
**KING COUNTY DISTRICT COURT
KING COUNTY, STATE OF WASHINGTON
OFFICE OF THE PRESIDING JUDGE**

) **GENERAL ADMINISTRATIVE ORDER**
)
) **NO. 16-07**
) **Judge-Supervised Probation:**
) **King County District Court Monitoring**
) **Standards for Probation Officers and Clerks**
) **Who Perform Probation Compliance Monitoring**
 (Amending GAO NO. 16-02)

IT IS HEREBY ORDERED that:

- I. Probation officers assigned to probation cases under the supervision of the probationer's assigned sentencing judge ("sentencing/supervising judge") shall monitor compliance with probation conditions as the court directs herein, unless otherwise instructed in writing by the sentencing/supervising judge, as follows:
- A. Supervised probationers will be seen face-to-face once a month ("probation appointment").
 - B. The probation officer will conduct the monthly probation appointment in a designated court facility.
 - C. A scheduled monthly probation appointment may be rescheduled by mutual agreement between the PO and the probationer prior to the date of the appointment. If the probationer personally contacts the assigned probation officer within two business days of missing an appointment, a missed appointment may be reset. There may be no more than two resets of missed appointments at the probationer's request without approval of the sentencing/supervising judge.
 - D. At the first probation appointment, the sentencing/supervising judge's assigned probation officer will adhere to the Judge-supervised Standardized Intake Appointment guidelines incorporated herein by attachment and keep chronological notes. At all subsequent probation appointments, the sentencing/supervising judge's assigned probation officer will adhere to the Judge-supervised Standardized Return Appointment guidelines incorporated herein by attachment and keep chronological notes. The probation officer shall notify the sentencing/supervising judge of any change in mailing address through the Court Case Management System (CCMS).

- E. During each monthly probation appointment, the probation officer will check the CCMS and Abstract of Driving Record (ADR) to determine if the probationer has committed any new violations of the law, or had any new warrants or license suspensions or restrictions issued against him or her. The probation officer will also conduct this check prior to notifying the sentencing/supervising judge that the court consider review, revocation or termination of the court's supervision of the probationer. Any new violations of the law or outstanding warrants discovered through the CCMS and/or ADR check, not previously reported, shall be reported to the sentencing/supervising judge within seven (7) business days of discovery.
- F. If during a face-to-face monthly appointment the probation officer determines through a CCMS or ADR search as outlined in paragraph 4 above that the probationer has an outstanding King County District court warrant meeting GAO 2016-xxxx criteria for release on personal recognizance, the probation officer will escort the defendant to the court clerk at the probation desk or clerk at the front counter of the court for warrant quashing per that GAO. If the KCDC warrant cannot be quashed per GAO 2016-xxx and/or if the warrant is not KCDC, the probation officer will advise a King County Marshal assigned to court security at the designated court facility of the warrant. No further action is required. The probation officer will make no effort to arrest the probationer, as there is no arrest power vested with King County District Court probation officers.
- G. At each monthly probation appointment, the probation officer will confirm with the probationer that he or she is enrolled and participating in any treatment agency, community service and/or other program as ordered by the sentencing/supervising judge at each face-to-face monthly appointment. Monitoring of conditions that prohibit the probationer from engaging in specified behavior will be limited to asking the probationer whether he or she has engaged in the said behavior.
- H. If the probationer is ordered by the sentencing/supervising judge to participate in treatment services, the treatment agency, not the probation officer, shall be responsible for monitoring the probationer's compliance with any alcohol/drug use probation conditions, and all attendance at alcohol/drug use support group meetings. The treatment agency shall report to the assigned probation officer in writing, once a month, concerning the probationer's progress and/or non-compliance with treatment program(s). If the treatment agency fails to send the monthly report the probation officer will follow up by contacting the agency. Any treatment non-compliance contained in the treatment agency report will be reported to the sentencing/supervising judge. There may be more than one treatment agency providing treatment services to the probationer.
- I. Probationers may not consume alcohol prior to a face-to-face appointment with a probation officer. At each face-to-face appointment the probation officer will ask the probationer if he/she has consumed alcohol. If during an appointment the

probation officer believes that the probationer has recently consumed alcohol, a portable breath test (PBT) will be administered, if available, and any positive results will be reported to the sentencing/supervising judge and a King County Deputy Sheriff assigned to court security at that courthouse facility. No other alcohol test is required. If at an appointment the probation officer believes the probationer has recently used any non-prescribed controlled drug(s) or has abused any prescribed drug(s), the probation officer will notify the probationer's chemical dependency treatment provider, if any, the sentencing/supervising judge, and the King County Deputy Sheriff assigned to court police security at that courthouse facility.

- J. Where the probationer is not in treatment with a drug or alcohol treatment agency, but required by the sentencing/supervising judge to attend self-help support group meetings, the probationer will present to the probation officer written proof of self-help support group attendance at each face-to-face monthly appointment. That written proof will be placed in the probationer's probation file.
- K. The probation officer will confirm whether any court-ordered restitution has been paid no later than the deadline and in the amount set by the sentencing/supervising judge. Confirmation of restitution is to be done by checking the court docket.
- L. When supervising probationers convicted of crimes of domestic violence, the probation officer will mail to the victim's last known mailing address a notice advising him/her of the probation officer's name, phone number and availability.
- M. Except for paragraphs I(H) and I(J), these monitoring standards shall not apply where the sentencing/supervising judge's probation officer is absent from his/her office due to illness or other pre-approved leave. During such absence, adherence to paragraphs I(H) and I(J), and actual receipt of information as described in paragraph III(C), will be monitored and/or received by an individual appointed by the Probation Director or his/her designee. The Probation Director or his/her designee may appoint an individual to conduct an abbreviated monthly appointment that includes performing a CCMS/ADR check as stated in paragraph I(E), verifying treatment compliance, current residence address information, and the scheduling of a monthly appointment with the sentencing/supervising judge's probation officer.
- N. Supervised probation under a given King County District Court cause number shall automatically terminate whenever a warrant has been ordered for the probationer under that cause number. If supervision is suspended on an active cause because of a bench warrant, and the probation officer is supervising companion KCDC causes, the probation officer will notify the other judge(s) and recommend suspension of the other cause(s) until the warrant is resolved.

II. Clerks who perform probation compliance monitoring shall monitor compliance with sentencing conditions as the court directs herein, unless otherwise instructed in writing by the sentencing/supervising judge, as follows:

- A. Clerks who perform probation compliance monitoring shall monitor treatment agency compliance with reporting conditions for cases on monitored unsupervised probation in accordance with Compliance Monitoring guidelines incorporated herein by attachment.
- B. For Deferred Prosecution cases, if the treatment agency fails to send the monthly report, the clerk who performs probation compliance monitoring will follow up by contacting that agency.

III. Probation officers supervising probationers and clerks performing compliance monitoring shall monitor the following conditions as the court directs herein, unless otherwise instructed in writing by the sentencing/supervising judge, as follows:

- A. Probation officers and clerks who perform probation compliance monitoring shall not independently investigate the conduct of a probationer beyond the authority delegated by these monitoring standards in this General Administrative Order without written instruction from the sentencing/supervising judge. A probation officer or clerk performing probation compliance monitoring shall notify the probationer's sentencing/supervising judge of all oral or written reports actually received by that probation officer or clerk that the probationer has violated condition(s) of probation. Notification to the sentencing/supervising judge will occur within seven (7) business days of actual receipt of such information.
- B. If a probationer is required, as part of the probationer's judgment and sentence, to install an ignition interlock device on all motor vehicles operated by the probationer, the assigned probation officer or clerk performing probation compliance monitoring on that cause number shall attempt to verify the installation of the ignition interlock device or devices. In order to meet this requirement, the probationer shall be required to provide written proof of installation from a company doing business in this state that a device or devices certified by the Washington State Patrol and posted to the WSP website has been installed.

If the probation officer or clerk who performs probation compliance monitoring does not obtain written verification of installation within 30 days of the judgment and sentence – either directly from the probationer or from the installation company – the probation officer or probation compliance clerk shall promptly inform the sentencing/supervising judge.

Except as set forth above, the probation officer or clerk who performs probation compliance monitoring shall have no further obligation to supervise the use or installation of the ignition interlock device or devices by the probationer unless

otherwise ordered by the sentencing/supervising judge. If the probation officer or clerk who performs probation compliance monitoring becomes aware of violations of ignition interlock installation or usage, the probation officer or clerk who performs probation compliance monitoring must report to the court and request a judicial review or hearing, in accordance with GAO Item III(C).

- C. Any probation non-compliance revealed through use of these monitoring standards and such additional standards, if any, set in writing by the probationer's sentencing/supervising judge, shall be reported in writing to the sentencing/supervising judge within seven (7) business days of actual discovery of the non-compliance. Supervised probation is automatically terminated within ten (10) business days of the probation officer sending written notice of non-compliance to the sentencing/supervising judge, unless the sentencing/supervising judge sends written notice that supervised probation should not be terminated. The sentencing/supervising judge will be notified in writing by the probation officer that the case has been closed per GAO, with a copy to the Chief Presiding Judge and the Division Director, and a court review shall be set. The probation officer may make written recommendations to the sentencing/supervising judge with the delivery of any non-compliance report to the sentencing/supervising judge.

