

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No. 1057

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SUBJECT: SUPERVISION INTAKE TEAM (SIT) REVISED PROCEDURES

(Refer to Directive 980, Issued 05/24/04)

The Supervision Intake Team (SIT) was established in June 2002 to provide a consistent means of orientating individuals who are newly placed on probation, and those being reinstated on probation. The SIT is to provide the probationers with complete instructions with an emphasis on complying with all conditions of probation, including financial responsibilities. In accordance with the "No Wrong Door" policy (Directive 885): anytime a probationer reports for initial orientation regardless which office he/she is to report, the probationer will be given temporary or permanent instructions. At no time, will the probationer be referred to another area officer for initial instructions.

As the needs of Adult Services Bureau continue to change, revisions to the SIT procedures have become necessary. In an effort to increase effectiveness of the SIT, procedures outlined in Directive 980 have been updated and made more pertinent to the needs and requirements of current Adult Services Bureau's standards.

If there are any questions regarding this Directive, please contact Mark Garcia, Adult Consultant, at (562) 940-2525 or Duc Nguyen, Staff Assistant, at (562) 940-2815.



David M. Davies, Chief
Adult Field Services Bureau

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

LOS ANGELES COUNTY PROBATION DEPARTMENT ADULT SERVICES BUREAUS

SUPERVISION INTAKE TEAM DUTIES AND RESPONSIBILITIES

This document describes the duties and responsibilities expected of the Adult Services Bureau Supervision Intake Team (SIT). The SIT concept provides a consistent manner of completing the required explanation of probation instructions, and determining a payment plan that enables the probationer to meet the financial obligations associated with the case. The SIT includes Clerical Support staff and Deputy Probation Officers working in "Post" positions to assure staff coverage throughout the workday.

All cases appropriate for SIT will be referred to the area office that services the court in which the probationer was granted probation. Directive 885 mandates that all walk-in probationers will receive temporary or permanent instructions at the office of first contact. The determination of Area Office assignment shall be based on the probationer's residence Zip Code unless the probationer states that an Area Office more convenient to his or her place of employment will facilitate in-person reporting (Directive 895). The probationer's residence and place of employment must both be entered on the APS - DFAD screen.

The SIT will require probationers to demonstrate acceptable compliance with the court order, and provide verification of requested information. The objective is to place increased accountability on the probationer, verify specific information, and to accomplish an immediate assessment of the probationer's willingness and ability to comply with the terms and conditions of probation. The probationer will be expected to demonstrate acceptable cooperation and compliance as soon as possible, and certainly within the first two weeks following notice of the probation grant or new case assignment. The initial meetings with the probationer will also establish a determination of the total financial obligations owed, an assessment of the probationer's "ability to pay," if necessary, and the setting up of a payment plan to provide for payment of the court ordered financial obligations. Additionally, SIT will determine the cost of probation services or make a referral to the Financial Evaluator.

The primary purpose of the Supervision Intake Team is to assure that each probationer reporting for initial supervision, or reinstated to probation following a bench warrant, is provided with temporary or permanent instructions, reinstruction, and/or orientation, whichever is appropriate.

All reinstatements following a bench warrant are returned to SIT. If probation was not modified the probationer and DPO may re-sign the original set of instructions. If probation was modified DPO and probationer will sign a new copy of instructions. The probationer will be provided with a copy of the original court order or of the modification as appropriate. All cases, which have never been orientated and are reinstated, will be automatically returned to SIT for a complete orientation.

Notice of a new case assignment may occur as either a "Walk-In" probationer, electronic transfer of the case in the Adult Probation System (APS), or receipt of a new "paper" case file. The Clerical Support staff in the receiving Area Office is responsible for confirming that the defendant/case file has been forwarded to the proper office, and is appropriate for referral to the SIT. At the earliest possible time, the SIT will determine the appropriate caseload placement (e.g., Child Threat, Adult Gang, HRO, NTU, Domestic Violence, AMSC, etc.). All misdemeanor cases should be transferred immediately to an AMS caseload at the Riverview Area Office. The only exceptions would be cases in which there exists an active misdemeanor case and an active felony grant.

