

Williamson County



Adult Probation (CSCD)

Probation Information Guide

Revised 2014



WILLIAMSON COUNTY ADULT PROBATION

(CSCD)

301 S.E. Inner Loop Road
P.O. Box 251
Georgetown, TX 78627-0251
Phone: (512) 943-3500
Fax: (512) 943-3510
www.adultprobation.net

**Steve Morrison
CSCD DIRECTOR**

For a person placed on adult probation, the Criminal Justice process often seems complex and confusing, and an offender is flooded with information concerning the conditions of probation, civil rights, conviction status, criminal record and so forth. This booklet has been prepared to assist you in understanding what will be expected of you by the Adult Probation Department (CSCD) of Williamson County while you are on supervision. Any Local, State, or Federal Laws or Court Orders supersede any information contained in this guide.

It is important to understand that the Probation Officers are here to assist offenders in successfully completing the terms of probation and to advise the Courts of violations of the Conditions of Probation. Your officer will assist you as much as possible, but the determination to successfully complete your Probation depends upon you. If you require additional help, such as alcohol or drug counseling, credit counseling, employment assistance or training, continuing education, or family counseling, your Probation Officer can direct you to the available resources.

After reading this booklet, if you are uncertain about something concerning your probation, do not hesitate to contact your officer. Continuous communication between you and your Probation Officer is important in avoiding problems which may cause your probation to be revoked.

Good Luck,

STEVE MORRISON
Director

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OFFICE LOCATIONS (MAP TO SATELLITE OFFICES ON PAGE 13 & 14)

Mailing Address:

P. O. Box 251
Georgetown, TX 78627

NOTE: All correspondence is to be mailed to the P.O. Box only

Main Office:

Adult Probation & Pre-Trial Services
301 S.E. Inner Loop Rd; suite 101
Georgetown, TX 78626

Phone: 512-943-3500

(includes Administration offices, Direct Georgetown
Area Supervision, Special Caseload Supervision,
Indirect Unit, & Pre-Trial Services)

Courthouse Annex:

Court Services & Pre Sentence Investigation
405 Martin Luther King - 2nd Floor
Georgetown, TX 78626

Phone: 512-943-1257

Round Rock Office:

211 Commerce Cove; Round Rock Annex
Round Rock, TX 78664

Phone: 512-248-3232

Taylor Office:

412 Vance Street; Suite 4
Taylor, Texas 76574

Phone: 512-238-2132

Central Texas Treatment Center:

601 Alligator
P.O. Box 488
Granger, TX 76530

Phone: 512-943-1211

Intensive Outpatient Program:

211 Commerce Cove; Round Rock Annex
(Entrance on WEST Side of Building)
Round Rock, TX 78664

Phone: n/a- by appointment only

****Directions on page 15****

Payments

Effective 09/01/10- CSCD will offer 4 ways to process your monthly payment.

1. **Credit Card**
2. **In person**
3. **By Mail**
4. **After Hours Drop Box**

Don't forget to add the \$2.00 transaction fee to your payment

1. Credit Card

- ALL offices will now be accepting credit cards during working hours.
 - Payments will be posted to your Probation account within 24 hours after the payment has been processed.
 - Credit Card payments can be made:
 1. In Person (**MUST be cardholder or accompanied by the person whose name appears on the card**)
- 2. by web**



www.wccscd.org

Bureau Code: 2120407

Convenience Service Fee charge applies
No Reimbursements for Full Balance Payments



Payments processed onto Probation account within 4-5 business days

2. In Person

- ALL offices accept credit cards during working hours.
- **Cash, MO and Cashier's Check payments are only accepted at the Georgetown Main Office @ 301 S.E. Inner Loop Rd. (Inner Loop Annex)**

3. By Mail

- Mailed in payments are only accepted in the form of Money Orders and Cashier's Checks.
- **NO CASH or Personal Checks**
- Mailing address is:

Williamson County CSCD
PO Box 251, Georgetown, TX 78627
- Please print YOUR NAME & CAUSE # on the money order or cashier's check.

4. After Hours Drop Box

- **Georgetown Main Office @ 301 S.E. Inner Loop Rd. Directly next to the front doors.**
- **Round Rock Office, located adjacent to the front door.**
 - **NO CASH**- just Money Orders and Cashier's Checks
 - Please print YOUR NAME & CAUSE # on the money order or cashier's check.
 - Payment will be processed and posted to your Probation account the following business morning.

Williamson County CSCD PREA Policy to Probationers

(Prison Rape Elimination Act)

It is the policy of Williamson County Community Supervision and Corrections Department (CSCD) to provide a safe, humane and secure environment for all probationers. Williamson County CSCD maintains a zero tolerance for staff sexual misconduct and harassment toward probationers. Every allegation of sexual misconduct and harassment is thoroughly investigated.

