Offender Supervision Manual

United States Probation Office
District of Wyoming

Revised January 2013

OFFENDER SUPERVISION MANUAL
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OFFICE INFORMATION

Office Hours: Monday through Friday (except holidays)
8:00 a.m. to 5:00 p.m.

Main Office:	**UNITED STATES PROBATION OFFICE**
	2120 Capitol Avenue, Suite 7008
Cheyenne	P. O. Box 847
	Cheyenne, Wyoming 82003
	(307) 433-2300
	Fax: (307) 433-2305
Divisional Office:	**UNITED STATES PROBATION OFFICE**
	111 South Wolcott, Room 300
Casper	Casper, Wyoming 82601
	(307) 232-2670
	Fax: (307) 232-2680
Divisional Office:	**UNITED STATES PROBATION OFFICE**
	125 Sunflower
Lander	P. O. Box 369
	Lander, Wyoming 82520
	(307) 332-4891
	Fax: (307) 332-4929

Emergency Procedures

If you have an EMERGENCY during office hours and cannot reach your officer, call the main office number and ask for the duty officer.

In the event of a natural disaster or other occurrence which would affect the operations of the U.S. Probation Office, you will be expected to remain in contact with your supervising U.S. Probation Officer. You should initially attempt to contact your probation officer through their regular office phone number. If phone service is not available to the local U.S. Probation Office, you should contact an alternate office location within the state of Wyoming. The addresses and phone numbers of the three U.S. Probation Offices within the state of Wyoming are listed above.

You may also access the U.S. Probation Office - District of Wyoming website for reporting instructions. The website can be found at http://www.wyp.uscourts.gov/. If you are unsuccessful in receiving reporting instructions through contacting an alternate office or the website, you should seek reporting instructions through local newspapers or local television/radio news programming.

FEDERAL PROBATION AND PRETRIAL SERVICES SYSTEM

MISSION

As the component of the federal judiciary responsible for community corrections, the Federal Probation and Pretrial Services System is fundamentally committed to providing protection to the public and assisting in the fair administration of justice.

BELIEFS

We Believe...

In the right of all persons to be treated with dignity and fairness.

In our role of ensuring that the court is provided information vital to making appropriate pretrial release decisions and imposing just and fair sentences.

In the protection of the public as the most vital aspect of community supervision and in proper supervision as the best means to control and reduce risk.

In the ability of people to change and in our responsibility to provide persons under our supervision with opportunities for treatment.

In individual commitment to a shared vision as the best way to achieve our mission.

VISION

The Federal Probation and Pretrial Services System strives to exemplify the highest ideals and standards in community corrections.

This Statement was approved by the Chiefs Advisory Council in May 1993 and by the Judicial Conference of the United States in September 1993.

INTRODUCTION

This Offender Supervision Handbook is designed to provide you with a clear and concise explanation of the definitions, procedures, and requirements of supervision.

The following explanations and examples outline the requirements for you to maintain compliance with the terms/conditions of your supervision, as well as the methods a U.S. Probation Officer (USPO) uses to enforce the conditions and monitor compliance. Your conditions of supervision may vary depending on your type of supervision (probation, parole, military parole, supervised release), the year you were sentenced, the nature of the offense of conviction, and your personal history.

USPO's serve as officers of the Court and agents of the U.S. Parole Commission. They are responsible for the supervision of all persons conditionally released to the community by the Courts, the U.S. Parole Commission, the Federal Bureau of Prisons, and military paroling authorities. Their mission is to execute the sentence ordered by the Court/Parole Commission, control risk to the community, and provide services to assist you in maintaining a law-abiding lifestyle.

You have been provided a copy of the Judgment/Parole Certificate which includes your conditions of supervision. You must comply with all conditions throughout the term of your supervision. Failure to do so will result in noncompliance action, which could result in the Court/Parole Commission revoking your supervision and imposing a prison sentence. If you do not understand your supervision conditions or what is expected of you at any time during the period of supervision, contact your USPO immediately and ask for an explanation.

The primary responsibility of a USPO is to monitor your conditions of supervision and report any noncompliance to the Court/Parole Commission. However, it is also their desire that you fulfill Court-ordered obligations and successfully reintegrate into the community and complete your period of supervision. Where possible, your USPO will help you accomplish this objective.

WHAT IS SUPERVISION?

The mission of supervision is to carry out and fulfill the sentence of the Court. It involves a collaborative effort between the person under supervision, members of his/her family, the USPO, and multiple community resources. The goal is the successful completion of any imposed term of supervision. Success may be measured many ways, including an absence of further criminal behavior, accountability towards victim compensation, family and community responsibility, and the degree of preparedness for life after supervision.

A probation officer has three general and often interrelated areas of responsibility in fulfilling the supervision mission. The first area includes the monitoring and enforcement of compliance with the Court-ordered conditions of supervision. The second area involves providing the person with needed community resource assistance, which may include but is not limited to substance abuse testing and treatment, mental health counseling, employment assistance and educational information. The third area involves controlling any risk the person under supervision may pose to the community. Supervision involves the blending of these three areas, which most often leads to the successful completion of supervision and the improvement of the life of the person and others involved in the change process.

Because successful completion of supervision does not occur in every case, probation officers are responsible for making difficult decisions which may alter the current life circumstance of the person under supervision. USPO's attempt to work with the person in the community setting prior to seeking revocation of the term of supervision. Nonetheless, our goals always remain the same: compliance, assistance and the control of risk.

THE PROBATION OFFICER'S ROLE

As part of your sentence, you will be supervised in the community by a USPO. Your supervision may be either probation, supervised release, or parole. The primary function of the USPO is to monitor your compliance with conditions of supervision. If you violate your conditions of supervision, it is the USPO's job to notify the Court/Parole Commission. In some instances, the USPO may be able to assist you in resuming compliance with the conditions of your supervision without asking for a hearing. However, if you commit a serious or a series of violations, the USPO will have no alternative but to notify the Court/Parole Commission and U.S. Attorney's Office and request a hearing. Should this occur, your supervision may be revoked and a new sentence imposed.

The purpose of supervision is to enforce compliance with the conditions of release, to protect the public by minimizing risk, and assist you in maintaining a law-abiding lifestyle. USPO's serve as Officers of the Court and as agents of the U.S. Parole Commission. They are responsible for the supervision of all persons who are conditionally released to the community by the Courts, the Parole Commission, the Federal Bureau of Prisons, and military authorities. Their supervision mission is to execute the sentence, control risk, and to promote law-abiding behavior.

