

PROBATION DEPARTMENT DIRECTIVE

No:	817
Issued:	01/09/01
Post until:	02/06/01

**SUBJECT: RECEIPT OF ADULT PROBATION SYSTEM (APS) GENERATED REPORTS –
REVISED**

This Directive supercedes Directive #814, issued January 2, 2001

To assist Deputy Probation Officers in managing their caseloads and provide case-specific data in areas of compliance, such as violations, orientations and mid-point reviews, the **Information Systems Office (ISO)** has scheduled the monthly printing of specific APS Reports which provide statistical information relative to supervision and investigation cases. A listing of the scheduled printing was prepared and distributed to area office Directors in June 2000.

It is the **Head Clerk's** responsibility to ensure that a Clerk is designated to retrieve these reports from the APS printer and forward those reports 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(s) are not on the APS printer on the designated day, the Clerk is to immediately contact the APS Help Desk at (562) 940-3174.

The **SDPO** is to review and distribute the report(s) 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 all APS generated reports each month.

As a reminder, the following is a list of APS Reports and the dates they are generated:

Monday and Thursday of Each Week:

- CL05 Case Calendar Report

2nd Wednesday of Each Month:

- SP03 Listing of Expirations (Cases Due to Expire)

1St of Each Month:

- ST12 Supervision Workload Control Report

3rd of Each Month:

- KS03 Listing of Kiosk "Yes" Answers Not Handled Within 15 Days
- KS04 Listing of Active Supervision Grants With No Orientation or Permanent Instruction Data for Defendants Pending or Enrolled In Kiosk
- KS05 Listing of Potential Violations For Kiosk Defendants
- SP26 Listing of Active Supervision Grants With No Orientation or Permanent Instruction Data

- ST32 Listing of Counts at Mid-term of Grant

4th of Each Month:

- ST14 Curt Reports Submitted By Area Office

5th of Each Month:

- CL11 Listing of True Summaries Not Submitted within 30 Days
- SP20 Listing of Active Supervision Cases with Past Expiration Dates
- SP24 Listing of Defendants with No CII Number

12th of Each Month:

- S2735 Listing of Defendants Eligible For Kiosk But Not Enrolled

If there are any questions regarding this Directive or the processing of an APS Report, contact Cheryl Cooke at (562) 940-3632.

Jane E. Martin, Chief
Adult Special Services Bureau

David M. Davies, Chief
Adult Field Services Bureau

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