

Case # _____

Name _____

Probation Office _____

Address/Number _____

Probationer Handbook

Key to Your Success



State of Connecticut Judicial Branch
Court Support Services Division



Why Should I Read This Book?

Probation is a time that 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

Contacting/Meeting with Your Probation Officer:

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

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

2. What should I bring to my first appointment with my probation officer?

- Photo ID (Driver's License or State ID card).
- Proof of where you live (mail, for example, a utility bill, which lists your name and address).
- Proof of employment (pay stub or letter from your employer).
- Proof of changes, if any, to your name, address, and/or telephone number.
- Proof of any completed charitable contributions, community service, restitution and/or treatment.

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

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

4. What if I cannot report to the Probation Office because of my job or school?

Notify your probation officer, and he or she will see if there are other options.

5. What if I cannot keep a scheduled appointment with my probation officer?

Contact your probation officer immediately. If your probation officer is not available, ask to talk to a supervisor.

Adult Probation: Frequently Asked Questions

Conditions of Probation:

1. What are my conditions of probation?

They are the standard conditions of probation that apply to everyone and any special conditions ordered by the judge in your case. Additional conditions will be imposed if you were convicted of certain sex offenses. You will get a copy of the conditions of your probation in writing.

2. 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.

3. Can I travel or move out of state?

You cannot travel or move out of state without permission from your probation officer.

4. Where do I send my restitution payments?

If you were ordered by the judge to pay restitution, you will be given instructions about how to make payments. 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 with your payment.

5. Can I possess a firearm or other type of weapon?

You cannot possess a firearm or other type of weapon if:

- You have been convicted of 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.
- You have been convicted of certain other misdemeanors, as listed in your standard Conditions of Probation.
- You are subject to a Protective Order and/or a Restraining Order, or other court orders not to possess any weapons.

6. 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 whom to contact for an appointment. You will need to bring two forms of identification to the appointment. If you are required to give a DNA sample and do not, it is a Class D Felony, and it is a violation of your probation.

7. What is a violation of probation?

When you do not follow the conditions of your probation, or if you are arrested for a new offense, you have violated your probation. When this happens, your probation officer may bring your case back to court; this might include you being arrested on a Violation of Probation Warrant. If your case is brought back to court, there may be a hearing, and, if you are found in violation, you may be sentenced to jail.

8. What if I have a condition of No Contact with a person?

You must not have or attempt to have any contact with the person. If that person tries to contact you, notify your probation officer immediately.

9. 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 about where to perform your community service.

Adult Probation: Frequently Asked Questions

Other Regulations/Restrictions While on Probation:

- 1. Who must register as a Deadly Weapon Offender?**
If you have been convicted of an offense involving a deadly weapon, you must register with the State Police. At the time that you were sentenced, the judge would have told you that you must register as a Deadly Weapon Offender or before you were released from incarceration, the Department of Correction would have told you that you must register.
- 2. Who must register as a Sex Offender?**
If you have been convicted of certain sexual offenses, you must register with the State Police. At the time that you were sentenced, the judge would have told you that you must register as a Sex Offender.
- 3. Who must have an Ignition Interlock Device (IID) installed in their vehicle?**
Generally, if you have been convicted of Operating Under the Influence, you must have an IID installed in any vehicle that you own or drive if you choose to get your license reinstated.

Receiving Services While on Probation:

- 1. What is a case plan?**
It is a plan that you and your probation officer make together to help you meet your treatment and/or service needs and to successfully complete probation.
- 2. Will my probation officer help me get health insurance and/or other state assistance?**
At the beginning of your probation, your probation officer will help you apply for health insurance through the state (Husky D) or other state assistance for which you may be eligible to help pay for any treatment and/or needs that you may have.

3. Why is it important that I get 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, if you do not cooperate with treatment, it 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.

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

You must sign a Release of Information so that your probation officer can get information about how you are doing at the treatment program and proof that you finished the program.

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

You can dial 2-1-1 (United Way 2-1-1) 24 hours a day, every day of the year to get information about local services. The call specialists speak several languages. The hearing impaired may use a TDD or dial 7-1-1, and you can get information on the internet at <http://www.211ct.org/referweb/landing.aspx>. United Way 2-1-1 can help you with referrals for housing, financial needs, health insurance, substance abuse and mental health treatment, social services, benefits, suicide prevention, and help in a crisis.

Adult Probation: Frequently Asked Questions

Other Probation Supervision Information:

1. What does it mean when Probation's Administrative Monitoring Program supervises my case?

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

2. Can I finish my probation early?

Maybe, state law provides that certain sentences of probation will be reviewed to see if they should end early. Your probation officer will tell you if 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, taking part in programs, and showing improvement in areas that caused you to get in trouble in the past.

