

## CASE TRANSFERS

Revised 1/3/2022

### **AUTHORITY**

Wisconsin State Statute 938.48

### **FORMS**

DOC-2884: Youth Residence Assessment

DOC-2110: Sex Offender Residence Assessment

DOC-2813: Case File Transfer Checklist

DOC-1722A: Department Order

### **GENERAL STATEMENT**

Continuity of supervision is to be maintained during the time a case transfer is in process. Procedures related to the transfer of cases are intended to avoid any lapse in the youth's supervision and to identify supervision responsibility when a transfer investigation is in progress.

A case transfer may be initiated if it is consistent with the goals and objectives of supervision. Rules of Community Supervision require a youth to obtain advance approval to change residence.

### **Sending Agent Responsibility:**

When a youth is pending movement to a new area, the agent of record must review the plan to determine its merit and begin the case transfer process.

No youth shall be allowed to reside in any other area without prior notification to the receiving area. The sending agent shall contact their supervisor who will discuss the merits of the transfer with the receiving unit CFS.

If the youth is moving to a residence and not a placement, the agent shall request, through the CFS, that the receiving unit complete a Youth Residence Assessment (DOC-2884). If the youth is a sex offender, the receiving unit will also complete a Sex Offender Residence Assessment (DOC-2110).

Upon completion and approval, the sending agent shall notify the youth, complete a Case File Transfer Checklist (DOC-2813) and submit with the case file to their CFS. The CFS shall enter a COMPAS note indicating that the file has been reviewed and approved for transfer. The sending CFS will route the file through the Status Keeper for notification of the transfer. If the residence is deemed inappropriate, the sending agent shall notify the CFS of the denial. The sending agent shall inform the youth of the denial.

### **Non-Serious Juvenile Offender (SJO) Transfer:**

The agent shall request, through the CFS, that the receiving unit complete a Youth Residence Assessment (DOC-2884). If the youth is a sex offender, the receiving unit will also complete a Sex Offender Residence Assessment (DOC-2110) to assess appropriateness of transfer.

The sending agent along with their CFS shall contact the sending and receiving county's Social/Human Services Department to discuss the case transfer, supervision, and financial responsibility for the youth. If the parties agree, the receiving county has the option to directly supervise the youth or request that DJC maintain youth supervision. If either of the parties

denies the request for transfer, the youth will not be allowed to move. Approvals and denials shall be documented in writing.

If the receiving county agrees to directly supervise the youth under Aftercare status, the sending agent shall complete an Action Needed Request in J-Tracker to notify the Office of Juvenile Offender Review (OJOR) that a legal status change is needed. OJOR shall complete a Department Order (DOC-1722A) releasing the youth from Type 2 status to county aftercare status. The agent shall enter a COMPAS note. The DJC case will be terminated and the Status Keeper will make the related updates in J-Tracker.

If the receiving county requests that DJC maintain supervision of the case, the receiving county shall sign an agreement outlining the legal and fiscal responsibilities. A copy of the signed agreement shall be submitted to the DJC Central Office Business Office mailbox at [DOCDJCCOBusinessOffice@wisconsin.gov](mailto:DOCDJCCOBusinessOffice@wisconsin.gov).

Upon completion and approval of the agreement, the sending agent shall notify the youth, complete a Case File Transfer Checklist (DOC-2813) and submit with the case file to their CFS. The CFS shall enter a COMPAS note indicating that the file has been reviewed and approved for transfer. The sending CFS will route the file through the Status Keeper for notification of the transfer.

**Receiving Agent Responsibility:**

When the case has been accepted, the receiving agent shall make contact with the youth and parent/guardian to introduce themselves and schedule an appointment. The agent shall review file material to familiarize themselves with the case. The receiving agent will also review and sign the Community Supervision Rules and Conditions with the youth and update as needed. If referrals are needed for programming or other services, the receiving agent shall submit referrals as soon as possible.

**Resolution of Disagreements:**

The Regional Supervisor(s) will resolve any disagreement between the receiving and sending agents or supervisors regarding the youth's location, violation, or termination/revocation. If the Regional Supervisors are not in agreement, the DJC Administrator, DJC Assistant Administrator, or designee will make the final decision.