

# General Information

## Orientation



In accordance with the minimum qualifications for probation officers that became effective on July 1, 1984, a probation officer is required to attend the orientation program within one year from the date that he/she is employed. However, the Center recommends that a new officer attend within the first 6 months of employment.

### PROGRAM OVERVIEW

The orientation program will feature presentations on adult and juvenile procedures, an overview of the skills and techniques of investigation and interviewing and supervision of probationers. The faculty will consist of judges, probation officers and other professional presenters. Materials of interest to probation officers will be distributed at the orientation.

Orientation dates and times will be sent to all chief probation officers.

Orientation will be held in the Indianapolis metro area.

### PRE-REGISTRATION

To attend the orientation, all tentative participants **must pre-register** for this event.

In order to pre-register, each individual attendee must return a **separate** response form to Bob Champion, fax: (317) 234-4113 or mail to the Indiana Judicial Center at 30 S. Meridian Street, Suite 900 Indianapolis, IN 46204. Please keep in mind that in order to process your response form, **all** information needs to be **typed or printed** neatly and completed in its entirety. Please use your proper given name.

**The probation officer's supervising judge must affirm on each registration form that the salary of the participant attending the orientation complies with the Schedule of Minimum Salaries Standard and pro-rata for "part-time" officers.**

### CONFIRMATIONS

A confirmation will be e-mailed to each individual conferee.

### REGISTRATION

Registration will be between 9:00 and 9:30 a.m. on Tuesday. In addition, all attendees must check in and register each morning prior to the start of the daily session to receive credit for attendance at the orientation. Orientation will begin promptly at 9:30 a.m. on Tuesday, and adjourn at 3:00 p.m. on Friday.

### MEAL INFORMATION

Lunch will be provided at the orientation. Conferees are on their own for all other meals.

### MILEAGE EXPENSE

The Center **will not** be able to reimburse mileage. It is our hope that your department will be able to reimburse its officers for mileage and other related expenses.

### CONFERENCE ATTIRE

Attire at the orientation is business/casual. Attendees may want to consider bringing a light sweater or jacket as the air conditioning will be on in the building.

INDIANA JUDICIAL CENTER  
30 S. MERIDIAN ST., SUITE 900 INDIANAPOLIS, IN 46204

# New Probation Officer's Orientation

**Chief Probation Officers will be notified of the dates of New Probation Officers Orientation Programs.**

**New probation officers need to insure they check with their Chief Probation Officer about orientation attendance**

### **Orientation will be held at:**

30 S. Meridian Street,  
8th Floor  
Indianapolis, IN 46204  
(this is the same building that the Judicial Center is in)

### **Hotel Information**

To make reservations please contact  
Hampton Inn—Indianapolis Downtown  
(317) 261-1200  
Refer to Probation Officer Block.

If you have questions or need additional information, please contact: Bob Champion at [bchampio@courts.state.in.us](mailto:bchampio@courts.state.in.us), or call 317-232-6578

The Indiana Judicial Center will cover the cost of lodging for Tuesday thru Thursday night at the hotel. Each conferee is responsible for reserving their own room, when you call the hotel please let them know you are in the Probation Officer Block. Check out is Friday morning before the beginning of the program. Staying overnight prior to Tuesday or past Friday morning will be the responsibility of the conferee. Conferees are responsible for any incidental charges (i.e. phone calls, room service, parking). The Center will not be able to provide overnight accommodations for Marion County probation officers, or part-time probation officers.