

**PROBATION DEPARTMENT
DIRECTIVE**

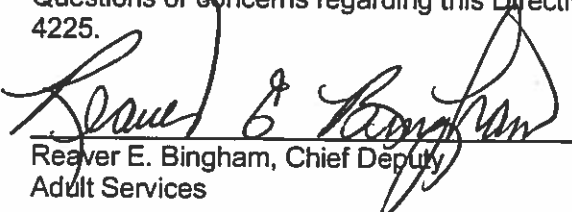
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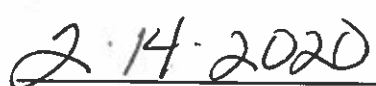
SUBJECT: POST-RELEASE SERVICES (AB 109) BUREAU MANUAL POLICIES - MID-YEAR CASE REVIEW POLICY (PRS-506); TOLLING, RESETTING, & EXTENDING SUPERVISION (PRS-515); TRAVEL PERMITS POLICY (PRS-520); REVOCATION COURT OPERATIONS POLICY (PRS-538); & TERMINATION OF POST-RELEASE COMMUNITY SUPERVISION (PRS-540)

The following sections of the AB 109 Bureau Manual has been approved for distribution. Staff assigned to support the AB 109 Bureau are instructed to review the attached policies. The following new/revised policies are to be incorporated into the AB 109 Manual, which is currently in progress:

1. The Mid-Year Case Review Policy (PRS-506), which includes the following sections:
 - Overview
 - Mid-Year Case Review Report
 - Mid-Year Case Review Process
 - LS/CMI Re-Assessment & Case Plan
 - Documentation
2. The Tolling, Resetting, & Extending Supervision policy (PRS-515), which includes the following sections:
 - Overview
 - PRCS (AB 109) Tolling, Resetting and Extending Triggers
 - PRCS (AB 109) Tolling, Resetting and Extending Methods
 - APS Documentation of Tolling, Resetting and Extending of Time
3. The Travel Permits policy (PRS-520), which includes the following sections:
 - Policy & Scope
 - Travel Permits
4. The Revocation Court Operations policy (PRS-538), which includes the following sections:
 - Overview
 - Court Clerical Responsibility
 - Court Deputy Probation Officer (DPO) Responsibility
 - Court Supervising Deputy Probation Officer (SDPO) Responsibility
5. The Termination of Post-Release Community Supervision policy (PRS-540), which includes the following sections:
 - Introduction
 - Legal Overview
 - PRCS Termination Types
 - Termination Processes
 - Termination Review Appointment
 - Termination of Services
 - Documentation

The policies will also be located on Prob-Net [Probation Manuals → Post-Release Services (AB 109)]. Questions or concerns regarding this Directive shall be directed to the AB 109 Consultant, at (562) 334-4225.


Reaver E. Bingham, Chief Deputy
Adult Services


Date

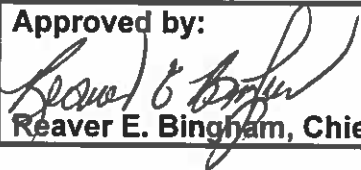
Subject: POST-RELEASE SERVICES (AB 109) BUREAU MANUAL MID-YEAR CASE REVIEW POLICY	Section Number: PRS-506
	Effective Date: FEB 14 2020
	Approved by:  Reaver E. Bingham, Chief Deputy

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MID-YEAR CASE REVIEW POLICY**506.1 OVERVIEW**

The purpose of the Mid-Year Case Review is to maintain up-to-date case information regarding a supervised person's supervision and records at the mid-term of their grant of supervision. The Mid-Year Case Review ensures that the Post-Release Supervised Person's (PSP's) case information is up-to-date and accurately reflects their progress, or lack of progress under supervision. The completion of this process will require the completion of a Mid-Year Case Review Report to record the status of the PSP at the midpoint in their current term of supervision. Documentation of the Mid-Year Case Review is completed on the Mid-Year Case Review Check Sheet (Appendix A).

506.2 MID-YEAR CASE REVIEW REPORT

The Mid-Year Case Review report will be sent by the AB 109 Special Assistant or designee by the 10th day of the month. The Supervising Deputy Probation Officer (SDPO) shall have the responsibility of ensuring that the Mid-Year Case Review reports are properly distributed each month to the Deputy Probation Officers (DPOs) in his/her unit and that the Mid-Year Case Review process is completed each month on the qualifying cases.

506.3 MID-YEAR CASE REVIEW PROCESS

The DPO of Record or designee will ensure that the Mid-Year Case Review process is completed by the close of business on the last working day of each month. The Mid-Year Case Review process includes (1) a Jurisdictional Review, (2) APS/Criminal Systems Review, (3) a Supervision File (X-File/Red-File Review), and (4) the Six-Month Discretionary Discharge Review.

Jurisdictional Review: DPOs are to ensure that the supervised person remains under the jurisdiction of the Los Angeles County Probation Department.

Review all APS DCID entries to ensure that all custody sanctions were addressed and that all time was appropriately tolled. If it is determined that through error or inadvertence a supervised person remained under supervision beyond jurisdiction, the DPO shall do the following:

- Notify their supervisor and enter a chrono recording the information on APS-DCID screen immediately.
- Submit the case to the SDPO for signature. If approved, the SDPO will submit the case to clerical staff to close supervision of the matter in the APS-CNDD screen within one (1) working day.
- Notify the PSP that they are no longer under supervision.
- If applicable, notify treatment and service providers, in writing, that the PSP is no longer under the supervision of the Probation Department.

MID-YEAR CASE REVIEW POLICY

APS/Criminal Systems Review: The APS review consists of a check of the following APS screens as follows and any pertinent Automated Criminal Record Bureau clearances:

- **APS (DFPD) SCID and DFTD:** Determines that all new arrests have been properly reported to the court and ensure arrests have been addressed with the appropriate level of sanction.
- **APS RPDD:** Determine if the supervised person has been reporting properly.
- **APS DTPD:** Determine if the supervised person has completed all treatment conditions
- **APS NTUD:** Determine if the supervised person is in compliance with narcotic testing
- **APS DESD:** Determine if the supervised person is in compliance with education and employment conditions
- **APS FIND:** Ensure the PSPs is set-up in accordance with current Departmental and County policies for the payment of the financial obligation and has satisfied all financial obligations.
- **APS CNDD:** Ensure the instant PRCS case dispositions are accurately updated and that any subsequent or companion case dispositions are also updated and accurate.
- **APS DCAD:** Determine the last date that the supervised person was assessed on the Levels of Service/Case Management Inventory (LS/CMI) and schedule the reassessment if it has been more than six months since the last assessment.
- **APS PRED:** Ensure dates entered accurately reflect the CDCR release date and any subsequent tolling of time and/or custody sanctions.
- **Other Records:** Automated Criminal Records: (CII, CCHRS, Smart Justice, etc.) and Trial Court Information System (TCIS)

Six-Month Discretionary Discharge Review:

California Penal Code section 3456(a)(2) states the following:

"Any person on postrelease supervision for six consecutive months with no violations of his or her conditions of postrelease supervision that result in a custodial sanction may be considered for immediate discharge by the supervising county."

As a result, the Department must make a good faith effort to determine the PSP's eligibility and suitability to have their supervision terminated at any point during the PSP's supervision for which the PSP has completed six-months without a custodial sanction. As part of the mid-year case review process, the DPO of Record will review the case to determine eligibility and suitability for the six-month discretionary discharge. All reviews will be reviewed and cleared by the SDPO. Regional Directors must approve a six (6) month Discretionary Termination by reviewing the Mid-Year Case Review Check Sheet, making a notation in the "Review Completed & Approved" section and signing and dating the check sheet (Appendix A).

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MID-YEAR CASE REVIEW POLICY	

All six-month discretionary terminations with cases involving a registered sex offender, domestic violence with an active restraining order and/or 52-week Batterers' Intervention condition, arson registration and/or an unsatisfied restitution balance require approval by the AB 109 Bureau Chief or designee.

The criteria for the six-month discretionary discharge is as follows:

OPTION A:

- **No Custodial Sanctions (Flash Incarcerations or Revocations):** PSP did not have any custodial sanctions during the six-month mark period of supervision.

and

- **Completion of, or significant progress towards the completion of the documented and recorded case plan:** The PSP demonstrated compliance with all aspects of his/her case plan and must have accomplished all case plan goals as evidenced by the completion of all identified goal strategies. Significant progress towards the completion of the goal strategies shall also be considered in granting the six (6) month discretionary discharge.

