

DeKalb County Community Corrections FAQ's
Phone numbers to call: DCCC main line 260-333-0710
Emergency ONLY call: 260-333-0216

Travel:

What if I get stopped by a train or traffic?

If train/traffic is moving and you will still arrive on time, no need to call.

If train is stopped and/or you need to take an alternate route and you will be late, call office.

What if I (or my ride) need to make an emergency gas stop?

Call office, get approval, and give details of where and when stop will be made. Leave **detailed* message if no one available to answer your call.

What if my vehicle breaks down?

Call office for directives as to how to handle the situation. If no one available and you need to leave a message, leave *detailed* information on where you are stopped and how you are getting to your next location.

Work:

What if I get off work early?

Call the office. If no one available, leave message stating that you are off work early and heading to your next location (home, etc.)

What if I was schedule for OT and it was cancelled?

Call office and notify so we can update your schedule or leave message.

Can I go get food during break?

You may not leave your work location during meal times or breaks.

Weather:

Can I warm up my vehicle and scrape windows, shovel sidewalks and driveway?

Yes. Notify DCCC staff either through scheduling or calling into office with request.

What if the roads are bad and I need extra travel time?

Travel time can be extended during winter weather, note this on schedule and talk with DCCC staff.

What if there is a power outage?

Notify DCCC **immediately** by calling into office. Leave message if no answer. State reason for outage if known. You must notify us as well when power comes back on.

Passes:

What if I decide not to go out or take my pass that is on my schedule?

You must call into office. Leave **detailed** message stating why you are not taking pass if no answer.

What if I run out of time and do not get to all the locations I have listed?

You are limited to three locations but do not have to visit each location if time does not allow.

Doctor or Medical Emergency:

Can I go to the doctor or the emergency room if I need to? Can I add that to a schedule I have already turned in?

YES. Call into office prior to going to ER if able. Doctor visits are always allowed to be added. Call into office and speak with someone before adding any doctor appointment to schedule.

What if I am given a prescription that I need to pick up?

Call into office and speak with staff regarding location of pharmacy. Leave **detailed** message if no answer. Try to see if someone else might be able to pick it up for you.

What if my appointment goes over?

One hour is scheduled for appointment. You will check in with staff or leave message if appointment goes longer than scheduled and every hour after that if still there. You will call when you leave.

What if I need to call off sick?

After calling off work or community service, you will notify staff either by speaking with us or leaving a **detailed** message if no answer. **REMINDER:** *All activities are cancelled for the day.*

MISC:

Can I charge while I sleep? NO

Can I go out to my garage/shop if it is still on my property? Yes, if attached to home.

Can I stand on my porch to smoke? Must be enclosed and attached to home.

Can I work on my car in my driveway? Only with prior approval.

What if I didn't get my contact sheet signed or didn't get a receipt? Notify staff to discuss other options.

What if I forgot my CS Timecard and I need it signed? Notify DCCC staff to discuss options.

When I call in do I need to speak to my Case Manager or can I talk to anyone? You may speak to anyone who answers the phone at DCCC. We will direct your call to Case Manager if unable to answer questions.

Do I have to have a signature/stamp on my contact sheet for AA/NA? Yes.

**Detailed messages include name, reason for call (ex. My name is Joe Smith and I will not be attending my AA meeting because I am not feeling well. OR... my name is Jane Doe and I will not be going to church today. My ride does not want to go out on the bad roads so I will be staying home today.)*



Fast Scanner : Free PDF Scan

Download the Fast Scanner App to scan and email your documents, weekly schedules, time cards, receipts, contact sheets, etc. to DCCC. Email to DCCC@co.dekalb.in.us.

Fast Scanner turns your Android or iPhone devices into a multiple pages scanner for documents, receipts, notes, invoices, business cards, whiteboards and other paper text. With Fast Scanner, you can quickly scan your document, then print or email them as multiple pages PDF or JPEG files. Moreover you can save the PDF files in your device or open them in other apps.

FAST SCANNER FEATURES:

- + Scan documents

Fast Scanner scans any type of documents, ranging from a receipt to multiple pages book.

- + Export to PDF file

All scanned documents are exported as industry-standard PDF file. You can add new pages or delete existed pages within the PDF file. + Email scanned documents

Just scan any documents and tap "Send" button. + Extremely Fast

Fast Scanner is optimized to run very fast. + Multiple editing support scanned document

Fast Scanner support a lot of image editing options so you can make the scanned images as easy to read as possible. + Scans are saved to your device as images or PDFs.