

Guide to Successfully Completing Misdemeanor Probation

Probation Officer – Sarah Witta
 (260) 358-4841
 Fax (260) 358-4853
 sarah.witta@huntington.in.us


1. Two weeks after sentencing, call/email (voicemail is acceptable) your probation officer and update the following:
 - a. When/where you are attending counseling and/or completing community service, if applicable.
 - b. Address/phone number, if changed.
 - c. If eligible, we will discuss early release (see page 5)
2. Use the instructions on the next few pages to complete each condition of probation that you were ordered (Refer to your Conditions of Probation and the list below).

<u>You MUST complete</u>	<u>Condition</u>	<u>Completed and submitted to Probation Officer</u>
<input type="checkbox"/>	Fines and Court Costs	<input type="checkbox"/>
<input type="checkbox"/>	Drug and Alcohol Classes	<input type="checkbox"/>
<input type="checkbox"/>	Intensive Outpatient Program (IOP)	<input type="checkbox"/>
<input type="checkbox"/>	Anger Management	<input type="checkbox"/>
<input type="checkbox"/>	Center for Non-Violence or Comp. (CFNV)	<input type="checkbox"/>
<input type="checkbox"/>	Evaluation & follow Recs	<input type="checkbox"/>
<input type="checkbox"/>	Victim Impact Panel (VIP)	<input type="checkbox"/>
<input type="checkbox"/>	Daily Call-ins	<input type="checkbox"/>
<input type="checkbox"/>	Restitution	<input type="checkbox"/>
<input type="checkbox"/>	Electronic Home Detention (EHD)	<input type="checkbox"/>
<input type="checkbox"/>	Obtain a Valid DL	<input type="checkbox"/>
<input type="checkbox"/>	GED/HSE	<input type="checkbox"/>
<input type="checkbox"/>	Community Service	<input type="checkbox"/>

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FINES AND COURT COSTS

1. Your cash bond MIGHT cover SOME of your fines and court costs but NOT your Probation monthly fees.
2. When making a payment, you MUST specify what type of fees you are paying on.
3. You MUST have your case number before making a payment. This is on your Conditions of Probation.
4. Make sure you are paying on the correct case. If you have multiple cases or are unsure which to pay on, call the Clerk's office first. (260) 358-4817
5. Call the Criminal Clerks office to make a payment (260) 358-4817 (3.5% service fee assessed).
6. Online Payments (3.5% service fee assessed):
 - a. Go online to huntington.in.us/county/departments/
 - b. Click on "County Clerk"
 - c. On the right-hand side of the screen, find "Topics of Interest"
 - d. Click on "Violations"
 - e. Click on this image >>> 
 - f. Enter all your information
 - g. Click "submit"

COUNSELING (drug and alcohol, anger management, mental health etc.)

1. Notify (voicemail is acceptable) probation officer within 2 weeks where you will be attending and when your first appointment is. See approved list for drug and alcohol classes (page 8).
2. Sign a release of information at the facility.
 - a. Make sure they send weekly or monthly progress reports AND all drug screens by email, sarah.witta@huntington.in.us, or by fax to (260) 358-4853.
3. **OUT OF HUNTINGTON COUNTY ONLY**
 - a. Drug and alcohol counseling requirements are as follows:
 - i. Get approval of the program BEFORE starting (unless approved on page 8)
 - ii. Minimum of 12 hours.
 - iii. Must be an in-person program.
 - iv. Must COMPLETE the program (do not stop after 12 hours).
 - v. Drug AND alcohol focused (not one or the other).
 - vi. Led by a licensed therapist (church programs and NA/AA meetings do not count – unless approved on page 8).

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- vii. Provide Probation officer with progress reports, drug screens, and completion letter/certificate. Email, fax, or voicemail is acceptable.

CENTER FOR NON-VIOLENCE OR A COMPARABLE PROGRAM

1. Use page 9 in this packet to call the Center for Non-Violence and Bowen Center (MRT-DV) to determine where you will attend classes.
2. Notify (voicemail is acceptable) probation officer within 2 weeks if you are going to the Center for Non-Violence or the Bowen Center (MRT-DV).
3. Sign a release of information at the facility.
 - a. Make sure they send weekly or monthly progress reports.

EVALUATIONS (mental health, substance abuse, parenting etc.)

1. Notify (voicemail is acceptable) probation officer within 2 weeks where you will be attending and when your first appointment is. Bowen Center, Park Center and Huntington United Against Overdose are local options.
2. Sign a release of information at the facility.
 - a. Make sure they send a copy of your evaluation INCLUDING what counseling they recommend.
 - b. Make sure they send weekly or monthly progress reports AND all drug screens.

VICTIM IMPACT PANEL

1. Complete online at online.maddvip.org.
 - a. Cost: \$65.00
 - b. Time: 1.5-2 hours
2. Email certificate to probation officer or bring certificate to office.

DAILY CALL-INS

1. Daily call-ins will begin on a date selected by your probation officer.
2. You must call in DAILY (including weekends) between 4:00am and 12:59pm. (888) 565-3415
3. If selected, you may test at the approved locations (see page 11).
4. It is **YOUR RESPONSIBILITY** to provide drug test results to your probation officer within 2 weeks of taking a drug test.
 - a. Results may be faxed to the probation office at (260) 358-4853

5. OUT OF HUNTINGTON COUNTY ONLY

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- a. Call your local probation office or google search to determine possible testing locations. (Any Lab Test Now or Lab Corp are options)
6. Tests must meet the minimum requirements as follows:
 - a. 11 panel drug screen INCLUDING alcohol
 - b. The test must be OBSERVED.
 - c. Urine screen must include pH levels and creatinine levels
 - d. All drug screens must be LAB CONFIRMED. Which means they are not instant results.
 - i. **Instant results are only accepted if you test negative.**
7. Results may be faxed to the probation office at (260) 358-4853.

