

Williamson County



**Adult Probation
(CSCD)**

**Misdemeanor
Information Guide**

WILLIAMSON COUNTY ADULT PROBATION (CSCD)



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**KEN ANDERSON
JUDGE 277TH JUDICIAL DISTRICT**

**RICK ZINSMEYER
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 supercede 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,

RICK ZINSMEYER
Director

OFFICE LOCATIONS (MAP TO SATELLITE OFFICES ON PAGE 13)

Main Office:

3rd Floor County Courthouse
8th and Austin Avenue, Suite 300
P.O. Box 251
Georgetown, TX 78627
Phones: Georgetown: 512-943-1575

Pre-Trial Services:

312 North Main
P.O. Box 251
Georgetown, TX 78627
Phone: 512-943-1670

Courthouse Annex:

405 Martin Luther King
P.O. Box 251
Georgetown, TX 78627
Phones: Georgetown: 512-943-1257

Central Texas Treatment Center:

711 North College
Georgetown, TX 78626
Phone: 512-943-1660

Gray House/Indirect Caseload Unit

503 North Main
Georgetown, TX 78626
Phone: 512-943-1617

Round Rock Office:

211 Commerce Cove
Round Rock, TX 78664
Phone: 512-248-3232

Taylor Office:

412 Vance Street
Taylor, Texas 76574
Phone: 512-238-2132

**NOTE: All correspondence is to be mailed
to the Main Office only!**

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**GENERAL INFORMATION
REGARDING
COMMUNITY SUPERVISION**

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.

The Texas Department of Public Safety 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 TDPS. 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.

EARLY TERMINATION

Driving While Intoxicated offenses are NOT eligible for early termination of community supervision. This department will not recommended early termination of cases sentenced to less than 12 months of supervision, and will not recommend the court grant early termination until at least one-half of the supervision period is completed. To be eligible for early termination, all fines and court costs must be paid in full. All classes, programs, and any other additional conditions of supervision must have been completed successfully. Supervision fees must be kept current for each month until the Judge actually grants the early termination order. The sentencing judge makes the final decision on whether a case receives an early termination order, regardless of the recommendation of the Community Supervision Department.

**Loss of Driver's License Privileges
for DWI Offenders**

In the last legislative session laws were implemented that affects all persons arrested for Driving While Intoxicated. Driver's 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's 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
- * 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**

PUBLIC OFFICE:

Misdemeanor Community Supervision (includes deferred adjudication) **No Effect**

JURY SERVICE:

Misdemeanor Community Supervision (includes deferred adjudication)	
-Non-Theft Offenses	No Effect
-Theft Offenses	Not Eligible
-Theft Offenses	
-Upon Discharge	Rights Restored

REVOCAION OF COMMUNITY SUPERVISION

If one or more conditions of community supervision are violated, a Motion to Revoke your community supervision or a Motion to Set Aside Deferred Adjudication may be filed by the County Attorney's office. Your community supervision officer will submit a written Violation Report to the County Attorney. The violation report outlines the conditions of your supervision which may have been violated. Once the County Attorney receives the violation report, a Motion to Revoke Community Supervision or Set Aside Deferred Adjudication is prepared and submitted to the Judge. The 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 the 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 COMMUNITY SUPERVISION.** Credit for prior jail time may be granted.

DIRECT SUPERVISION

If you live or work in Williamson County, your case has been assigned to an Adult Community Supervision Officer for direct supervision and case management. If you live or work in Travis, Bell, 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 the successful completion of those conditions.

Supervision fees, fines, court costs, restitution, and any other court ordered payments must be paid **by the fifteenth day of each month.** **No personal checks** will be accepted. Payments must be in the form of a money order or cashier's check. To insure proper credit of your payment, you must print your full name (as it is printed on your Court judgement) and your cause number on all written correspondence, including money orders/cashier's checks. The money order/cashier's check should be made payable to:

Williamson County Community Supervision
and Corrections Department.
or Williamson Co. CSCD
P.O. Box 251
Georgetown, TX 78627

Keep all money order/cashier's check receipts as well as the receipts you receive from this department. It is strongly recommended that you keep all of these receipts until your supervision term has been successfully completed or terminated. Cash

payments may be made in person at the main office in Georgetown during regular business hours.

