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## Confidential/High Profile/Sensitive Cases

### 360.1 PURPOSE AND SCOPE

Delineates the Department's policy in handling cases considered confidential, high profile or sensitive.

### 360.2 APPLICABILITY

This policy shall be applicable to all Department Employees.

### 360.3 POLICY

In any confidential, high profile or sensitive case, the Probation Department shall provide services to the Court, the community and the offender in a manner consistent with the treatment of other cases, making every effort to ensure that no favoritism or bias enters into the casework. Such cases shall receive no special treatment or consideration in casework decisions made by the Department.

### 360.4 CONFIDENTIAL CASES

Confidential cases are those in which the offender is a relative of a Probation employee or a Probation employee is a victim. In these situations, when the relationship becomes known to the assigned Probation Officer, the officer must immediately suspend investigation and contact his/her Supervisor (SPO). This would include situations wherein the Intake Officer is aware of the Probation Department connection. The SPO shall consult with the Division Chief who may consult with the Deputy Chief Probation Officer (DCPO). If there appears to be a substantial conflict of interest, the case may be assigned out of the county as a "confidential" matter.

There will also be cases assigned to officers where there is some connection to the offender or other parties in the case that is more than merely professional. This would include (but not be limited to) the offender is known to the officer, victim is known to the officer, or the officer has some first-hand knowledge of the case. In each of these situations the officer must contact their SPO and inform them of the conflict. The SPO will inform the Division Chief of the conflict. If it is determined that there is some appearance of personal connection, the Division Chief will contact the SPO to have the case reassigned. This may entail merely moving the case to another officer or moving it out of the unit, the office, or perhaps even the County as noted above.

### 360.5 HIGH PROFILE/MEDIA SENSITIVE CASES

High profile cases/media sensitive cases are those for which public interest is high. Sex offender and WIC 707 cases do not necessarily constitute "high" profile status. If an officer receives a case not classified as high profile/media sensitive, but believes the case should be considered high profile/media sensitive, the case will be referred to the Division Chief through the chain of command.

# San Diego County Probation Department

## Policy Manual

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Sensitive cases also include those involving celebrities, departmental employees or their families, and other cases which have attracted special public attention. Any case considered sensitive shall be brought to the attention of the Chief Probation Officer through the chain of command.