

INDIANA PROBATION OFFICER EXAMINATION STUDY GUIDE

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INDIANA OFFICE OF COURT SERVICES

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Purpose of the Study Guide

The Indiana Office of Court Services developed this study guide as a resource to prepare for the Indiana probation officer examination. This guide provides a general description of the subject areas tested. Persons taking the Indiana probation officer examination are encouraged to use this guide as a starting point; further reading on the exam categories and concepts is necessary for an in-depth review of the examination topics.

Important resources are the [Indiana Probation Standards](#) and Indiana statutes related to probation and probation officer duties. Throughout this guide, citations for relevant Indiana statutes are referenced and available at: <http://iga.in.gov/>. Current versions of Indiana statutes, the Probation Standards, and the [Indiana Probation Safety and Security Guide](#) should be accessed online.

The Indiana probation officer examination covers the following areas of general knowledge:

- Definitions of key terms
- Probation officer duties and responsibilities
- Evidence-based practices
- Probation supervision
- Acronyms

Definitions of Key Terms

Abscond/Absconder - A person who is absent to avoid the legal process, e.g., a person that leaves the state without permission has absconded and may be referred to as an absconder.

Abstract of Judgment - A summary of the court's decision and sentence completed for all felony convictions.

Adjudication - A juvenile court's determination that a youth has committed a delinquent offense. The term is analogous to "conviction." When the court concludes that a juvenile committed an act that violates the law, they are "adjudicated."

Alias - A term used to indicate an additional name that a person sometime uses or is called.

Case Management - A goal-oriented strategy for coordinating the services that an individual placed on probation receives. Case management involves the activities of probation officers in assisting probationers with rehabilitate services. It includes assessment of risks and needs, a case plan based on individual needs, coordination of service referrals, documenting case plan progress, and regular review and reassessment.

Case Plan - A case plan provides a road map for supervising and addressing probationer's needs, structuring activities, and prioritizing goals. Case plans are dynamic and focus on addressing criminogenic needs. The case plan documents activities that the probationer must complete as a condition of probation. These activities are based upon the results of risk and needs assessment, complementary assessments, treatment recommendations from providers, and any court orders.

Charge - A formal accusation by a prosecuting attorney alleging that an individual has committed a crime as defined by statute.

Chemical Test - A test of an individual's breath, blood, hair, saliva, sweat, urine, or other bodily substance to determine the presence of alcohol, drugs, and/or controlled substances.

Chief Probation Officer - A probation officer designated by the judge to direct and supervise the work of the probation department.

Collateral Contact - Any type of contact with a person or agency other than the probationer. A collateral contact may be face-to-face, by telephone, email, or other means of communication.

Commitment - A sentence to prison or other secure facility via a court order.

Complementary Assessments - Screening tools or assessments completed in addition to a primary risk and needs assessment to assist in developing individualized case plans when specific risk, need, or responsivity factors (i.e., substance abuse, mental health, sex offense, etc.) are identified.

Concurrent Sentence - A criminal sentence that is served at the same time as a sentence for a separate crime.

Condition of Probation - A court-ordered rule or requirement applied to persons on probation.

Confidential - Information that is not available to the public or can only be shared under the law or with a written consent.

Consecutive Sentence - A criminal sentence that is served after completing the sentence for a separate crime.

Conviction - A formal determination by a judge or a jury that someone is guilty of a crime.

Court-Administered Alcohol and Drug Program - An entity that provides a service for persons charged with or convicted of an infraction, a misdemeanor, or a felony and that provides substance abuse assessment, intervention, education, referral, treatment, or rehabilitation pursuant to IC 12-23-14 under the operation of a court or under a private contract between a court and a contractor.

Criminogenic - Factors that are causally related to criminal offending or delinquent behavior. The term criminogenic need refers to causes of crime or delinquency that may be changed with treatment or services.

Defendant - A person charged with a criminal offense.

Delinquent Act - An act committed by a child under the age of 18 that is either a non-criminal status offense (see definition of status offense) or a criminal offense.

Detention - The confinement of a youth who is alleged or found to be delinquent in a secure, custodial facility.

Dismissal - An order or judgment that terminates an action, suit, or motion, removing the case from the court without a trial.

