

PROBATION AND PAROLE ORIENTATION PACKET

SPECIAL POINTS OF INTEREST:

- Understanding what will be expected of you during your term of supervision
- Assistance in obtaining proper identification
- Assistance in locating appropriate community resources for your specific needs
- Assistance in rehabilitation for substance abuse, mental health related issues, etc.
- Assistance in creating a personal resume and properly obtaining employment



The first step....

This pamphlet has been created to assist those who have been recently released from prison or those who have been placed on probation supervision. It provides a multitude of information to facilitate an offender's successful adjustment and reintegration into society.

BOBBY JINDAL
GOVERNOR



JAMES M. Le BLANC
SECRETARY

State of Louisiana
Department of Public Safety and Corrections
Division of Probation and Parole

In this pamphlet you will find an assortment of community resources to assist individuals who have been recently released from incarceration and/or placed on active supervised probation with the Alexandria District Office of Probation and Parole. Some of the resources include:

- Assistance in obtaining identification
- Driver's License Reinstatement
- Educational Opportunities
- Housing and Shelter Agencies
- Conditions of Probation Outlined
- Conditions of Parole Outlined
- Employment Agencies
- Substance Abuse, Mental Health, etc.

Over the course of your supervision, should you have any questions regarding the expectations of supervision or if you need assistance in seeking out the appropriate community resource, please do not hesitate to contact your supervising officer. Communication is a key component of supervision. Feel free to contact our office for more information.

Alexandria District
Division of Probation and Parole
2800 South MacArthur Drive, Suite F
Alexandria, LA 71301
318-487-5301

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Identification/Records

The first step to a successful transition into society is to have proper identification. In an effort to succeed in nearly every aspect of life, it is important for you to have proper identification.

BIRTH CERTIFICATES

As a resident of Rapides, Grant, Concordia, Catahoula, Avoyelles, or LaSalle Parish, you may obtain your Birth Certificate from your local health department or the Louisiana Department of Health and Hospitals, Vital Records Registry.

Avoyelles—318-253-4528

Grant—318-627-3133

Catahoula—318-744-5261

LaSalle—318-992-4842

Concordia—318-757-8632

Rapides—318-487-5282

Louisiana Department of
Health and Hospitals
Office of Public Health
Vital Records Registry
P.O. Box 60630
New Orleans, LA 70160
504-568-5152
800-454-9570



SOCIAL SECURITY CARD

Contact or go to your local society security office for more information. Be prepared to provide documentation to prove your identity. (Examples of documents which are acceptable include: a driver's license, passport, employer ID card, School ID card, Military ID card, etc.) Additional information may be found at www.socialsecurity.gov.

Parishes Served:

Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides

Social Security Administration Office

3401 North Boulevard

Alexandria, LA 71301

1-800-772-1213

318-445-0549

DRIVER'S LICENSE OR STATE IDENTIFICATION CARD:

To obtain a Driver's License or ID, you will need to go to a local Office of Motor Vehicles facility. Be prepared to bring documentation to prove your identity.

Avoyelles

Marksville Office of Motor Vehicles
311 North Monroe
Marksville, LA 7151
318-253-9773

Grant

Colfax Office of Motor Vehicles
306 8th Street
Colfax, LA 71417
318-627-5739

Bunkie Office of Motor Vehicles
1136 Shirley Road
Bunkie, LA 71322
318-346-7798

LaSalle

P. O. Box 95
1090 E. Elwood
Jena, LA 71342
318-992-4791

*For more information
regarding driver's license or
state identification, visit:
www.omv.dps.state.la.us*

Catahoula

Jonesville Office of Motor Vehicles
1104 Fourth Street
Jonesville, LA 71343
318-339-6102

Rapides

Alexandria Office of Motor Vehicles
5602 Coliseum Blvd.
Alexandria, LA 71303
318-487-5933

Concordia

Vidalia Office of Motor Vehicles
2009 Billy Deal Lane
Vidalia, LA 71373
318-336-7137

Pineville Office of Motor Vehicles
831 Main Street
Pineville, LA 71360
318-487-5949

To reinstate your driver's license, call...

Alexandria Reinstatement
5602 Coliseum Blvd.
Alexandria, LA 71303
318-487-5933

Housing

Public Housing:

Housing for low-income families. Tenants must meet suitability requirements, as well as program requirements.

Section 8 Housing Assistance:

A program to assist in the rent of very low income participants.

