August 2026

ADULT COURT SERVICES MONTHLY CHECK-IN

brought to you by ACS, Boone County's pretrial and misdemeanor probation office

COURT ORDERED PROGRAMS CHECK-IN

Hello! This edition reviews the basic requirements of court-ordered programs. Adult Court Services monitors these conditions only when ACS supervised probation has been ordered by the Court. (ACS does not take any action when the probation is *unsupervised*.) During monthly probation appointments an officer discusses the probationer's progress towards completing court-ordered programs. It is important for all program completion to be submitted to ACS. We will then eFile the documentation.

Probation violations are usually technical and occur because defendants misunderstand probation requirements, miss deadlines, or fail to submit required documentation. Hopefully, the details below serve as a helpful resource for court stakeholders regarding current program conditions.

See you at the next check-in!

Diana Winn

S.A.T.O.P. *Substance Abuse Traffic Offenders Program*

- The SATOP assessment is **due within 60 days** of sentencing although ACS may grant the **first extension** for the assessment if more time is needed.
- The assessment **costs $375** *(no discounts currently available).*
- Google search "SATOP + city" to find the nearest SATOP agency.
- The document titled *"SATOP Offender Assignment"* must be **submitted to ACS**.
- Unless treatment has begun, the assessment **expires after six months,** requiring a new assessment and additional fees.
- The **class costs vary** depending on the treatment level assigned.
- The *SATOP Completion* certificate must be **submitted to ACS**
- **Out-of-state residents** must complete the **SATOP Comparable** program. Missouri residents who have completed **treatment prior to sentencing** may be eligible for the SATOP Comparable. Search "SATOP Comparable" on-line for complete details.

V.I.P. *Victim Impact Panel*

- V.I.P. class is **due within 60 days** of sentencing.
- ACS may grant the **first extension** if more time is needed.
- **Mothers Against Drunk Driving V.I.P.** is the only approved class.
- Available **in person** (Columbia or Jefferson City) or **online**.
- M.A.D.D. also offers a **Spanish** online class
- V.I.P. completion certificates should be **submitted to ACS**.
- Classes usually take less than **two hours** to complete
- On-line participants can *stop and start* at their convenience.

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https://www.courts.mo.gov/hosted/circuit13/courtoffices/ACS/acshome.htm

Ignition Interlock

- Required only if the defendant plans to operate a motor vehicle during the probation period.
- This condition does not delay conversion to unsupervised probation.
- The Missouri Department of Revenue may impose **separate ignition interlock requirements** regardless of probation. Contact the Department of Revenue for additional information

C.S.W. *Community Service Work*

- ACS will provide those under our supervision with a **typed time sheet** which includes the number of hours and due date. If more time is needed, ACS may grant the **first extension**.
- Boone County defendants should use agencies on the approved CSW agency list.
- Before beginning hours at an unlisted agency defendants must contact ACS for approval.
  - The agency's **tax exemption letter** must be provided to ACS
  - The agency must not be the participant's place of employment
  - CSW hours must be signed off by an established staff member of the agency not another volunteer
- Hours performed at an unapproved agency may not be accepted.
- The defendant's time sheet should be **submitted to ACS.** After receiving the completed time sheet, ACS verifies the reported hours with the agency before e-filing proof of completion with the Court.

Court Costs and Fines

- Court costs are due at the time of sentencing. Fines are due within 90 days of sentencing.
  - After 30 days, **$25 time-payment fee is** added to any balance.
  - After 60 days, unpaid balances are referred for **debt collection** and subject to collection fees.
- Even defendants receiving credit for jail time may still owe certain mandatory fees such as the C.V.C.J. fee.

Restitution

- The amount and payment schedule are established by the Court, see the court order for details.
- Payments are made through the **Prosecuting Attorney's Office**.
- Questions regarding balances or payments should be directed to the Prosecuting Attorney's Office.
- Payment receipts should be **submitted to ACS**.

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