

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	963
Issued:	12/09/03
Post Until:	01/06/04

SUBJECT: MODIFICATION TO CLERICAL PROCEDURES FOR PROCESSING EARLY DISPOSITION CASES (EDP)

Effective December 8, 2003 the Early Disposition Investigations completed at Central Adult Investigations (CAI) will no longer be retained until the sentencing disposition is received from the court. The X-file and/or second dispo file will be returned to the Area Office servicing the court.

CENTRAL ADULT INVESTIGATIONS CLERICAL PROCEDURES

The CAI clerical support staff responsible for processing cases will complete the following procedures:

1. Receive X-file from EDP Investigator and update the following screens in the Adult Probation System (APS):
 - a. Defendant Identification Data Screen (DFID)
 - b. Defendant Address Data Screen (DFAD)
 - c. Defendant Probation Data Screen (DFPD)
 - d. Investigations Case Data Screen (ICSD) – Victim Field only
 - e. Court Report Data Screen (CTRD)
 - f. Investigation Assignment Maintenance Screen (IMTA)*
 - g. Defendant X-Folder Location Screen (DFXD)
 - h. Defendant Dummy X-Folder Location Screen (DDXD)

* The IMTA Screen has been modified to include a new action code of "E" which allows CAI staff to transfer EDP cases only to the area office servicing the courts.

Note: Upon transferring a case using the action code "E", the following will be updated automatically:

- A chrono entry will default onto the Clerical Chrono Information Data Screen (CCID) indicating the EDP case number and area office to which it is being transferred:

Example: EDP Case VA123456 transferred to RIO

- The IMTA Screen will then display the appropriate Area Office of Responsibility, even though the Defendant Inquiry Screen (DFIQ) will

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MODIFICATION TO CLERICAL PROCEDURES FOR PROCESSING EARLY DISPOSITION CASES (EDP)

Page 2

continue to display CAI. This will allow the area of responsibility to update the records.

Example: Office of Responsibility: RIO

2. The X-file or second dispo file will be sent to the Area Office servicing the court to the attention of the Adult Investigation/Intake clerk.

AREA OFFICE SERVICING THE COURTS PROCEDURES

The Area Office servicing the court's clerical support staff responsible for processing incoming EDP files returned from CAI should complete the following procedures:

1. Receive X-file/second dispo file on DFXD or DDXD
2. File in appropriate file cabinet or drawer
3. Receive and process minute orders
 - a. Discontinue sending minute orders to CAI with court dates later than December 5, 2003.
 - b. If the sentencing disposition has not taken place thirty (30) days from the original court date, the case should be closed on the CNDD screen using the (CY) disposition code, EDP Closed (Continuance).
 - c. X-file or second dispo file should be retained in the area office for ninety (90) days. TCIS should be reviewed for updates and if there is no disposition after ninety days, then the original x-file can be forwarded to closed files at Central Records and the second dispo file shall be retained in the area office and monitored until a sentencing disposition has been granted.
4. Update APS and process case per current clerical procedures

EDP cases maintained in area offices that have missing court orders will continue to print on CAI's Listing of Court Orders Not Received Report (CLO2). Information Systems Office (ISO) will be working on modifying the report. Until this modification takes place, CAI will distribute this report to the appropriate area offices for processing on a weekly basis.

If you have any questions regarding these procedures, please contact Zandra Carruthers, Director, Central Record at (213) 974-9035.



David M. Davies, Chief
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