

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	874
Issued:	08/20/02
Post Until:	09/20/02

SUBJECT: STATEMENT REGARDING THE SUPERVISION AREA OFFICE IN COURT REPORTS PREPARED FOR THE CLARA SHORTRIDGE FOLTZ CRIMINAL JUSTICE CENTER (FORMALLY THE CRIMINAL COURTS BUILDING)

Effective immediately, when an Adult Investigation DPO is preparing a report for a court at the Clara Shortridge Foltz Criminal Justice Center (formally the Criminal Courts Building) the language in the statement following the signature block, regarding the Area Office where the defendant is to report for supervision, shall be the:

**ASCOT INTAKE TEAM
210 W. TEMPLE STREET
3rd Floor, Room 3-516
LOS ANGELES, CA 90012**

The Adult Bureaus have implemented a Pilot Project at the Clara Shortridge Foltz Criminal Justice Center where defendants who are being sentenced to, and/or reinstated on formal probation or deferred entry of judgment, are instructed to report to the Adult Services Court Officer (ASCOT) Intake Office on the 3rd Floor of the court building. ASCOT staff assigned to the Intake Office will provide temporary instructions to the defendant, update APS, and direct the defendant to report immediately to the appropriate area office where he or she will be supervised. Any defendant remanded to jail custody will be notified via letter regarding the appropriate area office to which s/he is to report for supervision.

Modifications and updates to the Investigation DPO Telecommuter and Transcriber systems have been completed to reflect the changes, allowing the ASCOT Intake Team location to be inserted in the report.

The Adult Investigation DPO is no longer required to prepare the Prob. 909 (Report for Supervision) Form if the defendant's court case will be heard at the Clara Shortridge Foltz Criminal Justice Center.

Any Questions regarding this Directive are to be referred to Terry Clark, Director, Central Adult Investigations (CAI), at (213) 974-9015; or Charles Rogers, Adult Consultant, at (562) 940-2525.

JANE E. MARTIN

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