

References and Resources

TABLE OF CONTENTS

9-01	General	9-01-01
9-02	Legal References	
	A. Michigan Court Rules	9-02-01
	B. Michigan Statutes	9-02-01
	C. Case Law	9-02-02
9-03	State Agencies	
	A. Department of Corrections, Policy Directives and Procedures	9-03-01
	B. Department of Community Health, Crime Victims Services Commission	9-03-01
	C. Office of Highway Safety Planning (OHSP)	9-03-01
	D. Michigan Department of Community Health	9-03-02
	E. Michigan Resource Center for Health and Safety, Inc.	9-03-03
	F. Michigan State Police – CJIS Field Services	9-03-03
9-04	Supreme Court Assistance, Training, and Education	
	A. State Court Administrative Office	9-04-01
	B. Michigan Judicial Institute	9-04-02
9-05	Associations	
	A. State Bar of Michigan	9-05-01
	B. American Bar Association	9-05-01
	C. Michigan Association of District Court Probation Officers	9-05-01
	D. Michigan Corrections Association	9-05-01
	E. American Correctional Association	9-05-02

References and Resources

9-01 GENERAL

The most important resource available to the probation officer is the ability to network or communicate with others who work in the criminal justice system or a related field. Networking is a vital part of any agency or organization; it is a tool for obtaining information outside of the more formal means of communication.

There are several ways to network effectively. The most common is through daily contacts with local agencies and other probation officers. These contacts can be expanded by attending various agency, association, or organization meetings and conferences. Although the probation officer is often too busy to become involved in many external functions, efforts should be made to contact one another as a resource. Collectively, probation officers possess a wealth of information that covers the range of this manual and beyond.

9-02 LEGAL REFERENCES

A. Michigan Court Rules

The Michigan Court Rules govern practice and procedure in all courts established by the constitution and laws of the State of Michigan. These rules are the "Michigan Rules of Court - State." An individual rule may be referred to as Michigan Court Rule ____ (number), and cited by the acronym "MCR." The rules are to be construed to secure the just, speedy, and economical determination of every action and to avoid the consequences of error that does not affect the substantial rights of the parties.

The Michigan Court Rules are published by West Publishing Company, Darby, and the Institute of Continuing Legal Education. Annotated Court Rules, which analyze and apply the court rules to specific cases, are also published by West Publishing Company and are entitled "Michigan Court Rules Practice."

The Michigan Court Rules are also available on the Michigan Supreme Court website at <http://courtofappeals.mjud.net/rules/>.

B. Michigan Statutes

1. Michigan Compiled Laws and Michigan Compiled Laws Annotated

The Michigan Legislative Council, composed of Michigan legislators, as directed by the Michigan Constitution, caused to be compiled, without alteration, all laws of a general and permanent nature in force in Michigan and enacted through regular sessions of the Michigan Legislature.

The official Michigan Compiled Laws is published by the Legislative Service Bureau in Lansing, Michigan in the form of Public Acts and can be accessed on-line at [http://www.legislature.mi.gov/\(S\(wrvmtunybadof45xifcrg2s\)\)/mileg.aspx?page=Home](http://www.legislature.mi.gov/(S(wrvmtunybadof45xifcrg2s))/mileg.aspx?page=Home).

The Michigan Compiled Laws Annotated is published by West Publishing Company. Publications are supplemented yearly and advance sheets are published throughout the year as laws are passed. Editorial features and research aids incorporated into Michigan Compiled Laws Annotated (MCL) include the following:

- a. Analysis of each chapter.
- b. History notes to each section of the MCL, reflecting all amendments to that section since its enactment and the effective dates of those amendments.

- c. Notes containing opinions of the Michigan Supreme Court and the United States Supreme Court regarding the constitutionality of acts or parts of acts.
- d. Notes designating those statutes which transfer powers and duties from one state agency to another.
- e. Notes indicating the origin and disposition of prior statutory provisions which carried the same compilation numbers, and accounting for similar provisions which being obsolete, superseded, or repealed by implication, no longer appear in the MCL.

C. Case Law

The following references can be used to research case law.

1. Michigan Appeals Court Reports

This compilation includes cases heard by the Michigan Court of Appeals. It is published by Lawyers Cooperative Publishing. It contains an alphabetical table of cases cited. Advance sheets are published periodically throughout the year. Cases are also searchable on the Court of Appeals website at <http://courtofappeals.mijud.net/>.

2. Michigan Reports

This report includes the cases heard by the Michigan Supreme Court. It is published by Lawyers Cooperative Publishing. Advance sheets are published periodically throughout the year. Cases are also searchable on the Michigan Supreme Court website at <http://courts.michigan.gov/supremecourt/>.

3. Michigan Digest

Available from Lawyers Cooperative Publishing as "Callaghan's Michigan Digest" and West Publishing Company as "West's Michigan Digest," this compilation is supplemented annually and advance sheets are published periodically throughout the year.

4. Reports of Supreme Court Decisions

This report contains the cases heard by the United States Supreme Court. It is published by West Publishing Company as the "Supreme Court Reporter" and Lawyers Cooperative Publishing as the "United States Supreme Court Reports, Lawyers Edition." Advance sheets are published periodically throughout the year.

For more information, see the *Michigan Court Administration Reference Guide*, Section 10-02, at http://courts.michigan.gov/scao/resources/publications/manuals/carg/rg_sec10.pdf

9-03 STATE AGENCIES

A. Department of Corrections, Policy Directives and Procedures

While the Policy Directives and Procedures of the Department of Corrections are aimed at parole officers, circuit court probation officers, and community residential programs, the district court probation department may find the information helpful in developing internal policies and procedures. On an individual level, the procedures themselves may provide direction or explanation to the probation officer in a variety of related areas. Copies of the policies and procedures can be requested from:

Department of Corrections
Office of Policy and Hearings
Policy and Rule Unit - Development Unit
Grandview Plaza Building - Fourth Floor
PO Box 30003
Lansing, MI 48909
(517) 373-3366
<http://www.michigan.gov/corrections>

B. Department of Community Health, Crime Victims Services Commission

The Department of Community Health, Crime Victims Services Commission maintains and awards funds as directed by the Crime Victim's Rights Act (formerly managed by the Office of Criminal Justice and the Office of Contract Management, Grants Management Division). This office is also involved in issuing restitution and coordinating compensation awards. The department can be contacted at:

Michigan Department of Community Health
Crime Victim Services Commission
Crime Victim Rights Assessments
320 S. Walnut St.
Lansing, MI 48913
(517) 373-7373
<http://www.michigan.gov/mdch>

C. Office of Highway Safety Planning (OHSP)

The National Highway Safety Act of 1966 charges each state with establishing a highway safety program. State programs are designed to reduce death, injury, and property damage caused by traffic crashes. In Michigan, the Office of Highway Safety Planning (OHSP) is

responsible for these programs. The funding for the programs comes from the United States Department of Transportation through the National Highway Traffic Safety Administration, as well as the Federal Highway Administration. The funding to OHSP is distributed at the state level in the form of grants for programs and activities that ensure the safe use of Michigan roads.

OHSP has provided grants for projects in alcohol counter measures (stopping drunk driving) and enhancing the enforcement of traffic safety laws statewide. Some of the programs provided by the Michigan Judicial Institute have been funded by the grants available through OHSP if they address issues relating to highway safety. OHSP has funded an intensive probation project in Michigan as an alcohol counter measure. Special projects have been funded to enhance the efficiency and effectiveness of the district court personnel in dealing with traffic cases. The office also produces public information materials to increase awareness of safety issues on Michigan roads. Another project area that benefits the district court and local law enforcement efforts is the testing of new technology and funding the installation of that technology in sites around the state.

A brochure detailing the services provided by OHSP is available by contacting:

Office of Highway Safety Planning
4000 Collins Road
PO Box 30633
Lansing, MI 48909-8132
(517) 336-6477
<http://www.michigan.gov/msp>

D. Michigan Department of Community Health – Office of Drug Control Policy

The Michigan Department of Community Health – Office of Drug Control Policy is the state level substance abuse authority. This agency is responsible for administering state and federal funds allocated to it for substance abuse prevention and treatment. It employs a sub-state structure to accomplish this task, contracting with 16 local coordinating agencies for the delivery of services in their respective areas. It also monitors the licensing requirements for courts that are designated screening and assessment agencies. Courts or probation departments seeking designation may contact the department at:

Michigan Department of Community Health
Office of Drug Control Policy
320 S. Walnut
Lansing, MI 48913
(517) 373-4700
<http://www.michigan.gov/mdch>

E. Michigan Resource Center for Health and Safety, Inc.

Another source for the probation officer is the Michigan Resource Center for Health and Safety, Inc. It is a statewide organization providing public traffic safety program materials, in addition to being a distribution source for prevention certification study manuals. The organization's mission is to save lives from traffic crashes and substance abuse through public education and legislative initiatives.

The primary resource available through the Michigan Resource Center for Health and Safety, Inc. is the prevention certification study manuals. To find out more about ordering these manuals, go to <http://www.tsamichigan.org/education.html>.

The organization can be contacted at:

Michigan Resource Center for Health and Safety, Inc.
3815 W. St. Joseph Street
Suite C-100
Lansing, MI 48917
(800) 487-6709
FAX (517) 267-8342
<http://www.tsamichigan.org/>

F. Michigan State Police - CJIS Field Services

For information pertaining to background screening of probation officers using fingerprint identification for authorization to use LEIN or for information about sex offender registration, the probation officer may contact CJIS Field Services at:

Michigan State Police
CJIS Field Services
(517) 636-4543
<http://www.michigan.gov/msp>

9-04 SUPREME COURT ASSISTANCE, TRAINING, AND EDUCATION

A. State Court Administrative Office

The State Court Administrative Office (SCAO) is responsible for assisting in the administration of the Michigan trial courts under the general direction of the Supreme Court. The functions of the SCAO are outlined in Michigan Court Rule 8.103. Those functions directly related to assistance, training, and education for trial courts are:

