

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.:	1129
Issued:	5- 4 - 07
Post Until:	6- 4 - 07

**SUBJECT: ADULT PROBATION RECORD CHECKS (CLARIFICATION OF
DIRECTIVE 1126)**

This Directive supersedes Directive 1126 and provides additional information regarding which Supervision caseloads are responsible for completing the records check. The information regarding the point at which record checks shall be conducted and the systems that are available to conduct those functions remains unchanged. Pretrial Services (PTS) investigative staff, Adult Investigation, Supervision Intake Team (SIT), Supervision, Specialized, Clearinghouse and Adult Compliance Team Deputy Probation Officers shall complete the necessary records checks using all accessible systems to ensure that the probationer's status is accurately reflected in the Adult Probation System (APS) and all Court Reports.

Available Record Data Systems:

- Consolidated Criminal History Reporting System (CCHRS)
- Juvenile Caseload Management System (JCMS)
- Prosecutors Information Management System (PIMS)
- Expanded Traffic Record System (ETRS)
- Trial Court Information System (TCIS)
- Countywide Warrant System (CWS)
- Pretrial Plus (PT+)
- Probation Pretrial Plus (PPT+)
- Adult Probation System (APS)
- Automated Justice Information System (AJIS)

Justice Data Interface Controller (JDIC)

- Juvenile Automated Index (JAI – access limited to authorized staff)
- Criminal Identification and Information (CII or RAPS)
- Federal Bureau of Investigation (FBI)
- California Department of Motor Vehicles (DMV)
- Multi-State Department of Motor Vehicles (USD MV)
- Wanted Person System (WPS)
- Supervised Release File (SRF)
- Domestic Violence Restraining Order System (DVROS)
- Immigration and Customs Enforcement (INS)
- Violent Crime Information Network (VCIN)

Continued access to JDIC requires bi-annual re-certification training. Probation personnel with access to JDIC are expected to maintain their certification by attending mandatory, scheduled training to avoid any interruption of access to this system.

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

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National Crime Information Center (NCIC)

- Wanted Persons
- Missing Persons
- Unidentified Persons

Other

- CAL GANG (access limited to LASD approved personnel)
- Megan's Law website

Scheduled Records Checks

Pretrial Services (PTS) Investigative staff, Adult Investigations, and/or Adult Supervision personnel shall initiate a record checks at the time of the events indicated below.

Pretrial Services:

- Application for Bail Deviation
- Early Disposition Program Referral
- Application for Own Recognizance Release
- Application for Electronic Monitoring
- Eligibility for Proposition 36
- Drug Court Referral
- Civil Name Change Petition

Investigations (Investigators, EDP, ASCOT):

- Pre-Plea Report
- Probation & Sentencing Report
- Post Sentencing Report
- Bench Warrant Pick-up Report

Supervision (SIT, CASC, AMS, HRO, DOM, SRG, GNG, CTH, NTU, BIG and DEJ) and ACT (including Clearinghouse, Centralized Custody Caseloads and Out of County Unit):

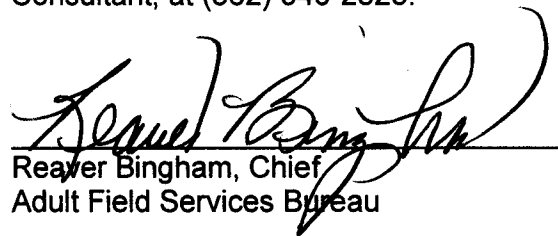
- Upon receipt of file
- At the mid-term review
- Upon receipt of an SRF notice of arrest or police contact
- Whenever a court report of any kind is completed
- Prior to intra office or inter office transfer of supervision
- Prior to any application for transfer out of the state or county pursuant to Interstate Compact, 1203.9PC Transfer of Jurisdiction or Courtesy Supervision
- Upon receipt of a request for Interstate Compact or 1203.9PC transfer
- Prior to the issuance of a Temporary Travel Permit to leave the state or country

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The responsibility to conduct a thorough records check extends to all Adult Field Service Bureau personnel assigned to any specialized function, grant funded program, pilot program or any other function that requires the submission of a criminal records check to the court. Any potential violation of probation discovered during the record check shall be reported to the court pursuant to Departmental Policy.

All systems listed in this Directive are available to all Adult Field Service Bureau staff. All bureau staff are expected to register for those systems they cannot currently access, with the exception of JAI and CAL GANGS.

If there are any questions regarding this Directive, please contact the Randall Pineda, Adult Consultant, at (562) 940-2525.



Reaver Bingham, Chief
Adult Field Services Bureau