

**UNITED STATES PROBATION  
EASTERN DISTRICT OF LOUISIANA  
EMERGENCY EVACUATION INSTRUCTIONS**

*If you voluntarily evacuate your residence or if you are mandated to do so in the event of a hurricane, serious weather threat or major catastrophe, the following procedures must be followed. Failure to do so will be considered a violation of your supervision.*

**Within 24 hours of evacuation**, you must call your officer's telephone number and speak to him/her directly. You are to provide the following information:

- ◆ your name
- ◆ cell phone number
- ◆ land-line phone number, if applicable
- ◆ personal email address, if applicable
- ◆ address of where you will be residing
- ◆ name of family/friend you will be residing with.

If you do not have all of the required information in advance of your travel, you are to furnish as much as possible before departing. Once you obtain the remaining information, you must call back and provide it to your officer.

In the event you are unable to speak directly with your officer by telephone, you are to proceed as follows:

1. Speak with the supervisor of the probation officer assigned your case. If the supervisor is unavailable, leave a message on your officer's direct line advising him/her of your departure and relocation plan. (Do not endanger your life waiting to talk to or hear back from your probation officer or his/her supervisor.)
2. If you are unable to establish phone contact, you are to report to the Probation Office using the Internet. In order to report on-line, you will need to have the web address, <https://supervision.uscourts.gov>, in addition to the user ID and the password assigned to you by your officer.
3. If you are unable to establish phone contact or report on-line, you are to contact the **United States Probation Office** in the city where you have relocated, giving your name and the name of your probation officer, along with your relocation address and telephone number where you can be reached.
4. Routinely check the probation office website, <http://laep.uscourts.gov>, for additional information and/or instructions.
5. Routinely check your voice mail and email for messages sent directly to you by the probation office through the court's Client Electronic Notification System (CENS). Said messages may include information related to changes in reporting procedures, office operations, etc.

**\*\*SPECIAL NOTES\***

If there is a **family member or friend** who regularly provides shelter to you in times of an emergency, such as a Hurricane, you should provide that information to your probation officer so that he/she may record it in your case file. The information should include the family member or friend's name, address, and telephone number. Even if said information is given to your probation officer, you are still expected to contact your probation officer **on each occasion** when you are planning to evacuate.

If you are a **registered sex offender or a violent offender** AND you evacuate to another city, parish, or county, you **SHALL** contact the local law enforcement authority (sheriff, police department, etc.) in that city, parish, or county **within 48 hours** of your relocation, advising them of your status, your new location, and the name and telephone number of your **United States Probation Officer**. You **SHALL** also contact the local **United States Probation Office** in the city, parish, or county where you have relocated, if your new location is outside the Eastern District of Louisiana, advising them of your status, your new location, and the name and telephone number of your **United States Probation Officer**. If you need to enter an **evacuation shelter**, you **SHALL** notify the authorities or person in charge at the shelter that you are a registered sex offender or a violent offender, giving them the name and telephone number of your **United States Probation Officer**.

If you are a convicted **sex offender** and there is no current evacuation plan on file with the probation office, you may be required to participate in the location monitoring program during a state of emergency, which includes weather related issues (i.e., Hurricanes, Tropical Storms, etc.). Use of location monitoring is not punitive in nature. It is intended to provide officers with the ability to monitor your location. Once the state of emergency has been lifted and/or the probation office resumes full operation, your participation in the location monitoring program will no longer be required.

If you are participating in the **location monitoring program**, you should have already submitted an evacuation plan to your officer that outlines your relocation and what should be done with the equipment. If you do not have an evacuation plan in place, you must contact your officer for specific instructions prior to departure.

**REMINDER: You are under an order of the court, as a condition of supervision, to maintain contact with your probation officer at all times. Failure to maintain some level of contact, even during an emergency evacuation, is a violation of your supervision. Said violation could lead to a warrant being issued for your arrest and revocation of your supervision.**

**\*\*RETURN INSTRUCTIONS\*\***

If you evacuated due to a mandatory evacuation order, you are NOT expected to return to your residence until that order has been lifted and it is safe to do so. You are required, however, to maintain contact with your officer and to follow his/her instructions.

If you choose to evacuate voluntarily, you are required to maintain phone contact with your officer and you must follow his/her instructions regarding an immediate and safe return.

I acknowledge understanding the above-noted instructions and have been provided a copy of same.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Probation Officer

\_\_\_\_\_  
Date