

**RULES
OF
TENNESSEE PRIVATE PROBATION SERVICES COUNCIL**

**CHAPTER 1177-3
EDUCATION**

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1177-3-.01 Training and Continuing Education

1177-3-.01 TRAINING AND CONTINUING EDUCATION.

- (1) Each employee responsible for the supervision of probationers shall receive forty (40) hours of orientation training which must include:
 - (a) A ten (10) hour block of instruction covering:
 1. Ethics and professionalism, including gender sensitivity/sexual harassment training;
 2. Probation officer liabilities and responsibilities;
 3. Constitutional law as it relates to probation;
 4. Probation law; and
 5. Private entity operation procedures.
 - (b) A twenty (20) hour block of offender management instruction covering:
 1. Confidentiality regarding offender's identity and records;
 2. Intake procedures;
 3. Preparation and maintenance of offender's files;
 4. Interviewing and communication skills;
 5. Sentencing options;
 6. Financial collections;
 7. Community service;
 8. Alcohol and substance abuse; and
 9. Personal welfare and safety.
 - (c) A ten (10) hour block of instruction covering:
 1. General report writing techniques;
 2. Probation violations;
 3. Delinquency reports and warrants;

(Rule 1177-3-.01, continued)

4. Courtroom protocol; and
 5. Testimony and revocation procedures.
- (d) Orientation training must be completed within six (6) months after the hiring of such employee. A new employee who has received the required orientation training from another registered private probation entity, or has received equivalent orientation training from a public probation provider may be exempt from the orientation training requirement.
 - (e) The Private Probation Services Council or its designee may conduct random audits of private probation entities to ensure that employees have received the required orientation training to assure compliance with this rule.
 - (f) The Council recognizes that dissimilarities in entity policies, procedures and range of services provided may result in some variation of emphasis placed on curriculum topics.
- (2) Each employee responsible for the supervision of probationers shall receive twenty (20) hours of annual in-service training (AIT) on the subjects listed above. Entity officials may decide which subjects to emphasize for in-service training. The Council may at its discretion dictate to any entity subjects that will be covered during such training. The Council may withhold the renewal registration of any entity in which any employee has not received the required twenty (20) hours of AIT.
 - (3) Private entities may obtain training resource information from public libraries, local law enforcement agencies, local colleges and schools and from national professional associations such as the American Probation and Parole Association and the American Correctional Association.
 - (4) Each entity will maintain records of employee orientation and annual in-service training, and submit such records as part of its application for renewal of such entity's registration. If the Council finds the training curriculum or instructors to be unsatisfactory, it may require improvements in the entity's training policies.

Authority: T.C.A. § 16-3-909. **Administrative History:** Original rule filed June 23, 2005; effective September 6, 2005.