

**Daviess County Community Corrections  
Client Transfer**

Issue Number: 1

Issue Date: 1/13

**Context:**

In keeping with the requirements of the Indiana Department of Correction, this policy outlines the guidelines for transferring a client.

**Purpose:**

The Client Transfer Policy and Procedure ensures that employees are aware of the requirements and steps for transferring a client.

**Scope:**

- This policy and procedure applies to all program participants

**Principles:**

The Client Transfer Policy is committed to and guided by the principles of fairness to the client and professional courtesy among Corrections professionals.

**Policy:**

In order for a participant to be transferred they must meet one or more of the following criteria:

1. Client's family/support system resides in receiving jurisdiction and offers assistance;
2. Client has verifiable employment and/or has been accepted for enrolment in an educational or vocational school;
3. Client has verifiable place of residence;
4. Client has a health condition which requires residence near a specified health facility.

Diana L. Snyder  
Executive Director

1/11/2013