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| <b>SOLANO COUNTY CALIFORNIA<br/>PROBATION DEPARTMENT</b>  | <b>POLICY<br/>NUMBER:</b><br><br>513              | <b>EFFECTIVE DATE:</b><br><br>September 3, 2018 |
|   | <b>SUPERSEDES:</b><br><br>November 6, 2006        |   |
| <b>APPROVED BY:</b> <br><br><b>CHIEF PROBATION OFFICER</b> | <b>TITLE:</b><br><br>Sensitive/High Profile Cases |   |

### 1. Policy

The purpose of this policy is to provide clear directives on how to deal with sensitive/high profile cases. Criminal cases involving celebrities, well known members of the community, departmental employees or their families or other cases which have attracted special public attention, are to be reviewed for classification as a sensitive case. Any time a case reaches the Department and by its nature appears to any employee to be a "sensitive case" the information shall be reported to the appropriate Manager/Supervisor.

The Department shall provide services to sensitive cases, the Court, and the community that is consistent with the treatment of other cases, while making every effort to ensure that there is no favoritism or bias. These cases shall not receive any special treatment or consideration with regard to casework decisions made by the Department regarding any aspect of the case.

When necessary to avoid an appearance of a "Conflict of Interest" [example: Department employee has a pre-existing relationship with the client(s), or victim(s)], the requested report will be assigned either to another officer, unit, and/or probation department, whichever is more appropriate and feasible. When there is a conflict in reference to a Department employee working at the Juvenile Detention Facility and a detained youth, the employee and the youth will be assigned to different units.

### 2. Procedures

- A. Upon notification that there is a sensitive/high profile case that presents a potential conflict of interest, the assigned Manager will meet with the staff and confirm the sentencing/disposition date.
- B. The assigned Manager will contact the Clerical Operations Manager (COM) or the Clerical Operations Supervisor (COS) and inform them to take possession of the order once received by the Court.
- C. The COS or Senior Legal Procedures Clerk (Sr. LPC) will set up the file and enter information in CASE (basic information only).
- D. The COS or Sr. LPC will give the file to the assigned Manager handling the case.
- E. The assigned Manager will contact a neighboring county to ask for a Courtesy Pre-Sentence or Disposition Report.
- F. The assigned Manager will plan for the transportation of the file to and from the county completing the report. The Manager will also discuss and agree on the report format used.
- G. The assigned Manager will contact the sentencing judge and advise that due to a conflict of interest, the case is being transferred to another county (provide name of county) to complete the report.

- H. Once the report is received, the assigned Manager will give the file to the COM or COS to process.
- I. If the client is ordered under the jurisdiction of the Department, the case may be transferred to a different office or another probation department for courtesy supervision.

**3. Exceptions**

Any exceptions to the provisions set forth in this Policy shall require prior written approval from the Chief Probation Officer.