When a probationer's "active" case is transferred from another supervision office, the case file shall be processed through the Clearing House, per the guidelines in Directive No. 846. **These cases will not be assigned to the SIT.** Cases that have completed the SIT process may be transferred to an area office without being sent to the Clearing House. A transfer check sheet is not required, however, a SIT checklist is mandatory on each case. Prior to transferring the case, the SIT is responsible to assure the case meets all of the requirements for inter office transfer of supervision cases.

Probationers who are in custody will be assigned to either a SIT Custody Caseload (96A) in the area office or to the Centralized Custody Caseload at the Alhambra Office, pending release from jail. Cases with sentences of less than 60 days will remain at the local area office and be assigned to the SIT Custody Caseload. Cases with sentences of more than 60 days in custody may be transferred to the Alhambra Area Office for the Centralized Custody Caseload (CCC) per Directive 871 and 881.

The Area Office clerical will enter the disposition code ("S1" or S2") on the APS -CNDD screen and indicate the start date, expiration date for the grant of probation, enter conditions on CNCD and assure other pertinent data is recorded in APS including the following:

- CII Number
- Booking Number
- Date entered in custody
- Tentative release date
- Address on DFAD
- Social Security Number on DFID

The SIT will send a letter to the probationer directing him/her where to report upon release. The letter is addressed as follows:

(Probationer's complete name)
Booking Number
P.O. Box 86164

Terminal Annex
Los Angeles, CA 90086-0164

The SIT and CCC are responsible for confirming the probationer's custody status on a routine basis. Staff assigned to either the SIT or the CCC will be responsible for keeping the custody status of the probationer current on the DFID screen. SIT and CCC are responsible for keeping the RPDD screen current on all cases that are not in LACO Sheriff's custody. A copy of the DFID screen must be submitted to the Financial Evaluator requesting the First Payment Due Date to occur after the custody release date.

Within 20 Days of the court order granting probation, if not in custody; or within 20-days from the date of release, if sentenced to jail, every probationer shall be provided with permanent probation instructions or temporary instructions that schedule an appointment date for permanent instructions.

In certain Area Offices, the cases for those probationers who are appropriate for Automated Minimum Services Caseloads (AMSC) may be transferred to the AMSC following the intake orientation, and the probationers' acceptable compliance with instructions of the SIT. The probationer shall be advised that the case is being transferred for administrative efficiency of handling low risk cases. The probationer will not be required to report to the AMSC unless there is an issue with the probationer's compliance with the conditions of probation.

DEJ cases with grant dates after December 1, 2004 shall be processed pursuant to Directive 1011. **Deferees are not to be instructed to contact the Probation Department for issues concerning enrollment or payment.**

Where appropriate the probationer must be enrolled in the KIOSK Program. The probationer will be placed on mail-in status if the probationer resides outside of the county. Exceptions must be cleared with the SDPO.

The SIT will provide the probationer with a "Letter" that explains the transfer of his or her case to the AMSC. **Probationers are not to be directed to report in person to the AMSC**, but should be provided with the phone number of Probation Information Center (PIC) 866-931-2222. They will report to AMSC only if there is a problem with their compliance with the terms and conditions of probation. The probationer is enrolled in KIOSK, or is given three (3) Mailers and the process for using them is to be fully explained.

CLERICAL SUPPORT STAFF

THE SIT CLERICAL STAFF WILL SUPPORT THE INTAKE TEAM AS NECESSARY, AND PROVIDE DATA PROCESSING FOR ALL NEW CASE ASSIGNMENTS TO THE OFFICE:

- RECEIVE NEW FILES / PROCESS WALK-IN DEFENDANTS WHO HAVE NOT RECEIVED INSTRUCTIONS/ ORIENTATION. WHEN THE PROBATION X-FILE

IS NOT AVAILABLE, A DUMMY FILE MAY BE USED FOR PROCESSING AND TRANSFERRING A CASE. ALL ATTEMPTS AT OBTAINING THE ORIGINAL X-FILE MUST BE DOCUMENTED IN APS PRIOR TO TRANSFER OF THE CASE FROM SIT.

