

POST CONVICTION ORIENTATION HANDBOOK



U. S. Probation Office
Middle District of North Carolina



Headquarters:

101 S. Edgeworth Street, Suite R312

Greensboro, NC 27401

336-358-4200

Website: www.ncmp.uscourts.gov

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WELCOME

Welcome to the United States Probation Office for the Middle District of North Carolina.

The officers and staff of this district are committed to assisting you as you complete your community supervision. 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 of these through a successful partnership with you.

In addition to the work of your probation officer, we have a number of community partners who can assist with treatment needs, housing, employment, and any other issue that may arise. Some of you may be court-ordered to attend treatment programs, if you are, your officer will work with you to find the best fit for your needs. If you are not court-ordered to attend, but feel such treatment would be beneficial, please 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 your officer respectfully and adhere to your conditions of supervision.

Your officer will work with you to set appointments and see you at home or work as needed, but you are also welcome 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.

Again, welcome to the United States Probation Office for the Middle District of North Carolina.

Melissa A. Alexander, Ph.D.
Chief United States Probation Officer
Middle District of North Carolina

Middle District of North Carolina Divisional Offices



Winston-Salem
251 N. Main St., Suite #840
336-631-5111



Durham
2330 Broad St.
919-317-1997



Salisbury
350 Jake Alexander Blvd., W.,
Suite 101
704-633-5762



Rockingham
1198-B Rockingham Rd.
910-895-4996

OFFICE HOURS

Monday through Friday, 8:00 am to 5:00 pm. The office is closed on all Federal holidays.

OFFICE REPORTING*



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.

TELEPHONE REPORTING

You may contact your probation officer by dialing the officer's direct line or mobile telephone.

If your probation officer is not available, leave your name, telephone number, and a brief message. Feel free to contact the duty officer for immediate assistance.



MONTHLY SUPERVISION REPORTS

The current standard condition in the Middle District of North Carolina concerning monthly supervision reports requires you report to your probation officer in a manner and frequency directed by the Court or probation officer.

The probation officer may require you to submit a monthly supervision report by the 5th of every month. The report must be complete, accurate, and signed. You may also be required to attach employment and wage verification or other documentation required by the officer. If you are required to submit a paper copy of your report, only originals are accepted (no faxes).

An example of the written can be found on our website: www.ncmpuscourts.gov.

The report may be submitted using traditional paper forms or utilizing the Electronic Reporting System (a report that can be completed via the internet). Your probation officer will provide instructions about which method will be preferred. Instructions for completing supervision reports by internet are attached.



1. Go to <https://supervision.uscourts.gov>. Note: Click Cambiar a español if you need to complete your supervision report in Spanish.
2. Enter the user ID in the User Id field.
Note: If your user ID is all numbers, be sure to enter the dash (-) between the groups of numbers.
3. Enter the password you received by email or by your officer in the current password field and click Log In.
4. In the next screen, create a new password.
This step is only required the first time you report.
 - a. Enter again the password you received.
 - b. Enter a new password.
 - c. Enter your new password again.
 - d. Click Save to confirm your new password.
5. In the next screen, answer all the security questions. Click Save when finished.
6. Click Accept to accept the terms and conditions.
7. Your personal information and picture display.
 - a. If this is you, click yes. Otherwise, click no and your session will end.
8. At the Main Menu, click one of the buttons:
 - a. Submit Supervision Report - click if you would like to complete your supervision report. Go to step 9 for next steps.
 - b. Check In – click if just checking in.
 - c. Change your Contact Info- click if you would like to report an address, contact, email or employment change. Go to step 10 for next steps.
 - d. Attach Documents - click if you would like to attach a file to submit to your officer. Go to step 11 for next steps.
9. Submit a Supervision Report
You will either begin your supervision report for the current month OR be presented with a list of months to report on. A list of months will only be presented if the district has the feature enabled AND you have missed a report. If a list of months appears, select a month and click Continue.
 - a. In the next screen, click I agree to certify that you will answer the questions correctly.
 - b. Answer each set of questions completely and correctly. Click the buttons at the bottom of the screens to answer questions and to move forward through the reporting session.
 - c. Review your answers in the Summary & Review screen.
 - d. If you want to change an answer, click Change next to that answer. Click Continue to Save your new answer. Click Back to return to the Summary & Review page.
 - e. Scroll down to the bottom of the Summary & Review screen and click Continue. You must be scrolled all the way down the page in order to click the Continue button. If you are not, the Continue button will appear gray.
 - f. If you have files to attach, click yes. Otherwise, click no.
 - g. In the next screen, enter your password and click I agree.
 - h. If you would like an email confirmation confirming your submission, click yes. Otherwise, click no.
 - i. If no missing months appear, Click OK to ending message. If you have missing reports and you want to complete them, select the month and click yes. The process will repeat. If you click no, you will be asked for a reason why. Enter the reason and click Continue.
 - j. Click Quit to log out of ERS. Otherwise, click Main Menu to return to the Main Menu.
10. Change your Contact Info
 - a. Click the option from the Change your Contact Info options (Address, Employment, Email, or Phone)
 - b. In the next screen, click I agree to certify that you will answer the questions correctly.
 - c. In the next screens, answer each set of questions completely and correctly. Click the buttons at the bottom of the screens to answer questions and to move forward through the reporting session.
 - d. Review your answers in the Summary & Review screen to make sure they are correct.
 - e. If you want to change an answer, click Change next to that answer. Click Continue to Save your new answer. Click Back to return to the Summary & Review page.
 - f. Scroll down to the bottom of the Summary & Review screen and click Continue. You must be scrolled all the way down the page in order to click the Continue button. If you are not, the Continue button will appear gray.
 - g. If you have files to attach, click yes. Otherwise, click no.
 - h. In the next screen, enter your new password and click I agree.
 - i. If you would like an email confirmation confirming your submission, click yes. Otherwise, click no.
 - j. Click OK to ending message.
 - k. Click Quit to log out of ERS. Otherwise, click Main Menu to return to the Main Menu.
11. Attach Documents
 - a. Click the "Attach File (5MB Max) button.
 - b. Browse to your own directory and attach file.
 - c. Your file should appear on the screen. View or delete the file as needed.
 - d. Repeat step c for additional files.
 - e. Click Continue to Submit your files. Otherwise, click Cancel to return to Main Menu.
 - f. A confirmation will appear that your files were submitted successfully and you will be returned to the Main Menu.
 - g. Click Quit in the top right corner to end your session.

