

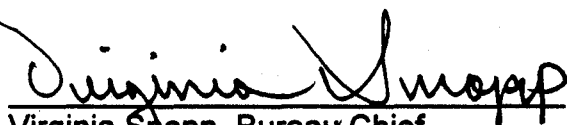
PROBATION DEPARTMENT DIRECTIVE

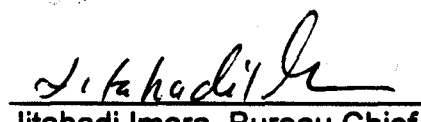
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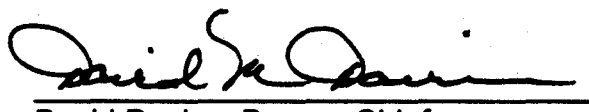
SUBJECT:**COURT REPORT CONTENT**

A Probation Department report to the court is a legal document that should only contain significant factual information necessary for the court to make proper decisions. Staff shall be professional at all times in expressing his or her unbiased and unprejudiced assessment while evaluating an offender's case history.

Personal opinions (editorializing) of all staff as related to Departmental policy, procedures for assigning work, staffing, personal problems or legal mandates are prohibited and shall not be included in any report. Recommendations shall be consistent with Departmental policy, legal mandates and the analysis provided.


Virginia Snapp, Bureau Chief
Juvenile Field Services


Jitahadi Imara, Bureau Chief
Juvenile Special Services


David Davies, Bureau Chief
Adult Field Services


Jane Martin, Bureau Chief
Adult Special Services


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