

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



**CROSSROADS
Parent/Guardian Orientation Manual**

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650 Dan Street
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330-643-2960 – detention (24-hour number)
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WELCOME TO CROSSROADS

Welcome to the Summit County Juvenile Court Crossroads program. Your child has been referred to the Crossroads program because he/she is either substance abusing, substance dependent, and/or has a mental health diagnosis.

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

INTRODUCTION

This is your handbook, please read it carefully. If you have any questions about its contents, ask your child's Probation Officer or Crossroads Probation Supervisor. This handbook will explain the program's goals, expectations, and structure.

Crossroads is an intensive probation program. The program length is based upon successful completion of the Crossroads program. Generally, the program lasts for one year, however your child's effort to meet their goals will determine their eligibility for graduation and ultimately the length of their placement.

The Crossroads team will assist your child in every way possible to successfully complete the program.

Your child will be assigned a Crossroads Probation Officer, who will be working with your family during the duration of the program. The Probation Officer will be available to address probation issues and will act as a liaison between you, the court, and the community service providers when needed. The Probation Officers will respond to your needs generally within 24 hours during the business week. If you have an emergent need after hours or on a weekend, you should call 911, if necessary and appropriate. The Probation Officers are not permitted to transport your child, and do not have the authority to order your child into the detention facility without prior order of the Judge or a Juvenile Court Magistrate. If you do have an emergency after hours or on a weekend, we ask that you notify the Probation Officer by leaving them a message on their office voice mail. If your need absolutely can not wait until the next business day, you can call Master Control and explain your need. Master control will then determine if it is necessary to contact the Probation Officer after hours.

In addition to your Probation Officer, you will have regular contact with a Community Probation Worker. The Crossroads Community Probation Worker assists the Probation Officer in making contacts with you and your child, and works under the same authority at the Probation Officer. The Community Probation Worker will also assist the Probation Officer in developing and maintaining your child's case plan by assisting with case reviews and semi-annual administrative reviews bi-annually.

STRUCTURE OF THE CROSSROADS PROGRAM

During the time your child is in Crossroads, your child, yourself, your child's Crossroads Probation Officer, and the Judge or Magistrate will monitor his/her progress. Incentives will be given for compliance with program requirements. Your probation officer will tell you when your child is 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 child's progress and the longer your child will remain in the program.

During the first two weeks in the Crossroads program, your child will develop, with you and your child's Probation Officer, an individual case plan. If there is a case plan in place prior to Crossroads, the Probation Officer will amend the existing case plan to include your child's placement in to Crossroads, and add any subsequent requirements that follow as a result of being placed in to Crossroads. Some of those requirements will be Court orders, some will be goals you have for your child, and some will be

goals your child sets for him/herself. This plan is signed by your child, yourself, and your child's Crossroads Probation Officer and will be amended as necessary throughout the Crossroads program.

In addition to your child's individual case plan, your child will have a contract goal sheet for each period between your child's court reviews. The contract goal sheet will list all of the specific tasks your child will be required to complete until your child's next review, and will also list parent/guardian activities and Probation Officer activities.

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

GOALS OF THE CROSSROADS PROGRAM

Individual goals are negotiated between the Crossroads Probation Officer, the parent/guardian, and your child and are listed in the individual case plan.

To be eligible to graduate, your child must have accomplished all of the goals in the individual case plan, fulfilled all orders of the Court, completed all phases of his/her Wellness Recovery Action Plan, completed a relapse prevention assignment, applied (in writing) for graduation, and received approval to graduate from the Crossroads team.

MOVEMENT THROUGH THE CROSSROADS PROGRAM

The Crossroads Program consists of four phases. Completing the activities outlined on your child's contract goal sheet, as well as completing all of the requirements of the current phase earn advancement to the next phase. Movement to any phase is dependent upon the recommendation of your child's Probation Officer and approval from the Crossroad's Team. The phase expectations 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 treatment recommendations**
- **Comply with all medication orders**
- **Submit all required random drug screens**
- **Attend all required wellness/sober support meetings**
- **Attend one review hearing with the Magistrate/Judge weekly**
- **Abide by his/her house arrest**
- **Achieve all goals on his/her contract goal sheets**
- **Complete required assessment instruments**

Expectations for Movement from Phase One to Phase Two:

- **Compliance with all court orders**
- **Negative urine screens for a minimum of one month**
- **Attendance at school or approved educational program**
- **Compliance with substance abuse/mental health treatment plan**
- **Overall improvement at home and in school**
- **Verification of attendance at all wellness/sober support meetings**
- **Completion of the Incomplete Sentence Exercise**
- **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**

- **Submit all required random drug screens**
- **Comply with all medication orders**
- **Attend all required wellness/sober support meetings weekly**
- **Attend one review hearing with the Magistrate/Judge every two weeks**
- **Abide by his/her curfew**
- **Achieve all goals on his/her contract goal sheets**
- **Complete required assessment instruments**

Expectations for Movement from Phase Two to Phase Three:

- **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 all wellness/sober support meetings**
- **Continued maintenance of Wellness Recover Action Plan (WRAP)**
- **Approval of the Crossroads Probation Team**

Phase Three ~ Maintenance

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

Expectations for Movement from Phase Three to Phase Four:

- **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 all 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**
- **Obtain an wellness/sober support coach**
- **Attend all required wellness/sober support meetings**
- **Obtain and maintain employment, (if age appropriate) or positive community involvement (volunteerism, member of organized sport team etc.)**
- **Attend one review hearing with the Magistrate/Judge every month**

- Compliance with his/her curfew
- Achieve all goals on your child's contract goal sheets
- Complete required assessment instruments

Expectations for graduation:

- Compliance with all court orders
- Negative urine screens
- No new charges still pending disposition
- Participation in Crossroads 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
- Involvement in positive community activity, community service, training program or employment
- Completion of the Wellness Recovery Action Plan (WRAP)
- Positive Support Person identified (sponsor/wellness coach, mentor)
- Written letter applying for graduation
- Completion of the graduation presentation requirements
- Approval from the Crossroads Probation team

Please understand that any new charges or positive urine drug screen results will have a bearing on your child's phase progression and or graduation status.

YOUR CHILD'S ARRIVAL AT CROSSROADS COURT

Court operates in the evenings beginning at 5 p.m. Your child will only be assigned to one night in court. Only in emergency situations will your child's assigned night be changed. Your child's probation officer will be able to answer any questions you may have about Court reviews and graduation. Always rely on your child's Court order for the date of his/her next Court review hearing.

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

The Crossroads Clerk or Bailiff will call your child's name and line everyone up to enter the courtroom. Children in detention are given priority for hearings, and the remaining children are usually called in order of program seniority. New cases are heard toward the end of the docket.

Your child still needs to arrive for court at your child's designated time, even if your child is scheduled for the end of the docket.

CANCELLATION OF COURT

There may be occasions when it is necessary to cancel Crossroads 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, your child should call his/her Probation Officer or the main court phone number (330) 643-2915 no later than 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 your child. The Court will make every effort to provide your child with notification of cancellation as far in advance as possible.

NOTIFICATION OF INABILITY TO APPEAR

Your child's attendance at Court reviews is court ordered and your child must attend his/her scheduled hearings. Every time your child comes to Court he/she will be given new orders indicating his/her next court date. If your child is unable to attend one of his/her ordered hearings, your child must contact his/her Probation Officer (as much advance notice as possible) and receive permission to reschedule his/her hearing. Your child is also responsible for providing proof to the court of his/her inability to appear. An example would include a letter from a doctor's office for a doctor's appointment. Please note your child must have permission from his/her Probation Officer or the Crossroads Supervisor to miss a scheduled review. Notification is not permission. If your child does not show up for a scheduled hearing, and you have not taken the necessary steps to obtain permission for your child to miss, there will be a warrant issued for your child's arrest. In order to satisfy the warrant, the child will need to report to Master Control on the detention side of the Court House. Your child will then be scheduled for a detention hearing, generally held at 8:00 a.m. the next business day to answer the open warrant and explain why they did not appear for their prior Court Review.

If you or your child need to leave court early on his/her scheduled review date, you may ask your child's Probation Officer to have your case moved up in order on the docket. If you need to leave Court early, the Probation Officer will have to get permission from the Magistrate or Judge, however the Magistrate/Judge may approve or deny the request. Appropriate reasons to request early dismissal would be things like working (occasionally, not regularly), attending night school, or a doctor's, treatment or counseling appointment.

Graduation ceremonies are mandatory and 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/guardian) and warrants (youth). Graduation counts as a review hearing. Graduation is usually held once a month.

SET UP OF THE COURTROOM

There are many people in the Courtroom to assist your child.

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 child's Probation Officer will provide a report to the Magistrate/Judge regarding his/her behavior and compliance with court orders since he/she was last there.

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

Bailiff – The bailiff performs the same duties noted above in the Clerk's job description.

Others present in the courtroom are the Deputy Sheriff to provide security, the Crossroads Administrator, community professional staff involved with your child and family, and detention staff to monitor youth from detention in Court. 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 a parent/guardian or child arrives for court in inappropriate clothing, clothing will be provided for Court, or you will be asked to leave. Failure to appear for your child's hearing will result in consequences for your child.

If you or your child work prior to court, and the work clothing is not appropriate for court, appropriate clothing will need to be brought to Court to change into prior to entering the courtroom.

JEWELRY

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

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

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

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

Please do not discuss or share information heard in the courtroom to anyone outside the courtroom. Do not tell friends, family, school staff, or staff from other agencies what you have seen or heard from others during their court hearings.

Please talk to your child about the importance of maintaining this confidentiality and please do not ask your child's probation officer details about another youth's case.

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. Please note, due to confidentiality, other children are not permitted in the Courtroom during Crossroads review hearings. Please make other arrangements for your other children.

COURTROOM BEHAVIOR

While you and your child are seated in the gallery with others waiting to go before the Magistrate/Judge, please be quiet.

When it is your child's turn your child must sit up in his/her seat and maintain eye contact with the Magistrate/Judge. All court hearings are recorded so you and your child must speak clearly and loudly.

While your child is before the Magistrate/Judge, he/she is expected to respond honestly and respectfully, not speak out of turn, interrupt others, or argue about information being presented by his/her Probation Officer or yourself. If your child has something to say, he/she must wait his/her 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 CHILD'S PROBATION

Your child's Probation Officer will review the rules and conditions of your child's probation with your child and you. Your child will be required to sign his/her 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.

Your child is expected to maintain a respectful relationship with his/her Probation Officer. Your child's Probation Officer will visit your child at school, at home, and possibly at work. These visits may be scheduled or unscheduled and may occur after traditional business hours. When a visit has been scheduled, your child must be present for his/her visit. When your child's Probation Officer arrives for an unscheduled visit, please allow your child's Probation Officer into your home and be cooperative. Children not present for scheduled visits will receive consequences.

Your child will be required to make regular check in calls to your child's Probation Officer. The number of check in calls your child is to make each week will be ordered by the Magistrate/Judge and written on your child's Court order. Please note your child's Probation Officer has twenty-four (24) hour voicemail to enable your child to make calls during non-business hours and on weekends. Your child is still required to call his/her Probation Officer even on days when your child has seen his/her Probation Officer.

You are required to report all probation and program rule violations to your child's Probation Officer. In some instances, charges can be brought against parents who are non-compliant (see Crossroads folder).

Sanctions and consequences can be given to your child by his/her Probation Officer, just as they can by the Magistrate/Judge. Your child is expected to follow the instructions of his/her Probation Officer and the Magistrate/Judge. Failure to accept and comply with the sanctions and instructions from your child's Probation Officer will result in more restrictive consequences.

NEW CHARGES, PROBATION VIOLATIONS, OR PROGRAM TERMINATIONS

If your child receives a new charge and/or a probation violation, or is facing termination from the program, the Court may present several options to your child and you. The Magistrate/Judge may determine the probation violation or charge is serious enough not to proceed without counsel. In this circumstance, the Magistrate/Judge will enter a denial on the probation violation and/or charge and appoint counsel for your child (see packet in your folder about court-appointed counsel). The charge and/or probation violation may be scheduled and heard on the Judge's docket. The Crossroads treatment team determines which charges or PVs remain with the Magistrate or are referred to the Judge.

If the Magistrate/Judge determines the charge is minor enough, the Magistrate/Judge will give you and your child the opportunity to waive your right to counsel and to proceed without legal representation on the Magistrate/Judge's docket.

