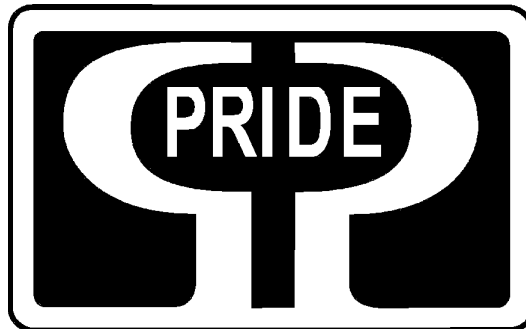


PRIDE Integrated Services, Inc.

Probation Services Handbook

Specifically Prepared for Case #

This handbook has been designed to assist you with meeting the requirements of probation. It provides general information concerning rules, requirements, policies and programs. It is not meant to replace open communication with your Probation Officer or your understanding of your Court conditions. We encourage you to ask questions so you can completely understand what is being required of you and what you need to do to successfully complete the conditions of the Court's sentence. It is your responsibility to be actively involved in this process and to keep us informed of any problems or concerns which might develop during your term under supervision.



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January 1, 2005

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Conditions of Probation

When the Court sentenced you to jail time, which was allowed to be served on probation, you agreed to the terms of probation and the other requirements of the Court. The Sentencing Order and the Conditions of Probation are very important documents because they list all the things the Court expects of you during your time on Probation. This handbook is written so that you can have a better understanding of what you need to do and how you can do it. It does not replace your Probation Officer. You need to discuss any questions with your Probation Officer.

Standard conditions of Probation are dictated by Georgia law and apply to all persons serving time under probation. **Remember that there may be other conditions that are required in your case. Just because you don't see something here or listed in this handbook doesn't mean that it was not specifically ordered in your case. These conditions include the following:**

1. You must inform your Probation Officer **and** the Clerk of the respective Court (State or Superior) if you change your mailing address. You are not allowed to leave Chatham County without the consent of your Probation Officer.
2. Any criminal conduct can be a reason to revoke your probation. Committing any criminal act, **even if you are not convicted in a court of law**, can be a violation of probation.
3. At least once every month during your probation, you are required to report to your Probation Officer. Unless you are told otherwise, you must report in person.
4. You are expected to work at a lawful occupation and support any dependents. If you lose your job, you need to tell your Probation Officer immediately.
5. You are required to pay monthly cost of supervision to Pride every month you are on probation. There are also surcharges that you are required to pay every month, beginning the date of your sentencing. The total amount of cost of supervision and all surcharges will be discussed with you.
6. Unless otherwise ordered, all of your fines and surcharges (including any previously unpaid fines or surcharges) must be paid in full during the first half of your probation or the first six months, whichever is less. Your financial obligations to the court are very complex and will be discussed with you at your intake. If you cannot meet your financial obligations, you will need to complete and file a financial affidavit form.
7. You may not possess or carry any firearms or weapons without the written consent of your Probation Officer. **Never bring a weapon to your probation appointment.** Pride has a "zero tolerance" policy about weapons. Any item that could be used as a weapon is prohibited on Pride property. Any item that could potentially be considered a weapon should be left at home or at work.
8. **Never come to probation under the influence of alcohol or other drugs.** This will violate your probation. The court may require that you not consume any alcohol at all during your time on probation. Otherwise, you cannot use intoxicants to excess or visit places where alcohol, drugs or other dangerous substances are unlawfully sold, dispensed, or used unlawfully. You may not possess or use illegal drugs.
9. Unless you are told otherwise by the court, you are expected to complete all the conditions of your probation during the first half of your probationary period. The court may require that some things be done earlier. Make sure that you understand your "deadlines" for all the conditions of your probation.

Community Service Agreement: The Court requires you complete _____ hours of community service. Community service will be discussed later in this handbook.

Our Probation Officers want to see you successfully complete the conditions of your probation and are here to work with you. But, we are also obligated to notify the Court if you fall short of your agreement. If you violate your probation you can be arrested and sentenced to serve the balance of your remaining sentence in jail. Open communication with your Probation Officer is important in making sure that doesn't happen. In the pages that follow, we will give you general information about many of the Court's common requirements. Some of them may not apply to you, but many of them will. There may also be specific conditions of your sentence that are not outlined here. If you have any questions, talk to us.

