

The penitentiary integration and probation officers (conseillers pénitentiaires d'insertion et de probation - 'CPIP')



THE MISSIONS

The penitentiary integration and probation staff of the correctional administration carry out, in the penitentiary integration and probation services, the missions which are assigned to them by law and regulations with regard to persons subject to a deprivation and restrictive measure of freedom:

- The law of November 24, 2009, in its article 13 supplemented by article 33 of the law of August 15, 2014 relating to the individualization of sentences and strengthening the effectiveness of criminal sanctions, indicates that "The staff of the prison integration and probation services are responsible for preparing and executing the decisions of the judicial authority relating to the integration and probation of persons placed under justice, accused or sentenced. To this end, they implement policies for the integration and prevention of recidivism, ensure the follow-up or control of inmates and probationers and prepare the release of detained persons. They regularly assess the material, family and social situation of sentenced persons and, in the light of these assessments, define the content and the methods of their care. »
- Decree n ° 2019-50 of 30 January 2019 on the special status of penitentiary integration and probation officers of the correctional administration provides that « penitentiary integration and probation officers exercise the powers conferred on them by laws and regulations with the objective of preventing the commission of new offenses and the social integration or rehabilitation of inmates and probationers ».

- The circular of March 19, 2008 relating to the missions and methods of intervention of the penitentiary integration and probation services also lists the prevention of recidivism as the purpose of the action of the SPIPs¹.
- The operational practices frame of reference (référentiel des pratiques opérationnelles - RPO) on the methodology of intervention in SPIPs.

Penitentiary integration and probation staff are assigned, according to the needs of the service, to a penitentiary integration and probation service, an interregional directorate, the ENAP or the central correctional administration headquarters to be entrusted with functions related to its specificities.

MAIN ACTIVITIES

The legislative and regulatory framework of the profession of penitentiary integration and probation officer, supplemented by the operational practices frame of reference (reference document on SPIP intervention methods), allows to define the functions and activities carried out.

- Assisting in the judicial decision to allow a better individualization of the sentence and to pronounce adjustments of sentence adapted to the person placed in the hands of justice
- Carrying out investigations prior to the decision-making of the mandating authority
- Fighting against the de-socializing effects of the incarceration
- Supporting the detained person during incarceration
- preserving family ties
- assessing individual situations of inmates and probationers
- Identifying risk behaviors (suicide and violence prevention)
- Facilitating the rehabilitation of inmates and probationers
- Implementing control measures and ensuring compliance with the obligations imposed on inmates and probationers
- Reporting to the judicial authorities on the follow-up of the measures
- Building, developing and running programs to prevent recidivism
- Developing, in partnership, integration and rehabilitation programs
- Setting up and developing a partnership network to boost projects with a social dimension

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.

¹ Penitentiary integration and probation Service (SPIP : Service Pénitentiaire d'Insertion et de Probation)

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 CPIP must however meet the same training validation requirements.

THE TRAINING UNIT

The training unit for penitentiary integration and probation officers designs and supervises the implementation of the training programs.

The unit:

- Develops training engineering (training objectives, schedule, work-study arrangements, pooling of professional learning and evaluation system)
- Pilots the pedagogical engineering of specific sequences (eg. preparation and return from internship)
- Coordinates the action of internal and external services mobilized in the reception and support of trainees (coordinators, internship tutors, logistics and financial services, training departments and central correctional administration headquarters)
- Ensures the educational follow-up of trainees (ENAP and internships)
- Assumes the administrative follow-up of the trainees from the beginning of training until their validation in connection with the trainees' administrative and financial management unit
- Ensures the representation of the CPIP training

THE TRAINING COORDINATOR

The group coordinator's mission is to integrate and support trainees and interns throughout their training, both individually and collectively.

The coordinator is the correspondent, the relay, the privileged mediator of the trainees in terms of schooling and training, and with the various departments and actors of the ENAP.

He is an interlocutor with internship tutors, to exchange around internship objectives, assessments, professional positioning, behavior, ...

INITIAL TRAINING

This training must allow, thanks to theoretical and practical content, to integrate a Penitentiary Integration and Probation service and exercise the devolved missions with regard to penal regulations, European prison rules and European rules of probation.

As such, initial training is at the service of the development of the expected fundamental skills to intervene with inmates and probationers.

