

PROBATION DEPARTMENT DIRECTIVE

No.: 1391

Issued: 01/08/16

Post Until: 02/08/16

SUBJECT: VICTIM(S) ASSISTANCE REFERRALS

In an effort to provide efficient and timely service to victim(s), the Los Angeles County Probation Department has partnered with the Los Angeles County District Attorney's Bureau of Victim Services. The purpose is to identify and assist victim(s) in the processing of victim impact statements, unresolved restitution issues and notification requirements.

Policy

This policy communicates a probation officer's responsibility to refer victim(s) to the Los Angeles County District Attorney's Bureau of Victim Services in an effort to comply with the Victims' Bill of Rights Act of 2008, also known as Marsy's Law (see attached) and in support of Directives 1167, 916, 791 and Adult Manual 606 and 607. As victims contact the Probation department, Deputy Probation Officers (DPO) shall adhere to the following procedures:

Procedures

Adult Investigations Deputy Probation Officer:

Upon receiving an investigation case involving a victim(s):

- Assess the case and determine if the case involves a victim of a crime. Restitution fines are set at the discretion of the court and commensurate with the seriousness of the offense. (Pursuant to 1202.4 (b) (1) PC)
- The investigation DPO shall prepare a victim list within 24-hours of case assignment in accordance with Directive 791.
- Obtain a Victim Impact Statement from the victim to include in the court report.

Victims may be reluctant to speak with third party individuals. The investigating DPO shall leave their name, agency and telephone number with the victim in the event that the victim decides to provide information at a later time. The investigating DPO shall inform the victim that their address and telephone number(s) will not be included in the court report and will remain confidential.

If the investigating DPO is unable to contact a victim or experiences a reluctant victim of a violent felony offense, proceed with the following:

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- Contact the "District Attorney's Bureau of Victim Services Center" (See attached Bureau of Victim Services Center locations) and communicate the need for the DPO to contact the victim to obtain a Victim Impact Statement.
- Provide the staff of the District Attorney's Bureau of Victim Services with the court case number, the Probation X-number, court date and your call-back telephone number and / or email address.

The investigating DPO may also contact the District Attorney's Bureau of Victim Services when there is no available identifying information due to not having received an arrest report and in cases where the investigating DPO has determined that the offense committed is "violent" pursuant to 667.5 PC.

In an effort to ensure that the victim is given an opportunity to make a Victim Impact Statement, the investigating DPO shall make a minimum of two (2) "reasonable attempts" to contact the victim(s) and/or the Bureau of Victim Services, prior to the submission of the Sentencing Probation Report to court. Reasonable attempts constitute telephoning the victim within the first 48 hour of being assigned the case in the Adult Probation System (APS), with the second attempt to be made no later than two days before the day of court. The investigating DPOs contact attempts must be documented in the court report and will include the dates, times and the name of the person the investigating DPO contacted or attempted to contact. Failure to contact the victim deprives the victim of their right to express their views at the sentencing hearing.

All information received from the Bureau of Victim Services will be included in the Victim's Statement section of the court report and must contain the source from where the information was derived.

Collateral Contacts:

Collateral contact (i.e. friends, concerned party) statements including those from the investigating police officer shall be placed in the "Interested Parties Section" of the court report and documented in the Adult Probation System (APS) on the DCID screen.

Adult Supervision Deputy Probation Officers:

In the event that the victim(s) contacts the defendant's DPO of Record, the DPO shall:

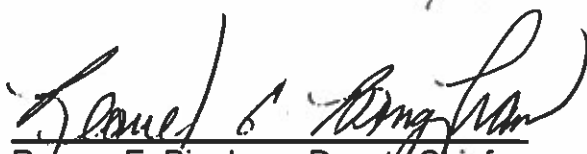
- Assist the victim with restitution matters by referring them to the District Attorney's Bureau of Victim Services unit so that they may obtain an Abstract of Judgment, which is a written summary of a judgment which states how much money the probationer owes to the victim.
- Ensure restitution is "set-up" for the probationer in such case where a victim(s) is owed restitution.

