

20TH JUDICIAL DISTRICT PROBATION INTAKE UNIT



WHAT CASES QUALIFY FOR THE INTAKE UNIT?

All cases come through the intake unit except for ECO, SO, DUI, Community Corrections, and PSI assignments.

WHAT IS AN INTAKE?

An intake is a series of questions clients are asked in relation to their employment, criminal history, education, financial stability, family/relationships, substance history, mental health history, and living situation. This is what helps determine the level of supervision each client needs.

WHAT IS THE INTAKE PROCESS?

Volunteers in the intake unit complete the intakes under the supervision of the Volunteer Coordinator. During the intake, clients will be asked to sign Terms and Conditions, Sentence Order, and Waiver of Extradition (if applicable). Clients will receive copies of all paperwork they signed. TOUT/Courtesy Transfer paperwork will be signed if the client resides in another county outside of Boulder. Denver county is an exception for TOUT/Courtesy Transfers, as cases must be designated as district or CR cases.

WHAT HAPPENS AFTER THE INTAKE?

All cases are reviewed and will get assigned to the correct team or assigned to intervention based on assessments. Level of Supervision Inventory (LSI), TCU Drug Screen, and Substance Use Inventory (SUI) Assessments are used to determine the risk/need of clients. The TBI screen is used to determine if a client has had a brain injury.

INTERVENTION VS. STATE PROBATION

- 1. Intervention:** Private probation for lower risk clients. Intervention is *still* probation and clients will be expected to follow all conditions of probation.
- 2. State Probation:** Clients will stay with state if any of the following apply to them: significant mental health, LSI score over 24, found indigent in court, experiencing homelessness, significant amount of restitution, certain DV cases (DV screen is used to determine this), charges that include significant bodily injury, and charges that include weapons (determined case by case).

A FEW THINGS TO REMEMBER

If you are an Interstate Compact case, please reach out to probation beforehand, as these clients go directly to that team and not through intake. Clients will have 3 opportunities to report. Probation will call, email, and send a letter with a 2-week notice to contact us before a warrant is filed. If you are in custody at the time of sentencing, probation will send a letter to the jail with instructions to report upon release.

OFFICE LOCATIONS

Boulder Office: 1777 6th St. Boulder, CO 80302

Longmont Office: 1035 Kimbark St. Longmont, CO 80501

CONTACT US

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