

TETON COUNTY IDAHO PROBATION
ORIENTATION/TRAINING CHECKLIST

NAME: _____ **POSITION:** Probation Intern **DATES:** April-July 2024

- Reviewed and committed to hours of the Internship*
- Obtain Current Background check*
- Prepared and completed Learning Agreement with all signatures *
- Successfully completes Criminal Justice Information Services (CJIS) Training
- Oriented to safeguarding self, office, confidentiality*
- Oriented to Function of the office, cars, fuel, security*
- Understands and is committed to attend all meetings for internship. *
- Understands and enters info on files for case management.*
- Successfully observes and documents client urinalysis.
- Learns the rules of evidence and demonstrates efficient chain of custody.
- Successfully assisting in submitting affidavits and probation violations.
- Attends court and understands the Court programs and stakeholders roles.
- Meets, in person, key stakeholders (private, state, and county)
- Oriented to documenting/filing, folders in "Google" drive
- Reviewed and understands/implements use of Probation programs
- Successfully meets with clients weekly for check-ins and documented properly
- Oriented to all programs and understands role in each service/program
- CJIS Training

* Items need to be successfully completed immediately or within the first 14 days of internship date. **Student meets face to face with Supervisor weekly for training and check ins.**