STANDARD CONDITIONS OF SUPERVISION FOR THE MIDDLE DISTRICT OF NORTH CAROLINA

While on probation or supervised release, the defendant shall not commit another Federal, State, or local crime and shall not illegally possess a controlled substance. Revocation of probation and supervised release is mandatory for possession of a controlled substance, possession of a firearm, and/or refusal to comply with drug testing.

1. The defendant shall not leave the judicial district without the permission of the court or probation officer;
2. The defendant shall report to the probation officer in a manner and frequency as directed by the court or probation officer;
3. The defendant shall answer truthfully all inquiries by the probation officer and follow the instructions of the probation officer;
4. The defendant shall support his or her dependents and meet other family responsibilities;
5. The defendant shall work regularly at a lawful occupation unless excused by the probation officer for schooling, training, or other acceptable reasons;
6. The defendant shall notify the probation officer at least ten days prior to any change in residence or employment;
7. The defendant shall refrain from excessive use of alcohol and shall not purchase, use, distribute, or administer any controlled substance or any paraphernalia related to any controlled substances, except as prescribed by a physician;
8. The defendant shall not frequent places where controlled substances are illegally sold, used, distributed or administered;
9. The defendant shall not associate with any persons engaged in criminal activity, and shall not associate with any person convicted of a felony unless granted permission to do so by the probation officer;
10. The defendant shall permit a probation officer to visit him or her at any time at home or elsewhere and shall permit confiscation of any contraband observed in plain view of the probation officer;
11. The defendant shall notify the probation officer within seventy-two hours of being arrested or questioned by the probation officer;
12. The defendant shall not enter into any agreement to act as an informer or a special agent of law enforcement without the permission of the court;
13. As directed by the probation office, the defendant shall notify third parties of risks that may be occasioned by the defendants criminal record or personal history or characteristics, and shall permit the probation officer to make such notifications to confirm he defendants compliance with such notification requirement.

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 the defendant to a term of imprisonment, followed by another term of supervision.

SPECIAL CONDITIONS OF SUPERVISION

Special conditions are generally imposed by the Judge at sentencing and can be found on the judgment (or order for revocation if the defendant is 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 defendant 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, among others.

LAW ENFORCEMENT CONTACT



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.

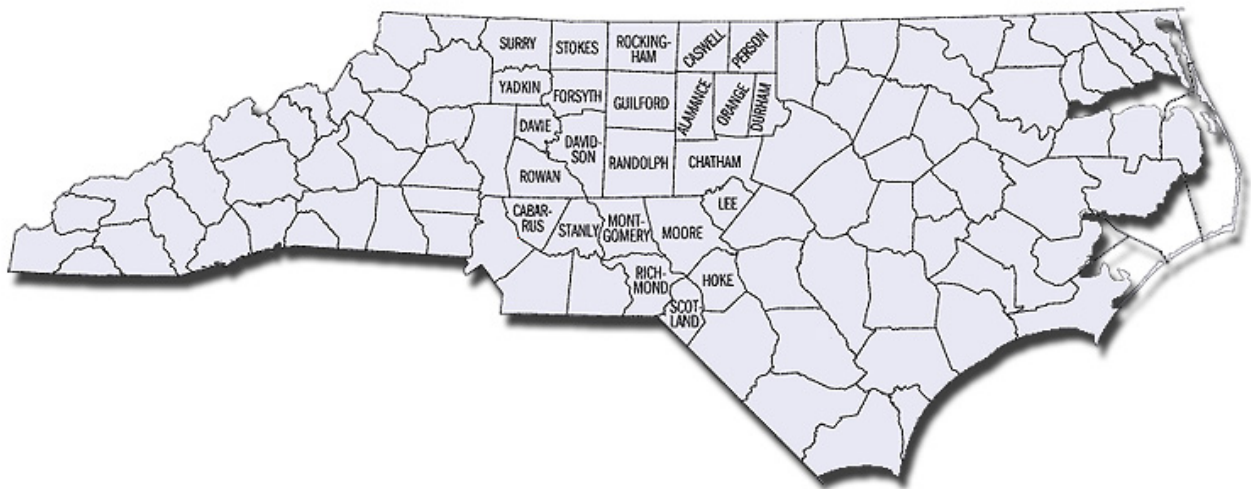
You must also report the contact on the monthly supervision reports.

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.

TRAVEL RESTRICTIONS



You must obtain permission in advance from your probation officer to travel outside the Middle District of North Carolina 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, or recreation*
You should 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 visiting district.

COMMUNITY & HOME VISITS

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.

THIRD PARTY RISK NOTIFICATION

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.

EMPLOYMENT & EDUCATIONAL REQUIREMENTS

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 are required to report any changes in your employment status to your probation officer within 72 hours. It is best to share your plans for any changes in your employment as soon as possible.

[REDACTED]

You shall refrain from excessive use of alcohol and shall not unlawfully purchase, possess, use, distribute or administer any narcotic or other controlled substance, or any paraphernalia related to such substances, except as duly prescribed by a licensed physician. As required by the provisions of 18 U.S.C § 3563(a)(5) or 18 U.S.C. § 3583(d), you must submit to a drug test within 15 days of release on probation or supervised release and at least two periodic drug tests thereafter for use of any controlled substance. Furthermore, you are to submit to drug testing and treatment throughout the supervision period as directed by your probation officer.