If you feel you have been a victim of such behavior please report this to the unit supervisor listed in the lobby of each office. You may also contact the CSCD HR department below:

Williamson County CSCD Human Resources Department

P.O Box 251

Georgetown, TX. 78627

Email: hr@adultprobation.net

Fax: 512-943-3875

Web: www.adultprobation.net

It is the policy of Williamson County Community Supervision and Corrections Department (CSCD) to provide an environment that is free from harassment and/or discrimination for those who are living with HIV/AIDS. Individuals who feel they have been discriminated against as a result of having, being perceived as having, living with or being affected by HIV/AIDS and those who have any other related concerns are encouraged to speak to the unit supervisor whose name is posted in the lobby of each office. Information concerning HIV/AIDS is available in the lobby of each office.

Should you need special accommodations to comply with your probation requirements, you will need to provide a medical release indicating your restrictions or limitations that impair your ability to comply.

Below are Williamson County Resources in which may help you with information about HIV/AIDS:

Williamson County and Cities Health District

312 Main Street

Georgetown, TX 78626

Tel: 512-943-3600

Web: www.wcchd.org

Community Action of Williamson County

605 East University; #213

Georgetown, TX 78627

Tel: 512-943-2471

Web: www.communityaction.com

**Please read this information guide before contacting your Williamson County
Supervision Officer/Caseworker or reporting to your Williamson County Supervision
Officer for Direct Supervision.**

**GENERAL INFORMATION
REGARDING
COMMUNITY SUPERVISION**

FELONY PROBATION

Felony Conviction Probation:

A person placed on felony probation has been sentenced to a term of incarceration in the Texas Department of Criminal Justice - Institutional Division or a State Jail Felony facility, and the Judge has allowed the individual to serve that term in the community, subject to the conditions of supervision. A person placed on felony supervision has been convicted of a felony, and cannot purchase, possess, or receive any firearms, vote, serve on a jury, hold public office, or state that he has never been convicted of a felony.

A person convicted **may not vote or serve on a jury while on probation. You are eligible to register to vote upon completion of probation. The right to serve on a jury can only be restored if the Court sets aside and dismisses the accusation against you. A person convicted of a felony has lost the right to purchase, possess, or receive firearms.** This firearm ban is for the remainder of your life, and it will be unlawful for you to possess any ammunition or guns after being placed on supervision. Relief from this may be sought by making application with the Federal Government no sooner than five years after your release from supervision, or having your conviction expunged, set aside, or pardoned. An individual placed on felony probation **cannot** legally state that he has never been convicted of a felony, **even upon successful completion of probation.** A felony conviction can affect certain occupations that require licensing, and could affect members of the Armed

Forces. In addition, a felony conviction usually prohibits an individual from enlisting in the Armed Forces. Further information can be obtained from your officer or from the departmental "Civil Rights and Federal Gun Control Act" sheet, your attorney and the Bureau of Alcohol, Tobacco and Firearms.

Felony Deferred Adjudication:

When a person has been placed on deferred adjudication, the Judge has found that there is sufficient evidence to find the person guilty, but the case is put on "hold" and the individual is placed on probation for a specific number of years, subject to the conditions of supervision. The person has **not** been found guilty and had punishment assessed at this stage of the trial. Therefore, there is no felony conviction or interruption of a defendant's civil rights except that he may not possess, purchase or receive any firearms or ammunition or serve on a jury. After termination of probation, these rights may be restored.

DPS will likely always have a record of your arrest. After the termination of your supervision period, this will show on your criminal record if it is obtained from the Texas Department of Public Safety.

Felony probation of any type is an alternative to incarceration and a privilege, not a right. Failure to abide by the rules of supervision can result in termination of that privilege.

MISDEMEANOR PROBATION

Misdemeanor Conviction:

When a defendant is placed on community supervision for a misdemeanor offense, the Judge generally sentences the defendant to jail, but probates the jail sentence for a time period of up to the maximum allowed by law. Likewise, a portion of the fine may also be probated.

Misdemeanor Deferred Adjudication:

In accordance to Section 5 (c) Of Article 42.12 of the Texas Code of Criminal Procedure, on successful completion of deferred adjudication supervision, the judge shall dismiss the proceedings against the defendant and discharge him.

A person receiving deferred adjudication for a misdemeanor offense will not have a conviction for that charge, if community supervision is successfully completed. If the Judge sets aside a deferred adjudication, the Judge may then (1) place you on standard supervision, or (2) assess up to the maximum punishment allowed by law. Individuals charged with Driving While Intoxicated are not eligible for Deferred Adjudication.

DPS will likely always have a record of your arrest. After the termination of your supervision period, this will show on your criminal record if it is obtained from the Texas Department of Public Safety.

EARLY TERMINATION

The department does not recommend early termination for felony cases until at least one-half of the original sentence has been served, all conditions and special programs have been completed, all court fees have been paid, the case classification data shows a defendant has low needs and presents a low risk, and no violations of supervision have occurred. The sentencing judge has the sole discretion of granting an early termination, regardless of the recommendation of the Officer. Supervision fees must be kept current for each month until the Judge actually grants the early termination order.

This department will not recommend early termination of Misdemeanor cases sentenced to less than 12 months of supervision,

The law does not allow early termination of Driving While Intoxicated Offenses, Intoxication Assault, Intoxication Manslaughter or Sex Offenses.