When you report to your supervision officer, you will be required to fill out a monthly report form. Even though the information requested on the monthly report form may stay the same each time you report to your officer, you must completely fill out the form prior to every visit. The completed form stays in your officer's file. **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.

INDIRECT SUPERVISION (OFFENDERS TRANSFERRING TO ANOTHER COUNTY FOR SUPERVISION)

If you were placed on Community Supervision and 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.

Even though you will be supervised by another Community Supervision Department, you will still be on Community Supervision in Williamson County, and will have certain responsibilities here. **YOU ARE REQUIRED TO SEND A MONTHLY REPORT FORM EACH MONTH** to your Williamson County Community Supervision Officer/Caseworker by the **FIFTEENTH (15th)** day of each month, accompanied by a money order for your Court ordered fees, fines, court costs, restitution, and any other Court ordered payments. This is to begin the month following the beginning of your supervision. A receipt for your payment and a blank monthly report form for the next month will then be mailed to you. If you do not receive a receipt or blank monthly report form, contact your Williamson County Community Supervision Officer/Caseworker. **DO NOT** make payments to the county or state to which the case was transferred, unless it is a condition of supervision of that State.

If a condition of your community supervision is to attend any alcohol counseling, drug education classes, mental health counseling, etc., you are responsible for cost of these programs. 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 Caseworker will receive periodic progress reports from your assigned Supervision Officer indicating any problems, achievements, or violations.

The county 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. 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. Any questions or concerns may also be noted on the Monthly Report form you mail in.

OFFENDERS TRANSFERRING TO WILLIAMSON COUNTY

If you were placed on Community Supervision in another county or state, your case has been transferred to Williamson County for courtesy supervision. Your case will be supervised no differently than an individual placed on community supervision 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 violations of your conditions of community supervision 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, supervision fees, or restitution must be paid directly to the county or state of jurisdiction. Your Williamson County Community Supervision 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.

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 community supervision 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 inform your Community Supervision Officer from your original jurisdiction and your Williamson County Community Supervision Officer of any change of residence, address, job telephone number, violations or any new arrests.

Also, please read the section of this Information Guide discussing Direct Supervision, for further information on reporting to your Williamson County supervision officer.

INSTRUCTIONS FOR OFFENDERS REPORTING TO THE ROUND ROCK & TAYLOR OFFICES

If you will be reporting to the 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.

If you have cigarettes or a lighter in your pocket, both will make the detector go off, so lay them 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.

Following is a list of items 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. Food or Drinks.

If you use a dayplanner and have to bring it in, you will have to open it for the receptionist to inspect for hidden weapons. 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 and fill out a monthly report form that is provided for you. These are located on a clipboard located on the counter. When you have finished filling out the form, you will need to return the clipboard to the counter and keep the form until your supervision officer asks for it in your 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.

Following are directions for arriving at the Round Rock Office. A map is located at the end of this booklet, on page 12. If you have any questions, call (512)248-3232.

From Georgetown: Take exit 254 (RR 3406). At the red light, take a left. Go to the four way stop 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 and turn into the back parking lot of the Annex. Go to the rear of the buildings. The CSCD is the last office on the right.

From Cedar Park: Take 1431 to IH35. At IH35, turn right onto the southbound access road. Do not get on IH35. Stay on the access road until you reach the red light. At the red light, take a left. Go to the four way stop 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 and turn into the back parking lot of the annex. Go to the rear of the buildings. The CSCD is the last office on the right.

From Austin: Take the Highway 79 Exit. Go to the red light and take a right. At the next red light, take a left on Business 35/Mays Street. You will go north on Business 35 for about 1 1/4 mile. You will see a green and white sign that says Williamson

County Annex with an arrow pointing to the right. Turn right onto Commerce. Travel approximately three blocks to the end of Commerce and turn into the back parking lot of the Williamson County Annex. Go to the back of the buildings. The CSCD is the last office on the right.

From 620 West: Go across the IH35 overpass and turn left onto the northbound access road. Go to the red light at Highway 79 and turn right. At the next red light, take a left on Business 35/Mays Street. You will go north on Business 35 for about

1 1/4 mile. You will see a green and white sign that says Williamson County Annex with an arrow pointing to the right. Turn right onto Commerce. Travel approximately three blocks to the end of Commerce and turn into the back parking lot of the

Williamson County Annex. Go to the back of the buildings. The CSCD is the last office on the right.

