


<p style="text-align: center;">SOLANO COUNTY CALIFORNIA PROBATION DEPARTMENT</p>	<p>POLICY NUMBER:</p> <p style="text-align: center;">207</p>	<p>EFFECTIVE DATE:</p> <p style="text-align: center;">August 19, 2019</p>
	<p>SUPERSEDES:</p> <p style="text-align: center;">NEW POLICY</p>	
<p>APPROVED BY:</p>  <p style="text-align: center;">CHIEF PROBATION OFFICER</p>	<p>TITLE:</p> <p style="text-align: center;">JUVENILE PROBATION INCENTIVIZED SUPERVISION</p>	

1. **Policy** – The Solano County Probation Department, in order to promote positive youth behavior change is committed to creating incentivized youth supervision that acknowledges youth pro-social statements, and rewards new and sustained youth pro-social behaviors.

2. **Definitions** – (*Attachment A*)

3. **Procedures**
 - A. **Guiding Principles** – When verbal affirmations and incentives are applied to promote and sustain youth pro-social statements and behaviors, supervision Deputy Probation Officers (DPOs) shall adhere to the following principles as closely as possible:
 - (1) Incentives work best when they are concrete and meaningful to the youth.
 - (2) Ensure the youth understands the behavior that is being recognized and reinforced.
 - (3) Apply the verbal affirmation (verbal praise) or incentive as soon as possible after the desired behavior occurs.
 - (4) Use verbal affirmation in addition to any material incentives.
 - (5) Recognition (affirmations/points) should occur every time the desired behavior occurs, no matter what anti-social behavior the youth is exhibiting.
 - (6) Do not apply the incentive at the same time the youth is being sanctioned in accordance with P-206, Juvenile Probation Response to Non-Compliant Behavior.

 - B. **Affirmations** – When interacting with youth, the DPO shall as often as possible, verbally acknowledge, affirm, and reinforce all youth pro-social statements and behaviors. Furthermore, youth pro-social statements and behaviors shall be reinforced at the closure of each youth face-to-face contact.

- C. Incentives Grid – A Youth Incentives Grid, (Attachment B) consisting of specific youth pro-social behaviors and corresponding incentive points based on the youth's supervision level and available youth material incentives, shall guide DPOs when responding to a youth's pro-social behavior.
- (1) With the exception of verbal affirmations, only the material incentives listed in the Youth Incentives Grid, and purchased by the Solano County Probation Department, may be used to reward youth for the pro-social behaviors included in the Grid.
 - (2) The Youth Incentives Grid and the provisions of this policy shall only apply to youth who have a classification/supervision level of Very High, High, or Moderate, in accordance with P-200 Juvenile Probation Case Classification and Supervision.
- D. Recognizing and Rewarding Pro-Social Behavior Points – In accordance with the Youth Incentives Grid, youth shall earn points each time they demonstrate specific pro-social behaviors as follows:
- (1) When a DPO becomes aware that the youth has demonstrated a pro-social behavior that is listed in the Youth Incentives Grid, the DPO shall acknowledge the specific behavior and praise (affirm) the youth no later than the youth's next scheduled face-to-face contact.
 - (2) In accordance with P-208 Juvenile Probation Youth Case Notes, the application of verbal affirmations, the pro-social behavior being reinforced, and any material incentives earned and selected by the youth shall be recorded in the Case Management System.
 - (3) For each pro-social behavior listed in the Youth Incentives Grid, the DPO shall sign and give the youth a Bravo Bucks (Attachment C) that corresponds with the number of points the youth earned by demonstrating the specific pro-social behavior that is being rewarded.
 - (4) A running tally of the points earned and redeemed by the youth shall be recorded in the Case Management System (CMS) currently CASE, within 2 business days. (See Attachment D).
 - (5) At each face-to-face contact when a pro-social behavior is being rewarded, the youth shall be provided the total number of points that they have earned and not redeemed.
 - (6) The youth may redeem all or any portion of the points they earned at any office visit, unless they are being sanctioned at that visit. (See Section 3.A.(6) of this policy).
 - (7) The youth may select any available incentive for which they have earned enough points. (See Attachment B).

