

## Allegheny County Inter-County Transfer Guidance Effective October 21, 2024

Points of Contact:

### **Incoming cases**

Steffany Kelley - Intercounty Clerk  
Allegheny County Courthouse  
436 Grant St., Room 523  
Pittsburgh, PA 15219  
(412) 350-2353  
[sbarrera@alleghenycourts.us](mailto:sbarrera@alleghenycourts.us)

### **Incoming & Outgoing Cases**

Martha DeSantis- Intercounty Unit Supervisor  
564 Forbes Avenue Suite 1212  
Pittsburgh, PA 15219  
412-350-7906  
[MDeSantis@alleghenycourts.us](mailto:MDeSantis@alleghenycourts.us)

### **Incoming cases:**

- The Sending County shall include at least a preliminary risk/needs assessment score in the transfer packet.
  - Case by case exceptions will be made if the reason for a risk-needs assessment not being included is articulated.
- Cases of any length with a low risk - needs assessment score, or that score low on an administered risk- needs assessment following case transfer, will be returned to the Sending County, unless the individual is already under supervision in Allegheny County or the sentence contains an electronic monitoring condition of 30 days or longer. Low risk cases will be returned to the sending county upon successful completion of the EM portion of the sentence.
  - If a county wishes to override a low score for any reason and request acceptance, the case can be discussed prior to transfer and the reason (s) for override must be included in the transfer packet.
- Accepted cases that are successful with supervision and/or are reassessed as low on a risk – needs assessment will be returned to the Sending County with a positive progress report recommending consideration of early termination.
- Case must have a minimum of six months supervision remaining upon transfer.
  - Case by case exceptions may be made upon the request of the sending county.
  - Cases of less than six months will be accepted if the individual is already under supervision in Allegheny County

- No attributable charges or violations pending on instant case.
- No active warrants
- DNA must be completed prior to transfer.
- Address, phone number, including cell, references and employment information must be completed.
- Supervised individual agrees to pay monthly supervision fees of \$45 and a one time administration fee of \$20.

**Electronic Monitoring:**

- Hookup fee: \$100
- Monthly fee \$5 to \$25 per day (sliding scale based on income) \$1.50 per day if on SSI or SSD
- \$25 re-band fee
- Hookup fee and first month's fee to be paid up front.
- Court order must state "Electronic Monitoring"
- Do not accept 1543(a) cases
- Minimum EM sentence of 30 days
  - The EM period must not extend beyond the scheduled expiration date of the case.

**Outgoing cases:**

- An ORAS CSST will be conducted prior to transfer and the score will be included with the transfer packet.
  - If the assessment was unable to be conducted due to circumstances beyond our control, this will be noted in the transfer packet.
- Cases that score low on the CSST will be transferred if:
  - There is an electronic monitoring condition as part of the sentence.
  - Low risk supervision is prohibited by court order.
  - The low risk score has been overridden due to nature of the offense. These cases may be discussed between the sending and receiving county prior to transfer.
- Cases with less than six months of supervision will not be submitted for transfer, unless there is an electronic monitoring condition.