To accomplish these objectives, the USPO has the following responsibilities:

- To instruct you as to the conditions specified by the Court or the Parole Commission.
- To keep informed as to your compliance with the conditions of your supervision.
- To keep informed as to your conduct and to report your conduct and status to the sentencing Court or Parole Commission.

- To use suitable methods consistent with the conditions specified by the Court or Parole Commission to bring about improvements in your conduct and your situation.

- To assess the level of risk you may pose to the community and establish a supervision plan in order to minimize your risk to the community.

- To utilize risk control supervision activities such as, but not limited to, verification of employment, sources of income, investigation of your financial situation, monitoring of your associations, conducting record checks, placing restrictions on your travel, and testing you for the use of drugs and alcohol.

- To request modification of the conditions of supervision in order to reduce risk, if necessary. Examples of such modifications include electronic monitoring, halfway house placement, or participation in treatment.

- To systematically review your conduct and devise a supervision plan in accordance with your level of risk to the community.

- To assess the problems you may be experiencing that are likely to be associated with future criminal conduct such as unemployment, alcohol and substance abuse, mental health issues, financial hardship, lack of residence, family difficulties, and to develop a plan to address these issues.

- To refer you to community resources which will assist you in dealing with issues that may hinder your success on supervision**.**

EARLY TERMINATIONS

Title 18 U.S.C. 3564(c) and 3583(e)(1) permit the Court to terminate terms of probation in misdemeanor cases at any time and terms of supervised release or probation in felony cases after the expiration of one year of supervision if satisfied that such action is warranted by the conduct of an offender and is in the interest of justice. Offenders who perform well on supervision may be considered for early termination, however, **any** violation conduct will jeopardize consideration The early termination policy of the U.S. Probation Office for the District of Wyoming generally requires an offender to serve at least one-half the term of supervision **and** a period of at least six months on low-specific caseload to demonstrate stability with limited correctional supervision. Offenders who are career violent and/or drug offenders (as described in 28 U.S.C. § 994(h)), sex offenders, or terrorists are excluded from consideration for early termination of supervision. Early termination is a privilege to be earned, it is not a "right." The supervision term imposed by the Court is a part of the sentence the Court expects to be served. Early terminations are a rare occurrence and should not be expected.

TRANSFER OF SUPERVISION

If you wish to transfer your supervision outside the District of Wyoming, you will be required to submit a relocation request to your USPO. If appropriate, your USPO will submit a transfer letter to the receiving district. A USPO in the receiving district will verify your proposed residence and employment and respond with either an acceptance or denial of your relocation request. Acceptance of supervision is contingent upon a suitable release plan that is conducive to your success on supervision**. If you are in violation of your conditions of supervision, a transfer of supervision**

is unlikely. A USPO will thoroughly investigate your relocation request to assure you are not placing yourself in a situation that may jeopardize your supervision. A relocation request does not guarantee your supervision will be accepted in the receiving district. Relocation requests are time consuming and you should not expect an immediate response. At a minimum, you should provide your relocation request to your USPO at least sixty (60) days prior to your anticipated relocation. If your relocation request is denied, you will be required to remain in the District of Wyoming.

Transfer of supervision within the District of Wyoming also requires a relocation request, however, you may expect a more immediate response than out of district relocation.

NONCOMPLIANCE/VIOLATIONS OF SUPERVISION

The Court allows the U.S. Probation Office some discretion in dealing with acts of noncompliance/violations. For instance, if you lose your job, the probation officer would not immediately notify the Court, but would give you a reasonable period of time to find employment. Additionally, with Court approval, the USPO may impose intermediate sanctions (involving a punishment and corrective action) for some violations. Serious violations or a series of violations, however, will result in the Court being notified immediately. The USPO will request a hearing before the Court on the violations.

If you violate the conditions of your supervision, you may be required to appear before the Court to determine if your period of supervision should be revoked. If this occurs, the Federal Rules of Criminal Procedure 32.1(b)(2) entitle you to:

- **written notice of the alleged violations;**
- **disclosure of the evidence against you;**
- **an opportunity to appear, present evidence, and question adverse witnesses unless the Court determines that the interest of justice does not require the witness to appear;**
- **notice of your right to retain counsel or to request that counsel be appointed if you cannot obtain counsel;**
- **an opportunity to make a statement and present information in mitigation.**

You will be given the opportunity for a hearing before the sentencing judge. The Federal Rules of Criminal Evidence do not apply to revocation hearings. Consequently, certain types of evidence may be admissible that are not admissible in other hearings. The standard of proof at a revocation hearing is **"preponderance of the evidence"** and **not "beyond a reasonable doubt"** as in other criminal actions.

If the Court finds you have violated the conditions of supervision, the Court has several options available, including:

- **taking NO ACTION;**
- **discharging you from supervision (a rare occurrence);**
- **extending your period of supervision if allowed by statute;**
- **modifying your conditions of supervision by removing or imposing additional conditions that you must abide by; and/or,**
- **revoking your term of supervision and imposing a term of incarceration, which may be followed by another term of supervised release.**

FEDERAL AND STATE LAWS

Firearms Prohibition: **If you have been convicted of a felony, it is a federal crime for you to possess or have access to any firearm or ammunition**. This applies to all guns (including handguns, rifles, & shotguns), bombs, grenades, silencers and machine guns/parts. A felony is any crime which carries a possible sentence of more than one year. A person convicted of this federal crime may be sentenced to ten years imprisonment and fined up to $250,000. This right may be restored to you by obtaining a presidential pardon.

Possession of a firearm, ammunition, destructive device, or dangerous weapon means that you have access to them. Therefore, if you live with someone who possesses any of these items and you have access to them, you are considered to be in constructive possession. Federal law forbids persons with a felony conviction or a Dishonorable Discharge from the Armed Forces to possess firearms, ammunition, or explosives. This may also be a violation of state law.

Federal statute requires the Court to revoke your supervision and impose a prison sentence if you are found in possession of a firearm. This may not apply to offenders on supervision for a misdemeanor conviction. However, if you are on supervision for a misdemeanor and have no prior felony convictions, your conditions of supervision may still preclude you from possessing a firearm. Should you violate this condition, the mandatory revocation of supervision and incarceration applies. Further, if you have been convicted of a misdemeanor domestic violence offense, you may not possess a firearm.

Additionally, it is unlawful to possess a firearm if you 1) are a fugitive, 2) are an unlawful user of or addicted to any controlled substance, 3) have been adjudicated as a mental defective or have been committed to a mental institution, 4) are an alien who is illegally or unlawfully in the United States, 5) if you have renounced your U.S. citizenship, or 6) have been court ordered to not possess a firearm.

