CHARDON MUNICIPAL COURT
<u>PROBATION REPORTING</u>
<u>PROTOCOL</u>

MuniProbation@co.geauga.oh.us
www.co.geauga.oh.us/MuniCourt/
FAX: 440.279.0904

Active & Inactive Probation:
<u>YOUR PROBATION BEGINS THE DAY OF YOUR CONVICTION DATE!!</u>

- **DO NOT CALL TO SET UP YOUR FIRST APPOINTMENT**, it will be sent in the mail. ***Please be sure the Probation Department has your current mailing address.*** If you do not receive anything in the mail after 60 days from your conviction date, ***you are responsible*** for contacting the Probation Department to check in at 440.286.2649.

- If you miss your appointment date for any reason without prior authorization (24 hours' notice), there will be a $25 charge to your account. You will receive a new reporting date in the mail or by phone. Failure to report on **second notice** will constitute a violation of probation summons and or warrant to address the violation of probation**.**

- **PLEASE CONTACT The Probation Department at 440.286.2649 or Email to MuniProbation@co.geauga.oh.us for the following:**
    - If you will be late for your appointment;
    - If you want to request to reschedule your appointment; *(*must be 24 hours' notice*);*
    - If you have any changes in your address, telephone number, place of employment, contact information, have any contact with law enforcement *(<u>must be</u> 24 hours' notice)* or to verify receipt of EMAIL &/OR fax;
    - If you would like to travel Out of State &/or Out of Town:
        - You have permission to travel one (1) to seven (7) days; <u>however, anything, eight (8) days or more</u>, you **MUST** have permission from the Judge prior to scheduling any travel plans.
        - You **MUST** report (<u>via email or phone call</u>) all travel information/plans **48 HOURS PRIOR** to your departure date. In addition, you **MUST** report the City & State along with date leaving & returning.
    - If you will be unavailable to report to probation for ANY appointments and/or random drug screens, you are required to call and **MUST** speak with a probation staff member to be excused;
    - If you need an appointment to set-up electronic monitoring (i.e. EMHA, GPS or SCRAM) or driving privileges (Ignition interlock &/or Restricted plates).

- Please be advised that the probation officer may not be available to return phone messages; however, the Probation Assistant shall report telephone calls and emails made by you or on your behalf and will be able to answer most questions you may have regarding your terms.

<u>Appointment expectations</u>:
- To address all court staff in a respectful manner. (i.e. Mr., Mrs., Ma'am, Sir or by Title.)
- Realize that the reporting appointments have no set length of time. Please allow ample time to complete your appointments with the Probation Officer and DO NOT plan to rush the appointment because you have plans to be at another location.
- **No** children unless supervised by an adult in waiting room.
- <u>**No**</u> caps, hats, sunglasses, or clothing depicting tobacco products, promoting any chemical substance, sexual remarks, and/or profanity will be worn in the Chardon Municipal Court or the Probation Department**.** Furthermore, all cell phones <u>must be turned off or silenced</u> while in the Chardon Municipal Court or in the Probation Department.
- Upon request, must submit to a **RANDOM** breath, urine, or blood test within a specific time to detect the presence of alcohol or drugs in my body and pay all required fees. If you fail to report and submit to a test, the Judge will issue a warrant for your arrest.

Consequences for failure to comply with the "Terms of Probation" (that each person on Probation signs before exiting the Court Room) may include one or more of the following: Violation of Probation Hearing, increased times to report to the Probation Officer; revocation of privileges and/or denial of motions; revocation of driving privileges; increased attendance to AA/NA meetings; imposition of maximum probationary time (up to 5 years) or serving all remaining suspended jail.

"Probation is a privilege NOT a right."