

PROBATION DEPARTMENT DIRECTIVE

No.: 1332

Issued: 07/23/13

Post Until: 08/23/13

SUBJECT: FIELD SERVICES HIGH PROFILE NOTIFICATION PROCEDURES

(This Directive replaces Directive 1311 issued February 14, 2013)

It is **mandatory** that the Field Services Division Deputy Chief be notified immediately upon becoming aware of **any high profile case situation**. A case is classified as high profile if a defendant or victim fits one of the following criteria:

- Probation Employee
- Immediate Relative* of a Probation Employee
- Subject of Media Coverage
- Public Official
- Relative of Public Official
- Celebrity

NOTE: *Immediate relatives include an employees' mother, father, son, daughter, spouse, brother, and sister.

From time to time, special circumstances may suggest a case should be classified as high profile (ex. Conflict of interest cases that do not fall within the parameters mentioned above). On a case where it is believed the case should be considered a high profile case, the case should be brought to the attention of the Director and the Director shall forward the matter to the Adult Consultant for Deputy Chief review and approval.

Investigation and Supervision High Profile Notification Procedures

Upon case assignment or a subsequent arrest, the Deputy Probation Officer (DPO) shall notify a Supervisor and ensure the High Profile alert is immediately updated in the Adult Probation System (APS). The DPO must complete the applicable sections of the High Profile Notification form outlined below:

- DPO Name
- Telephone Number
- Area Office
- Caseload Type
- Defendant's Name
- X-Number
- Type of Hearing
- Court Date
- Case Number
- Charge/Conviction

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- **Court Location**
- **Probation Grant Date**
- **Date Defendant last reported**
- **Date Special Assistant notified telephonically**
- **Date Notification Form emailed to Headquarters**
- **Date copy given to Head Clerk**
- **Clarifying Information Profile**
 - **Brief current offense description**
 - **Drug test information**
 - **Payment history**
 - **Violation history**
 - **New arrest(s); other than instant matter**

NOTE: The Clarifying Information section must specify why the case is considered high profile. For example, if the case involves a Probation employee with media coverage, include the work location and job title. If the case involves a public official; explain which office the official holds.

ALL investigation cases involving current Probation employees (Probation employees that are either the defendant or the victim) shall be referred to another county for investigation, unless an exception is approved by the Chief Probation Officer (CPO) or his designee. Supervision of **ALL** current Probation employees or immediate relatives of current Probation employees shall be referred to another county for supervision. **Immediate relatives include an employees' mother, father, son, daughter, spouse, brother, and sister.* In cases where the CPO has approved an exception or where non-immediate relatives are to be supervised, the case shall not be assigned to the area office where the Probation employee works or may have influence on the case.

Once the High Profile Notification form has been completed, the form shall be immediately given to the Director or designee who shall immediately contact the appropriate District Special Assistant telephonically and provide all pertinent information. In addition to this contact, a copy of the High Profile Case Notification form shall be e-mailed to the District Special Assistant **the same working day.** The District Special Assistant shall immediately make notification to the Executive Leadership Team (ELT) via e-mail and complete the High Profile Case Notification upon receipt. Additionally, court reports related to the high profile case must be e-mailed to the District Special Assistant prior to a scheduled court date.

A copy of each subsequent court report shall be forwarded to the District Special Assistant. At least 30 days prior to the termination/dismissal or expiration of a high profile case, the Area Office Administrator/Director or designee shall be responsible for completing and emailing the **High Profile Case Summary Form** to the Deputy Chief addressing the following:

- **High Profile Classification Reason**
- **Administrator's Name**
- **Telephone Number**
- **Area Office**
- **X-Number**
- **Defendant's Name**
- **Case Number**
- **Charge/ Conviction**
- **Probation Expiration Date**
- **Closing Summary**
 - **Current Disposition Action**

NOTE: The closing summary must address existing grants and general compliance.

Review of High Profile Cases

At any time during the grant, but at minimum once annually, a review of high profile cases shall be made to determine whether a case merits continued HP classification. Should a case no longer fit the criteria for high profile designation (for example, the case is no longer being followed in the media), the High Profile Case Summary Form will be completed and the Director's Current Action and Closing Summary shall include the reasons why the case is being deemed ineligible or unnecessary for continued High Profile designation.

Accessing the High Profile Forms

The High Profile Case **Notification** form and High Profile Case **Summary** form are available on ProbNet. To access the forms on ProbNet, the following procedures shall be performed:

- Log on to ProbNet
- Click on Forms
- Select Adult Forms
- Click on the High Profile Case **Notification** form or High Profile Case **Summary** form.

Responsibilities of High Profile Caseload Designees:

All probationer information shall be kept confidential; however, High Profile (HP) cases in particular must have very limited access. Staff with HP caseloads shall store HP files in a secured location, (preferably in the Director's office) under lock and key. Staff should be cognizant of all applicable policies, procedures and laws relating to sensitive case situations so as to keep the information relating to these cases under the strictest confidence. The unauthorized release of information related to these cases could pose a liability to the Department and County and it is therefore crucial all cases with this designation be assigned to one deputy in the office. Requests for Adult Probation System HP access in the event the HP deputy will be out of the office for an extended period of time shall be arranged on an as

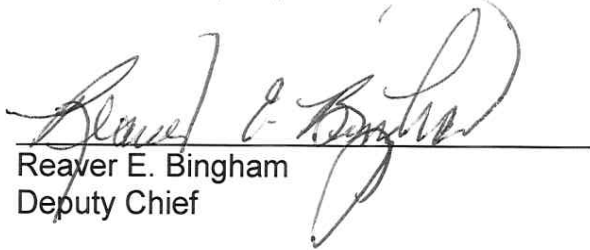
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needed basis. Temporary high profile access will be terminated as soon as the HP deputy returned or became available.

Questions or concerns regarding the Directive content should be directed to the Adult Consultant at (562) 940-2525.



Reaver E. Bingham
Deputy Chief