Table of Contents

I. Letter to the Judges
II. History of the Probation Department
III. Mission Statement
IV. Goals and Objectives
V. Jurisdiction of the Probation Department
VI. Budget
VII. Revenue Generated by the Probation Department
VIII. Structure
IX. Units of Supervision
X. External Offender Programming
XI. Violence Initiative
XII. Drug/Alcohol Monitoring Program
XIII. GPS Monitoring Program
XIV. Project Save a Life
XV. Hygiene Kit Giveaway Program
XVI. Clothing Giveaway Program
XVII. Transportation Program
XVIII. Naloxone Administration Program
XIX. Computer Software
XX. Community Service Program
XXI. Student Internship Program
XXII. GED Vouchers Program
XXIII. Moral Reconciliation Therapy (MRT) Program
XXIV. Staff Defensive Tactics Program
XXV. Statistical Data
XXVI. Staff Development
I. Letter to the Judges:

Dear Judge Higgins and Judge Stansbury (2/11/19),

Over the past year the Probation Department has continued to serve its probationers well through the various programs/services that are offered by the Department.

Two new offender programs were developed over the past year. Those programs are the GED Vouchers Program and the Moral Reconation Program. The Probation Department also provided funding to the Woodlands to assist with the creation of a Batterers Intervention Program.

We were further able to significantly enhance our staff defensive tactics program over the past year.

Finally, we were able to fill a vacant probation officer position quickly within a three month time frame.

The Licking County Municipal Court Adult Probation Department (LCMCAPD) performed at a high level in calendar year 2018. Some accomplishments of the LCMCAPD in 2018 were as follows:

- The funding agreement between Licking County and the City of Newark regarding funding for the Probation Department remained intact the entire year.
- The Ohio Department of Rehabilitation and Correction (ODRC) performed a coaching session on the 408 ISP Jail Diversion Program on March 20, 2018.
- On September 28, 2018 the Supreme Court of Ohio notified Judge Higgins that the Licking County Municipal OVI Court was certified to continue to operate through December 31, 2021.
- The LCMCAPD was able to maintain the Probation Improvement and Incentive Grant, the 408 ISP Jail Diversion Grant, and the Justice Reinvestment and Incentive Grant the entire year.
- All financial and statistical reports pertaining to the above mentioned grants were prepared and submitted to ODRC in a timely fashion throughout 2018.
- A new Probation Officer by the Brent Richter started working for our department on August 6, 2018.
- The 408 ISP Jail Diversion Annual Report was completed during Fiscal Year 2018.
- The United States Department of Justice Annual Probation Survey was completed and submitted on February 22, 2018.
• A Memorandum of Understanding was created between the LCMCAPD and the Woodlands for the purpose of creating/implementing programming for batterers. The agreement was made official on January 12, 2018. It was signed by Administrative Judge Stansbury, Woodlands Executive Director Kelly Campbell, and me.
• The Kiosk Reporting System was implemented in February of 2018.
• Deterra Drug Disposal Bags were received in March of 2018.
• An OVI Court Brochure was created in April of 2018.
• A LIFT Drug Court Brochure was created in March of 2018.
• The GED Vouchers Program was implemented on June 13, 2018.
• Probation Officer Jordan Barnard became a certified Ohio Peace Officer Training Commission (OPOTC) semi-automatic firearms instructor back in July of 2018.
• A Conflicting Relationships Policies Manual was created/implemented in 2018.
• A Tattoo Policies Manual was created and implemented in 2018.
• Employee evaluations were completed on all LCMCAPD employees in 2018.
• I became a certified spontaneous edged weapons defense instructor through Shockknife Incorporated on April 5, 2018.
• The Driver Risk Inventory (DRI)-2 assessment was implemented on November 6, 2018.
• The Forensic Violence Index (FVI) was implemented in 2018.
• The Sexual Adjustment Inventory (SAI) was implemented in 2018.
• The Moral Reconation Therapy (MRT) Program began in April of 2018.
• A complete overhaul of the property room at the Probation Department was accomplished in 2018.

In closing, without the dedication, commitment, and hard work of the Probation Department staff during 2018 we would not have been able to accomplish what is listed above.

Sincerely,

Kevin Saad, Director

II. History of the Probation Department:

Back in 1996 the Licking County Municipal Court employed two Probation Officers. One officer worked for Judge Michael Higgins and the other
officer worked for Judge Thomas Marcelain. Each judge would assign probation cases to his Probation Officer. There was one secretarial staff person who served as a support person to each Probation Officer.

Judge Higgins and Judge Marcelain recognized that this type of a probation operation was not the most effective way of supervising defendants, so with the endorsement of the City of Newark and Licking County they decided to consolidate both officers to make up one probation department. The major benefits of restructuring were:

- One department would handle all Municipal Court Probation cases.
- One department would allow for more efficient administration.
- One department would allow for more effective operations.

Considering all factors Judge Higgins and Judge Marcelain decided to move forward with the creation of the Licking County Municipal Court Adult Probation Department. On April 15, 1996 Emmett Barrett was sworn in as the first Director of the newly created probation department. Mr. Barrett served as Director from April 15, 1996 to September 26, 2000. On October 2, 2000 Scott Fulton was sworn in as the second Director of the probation department. Mr. Fulton served as Director from October 2, 2000 to July 30, 2014. On August 18, 2014 Kevin K. Saad was sworn in as the third Director of the probation department. Mr. Saad still serves the court in that capacity.

III. **Mission Statement:**

The Licking County Municipal Court Adult Probation Department is dedicated to protecting the community by ensuring that defendants placed under supervision are monitored appropriately according to their risk level. The department is also dedicated to changing offender behavior and reducing crime by identifying criminogenic needs, formulating case plans to address said needs, and referring to evidence based programs.

IV. **Goals and Objectives:**

The goals of the Licking County Municipal Court Adult Probation Department are:

- To be financially responsibly with city, county, and grant funds. **Director Saad will strive to accomplish this goal by collaborating with Secretary Menter, with the City of Newark Auditor’s Office, with the judges, and with outside funding sources. Director Saad will also be diligent about not spending more money than was awarded to the**
Probation Department by the City of Newark in the probation department’s adopted budget.

- To collaborate with local community social services agencies for the purpose of developing and/or implementing evidence based programs for defendants. Director Saad will strive to accomplish this goal by having regular meetings with service providers about evidence based practices. He will also stay current regarding new evidence based programming. He will do this by attending trainings and doing research.

- To support/assist victims of crime specifically those victimized by a defendant sentenced by a Licking County Municipal Court Judge. Director Saad, Probation Officers, and Secretarial staff will strive to accomplish this goal by ensuring that victims of crimes of defendants placed under supervision by the court complete Victim Impact Statements when Pre-Sentence Investigations are ordered. They will also be diligent bill collectors when it comes to collecting restitution for victims if one of the Licking County Municipal Court judges order restitution. They will further attempt to complete Lethality Risk Assessments (LRA) with violent crime victims and forward to them a GET HELP Pamphlet and a community resource guide. Finally, they will communicate with victims of crimes in-person, via phone calls, via e-mail, or via written correspondence when needed.

- To support/assist the court with investigations, recommendations, record checks, security, and anything else deemed appropriate by the court. Director Saad, Probation Officers, and Secretarial staff will strive to accomplish this goal by quickly and efficiently processing all requests made by the court. They will also strive to meet all deadlines set by the court.

- To enforce all conditions of probation ordered by the court. Director Saad, Probation Officers, and Secretarial Staff will strive to accomplish this goal by processing all supervision cases from the court in a quick and efficient way. They will determine risk through an ORAS assessment and possibly a TCU Drug Screen V assessment, a University of Rhode Island Change Assessment, a Domestic Violence Inventory (DVI), a Forensic Violence Index (FVI), a Drivers Risk Inventory (DRI)-2, a Sexual Adjustment Inventory (SAI), and/or a University of Cincinnati In-Program Behavior Assessment. Once risk is determined, the case would be forwarded to the appropriate level of supervision. The receiving officer would make it his or her priority to enforce all conditions set forth by the court.
To support/assist defendants in their quest to change their behaviors by determining the appropriate intervention. Director Saad and the Probation Officers will strive to accomplish this goal by reviewing assessment tool data, by conducting evidence based office interventions when needed, and by knowing our community agencies and the interventions they offer.

V. **Jurisdiction of the Probation Department:**

The Licking County Municipal Court is responsible for hearing cases originating in the City of Newark or in the County of Licking. The Probation Department is responsible for supervising any and all defendants sentenced to a form of community control supervision by a Licking County Municipal Court Judge.

According to the United States Census Bureau, the population of the City of Newark in 2017 was 49,423 and the population for Licking County was 173,448.

Within the jurisdiction of the court 92.1% of the people were Caucasian, 4.0% of the people were African American, .3% of the people were American Indian and Alaskan Native, 1.4% of the people were Asian, 1.9% of the people were Hispanic or Latino, and 2.2% of the people were two or more races (These percentages were countywide in 2017). The majority of defendants involved with the Licking County Municipal Court are Caucasian. Data for 2018 was not available at the time this report was prepared. The pie chart below will give a colorful illustration of the most common races in Licking County.

