

U.S Probation and Pretrial Services

District of Maine

Orientation to Supervision Manual



We Strive to Change Lives

The U.S. Probation Office for the District of Maine has provided this manual to explain the basic requirements of Supervised Release, Probation or Parole. While on supervision, you will be required to adhere to mandatory and standard conditions of supervision. Additionally, there may be special conditions ordered by the Court or Parole Commission.

An explanation of some of the more common special conditions has been provided in this manual. If your special assessment fee has not been paid upon your release, you will be expected to pay the assessment as instructed by your officer. All payments (fines, restitution and special assessment) must be made to the Clerk of the U.S. District Court. If you are remitting your payment in Portland, the Clerk's Office is located at 156 Federal Street, Portland, Maine 04101, and in Bangor, the Clerk's Office is located at 202 Harlow Street, Bangor, Maine 04401.

Prior to your release from custody, you should have a residence and employment established. Ten days prior to your release, you should contact your Probation Officer to schedule an appointment for your initial office contact. The District of Maine has two offices:

400 Congress Street, 5th Floor
Portland, ME 04102
207-780-3358

202 Harlow Street, Room # 209
Bangor, ME 04401
207-945-0369

We also have a website, located at www.mep.uscourts.gov, which you may wish to view for additional information.

What follows is an explanation of the mandatory and 13 standard conditions of supervision.

MANDATORY CONDITIONS OF SUPERVISION

The defendant shall not commit another federal, state or local crime.

Explanation: This condition requires that you abide by all federal, state and local laws. You may be found in violation of this condition of supervision if the Court finds that a Federal, State or local criminal law has been violated, whether or not you were arrested, formally charged or convicted in any other Court. If the Court finds that you committed a Federal, State, or local crime while on supervision, revocation of Probation or Supervised Release is mandatory.

The defendant shall not illegally possess a controlled substance.

Explanation: The word "possess" has three meanings: a) actual possession means having physical control of the drug, such as it being in your pocket, on your person or in a bag that you are carrying; b) constructive possession - which has two elements: 1) knowledge that the contraband exists in a particular location; and 2) access to the contraband in that particular location (e.g, you are in the passenger seat in the front a car, and you know that the driver has a quantity of cocaine or other controlled substance in the glove compartment, which is not locked; c) Case Law in the First Circuit holds that use of a controlled substance is possession. Consequently, if you provide a urine specimen that tests positive for the presence of a controlled substance, you can be found to have possessed that substance and, therefore, be in violation of this Mandatory Condition.

The defendant shall not possess a firearm, destructive device, or any other dangerous weapon.

Explanation: The prohibition against possession of a firearm continues beyond the expiration of the supervision term, indefinitely, by operation of 18 U.S.C. §§ 921 and 922(g). Again, it is important to understand the meaning of "Possession." With respect to firearms, destructive devices or dangerous weapons, possession can be "actual" or "constructive." (See the explanation above regarding possession of controlled substances). If the Court finds that you were in possession of a firearm, destructive device or dangerous weapon while on supervision, revocation of Probation or Supervised Release is mandatory.

Your Probation Officer has the right to confiscate any firearm, destructive device, or any other dangerous weapon that you may possess. Also, be advised that it is a crime to bring any weapon into a Federal building. Maine State Law at 15 M.R.S.A. § 393 and 17-A M.R.S.A. § 2, prohibits a felon from possession or use of a black powder weapon.

If you need clarification about the legal definition of a firearm, dangerous weapon or destructive device, please see your case manager. The Probation Office has provided a copy of the statutes with these definitions to each case manager.

The defendant shall refrain from any unlawful use of a controlled substance. The defendant (if offense committed on or after 9-13-94) shall submit to one drug test within 15 days of release from imprisonment and at least two additional drug tests during the term of supervision.

This condition applies whether or not the underlying conviction was for a drug offense, and independently of whether you have a drug history, or a special condition for drug treatment. In some cases, the Court may waive this condition.

URINALYSIS TESTING

If you are subject to urinalysis testing as a condition of supervision, you will be assigned a number in the call-in system and instructed to call a toll free number each evening, to determine when you need to report for testing. The location of your residence and/or employment will be considered in determining where you will report for testing. Currently, the District of Maine conducts urinalysis testing at eleven (11) locations: Portland, Bangor, Lewiston, Fort Kent, Houlton, Ellsworth, Augusta, South Paris, Belfast, Calais, and Alfred, ME. Our office also has a testing site in Dover, NH. When you meet with your supervising officer, you will be provided with specific instructions about urinalysis testing.

During the course of your supervision term, you may also be subject to Breathalyzer testing if your conditions of supervision prohibit you from consuming alcohol. Further, your supervising officer may also instruct you to submit to urinalysis testing during the course of random home visits, and other contacts outside of the Probation Office.

Please keep in mind that if you report for urinalysis testing at a location other than the U.S. Probation Office, you should be prepared to present identification. Also, if you take any prescription medication, you will need to disclose certain information about your medication prior to each testing. The information needed includes the name and dosage of any medication taken, the prescribing physician, date prescribed and the date the medication was last used.

Sweat Patch Testing: The Probation Office can also test for the use of illegal substances via sweat patch. If your employment requires that you report to multiple sites, you may ask your supervising officer about being tested via sweat patch. Sweat patches may be worn for a period of up to fourteen (14) days, and are usually worn on the upper arm.

The defendant shall cooperate in the collection of DNA as directed by the probation officer.

Pursuant to the Justice for All Act of 2004, any individual convicted of a federal felony, and non-felony crimes of violence and sex offenses, must submit to DNA testing. Certain misdemeanor convictions and military offenses also require DNA testing. Under Title 18

U.S.C. §§ 3563(a) and 3583(d), an offender under supervision is required to "cooperate in the collection of a DNA sample." The DNA testing procedure consists of providing a blood sample along with a set of fingerprints. If you have not previously submitted to DNA testing, you will be required to do so, while on supervision. Failure to cooperate with this procedure is a Class A misdemeanor under Title 42 U.S.C. § 14135(a)(5) and punishable by a sentence of up to one year in prison and fines of up to \$100,000. **A copy of the Justice for All Act of 2004, explaining DNA requirements will be provided to you upon your request.**

(Sex Offenders) The defendant shall register with the state sex offender registration agency in the state where the defendant resides, works, or is a student, as directed by the Probation Officer.

If you have been convicted of an offense that classifies you as a sex offender or sexually violent predator, and reside in Maine, you are required, pursuant to Title 34-A M.R.S.A. § 15, to register with the Maine State Police, State Bureau of Identification. You will submit your initial registration to the local police department in the municipality where you reside, pay a \$25 fee, and submit a passport photograph at the time of your registration. If you subsequently change the municipality of your address, school or college, you must provide your new information to the Maine State Police, State Bureau of Identification, *in writing* within 10 days. If you are employed or attend school/college in another state, you may be required to register as a sex offender in that state as well.

Periodic verification of your address, employment and/or school/college is required, depending on the severity level of your offense. Annual verification is submitted to your local police or Sheriff's Department and requires submission of a \$25 fee, passport photograph, and verification of current information pertaining to your address, employment and/or school.

Possession of Child Pornography has recently become an offense that requires registration with the sex offender registry.

STANDARD CONDITIONS OF SUPERVISION

1. The defendant shall not leave the judicial district without permission of the Court or Probation Officer;

Travel is a privilege which you must earn, not a given that you receive automatically. *No* travel is allowed within the first 60 days of supervision.

While you are on supervision in this district (State of Maine) you are not permitted to travel *outside* the State of Maine without permission from your Probation Officer. You may travel freely *within* the state for day trips; however, if you will be absent from your residence for more than 48 consecutive hours, you must notify your Probation Officer in advance.

For any travel *outside* the State of Maine, and within the United States, you may be asked to submit a completed Travel Request Form, a minimum of 14 days prior to the anticipated departure date.

Travel outside the country is granted only with the Court's permission. If you wish to travel outside of the United States, you shall obtain a letter from the consulate for the country to which you wish to travel, advising that they are aware of your crime of conviction and the fact that you are under supervision, and that they have no objection to you traveling to their country or territory.

Travel will be denied if you are not compliant with any conditions of your supervision. It will also be denied if your Court ordered financial obligations are not completely satisfied, or you are not current with your scheduled payment plan. Travel may also be denied if you are in a substance abuse treatment program or if you were convicted of offenses involving organized crime, violence and drug trafficking.

2. The defendant shall report to the probation officer and shall submit a truthful and complete written report within the first five days of each month.

There are two parts to this condition, the first having to do with physically reporting to the Probation Officer, the second with reporting to the officer in writing.

You are required to report to the Probation Officer at such time and place as he/she requires.

The second part of this condition relates to the submission of Monthly Supervision Reports. Monthly supervision reports must be truthful, complete and submitted within the first five days of each month.

