

ADULT AND JUVENILE INCENTIVES PROGRAM

AUTHORITY

Related Probation Officer Procedures:

H17 Community Corrections Incentives and Sanctions Program

INTRODUCTION

Incentives are used as an effective way of motivating individuals to change their behavior. Using proper rewards in a consistent manner will motivate both adult and youthful offenders to change their behavior, thus ultimately reducing recidivism and further victimization, as well as increasing public safety. Incentives include rewards, positive reinforcement, compliments, affirmations and taking away of existing punishment or restriction, and should be proportionate with the behavior of the offender. Incentives encourage pro-social behavior and are used to hold offenders accountable to promote intrinsic responses to the situation(s) they face. All funding for the incentives program is approved as necessary by the Probation Department, the Community Corrections Partnership (CCP) and/or the El Dorado County Board of Supervisors through their individual budgets.

Programs offered through the Probation Department are built around an evidenced-based practices framework, which has been proven through scientific study of operant conditioning and social learning as an effective tool to influence behavior change. Research has shown that programs that utilize the use of rewards to reinforce pro-social behavior and sanctions to respond to non-prosocial behavior have a greater and more lasting impact on changing behavior than treatment programs that utilize punishment alone. To have the greatest influence on behavior change, rewards and sanctions must target specific behaviors and implemented at a ratio of four (4) rewards to every one (1) sanction whenever possible. Both rewards and sanctions should range from low, moderate, and high and should be implemented in a manner that is swift, real, and certain for offenders. Incentives are purchased on a case-by-case basis, as approved by the Deputy Probation Officer (DPO), Supervising Deputy Probation Officer (SDPO), and the Division Manager.

USE OF INCENTIVES BY OFFICER FOR CASE MANAGEMENT ACTIVITIES

Probation officers will use incentives for a variety of reasons during the course of their day to day activities with offenders, including but not limited to:

- Successful completion of an assignment, step, or phase of a program.
- Positive school performance/graduation.
- Providing a urine sample testing negative for drug/alcohol usage.

FOSTER YOUTH HIGH SCHOOL GRADUATION INCENTIVES

A probation foster youth is a delinquent ward of the Court, pursuant to Section 725(b) WIC, who cannot live with his/her parent(s)/guardian(s). This youth may be ordered by the Court to be placed in a suitable Short Term Residential Therapeutic Program (STRTP) or a Resource Family, pursuant to Section 727 WIC. According to Foster Care To Success, youth who experience out of home placement are less likely to complete high school when compared to their peers, with only one-half receiving a high school diploma. As such, it is extremely important to encourage foster youth to attend school, participate to the best of their academic ability, and graduate from high school. To celebrate this achievement, when a foster youth has met high school graduation

requirements, an incentive may be given. This incentive will be in the form of a \$50.00 gift card deemed appropriate by the youth's DPO.

PROCESS FOR OBTAINING INCENTIVES

For both adult and youthful offenders, the following process is established to obtain, monitor, and account for purchased, and distributed, incentives:

1. The SDPO or designee shall complete a Probation Department Purchase Requisition form (#600) requesting an incentive(s), and forward it to the Division Manager for approval. Upon approval by the Division Manager, the requisition is forwarded to the Fiscal Unit for processing and obtaining final approvals from the Chief Fiscal Officer (CFO) and Chief Probation Officer (CPO).
2. For any gift card incentives, fiscal unit staff will purchase all gift cards with PCards assigned and issued by the Auditor's Office. All attempts will be made to purchase gift cards on Amazon.com.
3. If unable to purchase online through Amazon.com, one member from the Fiscal Unit, along with the SDPO or designee, will visit authorized vendors in the surrounding area in order to purchase gift cards. The original receipts will be copied for record keeping purposes and submitted to the Auditor's Office for processing. The gift cards will be entered on form #618, Incentives – Gift Card Log.
4. When a gift card is issued, fiscal staff will initial each card released to the DPO. The DPO will distribute the incentives to the offender. The offender and the DPO will initial receipt of the incentive item on the Incentives Inventory Request form (#982). Form #982 will be certified by the SDPO or designee at the end of each distribution and forwarded to the Fiscal Unit.

Form #618 will be filled out and balanced each week. Each quarter, a memo detailing all purchases and disbursements is prepared by the fiscal staff and reviewed by the Sr. Department Analyst. In addition, the CFO or designee will complete an actual inventory count of the remaining gift cards, reconciling the memo and all of the #618 forms for the quarter. The quarterly memo submitted to the Auditor's Office will include signatures acknowledging review and balance information from the Administrative Services Officer (ASO), the appropriate SDPO(s), CFO, and CPO. Inventory of all remaining gift cards will be counted and certified by the ASO and verified by the Sr. Department Analyst with the Gift Card Reconciliation Spreadsheet to FENIX each quarter. Gift cards will be stored in the department's safe.