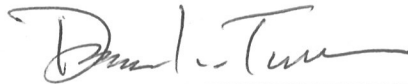
- IV. The King County District Court, Division of Probation Policy Manual (POL-201 - 820) is rescinded.

Attachments:

Standardized Judge-Supervised Probation Intake document
Standardized Judge-supervised Probation Return Appointment document
Compliance Monitoring Procedures

EFFECTIVE November 14, 2016

DONE this 10th day of November, 2016



Donna Tucker
Chief Presiding Judge
King county District Court

COMPLIANCE MONITORING PROCEDURES

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I. GENERAL PROCEDURES

- A. The Clerk assigned to the compliance desk shall monitor and review case conditions imposed by the court and process information received only for cases that are not on active probation
- B. Treatment agency reports or other compliance documents received at the front counter will be docketed as filed and delivered to the Clerk assigned to compliance desk for processing and **PLS** updating as appropriate. [Examples: Victim Panel (VIC), Community Service Hours (CSE), Alcohol Drug Information School (ADIS)]
- C. It is the responsibility of the Clerk assigned to the compliance desk to receive, docket, scan and index information into DCoR, not to verify the authenticity of the information received; however questionable documents will be referred to the Judge for review (such as community service hours that don't appear to be from a non-profit agency, or self-help group verifications without signatures). Agency or vendor status of providers for some individual conditions will be checked as outlined in **III F** and **III G** below
- D. Treatment reports or other compliance documents that do not have sufficient information to identify probation status or that have missing or incorrect case numbers are to be checked on the Probation Case Management System (PCMS) the Probation Status Report (click [here](#)) or in JIS based on information provided such as the defendant's name, date of birth, or mailing address
 - 1. Reports are to be returned to the sending party via fax, whenever possible, if there is still insufficient information to identify the defendant's case after being checked
 - 2. Documents that are returned to the sending party via fax shall be destroyed upon receipt of fax confirmation
 - 3. If sufficient information is available to allow processing the paperwork, the Clerk assigned to compliance desk shall fax a copy to the sending agency advising them of the court case number(s) for future reference

II. SORTING AND DISTRIBUTING INCOMING MAIL

- A. The Clerk assigned to the compliance desk and/or the probation desk will receive treatment agency reports or other documents regarding a defendant's compliance or non compliance with a Court-ordered program or condition
 - 1. Reports received by the Clerk assigned to the compliance desk for cases on Active Probation are to be delivered to the Clerk assigned to the probation desk for processing



2. Reports for cases which cannot be readily identified as Active probation received by either the Clerk assigned to the compliance desk or the Clerk assigned to the probation desk shall be further processed by whoever receives per “B” below
 3. In locations where the probation desk and compliance desk functions are combined into one Clerk position, priority shall be given to the processing of readily identifiable Active probation case mail
- B. If a report is not addressed to a probation officer by name, the clerk assigned to the probation desk shall check the Probation Case Management System (PCMS). The Clerk assigned to the compliance desk will perform a search of the Probation Status Report (click [here](#)), or JIS to determine if the defendant is on probation
1. Reports identified by the Clerk assigned to compliance desk for cases on Active Probation are to be delivered to the Clerk assigned to the probation desk for processing
 2. Reports identified by the Clerk assigned to the probation desk as cases not on Active probation shall be delivered to the Clerk assigned to the compliance desk for processing
 3. Compliance paperwork shall be forwarded for processing from the receiving location to a clerk in the sentencing location. (Paperwork for cases sentenced from the jail calendar will be sent to the originating or supervising court location.)

III. PROCESSING COMPLIANCE TREATMENT REPORTS AND PAPERWORK

- A. All compliance treatment reports and other paperwork shall be prepped, scanned, and indexed
1. Treatment reports for active probation cases are scanned and indexed with the “PRB” at the beginning of the document title and without docket entries
 2. Paperwork returned to Compliance from probation for processing which has been titled with the PRB designation shall be retitled appropriately without that designation and docket entries made
- B. Alcohol/Drug or Chemical Dependency Assessments shall be referred to the Judge for a judicial determination of whether it meets KCDC minimum standards for evaluation, whether additional conditions will be entered and whether a hearing will be set based on the recommendations
- C. Reports of completed treatment received shall be reviewed by the Clerk to determine if the entire treatment program has been completed, or just a phase of treatment