Loss of Driver License Privileges for DWI Offenders

In the last legislative session laws were implemented that affects all persons arrested for Driving While Intoxicated. Driver License privileges will be suspended for all persons failing or refusing a breath or blood test at the time of their arrest. If you are unsure of the status of your driver license call the Texas Department of Public Safety Driver Improvement & Control (TDPS-DIC) at (512)424-2600. These penalties are as follows and apply to those individuals age 21 and over at the time of an arrest that occurred after September 1, 2001:

- * Loss of license penalties for failing breath/blood test
 - 1st offense - 90 days
 - If one or more alcohol/drug contacts in last ten years - 12 months
- * Loss of license penalties for refusing breath/blood test
 - 1st offense - 180 days
 - If one or more alcohol/drug contacts in last ten years - 24 months
- * DL Suspension may **NOT** be probated. This suspension will likely occur before you go to Court and is done administratively by DPS.
- * Appeal process available by contacting the Texas Department of Public Safety, 5805 N. Lamar, Austin, TX 78773.
- * \$125.00 reinstatement fee will need to be mailed to DPS.
- * License taken at time of arrest and 40 day temporary license issued.
- * The judge may order an additional period of suspension at the time of sentencing.

LAW RELATED TO DRUG CONVICTIONS AND DWI REVOCATIONS:

Your license will be automatically suspended if you are convicted of any drug offense. This also includes deferred adjudication cases which are "set aside" and placed on formal sentences of community supervision. If your DWI supervision term is revoked by the Judge for violating one or several conditions of supervision, the Judge will most likely suspend your driver's license.

RESTORATION OF CIVIL RIGHTS

VOTING RIGHTS:

Misdemeanor Community Supervision (includes deferred adjudication)	No Effect
Felony Charge	No Effect
Felony Probation (Deferred Adjudication)	No Effect
Felony Probation (Regular/non deferred)	Ineligible

PUBLIC OFFICE:

Misdemeanor Community Supervision (includes deferred adjudication)	No Effect
Felony Charge	No Effect
Felony Probation (Deferred)	No Effect
Felony Probation (Regular/Shock):	Ineligible

JURY SERVICE:

Misdemeanor Community Supervision (includes deferred adjudication)	
-Non-Theft Offenses	No Effect
-Theft Offenses	Not Eligible
-Theft Offenses Upon Discharge	Rights Restored
Felony Charge	Ineligible
Felony Probation (Deferred)	Ineligible
Felony Probation (Regular/Shock):	Ineligible

Judge will most likely issue a warrant for your arrest, based on the alleged violations. Once arrested, a bond will be set for your release pending your hearing.

At a FELONY hearing, you are not entitled to a jury trial, and the State only has to prove by a majority of the evidence that one or more conditions have been violated. If it is proved that you have violated your supervision, your probation could be revoked or modified by the Judge.

If your probation is revoked and you are sentenced to the penitentiary or State Jail, **no credit is given for any time previously served on probation.**

At a MISDEMEANOR hearing, you will be expected to answer to those allegations that you may have violated the terms of your community supervision. If the Judge finds that it is "True" that you have violated community supervision, the conditions of that supervision may be amended to include, but not limited to, an extension of your supervision term, increased fine, additional classes or programs, or jail time as a condition of supervision. The Judge, may however decide to revoke the community supervision term. If the supervision term is revoked, you will be sentenced to serve your jail time in the Williamson County jail. **NO CREDIT WILL BE GIVEN TOWARD A JAIL SENTENCE FOR ANY TIME SERVED ON PROBATION.** Credit for prior jail time may be granted

REVOCACTION OF PROBATION

While we hope that you are successful and do not violate the conditions of your probation, there is information that we want you to know.

If you violate your conditions of probation, a violation report will be prepared by your Officer and a *Motion to Revoke Probation* or a *Motion to Set Aside Deferred Adjudication* can be filed. Your community supervision officer will submit a written Violation Report. The violation report outlines the conditions of your supervision which may have been violated. The

AMENDING/MODIFYING PROBATION

If your probation is MODIFIED, you could have your supervision extended, or be sent to special programs such as a Felony Substance Abuse Treatment Facility, Intermediate Sanction Facility, House Arrest, or one of many other programs. These are called "Sanctions". A *sanction* is a penalty intended to enforce compliance used as an alternative to incarceration. To avoid *sanctions*, follow your conditions of probation.

ORDER FOR NON DISCLOSURE

If the offense was a **misdemeanor** listed below, then an offender must wait **2 years** from the date of completion of the deferred adjudication or the case was dismissed. A copy of the Order Dismissing can be obtained from the County Clerk's Office.

- Assault
 - Deadly conduct
 - Terroristic threat
 - Aiding suicide
 - Leaving a child in a vehicle
 - Harboring a runaway child
 - Advertising for placement of a child
 - Disorderly conduct
 - Obstructing highway or other passageway
 - Disrupting a meeting or procession
 - Interference with an emergency telephone call
 - Unlawful carrying of a handgun by license holder
 - Unlawful possession of a firearm
 - Possession, manufacture, transport, repair, or sale of switchblade knife or knuckles
 - Violation of a protective order preventing offense caused by bias or prejudice
 - Dog fighting
 - Public lewdness
 - Hoax bombs
 - Unlawful restraint
 - Indecent Exposure
 - Riot
 - Cruelty to animals
 - Bigamy
 - Abuse of corpse
 - Harassment
 - Destruction of flag
 - False alarm or report
 - Discharge of firearm
 - Unlawful carrying weapons
 - Silent or abusive calls to 911
 - Making a firearm accessible to a child
 - Unlawful transfer of certain weapons
- If the offense was any **other misdemeanor** not listed above, then the offender may file **immediately** upon completion of deferred adjudication or dismissal of the case.

FELONIES in most cases, the offender must wait five (5) years after successful completion of your **deferred adjudication probation** before they can petition the court for an order of nondisclosure.

Regular probation cases (Non- deferred) are not eligible for Non-disclosure orders. The following offenses cannot be sealed with an order of nondisclosure:

- Any offense requiring sex offender registration
- Aggravated kidnapping
- Murder
- Capital murder
- Injury to a child, elderly individual, or disabled individual
- Abandoning or endangering a child
- Violation of a protective order
- Stalking
- Other family violence offenses (family violence is violence or the threat of violence against a relative or a current or former housemate)

Each petition for an order of nondisclosure must be judged on its own merit. The judge will consider a

number of factors when determining whether to grant any such request. Under Texas law, an order of nondisclosure cannot be obtained on an offense for which the offender has been convicted.

An order of nondisclosure requires all law enforcement agencies not to reveal the deferred adjudication record information to anyone other than law enforcement agencies. In other words, the public may not view the records pertaining to the offense in which you received deferred adjudication. The release of your criminal prosecution and criminal arrest records to the general public, for example schools, employers, credit agencies and your landlord. However, law enforcement agencies will still be able to access this information.

DIRECT SUPERVISION

If you live or work in Williamson County.....

Your case has been assigned to a Williamson County Adult Probation Officer for supervision and case management. If you live or work in Travis, Bell, Lee, Milam or Burnet County, your case may be supervised in Williamson County.

The Officer's responsibility is to notify the Courts whether you are in compliance with the conditions of supervision or not; and to submit written reports of any possible violations. Your officer will assist you to organize and coordinate the scheduling of your conditions of supervision. However, YOU are responsible for successful completion of those conditions.

When you report to your supervision officer, you will be required and responsible to inform them of any changes that are pertinent to your case, such as a change of address or work status.

YOU MUST BRING THIS FILE FOLDER WITH YOU TO EVERY OFFICE VISIT.

The following list includes, but is not limited to, some of the documentation you must be prepared to provide to your supervision officer:

- * driver's license/identification card
- * social security card
- * paycheck stubs
- * copies of other Court orders, such as child

support payments, occupational driver's licenses & logs, protective/restraining orders, another Court's conditions of supervision, etc.

- * prescription medications
- * completion certificates or attendance sheets to Court-ordered classes or programs.

It is extremely important to inform your officer immediately of any contact with the police; violations of the conditions of supervision; changes of residence, employment or financial status. Do not wait until your next scheduled office visit to inform your officer of these type of changes/events. Call your officer that day or the next business day to advise him/her of the change.

As of May 01, 2007, Williamson County will require each person on probation to carry an Adult Probation Identification Card at all time. If a law enforcement officer requests proof of identification, the probationer must show the officer this probation ID card along with a driver's license or Texas ID card. If the card is lost, the probationer shall pay \$5.00 for a replacement card.

PAYMENTS

Supervision fees, fines, court costs, restitution, and any other court ordered payments must be paid by the 30th day of each month. See page 5 for payment information.

Along with this charge, all payments to Williamson County CSCD are subject to an administrative fee of \$2.00 per payment.

INDIRECT SUPERVISION

Even though you will be supervised by another Adult Probation Department within or out of Texas....

You will still be on Probation in Williamson County, and will have certain responsibilities here.

YOU ARE REQUIRED TO WEB REPORT EACH MONTH to your Williamson County Officer/Caseworker.

(Offenders transferring to another county or state for supervision)

Live or Moving out of county or state:

If you were placed on Adult Probation and if:

1. You already reside in another county other than Williamson or in another state.
2. The Courts have given you permission to move to another state or county for supervision, your case will be transferred to the county or state of your residence. Case material will be sent to the county or state of your residence and you will be notified when and where to report, within ninety days. Offenders wishing to transfer their supervision out of State must first make application through Interstate Compact Services. **Before you will be allowed to move, the receiving State must first approve and accept the transfer. There is no guarantee the receiving State will allow you to transfer your supervision to their State.**

Once approved and before leaving the State of Texas, the defendant shall deposit an amount sufficient to cover the cost of extradition back to the State of Texas. This fee will be refunded upon completion of supervision or upon relocating to Texas. (COS #14)

Already residing in another state:

If you reside in another state prior to being sentenced, you **will not** be allowed to return to your home state until reporting instructions have been received from the receiving state.

