

GARFIELD HEIGHTS MUNICIPAL COURT

Judge
Deborah J. Nicastro

5555 Turney Road
Garfield Heights, Ohio 44125

Chief Probation Officer
Mark W. Mattern

STANDARD CONDITIONS OF PROBATION

YOU HAVE BEEN PLACED ON PROBATION AS A CONDITION OF A SUSPENDED JAIL SENTENCE IN THIS COURT. PROBATION IS NOT A RIGHT BUT A PRIVILEGE. The following constitute violations of community control sanction which may result in the reinstatement of the original sentence, which could include jail time, fines and court costs.

- 1) REPORTING: You shall report on the date and time specified. You shall treat all probation officers and court personnel courteously.
- 2) LAWS AND CONDUCT: You shall not violate any federal, state or local law. You must notify the Probation Department within 72 hours of being arrested, summoned, or cited for any violation of the law.
- 3) INTOXICANTS: You shall not use alcohol, illegal drugs, or any substance of abuse. You cannot be in any place that serves alcohol.
- 4) RESIDENCE: You shall notify the Probation Department, in writing, of your current address and phone number and any changes to these.
- 5) SPECIAL CONDITIONS: You shall timely and successfully complete any program in which you are ordered to enroll.
- 6) URINALYSIS/BREATH TEST: You shall submit to drug or alcohol test at any time.
- 7) PROTECTION ORDERS: You shall comply with any protection orders issued.
- 8) FINES/RESTITUTION: You shall pay all fines, costs and restitution in the court according to any Court Orders, agreements and schedules made with the Court.
- 9) SEARCH: You shall submit to being stopped and a search of your person, vehicle, or place of residence by any Probation or Law Enforcement Officer without probable cause while on probation.
- 10) WEAPONS: You shall not possess or be in control of any firearm or deadly weapon.
- 11) TRAVEL: You shall obtain permission from the Probation Department for any out of state travel. Permission may be sought by sending a written request to the Probation Department at least 14 days prior to beginning travel. The Probation Officer will notify you if your request has been granted.
- 12) IDENTIFICATION: You shall have a state issued picture ID card in your possession at all probation appointments, drug and alcohol tests or court ordered treatment sessions. You shall submit to having a photo taken by the Probation Department for the probation file.
- 13) EMPLOYMENT: You shall maintain employment. If unemployed you shall seek employment, or provide documents as to disability. You must notify your Probation Officer of any change in employment status.

OTHER: _____

Defendant's Signature

Date

PROBATION INFORMATION SHEET

COMMUNICATION WITH YOUR PROBATION OFFICER MUST BE IN WRITING

You will not be able to communicate with your Probation Officer between your reporting dates. If you have a problem, a request for information, or have missed an appointment, you must make a written request to your Probation Officer. Please give your full name, social security number, phone number and case number when you write. Send to:

Probation Officer Mark Mattern
c/o Garfield Heights Municipal Court
5555 Turney Road
Garfield Heights, Ohio 44125

PROBATION DEPARTMENT VOICE MAIL

The Probation department has been assigned voice mail so that treatment program personnel can report offender progress. The voice mail is NOT for the routine use by probationers. Voice mail may be used by Probationers themselves, to report only serious matters, such as to report an arrest for a new charge. The Probation Officer is not required to return phone messages. Leaving unnecessary or repeated messages will be considered a violation of the conditions of your probation. The Probation Officer shall report telephone calls made by you or on your behalf to the court and the court will schedule a probation violation hearing. Therefore, it is to your advantage to consider carefully before you make a phone call to the Probation Officer.

COMMUNICATING WITH THE CLERK'S OFFICE IS PROHIBITED

You may not seek information regarding probation matters from the Clerk's Office. The clerk does not have any probation record or schedule of appearance dates. Repeated contact with the Clerk's Office shall be considered harassment and shall be deemed a violation of the conditions of your probation. The Clerk shall report any contact made by you or on your behalf to the Court, which will schedule a probation violation hearing.

WHERE TO REPORT FOR MONTHLY PROBATION INTERVIEWS

You must report to your Probation Office on the date and at the time assigned to you. You will wait in the second floor lobby of the Garfield Heights Court House until the Probation Officer comes to get you. If you miss a reporting date for any reason, do not come to the Court House on a different date. Instead, write to your Probation Officer with an explanation for your failure to appear and request a new reporting date. Do not call or contact the Clerk's Office.

WHERE TO REPORT FOR PROBATION VIOLATION HEARINGS

If you receive a Notice of Probation Violation, you must appear on the date at the time given. The name of your judge and the courtroom number will appear on the violation.

***By signing the reverse side of this form, you acknowledge that you have read and understand all of the information contained in this document.**