Diversion - The process to use a sanction or treatment option as an alternative to processing a case through the traditional criminal or delinquency case process.

Dual Status Youth - A youth that is involved in both the juvenile justice system and the child welfare system.

Dynamic Risk Factors - Characteristics that place individuals at risk for committing a crime or delinquent act and may be changed. Another term for a dynamic risk factor is a “criminogenic need.”

Evidence-Based Practices - Programs and practices that have been subject to numerous, rigorous scientific studies that support their effectiveness and the ability to reproduce the results in new settings with different samples.

Expungement - A legal process that seals a record such as an arrest, adjudication, or a conviction.

Felony - A criminal offense punishable by more than one year in jail or prison.

Guardian Ad Litem - The person appointed by the court to represent the best interests of a juvenile in court.

Incarceration - Confinement in a prison, jail, or other secure facility that results in the loss of liberty.

Incentive - Items or actions that motivate or encourage a particular behavior.

Indiana Risk Assessment System - The risk assessment system adopted by the Judicial Conference of Indiana comprised of several instruments used at specific points in the criminal justice process to identify a participant’s risk to reoffend. Tools used at sentencing or for post-sentence supervision evaluate criminogenic needs for case planning.

Indiana Youth Assessment System - The risk assessment system adopted by the Judicial Conference of Indiana comprised of several instruments used at specific points in the juvenile justice process to identify a youth’s risk to reoffend. Tools used at adjudication or for post-adjudication supervision evaluate criminogenic needs for case planning.

Indictment - A written accusation returned by a grand jury, charging an individual with a crime after determining probable cause.

Informal Adjustment - An agreement between the child; the child’s parent, guardian, custodian, or attorney; and the probation officer to engage in or refrain from engaging in certain acts without a formal delinquency petition.

Information - A formal charging document filed by the office of the prosecuting attorney.

Interstate - Existing or occurring between two or more states.

Intrastate - Existing or occurring within the boundaries of one state.

Misdemeanor - A minor criminal offense punishable by up to a year in jail.

Motivational Interviewing - A collaborative, goal-oriented method of communication focused on enhancing intrinsic motivation to change by exploring and resolving ambivalence.

Negative Reinforcement - Removing an aversive requirement or action used to encourage a desired behavior or attitude.

Parole - A period of community-based supervision following release from prison during which time the offender is supervised by a parole agent and subject to the oversight of the parole board.

Plea Agreement - An agreement between the prosecutor and a defendant to resolve a criminal charge without going to trial.

Positive Reinforcement - Providing a reward or other action used to encourage a desired behavior or attitude.

Predispositional Report - A confidential report prepared by a probation officer to assist the juvenile court with adjudication of a child found to be a delinquent child. The report contains a statement of the child's needs for care, treatment, rehabilitation, or placement and a recommendation for the care, treatment, rehabilitation, or placement of the child.

Preliminary Inquiry - An informal investigation into the facts and circumstances of an alleged delinquent offense to determine if the interests of the public or the child require further action.

Presentence Investigation Report - A confidential report prepared by a probation officer to assist the court in sentencing a person convicted of a crime. The report contains information related to the person's criminal history, background, and options for community supervision.

Pretrial Release - The release of a defendant from jail prior to trial.

Principles of Effective Intervention - A framework, generated from scientific research, that identifies factors that influence the effectiveness of correctional interventions.

Probable Cause - Objective facts and inferences that show there is a probability of criminal activity.

Probation - A community-based sentence that orders a juvenile or an adult offender to supervision by the probation department subject to conditions imposed by the court.

Problem-Solving Court - A court providing a process for immediate and highly structured judicial intervention for eligible individuals that incorporates problem solving concepts of enhanced information to improve decision making, engaging the community to assist with problem solving, collaboration with social service providers and other stakeholders, linking participants with community services based on risk and needs, participant accountability, and evaluating the effectiveness of operations continuously.

Program Fidelity - The degree to which a program delivers services in the way it was intended with a high degree of accuracy and consistency.

Prosecutor - An elected official who brings the state's case against a criminal defendant.

Public Defender - An attorney appointed by the court to represent defendants who cannot afford private counsel.

Recidivism - The commission of a new crime or delinquent act by a person who was previously convicted or adjudicated.

Restitution - Compensation for damages done to the victim by the offender's criminal or delinquent act.

