SUCCEEDING ON COMMUNITY CONTROL

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 Community Control supervision successfully. This information is also available on our DC Public Website to share with family at Community Corrections – Forms.

A lot has changed with the Department and within Community Corrections over the years. Although our number one priority and responsibility is public safety through monitoring and enforcement of conditions of supervision, the Department is also very committed to rehabilitation and assisting you in successfully completing supervision. In order to accomplish this, we need *your* cooperation and compliance with conditions of Community Control, *your* commitment to make the right choices, and *your* agreement to open communication and mutual respect.

This summary will explain what Community Control supervision is, what you can expect from your officer, what is expected of you while on supervision and what will help you succeed.

WHAT IS COMMUNITY CONTROL?

The Community Control supervision program was created as a diversion to incarceration or imprisonment; therefore it is an intensive supervision program where you are confined to your home unless you are working, attending school, performing public service hours, participating in treatment or another special activity that has been approved in advance by your officer. The program was designed to build accountability and responsibility along with providing a punishment alternative to imprisonment. While on Community Control supervision (also known as "house arrest") you will not be allowed to leave your home to visit family or friends, go out to dinner or to the movies, go on vacation, or many of the other activities you are used to being able to do. Community Control can be difficult to remain at home as required, but it does allow you to continue to work to support yourself and your family or attend school in lieu of being incarcerated and away from loved ones.

KEY CONCEPTS FOR SUCCESSFUL SUPERVISION ON COMMUNITY CONTROL

You are required to report weekly to meet with your Community Control Officer. You will be required to complete a Community Control Offender Schedule and Daily Activity Log each week to provide your officer with your proposed schedule for the week, which your officer will review and approve. You will also be required to provide an hourly accounting of your whereabouts for the prior week to ensure you did not deviate from your pre-approved schedule.

The majority of your time on the approved schedule will be listed as your residence or home, since this is where you are required to remain unless prior permission is given by your Community Control Officer for you to leave to do specific, approved activities. If you live in a house, your residence/home may include the grounds unless your officer instructs otherwise. If you reside in an apartment complex, mobile home community, or other similar multi-residence setting, you are confined to your apartment, mobile home, or condo. Your residence does **not** include shared common areas such as:

- Recreational facilities
- Swimming pool area
- Complex business office
- Laundry facilities
- Mail area

A condition of Community Control supervision requires **confinement to your approved residence** except for one-half (1\2) hour before and after your approved:

- Employment hours;
- Treatment appointment
- Public service work, or
- Other approved activity by the Community Control Officer.

Employment - Any travel required as a part of the job requirements will be verified and approved in advance. Unexpected travel or extended hours required by your boss must be communicated to your Community Control Officer immediately for approval to change your schedule.

Requesting permission to leave your approved residence for other reasons - Your officer will:

- Request **specific** information from you concerning the reason(s) and circumstance(s) which are the basis for your request.
- Question you as to the actual need and your responsibilities.
- If approved, your officer will determine the amount of time required to accomplish the task(s).
- Travel from your residence to your approved location will be limited to a **reasonable commuting time**.

Shopping - Is restricted to obtaining necessities that cannot be obtained by other family members or roommates. Quick trips to the store for milk, cigarettes or diapers are **not** allowed unless approved by your Community Control Officer. You will need to provide receipts from the approved shopping trips so trips can be checked against your daily logs.

Church - Religious expression will be limited to worship services and religious instruction only, and does not include: recreational or social events (following services or separate), choir practice, fundraising or other activities, unless approved in advance by the sentencing or releasing authority. A church bulletin can be provided to your Community Control Officer to be checked against your daily logs.

Trips/Holidays – Trips to friends or family member's homes, even for the observation of holidays or birthdays are **not** allowed.

Other appointments/activities –

- You must tell your officer in advance of a dentist/doctor appointment when reporting with your schedule. Verification of the doctor visit can be a receipt or note from the doctor.
- You will be given permission to get your hair cut, but must provide the name and address of barber/beauty salon and bring a receipt to show proof.

If an activity is not on your approved schedule you cannot do that activity. There may be unforeseen emergency/urgent or medical situations. If the situation is a serious medical situation (life or death), you should call 911 then make contact with your Community Control Officer as soon as possible after seeking the needed assistance. You will be required to provide documentation to your officer of any emergency situation.

Provide a copy of this information to your family members so that they understand what Community Control supervision involves and the restrictions that will be imposed on you during your term of supervision.

Communicate any concerns or questions you have with your officer. The Department of Corrections is committed to you successfully completing your Community Control supervision.

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.

Office Visit Tips

- Arrive a few minutes before your appointment
- Dress appropriately
- Be prepared to submit to a drug test (which may take a few minutes)
- Have your schedule and daily activity log filled out before you arrive
- Have your monthly Supervision Report filled out before you arrive
- Leave children at home

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, including being on Community Control which confines you to your residence – 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.