

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

GENERAL ADMINISTRATIVE ORDER

NO. 04-94

**Judge-Supervised Probation:
King County District Court Monitoring
Standards (Replaces GAO No. 97.61 and
Rescinds Existing Probation Policy Manual)**

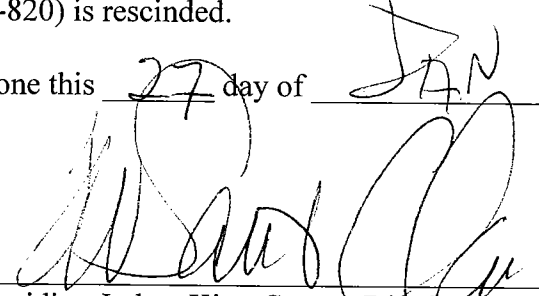
IT IS HEREBY ORDERED that probation officers assigned to probation cases under the supervision of the probationer's sentencing judge, shall monitor compliance with probation conditions as the court directs herein, unless otherwise instructed in writing, by the sentencing/supervising judge.

1. Probationers will be seen face-to-face once a month. The probation officer will conduct all monthly appointments in a designated court facility.
2. The monthly scheduled probation appointment may be rescheduled if the probationer personally contacts the sentencing/supervising judge's assigned probation officer on or before the date of that monthly appointment. During the probation term, there may be no more than two rescheduled appointments.
3. Probation officers will keep dated chronological notes outlining the work they perform with probationers on behalf of the sentencing/supervising judge. At each face-to face monthly appointment, the probation officer will ask the probationer his/her current residence address and record the response in the chronological notes. The sentencing/supervising judge will be notified of any change in residence address.
4. The probation officer will check the District Court Criminal Information System (DISCIS), to determine if there are any new violation(s) of the law or issuance of warrants during each face-to-face monthly appointment with the probationer and also prior to notifying the sentencing/supervising judge that the court consider review, revocation or termination of the court's supervision of the probationer.
5. If, during a face-to-face monthly appointment, the probation officer determines, through a DISCIS search as outlined in Section Four (4) above, that the probationer has an outstanding warrant, the probation officer will advise King County Police assigned to court security at the designated court facility. 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.

6. The probation officer will confirm through the probationer enrollment and attendance with any treatment agency, community service and/or other program as ordered by the sentencing/supervising judge at each face-to-face monthly appointment, beginning at the second face-to-face monthly appointment.
7. If the probationer is ordered by the sentencing /supervising judge to participate in treatment services, any alcohol/drug use probation conditions, and attendance at alcohol/drug use support group meetings, will be monitored by the treatment agency providing the treatment services and not by the probation officer. A treatment agency will be required to 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 that agency. Any treatment non-compliance alleged by the treatment agency will be reported to the sentencing/supervising judge. There may be more than one treatment agency providing treatment services to the probationer.
8. Probation officers will ask the probationer if he/she has consumed alcohol during each face-to-face monthly appointment. If, at a monthly appointment, the probation officer believes that the probationer has recently consumed alcohol, a Portable Breath Test (PBT) will be administered, if available, and the results thereof will be reported to the sentencing/supervising judge and King County Police assigned to court security. No other alcohol test is required. If the probation officer believes that the probationer has recently used any non-prescribed drug(s) or has abused any prescribed drug(s), the probation officer will notify the probationer's chemical treatment provider, if any, the sentencing/supervising judge, and court police security.
9. 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.
10. The probation officer will confirm that any court ordered restitution has been paid no later than the deadline and in the amount set by the sentencing/supervising judge.
11. King County District Court probation officers shall not independently investigate the conduct of a probationer beyond the authority delegated by these monitoring standards without written instruction from the sentencing/supervising judge. Any probation officer will, however, notify the probationer's sentencing/supervising judge of all oral or written reports actually received by that probation officer that the probationer has violated condition(s) of probation or that a felony warrant is outstanding. Notification to the sentencing/supervising judge will occur within seven (7) days of actual receipt of such information.
12. Supervised probation is automatically terminated for the probationer whenever a King County District Court warrant is or has been issued for the arrest of that probationer.

13. 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) days of actual discovery of the non-compliance. Supervised probation is automatically terminated within seven (7) 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 probation officer may make written recommendations to the sentencing/supervising judge with any delivery of non-compliance to the sentencing/supervising judge.
14. Probation officers will not review or interpret Ignition Interlock Reports.
15. In judge supervised probation of domestic violence probationers, the probation officer will mail to the victim's last known mailing address notice advising he/she of the probation officer's name, phone number and availability.
16. The existing King County District Court, Division of Probation Policy Manual (POL-201 through POL-820) is rescinded.

Done this 27 day of JAN, 2004.



Presiding Judge, King County District Court