

 <p style="text-align: center;">18TH JUDICIAL DISTRICT PROBATION DEPARTMENT Policies and Procedures</p>	Policy No.: 1-022
	Chapter: Administration
	Subject: Office Safety
Effective Date: January 1, 1999 Revision Date: June 24, 2005 Review Date: October, 2016	Applicability: All Staff
Related Citations or Directives: DPS 12-02, Probation Staff Safety	

I. DEFINITIONS:

Safety committee - A committee organized within the probation department with the responsibility to assess areas of safety and develop protocols to promote security within each probation facility.

II. POLICY:

The Probation Department’s overall level of safety is dependent upon its employees. Due to the risks that each probation employee faces each day it is incumbent upon the staff as a whole to ensure the safety of its individual members. It is an integral function of each employee’s job to keep the safety of fellow employees in mind on a day to day basis. In order to maintain a standard level of security at each facility, all probation employees shall follow office safety procedures. All staff shall complete safety training appropriate to their position.

III. PROCEDURE:

A. Office Safety Procedures:

1. All non-departmental personnel shall be escorted by a staff person while they are in the probation department, excluding waiting areas.
2. All unidentified persons within the probation department shall be asked to identify themselves. Unauthorized persons shall be escorted out of the office.
3. When an individual is well known to department personnel, such as a district attorney or judge, front desk personnel shall contact the staff person he is visiting and seek permission to allow the individual to enter unescorted.
4. When seeing an offender for an office appointment, there should be at least two staff persons present at that office location. It is the responsibility of the officer seeing offenders to ensure another person is present.
5. When leaving after regular business hours, staff shall notify remaining staff of their departure.
6. Depending on the facility, all doors leading into the staff area shall remain locked at all times. It is the staff member’s responsibility to ensure doors shut properly when they enter or exit a facility.

7. In offices where metal detectors are present, probation staff shall follow guidelines for the use and operation of the metal detector.

8. Each staff person shall be familiar with the location of panic buttons within their facility and procedures for their use. (Individual offices may have different procedures for the use of panic buttons).

9. If an office arrest needs to occur, the probation officer shall inform his supervisor, all staff in the vicinity and front desk personnel. Arrest of Probationers policy 3-018 must be followed.

10. Office furnishings and equipment shall be arranged and maintained to enhance safety.

11. Staff shall be prepared and shall respond, if necessary, to potentially volatile situations. See policies, Use of Physical Force 1-024 and Incident Reports 1-025, for further direction.

12. Office windows shall not be covered so that offices may be viewed from the hallway at all times. Office doors shall remain open while meeting with offenders, unless confidential issues are being discussed.

13. All employees, Deputy Probation Officers, and private provider staff, shall be required to wear identification badges when present in department facilities.

B. Offenders that are Security or Law Enforcement Officers

1. If a defendant is placed on probation who is a security or law enforcement officer and as part of his employment carries a weapon and/or wears a uniform, the defendant should have as a condition of his supervision that he not be allowed to wear his uniform and work identification/badge or carry his weapon when reporting to probation.

2. If B. 1. is not a condition of supervision, the supervising probation officer shall complete a special report to the court requesting this condition be ordered.

3. The supervising officer shall instruct the offender that he may not use his identification to enter any court facility or building.

4. As an added precaution, the supervising PO may request the offender to call her before each scheduled appointment so that the supervising probation officer can meet them at the entrance to the facility and make sure he has gone through building security.

C. Training

1. Each new employee shall complete safety training as soon as practical after his hire date as required per their position.

2. Each department employee shall complete yearly mandatory safety booster training per state policy.

D. Department Safety Committee

1. The Probation Department shall establish a safety committee that is cross representational and whose duties shall include development and implementation of office safety policies.

2. The Safety Committee shall also address safety issues raised by staff and make recommendations to the Chief Probation Officer for improvement of office safety.

3. The Safety Committee may undertake an assessment as directed by the CPO of the overall safety of each office within the department and present the findings in a safety report to the Chief Probation Officer.