
Special Interest Cases and High Profile Notices

425.1 PURPOSE:

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

425.2 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.

425.3 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.

425.4 RESPONSIBILITIES:

SPECIAL INTEREST CASE (SIC)

- I. Staff Identifying Special Interest Case:
 - A. Shall immediately notify their Supervisor or designee of the SIC.

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- B. Shall immediately complete a Special Interest Case Form (located in ProbTools) and submit to the Supervisor or designee for review.
 - C. If unsure whether an SIC form 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 form 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.
 - 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.

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- 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)

- I. Staff Identifying High Profile Case:
 - A. Immediately notify the Criminal Intelligence Unit (CIU) via email with a carbon copy (CC) to their supervisor and provide details.
 - B. Provide pertinent information to CIU as requested.
- II. Criminal Intelligence Unit:
 - A. Review local news including surrounding counties to identify incidents involving individuals within the Probation Department's jurisdiction.
 - B. Complete an HPN when appropriate based on established criteria (Form located in the Caseload Management System).
 - C. Submit HPN to Administration and chain of command. The distribution list is included in the HPN form.
 - D. Maintain records of HPNs.