

GARFIELD HEIGHTS MUNICIPAL COURT
5555 Turney Road Garfield Heights, Ohio 44125

STANDARD CONDITIONS OF PROBATION

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

- 1) **REPORTING:** You shall report to your Probation Officer on the date and time you are scheduled. You shall treat all probation officers and court personnel courteously and respectfully.
- 2) **LAWS AND CONDUCT:** You shall not violate any federal, state or local law. You must notify the Probation Department in writing 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 enter any place that serves alcohol. A medical marijuana card is only applicable with an accompanying letter from the doctor who issued the card stating they are aware of your chemical dependency and are willing to keep the card active.
- 4) **CONTACT INFORMATION:** You shall notify your probation officer in writing of any changes in your **residence address, telephone number or email.**
- 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 **ALL** protection orders issued.
- 8) **FINES/RESTITUTION:** You shall pay all fines, costs and restitution through 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 own, possess, be in control of, purchase, rent or acquire 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. An Out of State Travel form is available on the Courts website; www.ghmc.org, under Forms in the Probation Section. The Probation Officer will notify you if your travel request has been approved by the Court.
- 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 your 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 your employment status.

OTHER: _____

OVER

****By signing this form, you acknowledge that you have read and understand all of the information AND CONDITIONS OF PROBATION contained in this document.***

Defendant's Signature

Date

PROBATION INFORMATION SHEET

COMMUNICATION WITH YOUR PROBATION OFFICER MUST BE IN WRITING

The only way to communicate with your Probation Officer between reporting dates is to email, fax or write a letter. 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, phone number, case number and the name of your Probation Officer when you write.*** Send to:

Probation Office
c/o Garfield Heights Municipal Court
5555 Turney Road
Garfield Heights, Ohio 44125

Email: probation@ghmc.org

FAX: 216-475-4081

COMMUNICATING WITH THE CLERK'S OFFICE IS PROHIBITED

DO NOT seek information regarding probation matters from the Clerk's Office. The clerk does not have any probation information. 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 your Probation Officer, which may result in a probation violation hearing.

REPORTING FOR PROBATION

You will receive your appointment notice by email or mail. You must report to your Probation Office on the date and at the time assigned to you as explained in the notice you received. If you miss your reporting date for any reason, do not come to the Court House **OR ZOOM IN** on a different date or time. 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 and time that appears on your notice. The name of your judge and the courtroom number will appear on the violation. If you fail to appear for the hearing, a warrant may be issued.