

<p>Fifth Judicial District</p> <p>Department of Correctional Services</p> <p>Policy and Procedural Manual</p>		<p>Approval Date: 5/23/2014</p> <p>Approved By:</p> <p> Sally Kreamer, Director Fifth Judicial District Department of Correctional Services</p>
<p>Division: Field and Residential Services</p> <p>Unit(s): All Supervision Units</p>	<p>Subject: Home Visits</p>	<p>Effective Date: 5/2/15</p> <p>Review Dates: N/A Revision Date: 4/10; 5/14 Origination Date: 1/3/2007</p>

POLICY

Home visits assist officers in understanding the environment in which the offender lives and the people the offender lives and associates with. Home visits allow officers to gain collateral information, to build rapport within the community, to check an offender's behavior while in their own environment, to be certain the offender is where they are supposed to be (accountability), to ensure the delivery of services and for the protection of the public.

Only supervising officers that are authorized by their supervisor shall complete home/field visits on their offenders when deemed necessary or required in the contact standards.

Standard probation/parole officers must have supervisory approval before completing home/field visits. Staff are trained in safety issues prior to conducting home/field visits and trained on the mission and goals of home/field visits.

PROCEDURES

- A. Prior to officers conducting home and field visits, officers will be required to complete the department safety training program.
- B. Officers are required to work in teams while conducting home/field visits. Exceptions to this must be approved by supervisory personnel.
- C. In addition to obtaining prior permission, Officers are required to inform their supervisor or the on duty Fugitive Team supervisor via telephone when they plan on completing home/field visits indicating their departure time and the approximate time they will return, if outside their normal scheduled home visit hours.
- D. Officers are required to have the following equipment while conducting home visits.
 1. Radio/communication device
 2. Departmental identification
 3. Bullet proof vests: Although they are optional, if requested and purchased for a specific officer, the officer is required to wear the vest during all field visits.
 4. Optional:
 - a. Flashlight

- b. Pepper spray (only permitted if certified)
- c. Rubber gloves

E. Conducting home visits

1. The officer shall go in and out of radio service through ~~Polk~~ the assigned local law enforcement county dispatch system using their assigned radio number.
2. Where radio transmission is possible the officer shall use the radio dispatch system to notify law enforcement of their current location and the nature of their business before exiting their vehicle on every home visit conducted. Upon return to their vehicle the officer shall radio law enforcement that they have cleared the residence/checked location.
3. If the two person team of officers do not feel comfortable going on a given home visit, the Fugitive Unit Supervisor should be contacted and an officer or officers from the Fugitive Unit will assist in conducting the home visit.
4. If the officers suspect or knows of an active warrant for the arrest of a subject at the address that a home visit is to be conducted, the Fugitive Unit Supervisor shall be contacted to make arrangements for Fugitive Unit members to make the arrest.
5. If illegal items or other contraband are found during a home visit, the officers shall contact the Fugitive Unit Supervisor and a determination will be made of what to do with the items.

F. Radio usage and employment checks

1. While not required, officer's use of radios for employment checks is optional.
2. If no radio is being used, Officers should always report to a supervisor their destinations and approximate time of return to their office location.