



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**FIELD**

REVISION DATE  
10/27/14

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

**SUMMARY OF REVISION/REVIEW:**


Policy statement I. - Added clarifying language on prioritizing investigations  
 I.A.1.b. - Added that the CCO will consult with the Community Victim Liaison when obtaining a victim impact statement  
 I.A.1.c.2) - Adjusted supervision range reference  
 I.A.2.c. - Adjusted that a sentence recommendation may be made per local agreement  
 I.C. - Adjusted criminal records check requirements  
 III.C. - Added clarifying language  
 IV.A. - Adjusted notification requirements for amending a PSI/RAR after submission

**APPROVED:**

Signature on file

\_\_\_\_\_  
**BERNARD WARNER**, Secretary  
 Department of Corrections

9/25/14  
 \_\_\_\_\_  
 Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>FIELD</b>		
	<b>REVISION DATE</b> 10/27/14	<b>PAGE NUMBER</b> 2 of 4	<b>NUMBER</b> <b>DOC 320.010</b>
	<b>TITLE</b> <b>PRE-SENTENCE INVESTIGATIONS AND RISK ASSESSMENT REPORTS ORDERED BY THE COURT</b>		

**REFERENCES:**


DOC 100.100 is hereby incorporated into this policy; [RCW 9.94A](#); [RCW 71.24](#); [DOC 320.400 Risk and Needs Assessment Process](#); [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 sex offender convictions and offenders that the court has determined may be mentally ill as defined in RCW 71.24.025.
- II. Risk Assessment Reports (RARs) will be written prior to 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 complete:
    1. DOC 09-129 Pre-Sentence Investigation, to structure PSI reports. The PSI will include:
      - a. An in-person interview with the offender, including DOC 20-155 Intake/Pre-Sentence Report Personal Information Sheet. The Offender Needs Assessment may also be used as an interview tool.
      - b. A victim impact statement, when available. In consultation with a Community Victim Liaison, the CCO will make reasonable attempts to contact the victim or victim’s advocate (e.g., family, friend, minister, etc.). The statement should include:
        - 1) The offender’s relationship to the victim(s), if any,
        - 2) Vulnerability issues of the victim,
        - 3) Age of the victim,
        - 4) Nature of harm to the victim/community (i.e., emotional, financial, physical), and
        - 5) Victim preference for Special Sex Offender Sentencing Alternative sentencing, if applicable.
      - c. Conclusions/recommendations regarding:
        - 1) Conditions of supervision, and

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>FIELD</b>		
	<b>REVISION DATE</b> 10/27/14	<b>PAGE NUMBER</b> 3 of 4	<b>NUMBER</b> <b>DOC 320.010</b>
	<b>TITLE</b> <b>PRE-SENTENCE INVESTIGATIONS AND RISK ASSESSMENT REPORTS ORDERED BY THE COURT</b>		

- 2) Confinement or other options, including supervision range per the Caseload Forecast Council Adult Sentencing Guidelines Manual.
    - d. DOC 14-029 Chemical Dependency/Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information, if the offender is a juvenile or is subject to court-ordered mental health and/or chemical dependency treatment.
2. DOC 09-173 Risk Assessment Report, when a court order requires one. The report may include:
    - a. A determination of the offender's risk level classification per DOC 320.400 Risk and Needs Assessment Process.
    - b. The Offender Needs Assessment, if used as an interview tool.
    - c. A sentence recommendation per local agreements.
- B. Information regarding infectious/sexually transmitted disease will be included in the report only if it is part of the offense and comes from the police/Prosecutor's report. It will be treated as confidential and disclosed only as authorized by law.
  - C. The CCO will conduct a criminal records check to compile an accurate criminal history and offense description for the instant offense, using:
    1. Washington/National Crime Information Center (WACIC/NCIC),
    2. Superior Court Management and Information System (SCOMIS),
    3. District and Municipal Court Information System (DISCIS),
    4. Department files (i.e., electronic and hardcopy),
    5. Police Reports, when available, and
    6. Prosecutor's information statement, when available.
  - D. If the case is eligible for victim/witness notification services, the CCO will also complete a Victim/Witness List when completing a PSI.
- II. Refusal to Participate
    - A. If the offender refuses to participate in the PSI/RAR process, the CCO will note the refusal in the form and complete the process using all available information.
  - III. Finalizing Reports
    - A. All reports require CCS/designee approval before submission to the court.
    - B. Reports will be forwarded to the court at least 10 calendar days before the sentencing date, or per local court practice.

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p><b>POLICY</b></p>	<b>APPLICABILITY</b> <b>FIELD</b>		
	<b>REVISION DATE</b> 10/27/14	<b>PAGE NUMBER</b> 4 of 4	<b>NUMBER</b> <b>DOC 320.010</b>
	<b>TITLE</b> <b>PRE-SENTENCE INVESTIGATIONS AND RISK ASSESSMENT REPORTS ORDERED BY THE COURT</b>		

1. The CCO will not request a continuation of sentencing without prior CCS/designee approval.

C. Upon completion of the PSI, all file material will be forwarded to the applicable Records Office for scanning into the offender's electronic imaging file. A copy will be kept at the local office for reference.

#### IV. Amendments

A. Prior to sentencing, if new criminal history information is discovered after a PSI or RAR is submitted to the court, the CCO will:

1. Notify the CCR team at [CCRFieldUnit@doc.wa.gov](mailto:CCRFieldUnit@doc.wa.gov) if the risk level classification was completed for the RAR. The notification will include as much sentencing information as available regarding the conviction(s).

a. The CCR team will recalculate the Static Risk Assessment and notify the CCO of the offender's risk level.

2. Submit a special report to the court to inform the court of the additional information. If the offender's risk level classification was determined for the purposes of the PSI or RAR, the report will specify if the risk level classification changed as a result of the new information.

3. Immediately notify the Prosecutor by telephone of the information contained in the special report to the court.

#### DEFINITIONS:

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

#### ATTACHMENTS:

None

#### DOC FORMS:

[DOC 09-129 Pre-Sentence Investigation](#)

[DOC 09-173 Risk Assessment Report](#)

[DOC 14-029 Chemical Dependency/Mental Health/Criminal Justice System Multi-Party Authorization for Release of Information](#)

[DOC 20-155 Intake/Pre-Sentence Report Personal Information Sheet](#)