

# COCONINO COUNTY ADULT PROBATION

## PROBATIONER'S HANDBOOK



### *Mission Statement*

The Mission of the Coconino County Adult Probation Department is to create a safer community by reducing the number of future crimes thereby reducing the number of future victims. This is to be accomplished by providing to our clients individualized programming and supervision to include:

- Cognitive-Behavioral education, treatment and supervision based upon individual assessment of risk and need
- Restorative justice to the community and victims
- Community and client involvement and collaboration
- Effective and quality based methods of supervision
- Measurable processes and outcomes

### *Vision Statement*

The Coconino County Adult Probation Department is committed to maintaining a positive work environment while evolving into an evidence based community corrections agency.

### *Purpose of Handbook*

This handbook has been prepared to help you be successful on probation and answer some commonly asked questions.

### *What is Probation?*

- There are several types of probation, with the most common one being supervised probation
- The Court will require you to follow a set of conditions that outlines expectations
- The person granted probation is typically supervised by a probation officer who assists in behavioral change and reports your progress and actions to the Court
- Probation provides you with an opportunity to make positive changes in your life
- Most probation grants include participation in counseling and programs of assistance
- Probation grants also typically include financial responsibilities such as court fees and restitution.
- Throughout your time on probation, you and your probation officer will work together in achieving your goals

Many people on probation have personal challenges, such as drug abuse, lack of job skills, or relationship problems. Making positive changes can help you complete probation, avoid another arrest, and find greater satisfaction and success in life.

### *Assessment & Your Goals*

Before sentencing or at the beginning of your supervised probation term, an assessment is completed to help identify areas in which you may need assistance. You and your probation officer will go over the results and talk about your goals.

During ongoing visits, the two of you will talk about your progress and challenges. Every six months you will review and update your plan of action.

### *What to Expect When You Have Contact With Your Probation Officer*

Your Probation Officer:

- Is interested in how you are doing at home, work, and treatment.
- Will be seeing you at your home on a regular basis if you are on supervised probation
- May also pay you a visit at your place of employment or treatment

You can expect your Probation Officer to:

- Treat you with respect and dignity
- Be fair and impartial
- Be available to you by phone or in person within reason
- Discuss your activities and progress
- Communicate with the Court about your progress on probation and your compliance with the conditions of probation

***Talk with your probation officer if you have any questions or need help in reaching your goals. Open communication is important if you want to succeed.***

## *Security*

For your safety as well as all visitors and employees, we ask that you not bring boxes and packages, etc. into the office if at all possible. We also ask that you not bring children into the office with you; this is not a place for children. Weapons and items that could be used as a weapon are prohibited.

In keeping with the values of Coconino County Adult Probation, in treating all people with dignity and respect, we ask that you refrain from inappropriate or abusive language and behavior.

## *Contact with Your Probation Officer*

The frequency and nature of contact (such as office visits, home visits, telephone calls, family contacts, job site visits, or treatment provider contacts) will depend on a variety of factors.

After you sign in to see your probation officer, you may need to wait as your probation officer is also helping others who report during the day. You may want to bring a pen or pencil and paper to write questions, thoughts, and ideas while you wait.

## *What If I Have Family Members or Friends Who Want to Help Me?*

An important part of your success will be support from your family and friends. You and your probation officer will discuss ways in which you, your family, or your friend(s) can work together to help you succeed.

## *What Documents Should I Have Available?*

There are some important documents your probation officer will ask you to make available in order to show your progress. These may include, but are not limited to, the following:

- Employment/Disability verification
  - Residence verification
  - Financial records
  - Vehicle information
  - Personal identification such as:
    - Passport
    - Birth Certificate
    - Visa
  - Documents showing proof of attendance or completion of treatment programs, vocational classes, or education programs
  - Medication information (i.e. prescriptions or the actual bottle of medication)
  - Community Restitution hours
  - Any additional information you would like to share and/or requested by probation
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***Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome.***  
~ Booker T. Washington

## *What is Community Restitution?*

Community Restitution is labor performed by adult probationers throughout Coconino County for the benefit of both the community and the probationer. The Community Restitution Program (CRP) was established to assist you with completing your Court ordered community restitution hours. The program partners with over 300 government agencies and nonprofit organizations. Types of work you may perform include general labor, landscaping, building maintenance, janitorial services, sewing, or clerical duties. You may also receive credit for attending approved education classes, treatment programs, or trade schools, including obtaining your GED – ask your community restitution coordinator or probation officer about the possibilities.