THE OBJECTIVES OF THE TRAINING

The initial training must enable the CPIP to:

- Build a professional posture adapted to the intervention framework of the CPIP and to the care of the inmates and probationers
- Navigate one's professional environment
- Familiarize themselves with their role and missions
- Acquire the tools and techniques to :
 - Carry out an assessment (of the person and his/her situation and the dynamics of the risk of recidivism)
 - Propose a support plan for the person and execution of the sentence
 - Carry out individualized care, adapted to the person
 - Acquire the specific methods and postures for feedback, sharing of practices and working in a multidisciplinary team

TRAINING CONTENT

The training unit has determined nine fundamental skills to be acquired during initial training.

These skills will be acquired during the training organized according to two main principles: work-based training and progressive learning.

The work-study program will enable the future CPIP to grasp different professional situations and to bring into coherence the knowledge acquired with the analysis of these situations :

- at the academy through the diversity of the sequences and educational methods offered such as simulation, feedback on experience and case studies
- in internships which contribute to building the professional positioning of the CPIP.

The acquisition of skills is done gradually. Thus, the first year of training takes place in six training cycles at the ENAP and in five internship periods. This first year of training allows the acquisition of fundamental theoretical knowledge, knowledge of the professional environment and the acquisition of fundamental skills and attitudes.

The second year includes three training cycles at the ENAP, three internships and an internship at a partner institution. This second year allows in-depth learning of the skills and interpersonal skills and the acquisition of more specific tools and techniques.

Adopting a suitable professional positioning

- The CPIP agent of the public service
- Deontology of the correctional public service
- European rules of probation
- Professional secrecy
- Analysis of practices

- Core correctional practices
- The helping relationship in care of users of the prison public service
- The breaking of the alliance
- Developing a suitable relationship with the people being followed
- Secularism
- Corruption process
- Internship (discovery of the prison environment)
- Internship in a high court
- Internship (discovery of a SPIP)
- Practical internships
- Professionalization internships

Mastering the regulatory framework and the field of intervention

- Penitentiary policies in terms of integration and prevention of recidivism
- Elements of penitentiary policy
- The different staff categories
- The professional framework of the CPIP: role and missions
- Prison law
- The penal process of the inmates and probationers
- Pre-trial measures
- Post-trial measures
- The victim in judicial measures: right of victims, SPIP partners, the CPIP and the victims
- European probation rules
- European protection and Human rights
- Family law applied to inmates and probationers
- The foreigners' rights
- Child protection systems
- Health and safety at work
- Psychosocial risks
- Discovery internship at a SPIP
- Practical internships
- Professionalization internships

Conducting interviews

- The different types of interviews
- Conducting an interview on offending
- Professional interview technique including motivational interviewing
- SPIP discovery internship
- Practical internships
- Professionalization internships

Writing professional reports

- Professional writing techniques
- Writing reports
- Writing a sentence adjustment report

- Writing reports in a custodial and non-custodial environment
- SPIP discovery internship
- Practical internships
- Professionalization internships

Evaluating inmates and probationers

- General characteristics of the inmates and probationers
- Introduction to psychology
- Criminological assessment
- Assessment tools
- Psychometry
- Reading the criminal record and penal situation
- Family / conjugality and parenthood
- Profile of perpetrators of sexual offenses
- Approach to religions and worship practices
- Interculturality
- Geopolitical approach to Islamic radicalisms
- Expertise
- Criminology
- Offending
- Practical internships
- Professionalization internships

Determining a support plan for the person and execution of the sentence

- Addictive behavior and its management
- Support for perpetrators of sexual offenses
- Care for radicalized people
- Social rights
- Health systems
- Arrangements to obtain accommodation
- Arrangements for access to employment and training
- Compulsory treatments
- Suicide prevention
- Intra-family violence
- Addiction management
- Culture: prevention tool
- Prevention of violence
- The mental control process
- Motivational interviewing
- Restorative justice
- Integration programs
- Group dynamics
- Techniques and methods of group animation
- The specific intervention techniques and methods of a recidivism prevention program
- Collective care programs (CAIRN, PARCOURS, BOUGE, ...)

- Practical internship
- Professionalization internship

Working in multidisciplinary

- The different staff categories
- Integration and prevention of recidivism
- Illustrating one's professional positioning in a team
- Partnerships in the correctional administration
- Interdisciplinarity
- Prison policies in matters of integration and prevention of recidivism
- Urban policy
- Internship (discovery of the prison environment)
- Internship (discovery of a SPIP)
- Internship in a high court
- Internship "partner institution"
- Practical internships
- Professionalization internships

Using IT applications

- APPI
- GENESIS
- Office software
- Practical internships
- Professionalization internships

Discussing the activities and tasks carried out

- The different types of professional reports
- Communication
- Internship (discovery of a SPIP)
- Practical internships
- Professionalization internships

INTERNSHIPS

Internships allow to discover and practice the profession of CPIP in different professional environments. This confrontation with the heterogeneity of practices, service organizations and of the managed profiles feeds the professional development and helps develop the expected skills.

