

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	862
Issued:	04/16/02
Post Until:	05/16/02

SUBJECT: CHANGE IN PROCEDURES – DEFENDANTS WITH NEW GRANTS OF PROBATION ARE NOW TO BE INSTRUCTED TO REPORT TO THE AREA OFFICE THAT SERVICES HIS/HER PLACE OF RESIDENCE OR PLACE OF EMPLOYMENT

Effective as of the issue date of this Directive, Adult Investigation DPOs shall direct all defendants to report for supervision at the Area Office that services the defendant's residence zip code. If the probationer resides in an adjoining county (Kern, Orange, Riverside, San Bernardino or Ventura), supervision responsibility shall be transferred to the Area Office nearest to the probationer's residence county. Further, if a defendant's place of employment is in an area of Los Angeles County opposing his or her residence, or in a contiguous county, the defendant may be approved for transfer to an Area Office that is convenient to his or her place of employment.

The Area Office determination shall be based on confirmation provided by using the Adult Probation System (APS), specifically on the Defendant Address Data (DFAD) screen. It is imperative that the Investigation DPO seeks out verification of a defendant's address and ensures that the information is correctly entered in APS.

Using the APS – DFAD Screen to Determine Area Office Assignment:

1. Display the DFAD screen.
2. Place the cursor on the zip code field, and press the "F2" (Tbls) key to display the city name / zip code / area office pop-up-window.
3. Press the "F12" key, **twice**, to display the zip code / area office pop up window.
4. Enter the defendant's zip code, and Press <Enter> to determine the proper Area Office.

NOTE: Under no circumstances shall an Adult Investigation DPO direct a defendant to report for supervision at the Riverview Office.

The defendant's residence address, once verified, must be entered in APS on the DFAD screen, as the permanent address. The validation code at the end of the address should

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indicate "y" (not N). The probationer's verified employment address shall also be input in APS on the DFAD screen.

The Adult Bureaus now have Supervision Intake Teams (SIT) in place at all Area Offices. Financial Evaluator Teams (FET) are also available, on a regionalized basis, in all Area Offices to assist the SIT in making a determination of a defendant's ability to pay the court ordered financial obligations and Cost of Probation Services (COPS). The SIT has the responsibility to present the initial orientation to the defendant, provide probation instructions, and to set-up a payment plan, if necessary. Based on the probationer's Risk Score and evaluation of other factors, the SIT will also determine the appropriate supervision caseload to which the probationer's case will be referred.

The Investigation DPO / SDPO shall ensure the proper Area Office is indicated in the Court Report, on the Prob 1242 (Recommended Terms and Conditions of Probation), on the Prob 18 (Adult Worksheet), and when appropriate, on the Prob 909 (Notice to Report for Supervision). The DPO / SDPO shall also ensure the Risk Score Assessment Form (Prob 1272) is maintained in the Probation X-Folder, and the correct Risk Score has been properly recorded in APS.

Clerical Support staff in the Investigation Office shall use the defendant's zip code that has been confirmed by the Investigation DPO in determining which Area Office the case will be assigned to; and the receiving Area Office Clerical Support staff will reconfirm that the probationer has been directed to the correct Area Office. If the defendant has reported to the wrong Area Office, as determined by the address entered on the APS – DFAD screen, the defendant shall be referred to the Officer of the Day (OD) and provided with Temporary Instructions that direct him or her to the correct Area Office.

- When Clerical Support staff in the receiving Area Office have confirmed the defendant / case file has been referred to the proper office, the defendant / case file is forwarded to the SIT for handling. The SIT will determine the appropriate caseload placement (E.g., Child Threat, Gang, HRO, NTU, Domestic Violence, AMSC, etc.).

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- The SIT Supervision SDPO will evaluate unusual cases and approve overrides, as necessary, to caseloads providing the appropriate level of supervision.
- When a defendant has been remanded to jail custody, and the custody release date is determined to be in excess of thirty days, the case will remain assigned to the SIT – Custody Caseload.

At the point of initial intake by the assigned Supervision DPO, he/she may, in rare situations and only with SDPO approval, determine that a given case would be more appropriately served by another type of caseload. In those rare situations, the case may be transferred, and comments supporting the transfer shall be entered on the APS - DCID (chrono) screen.

The Area Office servicing the court that referred the case has supervision responsibility for probationers who are determined to be “transient” or “homeless”:

Determining the appropriate supervision Area Office for a “transient” or “homeless” defendant should be based on which Area Office location would be most convenient for facilitating the defendant’s ability to report in person. If the Investigation DPO is able to determine the zip code area in which the defendant is “transient” or “homeless,” that zip code is to be used in determining the proper Area Office for supervision. Otherwise the Investigation DPO shall direct “transient” or “homeless” defendant’s to report to the Supervision Area Office that services the Court District in which the criminal complaint was initially filed. This can usually be revealed by review of the APS – CSHA (Case Assignment History screen)

Listed below are Court Case Number Prefixes and some corresponding TCIS codes, to assist in determining the appropriate Area Office to which “transient” or “homeless” defendant’s may be directed:

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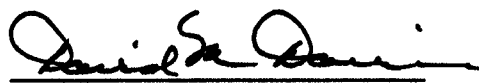
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<u>Court Case Number Prefix</u>	<u>"Homeless" Defendant Supervision Area Office</u>
BA (LAC / XCN)	Crenshaw Area Office
BA (ELA / XCN)	East Los Angeles
GA (XNE)	Foothill Area Office
KA (XEA)	Pomona Area Office
LA (XNW)	East San Fernando Valley
MA (XNO)	Antelope Valley Area Office
NA (XSO)	Long Beach Area Office
PA (XNV)	East San Fernando Valley
SA (XWE)	Santa Monica Area Office
TA (XSC)	South Central Area Office
VA (XSE)	Rio Hondo Area Office
VA (LAM)	Crenshaw Area Office
YA (XSW)	Harbor Area Office

Please refer any questions regarding this Directive to Charles Rogers, Adult Consultant, at (562) 940-2525.

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Jane E. Martin, Chief
Adult Special Services Bureau



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