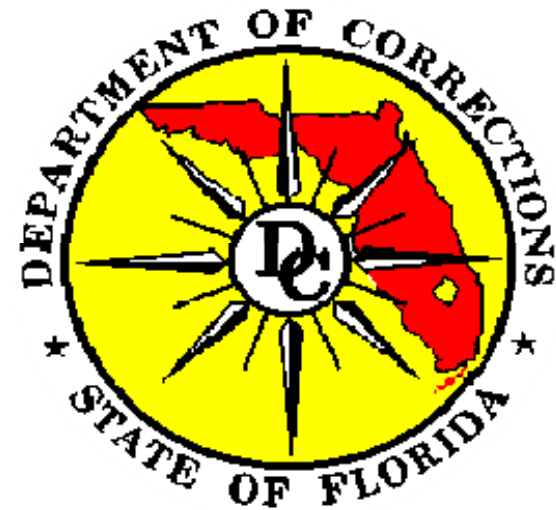


HOW TO SUCCEED ON SUPERVISION



"We Never Walk Alone"

COMMUNITY CORRECTIONS

MARCH 2011

Introduction

This handbook was developed to introduce you to the Florida Department of Corrections' mission, goals, and responsibilities. Whether this is your first encounter with the Department or you've been supervised or incarcerated before, you need to take a few minutes to read this material with your family and significant others.

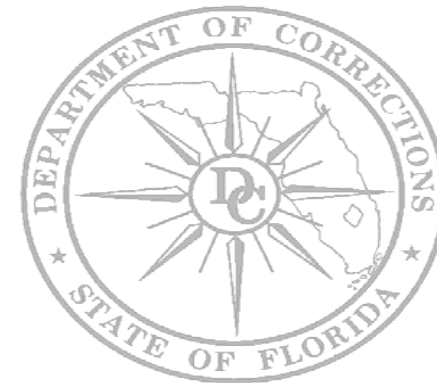
A lot has changed in the past couple of years with the Department and within Community Corrections. Although our number one priority and responsibility is public safety, the Department is committed to assisting you in successfully completing supervision.

In order to accomplish this, we need *your* cooperation and compliance with conditions of supervision, commitment to make the right choices, and mutual respect.

This handbook will explain what is expected of you while on supervision, what you can expect from your officer, and how you can benefit from this experience.

THE FLORIDA DEPARTMENT OF CORRECTIONS MISSION STATEMENT

To protect the public safety, to ensure the safety of Department personnel, and to provide proper care and supervision of all offenders under our jurisdiction while assisting, as appropriate, their reentry into society.



“We Never Walk Alone”

Grievance Process

- This explains the process you must use if you have a complaint or concern with your supervision or your officer.
- You were provided with a copy of the grievance process during orientation and the grievance process is posted in the lobby.

Residence and Employment Changes

- You must obtain the approval of your probation officer before you change your residence or employment.
- If you are a sex offender, you will need to provide your officer with an emergency/evacuation address prior to the emergency.

Termination of Supervision

- Your officer will review your scheduled termination date and if you are not a sex offender, you may be eligible to be recommended for an early termination once the required criteria is met.



OFFICE OF COMMUNITY CORRECTIONS MISSION STATEMENT

To enhance public safety, through ensuring appropriate community supervision of offenders, recommending proportionate graduated sanctions when reporting violations in lieu of prison when appropriate, providing assistance to victims, conducting thorough investigations for the court, and reducing crime by assisting offenders with their reentry into society.

ROLE OF THE PROBATION OFFICER

Your probation officer must balance many responsibilities in order to accomplish the Department's mission and goals. These include:

- Review and explain conditions of supervision imposed by the court or commission;
- Meet with you to help you figure out what you will need to complete these conditions as required;
- Help you develop goals and timeframes for self improvement;
- Make appropriate referrals to community resources and services available to satisfy special conditions ordered and to assist with self improvement programs;
- Monitor your compliance with conditions of supervision to keep you on track;
- Meet with you to review your progress with self improvement programs;
- Provide encouragement and positive feedback for good performance and behavior;
- Provide further instructions or warnings when necessary in order to keep you headed in the right direction;

- Report violations of the law or noncompliance with conditions of supervision to the court/commission as required;
- Visit you at your residence, employment site, treatment provider site, community service work site, or any other place in the community; and

Work with your family, employer, teacher, treatment provider, and other significant others who may provide some form of support to help you succeed.

YOUR RESPONSIBILITIES WHILE ON SUPERVISION

Your main responsibilities while on supervision are very simple – Comply with your conditions of supervision and stay out of trouble!

You will also need to:

- **Report as directed** by your officer;
- **Communicate with your officer** – ask questions if you do not understand something;
- **Ask for help** if you need help;

GENERAL INFORMATION

Probation Office Hours

- 8am to 5pm Monday through Friday
- Ask your officer what the extended office hour schedule is. It should also be posted in the lobby.

