

PROBATION DEPARTMENT DIRECTIVE

No.: 1237

Issued: 8-23-2010

Post Until: 9-23-2010

SUBJECT: SUPERVISION INTAKE TEAM (SIT); COLLECTION OF INFORMATION FOR THE FAMILY AND CHILDREN'S INDEX (FCI).

Utilization of the Family and Children's Index (FCI) is mandated by 18961.5 of the Welfare and Institutions Code. Pursuant to the Department's participation in the FCI Memorandum of Agreement, as ordered by the Chief Executive Officer (CEO) and the Board of Supervisors, the following modifications are made to the Supervision Intake Team (SIT) procedures for the processing of new and incoming grants of formal probation:

The SIT deputy is responsible for the following functions:

- The collection of FCI information on **all** new and incoming grants of formal probation for **all** clients **reporting in person** for initial orientation, regardless of eventual caseload assignment.
 - SIT Deputies will enter the information listed below in the APS Defendant Family and Children's Index screen (FCID) documenting the collection of data for all children under the age of 18:
 - Child's name;
 - Child's sex;
 - Child's date of birth;
 - Child's age and;
 - Child's relationship to the probationer.

This information must be collected and entered if a child is the offspring of the probationer, is the offspring of a probationer and does not reside with the probationer, or is a child living in the same household as the probationer. SIT Deputies can obtain this information by reviewing the report-in form completed by the probationer.

Once the collection of FCI information is completed, SIT Deputies shall refer the probationer and the case to the Supervision Unit SDPO for assignment and orientation. Case assignment and orientation may occur on the initial date of contact, or on the return appointment date given as determined by the SIT Deputy or the Supervision SDPO.

Questions or concerns regarding this Directive shall be directed to the Adult Consultant at (562) 940-2525 or AFSB Staff Assistant at (562) 940-3694.



Dave Leone, Acting Deputy Director
Field Services Division