Sanction - A punitive response to reduce undesirable behaviors and increase desirable behaviors.

Sex and Violent Offender Registry - A registry overseen by the Indiana Department of Correction to inform the general public about the identity, location, and appearance of sex and violent offenders who live, work, or study in Indiana.

Shelter Care/Non-secure Facility - A place of residence that is licensed under state law and is not locked to prevent a child's departure unless the administrator determines that locking is necessary to protect the child's health.

Split Sentence - A sentence that consists of incarceration in a jail or prison followed by a sentence of community supervision.

Static Risk Factor - Characteristics that places individuals at risk for committing a crime or delinquent act but is not changeable.

Status Offense - A non-criminal act that is considered a delinquent act because of a juvenile's status as a minor (under the age of 18). Typical status offenses include truancy, running away from home, curfew violation, and underage use of alcohol.

Statute - A law enacted by the legislature.

Subpoena - A court order requiring a witness to appear in court at a specified time.

Summons - An order to appear in court at a specified time.

Suspended Sentence - A jail or prison sentence that is delayed while an offender receives treatment or is supervised in the community.

Therapeutic Adjustment - Modifications to a probationer's treatment requirements intended to address unmet clinical or social service needs and are not intended as a sanction or incentive.

Victim - A person against whom a crime or delinquent act has been committed.

Waiver - An order of the juvenile court that transfers a juvenile delinquency case to a court that would have jurisdiction had the act been committed by an adult.

Warrant - A document issued by a judge authorizing a law enforcement officer to make an arrest, a seizure, or conduct a search.

Probation Officer Duties and Responsibilities

Probation Officer Statutory Duties

Adult and juvenile probation officers have several duties mandated by statute. [IC 11-13-1-3](#) states an adult probation officer shall:

- Conduct prehearing and presentence investigations and prepare reports as required by law;
- Assist the courts in making pretrial release decisions;
- Assist the courts, prosecuting attorneys, and other law enforcement officials in making decisions regarding the diversion of charged individuals to appropriate noncriminal alternatives;
- Furnish each person placed on probation under his supervision a written statement of the conditions of his probation and instruct him regarding those conditions;
- Supervise and assist persons on probation consistent with conditions of probation imposed by the court;
- Bring to the court's attention any modification in the conditions of probation considered advisable;
- Notify the court when a violation of a condition of probation occurs;
- Cooperate with public and private agencies and other persons concerned with the treatment or welfare of persons on probation and assist them in obtaining services from those agencies and persons;
- Keep accurate records of cases investigated by him and of all cases assigned to him by the court and make these records available to the court upon request;
- Collect and disburse money from persons under his supervision according to the order of the court and keep accurate and complete accounts of those collections and disbursements;
- Assist the court in transferring supervision of a person on probation to a court in another jurisdiction; and,
- Perform other duties required by law or as directed by the court.

[IC 31-31-5-4](#) states that a juvenile probation officer shall:

- Conduct such investigations and prepare such reports and recommendations as the court directs and keep a written record of those investigations, reports, and recommendations;
- Receive and examine complaints and allegations concerning matters covered by the juvenile law and make preliminary inquiries and investigations;
- Implement informal adjustments;
- Prepare and submit the predisposition report required for a dispositional hearing under the juvenile law;
- Supervise and assist by all suitable methods a child placed on probation or in the probation officer's care by order of the court or other legal authority;
- Keep complete records of the probation officer's work and comply with any order of the court concerning the collection, protection, and distribution of any money or other property coming into the probation officer's hands; and,
- Perform such other functions as are designated by the juvenile law or by the court in accordance with the juvenile law.

The purpose of Indiana’s juvenile justice system is to ensure that children within the system are treated as persons in need of care, protection, treatment, and rehabilitation. Most children under the age of 18 years old who are arrested or cited to court for an alleged violation of the law will have their case heard in juvenile court. A child can be in juvenile court for a delinquent offense (an offense that would be a crime if committed by an adult—such as shoplifting, battery, and possession of drugs) or a status offense (an offense that can only be committed by a child—such as truancy, underage drinking, and curfew violations).

