

# **Pride Integrated Services, Inc.**



**[www.aboutpride.org](http://www.aboutpride.org)**

## **Probation Services Handbook**

**This brochure has been designed to assist you with meeting the requirements of probation. It provides general information concerning rules, requirements, policies and programs. It is not meant to replace open communication with your Probation Officer. It is important that you understand the conditions of your probation and you are encouraged to ask questions. It is your responsibility to satisfy the requirements of your case and we are here to give you the information, instructions and assistance needed for your successful completion. It is important that you discuss any concerns with your probation Officer and that you keep us informed of any problems that may develop during your probation supervision.**

**“Agents of Justice – Agents of Change”**

**Pride Integrated Services, Inc.**  
**836 East 65<sup>th</sup> Street**  
**Building 19, Medical Arts Center**  
**Savannah, GA 31405**  
**Telephone: (912) 356-0041**  
**Fax: (912) 356-0043**

Pride offices are closed on most Court holidays. Your Probation Officer will advise you of our current office hours and your reporting options.

### **Conditions of Probation**

The Court has allowed you to serve your sentence on probation instead of in jail because you have agreed to comply with certain conditions of probation in addition to other requirements of the Court. The Sentencing Order and the Conditions of Probation are very important documents because they list all the things the Court expects of you during your time on Probation. This handbook is written so that you can have a better understanding of what you need to do and how you can do it. It does not replace your Probation Officer. You need to discuss any questions with your Probation Officer.

Standard conditions of Probation are dictated by Georgia law and apply to all persons serving time under probation.

1. You must inform your Probation Officer and the Clerk of the respective Court (State, Superior or Thunderbolt) if you change your mailing address. You cannot leave Chatham County without the consent of your Probation Officer or the Court.
2. You must stay out of trouble. Do not engage in any illegal activity and do not associate with people or places where illegal activity is conducted. Any criminal conduct (even if you are not convicted in a court of law) can revoke your probation.

3. You must report to Probation as instructed. Failure to report on time is a serious matter and can result in a violation of probation. Make sure you know when and where you are to report and contact your Probation Officer if you have any questions regarding your scheduled appointment.
4. You are required to work at a lawful occupation and support any dependents. If you need help finding employment, there are resources in the community. Ask your Probation Officer for additional information. If you lose your job, you need to tell your Probation Officer immediately.
5. You are required to pay a cost of supervision fee to Pride for each month that you are on probation. There are also surcharges that you are required to pay on a monthly basis. Your Probation Office will advise you of the total fee amount due each month.
6. Unless otherwise ordered, all of your fines and surcharges (including any previously unpaid fines or surcharges) must be paid in full during the first half of your probation or the first six months, whichever is less. Your financial obligations to the court are very complex and will be reviewed with you during your probation intake appointment
7. You may not possess or carry any firearms or weapons without the written consent of the Court. **Never bring a weapon to your probation appointment.** Pride has a “zero tolerance” policy about weapons. Any item that could be used as a weapon is prohibited on Pride property. Any item that could potentially be considered a weapon must be left at home or at work.

8. **Never come to probation under the influence of alcohol or other drugs.** This will violate your probation. Everyone on probation is prohibited from using illegal drugs and the court may require that you not consume any alcohol at all during your time on probation. You cannot use intoxicants to excess or visit places where alcohol, drugs or other dangerous substances are unlawfully sold, dispensed, or used unlawfully. You may not possess or use illegal drugs.

**Remember, we are here to assist you. If you need help with drugs and / or alcohol, please talk to your Probation Officer. We can help.**

9. Unless otherwise ordered by the court, you must complete all the conditions of your probation during the first half of your probationary period. The court may require that some things be done earlier. Make sure that you understand your “deadlines” for all the conditions of your probation.

Our Probation Officers want to see you successfully complete the conditions of your probation and are here to work with you. But, we are also obligated to notify the Court if you fall short of your agreement. If you violate your probation, you may be arrested and sentenced to serve the balance of your remaining sentence in jail. Open communication with your Probation Officer is important in making sure that does not happen.

