

## FIELD OFFICER SAFETY INFORMATION/REQUIRED EQUIPMENT FOR FIELD ACTIVITIES

- AUTHORITY:** Administrative Directive
- RECINDS:** Procedure Manual Item 1-4-119, dated 12/01/11
- FORMS:**
- |   |                |
|---|----------------|
| Field Safety Matrix                           | (Attachment 1) |
| Officer Safety Bulletin                       | (Attachment 2) |
| Officer Safety Alert                          | (Attachment 3) |
| Dispatch Center Officer Safety-CAD Alert Flag | (Attachment 4) |
- PURPOSE:** To provide information regarding field officer safety, information dissemination, and a list of mandated equipment for Staff (as designated by the Department) to conduct field activities.

### I. GENERAL INFORMATION

- A. By nature, field activities can expose the DPO to a variety of threats to safety. The Department considers the safety of its employees and the public to be a primary concern. The intent of this policy is to ensure staff are exercising proper field safety practices.
- B. Staff are expected to gain and maintain proficiency in the use of mandated equipment in order to enhance safety.
- C. It is important to note that DPOs are expected to avoid or remove themselves from situations that present an unreasonable degree of peril.
- D. **At times**, Probation employees **may** receive information **from various sources** regarding the safety of personnel who are involved in field operations. The Department wants that information to be accurately and consistently communicated to staff after it has been reviewed **by management** so the appropriate operational responses **can be** initiated. **The** collection, review, and dissemination of this information have been centralized with the Supervisor of Gang Violence Suppression (GVS) Unit 332. Employees receiving information related to field officer safety are to forward it **in the manner detailed below (Section III.)**, so that appropriate action maybe initiated.

### II. PROCEDURE

- A. All DPOs conducting field activities shall have the following equipment with them and be trained regarding its proper use.
1. Badge and **department issued** identification.
  2. Departmentally issued Pak set radio.
  3. Handcuffs and key.

4. Departmentally issued OC (Pepper) Spray.
- B. Additional equipment available for use in field activities.
1. Evidence collection materials (property forms, drug recognition kits, sharps containers, etc.).
  2. Cell phone
  3. Body Armor
  4. Probation identification clothing
  5. Flashlight
  6. **Nylon equipment** belt
  7. Camera
  8. Protective gloves
  9. **Leg Restraint Device**
  10. Custody vehicle
- C. The attached Field Safety Matrix should be used as a reference when conducting field activities.
- D. In addition to the above outlined provisions, DPOs authorized by the C.P.O. to carry firearms shall also follow PMI 1-4-107 (Authorization to Carry Firearm).

### III. DISTRIBUTION OF SAFETY INFORMATION

- A. **If an employee receives** information they believe to potentially affect the safety of personnel involved in field operations, **they are to forward it** to the Supervisor of GVS Unit 332 in a timely manner. The Unit 332 Supervisor may be contacted day or night by cell phone. (See Department Outlook Directory for cell number).
- If the Unit 332 Supervisor is unavailable, and the employee believes **an urgent** response is required, the information is to be forwarded to the Director of the Special Supervision Division. **If both are unavailable, notification is to be initiated via the employee's Chain-of Command.**
- B. The GVS Unit 332 Supervisor will confirm the authenticity and accuracy of the information by contacting the source, local law enforcement or other resources as needed. The Supervisor will disseminate the information in the following manner:
1. General information related to field officer safety will be distributed to staff in an Officer Safety Information notice or Officer Safety **Alert** via email.
  2. Specific directives to staff in response to receipt of information affecting staff safety will be distributed in an "Officer Safety Alert" by the Chief Deputy of Field Services (Prob-Field Officer Safety Alert), **or his/her designee.**

- a. The Unit 332 Supervisor will prepare draft "Alert" with recommendation for review by the Director of the Special Supervision Division.
  - b. The Director will forward the "Alert" and endorsement of the recommended action or alternative recommendations to the Chief Deputy of Field Services for approval and distribution to staff.
  - c. The Unit 332 Supervisor will continue to monitor the "Officer Safety Alert" incident(s) and update the Chief Deputy through the chain-of-command of any changes with recommended action.
- C. **If an employee has officer safety information about a supervised individual, their address, or family, the** employee is to forward the information to their immediate supervisor in a timely manner.
1. If the **supervisor thinks the** information is an area of concern and an alert to notify other staff is needed, the supervisor should fill out the form entitled, "Dispatch Center Officer Safety-CAD Alert Flag". **(Attached)**
  2. The form is to be forwarded to the Dispatch Center supervisor for approval or denial of entry into the Computer Aided Dispatch (CAD) system. If approved, the information will be forwarded to staff by the Dispatch SPO via email utilizing the "CAD Dispatch Bulletin" distribution list and entered into the CAD system so others may be notified of the concern, if they become present at an "alerted location". If denied, the form will reflect the reason for denial and will be sent back to the requestor of the alert.

#### REFERENCES:


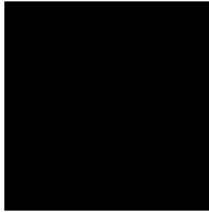
Procedures:	1-4-105	Use of Physical Restraint (Field Services)
	1-4-106	Oleoresin Capsicum (OC) Spray-Field Services
	1-4-107	Authorization to Carry Firearms
	1-4-111	Protective Body Armor
	1-4-112	Probation-Marked Field Jackets
	1-4-122	Leg Restraint Device
	1-5-101	Vehicle Usage by Probation Employees
	1-5-317	Use of 800 MHz Two-Way Radio Equipment
	2-1-003	Pursuits/ Arrests-Field
	2-1-009	Probation Search and Seizure
	3-1-006	Handcuffs/Transportation Belts/Shackles
	Policies:	D-4
D-5		Arrests/Temporary Detentions
D-7		Search and Seizure
D-8		Firearms

Attachments

A. Caselles

**APPROVED BY:**


FIELD SAFETY MATRIX

ACTIVITY	ALONE	WITH DPO PARTNER	WITH POLICE	TRAINING	EQUIPMENT	
					REQUIRED	OPTIONAL
<p><u>HOME CALLS AND GENERAL FIELD WORK</u></p> <p><b>NO</b> known high-risk case dynamics</p>	Discouraged	Strongly encouraged in all situations	DPO discretion	<ul style="list-style-type: none"> <li>▪ Lecture</li> <li>▪ Laser Village</li> <li>▪ Demonstration of radio, handcuffs, O.C. spray</li> <li>▪ Search/Arrest Techniques</li> <li>▪ <b>Field Safety Academy</b></li> </ul>		<ul style="list-style-type: none"> <li>▪ Evidence collection material</li> <li>▪ Cellular phone</li> <li>▪ Custody car**</li> <li>▪ Leg Restraint Device</li> <li>▪ Body armor/ID Probation identified clothing (per PMI 1-4-112)*</li> <li>▪ Flashlight</li> <li>▪ <b>Equipment belt</b></li> <li>▪ Protective gloves</li> <li>▪ <b>Camera</b></li> </ul>
<p><u>HOME CALLS, SEARCHES AND UNANTICIPATED CONTACTS</u></p> <p><b>Potential</b> for violence, hostility, or high-risk case dynamics present</p>	Prohibited	DPO to strongly consider multiple assisting DPOs <b>OR</b> police assistance		Same as above	Same as above	Same as above
<p><u>ARRESTS</u></p>	Prohibited Policy D-5	Permitted if no significant safety hazards exist	<p>For NLV <b>OR</b> Significant safety hazards exist <b>OR</b> Determined needed by DPO</p>	Same as above		<ul style="list-style-type: none"> <li>▪ Evidence collection material</li> <li>▪ Cellular phone</li> <li>▪ Custody car**</li> <li>▪ Leg Restraint Device</li> <li>▪ ID Probation identified clothing (per PMI 1-4-112)*</li> <li>▪ Flashlight</li> <li>▪ <b>Equipment belt</b></li> <li>▪ Protective gloves</li> <li>▪ <b>Camera</b></li> </ul>

\*Policy Reminders: When conducting field activities and wearing Probation clothing with ID (jackets, mesh covers and polo shirts) Probation staff will wear body armor. Probation ID'd jackets and polo shirts may be worn in the office without body armor. Body armor can be worn without ID jacket/mesh cover in routine field activities at the discretion of the deputy.

\*\* Policy D-6 Except in emergency situations, a personal vehicle should not be used to transport persons in custody. Instead, contact the Probation Radio Dispatcher for a Probation field office with a custody car. When the transportation is to be "in custody" or an arrest situation, DPOs are to use a county custody transportation vehicle, or request assistance from other DPOs or law enforcement. Unless it is absolutely unavoidable, deputized staff will not transport someone of the opposite sex alone without supervisory approval, and then contact dispatch with start/end time and mileage.

