

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

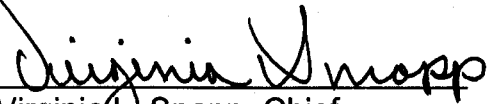
No.	897
Issued:	02/11/03
Post Until:	03/11/03

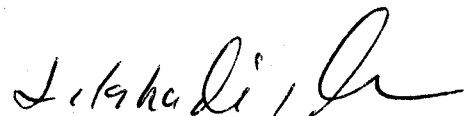
**Subject: RECEIVING AND ASSIGNING CASES IN JUVENILE CASE
MANAGEMENT SYSTEM (JCMS) – Supervising Deputy
Responsibilities**

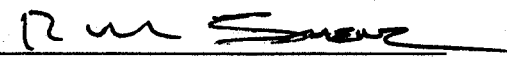
Supervising Deputy Probation Officers (SDPOs) will continue to be responsible for receiving and assigning cases for their respective units. This Directive requires that the SDPO use the Juvenile Case Management System (JCMS) for this purpose.

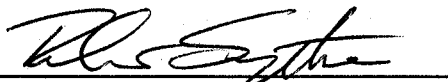
Upon receipt of a case for Supervision, the SDPO shall determine if the transfer/assignment of the case to his/her unit is appropriate and that the case file is complete. If the case is acceptable on established criteria, the SDPO or designee shall receive and assign the case to a Deputy Probation Officer (DPO) in JCMS by making the appropriate entries in the system. If the cases that are being received have missing or incomplete documents, this should be noted in the record of supervision.

Upon receipt of a case for Investigation, the SDPO or designee shall assign the case to an appropriate Investigation DPO in JCMS.


Virginia Snapp, Chief
Juvenile Field Services Bureau


Jitahadi Imara, Chief
Juvenile Special Services Bureau


Richard M. Saenz, Chief
Residential Treatment Services Bureau


Robert Smythe, Chief
Detention Services Bureau