

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 300.00.81	Page 1 of 4
	Original Effective Date: 06/01/17	New Effective Date: 06/01/17
	Supersedes: N/A	Dated: N/A
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 300 Administrative		
Subject: Motivational Interviewing – Recording Inmate Interviews for Employee Practice		

POLICY

The Division of Adult Institutions shall allow inmate interviews to be recorded for the sole purpose of reviewing employees' motivational interviewing skills in a typical work environment.

REFERENCES

DOC MI Implementation Plan

DOC MI Sustainability Plan

DEFINITIONS, ACRONYMS, AND FORMS

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

DAI – Division of Adult Institutions

DOC – Department of Corrections

DOC-548 – Training Class Record

DOC-2804 – Agreement to Participate in or Withdraw from Audio Recording

MI – Motivational Interviewing

OPS – Office of Program Services

Peer Learning Group (PLG) – Staff who complete Motivational Interviewing training are required to participate in monthly practice as described in the DOC MI Sustainability Plan.

RET – DOC Reentry Executive Team

PROCEDURE**I. General Guidelines**

A. Approved digital audio recording devices are provided by the RET to facilities as staff complete MI training and are able to form a PLG.

B. One staff in each PLG shall be assigned by a supervisor to:

DAI Policy #: 300.00.81	New Effective Date: 06/01/17	Page 2 of 4
Chapter: 300 Administrative		
Subject: Motivational Interviewing – Recording Inmate Interviews for Employee Practice		

1. Arrange the PLG MI recording schedule.
 2. Ensure distribution, use, and return of the RET recording device.
 3. Forward group documentation, including DOC-548 to the facility designee after each PLG. This shall include a notation of who did the MI skill presentation or if a skill building activity was done.
- C. Prior to each recording, written consent shall be obtained from the inmate using DOC-2804.
- D. It is recommended the entire session utilizing MI be recorded and be an average of 10-20 minutes in length.
- E. The best possible candidate shall:
1. Have a medium to high risk in COMPAS; low risk inmates with an unresolved high need may also be interviewed.
 2. Have a professional alliance already established.
 3. Not be releasing within 90 days.
 4. Be ambivalent or contemplating change in one or more criminogenic needs as identified in the case plan.
- II. Obtaining Permission**
- A. Staff shall discuss the request for recording with the inmate and explain the purpose, limitations and ability to withdraw consent at any time.
- B. If the inmate consents, DOC-2804 shall be read in its entirety by the staff, signed by the inmate and witnessed/signed by the staff.
- III. Recording the Interview**
- A. The interview shall begin with staff stating their name, date, and time of recording and the purpose of the recording is for rating communication skills.
- B. Staff shall read the consent portion of the DOC-2804 and ask the inmate to affirm, "Yes, I consent."
- C. At the end of the interview, staff shall identify the end time.
- D. Once the interview is completed, state the interview has ended and your name, date and time. Save exclusively on the recording device.
- E. Copies or other distribution of the recording is prohibited.
- F. When not in use, the recording device shall be stored in a secure area designated by the supervisor.
- G. If at any time during the interview, the inmate withdraws consent to record or discloses new information related to a criminal action that has not yet been

DAI Policy #: 300.00.81	New Effective Date: 06/01/17	Page 3 of 4
Chapter: 300 Administrative		
Subject: Motivational Interviewing – Recording Inmate Interviews for Employee Practice		

adjudicated, staff shall state their name, date and time and immediately end the interview.

IV. Use and Destruction of Recording

- A. During the review of the interview, if at any time during the interview information recorded is outside of the scope of the interview, staff shall:
 - 1. Note the time.
 - 2. Seek further direction from their immediate supervisor prior to deleting the recording.

- B. The recording shall be deleted after review.

- C. The deletion of the recording shall be verified by a supervisor and PLG.

Administrator's Approval: _____ **Date Signed:** _____

Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date:	DAI Policy Number: 300.00.81	Page 4 of 4
New Effective Date: 00/00/00	Supersedes Number:	Dated:
Chapter: 300 Administrative		
Subject: Motivational Interviewing – Recording Inmate Interviews for Employee Practice		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES**DEFINITIONS, ACRONYMS, AND FORMS****FACILITY PROCEDURE**

I.

- A.
 - 1.
 - a.
- B.
- C.

II.

- A.
- B.
- C.