Use of controlled substances, for which you do not have a prescription by a licensed physician, may be reported to the Court or Parole Commission. Excessive use of alcohol is also prohibited and may be reported to the Court or Parole Commission.

Additionally, you shall not frequent places where controlled substances are illegally sold, used, distributed, or administered.

DRUG TREATMENT

You may be referred to a drug treatment program if you have a special condition requiring drug testing and/or treatment. Primarily outpatient services are utilized, but residential treatment is available in some instances. The probation office contracts with various vendors in the Middle District of North Carolina to provide services, such as individual and group counseling, cognitive behavioral counseling, residential treatment, and aftercare. There are other community-based support groups such as AA/NA that you may attend. These groups are free of charge and available at various times of day and evening. A listing of local AA/NA meetings can be obtained from your probation officer or accessed through the following links:

<http://www.aanorthcarolina.org/meetings.asp>

<http://crna.org/>

If you are not required to participate in a treatment program but feel that services will help you to comply with supervision and address your needs, please speak with your officer immediately for assistance in obtaining the appropriate services.

MENTAL HEALTH TREATMENT

If you have a special condition for mental health treatment, you may be referred for services to address your mental health needs. We contract with various vendors in the district to provide services such as individual, group and family counseling, dual diagnosis therapy, psychiatric counseling, and medication management.

If you are not required to participate in a treatment program but feel that services will help you to comply with supervision and address your needs, please speak with your officer immediately for assistance in obtaining the appropriate services.

SEX OFFENDER TREATMENT

If you have a special condition for sex offender treatment, you will be referred to a vendor who provides services as contracted by the probation office. These services include, but are not limited to, individual and group counseling and family therapy.

REENTRY

One of the primary job functions of a U.S. Probation Officer is to assist you with your reentry to society. Our mission is to promote success during and beyond your involvement with the judicial process. Transitional support services and community resources are available to assist you. Please discuss this with your probation officer.

INTERACTIVE JOURNALING®

Designed and created by The Change Companies®, in collaboration with U.S. Probation and Bureau of Prisons' staff, Interactive Journaling® is a cognitive behavioral activity that addresses criminogenic needs in key life areas, including Getting Started, Social Values, Responsible Thinking/ Healthy Personality, Self-Control, Peer Relationships, Family Ties, Substance Abuse, Skills for Successful Living, and Strategies for Success. These journals feature information and exercises designed to help you take a close look at your current situation and consider changes you may wish to make. By applying this information, you may develop a personalized road map to make positive and lasting changes in your life. Your probation officer may engage you in Interactive Journaling to address specific areas of need identified during the course of supervision.

If you participated in Interactive Journaling® or any similar program while at the Residential Reentry Center or the Bureau of Prisons, please discuss this information with your probation officer.

COMMUNITY SERVICE

Community service is unpaid work for a civic or nonprofit organization. This court-ordered condition requires you to perform a predetermined number of volunteer service hours. Placement will be facilitated by your probation officer. The community service work site must be pre-approved by your probation officer before you perform any service hours.

VETERAN'S INFORMATION



If you have prior military service, you may be eligible for certain federal benefits. Please notify your supervising officer if you have previously served in the U.S. Military.

SELECTIVE SERVICE REQUIREMENTS

All males between the ages of 18 and 25 must register with the Selective Service within 30 days of their 18th birthday. Incarcerated men in the above age range are exempt from the registration requirements; however, they must register within 30 days of their release but before their 26th birthday.

Failure to comply with this directive may result in loss of benefits, such as student financial aid, federal and state employment, and job training under the Job Training Partnership Act. In addition, failure to register is a felony offense that carries a fine up to \$250,000 and imprisonment up to five years.



You may register on-line at:

WWW.SSS.GOV

Persons with convictions for criminal offenses punishable by death or imprisonment for a term exceeding one year are ineligible for induction into the military unless a waiver is granted. Individuals on supervision are generally ineligible for military service. A six month interval between the termination of supervision and acceptance into the military may be required.

JURY DUTY

If you have been convicted in a state or federal court of a crime punishable by imprisonment for more than one year and your civil rights have not been restored, you are not qualified to serve as a juror in the United States District Court. Additionally, if you have been convicted of a felony, you are not qualified to serve as a juror in the State of North Carolina until your citizenship has been restored as provided by law. If you receive a summons for jury duty, then you should contact the issuing agency and advise of your felony conviction.

VOTING RIGHTS



If you are convicted of a felony, you temporarily lose your citizenship rights in North Carolina, including your right to vote. Any prior voter registration you had before your felony conviction is cancelled by the County Board of Elections. Any attempt to register to vote prior to the restoration of your rights is a felony offense in violation of North Carolina

General Statute §163-275(5).

Your right to vote is restored after you have been unconditionally discharged from prison, probation, supervised release, or parole; unconditionally pardoned; or conditionally pardoned with all conditions satisfied.

When you complete your term of supervision, you will receive information regarding restoration of rights. Thereafter, you will need to re-register to vote in your county of residence.

There are other federal and state civil rights forfeited as a result of a felony conviction. Please refer to the “Notice Regarding Civil Rights” included in the Appendix for further information and the general procedure for the restoration of rights in North Carolina.

Evacuation Procedures



In the event of a man-made or natural disaster that requires the closing of a probation office, the district has established procedures to update your officer on your location and your condition.

If telephone lines are operable, you may call and leave a voicemail message for your officer advising him/her of your current location and condition. However, if phone service is not available, you are instructed to contact one of the other divisional offices noted in the attachment.

If the event or situation requires the long term closing of a particular probation office, you may continue to contact your officer by phone or email. Please remember to update any information that may have changed.

APPENDIX

- Map of District (with cities and counties)
- Evacuation Procedures
- Financial Issues in Criminal Cases – Brochure
- Notice Regarding Civil Rights of Persons Convicted of a Felony
- Post Conviction Risk Assessment: Offender Section and Questionnaire (in English and in Spanish)

Map of Middle District of North Carolina with
Cities and Counties

Middle District/NC



U. S. PROBATION OFFICE MIDDLE DISTRICT OF NORTH CAROLINA HURRICANE/MAJOR CATASTROPHE

If there is a **state of emergency** in the city or county where you live due to a hurricane or other major catastrophe and evacuation is recommended by the local government in the city or county where you live AND you choose to evacuate, you are instructed to do the following:

Contact your **U.S. Probation Officer within 24 hours** of your departure to advise him/her of your relocation plan, leaving the address and telephone number of the location where you can be reached.

If you are unable to speak with your probation officer, you should attempt to speak to the **supervisor** of the probation officer or **leave a voice mail message** on your probation officer's telephone to advise of your departure and relocation plan. (Do not endanger your life waiting to talk to or hear back from your probation officer or his/her supervisor).

If the U.S. Probation Office where you normally report is closed or if phone lines are down due to the emergency, you should **call one of our other offices in the Middle District of North Carolina** and leave a message about your evacuation and relocation plan. Office numbers are as follows:

Greensboro	(336) 358-4200	Greensboro [Pretrial]	(336) 332-6100
Winston-Salem	(336) 631-5111	Winston-Salem [Pretrial]	(336) 631-5371
Durham	(919) 317-1997	Durham [Pretrial]	(919) 425-8930
Salisbury	(704) 633-5762	Rockingham	(910) 895-4996

SPECIAL NOTE

If there is a family member or friend who may provide shelter to you in times of an emergency such as a hurricane, you should give that information to your probation officer for a ready reference in times of an emergency. The information should include the name of the family member(s) or friend, the address, and telephone number. Even if this information is given to your probation officer, you are still expected to advise your probation officer **on each occasion** when you are planning to evacuate.

ADDITIONAL INSTRUCTIONS FOR REGISTERED SEX OFFENDERS

If you are a **registered sex offender** AND you evacuate to another city or county, **(1) You are instructed to** contact the law enforcement authority (state police, sheriff, local police department, etc) in that city or county within **48 hours** of your relocation, and advise them of your status, your new location, and the name and telephone number of your U.S. Probation Officer; **(2) You are instructed to** contact the **local U.S. Probation Office** in the city or county where you have relocated within **48 hours**, if your new location is outside the Middle District of North Carolina, and advise them of your status, your new location, and the name and telephone number of your U.S. Probation Officer; If you need to enter an evacuation shelter, **(3) You are instructed to** notify the authorities or person in charge at the shelter that you are a registered sex offender and give them the name and telephone number of your U.S. Probation Officer.

REMINDER FOR ALL DEFENDANTS/OFFENDERS

You are responsible for maintaining contact with your probation officer at all times. Failure to maintain contact with your probation officer during an emergency evacuation may be a violation of your supervision, which could lead to a warrant being issued for your arrest for absconding supervision and revocation of your supervision.

Financial Issues in Criminal Cases

A Reference Guide for Defendants and Other Concerned Parties

INTRODUCTION

This brochure is intended to cover some basic financial case-related issues that the defendant, his/her family or attorney may encounter when dealing with the District Court. For more case-specific issues or items not covered in this brochure, please contact someone in District Court Finance Department at the following:

Mailing Address: U.S. District Court Clerk's Office, P. O. Box 2708, Greensboro, NC 27402
Physical Address: US District Court, 324 W. Market Street, Greensboro, NC 27401

Phone: 336-332-6000

CRIMINAL DEBT

Criminal debt payments can be made by the following methods:

In person: The Greensboro Clerk's Offices accept payments by cash, check, money order or cashier's check. ***Over the counter credit card payments for criminal debt are only accepted if the card is presented by the individual to whom it is issued (which assumes they need to produce a picture ID, verifying that they are both the holder and presenter). No credit card payments are accepted over the phone.***

By mail: Payments by check, money order or cashier's check **must include the defendant's name and case number** for accurate application to the defendant's account. Do **NOT** mail cash.

Financial Issues in Criminal Cases

Via the BOP: If a defendant is incarcerated, he/she may participate in the Inmate Financial Responsibility Program through the Bureau of Prisons. The BOP deducts funds from prisoner accounts on a monthly or quarterly basis and forwards these funds to the District Court for application to his/her outstanding criminal debt.

Wage Garnishment: Working defendants on supervision can have up to 25% of their wages garnished. Garnishments are initiated by the Financial Litigation Unit (FLU) with the U.S. Attorney's Office on a case-by-case basis, often based on U.S. probation officer's recommendations and the delinquency status of the debt. If the employer is the victim and is retaining the funds to apply towards the debt, the Court typically does not get notified of these payments. The defendant must notify either the FLU or the District Court Finance Department. FLU or Finance personnel will obtain confirmation from the victim and subsequently apply these payments to the defendant's outstanding debt.

Via the TOP: The Treasury Offset Program is a means for the Court to collect payments by offsetting any payments the defendant may receive from the U.S. Treasury, including, but not limited to, tax refunds, tax incentive checks, Social Security, disability, Civil Service retirement, etc. Funds collected are forwarded to the District Court and applied to the defendant's outstanding criminal debt.

Pursuant to 18 U.S.C. § 3612(c) and § 3612(c)(i), payments made toward a criminal debt are applied as follows:

- (1) Special penalty assessments
- (2) Restitution principal and interest
 - (a) Non-federal, non-insurance companies
 - (b) Insurance companies
 - (c) Federal agencies
- (3) Fine principal and interest
- (4) Community restitution
- (5) Penalties
- (6) Costs of prosecution

Payments made by defendants in joint and several cases are applied on a pro rata basis to the joint debt and any individual debt based on the priority of payments. ***Defendants are liable for the entire joint and several debt listed in their judgment, even if the co-defendants are not making any payments.***

Financial Issues in Criminal Cases

Penalties: Pursuant to 18 U.S.C. § 3612(g), "If a fine or restitution becomes delinquent, the defendant shall pay, as a penalty, an amount equal to 10% of the principal amount that is delinquent." If the debt becomes in default, an additional penalty equal to 15% of the principal amount that is in default will be due from the defendant.

