


Chapter:	<b>Court Reports</b>	Classification:	<b>Public Document</b>
Subject:	<b>Investigative Reports – General</b>		
For:	<b>Community Corrections</b>	 <small>Authorized by Executive Director</small>	

**1. Policy**

- 1.1 Community Corrections will ensure all investigative reports are concise, comprehensive and are prepared in a courteous, objective, and confidential manner.


**2. Definition**

- 2.1 **Investigative Report:** A report prepared by Community Corrections staff for the purpose of providing information to the Court. Investigative reports may include presentence reports, temporary absence investigations, reintegration leave investigations, and reviews of sentence.

**3. Procedures**

- 3.1 All investigative reports will be composed in the third person and a copy uploaded to JEIN.
- 3.2 Occasionally investigative reports may be presented orally in court. In these situations, a written summary of the oral report will be documented on JEIN/OCM/Activity Note.
- 3.3 All sources of information for investigative reports will be clearly identified. Sources refusing to be identified will not be quoted or referred to in the report.
- 3.4 All information in investigative reports will be factual and verifiable. All statements of opinion will be identified as such.
- 3.5 Wherever possible, the author of the report should conduct in-person interviews with collateral sources. Where this is not possible, other means of communication may be employed.
- 3.6 The subject of the report will be interviewed by the author of the report in person or via video where the individual is incarcerated in a distant facility.

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- 3.7 Community Corrections staff will ensure proper sentence structure and grammar are used in preparation of Investigative Reports.
- 3.8 Investigative Reports will be proofread by both the author and the administrative assistant prior to submission.