
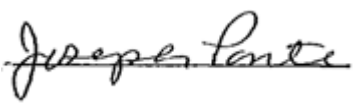


<b>POLICY TITLE: CASE TRANSFERS AND COURTESY SUPERVISION</b>		<b>PAGE 1 OF 3</b>
<b>POLICY NUMBER: 9.11 - ACC</b>		
<b>CHAPTER 9: SUPERVISION AND CASE MANAGEMENT</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b> <b>Adult Community Corrections</b>  <b>Approved by Commissioner:</b>  	<b>PROFESSIONAL STANDARDS</b>  <b>See Section VII</b>
<b>EFFECTIVE DATE:</b> July 17, 2006	<b>LATEST REVISION:</b> July 7, 2012	<b>CHECK ONLY IF</b> APA [ ]

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Adult Community Corrections

**III. POLICY**

It is the policy of the Department to transfer an offender to another supervision coverage area within the state when the offender relocates to another coverage area on a permanent basis. It is also the policy of the Department of Corrections, Division of Adult Community Corrections, to request courtesy supervision whenever it makes practical sense to allow an offender to relocate to another supervision coverage area within the state for a temporary period of time or when an offender relocates but has pending violations initiated by the sending officer. Transferred cases shall meet the requirements of this policy to ensure the receiving officer has the necessary information to assume supervision in the most effective manner.

**IV. CONTENTS**

Procedure A: Formal Transfer  
Procedure B: Courtesy Transfer

**V. ATTACHMENTS**

None

**VI. PROCEDURES**

**Procedure A: Formal Transfer**

1. When an offender under supervision relocates to an area outside of the supervising officer’s coverage area, the supervising officer shall promptly transfer the case to the appropriate probation officer in the receiving coverage area. The sending probation officer shall ensure that the following preparations are made before transferring the case.
  - a. A CORIS “transfer” note is entered which:
    - i. Provides the current status of the special conditions of probation;
    - ii. Provides a brief summary of supervision noting any key strength areas or risk factors;
    - iii. Provides any recommendations for future interventions and/or monitoring strategies;
  - b. The case is properly entered in CORIS including probation conditions, restitution, violations and accurate probation start date. All violations are properly resolved including toll end dates.
  - c. The Employment Page in CORIS is updated with current employment information
  - d. The LSI-R updated to reflect all present risks and needs
  - e. Special conditions such as treatment which have been fulfilled are marked as such on the CORIS conditions page
  - f. Reporting instructions have provided to the client and documented
  - g. If restitution was ordered, a restitution payment schedule has been provided to the client and the payment schedule is entered on the CORIS restitution page
  - h. A picture is uploaded on CORIS which reflects the current likeness of the client

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- i. A Client Grievance Form has been served to the client and is indicated in CORIS
  - j. DNA is collected (if required) and indicated in CORIS
  - k. All goals and action steps in any open case plan that are or will no longer be valid after the transfer shall be properly closed. A progress note shall reflect the current status of any open action steps
  - l. All documentation from the current case shall be transferred to the office of the supervising Probation Officer.
2. After completion of the actions above, the sending Probation Officer shall properly transfer the case to the receiving Probation Officer in CORIS.

**Procedure B: Courtesy Supervision**

- 1. When an offender on supervision moves temporarily to a location outside the coverage area of the supervising officer, or when they have moved permanently but maintain a pending violation initiated by the sending officer, a courtesy supervision request shall be made to the receiving officer.
- 2. The transfer shall occur as set forth in Procedure A except that the sending officer shall be listed as the “secondary officer” in CORIS and shall handle any pending violations he/she initiated unless otherwise agreed upon with the sending officer.
- 3. The receiving officer shall supervise the case as any other under their supervision and will be responsible for appropriately responding to any violations that occur while the case is under their supervision. The receiving officer shall keep the sending officer aware of any significant case developments. The sending officer shall remain the primary decision maker in court for handling all original and new violations.
- 4. If both the sending and receiving officers agree that it would be more practical to transfer the case permanently they may do so and the receiving officer shall assume responsibility for managing all pending violations in court

**VII. PROFESSIONAL STANDARDS**

None

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