

PROBATION DEPARTMENT DIRECTIVE

No:	773
Issued:	03/28/00
Post until:	04/28/00

SUBJECT: REQUIRED CLERICAL STEPS TO UPDATE THE ADULT PROBATION SYSTEM (APS) UPON RETURN OF THE CONFORMED COPY OF THE 1082 (NOTICE OF ARREST) OR 1082/641-RELATED MINUTE ORDER FROM THE COURT.

Below is a list of APS Screens that should be updated upon return of the conformed copy of the 1082 or 1082/64-related minute order from the court:

1. RQDT - Request for Calendar Date Screen

- Identify the Court Event record associated with the 1082/641 (Reason for Hearing 41 or 63). This will have been created when the 1082 was logged out and sent to court.
- Using the "R" action code, reschedule the hearing to the date of the Judge's signature or minute order.

2. CNDD - Count Disposition Data

- Using the "A" action code, add the appropriate disposition, using the date of the Judge's signature.
- Add the disposition to all applicable counts.

Questions or concerns regarding the above noted procedures may be directed to Charles Rogers, Adult Consultant, at (562) 940-2525.

David M. Davies, Chief
Adult Field Services Bureau

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