For assistance finding affordable housing, make contact with your local public housing authority. Please find the list of agencies below to assist in your search for affordable housing:

Avoyelles Parish

Marksville Housing Authority
100 N. Hillside Drive
Marksville, LA 71351
318-253-9256

Simmesport Housing Authority
P. O. Box 131
Simmesport, LA 71369
318-941-2806

Concordia Parish

Ferriday Housing Authority
27393 Highway 15
Ferriday, LA 71334
318-757-6531

Grant Parish

Colfax Housing Authority
300 Park Lane
Colfax, LA 71417
318-627-5945

Georgetown Housing Authority
318-827-5889

LaSalle Parish

Jena Housing Authority
100 Tarver Avenue
Jena, LA 71342
318-992-6413

Rapides Parish

Alexandria Public Housing Authority
2558 Loblolly Lane
Alexandria, LA 71303
318-442-8843 or 318-448-4521

Rapides Parish Housing Authority
119 Boyce Gardens
Boyce, LA 71409
318-793-4753 or 800-238-6062

Shelters

Volunteers of America Emergency Shelter

3704 Coliseum Blvd.
Alexandria, LA 71303
Contact Person: Shelly Hall
318-442-8026

Volunteers of America Supportive Housing Program

2503 Culpepper Street
Alexandria, LA 71302
Contact Person: Shelly Hall
318-487-9806

Volunteers of America Transitional Residence

3704 Coliseum Blvd
Alexandria, LA 71303
Contact Person: Wanda Ozier
318-442-8026

Other Shelter Assistance

Central Louisiana Homelessness Coalition

1605 Murray Street, Suite 123
Alexandria, LA 71301
318-443-0500

My Father's House

110 Shamrock Street
Pineville, LA 71360
Contact Person: Bishop Charlie Johnson
318-487-6618

Salvation Army

620 Beauregard Street
Alexandria, LA 71301
318-442-0445

Hope House

(Housing for women and children.)
5115 S. MacArthur Drive
Alexandria, LA 71306
318-487-2061

Healthcare for Homeless Veterans

Contact Person: Lisa Webb
318-466-4258

House of Mercy

Pentecostals of Alexandria
Housing for women
2804 Hyson Street
Alexandria, LA 71301
318-487-8976

Grace House

Pentecostals of Alexandria
Housing for men
2807 Levin Street
Alexandria, LA 71301
318-487-8976

The Shepherd Center

1400 Jackson Street
Alexandria, LA 71301
318-448-3752



If you have no place to live, a shelter may be a temporary solution. One of these facilities may be available to those who qualify.
www.voa.org



“The physical and spiritual care that program participants receive prepares them to re-enter society and return to gainful employment. Many of those who have been rehabilitated are reunited with their families and resume a normal life.”
www.salvationarmyusa.org

EDUCATION - Adult Education Centers

Rapides

Rapides Adult Education Center
1323 Vance Avenue
Alexandria, LA 71301
318-445-7017

Concordia Parish

Concordia Adult Education
P.O. Box 950
4358 Highway 84 West
Vidalia, LA 71373
318-336-4226

Avoyelles Parish

Avoyelles Parish Adult Education
221 Tunica Drive West
Marksville, LA 71351
318-253-5511 or
318-253-5982

LaSalle

LaSalle Parish Media Center
2988 North 1st Street
Jena, LA 71342
318-992-8884

Grant Parish

Grant Academy
17771 Highway 107
Dry Prong, LA 71423
318-899-3999

Catahoula Parish

Catahoula Parish Adult Education
P. O. Box 290
Harrisonburg, LA 71340
318-744-5727

Do you have a high school diploma? If you don't have a high school diploma or a High School Equivalency Diploma, you should make every effort to obtain it. By obtaining your HED (formerly the GED), your employment opportunities will be increased significantly. The next couple of pages outline the sources available to help you become a more qualified member of the community's workforce

There are NO FEES required to take the classes. The only cost is a \$5 college ID and a \$5 parking tag.

Literacy Programs

In addition to these services, the Partners in Literacy of Central Louisiana provide adult literacy programs for individuals in Central Louisiana. Whether you are trying to further your education, improve your skills to obtain employment, or just wanting to learn how to read and improve your quality of life, these services are available.

