

COUNTY JUVENILE PROBATION
MOTIVATIONAL INTERVIEWING AUDIO TAPING POLICY

I. PURPOSE AND SCOPE

The Lehigh County Juvenile Probation Department has incorporated the use of Motivational Interviewing in its daily operations. Implementation and skill development requires ongoing coaching and supervision to reach and maintain a level of competency. In addition to ongoing training and coaching sessions, audio recordings of routine probation officer/probationer and supervisor/probation officer meetings for staff supervision and training purposes will be utilized. Audio taping of sessions will support the development and competence of Motivational Interviewing skills of both probation officers and administrators, will help enhance interventions, will aid in the supervision of youth and probation officers, and will support quality assurance efforts.

II. BACKGROUND

The policy and procedures outlined below describe the circumstances for audio taping of probation officer/probationer sessions and supervisor/probation officer meetings and establishes requirements for securing, storing and dissemination of audio recordings.

III. POLICY

It is the policy of Lehigh County Juvenile Probation to make reasonable efforts to audio record probation officer/probationer sessions and supervisor/probation officer meetings to support ongoing training for both probation officers and administrators. This policy applies to those sessions and meetings that are audio recorded.

IV. PROCEDURES FOR RECORDING SESSIONS AND MEETINGS

- A. It is the policy of Lehigh County Juvenile Probation to obtain consent for audio taping of probation officer/probationer sessions and supervisor/probation officer meetings. The probation officer, probationer, and parent/guardian of the probationer all must sign a consent form for taping to occur. Recording of a family session requires the written consent of all family members that are participating and being taped.
- B. No taping shall occur without the consent of the probationer and parent/guardian. Unwillingness of any probationer or parent/guardian to be involved in taping shall in no way negatively impact upon their probationary status. In addition, the probationer or parent/guardian may revoke a signed consent at any time with no negative impact upon their probationary status.

- C. Signed consents will expire when supervision is terminated, except when revoked by the juvenile, parent, or guardian or when another expiration date is documented on the release. The original consent should be placed into the juvenile's case file. Two copies of the release shall be made with one going to the juvenile/family and the second to the probation officer's immediate supervisor. Should the juvenile/family choose to revoke the release, the date of the revocation should be indicated on the original release and on the supervisor's copy (i.e. "Consent to Audiotape revoked by juvenile on 4/1/11").
- D. Recordings should make no reference to the last name of either the juvenile or other family members participating in the session.
- E. The Motivational Interviewing trainer, the assigned probation officer, the assigned supervisor and/or other administrators will review audiotapes to support skill development, training, and quality assurance. The audiotapes may also be used in group training and/or group practice sessions.

V. PROCEDURES FOR STORAGE, DESTRUCTION AND RELEASE OF AUDIOTAPES

- A. Audiotapes shall be forwarded to the probation officer's immediate supervisor via email with a notation as to the juvenile's ID #, the session date, and the assigned probation officer's name.
- B. No individual has the authority to alter an audiotape.
- C. Upon completion of the review and/or discussion of the recording by the trainer, probation officer, supervisor and usage of the tape in the training/practice session, the tape shall be destroyed. Destruction shall take place within ten (60) days of the final review/usage of the tape in training and coaching sessions.