In the pages that follow, we will give you general information about many of the Court’s common requirements. Some of them may not apply to you, but many of them will. You will also have specific or unique requirements, which will be reviewed with you individually. If you have any questions, remember to discuss them with your Probation Officer.

## **Financial Obligations**

The Court has set some financial conditions as a requirement of your Probation. These can be complicated because fines have additional surcharges and fees and can add up quickly. Also, if you have any prior unpaid financial obligations to the Court, these old amounts will be added to your current charges. Your Probation Officer will review your obligations with you.

Remember that all court fees and restitution must be paid during the first half of your probation period or six months, whichever is less.

You are obligated to pay your fees consistently each month. If you are having financial difficulties, discuss them with your Probation Officer. You may be asked to complete a financial affidavit and provide verification of your income and expenses in order for us to properly assess your financial abilities.

You must always keep your scheduled probation appointments even if you are unable to make the required monthly payments. Consistent reporting shows that you are making an effort and gives your Probation Officer a chance to assist you with employment and local resources.

## **Cost of Supervision**

There is a monthly Cost of Supervision fee associated with your Court ordered probation agreement. Your probation fees (cost of supervision) are paid on a monthly basis and payments are accepted by cash, money order, credit card, and personal check (State issued ID required for checks).

## **Additional Monthly State and Court Fees**

In addition to cost of supervision, certain State and Municipality fees are collected each month. Your Probation Officer will inform you of the monthly fees associated with your case. The fees are assessed per month and not per visit. There is no additional fee imposed if you report more than once during the month.

**All State, Court or Victim fee payments  
must be paid by cash or money order only.**

**State Court**

State Court requires that you complete a payment agreement. It will outline your financial obligations to them and document your minimum monthly payments. This financial obligation is in addition to the monthly fees paid through probation.

You must report in person to the Clerk of State Court to complete the payment agreement and you are required to bring a copy of the agreement to your first probation visit.

You must bring proof of all payments made toward your fines and/or restitution to every probation appointment. Your Probation Officer will verify and record your payments and must advise the sentencing Court if you fall behind on your financial obligations.

If you have any questions regarding this process discuss them with your Probation Officer.

**Superior and Thunderbolt Courts**

Your Probation Officer will be collecting all fines, fees and restitution on Superior and Thunderbolt cases. As soon as Pride receives your sentencing order, you will be advised of your financial obligations and a minimum monthly payment will be established. Again all State and / or Court fees must be paid by cash and / or money orders only.

**Monthly Probation Report**

Pride will monitor all of your conditions of probation and will issue you a probation statement during each contact. This statement confirms the date you reported and instructs you regarding your next scheduled appointment. It also verifies any payment processed through Pride and will acknowledge the current status of any outstanding conditions of your probation. It is important that you review this form carefully. You will be asked to sign and initial that the document is correct. It is important that any concerns are discussed before you leave our office.

## **Random Alcohol or Drug Testing**

You may be required to submit to random testing in order to determine the presence of alcohol, illegal drugs or the abuse of prescription medication or any other controlled substance.

If you have an alcohol or substance abuse problem, please discuss this with your Probation Officer right away. We can help! Do not wait until you have a positive test and are facing a violation of probation. It is important that you seek help right away.

If the Court orders that you do not possess or consume ANY alcohol, this means that you cannot consume any type of alcohol, regardless of the type, or the occasion or the location. You cannot consume “non-alcohol” beer or wine or consume foods that contain alcohol. You should avoid mouth wash and mouth sprays prior to reporting to your Probation Officer. One alcohol test will be performed at no charge during your probated period and you will be required to pay a \$5.00 fee for each additional test.

No probationer is allowed to use illegal drugs or abuse prescription medication. Preliminary drug testing is completed in our office with lab confirmation testing as required. Your first drug test will be completed at no charge and you will be required to pay \$15.00 for each additional test. If you contest the test results and want independent analysis, you will be responsible for the total cost of analysis.

Testing can be completed at anytime during your probation. Refusing a test or failing to comply with time limits would be considered a violation of Probation.

