

INSTRUCTIONS FOR REPORTING TO THE ADULT PROBATION OFFICE OF LAWRENCE COUNTY

- **Officer** - You've been assigned to Officer _____, 724-656-2173 extension _____.
- **Reporting Instructions** - _____.
- **Next Report** - _____.
- **Reporting Hours** - Reporting hours are **8:00am to 3:00pm** except for your Probation Officer's lunch hour. **No one is permitted to report after 3:00pm.** Payments may be made until 4:00pm.
- **Lunch Hour** - Your Probation Officer's lunch hour is **12:00pm to 1:00pm**. You are not permitted to report to the Adult Probation Office during this hour. However, you may make a payment.
- **Missed Visits** - The only acceptable reason for missing a required visit to the Adult Probation Office would be a medical emergency or a death in your immediate family. A medical excuse must specifically state that you were **UNABLE TO REPORT TO THE ADULT PROBATION OFFICE** and include date when you will be able to next report. If the excuse does not have this written on it, it is not acceptable. For a death in the immediate family, a copy of the obituary must be submitted to your officer.
- **Unemployed** - If you are not working, it is necessary for you to **report before 11:00am**, unless given special permission by your Probation Officer to report at a different time.
- **Holiday(s)** - If your reporting day falls on a holiday and the Adult Probation Office is closed, you are required to report the very next work day unless otherwise instructed by your Probation Officer. **It is your responsibility to know the courthouse holidays.**
- **Children** - Anyone on Probation/Parole/ARD/IPP/House Arrest are asked not to bring children into the office.
- **Coats/Purses** - Anyone on Probation/Parole/ARD/IPP/House Arrest will not be permitted to have purses, outerwear, etc... when entering into the inner office of the Adult Probation Office.
- **Medications** - If you are on any medications, you must notify your Probation Officer immediately. If you have had any drug and alcohol treatment in the past or are on a specialized caseload and you are taking any narcotics or controlled substances, you must have a doctor's awareness note signed by your doctor (forms available at the Adult Probation Office).
- **Drug & Alcohol Assessment** - If you are required to be assessed by the Lawrence County Drug & Alcohol Commission (**724-658-5580**), you must contact them to schedule an assessment. You will inform your officer of the date and time of your assessment.
NOTICE: If you are not a resident of Lawrence County you must get an assessment in the county/state in which you reside. Also, missing any assessment(s) and/or treatment without a valid excuse is a violation.
- **Inpatient Rehabilitation** - If you need to enter an inpatient rehabilitation facility, you must have your Probation Officer's permission prior to entering the program.
- **Alcohol Clause** - All persons on supervision are under the alcohol clause until it is removed by your officer. If your charge is not drug or alcohol related, and/or you are not on a specialized caseload and/or you have not been ordered a drug and alcohol assessment, please see your Probation Officer about removing the alcohol clause. Also, you are not permitted to take any medications with alcohol in it without a valid prescription.
- **Transfer of Supervision** - All transfer cases are required to report to the Lawrence County Adult Probation Office until your Probation Officer informs you the transfer is accepted. You must continue to pay any costs, fines and/or restitutions to Lawrence County even after your case is transferred. Failure to pay any costs, fines and/or restitution will be considered a violation. Any non-compliance may result in your case being brought back to Lawrence County for revocation and/or possible incarceration.
- **It is your responsibility to know and understand all of the rules and any special conditions imposed.**

You have read and understand the above instructions. You understand failure to comply with these instructions may result in your being non-compliant with the conditions set forth by the Lawrence County Adult Probation Office.

CLIENT

DATE

WITNESS

DATE