

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

SPECIAL INTEREST CASES AND HIGH PROFILE NOTICES

Authority:

Tracy Reece, Chief Probation Officer

Purpose:

To establish guidelines for notifying Probation Administration of Special Interest and/or High Profile cases.

Definitions:

Special Interest Case (SIC): A case that falls under the legal jurisdiction of the Probation Department wherein:

1. The offense involves an employee of the Department or their family member as either a victim or a perpetrator.
2. The offense involves any member of the San Bernardino County law enforcement, corrections, or law and justice community, as either a victim or perpetrator.
3. Staff are encouraged to be observant and report special circumstances in any case that may warrant special/ongoing monitoring by Probation Administration (e.g. safety, former department employee, etc.).

High Profile Notice (HPN): A one-time notification to the Chief and Administration regarding a new incident/offense involving a person under the jurisdiction of the Probation Department wherein:

1. The offender or victim holds a high public status/profile or degree of notoriety.
2. The circumstances of the offense exhibited a high degree of violence and resulted in serious injury or death.
3. The offender or the offense has generated, or is suspected to generate, significant media attention or arouse public interest.
4. Staff are encouraged to be observant and report any other circumstance that may warrant the incident/offense being brought to the attention of Probation Administration.

SPECIAL INTEREST CASE (SIC)

Responsibilities:

I. Staff Identifying Special Interest Case:

- A. Shall immediately notify their Supervisor or designee of the SIC.
- B. Shall immediately complete a Special Interest Case Form (Attachment A) and submit to the Supervisor or designee for review.
- C. If unsure whether an SIC memo should be completed, consult with the respective Supervisor or designee.

II. Supervisor:

- A. Based upon the nature of the SIC, evaluate the urgency of notifying Probation Administration by telephone or email via their chain of command.
- B. Review and sign the SIC if the criteria is met.
- C. Email the SIC memo to the appropriate Division Director (DD). The original signed hard copy should be sent via interoffice and/or hand carried to the DD within 24 hours.

SPECIAL INTEREST CASES (SIC) AND HIGH PROFILE NOTICE (HPN)

- D. Monitor cases assigned to their unit to ensure staff complete the SIC process on cases recognized as meeting the SIC criteria.
- E. SICs may also result in a conflict of interest regarding the completion of an investigation or supervision, etc. In this instance, contact the DD who shall consult with the Deputy Chief Probation Officer (DCPO) to determine if there is a need to request probation services be rendered from an adjacent jurisdiction.

III. Division Director:

- A. Review and make any needed comments to the SIC paperwork.
- B. Forward the signed copy to the Administrative Secretarial staff.
- C. Consult with the Supervisor and DCPO regarding any cases that may present a conflict of interest.

IV. Administrative Secretary:

- A. Notify and provide the respective DCPO with a copy of the SIC form when received.
- B. If respective DCPO is unavailable and/or unable to review the form within a reasonable period of time, shall notify another DCPO.
- C. Once approved by the DCPO, assign an SIC number and enter the appropriate information into the electronic logbook. The original copy of the SIC form shall be kept and maintained in the SIC file.
- D. Document the SIC in Caseload Explorer (CE), to include the assigned SIC number and specifics of the circumstances as approved by the reviewing DCPO.
- E. After its review by a DCPO, deliver the SIC form to the Assistant Chief Probation Officer (ACPO) for review and final approval.
- F. Email the reporting employee and respective chain of command to advise that the SIC paperwork has been successfully processed.
- G. In addition to step F, for all in-custody youth, email the Population Control Officer, identifying the SIC and advising the SIC paperwork has been successfully processed.
- H. Review SIC records four (4) times per year to ensure that all received SICs have been numbered, recorded, and entered into CE.
- I. Make a list of all received SICs quarterly and distribute the list to the ACPO and all DCPOs.

V. Deputy Chief Probation Officer:

- A. Initial the SIC form upon review.
- B. Forward form to the ACPO for review.
- C. Consult with the DD to determine if there is a conflict of interest and/or a need to request probation services be rendered from an adjacent jurisdiction.

HIGH PROFILE NOTICE (HPN)

Responsibilities:

I. Staff Identifying High Profile Notice:

- A. Immediately notify their Supervisor or designee of the HPN.
- B. Immediately complete a High Profile Notice (Attachment B) and submit to the Supervisor or designee for review.
- C. If unsure whether an HPN should be completed, consult with the respective Supervisor or designee.

II. Supervisor:

- A. Review all HPN requests received from the Criminal Intelligence Unit (CIU)/External Affairs/Administration, etc. and ensure completion when appropriate. If it is determined that an HPN is not appropriate, reply to the request, including a reason why the HPN will not be submitted.
- B. Based upon the nature of the HPN, evaluate the urgency of notifying Probation Administration by telephone or email via their chain of command.
- C. Review and sign the HPN if the criteria is met.
- D. Email a copy of the HPN to the Chief, ACPO, and DCPOs with a digital carbon copy (CC) to all DDs, External Affairs, and CIU within 24 hours.
- E. Monitor cases assigned to their unit to ensure staff complete an HPN on cases recognized as meeting the HPN criteria.

III. Division Director:

- A. Review the HPN.

IV. Criminal Intelligence Unit

- A. Review local news including surrounding counties to identify incidents involving individuals within the Probation Department's jurisdiction.
- B. Forward news articles or social media posts involving individuals under the Probation Department's jurisdiction to the assigned PO and respective SPO or designee for screening, including an HPN request.

Guidelines:

- A. Officers should be aware that cases transferred between units may not have an SIC/HPN completed as the case was not initially determined or known to meet SIC/HPN criteria. This does not void the officer's responsibility to then complete required documentation and notifications.
- B. Some cases may require both an SIC and HPN to be completed.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Issued By:



Tracy Reece, Chief Probation Officer

Original Issue Date: January 14, 1999

Revised: January 24, 2007
October 9, 2007
October 14, 2021

Attachments:

- A – Special Interest Case Reporting Form
- B – High Profile Notice



TRACY REECE
Chief Probation Officer

JULIE FRANCIS
Assistant Chief Probation Officer

Special Interest Case Notice

GENERAL INFORMATION

DATE: _____

OFFICE LOCATION: _____

INITIAL SIC

FOLLOW UP SIC (Updated Information) SIC NO. _____

DIVISION DIRECTOR: _____

REPORTING EMPLOYEE/TITLE: _____ / _____

AREA: JUVENILE ADULT/ INVESTIGATIONS SUPERVISION OTHER _____

ASSIGNED PROBATION OFFICER: _____

SUPERVISOR: _____

CASE NAME _____

CASE # _____

CE PIN# _____

OFFENSE(S) _____

COURT _____

NEXT/FIRST COURT DATE: _____

TYPE OF HEARING _____

REASON/TYPE OF SIC:

(Check All that Apply)

VICTIM

OFFENDER

OTHER _____

OFFENSE INVOLVES AN:

Employee of the Department

Former Employee of Department

Employee Family Member as Either a Victim or Perpetrator

NAME of EMPLOYEE (Victim/Offender) _____

Does the Victim/Offender Usually Reside with the Employee? NO YES

Is the employee requesting to reside or have contact with the Offender? NO YES, Type of contact
(i.e. visitation) _____

(See Prohibited Association Procedure and Attach Prohibited Association Memo)

Media Interest (Attach Articles)

High Public Status/Profile or Degree of Notoriety NAME _____

Determination that Monitoring by Administration Warranted (Explain Below)



TRACY REECE
Chief Probation Officer

JULIE FRANCIS
Assistant Chief Probation Officer

Other: _____

Circumstances of the offense:

EMPLOYEE/SUPERVISOR COMMENTS:

ATTACHMENTS _____ (List Applicable Reports/CE Entries/History/News Articles Attached)

Supervisor's Signature/Date

DIVISION DIRECTOR COMMENTS/ACTIONS

CASE TRANSFERRED TO ANOTHER COUNTY? NO YES (Status of Transfer? _____)

COUNTY _____

DATE _____

CONTACT PERSON/RANK _____ / _____

CONTACT PHONE NUMBER: _____

Director's Signature/Date

ADMINISTRATION COMMENTS/DIRECTIVES

Deputy Chief Signature/Date



High Profile Notice

TO: CHIEF TRACY REECE

DATE: [Click here to enter a date.](#)

CE PIN#:

CASE NAME:

SIC TO FOLLOW

ADULT

JUVENILE

Reason For High Profile:

Current Supervision (Controlling) Offense:

Conviction / Adjudication Date:

Date Granted Probation/Mandatory

Supervision/Release From Prison:

Supervision Level/Risk Score/Assessment

Score:

Assigned Officer: _____

Date Case Assigned: _____

Phone:

Probation ()years

PRCS

Mandatory Supervision ()years

Deferred Entry Of Judgment

Sex Offender

Domestic Violence

Gang

Mental Health

Prior Convictions Or Adjudications/State Prison Commitments/County Prison:

Probation Supervision History:

Number Of Home Visits: 0 Date Of Last Home Visit:

Number Of Face To Face Contacts:

Date Of Last Face To Face Contact:

Other Relevant Information:

In Compliance With Terms Prior To High Profile Event: Yes No

New Law Violation:

Collateral Information:

Probation Officer Actions:

Supervision Violations / Petitions Filed / Warrants Issued:

PREPARED BY:

DATE:

Send to:

Chief, Assistant Chief and CCB DCPOs

CC:

Director, SPO, 'Probation - External Affairs', 'Probation - Criminal Intelligence Unit'