



RIVERSIDE COUNTY PROBATION DEPARTMENT

Serving Courts • Protecting Our Community • Changing Lives



Course Title: (Class 2.1: Priority Setting and Time Management)

Hours of Instruction: 2

Course Objectives:

- 2.1.1 Identify why it is important for probation departments and law enforcement agencies to cooperate. (MCT)
- 2.1.2 Given a sample pre-sentence investigation report and using all relevant resources provided by your agency, generate a schedule for completing the investigation that meets your agency's guidelines. (WST)
- 2.1.3 Identify key elements to consider when prioritizing tasks for case and time management. (MCT)
- 2.1.4 Given a sample set of supervision tasks, designate the priority in which those tasks should be handled and support your decision. (WST)