

## CHECK-LIST FOR SURVEY INTERVIEWS

### **Before the interview**

1. Make sure you have all your materials:
  - ✓ 2 copies of the consent form
  - ✓ Gift card
  - ✓ Survey questionnaire
  - ✓ Gift card signature sheet
2. Make sure you have a place to do the interview where no one else will be able to hear the responses during the interview.
3. If working with a partner, decide with your partner which one of you will read which sections.

### **Setting up the interview**

1. Introduce yourself and explain what you are doing
  - I am a Community Researcher with the Safe Return Research Project.
  - We are doing survey interviews with people who were recently released.
  - We are working to improve services and employment opportunities for people like us who are coming home to the Richmond area.
  - The survey will give us information we can use to make the case that better services and more work opportunities need to exist.
  - The survey is totally confidential. We work for an outside community organization that has no agreements with Probation or any law enforcement agency.
2. Ask about the person's eligibility
  - You have to be on parole or felony probation
  - We are looking for people who have been out 3 to 18 months
  - You also have to currently or in the past have lived in Richmond, San Pablo, or North Richmond.
  - Do you meet all of these requirements?
3. Explain details
  - We can do the interview outside or wherever you are comfortable.
  - It will take about 55 minutes.
  - You can skip any question you are not comfortable with.

### **Conducting the interview**

1. Give copy of Consent Form to the respondent.
2. Read the Consent Form aloud and ask if there are any questions.
3. Have respondent sign Consent Form.
4. Begin and complete the survey.
5. Thank the respondent and offer the gift card.
6. Have the respondent sign gift card form.
7. Ask if she or he has any questions or feedback.

## **Consent to Participate in Survey on Reentry in Richmond**

### **Introduction**

This community survey asks about your experiences coming back to the Richmond area after incarceration. It includes questions about training and services you may have received before or after your release, about your experience getting a job and finding the services you need.

This survey is part of a broader effort to reduce recidivism and advance the successful reintegration of formerly incarcerated people in Richmond. Our project, the Safe Return Research Project was launched in August, 2010, and involves three organizations: the Office of Neighborhood Safety, the Pacific Institute, and Contra Costa Interfaith Supporting Community Organization (CCISCO). No part of the Department of Corrections is involved in this study.

Below is a description of the research procedures and an explanation of your rights as a research participant. If you agree to participate, please sign in the space provided to indicate that you have read and understand the information on this consent form. You are entitled to and will receive a copy of this form.

### **Purpose of Study**

The goal of this study is to document the service and employment needs of individuals returning from incarceration to the greater Richmond area. The information will be used to develop recommendations for how to improve resources for this community's successful re-integration.

### **Survey Procedures and Duration**

You will be asked a series of questions and you may choose to respond or not respond to any of the questions asked. Your participation in this survey will last approximately 55 minutes.

### **Benefits of Participation**

The findings from this study will be written into a report that will be distributed to policymaker and community audiences. Your participation will contribute to the public's understanding of reentry in Richmond. You will be compensated with a \$15 gift card.

### **Risks and Discomforts from Participation**

We do not anticipate any risks or discomfort to you from being in this study.

### **Confidentiality**

You will not be identified by name in any report or publication of this study or its results. Information and quotes you give during this survey may be used in our report. Every effort will be taken to protect your identity as a participant in this study.

If you have questions or concerns, please contact Eli Moore at the Pacific Institute (510) 251-1600.

### **Participant's Agreement:**

I have read the information provided above. I have asked all the questions I have at this time. I voluntarily agree to participate in this research study.

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Signature of Research Participant

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Date

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Printed Name of Research Participant

### **Community Researcher Applicant Interview Questions**

Job interview questions used to interview applicants for the community researcher position with the Safe Return Project

- What attracted you to this position?
- What are your long-term aspirations/goals in terms of your career/work?
- What are your personal goals for contributing to your community?
- If you are comfortable, can you tell us when you were incarcerated, where, how many times, and for what?
- What neighborhoods of Richmond, North Richmond, and San Pablo have you lived in or identify with?
- What have been the main challenges for you in getting reintegrated in the community after incarceration?
- What were the main things that helped you succeed?
- Do you have any thoughts on how services for people coming home to the Richmond area could be improved?
- What do you think might be hard about this position for you?
- Tell us about a time when you had to work on a project independently and carry out tasks without anybody directly observing you.
- The next step is for us to finish doing interviews. We will call you in about two weeks and let you know whether we are going to offer you the position. Do you have any questions for us about anything?

