

PROBATION DEPARTMENT ADULT MANUAL

Chapter No. 3030	Page 1
Issue Date:	12/02/15
Revised:	10/02/19

Notes and References

SPECIAL HANDLING

I. Introduction

Identifying a case as “Special Handling” is a means of ensuring that offenders receive priority contact with a probation officer every time they come into the office. This should be limited to offenders who represent an increased risk to the community, which may be mitigated by frequent face-to-face contacts, or transient offenders who may be difficult to locate, such as those who are transient.

II. Special Handling Designation

A case may receive a Special Handling designation automatically, based on the criteria outlined in this policy, or on a discretionary basis, based on other situations where the Supervising Probation Officer (SPO) and/or the assigned probation officer have determined that the case requires action or special attention.

A. Automatic Special Handling Designation

- All 290 PC registrants (miscellaneous sex offender cases as approved by SPO)
- Transients (Bank Caseload Only)
- Pending Warrants

B. Discretionary Special Handling application

If the defendant does not meet the criteria for automatic special handling, SPO approval is required to designate the case as Special Handling. Reasons for applying discretionary special handling must be documented in chronological notes in IMPACT.

III. Documentation in IMPACT

Except for 290 PC registrants and transients, reasons for Special Handling designation must be documented in IMPACT under the Special Handling tab in “Notes.” This tab must be updated by the assigned Probation Officer or designee by the next business day once the designation changes.

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Special Handling (Continued)

IV. Special Handling Walk-Ins

All Special Handling walk-ins must have a face-to-face contact with the assigned probation officer. If the assigned probation officer is unavailable, a buddy officer, OD, Unit SR DPO or SPO will be contacted by the front desk personnel to speak with the client.

All Special Handling clients must be asked about any new law enforcement contact, current status in their respective sex offender program (if applicable) and any change to their residence or contact information.

All information must be documented in chronological notes, which will also include, but is not limited to, client risk factors and victim information.

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