

Course Title: **Adult Court Report Writing**

Instructional Time: 8-hours

Course Description:

This course will provide an overview of the features of an Adult Pre-Sentence Investigation (PSI) report and provide the attendee with a familiarization of the steps to complete the report. This course has a prerequisite of completion of the Adult Investigations section in the Deputy Probation Officers' Core Curriculum.

Recommended for:

The class is designed for **ARCSS**

Performance Objectives:

1. Determine the type of report needed based on a plea agreement
2. Locate the DA material and open necessary forms in PCMS
3. Contact and accurately represent a Victim's statement
4. Complete an accurately formatted and researched criminal history
5. Identify and complete the Sentencing Data section to include Prison Term Breakdowns
6. Determine Probation Eligibility
7. Determine PC1170(h)(5) Eligibility
8. Make recommendations regarding PC1170(h)(5) sentencing as necessary
9. Input appropriate COMPAS information
10. Evaluate Circumstances to Grant/Deny Probation
11. Write an effective and analytical discussion with recommendation
12. Properly prepare and submit the PSI and associated documents for processing