



Rutherford County Probation and Recovery Services

119 West College Street, Murfreesboro TN 37130

Office (615) 849-5720 Fax (615) 849-5723

By order of the Rutherford County Circuit/General Sessions Court, you have been placed on probation with Rutherford County Probation and Recovery Services Department. **Your probation rules become effective today.** The general rules of probation are listed below and become effective the date you were ordered to probation. Questions regarding these rules and other conditions of your probation will be covered during ORIENTATION.

Orientation is held twice per week at 119 West College Street, Murfreesboro 37130 every Wednesday and Friday at 10: 00a.m

If you weren't given a specific day to report for orientation, please report on Wednesday or Friday at 10:00a.m. the week following your plea.

All reporting hours are Central Standard Time

PLEASE EITHER MAIL OR SUBMIT ONLINE YOUR FIRST PROBATION FEE AFTER ORIENTATION, IF YOUR CASE MANAGER ADVISED YOU OF FEES:

Initial payment for supervision fees in the amount of :

- \$45.00 cashier's check/money order/ online payment payable to Rutherford County Probation.
- \$35.00 cashier's check/money order/ online payment payable to Rutherford County Probation.

GENERAL RULES OF PROBATION:

1. I will obey the laws of the United States, or any State in which I may be, as well as any municipal ordinances.
2. I will report all arrests immediately to my Case Manager, including traffic violations, regardless of the outcome.
3. I will not receive, own, possess, ship or transport any firearms, ammunition, or any illegal weapons (if applicable).
4. I will work at a lawful occupation and support my dependents, if any, to the best of my ability.
5. I will inform my Case Manager before changing my residence or employment. I will get permission from my Case Manager before leaving the county of my residence or the State.
6. I will allow my Case Manager to visit my home, employment site, or elsewhere, and will carry out all instructions he/she gives me. I will report to my Case Manager as given instructions to report.
7. I will not use intoxicants of any kind (beer, whiskey, wine, etc.) to excess. I will not use nor have in my possession narcotic drugs or marijuana.
8. I will not enter an establishment whose prime purpose is to sell alcoholic beverages (bars, taverns, liquor stores, etc. – if applicable). I will submit to random drug screens as directed.
9. I will pay all required fees (fines, costs, restitution, supervision, drug screen, class fees, etc.) as instructed. Pay fines/costs/fees at the Court Clerk's desk located on the first floor of the Judicial Center at 116 West Lytle Street.
10. I will observe any special conditions imposed by the Court.



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PROBATION FAQs (Frequently Asked Questions)

How do I contact my Probation Case Manager?

The contact information including the email address, phone number and fax number is located on the business card you will receive at orientation.

When do I report to my Probation Case Manager?

You and your Probation Case Manager will work together to schedule an appointment specific for you with a date and time to report.

What do I need to bring to the appointments with my Probation Case Manager?

Your receipt of payment made to the Clerk, any proof of progress towards your conditions, and continued proof of lawful employment.

How do I make a payment on my case(s)?

Payments for supervision fees may be made inside the probation office at *119 West College Street* in the waiting area. Payments on your court costs should be made at the Judicial Center located at 116 West Lytle Street.

What is a payment card?

Name: _____
Case/Docket # _____
Regular Supervision fee monthly (\$45).....
Diversion Supervision fee monthly (\$35).....
Retirement Supervision fee monthly (\$35).....

A white payment card will be given to you at orientation. That card should be presented when you are making a payment towards your case(s). Please keep this card in your purse/wallet.

What forms of payment are accepted?

For **PROBATION RELATED FEES**: Cash or Money Orders payable to Rutherford County Probation. You may also pay online at paysupv.com. If you opt to pay online you may do so once you have obtained your PID number at orientation. No personal checks will be accepted.

When can I make a payment on my case(s)?

Business hours Monday – Friday 7:30am-5:30pm

What do I do in the event of inclement weather/holidays?

During inclement weather, call (615) 849-5720 for notice of any cancellations or delayed openings or check the Rutherford County Government website at <http://rutherfordcountyttn.gov/>. Holiday closings will be posted in the office, as well as on the Rutherford County website.

How much are my supervision fees?

Everyone placed on probation/retirement supervision is charged a supervision fee once per month, only while on supervised probation/retirement. The supervision fee is \$45.00 monthly for guilty pleas, and \$35.00 monthly for Retirement/Diversion pleas. Drug screens & Class/Program fees are additional and will vary.

What do I need to do if I am on prescription medication that may be present when a drug screen is given?

If you are taking prescribed medication(s), please bring proof of your prescriptions to your Case Manager at your first office visit.

What if I am court ordered to complete a class that is not offered at the Rutherford County Probation & Recovery Office?

All resources specific to your case or needs will be provided to you by your Probation Case Manager.

Where do I serve, my court ordered jail time?

Depending on where the court ordered you to do your jail time, the Rutherford County Adult Detention Center is located at 940 New Salem Highway - (615) 898-7774 and the Correctional Work Center is located at 1720 S. Church Street - (615) 898-7847



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INDIGENCY AND FINANCIAL DUES NOTICE

Any person whose income is below 125% of the Federal Poverty Level shall have all probation and any other discretionary fees and court costs waived. The court retains discretion to make inquiries into any indigency claims to determine if there is willful indigency and, thus not indigent.

2018 Poverty Guidelines for the 48 Contiguous States and the District of Columbia

Persons in family/household	Poverty guideline	125%
1	\$12,140	\$15,175
2	16,460	\$20,575
3	20,780	\$25,975
4	25,100	\$31,375
5	29,420	\$36,775
6	33,740	\$42,175
7	38,060	\$47,575
8	42,380	\$52,975

For families/households with more than 8 persons, add \$4,320 for each additional person.

Anyone that falls below the 125% Federal Poverty Guideline may file a petition in order for the court to determine indigency. If you are eligible and would like to petition the court, free of charge, you may do the following:

1. Obtain the Uniform Affidavit of Indigency form. You may obtain that form at the following locations:

a.) Rutherford County Clerk's Office located at the Judicial Center

116 West Lytle Street, Murfreesboro, TN 37130

b.) Rutherford County Probation and Recovery Department

119 West College Street, Murfreesboro, TN 37130

2. Petition must be filed with the Rutherford County Clerk's Office
3. The Court will evaluate and determine indigency according to the most recent Federal Poverty Guidelines

Payment Agreements

A Payment Agreement for any outstanding costs may be entered with the Rutherford County Circuit Court Clerk if:

- The court ordered conditions of probation have been met; unless specified by the court order.
- Court ordered if there was no probation sentence.

Sources: U.S. Department of Health and Human Services, Rev. 1/13/18, <https://www.federalregister.gov/d/2018-0081>