HOW TO SUCCEED ON SUPERVISION

Whether this is your first encounter with the Department or you've been supervised or incarcerated before, please take a few minutes to read this material that could help you in completing supervision successfully. This information is also available on our DC Public Website to share with family at Community Corrections – Forms.

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 through monitoring and enforcement of conditions of supervision, the Department is also committed to rehabilitation and assisting you in successfully completing supervision. In order to accomplish this, we need *your* cooperation and compliance with conditions of supervision, *your* commitment to make the right choices, and *your* agreement to open communication and mutual respect.

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

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 in order to complete these conditions as required;
- Help you develop goals for self-improvement that will continue to benefit you even after supervision is successfully completed;
- 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 and provide guidance when needed;
- Meet with you to review your progress with conditions of supervision and 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 primary responsibilities while on supervision are to comply with supervision conditions ordered and stay out of trouble. In addition, you must:

- **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;
- **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 or employment and report any 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 parents or spouse call for you to ask questions, permission to travel or request changes to instructions given by your officer;
- **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 locating employment, a better job, education, vocational skills, parenting skills or family/marriage counseling, support 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 and the Department of Corrections. There are several things 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 and get out of debt)
- **Substance Abuse Counseling** –If the judge ordered counseling – you must comply; however, if the judge didn't order this and you have a drug or alcohol problem, then ask your officer to refer you for help. Be proactive and ask 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 your family.
- **Income** – Don't be satisfied with just getting by week to week or having to rely on others. 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 or are living with people who will negatively influence you, 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; Find a mentor who will provide moral support, guidance, and encouragement.
- **Good Influences** – Surround yourself with friends and family who are good influences. Cut ties with others.
- **Education** – Everyone can benefit from education, whether it's completing high school, obtaining a GED, attending college or trade schools – they all lead to improved knowledge, skills, jobs, and income.
- **Making Amends** – 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 including family members who have suffered due to your actions. Maintain a good, positive attitude and people will see that you are working towards changing and making amends.
- **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 family members to refer to for resources. This is the site: Resource Directory

IT WILL TAKE PERSEVERANCE, A POSITIVE NEW ATTITUDE, AND INITIATIVE to turn your life around – Take advantage of the help you will receive from your officer and others 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. Take one-step at a time to make self-improvements and set achievable goals during a realistic timeframe.

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.

Honest and open communication with your officer is essential for your success.

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.

GENERAL INFORMATION

Probation Office Hours

- 8am to 5pm Monday through Friday; Ask your officer if there are extended office hours beyond this schedule.

Reporting Requirements

- Save time by completing your report prior to reporting; Bring other required information with you as instructed, e.g. pay stub, community service hour documentation, job search log, support group meeting log, driving log, etc.
- Sign in each time you report; Avoid bringing kids in with you; Allow time to talk to your officer and for possible drug test

Forms, Information and Resources Available Online

- Forms used for reporting and other information and resources are available at Community Corrections – Forms

24 Hour Phone Number for After Hour Emergencies

- Provided by your officer and posted in the lobby, for emergency phone calls only

Residence and Employment Changes

- You must obtain the approval of your probation officer before you change your residence or employment.

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.

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 and receive permission prior to travel
- 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, review your payment schedule, and discuss incentives for early payoff

Complaint/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 complaint/grievance process during orientation, and it is also posted in the lobby.

February 11, 2026