

COURT OF COMMON PLEAS, LANCASTER COUNTY, PENNSYLVANIA
ADULT PROBATION & PAROLE SERVICES
Probation and Parole Regulations

Name _____ **Information #** _____

1. I will report to my probation officer according to his/her instructions.
2. I will live in a residence approved by my probation officer. I will not change my residence without the approval of my probation officer. My probation officer may visit my home at any time in order to effectively confirm compliance with the conditions of my supervision, and I will cooperate with the efforts of my probation officer when he/she does so.
3. I will comply with all state and federal laws, all municipal ordinances, and any instructions of my probation officer. I will notify my probation officer immediately if I am arrested or investigated by a law enforcement agency. I will not engage in any assaultive or threatening behavior.
4. I will, unless otherwise directed by my probation officer, make every effort to obtain and maintain legitimate full-time employment and to support my dependents. I will obtain permission from my probation officer prior to changing employment. If I lose my employment, I will notify my probation officer immediately and cooperate in any effort made to help me find new employment.
5. I will not travel more than 30 miles from my home without receiving permission from my probation officer. I will not travel outside the border of Pennsylvania without obtaining written travel permission from my probation officer. This written travel permit must be obtained 48 hours in advance and must include destination, dates of travel, purpose, accompanying individuals, and mode of transportation. Failure to obtain a proper travel permit will result in a violation of supervision and may also result in criminal charges by the state you illegally entered.
6. I will not possess, have control of, or have in my place of residence or vehicle, any contraband such as stolen property, non-prescribed controlled substances, drug paraphernalia, firearms (hand guns, rifles, shotguns) or other dangerous weapons, including, but not limited to, bow and arrow, prohibited offensive weapons, or any instruments of crime. I will submit my person, property, place of residence, vehicle and personal effects to search at any time by a probation officer based upon reasonable suspicion that I am in possession of contraband.
7. I will not be under the influence of any alcohol, or controlled substances unless by medical prescription, while participating in any capacity in any court appearances, or when undertaking any probation/parole obligations.
8. I will abstain from the unlawful possession, use or delivery of any non-prescribed controlled substances, including marijuana and synthetic substances. I will submit to urinalysis and/or breathalyzer testing as required by my probation officer. Any refusal to submit to testing will be considered a violation of my supervision. I will reimburse the court for the cost of laboratory fees sustained upon positive confirmation of drug use.
9. Any statements, verbal or written, made by me to my probation officer, which are found to be false, may be considered a violation of my supervision.
10. I will participate in and complete an APPS risk/need assessment and comply with any recommended treatments and interventions that are determined to be medium, high, or very high need per the resulting risk/need assessment case management plan.
11. Failure to pay fines, costs or restitution as directed by the court, my probation officer, or the Collections Enforcement Unit constitutes a violation of my sentence. For information on payment of fines, cost and restitution, see attached Financial Requirements page.
12. I will abide by any other conditions imposed by the Court.

Probation/parole is granted with the full understanding that I am in the legal custody of the Lancaster County Court of Common Pleas until the expiration of my maximum sentence or until such time as I am legally discharged. If it is alleged that I have violated the terms of my probation and/or parole the court has the authority to detain me and prevent my release from prison pending further action by the court.

The court of common pleas has the authority to recommit me to serve the entire balance of the unserved maximum term of incarceration as a parole violator for the commission of criminal conduct, or for the violation of any other rule, regulation, or special condition of sentence during my parole supervision, with no credit given for the time spent at liberty on parole.

In the event that I am returned to court for a violation of probation based upon the commission of criminal conduct, or for the violation of any other rule, regulation or special condition of sentence while on probation, the sentencing alternatives available to the court of common pleas are the same as were available at the time of initial sentencing.

If I am accepted for supervision by the Pennsylvania Board of Probation and Parole, I will comply with all General Conditions of Special Probation as set forth in 37 Pa. Code § 65.4.

If responsibility for supervision of the term of sentence on the above captioned information number(s) is transferred to another county within the Commonwealth of Pa., or to another state, I will abide by the conditions of supervision authorized and imposed for use in that jurisdiction, as well as all conditions imposed by this Court at the time of disposition.

**COURT OF COMMON PLEAS, LANCASTER COUNTY, PENNSYLVANIA
ADULT PROBATION & PAROLE SERVICES
FINANCIAL REQUIREMENTS**

Fines, costs, and restitution information can be located online through the Court of Common Pleas System (CPCMS) at [HTTP://UJSPORTAL.PACOURTS.US](http://ujspportal.pacourts.us)

Please follow these instructions once you have gone to the website above.

- Click E-Services
- Select and click Public Web Docket Sheets
- Click on Common Pleas
- Click on Other Criteria
- Enter Last Name
- Enter First Name
- Select Lancaster County
- Select Criminal for the docket type
- Click Search
- Select appropriate case from the results of the Search. Then scroll through the pages until you reach the financial information.

If at any time you are having trouble accessing this data, feel free to contact the Collections Enforcement Unit at 717-824-8539 for balance information, Monday-Friday 8:30am - 5:00pm.

FINANCIAL REQUIREMENTS

- A. I will enter into a payment plan upon my first meeting with my probation officer to pay my court ordered fines, court costs, restitution, supervision fees of \$25 per month, and administrative fees of \$30 per month.
- B. My supervision may be violated for failure to comply with payment of my court ordered financial obligations.
- C. I am responsible to make all payments consistently and once a wage assignment has been issued, I am responsible to make all payments until my employer deducts it from my paycheck completely.
- D. I must report any changes in address or employment within 72 hours to the Collections Enforcement Unit.
- E. If at any time I am unable to work due to a medical condition, I must provide verification of said condition to the Collections Enforcement Unit immediately. This includes a letter from my physician indicating specific work restrictions and duration of restrictions.
- F. It is my responsibility to submit requests to waive past/future supervision fees to the Collections Enforcement Unit. A waiver form must be completed detailing the reasons for inability to pay pursuant to Act 35 of 1991 and accompanied by appropriate supporting documentation. An itemized list of circumstances and factors for the waiver of supervision fees is available upon request. Any request for waiver must be submitted within 30 days of its effective date.
- G. If I wish to modify a payment plan, I will put my request in writing to the assigned probation officer in the Collections Enforcement Unit.
- H. Failure to comply with my payment plan may result in contempt of court and the following sanctions may apply: violation of IPP/Probation/Parole supervision, suspension of driver's license, report to a credit bureau, report to a collections agency resulting in a 25% increase in your balance, issuance of a bench warrant, incarceration.
- I. I will follow the prescribed method(s) of payment described below.

ALL PAYMENTS MUST INCLUDE YOUR SOCIAL SECURITY NUMBER AND INFORMATION NUMBER.

IN PERSON AT

**BUREAU OF COLLECTIONS
ADULT PROBATION & PAROLE
SERVICES
40 E. KING STREET
LANCASTER, PA 17602
717-824-8539**

MAILED TO

**BUREAU OF COLLECTIONS
ADULT PROBATION &
PAROLE SERVICES
P.O. BOX 83480
LANCASTER, PA 17608-3480**

ONLINE PAYMENTS

**LOG ONTO
[HTTP://UJSPORTAL.PACOURTS.US](http://ujspportal.pacourts.us)
AND CLICK ON PAEPAY TAB AND
FOLLOW THE DIRECTIONS TO PAY
ON YOUR COMMON PLEAS CASE(S).**

WAIVER OF EXTRADITION

In the event that I am ever charged with a violation of my probation or parole, I expressly waive extradition to the Commonwealth of Pennsylvania from any jurisdiction inside or outside of the United States of America where I may be found and I shall not contest the efforts of any jurisdiction to return me to the United States or to the Commonwealth of Pennsylvania.

ACKNOWLEDGMENT

I hereby acknowledge that I have read, or have had read to me the foregoing rules, regulations and special conditions of my probation/parole. I fully understand and agree to follow the rules and I understand the penalties should I be found in violation.

Defense Counsel

Probationer/Parolee Signature

Date

Probationer/Parolee Printed

Date

During the course of supervision, if I believe that my rights as a probationer/parolee have been violated by an employee of Lancaster County Adult Probation and Parole Services, I may file a written complaint to his/her immediate supervisor who will investigate the complaint and respond in writing. If I feel the need for further appeal, I am to proceed in a similar fashion according to the chain of command in the department.

For APPS use only:

Probation Officer: _____

Appointment Date/Time: _____

Location: 40 East King Street, Lancaster, PA 17602

Telephone Number: 717-299-8181