Partners in Literacy of Central LA
817 16th Street
Alexandria, LA 71301
Contact Person: Darlene Dorsey
318-448-9070

Vocational Rehabilitation

Vocational rehabilitation is a career development program that offers people with disabilities services designed to provide them with skills and resources to find employment. To be eligible for vocational rehabilitation services, the individual must:

1. Have a physical or mental disability which results in a substantial
2. Be able to benefit from vocational rehabilitation serves in terms of employment.
3. Require vocational rehabilitation services to prepare for, enter, engage in, or retain gainful employment.

impediment to employment

Alexandria Region VI
400 Murray Street
318-487-5335
1-800-520-0578

Parishes Served:
Avoyelles, Catahoula,
Concordia, Grant,
LaSalle, Rapides

Technical/Vocational Training:

Technical schools provide technical and vocational education to people who are looking for a career in a specific vocation. The course work is designed toward becoming employed in a specific field. Examples of programs offered are Accounting Technology,

Automotive Technology, Collision Repair Technology, Computer Electronics Technology, Developmental Studies, Diesel Powered Equipment, Drafting and Design Technology, Electrician, Industrial Electronics Technology, Machine Tool Technology,

Major Appliance Repair, Nursing Assistant, Office Systems Technology, Patient Care Technician, Practical Nursing, Pre-Allied Health, Welding, General Education, etc.

Technical Schools in Central Louisiana

Louisiana Technical College
Alexandria Campus
4311 S. MacArthur Drive
Alexandria, LA 71302
318-487-5439
318-487-5443

Louisiana Technical College
Shelby M. Jackson Campus
2100 E. E. Wallace Boulevard
Ferriday, LA 71334
318-757-6501

Louisiana Technical College
Rod Brady Extension
521 East Bradford Street
Jena, LA 71342

Hessmer Extension
Hessmer LA 71341
318-563-8685

Louisiana Technical College
508 Choupique Street
Cottonport, LA 71327
318-876-2401
318-876-2701



CONDITIONS OF PROBATION

It is the Order of the Court that you comply with the following required conditions of probation:

- A. Refrain from criminal conduct and pay a supervision fee to defray the costs of probation supervision. The Court has ordered you to pay a supervision fee of \$71.00 per month and it is to begin after one full calendar month from sentencing or by the date ordered by the Judge at sentencing.

The following specific conditions have also been imposed:

1. Make a full and truthful report at the end of each month;
2. Meet your specified family responsibilities, including any obligations imposed in a court order of child support.
3. Report to the probation officer as directed.
4. Permit the probation officer to visit you at home or elsewhere.
5. Devote yourself to an approved employment or occupation.
6. Refrain from owning or possessing firearms or other dangerous weapons.
7. Make reasonable reparation or restitution to the aggrieved party for damage or loss caused by your offense in an amount to be determined by the court.
8. Refrain from frequenting unlawful or disreputable places or consorting with disreputable persons.
9. Remain within the jurisdiction of the Court and get the permission of the probation officer before making any change in your address or your employment.
10. Devote yourself to an approved reading program at your cost if you are unable to read the English Language.
11. Perform community service work. (The Judge will set this amount in court at sentencing.)
12. Submit yourself to available medical, psychiatric, mental health, or substance abuse examination or treatment or both when deemed appropriate and ordered to do so by the Probation and Parole Officer.
13. Agree to searches of his person, his property, his place of residence, his vehicle, or his personal effects, or any or all of them, at any time, by the probation officer or the parole officer assigned to him, with or without a warrant of arrest or with or without a search warrant, when the probation officer or the parole officer has reasonable suspicion to believe that the person who is on probation is engaged in or has been engaged in criminal activity.

SPECIAL CONDITIONS: At the time of sentencing, the Judge will order special conditions. Refer to the court minutes for a complete list of any additional conditions that might pertain to your case.

In accordance with Act 823 of the 2006 Regular Legislative Session, if a probationer has a monetary obligation, including, but not limited to, court costs, fines, costs of prosecution, and any other monetary costs associated with probation, a judge may extend the period of probation until the monetary obligation is paid.

Failure to comply with the foregoing conditions may cause your probation to be revoked. During the period of probation, you shall be subject to arrest at any time by the Probation & Parole Officer, either with or without a warrant, for the purpose of returning you to the Court for further disposition.

I hereby do waive extradition to the State of Louisiana from any jurisdiction in or outside the United States where I may be found and also agree that I will not contest any effort by any jurisdiction to return me to the State of Louisiana.

I understand all of the above conditions which have been read to me and I solemnly promise and agree to obey them.