- (8) A log book shall be maintained at a location designated by the Supervising Deputy Probation Officer (SDPO), and the DPO shall indicate the date the incentive item is being redeemed, the youth's name, and the DPO shall sign in the book each time a material incentive item is redeemed.
 - (9) A receipt (**Attachment E**) of the material incentive redeemed shall be provided to the youth and a copy maintained in a Receipt Book.
 - E. The SDPO or designee shall be responsible for maintaining a running inventory of all the material incentive items maintained in the office, and ensure that they are kept in a secure location. When additional items need to be ordered, the SDPO shall notify the individual designated by the Chief Deputy Probation Officer.
 - F. In addition to any points earned or redeemed, a youth completing a moderate pro-social behavior as listed in the Youth Incentives Grid, shall receive a recognition letter signed by the supervision DPO noting the good work the youth has accomplished. When the youth completes a high pro-social behavior as listed in the Youth Incentives Grid, the youth shall receive a recognition letter signed by the Chief Probation Officer.
 - G. When the youth demonstrates a pro-social behavior for the first time, the DPO in addition to providing verbal affirmation, shall when appropriate, go through the following steps:
 - (1) Tell the youth that you like what they did and why.
 - (2) Ask the youth to identify the benefits associated with the behavior.
 - (3) Encourage the youth to continue the behavior in the future.
 - H. The DPO shall in accordance with P-200 Juvenile Probation Case Classification and Supervision, provide the youth with an explanation of the incentivized probation process, and review and explain the Youth Incentives Grid (**Attachment B**). When possible a similar explanation shall be given to the youth's parent(s) or primary guardian.
 - I. Staff who are facilitating Youth Achievement Center (YAC) treatment groups shall inform the youth's supervision DPO each time a youth attends a group session, has outstanding participation in a group session, and successfully completes a treatment group.
 - J. The YAC may upon approval of the Deputy Director, establish its own independent YAC incentive program to increase youth retention and program completion.
- 4. **Exceptions** – Any exceptions to the provisions set forth in this policy shall require prior written approval from the Chief Probation Officer.

DEFINITIONS

- A. **Case Management System (CMS)** The electronic system in which case management activities are documented and recorded. Currently the system used for probation case management is CASE.
- B. **Material Incentive** A tangible reward provided to youth based upon a demonstration of pro-social achievement or improved pro-social behavior.
- C. **Verbal Affirmation** The process of acknowledging and expressing to a youth approval and support for a pro-social statement or behavior.
- D. **Youth Incentives Grid** A grid established for use in the Solano County Probation Department Juvenile Probation Division to guide Deputy Probation Officers in making decisions relating to providing youth incentives for pro-social behavior.

YOUTH INCENTIVES GRID

SUPERVISION LEVEL / POINTS *	PRO-SOCIAL BEHAVIORS
M = 1 H = 2 VH = 3	Keeping/attending probation appointments and YAC group sessions Participating in a positive family activity Violation free for 1 month Completing a Carey Guide Tool or Interactive Journal Assignment or Activity Improved school attendance over the previous month Improved school behavior over the previous month (<i>decrease in suspensions, reports, defiance</i>) Academic improvement Outstanding YAC group participation Completion of a Change Plan step / activity 2 clean drug tests in a row
M = 4 H = 5 VH = 6	Completion of a Carey Guide Violation free for 3 months Gaining employment Participating in a pro-social activity (<i>sport, club, church group</i>) Completion of a community service learning project Change Plan or Case Plan Goal completed
M = 7 H = 8 VH = 9	Completion of a treatment group (Double Points) Completion of a vocational program (Double Points) Completion of an Interactive Journal Violation free for 6 months Sustaining employment for 6 months Earning a High School Diploma or GED (Double Points) All Change Plan(s) or Case Plan Goals completed (Double Points) Tattoo removal

