COUNTY OF LOS ANGELES

PROBATION DEPARTMENT
DIRECTIVE

Directive No.:	1538
Issued Date:	11/17/2025
Post Until:	12/17/2025

SUBJECT: ADULT PROBATION – PENAL CODE (PC) 1203.9 JURISDICTIONAL TRANSFERS AND INCOMING CASES

This Directive supersedes Directive 1488, issued on March 23, 2023.

PURPOSE

This policy establishes guidelines for the supervision of clients by assigning clients to an appropriate level of supervision and developing an appropriate case management plan for each client. In addition, it updates guidelines for Incoming and Outgoing PC 1203.9 transfer cases.

POLICY

It is the policy of the Department to use case management practices to facilitate effective and safe supervision of clients in accordance with federal and state law and Department procedures.

OUTGOING TRANSFER REQUESTS

In all cases where the probation client indicates, or it is discovered, that the client resides outside Los Angeles County[1], and the client requests a transfer to their county of residence, the Deputy Probation Officer (DPO) or Supervision Intake Team Deputy Probation Officer (SIT DPO) shall be responsible for:

- Reviewing the case to determine whether it qualifies for transfer and submitting a Transfer Packet for those cases that qualify.
- In all cases where the client does not request a transfer, the Supervision DPO or SIT DPO must initiate a transfer if the receiving county would provide more effective supervision, and the case qualifies for transfer.

The DPO of Record or submitting DPO must ensure the Transfer Packet is correctly submitted to the Out of County Unit (OCU) (refer to the PC1203.9 Transfer Packet Check List available on Probation Enterprise Document Management System (PEDMS)/Template Download). Submitted transfer cases must have nine (9) months or more remaining on their Grant of Supervision. Exceptions to this rule are the following matters:

- Sex Offenses
- Domestic Violence

[1] Residing in San Bernardino, Riverside, Orange, Kern, or Ventura Counties. Clients residing in all other counties are presumed to be more effectively supervised by their county of residence.

- Use of a Firearm
- Drug Sales
- Matters Involving Public Safety

Such cases can be transferred with any time remaining. Failure to complete portions of the Transfer Packet or incomplete documentation in the Transfer Packet shall result in rejection and /or a significant delay in the transfer to the intended county.

In instances when a case is currently on appeal or an appeal has been filed, the case is not eligible for transfer while the appeal is pending.

PREPARING A TRANSFER PACKET

When preparing the Transfer Packet, the DPO of Record or submitting DPO must refer to the revised Transfer Packet Checklist available on PEDMS to ensure that all forms and procedures are completed prior to submitting the Transfer Packet.

- The Deputy of Record or the Submitting DPO shall:
  - Ensure that the Request for Intercounty Transfer Sheet is signed by the client and dated.
  - Inform and instruct the client to review and checkmark only one (1) of the listed options below on the Modification or Termination Agreement Form:
    - Present for the hearing.
    - Waive the right to legal counsel.
    - Consult with an attorney.
  - Sign and date the form.

Should the client receive a Notice from the court to appear, they shall be required to appear.

- The following list of documents shall be included with the transfer packet:
  - Legible copy of the Police Report.
  - Legible copy of the Probation Report/Sentencing Report.
    - If the matter is a True Summary and the Probation/Sentence Report is unavailable, the submitting DPO must checkmark the True Summary box on the PC1203.9 Transfer Packet Checklist.
  - Legible copy of the entire Minute Order (entire court docket including Grant and Conditions of Probation).
  - Proof of Residency:
    - Proof of permanent residence requires one (1) complete (all pages included) current utility bill with a listed service address.

