

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No. 990
Issued: 07/27/04
Post Until: 08/27/04

**SUBJECT: CLERICAL PROCEDURES FOR PROCESSING FARM-OUT CASES
(DIRECTIVE 840 REVISED)**

In September 2001, the clerical procedures for processing farm-out investigation cases were changed so that the probation X-file was sent to the area office completing the investigation. The farm-in office (receiving office) was to retain the X-file until there was a final disposition of the case. The farm-in office was also responsible for entering all minute orders into the Adult Probation System (APS).

With the advent of the Supervision Intake Teams (SIT), the process of moving the X-file on farm-out cases has created some problems. On occasions, files cannot be located and/or are unavailable to the SIT at the time the probationer reports for supervision. In order to help expedite the SIT process and eliminate the unnecessary movement of files, the following procedures will now be followed:

- The probation file will remain at the area office where the investigation referral was initially received.
- The farm-out office (sending office) will forward the I.B., arrest report, and the referral minute order to the farm-in office (receiving office).
- Upon completion of the investigation, the farm-in office will update APS: CTRD – log out report; DFAD – valid address; DFPD – risk score and override if any; DFID – unique identifiers (SSN, CII, etc.); CCID – chrono the court number and that the investigation is completed and paperwork returned to farm-out office.
- The farm-out office is responsible for updating all continuances and dispositions. Any off calendar bench warrants are to be held by the farm-out office. SIT procedures remain unchanged.
- All minute orders will be processed and entered into APS by the farm-out office.

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- The farm-out office will maintain the investigation file (X-file or dummy file) and will be responsible for the final set up of the file and transfer to SIT.
- If restitution is ordered, the farm- out office will forward the restitution packet to ACRU.

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

A handwritten signature in black ink, appearing to read "David M. Davies", is written over a horizontal line.

David M. Davies, Chief
Adult Services Bureau

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