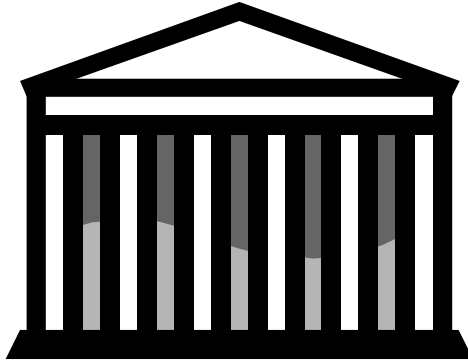


**Summit County Court of Common Pleas
Juvenile Division**



**CROSSROADS
Orientation Manual for Youth**

**Honorable Linda Tucci Teodosio, Judge
Maria Kostoff, Magistrate**

**Lisa Di Sabato-Moore, Probation Supervisor
Tremain Fields, Probation Officer
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**William P. Kannel Juvenile Court Center
650 Dan Street
Akron, Ohio 44310
330-643-2960 – detention (24-hour number)
330-643-2900 – court services**

WELCOME TO CROSSROADS

Welcome to the Summit County Juvenile Court Crossroads program. You have been referred to the Crossroads program because you are either substance abusing, substance dependent, and/or have a mental health diagnosis.

The Court has ordered you successfully complete this program, and after successful completion your original charge and related probation violations may be dismissed from your record.

INTRODUCTION

This is your handbook, please read it carefully. If you have any questions about its contents, ask your Probation Officer or the Crossroads Administrator. This handbook will inform you of the goals, expectations, and structure of the program.

Crossroads is an intensive probation program. The Crossroads team will assist you in every possible way toward successful completion of the program. The program length is individually monitored, and is based upon completion of all requirements.

STRUCTURE OF THE CROSSROADS PROGRAM

During the time you are participating in Crossroads, your parent/guardian, your Crossroads Probation Officer, and the Judge or Magistrate will monitor your progress. Incentives will be given for compliance with program requirements. Your probation officer will tell you when you are eligible for an incentive. Consequences are given for program rule violations. Consequences depend on the severity and frequency of the specific rule violations. The more rules violated, the slower your progress, the longer you will remain in the program.

There will be a revision of your existing case plan (possible development of a case plan if there is not one in existence), with your parent/guardian, and Probation Officer. This individual case plan will list all of your goals while in Crossroads. Some of those goals will be Court orders, some will be goals your parent/guardian has for you, and some will be goals you set for yourself. This plan is signed by you, your parent/guardian, and your Crossroads Probation Officer and will be modified as necessary throughout your Crossroads program.

In addition to your individual case plan, you will have a contract goal sheet that will cover the length of time between your court reviews. The contract goal sheet will list all of the individual tasks you will be required to complete until your next review, and will also list parent/guardian activities and Probation Officer activities.

Parents/guardians and Probation Officers may not change your orders. Only a Magistrate or Judge can change your Court order.

GOALS OF THE CROSSROADS PROGRAM

Individual goals are set between the Crossroads Probation Officer, the parent/guardian, and the youth and are listed in the individual case plan.

To be eligible to graduate you must have accomplished all of the goals in the individual case plan, fulfilled all orders of the court, completed your Wellness Recovery Action Plan, applied (in writing) for graduation, and received approval for graduation from the Crossroads team.

MOVEMENT THROUGH THE CROSSROADS PROGRAM

The Crossroads Program consists of four phases. Completing the activities outlined on your contract goal sheet, as well as completing all of the requirements of the current phase achieves advancement from phase to phase. Movement to any phase is dependent upon the recommendation of your Probation Officer and the Crossroad's Team. The phase requirements are as follows:

Phase One~Orientation (one month minimum)

- Begin substance abuse/mental health treatment at the level assessed
- Obtain a mental health evaluation and comply with all recommendations
- Comply with medication orders
- Submit all required drug screens
- Attend all required wellness/sober support meetings
- Attend one review hearing with the Magistrate/Judge weekly
- Abide by your house arrest
- Achieve all goals on your contract goal sheets
- Complete required assessment instruments

Movement from Phase One to Phase Two will require:

- Compliance with all court orders
- Negative urine screens for a minimum of one month
- Attendance at school or approved educational program
- Completion of substance abuse/mental health treatment plan
- Overall improvement at home and in school
- Verification of attendance at wellness/sober support meetings
- Completion of incomplete sentence exercise (in binder at orientation)
- Must have initiated Wellness Recovery Action Plan (WRAP)
- Approval of the Crossroads Probation Team

Phase Two~Achievement (generally two month duration)

- Continued compliance with substance abuse/mental health treatment recommendations
- Comply with all medication orders
- Provide all required drug screens
- Attend all required wellness/sober support meetings
- Attend one review hearing with the Magistrate/Judge every two weeks
- Abide by your curfew
- Achieve all goals on your contract goal sheets
- Complete required assessment instruments

Movement from Phase Two to Phase Three will require:

- Compliance with all court orders
- Negative urine screens
- Attendance at school or approved educational program
- Completion of all required/recommended treatment
- Overall improvement at home and in school
- Verification of attendance at wellness/sober support meetings
- Continued maintenance of Wellness Recovery Action Plan (WRAP)

- **Approval of the Crossroads Probation Team**

Phase Three~Maintenance

- **Begin aftercare treatment if required/recommended**
- **Comply with all mental health treatment requirements**
- **Comply with all medication orders**
- **Provide all required drug screens**
- **Comply with all mental health counseling requirements**
- **Comply with medication orders**
- **Attend all required wellness/sober support meetings**
- **Select a regular wellness/sober support activity**
- **Begin job searching, if age appropriate**
- **Attend one review hearing with the Magistrate/Judge every three weeks**
- **Abide by your curfew**
- **Achieve all goals on your contract goal sheets**
- **Complete required assessment instruments**

Movement from Phase Three to Phase Four will require:

- **Compliance with all court orders**
- **Negative urine screens**
- **Attendance at school or approved educational program**
- **Completion of all required/recommended treatment**
- **Overall improvement at home and in school**
- **Verification of attendance at wellness/sober support meetings**
- **Continued maintenance of Wellness Recovery Action Plan (WRAP)**
- **Approval of the Crossroads Probation Team**

Phase Four~Victory

- **Participate in aftercare treatment, if required/recommended**
- **Comply with all medication orders**
- **Provide all required drug screens**
- **Attend all required wellness/sober support meetings**
- **Obtain and maintain employment (if age appropriate) or positive community involvement (volunteerism, member of organized sport etc.)**
- **Attend one review hearing with the Magistrate/Judge every month**
- **Abide by your curfew**
- **Obtain a wellness/sober support coach**
- **Achieve all goals on your contract goal sheets**
- **Complete required assessment instruments**

Movement from Phase Four to graduation will require:

- **Compliance with all court orders**
- **Negative urine screens**
- **No new charges still pending disposition**
- **Participation in the program for a minimum of one (1) year**
- **Attendance at school or approved educational programs**
- **Completion of all required/recommended treatment**

- Overall improvement at home and in school
- Verification of attendance at wellness/sober support meetings
- Employment (if age eligible) or positive community involvement (volunteerism, member of organized sport team)
- Completion of Wellness Recovery Action Plan (WRAP)
- A wellness or sobriety coach identified and verified
- Written application for graduation
- Completion of the graduation presentation requirements
- Approval from the Crossroads Probation team

YOUR ARRIVAL AT CROSSROADS COURT

Court operates in the evenings beginning at 5 p.m. You will only be assigned to one night in court. Your probation officer will be able to answer any questions you may have about Court reviews and graduation. Remember, always rely on your Court order for your next Court review hearing.

Please report to your assigned Crossroads Courtroom at the time requested by your Probation Officer. Please check in with the Crossroads Clerk or Bailiff when you arrive for Court.

The Crossroads Clerk or Bailiff will call your name and verify everyone is present. Youth in detention are usually given priority for hearings, and the remaining youth are usually called in order of program seniority. New youth are heard toward the end of the docket.

You still need to arrive for court at your designated time, even if you are scheduled for the end of the docket.

CANCELLATION OF COURT

There may be occasions when it is necessary to cancel Court. In the event of weather emergencies, you may tune to radio stations WNIR 100.1 FM or WZIP 88.1 FM; on television you should watch WKYC Channel 3. If you aren't sure if we are having hearings, you should call your Probation Officer or the main court phone number (330) 643-2915 by 4:30 p.m.

In the event of other emergencies that may make it necessary to cancel court, the Probation Officer will attempt to notify you. The Court will make every effort to provide you with notification of cancellation as far in advance as possible.

NOTIFICATION OF INABILITY TO APPEAR

Your participation in and attendance at your reviews are court ordered and you must attend your scheduled hearings. Every time you come to Court you will be given new orders indicating your next court date. If you are unable to attend one of your ordered hearings, you must contact your Probation Officer and provide as much advance notice as possible. Your PO can not give you permission to miss a hearing. Your PO must seek permission from the Magistrate or the Judge. However, the Magistrate or Judge may deny your request to miss your scheduled hearing. You are responsible for providing proof to the court of your inability to appear. An example would include a letter from a doctor's office for a doctor's appointment. Please note, you must have permission to miss a review. Notification is not permission.

