

HENRY COUNTY PROBATION DEPARTMENT

Henry County Justice Center, 1215 Race Street, New Castle, IN 47362
Juvenile Probation Office, Suite 160
Phone: 765-529-9174
Fax: 765-529-9174
Esther Kaelin
Tiffany Byers
Jeremy Havens

SUSAN LIGHTFOOT
Chief Probation Officer
765-529-9174

Adult Probation Office, Suite 150
Phone: 765-529-6139
Fax: 765-529-9213

Amy L. Bell
Tami McKinney
Stephanie Criswell
Kevin Moore
Brittany Manship
Michael Ashby

OFFENDER'S NAME: _____ TELEPHONE #: _____
OFFENSE _____ NUMBER OF HOURS ORDERED: _____
PROBATION OFFICER: _____

Date	Organization	Phone#	Type of Work/Comments	Hours Worked	Supervisor Name	Supervisor Signature

Total Hours Worked _____

Community Service Worksite

All Community service is subject to approval by your probation officer. The community service must be completed at a non-profit agency it is strongly recommended that you ask your probation officer to approve the site where you wish to complete your community service work before you start working there.

Community Service work will only be accepted if the hours are credited toward your court ordered community service only. Community Service completed as a requirement for another obligation will not be accepted. In addition, relatives and friends are not allowed to be associated with the community service site.

** Internet based programs are not accepted

** Nursing homes and hospitals are not accepted unless verification of non-profit status is provided to your probation officer for review.

To verify the community service work hours please choose one of the following options:

** The site supervisor may write a letter on agency letterhead stating the defendant's name, the dates and times that community service was performed, a general overview of what type of work the defendant performed, and provide the site supervisor's signature and phone number.

** The site supervisor may fill-out and sign the probation department's time log sheet.

HENRY COUNTY PROBATION DEPARTMENT

Henry County Justice Center, 1215 Race Street, New Castle, IN 47362
Adult Probation Office, Suite 150
Phone: 765-529-6139
Fax: 765-529-9213
Amy L. Bell
Tami McKinney
Stephanie Criswell
Kevin Moore
Brittany Manship
Michael Ashby

Juvenile Probation Office, Suite 160
Phone: 765-529-9174
Fax: 765-529-9213
Esther Kaelin
Tiffany Byers
Jeremy Havens

SUSAN LIGHTFOOT

Chief Probation Officer
765-529-9174

OFFENDER'S NAME: _____ TELEPHONE #: _____
OFFENSE _____ NUMBER OF HOURS ORDERED: _____
PROBATION OFFICER: _____

Date	Organization	Phone#	Type of Work/Comments	Hours Worked	Supervisor Name	Supervisor Signature
------	--------------	--------	-----------------------	--------------	-----------------	----------------------

(Of Organization)

(Please print)

Total Hours Worked _____

Community Service Worksite

All Community service is subject to approval by your probation officer. The community service must be completed at a non-profit agency it is strongly recommended that you ask your probation officer to approve the site where you wish to complete your community service work before you start working there.

Community Service work will only be accepted if the hours are credited toward your court ordered community service only. Community Service completed as a requirement for another obligation will not be accepted. In addition, relatives and friends are not allowed to be associated with the community service site.

** Internet based programs are not accepted

** Nursing homes and hospitals are not accepted unless verification of non-profit status is provided to your probation officer for review.

To verify the community service work hours please choose one of the following options:

** The site supervisor may write a letter on agency letterhead stating the defendant's name, the dates and times that community service was performed, a general overview of what type of work the defendant performed, and provide the site supervisor's signature and phone number.

** The site supervisor may fill-out and sign the probation department's time log sheet.