

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	887
Issued:	11/12/02
Post Until:	12/12/02

SUBJECT: ENHANCEMENT TO THE ADULT PROBATION SYSTEM - ENTERING CUSTODY CASE INFORMATION IN APS

A recent modification to the Adult Probation System (APS) allows the system to automatically update the APS-RPDD screen with appropriate information when a defendant is in custody.

Therefore, effective immediately, when it is determined that a defendant is in custody, the DPO shall:

- Enter a "Y" in the "In Custody" field on APS-DFID
- Enter the Booking Number, Entered Custody Date, and Future Release Date on APS-DFID
- Access and check the Sheriff's Booking System via JDIC monthly to see if the future release date has changed, and update accordingly

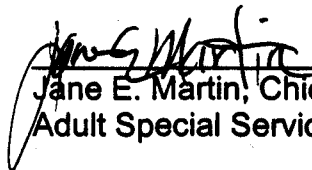
The system will automatically add a "J" (Jail 21+ Days) if the release date is more than 21 days hence.

When the defendant is released from custody, (either early or as scheduled,) then the DPO shall:

- Immediately update the "Released Date" field on APS-DFID
- Indicate that the defendant is no longer in custody by entering an "N" in the "In Custody" field.

Under no circumstances are DPOs to enter a "Z" (No Reporting Required) in the "Required Contacts Type" field on APS-DFPD when the defendant is in custody.

If there are questions concerning this Directive, please contact Mark Garcia, Staff Assistant, at (562) 940-2815.


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