

**FLORIDA DEPARTMENT OF CORRECTIONS
INSTRUCTIONS TO THE OFFENDER**

Offender Name:

DC#:

HOW TO SUCCEED AND BENEFIT FROM SUPERVISION

The Florida Department of Corrections is committed to assisting you in successfully completing your period of supervision. Your probation officer will guide you through this process; however, your cooperation and commitment to the following responsibilities will play a vital role in your success:

- Comply with conditions of supervision –Talk to your officer if you don't understand what's expected or are having problems complying
- Communicate with your officer when you have questions, concerns, or changes you need to report; Ask for help if you need help
- Work with your officer to develop goals and objectives that lead to self improvement; Be open minded to suggestions and change
- Be accountable for your actions, make the right decisions, and maintain a good, positive attitude

EDUCATION AND EMPLOYMENT INCENTIVES/FORFEITURES (Does not apply to sex offenders or Violent Felony Offenders of Special Concern)

During your term of probation, you may be able to earn a 60-day reduction of your probation for each educational advancement achievement (i.e., high school equivalency degree, post-secondary degrees, or a vocational certificate), and a 30-day reduction of your probation during each 6-month verifiable period of employment of at least 30 hours of paid work per week. Any reduction(s) of your probation resulting from these incentives may be forfeited as a result of a violation of your probation.

EMPLOYER NOTIFICATION/VERIFICATIONS

As provided in section 944.09, Florida Statutes, and the Department of Corrections Rule 33-302.102, your employer must be aware that you are on supervision with the Department of Corrections. Your employer must also know the details of your offense and sentence. Your officer will notify your employer of this information now and throughout the course of your supervision. If you haven't already told your employer about your supervision status talk to your officer about how you can best approach your supervisor/boss with this information before your probation officer calls.

FORMS AVAILABLE ONLINE

For your convenience, several Department of Corrections forms are available on the Department's public website if you would like to print the form and complete it at home. Go to <http://www.dc.state.fl.us/> and under "Community Corrections" click on "Forms Available to Complete Prior to Reporting".

REPORTING TO PROBATION OFFICE

When reporting to the probation office, the following items are not allowed on your person or in the building: work tools, backpacks, large purses, bags or any weapons including firearms or knives of any size. Offenders and visitors are subject to scanning with a handheld metal detector and subsequent searches.

COMPLAINTS (GRIEVANCE) PROCESS

The Florida Department of Corrections prohibits harassment and discrimination of offenders based on race, religion, national origin, gender, sexual orientation, disability, or political views. In the event you disagree with an instruction or supervision requirement, please talk to your officer, communicate in a calm, respectful manner and be prepared to work with your officer to develop solutions. If you can't resolve the issue with your officer, ask to talk to the officer's supervisor. If you are still not satisfied with the outcome after discussing with the supervisor, you may submit a formal complaint or grievance in writing to the officer's supervisor within ten days. The formal written complaint must be neatly written and must clearly state what the complaint is about. Be sure to include your name, DC number, signature, and the date you signed the complaint/grievance. The supervisor will respond to your complaint and provide additional contact information if you wish to pursue it further. If your complaint has anything to do with your health or a disability, please send your complaint letter straight to the Assistant Secretary of Community Corrections, located in Tallahassee.

EMERGENCY CONTACT

Probation offices are open Monday through Friday from 8am to 5pm. If you have an emergency outside of these hours, please call the following emergency contact telephone number: _____ . **Emergencies include reporting a new arrest or a family medical emergency that may require you to leave the county or deviate from your community control or curfew schedule. Other issues should wait and discuss with your officer during normal business hours.** If your emergency is a life-threatening situation, always contact your police, fire or medical emergency personnel before your call your probation officer. **To receive communications from FDC text "FDCPROBATION" to 888-777.**



FIREARMS, WEAPONS, AND EXPLOSIVES

State and Federal laws do not allow anyone on supervision to possess, purchase, receive, or transport firearms, weapons, or explosives.