The following are relevant Indiana code sections on juvenile law:

- [IC 31-30 \(juvenile court jurisdiction\)](#)
- [IC 31-31 \(juvenile court administration\)](#)
- [IC 31-32 \(juvenile court procedures\)](#)
- [IC 31-34 \(children in need of services\)](#)
- [IC 31-37 \(delinquency\)](#)
- [IC 31-39 \(juvenile records\)](#)
- [IC 31-40 \(funding\)](#)

Indiana Probation Standards

Probation officers also have duties and responsibilities described in the [Indiana Probation Standards](#) adopted by the Judicial Conference of Indiana. The standards cover the following areas:

- Administration
- Certification & Training
- Preliminary Inquiry, Predispositional, and Presentence Investigation Reports
- Supervision
- Political Affiliation
- Code of Conduct for Indiana Probation Officers

Attention should be given to the sections on probation officer certification requirements, standards for preparation and disclosure of presentence and predispositional reports, victim notification, and case management.

Indiana Probation Safety and Security Guide

The Judicial Conference of Indiana has adopted procedures and recommendations regarding safety and security for probation departments and probation officers. The [Indiana Probation Safety and Security Guide](#) covers the following areas:

- Physical Security
- Telephone Threats
- Suspicious Packages and Letters
- Home Visits/Field Contacts
- Use of Force/Weapons
- Body Armor
- Search and Seizure
- Warrant Service/Arrest
- Transportation
- Suicide Prevention

Attention should be given to probation officer responsibilities related to conducting home visits and searches.

Probation Officer Ethical Responsibilities

Probation officer ethical responsibilities are governed by both the [Probation Officer Code of Conduct](#) and the [Indiana Code of Judicial Conduct](#). Probation officers are expected to perform their duties with unfailing honesty, respect for the dignity and individuality of human beings, and a commitment to professional and compassionate services. According to Rule 2.12 of the Code of Judicial Conduct, “A judge shall require court staff, court officials, and others subject to the judge’s discretion and control to act in a manner consistent with the judge’s obligations under this code.” Probation officers serve at the pleasure of their appointing judges and are subject to the authority of the judge.

Evidence-Based Practices

Principles of Effective Interventions

The National Institute of Corrections has promoted the use of evidence-based practices to reduce offender recidivism since the mid-1990’s. “Interventions within corrections are considered effective when they reduce offender risk and subsequent recidivism and therefore make a positive long-term contribution to public safety.” [Implementing Evidence-Based Practice in Community Corrections: The Principles of Effective Intervention](#),” 2004. The “evidence” for evidence-based practices is a body of knowledge based on 30 years of research conducted by scholars in North America and Europe, according to Dr. Edward Latessa of the University of Cincinnati. In his paper titled [“What Works in Reducing Recidivism?”](#), Dr. Latessa explains that this body of research “demonstrates empirically that theoretically sound, well-designed programs that meet certain conditions can appreciably reduce recidivism rates for offenders. Through the review and analyses of hundreds of studies, researchers have identified a set of principles that should guide corrections programs.” These principles are known as the “principles of effective interventions.”

The principles of effective interventions provide a framework for putting the research into practice. To achieve the best outcomes, probation departments should target resources to higher risk offenders. The principles of effective correctional interventions are:

1. Assess actuarial risk/needs—assessing offenders in a reliable and valid manner is a prerequisite for the effective supervision and treatment.

Assessment of risk and need is the foundation for the use of evidence-based practices in corrections. Risk and needs assessments are used routinely to estimate a person’s likelihood of re-offending and provide direction concerning appropriate supervision plans and service referrals. The risk assessment process helps probation departments develop tailored supervision strategies and create individualized case plans to target an offender’s criminogenic needs. Research shows that aligning the level of supervision with the level of the offender’s risk has the greatest effect on reducing recidivism. The use of risk assessments reduces bias in case planning, helps better utilize resources, and can lead to enhanced public safety.

For an overview of the purpose and use of risk and needs assessment see:

https://www.pewtrusts.org/~media/legacy/uploadedfiles/pcs_assets/2011/pewriskassessmentbriefpdf.pdf.

Indiana has adopted the Indiana Risk Assessment System (IRAS) and the Indiana Youth Assessment System (IYAS) as tools to assess general criminogenic risk and needs of adults and youth involved in the criminal justice and juvenile justice systems. Information and specific policies about the IRAS and the IYAS is available at: www.in.gov/judiciary/cadp/2762.htm.

