

**MORGAN COUNTY COMMUNITY CORRECTIONS & COURT SERVICES  
RULES OF THE PROGRAM & OBLIGATION FOR PAYMENTS OF FEES**

**2016 REPORT IN SCHEDULE**

- 1 DO NOT VIOLATE ANY FEDERAL, STATE OR LOCAL LAW.
- 2 AVOID INJURIOUS OR VICIOUS HABITS.
- 3 AVOID PERSONS OR PLACES OF DISREPUTABLE OR HARMFUL CONDUCT OR CHARACTER.
- 4 NO ILLICIT DRUG USE OR ALCOHOL USE.
- 5 REPORT TO THE PROBATION OFFICER AS DIRECTED.
- 6 WORK FAITHFULLY AT SUITABLE EMPLOYMENT AS MUCH AS POSSIBLE.
- 7 REMAIN WITHIN A SPECIFIED PLACE, TO-WIT: THE STATE IN WHICH YOU RESIDE.
- 8 SUPPORT YOUR DEPENDENTS TO THE BEST OF YOUR ABILITY.
- 9 DO NOT CHANGE RESIDENCE, PHONE NUMBER OR EMPLOYMENT WITHOUT THE CONSENT OF THE P.O.
- 10 SUBMIT TO SUBSTANCE ABUSE TEST WHEN ORDERED TO DO SO BY THE P.O.  
PROBATIONER WILL PAY THE COSTS OF TESTS; YOU HAVE THE RIGHT TO REQUEST A CONFIRMATION WITHIN THIRTY (30) DAYS OF A POSITIVE SCREEN; CONFIRMATION FEE PAYABLE BY DEFENDANT.
- 11 PAY THE PROBATION OFFICER \$30.00 ADMINISTRATIVE FEE PER MONTH DURING THE PROBATION PERIOD, PURSUANT TO LAW.
- 12 THE DEFENDANT IS ORDERED TO PAY FINES, COSTS, RESTITUTION, ASSESSMENTS, AND OTHER COURT-ORDERED MONIES.
- 13 WEAR APPROPRIATE ATTIRE - NO STRAPLESS/SPAGHETTI STRAP SHIRTS, NO SAGGING PANTS, NO PAJAMA PANTS & HOUSE SHOES, NO CLOTHING OR ACCESSORIES WITH DRUG/ALCOHOL PARAPHERNALIA PICTURED, WEAR APPROPRIATE UNDERGARMENTS.
- 14 PRACTICE GOOD HYGIENE.

**ADMINISTRATIVE RULES**

- 1 **YOU CAN NOT CALL THIS OFFICE UNLESS YOU ARE IN THE HOSPITAL OR JAIL. NO EXCEPTIONS.**  
\* IF YOU HAVE LOST YOUR SCHEDULE OR YOU HAVE QUESTIONS REGARDING YOUR PAYMENTS, YOU ARE REQUIRED TO COME TO THE OFFICE AND OBTAIN THIS INFORMATION. DO NOT HAVE ANYONE CALL FOR YOU (FAMILY, FRIENDS, EMPLOYERS, ETC.)
- 2 **DO NOT BRING FRIENDS, RELATIVES OR CHILDREN WITH YOU WHEN REPORTING TO THIS OFFICE.**

**OBLIGATION FOR PAYMENT OF FEES**

- 1 ALL FEES ARE TO BE PAID MONTHLY DURING YOUR SCHEDULED REPORT-IN PERIOD. ALL PAYMENTS ARE TO BE MADE WITH **CASH, CASHIER'S CHECK, OR MONEY ORDER** MADE PAYABLE TO **MORGAN COUNTY COMMUNITY CORRECTIONS. NO PERSONAL CHECKS ACCEPTED AND NO CREDIT/DEBIT CARDS.**  
\*NOTE: IF YOU PAY WITH MONEY ORDER OR CASHIER'S CHECK, YOU MUST HAVE TWO SEPARATE PAYMENTS IN ORDER TO PAY SUPERVISION FEES IN THIS OFFICE AND COURT ORDERED MONIES IN THE CLERK'S OFFICE
- 2 YOU **MUST** HAVE CORRECT CHANGE WHEN REPORTING. WE **WILL NOT** PROVIDE CHANGE .
- 3 IT IS YOUR RESPONSIBILITY TO PAY FEES PROMPTLY AS REQUIRED. FAILURE TO MAKE PAYMENTS MAY RESULT IN A VIOLATION REPORT AND/OR WARRANT BEING ISSUED FOR YOUR ARREST.
- 4 ALL COURT ORDERED MONIES MUST BE PAID IN FULL BEFORE YOUR PROBATION EXPIRES.  
IF THE BALANCE IS NOT PAID, YOU COULD BE HELD IN VIOLATION OF PROBATION.

**REPORT-IN DAY IS ASSIGNED BY YOUR OFFICER. IT IS YOUR RESPONSIBILITY TO REPORT ON THE CORRECT DAY. PAYMENTS ARE TO BE MADE ON THE DAY YOU REPORT, UNLESS OTHERWISE INSTRUCTED.**

**2016 REPORT-IN DAYS**

**LAST NAME BEGINS WITH A - D: JANUARY 4 , FEBRUARY 1, MARCH 1, APRIL 1, MAY 2,  
JUNE 1, JULY 1, AUGUST 1, SEPTEMBER 1, OCTOBER 3, NOVEMBER 1, DECEMBER 1**

**LAST NAME BEGINS WITH E - J: JANUARY 5, FEBRUARY 2, MARCH 2, APRIL 4, MAY 3,  
JUNE 2, JULY 5, AUGUST 2, SEPTEMBER 2, OCTOBER 4, NOVEMBER 2, DECEMBER 2**

**LAST NAME BEGINS WITH K - N: JANUARY 6, FEBRUARY 3, MARCH 3, APRIL 5, MAY 4,  
JUNE 3, JULY 6, AUGUST 3, SEPTEMBER 6, OCTOBER 5, NOVEMBER 3, DECEMBER 5**

**LAST NAME BEGINS WITH O - S: JANUARY 7 , FEBRUARY 4, MARCH 4, APRIL 6, MAY 5,  
JUNE 6, JULY 7, AUGUST 4, SEPTEMBER 7, OCTOBER 6, NOVEMBER 4, DECEMBER 6**

**LAST NAME BEGINS WITH T - Z: JANUARY 8 , FEBRUARY 5, MARCH 7, APRIL 7, MAY 6,  
JUNE 7, JULY 8, AUGUST 5, SEPTEMBER 8, OCTOBER 7, NOVEMBER 7, DECEMBER 7**

**\* THE OFFICE WILL BE CLOSED JANUARY 1, JANUARY 18, FEBRUARY 15, MARCH 25, MAY 30,  
JULY 4, SEPTEMBER 5, OCTOBER 10, NOVEMBER 11, NOVEMBER 24 & 25, DECEMBER 23 & 26**

**OFFICE HOURS ARE 8:00AM TO 4:00PM FOR ALL CLIENTS  
\*OFFICE IS CLOSED FROM 12:00PM - 1:00 PM FOR LUNCH**

**[WWW.CO.MORGAN.AL.US](http://WWW.CO.MORGAN.AL.US)**