



# **Municipal Court**

## **Volunteers in Probation**

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### **entation & Training Manual**

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ACQUISITIONS

ORIENTATION AND TRAINING MANUAL  
FOR THE  
VOLUNTEERS IN PROBATION  
MUNICIPAL COURT PROBATION OFFICE  
CITY OF ALBUQUERQUE, NEW MEXICO

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Top from left to right: Honorable Thomas J. Mescall Night Court Judge ,  
Honorable Ben F. Roybal, Division II; Honorable Frederick M. Mowrer,  
Division I; Edward L. Riordan, Court Administrator

Bottom: Honorable John E. Brown, Presiding Judge; Honorable Elizabeth  
N. Love, Division II



Maj. Jim Altwies, President of VIP ; Mayor David Rusk  
Ms. Pearl Torrez, Secretary of VIP

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"Facts About Alcoholism"--New Mexico Commission on Alcoholism

"Heroin Facts"--Drug Abuse Education and Co-Ordination Center,  
Albuquerque, NM

"La Llave Comprehensive Drug Addiction Rehabilitation Program"  
--La Llave, Albuquerque, NM

Charles R. Horejsi, "Training for the Direct Service Volunteer  
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Marlene G. Venardos, Ph.D., "Intensive Probation Supervision Grant  
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## PREFACE

The purpose of the Volunteer in Probation Program is to provide extended and expanded probationary supervision to those individuals who have gone through the Municipal Court of the City of Albuquerque, New Mexico, and have been placed on probation status by a municipal judge and referred to the Probation Office.

In view of the tremendous caseload confronting probation officers, it was felt that an effort should be made to alleviate individual probation officer workloads with the use of volunteer assistance from the community. This concept has been implemented by a great many communities throughout the nation (Shelby County, Tennessee; Royal Oak, Michigan; Boulder, Colorado; Salt Lake City, Utah; Crawford County, Pa., and others) and has met with a great deal of success.

The concept of volunteers being used in a probation situation is that the volunteer, motivated by a desire to help, and assigned to supervise only one or two probationers, can devote more time to clients, develop a closer relationship with them and possibly effect a change in their behavior.

Individuals deriving benefit from volunteer supervision would be those who are convicted of misdemeanor offenses, the person attending the D.W.I. School, and those otherwise placed on probation by the court. This is in no way saying that the volunteer will "replace" the professional probation officer, rather the volunteers will supplement and extend the services that the probationer is not receiving because of time on the part of the regular probation officer. This enables the PO to devote time to the probationer who needs something a little more personal in getting over the hump and into a productive role in society.

It is apparent there is need for persons, other than the probation officers, to become actively involved in the supervision of persons on probation. The volunteer is a citizen who is concerned and interested in his fellow man and willing to commit time and energy in assisting others to make an adjustment, or readjustment, to society. A volunteer assumes a number of roles in relation to the probationer. The VIP may become an employment counselor, a helper, an interested person who is not afraid to give constructive criticism, a referee, a coach, and a whole family in one; but most important, a friend. A friend who can be directive, yet understanding; listen and respond when necessary.

This program began with a pilot group of 25 volunteers who fulfilled these general roles:

- . Support, friendship, someone who cares and will listen.
- . Mediator, facilitator of social-physical environment (get jobs, intercede with teacher, open up opportunities.)
- . Behavior model (just be a good example.)
- . Teacher tutor in academic, vocational or social skills.

The first 18 months of the program were specifically involved in a research grant funded by LEAA called, "Intensive Probation Supervision." It was a comparison study of three distinct and separate types of probation--traditional, team and volunteer. The research was expected to analyze:

1. Recidivism rates.
2. Frequency of client and client-related contacts during the probation period.
3. The amount of time spent in client and client-related contact during the probation period.
4. Achievement or non-achievement of correctional goals.
5. Length of time spent in achievement of correctional goals.
6. The cost of each probation method in relation to its effectiveness in each of the above items.

### Traditional Probation

Traditional probation supervision formed the basis for the control group comparison. Probationers assigned to the group received traditional supervision rendered by an individual probation officer. Typically, this involved three kinds of supervision with the frequency of contact being determined by the level of supervision required. Because of the large caseload of each probation officer, most contacts were made by phone. However, referrals were made to community agencies for supportive services if this seemed to be indicated. The control group consisted of three randomly selected probation officers whose identity was unknown to them.

### Team Approach

The team consisted of two probation officers and two probation officer aides who functioned as a team supervising a probationer. Random assignments were made to the team and they carried a caseload of approximately four times that of the traditional probation officer. The team operated from a house rented in a centrally located area of the city. Client planning and decision making were undertaken by the team as a unit. Group sessions led by the team were conducted in the evenings for those probationers whom the team felt would benefit from group sessions and counseling. During the day, individual team members visited homes, schools, community agencies, potential employers, etc. in their efforts to assist the client.

While the four members of the team functioned as one in regard to client planning, each specialized in one area of expertise, e.g., community liaison in order to maximize probation effort and team effectiveness. Regular staffings regarding the status and/or progress of the client were conducted by the team. While individual team members conducted pre-sentence investigations, recommendations for sentencing and/or rehabilitation were group based. The theory underlying the effectiveness of a team approach was that four people, each bringing their own personalities and field of expertise into the implementation of a group effort to manage a probationer, would be able to accelerate the attaining of correctional goals. Three levels of supervision were used.

## Volunteer Approach

The volunteer approach consisted of a Director of Volunteers and 60 community volunteers (unpaid, part-time), under her supervision. The volunteers underwent an initial 10-25 hour training session which was followed by monthly in-service training sessions. It was expected that some volunteers would have had prior experience directly relevant to their role as a Volunteer in Probation. However, others might have had no experience directly relevant. The volunteers functioned in two distinct roles, those who conducted PSR's and those who functioned as counselors for 1-3 probationers. The counseling volunteer was then able to provide more intensive case management than the traditional probation officer although differing levels of supervision were still provided. All volunteers were expected to work under the supervision of the Director of Volunteers and to report once per month to her. The theory underlying the volunteer approach was that a volunteer who had more time to devote and who was altruistically motivated could develop a closer relationship with a probationer and thus effect a more significant behavior change.

## Findings of the Research

"T-tests on those variables that were found to be statistically significantly different with the analysis of variance indicated that the volunteer group had significantly...more overall total contacts, ...more total time spent on all contacts, developed more correctional goals, and received a higher rating on the CSF-Question 4 (the probation officer got to know the client) than did either the team or traditional officer. In addition, the volunteers also obtained a statistically higher rating on the PO Survey-Question 1 (client's overall progress) and Question 2 (client's benefitting from probation) than did the traditional officer but not the team."<sup>1</sup>

"The Chi-square test showed that there was a statistically significant difference among treatment groups with the volunteer group having...fewer arrests following probation than either the team or the traditional probation officer group."<sup>2</sup>

Since the research was completed in May, 1976, the volunteer component was retained as a permanent part of the Probation Division. There have been a number of significant changes made in the operation of this component.

The most significant change is that referrals to the Volunteer in Probation Program are made routinely by staff probation officers. When a case is referred to a VIP through the Program Analyst/Coordinator of Volunteers, it becomes part of the caseload of the Program Analyst. A volunteer is assigned to supervise the probation period. That volunteer is the primary supervisor involved with the client. The client does not report to a staff probation officer. Any court process that becomes necessary such as dismissal, termination, occasional

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<sup>1</sup>Venardos, Marlene, PhD., "Intensive Probation Supervision Grant Report," March, 1976, p. 37.

<sup>2</sup>Ibid., p. 40.

resentencing, or bench warrants (due to non-compliance with probation) is handled by the Program Analyst.

Volunteers are asked to accept as many as three clients at a time and volunteers are expected to spend a minimum of one hour per week per client, or three hours total per week. The rationale behind this being the fact case-loads have increased substantially since the LEAA grant termination. There was a 25% increase in pre-sentence reports performed.

Volunteers may report to their VIP Supervisor instead of directly to the Program Analyst; however, each is expected to submit a written or verbal monthly report on the progress of each client.

In-service meetings continue to be held once per month but are not mandatory. There is a presentation on a relevant issue presented by a speaker from the community at most meetings. This may be followed by a business portion and by discussion within small groups of volunteers.



## A BILL OF RIGHTS FOR VOLUNTEERS

1. The right to be treated as a co-worker--not just as free help, not as a prima donna.
2. The right to a suitable assignment with consideration for personal preference, temperament, life experience, education and employment background.
3. The right to know as much about the organization as possible--its policies, its people, its program.
4. The right to training for the job--thoughtfully planned and effectively presented training.
5. The right to continuing education on the job as a follow-up to initial training, information about new developments, training for greater responsibility.
6. The right to sound guidance and direction by someone who is experienced, well-informed, patient, and thoughtful, and who has the time to invest in giving guidance.
7. The right to a place to work, an orderly, designated place, conducive to work and worthy of the job to be done.
8. The right to promotion and variety of experiences, through advancement to assignments of more responsibility, through transfer from one activity to another, through special assignment.
9. The right to be heard, to have a part in planning, to feel free to make suggestions, to have respect shown for an honest opinion.
10. The right to recognition in the form of promotion and awards, through day-to-day expressions of appreciation, and by being treated as a bonafide co-worker.

MANUAL FOR ORIENTATION AND TRAINING OF  
VOLUNTEERS IN PROBATION IN THE  
MUNICIPAL COURT PROBATION OFFICE

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SECTION I

WHAT THE VOLUNTEER JOB IS LIKE

The job of the Volunteer can be a rewarding experience, or it can be somewhat shattering. It depends on you!

What we're really trying to say is not to expect immediate rewards for your time spent. What you are doing is planting a seed. This seed could be one of many things. It might be desire for change, or trusting in others, or hope for something better, or the realization that a problem does exist. Whatever seed you plant, a germination period must take place. Sometimes this takes months, or years. All you must remember is that however frustrated you may become, though you may feel you are nowhere in relation to your probationer, you have tried. You did plant the seed. Your attitudes, your responses to situations that may arise and what you hope to gain from such an alliance; all of these are things to consider before you take that first step.

Do you have the time to spend? If you plan to effectively supervise a probationer, you probably need to plan on allotting a minimum of 2-3 hours per week. Sometimes you may be with your probationer for half an hour. However, should a problem arise and you're needed, this time could stretch. Most important to remember though, you're probably establishing good contacts if you are needed!

We would like to see each volunteer we train stay with our program a minimum of six months. Hopefully, we would like a year commitment because a normal probation period lasts six months. It is very difficult to establish any kind of relationship between a volunteer and client if there is a sporadic change in personnel.

There will be forms to complete during your contact with the probationer. During your weekly visit, there will be a short contact form which includes duration of visit and a short description of the visit. Every month, each volunteer must submit a monthly report on each client. This report may be verbal (by phone or directly) to either the Program Analyst/Coordinator or to the volunteer's VIP Supervisor. Regular reporting is a must. Routine negligence on the part of any VIP cannot be tolerated.

Often a judge will require certain conditions from a client such as certified attendance at an AA meeting. Monitoring of that condition becomes the responsibility of the VIP. Occasionally, the VIP may bring in the attendance sheet for the judge to see. Non-compliance on the part of the client with any/all of the conditions imposed by the court may be considered grounds for revocation of probation. Naturally, the sentencing judge has the final word in this regard.

Each volunteer is asked to establish correctional goals with every client. These goals must be realistic and relevant to the particular needs of the client. Working together towards a positive goal within a time framework can contribute to a meaningful relationship.

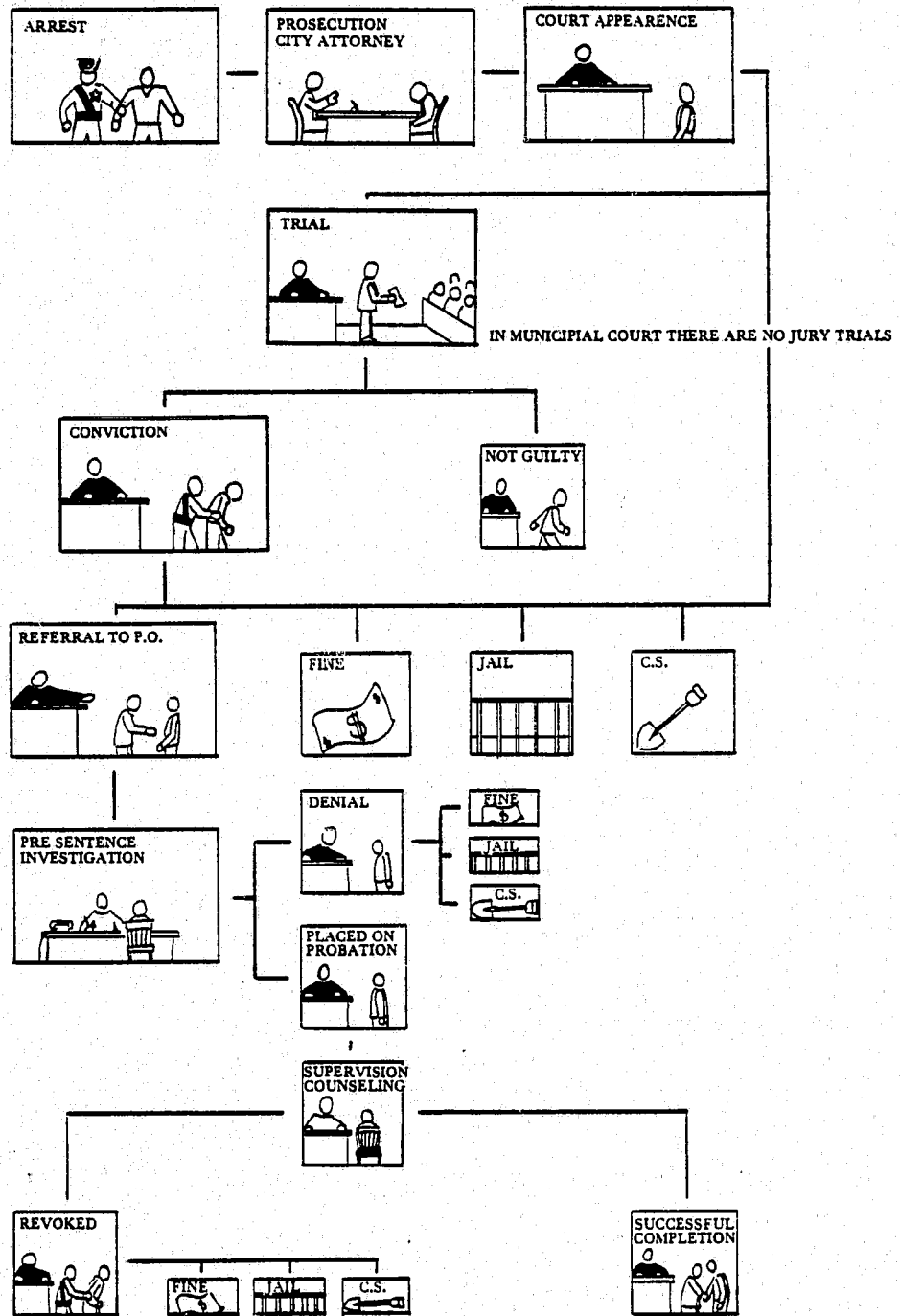
Volunteers are encouraged to visit their clients at locations other than the Probation Office. For example, they might meet in a park, coffee shop, or their respective homes. It is felt that a probation office setting is not

always conducive to establishing the communication necessary for a positive relationship leading to behavior modification on the part of the client.

