

Court Report Preparation

312.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Humboldt County Probation Department (HCPD) who complete court reports as part of their duties.

312.2 POLICY

It is the policy of the HCPD to provide the court with timely, accurate, fair, and complete reports to aid in the administering of justice. Reports will be based on fact, free from bias, and follow the rules of court and statute. Members will make the completion of court reports that meet this standard a priority in their daily work.

312.3 EXPEDITIOUS REPORTING

Incomplete reports, unorganized reports, or late reports are not acceptable. Reports shall be processed according to established timelines. All reports shall be approved by a supervisor or supervisor's designee. Supervisors will make the review of reports a priority in their work so as not to impede the timely filing of reports.

312.4 REPORT PREPARATION

Court reports will be prepared according to procedures specific to the type of report referred by the court. When possible, reports should be presented free from error to a supervisor at least one business day prior to the filing deadline for review and signature.

Reports submitted to the court will be formatted by staff designated for that purpose. All documents submitted or filed with the court will be reviewed and signed by a supervisor or supervisor's designee.