

Chapter No. 2132	Page 1
Issue Date: 12/02/19 Revised:	

**Notes and
References**

INCENTIVES

I. Introduction

A risk-based incentive program is an evidence-based intervention wherein Deputy Probation Officers (DPOs) apply rewards in response to specific youth behaviors with the goal of increasing positive behavioral change. Developing a successful response process involves providing incentives that can be implemented in a timely fashion, are developmentally appropriate, integrated with other aspects of the supervision process, can evolve as behaviors change, and provide proportional incentives that gradually shape the desired behaviors. Incentive items are available for high risk youth to support and acknowledge their efforts in achieving goals outlined in their case plans.

II. Incentive Matrix

Through the use of the Incentive Matrix, a Deputy Probation Officer (DPO) can reward a variety of behaviors categorized as low, moderate, and high milestone achievements. A low level positive behavior and completion of a case plan goal can be rewarded with a “treasure chest” selection or verbal praise, whereas behaviors identified as moderate or high level milestones will result in “points” being provided to youth that can be redeemed for more significant incentives.

III. Protocol

- A. The DPO verifies a case plan goal and positive behavior have been achieved.
- B. Through the use of the Incentive database in IMPACT, the DPO identifies the positive behavior and selects either “points” or “treasure chest”.
- C. If “treasure chest” is selected, the DPO facilitates the youth selecting one item out of the treasure chest and provides the youth with the item indicated in his/her selection.
- D. For moderate and high level incentives, points will be provided, in either 5 or 10 point increments. Those points can either be accumulated by youth choice, or “cashed out” in exchange for an incentive designated for that category of points.

**PROBATION DEPARTMENT
JUVENILE MANUAL**

Chapter No. 2132	Page 2
Issue Date: 12/02/19 Revised:	

Incentives (continued)

**Notes and
References**

- E. For a platinum level incentive, the DPO will discuss with the Supervising Probation Officer (SPO) what significant or extraordinary achievement(s) the youth has accomplished. If the SPO is in agreement that the behavior warrants a platinum level incentive, it will be further staffed with the Manager; if approved, a request for the purchase of that level incentive will be made through the Administrative Office Professional Expert.
- F. An “Incentive Disbursement Form” contained in the Incentive database is to be completed by the DPO identifying the incentive each time a youth redeems points. The form is to be signed by the youth, the DPO, and the Supervising Probation Officer and is to be kept in the youth’s file.
- G. The DPO will document that the incentive was provided and for what achievement as both an Events entry in IMPACT and an entry in the incentives database.
- H. A location will be designated in each area office to store incentives, along with a log at each location. The unit supervisor, or his/her designee, will be responsible for maintaining the incentive merchandise at each location and for notifying the Manager when inventory is becoming depleted.