



North Carolina Department of Public Safety

Office of Staff Development & Training

Probation/Parole Officer Basic & In-Service Training

Essential Functions to Complete Mandated Training

Mental & Physical Expectations

1. The trainee is expected to be able to sit in a classroom and be attentive eight (8) hours.
2. The trainee is expected to be able to read and comprehend all classroom material which will include departmental policies.
3. The trainee is expected to be able to hear the instructions of course material including films/videos, and see dry erase boards, flipcharts, and any other audio visual equipment.
4. The trainee is expected to be able to verbally communicate with the instructor and other trainees.
5. The trainee is expected to take notes in preparation for required testing.
6. The trainee is expected to be able to comprehend step-by-step procedures involved in overall personal protection.
7. The trainee is expected to be able to identify various drugs and visual signs of impairment.
8. The trainees are expected to stand, bend their knees, and squat down while maintaining their balance, and mentally focus on conducting a safe search of another person.
9. The trainee is expected to stand motionless with their arms outstretched horizontally to the floor for 2 - 5 minutes while being searched by a fellow trainee.
10. The trainee is expected to comprehend the definition of supervision as well as the fundamentals and techniques for supervisory tasks.
11. The trainee is expected to be capable of comprehending division policies and procedures as they relate to processing, assessment, and supervision of probationers and parolees.
12. The trainee is expected to be capable of understanding the need and coordination of various programs provided to the probationers and parolees, and the relationship of the PPO's role in their success.
13. The trainee is expected to be mentally prepared to discuss emotional subject matter of suicidal tendencies of probationers and parolees.
14. The trainee is expected to be able to comprehend what crisis situations are, how they begin and escalate, and appropriate methods of prevention and de-escalation.
15. The trainee is expected to be capable of comprehending division policies as they relate to the use of mechanical restraints and transporting probationers and parolees.

16. The trainee is expected to identify various approved mechanical restraints.
17. The trainee is expected to stand, bend their knees, and squat down while maintaining their balance, in order to properly demonstrate the correct application and removal of handcuffs, waist chain and leg cuffs.
18. The trainee is expected to have the physical abilities to properly demonstrate CPR skills which involve the trainee getting on their knees on the floor, being able to properly position the manikin and adequately ventilate the manikin utilizing a barrier device.
19. Trainees must possess adequate writing skills to write mock reports on designated forms and demonstrate understanding of the forms to the satisfaction of the instructor. The trainee is expected to comprehend and demonstrate proper writing methods and techniques.
20. The trainee is expected to comprehend the legal process involved in lawsuits, and the legal liabilities involved in the use of force and other Probation/Parole rights and privileges.
21. Verbal communication is required. Non-verbal communication skills include standing and positioning which necessitates the ability to move around during role plays and practical exercise.
22. The trainee is expected to possess the stamina to exercise for a minimum of 15 minutes prior to performing the required psychomotor skills, such as CRDT. These exercises require that the trainee bend, twist, turn, squat, walk in place, stand, and lie on the mats, which works virtually every joint, muscle, and limb of the body, including the cardiovascular and respiratory systems.
23. Trainee is expected to be mentally and physically capable of hearing, comprehending, and performing the various controls, restraints, and defensive techniques at the required level of proficiency.
24. The trainee is expected to execute break falls which requires the participant to fall backwards and forward from a sitting, squatting, kneeling and standing position and quickly return to the starting position. The trainee must be able to kneel, squat, and push up using both hands.
25. The trainee is expected to participate in ground defense which requires the trainee to be pinned down on the training mats by a classmate while trying to affect a release. The trainee is then required to perform the technique on assisting classmate. Techniques require the participant to bend, twist, and squat, kneel, turn, pull, lie, sit, touch, and be touched. It requires the use of two hands in the control techniques. It may require that male and female participants search each other and work as partners.
26. The trainee is expected to demonstrate an escort technique. Techniques require the participant to bend, twist, and squat, kneel, turn, pull, lie, sit, touch, and be touched. It requires the use of two hands in the control techniques. It may require that male and female participants search each other and work as partners.
27. Understand the procedure for conducting investigations and how to collect necessary evidence for court. Demonstrate the proper etiquette involved in a court hearing and a parole hearing, and giving sworn testimony.

28. The trainee is expected to comprehend the meaning of various safety procedures and verbal instructions on the proper operation and function of the standard handgun.
29. The trainee is expected to possess the mental aptitude and physical dexterity to properly operate the standard handgun both during hands-on classroom training and standard courses of fire.
30. The trainee is expected to be able to draw, hold properly with one hand or two, load, unload and fire the standard handgun.
31. The trainee is expected to be able to walk to and from the classroom to the firing range and stand for extended periods of time, up to twelve (12) hours, during normal and inclement weather conditions while maintaining mental alertness and safety.
32. The trainee is expected to be physically capable of firing the familiarization and qualification courses of fire which require standing, kneeling, bending, and concealing the body behind cover while firing the standard handgun from either a one-hand-hold or a two-hand-hold position.
33. The trainee is expected to be physically capable of drawing, aiming, kneeling, firing, and recovering to a standing position without assistance, while maintaining control of the handgun.
34. The trainee is expected to be able to see at distances from 3 yards to 25 yards and recognize a man size target at each distance while using the dominant eye or both eyes to properly aim the standard handgun as they continually function and fire the weapon safely.
35. The trainee is expected to be capable of mentally and physically withstanding the vibration, recoil, and extreme loud noise produced by firing the handgun.
36. The trainee is expected to be physically capable of holding and carrying the standard handgun weighing approximately 3 pounds, both at rest and during standard courses of fire.
37. The trainee is expected to be mentally and physically capable of wearing safety glasses, and prescription glasses if applicable and hearing protectors, and be capable of seeing and hearing while wearing these safety appliances.
38. The trainee is expected to be mentally and physically capable of firing up to 622 rounds, in order to complete all required courses of fire and achieve the minimum qualification score with the handgun.
39. The trainee is expected to score a minimum of 70% on a one-hundred question, multiple choice examination.