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NUMBER **DOC 380.240**

POLICY

FIELD WORK PROTOCOLS

REVIEW/REVISION HISTORY:

8/25/04 Effective: Revised: 9/19/05 Revised: 10/15/08 7/10/09 Revised: Revised: 2/20/12 Revised: 9/1/14 7/3/20 Revised: Revised: 10/9/24

SUMMARY OF REVISION/REVIEW:

Updated terminology throughout

Policy Statement I., Directive I.A., II.A.1., III.A., III.C, - Adjusted language for clarification

II.B.1. - Removed unnecessary language

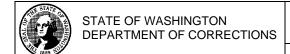
II.B.1.a., III.A.2., III.B. - Added language for clarification

Added II.C.1.-4. minimum documentation requirements

Added III.D.4. that employees will notify the section Duty Officer if field work is necessary after hours

APPROVED:

Signature on file		
	09/27/24	
CHERYL STRANGE, Secretary	Date Signed	
Department of Corrections	-	



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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 280.500 Records Management for Individuals; DOC 380.200 Supervision of Individuals in the Community; DOC 410.220 Firearms Program - Community Corrections (RESTRICTED); DOC 420.390 Arrest and Search

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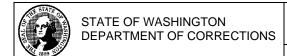
I. The Department has authorized employees to conduct field work as part of their official duties. All field work will be conducted in a professional and courteous manner.

DIRECTIVE:

- I. General Requirements
 - A. The following Community Corrections employees may participate in field work:
 - 1. Community Corrections Officers
 - 2. Community Corrections Supervisors (CCSs)
 - 3. Community Corrections Specialists
 - 4. Other employees authorized by the Assistant Secretary for Community Corrections/designee
 - B. While conducting field work, employees will identify themselves as Department employees and provide Department identification upon request.

II. Field Work

- A. Field work will be used:
 - 1. To verify activities and monitor compliance of supervision conditions for individuals supervised in the community,
 - 2. To apprehend individuals on warrant status,
 - 3. To conduct health and welfare checks,
 - 4. To conduct assigned investigations, and
 - 5. As part of joint law enforcement activities while working with other agency collaborators in an official capacity.
- B. Residence Visits



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1. Residence visits involve Department employees entering the premises where an individual resides to monitor compliance with supervision, including visual inspection of all areas the individual has exclusive or joint control/access.

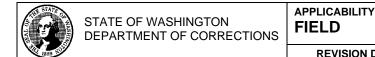
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- a. Inspections will be plain view examinations unless the employee develops a reasonable suspicion during the inspection, supporting a search per DOC 420.390 Arrest and Search.
- b. Residence visits will be conducted at reasonable times and only as frequently as is necessary for proper supervision per DOC 380.200 Supervision of Individuals in the Community.
- C. Employees will document all field work in the individual's electronic file within one business day per DOC 280.500 Records Management for Individuals. Documentation will include, at a minimum:
 - 1. Address or location of the contact
 - Names of those contacted
 - 3. Safety concerns and/or risk related behaviors
 - 4. A summary of the interactions/supervision activities during the contact

III. Field Safety

- A. Employees should conduct field work with a partner whenever possible.
 - 1. Employees who have not completed the Community Corrections Academy will not conduct field work without a partner.
 - 2. Prior to performing field work, employees will review the Safety Concerns and Behavior banners in the individual's electronic file for potential mental health and/or safety issues.
- B. Employees will not use their personal vehicles for field work with supervised individuals.
- C. Employees performing field work will have the following Department-issued equipment:
 - 1. Communication device (e.g., cellular phone, radio)
 - 2. Office and emergency telephone numbers
 - 3. Badge and identification card
 - 4. Personal protective equipment
 - Handcuffs



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- 6. Firearm equipment for authorized employees per DOC 410.220 Firearms Program Community Corrections (RESTRICTED).
- D. Employees will complete an itinerary schedule before leaving the office.
 - 1. Employees conducting field work will notify the CCS/designee whenever there is a deviation from the original itinerary.
 - 2. The CCS/designee must be available for contact whenever employees are conducting field work.
 - 3. Employees will notify the CCS/designee when they have completed field work for the day.
 - 4. If field work is necessary after hours, employees will notify the section Duty Officer.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Reasonable Suspicion. Other word/terms appearing in this policy may also be defined in the glossary.

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None

DOC FORMS:

None