

PROBATION DEPARTMENT DIRECTIVE

No.	745
Issued	03/23/99
Post Until	04/23/99

**SUBJECT: CLEARANCE OF SUITABLE PLACEMENT
RECOMMENDATIONS**

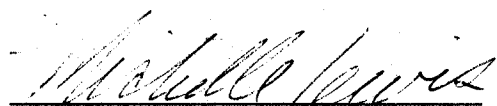
In order to standardize and expedite the clearance of suitable placement recommendations, effective April 5, 1999 all placement recommendations must be cleared with Placement Coordinators in the Resource Control Unit. The DPO shall not recommend placement for cases deemed unacceptable by the Placement Coordinator. The Deputy Probation Officer after obtaining approval of the Supervising Deputy Probation Officer follows these clearance procedures:

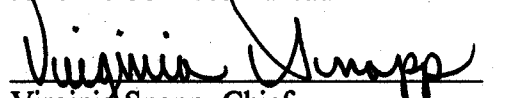
- ☐ Contact the Placement Coordinator at (323) 226-8533 for screening of the case for open placement during regular business hours Monday through Friday. If the coordinator is not immediately available, leave a message and the call will be returned within an hour.
- ☐ Provide case information and discuss suitability based on criteria in Juvenile Manual section 1603.
- ☐ Send a facsimile copy of the original worksheet front page (Prob. 12) of cases approved for placement recommendations to the SDPO of the designated Regional Placement Unit.

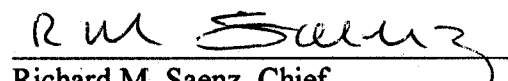
With the exception of Dorothy Kirby Center and state hospital programs, placements are privately operated non-secure facilities. Placement minors usually attend public schools. Minors with histories of violence or an unwillingness or inability to remain in an open setting are not appropriate for open placement recommendations.

Procedures for hospital screening and Dorothy Kirby recommendations are not changed by this Directive. All other requirements for placement cases remain in effect as outlined in the Juvenile Manual.

Questions regarding placement clearances may be directed to the Resource Control SDPO at (323) 226-8905.


Michelle Lewis, Chief
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Virginia Snapp, Chief
Residential Treatment Services Bureau


Richard M. Saenz, Chief
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