NOTICE REGARDING CIVIL RIGHTS OF PERSONS CONVICTED OF A FEDERAL FELONY

UNITED STATES:

The following Federal Civil Rights are lost as the result of a Federal Felony Conviction:

- Full citizenship is lost upon conviction of desertion in time of war from the military of naval service or conviction on a charge of treason or attempting to overthrow or bear arms against the United States.
- The privilege of holding federal office is directly prohibited by conviction of treason, destruction of public records, bribery of Government officials and other similar offenses. However, it is not directly prohibited by reason of conviction of other kinds of crime.
- The right to serve on a federal court jury.
Restoration: Obtain a Presidential Pardon.
- The right to obtain retirement annuity benefits (Public Law 769 of the 83rd Congress). Also, certain privileges and rights as a veteran (this may result from a court-martial conviction or Federal Civil Court action, but in some cases there may be no prosecution).
Restoration: Obtain a Presidential Pardon.
- Labor officials convicted of certain felonies in State or Federal Court cannot hold union office within five (5) years from the date of conviction (Public Law 86-257.73, Statute 519).
Restoration: Obtain a Presidential Pardon.
- The right of adult or YCA to receive, transport or possess any type of firearm or explosive, 18 U.S.C. Appendix 1202(a), 26 U.S.C. 5861(d).
Restoration: Obtain a Presidential Pardon.

You may not apply for a Presidential Pardon until supervision is completed. To obtain a Pardon, you will need to contact:

Office of the Pardon Attorney
U.S. Department of Justice, Suite 400
500 First Street, NW
Washington, DC 20530
(202) 616-6070
<http://www.usdoj.gov/pardon/index.html>

NORTH CAROLINA:

The following North Carolina State Civil Rights are lost as a result of a Federal Felony Conviction:

1. Right to vote (Article VI, Section 2(3) State Constitution).

Restoration: File with the Clerk of Superior Court of the county wherein one resides with proof of unconditional discharge from probation or parole, or state pardon or federal pardon.

2. The right to hold public office (Article IV, Section 8 of the State Constitution).

Restoration: File with the Clerk of Superior Court of the county wherein one resides proof of unconditional discharge from probation or parole, or state pardon or federal pardon.

3. The right to obtain and hold certain State or local licenses. Licensing agencies may refuse to grant or may revoke a license on the basis of a felony conviction.

Restoration: File with the Clerk of Superior Court of the county wherein one resides proof of unconditional discharge from probation or parole, or state pardon or federal pardon. Even so, licensing is discretionary.

4. The right to work in an establishment where alcoholic beverages are sold.

Restoration: The ABC Board can, in their discretion, permit working in an establishment where alcoholic beverages are sold. In the event it is not permitted, restoration is accomplished upon satisfactorily completing a term of probation/parole and filing with the Clerk of Superior Court of the county wherein one resides proof of unconditional discharge from probation or parole, or state pardon or Presidential Pardon.

The right to own or possess a handgun.

(Federal law states a convicted felon cannot receive, transport, own or possess any type of firearm or explosive.)

Restoration: Obtain a Presidential Pardon (see page 1 for information about the Office of the Pardon Attorney).

GENERAL PROCEDURE FOR THE RESTORATION
OF NORTH CAROLINA CIVIL RIGHTS
WHICH HAVE BEEN LOST:

Chapter 13 of the General Statutes of North Carolina has been amended to include persons convicted of crimes against the United States who have been unconditionally discharged by the federal agency having jurisdiction of such person or who has been pardoned.

The person who has been unconditionally discharged or pardoned must go before the Clerk of Court of the county in which he resides and must show that he has been unconditionally discharged or pardoned. Proof of discharge or pardon can be shown by presenting to the Clerk “any paper writing” from the agency or the agency of the U.S. Government which had jurisdiction over such person, such papers showing that there has been an unconditional discharge or pardon. There is no requirement that the paper writing must be verified. The Clerk then issues the Certificate restoring the Rights of Citizenship. The Clerk shall file the Certificate as though it were a civil action bearing such person’s name and shall treat the Certificate as a civil action in the Superior Court. The Clerk should also assess a miscellaneous document recording fee.

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Upon the proper completion of a term of probation or parole, request the U.S. Probation Office to issue a letter of discharge/termination. With that letter, one can make application for restoration of rights affected by filing the discharge letter with the Clerk of Superior Court.

When you complete the period of supervision, the Probation Office will fully advise you regarding the restoration of rights lost.

Post Conviction Risk Assessment (PCRA)

You will be asked to complete the following questionnaire upon the start of your supervision and at various times throughout the supervision process. The Post Conviction Risk Assessment (PCRA) is a tool to assist you and your officer in identifying potential areas of your life that may influence your success on supervision. In order to assist your officer in completing the instrument, you are asked to fill out the following questionnaire.

INSTRUCTIONS FOR COMPLETING THE PCRA QUESTIONS:

The following questionnaire is intended to help you and your officer gain a better understanding of your thinking and behavior. The results will be used to help you while on supervised release/probation. It should take you about 15-30 minutes to complete. Please answer every question. If you are unclear on any item, please ask your officer for assistance. On each question, please read the item and then circle the number that best describes how you feel, with 1 being “disagree,” 2 being “uncertain,” 3 being “agree,” and 4 being “strongly agree.”

PCRA OFFENDER SECTION

Name: _____

PACTS # _____

Date: _____

Directions: The following items, if answered honestly, are designed to help you better understand your thinking and behavior. Please take the time to complete each of the 80 items on this inventory using the four-point scale defined below:

4 = strongly agree

3 = agree

2 = uncertain

1 = disagree

1. I will allow nothing to get in the way of me getting what I want..4 3 2 1
2. I find myself blaming society and external circumstances for the problems I have had in my life.....4 3 2 1
3. Change can be scary.....4 3 2 1
4. Even though I may start out with the best of intentions I have trouble remaining focused and staying "on track".4 3 2 1
5. There is nothing I can't do if I try hard enough..4 3 2 1
6. When pressured by life's problems, I have said "the hell with it" and followed this up by using drugs or engaging in crime..4 3 2 1
7. It's unsettling not knowing what the future holds..4 3 2 1
8. I have found myself blaming the victims of some of my crimes by saying things like "they deserved what they got" or "they should have known better"4 3 2 1
9. One of the first things I consider in sizing up another person is whether they look strong or weak..... 4 3 2 1
10. I occasionally think of things too horrible to talk about.4 3 2 1
11. I am afraid of losing my mind.4 3 2 1
12. The way I look at it, I've paid my dues and am therefore justified in taking what I want4 3 2 1
13. The more I got away with crime the more I thought there was no way the police or authorities would ever catch up with me4 3 2 1

14. I believe that breaking the law is no big deal as long as you don't physically hurt someone.4 3 2 1
15. I have helped out friends and family with money acquired illegally.....4 3 2 1
16. I am uncritical of my thoughts and ideas to the point that I ignore the problems and difficulties associated with these plans until it is too late.4 3 2 1
17. It is unfair that I have been imprisoned for my crimes when bank presidents, lawyers, and politicians get away with all sorts of illegal and unethical behavior every day4 3 2 1
18. I find myself arguing with others over relatively trivial matters.4 3 2 1
19. I can honestly say that the welfare of my victims was something I took into account when I committed my crimes.4 3 2 1
20. When frustrated I find myself saying "screw it" and then engaging in some irresponsible or irrational act.4 3 2 1
21. New challenges and situations make me nervous.4 3 2 1
22. Even when I got caught for a crime, I would convince myself that there was no way they would convict me or send me to prison.....4 3 2 1
23. I find myself taking shortcuts, even if I know these shortcuts will interfere with my ability to achieve certain long-term goals.4 3 2 1
24. When not in control of a situation I feel weak and helpless and experience a desire to exert power over others.4 3 2 1
25. Despite the criminal life I have led, deep down I am basically a good person.....4 3 2 1
26. I will frequently start an activity, project, or job but then never finish it.4 3 2 1
27. I regularly hear voices and see visions which others do not hear or see.4 3 2 1
28. When it's all said and done, society owes me.4 3 2 1
29. I have said to myself more than once that if it wasn't for someone "snitching" on me I would have never gotten caught.4 3 2 1
30. I tend to let things go which should probably be attended to, based on my belief that they will work themselves out.4 3 2 1
31. I have used alcohol or drugs to eliminate fear or apprehension before committing a crime.4 3 2 1

32. I have made mistakes in life.4 3 2 1
33. On the streets, I would tell myself I needed to rob or steal in order to continue living the life I had coming.4 3 2 1
34. I like to be on center stage in my relationships and conversations with others, controlling things as much as possible.....4 3 2 1
35. When questioned about my motives for engaging in crime, I have justified my behavior by pointing out how hard my life has been.....4 3 2 1
36. I have trouble following through on good initial intentions.4 3 2 1
37. I find myself expressing tender feelings toward animals or little children in order to make myself feel better after committing a crime or engaging in irresponsible behavior.....4 3 2 1
38. There have been times in my life when I felt I was above the law.....4 3 2 1
39. It seems that I have trouble concentrating on the simplest of tasks.....4 3 2 1
40. I tend to act impulsively under stress.....4 3 2 1
41. Why should I be made to appear worthless in front of friends and family when it is so easy to take from others.....4 3 2 1
42. I have often not tried something out of fear that I might fail.....4 3 2 1
43. I tend to put off until tomorrow what should have been done today.4 3 2 1
44. Although I have always realized that I might get caught for a crime, I would tell myself that there was "no way they would catch me this time"4 3 2 1
45. I have justified selling drugs, burglarizing homes, or robbing banks by telling myself that if I didn't do it someone else would.4 3 2 1
46. I find it difficult to commit myself to something I am not sure of because of fear4 3 2 1
47. People have difficulty understanding me because I tend to jump around from subject to subject when talking.4 3 2 1
48. There is nothing more frightening than change.4 3 2 1
49. Nobody tells me what to do and if they try I will respond with intimidation, threats, or I might even get physically aggressive.4 3 2 1
50. When I commit a crime or act irresponsibly I will perform a "good deed" or do something nice for someone as a way of making up for the harm I have caused4 3 2 1

51. I have difficulty critically evaluating my thoughts, ideas, and plans.....4 3 2 1
52. Nobody before or after can do it better than me because I am stronger, smarter,
or slicker than most people.4 3 2 1
53. I have rationalized my irresponsible actions with such statements as "everybody
else is doing it so why shouldn't I"4 3 2 1
54. If challenged I will sometimes go along by saying "yeah, you're right," even
when I know the other person is wrong, because it's easier than arguing with
them about it4 3 2 1
55. Fear of change has made it difficult for me to be successful in life.4 3 2 1
56. The way I look at it I'm not really a criminal because I never intended to hurt
anyone.4 3 2 1
57. I still find myself saying "the hell with working a regular job, I'll just take it"4 3 2 1
58. I sometimes wish I could take back certain things I have said or done.4 3 2 1
59. Looking back over my life I can see now that I lacked direction and consistency
of purpose.....4 3 2 1
60. Strange odors, for which there is no explanation, come to me for no apparent
reason.4 3 2 1
61. When on the streets, I believed I could use drugs and avoid the negative
consequences (addiction, compulsive use) that I observed in others.....4 3 2 1
62. I tend to be rather easily sidetracked so that I rarely finish what I start.4 3 2 1
63. If there is a short-cut or easy way around something I will find it.4 3 2 1
64. I have trouble controlling my angry feelings.4 3 2 1
65. I believe that I am a special person and that my situation deserves special
consideration.4 3 2 1
66. There is nothing worse than being seen as weak or helpless.....4 3 2 1
67. I view the positive things I have done for others as making up for the negative
things.....4 3 2 1
68. Even when I set goals, I frequently do not obtain them because I am distracted
by events going on around me.4 3 2 1

