

# Sonoma County Adult Probation Handbook



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**PROBATION**

# Table of Contents

What Does the Probation Department Do?.....	3
What is Community Supervision? .....	4
What to Expect on Community Supervision .....	5
Tips for Success.....	7
Community Resources .....	8
Frequently Asked Questions.....	9
Important Contact Information .....	11

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## *Purpose of this Handbook*

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The purpose of this handbook is to help you be successful while on community supervision, by answering some commonly asked questions and providing information on what you can expect.

# What Does the Probation Department Do?

The Probation Department is committed to *Changing Lives, Reducing Crime, and Restoring Community*. We do this by:

- Holding individuals accountable for their actions and enforcing court orders.
- Providing information to the Court to help the Court make decisions.
- Providing opportunity for individuals on supervision to learn skills to overcome obstacles, change thinking and behavior patterns, and improve their quality of life.
- Connecting people on supervision with services and resources in the community, which may include: family and individual therapy, parent education, mentoring, substance use treatment, mental health resources, and housing and employment assistance.

Main entrance to Adult Probation



## What is Community Supervision?

There are several types of community supervision, including:

**Formal Probation:** A court decision that allows a person convicted of a crime to remain in the community, instead of serving a sentence in custody. While on probation, the individual is under supervision of a probation officer.

**Post Release Community Supervision (PRCS):** Under PRCS, individuals have served a term in state prison. After release from prison, individuals on PRCS are supervised by the Probation Department.

**Mandatory Supervision:** Under Mandatory Supervision, the Court may order a “split sentence,” which means a prison sentence is split between the local county jail and the remaining portion is spent in the community under supervision of the Probation Department.

While on supervision, the Court will require you to follow a set of terms and conditions that describe your responsibilities and expectations. This could include participation in treatment and counseling, drug testing, and no-contact orders. The probation officer will monitor compliance of those terms and conditions. Supervision grants may also include financial responsibilities, as well as court fines and fees and victim restitution.

# **What to Expect on Community Supervision**

## ***Contact with your probation officer***

Your probation officer will work with you to create personal goals, as well as a plan to help you meet those goals, develop new skills, and be successful. They will also ensure you are complying with the terms and conditions granted by the Court.

## ***Office visits***

You will have regular meetings with your probation officer at the Probation Department. The frequency will be determined by your probation officer. During these visits, you can expect to review your goals and discuss your progress, as well as any challenges or barriers that you are experiencing. These visits may also be focused on learning and developing new skills to avoid risky situations and be a positive member of the community.

At the office, you will have to pass through a metal detector. For security purposes, it is important to bring as little as possible to your office visits. Please do not bring non-service animals or children to your office appointments.

## ***Home visits***

Your probation officer will make regular visits to your home. During the visit, your probation officer may conduct a search of your residence. They will be checking for compliance with your terms and conditions while in the home. Their search will focus on areas under your control and common areas of the home; however, the entire residence may be checked to ensure officer safety.

## **What to Expect on Supervision (continued)**

### ***Referrals to Treatment and Other Programs***

As part of the terms of supervision, your probation officer may require that you attend treatment or other programs.

### ***Day Reporting Center (DRC)***

This could include, for example, substance use treatment or participation in the Sonoma County Day Reporting Center (DRC). The DRC offers a variety of programs and services to meet client needs. Participants work together with their Supervising PO and DRC PO to choose which programming and resources will help them succeed in the community. Programming at the DRC includes, but is not limited to: Aggression Replacement Training (ART), Cognitive Behavioral Intervention practices (CBI), Advanced Practice (AP), and Seeking Safety. Education and employment services are also available on-site, as well as outpatient substance use programming.

### ***Chemical Testing***

If you are required to do chemical testing, you should come prepared to submit a urine sample at every visit; you may also be placed on a random testing program. Please bring some form of identification and be prepared to provide proof of any prescription medications to your probation officer. While on supervision, you may also be subject to chemical testing by other law enforcement officers.

### ***Detention Alternatives***

In some circumstances, the Court may grant an alternative to serving a jail sentence. This could include working in the community on projects that serve the public good (work release) on a Supervised Work Crew. When the Court refers you to a detention alternative, you will need to submit an application by the date given to you by the Court and you will be screened by Probation staff. For more information, contact: Work Release: (707) 565-8291

## Tips for Success

- 1. Be honest with your probation officer.** We are here to help you succeed. Being open and honest with your probation officer will allow them to help you meet your goals and overcome any setbacks that may occur.
- 2. Review all of your conditions of supervision.** Take time to make sure you understand these conditions, and if you have any questions, ask your probation officer.
- 3. Spend time with people who support you and your goals.** Look closely at your relationships and spend time with friends and family who can help you achieve your goals.
- 4. Life can be complicated and you may face challenges during your time on community supervision.** In tough situations, we encourage you to think before you act, take a deep breath, slow yourself down, and consider the consequences of your actions.
- 5. It is up to you to make the positive changes you want in your life.** We are here to help connect you with resources to help you make those positive changes.

