 City and County of San Francisco

 **ALLEN A. NANCE**

CHIEF PROBATION OFFICER

#  Juvenile Probation Department

**SAN FRANCISCO JUVENILE PROBATION DEPARTMENT**

**STC TRAINING**

**FISCAL YEAR 2015-2016**

**July 1, 2016 to June 30, 2017**

9/8/16

Hello Everyone,

We have now started our new Training year and classes will begin soon. I have attached the upcoming scheduled classes and enrollment form for your review and selection. I’m currently in the process of scheduling additional classes for the remainder of the year and will keep you updated as they are scheduled.

Of course, like prior years we will have some mandatory training so take into consideration when making your class selection. Please turn in your enrollment form to your Supervisor by 9/23/16.

For your reference the Training Calendar on the Intranet will be updated with the scheduled classes, dates and locations.

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

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 also utilize the ***Travel Authorization Form*** to get approval.

If you should have any additional questions, refer to the **Employee and Travel Reimbursement Guidelines** in the Administration section at the SFJPD Home Page.

Thank you,

Lorena De Jesus

Training Officer

**Enrollment Form**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Redwood Toxicology Training:**

*This training will give an overview about how to properly read and interpret the UA reports and instant test results.*

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| 9/28/16 | 12:15pm-1:15pm | JPD-Room TBD |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Basic CPR Training (8 hours) Mandatory:**

***When it applies select options #1 and #2.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **Option #1**  | **Option #2** |
| 10/3/16 | 8:00am-5:00pm | JJC |  |  |
| 1/10/17 | 8:00am-5:00pm | JJC |  |  |
| 1/24/17 | 8:00am-5:00pm | JJC |  |  |
| 3/10/17 | 8:00am-5:00pm | JJC |  |  |
| 3/13/17 | 8:00am-5:00pm | JJC |  |  |

**Mentally Disordered Probationers: Probation Officer Skills for Optimal Outcomes:**

*The most potent professional skill the probation officer has is his ability to communicate effectively and engage the probationer. Increasingly, probationers are afflicted with mental disorders that can be very perplexing to staff. This course teaches probation officers how to navigate. Probation officers learn to identify the behaviors that are associated with mental disorders and select the communication strategies that are most effective. This course also helps participants build empathy, understand mental illness, and trains them on what NOT to say and why. This course teaches field staff the skills to handle mentally disordered probationers effectively because the course is solid, skill-based, and uses realistic and familiar scenarios.*

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| 11/9/16 | 8:00am-5:00pm | Training Room |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contemporary Diversity:**

*Values and life experience play a big part in how we interact at work. Whether we are line staff, supervisors, or managers, most of us operate from our own life experience. Part of what makes a department solid and high functioning is realizing that equity in the workplace is more about making a real effort to work with all people. Contemporary diversity courses are really courses about people making conscious choices to work together, be a team, and form real professional relationships with each other. This class explores that topic and offers skills and best practices for getting it done.*

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| 11/30/16 | 8:00am-5:00pm  | Training Room |

**Analytical Report Writing Skills:**

*The evaluation is the most important section of a probation report, and also the most difficult to write. More than just repeating information from other sections of the report is required before coming up with a recommendation. It is the only place in a probation report where the writer offers his or her professional opinions and judgments. This course reminds staff how to “connect the dots” that lead logically to an appropriate and persuasive recommendation to the court. What information should be kept in the evaluation section and what information should be left out also is also covered. Staff learn that less is oftentimes more powerful in making a convincing argument to the court.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **Option #1**  | **Option #2** |
| 12/6/16 | 8:00am-5:00pm | Training Room |  |  |
| 12/7/16 | 8:00am-5:00pm | Training Room |  |  |

**Search and Seizure:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| 2/23/17 | 8:00am-5:00pm  | Training Room |

**Self-Care: *\*Please dress comfortably, workout clothes are preferred.***

*This course is designed for anyone who wants to take better care of themselves in this challenging field of law enforcement. In this class, we actually practice a physical training component of self-care, in addition to discussions on taking better care of ourselves. We engage in fitness, relaxation, stretching and discuss mental/physical health and well-being.*

|  |  |  |
| --- | --- | --- |
| **Date** | **Time** | **Location** |
| 3/21/17 | 8:00am-5:00pm  | Training Room/JJC Gym |

**Juvenile Law:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **Option #1**  | **Option #2** |
| 4/3/17 | 8:00am-5:00pm | Training Room |  |  |
| 4/4/17 | 8:00am-5:00pm | Training Room |  |  |

**Defensive Tactics: Mandatory**

*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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **Option #1**  | **Option #2** |
| 4/26/17 | 8:00am-5:00pm | Training Room/Gym |  |  |
| 4/27/17 | 8:00am-5:00pm | Training Room/Gym |  |  |
| 5/10/17 | 8:00am-5:00pm | Training Room/Gym |  |  |
| 5/11/17 | 8:00am-5:00pm | Training Room/Gym |  |  |

Total hours: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_