



# TRAINING MANUAL

For Pinellas and Pasco Counties

Revised November 2022

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## APPENDIX

i	The Website: <a href="http://www.freshstartmentorship.com">www.freshstartmentorship.com</a>
ii	The What If's: <a href="http://www.freshstartmentorship.com/mentortools/forms/whatifs">www.freshstartmentorship.com/mentortools/forms/whatifs</a>
iii	The Mentoring/Mentee Agreement: <a href="http://www.freshstartmentorship.com/mentortools/forms/mentoringagreement">www.freshstartmentorship.com/mentortools/forms/mentoringagreement</a>
iv	211 Tampa Bay is an organization that has created an on-line directory of services for people in need in Pinellas County available at: <a href="http://www.211tampabay.org">www.211tampabay.org</a>



## Section I

### Introduction to Mentoring

#### Who we are

The simplest way to explain Fresh Start Mentoring is using our Vision Statement—that is, the way things *will look or be* when we complete our mission: Ordinary Christians provide ministry in the community to those in need of mentoring. *What we do* is explained by our Mission Statement: Fresh Start recruits volunteers from local churches, trains them in mentoring with coaching skills, and matches trained mentors with people on probation or in Drug Court (or wherever hurting people need mentoring).

#### Faith Based, 501 (c) 3

We are a nonprofit, faith-based organization. We are certified by the State of Florida to seek donations for our operations, and we are registered by the IRS as a tax-free corporation.

There are many verses in the Bible that apply to what we do. You can learn more in a Bible study; we are about taking action and in no way dismiss Bible studies.

Yet, we have chosen just one verse that gives us an explanation for what we do.

1 Peter 3:15—“But in your hearts set apart Christ as Lord. Always be prepared to answer everyone who asks you to give the reason for the hope that you have. But DO SO WITH GENTLENESS AND RESPECT. (Capitalization mine)

In your heart set apart Christ as Lord: Go into the mentoring believing you are not going in alone. Not only is Christ accompanying, he is Lord (master, leader, instructor).

Always be prepared: Review who you are in Christ and what you will say to anyone who asks you about your faith. Hmmm, might mean some Bible study.

The reason for your hope: What is your hope today? (Jesus and his righteousness?) You do not need to explain how you came to Christ, but what your hope TODAY is.

Gentleness and respect: If you are saved into eternity, you may be kind to others even if they are not there yet. If they walk away, you may still love them. Set an example not existing in our culture—that is, gentleness and respect.

Are we mentoring with the sole purpose of conversion? NO, we are servant evangelists, who answer God's calling. Answer the call to bring peace and prosperity to a community that is opposed to God as the Israelites were asked to do when captive in Babylon. Saved people serve people. Let the community see the side of Christianity not always shown readily to a dying world—gentleness, respect, thoughtful service at no cost to the beneficiary, and—endurance when results seem to disappoint.

We do ask you to pray in the presence of the client when God shows you the open door. This prayer is useful in starting a spiritual conversation. We can be clear that we are not panhandling religion, but—we tell them— this prayer shows *our faith* in God being a part of our mentoring. Then build on this beginning and see where God leads it.

### **A final required ingredient**

We just mentioned endurance. The people we mentor often have no strong family background, are living on the edge, and have survived in this world by manipulation—using lies and half-truths to bring them what hard work and determination would bring if they believed in themselves. There will be ups and downs. Don't let yourself become discouraged when doubt creeps into your self-evaluation. Apparent failure is not God telling you He is judging you as never being meant for mentoring. "Do not despise these small beginnings, for the Lord rejoices to see the work begin." Zechariah 4:10. It may take several rounds of mentoring before you hit your stride.

I was blessed by apparent failure. A mentor dropped a client, Michael, because of lack of progress; would I pick him up? I did. After six months, I gave him a certificate of achievement because he stuck it out for so long, but I saw no accomplishments to laud. When we planned, for example, for him to pay off court fees, he was required to use that money to pay his aunts electrical bill, for he was staying with his aunt after his mother died. Otherwise, she would kick him out. There was always something intervening in our plans to move forward.

Later, one of our mentors was in Michael's probation office talking to a Probation Officer with Michael sitting in the room. Another officer poked his head in the room and asked if this first Probation Officer could tell him anything about Fresh Start. The kid stands up and says it was the best thing that ever happened to him. He never told me that, but he lived with his mother before and had no adult male that cared about him. Just meeting with a grown male was special for him. They don't always tell you what it means to them.

Take on endurance!

**ANSWER THE CALLING—MENTOR SOMEONE!**



## Section II

### A. CRIMINAL JUSTICE SYSTEM

When a person is accused of a committing crime, the State Attorney will prosecute the person in Criminal Court or divert the person to Drug Court.

#### Criminal Court.

If convicted of a crime in Criminal Court, the judge may order various punishments and rehabilitation which may include incarceration in a county jail or state prison. If the sentence is less than one year, the offender is incarcerated in a county jail. If the sentence is one year or more, the offender is incarcerated in a state prison.

Offenders incarcerated in a state prison may be released (i.e. paroled) before their sentence is completed.

The judges may also sentence offenders to Criminal Court Probation. Criminal Court Probation is court ordered supervision that is imposed in place of or following jail time. In very rare cases, an offender released from prison may be placed on Criminal Court Probation as well.

Probation allows a convicted offender to live in the community while serving a specified time under the supervision of a Probation Officer. The conditions of probation are set forth by the judge in an Order of Criminal Probation. In general, the Order of Criminal Probation sets forth the length of probation (the term), the

standard conditions which apply to all probationers, the special conditions for the individual and the opportunity – if the judge allows – for early termination of probation. Early termination reduces the term by one half, but can only be implemented if all fees and restitution are paid, and all other requirements like drug or anger management classes, GED passed, or other requirements specified in the Order of Criminal Probation are satisfied.

The supervising Probation Officer is a law enforcement officer and employee of the Florida Department of Corrections (DOC). He/she has the power to “violate” the probationer. If violated, the probationer will be sent back to jail.

Probationers violated on probation usually go back to jail for failing to meet a condition of their probation rather than because they committed another crime. Their failure is often because they have no positive support from family or friends, no job or money, and/or because they have trouble prioritizing, setting goals, and staying accountable. Fresh Start mentors offer positive, reliable influence and coaching that helps the probationer (mentee) set and achieve goals. To succeed on probation, a mentee must eliminate negative thinking, learn to communicate with the Probation Officer, follow instructions, and face problems without fighting or running away.

The Probation Officer is often so overwhelmed with cases that he/she cannot provide all the additional services a mentee may require. Ideally, the Probation Officer reviews and explains the conditions of probation to the mentee, makes referrals to community resources that will help the mentee, and works with family and employers. Fresh Start mentors support the Probation Officers efforts.

The Probation Officer also provides reports to the court and may recommend modifications of the original Order of Criminal Probation or early termination. Judges frequently rely on the opinions of the Probation Officer.

## Section II B



# COMMUNITY CORRECTIONS

## MISSION STATEMENT

*"Community Corrections promotes public safety by providing effective supervision of offenders in the community, holding offenders accountable and connecting offenders to services in order to reduce victimization and the re-occurrence of crime."*

Community supervision is a critical component of the criminal justice system and offers the following benefits to the community:

- Community Corrections is committed to helping offenders succeed, which results in more positive outcomes for the offender and ultimately leads to reduced victimization and recidivism.
- Offenders are held accountable for victim compensation.
- Offenders on supervision can be contributing members of the community by working, and paying court costs, fines and taxes in lieu of burdening taxpayers with their cost of incarceration in county jails or state prisons.
- Supervision provides an alternative sentence to prison for many offenders. It costs much less per day to supervise an offender on community supervision versus the cost per day to house an inmate in a Florida prison.
- Offenders performed more than 1.1 million hours of public service work for the community last fiscal year, which equates to roughly \$11 million dollars of work performed.

All of these efforts assist in generating revenue to offset cost incurred for supervising offenders. During the past fiscal year, probation officers collected approximately \$89 million from offenders, including: \$49,915,040 in restitution, fines and court costs; \$20,187,366 in the cost of supervision; and \$18,853,815 in subsistence and other court ordered fees, which is deposited into Florida's general revenue fund.

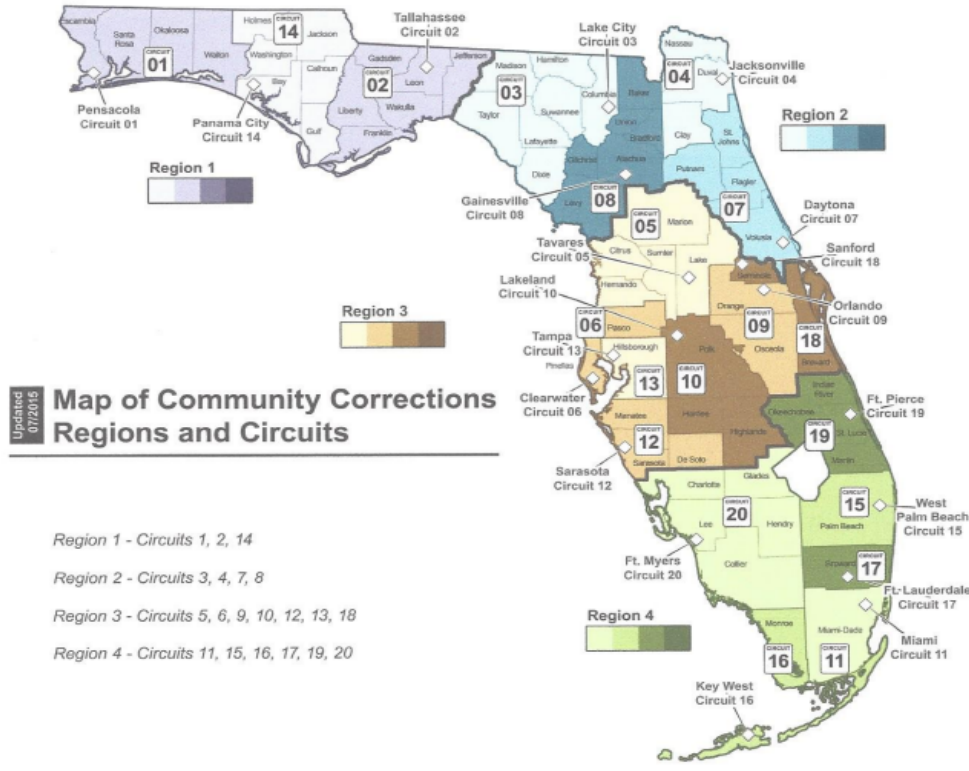


State Probation Officers perform work that makes a critical difference in the safety of our communities. State probation officers serve to protect the community and provide effective supervision by:

- Monitoring and enforcing offender compliance with conditions of supervision;
- Reporting non-compliance to the court or Florida Commission on Offender Review and providing recommendations for appropriate sanctions;
- Visiting the offender in the community to monitor compliance with conditions of supervision, conduct searches and curfew checks, verify residence and employment, and observe attendance at treatment or community service work sites, and;
- Assisting law enforcement with violation arrests, deportation, sex offender registration requirements, gang or other public safety/crime prevention initiatives or intelligence.



