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NUMBER **DOC 320.010**

POLICY

PRE-SENTENCE INVESTIGATIONS AND RISK ASSESSMENT REPORTS ORDERED BY THE COURT

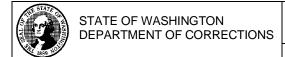
REVIEW/REVISION HISTORY:

Effective: 11/12/01 Revised: 12/16/02 Revised: 8/4/08 Revised: 6/22/09 Revised: 9/12/11 Revised: 10/27/14 Revised: 2/23/22

Department of Corrections

SUMMARY OF REVISION/REVIEW:

Major changes to include updated terminology throughout	out. Read carefully!
APPROVED:	
Signature on file	
	1/20/22
CHERYL STRANGE, Secretary	Date Signed



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APPLICABILITY

POLICY

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REFERENCES:

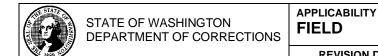
DOC 100.100 is hereby incorporated into this policy; <u>RCW 9.94A</u>; <u>RCW 71.24</u>; DOC 390.300 Victim Services; <u>Caseload Forecast Council Adult Sentencing Guidelines Manual</u>

POLICY:

- I. Pre-Sentence Investigations (PSIs) will be conducted when ordered by the Superior Court. Priority will be given to PSIs ordered for individuals convicted of a felony sex offense and individuals that the court has determined may be mentally ill as defined in RCW 71.24.025.
- II. Risk Assessment Reports (RARs) will be conducted before sentencing when ordered by the Superior Court when the crime of conviction is not eligible for a PSI.

DIRECTIVE:

- I. Report Completion
 - A. The Community Corrections Officer (CCO) will:
 - 1. Complete a criminal record check to compile an accurate criminal history and instant offense description, using:
 - a. Washington/National Crime Information Center (WACIC/NCIC),
 - b. Judicial Access Browser System (JABS) or equivalent court records database,
 - c. Electronic and hardcopy Department files,
 - d. Police reports, if available,
 - e. Prosecutor's information statement, if available, and
 - f. Other official sources, if available.
 - 2. Complete DOC 09-129 Pre-Sentence Investigation, including:
 - a. An in-person interview with the individual using DOC 20-155 Intake/ Pre-Sentence Report Personal Information Sheet.
 - b. A victim impact statement, if available. The CCO will make reasonable attempts to contact the victim's advocate (e.g., family, friend, minister) and/or victim in consultation with the victim's advocate. The statement should include:
 - 1) The individual's relationship to the victim(s), if any,
 - 2) Vulnerability issues of the victim,
 - 3) Age of the victim,



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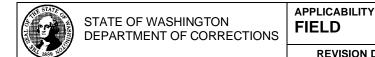
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- 4) Nature of harm to the victim/community (i.e., emotional, financial, physical), and
- 5) Victim input for sentencing alternatives, if applicable, and conditions of supervision.
- c. A calculated offense score using the WACIC/NCIC and Caseload Forecast Council Adult Sentencing Guidelines Manual.
- d. Conclusions/recommendations regarding:
 - 1) Appropriate conditions of supervision considering risk to reoffend, community safety, and victim concerns, and
 - Confinement, sentencing alternatives, supervision range, or other options per the Caseload Forecast Council Adult Sentencing Guidelines Manual.
- e. DOC 09-129A Pre-Sentence Investigation Mental Health Sentencing Alternative Addendum, if applicable.
- 3. Complete DOC 09-173 Risk Assessment Report, when requested by the court. The report may include:
 - a. Historical risk and needs assessment information, if available.
 - b. A sentence recommendation.
- 4. Provide victim/witness impact statements/concerns, including personal information (e.g., name, date of birth, address, telephone), to the Victim Services Program if the case is eligible for victim/witness notification services per DOC 390.300 Victim Services.
- 5. Immediately notify law enforcement if the individual's words or actions indicate a safety risk to a specific person(s).
- 6. Document any refusal to participate in the appropriate report and complete the process using all available information.

II. Finalizing Reports

- A. The Community Corrections Supervisor (CCS)/designee will approve reports before submission to the court.
- B. Reports will be forwarded to the court at least 10 days before the sentencing date, or per local court practice.



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- 1. The CCO may request a continuation of sentencing with CCS/designee approval.
- C. Upon completion of the PSI, all file material will be scanned into the individual's electronic imaging file.

III. Amendments

- A. Before sentencing, if new criminal history information is discovered after a PSI or RAR is submitted to the court, the CCO will:
 - 1. Immediately notify the Prosecutor, and
 - 2. Submit DOC 09-124 Court Special documenting the additional information.

DEFINITIONS:

Words/terms appearing in this policy may be found in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 09-124 Court - Special

DOC 09-129 Pre-Sentence Investigation

DOC 09-129A Pre-Sentence Investigation Mental Health Sentencing Alternative Addendum

DOC 09-173 Risk Assessment Report

DOC 20-155 Intake/Pre-Sentence Report Personal Information Sheet