

## RULES OF DRS PROBATION

**You have been placed on DRS Probation. The following are rules that govern your probation. Failure to comply with these rules could result in a fine and/or imprisonment of up to six (6) months.**

1. Your DRS Probation Officer is \_\_\_\_\_. You are required to report in person to your DRS Probation Officer or his/her designee at least once per month as directed by your DRS Officer.
2. In addition to reporting in person, you are required to telephone your DRS Probation Officer once per month as directed by your DRS Officer. *Leaving a message with the reception employee will not constitute compliance with the telephone reporting requirement.* You must speak personally with a DRS Probation Officer to comply with this requirement.
3. You are to be employed full-time at all times. If you are not now employed, you are to diligently seek full-time employment. Your DRS Probation Officer will assist you in looking for employment. You are required to comply with all directives of your DRS Probation Officer with respect to locating and obtaining employment.
4. You must notify your DRS Probation Officer within forty-eight (48) hours after obtaining employment. You must provide the identity, address and telephone number of your employer. In addition, you

must sign all papers necessary for your employer to establish a wage attachment of your earnings in order to pay child support. If you obtained a job through a temporary agency, provide the contact information for your agency, and also provide the location of your employment and the name and if available contact information for your site supervisor.

5. You shall not voluntarily terminate your employment except to accept another immediately available job that pays more in salary and benefits.
6. If you claim any type of medical disability, it is your responsibility to present to the Lebanon County Domestic Relations Section a Physician's Disability Verification Form signed by your primary medical provider. The form may be obtained from your DRS Probation Officer and is to be submitted as directed by your DRS Probation Officer.
7. You are required to report in person to the Lebanon County Domestic Relations Section within three (3) days after any of the following occur:
  - Loss of your job for any reason
  - Change of employment
  - Any injury or illness that prevents you from working
  - Any change in primary custody of any child who is subject to a Child Support Order

- Any receipt of any lump-sum payments or other benefits, including worker's compensation, unemployment compensation, personal injury settlement, inheritance, and gift in excess of \$2,000 and any other receipt of any monetary lump-sum or entitlement to monthly benefits.

*If you report any of the events outlined in this paragraph within three (3) days, you will be permitted to provide an explanation of the event to the Lebanon County Domestic Relations Section and that explanation could be sufficient for the Lebanon County Domestic Relations Section to defer enforcement action against you. If you fail to report any of the events outlined in this paragraph within three (3) days, a Bench Warrant could be issued for your immediate arrest.*