# COMMUNITY CORRECTIONS MAP



# TYPES OF SUPERVISION

State Probation Officers also play an integral part in reducing victimization and recidivism by assisting offenders to succeed by:

- Working with the offender to identify what is needed to comply with conditions of supervision and change behavior (e.g. employment, stable residence, education, vocational skills, transportation, counseling, etc.);
- Holding offenders accountable for their actions and decisions by providing positive reinforcement and incentives to motivate offenders and reward good behavior and by acting quickly, firmly and fairly to address non-compliance or declining behavior;
- Collaborating with community partners to provide services and resources for offenders, and;
- Maintaining partnerships in the community to provide offenders with employment application/interviewing classes, bus tokens, used bikes, clothes, financial assistance, anger management, marriage or parenting classes and educational/vocational opportunities.

## CONTRACTUAL AGREEMENT FOR OFFENDER SUPERVISION

### Pretrial Intervention

Pretrial Intervention is a type of supervision intended for first time non-violent offenders. Any first time offender, or any person previously convicted of less than one nonviolent misdemeanor who is charged with any misdemeanor or felony of a third degree, is eligible for release to the pretrial intervention program. Consent must be obtained from the victim, the state attorney, and in some jurisdictions, as in the case of Drug Courts, the judge. The offender signs a contract, agreeing to certain terms and conditions of supervision. If the offender completes the program successfully, charges are dropped. If the offender does not comply with the terms of the contract, his/her case is referred back to the state attorney for further prosecution.

Requirements are similar in the Drug Offender Pretrial Intervention Program, except the offense can be a second or third degree felony for purchase or possession of a controlled substance under Chapter 893, Florida Statutes; prostitution; tampering with evidence; solicitation for purchase of a controlled substance; or obtaining a prescription by fraud. Drug Offender Pretrial Intervention is often used by judges as a type of supervision

imposed for first time offenders with a substance abuse problem.

## COURT IMPOSED SUPERVISION

### Probation

Probation is a court-ordered term of community supervision under specified conditions for a specific period of time that cannot exceed the maximum sentence for the offense. It is the most common type of community supervision. The offender on probation is required to abide by all conditions ordered by the court. Offenders on probation must comply with standard conditions of supervision, including but not limited to: no violations of the law, monthly reporting requirements, not changing residence or employment or leaving the county without the consent of the probation officer, submitting to random drug testing and searches, and paying the costs of supervision. The sentencing judge will often impose special conditions of supervision, including but not limited to, substance abuse or mental health treatment, victim restitution, and community service hours. Willful non-compliance or a violation of any of these conditions may result in modification of the sentence or revocation by the court. Additionally, courts may decide to impose the original sentence that was served by the probation.

### Drug Offender Probation

Drug Offender Probation is a more intensive form of supervision, which emphasizes treatment of drug offenders and monitoring of offenders' substance abuse through field supervision, contact with treatment providers, and random drug testing. Offenders on Drug Offender Probation have all the standard conditions of supervision imposed, along with any special conditions the court deems necessary due to the offender's substance abuse history, including but not limited to: inpatient or outpatient substance abuse treatment, increased frequency of drug testing, and sometimes curfews.

### Sex Offender Probation

Sex Offender Probation is an intensive form of supervision which emphasizes sex offender treatment and close monitoring in the field to ensure compliance with sex offender conditions of supervision and sex offender registration requirements.



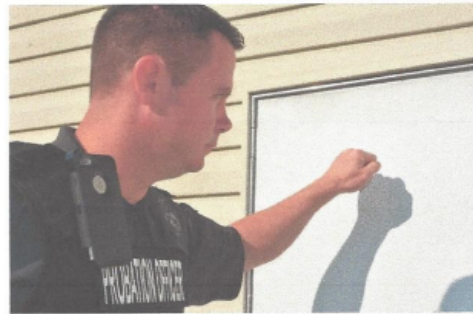
## TYPES OF SUPERVISION

Abbreviated versions of the standard sex offender conditions of supervision include:

- Mandatory curfews;
- If the victim was under 18
  - A prohibition of living within 1,000 feet of a school, child care facility, park, playground, or other place where children regularly congregate;
  - No unsupervised contact with a child under 18;
  - A prohibition of working for pay or as a volunteer at any place where children regularly congregate including, but not limited to, schools, child care facilities, parks, playgrounds, pet stores, libraries, zoos, theme parks, and malls;
- Active participation in and successful completion of a sex offender treatment program;
- Prohibition of any contact with the victim;
- Prohibition of viewing, accessing, owning or possessing any obscene, pornographic, or sexually stimulating visual or auditory material, including telephone, electronic media, computer programs, or computer services that are relevant to the offender's deviant behavior pattern;
- Prohibition on accessing the internet or other computer services until a qualified practitioner in the offender's sex offender treatment program, (after a risk assessment is completed), approves and implements a safety plan for the offender's accessing or using the internet or other computer services;
- Making restitution;
- Submission to warrant-less search of person, residence or vehicle;
- Participation at least annually in polygraph examinations;
- Maintenance of a driving log and prohibition against driving a motor vehicle alone without the prior approval of the supervising officer;
- Prohibition of using a post office box;
- If there was sexual contact, a submission to an HIV test, at the probationer's expense; and
- For a crime that was committed on or after May 26, 2010, and for those convicted at any time of committing, or attempting, soliciting, or conspiring to commit, any of the criminal offenses listed in Section

943.0435(1)(a)1.a.(I), Florida Statutes, or a similar offense in another jurisdiction, against a victim who was under the age of 18 at the time of the offense, a prohibition on visiting schools, child care facilities, parks, and playgrounds, without prior approval from the offender's supervising Officer and a prohibition on distributing candy or other items to children on Halloween; wearing a Santa Claus costume, or other costume to appeal to children, on or preceding Christmas; wearing an Easter Bunny costume, or other costume to appeal to children, on or preceding Easter; entertaining at children's parties; or wearing a clown costume; without prior approval from the court.

For more detailed descriptions of the sex offender standard conditions of supervision, please refer to Section 948.30, Florida Statutes.



### Community Control

Community Control is a form of intensive supervised "house arrest" including weekends and holidays. The offender is restricted to his/her residence, with the exception of being allowed to work, attend treatment, visit the probation office, and limited other occasions that must be approved in advance by the Community Control Officer. As with probation, violation of any community control condition may result in revocation by the court and imposition of any sentence that it might have imposed before placing the offender on community control supervision. Many of the offenders who are placed on community control are prison diversions.

# TYPES OF SUPERVISION

## POST-PRISON RELEASE SUPERVISION



### Parole

Parole is a post-prison supervision program where eligible inmates have the terms and conditions of parole set by the Florida Commission on Offender Review (FCOR), an agency separate from the Department that was formerly known as the Florida Parole Commission. The period of parole cannot exceed the balance of the offender's original sentence. Parole supervision is provided by Correctional Probation Officers who work for the Florida Department of Corrections. Only offenders sentenced for offenses committed prior to October 1, 1983, are eligible for parole, as it was abolished for all offenses committed after that date. Even so, there are still more than 5,000 inmates in prison who remain eligible for parole. Parole violations are reported by Probation Officers to FCOR, which makes the final determination whether to continue the offender on supervision, modify the conditions of supervision, or revoke the supervision and return the offender to prison.

### Conditional Release

An inmate sentenced to murder/manslaughter, sexual offenses, robbery or other violent personal crimes, and who has a previous commitment to a state or federal institution or has been convicted as a Habitual Offender or Sexual Predator, meets the criteria for conditional release. Upon reaching their release date with accrued gain time, an inmate is placed on conditional release to serve up to the remainder of their sentence. FCOR imposes the

conditions of supervision on offenders released to conditional release supervision. Supervision is provided by the Department's Probation Officers. Conditional release violations are reported by Probation Officers to FCOR, which makes the final determination whether to continue the offender on supervision, modify the conditions of supervision, or revoke the supervision and return the offender to prison.

### Addiction Recovery

Addiction Recovery Supervision is a form of supervision for an offender released from a state correctional facility, convicted of a crime committed on or after July 1, 2001, when the offender has:

- A history of substance abuse or a substance addiction;
- Participated in any drug treatment;
- No current or previous convictions for a violent offense; or
- No current or previous convictions for: drug trafficking; unlawful sale of a controlled substance; or property offense, except for passing worthless checks, forgery, uttering, or counterfeiting, third degree felony grand theft (excluding a theft relating to firearms), third degree felony burglary of an unoccupied structure or conveyance; or a traffic offense involving injury or death.

FCOR imposes the conditions of supervision on offenders released to Addiction Recovery Supervision, which include substance abuse treatment and random drug testing to monitor substance abuse. Supervision is provided by the Department's Probation Officers. Addiction Recovery Supervision violations are reported by Probation Officers to FCOR, which makes the final determination whether to continue the offender on supervision, modify the conditions of supervision, or revoke the supervision and return the offender to prison.



## **PROBATION ORDERS**

The Local Program Manager will provide mentors with a copy of the mentee's probation orders (see sample in Appendix A).

Probation orders are written by the court that placed the mentee on probation. They list the crime(s) committed by the mentee, and what the mentee must to successfully complete probation and be released from the criminal justice system. Study these orders carefully and discuss them with the mentee to ensure that:

- *The mentee understands the requirements?*
- *That the mentee has a plan to meet the requirements?*

Unfortunately, the Department of Corrections (DOC) does not always provide Fresh Start with a copy of the Probation Orders in a timely fashion. Follow up with your Local Program Manager to ensure that you get a copy of the orders. If you are assigned a mentee in Drug Court, you will get a Client Information sheet as well as referral information.

