

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	966
Issued:	02/10/04
Post Until:	03/09/04

SUBJECT: IMPLEMENTATION OF DRUG TESTING RESULT TRACKING
SYSTEM FOR THE JUVENILE AND ADULT FIELD SERVICES
BUREAU

The following procedures must be implemented for the downloading of juvenile and adult probationers' drug testing results through the PharmChem Laboratory "PharmTrack Systems" web-site, <https://pharmtrack.pharmchem.com/lacounty/>.

Test results are available only from the web-site. The current PharmChem computers will no longer have test results available.

The following steps in the "Result Tracking Systems" will require special attention from all deputies or clerical staff who are performing specimen collections, collecting test results, and reporting them to the courts.

1. All juvenile and adult field staff that utilizes the PharmTrack Systems must have Departmental Internet access prior to implementation, including clerical support.
2. The "logon ID" is the sub-account numbers for each area office by function. The Juvenile and Adult Field Bureau sub-account numbers are:

Juvenile Field Services Bureau

Centinela Area Office –	50201	Rio Hondo Area Office –	51601
Crenshaw Area Office –	50301	East Los Angeles Area Office –	50401
ESFV Area Office –	50501	Antelope Valley Area Office –	51103
Firestone Area Office –	50601	So. Central Area Office –	50701
Foothill Area Office –	50801	Long Beach Area Office –	51001
Pomona Valley Area Office –	51101	SGV Area Office –	51301
Santa Monica Area Office –	51401	Harbor Area Office –	51901
Kenyon JJC –	51701	Northeast JJC –	51801

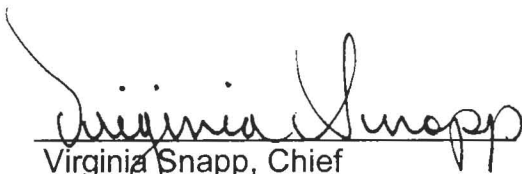
Adult Field Services Bureau

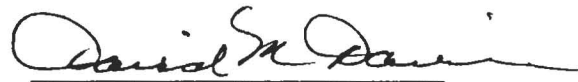
Centinela Area Office –	10201	Rio Hondo Area Office –	21201
Crenshaw Area Office –	10301	East Los Angeles Office –	10401
ESFV Area Office –	10501	Antelope Valley Area Office –	11701
Firestone Area Office –	10601	So. Central Area Office –	10701

Foothill Area Office –	10801	Long Beach Area Office –	11001
Pomona Valley Area Office –	11101	SGV Area Office –	11301
Santa Monica Area Office –	11401		

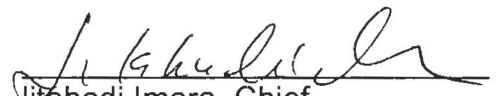
3. The standard "Password" for the Los Angeles County Probation Department will be "LAC."
4. Enter the "Logon ID" and "Password" and click on "Login." Click on the office name and the list of test will appear. It will give the date of the test, barcode number, case number, name, and current status of the specimen.
5. Clicking on the barcode number will display the details of the specimen. This includes the status of the specimen and any result.
6. Probation staff will be held accountable for daily downloading of their unit's drug-testing results and timely reporting of the data to the courts.
7. The "positive" test result report printed from the PharmTrack web-site shall not be attached to a violation report unless requested by the court.

Questions regarding this Directive may be referred to Director Frank Wilson at the Alhambra/NTD Office (626) 308-5591


Virginia Snapp, Chief
Juvenile Field Services Bureau


David M. Davies, Chief
Adult Field Services Bureau


Richard Saenz, Chief
Residential Treatment Services Bureau


Jitahadi Imara, Chief
Juvenile Special Services Bureau