

DEFERRED PROSECUTION PROGRAM MONTHLY REPORT INSTRUCTIONS

- You must complete the monthly report yourself. The monthly report may be submitted via mail, email, or in person at:
 - Tim Curry Criminal Justice Center - Hot Check Dept. Basement, 401 West Belknap, Fort Worth, Texas 76196
 - Email: DPP@tarrantcountytexas.gov

- You may submit your report no earlier than one (1) week in advance of your scheduled report date. Late reports will not be accepted.

- Provide verification of employment with each monthly report, if applicable. If you are seeking employment you must provide verification of at least 5 places you have applied each month. Examples of accepted verification of employment are:
 - Copy of pay check
 - Letter from employer on letterhead, signed and dated, confirming your current employment
 - Copy of applications or list places applied, including employer's name, full address (with zip code) and telephone number

- Provide verification of school attendance with each monthly report, if applicable. Examples of accepted verification of school are:
 - Copy of current grades
 - Copy of current class schedule with grades
 - Copy of official or unofficial transcript

- If you are required to submit a U/A with your monthly report, it must be completed within five (5) days of your report date at the Tarrant County Community Supervision and Corrections Department (CSCD)
 - performed by CSCD (first come, first served)
 - o Central 200 W Belknap St, (basement) MALES only 7:30 am – 5:00 pm
 - o Central 300 W Belknap St, (4th floor) FEMALES only 8:00 am – 5:00 pm
 - o 3210 Miller Ave (Miller Complex) MALE & FEMALE 7:00 am – 6:00 pm
 - o Participants given 2 chances within 30 minutes to provide a sample, if no sample is given after 2 attempts it is referred to DPP as a Stall Violation

- Our office is OPEN Monday-Friday 7:45 am to 4:45 pm and CLOSED on Saturdays, Sundays and most major holidays. Please plan ahead if your report date falls on a day that we are closed.

If you have any questions, please contact your attorney.

The Criminal District Attorney's Office is legally prohibited from providing legal advice. You may only call to confirm receipt of your monthly report.

DEFERRED PROSECUTION PROGRAM MONTHLY REPORT

MAIL, E-MAIL OR DELIVER TO:

Case No. _____

Criminal District Attorney's Office
401 West Belknap
Fort Worth, Texas 76196-0201
DPP@tarrantcountytx.gov

- 1) Name: _____
- 2) Present Address: _____
(Number and Street) (City) (State) (Zip)
- 3) Telephone Number: _____
- 4) Are you working? _____ Place of employment: _____
- 5) Work address: _____ Phone: _____
- 6) Are you attending school? _____ School Name _____
School Address: _____ Phone: _____
- 7) Have you violated the law since your last report? Yes / No (circle one). If yes, explain on back of this page.
- 8) Have you consumed any alcoholic beverages or used any drugs since your last report? Yes/No (circle One). If yes, explain on the back of this page.
- 9) Have you followed all program conditions since your last report? Yes/No (circle one). If no explain on the back of this page.
- 10) Have you changed your social media logins or passwords or have you opened a new social media site? Yes/No (circle one). If yes, explain on the back of this page.
- 11) What have you done to achieve your goals since your last report?
- 12) Have there been any changes or occurrences in your life that have presented significant challenges or deterred you from being successful?

SIGNATURE

DATE