STATE OF FLORIDA

SEP 28 2018

IN THE SIXTH JUDICIAL CIRCUIT COURT, IN AND FOR PASCO COUNTY

2017 - 4 RECD R 36283

doe Valdes

-VS-

CASE NUMBER 2017CF005766CFAXWS

Defendant

DC NUMBER

Local Jurisdiction Identification Number:

ORDER OF DRUG OFFENDER PROBATION

This cause coming before the Court to be heard, and you, the defendant, being now present before the court, and you having

- entered a plea of guilty to / entered a plea of nolo contendere to / been found guilty by jury verdict of / been found guilty by the court trying the case without a jury of

- Count 1 / Count 2 / Count 3 / Count 4 / Count 5 / Count 6 / Count 7 / Count 8

POSSESSION OF COCAINE, 3F

FILED FOR RECORD PASCO COUNTY, FLORIDA 2018 SEP 20 PM 2:49 Judge S. O'Neil Clerk & Comptroller Pasco County, Florida

SECTION 1: JUDGMENT OF GUILT

- The court hereby adjudges you to be guilty of the above offense(s).

Now, therefore, it is ordered and adjudged that the imposition of sentence is hereby withheld and that you be placed on Drug Offender Probation for a period of TWO YEARS under the supervision of the Department of Corrections, subject to Florida law.

SECTION 2: ORDER WITHHOLDING ADJUDICATION

- Now, therefore, it is ordered and adjudged that the adjudication of guilt is hereby withheld and that you be placed on Probation for a period of TWO YEARS under the supervision of the Department of Corrections, subject to Florida law.

SECTION 3: INCARCERATION DURING PORTION OF SUPERVISION SENTENCE

It is hereby ordered and adjudged that you be:

- committed to the Department of Corrections for a term of prison with credit for jail time, followed by Probation for a period of TWO YEARS under the supervision of the Department of Corrections, subject to Florida law. or confined in the County Jail for a term of with credit for jail time. After you have served this term, you shall be placed on Probation for a period of TWO YEARS under the supervision of the Department of Corrections, subject to Florida law. or confined in the County Jail

Appendix A (continued) SAMPLE PROBATION ORDERS

for a term of with credit for jail time, as a special condition of supervision.

**IT IS FURTHER ORDERED** that you shall comply with the following standard conditions of supervision as provided by Florida law:

- (1) You will report to the probation officer as directed.
- (2) You will pay the State of Florida the amount of \$50.00 per month, as well as 4% surcharge, toward the cost of your supervision in accordance with s. 948.09, F.S., unless otherwise exempted in compliance with Florida Statutes.
- (3) You will remain in a specified place. You will not change your residence or employment or leave the county of your residence without first procuring the consent of your officer.
- (4) You will not possess, carry or own any firearm. You will not possess, carry, or own any weapon without first procuring the consent of your officer.
- (5) You will live without violating any law. A conviction in a court of law is not necessary for such a violation of law to constitute a violation of your probation, community control, or any other form of court ordered supervision.
- (6) You will not associate with any person engaged in any criminal activity.
- (7) You will not use intoxicants to excess or possess any drugs or narcotics unless prescribed by a physician, an advanced registered nurse practitioner, or a physician assistant. Nor will you visit places where intoxicants, drugs or other dangerous substances are unlawfully sold, dispensed or used.
- (8) You will work diligently at a lawful occupation, advise your employer of your probation status, and support any dependents to the best of your ability, as directed by your officer.
- (9) You will promptly and truthfully answer all inquiries directed to you by the court or the officer, and allow your officer to visit in your home, at your employment site or elsewhere, and you will comply with all instructions your officer may give you.
- (10) You will pay restitution, court costs, and/or fees in accordance with special conditions imposed or in accordance with the attached orders.
- (11) You will submit to random testing as directed by your officer or the professional staff of the treatment center where you are receiving treatment to determine the presence or use of alcohol or controlled substances.
- (12) You will submit a DNA sample, as directed by your officer, for DNA analysis as prescribed in ss. 943.325 and 948.014, F.S.
- (13) You will submit to the taking of a digitized photograph by the department. This photograph may be displayed on the department's website while you are on supervision, unless exempt from disclosure due to requirements of s. 119.07, F.S.
- (14) You will report in person within 72 hours of your release from incarceration to the probation office in \_\_\_ County, Florida, unless otherwise instructed by the court or department. (This condition applies only if section 3 on the previous page is checked.) Otherwise, you must report immediately to the probation office located at \_\_\_.

#### **SPECIAL CONDITIONS**

1. You must undergo a Drug and Alcohol evaluation and, if treatment is deemed necessary, you must successfully complete the treatment, and be responsible for the payment of any costs incurred while receiving said evaluation and treatment, unless waived by the court.  
Additional instructions ordered:

## **Appendix A (continued)** **SAMPLE PROBATION ORDERS**



2. You will make restitution to the following victim(s), as directed by the court, until the obligation is paid in full:  
NAME:  
TOTAL AMOUNT: \$  
Additional instructions ordered, including specific monthly amount, begin date, due date, or joint & several:

NAME:  
TOTAL AMOUNT: \$  
Additional instructions ordered, including specific monthly amount, begin date, due date, or joint & several:

**SPECIAL CONDITIONS – CONTINUED**

- 3. You will be required to pay for drug testing unless exempt by the court.
- 4. You will enter the Department of Corrections Non-Secure Drug Treatment Program or other residential treatment program/Probation and Restitution Center for a period of successful completion as approved by your officer. You are to remain until you successfully complete said Program and Aftercare. You are to comply with all Rules and Regulations of the Program. You shall be confined in the county jail until placement in said program, and if you are confined in the jail, the Sheriff will transport you to said program.
- 5. You will abstain entirely from the use of alcohol and/or illegal drugs, and you will not associate with anyone who is illegally using drugs or consuming alcohol.
- 6. You will submit to urinalysis testing on a random basis to determine the presence of alcohol or illegal drugs. You will be required to pay for the tests unless exempt by the court.
- 7. You will not visit any establishment where the primary business is the sale and dispensing of alcoholic beverages.
- 8. You will successfully complete \_\_ hours of community service at a rate of \_\_, at a work site approved by your officer. Additional instructions ordered:
- 9. You will remain at your residence between 10 p.m. and 6 a.m. due to a curfew imposed, unless otherwise directed by the court, or if adjusted for work, therapeutic, or school purposes, by the probation officer.
- 10. You will submit to electronic monitoring, follow the rules of electronic monitoring, and pay for the cost of the electronic monitoring service.
- 11. You will not associate with \_\_ during the period of supervision.
- 12. You will have no contact (direct or indirect) with the victim or the victim's family during the period of supervision. This includes being within 500 feet of the residence of the victim or the victim's family, whether or not they are in the residence at the time.
- 13. You will have no contact (direct or indirect) with \_\_ during the period of supervision.
- 14. You will maintain full time employment or attend school/vocational school full time or a combination of school/work during the term of your supervision.
- 15. You will make a good faith effort toward completing basic or functional literacy skills or a high school equivalency diploma.
- 16. You will successfully complete the Probation & Restitution Program, abiding by all rules and regulations.
- 17. You will attend a support group with a focus on \_\_ at least monthly, unless otherwise directed by the court.
- 18. You must successfully complete Anger Management, and be responsible for the payment of any costs incurred while receiving said treatment, unless waived. If convicted of a Domestic Violence offense, as defined in s. 741.28, F.S., you must attend and successfully complete a batterer's intervention program, unless otherwise directed by the court. Additional instructions ordered:
- 19. You will attend an HIV/AIDS Awareness Program consisting of a class of not less than two (2) hours or more than four (4) hours in length, the cost for which will be paid by you.

**Appendix A (continued)**  
**SAMPLE PROBATION ORDERS**

- 20. If you have been found to have committed a crime on or after October 1, 2008 for the purpose of benefitting, promoting, or furthering the interests of a criminal gang, you are prohibited from knowingly associating with other criminal gang members or associates, except as authorized by law enforcement officials, prosecutorial authorities, or the court, for the purpose of aiding in the investigation of criminal activity.
- 21. You will successfully complete a Post-adjudicatory treatment-based drug court program, as provided in s. 397.334(3), F.S.
- 22. If you are required to register as a sexual predator under s. 775.21 or sexual offender under s. 943.0435, s. 944.606, or s. 944.607, F.S., you will undergo an evaluation, at your expense, by a qualified practitioner to determine whether you need sexual offender treatment. If the qualified practitioner determines that sexual offender treatment is needed and recommended, you must successfully complete and pay for the treatment as provided in s. 948.31, F.S.
- 23. Pay \$1 per month during the term of probation or community control to supplement rehabilitative efforts through First Step Funds, pursuant to s. 948.039(2), F.S.
- 24. If you are a veteran, as defined in s. 1.01, F.S. or service member, as defined in s. 250.01, F.S., you will participate in a treatment program capable of treating mental illness, traumatic brain injury, substance abuse disorder, or psychological problems.
- 25. You will successfully complete a post-adjudicatory mental health court program under s. 394.47892, F.S.
- 26. You will successfully complete a post-adjudicatory military veterans and service members court program under s. 394.47891, F.S.
- 27. Other: You shall submit your person, property, place of residence, telephone, cellular phone, vehicle, or personal effects to a warrantless search at any time, by any sworn law enforcement officer, probation officer or community control officer.
- 28. Other: Possible early termination after 12 months upon the satisfaction of all monetary obligations provided no violation of supervision is pending.
- 29. Other: Supervision is to run concurrent with \_\_\_\_\_.
- 30. Other: You are to follow all supervision conditions previously imposed.
- 31. Other: Counts 3 and 4 are time served.
- 32. Other: Supervision may be transferred to Pinellas County.
- 33. Other: One year driver license revocation.
- 34. Other: You will report to probation by 3:00 pm today.
- 35. Other: You will submit for a substance abuse evaluation within 30 days and successfully complete any recommended treatment the first time.

**AND, IF PLACED ON DRUG OFFENDER PROBATION, YOU WILL COMPLY WITH THE FOLLOWING CONDITION OF SUPERVISION IN ADDITION TO THE STANDARD CONDITIONS LISTED ABOVE AND ANY OTHER SPECIAL CONDITIONS ORDERED BY THE COURT:**

- (15) You will participate in a specialized drug treatment program, either as an in-patient or out patient, as recommended by the treatment provider. You will attend all counseling sessions, submit to random urinalysis and, if an in-patient, you will comply with all operating rules, regulations and procedures of the treatment facility. You will pay for all costs associated with treatment and testing unless otherwise directed.  
Additional instructions ordered:
- (16) You will remain at your residence between 10 p.m. and 6 a.m. due to a curfew imposed, unless otherwise directed by the court.
- (17) You will successfully complete a Post-adjudicatory treatment-based drug court program, as provided in s. 397.334(3), F.S.

