

## Adult Probation Frequently Asked Questions

### **I just admitted or was found guilty of a crime. I was told I need a PSI done. What is this?**

- A presentence investigation (PSI) is completed on felonies to provide the court with more information about the defendant when making a decision on sentencing. Information included in the report will be: your legal history, family, personal relationships (significant others), dependents, friends, education, employment, financial situation, home life, physical health, mental health, and substance use. An Indiana Risk Assessment System (IRAS) will be done to determine your risk to reoffend and criminogenic areas that need improved on. After completing the IRAS and collecting this information, Probation will make a recommendation to the court of what the sentence should be. Please note that the Judge/Magistrate has the final decision on all sentencings.

### **I was just sentenced to Probation and I need to complete intake. What do I do?**

- You will report to Probation and complete our intake packet form (provide address, phone numbers, etc). You will meet with an Intake Officer who will go over additional forms with you. You will be given appointment dates for Indiana Risk Assessment System (IRAS), Alcohol and Drug Assessment (if ordered), and/or a first appointment with your Probation Officer. You may also have your DNA completed based on offense and if this has not been previously done.

### **I want to transfer my probation case to another county. How can I do this?**

- You must contact your Probation Officer to transfer your probation case to another county. There is a transfer fee of \$75 paid to the receiving county. [You must be eligible to transfer \(click for eligibility information\)](#). You cannot transfer your probation case if you are in violation, do not meet the criteria, or your sentencing order does not allow it. More information can be found at: <https://www.in.gov/courts/iocs/probation/intrastate-transfer/>

### **I want to transfer my probation case to another state. How can I do this?**

- You will need to speak to your Probation Officer to transfer your probation case to another state. There is a transfer fee of \$125.00. You must meet the criteria to be eligible to transfer. You cannot transfer your probation case if you are in violation, do not meet the criteria, or your sentencing order does not allow it. More information can be found at: <https://www.in.gov/courts/iocs/probation/interstate-compact/>

### **I have an IRAS appointment. What is this?**

- Shelby County Probation utilizes the [Indiana Risk Assessment System \(IRAS\)](#) for adults and the [Indiana Youth Assessment System \(IYAS\)](#) for juveniles. These assessments determine a probationer's risk of re-offending and criminogenic areas to work on. These assessments will help when case planning and using Evidence Based Practices interventions.

### **I have an ADA appointment. What is this?**

- At this appointment you will complete a drug and alcohol assessment. You will meet with a Probation Officer who is certified to complete these assessments. Based on this assessment, recommendation will be made for substance abuse treatment. More information about ADA can be found here: <https://www.co.shelby.in.us/probation/alcohol-and-drug-assessments-ada/>

### **What fees do I owe? How do I pay them?**

- Your Probation Officer can provide you with a printout of your fees. All court fees, restitution, Probation fees, and probation drug screen fees will be paid at the Clerk's office. Every time you are drug screened, this cost will be added to your fee balance. Your probation fees need to be paid according to your sentencing/dispositional orders. All fees must be paid in full prior to the end of your probation.

<https://www.co.shelby.in.us/probation/fees/>

### **I am required to call the drug screen hotline. When do I call the hotline? When do I report for drug screens?**

- All of this can be found here: <https://www.co.shelby.in.us/probation/drug-screens/>

### **I want to go on vacation out of state. Is this allowed?**

- Prior to going on any vacation out of state, you **MUST** contact your Probation Officer. Depending on offense and sentencing order, you may be required to submit a travel request. The travel request has to be signed off by your Probation Officer and a Judge/Magistrate. This form can be located here. <https://www.co.shelby.in.us/wp-content/uploads/2020/11/travel-request-form.pdf>

