

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
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Authority/References KRS 196.030, 196.035, 439.470	Subject IN-STATE TRANSFER	

I. DEFINITIONS

"Travel permit" means a written document allowing an offender to travel out of their assigned district of supervision.

II. POLICY and PROCEDURE

The Department of Corrections may permit an offender on supervision to transfer from one (1) area of supervision to another. This policy establishes guidelines governing the in-state transfer of offenders on supervision of the Division of Probation and Parole.

A. Transfer Request

If an offender desires to transfer to another area of Kentucky, outside the current Probation and Parole officer's jurisdiction, the offender shall advise the officer of the desire to transfer and the reason for the request. The officer may request the offender to provide verification of the offender's proposed home.

1. If the officer deems the transfer appropriate, the officer shall approve travel for transfer purposes and may issue a travel permit document. (CPP 27-12-14, Offender Travel)
 - a. The sending officer shall issue reporting instructions, to include the name, address and telephone number of the officer to whom the offender shall be reporting.
 - b. The travel permit document shall be signed by the officer and the offender.
2. The following case material required to transfer a case shall be entered in the offender management system:
 - a. Case plan,
 - b. Presentence investigation document,

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- c. Risk and needs assessment, if not immediate transfer,
- d. Conditions of supervision,
- e. Photograph,
- f. Parole certificate or order of probation,
- g. Payee account information and all payment information,
- h. Supervision contacts up to date, and
- i. All offender elements entered in offender management system as required per CPP 27-03-01 (Case Record Management).

- 3. The transfer request document shall be electronically submitted in the offender management system.
- 4. The conditions of supervision document shall be signed by the offender and officer then maintained by sending officer. Upon transfer in the receiving county, the officer shall complete and sign a new conditions of supervision document with the offender.

B. Transfer Investigation

Upon receipt of a transfer request, the receiving officer shall investigate and respond to the transfer request in the offender management system within ten (10) working days. If an extension is required, the officer shall obtain approval for the extension from the District Supervisor or designee.

- 1. The receiving officer shall meet with the offender for intake.
- 2. The receiving officer shall verify the home placement by visiting the residence or by telephone if the officer is familiar with the residence or offender.
- 3. Following the investigation, the receiving officer shall complete the steps in the offender management system denying or accepting the transfer.
 - a. If the transfer is denied, the reason shall be stated in writing and the offender shall be advised in writing and instructed to return to the officer in the sending county. Rejections shall be approved by a supervisor.

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- b. If the transfer is accepted the offender shall be added to the receiving officer's caseload.

C. Transfers for Offenders in Halfway Houses, Contract Facilities, and Residential Treatment Programs

Offenders returning to a home placement after completing a treatment program or offenders who have been temporarily placed in a contract management facility shall submit a projected home placement prior to being discharged from the facility.

1. Transfer Request

- a. As part of pre-release planning upon nearing program completion, the offender shall advise the officer of the proposed home placement.
- b. The officer shall submit a transfer request up to thirty (30) days prior to the projected release to a home placement.
- c. Case materials required to transfer a case shall be entered in the offender management system pursuant to subsection II.A.2. of this policy.
- d. The transfer request shall be electronically submitted in the offender management system.

2. Transfer Investigation

- a. Upon receipt of a transfer request, the receiving officer shall investigate and respond to the transfer request in the offender management system within ten (10) working days. If an extension is required, the officer shall obtain approval for the extension from the District Supervisor or designee.
- b. The receiving officer shall verify the home placement by visiting residence or by the telephone if the officer is familiar with the residence or offender.
- c. Following the investigation, the officer shall complete the steps in the offender management system denying or accepting the transfer.
- d. If the transfer is denied, the reason shall be stated in writing. Rejections shall require approval by a supervisor.

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- e. If the transfer is accepted, the offender shall remain on the sending officer's caseload until program completion, the offender has been discharged from the program, and reporting instructions issued.
- f. Caseload responsibility for the offender in the offender management system shall not be reassigned until the offender has completed the program and reports to the receiving officer.

3. Offender Release

- a. Upon program completion, the sending officer shall approve travel for transfer purposes. The officer shall issue reporting instructions and may issue a travel permit.
- b. The officer shall provide notification to the receiving officer of the offender's departure.
- c. The offender shall report to the receiving officer according to the reporting instructions.
- d. Upon arrival in the receiving county, the officer shall meet with the offender and complete intake of the case, including signing the conditions of supervision.
- e. The offender shall be added to the receiving officer's caseload upon arrival.