



# Guardian Probation Services

## PROBATION INTAKE PACKET

Please fill out this form

		Case #:
Name:		Intake Date:
Date of Birth:	Social Security #:	Phone #:
Physical Address:		Apt #:
City:	State:	Zip Code:
Email Address:	2nd contact Name/Relationship:	2nd Contact Phone #:
<b>Employment Information:</b>		
Employer:		City
Guardian Probation Services Contact Information: Email: <a href="mailto:guardianhelp1@gmail.com">guardianhelp1@gmail.com</a> Website: <a href="http://www.guardianprobation.com">www.guardianprobation.com</a> Facebook: Guardian Probation Services		

# Guardian Probation Services (GPS)

## Cost of Services Contract

We accept Cash, Checks, Money Orders, Debit & Credit Cards. Fees below reflect a cash discount. (\$25.00 for returned checks)

### Service

### Fee

If your probation is ordered for 12 months and you choose to pay your montly fees upfront the fee will drop to \$45/monthly

If your probation is ordered for 18-24 months and you choose to pay your montly fees upfront the montly fee will drop to \$40/monthly

Initial intake fee	\$50.00
Monthly supervision fee (If paid monthly)	\$50.00
Additional cases (If paid monthly)	\$15.00
Declined monthly charge fee (auto payment declined)	\$15.00
Returned Check Fee	\$35.00
Missed monthly fee	\$50.00
Missed UA fee	\$25.00
Missed Appointment Fee	\$50.00
Missed Appointment Fee AFTER CONTINUED MISSES	\$75.00
Pre-Trial Daily Call-ins (IF REQUIRED)	\$25.00
Order to Show Cause (OSC) fee	\$100.00
Electronic Monitoring (GPS) a/k/a Home Confinement	Service provided on a per-need case so please contact the office for further info, prices vary depending on court conditions.

### Body Fluids Testing:

Drug & Alcohol Testing \$25.00/test (in addition to the monthly probation fee)

**Should you dispute a positive drug test you will be required to go D.A.T Express within ONE hour. You will be given a letter to present at the time of testing.**

**Any past and future unpaid probation fees will be sent to a collection agency and you will be responsible to pay all collection fees.**

**Fees are subject to change due to unforeseen circumstances and you will receive notification.**

**Interest will be charged at a rate of 18% on any balance of \$200 or more.**

**Guardian Probation Services is a business that provides a service for you which helps keep you out of jail. You don't work for free and neither do we. Payment is due a the time the service is rendered.**

*I have read and understand the service fees associated with Guardian Probation Services and I agree to pay for services rendered on my behalf.*

Print Name \_\_\_\_\_

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Guardian Probation Services "Probation Policies"

\* Guardian Probation Services = GPS

I agree to meet with "GPS" staff at least one time every month or as requested to discuss my probation progress or lack of progress. If I fail to appear for my monthly probation visit for more than 2 months or sooner, depending on circumstances, a warrant may be issued for my arrest. If I fail to complete my probation conditions in a timely manner or do as directed by my probation officer or follow the court's orders, an Order to Show Cause may be filed against me.

I understand that if I am on probation with multiple courts or with multiple cases and "GPS" has to report to multiple Courts or cases on my behalf, I will be charged an additional \$15.00 per month surcharge for each additional case or court.

"GPS" office hours are Mon - Fri 9am - 5pm (excluding holidays). I will not be called or reminded to check in monthly.

I will discuss my probation conditions with "GPS" probation officer monthly. The probation officer does not order the conditions, the judge does. Probation conditions are non-negotiable. **It is my responsibility to understand what I need to do in order to be compliant with my probation.**

Probation is NOT a checklist. It is a time period. I was given a sentence that includes certain conditions as well as a period of probation. I understand that I may complete some conditions before the end of my probation period, but it does not mean I am finished. There may be a chance for early termination but must be requested by my case assigned defense attorney or myself and must be approved by the Prosecutor's office and the Judge.

If I am on Pretrial I will be required to check in and comply with all Pretrial Terms ordered by the court.

I must keep "GPS" staff informed if I leave town and am required to discuss with probation officer prior to leaving. Leaving town includes in-state and out of state travel. Depending on my status on probation, I may be required to do random drug testing while I am out of town. I will be given instructions on how to test and must comply. Should an emergency arise after hours, you **MUST** send an email as record. Probation officer **may** require documentation of emergency under certain circumstances (unique to my case).

I must have a **current working phone number** on file **at all times**. If my phone is not working I must provide "GPS" with a **phone number that I can be reached on**.

I understand that if an Order to Show Cause is filed against me it may be served to me in person or by certified mail. I agree to keep my address and telephone numbers current with "GPS" and the Court so that I may be contacted at any time. Failure to keep contact information current is a violation of my probation conditions. I also agree to receive any mail from "GPS" or the Court as it may contain important case information. Failure to pick up any mail is not an excuse that you did not get served. If we serve you by certified letter and you miss your Court date a warrant will be issued for your arrest.

Failure to appear for my UA's on the day requested will result in a \$25 missed UA fee and missing 2 or more UA's may result in an OTSC being filed. **THERE ARE NO MAKE UPS FOR UA TESTS.** You must test on the day requested or it is a miss/failed test. Do not ask if you can make it up. The answer is **NO!! I am aware that I MUST bring in all prescription medication into the office at ANY time it is requested and they may be subject to count.**

If you have questions, the best way to get them answered, is to appear in person at the office. You may also send an email. For clients that are out of state and/or APPROVED to do phone probation you must call or come at your scheduled appointment time and day. Phone probation is not probation by email or voicemail. You will be given a specific phone number to call and that is the only number you may call for phone probation. If you fail to call you will miss your probation for the month and will be assessed a missed monthly fee.

If I live out of town I may be given the opportunity to remote saliva drug test. I understand that remote drug testing is a PRIVILEGE.

**I understand that If I provide incorrect mailing information and the remote drug tests are returned I will be charged \$35.**

I understand that, while I am in the office, if I become irate, scream, swear, threaten, strike or damage ANYTHING the police will be called and I may be charged with Disorderly Conduct pursuant to Utah Criminal Code 76-9-102.

**Any past and future unpaid probation fees will be sent to a collection agency and you will be responsible to pay all collection fees.**

*I have read and understand the probation policies as explained above.*

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Client Printed Name: \_\_\_\_\_