**Appendix A (continued)**  
**SAMPLE PROBATION ORDERS**

AND, IF PLACED ON COMMUNITY CONTROL, YOU WILL COMPLY WITH THE FOLLOWING CONDITIONS, IN ADDITION TO THE STANDARD CONDITIONS LISTED ABOVE AND ANY OTHER SPECIAL CONDITIONS ORDERED BY THE COURT:

- (18) You will report to your officer as directed, at least one time a week, unless you have written consent otherwise.
- (19) You will remain confined to your approved residence except for one half hour before and after your approved employment, public service work, or any other special activities approved by your officer.
- (20) You will maintain an hourly accounting of all your activities on a daily log, which you will submit to your officer on request.
- (21) You will successfully complete \_\_ hours of community service at a rate of \_\_, at a work site approved by your officer.  
Additional instructions ordered:
- (22) You will submit to electronic monitoring, follow the rules of electronic monitoring, and pay for the cost of the electronic monitoring service.

AND, IF PLACED ON PROBATION OR COMMUNITY CONTROL FOR A SEX OFFENSE PROVIDED IN CHAPTER 794, s. 800.04, s. 827.071, s. 847.0135(5), or s. 847.0145, COMMITTED ON OR AFTER OCTOBER 1, 1995 YOU WILL COMPLY WITH THE FOLLOWING STANDARD SEX OFFENDER CONDITIONS, IN ADDITION TO THE STANDARD CONDITIONS LISTED ABOVE AND ANY OTHER SPECIAL CONDITIONS ORDERED BY THE COURT:

- (23) A mandatory curfew from 10 p.m. to 6 a.m. The court may designate another 8-hour period if the offender's employment precludes the above specified time, and the alternative is recommended by the Department of Corrections. If the court determines that imposing a curfew would endanger the victim, the court may consider alternative sanctions.
- (24) If the victim was under the age of 18, a prohibition on living within 1,000 feet of a school, child care facility, park, playground, or other place where children regularly congregate, as prescribed by the court. The 1,000-foot distance shall be measured in a straight line from the offender's place of residence to the nearest boundary line of the school, child care facility, park, playground, or other place where children congregate. The distance may not be measured by a pedestrian route or automobile route.
- (25) Active participation in and successful completion of a sex offender treatment program with qualified practitioners specifically trained to treat sex offenders, at the offender's own expense. If a qualified practitioner is not available within a 50-mile radius of the offender's residence, the offender shall participate in other appropriate therapy.
- (26) A prohibition on any contact with the victim, directly or indirectly, including through a third person, unless approved by the victim, a qualified practitioner in the sexual offender treatment program, and the sentencing court.
- (27) If the victim was under the age of 18, a prohibition on contact with a child under the age of 18 except as provided in this paragraph. The court may approve supervised contact with a child under the age of 18 if the approval is based upon a recommendation for contact issued by a qualified practitioner who is basing the recommendation on a risk assessment. Further, the sex offender must be currently enrolled in or have successfully completed a sex offender therapy program. The court may not grant supervised contact with a child if the contact is not recommended by a qualified practitioner and may deny supervised contact with a child at any time.
- (28) If the victim was under age 18, a prohibition on working for pay or as a volunteer at any place where children regularly congregate, including, but not limited to any school, child care facilities, park, playground, pet store, library, zoo, theme park, or mall.
- (29) Unless otherwise indicated in the treatment plan provided by a qualified practitioner in the sexual offender treatment program, a prohibition on viewing, accessing, owning, or possessing any obscene, pornographic, or sexually stimulating visual or auditory material, including telephone, electronic media, computer programs, or computer services that are relevant to the offender's deviant behavior pattern.
- (30) A requirement that the offender submit a DNA sample to the Florida Department of Law Enforcement to be registered with the DNA data bank.
- (31) A requirement that the offender make restitution to the victim, as ordered by the court under s. 775.089, for all necessary medical and related professional services relating to physical, psychiatric, and psychological care.

**Appendix A (continued)**  
**SAMPLE PROBATION ORDERS**

(32) Submission to a warrantless search by the community control or probation officer of the offender's person, residence, or vehicle.

**EFFECTIVE FOR PROBATIONER OR COMMUNITY CONTROLLEE WHOSE CRIME WAS COMMITTED ON OR AFTER OCTOBER 1, 1997, AND WHO IS PLACED ON COMMUNITY CONTROL OR SEX OFFENDER PROBATION FOR A VIOLATION OF CHAPTER 794, s. 800.04, s. 827.071, s.847.0135(5) or s. 847.0145, IN ADDITION TO ANY OTHER PROVISION OF THIS SECTION, YOU MUST COMPLY WITH THE FOLLOWING CONDITIONS OF SUPERVISION:**

(33) As part of a treatment program, participation at least annually in polygraph examinations to obtain information necessary for risk management and treatment and to reduce the sex offender's denial mechanisms. A polygraph examination must be conducted by a polygrapher who is a member of a national or state polygraph association and who is certified as a postconviction sex offender polygrapher, where available, and at the expense of the offender.

(34) Maintenance of a driving log and a prohibition against driving a motor vehicle alone without the prior approval of the supervising officer.

(35) A prohibition against obtaining or using a post office box without the prior approval of the supervising officer.

(36) If there was sexual contact, a submission to, at the offender's expense, an HIV test with the results to be released to the victim and/or the victim's parent or guardian.

(37) Electronic monitoring when deemed necessary by the probation officer and supervisor, and ordered by the court at the recommendation of the Department of Corrections. If you are placed on electronic monitoring, you must pay the department for the cost of the electronic monitoring service.

(38) Effective for an offender whose crime was committed on or after July 1, 2005, and who are placed on supervision for violation of chapter 794, s. 800.04, s. 827.071, s. 847.0135(5), or s. 847.0145, a prohibition on accessing the Internet or other computer services until a qualified practitioner in the offender's sex offender treatment program, after a risk assessment is completed, approves and implements a safety plan for the offender's accessing or using the Internet or other computer services.

(39) Effective for offenders whose crime was committed on or after September 1, 2005, there is hereby imposed, in addition to any other provision in this section, mandatory electronic monitoring as a condition of supervision for those who:

- Are placed on supervision for a violation of chapter 794, s. 800.04(4), (5), or (6), s. 827.071, or s. 847.0145 and the unlawful sexual activity involved a victim 15 years of age or younger and the offender is 18 years of age or older; or
- Are designated as a sexual predator pursuant to s. 775.21; or
- Has previously been convicted of a violation of chapter 794, s. 800.04(4), (5), or (6), s. 827.071, or s. 847.0145 and the unlawful sexual activity involved a victim 15 years of age or younger and the offender is 18 years of age or older.

You are hereby placed on notice that should you violate your probation or community control, and the conditions set forth in s. 948.063(1) or (2) are satisfied, whether your probation or community control is revoked or not revoked, you shall be placed on electronic monitoring in accordance with F.S. 948.063.

(40) Effective for offenders who are subject to supervision for a crime that was committed on or after May 26, 2010, and who has been convicted at any time of committing, or attempting, soliciting, or conspiring to commit, any of the criminal offenses listed in s. 943.0435(1)(a)1.a.(I), or a similar offense in another jurisdiction, against a victim who was under the age of 18 at the time of the offense; the following conditions are imposed in addition to all other conditions:

(a) A prohibition on visiting schools, child care facilities, parks, and playgrounds, without prior approval from the offender's supervising officer. The court may also designate additional locations to protect a victim. The prohibition ordered under this paragraph does not prohibit the offender from visiting a school, child care facility, park, or playground for the sole purpose of attending a religious service as defined in s. 775.0861 or picking up or dropping off the offender's children or grandchildren at a child care facility or school.

(b) A prohibition on distributing candy or other items to children on Halloween; wearing a Santa Claus costume, or other costume to appeal to children, on or preceding Christmas; wearing an Easter Bunny costume, or other costume to appeal to children, on or preceding Easter; entertaining at children's parties; or wearing a clown costume; without prior approval from the court.

(41) Effective for offenders whose crime was committed on or after October 1, 2014, and who is placed on probation or community control for a violation of chapter 794, s. 800.04, s. 827.071, s. 847.0135(5), or s. 847.0145, in addition to all other conditions imposed, is prohibited from viewing, accessing, owning, or possessing any obscene, pornographic, or sexually stimulating visual or auditory material unless otherwise indicated in the treatment plan provided by a qualified practitioner in the

**Appendix A (continued)**  
**SAMPLE PROBATION ORDERS**

sexual offender treatment program. Visual or auditory material includes, but is not limited to, telephone, electronic media, computer programs, and computer services.

**YOU ARE HEREBY PLACED ON NOTICE** that the court may at any time rescind or modify any of the conditions of your probation, or may extend the period of probation as authorized by law, or may discharge you from further supervision. If you violate any of the conditions of your probation, you may be arrested and the court may revoke your probation, adjudicate you guilty if adjudication of guilt was withheld, and impose any sentence that it might have imposed before placing you on probation or require you to serve the balance of the sentence.

**IT IS FURTHER ORDERED** that when you have been instructed as to the conditions of probation, you shall be released from custody if you are in custody, and if you are at liberty on bond, the sureties thereon shall stand discharged from liability. (This paragraph applies only if section 1 or section 2 is checked.)

**IT IS FURTHER ORDERED** that you pay:

**Court Costs, Fees, and Fines, as imposed at sentencing, in the total amount of: \$ 906.00** plus an additional \$25.00 payment plan application fee, pursuant to section 28.246, Florida Statutes, if the total is not paid in full on the day of court.

Payments processed through the Department of Corrections will be assessed a 4% surcharge pursuant to s. 945.31, F.S. Pursuant to s. 948.09, F.S., you will be assessed an amount of \$2.00 per month for each month of supervision for the Training Trust Fund Surcharge.

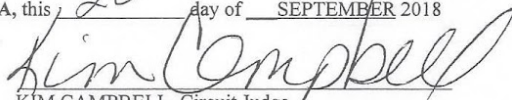
- Court Costs/Fines Waived
- Court Costs/Fines in the amount of \_\_\_ converted to \_\_\_ community service hours
- Court Costs/Fines in the amount of \_\_\_ reduced to civil judgment.

**SPECIFIC INSTRUCTIONS FOR PAYMENT:**

**IT IS FURTHER ORDERED** that the clerk of this court file this order in the clerk's office and provide certified copies of same to the officer for use in compliance with the requirements of law.

