



United States Probation Office for the District of Colorado

Supervision Orientation Handbook

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WELCOME

Welcome to the United States Probation Office. If you are a resident returning to our District from service of a prison sentence, we especially welcome you home.

You are unique and have individual needs, concerns and, perhaps problems you must address. While probation officers must address concerns about public safety and the risk any person on supervision may present to the community, we also are required to assist you in making positive changes in your life.

We have several treatment providers which provide an array of services to assist you. Many of you are required to participate in these programs, and we will place you in the program best suited for you. If you are not required to participate in a treatment program, but feel it will help you comply with supervision and improve your life, please talk to your officer immediately and we will help you get the services you need.

While on supervision, we expect you to adhere to your conditions of supervision. We also expect and want you to become a positive, contributing member of our community. In return, you should expect our officers and other employees to conduct themselves professionally and respectfully when they interact with you.

Finally, we prefer you have an appointment when visiting your officer at the courthouse. However, if during business hours you feel you need to speak to someone about a matter urgent to you and don't have an appointment, please feel free to come to the courthouse and ask to speak to your officer. If your officer is unavailable, then ask for the duty officer or supervisor. Someone will see you to address your concerns.

Again, welcome to the United States Probation Office for the District of Colorado.

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OVERVIEW OF THE SUPERVISION PROCESS

The United States Probation Office for the District of Colorado is required to execute the sentence imposed by the Court or Parole Commission. The purpose of supervision is to enforce compliance with the conditions of release, protect the public by minimizing risk, and to provide services to you to assist you in maintaining a law-abiding lifestyle.

REPORTING

Important Note:

To enter the United States Courthouse for the District of Colorado in Denver you must present valid identification.

OFFICE HOURS:

Monday through Friday,
8:00 a.m. to 5:00 p.m.
The office is closed on all
Federal holidays.

OFFICE REPORTING

You should have an appointment and you are to report as directed by your Probation Officer. However, if you have an emergency or other issue that requires assistance, you will be seen.

On the date of your appointment, report to the Probation Office reception area located on the first floor of the courthouse (Room C120). The receptionist will inform your officer of your arrival. Please dress and conduct yourself appropriately when visiting the Courthouse.

If you are reporting to the Colorado Springs, Grand Junction, or Durango office, you will be buzzed in, and an officer will meet with you.

TELEPHONE REPORTING

You may contact your Probation Officer by dialing their direct line or office mobile telephone if they have provided this number to you.

If your Probation Officer is not available, leave your name, telephone number, and a

MONTHLY SUPERVISION REPORTS

You must submit a monthly supervision report by the 5th day of every month.

Your monthly supervision report must be completed in its entirety and signed.

Attach pay stubs and other correspondence to the monthly supervision report.

To submit your monthly supervision report in person you may drop it off with the receptionist or give the report directly to your Probation Officer.

Monthly supervision report can be mailed or dropped off in person. Faxed monthly supervision reports will not be accepted.

Please see the example of a Monthly Supervision Report on the next two pages.

