

GUIDELINES FOR TRANSFER-IN REQUESTS FOR SUPERVISION BY MONROE COUNTY COMMUNITY CORRECTIONS PROGRAM (MC-CCP)

Requests for transfer-in supervision by the MC-CCP will be screened by program staff utilizing the following guidelines:

1. **Advance Notice.** All requests for courtesy supervision must be made in advance to allow for proper eligibility screening.
2. **Felony Violent Offender/Sex Crime Restriction for Transfer-In Cases.** Out-of-county transfer-in requests will be denied by MC-CCP staff if:
 - A. The instant offense is a sex offense ([IC 35-42-4](#) or [IC 35-46-1-3](#)) and the offender does not have a permanent Monroe County address;
 - B. The instant offense is a violent felony offense (IC 35-38-2.5-4.7 and [IC 35-31.5-2-352](#)) and the offender does not have a permanent Monroe County address; and/or
 - C. The offender is required to be on a sex or violent offender registry and the offender does not have a permanent Monroe County address (IC 11-8-8-7 or similar law from another state).
3. **Additional Criteria for Automatic Denial of Transfer.**
 - A. The MC-CCP will automatically deny acceptance of any participant who has previously escaped from lawful detention and/or has had three (3) or more unsuccessful prior terms of community supervision.
 - B. If MC-CCP caseloads are at maximum capacity, transfer-in referrals will be denied.
4. **Fee Payment.** Participants must pay any delinquent fees owed to the Monroe Circuit Court Probation Department before being screened for MC-CCP placement. If a participant is found to have delinquent fees, a denial will be sent to the sending jurisdiction advising of the fees that the participant must pay before being considered for acceptance in to the MC-CCP.
5. **Monroe County Residents.** The MC-CCP accepts all eligible and appropriate courtesy supervision transfer-in cases from other Indiana jurisdictions when prospective participants reside in Monroe County.
6. **Discretionary Acceptance.** MC-CCP has discretion when determining acceptance of an out-of-county transfer-in case. Each transfer-in referral will be considered on an individual basis. MC-CCP will consider the following discretionary criteria to accept transfer-in cases from other Indiana jurisdictions:
 - A. Participant Works in Monroe County - The assigned MC-CCP probation officer (PO) shall verify the prospective participant's reported employment and if it is temporary or permanent. Temporary employment that is not expected to extend to the end of the prospective participant's Community Corrections Program completion may result in denial of the transfer.
 - B. Participant is Enrolled in Educational Courses in Monroe County- The assigned MC-CCP PO shall verify enrollment in the educational courses.
 - C. Participant has Other Significant Contacts in Monroe County – Significant contact include such matters as mental health treatment, medical services, and/or substance abuse treatment. The MC-CCP PO shall verify the reported significant contacts.
7. **Acceptance or Denial.** The MC-CCP PO will advise referring agency/county via email (or US mail) of acceptance or denial of the transfer request.
8. **Court Orders.** Upon acceptance into the MC-CCP, the sending jurisdiction must provide MC-CCP a Court Order authorizing MC-CCP to provide courtesy supervision and also must provide a Home Detention Order. Participants must agree to abide by all MC-CCP rules and conditions, including abiding by the payment plan established by the MC-CCP PO. The sending jurisdiction must issue a Court Order or otherwise advise the participant that the MC-CCP is authorized to apply graduated sanctions when responding to participant program violations. MC-CCP POs will utilize graduated sanctions pursuant to Departmental policy. However, a continued or a significant violation of Home Detention condition(s) may result in a request that the sending county issue a warrant for violating the program's rules.