

U.S. PROBATION
SOUTHERN DISTRICT OF NEW YORK

Due to the recent precautions taken for COVID-19 and to ensure you are still reporting to probation within **72 hours** of being sentenced or released from custody (BOP, ICE, State or RRC), we are asking you to check-in prior to reporting in person.

***If you reside in the Bronx or Manhattan, please send an email *on the day you are released* to:**

nysp_intake@nysp.uscourts.gov

Stating the following ...

1. Your first AND last name
2. Phone number to reach you to conduct a telephone intake session
3. Date of birth
4. Where you were released from
5. When you were released
6. If you need Spanish speaking officer to contact, you

If you are unable to send an email, please contact one of the intake officers via telephone between 9 am and 4 pm and leave a voice mail stating the above information.

**Officer Jana Nieman
646-879-6443**

**Officer Taylor Shargay
917-418-5008**

If you contact us after 4:00 pm we will respond the next day. You will be asked to verify your demographic information which may include sending us a picture. You will also be given contact information for your assigned officer. The assigned officer will then be in contact with you regarding your term of supervised release and any further questions/concerns.

*Please note: When we contact you to conduct the phone interview, our calls will come in as a BLOCKED NUMBER, please pick the call up.

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***If you reside in Westchester, Rockland, Orange, Putnam, Sullivan or Dutchess County contact:**

**Officer Chris Baker
646-831-7982**

Between the hours of 9 am and 4:00 pm
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*** If you reside in the Eastern District of New York (Brooklyn, Queens, Staten Island, Nassau or Suffolk County call 347-534-3401.**

Unless you are released on Friday, **DO NOT WAIT UNTIL FRIDAY TO REPORT!**
We thank you for your patience during this time.

Oficina de Probatoria Federal
Distrito Sur de New York

Debido a las recientes precauciones tomadas por el COVID-19 (coronavirus), la Corte Federal del Distrito Sur de New York no permite la entrada del público al edificio. Para asegurarnos de que usted se reporta, según requerido, a la libertad condicional (supervised release o probation) dentro de las 72 horas de haber sido sentenciado o liberado, (cárcel federal, cárcel de inmigración, cárcel estatal o casa media) le pedimos que envíe un correo electrónico a:

NYSP_Intake@nysp.uscourts.gov

Indique lo siguiente...

1. Su nombre y apellido
2. Número de teléfono para llevar a cabo una sección de admisión telefónica
3. Fecha de nacimiento
4. De dónde fue liberado?
5. Cuándo fue liberado?
6. Si necesita que un oficial que habla español se comunique con usted

Si no puede enviar un correo electrónico (email), comuníquese con uno de los oficiales de admisión por teléfono. Se prefiere un mensaje de texto, o puede dejar un mensaje telefónico que indique:

1. Su nombre y apellido
2. Su número de teléfono, para comunicarnos con usted para llevar a cabo la sección de admisión
3. Fecha de nacimiento
4. De dónde fue liberado?
5. Cuándo fue liberado?
6. Si necesita que un oficial que habla español se comunique con usted

Oficial Marcela Bravo
212-805-5137
646-210-4278

Oficial Sonales Gonzalez
212-805-0042
917-642-5948

Si nos contacta después de las 4:30 PM, le responderemos al día siguiente. Se le pedirá que verifique su información demográfica. También se le dará información de contacto para su oficial asignado. El oficial asignado se pondrá en contacto con usted con respecto a su libertad supervisada y cualquier otra pregunta o inquietud.

***Tenga en cuenta:** Cuando nos comuniquemos con usted para realizar una entrevista telefónica, nuestras llamadas serán de un número bloqueado, conteste la llamada.

Le agradecemos su paciencia durante este tiempo.

