

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No. 1015

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**SUBJECT: SUPERVISION INTAKE TEAM (SIT) REVISED PROCEDURES FOR
THE PROCESSING OF INTERSTATE COMPACT (ISC) AND PC1203.9
CASE TRANSFERS**

As part of the initial orientation of individuals placed on probation or reinstated on probation, the SIT DPO is responsible for determining the probationer's current residence address. This is used to establish the area office to which the case will be assigned for supervision. In cases where the individual resides outside of Los Angeles County, completion of the Interstate Compact or PC1203.9 paperwork is also necessary.

Presently, the SIT DPO is responsible for completing the ISC or PC1203.9 paperwork on all minimum supervision cases – risk score of 14 or less. High risk cases – risk score of 15 or higher, or cases assigned to specialized caseloads (NTU, CTH, DV, GNG) are transferred to the appropriate caseload type within the area office for completion of the necessary Out of County or ISC transfer packet. In order to expedite the transfer process for ISC and PC1203.9 cases going through SIT, the following new procedures have been developed for all cases regardless of risk score.

INTERSTATE COMPACT

When a probationer reports to the SIT for orientation and it is determined the individual resides in another state, the DPO is to first conduct a full intake orientation. During the process, the DPO must determine if the probationer has the right of transfer to another state pursuant to the guidelines of the Interstate Compact. Refer to Directives 917 and 994 for details.

If the probationer qualifies as a returning resident or as an emergency transfer, the SIT officer will be responsible for completing the ISC transfer of the case. Once emergency reporting instructions have been obtained the probationer may then leave the state. The SIT DPO will be responsible for the following case activities:

- Completion of the ISC packet within ten (10) working days (one copy each to ISC Sacramento, Alhambra OCU, and one copy retained in the probation X file). Current ISC documents can be found on Probnet

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- Upon completion of the ISC packet, the X file is to be transferred to the Riverview Area Office
- Document in APS (DCID screen) all case activities related to the orientation and transfer of the case

If the probationer does not qualify for emergency ISC processing, the SIT DPO will complete the orientation process as usual, including enrolling the probationer in KIOSK, have the probationer sign all necessary ISC forms and transfer the case to the Riverview Area Office. The Riverview Area Office will complete the ISC paperwork, submit the packet to the Alhambra OCU, and keep a copy of the packet in the probation file. ISC forms to be signed by the probationer include the following:

- Offender's Application for Interstate Compact Transfer
- Authorization for Release of Medical and Psychological Information
- Consent to random Drug or Alcohol Testing and to Searches Based on Reasonable Suspicion

Under no circumstances will a probationer be given permission to leave the state without first receiving reporting instructions from the receiving state.

This process applies only to new grants of probation going through the SIT unit. If proper procedures are not followed, or the case is rejected by the receiving state, the case will be returned to the Area Office SIT unit for any corrections or assignments for supervision.

PC1203.9 TRANSFERS

If during the initial SIT orientation it is determined the probationer resides in the State of California, but outside of Los Angeles County, jurisdictional transfer of the case pursuant to PC1203.9 is to be initiated. Only in those instances where the probationer lives in an adjacent county, has verified employment in Los Angeles County, and requests in writing to report to an office close to his place of employment, will the case be retained for supervision in Los Angeles County. In such cases, the probationer is to report in-person or via KIOSK only. No mail-in report slips will be provided.

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The SIT DPO is responsible for completing those steps necessary for jurisdictional transfer of the case to the probationer's county of residence. The following steps are to be followed by the SIT DPO in requesting a PC1203.9 transfer:

- Complete the intake orientation
- Complete and have the probationer sign the 'Request for Transfer' form Prob 14000
- Complete and have the probationer sign the 'Modification or Termination Agreement 1203.2PC'
- Provide the probationer mail-in report slips for use pending acceptance of the case by the receiving county.
- Instruct the probationer to notify the Riverview Area Office after contact is made with the probation department in the receiving county.
- Document in APS (DCID screen) all case activities regarding the orientation of the probationer and transfer of the case

Once the SIT orientation is complete and the necessary PC1203.9 forms have been signed by the probationer, the case file is to be transferred to the Riverview Area Office. The Riverview Office will be responsible for forwarding a completed PC1203.9 transfer packet to the Out of County Unit at the Alhambra Area Office for further processing.

The above indicated changes in procedures are intended to centralize and expedite the process for handling Out of State and Out of County cases being processed through the Supervision Intake Team. This expedited process is for use by the SIT only. ISC and PC1203.9 transfers from supervision caseloads are to conform to the already established procedure for the processing of ISC and PC1203.9 case transfers.

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



David M. Davies, Chief

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