

**14A3 PROBATION,
122 S. Main ST, Chelsea, MI 48118**

Phone: 734-475-0709

Fax: 734-475-8479

Email: yeakeyj@ewashtenaw.org or bachmand@ewashtenaw.org

If you are required to set up an appointment for a PSI or to sign their contract, you must contact the office directly because those require scheduled appointments.

JUDGE	PROBATION AGENT	PROBATION COORDINATOR
Honorable Richard E. Conlin	Jennifer Yeakey	David Bachman

For Our Probation Orientation Video- please follow these links for all three sessions:

<https://youtu.be/DYQE9cl5Xnl>

<https://youtu.be/F5lJuTyWeAw>

https://youtu.be/Qcor9Oj_Eb4



REPORTING:

Reporting times are between 8am-12:30pm, no exceptions. Do not bring any friends, family or children to reporting. No food, beverage, or electronic devices allowed, please leave outside the building. Please allow enough time to be seen by agent and schedule your time accordingly, expect possible wait times up to several hours and you may be referred for drug testing, so have photo ID and money available each and every time you report to probation. All probation concerns should be addressed to the main Chelsea office at 734-475-0709 or by email, do not contact the clerk's office at 14A4.

June 2, 2017 14A-4 Saline 1000 N. Maple Saline, MI 48176	July 7, 2017 14A-4 Saline 1000 N. Maple Saline, MI 48176	August 4, 2017 14A-4 Saline 1000 N. Maple Saline, MI 48176
June 9, 2017 14A-3 Chelsea 122 S. Main Chelsea, MI 48118	July 14, 2017 14A-3 Chelsea 122 S. Main Chelsea, MI 48118	August 11, 2017 14A-3 Chelsea 122 S. Main Chelsea, MI 48118
June 23, 2017 14A-3 Chelsea 122 S. Main Chelsea, MI 48118		



FINES/COSTS:

Fines and costs are payable as ordered by the Court. The payment schedule started the day you were sentenced. Probation does not have the authority to adjust, amend or change the order of the Court. We can only report back to the judge to inform him/her if terms are followed. You may make your payment at the clerk’s office at any 14A District Court location. You may also make payment over the phone. To make payment for 14A3, call 734-475-0709, for 14A4, call 734-429-2504, please have your case number and credit card information available. Payments should be made prior to reporting to the probation office for monthly reporting.



DRUG TESTING:

Drug testing is completed at Community Corrections located at:
4101 Washtenaw Ave., Ann Arbor, MI 48108

Costs:
Five Panel Urine Test w/pbt - \$10
Four Panel Oral Test w/pbt - \$20
PBT Only - \$3
ETG Urine Test - \$25

HOURS OPEN FOR TESTING:

**Monday, Wednesday and Friday
Tuesday and Thursday**

**8:30am-4:30pm
8:30am-6:30pm**

Rules for testing:

- You must have Photo ID to test and your test will be monitored.
- You must have payment at the time of test. **NO EXCEPTIONS!** Cash, Personal Check or Credit Card accepted.
- Allow yourself at least thirty minutes to complete your test. To avoid waiting, it is best to come earlier in the day – afternoons are the busiest.
- Do not eat, drink or have anything in your mouth for at least 15 minutes prior to testing.
- Do not drink excessive water, tea, or other fluids on the day of your test. Your sample will be tested for dilution and rejected as a tamper if you are abnormally hydrated.
- Suspicious samples may not be tested as determined by staff.
- Do not bring friends, family or any other person to testing.
- **NO CHILDREN ARE ALLOWED AT COMMUNITY CORRECTIONS**

If you feel you have tested positive and it is a result from a prescription medication, you must have the prescribing physician fax my office a letter stating that you are 1) **CURRENTLY A PATIENT UNDER THEIR CARE** and 2) **THE NAME OF DRUG, DOSAGE, FREQUENCY AND PURPOSE.**

This must be received by my office **within 7 business days** from positive drug test. If the prescription is consistent with the positive drug test, no violation will occur; however, if it is NOT consistent, the

prescription is NOT current or the positive result is NOT within the therapeutic dosages levels, it would be a violation and you would be subject to possible sanctions and/or violation process. For safety and security purposes, please do NOT bring in any prescription bottles with medication(s) to the probation office. You must have letter written as instructed previously.

Please note: As explained in detail at orientation, if you had an Emergency Room visit and were prescribed a medication, that prescription is only valid for a limited time period and only to cover that specific incident. If you have left over medication and take it months down the road...that is not considered current and/or valid and you will be held accountable.



COMMUNITY SERVICE:

Community Service can be done at a Non-Profit Agency of your choice with prior approval by the probation office. You must have verification of completion provided in writing, on the agency's letterhead. Verification must be provided to probation no later than a month prior to the probation discharge date, unless otherwise specified by the Court.



COURT ORDERED CLASSES-Theft Class, Drug Class, Alcohol Class, etc.

Court ordered classes are held at the 14A1 District Court-4133 Washtenaw Ave., Ann Arbor, MI 48107. The cost of class is \$60 and is required to be paid no later than the DAY PRIOR TO CLASS. Payment for classes can be made at any of the 14A District Court Clerk's Office(s), same location to pay Court fines/costs. Referrals will be given to defendants at orientation, when probation orders are signed. Classes are held on Tuesday(s) from 4pm to 7pm. Each week is a different class. If you fail to appear for your scheduled class, you will incur a \$30 re-referral fee, and be required to attend the next available class.



SUPPORTIVE DOCUMENTATION/VERIFICATION:

If you were ordered to provide probation with employment verification, school status/attendance, AA meeting attendance verification/logs, PBT logs, Outpatient Treatment Updates, etc., anything that was ordered with “monthly updates to probation” you will be required to bring said verification to EACH monthly report. Your monthly report will NOT be accepted if you fail to bring this monthly verification.



TRAVEL:

Requests for travel need to be submitted at least 72 hours prior to travel date/time. If you are traveling by plane, train, or bus, you will need to have the flight/ticket information available, to include the carrier, i.e., Delta, Amtrak, etc. If you will be traveling by your personal vehicle, you will need to print driving directions/map from your starting point to finishing point. You will need to have this information available and printed. Send your travel request via email to yeakeyj@ewashtenaw.org, if approved, you will be instructed to contact the probation office to make arrangements to pick up your travel form. You must physically come into the office and obtain said form, prior to travel. No travel requests will be approved if more than a week out from travel date. You must be in compliance with all your probation terms, prior to requesting travel.
