

PROBATION DEPARTMENT DIRECTIVE

No:	797
Issued:	09/26/00
Post until:	10/26/00

SUBJECT: ADULT INVESTIGATION UNIT COVERAGE IN THE ABSENCE OF THE SUPERVISING DEPUTY PROBATION OFFICER

This Directive supersedes previous instructions on this subject. On those occasions when the Supervising Deputy Probation Officer (SDPO) is absent (planned or unplanned) from work, the Office Director, in conjunction with the SDPO, shall determine the most appropriate means of providing supervisory coverage for the unit. The decision shall be guided by the following:

- The temporary assignment of other SDPOs to provide unit coverage in the office is preferred in all instances and shall be used in offices with less than a 1:10 ratio.
- If extenuating circumstances exist, recruitment and temporary reassignment of a DPO II as "Acting SDPO" may be made to provide coverage. In this instance, the DPO II is eligible to be placed on "Special Assignment" via APS for each "workload week" he/she is assigned as Acting SDPO. The "Special Assignment" designation carries with it "14 points credit" for each week.

NOTE: Authorization of the "Special Assignment" designation shall require that the Office Director (or designee) submit a memo, in advance, providing the name of the DPO to provide coverage, the workload period during which coverage will be needed and a brief statement confirming that an existing SDPO is not available to provide that coverage.

The memo is to be faxed to the Adult Investigation Assignment Desk Coordinator at (323) 249-1491. Please contact the Coordinator at (323) 357-5538 with notification that the memo is being faxed. A copy is to be sent to the Bureau Chiefs.

Any questions regarding this Directive are to be referred to the Adult Consultant, Charles Rogers, at (562) 940-2525.

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