

## Departmental Transfer of Supervision

### 619.1 PURPOSE AND SCOPE

To set forth the guidelines and procedures for the transfer of supervision between supervision officers and other divisions. This policy applies to all authorized personnel.

#### 619.1.1 DEFINITIONS

Definition related to this policy includes:

**Residence** – A place where someone lives with a stated intention to remain.

### 619.2 AUTHORITY AND REFERENCES

- Executive Committee

### 619.3 POLICY

Supervision within Riverside County is transferred based upon boundary and caseload guidelines established by each division.

### 619.4 CHANGE OF RESIDENCE

When an offender's/youth's residence changes, authorized personnel in the sending office will be responsible for coordinating the verification of the new residence prior to transfer.

Examples of acceptable residence verification include, but are not limited to the following:

- (a) Copy of rental agreement or proof of home ownership,
- (b) Verification of residency from the person whose home the offender will reside (third party verification form),
- (c) Utility bill,
- (d) A residence check by Probation or law enforcement.

#### 619.4.1 TRANSIENT OFFENDERS

If an offender reports they are transient, the offender should be transferred to the appropriate office based upon their transient location. Kiosk reporting shall be established prior to transfer of the file.

### 619.5 TRANSFER OF PLACEMENT FILES

Immediately upon delivery of a youth to any out-of-home placement, designated personnel shall transfer the youth's file to the appropriate supervision unit; in the event there is a pending investigation due within 45 days of an upcoming court hearing, the sending office retains responsibility for completion of the associated report.

### 619.6 FILE TRANSFER

Once it is determined that an offender's/youth's supervision is ready for transfer, the physical file shall be prepared for transfer and shall be sent to the receiving office within 30 days. The

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Policy Manual

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physical file is ready to transfer when the criteria established by the Adult Case Transfer Checklist (attachment) or the Juvenile Case Transfer Checklist (attachment) has been met.

Date(s) revised:

07/18/2016

12/08/1986

Created: 07/01/1986

Attachments:

1. [Adult Case Transfer Checklist](#)
2. [Juvenile Case Transfer Checklist](#)

**ADULT CASE TRANSFER CHECK LIST**

OFFENDER'S NAME: \_\_\_\_\_ CID: \_\_\_\_\_

**Paperwork in File:**

- \_\_\_\_\_ Case Print
- \_\_\_\_\_ Complaint/Information
- \_\_\_\_\_ Photo
- \_\_\_\_\_ Field Card
- \_\_\_\_\_ CLETS (within 90 days)

- Adult File Location changed
- SPO # changed in supervision screen
- SPO reviewed for accuracy & completeness
- To office: \_\_\_\_\_

**If Applicable:**

- \_\_\_\_\_ Plea Form
- \_\_\_\_\_ Sentencing Memorandum or Probation Officer's Report
- \_\_\_\_\_ Registration Card (Drug, Sex, Gang, Arson)
- \_\_\_\_\_ Static 99/VASOR & FOS (Facts of Offense Sheet)
- \_\_\_\_\_ No Pending Court Action
- \_\_\_\_\_ COMPAS
- \_\_\_\_\_ Case Plan (with at least two months remaining)
- \_\_\_\_\_ Gun Registration

**JAMS:**

- \_\_\_\_\_ Client Demographic Screen
- \_\_\_\_\_ Address Validated / BOS District Entered
- \_\_\_\_\_ Biometrics
- \_\_\_\_\_ VOP(s)/VOCS/VOMS/Warrants
- \_\_\_\_\_ Investigation Screens
- \_\_\_\_\_ No Past Appointment Contact "AP" Entries (On Summary Screen under Schedule)
- \_\_\_\_\_ Case Summary Contact
- \_\_\_\_\_ Victim Information
- \_\_\_\_\_ Proxy, R/N Assessment (COMPAS), and Case Plan (if applicable)
- \_\_\_\_\_ Close out any active Juvenile Screens
- \_\_\_\_\_ Red 'Needs Attention' nodes
- \_\_\_\_\_ Supervision Screen (MSO, Supervision Level, Supervision Type)

\_\_\_\_\_  
Probation Officer's Name

\_\_\_\_\_  
PO Signature

\_\_\_\_\_  
Date

Supervisor's Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Once SPO initials, hole punch and place inside the file on top right hand side. Once transferred to SPO, receiving deputy may remove.