- DETERMINE VALIDITY OF PROBATION GRANT REINSTATEMENT TO PROBATION FOLLOWING A REVOCATION, BY REVIEWING APS AND/OR TCIS
- VERIFY PROBATIONER'S NAME, PROBATION FILE "X" NUMBER, AND COURT CASE NUMBER IN APS
- PRINT TRIAL COURT INFORMATION SYSTEMS (TCIS) COURT ORDER, IF NECESSARY
- VERIFY FILE (PROBATIONER) HAS BEEN SENT TO THE CORRECT OFFICE
- REQUEST PROBATION FILE WHEN NECESSARY
- ASSURE APPROPRIATE DATA HAS BEEN ENTERED INTO APS
- INPUT OR ASSURE ACCURATE PROBATION CONDITIONS AND DISPO'S ARE ENTERED IN APS
- PREPARE INTAKE PACKET FOR DPO
- DETERMINE CUSTODY (PROGRAM PLACEMENT) STATUS OF PROBATIONER
- SEND 'NOTICE TO REPORT' LETTER TO THE PROBATIONER, ADDRESSED TO THE JAIL CUSTODY LOCATION
- ASSURE THE CUSTODY STATUS, BOOKING NUMBER, AND RELEASE DATE ARE CORRECTLY ENTERED IN APS (This will cause "J" to automatically be entered in the RPDD screen)
- ROUTINELY REVIEW CUSTODY STATUS OF PROBATIONERS IN CUSTODY
- PREPARE AND MAIL "REPORT-IN" APPOINTMENT LETTERS TO PROBATIONERS, AS NECESSARY (UPDATE SIND SCREEN)
- MAINTAIN THE CALENDAR FOR PROBATIONER APPOINTMENTS
- ASSIST THE INTAKE DPO WITH FILE MANAGEMENT AND FILE TICKLER SYSTEM

- ASSIST THE DPO WITH THE ENTRY OF CHRONO DATA ON THE APS-DCID SCREENS AND OTHER NECESSARY APS DATA ENTRY
- PREPARE NOTICE TO PROBATIONER / REQUEST FOR CALENDAR DATE FORMS AND FORWARD COURT REPORTS OR "NOTICES TO THE COURT" PREPARED BY THE DPO, AS REQUESTED AND REQUIRED.
- CASES BEING TRANSFERRED FROM SIT ARE TO HAVE ALL APS UPDATES COMPLETED, INCLUDING CONDITIONS OF PROBATION ON THE CNCD SCREEN, WHEN THE TCIS INFORMATION IS AVAILABLE.

REVIEWING THE FILE/ LOCATING THE PROBATIONER

Upon receipt of a new case, electronically or receiving the probation "paper" file, the SIT determines whether the probationer has or has not reported to the office, and/or whether the probationer is in custody (LA County Sheriff or other custody, or in a live-in facility). The tentative release date of those "in custody" is determined and APS DFID screen is updated for cases in LASD custody. Cases in other counties, state, or federal custody must have a DCID entry with the custody information. Those in custody will be assigned to the Area Office SIT Custody Caseload or the Centralized Custody Caseload until the probationer's release date. If it is determined that the probationer has been placed in a "live-In" facility, the location is determined and contact is made with the facility to ascertain and confirm the probationer's status and tentative release date in compliance with Directive 812. **Assure all pertinent information is updated in APS.**

The SIT DPO reviews the case records, including the court order and conditions of probation. If any order appears unclear or unenforceable, the DPO must request clarification through the SDPO, who will determine the necessity for, and method of requesting clarification from the court. The SIT DPO shall recheck, and is responsible to assure that the appropriate data has been properly recorded in APS, such as CII number, jail custody status, conditions of probation, Social Security Number, risk score, and includes other necessary details.

PROBATIONER HAS NOT REPORTED TO PROBATION

Probationers are instructed by the court to report to the Probation Officer for supervision within 24 to 72 hours of the court proceedings or release from custody. If the probationer does not report to the area office within five (5) days from the date the court order is received or within 5 days of the date released from custody, the SIT is to document the probationer's failure to report status and all methods undertaken in an attempt to establish contact with the probationer.

The SIT shall take steps to determine whether the probationer has been rearrested. **The SIT DPO, using Prob Form 1082 and appropriately documenting in APS, shall**

promptly report any new arrest of the probationer to the court. If a new arrest is not confirmed, the SIT attempts to contact the probationer by available telephone numbers and sends an Appointment Letter (Prob.1274) to the probationer's residence address of record to arrange an office interview.

Any missed appointments by the probationer are to be documented.

When the probationer has not reported within a reasonable period (but not more than 15 days from the date the court order was received granting probation or release from jail), the SIT may contact the Adult Compliance Team (ACT) at the Alhambra Area Office who will be responsible for completing and submitting the desertion or orientation violation reports to the court (Directive 978). The SIT DPO is responsible for documenting in the APS -DCID or TECD screen all attempts made at contacting the probationer and notifying the probationer regarding reporting for supervision. The court report shall detail the scheduled appointment dates and steps taken to locate the probationer. **No orientation/desertion reports are to be completed on DEJ cases granted after December 1, 2004.**

INITIAL MEETING WITH THE PROBATIONER

EVERY PROBATIONER REPORTING TO THE OFFICE FOR INITIAL INSTRUCTIONS / ORIENTATION, OR INTAKE FOLLOWING THE REINSTATEMENT OF PROBATION, SHALL BE SEEN BY THE SUPERVISION INTAKE TEAM DPO.

ALL SECOND DISPOSITIONS ARE TO BE REFERRED TO SIT AND ORIENTED BY THESE PROCEDURES.

THE PROBATIONER SHALL BE REQUIRED TO COMPLETE A REPORT-IN-PERSON SLIP AT EACH REPORT. THE SIT DPO SHALL ASSURE EACH CONTACT WITH THE PROBATIONER IS APPROPRIATELY DOCUMENTED IN APS, AND MAKE NOTE IN APS OF ANY SPECIFIC INSTRUCTIONS PROVIDED OR A SUBSEQUENT APPOINTMENT DATE. TEMPORARY INSTRUCTIONS AND THE SCHEDULED DATE FOR PERMANENT INSTRUCTIONS SHALL BE RECORDED ON THE APS-SIND SCREEN.

The initial meeting with the probationer may be in a group setting or in individual sessions, depending on office policy and procedures. At the initial meeting with the probationer, the Intake DPO completes the following activities as appropriate:

- **Verify the probationer's identity** by confirming that the probationer possesses a valid picture identification card (Probationers should be required to possess valid identification). If the probationer does not have a picture identification card, the DPO may rely on other appropriate identification presented by the probationer. (A digital picture printout may be available on CCHRS).
- **Validate the probationer's citizenship status** and enter the status in APS.

- **Validate the probationer's address** by using Finalist, and verify the probationer's residence by making a copy of a current rent receipt, utility bill or postmarked letter received by probationer via U.S. Mail (a Driver's License by itself does not constitute valid verification of residence). If the residence verification is not available instruct the probationer to provide it to the supervision DPO on the next visit.
- **Enter the probationer's Social Security Number** and make a copy of their Social Security card if available.
- **Instruct the probationer on the specific conditions of the probation grant** by providing the probationer with a copy of the court order and using basic and straightforward language. Ask the probationer questions to determine if he/she understands the conditions as explained.

If a copy of the TCIS case record has been made available by clerical support staff, the DPO must use a copy of that document to provide the probationer with permanent probation instructions. If a TCIS printout showing the conditions of probation is not available, the probationer is to be provided with temporary conditions of probation and reporting instructions prior to transfer of the case to the appropriate caseload type and/or Area Office.

Discuss and review the Instructions to Adult Probationer (Prob 895 or 895S) with the probationer and procure the probationer's signature, confirming receipt of the permanent instructions, which are specific to his or her conditions of probation. Provide the probationer with a copy of Prob. 895. **Record the date of the Permanent Instructions on the APS-SIND screen.**

Instruct the probationer in regards to any subsequent court appearances that are scheduled or progress reports that have been ordered, and record in APS any special instructions given to the probationer.

Instruct the probationer in regards to the required report-in responsibility. Include instructions for completing the Report-In-Person Form (Prob. 34B), instructions for submitting a Mail-In-Report Form (Prob. 34A), or where possible, enroll the probationer in the KIOSK Program. **Explain that a signed report slip (either the report in person, mailer or report to a Kiosk is required at least once per month during each month of the period of probation.** The assigned Supervision DPO will determine the type of Report-in Form and frequency of reporting to be required of the probationer.

Inform those affected probationers regarding the requirement for registration per HS11590 (Narcotic), PC457.1 (Arson), or PC290 (Sex Offender). PC290 Registrations shall be within 5-days; PC457.1 Registrations should be within 14-days; and HS11590, and 186.30 registrations shall be within 30-days. If required, provide Notice of Registration

responsibility. Where required, verify the probationer has submitted a blood and saliva sample pursuant to PC296.

A risk assessment must be completed, if not already completed. An incorrect risk assessment must be corrected and entered on DRAD and approved by the SDPO, unless a "hard copy" is provided.

A strength based needs assessment must be completed and entered on DNAD for all probationers at the time of the initial contact with SIT or at the time of reinstatement of probation (Directive 978).

SIT is required to conduct only one face-to-face interview with a probationer. After temporary or permanent instructions have been provided, the cases can then be transferred to the appropriate caseload and/or area office. An appointment is to be set, within 5-15 days of the probationer receiving instructions, and the probationer shall be required to report to the assigned area office for additional instructions as necessary.

As outlined in Directive 921; SIT is required to complete the probationer's Targeted Case Management assessment of needs when the probationer is given permanent instructions. SIT will identify the probationer's specific needs that will be addressed while on probation and make the proper referrals. This must be documented in the APS – TECD screen. In documenting the probationer's needs, SIT will use component number one.

Deferred Entry of Judgment and True Summary cases are to be processed in accordance with Directive 974. The SIT officer is responsible for completing the intake process on DEJ and True Summary cases.

FINANCIAL EVALUATION - ASSESSMENT

SIT shall follow the directions in the COLLECTIONS AND FINANCIAL PROCEDURES document to instruct the probationer regarding his/her financial responsibilities and in establishing a payment plan.

If the probationer is not able to provide acceptable verification of the requested financial related information he/she should be instructed to bring the financial information to the next meeting with the supervision DPO.

Inform the probationer that his/her failure to make the required payment of the financial obligations as ordered by the court and/or as instructed by the DPO will result in the case being returned to court for violation proceedings.

The initial options offered allow for full payment by Mid-Term of probation; and the second requires the total payment to be completed within 90 days of the probation expiration date.

The SIT DPO shall demand the initial payment. The probationer's initial payment is to

occur within the first two weeks following the orientation/intake appointment. Although complying with the established payment plan is to be stressed, non-payment of money will not prevent a case from being transferred to the appropriate supervision caseload. Probationers who are unemployed, receiving any form of public assistance, or who have multiple grants of probation should be referred to the Financial Evaluator for financial setup.

If the probationer claims that he or she has no ability to make payment, the probationer will be referred to the Financial Evaluator. The Financial Evaluator will make a determination of the probationer's ability to make payment. Once the matter has been referred to the Financial Evaluator financial issues are no longer the responsibility of SIT.

Explain the monthly billing process and the probationer's responsibility to submit monthly payments to the Probation Department through the Department of Treasurer Tax Collector (DTTC) or the Office Payment Drop Box. The probationer must be made to understand the requirement of writing the correct DTTC Account Number identifier on the payment instrument and the responsibility of maintaining the established payment plan. Probationers who have been placed on Kiosk for monthly reporting shall be informed that he/she may also submit monthly payments via Kiosk. Payments shall be made by the 20th day of each month. Finally, the probationer must complete a copy of the Financial Agreement Form, an example of which follows:

FINANCIAL AGREEMENT

I _____ (Probation X-Number: X
_____) have been placed on formal probation for _____ Months, in case number:
_____. I am responsible for paying the following financial obligations during
my term of probation in this case:

Restitution (Subject to Change) _____

Restitution Collection Service Charge _____

Restitution Fine _____

Fine (s) _____

Cost of Probation Sentencing Report _____

Cost of Monthly Probation Supervision _____

Other _____

Other _____

TOTAL

I agree to the assessed financial obligations in my case and I will provide payment through the Probation Department during my term of probation. I have agreed to remain current with the following payment plan. I also understand that the court granting probation will receive a copy of this agreement. The Probation Office: has explained that I may request or the Probation Officer may initiate a reassessment of my payment plan based on changes to my financial conditions. I understand that my failure to make payments as per this agreement will result in my case being returned to court.