OR

OPTION B:

- **Compassionate termination:** PSP with a terminal illness, too weak or ill to comply with conditions of supervision such as reporting to the office or are in need or requires hospice care may be eligible for a discretionary termination. The PSP's medical conditions must be documented by the treating physician.

and

- **No Custodial Sanctions (Flash Incarcerations or Revocations):** PSP did not have any custodial sanctions during the six-month mark period of supervision.

If the PSP is determined to be eligible and suitable for an earned discharge, the DPO of Record will provide the PSP with a Notification of Termination from Post-Release Supervision Letter (Appendix B). The case will remain assigned to the DPO of Record pending the closing of supervision in the matter. PSPs may be contacted by local law enforcement, including specialized probation units, the termination must be immediately documented in APS DCID screen and the case must be closed in the Adult Probation System within one (1) working day of the effective date of the termination. The termination of the case shall be completed in accordance with the Termination of Post-Release Community Supervision policy sections PRS-540.5 (Termination Review Appointment), 540.6 (Termination of Services), and 540.7 (Documentation).

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506.4 LS/CMI RE-ASSESSMENT & CASE PLAN

If the PSP did not qualify for the Six-Month Discretionary Termination of Supervision, the DPO of Record will complete a follow-up LS/CMI Risk Assessment and update the Case Plan. For instruction on the completion of these work items, please refer to the Risk Assessment & Case Planning Policy (PRS-504). The updates to the LS/CMI and Case Plan will be completed at the Mid-Year Case Review to ensure that any changes in the risk assessment are appropriately identified and addressed. The date of the updated case plan will be recorded on the Mid-Year Case Review Check Sheet (Appendix A) and placed in the PSP's Red-File.

506.5 DOCUMENTATION

The DPO of Record or the DPO assigned to complete the Mid-Year Case Review will provide his/her SDPO with the completed Mid-Year Case Review Check Sheet (Appendix A), signed and completed. The SDPO will be responsible for ensuring that the review was properly completed, and Mid-Year Case Review check sheet is attached to the supervised person's X-File or Red-File. Director review is required on a case-by-case basis or when the DPO recommends that the case be terminated; with the recommendation being supported by the SDPO.

Upon completion of each Mid-Year Case Review, the DPO shall make the appropriate entry into the Adult Probation System (APS), on the SIND Screen, signifying that the midpoint case review has taken place. This entry is completed by placing a "Y" in the "MIDTERM VIOL REVIEW" field.

MID-YEAR CASE REVIEW POLICY

APPENDIX A: MIDYEAR CASE REVIEW CHECK SHEET

**POSTRELEASE COMMUNITY SUPERVISION (PRCS)
MID-TERM CASE REVIEW CHECK SHEET**

PSP Name:	X-Number: X-
CDCR Release Date:	Date of Last LS/CMI:
DPO Name:	Caseload Number:
SDPO Name:	Area/Regional Office:

1. JURISDICTIONAL REVIEW:

Supervision		Case Status	
☐ Active	☐ Inactive	☐ Expired	☐ Terminated

2. APS/CRIMINAL RECORDS BUREAU CLEARANCE:

☐ (DFPD) SIND	☐ CNDD	☐ DESD	☐ CCHRS
☐ DFTD	☐ CNCD	☐ DTPD	☐ CII/RAPS
☐ RPDD	☐ DCAD	☐ DFED	☐ BOOKING
☐ FIND	☐ DFAD	☐ FCID	☐ DMV
☐ PRED	☐ SIND	☐ TCIS	☐ Other:

3. SUPERVISION FILE REVIEW

☐ Case File Reviews	Review Date:	☐ Documentation Complete
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4. 6 MONTH DISCRETIONARY REVIEW

☐ PSP Qualifies for Six-Month Discretionary Termination*	
☐ Completed Case Plan Goals	☐ Compassionate termination
☐ Significant Progress on Case Plan Goals	☐ No Custodial Sanctions in last six-months
☐ Restitution Paid in Full	☐ No Restitution Ordered
☐ PSP Does Not Qualify for Six-Month Discretionary Termination	
☐ Did <u>Not</u> Complete Case Plan Goals	☐ Custodial Sanction(s) in last six-months
☐ Did <u>Not</u> Make Significant Progress on Case Plan Goals	
☐ Restitution Balance: \$	

*If case qualifies for TERMINATION, skip section 5 and move to section 6

5. RE-ASSESSMENT AND CASE PLAN UPDATE

☐ Updated LS/CMI on	☐ Updated Case Plan on
Domain 1 Education/Employment	Domain 2 Education/Employment Domain 3 Education/Employment

6. REVIEW & APPROVAL

DPO Signature	Date:
SDPO Signature	Date:
Director Signature	Date:

PR 10/19

MID-YEAR CASE REVIEW POLICY

APPENDIX B: NOTIFICATION OF TERMINATION FROM POSTRELEASE SUPERVISION



RAY LEYVA
Interim Chief Probation Officer

COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY
DOWNEY, CALIFORNIA 90242
(866) 931-2222



NOTIFICATION OF TERMINATION FROM POSTRELEASE SUPERVISION

Date: _____

To: _____ X-Number: X-
PSP First and Last Name

From: DPO Area Office: _____
DPO First and Last Name

Re: PRCS Case No: PB

- ☒ Twelve (12) Months Mandatory Termination of Supervision – PC 3456(a)(3)
☐ Six (6) Months Discretionary Termination of Supervision – PC 3456(a)(2)
☐ Safe Neighborhoods & Schools Act (Proposition 47) – PC 1170.18
☐ Control, Regulate and Tax Adult Use of Marijuana Act (Proposition 64) – H&S 11361.8 et al
☐ Other: _____

This letter is to inform you that your postrelease community supervision (PRCS) is terminated pursuant to the California Penal Code or Health & Safety Code referenced above. The Los Angeles County Probation Department records indicate that you are eligible for termination of your PRCS on _____. From that date forward, you are no longer under the supervision of the Los Angeles County Probation Department.

You may be eligible for County funded services related to your voluntary participation in housing and employment services provided by the Los Angeles County Probation Department. Please let your supervising Probation Officer know if you wish to continue receiving these services.

This letter applies to PRCS Case No(s). PB only. *This termination does not apply to any other active community supervision case(s) you may be subject to by Federal, State, or local courts or jurisdictions.* You are hereby instructed to maintain compliance with supervision conditions in those matters to avoid possible sanctions or revocations of community supervision.

Please retain this letter for your records and as proof of your release from PRCS supervision as of the date indicated above. The State of California, Department of Corrections and Rehabilitation has indicated that your case will remain active in *their* records for a period of three years and local law enforcement may see your postrelease community supervision as remaining active.

PSP Signature

DPO Signature

Date

LOCAL LAW ENFORCEMENT AND OTHER POLICE AGENCIES:

This letter is provided to the individual named above as an acknowledgment that he or she was terminated from postrelease community supervision on the date indicated above. If you have any questions regarding release letter, or would like verification, please contact the Probation Information Center at 1-866-931-2222.

Rebuild Lives and Provide for Healthier and Safer Communities

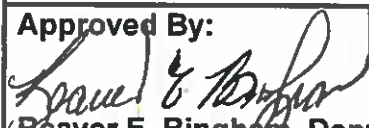
Subject: POST-RELEASE SERVICES (AB109) BUREAU MANUAL TOLLING, RESETTING AND EXTENDING SUPERVISION	Section Number: PRS-515
	Effective Date: FEB 14 2020
	Approved By:  Reaver E. Bingham, Deputy Chief

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LOS ANGELES COUNTY PROBATION DEPARTMENT	PRS-515
TOLLING, RESETTING AND EXTENDING SUPERVISION	

515.1 OVERVIEW

Cases under postrelease community supervision have two clocks running during the period of supervision. There is a three-year clock which is referred to as the Controlling Discharge Date and a one year clock which is referred to as the annual mandatory release date. This policy will clarify the situations in which case jurisdiction is extended by the Controlling Discharge three-year date being extended and/or the one year Annual Mandatory Release date being reset.

1170 (H)(5) cases, often referred to as mandatory supervision or split supervision cases, have separate guidelines for the tolling of time and extending their period of supervision based on their court order. Please refer to Directive 1404 for instructions on tolling time for mandatory supervision cases.

515.2 PRCS (AB 109) TOLLING, EXTENDING, RESETTING TRIGGERS

Penal Code section 3455(e) states a person shall not remain under supervision or in custody pursuant to this title on or after three years from the date of the person's initial entry onto postrelease community supervision, except when supervision is tolled pursuant to PC 1203.2 or PC 3456(b). Penal Code Section 3456(b) indicates that time during which a person on postrelease supervision is suspended because the person has absconded shall not be credited toward any period of postrelease supervision. Pursuant to Penal Code section 1203.2 postrelease supervised persons (PSPs) may be brought before the Court for a potential violation of the terms of their community supervision. The Court may revoke supervision and issue a warrant to bring the PSP before the Court for a violation hearing. Case and State law have determined the revocation of supervision does not automatically serve to extend the period of supervision. Without an abscond, the revocation allows the Court to maintain jurisdiction on the case until the matter is heard in court.

In order to extend the three-year Controlling Discharge Date, the following criteria must be met:

1. There must be an abscond violation. (Abscond is defined as willfully avoiding supervision or willfully making one's whereabouts unknown to the supervision officer)
2. The Court must revoke supervision and issue a warrant.
3. The PSP must be found in violation of absconding.

When the above criterion is met, we will extend supervision by the calculated period of time that was suspended due to the abscond, which is first day supervision was revoked and the warrant was issued to the day supervision was reinstated/restored and the PSP was found in violation.

We will not extend the three-year period for flash incarcerations and non-abscond revocations, but we will reset the one year Annual Mandatory Release date on the date of arrest on flash incarcerations and the found in violation and restored date on all revocations that result in custody time.

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TOLLING, RESETTING AND EXTENDING SUPERVISION	

515.3 PRCS (AB 109) TOLLING, RESETTING AND EXTENDING METHODS

Flash Incarcerations:

When a PSP sustains a flash incarceration, we reset the one-year date on the first day of the arrest for the flash. We do not extend the three-year period of supervision:

Example:

PSP Jones was released from State Prison on January 10, 2017.

On February 20, 2017 PSP Jones was flashed for failing to enroll in treatment, failing to report and leaving the county without permission.

In this example, we reset the one year annual termination date on first day of the arrest February 20, 2017 which results in a new one year termination date of February 19, 2018.

The three-year expiration date remains unchanged.

PRED would be updated to reflect the following:

=====				
RELEASE SEL DATE	RELEASE TYPE	6 MONTH DISCRETIONARY REL DATE	12 MONTH MANDATORY REL DATE	
— 02/20/2017	FLSH	08/19/2017	02/19/2018	
— 01/10/2017	SPRD	07/09/2017	01/09/2018	

Non-Abscond Revocations:

When a PSP sustains a revocation for a non-abscond violation, we do not extend the three-year Controlling Discharge date. If found in violation, we reset the one-year Annual Mandatory Release date.

Example continuing above case:

On April 10, 2017 PSP Jones was arrested for 243PC Battery

On April 12, 2017 supervision is preliminarily revoked.

On May 28, 2017 supervision is reinstated/restored, PSP is found in violation and ordered to serve 150 days in custody.

In this example, the one year Annual Mandatory Release date would be reset on May 28, 2017 from the found in violation date resulting in a new Annual Mandatory Release date of May 27, 2018.

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TOLLING, RESETTING AND EXTENDING SUPERVISION	

The three-year expiration date would remain at January 9, 2020 due to it being a non-abscond violation.

PRED would be updated to reflect the following:

=====				
SEL	RELEASE DATE	RELEASE TYPE	6 MONTH DISCRETIONARY REL DATE	12 MONTH MANDATORY REL DATE
-	05/28/2017	RRCT	11/27/2017	05/27/2018
-	02/20/2017	FLSH	08/19/2017	02/19/2018
-	01/10/2017	SPRD	07/09/2017	01/09/2018

Abscond Revocation

When a PSP sustains a revocation and is found in violation for an abscond violation, we extend the three-year Controlling Discharge date from the time supervision was revoked to the time supervision is restored/reinstated. We also reset the one-year Annual Mandatory Release date.

Abscond Violation example continuing above case:

On June 20, 2017 PSP was released from county jail after serving custody time. On June 22, 2017 PSP fails to report upon release of custody. DPO calls last known number and a relative informs that the DPO that the PSP took all of his belongings and no longer resides at his last indicated address and PSP's current whereabouts are unknown.

On June 25 2017, DPO submits a desertion report.

On June 27, 2017, Court preliminarily revokes supervision and issues a warrant

On August 10, 2018, PSP is arrested on the warrant.

On August 27, 2018, the Court finds PSP in violation for absconding, reinstates and orders 180 days in custody.

Original State Prison Release date January 10, 2017

Current three-year expiration date is January 9, 2020

Revoked for abscond violation 6-27-17 and warrant issued

Found in violation 8-27-2018

6-27-17 to 8-27-18 = 426 days

New three-year expiration is current expiration (January 9, 2020) plus 426 days = March 10, 2021

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TOLLING, RESETTING AND EXTENDING SUPERVISION	

The new one year termination date is 8-26-19, which is one year from the found in violation date of 8-27-18. (Note, if the new one year exceeds the three year, the case will close at the three-year expiration date.)

Start of Tolled Time: 6/27/17 (The day the Court preliminarily revokes supervision and issues warrant)

End of Tolled Time: 8/27/18 (The day the Court finds PSP in violation for failing absconding and reinstates supervision)

Total Time Supervision was revoked: 426 days

PRED would be updated to reflect the following:

=====				
RELEASE SEL DATE	RELEASE TYPE	6 MONTH DISCRETIONARY REL DATE	12 MONTH MANDATORY REL DATE	
— 08/27/2018	RRCT	03/26/2019	08/26/2019	
— 05/28/2017	RRCT	11/27/2017	05/27/2018	
— 02/20/2017	FLSH	08/19/2017	02/19/2018	
— 01/10/2017	SPRD	07/09/2017	01/09/2018	

515.4 APS DOCUMENTATION OF TOLLED TIME

Defendant Chrono Record Data (DCID)

A complete and thorough chrono record entry must be made on the DCID screen, which provides details of the event triggering the tolling of time. The entry should include but is not limited to the following information:

- The date the Court revoked supervision pending a Revocation Hearing and/or issues a warrant.
- The date the PSP was found in violation of their conditions of PRCS and supervision was reinstated/restored.
- The total tolled time for abscond violations.

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TOLLING, RESETTING AND EXTENDING SUPERVISION	

Count Disposition Data (CNDD)

The CNDD screen must be updated by clerical support staff to reflect the date of the reinstatement/restoration. In ADD mode, enter the order date, the E1 dispo code, and the number of days being tolled. APS will calculate the new expiration date.

Postrelease Expiration Date Screen (PRED)

The PRED screen must be updated for all flash incarcerations and all revocations found in violation. The "Controlling Discharge Date" must be updated to include any tolled time, and the Annual Mandatory Release date must be updated to reflect all custodial sanctions.

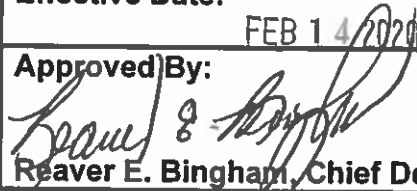
Subject: POST-RELEASE SERVICES (AB 109) BUREAU MANUAL TRAVEL PERMITS POLICY	Section Number: PRS-520
	Effective Date: FEB 14 2020
	Approved By:  Reaver E. Bingham, Chief Deputy

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LOS ANGELES COUNTY PROBATION DEPARTMENT	PRS-520
TRAVEL PERMITS POLICY	

520.1 POLICY & SCOPE

It is the policy of the Los Angeles County Probation Department for the AB 109 DPO to plan for the most effective means of supervision for supervised persons. The purpose of this policy is to describe the procedures to maintain the highest practicable level of supervision when a supervised person requests to travel outside of Los Angeles County.

520.2 TRAVEL PERMIT PROCEDURES

Standard community supervision terms and conditions of postrelease community supervision and mandatory supervision state that supervised persons are not permitted to travel outside Los Angeles County or the county of residence without the written permission of the Probation Officer.

Prior granting permission to travel outside Los Angeles County or county of residence, the AB 109 DPO shall conduct a review of the reason for travel, the client's conduct under supervision, and potential risk to the community. This review shall include the following:

1. Determine if person is reporting as directed.
2. Determine if person is in compliance with all other community supervision terms and conditions.
3. Assess the risk the client poses to the community/previous victims, including a review of the client's criminal history and existing restraining orders.

If after reviewing the supervised person's conditions of supervision and potential risk to the community it is determined the person is in compliance and the travel permit does not increase the risk to the community, it may be appropriate to grant the travel permit. However, in some cases a travel permit may be denied even when the person is compliant with their conditions of supervision. For example, if the travel permit would facilitate the violation of conditions of supervision, the request should be denied.

Conversely, a travel permit may be granted in cases where the PSP is not in compliance their conditions of supervision. For example, cases where the supervised person has a verified family emergency or death in the immediate family may justify the approval of a travel permit.

The DPO shall review the matters above with their SDPO. Permits for travel outside of Los Angeles County must be reviewed and approved by the SDPO. Permits for travel outside the state of California shall be reviewed and approved by the Regional Director. Permits for travel outside the country shall be reviewed and approved by the Senior Director.

