

You may e-mail your Probation Officer the following information ONLY: out-of-state travel itinerary, community service work verification, AA/NA meeting attendance verification, and other information that is approved by your Probation Officer. (Note: any attachments must be in a PDF or WORD format)

You are expected to abide by the following guidelines in order to remain on Monitor Connect supervision. Non-compliance may result in your removal from Monitor Connect supervision; you will then be required to report in person to the Probation Department to meet with a Probation Officer for all future check-ins.

- Provide written documentation to your Probation Officer verifying the completion of all special conditions as soon as possible. All special conditions will be monitored for compliance on the due date as ordered by the Court. **YOU NEED TO PROVIDE YOUR PROBATION OFFICER WITH WRITTEN VERIFICATION OF ACTIVE ENROLLMENT AND PARTICIPATION IN ALL COUNSELING REQUIREMENTS WITHIN THE FIRST 90 TO 180 DAYS OF YOUR PROBATION TERM; NON-COMPLIANCE WILL RESULT IN YOUR REMOVAL FROM MONITOR CONNECT SUPERVISION (EXAMPLES: SUBSTANCE ABUSE TREATMENT, DOMESTIC VIOLENCE COUNSELING, ANGER MANAGEMENT COUNSELING, AND MENTAL HEALTH TREATMENT).** All other conditions that do not have Court ordered due dates are expected to be completed at least 90 days before your probation discharge date.
- Payment of all costs and fees will be monitored for compliance on the due date as ordered by the Court. Your total fee balance is expected to be paid in full as soon as possible; however, it must be paid in full at least 30 days prior to your probation discharge date.
- You must maintain an active telephone line. This phone number must have voice mail set up and be available so that your Probation Officer can leave you a message if necessary.

Helpful information:

- If you have any questions about your probation conditions or if you need to provide update information to your Probation Officer you should call Monitor Connect and leave a message or log in online and leave a message; your Probation Officer will get back to you if it is necessary to do so. You should only call the Probation Department phone number if you have an emergency, something very time sensitive, or if you are returning a call to your Probation Officer and you were told to call the Probation Department directly.
- If your home address changes you must report the following information to your Probation Officer: the house number, apartment number or lot number, street name, city, state, and zipcode. **YOU MUST BE GIVEN PERMISSION TO MOVE OUT-OF-STATE; IF YOU WANT TO MOVE OUT-OF-STATE YOU NEED TO SUBMIT A REQUEST TO YOUR PROBATION OFFICER AT LEAST 30 DAYS BEFORE YOU PLAN TO MOVE.**
- **As a Misdemeanor participant** of the Monitor Connect program you already have permission to travel outside of your home state; **however, all fees must be paid up to date before you are permitted to travel.** You **also** need to provide the following information to your Probation Officer: the date you will be leaving your home state, the date you will be returning to your home state, and the location where you are going (i.e. City and State). If you will be out of the country on your scheduled call-in date you must attempt to call Monitor Connect and check-in as scheduled; however, if you are unable to get through to the Monitor Connect line or log into online, then you are required to call Monitor Connect within 24 hours of your return to the States.
- **As a Felony participant** If you need to request permission to travel outside of your home state you need to provide the following information to your Probation Officer: the date you will be leaving your home state, the date you will be returning to your home state, the location where you are going (i.e. name of hotel, full address including city and state, phone number), and airline flight information. This information needs to be provided to your Officer in writing via fax or email. **Please note that all fees must be paid up to date or permission to travel will not be granted.**