STATEMENT OF GENERAL CONDITIONS UNDER WHICH DIMINUTION OF SENTENCE/PAROLE SUPERVISION IS GRANTED

1. Upon release I will report no later than 48 hours to the Probation and Parole Office, Department of Public Safety & Corrections, which is listed on this Certificate.
2. I will submit a monthly report by the fifth of every month until I complete my supervision. I will report to my Parole Officer when ordered to do so.
3. I will live at the address on this Certificate. If I must move from this address, I will get permission from my Parole Officer before doing so. In addition, I will not leave the State of Louisiana without written permission from my Parole Officer.
4. I will not engage in criminal activity, nor will I associate with people who are known to be involved in criminal activity. I will avoid bars and casinos. I will refrain from the illegal use of drugs or alcohol.
5. I shall not have in my possession or control any firearms or dangerous weapons.
6. I will work at a job approved by my Parole Officer; if I become unemployed, I will immediately report this to my Parole Officer.
7. I will truthfully answer all questions directed to me by my Parole Officer.
8. I will submit myself to available medical, mental health, or substance abuse exams, treatment or both, when ordered to do so by my Parole Officer. Also, I will submit to drug and alcohol screens at my own expense.
9. I agree to visit at my residence or place of employment by my Parole Officer at any time. I also agree to searches of my person, property, residence, and/or vehicle, when reasonable suspicion exists that I am or have been engaged in criminal activity.
10. I will pay supervision fees in an amount set by the Louisiana Department of Public Safety & Corrections pursuant to Louisiana Revised Statutes. Payments are due on the first day of each month.
11. I do hereby waive extradition to the State of Louisiana from any jurisdiction in our outside of the United States where I may be found and also agree that I will not contest any effort by any jurisdiction to return me to the State of Louisiana.
12. I understand that should my parole be revoked for any reason, I will forfeit all good time earned and/or any additional credits earned or that could have been earned on that portion of my sentence served prior to the granting of parole. I am to serve the remainder of my sentence as of the date of my release on parole.

I understand that if I am arrested while on parole, the Committee on Parole has the authority to place a detainer against me which will in effect prevent me from making bail pending disposition of any new charges. I understand all of the above conditions which have been read to me and I do solemnly promise and agree to conform to the above conditions. I understand that the Committee on Parole has authorized the imposition of Administrative Sanctions in accordance with LA. R.S. 15:574.7. Additionally, I understand that under R. S. 15:754.4.2, the Committee on Parole may also require, either at the time of my release on parole or at any time while I remain under parole, that I conform to any of the conditions of parole which are appropriate to the circumstances of my particular case.

CONDITIONS OF PAROLE/GTPS

Employment

Finding a job can be a challenge in the best of situations. However, there are certain things you can do to increase your success in your search for employment. Keeping a positive attitude and refusing to be discouraged are key ideas to remember throughout the process. Most of all, be confident and believe in the idea that you have something special to offer your community.

- What are you going to do?
- What are your interests, skills, experiences?
- What is your level of education?
- What are your limitations?

Knowing the answers to these questions will help you narrow down employment opportunities that are best suited for you.

Louisiana Works—LA Department of Labor

The Workforce Investment Act calls for the creation of a nationwide network of One Stop Career Centers that would provide support and assistance to job seekers and the local employer community. Services for individuals include information about local, state, and national labor markets and job listings; Louisiana Virtual One Stop (LAVOS); resource room with computers/internet, copying machines, etc.; local, state, and national newspapers; job referral and placement; job search workshops; internet claim filing and more. The following is a list of workplace centers in Central Louisiana:

Rapides Workforce Center
5610-B Coliseum Boulevard
Alexandria, LA 71303
318-487-5532
www.laworks.net

Catahoula Workforce Center
204 Sicily Street, Suite 2
Harrisonburg, LA 71340
318-744-5672

LaSalle CAA
204 Sicily Street
Harrisonburg, LA 71340
318-744-5445

Rapides
Glenmora Satellite Office
1120 7th Avenue
Glenmora, LA 71433
318-419-0141

Concordia Workforce Center
107 North E. E. Wallace Blvd.
Ferriday, LA 71334
318-757-9213

LaSalle Workforce Center
1050 Courthouse Street
Room 25 in Basement
Jena, LA 71342
318-992-8264

Rapides
Broadway Satellite Office
712 Broadway Avenue
Alexandria, LA 71302
318-442-6286

