

MONROE CIRCUIT COURT PROBATION DEPARTMENT

PRETRIAL SERVICES

INTAKE AND ORIENTATION FORM

You have been directed to report to the Monroe Circuit Court Probation Department for a Pretrial Assessment.

During your initial appointment with the Probation Department, you will be interviewed by a Pretrial Probation Officer. The information you provide will be included in a Pretrial Services Report that will be given to the Court and used, in part, by the Judge to determine whether you should be placed on pretrial supervision conditions in lieu of incarceration, in lieu of bail requirements, in addition to any current bail requirements, or released on your own recognizance.

You will not be asked about, nor should you discuss anything related to, the alleged offense in your pending criminal case(s).

You will be asked about past arrests, convictions, periods of incarceration, failures to appear for court proceedings, employment, residence, drug use, and anything else reasonably related to assure your appearance in these proceedings and/or the safety risk you may potentially pose to the community.

PROBATION DEPARTMENT HOURS

8:00 A.M. – 5:00 P.M. Monday – Thursday

8:00 A.M. – 4:00 P.M. Friday

RECORDING APPOINTMENTS FOR PROBATION OFFICER TRAINING/PRACTICE

Probation Officers (POs) are required to record some client appointments for training and quality assurance purposes. These recorded appointments will be viewed only by authorized probation department staff and other evaluators for the purposes of training, evaluating, and improving performance of probation staff. Clients are not required to be recorded and a client's decision to be recorded, or not, will not be used against them in any way during the course of probation/community supervision. The contents of the recording will remain confidential and considered work product and will not be released to the client, attorneys, or to the general public.

AUTOMATED CALLS/TEXT MESSAGES

Be advised that you may receive automated calls or text message from phone number (812) 558-9115 or (812) 349-2645 that have been generated by Monroe Circuit Court Probation Department to remind you of future events related to Court or probation obligations.

NOTE: You may be required to arrive at your court hearings early to watch a recording notifying you of your rights. *If you are required to arrive earlier to watch a recording, you must attend at the time you were given in addition to the hearing time listed in this message.*

CONFIDENTIALITY REQUIREMENTS

The confidentiality of client records maintained by the probation department is protected by Federal and state laws as well as state rules and regulations.