## *How do I Get Involved in Community Restitution?*

Before you begin community restitution, you will need to register by participating in a brief interview. Please call the Community Restitution Coordinator to register and arrange for an interview:

(928) 679-8432

## *What is an Undesignated Felony?*

An undesignated offense is considered a felony until successful completion of probation. If you complete Court requirements and achieve your goals on probation, the Court may designate the offense a misdemeanor.

## *Can I be Released From Probation Early?*

Yes! Early termination from probation is a possibility when you make positive progress toward case plan goals and comply with your Conditions of Probation. However, the final decision is always up to the Judge.

## *What Is Earned Time Credit (ETC)?*

Some probation grants are eligible for Earned Time Credit. You could be eligible to earn twenty days credit for every thirty days completed on probation provided you meet your case plan goals and you remain current with both monthly Court ordered payments and community restitution hours. As an example, every six months you could earn up to 120 days credit, which is four months off your original expiration date and four months of not paying Probation Service Fees.

## *What is a Case Plan?*

Every six months your probation officer will assist you in making a case plan. The case plan is an outline of your goals, along with the strategies to achieve them. When you meet with your probation officer, you will want to provide the documentation that supports your achievements, such as certificates of program completion, paystubs, or attendance records at school.

**Eighty Percent of Success is  
Showing Up.  
~ Woody Allen**

## *What if I Have a Complaint Regarding Probation?*

1. Talk to your assigned probation officer and exercise open communication.
2. If your questions cannot be resolved with your probation officer, please speak with the front desk staff and leave a message for a supervisor to contact you.

Coconino County Adult Probation  
222 East Birch Avenue  
Flagstaff, AZ. 86001  
(928) 679-8400

## *How to Restore Civil Rights*

A conviction for a felony suspends many civil rights. When you are nearing completion of probation, or after completion, you may contact the Coconino County Law Library for assistance.

Coconino County Law Library  
200 North San Francisco Street  
Flagstaff, AZ. 86001  
(928) 679-7540

## *What to Expect when you have been sentenced to Adult Probation?*

If you have been sentenced to *Intensive Probation, Standard Probation, Standard Probation but reside in another State* or *Standard Probation but reside in another County* report immediately to: (Please bring your Conditions of Probation with you.)

Coconino County Adult Probation  
222 East Birch Avenue  
Flagstaff, AZ. 86001  
(928) 679-8400

## *If Serving a Jail Sentence While on Probation*

Depending on the length of your jail sentence, you may be assigned an in-house probation officer. He/She will review your Conditions of Probation with you, answer any questions, and help you prepare for your reentry back into the community. Prior to your release from jail, you will be given specific reporting instructions for whom to contact once you are released.

## *If Participating in the Work Furlough Program*

Work Furlough gives probationers the opportunity for supervised return into the community through employment. A Judge may order someone into WF, or the Adult Probation Department may screen someone into the program. Regardless, a participant must meet jail classification and medical clearance to be allowed to participate. For additional information call:

Pretrial Services/Work Furlough  
(928) 679-8460

## *How to report a crime*

If you, or someone you know, is a victim of a crime the Adult Probation Department encourages you to make a report to law enforcement. Victim/Witness Services for Coconino County can talk with you about your option to make a report, what your rights are as a victim of crime and information about available resources. For additional information call:

Victim/Witness Services  
for Coconino County  
(928) 679-7770