2. Enhance intrinsic motivation—staff should relate to offenders in interpersonally sensitive and constructive ways to enhance an offender’s motivation to change.
3. Target interventions—**risk principle**: prioritize supervision and treatment resources for higher risk offenders; **criminogenic need principle**: target interventions to criminogenic needs; **responsivity principle**: be responsive to temperament, learning style, motivation, gender, and culture when assigning to programs; **dosage**: provide appropriate doses of services, pro-social structure, and supervision in a strategic application of resources; **treatment principle**: integrate treatment into sentence/sanction requirements through case management.

The risk-need-responsivity model is based on three principles: 1) the *risk principle* asserts that criminal behavior can be reliably predicted, and that treatment should focus on the higher risk offenders; 2) the *need principle* highlights the importance of criminogenic needs in the design and delivery of treatment; and 3) the *responsivity principle* describes how the treatment should be provided.

The risk principle states that offender recidivism can be reduced if the level of treatment services provided to the offender is proportional to the offender’s risk to re-offend. The principle has two parts to it: 1) level of treatment and, 2) offender’s risk to re-offend.

The need principle calls for the focus of correctional treatment to be on *criminogenic needs*. Criminogenic needs are dynamic risk factors that are directly linked to criminal behavior. Criminogenic needs can increase or decrease unlike static risk factors that can only change in one direction (increase risk) and are immutable to treatment interventions. Offenders have many needs deserving of treatment, but not all needs are associated with their criminal behavior. These criminogenic needs are considered the major predictors of criminal behavior referred to as “central eight” risk/needs factors. Probation officers target identified criminogenic needs in supervision plans and treatment referrals to reduce offender recidivism. Research shows that the following are directly linked to crime:

- Antisocial attitudes
- Antisocial peers
- Antisocial personality
- Substance abuse
- School/work
- Family/marital
- Leisure/recreation
- Criminal history

The essence of the responsivity principle is that treatment can be enhanced if the treatment intervention pays attention to personal factors that can facilitate learning. General responsivity refers to the fact that cognitive social learning interventions are the most effective way to teach people new behaviors regardless of the type of behavior. Effective cognitive social learning strategies operate according to the following two principles: 1) the relationship principle (establishing a warm, respectful and collaborative working alliance with the client) and, 2) the structuring principle (influence the direction of change towards the prosocial through appropriate modeling, reinforcement, problem-solving, etc.). Specific responsivity calls for treatment interventions to consider personal strengths and socio-biological-personality factors. Treatment should then be tailored to these factors, as they have the potential to facilitate or hinder treatment. See also: [*Risk-Need-Responsivity Model for Offender Assessment and Rehabilitation, D.A. Andrews and James Bonta, 2006*](#)

4. Skill train with directed practice (using cognitive behavioral treatment methods)—provide evidence-based programming that emphasizes cognitive-behavioral strategies delivered by well-trained staff.
5. Increase positive reinforcement—apply a much higher ration of positive reinforcements to negative reinforcements in order to achieve sustained behavioral change (4:1).

An incentive, such as positive reinforcement, from the court or probation department given when a probationer is compliant with the conditions of probation, rules of supervision, other orders of the court, or achieves milestones while on community supervision.

6. Engage ongoing support in natural communities—realign and actively engage pro-social supports for offenders in their communities.
7. Measure relevant processes/practices—routinely assess offender change in cognitive skill and development and evaluate offender recidivism.
8. Provide measurement feedback—use information to monitor process and change for offenders and the organization.

Implementing Evidence-Based Practice in Community Corrections: The Principles of Effective Intervention can be found at: [www.in.gov/idoc/files/111Implementing_DBP- J-SAT.pdf](http://www.in.gov/idoc/files/111Implementing_DBP-J-SAT.pdf)

Case Management

Case management is a goal-oriented strategy for coordinating the services received by an individual placed on probation and incorporates the principles of effective intervention. The central aspects of case management are assessment-driven and include:

- developing case plan goals
- prioritizing needs and services
- removing barriers to success
- monitoring progress
- regular review and reassessment

Once offenders are assessed, supervision and treatment resources should be targeted to moderate and higher risk offenders. Probation officers should do the following in developing individualized case plans: involve the offender in constructing the plan, align case plan activities with interventions to address specific criminogenic needs, and design plans that are specific and easy to understand. The services and programs delivered to offenders must be evidence-based (follow the principles of effective interventions) and consider the offender's responsivity factors. Effective case management also includes the use of incentives to encourage prosocial behavior and sanctions to discourage violations of probation.