Financial Obligations

The Court has set some financial conditions as a requirement of your Probation. These can be complicated because fines also have additional surcharges and fees and can add up quickly. Also, if you have any outstanding financial

obligations to the Court, these old amounts will be added to your current financial obligations. In State Court, you will be required to sign a payment agreement outlining your obligations and setting up a payment schedule. Your Probation Officer will review your payment agreement. Remember that you have to pay all these financial obligations during the first half of your probation period or six months, whichever is less. Pride will monitor your payment of all costs and fees.

Fines and Fees

Must be paid in accordance with your payment agreement with the sentencing Court. Please advise your Probation Officer if you have any questions and provide proof of payments to State Court at every Probation appointment. **State Court** payments are made directly to the Court.

In **Superior Court** only, your Probation Officer will be collecting all fines, fees and restitution. As soon as your sentencing order has been received by Pride, you will be expected to make regular payments. Pride accepts cash and money orders only. Your Probation Officer will determine your payment schedule and you are expected to pay as scheduled.

Restitution:

\$ _____ has been ordered in restitution. Pride does not collect restitution for the State Court. You pay this directly to the Clerk of State Court, per your payment agreement. Pride does collect restitution for Superior Court. These payments must be in cash or money order.

Cost of Supervision:

A fee is due every month for the cost of supervision. In addition to cost of supervision, certain State fees are collected each month. The total amount that you owe in cost of supervision each month is: \$ _____ plus the Georgia Emergency Crime Victim fee of \$ _____/Month. You will pay your Probation Officer once per month. (cash or money order only)

Setting up your restitution and fine payment schedule: State Court will complete a payment agreement that you will sign. It outlines your financial obligations to them and how to make payments. For Superior Court cases, your Probation Officer will receive notice of your fine and restitution obligations and will provide you with information concerning their payment procedures.

You will report to the Clerk of State Court to set up a fine and restitution payment agreement. You need to do this before your first probation appointment and bring a copy of this agreement to your first office visit.

For State Court, you must bring proof of all payments made toward your fines and/or restitution to every probation appointment. Your Probation Officer will verify payments and must advise the sentencing Court if you fall behind on your financial obligations.

Your Probation Officer cannot accept payments for the Court. They must be made directly to the Court. Your Probation Officer cannot change or waive any of your obligations to the State Court or Superior Court. Your Probation Officer can assist you with obtaining a financial affidavit; although, this does not guarantee that your financial obligations will be reduced or waived.

Cost of Supervision and the Victim Fee is due at your monthly probation visit. You are expected to pay your Cost of Supervision and Victim Fee regularly. If you have more than one reporting appointment per month, you only pay Cost of Supervision and Victim Fee once a month. COS and Victim Fee payments can be made by cash, money order or certified check.

If you have financial difficulties that make it difficult for you to pay your monthly Cost of Supervision and Victim Fee, discuss these with your Probation Officer immediately. You will have to complete a financial affidavit in order to be considered for a fee reduction. You will be required to submit proof of income and bills. Even if you can't pay COS and Victim Fee, it is essential that you keep your scheduled probation appointments. It shows that you are making an effort and gives your Probation Officer a chance to assist you with employment and local resources.

Common Questions About Probation

The following are general questions that are often asked of a Probation Officer. These answers are provided as a general guide. It is important to ask your Probation Officer any questions you might have.

What should I bring to my appointment?

- We need you to verify your residence, phone number, place of employment and verify that you have a driver license or State ID card. On your first appointment, bring proof of your residence (utility bill, lease, personal mail, etc.); proof of your employment (pay stub, note from employer), proof of your phone number and your driver license or State ID card. If any of these change during your time on probation, advise your Probation Officer and bring in new proof of the changes.
- Bring in proof of any Community Service hours that you have completed since your last visit.
- Bring proof from the State Court of any payments you made toward your financial obligations, including restitution.
- If you have enrolled in or completed any Court ordered conditions or programs, like DUI Risk Reduction Program, counseling, etc. you must bring in proof. This can be a receipt or letter from the agency or certificate of completion. Your Probation Officer will verify all information.
- *If you are arrested or charged with any offense*, no matter how small, tell your Probation Officer immediately. You may still have to face consequences, but it looks like you are working WITH us when you report this information immediately.

What are the rules for reporting?

You must report on time for all appointments. Everyone has a set date and time scheduled for reporting. This appointment time has been reserved just for you and we do everything possible to see everyone promptly and efficiently. We expect you to keep your appointment. If you find that you need to change your appointment, you must speak directly to your assigned Probation Officer. Requests made in advance will be accommodated whenever possible if you have an emergency or illness that prevents you from making your appointment. Excessive requests to change appointments may be considered as not complying with your probation sentence.

What happens if I miss an appointment to report to Probation?

If you miss your probation appointment, you violate your agreement with the sentencing Court. This can have very serious consequences. Because it is so serious, you must call your assigned Probation Officer as soon as you can after your missed appointment. You must speak to your Probation Officer directly. If possible, you will be given a new appointment. You will be asked to discuss the reason you missed your appointment. Chronic problems with reporting to your Probation Officer can be considered a violation of your probation sentence.

Can I report by mail or over the Internet?

Sometimes, under special circumstances the Court will authorize alternative reporting. People may be given the option of reporting by mail or via the Internet See www.statecourt.org. If this is an option in your case, your Probation Officer will explain the process and the forms involved. It may be ordered in court or requested by you. **Under no circumstances may you report either by mail or the internet without the Court's approval.**

Can I go out of town?

You are required to inform your Probation Officer if you need to travel out of the county. You need to tell them in advance of the trip and be prepared to tell them where you are going, why, and how long you will be gone.

Can I terminate probation early?

As part of your original Sentencing Order, the Court may let you finish your probation sentence early if you meet all of the requirements of the Court's order. If this is an option for you, your Probation Officer will discuss it with you. If it is not an option, you need to report to Probation for the full time ordered by the Court.

What if I can't get everything done in time?

It is your responsibility to complete every obligation that has been set by the sentencing Court. If you are having problems with that, discuss it with your Probation Officer. We will do everything we can to assist you. If you still can't meet the Court's requirements, we are obligated to report that to the Court at your deadline date, the halfway mark of your probation. This usually means a violation of probation petition. Even if you have a violation filed, it is

important that you continue to come to probation and work on all your outstanding conditions. Your Probation Officer would discuss all your options with you at that time.

How much time do I have to get everything done?

The Court will give you certain time limits for getting everything done and you must follow the Court's Order. If you aren't sure, ask your Probation Officer to clarify. At the very least, you need to have *everything* done no later than the end of the first half of the probated period.

If I have a complaint about Probation or my Probation Officer, who should I call? Will I get in trouble if I complain?

We try our best to treat everyone professionally, efficiently and courteously. If you have a problem with your Probation Officer, the best thing will be to tell them what is bothering you. Open communication is important. You don't need to like your Probation Officer, but you do need to have open communication to work with them.

If you feel that you can't resolve your problems with your Probation Officer, ask to speak to the Probation Director. If you cannot resolve the issue or choose not to speak to the Probation Director, you are encouraged to file a grievance report. This form is available at the Probation Office from any staff member. You can make a verbal grievance to the Program Director by calling the office directly. You will not be required to give your name, but it helps us solve the problem if we can know who you are and have your permission to handle it confidentially. You can also submit a written grievance either anonymously or confidentially. If you request it, you will receive a written follow-up within 20 days of your grievance.

You can make a written grievance directly to the Probation Director at the office where you report. If you choose, you can also submit it directly to the Director of Probation Quality Assurance at Pride's corporate office:

Pride Integrated Services, Inc.
Attn: Wanda Joiner
1310 North Congress Ave #200
West Palm Beach FL 33409
(561) 684-2370
Toll Free: 866-76PRIDE [(866)-767-7433]
Fax: 561-684-0069

We will promptly investigate any grievance. You have the right to be advised of any findings or follow-up. Your status on Probation will not be negatively affected just because you filed a grievance. Filing a grievance does not relieve you from your responsibilities to the Court.

What is e-probation and am I eligible?

"E-Probation" means that you report electronically instead of in-person. With the approval of the Judge on a court order, you may have the privilege of reporting electronically by going to **www.e-probation.com**. Even though you report via the Internet, you will still be required to mail all proof of completed conditions to the office.

Your RIGHTS as a Client

1. To have the right to be treated in a respectful and professional manner by all Pride staff.
2. To have the right to ask questions about your case and to expect accurate and clear answers.
3. You have the right to be informed about any changes to the status of your case.
4. You have the right to confidentiality. Information about your case will only be disclosed to appropriate Court personnel.
5. You have the right to be seen by Pride staff in a timely manner and to privacy during your appointments.

Your RESPONSIBILITIES as a Client

You are expected to treat all Pride staff in a courteous manner.

1. You are expected to truthfully answer all questions and to provide all information required to process and update your case.
2. You are expected to be on time for all your scheduled appointments and to notify the office if you are going to be late or unable to attend as scheduled.
3. You are expected to pay for services rendered in a timely manner.

DUI Risk Reduction Program

The Court may require that you attend and complete a DUI Risk Reduction Program. You will need to go through a licensed and approved agency to meet these requirements. You are required to complete this program within 120 days from your Court date. Your Probation Officer will provide you with a comprehensive information sheet that includes licensed programs and current fees.

In general, the DUI Risk Reduction Programs in the State of Georgia require that you complete an assessment and, if recommended, a twenty hour class.

You are required to provide your Probation Officer with proof of completion of the Risk Reduction program. The yellow copy of your certificate of completion will be retained in your probation file.

Victim Impact Panel

The Court usually orders attendance to one Victim Impact Panel on a DUI or Reckless Driving charge. The Victim Impact Panel (VIP) is a one-time, two-hour class. Your Probation Officer will provide you with an information sheet. The VIP session is coordinated through MADD. They have very specific rules concerning participation. MADD will provide you with a receipt that you will need to bring to your next probation appointment. They will notify Pride of all students who attend or miss their scheduled session.

You must pre-register for the VIP class with your Probation Officer. They will tell you where and when to attend the class and advise you of the rules for the class. The cost of the class is set by MADD and is payable in cash.

Failure to attend your scheduled VIP is a violation of your probation. Note that children and guests are not allowed to attend the VIP.

AA Program Attendance

Sometimes part of a Court's Order will include having probationers attend meetings of Alcoholics Anonymous (AA) or similar recovery based program. You will be required to document your attendance on a form that will be given to you by your Probation Officer. At every probation appointment, you will turn in your AA sheet and get a new one.

Substance Abuse Assessment

If the Court orders you to have a Substance Abuse Assessment, you will need to have this completed at a licensed substance abuse program. Your Probation Officer will be able to direct you to a licensed program and give you some idea how much it will cost. They will give you a copy of the "Substance Abuse Referral" form. The Court requires that you complete the assessment and any recommendations for education or treatment.

GED Classes

If you do not have a High School diploma or a High School equivalency certificate, you are encouraged to attend GED classes while on probation. These classes help you prepare for the GED (high school equivalency) test. Your Probation Officer will give you sheets to document your attendance if the Court has ordered it. Even if it is not

Court ordered, your Probation Officer will encourage you to attend classes and can give you the schedule for local GED classes.

Community Service

Some Judges will order you to complete Community Service as a condition of probation. Your Probation Officer will allow you to choose a Community Service site from a list of pre-approved agencies. You must complete your Community Service at one of those agencies.

Unless otherwise allowed by the Judge, Community Service *cannot* be completed at a church, at AA meetings, or by attending GED classes. If you have any questions about your Community Service requirements, ask your Probation Officer for clarification.

Probationers who live outside of Chatham County will be assisted by their Probation Officer in finding an acceptable Community Service site. In general, the following rules apply:

1. It must be a non-profit organization. You will need to get proof of their non-profit tax ID before you start your community service.
2. The organization cannot serve alcohol. This includes many fraternal organizations like the VFW or Elks, etc.
3. Log sheets and time sheets are not acceptable. Proof of Community Service must be on original agency letterhead and be signed. Your Probation Officer will verify those reports.
4. Community Service hours completed *before* the Court ordered Community Service would not be accepted, unless the Court specifically approves them.
5. As noted above, Community Service cannot be completed at a church or by attending AA or GED classes, unless the Court specifically approves this.

Community Service is an excellent opportunity to “give back” to the community. Approved Community Service sites have been screened by Pride and agree to promptly provide proof of hours completed. Prior to beginning any Community Service hours, make sure you complete the *Community Service Placement Referral Form* and *Assignment Form* with your Probation Officer.

Domestic Violence / Anger Management Counseling

The Court may order you to complete an evaluation and any recommended treatment through a Domestic Violence Counseling agency or through an Anger Management program. Because these are different programs, your Probation Officer will give you information concerning the appropriate agency for your case.

In general, the Court orders completion of this type of program as a condition of probation. You will need to receive services through a Court approved agency. Your Probation Officer will advise you of approved agencies and make a formal referral. Probation will verify enrollment, progress and completion. You will also be asked to bring in receipts from payments you have made as additional proof of participation. If you are terminated unsuccessfully from a program or fail to attend classes, you will face negative consequences through the Court.

You will be expected to pay the costs for assessment and treatment to comply with the Court’s order. Also, because it can take several months to complete these programs, you will be expected to enroll very early in your probation.

If you have any questions about this Court requirement, discuss them with your Probation Officer promptly. Remember that these agencies are independent providers and not affiliated with Pride. Your Probation Officer cannot negotiate a “deal” with the agency or control the process that you are required to complete. You will be required to sign a release of information with the Domestic Violence or Anger Management Counseling agency to allow them to report progress to your Probation Officer.

Random Alcohol or Drug Testing

The Court can require that a probationer have random tests to check for recent use of alcohol and other drugs. If this is a requirement in your case, it will be discussed at your first Probation appointment. The Court may order that you do not possess or consume ANY alcohol. This means that you can't consume any type of alcohol, regardless of the type, the occasion or the location. You cannot consume "non-alcohol" beer or wine or consume foods that contain alcohol. You should avoid mouth wash and mouth sprays prior to reporting to your Probation Officer. Testing for alcohol can be conducted at any time during your probated sentence. Two tests will be performed at no charge during your probated period. After that, any test for alcohol will be \$5.00.

Never report to Probation under the influence of alcohol or other drugs. This is a violation of your probation.

The Court may order that you have random testing for other drugs. Preliminary chemical testing is done on-site, with confirmation testing of contested results (if required) completed by another lab. Your first two drug tests will be completed at no charge. Additional tests will cost you \$15.00 each. If you contest the test results and want independent analysis, you will be responsible for the total cost of analysis. In addition to being tested whenever you report to Probation, you can be called between visits and required to report for testing. Refusing a test or failing to comply with time limits would be considered a violation of Probation.

If you live outside of the Chatham County area, you may be required to locate an alcohol or drug testing site near you. You will need to be familiar with their hours of operation and will be responsible for all costs associated with testing. You must give your Probation Officer a daytime number where you can be contacted for random testing. Remember that violating any condition about possession or consumption of alcohol, legal drugs not prescribed to you, or illegal drugs WILL violate your probation.

"No Contact" Orders

Depending on your case, the Court may place you on a "no-contact" order. This means that the Court does not want you to contact or attempt to contact in any way a certain person, persons or address. **From the time you appeared before the Judge until the end of your probated period, this condition is in effect.** You may not call, write, visit, live with, or have someone else contact the person, persons or address identified in your Court order. If communication is necessary, it will need to be coordinated through the Court or Probation and usually involves an approved mediator.

If you have a "no-contact" order and that individual tries to contact YOU, do not agree to make contact with them or return any messages to them. Immediately notify your Probation Officer, even if you are between scheduled appointments. Your Probation Officer will advise you of any steps that you may need to take. A "no-contact" order can only be changed by the Court. Even if the other person wants to have contact with you, violating your "no-contact" order will violate your probation. These situations must be resolved by the Court.