

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

No.:	1124
Issued	4-3-07
Post Until:	5-3-07

DIRECTIVE

SUBJECT: ACCESS AND UTILIZATION OF PROBATION PRETRIAL +

Effective immediately, Adult Investigations Deputy Probation Officers, Pretrial Services Investigators and Pretrial Services Investigator Aides within the Adult Field Services Bureau (AFSB) shall register, access, and utilize the information contained in the Probation-Pretrial+ (PPT+) data system to obtain information that may be useful in the course of their active investigations. Adult Supervision Deputy Probation Officers are strongly encouraged to utilize PPT+ to enhance information accuracy in court reports.

Defendant records in PPT+ are categorized by application numbers, which are the equivalent of Probation X-Numbers in the Adult Probation System (APS). Contained within an application, there may be one or more assessments. In APS, this would be similar to multiple cases found under a Probation X-Number. An assessment is a means to determine eligibility for one of the following programs: Electronic Monitoring; Drug Court; Early Disposition; Drug Treatment (Prop 36); and Civil Name Change Petition (NC). Because NC is a civil program, application information is accessible to authorized Pretrial Services staff only. Each application in the PPT+ data system contains multiple tabs of defendant information, located towards the top of the screen (see Figure 1). The information can be accessed by clicking on the desired tab.



(Figure 1)

The following highlights tabs 1 through 6, listing the following basic information within PPT+:

1) Application List

This tab is the main menu that first appears after a user successfully logs into Probation-Pretrial+. It also includes the search menu for Probation-Pretrial+.

2) Application Details

This tab details basic booking information for the defendant's application.

3) Cases

This tab contains three sub-tabs: Case Information; Charges; and Appearances. **Case Information** lists the defendant's case name and case number; **Charges** note the defendant's charges for related case number; and **Appearances** contain the defendant's court appearances for the related case number.

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4) Criminal History

This tab lists the defendant's identifiers, number of prior offenses, and probation/parole status.

5) Assessment

This tab contains five sub-tabs: Assessment Information; Risk Information; Q&A (Questions and Answers); Report; and Releases. **Assessment Information** contains more detailed information regarding the defendant's assessment; **Risk Information** contains risk assessment questions and responses, both varying by program type; **Q&A** is limited to eligibility questions for the Drug Treatment / Prop 36 Program only; **Report** displays a summary of report sections, including a button to print the highlighted report; and **Releases** notes the release status of the defendant's listed cases.

6) Arrest

This tab lists the defendant's known prior arrest history, including any known dispositions.

Tabs 7 through 12 (see Figure 2) tabs are accessed by clicking on the Interview button, located in the middle at the bottom of the screen (see Figure 3). You can only access this button by clicking on any tabs, besides the Application List tab, found in Figure 1.



(Figure 2)



(Figure 3)

7) Interview

This tab notes the defendant's personal information (i.e. DOB, SSN, etc.), including the sub-tabs of Children and Extra Information is found here. **Children** contain information of the defendant's children; and **Extra information** stores miscellaneous victim, residential verification, and Independent Living Program (ILP) eligibility.

8) Addresses

This tab notes the defendant's current and previous residential address information.

9) References

This tab lists the defendant's known references for current and previous assessments.

10) Employment / Support

This tab indicates the defendant's employment and/or financial support.

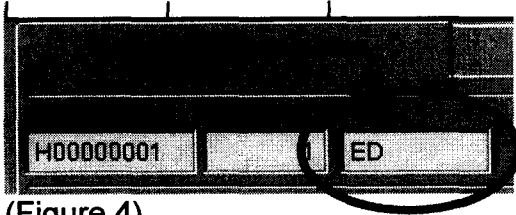
11) Substance Abuse

This tab indicates the defendant's substance abuse information.

12) AKA's

This tab lists the defendant's known aliases.

The PPT+ program that created the assessment can be found on the Assessment tab, under the sub-tab of Assessment Information. In the Assessment Information sub-tab, there is a data field marked, "Type" (see Figure 4).



(Figure 4)

The PPT+ programs enter information for each tab as follows:

- **Electronic Monitoring Program (EM)** – The EM Program utilizes tab numbers 1 through 5, and tabs 7 through 12.
- **Drug Court Program (DC)** – The DC Program utilizes tab numbers 1 through 12.
- **Early Disposition Program (ED)** – EDP utilizes tab numbers 1 and 6 only.
- **Drug Treatment (Prop 36) Program (DT)** – The DT Program utilizes tab 1 through 8 only.

Users accessing PPT+ will have their user profile configured as follows:

Pretrial Services (PTS) Employees (Assigned to PPT+ Programs)

AFSB staff assigned to programs that utilize the PPT+ as their primary case management system shall have their PPT+ user profile configuration and level of access based upon their assigned program and item. These employees may be granted additional programs and access privileges when requested by their Director or Senior Investigator.

Inquiry Access Only

All other AFSB staff registered for PPT+, but who do not utilize PPT+ as their primary case management data system, will have their PPT+ user profiles configured for inquiry only. They will be allowed to access PPT+ records and have the ability to reprint any reports associated with the defendant's application.

High Profile Access

Directors, Senior Investigators, Supervising Deputy Probation Officers, Senior Investigator Aides, and other designated Probation Department staff approved by the AFSB Chief will have access to view High Profile records.

For Additional Information

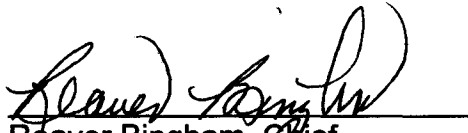
[Click here to open Probation Notice 1492](#)

[Click here to open the PPT+ User Manual](#)

[Click here to open the PPT+ Quick Reference Guide](#)

[Click here for PPT+ program descriptions](#)

If you have any questions regarding registration or access to PPT+, please contact the PTS Service Desk at (213) 351-0371 for further information.


Reaver Bingham, Chief
Adult Field Services Bureau