        - The service address indicates the actual address location where services are being provided, not where the letter is mailed to.
    - Utility bills must be recent, within three (3) months of packet submission.
    - Utility bills that display the phrase Termination or Closing, are not acceptable.
    - Utility bills can be water, gas, electricity, waste disposal, cable/internet, or a telephone landline bill. Cell phone bills are currently not acceptable.
    - A current mortgage statement or property deed is also acceptable proof of residence.
- In instances where a utility bill, mortgage statement, or property deed is not in the name of the client, a signed letter is required from the person (first and last name) listed on the utility bill or mortgage statement. The letter shall:
    - State that the client has permission to reside at the specific address, signed and dated.
    - Include the listed address.
    - The correct spelling of the client's and the person's names is listed on the utility bill or mortgage statement.
- A copy of the letter can be scanned and emailed, postal delivery, faxed, or personally delivered to the submitting DPO. Letters drafted directly via computer email shall not be accepted.
    - Clients who reside in Sober Living, Residential Treatment, or an Adult Group Home:
        - Currently residing and receiving services in the receiving county and has a plan for permanent residency in the receiving county.
        - A plan for permanent residency can include the facility where the client resides.
        - Signed and dated documentation from the group home or treatment program, which identifies the client is a current resident and the address where they are residing, is sufficient proof of residence.
    - Clients who are homeless:
        - Proof of residence is not required for homeless clients.
        - Homeless clients are acceptable for transfer to a receiving county.
        - Residency is defined as the location where the supervised person customarily lives.
- Proof of DNA Sample verified through Justice Data Interface Controller (JDIC) or Adult Probation System (APS) Chrono by Pretrial Services/Probation Information Center (PIC).
- For cases with a registration condition, proof of valid registration (e.g., Sex, Arson,

Gang, or other designated type of registration).

- Under no circumstances will a receiving county accept PC1203.9 Transfer Packets with expired registrations.
- The submitting DPO shall ensure proof of registration is valid.
- Valid proof of probation client's permanent registration must be on official agency stationery and display the agency name, address, and name and address of the client.
- Handwritten notes or simple computer printouts without agency headings shall not be accepted.
- Submitting DPO shall update the registration and date on the APS Defendant Probation Data (DFPD) Screen.

ADDITIONAL REQUIREMENTS FOR OUTGOING TRANSFERS

- The client must be in compliance with all conditions of the probation.
  - All Notices of Arrest must be addressed by the court prior to transfer.
  - Reporting in the APS RPDD - Within the past 60 days, the client must show current reporting.
  - Should a client have pending custody time remaining or is currently in custody, the case cannot be transferred until all time is served.
- Clients currently on Work Release and/or Electronic Monitoring Program cannot be considered for jurisdictional transfer until their program is completed.
- Records Check:
  - Submitting DPO must check and run criminal justice systems to ensure there are no new arrests, pending matters, active warrants, or pending violation hearings:
    - Justice Data Interface Controller (JDIC)
    - Consolidated Criminal History Reporting System (CCHRS)
    - Justice Partners Portal (JPP)
    - Adult Probation System (APS)
  - Defendant Address Data (DFAD) screen must show the current address in the county in which the client is requesting the transfer.
  - Client must have their Probation Orientation completed, and the APS Supervision Instruction data (SIND) screen updated with the date of orientation for each case.
- Cases with Victim Restitution:
  - Restitution/Victim Information - Restitution must be set up, or a Restitution Packet must be submitted to the Adult Centralized Restitution Unit (ACRU); submitting DPO

is to make a note in the APS Defendant Chrono Information Data (DCID) screen prior to submission of the PC1203.9 Transfer Packet.

  - Submitting DPO must verify that the APS Financial Data (FIND) and Count Victim Data (CNVD) screens reflect court orders. Should submitting DPO experience a delay in restitution being set up, an inquiry to ACRU should be conducted to check the status.
  - All Restitution Hearings must be concluded prior to transfer.

