

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No. 1067
Issued: 11/18/05
Post Until: 12/18/05

SUBJECT: CLERICAL PROCEDURES FOR PROCESSING DRUG COURT CASES

Effective November 21, 2005, the procedures listed below shall be followed when processing Drug Court cases.

The receiving Area Office will receive the X file and distribute to the appropriate clerical support staff to process per the clerical procedures outlined below:

DEFENDANTS PLACED ON FORMAL PROBATION WITH A CONDITION OF DRUG COURT.

New Grants

Area Office designated clerk will complete the following procedures:

1. Update the following fields on the Count Disposition Data (CNDD) screen:
 - a. Use the Action Code of "A" to add the sentencing disposition.
 - b. Enter the sentencing date and the sentencing code
 - c. Enter the grant date, the disposition code S1 (formal probation) and the length of grant.
2. Update the following fields on the Count Conditions of Probation Data (CNCD) screen:
 - a. Use the Action Code of "A" to add all conditions of probation including Drug Court (D34).
3. All other screens should be updated per current clerical procedures for processing new grants.

Reinstatements

Area Office designated clerk will complete the following procedures:

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1. Process per current clerical procedures for reinstatements.
2. Update the following fields on the Count Conditions of Probation Data (CNCD) screen:
 - a. Use the Action Code of "A" to any modifications including Drug Court (D34).

Defendant Successfully Completes Trial Phase of Drug Court and is Placed on Formal Probation. Once the defendant has successfully completed the Trial Phase of Drug Court and the court places the defendant on formal probation with a condition of Drug Court, the following procedures are to be followed:

1. Update the following fields on the Count Disposition Data (CNDD) screen:
 - a. Use the Action Code of "A" to add the sentencing disposition.
 - b. Enter the sentencing date and the sentencing code
 - c. Enter the grant date, the disposition code S1 (formal probation) and the length of grant.
2. Update the following fields on the Count Conditions of Probation Data (CNCD) screen:
 - a. Use the Action Code of "A" to add all conditions including Drug Court (D34).
3. All other screens should be updated per current clerical procedures for processing new grants.

DEFENDANTS NOT PLACED ON FORMAL PROBATION

Defendant Placed in Drug Court Program on a Trial Basis Without Being Placed on Formal Probation.

1. Update the following fields on the Count Disposition Data (CNDD) screen:
 - a. Use the Action Code of "A" to add the continuance disposition.
 - b. Enter the disposition date, the disposition code F4 (INV CONTINUED W/O DISPOSITION).
2. All other screens should be updated per current clerical procedures for tracking continuances.

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Defendant Formally Admitted Into Drug Court Program Without Being Placed on Formal Probation

1. Update the following fields on the Count Disposition Data (CNDD) screen:
 - a. Use the Action Code of "A" to add the sentencing disposition.
 - b. Enter the disposition date, the disposition code CU (denied-Drug Court Program).
2. All other screens should be updated per current clerical procedures for processing closed cases.

Note: Defendants formally admitted to Drug Court may be placed on formal probation at a later date. Should this occur, the Drug Court DPO will request the file and the procedures for processing a new grant should be followed.

DPO CASE ASSIGNMENT

All Drug Court cases from the following Drug Courts should be assigned to the Drug Court DPO in the following offices:

<u>Court Location</u>	<u>Area Office</u>
Central Division 42	CAI
Central Department 113	CAI
El Monte Division 2	SGV
Compton Division 5	SC
Downey Division 2	RIO
Inglewood Division 6	SC
Antelope Valley Division 4	AV

All other drug court cases are to be assigned to the NTU unit servicing the court.

If you have any questions regarding these procedures, please contact Zandra Carruthers, Director, Central Records at (213) 974-9035.



David M. Davies, Chief
Adult Services Bureaus

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