A convicted felon who possesses a firearm is in violation of the law. This is not applicable if you have received a presidential pardon. Information regarding a presidential pardon may be located at http://www.usdoj.gov/pardon/pardon_petition.htm**.**

It is a crime to bring any weapon into a Federal building. All such weapons will be confiscated, and you will be subject to revocation and/or prosecution.

Sex Offender Registration: If you have been convicted of a sex offense, Wyoming law may require that you register with the county sheriff where you reside. It is your responsibility to register. In Wyoming, address changes must be reported within ten days of moving to a different residence. You must notify, in writing, the law enforcement agencies where you initially registered, as well as the agencies with jurisdiction over your new residence. Failure to comply with the sex offender registration requirement is a violation of the law and your conditions of supervision. Should you travel or transfer your supervision to another state, you will be expected to comply with registration requirements of that jurisdiction.

Valid Driver's License: State law requires motorists to have a valid driver's license and proof of insurance in order to operate a motor vehicle. Documentation of vehicle registration, insurance, and driver's license should be made available to your USPO.

Loss of Civil Rights: Both state and federal laws may deprive convicted felons of certain civil rights, including the right to vote, serve on a jury, and hold public office. Additionally, laws may

restrict the issuance and renewal of some professional licenses, such as law, medical, barber, cosmetology, and liquor licenses, etc. To determine if your rights will be or can be restored after the termination of your term of supervision, you should contact the appropriate authority (i.e. Election Commissioner for voting rights, the licensure division of various regulatory agencies for professional licenses, etc.).

Conditions of Supervision: There are three types of conditions of supervision:

1. **Mandatory conditions** - required by law for everyone on supervision;
2. **Standard conditions** - required by the Court/Parole Commission for everyone on supervision; and,
3. **Special or Additional conditions** - imposed by the Court/Parole Commission based on your special circumstances.

MANDATORY CONDITIONS OF SUPERVISION

➽ **The defendant shall report to the probation office in the district to which the defendant is released within 72 hours of release from the custody of the Bureau of Prisons.**

If you have not already made prior arrangements, you have no more than three days to contact your probation officer after being released from the institution. If you fail to contact your USPO, you will be considered unavailable for supervision, and a warrant may be issued.

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

If you are involved in criminal activity, you pose a significant risk to the community. Any serious violation of the law is immediately reported to the Court. Based on the seriousness of the offense and the risk you pose to the community, a recommendation may be made to the Court to proceed with a violation hearing prior to a conviction.

Your supervision can be revoked regardless of whether or not you are convicted of the new law violation. The standard of proof at a violation hearing is that of "*preponderance of the evidence*," (that it is "*more likely than not*" or the Court is "*51% sure*" that the alleged violation has been committed). This standard is much less than in a criminal trial where the standard of proof is "beyond a reasonable doubt" (a very high standard, often described as more than 99% sure).

Consequently, you may be found in violation of this general condition of supervision if the Court finds that a federal, state, or local criminal law has been violated, whether or not you are ever arrested, indicted, or formally charged in any other court. The USPO monitors this condition by maintaining contact with local police/sheriffs; regularly running computerized local, state, and national record checks; and through collateral sources.

➽ **The defendant shall not illegally possess a controlled substance. Revocation of supervised release/probation is mandatory for possession of a controlled substance. The defendant shall submit to one drug test within 15 days of release on supervised release/probation, and at least two periodic drug tests thereafter, as directed by the U.S. Probation Officer.**

You cannot possess ANY drugs or drug paraphernalia unless prescribed by a physician. This includes the medication prescribed to friends or family members. If you test positive for non-

prescribed medication the Court/Parole Commission will be notified. You will be required to provide your USPO information on all prescription medications that you take.

Drug testing is required by statute for all offenders. However, the Court may waive the drug testing condition. You may also be subjected to additional testing and required to pay for testing. Your USPO will provide additional instructions regarding testing procedures.

➽ **The defendant shall not possess a firearm, ammunition, dangerous weapon, or destructive device. Supervised release/probation shall be revoked for possession of a firearm.**

If you are a convicted felon you can never own, use, or possess a firearm or ammunition, unless granted a presidential pardon! See firearms prohibition on page 9. Hunting knives, bows, arrows, crossbows, black powder, black powder firearms and replicas, starter pistols, replica firearms, mace, stun guns/tasers, and weapons used in martial arts are considered dangerous weapons and are generally not permissible. You need to advise your USPO if you have access to any of these weapons. Depending on your criminal history and circumstances, there are possible exceptions. If your employment requires such items or you have any questions, immediately inform your USPO of the item and request his/her permission to possess it. If you have any questions regarding firearms, you may contact the Bureau of Alcohol, Tobacco, and Firearms at http://www.atf.gov/contact/.

STANDARD CONDITIONS OF SUPERVISION

1. **The defendant shall not leave the judicial district without the permission of the court or probation officer**.

Generally, you will not be allowed to travel outside the judicial district (the State of Wyoming) during the first 60 days of supervision.

It is your responsibility to keep your USPO apprized of your whereabouts at all times. While you are on supervision, you may not travel outside the District of Wyoming without written permission of your USPO. You may travel freely within the state for day trips. However, if you are required to submit urinalysis and would like to travel within the state of Wyoming, you must obtain permission from your USPO if you will be unavailable for testing. Your USPO may require notification of any overnight travel or absence from your residence, even within the district of supervision. Permission to travel in-state may be granted orally or in writing. Keep in mind that travel is a privilege to be earned, it is not a "right."

Travel requests outside of Wyoming, but within the United States, must be submitted to your USPO at least one week before you want to travel.

International travel must be approved by the Court or by the U.S. Parole Commission. Approval from the country to which you wish to travel may also be required. Your request must be submitted at least six weeks in advance. Exceptions may be made for emergencies such as serious family illness or death. These situations will be evaluated on a case-by-case basis and extensive communication with your USPO will be necessary.

Should travel be approved, you may be required to report to the U.S. Probation Office in the district to which you are traveling. You are required to contact your probation officer within 24 hours of your return.

If your application for travel is approved, you will be issued a written travel permit. You must keep the travel permit with you at all times during your trip. If you are stopped for any reason by a law enforcement officer, a records check may be conducted. The officer running the computerized check can determine if you are on federal supervision.

