

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No. 1002

Issued: 09/28/04

Post Until: 10/28/04

**SUBJECT: MODIFICATION TO THE ADULT PROBATION SYSTEM (APS) DEFENDANT
PROBATION DATA (DFPD) SCREEN**

At the time of the initial assignment of a supervision case in APS, the case is assigned to the Supervision Intake Team (SIT). Currently, the case is coded as an Automated Minimum Service (AMS) case and automatically assigned a required contact type of "K" for KIOSK reporting.

Effective October 4, 2004, the required contact type will no longer automatically default to the "K" code. All new grants of probation will automatically be coded as "O" for office visit as the first encounter with the probationer is typically with the area office SIT officer.

During the SIT orientation, the DPO will make a determination of the level of supervision to be provided to the probationer and the caseload type to which it will be assigned. Once the caseload type is determined, the required contact type must be updated immediately on the DFPD screen.

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



David M. Davies, Chief
Adult Services Bureaus

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