![Most Common Races in Licking County](image_url)
VI. Budget:

The Probation Department general fund adopted budget amount for 2018 was $573,575.00. The Probation Department amended budget amount for 2018 was $594,464.00. The Probation Department spent a grand total of $583,428.57 on general fund expenditures in calendar year 2018. The general fund consists of city and county money. The City of Newark is responsible for paying 60% and Licking County is responsible for paying 40% of the general fund budget.

In 2018 we had a total of three grants. The funding source for the grants was the Ohio Department of Rehabilitation and Correction. Grant funding is provided for the fiscal year not the calendar year. With that being said the Probation Department was awarded a total of $375,930.00 for Fiscal Years 2018 and 2019 (July 1, 2017 through June 30, 2019) regarding the Probation Department’s 408 Intensive Supervision Probation Jail Diversion Program. The Probation Department was awarded a total of $86,813 for Fiscal Year 2018 (July 1, 2017 through June 30, 2018) regarding the Probation Department’s Probation Improvement and Incentive Grant. Finally, the Probation Department was awarded a total of $391,278.00 for Fiscal Years 2018 and 2019 (July 1, 2017 through June 30, 2019) regarding the Probation Department’s Justice Reinvestment and Incentive Grant.

The total amended budget amount in 2018 was 1,205,620.78.

VII. Revenue Generated by the Probation Department:

The Probation Department received revenue from several sources in 2018. The revenue sources were the Ohio Department of Rehabilitation and Correction, Licking County, defendant supervision fees, defendant diversion fees, and defendant community service fees.

Tables A and B show the source of revenue and the total revenue amount that the probation department received in 2018. Ohio Department of Rehabilitation and Corrections = ODRC, Licking County = LC, defendant supervision fees = DSF, defendant diversion fees = DDF, and defendant community service fees = DCSF.

Table A:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ODRC</td>
<td>LC</td>
</tr>
<tr>
<td>$383,604.00</td>
<td>$170,543.79</td>
</tr>
</tbody>
</table>
Table B:

<table>
<thead>
<tr>
<th></th>
<th>DSF</th>
<th>DDF</th>
<th>DCSF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$123,911.03</td>
<td>$23,996.35</td>
<td>$4,490.56</td>
</tr>
</tbody>
</table>

Table C will show the total amount of revenue collected by the Probation Department in calendar year 2018.

<table>
<thead>
<tr>
<th>Total Revenue Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>$706,545.73</td>
</tr>
</tbody>
</table>

The pie chart below shows a colorful illustration of all funding sources for the LCMCAPD.

VII. Structure:

In 2018 the Probation Department consisted of one Director, secretarial staff, and several specialized supervision units.
The Probation Department hierarchy of leadership changed on September 17, 2014. The Deputy Director Position was abolished and the Senior Probation Officer Position was created. Court Liaison Probation Officer Vanessa Stalnaker was promoted to this position shortly thereafter. Senior Probation Officer Stalnaker reports directly to Director Saad. She serves as the immediate supervisor to all of the Probation Officers. Her duties include but are not limited to:

- Implement/maintain a quality assurance program within the Probation Department. This will ensure that officers are doing their jobs effectively and efficiently.
- Complete all pre-sentence investigations.
- Prepare/complete a jail list for both judges every two weeks.
- Serve as a liaison to the court.
- Serve as a liaison to the Bureau of Motor Vehicles.
- Supervise a non-reporting traffic diversion caseload and a low risk regular probation caseload.
- Maintain all alcohol monitoring equipment.
- Maintain all Taser equipment.
- Navigate the OHLEG, LEADS, and CCH terminals.
- Seek and maintain any and all certifications that pertain to the use of the above mentioned terminals.
• Act on the behalf of the Director in his absence.

Director Saad reports directly to Judge Michael Higgins and Judge David Stansbury.

**VIII. Units of Supervision:**

As mentioned on page number 9 the Probation Department has several specialized supervision units. The ORAS plays a key part in helping officers determine what unit a defendant should be placed. ORAS stands for the Ohio Risk Assessment System. Within ORAS there are several assessment tools which help determine the risk level of defendants. Individual tools utilized by the Probation Department are Community Supervision Screening Tool (CSST), Community Supervision Tool (CST), Misdemeanor Screening Tool (MST), and Misdemeanor Assessment Tool (MAT). In 2018 all of the Probation Officers were certified to complete ORAS assessments. The ORAS assessor position was discontinued on June 30, 2015. After that date all Probation Officers were required to complete ORAS assessments on their defendants.

First, the **GENERAL UNIT** will be discussed. Within the General Unit defendants will have a risk score of moderate. Typical offenses for this unit would be OVI, Theft, Disorderly Conduct, or an offense of violence (i.e., Domestic Violence or Assault). An ideal caseload size for this unit would be 200 cases per officer. Probation Officer Brent Richter and Probation Officer Jordan Barnard have been assigned to this unit. Day to day duties of a General Unit Probation Officer are:

• Case planning (i.e., setting goals and objectives based on criminogenic risk factors).
• Analyzing assessment data to determine need areas.
• Managing both reporting and non-reporting cases.
• Conducting home contacts.
• Verifying employment, treatment, support group attendance, and community service.
• Conducting evidence based office interventions.
• Conducting Texas Christian University Drug Screen V assessments on moderate risk defendants. This is a tool that helps Probation Officers to determine if a defendant has a mild, moderate, or severe alcohol or other drug disorder.
• Conducting University of Rhode Island Change Assessments (URICA). This is a tool to assist the Probation Officer with determining responsivity.
• Administer the Domestic Violence Inventory (DVI) or the Forensic Violence (FVI). These tools help the Probation Officer
to determine the offender’s risk based on six domains (i.e.,
truthfulness, violence, control, alcohol, drug, and stress
coping).
• Administer the Driver Risk Inventory (DRI)-2. This tool helps
the Probation Officer to determine the offender’s risk based on
five domains (i.e., truthfulness, alcohol, drug, driver risk, and
stress coping).
• Administer the Lethality Risk Assessment (LRA). This tool helps
the Probation Officer and the victim to understand the level of
danger the victim is in at the time of the assessment.
• Completing out of court or out of jail violent intakes.
• Enforce all terms and conditions ordered by the court.
• Complete and file motion and memorandum for oral hearings.
• Complete various reports for the court.
• Complete alcohol and/or drug tests.
• Provide security to the court when needed.
• Attend probation revocation hearings.
• Enter data into the probation software system.
• Keep statistical data on defendants.
• Sanction defendants for inappropriate behavior.
• Reward defendants for appropriate behavior.
• Close cases.
• Interview incarcerated defendants at the jail.
• These position are Ohio Department and Rehabilitation and
Correction grant funded positions.

Second, the INTENSIVE SUPERVISION UNIT will be discussed. Probation
Officer Jessica Massa and Probation Officer Steven Crawmer have been
assigned to this unit. The defendants will have a risk score of moderate, high,
or very high or a professional override from low to moderate or from low to
high. Defendants placed in this unit will most likely be multiple offenders who
will have many criminogenic need areas. Typical offenses would be the same as
the General Unit. An ideal caseload size for this unit would be 65 cases per
officer. Day to day duties of an Intensive Supervision Probation Officer are the
same duties as a General Unit officer with the following additions:

• Conduct scheduled home contacts at least two times per
month.
• Adhere to all Bureau of Community Sanctions audit standards
(These positions are Ohio Department of Rehabilitation and
Corrections grant funded positions).
• More frequent office contacts due to the defendants being moderate and high risk.
• Distribute star cards and incentives for doing well.
• Monitor SCRAM (Continuous alcohol monitoring).
• Monitor Remote Breath.
• Monitor GPS House Arrest.
• Administer the Sexual Adjustment Inventory (SAI). This tool helps the Probation Officer determine the offender’s risk based on six domains (i.e., test item truthfulness, sex item truthfulness, sexual adjustment, child molest, sexual assault, and exhibitionism).

Third, the SPECIALIZED DOCKET INTENSIVE SUPERVISION UNIT will be discussed. Within this unit defendants will have a risk score of moderate, high, or very high. There are two specialized dockets within this unit.

The LIFT Court Specialized Docket targets individuals who are of high risk and high needs with limited means that need a lift in their lives in order to address their drug and alcohol addiction and/or mental health. The LIFT Court offers a participant a way to have a different kind of life, a life of freedom from drugs and/or alcohol, and a life with the prospect of hope and promise. Participants are expected to adhere to the following guidelines:

• Abstain from alcohol and drug use.
• Attend status review hearings.
• Attend appointments with treatment providers and/or case managers.
• Attend appointments with coordinator/probation officer.
• Comply with program requirements.
• Submit to frequent, random, and observed alcohol and drug screens.
• Comply with sanctions for infractions.
• Obtain/maintain employment.
• Obtain GED if applicable.
• Secure stable housing.
• Engage in sober support community (i.e., self-help groups).
• No further violations of law.
• Comply with SCRAM.

