



LOS ANGELES SCHOOL POLICE DEPARTMENT TRAINING BULLETIN

The Electronic Probable Cause (ePCD) common problems and fixes.

Common problems and solutions:

- To properly work, the user needs to access the ePCD system by using Internet Explorer (IE version 11 or higher) as the default browser for the application to work properly. **Do not use Google Chrome, Firefox, or any other browser.**
- When a probable cause declaration (PCD) is in danger of expiring during regular court hours, contact the court where the PCD was sent and speak to an available judge or commissioner to request an immediate review of the PCD. If the issue occurs after regular court hours, contact the county operator at (213) 974-1234, and request to speak with the on-call judge or commissioner. **Do not contact the District Attorney Command Post.**
- Judges generally review PCDs Monday through Friday, 0730 hours - 1600 hours, and Sundays, 0900 hours - 1300 hours. PCDs are not reviewed on Saturdays or Holidays. For specific schedule information, please refer to the 2019 Duty Date Schedule, located on Smart Xchange page during the login process.
- All juvenile PCDs shall be sent to the Clara Shortridge-Foltz Courthouse (CSF, formerly CCB) via the ePCD system for review.
- For all other ePCD issues, users can send an e-mail to the ePCD Help Desk at epcdhelpdesk@lasd.org. Please include a screenshot of the error message. Emails are typically handled Monday - Friday during regular business hours.
- The ePCD system is generally scheduled for maintenance and will be unavailable the fourth Tuesday of every month from 0900-1300 hours. If possible, users should wait to complete their PCD until the system is back online.
- For Outside Agency users who are experiencing issues connecting to the ePCD system, please contact your local technology support personnel and email them a screenshot of the error message.

Approvers:

Please select the "release" option for all PCDs in the system where the arrestee was released on a citation. Judges do not need to review PCDs for persons not in custody. Be mindful of the expiration deadline for all PCDs. Please **DO NOT** let any PCDs expire in the system.

Support Services at (323) 890-5411, or the ePCD Help Desk at epcdhelpdesk@lasd.org.



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