**United States Probation Office
Walk-in Intake Form**

Name: _____
Supervising Officer (if known): _____
Court Name (if different): _____
Case Number and Offense: _____
Magistrate or District Judge: _____
Sentencing District: _____

Personal Information

Date of Birth _____ Race: White Black Hispanic Asian other
Social Security # _____ Sex: male female
Are you a U.S. citizen? yes no If no, immigration status: Legal Alien Illegal Alien other
What is your alien number? _____

Residential and Contact Information

Home phone number: _____
Cell phone number: _____
Address: _____ How long at this residence? _____

Are there any obstacles which may prohibit entrance to your residence, such as gates, dogs, fences, no parking, etc? yes no If so, please describe: _____

Who else lives at this residence?
(Names and relation to you) _____

Are there any weapons in the residence? yes no If so, please describe: _____

Is anybody at the residence a convicted felon? yes no If so, list names and birth dates: _____

Is anybody in the residence a substance abuser? yes no If so, list name: _____

Who is with you today?
(Name and relation to you) _____

Emergency contact phone #: _____

Employment Information

Are you employed? yes no If not employed, explain why: _____

Address of employment: _____

How long at this job? _____

Your position: _____

Does your boss know about your federal court supervision? yes no

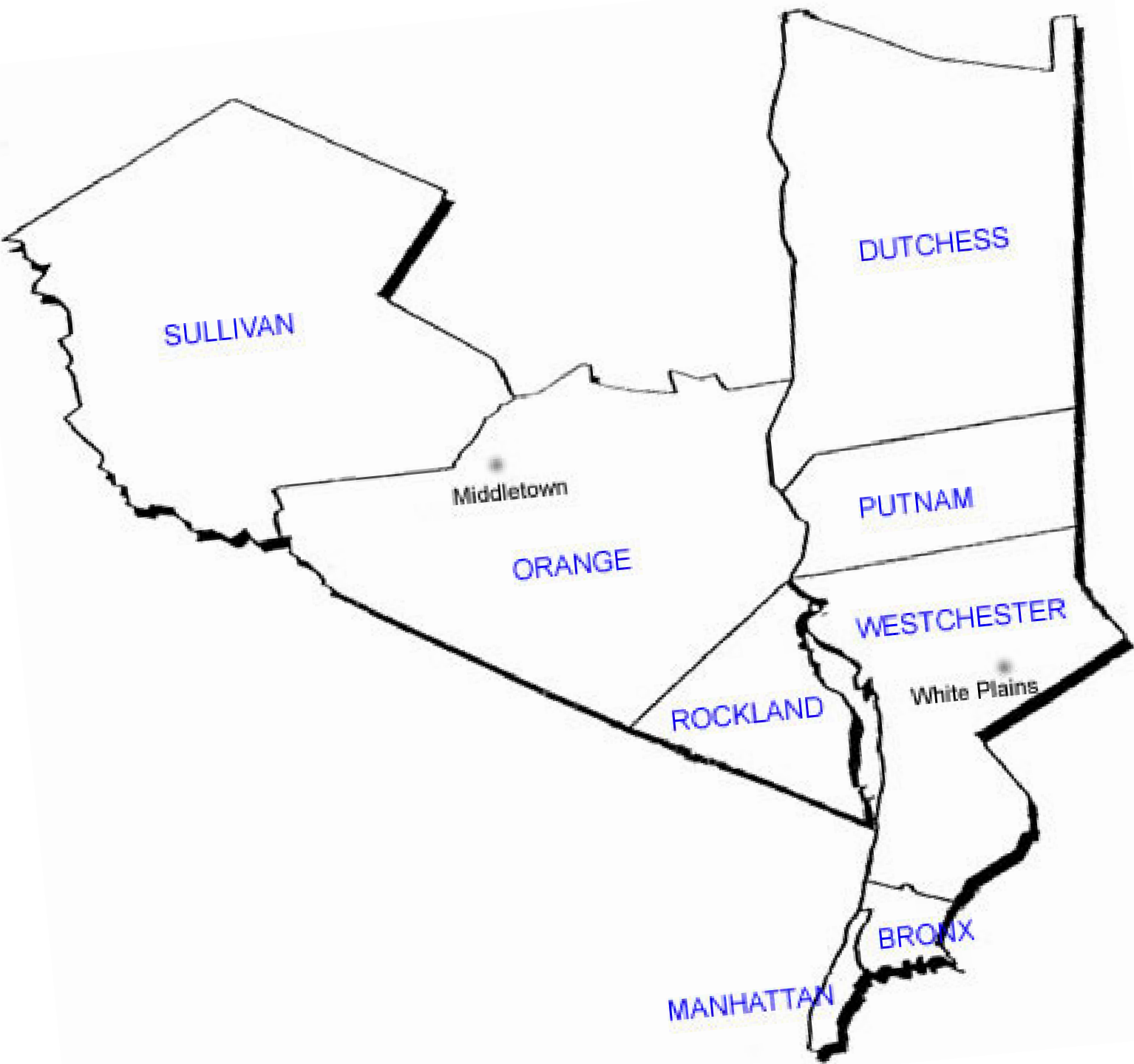
Physical, Substance Abuse and Mental Health

