

Butler County Adult Probation

Offender Supervision, Programming and Case Auditing

The Butler County Department of Court Services is committed to providing services which are evidenced based in nature and target identified risks and needs. In order to accomplish this end, it is important that our Department audit cases, officers, programming and management to ensure this goal is being met. The following policy is designed to help ensure these ends are being met.

All officers shall complete, on a monthly basis, a self-audit of five active supervision cases. The officers shall use the attached form (Form One) to complete these audits. The audits shall be completed and provided to their respective managers by the close of business on the last work day of the month. No case may be self-audited more than once every six months. The purpose of these self-audits is to ensure that officers have updated our database with the correct and most current information on offenders. Another goal is to ensure that all documents are saved and stored in our electronic case management system. If information, documentation or other information is missing or incorrect, this will allow the officer to correct the deficiency prior to turning in the self-audit.

All managers shall review self-audits completed by their staff for accuracy and completeness. Managers shall also conduct case audits independent of their staff's audits. Managers shall audit five cases monthly from each of their respective staff members for completeness, accuracy of information, case plans, compliance with contact standards and CCIS intake and termination data. The managers shall complete attached Form Two. If a manager finds a case is not in compliance with Court policies or standards, the manager shall note the deficiency on the form, notify the officer of the deficiency, and request written confirmation that the deficiency was corrected. This documentation shall be saved in a file maintained by the manager.

The Manager of Assessment, Evaluation and Treatment shall be responsible for monitoring the program integrity and fidelity of our officers' supervision style. The manager shall monitor, via either direct observation or by web-cam recording, the officer during the course of normal office contacts to ensure their ability and use of motivational interviewing. The manager shall monitor each officer on a random basis, but not less than five offender office contacts a month. These contacts shall be scored using the BECCI and reviewed with the officer. The Department shall keep both the BECCI and the video recordings for a period of at least two calendar years.

Court Services also realizes the need to ensure that programming offenders are referred to needs to be evidenced based and the interventions should be targeted to specific criminogenic needs and risk level. Programming should be administered in dosage that is the minimum amount needed to reduce the risk and satisfy need. To ensure that these principals are being administered by our service providers, our Manager of Assessment, Evaluation and Treatment shall review all offenders who are engaged in treatment at the Day Reporting Center to ensure that they are attending groups targeted for their specific

risk and need. Our manager shall receive on a monthly basis a list of all offenders receiving services at the Day Reporting Center; the manager shall randomly audit these offender's assessments to determine if they have been referred to the appropriate programming. The Department shall maintain the records of audits for at least five calendar years. The manager will on a random basis, monitor programming that offenders are referred to complete. The manager shall maintain a record of what program was observed, date, time and place of programming as well as noting if any issues or concerns are observed. If the manager has any programmatic concerns, the manager shall deliver in writing the concern and request a response to the concern within three working days.

Should a serious incident occur that involves CCA funded staff, programs or offenders, it shall be the responsibility of the CCA program director or their designee to report the serious incident to the Bureau of Community Sanctions. Reporting shall occur within 2 business days of the incident occurring or being reported to the CCA Director. Serious incidents could include escapes, fires, assaults, inappropriate sexual behavior, serious agency staff misconduct, theft, building emergencies, use of deadly force, property loss or damage and violation of the Ohio Revised Code that could include law enforcement involvement.