COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.:	**1487**
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SUBJECT: Adult Case Transfer Policy

INTRODUCTION

The purpose of this policy is to establish the case transfer protocols for cases being transferred between Adult CORE field area offices. The guidelines are established to promote continuity of care.

CRITERIA

Cases are subject to transfer from assigned area office to another to optimize probation supervision. Supervision of cases are also subject to transfer based upon court order(s) and administrative decision by Bureau Chief. In such instances, cases are screened for case transfer utilizing the following criteria:

- Client resides or place of employment is within a zip code that is serviced by another area office. Clients with no permanent residence who state their specific place of habitat (i.e., cross streets, geographical location, etc.) is not local to assigned area office
- Client resides in an adjoining county (Kern, Orange, San Bernardino or Ventura) however supervision responsibility will remain in Los Angeles County
- Client resides in a county that does not border Los Angeles County and appropriate level of supervision dictates a jurisdictional transfer per the *1203.9 Out of County Transfer* policy
- Case factors for probation supervision necessitates case transfer per the Automated Minimum Services (AMS) caseload criteria for CORE Implementation and the *Interstate Compact* policy and procedures.

Note: ***Client may request an area office convenient to their place of employment by submitting written request.***

CLEARANCE

Prior to case transfer, cases must be screened by Deputy Probation Officer (DPO) for the following:

- Case supervision has more than 60 days remaining, prior to case expiration date.
- Client's compliance/noncompliance with terms and conditions of probation.
- New arrests and/or potential violations general or technical have been addressed by notification to the Court.
- Court reports due within 30 calendar days; have been completed.

- Failure to comply with reporting instructions has been addressed.
- Compliance/noncompliance with restitution obligation.
    - If a client is delinquent with their restitution obligation, the DPO is to refer the client to the Financial Evaluator for assessment/reassessment of payment obligation. If the client remains non-compliant, the DPO is to notify the court for a potential violation.

Current assessments are completed and recorded with a notation (chrono) in DCID, indicating established case plan and current progress.

- Adult Risk Assessment completed for active case(s) (Defendant Risk Assessment Data (DRAD) screen).
- Level of Service/ Case Management Inventory completed within six months (Defendant Comprehensive Assessment Data (DCAD) screen).
- Driver Workbook (if applicable) (Cognitive Behavioral Therapy (CBT)/CBT Change Plan Data (CCPD) screen.

Obtain Address Verification: Client must verify their address by providing any of the following:

- A utility bill with the client's name.
- A utility bill with the co-habitant's name and a letter stating the client is residing at the address indicated on the bill.
- Transitional housing verification.
- In-patient treatment program enrollment letter.
- Arson registration.
- Sex offender registration.
- Rental/lease agreement.
- Mortgage documents.

Verification may also be substantiated by the DPO's documentation of a Field Visit to the residence.

A transient client may submit a written request for transfer from the current supervision Area Office to the Area Office proximate to their area of habitat within the county. The client will be required to provide a written statement confirming their homeless/transient status and place of habitat. The DPO shall document any resouces/referrals provided to assist the client in establishing stable housing. Furthermore, the DPO shall attempt to obtain a valid address and/or a telephone number where the client indicates they receive mail or telephonic messages.

PROTOCOLS

Upon Supervising Deputy Probation Officer (SDPO) approval for case transfer, initiation of the transfer shall be completed within 30 calendar days of knowledge that a case meets transfer criteria. DPO is to notify the client, their case meets transfer criteria, complete the below case transfer protocols, and provide client with reporting instructions. If determination dictates case is to remain at area office, including if the client refuses the transfer due to employment location, it is to be recorded in DCID screen and no further processing is required.

1. Complete APS Check- Ensure accurate notation in the following screens:

    - DCID- DPO shall complete a chrono titled "Transfer Summary," to address the clients' compliance with their court orders. The chrono shall note treatment the client is enrolled in and their compliance to the treatment plan, client's compliance with their financial payment plan, any potential violations and court's disposition, and record future calendared court days (this excludes court dates within the next 30 days (see PORD (DPO REPORT DETAIL) and CTNS (COURT REPORTS NOT SENT)
    - RPDD (Report in by Defendants)- Ensure client's required reporting status is accurately reflected in Defendant Probation Data (DFPD) screen and confirm client is reporting, as required
    - DFAD (Defendant Address Data)- Ensure client's address and telephone contact information is current and verified
    - FIND/FINL (Financial Data/Financial Payment Data)- Confirm FIND screen accurately reflects probation conditions and court order regarding financial obligation(s); Review client's payment pattern in FINL screen and confirm payments are consistent with established monthly payment plan.

        - If client is non-compliant or inconsistent with payments for a duration of two months, refer the client to the Financial Evaluator and contact Adult Centralized Restitution Unit (ACRU)
        - If case transfer is within 120 days of supervision expiration date and there is an outstanding financial balance, request a court date and submit a potential violation report and request the assistance of the court for further action.