Have you ever been in substance abuse or mental health treatment? yes no If so, where and when? _____

Have you in the past, or are you currently using any illegal substances? yes no If yes, name of substance? _____

Are you currently taking any prescriptions? yes no If so, what are you taking? _____

Notes of Concern



SULLIVAN

Middletown

ORANGE

ROCKLAND

DUTCHESS

PUTNAM

WESTCHESTER

White Plains

MANHATTAN

BRONX



**HAVE YOU PAID YOUR SPECIAL
ASSESSMENT, FINE AND/OR RESTITUTION?**

**FAILURE TO COMPLY WITH FINANCIAL OBLIGATIONS CAN RESULT
IN SANCTIONS BY THE COURT.**

Payments should be made to the sentencing district.

For all SDNY cases:

Payments are made at the Clerk's Office

**United States District Court
500 Pearl Street
New York, NY 10007
Attn: Cashier's Office
Phone: (212) 805-0136**

ACCEPTED FORMS OF PAYMENT

- In person: cash or debit/credit card
- Via mail: certified check or money order. *Personal checks will NOT be accepted. If you are paying by mail and would like a receipt, please include a self-addressed stamped envelope with your payment.

****Docket number is required to make all payments.**

Individuals supervised out of the White Plains Courthouse can make payments at:

**United States Courthouse
300 Quarropas Street
White Plains, NY 10601
Phone: (914) 390-4010**

SAMPLE

Conditions of Supervised Release

UNITED STATES DISTRICT COURT For The Southern District of New York

While on supervision, the defendant shall not commit another Federal, state, or local crime. The defendant shall not illegally possess a controlled substance.

If the judgment imposed a fine or a restitution obligation, it shall be a condition of supervision that the defendant pay any such fine or restitution that remains unpaid at the commencement of the term of supervision in accordance with any Schedule of Payments set forth in the Criminal Monetary Penalties sheet of the judgment. In any case, the defendant should cooperate with the probation officer in meeting any financial obligations.

The defendant shall report in person to the probation office in the district to which you are released within 72 hours of release from the custody of the Bureau of Prisons (supervised release cases only).

The defendant shall not possess a firearm, destructive device, or any other dangerous weapon.

For offenses committed on or after September 13, 1994:

The defendant shall refrain from any unlawful use of a controlled substance. The defendant shall submit to one drug test within 15 days of release from imprisonment or placement on probation and at least two periodic drug tests thereafter.

The above mandatory drug testing condition is suspended **Choose an item.**

It is the order of the Court that the defendant shall comply with the following standard conditions:

- (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 changed 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) You must follow the instructions of the probation officer related to the conditions of supervision.