You must complete your Initial Interview with your assigned community supervision officer/assistant probation officer immediately after sentencing at the Georgetown office. Your case will be submitted to the Interstate Compact Office of your resident state for acceptance. **You will not be allowed to leave the State of Texas unless your case has been accepted and reporting instructions obtained.** If you are allowed to be transferred out of State, you shall deposit an amount sufficient to cover the cost of extradition back to the State of Texas. This fee will be refunded upon completion of supervision or upon relocating to Texas. (COS #14)

Supervision fees, fines, court costs, restitution, and any other court ordered payments must be paid by the 30th day of each month. See page 5 for payment information. **DO NOT** send these payments to the county or state to which the case was transferred.

The only exception to the payment policy above would be if your case was accepted, transferred and supervised outside of the state of Texas. You are **not** required to pay your supervision fee to Williamson County. The state providing supervision will likely assess and collect supervision fees. All other court costs, fines, restitution, etc. will still have to be paid to Williamson County.

As of May 01, 2007, Williamson County will require each person on probation to carry an Adult Probation Identification Card at all time. If a law enforcement officer requests proof of identification, the probationer must show the officer this probation ID card along with a driver's license or Texas ID card. If the card is lost, the probationer shall pay \$5.00 for a replacement card.

Conditions/Classes: If a condition of your supervision is to attend any alcohol counseling, drug education classes, mental health counseling, etc., you are responsible for the cost of these programs and providing proof of completion or verification of any class, program or CSR. You must also abide by any additional conditions set by that county or state, which may not appear on your original conditions of supervision. Your Williamson County Probation Officer/Caseworker will receive periodic progress reports from your supervising Officer indicating any problems, achievements, or violations.

Travel Permit: The county/state supervising your case will also be responsible for giving you permission to leave the county or state, and may have a different policy than the one set by Williamson County.

Residence: If you desire to move from the county or state in which you are residing, **you must obtain advance permission from both jurisdictions before you move.** Once you begin reporting, you are encouraged to discuss any problems or concerns relating to your supervision with your supervision officer. He/She will forward those concerns to Williamson County as deemed necessary.

OFFENDERS TRANSFERRING INTO WILLIAMSON COUNTY

If you were placed on Probation in another county or state and you reside or work in Williamson County, your case has been transferred to Williamson County for courtesy supervision. Your case will be supervised no differently than an individual placed on probation in Williamson County, with few exceptions. It is important for you to know that the original county or state retains jurisdiction in your case, and any violation of your conditions of probation will be referred to that county or state.

Although your case has been transferred to Williamson County, any financial obligations you may

have, such as fines, court costs, or restitution must be paid directly to the county or state of jurisdiction.

If your case is transferred to Williamson County from another state, you will be required to pay a monthly supervision fee to this Department. Your Williamson County Probation Officer will not accept any payments for other jurisdictions. In addition, you may also be required to send a monthly report form to the original county or state.

As of February 01, 2006, Williamson County will require a \$5.00 monthly Urinalyses Fee for those cases with conditions specifying the submission of urine, blood, breath, or saliva samples to the Officer in charge of their case. This is to be used for the detection of alcohol or drug abuse.

Along with this charge, all payments to Williamson County CSCD are subject to an administrative fee of \$2.00 per payment.

Your Williamson County supervision officer is required to notify the county or state of jurisdiction if you violate any of the conditions of your community supervision. Periodic progress reports will be sent to your original probation department detailing any violations, problems, or achievements.

You are responsible for the costs of any classes or programs required of your conditions of supervision. It is important that you must inform your Community Supervision Officer from your original jurisdiction and your Williamson County Probation Officer of any change of residence, address, job, telephone number, violations or any new arrests.

**INSTRUCTIONS FOR OFFENDERS
REPORTING TO THE GEORGETOWN INNER
LOOP, ROUND ROCK, & TAYLOR OFFICES**

If you will be reporting to the Georgetown Inner Loop, Round Rock or Taylor Office, you will need to adhere to some rules and procedures.

You will pass through a metal detector prior to entering the reception area. Please leave all metal objects in your vehicle to avoid any delay in getting in the waiting area. Any metal objects you have on your person must be placed on a table before you pass through the detector. **All pockets must be emptied** and items placed on the table as you enter. If you wear steel-toed shoes or boots, **you will have to remove them before you go through the detector, then turn them upside down to show there is nothing hidden in them.** You will then be allowed to put them back on.

The following is a list of items **ARE NOT allowed**, under **ANY** circumstances, into the office:

1. Pocket knives, knives of any other kind, including box cutters;
2. **Purses**, briefcases, backpacks;
3. Guns or other firearms; and
4. No chained wallets
5. Food or Drinks
6. **NO CELL PHONES** (unless otherwise told to bring to the office visit)

If you use a day-planner and have to bring it in, you will have to open it for the receptionist to inspect for contraband. After you pass through the metal detector, you will be expected to sign your name, time of arrival, time of appointment and name of your community supervision officer on a sign in sheet on the counter. After you sign in, you should have a seat until your officer escorts you in for the office visit.

You should arrange for child care before reporting to your officer. Office visits are usually quicker and more productive when you are alone, without children.

**The following are directions to
the Probation Offices.**

A map is located at the end of this booklet,
on pages 19 & 20.

Georgetown Inner Loop Office

If you have any questions, call (512)943-3500

The offices are located at 301 S.E. Inner Loop Road at the Williamson County Inner Loop Annex.

If exiting from the south, take exit 259, and proceed to the first stop sign after the exit. Turn right (East) on S.E. Inner Loop Road and proceed approximately 2/10's of a mile. The office will be on your left.

If exiting from the North, take exit 259, proceed to the stop sign past Inner Space Caverns, and turn left (East). Go under the overpass to the next stop Sign, and proceed straight approximately 2/10's of a mile on S.E. Inner Loop Road. The office is on your left. Park in the front parking lot, and enter through the front door.

Round Rock Office

If you have any questions, call (512)248-3232.

This office is located at 211 Commerce Cove at the Williamson County Annex. From Interstate 35, take exit 254 (RR 3406). Go East on RR 3406. Go to the stop light and take a right onto Business 35/Mays Street. Go about a quarter of a mile and take a left onto Commerce Street. Go about three blocks to the end of Commerce (the street will dead end) and turn into the back parking lot of the Annex. Go to the rear of the buildings. The Adult Probation office is the last office on the right.

Taylor Office

If you have any questions, call (512)238-2132.

This office is located at 412 Vance Street at the Williamson County Annex which is located NEXT to the U.S. Post Office, on the northeast corner of 4th & Vance Street.

From I35 in Round Rock, take the US-79 and go Eastward toward Taylor. When you arrive in Taylor, take a left on Vance Street. Go to 412 Vance Street, which is the Williamson County Annex.

From Hwy 95, go Westward on 4th Street to Vance Street. The Williamson County Annex is on the right hand side on Vance Street.

Intensive Outpatient Program Office

If you have any questions, call (512)248-3232.

This office is located at 211 Commerce Cove at the Williamson County Annex. (**Entrance on WEST Side of Building**)

From Interstate 35, take exit 254 (RR 3406). Go East on RR 3406. Go to the stop light and take a right onto Business 35/Mays Street. Go about a quarter of a mile and take a left onto Commerce Blvd. Go about three blocks and turn right on Enterprise Drive and turn left into the last parking lot of the Annex. The IOP office is marked accordingly.

THE CONDITIONS OF PROBATION/SUPERVISION

There are many conditions of probation and the following may not be the only conditions of your supervision. Some of the conditions which may be added to your probation include alcohol or drug treatment, participation in Alcoholics or Narcotics Anonymous meetings, mental health counseling, anger management programs, value clarification programs. This is your probation and you are responsible for following your conditions of probation, completing court-ordered programs and providing verification of any class, program or CSR hours. If you have any question, check with your Officer.

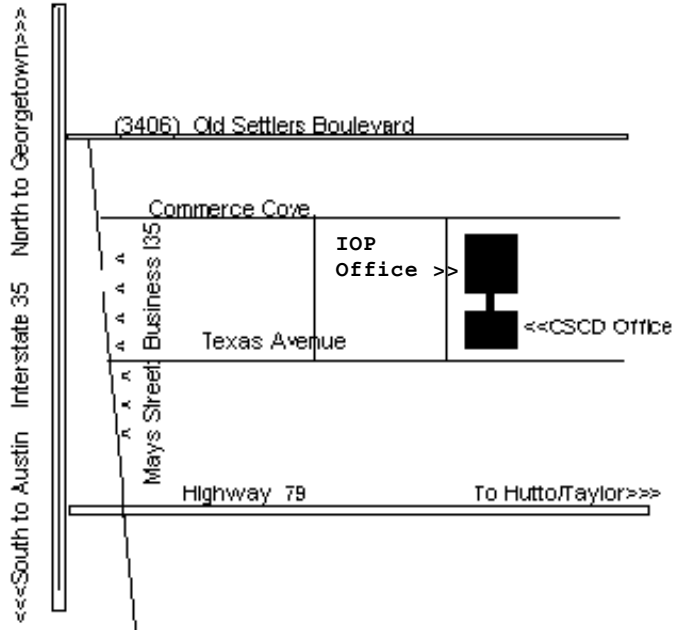
STANDARD CONDITIONS OF PROBATION both Misdemeanor and Felony Probation

- 1. Commit no offense against the laws of this or any state or of the United States.** This means don't break the law. Notify your Officer upon being arrested or ticketed. The Adult Probation Department is notified by the Department of Public Safety of any arrest, so it is best to let your Officer know right away.
- 2. Avoid injurious or vicious habits; abstain from the use of alcoholic beverages; abstain from the use of narcotic or habit forming drugs without a doctor's prescription.** While on probation, absolutely no drinking of alcoholic beverages or usage of narcotic or habit forming drugs without a physician's prescription is allowed. **No exceptions.**
- 3. Avoid persons or places of disreputable or harmful character; do not associate with persons having felony criminal records; persons who possess, use, or sell narcotics or habit forming drugs; avoid places where narcotic or habit forming drugs are illegally possessed, sold or used, and places where alcoholic beverages are possessed, sold, or used.** Do not be in the company of anyone convicted of a felony, co-defendants in your case, or anyone who can get you in trouble. Stay away from people who use drugs or alcohol, and places where they are sold, served or used. Stay out of bars, dance halls, massage parlors, etc.. It is permissible to go to restaurants and stores which serve alcohol as long as you do not purchase or consume alcohol.
- 4. Report to the Community Supervision Officer on a monthly basis or as otherwise directed.** When you are first placed on Community Supervision, your Officer may have you report more often, even once a week. If you live and work outside of Williamson County, you are required to report as directed by the supervising Officer in the county where your case is transferred, and send written reports to this office by the 15th day of the month.
- 5. Permit the Community Supervision Officer to visit you at your home or elsewhere.** Your Officer will periodically visit you at your home or job. These visits generally will be unannounced. The purpose of these visits is to assist your Officer in knowing you better, to converse with you in your own surroundings, and to talk with your family regarding any progress or problems.

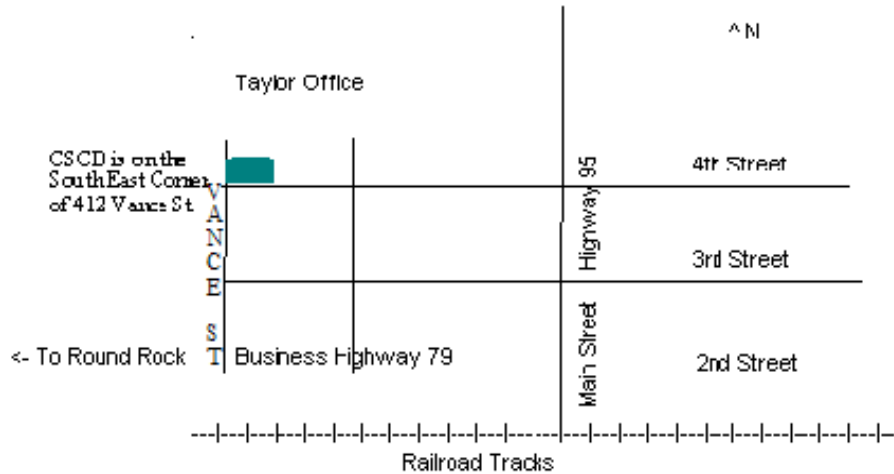
6. **Work faithfully at suitable employment as far as possible.** If you are physically able, you must work, unless you are retired or a homemaker. If you cannot find a job, your Community Supervision Officer can tell you the best places to look for jobs or may refer you to the Texas Employment Commission. Occasionally the Courts or the Community Supervision Officer will not allow a probationer to work in a particular occupation or location, or may require that the probationer advise the employer of the fact that he/she is on community supervision. This occurs primarily when a probationer is in a position to commit an offense similar to the one for which he is on community supervision.
7. **Do not change employment of place or residence without the permission of the Court or Community Supervision Officer.** Before changing jobs or moving, you must obtain permission from your Officer.
8. **Remain within Williamson County, Texas, unless permitted to depart by the Court or the Community Supervision Officer.** Unless otherwise directed, you will be permitted limited travel into Burnet, Bell, Bastrop, Milam and Travis counties. If you are going to be away from your home overnight, you must secure permission from your Officer. If you plan on traveling out of this designated area for any period of time, but within Texas, you must obtain permission from your Officer. If you wish to leave Texas you must obtain an *out-of-state travel permit* from your Officer. **If you leave Texas without permission, you will be considered a fugitive.** The Officer or the Judge may limit your travel, as they deem appropriate.
9. **Support your dependents.** This includes the payment of Court-ordered child support and normal support for your family dependents.
10. **Pay your fine if one be assessed, costs of Court, the Williamson County Crime Stoppers Program fee, and/or any restitution or reparation, and/or any other fees assessed by the Court in one or several monthly sums that the Court has determined.** Payments must be paid as noted in the conditions, by the 30th day of each month or such date determined by the Court order. If you are unable to pay, you must contact your Officer to explain why payment cannot be made.
11. **Pay up to sixty dollars (\$60.00) per month supervision fees to the Adult Probation Department of Williamson County on the thirtieth (30th) day of the month following this order.** Persons being placed on supervision are required to pay a monthly supervision fee for each month she/he is on supervision. A \$2.00 transaction fee will be charged for every payment made.
12. **Submit a buccal swab DNA sample to the Community Supervision Officer in charge of your case and furthermore submit urine specimens, blood, breath, or saliva samples to the Community Supervision Officer in charge of your case to be used for the detection of alcohol or drug usage. And be responsible for the \$5.00 per month cost of testing, if any.** These samples may be taken at any time by your Officer. Individuals who try to submit tampered samples will be dealt with by the Courts through a revocation hearing. Tampering or altering a sample is a violation of the law. The policy of Williamson County CSCD is alcohol or drug use will not be tolerated. Don't drink or use illegal drugs.