STANDARD CONDITIONS OF SUPERVISION

The following are Conditions of Supervision that the Court may impose. Additional ones will be added as needed by each defendant.

- 1. Commit no offense against the laws of this or any State or of the United States or any other Country. Defendant shall notify the Community Supervision Officer in charge of the case within forty eight (48) hours of being arrested and/or charged with a criminal offense.** This means any violation of the law. Notify your Community Supervision Officer immediately upon being arrested, ticketed, or having any other type of contact with law enforcement. Criminal history checks will be done throughout the term of your supervision.
- 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 community supervision, you may not drink any alcoholic beverages, or use any narcotic or habit-forming drugs. **NO EXCEPTIONS.** Inform your community supervision officer of any prescribed medications you may be taking. You will be required to submit urine samples to your supervision officer for any possible alcohol/chemical use. Positive results for alcohol or drug use is a violation of your conditions of supervision.
- 3. Avoid persons or places of disreputable or harmful character; avoid places where narcotic or habit forming drugs are illegally possessed, sold, or used, and places where alcoholic beverages are possessed, sold, or used.** You may not enter, even if not planning to drink alcohol, any bars, night clubs, pool halls, dance halls, or any other location where alcohol or illegal drugs are possessed, sold or used. You are also not allowed to be in the company of anyone who has been convicted of a felony, or with any co-defendants in your case. It is permissible to go to restaurants and businesses such as convenient stores, which serve or sell alcohol, but you are not allowed to purchase or consume alcohol. You are not allowed to be in the company of someone using or purchasing an alcoholic beverage.
- 4. Report to the Community Supervision Officer on a monthly basis or as otherwise directed by the Supervising Officer in charge of the case.** This is a minimum reporting schedule. Your Community Supervision Officer can have you report more often if necessary. If you are being supervised outside of Williamson County, you are required to report as directed by the Community Supervision Officer of the county/state to which your case is transferred, and send a Monthly Report Form to Williamson County before the 15th day of each month.
- 5. Permit the Community Supervision Officer to visit at the defendant's home or elsewhere.** Your supervision officer will periodically visit you at your home or job. These visits generally will be unannounced. The purpose of these visits is not only to confirm your residence and/or employment; but to also assist the supervision officer in knowing you better, to converse with you and your family in your own surroundings, and to discuss with you and your family any progress or problems.
- 6. Work faithfully at suitable employment as far as possible subject to the approval of the Court or the Community Supervision Officer in charge of the case.** The Court requires all individuals on Community Supervision to be employed. If

you are unemployed you must register with Texas Workforce Commission within 30 days and during all periods of unemployment. Changes in employment need to be discussed with your supervision officer immediately. If you believe you have a valid reason for being unemployed, discuss this situation with your officer. Occasionally the Courts or the Community Supervision Officer will not allow an offender to work in a particular occupation or location, or may require that the offender advise the employer of the fact that she/he is on supervision. This occurs primarily when an offender works at a job and is in a position to commit an offense similar to the one for which she/he is on supervision.

7. **Not change employment or place of residence without the permission of the Community Supervision Officer.**
8. **Remain within the State of Texas, unless given permission to depart by the Community Supervision Officer in charge of the case; any absence of five days or more from defendant's current residence must be approved in advance by the supervising officer.** You are allowed to travel anywhere in the State of Texas up to five (5) days. If you will be traveling for longer than five days, or if you will be leaving the State of Texas or the United States for any amount of time, you must obtain permission and a travel permit from your Supervision Officer. If you travel without permission, you will be considered a fugitive and a warrant for your arrest may be issued. You must immediately report any change of residence to your Community Supervision Officer.
9. **Support defendant's dependents.** This includes Court-ordered child support and normal support for your family dependents.

It is a violation of your supervision term to be delinquent in Court-ordered child support payments.

10. **Pay your fine and the costs of Court, in one or several sums, and make restitution or reparation in any sum the Court shall determine.** This payment is Court-ordered; payments must be made by the fifteenth (15) day of each month.
11. **Pay up to sixty dollars (\$60.00) per month supervision fees to the Community Supervision and Corrections Department of Williamson County on the fifteenth (15th) 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 urine, blood, breath, or saliva samples to the Community Supervision Officer in charge of their case at anytime requested, to be used for the detection of alcohol or drug usage.**
13. **Provide verification of achieving an educational level equal to or greater than the sixth grade; work towards attaining a high school diploma or GED if recommended by the Community Supervision Officer in charge of the case.** This department generally requires all persons on Community Supervision to work toward obtaining a high school diploma or a GED.
14. **Obtain a Texas driver's license/ identification card within 60 days of this court order; the defendant shall not operate a motor vehicle without a valid Texas driver's license. Maintain auto liability insurance in at least the minimum required by law and provide**

proof of such coverage to the Community Supervision Officer in charge of the case.

