

---

## Pretrial Services (Adult)

### 418.1 THE INTAKE PROCESS

In San Diego County, following an arrest and placement into custody at the jail, the San Diego Sheriff's Department (SDSD) conducts the California Pretrial Assessment-Revised (CAPA-R) risk assessment to evaluate the client's risk to the community if released on Supervised Own Recognizance (SOR). SDSD prepares a court report that states if SOR is recommended, and if so, the monitoring level. The court clerk emails the SOR court order and the Order Releasing Defendant on Supervised Own Recognizance (CRM-288) to the general Probation professional email account. SDSD emails a copy of the client's Pretrial Report to the Probation's Pretrial Services professional email account. Prior to custody release, the client receives copies of the court order and CRM-288. The client's booking record reflects a Probation Supervised Own Recognizance (PSOR) release.

No case will initially be monitored at a level lower than the one identified by the Supervising Probation Officer (SPO).

### 418.2 UPON RECEIVING A NEW CASE

A Probation Aide (PA) or Probation Officer (PO) accesses the newly assigned/received case in Probation Case Management System (PCMS) and checks the contact log and the Pretrial Status Screen to identify if the client reported by phone within 24 hours of release. If client fails to contact SOR as directed, and the PA or PO is unable to contact the client, the PA or PO will make the court aware at their first scheduled hearing in the Pretrial Monitoring Status Report.

### 418.3 INITIAL PHONE CALL WITH CLIENT (24-HOUR CHECK IN INITIATED BY CLIENT OR BY PA OR PO)

### 418.4 MONITORING DUTIES

Following the client's 24-hour check-in, a PA or PO is required to maintain contact with clients at a frequency based upon monitoring level:

- (a) Minimum Monitoring Level
  - 1. Court reminders consist of calling or texting three days after release, three to five days before their hearing, and the day before the hearing
- (b) Standard Monitoring Level
  - 1. Court reminders, monthly phone contact with PA
- (c) High Monitoring Level
  - 1. Court reminders, monthly phone contact with PO
- (d) Intensive Monitoring Level
  - 1. Court reminders, bi-weekly phone contact with PO

# San Diego County Probation Department

## Administrative Services Procedure Manual

### *Pretrial Services (Adult)*

---

Regardless of the client's monitoring level, each PA or PO must maintain contact with clients as often as necessary to support adherence to court directives and engagement in services to address an individual's needs. A PA's or PO's focus during these contacts should be client-centered and aimed to assist the client with linkages for any needed services. The goals of SOR are to have the client appear at their court hearings and remain law-abiding while imposing the least restrictive conditions and requirements as possible.

#### **418.5 VICTIMS**

In the event a victim contacts Pretrial Services, information may be provided to the victim that supports victim's rights. These rights include, but are not limited to:

- (a) Requesting notification of all pretrial hearings,
- (b) Information related to all bail decisions,
- (c) An overview of conditions of release related to the victim's safety,
- (d) The client's custody status,
- (e) Instructions on seeking enforcement of release conditions

#### **418.6 REPORTS**

Pretrial Monitoring Status Reports are required for each SOR client for the hearing immediately following their grant of SOR monitoring. At a minimum, subsequent progress reports submitted to the court for each hearing, occurs at least 30 days after the last report was submitted and whenever requested by the court. Reports are due to the Court three days prior to the hearing date.

#### **418.7 CLOSING THE CASE**

The client remains on SOR until their case is dismissed, sentenced, or the court terminates the client from SOR. Termination by the court may be due to arrest for a new charge, non-compliance with SOR conditions, failure to appear at a noticed hearing, or any other change in circumstances. The court may also reduce the level of monitoring from SOR to Own Recognizance (OR). Once the SOR in a case is terminated, the PA or PO assigned to the case prepares the case for closure.

#### **418.8 DUTY PA OR PO**

A Duty PA or PO is designated daily and has the responsibility to maintain daily duty requirements. A duty staff is designated daily and has responsibilities, as follows:

- (a) Check the Pretrial Services voice mailboxes as the first morning task and log all 24-hour check-in voicemails.
- (b) If a client checked in, but Pretrial Services has not received the referral, notify the SPO, the Senior Probation Officer (SrPO), or designee as soon as possible for follow-up.
- (c) Respond to, document, and/or forward other voicemails received for existing SOR clients.

# San Diego County Probation Department

## Administrative Services Procedure Manual

### *Pretrial Services (Adult)*

---

- (d) Access Pretrial Services client email account and sort emails based on to whom they are assigned.
- (e) Answer the general Pretrial Services phone line throughout the day and respond accordingly.
- (f) Generally, the PA or PO who completes the client intake monitors the case.