

## **Integration and probation directors (Directeurs pénitentiaires d'insertion et de probation : "DPIP")**



### **MISSIONS**

The Integration and probation directors (Directeurs pénitentiaires d'insertion et de probation : "DPIP") are responsible for the organization and operation of the Correctional Rehabilitation and Probation Services. They are responsible for developing and implementing the policy of rehabilitation and prevention of reoffending of inmates and probationers under the conditions provided for by the provisions of the Code of Criminal Procedure.

They exercise management, design, expertise, control of their services and evaluation of public policies on integration and probation. They are responsible for coordinating the work of the multidisciplinary teams under their authority. They are responsible for the cohesion of the work of the personnel placed under their authority, for the proper execution of court decisions, as well as for the evaluation of actions carried out towards persons placed under the supervision of justice. They exercise their functions within the correctional integration and probation services, or within the interregional directorates of correctional services, at the national evaluation center, at the National Correctional Administration Academy, at the service of prison employment as well as at central administration headquarters.

### **THE MAIN ACTIVITIES**

The DPIPs develop and implement the policy of integration, probation and prevention of reoffending of inmates and probationers defined at the departmental level. They can be entrusted by delegation with responsibilities on local services (custodial and non-custodial sectors) and specific areas of activity. Depending on the place of assignment and the nature of the functions conferred on them, the main areas of activity of the prison directors of integration and probation are as follows:

- Defining and animating the policy of taking care of inmates and probationers,

- Organizing and implementing a policy of integration, probation and prevention of reoffending,
- Providing support and advice on integration and probation,
- Managing one or more services,
- Leading one or more teams,
- Managing human resources,
- Managing partnerships,
- Ensuring administrative and budgetary management.

## **SEVERAL RECRUITMENT CHANNELS**

The Public Service recruits by competition (internal and external), however some procedures allow some staff categories direct access to public employment without competition. In addition to any detachments, some positions, known as "reserved employment" are awarded:

- Civil war and military pensioners and similar persons, their spouse survivor, their orphans and their children and the children of Harkis; they are the primary beneficiaries;
- military activity or released for less than three years.

Finally, recruitment can be performed by contract for candidates with the recognition of disabled worker. Unlike the competition, disabled workers recruited by contract are aware of their assignment from recruitment. Interregional directorates determine the assignments, facilities and services for these new staff according to their needs and accessibility of their structures. The candidate therefore applies for a specific position and signs his contract before starting training. The person with disabilities, must meet the degree or level of studies conditions attached to the official staff category to which he applied. Each trainee DPIP must however meet the same training validation requirements.

## **THE DIRECTORS TRAINING UNIT**

The directors training unit designs and supervises the implementation of training for prison governors (directeurs des services pénitentiaires - DSP) and integration and probation directors (DPIP). The unit:

- develops training engineering (training objectives, schedule, work-study arrangements, pooling of professional learning and assessment programmes);
- collects institutional and individual needs;
- pilots the educational engineering of specific sequences (eg. preparation and return from internships);
- coordinates the action of internal and external services involved in welcoming and supporting trainees (coordinators, internship tutors, logistics and financial services, educational departments and central administration);
- provides educational follow-up for trainees (ENAP and internships);
- assumes the administrative follow-up of the students from their arrival until their validation in connection with the trainees administrative and financial management unit;
- represents the training of management personnel;
- participates in transversal thematic think tanks.

## GROUP COORDINATOR

The group coordinator's mission is to provide support to the trainees throughout their training, both individually and collectively. The coordinator is the correspondent, the mediator of the trainees within the group and with different services of the ENAP. The coordinator acts as intermediary with the trainers and/or internship tutors to exchange on internship objectives, assessments, professional positioning, behavior ...

## TRAINING OBJECTIVES

The duration of the training prior to tenure in the body of integration and probation directors of the correctional administration is of two years. It includes a first year spent as a trainee integration and probation director and a second year as a probationary integration and probation director.

During the first year, the training takes place at the National Correctional Administration Academy, alternating with internships in all useful places determined by the academy:

- Penitentiary establishments and penitentiary integration and probation services;
- Central administration and / or interregional directorates of correctional services;
- Other French or foreign public institutions, institutions associated with the public service, private organizations ...

During the second year the trainee director is named intern and is pre-assigned to a integration and probation service.

At the end of the training, the integration and probation director must be able to pilot and implement the policies of rehabilitation, probation and prevention of reoffending, to supervise, lead, manage and evaluate a integration and probation service. He/she must master the missions and intervention methods of the integration and probation service and know the functions performed by the integration and probation officers.

The purpose of the training is to promote the acquisition of the knowledge, skills and professional behavior necessary to carry out the missions of :

- Head of an integration and probation team,
- integration and probation territorial manager.

## TRAINING CONTENT

The training provided at the ENAP includes a presentation of training modules and sequences, sequences of preparation and return from internships as well as time devoted to the training coordinators and to the directors training unit. The choice of professional positioning will be the common thread of this training.

The training engineering is structured around 5 training objectives, broken down into training units (*unités de formation* - UF), modules (M) and sequences (S). The content is subject to change, in particular with regard to legislative and regulatory developments occurring during training.