Grant Workforce Center
207 Main Street
Colfax, LA 71417
318-627-5251

Rapides
Lecompte Satellite Office
1610 Veterans Avenue
Lecompte, LA 71346
318-419-0141

Avoyelles Workforce Center
320 Cottage Street
Marksville, LA 71351
318-240-8820

Resources for Jobs:

- *Newspaper*
- *Internet*
- *Employment agencies*
- *Telephone book*
- *Department of Labor*
- *Bulletin Boards at*

Probation/Parole Office

Substance Abuse

Alexandria Pineville Addictive Disorders Clinic
State Hospital Grounds, Unit 35
401 Rainbow Drive
Pineville, LA 71360
318-487-5191

Grant Addictive Disorders Clinic
211 Main Street
Colfax, LA
318-627-3528

Avoyelles Addictive Disorders Clinic
109 S. Main Street
Marksville, LA 71351
318-253-5645

Jonesville Addictive Disorders Clinic
401 Mound and Third Street
Jonesville, LA 71343
318-239-6609

LaSalle Addictive Disorders Clinic
Main Street
Jena, LA 71342
318-992-2268

AA/NA Meeting List

Twin City Group
3416 Mac Lee Drive
Alexandria, LA
Saturday & Sunday 11:00 a.m.
Mon-Wed-Fri 8:00 p.m.
Saturday 8:00 p.m.

New Freedom Group
Sacred Heart Catholic Church
Pineville, LA
Sunday 3 p.m.
Wednesday-Friday 7:00 p.m.
Saturday 7:00 p.m.

Live and Let Live Group
800 Chandler Drive
Ball, LA
Sunday 4:45 p.m.
Tuesday & Friday 7:00 p.m.

Johnny Apple Seed Group
3416 Mac Lee Drive
Alexandria, LA
Sunday 6:00 p.m.
Tuesday & Thursday 8:00 p.m.

Courage to Change Group
2209 Third Street
Alexandria, LA
Saturday & Sunday 6:30 p.m.
Thursday 7:30 p.m.

Boyce Easy Does It Group
Boyce Garden Apts. Apt 116
Boyce, LA
Sunday 6:30 p.m.
Friday 7:00 p.m.

Cottonport Group
Hope Center
118 S. Washington St.
Marksville, LA
Sunday 8:00 p.m.
Thursday & Saturday 7:00 p.m.

Reach Out Group
Williams & Matthews
Bunkie, LA
Sunday 8:00 p.m.
Tuesday & Friday 7:00 p.m.

Serenity Group
3416 Mac Lee Drive
Alexandria, LA
Monday- Friday 11:00 a.m.

Happy Hour Group
3416 Mac Lee Drive
Alexandria, LA
Monday-Saturday 6:00 p.m.

Howard Group
501 Hunter Street
Pineville, LA
Monday & Friday 6:30 p.m.

Good News Group
107 Blanchard Street
Marksville, LA
Monday & Friday 7:00 p.m.

Chapter 26 Group
224 Willow Street
Cottonport, LA
Monday-Thursday 7:00 p.m.

New Hope Group
Calvary Baptist Church
Alexandria, LA
Tuesday & Friday 7:00 p.m.

Spiritual Kindergarten
3416 Mac Lee Drive
Alexandria, LA
Friday 4:30 p.m.

Additional Substance Abuse Resources

Central Halfway Houses for Men & Women – Bridgehouse Phase II

Unit 6, Meadow Lane

P. O. Box 452

Pineville, LA 71360

(318) 484-6405

Services Offered: Breath Analysis, Collateral Counseling, Drug Screening Collection, Educational Group, Individual counseling, Medical History, Psychosocial Evaluation, STD Service. The maximum length of stay for clients in the halfway houses is 90 days.

Choices of Louisiana

2116 North Bolton Avenue

Alexandria, LA 71301

(318) 445-1250

Methadone Clinic

Red River Treatment Center

P. O. Box 7118

Alexandria, LA 71306

(318) 484-6888

Services Offered: Breath Analysis, Collateral Counseling, Drug Screening Collection, Educational Group, Family Therapy, Individual counseling, Medical History, Physical Evaluation, Psychosocial Evaluation, and STD Service. RRTC is a 56 bed, coed, inpatient chemical dependency treatment program for adults.