Whatever else you may expect as a VIP, we expect you to act in a professional manner. This means that you will not relate privileged information, or discuss your clients by name with your friends or casual acquaintances. We mean, in other words, that any privileged information regarding your client must be kept in strict confidence. In fact, the first night you spend in training, you will be asked to sign an agreement with the City of Albuquerque which describes your role and the boundaries within which you must work.

SECTION II

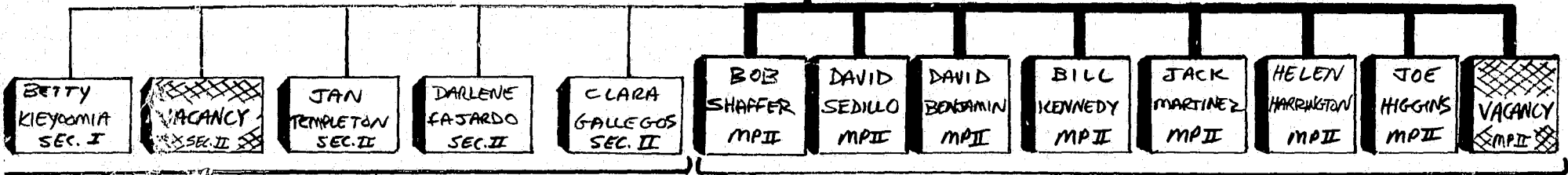
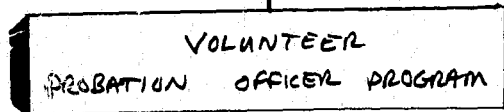
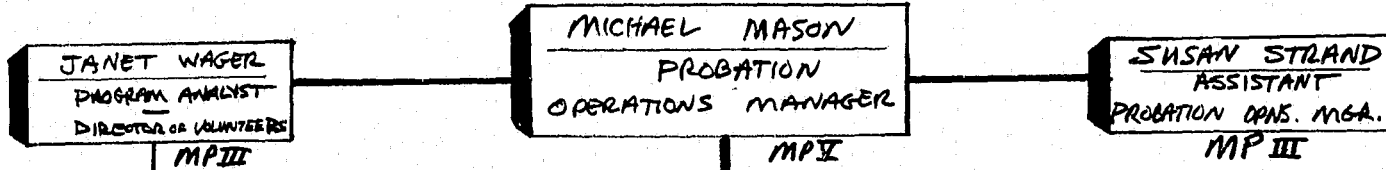
WHAT THE SYSTEM IS LIKE





PROBATION DIVISION

PERMANENT STAFF



SECRETARIAL STAFF

PROBATION OFFICERS

## PROBATION PROCEDURE

### STEP 1      ROR

The Probation Office may become involved with an offender as early as a few minutes after booking. In January, 1978, a new program called the Release on Recognizance (ROR) Program was instituted as a part of the Probation Office. This program is responsible for interviewing offenders in custody for possible release on their own recognizance as opposed to posting a cash bond, or purchasing a bond through a private bonding company.

Certain criteria are used to make a decision as to whether an individual may be released without bond. These criteria include: employment status, marital status, residence in Albuquerque--how long, criminal history, has there ever been a bench warrant or failure to appear against the person in their past.

A person who has lived in Albuquerque more than one year, is employed, has not failed to appear, and who is not a constant offender, usually appears to be a fairly dependable person to release without bond. As of May, 1978, at least 90% of those released have appeared in court for arraignment and/or trial.

This program has used university students and volunteers, as well as CETA employees, in addition to a full-time probation officer. Though it has cut into the bonding companies' business, we feel that it is very much a "public service" program affording stable members of our community rights guaranteed by law. The most conservative calculations indicate a yearly savings to our citizens of \$50,000 in monies which otherwise would be spent purchasing bonds.

### STEP 2      Court Slip

The official probationary process is initiated when an individual is referred by the courts (judge) to the Probation Office. The individual is given a slip which has Pre-Sentence Report, Probation, DWI School, or whatever is applicable, checked on it. The slip is taken by the individual offender to the Probation Office in Room 108 of the Police Building.

### STEP 3      A. P# Assignment

When the individual comes into the Probation Office he/she presents the slip of paper received in court to the receptionist. The receptionist gives the individual a P# which is recorded on a Pre-Sentence Sheet. Also included will be name, the date, the charge(s), the name of the referring judge and finally the initials of the probation officer who is to complete the interview.

B. Custody--Quickie Pre-Sentence Reports

Very often, persons appearing in court for arraignment or trial will be found guilty and a PSR ordered to be completed immediately. The judge's rationale behind this is that the individual has already taken time from the job; thus, same-day service as far as final disposition eliminates returning for PSR and sentencing.

Persons in custody are routinely ordered PSR's to be conducted before the morning is over.

The following steps 4-14 continue to be followed by the probation officer but in much quicker succession.

STEP 4      Appointment Date

After some of the background information is received, the individual is then referred to as the "client." The client is given a specific appointment date with a particular probation officer. The date is written on the appointment date sheet in a time block with the abbreviated charges next to it. The client is given an appointment slip as a reminder. The receptionist will try to get the client's phone number, if there is one, in case the appointment is to be rescheduled.

STEP 5      Probation Folder

The client has been logged into the Pre-Sentence Sheet and has been given an appointment date--the process of setting up a Probation Folder begins. A folder is stamped as shown below:

OFFENSE \_\_\_\_\_  
PSR Date \_\_\_\_\_  
Judge \_\_\_\_\_  
PSS Date \_\_\_\_\_  
Dispo \_\_\_\_\_

**CONFIDENTIAL**

Then a label is typed giving the client's last name, first name and middle initial. The corresponding P# which was originally logged in the Pre-Sentence Log Book is placed on the tab. The last thing that is placed on the tab is the arrest number (this number is found on the offense report on the top right hand corner). When the folder is ready, the required contents are placed into it.

The first thing that is placed into it is a copy of the Master Index Card. The Master Index Card is the Probation Office record of an individual.

On the card are found identifying factors such as the individual's name (alias if there is one), birth date, age, address, social security number. Recorded on the side of the card is the individual's Probation # and on the bottom of the card is found the individual's capsulated criminal history.

Any misdemeanor charge through Municipal Court should be recorded on this card; including the date of the hearing, the judge who presided and action or disposition of the case. It is to be noted that the Master Index Card only reflects that aspect of an individual's criminal history in the realm of the misdemeanor offense and does not necessarily reflect a total picture of the individual's past. Should an individual not have a Master Index Card, one will be made.

STEP 6      The FBI Rap Sheet (if available)

The FBI Rap Sheet is used to give more insight into the client's past criminal history. The FBI Rap Sheet reflects only those instances when an individual has been fingerprinted. The information on the Rap Sheet includes where the fingerprints were taken, the name of the individual and the number of the reporting agency. It then gives information on the date the fingerprints were received or the date the individual was arrested. If it was an arrest, it gives the charge and the disposition. It is to be noted that in many instances, the disposition of the case will be missing and if further information is needed, the contributor of the fingerprints needs to be contacted. The Rap Sheet is subject to mistakes. Often, no Rap Sheet will be found in the folder. This does not mean there isn't a Rap Sheet. It will mean that the probation officer must run a record check.

STEP 7      The DWI Payment Card (if a DWI arrest)

The DWI School Record and Payment Card is placed in the folder when it appears that this DWI arrest was the client's first such arrest. The card, which is in triplicate is used by the DWI School as a receipted, paid card, and to record such items as attendance, completion of school, etc.

This card should be filled out as completely as possible and sent to the DWI Office. Each card provides space to note when the fee is due. Normally, a probation officer will allow the client two (2) weeks after the sentencing date to remit the fee.

Upon payment of the fee and assignment to a class the 1st copy is sent to the PO. Barring absences, etc., when the class is completed, the yellow copy will be sent to the PO and placed in the folder. When the class is completed, the individual generally has fulfilled his/her obligation to the court and may be dismissed from probation.

The hard copy of the card remains as the paid card in the DWI School file. It is considered a permanent record of each individual assigned to the school.

## STEP 8      The Arrest Report Including the BAC Report

Once the client has been referred to the Probation Office by the judge, the paperwork must go through several procedures. First, it is logged into the court docket by the judge's call clerk. When the judge requests that the offender go to the Probation Office for a PSR or to be placed on probation, it is logged on the docket and sent into the court office. The court office then checks it out to the Probation Office where it is filed. All of the original paperwork is filed and copies of it are placed into the folder. The paperwork to be found includes the offense report which gives background information on the person arrested, the charges against him/her, the date, time of arrest and the arresting officer's name and man number. Also, on the offense report under Trial Data, are the findings of the case.

Part of the paperwork is the police report or incident report. This is the report in which the arresting officer records all the facts of the case against the offender. The incident report is a valuable tool in doing the research for the PSR and should be read by the probation officer in order to gain a better understanding of the case before making any judgment or recommendation on the matter at hand.

In the case of a DWI arrest, there will be the APD Blood Alcohol Content Report or BAC. This report will give the findings of the policemen concerning the individual offender while going through the booking process. It is important that the influence report be reviewed by the probation officer in order to know what kind of physical condition the offender was in and if the BAC was taken. In all DWI cases the BAC is verified by lab analysis before returning the case before the judge.

## STEP 9      The Pre-Sentence Report

The most important instrument used by the probation officer is the Pre-Sentence Report. The PSR is to be filled out completely and accurately while doing the interview with the client. Every detail of information on the PSR is important and helps the probation officer gain insight into the personality of the client and his social background. This information enables the probation officer to more readily understand the client from a perspective other than criminal and enables him to review the client's problems (social, domestic, financial). The probation officer must take time doing the PSR and must let the client ventilate thoughts and emotions whenever possible.

In doing the PSR, it is important to let the client express himself/herself on the version of the arrest and to try to see how the client views the current precarious situation in which he/she finds himself/herself.

## STEP 10      DWI School Orientation Form

If the case is DWI and there is no prior DWI on the client's record, the client is given the DWI School Orientation Form. It is during this phase

of the interview that the probation officer explains all the aspects of DWI School. He/she gives the orientation paper to the client.

#### STEP 11      DWI School Statement

This form is included with most DWI folders if it appears that it is a first offense. It has been found that the statement, which paraphrased says--"If I don't go to school, I understand that I will pay a fine," has cut back on the numbers of Bench Warrants requested.

#### STEP 12      Sentencing Date

After the PSR interview has been completed, a date for sentencing the client in front of the judge is set up. (It is to be understood that each of the four judges have different schedules for sentencing so the probation officer must refer to that particular schedule for that particular judge.) There are two (2) forms that can be used. The first is the long form that is used when a client and his attorney are informed of the sentencing date by mail and the small form when a scheduling date is following the interview. Regardless of which is used, the probation officer is required to keep a copy of the notice of sentencing date in the manila folder. The date of sentencing is to be written on the outside of the folder where the red ink stamp marked PSR date. The name of the person who is to be sentenced should be written on the desk calendar for that particular scheduling date.

Prior to the court sentencing date, the probation officer should assemble all cases and examine the paperwork for completeness. All cases should be reviewed by him/her and if any questions arise, there should be a consultation with the Probation Office Administrator or the Assistant. After examination of all the facts pertinent to the case, the probation officer must recommend the sentence for the individual offender. The recommendations should be written on the PSR form. A recommendation form may be attached to the paperwork so that the judge may easily see the recommendation for each and every charge.

#### STEP 13      Court

All sentencing is done in open court and most recommendations are made orally in open court immediately before sentencing occurs.

The probation officer, when presenting the individual case before the judge, must be completely familiar with the case and be ready to answer any question the judge may ask concerning the case. The probation officer makes his/her recommendation to the judge, but the final disposition of the case is solely the judge's decision.

When the case is disposed of, the probation officer should immediately write down the disposition on the outside of the folder and present the next case. When the probation officer is finished presenting his/her cases, he/she must make sure that his folders are in order and that no cases have been overlooked.

STEP 14      Post-Court

When the probation officer returns to the office after sentencing, the probation officer should debrief the folders in the following manner:

1. None of the original paperwork is to be left in the folder.
2. The disposition of the case should be written on the outside of the folder including the date of disposition.
3. If the offender has been placed on probation, this is to be entered on the probation officer's ledger sheet, including termination date.
4. The Master Index Card should be annotated and the PSR folder distributed to the "closed" or active probation file.

STEP 15      Correspondence

Any correspondence sent to individuals at any time during the period of probation should be copied and included in the folder. The DWI probationer is the most frequent recipient of this correspondence. It is a necessity when a client is mailed correspondence for any reason, that a copy be made and placed in the PSR folder. Correspondence might include:

- Copy of the letter advising him of the sentencing date;
- Copies of any excuses for missing DWI School;
- Telephone messages to PO when PO is unavailable;
- Copy of letter advising that probation period is ended;
- Any correspondence which has been returned by the Post Office for any reason.

STEP 16      Assignment of Probationers to the VIP Program

Probation officers often refer clients to volunteer probation officers. These clients usually exhibit certain problems that need to be dealt with, such as--the client has recently been divorced and is upset; is without a job; there has been a death in the immediate family; client needs welfare or social security; there is an alcohol problem. Whatever problems exist require time which staff PO's cannot spend due to extremely heavy caseloads and duties in the office.

The case is referred to the Program Analyst who matches the client to a volunteer. The volunteer becomes the primary supervisor for the client.

A packet of information is sent to the VIP including: 1.) copy of PSR; 2.) Probation Order (if existant); 3.) signed Probation Agreement (otherwise blank, to be signed with VIP); 4.) Release of Information form; 5.) letter to be used in the event client has no phone; 6.) Contact Record form; 7.) Client Inventory; 8.) Monthly Report form; 9.) AA letter (if pertinent); 10.) AA schedule (if pertinent).

It is mandatory all information in the possession of the volunteer be kept in a safe place and remain in strict confidence. All forms, such as Client Inventory and Probation Agreement, to be completed should be returned to the original folder as quickly as possible.

The original folder which will include all original paperwork, tickets and the like, will remain in the Probation Office. This folder is available to the volunteer should he/she like to review the arrest report or any other material such as the RAP sheet or psychological evaluation (if available).

STEP 17      Community Service and Work-Release/Weekender Programs

After sentencing, two programs operating under the auspices of the Probation Division often play an important role in the hoped-for modification of offenders' behavior, and are alternatives to fine assessments, or "straight time" incarceration in a detention facility.

The Community Service Program is an avenue for individuals, so allowed, to perform work tasks for cooperating non-profit agencies as a condition of a suspended fine, or in lieu of a fine. The Probation Division assigns and monitors all work assignments.

The Work-Release/Weekender Program is a means for individuals, so allowed by the court, to serve a jail sentence in a manner allowing them to continue their employment without undue interruption and/or financial hardship. The Probation Division schedules and monitors all such arrangements with the full cooperation of the Department of Corrections/Detention.

Additionally, the Probation Division is intimately involved with the Municipal Court Public Defender Program. Probation officers spend much of their time screening, interviewing and evaluating applicants for court-appointed counsel in misdemeanor matters. PO's make recommendations to the trial judges concerning applicants' qualifications for court-appointed counsel, and are involved in the coordination of notification of applicants as to appointment or non-appointment of counsel.



LIKELY RECOMMENDATIONS FOR SENTENCING IN UNEXCEPTIONABLE CASES

CHARGE	1st OFFENSE	2nd OFFENSE	3rd OR MORE OFFENSE
DWI	DWI School & 6-12 mos. prob. possible.	\$300 (susp. part or C.S. hours) and 30 days (susp. all or part.)	\$300 and/or 90 days (susp. part of fine and/or jail). Allow C.S. hrs. and 1 year probation w/conditions.
RD	\$100 and 5 days. If days susp., fine increases to \$200.	\$200 and/or days.	\$300 and/or days.
CD	\$50 or 25 hrs. C.S.	\$100	\$100
NDL	Possible dism. if produce valid DL.	\$10 - \$25 or C.S.	\$25 - \$50 or C.S. hrs.
LSA	\$25 - \$100	\$50 - \$100 and/or days.	\$100 - \$300 and/or days.
ELUDE	\$100 and/or 5 days.	\$200 and/or days.	\$300 and/or days.
REVOKE	\$100 and/or days.	\$200 and/or days.	\$300 and/or days.
PL	PLRP	\$100 or 50 hrs. C.S. (often susp. cond. one year prob.)	30 days susp. cond. one year prob. w/conditions.
DC	\$10	Fine.	Fine or jail.
P. MARIJ.	Advisement.	\$25 - \$50	\$100 - \$200
CCDW	\$100	Fine and/or days.	Fine and/or days.
ASLT	\$50	\$100 and/or days.	\$200 and/or days.

BATT	\$50	\$100 and/or days.	\$200 and/or days.
FUB NUIS	\$150	\$200 and/or days.	\$300 and/or days.
BW	\$25	\$50	\$100
FTA	\$15	\$25	\$75
CRM TRS	\$30	\$50	\$100
CRM DMG	\$100	\$200	\$300 and/or days.

## BACKGROUND INFORMATION ON RECOMMENDATIONS

### DWI

A DWI arrest needs to be considered in depth. What kinds of things are going on in the individual's life--has there been, or is there now a divorce, recent loss of a family member by death, someone seriously ill, financial difficulties, or lack of education? Does the alcohol content (BAC) indicate possible alcohol dependence? All of these considerations can lead to a recommendation that might include a probation period of 6 months to 1 year.

If there is an indication that a problem with alcohol exists, the probation officer may devise a Probation Order which might include various special conditions. Judges in Municipal Court do not order antabuse. Sometimes a judge may suggest antabuse if prescribed. Other conditions might include alcohol counseling, certified attendance at AA, possible hospitalization or a residential alcohol program. Usually the Probation Order's special conditions must be followed in lieu of jail and/or a fine. This order is signed by the judge and is to accompany the paperwork as an expansion of the disposition.

In certain cases, if there is a fine, there is the possibility the fine may be converted to community service hours. This, of course, is subject to the disposition of the particular judge doing the sentencing. Also, days in jail may be served, upon recommendation by the PO, in the work release and weekends program. Community service, work release and weekends dispositions ultimately rest upon the decision of the judge.

### RD; ELUDE; REVOKED OR SUSPENDED LICENSE

Each of these charges has a mandatory jail sentence prescribed by statute. However, this jail sentence has been declared as subject to the discretion of the judge.

In many cases, if the PO recommends that the mandatory jail be suspended, a commensurately higher fine will also be recommended.

### NDL

This charge is often dismissed at the time of arraignment if the offender produces a valid driver's license. The judge may allow 1-2 weeks to secure a valid license.

NDL charges should not be taken lightly, however, by the PO investigating the case. At the time of arrest, the arresting officer makes a routine check of DMV through computer read-out. This will indicate if the person is driving under revocation or suspension. Sometimes the computers are "down" with no read-out available. This could mean that the person was driving on revocation. In this case, the charge needs to be checked out thoroughly to learn correct status and a valid recommendation made if it is found that the license was revoked.

### LSA

This offense may mean anything--from scraping a fender to totally demolishing a car. There are occasions when a person has several counts of LSA. This means that he hit several cars, fences, light poles and the like, continuing on his/her way. The PO does need to thoroughly investigate all accident situations. Accidents involving injuries are of particular concern to the municipal judges.

### PL

Petty larceny--usually shoplifting--offenders are routinely sent to the Petty Larceny Rehabilitation Program, especially if this is a first offense. However, some second or third offenders may be sent to the program as a rehabilitative measure if: 1.) their first offense was committed prior to establishment of the school; or 2.) if their offense was committed in another state, city or county. Persons arrested for this offense who have drug abuse histories are poor risks for recommendation to the school.

Second or subsequent offenses may be treated as a rehabilitation effort by placing the individual on probation. Conditions such as counseling, restitution, etc. may accompany such a recommendation. It should be remembered the PL School alternative is not an absolute. If the client isn't a viable candidate, it shouldn't be recommended.

### DC

Disorderly conduct arrests are recurring charges with many of the clients seen in custody. Often this charge is indicative of a serious drinking problem. The PO may believe that in order for the offender to dry-out, eat well and sleep in relative comfort, jail is a necessary evil and may recommend such.

### P MARIJ

Possession of marijuana is viewed by most judges as a real stumbling block to an otherwise clean record. With first offenses, therefore, a judge may place the offense under advisement. If no further related offenses occur during the advisement period, the charge is dismissed. Subsequent offenses, of course, are not treated lightly.

### CCDW

Carrying a concealed deadly weapon may constitute a very serious offense or indicate intent to commit a felony offense. Individuals have been arrested for carrying paring knives (such as might be used to clean fish), concealing a sawed-off shotgun, or a switchblade knife. Obviously, the latter are illegal and usually indicate that the person's intentions are not honorable. Thus, a PO must use good judgment in recommendations.

ASLT; BATT

The charge of assault as a misdemeanor generally means that the offender was abusive in some manner, perhaps only verbally. A history of an offender which might include resisting arrest, refusing to obey and assault and/or battery charges might be worth watching. People who are in trouble might benefit from counseling to correct negative attitudes in general or to use more positive means to vent anger.

PUB NUIS; CRM TRS; CRM DMG

These three charges can be similar in that they often originate when an offender looks for a place to sleep or to get out of the cold. Many of those described as "skid row bums" recidivate under these charges. In these cases, a PO can discount the charge as a less serious offense.

However, the charge may also apply to an individual who is caught before commission of a more serious offense such as auto or residential burglary. For instance, many offenders have been arrested for being a public nuisance (previously called "prowling") when they have been observed prowling in parking lots, behind apartment houses, etc. Other offenders have been arrested for criminally damaging private property or criminally trespassing when the offender claimed to have been so drunk he/she went into the wrong house, or some similar story. A person who has been convicted for a prior burglary charge would certainly be suspect if that were the story he/she told about the circumstances leading to the arrest. It is always good practice to read every arrest report thoroughly and check all available arrest history.

BW;FTA

Persons who fail to attend a court arraignment, hearing, or sentencing may expect a warrant issued by a judge. This is called a Bench Warrant for it is issued from the judge's bench. Additionally, a person who fails to comply with the disposition, i.e., does not pay the fine, serve the time, or does not comply with the terms of probation, may also be issued a warrant. This is treated as a separate and distinct offense. The first incident of such an offense usually commands a \$25 fine. Subsequent or several such warrants at the same time, means that the ante goes up.

Failing to appear usually means that an offender signed a citation agreeing to appear within five (5) days in the Violation's Bureau. If the offender fails to appear, a complaint notice is attached to the original citation. The "FTA" is an arrest warrant the same as a BW. The judges feel the person has given his word to do something such as pay or appear and he/she did not keep his/her word and is in contempt of court.

SECTION VII

WHAT THE OFFENDER IS LIKE

Let's explode a myth! The offenders we are dealing with aren't any different than you or I. They are men and women from various backgrounds who happen to have broken the law.

Most of the caseloads that the traditional probation officer is handling deal with the DWI offender. Looking at the overall picture, the typical offender is usually male, Spanish surnamed, about 32 years old, single, employed, with a prior record, educated through 12th grade and living in the N.E. Heights. A statistical survey compares the typical offender caseload to the average VIP.

The above description is approximately the same as the profile of most VIP's with the exception that the average age of our VIP's is 37.

The differences in the offender and you, the VIP, are these--you are in this because you want to help someone else. The offender is here because a judge said he had to be.

The first meeting with almost any client does not need to be nearly as frightening as one might think. Before you decide where your meeting will take place, think about what makes you comfortable. You are probably better off if you dress in your usual manner. Allow enough time for the meeting so that neither of you feels rushed. Then decide where to meet. Though we discourage regular meeting in the Probation Office, you might decide that it's a good place to touch base the first time. In that case, we will find an empty office for you and your client.

Often, it is helpful to go over the paperwork at the first meeting with the client. There are usually agreements to sign, an inventory to complete and establishing correctional goals. These are the necessary items to be accomplished so that the next meetings can run smoothly.

Keeping occupied with this type of business can be an ice breaker and eliminates the worry about what you're going to talk about.

However, if this kind of introduction isn't your style, that's O.K. too. We want you to get off on the right foot--so do what's right and comfortable for you.

Remember and put in practice many of the considerations in a helping relationship. Probably the most important is to listen. Don't be as concerned about your next comment as what your client is saying and feeling.

Be patient, accept the client for himself (values and acceptable behavior). Don't lecture. Remember that old song, "...accentuate the positive, eliminate the negative, latch on to the affirmative?" Above all, be a friend, be interested and BE YOURSELF.

A COMPARISON STUDY OF  
CHARACTERISTICS OF VOLUNTEERS AND THEIR CLIENTS

<u>PROBATIONERS' CHARGES</u>	<u>PERCENTAGE OF CASELOAD</u>		<u>VIP's</u>
	<u>1974</u>	<u>1978</u>	<u>1978</u>
DWI and Related Charges	81%	56%	
Petty Larceny	4%	10%	
All Other Charges	15%	34%	
Total	100%	100%	
 <u>PRIOR RECORD</u>			
No Prior Record	18%	20%	
Alcohol Related Record (DWI)	38%	43%	
Alcohol Related Non-Driving Problem Drinker	31%	6%	
Non-Alcohol Related	13%	31%	
Total	100%	100%	
 <u>AGE</u>			
Mean	34.1	32	37
Median	18.0	24	32
Modal	32.0	28	28
 <u>SEX</u>			
Male	85%	76%	52%
Female	15%	24%	48%
Total	100%	100%	100%
 <u>ADDRESS AREA</u>			
N.E.	31%	32%	49%
S.E.	13%	18%	14%
N.W.	23%	28%	17%
S.W.	20%	17%	8%
Other (Outside City)	13%	5%	12%
Total	100%	100%	100%
 <u>MARITAL STATUS</u>			
Married	40%	34%	64%
Single	34%	40%	17%
Divorced	18%	16%	14%
Separated	6%	8%	1%
Widowed	2%	2%	4%
Total	100%	100%	100%



<u>ETHNIC GROUP</u>	<u>PERCENTAGE OF CASELOAD</u>		<u>VIP's</u>
	<u>1974</u>	<u>1978</u>	<u>1978</u>
Anglo	41%	41%	60%
Spanish Surnamed	50%	49%	29%
Afro-American	2%	5%	6%
Indian	7%	5%	5%
Total	<u>100%</u>	<u>100%</u>	<u>100%</u>

EMPLOYMENT

Employed (full or part-time)	70%	55%	65%
Unemployed (may include disabled)	26%	38%	14%
Retired	4%	4%	8%
Student (may work full or part-time)		3%	13%
Total	<u>100%</u>	<u>100%</u>	<u>100%</u>

EDUCATION COMPLETED

Up to 8th Grade	5%	1%	> 1%
9th Grade	14%	14%	
10th & 11th Grade	11%	25%	5%
12th Grade or G.E.D.	42%	39%	26%
1-2 Years College	22%	14%	15%
3-4 Years College	4%	3%	35%
Degree Plus	2%	4%	18%
Total	<u>100%</u>	<u>100%</u>	<u>100%</u>

SECTION IV

THE REFERRAL RESOURCES WITHIN THE COMMUNITY

There is a considerable amount of resource information available in Albuquerque. Since the major portion of our caseload concerns those who have been arrested for DWI or alcohol related offenses, we do seem to allot more attention to agencies with alcohol programs. The Alcohol Treatment Program, now a part of the Bernalillo County Mental Health Center also has an antabuse program. Under the auspices of the Municipal Court is the DWI School which plans to implement a segment specifically designed for alcohol information dissemination and will provide services for first offenders and recidivists.