Travel may be denied if you are not in compliance with all conditions of supervision. It may also be denied if your Court-ordered financial obligations (e.g. fines, restitution, or special assessments) are not completely satisfied, or you are not current with your payment schedule. Additionally, your USPO may deny your travel request for the following reasons, although not inclusive of all reasons for denial:

- You have pending criminal charges or are a registered sex offender;
- Your conviction/past criminal behavior presents a travel risk or there is a third party risk;
- Your travel plans are not verifiable;
- Travel would interfere with Court-ordered treatment, drug testing or other conditions;
- The district to which you wish to travel has certain restrictions which prohibit travel to their district (i.e. Nevada, South Dakota);
- You are residing in a community corrections center or on home confinement;
- You have recently tested positive for drugs and/or alcohol;
- You have failed to comply with any condition imposed; i.e. submission of Monthly Supervision Reports; complete community service hours; missed treatment, etc.

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: 1) report to the probation officer, in person, as directed; and, 2) submit a written report by the 5th day of each month. A detailed explanation of the requirements of completing a Monthly Supervision Report is found on page 22.

Reporting in Person: In order to monitor your compliance with the conditions of supervision, your USPO will meet with you on a regular basis. The frequency with which you are seen is based on your risk to the community, your compliance with the conditions of supervision, and the types of problems you may be experiencing. It is your obligation to meet/report to your USPO at any time and/or place as directed. Consideration will be given to not interfere with employment, family and other legitimate obligations you may have. You will routinely be visited by your USPO; however, if you are unavailable for these contacts, you may be directed to travel to the U.S. Probation Office. Reporting as directed is your responsibility.

Written Reports: You must submit a Monthly Supervision Report every month. (See page 25.) These reports must be:

a. **"truthful"** - Falsifying an answer on a Monthly Supervision Report is a violation of your conditions of supervision and may be sufficient grounds to submit a violation petition to the Court. Additionally, if you fail to submit a truthful report you will be subject to tighter monitoring, travel restrictions, increased reporting, etc.

b. **"complete"** - Fill in each blank space. Answer every question. If the answer to a question is zero, none, or not applicable, you must write that in the blank. Do not leave blanks or draw lines through spaces as such responses create uncertainty.

c. **"submitted in the manner and frequency directed by the court or probation officer."** These reports are historical for the month that just ended. At the top right-hand corner on the front of the report you will see that there is a blank space indicating that this is a "**Report for the Month of_____."** You must wait until the end of the month in order to be able to give a complete account of what occurred during that month, and then submit the completed report as directed by your USPO or the court. 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.**

The USPO is responsible for knowing your current situation. For this reason, you will be asked about many aspects of your life. You are required to answer these inquiries truthfully. Again, this condition has two parts. As with Monthly Supervision Reports, a false answer to a question from your probation officer may be grounds for revocation. It also undermines your credibility with your probation officer, which may lead to tighter restrictions. The second part of this condition relates to your obligation to follow instructions. For example, your USPO may instruct you to provide evidence of job search efforts or employment. You are obligated to do so. The USPO will also verify the information through outside sources such as family, employers, treatment providers, etc.

It is important to understand that this is a broad and comprehensive condition. Your USPO may instruct you on a variety of issues. These instructions are for your welfare and related to your compliance with conditions of supervision.

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

You have an obligation to contribute to the support of your minor children. If this obligation is pursuant to a divorce decree or a non-support order issued by any court, you must comply with those requirements or submit an explanation of why you are unable to do so. If there is no Court order, you must follow the instructions of your USPO with regard to supporting your dependents in a reasonable manner. You may be required to verify that you are current with these obligations.

With respect to meeting other family responsibilities, you have an obligation to follow your USPO's instruction so that family circumstances do not place you at risk of violating other conditions of your supervision. Prior to, or during your supervision, the USPO may meet with family members or significant others to explain how the supervision process will impact them, and how they can assist you in successfully completing supervision. This will include the impact on family lifestyle and restrictions on travel. Additionally, there will be an explanation of enhanced penalties you may receive if drugs, alcohol, or firearms are found in your home. Your USPO will periodically inquire about your finances to verify that you are meeting your family obligations and living within your means.

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

You have an obligation to work a minimum of 40 hours per week, or engage in a combination of work and schooling which totals at least that number unless you have a documented disability, verified by a physician.

Your occupation must be both verifiable and legal and include payment by check, deduction for federal taxes, and deductions for Social Security taxes, if appropriate. In most cases, it will not be acceptable to receive cash payments for employment (discuss with your USPO if cash payments are acceptable). You may be required to submit copies of your pay stubs and income tax returns to verify employment.

The USPO may periodically contact you at your place of employment in order to verify employment. These contacts should not interfere with your employment.

Self-employment may be allowed on a case-by-case basis and must be approved by your USPO. The USPO will need to periodically review the business records and all financial records. At a minimum, the business must be:

- **verified as legitimate;**
- **properly licensed, registered, incorporated, etc.;**
- **have the required insurance, i.e. Workers' Compensation;**
- **all taxes must be paid;**

Additionally, the USPO must be given the following information:

- **name, address, and telephone numbers of all corporate officers;**
- **Federal Employer Identification Number;**
- **name and address of all business bank accounts and account numbers; and,**
- **additional material as requested.**

6. The defendant shall notify the probation officer at least ten days <u>prior</u> to any change in residence or employment.

In the event that such a change occurs without your prior knowledge (i.e., your dwelling is flooded or made uninhabitable by some other natural disaster; you are fired or laid off from your job without prior notice) you must notify your USPO immediately. You also have an obligation to keep your probation officer informed of a telephone number, home or work, where you can be reached at all times.

If you become unemployed, you will be required to seek employment immediately and keep a log of your job hunting contacts. Your USPO may supply you with a form in order to document your job search, to be returned as directed. Your USPO can assist you with job leads and referrals.

If you are terminated from a job, your USPO will verify the reason. Any job changes should be discussed with your probation officer prior to making the change. You should not quit your job unless you have been offered other employment.

One of the most important factors in the successful completion of supervision is your employment. Individuals who work consistent, full-time jobs tend to adjust to and successfully complete their term of supervision.

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 controlled substances, except as prescribed by a physician**.

"Excessive use of alcohol" refers to any alcohol use that adversely affects your employment, your relationships, or your ability to comply with the conditions of supervision. This includes the use of alcohol which results in the violation of any local, state, or federal laws, including disorderly conduct, public intoxication and/or driving under the influence. If you are unable to function to the satisfaction of your probation officer because of alcohol use, this may constitute a violation of the condition.

If you have a history of drug or alcohol abuse, you may be required to abstain from alcohol completely (see Special Conditions of Supervision).

