

PROBATION VIOLATOR HOTLINE

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-4-118, dated 07/07/16
- FORMS:** **Orange County Probation Department** (Attachment)
Hotline Activity Report
- PURPOSE:** To provide a means for the public to report violations of probation.

I. GENERAL INFORMATION

- A. Every person, who reports to any peace officer that a crime has been committed, knowing the report to be false is guilty of a crime (Section 148.5 of the Penal Code).
- B. Often, members of the community are afraid of reporting violational behavior due to the fear of reprisals or impacts upon their relationships with the **supervised individual**. The identity of persons who report information will be kept confidential.
- C. A toll-free number will be provided for the public to report violational or criminal behavior.

II. PROCEDURE

- A. The Special Supervision Division shall be responsible for the maintenance of the Probation Violator Hotline.
- B. Posters advertising the Probation Violator Hotline will be distributed to appropriate outlets such as police departments, courthouses, etc.
- C. The Information Line will be answered through voice-mail, in both Spanish and English. The outgoing message will include direction to:
 - 1. Call 911 if this is an emergency
 - 2. Leave a detailed message including:
 - a. Date of conduct
 - b. Time of conduct
 - c. Name of **supervised individual**
 - d. Address of **supervised individual**
 - e. Location and type of conduct
 - f. Victim information

- g. Optional name and call-back number of person reporting conduct
- D. The Information Line messages will be checked no less than twice each week, usually Tuesday and Thursday.
- E. A logbook will be maintained of all Hotline calls. This log shall contain:
 - 1. Call number
 - 2. Date of call
 - 3. Type of call
 - 4. Disposition of call
 - 5. City of incident or conduct reported
 - 6. Staff member handling the call
- F. An **Orange County Probation Department Hotline** Activity Report will be completed and forwarded to the assigned officer or appropriate agency for follow up.
- G. Quarterly statistics on the Hotline will be included in a Quarterly Report to the Division Director.

REFERENCES:

Policy: A-8 Telephone Calls, Voice Mail and Correspondence

Attachment

K. Moore

APPROVED BY:

**Orange County Probation Department
Hotline Activity Report**

Date: _____
Time: _____
Call #: _____
Report Reviewed by: _____

Probationer's Name: _____

AKA's or Nicknames: _____

Probationer's Address: _____

DOB: _____ Age: _____ Sex: _____ Race: _____ Height: _____

Weight: _____ Eye Color: _____ Hair Color: _____

Vehicle Make: _____ Model: _____ Color: _____

Year: _____ Vehicle License: _____ CDL: _____ SSN: _____

Address of Violation Activity: _____

Victim Name and Address: _____

Weapons? _____ Drugs? _____ DV? _____ SO? _____ Other? _____

Caller's Name: _____

Caller's Phone Number: _____

Violation Report Details: _____

Assigned PO: _____

Disposition: _____

Additional Notes: