

# POST CONVICTION ORIENTATION HANDBOOK



U.S. Probation Office  
Eastern District of Pennsylvania



Headquarters: William J. Green Federal Building

600 Arch Street, Suite 2400

Philadelphia, PA 19106

Website: [www.paep.uscourts.gov](http://www.paep.uscourts.gov)

# WELCOME

Welcome to the United States Probation Office for the Eastern District of Pennsylvania, serving these nine counties.



It is likely that your first contact with our office came through the presentence investigation process. Some of the goals of the presentence investigation are to assist the Court in determining the outcome/sentence, assessing potential needs, and preparing individuals for next steps after sentencing or post-conviction. Whether the outcome was a prison sentence with supervised release to follow, or a sentence of probation, community supervision is an important step.

While we know that the start of supervision can feel overwhelming and full of unknown expectations, we are here to guide and assist you during this process.

The entire staff of this district is committed to assisting you as you complete your community supervision. Whether your officer is stationed in Philadelphia, Reading, or Allentown, your officer will work with you to determine your individual needs and concerns and assist you in making positive changes in your life to ensure your success. Probation officers are tasked with both protecting the public and providing rehabilitative services to you, and we strive to do both through a successful partnership with you.

In addition to the work of your probation officer, we have many community partners who can assist with treatment needs, housing, employment, and other issues that may arise. Please be sure to speak with your officer about your needs and concerns.

You can expect to be treated with dignity and respect while on supervision, and in return, we ask that you treat our staff respectfully and adhere to the conditions of your supervision.

Your officer will work with you to set appointments both in the office and in the community. You may be seen at home or work as needed. You are also welcomed to contact us whenever you have an issue that needs to be addressed. If your officer is unavailable, you may always ask for the “duty officer” or supervisor. Our general telephone number is 215-597-7950.

Again, welcome!

*Jana G. Law*

Jana G. Law, Chief U.S. Probation Officer

## Eastern District of Pennsylvania Offices



William J. Green Building  
600 Arch Street, Suite 2400  
Philadelphia, PA 19106  
215-597-7950



Gateway Building  
201 Penn Street  
Reading, PA 19601  
610-320-5253



Edward N. Cahn Courthouse  
504 W. Hamilton Street  
Allentown, PA 18101  
610-434-4062

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## *OFFICE HOURS*

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Monday through Friday, 8:00 a.m. to 5:00 p.m. Our offices are closed on all Federal holidays.

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## *OFFICE REPORTING*

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You should have an appointment, and you are to report as directed by your probation officer. If you have an emergency or other issue that requires assistance, you will be seen by the duty officer if your officer is not available.

On the date of your appointment, report to the Probation Office reception area. The receptionist will inform your officer of your arrival.

DO NOT bring any weapons, knives, mace, illegal materials, dangerous substances, liquids, or contraband into the office. Please dress and conduct yourself appropriately while in the office.

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## *TELEPHONE REPORTING*

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You may contact your probation officer by dialing the officer's direct line or mobile telephone. Remember, you can always call the main number at 215-597-7950 and speak to a "duty officer." You may also leave your name, telephone number, and a brief message for your officer to call you back if it is not an emergency.

Feel free to contact the duty officer whenever you need immediate assistance.

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## *STANDARD CONDITIONS OF SUPERVISION FOR THE EASTERN DISTRICT OF PENNSYLVANIA*

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As part of your supervision, you must not commit another Federal, State, or local crime and must not unlawfully possess a controlled substance. You must also refrain from any unlawful use of a controlled substance and, if not waived by the Court, you must submit to one drug test within 15 days of release from imprisonment and at least two periodic drug tests thereafter, as determined by the Court.

1. You must report to the probation office in the federal judicial district where you are authorized to reside within 72 hours of your release from imprisonment, unless the probation officer instructs you to report to a different probation office or within a different time frame;
2. After initially reporting to the probation office, you will receive instructions from the court or the probation officer about how and when you must report to the probation officer, and you must report to the probation officer as instructed;
3. You must not knowingly leave the federal judicial district where you are authorized to reside without first getting permission from the court or the probation officer;
4. You must answer truthfully the questions asked by your probation officer;
5. You must live at a place approved by the probation officer. If you plan to change where you live or anything about your living arrangements (such as the people you live with), you must notify the probation officer at least 10 days before the change. If notifying the probation officer in advance is not possible due to unanticipated circumstances, you must notify the probation officer within 72 hours of becoming aware of a change or expected change;
6. You must allow the probation officer to visit you at any time at your home or elsewhere, and you must permit the probation officer to take any items prohibited by the conditions of your supervision that he or she observes in plain view;
7. You must work full time (at least 30 hours per week) at a lawful type of employment, unless the probation officer excuses you from doing so. If you

do not have full-time employment you must try to find full-time employment unless the probation officer excuses you from doing so. If you plan to change where you work or anything about your work (such as your position or your job responsibilities), you must notify the probation officer at least 10 days before the change. If notifying the probation officer at least 10 days in advance is not possible due to unanticipated circumstances, you must notify the probation officer within 72 hours of becoming aware of a change or expected change;

8. You must not communicate or interact with someone you know is engaged in criminal activity. If you know someone has been convicted of a felony, you must not knowingly communicate or interact with that person without first getting the permission of the probation officer;

9. If you are arrested or questioned by a law enforcement officer, you must notify the probation officer within 72 hours;

10. You must not own, possess, or have access to a firearm, ammunition, destructive device, or dangerous weapon (i.e., anything that was designed, or was modified for, the specific purpose of causing bodily injury or death to another person such as nunchakus or tasers);

11. You must not act or make any agreement with a law enforcement agency to act as a confidential human source or informant without first getting the permission of the Court;

12. If the probation officer determines that you pose a risk to another person (including an organization), the probation officer may require you to notify the person about the risk and you must comply with that instruction. The probation officer may contact the person and confirm that you have notified the person about the risk; and

13. You must follow the instructions of the probation officer related to the conditions of supervision.

*Upon a finding of a violation of probation or supervised release, the Court may revoke supervision or extend the term of supervision and/or modify the conditions of supervision. Upon revocation of supervision, the Court may sentence you to a term of imprisonment, followed by another term of supervision.*

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## *SPECIAL CONDITIONS OF SUPERVISION*

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Special conditions are generally imposed by the Judge at sentencing and can be found on the judgment (or order for revocation if you have been placed on an additional term of supervised release). However, both the Court and Parole Commission reserve the right to add, remove, or modify special conditions at any time during the course of supervision. Special conditions are tailored to each individual and may include mental health treatment, substance abuse testing and treatment, sex offender treatment, an order to pay a fine, restitution, or special assessment fee, community service, location monitoring (typically known as home detention), among others.

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## *LAW ENFORCEMENT CONTACT*

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You must report any contact with law enforcement within 72 hours of the event. Reporting the contact includes calling and speaking directly to your probation officer or leaving a detailed voice mail message regarding the extent of the contact. You should also leave a telephone number in order for your officer to return your call.

Law enforcement contact includes:

- New arrests
- Court appearances
- Questioning by a law enforcement officer
- Receiving citations, tickets, warnings for traffic or other offenses
- Any situation in which a law enforcement officer enters your name in a law enforcement database, such as when you have provided an officer with your identification information

If you are not sure that your contact with law enforcement meets the standard for reporting, call your probation officer to inquire.



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## *Travel Restrictions*

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You must obtain permission in advance from your probation officer to travel outside the Eastern District of Pennsylvania for any reason. The officer may provide the permission verbally or in writing.

The Court or the Parole Commission must approve all foreign travel in advance.

Your probation officer may approve travel outside of the district in the following situations:

- Vacation trips not to exceed 30 days
- Employment searches not to exceed 30 days
- Recurring travel across the district boundary for work, shopping, etc.

You must request permission to travel in advance to allow your probation officer time to investigate your proposed travel plan and to prepare a written travel permit if required. Additionally, there may be reporting instructions required by the district you plan to visit.

