

ANNUAL OPERATIONS REPORT WORKSHEET

THIS REPORT COVERS THE PERIOD OF JAN. 1, 2026 - DEC. 31, 2026



COUNTY: \_\_\_\_\_

COURT(S): \_\_\_\_\_

COURT(S) I.D.: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_

DATE PREPARED: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

JUDGE(S): \_\_\_\_\_

CPO: \_\_\_\_\_

INDIANA OFFICE OF COURT SERVICES

1. Does your department request and submit to the county council a budget separate from your court?

YES \_\_\_\_\_ NO \_\_\_\_\_

NOTE: If the answer to the above question is yes, your department or court must also file a Report on Court Budget and Expenditure with the Indiana Supreme Court indicating the appropriate probation expenditures. The report can be found at:

[www.courts.in.gov](http://www.courts.in.gov)

2. Please list the following: (1) position or title of the Chief Probation Officer and position or titles of all other probation officers, clerical personnel, and other persons employed by the probation department; (2) the total number of employees being compensated at this yearly salary or wage; (3) yearly salary or wage SPENT on each position during the preceding calendar year regardless of whether funds come from appropriations or user fees; (4) number of employees in column 2 multiplied by the salary indicated in column 3; and (5) whether the position is full or part time.

NOTE: Please list the position or title in the appropriate category, not the name of the employee.

(1) Title/Position	(2) Number of Employees	(3) Salary	(4) Total of Salaries/ Benefits	(5) Full/Part Time (Y/N)
(2a) Chief Probation Office:		\$	\$	
Total:				
(2b) Probation Officers:		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
Total:		\$	\$	
(2c) Clerical Personnel		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
Total:		\$	\$	
(2d) Other Personnel		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
Total:		\$	\$	

Fringe Benefits:

Total of fringe benefits paid for salaried employees \$ \_\_\_\_\_

Total Salaries and Fringe Benefits \$ \_\_\_\_\_

**3. What is the total amount of restitution collected by your department during the 2026 calendar year?** \$ \_\_\_\_\_

The probation salaries reflected on this report should be consistent with the probation expenditures reflected on the court's Report on Court Expenditures and the Probation Departments Budget and Expenditure Report if they operate on a budget separate from the court. (If the department selects yes to question 1 above, they are required to submit a Budget and Expenditure report. Before submitting your report, please verify the figures reported on this form with the figures reported on the court's or probation department's Report on Court Expenditures and Budget.

Copies of this worksheet are also available on-line at:

[www.courts.in.gov](http://www.courts.in.gov)

To obtain your ICOR password, please contact the Trial Court Technology Help Desk at 1-888-275-5822