

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	944
Issued:	07/29/03
Post Until:	08/29/03

SUBJECT: REVISED PROCEDURES FOR PROCESSING MINUTE ORDERS TO OUTLYING AREA OFFICES-(Please refer to Directive 746, Issued 04/24/1999)

In a continued effort to improve service to the courts, expedite notification of "reports due" to all area office locations, and reduce the number of missing and late reports, the following procedural change shall begin effective immediately.

All minute orders shall be entered into the Adult Probation System (APS) by the probation office servicing each court venue. For example, CAI will enter all minute orders for Clara Shortridge Foltz Justice Center and all minute orders processed by them for outlying area office locations. By doing so, both Investigation and Supervision offices will receive expedited notification of continuance dates.

A. Procedures when servicing Area Office receives minute order from the court.

1. Investigation minute orders with no future court dates. Clerical processes as they do now.
2. Subsequent minute orders with future court dates. Clerical enters the following information in APS:
 - CNDD: input the disposition information.
 - RQDT: input the new court date.
 - CLRM: Calendar Report Menu. The staff will choose "NS-Notification of Supplemental, Progress Report, or Bench Warrant Pick-Up report." Once this choice is made, the staff will see the CLRL screen. The staff member will input data that will generate a report at the area office where the case now resides.

The staff will input the following items onto the screen:

1. Court Case Number

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2. X- folder ordered ('Y' or 'N')
3. Next Hearing Date
4. Known Custody Status ('Y' or 'N')
5. Court Date

Finally, the staff will press PF12 (Submit). The printer to be selected will be based on the receiving office. (See table below.) For example, if the minute order is received at CAI, but the case now resides at RIO, then the staff would use printer designation A1R1.

AREA OFFICE NAME	LASER PRINTER
ALHAMBRA	A3AL
CAI (RM 180)	A5I1
CE	A6CE
CR	A5CW
ELA	A4E1
ESFV	A5F1
ESFVAV	A3AV
ESFVVL	A2VL
FIR	A5N1
FO	A6L1
HA	A4B1
RIVER	A2L3
LB	A6G1
PV	A5M1
RIO	A1R1
SC	A4A3
SGV	A3GV
SM	A4SM

Clerical staff are to immediately place processed minute orders in an envelope for the Appropriate area office for the next pick-up by County Messenger.

NOTE: Minute orders are to be sent out no less than once each day.

B. Procedures for the receiving are office are as follows:

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1. Clerical picks up the CLRL report from the designated laser printer each morning and distributes it to the appropriate DPO. If no DPO is noted, forward the report the appropriate SDPO. This alerts the staff that action is required on a specific case, and provides the report due date.
2. When hard copy minute order is received, the designated clerk processes to enter additional information, including conditions of probation.
3. Clerical staff distributes minute order.

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



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Adult Services Bureaus