Public Safety Assessment (PSA) Work Flow
County Pretrial Pilot Program

Terms:

OCA Processor – staff in the Office of the Court Administrator that will receive, process, and return the PSA to the county for the Judicial Officer's review prior to a first hearing.

Pretrial Case Manager – staff that will coordinate the County's pretrial program and ensure pretrial supervision, data entry and reporting, and communication with stakeholders.

Process:

1. ARREST: After an arrest is made, Law Enforcement Officer determines that defendant needs to be held in Yellowstone County Detention Facility [YCDF].

2. BOOKING: Detention staff processes defendant and ensures that defendant is appropriate for detention. Dependent upon capacity, jail staff may release defendant from detention after initial booking procedures (i.e., photographs, fingerprints). If this occurs, a PSA will not be generated.

3. BOOKING SHEET TO HELENA: Within two hours of defendant's detention or at the request of the OCA Processor, Detention staff scans and transmits via ePass File Transfer System (FTS) the booking sheet(s) containing the defendant's name and date of birth as well as the current charge(s) to the OCA Processor. The FTS address to which the document will be sent is: JUD_Pretrial_Email

4. PSA - PRELIMINARY: OCA Processor receives information from the YCDF and gathers information from the Full Court Repository, CJIN, and CJIS information systems to complete the Public Safety Assessment (PSA).

5. PSA - GENERATION: OCA Processor completes the PSA and enters the results into AutoMon at least two hours prior to initial appearances in Billings Municipal Court, Laurel City Court, and Yellowstone County Justice Court as well as arraignments in Yellowstone County District Court, as applicable.

   If a defendant booked on new charges is scheduled to appear for an initial appearance/arraignment and does not have a PSA in AutoMon two hours before the scheduled appearance, pretrial staff will notify the OCA/PSA processors of the need for a PSA. Notification will occur via an email containing each defendant's name (as booked), booking date, time, number, and new charge(s). If the new charge is an FTA (Failure to Appear) for an NTA (Notice to Appear), the email will also include the court's case number.

6. PSA - DISTRIBUTION: Pretrial Services staff or other appropriate court personnel retrieves the PSA from AutoMon and prints the report prior to the initial appearance/arraignment. *(One day prior to District Court arraignments, Pretrial*

Services staff may print copies of PSA reports that were annotated by the Judge in Justice Court during initial appearances and forward those copies to the appropriate District Court Judicial Assistant. That Assistant will then print any PSA reports that were not annotated in Justice Court.) Approved staff in the City Attorney's Office, County Attorney's Office, and the Office of the Public Defender also have access to and can retrieve the PSA report from AutoMon to review assessment results prior to the initial appearance/arraignment. Private Counsel may need to seek a copy of the PSA from Pretrial Services.

7. JUDGE'S REVIEW: The Judicial Officer reviews: the scored PSA, the Matrix of Presumptive Pretrial Conditions, and the Presumptive Release Activities and Conditions, related to the individual defendant. The Judicial Officer utilizes the aforementioned documents as part of his/her decision regarding release condition(s) for the defendant.

8. INFORMATION ENTERED INTO AUTOMON: Pretrial Assistant enters the results of hearings into AutoMon, including the conditions and requirements of the release decision(s) as well as any Failures to Appear. Entries must include next scheduled court appearance(s) and setting court reminder(s).

9. PRETRIAL CHECK-IN: If the defendant is ordered to participate in the check-in program in Pretrial Services: Pretrial Assistant records and maintains in AutoMon those activities related to check-in, administers check-ins with defendants, and files Affidavits of Violation for Failure to Report. *[For more information, see "Court-Ordered Scheduled Check-in", Policy #2-4, in Policy & Procedures Manual]*

10. RECORDS MANAGEMENT: Pretrial Services staff maintains up-to-date records regarding scheduled court dates and contact information for court reminders.

11. OCA VALIDATION: The OCA Processor validates the AutoMon entry to verify the defendant is entered into the system appropriately. At the closing of a case, the OCA Processor will run a CJIN upon request of Pretrial Services staff and will notify Pretrial Services of the results of the criminal history check related to arrests occurring after the original arrest date. If the OCA Processor generates a subsequent PSA for a previously PSA-ed defendant, s/he will record a new arrest in Violations in AutoMon.

12. PRETRIAL VIOLATIONS: If a defendant violates the terms of his/her pretrial supervision by failing to appear for a hearing and a bench warrant is issued as a result, the Pretrial Assistant will document the violation in AutoMon. Additionally, new arrest information received from the OCA in response to a requested criminal history check as well as new arrests documented in YCDF booking records are documented in AutoMon by the Pretrial Assistant.

13. PRETRIAL SUPERVISION ENDS: At the point that the defendant's case is no longer in pretrial status, the Pretrial Assistant enters the final disposition of the case into AutoMon.