

## WEEKLY CHECK IN CALL PROCEDURE

**Check in times:** Friday : 8am to 8pm ONLY !!

- \* **NO calls before 8am or after 8pm on Friday.** This is an automated system therefore, early and late calls will NOT register.
- \* You **MUST** check in every Friday until you are no longer on bond (sentenced, dismissed etc.).

\*If the call is not on time the late fee will be assessed.

**Check in by calling 717-264-9212 ONLY.**

ALL other business, questions, comments, late check in calls will be accepted during regular business hours ONLY. That is Monday thru Friday 8:00am to 5:00pm.

**DO NOT CALL THE OFFICE OR CELL ON THE WEEKENDS OR EVENINGS.**(unless you need bail-we are ALWAYS AVAILABLE 24/7 to bail you out)

*Thank You for understanding and adhering to these check in procedures.*