

Case # _____

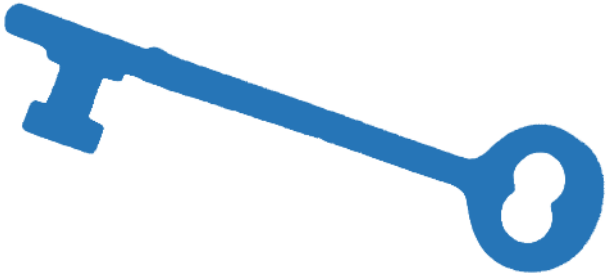
Name _____

Probation Office _____

Address/Number _____

PROBATIONER HANDBOOK

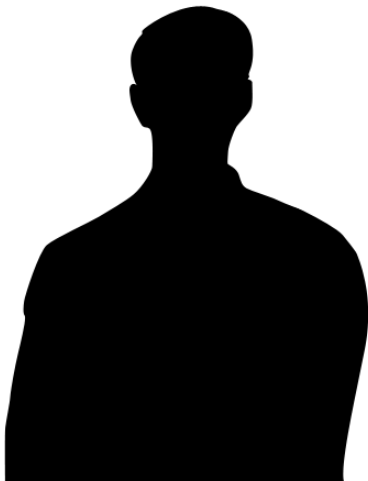
Key to Your Success



**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 the handbook to you.

COMMON QUESTIONS ABOUT PROBATION

What are the rules for reporting to my Probation Officer?

- You must report on the day and time your Probation Officer tells you to.
- If you have an emergency or illness that prevents you from keeping your appointment, call and speak directly to your Probation Officer or Office Supervisor and get a new appointment.

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

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

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 the following:

- Weapons or anything that can be used as a weapon.
- Recording devices.
- Camera cell phones (All regular cell phones must be turned off).

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, failure to cooperate 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 attend. 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.

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 completed the program.

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.

- 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 available 24 hours a day and 365 days a year.

Do I have 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.

What do I do if I am arrested?

If you are arrested, charged with any offense, or have any police contact, contact your Probation Officer, no later than 48 hours of it happening. You may do this in person or by telephone.

Can I go out of state?

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

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 for 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 and/or Restraining Order 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.

COMMON QUESTIONS ABOUT PROBATION

What is 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 get arrested, your Probation Officer may bring your case back to court.
- There will be a court hearing and if a violation is proved, you may be sentenced to jail.



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 make contact. Tell your Probation Officer immediately.

What does it mean when my case is supervised as administrative?

Administrative is a non-reporting status under Adult Probation. At intake you will review and sign a letter, which explains your responsibility to contact the Adult Probation Administrative Monitoring Unit to report changes, e.g. change of address, a new telephone number, etc. and report any arrest. You must contact a Probation Officer at the Unit and get permission before moving out of state, as well as get permission to travel out of state. The letter will also explain where to mail your proof of completion for any programs, proof of community service hours completed, *(continued pg. 5)*

What does it mean when my case is supervised as administrative? *(continued from pg. 4)*

restitution payments and other required items. If you are notified by letter or telephone to give a urine sample, you are expected to follow the instructions. If you fail to follow any of your conditions your case can be returned to court as a violation.

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

Your probation begins the day you are released from prison and you are expected to immediately contact Adult Probation.

Do I have to give a DNA sample?

If you are notified by letter 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 refuse to give a DNA sample, it is a Class A Misdemeanor.

Where do I send my restitution payments?

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

Who do I pay my court fines and fees to?

You will make your court payments directly to the Clerk's Office at the court.

Can I vote?

Yes, but first you must be registered in the town where you live and if you were locked up you may have to restore your voting rights. 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.

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, sexual orientation, place of birth, disability and political views.

COMMON QUESTIONS ABOUT PROBATION

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

- First, talk to your Officer and try to resolve your problems with your Officer.
- If you feel that you can't work out your problems with your Probation Officer, ask to speak to your officer's supervisor.
- If you still cannot work out the problem you can call the Human Resource Manager at 1-866-627-1583 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.
- Filing a complaint will not be held against you.
- Filing a complaint does not excuse you from having to follow court orders.

TIPS FOR SUCCESS

- Review and understand all of your conditions of probation. Ask questions.
- Think before you act. When you make good decisions you can enjoy life more and feel better about yourself.
- 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. Remember your Probation Officer is here to help you.
- The responsibility for making changes in your life is yours. The future is in your hands. You can do it!