1. Providing management assistance and direction to the courts on the administration of the court through distribution of relevant information, advice and direction on specific issues, and on-site management reviews.
2. Developing and analyzing statewide information regarding the work of the courts.
3. Conducting research on court management issues.
4. Acting as liaison between courts, media, the executive and legislative branches of government, and state agencies.
5. Developing guidelines for operations and certain decision-making functions, such as child-support guidelines and sentencing guidelines.
6. Developing and maintaining automated trial court information systems.
7. Operating court improvement programs and other special state level court-related programs.
8. Analyzing administrative impact of court rules, legislation, and other administrative policy on court operations.
9. In conjunction with the Michigan Judicial Institute, providing training on court administration to judges and court support staff.
10. Developing forms and operations/reference manuals for court use.
11. Administering the certification of court reporters and recorders.
12. Managing the Foster Care Review Boards.
13. Managing the Friend of the Court Bureau.

For details, see the *Michigan Court Administration Reference Guide*, Section 3 at http://www.courts.michigan.gov/scao/resources/publications/manuals/carg/rg_sec3.pdf.

The SCAO has a central office and four regional offices located throughout Michigan. The regional offices work directly with the courts in their region on a variety of local issues.

SCAO offices are located at:

State Court Administrative Office (Lansing)
Hall of Justice
PO Box 30048
Lansing, MI 48909
(517) 373-0130

Region I (Detroit)
PO Box 02984
Detroit, MI 48202
(313) 972-3300

Region II (Lansing)
Hall of Justice
PO Box 30048
Lansing, MI 48909
(517) 373-9353

Region III (Mt. Pleasant)
Box 750
Mt. Pleasant, MI 48804-0750
(517) 772-5934

Region IV (Gaylord)
PO Box 100
Gaylord, MI 49734
(517) 732-3311

B. Michigan Judicial Institute

The Michigan Judicial Institute (MJJ) was created by the Michigan Supreme Court in 1977 to provide judges and court personnel with an opportunity to develop and enhance their professional skills. MJJ develops and conducts a wide range of continuing education and training programs in the following areas: judicial education, court administrative personnel development, court professional personnel development, and Michigan court support staff training. MJJ produces various publications to keep judges informed of the latest developments in Michigan law and procedure. MJJ also maintains an audio visual lending library which supplements its seminars. For further information contact:

Michigan Judicial Institute
Hall of Justice
PO Box 30205
Lansing, MI 48909
(517) 373-7171
<http://courts.michigan.gov/mji/>

9-05 ASSOCIATIONS

A. State Bar of Michigan

The State Bar of Michigan publishes an annual *Michigan Bar Journal*, which is a directory of State Bar functions, Michigan courts, federal courts and agencies, Michigan government, and members of the State Bar (including attorney addresses). Subscriptions to the monthly *Bar Journal* are also available. This monthly publication features: (1) analyses of legal issues, statutes, and court rules, (2) federal and Michigan case opinions, and (3) notices and articles on a variety of topics. Requests for information can be made to:

State Bar of Michigan
306 Townsend Street
Lansing, MI 48933-2012
(517) 346-6300 FAX (517) 482-6248
<http://www.michbar.org/>

B. American Bar Association

The American Bar Association (ABA) produces publications similar to those of the State Bar of Michigan. An *ABA Directory of Publications* is available at a minimal cost by contacting:

American Bar Association
321 North Clark St.
Chicago, IL 60610
(312) 988-5000 FAX (312) 988-6281, -6282, or -6283
<http://www.abanet.org/>

C. Michigan Association of District Court Probation Officers

The Michigan Association of District Court Probation Officers (MADCPO) is an organization founded in 1970 which provides its membership a directory of Michigan district court probation departments, quarterly newsletters, and an annual conference. For more details, see Section 1-05.

D. Michigan Corrections Association

The Michigan Corrections Association (MCA) is an organization aimed at promoting professionalism in the field of corrections. The primary purposes of the association are:

1. promoting interchange of ideas and experience at all levels concerning functions and methods in the field of probation, parole, and correctional institutions,

2. preventing and correcting delinquency and crime throughout Michigan,
3. providing adequate information to the public,
4. fostering sound legislation, and
5. promoting adequate services and facilities in the correctional field.

The MCA holds one to three mini-conferences each year and one annual conference in October of each year. The MCA is a dual-membership with the American Correctional Association.

Further membership information may be obtained from an MCA member or other professionals in the corrections field. Requests for information should be made to the American Correctional Association (see below).

The association's website is at <http://www.micorrections.org/index.php>.

E. American Correctional Association

The American Correctional Association (ACA) is a national, multidisciplinary organization consisting of correctional professionals and individuals, agencies, and organizations involved in the entire spectrum of correctional activities. ACA offers a variety of services for correction professionals such as standards and accreditation, technical assistance, publications, and training. Further information is available at:

American Correctional Association
206 N. Washington St.
Alexandria, VA 22314
(703) 224-0000
<http://www.aca.org/>

For membership information, address your request to the attention of "Membership." Calls can be made to (800) ACA-JOIN.