

## ADULT FIELD MONITORED CASELOADS

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 2-3-017, dated 03/29/13
- FORMS:**
- |   |                       |
|---|-----------------------|
| Field Monitored Kiosk Reporting Letter (English)    | F057-2300.1(A)AF      |
| Field Monitored Kiosk Reporting Letter (Spanish)    | F057-2300.1(A)AF (SP) |
| Field Monitored Kiosk Reporting Letter (Vietnamese) | F057-2300.1(A)AF (V)  |
| Kiosk System-Quick Reference Guide                  |                       |
| Kiosk User Manual                                   | (Prob-Net)            |
- PURPOSE:** To provide guidelines for the reassigning of defendants to the Adult Field Monitored Caseload.

### I. GENERAL INFORMATION

- A. The Regular Adult Field Monitored Caseloads exist to provide workload relief due to staff and resource shortages.
- B. The function of the Field Monitored Caseload (FM) is to supervise, by way of monthly report forms and the KIOSK system, those defendants whose charges, case dynamics and risk score qualify them for FM supervision.
- C. The Adult Field Monitored Caseload Criteria is as follows:
1. Cases with Medium or Low risk scores are eligible for transfer to FM caseloads as approved by the Supervising Probation Officer.
  2. No new law violations or formal technical violations within the last six months.
  3. Cases with convictions for sex crimes, domestic violence, or child abuse need SPO's approval.
  4. Convictions for serious 1192.7 PC or violent 667.5 PC felonies within the last five years to be reviewed by SPO.
  5. Cases with pending court dates may be transferred with SPO approval.
  6. The defendant should be making restitution payments.
  7. Cases with outstanding court orders such as DUI classes, Community Service, etc, are appropriate as long as progress is satisfactory and verified. Note: chrono must include name of program, number and expected completion date.
  8. Photo Capture (PICS). Picture in file before case is sent to Field Monitored caseload.

9. Recent criminal record in file or copy of record check request.
10. No Interstate Compact cases.
11. If defendant successfully completed Cognitive Behavioral Treatment (CBT, T4C) program, case may be considered for FM regardless of risk score.

## II. PROCEDURE

- A. Field deputies referring cases to the FM caseload should complete the following prior to sending the file to the FM deputy.
  1. Review the case for suitability.
  2. Submit a record check. A copy of the record check request should be included in the file if the check has not been received prior to the file being sent to FM. (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 FM. Defendants must be in compliance with restitution orders prior to being supervised on the FM caseload.
  4. Update ICMS with any new addresses or employment changes. Provide a new field book sheet. Verify grant expiration date(s) on VISIONS.
  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 and include the photo capture printout in the file.
  7. Verify citizenship via birth certificate. If it has been requested, note in chrono.
  8. Complete the termination/reassessment chrono (Terminate from field/send to FM), noting any special circumstances of interest such as treatment programs, community service, protective orders.
- B. Field deputies will properly structure all defendants who are placed on the FM caseload by doing the following:
  1. Inform the defendant of the Field Monitored caseload requirements and reporting instructions via the KIOSK system.
  2. Have the defendant sign the Field Monitored KIOSK Reporting Letter.
  3. Inform defendant the FM status requires he/she reside in Orange County. The DPO must be notified in advance of any changes in residence, prior to the defendant changing their address.

4. Indoctrinate and enter the defendant into the Field Monitored Kiosk system. (KIOSK System-Quick Reference-Attached)
5. It is the responsibility of the Field DPO to enter and indoctrinate the defendant into the Field Monitored KIOSK system.

C. General Duties of the Field Monitoring Supervision Deputy

1. All files arriving for the FM caseload should be reviewed for suitability and checked for proper paperwork (record checks, signed FM Kiosk Reporting Letter, financial printout, Stipulation and Waiver, DNA, etc.).
2. The file is also reviewed for important casework information such as on going involvement in court ordered treatment programs, community service obligations and completion dates of programs.
3. It is the responsibility of the Field Monitored DPO to monitor the KIOSK reporting system via ICMS.

D. Transferring FM Cases to Admin

1. Certain FM cases become eligible to be transferred to Admin, which include;
  - a. Six months remaining on probation.
  - b. Cases supervised on FM caseload for minimum of six months.
2. FM Cases transferred To Admin do not required Transfer Chrono; however, detailed ECR notification required.

E. Returning Cases to the Field

1. Cases with new law violations and/or technical violations that occur within 30 days of receiving the case for supervision will be sent back to the sending deputy. After 30 days, it is the responsibility of the FM deputy to handle any probation violations that occur unless overridden by the Unit Supervising Probation Officer.

The FM deputy is responsible for removing the **defendant** from the KIOSK system via ICMS.

2. Technical violations that occur such as failure to report (via KIOSK) will have these general guidelines:
  - a. First failure to report; Telephone call from deputy and or letter.
  - b. Second failure to report; Notice to Report (Certified).
3. New law violations after 30 days are to be handled by placing a Probation hold on the defendant and submitting a PV petition to the court. The case will be sent back to the sending field deputy upon receipt of a court minute order. If probation is terminated or revoked and sentence imposed, the case will remain with the FM deputy for final processing.

4. The FM deputy 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 FM rules and regulations. All cases returned to regular supervision will be rated as High.
5. Any FM case returning from warrant status where the defendant has been found in violation and probation has been reinstated will be rated as a HIGH and returned to the previous field officer.
6. Cases where the defendant relocates outside of Orange County will be re-activated and returned to the field.

F. Financial Requirements

1. Defendants with restitution orders must make restitution payments according to the payment schedule set-up by the financial department. Compliance with restitution payments should be verified each month.
2. Cost of probation must also be paid based upon ability to pay as determined by the financial officer.
3. Defendants who are in arrears with payments should be contacted and informed of the issues involved. A continued failure to pay financial obligations may require that the defendant be returned to court and **may** result in the case being sent back to regular supervision

G. Closing out Files

1. Verify that all relevant court orders have been complied with, including restitution payments
2. Submit record check request three months prior to case expiration date. If a new law violation is discovered immediately staff the case with the unit supervisor.
3. Complete expiration chrono for those cases actively supervised.
4. Unassessed cases may be closed out with an interim chrono (most ICE cases have not been assessed).
5. **The FM deputy is responsible for removing the defendant from the KIOSK system, via ICMS.**

**REFERENCE:**

Procedure: 2-3-021 Adult Risk/Needs Assessment and Reassessment Packet

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**APPROVED BY:**