- Restitution and fines shall continue to be collected by the Los Angeles County Probation Department after a PC1203.9 transfer to another county.
- Clients with a risk score of 14 and under must be kiosk-enrolled if they are transferred to the Riverview area office, and the kiosk enrollment is reflected in the APS DFPD screen.
  - Those low-risk clients not residing in San Bernardino, Riverside, Orange, Kern, or Ventura Counties are to be given three (3) mail-in reports; submitting DPO is to instruct the client to mail-in reporting slip to Riverview area office, Attention: DPO of Record, and the reporting type is changed to mailers in the APS DFPD screen.
- Riverview area office does not have the ability to kiosk enroll.
- Submitting DPO must submit one (1) Transfer Packet per supervised probation case. If a client is supervised for more than one (1) case, a Transfer Packet must be submitted for each additional case(s).
  - Additional cases to be transferred simultaneously are not subject to minimum supervision times remaining, as the intention is to have all active cases supervised by the same county.

TRANSFER PACKET AND CASE FILE

- Cases with a Defendant Risk Assessment Data (DRAD) Score of 14 and under that qualify for Automated Minimum Supervision (AMS) at the Riverview area office require both the Probation File and Transfer Packet to be sent to the OCU.
- Cases with a DRAD Score of 15 and above shall remain at the assigned area office. The DPO of Record must submit only the Transfer Packet and not the Probation File.
- No cases from specialized caseloads shall be transferred to the OCU regardless of DRAD Risk Score (SRG, Family Caseloads (FAM), or Mandatory Supervision Cases) and should remain with the DPO of record for supervision until transfer is determined.
- Cases with a DRAD Score of 14 and under that have been issued an override shall remain with the assigned area office, and only the Transfer Packet shall be forwarded to the OCU.
- Completed Transfer Packets shall be emailed to EDL-PROB Out of County OCU@probation.lacounty.gov.
- Transfer Packets may also be mailed via County Mail.

LOS ANGELES SUPERIOR COURT GRANTS THE TRANSFER REQUEST AND CASE CLOSURE

DPO of Record closing the case shall:

- Receive an email notification from the Riverview OCU DPO indicating the legal file has been physically transferred to the receiving county, and the case file can now be officially closed.
- Ensure all matters pertaining to closing out the case file are recorded in the APS DCID screen.

INCOMING JURISDICTIONAL TRANSFERS

Intercounty Transfer Requests will be received and processed by the OCU DPOs at the Riverview area office. OCU is responsible for verifying the address [2] of the client and preparing judicial notes (CR- 252). All cases are tracked by checking TCIS or notifications received by the sending county.

When the OCU DPO submits a CR-252 to recommend that a transfer be denied, the Superior Court of the sending county has the discretion and authority to order the transfer to Los Angeles County.

Once the OCU DPO has processed the Transfer Packet, completed the DRAD, and the court has consolidated the sending county's case number with a Los Angeles County Court case number, OCU DPO shall mail an acceptance letter to the client instructing them to report within 48 hours to their assigned area office.

The case is forwarded to the designated area office's SIT or Specialized Caseload for orientation and supervision. Once the file is transferred to the area office, the DPO of Record is responsible for submitting all reports/violations and contacting the Court Clerk's Office for the assigned department.

When the OCU DPO is notified that an arrest has occurred after the sending county has granted/ordered transfer to Los Angeles County and prior to case transfer to the area office, the OCU DPO shall submit a Notice of Arrest (NOA) report to the court.

Once the NOA report is completed and approved by the OCU Supervising Deputy Probation Officer (SDPO), the file shall be forwarded to the designated area office's SIT or Specialized Caseload for orientation and for holding the case until the disposition of the court hearing.

Arrests that occur prior to the sending county's transfer court hearing date are the responsibility of the sending county.

When an arrest occurred and was not reported after the sending county initiated the transfer, yet prior to the sending county transfer hearing date, and the Los Angeles County Superior Court

[2] The inability of a receiving county to conduct an address verification does not preclude a transfer to another county.

issued a case number, the OCU DPO shall submit a NOA report to the Los Angeles County Superior Court prior to transferring the case to the area office.