"Truthful": Falsifying an answer on a Monthly Supervision Report is in itself a violation of

your conditions of release, and may be sufficient grounds to submit a Petition for Violation to the Court. Additionally, any falsification will undermine your credibility and may result in tighter restrictions, such as restrictions on your travel, increased reporting, etc. It is recommended that if you answer "yes" to any of the questions on the top part of the back of the form, that you discuss these circumstances with your Probation Officer as soon as possible.

"Complete": You need to complete *every* blank space on the form. If the answer to a question is zero, none or not applicable, please write that in. Do not leave blanks or draw lines through spaces.

"Within the First Five Days of Each Month": This means that the report must be delivered to the Probation Office, or postmarked no later than the fifth day of each month. Monthly Supervision Reports can be obtained at both the Portland and Bangor Probation Offices, or from your supervising officer, and can be submitted to the supervising officer via fax, U.S. Mail, email, or delivered in person. You also have the option of completing the Monthly Supervision Report online at www.mep.uscourts.gov Once you have logged on to the website, click on "Electronic Monthly Supervision Report," and follow the prompts. If you are interested in submitting the Monthly Supervision Report online, your supervising officer must provide you with a User ID and Password.

Monthly Supervision reports are historical for the month that just ended. At the top right-hand corner of the front of the report, you will see that there is a blank space indicating that this is a **Report for the Month of "___"**. DO NOT PUT A SPECIFIC DATE IN THIS SPACE. You must wait until the end of the month to give a complete accounting of what occurred during that month, and then submit the completed report to your Probation Officer by the fifth day of the following month. You must submit proof of earnings (such as pay stubs) with your Monthly Supervision Reports.

3. The defendant shall answer truthfully all inquiries by the Probation Officer and follow the instructions of the Probation Officer.

Explanation: This condition has two parts. As with Monthly Supervision Reports, a false answer to a question asked of you by your Probation Officer will undermine your credibility. If your Probation Officer instructs you to provide him with evidence of job search efforts on your part, or with evidence of employment which you are claiming, you have an obligation to do so.

4. The defendant shall support his/her dependents and meet other family responsibilities.

You have an obligation to contribute to the support of any minor children you may have. If this obligation is pursuant to a divorce decree, or a non-support order issued by any Court, you

must comply with those requirements. If there is no such set order, you must follow the instructions of your Probation Officer with regard to supporting your dependents in a reasonable manner.

5. The defendant shall work regularly at a lawful occupation unless excused by the Probation Officer for schooling, training or other acceptable reasons.

Your work must be verifiable and legal (on the books, not "under the table"). You are expected to provide proof of earnings. Full-time employment is considered to be at least forty (40) hours per week. A combination of part-time employment and part-time school/training is acceptable if the hours for both equal forty (40) or more per week. If you fail to secure gainful employment within a reasonable period of time following your release, your supervising officer will refer you to the Probation Office's Job Assistance Group, which consists of informative workshops, resume and cover letter assistance, job interviewing skills, and job retention skills. A condition of the Job Assistance group requires you to complete and submit Job Search Activity Logs, detailing your job search efforts. The reception area of the Portland Probation Office has a "Career Corner," containing a computer with Internet access and employment resource books, to assist in your employment search. The Bangor Probation Office also has a computer available in the reception area for your use to search for employment. Additionally, the Bangor Career Center is an excellent resource for job search assistance.

If you cannot work due to a disability, you must provide proof of your disability benefits to your supervising officer as well as medical documentation.

6. The defendant shall notify the Probation Officer ten days prior to any change in residence or employment.

In the event that such a change occurs without your prior knowledge (e.g. you are evicted or you are fired or laid off from your job without sufficient notice) you must notify your Probation Officer immediately. You also have an obligation to keep your Probation Officer informed of the telephone number where you can be reached at home and at work, at all times.

Probation Officers are required to notify State and local law enforcement agencies of address changes of offenders convicted of drug trafficking crimes, and crimes of violence, five days *prior* to the change.

7. The defendant shall refrain from excessive use of alcohol and shall not purchase, possess, use, distribute or administer any controlled substance or any paraphernalia related to any controlled substances, except as prescribed by a physician.

"Excessive" is a judgment call which will be made by your Probation Officer. In general, as long as your use of alcohol does not interfere with your compliance with the other conditions of supervision to which you are subject, or does not result in a blood alcohol content of 0.08% or greater, it is unlikely to be considered excessive. An obvious exception to this rule is when there is a Special Condition prohibiting any alcohol use or possession. Additionally, if the Court also imposed a special condition which requires your participation in a substance abuse treatment program, you are prohibited from possessing and/or consuming intoxicants, including alcohol.

