

**BUTLER COUNTY FNS DOCKET PARTICIPANT  
HANDBOOK**

**(FELONY NON SUPPORT)**



COURT OF COMMON PLEAS  
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## **Welcome and Introduction**

Congratulations on your decision to participate in the Butler County FNS (Felony Non Support) Docket, also known as “FNS”. This Program is designed to enhance public safety by preventing recidivism, while assisting you in taking responsibility for your behavioral health issues and paying your child support as Court-ordered. You will be linked to the appropriate services in a much shorter time frame than you would if you attempted to do this on your own.

You can expect to be in FNS for a minimum of six (6) months. However, this does NOT guarantee you will complete the entire Program at the end of that six (6) month period. Your time may be extended in the Program if you fail to comply with all of the requirements. You may earn additional time in the Program if you fail to maintain sobriety, obtain new charges, fail to comply with the rules of FNS, fail to comply with the FNS *Participation Agreement*, fail to obtain/maintain employment, fail to pay your child support as Court-ordered, or fail to comply with your other Court orders. FNS is not for everyone. It requires a long-term commitment to maintain personal responsibility with employment, payment obligations, treatment, Court-ordered sanctions, and the ability to maintain sobriety from alcohol and drugs while in the Program.

This *Participant Handbook* has been written to help you to understand and successfully complete the requirements of FNS. Please read it carefully. If you have any questions about its contents, please ask your probation officer.

In this handbook, you will find specific information about the Court, FNS Program requirements, rules, guidelines, probation, and treatment information. There are two (2) phases for the FNS Docket, and you will be expected to meet the requirements of each of the phases. You will advance through each phase as you obtain/maintain employment, pay your Court-ordered child support obligation, and accomplish case plan objectives. There will be information regarding specific things you must do to complete each phase later in this handbook. If you fail to comply with the rules of FNS, specific penalties can, and will, be imposed.

### **What are the benefits of FNS to you?**

- A clean and sober lifestyle;
- Assistance with understanding your Court-ordered child support obligation;
- Improved familial and social relationships;
- Education, housing, and employment assistance; and
- Overall healthier lifestyle.

### **What resources does FNS offer to you?**

- Access to a range of alcohol and drug treatment services;

- Case management services to assist you with linkages to local services such as employment, educational or vocational opportunities, housing assistance, and transportation assistance;
- Incentives for when you are doing well; and
- Relationships with FNS team members including the Judge, employment liaison, probation officers, case managers, and others.

### **What do you have to do?**

- Abstain from alcohol and drug use;
- Obtain/maintain full-time employment;
- Pay your child support obligation as Court-ordered;
- Attend treatment as identified in your case plan;
- Attend status (Court) review hearings;
- Attend appointments with case managers, the employment liaison, and your probation officer;
- Comply with the FNS rules, the FNS *Participation Agreement*, the rules of probation, and any Court orders;
- Submit to frequent and observed, random alcohol and drug screens; and
- Comply with sanctions for infractions when you are not doing well.

### **Team Approach**

The FNS Docket uses a team approach. The purpose of the team approach is to have all team members work together to assist you to become successful. FNS recognizes the distinct role of the prosecutor in pursuing justice and protecting public safety and victim's rights. FNS also recognizes the distinct role of defense counsel in preserving your constitutional rights.

Your attorney and a prosecutor may attend treatment team meetings and status review hearings. Treatment team meetings are also attended by the Judge, the Magistrate (if the Judge is not available), the Specialty Courts Director/Coordinator, the probation officers, treatment providers, the employment liaison, and a representative from the CSEA (Child Support Enforcement Agency). Other individuals, guests, or representatives from other agencies may attend if their presence is requested.

If your attorney does not attend treatment team meetings on a regular basis, you have the right to request that your counsel attend the portion of the treatment team meeting concerning you. You will attend regular status review hearings before the Judge. At the status review hearing, the Judge will review your employment, your child support payments, any activity or developments with your case plan, ask you questions, and provide incentives or issue sanctions as appropriate. You will converse with the Judge and other team members during the status review hearing.

You will learn more about the FNS treatment team, FNS requirements, and the different aspects of FNS as you read through this handbook.

## **Overview of FNS Requirements**

Now that you have been ordered to complete the FNS Docket, you will be required to attend all treatment sessions as identified in your case plan; attend appointments with the employment liaison; obtain/maintain full-time employment; pay your child support as Court-ordered; submit to random, observed urine screens; take medications as prescribed; report for status review hearings; comply with the FNS *Participation Agreement*; and comply with all supervision rules as identified by the Court.

As part of your community control (probation), you will be required to report to your probation officer as directed by your probation officer. You may be asked to report more frequently, or appear at status review hearings on an increased basis as a sanction for an FNS infraction. Any significant changes such as your address, employment, family, or other matters are to be reported immediately. You are to be prepared to submit a urine sample at all office visits, treatment sessions, or status review hearings. You are to provide sober support group, employment, and/or community service (if applicable) verification as requested. You will also be required to make payments towards Court costs, supervision fees, and restitution (if applicable).

As part of your supervision, there will be home visits. These visits are random and unannounced. You may be asked to provide a urine sample during these visits.

You may also be expected to engage with additional services such as educational and vocational training, employment assistance, parenting classes, corrective thinking, and/or domestic violence, theft, and anger management classes.

## **Treatment Team**

The treatment team consists of the FNS Judge, Magistrate, assistant prosecuting attorney, defense counsel, probation officers, licensed treatment providers, case managers, a representative from the Child Support Enforcement Agency (CSEA), an employment liaison from WorkForce One, and the Specialty Courts Director/Coordinator.

Below is a list of treatment team members and their responsibilities.

### **Judge**

- Discretion to decide the admission into or termination from FNS in accordance with the written legal and clinical criteria for FNS;
- Knowledgeable about treatment and programming methods and limitations;
- Leader of the treatment team;
- Decision-maker, especially concerning incentives, sanctions, phase advancement, and successful completion or termination;
- Final decision-maker who resolves conflicts among treatment team members;
- Attends treatment team meetings, monitors treatment progress and child support payment compliance, directs Court orders at status review hearings, issues

- incentives and sanctions, grants phase advancement, and approves your successful completion of, or unsuccessful termination from FNS; and
- Discusses progress with you at status review hearings.

[The Judge assigned to the FNS Docket is Judge Jennifer Muench-McElfresh.]

### **Magistrate**

- Knowledgeable about treatment and programming methods and limitations;
- Attends treatment team meetings, monitors treatment progress and child support payment compliance;
- If the FNS Judge is unavailable, directs Court orders at status review hearings, issues incentives and sanctions;
- In the absence of the FNS Judge, becomes the final decision-maker who resolves conflict among treatment team members; and
- Discusses progress with you at status review hearings.

### **Assistant Prosecuting Attorney**

FNS incorporates a non-adversarial approach while recognizing the distinct role of the prosecutor in pursuing justice and protecting public safety and victim's rights. The prosecutor plays an active role in identifying eligible participants for FNS in accordance with the FNS written criteria. The assistant prosecutor typically does not attend treatment team meetings.

### **Defense Counsel**

FNS incorporates a non-adversarial approach while recognizing the distinct role of defense counsel in preserving the constitutional rights of the FNS participant. Defense counsel plays an active role in identifying eligible participants for FNS in accordance with the FNS written criteria. You do maintain the right to request the attendance of defense counsel during the portion of the treatment team meeting concerning you.

Defense counsel's role includes:

- Assists with decision-making regarding participation in FNS;
- Explains to you what rights are waived by entering the Program;
- Explains to you the possible sanctions that may be imposed;
- Explains to you the circumstances that may lead to termination; and
- Explains to you the effect that termination from FNS may have on your case.

### **Probation Officers**

- Meets with you regularly to discuss individualized Program goals, child support obligations, and progress through FNS;
- Attends treatment team meetings and status review hearings;

- Conducts office, home, and field visits;
- Monitors compliance with Court orders, community control rules, sanctions, and individualized case plans;
- Informs the treatment team whether Court orders, rules, sanctions, child support obligations, and/or case plans are followed;
- Conducts or coordinates random alcohol and drug tests, and reports the results to the treatment team;
- Participates in discussions about incentives, sanctions, phase advancement, successful completion, and termination; and
- Provides written documentation to the Judge for a possible termination.

### **Licensed Treatment Providers**

- Anyone providing treatment for FNS must be appropriately licensed and trained to deliver services;
- Treatment providers, whenever possible, will maintain separate tracks for FNS participants;
- Conducts diagnostic assessments, provides the clinical diagnosis, and develops the treatment plan;
- Provides documentation on your progress in treatment and compliance with treatment plans, including treatment attendance and results of alcohol and drug tests;
- Attends treatment team meetings and status review hearings;
- During treatment team meetings, provides treatment updates and makes recommendations regarding treatment needs;
- Participates in discussions regarding incentives, sanctions, phase advancement, successful completion, and termination;
- Monitors service provider agreements and contracts; and
- Coordinates FNS treatment team professional education.

### **Employment Liaison**

- Conducts an interview with you to identify your employment history, needs, and deficiencies;
- Meets with you on a regular basis;
- Assists you in the development, utilization, and coordination of the individualized case plan;
- Assists you with transportation, education, employment, training, and interviewing skills;
- Schedules you for the [Work]shop located at WorkForce One;
- Makes referrals to other agencies;
- Provides documentation on your progress;
- Attends treatment team meetings and status review hearings; and
- Participates in discussions regarding incentives, sanctions, phase advancement, successful completion, and termination.

### **Child Support Enforcement Agency (CSEA)**

- Provides the treatment team with information in reference to child support obligations and payments;
- Coordinates with the probation officers to establish wage deductions on Court-ordered child support obligations.

### **Specialty Courts Director/Coordinator**

- Assists with identifying potential participants;
- Coordinates referrals and assessments;
- Assists with decision-making regarding participation in FNS;
- Maintains the daily operations of the FNS Docket;
- Collects and maintains statistical information for FNS;
- Gathers status reports from probation officers, treatment providers, and service providers to present to the treatment team;
- Participates in discussions about incentives, sanctions, phase advancement, successful completion, and termination;
- Creates reports for review and submission to funding sources;
- Ensures that treatment team members follow Program policies and procedures;
- Monitors service provider agreements and contracts;
- Plans and facilitates Advisory Committee meetings; and
- Coordinates FNS treatment team professional education.

### **Status Review Hearings Schedule**

FNS incorporates ongoing judicial interaction with each participant. Frequent status review hearings establish and reinforce FNS policies and ensure effective and efficient supervision of the participant. This allows the Judge to provide an explanation of responses to compliance and noncompliance, including the criteria for termination.

Regular Court review hearings will take place every Wednesday beginning at 2:30 PM, and unless otherwise identified due to a sanction, your attendance will be scheduled as follows:

- Phase I -- twice within every thirty (30) day period
- Phase II -- twice within every forty-five (45) day period

You shall adhere to a dress code for all FNS appointments:

- No short shorts or mini skirts;
- No spaghetti straps or tank tops;
- No tops or dresses with cleavage exposing any portion of the breast;
- No halter tops or strapless tops/dresses;

- No skin tight pants, skirts, or shorts;
- No baggy pants;
- No see through clothing;
- No clothing that makes reference to drugs and/or alcohol; and
- No sexually suggestive clothing.

You will be expected to bring your calendar and be prepared to submit a urine screen for every status review hearing. Failure to attend a scheduled review hearing may result in the imposition of additional sanctions or the issuance of a warrant for your arrest.

### **Summary of Services**

You can expect to be in FNS for a minimum of six (6) months. However, this does NOT guarantee you will complete the entire Program at the end of that six (6) month period. You will receive a case plan based on your individual needs. All provided services shall incorporate evidence-based strategies. You shall have prompt access to a continuum of approved treatment and rehabilitation services upon admission into FNS. The FNS Docket maintains a current case plan and a record of activities for you. Case plans continue to develop throughout FNS to reflect your changing needs based on Program progress and child support payments. Appropriately licensed and trained individuals will deliver services according to the standards of their profession. The FNS case plans take into consideration services that are gender responsive, culturally appropriate, and effectively address co-occurring disorders. All provided services are appropriate and clinically necessary to the degree that available resources allow.

FNS has currently partnered with the following agencies to provide services to you: Butler County Adult Probation Department, Community Behavioral Health, Inc., Talbert House (Serenity Hall), Sojourner Recovery Services, Community Behavioral Health Mental Health Services, Ohio Department of Job and Family Services, Child Support Enforcement Agency (CSEA), YWCA, Serve City, and the Hope House. Many of these provide registration/intake, baseline alcohol and drug testing, assessment, development of treatment plans, case management, group therapy, individual treatment sessions, relapse prevention plans, aftercare plans, assistance with knowledge in reference to child support obligations, gender specific programming, programming to address co-occurring disorders, supportive housing, family therapy, and medication monitoring. These agencies will collaborate with other community agencies to provide educational and vocational training, employment, transportation, housing, substance abuse programming, domestic violence programming, parenting classes, and mental health services.

### **Phases**

Phases are the steps in which your performance and progress through FNS are monitored. These phases are used as guidelines that can be modified to meet your specific needs. FNS incorporates two (2) phases. You are also required to frequently report to the FNS Judge and other treatment team members for compliance monitoring, assistance with case plans, and random alcohol and drug testing.

At a minimum, you shall appear before the FNS Judge at least twice within every thirty (30) day period in the initial phase. In the subsequent/final phase, you shall appear at least twice within every forty-five (45) day period before the Judge. Phase advancement is based on your performance, child support obligation compliance, on a case-by-case basis, and as recommended by the treatment team. Phase advancement is not solely based on pre-set timelines. Time between status review hearings may be increased, or decreased, based upon compliance with employment, child support obligation compliance, treatment protocols, Program rules, and overall observed progress. General criteria for phase advancement may include your sobriety, mental health, progress in treatment, compliance with Court orders, payment of Court fees, payment of child support, and team recommendation.

### **Phase I (Initial Phase)**

Phase I is the initial phase of the FNS Docket, and it is designed to assist you in connecting with the Program itself. During this phase, you shall have the most contact with the Court by attending scheduled status review hearings at least twice within every thirty (30) day period. In addition to the required status review hearings, the FNS team shall review your case plan to determine if additional services are needed. Such services may include, but are not limited to, substance abuse and/or mental health assessments/treatment through Community Behavioral Health, Inc.; an assessment by the employment liaison to determine employment history/skills/deficiencies; the Responsible Fatherhood Program; the [Work]shop located at WorkForce One; and employment, education, and/or housing assistance. The main focus of this phase shall be on employment, daily structure, child support obligations, and building relationships with staff to establish a foundation for progress.

Your requirements for Phase I compliance include:

- Obtaining full-time employment;
- Paying at least the current order of your child support obligation for three (3) consecutive months;
- Attending substance abuse and/or mental health assessments/treatment sessions, appointments, and other activities as scheduled;
- Attending status review hearings at a minimum of twice within every thirty (30) day period;
- Attending meetings with the employment liaison and/or probation officer;
- Attending employment and/or educational assistance programming through the Butler County Adult Probation Department;
- Submitting to alcohol and/or drug testing at a frequency determined by the treatment team;
- Attending the Responsible Fatherhood Program;
- Completing the [Work]shop located at WorkForce One;
- Working towards your GED or high school diploma;
- Cooperating with random home visits;

- Taking prescription medications as directed;
- Abiding by the rules of FNS, the FNS *Participation Agreement*, community control, and the laws; and
- Committing no new criminal offenses.

## **Phase II**

Phase II is the final phase of the FNS Docket, and it is designed to assist you in maintaining structure and stability. During this phase, you shall attend scheduled status review hearings at least twice within every forty-five (45) day period. In addition to the required status review hearings, the FNS team shall continue to monitor your case plan to determine if additional services are needed. Such services may include, but are not limited to, substance abuse and/or mental health assessments/treatment through Community Behavioral Health, Inc.; an assessment by the employment liaison to determine employment history/skills/deficiencies; the Responsible Fatherhood Program; the [Work]shop located at WorkForce One; and employment, education, and/or housing assistance. The main focus of this phase shall be on employment, daily structure, and continued payment of child support obligations.

Your requirements for Phase II compliance include:

- Maintaining full-time employment;
- Paying at least the current order of your child support obligation for another three (3) consecutive months, which equates to at least six (6) total consecutive months;
- Attending substance abuse and/or mental health assessments/treatment sessions, appointments, and other activities as scheduled;
- Attending status review hearings at a minimum of twice within every forty-five (45) day period;
- Attending meetings with the employment liaison and/or probation officer;
- Attending employment and/or educational assistance programming through the Butler County Adult Probation Department;
- Submitting to alcohol and/or drug testing at a frequency determined by the treatment team;
- Completing the Responsible Fatherhood Program;
- Completing the [Work]shop located at WorkForce One;
- Obtaining your GED or high school diploma;
- Cooperating with random home visits;
- Taking prescription medications as directed;
- Abiding by the rules of FNS, the FNS *Participation Agreement*, community control, and the laws;
- Committing no new criminal offenses; and
- Graduating from the FNS Docket.

## **Responsible Fatherhood Program**

The Responsible Fatherhood Program is an evidence-based curriculum facilitated by Community Behavioral Health, Inc. that utilizes the Manpower Demonstration Research Corporation's "Responsible Fatherhood Program." It is a combination of lectures, handouts, and group process designed to help men recognize and face the responsibilities of parenthood. Ideally, fathers will become better and more accountable parents.

The goal of the Responsible Fatherhood Program is to challenge participants who have previously failed to meet responsibilities, to learn what it means to be an effective parent, and to be a positive role-model to the children. By helping you recognize your shortfalls and addressing them, you are then able to identify your strengths and build on them. It is then expected that you will be able to better appreciate and meet both the needs of the children and your family in general.

The program format and schedule are as follows:

- Schedule: Tuesday 7:00 PM – 9:00 PM;
- Length: Two (2) hours per session/once per week;
- Duration: Twelve (12) weeks following a full assessment; and
- Format: Eight (8) to Fifteen (15) men in a group. The group is open, thus allowing you to start the program at any session and attend up to twenty (20) sessions.

The Responsible Fatherhood Program Curriculum consists of the following twelve (12) sessions:

<u>Session:</u>	<u>Topic:</u>
(1)	Introduction to Responsible Fatherhood/What are my Values?
(2)	Boys to Men: Experiencing Manhood.
(3)	The Art of Communication.
(4)	Fathers as Providers/Non-custodial Fathers: Rights and Responsibilities.
(5)	Developing Values in Children.
(6)	Coping as a Single Father.
(7)	Dealing with Children's Behaviors.
(8)	Relationships: Being a Friend, Partner, Parent, and Employee/Understanding Male-Female Relationships.
(9)	Managing Conflict and Handling Anger/Handling Anger-Conflict on the Job and Surviving on the Job.
(10)	The Issue of Race/Racism.
(11)	Taking Care of Business/Managing Your Time and Money/Building a Support Network: Who's on Your Side?
(12)	Alcohol and Drug Use/Abuse.

## **The [Work]shop located at WorkForce One**

The [Work]shop located at WorkForce One is a five (5) day program designed to meet the needs of individuals looking to update or obtain skills, gain knowledge, and to address attitudes in order to make a successful transition into today's workforce. The topics are covered by numerous presenters and agencies, in addition to the facilitator.

You are treated like a professional attending a workshop. A folder is provided along with copies of materials with useful information for future reference. Upon completion, you shall receive a Certificate of Completion. Your feedback is then used to make changes to the [Work]shop in order to meet future participant needs.

For some participants, the [Work]shop serves as a refresher course, but for others, the [Work]shop presents topics that are either new or have not been addressed in depth due to the participant's educational or cultural background.

By the end of the week, you will have:

- Created a current résumé that has not only been printed out, but also stored on a digital file;
- Looked at job search websites;
- Been given the opportunity to obtain an email address;
- Completed an application with suggestions for improvements;
- Examined ideas and received resources for overcoming barriers to employment;
- Developed answers to difficult interview questions;
- Participated in a mock interview with feedback; and
- Been given information regarding available resources in Butler County, such as WorkForce One, Medicaid, Butler Tech, and Angel Food Ministries.

Topics covered in the [Work]shop include, but are not limited to, the following:

- Resources for Ex-Felons, Dress for Success, Communication, Hidden Rules of the Workplace, Stages of Grief, Budgets/Money Matters, and Stretching the Food Dollar.

## **Residential Treatment**

You can be recommended for residential treatment at the time of assessment, sentencing, probation violation, Judicial Release, or any other time during FNS.

The residential treatment facilities used by FNS are Sojourner Recovery Services for Men, Sojourner Recovery Services for Women, and Talbert House Halfway House Programs (Serenity Hall, Turtle Creek, Pathways, and others). If deemed necessary, you may be required to complete treatment through one (1) of three (3) Community Based Correctional Facilities: the River City Correctional Center, the Monday Program, or the

Community Correctional Center (CCC). You will be given jail time credit for time served while in River City, Monday, or CCC.

While in residential treatment through Sojourner Recovery Services, you will be on restriction for the first thirty (30) days, but will be permitted to attend twelve (12) step meetings if accompanied by Sojourner staff or a senior peer. Also during the first thirty (30) days, you will be escorted by Sojourner staff, senior peers, or a case manager to all appointments.

### **Incentives**

Immediate, graduated, and individualized incentives govern the responses of FNS to your compliance. Incentives are individualized according to your specific case plan and directly related to your achievements as certain milestones of the FNS Docket are attained. Incentives are also tracked to ensure you are rewarded on a progressive basis.

The following are types of behaviors appropriate for incentives:

- Attending required Court appearances;
- Obtaining full-time employment;
- Paying child support obligations as Court-ordered;
- Attending appointments with the employment liaison;
- Attending employment and/or educational programming through the Butler County Adult Probation Department;
- Taking prescription medications as directed;
- Attending required treatment appointments;
- Attending the Responsible Fatherhood Program;
- Completing the [Work]shop located at WorkForce One;
- Reaching individual case plan objectives;
- Abstaining from alcohol and drugs, as evidenced by negative drug testing results;
- Engaging in vocational or educational activities;
- Complying with the rules of FNS, the FNS *Participation Agreement*, community control, and the laws;
- Securing stable housing;
- Advancing in FNS phases; and
- Accomplishing any other milestone identified by the treatment team.

The following are types of incentives:

- Encouragement and praise from the Judge;
- Receiving gas cards or BCRTA (Butler County Regional Transit Authority) vouchers;
- Ceremonies and certificates of progress, including advancement in FNS phases;
- Reducing supervision contacts;
- Lifting a Court-ordered drivers license suspension;

- Decreasing frequency of Court appearances;
- Reducing, suspending, or dismissing fines;
- Increasing or expanding privileges;
- Encouragement to increase participation in positive activities you find pleasurable;
- Reducing jail days; and
- Graduating from FNS.

## **Sanctions**

Immediate, graduated, and individualized sanctions govern FNS responses to your noncompliance. Graduated sanctions are used to help you conform behavior to Program requirements. Sanctions are crafted in an individualized and creative manner, as well as in a progressive manner based on the infraction. Sanctions are issued when there is noncompliance with either Program protocol or the case plan. Sanctions shall be used as a deterrent to negative behavior and to encourage future compliance. An adjustment in services, as well as participation in community-based mutual support meetings, is based solely on the clinically informed interests of the participant. Incremental adjustments to the case plan made at the discretion of the Judge and the treatment team are not to be considered sanctions. However, failure to comply with case plan adjustments will subject you to sanctions.

At the time of a positive drug test (which may include a test taken at admission to the Program), the treatment team may consider an adjustment in treatment and/or the possibility of sanctions. Any change in the case plan and/or sanctions are enforced and reinforced by the Judge.

A level of sanction is applied to each type of possible infraction. This type of planning ensures lesser infractions will be met with lesser, more commensurate sanctions. Infractions are also tracked, along with resulting sanctions, so that additional sanctions can be applied in a graduated manner.

The following are common types of infractions:

- Failure to attend Court appearances;
- Failure to attend appointments with the employment liaison;
- Failure to take prescription medications as directed;
- Failure to attend substance abuse and/or mental health assessments/treatment sessions;
- Failure to attend the Responsible Fatherhood Program;
- Failure to complete the [Work]shop located at WorkForce One;
- Failure to obtain employment, or leaving employment when new employment has not been secured;
- Failure to pay Court-ordered child support obligations;
- Failure to follow FNS rules;

- Failure to keep scheduled appointments with the probation officer, treatment/case manager, or any other treatment team member;
- Failure to attend employment and/or educational programming through the Butler County Adult Probation Department;
- Noncompliance with other requirements of your case plan;
- Failure to have your calendar at all FNS appointments;
- Noncompliance with random alcohol and drug screens, or testing positive for alcohol and/or drugs;
- Failure to comply with the FNS *Participation Agreement*;
- Failure to comply with curfew as established by the treatment team;
- Failure to maintain confidentiality outside of treatment groups;
- Failure to improve troublesome behavior;
- Failure to complete community service hours;
- Failure to meet employment or vocational goals as determined by your case plan; and
- Failure to keep other appointments as scheduled, such as those for public benefit aid, health care benefits, housing assistance, etc.

The following are common types of sanctions:

- Warnings and admonishments from the Judge;
- Demotion to an earlier FNS phase;
- Increasing frequency of alcohol and drug testing;
- More frequent Court appearances (weekly or bi-weekly reviews);
- Refusing specific requests, such as permission to travel;
- Denying additional or expanded privileges, or rescinding privileges previously granted;
- Increasing supervision contacts and monitoring;
- Issuing a no contact order with identified individuals;
- Individualized sanctions such as writing essays, reading books, or performing other activities to reflect upon unacceptable behavior;
- Imposition of suspended fines;
- Ordering community service;
- Ordering corrective thinking classes;
- EMHA (Electronic Monitored House Arrest) or SCRAM (Secure Controlled Remote Alcohol Monitoring) bracelets;
- Escalating periods of jail time;
- Filing of probation violation; and
- Unsuccessful termination from FNS.

### **Substance Use Monitoring**

FNS monitors your substance use by random, frequent, and observed alcohol and individualized drug testing protocols. Substance monitoring will be part of your case plan. You will submit to random, frequent, and observed alcohol and drug screens.

Testing positive will result in a sanction. Failure to submit to testing, submitting an adulterated sample, the sample of another individual, or diluting the sample is treated as a positive test and immediately sanctioned.

Testing may include instant urinalysis screens, SCRAM, portable breathalyzers, use of scientifically validated technology for ethyl alcohol, or other devices that are deemed reliable. Urine screens test for many common substances including your substance of choice. All testing shall be recorded and maintained for each participant for the duration the participant is in FNS.

FNS utilizes instant urine screens and other types of testing that allow for laboratory confirmation testing. Upon a positive test result, you will be confronted with the result and given the opportunity to either sign an admission form or contest the positive test. If contested, the test will be sent to a certified laboratory for confirmation. While waiting for the laboratory results, sanctions are not issued. However, if the test returns a positive confirmation, then a more severe sanction, which could result in a probation violation, and/or unsuccessful termination from FNS, may be issued based on deception and the use of substances. The laboratory fee for a confirmed positive test may be applied to your Court costs.

The results of substance monitoring tests will be provided to the appropriate treatment team members. The Judge shall be immediately notified if/when you fail to submit to a test, submit an adulterated sample, submit the sample of another individual, or dilute the sample. You shall be ordered to appear before the Judge on the next available status review hearing Docket so that sanctions can be immediately issued.

At the time of a positive drug test (which may include a test taken at admission to the Program), the treatment team may consider an adjustment in treatment and/or the possibility of sanctions. Any change in the case plan and/or sanctions are enforced and reinforced by the Judge.

Your responsibilities include the following:

- Submit a urine sample as requested by any member of the treatment team at any time; and
- Provide information regarding prescription medications to your assigned probation officer.

