

PROBATION DEPARTMENT DIRECTIVE

No:	768
Issued:	02/02/00
Post until:	03/01/00

SUBJECT: REQUIRED CLERICAL DUTIES WHEN LOGGING OUT A "NOTICE OF ARREST" (1082) OR A "REPORT OF PROBATION OFFICER REGARDING ARREST OF PROBATIONER FOR VIOLATION OF PROBATION" (641) IN THE ADULT PROBATION SYSTEM (APS)

In tracking the number of adult arrests reported to the court, Supervision Deputy Probation Offices (DPOs) will need to ensure that all **Prob. Form 1082** and **Prob. Form 641** reports are submitted to the proper clerical staff for processing in the Adult Probation System (APS) before being submitted to court.

The procedures for handling the Prob. Form 1082 and 641 have now been modified so that they are very similar to the way most adult supervision court reports are entered into APS. **As of the issue date of this Directive**, clerical staff shall make the following entries on APS screens to log out the above referenced reports:

1. RQDT - Request for Calendar Date Screen

Add a new record:

- Court Date = Today + 7 days (calendar days)
- Reason for hearing = 41 (Notice/Arrest)
- Court Report Required = **Y (Mandatory Field – a Y must be placed here to create a record on CTRD, for the report you are currently submitting)**
- Type of Violation = A (Arrest) - - (**Important field**)
- Date Notified of Violation = Date DPO became aware of arrest.
(**This date is available on the face of the 1082 report – half way down the page. On the 641, use the date the DPO arrested or placed a hold on the Defendant, which is also located half way the page**)

2. CTRD - Court Report Data Screen

Update record to "log out" the Court Report

- Dictation Received Date = Today
- Report Sent Date = Today

If you have any questions or concerns regarding this Directive, please contact the Adult Consultant, Charles Rogers, at telephone number 562-640-2525.

David M. Davies, Chief
Adult Field Services Bureau

Jane E. Martin
Adult Special Services Bureau

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE