



PAROLE & PROBATION INTAKE INFORMATION AND GUIDELINES

The first thing clients newly sentenced to probation need to do is contact Parole & Probation to set up an intake appointment as soon as possible. Intake appointments last about an hour and occur at our main offices in Bend and Redmond. This information sheet will assist you to contact Parole & Probation, know what to expect at your intake, and help start your probation off successfully.

WHAT DO I NEED TO DO NOW?

- **Call Deschutes County Parole & Probation at (541) 385-3246 and request to schedule your intake appointment as soon as you can, but no later than the time ordered by the Judge in your case, and listed in your court order. We will schedule your appointment time, date and location with you on the phone.**
- In general, intake appointments can be made for same or next business days between these hours: 8:00am to 10:30am, and 1:00pm to 3:30pm
- Have your **case number available** at time of call (your case number is found at the top of your judgment and will be in a similar format to this: Case No.: 19CR98765)
- If you live out of state you will need to have the following by the time you appear for your intake:
 1. Provide proof of residency in other state (e.g. driver license, utility bill in your name, pay stub with address)
 2. Bring a \$50 Money Order made out to "State of Oregon" (personal checks, cash, and debit/credit cards will not be accepted) Money Orders can be purchased at Fred Meyer, Safeway, Albertson's
 3. Please be advised that you *may not be able to leave Oregon immediately*

WHAT WILL HAPPEN AT MY INTAKE APPOINTMENT?

- Complete informational packet including contact information, employment information, etc.
- Learn about the conditions of your supervision
- May need to give a DNA sample (mouth swab)
- Take a photo
- Make separate appointments for assessment and meeting the staff who will be working with you.

PAROLE & PROBATION INTAKE OFFICE ADDRESSES

(We will schedule your location at time you make your intake appointment)

Bend Main

63360 NW Britta St #2

Bend, OR 97703

(541) 385-3246

Cascades East Transit Bus Line # 4 | Jamison / Hwy 20

Redmond

737 SW Cascade Ave

Redmond, OR 97756

(541) 385-3246

Cascades East Transit Bus Line # 24 | Redmond Hub