## Community Resources

Talk to your probation officer for more information about different programs and services in the community that are available. They can refer you to places that can help you with housing, employment, drug and alcohol treatment, mental health services, and more.

**2-1-1** Sonoma connects Sonoma County residents to resources in the community, such as food, health services, housing, employment, disaster relief, and more. Call “2-1-1” by phone 24 hours a day, or visit [www.211.org](http://www.211.org).

Probation’s Day Reporting Center





# Frequently Asked Questions

## ***When will I be assigned a Probation Officer?***

If you are on Formal Probation, it takes about 2 weeks to be assigned to a probation officer. However, supervision starts the day you are sentenced in court, at which point, all terms and conditions go into effect. If you are on Mandatory Supervision, you will likely be assigned to a probation officer prior to release from custody. If you are on PRCS, you will be assigned once you report to the Probation Department, within 1-2 days of release from custody. If you have any questions prior to being assigned to a probation officer, you can contact the Probation Department (see page 11) and ask to speak to the Officer of the Day.

## ***Will my Probation Officer share information about my case with others?***

Adult probation cases are confidential unless permission is given by you to speak with specific persons or entities, or if such permission is a requirement of your terms and conditions. Victims, however, have the right to be notified of your case status, location, and supervision requirements. They will also be notified about their right to seek financial compensation for any loss suffered as a result of the crime. Under Marsy's Law, victims have the right to be notified regarding changes in your case and may be present at relevant hearings. In domestic violence-related cases, the victim may contact the PO to discuss concerns regarding violations of a criminal protective order or no contact order. Finally, law enforcement and criminal justice agencies may also access case information.

## ***Can I travel out of state while on Supervision?***

Travel restrictions vary based on specific circumstances and the type of supervision. Contact your PO with questions about out of **county** and out of **state** travel. Out of **country** travel will require a court appearance and should be requested at least a month before your date of travel.

## **Frequently Asked Questions (continued)**

### ***What happens if I violate my terms and conditions?***

If you violate the terms and conditions of supervision, it could be handled in numerous ways, determined by your probation officer and the Court. Violations may result in your return to custody and/or court. You may also be directed to participate in treatment, programming, community service, or other activities as directed by your probation officer.

### ***After I finish Supervision, can I get my record expunged?***

If you were convicted of a misdemeanor or felony offense and have successfully completed probation, then you can petition the court to have the conviction dismissed. It's important to note that successfully completing probation means you completed all the terms of your probation, including paying all fines, restitution, completed any counseling programs, community service, attended all required court appearances, and did not commit any new crimes while you were on probation.

In order to have your record expunged, you must meet certain criteria. Please consult with your attorney or contact the Sonoma County Public Defender's Office at [\(707\) 565-2791](tel:(707)565-2791) or [expungements@sonoma-county.org](mailto:expungements@sonoma-county.org) for more specific and detailed information regarding eligibility or the process.

**Visit our website at:**

<https://sonomacounty.ca.gov/justice-services/probation/frequently-asked-questions>

**for a complete list of Frequently Asked Questions**

# Important Contact Information

**Sonoma County Adult Probation**  
**600 Administrative Drive, Room 104J**  
**Santa Rosa, CA 95403**

Phone: 707-565-2149

Website: <https://sonomacounty.ca.gov/justice-services/probation>

**Day Reporting Center:**

2400A County Center Drive, Santa Rosa, CA.

Phone: 707-565-8041

**Pretrial Services Office:** Phone: 707-565-3105

**Chemical Testing Phone Line:** 707-565-2520

**Probation Accounting:** for Restitution, Fines and Fee

Payments: Phone: 707-565-3810 or pay online at

<https://sonomacounty.ca.gov/justice-services/probation/probation-payments-restitution-fine-and-fee-payments>

**Sonoma County Superior Court:**

600 Administration Drive Room 105J, Santa Rosa, CA.

Phone: 707-521-6500

**Sonoma County Public Defender's Office:**

600 Administration Drive Room 111J, Santa Rosa, CA.

Phone: 707-565-2791

Additional referrals or contact information:

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*Probation Officer Contact Info:*

*Staple your probation officer's business card and contact information here.*

Notes:

