

**.07 TRANSFER SUMMARY FORMAT**

The transfer summary shall contain the following headings:

- Current, active cases
- New Residence
- Full address, apartment number, and zip code
- Telephone
- Other occupants of residence and relationship to offender
- Directions (if rural)
- Employment and/or School (include hours of work/school)
- Reasons for Transfer
- Reporting Instructions
- Summary of Supervision Activity
- Summary of violations
- Referral results/needs
- Unresolved problems
- Court-ordered Financial Obligation - Current status and payment plan
- Supervision Fees - Current status and payment plan
- Any other relevant information (i.e. Specialty Agent need, LEP, SO flag, etc)