FIELD SAFETY MATRIX

ACTIVITY	ALONE	WITH DPO PARTNER	WITH POLICE	TRAINING	EQUIPMENT	
					REQUIRED	OPTIONAL
<u>CAR STOPS</u> (DPO driver)	Prohibited		Prohibited	Prohibited	Prohibited	Prohibited
<u>CAR STOPS</u> (Police partner driver)	N/A	N/A	DPO provides visual cover per police directions	<ul style="list-style-type: none"> <li>▪ Lecture</li> <li>▪ Laser Village</li> <li>▪ Demonstration of radio, handcuffs, O.C. spray</li> <li>▪ Search/Arrest Techniques</li> <li>▪ Field Safety Academy</li> </ul>		<ul style="list-style-type: none"> <li>▪ Evidence collection material</li> <li>▪ Cellular phone</li> <li>▪ Custody car**</li> <li>▪ Leg Restraint Device</li> <li>▪ ID Probation identified clothing (per PMI 1-4-112)*</li> <li>▪ Flashlight</li> <li>▪ Equipment belt</li> <li>▪ Protective gloves</li> <li>▪ Camera</li> </ul>
<u>FOOT PURSUITS</u>	Prohibited 2-1-003	Discretionary  Subject to limitations of PMI 2-1-003	DPO to follow police direction while remaining within dept. policy & PMI; may stay with police or stay near police unit at DPO discretion.	Same as above	Same as above	Same as above



**ORANGE COUNTY PROBATION DEPARTMENT  
Officer Safety Bulletin**

**ALERT PRIORITY**

High                       Medium                       Low                       Information Only

**ACTIVITY**

Gangs                       Drugs                       Other:

TO:	
FROM:	Special Supervision Division, SPO Richard Cota

TIME:	
DATE:	
LOCATION:	

NARRATIVE:

RECOMMENDED ACTION:

For further information, please contact Rick Cota, (714) 796-0348, Richard.cota@prob.ocgov.com

Privileged and Confidential Communication

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**ORANGE COUNTY PROBATION DEPARTMENT  
Officer Safety Alert**

Alert Notification

Alert Update

**ALERT PRIORITY**

High

Medium

Low

Information Only

**ACTIVITY**

Gangs

Drugs

Other:

TO:	
FROM:	Field Operations Bureau Chief Deputy –
Prepared by:	Special Supervision Division SPO –
TIME:	
DATE:	
LOCATION:	
NARRATIVE:	
<b>RECOMMENDED ACTION:</b>	
<input type="checkbox"/> Do not enter area as described	<input type="checkbox"/> Proceed with caution
<input type="checkbox"/> Proceed as necessary with law enforcement only	
Additional Comments:	
<b>UPDATE</b>	
<input type="checkbox"/> No Change	<input type="checkbox"/> Proceed with Caution
<input type="checkbox"/> Resume Normal Activity	
<b>UPDATE</b>	
<input type="checkbox"/> No Change	<input type="checkbox"/> Proceed with Caution
<input type="checkbox"/> Resume Normal Activity	

For further information, please contact the Field Operations Bureau Chief Deputy Probation Officer

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**PROBATIONER'S / SUBJECT'S NAME:** \_\_\_\_\_

AKAs \_\_\_\_\_

PROBATIONER # (A, C, I, J, L) \_\_\_\_\_

PROBATIONER'S / SUBJECT'S ADDRESS:

\_\_\_\_\_ APT# \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

SUGGESTED LENGTH OF TIME ALERT/FLAG IN EFFECT:

\_\_ 3 MO \_\_ 6 MO \_\_ 9 MO \_\_ 1 YR

REASON: (BRIEF DESCRIPTION; LIMITED TO A MAXIMUM OF 58 CHARACTERS): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**REQUESTOR'S NAME / TITLE:** \_\_\_\_\_ PHONE: \_\_\_\_\_

DPO FOR PROBATIONER: \_\_\_\_\_ OFFICER ID# \_\_\_\_\_

DPO CELL \_\_\_\_\_ OFFICE \_\_\_\_\_

**SPO APPROVAL:** \_\_\_\_\_ DATE \_\_\_\_\_

SPO CELL \_\_\_\_\_ OFFICE \_\_\_\_\_

**\* FILL OUT ABOVE AND SEND TO DISPATCH CENTER SPO AT SAO/LL\***

APPROVED OR DENIED FOR CAD ENTRY:

**DISPATCH SPO:** \_\_\_\_\_ DATE: \_\_\_\_\_

(CIRCLE) ACCEPT OR DENY

**SSD DIRECTOR:** \_\_\_\_\_ DATE: \_\_\_\_\_

REASON FOR DENIAL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CAD ENTRY DATE: \_\_\_\_\_ DISPATCHER: \_\_\_\_\_

CAD TERM. DATE: \_\_\_\_\_ DISPATCHER: \_\_\_\_\_

CAD REFERENCE #: \_\_\_\_\_