COURT ORDERS

Every time your child appears for a court hearing, the Magistrate/Judge will give your child orders. All orders given will remain in effect until the Magistrate/Judge changes the order. For example, if your child is given a 7:00 p.m. curfew, that curfew will remain in effect until the Magistrate/Judge changes the order.

No one has the ability to change a Magistrate/Judge's orders except the Magistrate/Judge, not even your child's Probation Officer. If your child wants the Magistrate/Judge to change a court order, he/she must come to court and request the change from the Magistrate/Judge. Your child may request a change from your child's Probation Officer, but the Magistrate/Judge must approve the change 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 child's Probation Officer is permitted to search your child's room and remove contraband and other items that are considered inappropriate. These items may include drugs, drug paraphernalia, posters promoting drug culture, etc.

You also have the right to search your child's room and remove any items you consider inappropriate.

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

TREATMENT and COUNSELING

If indicated by your child's individual case plan and ordered by the Court, your child will be required to receive substance abuse counseling. At a minimum your child will be required to obtain a substance abuse assessment. Various community treatment providers make treatment recommendations and your child will be required to comply with those treatment recommendations.

Likewise, your child may be required to obtain a mental health evaluation and follow all recommendations of the mental health evaluation. This might include, but is not limited to ongoing individual counseling, medication management, and family counseling.

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

DRUG TESTING

Your child will be required to submit to frequent random urine drug screens and alcohol testing (breathalyzer). Your child does not have the option to refuse a test, even if he/she thinks he/she knows what the results will be.

Your child will be tested according to the frequency deemed appropriate by his/her Probation Officer.

If he/she is testing positive, you may be required to provide urine screens more frequently, until testing negative.

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

If he/she disagree with the results of any urine screen, and wishes to have the results confirmed, payment is required in advance.

Before a urine test, your child will be searched by his/her Probation Officer. He/she will need to remove jackets, coats or overshirts, clean out pockets, and may be patted down by the person giving the test. He/she must drop pants down and not pull them back up until the sample has been given to the Probation Officer. Please note, direct observation is mandatory unless the Probation Officer and youth are not of the same gender. Direct observation screening is not permitted by opposite gender Probation Officers.

Your child will be required to sign a form that reports the results of his/her urine tests, regardless of whether or not he/she agrees with the results. There is also a section on the form to request a confirmation test. If he/she fails to request and pay for the confirmation test in advance, 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 continuous 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, your child has received a three ring binder. This binder contains many helpful forms and articles for you and your child. Your child needs to bring his/her binder to every Crossroads hearing. In your child's binder your child should keep the following items:

- A copy of the probation rules and conditions of probation
- A copy of the 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
- Miscellaneous articles or items of interest
- Contract goal sheets

Failure to bring his/her binder will result in a sanction. The first sanction is 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 may 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 your child fails to comply with his/her individual case plan.

- Participation in an appropriate education/treatment program
- Increased frequency of urine testing
- Increased contact with the 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 your child for positive behavior and compliance. Examples of some of the incentives your child may receive are:

- Words of encouragement and acknowledgement of positive progress
- Reduction in the required number of court hearings
- Permission to leave the courtroom after your review hearing
- Removal of a previously imposed sanction
- Outings*
- Individualized incentives at the discretion of the Probation Officer
- Permission to participate in positive social activities
- Reduction in community service requirements
- Reduction in Crossroads fees, fines, and court costs
- Ability to get his/her driver's license
- Reduced detention time
- Reduction in check in calls to probation officer

*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 your child's Probation Officer and are only available to youth on house arrest. Once a child has a curfew, outings cease. Parental approval is also required for outings. Parents have the ability to prohibit outings for youth who are not complying with house rules or for outings with peers or persons parents are not comfortable with.

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. Your child will be required to submit a letter to his/her probation officer explaining why he/she feels ready to graduate. An outline is provided to help write this letter. Requirements for graduation are listed earlier in this packet and also include the required hair test to confirm sobriety.

Successful completion of the program means your child's original charge and subsequent probation violations on the admitting charge are dismissed. Each graduate must make a formal presentation at graduation and may have parents/guardians, sponsors, and/or community treatment providers speak on their behalf at graduation. Speakers must be pre-scheduled through the Crossroads Supervisor. A reception for the graduate(s) and their families is held immediately following the graduation ceremony.

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