U.S. PROBATION OFFICE
MONTHLY SUPERVISION REPORT FOR THE MONTH December, 2007

Name: <u>JOHN DOE</u>		DOB: <u>03/27/1972</u>		Court Name (if different): <u>BILLY DAKOTA</u>		Probation Officer: <u>Renee Donoho 202-565-1461</u>	
PART A: RESIDENCE (If new address, attach copy of lease/purchase agreement.)							
Street Address, Apt. Number: <u>123 MAIN STREET, NW, #1</u>		Own or Rent? <u>RENT</u>		Home Phone: <u>202-123-456</u>		Cellular Phone: <u>NONE</u>	
City, State, Zip Code: <u>WASHINGTON, DC 20001</u>		Persons Living With You: <u>SPOUSE: JANE DOE</u>					
Secondary Residence:		Own or Rent?		Did you move during the month? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Mailing Address (if different): <u>456 KNOX ROD, COLLEGE PARK, MD 20740</u>		E-Mail Address:		If yes, date moved: <u>12/15/2001</u> Reason for Moving: <u>GOT OWN APARTMENT</u>			
PART B: EMPLOYMENT (If unemployed, list source of support under Part D.)							
Name, Address, Phone No. of Employer: <u>ATKINS CONSTRUCTION</u> <u>3215 BEAVER HEIGHTS ROAD, LANDOVER, MD 20845</u> Your work phone #: <u>301-555-1212</u>				Name of Immediate Supervisor: <u>MR. BOB TROVER</u>		Is your employer aware of your criminal status: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
				How many days of work did you miss? <u>3</u> Why? <u>WEATHER/SNOW (2); ILLNESS (1 DAY)</u>			
		Position Held: <u>LABORER</u>		Gross Wages: <u>\$800/MONTH</u>		Normal Work Hours: <u>MON-SAT; 7:30AM-4PM</u>	
Did you change jobs? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Were you terminated? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If changed jobs or terminated, state when and why. <u>N/A</u>			
PART C: VEHICLES (List all vehicles owned or driven by you.)							
1. Year/Make/Model/Color: <u>1985/TOYOTA/SUPRA/WHITE</u>		Mileage: <u>17344</u>		Tag Number: <u>20H-423-DC</u>		Owner: <u>MOTHER - MRS. DOE</u>	
				Vehicle I.D.#: <u>JPQT2956T1A495</u>			
2. Year/Make/Model/Color:		Mileage:		Tag Number:		Owner:	
				Vehicle I.D.#:			
PART D: MONTHLY FINANCIAL STATEMENT							
Net Earnings from Employment: <u>596</u> <i>(Attach Proof of Earnings)</i>				Do you rent or have access to: a post office box? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No a safe deposit box? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No a storage space? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Other Cash Inflows: <u>475</u>				Name and Address of Location: _____ Box No. or Space _____			
TOTAL MONTHLY CASH INFLOWS: <u>1071</u>							
TOTAL MONTHLY CASH OUTFLOW: <u>625</u>							
Do you have a checking account(s)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Bank Name: <u>CRESTAR BANK</u> Account No.: <u>00000000</u> Balance <u>\$120</u>				Does your spouse, significant other, or dependant have a checking or savings account that you enjoy the benefits of or make occasional contributions toward? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have a savings account(s)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Bank Name: <u>CRESTAR BANK</u> Account No.: <u>00000001</u> Balance <u>\$143</u> Attach a complete listing of all other financial account information, if you have multiple accounts.				Bank Name: <u>SUNTRUST BANIK</u> Account No.: <u>2000001</u> Balance: <u>\$400</u>			
List all expenditures over \$500 (including, e.g., goods, services, or gambling losses)							
Date		Amount		Method of Payment		Description of Item	
<u>12/1/01</u>		<u>\$539</u>		<u>\$50/MONTH</u>		<u>AUTO REPAIRS</u>	
<u>12/20/10</u>		<u>\$900</u>		<u>\$75/MONTH</u>		<u>ATTORNEY'S FEES</u>	

LAW ENFORCEMENT CONTACT

You must report any contact with law enforcement within 72 hours of the event.

Reporting the contact includes calling and speaking directly to your Probation Officer or leaving a detailed voice mail message regarding the extent of the contact. Always leave a telephone number, so that your officer may return your call. If your Probation Officer is out of the office for an extended period of time, call the main office number and ask to speak with the duty officer.

You must report the contact on the monthly supervision report.

Law Enforcement Contact Includes:

- New arrests
- Court appearances
- Questioning by a law enforcement officer
- Receiving citations, tickets, warnings for traffic or other offenses.
- Any situation in which an officer runs your name

TRAVEL

You must obtain permission in advance from your probation officer to travel outside the district for any reason. You may not leave the District of Colorado without a written travel permit. Exceptions may be made for emergencies, such as serious family illnesses or deaths.

Travel will not be granted during the first 60 days of supervision, unless it is a verified emergency.

Any international travel must be approved by the Court or the U.S. Parole Commission. The request must be submitted at least six weeks in advance.

Travel may be denied for the following reasons:

- Your conviction or past criminal behavior involved extensive travel.
- You are not current on fine or restitution payments or community service hours.
- You are not in compliance with all conditions of supervision.
- The probation officer is unable to verify your travel.
- Your travel would interfere with court-ordered treatment.
- The district you plan to travel to has certain restrictions that prohibits you from traveling to that district.

Probation/Supervised Release/Parole - Travel

Your probation officer may approve travel outside the district without approval of the Court in the following situations:

- ✓ Vacation trips not to exceed 30 days
- ✓ Employment Searches - Not more than 30 days to investigate reasonably certain employment possibilities
- ✓ Recurring travel outside the district, for work, shopping, or recreation.

You should request permission to travel in advance to allow your probation officer time to investigate your proposed travel plan. After your travel plan is approved, your officer will give you a travel permission document and a copy will be sent to the visiting district.

