INDIANA RISK ASSESSMENT SYSTEM - COMMUNITY SUPERVISION SCREENING TOOL (IRAS-CSST)  
INTERVIEW GUIDE

Conducting the Interview

The interview guide is designed to assist the assessor in gathering the information necessary to accurately assess the offender. It is important to establish rapport with the offender. While it is recommended that the interview guide be closely followed, the wording of the questions may vary. Here are some tips for conducting the interview:

• Conduct the interview in a relaxed and private environment

• Explain the purpose of the interview and stress the need for honesty and complete answers to questions

• Do not hesitate to use follow-up questions and probe. Examples of follow-up questions:
  – Tell me more. I want to be certain that I understand you.
  – What happened next?
  – Could you explain that further?
  – What do you mean?
  – Can you describe some examples?
  – How did that make you feel?

• Remember what information you are trying to obtain. Develop clear examples and remember there are sometimes differences in perception.

• Remember that the interviewer sets the tone. Be patient and try not to correct or teach

• Whenever possible use open-ended questions where the respondent provides his or her opinion and is able to elaborate. For example, “Tell me more about your relationship with....”

• Avoid double-barreled questions where the respondent is asked a combination of questions:
  – “How is your relationship with your mother and father?”

• Avoid biased questions where the respondent is led in a certain direction:
  – “Your relationship with your mother isn’t bad, is it?”

Also remember that the interview is only one source of information. Official records, the self-report questionnaire, and collateral sources such as family members or other professionals should also be consulted. It is important that to corroborate the offenders’ responses whenever possible.
The following items are scored:

1.0 Most Serious Arrest Under Age 18: 0=None 1=Yes, Misdemeanor 2=Yes, Felony

2.0 Number of Prior Adult Felony Convictions: 0=None 1=One or Two 2=Three or more

3.0 Received Official Misconduct while Incarcerated as an Adult: 0=No 1=Yes

4.0 Prior Sentence to Community Supervision as an Adult: 0=No 1=Yes

5.0 Highest Education: 0=High School Grad or Higher 1=Less than High School or GED

6.0 Currently Employed/School: 0=Yes, Full-time, Disabled, or Retired 1=Not Employed or Employed Part-time

7.0 Current Financial Situation: 0=Good 1=Poor

8.0 Drug Use Caused Problems: 0=Never 1=Past 2=Current

9.0 Walks Away from a Fight: 0=Yes 1=Sometimes 2=Rarely

Questions:

1a. Tell me about the first time you were ever arrested? ______________________________________________________________

__________________________________________________________________________________________________________

__________________________________________________________________________________________________________

1b. How old were you when you were first arrested? _____

1c. What was it for? ______________________________________________________________________________________

__________________________________________________________________________________________________________

2. How many times have you been convicted of a felony? _____

3 a. Have you ever been sentenced to jail? __ No __ Yes How many times? _____

3 b. Have you ever been sentenced to prison? __ No __ Yes How many times? _____

3 c. Have you ever been sentenced to another type of secure correctional facility like a CBCF? __ No __ Yes

How many times? _____
3 d. While you were incarcerated did you ever get written up or punished for misconduct?  
   __No __ Yes.  
   How many times? _____  
   What was it for?  
   (Probe to see if any misconducts were for violence) 
   ________________________________________________________________

3 e. What was the result of the misconduct?________________________________

3 f. How did you feel about the sanction you received? ________________________

4 a. Have you ever been on probation?  __ No __ Yes  
   How many times? _____

4 b. What were you on probation for?______________________________________

4 c. Did you complete probation supervision?  __ No __ Yes

4 d. Have you ever been on parole?  __ No __ Yes

4 e. Did you complete parole supervision?  __ No __ Yes

4 f. What was the hardest part of being on supervision? _______________________

5. What is the highest grade you completed? _____ Did you graduate?  __ No __ Yes
   Did you get a GED? __ No __ Yes

6 a. Are you currently employed?  __ Yes  __ Full time __ Part Time __ Seasonal __ No
   If no, why not: ________________________
   Where do you work? ____________________
   How long have you had this job?  ____________________

6 b. If no, how do you support yourself while not working? _____________________

6 c. How many hours a week do you work?  ____ Year around or seasonal?  ____ Yearly  __ Seasonal
If not employed, find out why.

7 a. Tell me about your current financial status.

7 b. What are your sources of income?

7 c. Are you behind in your debts or court ordered obligations?

7 d. How do you think your financial status is as far as meeting your monthly needs?

7 e. Are you able to get by or are you struggling to make ends meet?

7 f. Do you worry about finances and meeting your basic needs?

7 g. How would you rate your current financial situation:

- Cannot pay bills
- Can pay bills and have extra $

8 a. Have you ever had a problem with drugs other than alcohol? __ No __ Yes

8 b. Describe your drug use in the past.

8 c. How often did you use?

What drugs?
Did you use alone or with others? __________________________________________

8 d. Have you ever had any problems due to your drug use (Social, family, legal, employment, family, etc)?
______________________________________________________________
______________________________________________________________
______________________________________________________________

How many times? _______

8 e. Has your drug use ever caused you problems with a job? __ No __ Yes

What happened? ________________________________________________
______________________________________________________________

8 f. Have you ever been in treatment for drug use? ___ No ___ Yes

If yes, please explain: ______________________________________________
______________________________________________________________
______________________________________________________________

8 g. If drugs or alcohol are a problem ask the offender if they are willing to consider going to a program. ______________________________________________
______________________________________________________________

9. Would you describe yourself as someone who “Walks Away from a fight”, or “Tries to avoid it but it seems to find you” or, “first one in”? ________________________________

If I asked you to rate yourself on a scale from 1 to 5 with 1 being “walks away”, and 5 being “first one in” how would you rate yourself? _______

Thank you.