* M = Moderate
 H = High
 VH = Very High

YOUTH INCENTIVES GRID *

MATERIAL INCENTIVES SAMPLE

INCENTIVE ITEMS
Cell Chargers
Ear Buds
Movie Tickets
Gym Membership
Pass to Six Flags
Groupon to get Learner's Permit
Art or Boxing Lessons
Haircut Certificates
Cell Phone Covers
Bowling Passes
Paying for CA ID
Food Handlers Card
Starbucks Gift Card
Headphones
Microsoft Gift Cards (for gaming)
Lotion / Makeup
Snapback Caps
Beanies
Nike or Adidas Elite Socks
Sports Balls (footballs / basketballs)
Belt
\$10 Gift Cards to: McDonald's, Wendy's, Panda Express, Taco Bell, Starbucks, Chick-fil-a, Jamba Juice, Dutch Bros, iTunes, Fuddruckers
\$25 Gift Cards to: Nail Salon, Best Buy, Wal-Mart, Target, JC Penney's, Forever 21, H&M , Zumiez

* The specific incentives and the points required to obtain each incentive item shall be determined by the Juvenile Probation Manager.



INCENTIVE POINTS

NAME: <i>(auto populate)</i>	DOB: <i>(auto populate)</i>
COURT NUMBER: <i>(auto populate)</i>	

DATE EARNED	POINTS EARNED	DATE REDEEMED	POINTS REDEEMED	SUBTOTAL

RECEIPT SAMPLE

RECEIPT		DATE <u>01/01/99</u>	No. <u>335851</u>
RECEIVED FROM <u>Probation</u>		<u>\$1111111</u>	
- LIST ITEM: <u>GIFT CARD, LOTION, BELT...</u> DOLLARS			
<input type="radio"/> FOR RENT <input checked="" type="radio"/> FOR <u>INCENTIVE</u> , CASE ID # <u> </u>			
ACCOUNT	<input checked="" type="checkbox"/>	<input type="radio"/> CASH	FROM <u>DPO</u> TO <u>YOUTH'S NAME</u>
PAYMENT	<input checked="" type="checkbox"/>	<input type="radio"/> CHECK	
BAL DUE	<input checked="" type="checkbox"/>	<input type="radio"/> MONEY ORDER	
	<input checked="" type="checkbox"/>	<input type="radio"/> CREDIT CARD	
		BY <u>YOUTH'S SIGNATURE</u>	

A-2701
T-46800

WHITE = SUBMIT TO DESIGNATED SUPERVISOR

RECEIPT		DATE _____	No. <u>335851</u>
RECEIVED FROM _____		<u>\$</u>	
_____ DOLLARS			
<input type="radio"/> FOR RENT <input type="radio"/> FOR _____			
ACCOUNT	<input type="checkbox"/>	<input type="radio"/> CASH	FROM _____ TO _____
PAYMENT	<input type="checkbox"/>	<input type="radio"/> CHECK	
BAL DUE	<input type="checkbox"/>	<input type="radio"/> MONEY ORDER	
	<input type="checkbox"/>	<input type="radio"/> CREDIT CARD	
		BY _____	

A-2701
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YELLOW = KEEP IN RECEIPT BOOK FOR P.D.

RECEIPT		DATE _____	No. <u>335851</u>
RECEIVED FROM _____		<u>\$</u>	
_____ DOLLARS			
<input type="radio"/> FOR RENT <input type="radio"/> FOR _____			
ACCOUNT	<input type="checkbox"/>	<input type="radio"/> CASH	FROM _____ TO _____
PAYMENT	<input type="checkbox"/>	<input type="radio"/> CHECK	
BAL DUE	<input type="checkbox"/>	<input type="radio"/> MONEY ORDER	
	<input type="checkbox"/>	<input type="radio"/> CREDIT CARD	
		BY _____	

A-2701
T-46800

PINK = GIVE TO YOUTH