Another critical component of case management is the probation officer's relationship with the probationer. Probation officers establish a "dual role relationship" with probationers. This dual role charges probation officers with protecting the public while assisting in the probationer's rehabilitation. The key to successfully balancing the dual roles of a probation officer is based in procedural justice—people will act receptively to those in authority if they have a perception of fairness. The probation officer should be authoritative, caring, and fair, while balancing care and control. The following are important practices for probation officers to follow in interactions with probationers: active listening, consideration of probationer's viewpoint, clear communication of expectations and consequences for violations. (Skeem, 2007; Trotter, 1999; Tyler, 2003; Skeem, 2014) (See also Probation Standards 4.1-4.4, 4.7, 4.10-4.13, 4.16)

Probation Supervision

The most important function of a probation department is to supervise criminal offenders and delinquent juveniles who have been placed on probation or under court supervision in lieu of serving time in prison, jail, or detention. The mission of probation is to provide necessary services to the offender/juvenile toward reducing criminal/delinquent behavior, while balancing the needs and ensuring the safety of the community. Probation officers use the results of the risk and needs assessments to develop individualized case plans to target the offender's particular criminogenic needs. The cornerstone of effective supervision is risk and need assessment.

Conditions of Probation

Trial courts have authority to place a person on probation after a misdemeanor or felony adjudication or conviction. The judge has broad discretion to order probation conditions that are related to the person's rehabilitation. Indiana code requires specific conditions for certain sex offenders and persons convicted of stalking. The statutory provisions for criminal probation are found in [IC 35-38-2](#). Courts with juvenile jurisdiction have authority to order supervision of a delinquent child by the probation department as a condition of probation under [IC 31-37-19-5](#).

Mental Illness and Substance Use Disorders

Many persons involved in the juvenile justice and criminal justice system are persons with undiagnosed or untreated mental health disorders, including substance use disorder. When indicated, a probation officer should make a treatment referral and update the individual case plan accordingly. Attention

should be given to the following topics on mental illness and substance use disorders from the provided resource links at the end of this guide:

- Integrated care
- Characteristics of a mental disorder or significant behavioral/psychological syndrome
- Mental illness and brain chemistry
- Facets of withdrawal and recovery issues
- Causes or influences on mental illness or substance use disorders
- Effects of trauma on substance abuse and mental health
- Probation officer's role with suicidal probationer
- Symptoms of:
 - Major depressive episodes
 - Anxiety disorder
 - Post-traumatic stress disorder
 - Attention deficit disorder
 - Antisocial personality disorder
 - Borderline personality disorder
 - Schizophrenia
 - Narcissistic personality disorder

Review the signs that indicate the use of:

- Depressants
- Alcohol
- Marijuana
- Hallucinogens

To improve outcomes for individuals diagnosed with mental health disorders, many courts have implemented problem-solving courts to assist adults and juvenile whose court involvement stems from untreated mental health disorders, including substance use disorders. Using a team-oriented approach, problem-solving courts target high risk, high need individuals and provide evidence-based interventions to promote outcomes that benefit the offender, the victim, and society.

[Sex Offender Supervision](#)

Effective January 1, 2003, Zachary's Law required sheriff's departments to jointly establish the [Indiana Sex and Violent Offender Registry](#) to provide detailed information about individuals who register as sex or violent offenders in Indiana. The purpose of the registry is to inform the general public about the identity, location, and appearance of sex and violent offenders who live, work, or study in Indiana. The Department of Correction oversees the State's Sex and Violent Offender Registration and Registry efforts. The registry requirements are available at [IC 11-8-8](#). Adult sex offenders are also subject to several mandatory conditions of probation. The [Indiana Special Probation Conditions for Adult Sex Offenders](#) lists the mandatory and discretionary probation conditions for adult sex offenders. The [Indiana Special Conditions for Juvenile Sex Offenders](#) lists the discretionary probation conditions for juvenile sex offenders.

