

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No. 1016

Issued: 01/18/05

Post Until: 02/18/05

SUBJECT: ZIP CODE DESIGNATION FOR TRANSIENT PROBATIONERS

Under current departmental policy, probationers whose residence status is listed as transient are assigned to the area office closest to their area of residency. Area of residency is confirmed through a written statement from the probationer regarding his/her intent to live in a specific geographical area within Los Angeles County.

In such instances, the probationer's address is listed as "Transient" on the Adult Probation System (APS) DFAD screen. In the case of a transient probationer, a zip code must also be included. The zip code of the area office to which the case is assigned is to be entered on the DFAD screen. In entering the address in APS, it is also necessary to enter the zip code in the appropriate field on the DFAD screen. The entering of a zip code on the DFAD screen applies to all active cases currently being supervised as well as any new cases received. Under no circumstances should the zip code field be left blank.

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

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