The special conditions ordered by the Court are as follows:

SUBJECT TO MODIFICATION UPON RECEIPT OF THE JUDGMENT ORDER

SAMPLE

Condiciones de la Libertad Probatoria y la Libertad Supervisada

TRIBUNAL DE DISTRITO DE LOS ESTADOS UNIDOS

PARA EL DISTRITO DE

Distrito Sur de Nueva York

Durante el período de Libertad Supervisada, el acusado no deberá cometer ningún otro delito a nivel federal, estatal o local. El acusado no deberá tener en su posesión, de forma ilegal, ninguna sustancia regulada.

Si le corresponde hacerlo de acuerdo con el fallo y como una de las condiciones de Libertad Supervisada, el acusado cumplirá con el pago de cualquier multa o acto de restitución que aún quede pendiente cuando comience el período de supervisión. Todo pago se hará de acuerdo con el proyecto de pagos que se especifique en la sección de Penas Monetarias Penales (Criminal Monetary Penalties) del fallo. En todo caso, el acusado deberá cooperar con el oficial de libertad probatoria en todo lo que tenga que ver con el cumplimiento de las obligaciones monetarias del acusado.

El acusado debe presentarse en persona en la oficina del oficial de libertad probatoria en el distrito donde se le libere de la cárcel dentro de 72 horas a partir del momento cuando se concluya la custodia judicial de la Dirección de Prisiones (Bureau of Prisons), solamente en casos de libertad supervisada.

El acusado no tendrá en su posesión ningún arma de fuego, artefacto de destrucción, o cualquiera otra arma peligrosa.

De aplicación a delitos ocurridos a partir del 13 septiembre de 1994

El acusado evitará todo uso ilícito de sustancias reguladas. El acusado se someterá a un análisis de droga dentro de 15 días a partir de su liberación de la cárcel o el inicio de la libertad probatoria, y por lo menos dos análisis adicionales de allí en adelante.

Choose a drug testing

Por orden del juez, el acusado cumplirá con las siguientes condiciones normales:

- (1) el acusado no abandonará el distrito judicial sin permiso del juez o del oficial de libertad probatoria;
- (2) el acusado hará acto de presencia en la oficina del oficial de libertad probatoria y entregará un informe verídico y completo por escrito, dentro de los primeros cinco días de cada mes;
- (3) el acusado contestará toda pregunta que le haga el oficial de libertad probatoria con la verdad, y cumplirá con todas las instrucciones del mismo;
- (4) el acusado cumplirá con la manutención de las personas que dependen de él, y toda otra responsabilidad familiar;
- (5) el acusado deberá trabajar con regularidad desempeñando una tarea legal, a menos que el oficial de libertad probatoria le permita seguir un curso de estudio, capacitación u otra alternativa aceptable;
- (6) el acusado notificará al oficial de libertad probatoria con, por lo menos, diez días de anticipación antes de cambiar de domicilio o empleo;
- (7) el acusado no consumirá bebida alcohólica en exceso, y no comprará, usará, distribuirá, o administrará ninguna sustancia regulada, ni cualquier accesorio relacionado con las sustancias reguladas, a no ser que fuera recetado por un médico;
- (8) el acusado no frecuentará lugares donde se vendan, usen, distribuyan, o administren ilegalmente las sustancias reguladas;
- (9) el acusado no se asociará con ninguna persona que participe en actividad delictiva y no se asociará con ninguna persona convicta de un delito mayor, a menos que el oficial de libertad probatoria le conceda permiso para hacerlo;
- (10) el acusado permitirá que un oficial de libertad probatoria le visite en cualquier momento, en su casa o en otro lugar, y permitirá la incautación de cualquier clase de contrabando observado a plena vista por el oficial de libertad probatoria;
- (11) el acusado le notificará al oficial de libertad probatoria dentro de las 72 horas de ser arrestado o interrogado por un agente del orden público;
- (12) el acusado no celebrará ningún acuerdo para actuar como informante o agente especial de una dependencia de orden público sin permiso del juez;

El juez ordena las siguientes condiciones especiales: