

PROBATION DEPARTMENT DIRECTIVE

No:	766
Issued:	01/25/00
Post until:	02/25/00

EFFECTIVE DATE: JANUARY 31, 2000

**SUBJECT: JUVENILE WORKSHEETS (WHITE & BLUE)
PROB 12 & 13 (OBSOLETE)**

**JUVENILE WORKSHEET (GREEN)
PROB 14 (NEW)**

Prob 14 will replace Probs 12 & 13.

A few years ago the Juvenile Field Services Committee was tasked to investigate the feasibility of using one worksheet instead of two, for initial and subsequent investigations. After much discussion, it was decided that the blue worksheet should become obsolete. The committee decided to devise a single worksheet with some information from the blue and white worksheets, along with the addition of newer relevant information.

The juvenile committee decided that a new "green" worksheet would now replace the previous worksheets. Instructions for the phase-in are listed below.

INSTRUCTIONS:

Please use the white worksheet (Prob 12) for initial and subsequent investigations until your supply of Prob 14 (green worksheet) arrives. Discontinue use of the blue worksheet (Prob 13) immediately, and discontinue use of the white worksheet (Prob 12) upon receipt of green worksheets. If you have questions, you may contact David Johnson at (562) 940-2856 or if you need to order additional worksheets, you may contact Melissa Wilkenson in Procurement at (562) 940-2473.

Virginia Snapp, Chief
Juvenile Field Services Bureau

Jitahadi Imara, Chief
Juvenile Special Services Bureau

Richard Saenz, Chief
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MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE.