

 <p><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
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Authority/References KRS 196.035, 196.075, 532.050(1) & (2) P&P ACA 1B-02, 1B-06, 1B-07	28-01-02	3
	December 16, 2011	May 4, 2012
	Subject <b>PROBATION AND PAROLE INVESTIGATION DOCUMENTS (ADMINISTRATIVE RESPONSIBILITIES)</b>	

## I. DEFINITIONS

“Sentencing alternatives” means the options available to the Court to assign sentences. These options may include: (1B-06)

- A. Incarceration, full or part-time;
- B. Probation or Shock Probation;
- C. Community Programming, including community service work;
- D. Restitution for damages inflicted by the offender;
- E. Fines;
- F. Supervision fees; or
- G. Other legally established punishments.

## II. POLICY and PROCEDURE

- A. The Director of Probation and Parole or a specific designee shall review a sampling of each Probation and Parole District's presentence investigation documents on a regular basis. These documents shall be reviewed for investigation content, report preparation, and the use of sentencing alternatives presented to the court. (1B-08)
- B. Investigation Report Information
  - 1. Each investigation shall have the following information entered into the offender management system:
    - a. The offender name;
    - b. The type of case;

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- c. The ordering court or judge;
- d. The officer assigned the investigation;
- e. The date assigned;
- f. The date the document is due to be completed;
- g. The court date of final sentencing;
- h. The date of supervisory review; and
- i. The actual date the investigation is delivered to court.

2. Consideration of alternatives to incarceration shall be given to all convicted individuals when not specifically prohibited by statute or the safety of the community. (1B-06)

C. District Supervisor's Presentence Investigation Responsibilities

1. The Division of Probation and Parole shall deliver completed presentence investigations to the sentencing court at least two (2) days prior to final sentencing, unless otherwise directed by the Court. (1B-02)
2. Each District Supervisor shall establish presentence investigation completion deadlines in accordance with the sentencing date. Factors that may cause modification of investigation deadlines include:
  - a. The nature of the offense;
  - b. Complexity of the offender's situation;
  - c. Assigned workload;
  - d. Availability of background information; or
  - e. Judicial scheduling of final sentencing.
3. Each District Supervisor or designee shall review the automated investigation report in the offender management system. The District Supervisor shall use information from the investigation report, including completion of assigned investigations and the pending investigative workload of officers within a district, to assist with decisions concerning staffing and new case assignment.

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4. The District Supervisor shall establish a reporting procedure for inclusion of all pending or completed investigative work.
5. The presentence investigation and recommendations shall be reviewed and approved by the District Supervisor or designee prior to submission to the court. (1B-07)