Parolees

The Parole Commission must approve all foreign travel in advance. A special condition imposed by the Regional Commission prohibiting certain travel shall supercede any general rules relating to travel as set forth above.

COMMUNITY & HOME VISITS

Your probation officer is required to visit you at home and may also visit you elsewhere in the community.

THIRD PARTY RISK NOTIFICATION

As directed by the probation officer, you are required to notify third parties of risks that relate to your criminal record or personal history or characteristics.

You shall permit the Probation Officer to make such notifications and to confirm your compliance with these notification requirements (e.g., If you are convicted of Bank Fraud or Theft and plan to work as a bank teller, you will be required to inform the bank or your employer of your prior conviction of Bank Fraud).

DRUG/ALCOHOL USE

You are subject to random drug and/or alcohol testing.

Use of illicit drugs will be reported to the Court/Parole Commission. Excessive use of alcohol is prohibited and will be reported to the Court/Parole Commission.

You should not frequent places where illicit drugs are sold, used, administered, or distributed.

EMPLOYMENT/EDUCATIONAL REQUIRMENTS

You must be gainfully employed or enrolled in educational and/or vocational training unless excused by your Probation Officer for medical or other acceptable reasons.

Report changes in employment to the Probation Officer within 72 hours.

SPECIAL CONDITIONS

Special conditions are generally imposed by a Judge during sentencing of a new case. However, both the Court and the United States Parole Commission reserve the right to add, delete, or modify special conditions at any time during the course of supervision.

The United States Probation Office for the District of Colorado has several programs to meet your needs. The following is a list of some of the programs:

SPECIALTY PROGRAMS IN THE PROBATION OFFICE

Drug Aftercare
Mental Health Aftercare
Location Monitoring
Workforce Development/Life Skills Program
Community Service

DRUG AFTERCARE

You will be referred to a drug aftercare program if you have a special condition of drug testing and/or treatment. This condition may be on an outpatient and/or residential basis. The Probation Office contracts with various vendors in the District of Colorado to provide services such as individual and group counseling, educational group sessions, anger management, lifestyle and relapse prevention groups, residential treatment services, and urinalysis testing.

We encourage you to attend support groups in the community and you may be referred by your Probation Officer to these community-based groups. A listing of NA/AA meetings may be obtained from your Probation Officer or the Probation Office reception areas.

MENTAL HEALTH AFTERCARE

If you have a special condition of mental health treatment, you will be referred to services to address your mental health needs.

WORKFORCE DEVELOPMENT

The United States Probation Office's Workforce Development, Life Skills Program introduces you to soft skills training that will focus on personal development and empowerment, job readiness, and job retention. You will learn the keys to job searching, resume writing, effective interviewing techniques and how to recognize and overcome personal barriers. You will receive instruction on how to retain a job and advance in your career. You will learn to demonstrate important workplace habits such as dependability, punctuality, and effective communication. And, finally, you will be informed of job fairs and other community resources to assist you in successfully reintegrating into the community.

WORKFORCE DEVELOPMENT GOALS

- Reduce unemployment
- Provide the greatest opportunity to achieve employment and economic self-sufficiency
- Address barriers to employment
- Job search assistance

LIFE SKILLS PROGRAM

- The Life Skills Program will be held from 1:00 p.m. – 5:00 p.m. Wednesday, Thursday, and Friday at the U.S Probation Office in Denver. See your probation officer for start dates.
- Pre-register with your supervising officer
- Services Provided:
 - Application process (written & Internet)
 - Resume preparation
 - Interviewing Skills
 - Job retention

COMMUNITY SERVICE

Community service is unpaid work for a civic or nonprofit organization. This court-ordered condition requires you to perform a predetermined set of volunteer service hours.

You may be ordered to pay a fee to an agency for placement in a community service agency. This fee will also provide you with accident insurance during the time you perform community service.

LOCATION MONITORING

Location monitoring is an alternative to incarceration and usually does not exceed a six-month period. Unless waived by the Court, you will be required to pay for the cost of location monitoring.

This special condition of supervision requires you to abide by the following:

- ✓ Have a telephone line designated for the location monitoring unit only, or have a telephone line that is free and clear of special telephone features (such as call-waiting, three-way calling, voice mail, etc.) and an area designated for placement of the monitoring device.

- ✓ Provide a proposed schedule or changes thereof to the Probation Officer, which may include hours of employment, travel time (time it takes to get to and from employment or scheduled appointments), scheduled medical appointments, treatment-related appointments, etc., at least one week in advance.

NOTE: GPS monitoring may also be required. A Probation Officer will discuss the requirements if this applies to you.

