

PROBATION DEPARTMENT DIRECTIVE

No:	762
Issued:	12/21/99

SUBJECT: TRANSFER OF "CII-ONLY" AND "SUMMARY GRANTS WITH A FINANCIAL ORDER" TO ADMINISTRATIVE CASELOADS

Two administrative caseloads have been established at the La Madera Area Office to handle non-reporting cases such as those listed above. Cases that meet the criteria may be transferred effective immediately. In order to meet the transfer criteria the following conditions must exist:

1. The "CII-ONLY" case must have no court ordered conditions. It is to be entered in the Adult Probation System (APS).
 - If the court, on its own volition, modifies a formal grant of probation to CII-ONLY, the Deputy Probation Officer (DPO) will complete a Financial Change Form, closing out all remaining amounts owed before transfer.
 - If the CII-ONLY court order/modification comes as the result of a recommendation made by the DPO, it is mandatory that the court be informed of all outstanding financial balances. This information should be provided in the report that culminated in a recommendation for CII-ONLY. If the financial information was not provided as indicated, the DPO must complete a Supplemental Report (Prob 712) informing the court of the financial balances. Once submitted, the DPO then completes the Financial Change Form closing out the outstanding balances as shown in APS.
 - Where the initial disposition of the court is "CII-ONLY" and no financial conditions exist, cases are to be transferred directly to La Madera.
2. In "**Summary Grants with a Financial Order there must be only financial orders - no other conditions of probation may exist.**" In addition, prior to transfer, the probationer must have been given an orientation (instructed) and Probation Form 895 must be signed, as well as all other Cost of Probation Services (COPS) documents. Note: COPS will apply to these cases unless specifically prohibited by the court.

Further information regarding this Directive may be obtained by contacting the Adult Consultant, Charles Rogers, at 1-562-940-2525.

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