

SHELBY COUNTY COMMUNITY CORRECTIONS	Effective: 4/17/14
SUBJECT: SCHEDULE AND VOICEMAIL POLICY	Revised: 2/22/2022

Schedule Policy

1. All activities that require you to be away from your home **MUST** be placed on your weekly schedule and you must adhere to your approved weekly schedule.
2. Consider your schedule approved unless your Case Manager contacts you.
3. Do not contact the Sheriff’s Department or the Shelbyville Police Department with questions about Shelby County Community Corrections.
4. Do not call the front office number or house arrest voicemail for answers to questions, contact your Case Manager directly and leave a message if you receive no answer.
5. If you work at multiple locations, you **cannot** “run an errand” (i.e. bank, pay a bill, storage unit, Wal-mart, babysitter, kid’s school) on your way to the next location. Time out is for work stops ONLY.
6. If you have multiple job locations, turn in Multiple Job Locations sheet weekly with your schedule on Sundays. Any locations not on your schedule or Multiple Job Locations sheet could be deemed not approved and subject to sanction.
7. You are permitted to get lunch in a drive through restaurant only during your work hours. This activity must be on your approved weekly schedule.
8. You are not permitted to make unnecessary stops at a gas station multiple times weekly unless approved by your case manager. Gas station stops must be placed on your approved weekly schedule.

Voicemail Policy

1. Call the **House Arrest Voicemail (317) 421-8143** for the following only:
 - a. An actual medical emergency (must provide documentation to assigned case manager)
 - b. Job Interviews and drug screens for employment.
 - c. If called into work and it’s not on your approved weekly schedule.
 - d. All GPS issues.
2. All other time out must be approved by your assigned case manager.
 - If you call the house arrest voicemail for any reasons other than those listed under Voicemail Policy, you will be subject to a sanction.

Emergency Notifications

- If the House Arrest Voicemail is not working, call **(317) 741-0021** and leave your message.

Participant signature

Date