GRADUATED SANCTIONS PROCEDURES

Graduated Sanctions are used to address non-compliant behavior. The following sanctions may be used or sought by the Probation Officer to address non-compliance:

- ✓ Reprimand by the Probation Officer and/or the United States Parole Commission (written/verbal).
- ✓ Three-way conference (Supervising Probation Officer, Probation Officer, and the offender).
- ✓ Modification of conditions (waiver of rights, Court hearing, or parole hearing).
- ✓ Compliance review hearing before a judge to review non-compliance with conditions of supervision.
- ✓ Hearing on Violation of Supervision (before the Court or United States Parole Commission).
- ✓ Request for warrant.

MANDATORY REVOCATION OF SUPERVISION

A violation of the following conditions of supervision will result in mandatory notification to the Court and a revocation hearing:

- ✓ Possession of a Firearm
- ✓ Possession of Controlled Substances: You are prohibited from possessing illegal substances. Possession of illegal drugs is a violation of supervision and will be reported to the Court and/or the Parole Commission.
- ✓ Refusal to comply with drug testing: If you refuse to submit to drug testing and/or treatment, you are subject to mandatory revocation of supervision.
- ✓ Testing positive for illicit drug use: If you submit four positive urine tests in one year, you are subject to mandatory revocation of supervision.

SELECTIVE SERVICE REQUIREMENTS

All males between the ages of 18 and 25 must register with the Selective Service within 30 days of their 18th birthday. Incarcerated men in the above age range are exempt from the registration requirement; however, they must register within 30 days of their release.

Failure to comply with this directive may result in loss of benefits, such as student financial aid, federal and state employment, and job training under the Job Training Partnership Act. In addition, failure to register is a felony offense that carries a fine up to \$250,000 and imprisonment up to five years. You may register on-line at www.sss.gov.

Persons with convictions for criminal offenses punishable by death or imprisonment for a term exceeding one year are ineligible for induction into the military unless a waiver is granted. Individuals on supervision are generally ineligible for military service. A six-month interval between the termination of supervision and acceptance into the military may be required.

JURY DUTY

If you have been convicted in a State or Federal court of a crime punishable by imprisonment for more than one year and your civil rights have not been restored, you are not qualified to serve as a juror in the United States District Court.

By Colorado Revised Statutes, Title 13, Article 71 Colorado Uniform Jury Selection and Service Act, § 13-71-105(3), you are eligible to be a trial juror, but you are not eligible to be a grand juror. However a felony conviction may be a factor the parties consider in determining whether to keep a person.

CAN I VOTE?

Many people in Colorado believe that once you have a criminal record you can never vote.

THIS IS NOT TRUE.

Who is eligible to vote in Colorado?

- People with a criminal conviction who have served their sentence, including parole if required.
- Pretrial detainees in jail
- People currently on probation for either a misdemeanor or felony
- People currently in jail serving a misdemeanor sentence only.

Frequently Asked Questions

I have a criminal conviction in my past, can I vote?

In Colorado, you have the right to vote after you have served your sentence of incarceration. Remember, if you were incarcerated for a felony, any period of parole is considered to be part of your sentence. *The day you complete your parole is the day you become eligible to register and vote.* Probationers and supervised releasees may vote in Colorado.

Will I be notified when I'm eligible to Vote?

No. The right to vote is automatically restored.

What if I was convicted of a crime in another state?

Election law varies from state to state, and your right to vote is determined by the state in which you live. *If you are a resident of Colorado and you have completed your sentence, you can vote.*

If I was convicted of a federal crime, do I have the right to vote in a federal election?

It does not matter if you were convicted in a state or federal court. Once you are eligible to vote in Colorado, you are eligible to vote in both state and federal elections.

DIRECTIONS

From South – I-25 to Lincoln, Lincoln turns into 20th Street, 20th to Stout Street.

From North – I-25 to 38th Avenue & Park Avenue Exit 213, stay on left lane (Park Ave towards Coors Field), Park Avenue turns into 22nd, 22nd to Broadway Blvd, Right on Broadway to Champa, Right on Champa to 20th Street.

From East – Colfax Ave to Lincoln, Right on Lincoln, Lincoln turns into 20th Street, 20th to Stout Street.

From West – 6th Ave to Santa Fe, Left on Santa Fe, Santa Fe turns into Stout Street (Convention Center tunnel), Stout Street to 19th Street.

For directions to the Probation Offices in Grand Junction please call 970-245-5396, Colorado Springs, please call 719-471-3387.