Included in this portion are sections concerning drug abuse, alcoholism and mental health. Utilization of the services offered by BCMHC is widely accepted practice. Under contract with Municipal Court, this facility offers psychological evaluations and short term counseling to offenders prior to, or in conjunction with, probation. Persons needing long term counseling, of course, receive these services but the services are not free as these do not fall under the court contract. Service fees are based on a sliding scale.

## ANTABUSE PROGRAM

The Alcoholism Treatment Program is willing to offer Antabuse Therapy on an outpatient basis. You may have heard about Antabuse at one of our Group Therapy Meetings, from a patient who is currently in the program or perhaps you have read about it. Antabuse is a medicine that was first discovered in the 1940's by some physicians who were looking for medicine to help people who had certain parasitic infections. They started taking the medicine themselves and found that if they drank alcohol while they had Antabuse in their system, they would become ill. This led to the use of this medicine specifically to help people keep from drinking alcohol. The medicine works by interfering with the way the body handles alcohol after the alcohol gets into their system. It stops the breakdown of alcohol at an intermediate stage, and the substance that accumulates in the body causes the reaction that people experience when they drink alcohol when Antabuse is in their system. The reaction varies considerably, depending on the amount of Antabuse in the system and the amount of alcohol that is taken. Most of the symptoms are caused by enlargement of the surface blood vessels and a corresponding drop in blood pressure. The mildest symptom is a flushing of the skin with a feeling of heat which is due to the enlargement of the blood vessels in the skin. Other symptoms that go with this and with drop in blood pressure include weakness, nausea, headache, sweating, palpitation and in more severe cases, vomiting and fainting. If Antabuse is used in very large doses and significant amounts of alcohol are taken, the reaction can be very severe leading to complete collapse and hypotensive coma, with serious injuries and possible death. On the dosage we prescribe, clients who drink will probably experience a moderate amount of difficulty. This reaction is enough to keep you from drinking in your old patterns. You will not be able to get rid of anxiety or to get up your courage. You will not be able to drink just to be friendly or because there doesn't seem to be any reason not to drink. Antabuse will give you another substantial reason to refuse a drink. When friends ask you to take a drink, you will be able to tell them you are taking Antabuse, and if they still insist that you drink, you will know they are not your friends. When taking Antabuse on a twice weekly basis, the Antabuse will build up in your body fluids and will remain in your body for at least several days after you stop taking it. Some people have an Antabuse reaction as much as a week to 10 days after they stop taking Antabuse, if they drink alcohol. This means that you cannot stop taking Antabuse today and start drinking the old way tomorrow. You have to wait at least several days, and hopefully, in that time period you will seek further help from the Treatment Program and start back on Antabuse. It is a kind of insurance policy. It gives you another solid reason not to resume your old drinking patterns.

There are certain precautions that you have to take when you are on Antabuse. It is unusual for people to have any serious symptoms from the Antabuse itself, but occasionally, patients will develop a rash or some other symptom while they are taking this medicine, so we would want you to be sure to report any kind of symptom that you develop after you have started on the medicine. In addition to this, you have to be careful not to drink alcohol inadvertently. The body will react to alcohol in any form, not only alcoholic beverages. You have to be extremely aware that alcohol is usually present in liquid things.

Anytime a doctor prescribes medicine, remind him that you are on Antabuse, and you cannot take anything that contains alcohol. When you have a prescription filled, also tell the pharmacist that this is the case and that you must not have medicine containing alcohol. It is important for you not to drink from a punch bowl and not to take drinks when you do not know what is in them.

Even foods that have been cooked in wine must be avoided unless you are certain the alcohol content has been cooked out. If you drink alcohol while taking Antabuse, it is likely that you will become uncomfortable and sick enough so that it will prevent you from going about your regular activities.

If you should have an Antabuse reaction, that is, if you should drink while you are taking Antabuse and then have some symptoms, it is very likely that you will want to discontinue your activities at the time, and you will probably want to go to bed. Most people will feel nauseated enough that they will want to have some kind of container nearby in case they vomit. It is extremely important that people be around you should you have an Antabuse reaction, in order that they could transport you to medical facilities that would be necessary should you develop a very low blood pressure. It is usual for someone with an Antabuse reaction to lie down and finally fall asleep and feel quite well when he awakens several hours later. Lying down is usually the best thing you can do, since this makes the effects of the lowered blood pressure less significant. While you are feeling ill, you should not try to do things like driving a car, climbing a ladder or other things that would endanger you or others because of your feelings of weakness and discomfort. If the reaction makes you feel extremely ill, or if you become concerned, it would be appropriate for you to go to a hospital emergency room. Do not try to drive during the reaction. If you do not take alcohol, you won't have a reaction, so it is worthwhile to avoid taking substances that might contain alcohol. The one drug other than alcohol that might cause an Antabuse reaction is Paraldehyde, so Paraldehyde must be avoided.

The Alcoholism Treatment Program has been set up so that you will come to the center Tuesdays and Fridays for a one gm. dose of Antabuse. This amount of Antabuse will stay in your system for approximately 10 days. Should you not report on Tuesday or Friday, you or your sponsor will be contacted to find out if you want to continue to participate in the program. Should you not want to continue participation, please notify us and we will remove your name from the list.

A lot of people ask how long they will have to stay on this medicine. We have discovered most people do not like the idea of being on medicine indefinitely and decide in their own minds that they will give this a brief trial. For most people, we have found that six months to a year is a good trial, in that during this time, most people find that they can solve their problems in other ways than by the use of alcohol. We recommend that you take the medication for ninety-nine years. Since it is an extra protection for you, we see no reason for you not to take it. You do not have to agree to take Antabuse forever; we just want you to know that is how long it can be useful to you. Years ago, people were given a "Challenge." They were given alcohol several days after they were started on Antabuse so they would experience an "Antabuse Reaction." We do not see any value in this. As far as we are concerned, you

are done with drinking alcohol, and we are not going to give you alcohol.  
If further questions should come to your mind about the treatment program,  
or specifically about Antabuse, be prepared to discuss it in the scheduled  
9:00 A.M. lectures or at the time you receive the Antabuse on Tuesday or  
Friday. Feel free to call for further information. Telephone number  
766-7344 or 766-7345.

FACTS ABOUT ALCOHOLISM  
(FACTS, FIGURES AND FINDINGS)

General Statistics

There are an estimated six and one-half million alcoholics in the United States today. (NCA Research - Jellinek formula)

5.6% or one in 18 of all beginning drinkers will eventually suffer from alcoholism. (National Institute of Mental Health Report)

The United States has moved ahead of France as the nation with the world's highest incidence of alcoholism. (World Health Organization)

Alcoholism and Accidents

Approximately 10% of the nation's drivers are alcoholics. (HEW Committee on Traffic Safety - Moynihan)

25% of accidental deaths caused by falling asleep with a lit cigarette, cigar or pipe are caused by the heavy use of alcohol. (Metropolitan Life Insurance Company)

Alcoholics are seven times more likely than non-alcoholics to meet with fatal accidents. (Berthold Brenner, NIH, Quarterly Journal of Alcohol Studies, Sept. '67)

Alcoholics have 450% greater chance of dying in automobile accidents than non-alcoholics. (Ibid.)

25,000 deaths and 800,000 crashes due to drinking drivers and pedestrians occur in the United States each year. (National Traffic Safety Bureau)

Alcoholism and Suicide

The suicide rate of untreated alcoholics is 58 times that of non-alcoholics. (Kendall & Station, Quarterly Journal of Studies on Alcohol, March '66)

Approximately 33% of all suicides are chronic alcoholics. (F.J. Ayd, Jr., "Melancholia, Diagnostic Hints," Medical Science)

Alcoholism ranks second as a cause of suicide in the United States. Mania Depression is first. (F.J. Ayd, Jr., "Recognizing the Depressed Patient," Greene & Stratton, New York, 1961)

Alcoholism and the Courts

33% of all arrests in the United States are for public drunkenness. (FBI Uniform Crime Report 117, Table 25, 1956)

Persons arrested and held for prosecution for public drunkenness are almost never represented by counsel and almost always found guilty. (Task Force Enforcement and Administration of Justice, 1967)

95% of short-term prisoners in one U.S. city were reported to be drunkenness offenders. (Ibid.)

40% of the problems brought before a large city family court are directly or indirectly attributed to alcoholism. (Ruth Fox, M.D., "Treating the Family of the Alcoholic")

30% to 40% of all delinquent youths come from homes where parental excessive drinking or alcoholism exists. (Columbus, Ohio, Report: "Alcoholism and the Big Problem")

#### Alcoholism and Economics

One large U.S. city estimates that heavy drinking costs \$11.78 per capita annually in lost productivity of the community as a whole. (Task Force Report: Drunkenness - op. cit.)

Only \$7 million was spent by the Federal government on alcoholism programs in 1965, despite the fact that alcoholism ranks fourth among the nation's most prevalent diseases. (Ibid.)

The national economic loss--from job absenteeism, care and treatment of alcoholics, and support of their families--has been estimated at \$2 billion annually. (Ibid.)

#### Alcoholism and Mental Health

One out of every four emotionally disturbed Americans is an alcoholic. (National Association for Mental Health)

40% of all male admissions to state mental hospitals are for alcoholism. (Statistics Newsletter, Maryland Dept. of Mental Hygiene)

It is estimated that every alcoholic adversely affects the mental health of four family members. Therefore, 27 million Americans are directly affected by the nation's six and one-half million alcoholics. (NCA Estimates)

50% of all first admissions to mental hospitals suffer from alcoholism. (Keller and Efron, Selected Statistical Table, 1963)

52% of all alcoholics come from the disturbed background of alcoholism in one or both parents. (Ruth Fox, M.D., "Treating the Family of the Alcoholic")

#### Alcoholism and Medicine

66% of the nation's 5,800 general hospitals do not admit patients with a diagnosis of alcoholism. (American Hospital Assn. and National Institute of Mental Health Joint Studies)



Twice as many heavy drinkers than moderate or non-drinkers are likely to develop mouth and throat cancer. (Dr. Milton Terres, N.Y. Medical College)

10,000 deaths a year are estimated to be caused by alcoholism. (Research Report Bulletin, May-June, 1967)

#### Alcoholism and Industry

More than 35 of the 100 largest U.S. industrial corporations (including Eastman Kodak, Allis-Chalmers, Union Carbide and DuPont) have programs for treating alcoholism. (Business Week, October 26, 1968)

70% of all alcoholics are still on the job and have been there for 15 to 25 years or more. (HEW Study)

Alcoholism costs industry not less than \$4 billion annually. (NCA Industrial Services)

Currently, there are not less than 3 million alcoholics--5.3% of a work force of 58.3 million--employed in business, industry and civilian government. (Ibid.)

The average alcoholic averages 2 to 3 times more absenteeism than other hourly paid employees. (Ibid.)

In a study of eight companies not having alcoholism programs, corrective action for the alcoholic employee was usually begun only after (1) his work performance has deteriorated to the point where he had difficulty obtaining another job, (2) he was close to total disability, or (3) he was one month to two years from a premature death. (Ibid.)

### DWI SCHOOL INFORMATION

The DWI School began operation on July 27, 1971 through the combined efforts of the Municipal and Magistrate Court Judges, and is supervised by the Municipal Court.

The objective of the DWI School is to modify the behavior of arrested first-offender drunk drivers so that they will choose not to drive while under the influence of alcohol. The classes are held at 400 Elm, NE.

More than 12,000 people have completed the school (or are presently enrolled) since it was established. Each class consists of six 2½ hour sessions. There are presently nine classes in session each week, and approximately 350 students complete the school each six-week period.

The school is self-supporting through the \$25.00 fee that each student is required to pay. The fee may be increased in the near future.

The effectiveness of the school is reflected in the recent study which revealed that only 10.7% of the people who complete the school repeat the offense, while 19.7% of those who did not complete the school repeat the offense. Further, if the feedback from participants and observers and change in attitude of the students involved is to be considered as an indicator of the school's effectiveness, then there is no doubt that the Albuquerque DWI School has indeed been successful in accomplishing its objective through this educational process.

A proposal has recently been presented to the Mayor which would extend the DWI School an additional four sessions. This portion would include extensive alcohol abuse information and is aimed at reduction of DWI recidivism.

## PETTY LARCENY REHABILITATION PROGRAM

Merchants across the country have become increasingly alarmed at the crushing loss of profit that is caused by shoplifters. The stock shortages are estimated nationwide at 3.5 billion dollars per year.

It has been found that for every \$100 worth of merchandise stolen, a store must sell \$5,000 worth to make up the loss. Retailers claim that if it were not for theft, they could reduce prices across the board by 15 percent.

Research has shown that many shoplifters start off by stealing on a small basis, and progress to a larger degree if not apprehended. Approximately 90% of the shoplifters are amateurs, primarily housewives and juveniles.

Many merchants hesitate to prosecute the apprehended shoplifters for fear of alienating community relations, or because they don't want to be the cause of someone having to spend time in jail. A shoplifting offender program based on the educational-rehabilitative approach is a more desirable recourse to the merchant in dealing with the offender.

The Petty Larceny Rehabilitation Program serves the purpose of providing a facility with which to work with the offender. It is designed to make the shoplifter aware of the consequences of his act to himself and to society, and offers the offender an opportunity for self-diagnosis of his particular problem through group sessions and counseling. This program should also serve to identify and motivate those who have deeper emotional problems to consider future therapy. The school is self-supporting through the \$30.00 fee that is charged to each student.

During the course, the participant gains an understanding of shoplifting, as a social problem, and how each of us is affected by it. He is exposed to lectures, learning statistics and facts about the shoplifting problem. Guest speakers from local stores present information about shoplifting and its effects on our society. The participant views a film, "Caught," and discusses its message. Each person is also involved in group discussions. At the conclusion of the course, the participant is tested on the information that was presented. He will also be afforded the opportunity to evaluate the course.

Each class presently is limited to 25 participants who spend approximately 8 hours in class activity. During group sessions, the class is usually divided into two sessions. Only visitors associated with court--VIP's, PO's, etc., are allowed to attend these classes. They are asked to call the director of the school. They are invited to observe during the first hour of the class, as the second is allotted to group discussions.

## FOOD STAMP REQUIREMENTS

Please fill out the attached form. Bring it and the following with you when you come to be certified for food stamps.

1. Proof of earnings and/or income of all members of your household.
  - A. Salaries and wages.
  - B. Income from farming, ranching, and business operations. Bring copy of latest tax return.
  - C. Payment from roomers and boarders.
  - D. Property rentals, royalties, insurance benefits, retirement benefits, pensions, etc.
  - E. Cash from relatives or friends.
  - F. Unemployment or workmen's compensation.
2.
  - A. Rent receipts or mortgage payment receipts.
  - B. Tax receipts and home insurance costs.
  - C. Receipts for monthly utility payments and telephone bills.
3. Proof of monthly payments for child care payments if it is necessary for you to hold employment.
4. Proof of monthly payment for attendant care if it is necessary for medical reasons.
5. Proof of monthly payment for medical expenses and drugs and costs of medical insurance.
6. Proof of tuition costs and educational loans, if you are a student.

This form is the information that will be required upon arrival at a Food Stamp Office. It is furnished so that you may tell your client what is necessary.

BERNALILLO COUNTY MENTAL HEALTH/MENTAL RETARDATION CENTER

2600 Marble NE

Albuquerque, NM 87106

Director: Walter Winslow, M.D.

The Bernalillo County Mental Health/Mental Retardation Center provides a wide range of evaluation, treatment and rehabilitation services to residents of the county, as well as others, on an emergency basis. These services fall into four broad categories:

INTENSIVE TREATMENT

2600 Marble NE  
843-2800

Brief Psychiatric Hospitalization  
Partial Hospitalization and Work-Activity  
Crisis Intervention and Emergency Care  
Available 7 days per week, 24 hours per day

COMMUNITY PROGRAMS

2600 Marble NE  
843-2902

Four Neighborhood Mental Health Centers, including varied mental health services

Central Cities  
306 Hazeldine SW  
243-1795

Mon-Fri:  
8:30-5:00  
Eve: Thursday by  
appointment

Southwest Valley  
1700 Sanford SW  
873-2290

Mon-Fri:  
8:30-5:00  
Eve: Tues., Wed.,  
Thurs. by  
appointment

Northwest Valley  
355 Nara Visa NW  
843-2801

Mon-Fri:  
8:30-5:00  
Eve: Mon. by  
appointment

Heights  
1330 San Pedro NE  
843-2887

Mon-Fri:  
8:30-5:00  
Eve: Tues., Thurs.  
by appointment

Child and Family Services  
2600 Marble NE  
843-2916

Drug Counseling Services  
121 Tijeras NE  
843-6542

SPECIAL PROGRAMS

2600 Marble NE  
843-2870

Consultation and Education  
2600 Marble NE  
843-2870

ATASC  
505 Fruit NW  
766-7656

Alcoholic Treatment Program  
715 Grand Ave. NE  
766-7380

La Llave  
715 Grand Ave. NE  
766-7380

Volunteer Services  
2600 Marble NE  
843-2870

Court Clinic Program  
113 6th NW  
243-7721

PROGRAMS FOR CHILDREN

2600 Marble NE  
843-2916

Vista Larga Therapeutic School  
843-2963

Child Life Hospital Program

Vista Larga Therapeutic School Project  
843-2933

New Mexico Programs for Deaf/Blind Children

SECTION V

COUNSELING

Never in a whole manual could there be enough material to meet all the problems one might encounter in counseling. Basically what we're looking for is a volunteer who gives--an ear, support, friendship. We aren't really looking for a trained counselor. But perhaps what you offer can be more important.

The following pages are articles or excerpts which may be of interest and help to you in your counseling experiences. The ideas used in "Counseling With the Addict-Client" may also be utilized in normal counseling procedures.

Rest assured--if your client is more than you can handle, because there are deep seated emotional/psychological or physiological problems--we will assume the responsibility for that case. Be aware of the contract that the Municipal Court has with Bernalillo County Mental Health Center which will provide a psychological evaluation and short term counseling for clients. Longer term counseling and financial arrangements for some may be made through BCMHC.

There are several volunteers who have advanced counseling degrees who may be able to help you with counseling techniques. Group counseling is something to consider--especially if your clients are similar ages, live in close proximity and share similar problems. Often, group discussions would be beneficial to clients.



Training for the Direct-Service  
Volunteer in Probation

By Charles R. Horejsi, D.S.W.  
Associate Professor, Department of Social Work, University of Montana

The "EFFECTIVE" direct-service volunteer<sup>1</sup> is the most likely to be a person who has a capacity for empathy, an ability to form meaningful relationships, a basic understanding of human behavior, and a "way of thinking" about his own actions and intervention as a volunteer. It is this latter factor which seems to differentiate the volunteer that "flies by the seat of his pants" from the volunteer that proceeds in a thoughtful and purposeful manner. This article presents a conceptual framework which can provide the volunteer with a simple but meaningful way of thinking about his own activity and his work with probationers. The volunteer who has had neither formal training in the social and behavioral sciences nor exposure to concepts related to the helping process usually finds this framework both understandable and useful. We will call this construct Motivation-Capacity-Opportunity or simply the M-C-O Approach.<sup>2</sup>

The direct-service volunteer is intimately involved with the problems and concerns of the probationer. Since a certain pattern of behavior or a particular set of circumstances resulted in court action and probation, the volunteer is naturally concerned with helping the probationer make those changes in behavior or in modifying those environmental factors which will reduce the possibility of subsequent unacceptable behavior and more severe action by the court. Needless to say, work toward such changes can be difficult and frustrating for all involved. Because things do not always work out as well as the volunteer would like, he begins to think seriously about how change occurs and how he can promote change. The conscientious volunteer, the volunteer sincerely interested in being of help, frequently asks himself and others the following questions: (1) Why are some probationers able to make changes in their lives and overcome problems? (2) Why are some probationers unable to make changes in their lives and overcome problems? (3) How do I go about helping the probationer to make necessary changes and deal effectively with his problems?

The volunteer's struggle and concern with these questions often arise out of previous disappointments and setbacks in his work with the probationer. These are very basic and relevant questions but helpful answers are hard to find. While it is true that the social and behavioral scientists and members of the various helping professions have developed numerous theories and

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<sup>1</sup>The term "direct-service volunteer" refers to the volunteer who utilizes the one-to-one or small group approach in direct work with probationers and their families.

<sup>2</sup>This conceptual framework was developed by Charlotte Towle. See Charlotte Towle, "Casework Methods of Helping Clients to Make Maximum Use of Their Capacities and Resource," Social Service Review, December 1918. It was also utilized as a research framework in Lillian Ripple, Motivation-Capacity and Opportunity: Studies in Casework Theory and Practice, University of Chicago, 1964.

techniques of intervention, these are often confusing and incomprehensible to the average volunteer. The volunteer needs a relatively simple conceptual framework which helps him to "think through" his activity with the probationer. Basically, the M-C-O Approach helps the volunteer to view the probationer's problem within the context of three interrelated factors--motivation, capacity, and opportunity. If the volunteer can keep these factors in mind, he will have a tool for thinking seriously about his work with the probationer. An awareness of these factors can help the volunteer become more purposeful and, consequently, more effective. Below is a brief discussion of each factor in the M-C-O Approach and a discussion of how the volunteer might utilize this way of thinking.

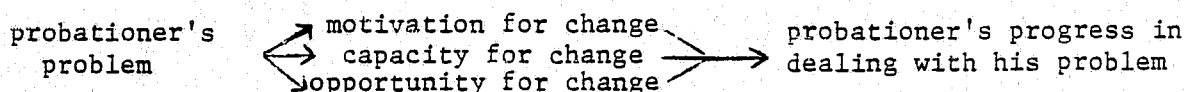
### Probationer's Problem

In view of the fact that the probationer is on probation because of some law violation or related difficulty, it might seem that the nature of the probationer's problem is obvious to all. Unfortunately, such is not the case. The definition of "problem" is a very complex matter.

It is important for the volunteer to recognize that the concept of problem is relative. In other words, people define problems in very different ways. What is a problem for one person may not be a problem for someone else. Whenever we call something a "problem" we are, in effect, revealing a particular value orientation or judgment about what is right or wrong, desirable or undesirable. Because of differences in values and judgment, the court, the volunteer, the probationer, and the probationer's family may all disagree on the nature of the probationer's problem. Too often these differences are not brought into the open and everyone involved ends up working at cross-purposes because each is working on a different "problem." To be effective, the volunteer must be alert to these differences. Of central importance is the need for the volunteer to understand what the probationer sees as his problem. Unless the volunteer and probationer are working together on the same problem, both will end up disappointed and, possibly, angry with each other.

The volunteer should continually ask himself the following questions: What is the problem? Who decided it was a problem? Whose problem is it? What does the probationer see as his problem? What do I see as the probationer's problem? Are we all concerned about the same problem?

Within the M-C-O framework it is the probationer's definition of problem that is the focal point for concepts of motivation, capacity, and opportunity. Any attempt to help the probationer or assess his motivation, capacity, or opportunity for change must be directly related to that which the probationer considers to be the problem, i.e., that which he wants to change. A teaching diagram which seems to illustrate this point is shown below:



The probationer's progress toward change or his handling of a problem is directly related to the motivation, capacity, and opportunity he has for dealing with the problem as he sees it.

## Probationer's Motivation

Motivation can be simply defined as "what the probationer wants and how much he wants it." He may want a job, friends, more fun, etc. Most of all, he probably wants to be off probation. It is important to note that within the M-C-O framework, motivation always refers to what the probationer wants for himself, not what the volunteer or court wants for the probationer. An essential part of a volunteer's work is to discover by way of a meaningful relationship what the probationer really wants and then to help him find socially acceptable means of reaching his goal. Goals or plans arrived at by the volunteer or court which go against what the probationer really wants are likely to fail. The goals and plans likely to succeed are those arrived at by the probationer himself.

It is also important for the volunteer to recognize that a probationer never lacks motivation. The probationer, like all people, does want something. In other words he is always motivated. What may sometimes appear to be a "lack of motivation" is, in reality, a difference of opinion between volunteer and probationer over what the probationer should or ought to want. The volunteer must be helped to see that the probationer, to the greatest extent possible, must select his own goals and means for reaching his goals. The volunteer's task is to assist the probationer in (1) defining his goals, (2) developing the necessary means or capacities, and (3) creating or uncovering the opportunities needed to attain his goals.

Hope-Discomfort Balance---The volunteer often finds it helpful to view motivation as a balance between the "pull of hope" and the "push of discomfort." The probationer is "pulled" toward what he wants and "pushed" away from that which he perceives as painful or unattractive. It is necessary for the volunteer to realize that people differ in regard to what they find attractive. That which appears attractive or desirable to the volunteer may seem unattractive or undesirable to the probationer and vice versa. The "push" of discomfort, like the "pull" of hope is a subjective matter. That which creates discomfort for the probationer may be different from that which creates discomfort for the volunteer.

The probationer is not likely to change unless he feels the "pull" of hope and the "push" of discomfort. Unless the probationer has a realistic sense of hope regarding the possibility of achieving a goal he desires, he is not likely to invest time and effort in pursuing the goal. From his perspective, it would be illogical to work toward a goal that cannot be attained. For change to occur, the probationer must also feel within himself a sense of discomfort with the way things are, some sense of dissatisfaction with the situation in which he finds himself. It must be emphasized that the "push" of discomfort is an internal matter, not an external matter. External pressure, threats from the court or the volunteer, do not necessarily create discomfort of dissatisfaction within the probationer.

A close relationship exists between the pull of hope and the push of discomfort. In many situations a sense of hope generates a sense of discomfort. If the probationer comes to feel hopeful about being able to deal with his problem he often comes to feel a sense of discomfort or dissatisfaction with

his current situation. The importance of hope in human behavior has been well documented; its importance cannot be overstated.<sup>3</sup> Unless real change seems possible, the probationer, like everyone else, tends to stay with the "known" rather than take the risk associated with change and the "unknown." The volunteer must also come to appreciate the discomfort associated with any change, regardless of how desirable the change seems to be. A new job, new educational experiences, a new way of relating to others, etc., can generate discomfort for the probationer. Only a sense of hope balances the natural tendency to move away from this "pain" of change. When little hope exists and/or when pain of change outweighs current discomfort, the probationer is not likely to move toward a new goal. It is important for the volunteer to realize that the pain of change may be so strong that even imprisonment or some other threatened punishment may be feared less than the discomfort associated with the change required by a court or desired by the volunteer.

The hope-discomfort concept of motivation can be illustrated by some simple diagrams which can be used in volunteer training sessions. Diagram 1 shows that change is most likely when there is a realistic sense of hope regarding the outcome of attempting to deal with a problem and some discomfort with the problem or the way things are.

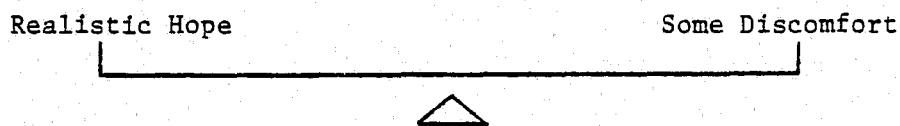


Diagram 1 (Change Likely)

Diagram 2 shows that change is unlikely so long as there is an unrealistic or "false" hope and little inner discomfort with the problem. When hope is not balanced by an inner uncomfortableness with the existing situation or problem, the probationer is likely to retreat from change efforts when he encounters the discomfort normally associated with change.

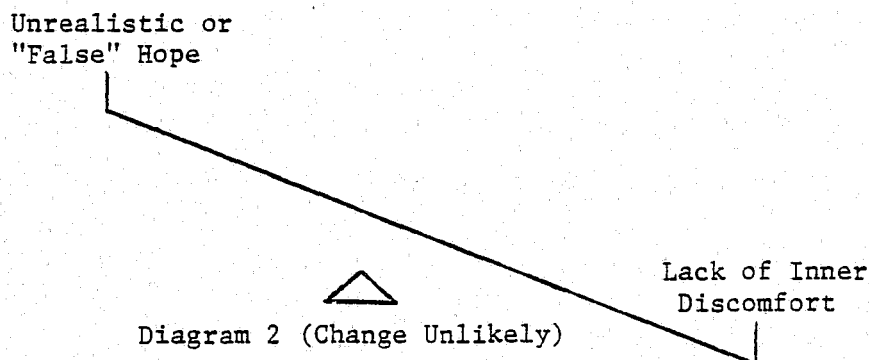
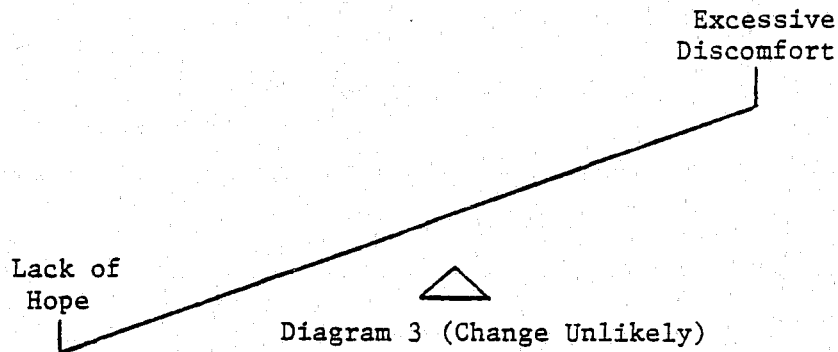


Diagram 2 (Change Unlikely)

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<sup>3</sup>See, for example, Ezra Stotland, *The Psychology of Hope*, Jossey-Bass, Inc., 1969.

Diagram 3 shows that excessive discomfort and little or no hope results in a sense of despair and apathy. In such a situation, the pain and risk associated with change does not seem worthwhile because there is so little hope of overcoming the problem. It seems to the probationer that it is better to tolerate a bad situation than to invite the possibility of making things even worse.



Capacity---The second factor in the M-C-O Approach is capacity. Capacity refers to various physical, social, emotional, intellectual, spiritual resources, skills, and abilities which a probationer possesses. Such resources are necessary for change. Some capacities can be acquired, some cannot. People possess different degrees and combinations of capacity. More important than these individual differences, however, is whether or not a probationer possesses the particular capacity or the particular combination of capacities needed to effect a change or deal effectively with a particular problem. Different types of changes require different types and degrees of capacity. For example, the combination of capacities required to obtain a job may be different from those required to improve intrafamily relationships, those necessary to adapt to the limitations imposed by a chronic illness, or those necessary to complete a program of job training. The volunteer needs to understand that the probationer with whom he is working may have certain capacities but lack others. An appreciation for these individual differences is critical. Unless the volunteer realizes that people differ in their capacities he may erroneously conclude that some particular change by the probationer is relatively simple or "easy." To the probationer without the necessary capacity, this same change may seem "impossible."

Opportunity---The third factor in the M-C-O framework is opportunity. There are two types of opportunity. The first type refers to opportunities in the probationer's social environment. More specifically, it refers to the opportunity or opportunities immediately available to the probationer for effecting a change or dealing with a particular problem. A probationer's environment includes those social systems with which he interacts and which affect and are affected by his behavior. These systems include his family, peer network, neighborhood, available educational programs, the employment situation, law enforcement policy, etc. These social systems can either assist or hamper the probationer's change efforts. If, for example, the existing employment opportunities severely limit a probationer's ability to increase his earnings, change in his earning power will be restricted. Similarly, discrimination in education and employment, family and peer pressure, and lack of relevant educational programs also hamper or limit change. On the

other hand, encouragement from family and friends, employment possibilities and other "breaks" can be of great assistance in the probationer's change efforts.

The second type of opportunity refers to those skills and services which the volunteer brings to the probationer's life situation. Encouragement, understanding, and a knowledge of community resources can provide hope, develop capacities, and uncover environmental opportunities which can be helpful to the probationer. A thoughtful consideration of what the probationer defines as his problem, what he wants to change and what resources he needs for change can give the volunteer some helpful ideas about the type of opportunities he should attempt to provide. The volunteer should also pay attention to the environmental factors which complicate the probationer's situation or limit his ability to overcome a problem.

M-C-O Interrelationships---Once the volunteer has a basic understanding of the concepts of problem, motivation, capacity, and opportunity, he can quite easily understand how these factors interact in the probationer's life situation. He can utilize these concepts as a way of thinking about his own efforts to help the probationer. The volunteer will see, for example, how motivation (the pull of hope and the push of discomfort) is related to the probationer's capacity and opportunities for change. The pull of hope will not be very strong unless the probationer feels he has the capacity and opportunity required for change. No amount of motivation is likely to result in change unless a real opportunity for change exists. An increase of motivation can result, however, from the development of real opportunity. The development of new capacities (improved ability to relate to others, new knowledge, new technical skills) can lead to increased motivation and even new opportunities. All three factors, motivation-capacity-opportunity, must coexist before change is possible. As the volunteer works with the probationer, he needs to keep all three factors in mind and always relate them to that which the probationer defines as his problem.

As the volunteer works with the probationer, he can continually ask himself the following questions: (1) What does the probationer see as his problem; what does he want to change? (2) Do I agree or disagree with the probationer in his assessment of the problem? (3) Are we working together on the same problem? (4) Does the probationer feel an inner sense of hope; does he really have reason to believe he can overcome his problem? If not, why not and what can I, as a volunteer, do to generate a real sense of hope? (5) What discomfort does the probationer now feel in relation to his problem and what "pain of change" will he encounter as he attempts to deal with his problem in a new way? What can I, as a volunteer, do to reduce the "pain of change?" (6) What capacities does the probationer possess? What capacities does he need to deal with his problem? What can I, as a volunteer, do to help the probationer develop the needed capacities? (7) What environmental opportunities are immediately available to the probationer which will help him deal with his problem? What environmental factors make change difficult? (8) What opportunities can I, as a volunteer, create or uncover which will help the probationer deal with his problem and reach his goals?

Constant attention to these questions can help the volunteer plan his intervention and direct his efforts in those directions which will be of most benefit to the probationer.

## COUNSELING WITH THE ADDICT-CLIENT

- I. The addict-client is psychiatrically classified as a "character disorder." Simply, this means that the individual deals with his anxieties through acting-out behavior. For the addict, the acting-out behavior is drug use and the associated street culture, values, and activities. The individual's anxieties typically stem from a great deal of unresolved depression linked to a "well" of unventilated rage and anger. This anger in turn comes from a frustration and an inability to deal with many personal, family and environmental problems.
  
- II. TREATMENT STAGES
  - A. ESTABLISHING THE COUNSELING RELATIONSHIP: In order to do any kind of effective counseling, the counselor must already possess a strong sense of self identity and ability to act with independence and good judgment. He must be ethically honest and able to deal frankly with his own anxieties and problems. He must also possess a strong sense of his own sexual being. During this phase of treatment the client will constantly be testing the counselor and looking for "phoniness" and rejection. Frequently, he will not be on time for his appointments and may, when there, try to prolong the interview. He will try to impress the counselor with his past criminal exploits. The counselor should schedule the appointments for a definite time; limit the length of interviews; and deal only with present here-and-now behavior. The client cannot deal with his feelings as this threatens his control over his depression and also puts him in a position, he fears, of being controlled or exploited by the counselor.
  
- III. EGO-BUILDING THROUGH IDENTIFICATION: Once the client has tested the counselor and found him to be strong and possessing integrity, he may begin "borrowing" some of the counselor's techniques in dealing with his problems. The counselor, then, can help the client to improve his general functioning and perception of reality by helping to solve a myriad of crisis situations which will inevitably come up during this phase.
  
- IV. HELPING THE CLIENT ESTABLISH A SEPARATE IDENTITY: Once the client has begun more effectively dealing with his problems, he will eventually wish to emotionally separate himself from the counselor and become more independent. During this phase the counselor can expect a great deal of depression, anxiety, and hostility on the part of the client. It is much like helping an adolescent make a break emotionally with his parents. This phase takes a great deal of energy and effort and emotional strain on the part of the counselor.
  
- V. HELPING THE CLIENT TO GAIN SELF UNDERSTANDING: Generally, it will have taken several months, if not longer, for the client to have reached this phase. Hopefully, there will be a strong bond with the counselor. The client is less fearful of the anxiety that he feels and is more willing

to openly understand his present behavior and feelings and then tie with past relationships, particularly with parents, siblings, and peers.

RATIONAL AUTHORITY: One of the most effective tools of dealing with the character-disorder client is the structure provided by a probation-parole relationship. In this way the more mature and responsible individual, i.e., probation-parole officer, can with loving effectiveness participate in the decision of the less mature individual, i.e., the probationer or parolee.



\* \* \* DOs AND DON'Ts

DO ... Establish friendly working relationship  
with person with whom you are working.

DON'T ... Exercise or use authority - this is  
vested in the probation supervisor.

DO ... Accept the individual "as he is."

DON'T ... Compare his values with yours.

DO ... Talk on his level.

DON'T ... Talk above the probationer's ability  
to comprehend and effectively commu-  
nicate with you.

DO ... Help solve financial problems.

DON'T ... Loan money.

DO ... Notify supervisor of any pending court  
appearances of probationer.

DON'T ... Appear in court on behalf of probationer  
without knowledge and concurrence of  
supervisor.

DO ... Provide empathy

DON'T ... Provide sympathy.

DO ... Exercise patience, wisdom, and understanding. Sometimes  
positive results do not appear on the surface until a  
much later time.

DON'T ... Become discouraged.

SECTION VI

APPENDIX

ABBREVIATIONS

Adv ..... Advisement or unsupervised probation

Arr ..... Arraignment gives the opportunity to plead  
guilty, not guilty or nolo contendere

Aslt ..... Assault (verbal)

Att DWI ..... Attempting to commit a DWI

Batt ..... Battery (physical)

BA ..... Bond Arraignment

B&L ..... Brake and light sticker expired or non-existent.  
This charge is no longer an offense.

Brd Trf ..... Boarding in traffic (getting in or out of a car)

BW ..... Bench warrant (issued by a judge)

CD ..... Careless driving (2 pts.)

Cohab ..... Cohabitation

CS ..... Community Service (hours to be performed without  
pay)

CCDW ..... Concealed carrying of a deadly weapon

Con to Del ..... Contributing to the delinquency of a minor

Conc ID ..... Concealing identity

Crn Dmg (to PP) ..... Criminal damage (to private property)

Crn Trs ..... Criminal trespass

Cust ..... Custody (person in custody)

Da ..... Day in jail

DC ..... Disorderly conduct

De-tox ..... Detoxification for drugs/alcohol

Dirty urines ..... Urinalysis showing morphine

Dism ..... Dismissal of charge

Dism MCA ..... Dismissed on motion of City Attorney  
 DMV ..... Department of Motor Vehicles  
 Dk Veh ..... Drinking in a motor vehicle  
 DIP ..... Drinking in public  
 DWI ..... Driving while under the influence (of drugs/  
 alcohol)  
 DW ..... Deadly weapon  
 Drg Rac ..... Drag racing  
 Elude ..... Eluding a police officer  
 Embez ..... Embezzlement  
 Escape ..... Escape from custody  
 Eye Pro ..... No eye protection (motorcycle driver)  
 Exp LP ..... Expired license plates  
 Fls Al ..... False alarm  
 Fls Rep ..... False report (made to officer)  
 FTA ..... Failure to appear in court or Violation's Bureau  
 Fraud Use ..... Fraudulent use of a credit card  
 FTMTL ..... Failure to maintain a traffic lane  
 FTY ..... Failure to yield (to emergency equipment)  
 G ..... Guilty plea  
 HL Req ..... Headlights required  
 Hype ..... A person using (a hypodermic needle) drugs  
 Ill Turn ..... Illegal turn  
 Ill Use ..... Illegal use of license or credit card  
 Imp PO ..... Impersonating a police officer  
 Imp RT/LT ..... Improper right or left turn  
 Interf ..... Interfering with an officer



RD ..... Reckless driving (6 pts.)

Rec Stol Prop ..... Receiving stolen property

Recidivist ..... An individual who returns to the court system through multiple arrests

RL ..... Red light violation

Refuse ..... Refusing to obey

Res Lic ..... Restricted license

Resist ..... Resisting arrest

Revoke ..... Revoked license

SS ..... Stop sign violation

SLT ..... Sliding, losing traction

Susp ..... Suspended license (same as Revoke)

Spdg ..... Speeding

Trf Ln ..... Failure to maintain traffic lane

VIP ..... Volunteer in Probation is a very important person

Wknd ..... Weekend (in jail)

Wk Rel ..... Work release (for jail)

WWOW ..... Wrong way on a one way

WWW ..... Windshield, wiper and window (usually one of these not in working condition)

CITY OF ALBUQUERQUE DWI SCHOOL - STUDENT ORIENTATION

The probation officer should discuss this information with each prospective DWI school student prior to attending the school. The probation officer should also furnish each student with a copy of this orientation sheet.

1. ATTITUDE:
  - a. Not every DWI offender is allowed to attend DWI School.
  - b. Only those who appear to be receptive to this type of rehabilitation program can attend.
  - c. Any student who feels they cannot participate in a positive manner should tell their probation officer immediately so that other arrangements can be made.
2. FEE:
  - a. Each student is required to pay a \$25.00 tuition fee in order to be scheduled for DWI School.
  - b. Fee is to be paid at court appearance.
3. ATTENDANCE:
  - a. Students must attend the first session of class as assigned; otherwise the student will be disenrolled from that class.
  - b. Students must attend each session in consecutive order as scheduled. If you miss session #2, you will have to be transferred to a new class commencing with session #2.
4. ABSENTEE FEE:
  - a. If a student is absent from any session of class, the student will be required to pay an administrative fee before being allowed to be rescheduled or to "make-up" the session missed. The fee is \$25 or \$10.
5. TARDINESS:
  - a. Students must be in class on time. Anyone who is late will not be allowed in class and will be considered to be absent.
6. EXCUSES FOR ABSENCE OR TARDINESS:
  - a. Contact your probation officer the next work day after being absent (or tardy) from any session.
  - b. No excuses will be accepted by the probation officer unless proof of an emergency is presented. Excused absences will require a \$10.00 absentee fee. Unexcused absences will be referred back to court.
7. DRINKING (THIS POLICY APPLIES TO GUESTS ALSO):
  - a. No drinking of any alcoholic beverage at all prior to attending a class session.
  - b. Anyone who has obviously been drinking will be requested to leave the class and the student's probation officer will be notified.
8. GUESTS:
  - a. One guest is permitted. No infants or young children please.
  - b. Guests can help students who have a language problem or difficulty with reading and writing.
  - c. Guests must abide by the no drinking rules also.
9. ASSIGNMENTS, TESTS, STUDY:
  - a. Students must find time to study the material received for this course.
  - b. Students must successfully complete the tests that are administered.
  - c. Assignments are to be completed at home and turned in on time.
  - d. Take notes in class. If you have difficulty reading or writing, you should bring someone with you who can help you to take notes and interpret the material.

DWI SCHOOL - MAKE-UP SLIP

TO PAY BY: \_\_\_\_\_  
(Date of Make-up)

NAME \_\_\_\_\_ is hereby authorized to make-up  
session number \_\_\_\_\_ in class number \_\_\_\_\_ on \_\_\_\_\_  
(date)

This student is presently assigned to class number \_\_\_\_\_.

NOTE: All Make-ups for session #2 will require the student to be transferred  
to a new class commencing with session #2.

\_\_\_\_\_  
PO Signature

\*\*\*\*\*

INSTRUCTIONS FOR PROBATION OFFICER:

1. Give one copy to student.
2. Forward duplicate copy to DWI School.

INSTRUCTIONS FOR VIOLATIONS BUREAU:

1. A \$10.00 fee is required with this make-up slip.
2. Please machine-receipt this top portion and return the entire form to the client.

INSTRUCTIONS TO STUDENT:

1. You must appear in person and present this make-up slip and ten dollars (\$10.00) to the address shown on or before your make-up date.

Violations Bureau  
 401 Marquette, NW  
 Municipal Court Building, Room 121  
 Albuquerque, New Mexico

Hours: Monday thru Friday  
 7:30 A.M. - 5:30 P.M.  
 Saturday - Closed

2. The Violations Bureau will machine stamp your make-up slip and return it to you.
3. Be sure to bring this receipted make-up slip with you to your make-up session or you will not be allowed to attend the session.
4. Be sure you continue to attend any remaining sessions of your regular class.
5. If you fail to comply with the instructions contained herein, a bench warrant may be issued for your arrest.





# MUNICIPAL COURT

POST OFFICE BOX 133 • ALBUQUERQUE, N.M. 87103

EDWARD L. RIORDAN  
Court Administrator  
505-766-4960

COURT OFFICE 766-7841  
D.W.I. SCHOOL 766-4830  
PROBATION 766-7848  
TRAFFIC SCHOOL 766-7065  
TRAFFIC VIOLATIONS 766-7861  
PETTY LARCENY SCHOOL 766-4830

MUNICIPAL JUDGES  
FREDERICK M. MOWRER  
Division I

BEN F. ROYBAL  
Division II

ELIZABETH N. LOVE  
Division III  
505-766-7979

JOHN E. BROWN, Presiding Judge  
Division IV  
505-766-7175

THOMAS J. MESCALL  
Night Court  
505-766-7845

DATE \_\_\_\_\_

### STATEMENT

I, \_\_\_\_\_, understand that I am being sent to the DWI School and that I am being placed on (6 months') probation.

I further understand that, in the event I do not complete the DWI School or that I do not complete the (6 months') probation period, that the case will be taken out from under advisement and that a minimum fine of \$200 will be imposed, that a record of conviction of driving under the influence of alcohol will be sent to the Motor Vehicle Division in Santa Fe and that a bench warrant will be issued for my arrest for contempt of court.

\_\_\_\_\_  
Client

\_\_\_\_\_  
Probation Officer

(Judge Brown's cases must write out the above in their own handwriting.)

(In the event that the client is not to be placed on probation for the 6 months' period, delete that portion of the statement that does not apply and initial.)



# MUNICIPAL COURT

POST OFFICE BOX 133 • ALBUQUERQUE, N.M. 87103

**EDWARD L. RIORDAN**  
Court Administrator  
505-766-4960  
COURT OFFICE 766-7841  
D.W.I. SCHOOL 766-4830  
PROBATION 766-7848  
TRAFFIC SCHOOL 766-7065  
TRAFFIC VIOLATIONS 766-7861  
PETTY LARCENY SCHOOL 766-4830

**MUNICIPAL JUDGES**  
**FREDERICK M. MOWRER**  
Division I  
**BEN F. ROYBAL**  
Division II  
**ELIZABETH N. LOVE**  
Division III  
505-766-7979  
•  
**JOHN E. BROWN, Presiding Judge**  
Division IV  
505-766-7175  
•  
**THOMAS J. MESCALL**  
Night Court  
505-766-7845

Date \_\_\_\_\_

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

Dear \_\_\_\_\_:

Our records show that you have failed to complete the following checked (✓) requirements:

- To attend or complete DWI School
- To pay the \$25 fee for DWI School

Failure to either attend or complete DWI School or to pay the \$25.00 fee is in direct violation of your probation and could result in your being returned to Court.

- You must pay the fee by \_\_\_\_\_.  
You are to report to the Probation Office/DWI School at \_\_\_\_\_.  
If the fee is not paid by this date, a Bench Warrant will be issued for your arrest.
- You have been scheduled for an appointment with \_\_\_\_\_  
to discuss the above on \_\_\_\_\_,  
at \_\_\_\_\_. Report to \_\_\_\_\_.  
If you do not report on the date indicated, a Bench Warrant will be issued for your arrest.

Sincerely,

\_\_\_\_\_  
Probation Officer

CITY OF ALBUQUERQUE  
MUNICIPAL COURT  
PROBATION OFFICE

P- \_\_\_\_\_  
DATE OF PLEA OR CONV.: \_\_\_\_\_  
PROBATION OFFICER: \_\_\_\_\_

Name: \_\_\_\_\_ Maiden or Alias Name: \_\_\_\_\_  
Present Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Length of Time at Present Address: \_\_\_\_\_  
Prior Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Client can also be contacted at: \_\_\_\_\_

**IDENTIFYING DATA**

Soc. Sec. No.: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_ Sex: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Citizenship: \_\_\_\_\_  
Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_ Complexion: \_\_\_\_\_

**MARITAL-FAMILY DATA**

Marital Status: \_\_\_\_\_ No. of Previous Marriages: \_\_\_\_\_  
No. of Dependents: \_\_\_\_\_ Ages of Children: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Name of Spouse: \_\_\_\_\_ Date of Marriage: \_\_\_\_\_  
Place of Marriage: \_\_\_\_\_ Divorced: \_\_\_\_\_ Date: \_\_\_\_\_  
Family History: \_\_\_\_\_

**EDUCATIONAL-TRAINING DATA**

Education Completed: \_\_\_\_\_ Last School Attended: \_\_\_\_\_  
Additional Training: \_\_\_\_\_

\*\*\*\*\* DO NOT WRITE BELOW THIS LINE \*\*\*\*\*

OFFENSE: \_\_\_\_\_ DATE OF ARREST: \_\_\_\_\_  
JUDGE: \_\_\_\_\_ COURT DATE: \_\_\_\_\_  
BAC: \_\_\_\_\_ PLEA: \_\_\_\_\_ ATTORNEY'S NAME: \_\_\_\_\_  
PRIOR RECORD: \_\_\_\_\_  
RECOMMENDATION: \_\_\_\_\_  
DISPOSITION: \_\_\_\_\_  
PROBATION BEGAN: \_\_\_\_\_ PROBATION ENDS: \_\_\_\_\_

**EMPLOYMENT-OCCUPATIONAL DATA**

Present Employment: \_\_\_\_\_ Address: \_\_\_\_\_

Your Job: \_\_\_\_\_ Length of Time at Job: \_\_\_\_\_

If unemployed, usual job: \_\_\_\_\_

**MILITARY SERVICE DATA**

Military: \_\_\_\_\_ Years in Service: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

**FINANCIAL DATA**

Your earnings now: \_\_\_\_\_ Combined Family Income: \_\_\_\_\_

Savings: \_\_\_\_\_ Debts: \_\_\_\_\_

**HEALTH**

Physical Health: \_\_\_\_\_

Alcoholism and/or Narcotics: \_\_\_\_\_

Emotional: \_\_\_\_\_

**INTERESTS AND LEISURE TIME ACTIVITIES**

Interests and Hobbies: \_\_\_\_\_

**ARREST**

Your Version of Arrest: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVALUATION SUMMARY**

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CITY OF ALBUQUERQUE

MUNICIPAL COURT

Date \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You have been placed on probation for a period of six (6) months; the following general terms and conditions will be imposed:

1. You will, at all times, conduct yourself in an honorable manner as a good member of the community.
2. You will comply with all Municipal, County, State and Federal laws, ordinances and others.
3. You will follow the instructions and advice of your probation officer.
4. House calls by probation officer may be conducted during your probation period.

I fully understand the general terms and conditions set forth above and agree to comply with them in every detail. I also agree to these special conditions:

1. I will see my probation officer:
  - a.) Once per week.
  - b.) Once every other week.
  - c.) Once per month.
2. You will report any change of address, phone number, place of employment, or marital status within five (5) days of said change.

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Probation Officer

CITY OF ALBUQUERQUE  
MUNICIPAL COURT

EXHIBIT "B"

DATE: \_\_\_\_\_

You have been placed on Probation for a period of \_\_\_\_\_ ( ) months. The following terms and conditions will be imposed:

1. You will at all times conduct yourself in an honorable manner as a good member of the community.
2. You will comply with all Municipal, County, State and Federal laws, ordinances and others.
3. You will follow the instructions and advice of your probation officer.
4. You will attend the DWI School:
  - a.) Once a week for six weeks or as arranged.
  - b.) Each session will be 2½ hours.
  - c.) You must report to class on time.
  - d.) No drinking of any alcoholic beverage before class.
  - e.) We prefer that you bring your wife or a close friend or relative to the class with you, if you have a language or reading problem.
  - f.) The fee for the DWI School is \$25.00 payable prior to the start of the school--it should be paid at the time of sentencing.
  - g.) Any absence from the DWI School requires written proof of illness or emergency. No other excuses will be accepted. After an absence you must contact your probation officer on the next working day or a bench warrant will be issued and you will be taken back to court.
5. You may drive your vehicle under the following conditions only, and none other:
  - a.) To and from your work, and in your work.
  - b.) In seeking employment, if you are unemployed.
  - c.) To and from DWI School.
  - d.) In a medical emergency.
  - e.) To scheduled meetings with your probation officer.
  - f.) To any drug/alcohol program with which you are affiliated officially.
6. House calls by a probation officer may be conducted during your probation period.
7. You will report to a probation officer either:
  - a.) Once per month,
  - b.) Once every other week, or
  - c.) Once per week.
8. You will report any change of address, phone number, place of employment, or marital status within five days of said change.

I FULLY UNDERSTAND THE TERMS AND CONDITIONS SET FORTH ABOVE AND AGREE TO COMPLY WITH THEM IN EVERY DETAIL.

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Probation Officer  
766-7848

GENERAL CONDITIONS OF PROBATION

1. You shall submit to such physical and mental examinations and treatments as ordered by the Court.
2. You shall obey all orders of your probation officer.
3. You shall have the permission of your probation officer before: (1) leaving the State of New Mexico or the County in which you are being supervised; (2) changing your residence or employment; (3) possessing or applying for a license to operate a motor vehicle of any kind; (4) getting married or filing for a divorce or legal separation; (5) engaging in any financial or other legal contract.
4. You shall make every effort to obtain and hold a legitimate job and shall cooperate with your probation officer in any effort he may make to obtain employment for you. If you lose your job for any reason, you shall immediately report this fact to your probation officer.
5. If you are arrested for any reason on any charge, you shall immediately report this fact to your probation officer.
6. You shall support your dependents, if any, and assume toward them all moral and legal obligations.
7. Alcoholic Beverages: The unwise use of alcoholic beverages and liquors cause more failures on probation than all other reasons combined.
  - A.) You shall not use alcoholic beverages or liquors to excess.
  - B.) You shall not use ANY alcoholic beverages or liquors.
8. You shall not associate with any person having a criminal record or who is otherwise of bad reputation, or with any other person with whom your probation officer forbids you to associate.

9. You shall comply with all Municipal, County, State, and Federal laws, ordinances and orders, including laws and rules of Indian jurisdictions.
10. You shall, at all times, conduct yourself in an honorable manner as a good member of the community, and shall not endanger in any way the person, property rights, dignity or morals of yourself or others.
11. You shall not own, possess, use, sell, distribute or have under your control: (1) marijuana; or (2) narcotic drugs in any form without medical prescription; or (3) firearms or other deadly weapons.
12. You shall permit your probation officer to visit at your home and place of employment at any time.
13. You shall promptly reply to any communication from the Court, probation officer, or any other representative of the Probation Division.
14. You shall submit monthly written reports in accordance with instructions of your probation officer, and such other written or oral reports as required of you by the Court or probation officer. You shall be held accountable for the truthfulness of these reports, and any false reports submitted by you either written or oral, to any official of the Court is grounds for revocation of your probation.
15. You shall follow any additional specific conditions imposed by the Court.
16. You shall sign a statement agreeing to abide by these general conditions and by the specific conditions imposed by the Court.

I, \_\_\_\_\_, understand and agree to abide by these general conditions of probation, by any changes therein and by the specific conditions of probation imposed by the Court.

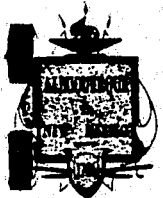
\_\_\_\_\_  
Witness

Signed: \_\_\_\_\_  
Defendant and Probationer

Date: \_\_\_\_\_

P-104375





# MUNICIPAL COURT

POST OFFICE BOX 133 • ALBUQUERQUE, N.M. 87103

**EDWARD L. RIORDAN**  
Court Administrator  
505-766-4960  
**COURT OFFICE 766-7841**  
**D.W.I. SCHOOL 766-4830**  
**PROBATION 766-7848**  
**TRAFFIC SCHOOL 766-7065**  
**TRAFFIC VIOLATIONS 766-7861**  
**PETTY LARCENY SCHOOL 766-4830**

**MUNICIPAL JUDGES**  
**FREDERICK M. MOWRER**  
Division I  
**BEN F. ROYBAL**  
Division II  
**ELIZABETH N. LOVE**  
Division III  
505-766-7979  
●  
**JOHN E. BROWN, Presiding Judge**  
Division IV  
505-766-7175  
●  
**THOMAS J. MESCALL**  
Night Court  
505-766-7845

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FROM: Probation Office (Phone: 766-7848)  
401 Marquette, NW  
Albuquerque, NM

RE:

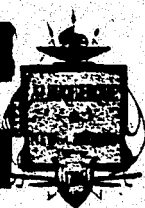
To Whom It May Concern:

You are hereby advised to report to the Municipal Court at 401 Marquette NW  
on \_\_\_\_\_, 19\_\_, at \_\_\_\_\_ AM \_\_\_\_\_ PM. The  
number of the Courtroom is \_\_\_\_\_.

Failure to appear on the above date and time could result in a bench warrant  
request for your arrest.

Sincerely,

Municipal Court Probation Officer  
766-7848



# MUNICIPAL COURT

POST OFFICE BOX 133 • ALBUQUERQUE, N.M. 87103

EDWARD L. RIORDAN  
 Court Administrator  
 505-766-4960

COURT OFFICE 766-7841  
 D.W.I. SCHOOL 766-4830  
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**MUNICIPAL JUDGES**

**FREDERICK M. MOWRER**  
 Division I

**BEN F. ROYBAL**  
 Division II

**ELIZABETH N. LOVE**  
 Division III  
 505-766-7979

•

**JOHN E. BROWN, Presiding Judge**  
 Division IV  
 505-766-7175

•

**THOMAS J. MESCALL**  
 Night Court  
 505-766-7845

DATE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

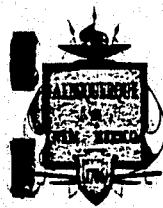
Dear \_\_\_\_\_:

The period of your probation is almost completed. A probation officer will be presenting your paperwork on the charge(s) \_\_\_\_\_ for dismissal on \_\_\_\_\_. You do not need to be in court at this time unless you wish to be.

We wish you the best of luck in your future.

Sincerely,

\_\_\_\_\_  
 Probation Officer



# MUNICIPAL COURT

POST OFFICE BOX 133 • ALBUQUERQUE, N.M. 87103

**EDWARD L. RIORDAN**  
Court Administrator  
505-766-4960  
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**MUNICIPAL JUDGES**  
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505-766-7979  
•  
**JOHN E. BROWN, Presiding Judge**  
Division IV  
505-766-7175  
•  
**THOMAS J. MESCALL**  
Night Court  
505-766-7845

DATE \_\_\_\_\_

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

Dear \_\_\_\_\_:

You are currently on probation for \_\_\_\_\_ months, from \_\_\_\_\_  
until \_\_\_\_\_, for the charge of \_\_\_\_\_  
The supervision of your probation has been assigned to:

You are directed to meet with your probation officer on \_\_\_\_\_  
at \_\_\_\_\_  
in Room 108 of the Police Building, 401 Marquette NW.

You are directed to call your probation officer at \_\_\_\_\_  
no later than \_\_\_\_\_.

Failure to complete what has been checked may mean that a bench warrant will  
be issued for your arrest.

Sincerely,

Program Analyst

cc: file

STATE OF NEW MEXICO

COUNTY OF BERNALILLO

IN THE MUNICIPAL COURT  
CITY OF ALBUQUERQUE

CITY OF ALBUQUERQUE,

Plaintiff,

VS.

No. \_\_\_\_\_

\_\_\_\_\_,

Defendant.

PROBATION ORDER

The defendant having been found guilty of the crime(s) of

\_\_\_\_\_;

and (judgment and sentence having been pronounced and entered, but execution having been suspended in whole or in part) (imposition of the sentence having been deferred); and

It having been shown to the Court that the defendant is in need of supervision, guidance and direction that can be supplied by the Probation Division of the Albuquerque Municipal Court, and the Court having found that the defendant should be admitted to probation upon proper terms and conditions;

IT IS THEREFORE ORDERED that the defendant is hereby placed on probation for a period of \_\_\_\_\_ and that he shall continue on probation for such period upon (his) (her) obedience to, and compliance with, the following conditions:

SPECIAL CONDITIONS

Done at \_\_\_\_\_, New Mexico this \_\_\_\_\_, day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
MUNICIPAL JUDGE  
Division \_\_\_\_\_

P-104373

STATE OF NEW MEXICO

COUNTY OF BERNALILLO

IN THE MUNICIPAL COURT OF ALBUQUERQUE

THE CITY OF ALBUQUERQUE

-vs-

\_\_\_\_\_

No. \_\_\_\_\_

COMES NOW \_\_\_\_\_ PROBATION OFFICER OF THE COURT presenting an official report upon the conduct and attitude of probationer \_\_\_\_\_, who was placed on probation by the HONORABLE \_\_\_\_\_, sitting in the court on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, who fixed the period of probation supervision at \_\_\_\_\_ and imposed the general terms and conditions of probation theretofore adopted by the court and also imposed special conditions and terms as follows:

RESPECTFULLY PRESENTING PETITION FOR ACTION OF THE COURT FOR CAUSE AS FOLLOWS:

PRAYING THAT THE COURT WILL ORDER:

ORDER OF THE COURT  
 Considered and ordered this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ and ordered filed and made a part of the records in the above case.

Respectfully,

\_\_\_\_\_  
 Probation Officer

\_\_\_\_\_  
 Judge of the Municipal Court

P-104374

CURRENT MONTH \_\_\_\_\_

MONTHLY REPORT  
VOLUNTEERS IN PROBATION  
MUNICIPAL COURT  
CITY OF ALBUQUERQUE

NAME \_\_\_\_\_ VIP \_\_\_\_\_

ADDRESS \_\_\_\_\_ PROBATION PERIOD \_\_\_\_\_

PHONE \_\_\_\_\_ LEVEL OF SUPERVISION \_\_\_\_\_

NUMBER OF CONTACTS: Phone \_\_\_\_\_ Personal \_\_\_\_\_ Mail \_\_\_\_\_

SUMMARY OF MONTHLY ACTIVITIES: (Attitudes, habits, relationships, progress, etc.)

RECOMMENDATIONS:

Signature: \_\_\_\_\_

PROBATION # \_\_\_\_\_

PROBATION OFFICER \_\_\_\_\_

CONTACT RECORD

NAME: \_\_\_\_\_ SEX: \_\_\_\_\_ SS#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

DOB: \_\_\_\_\_ AGE: \_\_\_\_\_ EDUCATION: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

CURRENT OFFENSE(S): \_\_\_\_\_

PRIOR RECORD: \_\_\_\_\_

TERM OF PROBATION: \_\_\_\_\_ MONTHS BEGAN: \_\_\_\_\_ ENDED: \_\_\_\_\_

<u>CORRECTIONAL GOAL(S)</u>	<u>DATE ATTAINED</u>	<u>DOCUMENTATION EXPLANATION</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

AGENCIES, IF ANY, TO WHICH CLIENT WAS REFERRED FOR SUPPORTIVE SERVICES: \_\_\_\_\_

RECIDIVISM:

<u>ARRESTS DURING PROBATIONARY PERIOD:</u>	<u>DISPOSITION:</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CLIENT AND CLIENT RELATED CONTACTS

DATE	TIME SPENT		TYPE OF CONTACT			REASON FOR CONTACT AND COMMENTS	PROGRESS		
	HRS	MIN	PHONE	MAIL	DIRECT		SAT	N.C.	UNS



NAME: \_\_\_\_\_

CLIENT INVENTORY

Place a check mark ( ) in one of the three categories that best describes you. There are no right or wrong answers - but be honest so we can properly assess your needs and relate them to the services we can provide for you:

	True (Yes)	? Undecided	False (No)
1. Unemployed			
2. Dislike present job			
3. Too little education			
4. Need to learn new job skills			
5. Boss, co-worker difficulties			
6. Present living arrangement unsatisfactory			
7. Money-management problems			
8. Present marital problems			
9. Past marital problems			
10. Parental problems			
11. Problems with children			
12. In-law problems			
13. Recent divorce/separation			
14. Feel uncomfortable in social situations			
15. Would like new/different friends			
16. Influenced greatly by friends			
17. Need additional leisure time activities			
18. Lonely---want friends			
19. Problems getting along with opposite sex			
20. Health problems			
21. Anxious---tense---worry too much			
22. Unsure of self---lack self-confidence			
23. Quite negative (pessimistic) about things			
24. Tend to be quite impulsive			

	True (Yes)	? Undecided	False (No)
25. Have difficulty accepting responsibility			
26. Feel many laws are ridiculous - unnecessary			
27. Life is pretty difficult			
28. This arrest was unfair - unjustified			
29. Am confused about quite a few things			
30. Would like to talk to someone about my problems			
31. Have quite a few problems			
32. Should cut down on drinking somewhat			
33. Should quit drinking completely			
34. Am always getting in trouble with the law			

## SUGGESTED CORRECTIONAL GOALS

Volunteers will please select no more than four (4) goals and record these goals on the Client Contact Form. If more than four correctional goals are considered important, select the four most important. This list is not all inclusive--formulate your own goals but be as specific and objective as possible in order to minimize subjectivity and increase measurability.

### EMPLOYMENT

1. Get a job.
2. Evidence more work stability.
3. Find a more satisfying job.

### DRUGS & ALCOHOL

4. Drink more responsibly--less often, less heavily.
5. Quit drinking completely.
6. Participate in an alcohol or drug program.
7. Curtail drug usage.

### TRAINING-EDUCATION

8. Enroll in a vocational training program.
9. Complete a vocational training program.
10. Get high school diploma.
11. Return to school.
12. Evidence more school stability.

### HOME-FINANCIAL

13. Learn how to budget money.
14. Obtain more permanent housing.
15. Live in a more suitable home.
16. Receive financial assistance.

### FAMILY

17. Receive marital counseling.
18. Improve communication with mate.
19. Improve communication with parents.
20. Improve communication with children.
21. Adjustment to divorce/separation/widowhood.

### MEDICAL

22. Seek medical advice.
23. Have a medical exam.
24. Obtain special medical equipment.

LEISURE TIME

25. Get involved in social club, e.g., Senior Citizens Club.
26. Serve as a volunteer in a helping capacity.
27. Learn and use other forms of recreation.

LAW AND LAW ENFORCEMENT

28. Appraised of the law and possible legal infractions.
29. More respect for law and authority.
30. Divorce himself/herself from anti-social peer group.

FRIENDSHIP

31. Establish new friendships.
32. Relate better with opposite sex.
33. Increase interpersonal contacts.

PSYCHOLOGICAL

34. Receive psychotherapy.
35. A more positive self-concept.
36. Less anxious.
37. More realistic.
38. More independent and autonomous.
39. Less hostility toward others and self.
40. Less impulsive--more able to delay gratification--analyze consequences of act.
41. Increase frustration tolerance level.
42. Willingness to assume responsibility for own actions.
43. Receive short-term counseling for crisis or adjustment problem.
44. Less depressed, pessimistic.

OTHERS

45. Complete DWI School.
46. Community Service.
47. \_\_\_\_\_ (others not included in list).

NAME \_\_\_\_\_

PO \_\_\_\_\_

PROBATION SERVICES SURVEY

(PO FORM)

To be completed by VIP upon completion of probation or closing of case.

(Place a check (✓) on the line above your answer.)

1. How would you rate the client's overall progress during his (her) probationary period?

_____	_____	_____	_____	_____
Very Good	Good	Satisfactory	Fair	Poor

2. Do you feel that the client has benefited from probation services?

_____	_____	_____	_____	_____
Very Much	Quite A Lot	Somewhat	Probably Not	Definitely Not

Why? \_\_\_\_\_

3. Do you feel that some of the causes, behaviors, and/or attitudes that contributed to the individual's arrest have been altered?

_____	_____	_____	_____	_____
Very Definitely	Quite Possibly	Possibly	Doubtful	Very Doubtful

Why? \_\_\_\_\_

4. What, in your opinion, is the probability that the client will be arrested again in the future?

_____	_____	_____	_____	_____
Very High	High	Moderate	Low	Very Low

To be answered only if client did not reach correctional goals:

5. What were the reasons, in your opinion, that the client was unable to reach all his correctional goals?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

NAME \_\_\_\_\_

PO \_\_\_\_\_

PROBATION SERVICES SURVEY

(CLIENT FORM)

To be completed by the client at the conclusion of probation. Please answer honestly. Your answers will not in any way affect your probation.

Place a check (✓) mark on the line above the answer you select.

1.A. Do you feel that you personally benefited from being on probation?

_____	_____	_____	_____	_____
Definitely Yes	Probably	Not Certain	Probably Not	Definitely Not

B. Briefly explain the reasons for your answer to the above question:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2.A. Do you feel that the situation (attitudes, circumstances, problems, etc.) that existed prior to your arrest has changed?

_____	_____	_____
Yes	Somewhat	No

B. Briefly explain the reasons for your answer to the above question:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. In what ways, if any, have you changed or your ideas or attitudes changed as a result of your probation?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Do you feel that your probation officer(s) or volunteer probation officer got to know you and understood most of your problems?

_____	_____	_____	_____	_____
Definitely Yes	Mostly Yes	Unsure	Mostly No	Definitely No

5. What is your impression of the probation services you received?

Favorable	Mostly Favorable	Neutral	Mostly Negative	Negative

6. How do you feel about laws, law enforcement, and law enforcement officials?

Favorable	Mostly Favorable	Neutral	Mostly Negative	Negative

7. We would appreciate any suggestions you may have in regard to improving probation services.

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**END**