

# BROWN COUNTY STS POLICIES AND PROCEDURES

As a STS participant, you have either been Court-Ordered, required by your probation agent, or voluntarily elected to participate in the STS program. Stated below are the Brown County policies and procedures regarding the STS program.

**Referral to STS:** An agent from the probation department must make a referral for you to be included in the STS program. Once a referral has been processed you will be assigned a specific date to begin working on the STS crew. Unless instructed by your agent to report on a specific date the STS crew leaders will contact you either in writing or by telephone to notify you of when you are scheduled to work.

**Failing to Report as Scheduled:** If you are scheduled to work on the STS crew and fail to report as scheduled, you will receive only one "*Warning of Termination.*" A copy of the warning will be given to the supervising agent, and another copy will be mailed to you. If you fail to report to STS as scheduled a second time, you will be terminated from the STS crew.

If you are unable to report to the crew as scheduled you must call the STS crew leaders **and you must leave a message** stating your reason for not being able to report to the crew. All calls will be reviewed for appropriateness. All calls must be made no later than **6:45 a.m.** on the day you are scheduled to work. ***Do not call your probation agent!***

**Termination from the STS Crew:** You will be terminated from the STS crew for failing to report to work as scheduled (2x) or by failing to follow the STS rules of conduct (provided by the crew leaders). The consequence of being terminated from STS could result in your being returned to Court for further sanctions. You will also be charged a \$100.00 fee for being terminated from the STS crew.

**Court-Ordered STS and STS ordered In lieu of serving jail:**

Probation Agents and crew leaders **cannot** excuse you from participating on the STS crew if you have been Court-Ordered into the program. If you are Court-Ordered to perform STS and are terminated from the crew, an Apprehension/Detention order will be issued for your arrest and you will be returned to Court.

**STS in lieu of paying fines:**

STS may be performed in lieu of paying the Court-ordered fine amount only. Court/probation fees and surcharges are not eligible to be worked off on STS and must be paid.

If you are working off your fine on STS and wish to end your participation because you are able/willing to begin paying off your fines, you must contact your supervising agent. You must contact your agent before 3:30 p.m. (M-F) on the day before you are next scheduled to work on the STS crew. Your agent must approve of the change. Do not wait until the last minute to make this request. There is a \$50.00 processing fee if you no longer wish to participate in the STS program.