

Transfer Policy and Procedure

In addition to meeting the Eligibility Criteria, all transfer candidates must reside or be employed in Troy or Clawson. There must be room in the program, and it must be approved by the Program Coordinator first, with final determination by the Judge.

When a defense attorney is coordinating or requesting a transfer on behalf of their client, the following steps should be taken:

1. The attorney is responsible for contacting the 52-4 District Court Program Coordinator to ensure that their client meets the eligibility requirements. If they do, the attorney can then move to step 2.
2. The attorney is responsible for obtaining the DTC Participant Manual and Participant Agreement from the 52-4 District Court website, providing them to the defendant and reviewing them together. If the defendant agrees, the attorney can move to step 3.
3. The attorney must instruct the transferring court to contact the 52-4 District Court Program Coordinator to initiate the formal transfer process. Email is preferred so verification of this can be provided if needed.
4. The attorney will be responsible for getting the MOU signed by the transferring court and providing it to the 52-4 District Court Program Coordinator.

Either court may complete the PSI, but it is the preference that the assessment and Crime Risk Needs Assessment (CRNA) is completed by the 52-4 District Court. The Transferring Court will have to supply the IR, ROA, results and LEIN/SOS to the Program Coordinator by the time of their PSI appointment. If the candidate is interviewed at the 52-4 D.C., the probation officer (preferably the DTC officer) will review the Participant Manual and Participant Agreement with them. If the transferring court conducts the PSI, the DTC PO will contact the candidate to review the manual and agreement. The Program Coordinator will confer with the Judge to review the case and determine whether the candidate will be accepted into the program.

Once the candidate is accepted as a transfer, the Transferring Court will also supply the Transfer MOU with signatures before the defendant is sentenced. Fines and costs will be paid to the Transferring court, and program fees and POEs are paid to the 52-4 District Court. If a candidate is approved for DTC, the Transferring Court is to instruct the defendant to contact the probation department on the date of sentencing or the date of release from incarceration. A Transfer MOU is not required when it is one of the 52nd District Courts.