

Guidelines For Probationers

Brown County Probation Department
P.O. Box 85
First Floor, Courthouse
Nashville, IN 47448
Telephone: 812-988-5505

The Brown County Probation Department's goal is to guide you through your period of probation successfully. This is done by serving as a resource to offenders. This document contains answers to the questions we hear most often. Please feel free to ask questions if you do not understand something. We are here to help.

OFFICE HOURS

Our office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday.
The Courthouse and the Probation Department are closed on all county holidays.

TELEPHONE CALLS

When calling the probation department, you should give your full name and your probation officer's name.

- Please do not have family members or friends call our office on your behalf.
- Our staff is equipped to answer most questions. Please feel free to ask questions of them when you call. If necessary, they will put you through to your probation officer.
- A voicemail system is set up for after-hour phone calls. If you leave your name, phone number and a brief message we will return your call during regular business hours.

WE DO NOT ACCEPT COLLECT CALLS

APPOINTMENTS

You are expected to keep all appointments with this office.

- You will be given an appointment slip for each appointment. It is your responsibility to keep track of your appointment dates/times. We suggest you use a calendar, phone calendar, or post the appointment slip on your bulletin board, fridge etc.
- **If you are unable to keep an appointment, you must call the probation department at least 24 hours before your scheduled appointment time and ask to be rescheduled.** This is your responsibility.
- **If you are more than fifteen (15) minutes late to your appointment, your officer reserves the right to reschedule your appointment date/time.**
- Due to the size of our caseload, it is not possible to be seen on a "drop in" basis. If you need to see your probation officer before your next scheduled appointment, please call the office to schedule an appointment.
 - Respectfully, family members, friends etc. will **not** be allowed to attend the appointment.
 - *Unless prior approval from your probation officer is received.

When reporting to an appointment in the Probation Department, you are expected to:

1. Arrive on time.
2. Be clean, well-groomed, and dressed appropriately.
3. Check in at the reception desk then be seated in the waiting area and complete a monthly sign-in sheet.
4. Be courteous and respectful to staff members and any other persons who may be in the office while you are there.

DRUG SCREENS

Please be advised that you may be required to provide a urinary drug screen during your appointment.

Please check with the front desk prior to using the restroom to determine if you will be screened.

PAYMENTS

Probation User Fees are to be paid to the Brown County Probation Department.

- Accepted payment types include cash, credit/debit, or money order.
- Payments can also be made online at www.paygov.us – Pay to “Probation”.

WE DO NOT ACCEPT PERSONAL CHECKS

Please keep all your receipts as a record of your payments. This will help you keep track of your balances owed. If you mail in a payment, include a self-addressed, stamped envelope and your receipt will be mailed back to you.

All other fees (fines, court costs, restitution etc.) are to be paid through the Brown County Clerk’s Office.

Please contact their office for payment information: 812-988-5510

SECURITY

Upon entering the Courthouse, you will be required to pass through the security check point. Please make sure to leave any items that could be considered a weapon in your vehicle.

This includes guns, knives, pepper spray etc.

OTHER

While we appreciate the gesture, the Probation Department staff cannot accept gifts from clientele or persons associated with clients.

COVID-19 SAFETY POLICY

To help stop the spread of the Covid-19 virus and its variants, the probation department is implementing the following procedures for our office:

- PROBATION DEPARTMENT REQUIRES ALL CLIENTS TO WEAR A MASK WHILE IN OUR OFFICE.
- Please do not bring any unnecessary persons with you to your appointment. We ask that non-clients stay outside of the building unless Court house business is being conducted.