

Our Mission



It is the mission of this Probation Department to provide the community with mandated as well as voluntary criminal and family court services in order to reduce reliance on incarceration and the court system by facilitating the rehabilitation of individuals in a manner which promotes personal responsibility, improved family functioning, public safety, and reparation for victims.

**Tompkins County Department of
Probation and Community Justice
320 West State/Martin Luther King Jr Street
Ithaca, NY 14850
(607)274-5380**

Name _____

Probation Officer _____

Probation Phone# _____

Family Court:

*(PINS) Person in Need of Supervision
& (JD) Juvenile Delinquent*

HANDBOOK

Key to Your Success



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Your Rights as a Probationer

You have the right to be treated in a respectful and professional manner 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.

Frequently Asked Questions

What is a Juvenile Delinquent?

A juvenile delinquent is a youth over 7 and less than 16 years of age who has committed a “crime”, which is an offense constituting either a misdemeanor or felony if committed by an adult.

What is (PINS)?

(PINS) is a term used to describe a youth with a pattern of behavior problems, known as status offenses, who comes to the attention of the Juvenile Justice System primarily as a result of a referral from school, home or police

Who is a PINS?

Youth under the age of eighteen who show a pattern of habitual disobedience, running away, curfew violations, drug or alcohol abuse, violent behavior or school truancy.

What are the rules for reporting to my Probation Officer?

- You must report on the day and time your Probation Officer indicates or if you are seen at school, make yourself available on the day of your Probation Officer’s visit to your school.
- If you have an emergency or illness that prevents you from keeping your appointment, call and speak directly to your Probation Officer or their Supervisor and get a new appointment.

Tips for Success

- *Review and understand all of your conditions of probation.*
- *Think before you act. Slow yourself down and think a few steps ahead.*
- *Surround yourself with law abiding people who really want to see you do well, such as friends, family, coworkers, and formal support groups.*
- *Take ownership of your probation by becoming an active participant.*
- *Be open to the guidance from your Probation Officer.*
- *The responsibility for making changes in your life is yours!*

What can Parents Do?

You are the key to your child’s success. It is essential that you participate in services with your child and maintain communication with the assigned probation officer.



Probation Behavioral Agreement

For the safety of all visitors and staff, I agree to cooperate with the following behavioral expectations.

___ I understand that violence, the threat of violence, or threatening or disruptive behavior is prohibited and I agree to conduct myself appropriately.

___ Weapons are prohibited in all Tompkins County buildings and I agree not to bring weapons into the building. That includes, but is not limited to:

- ⇒ Firearms
- ⇒ Knives
- ⇒ Blades
- ⇒ Box Cutters
- ⇒ Sharp Objects
- ⇒ Additionally, any item prohibited by the Probation Department or carried with the intent to bring harm to another individual.

___ Upon arrival at the Probation Department I may be subjected to a search that could include the use of a magnetometer.

___ The Penal Law defines weapons and local law prohibits carrying any weapons into county buildings. I understand that any weapons that fall within the category of “weapons” as defined by either law, whether declared or found, will be confiscated and I may face additional charges.

By my signature below I acknowledge receipt of this information.

_____/_____/_____
Client Date Witness

_____/_____/_____
Parent/Guardian Date

Original remains with client,
1 copy to be made for file.

What if the weather is bad?

In the event of a blizzard or other weather emergency that renders the roads unsafe, you are to follow the rules set by the Sheriff’s department with respect to road travel. If the roads of the county remain open but the administration of the Probation & Community Justice Department deems them unwise to travel, then an announcement will be made on the radio instructing that clients *not report*. To hear these announcements, please tune into any of the following: **WSQG** 90.9 FM, **WKTO** 1470 AM, **WYXL** 97.3, **WQNY** 103.7 FM, **WHCU** 870 AM. If you have any questions you can and should always call your probation officer.

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

- Drugs and/or Paraphernalia
- Firearms
- Knives
- Box-Cutters
- Multi-Tools
- Aerosol Defense Sprays
- Any item Carried with the Intent to Bring Harm to Another Individual
- Any Weapons Determined to be Contraband, Dangerous, or Unnecessary
- Recording Devices or Camera Cell Phones (All regular cell phones must be turned off)

Why is it important that I participate in treatment?

Your probation officer may refer you to a treatment program. There are many different types of treatment. These programs will help you improve your situation—they are not a punishment. However, failure to cooperate with treatment may result in a violation of probation.

You may not want to go to treatment. This is normal. Programs require your time and effort. The most important first step for you is to attend. Once there, if you approach treatment as an opportunity, you will get the most out of it—give yourself the best chance for success.

Why do I have to sign a release of information?

It is necessary for you to sign the release of information so that your Probation Officer can verify that you attended and completed the program.

How can I get information about services in the community?

Tompkins County residents can now dial 2-1-1 to find health care, services for seniors, programs for people with disabilities, mental health services, legal assistance, addiction treatment, employment, housing, food resources, consumer information, transportation, day care, youth programs, and other community services. Your Probation Officer can also assist you in referring you to available resources in the community.

Am I responsible to pay for my treatment services?

Your family may have to pay for your treatment. In some instances third party funding (private insurance, Medicaid, etc) may be available to you. Also, many services are offered on a sliding scale.

What do I do if I have contact with the police?

If you have contact with the police, contact your Probation Officer no later than 48 hours of it happening. You may do this in person or by telephone.

Can I go out of state?

You may not travel or move out of state without permission from your Probation Officer. To do so you will need to apply for, obtain and carry with you a travel permit. **PLAN AHEAD.** You will need to give your Probation Officer a minimum of 48 hours notice to approve and prepare your permit.

What is a Violation of Probation? (VOP)

- If you fail to follow the conditions of your probation your actions may rise to the level of a violation of probation. (VOP)
- A VOP is a legal means to return you to court to face the judge who sentenced you.
- If you fail to follow any of your conditions or are issued a juvenile appearance ticket, your Probation Officer may return your case to court.
- There will be a court hearing and if found in violation of your probation, an alternative disposition may be imposed, including placement outside the home.

Where do I send my restitution payments to?

- Your Probation Officer will give you a form with instructions about your restitution and what is required. Payments by mail should be in check or money order.
- Payments may be made in person between 8:30am and 4:30pm on any regular working day.
- There is a \$15 charge for bounced checks.

What are my rights as a probationer?

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What is merit credit?

Merit Credit is an opportunity during probation supervision to reward and provide incentives to probationers who are demonstrating substantial compliance with both their Order and Conditions of probation and their case plan. Talk to your Probation Officer about how you can earn Merit Credit.

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

- First, talk to your Probation Officer and try to resolve your concerns.
- If you feel that you can't resolve your concerns with your Probation Officer, ask to speak to their supervisor.
- If you still cannot resolve the problem you can call the Probation Director or Deputy Director.
- Failing that, you may contact the NYS OPCA at 80 South Swan Street, Albany NY or call 518-485-7692.
- Your probation will not be negatively affected just because you filed a complaint.
- Filing a complaint does not relieve you from your responsibilities to the court.

