Probation Officer Contact with Probationer Observation Tool

Date of observation:
Probation Officer & Title:
Probationer:
Observer & Title:

A. Case Plan/Aftercare Plan
1. Has a case plan been developed? ____
2. Has an aftercare plan been developed? ____
3. Are the goals on the case plan and/or aftercare plan individualized? ____
4. Is the probationer's input used to formulate the case plan and/or aftercare plan? ____
5. What criminogenic needs are being targeted and are these needs the probationer's highest needs areas?

OVERALL SKILL LEVEL IN THIS AREA (1 = needs improvement; 2 = meets requirement; 3 = excels): _____

Comments:

B. THINKING ERRORS
Did the PO appropriately address the probationer's thinking errors, if any? If yes, what thinking errors were identified and addressed? Which of these thinking errors did the PO address and how?

Black & white thinking (all or nothing thinking)

Overgeneralization:

Unfair comparisons between certain individuals and yourself

Personalizing: the self-blame game

Exaggerating

Emotional reasoning

Labeling

Mind Reading

OVERALL SKILL LEVEL IN THIS AREA (1 = needs improvement; 2 = meets requirement; 3 = excels): _____

Comments:
C. Motivational Interviewing
What Motivational Interviewing principles were used by the probation officer; rank the PO's skill level with each principle used (1 = needs improvement; 2 = meets requirement; 3 = excels).

<table>
<thead>
<tr>
<th>Yes, was used by PO</th>
<th>MI Principle</th>
<th>Skill Level 1, 2, or 3</th>
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<tbody>
<tr>
<td>Expresses Empathy.</td>
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<tr>
<td>How used:</td>
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<tr>
<td>Develops Discrepancy</td>
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<tr>
<td>How used:</td>
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<tr>
<td>Did the PO use reflective listening?</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>Rolls with Resistance</td>
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<tr>
<td>How used:</td>
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<tr>
<td>Did the PO use affirmation?</td>
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<tr>
<td>How used:</td>
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<tr>
<td>Did the PO use open-ended questions?</td>
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<td>Comments:</td>
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OVERALL SKILL LEVEL IN THIS AREA (1 = needs improvement; 2 = meets requirement; 3 = excels): _____

D. MODELLING PROSOCIAL BEHAVIOR/EFFECTIVE COMMUNICATION SKILLS
Did the PO communicate effectively with the probationer? Did the PO model pro-social behaviors?

If yes, describe:

If no, explain: ________________________________

OVERALL SKILL LEVEL IN THIS AREA (1 = needs improvement; 2 = meets requirement; 3 = excels): _____
Comments:

E. PROBLEM SOLVING & DECISION MAKING SKILLS
Did the PO use a CBT problem solving format with clearly defined skill steps?
Describe how the PO helped to develop the probationer's problem solving and/or decision making skills:

OVERALL SKILL LEVEL IN THIS AREA (1 = needs improvement; 2 = meets requirement; 3 = excels): _____
F. **EFFECTIVE POSITIVE REINFORCEMENT AND EFFECTIVE DISAPPROVAL**
Did the PO give positive reinforcement for positive behaviors/accomplishments? Did the PO display an effective use of disapproval in order to address violation behavior? Did the PO enter data into the Department’s BMS?

OVERALL SKILL LEVEL IN THIS AREA (1 = needs improvement; 2 = meets requirement; 3 = excels): ______

OVERALL SCORE FOR THIS OFFICE VISIT: ______

G. **ACTION TAKEN (check all that apply)**

___ Supervisor provided feedback to PO on results of observation.

___ Supervisor coached the PO in any areas needing improvement.

___ Supervisor scheduled a formal training for PO. Give details: __________________________

Probation Officer               Date               Supervisor               Date