

PROBATION DEPARTMENT DIRECTIVE

No:	805
Issued:	11/07/00
Post until:	12/07/00

SUBJECT: ADULT PROBATION SYSTEM (APS) - ENTERING AND UPDATING CUSTODY STATUS AND THE IMPACT OF THAT INFORMATION ON ORIENTATION DATA

When custody information is entered and/or updated, it directly impacts both custody status and availability of the probationer for orientation. In that orientations are to be completed within thirty (30) days of the date of the grant or release from custody date, the information entered/updated regarding custody is critical in computing compliance with the 30 day expectation.

Once custody information has been entered into APS, it should remain in the system and not be deleted. (In the past, retaining that data was optional. Retaining it is now required.) An example of the impact on availability of the probationer for orientation is shown as follows:

- If custody information **is not** on the DFID Screen, the probationer becomes eligible for orientation as of the **date of the grant**.
- If custody information **is** on the DFID Screen, the probationer becomes eligible for orientation as of the **date of release**.

Officers and the Department benefit from the later in that the 30 day window begins with release, not with the date of the grant, which could have been weeks or months earlier.

This Directive is being issued to assist users in entering and updating information on probationers who are in custody or have been released from custody.

Probationer remanded to custody:

1. From any screen, type **"DFID"** in the jump field, press enter.
2. Enter a **"U"** in the action code field, press enter.
3. Tab to the **"Future Rel Date"** field, enter the tentative release date (mandatory field).
4. Tab to the **"In Cstdy"** field, enter **"Y"**.
5. Tab to the **"Booking No."** field, enter the booking number associated with the arrest (mandatory field).
6. Tab to the **"Entered Cstdy"** field, enter the date the probationer was detained (mandatory field).
7. **"Released Date"** leave blank, press enter.
8. Custody information successfully updated.
9. From the DFID screen, type **"RPDD"** in the jump field, press enter.
10. Enter a **"U"** in the action code field which corresponds to the month entered in the "Entered Cstdy" field. (Example: Entered custody 10/20/2000, update the 10/01/2000 entry on RPDD).
11. Tab to **"Report-In Status/Description"** field, type **"J"**, press enter.
12. Report-in information successfully updated.
13. RPDD must be updated each month that the defendant remains in custody.

Probationer released from custody:

1. From any screen, type **"DFID"** in the jump field, press enter.
2. Enter a **"U"** in the action code field, press enter.
3. Tab to the **"In Cstdy"** field, enter **"R"**.
4. Tab to the **"Released Date"** field, enter the date probationer was released from custody, press enter.
5. Release from custody information successfully updated.
6. When the probationer reports in to the office, from any screen, type **"RPDD"** in the jump field, press enter.
7. Enter a **"U"** in the action code field which corresponds to the month in which the probationer has reported. (Example: Probation released from custody and reported in the office on 10/20/2000, update the 10/01/2000 entry on RPDD).
8. Tab to **"Report-In Status/Description"** field, type **"O"**, press enter.
9. Report-in information successfully updated.

If the probationer sustains another arrest, follow the instructions outlined above under "Probationer remanded to custody".

If there are any questions regarding the information outlined in this Directive, contact Cheryl Cooke at (562) 940-3632.

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