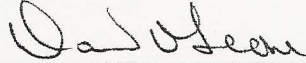


**PLACEMENT
COORDINATING
MEMORANDUM**

No. 2004-26	Page 1
Original Date: September 17, 2004	
Revised Date:	
Approved:  _____ Dave Leone, Director Central/Regional Placement	

Transferring of Juvenile Cases/Files Within Placement (Only)

The following policy applies to the transferring of cases between Suitable Placement DPOs within the Regional Placement Unit, as well as, cases being transferred to Placement Headquarters. All cases being transferred out must meet the following requirements:

- No court date or report of any type due within **45 days of transfer**
- Minor must be visited in the month of transfer before transferring the case
- Cases cannot be transferred out the **last week of the month**
- A detailed transfer summary in JCMS with a copy securely attached to the file addressing:
 - Case Plan
 - Case History
 - Restitution
 - Case Dynamics
 - Conditions of Probation
 - Medical Issues (list all prescribed drug particularly psychotropics)
- Completed transfer check sheet which must be reviewed and signed by the SDPO
- Proper pertinent documents must be included (FCPs, TILPs, Quarterly Reports, Age Waivers, Disposition Reports, etc.)
- New cases cannot be transferred until all required documents are completed and submitted as indicated in the "New Case Assignment Sheet."
- All papers must be properly placed in the PDJ File in the proper order and attached appropriately