

RESPONSE & INCENTIVE MATRIX

User Guide

(Based upon the 2015 Sentencing Guidelines)

EFFECTIVE OCTOBER 1, 2015



[2015 Sentencing Guidelines](#)

Goal for Incentive to Sanction Ratio is 4:1

1. Select accomplishment or violation (Addendum G & H)
2. Offender risk & conduct level determines the response level (Form 7)
 - a. three levels for accomplishment & violation severity: low, medium, high
 - b. for accomplishments, each receives an incentive
 - c. for violations, highest level determines response, one per episode
3. Evaluate offender risk/need in relation to goal to determine response magnitude (Form 8)
 - a. does the accomplishment or violation have a proximal (short-term) or distal (long-term) relationship to targeted goals / action steps in the case action plan?
 - b. response magnitude may increase, decrease or remain unchanged
4. Select appropriate incentive or sanction (Form 9 & 10)
 - a. for incentives, the offender may choose within the available options
 - b. the level indicates approval process / decision making authority
 - i. low (level 1) = probation/parole officer
 - ii. medium (level 2) = P.O. with supervisor approval
 - iii. high (level 3) = P.O. w/supervisor & court/BOPP approval
 1. sanctions of 1-3 days jail (max 5 days in 30) require court/BOPP approval through expedited process
5. If a violation hearing is requested for technical violations, any recommendation for incarceration must follow graduated caps established by the Sentencing Commission (Form 10)
 - a. 1st hearing = 0-30 days probation, or 0-60 days parole
 - b. 2nd hearing = 0-60 days probation, or 0-120 days parole
 - c. 3rd+ hearing = 0-90 days probation, or 0-180 days parole

Accomplishments (Table 1 & 2)

Table 1. SUPERVISION ACCOMPLISHMENT LEVEL (Sentencing Guidelines, Addendum H)		RISK & RESPONSE LEVEL (Sentencing Guidelines, Form 7)		
Severity / Nature of Accomplishment	Accomplishment	High /Int	Mod	Low
High / Reduction of Criminal Risk Factors	Risk Reduction - 20% - Platinum	3	3	3
	Risk Reduction - 15% - Gold	3	3	3
	Risk Reduction - 10% - Silver	3	3	3
	Risk Reduction - 5% - Bronze	3	3	3
	Conditions - Completion of All Special Conditions of Probation/Parole	3	3	3
	Conditions - Completion of All Special & Standard Conditions of Probation/Parole	3	3	3
	Earned Compliance Credits - Achieved Maximum Credits	3	3	3
Medium / Evidence-Based Programming Targets	Programming - Active Participation in Programming/Aftercare for "big 4" 90 days+	2	2	1
	Programming - Active Participation in Programming/Aftercare for "big 4" 60 days	2	2	1
	Programming - Active Participation in Programming/Aftercare for "big 4" 30 days	2	2	1
	Programming - Active Participation in Programming/Aftercare for "mod 4" 90 days+	2	2	1
	Programming - Active Participation in Programming/Aftercare for "mod 4" 60 days	2	2	1
	Programming - Active Participation in Programming/Aftercare for "mod 4" 30 days	2	2	1
	Substance Tests - Negative Test Result for 90+ days (controlled substance/alcohol)	2	2	1
	Substance Tests - Negative Test Result for 60 days (controlled substance/alcohol)	2	2	1
	Substance Tests - Negative Test Result for 30 days (controlled substance/alcohol)	2	2	1
	Programming - Enrollment in Programming/Aftercare for identified Risk Factors	2	2	1
	Risk Reduction - Progress on Dynamic Risk Factors	2	2	1
	Medical/Medication - Compliant with Requirements	2	2	1
	Reporting - Compliant with Residence, Travel, Reporting or Structured Living	2	2	1
	Testing - Compliant with Requirements	2	2	1
Responsive to PO Contacts Despite Lack of Full Compliance	2	2	1	
Low / Accountability Targets	CAP/Goals - Prioritization of Short and Long Term Goals (max of 3 short term goals)	2	1	1
	CAP/Goals - Development of Case Action Plan/Success Plan	2	1	1
	Compliance - No Violations/Compliant with All Conditions for 90+ days	2	1	1
	Compliance - No Violations/Compliant with All Conditions for 60 days	2	1	1
	Compliance - No Violations/Compliant with All Conditions for 30 days	2	1	1
	Compliance - Community Service	2	1	1
	Compliance - Financial Conditions	2	1	1



