

Low Risk Probation Information Packet for Polk County

**** It is imperative that you keep your sentencing order and this information****

This packet is designed to answer some of the frequently asked questions about the Low Risk Unit. For more information please refer to our website: <http://FifthDCS.com/OffenderResources.cfm>

What is the Low-Risk Unit?

You have been given an excellent opportunity by the courts to successfully complete your probation. Unlike traditional probation, you do not have to report to your officer on a regular basis. You do have to complete the requirements listed in your sentencing order and stay out of trouble. It is our job to make sure you complete the conditions of your probation within the allotted time specified in your sentencing order.

How do I contact my Probation Officer?

Email is the preferred method of contacting us. If necessary, stop in the office, which is next to the John Grubb YMCA, at:

Fifth Judicial District

Department of Correctional Services

1000 Washington Avenue

Des Moines, IA 50314

▪ **Email:** 5Low.Risk@iowa.gov

▪ **Phone:** (515) 242-6760

▪ **Fax:** (515) 242-6625

What about my court-ordered conditions?

You are required to submit verification of completion of any court ordered conditions. For example, if you are ordered to obtain a substance abuse evaluation and comply with treatment, you must follow through for successful completion. You need to request, from your treatment provider, that a discharge summary be sent to your probation officer when you have completed treatment. Be sure to sign a Release of Information with your treatment provider. If you are required to do a class, you may request that verification of the class be sent to your Probation Officer. It is, however, your responsibility to make sure that your probation officer receives verification. You may also deliver these via mail, scan and email them, or fax them to the resources listed above.

- OWI 1st program class packets and OWI 2nd program class packets can be picked up in Room B-40 at the Polk County Courthouse.
- SAVE class: You must complete the first available class. No excuses accepted.
- Community service hour packets can be picked up in Room B-40 of the Polk County Courthouse or from your probation officer.

- Assaultive Behavior Class: First Time Offender class; License Under Suspension; and Repeat Offender class: Call DMACC at (515) 256-4911 to schedule. These classes must be completed within 90 days of sentencing.
- Adult Life Skills Class: Call (515) 471-2387 (8:00 AM to 5:00 pm Monday - Friday)

How do I pay my supervision fee?

Everyone who is sentenced to probation is required to pay a supervision fee of \$300. You can make payments at the front window in Room B-40 – Polk County Courthouse or to the main probation office at 1000 Washington Avenue, Des Moines. (Washington has free parking) You may also send in payments. Checks, money orders, or credit cards are preferred, but cash is accepted. **DO NOT send cash** in the mail. Make the check or money order payable to: **Fifth Judicial District**. This fee is due within 120 days of sentencing. CHECKS/MONEY ORDERS ARE MAILED TO:

**Probation Intake Office
Polk County Courthouse, Room B40
500 Mulberry St
Des Moines, IA 50309**

If you do not pay your probation fee at your initial intake, you must call Kelly Overton at (515) 242-6621 within 3 working days to set up a payment plan.

How do I pay my fines, victim restitution, etc.?

You must send payments to the Polk County Clerk of Court 500 Mulberry St, Rm. 103, Des Moines, IA 50309. Put your case number, _____, on your payment. You may also make payments online at iowacourtsonline.org or via phone at (515) 286-3765.

After 90 days of sentencing, you may set up a payment plan for your Court costs, fines, civil penalty, and/or restitution by calling the Iowa Dept. of Revenue at (515) 281-6944 or by reporting **IN PERSON** to the Polk County Attorney at:

Polk County Justice Center, 222 5th Ave, Des Moines, IA 50309

Monday, Wednesday, and Friday 8:00 AM – 11:00 AM and 1:00 PM - 3:30 PM

Tuesday and Thursday 8:00 AM – 11:00 AM

You **MUST** bring the following with you:

- 1) \$100 MONEY ORDER payable to: Clerk of Court
- 2) Proof of income (paycheck stubs, SSI benefits, Unemployment benefits, etc.)

Can I travel?

General rule: Any travel over two weeks you must notify your Officer for a travel permit. Travel outside the United States requires a travel permit signed by a Judge. Unless travel is employment-related you must have your supervision fee and Court costs, fines, etc. paid in full before you can get a travel permit. Contact your Probation Officer at least 10 days before you are traveling (email is best). A travel permit requires the destination name, address, phone number, who you are going with, when you are leaving and returning, the purpose of the travel, vehicle information (year, make, model, color, license plate number) or flight information.

How can I discharge early?

You are eligible for early discharge after 6 months. All court-ordered requirements must be completed, and financial obligations paid in full. Exceptions to this may include assaultive offenses or if your court order says differently. However, if your court order specifies no early discharge, that will be followed.

What if I am arrested on a new charge or have contact with Law Enforcement?

You must contact your Probation Officer within 48 hours of arrest. These will be handled case by case.

What if I don't complete my court-ordered requirements within my probation term?

If you fail to complete any or all of your Court-ordered requirements, a Report of Violations will be filed and a Court date set.

How does a Report of Violations work?

Your Probation Officer will research and write a Report of Violation and send it to the Court requesting either a hearing or a warrant. Warrants will be issued if your whereabouts are unknown. A Probation Hearing will be set and you will receive notice in the mail. You must attend this hearing. It will be up to the Judge to determine whether violations exist and determine appropriate sanctions. It is imperative that you notify your officer AND the Clerk of Court to any change in your address. If the Court and your officer cannot get you this information due to failure to report a change in address an arrest warrant will have to be issued.