Reporting Requirements

- Sign in each time you report
- Avoid bringing kids in with you
- Allow time to talk to your officer and for possible drug test

24 Hour Phone Number for After Hour Emergencies Provided by your officer and posted in the lobby

- For emergency phone calls only

Permission to Travel

- You must request permission from your officer to travel outside your county of residence including
 - Purpose of trip
 - Location/name/address of destination
 - Method of travel
 - Phone number of destination and contact
 - Length of stay
 - Person accompanying you, if applicable
- You must discuss plans to travel out of state with your officer
- Permission to travel can be denied due to several reasons – your officer will discuss further with you.

Payments

- Your officer will explain the payment process
- We do not accept cash or payments in the office

Employment

- Unless you are retired, disabled, or are a full time student, you will be expected to work full time at legitimate employment.
- You are required to tell your employer that you are on supervision – Your officer must contact your employer as well.

HOW TO SUCCEED ON SUPERVISION

Probation Officers have access to information and contacts that can assist you with employment, education, treatment, counseling, housing, medical, finances, etc. but they can't help you if you don't tell them what you need or are not willing to follow through with referrals they give you.

Remember, honest and open communication with your officer is essential for your success.

Take one-step at a time to make self-improvements and set achievable goals during a realistic timeframe.

Ask a friend, family member, church member, or employer to be a mentor – someone you can talk to when times are rough or you need encouragement, support, or advice to keep you headed in the right direction.

Although each probation officer has their own unique personality and supervision/management style, they are all committed to treating you fairly, offering you the same opportunities to take advantage of the services and resources available to assist you in complying with conditions of supervision and improving your chances of succeeding after release.

The rest is up to you – make the right choices and you will succeed.

- **Follow instructions** given by your officer – call your officer if you are having problems meeting the requirements of the instructions;
- **Report any expected or anticipated changes** in residence, employment, contact with law enforcement immediately to keep your officer informed of your activities and whereabouts;
- **Take responsibility** – you are on supervision – not your parents or your spouse, so don't have your mom or wife call for you to ask questions;
- **Discuss concerns calmly and respectfully** with your officer to resolve these as soon as possible;
- **Work with your officer to develop goals and objectives** that you agree to participate, which will assist you in areas of self improvement, including a better job, education, vocational skills, parenting skills or family/marriage counseling, AA or NA meetings, changes in social life or residence, etc.;
- **Be open-minded to suggestions and to change.** One thing is for sure - if you keep doing everything the same way, nothing will change.
- **Keep a good, positive attitude!**





WHAT WILL HELP YOU SUCCEED?

We want to make sure this is your last encounter with the law or the Department of Corrections. There are several issues that will impact your success, both during the supervision period and after release, including:

- **Employment** – a job is essential (sometimes you need 2 jobs temporarily to meet your obligations)
- **Substance Abuse Counseling** – if the judge ordered this – you must comply; but if the judge didn't order this and you have a drug or alcohol problem, then ask your officer to refer you for help - before you test positive and it has to be reported to the court/commission as a violation.
- **Mental Health Counseling** (including anger management, family/parenting/marriage counseling) Ask for help before you end up hurting someone or losing your family due to divorce.
- **Physical Health** – ask your officer for referrals if you don't know where to go for help with other health issues that may be impacting your ability to work or take care of yourself or family.
- **Income** – Don't be satisfied with just getting by week to week, ask for help with referrals for better jobs, vocational skill training, education, or classes that will help you manage your finances and prepare for future expenses or improvements.
- **Housing** – If you live in a high crime area, work towards a better plan.
- **Support from Family and Friends** – Temporary help from family and friends will give you the opportunity to save and get in a better position to become self-sufficient.
- **Good Influences** – Surround yourself with friends/family who are good influences. Cut ties with others.
- **Education** – Everyone can benefit from education, whether it's completing high school, GED, college, or trade schools – they all lead to improved knowledge, skills, jobs, and income.
- **Public Attitude and Opinion** – You may have some resistance from potential employers, neighbors, or the public in general due to your charges or supervision status. Don't get discouraged or feel sorry for yourself– take ownership for your past actions and show remorse for the victim or for those who were impacted. Maintain a good, positive attitude and people will see that you are working towards changing and making amends.

WHAT WILL HELP YOU SUCCEED?

(CONTINUED)



- **Resources Available in the Community** – Resources in the community vary from one location to another. See the Community Resource Directory on the Department's Public web site for you and officers to refer to for resources. This is the site: <http://www.dc.state.fl.us/ccr/index.html>
- **Statutory Restrictions Regarding Employment and Residence** – If you are a convicted felon or a sex offender, you will have statutory restrictions that your officer will explain further. Your officer will provide further information regarding restoration of civil rights and temporary sex offender residences that have been found to be in compliance with statutory restrictions to assist you in these areas.

PERSEVERANCE, A POSITIVE NEW ATTITUDE, AND INITIATIVE to turn your life around – Take advantage of the help you will receive from your officer to guide you in the right direction. Don't let pride get in the way of asking for help – everyone needs help at some point.

