

# Memorandum

Date: October 11, 2006

To: All Holders of Enforcement Division's Directives Manual

From: **Department of Fair Employment & Housing**  
**Office of the Chief Deputy Director**  
(213) 439-6761 CALNET 8-213-439-6761

Subject: Transfer of Cases Between Offices for Investigation (Directive 231)

On occasion, it may be necessary to transfer cases from the District Office where they are filed and registered to another District Office for investigation. When this occurs, the Consultant and District Administrator of the "office of origin" shall ensure that the case file contains the Respondent's initial written response to the complaint and meets the expectations described in Directive 301, "Maintenance of Case Files," prior to transfer.

To assist in monitoring these requirements, the transferring office shall complete a "Case Transfer Transmittal" (DFEH-600-10, Attachment A).

The Case Transfer Transmittal lists the items that must be met prior to transferring the case:

- A response must be in the file;
- Contents appropriately filed and secured;
- Case notes and time entries updated;
- Case notes legible;
- Case Status Report reflects the activities that have been completed.

*After familiarizing yourself with this revision, please place this memorandum in the front of Directive 231 in the Enforcement Division's Directives Manual.*

WANDA J. KIRBY  
Chief Deputy Director

Attachment

# TRANSMITTAL – CASE TRANSFER

TO: District Administrator \_\_\_\_\_

OFFICE: \_\_\_\_\_

FROM: District Administrator \_\_\_\_\_

OFFICE: \_\_\_\_\_

Case Name: \_\_\_\_\_

Prior Consultant: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

- Response in File
- Contents Appropriately Filed/Secured
- Case Notes/Time Entries Updated
- Case File Notes Legible
- Case Status Report reflects the activities that have been completed

Signature \_\_\_\_\_ Date \_\_\_\_\_  
District Administrator

DFEH-600-10 (05/01)

Attachment A