Transfer of Supervision

Intrastate Transfers

The movement of adult probationers within Indiana is governed by the [Intrastate Probation Transfer Rules](#). The rules allow for the transfer of probation supervision from one Indiana county to another when one of the following has been verified:

- The offender resides in the receiving county
- The offender works in the receiving county
- The offender is taking educational courses in the receiving county
- The offender has other significant contact in the receiving county

Transfer in these situations is not mandatory and can be initiated by either the court or the offender. If the sentencing court does not transfer supervision of an offender who resides in another county, the sentencing court must notify the contact person in the other county of the offender's probation status.

The transfer of a child alleged to be a delinquent child is governed by [IC 31-32-7-3](#). The juvenile court may assign a case to a juvenile court of the juvenile's county of residence at any time before the dispositional hearing and supervision of the child may be assigned to a juvenile court in the county of the child's residence, any time after disposition.

Interstate transfer

The movement of adult and juvenile probationers across state lines is regulated by the [Interstate Compact for Adult Offender Supervision](#) (ICAOS) and the [Interstate Compact for Juveniles](#) (ICJ). The mission of the Interstate Commission for Adult Offender Supervision is to guide the transfer of offenders in a manner that promotes effective supervision strategies consistent with public safety, offender accountability, and victims' rights. The mission of the Interstate Commission for Juveniles, the governing body of the Interstate Compact for Juveniles, through means of joint and cooperative action among the compacting states, preserves child welfare and promotes public safety interests of citizens, including victims of juvenile offenders, by providing enhanced accountability, enforcement, visibility, and communication in the return of juveniles who have left their state of residence without permission and in the cooperative supervision of delinquent juveniles who travel or relocate across state lines. The Indiana statutes related to ICAOS and ICJ are [IC 11-13-4.5-1 through IC 11-13-5-4](#).

Acronyms

APPA	American Probation and Parole Association	JRAC	Justice Reinvestment Advisory Council
A&D	Alcohol and Drug	MI	Motivational Interviewing
ART	Aggression Replacement Training	MRT	Moral Reconation Therapy
BJA	Bureau of Justice Assistance	MST	Multisystemic Therapy
CBT	Cognitive Behavioral Therapy	NCO	No Contact Order
CHINS	Child/ren in Need of Services	NIC	National Institute of Corrections
DCS	Department of Child Services	PBT	Portable Breath Test
DBT	Dialectical Behavioral Therapy	PDR	Pre-Dispositional Report
DSM-5	Diagnostic Statistical Manual v. 5	PI	Preliminary Inquiry
EBDM	Evidence Based Decision Making	PREA	Prison Rape Elimination Act
EBP	Evidence-Based Practice	PSC	Problem Solving Court
FFT	Functional Family Therapy	PSI	Pre-sentence Investigation
GPS	Global Positioning System	PTR	Pretrial Release
HD	Home Detention	RNR	Risk, Need, Responsivity
ICJI	Indiana Criminal Justice Institute	SVP	Sexually Violent Predator
ICOTS	Interstate Commission for Adult Offender Supervision	UDS	Urine Drug Screen
IDOC	Indiana Department of Correction	VOP	Violation of Probation
IOCS	Indiana Office of Court Services	T4C	Thinking for a Change
IOP	Intensive Outpatient Program	TBI	Traumatic Brain Injury
IRAS	Indiana Risk Assessment System	PTSD	Post-Traumatic Stress Disorder
IYAS	Indiana Youth Assessment System	ROI	Release of Information
JDAI	Juvenile Detention Alternatives Initiative	SOMM	Sex Offender Management and Monitoring

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[Implementing Evidence-Based Practice in Community Corrections: The Principles of Effective Intervention](#), 2004

Substance Use and Mental Health Resources:

- The Substance Abuse and Mental Health Service Administration's (SAMHSA): www.samhsa.gov/atod
- The National Institute of Mental Health website offers basic definitions used in the field of mental health and explanations of many disorders at: www.nimh.nih.gov/health/statistics/mental-illness.shtml and www.nimh.nih.gov/health/topics/index.shtml
- Indiana Recovery Works program: <https://www.in.gov/fssa/dmha/2940.htm>