


**PLACEMENT
COORDINATING
MEMORANDUM**

No. 2005-10	Page 1
Original Date: February 28, 2005	
Revised Date: November 3, 2005	
Approved:  _____ Dave Leone, Director Placement (Oversight)	

RESOURCE CONTROL – CENTRAL PLACEMENT

No minor shall be placed (ordered out of Juvenile Hall) into any type of Foster Care facility/situation, by any ZIPP (Zero Incarceration Placement Program) officer or acting ZIPP officer of the Central Placement Resource Control Unit, without first having in his or her possession the Original Suitable Placement Minute Order (or copy thereof).

Suitable Placement Court Orders for New Placement cases should be in the SP Packet sent from the court to Central Placement, via IDC. Suitable Placement Court Orders on Re-placement cases may be found in the Central Placement "Green" file.

New Placement and Re-Placement cases require that the following documents be in the possession of the ZIPP Officer at the time of placement:

1. Original Suitable Placement Minute Order (or copy thereof)
2. Findings Minute Order
3. Conditions of Probation
4. Pre-Plea

If the Suitable Placement Minute Order is not in the possession of the placing Deputy Probation Officer, the minor shall not be placed.

Questions regarding this Placement Coordinating Memorandum (PCM) should be brought to the immediate attention of the Central Placement Director.