



# ROSS COUNTY COURT OF COMMON PLEAS

## REPORTING INSTRUCTIONS FOR PRE-SENTENCE INVESTIGATION /ASSESSMENT

The Judge of the Ross County Court of Common Pleas has asked for more information about you, your case(s), your background and your individual risk/needs. The reason for this request is to further assist in making a fair decision about sentencing, classification and/or possible acceptance into the Ross County Drug Court program or the Ross County Diversion Program. Please help the Court and yourself by reporting to the following agency listed below for a completion of a Pre-Sentence Investigation Interview and an Individualized Assessment. It is in your best interest to approach these interviews by being as truthful and accurate as possible. It is YOUR responsibility to make contact with Ross County Probation Department within 24-48hrs of your Court referral to make an appointment. *(See below for contact info)*

Below is a list of documents which you should provide to assist the investigators/assessors in verifying your background. *(Usually you can only provide these if you are not in custody).*

- Birth / Immigration or Naturalization papers
- High School Diploma, GED Certificate or Vocational Certificates
- Proof of residence *(rent receipts, property and mortgage papers, etc.)*
- Military Records or DD214
- Social Security Card
- Driver's License / State I.D.
- Employment Verification *(most recent pay stubs, tax reports, W-2's or other verification)*
- Government Assistance / Benefits *(i.e.: food stamps, SSD, unemployment, child support; etc.)*
- List of Current Medications Prescribed
- Other: \_\_\_\_\_

Defendant Name \_\_\_\_\_ Next Hearing Date/Time \_\_\_\_\_

Case Number \_\_\_\_\_ Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

- CR#1                       CR#2
- Standard PSI             Drug Court Applicant             Diversion Program Applicant

**The PSI interview & Individualized Assessment will take place at:**

**Ross County Adult Probation Department**  
**15 N. Paint St. (Suite 101/102) Chillicothe, OH 45601 Phone: (740) 775-0333**

*Casey Oates, Drug Court Coordinator, Phone extension: 111*  
*Cataya Ratliff, Diversion Program Officer, Phone extension: 105*  
*Nikki Getz, Investigative Officer, Phone extension: 103*

If you are on bond and fail to appear for your appointment at the scheduled time and place, the Judge in your case will be notified and a Capias or Arrest Order will be issued. **DO NOT FORGET TO BRING YOUR PAPERWORK WITH YOU TO THIS INTERVIEW.**