- 15. Submit a copy of defendant's fingerprints to the Williamson County Sheriff's Office**
- 16. Pay all Court ordered monies in full and complete all programs, courses, community service restitution and additional conditions of supervision ninety (90) days prior to the termination of defendant's community supervision.**
- 17. For driving while intoxicated first-time offenders: attend and successfully complete a certified course in traffic safety and alcohol education recommended by the Community Supervision Officer in charge of your case and approved by the agencies called for by law, and be responsible for the costs of the course. The defendant's driving privileges will be automatically suspended unless this course is completed within 180 days of sentencing date.** This course is required of all persons who wish to retain their drivers license after being convicted and placed on a term of supervision for a first offense DWI. You have only six (6) months to complete this course. Failure to attend or complete the course will result in the loss of your driving privileges until the completion of the course. It is your responsibility to schedule and complete the course. No time extensions will be given.
- 18. For driving while intoxicated subsequent offenders: attend and successfully complete a certified DWI Repeat Offenders Program recommended by the Community Supervision Officer in charge of your case and approved by the agencies called for by law, and be responsible for the costs of the course.** This course is required of all subsequent

DWI convictions. You must complete this course to reinstate your driving privileges. Even once the suspension time has elapsed, you cannot obtain a valid drivers license until the course is completed. Failure to attend or complete the course will result in your driving privileges being revoked. It is your responsibility to schedule and complete the course. No time extensions or exceptions will be given.

- 19. Defendant shall have an Ignition Interlock System installed in any motor vehicle she/he operates, designed so that the vehicle cannot be operated if the defendant is under the influence of alcohol. The defendant is responsible for any costs of the system and its operation.** The ignition interlock system is mandatory as a condition of your supervision if you are convicted of a subsequent DWI, or are under the age of 21 years of age and are convicted of a first or subsequent DWI. You are financially responsible for the installation as well as the monthly rental fee. At the time of sentencing you to community supervision, the Judge will order the date the ignition interlock system is to be installed. Upon that date, it will be against the law for you to drive any vehicle that does not have this device installed in it.
- 20. Attend and participate in the Victim Impact Program on the date designated by the Community Supervision Officer in charge of the case and abide by all the rules and regulations of the program.** This program is mandatory for all DWI supervision terms and for supervision terms on any other alcohol or drug-related offense.
- 21. Community Service Restitution:** The Courts require all persons placed on community supervision to work a set number of community service hours. Community Service Restitution (CSR) is volunteer work performed at a non-profit organization or charity. The location and type of work performed must be approved by the

supervising officer in advance. The Judge will order the amount of hours to be worked and the minimum numbers of hours to be worked each month. You must provide written verification to your supervision officer of the number of hours worked.

There are many other conditions which may be added to your supervision depending on the type of offense, your prior criminal record, etc. Some of these additional conditions may include, but are not limited to: attending Alcoholics or Narcotics Anonymous meetings, alcohol or drug education programs, assault prevention programs, hot check writing courses, mental health counseling, in- or out-patient alcohol/chemical dependency treatment programs. You are responsible for completing all Court-ordered conditions. You are also responsible for the costs of these programs. Payment in full for all

services/programs is required before the condition of supervision is considered complete.

If you are found to be using alcohol or other drugs while on supervision, you may be subject to have your conditions amended to include additional alcohol/drug education and/or treatment, or have the case revoked.

All payments to the Williamson County CSCD will be subject to an administrative fee of \$2 per payment (Article 102.072, Code of Criminal Procedure). Every time a payment is made, this \$2 fee will be subtracted from the total payment made. In order to remain current on all fees, you will need to add \$2 to the payment amount assessed by the court. If you do not add the additional \$2, it will be subtracted from one of your accounts (supervision fee, fine, court costs, etc.) causing a \$2 delinquency each time you make a payment.

SATELLITE OFFICE MAPS

