to the individual risks and needs presented by each youth, to engage fiscally sound and culturally competent strategies that promote the best interests of the youth; to provide victims with opportunities for restoration; to identify and utilize the least restrictive interventions and placements that do not compromise public safety; to hold youth accountable for their actions while providing them with opportunities and assisting them to develop new skills and competencies; and contribute to the overall quality of life for the citizens of San Francisco within the sound framework of public safety as outlined in the Welfare & Institutions Code."

On the following pages you will find.

- Training Categories
- The training classes being offered this year and class descriptions
- Your 2014-2015 STC Training Class Enrollment Form

Thank you for everything that you do to help the youth and families of this City!!

All the best to you,

Ana Villagran  
SFJPD Training Manager

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Please review the 2014-2015 training schedule. Class descriptions are on pages 5, 6, 7 and 8.

Complete the enrollment form, on pages 9, 10 and 11.

Review it with your immediate supervisor.

1. After getting approval from your supervisor for your class selections, **please make a copy of the form and retain the copy for your records.** The Training Manager will provide a finalized copy of your selected training classes and dates.
2. Return the original to your supervisor, who will submit the form to the Training Manager.
3. Choose your classes/dates carefully. Cancellations will be allowed only for extraordinary circumstances. The training manager shall be notified by your supervisor, in writing, via email or memo.

***Note to Supervisors:***

***Please forward all completed and approved forms to the Training Manager.***

***Keep a copy for your records.***

***Thank you!***

**SFJPD 2014-2015 SFJPD TRAINING SCHEDULE,  
CLASS DESCRIPTIONS AND ENROLLMENT FORM**

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**I. MANDATED TRAINING - CLASS DESCRIPTIONS:**

**1. PC 832 Refresher**

**(8 hours STC)**

**Instructor: Greg Goza**  
**Provider: Greg Goza Associates**

This class provides refresher training to renew and build on the knowledge and skills you acquired in the PC 832 Course you completed in the first year of your assignment as a Counselor or a Probation Officer.

The P.C. 832 Arrest, Search, & Seizure course is a 40-hour course that was required the first your employment either as a Peace Officer. The course included topics such as Laws of Arrest, Search & Seizure, Evidence, Arrest and Control Techniques (Defensive Tactics) and the Investigative Process. This course provided you with the knowledge and skills necessary to qualify for limited Peace Officer status powers as required by Penal Code 832.

**II. ESSENTIAL TRAINING (aka: Division required/mandatory) - CLASS DESCRIPTIONS:**

**1. Advanced Competent Communication:  
A Collaborative Method**

**(8 hours STC)**

**Instructor: Donna McDermott, MPPA**  
**Provider: Island Consulting**

This course begins with an overview of why we utilize EBPs and is followed by a Motivational Interviewing update which is an effective EBP - providing critical conditions necessary for change and assisting the client to overcome ambivalence. The afternoon is spent practicing competent communication skills utilized in the environ of collaboration.

**2. LGBTQ**

**(4 hours STC)**

**Instructor: Paul Gibson, LCSW**  
**Provider: CCSF Contract Education**

Lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth in the juvenile justice system face substantial challenges in developing a positive self identity, gaining acceptance and support from others and making a successful transition to young adulthood. This course provides an overview of LGBTQ youth, including understanding who they are, the issues and challenges they face and how to work effectively with them. Participants will gain increased understanding of sexual identity, the coming out process, psychosocial risk factors and issues impacting LGBTQ youth of color. LGBTQ youth issues impacting the juvenile justice system will be reviewed, including recent research on the incidence of LGBTQ youth, factors impacting detention, the LGBTQ youth experience in detention and juvenile justice policies with LGBTQ youth. Residential care and counseling guidelines for working with LGBTQ youth and families will also be discussed with participants able to practice providing counsel to LGBTQ youth. Finally, community resources for LGBTQ youth will be provided to participants.

