
Supervision of Sensitive Cases

603.1 PURPOSE AND SCOPE

To set forth guidelines and procedures for the supervision of sensitive cases. This policy applies to all Deputy Probation Officers, or designee.

603.1.1 DEFINITIONS

A sensitive case is one in which the defendant/minor, or a victim is an employee of the department, a former employee, closely related to an employee, is employed in a criminal justice capacity or by a public or private community service agency with which this department has a close relationship, or the circumstances of the case or the grant of probation may attract continuing public or media attention.

603.2 AUTHORITY AND REFERENCES

- Executive Committee

603.3 POLICY

Sensitive cases (if not already designated as “sensitive”) shall be brought to the attention of the Division Director or designee by the assigned Deputy Probation Officer or Unit Supervisor. The Director will assign the case for supervision.

603.4 PROCEDURE

Any case considered to meet the criteria previously stated shall be referred for review to the Division Director or designee, who shall consult with the Chief Deputy Probation Officer regarding the circumstances. If it is determined to be a sensitive matter, to be supervised by this county, the Director will refer the case, with any necessary instructions, through the appropriate Unit Supervisor. The assigned Deputy Probation Officer shall:

- (a) Strictly enforce all conditions of probation, with particular attention to any special instructions from the Court or the Probation Department.
- (b) Immediately report any violations or deviations from the conditions to the Unit Supervisor for forwarding to the Division Director.
- (c) Prepare and submit any progress reports required by the Court or the Probation Department.
- (d) Discuss case only with those staff that have a legitimate need to know the client’s identity and circumstances of the case.

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