

Forensic Evaluation Report Submission & Redaction Guidelines

Initial Applicants:

- Applicants for **initial** certification must submit for review **THREE** redacted forensic evaluations completed within the previous 24 months.
- These reports must specifically address the issue of competency or criminal responsibility.
 - If the applicant intends to perform criminal responsibility evaluations, at least one of the reports should address criminal responsibility.
 - If the applicant intends to perform juvenile evaluations, at least one of the reports should address juvenile competency or criminal responsibility.
- Prior to submitting the three reports, an applicant may NOT perform evaluations of those charged with aggravated murder, murder, or Ballot Measure 11 offenses.

Recertification:

- Applicants for **recertification** must submit for review **two** redacted evaluations conducted within the previous 24 months along with the application packet.
- These reports must specifically address the issue of competency or criminal responsibility.
 - If the applicant has a criminal responsibility report available, they should submit it.
 - If the applicant has a juvenile competency or criminal responsibility report available, they should submit it.

Redactions:

It is the responsibility of the evaluator to redact reports prior to submission.

Identifiers that should be redacted include:

- Names of the evaluatee, their relatives, or other persons whose connection could identify the evaluatee
- The month & day for dates that are directly related to an individual, such as birth date, admission date, discharge date, etc. (i.e. only use the year)
- Criminal case numbers (not charges)
- **Name and discipline of the evaluator** (you)
 - Any other identifying information such as address, phone number, logos, etc.

Care should be taken to ensure that the name of the evaluatee or evaluator does not appear in the body of the document, headers and footers, or appendixes/attachments.

Tips:

- [How to video](#) on using Microsoft Word to replace identifying information with pseudonyms or X's
- [Use the Redact tool](#) in Adobe Acrobat Pro
- If redacting by hand, double or triple check that nothing has been missed and that underlying text is not visible when the document is scanned.