

 <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: 11/20/22
	Supersedes: 300.00.81	Dated: 11/08/20
	Administrator's Approval: Sarah Cooper, Administrator – 11/7/22	
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

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 – 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:
 1. Arrange the PLG MI recording schedule.
 2. Ensure distribution, use and return of the RET recording device.

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

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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.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
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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.