

DISTRIBUTION OF PRESENTENCE  
INVESTIGATION REPORTS POLICY

1. The Adult Probation Office shall be responsible for distributing all Presentence Investigation Reports to the Attorney for the Commonwealth , the Attorney for the Defendant and the Court.

2. Said distribution may be by personal delivery, interoffice mail, first class mail, fax or email.

3. All distributions of the Presentence Investigation Reports to the Attorney for the Commonwealth and the Attorney for the Defendant shall contain a cover sheet informing the recipient of said delivery that the Presentence Investigation Report is confidential , may not be copied or disseminated to anyone, may be reviewed by Defendant, but not copied or given to Defendant and must be returned to Office of Adult Probation after sentencing.

4. The Office of Adult Probation must maintain a log of distribution indicating to whom the Presentence Investigation Report was delivered, the method of delivery, the date of delivery and the date of return .

5. Any violation of this policy must be reported by the Chief Adult Probation Officer to the President Judge.