

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	839
Issued:	08/28/01
Post Until:	09/28/01

SUBJECT: ADULT PROBATION SYSTEM-PROPER FORMAT FOR INPUTTING ADDRESS DATA

With the introduction of Finalist, (please refer to Directive Number 825, Issued 04/24/2001,) it is imperative that addresses are uniformly entered into the Adult Probation System.

Each address section on the DFAD screen consists of ten separate updateable fields. These are:

Address Type; Street Number or P.O. BOX; Direction; Street Name; Street Type; Apartment or House Number; City Name; State; Zip Code; Area Code

Probation employees will be required to type data into each of these separate fields in a standardized manner. Five of these fields have associated tables, which will help determine the correct information and format for updating those fields.

Probation Staff Will:

1. In the **Address Type** field, use the PF2 key to determine which type of address will be updated. (I.e.-Permanent, Other, Halfway House, Transient, etc.)
2. In the **Street** field, enter either a **number** or the words **PO BOX**.
3. In the **Direction** field, use the PF2 key to determine the proper direction, (I.e.-N, S, E, W, SW, etc.)
4. In the **Street Name** field, enter either the **street name** or the **PO BOX number**.
5. In the **Street Type** field, use the PF2 key to determine a proper two-letter street type. (I.e.-AV, BL, ST, WY, etc.)
6. If there is an **Apartment or House Number**, enter only alphanumeric digits in the field. (I.e.-43, 223A, C, 881/2) Do not enter symbols. (I.e.-#23)

7. In the **City** field, type the correct city name. If the name does not match the name listed in the zip code field, then APS will not allow an update to be performed. If you are not sure what the correct city name is, use the PF2 key to identify correct city names.
8. The **State** field is defaulted to show California. If the probationer lives out of state, then input the proper two-letter state code. If unsure, use the PF2 key to determine the correct code.
9. In the **Zip Code** field, use the PF2 key to help determine the correct zip code for the probationer. If the zip code and city name do not match, APS will not allow an address update to be performed. If this occurs, use the PF2 key to choose the correct zip code from the menu.

If there are any questions regarding this Directive, please contact Mark Garcia, Staff Assistant, at (562) 940-2815 or the APS Help Desk at (562) 940-3174.

JANE E. MARTIN (SMD)

Jane E. Martin, Chief
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MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE