

Boone County Court Services

Adult Probation
127 W. Main Street, Ste 200
Lebanon, IN 46052
Stephen Owens, CPO

Juvenile Probation
127 W. Main Street, Ste 400
Lebanon, IN 46052
Justin Culp, Asst. Chief PO

Alcohol & Drug
127 W. Main Street, Ste 200
Lebanon, IN 46052
Katie DeVries, Director

Community Corrections
127 W. Main Street, Ste 200
Lebanon, IN 46052
Michael Nance, Executive Director

Policy and Procedures regarding SMS messaging to clients ordered into Boone County Court Services:

1. Boone County Court Services provides supervision to clients involved in the criminal justice system that are ordered into multiple programs that fall under Boone County Probation and Boone County Community Corrections. Boone County Probation and Community Corrections supervise clients ordered by the Boone County Courts onto our programs. We are responsible that they comply with the rules of the Court and their supervision.
2. Text/SMS messaging will be utilized only to communicate information between staff members and clients. This is for the benefit of both staff and clients for convenience and ease of communication. Many clients enrolled in Boone County Court Services can only receive text/SMS messages and do not always have access to receive and make phone calls. An average of 1 text message per week per client will be sent.
3. Text/SMS messaging will not be utilized for any function other than information relevant to the client's case.
4. Examples of messages to clients would include: appointment reminders, communication with clients regarding their case status, and help with communication between staff and non English speaking clients.
5. All clients will receive documentation giving the option to opt out of receiving SMS messaging from Ring Central. If a client does not wish to receive SMS messaging, then a case warning will be noted in the client's file to notify the supervising officer to not utilize this function.
6. This policy and procedure document will be distributed to all Boone County Court Services staff members.
7. SMS messaging through Ring Central will only be used to communicate directly between Boone County Court Services staff and clients ordered into the program. This function will not be used with any person not ordered into Boone County Court Services.
8. A current list of staff that may utilize this function will be provided to Ring Central, and any updates to staff will be sent to Ring Central.
9.
 - a. Messaging frequency may vary.
 - b. Message and data rates may apply
 - c. To opt out at any time, text STOP.
 - d. For assistance, text HELP or visit our website at <https://boonecounty.in.gov/offices/adult-probation/>.
 - e. Visit <https://boonecounty.in.gov/offices/adult-probation/> for Privacy Policy and Terms of Service.

PROBATION (765)482-6505 FAX (765)483-4414
COMMUNITY CORRECTIONS (765)482-2484 FAX (765)482-6605
Office Hours Monday-Friday: 8:00 a.m – 4:00 p.m