8. The defendant shall not frequent places where controlled substances are illegally sold, used, distributed, or administered

Your presence at such a location or situation could lead to a violation by virtue of you being in "constructive possession" of the controlled substance. You have an affirmative responsibility to not frequent bars, taverns, residences or other locations in which you have reason to believe that drugs may be present, and to leave any such location immediately if you discover that drugs may be present while you are there.

9. The defendant shall not associate with any persons engaged in criminal activity, and shall not associate with any person convicted of a felony unless granted permission to do so by the probation officer.

Regardless of whether a person has a prior felony record, if you know or have reason to believe that a person is *engaged* in criminal activity, you may not associate with him, without prior approval by the Probation Officer. If you know or have reason to believe that a person has *a felony record*, you may not associate with him. If you are unsure whether an individual has been convicted of a felony, it is your responsibility to provide your supervising officer with their correct name and date of birth so a criminal record check can be conducted. If the criminal record check reveals a felony conviction, you may be directed not to associate with that individual.

If you have a family member or co-worker who has a felony record, you must obtain specific permission from your Probation Officer to associate with that person.

Association is not limited to face-to-face contacts and also includes written correspondence, telephone contact, and electronic communications via text messaging, email, and on-line meeting sites (such as MySpace, FaceBook, etc.)

10. The defendant shall permit a Probation Officer to visit him or her at any time at home or elsewhere and shall permit confiscation of any contraband observed in plain view by the probation officer.

Many of the contacts your Probation Officer will have with you will be in the community and will be unannounced and unscheduled. While on supervision, you have an obligation to admit the Probation Officer to your home, place of employment, or wherever else you may be, and the Probation Officer has the authority to conduct a plain view inspection of that location. You should inform members of your household that the Probation Officer will be coming to see you under these circumstances and give them your Probation Officer's name.

Contraband is generally defined as a controlled substance, a firearm, or any other weapon prohibited by State Law, such as double-edged knives, child pornography, and any other item that may be restricted under the terms of your supervision.

11. The defendant shall notify the Probation Officer within seventy-two hours of being arrested or questioned by a law enforcement officer.

If a law enforcement officer questions you, or interacts with you in their official capacity, you have an affirmative obligation to contact your Probation Officer and inform him/her of the contact, no more than seventy-two (72) hours after the contact. This holds even if the contact is for a routine matter such as a traffic violation and even if you are not the subject of the investigation. We recommend that in any situation when you interact with law enforcement that you provide accurate identification information to law enforcement, and that you advise them of your status, (i.e, supervised release, probation, etc.)

12. The defendant shall not enter into any agreement to act as an informer or a special agent of a law enforcement agency without the permission of the court.

The Probation Officer has no authority to permit you to act as an informer or an agent of any law enforcement agency, and you may not do so on your own. If any law enforcement agency seeks your assistance, you are to immediately provide them with your Probation Officer's name and telephone number and contact your Probation Officer to advise accordingly. The *only* authority that may permit you to act as an informer or special agent is the authority with Jurisdiction of your case (i.e. Court, Parole Commission, or Military Authority).

13. As directed by the Probation Officer, the defendant shall notify third parties of risks that may be occasioned by the defendant's criminal record or personal history or characteristics, and shall permit the Probation Officer to make such notifications and to confirm the defendant's compliance with such notification requirement.

The Probation Office may determine that your underlying offense, criminal record, or personal history poses a financial, economic, or physical risk to a third party. If that is the case, you may be asked to notify the third party about the factors that are of concern. In other situations, you may be prohibited from engaging in a particular activity or working at a

particular job because of potential risk to a third party.

Examples:

An individual under supervision for defrauding investors in a securities scam will not be authorized to solicit, invest, or manage funds on behalf of third parties. As an example, if you were employed as an investment banker prior to your sentencing, you may not be able to work in this capacity while on supervised release.

An individual with a criminal record of transporting stolen goods, drugs, or illicit money across state lines, will not be authorized to work in the interstate trucking business, or any other occupation which routinely takes him across state lines, and away from the Probation Officer's direct supervision.

An individual convicted of embezzling money in her job as a bank teller, will not be authorized to work in a bank and or financial institution.

An individual with a personal history of prescription drug abuse will not be authorized to work at a hospital, nursing home or pharmacy without explicit disclosure to the employer of that drug history.

SPECIAL CONDITIONS

In addition to the mandatory and standard conditions of supervision, the Court may also impose special conditions that you must comply with. The following are some examples of special conditions that are commonly imposed and an explanation on how to comply with them.

1) Defendant shall not use or possess any controlled substance or intoxicants (to include alcohol); and shall participate in a program of drug and alcohol abuse therapy to the satisfaction of the supervising officer. This shall include testing to determine if the defendant has made use of drugs or intoxicants. The defendant shall submit to one test within 15 days of release from imprisonment and at least two additional tests during the term of supervision but not more than 120 tests per year thereafter, as directed by the probation officer. Defendant shall pay/co-pay for services provided during the course of such treatment to the supervising officer's satisfaction. The defendant shall refrain from obstructing or attempting to obstruct or tamper, in any fashion, with the efficacy and accuracy of any testing for drugs or intoxicants.

Explanation: The first part of this special condition is self-explanatory: you cannot possess or use any drugs or **alcohol** while on supervision. Upon your release from custody, your supervising officer will determine whether you will be referred for substance abuse treatment. Factors to be considered in this decision are: your history of alcohol and/or drug use, the amount of time which has lapsed since your last positive urinalysis, and the results of a substance abuse assessment.

Please be aware that if the Court orders that you participate in a substance abuse treatment program, as a special condition of your Supervised Release term, and any treatment you participated in while in custody **WILL NOT, IN AND OF ITSELF, SATISFY THIS MANDATE.** If you are referred for substance abuse treatment, you will be required to attend and participate in all scheduled individual/group sessions until you have successfully completed the program. Further, you will be required to pay a fee for treatment services, in an amount to be determined by your supervising officer. You will be subject to random urinalysis testing throughout your supervision term, and attempts to adulterate any urine specimens will be considered evidence of further drug use. This special condition also prohibits you from possession and/or consuming alcohol during your term of supervised release.

2) The defendant shall abstain from the use of alcoholic beverages, shall not associate with individuals consuming alcoholic beverages, shall not frequent business establishments whose primary product to the consumer is alcoholic beverages, and shall not use any medication containing alcohol without permission from the probation officer or a prescription from a licensed physician.

Explanation: This special condition is imposed in cases where the Court believes that a defendant has a history of abusing or misusing alcohol, and that future alcohol use will result in further substance use or criminal conduct. If the Court imposed this special condition as a term of your supervision, you will be in violation if you consume alcohol, are in the company of individuals consuming alcohol, or are in a place of business whose primary product to the consumer is alcohol. Needless to say, while on supervision you cannot go to bars or social clubs, as alcohol is the primary product to the consumer in these types of businesses. Going to a restaurant which serves alcohol (i.e. TGI Fridays, Applebees, the Olive Garden) would not violate this special condition. If you are subject to this special condition, and do not reside alone, it is your responsibility to ensure that alcohol is not brought into your residence. If your supervising officer sees alcohol in your residence, it will be considered yours, and you will be subject to violation of supervision charges.

3) Defendant shall not incur new credit charges or open additional lines of credit without the approval of the probation officer.

Explanation: This special condition is usually imposed in cases where a financial obligation is owed. If this condition has been imposed by the Court, you cannot use existing lines of credit to make purchases and/or open new lines of credit. New lines of credit includes both credit cards (i.e. Visa, Mastercard, Capitol One), store charge cards, automobile and bank loans. If you need to open a line of credit or use existing credit, you must request permission, IN ADVANCE, from your supervising officer. Be aware that if the Court has imposed this special condition as a term of your supervision, the Probation Office will obtain consumer credit reports on a frequent basis to monitor your compliance.

4) Defendant shall participate in a program of mental health treatment, as directed by the probation officer, until such time as the defendant is released from the program by the probation officer. Defendant shall pay/co-pay for services provided during the course of such treatment, to the supervising officer's satisfaction.

Explanation: If the Court has imposed this special condition, your supervising officer will determine whether you will be referred for mental health treatment. Factors which will be considered in making this decision will be: your history of mental health problems and prior treatment, your current mental health status, and evaluations prepared by licensed mental health practitioners. If you are referred for mental health treatment, you will be required to attend and participate in all scheduled individual/group sessions until you have successfully completed the program.

FREQUENTLY ASKED QUESTIONS

In this orientation manual, we have attempted to clearly explain the standard conditions of federal Probation and Supervised Release, as well as some of the more commonly imposed special conditions. Following are some questions frequently asked by individuals beginning their supervision term, along with information which will hopefully answer them.