If you need to leave court early on your next scheduled review date, you must contact your Probation Officer prior to Court and request permission. The Probation Officer will have to request permission from the Magistrate or Judge, however the Magistrate/Judge may approve or deny your request.

Graduation ceremonies are mandatory and are scheduled well in advance. Youth and parent(s)/guardian(s) who do not attend graduation and are not excused risk contempt of Court charges

(parent(s)/guardian(s)) and warrants (youth). Graduation counts as your review hearing. Graduation is usually held once a month.

SET UP OF THE COURTROOM

There are many people in the Courtroom to assist you.

The Magistrate/Judge - The Magistrate/Judge leads the Court proceedings. The Magistrate/Judge sits behind the bench at the head of the courtroom.

Probation Officer – Your Probation Officer will provide a report to the Magistrate/Judge regarding your behavior, and compliance with court orders since you were last there.

Clerk – The Crossroads Clerk will check you in when you arrive at the court, and will escort all families into the courtroom. The Clerk will be given your case file after the Magistrate/Judge has entered your orders and will make copies of your court orders and provide them to you before you leave.

Bailiff – The Bailiff performs the same job functions listed in the Clerk’s description above.

Attorney Guardian Ad Litem – This is an Attorney provided for you by the Court to protect your best interests. There is no charge to you for this representation.

Prosecutor – This is the legal representative from the Prosecutor’s office, Juvenile Division, assigned to the courtroom to represent the interest of the people or the community.

Others present in the courtroom are the Deputy Sheriff to provide security, the Crossroads Administrator, community agency staff working with our families, and detention staff to monitor youth in court from detention. At times there are additional persons in the courtroom from outside agencies to observe or provide reports to the Magistrate/Judge.

Please note, other children and visitors are **NOT PERMITTED** in the courtroom due to confidentiality of the hearings.

RULES FOR THE COURTROOM

APPROPRIATE CLOTHING

Appropriate is defined as:

- **Pants, shirts, sweaters, skirts, or dresses.**
- **Pants must be pulled up to the waist. No sagging will be permitted.**
- **Shirts must have sleeves, either long or short. No cut off sleeves, tank tops, halter-tops, or mid drift tops are allowed.**
- **Shorts are not permitted.**
- **Hats are not permitted.**
- **Clothing should not display any alcohol or drug advertising or promotion of any kind.**
- **No gang identifiers should be worn into court.**
- **Gum chewing is not permitted in court.**

If you arrive for court in inappropriate clothing, clothing will be provided for you to wear, or you will be asked to leave.

If you work prior to court, and your work clothing is not appropriate for court, you will need to bring clothing to change into before entering the courtroom.

JEWELRY

No jewelry significant of the drug culture or promoting drugs is permitted.

If you arrive for court wearing items that advertise or promote the drug culture, you will be asked to remove them and they will not be returned to you.

ELECTRONIC EQUIPMENT

No pagers, cell phones, headphones, or hand held video games, are permitted in the courtroom. Parents/guardians who are required to have pagers or cellular telephones for work must silence these items while in court.

CONFIDENTIALITY

You will be in the courtroom with all youth and families scheduled that evening, and will be held to strict rules of confidentiality.

You are not permitted to discuss or share information heard in the courtroom to anyone outside the courtroom. You are not permitted to tell friends, family, school staff, or staff from other agencies what you have seen or heard from others during their court hearings. Please do not ask your probation officer about other youth in the Crossroads program. The courtroom must be a place where individuals can disclose positive and negative information to the Crossroads team without the threat of that information being shared with persons not permitted to have it.

Due to confidentiality requirements, other children are not permitted in the Court during review hearings. *Please make other arrangements for your other children.*

COURTROOM BEHAVIOR

While you are seated in the gallery with others waiting to go before the Magistrate/Judge you are expected to remain quiet.

When it is your turn you must sit up in your seat and maintain eye contact with the Magistrate/Judge. Court hearings are recorded so you must respond verbally, and speak clearly and loudly.

While you are before the Magistrate/Judge you are expected to speak when spoken to. When asked questions, you must respond honestly and respectfully. Please do not speak out of turn and interrupt others nor argue about information being presented by your Probation Officer or parents. If you have something to say, wait your turn or request permission to speak.

Anyone attending Crossroads court suspected to be under the influence of drugs and/or alcohol may be required to submit to urine drug screen and/or alcohol sensor testing.

YOUR PROBATION

Your Probation Officer will review the rules and conditions of your probation with you and your parent/guardian. You will be required to sign your probation rules and abide by the rules and conditions contained within the rules. If you do not understand any of the rules while they are being reviewed, please ask questions.

You are expected to maintain a respectful relationship with your Probation Officer. Your Probation Officer will make visits to you while you are at school, at home, and possibly at work. These

visits may be scheduled or unscheduled. When a visit has been scheduled, you must be present for your visit. When your Probation Officer arrives for an unscheduled visit, you must permit your Probation Officer into your home and be cooperative. Youth not present for scheduled visits will receive consequences.

You will be required to make regular check in calls to your Probation Officer. The number of check in calls you are to make each week will be ordered by the Magistrate/Judge and written on your contract goal sheet. Please note, your Probation Officer has twenty-four (24) hour voicemail to enable you to make calls during non-business hours and on weekends. You are still required to call your Probation Officer even on days when you have seen your Probation Officer.

Your parent/guardian is expected to report all probation and program rule violations to your Probation Officer. Do not argue with your parent/guardian when they are reporting your violations.

Understand that sanctions and consequences can be given to you by your Probation Officer, just as they can by the Magistrate/Judge. You are expected to follow the instructions of your Probation Officer, just as you are the Magistrate/Judge. Failure to accept and comply with the sanctions and instructions from your Probation Officer will result in more restrictive consequences.

Please note, other children are not permitted in the Court during review hearings.

NEW CHARGES, PROBATION VIOLATIONS, AND PROGRAM TERMINATIONS

If you receive a new charge and/or a probation violation or are facing termination from the program, several options will be presented to you. The Magistrate/Judge may determine the probation violation or charge is serious enough the Court will not allow you to proceed until you have had the opportunity to confer with your legal counsel. If you are able to accomplish that on the same night you are presented with your new charge or PV, the Magistrate may proceed with the hearing. If it is decided your legal counsel needs more time to prepare your case, the Magistrate may schedule your hearing at a future date. The Magistrate has a third option, of setting the hearing in front of the Judge if it is a case that may need to be brought to her attention due to the seriousness of the charge or the possibility of termination from the Crossroads program. If the Magistrate/Judge determines you may waive counsel, the Magistrate/Judge will give you the opportunity to waive your right to counsel and to proceed without legal representation.

COURT ORDERS

Every time that you appear for a court hearing, you will be given orders by the Magistrate/Judge. All orders given will remain in effect until the Magistrate/Judge changes the order. For example, if you are given a 7:00 p.m. curfew, that curfew will remain in effect until the Magistrate/Judge changes the order.

Nobody has the ability to change a Magistrate/Judge's orders except the Magistrate/Judge, not even your Probation Officer. If you want the Magistrate/Judge to change a court order, you must come to court and request the change from the Magistrate/Judge. You may request a change from your Probation Officer, but the change must be approved by the Magistrate/Judge before it goes into effect. The Magistrate/Judge may ask the Probation Officer to wait until the next hearing to make the change.

SEARCHES

Your Probation Officer is permitted to search your room and remove contraband and other items that are considered inappropriate. These items may include drugs, drug paraphernalia, posters promoting drug culture, gang related items, etc.

Your parent/guardian also has the right to search your room and remove any items they consider inappropriate.

Your Probation Officer also has the right to search your person and confiscate similar inappropriate items, including jewelry and clothing.

TREATMENT and COUNSELING

If indicated by your individual case plan and ordered by the Court, you will be required to receive substance abuse and or mental health counseling. Treatment recommendations are made by various community treatment providers and you will be required to comply with any treatment recommendations.

While involved in the Crossroads Program and in treatment through another agency, you are expected to abstain from the use of alcohol and other drugs.

DRUG TESTING

You will be required to submit to frequent random urine drug screens and alcohol testing (breathalyzer). You do not have the option to refuse a test, even if you think you know what the results will be.

You will be tested according to the frequency deemed appropriate by your Probation Officer.

Not all of the required urine tests will be performed by your Probation Officer. You may be required to go to an alternative site to submit some of your urine drug screens.

If you disagree with the results of any urine screen, and wish to have the results confirmed, you will be required to pay for the cost of that confirmation test.

Before you submit to a urine test, you will be searched by your Probation Officer. You will need to remove your jackets, coats or overshirts, clean out your pockets, and may be patted down by the person giving the test. Please note, direct observation is mandatory unless you and your Probation Officer are not of the same gender. Direct observation screening is not permitted by opposite gender Probation Officers.

In the event of a refusal, or a positive test result, you will be required to sign a form that reports the results of your urine tests, regardless of whether or not you agree with the results. There is also a section on the form to request a confirmation test. If you fail to request and pay for the confirmation test, the results of the original test will stand.

In addition to urine drug screening, the program uses an Alco-Sensor III, (breathalyzer) and Secured Continuous Remote Alcohol Monitor (SCRAM), which is an ankle bracelet, worn by youth that continuously monitors for the presence of alcohol through the sweat glands.

Prior to graduation from Crossroads, all youth are required to submit a hair sample of 1 ½ inches which is tested to ensure a minimum of ninety (90) days sobriety. Youth who cut their hair shorter than the 1 ½ inches required will be delayed to the next graduation.

CROSSROADS BINDERS

Along with this orientation packet, you have received a three ring binder. This binder contains many helpful forms and articles for you and your parent/guardian. Please keep this binder and bring it with you to all of your Crossroads hearings. In your binder you should keep the following items:

- A copy of your rules and conditions of probation
- A copy of your orientation manual
- Copies of all court orders
- Blank meeting verification sheets

- School progress sheets
- Job tracking sheets
- Work schedules and paycheck stubs
- Wellness Recovery Action Plan and relapse prevention plan
- Contract goal sheets

You are expected to bring your binder to each court hearing. Failure to bring your binder will result in a sanction. The first sanction is a warning; all subsequent sanctions will be determined at the time of the infraction, but will likely be a donation of a canned good or personal hygiene item to the Family Resource Center program. There will also be a minimal charge to you to replace the binder.

SANCTIONS

Crossroads uses a system of graduated sanctions. Sanctions will be issued for specific rule violations and/or when you fail to comply with your individual case plan. Possible sanctions include but are not limited to:

- Participation in an appropriate education/treatment program
- Increased frequency of urine testing
- Increased contact with your Probation Officer
- More restrictive curfew
- House arrest
- Electronic monitored house arrest
- Payment of fines, fees and costs
- Community service hours
- Probation violations
- Suspended detention time
- Detention time imposed
- Journal keeping of daily activity
- Disciplinary holds in detention
- Restrictions on social activities
- Termination from Crossroads
- Commitment to the Ohio Department of Youth Services
- Suspension of Ohio Drivers License

INCENTIVES

For individuals that are complying with court orders and conditions of probation, various incentives will be granted to reward you for your positive behavior and compliance. Examples of some of the incentives you may receive are:

- Words of encouragement and acknowledgement of positive progress
- Reduction in the number of court hearings you are required to attend
- Permission to leave the courtroom after your review hearing
- Removal of a previously imposed sanction
- Outings*

- Individualized incentives at the discretion of your Probation Officer
- Permission to participate in positive social activities
- Reduction in community service requirements
- Reduction in Crossroads fines and court costs
- Permission to get your driver's license
- Reduced detention time
- Reduction in check in calls to probation officer
- Gift card for the retailer of your choice
- Tickets redeemable for a prize provided by the program including certificates and coupons for restaurants, grocery stores, public attractions (zoo, theater)

***Outings may only be approved by the Magistrate/Judge, are limited to a four (4) hour maximum time period, must be approved in advance by the Probation Officer, and must conclude no later than 8 p.m. Outings are privileges that may be recommended to the Magistrate/Judge by a child's Probation Officer and are only available to youth on house arrest. Once a child has a curfew, outings cease.**

GRADUATION

Crossroads graduation is held the fourth Tuesday and Thursday of every month. ALL FAMILIES ARE EXPECTED AT GRADUATION. Please plan accordingly and mark your calendars to come to court on these nights. Youth who meet graduation requirements are presented to the Probation Team by the youth's probation officer. You are required to submit a letter to your probation officer explaining why you feel you are ready to graduate. An outline is provided to help you write this letter. Requirements for graduation are listed earlier in this packet. All youth and parents/guardians are required to attend graduation. Graduation occurs monthly and review hearings begin as soon as graduation is concluded.

Successful completion of the program means your original charge and subsequent probation violations on the admitting charge are dismissed. Each graduate must make a formal presentation at graduation and may invite parents/guardians, sponsors, and/or community treatment providers to speak at graduation. Speakers must be pre-scheduled through the Crossroads Supervisor.

Please note, the court dress code is enforced for graduation.