CSSD PROBATION OFFICE DIRECTORY

Eastern Region

Danielson Adult Supervision

Chief Probation Officer/ Office Supervisor

183 Main St.

Danielson, CT 06239

(860) 774-5735

(860) 774-6277 *fax*

Willimantic Adult Supervision (DNA Testing Site)

109 Valley St.

Willimantic, CT 06226

(860) 423-6318

(860) 423-1906 *fax*

Ashford, Brooklyn, Canterbury, Chaplin, Eastford, Hampton, Killingly, Plainfield, Pomfret, Putnam, Scotland, Sterling, Thompson, Windham, and Woodstock

New London Adult Supervision

Chief Probation Officer/Office Supervisor (DNA Testing Site)

153 Williams St.

New London, CT 06320

(860) 442-9426

(860) 443-6751 *fax*

East Lyme, Groton, Ledyard, Lyme New London, N. Stonington, Old Lyme, Stonington, and Waterford

Norwich Adult Supervision

Chief Probation Officer/Office Supervisor

100 Broadway

Norwich, CT 06360

(860) 889-8351

(860) 887-2599 *fax*

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

Manchester Adult Supervision

Chief Probation Officer/ Office Supervisor

587 E. Middle Turnpike

Manchester, CT 06040

(860) 649-1650

(860) 646-6252 *fax*

Rockville Adult Supervision (Satellite of Manchester)

20 Park St.

Rockville, CT 06066

(860) 649-1650

Andover, Bolton, Columbia, Coventry, Ellington, Hebron, Tolland, Mansfield, Somers, Stafford, Union, Vernon, and Willington

CSSD PROBATION OFFICE DIRECTORY

Southwest Region

Bridgeport Adult Supervision
Chief Probation Officer/Office Supervisor
(DNA Testing Site)

One Lafayette Circle, 2nd Floor
Bridgeport, CT 06604
(203) 576-3600
(203) 576-3695 *fax*

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

Norwalk Adult Supervision
Chief Probation Officer/Office Supervisor

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

Norwalk, New Canaan, Weston, Westport, and Wilton

Stamford Adult Supervision
Chief Probation Officer/Office Supervisor

123 Hoyt St.
Stamford, CT 06905
(203) 965-5302
(203) 965-5343 *fax*

Darien, Greenwich, and Stamford

South Central Region

New Haven Adult Supervision
Chief Probation Officer/Office Supervisor
(DNA Testing Site)

867 State St.
New Haven, CT 06510
(203) 789-7876
(203) 789-7136 *fax*

New Haven, Bethany, Branford, E. Haven, Guilford, Madison, N. Bradford, and Woodbridge

CSSD PROBATION OFFICE DIRECTORY

South Central Region *(continued)*

Middletown Adult Supervision

Chief Probation Officer/Office Supervisor

484 Main St.

Middletown, CT 06457

(860) 344-2998

(860) 344-2703 *fax*

Chester, Clinton, Cromwell, Deep River, Durham, E. Haddam, E. Hampton, Essex, Haddam, Killingworth, Middlefield, Middletown, Old Saybrook, Portland, Westbrook, Cheshire, Hamden, Meriden, North Haven, and Wallingford

Northwest Region

Waterbury Adult Supervision

Chief Probation Officer/Office Supervisor

(DNA Testing Site)

11 Scovill St.

Waterbury, CT 06702

(203) 596-4195

(203) 596-4201 *fax*

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

Danbury Adult Supervision

Chief Probation Officer/Office Supervisor

319 Main St.

Danbury, CT 06810

(203) 797-4414

(203) 731-2835 *fax*

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

CSSD PROBATION OFFICE DIRECTORY

Northwest Region *(continued)*

Bantam Adult Supervision

Chief Probation Officer/Office Supervisor

80 Doyle Rd.

Bantam, CT 06750

(860) 567-4646

(860) 567-4669 *fax*

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

Milford Adult Supervision

Chief Probation Officer/Office Supervisor

1 Darina Place

Milford, CT 06460

(203) 877-1253

(203) 876-2580 *fax*

Milford, W. Haven, Ansonia, Beacon Falls, Derby, Orange, Oxford, Seymour, and Shelton

North Central Region

Hartford Adult Supervision

Chief Probation Officer/Office Supervisor

(DNA Testing Site)

309 Wawarme Ave.

Hartford, CT 06114

(860) 241-2300

(860) 566-7443 *fax*

Enfield Adult Supervision

(Satellite of Hartford)

111 Phoenix Ave.

Enfield, CT 06082

(860) 241-2300

Hartford, Avon, Bloomfield, Canton, Farmington, W. Hartford, E. Granby, E. Windsor, Enfield, Granby, Simsbury, Suffield, Windsor, and Windsor Locks

North Central Region *(continued)*

New Britain Adult Supervision

Chief Probation Officer/Office Supervisor

20 Franklin Sq.

New Britain, CT 06051

(860) 515-5035

(860) 515-5060 *fax*

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

Bristol Adult Supervision

Chief Probation Officer/Office Supervisor

225 N. Main St.

Bristol, CT 06010

(860) 584-0073

(860) 583-9260 *fax*

Bristol, Burlington, Plainville, Plymouth, and Southington

Adult Probation Administrative Monitoring Unit

765 Asylum Ave.

Hartford, CT 06105

(860) 548-2008

(866) 814-6292 toll free

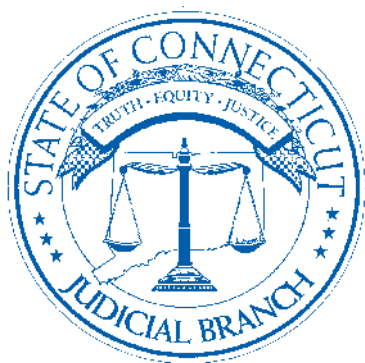
(860) 548-2012 *fax*

**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**



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