

DEPARTMENT OF CORRECTION 	POLICY MANUAL	POLICY NUMBER: 703	PAGE NUMBER: 1 of 1
		SUBJECT: After Case Use of Presentence Investigation	Adopted: 02-82 Revised: 04-14-87 Reformatted: 02-2001

01.00.00. POLICY OF THE DEPARTMENT

To ensure proper channeling procedures for all presentence investigation reports.

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03.00.00. REFERENCES

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05.00.00. PROCEDURE

When presentence investigation reports are prepared by the Division of Field & Community Services for a court, a copy of that report will be retained by them.

If the felon receives a penitentiary sentence (including a 120-day jurisdiction) a copy of the presentence report will be made available to the Inmate Records Management Section.

The presentence investigation will be used as the initial document upon which the inmate's/probationer's file is based.

Supreme Court Rule 32 (37) spells out confidentiality requirements which must be followed to ensure that access to the document is not allowed to people who are not authorized.

Director, Department of Correction

Date