CRIMINAL REGISTRATION (Applies to all offenders with felony offenses) Section 775.13, Florida Statutes requires you to register with the sheriff of any county you enter in Florida, within 48 hours. Criminal registration information (for both non-sex offenders and sex offenders) as to days, times, and locations by county may be accessed using the Florida Department of Law Enforcement public website <http://www.fdle.state.fl.us/Content/home.aspx> by clicking the blue button "Important Information for Sexual Predator and Offenders".

REMAINING DRUG FREE

During your term of supervision you will be drug tested at different intervals to ensure you are remaining drug free. Drug testing is observed by an officer of the same sex. Positive drug tests have to be reported to the court or releasing authority since using drugs is a violation of the law, so if you need help with substance abuse counseling, let your officer know so he/she can help you with the appropriate referrals **before** you test positive. Medical Marijuana Cards issued by other states are NOT valid in Florida and does not authorize the bearer to use medical marijuana in Florida.

HOME VERIFICATIONS

Probation officers will conduct home verifications routinely and need to have access to your residence. Probation officers have the right to search your residence.

RESTORATION OF VOTING RIGHTS

Pursuant to Florida Statute 98.0751, if you were convicted of a felony offense, other than murder or a felony sexual offense, you may be eligible to have your voting rights restored immediately upon the completion of all terms of your sentence, including, but not limited to any unpaid restitution, court costs, fees, or fines. Individuals who do not qualify for automatic restoration of voting rights under Florida Statute 98.0751 will not be qualified to vote until their civil rights are restored as outlined in Article IV, section 8 of the Florida Constitution. The Florida Department of Corrections cannot provide legal advice or determine if you are eligible to vote. If you have any questions about Section 98.0751, you can find helpful information at the Florida Department of State's website concerning the restoration of felon voting rights. If questions remain, you should consult an attorney.

It is unlawful to register to vote, to use a Voter ID Card or to vote, if:

- (1) you were convicted in the State of Florida of murder or a felony sexual offense, unless and until your right to vote is restored by the Florida Commission on Offender Review (State Clemency Board);
- (2) you have not completed all of the terms of your sentence related to your Florida felony conviction (prison or jail time; parole, community control, probation, or other forms of supervision; payment for the total amount of all fines, fees, costs, and restitution ordered as part of the felony sentence; and fulfillment of any other term ordered by the court as part of your sentence); or
- (3) you are not a United States citizen and a permanent resident of the State of Florida. See specifically, section 4, Article VI, Fla. Const., and section 98.0751, Fla. Stat.

By signing this letter, you agree that you alone are solely responsible for determining if you are legally able to register to vote, and that you must solely determine if you are lawfully qualified to vote. If someone tells you that you are eligible to vote, you must rely upon your own independent knowledge (as informed by your own attorney if applicable) of your individual circumstances, and not upon the advice of any third parties who may be incorrect or unqualified to interpret your eligibility. You further acknowledge that if you were once lawfully registered to vote, you may later become a disqualified elector and unable to vote, as proscribed by section 4, Article VI, Fla. Const., and section 98.0751, Fla. Stat.

In the event you have a language barrier or documented disability that will make effective communication difficult without the assistance of a translator or auxiliary aid/service, this must be relayed to your officer as soon as possible. Unless another form of effective communication (e.g. exchanging written notes) is established and agreed upon, the Department will provide an interpreter or translator during your initial orientation and instruction at the beginning of your supervision period as well as during other scheduled meetings where significant communications involving non-compliance and violations of supervision must be discussed. At the initial orientation and instruction, you and the Department representative will decide what are "significant communications involving noncompliance and violations of supervision". The Department and you will establish what form of effective communication will be used under these circumstances. If there are other occasions where you would like to bring someone to assist in interpreting on your behalf, you may do so.

I hereby certify that I have received a copy of the Department of Corrections Instructions to Offender and understand if I have any questions regarding this information I am to ask my probation officer to explain further. I understand my probation officer may not give advice on voting restoration.

Offender's Signature and Date:

Officer's Signature and Date: