


**PLACEMENT
COORDINATING
MEMORANDUM**

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| No. 2004-13 | Page 1 |
| Original Date: April 16, 2004 | |
| Revised Date: November 9, 2005 | |
| Approved:  _____ Dave Leone, Director Placement (Oversight) | |

SDPO AND DPO SIGNATURES ON REPORTS

Effective immediately, only Regional Placement (RP) SDPOs and Acting RP SDPOs who have been previously designated, in writing by the unit SDPO, are permitted to approve and sign court reports in the absence of the unit SDPO. The Officer of the Day (OD), other DPO IIs, and other unit SDPOs in the area office are not permitted to sign reports as the default RP SDPO.

RP SDPOs who provide a written designation to a DPO enabling him/her to perform Acting SDPO duties in their absence, shall submit a copy of the designation document to the RP Director at the weekly RP SDPO meeting. All RP SDPOs and DPOs are required to sign and accurately date court reports. Probation Headquarters continues to monitor this process to ensure that every report submitted to court has the appropriate and required signatures.

If you have any questions regarding this Placement Coordinating Memo, please contact the Regional Placement Director.