**SATELLITE OFFICE MAPS
(Directions are on Page 15)**

Round Rock Office and the IOP Office
211 Commerce Cove
Williamson County Annex



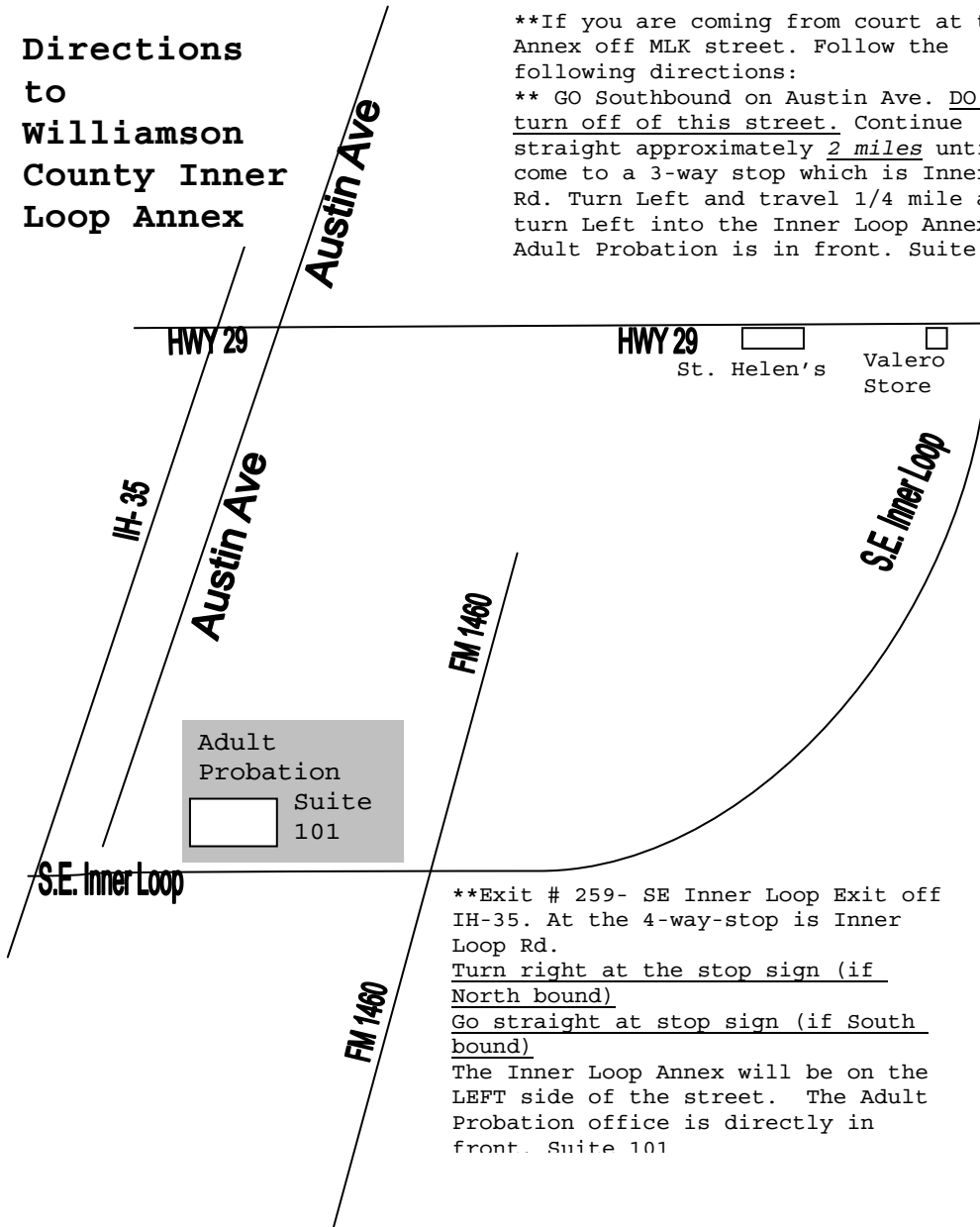
Taylor Office
412 Vance Street
Williamson County Annex



(Directions are on Page 11)
Williamson County Innerloop Annex
301 S. E. Inner Loop Road
Georgetown, TX

**Directions
to
Williamson
County Inner
Loop Annex**

**If you are coming from court at the Annex off MLK street. Follow the following directions:
** GO Southbound on Austin Ave. DO NOT turn off of this street. Continue straight approximately 2 miles until you come to a 3-way stop which is Inner Loop Rd. Turn Left and travel 1/4 mile and turn Left into the Inner Loop Annex. Adult Probation is in front. Suite 101



**Exit # 259- SE Inner Loop Exit off IH-35. At the 4-way-stop is Inner Loop Rd.
Turn right at the stop sign (if North bound)
Go straight at stop sign (if South bound)
The Inner Loop Annex will be on the LEFT side of the street. The Adult Probation office is directly in front. Suite 101