

Sixth District Department of Correctional Services POLICY	Issue Date 06/17/92	Effective Date 07/01/22	Policy Number 125-22
Subject FIELD VISITS		Review Month June	Author 368/601 (PBU/GSC)
Rescinds 125-18	References 6JDDCS Policy/Procedures: Form 100B; Policy 108; 507		

PURPOSE:

Field visits assist staff to gain perspective on how clients conduct themselves in their own environment, address any potential community safety concerns and assess client progress in meeting case plan objectives.

Home visits are conducted primarily to determine if a given address is correct, and to establish contact with client family members and associates. Staff ensures compliance with supervision conditions by assessing if contraband or illegal activity is readily apparent and to obtain drug/alcohol analysis samples as needed.

POLICY:

Staff conduct field visits as required by agency contact standards (100B). The Director ensures staff receives safety training on pre-cautionary conduct while in the field.

DEFINITION:

1. Field - Any contact staff makes that is outside Department facilities/offices (home, furlough location, pass location, place of employment, treatment appointments, etc.).

PROCEDURE:

1. Prior to departing for field visits, a plan with client names/addresses is provided to designated staff, along with approximate departure and return times.
2. A communication device is checked out and corresponding number provided to designated staff (108). Personal cell phones are not used to contact offenders.
3. Agents conducting field visits with High Risk Unit Officers wear body armor (vest) at all times.
4. If possible, two (2) staff are to be present when conducting a field visit with one (1) staff member being the same sex as the offender.
5. In situations where serious probation/parole rule infractions or illegal activity occurs, the agent(s) contacts a member of the High Risk Unit or local Law Enforcement for assistance.

BY ORDER OF:

Bruce Vander Sanden, District Director