


# PLACEMENT COORDINATING MEMORANDUM

No. 2003-14	Page 1
Original Date: August 1, 2003	
Revised Date: October 3, 2003	
Approved:  _____ Dave Leone, Director Central/Regional Placement	

## REPORTS SUBMITTED WITH A RECOMMENDATION OF CAMP, DKC, OR CYA

Effectively immediately, all Regional Supervising Deputy Probation Officers (SDPOs) and Acting SDPOs are required to notify the PHQ SDPO, within 4 hours, whenever a Court Report is submitted with a recommendation for one of the following:

- Camp Community Placement (CCP)
- Dorothy Kirby Center (DKC)
- California Youth Authority (CYA)

The Regional SDPO and/or DPO are also responsible for notifying, within 4 hours, the PHQ SDPO when they become aware that the court has made an order for CCP, DKC, or CYA.

In cases where no recommendation was made and the minor was detained due to a Bench Warrant or a Detention Future, the Regional SDPOs shall notify the PHQ SDPO immediately (within 4 hours).

These notifications shall be via email and the information should be documented in JCMS. This will alert Central Placement to begin tracking the case, so that the 15-day reviews can begin on schedule.

If you have any questions or concerns regarding this PCM, please contact the PHQ SDPO or the Regional Placement Director.