

### **.03 Sending Agent's Responsibility**

When a client requests permission to move to a new area, the agent of record must review the plan to determine its merit. If the agent decides that the plan merits transfer, supervisory approval must be secured prior to allowing the offender to leave.

No client should be allowed to reside in any other area without prior notification to the receiving area. The sending agent shall contact the receiving unit supervisor or designee, advising of the client's planned presence in the new area and requesting reporting instructions. The receiving office has the option of granting reporting instructions or indicating that upon receipt of the file, the receiving office will contact the client to set up an appointment.

The sending agent shall contact the DCC office in the county nearest the proposed residence. In counties with multiple offices, the agent should contact the regional intake coordinator as designated in the DCC directory for each region.

Any intrastate transfer of sex offender or enhanced supervision cases should include detailed consultation between the unit supervisors involved with the transfer before it is implemented. Residence investigations in advance of the client moving are required on sex offender cases and may not be required by the receiving office prior to transfer for other types of cases. Sending units must use discretion with high profile or victim sensitive cases in regard to advance consultation with the receiving unit.

The sending agent must communicate the reporting instructions provided by the receiving agent or supervisor to the offender prior to the offender's leaving. The sending office is responsible for maintaining a record of where files are sent.

#### **Within five (5) days of receiving reporting instructions:**

- The file will be brought up to date and shall be converted to the Electronic Case File. Electronic files (H: and G: drive files only) for clients who are transferring shall be converted to the Electronic Case File.
- A transfer summary, documenting reporting instructions, will be entered into COMPAS\_general notes;

- COMPAS notes will be brought up to date.
- Rules of supervision shall be reviewed to ensure modified special rules are up to date and relevant based on the case dynamics. Review of special rules entered into Cautionary Information shall occur to ensure continued relevancy.
- If the SLR is due within 30 days of the transfer the sending agent will complete prior to transfer.

The sending agent retains responsibility for the determination of court-ordered financial obligations. If a case is within 120 days of discharge, the sending agent is responsible for obtaining any necessary extensions of the supervision.

The file will be routed to the supervisor for approval. The supervisor shall enter a COMPAS note indicating that the file has been reviewed and approved for transfer. If approved, the supervisor will route the file to the OOA for sending to the new area. The OOA will send notification to the status keeper for their unit indicating which unit will be receiving the transfer request.