**DONE AND ORDERED IN PASCO COUNTY FLORIDA**, this 20 day of SEPTEMBER 2018

NUNC PRO TUNC 09/14/2018

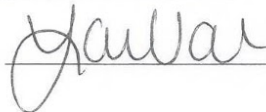
  
KIM CAMPBELL, Circuit Judge

I acknowledge receipt of a copy of this order and that the conditions have been explained to me and I agree to abide by them.

Date: 11-6-18

  
Defendant

Instructed by:



Supervising Officer

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing has been furnished to:

Personal Service to State Attorney for Sixth Judicial Circuit, Pasco County, Florida

Personal Service  U.S. Mail

To: [REDACTED] Attorney of Record  
Address: [REDACTED]

Personal Service  U.S. Mail

To: Defendant \_\_\_\_\_  
Address: \_\_\_\_\_

DATED this 20 day of September, 2018.

By: [Signature] Deputy Clerk

Office of Paula S. O'Neil  
Clerk & Comptroller  
Pasco County, Florida



## HOW TO SUCCEED ON SUPERVISION

Whether this is your first encounter with the Department or you've been supervised or incarcerated before, please take a few minutes to read this material that could help you in completing supervision successfully. This information is also available on our DC Public Website to share with family at <http://www.dc.state.fl.us/oth/cc/ccforms.html>.

A lot has changed in the past couple of years with the Department and within Community Corrections. Although our number one priority and responsibility is public safety through monitoring and enforcement of conditions of supervision, the Department is also committed to rehabilitation and assisting you in successfully completing supervision. In order to accomplish this, we need your cooperation and compliance with conditions of supervision, your commitment to make the right choices, and your agreement to open communication and mutual respect.

This summary will explain what you can expect from your officer, what is expected of you while on supervision, what will help you succeed, and how you can benefit from this experience.

### **ROLE OF THE PROBATION OFFICER**

Your probation officer must balance many responsibilities in order to accomplish the Department's mission and goals. These include:

- Review and explain conditions of supervision imposed by the court or commission;
- Meet with you to help you figure out what you will need in order to complete these conditions as required;
- Help you develop goals for self-improvement that will continue to benefit you even after supervision is successfully completed;
- Make appropriate referrals to community resources and services available to satisfy special conditions ordered and to assist with self-improvement programs;
- Monitor your compliance with conditions of supervision to keep you on track and provide guidance when needed;

- Meet with you to review your progress with conditions of supervision and self-improvement programs;
- Provide encouragement and positive feedback for good performance and behavior;
- Provide further instructions or warnings when necessary in order to keep you headed in the right direction;
- Report violations of the law or noncompliance with conditions of supervision to the court/commission as required;
- Visit you at your residence, employment site, treatment provider site, community service work site, or any other place in the community; and
- Work with your family, employer, teacher, treatment provider, and other significant others who may provide some form of support to help you succeed.

### **YOUR RESPONSIBILITIES WHILE ON SUPERVISION**

Your primary responsibilities while on supervision are to comply with supervision conditions ordered and stay out of trouble. In addition, you must:

- Report as directed by your officer;
- Communicate with your officer – ask questions if you do not understand something;
- Ask for help if you need help;
- Follow instructions given by your officer – call your officer if you are having problems meeting the requirements of the instructions;
- Report any expected or anticipated changes in residence or employment and report any contact with law enforcement immediately to keep your officer informed of your activities and whereabouts;
- Take responsibility – you are on supervision – not your parents or your spouse, so don't have your parents or spouse call for you to ask questions, permission to travel or request changes to instructions given by your officer;
- Discuss concerns calmly and respectfully with your officer to resolve these as soon as possible;
- Work with your officer to develop goals and objectives that you agree to participate, which will assist you in areas of self-improvement including locating employment, a better job, education, vocational skills, parenting



- skills or family/marriage counseling, support meetings, changes in social life or residence, etc.;
- Be open-minded to suggestions and to change. One thing is for sure - if you keep doing everything the same way, nothing will change.
  - Keep a good, positive attitude!

### **WHAT WILL HELP YOU SUCCEED?**

We want to make sure this is your last encounter with the law and the Department of Corrections. There are several things that will impact your success, both during the supervision period and after release, including:

- **Employment** – A job is essential (sometimes you need 2 jobs temporarily to meet your obligations and get out of debt)
- **Substance Abuse Counseling**–If the judge ordered counseling – you must comply; however, if the judge didn't order this and you have a drug or alcohol problem, then ask your officer to refer you for help. Be proactive and ask for help before you test positive and it has to be reported to the court/commission as a violation.
- **Mental Health Counseling** (including anger management, family/parenting/marriage counseling) Ask for help before you end up hurting someone or losing your family due to divorce.
- **Physical Health** – Ask your officer for referrals if you don't know where to go for help with other health issues that may be impacting your ability to work or take care of yourself or your family.
- **Income** – Don't be satisfied with just getting by week to week or having to rely on others. Ask for help with referrals for better jobs, vocational skill training, education, or classes that will help you manage your finances and prepare for future expenses or improvements.
- **Housing** – If you live in a high crime area or are living with people who will negatively influence you, work towards a better plan.
- **Support from Family and Friends** – Temporary help from family and friends will give you the opportunity to save and get in a better position to become self-sufficient; Find a mentor who will provide moral support, guidance, and encouragement.

- **Good Influences** – Surround yourself with friends and family who are good influences. Cut ties with others.
- **Education** – Everyone can benefit from education, whether it's completing high school, obtaining a GED, attending college or trade schools – they all lead to improved knowledge, skills, jobs, and income.
- **Making Amends** – You may have some resistance from potential employers, neighbors, or the public in general due to your charges or supervision status. Don't get discouraged or feel sorry for yourself– take ownership for your past actions and show remorse for the victim or for those who were impacted including family members who have suffered due to your actions. Maintain a good, positive attitude and people will see that you are working towards changing and making amends.
- **Resources Available in the Community** – Resources in the community vary from one location to another. See the Community Resource Directory on the Department's Public web site for you and family members to refer to for resources. This is the site: <http://www.dc.state.fl.us/ccr/index.html>

IT WILL TAKE PERSEVERANCE, A POSITIVE NEW ATTITUDE, AND INITIATIVE to turn your life around – Take advantage of the help you will receive from your officer and others to guide you in the right direction. Don't let pride get in the way of asking for help – everyone needs help at some point. Take one-step at a time to make self-improvements and set achievable goals during a realistic timeframe. Probation Officers have access to information and contacts that can assist you with employment, education, treatment, counseling, housing, medical, finances, etc. but they can't help you if you don't tell them what you need or are not willing to follow through with referrals they give you.

**Honest and open communication with your officer is essential for your success.**

Ask a friend, family member, church member, or employer to be a mentor – someone you can talk to when times are rough or you need encouragement, support, or advice to keep you headed in the right direction.

Although each probation officer has their own unique personality and supervision/management style, they are all committed to treating you fairly, offering you the same opportunities to take advantage of the services and resources available to assist you in complying with conditions of supervision and improving your chances of succeeding after release.

**The rest is up to you – make the right choices and you will succeed.**

## **GENERAL INFORMATION**

### **Probation Office Hours**

- 8am to 5pm Monday through Friday; Ask your officer if there are extended office hours beyond this schedule.

### **Reporting Requirements**

- Save time by completing your report prior to reporting; Bring other required information with you as instructed, e.g. pay stub, community service hour documentation, job search log, support group meeting log, driving log, etc.
- Sign in each time you report; Avoid bringing kids in with you; Allow time to talk to your officer and for possible drug test

### **Forms, Information and Resources Available Online**

- Forms used for reporting and other information and resources are available at <http://www.dc.state.fl.us/oth/cc/ccforms.html>

### **24 Hour Phone Number for After Hour Emergencies**

- Provided by your officer and posted in the lobby; For emergency phone calls only

### **Residence and Employment Changes**

- You must obtain the approval of your probation officer before you change your residence or employment.

### **Employment**

- Unless you are retired, disabled, or are a full-time student, you will be expected to work full time at legitimate employment.
- You are required to tell your employer that you are on supervision – Your officer must contact your employer as well.

### **Permission to Travel**

- You must request permission from your officer to travel outside your county of residence including:
  - o Purpose of trip
  - o Location/name/address of destination
  - o Method of travel
  - o Phone number of destination and contact
  - o Length of stay
  - o Person accompanying you, if applicable
- You must discuss plans to travel out of state with your officer and receive permission prior to travel
- Permission to travel can be denied due to several reasons – your officer will discuss further with you.

### **Payments**

- Your officer will explain the payment process, review your payment schedule, and discuss incentives for early payoff

### **Complaint/Grievance Process**

- This explains the process you must use if you have a complaint or concern with your supervision or your officer.
- You were provided with a copy of the complaint/grievance process during orientation and it is also posted in the lobby.

March 15, 2013

## **Section II C**

### **Drug Court**

A drug offender may be diverted to Drug Court and away from formal prosecution if the offender does not have a history of violent crimes, arrests for drug sale or trafficking, or have more than two previous non-drug felony convictions

When the offender appears before the drug court judge, the judge explains the elements of the Drug Court Program. The Program includes regular urine tests, treatment attendance, and more frequent court appearances. The judge will track the client's urinalysis record and treatment reports.

Depending upon the results of the urine test and overall compliance in the program, the judge may choose to be supportive or dispense a sanction, depending on each individual's progress through the Program.

Offenders who refuse or withdraw from the Program are sent back through the Criminal Court process where, if convicted, may serve time in jail. Counselors and the Court exercise a great deal of discretion and flexibility in tailoring treatment plans to meet the needs of each offender to optimize individuals' abilities to successfully progress.

If the Drug Court places the offender on Drug Court Probation, the judge will issue an Order of Drug Court Probation, and the offender will be supervised by a Probation Officer.

Graduates of Drug Court are released from Court supervision, and may file to "expunge" their arrest record. This is a significant benefit for future employment

and career opportunities. First-time offenders will have their case nolle prosequi (no prosecution) and their records may be sealed or expunged. For other offenders, the case may be dismissed or adjudication is withheld. Most importantly, graduates who have a sincere desire to get off drugs are offered the opportunity to avoid further problems with the law and free themselves of problems that are caused by substance abuse.

## **DRUG COURT REPORT or PASCO DRUG COURT REPORT**

**Date:**

**Mentee:**

**Mentor:**

**Sessions Completed:**

**Level of Cooperation:** *(Examples: Not cooperative, somewhat cooperative, very cooperative ...)*

**Specific Goals Discussed:** *(No detail is required. "Yes" is sufficient . . . or a specific goal like "Community Service.")*

**Other Comments:** *(General comment such as "Mentee appears motivated.")*



# Drug Court Challenges:

## Art Challenge



If you'd like to get creative, bring any art work (painting, drawing, sculptures, etc.) you've completed to court for the opportunity to be considered for early termination and receive

## Fitness Challenge



If you participate/volunteer for a 5k race, bring your race bib or documentation for volunteering to court. You can also bring any personal fitness logs, such as a gym membership log or fitness journal. You'll receive credit and be given the opportunity to be considered for early termination!