If you live outside of the Chatham County area, you will be required to locate a testing site near you. You will need to be familiar with their hours of operation and will be responsible for all costs associated with testing. You must give your Probation Officer a daytime number where you can be contacted for random testing.

## **DUI Risk Reduction Program**

The Court may require that you attend and complete a DUI Risk Reduction Program. You will need to go through a licensed and State approved agency to meet these requirements. You are required to complete this program within 120 days from your Court date. Your Probation Officer will provide you with a comprehensive information sheet that includes licensed programs and current fees.

In general, the DUI Risk Reduction Programs in the State of Georgia require that you complete an assessment and, if recommended, a twenty hour class. You are required to provide your Probation Officer with proof of completing the Risk Reduction program. The yellow copy of your certificate of completion will be retained in your probation file.

## **Victim Impact Panel**

The Victim Impact Panel (VIP) is a one-time, two hour class. Your Probation Officer will provide you with an information sheet. The VIP session is coordinated through MADD. They have very specific rules concerning participation. MADD will provide you with a receipt that you will need to bring to your next probation appointment. They will notify Pride of all students who attend or miss their scheduled session.

You must pre-register for the VIP class with your Probation Officer. They will tell you where and when to attend the class and advise you of the rules for the class. The cost of the class is set by MADD and is payable by money order only.

Failure to attend your scheduled VIP is a violation of your probation. Note that children and guests are not allowed to attend the VIP.



## Community Service

Community Service is an excellent opportunity to “give back” to the community. Approved Community Service sites have been screened by Pride and agree to promptly provide proof of hours completed. Prior to beginning any Community Service hours, make sure you complete the *Community Service Placement Referral Form* and *Assignment Form* with your Probation Officer. You will be allowed to choose a Community Service site from a list of pre-approved agencies, but you must complete your Community Service at one of those agencies.

Unless otherwise authorized by the Judge, Community Service *cannot* be completed at a church, at AA meetings, or by attending GED classes. If you have any questions about your Community Service requirements, ask your Probation Officer for clarification.

Probationers who live outside of Chatham County will be assisted by their Probation Officer in finding an acceptable Community Service site. In general, the following rules apply:

1. It must be a non-profit organization. You will need to get proof of their non-profit tax ID before you start your community service.
2. The organization cannot serve alcohol. This includes many fraternal organizations like the VFW or Elks, etc.
3. Log sheets and time sheets are not acceptable. Proof of Community Service must be on original agency letterhead and be signed. Your Probation Officer will verify those reports.
4. Community Service hours completed *before* the Court ordered Community Service would not be accepted, unless the Court specifically approves them.
5. As noted above, Community Service cannot be completed at a church or by attending AA or GED classes, unless the Court specifically approves this.

## **AA Program Attendance**

Alcoholics Anonymous® is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership. AA is not allied with any sect, denomination, politics, organization or institution.

Most people who attend AA meetings are not court order to attend. They attend because of a desire to improve themselves and to make changes in their life. AA does not wish to engage in any controversy, neither endorses nor opposes any causes. Their primary purpose is to stay sober and help other alcoholics to achieve sobriety

If Court ordered to participate in Alcoholics Anonymous (AA) or a similar recovery based program, you will be required to document your attendance on a form that will be given to you by your Probation Officer. Your completed form must be given to your Probation Officer during your monthly probation appointments.

Your Probation Officer can give you information on attending AA meetings or you can find a meeting in the Savannah area by calling (912) 354-0993. Outside of the Savannah area go to [www.aa.org](http://www.aa.org) or [www.alcoholics-anonymous.org](http://www.alcoholics-anonymous.org) to find a meeting near you.

## **Substance Abuse Assessment**

If the Court orders you to have a Substance Abuse Assessment, you will need to have this completed at a State licensed substance abuse program. Your Probation Officer will be able to direct you to a licensed program and will give you some idea how much it will cost. They will give you a copy of the “Substance Abuse Referral” form. The Court requires that you complete the assessment and any recommendations for education or treatment.

