

Case # \_\_\_\_\_

Name \_\_\_\_\_

Probation Office \_\_\_\_\_

Address/Number \_\_\_\_\_

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# 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 stay 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 common 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?

Tell 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 required if you were convicted of certain sex offenses. You will get a copy of the conditions of your probation in writing.

#### **2. Do I have to give a sample for an alcohol/drug test if the judge did not order that I be tested?**

Yes. There is a standard condition of probation that you must submit to “any medical and/or psychological examination, **urinalysis, alcohol and/or drug testing**, and/or counseling sessions required by the Court or the Probation Officer.” The reason for this condition is so that your probation officer can help you get treatment if you have an alcohol or drug problem.

#### **3. Can my probation officer add a condition to my probation?**

Yes. Your probation officer may add conditions if he or she feels that those conditions will help you successfully complete probation.

#### **4. What do I do if I am arrested?**

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

#### **5. Can I travel out of the state?**

You cannot travel out of Connecticut without permission from your probation officer.

#### **6. Can I move to another US state or territory?**

Maybe. There are national rules, called the Interstate Compact for Adult Offender Supervision, that control whether you can move to another state or territory when you are on probation. The state or territory that you want to move to must agree to take over

your supervision before you can move. If you have a reason to move to another state or territory, talk to your probation officer, and, if you are doing well on your probation, your probation officer will look into transferring your probation so you can move.

### **7. 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, and Probation will send you a monthly restitution statement with a payment coupon.

Payments must be in the form of a bank check or money order and mailed to CSSD Restitution Unit, 936 Silas Deane Highway, 3rd Floor, Wethersfield, CT 06109. You must include the payment coupon that Probation sends to you with your payment.

### **8. 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 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 you not to possess any weapons.

### **9. Do I have to give a DNA sample?**

Maybe. If you are required to give a DNA sample, you will get a letter telling you to give a DNA sample. You must 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 you do not, it is a Class D Felony, and it is a violation of your probation.

## **Adult Probation: Frequently Asked Questions**

### **10. 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 of your probation, you may be sentenced to jail.

### **11. 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, tell your probation officer immediately.

### **12. Where do I do 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 you can do your community service.

### **13. What if I have to attend a victim impact panel (VIP)?**

If the judge has ordered you to attend a VIP, your probation officer will give you information about VIPs and when you have to go. On the date that you are scheduled to attend the VIP, you should check the Mothers Against Drunk Driving (MADD) website to make sure that the VIP has not been canceled. **Do not call the VIP location or MADD directly.** For the MADD website, go to <http://www.madd.org/local-offices/ct/>.

## **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. If you are required to register as a Deadly Weapon Offender and you do not, it is a Class D Felony, and it is a violation of your probation.

### **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. If you are required to register as a Sex Offender and you do not, it is a Class D Felony, and it is a violation of your probation.

### **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. If you are required to have an IID installed, and you drive a car that does not have an IID, you face the same criminal penalty as you would for operating a motor vehicle with a suspended license, and it is a violation of your probation.

## **Adult Probation: Frequently Asked Questions**

### **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?**

Yes. 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. Are there services for veterans?**

Yes. If you are a veteran, you can ask your probation officer about services for veterans, and your probation officer can refer you to the state and/or federal Department of Veterans' Affairs for services that are available to veterans.

#### **4. 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.

#### **5. 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.



## **6. 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>. 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.

## **Other Probation Supervision Information:**

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

If your case is being monitored by the Administrative Monitoring Program, you will not be required to report to a probation officer, but 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 Administrative Monitoring Program.

### **2. Can I finish my probation early?**

Maybe. State law allows certain sentences of probation to 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 following 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 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 are on probation, you can apply to CSSD for a Certificate of Employability. If CSSD grants your application, 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?**

If you are on probation, 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. Once you complete your probation, if you want to apply for a Certificate of Employability, you must apply for one from the Board of Pardons and Paroles. CSSD cannot issue Certificates of Employability to anyone other than individuals who are currently on probation.

## **Pardons:**

### **1. What is a pardon?**

A pardon is something issued by the Board of Pardons and Paroles (BOPP) that works to cancel out your conviction and allows the records related to that conviction, including police and court records, to be erased (made non-disclosable to anyone but you) as long as the BOPP makes the pardon “absolute” (with no conditions). If you get an absolute pardon from the BOPP, you can say, even under oath, that you were never convicted of the crime that was pardoned.

### **2. Am I eligible for a pardon?**

You may be eligible for a pardon if enough time has gone by since your last conviction, and you do not have any criminal charges pending in Connecticut or anywhere else. You must wait at least three years after your last misdemeanor conviction and at least five years after your last felony conviction before you are eligible for a pardon.

### **3. How do I apply for a pardon?**

If you want to apply for a pardon, you must send an application to the BOPP. Your probation officer does not have the authority to grant a pardon. At the end of your probation, your probation officer will give you information about applying for a pardon. Or, you can get information about applying for a pardon at the BOPP website: [www.ct.gov/bopp](http://www.ct.gov/bopp), or you can contact the BOPP by phone at (203) 805-6643 or by e-mail at [ct.bpp@ct.gov](mailto:ct.bpp@ct.gov).

## **Adult Probation: Frequently Asked Questions**

### **Rights While on Probation:**

#### **1. Can I vote?**

Maybe. If you want to vote, you must be registered in the town where you live. If you were incarcerated before you went on probation, you may have to get your voting rights back before you can register to vote. 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, color, age, religion, sex, gender identity or expression, sexual orientation, marital status, place of birth, ancestry, or disability.

#### **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 a complaint, or you can ask for 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 or a grievance.
- Filing a complaint or a grievance does not excuse you from continuing to follow all of your conditions of probation.

## Tips for Success

- Review and understand all of your conditions of probation. If you have questions, ask your probation officer.
- 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, Broad Brook, Canton, Collinsville,  
East Granby, East Windsor, Elmwood, Enfield,  
Farmington, Granby, Hartford, Simsbury, Suffield,  
Tarrifville, Unionville, Weatogue, West Hartford,  
Windsor, and Windsor Locks.

### New Britain

20 Franklin Square  
New Britain, CT 06051  
(860) 515-5035  
FAX: 860-515-5060

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

## REGION 2

### Torrington

30 Peck Road  
Torrington, CT 06790

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).

**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**

108 Valley Street  
Willimantic, CT 06226  
(860) 423-6318  
FAX: (860) 423-1906

## **Probation Office Directory (Including Towns Serviced)**

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.

# NOTES

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## Get Information about Services in the Community

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

**Go Online:** [www.211ct.org](http://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/](http://www.jud.ct.gov/ADA/).

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[www.jud.ct.gov](http://www.jud.ct.gov)

JDP-AP-136 (Rev. 6/17)

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, 54-108f, 54-251, 54-252, 54-254, 54-280, P.B. § 43-29, 21a-408 et seq. and 54-130e