Upon approval of the travel permit, the DPO shall complete the Temporary Travel Permit form (Appendix A), give one copy to the supervised person, and retain one copy for the file.

TRAVEL PERMITS POLICY

APPENDIX A: TEMPORARY TRAVEL PERMIT

LOS ANGELES COUNTY PROBATION DEPARTMENT

Temporary Travel Permit

Date: _____
Full Name: _____
Case No.: _____ Probation No.: _____
Personal Information: D.O.B. _____ Sex _____ Race _____ Hair _____
Eyes _____ Height _____ Weight _____
Names, Address and Telephone Number of Destination: _____
Purpose of trip: _____
Date Leaving: _____ Date Returning: _____
Method of Travel: _____
Accompanied By : (relationship) _____
License Number of Vehicle (if applicable) : _____
Offense: _____
Length of Sentence: _____ Felony _____ Misdemeanor _____
Past History : _____
Crimes Against Persons _____

Waiver of Extradition

I have been given this permission with the explicit understanding that I am to continue faithfully to follow the rules and regulations of my parole/ probation and to travel only to the location designated above. If I should be arrested in any other state during the period of the trip granted me, I will waive extradition and will not resist being returned to the state of California.

Approved by : _____
Title: _____
Phone: _____
Signature: _____

Offender: _____

Report back or call the above officer by : _____ (date)

SDPO Signature _____

Distribution: Original retained in probation file
Copy to be carried by probationer until return.

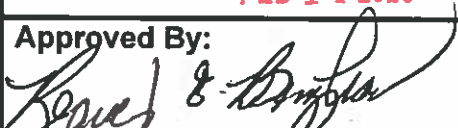
Subject: POST-RELEASE SERVICES (AB 109) BUREAU MANUAL REVOCATION COURT OPERATIONS	Section Number: PRS-538
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538.1 OVERVIEW

The Revocation Court plays a vital role in the supervision of Post-Release Supervised Persons (PSPs). The Court is responsible for enforcing the revocation of supervision, which is the highest level of sanction available to the PSPs under Post-Release Community Supervision (PRCS). The Court is responsible for determining if there is probable cause for the revocation, based on the information provided by the DPO. The Court is also responsible for ensuring the PSP is granted a fair and impartial hearing regarding the facts of the alleged violation of PRCS, ensuring the County has jurisdiction over the PSP and making a determination regarding the alleged violation of PRCS. Finally, the Court determines out the appropriate number of days of custody time if the violation is upheld. The Court may impose additional conditions of supervision that it believes will facilitate the PSP's successful re-entry into the community or reduce the risk of non-compliance or re-offense once the PSP is released from any custodial sanction time in local custody.

The Administrative Office of the Court (AOC) provides clerical and administrative support to the bench officers by calendaring cases and ensuring that other partners in the revocation process, including the District Attorney's Office (DA), the Public Defender's Office (PD), the Alternate Public Defender's Office (APD), and the Sheriff's Department, are provided with all required information needed to conduct hearings in the Revocation Court.

The Probation Revocation Court operation was implemented to enhance both the level of service to the Revocation Court and the Department's role in the criminal justice community's supervision of post-release offenders. Staff provides direct PRCS probation services to the Court, AOC, DA, PD, APD, Department of Mental Health (DMH) and Substance Abuse and Prevention Control (SAPC) at the Central Arraignment Court's Departments 80, 82, and 83.

538.2 COURT CLERICAL RESPONSIBILITY

The Revocation Court clerical staff provide support to the unit's Director, Supervising Deputy Probation Officer, and Deputy Probation Officers in the execution of all duties that support the Revocation Court operations. The Revocation Court Clerical responsibilities include but are not limited to the following:

1. Prepare the court hearing packets which are comprised of the following:
 - o APS screen prints:
 - DFIQ
 - RPDD
 - SIND
 - CSSL
 - DCID (chronos)
 - CNCD
 - DFAD
 - FIND (restitution, restitution service charge only)

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- Records Check & printouts:
 - JDIC (booking screen & criminal record history & FBI)
 - TCIS CASE HISTORY (number of petitions & number of prior grants of PRCS)
 - TCIS MINUTE ORDER (controlling case, previous petitions, new filings)
 - CCHRS
 - LEGAL STATUS SUMMARY
 - Any available court or custody information outside L.A. County
 - Completed AB 109 court report:
 - Desertion Reports: print 3 copies, staple the report with the exception of the petition CR300 form, 2-hole punch reports, paper clip the 3 copies. Handwrite the name of the PSP and PB number on the Court Report Transmittal form (Appendix A).
 - Violation Reports: print 3 copies, 2-hole punch, and handwritten the name of the PSP and PB number on the Court Report Transmittal form (Appendix A).
 - Termination Reports: print 3 copies, 2-hole punch, handwritten the name of the PSP and PB number on a Court Report Transmittal form (Appendix A).
 - Supplemental Reports: print 3 copies, 2-hole punch, and handwritten the name of the PSP and PB number on a Court Report Transmittal form (Appendix A).
2. Distribute completed court hearing packets as follows:
- Desertion Reports: Submit the packet to the court clerk's office for processing.
 - Violations Reports: Scan/email report to the District Attorney Office parolerevocation@da.lacounty.gov, the Public Defender Office PDrealignmentUnit@lacounty.gov, and the D83 SDPO. Submit the report packet to the court clerk's office for processing.
 - Termination Reports: Scan/email report to the District Attorney Office parolerevocation@da.lacounty.gov, the Public Defender Office PDrealignmentUnit@lacounty.gov and D83 SDPO. Submit the report packet to the court clerk's office for processing.
 - Supplemental Reports: Scan/email report to the District Attorney Office parolerevocation@da.lacounty.gov, the Public Defender Office PDrealignmentUnit@lacounty.gov, and D83 SDPO. Submit the report packet to the court clerk's office for processing. Email a copy of the report to the court officer (DPO) that will be in court on the day of the hearing.

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3. Processing in custody court hearing notices:

- Scan/email filed (court stamped) petition CR300 to the District Attorney Office (parolerevocation@da.lacounty.gov), the Public Defender's Office (PDrealignmentUnit@lacounty.gov), the supervision DPO and the D83 SDPO.

4. Processing Out of Custody Hearing Notices:

- Complete Proof of Mailing form (Appendix B or C) and make 2 copies. Distribute the copies as follows: 1 copy is provided to court officer (DPO) for the court hearing date, 2nd copy is submitted to the court clerk's office, PSP's name & PB number is handwritten on a transmittal (Appendix A) and submitted to the court clerk's office with the letter.
- Distribute the completed Out of Custody Hearing Notice:
 - Mail the filed (court stamped) petition (CR300) with court date or copy of the minute order indicating the court date (when a filed petition is not available) to the PSP's address as recorded on the DFAD address to notify the PSP of the court hearing.
 - If PSP is transient, the supervision DPO must cite the PSP into court (Appendix D) and scan/email the signed citation to the D83 Probation clerk. Upon receipt of the citation, the D83 clerk will distribute it as follows:
 - Scan/email the signed citation to the following: District Attorney's Office (parolerevocation@da.lacounty.gov), the Public Defender's Office (PDrealignmentUnit@lacounty.gov), and to D83 SDPO.
 - Submit the signed citation to the court clerk's office with a completed Court Report Transmittal form (Appendix A)
 - A copy of the signed citation is provided to the court officer (DPO) that will be in court on the day of the hearing.

5. Update APS as follows:

- RQDT screen: supplemental report hearing date by entering code 76 PRCS supplemental rpt., court date and judge's name.

6. Tracks statistical data (1. Daily log of warrants issued per day, warrants recalled per day, number of court hearings heard per day 2. Reports submitted 3. Holds received and released).

7. Aides field deputies in regards to court report filing status.

8. Accessing criminal history data as requested by DPOs.

9. Aides court officers with time-sensitive information.

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538.3 DEPUTY PROBATION OFFICER (DPO) RESPONSIBILITY

The Department 80/82/83 DPOs are responsible for providing direct assistance to the Revocation Court, the Administrative Office of the Court (AOC), District Attorney's Office (DA), Public Defenders Office (PD), Alternate Public Defenders Office (APD), Bar Panel (BP) and other Probation staff in the field, within the Probation Department's policies and procedures. The DPO's responsibilities include, but are not limited to the following:

Court Duties

1. Preparation of daily court packets on daily court calendars, walk-ins and warrant pickups, which includes counting of grants and petitions, research into pending misdemeanor/felony cases, review of all conditions of supervision, review of desertion/violation report, review and interpret criminal record information.
2. Confer and determine settlements and sanctions with the PD, APD, BP, and DA, pertaining to any new cases (felony/misdemeanors), and pending/prior petitions.
3. Prepare daily court calendar document hearing results which include but are not limited to dispositions, arraignment, and pleas, Probable Cause Declaration (PCD) hearings, setting of violation hearings, supplemental requests, Proposition 47 hearings, contested revocation hearings, and release on own recognizance (OR) requests.
4. Interact with AOC, DA, PD, APD, BP, DMH and Client Engagement Navigation Systems (CENS) associates regarding pending petitions and sentencing dispositions.
5. Identify and refer supervised persons with mental health needs to the DMH for mental health placement screening.
6. Identify and refer supervised persons with substance abuse needs to the CENS and START Program for substance abuse placement screening.
7. Determine and impose supervision conditions on all cases in Dept. 80/82/83, during court proceedings.
8. Provide reporting instructions and confirm residential information with all apprehended absconders.
9. Consult with field deputies in regard to court filing information. Submit recommendations and motions on behalf of the Probation Department to the Court when clarification is requested by the court.

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Office Duties

APS Entries

1. Input in the Adult Probation System (APS) the daily outcome of each case on calendar in Dept. 80/82/83, as well as all bench warrant pick-ups cases heard in Dept. 83.
2. Input in APS and email to respective parties any conditional releases, supplemental report, denied petitions, courtesy notifications and/or any additional request made by AOC, on all matters heard in Dept. 80/82/83, daily.

Logs

1. Input daily on the Daily Log the outcome of all calendared cases in Dept. 80/82/83, any Prop 47/57/63 matters, any Co-Occurring Integrated Network (C.O.I.N)/Enrich Residential Services (E.R.S) placement, and any Global Positioning System (GPS) orders.
2. Maintain a daily Community Resource and Re-Entry Center (CRRC) log, which is emailed daily to the respective parties.

Holds

1. Print every hold received to EDL-PROB AB109PRCS Holds, verify that a hold was placed and email the SDPO and DPO of record indicating a hold was received and report is due.
2. File and track the holds daily to ensure that a report was received and a PR case number was assigned.
 - If no report has been received by the 5th/6th day of the hold an "Action Required" email is sent to the respective parties, informing them that a report is needed by the 8th day of the hold. Should the report not be received by the 8th day. A second courtesy notification e-mail shall be sent to the DPO, SDPO, Court Director and Regional Director to inform of the report's status.
 - Once the report has been received by the court, a PR case number has been assigned and the PSP has an appearance court date, the DPO shall submit a hold release, which is emailed to all respective parties.
 - All released holds are given to Clerical Staff for documentation and processing.

Mental Health/Substance Abuse

Research all bench warrant pick-ups for mental health and substance abuse conditions from the list of custodies received daily from LASD for hearings in Dept. 83. The information researched is then provided in the form of a list of referrals to DMH, CENS, the PD, the APD, and BP personnel.

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After PSPs have been assessed by stakeholders above, DMH staff link PSPs to services and forward linkage/program information to Court Officers, via email, who both chrono and email this information to the DPO and SDPO of record.

AB 109 OD

When necessary assist clerical staff with the processing of Desertion, Violation and Supplemental Report errors.

Answer phone calls and emails regarding any questions from any Probation personnel

Answer phone call and emails regarding any questions/concerns from outside agencies, as well as PSPs and the community

Interact with PSPs released from custody, who may need any additional information regarding their Post-Release Community Supervision term.

The overall goal of the DPO is to provide service to the Revocation Court to ensure the Probation Department is meeting the needs of the Court and other partners involved in the revocation process, including providing support and directions, as well as accountability for the PSP.

538.4 SUPERVISING DEPUTY PROBATION OFFICER (SDPO) RESPONSIBILITY

The Supervising Deputy Probation Officer at the Revocation Court is the on-site facilitator for the operation, consulting with management when required by the gravity of the situation or issue. The SDPO is responsible for ensuring that DPOs and clerical staff receive appropriate direction and work instructions to ensure the continuous and efficient support for the Court. The responsibilities of the D83 SDPO include but are not limited to the following:

Court Duties

1. Intervene with the (AOC) in situations wherein clarification could not be sought by DPOs or Clerical staff regarding reports set on for calendaring.
2. Intervene in situations when DPOs are challenged with consulting with the Deputy Public Defender's Office (DPD), Alternate Public Defender's Office (APD), or Deputy District Attorney's Office (DDA) where sanctions and settlements are concerned.
3. Intervene in the dialogue concerning the Department of Mental Health (DMH) and Client Engagement Navigation Systems (CENS) when challenges occur with referrals and the completion of evaluations where both mental evaluations and drug evaluation and treatment are concerned.
4. Randomly monitor the courtroom decorum of court assigned DPOs for adherence to department policy, courtroom decorum, and unit operations.

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5. Fill in to assist DPOs in all functions during staffing shortages/challenges.

Office Duties

1. Review requests from court officers for the addition of additional conditions to selected caseloads.
2. Randomly review daily court logs for accuracy and completeness where recalls, dispositions, continuances, and terminations are concerned.
3. Provide the last line of quality assurance where court reports, Prop. 47 matters and requests for information by the court is concerned.
4. Review all holds to ensure that all PSPs are released and not over detained, ensure PSPs make it to court for the first hearing following a hold being placed. Audit the hold process to resolve warrant linkage issues, identify possible data entry errors by LASD, identify and release holds placed on detainees not on PRCS, recognize holds prematurely released against bureau policy, facilitate proper referral of holds to Inmate Reception Center (IRC), handle all notifications involving reports that have not been received by the 10th day of the hold being initiated.
5. Mediate any challenges or concerns that may develop between unit staff and field DPOs where returned reports are concerned.
6. Refer issues/concerns involving the Supervising Agency's position, legal opinion or suggested procedural challenges/proposed changes to the AB 109 consultant for resolution or referral to County Counsel for a legal opinion.
7. Attend Legal Workgroup meetings, courthouse briefings/meetings, Bench Officer Chamber briefings and hearings that are of high interest/profile.
8. Aid those calling and desirous of resolution to situations that could not be addressed by either clerical staff or DPOs covering the phones.
9. Continuous briefings with unit DPOs and AB 109 Consultant to ensure that the Bureau is aware of frequent changes associated with courtroom operations/procedures.

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APPENDIX A: COURT REPORT TRANSMITTAL

..... TRANSMITTAL

☐ Expedited Processing Requested

DATE SUBMITTED: _____

Submitting Agency

☐ DAPO ☐ Probation ☐ District Attorney

Petition / Request

☐ Warrant Request
 ☐ Warrant Recall (In Custody)
 ☐ Revoke (In Custody)
 ☐ Dismissal

☐ After-Hours
 ☐ Warrant Recall (Out of Custody)
 ☐ Revoke (Out of Custody)
 ☐ Termination
 ☐ Other _____

	CDCR / PB Number	LAST NAME	FIRST NAME	Accepted / Returned	COURT CASE NUMBER / Returned Notes
1.				☐ A ☐ R	
2.				☐ A ☐ R	
3.				☐ A ☐ R	
4.				☐ A ☐ R	
5.				☐ A ☐ R	
6.				☐ A ☐ R	
7.				☐ A ☐ R	
8.				☐ A ☐ R	
9.				☐ A ☐ R	
10.				☐ A ☐ R	

CRIM Parole/PRCS 530 (Revised: 05/27/14)

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APPENDIX B: PROOF OF MAILING OF PETITION FOR REVOCATION OF PRCS

1	Los Angeles County Probation Department	
2	9150 Imperial Highway	
3	Downey, California 90242	
4	(562) 940-2501	
5	In the Superior Court of California	
6	County of Los Angeles	
7		
8		Court Case No: #PR
9	IN THE MATTER OF	Postrelease No. PB#
10		PROOF OF MAILING
11	PSP's name	PETITION FOR REVOCATION OF
12	Supervised Person	COMMUNITY SUPERVISION
13		
14	On DATE I served a true copy of the petition for revocation of community supervision, with	
15	hearing scheduled for DATE, by placing a true copy of the petition in a sealed envelope with	
16	postage fully prepaid in the U.S. mail, addressed as follows:	
17	PSP'S NAME	
18	ADDRESS	
19	CITY, STATE, ZIP CODE	
20	I declare under penalty of perjury under the Laws of the State of California that the foregoing is	
21	true and correct.	
22	Date: DATE	
23	SDPO NAME	SDPO'S SIGNATURE
24	Name of Declarant	Signature of Declarant
25		

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APPENDIX C: PROOF OF MAILING OF MINUTE ORDER

1	Los Angeles County Probation Department	
2	9150 Imperial Highway	
3	Downey, California 90242	
4	(562) 940-2501	
5	In the Superior Court of California	
6	County of Los Angeles	
7		
8		Court Case No: #PR
9	IN THE MATTER OF	Postrelease No. PB#
10		PROOF OF MAILING
11	PSP's NAME	MINUTE ORDER FOR 1203.2 (B)(1) HEARING
12	Supervised Person	
13		
14	On DATE I served a true copy of the minute order dated DATE regarding the hearing scheduled	
15	for DATE, by placing a true copy of the minute order in a sealed envelope with postage fully	
16	prepaid in the U.S. mail, addressed as follows:	
17	PSP's NAME	
18	ADDRESS	
19	CITY, STATE, ZIP CODE	
20	I declare under penalty of perjury under the Laws of the State of California that the foregoing is	
21	true and correct.	
22	Date: DATE	
23	SDPO'S NAME	SDPO'S SIGNATURE
24	Name of Declarant	Signature of Declarant
25		

REVOCATION COURT OPERATIONS

APPENDIX D: CITATION & PROOF OF SERVICE (PAGE 1)

SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES
CENTRAL ARRAIGNMENT COURTCITATION
AND PROOF OF SERVICEIN THE MATTER OF
LAST NAME, FIRST NAME MI

AKA

CRT REV NO.

PB

THE PEOPLE OF THE STATE OF CALIFORNIA:

To LAST NAME, FIRST NAME MI

Address _____

City/State _____

By the order of this Court you are hereby cited and required to appear before this Court in the above-entitled matter at Department 33, 429 Bauchet Street, Los Angeles, CA 90012 in the County of Los Angeles, State of California, on the DAY day of MONTH, 2019, at _____ o'clock. If you fail to attend, you will be deemed guilty of contempt of Court. Given under my hand, with the seal of the Superior Court affixed this DAY day of MONTH, 2019.

RAY LEYVA,
INTERIM CHIEF PROBATION OFFICERBy _____
, Deputy Probation Officer

CITATION AND PROOF OF SERVICE

PROB. PB1814 (REV. 6/21/2017)
PEDMS_M_v1.1 (01/2020)

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APPENDIX D: CITATION & PROOF OF SERVICE (PAGE 2)

SUPERIOR COURT OF CALIFORNIA COUNTY OF LOS ANGELES CENTRAL ARRAIGNMENT COURT		
County of Los Angeles) State of California)	CERTIFICATE OF SERVICE OF CITATION	
I hereby certify that I received the within citation on the ____ day of ____, 2019, and personally served the same on the hereinafter named person by delivering to and leaving with said person personally, in the County of Los Angeles, State of California, at the address and the time set opposite their respective names, a copy of the said Citation.		
Name of Person Served Dated: ____	Address City/State	Date of Service
RAY LEYVA, INTERIM CHIEF PROBATION OFFICER		
By _____ , Deputy Probation Officer		
CITATION AND PROOF OF SERVICE		
PROB. PB1614 (REV. 6/21/2017) PEDMS_M_v1.1 (01/2020)		

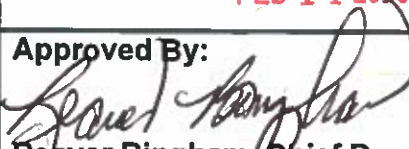
Subject: POST-RELEASE SERVICES (AB 109) BUREAU MANUAL TERMINATION OF POST-RELEASE COMMUNITY SUPERVISION	Section Number: PRS-540
	Effective Date: FEB 14 2020
	Approved By:  Reaver Bingham, Chief Deputy

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TERMINATION OF POST-RELEASE COMMUNITY SUPERVISION	

540.1 INTRODUCTION

This policy is to provide Probation staff with information related to the period of time a post-release supervised person (PSP) may serve under supervision, the timelines and events that can result in the termination or expiration of a PSP's supervision pursuant to PC 3451(a), and the processes required to terminate Post-Release Community Supervision (PRCS).

540.2 LEGAL OVERVIEW

The California Penal Code provides specific provisions related to the period of time an inmate can be supervised under PRCS. Pursuant to California Penal Code Section 3456 (a):

"The county agency responsible for postrelease supervision, as established by the county board of supervisors pursuant to subdivision (a) of Section 3451, shall maintain postrelease supervision over a person under postrelease supervision pursuant to this title until one of the following events occurs:

1. The person has been subject to postrelease supervision pursuant to this title for three years at which time the offender shall be immediately discharged from postrelease supervision.
2. Any person on postrelease supervision for six consecutive months with no violations of his or her conditions of postrelease supervision that result in a custodial sanction may be considered for immediate discharge by the supervising county.
3. Any person who has been on postrelease supervision continuously for one year with no violations of his or her conditions of postrelease supervision that result in a custodial sanction shall be discharged from supervision within 30-days.
4. Jurisdiction over the person has been terminated by operation of law.
5. Jurisdiction is transferred to another supervising county agency.
6. Jurisdiction is terminated by the revocation hearing officer upon a petition to revoke and terminate supervision by the supervising county agency."

NOTE: 3455(e) A person shall not remain under supervision or in custody pursuant to this title on or after three years from the date of the person's initial entry onto postrelease community supervision, except when his or her supervision is tolled pursuant to PC 1203.2 or PC 3456(b).

540.3 PRCS TERMINATION TYPES

PC 3456(a)(1): Three Year Maximum/Controlling Discharge Date

All PSPs released from the California Department of Corrections and Rehabilitation (CDCR) to the supervision of the Los Angeles County Probation Department will be supervised for a

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maximum period of three years, unless otherwise noted by CDCR. The three-year expiration of PRCS supervision date is referred to as the Controlling Discharge Date (CDD).

Pursuant to PC 3455(e), a person shall not remain under supervision or in custody pursuant to this title on or after three years from the date of the person's initial entry onto postrelease community supervision, except when his or her supervision is tolled pursuant to Section 1203.2 or subdivision (b) of Section 3456.

NOTE: During the early implementation of AB 109, there were instances when inmates, who were returned to state prison due to a parole violation, were released on PRCS for a supervision period that was the remainder of any confinement time. The Pre-Release Center indicated this information during the eligibility and pre-release screening of inmate. It is vital that DPOs review records, particularly when a PSP indicates that they only have a certain amount of time remaining under supervision, to ensure the appropriate termination of supervision date is observed.

PC 3456(a)(2): Six Month Discretionary Termination of PRCS

All PSPs supervised for six consecutive months with no violations of his or her conditions of postrelease supervision that resulted in a custodial sanction may be considered for immediate discharge. Please refer to the Mid-Year Review Policy (PRS-506) for additional information.

PC 3456(a)(3): Twelve Month Mandatory Termination of PRCS

Pursuant to California Penal Code Section 3456(a)(3), the person who has been on postrelease supervision continuously for one year with no violations of his or her conditions of postrelease supervision that result in a custodial sanction shall be discharged from supervision within 30 days.

PC 3456 (a)(4): Termination by Operation of Law

In any case where the operation of law, such as changes in legislation, changes made through the California Initiative process, or an Appellate Court or higher court decision frees the PSP from the obligation to submit to PRCS, the DPO in consultation with the SDPO, will ensure the termination of supervision is made, in conjunction with any policy or procedure of the Probation Department or AB 109 Bureau implements to fulfill its obligation to follow the order of law.

If the termination is the result of a court overturning the conviction of an individual PSP's case, the DPO will ensure that all certified or verified court minute orders or other documentation clearly indicate the order of the court. These documents will be provided to the SDPO with the request to terminate the matter, and the DPO will notify the PSP of the termination of that case. The supervision DPO will ensure that all documentation related to the termination is placed in the PSP's Red-File, all information pertaining to the termination is recorded in the APS – DCID screen, and that the supervision of the PSP is closed in APS.

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PC 3456(5): Transfer to another Supervision County Agency

If a PSP's case was transferred to another jurisdiction for supervision, the DPO will contact the Pre-Release Center's Out of County Operation to verify that the transfer was finalized and to ensure that the matter is closed in the APS system. If the PSP contacts the DPO following the transfer to the other county, the DPO will refer the PSP to that county's supervision agency.

PC 3456(a)(6) Termination by the Supervision Officer

The DPO may terminate supervision of PRCS under the following circumstances:

- The PSP is convicted on a subsequent law violation and criminal filing resulting in a commitment of any period of time to CDCR.
- The PSP is convicted on a subsequent law violation and criminal filing to local custody for a period of three (3) years or more.
- The PSP is convicted in any Federal Court for a new law violation and sentenced to three (3) or more years in custody.
- The Court makes any summary determination that the PSP is no longer subject to PRCS and terminates supervision of the PSP or finds that there is no further jurisdiction in the matter and refers the PSP back to the Probation Department for termination of supervision.

540.4 TERMINATION PROCESSES

The termination process indicated below will be utilized when supervision is ended pursuant to PC 3456(a)(1) (3-year expiration) and PC 3456(a)(3) (1-year termination).

Review Process

The 30-day review process will take place 30-days prior to the 1-year termination of the PSP's supervision. This will provide the DPO of Record with the opportunity to address potential violations of supervision, and ensure the PSP is in compliance with the terms and conditions of supervision prior to release. The only time the PSP will be allowed to terminate supervision without completing the terms and conditions of their supervision will be at the 3-year Controlling Discharge Date, where there is no remaining time that can be extended.

The DPO of Record is to use the one-year termination and three-year expiration reports to determine if their assigned cases have reached the one-year termination or 3-year expiration dates. The DPO of Record is also required to ensure the PRED and CNDD screens in APS are current and ensure the period of supervision does not go beyond jurisdiction in any case. DPOs are to use the PRCS Termination Checklist (Appendix A) as a guideline to completing the termination of each case.

- Review the PSP's conditions of supervision to ensure that they remain eligible for termination from postrelease supervision.

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- Review automated criminal records systems: Justice Data Interface Controller (JDIC), Consolidated Criminal History Reporting System (CCHRS), and Adult Probation System (APS-SCID Screen) to ensure that the PSP has not sustained any unreported arrests.
- Provide each PSP with the 30-Day Notification of Eligibility for Termination from Postrelease Supervision (Appendix B) and inform them of their eligibility for release.
- Remind the PSP that they are required to comply with all laws, conditions of supervision and other requirements of postrelease supervision until the day their supervision is terminated.
- Ensure that the following applicable service providers are notified of the PSPs potential termination of supervision date:
 - Any SAPC substance abuse treatment provider.
 - Any DMH mental health treatment provider.
 - HR360 for notification of any contracted service providers.
 - Current GPS monitoring vendor if the PSP is on GPS monitoring.
- Provide the PSP with their regularly scheduled return appointment.
 - Ensure that the PSP is instructed to report on or as soon as possible after (no later than 30-days) their one-year custodial free sanction date.
 - If the PSP reports twice or more per month, ensure that the second report in appointment is on or as soon as possible after (no later than 30-days) their one-year custodial free sanction date.
 - Remind the PSP that failure to report on the agreed upon date will be regarded as a failure to report for supervision, and an arrest warrant may be generated forthwith, jeopardizing their scheduled termination.

Final Review Process:

This termination process will take place at the last meeting with the PSP. Optimally, the DPO should meet with the PSP on the day of the termination/expiration of supervision, but the DPO should note that PC 3456(a)(3) "The person who has been on postrelease supervision continuously for one year with no violations of his or her conditions of postrelease supervision that result in a custodial sanction shall be discharged from supervision within 30-days." All violations and custodial sanctions must take place prior to supervision being terminated and prior to the end of this 30-day period.

Caseload DPOs must complete a final review for termination 30-days prior to the PSP's case expiration/termination date. DPO will complete the following tasks:

- Review the PSP's conditions of supervision to ensure that they remain eligible for termination from postrelease supervision.

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- Review automated criminal records systems (Justice Data Interface Controller (JDIC), Consolidated Criminal History Reporting System (CCHRS), and Adult Probation System (APS-SCID Screen) to ensure that the PSP has not sustained any recent or unreported arrests or convictions.

If the DPO of Record, with the approval of the SDPO, determines that there is a violation of the law or supervision conditions that warrant a custodial sanction, they may arrest, apply an AB 109 Hold and submit a revocation report to the court. If the case is approaching the 3-year expiration, the DPO must ensure no sanctions go past the 3-year expiration date.

540.5 TERMINATION REVIEW APPOINTMENT

At the final interview with a PSP who is eligible for termination, the DPO will document the termination in APS via a DCID termination chrono and have the case closed in APS as soon as possible, but no later than 24-hours.

During the termination review appointment, the PSP shall be provided with the PRCS Letter of Termination (Appendix C). In addition, the PSP shall be informed of the following:

- The CDCR will maintain an active record in Parole LEADS for the PSP. Because there is a possibility that local law enforcement may consider the PSPs case as active, the PSP should be encouraged to keep the PRCS Termination Letter readily available as proof of termination.
- The PSP is only released from the instant supervision under postrelease supervision. If the PSP has other open supervision cases, they are to continue to comply with the terms and conditions of release in those cases.

At the time the termination is documented in APS and the termination letter is provided to the PSP, the case will be closed, and the Probation Department will no longer have jurisdiction in the case. It should be noted that if the case is not terminated at the one-year custodial free sanction date, the Probation Department will continue to have jurisdiction and the case will remain active for up to 30-days after the one-year custodial free sanction date. Unlike the one-year termination date, there are no additional 30-days with the 3-year expiration date. Once we reach the 3-year expiration date, we no longer have jurisdiction in the case and cannot impose any sanctions past the 3-year expiration date.

PSPs on GPS monitoring are required to return their GPS monitoring equipment prior to termination. The GPS contractor will be informed by the DPO of Record to cease monitoring of the PSP as part of the final appointment with the PSP. The DPO will complete and submit a GPS Termination Referral (Appendix D) prior to the PSP's appointment, but after the expiration date. The DPO will remove the GPS device at the area office by cutting the strap. (Failure to terminate monitoring prior to cutting the strap will result in alerts being e-mailed to you.) The GPS device will be given to the unit SDPO for return to the contractor. PSPs who are PC 290 registrants must be provided with the DOJ Form 8047, instructing them that they must continue to register with local law enforcement as a sex offender.

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540.6 TERMINATION OF SERVICES

The DPO is responsible to notify and follow the applicable policy/procedure to terminate the following AB 109 funded services upon any termination of postrelease community supervision:

- Substance Abuse Treatment through Substance Abuse Prevention and Control (SAPC) treatment;
- Mental Health treatment through the Department of Mental Health treatment;
- Contracted Housing and/or employment services through HealthRight 360
- GPS Services – The DPO must ensure that monitoring is terminated on the date supervision has ended. The DPO must also make arrangements to either receive the GPS monitoring device from the PSP or refer the PSP to GPS contract vendor for retrieval of the monitoring device and all other equipment provided by the vendor.

540.7 DOCUMENTATION

APS

Once the case review is completed, the DPO of Record will be responsible for noting in the APS DCID screen that the PSP is terminated from supervision. The notation shall include the date and time that the supervision ends. The DPO of Record will also issue the PSP a letter of termination with the termination date. It is vital that the case is closed in APS as soon as possible in order to avoid confusion in the event the PSP is contacted by law enforcement. The SDPO shall submit the file and termination paperwork to clerical staff for closure in APS within 24-hours. Clerical staff shall terminate the case in APS within 24-hours

TCPX

Upon the above termination actions being implemented, the DPO shall also be responsible to ensure that an exit interview is conducted through the TCPX system. Comparisons regarding the PSP's performance from the beginning of supervision all the way through the end of the PRCS supervision will be vital importance in assessing and quantifying the end results of the PSP's performance as it pertains to substance abuse referrals and issues.

TERMINATION OF POST-RELEASE COMMUNITY SUPERVISION

APPENDIX A: 12-MONTH TERMINATION ELIGIBILITY CHECKLIST PRCS

PC 3456(a) (3) Mandatory Release Check Sheet – 30 Days Prior to Termination

Case Name:		Probation Number:	
Case No:	Eligible for Termination: ☐ Yes ☐ No		
Today's Date:	Termination Date:	Return Termination Appl. Date:	

CASE TYPE			
☐ PRCS/MANDATORY - VERY HIGH	☐ PRCS/MANDATORY - HIGH	☐ PRCS/MANDATORY - MED/LOW	

REGISTRATION			
☐ SEX OFFENDER	☐ NARCOTICS	☐ ARSON	☐ GANG OFFENDER ☐ GANG INJUNCTION

DPO REVIEW:			
☐ DFAD-ADDRESS CURRENT/VERIFICATION TYPE/VALID	☐ DESD – EMPLOYMENT/SUPPORT INFO UPDATED		
☐ DFPD - REPORTING REQUIREMENT, REGISTRATION, GANG CODE	☐ DTFP – TREATMENT COMPLETED AND ENTERED		
☐ NTUD - UPDATED AND IN COMPLIANCE	☐ CII - REVIEWED FOR NEW ARRESTS		
☐ SCID – REVIEWED FOR NEW ARREST	☐ BOOKING – REVIEWED FOR NEW ARREST		
☐ DFED – EDUCATION/JOB READINESS UPDATED	☐ CHRS – NEW ARRESTS/BOOKINGS		
☐ RPDD - REPORTING	☐ DMV – NEW ARRESTS		

CNCD - COMPLIANCE WITH CONDITIONS OF SUPERVISION						
Condition	In Compliance		In Progress		Completed	
☐ SUBSTANCE ABUSE TX	☐ Y	☐ N	☐ Y	☐ N	☐ Y	☐ N
☐ MENTAL HEALTH TX	☐ Y	☐ N	☐ Y	☐ N	☐ Y	☐ N
☐ SEX OFFENDER TX	☐ Y	☐ N	☐ Y	☐ N	☐ Y	☐ N
☐ DOMESTIC VIOLENCE TX	☐ Y	☐ N	☐ Y	☐ N	☐ Y	☐ N
☐ OTHER:	☐ Y	☐ N	☐ Y	☐ N	☐ Y	☐ N
☐ GANG NON-ASSOCIATION	☐ Y	☐ N				
☐ GANG INJUNCTION	☐ Y	☐ N				
☐ GANG ATTIRE/IDENTIFICATION	☐ Y	☐ N				
☐ RESTRAINING ORDER	☐ Y	☐ N				

NOTIFICATION TO PROVIDERS OF PENDING TERMINATION OF SUPERVISION			
☐ HEALTH RIGHT 360 HOUSING	☐ SUBSTANCE ABUSE SERVICES		
☐ HEALTH RIGHT 360 EMPLOYMENT	☐ MENTAL HEALTH SERVICES		

REQUIRED ACTION			
☐ ADMINISTRATIVE FLASH	☐ REFERRAL FOR WARRANT		
☐ FLASH INCARCERATION	☐ REFERRAL FOR REVOCATION HEARING		
☐ DCID UPDATED	☐ REFERRED TO SDPO		

DPO Signature:	SDPO Signature
Date:	Date:

TERMINATION OF POST-RELEASE COMMUNITY SUPERVISION

APPENDIX B: 30-DAY NOTIFICATION OF ELIGIBILITY FOR
TERMINATION FROM POSTRELEASE SUPERVISION

RAY LEYVA
Interim Chief Probation Officer

**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**

9150 EAST IMPERIAL HIGHWAY
DOWNEY, CALIFORNIA 90242
(888) 831-2222

**30-DAY NOTIFICATION OF ELIGIBILITY FOR TERMINATION FROM POSTRELEASE SUPERVISION**

Date: _____

To: _____
PSP First and Last Name

X-Number: X- _____

From: _____
DPO First and Last Name

Area Office: _____

Re: Eligibility for Termination from Postrelease Supervision; twelve (12) Months with No
Violations that Resulted in a Custodial Sanction (30 Days Prior to Expiration)

This letter serves as notification that as of the date of this notice, you may be eligible for termination of postrelease community supervision (PRCS). Pursuant to California Penal Code Section 3456(a)(3) any person on PRCS continuously for one year with no violation of his or her conditions of postrelease community supervision that results in a custodial sanction shall be discharged from supervision within 30 days. Probation records indicate that you are eligible for termination of your postrelease community supervision on _____.

You may be eligible for continued County funded services. If you are currently receiving services through the Department of Mental Health Services, Department of Public Health's Substance Abuse Prevention and Control (SAPC), or Probation's housing and employment services program, discuss your PRCS termination with your service provider.

Please note that you continue to be subject to the rules and regulations of the Probation Department and the terms and conditions of your postrelease community supervision, up to midnight on _____.

_____ I acknowledge that I was instructed to obey all laws and continue to comply with the terms and conditions of postrelease community supervision, including continued compliance with participation in treatment programs, registration requirements, GPS monitoring, anti-narcotic testing conditions, restraining orders, all gang conditions and injunctions, counseling requirements (vocation, educational, et. al.), and all other conditions of postrelease community supervision.

_____ I acknowledge that I understand that any subsequent violation of supervision that results in an imposition of custody time up to the date indicated above will restart the clock on my supervision and I will not be eligible for termination for another twelve months from the violation date, as long as there are no violations of postrelease supervision conditions that result in a custodial sanction.

You are scheduled to return on _____ at which time you will receive confirmation of your termination from PRCS. Failure to report could result in a warrant for your arrest and a custodial sanction.

PSP Signature

DPO Signature

Date

Rebuild Lives and Provide for Healthier and Safer Communities

TERMINATION OF POST-RELEASE COMMUNITY SUPERVISION

APPENDIX C: PRCS LETTER OF TERMINATION



RAY LEYVA
Interim Chief Probation Officer

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY
DOWNEY, CALIFORNIA 90242
(866) 931-2222



NOTIFICATION OF TERMINATION FROM POSTRELEASE SUPERVISION

Date: _____

To: _____ X-Number: X-
PSP First and Last Name

From: DPO Area Office: _____
DPO First and Last Name

Re: PRCS Case No: PB

- ☒ Twelve (12) Months Mandatory Termination of Supervision – PC 3456(a)(3)
☐ Six (6) Months Discretionary Termination of Supervision – PC 3456(a)(2)
☐ Safe Neighborhoods & Schools Act (Proposition 47) – PC 1170.18
☐ Control, Regulate and Tax Adult Use of Marijuana Act (Proposition 64) – H&S 11361.8 et al
☐ Other: _____

This letter is to inform you that your postrelease community supervision (PRCS) is terminated pursuant to the California Penal Code or Health & Safety Code referenced above. The Los Angeles County Probation Department records indicate that you are eligible for termination of your PRCS on _____. From that date forward, you are no longer under the supervision of the Los Angeles County Probation Department.

You may be eligible for County funded services related to your voluntary participation in housing and employment services provided by the Los Angeles County Probation Department. Please let your supervising Probation Officer know if you wish to continue receiving these services.

This letter applies to PRCS Case No(s). PB only. This termination does not apply to any other active community supervision case(s) you may be subject to by Federal, State, or local courts or jurisdictions. You are hereby instructed to maintain compliance with supervision conditions in those matters to avoid possible sanctions or revocations of community supervision.

Please retain this letter for your records and as proof of your release from PRCS supervision as of the date indicated above. The State of California, Department of Corrections and Rehabilitation has indicated that your case will remain active in *their* records for a period of three years and local law enforcement may see your postrelease community supervision as remaining active.

PSP Signature

DPO Signature

Date

LOCAL LAW ENFORCEMENT AND OTHER POLICE AGENCIES:

This letter is provided to the individual named above as an acknowledgment that he or she was terminated from postrelease community supervision on the date indicated above. If you have any questions regarding release letter, or would like verification, please contact the Probation Information Center at 1-866-931-2222.

Rebuild Lives and Provide for Healthier and Safer Communities

TERMINATION OF POST-RELEASE COMMUNITY SUPERVISION

APPENDIX D: GPS TERMINATION REFERRAL

AB 109 – Post Release Community Supervision Active GPS Referral Form

☐ New Referral ☐ Modification of Existing Referral ☐ Terminate

PSP's Last, First, M I	DOB	Referral Date	X-Number (must be 8 digits) X-
PSP's Address: Number, Street, City, State, Zip:			
PSP's Telephone No.:	PSP's Work Telephone No.:		
PSP's Cell No.:	PSP's ☐ Expiration Date ☐ New Expiration Date:		
Current Offense:	Driver's License No.	Referral Type:	
Risk Score:	Valid: ☐	GPS with landline: ☐	
Static 99R:	Suspended: ☐	GPS without landline: ☐	
	Revoked: ☐		
	Restricted: ☐		
Referring DPO:	Area Office: SELECT ONE	Ofc. No: Email:	Cell No:
SDPO:		Ofc. No: Email:	Cell No:
Reason:			
Sanction Type			
☐ Curfew	Start Time: State Date	End Time: End Date	☐ House Arrest
			Start Date: End Date
Orientation/Enrollment Verification from Vendor - Copy of Contract Attached ☐			
CorrectiveSolutions Orientation Completed by:		Telephone Number:	
Date Oriented/Enrolled:		Date Terminated:	
Monitoring Office:		Telephone Number:	
CorrectiveSolutions Address:			

Email the completed enrollment form to: ab109gps@correctivesolutions.org

PSP's referred for Active GPS monitoring must call between the hours of 9:00 AM and 5:00 PM Monday through Friday to schedule an appointment with the nearest CorrectiveSolutions Office for orientation and installation of the monitoring equipment. If you have any difficulty making contact with the vendor, please call the Probation Information Center at (866) 931-2222.

Note: If the equipment is removed at termination of PRCS or for the purpose of taking the PSP into custody, the equipment should be maintained at the Area Office with the DPO of record for pick-up by CorrectiveSolutions. CorrectiveSolutions can be notified that the equipment is ready to be picked-up by emailing the notification ab109gps@correctivesolutions.org

AB 109 Active GPS Referral Form-revised: 5/25/18