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**II. ESSENTIAL TRAINING (aka: Division required/mandatory) -  
CLASS DESCRIPTIONS:**  
**(Continued)**

**3. Transformative Ethics: (8 hours STC)  
Making Ethical Decisions in the Gray Zone**

**Instructors: James Young; David Braaten**  
**Provider: The Williams Institute for Ethics and Management**

Ethics is, ultimately, about people and relationships, and the choices we make. This simple insight is the basis for TWT's ethics training. We call this approach Transformative Ethics™. You will learn the value of: empowering personal responsibility for decisions; accepting accountability for how decisions affect people and relationships; motivating ethical behavior that comes from within; and equipping people with the values-based skills and tools that make it all possible.

**4. Anti-Human Trafficking (4 hours STC)**

**Instructor: Paniz Bagheri**  
**Provider: The SAGE Project (Standing Against Global Exploitation)**

Human trafficking is an estimated \$32 billion-a-year global industry. It is the world's second most profitable criminal enterprise, a status it shares with illegal arms trafficking, the two trailing only drug trafficking. As is the case with drug trafficking, California is one of the nation's top destinations for trafficking in human beings, ranking among the nation's top four destination states.

On September 22, 2012, the United States celebrated the 150th anniversary of the Emancipation Proclamation. While the 13th Amendment outlawed slavery and involuntary servitude in this country in 1865, the promise of freedom still eludes thousands of women, men, and children forced into labor and prostitution in the US today. Forced labor and sex trafficking together are the world's fastest growing criminal enterprise, and are flourishing in California.

The Trafficking Victims Protection Act of 2000 (TVPA) marked the first major federal attempt to address human trafficking, both at home and abroad. Reauthorized in 2003, 2005, 2008, and 2013, TVPA addresses sex and labor trafficking through three broad strategic categories: Prevention, Protection, and Prosecution.

This training will provide you with up-to-date information on the reality of human trafficking, sexual trauma and all aspects of human trafficking of adults and children, as well as efforts to provide assistance and services in the community for victims of human trafficking.

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**III. PERISHABLE SKILLS TRAINING FOR ALL SFJPD SWORN STAFF -  
CLASS DESCRIPTIONS:**

**1. Defensive Tactics & Tactical Communication (8 hours STC)**

**Instructor:** Robert Silva; James Hill; Alejandro Ruiz  
**Provider:** Custom Training

This course covers practical application and training in the departmentally approved physical restraint techniques and defensive tactics. Also covered is the department's "offender control" policy and positive confrontation verbal tactics that mitigate the need to use force. Proper search techniques and use of mechanical restraints also taught.

**2. Basic Life Support, First Aid, Blood-Borne Pathogens, AED (8 Hours STC)**

**Instructor:** Ben Dorcy  
**Provider:** First Five Minutes

This CPR and First Aid Course is a refresher course designed for the law enforcement/probation community. Professional Rescuer CPR including the use of the Automated External Defibrillator and Advanced First Aid appropriate skills for the corrections officer and field officer will be exercised. Training on blood borne pathogens will be included.

**IV. ELECTIVE TRAINING CLASSES – CLASS DESCRIPTIONS:**

**1. Gang Symposium Presentation (2 hours STC)**

**Instructors:** Ernest Logoleo; Kathleen Owens; Fred Collier; Gary Levene;  
C. Kwanza Morton; Michael Johnson; Tony Hurley

The San Mateo County Sheriff's Office Gang Conference 2014 will benefit both new and seasoned gang investigators alike utilizing both informational updates and "how to" classes to assist in upcoming investigations, SMCSO has searched for the best instructors in their field to provide up-to-date topics, intelligence, and techniques. Students will not only benefit from law enforcement presentations, but also information provided by answering questions regarding "jurisdiction specific" information.

Probation Officers attending the conference October 22 – 24, 2014, will bring back valuable information and present this to all interested Staff.

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**IV. ELECTIVE TRAINING CLASSES – CLASS DESCRIPTIONS: (Continued)**

**2. Boundaries, Secondary Trauma & Self Care in Working with Youth & Families (8 hours STC)**

**Instructor: Paul Gibson, LCSW**  
**Provider: CCSF Contract Education**

Working with youth and families in child welfare and the juvenile justice system can be stressful; it is important for us to understand how this impacts us on a personal level and be active in taking care of ourselves. Examine the importance of maintaining boundaries and self-care for youth service providers staying effective as helping professionals and maintain our personal well-being. Discuss personal issues that impact our work including emotional boundaries, the zone of involvement, client transference, and staff counter-transference.

