

# Conducting the Initial Interview with the Probationer

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# Introductions

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Tell us:

- Your name
- Your assignment
- What do you like about your current assignment?
- How do you practice self care?

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# Housekeeping

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- Please keep your cell phones on silent or vibrate.
- Please do not text or email during class. If you need to take an important text or call respectfully step outside
- Breaks will be every hour for 10 minutes

# The Initial Meeting

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- What is the purpose and importance of the initial meeting?
  - To establish a foundation for rehabilitation and accountability.
- During the initial meeting we do the following:
  - Role clarification
  - Review court orders
  - Gather and verify information



# What is role clarification

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# Steps to Role Clarification

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- Identify what the Probation goals for the supervision process
- Ask the offender to identify what he/she hopes to accomplish during the supervision process
- Identify what your role is as an officer and what you hope to accomplish
- Define the supervision process
- Identify and discuss the expectation of confidentiality



# Why is it important to explain terms and conditions to the probationer

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- Establishes basis for supervision
- Clarifies that we are enforcing court mandates
- Clarifies any questions or concerns
- Legally, it is our job!

# Break

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# Legal Obligations

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- **Legal obligations a court order places upon the probation officer**
  - To inquire on and maintain a complete record of the following information: “the age, sex, nativity, residence, education, habits of temperance, marital status, and the conduct, employment, occupation, parents’ occupation, and the condition of the person committed to his or her care during the term of probation, and the result of probation.” (PC1203.7(b))
  - To provide the Probationer with a copy of their Probation Conditions (PC1203.7(d))

# General Conditions and Special Conditions

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## General

- 4<sup>th</sup> Amendment Waiver
- Follow PO directives
- Weapons
- No drugs and alcohol \*
- DNA Collection

## Special

- Registrations
- Stay Away Orders
- Temporary Restraining Orders
- Classes
- Gang
- American Society of Addiction  
Medicine Assessment



# Setting up the interview

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How do we contact the Probationer to schedule their initial appointment?

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# Contacting the Probationer

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- Mail
- Telephone
- Home visit
- Through a relative

# Meeting Location

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- Office
- Neutral Setting (For example: Work, School, Treatment Program, Jail/Juvenile Hall)
- Offender's Home



# Break

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# Why Review the Case File before the interview?

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- To have knowledge of who the Probationer is
- It will help us develop interview questions (maybe some info is missing in our records, or the info is very vague)
- Our goal is to gain as much knowledge about our Probationer in order to understand the clients background, history, behaviors, security alerts, etc.



# What information are we looking for and where?

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## Case File

- Review the Pre-Sentence Investigation reports and the Juvenile Social Study report
- Review Court Orders (may have more than 1 Probation case)
- Review assessment results
- Review the RAP Sheet

## PCMS

- Contact notes
- Addresses and phone numbers
- Other documents in PCMS may also be useful

# Release of Information Forms

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Why do we need them? So we can have access to the following:

- Medical records
- Mental health records
- Treatment program records
- School records

Have them ready for signatures

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# SAMPLE OF ROI's

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# Case File Review Activity

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# Break

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# Case File Review Activity

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# Gathering and Documenting Information

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Housing, employment, school status

Drug/gang/violence history

Medication

Mental/physical problems

Family relations/stability

Attitude (anger, aggressiveness, depressed)

Community and Other Resources

Strengths / Interests

Future goals/plans

Circumstances of the crime

Criminal history

Victim Info

Media Case?

Registration requirements

# During the interview

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- What is the level of the Probationer's motivation to comply?
- How is their appearance?
- Is there any remorse?
- Where are they in regard to the Stages of Change?
- How to engage?



# Documents the Probationer Should Provide to PO During the Initial Meeting:

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- Completion of Court Ordered Program Certificates
- Attendance to AA/NA Meetings
- Proof of Employment
- Proof of Enrollment in School
- Identification
- What others can you think of?

# Verifying ID & Contact Information

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## Verify Probationer's Identity

- Driver's license, Cal ID, School ID, Passport
- Social Security Card
- Birth Certificate

## Verifying the Probationer's contact information

- Probation reports
- Police reports
- Family, relatives, friends



# Pictures

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# Importance of Pictures

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- Why do we need them?
- What pictures to take?
  - Take a profile picture
  - Take pictures of tattoos and significant scars
- You can use the office/unit camera or your work cell phone



# Before and After Pictures

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Preparing will build your  
self-confidence

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# Questions or Concerns?

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