

 <p style="text-align: center;"><b>18TH JUDICIAL DISTRICT PROBATION DEPARTMENT Policies and Procedures</b></p>	<b>Policy No.:</b> 1-023
	<b>Chapter:</b> Administration
	<b>Subject:</b> Field Safety
<b>Effective Date:</b> January 1, 1999 <b>Revision Date:</b> Sept. 29, 2003 <b>Review Date:</b> May, 2017	<b>Applicability:</b> All staff conducting field work
<b>Related Citations or Directives:</b> Standards for probation 3.5	

**I. DEFINITIONS:**

Field Work – Official work conducted outside the probation office, which includes visits to offenders’ homes or place of employment, schools, and treatment providers.

Probation Safety Training Level One and Two - Training that is used to instruct probation officers in various techniques of self-defense and field safety.

Home visit log – A log that is used to let other officers and supervisors know what addresses officers conducting field visits are scheduled to go to and the approximate times of arrival and departure.

Use of force continuum – A scale of defensive options that range from the least to most severe.

**II. POLICY:**

Fieldwork is an essential part of a probation officer’s job duties. Fieldwork shall serve to assess the needs of offenders and determine potential risk to the community and victim. Fieldwork shall assist officers in monitoring offender compliance with the terms and conditions of probation and provide increased surveillance of high-risk offenders.

To maintain a high level of safety, all officers shall follow departmental procedures for conducting fieldwork. The first priority of an officer while conducting fieldwork shall be their own personal safety and the safety of their partner.

**III. PROCEDURE:**

**A. Operating Procedures for Field Work**

1. All officers shall complete approved probation officer safety training level one and two as soon as possible after hire. Fieldwork may be conducted prior to the completion of probation officer safety training upon approval of a supervisor.

2. All home visits shall be done with a minimum of two probation officers, one of whom has completed probation officer safety training level one and two and must be approved by a supervisor. Other fieldwork may be conducted alone or with other professionals upon approval of a supervisor.
3. Officers shall carry a turned on cellular phone or radio, while they are conducting home visits. Only officers trained in the use of the radios are allowed to use them.
4. While making home visits, probation officers shall follow procedures for conducting fieldwork as trained in safety training.
5. All officers conducting fieldwork shall complete required state and local safety refresher training annually.
6. All officers must adhere to Search and Seizure Policy 3-014.

### **B. Home Visit Log**

1. All officers shall complete a Home Visit Log prior to going into the field, which shall include:
  - a. The names of the probation officers conducting the home visits.
  - b. The make and model of the car the probation officers are using and the license plate number.
  - c. The number to the cellular phone the officers are carrying.
  - d. The names of the probationers the officers are scheduled to visit along with the address and the phone number where the probationer is being met in the order the probationers are being visited.
2. The completed Home Visit Log shall be given to the probation officer's supervisor for review and approval.
3. If the officers conducting fieldwork know they will be late in returning, they shall contact their supervisor/designee and inform them of such. It is the responsibility of the supervisor/designee to verify that the officers conducting fieldwork returned from the field at the scheduled time.
4. If the officers conducting home visits do not return as scheduled and do not call to notify supervisor/designee of their running late, the supervisor/designee shall take steps to locate the officers which may include; calling the cell phone number, checking voice mail, calling the officers' homes, and calling the phone numbers listed on the Home Visit Log. If all attempts to locate the officers fail, the supervisor/designee shall contact the appropriate law enforcement agency and ask that the addresses listed on the Home Visit Log be checked.
5. Depending on job assignment the above procedures may vary to fit the needs of the individual unit or team.

### **C. Other types of Field Visits**

1. POs making singular visits to treatment agencies, schools, etc. are not required to complete a home visit log but these visits shall be communicated to the supervisor for approval.
2. If making multiple agency and school visits the procedures in Section B. 1-4 shall be followed.

**D. Critical Incidents in the Field**

1. An officer's first priority in a concerning situation shall be to leave the area immediately. If this is not possible the officer shall abide by the use of force continuum in accordance with policy number 1-024, Use of Physical Force.

2. If appropriate, law enforcement shall be contacted and a police report completed.

3. After a critical incident occurs, officers shall contact their supervisor/designee to inform them of the nature of the incident and consult as to what action needs to be taken.

4. After every field critical incident an Incident Report shall be filled out in accordance with policy number 1-025, Incident Reports.