

Sensitive Cases

500.1 PURPOSE AND SCOPE

To set forth guidelines and procedures for the investigation of sensitive cases. This policy applies to all staff.

500.1.1 DEFINITION

A sensitive case is one in which the defendant/minor, a victim or a party to an action is an employee of the Department, a former employee, closely related to an employee, employed in a criminal justice capacity or by a public or private community service agency with which this Department has a close relationship, a public official or an individual with particular notoriety which may attract continuing public or media attention.

500.2 AUTHORITY AND REFERENCES

- Executive Committee

500.3 POLICY

If a sensitive case represents a present or potential conflict of interest or circumstances pose an undue likelihood of compromised privacy or confidentiality, the matter is reviewed for referral to the Probation Department of another county for the investigation and report.

500.4 PROCEDURES

All staff are responsible for notifying their immediate Supervisor of any potential conflict when a potentially sensitive case is received or discovered:

- (a) The supervisor reviews the matter with the Division Director.
- (b) The Director refers the case to the Chief Deputy Probation Officer with a recommendation.
- (c) The Chief Deputy or his designee contacts another county and makes arrangements for a courtesy investigation.
- (d) The Supervisor, or his designee, informs the referring court by memorandum if additional time is needed to complete the report.
- (e) If the case is from another county, the supervisor assigns it to an experienced investigator to use the Riverside County Probation Department's format and coordinate the receipt of the case as well as the return of the completed report to the sending county.
- (f) Maintain the case file(s) in a secure location out of view while the investigation process is on-going.
- (g) Discussion of the case should only be on a need to know/right to know basis.

Riverside County Probation Department

Policy Manual

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