

JUVENILE PROBATION HANDBOOK

*now is the
time for change*

Key to Your Success



State of Connecticut Judicial Branch
Court Support Services Division

Telecommunications Relay Service

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Part One

OVERVIEW

Right now is the time for change. You decide what to change. You decide whether to change.

It is important for kids to be responsible for their behavior. The Juvenile Court believes that kids can change. The court, and your Juvenile Probation Officer (JPO), will make sure that you get the help (support and services) you need to stay out of trouble.

There are different levels of supervision with a JPO. Your level will depend on your needs. Your JPO will do many things which may include:

- Meet with you.
- Help you and your family set goals.
- Check in with your teachers and family.
- Make sure that you follow the rules of your court order.
- Get you the support and services you need to stay out of trouble.
- Check in with the programs you go to.
- Help you to learn to make better decisions.
- Keep you and others safe.

Your JPO will connect you to activities and programs that will teach you skills to make it easier for you to focus

on improving your behavior. The court wants you to learn to make good decisions that will help you be successful in the future. The court also wants you to know that poor choices will hurt your chances of completing probation successfully.

Right now, think about what you want to change by the end of probation. You will be successful if you follow the rules, accept help, and practice making better choices. If you cannot follow the rules and be safe, then something will have to change. Maybe you need to be in a different program or need more supervision. Your JPO will help make these decisions and how you chose to act will impact these decisions. If your behavior places you or others in danger of being hurt, you may have to leave your home and community. Only a Judge can make that decision and it is your JPO's job to let the Judge know if your behavior becomes dangerous. You are responsible for your choices about your behavior.

Tips for Success

- Learn the rules of your probation. Ask questions.
- Think before you act. Good decisions help you to enjoy life more and feel better about yourself.
- Spend time with people who don't get in trouble. Spend time with people who want you to do well. These can be friends, family, teachers, and other adults.
- Take responsibility for your probation. Be involved. Suggest ideas to make your life better, and ask questions.
- Listen to your JPO's ideas. Remember, your JPO is here to help you.
- You are responsible for making changes in your life. The future is in your hands. You can do it.

Part Two

CASE PLAN

The probation order tells you what you need to do to get off probation. The Case Plan is to help you make changes that will help you from becoming involved with the court in the future.

You, your JPO, and your family will make a Case Plan. A case plan is a map of how to be successful. It includes your goals and next steps. You will think about your strengths, challenges, and motivation. You will talk regularly about your case plan when you meet with your JPO. When you complete your programs and activities your case plan will be updated. The goal of this Case Plan is to provide you with steps that will help you be successful. Your family and JPO will be with you on the journey.

There are three areas in a case plan that you might work on.

Home

- How do your family members support one another?
- How do you follow the rules?
- How do you make good choices at home?

School

- Are you able to finish your work?
- How do you stay out of trouble in school?
- How do you make good choices at school?

Community

- How do your friends help you stay out of trouble?
- How do you stay busy?
- How do you make good choices in the community?

Part Three

COMMONLY ASKED QUESTIONS

When do I meet with my JPO?

Your JPO will schedule meetings with you regularly. You must report on the day and time of your appointment.

What are the rules for reporting to my Probation Officer?

You must report on the day and time of your appointment.

What if I have an emergency or I am sick, and I cannot come?

Call your JPO or Office Supervisor and get a new appointment.

What should I bring to my appointment with my Probation Officer?

- Bring proof of completed community service (if ordered)
- Bring your copy of your Case Plan
- Bring questions you may have

What should I not bring to my appointment with my Probation officer?

Remember, you will pass through a metal detector and be searched.

- Do not bring weapons or anything that can be used as a weapon.
- Do not bring illegal drugs and paraphernalia
- Do not bring recording devices
- Do not bring camera cell phones (All cell phones must be turned off).

Why is it important that I participate in treatment?

Treatment programs are to help you with hard topics that may get in the way of you making better choices. They are not punishment, but you may have to finish these programs during your probation. You may not want to go to treatment. This is normal. It is important that you go to treatment. Think of it as a good opportunity. This will help you get the most out of the program. If you have a good attitude, you give yourself the best chance for success.

Why do I have to sign releases of information?

They give permission to your JPO to check in with your school and community programs to see how you are doing.

How can I get information about services in the community?

You can call INFOLINE at 2-1-1. INFOLINE is a way you can get help by telephone or on the internet at www.infoline.com. The hearing impaired can also reach the INFOLINE by TDD (Telecommunications device for the deaf)

- INFOLINE can give you information about housing, money, health insurance, and benefits.
- INFOLINE can also give you information about social services, drug and alcohol treatment, mental health treatment, suicide prevention, and help in a crisis.
- INFOLINE workers speak different languages.
- INFOLINE is toll-free from anywhere in Connecticut and available 24 hours a day and 365 days a year.

Do I have to pay for my treatment services?

Your parent/guardian may have to pay for your treatment if you are not eligible for a CSSD contracted program.

What do I do if I am arrested?

Please let your JPO know as soon as possible if you are arrested or have any police contact. You may tell your JPO in person or by phone. Please leave a message if your JPO is not available.

Can I go out of state?

You must get permission from your JPO to go out of state.

What happens if I have to move?

Let your JPO know if you plan to move. If you are staying in Connecticut (CT), you may get a new JPO who is closer to your new home. If you are moving out of CT, the court must approve your plans to move. You and

your JPO will have to ask the probation department in the state where you are moving to supervise you. The probation department will make a home visit before they decide. If they say yes, you will have to fill out paperwork and the judge will have to approve the plan. You will have to agree to follow rules of probation in your new state. If you do not follow rules, you may have to come back to CT to face more charges.

What is Violation of Probation?

- Violation of Probation is when you do not follow the rules of probation. This includes getting arrested again.
- Your JPO may give you consequences, take your case back to court, or ask the Judge for a Take Into Custody Order/Warrant which allows the police to pick you up and take you to detention.
- If a court hearing is scheduled and if a violation is proved, you may be placed in detention.

What if I have a “No Contact” order?

If you have been ordered to have “No Contact” with a person, do not try to see or talk to this person. Stay away even if they try to see or talk to you. If they try to see or talk to you, tell your JPO right away. If you have been ordered to have “No Contact” with a place, do not go to that place.

What happens if I follow all the rules of my Probation Order and follow through with the Case Plan?

If you successfully move through probation and follow the Case Plan, you may earn privileges. You may not have to meet with your JPO as often, you may get off probation early or you may be able to join a group or activity that you choose.

Where do I send my restitution payments?

You will be given a form with instructions about your restitution and what is required. You must pay with a bank check or money order. Mail your payment to: **CSSD Restitution Unit, 936 Silas Deane Hwy., Wethersfield, CT 06109**. You must include your printed name, date of birth, and social security number with your payment.

What are my rights when I am on probation or supervision?

You have the right to be treated in a respectful and professional manner. The court, all people who work for the court and CSSD programs must treat you in a way that is free of any form of harassment, bias or discrimination because of your race, age, religion, gender, sexual orientation, place of birth, disability and political views.

What do I do if I feel my rights have been violated?

First, talk to your JPO and try to work out your problems with your JPO.

- If this does not help, ask to talk to your JPO's supervisor.
- If you still need more help, call the Human Resource Manager at 1-866-627-1583 to tell someone about your complaint, problem and/or concern.
- If you don't feel that your problem and/or complaint has been addressed from speaking with your JPO or the JPO supervisor, you can ask the supervisor for a "grievance form". This form will provide you with how to file a complaint in writing. Send the form to: CSSD Manager of Human Resources, 936 Silas Deane Hwy., 3rd Floor, Wethersfield, CT 06109.
- You will not be in trouble for filing a complaint.
- You still must obey rules of probation if you file a complaint.

What do I do if I have an urgent situation?

- For a medical emergency, call 911.
- If you are feeling out of control and require emergency mental health assistance, call 211.
- If you are in need of food or health care, call 211.
- If you do not know where your child is, call the police department. They may assist you with filing a missing person's report.
- Call the police department if you believe a crime has been committed.
- If you need further assistance, call your JPO on Monday – Friday between 8-4pm.
- In the event you require immediate direction from CSSD, you may call one of the Juvenile Detention Centers after normal business hours, on weekends or holidays.

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Juvenile Detention Center at Bridgeport (203) 579-6548

Juvenile Detention Center at Hartford (860) 244-7960

Juvenile Detention Center at New Haven (203) 786-0344

Part Four

COURT TERMS

What do they mean?

- **Administrative Monitoring** – A form of non-reporting supervision where the JPO may not require you to come to the probation office. The JPO may call you by phone.
- **Community Service** – This is volunteer work the court says you must do.
- **Court Fees** – You or your parents might have to pay the court to process your case.
- **CSSD** – This stands for “Court Support Services Division”. CSSD is part of the Judicial Branch. CSSD handles probation for clients of all ages. They are also in charge of running community programs, juvenile detention, family relations services and bail commission services.
- **Curfew** – This is the time that you need to be home or off the streets.
- **DCF** – This stands for “Department of Children and Families”. They make sure children and youth in Connecticut are taken care of and safe.
- **Detention** – A locked placement where children or youth might stay until their next court date.
- **Electronic Monitoring** – A bracelet is put on your ankle to keep track of when you leave and come back to your home.
- **Erasure** – If you do not admit to the crime and you are not convicted, a complaint can be taken off your

record. Also, if you are 17 years old and it has been two years, or four years for a serious crime, since you finished your probation, and under certain other circumstances, then your parent or guardian can ask the court to erase the complaint.