## Hair Cut Challenge



Got long hair or a long beard? You can cut your hair and may donate your hair to charity if eligible. You'll receive credit towards your court costs!

## No Smoking Challenge



Participation in the no smoking/vaping challenge will waive cost of supervision for every month that you're smoke free! That's \$52 a month!

## Reading Challenge



Choose a book of your choice to read. Write at least a page of what it's about and what you thought of it! Further instructions can be found on the gold reading challenge handout.

## Judge's Pick Challenge



Judge Todd picks a challenge of her choosing not listed above! You'll be given credit towards your court costs!



CIRCUIT COURT  
SIXTH JUDICIAL CIRCUIT OF FLORIDA

PINELLAS COUNTY  
ADULT DRUG COURT

14250 - 49<sup>TH</sup> STREET NORTH  
CLEARWATER, FLORIDA 33762  
TELEPHONE (727) 464-7350

Dear Prospective Mentor,

Welcome to the mentoring program utilized by Pinellas County Adult Drug Court and Veteran's Treatment Court.

In late 2020, Fresh Start Mentoring and our drug court programs established a partnership to offer mentoring services. Over the last 18 months, drug court has referred over 30 participants to Fresh Start Mentoring. We have seen tremendous success as numerous participants have completed the Fresh Start Program as well as drug court.

The Pinellas Adult Drug Court has been in existence since 2001 and annually serves 500-1200 residents of Pinellas County who struggle with substance use disorder and are involved in the criminal justice system. Our primary goal is to offer comprehensive substance abuse treatment that ranges from residential placement to outpatient services. Additionally, we work in conjunction with community organizations for housing, employment and mentoring services.

It is imperative for our participants to have a sober support network and mentors are an influential component. Mentoring offers accountability, structure and a valuable resource to the participant as they navigate through the criminal justice system.

We look forward to continuing the great partnership between Fresh Start Mentoring and drug court in the future.

Thank you for your willingness to volunteer. Your time and effort does make a difference.

Warm regards,



Judge Kimberly Todd  
Circuit Court Judge

6<sup>TH</sup> CIRCUIT COURT  
ADULT DRUG COURT



## Commonly Used Abbreviations / Phrases

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**ADC** – Adult Drug Court  
**AEB** – As Evidenced By (Often in treatment reports)  
**ASA** – Assistant State Attorney  
**Baker Act** – Temporary detention on a voluntary or involuntary basis for individuals in need of emergency mental health services (At risk of harming self or others)  
**BIP** – Batterer’s Intervention Program  
**BJA** – Bureau of Justice Assistance (Funding source for grant services)  
**C2C or CTC**– Courage to Change (BJA Grant)  
**COS** – Cost of Supervision  
**CRL** – Center for Rational Living (Outpatient treatment provider)  
**DAF** – Dee Anna Farnell  
**DCCM** – This is the data management system for Division Z  
**DOC** – Department of Corrections  
**ETC** – Empowered to Change (Transitional housing program)  
**ETO** – This is the data management system for Division N  
**Flight Deck** – Emergency mental health unit at the VA Hospital  
**FTA** – Failure to Appear (Used to describe when someone does not show up for court)  
**HEP** – Homeless Empowerment Program (Transitional housing service for homeless clients)  
**HME** – Hellfire Missile Equipment (used in veteran evaluations)  
**PTSD** – Post Traumatic Stress Disorder  
**HUDVASH** - U.S. Department of Housing and Urban Development & VA Supportive Housing Program (They provide housing vouchers to veterans in need of financial housing assistance)  
**ICE** – In-Custody Evaluation  
**IED** – Improvised Explosive Device (used in veteran evaluations)  
**JDP** – Jail Diversion Program  
**JR** – Judicial Review  
**KS** – Katharine Sellers, one of our Assistant State Attorneys  
**LSI-R** – Level of Service Inquiry – Revised. This is a screening tool used to gauge the level of need for treatment services and components.  
**MAT** – Medication Assisted Treatment  
**MPU** – Misdemeanor Probation Unit  
**MSI** – Mustard Seed Inn (Transitional housing opportunity through WestCare)  
**MST** – Military Sexual Trauma  
**ODYSSEY** – This is the clerk data management system  
**OP2** – Outpatient Level 2 (Two times weekly treatment)  
**OP3** – Outpatient Level 3 (Four times weekly treatment)  
**PA** – Private Attorney (Attorney hired privately by client who makes too much annually to be considered indigent)  
**PCJ** – Pinellas County Jail  
**PCSO** – Pinellas County Sheriff’s Office  
**PD** – Public Defender (Attorney hired when a client is indigent)  
**PID** – Person Identification Number  
**PO** – Probation Officer  
**PP** – Plea to Probation  
**PTI** – Pre-trial Intervention  
**PTISCJR** - Pre-trial Intervention Status Check Judicial Review (This is a JR, but for PTI clients. Judge DAF will commonly use this term for clients who are being accepted into drug court from pre-acceptance status for the first time)  
**PTL** – Pre-trial Status

**RC** – Regional Counsel (Appointed when a client is indigent but there is a PD conflict)  
**RES1** – Residential Level 1 (6 to 8 months inpatient treatment)  
**RES2** – Residential Level 2 (12 to 18 months inpatient treatment)  
**ROI** – Release of Information  
**S/ROR** – Supervised Release on Own Recognizance  
**SATP** – Substance Abuse Outpatient Treatment for Veterans  
**SOA** – Survivors of Addition (Transitional housing facility)  
**SPN** – Person ID Number (Often called a client’s ‘spin’)  
**STAMP** – UA ordered in-custody after being remanded due to a violation of pre-trial release or probation  
**TBI** – Traumatic Brain Injury  
**TX** – Treatment  
**U/ROR** – Unsupervised Release on Own Recognizance  
**UA** – Urinary Analysis  
**VA** – Veterans Affairs (Healthcare and other services for veterans)  
**VADOM** – Veteran’s Affairs Domiciliary (Housing facility that houses up to 35 at-risk veterans)  
**VIP** – Victim Impact Panel  
**VJO** – Veterans Justice Outreach (Our veteran’s court liaison who connects veterans to all VA services)  
**VOP** – Violation of Probation  
**VRO(1)** – VOP Plea (The number will change after each time a client pleads to a VOP)  
**VRR** – Violation of ROR  
**VTC** – Veterans Treatment Court  
**WCW** – WestCare Women

## TREATMENT PROGRAMS

**OUTPATIENT TREATMENT:** Two levels of outpatient treatment offered at 3 different locations.

1. **OP2:** Basic Outpatient Treatment is 24 sessions (2x week/12 weeks)
  - a. Offered at CRL NORTH or CRL SOUTH (\$7 per group)
    - i. Groups times are offered at the same time at both North and South
    - ii. Group times are Monday & Wednesday 6:30-8:30PM
  - b. Offered at Solutions (\$40 per week)
    - i. Group times are more flexible and vary according to need
  
2. **OP3:** Intensive Outpatient Treatment is 48 sessions (4x week/12 weeks)
  - a. Offered at CRL NORTH or CRL SOUTH (\$7 per group)
    - i. Group times: Monday, Tuesday, Wednesday & Thursday with 3 options:
      1. 11:30AM-1:30PM
      2. 5:30PM-7:30PM
      3. 7:30PM- 9:30PM
  - b. Offered at Solutions for (\$80 per week)
    - i. Group times are flexible and vary according to need

**RESIDENTIAL TREATMENT:** One level of residential treatment

1. **RES:** 8-18 months residential treatment followed by aftercare  
WOMEN: Westcare Women (WCW)  
MEN: Westcare Emerge or Focus

### TREATMENT LOCATIONS:

**Center for Rational Living (NORTH)** - 50 South Belcher Rd Suite #120, Clearwater FL 33765

**Center for Rational Living (SOUTH)** - 3328 49th St. N, Suite D, St. Petersburg 33710

**Solutions** - 13191 Starkey Road, Suite #14, Largo FL 33773

**Westcare Residential Programs** -1735 Martin Luther King Jr. Street South, St. Pete, FL 33705

**Westcare Outpatient THRIVE & VALOR** - 8800 49th St N, Suite 403, Pinellas Park 33782

## GRANT FUNDED TREATMENT PROGRAMS

### THRIVE GRANT - WESTCARE

**Description:** Outpatient treatment to opioid targeted offenders. . Groups are offered at Westcare In Pinellas Park via a designated location 8800 49<sup>th</sup> St N, Suite #403.

**Treatment Length:** Length of treatment will be 28 weeks; 60 sessions total broken down into 3 phases. Group sessions are 2 hours in length.

- Phase 1: 8 weeks, 4x per week
- Phase 2: 8 weeks, 2x per week
- Phase 3: 12 weeks, 1x per week (Aftercare)

### VALOR GRANT - WESTCARE

**Description:** Outpatient treatment for veterans. Groups are offered at Westcare in Pinellas Park via a designated location: 8800 49<sup>th</sup> St N, Suite #403. Groups are M-TH 6:00-8:00PM

**Treatment Length:** Length of treatment will be 28 weeks; 60 sessions total broken down into 3 phases. Group sessions are 2 hours in length.

- Phase 1: 8 weeks, 4x per week
- Phase 2: 8 weeks, 2x per week
- Phase 3: 12 weeks, 1x per week (Aftercare)

### AURORA GRANT- CRL

**Description/Eligibility:** Gender specific treatment to address sexual trauma. To qualify clients must have a solutions outpatient recommendation, location accessible, identified sexual abuse, sexual trauma, human trafficking and/or working in the sex industry, prostitution arrest history, exotic dancing, pornography.

