

Jurisdictional Transfer (Adult)

413.1 OUTGOING JURISDICTIONAL TRANSFER

413.1.1 JURISDICTIONAL TRANSFER INITIATION DURING SUPERVISION PHASE

When a formal probation or mandatory supervision client conveys their desire to relocate to another County within the State of California and the probation officer becomes aware, a travel pass is issued, and proof of residency is obtained.

Each of the following is required to establish evidence of residency:

- A driver's license or identification card issued by the State of California that includes the receiving county address
- At least two of the listed documents below:
 - (a) Voter registration documents
 - (b) Homeowner's property tax exemption filing
 - (c) Copy of rental agreement or proof of home ownership
 - (d) Verification of residency from the person in whose home the client will reside (third party verification form)
 - (e) Verification of employment
 - (f) Credit card bill
 - (g) Utility bills
 - (h) Insurance papers
 - (i) Vehicle registration
 - (j) Any official document verifying name and address
- A verbal statement that they intend to remain in that county for the duration of the term of probation is also required.

The decision to allow travel to the receiving county is a discretionary one: not all requests should be approved, and all should be predicated upon the verification of the reasons for the request, and consistent with the client's ability to comply with the conditions of probation. Travel passes may be issued to assist in the client's efforts to establish proof of residency.

To issue a travel pass, use the Permission to Leave County A663 form in PCMS. Permission to leave should be date-specific, and should not normally exceed 30 days, unless there is a pending jurisdictional transfer hearing. The travel pass may be extended with the probation officer's approval. A copy of the completed form should be placed in the case file.

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413.1.2 JURISDICTIONAL TRANSFER INITIATION DURING PRE-SENTENCE INVESTIGATION PHASE

When a client makes a verbal request to the San Diego County Probation Department to reside out of the County during the presentence investigation phase, the assigned investigating officer will initiate the request.

The investigating officer must:

- (a) Verify the client's address (see 413.1)
- (b) Fill out the Jurisdictional Transfer Outgoing Packet Grouping in PCMS (see 413.3)
- (c) Submit the Notice and Motion for Transfer with the date filled in, to the business office **within 3 days** if a JT Hearing is scheduled during open court. The court business office will stamp each copy and retain the original.

Note: A case cannot be jurisdictionally transferred at the probation hearing and sentencing.

413.1.3 COMPLETING THE JT OUTGOING PACKET GROUPING

Once the jurisdictional transfer process is initiated, the assigned probation officer must complete the JT Outgoing Packet Grouping for the respective case(s) in PCMS. The document should be generated under the appropriate court case's documents section.

The following documents in the JT Outgoing Packet Grouping should be completed:

- (a) Notice and Motion for Transfer (CR-250)
- (b) Pre-Transfer Cover Sheet
- (c) Post-Transfer Cover Sheet
- (d) Notice of Jurisdictional Transfer Letter

The modified JT Outgoing Packet Grouping should be saved to PCMS and printed. The probation officer will only give the two-page Notice and Motion for Transfer to the professional staff at their assigned probation office for processing. The rest of the JT Outgoing Packet Grouping (Pre-Transfer Cover Sheet, Post-Transfer Cover Sheet, and Notice of Jurisdictional Transfer Letter) should be kept inside of the file loose on top of the other documents. The probation officer keeps the file at this time; it is not given to professional staff along with the Notice and Motion for Transfer.

413.1.4 REQUEST FOR JT HEARING

Once both pages of the Notice and Motion for Transfer are received, professional staff must ensure the CR-250, in its entirety, is fully and accurately completed before processing. If anything is missing or incorrect, professional staff are to send the form back to the probation officer for corrections prior to processing the hearing request.

