

Tarrant County

Community Supervision and Corrections Department
(CSCD)



Participant Handbook

Our Vision

Shaping the future of justice-involved individuals and promoting safety.

Our Mission

Serving the community by fostering positive change through accountability, resources, and collaboration with stakeholders.

Our Core Values

Integrity, respect, teamwork, accountability, high standards, and effective communication.

Tarrant County CSCD Locations



NORTHWEST OFFICE

3800 Adam Grubb Drive, Suite 100
Lake Worth, TX 76135

817-238-4405

Monday - Friday 7 a.m. - 4:45 p.m.



NORTHEAST OFFICE

201 East Plaza Boulevard
Hurst, TX 76053

817-285-4100

Monday - Friday 7 a.m. - 5 p.m.



MILLER COMPLEX

3210 Miller Avenue
Fort Worth, TX 76119

817-531-5601

Monday - Friday 7 a.m. - 6 p.m.



CENTRAL OFFICE

350 W. Belknap
Fort Worth, TX 76196-0225

817-884-1600

Monday - Friday 7:30 a.m. - 5 p.m.



DAY TREATMENT PROGRAM

Resource Connection
1400 Circle Drive Suite 300
Fort Worth, TX 76119

817-321-4833

Monday - Thursday 8 a.m. - 6:30 p.m.
Friday 7:30 a.m. - 12 p.m.



SOUTHWEST OFFICE

3829 Altamesa Boulevard
Fort Worth, TX 76133

817-370-4505

Monday - Friday 7 a.m. - 5 p.m.



SOUTHEAST OFFICE

724 E. Border St.
Arlington, TX 76010

817-548-3905

Monday - Friday 7 a.m. - 5 p.m.



All mail, regardless of location, should be addressed to:

Tarrant County CSCD
350 W Belknap St.
Ft Worth, TX 76196-0255

Mail will be sorted and delivered to the appropriate office.

Tarrant County CSCD Website:

I WANT TO...

A screenshot of a website navigation menu. On the left, there are three buttons: 'View' (highlighted in a dark grey box), 'Find', and 'Make A Payment'. On the right, a list of menu items is displayed: 'Criminal Courts', 'Drug Testing Information', 'Locations', 'Programs and Services', 'Tarrant County Holiday Schedule', 'Vision, Mission & Core Values', and 'Frequently Asked Questions'.

I WANT TO...

A screenshot of a website navigation menu. On the left, there are three buttons: 'View', 'Find' (highlighted in a dark grey box), and 'Make A Payment'. On the right, a list of menu items is displayed: 'Employment with CSCD' and 'Probationer Forms'.

I WANT TO...

A screenshot of a website navigation menu. On the left, there are three buttons: 'View', 'Find', and 'Make A Payment' (highlighted in a dark grey box). On the right, a list of menu items is displayed: 'Pay Tarrant County Probation Fees, Restitution, Lab Fees'.

What is a Community Supervision and Corrections Department (CSCD)?

In Texas, CSCD stands for Community Supervision and Corrections Department and is also commonly known as adult probation. A CSCD is an organization serving the courts that oversee criminal cases in each jurisdiction. In Tarrant County, there are more than 20 courts handling these cases. The Tarrant County CSCD supervises individuals who have been given community supervision by the court instead of going to jail or prison.

Even though the CSCD is a state funded agency and is regulated by the Community Justice Assistance Division (CJAD) of the Texas Department of Criminal Justice, it occupies county

buildings and enjoys a strong, valued, and cooperative working relationship with the County.

What is community supervision?

Community supervision means that the court allows you to stay in the community to live and work, instead of going to jail or prison. While you are on community supervision, you have to follow the rules set by the court and be supervised by the Community Supervision and Corrections Department (CSCD).

The rules you must follow during your community supervision are called Conditions of Community Supervision, and they are very important. These conditions are what you agreed to when the judge allowed you to stay in the community. If you do not follow these rules, the court can take away your community supervision, also known as revocation. This means you could go to jail or prison, even if you have already completed some of your supervision time.

The goal is for you to complete community supervision successfully. You will be assigned to a supervision officer who makes sure you follow the conditions, holds you accountable, and help you with tools and resources that can help you stay out of trouble. However, you are the person who decides if you will be successful by the choices you make. Please make good choices.

If you have any questions about your community supervision, you should talk to your supervision officer.

Your community supervision will either be deferred adjudication community supervision or adjudicated community supervision. If you are unclear or have specific legal questions, you should consult with your attorney.

- **Deferred Adjudication Community Supervision**

This may be given for eligible felony or misdemeanor offenses. If you are on deferred adjudication community supervision, it means that even though there was enough evidence to find you guilty, the judge decided to put your conviction on hold and see how you do under community supervision. If you complete supervision successfully, you will not have a final conviction on your record, but the arrest will still be on your record.

However, if you do not follow the conditions of community supervision, the judge could remove you from community supervision. You could then be found guilty and possibly sent to prison or jail. That means you could serve up to the maximum length of prison (1st, 2nd, and 3rd degree felonies), state jail (state jail felonies), or county jail (misdemeanors), for your convicted offense(s), no matter how long you were on community supervision.

- **Adjudicated Community Supervision**

This is sometimes called “regular probation” or “straight probation”. It may be given for felony or misdemeanor offenses. If you received adjudicated community supervision, then you were found guilty and, in most cases, sentenced to a term of prison (1st, 2nd, and 3rd degree felonies), state jail (state jail felonies), or county jail (misdemeanors), but your incarceration time was suspended and you were placed on community supervision. If you successfully complete adjudicated community supervision, you will still have a conviction on your record, but you will not have to serve your sentence in prison, state jail, or county jail.

If you do not follow the conditions of community supervision, the court can remove you from community supervision, also known as revocation. If your community supervision is revoked, you could have to serve your original incarcerated sentence, regardless of the amount of time you served on supervision.

What is the role and responsibility of a community supervision officer?

The CSCD is an extension of the criminal courts of Tarrant County. One of the jobs of a supervision officer is to help make sure you follow your conditions of community supervision. The officer also keeps track of how you are doing and reports that information to the court that placed you on community supervision.

Another responsibility of the supervision officer, where they are able and where required or appropriate, is to refer you to community agencies for assistance with problems or obstacles to success. Talk with your supervision officer about concerns or struggles you may have.

A supervision officer cannot excuse you from your conditions of supervision. Only the court can make changes to your conditions.

Is community supervision the same as parole?

No. Parole is not the same as community supervision and is not part of CSCD. It is a separate agency that supervises individuals released early from prison sentences.

Conditions of Community Supervision

The conditions of community supervision are rules set by the court that you must follow to successfully complete community supervision. The judge may change or modify the conditions any time during the period of supervision. General examples and descriptions of some of the more common, or standard, conditions which may be ordered by the court are shown below.

The examples and descriptions listed are *not* necessarily the same as your conditions of community supervision. These are only examples. You should refer to the conditions provided to you in court to know the specific conditions you have been ordered to and must follow.

Some of the general standard conditions you may find on your conditions of community supervision may include but are not limited to:

- **Commit no offense against the laws of this state or any other state or the United States.**

You must obey all federal, state, and local laws.

- **Avoid injurious or vicious habits and abstain from the illegal use of controlled substances or excessive consumption of alcoholic beverages.**

The illegal use of any controlled substances (which includes abusing or not legally using medication as it is prescribed) and the excessive consumption of alcohol are violations of community supervision.

The court may order that you cannot use, possess, or consume *any* alcoholic beverage. If you are ordered not to consume alcohol it is a violation of your conditions of community

supervision to drink it or be in possession of it. If you are under 21 years of age, you cannot consume alcoholic beverages, even if your conditions do not prohibit alcohol consumption.

You should refer to the conditions of community supervision provided to you in court to determine the court's specific order to determine your rules for alcohol consumption and ask your supervision officer if you have questions.

- **Avoid persons or places of disreputable or harmful character.**

Keeping or making new relationships with people who are involved in illegal activities or going to places where you know criminal activity happens is a violation of your conditions of community supervision. Although contact with justice-involved individuals at work, at the community supervision office, and at certain treatment facilities may be unavoidable, intentionally making personal or social connections with individuals involved in illegal activity is a violation.

- **Report to the supervision officer as directed.**

You must report to your supervision officer, or to court, as instructed. If transportation is a barrier for you, please arrange transportation ahead of time, so that you are able to report. You must still report, even if you cannot make your supervision reimbursement fee payment.

- **Permit the supervision officer to visit you at your home or elsewhere at any time.**

You must always give your supervision officer your current home address and permit the officer to visit you there if needed. You must also keep your officer informed of your current employment address for the same reason. Employment visits are not routine but can happen if special circumstances require it or if you stop reporting.

- **Work faithfully at suitable employment and furnish proof of employment**

If you are not currently employed, you are expected to actively search for legal employment. You may be required to show proof to your officer that you are looking for employment. If you are employed, you must provide proof of employment and proof of income when your supervision officer asks for it. Referrals to employment agencies are available if you have trouble finding a job. You may be required to participate in a job assistance program if you are unemployed.