## GED Classes

If you do not have a High School Diploma or a High School equivalency certificate, you are encouraged to attend GED classes while on probation. These classes help you prepare for the GED (high school equivalency) test. Your Probation Officer will give you sheets to document your attendance if the Court has ordered it. Even if it is not Court ordered, your Probation Officer will encourage you to attend classes and can give you the schedule for local GED classes.

## “No Contact” Orders

Depending on your case, the Court may place you on a “no contact” order. This means that the Court does not want you to contact or attempt to contact in any way a certain person, persons, business or address. **From the time you appeared before the Judge until the end of your probated period, this condition is in effect.** You may not call, write, visit, live with, or have someone else contact the person, persons, business or address identified in your Court order. If communication is necessary, it will need to be coordinated through the Court and usually involves an approved mediator.

If you have a “no-contact” order and that individual tries to contact YOU, do not agree to make contact with them or return any messages to them. Immediately notify your Probation Officer, even if you are between scheduled appointments. Your Probation Officer will advise you of any steps that you may need to take. A “no contact” order can only be changed by the Court. Even if the other person wants to have contact with you, violating your “no contact” order will violate your probation. These situations must be resolved by the Court.

## **Domestic Violence/Anger Management Counseling**

The Court may order you to complete an evaluation and any recommended treatment through a Domestic Violence Counseling agency or through an Anger Management program. Because these are different programs, your Probation Officer will give you information concerning the appropriate agency for your case.

You will need to receive services through a Court approved agency. Your Probation Officer will advise you of approved agencies and make a formal referral. You will need to provide verification of participation and completion of the program to your Probation Officer. If you are terminated unsuccessfully from a program or fail to attend classes, you will face negative consequences through the Court.

You will be expected to pay the costs for assessment and treatment to comply with the Court's order. Also, because it can take several months to complete these programs, you will be required to enroll very early in your probation.

If you have any questions about this Court requirement, discuss them with your Probation Officer promptly. These agencies are independent providers that are not affiliated with Pride. Your Probation Officer cannot modify their rules and regulations and we have no control of their schedules.

## **Common Questions about Probation**

The following general questions are often asked of the Probation Officer. These answers are provided as a general guide. It is essential that you ask your Probation Officer any questions you might have.

### ***What should I bring to my appointments?***

- We need to verify your residence, phone number, place of employment and verify that you have a driver license or State ID card. On your first appointment, bring proof of your residence (utility bill, lease, personal mail, etc.) proof of your employment (last pay stub, note from employer), proof of your phone number and your driver license or State ID /Card. If any of these change during your time on probation, advise your Probation Officer and bring in new proof of the changes.
- Bring in proof of any Community Service hours that you completed since your last visit.
- Bring proof from the State Court of any payments you made toward your financial obligations, including restitution.
- Bring your monthly Cost of supervision, State or Court fees payment.
- If you have enrolled in or completed any Court ordered conditions or programs, like DUI Risk Reduction Program, counseling, etc. you must bring in proof. This can be a receipt or letter from the agency or certificate of completion. Your Probation Officer will verify all information.
- If you have any contact with the police or any other law enforcement officer, contact our office immediately. You must report any interaction and / or any new criminal charges and / or traffic violations, no matter how small. Failure to disclose this information can enhance any required action. .

***What are the rules for reporting?***

You must report “on-time” for all appointments. Everyone has a set date and time scheduled for reporting. This appointment time has been reserved just for you and we do everything possible to see everyone promptly and efficiently. We expect you to keep your appointment. If you find that you need to change your appointment, you must speak directly to your assigned Probation Officer. Requests made in advance will be accommodated whenever possible if you have an emergency or illness that prevents you from making your appointment. Excessive requests to change appointments may be denied and / or considered as non-compliant with your probation sentence and could have negative consequences regarding your probation status.

***How much time do I have to get everything done?***

The Court will give you certain time limits for getting everything done and you must follow the Court’s order. This information is also reviewed on your monthly probation report. If you are not sure, ask your Probation Officer to clarify. At the very least, you need to have everything done no later than the end of the first half of the probated period.

