

PROBATION DEPARTMENT DIRECTIVE

No:	771
Issued:	03/07/00
Post until:	04/07/00

SUBJECT: **INSTRUCTIONS FOR USE OF THE ADULT PROBATION SYSTEM (APS)
SUPERVISION INSTRUCTION DATA (SING) SCREEN AND THE DEFENDANT
PROBATION DATA (DFPD) SCREEN**

Effective as of the issue date of this Directive, Adult Supervision Deputy Probation Officers (DPOs) are responsible for the entry of appropriate data on the new **SIND Screen** and the modified **DFPD Screen** in the Adult Probation System (APS). Supervising Deputy Probation Officers (SDPOs) are also responsible for making an override entry on the **DFPD Screen** when it is necessary to override the designated caseload type based on the risk score.

SIND Screen:

The following fields are to be used as instructed:

- **Scheduled Orientation Date** -- used by all Adult Supervision DPOs to schedule Orientation or Instruction date. It is not necessary to complete this field if the probationer is instructed/Orientated at first contact following release from custody or sentencing hearing.
- **Actual Orientation Date** -- used by Automated Minimum Services (AMS) DPOs to record the actual date the probationer was Orientated.
- **Temporary Instruction Date** -- used by all DPOs when it is necessary to give Temporary Instructions to a probationer.
- **Permanent Instruction Date** -- used by all Adult Specialized caseload DPOs, such as HRO, NTO, CTH, DMV, Adult Gang, etc. - to record the actual date the probationer was Instructed.
- **Midterm Violation Review** -- used by all Adult Supervision DPOs to record midpoint case reviews.

The **SIND Screen** allows the following actions: **Inquiry, Add, Update, and Delete**, and has a short note field for recording important information.

It is required that all adult probationers be orientated/permanently instructed within 30 days following the date of sentence or release from custody. If the probationer fails to report in-person to the Probation Officer within the first 30 days of his grant of probation or release from custody, the DPO of record is required to calendar the matter for either a desertion or violation report. If the probationer has reported in-person within the 30-day period and his/her orientation/permanent instruction date is scheduled beyond the 30-day period, it must be properly documented on the SIND Screen. It is the responsibility of the DPO of record to ensure that at least one of the following appropriate entries have been made in APS by the 30th day following release/sentencing:

- **SIND Screen** - Scheduled Orientation gate field must have been updated to reflect an actual scheduled date for Orientation/Instruction of the probationer.
- **SIND Screen** - Actual Orientation Date or Permanent Instruction Date field (depending on caseload type) must have been updated to reflect the actual date the probationer was Orientated/Instructed.
- **RPDD Screen** - If the probationer has failed to report, this screen should reflect "**Calendared Desertion**" (requires additional update on **DCID Screen**). Note: If the probationer has reported within the 30 days following release/sentencing, the DPO of record must have either conducted the Orientation/Instruction or have entered a specific date the event in the **Scheduled Orientation Date** field.

DFPD Screen

The new fields have been added to the **DFPD Screen**, as follows:

- **Supervision Level** - This field is where the probationer's level of supervision is entered. Levels 1 through 5 are available in APS. Currently, **Narcotics testing DPOs** determine a level of supervision for each of their probationers (in all cases the level will be set at **1** through **4**). Following a successful add on the **Supervision Case Data (SCSD) Screen**, APS will default the **Supervision Level** to one (**1**). The DPO of record will need to go to the **DFPD Screen** and update it whenever the probationer's supervision level changes. Note: The **Defendant Inquiry (DFIQ) Screen** will also display the probationer's Supervision Level to the right of the **Caseload Type** field.

- **Risk Override** -- This is the field that an SDPO uses to **override the caseload type designated by the risk score**. To do an override, the SDPO will need to enter a "Y" in the Risk Override field on the **DFPD Screen**.
- **Risk Override User** -- This is the field that will automatically be populated by the user ID of the SDPO who **overrides** the caseload type assignment designated by the risk score.

If you have any questions or concerns, please contact Charles Roger, Adult Consultant, at 562-940-2525.

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