

# Certified Criminal Justice Professional (CCJP)

## Appendix B

## Certified Criminal Justice Professional (CCJP) Performance Domains and Job Tasks

### **Domain I: Dynamics of Addiction and Criminal Behavior**

1. Apply knowledge of human growth and development in order to understand addiction and criminal behavior.
2. Apply knowledge of criminal behavior, including sociological, psychological, biological and biochemical theories in order to provide appropriate addiction treatment services.
3. Apply knowledge of addiction including sociological, psychological, biological and biochemical theories in order to provide appropriate addiction treatment services.
4. Differentiate and integrate the dynamics of criminal thinking and the addictive process.
5. Understand the effects of drugs on the brain and body in order to deliver appropriate addiction treatment services.

### **Domain II: Legal, Ethical, and Professional Responsibility**

1. Behave in an ethical manner by adhering to established professional codes of ethics, conduct and standards of practice in order to promote the best interests of the participant.
2. Adhere to agency and jurisdictional regulations in order to protect participant rights and the public.
3. Advise the participant of the specific nature of treatment, confidentiality, and the requirements for treatment within the criminal justices system in order to obtain informed consent.
4. Promote the quality of professional services and assure continuing competence by engaging in appropriate professional development, obtaining continuing education, and reading professional literature.
5. Obtain regular clinical and administrative supervision and consultation to facilitate proficiency.
6. Recognize personal biases, feelings, concerns, and other issues that may interfere with the treatment and criminal justice process.
7. Participate in quality improvement and evaluation activities to offer effective services.

### **Domain III: Criminal Justice System and Processes**

1. Apply knowledge of relevant laws, jurisdictional regulations, and criminal justice processes. Understand the function of the judge, prosecutor, defense counsel, probation, advocates, and guardian *ad litem* in the court system
2. Understanding correctional settings and sentencing options.
3. Learn criminal justice theories such as punishment, rehabilitation, restorative justice, and deterrence.

### **Domain IV: Clinical Evaluation: Screening and Assessment**

1. Establish rapport, including management of a crisis situation and determination of need for additional assistance.
2. Gather data systematically from participant and other available collateral sources, using screening instruments and other methods that are sensitive to age, developmental level, culture, and gender.
3. Screen for psychoactive toxicity, intoxication, and withdrawal symptoms; aggression or danger to others; potential for self-inflicted harm or suicide; and co-occurring mental disorders.
4. Assist the participant identifying the effect of substance use on his or her current life problems and the effects of continued harmful use or abuse.
5. Determine the participant's readiness for treatment and change as well as the needs of others involved in the current situation.
6. Review the treatment options that are appropriate for participant's needs, characteristics, goals, and financial resources.
7. Apply accepted criteria for diagnosis of substance use disorders in making treatment recommendations.
8. Construct with the court, participant, and appropriate others an initial action plan based on court mandates, participant needs, participant preferences and resources available.
9. Based on the initial action plan, take specific steps to initiate an admission or referral and ensure follow-through.
10. Select and use a comprehensive assessment process that is sensitive to criminal risk need, age, gender, racial and ethnic culture, and disabilities.

11. Analyze and interpret the data to determine treatment recommendations.
12. Document assessment findings and treatment recommendations.

### **Domain V: Treatment Planning**

1. Use relevant judicial and assessment information to guide the treatment planning process.
2. Explain assessment findings and court mandates to the participant and relevant others.
3. Examine treatment options in collaboration with the interdisciplinary team, participant, and others.
4. Consider the readiness of the participant to engage in treatment.
5. Prioritize the participant's needs in the order they will be addressed in treatment.
6. Formulate mutually agreed-on and measurable treatment goals and objectives.
7. Identify appropriate strategies for each treatment goal.
8. Develop with the participant a mutually acceptable treatment plan and method for monitoring and evaluating progress.
9. Reassess the treatment plan at regular intervals or when indicated by changing circumstances.

### **Domain VI: Case Management, Monitoring, and Participant Supervision**

1. Integrate clinical and criminal justice supervision through continuous communication between the treatment and criminal justice systems to ensure accountability and desired outcomes.
2. Organize an array of services for the participant's benefit by identifying and prioritizing appropriate resources to comply with court orders and clinical requirements.
3. Assist the participant by advocating for services and related resources which address problem areas identified in supervision and case plans to achieve desired outcomes.
4. Revise the case plan, including a recommendation for custody/supervision level, by evaluating participant behavior and circumstances to achieve desired outcomes.

## **Domain VII: Counseling**

1. Provide effective counseling services by applying knowledge of counseling theories and techniques to facilitate participant progress.
2. Create therapeutic relationship by establishing rapport with the participant and significant others to achieve treatment and criminal justice objectives.
3. Adapt counseling strategies to the individual characteristics of the participant, including disability, gender, sexual orientation, development level, culture, ethnicity, age, health status, and criminality. Provide appropriate intervention for the participant and/or significant others to achieve treatment and criminal justice objectives.
4. Educate the participant by providing information regarding addiction, criminal attitudes and behavior, life skills, community resources and other needed services to achieve treatment objectives.
5. Facilitate the participant's identification, selection, and practice of strategies that help sustain the knowledge, and skills needed for maintaining treatment progress and preventing relapse and recidivism.
6. Apply crisis prevention and management skills.
7. Develop a comprehensive discharge plan to include continuing care for the participant by addressing ongoing needs to enhance recovery, reduce recidivism and ensure public safety.

## **Domain VIII: Documentation**

1. Demonstrate knowledge of accepted principles of participant record management.
2. Protect participant rights to privacy and confidentiality in the preparation and handling of records, especially in relation to the communication of participant information with third parties.
3. Prepare accurate and concise screening, intake, and assessment reports.
4. Maintain a complete record of each case, using a variety of case management record keeping tools to provide a complete history of all case activities and their outcomes.
5. Report participant status and compliance to the appropriate authority by providing written documentation and/or testimony in order to measure progress and facilitate decision making.
6. Provide accurate, timely documentation using accepted record keeping procedures in order to describe services and participant progress.