

Transfer of Cases

364.1 PURPOSE AND SCOPE

This chapter outlines the basic elements of a case transfer. Case transfers between units and/or officers will be necessary at one or more points during the case management process.

364.2 APPLICABILITY

This policy applies to all Department employees.

364.3 TIMELINE

In order to maintain continuous case management efforts, consistency in casework and continuity of supervision, case transfers must be effected in the in the minimum time possible. The specific timelines for case transfers will be established by each service. Deviation from the timelines established by the service requires approval from the unit Supervisor and Division Chief. Officers are referred to their respective service manuals for case transfer timelines, as well as a list of supervision programs.

364.4 CASEWORK EXPECTATIONS

Prior to the transfer, each officer shall purge the case file of irrelevant documents, and assure that the documents in the case file are filed correctly, per the service's guidelines. The information in PCMS, such as addresses, phone numbers, and victim information, shall also be current. Proper case classification is of utmost importance, so officers shall ensure that each offender's risk assessment is completed and properly corresponds to the receiving unit. Any overrides must be clearly documented and approved as required by the service Division Chief.