### **Successful Completion**

Written successful completion criteria has been collaboratively developed, reviewed, and agreed upon by the Advisory Committee. Successful completion criteria serve as the guidelines used to identify how you can successfully complete FNS. In order to successfully complete FNS, you shall demonstrate the compliant behavior and accomplishments listed below:

Compliant behavior may include:

- Paying at least the current child support obligation for a minimum of six (6) consecutive months;
- Demonstrating a period of abstinence from alcohol and drugs (evidenced by negative drug screens for a minimum of ninety [90] days prior to completion of FNS);
- Completing community service hours;
- Attending sober support group meetings;
- Obtaining a sober support sponsor;
- Demonstrating stable mental health and medication compliance;
- Active member in a sober support group;
- Displaying a change in thinking, attitude, and beliefs;
- Successfully completing substance abuse treatment and programming;
- Obtaining/maintaining consistent employment and stable housing;
- Demonstrating the ability to identify and eliminate criminal thinking patterns;
- Paying towards Court costs, supervision fees, and restitution (if applicable); and
- Writing an essay on how FNS has affected your life.

Accomplishments may include:

- Paid at least the current child support obligation for a minimum of six (6) consecutive months;
- Demonstrated a period of abstinence from alcohol and drugs (evidenced by negative drug screens for a minimum of ninety [90] days prior to completion of FNS);
- Completed the Responsible Fatherhood Program;
- Completed the [Work]shop located at WorkForce One;
- Completed employment and/or educational programming through the Butler County Adult Probation Department;
- Completed substance abuse treatment;
- Regular sober support attendance;
- Obtained a sober support sponsor;
- Demonstrated stable mental health and medication compliance;
- Completed community service hours;
- Completed any other FNS requirements;
- Completed vocational or educational plans;
- Paid towards Court costs, supervision fees, and restitution (if applicable);
- Displayed responsibility for your behavior;
- Demonstrated stability in the community;
- Obtained/maintained consistent employment; and
- Obtained/maintained stable housing.

Upon review of the compliant behavior, and review of your accomplishments, the treatment team may recommend successful completion. The Judge has final discretion to

determine when you will graduate from FNS. Upon graduation from FNS, you shall attend a ceremony hosted by the Court and shall receive a Certificate of Completion.

### **Unsuccessful Termination**

Written unsuccessful termination criteria has been collaboratively developed, reviewed, and agreed upon by the Advisory Committee. Unsuccessful termination criteria serve as the guidelines used to identify how you can be unsuccessfully terminated from FNS. The FNS Judge has final discretion in determining termination from the specialized docket. The written legal and clinical eligibility and termination criteria do not create a right to participate in FNS.

Criteria for unsuccessful termination from FNS include:

- Failure to pay your child support as Court-ordered;
- Failure to obtain employment;
- On-going noncompliance with treatment and/or the case plan;
- Continued use of illegal substances;
- A verified positive confirmation from a contested drug screen;
- Noncompliance with prescribed medications;
- Noncompliance with confidentiality;
- On-going noncompliance with FNS rules, the FNS *Participation Agreement*, or the rules of community control;
- Absconding from community control supervision;
- New criminal convictions;
- Continued FNS infractions resulting in graduated sanctions; and
- A probation violation hearing.

### **Neutral Discharge**

Written neutral discharge criteria has been collaboratively developed, reviewed, and agreed upon by the Advisory Committee. Neutral discharge criteria serve as the guidelines used to identify how you can be neutrally discharged from FNS. The FNS Judge has final discretion in determining termination from the specialized docket.

You may be neutrally discharged from FNS if you are no longer capable of completing FNS as a result of any of the following:

- A serious medical condition;
- Death;
- An updated ORAS which results in you being a low risk ORAS;
- Other factors that may keep you from meeting the requirements for successful completion; and
- Discretion by the FNS Judge to determine if you are no longer appropriate for FNS.

Upon neutral discharge from FNS, the level of community control supervision shall be determined by the Judge.

**Inactive Status**

FNS has an inactive status for participants who meet any of the following criteria:

- Placed in a residential facility (Community Based Correctional Facility) and cannot be transported for status review hearings;
- Serving time in a local or state jail facility for another county/jurisdiction; and
- Absconded from community control supervision.