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## *Community & Home Visits*

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Your probation officer is required to visit you at home and may also visit you elsewhere in the community, such as your place of employment, treatment facility, or community service site. The officer may visit you during “non-traditional hours” so as to minimize the disruption in your schedule.

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## *Third Party Risk*

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As directed by the probation officer, you are required to notify third parties of risks that relate to your criminal record or personal history or characteristics. You shall permit the probation officer to make such notifications and to confirm your compliance with these notification requirements. The notification

is often required for employment or certain housing situations. However, other situations may also require disclosure to specific third parties. You will be given the opportunity to personally make the disclosure within a reasonable period of time.

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## *Employment & Educational Requirements*

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You must work regularly at a lawful occupation unless excused by the probation officer for schooling, training, or other activities authorized by the probation officer. You must report any known changes in your employment status to your probation officer 10 days in advance of those changes or within 72 hours of unexpected changes to your employment. It is best to share your plans for any changes in your employment as soon as possible.

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## *Helpful Reentry Resources*

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### ***Vital Records***

**Birth Certificate (Pennsylvania):**  
110 N. 8th St., Suite 108  
Philadelphia, PA 19107  
<https://mycertificates.health.pa.gov/>  
(866) 712-8238

**Social Security Card:**  
<https://www.ssa.gov/ssnumber/>

**State ID/Driver's License:**  
<https://www.dmv.pa.gov/Driver-Services/Pages/Driver-Services.aspx>

### ***Public Benefits Enrollment***

**BenePhilly:**  
<https://www.phila.gov/programs/benephilly/>  
(844) 848-4376  
[benephilly@phila.gov](mailto:benephilly@phila.gov)

### ***Job Training***

**JEVS Human Services:**  
<https://www.jevshumanservices.org/>  
(215) 854-1800  
[info@jevs.org](mailto:info@jevs.org)

**Looking Forward Philadelphia:**  
<https://www.jevshumanservices.org/looking-forward/>  
(484) 533-7002  
[lookingforward@jevs.org](mailto:lookingforward@jevs.org)

**PRO-ACT**  
<https://www.councilsepa.org/programs/pro-act>  
(215) 345-6644  
[nwest@councilsepa.org](mailto:nwest@councilsepa.org)

**Uplift Solutions:**  
<https://upliftsolutions.org/>  
1 (833) 875-4389  
[info@upliftsolutions.org](mailto:info@upliftsolutions.org)

### ***Education***

**Graduate! Philadelphia:**  
<https://graduatephiladelphia.org/>  
(215) 933-2139  
[Advisor@GraduatePhiladelphia.org](mailto:Advisor@GraduatePhiladelphia.org)

### **Therapy**

**Council for Relationships:**

<https://councilforrelationships.org/>

215-382-6680 ext. 1

### **Healthcare**

**Philadelphia Fight:**

John Bell Health Center

<https://fight.org/programs/john-bell-center/>

(267) 725-0252

After-hours line: 267-725-0252

**Temple Dental Clinic:**

<https://dentistry.temple.edu/>

(215) 707-2900

### **Legal**

**Philadelphia Lawyers for Social Equity:**

<https://www.plsephilly.org/>

(267) 519-5323

[info@plsephilly.org](mailto:info@plsephilly.org)

**Temple Legal Aid:**

<https://sites.temple.edu/tlao/>

(215) 204-1800

[lawtlao@temple.edu](mailto:lawtlao@temple.edu)

**Community Legal Services:**

<https://clsphila.org/>

(215) 981-3700

### **Financial**

**Clarifi:**

<https://www.clarifi.org/>

(215) 563-5665

[ClarifiTeam@clarifi.org](mailto:ClarifiTeam@clarifi.org)

### **Clothing**

**Our Closet:**

<https://www.ourclosetpa.org/>

866-532-7669 (emergencies only)

[info@ourclosetpa.org](mailto:info@ourclosetpa.org)

### **Food**

**City of Philadelphia Food Distribution Sites:**

<https://www.phila.gov/food/>

### **Miscellaneous**

**Philadelphia FIGHT:**

<https://fight.org/>

(215) 985-4448

[fight@fight.org](mailto:fight@fight.org)