Court Copying staff should then follow procedures for a court hearing request stemming from a CR-250. Make the appropriate number of copies of both pages of the CR-250 to send out to all parties that are checked, including two additional copies. If there is more than one victim, make a copy for each victim. Do not sign or date the second page at this point. Court copying staff will label one copy set with the Receiving Probation Department's name (line 3 of the second

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page of the CR-250) and couple ONLY this set with a PCMS field sheet for the defendant and a completed Pre-Transfer Cover Sheet, which can be found within the Grouping. Once copies are made, an activity (Report – Other) is created in PCMS using today's date stating that the copies were made, and that the JT motion was sent to its corresponding court for stamping and hearing date assignment.

One copy should be stamped with the file copy stamp and given back to the probation officer for placement in the file under the case-appropriate brown tab.

Paperclip the original CR-250 and remaining copies together, place them in the correct colored folder for the pertinent court to obtain a future JT Hearing date and court stamp. Send the documents to court.

413.1.5 PROOF OF SERVICE

Once all copies are returned from court with a future hearing date and court stamp, professional staff is to sign and date the second page of all returned copies. One copy should be retained for the file. The rest of the copies should be sent to all addresses listed on the second page of the CR-250 via USPS and Departmental envelope. If the victim box is checked, obtain each victim's address from PCMS and send the pertinent copy of the CR-250 to the victim(s).

The pre-transfer cover sheet and a copy of the PCMS field sheet should also be sent to the receiving probation department (line 3 of the second page of the CR-250). Do not send additional documents to any involved party other than the receiving probation department. Send all parcels via USPS.

Create a second activity (Other) in PCMS using today's date. In the description, state that the court-stamped copies were received, signed, stamped with the court's date, and sent to all listed parties. Please include that you also sent the Pre-Transfer Cover Sheet and a copy of the Field Sheet to the receiving probation department.

Scan and upload the court-stamped CR-250 titled as "(Case Number) – Proof of Service" under the newly created JT Hearing using the time, date, and court/department information detailed on the CR-250.

Give one court-stamped copy of the CR-250 to the probation officer to be placed under the case-appropriate brown tab in the physical file.

413.1.6 FILE TRANSFER

Once the stamped copy of the CR-250 is received by the probation officer, the officer will place the copy on top of all other JT Outgoing Packet Grouping documents in the file.

The probation officer will then immediately send the file to the Outgoing JT Unit at mailstop P-31. It is crucial that the file is sent to the Outgoing JT Unit as soon as possible once a hearing date has been assigned to a case to allow for the processing of the case to the receiving county prior to the hearing date.

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Per PC 1203.9 Best Practices, the receiving county must be allotted 70 calendar days between the court-stamped date and future JT Hearing date for completion of address verification and their procedures prior to the transfer being accepted.

NOTE: If the file is coming from investigations, the investigating officer should send the file to professional staff to get the case(s) activated first.

The case(s) will stay under the probation officer's name. Once the file is received by the Outgoing JT Unit, the outgoing JT case(s) will be added to the Outgoing JT caseload. The case(s) will remain in the probation officer's caseload and the JT Outgoing caseload (dual caseload) until the transfer is granted.

413.1.7 SEX OFFENDER EXCEPTIONS

If while in the investigation phase a future JT Hearing date is set in open court during the sentencing hearing for a case that includes sex offense charges, the court officer is responsible for emailing the supervisors of the Sex Offender Unit and the Outgoing Jurisdictional Transfer Unit upon receipt of the case. This will advise each unit of the case's sex offender and jurisdictional transfer status, respectively, as well as of the future JT Hearing date. This is to ensure that processing of these cases is expedited.

The investigator is responsible for:

- (a) Filling out the Notice and Motion for Transfer and getting it stamped by the Court within three business days of the sentencing hearing if a JT Hearing date is set in open court.
- (b) Admonishing the client of their PC290 Registration requirement using the 8047 form in the California Sex and Arson Registration database and verifying that registration was completed. Registration must be completed within five business days after their initial admonishment.
- (c) Processing the specific case with expediency and transferring the case file to the supervisor of the SO Unit as soon as possible.