Additionally, you cannot use, sell, or consume any drugs unless prescribed to you by a physician. You may not take medication prescribed to others. The use of non-prescribed medication which results in a positive drug test will require notification to the Court/Parole Commission. You may be required to submit a list of all prescription medications that you take to your USPO. Also, you may not possess any drug-related paraphernalia.

If you have reverted to drug use or are in danger of losing your sobriety, your USPO can refer you for an evaluation and/or treatment. It is important that you communicate any developing or relapse issues to your USPO before the abuse progresses.

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

If you are present at a location where drugs are available, you are in violation of your supervision conditions by virtue of being in "constructive possession" of controlled substances. Such an environment is not conducive to law-abiding behavior and is therefore prohibited. You have a responsibility not to frequent bars, taverns, or locations in which you have reason to believe drugs may be present, and to leave any such location if you discover drugs may be present.

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**.

You may not associate with any person engaged in criminal activity, or a convicted felon, unless approved by the USPO. If you have a family member or are married to a convicted felon, the Court, for good cause, may prohibit you from having any contact with them. If you are contacted by a known felon and/or co-defendant, terminate the contact and call your USPO immediately.

Incidental contact with a convicted felon may not be considered association; i.e., having contact at work, an AA/NA meeting, or in treatment. If this occurs, report the contact to your USPO and note it on your Monthly Supervision Report. The prohibition against associating with a person engaged in criminal activity is absolute, regardless of whether that person is a family member or a co-worker. Your USPO will instruct you as to whether or not your association can be permitted.

You cannot have ANY contact with a person involved in criminal activity, regardless of their relationship to you.

Permission for criminal association cannot be after the fact. You must have permission prior to the association. Permission will only be granted in exceptional situations or with good cause.

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.**

Most contacts you will have with the USPO will be in the community (home or work) and will be unannounced/unscheduled. They may occur during the day, evening, weekends, or holidays. Failure to cooperate is a violation of the conditions of your supervision. You should inform members of your household that a USPO will periodically visit your home. You should provide them with the name and phone number of your USPO and encourage them to contact him/her if they have any questions or concerns. Additionally, this condition allows the USPO to conduct a plain view inspection of the premises for contraband. Contraband, although not inclusive, may include alcohol, controlled substances, paraphernalia relating to such substances, firearms, weapons, child pornography, and any other items prohibited by law or the conditions 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 obligation to contact your USPO and report this contact within seventy-two hours. This is true even if the contact is for a routine matter such as a traffic violation, parking ticket, or if you are not the subject of the investigation (witness, questioned and released, etc.). You are required to report any contact you have with law enforcement within seventy-two hours.

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.**

You cannot act as an informant or special agent unless you are given permission to do so by the Court/Parole Commission. The USPO cannot grant you permission, nor can you elect to do so on your own. If any law enforcement agency seeks your assistance beyond normal questioning, provide the agency with your USPO's name and telephone number, and inform your USPO immediately.

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 USPO is responsible for continually assessing the level of risk that you may present to the community and establishing a supervision plan to address the risk, including third party risks. Your prior history, including criminal record, substance abuse, acts of violence, use of weapons, mental health problems, sexual deviance, and predatory acts, will be considered in accessing third party risk.

Third party risk refers to personal, physical or financial harm you could cause the members of the community or your employer, based on your offense of conviction, prior criminal record, or any related background information. In certain situations, you may be prohibited from engaging in a specific activity or working at a particular job; i.e., 1) a child molester would not be allowed to do community service at a school; 2) someone convicted of investor fraud would not be allowed to solicit, invest, or manage funds on behalf of others; 3) someone convicted of transportation of stolen goods across state lines, or drug distribution, may not be allowed to work in the interstate trucking business; 4) a drug offender could not work at a pharmacy or a job where he/she has access to drugs; or, 5) an embezzler could not work as a bookkeeper without the employer knowing of the embezzlement conviction, and approval by the USPO.

If the USPO identifies a third party or particular group of people to whom you may cause personal, physical or financial harm, you may be required to tell them of your conviction or prior record and the fact that you are on supervision. Your probation officer may contact them to make certain you have done so. Additionally, the USPO may restrict employment and/or association even if the affected party has received notification.

SPECIAL/ADDITIONAL CONDITIONS OF SUPERVISION

Special or Additional conditions are specific to the nature of your offense, personal circumstance, and criminal history. These conditions will assist your USPO in monitoring the sentence imposed by the Court, controlling risk to the community, and providing services to assist you in maintaining a law-abiding lifestyle and becoming a productive member of society. Not all special or additional conditions are addressed in this document, as the Court/Parole Commission tailors these conditions to each individual. It is very important that you discuss these with your USPO to understand how these conditions of supervision may apply to you.

DNA Testing

- **Pursuant to Public Law 108-405, Revised DNA Collection Requirements Under the Justice for All Act of 2004, the defendant shall submit to DNA collection while incarcerated in the Bureau of Prisons, or at the direction of the U.S. Probation Office.**

Submission of DNA is required by law for all offenders convicted of a 1) a felony; 2) any offense under Chapter 109A of Title 18, United States Code; 3) any crime of violence, (as that term is defined in section 16 of Title 18, United States Code); and 4) any attempt or conspiracy to commit any of the offenses in paragraphs (1) through (3). Your USPO will advise you if you are required to provide a blood sample or mouth swab, and fingerprints for the DNA data bank.

Home Confinement

- **The defendant shall serve _____ days/months in the home confinement program, with or without electronic monitoring, as directed by the U.S. Probation Officer. The defendant shall comply with the provisions of the Home Confinement Participant Agreement and shall pay for the costs of electronic monitoring.**

Following release from imprisonment, the defendant shall be placed on the home confinement program for a period of _____ days/months and must abide by all the requirements of the program. As a condition of home confinement, the U.S. Probation Office may require he/she wear an electronic monitoring device or use some other location verification system to assist in his/her

supervision. While participating in the home confinement program, he/she shall remain at his/her residence except for employment or other activities approved in advance by the probation officer. His/her schedule shall be determined by the USPO. He/she is required to maintain telephone service at his/her residence and shall not have any party lines, answering machines, voice mail, cordless telephones, call forwarding, call waiting, call block or other special features or services which would interfere with the functioning of the electronic monitoring equipment.

Chemical Dependancy

- **Paragraph #7 of the Standard Conditions of supervision is modified, i.e., instead of merely refraining from excessive use of alcohol, the defendant shall not purchase, possess, use, distribute, or administer any alcohol, just the same as any other narcotic or controlled substance**.

You may not use or possess alcohol. In addition, you are not to have alcohol in your residence or vehicle.