- **Remain within the limits of Tarrant County, Texas**

You must receive permission from your supervision officer to travel outside of Tarrant County for any reason. Some courts may permit travel in the counties surrounding Tarrant, but many do not. Check your conditions of community supervision and ask your supervision officer if you have questions. If your employment requires travel outside of Tarrant County, talk with your supervision officer about the requirements of an employment travel permit.

- **Support your dependents**

If you have legal dependents, you are expected to provide appropriate support for them. Supporting your dependents includes if you are court-ordered to pay child support; you are expected to make your payments as ordered.

- **Own or possess no firearms or weapons**

Regardless of the status of your right to purchase, own, or possess a firearm under state or federal law, if the court has ordered you not to own or possess firearms (or weapons), as a condition of your community supervision, then you are prohibited from doing so.

- **Execute a waiver of extradition**

If you are arrested in another state and a motion has been filed to revoke your community supervision, you waive your right to fight extradition back to Texas and may be brought back to Tarrant County for your revocation hearing. This Waiver of Extradition should have been signed in court at the time you were placed on community supervision.

- **Pay to the following fees:**

Supervision Reimbursement Fee: A monthly fee ordered by the court to supplement the cost of your community supervision. This is paid to the CSCD.

If you are being supervised for multiple cases, you are only assessed a monthly reimbursement fee for one case, unless the court instructs otherwise.

Fine / Court Costs: If a fine and/or court costs are ordered on your case(s), they are paid to the district clerk (felony) or county clerk (misdemeanor), not CSCD.

Restitution (if ordered): Money to be paid to the victim(s) of an offense. This is paid to the CSCD which, in turn, sends your payment to the victim(s).

A Note About Fees

You are expected to pay any fees ordered by the court. They are a condition of your community supervision. The court will usually order you to a monthly payment schedule. You may be required to complete a Budget Worksheet with your supervision officer that will outline your monthly income/expenses/surplus.

If you are having difficulty paying court ordered fees, you need to discuss it with your supervision officer, so you can work together to develop a plan.

Information on payment methods are on page 9 of this handbook.

- **Complete Community Service Restitution hours.**

If you are ordered by the court to complete Community Service Restitution (CSR) hours, your supervision officer will refer you to one of the court-approved agencies. You will be expected to complete the hours at the monthly rate ordered on your conditions of community supervision. Your CSR hours must be completed with an agency approved by the courts. If there is a site you are interested in, you must first speak with your officer about whether it is an approved CSR agency.

- **Submit to urine testing for controlled substances and cannabinoids at the direction of the supervision officer and pay for urine testing as required.**

You may be ordered to participate in a random drug testing program, which may require you to submit non-dilute, non-adulterated urine, hair, blood, breath, or saliva samples for testing for controlled substances, alcohol, marijuana and synthetic cannabinoids. Your officer will explain the program and your required participation in the program. The drug testing lab locations and times are posted at each CSCD office. Collection hours are subject to change during holidays.

A lab technician or supervision officer is required to observe the urine leave the body. This observation process is a requirement. Your complete cooperation is expected by the court.

You are required to pay for all drug tests, including any taken on the day you are placed on community supervision. You may make a payment for the testing with a money order made out to CSCD and given to the office cashier. Ask your supervision officer for costs of the different types of drug testing.

- **Participate in fully and complete any risk or substance abuse screenings or assessments. Attend and complete any recommended treatment.**

State guidelines require a risk assessment for most cases. If required, you will meet with either an officer in the CSCD Assessment Unit, or you will be assessed or screened by your assigned supervision officer. These assessments are used to see if there are any programs or services the CSCD can provide which will help you be successful on community supervision. After completion of an assessment, additional recommendations related to your conditions of community supervision may be made to the court.

Referrals

There are different referrals that your supervision officer can give you for employment services, money management, drug/alcohol treatment, mental health, anger management, parenting classes, and more. Some referrals may happen because of a court's order but can also happen if you discuss a desired service. If you have any specific concerns or needs, talk with your supervision officer to see if there is a referral that may help. Don't let embarrassment or pride keep you from talking about problems or concerns you may have; your officer is there to assist.

Transferring Your Supervision to Another Jurisdiction

If you live in another Texas county or another state, and your supervision is transferred there, Tarrant County keeps jurisdiction of your case(s). The county or state you are transferring to provides what is known as courtesy supervision. You must comply with the rules and regulations of the other county or state, as well as any expectations from your Tarrant County court.

