

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No. 1034

Issued: 06/20/05

Post Until: 07/20/05

SUBJECT: NARCOTIC TESTING ANSWER MACHINE MESSAGES

As a means of ensuring that the Narcotic Testing Unit's (NTU) random drug testing policy is applied consistently across all NTU caseloads and throughout the Department as a whole, each area office with NTU caseloads utilizes an answering machine messaging device to notify designated probationers of the need to report to their probation officer the following work day for narcotic testing. Most area offices record the message in English only, although some do have a Spanish version of the message available.

Beginning June 20, 2005, the report for testing message must be recorded in both English and Spanish. This will assist Spanish speaking only probationers in receiving the correct reporting instructions. Area office NTU staff may utilize any Probation Department personnel receiving a bi-lingual bonus (Spanish) to assist in making the daily testing recording. The attached outline may be used as a format for recording the testing message.

If there are any questions regarding this Directive, please contact Anthony Jimenez, Narcotic Consultant, at (562) 908-3157.



David M. Davies, Chief
Adult Services Bureau

_____ Area Office NTU Answering Machine Log

() "Attention, the following will report for testing on _____, _____ for
Day Date

DPO _____ group _____

DPO _____ group _____

DPO _____ group _____

DPO _____ group _____

() There will be no testing within the next 24 hours. Continue to call daily for additional instructions.

The foregoing message was recorded on ____ / ____ /200____, at ____ : ____ a.m/p.m.

Message recorded and verified by _____

NTU Answer Machine Instructions/Spanish

_____ Area Office NTU Answer Machine Log.

() Atención, los siguientes grupos se reportaran para una prueba de narcoticos

_____, _____, _____, _____, _____
Dia Fecha Mes Año Hora

Oficial de Probacion _____ Grupo _____

Oficial de Probacion _____ Grupo _____

Oficial de Probacion _____ Grupo _____

Oficial de Probacion _____ Grupo _____

() No habra pruebas de narcoticos en las siguientes veinticuatro (24) horas.

Continue a llamar diariamente para instrucciones adicionales.

() The foregoing message was recorded on ____/____/20____ at ____ a.m./p.m.

Message recorded and verified by _____