Rainbow House Detox

Unit 26, Lincoln Road

Central Louisiana State Hospital

Pineville, LA 71360

(318) 484-6442

Rapides Parish Drug Court

708 Washington Street

Alexandria, LA 71301

(318)561-7575

Office of Family Support

Rapides Parish

Office of Family Support

2nd Floor

900 Murray Street

Alexandria, LA 71301

318-487-5101

Parishes served: Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides

For additional locations, call toll free: 1-888-524-3578



Mental Health

Mental Health Center of Central Louisiana
P. O. Box 7473
Alexandria, LA
242 West Shamrock Street
Pineville, LA
(318) 484-6850
Toll-Free – (800) 654-1373

Child & Adolescent Services: (318) 484-6210
Manager: John McDaniel

The Mental Health Center of Central Louisiana provides outpatient mental health services to approximately 1,600 adult and child clients with serious mental illness. It is also the site of the Region 6 Office of mental Health Administrative Offices. Through the Mental Health Center of Central Louisiana Center Single Point of Entry Process, individuals with acute or serious mental illness may access crisis evaluations, acute inpatient hospital referral, partial hospitalizations services, transitional living services, housing support and assistance, respite services, and self-help and support.

Veteran Center



The mission of the Vet Center is to “serve veterans and their families by providing a continuum of quality care, which adds value for veterans, families and communities. Care includes professional readjustment counseling, community education, outreach to special populations, the brokering of services with community agencies, and providing a key access link between the veterans and other services in the U.S. Department of Veterans Affairs.”

Services provided:

- Individual Readjustment Counseling
- Group Meetings and Counseling
- Bereavement Counseling
- Marital and Family Counseling
- Employment Counseling and Guidance
- Benefits Assistance and Referral
- Substance Abuse Information and Referral
- Community Education
- Liaison with Community Agencies

Rapides Parish Vet Center

5803 Coliseum Boulevard, Suite D

Alexandria, LA 71303

318-466-4327

www.vetcenter.va.gov

“Keeping the Promise”

The Application/Resume

When applying for a job or submitting your resume, remember to dress appropriately. This is the first impression you will have with a potential employer, and first impressions are important.

See next page for a sample resume to help guide you in the process.

The Interview

Always be polite and courteous during any conversations you may have with a potential employer. Make sure you arrive on time and dress appropriately, which means to be neat and clean. Don't forget to wear clean clothes and have a clean overall look (take a bath, use deodorant, shave, brush your teeth, etc.) Arriving a little early for the interview is good. When you meet the interviewer, extend your hand and shake his/her hand. Make sure to make eye contact, look interested and try not to fidget. Speak clearly, relax, and be honest. When the felony issue comes up, remember to be honest and focus on the positive aspects of the experience, like what you learned and the skills you possess.

Don't get discouraged. It may take several resumes/applications, and interviews before you get a job offer. Remember to keep trying and don't give up. If you're feeling significantly stressed about this process and fear relapse or other negative consequences, seek advice from your probation officer.

If you have completed any programs while incarcerated, bring those certificates with you. Be proud of what you have accomplished and share that information.

Employment

Once you have obtained a job, remember to inform your probation officer immediately. To keep a job, you should be on time each day, dress appropriately, and treat supervisors and co-workers with respect. There will be people you might not get along with at work. If you have problems, address them in a responsible, respectful way or ask a supervisor for guidance.

Don't forget to ask about your benefits package. Make sure you know what your salary/wage is and when you get paid. Review your paycheck for deductions and be sure you understand the deductions. Someone in the personnel department at work or your probation officer may be able to explain the deductions to you. Be aware of what your sick leave and vacation leave policies are at work.

If you experience an inability to deal with stress at work or home, you may benefit from free stress management counseling. The following is contact information for these services: Louisiana Department of Health and Hospitals, Louisiana Spirit Program, Karen Tison Hills, Stress Management Team Leader, (318) 484-6220.

JOHN PAUL DOE
1415 Grove Drive
Alexandria, Louisiana 71301
(318) 442-0000 (home)
(318) 451-0666 (cell)

*This is an example of
how a resume should be
prepared.*

OBJECTIVE

EMPLOYMENT

JOB TITLE YEARS EMPLOYED (EX: 1992 - 94)
Organization Name City and State of Organization

Describe responsibilities and accomplishments here.

JOB TITLE YEARS EMPLOYED (EX: 1992 - 94)
Organization Name City and State of Organization

Describe responsibilities and accomplishments here.

EDUCATION

DEGREE EARNED OR MAJOR YEARS ATTENDED (EX: 1992 - 94)
Institution Name City and State of Institution

Describe honors, related activities and accomplishments here.