69. There have been times when I tried to change but was prevented from doing so because of fear.4 3 2 1
70. When frustrated, I will throw rational thought to the wind with such statements as "screw it" or "the hell with it"4 3 2 1
71. I have told myself that I would never have had to engage in crime if I had had a good job.4 3 2 1
72. I can see that my life would be more satisfying if I could learn to make better decisions.....4 3 2 1
73. There have been times when I have felt entitled to break the law in order to pay for a vacation, new car, or expensive clothing that I told myself I needed.4 3 2 1
74. I rarely considered the consequences of my actions when I was in the community.4 3 2 1
75. A significant portion of my life on the streets was spent trying to control people and situations.4 3 2 1
76. When I first began breaking the law, I was very cautious, but as time went by and I didn't get caught, I became overconfident and convinced myself that I could do just about anything and get away with it.....4 3 2 1
77. As I look back on it now, I was a pretty good guy even though I was involved in crime.4 3 2 1
78. There have been times when I have made plans to do something with my family and then cancelled these plans so that I could hang out with my friends, use drugs, or commit crimes4 3 2 1
79. I tend to push problems to the side rather than dealing with them.4 3 2 1
80. I have used good behavior (abstaining from crime for a period of time) or various situations (fight with a spouse) to give myself permission to commit or engage in other irresponsible activities such as using drugs.....4 3 2 1

PCRA SECCIÓN DEL OFENSOR

Nombre: _____

PACTS # _____

Fecha: _____

Instrucciones: El propósito de la siguiente lista de afirmaciones es ayudarte a entender tu forma de pensar y tu comportamiento. Para expresar tu grado de acuerdo o desacuerdo con cada afirmación marca uno de los números de la escala del 1 al 4.

4 = Muy de acuerdo

3 = Estoy de acuerdo

2 = Inseguro

1 = No estoy de acuerdo

1. No permitiré que nada se interponga en el camino de lo que quiero lograr.4 3 2 1
2. Culpo a la sociedad y a las circunstancias externas por los problemas que he tenido en mi vida.....4 3 2 1
3. Los cambios me asustan.....4 3 2 1
4. Aunque puedo comenzar algo con la mejor intención, tengo problemas para mantenerme enfocado.4 3 2 1
5. Todo lo puedo lograr, si pongo suficiente empeño.....4 3 2 1
6. Cuando he sentido presión he dicho “al diablo con todo”, y he recaído en el uso de drogasy la delincuencia.4 3 2 1
7. Me pone nervioso no saber que trae el futuro.....4 3 2 1
8. A veces he culpado a las víctimas de mis crímenes diciendo “ellos recibieron lo que merecían”,y, “ellos sabían con quién se metían”4 3 2 1
9. Una de las primeras cosas que pienso cuando miro a otro es cuán fuerte o débil puede ser.4 3 2 1
10. Ocasionalmente pienso cosas tan malas que no se pueden decir.....4 3 2 1
11. Tengo miedo a perder mis controles.4 3 2 1
12. De la forma en que yo veo las cosas, ya yo di mucho de mi, y por tanto, puedo tomar lo que quiero.4 3 2 1
13. Mientras más crimines cometia sin consecuencias, más pensaba que la policía nunca me iba a atrapar.4 3 2 1

14. Creo que violar la ley está bien siempre y cuando no le haga daño físico a alguien.....4 3 2 1
15. He ayudado amigos y familia con dinero adquirido ilegalmente.4 3 2 1
16. Soy tan poco critico de mis planes que llego al punto de ignorar los problemas y dificultades asociados a mis planes hasta que ya es demasiado tarde.4 3 2 1
17. No es justo que me hayan encarcelado por mis crímenes cuando presidentes de bancos, abogados, y políticos siempre se salen con la suya cuando violan la ley4 3 2 1
18. Discuto con otras personas por cosas relativamente triviales.....4 3 2 1
19. Puedo decir honestamente que pensé en el bienestar de mis víctimas cuando cometí mis crímenes.4 3 2 1
20. Cuando algo me frustra siempre digo “¡Qué se fastidie!”, y actuo de forma irracional o irresponsable.....4 3 2 1
21. Los retos y situaciones nuevas me ponen nervioso.4 3 2 1
22. Aún cuando me atraparon por el crimen que cometí, estaba convencido de que nunca me encontrarían culpable o me iban a encarcelar.....4 3 2 1
23. Tomo atajos, aún cuando sé que éstos van a impactar negativamente mi capacidad de alcanzar mis metas a largo plazo.....4 3 2 1
24. Cuando pierdo el control de una situación y me siento débil y desesperado, siento deseos de ejercer poder sobre otros.....4 3 2 1
25. A pesar de mi vida criminal, en el fondo soy una persona buena.....4 3 2 1
26. Frecuentemente comienzo actividades, proyectos y trabajos que nunca termino 4 3 2 1
27. Regularmente escucho voces y veo visiones que otros no escuchan ni ven.4 3 2 1
28. Cuando todo esta dicho y hecho, la sociedad está en deuda conmigo.4 3 2 1
29. Me he dicho más de una vez que si alguien no me hubiera delatado (chivato, chota, soplón)jamás me hubieran arrestado4 3 2 1
30. Me inclino a no atender asuntos que merecen atencion basado en la creencia de que ellos se resolverán por si solos4 3 2 1
31. He usado alcohol o drogas para combatir miedos o dudas antes de cometer un delito.4 3 2 1

