

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? ____
3. Is the probationer's input used to formulate the case plan and/or aftercare plan? ____
4. 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).

Yes, was used by PO	MI Principle	Skill Level 1,2, or 3
	Expresses Empathy. How used:	
	Develops Discrepancy How used:	
	Did the PO use reflective listening? Comments:	
	Rolls with Resistance How used:	
	Did the PO use affirmation? How used:	
	Did the PO use open-ended questions? Comments:	

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