**Treatment Length & Location:** Length of treatment will be approximately 28 weeks; broken down in 3 phases:

- Phase 1: 8 weeks, 3x per week + Individual
- Phase 2: 8 weeks, 2x per week + Individual
- Phase 3: 12 weeks, 1x per week + Individual

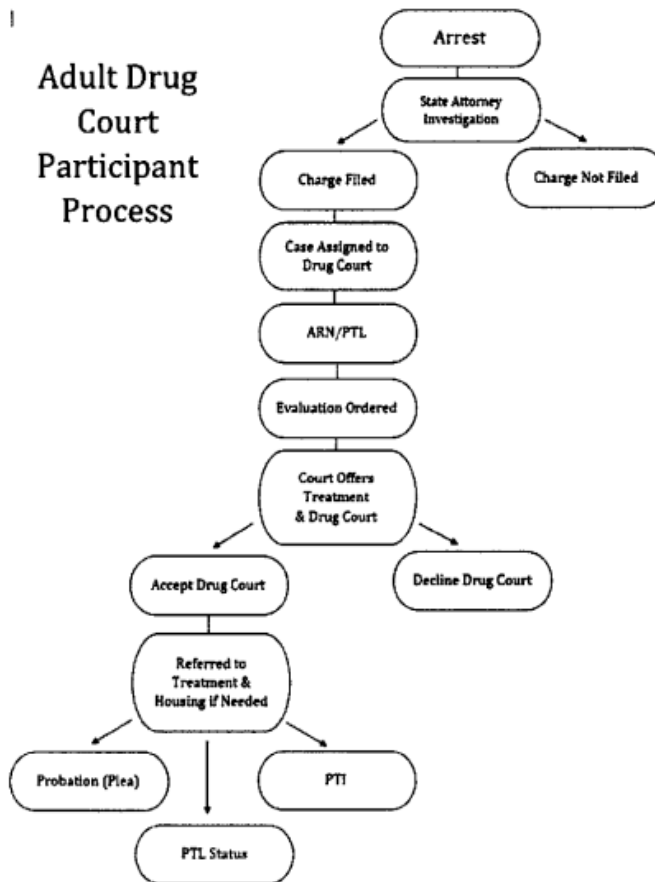
## OTHER TREATMENT OPTIONS

1. **WESTCARE PASCO:** Offered in New Port Richey and Zephyrhills
  1. Clients can do OP2 or OP3
  2. Cost is \$50 for bio/assessment, \$20 per group and \$10 per UA.
  3. OP2 is 24 sessions- \$650.00 (Must pay \$60 per week)
  4. OP3 is 48 sessions- \$1130.00 (Must pay \$100 per week)
2. **CRL TAMPA - Offered in Tampa**
  1. Client will be self-pay, \$30-\$40 group
  2. Group times are flexible, OP2 only.
3. **DACCO - HILLSBOROUGH COUNTY**
  1. Clients can do OP2 or OP3 Cost is on a sliding scale based on income
  2. Pregnant females can do RES1
  3. Residential programs are available as approved by the court.
4. **FIRST STEP SARASOTA - SARASOTA COUNTY**
  1. Pregnant females can do RES1 (Barbara Bailey is the contact person)
  2. Crossroads Program (Women/Long term) & Seasons program (mental health)- Contact person is Casey Collier
  3. Choices Program (men/long term)- Contact person is Nancy Page
5. **BOLEY**
  1. We do not direct refer to Boley. Boley is funded through state dollars managed by Central Florida Behavior Health Network and they do not accept alternative funding sources. They have a priority waitlist system (1. Stabilized in Crisis Stabilization Unit, 2. Stabilized in State MH hospital 3. JDP 4. All others). If the court would like to refer to Boley, it will need to be done via JDP.
6. **JAIL DIVERSION PROGRAM**
  1. Clients may be referred to the jail diversion program if they have significant MH issues. All referrals will be processed by their public defender. Our office does not directly refer to jail diversion.
7. **COURAGE TO CHANGE**
  1. 12 weeks, 1x per week group, workbooks & random UA's
  2. Group times are Tuesdays @ 6PM- 7:30PM, max of 15 per group
  3. To qualify: Must have already completed primary course of substance abuse treatment, must exhibit problem behaviors not attributed to substance use or severe/persistent mental health
  4. Self-pay program of \$402.30 or average of \$32 per week
8. **TAMPA CROSSROADS**
  1. They have IOP (8x per week), OP (4x per week ) and Aftercare; they also offer residential services.
  2. If participants are able to provide proof of residency in Hillsborough county, the costs will be \$110 initial evaluation fee and \$20 per week for drug screens. (example- our typical OP3 would cost them \$336 at CRL and it would be approximately \$350 here). If they cannot provide residency, they will work with clients on a sliding scale or waive the fees altogether.
  3. The location is 5109 N Nebraska Ave in Tampa; located in Seminole Heights district.

## PTI VS PROBATION:

PROBATION	PTI
24 MONTHS SUPERVISION	18 MONTHS SUPERVISION
ELIGIBLE FOR EARLY TERMINATION AT ½ WAY	ELIGIBLE FOR TERMINATION AT ½ WAY
ADJUDICATION WITHHELD IF THEY COMPLETE DRUG COURT	CHARGES ARE DISMISSED IF THEY COMPLETE DRUG COURT
NON-VIOLENT FELONY OFFENDERS	1 <sup>ST</sup> TIME NON-VIOLENT FELONY OFFENDERS
DEPENDENT ON THE PARTICIPANTS RESIDENTIAL ADDRESS, WILL BE ASSIGNED A PROBATION OFFICER	ASSIGNED 1 OF 2 PTI OFFICERS
JUDGE DETERMINES WHEN A VIOLATION HAS OCCURRED	STATE ATTORNEYS OFFICE DETERMINES WHEN A VIOLATION OCCURRED
JUDGE CAN REVOKE PROBATION	STATE ATTORNEYS OFFICE CAN REVOKE PTI

### Adult Drug Court Participant Process





## **Section III**

### **Mentoring--Its Ways and Tools**

#### **A. POSITION DESCRIPTION**

##### **REQUIREMENTS:**

- Be a professing Christian regularly attending a local church
- Have not been on probation at any time during the last three years

##### **DUTIES:**

A mentor coaches a mentee as they work at being law abiding citizens, avoiding all criminal activity, and improving their lives through employment, paying taxes, probation fees and contributing positively to their community.

In this role, the mentor performs the following duties:

- Develops coaching skills through attending mentor training and individual study
- When requested by a Program Manager, volunteers to monitor whenever possible
- Conducts twelve mentoring sessions over a 12-week schedule with an assigned mentee to ensure that they are complying with all probation orders. Provides additional coaching, as necessary
- Consults with the Program Manager, as needed, to assist the mentee with difficult issues
- Provides written reports on mentoring activity as requested by the Program Manager

## Section III B.

# THE FIVE R'S OF COACHING

There are five significant aspects of coaching (often called the 5 R's) as follows:

### **RELATE: ESTABLISH COACHING RELATIONSHIPS AND AGENDA**

At its core, coaching is a relationship. It is about qualities like trust, connection, support and understanding.

Since the focus of coaching is to help the other person accomplish what God wants them to do, that person must be the one setting the agenda and determining what to work on

The most important ingredient to a successful coaching partnership is listening. The cardinal rules of listening are:

- Focus: Give undivided attention to the person who is talking.
- Summarize: Summarizing is mirroring back what people are saying.
- Invite: When a person talks about a topic and then stops, ask for more.
- Unpack: Exhaust the speaker's resources before sharing anything yourself.
- Clarify: Make sure you understand what the person is saying.

After listening, asking good questions is the next most important skill for building a strong coaching relationship. Asking questions is also an excellent way to clarify expectations.

Another significant by-product of listening and asking questions is that people often come up with their own solutions. Remember three simple rules:

- Don't give advice.
- Don't tell people something they can discover on their own.

- Don't fix the problem for them.

### **REFLECT: DISCOVER AND EXPLORE KEY ISSUES**

The reflect stage involves becoming aware of what's going on, sorting out the various issues, deciding which ones are the most important, and committing to address them. Reflection helps to figure where you are. Five key reflection questions are:

- *What can we celebrate?*
- *What's really important?*
- *What obstacles are you facing?*
- *Where do you want to go?*
- *How committed are you?*

Note that all of the questions are open ended questions. The reflect stage serves to give people a picture of where they are and how far they have come. Only after they have gained that perspective are they positioned to make informed choices about directions for the future.

### **REFOCUS: DETERMINE PRIORITIES AND ACTION STEPS**

Refocusing constitutes the planning stage. It is time to create a game plan and come up with concrete steps that can take us where we want to go. Refocusing acts as the bridge between good intentions and actually realizing those intentions. Recommended refocusing questions are:

- *What do you want to accomplish?* This question asks a person to confirm or clarify goals. The coach's task is to keep unpacking a person's ideas. Once a person has a clear grasp on where they want to be, they can work backwards to figure out what steps it will take to get there.
- *What are possible ways to get there?* To make better decisions, people need to first identify the number of available options. The more options generated, the better the final decision is going to be.

*Which path will you choose?* A good action plan needs to be realistic and functional.

- *What will you do?* To answer this question, a person must develop a specific action plan. They need to look at the who, what, when, where, and how. The important thing is to be specific.

*How will you measure your progress?* For every major goal of the person you are coaching, brainstorm together to see what some kind of milestone markers might be, then set up times to check if progress is being made.

### **RESOURCE: PROVIDE SUPPORT AND ENCOURAGEMENT**

Resourcing means applying the right tool at the right time. Resource questions include the following:

- *What resources will you need to accomplish your goals?*
- *What resources do you already have?*
- *What resources are missing?*
- *Where will you find the resources you need?*
- *What can I do to support you?* Although a good coach can help by being willing to network and connect, be careful to avoid overproviding.

### **REVIEW: EVALUATE, CELEBRATE, AND REVISE PLANS**

Reviewing successes builds the strength and courage to take another step. Some excellent review questions are:

- *What is working?* This question is essentially a call to celebration.
- *What did not work?* Follow-up questions are sometimes necessary to help a person determine what is not working.
- *What are you learning?* If you walk a person through the process of thinking about their actions, you will increase the probability that they will be more effective in the future. As a coach, encourage people to reflect on

what they are learning through their experiences.

- *What needs to change?* Making midcourse corrections and alterations to the plan at this point is not only necessary, but good. Midcourse corrections allow us to learn from past mistakes and offer the chance to capitalize on current opportunities.
- *What else needs to be done?* Even changes we perceive as negative often hold seeds of new opportunities. Remember that any ideas about new action plans or projects must come from those who are being coached. Perhaps one of the most overlooked benefits of asking what else needs to be done is that it helps prevent stagnation.
- *What future training would be helpful?* As a person continues to progress, they may realize they have new areas they need to develop.
- *What is next in our coaching relationship?* Here the concern is how to make the coaching relationship more productive. Resist the temptation to assume that things are going fine unless you hear otherwise.

Citation and credit: The above information was taken from *Coaching 101* by R.E. Logan and S.C. Carlton (2003).

