

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	991
Issued:	08/03/04
Post Until:	08/31/04

SUBJECT: ADULT RISK ASSESSMENT – ADULT PROBATION SYSTEM (APS) BASED APPLICATION

The Adult Risk Assessment Form, Prob 1272, is a tool used for the assessment and classification of cases. It is used in determining the appropriate level of supervision needed and the caseload type to which a case will be assigned. The risk assessment is initially completed by the adult investigation officer. The total score calculated through scoring each of the eight indicators determines the risk score for the case. The risk score is then used to determine the caseload classification and level of service to be provided. Override classifications are available for cases that meet criteria for placement on specialized caseloads.

In order to provide greater accuracy and consistency in determining the risk score for a case, an APS based risk score screen, Defendant Risk Assessment Data (DRAD) has been developed. Effective August 16, 2004, this will be the only means by which a defendants risk score may be calculated and entered into the APS. In order to access the DRAD screen and calculate the risk score, the following procedure must be followed:

To Access DRAD

- From the APS main menu screen select CM, the caseload management menu.
- If there is only one risk assessment record for the X-Number, the user will be presented directly with the DRAD screen.
- If there are multiple risk assessment records, the user will be presented with the DRAL screen, listing the multiple risk assessments selections. The latest risk assessment will display at the top of the list and all dates will display in descending order.
- Select the desired risk assessment record by entering an "S" in the selection field and press the <Enter> key.
- The user will be presented with DRAD, displaying the selected risk assessment record that was selected in DRAL.

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RISK ASSESSMENT
PAGE 2

Risk Assessment DATE/TIME: Mandatory Entry

- No future date/time may be entered.
- No duplicate date/time may be entered.
- Military time is to be entered in the time filed.

Court Case Number (Mandatory Entry)

- The DPO will receive the CSSL screen for selection, if field is blank.

Indicator

- Place the cursor on the selected indicator and press the <PF2> key. This will provide a selection of descriptions of scores available of the chosen indicator.
- Select one item from the list using an **S**.
- Press the <Enter> key. The selected item and associated score will display on the screen under SCORE and DESCRIPTION.
- Continue to press the <PF2> key and select **one** item from the list until all indicators have a selected value.
- Following the last selection, the defendant's total risk score will be displayed on the APS DRAD and DFPD screens.

SDPO Approval

- Using the **P** code, the appropriate SDPO can now approve or update the risk assessment.

If there are any questions regarding this Directive, please contact Michael Larquier, Adult Consultant, at (562) 940-2525, or Mark Garcia, Staff Assistant, at (562) 940-2815



David M. Davies, Chief
Adult Field Services

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