Once the file is received, the SO Unit is responsible for:

- (a) Sending a letter to the Chief Probation Officer and the police/law enforcement department in the destination city or county, advising the agencies of the client's residence and SO registration status using the "JT Letter SO Reg and Transfer" form in PCMS.
- (b) Entering a contact note in PCMS indicating that the client is living out of the county pending the future jurisdictional transfer hearing.
- (c) Immediately sending the file to the Outgoing Jurisdictional Transfer Unit for processing.

Once the Pre-Hearing Packet (see below) is completed, the Outgoing Jurisdictional Transfer Unit will then send the file back to the SO Unit for case management and supervision while the JT is pending.

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413.1.8 PRE-HEARING PROCEDURES

Once the JT Hearing is set, and the file has been received by the Outgoing JT Unit at JPC, the first packet will be created. The case must be activated in order to proceed (If it is not activated, follow proper activation procedures to ensure case is in Formal Probation status).

The following documents must be compiled and included in the file in order to process the preliminary packet

- (a) Pre-Transfer Cover Sheet
- (b) Field Sheet
- (c) Notice and Motion for Transfer (JT hearing date must be written in and the first page of the document must be stamped by the court in the upper right-hand corner)
- (d) Probation Orders (Formal Probation Minute Order, extension orders, CRM-21, etc.
- (e) Presentence Investigation Report (NOLT, PSI, 2185 etc.
- (f) Arrest Report pertaining to the case (if available)
- (g) Proof of Registration if applicable (HS11590, PC290, PC457.1, PC186.30, etc.)

Once the documents are compiled, they are scanned and imported into PCMS. Each document is checked for applicable errors to ensure full correctness – A SINGLE ERROR CAN CAUSE THE ENTIRE CASE TRANSFER TO BE REJECTED BY THE RECEIVING COUNTY. Any errors must be rectified by the appropriate staff, either sworn or non-sworn prior to the packet being sent to the receiving county.

If all documents are correct, the entire packet is mailed (Certified USPS) or sent electronically via encrypted email (if available) to the receiving county's probation department. An activity (JURISDICTIONAL TRANSFER-OUTGOING PC1203) is entered referencing the future JT Hearing date, the receiving county's name and probation department address, and USPS certified tracking number or the encrypted email address where the packet was sent

Once the packet is sent, the Outgoing JT Unit, will request a Revenue and Recovery Audit two weeks prior to the upcoming JT Hearing for inclusion in the Post-Hearing Packet. In order to avoid multiple requests being sent to Revenue and Recovery, all audits will be obtained by the outgoing JT Unit.

The Outgoing JT Unit will then keep the physical case file, except for PC290 cases, where the file will be sent to the SO Unit at the Hall of Justice (HOJ) until the transfer is granted. The pertinent case being transferred will display a dual caseload: the assigned supervision officer and the JT OUTGOING caseload.

413.1.9 POST-HEARING PROCEDURES

Once the Outgoing JT Unit receives the FELONY MINUTES – LAW & MOTION officially granting the transfer of the case out of San Diego County, as well as the ORDER FOR TRANSFER (if available), the physical case file is retrieved to compile the second packet.

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The following documents must be compiled and included in the file in order to process the final packet:

- (a) Post-Transfer Cover Sheet filled out appropriately to include custody credits
- (b) Signed and dated Notice of Jurisdictional Transfer Letter
- (c) Court Minutes granting transfer
- (d) Order for Transfer if available
- (e) Revenue and Recovery Audit worksheet (acquired by Outgoing JT Unit staff)

Once the documents are compiled, they are scanned and imported into PCMS. Each document is checked for applicable errors to ensure full correctness. Any errors must be rectified by the appropriate staff, either sworn or non-sworn prior to the packet being sent to the receiving county.

If all documents are correct, the entire packet is mailed (Certified USPS) or sent electronically via encrypted email (if available) to the receiving county's probation department. An activity (JURISDICTIONAL TRANSFER-OUTGOING PC1203) is entered referencing the approving court date, the receiving county's name and probation department address, and USPS certified tracking number or the encrypted email address where the packet was sent

Once the packet is sent, the Outgoing JT Unit, will close out the case per Adult Reintegration and Community Supervision Services closing procedures.

