

## SPECIAL CONDITIONS

Other conditions of probation/community supervision that may/will be imposed by the Court include:

- Payment of victim restitution.
- Performance of community service work.
- Community Corrections programs (Day Reporting, Home Detention, Electronic Monitoring).
- If convicted of a sex or violent offense, you must comply with special conditions including statewide sex and violent offender registry requirements.

## TRAVEL RESTRICTIONS

You have no travel restrictions within the State of Indiana and you may leave the State of Indiana unless specifically ordered by your Order of Probation. However, you may not be in another state for more than 45 consecutive days. You are encouraged to communicate travel plans with your probation officer (PO).

## VIOLATIONS

If you violate a condition of probation during the probationary period, any or all of the following may occur:

- A petition to revoke your suspended sentence may be filed with the Court;
- Your suspended sentence may be revoked and ordered into execution;
- A warrant may be issued for your arrest.

## NOTICE OF POSSIBLE

## ADMINISTRATIVE SANCTIONS

The Monroe Circuit Court allows POs to impose certain sanctions upon a probationer who commits violations of community supervision and who admits to having violated the conditions of probation/community supervision. These sanctions may include, but are not limited to, more frequent appointments with your PO, community service work, or a referral to other programs or services.

Any agreed-upon sanction that includes a loss of freedom, such as being placed on electronic monitoring or spending a weekend in jail, must be approved by the Court.

You will always have the right to not participate in such a sanctions process and to request that any alleged violation of your community supervision be addressed by the Court/Judge.

## MONETARY OBLIGATIONS

Please refer to your Order of Probation for specific amounts owed in your case.

Your PO will assist you to develop a payment plan to meet your financial obligations and will establish deadlines for payment of fees. If you have difficulty paying your fees, please inform your PO immediately to make alternative payment arrangements.

## WHERE TO PAY FEES & COSTS

The Probation Department accepts cash, money orders, cashier's checks, and credit/debit cards. **No personal checks**. When paying with cash, you must have correct change. Payment may be made in person, by mail, and online. When paying by mail, DO NOT send cash.

Credit/Debit Card Payments: Service fees will be added when using credit/debit cards.

- Pay online: [www.govpaynow.com](http://www.govpaynow.com).
- Pay by phone 24 hrs./day, call (888) 604-7888. Probation fee payment location code=3054 Clerk's cost/fee payment location code=2245

## CLERK'S OFFICE

Court costs, fines, and restitution are paid in the Clerk's office, Charlotte Zietlow Justice Center, 301 N. College Avenue, Bloomington, IN 47404

## PROBATION DEPARTMENT

Probation/Community Corrections fees are paid in the Probation Department, Curry Building, 214 W. 7<sup>th</sup> Street, Bloomington, IN 47404.

# Monroe Circuit Court Probation Department

## ADULT PROBATION



### Main Probation Department Office

Curry Building, Suite 200  
214 West 7<sup>th</sup> Street

Bloomington, IN 47404-3865

Main Phone (812) 349-2645

Main Fax (812) 349-2975

Website [www.co.monroe.in.us/probation](http://www.co.monroe.in.us/probation)

### Community Corrections Office

Community Corrections, Home Detention,  
Day Reporting, Drug Testing,  
Problem Solving Court, Juvenile Probation  
405 West 7<sup>th</sup> Street

Bloomington, IN 47404

Comm. Corr. Main Phone (812) 349-2000

Comm. Corr. Fax (812) 349-2001

### Office Hours

Mon.-Thurs. 8:00 am - 5:00 pm

Friday 8:00 am - 4:00 pm

Drug Testing 7:00 am - 11:00 am M-F  
2:00 pm - 5:00 pm M-Th

## STANDARD CONDITIONS

The following conditions of probation apply to every person on probation unless otherwise noted or deleted from your Order of Probation.

### 1. I will not commit a new criminal offense.

*An arrest or the filing of criminal charges may result in the revocation of your suspended sentence.*

### 2. I will report any new criminal offense to the probation department by my next scheduled appointment.

*Should you be charged with any new offenses, we ask that you notify your probation officer as soon as possible, at the very latest by your next scheduled appointment with your probation officer.*

### 3. I will maintain contact with my probation officer as directed.

*Keeping in contact with your probation officer (PO) will help ensure your success on probation. Your PO understands that life circumstances happen that may prevent you from keeping scheduled appointments. It is very important that you communicate with your PO and keep your PO up to date with your current contact information including phone numbers, addresses, and email addresses.*

### 4. I will inform my probation officer where I am staying at each scheduled appointment.

*It is important for your PO to know where you are staying. If you move between scheduled appointments and wish to notify your PO of the move before your next appointment, you may contact your PO via phone, email, or mail. You can also complete a change of address form at the front desk in the Probation office.*

### 5. I will allow the probation department to visit me in my home address.

*Home visits may be conducted by the staff of the Probation Department, possibly in conjunction with law enforcement, to ensure compliance with conditions of probation. Warrantless searches of your residence and vehicle may also be conducted by probation officers. You will be responsible for any items found in your personal area and/or any common areas in the residence. If you reside with others, please make them aware of this possibility.*

### 6. I will not carry, use, or possess any weapons and/or ammunition that could be used to harm myself or others.

*This condition applies to all persons placed on probation unless otherwise noted or deleted on your Order of Probation. This includes firearms used for hunting, recreation, or collecting. If you are convicted of a felony offense, you are not allowed to possess a firearm during probation or at any time in the future. Please advise your PO if there are weapons in your home.*

### 7. I will not use alcohol and will not use controlled substances unless prescribed to me for valid medical reasons by a properly licensed healthcare provider.

*Generally, persons placed on probation may not consume alcohol, even if over the age of 21. You should not use any illegal substance or take prescribed medication in a manner not specified by your physician while on probation. You may be asked to provide your PO with a list of medications that you are taking. You should not take someone else's prescription medication.*

### 8. I will submit to drug/alcohol tests, at my expense, when requested by the probation department.

*You may be ordered to submit to alcohol or drug tests at any time. You will be responsible for the costs of the tests. Any Probation Department staff member can perform, or order you to submit to, a drug or alcohol test. These tests may be performed in the Probation Department office, at the Community Corrections office, at your home or elsewhere. Urine drug tests will be observed by a member of the same gender.*

### 9. I will meet with my probation officer to develop and follow an individualized plan, at my expense, that focus on goals designed to support my success.

*You will work with your PO to develop a plan to successfully complete your term of supervision. This plan may include referrals to an education or treatment program, classes, counseling, and/or programs that are geared to help you succeed with your term of supervision. Fees assessed to you by such programs/classes/etc. are your responsibility and are not included in your probation/court payment plan. If substance use causes problems during your term of probation, you can be referred for treatment services by your PO.*

PROBATION

A Force for Positive   
CHANGE.