Question: "How often must I report to my Probation Officer?"

Answer: Your supervising officer will determine the frequency and manner in which you are to report to the Probation Office. In general, the U.S. Probation Office does not have established report days (i.e. the 1st Monday of each month, etc.), and is determined on a case by case basis.

Question: "What does my Probation Officer expect from me?"

Answer: Your Probation Officer will expect honesty and a willingness to address areas in your life which may have led to your involvement in the criminal justice system. During the course of your supervision term, you may encounter problems: such as, a relapse to substances; an arrest for new criminal conduct; or termination from a job. Your Probation Officer's response to any situation will depend largely on you, and he/she will consider the following factors: Were you honest about the facts of the situation? Are you willing to seek help for your substance abuse problem? Are you making an effort to obtain employment? Is this an isolated incident or part of a pattern of noncompliance? The bottom line is honesty with your Probation Officer is essential to your success on supervision!

Question: "How much prison time would I have to do on a violation to get rid of supervised release?"

Answer: The Court may not listen favorably to such a question being asked because the attitude behind the question seems to come from someone who is quitting on any attempt to reintegrate into the community after prison. Supervised release is imposed by the Court in order to facilitate one's re-entry into the community and this question assumes failure or an intent to violate the Court's imposed conditions.

Remember, the Probation Office is not working for your failure but for your success. It is our goal that you serve only one term of supervised release successfully.

Question: "When can I qualify for Early Termination?"

Answer: When a case becomes eligible for early termination is governed by both statute as well as local policy. Per statute, if you were sentenced to a term of Supervised Release, you

are required to complete at least one (1) year before you are eligible for early termination. Please be advised that early termination is a process involving the input of the Probation Office, the United States Attorneys' Office, and the victims of your offense of conviction (if applicable), and the Court.

Other factors that are considered in determining eligibility for early termination include, but not limited to:

- Stable community reintegration as evidenced by continuous residence, employment, and family status,
- Progressive strides towards stated goals (i.e. obtain a OED, vocational training, college degree),
- Full compliance with the standard and special conditions of your supervision term,
- No history of violence offenses,
- No recent arrests or convictions (including any unresolved pending charges),
- No recent alcohol or illicit drug use as evidenced by a positive urinalysis, Breathalyzer examination, or observation by a Probation Officer,
- No recent psychiatric episodes,
- No identifiable risk to the safety of any identifiable victim or to public safety,
- If you have an outstanding financial obligations (e.g. Fines, Restitution, Special Assessment), you must be in good standing with the established payment schedule.
- Satisfaction of any treatment conditions imposed by the Court (usually mental health and/or substances abuse treatment).

In the event that you do not meet the eligibility for early termination, your Probation Officer may determine that you meet the criteria for transfer to a Low Intensity Supervision ("L.I.S.") caseload. The LIS Program is discussed in more detail on page 16 of this manual.

Question: "Can I relocate to another state while serving my Supervised Release, Probation, or Parole term?"

Answer: Yes. However, there is a process that must be followed. For example, John Doe, who was sentenced in the District of Maine, wants to reside with his sister in Hartford, Connecticut. Doe's sister, Jane, has no criminal record and has agreed to house and support John until he is able to obtain a job and get his own place. After speaking with Jane Doe, the Probation Office would submit in writing a request to the Probation Office for the District of Connecticut to conduct a pre-transfer investigation. Upon receiving this request, the District of Connecticut would conduct a pre-release investigation which consists of: a review of the nature of the conduct you were convicted of, your prior criminal record, your compliance with the conditions of your supervision term, an on-site investigation of the proposed residence, interview of Jane Doe and any other household residents, and a criminal record check of Jane Doe and any other household residents. If the District of Connecticut accepts transfer of supervision, John Doe will be notified and provided with verbal instructions on

where and when to report to the Probation Office in Connecticut.

It is important to realize that each Probation Office has its own criteria for accepting supervision cases from other districts. In general, though, districts will not permit individuals on supervision to move into their jurisdiction to "start over," without any community ties, employment prospects, or place to live. Apart from the district in which you were sentenced, no Probation Office is obligated to accept supervision of your case.

Question: "Can I hunt with black powder?"

Answer: Not if you were convicted of a felony offense. Pursuant to Maine State Law Title 15 M.R.S.A Section 393 and 17-AM.R.S.A: Section 2; - Felon in Possession of Black Powder Device, the possession and/or use of a black powder device/weapon by any person who has been convicted of a crime punishable by imprisonment for a term exceeding one year is prohibited pursuant to Maine State law.