Certificates of Employability:

1. What is a Certificate of Employability?

A Certificate of Employability is a document issued by CSSD that tells employers and licensing agencies that CSSD thinks that your prior conviction(s) should not keep you from getting a job or a professional license. If you apply for a Certificate of Employability, CSSD may issue you a certificate that covers all of the barriers and forfeitures (reasons why an employer or licensing agency could deny your application) that come about when you get a conviction, or, depending on your situation, CSSD could issue you a certificate that covers only some of the barriers and forfeitures, or only some of your convictions.

2. Does a Certificate of Employability erase my criminal record?

No. A Certificate of Employability only tells employers and licensing agencies that they cannot deny your application just because you have a conviction. It does not erase your criminal record, and it does not guarantee that you will get the job or the license that you are applying for. It also will not allow you to get a job in law enforcement, or allow you to keep or to be eligible to run for public office.

3. How do I apply for a Certificate of Employability?

You can get an application for a Certificate of Employability on the Judicial Branch website or you can ask your probation officer for one. If you want more information about Certificates of Employability or if you need help getting or filling out an application for a Certificate of Employability, talk to your probation officer.

Rights While on Probation:

1. 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.

2. 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, or political views.

Adult Probation: Frequently Asked Questions

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

- First, talk to your probation officer, and try to resolve the problem with your officer.
- If you feel that you cannot resolve the problem 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 at (866) 627-1583 to make an oral complaint, or you can request a grievance form from the Probation Office Supervisor, and send it to the CSSD Manager of Human Resources, 936 Silas Deane Highway, 3rd Floor, Wethersfield, CT 06109.
- Your probation will not be affected if 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)

REGION 1

Bridgeport

1 Lafayette Circle
Bridgeport, CT 06604
(203) 576-3600
FAX: (203) 576-3696

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

Hartford

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

Enfield

111 Phoenix Avenue
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.

New Britain

20 Franklin Square
New Britain, CT 06051
(860) 515-5040
FAX: 860-515-5060

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

REGION 2

Bantam

80 Doyle Road
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).

Probation Office Directory (Including Towns Serviced)

Bristol

225 North Main Street
Bristol, CT 06010
(860) 584-0073
FAX: (860) 583-9260

Bristol, Burlington, Plainville, Plymouth,
and Southington.

Danbury

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

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

Norwalk

11 Commerce Street
Norwalk, CT 06850
(203) 866-5025
FAX: (203) 838-8145

New Canaan, Norwalk, Weston, Westport, and Wilton.

Stamford

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

Darien, Greenwich, and Stamford.

Waterbury

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

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

REGION 3

Danielson

190 Main Street
Danielson, CT 06239
(860) 774-5735
FAX: (860) 774-6277

Willimantic

1320 Main Street
Willimantic, CT 06226
(860) 423-6318
FAX: (860) 423-1906

Amston, Andover, Ashford, Brooklyn, Canterbury, Central Village, Chaplin, Columbia, Coventry, Danielson, Dayville, Eastford, Hampton, Hebron, Killingly, Lebanon, Mansfield, Moosup, North Grosvenordale, North Woodstock, Plainfield, Pomfret, Putnam, Rogers, Scotland, Sterling, Storrs, Thompson, Wauregan, West Hampton, Willimantic, Windham, and Woodstock.

Manchester

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

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

Middletown

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

Centerbrook, Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, Essex, Haddam, Higganum, Ivoryton, Killingworth, Middlefield, Middletown, Moodus, Old Saybrook, Portland, and Westbrook.

New London

153 Williams Street
New London, CT 06320
(860) 442-9426
FAX: (860) 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

Baltic, Bozrah, Colchester, Franklin, Gilman, Glasgo, Griswold, Hanover, Jewett City, Lisbon, Montville, North Franklin, Norwich, Oakdale, Occum, Preston, Salem, Sprague, Taftville, Uncasville, and Voluntown.

REGION 4

Derby

100 Elizabeth Street
Derby, CT 06418
(203) 735-6781
FAX: (203) 736-5100

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

Meriden

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

Cheshire, Meriden, North Haven, and Wallingford.

Milford

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

Milford and West Haven.

New Haven

867 State Street
New Haven, CT 06511
(203) 789-7876
FAX: (203) 789-7136

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

**ADMINISTRATIVE
MONITORING PROGRAM**

Judicial Administrative Monitoring Services

61 Woodland Street
Hartford, CT 06105
Toll Free: (866) 814-6292
(860) 548-2008
FAX: (860) 548-2012

Statewide.

Get Information about Services in the Community

Dial: 2-1-1 (United Way 2-1-1)

Go Online: www.211ct.org

State of Connecticut Judicial Branch Court Support Services 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/.

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C.G.S. §§ 9-46a, 14-227a, 46b-38h, 53-206, 53a-30, 53a-31, 53a-32, 53a-217, 53a-223, 53a-223a, 53a-223b, 54-102g, 54-108, 54-251, 54-252, 54-254, 54-280, P.B. § 43-29