Review ethical practice issues and guidelines for professional helping relationships, study secondary traumatic stress experienced by youth service providers, including symptoms, effects, how to manage secondary trauma, and stress information and management skills. Explore the stress response cycle, signs of stress, and coping skills for managing stress. Learn stress reduction techniques, including relaxation methods, social support, time management, assertive communication, changing negative beliefs, positive self-talk and healthy life styles. Develop a personal care plan at the end of the class.

**3. Mobile Devices and Social Media Investigation Techniques (8 hours STC)**

**Instructor: Kevin McNamara**  
**Provider: Custom Training**

Smart phones and mobile devices are hugely popular and have become "go-to tools." Smart phones are used to make more than phone calls. Social media and photographic apps like Facebook and Instagram, in addition to GPS functions, video capability, email, and browser history, have made offenders' devices a treasure trove of information for the investigator or supervision PO. *Mobile Devices and Social Media Investigation Techniques* provides the investigator with practical skills to use these devices to his/her advantage in supervising and monitoring probationers. This course teaches the probation officer skills for practical triage.

**4. Education Training for Probation Officers (2 hours STC)**

**Instructor: Lauren Brady Blalock**  
**LEAP Attorney for the Public Defender's Office**

To better assist the youth and families that are referred to the SFJPD and effectively address the youth's educational needs, it is important to have the necessary tools. This training will address these topics:

- What are the SF high school requirements for graduation?
  - o Gaining an understanding of the credits that are required
- At what point is there a cut-off for students that don't have enough credits to graduate
  - o When does it become too late?
- GED guidelines
- High School exit exam:
  - o What happens if you pass the exam and what happens if you don't?
- Cyber High credits
- Question and answer time to address any additional concerns

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**SFJPD 2014-2015 STC CLASS ENROLLMENT FORM**

Deputy Probation Officer: \_\_\_\_\_

(Please Print Name)

Supervising Probation Officer: \_\_\_\_\_

(Please Print Name)

**I. MANDATED TRAINING:**

Mandated training refers to legal updates; County, State or Federally-required training. This year, the PC832 Refresher is **mandated training** for all Probation, Juvenile Hall and Log Cabin Ranch Staff. Juvenile Hall and LCR Staff will be assigned to a scheduled session by their Senior Staff.

All Probation Officers and Supervisors, please select one session (#1) and an alternate date (#2).

**1. PC 832 Refresher**

**(8 hours STC)**

<u>Date</u>	<u>Time</u>	<u>Location</u>
[ ] 01/12/2015	8am-5pm	TBD
[ ] 01/13/2015	8am-5pm	TBD
[ ] 01/20/2015	8am-5pm	Log Cabin Ranch
[ ] 01/21/2015	8am-5pm	TBD
[ ] 01/22/2015	8am-5pm	TBD
[ ] 01/28/2015	8am-5pm	TBD
[ ] 01/29/2015	8am-5pm	TBD
[ ] 02/05/2015	8am-5pm	TBD
[ ] 02/16/2015	8am-5pm	TBD

**II. ESSENTIAL TRAINING (DIVISION-SPECIFIC, aka-REQUIRED):**

This is **required** training for all Probation Officers and Probation Supervisors. You must complete these training classes.

Please select one session (#1) and an alternate (#2) date for each topic.

**1. Advanced Competent Communication:  
A Collaborative Method**

**(8 hours STC)**

<u>Date</u>	<u>Time</u>	<u>Location</u>
[ ] 09/09/2015	8am-5pm	SFJPD Training Room
[ ] 09/10/2015	8am-5pm	SFJPD Training Room
[ ] 09/11/2014	8am-5pm	SFJPD Training Room

**SFJPD 2014-2015 SFJPD TRAINING SCHEDULE,  
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**II. ESSENTIAL TRAINING (DIVISION-SPECIFIC, aka-REQUIRED):**  
**(Continued)**

Please select one session (#1) and an alternate (#2) date for each topic.