Judge David Stansbury presides over the LIFT Court Docket. This court has been certified by the Ohio Supreme Court. Probation Officer Carla Fowler has been assigned to this court. Typical offenses for this court would be the same as the regular intensive supervision unit. An ideal caseload size for this
court would be 35 cases. Day to day duties of the LIFT Court Probation Officer would be all the same duties as a general or an intensive supervision officer (Excluding audit standards). This position is grant funded by the Ohio Department of Rehabilitation and Corrections, but this grant is not audited. Additional duties of the LIFT Court Probation Officer are:

- Attending LIFT Court sessions weekly with the judge and with the defendants.
- Prepare LIFT Court progress reports for the judge.
- Attend weekly treatment team meetings.
- Maintains daily operations of the LIFT Court.
- Meets with any potential participants upon referral.
- Visits participants at school or other locations.
- Provide information to the treatment team.
- Participates in discussions about incentives, sanctions, phase advancement, graduation, and termination.

The other court within this unit is the OVI Specialized Docket Court. This court targets repeat misdemeanor OVI offenders who meet the following criteria:

- 2\textsuperscript{nd} or 3\textsuperscript{rd} OVI conviction within six years.
- 1\textsuperscript{st} offense conviction within ten years with prior lifetime OVI convictions.
- Must be a Licking County resident or an out of county resident if the person has financial resources to cover treatment costs.
- Moderate to severe alcohol problems with a diagnosis of alcohol dependence.

The OVI Specialized Docket Court offers a participant effective supervision with enhanced treatment services. Participants are expected to adhere to the following guidelines:

- No alcohol consumption or illegal drug use.
- Stay out of bars and any business which makes most of their money from selling alcohol.
- Frequent, random, and observed toxicology screens.
- SCRAM alcohol monitoring (This is continuous alcohol monitoring).
- Substance abuse treatment at the Licking County Alcohol Prevention Program. Other counseling as determined as necessary.
- Obtain GED or high school diploma.
- Maintain lawful employment.
- Vocational/educational training if necessary.
- Restitution if necessary.
- Pay fines and court costs.
- Complete physical examination.
- Reporting to probation and court as directed by phases or as court determines.
- Electronic Monitoring if necessary.
- Wear Remote Breath Device if necessary.

Judge Michael Higgins presides over the OVI Specialized Docket Court. This court has been certified by the Ohio Supreme Court. Probation Officer Samantha Crawford has been assigned to this court. Typical offenses for this court would be multiple OVI's. Ideal caseload size for this court would be 35 cases. Day to day duties of the OVI Court Probation Officer would include all of the duties of the general and intensive supervision unit and some of the duties of the LIFT Court. This position was funded by the Ohio Department of Public Safety up until September 30, 2014. Effective October 1, 2014 the City of Newark, Licking County, and another grant (Specialized Docket Payroll Subsidy Am. Sub. House Bill 483) funded this position. Effective July 1, 2015 this position was solely funded by the City of Newark’s General Fund. Additional duties of the OVI Court Probation Officer are:

- Conducts the legal eligibility screening.
- Assists the participant in all phases including the orientation phase.
- Monitors compliance with supervision plan.
- Assists with transportation, housing, education, employment, obtaining medical care, family issues, training, and applying for government assistance.
- Makes referrals to other agencies.
- Monitors mental health medication compliance.

Fourth, the PRE-TRIAL DIVERSION/INTERVENTION IN LIEU OF CONVICTION/CLERICAL UNIT will be discussed. Defendants are usually low risk if placed in the Diversion Program. Typical offenses for potential Diversion participants would be Underage Consumption or Theft. An ideal caseload size for Diversion would be 175 cases per officer. The Diversion program consists of a maximum probationary period of one year. Probation Officer Hans Huy and Senior Probation Officer Vanessa Stalnaker have been assigned to handle Diversion cases. Participant guidelines for this program are as follows:

- A person’s criminal/traffic arrest record will be reviewed by probation staff to determine whether the person is a first time
offender as defined by Ohio Revised Code and tentatively eligible to participate in the Diversion program. The eligibility criteria is set forth in Revised Code Section 2935.56.

- A person may not have other criminal charges pending in any jurisdiction at the time of application and must not have previously participated in an adult Diversion Program in any jurisdiction.

- A person may also be disqualified from participation in the Diversion Program if the Prosecuting Attorney, at its discretion, determines that the offender is not amenable to the program and/or treatment, or the offender does not accept responsibility for his or her conduct.

If a person is tentatively accepted and is granted Diversion the following conditions could apply:

- A participant would be required to pay a minimum court cost of $83.00 and a Diversion supervision fee of $150.00, as well as possible restitution to a victim if damages were caused by the offense, treatment costs, and/or fees associated with community service if so ordered.

- A participant must complete a stipulation of admission, accepting responsibility for his or her criminal behavior.

- A participant may be required to participate in an intensive or educational counseling program.

- A participant may be required to refrain from using alcohol during the course of treatment.

- A participant will be required to refrain from using any controlled substances, except those prescribed by a physician.

- A participant may be required to refrain from contacting the victim in the case for a specified time period.

- A participant will be required to obey all federal, state, and local laws during the course of the program.

- A participant may be prohibited from possessing weapons during the period of the program.

- A participant will be required to complete all requirements and conditions of the individual offender’s program agreement and attend all meetings, sessions, and appointments associated with rehabilitation efforts.

If a participant completes his or her program successfully, the court will dismiss the charges against the participant. Day to day duties of a Diversion Probation Officer would be to enforce the conditions listed above.
**Intervention In Lieu of Conviction (ILC)** also falls within this unit. Defendants could be low, moderate, or high if placed in the ILC program. Typical offenses are described in Ohio Revised Code Section 2951.041 (A) (1). The first part of this code section states, “If an offender is charged with a criminal offense, including but not limited to a violation of section 2913.02, 2913.03, 2913.11, 2913.21, 2913.31, or 2919.21 of the Revised Code, and the court has reason to believe that drug or alcohol usage by the offender was a factor leading to the criminal offense with which the offender is charged or that, at the time of committing that offense, the offender had a mental illness, was a person with intellectual disability, or was a victim of a violation of section 2905.32 of the Revised Code and that the mental illness, status as a person with intellectual disability, or fact that the offender was a victim of a violation of section 2905.32 of the Revised Code was a factor leading to the offender’s criminal behavior, the court may accept, prior to the entry of a guilty plea, the offender’s request for intervention in lieu of conviction.” Eligibility for ILC is described in Ohio Revised Code Section 2951.041 (B) (1-10). An ideal caseload size for ILC would be 50 cases.

If the court grants an offender’s request for ILC, the court shall place the offender under the general control of the probation department. The court shall establish an intervention plan for the offender. The terms and conditions of the intervention plan are as follows:

- The plan will be at least one year from the date which the court granted the order of ILC.
- To abstain from the use of illegal drugs or alcohol.
- To participate in treatment and recovery support services.
- To submit to regular random testing for drug and alcohol use.
- To comply with other treatment if deemed appropriate.
- To comply with any other terms and conditions similar to community control sanctions, which may include community service or restitution, that are ordered by the court.

Probation Officer Carla Fowler and Probation Officer Samantha Crawford have been assigned to supervise the ILC participants. They is required to enforce the conditions listed above.

Finally, the clerical caseload falls within this unit. Defendants classified as clerical are considered low risk. Typical offenses for this caseload is first time OVI’s or Theft. An ideal caseload size is 300 cases. Probation Officer Specialist Becky Moffett and probation Officer Hans Huy have been assigned to this caseload. Day to day duties of a clerical officer are as follows:

- Complete intake interviews.
• Enforce conditions ordered by the court.
• Verify driver intervention program participation.
• Assist with driving privileges and driver’s license questions.
• File motion and memorandum for oral hearings when necessary.
• Close cases.

**IX. External Offender Programming:**

The probation department has a special interest in certain programs offered by community agencies because the programs were specifically designed for our local criminal offender population. The community agencies that provide these programs are Behavioral Healthcare Partners of Central Ohio (BHP), the Licking County Alcohol Prevention Program (LAPP), and the Woodlands. Collaboration between the probation department and the above agencies is key for the successful delivery of services.

Behavior Healthcare Partners of Central Ohio offers a Thinking for Change Program (T4C) at the Licking County Adult Court Services Department. T4C is a group for clients who are medium, high, or very high risk according to ORAS and on probation with the Licking County Municipal Court or the Licking County Common Pleas Court. This group uses cognitive behavioral therapy to address addiction issues and criminal thinking. The T4C groups are scheduled on different days and at different times throughout a week. Each group is generally 1 ½ hours. The class cycle usually lasts for a total of twelve weeks. BHP provides a trained T4C instructor to run this program.

Table A shows the number of male participants in T4C and the number of male successful completions. Table B shows the number of female participants in T4C and the number of female successful completions.

**Table A:**

<table>
<thead>
<tr>
<th>2018 Male Group Participants (T4C)</th>
<th>2018 Successful T4C Completions (Male)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>7</td>
</tr>
</tbody>
</table>

**Table B:**

<table>
<thead>
<tr>
<th>2018 Female Group Participants (T4C)</th>
<th>2018 Successful T4C Completions (Female)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>7</td>
</tr>
</tbody>
</table>

BHP also offers the Introduction to LIFT Court Group. This group was developed for all phase I participants of the LIFT Court Program. This group is
offered one time per week on Wednesday from 9:30 am to 10:30 am at the Newark City Hall Building (4th floor). The program typically lasts for a total of 10 weeks. This group introduces participants to the following topics:

- Description of what is behaviorally required of each participant regarding alcohol and other drug and mental health programming by reviewing the LIFT Court Handbook.
- Description of where the essential alcohol and other drug and mental health services are located in Licking County.
- Description of how mental health issues such as depression, anxiety, stress and trauma relate to early recovery.
- The necessity of progressive engagement with and disclosure to LIFT Court Service providers by attending weekly individual sessions and group sessions.
- To learn how self-help groups can become an essential support in each LIFT Court participants daily life.
- To learn how to ask for assistance and to learn how to accept assistance.
- To learn how to gain support from peers in LIFT Court who are also trying to progress through Phase I.
- Assisting each LIFT Court participant with how to remove themselves from the drug culture by setting strong boundaries progressively eliminating all contact with individuals still in active use.
- Accepting the daily behavior accountability required by LIFT Court and how to integrate accountability into their daily lives.
- Promote the use of honesty in all social interactions.

The group motto is, “Ask for what you need, don’t run if you relapse, and always tell on yourself.”

The table below will show the number of offenders referred to the Introduction to LIFT Court Group, the number of offenders who successfully completed the program, the number of offenders who unsuccessfully completed the program, and the number of offenders still involved with the program.

<table>
<thead>
<tr>
<th>2018 Introduction to LIFT Referrals</th>
<th>2018 Introduction to LIFT Successful Completions</th>
<th>2018 Introduction to LIFT Unsuccessful Completions</th>
<th>2018 Introduction to LIFT Participants Still Involved with the Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 males and 7 females</td>
<td>2 males and 2 females</td>
<td>4 males and 3 females</td>
<td>2 males and 2 females</td>
</tr>
</tbody>
</table>
The Licking County Alcohol Prevention Program (LAPP) offers adult outpatient services designed to provide psycho-educational alcohol and drug treatment services in an outpatient setting through a variety of modalities. Such services include assessment, intervention/education, individual, group, outreach, intensive outpatient and, when appropriate, significant other contact. The target population is Licking County adults experiencing difficulties due to alcohol and other drug use, Ages 18-89. Adult outpatient services and women’s programs at LAPP are listed below:

**Men’s Recovery Program:** An intensive program for men diagnosed as substance dependent. It meets two hours per day, three days per week. It is based on the Matrix Model curriculum that addresses the dynamics and impact of addiction on the brain, identifies internal and external triggers, and behavioral/thinking errors. Emphasis is placed on reducing denial, motivating the client to accept help, and promoting health and wellness. This is a contemplation stage program with the overall goal of preparing clients to transfer to action stage programming (Positive Direction Series) and is based on positive progress in treatment.

**Discovery:** This group is for men who are not aware of the extent of problems created by their use. In the group, self-assessment is utilized to help the men realize they might be experiencing problems with Alcohol/Drugs. This group introduces men to the stages of change, the group process, expectations, and encourages participation in group discussions.

**Positive Direction Series:** This action stage group focuses on developing skills to cope with thoughts, emotions, and behaviors in recovery. This group teaches clients the skills necessary for use in early/middle stages of recovery. The client will increase his knowledge and understanding of chemical dependence and how it impacts both his social and personal life.

**Recovery Maintenance/Relapse Prevention:** This is a maintenance stage group for men who have completed the Positive Direction Series or other primary treatment program, and find themselves struggling to maintain abstinence and change. It concentrates on implementing recovery skills learned during primary treatment, while identifying specific triggers for ongoing difficulty. Through the use of homework assignments, men practice recovery and coping skills, complete relapse prevention plans and evaluate their effectiveness.

**Integrated Recovery Group:** This group is offered to individuals who are experiencing difficulties with substance abuse and mental illness. In addition to basic alcohol/drug information, education is also provided on how substance abuse impacts mental illness and vice versa. Additional subjects
include, stages of change, relapse prevention, coping/social skills and enriching recovery efforts through Twelve Step Recovery groups.

**Aftercare**: The purpose of the Aftercare group is to support and encourage the men’s efforts in maintaining a sober lifestyle. It sets the foundation for long-term recovery and sobriety.

**Women’s Program**: is designed to provide gender specific, culturally sensitive, psychosocial alcohol and drug treatment in an out-patient setting. Focus is on women’s issues such as biology, relationships, trauma, parenting, body image and empowerment. Services provided include assessment, intervention/education, individual, groups, when appropriate significant other sessions, advocacy and outreach. The target population is Licking County women of child-bearing age (ages 18-50) who experience difficulties with alcohol and/or drug use.

**Contemplation Group**: This group is for women who are not aware of the extent of problems created by their use. In the group, self-assessment is utilized to help the women realize they might be experiencing problems with alcohol/drugs. This group introduces women to the stages of change, the group process, expectations, and encourages participation in group discussions.

**Women’s Addiction Recovery (WAR)**: A gender specific intensive program for women diagnosed as substance dependent. It meets two and one half hours per day, three days per week. It is based on the Matrix Model curriculum that addresses the dynamics and impact of addiction on the brain, identifies internal and external triggers, and behavioral/thinking errors. Discussions focus on developing skills to cope with thoughts, emotions, and behaviors in recovery.

**Matrix**: This is the Relapse Prevention group for women who have completed the Women’s Addiction Recovery group. It concentrates on implementing recovery skills learned in the program. Through the use of homework assignments, women practice coping skills and evaluate their effectiveness.

**Aftercare**: The purpose of the Aftercare group is to support and encourage the women’s efforts in maintaining a sober lifestyle. It sets the foundation for long-term recovery and sobriety.

**Relationship Group**: This group focuses on self-destructive relationships and how it relates to substance use. This group is designed for women with ongoing relationship struggles and substance abuse/dependence diagnosis.
**Seeking Safety Group:** This group educates women who have experienced trauma and substance abuse in their lives. It teaches women specific techniques and skills to cope with trauma in healthy ways.

**Case Management/Outreach:** is available to both the Women’s and Adult Outpatient Programs and is provided to assist clients with obtaining necessary services to meet basic needs or to support the recovery process such as pre-engagement activities for those individuals who have not yet accessed services or those individuals experiencing difficulty after accessing services. This includes linkages to emergency services or hospital emergency room for detoxification. These services are also used to link the individuals with services at LAPP following detoxification.

**Outreach Group:** This is an engagement stage group with very limited alcohol and other drug information provided. The group was developed to demystify the treatment experience and assist the client to become comfortable in entering treatment by helping to identify client priorities in a non-threatening environment.

**Intense Outpatient Program:** This is a three (3) hour, three (3) day a week group program that meets for 12 to 15 sessions. It is designed for the client with a diagnosis of alcohol or other drug dependency and assessed as needing a highly structured program to support the recovery process. Often this client will have previous treatment. Multiple life problems including more than one arrest, employment, health and relationship issues are present. The client may also have a significant denial of the presence of an alcohol or other drug problem although they are generally in the contemplation stage of change. Clients are moderate to high in risk and needs. Transfer to step down care (Relapse Prevention) is based on progress in treatment. Attendance at a self-help group and abstinence is mandatory. Emphasis is placed on reducing denial, motivating the client to accept help from self-help groups, and the attainment of life skills such as communication, decision-making, and relaxation. Individual treatment sessions are a part of this program.

In January of 2018 the LCMCAPD and the Woodlands entered into an agreement. The purpose of the agreement was to provide programming for batterers. In 2018 the LCMCAPD forwarded to the Woodlands a total of $56,727.00 (This was grant money from our 408 ISP Jail Diversion Grant) in order to partially fund a staff person to oversee the Batterers Intervention Program (BIP). The funds were also used for training and equipment for the new staff person. The curriculum used by the newly hired instructor (William Arnold) is the Duluth curriculum. This is the most widely adopted approach in
the world for intervening with men who batter and for keeping women safe. The newly developed program is at least 40 weeks long.

The table below will show the number of assessments completed by Mr. Arnold in 2018, the number of successful completions in 2018, the number of unsuccessful terminations in 2018, and the number of offenders still enrolled in the program on December 31, 2018.

<table>
<thead>
<tr>
<th>Assessments Completed in 2018</th>
<th>Number of Offenders Who Successfully Completed</th>
<th>Number of Unsuccessful Terminations</th>
<th>Number of Offenders Still Enrolled as of 12/31/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>61</td>
<td>0</td>
<td>24</td>
<td>32</td>
</tr>
</tbody>
</table>

The Woodlands Outpatient Department also provides skilled mental health therapy to address a variety of challenges. These services include:

- All Mental Health Therapists are Master Level Social Workers licensed by the State of Ohio.
- Medicaid, Medicare, and most insurances are accepted. The Woodlands also has some funding available to meet the costs of services for individuals without insurance.
- Services are available for adults, couples and children ages 5 and up.
- Several types of evidence based therapy are offered; including Cognitive Behavioral Therapy, Motivational Therapy, and Strength Based Therapy.
- Our therapists are also trained in Eye Movement Desensitization and Reprocessing (EMDR) an evidence based practice model for trauma treatment that reduces the long-lasting effects of distressing memories by developing more adaptive coping mechanisms.
- Couples and Group therapy services are also offered.

