

PROBATION DEPARTMENT DIRECTIVE

No.: 1252

Issued: 01/07/11

Post Until: 02/07/11

SUBJECT: ADULT FAMILY VIOLENCE VICTIM NOTIFICATION PROCEDURES

In compliance with victim notification requirements pursuant to Penal Code 1203.097, all Family Violence Deputies shall:

- Inform victims of domestic violence of the disposition of the case.
- Notify victims regarding the requirement that the defendant participate in and complete a Batterers (Domestic Violence) program.
- Notify victims regarding available victim resources.
- Inform victims that the defendant's attendance in a Batterers (Domestic Violence) program does not guarantee the defendant will not be violent or re-offend.

Effective immediately, Family Violence Deputies shall attempt to notify victims of domestic violence (on all **newly** assigned domestic violence cases) by generating the Victim Notification Letter located on ProbNet. This notification shall be completed by letter only; phone calls are not permitted. The Family Violence DPO shall ensure the following steps are taken when attempting to notify the victim:

- Review the probation X-file upon receipt to ensure the victim information has been properly recorded in the Adult Probation Systems (APS) on the Count Victim Data (CNVD) screen.
- Generate the Victim Notification Letter.
- Attach suggested resources to the Victim Notification Letter (i.e. shelter, counseling, medical, food).
- Document in TECD the Victim Notification Letter was generated and sent via U.S. mail.
- Document in TECD if unable to contact the victim (i.e. no address, mail returned or victim is unidentified).
- Retain a copy of the Victim Notification Letter in the probation X-file.
- Retain the returned Victim Notification Letter in the probation X-file.

The Domestic Violence Victim Notification Letter can be accessed by opening ProbNet:

- Click on the **Forms** icon: 
- Click on **Adult Forms**
- Scroll down to **Domestic Violence Victim Notification Letter**
- Click to open

SUBJECT: ADULT FAMILY VIOLENCE VICTIM NOTIFICATION PROCEDURES

Page 2 of 3

Please Note: The Domestic Violence Victim Notification Letter shall not be altered in any way (See attached – Domestic Violence Victim Notification Letter).

Questions or concerns regarding this Directive shall be directed to the Adult Consultant at (562) 940-2525 or the Family Violence Consultant at (626) 308-5268.

A handwritten signature in black ink, appearing to read "D. Leone", written over a horizontal line.

Dave Leone, Bureau Chief
Adult Field Services Bureau



DONALD H. BLEVINS
CHIEF PROBATION OFFICER

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

Area Office
Address
City, State, Zip
Telephone Number



DOMESTIC VIOLENCE VICTIM NOTIFICATION LETTER



Offense committed by: _____

Court Case #: _____

Conviction Date: _____ Expiration: _____

Conviction: _____

Supervision DPO: _____

Date: _____

Dear _____,

This correspondence is to notify you that on _____, the above probationer was placed on formal probation for a period of _____ years. According to Penal Code 1203.097, you are entitled to be notified that, while on probation the defendant shall:

- Adhere to the criminal court protective order protecting the victim from further acts of violence, threats, stalking, sexual abuse, and harassment. Additionally, the defendant must comply with court orders containing residence exclusion or stay-away conditions.
- Participate in and successfully complete a Los Angeles County approved 52 consecutive-week Batterer's Program (Domestic Violence). ***Please be aware that participation in the Batterer's Program does not guarantee that the defendant will not be violent or re-offend.**
- Report to the probation officer on a monthly basis and adhere to all probation requirements.

If the probationer attempts to violate any aspect of the criminal court protective order, you should contact your local police agency immediately and contact the Probation Department (officer) as soon as possible.

As a victim of domestic abuse, you are entitled to receive resources in order to assist you with needs such as counseling, shelter, health care, clothing and/or medical services. I am including in this packet several suggested resources. Please contact me should you need additional referrals.

Sincerely,

Deputy Probation Officer

() _____
Telephone Number