

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	950
Issued:	08/26/03
Post Until:	09/23/03

SUBJECT: CHANGE IN PROCEDURES - DEFENDANTS WITH NEW GRANTS OF PROBATION ARE TO REPORT TO THE AREA OFFICE WHICH SERVICES THE COURT DISTRICT IN WHICH PROBATION WAS GRANTED

Effective immediately, during the initial probation investigation, Adult Investigation DPOs shall direct all defendants to report for supervision at the Area Office which services the Court District in which the defendant is granted probation. If an interview is conducted, the defendant is to be verbally instructed (and when possible given a Prob 909) to report for supervision to the Area Office, which services the court, if granted probation. The reporting instructions shall be dictated as part of the Probation Report. When the Court does not allow an interview of the defendant, reporting instructions directing the defendant to report to the area office which services the Court shall also be dictated as part of the Probation Report. Defendants shall no longer be directed to report to the Area Office, which services his/her residence zip code. Attached is a listing of Courts and the Area Offices serviced by each.

Supervision Intake Team (SIT) Responsibilities

The Supervision Intake Teams (SIT) will continue to be responsible for the initial contact with individuals placed on Formal Probation, DEJ, or Grants of Probation without Supervision (CII only-conditional). In addition to the current intake process, the SIT DPO will now review each case and in conjunction with information provided by the probationer, make a determination of the probationer's current residence address. This will determine to which area office the case will be assigned for supervision. If the case is to be transferred to another area office for supervision, a completed and signed Report-In Person slip will act as temporary confirmation of the probationers current residence address.

The SIT officer will obtain a copy of the TCIS printout for the probationer's current case and review it to determine if the conditions of probation have been posted. In those cases where the conditions of probation are available, the SIT officer is to complete a full orientation and provide the probationer with further reporting instructions. In all cases, a copy of the TCIS printout is to be attached to the instruction sheet signed by the DPO and probationer.

In cases where the conditions of probation are not available, the SIT DPO is to provide temporary instructions to the probationer and validate his residence address before referring the probationer to the appropriate Area Office for case assignment. Once the initial intake process is completed, and the DPO and the probationer sign temporary instructions, the SIT DPO can then transfer the case to the appropriate area office for supervision. A copy of the TCIS printout is to be attached to the signed temporary instruction sheet.

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In all cases, the probationer's address is to be validated using the DFAD screen and updated if necessary. A "Y" must appear in the "Valid" field on DFAD before a case can be transferred. The DCID and RPDD screens must be updated to reflect that the probationer has reported for supervision and received an initial orientation. The chrono entry should also include any information regarding transfer of the case to another Area Office. The SIND screen must be updated to show the probationer has been given either permanent or temporary instructions.

Cases involving "transient" or "homeless" probationers or probationers who reside outside of Los Angeles County will be processed under current Departmental policies and procedures. Once seen by the SIT DPO, transient or homeless probationers will be assigned to an Area Office most convenient for facilitating the defendant's ability to report in person. This must include a written statement from the probationer documenting his area of residence. Probationers who live in adjacent counties will be referred to the Area Office nearest to the county in which the probationer resides (Please refer to Directive 790, issued 8-8-00 for details). All cases eligible for PC 1203.9 transfer should then be processed through the Out of County Unit at the Alhambra Area Office.

Clerical Responsibilities

Clerical responsibilities in the processing of new probation grants will remain unchanged. When transferring a case, all appropriate fields in APS are to be updated as necessary and the cases transferred in DFXD and SMTA, or OOTA as needed. Cases being transferred to another Area Office must show SE as the disposition code on the CNDD screen. Cases being transferred to the Centralized Custody Caseload must be processed in the same manner as cases being transferred to an Area Office.

When receiving a case, clerical staff should verify the case has been transferred to the proper Area Office and all appropriate APS updates have been completed. Cases that have been given permanent instructions can be assigned to the appropriate caseload type. Cases with only temporary instructions will be assigned to the SIT to complete the intake process

If there are any questions regarding the Directive, please contact Michael Larquier, Adult Consultant, at (562) 940-2525.



David M. Davies, Chief
Adult Field Services Bureau

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COURT DISTRICTS AND OFFICES SERVICING THE COURT

COURT	DESIGNATION	AREA OFFICE
Alhambra	ALH	San Gabriel Valley
Antelope	ATP	E. San Fernando-AV
Airport	LAX	Santa Monica
Bellflower	LC	Rio Hondo
Beverly Hills	BH	Santa Monica
Burbank	BUR	Foothill
Calabasas	CLB	E. San Fernando Valley
Central	CEN	CAI - ASCOT Intake
Chatsworth	CHA	E. San Fernando Valley
Compton	COM	South Central
Downey	DOW	Rio Hondo
East	EA	Pomona
East Los Angeles	ELA	East Los Angeles
El Monte	ELM	San Gabriel Valley
Glendale	GLN	Foothill
Huntington Park	HP	Rio Hondo
Inglewood	ING	Harbor
LA Arraignment	LAA	CAI - ASCOT Intake
LA Chatsworth	LAT	E. San Fernando Valley
LA Criminal	LAC	CAI - ASCOT Intake
LA Hollywood	LAH	CAI - ASCOT Intake
LA Metro	LAM	CAI - ASCOT Intake
LA San Fernando	LAS	E. San Fernando Valley
LA Van Nuys	LAV	E. San Fernando Valley
Long Beach	LB	Long Beach
Malibu	MAL	Santa Monica
Monrovia	SNI	San Gabriel Valley
North	NO	E. San Fernando-AV
North East	NE	Pasadena
North Valley	NV	E. San Fernando Valley
North West	NW	E. San Fernando Valley
Pasadena	PAS	Foothill
Pomona	POM	Pomona
Santa Clarita	NEW	ESFV-Valencia
Santa Monica	SM	Santa Monica
South	SO	Long Beach
South Bay	SBA	Harbor
South Central	SC	South Central
South East	SE	Rio Hondo
South West	SW	Harbor
West	WE	Santa Monica
West Covina	Cit	Pomona
West LA	LAW	Santa Monica