    - CNVD- When applicable, confirm victim's information and restitution owed. If 60 days have elapsed since court order and CNVD does not reflect restitution amount, contact ACRU and document all efforts made to set up restitution in DCID. Prior to case transfer, restitution packet must be completed, submitted to ACRU and information recorded in DCID
    - DFID- Ensure identification data (i.e., criminal identification and information, social security number, and driver's license/Identification numbers are recorded accurately. If unavailable to obtain or verify, document all efforts to obtain the required data; ensure accurate custody information.
    - DFPD- If applicable, ensure registration requirement per PC 290 Sex Offender Registration or PC 457.1 Arsonist Registration, date of registration, registration number/ registering police agency is reflected in DFPD screen and copies of registration is in client's X-file.
    - DRAD/DCAD- Ensure defendant risk assessment score accurately reflects active cases in DRAD screen (when appropriate, override, due to sentenced offense). Verify DCAD for current LS/CMI score (last assessment completed

within 6 months; if appropriate, LS/CMI assessment to be completed).

- NTUD- Clients with narcotic test orders shall have a test record and test results current in NTUD and consistent to the assigned level of testing; print and place a copy of NTIQ screen in the client's file.
- DTPD- If a client is attending/ordered to participate with treatment services, ensure screen accurately reflects client's treatment provider's address, telephone number, and case manager's name and telephone number. Assure all referrals submitted are addressed (i.e., enrolled, participating with treatment services, cancelled, transferred, discharged, terminated, completed, etc.).
- CNDD- Ensure all active case(s) are entered and probation supervision expiration date(s) are accurate.
- SIND- Date of permanent instructions; complete midpoint review and update screen if midpoint is within 30 days of expected transfer date.
- RQDT- Review Trial Court Information System (TCIS) or Data and Document Exchange Service (DDES) to ensure court dates are accurately reflected and, minute orders are in client's file. Progress or Supplemental court reports due within 30 days are completed and submitted to court. Note: If a matter is calendared for potential/violation hearing within 30 days, the case shall not be transferred until the violation has been deposed by the court.

2. <u>Review Client's X-File</u>- Ensure copies of submitted court reports and court minute orders are in chronological order; and if applicable; signed Instructions to Adult Probation (Prob 895), Notice of Financial Responsibility (Prob. 1361) Release of Information (Prob 1051), Notice Regarding Financial Obligations (Prob 1298), Financial Agreement, Declaration of Non-Duplication of Case Management Services (Prob 1447), Waiver of Right to a Hearing Regarding the Cost of Probation Services (Prob 1361), Transfer Check Sheet (see below), narcotic instructions (Prob. 1048), restraining/ protective order(s), SARA, proof of enrollment and progress reports from treatment providers and community-based organizations

3. <u>Complete Adult Transfer Check Sheet</u>- Inter-office and intra-office case transfer requires a completed Adult Transfer Check Sheet (Prob. 577). DPO completes, signs, and affixes sheet to the front of clients' X-File (or temporary file, if applicable), then submits file to SDPO for review. Upon approval, SDPO completes chrono with indication of case transfer and new case assignment, signs the Check Sheet and submits the file to clerical for processing and case transfer (DFXD). Exception: Supervision Intake Team (SIT) utilizes Supervision Intake Team Check Sheet

Note: ***Failure to complete protocols may result in delay of transfer; sending DPO retains case supervision until disregarded protocol(s) is rectified; in such case(s), SDPO notification is required.***

CASE ASSIGNMENT DURING IN-PATIENT RESIDENTIAL TREATMENT PROGRAM

<u>Los Angeles County In-Patient Residential Treatment Program</u>
A client enrolled in a residential treatment program that is not within the geographical area of assigned probation supervision area office, case transfer is completed 30 days after

In-Patient Residential Treatment enrollment. During the 30-day period, DPO of Record or designee shall maintain probation supervision and complete telephonic contact with the client via residential treatment staff and record completed/attempted contacts in RPDD and DCID. After 30 days have elapsed, transfer case to the local area office. Should client be discharged or terminated within 30 days of enrollment, request a written progress report, letter or notice from treatment provider, and verify clients living arrangement. If the client claims no permanent residence, obtain a written statement noting their living arrangements and specific place of habitat; case supervision will be transferred to a local area office closest to the client's residence/ place of habitat. Subsequently, provide the client with reporting instructions to report to local area office and complete a chrono note in DCID.

Out Of County In-Patient Residential Treatment Program
If a client resides in a residential treatment facility in another county, the case shall remain with the area office that services the court. If the facility is in a county that does not border Los Angeles County and the appropriate level of supervision warrants a transfer, DPO of Record shall review the case for 1203.9 PC jurisdictional transfer.

TRANSFER DENIED

In the event of a dispute regarding the transfer of a case, the matter shall be forwarded to the area office Senior Director for consultation. Area office SDPOs shall make every effort to resolve the dispute with the impacted area office Directors prior to consulting with the Senior Director. If the dispute is at an impasse, the Senior Director will consult with the Adult Consultant and/or Bureau Chief for further review. Decisions made by the Adult Consultant and/or Adult CORE Bureau management are final. During the case transfer dispute, the case shall remain with the sending area office (sending DPO of Record) and supervision shall continue until a decision is rendered.

In every case, all offices shall continue to adhere to the No Wrong Door policy.

The policies will be located on Prob-Net (Probation Manuals- POLICIES, PROCEDURES AND MANUALS (sharepoint.com) – Case Transfer. Questions or concerns regarding this Directive shall be directed to the Adult Consultant at (562) 940-2525.

Richard Giron

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Adult Field Services

April 10, 2023
Date