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1. If treatment has been completed the Clerk shall refer the report to the judge, along with the Judgment and Sentence or other court Order, and the Chemical Dependency Evaluation, for determination of acceptability. Scan and index
 2. If notification is received that only a phase of treatment has been completed make a docket entry **“treatment agency status report filed dated” (enter date of report)**. The document shall be indexed and titled as Compliant Treatment Report filed. Do not update **PLS**
- D. Documentation of an ongoing condition such as monthly compliance with treatment or self-help shall have a docket entry that reflects the period of compliance and the document will be scanned and indexed
- E. Discharge or Discharge Summary Reports shall be reviewed for reason person was discharged
1. Completed Treatment (TX) (See C above)
 2. Transferred to another treatment program (Judgment and Sentence or other Court Order shall be reviewed to see if transfer required judicial approval and shall be referred to the Judge as appropriate).
 3. Non-compliant with treatment (See section I below)
- F. Ignition Interlock Reports
1. Ignition Interlock Device Installation reports shall be scanned, indexed and processed as follows
 - a. Interlock report filed (with an automatic docket entry)
 - b. Confirm that the ignition interlock device is on the Washington State Patrol certified list before the installation condition is marked complied on PLS. The list of WSP certified devices may be found at: www.wsp.wa.gov/traveler/interlock.htm
- Note:** Many Ignition Interlock reports come from installer/distributors rather than manufacturers. The WSP list is of certified devices, by manufacturer. You need to look at the Installation report to see what device is identified and then check for that device/manufacture on the WSP website.
2. For WSP confirmed devices an additional docket entry shall be made: **“Confirmed WSP certified ignition interlock device;”** and the Ignition Interlock Device installation condition shall be complied on PLS
- Note:** Only Installation is complied; if PLS condition is Ignition Interlock for (specified time period) do not comply upon verification of installation.
3. For Installation reports of non-confirmed devices, refer the report to the Judge and make the following docket entry: **“Device not WSP Certified. Referred to Judge.”**



4. Violation and Non-compliance reports to include Caution Reports, Notice of Non-compliance, Power Disconnect Incidents, and Removal Reports shall be scanned, indexed, and processed as follows:

a. Review the following to confirm that ignition interlock was ordered, and has not been modified, or waived by the court.

- Sentencing conditions on the J&S
- Docket
- Order on Review/Revocation
- DCoR

b. If non compliant check all other conditions and refer all non compliant conditions to the judge for review.

Note: Violation and Non-compliance reports to include Caution Reports, Notice of Non-compliance, and Power Disconnect Incidents shall all be indexed as document title “Ignition Interlock notice of Non-compliance”

Removal Reports shall be indexed as document title: “Ignition Interlock notice of Removal”

Summary Audit / Activity Logs are not considered as violations of the Ignition Interlock installation or usage under these procedures.

- a. A summary audit/activity log that indicates a positive BAC shall be referred to the judge for review as a violation of a No Use of Alcohol condition, if such condition is confirmed.
- b. All other summary audit/activity logs shall be scanned and indexed without judicial referral.



G. DUI Victim Panels

1. Check KCDC Victim Panel Status List list for status [\(click here for Victim Panel Status List\)](#).
 - a. If the Victim Panel is not on the list (either not previously screened or screened and does not meet guidelines):
 - i. Send Request for Court Action form (RFCA) to the Judge [\(click here for RFCA\)](#) with the appropriate box checked and attach the Panel report.
 - ii. Send a copy of the RFCA and Panel report to the Probation Director if the agency was not previously screened. The Panel will be contacted and be given the opportunity to complete the screening.
 - iii. Send Defendant Notice of Victim Panel Declined (click here) if the Judge responds that the defendant is to be notified that the Victim Panel was denied.
 - iv. Make the appropriate docket entry
2. Verify the number of panels to be attended on the Judgment and Sentence (J&S) or court order.
3. Enter future Victim Panels individually into “**PLS**” as “**VIC**” with the due date entered in the time field
4. Prep/Scan/Index

Note: Make sure the current Victims Panel is marked complete

H. Proof of Community Service

1. If Community Service is in lieu of a fine make a docket entry: **“Proof of (__hours) community service completed at (name of non-profit agency) in lieu of (\$\$) filed. A/R to be adjusted”**
2. If Community Service is in lieu of jail time or other case conditions make a docket entry: “Proof of (__hours) Community Service completed at (name of non-profit agency) in lieu of (specify condition being satisfied),” and comply condition in PLS.
3. If Community Service was imposed as a mandatory condition or sanction make a docket entry: **“Proof of (__hours) Community Service completed at (name of non-profit.)”** and comply condition in **PLS**.



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- I. Reports of Non Compliance
 1. Review the following to confirm that the reported non complaint condition was ordered, not been modified, not waived by the court, and that proof has not previously been filed
 - a. Sentencing conditions on the **J&S**
 - b. Docket
 - c. Order on Review/Revocation
 - d. DCoR
 2. If non compliant, check all other conditions and refer all non compliant conditions to the judge for review.
 3. If all conditions have been checked and referred to the judge for review, comply the next CRS MON review date if it is within 45 days.
 - J. Updating Compliance status after review set
 1. Refer Compliance reports received after a case has been set for review to the Judge to determine whether the review will be cancelled.
 2. Docket updated compliance status. Include compliant and non compliant status

IV. COMBINED CASE REVIEW REPORT (CRS)

- A. The CRS report shall be forwarded monthly by location management at the beginning of the month for which conditions are scheduled to be reviewed. These dates are entered into PLS at the time of sentencing
- B. Cases that appear on the CRS report shall be reviewed for compliance with case conditions and accuracy and completeness of tracking codes entered
- C. Cases are to be reviewed at 3 and 9 months (1 year jurisdiction); at 3, 9, 15, and 21 months (2 year jurisdiction); and at 3, 9, 15, 21, 27, 33, 39, 45, 51, and 57 months (5 year jurisdiction)
- D. Example: 12 month sentence imposed in January would have a three month MON review in April [April report run at the beginning of April] and a final MON review three months prior to end of jurisdiction in October [October report run in October]. The grid below is a useful reference

Month	3 Months	9 Months	15 Months	21 Months	27 Months	33 Months
January	April	October	April	October	April	October
February	May	November	May	November	May	November



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March	June	December	June	December	June	December
April	July	January	July	January	July	January
May	August	February	August	February	August	February
June	September	March	September	March	September	March
July	October	April	October	April	October	April
August	November	May	November	May	November	May
September	December	June	December	June	December	June
October	January	July	January	July	January	July
November	February	August	February	August	February	August
December	March	September	March	September	March	September

- E. No ACT (Active Probation) cases shall be reviewed. If an ACT case appears on the CRS report, the following docket entry shall be made: “Compliance Review not completed, defendant is currently on Active Probation.”
- F. End of Jurisdiction case reviews shall be worked before interim case reviews.
- G. Review MON cases for:
 - 1. New law violations
 - 2. Compliance with the original sentence, and/or any additional or modified conditions
- H. Review the following
 - 1. Case Docket (“Docket”) from JIS/JABS
 - a. For cases in warrant status make a docket entry and proceed to next case: **“Case in warrant status, compliance review not completed”**
 - 2. Defendant Individual Case History in JIS/JABS
 - a. Search by last name, first name as there may be multiple name codes for the same individual
 - b. Any applicable new law violations located regardless of status or disposition shall be referred to location judge to determine whether a review hearing is necessary.

Note: a case tracked for “no alcohol related violations” would include pending infractions as well as criminal charges.

- i. For all driving offense cases, new criminal charges, alcohol-related infractions, license and insurance infractions shall be referred.
- ii. For all other cases, new criminal charges and alcohol-related infractions shall be referred.
- iii. Infractions not specified above shall also be referred if specified on the court order (i.e. J&S, SOC, DP, Order of Review and Revocation etc.)



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3. Department of licensing (DOL PDF) Abstract Driving Record (ADR) which may include new law violations not reflected on the JABS Individual Case History screen, such as out of state violations. The ADR may also indicate if the defendant has been granted an Ignition Interlock License.
 4. Plea sentencing update screen (**PLS**) is reviewed for documentation of compliance with case conditions
 5. DCoR to include **J&S** or other court orders which may not have been updated on the PLS screen
- I. Incorrect Compliance Dates
1. Correct the date(s) in the PLS screen
- Example:

Jail Sentence: 90_							Suspended Jail: 90_		Credit: _		Jail Complied: _	
Fine: 500.00_			Suspended: 500.00_			Other: _			Total: _			
Case Conditions		1 - 6 of 6		Time		--Fee---		Imposed Dt		Review Date		C
MON				6_ M				03 14 2008				
MON				12_ M				03 14 2008				
MON				18_ M				03 14 2008				
MON				24_ M				03 14 2008		03 14 2010		
VIC				90_ D				03 14 2008		06 14 2008		
AIS				30_ D				03 14 2008		04 14 2008		
Docket: _ _ _												



2. Corrections that need to be made:
 - a. Review date for 9 month, 15 month and 21 month reviews
 - b. Correction to final compliance review date – needs to be 3 months prior to end of jurisdiction
 - c. Removal of review dates for interim conditions (**VIC, AIS**), these are tracked with **MON**
- J. Multiple cases on one sentencing form
 1. If multiple cases are found on one sentencing form when reviewing the Order of Judgment and Sentence for a case on the Combined Case Review Report, the PLS for all cases should be checked to verify conditions have been entered as appropriate
 2. The CRS review shall be completed on the additional cases and any areas of non-compliance shall be noted and the case referred to the Judge
- K. Cases Tracking with Other Cases
 1. View the note field to see if other cases are tracking.
 2. All cases tracked together are to be reviewed
 3. Docket the non compliance conditions for each case and refer all cases to the judge for review
- L. Non Compliant Case Review
 1. Refer case to the Judge
 - a. Make the following docket entry: **“Compliance review (specify interim or end of jurisdiction) for (specify judgment type: DP, Suspended, Deferred, SOC). Case referred to Judge for (specify all violations: failure to complete treatment, no proof of restitution, new law violations[charge and violation date]),”**
 - b. Include the J&S or other court order, Chemical Dependency evaluation, JABS Individual Case History, ADR and documentation of the non compliance if required (i.e. treatment report) with the referral
- M. Compliant Case Review
 1. Make the following docket entry: **“Compliance review : JABS Individual Case History/ADR checked - no new violations, reports of non-compliance, or failure to meet completion dates.”**
 2. In the **PLS** screen, mark the **MON** condition complete (this will be the 3, 9, 15 month etc.)
 3. Verify **PLS** has correct **MON** review dates through the end of jurisdiction and that the last review date is FNL.
 4. Mark **Y** for complete on the **PLS** screen for any imposed conditions which have been confirmed completed



- N. Compliant Case Review end of jurisdiction
1. At the end of jurisdiction, when all conditions have been met and there are no new offenses, make a docket entry and refer to the Judge:
“Final Compliance review: (specify judgment type: DP, Suspended, Deferred, SOC) JABS Individual Case History/ADR checked. No new violations, reports of non-compliance, or failure to meet completion dates (except payment of penalties, if applicable). Refer to Judge”
 2. For cases with outstanding No Contact Orders (NCOs), make an additional docket entry and attach the Recall Order form to the Judicial Review Sheet



**STANDARDIZED JUDGE-SUPERVISED PROBATION INTAKE
APPOINTMENT**

I. REVIEW COURT ORDER	2
II. REVIEW COURT DOCKET	2
III. REVIEW PROBATION CASE MANAGEMENT SYSTEM (PCMS).....	2
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V. CHECK PCMS AND ECR FOR EVALUATIONS OR ANY CURRENT TREATMENT STATUS REPORTS.....	2
VI. CONDUCT INTAKE INTERVIEW WITH DEFENDANT	3
VII. SCHEDULE NEXT APPOINTMENT	4
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These procedures are NOT subject to change without written approval of the court or, on a case by case basis, by written instruction from the sentencing/supervising judge. [Revised 9/26/11]



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I. REVIEW COURT ORDER

- A. Confirm active probation was ordered
- B. Check all treatment conditions and deadlines

II. REVIEW COURT DOCKET

- A. Check for scheduled review hearings, recent court appearances, court rulings, motions from defense
- B. Check that docket entries reflect current status of case per sentencing/supervising Judge e-mails or other communication to probation.

III. REVIEW PROBATION CASE MANAGEMENT SYSTEM (PCMS)

- A. Verify case is set up with defendant's name in DISCIS
- B. Verify that all court conditions have been entered to PCMS
 - 1. Match conditions with treatment agencies
- C. Verify victim letter has been sent (if applicable).
- D. Verify that the court, judge, case number and charges have been entered
 - 1. City contract cases have separate court designation
 - 2. Prior cases and charges are closed correctly as applicable

IV. COMPLETE A BASELINE CRIMINAL HISTORY RECORD CHECK

- A. Check and print Defendant Individual Case History in JIS/JABS
 - 1. Search by last name, first name as there may be multiple name codes for the same individual
- B. Check and print Department of Licensing (DOL) Abstract of Driving Records (ADR)
- C. If new charges and/or bench warrants (BW) are found in DOL or JABS records, follow GAO #I (E) and #I (F)

V. CHECK PCMS AND ECR FOR EVALUATIONS OR ANY CURRENT TREATMENT STATUS REPORTS

These procedures are NOT subject to change without written approval of the court or, on a case by case basis, by written instruction from the sentencing/supervising judge. [Revised 9/26/11]



VI. CONDUCT INTAKE INTERVIEW WITH DEFENDANT

- A. Provide general overview and orientation
- B. Explain Judge-supervised Probation
- C. Review Court Order and condition deadlines with defendant
 - 1. Stipulated Order of Continuance
 - 2. Deferred Prosecution
 - 3. Order of Judgment and Sentence
- D. Obtain necessary releases for identified treatment agencies
- E. Provide referral lists as appropriate
- F. Review Rights, Warnings, and Other Conditions
 - 1. Clarify expectation of appearing for probation appointment clean and sober versus court condition of abstinence
 - 2. Caution defendant that s/he can be subject to Portable Breath Test
 - 3. Explain Interstate Compact for Adult Offender Supervision (ICAOS) requirements for moving out of state if applicable
- G. Review background information or intake form
- H. Verify current mailing address and telephone with defendant
 - 1. Ask about defendant's residence address if different from mailing address.
 - 2. Prepare a Change of Address (COA) form and have defendant review and initial if mailing address and/or telephone is different than DISCIS.
 - 3. Submit copy of initialed COA to the Probation Desk Clerk for DISCIS update.
- I. Verify current driver's license and insurance if court requirement
 - 1. Enter the license expiration date on the PCMS Defendant screen
 - 2. Enter the insurance expiration date
 - 3. If any violations are found follow GAO #13
- J. Ask About Criminal Justice Agency Contacts
 - 1. Include new criminal charges, citations, court appearances, and contacts with police.
 - 2. Discuss any discrepancies between defendant statements and PO-completed Criminal History Check.
- K. Ask about use of alcohol and/or other drugs
 - 1. If Yes, follow GAO #8
 - 2. If No, but you suspect alcohol (i.e. detect odor of alcohol on defendant's breath) follow GAO #8
 - 3. If No, but you suspect use of non-prescribed drug(s) or abuse of prescribed drugs(s), follow GAO #8

These procedures are NOT subject to change without written approval of the court or, on a case by case basis, by written instruction from the sentencing/supervising judge. [Revised 9/26/11]



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4. Upon notification to security per GAO #8, Probation staff will not attempt to detain the defendant or take the defendant's car keys.

VII. SCHEDULE NEXT APPOINTMENT

- A. Inform defendant of the date and time
 1. Give defendant appointment card if they do not have their own appointment book or phone calendar.
 2. Enter appointment date and time on the PCMS Defendant Screen.
 3. Enter appointment in Outlook.

VIII. COMPLETE PCMS LOG ENTRY OF APPOINTMENT

- A. Document use of standardized questionnaire.
- B. Note the next appointment date in the log entry.

IX. COMPLETE INTAKE APPOINTMENT FOLLOW UP WORK

- A. Report any non-compliance to court, following GAO #13.
- B. Contact treatment provider if there is use of alcohol and/or non-prescribed drugs or abuse of prescribed drugs.
- C. Send out referral letters with Criminal Justice Release to identified agencies.
- D. Staff any additional questions arising from Intake Appointment with Supervisor.

These procedures are NOT subject to change without written approval of the court or, on a case by case basis, by written instruction from the sentencing/supervising judge. [Revised 9/26/11]



**STANDARDIZED JUDGE-SUPERVISED PROBATION
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[JABS Update 11/14/16]



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I. REVIEW PROBATION CASE MANAGEMENT SYSTEM (PCMS)

- A. Check prior missed appointments and reschedules.
- B. Check the status of any follow-ups required from last appointment.
- C. Check date of the last treatment reports as noted in the PCMS Defendant Screen
 - 1. If last report noted in PCMS is not current, check Electronic Court Records (ECR) for more recent reports.
 - 2. If more recent reports are in ECR, update the PCMS Defendant Screen.
 - 3. If the treatment agency has failed to send a monthly report, follow General Administrative Order (GAO) 07-120, #7.

II. REVIEW COURT DOCKET

- A. Check for scheduled review hearings, recent court appearances, court rulings, motions from defense.
- B. Check that docket reflects current status of case per sentencing/supervising Judge e-mails.

III. COMPLETE A CRIMINAL HISTORY RECORD CHECK

- A. Check and print Defendant Individual Case History in JIS/JABS
 - 1. Search by last name, first name as there may be multiple name codes for the same individual
- B. Check and print Department of Licensing (DOL) Abstract of Driving Records (ADR)
- C. If new charges and/or bench warrants (BW) are found in DOL or JABS records, follow GAO #I (E) and #I (F)

IV. VERIFY CURRENT ADDRESS AND TELEPHONE WITH DEFENDANT

- A. Ask the defendant to state his/her current mailing address and confirm that the address shown on Defendant Screen in PCMS is correct. Update if necessary.
- B. Ask about the defendant's residence address if different than mailing address.

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[JABS Update 11/14/16]



King County District Court

- C. If the mailing and/or residence address and/or telephone number has changed:
 - 1. Correct on the PCMS Defendant screen.
 - 2. Advise defendant of his/her responsibility to notify DOL of applicable changes.
- D. If mailing address has changed:
 - 1. Prepare a Change of Address (COA) form and have defendant review and initial it.
 - 2. Submit a copy of initialed COA to the Probation Desk Clerk for DISCIS update.

V. ASK ABOUT CRIMINAL JUSTICE AGENCY CONTACTS

- A. Include new criminal charges, citations, court appearances, and contacts with the police.
- B. Discuss any discrepancies between the defendant's statements and the PO-completed Criminal History Check.

VI. VERIFY CURRENT DRIVER'S LICENSE AND INSURANCE IF COURT REQUIREMENT

- A. Check the license status on the PCMS defendant screen:
 - 1. If license status is "NA," then do nothing further,
 - 2. If other than "NA" and different than DOL/ADR records noted in B(1), then correct.
- B. If "Yes" after confirmation or corrections:
 - 1. Check the license expiration date on the PCMS defendant screen.
 - a. If the expiration date is subsequent to the current date, do nothing.
 - b. If the expiration date has passed, ask to see new license and make a copy for the file.
- C. Check the insurance expiration date
 - 1. If the expiration date is subsequent to the current date, do nothing.
 - 2. If the expiration date has passed, ask for new insurance verification and make a copy for the file.
- D. If any violations are found, follow GAO #13.

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[JABS Update 11/14/16]



VII. ASK ABOUT USE OF ALCOHOL AND/OR OTHER DRUGS

- A. If Yes, follow GAO #8.
- B. If No, but you suspect alcohol (i.e. detect odor of alcohol on defendant's breath), follow GAO #8.
- C. If No, but you suspect use of non-prescribed drug(s) or abuse of prescribed drug(s), follow GAO #8.
- D. Upon notification to security per GAO #8, Probation staff will not attempt to detain the defendant, or take the defendant's car keys.

VIII. CONFIRM ENROLLMENT WITH ANY TREATMENT AGENCY, COMMUNITY SERVICE, AND/OR OTHER PROGRAM AS ORDERED BY THE SENTENCING/SUPERVISING JUDGE

- A. Review treatment conditions, progress, and deadlines
 - 1. Call treatment agency if no current report or there is a discrepancy between agency and probationer-reported information
 - 2. Enter the completion date and **Y** on Defendant screen for any completed treatment.
- B. Review community service hour requirements and deadlines.
- C. Review other program requirements, progress and deadlines.
- D. If any violations are found, follow GAO #13.

IX. ASK ABOUT SELF-HELP SUPPORT GROUP MEETINGS

- A. If alcohol/drug use support group meetings are a condition of sentencing **and**
- B. The defendant is not in a treatment agency providing the ordered treatment services **or**
- C. Alcohol/drug use support group attendance has been required without a concurrent treatment requirement.

X. REVIEW ANY COURT-ORDERED RESTITUTION REQUIREMENTS

- A. Check deadline on order and amount
- B. Check docket to confirm restitution has been paid no later than the deadline and in the amount set.

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King County District Court

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1. Enter the completion date and **Y** on the defendant screen if completed
 2. If any violations are found, follow GAO #13

XI. VERIFY REMAINING JURISDICTION

- A. Note BW(s) which may require adjustment to jurisdiction.
- B. Confirm any calculated changes to length of judge-supervised probation with the sentencing/supervising judge.

XII. SCHEDULE NEXT APPOINTMENT

- A. Inform defendant of the date and time
 3. Give defendant appointment card if they do not have their own appointment book or phone calendar.
- B. Enter appointment date and time on the PCMS Defendant Screen.
- C. Enter appointment in Outlook.

XIII. COMPLETE PCMS LOG ENTRY OF APPOINTMENT

- A. Document use of standardized questionnaire.
- B. Note the next appointment date in the log entry.

XIV. COMPLETE RETURN APPOINTMENT FOLLOW UP WORK

- A. Contact treatment provider if there is use of alcohol and/or non-prescribed drugs or abuse of prescribed drugs.
- B. Report non-compliance issues to the court following GAO #13.
- C. Write early termination or final disposition report if all affirmative conditions have been met.

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[JABS Update 11/14/16]