

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.: 1470

Issued: 9/29/2021

Post Until: 10/29/2021

SUBJECT: PROPOSITION 63 OPERATIONAL MANUAL

The following sections of the Proposition 63 Operational Manual has been approved for distribution. Staff assigned to support the Prop 63 Operation are instructed to review the attached policies:

1. Overview section (AISB-100) (*new*)
2. Los Angeles County Probation's Role section (AISB-200) (*new*)
3. Program Mission Statement section (AISB-300) (*new*)
4. Organizational Structure section (AISB-400) (*new*), which includes the following sections:
 - Duty Statements, Deputy Probation Officer
 - Duty Statements, Supervising Deputy Probation Officer
5. Criminal Offender Record Information (CORI) section (AISB-500) (*new*)
6. Proposition 63 Referral Process, (AISB-600) (*new*), which includes the following section
 - Same Day Referrals
7. Case Assignment and Investigation Process section (AISB-700) (*new*)
8. Firearms Relinquishment Investigation Report section (AISB-800) (*new*), which includes the following sections:
 - Court Report Face Sheet
 - Section "Results of the Firearms Record Check..."
 - Section "The Prohibited Person's Compliance with Requirements to..."
 - Section "Probation Officer Received and Verified the Following"
 - Section "Lost or Stolen"
 - Section "Firearms Prohibitions"
 - Section "Findings"
 - Section "If Probation is Granted"
9. Submission of Reports section, (AISB-900) (*new*)
10. Proposition 63 Supplemental Report section (AISB-1000) (*new*)
11. Court Ordered Searches section (AISB-1100) (*new*)
12. Firearm Follow-up Process section (AISB-1200) (*new*)
13. Closed Files for Felony and Misdemeanor Cases section (AISB-1300) (*new*)

The policies will be located on Prob-Net [Probation Manuals- [POLICIES, PROCEDURES AND MANUALS \(sharepoint.com\)](https://sharepoint.com) Probation Manuals-]. Questions or concerns regarding this Directive shall be directed to Proposition 63 Director at (818) 438-3510.



Karen Fletcher, Chief Deputy
Adult Services



Date