In the first year:

The discovery internship in the prison environment allow students to familiarize themselves with the role of the custodial staff, in particular their contribution to the integration mission, and to understand the functioning of a penitentiary.

The internship in a service of the Youth Protection and Juvenile Justice allows trainees originating from the custodial staff to discover ways of caring for a specific audience.

The SPIP discovery internship is a first approach to the missions of the CPIP and his/her professional environment in preparation of the practical internship.

The internship in a high court makes it possible to discover the different stages of the penal process and to apprehend the concrete organization of a court.

The two practical internships allow the gradual acquisition of professional skills and the integration of appropriate professional behavior. Trainees are placed in a position to perform the main professional acts.

The three internships in the penitentiary integration and probation service of the first year are carried out in the same service with a discovery, when possible, of both the custodial and non-custodial sectors.

In the second year:

The professionalisation internships aim to gain autonomy, the development of relational and technical skills of the trainee.

The "partner institution" internship helps to understand how the main integration public policies (work and training, accommodation, health care and access to rights) are implemented in the region.

The three internships in a penitentiary integration and probation service in the second year are carried out in a service or branch different from that of the first year.

Internship assignment :

Each category of internship is the subject of a specific assignment. Article 8 of the training decree provides that "The assignment of trainees to the various internship places is decided by the academy director. "

It therefore falls within the remit of the training unit to assign trainees to their places of internship. The director of the academy may, during the internship, change the assignment of a trainee, for pedagogical reasons.

In case of incompatibility

- Inability to be assigned to a SPIP where the trainee previously worked as a tenured or non-tenured correctional administration officer
- Impediment to being assigned to a SPIP where the trainee has a personal link with a person that the service manages

It is up to the trainee to report any situation arising from the cases listed above, without delay, to the officers of the training unit.

The objectives of the incompatibility regime are in particular:

- to allow trainee CPIPs to carry out their internship in the best educational conditions possible, without the functions exercised previously interfering with the relations with internship tutors and their interlocutors
- to ensure an impartial assessment

Internships overseas

The principle implemented by the academy is an assignment imposed on a service in mainland France. However, under certain conditions, it is possible to assign, at their request, trainees who demonstrate a material and moral center of interest in a service of the overseas mission.

The conditions of assignment overseas are:

- the service's capacity to receive trainees
- For the trainee to bear the internship costs (travel, accommodation, catering)
- the completion of a year of internship on a service of mainland France

THE EVALUATION PROCESS

Assessment leading to a probationary position

At the end of the first year of training, in accordance with the implementation details provided by the decree of November 10, 2006 modified on August 19, 2016, the training validation jury takes into account :

- the marks obtained on theoretical and practical tests;
- Professional skills demonstrated during practical internships;
- The evaluation resulting from an oral presentation before the jury for validation of training defined in article 16 of said decree.

The validated trainees justify the average for all tests and assessments.

1- TESTS ORGANIZED AT THE ENAP (TOTAL of 100 points)

Law and Public Service

Probation and criminology

Management

prison Registry and computer applications

2- INTERNSHIPS EVALUATION (TOTAL of 70 points)

discovery internship

2 Practical internships

3 - EVALUATION OF THE END-OF-YEAR ORAL STATEMENT (TOTAL of 30 points)

Oral presentation intended to assess the student's sense of argument, his analytical mind, his aptitude for synthesis and his professional involvement during the practical internships.

Assessment leading to tenure

At the end of the second year of training, in accordance with the implementation details provided by the decree of November 10, 2006, modified on August 19, 2016, the professional aptitude jury takes into account :

- The marks obtained in the first year
- The professional skills demonstrated during the professionalization internships
- The design and implementation of a professional project

The oral defense of the professional project (analysis of the methodology of care of inmates and probationers) takes place before the professional aptitude jury, the composition of which is provided for by article 21 of the training decree (cf. appendix 2).

This oral test is intended to assess the trainee's professional positioning, to assess his sense of argument, his analytical mind, his aptitude for synthesis, in view of the work carried out.

1- PROFESSIONAL SKILLS (TOTAL of 200 points)

3 Professionalization internships

2- PROFESSIONAL PROJECT (TOTAL of 200 points)

=> Written and oral examination on the professional project