413.1.10 PROCEDURAL EXCEPTIONS: TRANSFER DENIALS

When a JT is refused by San Diego Court, it is considered a denial. This will usually take place on the day of the scheduled JT Hearing, and the Court's reasons will be detailed on the felony minute order, which will be received via interoffice mail to the Outgoing JT Unit.

Should this take place, a Post-Transfer Cover Sheet should be completed noting the denial by checking the Transfer Denied box under the Transfer Request Disposition section and the reason why it was denied written in. It will then be coupled with the denying court order and sent to the receiving county via Certified USPS or encrypted email (where applicable) so that they are aware of the denial on their end.

After this is completed, the pertinent paperwork is placed into the physical file and the case is removed from the JT OUTGOING caseload only, retaining the supervision caseload of the officer who originally requested the transfer. The file is then sent to this officer via interoffice mail for standard supervision to resume.

413.1.11 PROCEDURAL EXCEPTIONS: TRANSFER REJECTIONS

When a JT is refused by the receiving court or probation department, it is considered a rejection. This is denoted through either the Outgoing JT Unit or the supervision officer coupled to the JT case in question receiving any documentation advising about the rejection from either the receiving county or court.

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If this occurs, the pertinent paperwork is placed into the physical file and the case is removed from the JT OUTGOING caseload only, retaining the supervision caseload of the officer who originally requested the transfer. The file is then sent to this officer via interoffice mail for standard supervision to resume.

413.1.12 PROCEDURAL EXCEPTIONS: HEARINGS CONTINUED

When a JT hearing is continued by San Diego Superior Court, the receiving county must be made aware of the continuance and of the new JT hearing date. Furthermore, a new audit request must be completed by the Outgoing JT Unit if the existing audit is older than two weeks.

Should this take place, a Post-Transfer Cover Sheet should be completed noting the continuance by checking the “Other” box under the Transfer Request Disposition section. The details regarding the continuance (new hearing date, reason for continuance, etc.) will be written in under the same section. The Cover Sheet will then be coupled with the continuing court order and sent to the receiving county via Certified USPS or encrypted email (where applicable) so that they are aware of the continuance and future hearing date.

After this is completed, the Outgoing JT Unit will refile the pertinent paperwork and physical file according to the new hearing date and make the necessary modifications to PCMS to allow for proper tracking of the case given the new JT Hearing date.

413.1.13 PROCEDURAL EXCEPTIONS: HEARINGS VACATED

A vacated hearing occurs when circumstances arise prior to the matter being heard before the Court that result in the transfer process being halted. Reasons may include probation violations while still in San Diego, the defendant changing their mind regarding the transfer, a verifiable destination address in the receiving county is no longer available, etc.

Should this take place, a Post-Transfer Cover Sheet should be completed noting the vacated hearing information by checking the “Transfer Hearing Canceled/Request” box under the Transfer Request Disposition section. Any details regarding the vacated hearing should be written in under the same section. The Cover Sheet will then be coupled with the continuing court order and sent to the receiving county via Certified USPS or encrypted email (where applicable) so that they are aware of the continuance and future hearing date.

After this is completed, the pertinent paperwork is placed into the physical file and the case is removed from the JT OUTGOING caseload only, retaining the supervision caseload of the officer who originally requested the transfer. The file is then sent to this officer via interoffice mail for standard supervision to resume.

413.1.14 MANDATORY SUPERVISION

In order to transfer a Mandatory Supervision Offender (MSO) case to another county within the State of California, the client must be in full compliance.

MSO clients are assigned a pre-release officer 30 days before their release date. If a client expresses the desire to transfer to another county while in custody, the pre-release officer may

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initiate the transfer process if the case plan permits, on a case-by-case basis. The pre-release officer is responsible for completing the JT Outgoing Packet Grouping within PCMS and then sending only the Notice and Motion for Transfer through interoffice mail to the MS JT contact. If the case is in the pre-release phase, the pre-release officer will send the case to supervision pending approval of the JT.

