



**WARREN COUNTY COMMON PLEAS COURT
2025
TRAINING CALENDAR**

CLASS DESCRIPTIONS

CPR/AED/FIRST AID/BLOODBORNE PATHOGENS

This combination training teaches students comprehensive knowledge and skills that build the confidence to respond to emergencies. This certified course conforms to the AHA Guideline Update for CPR and ECC, and the AHA and ARC Guidelines for First Aid.

EFFECTIVE LISTENING

Participants will learn how to enhance their listening skills as well as the barriers to effective listening. They will learn the difference between hearing and listening. They will actively participate in hands on trainings, open discussion and listening scenarios.

ETHICS FOR COURT EMPLOYEES

Common Pleas Court staff are to take Ethics for Court Employees from the Ohio Supreme Court (OhioCourtEDU@sc.ohio.gov) as their first Ethics class. Complete evaluation to receive your certificate. Ethics class are now on a biennial schedule and after the Supreme Court class is taken, the next classes can be any Ethics class of your choice.

EVIDENCE COLLECTION

Participants will learn how to establish methods in the collecting of property and evidence acquired in the course of court supervision and in compliance with Ohio Revised Code Chapter 2981.12.

FIELD OFFICER SAFETY PART I & II

PART I

Students will learn about situational awareness, field preparation, field visits, responsibilities of the contact officer and the cover officer, approaching a home, business, motel, in very rural settings to very urban settings. Also covered will be how to handle different situations that occur during a home visit, persons not on probation, animals, etc.

PART II

Students will participate in scenarios in order to practice their learned skills and apply them in actual hands-on training using role players. They will be evaluated on 20 performance objectives on each scenario. All performance objectives may not apply to each scenario.

CLASS DESCRIPTIONS (CONT.)

FIREARMS (RANGE) TRAINING (Not open to anyone outside of Warren County Court Services)

In this class, students will practice precision shooting, sight acquisition shooting, close quarter retention shooting, multiple target shooting, shooting from a barricade, two hand grip shooting (dominant and non-dominant sides), one hand grip shooting (dominant and non-dominant sides), emergency reload training and shooting, reload with retention training and shooting, using and shooting with a flashlight, shooting from multiple distances, moving and shooting, drawing from holster, drawing and shooting from holster, and practice verbal skills.

REPORT WRITING/UOF

Participants will learn the basics of report writing. They will learn how to write reports that are comprehensive and concise; how to keep them simple and easy to read. Participants will learn how to prepare a thorough report with respect to content, grammar, capitalization, punctuation and word usage.

JANUARY 2025

1/9/25
1/23/25

EFFECTIVE LISTENING
(Judicial/Admin Staff Only)
3 Credit Hours

9:00 a.m. - 12:00 p.m. / 1:00 p.m. - 4:00 p.m.
Probation Conference Room

1/16/25
1/30/25

REPORT WRITING/UOF
3 Credit Hours

9:00 a.m. to 12:00 p.m. / 1:00 p.m. - 4:00 p.m.
Probation Conference Room

FEBRUARY 2025

2/11/25
2/12/25

FIREARMS TRAINING (Court Services Staff)
3 Credit Hours
Gear Needed:

9:00 a.m. - 12:00 p.m. / 1:00 p.m. - 4:00 p.m.
22/3 Firearms Range, 2053 S. US Rt. 42, Lebanon, OH
Duty belt and duty vest

MARCH 2025

3/21/25

**CPR/AED/FIRST AID/BLOODBORNE
PATHOGENS**

11:00 a.m. - 4:00 p.m.
Old Grand Jury Room

APRIL 2025

4/8/25
4/22/25

FIELD OFFICER SAFETY PART I/II
3 Credit Hours - Part I
3 Credit Hours - Part II

9:00 a.m. - 12:00 p.m. / 1:00 p.m. - 4:00 p.m.
I-Probation Conference Room, Warren Co. Courthouse
II-Waynesville house

MAY 2025

5/6/25
5/27/25

FIELD OFFICER TRAINING PART I/II
3 Credit Hours - Part I
3 Credit Hours - Part II

9:00 p.m. - 12:00 p.m. / 1:00 p.m. - 4:00 p.m.
I-Probation Conference Room, Warren Co. Courthouse
II-Waynesville house

5/20/25
5/21/25
5/22/25

FIREARMS TRAINING (Court Services Staff)
3 Credit Hours
Gear Needed:

9:00 a.m. - 12:00 p.m. / 1:00 p.m. - 4:00 p.m.
22/3 Firearms Range, 2053 S. US Rt. 42, Lebanon, OH
Duty belt and duty vest

JULY 2025

7/10/25

EVIDENCE COLLECTION
3 Credit Hours

9:00 a.m. – 12:00 p.m. / 1:00 p.m. – 4:00 p.m.
Probation Conference Room

AUGUST 2025

8/12/25

EVIDENCE COLLECTION
3 Credit Hours

9:00 a.m. – 12:00 p.m. / 1:00 p.m. – 4:00 p.m.
Probation Conference Room

8/19/25

8/20/25

8/21/25

FIREARMS TRAINING (Court Services Staff)
3 Credit Hours
Gear Needed:

9:00 a.m. - 12:00 p.m. / 1:00 p.m. – 4:00 p.m.
22/3 Firearms Range, 2053 S. US Rt. 42, Lebanon, OH
Duty belt and duty vest

SEPTEMBER 2025

9/18/25

EVIDENCE COLLECTION
3 Credit Hours

9:00 a.m. – 12:00 p.m. / 1:00 p.m. – 4:00 p.m.
Probation Conference Room

3/21/25

**CPR/AED/FIRST AID/BLOODBORNE
PATHOGENS**

11:00 a.m. – 4:00 p.m.
Old Grand Jury Room

NOVEMBER 2025

11/4/25
11/5/25
11/6/25

FIREARMS TRAINING (Court Services Staff)
3 Credit Hours
Gear Needed

9:00 a.m. - 12:00 p.m. / 1:00 p.m. - 4:00 p.m.
22/3 Firearms Range, 2053 S. US Rt. 42, Lebanon, OH 45036
Duty belt and duty vest

DECEMBER 2025

12/11/25

EFFECTIVE LISTENING
(Judicial/Admin Staff Only)
3 Credit Hours

9:00 a.m. - 12:00 p.m. / 1:00 p.m. - 4:00 p.m.
Probation Conference Room

12/16/25

REPORT WRITING/UOF
3 Credit Hours

9:00 a.m. to 12:00 P.m. / 1:00 p.m. - 4:00 p.m.
Probation Conference Room

REQUIRED CLASSES FOR WCCPC STAFF

Judicial College Orientation Classes

Court Security

Customer Service

Ethics

Introduction to the Courts

Legal Advice vs Legal Information

Procedural Fairness for Judicial Officers & Court Personnel

Implicit Bias and the Courts

Street Smart on Drugs Series

Sexual Harassment Prevention for All Court Employees

Drug Testing

Infectious Disease (Relias)

Cultural Diversity (Relias)

Report Writing

Effective Listening

OC/Narcan

Evidence Collection

Taser Training

Situational Awareness

Field Officer Safety I & II

Defensive Tactics

Firearm Training