RESTITUTION

1. Call the Criminal Clerks office to make a payment (260) 358-4817.
 - a. Be ready to tell them your case number.
 - b. Specify that you are paying restitution.

OBTAIN A VALID DRIVER'S LICENSE

1. Schedule a phone call or meeting with your probation officer to discuss why your license is suspended.
2. Provide proof to your probation officer that your license is valid.

GED/HSE

1. Register by calling (260) 349-0250/Toll Free (888) 349-0250.
2. Provide proof to your probation officer that you have obtained a GED/HSE.

COMMUNITY SERVICE

1. Notify (voicemail is acceptable) your probation officer within 2 weeks where/when you will be completing your community service.
 - a. Must be completed at a non-profit organization.
 - b. Examples: Dream Center, churches, humane shelters, community centers, libraries, soup kitchens, Huntington Co. Trustees, Helping Paws, Isaac Walton League, etc.
2. Provide proof to your Probation officer that you have completed your community service hours (page 10).

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Misdemeanor Probation Early Release

To be released from misdemeanor probation early, you may submit a written request to the Court through the Probation Department.

You are **ELIGIBLE** if you...

1. Have served at least 60 days on probation or 6 months for first time OWI offense
2. Have not been arrested since being placed on probation.
3. Have completed all your specific terms of probation (Example: community service, counseling, victim impact panel, house arrest, etc.)
4. Have paid all fines and fees in full

You are **NOT ELIGIBLE** if you...

1. Have multiple OWI convictions
2. Have a prior recent felony
3. Have an active warrant
4. Were ordered to daily call-ins
5. Are serving a Domestic Battery sentence
6. Have any new criminal offenses or criminal charges
7. Had a Petition to Revoke filed under this cause number

Early release from Probation is not a right and must be approved by the Court. Contact your probation officer if you believe you qualify to be released from probation early.

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STATE OF INDIANA
HUNTINGTON SUPERIOR COURT

STATE OF INDIANA

CAUSE NO: _____

VS

REQUEST FOR EARLY RELEASE FROM PROBATION

I, _____, am requesting that my probation be terminated. I have completed all active terms of probation. I do hereby affirm under the penalties of perjury that I have not been arrested on any criminal charges in any state since I have been placed on probation in Huntington County.

Date

Defendant

I recommend that the Defendant be released from probation satisfactorily,

Date

Probation Officer

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STATE OF INDIANA
HUNTINGTON SUPERIOR COURT

STATE OF INDIANA

CAUSE NO: 35D01-_____

VS

CONDITIONS OF PROBATION ORDERED:

COMPLETED ON:

Drug & Alcohol Counseling

Restitution

Victim Impact Panel

Center for Non-Violence

Valid Driver's License

Mental Health Evaluation

12 Weeks Daily Call in for Drug Tests

Diploma/GED

Community Service

Electronic Monitoring

Fines and Court Costs

No Specific Conditions

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Court Approved Drug and Alcohol Programs

The Bowen Center

2860 North Park Avenue
Huntington
800-342-5653

Wabash Friends Counseling

(No IOP)

1555 Flaxmill Road
(Nazarene Church)
Huntington
260-563-8453 or 877-330-1658

PBHI-Park Center Counseling

26 Victory Noll Dr. Door #11
Huntington
260-355-3730

Huntington United Against Overdose

(NO IOP)

1314 Flaxmill Road Suite 300
Huntington
260-224-6662

**WITHIN 2 WEEKS, YOU MUST HAVE YOUR COUNSELING
SCHEDULED AND REPORT THIS INFORMATION TO YOUR
PROBATION OFFICER.**

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Center for Non-Violence or a Comparable Program

The Bowen Center

Complete the MRT-DV class

2860 North Park Avenue

Huntington

800-342-5653

Center for Non-Violence

235 West Creighton Avenue

Fort Wayne, IN 46807-1311

(260) 456-4112

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Drug Testing Options

Daily Call-In hotline (888)565-3415. Must call daily 4:00am-12:59 pm

Huntington County Probation

\$40.00 per test – 3 unpaid tests will result in a violation.

Payments can be made at the clerk's office on the second or third floor.

Once payment is made, return to the Probation Office. **All screens are urine screens, so be prepared to test once you arrive in the office.**

Monday – Friday 8:15am – 11:30am 1:15pm – 4:00pm

Huntington United Against Overdose

\$30.00 per test – due a time of test.

1314 Flaxmill Road, Suite 300

Huntington, IN 46750

(260) 224-6662

Monday – Friday 12:00pm – 7:00pm

Saturday – Sunday 1:00pm – 4:00pm

Bowen Center

Cost is based on your income and insurance

Must be **ACTIVELY SEEING A BOWEN CENTER DOCTOR**

Monday	9:00am – 5:00pm	Closed for lunch 12:00 – 1:00pm
Tuesday	9:00am – 5:00pm	Closed for lunch 12:00 – 1:00pm
Wednesday	9:00am – 6:00pm	Closed for lunch 12:00 – 1:00pm
Thursday	9:00am – 6:00pm	Closed for lunch 12:00 – 1:00pm
Friday	8:00am – 5:00pm	Closed for lunch 12:00 – 1:00pm

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Change of Address & Phone Number

Date: _____ Cause No. _____

Name: _____

Street Address: _____

P.O. Box / Apartment: _____

City: _____ State: _____ Zip code: _____

Phone Number: _____

Employer: _____

Signature: _____

A separate form must be completed for each case.

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