

## ADULT ADMINISTRATIVE CASELOADS

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 2-3-015, dated 05-16/18
- FORM:**
- |   |                         |
|---|-------------------------|
| Initial Assessment Chrono                       | (Automated Risks/Needs) |
| Reassessment Chrono                             | (Automated Risks/Needs) |
| Termination Chrono                              | (Automated Risks/Needs) |
| Transfer to Administrative Status Letter        | (Automated/Word)        |
| Admin-FM Transfer Request for Director Approval | (Automated/Word)        |
- PURPOSE:** To provide guidelines for the Adult Administrative **Deputy Probation Officer**

### I. GENERAL INFORMATION

- A. Adult Administrative DPOs are located at NCFSO, SAO, SCFSO/SJO and WCFSO under the Adult Field Supervision Division.
- B. By classification and intent, the adult administrative cases do not require personal Deputy Probation Officer contact **and there are no outstanding terms and conditions to monitor( i.e. drug treatment, Cal-Trans, restitution, community service)** Cases are reviewed by mail or telephone for adherence to court orders, Probation directives and laws.
- C. The **Adult Administrative Caseload Criteria is as follows:**
1. Low classification cases and medium classification cases. The defendant may reside in Orange County or in other counties.
  2. **The case should have a minimum of six months remaining on the probation period, and should not be in violation or delinquent on restitution payments.**
  2. Terminal disposition cases in which defendants are incarcerated in the Orange County Jail and Court has ordered probation to terminate upon completion of sentence. If they have less than 90 days in custody remaining, the case should be kept in the field.
  3. Cases of active defendants who are in custody one year or more (actual custody time on any case). If no restitution is owed, the assigned officer should consider requesting a Relief of Supervision order from the Court.
  4. Cases involving defendants in a locked mental or Drug Rehabilitation residence or hospital will remain with the Adult Administrative Unit. If they are released, and the probation grant has not expired, the case will be returned to field supervision.

5. Certain types of offenses are not acceptable for the Adult Administration Unit regardless of the classification. These include cases of sexual offenses, child abuse, domestic abuse, and violence. Any exceptions must have the signed approval of the Division Director or designee via the Admin-FM Transfer Request for Director Approval form (F057-2304AF).

## II. PROCEDURE

### A. Transfer of Field Supervision Cases to the Adult Administrative Unit

1. **Review the case for suitability. Review of Contact Standards and that all standards have been met, including but not limited to: residence verification, drug test (if warranted), victim contacts, and search and seizure. Reference PMI 2-1-012 for complete list.**
2. **Submit, receive, and review a record check within 45 days of transfer. Copy of record check to be in file or automated (IDMS). Field officers should review the Orange County District Attorney's CMS database and Superior Court "Vision" database for cases that would be a violation of probation (Note in chrono).**
3. **Verify the defendant's financial status and restitution payments (if any). Defendants must sign a stipulation and waiver prior to the case being sent to Admin. (automated) Defendants must be in compliance with restitution orders prior to being supervised on the Admin caseload.**
4. **Update ICMS with any new addresses, employment changes and vehicle information. Provide a new field book sheet. Verify grant expiration date(s) in VISION.**
5. **Verify the need for DNA testing and confirm that the defendant has submitted a DNA sample prior to the case being transferred. (Ensure ICMS is updated.)**
6. **Complete the photo capture process; photo taken within 6 months of transfer. (Automated)**
7. **The field supervision officer will "clean up" the defendant's A-file and will attach the defendant's field book sheet to the A-file. Purge and shred all un-needed or automated documents. (PMI 1-5-303)**
8. **Complete the termination/reassessment chrono (Terminate from field/send to Admin), noting any special circumstances of interest such as treatment programs, community service, protective orders.**
9. **The field supervision officer notifies the defendant of the transfer to the Adult Administrative Unit, will provide copy of Administrative Letter, inform the defendant they are still on probation and terms and conditions apply and provide receiving DPO's contact information.**

- B. Transfer of New Cases to Administrative Caseloads from the Field Supervision Units after a Complete Initial Assessment
1. New cases may be transferred to the Administrative Unit from the field supervision units if the case has 12 risk points or less.
  2. A new case with a jail terminal disposition, or “Relieved of Supervision” order with restitution to be paid through probation, may also be sent.
- C. Violation of Probation Proceedings for Defendants on the Adult Administrative Caseloads
1. If a probation violation is determined to have occurred prior to the defendant's transfer to the Administrative Unit, the case will be returned to the sending field officer for appropriate violational processing.
  2. Defendants who commit new law violations or technical probation violations within the initial 60 days after transfer to the Adult Administration Unit will be returned to the sending field DPO to initiate appropriate probation violation proceedings.
  3. Violations occurring after 60 days of transfer will be processed by the administrative caseload officers. The case may be returned to the field for supervision prior to disposition.
  4. Cases that are returned to field supervision will be reassessed by the field DPO and receive active supervision for at least six months, or until the next reassessment chrono is due, before they can be considered for return to the Administration Unit.
  5. **The ADMIN officer can at anytime request that a case be returned to regular supervision if it is reasonable to believe that the defendant is not abiding by the ADMIN rules and regulations. All cases returned to regular supervision will be rated as High for the first assessment period following return.**
- D. Supervision of Defendants on Administrative Caseloads
1. The Adult Admin Clerk will:
    - a. Send Transfer to Administrative Status Letter to defendant informing him/her of their newly-assigned deputy and administrative probation requirements.
    - b. Request a record check on all cases 90 days prior to the probation expiration date.
  2. Upon assignment of a case, the Administrative Deputy Probation Officer, will:
    - a. Review the file for pertinent information for Admin.
    - b. If requested, route file to the Collection Officer to ensure appropriate financial payments.

- c. Determine sentence expiration dates on terminal disposition cases and those defendants serving extended jail commitments at the Orange County Jail, or other detention facilities. **30 days prior to release, DPO to send inmate reporting reminder to individual on supervision.**
  - d. Process all probation violations expeditiously pursuant to Probation Department policies and procedures.
  - e. Transfer case back to active field supervision if it does not meet eligibility criteria.
3. The Collection Officer will:
- a. Provide a financial update 90 days prior to termination on all cases where restitution has been ordered to be paid through the Probation Department.
  - b. If appropriate, coordinate with assigned DPO to obtain probation grant extensions to allow defendants to complete payment of restitution, or initiate other appropriate court proceedings.
  - c. Notify assigned probation officer immediately of significantly uncooperative or delinquent defendants so that the DPO can assist in collection or consider a probation violation.

**REFERENCES:**

Procedures:	1-1-103	Teletype Services
	<b>1-2-303</b>	<b>Chronological filing in Adult Case Files</b>
	<b>2-1-012</b>	<b>Quality Assurance System – Field Services</b>
	2-1-101	Adult Restitution
	2-1-104	Chronological History Sheet - Adult
	2-3-002	Probation Violations - Adult
	2-3-004	Adult Modification Petition
	2-3-009	Change of Plea, Dismissal of Charges Under PC 1203.4, 17(b) Motions, and Certification of Rehabilitation
	2-3-016	Warrants of Arrest for Adults
	2-3-019	Preparing Probation Violation and Warrant Petitions- Adult (Allegations)
	2-3-021	Adult Risk/Needs Assessment and Reassessment Packet

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**APPROVED BY:**