Question: "Can I hunt with a bow?"

Answer: You may hunt using a bow and arrow: however, there may be local restrictions you will need to adhere to.

Question: "Can I vote in political elections?"

Answer: YES! Maine is only one of two States that allow individuals with felony convictions to vote (even while incarcerated). If you are interested in voting, you must first register. You may register to vote at Town Halls, City Halls, Motor Vehicle branch offices, state and federal social service agencies, or at voter registration drives.

Question: "Can I obtain federal student financial aid even though I have been convicted of a felony drug charge?"

Answer: YES! If you have never received federal student aid, your felony conviction will not preclude you from receiving student financial aid. Only individuals who were convicted of possessing and/or selling illegal drugs during a period that he/she was receiving federal student aid (grants, loans and/or work-study) are affected by this prohibition. Even if you were convicted of a drug offense while receiving federal student aid, you may be eligible to receive further financial aid if you can prove that you completed a drug rehabilitation program since your conviction.

Question: "How long will I be in the urine testing program?"

Answer: The frequency and length of time that you will be required to report for urine testing depends on a few factors. First, the nature and extent of your history of alcohol

abuse/illicit drug use will determine whether you will be placed in random urine testing, and if you are, how frequently and for how long you will be tested. The other important factor that determines how long and how frequently you will be required to report for random urine testing is your compliance with the program. Failure to call into the program and/or failing to report for urine testing when required will result in an increase in testing frequency as well as the duration of time in the urine testing program. Further, failing to report for urine testing is a violation of your supervised release/probation term, and may result in violation proceedings. Please refrain from asking questions about how many times per week, month, etc. you will be called in for random urine testing; this would defeat the purpose of random testing!

PROGRAMS OFFERED BY THE U.S. PROBATION OFFICE

In order to provide you with the tools and resources needed to successfully complete your Probation or Supervised Release term, the U.S. Probation Office currently offers the following programs.

The SWiTCH Program: SWiTCH stands for "Success With the Court's Help," and is a year-long program targeted to individuals with a history of alcohol and other drug abuse, and who would benefit from more structure and support than is generally provided to individuals on supervision. Participants of SWiTCH are required to attend bi-monthly meetings before a U.S. Magistrate Judge, during which their progress or non-compliance during the prior two (2) weeks is addressed. The SWiTCH Program is a team effort with representatives from The U.S. Probation Office, The U.S. Attorneys' Office, The Federal Defender's Office, and substance abuse treatment programs. The SWiTCH Program is divided into four (4) phases which participants are required to complete prior to graduating. These phases are: Early Recovery; Limited Early Recovery; Healthy Decision Making; and Relapse Prevention Planning/Maintenance. Individuals who successfully complete The SWiTCH Program are eligible for a one (1) year reduction in their supervised release term. If you are interested in The SWiTCH Program, please contact your supervising U.S. Probation Office to learn more!

The Job Assistance Group: This program provides individuals on supervision with information to help both obtain and retain employment. Being gainfully employed is not just a requirement of your term of supervision, it is also a very strong indicator of whether or not you will succeed on supervision, and beyond. The Job Assistance Group will provide you with the following resources: an employment interest assessment; resume and cover letter preparation; effective job search strategies; job interviewing skills; and job retention skills. IF you are referred by your supervising officer to The Job Assistance Group, you will be contacted to schedule an initial assessment.

Low Intensity Supervision ("LIS"): The criteria for L.I.S. eligibility are similar to, but less stringent, than that for early termination. Once your case has been transferred to an L.I.S. caseload, you are required to submit your Monthly Supervision Report to the Probation Office within the first five (5) days of each month. Even if you are placed in an L.I.S. caseload, you may be directed to report to the Probation Office for random urinalysis testing. You are also expected to adhere to the supervision conditions imposed by the Court. For example, if you have an outstanding Restitution balance, you are required to continue to make scheduled payments. If you fail to comply with the conditions of your supervision term, for example, you cease making

Restitution payments, your case will be re-assigned to a U.S. Probation Officer for active supervision.

The U.S. Probation Office for the District of Maine is dedicated to your success on supervision and beyond!!

