

APPENDIX A

Interview Information

Personal Information

- Name: What do you prefer to be called; Age and date of birth.

Living Situation

- What is your current living situation – including length of time at address, who else lives there, and responsibilities you have to the people you live with?
- If not at current address very long: Obtain information about prior residences.
- If currently experiencing homelessness: Obtain information about where client currently sleeps, has their belongings, regular appointments/time-based obligations they have and keep (demonstrates client is reliable and thus is likely to appear for court). May want to ask if there is anything that contributed to their current situation.
- If charged with family violence offense: Determine if they live with the complaining witness and, if so, identify an alternative place to live in the event that the judge issues a Magistrate's Order of Emergency Protection requiring they stay away from that residence.

Work Experience and Situation

- Were you working at the time of your arrest?
- If so, obtain information about current employment, including duration, type of job responsibilities, any promotions/raises (demonstrates reliability), and if employer is aware of current arrest (and, if not, whether client wants them contacted).
- If not employed at time of arrest, seek information about prior employment, including the reason they stopped working at their last job and if there are any current challenges to finding work.

Military History

- Were you (are you) in the military?
- If so, obtain information on branch, length/dates of service, rank at separation, promotions/awards during enlistment, and type of discharge.

Education Background and Situation

- Are you currently in school?
- If so, obtain details regarding where they attend school, course work, and expected graduation date.

- If not in school, what is highest grade completed/degree earned, where did they attend school (ties to area), and year last attended.
- While in school did you receive any: special services or assistance including additional time or assistance taking tests, smaller class sizes, 1-on-1 assistance, have an IEP, etc.

Family Circumstances and Responsibilities

- Tell me about your family circumstances including:
 - Current status (married, divorced, widowed, single, in long-term relationship)
 - Children: if so, ages, who do they typically stay with, where are they currently staying (and can they remain there), what responsibilities do you typically have for your children (care/support, financial, etc.)
 - What family responsibilities do you have? (financial, provide care, etc.)

Medical and Mental Health History and Situation

- Do you have any immediate medical/mental health needs? Are they being met?
- General Medical
 - Details regarding any medical conditions that currently receive/should receive care for (condition, what care receiving/need, medical providers, medications, etc.)
- General Mental Health
 - Details regarding any mental health conditions that currently receive/should receive care for (condition, what care receiving/need, medical providers, medications, etc.)
- Do you have any other conditions that may be impacted if you were in jail?

Other Community Ties and Engagement

- Do you belong to any community groups/participate in any community activities? (examples: religious organizations, youth sports programs, school organizations)

Immigration Information

- Where were you born?
- If born outside the U.S.: Are you a U.S. citizen? If so, when and how did you gain citizenship?
- If not a U.S. citizen: When did you enter the U.S.? What is your current status?

Criminal History

- Are you currently on probation, parole, bond? Have to go to court for anything else?
- Review any prior arrests and convictions
- Identify prior successful completions of probation, pre-trial supervision, etc.
- Identify any prior failure to appear charges including dates and circumstances
- If applicable, what supports could help you avoid that happening again?

Financial Information Relating to Bond

- If the court requires a secured bond, what amount do you believe you could afford?
- *Who will post the bond (including contact info); do they know client arrested?*

Release Plans

- Where will you be staying?
- How will you get to court and to any other condition of release obligations?

Other Information

- Is there anything else you would want the judge to know about you, your family, and your situation that might help in getting you released?