

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	968
Issued:	02/17/04
Post Until:	03/09/04

SUBJECT: JCMS – Entry of New Arrest Information

This Directive covers data entry on new arrests (new cases) and on subsequent arrests on active cases.

Summary: Procedure for Minors and/or Arrests Not Found in JCMS:

JAI Central Contact Number: (213) 974-9327

Anytime the minor or a new arrest is not found in JCMS, the Area Office calls JAI Central to have the minor and/or the arrest information entered in JAI/JCMS. This is done by calling the JAI Central contact number above.

The Area Office will need to give JAI Central sufficient information to identify the case. The Area Office cannot enter new arrest information in JAI. The Area Office should not enter a minor or a new arrest in JCMS directly. The Area Office calls JAI Central.

If you experience unusual problems or need clarification, call the JCMS Help Desk (562-940-3724) for assistance.

System Overview:

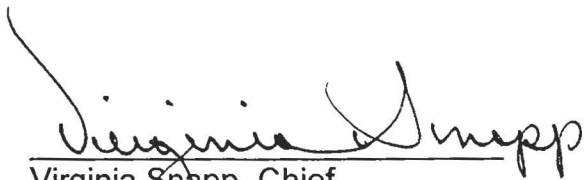
Law Enforcement will enter an arrest on new or an existing minor in JAI directly or by using the AJIS interface. When this is done correctly, the interfaces will update JCMS so that arrest information is transferred over to the appropriate case record. JAI Central and IDC (on detained cases) will handle this data entry process. The Area Office does not enter this data into JCMS and should call JAI Central if JCMS has not been updated. This is the only way to correct interface problems.

In the case of a subsequent arrest, the arrest will be matched with an existing minor in JAI/JCMS and added as a subsequent. The interface can also create new minors when it is a first-time offense.

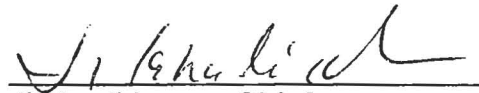
Once the arrest is entered correctly (by JAI Central or IDC on detained cases), petition information and court information should come over automatically as the information is entered in PIMS (by the DA) and JAI (by the courts). The Area Office is responsible for entering subsequent probation disposition information in JCMS.

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

Note: Area Office clerical staff should be aware that entering arrest information directly into JCMS will not correct interface problems. JAI Central will enter the information so that the automated interfaces will send information over to JCMS. Thus, time and effort spent on entering arrest data directly into JCMS is wasted effort. The information would have automatically updated if the arrest was properly entered by JAI Central (or IDC on detained cases). Additionally, the Area Office cannot update JAI and the system will continue to fail to send information to JCMS resulting in ongoing interface failure. This is more work for everyone. Notifying JAI Central will save the Area Office clerical staff considerable work.



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