

**PROBATION DEPARTMENT  
ADULT MANUAL**

<b>Chapter No.</b> <b>3104</b>	<b>Page 1</b>
<b>Issue Date:</b> 08/15/89	
<b>Revised:</b> 01/09/19	

**Notes and  
References**

**PRELIMINARY PHASES OF THE INVESTIGATION**

**I. Locating the Defendant**

The court referral document and/ or minute order will state whether the defendant is in custody at the time a report is requested.

**A. Defendants in Custody:**

The investigation officer should access the county jail computer records via the SAM screen or Booking History in IMPACT, or telephone Inmate Records to determine whether the defendant is still in custody.

**B. Defendants not in custody who have not reported for an interview:**

The defendant is usually instructed by the Court or his attorney to report to the Probation Department as soon as possible. This may also be indicated on the Court Minute Order. At times; however, defendants fail to report- or do not receive the message to report.

If the defendant fails to report by the time the case is assigned to an investigation officer, he/she is to be contacted by telephone, mail or through his or her attorney and an interview appointment should be scheduled. The investigation officer will make a reasonable effort to locate the defendant, but it is ultimately the responsibility of the defendant to be available for the completion of the probation investigation.

**II. Location of Interview with the Defendant**

**A.** Defendants in custody are interviewed via the video conferencing system or in interview rooms at the place of detention.

**B.** Defendants not in custody are usually interviewed at the Probation Department. Unusual circumstances may require the use of an appropriate location outside the Probation Department, such as a hospital or residence, with the approval of the supervisor. Also in unusual circumstances, it may be necessary to conduct the interview by telephone; however, this requires SPO approval. It should be noted that recording of an interview is not allowed, except in unusual circumstances with prior approval of a Manager. It is not legal to record an interview without the defendant's knowledge.