

*A documented investigative report compiled by Correctional Services to assist the Court in the sentencing process*

## What is a presentence report?

A presentence report (PSR) is a factual, investigative report prepared by a probation officer, at the request of a Judge, after an offender (adult or youth) has either pled guilty or been found guilty of a criminal offence.

## What is the purpose of a PSR?

A PSR supplies a picture of the accused as a person in society which includes their background, family, education, employment record, physical and mental health, associates, social activities, financial means, lifestyle, leisure interests, future plans, their potential and motivation.

A PSR regarding a young person (age 12–17 years) also includes information which the Youth Criminal Justice Act (YCJA) states should be provided, such as the youth's age, maturity, character, behaviour and attitude, as well as their willingness to make amends and any plans the youth has to change their conduct or actions to improve themselves.

The information in the report will assist the Court in determining the most appropriate sentence.

## How is a PSR prepared?

The PSR is based on information provided by the offender to a probation officer during a face to face interview. Both the offender and the probation officer are responsible for ensuring that the report is accurate and completed in a timely manner.

### The offender must:

- contact the probation officer, by telephone or in person immediately after their court appearance, to arrange an interview appointment
- report promptly for the interview unless they are in custody pending sentencing
- provide information to help the probation officer prepare the report, such as: education history, names, addresses and telephone numbers of references (teachers, employers, coaches, etc.), employment record, medical and/or mental health information.

### The probation officer must:

- interview the offender, in custody or in the Community Corrections office, to collect the necessary information
- contact references needed to complete the report, e.g., family members, doctor, treatment specialists, victim(s), police officers, etc., to confirm, update and gather further information
- ensure that each source of information is clearly identified and included in the report
- prepare and submit the report to the Court.

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### What happens when the PSR is completed?

Community Corrections staff must deliver copies of the completed report to the Clerk of the Court.

The Clerk of the Court will provide a copy of the report to the Crown Attorney and the offender's lawyer/Defence Counsel.

Defence Counsel, will provide the offender with an opportunity to read the report before Court and sentencing.

The offender is entitled to a copy of the report which will be provided by Defence Counsel or, where the offender does not have a lawyer, by the Clerk of the Court.

If the offender is a young person, a copy of the PSR will also be provided to their parents or guardian.

The Court will allow the offender to respond to the content of the report at the time of sentencing.

The Court may require the probation officer who prepared the report or sources of information identified in the report, to appear in court to clarify any information provided.

A copy of the report will be kept at the probation office and, if supervision by Community Corrections is ordered by the Court, it will help the probation officer to work with the offender.

If the offender is sentenced to a period of custody, a copy of the report will be sent to the correctional facility to assist facility staff in working with the offender prior to their release.

*For further information  
please contact the local  
Community Corrections  
Office:*