



OFFICE OF COURT ADMINISTRATOR
TWENTY-FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA

Don M. Powers
Court Administrator

Judy J. Coder
Assistant Court Administrator

CLINTON COUNTY COURT HOUSE
230 East Water Street
LOCK HAVEN, PENNSYLVANIA 17745

(570) 893-4016

MELLOTT BUILDING TRAINING CENTER

User Guidelines

1. The training room is to be available to Probation, Law Enforcement and Emergency Response personnel only.
2. The training room is managed solely by the Clinton County Probation Department. Primary contact is Deputy Chief Probation Officer, The Chief Deputy can be reached at 570-893-4051.
3. It is the responsibility of the Clinton County Probation Department to maintain the training center in a clean, safe and orderly condition.
4. All Probation/Law Enforcement use of the training room will be coordinated by the Deputy Chief.
5. All Emergency Response use of the training room will be coordinated by the Clinton County Training Coordinator, who can be reached at 570-893-4090.
6. Clinton County Probation Department will create and maintain an on-line calendar system, to which the County Training Coordinator will have access.
7. All training room scheduling will be made through and recorded by Clinton County Probation Department.
8. Clinton County Probation Department is the sole user of the Red-Man equipment and Laser-Shot Equipment. Any other agencies wishing to make use of this equipment must be first trained in its use and supervised by Clinton County Probation Department.
9. All permitted users of the training room must complete a Participants Agreement, release and Acknowledgement of Risk form prior to use of the facility.
10. All users must agree to leave the facility in the same or better condition than it was found at the conclusion of each permitted use. Failure to do so could cause that permitted user or users to be barred from future use.
11. No alcoholic beverages or illicit drugs may be used prior to or during use of Training Center.