PAYMENT PLAN

_____ Payment(s) In The amount of \$ _____, by (Date) _____
Minimum Monthly Payments of \$ _____, by the 20th Day of Each Month.

Probationer Signature

Date

DPO/Financial Evaluator

Date

REFERRALS FOR PROBATIONERS

When the conditions of probation are available through TCIS, the SIT DPO shall refer the probationer to appropriate treatment, educational or community service programs, as per the court order, and provide discussion to assure the probationer's understanding of the expected enrollment and completion dates.

When a list of certified/approved programs is available, the DPO is to provide the probationer with the appropriate list, allowing the probationer to make his/her own selection. The DPO may access the "Web-Based Resource" directory available on the TCM webpage on Probnets to provide the probationer with the appropriate referrals. At the next scheduled office visit, the probationer shall provide confirmation of enrollment. DEJ cases also are to be referred to the appropriate program. The Department distributes approved lists for various programs, such as:

Program:	Certification/Approval Agency
Anger Management	Los Angeles County Probation Dept. (Use the Batterer Intervention Programs List)
Child Abuse	Los Angeles County Probation Dept.
Deferred Entry of Judgment	Department of Health Services
Batterer Intervention	Los Angeles County Probation Dept.
Drinking Driver Programs	Department of Health Services
Substance Abuse	Department of Health Services
Counseling	Department of Health Services

Obtain a signed Release of Information Form (Prob. 1051), if needed, to secure confidential information or to verify any special conditions expected of the probationer.

PROBATIONERS WHO RESIDE OUT OF THE COUNTY

If the probationer does not reside in Los Angeles County or expresses intentions to relocate, explain the Interstate Compact (ISC) or PC 1203.9 process. The situation should be discussed with the SIT SDPO. If it is determined that an emergency exists in an ISC case, it will be necessary for the SIT DPO to prepare the appropriate forms and initiate the process, which means contacting the Interstate Compact Unit in Sacramento (916) 262-1368. ISC and 1203.9 PC cases must be processed in accordance with directive 1015.

REINFORCE THE PROBATIONER'S UNDERSTANDING OF PROBATION

Answer, appropriately, questions presented by the probationer, and explain the expectations of the court, probation, and the general nature of the supervision process; that any known arrests or other violations of the court order will be reported to the court. Explain that violations reported to the court may lead the court to impose sanctions up to revocation of probation and imposition of sentence. Also, provide referrals, as necessary,

to appropriate community resource agencies, which may benefit the probationer.

INTAKE DPO EVALUATION FOR CASELOAD ASSIGNMENT

Chrono all information regarding orientation on the TECD screen, including but not limited to instructions, referrals, updating APS screens and any special observations. This can also serve as a Transfer Summary.

Review and reassess the risk assessment score. Calculate the score as detailed in Directive 835, and conditions of probation to assure the case is designated for assignment to the appropriate caseload. Review the Risk Assessment with the SDPO.

Those cases that **ARE** in compliance should be marked for the appropriate supervision type and forwarded to the supervision caseload for continued compliance monitoring. Cases being transferred to another area office must be in compliance with the standards enumerated in Directive 846, except that the case need not be sent to the Clearing House.

PROBATIONER'S NON-COMPLIANCE

WITHIN TWENTY (20) DAYS OF INITIATING THE INTAKE PROCESS, the intake DPO shall commence processing cases for violation proceedings where the probationer has not demonstrated compliance with the DPO's instructions, unless the SDPO formally documents approval for an extended period.

Cases returned to court for desertion/violation will be retained by the SIT on the Custody Caseload 96A. This caseload is to be reviewed on an ongoing basis to determine if any subsequent court action has taken place. The subsequent court action will determine the future movement of the case.

Deferred Entry of Judgment cases are to be processed in accordance with Directive 1011.