

Deputy Probation Officer Core Training

Topic 11.0: Report Writing and Record Keeping

Class 11.1: Information Gathering and Interviewing

Instructional Time: 4 hours

1. Welcome and Introductions
2. Objectives
 - a. List interview techniques used by officers when interviewing offenders.
 - b. Given a simulated interview with an offender, demonstrate effective interview techniques.
 - c. Given an interview scenario, demonstrate effective note-taking techniques.
 - d. Given an incident, identify specific things officers should observe and note.
3. What is an Interview?
4. Information Gathering Techniques
5. Interviews and Probation
6. Interviewing Techniques
7. Simulated Interview
8. Note Taking Techniques
9. Incidents
10. Review / Closing / Evaluations

