

Deputy Probation Officer Core Training

Topic 11.0: Report Writing and Record Keeping

Class 11.6: Adult Reports

Instructional Time-8 hours

1. Welcome and Introductions
2. Objectives
  - a. Identify the required elements of court, social studies, pre-sentence, and pre-plea reports, as mandated by the Penal Code.
  - b. Define determinate sentencing.
  - c. Identify how plea bargains, sentencing bargains, and Harvey waivers can impact sentencing recommendations.
  - d. Identify the statutory timelines for preparing adult court reports.
  - e. Identify factors that are critical for determining the eligibility for probation.
  - f. Match key terms, associated with determinate sentencing, with their definitions.
  - g. Identify factors in aggravation.
  - h. Identify factors in mitigation.
  - i. Identify how dual use of facts applies to aggravating and mitigating factors regarding elements of the crime and enhancements.
  - j. Identify sentencing enhancements.
  - k. Identify the different methods for handling cases with multiple convictions.
  - l. Given a sample criminal record for an adult offender, identify the aspects of a prior record that would limit or justify eligibility for different dispositional alternatives.
  - m. Given sample offense reports and sample case information, identify applicable mitigating and aggravating factors.
  - n. Given sample case information and a list of community providers, identify one or more appropriate programs for an adult offender.
  - o. Given a complete investigation file for an adult defendant, generate a written court report.
  - p. Identify the mandated requirements for sex offense charges.
  - q. Identify the mandated requirements for domestic violence charges.
  - r. Identify the criteria affecting bail recommendations.
  - s. Identify the procedure for sealing adult records.
  - t. Identify if the offender would earn custody credits.
  - u. Identify the circumstances under which an offender would receive conduct credit.
3. Elements of a Report
4. Who is our audience?
5. Timelines for reports
6. Plea Agreements
7. Court Data
8. Co-Defendants
9. PC29810 (Firearm Check)
10. Jessica's Law
11. DNA
12. The Offense

13. Victims
14. Defendant Statement
15. Criminal History
16. Adjustment on Probation
17. Personal History
18. Collateral Information and Assessments
19. Sentencing
  - a. Mitigation
  - b. Aggravation
20. Prison Term Analysis
21. Determinate vs. Indeterminate Sentencing
22. Concurrent Sentencing vs. Consecutive Sentencing
23. Probation Eligibility
24. Prison Term Analysis
25. Types of Recommendations
26. Custody Credits
27. Bail
28. Closing / Review / Evaluations

