

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

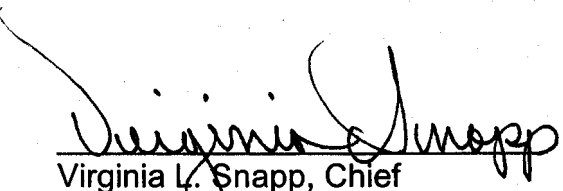
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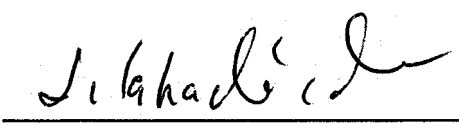
Subject: COURT REPORT READ AND APPROVED SIGN OFF – Supervising Deputy Responsibilities

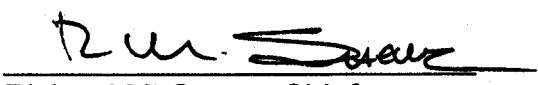
Existing Policy is that Supervising Deputy Probation Officers (SDPOs) are required to sign off on court reports as "Read and Approved". This is now to be done electronically in the Juvenile Case Management System (JCMS) in the appropriate field.

Department Policy will continue to require that SDPOs review reports for proper format, language and content. The SDPO is expected to ensure that the proper format for the specific type of report is used, that all sections are appropriately completed, that reports have the appropriate, required attachments.

Note that JCMS will not permit just any DPO to sign off. If the SDPO designates an "acting" DPO in his/her absence, this must be set up in advance in JCMS. SDPOs should attempt to have another SDPO cover this function for them in their absence.


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