

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	807
Issued:	11/09/2000
Post Until:	12/08/2000

**SUBJECT: MODIFICATIONS TO THE ADULT PROBATION SYSTEM (APS) –
EFFECTIVE MONDAY, NOVEMBER 13, 2000**

- **NEW PROCESS “20 DAY ALERT (ADD OF CHRONO ENTRY) FOR ACTIVE SUPERVISION DEFENDANT/CASE WITH NO ORIENTATION INSTRUCTION DATA AND NOT SET-ON FOR VIOLATION”**
- **NEW REPORT: 25 DAY ALERT – LISTING OF ACTIVE GRANTS OF PROBATION WITH NO ORIENTATION OR INSTRUCTION DATA AND NOT SET-ON FOR VIOLATION (VI04)**

New Process

The new process will run daily (including holidays and weekends) and create a chrono entry on the Defendant Chrono Information Data (DCID) screen. This chrono entry will provide information to the Deputies on cases that have no orientation or instruction data entered in APS and **have not been set-on for violation since the date of grant or release from custody.**

On the day the chrono entry is made, APS will have calculated that 20 days has elapsed since the probationer became eligible for orientation or instructions. This chrono entry will generate the printing of the “Notification of Defendant Chrono (DF07) Report. The receipt of the DF07 indicates that the Deputy has 5 DAYS to either perform an orientation or submit a set-on.

It is the responsibility of each Head Clerk to ensure that a Clerk is designated to retrieve the DF07 report from the APS printer and forward it to the appropriate Supervising Deputy Probation Officer (SDPO). In the absence of the designated Clerk, there should be an alternate Clerk assigned to this responsibility. If the report is not on the printer, the Clerk is to immediately contact the APS Help Desk at (562) 940-3174.

The SDPO is to review and distribute the report to each Deputy. There may be instances when the SDPO may need to discuss the information contained on the report to ensure that the Deputy understands the data provided, the work to be done and the timeframe within which it is to be completed.

Ultimately, it is the responsibility of the Deputy to ensure that he/she has received and processed the report.

THIS IS A TWO-SIDED DOCUMENT

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

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New Report

On the 25th calendar day after the date of grant or release from custody, APS will generate an exception report (VI04) on those cases that have not been processed to Headquarters and the Compliance Team. This newly created report (VI04) will be generated daily (including holidays and weekends) and provide information to Headquarters on cases that have no orientation or instruction data entered in APS and **have not been set-on for violation since the date of grant or release from custody.**

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



David M. Davies, Chief
Adult Field Services Bureau



Jane E. Martin, Chief
Adult Special Services Bureau