Complete this summary chart the IP’s commitment offense. For each count, complete a “Current Offense Detail” report.

Click [here](#RVRFAQ) for instructions on Commitment Offense History in the C-File, and for what should go into the summary. Remember: Add the IP’s name to the [header](#IPName), your name to the [footer,](#username) and a citation to the Bates-numbered page for EVERY fact you include.

| Criminal History – Current Offense | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Count | [Conviction Offense](#ConvictionOffense)  [(Code and §)](#ConvictionOffense) | [Conviction description](#ConvictionDescription) | [Charged As (Code and §)](#ChargedAs) | [Incident Date](#IncidentDate) | [Conviction Date](#ConvictionDate) | Cite |
| [1](#Detail1) |  |  |  |  |  |  |
| [2](#detail2) |  |  |  |  |  |  |
| [3](#detail3) |  |  |  |  |  |  |
| [4](#detail4) |  |  |  |  |  |  |
| [5](#detail5) |  |  |  |  |  |  |
| [6](#detail6) |  |  |  |  |  |  |

| Criminal History – Current Offense Case Info | | |
| --- | --- | --- |
| [Sentence](#Sentence) |  | Cite |
|  |
| [Factors in Aggravation](#Factors) |  |  |
| [Factors in Mitigation](#Factors) |  |  |

| Current Offense Detail | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Count | Conviction Offense  (Code and §) | Conviction description | Charged As (Code and §) | Incident Date | Conviction Date | Sentence | Cite |
| 1 |  |  |  |  |  |  |  |
| [Narrative report](#Narrative) | | | | | | | |

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| Current Offense Detail | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| Count | Conviction Offense  (Code and §) | Conviction description | Charged As (Code and §) | Incident Date | Conviction Date | Sentence | Cite |
| 2 |  |  |  |  |  |  |  |
| Narrative report | | | | | | | |

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| Current Offense Detail | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Count | Conviction Offense  (Code and §) | Conviction description | Charged As (Code and §) | Incident Date | Conviction Date | Sentence | Cite |
| 3 |  |  |  |  |  |  |  |
| Narrative report | | | | | | | |

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| Current Offense Detail | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Count | Conviction Offense  (Code and §) | Conviction description | Charged As (Code and §) | Incident Date | Conviction Date | Sentence | Cite |
| 4 |  |  |  |  |  |  |  |
| Narrative report | | | | | | | |

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| Current Offense Detail | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Count | Conviction Offense  (Code and §) | Conviction description | Charged As (Code and §) | Incident Date | Conviction Date | Sentence | Cite |
| 5 |  |  |  |  |  |  |  |
| Narrative report | | | | | | | |

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| Current Offense Detail | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Count | Conviction Offense  (Code and §) | Conviction description | Charged As (Code and §) | Incident Date | Conviction Date | Sentence | Cite |
| 6 |  |  |  |  |  |  |  |
| Narrative report | | | | | | | |

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**FAQ for Criminal History – Commitment Offenses**

1. **What is Commitment Offense History?**

Criminal history is all convictions, incarceration, sentence enhancements and release information for the IP. For this section, we only want to focus on the CURRENT OFFENSES, that is, convictions in the case for which the IP is currently serving a sentence.

A count is a separately charged offense. Many criminal defendants are charged with multiple offenses, but are only found guilty of one or two. You should outline all of the counts in the case and identify which are convictions. We’ve included room for 6 counts. You will usually not have this many. If you have more than 6 counts, add rows to the summary and create a detail page for each additional count.

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1. **How do I find the Commitment Offense information?**
   1. **The Probation Report has most of this information**
      1. In ERMS, there should be a Probation Report. This is the pre-sentencing report on the IP’s history that the county probation office created for the judge’s use at sentencing.
      2. The Probation Report will lay out a description of each count, with details of the incident leading to the charge, as well as the sentence, and aggravating and mitigating factors.

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1. **What should be in the summary chart?**

Fill out each item in the chart for each count of the case. Details on each item are below.   
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1. **What is the Conviction Offense?**

Every count will refer to the statute that the defendant is alleged to have violated. You should list the offense by its California Code (the Penal Code and Health & Safety Codes are most common) and section. For example, “H&S § 11550.”

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1. **What is the Conviction Description?**

Add a short description of the offense. For example, “possession of controlled substance for sale.”  
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1. **What does “Charged As” mean?**Criminal defendants are often charged with more or more serious offenses than they are ultimately convicted of. For example, a defendant might be charged with selling narcotics, but plead to the less serious charge of possession of narcotics. “Charged as” refers to the initial charge. For “charged as,” you should identify the original charge.  
    [(back to top)](#top)
2. **What is the Incident Date?**The incident date is the date on which the alleged offense occurred, not the date of arrest (though they will sometimes be the same).[(back to top)](#top)
3. **What is the Conviction Date?**

The incident date is the date on which the alleged offense occurred, not the date of arrest (though they will sometimes be the same).  
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1. **What is the Sentence?**

A single case usually gets one sentence, regardless of the number of convictions or “counts” in that case. The IP may be serving a sentence for one count, or there could be several counts of conviction in a single case with a single sentence. If there are separate sentences for separate counts, note that.  
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1. **What are Aggravating Factors and Mitigating Factors?**

The Probation Department describes and labels aggravating and mitigating factors in the Probation Report. Detail them here. Aggravating and mitigating factors apply to the case as a whole, not to individual counts.

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1. **What should be in the narrative report?**  
   For each count, provide the details of the incident that led to the charge, if any, that are included in the Probation Report. E.g. what the complaining witness said, what the police described, values or amounts of items in question.

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**Keyword Searches**

Probation

Probation Report

Convict\*

Conv

Aggravat\*

Mitigat\*

Offense Date

Charged as

Current sentence

Time Served