

*Welcome  
to the*  
**SHIFT**  
*program!*

United States Probation  
Eastern District of Louisiana  
United States Bureau of Prisons



*Successfully  
Helping  
Individuals  
and Families  
Transition*

**SHIFT** is a program offered by the U.S. Probation Office for the Eastern District of Louisiana, the U.S. Bureau of Prisons, and Volunteers of America Residential Reentry Center (RRC). Our goal is “**S**uccessfully **H**elping **I**ndividuals and **F**amilies **T**ransition” from the pretrial stage, to the sentencing process, and ultimately to prepare for incarceration or other sentencing outcomes.

This two hour seminar is for defendants and their families. Defendants are allowed to invite up to two adult family members to attend with them.

**Topics to be addressed include:**

- Pre-Sentence Investigations*
- Sentencing outcomes*
- Preparing to self-surrender*
- What to expect while incarcerated*
- Life in the RRC (Halfway House)*

Presenters will include staff members from all of the participating agencies. Additionally, former pretrial defendants will also be present to share their experiences and to answer your questions. By providing general information about the sentencing process, the U.S. Bureau of Prisons (BOP) and the U. S. Probation Office hope to reduce the level of anxiety, fear, and confusion experienced by defendants and their family members.

**Contact your Pretrial Services Officer to obtain information on the next class.**

**IMPORTANT THINGS TO KNOW:**

**Pretrial Services**

Pretrial is the “front door” for the defendant facing federal charges. Our main goal for the defendants under pretrial supervision is to reduce the risk of nonappearance at all future court hearings and reduce the risk of danger to the community.

By encouraging defendants to remain goal oriented and to maintain a positive outlook as they navigate this time in their life, it is hoped that they will be responsible citizens who begin to make necessary changes for the better. This includes living as law abiding adults, who are drug free and contributing members of their family and their community. SHIFT classes address these issues by reducing the fear of the unknown.

**Presentence and Sentencing Process**

Once you enter a guilty plea or are found guilty by a jury, you will be interviewed by a presentence officer. Based on the investigation completed by the presentence officer, a report will be forwarded to the Court for the sentencing hearing. The purpose of the report is to assist the Court in fashioning a fair and appropriate sentence. After the Court considers information presented by the government, defense and probation, the Judge will impose a sentence.

**Self-Surrender**

If you are sentenced to a term of incarceration and are allowed by the Court to self-surrender, you will still be under the supervision of your pretrial services officer and must continue to report as directed. The Bureau of Prisons will designate you to a facility based on certain criteria.

## Pre-Incarceration Checklist

- Get your teeth cleaned and take care of any dental work.
- Register for Selective Service before you self-surrender.
- Get copies of all of your prescriptions.
- Deposit money to your BOP account before you surrender (Western Union is fastest).
- Take care of all finances: banking, bills, forward mail, etc.
- Make sure you have your transcripts, including high school diploma or GED certificate.
- Write a list of important phone numbers and addresses on the back of your legal documents.
- Mail yourself books and magazines. (Must be from a company i.e., Amazon, or Barnes & Noble).
- Pay all outstanding traffic tickets and attempt to resolve all pending charges.
- Reference your REGISTER NUMBER from your designation notice when sending items to the institution in advance.
- Renew your Driver's License (and other certifications, i.e. CDL)

If you have any questions regarding this program, please feel free to contact the following:

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U.S. Probation Officer – Pretrial Services  
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