32. He cometido errores en mi vida.4 3 2 1
33. En la calle me he dicho que necesito robar o cometer un delito para continuar
viviendo la vida que merezco.4 3 2 1
34. Me gusta ocupar el rol principal en mis relaciones y conversaciones y así
controlar las cosas lo mas que pueda.4 3 2 1
35. Cuando me preguntan sobre las razones por las que cometí un crimen, he
justificado mi conducta diciendo cuan difícil y dura ha sido mi vida.4 3 2 1
36. Me da trabajo seguir mis buenas intenciones4 3 2 1
37. Para sentirme bien después de haber cometido un crimen o acto irresponsable,
trato con cariño a los niños y animales.4 3 2 1
38. Ha habido momentos en mi vida cuando me he sentido por encima de la ley.4 3 2 1
39. Me parece que tengo problemas concentrándome aun en las tareas más simples.4 3 2 1
40. Cuando estoy bajo tensión actuo impulsivamente.4 3 2 1
41. Por qué debo parecer insignificante ante mis amigos y familia cuando es tan
fácil quitarle las cosas a los demás?.....4 3 2 1
42. Frecuentemente no intento las cosas por miedo a fracasar.4 3 2 1
43. Dejo para mañana lo que puedo hacer hoy.4 3 2 1
44. Aunque siempre he pensado que puedo ser arrestado por un crimen, siempre
me he dicho:“No es posible que vaya a ser capturado esta vez”.4 3 2 1
45. He justificado la venta de drogas y el robo de residencias o bancos diciéndome
que otro lo haría si yo no lo hago.....4 3 2 1
46. Debido al miedo me da dificultad comprometerme con algo de lo que no estoy
seguro.4 3 2 1
47. La gente no me entiende porque brinco de un tema a otro cuando estoy habl4 3 2 1
48. No hay nada más atemorizante que el cambio.....4 3 2 1
49. Nadie me dice lo que tengo que hacer, y si lo hacen, respondo con amenazas,
intimidación, o incluso podría agredirlos.....4 3 2 1
50. Cuando cometo un delito o acto irresponsable, hago una buena acción o gesto
bondadoso hacia otra persona para aminorar el daño que he causado4 3 2 1
51. Me da trabajo evaluar críticamente mis ideas, pensamientos, y planes.....4 3 2 1

52. Nadie lo puede hacer mejor que yo, ni ahora ni nunca, porque yo soy más inteligente, fuerte, y hábil que los demás.....4 3 2 1
53. He justificado mis acciones irresponsables diciendo “Si todo el mundo lo hace, porque yo no puedo hacerlo”4 3 2 1
54. Si alguien que se esta equivocando me reta, le digo que está en lo correcto, porque eso es más fácil que debatir con él o ella.4 3 2 1
55. El éxito en vida se me ha hecho difícil por mi temor al cambio.....4 3 2 1
56. Según yo lo veo no soy realmente un criminal porque nunca intenté hacerle daño a nadie.4 3 2 1
57. Todavía me digo “Al infierno con un trabajo regular, yo puedo tomar lo que quiero.4 3 2 1
58. A veces he deseado darle marcha atrás a cosas que he dicho o hecho.4 3 2 1
59. Repasando mi vida, ahora puedo ver que me ha faltado dirección, consistencia y proposito.4 3 2 1
60. Frecuentemente siento olores extraños para las que no encuentro explicación.....4 3 2 1
61. En la calle, siempre pense que podia usar drogas sin tener las consecuencias negativas4 3 2 1
62. Raramente termino lo que empiezo porque me salgo del camino fácilmente.4 3 2 1
63. Si existe un atajo o manera facil para hacer algo, yo lo encuentro.4 3 2 1
64. Me da trabajo controlar mi coraje.4 3 2 1
65. Creo que soy una persona especial y que mi situación merece atención especial.4 3 2 1
66. No hay nada peor que ser considerado débil e indefenso.4 3 2 1
67. Considero que las cosas positivas que he hecho compensan las negativas.4 3 2 1
68. Aunque me propongo metas, frecuentemente no las logro, porque me distraigo con lo que ocurre a mi alrededor.....4 3 2 1
69. Ha habido momentos en los que he intentado cambiar, pero el miedo me lo ha impedido.4 3 2 1
70. Cuando me frustro dejo de pensar racionalmente diciendo “que se fastidie” o “al diablo con esto”4 3 2 1

71. En ocasiones me he dicho que de haber tenido un buen trabajo nunca hubiese cometido crímenes.4 3 2 1
72. Puedo ver que mi vida podría ser más satisfactoria si aprendiera a tomar mejores decisiones.4 3 2 1
73. Ha habido momentos en que me he sentido con derecho de violar la ley para pagar unas vacaciones, un carro nuevo, o ropa cara que pensé necesitaba.4 3 2 1
74. Antes de mi encarcelamiento, en muy pocas ocasiones pensé en las consecuencias de mis actos.4 3 2 1
75. Gran parte de mi vida en la calle lo dediqué a controlar personas y situaciones.4 3 2 1
76. Cuando comencé a violar la ley era muy cuidadoso, pero según pasó el tiempo, desarrollé una confianza excesiva, y me convencí a mi mismo de que podía hacer casi cualquier cosa sin que me atraparan.4 3 2 1
77. Según lo veo ahora, yo era una buena persona aunque estaba involucrado en el crimen.4 3 2 1
78. Ha habido momentos en los que había planificado hacer algo con mi familia, para luego cancelar estos planes para estar con mis amigos, usar drogas, o cometer crímenes.4 3 2 1
79. Tiendo tirar a un lado a los problemas en vez de enfrentarlos.4 3 2 1
80. Para delinquir, usar drogas, o cometer otras actividades irresponsables, me he justificado con mi buena conducta (no cometer delitos por cierto tiempo), u otras situaciones (problemas con mi pareja, etc.).4 3 2 1