

DCC COMPAS PSI PROCESS

After a conviction for a felony, the Court may order the Department to prepare a Pre-Sentence Investigation (PSI). The PSI format is located in COMPAS and is the only format that may be used.

PSIs created in COMPAS shall not be accessed by anyone other than the PSI writer and appropriate supervisors until after sentencing. This document is a confidential document ordered by and created for the court and it shall not be used for any other purposes until sentencing has occurred.

Completing the PSI in COMPAS:

The agent shall begin the PSI in COMPAS by choosing/creating the appropriate Case (lifecycle) as described above, and then navigating to the PSI section on the Case page and choosing Actions then Create PSI. Note that if a PSI has been created using a COMPAS-R Core in the same case (lifecycle) in the past, the agent may select the historical PSI instead and copy the information forward. The Copy and Edit option is located on the PSI Summary page within the historical PSI. If there is a historical PSI from a different case (lifecycle), the agent should create a new PSI, which will still pull all previously entered offender-based information related to prior record and family. After creating the PSI, the writer will be asked to enter information about the PSI including, the Agent, the Agent's Location, and Title of the PSI. Note the Agent and Location fields will populate the cover page of the PSI and can be edited in the event they change during the PSI process. The title should use a naming convention of County and Court Case Number (e.g., Dane - 07CF1234).

Assessment Process:

The Pre-Sentence Worksheet ([DOC-180](#)) shall be used interactively with the offender and must not be sent to the offender ahead of time. This form is the main information-gathering tool prior to completing the PSI in COMPAS. The Probation Social Investigation ([DOC-179](#)) can be provided to the offender ahead of time for completion prior to the interview.

A COMPAS-R Core assessment must be completed for all PSIs regardless of when any previous assessments may have been completed. If a Pre-Sentence investigation has been completed within the past two years, using the COMPAS-R Core, the Agent may complete

an Updated PSI. Information from the previous PSI can be copied forward. All sections of the PSI shall be reviewed with the defendant for accuracy and updates. The original PSI shall be listed as a source of information.

Incorporating COMPAS and Alternative Screenings

Under Agent Impressions, the agent will integrate the COMPAS and Alternative Screening Tool results with their professional judgment in a narrative format to explain the COMPAS and Alternative Screenings results. The following areas should be addressed from the COMPAS results: offender strengths, criminogenic needs that were identified as highly probable, and the risk levels.

The agent shall incorporate the COMPAS results (low, medium, high) into the TIS I and TIS II Bifurcated Sentence Recommendation Grid, using aggravating and mitigating factors as applicable and document in general notes. A sentencing recommendation will be made utilizing the grid recommendation. Per the criteria in the Sentencing TIS I and II Guidelines, any aggravating, mitigating or other risk factors are to be considered in a sentencing recommendation. If requesting a deviation from the grid recommendations, regional office approval is needed.