### UF 1- Navigating one's professional environment

#### M1 - Navigating one's prison environment

S1 - Presenting the organization of the correctional administration and the classification of prisons

S2 - Presenting the statutory rules within the Public Correctional Service

S3 - Integrating the elements of penitentiary policy

S4 - Presenting the sources of prison law

S5- Placing the correctional administration in its historical evolution

- S6 - Using documentary resources in the professional context
- S7 - Representations, roles and missions
- S8 - Ensuring respect for secularism

**M2** - Acquiring basic knowledge and sharing expertise

- S1 - Acquiring and consolidating knowledge in criminal law and criminal procedure
- S2 - Defining the basic concepts of criminology and criminal sociology
- S3 - Defining basic concepts of psychology and psychopathologies
- S4 - Acquiring basic knowledge in organizational psychology and sociology
- S5 - Acquire the basic principles of reading a criminal case and a criminal record

**M3** - Measuring the challenges of correctional policy

- S1 - Measuring the challenges of correctional policy with regard to thematic research

**UF 2- Communicating in professional life situations**

**M1** - Developing personal communication

- S1 - Developing personal communication
- S2 - Mastering the key interviews of the management function

**M2** - Organizing internal and external communication

- S1 - Disseminating information
- S2 - Identifying the communication policy with the media
- S3 - Representing the administration to the authorities

**M3** - Using communication tools

**UF 3 - Ensuring the care of the inmates and probationers in the custodial and non-custodial sectors**

**M1** - Implementing the rehabilitation, probation and reoffending prevention policies

- S1 - Analyzing the needs and issues of the inmates and probationers in terms of rehabilitation and prevention of reoffending
- S2 - Identifying guidelines and victim assistance systems
- S3 - Identifying policies for individualizing the sentence

**M2** - Identifying, developing and evaluating partnerships

- S1 - Identifying partners and partnerships
- S2 - Understanding the methodology and the writing of partnership reports
- S3 - Animating partnership networks

**M3** - Individualizing the management of the inmates (PEPM)

- S1 - Identifying the issues of the inmates and probationers and their individual care
- S2 - Guaranteeing the execution of sentences

**UF4 - Ensuring the safety and security of the integration and probation service and the people**

**M1** - Identifying regulatory and security aspects

- S1 - Identifying the rules for controlling the criminal population

**M2** - Organizing security arrangements

- S1 - Deploying security features

### **M3** - Managing a crisis situation

S1 - Contributing to the resolution of a crisis

### **M4** - Promoting a security policy

S1 - Preventing violence within the integration and probation service (in custodial and non-custodial sectors)

## **UF 5 - Managing services and resources**

### **M1** - Managing human resources and social relations

S1 - Identifying regulations and acts of human resources management

S2 - Understanding the legal framework and measuring the stakes of social dialogue

S3 - Steering the policy on health and safety at work

### **M2** - Ensuring financial, budgetary management and management control

S1 - Developing and monitoring the budget implementation

### **M3** - Implementing relational and team management

S1 - Relational management

S2 - Identifying the fundamental principles of operational management

S3 - Leading a team

### **M4** - Implementing strategic management

S1 - The fundamental principles of strategic management

S2 - Project management and change management

## **WORK-BASED TRAINING**

Integration and probation directors benefit from work-linked training which gives an important place to internships carried out within the decentralized services of the correctional administration, as well as internships outside penitentiary institutions. The internships within the penitentiary integration and probation services aim, on the one hand, to provide a first experience of one's professional positioning in the organization and functioning of these services and, on the other hand, to assess one's ability to adapt to the functions soon to be exercised. Internships outside penitentiary institutions contribute, through the enrichment they provide, to strengthen the professionalization of DPIP interns.

## **SCHEDULE**

The training takes place over two years.

First year :

4 weeks of training at the ENAP (theoretical and practical training)

3 weeks of internship (discovery internship)

4 weeks of training at the ENAP (theoretical and practical training)

6 weeks of internship (practical internship)

3 weeks of training at the ENAP (theoretical and practical training)

1 week of internship in a foreign institution

2 weeks of internship (discovery internship in a prison facility)

3 weeks of training at the ENAP (theoretical and practical training)

8 weeks of internship (practical internship)

8 weeks of training at the ENAP (theoretical and practical training)

Second year : the trainee is pre-assigned to a integration and probation service (with a one week internship in a correctional interregional directorate).

## **THE EVALUATION SYSTEM**

During the training, the trainees are subjected to an ongoing graded evaluation.

### **FIRST YEAR (leading to probationary tenure)**

Theoretical and practical tests: the objective of these evaluations is to verify the acquisition of knowledge, skills and interpersonal skills. Tests are broken down as follows:

Written test: case study

Internship report (professional project)

Scenario training

The jury takes into account not only the marks obtained but also the professional positioning and the behavior of the trainee. The evaluations do not only relate to the training content. Indeed, Although it contains the elements of knowledge (knowledge), a written support cannot reveal all the elements of know-how and / or interpersonal skills expected (ex: capacities of analysis, synthesis, gestures, speeches and professional behaviors etc ...).

In addition to the written materials distributed, all the elements observed and heard during the internship and during the course sessions can be the subject of evaluations whatever the modality (written, oral exam, situation scenario etc ...).

Evaluations that are not graded : the discovery internship, the prison internship, the internship in an interregional directorate and the English lessons are subject to graded assessments.

### **SECOND YEAR (leading to tenure)**

At the end of the second year of training, the following are taken into account to obtain tenure :

- The pre-assignment internship score awarded by the head of service of the probationary director's assignment post in view of the professional aptitude demonstrated in the job held during the internship period.
- The tenure report and its defense aim to assess the professional positioning of the intern director, his sense of argument, his spirit of analysis and synthesis, his ability to step back and lead a process to improve the quality of professional prison practices.

Assessment on :

- Tenure report: Analysis of professional practice drawn from experience (excluding crisis situations, excluding incidents)
- Pre-assignment internship