

How to Be Successful On Probation

- Report to the Probation Department immediately upon your release from custody or after sentencing. Office hours are Monday-Friday, 8am-Noon & 1pm-5pm. Provide reception with your court paper work (Terms of Probation).
- If you are already assigned a Probation Officer (already on probation) ask reception to speak to your Probation Officer. If they are not available, fill out a Drop-in Sheet and check in with the Officer of the Day.
- If you are new to Probation, check in with reception, fill out a face sheet and financial form, and reception will provide you with an Intake appointment time and date. You will be provided with a business card.
- You are required to report to the Probation office by the 10th of each month until your Intake appointment or until you are contacted by your Probation Officer.
- Show up for your scheduled appointment! If an emergency arises or there is an unexpected conflict, call the Intake Officer or your Probation Officer immediately to reschedule. When you call, leave your current telephone number. If you do not have a telephone number where you can be reached, you must provide a contact number for messages. Email is accepted as well. Any address change must be reported immediately.
- Do not leave the area without prior approval from your Probation Officer. In order to travel out of state, you will need to get a Travel Permit from your P.O. or the Officer of the Day. *For PRCS clients and other special cases, you will also need permission to leave the County of Santa Cruz.
- If you are arrested or cited for a new offense, contact your P.O. or Intake Officer within 24 hours. If your P.O. is unavailable leave them a voice mail message and/or contact the Officer of the Day.
- Remain in contact with Probation at all times! Failure to remain in contact with Probation may result in a warrant being issued for your arrest due to non-compliance.
- IF you have ANY QUESTIONS at all, contact Reception at Santa Cruz (831)454-2150 or Watsonville (831)763-8070.

Santa Cruz Probation Office

303 Water St, Suite 9
Santa Cruz, CA 95060
Phone: (831)454-2150

Fax: (831)454-3327

Office Hours: M-F 9am-4pm



Watsonville Probation Office

1430 Freedom Blvd Room #14
Watsonville, CA 95076

Phone: (831)763-8070

Fax: (831)763-8233

Office Hours: M-F 8am-noon & 1pm-5pm

**Office Hours: Except Holidays, and closed Noon- 1PM for lunch*