INCOMING JURISDICTIONAL TRANSFERS FOR SEX REGISTRANTS (SRG)

The California PC1203.9 Incoming Jurisdictional Transfer cases for registered sex offenders are received by the Riverview area office OCU prior to the Los Angeles County Superior Court judicial hearing and case number assignment to accept the case transfer from the sending county to Los Angeles County Probation for supervision.

Incoming Jurisdictional Transfer cases/clients, requiring Sex SRG registrant compliance, shall be forwarded to the area office's SRG caseload carrying DPO for supervision, pending case number assignment by the Los Angeles County Superior Court. The SRG cases shall be supervised in accordance with federal and state laws and department procedures that are applicable to all other Los Angeles County cases.

The area office SRG DPO shall make efforts to contact the probationer to complete a full orientation, schedule in-office face-to-face appointments, conduct required field visits, and enforce full compliance with conditions of probation for clarification:

- All SRG cases being transferred to the area office for SRG supervision shall have the sending county's court-ordered conditions of probation and the assigned X-numbers; however, they shall not have a Los Angeles County court case number.
- The Riverview OCU shall complete the conversion and update the Los Angeles County court case number and conditions of probation in APS.
- The Riverview OCU shall continue to track the SRG case until the Los Angeles County Superior Court case number is received, while the SRG case is assigned to the area office SRG caseload for supervision.
- Los Angeles County SRG registration requirements shall be enforced. By the time the client's case is transferred to the area office SRG DPO for supervision, they shall be residing in Los Angeles County, where they shall register with the local law enforcement agency.
- SRG transient incoming cases shall be treated the same as all Los Angeles County SRG cases.
- Clients shall be provided a full orientation upon reporting to the area office for supervision, where the DPO of record shall provide all instructions and expectations for their community supervision.
- If the client has a Static-99 score of 6 or higher, they shall be referred to the Post-Release Services (AB 109) Global Positioning Satellite (GPS) unit for monitoring upon the designation of a Los Angeles County Superior Court case number. All others fall under the same guidelines used for our local registered sex offenders.

Should the client violate probation prior to the sending county's transfer hearing date and the Los

Angeles County Superior Court case number being assigned, the area office SRG DPO shall request the OCU at Riverview to complete a CR-252. The Riverview OCU DPO shall send a CR-252 report to the sending county notifying the sending county's court of the client's violation and objecting to the case transfer to Los Angeles County. The deadline is 30 days prior to the transfer hearing for the Riverview area office OCU DPO to submit a CR-252 report to the sending county's court.

Should the sending county's court terminate the case transfer, the Riverview OCU shall notify the supervising SRG DPO to return the case file to the Riverview OCU for case closure.

Should the sending county order the case transferred to Los Angeles County, the file shall remain with the SRG DPO.

Emails from area office SRG DPOs to the Riverview area office OCU DPO requesting completion and submission of a CR-252 report must include the following information:

- Client's name
- X-number
- Sending County
- Sending County Court Number
- Date of Transfer Hearing
- Circumstances of the violation, including date of occurrence

All correspondence should be sent to OCU@probation.lacounty.gov.

Should the probation violation occur after the deadline 30 days prior to the transfer hearing), the area office SRG DPO must await the issuance of a Los Angeles County court number, set a violation hearing in the assigned Los Angeles County Superior Court, and complete the violation report.

The Riverview area office OCU shall continue to process the Transfer Packet and complete the DRAD. Upon completion, the Riverview area office OCU shall mail a revised PC290 acceptance letter to the client, instructing them to report to their assigned area office within 48 hours, and the case shall be transferred to the area office SRG DPO.

The Directive will be located on ProbNet, Probation Notices & Directives, Adult Probation – PC 1203.9, Jurisdictional Transfers, and Incoming Cases. Questions or concerns regarding this Directive shall be directed to the area office SDPO and/or the Director. Further inquiries by the area office Director may be made by contacting the Adult Coordinated Optimal Rehabilitative Efforts (CORE) Services Administrative Director at (424) 454-5647.

Guillermo Viera Rosa Chief Probation Officer	11/17/2025 Date