- **Families with Service Needs (FWSN)** – A family with a child who has broken one of the rules of Connecticut General Statutes Sec. 46b-120(8). These rules include not going to school, not behaving in school, and acting out of control of parents.
- **Graduated Sanctions** – Different interventions to be used by JPOs that are in response to violations of probation or supervision.
- **Interstate Compact** – An agreement between states to monitor supervision on behalf of another state, in accordance with federal guidelines.
- **Juvenile** – A person who has not yet turned 17 years old.
- **Non-Judicial Case Handling** – A legal status. The child/youth and parent and/or guardian must admit to the charge or compliant and agree to work with the JPO to resolve this matter. If the child denies the charge, if this is the third referral to the court, the child is not experiencing any success with the current programming and/or the behavior is high risk, the case will be handled judicially.
- **Non-Judicial Interview** – This is a meeting between the JPO, the parent, and the child. At this meeting, you will learn about your rights, talk about what happened that made the police refer you to the court, and talk about what will happen because you broke the law.
- **Non-Judicial Supervision** – An informal agreement that allows the JPO to supervise you for a period up to six months.
- **Police Summons** – This is a ticket that the police give. It tells what law they think you have broken, along with the date, time, and place when you have to be in court.
- **Probation** – After you get arrested, you may be placed on a kind of supervision called probation. You may

have to follow extra rules for a set amount of time. The JPO checks in with you, your family and the school to make sure you follow the rules.

- **Restitution** – This is money or help you give someone to help pay for the damage you caused when breaking the law. If your crime is against the community, you may be asked to do volunteer work.
- **Supervision** – The status used in FWSN and delinquency cases, similar to probation, when the probation officer assigned to you will monitor how you are doing in multiple areas of your life (school, home and community). A violation of court orders may be filed if you do not follow the rules.
- **Summons** – This is a legal paper. It tells the time, date, and place where you have to be in court. It must be delivered to the place where you live.
- **Suspended Prosecution** – If you commit a crime and are drug/alcohol dependent or you committed a violent crime in school; you may be offered this option. You will have to attend programs that will deal with your issues. Your case will be dismissed, if you follow the rules, for 13 months after your supervision ends.
- **Taking Into Custody (TIC)** – This is an order that is signed by a judge. It allows police officers, marshals, or a JPO to take you to a detention center.
- **Truant** – If you are absent from school 4 times within 30 days or 10 days in a school year and you do not have an excuse.
- **Victim** – This is a person who has had a crime committed against them. They may lose things or be injured because of the crime.

JUVENILE MATTERS DIRECTORY

Juvenile Matters at Bridgeport
60 Housatonic Avenue, Bridgeport, CT 06604
Tel: (203) 579-6588; Fax: (203) 579-6804

Juvenile Detention Center at Bridgeport
60 Housatonic Avenue, Bridgeport, CT 06604
Tel. (203) 579-6548

Juvenile Matters at Danbury
71 Main Street, Danbury, CT 06810
Tel: (203) 797-4407; Fax: (203) 731-2813

Juvenile Matters at Hartford
920 Broad Street, Hartford, CT 06106
Tel: (860) 244-7910; Fax: (860) 566-1658

Juvenile Detention Center at Hartford
920 Broad Street, Hartford, CT 06106
Tel. (860) 244-7960

Juvenile Matters at Middletown
230 Main Street Extension, Middletown, CT 06457
Tel: (860) 344-2986; Fax: (860) 344-3038

Juvenile Matters at New Britain
20 Franklin Square, New Britain, CT 06051
Tel: (860) 515-5088; Fax: (860) 515-5176

Juvenile Matters at New Haven
239 Whalley Avenue, New Haven, CT 06511
Tel: (203) 786-0312; Fax: (203) 786-0379

Juvenile Detention Center at New Haven
239 Whalley Avenue, New Haven, CT 06511
Tel: (203) 786-0344

Juvenile Matters at Norwalk
11 Commerce Street, Norwalk, CT 06850
Tel: (203) 866-8502; Fax: (203) 857-3459

Juvenile Matters at Rockville
25 School Street, Rockville, CT 06066
Tel: (860) 872-2570; Fax: (860) 872-0404

Juvenile Matters at Stamford
123 Hoyt Street, 5th Floor, Stamford, CT 06905
Tel: (203) 965-5705; Fax: (203) 965-5785

Juvenile Matters at Torrington
410 Winsted Road, Torrington, CT 06790
Tel: (860) 489-0202; Fax: (860) 489-6892

Juvenile Matters at Waterbury
7 Kendrick Avenue, Waterbury, CT 06702
Tel: (203) 591-2332; Fax: (203) 591-2337

Juvenile Matters at Waterford
978 Hartford Turnpike, Waterford, CT 06385
Tel: (860) 440-5890; Fax: (860) 440-5865

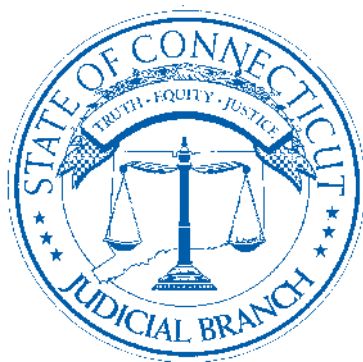
Juvenile Matters at Willimantic
81 Columbia Avenue, Willimantic, CT 06226
Tel: (860) 456-5720; Fax: (860) 456-5702

Get Information about Community Services

crisis intervention/suicide prevention
child care
shelter/ basic needs
referrals to health and human services

Call: **INFOLINE** at 211
24 hours/day 7 days/week

Online: www.211ct.org



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www.jud.ct.gov