

### **33-302.110 Reporting Requirements.**

(1) The offender shall report as instructed by the officer. The officer's instructions regarding reporting shall comply with any specific (or special) conditions imposed by the court. Factors that are considered when determining the frequency and manner of reporting shall include:

(a) Special conditions imposed by the court or Florida Commission on Offender Review;

(b) Type of supervision;

(c) Supervision status, which generally refers to whether the offender is in active, active-suspense, out of state, or absconder status;

(d) Random urinalysis testing;

(e) Meetings to discuss non-compliance with conditions of supervision; and,

(f) Meetings to review schedules or documentation required.

(2) The reporting method will be determined by the officer in accordance with procedures, supervision type, supervision status and any court ordered conditions. There are two methods for reporting:

(a) To the assigned probation office. Offenders using this method of reporting must complete and submit Form DC3-2026, Supervision Report. Form DC3-2026 is hereby incorporated by reference. Copies of this form may be obtained from the Forms Control Administrator, 501 S. Calhoun Street, Tallahassee, Florida 32399-2500, <http://www.flrules.org/Gateway/reference.asp?No=Ref-15456>. The effective date for the form is 06/23; or

(b) Through remote reporting by submitting the required information telephonically or electronically to the Department or to a designated and approved Department vendor.

(3) When the offender reports, they must provide complete, truthful, and current information relating to their residence and occupants at that location; all contact phone numbers; vehicle information; employment and/or educational details; activities for the previous month including, but not limited to, status and progress made on special conditions to include monetary payments and treatment attendance; any contact with law enforcement; actions taken to address goals; and any issues or problems requiring discussion. Additionally, unemployed offenders may be instructed by the probation officer to report job search efforts, which must be documented and submitted by the offender on regular paper or via Form DC3-2004, Job Search Log. Form DC3-2004 is hereby incorporated by reference. Copies of this form may be obtained from the Forms Control Administrator, 501 S. Calhoun Street, Tallahassee, Florida 32399-2500, <http://www.flrules.org/Gateway/reference.asp?No=Ref-02344>. The effective date

of the form is 5/4/2004. Offenders participating in support groups must submit documentation of their attendance, as instructed by their probation officer, on Form DC3-2005, Support Group Meeting Log. Form DC3-2005 is hereby incorporated by reference. Copies of this form may be obtained from the Form Control Administrator, 501 S. Calhoun Street, Tallahassee, Florida 32399-2500, <http://www.flrules.org/Gateway/reference.asp?No=Ref-02345>. The effective date of the form is 7/19/11. Certain sex offenders who are required to maintain driving logs must record each travel occurrence when the offender is driving, either alone or accompanied by a passenger (including the name[s] of the passenger if applicable), and submit this log to the probation officer on a monthly basis using Form DC3-244, Sex Offender Probation Driving Log. Form DC3-244 is incorporated by reference in Rule 33-302.108, F.A.C.

(4) Notwithstanding subsections (1) through (3), the offender must immediately report the following to the officer or supervisor:

- (a) Planned changes in residence or notice of eviction from residence;
- (b) Changes in employment status;
- (c) Changes in student status;
- (d) Any adverse contact with law enforcement; and,
- (e) Any urgent problems, questions or concerns with supervision requirements or conditions.

(5) Offenders who are required by supervision order to make payments must do so through the contracted vendor. Payments may be submitted online; by telephone, walk-up, or kiosk; or by mailing money orders, cashier's checks, or certified bank drafts only (no cash or personal checks). Money orders, cashier's checks, and certified bank drafts must be made payable to the contracted vendor and will be deposited into the Court Ordered Payments Trust Fund. The offender or sender must legibly complete all fields on the vendor-supplied money order deposit form including the date and amount sent; the money order, cashier's check, or certified bank draft number; the offender's full name and DC number, and the offender or sender's full name, mailing address, and telephone number. Money order deposit forms may be obtained from the contracted vendor; any probation office; or the Bureau of Finance and Accounting, Court Ordered Payments Section, Centerville Station, P.O. Box 12300, Tallahassee, Florida 32317-2300. The completed money order deposit form must be mailed to the vendor along with the money order, cashier's check, or certified bank draft at the address provided on the form. ~~do so by using one of the methods described on NI1 118, Instructions for Payment. Form NI1 118, is hereby incorporated by reference.~~

~~Copies of this form may be obtained from the Forms Control Administrator, 501 S. Calhoun Street, Tallahassee, Florida 32399 2500, <http://www.flrules.org/Gateway/reference.asp?No=Ref 08629>. The effective date of this form is 8/17. The payment instruction information can also be accessed at [www.dc.state.fl.us](http://www.dc.state.fl.us) under the How Do I section entitled Pay Court Ordered Payments. If an offender chooses to make payment via the United States Postal Service, the offender must complete Form DC2-364, Money Order Deposit Form for Restitution & Court Ordered Payments. The offender must send the completed form pursuant to the instructions provided on Form DC2-364. Form DC2-364 is hereby incorporated by reference. Copies of this form may be obtained from the Forms Control Administrator, 501 S. Calhoun Street, Tallahassee, Florida 32399 2500, <http://www.flrules.org/Gateway/reference.asp?No=Ref 08629>, or the offender's Correctional Probation Officer. The effective date of this form is 8/17.~~

*Rulemaking Authority 944.09 FS. Law Implemented 944.09, 945.31, 948.03 FS. History--New 8-1-01, Amended 11-4-04, 3-24-13, 7-1-13, 2-10-14, 9-14-17, 6-29-23,\_\_\_\_\_.*