DEGREE EARNED OR MAJOR YEARS ATTENDED (EX: 1992 - 94)
Institution Name City and State of Institution

Describe honors, related activities and accomplishments here.

Other Training

Describe any previous training and be prepared to provide Certificates of Completion

SKILLS

- Bullets may be used here to create an attractive list of skills.

References

Supervision Fees and Victim Restitution

Louisiana Probation and Parole has collaborated with the Louisiana Fee Payment Service as a method of making your monthly supervision fee payments as well as payments for victim restitution and any other court ordered financial obligations. Please see below guidelines of Louisiana Fee payment on how to make payments. You can also go online to www.louisiana.feesevice.com to look at your accounts and to make payments.

Stay Compliant: We recommend mailing your payments or paying online no later than the 25th of the month, so that there is enough time for them to be received, processed and credited to your account in time to fulfill your monthly payment obligation.

Payment Types Accepted:

Online Payments via this website ONLY.

Use your credit card (Visa/MasterCard/Discover) or debit card (with Visa or MasterCard logo) or Direct Express card (federal benefits program).
A \$5.50 transaction fee will be applied.

Pay by Phone via the Telephone Reporting System number: 1-855-785-7225

Use your credit card (Visa/MasterCard/Discover) or debit card (with Visa or MasterCard logo) or Direct Express card (federal benefits program).
A \$5.50 transaction fee will be applied.

Pay by Mail using money orders and cashier's checks. (See example on next page.)

No other forms of payment are accepted when paying by mail, and will be returned to you. This will delay your payment being processed and could result in your payment not being received in time to be applied to your account for your require monthly payment.

A \$4.00 transaction fee will be applied.

DO NOT SEND cash.

DO NOT SEND personal checks.

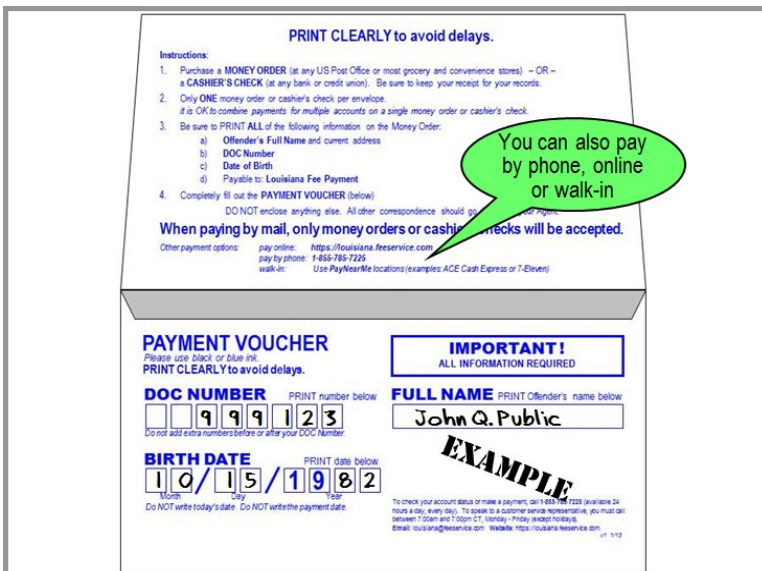
DO NOT SEND company checks.

DO NOT SEND online payments from your bank's website.



1 Completely fill out your payment

PRINTING CLEARLY, fill out your payment & customer receipt as shown in the example above - using YOUR name, address, DOC # and Date of Birth.



2 Fill out the Payment envelope

PRINTING CLEARLY, write YOUR name, YOUR DOC # and YOUR date of birth as shown in the example above.

Rapides Parish Bonds and Fines:

Hours of operation are 8:00 a.m. to 4:00 p.m. Monday through Friday. Our office is closed weekends and holidays. However, bonds may still be handled through the Main Office Desk Sgt.

The Bonds & Fines Department accepts payment on traffic tickets, criminal fines and bonds. You can pay RPSO and State Police tickets but not a ticket issued by a municipality. We accept money orders, cashier's check, cash and credit cards. We no longer accept personal checks.

Credit card payments can be made Monday - Friday from 8:00am to 4:00pm both in person and over the phone. We accept Visa and MasterCard only. If a fine is past due and a court appearance was necessary, contact the Collections Department at (318) 473-6819 or (318) 473-6733.

