

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

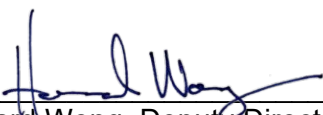
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SUBJECT: POST-RELEASE SERVICES (AB 109) BUREAU MANUAL POLICIES – CUSTODIAL SANCTIONS PROCESS (PRS-516), SUPERVISION OF SEX OFFENDER STANDARDS (PRS-527), SUPERVISION OF PSPs IN BENCH WARRANT STATUS (PRS-532), & STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE) (PRS-541)

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 Custodial Sanctions Process (PRS-516) policy, which includes the following sections:
 - Introduction
 - Flash Incarcerations
 - PRCS Holds
 - Revocation Petitions
 - Documentation
2. The Supervision of Sex Offenders Standards (PRS-527), which includes the following sections:
 - Introduction
 - Evidence-Based Practices Supervision Model
 - Containment Model Approach
 - Conditions of Supervision
 - Static 99R
 - GPS Monitoring
 - Visits & Family Reunification with Minor Children
 - Additional Client Restrictions/Requirements
 - Training
3. The Supervision of PSPs in Bench Warrant Status (PRS-532), which includes the following sections:
 - Introduction
 - Cases that Never Reported for Supervision
 - Cases that Previously Reported for Supervision
 - Removal of Bench Warrant Status
 - APS Updates
4. The Standards of Mandatory Supervision (Split Sentence) (PRS-541) policy, which includes the following sections:
 - Introduction
 - Intake
 - Orientation
 - Supervision Standards
 - Behavior Management
 - Expirations/Terminations

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 Special Assistants at AB109SpecialAssistants@probation.lacounty.gov “EDL-PROB AB109 Special Assistants”



Howard Wong, Deputy Director
Adult Field Services

4/7/23

Date

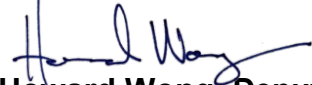
Subject: POST-RELEASE SERVICES (AB 109) BUREAU MANUAL CUSTODIAL SANCTIONS PROCESS	Section Number: PRS-516
	Effective Date: 4/7/23
	Approved By:  Howard Wong, Deputy Director

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LOS ANGELES COUNTY PROBATION DEPARTMENT	PRS-516
CUSTODIAL SANCTIONS PROCESS	

516.1 INTRODUCTION

Current law authorizes Deputy Probation Officers (DPOs) to utilize two custodial sanction options to address violations of Post-Release Community Supervision (PRCS). The two options are the flash incarceration and the revocation petition. This section defines both types of custodial sanctions and illustrates the criteria and process to execute each of these custodial sanctions.

Prior to the execution of a custodial sanction, the DPO or Supervising Deputy Probation Officer (SDPO) must ensure they have jurisdiction over the case. Refer to the Violation Policy & Matrix PRS-513) for guidelines on responding to violations.

516.2 FLASH INCARCERATIONS

Definition

According to Penal Code 1203.35(b), flash incarcerations are a period of detention in county jail due to a violation of an offender's conditions of postrelease community supervision. Flash incarcerations may be used to incarcerate a PSP between 1 to 10 days in jail for violating the conditions of PRCS. The total number of days in custody will start from the date of the arrest and **may not** exceed 10 calendar days from the date the PSP is taken into custody.

Execution

To authorize a flash incarceration, the DPO shall complete the PRCS Detention Instructions Notification – Flash Incarceration form (Appendix A) and submit it to the SDPO for approval. If the PSP has been assessed to be low/moderate or high risk (LS/CMI 0-29) and was previously subject to two (2) custodial sanctions (flash incarceration or revocation), the SDPO must submit the flash incarceration request to the Director for approval.

If the PSP has been assessed to be very high risk (LS/CMI 30+) and was previously subject to one (1) custodial sanction (flash incarceration or revocation), the SDPO must submit the flash incarceration request to the Director for approval. If after-hours, the DPO/SDPO shall contact the PRC Law Enforcement line (626-308-5105) for approval to execute a flash incarceration.

Once the flash incarceration is approved, the DPO will arrest the PSP (if not already in custody) and distribute the completed Detention Instructions Notification-Flash Incarceration form (Appendix A) as follows:

- One copy scanned/emailed to the “EDL-PROB AB 109FlashIncarcerations” email (PROBAB109FlashIncarcerations@probation.lacounty.gov)
- One copy faxed or emailed to the LA County Sheriff's Inmate Reception Center at (213) 217-4973, (ircrecph@lasd.org) using the subject line format: *PRCS No Bail Hold - PSP First & Last Name, Booking Number.*
- One copy emailed to the DPO of Record (if applicable)
- One copy emailed to the SDPO of Record (if applicable)
- Email, teletype, or fax to detaining agency/jailer **for non LASD agencies only** (see Appendix D for sample)

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The DPO authorizing the flash incarceration is responsible for notifying the arresting agency and Jail Inmate Reception Center via their preferred method (Justice Data Interface Controller/JDIC, email, fax, etc.). Refer to Appendix B for an example of a teletype entry.

Converting Flash Incarcerations to Revocation Petitions

Should a flash incarceration be imposed on a PSP and the DPO of Record, with approval from the SDPO, determines that revocation is the more appropriate course of action, the DPO shall complete and submit a revocation court within five (5) days of the initial flash incarceration.

The revocation report shall address why the revocation is being filed (i.e., booking error made by the booking agency, additional charges pending, criminal history does not warrant a flash, status on PRCS, etc.). In addition, the DPO of Record must utilize the APS-RQDT screen to request a court date (enter code 81), 10 calendar days from the date of the arrest.

The DPO of Record shall obtain any subsequent law enforcement arrest or incident reports to complete the revocation. DPO of Record shall track the case, ensure a court date is calendared and make a notation on APS-DCID screen. DPO of Record's immediate SDPO shall contact the AB109 Arraignment Court SDPO to ensure court staff is aware of the change of filing status. ***Staff shall not attempt to convert a flash incarceration to a PRCS Hold.***

Update of the Release Dates

Flash incarcerations and revocations constitute a custodial sanction which resets the 6-month discretionary release date and the 12-month mandatory release date. The APS PRED screen must be updated to reflect this change. The date the flash incarceration was started must be entered on the PRED screen in the "Release Date" field with the "Release Type" of "FLSH." The APS system will recalculate the discretionary and mandatory release dates upon screen update.

Reversal of Flash Incarcerations

In cases where a flash incarceration was imposed and new information exonerates the PSP, upon receiving approval from the SDPO and Director, the flash incarceration will be disregarded. As a result, the 6-month discretionary release and 12-month mandatory release dates will not be reset.

Once the DPO receives approval from the SDPO and Director to rescind the flash incarceration, if the PSP is still in custody, the DPO will issue a notice of release from custody forthwith by completing the Detention Instructions – Flash Incarceration form; selecting the "Release from Flash Incarceration" option; and submitting the release form to the appropriate detention facility.

In these cases, the PSP must be informed that the arrest did not result in a violation of supervision and the DPO shall reinstate the previous Mandatory and Discretionary Release Dates on the APS PRED screen.

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516.3 PRCS HOLDS

Definition

The PRCS Hold is used to keep a PSP in custody pending the formal filing of a petition to revoke PRCS. When a PSP is alleged to be in violation of the conditions of PRCS and a formal filing of a petition to revoke supervision through a Revocation Hearing will take place, the DPO will in concurrence with the SDPO execute a PRCS Hold. A PRCS Hold is not needed when there is a current PRCS warrant and no other violations. A Hold is placed to ensure the PSP is transported to PRCS arraignment court for the first violation hearing. A warrant itself is the authority to bring the supervised person before the Court. At that time, the Court may order a supplemental report to address the warrant and any new criminal activity.

In some instances, the PSP may have an active PRCS warrant with set bail amount. A PRCS Hold may be requested to ensure the PSP remains in custody without bail, prior to appearing at a first violation hearing. A supplemental report shall be submitted to inform the court of the DPO of Record's intent to file a separate violation petition to address new violations or intent to combine the new law violation with the active PRCS warrant case. A new violation/petition may be required to address a new law violation, after PRCS is reinstated on the PRCS warrant case, when custody time was not suitable for addressing both the PRCS warrant and new law violation. Refer to the Violation Policy & Matrix (PRS-513) for additional information.

Execution

To execute a PRCS Hold, DPO must complete the PRCS Detention Instructions Notification – PRCS Hold form (Appendix C) and submit it to their SDPO for approval. Once cleared by SDPO, DPO will arrest the PSP (if not already in custody) and distribute the completed Detention Instructions Notification- PRCS Hold form as follows:

- One copy scanned to the "EDL-PROB AB 109PRCSHolds" email (PROBAB109PRCSHolds@probation.lacounty.gov)
- One copy emailed to the LA County Sheriff's Inmate Reception Center at (ircrecph@lasd.org) using the subject line format: *PRCS No Bail Hold - PSP First & Last Name, Booking Number*.
- One copy emailed to the DPO of Record and their immediate SDPO of Record (if applicable)
- Teletype or fax to detaining agency/jailer **for non LASD agencies only** (see Appendix D for sample)

The DPO imposing the PRCS Hold is responsible for obtaining the Probable Cause Declaration (PCD) or police report, completing the Detention Instructions, and distributing it as indicated above. Note: Los Angeles County Probation Probable Cause Declaration (Appendix E) is completed when a DPO witnesses (in the field or at an area office) an alleged new law violation by a supervised person who is not under their immediate supervision, and law enforcement is not available to arrest the supervised person. The DPO completing the PCD must obtain approval from their SDPO and Director prior to completing the Los Angeles County PCD. Once approval is obtained and the form is completed, the PCD must be submitted to the District Attorney's Office for filing.

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The DPO imposing the Hold must also scan/email the PCD or Police Report and Detention Instructions to the DPO of Record, when applicable, within one business day so that the DPO of Record may complete the revocation petition. In addition, the DPO imposing the Hold must utilize APS RQDT screen (enter code 81) to request a Revocation Hearing ten calendar days from the date of the arrest/potential violation.

Resolution

The DPO of Record will have eight (8) calendar days from the date of the arrest to submit a Revocation Report to the Court. Should a PRCS Hold be placed on a PSP, the DPO of Record with SDPO validation, subsequently determines the violation warrants a flash incarceration in lieu of revocation, DPO of Record is still required to submit a revocation report to the court with a recommendation of 11-180 days. Note: *Do not attempt to convert PRCS Hold to a flash incarceration.* The Probation Department does not have the legal authority to place a PRCS Hold and subsequently convert it to anything other than a revocation.

Should DPO of Record receive subsequent information that exonerates the PSP, upon receiving approval from SDPO and Director, DPO of Record will rescind the PRCS Hold by submitting to the appropriate detention facility, a PRCS Detention Instructions Notification–PRCS Hold form (Appendix C), with detention instruction to 'Remove PRCS Hold'.

516.4 REVOCATION PETITIONS

A Revocation Petition shall be submitted to the Court whenever there is a new law violation (refer to Section 516.3), when a lower level of intermediate sanction is not appropriate, or when the PSP has repeatedly refused to comply with the conditions of supervision. Recommended custodial sanctions in such cases can range from a minimum of 11 days to a maximum of 180 days. Refer to the Court Reports policy (PRS-517) for additional information on completing the Revocation petition.

516.5 DOCUMENTATION

Refer to the Violation Policy & Matrix (PSR- 513) for information on completing the required Imposition of Intermediate Sanction form. Information pertaining to the response to the violation shall be appropriately and accurately recorded in APS. Upon disposition of the sanction, the following screens shall be updated in APS.

Defendant Chrono Record Data (DCID)

A complete and thorough chrono record entry on DCID screen which provides details of violation(s) and sanction(s).

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Count Disposition Data (CNDD)

CNDD screen to reflect date of flash incarceration, revocation, and/or reinstatement. In ADD mode, enter order date and enter appropriate disposition code.

Postrelease Expiration Date Screen (PRED)

After the CNDD screen is updated, PRED screen must be updated with matching and appropriate PRED codes. The PRED screen records the state prison release date (SPRD), flash incarceration date (FLSH), the revocation restored upon reinstatement court date (RRCT), and revocation restored upon release county jail (RRCJ) date. A description of the release types is presented below. Ensure all dates are updated within three working days of notification regarding the outcome of PSP's matter.

- **State Prison Release Date:** SPRD code on PRED screen refers to the "actual" release date of PSP from CDCR custody. This date shall be verified by staff completing the PSP's Intake & Orientation (PRS-503). PRC staff shall verify this information should the PSP fail to report after their state prison release prior to completion of a Desertion Report. The PSP will have only one "ACTUAL" release date on PRED screen for each period of PRCS.
- **Flash Incarceration:** FLSH code indicates PSP was given a custodial sanction as a result of imposition of a flash incarceration; enter first day of flash incarceration on PRED. PRED screen will then calculate 6-month discretionary release date and 12-month mandatory release date.
- **Revocation Restored Upon Reinstatement Court Date:** RRCT code indicates PSP was given a custodial sanction as a result of imposition of a revocation of postrelease supervision and court orders reinstatement upon completion of custody time. Staff shall enter date of release from custody on the PRED screen. The APS PRED screen will recalculate 6-month discretionary release date and 12-month mandatory release date. Time will need to be tolled in accordance with the Time Tolling policy (PRS-515).
- **Revocation Restored Upon Release County Jail:** RRCJ code indicates PSP was given a custodial sanction as a result of imposition of a revocation of postrelease community supervision and court orders reinstatement upon completion of custody time. Staff shall enter the date of release from custody on PRED screen (APS will recalculate 6-month discretionary release date and 12-month mandatory release date. Time will need to be tolled in accordance with the Time Tolling (PRS-515) policy.

Pursuant to PC 3454, dismissed petitions will not result in the restarting of the PSP's 6-month discretionary release date nor the 12-month mandatory release date. PSP does not receive credit for any time during absconsion from supervision, time is suspended, and supervised person shall not be credited toward any period of postrelease community supervision. As a result, the date from their missed appointment to the date the date PSP's case is reinstated by the court, shall be tolled and added to the existing three-year expiration date.

CUSTODIAL SANCTIONS PROCESS

APPENDIX A: DETENTION INSTRUCTIONS- FLASH INCARCERATION



**LOS ANGELES COUNTY PROBATION DEPARTMENT
POSTRELEASE COMMUNITY SUPERVISION
DETENTION INSTRUCTIONS NOTIFICATION**



Agency:	Los Angeles County Sheriff's Department		Today's Date:	
Attention: Jailer/Warden and Detainer Unit			Arrest Date:	
Inmate/PSP Information	Name:		Booking #:	
	X #:	PB#:	Cell#:	
DPO of Record Information	Name:		Phone #:	
	Caseload #:	Area Office:	Cell #:	

DETENTION INSTRUCTIONS

☐	FLASH INCARCERATION	This notification is your authority to flash incarcerate, the above PSP pursuant to PC 3454(c) for _____ () consecutive days for a violation of the Terms and Conditions of Postrelease Community Supervision.
☐	RELEASE FROM FLASH INCARCERATION	This notification is your authority pursuant to PC 3454(c) to release the above PSP from the Flash Incarceration issued on ____ effective today, ____.

PROBATION USE ONLY

- ☐ ASSIGNED DPO IS TO COMPLETE THE INTERMEDIATE SANCTIONS FORM TO ACCOMPANY THE FLASH INCARCERATION.
- ☐ ARREST WARRANT (COURT ONLY) ☐ NEW FEL. ARREST ☐ NEW MISD. ARREST ☐ VIOLATION OF T&C OF PRCS

DPO Name:		SDPO Name:	
DPO Signature:		SDPO Signature:	
Date:		Date:	

Director Name:	
Director Signature*:	
Date:	

*Director Signature Required if 2+ custodial sanctions

PROBATION DISTRIBUTION:

- One copy scanned/mailed to "EDL-PROB AB109FlashIncarcerations" email (PROBAB109FlashIncarcerations@probation.lacounty.gov)
- One copy faxed to the LA County Sheriff's Inmate Reception Center at (213) 217-4973
- One Copy emailed to the DPO of Record (if applicable)

IMPORTANT NOTICE: This message is intended for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential, or exempt from disclosure under applicable federal or state law. If the reader of this material is not the indicated recipient or the employee of agent responsible for delivering this message to the intended recipient, you are hereby notified that any dissemination, distribution, copying of this communication is strictly prohibited. If you receive the communication in error, please call the above phone number immediately.

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APPENDIX B: TELETYPE FLASH INCARCERATION, PC 3454(C), EXAMPLE

The sample below is used to provide local law enforcement agencies, other than LASD, the authority to detain a PSP on a 3454(c) flash incarceration. This information is entered in JDIC.

LOS ANGELES COUNTY PROBATION DEPARTMENT
 TO/ (ENTER MNEMONIC CODE HERE)/
 TO/ (ENTER CUSTODY AGENCY NAME): THIS IS YOUR AUTHORITY TO FLASH
 INCARCERATE (*ENTER DEFENDANT'S NAME—LAST, FIRST*); BOOKING NUMBER (*ENTER
 BOOKING NUMBER*); FOR A CHARGE OF PC 3455(B)(1) (VIOLATION OF POSTRELEASE
 COMMUNITY SUPERVISION) FOR (*ENTER NUMBER OF DAYS BETWEEN 1 TO 10*)
 CONSECUTIVE DAYS. REFER TO (*NAME OF DPO PLACING HOLD*), DEPUTY PROBATION
 OFFICER (*ENTER AREA OFFICE ADDRESS OF THE ABOVE LISTED DPO AND PHONE
 NUMBER*)

CUSTODIAL SANCTIONS PROCESS

APPENDIX C: DETENTION INSTRUCTIONS- PRCS HOLD

	LOS ANGELES COUNTY PROBATION DEPARTMENT POSTRELEASE COMMUNITY SUPERVISION DETENTION INSTRUCTIONS NOTIFICATION		
Agency:	Los Angeles County Sheriff's Department	Today's Date:	
	Attention: Jailer/Warden and Detainer Unit	Arrest Date:	
Inmate/PSP Information	Name:		Booking #:
	X #:	PB#:	Cell#:
DPO of Record Information	Name:		Phone #:
	Caseload #:	Area Office:	Cell #:

DETENTION INSTRUCTIONS		
☐	PRCS HOLD	This notification is your authority, pursuant to PC 3455(c) to hold the above Postrelease Supervised Person (PSP) without bail pending their first appearance date in Department 83 of the Central Arraignment Court.
☐	REMOVE PRCS HOLD	This notification is your authority to remove the PC 3455(c) Hold for the above PSP issued on _____. REMOVE HOLD EFFECTIVE _____.

PROBATION USE ONLY	
☐ ASSIGNED DPO IS TO COMPLETE THE INTERMEDIATE SANCTIONS FORM TO ACCOMPANY THE FLASH INCARCERATION. ☐ ARREST WARRANT (COURT ONLY) ☐ NEW FEL. ARREST ☐ NEW MISD. ARREST ☐ VIOLATION OF T&C OF PRCS	

DPO Name: DPO Signature: Date:	SDPO Name: SDPO Signature: Date:
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PROBATION DISTRIBUTION:

- One copy scanned to the "EDL-PROB AB109PRCSHolds" email (PROBAB109PRCSHolds@probation.lacounty.gov)
- One copy e-mailed to the LA County Sheriff's Inmate Reception Center at (ircrecph@lasd.org)
- One copy emailed to the DPO of Record (if applicable)
- One copy emailed to the SDPO of Record (if applicable)
- Teletype or fax to detaining agency/jailer for non LASD agencies only (see Attachment 2 for sample) in addition to e-mail to (PROBAB109PRCSHolds@probation.lacounty.gov)

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LOS ANGELES COUNTY PROBATION DEPARTMENT	PRS-516
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APPENDIX D: TELETYPE PRCS HOLD, PC 3455(C), EXAMPLE

The sample below is used to provide local law enforcement agencies, other than LASD, the authority to detain a PSP on a 3455(c) hold, pending their delivery to court for a Probable Cause Hearing. This information will be entered in JDIC.

LOS ANGELES COUNTY PROBATION DEPARTMENT
 TO/ (ENTER MNEMONIC CODE HERE)/
 TO/ (ENTER CUSTODY AGENCY NAME): THIS IS YOUR AUTHORITY TO ARREST AND HOLD
 (ENTER DEFENDANT'S NAME—LAST, FIRST); BOOKING NUMBER (ENTER BOOKING
 NUMBER); FOR A CHARGE OF PC3455(B)(1) (VIOLATION OF POSTRELEASE COMMUNITY
 SUPERVISION) AND PC3455(C) (POSTRELEASE COMMUNITY SUPERVISION HOLD);
 SUBJECT TO BE TRANSPORTED TO THE CENTRAL ARRAIGNMENT COURT DEPARTMENT
 83 ON OR BEFORE (DATE 10 FROM ARREST DATE). REFER TO (NAME OF DPO PLACING
 HOLD), DEPUTY PROBATION OFFICER (ENTER AREA OFFICE ADDRESS OF THE ABOVE
 LISTED DPO AND PHONE NUMBER)

APPENDIX E: LOS ANGELES COUNTY PROBATION PROBABLE CAUSE DECLARATION

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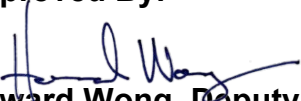
Subject: POST-RELEASE SERVICES (AB 109) BUREAU MANUAL SUPERVISION OF SEX OFFENDERS STANDARDS	Section Number: PRS-527
	Effective Date: 4/7/23
	Approved By:  Howard Wong, Deputy Director

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SUPERVISION OF SEX OFFENDERS STANDARDS**527.1 INTRODUCTION**

This policy establishes standards for the supervision of cases where the supervised person is required to register as a sex offender pursuant to Penal Code 290. All these cases will be supervised by an officer with a sex offender caseload which was developed and implemented to provide more intensive supervision and services to supervised persons who have been convicted of sexual offenses. These cases are subject to the Containment Model requirements as required by Penal Codes 290.09, 1203.067, 3008, and 9003.

AB 109 Bureau provides supervision of Post-Release Community Supervision (PRCS), mandatory/split sentence, and felony supervision of sex offenders that require Postrelease Supervised Persons (PSPs) to submit to Global Positioning System (GPS) monitoring. All sex offenders will be subject to GPS monitoring throughout the period of their supervision.

527.2 EVIDENCE-BASED PRACTICES SUPERVISION MODEL

The evidence-based supervision strategy set forth in this policy manual is especially important to reduce recidivism of sex offender clients and enhance public safety. Strength-based case plans shall address criminogenic needs and each client's responsivity factors as identified on risk assessments (Risk Assessment & Case Planning Policy, PRS-504) and must incorporate the use of Cognitive Behavioral Intervention (CBI) curriculum (Cognitive Behavioral Intervention (CBI): Use of the Carey Guides Policy, PRS-402).

Supervision Deputy Probation Officers (DPOs) can support relapse prevention through case planning, case management, and interventions that target skill deficits through the following strategies:

- Enhance each client's knowledge of their offense cycle and triggers;
- Reveal strategies to deal with their triggers;
- Assist clients to correct thinking traps;
- Promote use of coping and problem-solving skills;
- Support development of internal control.

Criminogenic Driver

The criminogenic driver is the criminogenic need that dominates and often influences the other criminogenic needs. As stated in the Risk Assessment & Case Planning Policy (PRS-504), the criminogenic driver should be prioritized within the case plan. While the Driver Workbook is a tool used to determine the driver, completion of the Driver Workbook is **not** required for clients who are sex offenders; research conducted by the developer of the Driver Workbook found that it may be contraindicated.

SUPERVISION OF SEX OFFENDERS STANDARDSStrength-Based Case Management & Case Plans

Strength-based case management is a collaborative effort with supervised persons to assess, plan, implement, coordinate, monitor, and evaluate services required to focus on a supervised person's needs and strengths to prevent re-offending. Interactions between DPOs and supervised persons are likely to result in prosocial behavioral change when efforts are focused on the supervised person's criminogenic needs and on the skills needed to be successful in their day-to-day lives.

Case plans are mutually discussed and agreed upon with the DPO, the treatment provider(s), and supervised person. Case plans shall adhere to AB 109 Manual requirements related to risk assessment, case planning, and CBI to accomplish the above strategies. Refer to the Risk Assessment & Case Planning (PRS-504), Case Management Strategies & Principles (PRS-404), and Cognitive Behavioral Intervention (PRS-402) policies for additional information.

Responses to Pro-Social and Violation Behaviors

DPOs must ensure they respond swiftly to positive and negative behaviors while accounting for the supervised person's risk and needs in accordance with the Incentive Policy & Matrix (PRS-512) and the Violation Policy & Matrix (PRS-513). Incentives/rewards and sanctions serve different but complementary functions. Research suggests that when used together, incentives and sanctions can have synergistic effects that produce better outcomes than applying either technique alone¹.

Appropriate responses to technical violations and new law violations must be addressed in accordance with the Violation Policy and Matrix (PRS-513). Any warrant requests involving clients that are registered sex offenders must be submitted using the Request for Expedited Processing (Appendix A). Refer to Court Report (PRS-517) policy for additional information.

527.3 CONTAINMENT MODEL APPROACH

The Containment Model is a collaborative, sex offender management program. As of July 1, 2012, the use of the Containment Model is mandatory in California. The Containment Model has three required components: (1) supervising officer (e.g., probation or parole); (2) sex offender treatment provider; and (3) polygraph examiner². These team members are the core of the Containment Team, although there are other team members who may participate at times. The Containment Model Approach seeks to hold sex offenders accountable through a combined use of both the supervised person's internal control and external criminal justice control measures. The use of polygraph serves as an assurance monitor of these controls.

As the leader of the Containment Model team, DPOs and their Supervising Deputy Probation Officer (SDPO) will actively participate in containment model meetings. Questions and issues

¹ Marlowe, D.B., & Kirby, K.C. (1999). Effective use of sanctions in drug courts: lessons from behavioral research.

² [CASOMB - CA Sex Offender Management Board](#)

SUPERVISION OF SEX OFFENDERS STANDARDS

concerning sex offender management, the Containment Model and specific cases are referred to the Probation Department's Sex Offender Consultant.

DPO of Record Responsibilities

The DPO of Record is responsible for the supervision and management of the client along with coordinating and collaborating with the Containment Model team. Upon assignment of a case, the DPO of Record is responsible for, but is not limited to, the following:

- Review and update conditions of supervision;
- Provide client with orientation and review terms and conditions of probation supervision;
- Discuss the importance of the Consent for Disclosure of Information of a Supervised Person form (PRS-543, refer to Appendix B) and obtain client's signature.;
- Discuss the importance of the Authorization for the Release of Confidential Information for Sex Offenders form (Appendix C) and obtain client's signature;
- Establish GPS Monitoring;
- Collaborate with client to develop case plan;
- Refer client to services and treatment; and
- Conduct residential contacts to verify living situation per the Standards of Office & Community Contacts (PRS-507)

The DPO of Record then engages the client in an evidence-based supervision strategy as set forth in this policy manual. Treatment coordination, monitoring, and collaboration is essential to supervision of sex offenders. Prior to the release of information to treatment provider(s), the DPO shall thoroughly document on Defendant Treatment Program Data (DTPD) screen, name(s) of provider(s) and note all documents provided to provider(s) on Defendant Chrono Information Data (DCID) screen. Documents include but are not limited to the following:

- Consent for Disclosure of Information of a Supervised Person form
- Criminal record documents
- Police report
- Probation/Pre-Sentencing Report
- Facts of Offense Sheet
- 288.1 Forensic evaluation and other mental health evaluations
- Psychosexual history obtained during interviews
- Intake and home visit information
- Juvenile records, Sexually Violent Predator (SVP) and sealed records, when pertinent

Note: In accordance with PC 290.09, documentation shall never be given to the supervised person to deliver to treatment programs or examiners.

SUPERVISION OF SEX OFFENDERS STANDARDS

The DPO of Record's tasks during the supervision period include, but is not limited to the following:

- Review Defendant Comprehensive Assessment Data (DCAD) and DCID screens to ensure Pre-trial Services completed and recorded State Authorized Risk Assessment Tool for Sex Offenders (SARATSO- Static 99R) and sent score to Department of Justice (DOJ) via cahrso@doj.ca.gov
 - Cases without a completed Static 99R, DPO shall forward the police report pertaining to sex offense to Pretrial Services via county mail (Pretrial Services, Attn: Static 99R, 433 Bauchet Street, Los Angeles, CA 90012) or via email (Static99R-PretrialServices@probation.lacounty.gov)
 - Once Pretrial Services completes the assessment, score is recorded on DCAD and DCID screens and scanned to DPO
- Complete Level of Service/ Case Management Inventory (LS/CMI) and send score to DOJ via cahrso@doj.ca.gov
- Document supervised person's support systems: treatment provider and Community Based Organization (CBO) contact information (i.e., provider name, address, enrollment, completion dates, etc.) on Defendant Treatment Program Data DTPD screen
- Request and receive a State Authorized Risk Assessment Tool for Sex Offenders (SARATSO) tool, Stable-2007, from treatment provider and forward score to DOJ (cahrso@doj.ca.gov) within five working days of receipt. If Acute-2007 is received from treatment provider, forward score to DOJ (cahrso@doj.ca.gov) within five working days of receipt
- Refer supervised persons to a Department-approved polygraph examiner and ensure they participate in polygraph exam(s)
- Collaborate with treatment providers, polygraph examiners, CBO, etc., and document each contact on DCID screen
- Collaborate with treatment provider and law enforcement to conduct victim safety planning, when necessary
- Request progress report and LS/CMI from treatment provider(s), monthly and whenever completed
- Document each contact with supervised person on DCID and Report in by Defendant Data (RPDD) screen
- After attempts to gain compliance from supervised person, if to not avail, return supervised person to court for potential violation (i.e., refuse to sign confidentiality waivers, failure to comply with terms and conditions of probation, etc.)
- Conduct collateral contacts with victim(s) or victim's family, local law enforcement, employers, church, school, volunteers, friends, neighbors, District Attorney's office, Public Defender's, Alternative Public Defender's office, private attorney; and California Department of Corrections & Rehabilitation (Parole)

SUPERVISION OF SEX OFFENDERS STANDARDS

- Respond to positive and negative behavior in accordance with the Incentive Policy (PRS-512) and Violation Policy & Matrix (PRS-513)

Sex Offender Specific Treatment Provider Responsibilities

Treatment providers support supervised persons to develop internal controls to address inappropriate sexual behavior, provide insight for behavioral change, conduct mandated assessments, collaborate with Containment Model Team to devise treatment plan and provide progress reports to DPO. The treatment provider's priority is community safety and as a result there is limited confidentiality. Based on the signed release of information consent forms, the client understands that treatment providers will share assessment and treatment information with the DPO. The treatment provider will conduct case conferences with the DPO, polygraph examiner, and rest of the Containment Model Team, as appropriate.

Supervised persons are required to enter a treatment contract with treatment provider that describe the responsibility of supervised person to avoid risky, aggressive or re-offending behavior and high-risk situations. The treatment contract also requires supervised person to self-report any such behaviors to the provider and DPO of Record, as soon as possible.

Treatment providers are required to assess supervised persons utilizing risk assessments (e.g., Structured Risk Assessment-Forensic Version (SRA-FV) and Level of Service/Case Management Inventory (LS/CMI). They score the assessments with documents provided by probation staff and self-reported information from supervised person. Results and any additional information must be forwarded to DPO within 30 days of scoring the tool. Additionally, it is the treatment provider's responsibility to score the violence tool (LS/CMI) online and electronically submit the results to DOJ. Subsequently, the hard copy of LS/CMI is forwarded to DPO and the DPO shall record it on DCAD and DCID screens.

527.4 CONDITIONS OF SUPERVISION

Monitoring and enforcing conditions of supervision creates the structure within which supervision officers hold offenders accountable and increase victim safety. Conditions of supervision must be stringently enforced with sex offenders to address what may be a demonstration of the offender's efforts at exercising control over the supervision process and because of the potential danger they pose to the public.

Due to the nature of sex offenses, the Department has developed PRCS Sex Offender Conditions (Appendix D) as part of the Specialized Conditions of Supervision. Per Conditions of Supervision Standards policy (PRS-511), PSPs mandated to register as sex offenders have the applicable sex offender conditions applied to their conditions of supervision that are related to their criminal history.

DPO must review the conditions of supervision and criminal history upon assignment of the case; review Criminal History Reporting System (CCHRS), Justice Data Interface Controller (JDIC) and supervision file. As the DPO becomes more knowledgeable of the case, appropriate

SUPERVISION OF SEX OFFENDERS STANDARDS

conditions may be added or removed with SDPO approval in accordance with the Conditions of Supervision Standards (PRS-511) policy.

527.6 GLOBAL POSITIONING SYSTEM (GPS) MONITORING

GPS is a tool to monitor client movement in the community and critical to the supervision of sex offenders. GPS monitoring can be used as a deterrent for criminal behavior; however, it alone will not stop criminal behavior. GPS monitoring can assist law enforcement in their criminal investigations.

It is mandatory that all registered sex offenders have GPS monitoring to monitor movement within the community. Sex offenders who are not required to register as sex offenders may also be referred to the GPS Monitoring Unit, if necessary. DPOs supervising sex offenders must be proficient in all components of GPS (i.e., management and monitoring zones, alerts and response to alerts, responses to violations of GPS, etc.) For additional information, refer to the Global Positioning System Unit policy (PRS-525).

527.7 VISITS & FAMILY REUNIFICATION WITH MINOR CHILDREN

Supervised persons who wish to visit, reside, and/or reunify with minor children must have Bureau Chief approval and an approved chaperone before visits are allowed to take place. The supervised person must undergo the below described process.

- Have developed a pattern of compliance with the terms and conditions of supervision for at least six (6) months.
- Receive an assessment by an approved sex offender therapist to determine if they pose a risk to the child. The assessment must be paid for by the supervised person. If they are unable to afford the assessment, DPO may request to use auxiliary funds. Refer to Non-Contracted Auxiliary Fund Policy (PRS-531) for additional information.
- Complete a Sex Offender Safety Plan (Refer to Appendix E for an example) with their sex offender therapist. The therapist will submit the completed Safety Plan with an assessment if the client is approved to visit/reside/reunify with minor children.
- Submit to a Polygraph examination with a Department approved examiner. The availability of county-funded polygraph examiners will vary.
- Sign a Consent for Disclosure of Information (Appendix B) and Authorization for the Release of Confidential Information for Sex Offenders (Appendix C) to release the assessment and polygraph results to the Department. For additional information on the Consent for Disclosure of Information refer to Consent for Disclosure of Information of a Supervision Person (PRS-543).
- Select a member of the community to act as their chaperone. A chaperone is defined as member of the supervised person's immediate circle that can be a "responsible adult" that will supervise the supervised person during a visit with minor children. The chaperone can be a spouse, intimate partner, parent, sibling, clergy member, or friend and willing to provide a recent criminal record check or other documents, as requested by DPO.

SUPERVISION OF SEX OFFENDERS STANDARDS

- Reveal sex offense conviction to their chaperone. The responsible adult must prepare a statement acknowledging they are aware of the conviction and acknowledge they will provide the necessary supervision and oversight of the supervised person to ensure the child's safety. Note: The chaperone may not be a person who believes the supervised person did not commit a sexual offense and believes the supervised person is innocent.
- DPO of Record must conduct a home assessment and request that the Los Angeles County Department of Children & Family Services (DCFS) assess the welfare and well-being of the children in the home.

Once DPO/SDPO approves proposed chaperone(s), DPO shall refer the individual to a department-approved sex offender treatment provider to undergo chaperone training. The provider will advise DPO when the individual has successfully completed chaperone training and provide written confirmation. DPO shall review the recommendation of the provider and consult with their SDPO and Director for final approval.

The following will apply to the chaperone/responsible adult:

- Subjected to a background check
- Made fully aware of the supervised person's criminal offense history and risk factors that may contribute to the supervised person's sexual offending
- Successfully complete a department approved chaperone training course to gain knowledge to respond to signs of supervised person's relapse behavior. Additionally, chaperone may be asked to consult with supervised person's therapist at the request of the treatment provider or DPO
- Agree there are no secrets, be truthful, and call to DPO's attention any issue(s) or situation(s) that may be of concern that may occur during visits or impact future visits

527.8 ADDITIONAL CLIENT RESTRICTIONS/REQUIREMENTSCommunity Contacts

DPO shall conduct community contacts for all registered sex offenders in accordance with the Standards of Office & Community Contacts Policy (PRS-507). The initial residential contact shall occur no more than two business days from client's release from custody. In addition, all registered sex offenders must have a compliance check conducted within 30 days of initial release from custody, and thereafter once a quarter. Compliance Checks are completed by submitting a request to co-located units (Appendix F).

Narcotic Testing

DPO of Record is responsible for conducting ongoing, random, anti-narcotic testing for sex offenders with a testing order/condition. Testing is conducted, at a minimum of one random test per month. While DPO may conduct tests during scheduled office visits, especially when drug use is suspected, the test is considered scheduled and cannot be considered random. Random tests are scheduled with less than 24-hours' notice to client. An optimal situation is to arrange

SUPERVISION OF SEX OFFENDERS STANDARDS

daily calls by the client to an answering machine containing testing instructions. Refer to the Narcotic Testing policy (PRS-544) for additional information. If DPO's caseload consists of a small number of clients with testing orders, DPO may choose to make individual calls, alerting client to report for testing within 24-hours. Tests and test results must be entered on NTUD and DCID screens.

If a DPO notices signs of drug use in a client without a testing order, no test can be conducted until after a testing condition is placed in APS and the client is notified in writing that a testing condition is in effect. The DPO must consult with the SDPO when considering adding a testing condition for a PSP or submitting a modification report to the court on a formal probation or split-sentence case.

Housing/Residence

Homelessness is a strong destabilizing factor and will not be approved for registered sex offenders. Supervised persons shall be offered housing in accordance with Housing, Employment & System Navigation Services policy (PRS-508). If housing services are not available, SDPO may approve alternate housing, as deemed necessary and appropriate. All housing approvals are documented in DFAD screen with a documented approval recorded by SDPO on DCID screen.

DPO is to evaluate and approve a residence for all sex offenders in accordance with the Suitable and Appropriate Housing policy (PRS-519). Upon assignment of a new case, DPO should conduct a community contact at the earliest possible opportunity. The residence is evaluated based on location and occupants, to assure it is in compliance with client's specific conditions of supervision. DPO shall pay special attention to conditions restricting access to minors or prohibiting residence close to schools or parks.

During the residential contacts, the DPO shall verify the address, occupants of the residence, and determine if there is any illegal activity, red flags, or violations of conditions of supervision. In addition, DPOs completing residential contacts for sex offenders are to be observant and cognizant of the following, which may cause concern:

- Signs of minors (e.g., toys, clothing, etc.)
- Electronic equipment (e.g., cameras, laptops, desktops, cellular phones, smart TVs, etc.)
- Vehicles – new vehicles, licensed plates, rental cars
- Pornographic materials/adult paraphrenia.

Enforcement of Computer/Internet Conditions

In accordance with Penal Code § 1546 Electronic Communication Privacy Act, DPO may access and search supervised person's electronic devices, if they are subject to PRCS. During compliance checks, DPOs shall confirm the PSP is the authorized possessor, then proceed to search the PSP's computers, laptops, cell phones, tablets, and other electronic devices for inappropriate sexual images, internet contacts with potential victims, or other criminal activities.

SUPERVISION OF SEX OFFENDERS STANDARDS

In accordance with Penal Code § 1546.1(c)(10), DPOs may only search electronic devices of supervised persons on formal probation or mandatory supervision if the supervised person is subject to specific electronic device search conditions.

If material is found on an electronic device, DPOs determines if the device is to be seized as evidence of a violation or new offense. If DPO concludes there is probable cause that a device was used in violation of conditions of release or it contains child pornography, DPO will immediately contact SDPO for authorization to seize the device. When deemed necessary and it is safe to do so, DPOs will make arrests and detain supervised person pursuant to the Detention & Arrest Policy (PRS-514).

After the seizure of electronic devices, all precautions will be taken to maintain the legal chain of custody of the evidence. At the direction of SDPO, the DPO will book the device at a sheriff's station, the forensic computer lab, or the office evidence locker. An inventory receipt must be given to supervised person or left for the legal owner of the device, at the location where the device was seized. Subsequently, SDPO contacts a computer forensics lab to examine the device.

DPOs must enforce conditions restricting the use of computers or the internet. DPOs are to facilitate the search of computers and mobile devices are a regular basis For each supervised person with conditions prohibiting the use of computers or the internet, the DPO shall do a thorough assessment of the internet capability of the home. If possible, DPO to arrange for co-located assistance (Appendix F) or law enforcement assistance to conduct forensic searches of electronic devices. A forensic examination is conducted to examine supervised person's ability to access the internet through computers, laptops, tablets, smart TV, game consoles, cell phones, or other electronic devices within the residence. If the supervised person is not an authorized user, it must be ensured that internet-connected devices are both password protected and stored in a locked area so the supervised person does not have access. If internet access cannot be restricted, DPO will not approve the residence for the supervised person. Formal probationers and mandatory sentence persons may have specific court-ordered conditions that specify items that are prohibited. The enforcement of computer or internet conditions shall be conducted during the scheduled compliance checks or office visits as directed by the Standards of Office & Community Contacts policy (PRS-507).

Travel Out of County/State/Country

There may be occurrences to which a sex offenders may be able to leave the state or county. Prior to approval, the following shall be considered:

- Nature of the instant offense(s)
- Current supervision status (in compliance or not in compliance)
- Possible impact of travel to victim
- Reason and necessity of travel
- Risks of supervised person travelling out of county/state

SUPERVISION OF SEX OFFENDERS STANDARDS

In addition, PSPs that are sex offenders must satisfy the below listed requirements before a Travel Permit (Appendix G) may be approved.

- Completion of a therapeutic assessment
- Approval from sex offender treatment provider
- In compliance with terms and conditions of supervision
- Completion of a polygraph examination to assess self-reported compliance with conditions of supervision
- No pending investigations/violations or court appearances
- Compliance with financial obligation(s)
- No outstanding matters (i.e., Cal Trans/Jail Stay)

All requests for sex offenders to travel outside the county must be approved by the Regional Director. Requests for travel outside the state must be approved by the Senior Director, and requests for travel outside the country must be approved by the Bureau Chief. All other provisions of Travel Permits policy (PRS-520) apply.

The clients must carry a copy of the travel permit while traveling and present it to any law enforcement officer upon any contact with law enforcement. Client must also complete a polygraph examination upon return from travels to determine compliance with conditions of supervision while traveling.

Note: Upon arrival to destination, the PSP must check in with the local law enforcement agency and check out when leaving the county or state. The client is to provide proof that they have checked in with the local law enforcement agency upon their return.

Restrictions Prohibiting Contact with Minors

If the sex offender is prohibited from contact with minors, the client must be presented with and sign the No Contact with Minors Notice (Appendix H).

527.9 TRAINING

Any formal training specific to supervision of sex offenders must be completed as soon as possible upon DPO assignment to a caseload with registered sex offenders. Subsequently, SDPOs and DPOs shall complete relevant training every two to three years, such as:

- Containment Model Approach Training
- California Coalition on Sexual Offending (CCOSO) Conference and Training
- 3-Day Sex Offender Supervision Officer Boot Camp
- Supplemental trainings related to the above or identified by PRCS Bureau
- GPS training and booster training when updates are made to GPS system
- Informal training and unit/staff debriefings shall be continual and ongoing.

SUPERVISION OF SEX OFFENDERS STANDARDS

APPENDIX A: REQUEST FOR EXPEDITED PROCESSING

SUPERVISING OFFICER & AGENCY <i>(Name and address)</i>		FOR COURT USE ONLY
TELEPHONE NO.:	FAX NO. <i>(Optional)</i> :	
EMAIL ADDRESS <i>(Optional)</i> :		
SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES		
STREET ADDRESS:		
CITY AND ZIP CODE:		
BRANCH NAME:		
IN THE MATTER OF <i>(name of supervised person)</i> :		
Date of birth:		
REQUEST FOR EXPEDITED PROCESSING PETITION FOR REVOCATION WARRANT REQUEST AND ORDER		SUPERVISING AGENCY NUMBER, IF ANY:
☐ PAROLE ☐ PRCS		COURT/CASE NUMBER:

I am requesting expedited processing of an arrest warrant for the above named supervised person. The reasons in support of my request for expedited processing are:

- ☐ PC§290 sex offender registration required.
- ☐ Supervised person has a domestic violence conviction and protective order is in effect.
- ☐ Supervised person is a reclassified mentally disordered offender; no longer treated by a state hospital.
- ☐ Supervised person is subject to (lifetime) parole per PC§3000.1.
- ☐ Current violation involves possession or use of a firearm.
- ☐ Current violation alleges a serious (PC§1192.7) or violent (PC§667.5(c)) offense.
- ☐ Current violation alleges the supervised person did not obey a protective or stay away order.
- ☐ Other emergent issues *(must explain in detail)*:

Dated: _____

NAME AND TITLE OF PETITIONER

PETITIONER SIGNATURE

Dated: _____

NAME AND TITLE OF SUPERVISOR

SUPERVISOR SIGNATURE

ORDER

Dated: _____

☐ Granted☐ Denied

JUDICIAL OFFICER

REQUEST FOR EXPEDITED PROCESSING

 PETITION FOR REVOCATION
 WARRANT REQUEST AND ORDER

CRIM_Parole/PRCS 532 (5/27/14)

Save Form

Print Form

SUPERVISION OF SEX OFFENDERS STANDARDS

APPENDIX B-1: CONSENT FOR DISCLOSURE OF INFORMATION OF A SUPERVISED PERSON



**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**

9150 East Imperial Highway, Downey, California 90242
(866) 931-2222



CONSENT FOR DISCLOSURE OF INFORMATION OF A SUPERVISED PERSON

SUPERVISED PERSON'S NAME (FIRST MIDDLE LAST):	X-NUMBER	DATE OF BIRTH:
	X-	

The Probation Department's goal is to provide supervised persons with services that promote successful rehabilitation and positive behavioral change. These services can include health, mental health, housing, employment, substance use disorder treatment, and other public social services. Communication between treatment teams, service providers, and the Probation Department will support the delivery of timely, coordinated, and effective services for supervised persons.

By signing this form, I authorize the following organizations and their contractors, including those Department of Mental Health (DMH) contractors listed on page 2, to disclose and receive my personal information for purposes related to my care, rehabilitation, and compliance with the terms and conditions of my supervision:

- Los Angeles County Probation Department; Department of Health Services; Department of Mental Health; Department of Public Health; Substance Abuse Prevention and Control; and Workforce Development, Aging and Community Services
- HealthRIGHT360, a community-based housing supports provider, and Amity/MCOP
- Other(s): _____

I have carefully read the contents of this form, including the information on the back of this form, and am signing it of my own free will. I understand I have the right to consult an attorney before signing.

SUPERVISED PERSON'S SIGNATURE

DATE

FOR STATE, COUNTY AND COUNTY CONTRACTOR PERSONNEL: I certify that this form was provided to and explained to the above-named supervised person for his/her review before such person's signature was obtained.

EMPLOYEE NAME (First Last)

AGENCY

EMPLOYEE ID NUMBER

EMPLOYEE SIGNATURE

DATE

SUPERVISION OF SEX OFFENDERS STANDARDS

APPENDIX B-2: CONSENT FOR DISCLOSURE OF INFORMATION OF A SUPERVISED PERSON

Details About Your Personal Information and This Form

1. **If I sign this form, what types of information about me can the organizations that are listed on the form see?** These organizations can see information about:
 - Your health, such as allergies, test results, medications, diagnoses, mental health conditions, and whether you are HIV positive.
 - Whether you have a substance use disorder, including any treatment or medications you may have received for such disorder and any drug test results.
 - Your criminal history, maintained by the County of Los Angeles, and any reports filed with courts about you.
 - Your housing and employment programs and supports.
 - Benefits you receive, such as Medi-Cal (Medicaid).
 - Whether you are participating in court-ordered programs and meeting the goals of such programs.
 - What you report to the Probation Department or other organizations listed on this form.
 - Other(s): _____
2. **If I sign this form, how can these organizations use my personal information?** They may use your personal information only for purposes related to your care, receipt of services and rehabilitation. This means that they may use your personal information to:
 - Provide you with health care, housing, and other services.
 - Coordinate your care and services.
 - Determine your eligibility for benefits and services.
 - Monitor your compliance with the terms of your supervision.
 - Evaluating the effectiveness of the probation system and the County's service delivery.

If you don't follow the terms of your supervision, these organizations may report your non-compliance to Probation.
3. **Do I face any consequences if I do not sign this form?** Your decision not to sign will not impact your right to services, health care treatment, eligibility for benefits, or right to coverage under your health plan, if any. However, the Probation Department may inform the court of your decision not to sign.
4. **How long does my consent last?** The consent lasts until the end of your supervision, unless you revoke your consent before then.
5. **How do I revoke my consent?** You can revoke your consent any time by notifying your assigned Deputy Probation Officer in writing.
6. **Can the recipient of my personal information re-disclose that information?** Yes, but only to the extent permitted by law.
7. **Can I receive a copy of this form?** Yes, you have a right to a copy from your assigned Deputy Probation Officer.

DMH Contractors Include the Following:

- Gateways & Mental Health Center, Path
- Gateways Normandie Village
- Hillview Mental Health Center, Inc.
- Kedren Community Health Center, Inc.
- Pacific Clinics
- Prototypes
- Southern California Health & Rehabilitation Program (SCHARP)
- San Fernando Valley Community Mental Health Center (SFVCMHC), Milestones
- Special Services for Groups, Inc., Project 180
- Tarzana's Treatment Center, Inc.
- Telecare
- Other: _____
- Other: _____

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SUPERVISION OF SEX OFFENDERS STANDARDS

APPENDIX C: AUTHORIZATION FOR THE RELEASE OF CONFIDENTIAL INFORMATION
FOR SEX OFFENDERS

ADOLFO GONZALES
CHIEF PROBATION OFFICER

**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**
AREA OFFICE

, CA



Authorization for the Release of Confidential Information for Sexual Offenders

Probationer's Name _____ Date of Birth _____

X-Number _____ Court Case # _____

Offense _____ Conviction Date _____ Expiration Date _____

I, _____ hereby authorize the Los Angeles County
Probationer's Name

Probation Department, Sexual Offender Treatment Programs, Polygraph examiners and any other authorized individual or agency to disclose and/or receive any information deemed confidential (i.e. police report(s), criminal history, risk scores, polygraph exam results, treatment history, psychosocial history, etc.). Pursuant to Penal Code Section 1203.067, I understand I am required to authorize the waiver of the Psychotherapist- Patient Privilege, to allow my treatment provider to discuss and provide information about my progress in treatment and risk level with the Containment Team.

I acknowledge and understand that as part of the terms and conditions of probation and pursuant to Penal Code section 1203.067, I am required to participate in:

1. A certified Sexual Offender Treatment Program
2. Polygraph examination(s), to which I must honestly answer all questions

I understand if I refuse to sign this document, my refusal to sign will constitute a violation of probation which may result in revocation of probation.

Probationer's Signature

Print Name

Date

Print Name and Title of Witness

Signature of Witness

Date

Rebuild Lives and Provide for Healthier and Safer Communities

PEDMS_M_v1.0 (01/2020)

SUPERVISION OF SEX OFFENDERS STANDARDS

APPENDIX D-1: EXCERPT OF SPECIALIZED CONDITIONS OF
PRCS-SEX OFFENDER CONDITIONS**SPECIALIZED CONDITIONS OF POST-RELEASE COMMUNITY SUPERVISION (PRCS)**

Based on information obtained during the prerelease screening, HUB screening/intake, and supervision, PSPs shall also be subject to specialized conditions of supervision. DPOs must add/remove conditions as applicable to address the PSP's risks, needs, and criminal history.

SEX OFFENDER CONDITIONS

- S03:** NOT HITCHHIKE OR OTHERWISE SOLICIT OR ACCEPT RIDES ON ANY PUBLIC STREET FROM ANY MOTORIST NOT PREVIOUSLY KNOWN TO YOU.
- S05:** NOT KNOWINGLY ACCOMPANY OR ASSOCIATE WITH ANY PROSTITUTE, PIMP, PANDERER OR PROCURER.
- S06:** NOT KNOWINGLY ACCOMPANY OR ASSOCIATE WITH ANY PERSON ACTING IN VIOLATION OF PC 647(A) OR PC 647(B).
- X14:** DO NOT HARASS, MOLEST, ANNOY, OR MAKE ANY CONTACT WITH THE VICTIM(S) AND ABIDE BY ANY RESTRAINING ORDER OR FURTHER INSTRUCTION TO KEEP AWAY FROM THE VICTIM(S).
- X26:** OBEY THE PROTECTIVE ORDER ISSUED IN THIS OR ANY OTHER CASE.
- X30:** YOU SHALL ATTEND AND ACTIVELY PARTICIPATE IN A SEX OFFENDER EVALUATION AND TREATMENT PROGRAM APPROVED BY THE PROBATION OFFICER. (Note: If the PSP's sex offense conviction is more than 10 years old or if the commitment offense was for failing to register, the treatment condition is not applied.)
- X31:** YOU WILL ABIDE BY THE RULES OF THE TREATMENT PROGRAM AND SUCCESSFULLY COMPLETE THE PROGRAM TO THE SATISFACTION OF THE PROBATION OFFICER AND THE TREATMENT PROGRAM. YOU SHALL NOT CHANGE TREATMENT PROGRAMS WITHOUT PRIOR APPROVAL OF THE PROBATION OFFICER.
- X32:** YOU ARE NOT TO ASSOCIATE WITH KNOWN SEX OFFENDERS EXCEPT IN AN APPROVED TREATMENT PROGRAM OR WITH PRIOR PROBATION OFFICER'S APPROVAL.
- X33:** YOU WILL HAVE NO CONTACT WITH VICTIM OR VICTIM'S FAMILY (INCLUDING LETTERS, TELEPHONE CALLS, TAPE, VIDEOS, THIRD PARTY CONTACT OR INTERNET) UNLESS APPROVED BY THE COURT OR YOUR THERAPIST.
- X34:** DO NOT BE ALONE WITH ANY MINOR. ALL SUPERVISED CONTACT WITH MINOR MUST HAVE PRIOR APPROVAL BY THE PROBATION OFFICER.

SUPERVISION OF SEX OFFENDERS STANDARDS

APPENDIX D-2: EXCERPT OF SPECIALIZED CONDITIONS OF
PRCS-SEX OFFENDER CONDITIONS**SPECIALIZED CONDITIONS OF POSTRELEASE COMMUNITY SUPERVISION (PRCS)**

Based on information obtained during the prerelease screening, HUB screening/intake, and supervision, PSPs shall also be subject to specialized conditions of supervision. DPOs must add/remove conditions as applicable to address the PSP's risks, needs, and criminal history.

RESTITUTION ORDER CONDITIONS

R01 (THRU PROBATION/COURT SET): MAKE RESTITUTION PURSUANT TO PC1203.04(A)(1) TO THE VICTIM(S) THROUGH THE PROBATION OFFICER IN THE SUM OF ____ RESTITUTION TO INCLUDE A 10% SERVICE CHARGE PURSUANT TO PC1203.1.

R02 (THRU PROBATION/PROBATION SET): MAKE RESTITUTION PURSUANT TO PC1203.04(A)(1) TO THE VICTIM(S) THROUGH THE PROBATION OFFICER IN AN AMOUNT TO BE DETERMINED BY THE PROBATION OFFICER. RESTITUTION TO INCLUDE A 10% SERVICE CHARGE PURSUANT TO PC1203.1.

SEX OFFENDER CONDITIONS

S03: NOT HITCHHIKE OR OTHERWISE SOLICIT OR ACCEPT RIDES ON ANY PUBLIC STREET FROM ANY MOTORIST NOT PREVIOUSLY KNOWN TO YOU.

S05: NOT KNOWINGLY ACCOMPANY OR ASSOCIATE WITH ANY PROSTITUTE, PIMP, PANDERER OR PROCURER.

S06: NOT KNOWINGLY ACCOMPANY OR ASSOCIATE WITH ANY PERSON ACTING IN VIOLATION OF PC 647(A) OR PC 647(B).

X14: DO NOT HARASS, MOLEST, ANNOY, OR MAKE ANY CONTACT WITH THE VICTIM(S) AND ABIDE BY ANY RESTRAINING ORDER OR FURTHER INSTRUCTION TO KEEP AWAY FROM THE VICTIM(S).

X26: OBEY THE PROTECTIVE ORDER ISSUED IN THIS OR ANY OTHER CASE.

X30: YOU SHALL ATTEND AND ACTIVELY PARTICIPATE IN A SEX OFFENDER EVALUATION AND TREATMENT PROGRAM APPROVED BY THE PROBATION OFFICER. (Note: If the PSP's sex offense conviction is more than 10 years old or if the commitment offense was for failing to register, the treatment conditions are not applied.)

X31: YOU WILL ABIDE BY THE RULES OF THE TREATMENT PROGRAM AND SUCCESSFULLY COMPLETE THE PROGRAM TO THE SATISFACTION OF THE PROBATION OFFICER AND THE TREATMENT PROGRAM. YOU SHALL NOT CHANGE TREATMENT PROGRAMS WITHOUT PRIOR APPROVAL OF THE PROBATION OFFICER. (Note: If the PSP's sex offense conviction is more than 10 years old or if the commitment offense was for failing to register, the treatment conditions are not applied.)

X32: YOU ARE NOT TO ASSOCIATE WITH KNOWN SEX OFFENDERS EXCEPT IN AN APPROVED TREATMENT PROGRAM OR WITH PRIOR PROBATION OFFICER'S APPROVAL.

X33: YOU WILL HAVE NO CONTACT WITH VICTIM OR VICTIM'S FAMILY (INCLUDING LETTERS, TELEPHONE CALLS, TAPE, VIDEOS, THIRD PARTY CONTACT OR INTERNET) UNLESS APPROVED BY THE COURT OR YOUR THERAPIST.

X34: DO NOT BE ALONE WITH ANY MINOR. ALL SUPERVISED CONTACT WITH MINOR MUST HAVE PRIOR APPROVAL BY THE PROBATION OFFICER.

X35: DO NOT RESIDE NEAR, VISIT, OR BE WITHIN 100 YARDS OF PLACES MINORS FREQUENT OR CONGREGATE, INCLUDING, BUT NOT LIMITED TO, SCHOOLYARDS, PARKS, AMUSEMENT PARKS, CONCERT THEATERS, PLAYGROUNDS, BEACHES, SWIMMING POOLS AND ARCADES UNLESS APPROVED BY PROBATION OFFICER AND SUPERVISED BY AN APPROVED CHAPERONE.

X36: DO NOT RESIDE WITH ANY MINOR INCLUDING, BUT NOT LIMITED TO, NATURAL CHILDREN, STEPCHILDREN, OR ANY CHILD WITH WHOM DEFENDANT HAS A PARENTING, GUARDIANSHIP OR SUPERVISORY RELATIONSHIP, UNLESS APPROVED IN WRITING BY PROBATION OFFICER.

SUPERVISION OF SEX OFFENDERS STANDARDS**APPENDIX D-3: EXCERPT OF SPECIALIZED CONDITIONS OF
PRCS-SEX OFFENDER CONDITIONS****SPECIALIZED CONDITIONS OF POSTRELEASE COMMUNITY SUPERVISION (PRCS)**

Based on information obtained during the prerelease screening, HUB screening/intake, and supervision, PSPs shall also be subject to specialized conditions of supervision. DPOs must add/remove conditions as applicable to address the PSP's risks, needs, and criminal history.

SEX OFFENDER CONDITIONS (continued)

X37: DO NOT USE OR POSSESS CHILDREN'S CLOTHES OR ANY MATERIALS DEPICTING UNCLOTHED CHILDREN.

X38: DO NOT OWN, USE OR POSSESS ANY TYPE OF TOY, VIDEO GAME OR SIMILAR ITEM DESIGNED FOR THE PURPOSE OF ENTERTAINMENT/ATTRACTION OF CHILDREN, WITHOUT THE APPROVAL OF THE PROBATION OFFICER.

X39: DO NOT USE A COMPUTER OR HAVE A COMPUTER IN HIS/HER POSSESSION, UNLESS APPROVED BY THE PROBATION OFFICER.

X40: DO NOT SUBSCRIBE TO OR HAVE ACCESS TO ANY FORM OF INTERNET SERVICE WITHOUT THE APPROVAL OF THE PROBATION OFFICER.

X41: SUBMIT TO SEARCH AND SEIZURE CONDITIONS ALONG WITH THE UNANNOUNCED EXAMINATION BY THE PROBATION OFFICER OR DESIGNEES OF ANY AND ALL COMPUTERS AND/OR OTHER ELECTRONIC DEVICE(S), CELLULAR TELEPHONE, AND/OR ANY OTHER STORAGE MEDIA DEVICE TO WHICH HE/SHE HAS ACCESS.

X42: YOU WILL NOT UTILIZE TELEPHONE NUMBERS OR INTERNET SERVICES, WHICH PROVIDE ACCESS TO SEXUALLY ORIENTED SERVICES. IN ADDITION, BILLING/TRANSACTION RECORDS WILL BE SUBMITTED TO THE PROBATION OFFICER UPON REQUEST.

X87: REGISTER AS A SEX OFFENDER PURSUANT TO PC 290

X99*: DO NOT USE OR POSSESS ANY TYPE OF PORNOGRAPHIC MATERIAL.

X91: COOPERATE WITH PROBATION OFFICER IN A SUPERVISION PLAN THAT INCLUDES GPS ENROLLMENT AND MONITORING.

X99*: ABIDE BY INCLUSION AND EXCLUSION ZONES AS DETERMINED BY THE PROBATION OFFICER.

X99*: SHALL NOT CUT OR TAMPER WITH THE GPS DEVICE.

X99*: MUST KEEP GPS DEVICE UNIT CHARGED AT ALL TIMES.

SPECIAL VICTIMS/DOMESTIC VIOLENCE CONDITIONS

X14: DO NOT HARASS, MOLEST, ANNOY, OR MAKE ANY CONTACT WITH THE VICTIM(S) AND ABIDE BY ANY RESTRAINING ORDER OR FURTHER INSTRUCTION TO KEEP AWAY FROM THE VICTIM(S).

X26: OBEY THE PROTECTIVE ORDER ISSUED IN THIS OR ANY OTHER CASE.

X33: YOU WILL HAVE NO CONTACT WITH VICTIM OR VICTIM'S FAMILY (INCLUDING LETTERS, TELEPHONE CALLS, TAPE, VIDEOS, THIRD PARTY CONTACT OR INTERNET) UNLESS APPROVED BY THE COURT OR YOUR THERAPIST.

E40: SUPPORT DEPENDENTS AS DIRECTED BY THE PROBATION OFFICER.

X99*: REFRAIN FROM "OFFENSIVE CONTACTS", HARASSMENT, AND STALKING BEHAVIORS.

X99*: DISCLOSE NEW INTIMATE PARTNER RELATIONSHIPS TO THE PROBATION OFFICER AND INFORM NEW PARTNERS WHY YOU ARE ON COMMUNITY SUPERVISION.

SUPERVISION OF SEX OFFENDERS STANDARDS

APPENDIX E-1: SEX OFFENDER SAFETY PLAN

SEX OFFENDER SAFETY PLAN

Today's Date: _____

Supervised Person _____ X- Number _____ X-
 Chaperone _____ Relationship _____
 Probation Officer _____ Therapist _____

This safety plan is designed to ensure a safe environment for minors while in the presence of supervised persons required to register as sex offenders and their Probation-approved chaperones. Furthermore, it also establishes specific guidelines for the supervised person's own protection and the advancement of their rehabilitation. These guidelines are subject to modification at any time. Supervised person to review and initiate each guideline.

- _____ 1. Supervised person will never be alone or unsupervised with any minor.
- _____ 2. When minors are present, supervised person will be in the presence of an approved chaperone. If there is a gender difference between the chaperone and supervised person, a safety plan for restroom use must be developed and approved upon by the Probation Officer and therapist.
- _____ 3. The chaperone will be present, awake, and within seeing/hearing distance of no more than 10 feet. The chaperone will be drug and/or alcohol free when monitoring.
- _____ 4. The closest distance the supervised person can be from any minor is one arm's length unless brief physical contact described below is allowed.
- _____ 5. The supervised person will never initiate physical contact with the minors.
- _____ 6. Brief physical contact will be restricted to the following:
☐ Side Hug ☐ Handshake ☐ Pat on the Back ☐ None
- _____ 7. Physical contact such as horseplay, tickling, sitting on the lap, massages, etc. is absolutely prohibited.
- _____ 8. Supervised person will never initiate verbal or physical contact with minors with whom they are not approved to have contact.
- _____ 9. Supervised person will not sit next to any minors.
- _____ 10. If physical/verbal contact takes place that is out of the supervised person's control, they will immediately cease the contact and physically distance themselves from the minor.
- _____ 11. Supervised person's visits while in the presence of minors will not exceed the amount of time approved by the probation officer.
- _____ 12. Supervised person will not participate in overnight visitation with minors unless specifically approved by the probation officer.
- _____ 13. There will be no secrets between the supervised person and minors with whom they have contact.
- _____ 14. Supervised person will not be responsible for supervision, discipline, or any physical punishment of a minor.

APPENDIX E-2: SEX OFFENDER SAFETY PLAN

Supervised Person _____ X- Number _____ X-

- _____ 15. Supervised person will not discuss sexuality or sex education with any minors, now will they offer advice or guidance of this nature.
- _____ 16. Supervised person will close and lock the bathroom door when using the bathroom.
- _____ 17. Parents must lock their bedroom door when engaging in sexual activity.
- _____ 18. Supervised person will never enter a minor's bedroom without the supervision of the chaperone.
- _____ 19. Chaperones must be approved through agreement of both the therapist and the probation officer.
- _____ 20. Chaperones can never be approved in violation of Court orders.
- _____ 21. Chaperones meet with the therapist at the expense of the supervised person.
- _____ 22. Chaperone has to agree to the terms of the agreement and shall immediately report any violations of the terms to the assigned Probation Officer and therapist/treatment provider.
- _____ 23. Chaperone has to be completely aware of the supervised persons charges and offense dynamics and believe the supervised person completed the offense before being approved as a chaperone.
- _____ 24. The chaperone and supervised person understand that the agreement is revocable in writing or verbally by either the therapist or the probation officer.
- _____ 25. The supervised person understands that they may be subject to polygraph testing regarding any suspected or reported violations of this agreement.
- _____ 26. Other:

This safety plan is only applicable for contact between the above supervised person and the following minor(s) unless approval is given that the chaperone can oversee contact with any minors.

SUPERVISION OF SEX OFFENDERS STANDARDS

APPENDIX E-3: SEX OFFENDER SAFETY PLAN

SEX OFFENDER SAFETY PLAN

Supervised Person _____ X- Number _____ X- _____

This safety plan is approved for:

- ☐ One time visit only on _____ between the hours of _____
at the location of _____.
- ☐ Ongoing for contact only with the minors listed above.
- ☐ Ongoing for contact with any minors.

This safety plan as described above has been reviewed by the Probation Officer and the therapist. This safety plan is subject to revision, cancellation or revocation by the Probation Officer or therapist any time. Supervised Person's signature below confirms that they agree to comply with this Safety Plan.

SUPERVISED PERSON SIGNATURE_____
DATE_____
CHAPERONE SIGNATURE_____
DATE_____
DEPUTY PROBATION OFFICER SIGNATURE
PHONE NUMBER:_____
DATE_____
THERAPIST SIGNATURE
PHONE NUMBER:_____
DATE

SUPERVISION OF SEX OFFENDERS STANDARDS

APENDIX F: REQUEST FOR CO-LOCATED ASSISTANCE



AB 109 BUREAU
Request for Co-Located Assistance



Instructions: This form shall be used to request assistance for Co-located DPOs and their assigned team(s) or a MAT transport. Supervision DPOs shall complete the form and submit it to their SDPO for approval. SDPO shall email approved requests to **EDL-PROB Co-Located** CoLocatedUnarmed@probation.lacounty.gov with a copy (cc) to their respective Probation Director.

I. REQUEST DETAILS					II. STAFF INFORMATION	
Type of Contact Requested					DPO Name: _____ DPO _____	
☐ Residential Contact	☐ Compliance Check	☐ Warrant Pickup	☐ Urgent/High Profile	☐ MAT Transport	Area Office: _____ Select One	Region: Select One
Specific Date of Incident _____					DPO Mobile #: _____	
Specific Time of Incident _____					SDPO Name: _____ SDPO _____	
Justification of Request: _____					SDPO Mobile #: _____	
					Director Name: _____	
					Mobile #: _____	
III. SUBJECT INFORMATION						
LAST, First: _____, _____				X-Number: <u>X-</u> _____		
DOB: _____		Age: _____ yrs.		Gender: ☐ Male ☐ Female ☐ Transgender		
Ethnicity / Race: _____				Phone No(s): _____		
Days/Times Typically Available: _____						
IV. LOCATION INFORMATION						
Address: _____, CA _____						
Gated Community?		☐ Yes ☐ No		Gate Key Code: _____		
Dogs?		☐ Yes ☐ No		Number and Breed(s): _____		
Children?		☐ Yes ☐ No		Number and Ages: _____		
V. PROVIDE DETAILS THAT ARE IMPORTANT FOR OFFICER SAFETY (who, what, where, when)						
Controlling/Instant Offense: _____				Most Serious Historical Offense: _____		
Gang Affiliation: _____						
Other: _____ _____ _____ _____ _____						
APPROVAL						

SDPO Approval (signature) _____

Date _____

CO-LOCATED STAFF USE ONLY

Assigned to: ☐ LAPD ☐ LASD ☐ DA SET ☐ SGV Task Force ☐ GLE Task Force ☐ MAT
☐ APS Updated

Revised 10-18-18 alj

SUPERVISION OF SEX OFFENDERS STANDARDS

APPENDIX G: 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.

SUPERVISION OF SEX OFFENDERS STANDARDS

APPENDIX H: NO CONTACT WITH MINORS NOTICE

NO CONTACT WITH MINORS NOTICE

SUPERVISED PERSON'S NAME

PROBATION: X-NUMBER

DEPUTY PROBATION OFFICER NAME

TODAY'S DATE

As a condition of your supervision, you are not allowed to have contact with minors. A minor is anyone less than 18 years of age. Contact can mean several things:

- _____ 1. **Actual physical contact.** Report this contact to your probation officer and therapist.
- _____ 2. **Association or relationship.** Taking any action which initiates or furthers a relationship with a minor such as writing letters, sending messages, buying presents, etc. Should a minor contact you, terminate the contact immediately. Report these contacts to your probation officer and therapist.
- _____ 3. **Communication** is any form of contact. This includes verbal, non-verbal, graphic, and electronic communications. Report this or any contact to your probation officer and therapist.
- _____ 4. **Proximity Contact.** Proximity means being near or close to someone or something.
In a public place, minor is not known:
 This would mean if you are in any public place. Do not pay any attention to minors; do not look at minors; do not talk to minors; do not communicate with minors (verbal or non-verbal), even if the minor is attempting to initiate contact. If you engage in any activity, regardless of when, where, and what, and a minor enters your proximity or attempts to initiate contact you must leave the immediate area. If the minor persists in trying to communicate, you should leave the public place immediately.
 You must minimize such contact with minors, who you do not know, by timing visits to public places when minors are least likely to be present.
 Report this contact to your probation officer.
In a public place, minor is known:
 If you are in a public place and you encounter a minor you know, you must leave the public place immediately. If victim is encountered, leave immediately. Then contact your probation officer and therapist.
Non-public place, minor known/not known:
 If you are in a private area such as your house, your friend's house, club, etc. and a minor is present, you must leave the place immediately, whether or not you know the minor. Report this contact to your probation officer. If the victim is encountered, leave immediately and report this contact to your probation officer and therapist.
- _____ 5. **Direct contact** is one-on-one contact with a minor. This includes, but is not limited to in-person visits, touching, talking on the phone, letters, or written notes, and making proximity contact with a minor. Report this contact to your probation officer and therapist.
- _____ 6. **Indirect** contact is making contact through another person. This includes asking another person to forward a communication of any type to a minor. Report this contact to your probation officer and therapist.
- _____ 7. **Chaperone** is a person who has been approved by the probation officer to supervise a contact between a minor and a sex offender. The approval must be prior to the contact and in writing. The probation officer is the only person who can approve a therapist. Your therapist or attorney cannot. Chaperones must complete the required treatment, know the details of the offense, and report violations to the probation officer.

YOU SHALL NEVER PLACE THE RESPONSIBILITY ON A MINOR TO AVOID CONTACT. WHEN IN DOUBT, CONTACT YOUR PROBATION OFFICER.

I have read and understand the above Notice regarding contact with minors.

SUPERVISED PERSON SIGNATURE

DATE

DEPUTY PROBATION OFFICER SIGNATURE

DATE REVIEWED

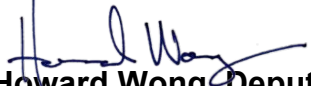
Subject: POST-RELEASE SERVICES (AB 109) BUREAU MANUAL SUPERVISION OF PSPs IN BENCH WARRANT STATUS	Section Number: PRS-532
	Effective Date: 4/7/23
	Approved By:  Howard Wong, Deputy Director

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SUPERVISION OF PSPs IN BENCH WARRANT STATUS**532.1 INTRODUCTION**

This policy provides procedures for supervision of Postrelease Supervised Persons (PSPs) who have absconded from supervision and are in bench warrant status. A bench warrant is a “command” for any peace officer to bring a person in warrant status before a court. Revocation bench warrants are issued by the Revocation Courts in response to a desertion report submitted by a Deputy Probation Officer (DPO) following an unsuccessful, diligent effort to locate a supervised person to which their whereabouts are unknown. Refer to Violation Policy & Matrix (PRS-513) and Court Reports (PRS-517) policies for information on how to complete a bench warrant.

532.2 CASES THAT NEVER REPORTED FOR SUPERVISIONCase Assignment

Upon receipt of the notification of issuance of the bench warrant, PSPs that have never reported for supervision shall remain assigned to the Pre-Release Center (PRC) and placed on the Adult Probation System (APS) 99B (standard bench warrants) and 88P (deported bench warrants) caseloads for monitoring by PRC staff. For additional information, refer to the Pre-Release Screening Operations (PRS-502) policy.

Supervision Standards

Cases in bench warrant status are subject to the below listed supervision standards. The purpose of these supervision standards is to determine if the supervised person has had police contact, is in police custody, has been deported, or became deceased after being placed in bench warrant status.

- **Daily:** Review the Supervised Release File (SRF) list to determine if PSP is in custody
- **Daily:** Review Revocation Daily Court Log list for bench warrants issued and recalled
- **Monthly:** Review APS IOTA (In Office Transfer) screen for the 99B/88P caseloads to check if PSP has been arrested on a new charge or picked up on the bench warrant
- **Monthly:** Search the Trial Court Information System (TCIS) for all bench warrant cases to determine if the bench warrant has been recalled

532.3 CASES THAT PREVIOUSLY REPORTED FOR SUPERVISIONCase Assignment

Once the bench warrant is issued by the Revocation Court and entered into TCIS, the area office clerical unit will transfer the case to the designated DPO. The area office clerical unit will then place the case on the supervision area office’s APS 99B/88P caseload, update APS to reflect

SUPERVISION OF PSPs IN BENCH WARRANT STATUS
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the case's bench warrant status, and transfer the case file the office's bench warrant file storage. Note: Generally, the issuance of a bench warrant stops the supervision timeline.

Supervision Standards

Cases in bench warrant status are subject to the below listed supervision standards by the DPO of Record. The purpose of these supervision standards is to attempt to determine if the supervised person has had police contact, is in police custody, has been deported, or deceased after being placed in bench warrant status.

- Review the following systems and logs as noted below to potentially locate the absconded supervised person:
 - **Once within 30 days of the issuance of the bench warrant:** Submit a request for Co-Located Assistance (Appendix A) for address verification of last known residence
 - **Daily:** Daily Court Log which lists court actions taken on that date – To determine if PSP appeared before the Revocation Court. If the PSP appeared before the Court, a sentencing disposition will be determined
 - **Weekly:** Los Angeles Sheriff's Department (LASD) Inmate Information Center – To determine if PSP is in custody of LASD
 - **Monthly:** TCIS – To determine if the bench warrant has been recalled
 - **Monthly:** Consolidated Criminal History Reporting System (CCHRS) - Provides the PSP arrest history in Los Angeles County and past/current bench warrant history
 - **Monthly:** Justice Data Interface Controller (JDIC) – Provides access to local, state, and federal data files and communication throughout the county.
 - Criminal Identification and Information (CII) - Provides the PSP arrest, court appearances in the State of California and court dispositions
 - Federal Bureau of Investigation (FBI) - Provides out of state arrest history and court dispositions
 - Department of Motor Vehicle (DMV) - Provides the date applied for an ID or driver's license as well as last known address. If PSP has a new address, request Co-Located assistance for field visit/address verification

On the below identified periodic basis, complete the following to encourage the absconded PSP to report for supervision:

- **Monthly:** Attempt to make contact with the PSP by calling the last known phone number.
- **Every Other Month:** Attempt to make contact with the PSP at their last known employer(s).

SUPERVISION OF PSPs IN BENCH WARRANT STATUS

- **Every Other Month:** Contact the PSP's emergency contacts, relatives, and friends to request that a message to contact the Probation Officer be delivered to the PSP.
- **Every Three Months:** Mail Reporting Instructions (Appendix B) to the PSP's last known address.
- **Once within 90 days of the issuance of the bench warrant:** Contact the PSP's treatment provider(s); if the provider has continued contact with the PSP, make request to the provider to deliver a message to the PSP to contact the DPO
- If the designated DPO identifies, suspects, or becomes aware of a PSP's potential whereabouts, the designated DPO should initiate a warrant pickup by co-located or armed DPOs. Designated DPOs that are not assigned to a Co-Located Unit should submit a Request for Co-Located Assistance (Appendix A) to initiate the warrant pickup.

532.4 REMOVAL OF BENCH WARRANT STATUSBench Warrant Pickups

When local law enforcement identifies a PSP with a bench warrant, they will detain the PSP and book them into custody. When the PSP is brought before the Revocation Court, the bench warrant will be removed, and the violation handled. The PSP's case should be assigned to a supervision DPO in accordance with the Case Assignment Standards (PRS-505) policy.

Deceased PSPs

If it is discovered that PSP is deceased, the designated DPO shall obtain a coroner's report or a copy of the death certificate. A death certificate can be obtained by emailing the Coroner's office at lawenforcementdesk@coroner.lacounty.gov or by mailing the Request for Death Certificate form (Appendix C) to the LA County Registrar-Recorder/County Clerk Office (ProbNet, Forms, Adult Forms). DPO shall request the bench warrant be recalled in accordance with Court Report (PRS-517) policy. DPO shall attach a copy of the coroner's report, notification from the Coroner's office, or a copy of the death certificate to court report.

Deported PSPs

Deported PSPs who have not been identified as deceased, are not currently in local custody, or have not had local law enforcement contact, a request to recall the warrant shall be submitted to the Revocation Court at their three-year controlling discharge date.

PSP Returns from Abscond Status

Bench warrants may be recalled if a PSP reports to a DPO and provides sufficient reason for the failure to contact the Probation Department in accordance with the Court Report (PRS-517) policy. If, however, the reason for the loss of contact is insufficient or unverifiable, the DPO shall arrest the PSP and transport the PSP to Los Angeles Sheriff's Department (LASD) Inmate Reception Center pursuant to the Detention & Arrest Policy (PRS-514). AB 109 DPOs should **not** instruct PSPs to walk into the Revocation Court to clear their Revocation Court warrants.

SUPERVISION OF PSPs IN BENCH WARRANT STATUSPSP Located out of State

If it is discovered that PSP is out of state, DPO shall notify the District Attorney's Parole Revocation Unit by sending an email to ParoleRevocation@da.lacounty.gov with the PSP's name, date of birth, Probation X-number, details of location, prison release date, and brief synopsis of PSP's case and background. DA's Parole Revocation Unit will review the case and take appropriate action.

532.5 APS UPDATE

Designated DPO shall inform clerical staff of updates (e.g., BWI, recalled, or restored). APS screens shown below shall be updated by office clerical staff:

APS Screen	BW Issued	BW Recalled	BW Restored
RQDT	Add or reschedule calendar date	Add or reschedule current or future court date	Add or reschedule current or future court date
CNDD	Update Disposition	Update Disposition	Update Disposition and Update Time Told (if necessary)
DFWD	N/A	Recall Warrant	Update Warrant Status and Date
DFID	N/A	Update Booking	Update Booking

APS screens shown below shall be updated by designated DPO when a bench warrant is issued, recalled, or restored.

APS Screen	BW Issued	BW Recalled	BW Restored
DCID	N/A	Divisional Court DPO records court disposition and pertinent information	Divisional Court DPO records court disposition and pertinent information
DFTD	N/A	Update screen with arrest information	N/A
RPDD	N/A	Update custody status	Record reporting status
PRED	N/A	N/A	Add new mandatory release date (MRD)

SUPERVISION OF PSPs IN BENCH WARRANT STATUS

APPENDIX A: REQUEST FOR CO-LOCATED ASSISTANCE

 AB 109 BUREAU Request for Co-Located Assistance 	
Instructions: This form shall be used to request assistance for Co-located DPOs and their assigned team(s) or a MAT transport. Supervision DPOs shall complete the form and submit it to their SDPO for approval. SDPO shall email approved requests to EDL-PROB Co-Located CoLocatedUnarmed@probation.lacounty.gov with a copy (cc) to their respective Probation Director.	
I. REQUEST DETAILS	II. STAFF INFORMATION
Type of Contact Requested ☐ Residential Contact ☐ Compliance Check ☐ Warrant Pickup ☐ MAT Transport Urgency: Select One Specific Date of Incident Specific Time of Incident Justification of Request:	DPO Name: DPO Area Office: Select One Region: Select One DPO Office #: DPO Mobile #: SDPO Name: SDPO SDPO Mobile #: Director Name: Mobile #:
III. SUBJECT INFORMATION	
LAST, First: _____, _____ X-Number: <u>X-</u> DOB: _____ Age: _____ yrs. Gender: ☐ Male ☐ Female ☐ Transgender Ethnicity / Race: _____ Phone No(s): _____ Days/Times Typically Available: _____	
IV. LOCATION INFORMATION	
Address: _____, CA Gated Community ☐ Yes ☐ No Gate Key Code: _____ Dogs ☐ Yes ☐ No Number and Breed(s): _____ Children ☐ Yes ☐ No Number and Ages: _____	
V. PROVIDE DETAILS THAT ARE IMPORTANT FOR OFFICER SAFETY (who, what, where, when)	
Controlling/Instant Offense:	Most Serious Historical Offense:
Gang Affiliation:	
Other:	
APPROVAL	
SDPO Approval (signature) _____ Date _____	
CO-LOCATED STAFF USE ONLY	
Assigned to: ☐ LAPD ☐ LASD ☐ DA SET ☐ SGV Task Force ☐ GLE Task Force ☐ MAT ☐ Armed Operations Results and/or Justification (if applicable): ☐ APS Updated	

Revised 10/20/04

SUPERVISION OF PSPs IN BENCH WARRANT STATUS

APPENDIX B: REPORTING INSTRUCTIONS



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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



REPORTING INSTRUCTIONS TO POSTRELEASE SUPERVISED PERSON / PROBATIONER

Client: _____ X-No: _____ Date: _____

You are hereby instructed to report in person to the following area office for supervision within two business days from your release from custody. *Failure to report is a violation of the terms of your postrelease community supervision and will result in a revocation of your supervision period.* Upon arrival to the office, ask for the **"AB 109 Officer of the Day"**.

- | | |
|---|--|
| ☐ ANTELOPE VALLEY REGIONAL OFFICE
43423 DIVISION STREET, SUITE 401
LANCASTER, CA 93535
(661) 471-1900 | ☐ CENTINELA AREA OFFICE
1330 W. IMPERIAL HIGHWAY
LOS ANGELES, CA 90044
(323) 241-5800 |
| ☐ EAST LOS ANGELES AREA OFFICE
4849 CIVIC CENTER WAY
LOS ANGELES, CA 90022
(323) 780-2185 | ☐ FOOTHILL AREA OFFICE
300 E. WALNUT STREET, SUITE 200
PASADENA, CA 91101
(626) 356-5281 |
| ☐ LONG BEACH AREA OFFICE - LB
275 MAGNOLIA STREET, SUITE 1985
LONG BEACH, CA 90802
(562) 247-2200 | ☐ POMONA VALLEY AREA OFFICE
1660 W. MISSION BLVD.
POMONA VALLEY, CA 91766
(909) 469-4507 |
| ☐ RIO HONDO AREA OFFICE - RIO
8240 S. BROADWAY AVENUE
WHITTIER, CA 90606
(562) 908-3119 | ☐ SAN FERNANDO VALLEY REGIONAL OFFICE
13557 VAN NUYS BLVD
PACOIMA, CA 91331
(818) 485-0050 |
| ☐ SAN GABRIEL VALLEY AREA OFFICE
11234 E VALLEY BLVD., #302
EL MONTE, CA 91731
(626) 575-4059 | ☐ SANTA MONICA AREA OFFICE
1725 MAIN STREET
SANTA MONICA, CA 90401
(310) 260-3525 |
| ☐ SOUTH LOS ANGELES REGIONAL OFFICE
236 E. 58 TH STREET
LOS ANGELES, CA 90011
(323) 238-1000 | ☐ SOUTH BAY REGIONAL AREA OFFICE
1299 E. ARTESIA BLVD., #120
CARSON, CA 90746
(310) 761-3900 |

I hereby acknowledge receipt of the above instructions to report to the area office for supervision as directed.

Client Signature: _____ Date: _____

DPO Name/Signature: _____ Date: _____

SUPERVISION OF PSPs IN BENCH WARRANT STATUS

APPENDIX C: REQUEST FOR DEATH CERTIFICATE

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT9150 EAST IMPERIAL HIGHWAY
DOWNEY, CALIFORNIA 90242
(562) 940-2501**ADOLFO GONZALES**
Chief Probation Officer**Department of Registrar-Recorder/County Clerk**
12400 Imperial Highway,
1st Floor, Room 1002 Death Certificates
Norwalk, CA 90650Dear Sir or Madam:
Please send a certified copy of the Death Certificate for:

Name of the Deceased:

Last Name First Name Middle Name

Date of Death: _____ City where death occurred: _____

To the following address:

Los Angeles County Probation Department**Office Name:** _____**Address:** _____**Attention:** _____ **Probation ID Number:** _____

Please make the appropriate charge to the Probation Department's Budget classification code listed below:

Fund / Org	<u>Field 17300</u>
Customer Code	<u>5019</u>
Budget Unit	<u>Probation Department</u>
Appropriation	<u>Services and Supplies</u>

Sincerely,

ADOLFO GONZALES

Chief Probation Officer

By: _____
DPOcc: Fiscal Service Section
9150 E. Imperial Highway, Room# P-73
Downey, CA 90242*Rebuild Lives and Provide for Healthier and Safer Communities*

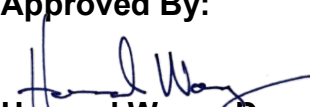
Subject: POST-RELEASE SERVICES (AB 109) BUREAU MANUAL STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)	Section Number: PRS-541
	Effective Date: 4/7/23
	Approved By:  Howard Wong, Deputy Director

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STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)**541.1 INTRODUCTION**

The Public Safety Realignment Act (AB 109/117) gave the sentencing court the authority to sentence a defendant to mandatory supervision under California Penal Code 1170(h)(5). Mandatory supervision, also known as split sentencing, is the splitting of a defendant's sentence between local custody and local community supervision. The defendant's case must be considered non-violent, non-serious, or a non-high risk sex offense. Persons subject to mandatory supervision/split sentence supervision are generally referred to as a 'N3'.

During the period of mandatory supervision, the defendant is supervised a Deputy Probation Officer (DPO) in accordance with the terms, conditions, and procedures generally applicable to persons placed on probation, for the remaining unserved portion of the sentence imposed by the court. The period of supervision is mandatory and may not be terminated early unless ordered by the court. Any proceeding to revoke or modify mandatory supervision must be conducted pursuant to either subdivisions (a) and/or (b) of Penal Code Sections 1203.2 or 1203.3.

All County services available to the Post-Release Community Supervision (PRCS) population are also available to those supervised by Probation under mandatory supervision. An overview of Mandatory Sentence Supervision model is discussed in the Overview of Public Safety Realignment (PRS-501) policy. The Supervision Model flowchart is displayed in Appendix A.

541.2 INTAKE

All N3s with an order for mandatory supervision shall be processed out of the investigating office, in the same manner as a formal grant of probation. Clerical staff shall verify the custody status of the N3, ensure custody information is inputted in the Adult Probation Systems (APS) – DFID, CNDD, and CNCD screens prior to the transfer. Custody information shall include the N3's booking number and the scheduled release date to ensure the case is routed to the appropriate area office for monitoring/supervision.

In those instances, in which the Probation Department is notified of a new mandatory supervision order and the N3 is in custody, supervision of the case shall be transferred to the N3 Centralized Custody Caseload at the Alhambra Pre-Release Center (PRC). If the N3 has been released from custody prior to or at the time of sentencing, supervision shall be referred to the HUB location that services the supervision office where the N3 will be assigned based on their indicated and provided address in accordance with the Case Assignment Standards (PRS-505) policy. The HUB locations are listed in Appendix B.

541.3 ORIENTATION

N3s who do not receive orientation in custody via jail in-reach or if any of the following processes were not able to be completed during the jail in-reach, will be referred to the HUB location that services an Area Office where the N3 will be assigned based on their indicated and provided address. A HUB DPO is responsible for completing the HUB Intake

STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)

& Orientation Operations (PRS-503) processes with the following notations:

- N3 shall be presented with the Instructions to Adult Probationer (Form 895) (Appendix C). N3 will sign and date the form
- Explanation of the court ordered conditions of mandatory supervision as indicated in Trial Court Information System (TCIS)
- N3 will sign and date a copy of their Trial Court Information System (TCIS) conditions of supervision
- N3 shall be given a copy of their signed conditions of supervision.
- Review the Consent for Disclosure of Information form (Appendix D) with the N3 and obtain his/her signature in accordance with the Consent for Disclosure of Information policy (PRS-543)
- Refer the N3 to the Client Engagement Navigation Systems (CENS) for substance use disorder if treatment is ordered by the sentencing court.
- Refer the N3 to co-located Department of Mental Health (DMH) staff for an assessment for needed services, if ordered by the sentencing court
- HUB staff shall test all N3s with a narcotic testing order from the sentencing court utilizing an onsite testing device
- HUB staff shall input record information into the APS and (Treatment Court Probation Exchange (TCPX) system pertaining to the completion of the N3's assessment, orientation and assignment, including, but not limited to the update of the APS DFID, SIND, DTPD, DCID, DFAD, FCID, and RPDD screens

Refer to the HUB Intake & Orientation Operations (PRS-503) policy for additional information on the HUB processes.

541.4 SUPERVISION STANDARDS

All N3s shall be supervised by PRCS DPOs in accordance with the Case Assignment Standards (PRS-505) policy. The minimum number of office visits and community contacts are established by the Standards of Office and Community Contacts (PRS-507) policy. Risk Assessment and Case Planning standards are established by the Risk Assessment & Case Planning (PRS-504) policy. Exceptions to standards are noted in the following sections.

Restrictions on the Supervision of N3s

- DPOs may not exercise the imposition of a flash incarceration

STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)

- DPOs may not add conditions to a N3 without permission from court. If the DPO of Record believes the N3 needs additional conditions of supervision, a Modification of Probation Hearing must be calendared and the N3 must be referred to the sentencing court using the Notice to Probationer/Request for Calendar Date (Form 646) (Appendix E) and the Supplemental Court Report (Form 712)
- All hearing requests and progress reports shall be made using the standard formal probation reports, forms and procedures. DPOs must indicate in the section of the report "Reason for Hearing" the "Defendant was sentenced pursuant to California Penal Code Section 1170(h)(5)"

Custody Expiration Adjustments

Mandatory Supervision¹: Time in custody has no relationship to supervision within the community. A person receives normal section 4019-time credits for time served in custody (i.e., four days of credit for every two days) and actual time credit during mandatory supervision (day for day credit while being supervised within the community). All credits are applied against the total sentence (total supervision time) ordered by the court.

Accordingly, custody and non-custody time has a direct bearing on the length of supervision – the longer the period of custody, the shorter period of supervision (e.g., if a defendant receives a three-year sentence with two years of custody and one year of mandatory supervision, the sentence will be satisfied two years from the date it is imposed. If, the defendant receives a three-year sentence, with one year of custody and two years of supervision, the sentence will be satisfied after two years and six months of imposition.

If a N3 violates mandatory supervision and is given custody time, for every two days served, the defendant will have four days taken off the remaining supervision time.

Example 1: N3 has one year remaining of supervision and sustains a violation in which the court orders 60 days of custody. N3 serves 30 actual days. With 4 days credit for every 2 days served, N3 will earn 60 days off their probation expiration date to which the expiration date is adjusted to reflect 30 days of earned credits.

Example 2: If N3 served 32 days in actual custody, they earn 64 days of earned credit/probation expiration date is reduced by 64 days.

Example 3: If actual days served is an odd number, the calculation is adjusted; N3 served 31 days in actual custody, they earn 61 days of earned credits/probation expiration date is reduced by 61 days.

¹ Per California Penal Code 1170(h)(5)(B)

STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)

DPO of Record must calculate custody credits and forward the information to clerical, for clerical staff to update the new expiration date in APS.

Clerical will utilize the following disposition codes to make adjustment based on custody credits.

- E9 RESTORED-EXPIRATION REDUCTION (Dispo used when restored)
- SY RESTORED-EXPIRATION REDUCTION (Dispo used if restored from a BWPU)

Note: Any time period which is deemed that a person has absconded (i.e., avoid or fail to report for supervision), time is suspended and is not credited toward period of supervision.

Case Transfers

On all cases to which a client indicates, or it is discovered they reside outside Los Angeles County **and** request a transfer to their county of residence, DPO of Record or designee is responsible for reviewing the case to determine whether it qualifies for transfer to defendant's county of residence². See Directive- Adult Probation- PC 1203.9 Jurisdictional Transfers and Preparation of 1203.9 Transfer Request Packet.

Referrals for Services

The court may include mandated treatment and/or services for N3's conditions of supervision. DPO shall facilitate and monitor the completion of those required services. N3s are eligible for county paid treatment and services available for PRCS population. Note: Resources for treatments and services are available on ProbNet.

541.5 BEHAVIOR MANAGEMENTResponding to Pro-Social Behavior

The Incentive Policy & Matrix applies to N3s with the notable exception of milestone credit incentives. Milestone incentives do not apply to N3s because only the sentencing court has the authority to reduce the supervision period. Applicable incentives should be awarded to N3s who earn them to recognize pro-social behavior. Refer to the Incentive & Policy Matrix (PRS-512) for additional information.

Responding to Violations

DPOs may not allow any potential violation of supervision conditions to go unaddressed and undocumented. Violations are categorized as either "new law violations" or "technical violations". Technical violations are violations to which client's behavior is not by itself a criminal offense but is prohibited by terms and conditions of probation supervision. As with all probation casework, DPOs are required to research potential violations thoroughly and maintain records of all information to support response to violation imposed in APS. This means, DPOs should familiarize themselves with all aspects of N3's current case, criminal history, supervision history,

² Per California Penal Code 1203.9

STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)

and any new/pending violation(s) or criminal activity to impose appropriate response(s) based upon its totality. Subsequently, if deemed appropriate, DPO to prepare and submit potential violation to court. This includes a Notice to Probationer/Request for Calendar Date (Appendix E) and one of the following: Supplemental Report, General Violation, Desertion Report, or Technical Violation. Any questions regarding the appropriate court report should be in consultation with respective Supervision Deputy Probation Officer (SDPO) or designee.

541.6 EXPIRATIONS/TERMINATIONS

Mandatory supervision ends when the probation supervision period expires on the end date set forth by the sentencing court or if terminated by court order. The Court may terminate mandatory supervision if the N3 violates the conditions of supervision and is reprimanded to custody to finish the sentence.

Case Reviews

To process case expirations in an efficient manner, DPOs shall procure a list of N3s whose cases are expiring within 120 days from APS. DPOs shall conduct a case review and automated criminal record systems check on N3. The purpose of this review is to N3 is in compliance with the conditions of supervision and to address any potential violations. All pending potential violations or unaddressed conditions of supervision must be submitted to the court to be calendared 90 days prior to the expiration of the case.

Service Termination

DPO is responsible to notify and follow applicable policy/procedures to notify county funded providers of the termination of mandatory supervision:

- Substance Abuse Treatment through Substance Abuse Prevention and Control (SAPC) treatment, including the TCPX exit interview
- Mental Health treatment through Department of Mental Health Treatment
- Contracted Housing and/or employment services

Death of N3

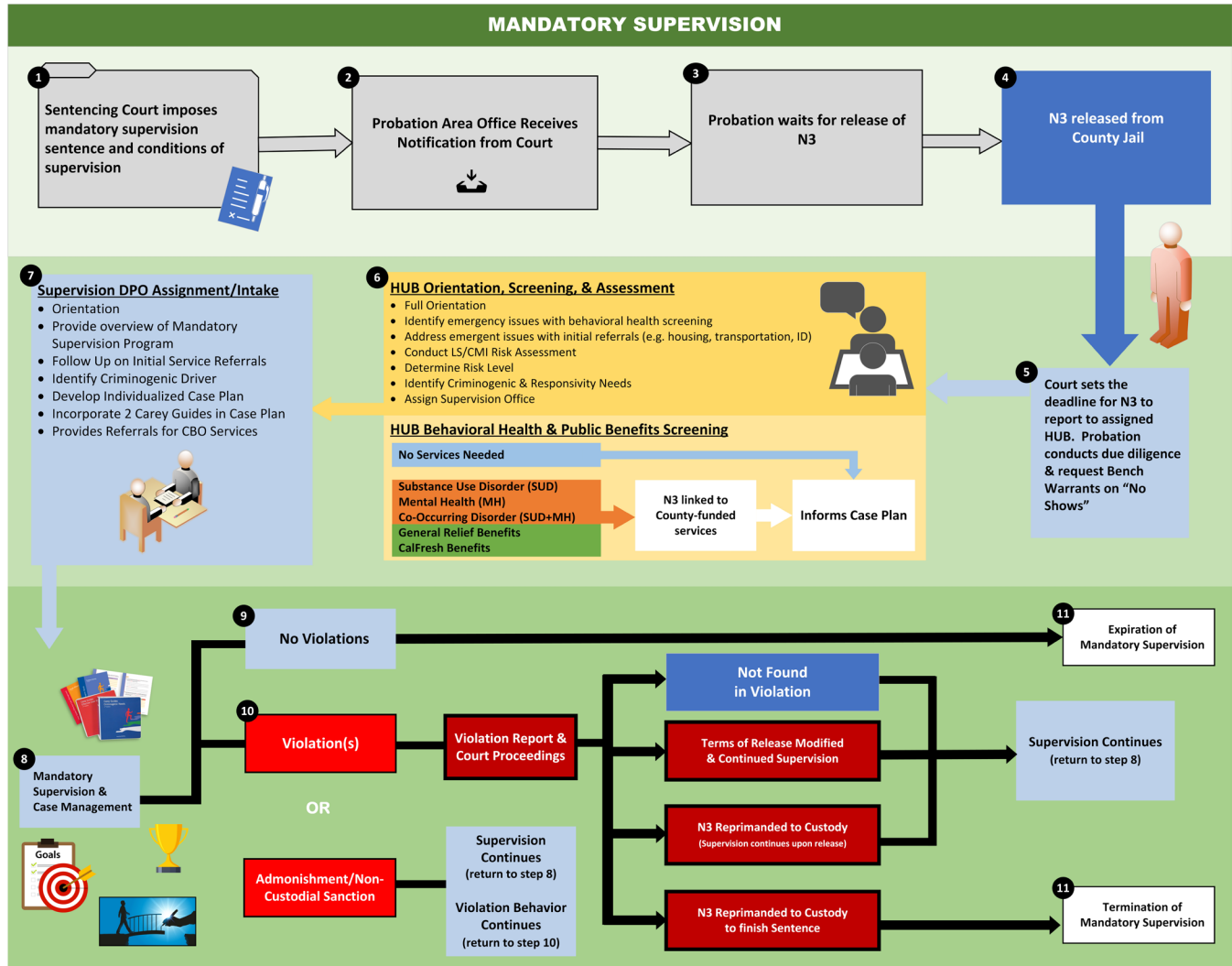
Should a N3 pass away before the end of the supervision period, DPO to submit to court, a Death of Probationer Court Report (Form 241H) with a copy of the death certificate to request termination of mandatory supervision.

Documentation

When a case expires or is terminated by the Court, the DPO of Record is responsible for documenting the expiration/termination reason and date in the APS DCID screen. The Respective SDPO shall submit the N3's file and termination paperwork to clerical staff. Clerical staff shall terminate the N3's case in APS within one business day of receipt.

STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)

APPENDIX A-1: MANDATORY SUPERVISION OVERVIEW FLOWCHART



STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)**APPENDIX A-2: MANDATORY SUPERVISION OVERVIEW FLOWCHART****① Sentencing Court imposes sentence of Mandatory Supervision**

The sentencing court imposes a mandatory supervision sentence which requires a N3 to serve a portion of the sentence in county jail and a portion of the sentence under the supervision of the Probation Department. The Court informs the Probation Department of the mandatory supervision sentence by sending a copy of the minute order to a Probation Area Office that serves the sentencing court.

② Probation Area Office Receives Notification from Court

Area office clerical receives minute order informing the Probation Department of the imposition of mandatory supervision. The minute order also includes the N3's conditions of supervision. Clerical updates APS and receives the N3's X-file from Probation's Central Adult Investigations (CAI) (or creates/receives a temporary folder to later combine with X-file).

③ Probation waits for release of N3

As a condition of probation, a N3 will serve their custodial time in county jail. That period of time varies based on the sentence. If N3 must serve 120 days in custody, the case is transferred to PRC Custody Caseload for monitoring. If the time period is less than 120 days, the case is monitored by the servicing court's Probation Area Office.

④ N3 Released from County Jail

When N3 is released from county jail after serving their custodial period, they are expected to report to the Probation Department.

⑤ N3 Reports to HUB by the deadline imposed by the Court

Prior to release, servicing area office or PRC tracks and updates release dates. Supervised persons are expected to report to the Probation Department, upon release from custody, as determined by the court (usually within 48 hours). If the N3 does not report, a DPO will attempt to contact the N3 via telephone and mail at their assigned residence and check law enforcement records to confirm client's release status. If efforts to contact the N3 are unsuccessful, DPO will submit a desertion report to court and request a bench warrant.

⑥ HUB Orientation and Behavioral Health Screening**HUB Orientation & Assessment**

Once N3 arrives at the assigned area office, the orientation process begins. The following activities occur during the orientation process.

Full Orientation – N3 will meet with a HUB DPO to receive instructions for mandatory supervision. Orientation/instructions include but is not limited to:

- Review terms and conditions of supervision along with other requirements
- Review PROB 895 form (signed by N3 and DPO)
- Review demographics and logistical information submitted in the pre-release packet
- Update and/or verify residence/location of habitation
- Discuss process for successful completion of mandatory supervision
- Discuss process for addressing potential violation(s) and inappropriate behavior
- Notify N3 of their reporting location site

STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)**APPENDIX A-3: MANDATORY SUPERVISION OVERVIEW FLOWCHART**

Conduct the Level of Service/Case Management Inventory – The Level of Service/Case Management Inventory (LS/CMI) is an assessment that measures the risk and need factors of clients aids in determining the N3's risk level. The LS/CMI is a single application that provides all the essential tools needed to aid the DPO in the case planning and management of offenders. The initial LS/CMI scores are captured as baseline data. The assessment identifies the criminogenic risk/needs and responsivity factors that will aid in tailoring the client's case plan.

The LS/CMI assessment focuses on the eight criminogenic needs to determine risk to reoffend. These criminogenic needs are listed below in their general order of influence.

- | | |
|--------------------------------------|-------------------------|
| 1. Criminal History | 5. Family/Marital |
| 2. Pro-Criminal Attitude/Orientation | 6. Alcohol/Drug Problem |
| 3. Antisocial Pattern/Personality | 7. Education/Employment |
| 4. Anti-Social Companions | 8. Leisure/Recreation |

After the N3's specific criminogenic needs are identified and prioritized, the N3's emergent issues are identified and addressed. For example, a referral may be submitted for housing or system navigation services.

Risk Level Determination

In accordance with evidence-based practices, levels of supervision are based on the N3's measured risk to re-offend. Although risk levels are based on the LS/CMI, they can be overridden by Probation according to various indicators. DPOs have the authority of adjusting the Supervision Level as required to effectively supervise and monitor the N3. The adjustments will be made based on need and according to the supervision model and evidence-based practices. There may also be times when the DPOs require additional office or field visits that go beyond the minimum monthly standards. Refer to the Risk Assessment & Case Planning Policy (PRS-508) for the minimum monthly standards which are the same as postrelease community supervision cases.

Evidence-based practice clearly demonstrates that effective treatment and reduction of criminogenic needs correlates to reduced recidivism. The LS/CMI assessment enables Probation to identify and address the criminogenic needs and responsivity factors of the client. The County currently contracts with community-based organizations for substance use disorder, employment services, housing, systems navigation, and mental health services.

HUB: Behavioral Health & Public Benefits Screening**Substance Use Disorder/Mental Health Treatment**

DMH and Department of Public Health (DPH) co-located staff will assist HUB DPOs to support clients with mental health and/or substance use issues by:

- Screening for substance use and mental health issues using the protocols from the Information and Resource Center (IRC)
- Developing a treatment recommendation based on screening and assessment
- Scheduling appointments with the community forensic providers responsible for carrying out the treatment recommendations at the appropriate level of intensity (e.g., outpatient treatment for mental illness, co-occurring substance use problems, intense interventions including Institutions for Mental Disease (IMD) or IMD step-down programs, etc.).

STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)**APPENDIX A-4: MANDATORY SUPERVISION OVERVIEW FLOWCHART**

DPOs may consult with co-located staff to coordinate client's support from non-treatment community-based organizations and assist with sign-up for MediCal and Healthy Way Los Angeles (HWLA).

Screening for Public Benefits

DPSS co-located staff at HUBs work with clients to determine if they qualify for benefits (CalFresh, MediCal, General Relief (GR), Supplemental Social Security, etc.). Department of Health Services (DHS) co-located staff assist with processing individuals for HWLA benefits, when appropriate. In addition, the county has other supportive services to provide system navigation services to assist clients in applying for public benefits.

Note: Fleeing felons and individuals who are in violation of their conditions of supervision are not eligible for GR or CalFresh. In addition, individuals are ineligible for CalFresh benefits if convicted of any drug felony offenses, which include unlawfully transporting, importing into the state, selling, furnishing, administering, giving away, possessing for sale, purchasing for purpose of sale, manufacturing, possessing precursors with the intent to manufacture a controlled substance or cultivating, and harvesting or processing marijuana. However, individuals convicted of possession for personal use of a controlled substance may be eligible to receive CalFresh benefits, if they can provide proof of one of the following:

- Enrollment, participation or completion in government-recognized drug treatment program
- Placement on a waiting list for a government-recognized drug treatment program
- Other evidence that the legal use of controlled substances has ceased

⑦ Supervision DPO Assignment/Intake

Once the HUB orientation is complete, N3's case is assigned to a supervision office/DPO of Record. During the initial visits, DPO will use motivational interviewing (MI) techniques to increase the engagement of the N3's from the onset. The DPO will conduct an intake orientation with the N3 that reviews the N3's conditions of supervision, provides an overview of the Mandatory Supervision program and its available services. DPO will follow up on any service referrals provided during the intake/orientation and initiate additional service referrals to address responsivity factors such as mental health or housing. During the initial visits, the DPO will use The Carey Group's Driver Workbook tool to identify the N3's criminogenic driver, the criminogenic need that dominates the other criminogenic needs. DPO will also ensure PROB 895 form is signed, and if applicable review form with N3, and have N3 sign it.

DPO and N3 will collaborate to develop an individualized case plan that addresses N3's top three criminogenic needs (including the criminogenic driver) and responsivity factors. The case plan will incorporate the use of The Carey Guides to address criminogenic and responsivity needs. The Carey Guides is a Cognitive Behavioral Intervention (CBI) that supports clients to (1) learn prosocial ways of thinking and behaving and (2) understand relationship between thoughts, beliefs, and behavior. The Carey Guides support case planning and management work and can be used to accomplish case plan goals or address responsivity needs (e.g., mental health, housing needs, etc.)

STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)**APPENDIX A-5: MANDATORY SUPERVISION OVERVIEW FLOWCHART****⑧ Mandatory Supervision and Case Management**

During mandatory supervision, N3 is supervised by DPO of Record in accordance with the terms, conditions, and procedures generally applicable to persons placed on formal probation for the remaining unserved portion of the sentence imposed by the court. DPO monitors N3's progress with probation supervision and update/modify the case plan, as needed.

In order to achieve risk reduction, it is critical that N3 participate in structured behavioral, social learning, and cognitive behavioral evidence-based interventions to target their prioritized criminogenic needs as determined by the risk and needs assessment and outlined in the case plan. As a result, during office visits DPOs facilitate the N3's learning of prosocial skills and attitudes using CBI (i.e., The Carey Guides). During the CBI process, N3 will identify, confront, and alter anti-social attitudes, values, and thinking patterns that led to inappropriate behavior.

DPO will respond to N3s' positive and negative behavior. Incentives are used to increase desirable behaviors whereas sanctions are used to reduce undesired behaviors. Incentives/rewards and sanctions serve different, but complementary, functions. Research shows that when used together, incentives and sanctions can have synergistic effects that produce better outcomes than applying either technique alone. Examples of possible incentives include but are not limited to the following: verbal recognition, small tangible reward, modification to supervision requirements, and gift cards. Client incentives that are offered will vary depending on funding and availability. Refer below, Number 10 for information on sanctions (Additional reference- PRS-512).

⑨ Compliant/No Violations

The length of mandatory supervision is set by the sentencing court. N3s with no violations are supervised in accordance with evidence-based practices similar to PSPs. The supervision period of N3s with no violations will expire on the date set by the Court.

⑩ Violation(s)

DPOs will respond to noncompliant behavior with potential violation report to the court or an admonishment/non-custodial sanction depending on the severity of the behavior. Minor violations that do not present a danger to the community will typically receive a lower-level response/non-custodial sanction; however, if that noncompliant behavior continues, DPO will submit a potential violation report to the court. Serious violations result in a violation report to the court and the beginning of violation court proceedings. Violation court disposition may include: (1) violation is unsubstantiated; (2) a modification to the conditions of supervision with continued supervision; (3) a reprimand to custody with determinate day(s) and supervision to be continued upon release/ revoked and reinstated; or (4) a reprimand to custody to finish the original sentence/probation revoked.

⑪ Expiration/Termination of Mandatory Supervision

Mandatory supervision ends when probation expires on the end date set forth by the sentencing court or when terminated by court order. The court may terminate mandatory supervision if a N3 violates the conditions of supervision and is reprimanded to custody to finish the sentence.

LOS ANGELES COUNTY PROBATION DEPARTMENT	PRS-541
STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)	

APPENDIX B: HUB LOCATIONS

ANTELOPE VALLEY REGIONAL HUB
43423 DIVISION STREET, SUITE 401
LANCASTER, CA 93535
(661) 471-1900

SAN FERNANDO VALLEY REGIONAL HUB
13557 VAN NUYS BLVD
PACOIMA, CA 91331
(818) 485-0050

SOUTH BAY REGIONAL HUB
1299 E. ARTESIA BLVD
CARSON CA 90746
(310) 761-3915

POMONA VALLEY AREA OFFICE HUB
1660 W. MISSION BLVD.
POMONA VALLEY, CA 91766
(909) 469-4507

SOUTH LOS ANGELES REGIONAL HUB
236 E. 58TH STREET
LOS ANGELES, CA 90011
(323) 238-1000

STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)**APPENDIX C-1: INSTRUCTIONS TO ADULT PROBATIONER**

ADOLFO GONZALES
CHIEF PROBATION OFFICER

**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
INSTRUCTIONS TO ADULT PROBATIONER**

NAME _____ PROBATION NO. _____

COURT CASE NO. _____ COURT DATE _____

☐ A copy of Court Order(s) is given _____ with the permanent instructions.
(Date)

☐	GRANTING
☐	MODIFYING
☐	RESTORING

☐ PROBATION
OR
☐ DIVERSION
OR
☐ DEFERRED ENTRY OF JUDGEMENT

☐ In addition to the conditions of your grant of probation or diversion which are contained in the Court Order, you are instructed by the Probation Officer as follows:

1. To notify the Probation Officer before changing your address or employment.
2. To remain in Los Angeles County or county of residence unless permitted by the court or Probation Officer to go elsewhere. Request to leave the State should be made two months in advance.
3. To report to the Probation Officer in person as directed. The office is closed Saturdays, Sundays and holidays.
4. To obey all laws.
5. To notify the Probation Officer of any arrests within 24 hours after they occur.
6. If applicable, pursuant to Section 457.1 Penal Code or 11590 Health & Safety Code, you are required to register and provide proof of same within 30 days. Register according to your residence: Los Angeles City Limits - LAPD, Metropolitan Detention Center, 180 N. Los Angeles St., Los Angeles CA., (213) 356-3474; Unincorporated Areas - "Public Counter", L.A. County Sheriff's Department, 12440 E. Imperial Hwy., Norwalk, CA; Other Cities - local police station. You are required to present positive identification to the registering agency when you report for registration.
7. If applicable, pursuant to Section 290 Penal Code, you are required to register and provide proof of same within 5 working days of changing your address or name. Thereafter, you must re-register every year within 5 working days of your birthday verifying your name and address. Register according to your residence: (1) Los Angeles City Limits - LAPD Station policing the area where you live. (2) Unincorporated areas and cities policed by the Sheriff's Department - Note: If your conviction resulted from a crime against an adult, you must register with the Sheriff's Station where you reside. (3) Other Cities - local police stations. You must present positive identification when you report for registration.
8. Other Instructions:

FAILURE TO REPORT IS A VIOLATION OF THE TERMS OF YOUR PROBATION.

You may be found in violation, or your probation may be revoked in your absence, if the court shall have reason to believe from the report of the probation officer, or otherwise, that the person so placed on probation is violating any of the conditions of his probation, or engaging in criminal practices, or has become abandoned to improper associates or a vicious life (1203.2 Penal Code), or if you are charged with and/or convicted of any new offense.

I hereby acknowledge receipt of a copy of the Court Order and above Permanent Instructions in this case(s).

I hereby acknowledge receipt of temporary instructions in this case(s). A copy of the Court Order will be provided at a later date.

PROBATIONER

20

by _____
DEPUTY PROBATION OFFICER

PROBATIONER

20

by _____
DEPUTY PROBATION OFFICER

STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)**APPENDIX C-2: INSTRUCTIONS TO ADULT PROBATIONER**

Section 1203.4 Penal Code of the State of California.

(a) In any case in which a defendant has fulfilled the conditions of probation for the entire period of probation, or has been discharged prior to the termination of the period of probation, or in any other case in which a court, in its discretion and the interests of justice, determines that a defendant should be granted the relief available under this section, the defendant shall, at any time after the termination of the period of probation, if he or she is not then serving a sentence for any offense, on probation for any offense, or charged with the commission of any offense, be permitted by the court to withdraw his or her plea of guilty or plea of nolo contendere and enter a plea of not guilty; or, if he or she has been convicted after a plea of not guilty, the court shall set aside the verdict of guilty; and, in either case, the court shall thereupon dismiss the accusations or information against the defendant and except as noted below, he or she shall thereafter be released from all penalties and disabilities resulting from the offense of which he or she has been convicted, except as provided in Section 13555 of the Vehicle Code. The probationer shall be informed, in his or her probation papers, of this right and privilege and his or her right, if any to petition for a certificate of rehabilitation and pardon.* The probationer may make such application and change of plea in person or by attorney, or by the probation officer authorized in writing; however, in any subsequent prosecution of the defendant for any other offense, the prior conviction may be pleaded and proved and shall have the same effect as if probation had not been granted or the accusation or information dismissed. The order shall state, and the probationer shall be informed that the order does not relieve him or her of the obligation to disclose the conviction in response to any direct question contained in any questionnaire or application for public office or for licensure by any state or local agency.

Dismissal of an accusation or information pursuant to this section does not permit a person to own, possess, or have in his or her custody or control any firearm capable of being concealed upon the person or prevent his or her conviction under Section 12021.

This subdivision shall apply to all applications for relief under this section which are filed on or after November 23, 1970.

(b) Subdivision (a) of this section does not apply to any misdemeanor which is within the provisions of subdivision (b) of Section 42001 of the Vehicle Code, or to any infraction.

* NOTE: The right to apply for a certification of rehabilitation and pardon applies only to felony convictions which are dismissed pursuant to Section 1203.4 Penal Code. Applications, information, and assistance can be obtained at the Office of the Public Defender, Room 19-513, Criminal Courts Building, 210 West Temple Street, Los Angeles.

Federal Law [Title 18, USC, 922 (g)] prohibits receipt or possession of a firearm by a person convicted in any court of a crime punishable by a term of imprisonment exceeding one year. The actual imprisonment imposed is irrelevant, as is any later reduction in the sentence or reduction in the charge.

State pardons and expunctions of the conviction would erase the conviction for purposes of Federal firearms laws unless the pardon, expunction or law of the jurisdiction provides otherwise.

STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)**APPENDIX D-1: CONSENT FOR DISCLOSURE OF INFORMATION OF A SUPERVISED PERSON FORM**
**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**

 9150 East Imperial Highway, Downey, California 90242
 (866) 931-2222

CONSENT FOR DISCLOSURE OF INFORMATION OF A SUPERVISED PERSON

SUPERVISED PERSON'S NAME (FIRST MIDDLE LAST):	X-NUMBER	DATE OF BIRTH:
	X-	

The Probation Department's goal is to provide supervised persons with services that promote successful rehabilitation and positive behavioral change. These services can include health, mental health, housing, employment, substance use disorder treatment, and other public social services. Communication between treatment teams, service providers, and the Probation Department will support the delivery of timely, coordinated, and effective services for supervised persons.

By signing this form, I authorize the following organizations and their contractors, including those Department of Mental Health (DMH) contractors listed on page 2, to disclose and receive my personal information for purposes related to my care, rehabilitation, and compliance with the terms and conditions of my supervision:

- Los Angeles County Probation Department; Department of Health Services; Department of Mental Health; Department of Public Health; Substance Abuse Prevention and Control; and Workforce Development, Aging and Community Services
- HealthRIGHT360, a community-based housing supports provider, and Amity/MCOP
- Other(s): _____

I have carefully read the contents of this form, including the information on the back of this form, and am signing it of my own free will. I understand I have the right to consult an attorney before signing.

 SUPERVISED PERSON'S SIGNATURE

 DATE

FOR STATE, COUNTY AND COUNTY CONTRACTOR PERSONNEL: I certify that this form was provided to and explained to the above-named supervised person for his/her review before such person's signature was obtained.

 EMPLOYEE NAME (First Last)

 AGENCY

 EMPLOYEE ID NUMBER

 EMPLOYEE SIGNATURE

 DATE

STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)**APPENDIX D-2: CONSENT FOR DISCLOSURE OF INFORMATION OF A SUPERVISED PERSON FORM****Details About Your Personal Information and This Form**

1. **If I sign this form, what types of information about me can the organizations that are listed on the form see?** These organizations can see information about:

- Your health, such as allergies, test results, medications, diagnoses, mental health conditions, and whether you are HIV positive.
- Whether you have a substance use disorder, including any treatment or medications you may have received for such disorder and any drug test results.
- Your criminal history, maintained by the County of Los Angeles, and any reports filed with courts about you.
- Your housing and employment programs and supports.
- Benefits you receive, such as Medi-Cal (Medicaid).
- Whether you are participating in court-ordered programs and meeting the goals of such programs.
- What you report to the Probation Department or other organizations listed on this form.
- Other(s): _____

2. **If I sign this form, how can these organizations use my personal information?** They may use your personal information only for purposes related to your care, receipt of services and rehabilitation. This means that they may use your personal information to:

- Provide you with health care, housing, and other services.
- Coordinate your care and services.
- Determine your eligibility for benefits and services.
- Monitor your compliance with the terms of your supervision.
- Evaluating the effectiveness of the probation system and the County's service delivery.

If you don't follow the terms of your supervision, these organizations may report your non-compliance to Probation.

3. **Do I face any consequences if I do not sign this form?** Your decision not to sign will not impact your right to services, health care treatment, eligibility for benefits, or right to coverage under your health plan, if any. However, the Probation Department may inform the court of your decision not to sign.

4. **How long does my consent last?** The consent lasts until the end of your supervision, unless you revoke your consent before then.

5. **How do I revoke my consent?** You can revoke your consent any time by notifying your assigned Deputy Probation Officer in writing.

6. **Can the recipient of my personal information re-disclose that information?** Yes, but only to the extent permitted by law.

7. **Can I receive a copy of this form?** Yes, you have a right to a copy from your assigned Deputy Probation Officer.

DMH Contractors Include the Following:

- | | |
|--|--|
| • Gateways & Mental Health Center, Path | • San Fernando Valley Community Mental Health Center (SFVCMHC), Milestones |
| • Gateways Normandie Village | • Special Services for Groups, Inc., Project 180 |
| • Hillview Mental Health Center, Inc. | • Tarzana's Treatment Center, Inc. |
| • Kedren Community Health Center, Inc. | • Telecare |
| • Pacific Clinics | • Other: _____ |
| • Prototypes | • Other: _____ |
| • Southern California Health & Rehabilitation Program (SCHARP) | |

HOA.954411.1 11/9/20 alj

STANDARDS OF MANDATORY SUPERVISION (SPLIT SENTENCE)**APPENDIX E: NOTICE TO PROBATIONER/REQUEST FOR CALENDAR DATE**

COUNTY OF LOS ANGELES

PROBATION DEPARTMENT

NOTICE TO PROBATIONER / REQUEST FOR CALENDAR DATETO: _____
(LAST, FIRST, MIDDLE) SUPERIOR COURT NO./DEF. I.D. _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ PROBATION NO. _____ AREA OFFICE CODE _____

You are ordered to attend a hearing regarding the condition of probation in your case on _____ at _____ in
Department _____ of the Superior Court located at:Failure to appear may result in the issuance of a bench warrant for your arrest. I certify that I am not a party to this cause and
that the Notice to Probationer was mailed first class postage prepaid in a sealed envelope addressed to the individual whose
name and address to the individual whose name and address appears above and that the mailing occurred on the date shown
below at _____, California.

Defendant notified to appear:

SHERRI R. CARTER,
Executive Officer / Clerk☐ YES ☐ NO

Date _____

By _____
Deputy**FOR PROBATION AREA OFFICE USE ONLY**TO: **SUPERIOR COURT DISTRICT** _____
CRIMINAL CALENDAR CLERK**REASON FOR HEARING:**Modification ☐ Desertion ☐ Termination ☐ Appearance ☐Violation ☐ R, T & D ☐ T & D ☐ Non-App. ☐☐ NOT IN CUSTODY ☐ IN CUSTODY Bkg. # _____ SID # _____

Agency _____ Release Date _____

Set in Dept. _____ To be heard with SC # _____ Date _____

Week of _____ Prob. expires _____ Original Offense(s) _____

Prob. Area Office AREA OFFICE Type of Violation _____

Date Notified of Violation _____

COURT REPORT ATTACHED☐ YES ☐ NO

Deputy Probation Officer _____

DPO Telephone No. _____

DATE _____

Supervising Deputy Probation Officer _____