

OFFICE RULES

1. No children, unnecessary family members, or significant others on the premises, unless they specifically pertain to your meeting with the Probation Department and approved by the Probation Officer.
2. No smoking/ vaping on the premises. You may smoke/ vape across the street if you are over 18 years of age.
3. Proper attire; shirt and shoes required. **ABSOLUTELY** nothing revealing or inappropriate (e.g., halter tops, badly torn Levi's, slippers, pajamas, gang related clothing, clothing that shows/advertises support for substance use/ abuse, etc.). Anyone coming to appointments that are dressed inappropriately will be asked to leave.
4. No loitering.
5. Always Conduct yourself appropriately. The use of inappropriate language, gestures, threats, physical aggression, will not be tolerated.
6. No cash payments or personal checks accepted. All payments made at the Probation Office need to be done with a money order, debit or credit card (there is a service for use of debit/credit). Money Orders can be made out to:

Bingham County Clerk

7. Cell phones **must be turned off** or **muted** while in the building. Texting is ok.
8. It is important that you be on time for all your appointments. It is your responsibility to contact the Probation Department if you are running late or you are unable to make your appointment.
9. No weapons of any kind are allowed in our building. Please leave pocket knives in your vehicle.

CLIENT'S SIGNATURE: _____

PARENT SIGNATURE: _____
(if applicable)