

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	1009
Issued:	10/19/04
Post Until:	11/16/04

SUBJECT: DICTATION TRANSMITTAL FORM (Prob. 4A) REVISION

The Dictation Transmittal Form has been revised and will be available at Property and Supply effective October 25, 2004. All offices are to order the revised form, discard the current forms and begin using the revised form (revision date 9/04) immediately upon receipt, except Harbor.

The Harbor Office will continue using the current form specifying ECRDS, until its transition to PEDMS. Upon transition to PEDMS, Harbor is to discard all transmittals on hand and begin using the revised Prob. 4A Form (revision date 9/04).

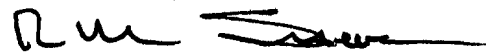
The revised form remains the same as the previous version with the exception of two new check-off boxes located in the Special Instructions Section – PEDMS (Probation Enterprise Document Management System) Case and HIGH PROFILE Case that deputies are to check, when appropriate.

When an office begins using PEDMS, the PEDMS Case Box is to be checked on all transmittals. The High Profile Box is to be checked whenever a case is deemed, by policy, to be High Profile. It is mandatory that Transcribing Staff be able to identify both types of cases to ensure proper processing.

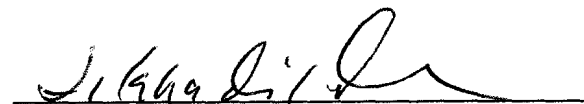
If there are any questions regarding this Directive, contact the Head of Transcribing Services at (626) 308-5544.



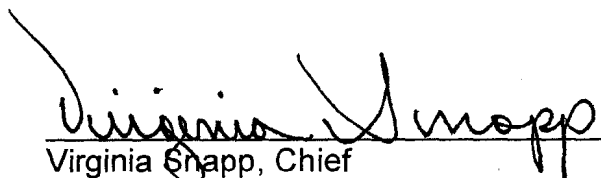
David M. Davies
Adult Field Bureaus



Richard Saenz, Chief
Residential Treatment Services Bureau



Jitahadi Imara, Chief
Juvenile Special Services Bureau



Virginia Snapp, Chief
Juvenile Field Services Bureau

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