

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

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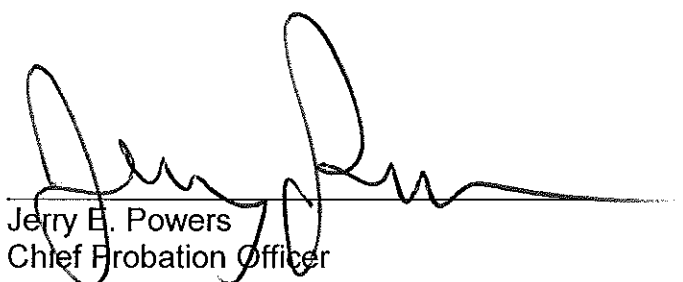
SUBJECT: FIELD CONTACTS

The Special Services Bureau – Field Contacts Policy has been approved and is attached for reference and distribution. The Field Contacts Policy is to be incorporated into the Special Services Bureau Manual which is currently in process.

The Field Contact Policy includes the following sections:

- INTRODUCTION & OVERVIEW
- TYPES OF FIELD CONTACTS
- MINIMUM NUMBER OF MONTHLY FIELD CONTACTS REQUIRED
- FIELD CONTACT PROTOCOL
- DOCUMENTATION OF FIELD CONTACT

If you have any questions, contact the Field Services Consultant at (562) 940-2525.



Jerry E. Powers
Chief Probation Officer

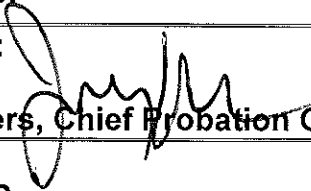
Subject: SPECIAL SERVICES BUREAU MANUAL FIELD CONTACTS	Section Number: SSB-xxx
	Effective Date:
	Approved By:  Jerry E. Powers, Chief Probation Officer

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FIELD CONTACTS**INTRODUCTION & OVERVIEW**

Field Contacts refer to on-site visits by the Deputy Probation Officer (DPO/Deputy) or Supervising Deputy Probation Officer (SDPO) to the residence, place of employment, or treatment facility of any person supervised by the Probation Department. The term "supervised persons" or "PSPs" refers to those probationers being supervised by the Probation Department pursuant to the Public Safety Realignment Act (AB 109/117).

It is imperative that Deputies making Field Contacts clearly understand the Department's expectations for the safe completion of the tasks involved with each level of contact. Deputies that act outside the scope of these instructions place themselves, fellow deputies, supervised persons, and the public at risk.

The function of the Field Contact is to enhance public safety. The purpose of the Field Contact is also to engage the PSP in order to foster a positive and successful re-entry into the community. During the Field Contact, Deputies are to engage the PSP regarding compliance with the terms of their community supervision adherence to the law, make appropriate referrals for treatment and support services, track progress in completing treatment services, and hold the supervised person accountable for failures to comply with the terms of their release.

During the course of a Field Contact, the DPO may encounter members of the supervised person's family. Family members should also be engaged regarding the supervised person's behavior and how it might impact the family (community contacts, re-arrests, flash incarcerations, etc.). Deputies should make every reasonable effort to enlist family members in providing assistance with the supervised person's successful re-entry into the community. This might include providing transportation to treatment or case work meetings, providing housing, or initiating contact when there are concerns regarding the PSP's safety or the safety of others. It might also just involve answering questions regarding general supervision requirements, Field Contacts, treatment services available to the PSP, and public services that may be available to the family such as Medi-Cal and CalFresh (food stamps).

TYPES OF FIELD CONTACTS

There are two types of Field Contacts: Routine Contacts and Compliance Contacts. Deputies assigned to any function that requires a Field Contact should be aware of the expectations for each type. Prior to initiating the Field Contact, it is imperative that DPOs evaluate the residence and neighborhood prior to parking their vehicle and making contact. If the situation is not considered safe, the DPO may postpone the visit for a later date. In the absence of any safety issues, Deputies are expected to make entry into the supervised person's residence during the home Field Contact.

Routine Contacts can be described as casework in the field. Routine Contacts provide the opportunity to observe and engage the supervised person and their family in their natural setting. The goals of a Routine Contact are as follows:

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- Verify and evaluate the PSP's address and living situation
- Make a positive identification of the PSP
- Review the PSP's compliance with conditions of supervision
- Provide referrals for treatment services or other needed services
- Ensure the safety of the supervised person and co-occupants of the residence (especially children and the elderly)
- Evaluate suitability of residence and the PSP's compliance with statutes related to Megan's/Jessica's Law, if applicable
- Observe the layout of residence including the number and assignment of bedrooms, sleeping areas, and bathrooms; exterior areas (e.g. garages, converted living spaces, out houses, sheds, storage areas); security doors; community security gates; and the presence and location of surveillance cameras. This information should be recorded during the visit and sketched after the visit.
- Collect and record information (name and DOB/age) on co-occupants and any persons present during the Field Contact) and whether those persons are on other type of community supervision (parole, felony probation, federal probation, etc.) as deemed appropriate
- Evaluation and documentation of the residence for obstructions to further Field Contacts, such as evidence of further criminal activity; association with gang members; participation in gang activities; presence of aggressive animals/pets; and the presence of hostile family members, friends, or neighbors

Deputies should instruct the PSP to remove obstacles that prevent the required Field Contacts. For example, the DPO should instruct the PSP to confine or permanently remove aggressive animals, as applicable. If housing occupants are uncooperative or threatening to DPOs and/or law enforcement officers, the supervised person shall be required to relocate the occupant or to relocate to another residence. These issues should be addressed during the next Office Visit for safety reasons as applicable.

The Routine Contact is not a Compliance Contact (defined below) and DPOs should not engage in this higher level of contact without sufficient back-up from Local Law Enforcement or Special Enforcement Operations (SEO). As an example during Routine Contacts, DPOs must not conduct searches, seizures, detentions, or make arrests. In the event that a DPO in the process of completing a Routine Contact discovers evidence of criminal activity, the Deputy is not to initiate a Compliance Contact or a wholesale search of the residence. If immediate action is required to address the probation violation, the DPO ***must immediately exit the residence and call Local Law Enforcement or SEO for back-up from a safe location.*** However, if the nature of the criminal activity or probation violation is non-emergent, the DPO will complete the Routine Contact and notify the SDPO of the violation. The SDPO will give further instruction on how to address the probation violation to ensure that the PSP is held accountable.

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The **Compliance Contact** is more intensive and is made to ensure that the supervised person is in compliance with all conditions of supervision and the law. Compliance Contacts involve all activities included with a Routine Contact in addition to the following activities:

- Clearing the residence to ensure that all occupants of the residence are accounted for and moved to a secure area within the home or on the property
- A search of the supervised person's residence or places in the residence under the supervised person's control
- A search of all common areas of the residence where the supervised person has access
- A search and forensic evaluation of all computer equipment (including laptops, cellular "smart phones," tablets) and other electronic devices that can access the internet for PSPs with conditions restricting the use of such devices
- Search of the area surrounding the residence to ensure that there is no indication of continued criminal activity or storage of weapons or contraband
- Search of supervised person's vehicle(s) if they are on site

Compliance Contacts must be made with the assistance of local law enforcement or other specialized probation personnel, including Special Enforcement Operations (SEO), Co-located AB 109 DPOs (LAPD Parole Compliance Unit, COPRS, and LASD-Parole Compliance Team) working with their law enforcement teams.

MINIMUM NUMBER OF MONTHLY FIELD CONTACTS REQUIRED

The DPO will determine the frequency of contacts with PSPs based on the PSP's score on the Department's approved risk assessments, State Statutes, Departmental policy, behavior in the community, and/or compliance with their conditions of supervision. The minimum number of Field Contacts based on the PSP LS/CMI risk level is as follows:

PRCS (AB 109)	Total Contacts Required	Min. # of Office Visits	Min. # of Routine Contacts	Min. # of Compliance Contacts
Very High Risk/Tier 0	3	1	1	1
High Risk/Tier 1	2	1	1	or 1
Medium/Low Risk/Tier 2	1 (per quarter)	1 (per quarter)		

However, if the PSP is required to register as a sex offender pursuant to the Penal Code Section 290 (Sex Offender Registration Act) or if the controlling charge involved family violence, the minimum number of Field Contacts shall be as follows.

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PRCS (AB 109) OVERRIDES	Total Contacts Required	Min. # of Office Visits	Min. # of Routine Contacts	Min. # of Compliance Contacts
Sex Registrant	2	1	1 or	1
Family Violence*	2	1	1 or	1

*In family violence cases, the minimum number and type of Field Contact is predicated on the presence of a victim in the home of the PSP. In cases where the victim is not present, the Deputy will make Field contacts for address verifications and compliance contacts as dictated by the Risk Score.

FIELD CONTACT PROTOCOL**Notification to PSP of Field Contact Requirements**

The Intake Deputy at the HUB and the DPO of Record at the time of orientation shall inform all supervised persons that the initial community contact will be announced, but that subsequent contacts may be unannounced. DPOs will further inform PSPs (and other caretakers, if appropriate) during the orientation that announced and unannounced contacts may be made by any DPO or peace officer, including police agencies at any time. Additionally, PSPs persons subject to search and seizure conditions shall be advised that DPOs and peace officers shall have unrestricted access to all areas of the PSP's residence under that person's control (bedroom, bathrooms, converted garages, etc.) and all common areas of residence where the PSP has access (kitchen, bathrooms, vehicles, garages, etc.). The supervised person will also be informed that any failure to comply with search and seizure requirements will result in a violation of the their conditions of supervision for which they are liable to further sanctions including re-arrest, flash incarcerations, or referral to court for a revocation of supervision.

Pre-Field Contact Preparation

It is important the DPO prepare for Field Contacts with as much information as possible. Field Contacts are to be made following a careful review of all records information, prior criminal history, and in consultation with the immediate supervisor. Information should be obtained and reviewed prior to exiting the office and entering the community. Record checks at the last minute do not allow adequate time for a thorough review of information or to seek additional information that may be important in safely executing a contact.

The DPO determines the level of support needed to conduct a Field Contact based on information obtained during this preparation process. The DPO conducting Field Contacts has the discretion of making the contacts alone, with another DPO, with armed staff, or with local law enforcement as back-up.

Note that a good source of information on any supervised person is that person themselves. Talk to the people being supervised and get to know all you can about them prior to making

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contact in the community. Information provided should be documented and verified with written records.

Deputies are expected to review the following documentation in preparation for all Field Contacts:

- Status of the case and conditions of supervision
- Prior supervision record entries in the Adult Probation System (APS)
- Any available Adult Investigation reports in the Probation Enterprise Document System (PEDMS)
- Prior Supervision reports which may contain information regarding the supervised person's previous responses to supervision and/or Field Contacts
- California Legal Electronic Telecommunications System (CLETS)
- Sheriff's booking information in the Justice Data Interface Controller (JDIC)
- Consolidated Criminal History Records System (CCHRS)
- Countywide Warrant System (CWS) to perform a warrant check for the PSP
- Countywide Warrant System (CWS) to perform a warrant check for the residence as there may be family members or co-occupants that are wanted for violent crimes

Deputies should also research the area surrounding the residence using available mapping systems such as Google Maps. Satellite photos may provide important information regarding the layout of the property, out buildings and back houses, the approach and egress from the property, and the neighborhood. The Deputy shall carry a copy of the CCHRS and the satellite photos to reference when needed.

DPO Out of Office Itinerary & Check In/Out Process

Field Contacts shall be made in accordance with program guidelines unless there are issues of DPO safety. Examples of conditions which would cause the temporary suspension of Field Contacts are civil unrest, law enforcement tactical alert, or personal threats. The SDPO may suspend Field Contacts for a particular case if the SDPO determines that staff safety is at risk. SDPO suspensions are to be reviewed on a regular basis but not less than monthly by the SDPO. The restriction is to be lifted by the SDPO as soon as it is deemed safe for the DPO to resume visits. As an alternative, it may be appropriate for the SDPO to require that visits be made only during certain hours or times of the day. County-wide, region-wide, or city-wide suspensions of Field Contacts must be authorized by the Special Services Bureau Chief.

Prior to conducting Field Contacts, DPOs are required to complete the Field Contact Itinerary form (Attachment A). DPOs planning to do Routine Contacts shall submit the completed form to their SDPO; DPOs completing Compliance Contacts shall submit the completed form to their SDPO and applicable law enforcement agencies. At the beginning and conclusion of each Field Contact, the DPO shall contact their SDPO to provide a status update. The DPO and SDPO must be available via their county-issued Blackberry cellular phone at all times.

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If for any reason the DPO does not contact the SDPO to check in/out, the SDPO shall immediately attempt to make contact with the DPO to ensure staff safety. If after multiple attempts the SDPO is not able to establish contact with the DPO, the SDPO shall contact law enforcement for assistance. The SDPO shall also notify their Director who will inform the Bureau chain of command.

Adherence to this policy will enhance officer safety because law enforcement or Probation back-up can quickly be called upon if necessary.

STAFF DRESS CODE & EQUIPMENT DURING FIELD CONTACTS

Deputies conducting Field Contacts may dress in casual or business casual attire that includes denim. Deputies conducting Field Contacts are required to be neat, clean, well groomed. DPOs must conform to considerations of safety, professionalism, and modesty. Apparel must be neat, appropriately laundered, correctly sized (not loose fitting or tight), and free of unapproved logos or other insignias.

Deputies conducting Compliance Contacts should wear the approved Department-issued polo shirt that identifies the DPO as a peace officer and Probation Department employee.

Body armor *must* be worn at all times while conducting all Field Contacts. In addition, DPOs are required to carry the following equipment during Field Contacts:

Field Contact Equipment

- Blackberry Cellular Phone (fully charged)
- Blackberry Cellular Phone Charger
- Body Armor (under clothes)
- DPO Badge & ID card*
- OC Canister*
- Handcuffs*
- Handcuff Keys*

*Note: Deputies shall keep this equipment on their person. However, the equipment should only be used when necessary for identification purposes and/or deputy safety.

Compliance Contacts Equipment

- Blackberry Cellular Phone (fully charged)
- Blackberry Cellular Phone Charger
- Body Armor (in black or blue carrier)
- DPO Badge & ID card
- Department-issued Weapon (if applicable)
- Magazine holster (if applicable)
- Additional magazines (if applicable)
- Utility Belt
- Handcuffs & Handcuff Keys (2)
- Handcuff Case
- Flashlight & Flashlight Holster
- OC Canister
- OC Canister Holster

Staff safety is of the utmost importance and adherence to these guidelines will help to facilitate this goal. Deputies should have their assigned equipment available at all times. Deputies must also make equipment available for inspection by the SDPO.

FIELD CONTACTS**DOCUMENTATION OF FIELD CONTACT****Routine Contacts**

All information shall be recorded during and after each Field Contact on the Los Angeles County Probation, Field Contact Summary form (Attachment B). Completed Field Contact Summary forms will be maintained in the supervised persons X-folder or Red-File.

Compliance Contacts

All information shall be recorded during and after each Compliance Contacts on the PRCS – LA/PSP Assessment form (Attachment C). Completed PRCS – LA/PSP Assessment Forms will be maintained in the supervised persons X-folder or Red-File.

APS Record Entry

Information from all Field Contacts must also be recorded in the APS Defendant Chrono Record Data (DCID) screen within one business day of the contact. Information should include, but is not limited to the following:

- Date and time of contact
- Deputies making contact (team)
- Names and ages/DOB of persons contacted
- Location (specific address info)
- What was discussed, case plan, police contacts/arrests, compliance with conditions of supervision including treatment, counseling, work services, employment, education, etc.
- Changes that occurred since last contact
- Names and ages/DOB of co-occupants of co-residents
- Other supervised persons at the residence (Parole, Probation, Community Supervision, etc.)
- Names and ages/DOB of minors contacted shall be recorded in the APS FCID screen
- Any engagement with family members regarding the supervised person's re-entry into the community, and any support solicited. Any contacts or conversations with interested parties.
- If buccal swab anti-narcotics testing was administered/result (if applicable)
- Any pets (dogs in particular)
- Any issues with the residence (security gates, surveillance equipment, obstructions to approach or egress, the presence of aggressive dogs)
- Any issues with neighbors (gang members, hostile to contact, interference with contact, etc.)
- Tattoos - new tattoos or modified old tattoos (use cell phone to take pictures)
- Record of any vehicles at the residence including make, model, approximate year, license plate, color, distinguishing marks, graphics, etc.

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FIELD CONTACT ITINERARY**

INSTRUCTIONS: This form is to be completed by the DPO and submitted to the SDPO prior to the DPO entering the community to engage in Field Contacts. At the beginning and conclusion of each Contact, the DPO shall contact their SDPO or designee to provide a status update. Itineraries may also be provided to appropriate law enforcement agencies where Field Contacts will be conducted. Document all Field Contacts in APS.

