

HOW TO BE SUCCESSFUL ON
INTENSIVE PROBATION
SUPERVISION – IPS!!



INTRODUCTION

Welcome to Intensive Probation Supervision; or better known as IPS! Whether you were initially placed on IPS or were reinstated from Standard Probation to IPS, you have agreed to take advantage of the opportunity to make some positive changes in your life. Your IPS officer is committed to helping you reach your goals.

WHAT IS IPS?

- IPS consists of multiple levels of supervision.
- You will move through the different levels of IPS when you demonstrate progress and work towards your case plan goals.
- You may not be required to complete every level of supervision on IPS prior to graduating to Standard Probation.
- Those who take their obligations seriously and demonstrate positive progress towards case plan goals will graduate to Standard Probation faster than those who demonstrate a need for continued assistance on IPS.

FAMILY INTRODUCTION

If you are a family member and/or support person of an individual on IPS it is not uncommon to feel like your life has also been affected. While IPS is not intended to affect family members and/or roommates, it is almost impossible to avoid being impacted, especially if you reside in the same home.

- Family members/support persons are not expected to drive the individual to all probation appointments, community restitution, and/or counseling.
- Family members/support persons are not responsible for paying the cost of counseling, Court fees, and/or drug testing.
- Family members/support persons who are at least 18 years of age may accompany the person to the probation office – as long as the individual would like you to be included.
- IPS officers will make frequent unscheduled visits to your home. These visits may occur during nights, holidays, and weekends.
- IPS officers will need to have safe and unrestricted access to your home at all times.

If you have any further questions, please feel free to contact your loved one's IPS officer!

WHAT TO EXPECT WHEN I MEET WITH MY IPS OFFICER

Your IPS officer will visit you at your residence frequently.

- You must obtain approval from your IPS officer before changing your residence.
- If requested, you must provide the names and birthdates of every person living at the residence to your IPS officer.
- As stated previously, your IPS officer wants to hear from your family and/or support person! When your IPS officer sees you at home, your IPS officer may want to include the people you live with in a conversation to discuss any progress/regress you may be experiencing. It is important for your support system to be involved so you can achieve your goals and complete probation successfully.

You may be required to report to the probation office while on IPS.

- Reporting requirements are based on your current IPS Supervision Level. If your IPS officer finds you to be struggling, you may be required to report more often. However, if you are making progress, you may be required to report less frequently.
- When reporting to the office, please be patient. Your IPS officer will make every effort to see you as quickly as possible, but there will be times that you may have to wait longer than expected due to unforeseen circumstances.
- The probation office is not a child friendly environment. Please try to arrange for childcare in advance. Sometimes sensitive issues may need to be addressed and it would be best if children were not present.

Your IPS officer may complete virtual contacts with you at various locations using technology such as FaceTime and/or Google Duo. Other applications may be used at your IPS officer's request. It should be noted; any virtual contact should be at NO cost to you or your support system.

Every encounter with your IPS officer is an opportunity for you to discuss your case plan goals, share your success, and talk about any obstacles you may be facing while working towards your goals. Visits with your IPS officer, whether in person at the office, residence, or virtually, may consist of updating your progress via an assessment, updating case plan goals, paperwork, and/or skill building.

Communication is the key to success on IPS! Your IPS officer would like to encourage you to follow up on any progress/regress you may be experiencing even if that means you need to contact your IPS officer outside of your set reporting requirements.

ASSESSMENTS & CASE PLANS

An annual assessment will be completed to help determine what your needs are and will assist your IPS officer in identifying what level of contact will be the most beneficial in assisting you while on probation. After the assessment is completed, you and your IPS officer will develop a case plan which will address the identified needs and set goals for you to achieve related to those needs. The case plan will outline what you and your IPS officer will do to work towards your case plan goals. You will receive a copy of your case plan so you can discuss progress with your IPS officer regularly.

IPS SCHEDULES

Each week you will be required to complete an IPS schedule. This schedule is an agreement between you, the Court and your probation officer. Please keep in mind that your weekly schedule is a Court document!

- Your schedule will outline when you will be at your residence, work, community restitution, counseling and/or treatment, and other activities that your IPS officer has approved.
- Your schedule should always include your current address and phone number.
- Your schedule should always include complete addresses for all other activities listed.
- Your schedule should include travel time! This means that your schedule should reflect what time you leave your residence for a scheduled activity and what time you will return home from that activity.
- You will be permitted to have a specific amount of free-time while on IPS. Free-time is determined by your progress and/or regress of case plan goals. Free-time activities are expected to be prosocial. Your IPS officer may decide not to approve activities that may hinder your ability to be successful on probation.

The Adult Probation Department has attached an example of an appropriate weekly schedule at the end of this packet. Please review the example for assistance in completing your schedule!

EMPLOYMENT

While on IPS you will be required to obtain and maintain employment as long as you are mentally and physically able to do so.

- You will be required to report all changes in employment to your IPS officer. This includes obtaining a job, losing a job, and/or a change in your work schedule.
- Your IPS officer will send an employment verification letter to each of your employers. This letter will inform your employer of the offense for which you have been placed on IPS.