Maine Community Resources

The following websites and toll free telephone numbers may be helpful to you in your re-entry planning efforts and successful achievement of your goals:

EMPLOYMENT

www.mainecareercenter.com Career Centers are funded by the Department of Labor and provides job search assistance to members of the public at **NO COST**. Career Centers can provide job seekers with services such as; resume preparation, interviewing skills, enrollment in a Statewide job bank, use of computers for job search purposes, and workshops on various employment topics. To find a Career Center near you, visit the above website or call: 1-888-457-8883.

www.JobsInMe.com This website allows you to search for job openings by city and type of employment. By narrowing your search criteria, you can focus just on jobs you are interested in and will be able to commute to and from.

www.snagajob.com This website specializes in job openings in entry level fields, such as fast food service, janitorial work, etc.

EDUCATION

www.maineadulted.org If you have not obtained your GED, or you are interested in learning basic computer skills, you can find courses offered through Adult Education programs that are located throughout the State of Maine. Most courses are offered during both the morning and evening hours to accommodate work schedules. To find an Adult Education in your area, log onto the above website or call toll free at: 1-800-322-5455.

<http://meoc.maine.edu/> The Maine Educational Opportunity Center (MEOC) is funded by the U.S. Department of Education, and provides residents of Maine with information and assistance in pursuing a college education. MEOC representatives offer workshops on college preparation throughout the State of Maine, and also assist individuals complete the Free Application for Federal Student Aid (FAFSA). For more information, you can visit the MEOC website or contact a MEOC representative at: 1-800-281-3703.

HOUSING

www.MaineHousingSearch.org This website allows you to search for rental properties through the State of Maine by city. You can also restrict your search by including a maximum rent amount, number of bedrooms, and landlord acceptance of rental vouchers. This website provides the contact information of landlords and some listings also include photographs of the properties.

www.wherepeoplecomefirst.org This is the website for the People's Regional Opportunity Program (PROP). PROP oversees several programs for seniors, women, and low-income families in Southern Maine. Some of the areas that PROP can provide assistance with is housing, heating costs, child care, etc. For more information about the services offered by PROP, visit their website.

www.avestahousing.org This website provides information regarding the Section 8 rental voucher program, as well as other housing programs which you may be eligible for.

IDENTIFICATION

www.maine.gov This site provides information of how to obtain Maine Drivers Licenses and Non-Driver Identification, and Birth Certificates.

FOOD & GENERAL ASSISTANCE

<https://www1.maine.gov/benefits/account/login.html> This website allows you to complete a pre-screening to determine if you are eligible for public assistance for housing, MaineCare, food stamp benefits, cash assistance, and/or child care. You may also submit an application for assistance online, and will be contacted by an employee of the Department of Health and Human Services for further assistance.

www.foodpantries.org This website provides a listing of food pantries available throughout the State of Maine.

www.maine.gov/dhhs/oes/resource/ga.htm This website provides a listing of all General Assistance Offices located throughout the State of Maine.

www.211maine.org This is an excellent website that can assist you in locating numerous services that are available in the State of Maine.

ALCOHOL AND SUBSTANCE ABUSE COMMUNITY RESOURCES

www.aa.org This is the website for Alcoholics Anonymous, where you can find AA meetings near you. Additionally, you can contact the AA Hotline at #:1-800-737-6237, to speak directly with a member of AA who can give you information about meetings near you, or put you in touch with a recovering alcoholic in your area who can speak with you about your struggles with sobriety.

www.namaine.org This is the website for Narcotics Anonymous, where you can find NA meetings near you. You can also call the NA helpline at: 1-800-974-0062, to speak to a recovering addict.

HEALTH CARE ASSISTANCE

Consumers for Affordable Health Care: For information on free and sliding scale health care in your area, and prescription medication assistance contact this organization at: 1-800-965-7476.

Dental and Clinics and Services for Low Income Persons in Maine/Oral Health Program: To locate free or sliding scale dental services throughout the State of Maine, you can call 207-287-2361.

<https://www1.maine.gov/benefits/account/login.html> You may access this website to complete a pre-screening to determine if you are eligible for MaineCare coverage.

LEGAL SERVICES

www.ptla.org This is the website for Pine Tree Legal Assistance, which provides FREE legal services to low-income residents of Maine. Pine Tree Legal Assistance has offices throughout the State of Maine.

www.vlp.org The Volunteer Lawyers Project provides free legal assistance to eligible individuals in civil matters such as: child support; child custody and visitation; bank foreclosures, etc. You can contact The Volunteer Lawyers Project at # 1-800-442-4293, or if calling in Portland, ME at 207-774-4348: however, email inquiries are usually responded to more promptly.

Maine Equal Justice Partnership (CMEJP): Provides legal advocacy for low-income residents of Maine to assure their access to basic rights and services. You can contact MEJP at 1- 800-442-4293.