

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No. 878

Issued: 10/15/02

Post Until: 11/15/02

SUBJECT: MAINTAINING THE INTEGRITY OF DATA IN APS

Pursuant to Penal Code PC Section 1203.10, the probation officer is required to keep and maintain a complete and accurate record of the history of every case and the probation officer's acts in connection with the case.

This mandated responsibility begins with the Department's receipt of the referral for an investigation and extends through supervision to the termination or expiration of probation.

The Adult Bureaus maintain both automated and "paper" case records. The Adult Probation System (APS) is the automated system, and is the official case record pertaining to all adult defendant's referred to the Department. The "paper" record is the X-File, which shall contain the original documents compiled on all cases. Clerical Support Staff, DPOs, SDPOs, and Directors are responsible in contributing to the integrity and accuracy of information contained in probation case records.

The Investigation and Supervision DPO to whom the case is assigned is ultimately accountable in ensuring the automated and "paper" probation records are reviewed, updated and maintained in a consistent, current and accurate manner.

Depending on the stage of a defendant's case, both the Investigation and Supervision DPO are responsible and accountable for verifying that probation records contain the correct spelling of the defendant's/probationers name, and that the court case number, charges, counts and referral type are accurate and consistent with case records as indicated in the Superior Court - Trial Court Information System (TCIS) and the District Attorney's - Prosecutor Information System (PIMS), as part of the responsibility in compiling, updating and maintaining the records.

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


Jane E. Martin, Chief
Adult Special Services Bureau


David M. Davies, Chief
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