

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No. 1180

Issued: 12/29/08

Post Until: 1/29/09

SUBJECT: REVISED ADULT TRANSFER CHECK SHEET

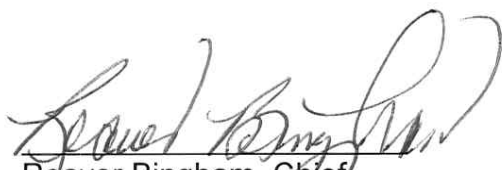
(This Directive supersedes Directive 1031 issued on June 06, 2005)

The Adult Transfer Check Sheet is used when the supervision of an active case is being transferred from one supervision office or officer to another. A transfer check sheet should be attached to each case being transferred (inter-office or intra-office), but is not to be used for the transfer of a case from the Supervision Intake Team (SIT) to a caseload within the same office or for supervision at another area office. The current check sheet was last revised in June 6, 2005, and does not adequately address all the areas of concern currently needing review prior to the transfer of a case.

The revised transfer check sheet provides areas for review by the DPO transferring the case, review and signature by the SDPO, clerical review, and Clearinghouse review when necessary. The form has been revised so that the receiving office is assured that the case has been thoroughly reviewed prior to transfer and that any deficiencies have been corrected. Careful attention needs to be given to all areas listed on the check sheet as failure to fully complete the check sheet may result in a delay in the transfer of the case or return of the case to the sending office for further processing.

In completing the check sheet, the DPO is to fill in or check off each indicated area such as Sending Office or Receiving Office, Case Name, Case Type, Registration Information, etc. Each blank line is to be filled in with the most current information available from the case file or from APS. When a specific box is checked, such as the DFAD or SIND box, this is verification that the DPO has reviewed APS and the information is valid and up to date. The SDPO's signature confirms that all areas of the check sheet have been completed prior to the case being given to the clerical section for final review and transfer. A copy of the attached transfer check sheet is available on Probnets.

If there are any questions or concerns regarding the content of this Directive, please contact the Adult Consultant at (562) 940-2525.



Reaver Bingham, Chief
Adult Field Services Bureau

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

ADULT TRANSFER CHECK SHEET

SENDING OFFICE: _____	RECEIVING OFFICE: _____
CASE NAME: _____	PROBATION NO. <u>X-</u> _____
ADDRESS: _____	
CASE NUMBER(S): 1 _____ 2 _____ 3 _____	
EXPIRATION DATE: 1 _____ 2 _____ 3 _____	
NEXT COURT DATE: _____	REPORT DUE: YES ☐ NO ☐

CASE TYPE: ☐ AMS ☐ THRO ☐ HRO ☐ WELFARE FRAUD ☐ TMRO ☐ MRO ☐ CII only ☐ TLRO ☐ FAM ☐ DEJ ☐ TFO ☐ SRG ☐ P 36 ☐ GANG ☐ OTHER _____	CLEARINGHOUSE REVIEW Approved for Transfer YES ☐ NO ☐ Return for correction YES ☐ NO ☐ (See DCID) Reviewed by DPO: _____ KIOSK YES ☐ NO ☐
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REGISTRATION:	☐ Registration current/verified & entered on DFPD ☐ SEX OFFENDER ☐ VIOLENT OFFENDER ☐ GANG ☐ ARSON ☐ NARCOTIC ☐ 296PC/DNA
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DPO CHECK COMPLETED ITEMS:	RISK SCORE(DRAD): _____
☐ DFAD-Address current/verification type: _____ ☐ SIND-Permanent instructions given, Mid-Term review done (if applicable) ☐ SCID-For new arrest-SRF, DMV, CII, Booking. Current copy attached. ☐ RQDT-(TCIS)court dates(no reports due within 30 days) ☐ FIND-Consistent Payments-Referred to Financial Evaluator YES ☐ NO ☐ ☐ RPDD-Consistent reporting status ☐ CNVD-Restitution set-ACRU PACKET SUBMITTED ☐ DFID-Input CII, SSN, DMV, FBI, and Custody Status SS# _____ ☐ DNAD-Risk & Needs Assessment ☐ DCID/TECD-Print out of Transfer Summary Citizenship Status: _____ ☐ NTUD-NTIQ printout attached (Narcotic Testing Summary) ☐ DFPD-Risk score, Reporting requirement, Registration input, Gang Code ☐ CNDD-Probation Conditions/Modifications entered ☐ DCAD-For LS/CMI cases only	

SENDING CLERICAL SECTION	
☐ Review CNDD/CNCD ☐ All documents properly filed and fastened ☐ Transfer entered on DFXD/OTA	
Date _____	Designated Clerk _____

SENDING OFFICE _____	RECEIVING OFFICE _____
Case Reviewed and approved	New Case Assignment
From DPO: _____	To DPO: _____
SDPO _____	SDPO _____
DATE _____	DATE _____