If an MSO client already being supervised expresses the desire to transfer out of San Diego County, their MS Officer should notify the MSO JT contact at HOJ via email to initiate the process. The MSO JT contact will be responsible for filling out the JT Outgoing Packet Grouping.

All requests for MSO JT hearings should then be processed at HOJ by the Court Processing Unit. This is accomplished by forwarding only the Notice and Motion for Transfer to the Court Processing Unit who will get a hearing scheduled and all Notice and Motion copies stamped by the court. They will also be responsible for sending out all notices to all appropriate parties once a hearing is scheduled. A copy of the proof of service should be given to the MSO JT contact.

The MSO JT contact will then give the Notice and Motion for Transfer to AB109 professional staff to send out a preliminary packet, which will include:

- (a) Pre-Transfer Cover Sheet
- (b) Field Sheet
- (c) Notice and Motion for Transfer (JT hearing date must be written in and the first page must be stamped by the court in the upper right-hand corner)
- (d) MSO court orders / conditions (CRM-255)
- (e) Temporary Restraining Orders (TRO)/Emergency Protective Restraining Order (EPRO)
- (f) Presentence Investigation Report
- (g) Proof of Registration if applicable (HS11590, PC290, PC457.1, PC186.30, etc.)

These matters are heard at the San Diego Superior Court – Central Division. Probation Officers will keep the file in the interim and are still required to supervise the MS client as they normally would.

Documentation approving the transfer is needed from the receiving county before the judge will approve the jurisdictional transfer. Once the transfer is granted, the court order and file are given to AB109 professional staff to send out a final packet to the receiving county which includes:

- (a) Post-Transfer Cover Sheet
- (b) Court order granting transfer
- (c) Order for Transfer if available
- (d) Revenue and Recovery Audit worksheet

Once the final packet is sent out, AB109 professional staff will close out the case.

413.2 INCOMING JURISDICTIONAL TRANSFER

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413.2.1 INCOMING JURISDICTIONAL TRANSFER PROCESS INITIATION

The Incoming Jurisdictional Transfer process is initiated when the Probation Department receives a court stamped Notice and Motion for Transfer form (CR-250) from another county within the state of California. The Notice and Motion for Transfer is typically sent along with a Pre-Transfer Packet. Per California Rule of Court 4.530, Notice and Motion for Transfer/ Pre-Transfer Packet should be received at least 60 days before the transfer hearing. At minimum, the Pre-Transfer Packet should contain the following:

- (a) Transfer Cover Sheet
- (b) Sentencing Minute Orders
- (c) Conditions of Probation
- (d) Arrest Report or PSI

413.2.2 PRE-TRANSFER PACKET SCREENING

The Incoming Jurisdictional Transfer Unit screens each incoming case to determine whether transfer is appropriate based on criteria set forth by California Rule of Court 4.530. The following factors must be considered when determining whether transfer is appropriate:

- (a) Permanency of the supervised person's residence.
- (b) Availability of appropriate programs for the supervised person, including substance abuse, domestic violence, sex offender, and collaborative court programs;
- (c) Restitution orders, including whether transfer would impair the ability of the receiving court to determine a restitution amount or impair the ability of the victim to collect court-ordered restitution; and
- (d) Victim issues, including:
 - 1. The residence and places frequented by the victim, including school and workplace; and
 - 2. Whether transfer would impair the ability of the court, law enforcement, or the probation officer of the transferring county to properly enforce protective orders.

413.2.3 CASE ACTIVATION

Once a JT case is screened, the case must be activated and assigned a PCMS identification number. The Probation Aide in the JT Unit (PA) requests case activation from Records Clerk and assigns PCMS ID # and adds case to PO's caseload roster. PA inputs client's contact and other identifying information (CII #, FBI#, SS#, ID/DL#) into PCMS.

