



Wayne County
Juvenile and Youth Services

SUBJECT:

Terms and Conditions: Community Supervision

POLICY NUMBER:

700.11

GOVERNING AUTHORITY:

Memorandum of Understanding (MOU)

DIVISION:

Community Supervision

PAGE:

1 of 4

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3/27/2026

EFFECTIVE DATE:

4/27/2026

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RESCINDS:

All Previous

AMENDMENTS:

(1)

PURPOSE:

To establish standards governing the completion, review, monitoring, and reporting of Terms and Conditions of probation per court for post-adjudicated youth assigned to a Care Management Organization (CMO) under probation supervision.

SCOPE:

This policy applies to all post-adjudicated youth placed on probation and assigned to a CMO under the oversight of the Wayne County Juvenile and Youth Services Department (WC-JYS).

Definitions:

Care Management Organization (CMO): The agency responsible for care management and service coordination for youth served through WC-JYS, including case management, service planning, and coordination of subcontracted service providers.

Juvenile Agency Information System (JAIS): Wayne County's electronic case information system used to record intake/registration, assignments, case notes, reports, and required incident reporting for juveniles and youth receiving services.

Level 1 Probation: A court-ordered probation status requiring in-home and community-based supervision, including post-care supervision for youth returning to the community following placement. Orders are executed on a JC-14a form.

Level 1.5 Probation: A court-ordered probation status providing enhanced in-home and community-based supervision, including increased face-to-face contact, coordination of services, and tether monitoring at the court's discretion. Includes post-care supervision for youth returning to the community following residential placement. Orders are executed using the JC-14a form.

Level 2 Probation: A court-ordered probation status requiring out-of-home placement in a licensed residential facility or approved foster care home, including supervision during

placement and any authorized step-down to the community. Orders are executed on a JC-14b form.

Post-Care: A period of community-based supervision that occurs when a youth is released from out-of-home placement and the Court changes the youth's probation level from Level 2 to Level 1 or Level 1.5. During post-care, the youth remain on probation under the assigned supervision level and must comply with all court-ordered Terms and Conditions.

Restitution: A court-ordered financial obligation requiring a youth to compensate a victim for losses directly resulting from the adjudicated offense. Restitution orders, calculation of damages, and enforcement are governed by Michigan law. Restitution compliance shall be incorporated into case planning, supervision monitoring, and may be considered in probation reviews, violation proceedings, and discharge decisions.

Victim Notification: The process of informing victims who have formally requested notice of significant case events, including but not limited to release, discharge, escape, placement changes, or other court-directed actions, in accordance with Michigan law and WC-JYS policy. Documentation of all required notifications must be retained in the youth's official record.

Violation of Probation (VOP): A formal allegation that a youth has failed to comply with one or more court-ordered terms and conditions of probation. A VOP is initiated by the filing of a petition with the Court and may result in a hearing and modification of the existing Order of Disposition.

Procedures:

A. Court Authority

1. The Court establishes individualized Terms and Conditions for each post-adjudicated youth placed on probation.
2. Terms and Conditions may address the youth's physical, mental, or moral well-being and behavior.
3. The Court may impose conditions on the conduct of the parent or legal guardian.

B. Completion and Review of Terms

1. The CMO must complete the Terms and Conditions document in JAIS at intake for all post-adjudicated youth placed on probation supervision. At the intake visit, the CMO shall:
 - Review the youth's adjudicated offense.
 - Review the Terms and Conditions document in detail.
 - Review the requirements contained in the Order of Disposition.
2. The top of the Terms document must clearly indicate whether the youth is assigned to:
 - Level 1
 - Level 1.5
 - Level 2
 - Level 1 (Post-Care)

- Level 1.5 (Post-Care)
3. The Terms and Conditions document (Exhibit 700.11-A) shall be presented and reviewed with the youth and their parents or legal guardian. The youth and parent or legal guardian must sign and date the document at the time of completion.

C. Explanation of Court Requirements

1. The CMO shall ensure that the youth and parent or legal guardian are informed of and understand:
 - All court-ordered Terms and Conditions of probation.
 - The expectations of compliance with those court-ordered requirements.
 - The consequences of noncompliance or violation.
2. If the case is designated by the Court, the CMO shall explain to the youth and parent or legal guardian:
 - The meaning and legal implications of designated status.
 - The potential for adult sentencing, including imprisonment, if the youth violate the Order of Disposition.
3. When applicable, the CMO shall explain victims' rights as required by law and court order.
4. If restitution is ordered, the CMO shall explain the restitution obligation to the youth and parent or legal guardian, including:
 - The amount owed and payment expectations.
 - The requirement to develop a restitution plan, which must be incorporated into the youth's treatment or supervision plan.

D. Monitoring and Reporting

1. The CMO is responsible for:
 - Monitoring the youth's adherence to the Terms and Conditions.
 - Aligning services to ensure compliance with the Order of Disposition.
2. The CMO shall report a pattern of non-compliance to the Court in the written court report submitted by the CMO and, when warranted, by filing a Violation of Probation (VOP) petition.

E. Changes in Status

1. When a youth's probation level changes, the CMO shall complete and review a new Terms and Conditions document in JAIS with the youth and parent or legal guardian within five (5) business days of the effective date of the level change.
2. The CMO shall provide the family with a copy of the corresponding court order and document in JAIS that the court order was provided within five (5) business days of receipt.
3. The youth and parent or legal guardian must sign and date the updated Terms and Conditions document within fourteen (14) calendar days of completion.

Additional Procedural Detail:

WC-JYS shall monitor CMO compliance with court-ordered Terms and Conditions through documented quarterly case file audits conducted by the Contract Manager. Audit findings shall be recorded, communicated to the CMO in writing, and corrective action shall be required and verified when deficiencies are identified.

Acknowledgement & Compliance:

The CMO is required to comply with all provisions of this policy. Failure to adhere to the requirements outlined herein and established WC-JYS procedures may result in corrective action, administrative sanctions, fiscal remedies, or other actions permitted under contract and applicable regulations.

Exhibits:

- Exhibit 700.11-A - Terms and Conditions for Probation with Wayne County

References:

- Charter of Wayne County & Third Judicial Circuit Court (2025). *Memorandum of Understanding* (October 1, 2025 – September 30, 2028).



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Approved By:

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