
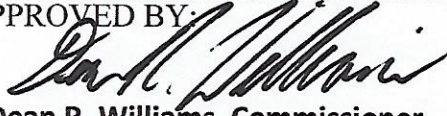


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| STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES | SECTION: Administration | | PAGE: Page 1 of 4 |
| | CHAPTER: 400 | NUMBER: 401.04 | P&P TYPE: Public |
| | TITLE: Division Of Probation And Parole Standards For Probation Officer Field Clearance | | |
| | APPROVED BY:  Dean R. Williams, Commissioner | | DATE: 07/19/17 |
| ATTACHMENTS / FORMS: (A.) Field Clearance Conditional Carry Memo. (B.) DPP Field Observation Report Form. (C.) Field Clearance Approval Request Memo. | | AUTHORITY / REFERENCES: 22 AAC 05.155 AS 33.30.021 AS 33.05.010 AS 44.28.030 AS 33.16.180 DOC P&P 401.02 AS 33.30.011 DOC P&P 1207.01 Adult PO Field Training Manual. | |

POLICY:

It is the policy of the Department of Corrections (DOC) to have formalized set standards in order to verify and clear newly appointed Probation Officers (PO) or POs returning to a field office to conduct fieldwork in the community. These standards apply to both Probation Officers who do and do not carry a firearm in the performance of their duties.

APPLICATION:

This policy and procedure will apply to all Division of Probation & Parole (DPP) employees.

DEFINITIONS:

As used in this policy, the following definitions shall apply:

Conductive Electrical Weapons (CEW):

A weapon which uses probes or direct contact to conduct electrical energy in to a person's body in order to affect the sensory and motor functions of the nervous system. For example: A Taser.

DPP Field Observation Report (FOR) Form:

A report form used by DPP staff to document the performance of a trainee in certain aspects of their duties.

Oleoresin Capsicum (OC) Spray:

An inflammatory control agent used in aerosol form to control angry, aggressive and / or upset individuals or crowds.

Trainee:

A trainee is a newly hired Probation Officer or an established Probation Officer who is returning to field office duties.

PROCEDURES:

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| SUPERCEDES POLICY DATED: | N / A |
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I. Prerequisites:

A. In order to progress on to demonstrating the knowledge, skills and abilities needed to complete the field clearance process, trainees must have the following prerequisites:

1. Demonstrate an understanding of the Department's prescribed method for dealing with offenders who resist as defined in DOC P&P 1207.01, Response To Resistance either as part of the Department of Corrections Training Academy or to a supervisor / designee.
2. Review and demonstrate an understanding of chapters in the Adult Probation Officer Field Training Manual to a supervisor / designee that are specific to PO field work. Chapters may include topics such as officer safety and search and seizure procedures.
3. Attend a verifiable DOC approved defensive tactics-training course that shall include the following: weapon retention, baton training, handcuffing, and searching.
4. If utilized by the department, become certified to carry Oleoresin Capsicum (OC) spray and / or the use of a Conductive Electrical Weapon (CEW or "Taser").
5. Complete the Department of Corrections Training Academy or courses to include: Legal Issues, Field Basics, Drug Recognition, Officer Survival, Offender Set Up, and Effective Communication.

B. In addition to the above listed prerequisites, trainees wishing to gain a field clearance to carry firearms must also have the following in place:

1. Successfully complete and qualify in a DOC approved Semi-Auto Pistol Course.
2. Successfully pass the DOC approved judgmental shooting simulator.
3. Once qualifications are met, obtain a conditional 45-60 day authorization to carry a firearm in the field from the Director of Probation & Parole or their designee, via the *Field Clearance Conditional Carry Memo* (Attachment A).

II. Field Clearance Procedures And Standards:

A. Elements of the field clearance process will include offender contact. Guidelines are below:

1. The trainee must successfully demonstrate the acceptable knowledge, skills and abilities needed to safely contact (armed if qualified) a MINIMUM of four (4) offenders at their reported residences. These successful contacts must be observed, evaluated and documented by a supervisor / designee. An immediate verbal debrief shall be completed with the trainee following each field contact. The contacts and written documentation shall be completed within five (5) business days and provided to the trainee and their respective supervisor for inclusion into the Supervisory File.

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2. It is recommended that at least two (2) offender contacts be conducted outside of standard business hours (Monday through Friday, 8:00 am to 4:30 pm).
3. Of the four (4) offender contacts, the trainee should make three (3) of them as the ‘Lead Contact Officer’. In this capacity they must demonstrate an ability to organize the fieldwork, give clear direction to other officers, make safe decisions, and be able to control and professionally communicate with the people in the household.
4. Of the four (4) offender contacts, the trainee should make one (1) of them as the ‘Cover Officer’. In this capacity they must demonstrate an ability to search the residence, gather evidence, respond appropriately to violations, and provide appropriate cover to the lead officer.
5. The trainee demonstrates the ability to operate a radio or communicate with available dispatch / law enforcement, if such services are in the area.
6. They must safely operate a state vehicle.
7. Evaluation and performance standards may be met with a minimum of an “Acceptable” rating in each category as detailed in the *FOR Form*, (Attachment B).

III. Final Authorization Procedures:

A. Upon successful completion of the above criteria, the supervisor / designee shall complete a field clearance memorandum certifying the trainee meets field clearance requirements with supporting *FOR Forms* (Attachment B) attached, and shall forward the packet to the Chief Probation Officer (CPO) or PO IV for final clearance approval.

B. For firearm qualified trainees:

1. The supervisor / designee will complete and send the *Field Clearance Approval Request Memo* (Attachment C) as well as a final packet to the CPO or PO IV that includes:
 - a. All FOR Forms indicating the trainee met the prerequisites and passed the field clearance standards;
 - b. Confirmation that the trainee has met the requirements of DOC P&P 401.02, Standards And Training For Correctional And Probation / Parole Officers, Policy section VI, G. 2. Along with supporting documentation.
2. The CPO or PO IV will then forward the entire packet with their endorsement to the Director of Probation & Parole or their designee for approval.

IV. Additional Notes:

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- A. The performance during training, as outlined above, will be documented in writing in a specific and thorough manner.
- B. Copies of all training documentation, requests for firearms carry and approvals must be maintained in the employee's Supervisory File at each field office.
- C. The trainee is NOT cleared while signature / approval is pending from the CPO or PO IV, Director of Probation & Parole or their designee.
- D. For any clearance denials, the supervisor / designee must address any of the concerns and learning gaps. It further must address whether or not the trainee is able to seek field clearance again at a later date.
- E. Until further direction, the overall training program held in each office will be developed by the supervisor on a case-by-case basis per the skill level exhibited by the trainee and the resources available in each region and / or office.

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