

#### 41-A DISTRICT COURT PROBATION DEPARTMENT

40111 Dodge Park Rd, Sterling Heights, MI 48313 • Probation Phone (586) 446-2565 • Fax (586) 276-4016  
General Email: 41AProbation@sterling-heights.net

#### GENERAL PROBATION INFORMATION & INSTRUCTIONS

Chief Officer Gadioli ([egadioli@sterling-heights.net](mailto:egadioli@sterling-heights.net)) / Officer Finkel ([mfinkel@sterling-heights.net](mailto:mfinkel@sterling-heights.net))

**The following conditions apply to ALL probationers:** 1. *you are not allowed to violate any criminal laws of any jurisdiction.* 2. *You are not allowed to leave the state without the permission of the court.* 3. *You must provide a truthful report to the probation officer monthly, or as often as the probation officer requires, either in person, virtually, or in writing, as required by the probation officer.* 4. *You must notify the probation officer immediately of any change of address or employment status.* You will receive a signed copy of your probation order in the mail with a few weeks.

**REPORTING PROBATION:** Virtual reporting is a privilege. If you cannot or will not report virtually, you will be required to report in-person to the Probation Department. All probationers are required to report for their initial appointment in person. Upon arrival, you must check in at the Probation counter and be seated in the lobby. You will receive your next report before you leave. Please check the court's website regarding any scheduling changes in the event of inclement weather, holidays, etc.

Appropriate attire is required at all times within the courthouse. Probationers not dressed appropriately will not be permitted to report and will be treated as a no-show. Inappropriate attire includes: clothing that displays an excessive amount of skin, gang- related clothing, bathing suits, half-tops, cut-offs, and mini-skirts.

**FAILURE TO REPORT:** Failure to report for 60 days may result in a **probation violation hearing**. It is your responsibility to make every effort to appear for your appointment. The Probation Department uses a set schedule for reporting, by last name. If you have forgotten your report day, please refer to the court's website or call the office at (586) 446-2565. If you have an emergency, you must provide documentation to your probation officer.

**ALL PROBATION: FINES, COSTS, & OVERSIGHT FEES:** Fees may be paid at the court, online, or over the phone. Fines and costs are assessed by the judge and due by the date specified on your order. Failure to pay by the due date may result in late fees and/or a hearing with your judge. Oversight fees are assessed: \$45 per month for **reporting** probation or \$10 per month for **non-reporting** probation. You cannot be successfully discharged from probation until all outstanding oversight costs are paid in full.

**ALL PROBATION: ADDRESS CHANGES:** You must report all address changes within 48 hours to (586) 446-2565.

**ALL PROBATION: PHONE CALLS:** Probation officers may be reached by email in-between your regular report dates. If you cannot remember your officer's email, you may call the office or check the court's website.

**ALL PROBATION: PERMISSION TO LEAVE THE STATE/COUNTRY:** Permission to leave the state/country must be requested at least one (1) week in advance. You must fill out a travel request. Probation may request documentation of your travel. You are required to comply with any testing requirements while you are away from this jurisdiction. It is suggested that you review the Travel Policy on the court's website for testing information.

**ALL PROBATION: PROBATION VIOLATIONS:** Below are some reasons that will warrant a violation of probation. This list is not inclusive.

- Failure to refrain from use or possession of alcohol or unlawful drugs.
- Failure to obtain permission to leave the state/country. Failure to update your address with the Probation Department.
- Failure to refrain from violating criminal laws or report any police contact and/or arrests or charges.
- Failure to attend and/or complete any classes and/or treatment as ordered by the judge.
- Any missed, late, or altered drug/alcohol screens. Providing falsified documents.

If you violate your probation for any reason, you will be required to appear before your sentencing judge for a Probation Violation Hearing and face possible sanctions.

**EARLY TERMINATION OF PROBATION:** If you have completed all of your court-ordered programs and have served at least half of your probation term, you may be eligible for an early discharge. You may discuss this with your probation officer at your monthly report, or motion the court on your own or through an attorney. In order to be eligible for early discharge, you must have a **qualifying conviction** and be compliant for the **last three months**. You will need to complete the form MC 512: Notice of Eligibility for Early Release from Probation, which can be found on the court's website or requested at the front counter of the Probation Department. You must notify the appropriate prosecutor if you wish the court to consider an early discharge; refer to the court's website for further information.