- **The defendant shall abstain from alcohol and is prohibited from entering establishments whose chief source of income is derived from the sale of alcohol.**

You are not allowed to enter establishments which derive their primary income from the sale of alcohol. This includes lounges, taverns, bars, pool halls, etc. Your USPO may permit you to frequent restaurants which serve alcohol provided you are not consuming alcohol or with someone who is, and you are not in the bar portion of the restaurant.

- **The defendant shall attend and successfully complete any diagnostic evaluations, treatment or counseling programs, or approved support groups (e.g., AA/NA) for alcohol and/or controlled substance abuse, as directed by the probation officer.**

If you have a history of drug or alcohol abuse, you may be referred for a substance abuse evaluation and may be directed to attend a treatment program. The purpose of this condition is to protect the community and assist you in achieving a drug/alcohol-free existence. You will be required to abstain from all use of illegal substances, alcohol, or other intoxicants while in treatment. You may be ordered to pay all or part of the treatment costs. The length and type of drug treatment will depend on your circumstances, and how these are evaluated by your USPO and treatment provider. Additionally, you may be required to submit to testing to monitor drug/alcohol use.

Search and Seizure

- **The defendant shall submit his person, residence, office, or vehicle to a search, conducted by a United States Probation Officer at a reasonable time and in a reasonable manner, based upon reasonable suspicion of contraband or evidence of a violation of a condition; failure to submit to a search may be grounds for revocation; the defendant shall warn any other residents that the premises may be subject to searches pursuant to this condition.**

If there is reasonable suspicion to believe that you have contraband or evidence of a violation of a condition at your residence, (including unattached buildings and storage facilities), in your car, office, or on your person, your USPO may search for, and seize, such items.

Community Service

- **The defendant shall complete ___ hours of community service as approved and directed by the probation officer. The defendant shall be responsible for providing the probation officer with written proof of the number of hours completed.**

Community Service is defined as non-salaried, hourly work, performed by you at a civic or non-profit organization. Community service hours can be completed at a variety of agencies. The location where you work requires approval by your USPO. There are many possible work sites including places of worship, medical facilities, city/county agencies, previous volunteer locations, etc. Some work sites may present conflicts of interest or third party risks, in which case they would not be allowed. Community service is to be completed on a schedule approved by your USPO. All hours must be verified in writing.

Mental Health

- **The defendant shall submit to a mental health evaluation and shall adhere to any and all recommendations of the same. The defendant will not quit any required treatment without the permission of the U.S. Probation Officer and the treatment provider.**

This condition may be imposed if you have a history of mental health related difficulties, display symptoms of mental illness, have been previously diagnosed with mental health problems, or it appears you may benefit from counseling. Additionally, your USPO will assist you should you feel the need for counseling. You may be required to pay all or part of the treatment costs for mental health treatment**.**

Domestic Violence

- **The defendant shall attend mental health counseling, to include anger management, at the direction of the U.S. Probation Officer.**

If you have any history of domestic violence, the Court may impose a condition that you participate in anger management counseling. The USPO may restrict you from having contact/association with individuals placed at risk due to your anger issues or issues related to that individual.

Sex Offenders

If you are a sex offender, the Court may impose a number of conditions related to your circumstances, including treatment for inappropriate sexual behaviors, no contact with your victim(s) or children under the age of 18, restrictions on accessing/viewing/possessing any pornographic or sexually-oriented materials and other similar conditions. You may be required by law to submit to DNA testing and register as a sex offender, which includes advising the county sheriff of your current address.

Financial Restrictions

- **The defendant shall provide the probation officer with access to any requested financial information**.

You may be required by your USPO to provide complete financial access. On an annual basis you may be required to submit copies of your federal income tax returns (both personal and corporate). You may also be required to provide other documentation, including but not limited to bank statements, copies of bills, copies of legal documents (e.g. bankruptcy, discharge, lawsuit, etc.), copies of checks, personal financial statements, and statement of earnings. You may be asked to sign a confidential release form that will allow the USPO access to bank records and other financial records.

- **The defendant is prohibited from incurring new credit charges or opening additional lines of credit without prior written approval of the probation officer.**

You are to obtain approval from your USPO before obtaining a loan, credit card, line of credit, etc. The USPO will consider your employment, cash flow, ability to repay the loan and pay Court-imposed financial obligations in deciding whether or not to approve your credit request.

FINANCIAL OBLIGATION CONDITIONS (fines, restitution, special assessment)

USPO's have a statutory obligation to collect financial obligations ordered by the Court, including fines, restitution, special assessment, and child support. Failing to make payments as directed by your USPO is a violation of your conditions and subjects you to further Court sanctions. **Consistent and prompt payment of financial obligations is a supervision priority.** Failure to adhere to a payment plan will result in sanctions, to include denial of travel privileges. If you owe financial obligations pleasure travel ordinarily will be restricted. The USPO may require that you execute a wage assignment to assure Court-imposed obligations are paid.

Pursuant to U.S.C. 3613A(a)(1), upon a finding that the defendant is in default on a payment of a fine or restitution, the Court may, pursuant to section 3565, revoke probation or supervised release, modify the terms or conditions of probation or supervised release, resentence a defendant pursuant to section 3614, hold the defendant in contempt of court, enter a restraining order or injunction, order the sale of property of the defendant, accept a performance bond, enter or adjust a payment schedule, or take any other action necessary to obtain compliance with the order of a fine or restitution. Subject to the provisions of 18 U.S.C. 3614(b), if a defendant knowingly fails to pay a delinquent fine or restitution, the Court may resentence the defendant to any sentence which might originally have been imposed.

Financial obligations not paid in a timely manner may be subject to collection through the Treasury Offset Program, which allows the U.S. Department of Justice, in cooperation with the U.S. Department of the Treasury, to reduce or withhold any of your eligible Federal payments.

Pay your financial obligations directly to the Clerk of the U.S. District Court at the following address. It is important that you write your name and address legibly on the certified check or money order, and that you include your docket number.

Clerk of the U.S. District Court
2120 Capitol Avenue, Room 2131
Cheyenne, Wyoming 82001

DIRECTIONS FOR COMPLETING THE MONTHLY REPORT FORM

The Monthly Report Form must be completed thoroughly and accurately. Do not hesitate to discuss this form with your Probation Officer if you have any questions about how to complete it. If something does not apply specifically to you put N/A in the blank. DO NOT LEAVE ANY LINES BLANK AND PRINT LEGIBLY. Monthly Reports may be completed online through the Electronic Reporting System (ERS). For information about ERS, please consult your USPO.