- Your IPS officer is required to have regular contact with your employer to verify your employment status. If you have concerns about how this may impact your employment, please speak with your IPS officer.
- If you are unemployed, you will be placed on a daily job search. You will be required to complete a job search log that shows each of the businesses you have submitted applications to during the week.
- Your IPS officer can assist you in finding employment by providing you with various employment resources.
- If you continue to remain unemployed after several weeks, you may be required to complete the full amount of community restitution hours each month until you obtain employment.
- If you are enrolled in school as a fulltime student, employment is not necessary if you can financially support yourself. This includes paying for your own treatment programs and Court fees in addition to daily living expenses.

PAYMENTS

When sentenced to probation, the Court typically specifies any Court-ordered financial obligations for which you are responsible. Your IPS officer will notify you of your payment start date.

- All payments are to be submitted in the form of a money order made out to Clerk of Superior Court. You will need to write your case number and IPS officer's name on the bottom corner of your money order.
- Payments can be submitted at your local probation office or any other Maricopa County Superior Court facility during normal business hours.
- If someone else is dropping off a payment on your behalf, you will need to ensure all information on the money order is correct prior to the payment being submitted.

COMMUNITY RESTITUTION

While on IPS you will be required to complete community restitution each month.

- Your supervision level will determine the number of hours you are required to complete each month:
 - Level 2 – 40 hours per month
 - Level 3 & 4 – 20 hours per month
 - Level 5 – 0 hours per month due to being in residential treatment
- Your monthly community restitution hours may be reduced in the event you obtain fulltime employment and/or attend a treatment program. However, Court approval will be required before the number of community restitution hours can be reduced.

WHAT HAPPENS IF I MAKE A MISTAKE ON IPS?

Making a mistake or violating a condition of probation while on IPS is not uncommon. After all, we are all human.

- Your IPS officer would like to encourage you to be honest about your behavior.
- Constant communication between you and your IPS officer is crucial, even when mistakes (violations) occur.
- Responses to violations can include: discussions, written assignments, and/or a meeting with your IPS officer's supervisor.
- Every case is different and the seriousness of the mistake (violation) is taken into consideration before you are brought back before the Court for a violation hearing.

CONCLUSION

As stated throughout this packet, your IPS officer wants you to succeed! IPS officers have a dual role – we are responsible for reporting your behavior to the Court and we are here to help support your success. You are encouraged to speak with your IPS officer to discuss any further questions or concerns. Your support system is also encouraged to speak with IPS officers to answer questions or concerns as well. The Adult Probation Department looks forward to working with you and assisting you in achieving your goals!

QUESTIONS FOR MY IPS OFFICER:

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**

IPS WEEKLY SCHEDULE

I, **Joe Probation**, understand that while on intensive probation supervision, my whereabouts must be known and approved by my probation team at all times. I submit this weekly schedule for approval to be out of my residence located at **111 N 3rd Ave, Phoenix, AZ** for the week beginning **8/7/17-8/13/17** at the times and locations listed below. I must receive prior approval from my probation team for any changes in this agreement. If it is not on this agreement, or if a change is not otherwise approved, I must be in my approved residence at all times. I realize that if I am at a location not approved by my probation team, I am placing by probation grant in jeopardy.

Jane Doe 8/7/2017 Joe Probation 8/7/2017
 Probation / Surveillance Officer Date Probationer Date

<input checked="" type="checkbox"/> Text Okay Phone #: 555-555-5555 _____ Gate code: #555 _____	Day / Date	Day / Date	Day / Date	Day / Date	Day / Date	Day / Date	Day / Date
	Monday 8/7/2017	Tuesday 8/8/2017	Wednesday 8/9/2017	Thursday 8/10/2017	Friday 8/11/2017	Saturday 8/12/2017	Sunday 8/13/2017
Employer / Job search Business Name: Fry's Food Store Address: 744 W. Camelback Rd. Phoenix, AZ	12 p.m. to 7 p.m.	8 a.m. to 3 p.m.	12 p.m. to 7 p.m.	8 a.m. to 3 p.m.	6 a.m. to 6 p.m.	2 p.m. to 8 p.m.	
Second Employer / Job Search / Education Business Name: Address: Contact Person / Phone:							
Probation Office: WRC 6655 W. Glendale Ave, Glendale, AZ	8 a.m. to 10 a.m.						
Treatment: Terros 3864 N 27th. Ave Phoenix, AZ		4:30 p.m. to 8:30 p.m.		4:30 p.m. to 8:30 p.m.			
Community Restitution Hours (CRH): WRC 6655 W. Glendale Ave,						5 a.m. to 12 p.m.	
Prosocial Activity / Other: Church Hillsong Church 402 W. Monroe St. Phoenix,							7 a.m. to 11 a.m.
Other: Lunch with family Lo-Lo's Chicken and Waffles 1220 S. Central Ave, Phoenix, AZ							11 a.m. to 1 p.m.
Other: Grocery Shopping Fry's Food Store 744 W. Camelback Rd							2 p.m. to 4 p.m.
Other:							

PO NAME: IPS AVERHEALTH (480) 787-0973 PIN: 1111 CRH FOR THE CURRENT MONTH: 5/40 LEVEL: 1