



**Ellis County Community Supervision
and Corrections Department**

202 Clift Street
Waxhachie, Texas 75165
(972)825-5130

Hector Verdin
Director

NEW CLIENT INTAKE REPORTING INSTRUCTIONS

You have been placed on community supervision with the Ellis County CSCD. Due to the current pandemic and related social distancing orders and efforts, the Ellis County CSCD has taken precautions in order to help keep you and our community safe. Our lobby is temporarily closed to the public and for the time being all contact is being conducted by phone, internet, or by appointment only.

Now that you have been placed on community supervision, you are hereby instructed to contact our office by phone ***immediately*** (or at the first opportunity during normal business hours), so that we can complete an orientation with you, answer any questions that you might have, and assign your case to an officer.

**Our phone number is 972-825-5130.
Our current office hours are
Monday through Friday from
8:00 am to 5:00 p.m.**

If you are in jail or have to serve a term of confinement as part of your conditions of probation, you are instructed to contact us by phone immediately upon your release or first thing the following business day.

If you are planning to transfer your case to another jurisdiction, the transfer instructions will be explained to you whenever you contact our office. ***Note: If you are currently a resident of another state, you may not return to that state without first having completed orientation at the supervision office.***

Orientation usually lasts approximately 1 to 1 ½ hours. Unless otherwise instructed, failure to follow the above instructions is a violation of your supervision conditions.

Deportation Information

If you are deported from this country at any time during your term of community supervision you must contact this department immediately upon release from custody, even if from another country. The courts will require that you report by mail and pay all court ordered fees and fines as long as you remain outside the United States. If you re-enter the United States during the term of your community supervision you must report to this department within 48 hours. Failure to report by mail or in person after deportation may result in the issuance of a warrant for your arrest.