



NEW MISDEMEANOR PROBATION ADMINISTRATORS GUIDE



MISDEMEANOR PROBATION TRAINING COUNCIL, JUNE 2025

Congratulations on your new role as a Misdemeanor Probation Administrator! This guide was created by the Misdemeanor Probation Training Council and is intended to help you with some basic information common to Misdemeanor Probation leaders regardless of the county you serve. We hope you find this guide useful as you begin this important leadership role.

Idaho Administrative Procedures Act (IDAPA)

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The Idaho Administrative Procedures Act is the law governing procedures for state administrative agencies to propose and issue regulations and provides for judicial review of agency adjudications and other final decisions in Idaho. This link is for IDAPA 11.11.01, which are the administrative rules governing POST and the disciplines certified by POST. Administrators should consult POST IDAPA rules to verify hiring standards, academy requirements and disciplinary procedures.

<https://adminrules.idaho.gov/rules/current/11/111101.pdf>

Peace Officer Standards and Training (POST)

Misdemeanor Probation Officers must be POST certified within one year of date of hire. All applicants must be able to meet the standards found in IDAPA to be eligible to attend a basic training academy. Some of the minimum requirements set forth by POST are:

- Citizenship
- Education
- Age
- Past Conduct
- Criminal, Traffic, and Military Discharge Records

The employing agency must conduct a background investigation to ensure applicant meets the requirements for POST certification. This includes a comprehensive application. The applicant must be fingerprinted, and traffic/criminal records shall be investigated. The background investigation needs to include information from personal references, schools, the applicant's last three (3) previous employers, and the law enforcement agency in jurisdictions where the applicant has lived or worked.

The employer and employee must submit an application to attend an upcoming academy. This is done through the POST Agency Portal. This portal is found on the POST website

under Agency Resources. The portal is only accessible by those given access to the system. To gain access to this portal, contact your agency head or reach out to POST directly (<https://post.idaho.gov/contact-us/>).

Every person attending a basic training academy must complete that academy, a minimum of forty (40) hours of field training and six consecutive months of probation in that discipline within twelve months to be certified. The 40 hours of field training form can be found on the POST website under the Forms, Guides, and Templates tab. The form is titled **FTO Completion Form** (<https://post.idaho.gov/wp-content/uploads/Documents/forms/FTO-Completion-Form.pdf>). The structure of these 40 hours of training is determined by the hiring agency.

To obtain the POST certification, the FTO completion form must be uploaded to the Basic Certification Application and submitted through the POST Agency Portal.

On-Going Training.

All misdemeanor probation officers need to maintain POST certification while employed in that capacity. To retain POST certification, a misdemeanor probation officer must complete a minimum of forty (40) hours of continuing training related to law enforcement every two (2) calendar years beginning January 1 following the date the officer was certified (effective 7/1/26). Training must be relevant and POST or agency approved.

POST Approved Training.

POST will grant training credit for completion of courses conducted by POST or taught by POST certified instructors. The training must be documented and meet POST training standards. These standards include:

- The name of training
- Instructor name and resume
- Course learning objectives
- Course materials (PPT, handouts)
- Number of instructional hours
- Course lesson plan

POST will grant training credit for completion of courses conducted by non-certified instructors when the following criteria are met:

- The instructor is considered a subject matter expert (doctor, nurse, social worker, lawyer, or individual with higher credentials)
- The instructor has submitted a curriculum vitae
- Name of training
- Course learning objectives
- Number of instructional hours
- Course outline
- Course materials

Both POST certified training and courses that don't have a POST Instructor will count towards the 40 hours of required training. However, only POST certified training will appear on the employee's POST Profile and count for higher levels of certification.

Training rosters must be submitted through the Agency Portal within 30 days of the last day of training.

Higher Level Certifications.

In addition to basic certification, probation officers may apply for higher-level certifications in recognition of additional training and experience. Misdemeanor probation officers may obtain intermediate and advanced certifications. Training hours and experience requirements are outlined in IDAPA 11.11.01.070 (<https://post.idaho.gov/wp-content/uploads/Documents/forms/Higher-Level-Breakdown-.pdf>). The application for higher-level certifications can be found on the POST website under the Forms, Guides, and Templates tab. The application is titled **Application for Certification Officers** (<https://post.idaho.gov/wp-content/uploads/Documents/forms/Application-for-Certification-Officers.pdf>). A new background check must be completed prior to submitting application. The completed application can be emailed to: certifications@post.idaho.gov

Relevant Idaho Statutes

§31-3201D

<https://legislature.idaho.gov/statutesrules/idstat/Title31/T31CH32/SECT31-3201D/>

This statute sets the maximum fee that can be charged for COS, and requires each county to pay the first \$1 of each monthly COS payment to the state treasurer to be paid to POST.

§31-878

<https://legislature.idaho.gov/statutesrules/idstat/Title31/T31CH8/SECT31-878/>

This statute enables the board of county commissioners to provide for misdemeanor probation services under certain conditions. Also pursuant to §31-878, each Judicial District has an order from the Administrative District Judge which prescribes the functions of Misdemeanor Probation in that district. The most current version of that order can be obtained from the District Trial Court Administrator.

Relevant Organizations

Idaho Association of Counties Misdemeanor Probation Administrators Association (IACMPAA) is an organization consisting of Misdemeanor Probation Administrators in Idaho. Dues for this organization are set at an annual meeting. The average cost is \$85/year. All counties are encouraged to participate in this association, which is focused on promotion of evidence-based practices for probation services, enhancing the professionalism of the field of misdemeanor probation and advocating for issues impacting misdemeanor probation in Idaho.

Misdemeanor Probation Training Council (MPTC) is a council serving in an advisory role to POST on matters relating to Misdemeanor Probation. This council also approves expenditures related to training of misdemeanor probation officers outside of POST academy. This council is made up of three probation administrators, two county commissioners, one magistrate judge, and one representative from each of the following : Idaho Association of Counties, Idaho Department of Correction and Administrative Office of the Courts.

Idaho Misdemeanor Probation Resources

IAC Website contains Misdemeanor Probation resources: <https://idcounties.org/idaho-association-of-county-misdemeanor-probation-administrators-association/>

- IACMPAA Bylaws
- Misdemeanor Probation Training Council Meeting Dates
- Misdemeanor Probation Training Videos
- Misdemeanor Probation Officer Training Funding Request Form
- Idaho Standards for Misdemeanor Probation Services

Court Information

Contact ISC liaison for questions about access to Odyssey case management system and the i-Court portal:

Sandy Jones: sjones@idcourts.net

Enterprise Justice (sometimes known as Odyssey) is the Court's case management system. This system has a separate supervision module for managing probation, pretrial and treatment court cases. Counties may opt to use the supervision module for documentation and record management for cases originating in their county.

"iCourt" is a web based portal used for public access to court records. It can be found here: <https://portal-idaho.tylertech.cloud/odysseyportal>

Extended access to the portal is available to certain groups, including law enforcement partners. Extended access provides more details and documents not available to the general public. Extended access requires registration on the portal and permission from the relevant county leadership. Probation officers with extended access use the portal to view court activity and documents related to cases originating in other counties (i.e. courtesy supervision). Extended access to the portal is governed by an administrative order from the Idaho Supreme Court: https://isc.idaho.gov/orders/Extended_Access_Order-April_2016.pdf and Idaho Court Administrative Rule 32 <https://isc.idaho.gov/icar32>

Administrators should notify the Court when individuals with access to either of these resources leaves your employment so their access can be discontinued.