

## Deputy Probation Officer Core Training

Topic 11.0: Report Writing and Record Keeping

Class 11.3: Court Reports Common to Adult and Juvenile

Instructional Time – 4 hours

1. Welcome and Introductions
2. Objectives
  - a. Identify the statutory authority for a probation report and recommendations.
  - b. Identify the elements of court reports, social studies, and dispositional reports, as mandated by the Penal Code, and Welfare and Institution Code.
  - c. Identify sources of information regarding the offender.
  - d. Identify key considerations in making a recommendation to the court for conditions of probation.
  - e. Given a sample case file, identify the nexus between a recommended condition of probation and the offense.
  - f. Given a sample case file, generate an appropriate recommendation for conditions of probation by linking probation terms and conditions to criminogenic risk/need factors.
3. Statutory Authority for Probation Reports
4. Mandated Content for Juvenile Reports
5. Mandated Content for Adult Reports
6. Sources for Gathering Information
7. Recommendations
  - a. Nexus to Offense
  - b. Mandated Programs/Registration
  - c. Rehabilitating the Client
  - d. Reducing Recidivism
8. Review / Closing / Evaluations

