



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
FIELD

REVISION DATE
2/23/22

PAGE NUMBER
1 of 4

NUMBER
DOC 320.010

POLICY

TITLE
**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

SUMMARY OF REVISION/REVIEW:

Major changes to include updated terminology throughout. Read carefully!


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

1/20/22

 Date Signed

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REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [RCW 71.24](#); DOC 390.300 Victim Services; [Caseload Forecast Council Adult Sentencing Guidelines Manual](#)

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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- 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
 - 2) 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