

**CHIEF JUDGE ORDER**

Seventh Judicial District, State of Colorado

99-02

**Order Adopting Standards Relating to Probation Staff Safety,  
Training and Field Contact**

WHEREAS, through a Memorandum of May 25, 1995, from Steven V. Berson, the State Court Administrator, the Chief Probation Officer for each judicial district was directed to form a local staff safety committee to develop a comprehensive plan to address both field and office safety procedures and guidelines;

AND WHEREAS, pursuant to said Memorandum, Carrol Y. Warner, Chief Probation Officer of the Seventh Judicial District, appointed a local staff safety committee, and said committee proposed a manual of policies and procedures regarding staff safety, a copy of which is attached to this Order;

AND WHEREAS, the undersigned, as Chief Judge of the Seventh Judicial District, has reviewed the Policies and Procedures Manual relating to staff safety and finds that the same establishes appropriate guidelines for probation staff safety the Seventh Judicial District, and the same are consistent with the Memorandum of the State Court Administrator of May 25, 1995.

NOW THEREFORE, IT IS ORDERED, That the Policies and Procedures Manual relating to Staff Safety for the Seventh Judicial District attached to this Order is hereby approved; and to the extent the standards are not already being utilized, the same shall be implemented throughout the District effective April 1, 1999.

DONE This 25<sup>th</sup> day of March, 1999.



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Robert A. Brown, Chief Judge  
Seventh Judicial District

cc: CPO Warner  
JDA Clayton

SEVENTH JUDICIAL DISTRICT PROBATION DEPARTMENT  
POLICIES AND PROCEDURES MANUAL

2.10

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topic

Staff Safety

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standard

THE CHIEF PROBATION OFFICER SHALL APPOINT A STAFF SAFETY COMMITTEE WITH THE RESPONSIBILITY TO DEVELOP A COMPREHENSIVE PLAN TO ADDRESS BOTH ONGOING FIELD SAFETY PROCEDURES AND OFFICE SAFETY/SECURITY.

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policy

The plan shall identify officer training needs, field equipment and office security requirements and shall be approved by the Chief Judge of the District. A standard office security audit procedure shall be developed and provided to the Chief Probation Officer which will assist in identifying potential office configurations and equipment needs. The department's fiscal requirements to implement this policy shall be presented with the annual budget request.

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procedure

A three-member committee for the 7<sup>th</sup> Judicial District comprised of a representative from each area office is appointed by the chief probation officer for the purpose of reviewing field and office safety and security. This committee after reviewing sample policies and recommendations from staff has recommended the following policy and procedure. This committee will review the probation safety policy annually to determine if additions or modifications are needed:

INTRODUCTION

Probation by its very nature exposes staff to a degree of personal risk. The expanded use of specialized programs as well as contacts with offenders with more extensive criminal histories increases the risk.

PURPOSE

To assure the on-going safety of probation personnel in the course of fulfilling their assigned responsibilities, and to establish training requirements and suggestions for field supervision.

APPLICABILITY

All Probation Staff

EFFECTIVE DATE

March 1, 1999

*Rab*  
*April*

## GENERAL PROVISIONS

### TRAINING REQUIREMENTS

- All staff should complete Level I Safety Training or the approved general staff safety training as required by the state standards within one year of employment.
- All field supervision Probation Officers should complete Level II Safety Training as required by state standards prior to conducting home visits.
- Staff shall complete other appropriate local training as approved or required by the chief probation officer.
- Officers with physical limitations should provide verification of same from an appropriate source as to the inability to complete the Level II training requirements.

### HOME VISITS

- All probation officers making home visits should be required to have completed Level I and Level II Safety Training.
- All probation officers performing home visits should have access to a cellular phone.
- All probation officers performing home visits should leave an itinerary with the home office.
- After completion of approved training the Chief Probation Officer may approve the carrying of Oleoresin Capsicum aerosol devices.
- Probation officers should be in the company of another officer when possible while completing home visits. This could include other peace officers when appropriate.

### CRITICAL INCIDENT REPORTING

- All critical incidents resulting in injury, threat or intimidation to injure any staff or other persons should be immediately reported verbally and in writing to the chief probation officer. All critical incidents should be reported on a form adopted by the 7<sup>th</sup> Judicial District Probation Department, attached. A report will be submitted to the state court administrator if deemed appropriate by the chief probation officer.

### LOCAL COURTHOUSE SAFETY ISSUES

- Each member of the probation safety committee is responsible for informing fellow employees of fire escape routes, meeting sites and other appropriate information in their respective work places.

### ARRESTS OF PROBATIONERS

- No arrest of a probationer by a probation officer shall be initiated without proper training including handcuffing and related issues.
- No arrest of a probationer shall be initiated alone unless for self-defense or on an emergency basis.

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### references

Memorandum OPS 95-11/Probation Staff Safety

## INCIDENT REPORT FORM

Reporting Agency/District: \_\_\_\_\_ Reporting Party: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Person(s) initiating incident (please circle all appropriate):

Client       Client's family       Staff       Other \_\_\_\_\_  
 Volunteer       Juvenile       Adult       Male       Female

Incident directed at (if staff, please list job title and use additional pages if necessary):

1 \_\_\_\_\_ 2 \_\_\_\_\_

Witnesses:

1 \_\_\_\_\_ 2 \_\_\_\_\_

Location of incident (please circle):    Office    Phone    Client's home    Courthouse    \_\_\_\_\_

Date and time of incident: \_\_\_\_\_

<p><b>Type of Incident</b> (Circle all applicable and provide details in narrative):</p> <p>Injury _____</p> <p>Critical Incident (any situation that forces you to face vulnerability and mortality or that potentially overwhelms your ability to cope)</p> <p>Allegations of physical abuse or sexual misconduct</p> <p>Suicide gestures, attempts, ideation</p> <p>Verbal Threat/Harassment/Intimidation</p> <p>Assault</p> <p>Destruction of Property</p> <p>Theft</p> <p>Search and Seizure</p> <p>Other _____</p>	<p style="text-align: center;"><b>Incident also involved</b> (Circle all that apply)</p> <p>Possession, suspicion of drugs/alcohol</p> <p>Weapons _____</p> <p>Restraints _____</p> <p>Other _____</p>
	<p style="text-align: center;"><b>Level of Resistance</b> (Circle all that apply)</p> <p>Compliant</p> <p>Passive Resistant</p> <p>Active Resistant</p> <p>*Combative</p> <p>*Assaultive</p> <p>*Deadly Force</p> <p>*If circled, please complete Use of Force Reporting Form</p>

Was Law Enforcement or Other Agency(s) contacted? (fire rescue, mental health, etc.)    Yes    No

If so, list agency and action: \_\_\_\_\_

Critical Incident report, pg. 2

Please describe the incident (Use additional pages if necessary):

•  
•

Reviewed by Chief Probation Officer: \_\_\_\_\_  
(signature and date)

Department action taken:

Reviewed by Probation Safety committee/Probation Advisory Committee: \_\_\_\_\_