***If I have a complaint about Probation or my Probation Officer, who should I call? Will I get in trouble if I complain?***

We try our best to treat everyone professionally, efficiently and courteously. If you have a problem with your Probation Officer, the best thing will be to tell them what is bothering you. Open communication is important. You don’t need to like your Probation Officer, but you do need to have open communication to work with them.

If you feel that you can’t resolve your problems with your Probation Officer, ask to speak to the Supervisor or Program Director. If you cannot resolve the issue or choose not to speak to the Probation Director, you can file a grievance report with the Director and / or Probation Coordinator.

A written grievance can be addressed to the Probation Director at the office where you report or submitted directly to the Quality Assurance Coordinator at Pride's corporate office:

Pride Integrated Services, Inc.  
Att: Wanda Joiner  
1310 Old Congress Avenue, Suite 200  
West Palm Beach, FL 33409  
wjoiner@aboutpride.org  
Telephone: (561) 684-2370  
Toll Free: (866) 76PRIDE [(866) 767-7433]  
Fax: (561) 684-0069

We will promptly investigate any grievance and you have the right to be advised of any findings or follow-up. If requested, you will receive a written response within 30 days of receiving your grievance. Your status on Probation will not be negatively affected just because of a grievance and filing a grievance will not modify any of your Court ordered obligations.

***What happens if I miss an appointment to report to Probation?***

Make sure you keep track of your appointments and always report as scheduled even if you are behind on your probation requirements.

Failing to report as scheduled is a serious violation of your probation, which can result in a warrant for your arrest, and revocation of your probation.

If you miss an appointment, you must contact the office immediately and / or report to the office at 8:30am the next business day for further instructions. Be prepared to provide verification of any unforeseen emergency that preventing you from reporting.

***Can I report by mail?***

Sometimes, the Court will give people the option of reporting by mail. If this is an option in your case, your Probation Officer will explain the process and the forms involved. *You cannot decide to report by mail without the Court's approval.*

***Can I go out of town?***

If you are complying and current with your requirements of probation, travel is usually permitted, however you must obtain authorization from your Probation Officer or the Court. You will need to provide travel information in advance of the trip, including any available contact information on where you are going, and how long you will be gone.

***Can I terminate probation early?***

As part of your original Sentencing Order, the Court may let you finish your probation sentence early if you meet all of the requirements of the Court's order. If this is an option for you, your Probation Officer will discuss it with you. If it is not an option, you are still encouraged to complete all requirements as soon as possible; however, you will need to report to Probation for the full time ordered by the Court.

***What if I can't get everything done in time?***

It is your responsibility to complete every obligation that has been set by the sentencing Court. If you are having problems with that, discuss it with your Probation Officer. We will do everything we can to assist you. If you still can't meet the Court's requirements, we are obligated to report that to the Court at your deadline date, the halfway mark of your probation. This usually means a violation of probation petition. Even if you have a violation filed, it is important that you continue to come to probation and work on all your outstanding conditions. Your Probation Officer would discuss all your options with you at that time.



### **Your RIGHTS as a Client**

1. To have the right to be treated in a respectful and professional manner by all Pride staff.
2. To have the right to ask questions about your case and to expect accurate and clear answers.
3. You have the right to be informed about any changes to the status of your case.
4. You have the right to confidentiality. Information about your case will only be disclosed to appropriate Court personnel.
5. You have the right to be seen by Pride staff in a timely manner and to privacy during your appointments.

### **Your RESPONSIBILITIES as a Client**

1. You are expected to treat all Pride staff in a courteous manner.
2. You are expected to truthfully answer all questions and to provide all information required to process and update your case.
3. You are expected to be on time for all your scheduled appointments and to notify the office if you are going to be late or unable to attend as scheduled.
4. You are expected to pay for services rendered in a timely manner.

## **Acknowledgement Form**

**I have received a copy of the Probation Services Handbook. I understand that this handbook does not replace my Probation Officer. It is my responsibility to comply with all the conditions that have been ordered by the Court.**

---

**Signature**

---

**Date**

---

**Print Your Name**

Updated April 2013