

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**Community Corrections Bureau Procedure #97-05-002-A On Transfer, Closing or Bench Warrant Case Summaries**

**Authority:** Chief Probation Officer

**Narrative Statement:**

Purpose

To define content that must be included in all adult case summaries, when the matter is being transferred, closed, or a Bench Warrant has been issued.

General Provisions

Case services require that certain information be provided in the above named instances, in order to provide sufficient record of the Probationer's progress. This summary shall be included in the case file and/or the PAC System.

- A. The following are mandatory and must be included in the summary:
1. In all transfer summaries:
    - a. The reason for transfer
    - b. A recommendation for the proper level of supervision.
  2. In a closing summary, a statement concerning the defendant's suitability for a 1203.4 recommendation.
  3. In a Bench Warrant summary, a recommendation as to disposition and extradition.
  4. Services provided to client services programs, completed and referrals made.
- B. The following are optional and may be included in the summary:
1. The client's record of reporting.
  2. The client's record of complying with fine and/or restitution orders.
  3. The client's stability in regard to residence and employment.
  4. A record of the clients' criminal history, potential risk to the health and welfare of the probationer, Probation, law enforcement or others in the community.
  5. The prognosis for success in the community.

Issued by: \_\_\_\_\_, Deputy Chief Probation Officer

Date: \_\_\_\_\_

Revised: \_\_\_\_\_

Policy Reference: \_\_\_\_\_