



DEPARTMENT OF CORRECTIONAL SERVICES

Minimum Risk Probation (Skype Instructions and Information) Updated 10-19-2021

This letter is to inform you that you will be required to have scheduled appointments to meet with me (face to face) once every six months or whenever it is necessary. During these appointments you are required to bring your most recent paystub or any income documentation, and a photo ID.

I will be meeting with clients at the Sheldon Probation/Parole Office located at 720 Western Avenue; Sheldon, IA 51201. If you live more than a 60 mile radius from this location or live out of state, you will need to download the Skype application to your phone. We will meet face to face through Skype. Below you will find the instructions for Skype.



Go to the following link for instructions on how to download Skype, create an account and sign in:
<https://support.skype.com/en/faq/FA11098/how-do-i-get-started-with-skype>

- The guide provides the download and instructions for Android, iOS, PC, Mac and more.
- Additionally, if using a PC, you can use Skype through a web browser by signing in to your account at: <https://web.skype.com>
- After completing the above, add thirdjdc.org to your contacts and click to start a video or audio call.
- Alternatively, you can search for 'Sheldon Department of Corrections' to find our Skype account and add it as a contact.
- For more details on how to make a call, you can visit: <https://support.skype.com/en/faq/FA10613/how-do-i-make-a-call-in-skype>

You will be required to contact me by phone with any changes on your status or any law enforcement contact. If I do not answer, leave a message, and I will return your call as soon as possible.

You are required to call or email me (Email: lesley.rodriquez@iowa.gov) to set up a face to face office visit.

Sincerely,

Lesley Rodriguez
Community Program Monitor
Third Judicial District
Department of Correctional Services
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Sheldon, IA 51201
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(712) 324-5366 Fax