

# BEAVER COUNTY PROBATION AND PAROLE

**To:**

**No.**

Upon the Order of \_\_\_\_\_, dated \_\_\_\_\_, you have been placed on supervision by the Beaver County Court of Common Pleas, subject to the following conditions:

The sentence of probation, parole or PWV imposed on this date was granted with the full understanding that you have been placed under the supervision of the Beaver County Adult Probation and Parole Department. Everyone placed on supervision must comply with the general rules of this department. In addition, you must comply with any special court order or condition(s) imposed by the Court at the time of your sentencing or subsequently added by the Court during the course of your supervision, including payment of all fines, costs and restitution amounts in full prior to the expiration of your supervision. Failure to do so may result in contempt of Court proceedings being filed against you.

An Officer will be assigned to your case whose job it is to carry out the general order of the Court. An important part of the Officer's responsibility is to help you in the interpretation of the conditions of your probation/parole/PWV. Should problems arise or questions occur concerning the conditions of your supervision, consult with your Probation Officer.

Field visits may be conducted by your supervising Officer. By law, you must permit to the search of your person, vehicle and/or place of residence. Narcotic implements, illegal drugs, intoxicants and/or contraband are subject to seizure by a Probation Officer.

If you commit an offense while under supervision and/or violate any of the rules of supervision and/or special conditions of your case, the Probation Office will review the circumstances and nature of the violation. As a result, the Court may be informed of the violation and render a formal or informal decision. The Probation Office is also authorized by the Court to have you arrested and can place a detainer against you, which will in effect, keep you confined until resolution of the violation.

If you are convicted of a new crime committed while on supervision, or commit persistent technical violations, an appropriate hearing will be held and your probation/parole/PWV may be revoked. For probation violations, a period of confinement may be imposed. For a parole violation, the Court may recommit you to serve part or all of the balance of the sentence you were serving when paroled. For a violation of PWV, your PWV may be revoked and your case scheduled for sentencing.

## **RULES:**

1. You will be under the supervision of the Adult Probation and Parole Department and will report regularly in person, by telephone, e-mail, or in writing to your Probation Officer according to his/her instructions. Field visits may be conducted by the Probation Office staff. DO NOT contact any Probation Officer at his/her residence.
2. You are to abide by any verbal and written instructions of this Department and/or your Probation Officer. You will respond promptly to any communication from the Probation Department.
3. You must obtain permission from your Probation Officer prior to changing your residence, address or phone number. You must notify the Clerk of Courts of any such changes. No Pennsylvania resident shall move to another State before receiving permission from his/her supervising Probation Officer or prior to receiving approval and reporting instructions from the receiving State. A \$100 application fee is required when attempting to relocate to another State.
4. You will not travel outside of Pennsylvania without a written travel permit. Travel permits are required for work/employment outside of Pennsylvania. Travel permits are good for up to a maximum of 30 days from the date of issuance and must be renewed upon expiration.
5. You will comply with all Municipal, County, State and Federal Criminal Laws, as well as the provisions in the Pennsylvania Vehicle Code and Pennsylvania Liquor Code. You MUST notify your Probation Officer within 72 hours of any arrest, receipt of summons, citation or investigation by law enforcement agencies and/or your participation with any law enforcement agency as a confidential informant.
6. You will make every effort to obtain and maintain employment and to support your dependents. You MUST notify your Probation Officer within 72 hrs. of any change or loss of employment. You will engage in an active job search, pursue a prescribed secular course of study or vocational training during periods of unemployment and provide verification of these efforts as directed by your Probation Officer. If you are unemployed and employable, you will actively participate in the Adult Probation/Career Link Program.
7. You will abstain from the unlawful possession, use, or sale of illicit drugs and from the abuse of prescription drugs. You will submit to any recognized tests, that are available, to determine whether or not you have been using drugs and/or alcohol.
8. If your sentence is a result of a DUI offense or if the crime for which you were placed on supervision involved the use of alcohol, you will abstain from the use of alcoholic beverages. All offenders placed on supervision shall refrain from the excessive use of alcoholic beverages and are strictly prohibited from frequenting any establishment whose primary business is the sale of alcohol, unless otherwise permitted by the Court and/or your Probation Officer.
9. You shall refrain from purchasing any firearms, deadly or offensive weapons. You will not possess any firearms, deadly or offensive weapons, which includes any explosive devices. All firearms and/or lethal weapons, in your residence and/or vehicle, must be removed within 72 hrs. of signing these conditions. HUNTING IS PROHIBITED.
10. You will refrain from any assaultive behavior and/or actions which threaten or present a clear and present danger to yourself and/or others.

You will comply with the conditions of the attached Sentence Order, Restrictive Probation Rules, or any special condition which could subsequently be imposed by the Court; including undergoing D.N.A. testing pursuant to Act 185 of 2004, if applicable.

If you are arrested while on supervision, the Adult Probation and Parole Department has the authority to place a detainer against you which will, in effect, prevent you from making bail pending disposition of your new charges or other action of the Court.

**SEARCH AND SEIZURE:**

I expressly consent to the search of my person, property and residence, without a warrant by officers of the Adult Probation and Parole Department of Beaver County. Any items, possessed which constitute a violation of probation, parole and/or PWV shall be subject to seizure, and may be used as evidence in the revocation process.

**GRIEVANCE POLICY**

If you believe any of your rights have been violated as a result of your supervision, you may submit a timely complaint in writing, to the supervisor of your Probation Officer. If your complaint is not resolved to your satisfaction, you may then submit your complaint, in writing, to the Chief Probation Officer, Beaver County Adult Probation Office, Beaver County Courthouse, Beaver, PA, 15009.

**DISMISSAL & EXPUNGEMENT APPLICATIONS**

If this case is a PWV and you have successfully completed all obligations of the Court Order, and you wish to have your record expunged, you or your attorney must petition the Court for official expungement of record.

The Court will not approve your application until you original probation period has expired, regardless of whether you have received an early termination of probation.

**PAYMENT INFORMATION:**

**All fines, costs, fees, restitution and treatment costs shall be paid prior to the expiration of your sentence or as ordered by the Court. Failure to do so may result in contempt of Court proceedings being filed against you.**

All checks or money orders should be made payable to: **Beaver County Clerk of Courts**. You must include your current address and case number on any check or money order.

If choosing to pay by mail, please remit your payment to: **Beaver County Clerk of Courts, Beaver Co. Courthouse, Beaver, PA, 15009**.

You can also pay by Visa and Master Card at the Clerk of Courts Office located in the Beaver County Courthouse, Beaver, PA, 15009.

You can also pay online by logging onto <http://uisportal.pacourts.us>, and clicking on ePay under eCommerce menu.

**DO NOT BRING CASH OR MAIL YOUR PAYMENTS TO THE ADULT PROBATION OFFICE.**

**YOU ARE RESPONSIBLE FOR NOTIFYING THE CLERK OF COURTS OF ANY ADDRESS CHANGE.**

You will be assessed a Supervision Fee of \$60.00 per month.

You will be receiving a bill from the Clerk of Courts with the **exact** total due on this case within a month of your sentence date. All amounts must be paid in full prior to the expiration of your sentence. In order to be paid in full by the end of your supervision period, you are required to adjust your monthly payments accordingly to meet this obligation. Upon termination of supervision, you are still responsible for any fines, costs and restitution owed.

**A judgment will be filed against you for fines, costs, fees and restitution and will remain in effect until paid in full. In addition, failure to pay in full by your expiration will result in your balance being referred to a Collection Agency. When that occurs an additional fee of 25% will be added to your balance owed.**

I further understand that if employed, I may sign a voluntary wage attachment or if in non-compliance, one may be requested of me at a later date.

**I hereby acknowledge that I have read, or have had read to me, the foregoing conditions of my sentence; I fully understand and agree to follow these conditions; and fully understand the penalties involved should I, in any manner, violate them.**

\_\_\_\_\_  
**Signature of Probationer/Parolee**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Date**