**2. LGBTQ (4 hours STC)**

<u>Date</u>	<u>Time</u>	<u>Location</u>
[ ] 10/29/2014	8am-12pm	SFJPD Training Room
[ ] 10/29/2014	1pm-5pm	SFJPD Training Room
[ ] 10/30/2014	8am-5pm	SFJPD Training Room
[ ] 10/30/2014	8am-5pm	SFJPD Training Room

**3. Ethics (8 hours STC)**

<u>Date</u>	<u>Time</u>	<u>Location</u>
[ ] 11/10/2015	8am-5pm	SFJPD Training Room
[ ] 11/11/2015	8am-5pm	SFJPD Training Room
[ ] 11/13/2015	8am-5pm	SFJPD Training Room
[ ] 11/14/2015	8am-5pm	SFJPD Training Room

**3. Anti-Human Trafficking (4 hours STC)**

<u>Date</u>	<u>Time</u>	<u>Location</u>
[ ] 10/06/14	8am-12pm	SFJPD Training Room
[ ] 10/06/14	1pm-5pm	SFJPD Training Room
[ ] 10/09/14	8am-5pm	SFJPD Training Room
[ ] 10/09/14	1pm-5pm	SFJPD Training Room

**III. PERISHABLE SKILLS TRAINING FOR ALL SFJPD SWORN STAFF:**

The following classes focus on skills that need periodic updating. Defensive Tactics is once a year. Basic Life Support, First Aid, AED and Blood-Borne Pathogens should be updated every two years. This is mandatory training for all Probation, Juvenile Hall and Log Cabin Ranch Staff. Juvenile Hall and LCR Staff will be assigned to a scheduled session by their Sr. Staff.

All Probation Officers, please select one session (#1) and an alternate (#2) date.

**1. Defensive Tactics & Tactical Communication (8 hours STC)**

<u>Date</u>	<u>Time</u>	<u>Location</u>
[ ] 09/15/2014	8am-5pm	SFJPD Training Rm & JJC GYM
[ ] 12/16/2014	8am-5pm	SFJPD Training Rm & JJC GYM
[ ] 02/10/2015	8am-5pm	SFJPD Training Rm & JJC GYM
[ ] 05/12/2015	8am-5pm	SFJPD Training Rm & JJC GYM

**SFJPD 2014-2015 SFJPD TRAINING SCHEDULE,  
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**III. PERISHABLE SKILLS TRAINING FOR ALL SFJPD SWORN STAFF:  
(Continued):**

All Probation Officers, please select one session (#1) and an alternate (#2) date.

**2. Basic Life Support, First Aid,  
Blood-Borne Pathogens, AED (8 Hours STC)**

	<u>Date</u>	<u>Time</u>	<u>Location</u>
[ ]	09/19/2014	8am-5pm	SF Police Academy
[ ]	11/21/2014	8am-5pm	SF Police Academy
[ ]	02/20/2014	8am-5pm	SF Police Academy
[ ]	03/20/2014	8am-5pm	SF Police Academy

**IV. ELECTIVE TRAINING CLASSES:**

You may choose one or more of the following classes as an elective.

**1. Gang Symposium Presentation (2 hours STC)**

	<u>Date</u>	<u>Time</u>	<u>Location</u>
[ ]	11/19/2014	1:30pm to 3:30pm	SFJPD Training Room

**2. Boundaries, Secondary Trauma  
and Self Care in Working with Youth & Families (8 hours STC)**

	<u>Date</u>	<u>Time</u>	<u>Location</u>
[ ]	12/09/2014	8am-5pm	SFJPD Training Room

**3. Mobile Devices and  
Social Media Investigation Techniques (8 hours STC)**

	<u>Date</u>	<u>Time</u>	<u>Location</u>
[ ]	03/10/2015	8am-5pm	SFJPD Training Room

**4. Education Training for PO's (2 hours STC)**

	<u>Date</u>	<u>Time</u>	<u>Location</u>
[ ]	12/15/2014	1:30pm to 3:30pm	SFJPD Training Room

TOTAL HOURS: \_\_\_\_\_

Probation Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Sign)

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Sign)