If your supervision is transferred to another Texas county, then you must continue to pay your supervision reimbursement fees to Tarrant County CSCD, unless waived by the Court. Payments to CSCD can be sent through the mail, online, or in person.

Out of state transfers are overseen by the Interstate Commission for Adult Offender Supervision (ICAOS). It establishes the rules under which supervision can be transferred to another state, including when the receiving state is required to accept supervision and when it is optional. Tarrant County CSCD must follow the ICAOS rules when submitting an out-of-state transfer request, which

includes when and if you must stay in Texas awaiting a decision and when you can wait in the receiving state awaiting a decision.

If your supervision is transferred to another state, you will pay supervision reimbursement fees to that state, not Tarrant County CSCD. Whether your supervision is transferred to another Texas County or another state, you still must pay any court ordered fine, court costs, and/or attorney fees to the appropriate Tarrant County agency.

How to Make Fee Payments

For any fees you are ordered to pay directly to the CSCD, the following payment methods are accepted:

<p>Money Order or Cashier's Check</p>	<p>Make payable to: Tarrant County CSCD</p> <ul style="list-style-type: none"> • Accepted in-person at all CSCD locations • If being mailed, send to: <p>Tarrant County CSCD 350 W Belknap Fort Worth, TX 76196-0255</p>
<p>Credit Card</p>	<ul style="list-style-type: none"> • Credit card payments can be made online at: www.payCSCD.com <p>You must enter your PID number and date of birth</p>
<p>Cash</p>	<ul style="list-style-type: none"> • Only accepted at the Central (downtown) office cashier window. • Cash cannot be accepted at any other location. No exceptions.

Note: Any fees you are ordered to pay to the Tarrant County District Clerk or County Clerk, such as fine, court costs, or attorney fees, must be paid to the respective clerk's office. CSCD cannot accept those payments. Please refer to your Conditions of Community Supervision or talk with your supervision officer if you have questions.

Tarrant County Holidays

The CSCD follows the County's holiday schedule. The County generally observes and closes all offices on the following holidays:

New Year's Day (January)	Juneteenth (June)
Martin Luther King Day (January)	Independence Day (July)
President's Day (February)	Labor Day (September)
Caesar Chavez Day (March)	Thanksgiving (November)
Good Friday (March or April)	Christmas (December)
Memorial Day (May)	

The County's holiday calendar is published here: www.tarrantcountytexas.gov/en/calendar.html

Check for notices at your CSCD office for the specific holiday closure dates.

Unexpected Closings Or Delayed Openings

In the event of bad weather or icy or dangerous road conditions, CSCD follows the County's decision whether or not offices will close or delay opening. Information about closings or delayed openings can be found at:

Tarrant County: www.tarrantcountytexas.gov

CSCD: www.X.com/TarrantCSCD; www.facebook.com/TarrantCountyCSCD/

You may also read, watch or listen to the following websites, TV news channels, or radio stations for information about Tarrant County office closures or delayed openings:

KDFW (TV)	Channel 4	www.fox4news.com
KXAS (TV)	Channel 5	www.nbcdfw.com
WFAA (TV)	Channel 8	www.wfaa.com
KTVT (TV)	Channel 11	www.dfw.cbslocal.com
WBAP (radio)	AM 820	www.wbap.com
KRLD (radio)	AM 1080	www.dfw.cbslocal.com/station/krlD

IMPORTANT NOTICES

YOU SHOULD NOT BRING THE FOLLOWING ITEMS INTO CSCD BUILDINGS:

- Firearms, knives, or weapons of any kind.
- Illegal controlled substances
- Alcohol
- Any item your conditions of community supervision prohibit you from having.

⚠ UNATTENDED CHILDREN ⚠

When reporting to any CSCD location, minor children are never to be left unattended in a vehicle, in a lobby, or anywhere on the premises of any CSCD facility. If you are required to report to your officer or submit to drug testing and are unable to secure childcare, you should contact your officer in advance to discuss any possible alternatives.

APPROPRIATE CLOTHING

Should be worn any time you are reporting to a CSCD office, CSCD program/classes, or court.

Helpful items to bring to your first appointment with your supervision officer:

- Completed Budget Worksheet (if you were provided a blank one in advance)
- Driver's License and vehicle insurance card
- Texas ID Card (if you do not have a Driver's License)
- HS Diploma/GED verification or college transcripts
- Documentation of any existing medical conditions
- All drug prescriptions
- Verification of address (ex: a copy of a lease, electric bill, water bill, etc.)
- Verification of employment (ex: check stub)
- Immigration Registration (if applicable)
- Certificates from program(s) already completed
- Court Costs/Fines/Fees payment plan documentation