Probation Office

* Collect a transportation ticket from each person.
* Ask to see photo ID. You cannot see anyone without photo ID.
* Everyone one will have a Life Card with their weekly obligations. **Please use the dry erase marker to mark on the Life Cards.**
* You will collect a $30 supervision fee at one of their visits. Check  the box on their Life Card to show they reported and were free to go. Place 2 checks in the same box if they reported and paid their fee. Place an **X** in the box if they reported and were referred to the court.
* Mark their name on the checklist verifying that they reported as instructed. Place a  on the checklist for those who reported and were free to go and an **x** for those who you refer to the court.
* You will look at the boxes on their Life Card to see if they followed their instructions to attend treatment, submit UA, etc.
* On the participant’s Life Cards:  represents a good transaction

**X** represents a negative transaction

* Count all of the **X**’s on their Life Sheet:

\*A  in all the boxes means the participant is free to go.

\*If there are a total of 4 or less **X’**s give verbal warning and they are free to go.

\*If there are a total of 5 or more **X**’s in boxes, issue referral to the court.

(the total is for the month- not each week)

~It is not possible to predict every scenario that you may see. Please have fun with your role and keep in mind we want participants to understand the struggle associated with the return to society.

Probation Box Inventory

Please verify all items are in your box.

Notify one of the facilitators if anything is missing.

* + - * Money tray with money to start with.
      * “Who Reports to Probation Each Week” checklist
      * Sticky pad for taking notes
      * Ink Pen
      * Wet Erase Marker
      * Name of station for table display
      * Instruction Sheet

Sample Life Card (1 of 6 different ones)

The following are your living expenses and court ordered appointments:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Cost | 1st week | 2nd week | 3rd week | 4th week |
| Probation | $30/month |  |  |  |  |
| Treatment | $15/visit |  |  |  |  |
| Food | $25/week |  |  |  |  |
| Rent/Utilities | $500/month |  |  |  |  |
| Child Support | $200/month |  |  |  |  |
| UA Test(s) | $5/test |  |  |  |  |
| AA/NA | Free |  |  |  |  |
| GED Class | Free |  |  |  |  |

You have the following ID: State ID  Birth Certificate  S.S. Card 

Housing situation changes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check in at Career Center weekly to look for full time employment.**

Career Center:

|  |  |
| --- | --- |
| Week 1 | Week 2 |
| Week 3 | Week 4 |

Home Cards:

|  |  |
| --- | --- |
| Week 1 | Week 2 |
| Week 3 | Week 4 |

Mark results of visit here

All 3 boxes must be checked

Space at bottom to write referral to Court

Transportation Ticket