1. Print the month and year.
2. Print your first, last, and middle name.
3. Print any other name that may have been used in court.

PART A.

4. Print your full street address, including apartment number if applicable. DO NOT PUT P.O. BOX OR MAIL DROP NUMBERS IN THIS SPACE.
5. Print your city, state, and zip code.
6. Print the name of your apartment/townhouse complex and/or community subdivision. Advise as to whether you rent or own the property.
7. This is where you may list your P.O. Box number or any other mailing address.
8. Print ALL phone numbers, including pagers, cellular phones, car phones, and message numbers or answering machines.
9. List ALL NAMES of persons living at your residence.
10. Check yes or no if you moved during the month.
11. Print the exact date of the move and reason for moving. THE PROBATION OFFICERMUST BE PERSONALLY NOTIFIED OF A MOVE 10 DAYS PRIOR - DO NOT CONSIDER THIS FORM AS NOTIFICATION.

PART B.

12. Print NAME, ADDRESS, AND PHONE NUMBER of employer. **IF** self-employed, list business address, phone number, and name of company.
13. Print name of immediate supervisor and phone extension.
14. Check yes or no as to employer's knowledge of your criminal status.
15. Print the number of days missed from work and the specific reason for the absence.
16. Print your exact job title.
17. List your gross income; this is your total monthly income BEFORE deductions.
18. Print the exact days and hours you report to and leave from work, do not just write 40 hours.
19. Check yes or no if you had a job change or were terminated during the month. THE PROBATION OFFICER MUST BE PERSONALLY ADVISED OF THIS CHANGE WITHIN 72 HOURS.
20. Print the exact date of termination and the reason why your employment was terminated.

PART C.

21. List all vehicles OWNED OR DRIVEN by you. Print the year, make, model, color of vehicle, mileage, license plate number, and name of the owner. This must be completed in detail each month. This also includes company vehicles you may drive.

PART D.

22. List your net income; this is your total monthly income AFTER deductions.
23. Any additional monies or benefits you receive during the month such as part time employment, child support, food stamps, welfare, inheritance, loans, trust funds, and spouse's income.
24. Total your net income plus the "other income" and put the amount here.
25. List your total monthly expenses.
26. Check whether you have a checking account and list the name of the bank and your account number. List your exact balance at the end of the month. The Probation Officer may request copies of bank statements to verify this information.
27. Do the same as #26 in regards to your savings account.
28. Check whether you have a P.O. Box or safe deposit box and list the location.
29. If your spouse or significant other has a checking or savings account provide the bank name, account number and balance.
30. List all purchases of goods or services for which you paid $500 or more during this month. Print the date, amount of purchase, method used for payment and description of item.

PART E.

31. If you were questioned by law enforcement officers check yes, otherwise, check no. If yes, provide the exact date of questioning, who questioned you, name of agency and officer, and the reason for the questioning. YOU MUST PERSONALLY NOTIFY YOUR PROBATION OFFICER WITHIN 72 HOURS OF THIS CONTACT - DO NOT CONSIDER THIS FORM AS NOTIFICATION. Attach copies of citations, bond papers, complaints, or other documents for verification.
32. If you were arrested or named as a defendant in any other case check yes. Otherwise, check no. If yes, give the details including the date of charges and disposition or status of case.
33. If you resolved any pending charges this month check yes. Otherwise, check no. If yes, indicate the exact date of the hearing, the court you attended, and final disposition of the case. Attach a copy of the citation, receipt, charges, and disposition.
34. Was anyone in your household arrested or questioned by law enforcement during this month? If yes, state who (full name) was arrested or questioned, and the reason for the contact. Advise as to the disposition or status of the case. Otherwise, check no.
35. If you had contact with anyone who has a criminal record check yes. Provide their full name and reason for the contact. Otherwise, check no.
36. If you possessed or had ANY access to a firearm check yes and explain why. Otherwise, check no.
37. If you possessed or used any illegal drugs, check yes and explain when, why, and type of drug. Otherwise, check no.
38. If you traveled outside the state of Wyoming, check yes and explain where you traveled and why. Otherwise, check no.
39. If you have a special assessment fee, restitution, or a fine to pay, check yes and list the amount paid during the month. Attach a copy of the cashiers check or money order, if one was used for payment.
40. If you have community service to complete, check yes. List the number of hours you completed this month, the number of hours you missed, and the balance of hours remaining.
41. Indicate whether you have a drug, alcohol, or mental health aftercare condition. If so, indicate whether you missed any sessions during the month and whether you failed to respond to any phone recorder instructions and why.
42. Read the warning regarding truthful statements on this report.
43. Sign your full name and the date you completed the report.

PROB 8
(Rev. 7/04)

U.S. PROBATION OFFICE
MONTHLY SUPERVISION REPORT FOR THE MONTH OF _____, 20 _____

Name: **DOB:**	**Court Name** ***(if different):*** **Probation Officer:**
PART A: RESIDENCE ***(If new address, attach copy of lease/purchase agreement.)***	
Street Address, Apt. Number: **Own or Rent?**	**Home Phone:** **Cellular Phone:** **Pager:**
City, State, Zip Code:	**Persons Living With You:**
Secondary Residence: **Own or Rent?**	**Did you move during the month?** ☐ **Yes** ☐ **No**
Mailing Address ***(if different):*** **E-Mail Address:**	**If yes, date moved:** _____ **Reason for Moving:**
PART B: EMPLOYMENT ***(If unemployed, list source of support under Part D.)***	
Name, Address, Phone No. of Employer: _____ _____ _____	**Name of Immediate Supervisor:** **Is your employer aware of your criminal status:** ☐ **Yes** ☐ **No** **How many days of work did you miss?** _____ **Why?** **Position Held:** **Gross Wages:** **Normal Work Hours:**
Did you change jobs? ☐ **Yes** ☐ **No** **Were you terminated?** ☐ **Yes** ☐ **No**	**If changed jobs or terminated, state when and why.**

PART C: VEHICLES ***(List all vehicles owned or driven by you.)***

1. Year/Make/Model/Color:	**Mileage:**	**Tag Number:** **Vehicle I.D.#:**	**Owner:**
2. Year/Make/Model/Color:	**Mileage:**	**Tag Number:** **Vehicle I.D.#:**	**Owner:**