Table 2. RESPONSE & MAGNITUDE / PROPORTIONALITY (Sentencing Guidelines, Form 8)			
Offender Risk & Response Level (not including lvl 3)	Offender Need (Criminogenic Risk Factors)	Relation to Risk/Need Goal (CAP) Proximal = Short Term Distal = Long Term	Response Magnitude/Proportionality
High/Moderate & Lvl 1 or 2 →	High/Moderate →	Proximal	↘ Lower Incentive (may decrease response lvl)
		Distal	↗ Higher Incentive (may increase response lvl)
	Low →	No Distinction	→ Moderate
Low & Lvl 1 or 2 →	High/Moderate →	Proximal	↘ Lower Incentive (may decrease response lvl)
		Distal	↗ Higher Incentive (may increase response lvl)
	Low →	None	→ None (resources not generally used)

Accomplishments (Table 3)

A progress report is not required to go to the court and/or Board of Pardons unless the response is level 3 or otherwise approved by supervisor.

Level 1: Selected by probation or parole officer

Level 2: Selected by P.O. w/supervisor approval

Level 3: Selected by P.O. w/supervisor approval AND court/BOPP approval



Table 3. GRADUATED INCENTIVES (Sentencing Guidelines, Form 9) These are guidelines only. They do not create any right or expectation on behalf of the offender.		
Level 1	Level 2	Level 3
Up to 30% Community Service Reduction	Up to 50% Community Service Reduction	402 Reduction
Eliminate Curfew	Voucher	Early Termination
Accomplishment Certificate/Recognition	Recommend Fine Reduction	Fine Reduction
Voucher	Approval to Serve as Peer Mentor	Transfer to Court/Lower Probation
Awards	Reduce Substance/Alcohol Screening	Any Lower Level Incentive
Reduce Curfew Length	Any Lower Level Incentive	
Redeem 5 Success Chips		
Public Recognition		
Positive Reports		
Success Chip(s)		
Written Recognition		
Verbal Recognition		

The three most important things to improve the likelihood of long term success are:

- Thoughts and Choices
- Practicing New Skills and Behaviors
- Progress on the Case Action Plan

Progress on the Case Action Plan, will impact the assessment score and reduce the likelihood of returning to the criminal justice system. The Success incentives recognizes individuals who reach important benchmark achievements and demonstrate a commitment to changing their lives.

Success Incentives

Bronze:	5% Improvement
Silver:	10% Improvement
Gold:	15% Improvement
Platinum:	20% Improvement

Earned Compliance Credits:

Every month of supervision without any violations and compliance with the case action plan will result in 30 days earned compliance credit. O-Track will maintain an earned compliance program within the database that will track the Potential Earned Compliance Termination Date. Essentially, there are multiple ways to complete supervision early:

- (1) avoid violations of supervision in order to earn compliance credits,
- (2) actively participate in evidence based programs to meet the treatment dosage recommendations,
- (3) and reduce risk factors by actively engaging in the Case Action Plan.

Violations (Table 4 & 5)

Table 4. SUPERVISION VIOLATION SEVERITY (Sentencing Guidelines, Addendum G)		RISK & RESPONSE LEVEL (Sentencing Guidelines, Form 7)		
Severity / Nature of Violation	Violation	High /Int	Mod	Low
High / Public Safety Conditions Violations	Conduct - Felony Person Crime (see Sentencing Guidelines Addendum B)	3	3	3
	Conduct - Misdemeanor Person Crime or DUI	3	3	3
	Location/Contact - Unauthorized Location or Contact	3	3	3
	Reporting - Fail to Report for Commitment	3	3	3
	Absconding - Residence, Travel or Reporting - PO Contact Unsuccessful	3	3	3
	Special Conditions Violations - Sex, Gang, DV, DUI, ICE	3	3	3
	Weapon - Possession of Dangerous Weapon - Firearm	3	3	3
	GPS - Damaging/Tampering/Removing	3	3	3
	Public Safety Conduct - Substantial and Immediate Threat	3	3	3
Medium / Risk Reduction Conditions Violations	Conduct - Felony Non-Person Crime Conduct	2	2	1
	Conduct - Misdemeanor Conviction (Non-Person/Non-DUI)	2	2	1
	Substances - Tampering with Device or Testing (controlled substance/alcohol)	2	2	1
	Substances - Fail to Submit to Testing (controlled substance/alcohol)	2	2	1
	Substances - Positive Test Result (controlled substance/alcohol)	2	2	1
	Computer - Unauthorized Electronic Access	2	2	1
	Weapon - Possession of Dangerous Weapon - Non Firearm	2	2	1
	Treatment - Fail to Enroll or Participate in Treatment	2	2	1
	Employment - Fail to Comply with Conditions	2	2	1
	Financial - Fail to Comply with Conditions	2	2	1
	Reporting - Fail to Comply w/Residence, Travel or Reporting (w/PO Contact)	2	2	1
	Structured Living - Fail to Comply with Requirements	2	2	1
Medical/Medication - Non-compliant with Requirements	2	2	1	
Low / Accountability Conditions Violations	Conduct - Infraction Conviction	2	1	1
	Field Visit/Search - Fail to Comply	2	1	1
	Curfew - Fail to Comply	2	1	1
	Police Contact - Fail to Notify	2	1	1
	CAB - Fail to Participate in Community Accountability Board	2	1	1
	Restitution - Fail to Pay	2	1	1
	Community Service - Fail to Complete	2	1	1
	Fees - Fail to Pay	2	1	1



Table 5. RESPONSE & MAGNITUDE / PROPORTIONALITY (Sentencing Guidelines, Form 8)			
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		Distal	↘ Lower Sanction (may decrease response lvl)
	Low →	None	→ None (resources not generally used)

Violations (Table 6 & 7)

A violation report is not required to go to the court and/or Board of Pardons unless the response is level 3 or a violation hearing request as approved by supervisor. If aggravating or mitigating circumstances exist to warrant a violation report the case should be reviewed and approved by the supervisor.

Level 1: Selected by probation or parole officer

Level 2: Selected by P.O. w/supervisor approval

Level 3: Selected by P.O. w/supervisor approval AND court/BOPP approval
(1-3 day jail commitment request or violation hearing request via standard violation report)

***JAIL SANCTION DAYS REQUIRE AN APPROVED ORDER FROM THE COURT/BOPP PRIOR TO ADMINISTERING THE SANCTION**

Placement in any CCC programs requires a special condition of supervision approved by the court/BOPP (may include waiver of personal appearance signed by the offender).

Where appropriate, treatment issues should be addressed before a sanction is selected. Imposing or increasing treatment should never be used as a sanction, but rather, an opportunity to address legitimate needs.



Table 6. GRADUATED SANCTIONS (Sentencing Guidelines, Form 10) These are guidelines only. They do not create any right or expectation on behalf of the offender.		
Level 1	Level 2	Level 3
Up to 60 Day Curfew	Request Court/BOPP Sanction	1-3 Days Jail Sanction (max 5 days/30 days)
Travel Restrictions	Up to 90 Day Curfew	Hearing Before Court/BOPP
Structured Living	Up to 72 Hours Home Restriction	Community Correctional Center
Increased Supervision	Treatment Resource Center	GPS Electronic Monitoring
Require Change in Residence	Up to 16 Hours Community Service	
Revision of Case Action Plan		
Increased Reporting/Testing		
Community Accountability Board		
Workshops		
Assignments		
Family Meeting		
Problem Solving Report		
Mentoring Program		
Develop Risk Avoidance Plan		
Letter of Apology		
Thinking Report		
Payment Schedule Adjustment		
Verbal Warning		



Table 7. GRADUATED SANCTIONS / VIOLATION HEARINGS (Sentencing Guidelines, Form 10)			
	Probation	# Viol. Hearings	Parole
Graduated Incarceration Caps with Hearing Before Court/BOPP	0 - 90 days (45 mid-point)	3+	0 - 180 days (90 mid-point)
	0 - 60 days (30 mid-point)	2	0 - 120 days (60 mid-point)
	0 - 30 days (15 mid-point)	1	0 - 60 days (30 mid-point)