## **Section III C. The Tools**

# MENTOR-MENTEE PLANNER

**CONFIDENTIAL – This planner shall not be shared with anyone except mentor and mentee.**

Mentee: \_\_\_\_\_ Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

**Agenda:** (List items that need to be accomplished)

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

**Success:** (List items that have been completed)

**Obstacles to Completing Items:** (What is preventing accomplishment of items?)

\_\_\_\_\_  
\_\_\_\_\_

**Prayer:** (Pray over obstacles and plans to overcome them) - Optional

**Revealed Issues:** (What is the real issue? i.e. keeping focus, family issues, giving up, etc.)

**Nest Steps:** (In light of the reveled issues, what steps will be taken now?)

**Next Appointment:** (Date, time, and Location):

\_\_\_\_\_

# PARTICIPANT JOURNAL

## NOTES FOR MENTORS

Fresh Start participants may utilize a 12-part journal to guide them through the successful completion of probation, and to help them identify concerns and obstacles that they may have while you are assigned to work with them as their mentor.

The topic for each meeting is designed to facilitate a 45-minute conversation with your client. All participants are unique, so encourage the use of the journal in a way that best supports the individual you are working with. If a participant has low reading or writing skills, you can review the topic from each week at the meeting, and help the participant complete the journal with you. Some participants will find they need a notebook for additional reflections.

There is a “**Weekly Goals and Reflections**” page for each meeting. This can be filled in during or at the end of the appointment. There is room for three goals on each sheet. It is important to keep their probation orders in mind when setting goals. Most clients have payments that need to be made, required appointments, and meetings to attend. The list of topics on the first page of Meeting #2 is designed to guide the development of goals unique to each client. Under each goal, there is space to include steps (short-term goals) and accomplishments. Reviewing the goals from the previous meeting and noting progress is one way to start a new meeting. Asking clients to rate their week is important. Often they will focus on the negative. Reviewing their accomplishments with you may help them change their perspective.

Some goals will carry over from one week to the next, and others will be accomplished more quickly. Your role is to help the client prioritize, and to be

flexible with goal setting. For example, if a client suddenly loses childcare, finding a new, acceptable childcare arrangement would become a priority. This would take the place of a goal that can be suspended for a week or two until the childcare situation is resolved.

**Meeting 1 – The Mentor Agreement & Getting to Know Your Mentor:** This is a short but essential part of the journal. It is important to establish how to contact each other, and how to reschedule when necessary. Reviewing probation orders is paramount. Often, clients do not bring their orders to the first meeting. Usually, they are provided to the mentors, so please remember to take them with you. Probation orders are not recommendations by the judge, they are requirements. The client's responsibilities with regard to probation will be reviewed periodically during the next 12 meetings.

**Meeting 2 – Planning Your Fresh Start:** This topic will give you a good idea of your client's needs, will help you guide them in setting long and short-term goals, and assist them with prioritizing. Encourage your client to truly dream about a life with no limits, obstacles or possibility of failure. This will give you insight into personal needs and struggles, and allow you to support them in setting their goals and keeping them motivated.

**Meeting 3 – Celebrating Success and Identifying Obstacles:** Participants will rate their strengths and areas needing growth prior to meetings 3, 7 & 11. They will often find that they make progress during the program through accountability (to their mentors), goal setting, focus and reflection. This information will help you help them maximize their personal strengths and cope with and work through areas needing improvement. Knowing how they overcome obstacles, problem solve, and who they turn to for support is key information. How do they handle adversity? Do they have an adequate support system? The last two questions this week will shed light on their locus of control. Do they believe they are experiencing consequences or bad luck? Do they take responsibility? Are they aware of poor influences? Do they believe they got in trouble by accident?



**Meeting 4 – Getting Real and Staying Motivated:** This meeting flows from the last. Having a clear plan for completing probation and staying out of trouble is important. Knowing *why* they want to stay out of jail/prison will help motivate them to do what it takes. Toward the end of this journal topic, participants are asked two questions about things that may be keeping them from meeting their requirements of probation. If needed, help your client make the important distinction between an actual obstacle and an issue of convenience. If they are missing probation appointments because they don't have a car, that is an issue of convenience. The city bus may not be their preferred mode of transportation, but it will get them there. In contrast, if they have no money and no bus pass, that is a true obstacle. At least one goal should come from the questions from this topic, and a second goal should come from the review of the list from Meeting 2.

**Meeting 5 – Stress Reduction:** Please encourage your client to include stress reduction activities on their calendar for the upcoming week.

**Meeting 6 – Decision Making:** Mentors can break the ice on this topic by sharing a decision they made that didn't go well. Discuss what went wrong and what went right. Help your client reflect on their past decisions and their outcomes, and share upcoming decisions. It's important not to make a decision when emotions are running high. Remember to come back to this topic if they have a big decision to make in the coming weeks.

**Meeting 7 – Recovery:** One of the big take-aways from this meeting is that people do not have to be defined by the mistakes that they have made or the challenges they live with. We all have the option to choose a fresh start – a new beginning, and to reinvent ourselves. Ask clients about their personal growth after they rate their assets and challenges for the second time under Meeting 3.

**Meeting 8 – Balance:** In this meeting, go over your client's updated priorities. These will drive the goals for this week. Then, discuss balance. If we don't mindfully schedule our days, certain activities tend to monopolize our time. Help your client choose activities that will help them find balance week and write them on the chart in this week's journal entry.

**Meeting 9 – Relationships Part 1:** One challenge our clients often have is rebuilding relationships with friends and family, including parents, spouses, and children. This section will help them reflect on characteristics of healthy relationships.

**Meeting 10 – Relationships Part 2:** This week focuses on relationships in need of repair. Characteristics of unhealthy relationships are listed. Encourage them to set a relationship goal for the week.

**Meeting 11 – Relationships Part 3:** An activity you can do for communication is to repeat the same phrase with a different tone each time (“Look who just walked in the door,” for example). The same words can have various meanings with a change in inflection, tone, volume and facial expressions. Review the bullets as a conversation starter. Let them share about their personal growth after they rate their assets and challenges for the third time under Meeting 3. If they wrote a letter, let them share what they wish. If they didn’t, help them with some ideas.

**Meeting 12 – Wrapping Up:** In this meeting, clients will review their progress. They may be harder on themselves than they deserve. Help them focus on the good and make realistic, attainable goals for the future based on their updated priorities. If they did not complete the feedback form, please ask them to do so before you close your meeting. Their feedback is appreciated!

# MANAGING FINANCES

## Notes for Mentors

Unit 1 – This is an important unit to discuss ways that money affects our relationships with family and our community. The mentee will assess how the use of money fits with their priorities; and commit to tracking all income and expenses over the next month. The mentee should be prepared to write down all money spent, or income collected in the upcoming week in the chart included in the unit or in their own mini notebook or even in an app on their phone. This is important to the success of this program.

Unit 2 – It is important to review the income/expenses chart with the mentee from last week's homework. They need to know that you are truly going to be looking at their work and the effort they put in to tracking their expenses. Explain to them that after one month of tracking income and expenses they will be able to create a monthly budget. Today they will look at their values and attitudes toward money. Assets can be physical, financial, and human; help them find what assets they currently own. They should find one of their expenses from last week that they could eliminate or reduce in the upcoming week. They need to continue to chart their income and expenses for another week.

Unit 3 – Review their income/expenses chart with them and ask if they were able to reduce an expense by at least \$10. This week review your expenses based upon your needs and wants. What are a few obstacles that keep you from good fiscal management? Internal obstacles are ones that are controlled by us (our impulses or wants) and external obstacles are out of our control (the car broke down; we need new glasses or the cost of medicine). Find the mentees obstacles and then encourage them to keep charting their income/expenses for the upcoming week.

Unit 4 – Review the recent income/expense chart. Talk about long-term savings goals of 1-5 years. What are some of your short-term savings' goals and how will

you reach them? This is a good area to get real about the total cost of probation and their plan to pay off their incurred court fees as well. This week is the final week of the month-long income/expense tracking before you create a budget with the mentee.

Unit 5 – This week the mentee will create a monthly budget and develop a spending plan. This should be based on their income/expenses from the last 4 weeks. They should remember to include expenses like car insurance or recurring payments that occur quarterly and/or annually. This budget may take time to get right but it will find where the mentee is spending their money. It may find places to save money towards short term and long-term goals. Continue tracking income/expenses.

Unit 6 – Review the current budget and this past week's expenses. This week is about managing debt and that includes credit cards, housing, transportation, and any money owed to another person or entity. We learn money management from seeing our parents use money while growing up. Debt affects relationships and can cause family problems. Examine the mentees' debt and then find a plan to avoid and solve their debt. Encourage them to get a free credit report. Continue to work on your expense and income chart for the week.

Unit 7 – Review the mentees' credit report with them if they were able to obtain one. Review the information on loans with the purpose of finding a bad loan versus a good loan. Calculate the actual cost of borrowing money. Continue working on the monthly spending plan and tracking expenses.

Unit 8 – Review the monthly spending plan. Talk about savings goals considering any debt the mentee has incurred. Ask about banking features associated with the mentees' current bank. Review banking fees or policies that may be hurting the mentee financially. Have them research different bank options to show the best type of account for them. Continue working on their monthly spending plan. After

2 months of expense tracking, they can meet their monthly budget as planned in week five.

Unit 9 – Review with the mentee their budget, savings plan, and any other questions from the earlier lessons. Always show them you care by looking at their completed homework. This lesson is about building emergency funds for short term and long-term emergencies. This unit also talks about various kinds of insurance. This lesson will help them find the right insurance for them and their family. Continue working on the budget to include items like insurance.

By now the mentees should be able to find their own net worth and have developed a plan for change. This unit teaches them to calculate net worth by deducting liabilities from their assets. They should decide what action is needed to improve their finances. By continuing to track every expense from all income generated they should have a correct picture of their own net worth.

Unit 11 – This unit is about learning to give to others not just financially but our time, our talent, and our treasure. Giving is not just about money but about using what we have been blessed with to help someone else. We had a student confused about tithing money as the only way to tithe her church. But she was volunteering in the coffee room on Sunday morning and once a week driving seniors to a church fellowship. This was an example of giving (tithing) her time and talents. Giving to others is about more than money.

Unit 12 – This is the last unit on finances. Review the mentees budget one last time and their total spending plan. This lesson is on living simply. There are many ways to save money on our everyday needs and this unit finds just a few thrifty ideas. Any small savings you can make will add up over time. The mentee should be encouraged to continue tracking their expenses/income in a notebook or app. Writing down your expenses should help them stick to their budget long term.