

# FAIRBORN MUNICIPAL DRUG COURT



## PARTICIPANT HANDBOOK

Judge Beth W. Cappelli  
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# WELCOME

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Welcome to the Fairborn Municipal Drug Court! You have been admitted to this program because you have been through a medical work up and have had assessments with a substance abuse treatment agency and mental health agency which determined that you are a good candidate for this medically assisted program. It is a court managed medically assisted, drug intervention treatment and monitoring program designed to provide an alternative to traditional criminal case processing. At this point you should have already been through the protocol and procedure sheets. You should have read/ been read and explained the safety topics regarding and initialed that you understand all of the topics. Although you may meet the eligibility requirements to participate in the drug court, it does not mean that you have the right to participate. The presiding judge has discretion on your admission or termination from this program based on the written eligibility requirements.

## **ASSESSMENT AND REFERRAL PROCESS**

1. The participant is referred to the Drug Court Program by the Judge at the time of sentencing, probation or community control violation hearing, or diversion hearing.
2. The participant is placed on probation/community control or with the Drug Court probation officer if already on probation/community control to be further assessed. Participant is on reporting probation/community control until assessments are completed.
3. After completing probation/community control paperwork participant then meets with the Drug Court probation officer to complete an ORAS or ORAS-MAT assessment, if not already completed. The ORAS or ORAS-MAT will be completed in the next five business days.
4. After the ORAS is complete, the probation officer will contact the case manager or treatment facility to schedule the participant for a drug/alcohol and mental health assessment. The participant will be scheduled within ten business days. The treatment facility will forward to the probation officer the referral follow-up report and progress reports.
5. After the assessments are complete and a case plan has been established, the treatment team will review the prospective participant and make a recommendation to the Judge for placement or alternative programming.
6. If the prospective participant is accepted into the Drug Court Program, the Drug Court probation officer will schedule an intake and have the participant sign the Participant Agreement and Participant Rules. At this intake appointment the participant will be given appointment times, a Handbook, and court dates.
7. The counseling agency will follow through with the participant's treatment plan.
8. The participant meets the Judge and enters the program in the appropriate phase as decided by the treatment team and follows the Handbook according to the phase guidelines.
9. Appointment times with the probation officer and case managers must be on separate days.

## **WHAT YOU NEED FOR COMPLETION**

In order to complete the Drug Court Program successfully, you must meet all of the criteria below.

- Complete all ordered community service
- Complete all required phases.
- Maintain sobriety for at least five months prior to graduating.
- Complete a relapse prevention plan.
- Meet all treatment goals related to the Drug Court Program.

## **WHAT SUCCESSFUL COMPLETION WILL MEAN FOR YOU**

If you are successful in completing all phases of the Fairborn Municipal Drug Court Program, the following will apply:

- Early termination from probation/ community control if all community service is complete
- Any performance of community service may be credited towards your fines owed
- A graduation ceremony will be held for all Drug Court graduates. This ceremony will be a time for you to share your success with your family and friends.

## **UNSUCCESSFUL TERMINATION FROM THE PROGRAM**

You may be terminated unsuccessfully from the Fairborn Municipal Drug Court Program and you may have all of the previously suspended jail time reimposed if:

- You commit a violent offense while on probation/community control with the Drug Court Program.
- You commit a serious felony offense and are sentenced to serve time in a state or federal prison.
- You continuously fail to comply with the requirements of the Fairborn Municipal Drug Court Program
- You violate the participant rules as stated in the Handbook and in the Participant Agreement.

## **NEUTRAL TERMINATION FROM THE PROGRAM**

You may also be neutrally discharged from the program. Examples of reasons for neutral discharges are as follows: serious mental health condition, referral to another treatment facility where participant will be unavailable for more than 30 days, long-term medical issues or hospitalizations, moving out of jurisdiction, or death.

## **YOUR GOALS**

Although the Fairborn Municipal Drug Court staff will work with you on establishing and reaching individual goals, the following are goals for every Fairborn Municipal Drug Court participant:

- To learn to be alcohol and other drug free
- To learn better ways of coping with life
- To adjust to a drug-free lifestyle
- To develop a non-criminal pattern of living
- To enhance employment skills through educational pursuits and/or vocational or alternative training
- To increase your social skills, self-esteem, and self-motivation
- To learn the warning signs of relapse and develop a relapse prevention plan
- To pass a clean and sober lifestyle to your children

## **PROGRAM DESCRIPTION**

The Fairborn Municipal Drug Court is designed as a 12-month, four-phase program with a six month aftercare program. How well you do in the program and how quickly you move through the phases is directly correlated with your compliance and motivation to make positive changes in your life. You may progress more quickly or more slowly through the phases. Progress through the phases is not preset on the outlined timelines.

During Phase One, and throughout the remaining three phases, the Judge will conduct status hearings for all Drug Court participants. As these hearings will include all current probationers in this program, you will be asked to waive your right to a private hearing.

The Judge, through status hearings, will review your progress in the program. The Judge will ask your probation officer, case manager, your substance abuse treatment counselor, your mental health counselor, and any other relevant persons to provide the Court with reports on how you are progressing through the program. The Judge will also review work and/or education reports regarding your attendance and attitude in that setting.

Immediate, graduated, and individualized incentives and sanctions shall govern the responses of a specialized docket to a specialized docket participant's compliance or noncompliance.

If you have not complied with probation/ community control and treatment guidelines, the Judge will administer immediate sanctions for your non-compliance. Sanctions can be defined as legal consequences for negative behaviors. The Judge administers sanctions during status hearings. Your treatment plan will be reviewed after sanctions occur. Fairborn Municipal Drug Court sanctions may include, but are not limited to, the following:

- Additional Community Service
- Increased supervision and monitoring
- Electronic monitoring (participant may be required to pay the fees for this)
- Repetition of a program phase

- Essay assignments
- House arrest
- Termination of driving privileges if your license is currently suspended
- Increase Community Support Meetings
- Daily reporting
- Incarceration at local jail
- Expulsion from the Drug Court Program and reimposition of previously suspended jail time
- Second Chance Double or Nothing

Immediate notification to the Court will be given when the participant tests positive, fails to submit to testing, submits an adulterated sample or the sample of another individual, or dilutes the sample. Failure to submit to testing, submitting an adulterated sample or the sample of another individual, or diluting the sample shall be treated as positive tests and immediately sanctioned.

The Judge also administers incentives for those participants who continue to make substantial progress in the Drug Court Program. Incentives are individually tailored to each participant and their progress within the program. Fairborn Municipal Drug Court incentives may include, but are not limited to, the following:

- Reduction of suspended jail time
- Driving privileges
- Verbal praise from Drug Court Team
- Gift certificates
- Reduction of community supervision

The most important incentive is that if you are successful, that you will once again be in control of your life.

## **PHASE DESCRIPTIONS**

The Fairborn Municipal Drug Court is a four-phase program. Completion of the Drug Court Program is directly correlated to your motivation, participation, and progress in the program. Participants move from one phase to the next by completing the requirements for each respective phase. As a result of non-compliance or lack of progress, a participant may be required to repeat a previous phase of the program. The following is a description of each phase of the Fairborn Municipal Drug Court Program:

- **PHASE I**
  - **12 Weeks**
- Participant is drug tested a minimum of 2 times per week
  - Participant is seen by the probation officer a minimum of 1 time per week
  - Participant is seen by chemical dependency treatment provider as indicated by the treatment plan
  - Participant is seen by mental health treatment provider as indicated by the treatment plan
  - Participant is seen by doctor as indicated by the treatment plan

- Participant is seen for status hearings by the Judge two times per month
- Participant provides a clean drug screen for 8 consecutive weeks

- **PHASE II**
- **12Weeks**

- Participant is drug tested a minimum of 2 times per week
- Participant is seen by the probation officer 1 time per week
- Participant is seen by chemical dependency treatment provider as indicated by the treatment plan
- Participant is seen by mental health treatment provider as indicated by the treatment plan
- Participant is seen by doctor as indicated by the treatment plan
- Participant is seen for status hearings by the Judge two times per month
- Participant provides a clean drug screen for 12 consecutive weeks

- **PHASE III**
- **12 Weeks**

- Participant is drug tested a minimum of 1 time every other week
- Participant is seen by the probation officer every other week
- Participant is seen by chemical dependency treatment provider as indicated by the treatment plan
- Participant is seen by mental health treatment provider as indicated by the treatment plan
- Participant is seen by doctor as indicated by the treatment plan
- Participant is seen for status hearings by the Judge once a month
- Participant provides a clean drug screen for 12 consecutive weeks

- **PHASE IV**
- **12 Weeks**

- Participant is drug tested a minimum of 1 time per month
- Participant is seen by the probation officer once every 3-4 weeks
- Participant is seen by the chemical dependency treatment provider as indicated by the treatment plan
- Participant is seen by mental health treatment provider as indicated by the treatment plan
- Participant is seen by doctor as indicated by the treatment plan
- Participant is seen for status hearings by the Judge at a minimum once a month
- Participant is to have remained drug free for the past five months

- **AFTERCARE**
- **24 Weeks**

- Participant is seen by the probation officer one time a month
- Participant will be randomly drug tested
- Participant is seen by the chemical dependency treatment provider as necessary

- Participant is seen by mental health treatment provider as necessary
- Participant is seen by doctor as necessary
- Participant is not required to appear for status hearings with the Judge, but may do so if they choose

Alcohol and/or other drug testing will be conducted at random, at the Court offices, TCN offices, treatment provider's offices, at your home, or at any place a law enforcement officer requests. Drug and alcohol testing plans are individualized and you may be screened more or less than other participants. Screens are random, frequent, observed, and follow the probation policy for drug screens.

The probation officer will contact you on your testing days. You must keep your contact information up to date with the probation department. You must have a voicemail system set up and able to receive new messages. If you are unable to answer, a voicemail will be left by your probation officer. You must return the officer's call within 2 hours. Your probation officer will give you specific instructions as to the location and time you will need to report by. If you fail to submit a urine drug screen at the location and by the time given it will be deemed as a positive test and immediately reported to the Court and sanctioned.

You will be given a copy of the probation policy for drug screens and are expected to follow those protocols.

The probation officer may appear at your home at any time to check your compliance with the rules including checking for alcohol and drugs.

If you used prior to entering the program you will not be sanctioned. You will be given time to produce a clean screen. The Judge will address this issue with you at your first status hearing.

If you test positive during the program you will receive a sanction and have your treatment plan reviewed.

## **COST RELATED TO THE PROGRAM**

All Participants eligible for the Fairborn Municipal Drug Court must have some form of insurance in order to be able to obtain the medication. Indigent clients may be covered at the cost of outside funding. These concerns should have already been addressed with the treatment team. The Court will work closely with the treatment providers, ensuring that all participants receive quality chemical dependency and mental health treatment.

## **NON-ADVERSARIAL APPROACH**

The FMDC incorporates a non-adversarial approach. The treatment team works together to identify needs of each participant. The Court recognizes the prosecutor's distinct role in pursuing justice and protecting public safety and victim's rights. *Standard 2(A)*. The prosecutor helps identify potential participants for the FMDC, but is not on the treatment team.

The Court recognizes the defense counsel's distinct role in preserving the constitutional rights of the drug court participant, the participant's right to request the attendance of defense counsel during the portion of the treatment team meeting concerning their participation, and the participant's right to a detailed, written Participation Agreement and Participant Handbook outlining the requirements and process of the Drug Court. *Standard 2(C)*. The defense counsel is not an active member of the treatment team unless requested by the participant. This information is also included in the Fairborn Municipal Drug Court Handbook.

The FMDC does not deny admission based on race, color, religion, gender, sexual orientation, national origin, ancestry, age, citizenship, marital status, veteran's status, or any disability. The treatment team consults a doctor on the participant's medical needs and whether that client would be appropriate for the medication.

## **PARTICIPANT RULES**

Any infraction of the drug court rules will be reviewed by the Judge, who may impose sanctions. The following are rules of the Fairborn Municipal Drug Court Program:

- Appropriate clothing is expected at all times. Clothing bearing alcohol or other drug-related themes or promoting or advertising alcohol or other drug use is not allowed. No hats will be worn in the courtroom.
- You must attend all scheduled individual, family, and group counseling and case management sessions, educational sessions, and court sessions, unless you obtain prior approval in writing from your probation officer. You must arrive on time and not leave until the meeting or session is over. If you are late, you may not be allowed to attend the session and may be considered absent, which could result in sanctioning by the Judge.
- Friends who are not part of your drug court case plan cannot accompany you to the courthouse. If you have prior approval to be in their company, and if they are providing transportation, they should simply drop you off and pick you up at the end of the session, unless otherwise approved by staff.
- Pagers and cellular phones are not permitted during drug court program activities unless prior approval is given by the Judge or your probation officer.
- All participants must notify staff of any contact with law enforcement, arrest, or court obligations within one business day of the contact.
- Although your counseling and case management sessions are confidential, the program case manager and treatment counselors must comply with the laws of mandated reporting of child abuse or neglect, elder abuse or neglect, and situations involving homicide or suicide.
- You will be expected to maintain appropriate behavior at all times during drug court sessions and while in the courthouse.
- You must attend all required doctor appointments.
- The following actions will not be tolerated and may be cause for termination from the program or other sanctioning by the Judge:
  - Violence or threats of any kind
  - Use and/or possession of alcohol, other drugs, or paraphernalia



- Belligerent behavior
- Possession of any type of weapon
- Inappropriate sexual behavior or harassment

## **AGREEMENT TO PARTICIPATE**

I understand that the Fairborn Municipal Drug Court Program consists of four phases, and that I must successfully complete the requirements of each phase before I can graduate from the program. I understand that during each of the phases, I must meet the requirements as outlined in my Handbook and/or individual case plan.

I understand that, throughout the Program, I will be required to attend status hearings with the Judge. I understand that I am required to attend status hearings with the Judge at least two times per month for the first six months of the program and less frequently, but on a regular basis in later phases to review my progress.

I understand that these status hearings will not be private and that other program participants and their significant others may be in the courtroom at the same time. I waive my right to a private hearing. It is an expectation of the Court that all participants respect the confidentiality of other participants.

I further understand that I waive my right to have an attorney present during all Status Hearings. I understand that I can request to have defense counsel present during the portion of a treatment team meeting concerning my participation. I also understand that I can request a defense attorney for any hearing in regard to any sanction I may receive.

I understand that if I violate the terms and conditions of my probation/community control during the course of the program, I will be given a sanction. I understand I will receive sanctions on a graduated scale and might be ordered to serve jail days. I understand that if I am not scheduled for a status hearing I may be required to attend a status hearing sooner than my scheduled phase.

I understand that if I complete the program successfully the Judge may reduce jail time, probation/community control time, or court fines and costs.

I understand that I am subject to drug and alcohol screens during the duration of the program. I understand testing is witnessed, random, and individualized to my needs. I understand I will be required to follow the drug testing policy in place through the probation department and I acknowledge that I have received a copy of the policy. I understand that tests may be requested at random and will be observed. I understand that I will be screened at a minimum of two times per week and called in for random screens by either my probation officer or treatment provider.

I understand that failing to submit to a screen, submitting an adulterated urine sample, submitting a urine sample that is not mine, or diluting a urine sample will be treated as a positive drug screen. I understand I will be sanctioned for positive drug screens.

I understand that I may be required to attend appointments with medical physicians if receiving medically assisted treatment. I understand if I decide to discontinue the medication before the end of the program, I may be discharged.

I understand that I am agreeing to allow the exchange of information as necessary between all drug court personnel and their respective agencies with regard to my progress, performance and compliance with the Drug Court requirements. Records shall remain confidential within respective agencies. In addition, I understand that any release of information I sign for/between drug court personnel and external agencies shall include release of information to all respective agencies participating in the drug court program.

## **Drug Testing Policy**

### **Purpose**

To clearly state the steps used by the Fairborn Municipal Court Probation Department in conducting drug/ alcohol testing of individuals under community control and bond supervision.

### **Policy**

- 1) Fairborn Municipal Court's Probation Department will utilize random drug urinalysis testing to detect alcohol and/or illicit drug use.
- 2) Probation Officers will use equipment provided by the Fairborn Municipal Court's Probation Department to conduct drug and/or alcohol testing.
- 3) Condition of Community Control/Bond Supervision Number Six (6) states, "I will submit to an alcohol drug test at the request of my probation officer or any other law enforcement officer. Upon request for a laboratory confirmation test, probationer will pay all expenses."
- 4) A probationer/bond reporter will be required to provide a urine specimen for testing at the request of any Probation Officer.
  - a) If it is suspected that the urine specimen may have been switched and/or tampered with, the Probation Officer shall request another urine specimen from the probationer/bond reporter.
  - b) If unable to produce another specimen at that time, the probationer/bond reporter will be instructed to remain in the lobby until ready and water may be offered to the probationer/bond reporter.
  - c) If the probationer/bond reporter fails to submit and/or refuses to submit a new urine specimen, then the Probation Officer shall follow the procedure below listed "Failure to Submit Urine Specimen".

- 5) Probationers/bond reporters will submit to an observed urinalysis upon the request of a Probation Officer unless there is specific written medical documentation in their file suggesting otherwise.

### **Procedure**

- 1) The probationer/bond reporter will be asked for a urine specimen by the Probation Officer. The Probation Officer shall ask the probationer/bond reporter prior to screening if he/she will be positive for any substances.
  - a) If unable to produce a specimen at that time, the probationer/bond reporter may be instructed to wait in the lobby until ready and water may be offered to the probationer/bond reporter.
- 2) Coats and/or other property of the probationer/bond reporter will be placed in his/her Probation Officer's office prior to entering the restroom for urinalysis.
- 3) A Probation Officer of the same sex will observe the urine specimen collection.
  - a) All urine screens will be observed.
- 4) Probation Officers shall observe the restroom prior to the collection to account for any contraband in and around the toilet area.
- 5) Probationers/bond reporters will be instructed to wash their hands with soap and water prior to submitting a sample.
- 6) Probationers/bond reporters will receive a sealed collection cup and shall be instructed to urinate in the cup.
  - a) A urine sample of  $\frac{1}{4}$  of the collection cup shall be obtained.
- 7) After urinating in the cup the probationer/bond reporter will be instructed to reseal the cup, not to flush the toilet, and to wash their hands with soap and water.
- 8) The Probation Officer shall again observe in and around the toilet area for contraband.
- 9) The probationer/bond reporter and Probation Officer will wait together for the results to appear. The collection cup shall remain in the probationer/bond reporter's sight at all times.
- 10) After the urine sample is tested and if the results are negative, the probationer/bond reporter will be instructed to flush the urine, to dispose of the cup in the appropriate waste receptacle, and to wash his/her hands with soap and water.

- 11) The Probation Officer shall note ALL urine collections and results, whether positive or negative, in his/her notes and in the designated “Drug Info” tab in Henschen Adult Probation Module.

### **Failure/Refusal to Submit a Urine Specimen**

- 1) If a probationer/bond reporter refuses or fails to submit a urine specimen then the refusal/failure will be deemed as a positive test and immediately reported to the Court and sanctioned.

### **Positive Urine Specimen**

- 1) Positive screens will consist of the following;
  - a) Results shown to be positive on the collection cup
  - b) Diluted/ adulterated sample
  - c) Failure to submit a sample
  - d) Tampering with a sample provided
  - e) Bringing a sample that does not belong to the probationer/bond reporter
  - f) Admitted drug use by the probationer/bond reporter
- 2) If a probationer/bond reporter provides a positive urine sample then the Probation Officer will complete the *Drug Screen Results and Confirmation* form located in Henschen Adult Probation Module and scan it into the case notes.
- 3) The probationer/bond reporter may request a confirmation test from the laboratory. The Probation Officer will follow proper packaging procedures and paperwork depending on the drug test used at that time and will ensure that the probationer/bond reporter remains in visual contact with his/her urine specimen throughout the process until the package is sealed for shipment to the laboratory.
  - a) Requesting a confirmation test does not guarantee that the probationer/bond reporter will not be arrested at that time.
  - b) Probationers/ bond reporters will be informed and must agree to pay \$25.00 for confirmation testing.
- 4) Immediate notification to the Court will be given when the participant tests positive or has another event that is deemed a positive test. The probationer/ bond reporter will be immediately sanctioned.

### **Alcohol Testing**

- 1) Fairborn Municipal Court’s Probation Department will utilize breathalyzer testing to detect alcohol use.

- 2) Condition of Probation/Bond Supervision Number Five (5) states “I will submit to an alcohol breath test at the request of my probation officer or any other law enforcement officer.”
- 3) Probation Officers will use equipment provided by the Fairborn Municipal Court’s Probation Department to conduct breathalyzer testing and all testing shall be administered according to the manufacturer’s instructions.
- 4) In the event a probationer/bond reporter disputes the results of the breathalyzer, Fairborn Police Department’s Administration Captain shall be contacted and arrangements will be made to conduct a second breathalyzer at the Fairborn Police Department for verification.
- 5) Probationers/bond reporters with a BAC reading of .08 or higher are not permitted to leave the probation department and drive.
- 6) If a probationer/bond reporter provides a positive breath sample then the Probation Officer will complete the *Drug Screen Results and Confirmation* form located in Henschen Adult Probation Module which will be scanned into the case notes.
- 7) Immediate notification to the Court will be given when the participant tests positive or has another event that is deemed a positive test. The probationer/ bond reporter will be immediately sanctioned.

### **Infectious Disease Control**

- 1) Staff performing urine screens shall wear rubber gloves supplied for their use before and after handling urine.
- 2) The Probation Officer shall wash his/her hands before putting on a new pair of gloves and after disposing of the gloves.
- 3) Since gloves can be torn or punctured the Probation Officer shall cover any cuts he/she may have with bandages before putting on gloves. Disposable single-use gloves shall be replaced as soon as possible if they are torn, punctured, contaminated, or no longer an effective barrier protection. The Probation Officer shall wash his/her hands before putting on a new pair of gloves. Never wash or decontaminate gloves for reuse.
- 4) If skin or mucous membranes come in direct contact with urine, wash or flush the area with water immediately. If a spill occurs a custodian shall be contacted.

## **PROGRAM COMPONENTS**

### **Individual Counseling**

These one-on-one sessions are held with a counselor from a local substance abuse treatment agency or mental health agency. Sessions are mandatory and are conducted according to your needs. You will attend individual counseling as assigned by your primary treatment counselor.

<b>Group Counseling</b>	Group counseling sessions are conducted by a local substance abuse treatment agency or mental health agency. These sessions are mandatory. When assigned to a group, you must be on time and may be considered absent if late.
<b>Monitoring Services</b>	Monitoring services are conducted by the Court Probation Officer. These services may include the monitoring of drug court programming compliance, as well as home, school, work, and treatment visits.
<b>Supervision Services</b>	Supervision services are performed by the Court Probation Officer. Supervision includes the monitoring of the participant's compliance with rules of probation, as well as family member's compliance with orders of the Court.
<b>Doctor Visits</b>	All participants will be required to attend regular visits with a doctor administering any medically assisted treatment. It is mandatory that clients make these appointments with the doctor. Failure to attend these appointments could mean termination from the program.
<b>Family Sessions</b>	All significant family and household residents may attend family sessions which are conducted by the local substance abuse treatment agency or mental health agency. Issues may be addressed that will increase your family's understanding of addiction, help re-establish trust, and encourage support throughout the recovery process.
<b>Support Groups</b>	Involvement and participation in Community Support Meetings are vital to your recovery. Attendance at these groups is mandatory and must be documented. These meetings will help you see how others with similar problems are recovering from their addiction. You will observe that changing to a drug-free lifestyle is a positive and exciting experience. The meeting is of your choosing but you must notify the team of your decision. Choices include but are not limited to; AA/NA meetings, church services, book clubs, grief support and educational groups.
<b>Incarceration</b>	You may be required to serve time in the custody of the Regional Jail while participating in the drug court program. Time in jail may be used as a sanction for various infractions of the rules, including but not limited to positive drug screens; missed court, probation, case management or counseling sessions; or inappropriate behavior
<b>Employment/Education</b>	You will be expected to obtain a job or to enroll full-time in school when it is determined that you are prepared for such activities. A combination of employment and school will be acceptable so long as it constitutes a full-time schedule. Whether you are employed full-time, attending school full-

time, or have a full time schedule of both employment and school, the Judge, probation officer, case manager and treatment counselor will obtain ongoing reports of your progress.

**Random Drug Screening** Random drug screening through urinalysis will be conducted throughout your participation in the drug court program and will follow the probation policy. The results of these drug screens will play a significant role in your recovery and completion of the program. Any positive drug screen may result in a sanction being administered by the Judge. Positive screens include positive tests, failing to submit to a test, submitting an adulterated sample, submitting the sample of another individual, or diluting samples.

**Positive Social Activities** You are required to participate in healthy, positive social activities. A “positive social activity” may include going to the library, attending church functions, obtaining a valid driver’s license, exercising, etc. You will be required to show proof of such activities to your probation officer.

## Court Staff's Contact Information

**Judge-** Chairs team meetings. Makes decisions on incentives, sanctions, phase advancements, and successful completion or termination of program. The Judge will review progress with you during the status hearings.

**Probation Officer-** Responsible for ensuring your compliance in the program. She will monitor you through office visits, drug screens, and home visits. She will also keep track of your advancement in the program and make recommendations at team staffing meetings.

**Counselors and Case Managers-** Have individual sessions with you to assist in developing realistic, effective and measurable treatment plans. Hold groups utilizing multi-dimensional modalities including skills development and balance individual needs as well as group needs to achieve the desired group goals. Help with forms and applications for other services in the area. Provide drug and alcohol testing to ensure abstinence.

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Participant Handbook

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Please note it is YOUR responsibility to contact staff if you are unable to attend an appointment prior to the appointment time. Failure to do so may result in a sanction.