

**PROBATION DEPARTMENT
ADULT MANUAL**

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Revised:	12/4/19

**Notes and
References**

ADULT INFORMATION SHEET (Pro-113)

I. Purpose and Scope

The Adult Information Sheet (AIS) (Pro-113-A) is to be used as an interview guide and serves as a basic tool in recording information for the investigation, the court report and subsequent supervision. The AIS is also used to obtain information for IMPACT data entry and for the completion of the Risk of Violence and Recidivism tool (ROVAR). The AIS Addendum (Pro-113-B) may be used to gather information for the Inventory of Needs assessment (ION).

Pro-113-A

Pro-113-B

II. General Instructions

A. Whenever possible, the AIS should be completed by the client prior to the actual interview. In some circumstances, particularly when the client is in custody, it may be completed during the interview by an Investigation Officer. In every case, the information given should be reviewed and discussed with the client.

1. If the information requested is unknown or unobtainable, enter "Unk."
2. If the information is not applicable, enter "N/A."

B. The AIS should be used to record supplemental significant information. It should represent the most accurate information obtainable and is subject to correction throughout the investigation.

C. The AIS must be legible and completed in as thorough a manner as possible. The Investigation Officer is responsible to see that it is dated and initialed to confirm the information has been verified and/or updated.

III. The Use of the AIS for New Referrals on Active Probation Cases or Closed Cases

A. When a person on active probation is referred on a new offense and the AIS on the case under active supervision is complete and accurate, the Investigation Officer does not have to complete a new AIS. The prior AIS can be brought up to date by carefully reviewing each section with the

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client; modifications should be made using a different color ink, and the form dated, initialed by the officer and signed by the client if available.

IV. Completion of the Adult Information Sheet

A. Family Members

1. As much information as possible relating to parents, siblings, spouses and children, especially those who will be residing with the client, should be included. The officer should attempt to obtain information pertaining to criminal history on family members, including present and previous grants of probation and prison commitments. If the client has a child(ren), efforts should be made to determine where the child(ren) is residing and if there are any child custody orders in place.

B. Employment Record

1. Occupation – Specify the client’s present occupation, e.g., laborer, teacher, truck driver. Also list other occupations in which the client may have experience.
2. Special Vocational Skills – List specialized skills, training or certifications.
3. Employers – List the client’s most recent employer first. Enter name, address, phone number and the name of the supervisor or foreman who might be contacted. Obtain current salary and work schedule information (i.e.; possible out of county travel). List the starting and termination dates with the reason for leaving if employment has been terminated. Strive to obtain employment history for at least one year.

C. Vehicles

1. Attempt to obtain information pertaining to any vehicles registered to the client. If the client does not own a vehicle, determine if there are any vehicles within the household that the client regularly drives.

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D. Financial Status

The financial section should be completed fully and accurately.

1. Assets – List all liquid assets, e.g., cash, checking and/or savings account.

– List automobiles (cash value), real estate or any other assets.
2. Income – List monthly earnings of the client and the client’s spouse, income derived from Unemployment or Disability Insurance, retirement or pension income, welfare grants or any other income. Total this amount.
3. Debts – List all major outstanding debts, including loans, mortgage, credit cards, etc. Total all debts.
4. Expenses – List all major expenses, including food, rent, utilities and household expenses. Be sure to include Court-ordered obligations such as child support, alimony, fines or restitution. Also include major medical expenses.
5. A determination of the amount per month the client is able to pay towards fines, restitution or probation fees should be made. That information can be entered under the Employment Record section of the Pro-113. The Probation Officer should also use the Department’s automated “Ability to Pay” tool.

Pro-113

E. Physical/Medical Issues

1. Inquire into any medical conditions or communicable diseases which may impact the client’s ability to comply with the terms of their probation. Obtain a list of all present medications, what they are prescribed for, name of the prescribing physician and ascertain whether the client has any physical limitations or disabilities.

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F. Mental Health Issues

1. List any history of counseling/therapy, including dates, reasons for treatment, and diagnoses as both an adult and juvenile. Include all previous court-ordered treatment such as DUI programs, drug programs (outpatient and residential treatment) and Batterer's Intervention. Also inquire if the client has ever been previously hospitalized for mental health issues.
2. Document all current and previous treatment providers and the client's current status in any active programs. If the client is currently participating in a program, have the client sign a release of information in order to contact the program and obtain information pertaining to the client's performance in the program. Determine and list any psychotropic medications the client is taking and who they are prescribed by.
3. Obtain information in regard to any history of family mental health issues, as well as any history of violence/abuse the client has been subjected to or witnessed within the family.
4. Question the client as to any history of suicide attempts or suicidal ideation. If the client has ever attempted suicide, find out when, how and what happened as a result. Also ask the client if they have had any recent thoughts of suicide or if they are currently feeling suicidal.

G. Alcohol/Drug History

1. In regard to alcohol use, the officer should determine the current frequency of alcohol use and compare the client's statement to any prior arrests or violations related to alcohol use. Have the client describe how many times per week he/she is consuming alcohol, the quantity and type. Document any history of treatment for alcohol use and if the client completed said programs.
2. As to drug use, specifically address each common type of drug separately during the interview. With each drug, inquire as to the age they began using, when they last used and the frequency with

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which they used. The officer should also inquire as to the method of use – i.e. smoking, inhaling, injecting. If the client is injecting drugs, review their preferred injection sites and determine where the client is obtaining their syringes. Also determine any period in which they were able to abstain entirely from drug use. Compare their reported use to any history of arrests and violations and confront any discrepancies. Document any history of drug treatment and whether the client completed any such program.

H. Gang History

1. Inquire if the client has ever been a member of a street gang. If so, at what age did they enter the gang, were they “jumped in,” and do they have a moniker. Inquire into all tattoos that may possibly be gang-related, the client’s current status in gang, any members of their family who are members of a gang or associates of a gang, and obtain monikers, especially if this individual may be residing with the client while they are being supervised on probation.

I. Firearm/Weapon History

1. Gather information in regard to the client’s history and experience with firearms. Determine if there are currently any firearms or weapons in the client’s place of residence, either their own or belonging to someone else in the residence. Review the CLETS to see if the client currently has any weapons registered in their name. If so, determine the exact location of those weapons, how they are stored and if there is any ammunition present. Provide a firearms/ammunition notification per §29810 PC and review the Prohibited Person’s Relinquishment Form (PPRF) with the client..
2. Determine if the client owns any type of specialty weapons or collectors pieces. Also inquire into any special training the client may have with the use of weapons or firearms – i.e.: military.

J. Threats

1. When determining possible threats to the client, ask if the client currently has any enemies who pose a genuine threat or if any valid

§29810 PC
12020 P.C.
12021 P.C. and
12316(b)(1) P.C.

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threats have been made against the client. Make a determination if the client has any gang associations that may be a threat to them while in custody. Determine if the client has ever required special housing while incarcerated and if so why.

K. Miscellaneous

1. In the “miscellaneous” section, the officer should take the opportunity to obtain positive accomplishments and associations the client may want the court to be aware of. This would include any community organizations or clubs to which the client may belong, any volunteer work and special achievements.

Empty box for notes and references.