## **Relational Interview Process**

**Objective:** The key to the 1-1 relational process is to extend yourself in dialogue with another person for the sake of building relationship, building community and ultimately building power for the sake of social justice. What is most critical is that you engage the person in a dialogue that helps them better understand their own self-interest as it relates to the issues and values that matter most to them. Your primary tools are a clearly communicated sense of deep regard for the person you're working with, a willingness to listen carefully and without judgment and the strategic questioning that helps them uncover what they value and are willing to work for. In the end, your success will be best judged by the willingness of your 1-1 partner to clearly articulate their self-interest and a passion to begin to work for the goals and/or changes that matter most to them.

### **One To One Script**

#### **Context**

Leaders have decided to build an organization and now need to understand how to better connect with people in their community. This training exposes them to the elements of a 1-1 visit.

#### **Learning Objectives**

1. Understand the importance of self-interest.
2. Learn the four steps to a 1-1 visit.
3. Practice a 1-1 visit.

#### **Key Principle(s)**

- People act out of their self-interest.
- Never do for others what they can do for themselves.
- Take people from where they are, not from where we want them to be.
- Leaders have followers.

#### **Content of 1-1 Training**

We build our local organization through a 1-1/listening campaign. The goal 1-1 is to initiate and/or deepen our relationships with families in our congregation/community so that we can act collectively to change conditions in our community.

#### **Self-Interest:**

- Self-Interest = that which is important to me. If we go back to the Latin, we see that at its root self-interest is based on the notion that we only act on what is important to me in relationship with (among) others.

When we do 1-1s, we want to understand what is important to the person - since it is those things that will motivate the person to act (in the organization).

**1. Parts of the 1-1:**

- Definition: 30 minute face to face meeting.

**• Setting up the visit:**

Credential yourself and the organization you're working with

Ask for 30 minutes when you can sit down and share with them a little about the Re-Entry Program as well as listen to their concerns/dreams for their community

**• Credential:**

Give your name, talk a little about the Reentry program and why you'd like to talk with them and who referred you. Share *what Safe Return is doing* -- reaching out and listening to people in the community to better understand their needs and concerns - with the notion that once we understand the needs of our community better, we will try to join together to do something about them. Reiterate that we are listening for the sake of building relationships that will allow us to act powerfully together. What we are clear about is that we need to all walk together if we are going to make meaningful changes in our community.

**• Focus:**

Listen to the person's concerns/dreams for the community. Ideally, you will have a deeper understanding of the person's self-interest (what is important to them) by the time you leave.

Probing questions:

- How long have you lived in this community? How has it changed?
- What are some of your concerns about the community? Are there things you would like to see changed? WHY? WHY? WHY?
- Have you ever tried to address any of the problems in the community? (If yes) What was your experience?
- Do you know other people who share your concerns?

**• Invitation:**

Principle: You only know how real a 'yes' is if you give a person the opportunity to say 'no'. You are not responsible for getting someone to say yes - you are responsible for offering an opportunity to take one step.

*Levels of invitation:*

1. If the person has energy (passion), invite them to join the work of creating real change for people returning from incarceration

## **One To One Evaluation Form**

*As you complete a 1-1 session you should use this process to evaluate your success and plan your next steps.*

Name of the session partner: \_\_\_\_\_

Their position/role: \_\_\_\_\_

Date of session: \_\_\_\_\_

Who referred you: \_\_\_\_\_

Were you successful in credentialing yourself? ( ) yes ( ) no

Did you explain the Safe Return Project well? ( ) yes ( ) no

Did you share a little about you and your interest/story ( ) yes ( ) no

Did you listen? ( ) yes ( ) no

What was their self-interest?

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What were they willing to do to work on their self-interest?

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What next steps will you take to support their interest in working to make change?

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