

PROBATION DEPARTMENT DIRECTIVE

No.	742
Issued	02/05/99
Post Until	03/05/99

**SUBJECT: REQUIRED USE OF ADULT AND JUVENILE AUTOMATED
SYSTEMS BY DEPUTIZED STAFF**

Effective February 1, 1999, the Department will require all deputized staff in Adult and Juvenile functions to access and utilize automated information systems. In Adult, the systems include, but are not limited to, the Adult Probation System (APS), California Law Enforcement Telecommunications System (CLETS), Prosecutor's Information Management System (PIMS), Pretrial+ (PT+), Consolidated Criminal History Reporting System (CCHRS), Trial Court Information System (TCIS), Countywide Warrants System (CWS) and Finalist.

The Juvenile Caseload Management System (JCMS) is being developed and, when operational, the Department will require deputized staff in Juvenile Field and Residential Treatment Services to use the system. Equipment is being installed to give deputies access to the Juvenile Automated Index (JAI) and other systems as well as JCMS.

Automated information systems have become increasingly accessible within the Criminal Justice System throughout Los Angeles County, the State of California and at the national level. The Probation Department is an integral part of that process, providing data to other agencies through automated transfer of information and benefits from access to data made available to us through that same process. Deputized staff will now benefit from more immediate access to information, which expedites the handling of both investigation and supervision cases.

In order to facilitate use of the various automated systems, the Staff Training Office will provide mandatory training for all deputized staff. In Adult, classes will begin in February/March 1999 and extend through Fiscal 99-00. Classes will be tailored to the function and, if possible, to the level of individual staff experience and familiarity with specific systems. In Juvenile, classes will be scheduled as soon as JCMS is ready for implementation.

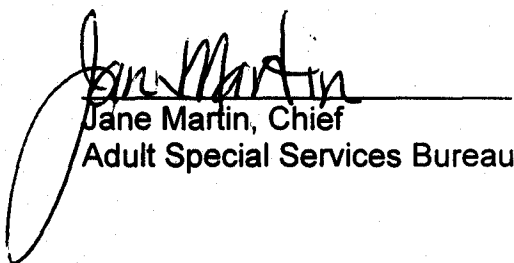
Further, excerpts from the APS Training Manual will be updated and made available through the Staff Training Office as will procedures specific to the new Juvenile Case Management System.

Staff who have not yet taken advantage of desk and office computers at their locations are required to begin doing so now. Staff with experience in using computers, are encouraged to share their expertise with others.

Questions regarding this Directive may be addressed to Charles Rogers, Adult Consultant, at (562) 940-2525 or Larry Dodson, Juvenile Consultant, at (562) 940-2523.



David M. Davies, Chief
Adult Field Services Bureau



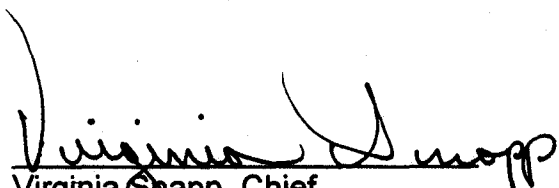
Jane Martin, Chief
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Michelle Lewis, Chief
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