



**COUNTY OF LAKE
PUBLIC DEFENDER OFFICE**

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RAY BUENAVENTURA
Chief Public Defender

Lake County Public Defender Policy on Scheduling and Meeting Sex Offender Clients

Purpose

To ensure the safety and comfort of staff, clients, and the general public, this policy establishes procedures for scheduling and meeting with persons who are registered sex offenders, or are charged with sex offenses, or has a history of sex offenses.

Registry Check Procedure:

1. Mandatory Screening

- Prior to scheduling any in-person appointment, staff will check all clients against the National and State Sex Offender Registry.
- This check will be conducted during the initial case intake and updated periodically to ensure ongoing compliance.

2. Identification and Documentation

- If a client is identified as a registered sex offender, or is charged with sex offenses, or has a history of sexual offenses, this information will be noted in a secure, confidential system accessible only to authorized personnel.
- Staff will be notified to follow this policy for all scheduling and in-person meetings.

3. Scheduling and Meeting Procedures

A. Prohibited Location:

****Sex offenders as described above will NOT be scheduled for in-office meetings at the Lakeport Plaza location of the Lake County Public Defenders Office.****

Instead, meetings will be arranged at alternative locations deemed appropriate for such clients.

B. Approved Meeting Locations:

- **Lake County Courthouse:** Attorneys will meet these clients in a designated conference room or other secure area within the Lake County courthouse.
- **Other County-Approved Locations:** Meetings may take place in alternative public locations where minors are not present, as determined by office leadership. Factors to be considered include locations designated for children's services, daycare facilities, and nearby schools.

4. Attorney Notification and Case Handling

A. Attorney Assignment:

- Attorneys handling cases involving sex offenders will be made aware of the registry status prior to scheduling any in-person meetings.
- If an attorney is uncomfortable meeting at a specified location, an alternative meeting arrangement must be made.

B. Security and Safety Considerations:

- Whenever possible, meetings should be scheduled during standard courthouse hours when security personnel are present.
- If a meeting is deemed high-risk, additional security measures or virtual meetings should be considered.

5. Virtual Meetings

- Whenever appropriate and permissible, virtual or phone consultations will be offered as an alternative to in-person meetings.

6. Compliance and Enforcement

- All staff members must comply with this policy and conduct registry checks before scheduling in person meetings.
- Any violations of this policy must be reported immediately to the appropriate supervisor.
- This policy will be reviewed annually to ensure its effectiveness and compliance with legal and safety standards.

Effective Date: January 29, 2025

Approved by:



Raymond A. Buenaventura

Chief Public Defender

Lake County Public Defender's Office