

Objective Number	2023 DDMP Training Objective
	ADMINISTRATIVE PROCEDURES
01	Professionalism, Certification and Ethics
01.01	The Trainee will identify the requirements for receiving certification as a Parole & Probation Drinking Driver Monitor in the State of MD given various situations and conditions.
01.02	The Trainee will identify the requirements for maintaining certification as a Parole & Probation Drinking Driver Monitor in the State of MD given various situations and conditions.
01.03	The Trainee will identify the behaviors that are expected and prohibited according to the DPSCS Standards of Conduct given various situations and conditions.
01.03.01	The Trainee will identify employee behavior expectations in regards to the Maryland Substance Abuse Policy given various situations and conditions.
01.03.02	The Trainee will identify the DPSCS policy on domestic violence in the workplace given various situations and conditions.
01.04	The Trainee will identify the chain of command within DPSCS and its purpose given various situations and conditions.
01.05	The Trainee will identify the DPSCS policy on employee contact with Offenders given various situations and conditions.
02	Mission Statements
02.01	The Trainee will identify the Mission of the Department of Public Safety and Correctional Services given various situations and conditions.
02.02	The Trainee will identify the Mission of Parole and Probation given various situations and conditions.
03	Legal Aspects
03.01	The Trainee will define an monitor's responsibility regarding confidentiality and liability given various situations and conditions.
03.01.01	The Trainee will identify the purposes of record keeping given various situations and conditions.
03.01.02	The Trainee will identify legal responsibility for supervising probation and MAB cases given various situations and conditions.
03.01.03	The Trainee will explain the Monitor's responsibilities for supervising cases given various situations and conditions.
04	Health and Safety
04.01	The Trainee will Identify the different aspects of blood and air borne pathogens given various situations and conditions.
04.01.01	The Trainee will define blood borne pathogen given various situations and conditions.
04.01.02	The Trainee will define air borne pathogen given various situations and conditions.
04.01.03	The Trainee will identify causes and symptoms of blood borne and airborne pathogens given various situations and conditions.
04.01.04	The Trainee will identify steps to take if exposed to an infectious disease given various situations and conditions.
	INTRODUCTION TO PAROLE AND PROBATION
05	Major Elements of the Criminal Justice System
05.01	The Trainee will describe the three major components of the criminal justice system given various situations and conditions.
06	Parole and Probation Supervision

06.01	The trainee will identify types of supervision within the Division given various situations and conditions.
06.01.01	The Trainee will define probation given various situations and conditions.
06.02	The Trainee will identify the conditions on an order for probation given various situations and conditions.
06.03	The Trainee will identify policies regarding the Medical Advisory Board (MAB) given various situations and conditions.
06.04	The Trainee will identify the referral sources for DDMP cases given various situations and conditions.
07	Office Safety
07.01	The Trainee will identify office security procedures given various situations and conditions.
07.01.01	The Trainee will identify different ways to minimize danger in working with offenders given various situations and conditions.
07.01.02	The Trainee will identify appropriate responses to emergency situations given various situations and conditions.
08	Interstate Transfers
08.01	The Trainee will list the steps required for an Monitor to transfer a case between states given various situations and conditions.
08.01.01	The Trainee will demonstrate the proper use of the ICOTS database given various situations and conditions.
08.01.02	The Trainee will explain the procedures when receiving a probation case from another state given various situations and conditions.
09	Report Writing
09.01	The Trainee will identify the expectations for all report submissions given various situations and conditions.
09.01.01	The Trainee will properly prepare the different types of supervision reports given various situations and conditions.
09.01.02	The Trainee will identify the requirements to prepare a violation report given various situations and conditions.
09.01.03	The Trainee will demonstrate the ability to write professionally given various situations and conditions.
10	Criminal Penalties
10.01	The Trainee will identify Criminal Penalties given various situations and conditions.
10.01.01	The Trainee will identify the criminal penalties for a DWI/ DUI offender given various situations and conditions.
11	Sexual Harassment
11.01	The Trainee will identify the policy on Sexual Harassment given various situations and conditions.
11.01.01	The Trainee will identify the two types of Sexual Harassment given various situations and conditions.
11.01.02	The Trainee will identify the consequences if an employee has been found in violation of the Sexual Harassment policy given various situations and conditions.
11.01.03	The Trainee will understand the options of reporting Sexual Harassment given various situations and conditions.