413.2.4 SCHEDULING ADDRESS VERIFICATION/ORIENTATION

Once a JT case is active in PCMS, an address verification/orientation must be scheduled to verify the client's residence within San Diego County. Orientations should be scheduled a minimum of 14 calendar days prior to the transfer hearing date. For cases requiring PC290 registration for the instant offense, JT orientations must be conducted at Probation offices servicing adults only.

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Registered sex offenders cannot report to Probation offices in which juvenile probationers may be present. Prior to the address verification/orientation, the JT Unit must complete the following steps:

- (a) Complete JT Letter to Probationer (form A5151). Letter directs client to appear for JT orientation and includes a list of documents the client must submit at the appointment.
- (b) Prepare JT Orientation Packet. Packet consists of the following forms:
 1. 406
 2. Financial Statement
 3. COMPAS Questionnaire
- (c) Print two completed copies of form A5151. Place one copy on the pre-transfer packet. Sign second copy.
- (d) Attach signed A5151 copy to JT Orientation Packet.
- (e) Mail signed A5151 and JT Orientation Packet to the client at the client's address as listed on the Notice and Motion for Transfer.
- (f) Create entry in PCMS Activities node. Include the following information:
 1. Date of orientation
 2. Activity Type: Jurisdictional Transfer- Orientation
 3. Location
 4. Status: Pending
- (g) Create entry in PCMS Contact node. Include the following information:
 1. Contact Type: Mail
 2. Location: Office
 3. Describe: JT Orientation
 4. Notes: Indicate the address the appointment letter was mailed to. Indicate location/date/time the client was directed to report to Probation.

413.2.5 ADDRESS VERIFICATION/JT ORIENTATION

The purpose of the address verification/ JT orientation is to verify the client's permanent San Diego County address and to notify the client of all expectations, responsibilities and obligations to both the San Diego Superior Court and San Diego County Probation. The following must be collected at the appointment:

- (a) Completed JT packet
 1. 406
 2. Financial Statement
 3. Completed COMPAS Questionnaire
- (b) CA State DL or ID

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- (c) Proof of residence documents (2) with pre-printed name and address. Examples include:
- Proof/ verification of employment;
 - Utility bills;
 - Financial/medical/insurance bills, policies, and/or service statements;
 - Vehicle registration/ insurance;
 - Rental/lease agreement or proof of homeownership;
 - Voter registration documents

During the orientation, the JT Unit will review and/or explain following:

- (a) JT process /timeline
- (b) JT guidelines
- (c) JT reporting instructions
- (d) A644 -Authorization for Release of Information
- (e) Conditions of Probation (if available). If client was ordered to complete special programs, classes, treatment, Work Projects, community service work, counseling, etc., direct client to enroll in such programs.
- (f) If client was ordered to register as a PC290/Arson/Narcotics/Gang offender, the JT Unit will follow these steps:
 - Complete two copies of Notice of Registration form
 - PO and client sign both copies
 - Include client's thumb print on both copies
 - Probationer receives one copy; PO retains other copy for file/proof of Notification
 - Provide client with registration location directory and direct client to register immediately.

Probationer must acknowledge and sign the following:

- (a) Reporting Instructions
- (b) JT Guidelines
- (c) A644

One copy of each must be given to the client. The original, signed copy must be added to the client's JT packet.

Upon completion of the orientation, the assigned PO will update the PCMS Activities node with the following information:

- (a) Date of orientation
- (b) Activity Type – Jurisdictional Transfer- Orientation

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- (c) Location of orientation
- (d) Status – Completed

In addition, the PO will create an entry in the PCMS Contact node including the following information

- (a) Date of orientation
- (b) Location of orientation
- (c) Details of orientation
- (d) Next scheduled check-in date

413.2.6 JUDICIAL COMMENT

Pursuant to California Rule of Court 4.530(e), the court in the receiving county may provide written comments to the transferring court regarding the appropriateness of the proposed transfer. For incoming transfers, the Judicial Comment form is created by Probation's JT Unit and submitted to the San Diego Superior Court (SDSC) with a recommendation for acceptance or rejection of the case.

