


**PLACEMENT  
COORDINATING  
MEMORANDUM**

No. 2005-05	Page 1
Original Date: January 19, 2005	
Revised Date:	
Approved: 	
Dave Leone, Director Central/Regional Placement	

**PLACEMENT DPO VISITATION TIME FRAME**

In an effort to address the issue of the Placement Deputy Probation Officer's inability to meet face-to-face with all eligible minors on their caseload, the following is effective immediately: **All Placement Deputy Probation Officers shall make an attempt to visit all eligible minors on their caseloads by the 10<sup>th</sup> of each month.** This will ensure that DPOs will have multiple opportunities to visit their minors during the month if emergencies or unexpected issues should arise. The expectation is that DPOs shall have numerous opportunities each month to visit their minors until all face-to-face visits are successfully completed. **Title IV-E requires all eligible minors under a Suitable Placement Order to have a face-to-face meeting with a Placement DPO on a monthly basis.**