

**SANTA BARBARA COUNTY PROBATION DEPARTMENT
JUVENILE SERVICES DIVISION**

Policy/Procedure Directive

Subject: Case Transfer Protocol	Policy Number: J-2006-03
Category: Juvenile Supervision	
Authority: Deputy Chief Probation Martin Conoley	
Issued: November 20, 2006	Revised:
Note:	

The need to revisit the transfer protocols across regional offices has arisen. The following guidelines will be standard protocol when transferring cases between area offices; placement cases and those occurring pursuant to §300 WIC are not subject to these rules.

The determination of the area office responsible for the case is based on the location of which Court has jurisdiction over the minor's case. (The legal guardian's residency generally determines which Court should have jurisdiction.) If there is a discrepancy in location between the Court and the minor's residence (i.e.: a Santa Maria case where a minor moves to Santa Barbara), the Court should be notified that there will be a transfer of the case file to another area office for handling. There should be consensus between the two SPO's involved prior to any notification going to the Court. There are some circumstances where courtesy supervision by another unit may be more appropriate than transferring the case file.

The process begins with a request for residence verification form (PRO 280) being completed and faxed to the area office having responsibility for the case file by the current Deputy Probation Officer (DPO) holding the file.

Those requests are given to the Supervising Probation Officer (SPO) for assignment to a DPO in the unit that will, ultimately, be given responsibility for the case.

Residence verification is conducted; the form is completed and faxed back to the DPO holding the file.

Once residence verification is received, the file can be transferred to the appropriate area office.

The file should be given to the SPO for transfer, who then ensures that all required paperwork and computer work is completed in a timely manner. After which, the file is then sent immediately to the receiving office. Follow-up on the transfer will be via an e-

mail to the receiving office (with a cc: to the office assistant and SPO) to alert staff to the transfer and the fact the file is en route.

All case files transferred via this process will be in proper order, and include up-to-date information and chronos. A case file transfer checklist should be completed prior to initiating the transfer to ensure necessary paperwork is complete and current. If problems arise, the issue may be handled between officers to prevent loss of time or attention to the needs of the case. If resolution cannot be obtained, the officers may enlist the assistance of the SPO to resolve the issue.

Files cannot be transferred with outstanding referrals, in violation status, or if the court process is pending. No file will be transferred if there is a court review scheduled in less than 30 days. Exceptions due to special circumstances may be handled on a case by case basis upon agreement by the SPO's.

Violations of Probation for a minor's case transferred according to the above guidelines will be handled by the unit in the area office providing supervision.

The current directive regarding caseload officer responsibilities (J-2003-02) should be utilized with regard to placement cases.