

Case # _____

Name _____

Probation Office _____

Address/Number _____

PROBATIONER HANDBOOK

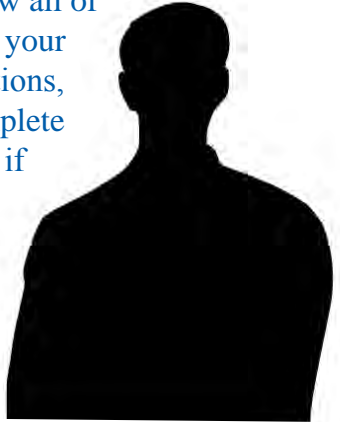
Key to Your Success



State of Connecticut Judicial Branch
Court Support Service Division

Why Should I Read This Book?

Probation is a time you can use to learn how to make good choices. It is your chance to remain in the community with conditions instead of going to jail. You will be assigned a Probation Officer who will help you. If you follow all of the court's conditions and your Probation Officer's conditions, you will successfully complete your probation. However, if you choose not to follow the conditions of your probation you may be arrested for a violation of probation and possibly go to jail.



Adult Probation would like to see you successfully complete your probation and end your involvement with the criminal justice system. This handbook was created to help you do this. Many people do well on probation and never find themselves in legal trouble again. When this happens, everyone benefits, including you. If you think of your probation period as an opportunity, rather than a punishment, you will have more success.

You should ask questions, so you can completely understand what you need to do. This handbook will answer some commonly asked questions and explain some probation conditions. If you have difficulty understanding the handbook, please ask your Probation Officer to read or explain it to you.

Frequently Asked Questions

1. What should I bring to my appointment with my Probation Officer?

- Photo ID (Driver's License or State ID card).
- Proof of where you live (utility bill, business mail, etc.).
- Proof of employment (pay stub, or note from employer).
- Proof of changes, if any, to your name, address, or telephone number.
- Proof of any completed treatment, community service, restitution or charitable contributions.

2. What should I not bring to my appointment with my probation officer?

You will pass through a metal detector and be searched, so you should not bring any weapons or anything that can be used as a weapon.

3. What if I cannot report to the Probation Office because of my job or school or some other reason?

Contact your Probation Officer immediately and he or she will see if there are other options. If he or she is not available, ask to talk to a supervisor.

4. I was just released from prison, what is the first thing I should do?

Your probation begins on the day you finish your prison sentence and you are expected to contact Adult Probation immediately. If you were given instructions by a Probation Officer before your release, you must follow those instructions.

5. What are my Conditions of Probation?

They are the standard conditions of probation that everyone on probation must obey and any special conditions ordered by the judge or your Probation Officer. They will be given to you in writing.

6. What is a Violation of Probation?

- When you do not follow the conditions of your probation, it is a violation of probation.
- If you do not follow any of your conditions or you are arrested, your Probation Officer may bring your case back to court; this might include your being arrested on a Violation of Probation Warrant.
- There will be a court hearing and if a violation is proved, you may be sentenced to jail.

7. What do I do if I am arrested?

If you are arrested, charged with any offense, or have any police contact, notify your Probation Officer as soon as possible. You may do this in person or by telephone.

8. Do I have to give a DNA sample

If you get a letter telling you to give a DNA sample, follow all of the instructions in the letter about who to contact for an appointment and where to go for the appointment. You will need to bring two forms of identification to the appointment. If you do not give a DNA sample, it is a Class D Felony and it is a violation of your probation.

9. What if I have a “No Contact” order?

You must not have or attempt to have any contact with the person or place. If that person tries to contact you, do not agree to have contact and notify your Probation Officer immediately.

10. Where do I send my restitution payments?

You will be given a form with instructions about your restitution and what is required. Payments must be in the form of a bank check or money order and mailed to CSSD Restitution Unit, 936 Silas Deane Hwy., Wethersfield, CT 06109. You must include your printed name and date of birth with your payment.

11. Can I travel or move out of state?

You may not travel or move out of state without permission from your Probation Officer.

Adult Probation: Frequently Asked Questions

12. Can I carry a firearm?

- No probationer may possess any firearms if on probation for a felony or a misdemeanor crime of illegal possession of drugs, domestic violence involving the use or threatened use of physical force, or convicted of having a deadly weapon.
- Probationers convicted of certain misdemeanors, as listed in your standard Conditions of Probation, may not possess any firearms.
- If you are subject to a Protective or Restraining Order or both or other court orders not to possess any weapons, you are expected not to own, possess, or purchase any weapons or items that could be used as a weapon.

13. What is a case plan?

It is a plan that you and your Probation Officer develop together to help you meet your needs, stay out of trouble, and obey your conditions of probation.



14. Can I finish my probation early?

Maybe. If you were sentenced on or after October 1, 2008, state law provides that certain sentences of probation will be reviewed to see if they should end early. Your Probation Officer will tell you whether your case can be reviewed under this law. In making a recommendation about ending your probation early, your Probation Officer will consider how you have done in several areas including complying with your conditions of probation, participating in programs, and showing improvement in areas that caused you to get in trouble in the past.

15. Why is it important that I participate in treatment?

Your Probation Officer may refer you to a treatment program. There are many different types of treatment. These programs will help you improve your situation; they are not a punishment. However, not cooperating with treatment may result in a violation of probation. You may not want to go to treatment. This is normal. Programs require your time and effort. The most important first step for you is to go. Once there, if you look at treatment as an opportunity, you will get the most out of it; give yourself the best chance for success.

16. Am I responsible to pay for my treatment services?

You may have to pay for your treatment. However, you may be eligible for services through private or state funding, free services, or services that are offered at a reduced cost.

17. Why do I have to sign a Release of Information?

It is necessary for you to sign the Release of Information so that your Probation Officer can find out if you attended and finished the treatment program.

18. Where do I perform my community service hours?

If the judge has not specifically told you where to do your community service, your Probation Officer will give you information as to where to perform your hours.

19. Who must register as a sex offender with the State of Connecticut?

Any person convicted of a crime that requires registration as a sex offender. At the time you were sentenced, the judge would have told you if you must register as a sex offender.

Adult Probation: Frequently Asked Questions

20. What does it mean when my case is supervised by Probation's Administrative Monitoring Program?

You will not be required to report to a Probation Officer; however, you will be required to provide documentation that you have completed the conditions that were ordered by the court. During your intake, you will be given information on programs you can use to fulfill the conditions of your probation. Should you have any questions, you can contact the program.

21. How can I get information about services in the community?

You can call INFOLINE at 2-1-1. INFOLINE is a way you can get help by telephone or on the internet at www.infoline.org. The hearing impaired can also reach the INFOLINE by TDD or by calling 7-1-1.

- INFOLINE can provide you with information on the following: housing, financial needs, health insurance, substance abuse and mental health treatment, social services, benefits, suicide prevention, and help in a crisis.
- The caseworkers can speak different languages.
- INFOLINE is toll-free from anywhere in Connecticut and is available 24 hours a day and 365 days a year.

22. Can I vote?

Yes, but first you must be registered in the town where you live and if you were incarcerated, you may have to get your voting rights back. If you have any questions, contact the Connecticut Secretary of State Elections Office: (860) 509-6100, Toll Free (800) 540-3764, TDD (860) 509-6191.

23. What are my rights as a probationer?

You have the right to be treated in a respectful and professional manner that is free of any form of harassment, bias, or discrimination because of your race, age, religion, gender, gender identity or expression, sexual orientation, place of birth, disability, and political views.

24. What do I do if I feel my rights have been violated?

- First, talk to your Probation Officer and try to resolve your problems with your officer.
- If you feel that you cannot resolve your problems with your Probation Officer, ask to speak to your officer's supervisor.
- If you still cannot resolve the problem you can call the Human Resource Manager to make an oral complaint or you can request a grievance form from the office supervisor and send it to the CSSD Manager of Human Resources, 936 Silas Deane Hwy., 3rd Floor, Wethersfield, CT 06109, 1-866-627-1583.
- Your probation will not be affected just because you file a complaint.
- Filing a complaint does not excuse you from obeying your conditions of probation.

Tips for Success

- Review and understand all of your conditions of probation.
- Think before you act. Slow yourself down and think a few steps ahead.
- Surround yourself with law-abiding people who really want to see you do well, such as friends, family, co-workers, and formal support groups.
- Take ownership of your probation by becoming an active participant.
- Be open to the guidance from your Probation Officer.
- The responsibility for making changes in your life is yours.

Probation Office Directory

(Including Towns Serviced)

Eastern Region

Danielson

183 Main St.
Danielson, CT 06239
(860) 774-5735
FAX: (860) 774-6277

Willimantic

1320 Main St.
Tyler Square
Willimantic, CT 06226
(860) 423-6318
FAX: (860) 423-1906

Andover, Ashford, Brooklyn, Canterbury, Chaplin, Columbia, Coventry, Danielson, Eastford, Hampton, Hebron, Killingly, Mansfield, Plainfield, Pomfret, Putnam, Scotland, Sterling, Thompson, Willimantic, Windham, and Woodstock

Middletown

484 Main St.
Middletown, CT 06457
(860) 344-2998
FAX: (860) 344-2703

Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, Essex, Haddam, Killingworth, Middlefield, Middletown, Old Saybrook, Portland, and Westbrook

New London

153 Williams St.
New London, CT 06320
(860) 442-9426
FAX: (806) 443-6751

East Lyme, Groton, Ledyard, Lyme New London, North Stonington, Old Lyme, Stonington, and Waterford

Norwich

100 Broadway
Norwich, CT 06360
(860) 889-8351
FAX: (860) 887-2599

Bozrah, Colchester, Franklin, Griswold, Lebanon, Lisbon, Montville, Norwich, Preston, Salem, Sprague, and Voluntown

Manchester

587 E. Middle Turnpike
Manchester, CT 06040
(860) 649-1650
FAX: (860) 646-6252

Bolton, East Hartford, Ellington, Glastonbury,
Marlborough, Somers, South Windsor, Stafford,
Tolland, Union, Vernon, and Willington

Northwest Region

Bantam

80 Doyle Rd.
Bantam, CT 06750
(860) 567-4646
FAX: (860) 567-4669

Barkhamsted, Bethlehem, Bridgewater, Canaan,
Colebrook, Cornwall, Goshen, Hartland, Harwinton,
Kent, Litchfield, Morris, New Hartford, New Milford,
Norfolk, North Canaan, Roxbury, Salisbury, Sharon,
Thomaston, Torrington, Warren, Washington, and
Winchester (Winsted)

Danbury

319 Main St.
Danbury, CT 06810
(203) 797-4414
FAX: (203) 731-2835

Bethel, Brookfield, Danbury, New Fairfield, Newtown,
Redding, Ridgefield, and Sherman

New Haven

867 State St.
New Haven, CT 06510
(203) 789-7876
FAX: (203) 789-7972

New Haven, Bethany, Branford, East Haven, Guilford,
Hamden, Madison, North Branford, and Woodbridge

Waterbury

11 Scovill St.
Waterbury, CT 06702
(203) 596-4195
FAX: (203) 596-4201

Middlebury, Naugatuck, Prospect, Southbury,
Waterbury, Watertown, Wolcott, and Woodbury

Probation Office Directory (Including Towns Serviced)

North Central Region

Bristol

225 N. Main St.
Bristol, CT 06010
(860) 584-0073
FAX: (860) 583-9260

Bristol, Burlington, Plainville, Plymouth, and Southington

Hartford

309 Wawarme Ave.
Hartford, CT 06114
(860) 241-2300
FAX: (860) 566-7443

Enfield

111 Phoenix Ave.
Enfield, CT 06082
(860) 253-9373
FAX: (860) 741-7470

Avon, Bloomfield, Canton, East Granby, East Windsor, Enfield, Farmington, Granby, Hartford, Simsbury, Suffield, West Hartford, Windsor, and Windsor Locks

Meriden

165 Miller Street,
Meriden, CT 06450
(203) 238-6315
FAX: (203) 238-6336

Cheshire, Hamden, Meriden, North Haven, and Wallingford

New Britain

20 Franklin Square
New Britain, CT 06051
(860) 515-5035
FAX: (860) 515-5033

Berlin, New Britain, Newington, Rocky Hill, and Wethersfield

Southwest Region

Bridgeport

One Lafayette Circle, 2nd Floor
Bridgeport, CT 06604
(203) 576-3600
FAX: (203) 576-3696

Bridgeport, Easton, Fairfield, Monroe, Stratford, and Trumbull

Derby

100 Elizabeth Street
Derby, CT 06418
(203) 735-6781
FAX: (203) 735-6904

Ansonia, Beacon Falls, Derby, Orange, Oxford, Seymour, and Shelton

Milford

1 Darina Place
Milford, CT 06460
(203) 877-1253
FAX: (203) 876-2580

Milford and West Haven

Norwalk

717 West Ave.
Norwalk, CT 06851
(203) 866-5025
FAX: (203) 838-8145

Norwalk, New Canaan, Weston, Westport, and Wilton

Stamford

123 Hoyt St.
Stamford, CT 06905
(203) 965-5302
FAX: (203) 965-5343

Darien, Greenwich, and Stamford

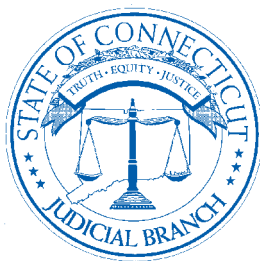
Get Information about
Services in the Community

Call: INFOLINE at 2-1-1
1-800-203-1234

Go Online: www.infoline.org

State of Connecticut Judicial Branch
Court Support Service Division

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact your Probation Officer or an ADA contact person listed at www.jud.ct.gov/ADA/.



www.jud.ct.gov