PART D: MONTHLY FINANCIAL STATEMENT

Net Earnings from Employment: _____ ***(Attach Proof of Earnings)*** **Other Cash Inflows:** _____ **TOTAL MONTHLY CASH INFLOWS:** _____ **TOTAL MONTHLY CASH OUTFLOW:** _____	**Do you rent or have access to:** **a post office box?** ☐ **Yes** ☐ **No** **a safe deposit box?** ☐ **Yes** ☐ **No** **a storage space?** ☐ **Yes** ☐ **No** **Name and Address of Location:** **Box No. or Space** _____ _____ _____
Do you have a checking account(s)? ☐ **Yes** ☐ **No** **Bank Name:** _____ **Account No.:** _____ **Balance** _____ **Do you have a savings account(s)?** ☐ **Yes** ☐ **No** **Bank Name:** _____ **Account No.:** _____ **Balance** _____ **Attach a complete listing of all other financial account information, if you have multiple accounts.**	**Does your spouse, significant other, or dependant have a checking or savings account that you enjoy the benefits of or make occasional contributions toward?** ☐ **Yes** ☐ **No** **Bank Name:** _____ **Account No.:** _____ **Balance:** _____

List all expenditures over $500 (including, e.g., goods, services, or gambling losses)

Date	**Amount**	**Method of Payment**	**Description of Item**

PART E: COMPLIANCE WITH CONDITIONS OF SUPERVISION DURING THE PAST MONTH

Were you questioned by any law enforcement officers? ☐ Yes ☐ No

If yes, date: _____

Agency: _____

Reason: _____

Were you arrested or named as a defendant in any criminal case? ☐ Yes ☐ No

If yes, when and where? _____

Charges: _____

Disposition: _____

(Attach copy of citation, receipt, charges, disposition, etc.)

Were any pending charges disposed of during the month? ☐ Yes ☐ No

If yes, date: _____

Court: _____

Disposition: _____

Was anyone in your household arrested or questioned by law enforcement? ☐ Yes ☐ No

If yes, whom? _____

Reason: _____

Disposition: _____

Did you have any contact with anyone having a criminal record? ☐ Yes ☐ No

If yes, whom? _____

Did you possess or have access to a firearm? ☐ Yes ☐ No

If yes, why? _____

Did you possess or use any illegal drugs? ☐ Yes ☐ No

If yes, type of drug: _____

Did you travel outside the district without permission? ☐ Yes ☐ No

If yes, when and where? _____

Do you have a special assessment, restitution, or fine? ☐ Yes ☐ No **If yes, amount paid during the month:**

Special Assessment: _____ **Restitution:** _____ **Fine:** _____

NOTE: ALL PAYMENTS TO BE MADE BY MONEY ORDER (POSTAL OR BANK) OR CASHIER'S CHECK ONLY.

Do you have community service work to perform? ☐ Yes ☐ No

Number of hours completed this month: _____

Number of hours missed: _____

Balance of hours remaining: _____

Do you have drug, alcohol, or mental health aftercare? ☐ Yes ☐ No

If yes, did you miss any sessions during this month? ☐ Yes ☐ No

Did you fail to respond to phone recorder instructions? ☐ Yes ☐ No

If yes, why? _____

WARNING: ANY FALSE STATEMENTS MAY RESULT IN REVOCATION OF PROBATION, SUPERVISED RELEASE, OR PAROLE, IN ADDITION TO 5 YEARS IMPRISONMENT, A $250,000 FINE, OR BOTH.

(18 U.S.C. § 1001)

I CERTIFY THAT ALL INFORMATION FURNISHED IS COMPLETE AND CORRECT.

_____ _____
SIGNATURE **DATE**

REMARKS:

_____ _____
U.S. Probation Officer **Date**

RECEIVED:

_____ **Mail** _____ **OC**

_____ **HC** _____ **CC**

RETURN TO:

UNITED STATES DISTRICT COURT
DISTRICT OF WYOMING
PROBATION OFFICE
http://www.wyp.uscourts.gov

Tambra J. Loyd
Chief Probation Officer

Paul E. Ricketts
Deputy Chief Probation Officer

Cheyenne
2120 Capitol Avenue,
Suite 7008
P.O. Box 847
Cheyenne, WY 82003
(307) 433-2300
Fax: (307) 433-2305

Casper
111 South Wolcott, Room 300
Casper, WY 82601
(307) 232-2670
Fax: (307) 232-2680

Lander
125 Sunflower
P.O. Box 369
Lander, WY 82520
(307) 332-4891
Fax: (307) 332-4929

TRAVEL REQUEST (Revised 5/24/11)

Note: This form must be typed or neatly printed and received in the Probation Office at least one week prior to departure date.

Name and Address:		**Departure Date:** _____ **Return Date:** _____	
Home Phone:	**Work Phone:**	**Cell Phone:**	**Msg Phone:**

TRAVEL INFORMATION

Purpose of Travel:	**Destination:**
With whom will you be traveling:	**Relationship:**

ACCOMMODATIONS

Address where you will be staying upon arrival:	**With whom:** _____ **Relationship:** _____ **Phone:** _____
Largest City Closest to Destination:	**County of Destination:**

MODE OF TRANSPORTATION

☐ **VEHICLE: Make, Model and Color:**	**License Plate No. and State:**	**Owner:**
☐ **AIRLINE: Name of Airline:**	**Departure Flight Number/Time:** **Return Flight Number/Time:**	
☐ **OTHER MODE OF TRANSPORTATION (specify):**		
Signature:	**Date:**	

U.S. PROBATION OFFICER APPROVAL/DISAPPROVAL

☐ **Approve** ☐ **Disapprove**	
U.S. Probation Officer Signature:	**Date:**

UNITED STATES DISTRICT COURT
DISTRICT OF WYOMING
PROBATION OFFICE
http://www.wyp.uscourts.gov

Tambra J. Loyd
Chief Probation Officer

Paul E. Ricketts
Deputy Chief Probation Officer

Cheyenne
2120 Capitol Avenue, Suite 7008
P.O. Box 847
Cheyenne, WY 82003
(307) 433-2300
Fax: (307) 433-2305

Casper
111 South Wolcott, Room 300
Casper, WY 82601
(307) 232-2670
Fax: (307) 232-2680

Lander
125 Sunflower
P.O. Box 369
Lander, WY 82520
(307) 332-4891
Fax: (307) 332-4929

ACKNOWLEDGMENT OF RECEIPT OF

OFFENDER SUPERVISION MANUAL

I, _____, have received a copy of the *Offender Supervision Manual* and an explanation of its contents. I understand that not all circumstances under supervision have been, or can be, covered by this document. I will address specific questions as to how the Conditions of Supervision apply to me personally to my supervising U.S. Probation Officer, and I will follow that officer's instructions.

_____
Print Name *(please print legibly)*

_____
Signature

_____
Date