DATE: _____ **REGION:** _____

STAFF INFORMATION										
DPO LAST NAME		DPO FIRST NAME		EMPLOYEE NO.	DPO CELL NUMBER	DPO OFFICE NUMBER				
SDPO LAST NAME		SDPO FIRST NAME		OFFICE	SDPO CELL NUMBER	SDPO OFFICE NUMBER				
DIRECTOR LAST NAME		DIRECTOR FIRST NAME		OFFICE	DIRECTOR CELL NUMBER	DIRECTOR OFFICE NUMBER				
NO.	TIME IN	TIME OUT	PROBATIONER NAME	PROBATIONER NUMBER	STREET ADDRESS & CITY	CONTACT TYPE		LAW ENFORCEMENT AGENCY & PHONE NUMBER	CONTACT COMPLETED (Y/N)	SIR REQ'D (Y/N)
						FIELD	COMPLIANCE			
1									Y / N	Y / N
2									Y / N	Y / N
3									Y / N	Y / N
4									Y / N	Y / N
5									Y / N	Y / N
6									Y / N	Y / N
7									Y / N	Y / N
8									Y / N	Y / N
9									Y / N	Y / N
10									Y / N	Y / N

**LOS ANGELES COUNTY PROBATION DEPARTMENT
ADULT FIELD SERVICES DIVISION / SPECIAL SERVICES BUREAU
FIELD CONTACT SUMMARY**

DPO: _____ Office: _____ Date: _____

Probationer: _____ X#: _____ DOB: _____

Address: _____

SEO Present: ☐ Yes ☐ No Assisted by Law Enforcement: _____

Contact Location: ☐ Home ☐ Work ☐ Treatment Center ☐ Other: _____

Residence Type: ☐ Single Family Residence ☐ Condo/Apartment ☐ Treatment Facility
Other: _____

Door Knock: ☐ Answered ☐ No Answer PSP Contact Made: ☐ Yes ☐ No

Reason PSP not at location: _____

PSP Assessment

☐ Receptive	☐ Aggressive Behavior	☐ Poor Appearance
☐ Gang Attire	☐ Nervous Behavior	☐ Evident Narcotic Abuse
☐ Evident Alcohol Use	☐ Health Issues	☐ Other: _____

Area Assessment

☐ Gang Neighborhood	☐ Gang Members Present	☐ Rear House
☐ Pets (#/Types): _____		☐ Other: _____

Additional Persons Engaged during Field Contact (Name, age/DOB, relation):

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Post PSP Assessment:

☐ In Compliance Next Appointment Date/Location: _____

☐ Not In Compliance Reason: _____

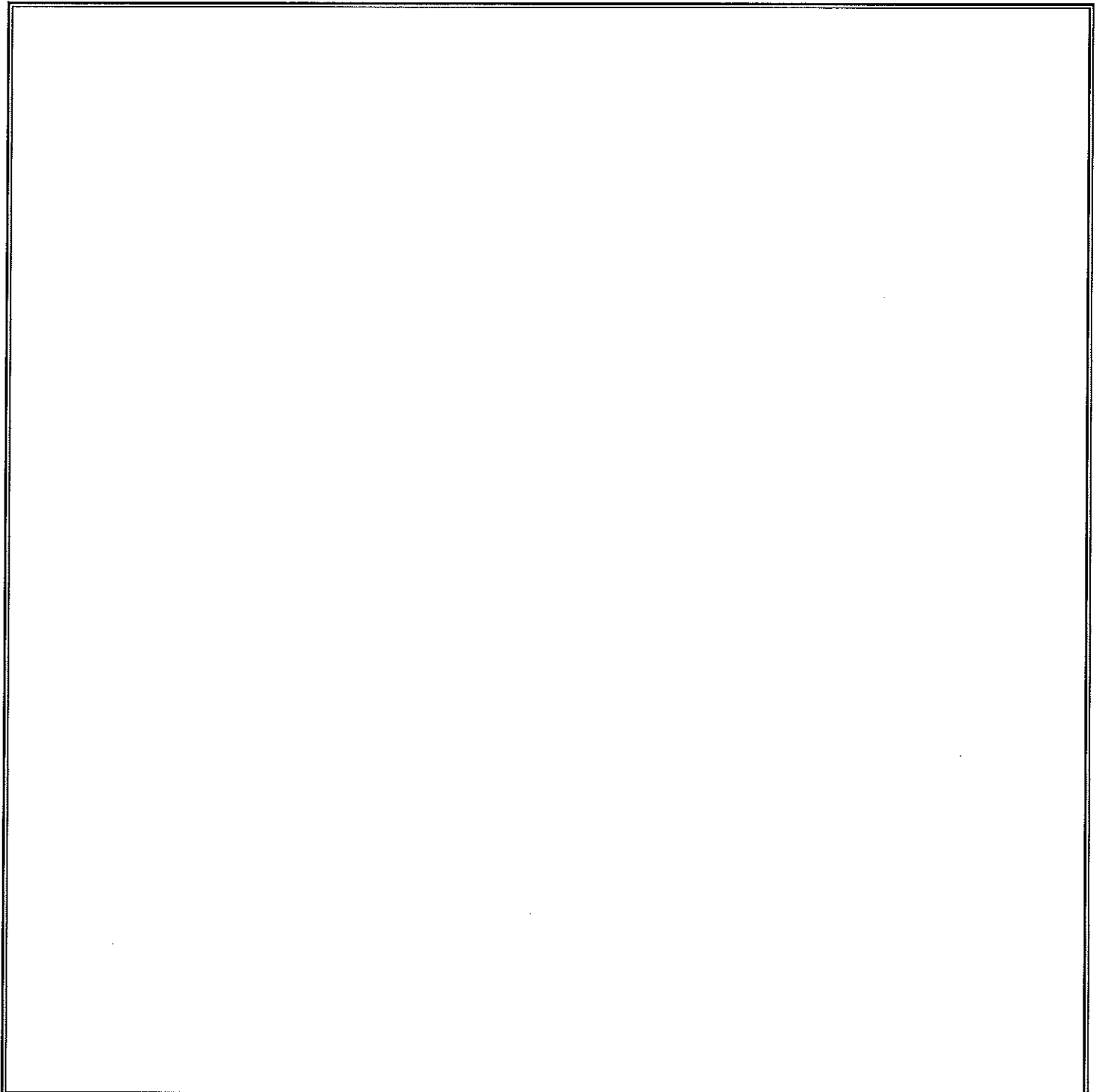
Notes: _____

**LOS ANGELES COUNTY PROBATION DEPARTMENT
ADULT FIELD SERVICES DIVISION / SPECIAL SERVICES BUREAU
FIELD CONTACT SUMMARY**

DPO: _____ Office: _____ Date: _____

Probationer: _____ X#: _____ DOB: _____

Diagram of Residence & Surrounding Area:

A large, empty rectangular box with a thin black border, intended for a hand-drawn diagram of the residence and surrounding area. The box occupies the majority of the lower half of the page.

PROBATION COMPLIANCE ASSESSMENT FORM

☐ Compliance Check

☐

☐ Address Verification Check

CII#

/ CDC#

LACO Probation X #

Assessment for

DOB

Deputy/Officers at Assessment

Name

Date

Time

AM PM

Compliance Assessment Conducted at this Address? ☐ Yes ☐ No

Last Recorded Address Recorded on

Address Status ☐ Doesn't live at this address ☐ Will live at this address

☐ Address doesn't exist ☐ Will not live at this address

☐ Invalid-Other reason

New Address

Address Status ☐ Doesn't live at this address ☐ Will live at this address

☐ Address doesn't exist ☐ Will not live at this address

☐ Invalid-Other reason

Subject Probation Violation Status

Recorded on

Subject was in Violation of their Probation/Parolee Conditions? ☐ Yes ☐ No

Arrested on Open Charges? ☐ Yes ☐ No

Subject Residence Status

☐ Deported ☐ Deceased ☐ In Custody ☐ Forced Entry Made

Subject at Residence? ☐ Yes ☐ No

Forced Entry Authorized by

☐ No Answer to Door Knock

☐ Premises Searched

Reason for Subject in Violation

Additional Information

Arrest Information

Booking#

Charge Codes

Items Seized

City

State

Zip

Address #

Prefix

Street

Type

Suffix

Apt #

Address #

Prefix

Street

Type

Suffix

Apt #

City

State

Zip