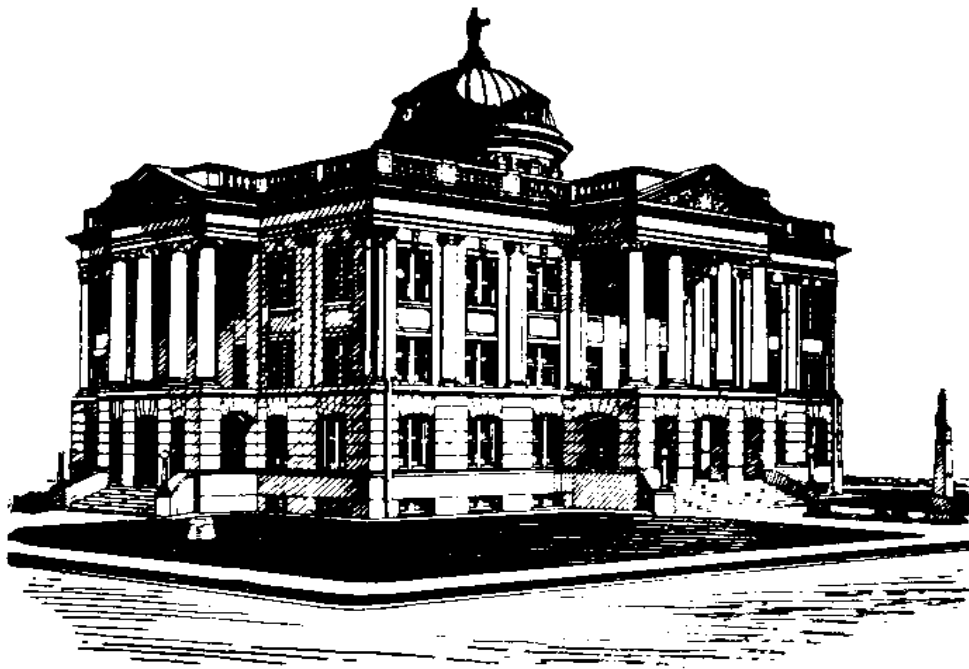
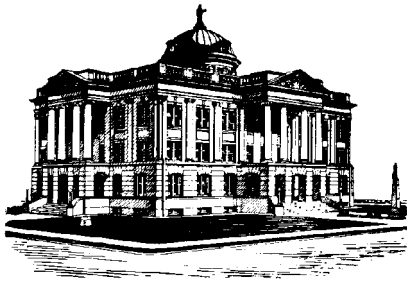


Williamson County



**Adult Probation
(CSCD)**

**Felony
Information Guide**



**WILLIAMSON COUNTY
ADULT PROBATION
(CSCD)**

**THIRD FLOOR, WILLIAMSON COUNTY COURTHOUSE
P.O. BOX 251
GEORGETOWN, TX 78627-0251
PHONE: (512)943-1575
www.adultprobation.net
zinsmeyer@adultprobation.net**

**BURT CARNES
JUDGE 368TH JUDICIAL DISTRICT**

**BILLY RAY STUBBLEFIELD
JUDGE 26TH JUDICIAL DISTRICT**

**MICHAEL JERGENS
JUDGE 395TH JUDICIAL DISTRICT**

**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

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OFFICE LOCATIONS
(Map to Satellite Offices on Page 11)

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!**

**GENERAL PROBATION
INFORMATION**

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 **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.** For the remainder of your life, 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, possibly leading to court martial proceedings, and/or an undesirable or general discharge. 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.

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 only be returned as mentioned above.

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.

YOUR CIVIL RIGHTS

VOTING RIGHTS:

Felony Charge	No Effect
Felony Probation (Deferred Adjudication)	No Effect
Felony Probation (Regular/Shock)	Ineligible
Current Probation	Ineligible
Discharged (Not DWI-related offense)	Rights Restored
Discharged (DWI-related offense)	2 Year Waiting Period Before Rights Restored

PUBLIC OFFICE:

Felony Charge	No Effect
Felony Probation (Deferred)	No Effect
Felony Probation (Regular/Shock): Current Probation	Ineligible
Discharged (Not DWI-related offense)	Rights Restored
Discharged (DWI-related offense)	Not Eligible (ever)

JURY SERVICE:

Felony Charge	Ineligible
Felony Probation (Deferred)	Ineligible

Felony Probation (Regular/Shock):
Current Probation **Ineligible**

Discharged (Not DWI-related offense) **Rights Restored**

Discharged (DWI-related offense) **Not Eligible (ever)**

discretion of granting an early termination, regardless of the recommendation of the Officer.

The law does not allow early termination of Driving While Intoxicated, Intoxication Assault, Intoxication Manslaughter, or State Jail Felony (non-deferred) cases.

REVOCATION 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 by the District Attorney's office. Upon arrest, a defendant is usually held in the county jail without bond until a hearing is held. If you are on deferred adjudication, a bond will be set.

At the 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.

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, Boot Camp, 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.

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

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. 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.

Supervision fees, fines, court costs, restitution, and any other court ordered payments must be paid on or before the due date as specified in your conditions of supervision. No personal checks will be accepted. Payments must be in the form of a money order cashier's check, or cash. To insure proper credit of your payment, you must print your full name (as it is printed on your Court judgment) 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
Adult Probation Department
(CSCD)
P.O. Box 251
Georgetown, TX 78627

DO NOT SEND CASH IN THE MAIL

Keep all money orders/cashier's checks 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, you must completely fill out the form prior to every

visit. The completed form stays in your officer's case file. **You must bring this information guide and file folder with you to every office visit.** The following list includes, but is not limited to, some things 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 license & 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 very important to inform your supervision 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 Adult Probation 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. 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.

If you are moving to another State, you will be required to post an extradition fee with the County Treasurer's Office. This fee will be in the amount that it would cost to transport you back to the State of Texas if needed. This fee will be refunded upon completion of supervision or upon relocating to Texas.

Even though you will be supervised by another Adult Probation Department, you will still be on Probation in Williamson County,

and will have certain responsibilities here. **YOU ARE REQUIRED TO SEND A MONTHLY REPORT FORM EACH MONTH** to your Williamson County Probation Officer by the **FIFTEENTH (15TH)** day of each month, or whenever your payment is due. This should be 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 Caseworker. **DO NOT** send these payments to the county or state to which the case was transferred.

The only exception to this would be if you are supervised out of state. You are not required to pay your supervision fee to Williamson County if you are supervised out of State. The state providing supervision will likely assess and collect supervision fees. This fee will be paid to that department. All other court costs, fines, restitution, etc. will still have to be paid to Williamson County.

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. 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 or Caseworker will receive periodic progress reports from your supervising 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 should also be noted on the Monthly Report form you mail in.

OFFENDERS TRANSFERRING TO WILLIAMSON COUNTY

If you were placed on Probation 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 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, supervision fees, or restitution must be paid directly to the county or state of jurisdiction. Your Williamson County Adult 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.

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 Probation 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.

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 and completing court-ordered programs. If you have any question, check with your Officer.

STANDARD CONDITIONS OF 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 by the 15th day of each month, 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 in Burnet, Bell, Bastrop, Milam, Lee 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. If you wanted to travel or transfer outside of

Texas, you maybe required to post a bond before permission is granted. Other States are making it more difficult to transfer to another State. 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, and the costs of Court, in one or several sums, and make restitution or reparation in any sum the Court shall determine.** Payments must be paid as noted in the conditions, by the 15th day of each month by cash or money order. (Personal checks are not accepted). If you are unable to pay, you must contact your Officer to explain why payment cannot be made. You must report as directed by your Officer even if you cannot make your payment.
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. **Perform a specified number of hours of community service restitution at the non-profit, charitable, or governmental organization recommended by the Community Supervision Officer in charge of your case, within the time specified by the Court, and be responsible for any costs of supervision.** This is work for which you will not be paid but will be done for the community's benefit. Your Officer will make arrangements to refer you to an appropriate agency.

Your officer determines where you will do your community service.

13. **Submit urine specimens 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 costs 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.
14. **Pay a one time fee of fifty dollars (\$50.00) to the Community Supervision and Corrections Department of Williamson County, Texas for the Williamson County Crime Stoppers Program within ninety (90) days of the date of release.** This fee must be paid if assessed, by all probationers within the 90 day period. Persons who do not pay as ordered will be dealt with through the Court.

Generally there are other conditions associated with each case to address problems or needs. This would include treatment for substance abuse, attendance at support group meeting such as Alcoholics Anonymous, Gamblers Anonymous or Debtors Anonymous. You could be required to attend values clarification, money management, anger management or other specialized programs. You could be placed on electronic monitoring, have a curfew, be forbidden to hang around certain people or have special devices installed in your vehicle to make sure it will not start if anyone has been drinking. If you do not have a high school diploma, you will have to attend G.E.D. classes until you have earned a G.E.D.. Each case is different and the conditions will be tailored to fit your case.

SATELLITE OFFICE DIRECTIONS

Directions to the Round Rock Office traveling on Interstate Highway 35 (IH35 in the North part of town):

Take IH35 Round Rock. Take the 3406/Business I35 exit. At the red light, turn Eastward. Go to the four way stop and take a right onto Business I35/Mays Street. Go about a quarter of a mile until you can turn left onto Commerce St. Go as far as possible on Commerce and turn right into the back parking lot of the County Annex Buildings. The Community Supervision Office is the last office on the right.

