

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	889
Issued:	11/19/02
Post Until:	12/19/02

SUBJECT: CENTRAL PLACEMENT HEADQUARTERS

In an effort to improve the efficiency of the Placement operation, effective November 25, 2002, Central Placement will receive and process all PDJ files.

Procedures for sending PDJ files:

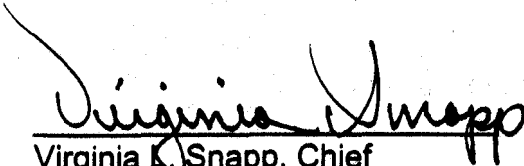
- Upon receipt of a **new** Suitable Placement minute order, whether the minor is to be placed in a Group Home, Foster Home, Relative Home, or Wraparound, the DPO is to immediately prepare the file for transfer, including Minute Orders (Minute Order # 3, #4 or # 5 and #11), Record of Supervision, any Psychological Evaluations or reports, current medical and educational information if not contained in the most recent Disposition Report, the Transfer Check sheet (Prob 577) and the **first 15-Day Review Report**. *
- **All PDJ files** with a new Suitable Placement Order are to be sent to Central Placement at 1605 Eastlake Ave., Los Angeles 90033 via County Messenger, Attention: Placement Headquarters (PHQ).
- In order to be in compliance with Judge Nash's August 6, 2002 Memorandum on Court Reports, the first 15-Day Report must contain information on efforts to place and minor's adjustment in detention, including the effects of the delay in his/her placement. Any adverse effects and the source of information concerning them should be reported to the Court. The DPO must contact the SDPO of Resource Control at (323) 226-8915 to determine what efforts have been made to place the minor.
- If the minor has been placed, the first 15-Day Report must indicate the name of the facility and date of placement.
- If the minor is receiving any special services while detained or if the Court has ordered any evaluation or medical treatment, Probation's compliance with the order and the status of the minor must also be included in the first 15-Day Report.

***NOTE:** If the PDJ file is not received by PHQ in five (5) court days before the next 15-Day Review, the DPO of record will continue to prepare subsequent 15-Day Reviews or other reports to the court until the PDJ file is received. PHQ will prepare any subsequent 15-Day Reviews when PDJ files are received on time.

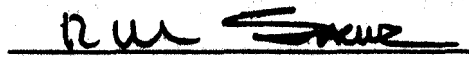
MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

The Court may utilize Appearance 15-Day Reviews with more frequency in order to properly supervise and be informed of the reasonableness of placement delays.

Questions regarding 15-Day Reviews on new Suitable Placement cases or the transfer of PDJ files may be directed to the PHQ SDPO at (323) 226-8657.


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