**X. Violence Initiative:**

Post May 12, 2017 the Probation Department decided to react in a big way to Hartless’ senseless acts of violence in order to better assess future violent offenders convicted of a crime in the Licking County Municipal Court for the purposes of possible early release from jail and probation supervision. Since
May 12, 2017 the Probation Department has revised/created/implemented the following forms and processes:

- Jail release interview packet.
- Correspondence received form.
- The 30 + day spreadsheet.
- Jail release tracker spreadsheet.
- Intake checklist form.
- Home contact form.
- Domestic Violence Inventory (DVI).
- Forensic Violence Index (FVI)
- Lethality Risk Assessment (LRA).
- Get Help packet.
- Victim community resource guide.
- Denial of early release from jail form.
- 4 tier early release from jail process for violent offenders.
- 3 tier early release from jail process for non-violent offenders.
- Violent probation intakes are done out of court or out of jail (Same day unless unforeseen circumstances arise) on offenders convicted of Domestic Violence (DV, ORC 2919.25) or Violate Protection Order (VPO, ORC 2919.27).
- Violent intake process.
- Weapons checks are done on violent offenders the same day of the intake for Newark and Heath residents if certain circumstances apply to the case and if staff is available.
- Weapons checks are done on violent offenders within 7 days of the intake for those who reside outside of Newark and Heath if certain circumstances apply to the case and if staff is available.
- Same day scoring for the DVI and FVI (Day of probation intake).
- Violent intake report in form.
- LRA tracking spreadsheet.
- Attempt to contact the victim the same day as the intake.
The table below will show the number of DVI’s completed in 2018, the number of FVI’s completed in 2018, the number of LRA’s completed in 2018, the number of out of court/out of jail intakes completed on offenders convicted of DV or VPO in 2018.

<table>
<thead>
<tr>
<th>Total # of DVI's Completed in 2018</th>
<th>Total # of FVI's Completed in 2018</th>
<th>Total # of LRA's completed (This number reflects victims who cooperated) in 2018</th>
<th>Total # of out of court/out of jail intakes completed on Offenders Convicted of DV or VPO in 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>131</td>
<td>111</td>
<td>46</td>
<td>54</td>
</tr>
</tbody>
</table>

### XI. Drug/Alcohol Monitoring Program:

The probation department uses a random selection drug testing program called I-Samson to monitor controlled substance use. I-Samson is a product of a company called American Court Services. This system provides true random selection by allowing supervising officers to set the frequency of testing for each participant. Each participant is required to call in via telephone each morning to see if they have been selected. If selected, he or she must report for a morning drug test at the probation department.

Probation Officers use several products to detect the presence of controlled substances in a participant’s system. They also use a product to detect alterations/dilution. Controlled substance/alteration/dilution products that Probation Officers use regularly are:

- **Multi-Screen Test Cup.** This cup tests for amphetamine, buprenorphine, benzodiazepine, cocaine, K2, methamphetamine, methadone, opiate, oxycodone, marijuana, tramadol, MDMA, ETG, and fentanyl.
- **Vista Flow Cup:** amphetamine, buprenorphine, benzodiazepine, cocaine, ETG, fentanyl, MDMA, methamphetamine, morphine, methadone, oxycodone, THC, and tramadol.
- **I Cup.** This cup tests for methamphetamine, cocaine, marijuana, amphetamine, opiate, and benzodiazepine.
- **Alteration Strips.** These strips test for alteration and dilution. These strips specifically determine certain urinary characteristics such as creatinine, pH, and specific gravity. These strips also detect the presence of glutaraldehyde, nitrite, and oxidants/pyridinium chlorochromate (PCC) in urine.
Probation Officers also use four devices to detect the consumption of alcohol. The devices that Probation Officers use regularly are:

- **SCRAM.** This particular device is a continuous alcohol monitoring device. The benefits of this device are: provides 99.4% compliance each and every day, national network of service providers, conclusively distinguishes between alcohol consumption and environmental alcohol sources, single source admissibility (no back up tests required), flexible data management (expand, consolidate, view at a glance assessments, or summarize an entire caseload), and continuous testing means no drinking around test schedules. The probation department inventory consists of 62 SCRAM devices.

- **Remote Breath.** Benefits of this device are: automated facial intelligence, initiated testing which means it automatically turns on and prompts the client for scheduled and on-demand tests, immediate notification of both BRAC and positive client ID, Stores test results when out of cell coverage and forwards them when service is reacquired, so you’ll never lose test data, GPS locations provide more supervision data especially on missed tests, flexible testing schedules, portable, and easy to carry. The probation department inventory consists of 20 Remote Breath Devices.

- **Intoximeter.** This device is a hand held breathalyzer machine. The benefits of this device are: instant results, portable, and reliable. The probation department inventory consists of 5 Intoximeter devices.

- **One Step Ethyl Glucuronide (EtG) Test Dip Card:** EtG is a direct metabolite of ethanol alcohol. The presence of EtG in the urine can be used to detect recent alcohol consumption, even after the ethanol alcohol is no longer measurable. Consequently, the presence of EtG in the urine is a definitive indicator that alcohol has been ingested.

**SCRAM GPS Monitoring Program:**

During calendar year 2017 the Court and the Court’s Probation Department recognized a need for SCRAM GPS monitoring in our jurisdiction especially with certain offenders who have posted bond and were ordered to have no contact with a certain person.

The Probation Department purchased 15 SCRAM GPS units on September 15, 2017. The features of the units purchased are as follows:
• SCRAM GPS analytics.
• Mobile app.
• On-demand pursuit mode automatically provides GPS points every 15 seconds to aid in client apprehension.
• Customizable alert notice.
• Track and communicate with participants 24/7.
• Reliable GPS and A-GPS location technology.
• 30 second tool free installation.
• 3G cellular network.
• Slim one piece design and breakaway charger.
• Secondary location tracking via cell tower triangulation and location based service.
• Shock resistant and water proof.
• RF base station.
• On board zone storage.

The table below will show the total number of offenders who were monitored via a GPS unit in 2018, the total numbers of offenders who completed their GPS program in 2018, and the total number of days monitored in 2018.

<table>
<thead>
<tr>
<th>Total Number of Offenders Monitored in 2018</th>
<th>Total Number of Offenders Who Completed Their GPS Program in 2018</th>
<th>Total Number of Days Monitored in 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>1</td>
<td>370</td>
</tr>
</tbody>
</table>

**XII. The Project Save a Life Program:**

The following is the Problem Statement from the Project Save a Life literature,

The Licking County Municipal Court LIFT Court and OVI Court participants typically are high risk/high need offenders who are dependent on a controlled/illegal substance or alcohol. Many of the participants in LIFT Court are addicted to some form of opiate whether it be natural (i.e., codeine, morphine, oripavine, or thebaine), synthetic (i.e., Lortab, Demerol, atarax, dilaudid, fentanyl, methadone, suboxone, subutex, naltrexone, or naloxone), or semisynthetic (i.e., oxycodone, oxymorphone, hydromorphone, or hydrocodone). All of the offenders in OVI Court are addicted to alcohol. The participants in LIFT and
OVI Court typically possess all or some of the following criminogenic needs: anti-social attitudes/ values/beliefs, peer associations, personality, education/employment, family, substance abuse, and leisure/recreation. The participants are also subjected to short periods of clean time in jail prior to entering LIFT Court or OVI Court. For the opiate and alcohol addicted population this short period of clean time increases the chances of fatal overdose upon release without the proper treatment because their tolerance would have been reduced while in jail. Possessing several criminogenic needs + opiate or alcohol addiction + a short period of clean time in jail = possible fatal overdose. The LIFT Court and OVI Court professionals have seen relapses during the time an offender is released from jail to the time he or she is assessed in the community for Medication Assisted Treatment (MAT). These relapses had the potential to be fatal if the participants would have used the same dose of their preferred drug prior to when they were incarcerated.

Currently Buprenorphine is the preferred drug for MAT in our community. The LIFT Court professionals have seen specifically in the past with LIFT Court participants where they either sell or abuse their Buprenorphine. Our community is lacking an exclusive Naltrexone Injection Program in the jail or immediately following the release from the jail under the direct supervision of a Probation Officer for opiate and alcohol addicts.

Project Save a Life is the BEGINNING of a Medication Assisted Treatment (MAT) Program exclusively using the injectable version of Naltrexone. The target population is as follows:

- Must be drug free from all illegal opioids and opioid medication for a period of 7-10 days.
- Must be incarcerated at the Licking County Justice Center.
- Must be a Misdemeanor offender.
- Must be accepted into LIFT Court or OVI Court.
- Must have an assessment by LAPP staff recommending MAT/Naltrexone for treating an opioid or alcohol addiction.

This program was designed for opiate and alcohol addicted offenders to receive their FIRST Naltrexone injection before FREEDOM is experienced. A participant entering this program will be assessed by Doctor Fatechand at the Licking County Justice Center for the purpose of a Naltrexone injection. If
Doctor Fatehchand deems the Naltrexone injection to be appropriate, he will give the injection.

The Court and its Probation Department have entered into a partnership with the following agencies in order to create/implement Project Save a Life:

- The Licking County Alcohol Prevention Program.
- Arensberg Pharmacy.
- The Licking County Justice Center.
- Doctor Raju Fatehchand.
- Licking County Municipal Court.

The Court’s Indigent Driver Alcohol Treatment Funds have been used to reimburse LAPP for the following services/medication:

- Initial assessment by Doctor Fatehchand.
- The injectable version of Naltrexone.

The table below will show the number of participants involved with the program during calendar year 2018 (This program was implemented towards the end of calendar year 2016):

<table>
<thead>
<tr>
<th>Number of Participants in 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Males: 0</td>
</tr>
<tr>
<td>Females: 5</td>
</tr>
</tbody>
</table>

### XIII. **Hygiene Kit Giveaway Program:**

The Licking County Municipal Court, the Court’s Probation Department, and the Licking Memorial Health Systems (LMHS) partnered to create/implement this program towards the end of calendar year 2016. LMHS made this program possible by giving the Court’s Probation Department a total of $2,250.00 to purchase hygiene items for the kits. The hygiene items purchased were:

- Deodorant
- Soap
- Shampoo
- Toothbrush
- Toothpaste
- Dental Floss
- Hand Sanitizer
- Shaving Cream
- Shaving Razors
- Toilet Paper
- Feminine Hygiene Products

This program was created for the indigent probation offender population within the Licking County Municipal Court. The goal of the Court’s Probation Department would be to have on hand 150 startup hygiene kits each year to giveaway to our indigent probation offenders. The items mentioned above would be included in each individual kit.

The items mentioned above are very difficult for our indigent probation offenders to obtain due to their lack of financial resources and due to the limited supply of these items at local food pantries. Even if an indigent probation offender has a Food Assistance Card through the Licking County Job and Family Services Department that card does not pay for non-food items.

The table below will show how many kits were given out to indigent probationers during calendar year 2018:

<table>
<thead>
<tr>
<th>Number of Kits Given Out in 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Males: 6</td>
</tr>
<tr>
<td>Females: 10</td>
</tr>
</tbody>
</table>

**XIV. Clothing Giveaway Program:**

This program was created towards the end of calendar year 2016 for probation offenders who are in need of clothing items for themselves or a family member. The clothing items have all been donated to the Court’s Probation Department by Court personnel, other City of Newark personnel, and/or family of Probation Department employees. Shoes are also acceptable items for donation.

At the end of 2018 the inventory consisted of men, women, and children’s clothing/shoes.

The table below will show the number of probationers who took advantage of this program in calendar year 2018:

<table>
<thead>
<tr>
<th>Probationers Who Took Advantage of this Program in 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Males: 9</td>
</tr>
<tr>
<td>Females: 23</td>
</tr>
</tbody>
</table>

In addition to the in-house Clothing Giveaway Program the Probation Department has partnered with the Goodwill regarding vouchers to spend at the Goodwill Store.
The table below will show the number of probationers who were given a Goodwill voucher in 2018:

<table>
<thead>
<tr>
<th>Total Number of Probationers Who Were Given Vouchers in 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Males: 3</td>
</tr>
<tr>
<td>Females: 14</td>
</tr>
</tbody>
</table>

**XV. Transportation Program:**

The Licking County Municipal Court and the Court’s Probation Department recognized in August of calendar year 2016 that the lack of transportation to and from addiction treatment and substance abuse assessments was a barrier to such services for some probationers under probation supervision with the Court’s Probation Department.

The Court approved the Probation Department to use Indigent Driver Alcohol Treatment Funds to purchase taxi passes for indigent probationers who lacked transportation in the Newark/Heath area for addiction treatment and/or substance abuse assessments.

The Probation Department purchased a total of 600 taxi passes using the Indigent Driver Alcohol Treatment fund in August of 2016.

Unfortunately, the taxi company that we partnered with went out of business back in February of 2018. From August of 2016 to February of 2018 we were able to distribute a total of 200 taxi passes to indigent offenders.

The Court also approved the Probation Department to use grant money to purchase transit passes from Licking County Transit back in October of 2016.

The Probation Department purchased a total of 758 passes on October 17, 2016 and another 758 passes on April 20, 2017.

The table below will show the number of transit passes given to offenders in calendar year 2018.

<table>
<thead>
<tr>
<th>Number of Transit Passes Given to Offenders in 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>92</td>
</tr>
</tbody>
</table>

**XVI. Naloxone Administration Program:**

Due to the Heroin epidemic in the State of Ohio, the Licking County Municipal Court and the Court’s Probation Department decided to create and implement a Naloxone Administration Program back in August of 2016.
Naloxone blocks or reverses the effects of opioid medication, including extreme drowsiness, slowed breathing, or loss of consciousness. An opioid is sometimes called a narcotic. Naloxone is used to treat a narcotic overdose in an emergency situation. This medicine should not be used in place of emergency medical care for an overdose. Naloxone is also used to help diagnose whether a person has used an overdose of an opioid.

Probation Officer Carla Fowler and Probation Officer Karrie Rice volunteered to be the Naloxone officers for the Probation Department. Both officers have attended/completed the appropriate training pertaining to Naloxone administration at the Licking County Health Department. After the completion of the training, two Naloxone kits were given to the officers for use when necessary.

Both officers have also attended/completed Adult and Pediatric First Aid/CPR/AED at the American Red Cross.

Fortunately, neither officer has had to administer Naloxone to a person experiencing overdose symptoms in the community, the Court, or the Probation Department during calendar year 2018.

Karrie Rice is no longer employed with the Probation Department. Towards the end of 2018 Probation Officer Steven Crawmer, Probation Officer Samantha Crawford, and Probation Officer Brent Richter expressed interest in becoming a part of this program. They have all been approved by the Director to take the appropriate training in order to become a part of this program.

XVII. Computer Software Program:

The Probation Department uses a computer software program to assist staff with case management. The software program used by the Probation Department was created by Creative Microsystems Inc. The software program is called Authority Probation. This program supports Probation staff by empowering them with critical data that positions them to make confident decisions concerning a defendant’s probation requirements. Extensive tracking capabilities, defendant mugshots, a dashboard, and reporting capabilities support Probation Officers in monitoring offenders and in serving the court and community. The benefits of Authority Probation are:

- Assists Probation Officers with the daily regimen of tracking a defendant’s obligations.
- Probation Officers can quickly identify probation activities.
- Probation Officers are aware of past and future scheduled events.
- Probation Officers can see the results of a defendant’s required obligations.
- Provides tools necessary to eliminate probation cases from being overlooked from needed processing.
- Probation Officers are notified when defendants have failed to meet a scheduled obligation.
- Probation Officers are notified of current and future activities requiring advanced preparation.
- Active cases that have met all requirements will be flagged for processing.
- With the interface to CMI’s Authority Court solution, the Probation Officer is alerted when Municipal Court cases are filed or modified and may affect a current probation case.

**XVIII. Community Service Program:**

The probation department community service program began back in 2002. At that time the court saw a need to hire a part-time community service coordinator to oversee this program. Our long time Community Service Coordinator Steve Harrington passed away in early 2015. Mr. Harrington was replaced by Tony Phillips. As mentioned in section I of this report Mr. Phillips passed away on or about June 2, 2017. Both Mr. Harrington and Mr. Phillips have been greatly missed by Court personnel and those they served in the community. The Court and its Probation Department decided not to fill the vacant Community Service Coordinator (CSC) position after Mr. Phillips passed away. The Court still orders community service even though the CSC position was not filled.

The court uses community service as a sanctioning tool. Ohio Revised Code Section 2929.27 (A) (3) states that the court may impose a community service sanction up to 500 hours for a misdemeanor of the first degree and up to 200 hours for a misdemeanor of the 2nd, 3rd, or 4th degree.

The court also uses community service as an alternative to paying fines. Back on September 24, 1997 former Licking County Municipal Court Judge Thomas Marcelain signed an entry stating, “Effective October 1, 1997 the Licking County Municipal Court shall compensate defendants in the amount of $7.50 for every hour they complete community service towards their court fines. All judgment entries shall be corrected accordingly.” Back on May 4, 2009 Licking County Municipal Court Judge Michael Higgins signed an entry stating, “Effective immediately, the Licking County Municipal Court shall compensate defendants in the amount of $10 for every hour they complete community service towards their fines and court costs, exclusive of any collection fees and the fee assessed for the hours being worked.”
Defendants who participate in the community service program are charged a one-time fee depending on how many hours they are scheduled to work. The community service fee scale is as follows:

- 1 to 50 hours = $20.00.
- 51 to 100 hours = $40.00.
- 101 hours or more = $60.00.

Defendants work all of their community service hours at government agencies or at non-profit organizations in the community.

**XIX. Student Internship Program:**

Back in June of 2015 the Licking County Municipal Court approved the Probation Department to revise the Student Internship Program.

A new Student Intern Manual was created and it went into effect on July 1, 2015.

The Probation Department decided to partner with two Central Ohio higher learning institutions for this particular program. Those institutions are the Central Ohio Technical College (COTC) and Columbus State Community College (CSCC).

Probation Officers volunteer to assist with this program when a new student is accepted into the program. There are typically five or six Probation Officers who volunteer to assist each student.

The Director of Probation assigns the student to work with each Probation Officer who volunteered for a certain amount of hours. This gives the student a well-rounded on the job education regarding probation.

The table below will show the number of student interns that were interviewed for a position, the number of student interns who were accepted into the program, the number of student interns who successfully completed the program, the number of student interns who unsuccessfully completed the program, the higher learning institutions who referred the students, and the total number of internship hours completed by all the students. These statistics will be for calendar year 2018.

<table>
<thead>
<tr>
<th>Student’s interviewed</th>
<th>Student’s accepted</th>
<th>Students who successfully completed</th>
<th>Students who unsuccessfully completed</th>
<th>Referring institutions</th>
<th>Total hours completed</th>
<th>Students currently involved</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>COTC: 3</td>
<td>258.5</td>
<td>1</td>
</tr>
</tbody>
</table>
XX. **GED Vouchers Program:**

Back in October of 2017 the Probation Department recognized through statistical data that many offenders placed under probation supervision lacked a GED or a high school diploma.

The judges of the Licking County Municipal Court approved for the Probation Department to start a GED Vouchers Program shortly thereafter. The Director of the Probation Department added a line item in the Justice Reinvestment and Incentive Grant Application to purchase GED vouchers during the Fiscal Year 2018 and 2019 grant cycle.

The program was designed to give each offender lacking a GED or high school diploma a total of 4 vouchers. Each voucher would allow the offender to take one of the four GED test sections. The GED test sections are as follows:

- Mathematical Reasoning.
- Reasoning Through Language Arts.
- Social Studies.
- Science.

Each test section costs a total of $30.00. Each GED voucher package given to an offender is worth $120.00.

Around June 13, 2018 the Probation Department purchased a total of 200 GED vouchers.

The table below will show the number of offenders who received vouchers in 2018 and the number of vouchers distributed in 2018.

<table>
<thead>
<tr>
<th>Number of Offenders Who Received Vouchers in 2018</th>
<th>Number of Vouchers Distributed in 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td>172</td>
</tr>
</tbody>
</table>

XXI. **Moral Reconciliation Therapy (MRT) Program:**

“MRT, an NREPP (National Registry of Evidence Based Programs and Practices) program, is the premiere cognitive behavioral program for substance abuse treatment and offender populations. Developed in 1985 by Doctor Gregory Little and Doctor Kenneth Robinson, nearly 200 published outcome studies have documented that MRT-treated offenders show significantly lower recidivism for periods as long as 20 years after treatment.” ([www.moral-reconation-therapy.com](http://www.moral-reconation-therapy.com)).
Director Saad sat in on a training seminar that was conducted by Doctor Robinson towards the end of 2017. Shortly thereafter the Director and the Judges approved to send a few staff members to MRT training.

The in-house MRT Program was implemented in April of 2018. Probation Officer Jessica Massa and former Probation Officer Karrie Rice were the officers who created/implemented the Program. Probation Officer Rice left the Probation Department in 2018, so Probation Officer Brent Richter was sent to MRT training in late 2018.

In 2018 Probation Officer Massa facilitated two separate risk/gender specific groups. Her moderate/male group was offered every Wednesday from 5 p.m. to 6 p.m. Her high/male group was offered every Wednesday from 6 p.m. to 7:30 p.m.

Towards the end of 2018 Probation Officer Richter facilitated two separate risk/gender specific groups. His moderate/female group was offered every Wednesday from 5 p.m. to 6 p.m. His high/female group was offered every Wednesday from 6 p.m. to 7:30 p.m.

The table below will show the total number of male and female offender referrals in 2018, the total number of male and female offender successful completions in 2018, the total number of male and female offender unsuccessful completions in 2018, and the total number of male and female offenders who were still enrolled in the program at the end of 2018.

<table>
<thead>
<tr>
<th>Offender Referrals in 2018</th>
<th>Successful Completions in 2018</th>
<th>Unsuccessful Completions in 2018</th>
<th>Still Enrolled in the Program at the end of 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male: 36</td>
<td>Male: 6</td>
<td>Male: 7</td>
<td>Male: 15</td>
</tr>
<tr>
<td>Female: 21</td>
<td>Female: 0</td>
<td>Female: 3</td>
<td>Female: 21</td>
</tr>
</tbody>
</table>

**XXII. Staff Defensive Tactics Program**

Back in the beginning of 2016 Director Saad and Probation Officer Steven Crawmer engaged in brainstorming discussions regarding how we could assist probation officers employed at the LCMCAPD with becoming more proficient in the area of defensive tactics.

Through many discussions we came to the conclusion that reality based defensive tactics training would be the best approach to accomplish our goal.

Back in February of 2016 Director Saad and the Judges approved for Probation Officer Crawmer to attend the Ohio Peace Officer Training Commission (OPOTC) Subject Control Instructors Program. This program consisted of 80 hours of training. Probation Officer Crawmer successfully
completed this program back in April of 2016. Since that date he has been providing in-house subject control training to all of the LCMCAPD probation officers.

In 2018 we significantly enhanced our defensive tactics program by sending Director Saad to the Shocknife Spontaneous Edged Weapons Defense Instructors Course. This course was offered at the Ohio Peace Officers Training Academy in London, Ohio. This program consisted of 16 hours of training. Director Saad successfully completed this program back in April of 2018. Since that date he has provided both a classroom and reality based drills training to LCMCAPD probation officers.

Finally, Probation Officer Jordan Barnard was sent to the OPOTC Semi-Automatic Firearms Instructors Course. This program consisted of 40 hours of training. Probation Officer Barnard successfully completed the program back in July of 2018. Since that date he has been the official range instructor for the LCMCAPD probation officers. In 2018 he was the overseer of all firearm re-qualifications for LCMCAPD probation officers and he provided reality based firearms training as well.

This initiative has better prepared our probation officers to perform in situations where defensive tactics would be necessary.

XXIII. Statistical Data:

The probation department compiles statistical data every month. This data is very beneficial when applying or maintaining funding from outside sources. It is also beneficial when justifying to city and county elected officials why the Licking County Municipal Court Adult Probation Department is an integral part of local community corrections. The tables below will reflect some of the compiled data from 2018. In some instances the data will be compared to 2017 data.

The first table shows the case type received by the Probation Department after sentencing. The pie chart on page 37 shows a colorful illustration of the most common offenses.

<table>
<thead>
<tr>
<th>Case Type</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>OVI</td>
<td>358</td>
<td>471</td>
</tr>
<tr>
<td>Theft</td>
<td>98</td>
<td>165</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>71</td>
<td>46</td>
</tr>
<tr>
<td>Other Violent Offense</td>
<td>104</td>
<td>34</td>
</tr>
<tr>
<td>Drug Offense</td>
<td>24</td>
<td>25</td>
</tr>
</tbody>
</table>
The second table shows the total number of intakes completed by Probation Officers.

<table>
<thead>
<tr>
<th></th>
<th>2018 Intakes</th>
<th>2017 Intakes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>841</td>
</tr>
<tr>
<td></td>
<td>912</td>
<td></td>
</tr>
</tbody>
</table>

The third table shows the total number of Pre-Trial Diversion assessments completed by Probation Officers.

<table>
<thead>
<tr>
<th>2018 Pre-Trial Diversion Assessments</th>
<th>2017 Pre-Trial Diversion Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>198</td>
<td>263</td>
</tr>
</tbody>
</table>

The fourth table shows the total number of Intervention in Lieu of Conviction intakes completed by Probation Officers. ILC = Intervention In Lieu of Conviction.

<table>
<thead>
<tr>
<th>2018 ILC Intakes</th>
<th>2017 ILC Intakes</th>
</tr>
</thead>
<tbody>
<tr>
<td>44</td>
<td>38</td>
</tr>
</tbody>
</table>

The fifth table shows the total number of Ohio Risk Assessment System assessments completed by Probation Officers. ORAS = Ohio Risk Assessment System.

<table>
<thead>
<tr>
<th>2018 ORAS Assessments</th>
<th>2017 ORAS Assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>874</td>
<td>823</td>
</tr>
</tbody>
</table>

Most Common Offenses

- OVI
- Theft
- DV
- Other Violent
The sixth table shows the total number of defendants we had under supervision in December of 2017 and 2018.

<table>
<thead>
<tr>
<th>Number of Defendants Under Supervision in December of 2018</th>
<th>Number of Defendants Under Supervision in December of 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>1252</td>
<td>1197</td>
</tr>
</tbody>
</table>

The seventh table shows the total number of probation cases closed as successful and unsuccessful. Succ. = success.

<table>
<thead>
<tr>
<th>2018 cases closed</th>
<th>2017 cases closed</th>
<th>2018 successful</th>
<th>2017 successful</th>
<th>2018 unsuccessful</th>
<th>2017 unsuccessful</th>
<th>2018 % of succ.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1035</td>
<td>1085</td>
<td>785</td>
<td>795</td>
<td>250</td>
<td>290</td>
<td>75.8%</td>
</tr>
</tbody>
</table>

The eighth table shows the total number of probation violation motions filed by Probation Officers with the court. It also shows a breakdown by judge.

<table>
<thead>
<tr>
<th>2018 PV Motions Filed</th>
<th>2018 Judge Stansbury PV Motions Filed</th>
<th>2018 Judge Higgins PV Motions Filed</th>
<th>2017 PV Motions Filed</th>
<th>2017 Judge Stansbury PV Motions Filed</th>
<th>2017 Judge Higgins PV Motions Filed</th>
</tr>
</thead>
<tbody>
<tr>
<td>125</td>
<td>64</td>
<td>61</td>
<td>290</td>
<td>152</td>
<td>138</td>
</tr>
</tbody>
</table>

The ninth table shows the reasons why Probation Officers filed probation violation motions with the court. This table also shows the total number of probation violation motions filed for each reason.

<table>
<thead>
<tr>
<th>2018 Technical Violations</th>
<th>2018 Absconder Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>94</td>
<td>31</td>
</tr>
</tbody>
</table>
The tenth table shows the total number of defendants who were sentenced to jail for a community control (CC) violation by the Licking County Municipal Court judges. The time frame used for this statistic was 12/1/2017 to 12/31/2018 (13 months).

<table>
<thead>
<tr>
<th>Defendants Sentenced to Jail for CC Violations During the Above Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>78</td>
</tr>
</tbody>
</table>

The eleventh table shows the originating jurisdiction of all cases placed under supervision by the court. This includes community control, diversion, and intervention in lieu of conviction cases. This table reflects calendar year 2017 and 2018 data.

<table>
<thead>
<tr>
<th>Total cases for Newark in 2018</th>
<th>Total cases for Licking County in 2018</th>
<th>Total cases for Newark in 2017</th>
<th>Total cases for Licking County in 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>434</td>
<td>711</td>
<td>500</td>
<td>706</td>
</tr>
</tbody>
</table>

The twelfth table shows the total number of community service hours worked by defendants and how many defendants engaged in community service work.

<table>
<thead>
<tr>
<th>2018 Court Ordered Hours Worked</th>
<th>2018 Fine Hours Worked</th>
<th>2018 Total Hours Worked</th>
<th>2018 Number of Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>2106.25</td>
<td>3087.50</td>
<td>5193.75</td>
<td>180</td>
</tr>
</tbody>
</table>

The thirteenth table shows the amount of restitution paid by defendants to the victims of their crimes. Restitution is paid in the form of a money order or a certified check. All payments are paid at the probation department. The probation department secretary processes/mails all payments.

<table>
<thead>
<tr>
<th>2018 Restitution Paid</th>
<th>2017 Restitution Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$16,288.38</td>
<td>$27,535.54</td>
</tr>
</tbody>
</table>

The fourteenth table shows the total number of Pre-Sentence Investigations completed by Probation Officers.

<table>
<thead>
<tr>
<th>2018 Pre-Sentence Investigations Completed</th>
<th>2017 Pre-Sentence Investigations Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>3</td>
</tr>
</tbody>
</table>
The fifteenth table shows the total number of expungement investigations completed by Probation Officers.

<table>
<thead>
<tr>
<th>2018 Expungement Investigations</th>
<th>2017 Expungement Investigations</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>45</td>
</tr>
</tbody>
</table>

The sixteenth table shows the total number of other drug tests completed by Probation Officers.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>50,362</td>
<td>1601</td>
<td>51,963</td>
<td>37,113</td>
<td>1175</td>
<td>38,288</td>
</tr>
</tbody>
</table>

The seventeenth table shows the total number of alcohol tests completed by Probation Officers using the Intoximeter device.

<table>
<thead>
<tr>
<th>2018 Intoximeter Positive Results</th>
<th>2018 Intoximeter Negative results</th>
<th>2018 Total Tests Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>19</td>
<td>19</td>
</tr>
</tbody>
</table>

The eighteenth tables (A, B, C) show data regarding our SCRAM Devices.

Table A:

<table>
<thead>
<tr>
<th>2018 Total Clients Monitored</th>
<th>2018 Total Monitored Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>133</td>
<td>13,265</td>
</tr>
</tbody>
</table>

Table B:

<table>
<thead>
<tr>
<th>2018 Clients Who Completed</th>
<th>2018 Percentage of Compliant Clients</th>
<th>2018 Percentage of Non-Compliant Clients (1-2 Violations)</th>
<th>2018 Percentage of Non-Compliant Clients 3-5 Violations</th>
<th>2018 Percentage of Non-Compliant Clients 6 + Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>93</td>
<td>77%</td>
<td>16%</td>
<td>3%</td>
<td>3%</td>
</tr>
</tbody>
</table>
Table C:

<table>
<thead>
<tr>
<th>2018 Average Monitored Days</th>
<th>2018 Percentage of Sober Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>162</td>
<td>99.3%</td>
</tr>
</tbody>
</table>

The nineteenth tables (A,B,C,D) show data regarding our Remote Breath Devices.

Table A:

<table>
<thead>
<tr>
<th>2018 Total Clients Monitored</th>
<th>2018 Completed Clients</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>17</td>
</tr>
</tbody>
</table>

Table B:

<table>
<thead>
<tr>
<th>2018 Average days to First Violation</th>
<th>2018 Average Monitored Days</th>
<th>2018 Total Tests Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>81</td>
<td>197</td>
<td>5797</td>
</tr>
</tbody>
</table>

Table C:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>177</td>
<td>10</td>
<td>5610</td>
</tr>
</tbody>
</table>

Table D:

<table>
<thead>
<tr>
<th>2018 Total Tampers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
</tbody>
</table>

The twentieth table shows all statistical data pertaining to the LIFT Court Specialized Docket Program.

<table>
<thead>
<tr>
<th>2018 Total Referrals</th>
<th>2018 Total Accepted</th>
<th>2018 Total Denied/Refused</th>
<th>2018 Total Graduates</th>
<th>2018 Total Successful Completions</th>
<th>2018 Total Neutral Discharges</th>
<th>2018 Total Unsuccessful Discharges</th>
</tr>
</thead>
<tbody>
<tr>
<td>78</td>
<td>16</td>
<td>41</td>
<td>5</td>
<td>5</td>
<td>1</td>
<td>7</td>
</tr>
</tbody>
</table>
The twenty first table shows all statistical data pertaining to the OVI Court Specialized Docket Program. The total accepted and the total denied do not equal the total referred because four cases were not appropriate referrals.

<table>
<thead>
<tr>
<th>2018 Total Referrals</th>
<th>2018 Total Accepted</th>
<th>2018 Total Denied/Refused</th>
<th>2018 Total Graduates</th>
<th>2018 Total Successful Completions</th>
<th>2018 Total Neutral Discharges</th>
<th>2018 Total Unsuccessful Discharges</th>
</tr>
</thead>
<tbody>
<tr>
<td>58</td>
<td>14</td>
<td>44</td>
<td>7</td>
<td>7</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

The pie chart below shows a colorful illustration of the denial/refusal trend that exists in both of our specialized docket courts.

**XXIV. Staff Development:**

Per Ohio Revised Code Section 2301.27 (A) (4), Adult Probation Officers shall be trained in accordance with a set of minimum standards that are established by the Adult Parole Authority of the Ohio Department of Rehabilitation and Correction.

Adult Probation Officers hired on or after January 1, 2014 shall within 12 months of their hire date, complete all courses in the new Probation Officer Training Catalog, as developed by the Ohio Department of Rehabilitation and Correction’s Adult Parole Authority in consultation with the Supreme Court of Ohio.

Table A will show how many Licking County Municipal Court Adult Probation Officers successfully completed all courses in the Probation Officer Training Catalogue in 2018.
Number of Probation Officers Who Completed in 2018

0

Effective January 1, 2013 all Probation Officers shall annually obtain a minimum of 20 hours of continuing education. The continuing education topics shall be relevant to the specific duties of the Probation Officer.

Below you will find a list of most of the trainings attended/completed by Probation Department staff (Each staff member did not attend all trainings listed below) from January 1, 2018 to December 31, 2018:

- Domestic Violence Training Seminar.
- Quality Assurance Symposium.
- Dealing with Difficult People.
- Procedural Justice and Personal Leadership.
- Determining Risk in Sexual Abusive Offenders.
- Strategies for the Overwhelmed.
- Ohio Community Corrections Association Annual Conference
- APPA National Conference in Houston.
- NADCP National Conference in Houston.
- Ohio Attorney General Victim Assistance Training.
- LEADS Tac In-Service Training.
- Opioid Addiction Screening and Assessment Training.
- Delivering Inspired Service.
- OPOTC Semi-Automatic Firearm Instructors Course.
- Level 2 CJIS Security Training.
- Conflicting Relationships In-House Policy Training.
- Unarmed Self-Defense Mindset Training.
- Working Well with Everyone.
- Leadership.
- ORAS.
- Effective Management of Internet Sex Offenders.
- Basic Advocacy Skills in Crime Victim Services.
- Licking County Trauma Summit.
- APPA National Conference in Philadelphia.
- University of Cincinnati CBI-SO Training.
- Unarmed Self-Defense.
- Several Fred Pryor Trainings.
- Child Sexual Abuse Training.
- Spontaneous Edged Weapons Defense Instructor’s Course.
- Spontaneous Edged Weapons Defense Classroom and Drills.
- Moral Reconciliation Therapy.
- Adult First Aid, CPR, and AED.
- 2018 Specialized Docket Annual Conference.
- OPOTC Firearms Course.
- Dealing with Challenging Defendants.
- Field Search Technology Training.
- Opioid Use and Overdose.
- Indispensable Office Manager.
- OC Spray.
- Taser.
- Safety and Security Begins at the Front Desk.

Table B will show the total number of training hours completed by Probation Department staff.

<table>
<thead>
<tr>
<th>Total Training Hours Completed in 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>796</td>
</tr>
</tbody>
</table>