

## Deputy Probation Officer Core Training

Topic 11.0: Report Writing and Record Keeping

Class 11.4: Interviewing For Adult and Juvenile Court Reports

Instructional Time: 4 hours

1. Welcome and Introductions
2. Objectives
  - a. Identify key information that should be obtained from an investigative/dispositional interview with an adult or juvenile offender.
  - b. Identify when it is necessary to obtain release of information waivers.
  - c. In a simulated interview, demonstrate interviewing techniques to obtain the required information pertaining to an investigation.
  - d. Given a simulated interview, demonstrate the ability to interview and accurately capture the victim's impact statement.
  - e. Identify officer safety information that may be obtained during an interview.
  - f. Identify how to appropriately disseminate officer safety information that may be obtained during an interview.
3. Interviewing Clients
4. Release of Information
5. Putting it to work: Practice Conducting an Interview
6. Behavioral Skills Test: Conducting the Interview
7. Behavioral Skills Test: Victim Impact Statements
8. Officer Safety Information
9. Informing the Chain of Command
10. Victim's Statements/Losses
11. Review / Closing / Evaluations

