

APPOINTMENT POLICY SHELBY COUNTY ADULT PROBATION

_____ I, _____, understand that I am on probation and am ordered to attend appointments at the Probation Department as requested by my Probation Officer. I further understand that my Probation Officer will set an appointment for me at the Probation Department, and it is my responsibility to keep track of this appointment. This means that I will not contact the Probation Department or my Probation Officer in order to inquire when my appointment is. If I need to inquire about my appointment, I must appear in person at the Probation Department to obtain this information from the office staff.

_____ If I would need to reschedule my appointment, it must be for a valid reason. It is my responsibility to personally contact my Probation Officer at least 24 hours in advance of my appointment. I must also provide the date and time of the appointment I am rescheduling.

_____ I understand that my Probation Officer will not call me back to schedule or reschedule an appointment. If he/she is not available, I will continue to call until he/she is.

_____ Personal contact means that I, (not my spouse, significant other, parent, attorney, etc) must speak directly to my Probation Officer. (See probation condition # 12, "you are personally responsible for all contact with your Probation Officer"). I understand that if my Probation Officer is not available to speak to me, it is my responsibility to continue to call until he/she is available to speak to me.

_____ I further understand that I cannot just "stop in" and expect to see my Probation Officer at a time not previously scheduled. Due to the number of probation clients and court schedules, all probation appointments must be scheduled ahead of time.

_____ Due to security reasons, children will not be allowed into the Probation Department during your appointment and will have to wait in the lobby. If there is not someone who can stay with them in the lobby, you will not be seen by your Probation Officer. They will not be permitted to wait in the lobby unattended.

_____ Office staff does not have the authority to change this policy. I understand that I cannot have argumentative discussions with office staff as to this matter as it is set forth by my Probation Officer.

By signing this, I the above named defendant, do understand this and agree to abide by this policy.

Signature of Defendant

Date

Signature of Probation Officer