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## *Voting Rights*

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[dos.pa.gov](http://dos.pa.gov)

### WHO CAN REGISTER AND VOTE?

You may register and vote if you hold citizenship in the United States for at least one month before the next election; are a Pennsylvania resident and resided in your election district for at least 30 days before the next election; and will be at least 18 years of age on the day of the next election. If you meet the above qualifications, you can register and vote if you:

- Are a **pretrial detainee** confined in a penal institution awaiting trial on charges of a felony or a misdemeanor;
- Are **convicted of a misdemeanor** and are confined in a penal institution;
- **Were released (or will be released by the date of the next election)** from a correctional facility or community confinement facility upon completion of your term of incarceration for conviction of a misdemeanor or a felony;
- Are on **probation** or **released on parole**;
- Are a **parolee living in a community confinement center** (except for state intermediate punishment (SIP) inmates);
- Are under **house arrest (home confinement)**, regardless of conviction status or the status of the conditions of confinement.

### WHO CANNOT REGISTER AND VOTE?

You are not eligible to register and vote if you:

- Are currently confined in a penal institution for conviction of a felony (even if you

are also incarcerated for one or more misdemeanor offenses) and will not be released from confinement before the next election;

- Are in a community confinement facility or other alternative correctional facility for conviction of a felony and will not be released before the date of the next election;
- Were convicted of violating any provision of the Pennsylvania Election Code within the last four years.

## WHERE DO YOU REGISTER?

If you are in a penal institution, your residence for voter registration is:

- The last place you registered to vote before confinement in a penal institution; or
- Your last known address before confinement; or
- A new residence established while confined (for example, if your spouse establishes a new residence where you intend to reside upon your release from confinement).

A penal institution or community confinement facility **cannot** be your residence address for registering to vote; however, you may use those locations for your mailing address.

## HOW CAN YOU REGISTER TO VOTE?

If you are qualified to register to vote you may apply to register:

- Online. You may visit and submit online voter registration applications at [register.votespa.com](https://register.votespa.com);
- Print. Download and print the voter registration application from the Department of State's website at [register.votespa.com](https://register.votespa.com).
- Mail. You can obtain a voter registration application by contacting your county board of elections.
- Phone. You may also request a voter registration mail application over the phone by calling the Department of State at 1-887-VOTESPA (1-887-868-3772).

## IMPORTANT INFORMATION FOR REGISTRANTS WHO ARE CONFINED IN A PENAL INSTITUTION

If you are currently confined in a penal institution for the conviction of a misdemeanor **only** or if you are awaiting trial, you must register from your last known address before confinement or an address (other than the penal institution) that you have established as your permanent residence.

If you were registered to vote before being confined, your residence is the address where you were last registered before confinement; or the address (other than the penal institution) that you established as your residence address; or the address you established as your permanent address.

## HOW CAN YOU VOTE?

### *IF YOU ARE **CONFINED** IN A PENAL INSTITUTION...*

- Contact your county board of elections to request an absentee ballot application or [download, complete and mail](#) the absentee ballot application to your county board of elections.
- Upon receiving your absentee ballot, you must complete the ballot in secret, enclose it in the envelope marked “Official Absentee Ballot” and then place it in the second envelope.
- Fill out, date and sign the declaration of the elector printed on the second envelope.
- Seal the envelope and mail it to your county board of elections.

### *IF YOU **ARE NOT CONFINED** IN A PENAL INSTITUTION, COMMUNITY CONFINEMENT FACILITY OR UNDER HOUSE ARREST (HOME CONFINEMENT) ...*

- You may vote in person at your assigned precinct (polling place). The location of your polling place should be included on your voter identification card or can be found [online](#).
- If you will be absent from their municipality on the day of the election or unable to attend their polling place due to illness or disability (including incarceration or home confinement), you may vote by absentee ballot. Please refer to the procedures outlined above.

QUESTIONS? NEED ADDITIONAL INFORMATION? CONTACT YOUR [COUNTY BOARD OF ELECTIONS](#). THE SEARCH FEATURE PROVIDES COUNTY NAMES, PHONE NUMBERS AND ADDRESSES.