

# Central Intake Frequently Asked Questions

## 1. How long is the intake process?

On your first visit a staff member will meet with you to gather your information and explain your responsibilities and obligations for successfully completing your court ordered program. Your visit may last 1-2 hours. **AVOID REPORTING DURING THE HOURS OF 11:30-12:30** due to reduced staffing for the lunch hour.

## 2. What do I need to bring with me when I report for the first time?

Please bring your **COURT ORDER** that places you on supervision with the Community Corrections Programs- Probation, Alternative Community Service, or Pretrial Release. If your case was referred to the Alternative Community Service Program by Drug Court or Collections Court (Clerk's Collection Program), please bring the properly completed **REFERRAL FORM**. **Please make sure you also bring a valid form of photo ID (passport, Driver's License, State or School ID, etc.)**

## 3. Can I do anything to expedite the reporting process?

Yes. Call the Central Intake office (407-836-3122) and set an appointment.

## 4. What are the hours for the Central Intake Office?

Central Intake is open Monday through Friday from 8:00 to 5:00.

## 5. Do I need to bring any money on my first visit?

All payment requirements will be explained at the initial Intake appointment.

If you are court ordered to perform community service (only) or were referred through Drug Court, a \$10 processing fee will be assessed. Fees are payable via money order or credit/debit card (NO CASH or PERSONAL CHECKS are accepted).

## **6. Can I transfer my probation to a different county?**

No. Your probation cannot be transferred to a different county. For more information, please speak to your Probation Officer.

## **7. Can I reschedule my Intake appointment?**

Yes. Intake appointments can only be rescheduled by an Intake Officer and ONLY if it is an emergency.

## **Additional Initial Reporting Information**

- Parking is available in 2 areas; look for the visitor parking signs.
- Please wear appropriate clothing to your appointment. This includes refraining from wearing revealing, excessively short or tight clothing, no visible undergarments, and no profane or offensive language or images.
- Please avoid bringing children to your appointment for their safety.
- Be prepared to pass through SECURITY with METAL DETECTOR
- Please bring an interpreter to assist with your interview if you are unable to read, write, or understand the English language.