

## Step-by-step PROCEDURES FOR MAKING A REFERRAL

- 1 Complete referral. Please complete Referral: Attachment A in full – front and back - or Attachment B. Do not use terms such as “see attached” or “see PSIR.”
  
- 2 Submit referral with documentation. The Community Corrections Board has determined that the following information will be needed for both the El Paso County service providers and the Board to make decisions:
  - a – completed referral form
  - b – *Minute Order* reflecting community corrections screen
  - c – Pre-sentence Investigation Report for current/past offense(s) including face sheet
  - d – first and last name, address and telephone number of the defense counsel
  - e – Probation *Complaint and Report* form
  - f – *Summary of Supervision* (of time while offenders was on probation or under ISP supervision
  - g – a description of the current offense(s)
  - h – disposition on any PENDING felony cases as soon as available
  - i – *Minute Order* reflecting probation revocation (if referral is a revocation)
  - j – an LSI (Level of Supervision Inventory) and/or an Oregon Sex Offender Assessment
  - k – *Minute Order* reflecting a 35B Reconsideration referral
  - l – *Minute Order* reflecting plea agreement or documentation of plea agreement
  - m - Community Corrections Board funding approval for out-of-district referrals by any jurisdiction other than the 4<sup>th</sup> Judicial District
  
- 3 Receive referral confirmation letter. This letter will be sent to the referral agency upon receipt of the referral. It will let you know (a) if the Department has enough information to process the referral or (b) if the referral will be held anticipating receipt of other documentation – and the letter will outline what is needed. If the referral is from the 4<sup>th</sup> Judicial District, confirmation will be sent to the sentencing court and the referral agency.
  
- 4 Receive notice of referral results. When a decision has been made by (1) the service provider, the sentencing court, the referral agency, prosecutor and defense counsel will be notified immediately. If the case needs to be put before (2) the full Board, that date will be given and after that meeting, the results will be forwarded to the sentencing court, the referral agency, prosecutor and defense counsel.