12	Problem Solving
12.01	The Trainee will identify ways to optimize pro-social behavior given various situations and conditions.
12.01.01	The Trainee will demonstrate the problem solving skills within the context of case management given various situations and conditions.
12.01.02	The Trainee will identify different techniques for interviewing offenders given various situations and conditions.
12.01.03	The Trainee will demonstrate the technique to handle difficult people during an interview given various situations and conditions.
12.01.04	The Trainee will describe the process for implementing rewards and/or sanctions given various situations and conditions.
12.01.05	The Trainee will perform a mock interview given various situations and conditions.
13	Collections and Accounting
13.01	The Trainee will identify the procedures and guidelines for the collections of fines, costs, restitution, supervision fees, testing fees, and program fees given various situations and conditions.
14	Intake and First 45 days of Supervision
14.01	The Trainee will identify the steps required to successfully complete an intake given various situations and conditions.
14.01.01	The Trainee will explain the importance of reviewing terms and conditions of supervision given various situations and conditions.
14.01.02	The Trainee will identify the contact standards for each level of monitoring given various situations and conditions.
14.01.03	The Trainee will outline the first 45 days of supervision given various situations and conditions.
15	Security Threat Groups
15.01	The Trainee will identify the legal definition of a gang in Maryland given various situations and conditions.
15.02	The Trainee will identify gangs currently in Maryland given various situations and conditions.
16	Domestic Violence
16.01	The Trainee will identify the dynamics of Domestic Violence given various situations and conditions.
16.01.01	The Trainee will complete a field note for a supervised individual who appears to be a victim of domestic violence given various situations and conditions.
17	Mental Health and Substance Abuse
17.01	The Trainee will develop a basic understanding of mental illness given various situations and conditions.
17.01.01	The Trainee will identify behaviors associated with mental health disorders given various situations and conditions.
17.01.02	The Trainee will identify the disease model of alcoholism given various situations and conditions.
17.01.03	The Trainee will utilize division policies regarding drug and alcohol testing given various situations and conditions.

17.01.04	The Trainee will describe the treatment/referral options available for the substance abusing individual given various situations and conditions.
18	Computer Systems
18.01	The Trainee will demonstrate the ability to access Criminal Databases given various situations and conditions.
18.01.01	The Trainee will demonstrate the ability to access/navigate METERS/NCIC given various situations and conditions.
18.01.02	The Trainee will demonstrate the ability to navigate through OCMS given various situations and conditions.
18.01.03	The Trainee will identify contact codes in OCMS given various situations and conditions.
19	Case Closings, Transfers, and Abatements
19.01	The Trainee will identify the procedures to close a supervised individual's case given various situations and conditions.
19.01.01	The Trainee will complete case closing field note given various situations and conditions.
19.01.02	The Trainee will explain the different types of case closures and the requirements for each given various situations and conditions.
19.01.03	The Trainee will explain the different types of case closures and the requirements for each given various situations and conditions.
20	Risk Assessments and Reassessments
20.01	The Trainee will identify risk assessment and reassessment procedure given various situations and conditions.
20.01.01	The Trainee will identify scoring and override procedure given various situations and conditions.
20.01.02	The Trainee will complete a risk assessment given various situations and conditions.
20.01.03	The Trainee will complete a risk reassessment given various situations and conditions.
21	Court Procedures
21.01	The Trainee will demonstrate skills to professionally testify in court given various situations and conditions.
21.01.02	The Trainee will demonstrate testifying skills displayed in hearings given various situations and conditions.
21.03	The Trainee will identify the steps involved in preparing for a violation of probation hearing given various situations and conditions.
22	Ignition Interlock and Intoximeter
22.01	The Trainee will demonstrate proper use of the intoximeter given various situations and conditions.
22.01.01	The Trainee will recall policy on ignition interlock given various situations and conditions.
23	Earned Compliance Credit
23.01	The Trainee will identify the Monitor's responsibility in regards to ECC within DPP given various situations and conditions.

23.01.01	The Trainee will identify the responsibilities regarding ECC Abatements given various situations and conditions.
24	Supervising Individuals with Disabilities
24.01	The Trainee will identify responsibilities of an supervising individuals with disabilities given various situations and conditions.
24.01.01	The Trainee will identify responsibilities of supervising Hearing impaired offenders given various situations and conditions.
24.01.02	The Trainee will identify their responsibilities when supervising someone who is limited English Proficiency given various situations and conditions.
24.01.03	The Trainee will explain responsibilities of supervising individuals with differing sexual/gender identities given various situations and conditions.

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