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- Report any alleged financial violations to the court, specifically those pertaining to Victim Restitution and the defendants' failure to comply with their financial obligation.
- Collaborate with the Adult Centralized Restitution Unit (ACRU) to provide enhanced services to victim(s).
- Update the Adult Probation System with the most current probationer information.
- In matters where the probationers' term of probation supervision is soon to expire, refer the victim(s) to the District Attorney's Office so that they may proceed with obtaining an abstract of judgment.
- In matters where probation supervision has expired, refer the victim(s) to the "District Attorney's Bureau of Victim Services".

It is the Probation Department's goal to utilize the Bureau of Victim Services referral process in the continuous effort to promote the department's mission of ensuring victims' rights.

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



Reaver E. Bingham, Deputy Chief
Field Services Division

ADVOCATE WORKING LOCATIONS

LOCATION	ADDRESS	PHONE
Airport Branch Office	11701 S. LaCienega Blvd., Rm 611 Los Angeles, CA 90045	(310) 727-6516
Alhambra Branch Office	150 W. Commonwealth Ave. Alhambra, CA 91801	(626) 308-5417
Antelope Valley Branch Office	42011 4th Street West, Rm 3530 Lancaster, CA 93534	(661) 974-7717
Central L.A.P.D.	251 E. Sixth Street Los Angeles, CA 90014	(213) 627-1619
Compton Branch Office	200 W. Compton Blvd., Rm 700 Compton, CA 90220	(310) 603-7579
Criminal Justice Center	210 W. Temple Street, Rm 12-514 Los Angeles, CA 90012	(213) 974-7499
East L.A. Area Office	4848 Civic Center Way, Rm 201 Los Angeles, CA 90022	(323) 780-2045
El Monte Area Office	11234 E. Valley Blvd., Rm 110 El Monte, CA 91731	(626) 575-5565
Elder Abuse Section	201 N. Figueroa Street, Rm 1200 Los Angeles, CA 90012	(213) 580-8742
Family Violence Division Criminal Justice Center	210 W. Temple Street, Rm 18-603 Los Angeles, CA 90012	(213) 974-7410
Hollywood L.A.P.D.	1358 N. Wilcox Ave. Los Angeles, CA 90028	(323) 871-1184

ADVOCATE WORKING LOCATIONS

LOCATION	ADDRESS	PHONE
Inglewood Area Office	One Regent Street, Rm 405 Inglewood, CA 90301	(310) 419-6764
Long Beach Branch Office	275 Magnolia Ave., Rm 3195 Long Beach, CA 90802	(562) 247-2069
Norwalk Branch Office	12720 Norwalk Blvd., Rm 201 Norwalk, CA 90650	(562) 807-7230
Pasadena Branch Office	300 E. Walnut Street, Rm 107 Pasadena, CA 91101	(626) 356-5715
Pomona Branch Office	400 Civic Center Plaza, Rm 201 Pomona, CA 91766	(909) 620-3381
Rampart L.A.P.D.	1401 W. 6th Street Los Angeles, CA 90017	(213) 483-6731
Realignment Victims Services Program Criminal Justice Center	210 W. Temple Street, Rm 12-514 Los Angeles, CA 90012	(213) 893-7899
San Fernando Branch Office	900 Third Street, 3rd Floor San Fernando, CA 91340	(818) 898-2406
Sex Crimes Division Hall of Records	320 W. Temple Street, Rm 740 Los Angeles, CA 90012	(213) 974-3801
Southeast L.A.P.D.	145 W. 108th Street Los Angeles, CA 90061	(323) 754-8064
Southwest L.A.P.D.	1546 Martin Luther King, Jr. Blvd. Los Angeles, CA 90062	(323) 296-8645

ADVOCATE WORKING LOCATIONS

LOCATION	ADDRESS	PHONE
Torrance Branch Office	825 Maple Ave., Rm 190 Torrance, CA 90503	(310) 222-3599
Underserved Victim Program Hardcore Gang Unit Compton Branch Office	200 W. Compton Blvd., Rm 700 Compton, CA 90220	(310) 603-7127
Underserved Victim Program Hardcore Gang Unit Criminal Justice Center	210 W. Temple Street, Rm 17-603 Los Angeles, CA 90012	(213) 974-3906
Van Nuys Branch Office	6230 Sylmar Ave., 2nd Floor Van Nuys, CA 91401	(818) 374-3075
West Covina Area Office	1427 W. Covina Parkway, Rm 105 West Covina, CA 91790	(626) 813-3169