

---

## PROBATION/PAROLE OFFICER: SUMMARY OF BEST PRACTICES

### Before the Judicial Settlement Conference

- Interview the defendant
- Conduct the LS/CMI
- Provide the defendant with information about the MCJRP program
- Schedule any and all evaluations, where appropriate
- Develop a case plan to address defendant's risk and need. This is to include specific and concrete controls, along with programming to address needs.
- Complete report within two weeks of LS/CMI. Include recommendation for supervision options/treatment courts to address defendant's need. Assess defendant's readiness to change.
- Complete pre-adjudication home visit. Create housing plan should defendant need housing.

### At the Judicial Settlement Conference

- PO who completed the assessment should attend the JSC. The PO should be able to discuss the advantages and disadvantages of a proposed course of action. Be prepared to discuss availability and length of expected time on a "wait list" for treatment and housing options.
- Attend plea and sentencing. Explain in detail the expectations, conditions of probation, and timing.

### After the Judicial Settlement Conference

- Communicate with all parties about likely outcome
- Make any and all referrals to treatment, housing, or community programming
- Follow up with any additional assessments
- PO who completed the assessment should attend plea/sentencing
- PO or designee arranges to pick defendant up should they be in custody