Upon receiving notification of a pending transfer, the assigned PO in the JT Unit should create the Judicial Comment form in PCMS and indicate Probation's recommendation in the Probation Comments section of the form. If recommending rejection, the officer must document the reason(s) for that recommendation along with any efforts to contact the client.

The PO should submit the completed and signed Judicial Comment form to the JT Unit Supervisor (SPO). Once the form is signed by the SPO, the JT Unit PA or other designated staff will deliver the form to SDSC for the judge's written comment and signature.

Deadlines for submission of the Judicial Comment form are as follows:

- If recommendation is to accept case, Judicial Comment form should be submitted to SDSC no later than 10 calendar days prior to Transfer Hearing
- If recommendation is to reject case, Judicial Comment form should be submitted to SDSC no later than 14 calendar days prior to Transfer Hearing

SDSC will submit the court-signed Judicial Comment form to the transferring court. If the Court rejects the case, the PA or other designated staff will send the court-signed Judicial Comment form to the transferring probation department.

413.2.7 CASE OPENING

If the transferring county's court grants the transfer of jurisdiction to San Diego, the transferring county's probation department is required to send San Diego County Probation Department a post-transfer JT packet. The pos-transfer packet should include the following information associated with the transferred case(s):

- (a) All minute orders;

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- (b) Conditions of probation;
- (c) Custody dates;
- (d) Arrest report(s);
- (e) PSI, if applicable;
- (f) Complaint;
- (g) Plea agreement (if applicable);

The transferring county's court will send SDSC the client's court case file. Once SDSC receives the court file, SDSC staff will email an Ex-Parte Minute Order to the JT Unit indicating SDSC has assigned a court case number to the incoming JT case. Once the case has been assigned a court case number, the probation case must be opened by the records clerk. In order for the case to be activated, the assigned PO must complete the following:

- (a) Review SDSC Ex-Parte Minutes
- (b) Complete a Central Supervision Processing Request sheet
- (c) Submit the following to records clerk:
 - Date Time-stamped Central Supervision Processing Request sheet
 - SDSC Ex-Parte Minutes
 - Probationer's entire JT packet
- (d) Create entry in PCMS Contact node. Include the following information:
 - Indicate Ex-Parte Minutes received, submitted to support staff for case opening- Indicate JT packet submitted to support staff
 - Date Ex-Parte was received
 - New court case number (SCD#)
 - Name of transferring county

Once the case is opened, records clerk will return the JT packet to the PO in a probation case file.

413.2.8 PREPARE CASE FILE FOR TRANSFER TO SUPERVISION UNIT (REFER TO COURT REPORTS PROCEDURE SECTION FOR CASE FILE PREPARATION)

In addition to standard investigations case file preparation, the assigned PO must complete the following:

- (a) Add JT Probation Conditions and JT Case History tabs to case file
- (b) File all JT documents under appropriate JT tabs
 - 1. Under JT Probation Conditions tab:
 - (a) Conditions of Probation. Depending on the transferring county, the conditions of probation may be contained in the following documents:
 - 1. Court Minute Orders w/ probation conditions included

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2. Probation department-generated Conditions of Probation form (excluding Case Print and/or Case Summary forms)
 3. Recommendation section of PSI report (accompanied by minute orders)
2. Under JT History tab:
 - (a) Order for Transfer
 - (b) Judicial Comment
 - (c) Notice and Motion for Transfer
 - (d) Case Print (if applicable)
 - (e) Case Summary (if applicable)
 - (f) JT Pre-Transfer Packet
 - (g) JT Post-Transfer Packet, except for any documents required under the left-side file tabs.
 - (c) Review all transferring county documents for accuracy and consistency
 - (d) Complete a JT Supplemental Ex-Parte Report
 - (e) Complete A9 Supervision Assignment form

Once the above steps have been completed and the SPO has approved, the case is transferred to the appropriate supervision level.