



**DEPARTMENT OF CORRECTIONS
PROBATION AND PAROLE DIVISION
OPERATIONAL PROCEDURE**

Procedure:	PPD 6.1.113 OBSERVATION AND RIDE-ALONG PROGRAM
Effective Date:	12/10/2018 Page 1 of 3
Revision Date(s):	08/05/2020
Reference(s):	PPD 1.2.1800; DOC 1.1.8; DOC 1.2.18; DOC 3.3.4
Signature / Title:	/s/ Kevin Olson, Probation and Parole Division Administrator

I. PURPOSE:

The Observation and Ride-Along Program may be offered through a probation and parole office when authorized by a Probation & Parole Bureau Chief. All employees and participants involved will follow procedures established for the program.

II. DEFINITIONS:

PPD-Probation and Parole Division – The Division oversees the Probation & Parole regional offices and interstate transfers.

State Vehicle – A passenger motor vehicle owned or leased by the Department that is designed for travel on maintained public roads, is subject to motor vehicle registration, and is used for the purpose of state business according to applicable policies and procedures.

III. PROCEDURES:

A. OBSERVATION AND RIDE-ALONG PROGRAM:

1. This program will provide the opportunity for adult individuals outside of the PPD to accompany a Probation & Parole (P&P) Officer while performing his/her duties in the supervision of adult offenders.
2. The activities a participant may choose to observe include:
 - a. offender reporting at P&P office;
 - b. parole, conditional release, or interstate transfer field investigation;
 - c. offender home visits;
 - d. hearings;
 - e. risk and needs assessments;
 - f. presentence investigation interview; and/or
 - g. District Court Law and Motion Court Officer coverage.
3. Some activities will require the participant to ride with a P&P Officer in a state vehicle.
4. The participant may suggest another activity he/she is interested in observing. The Deputy Chief or designee will determine if the suggested activity is appropriate for the program.

B. PROVISIONS OF THE PROGRAM:

1. *PPD 6.1.113(B) Program Request-Participant Guidelines and Agreement* must be completed, signed, and submitted to the Deputy Chief at least 72 hours prior to the participant's proposed dates.
2. Once a request to participate in the program has been made, the Deputy Chief or designee will consider the request. If approved, an attempt to schedule the observation and/or ride-along during the proposed dates will be made; however, if this is not possible, the DC or designee will determine an appropriate date.
3. A news media representative may request a formal interview with the offender during the observation pursuant to *DOC Policy 1.1.8, Media Relations* and *DOC Policy 3.3.4, Media Access to Offenders*.
 - a. The request must be approved by the Deputy Chief (DC) or designee; and
 - b. The offender must consent to the interview and complete the Department's *Interview/Photo Consent* form prior to the interview.
 - c. When approved by the DC or designee and consented to by the offender, the DC or designee will notify the P&P Bureau Chief, PPD Administrator, and the DOC's Communications Director of the interview.
4. Each participant will be paired with a P&P Officer and a supervisor.
5. The Officers chosen for the program must be aware of the guidelines given in *PPD 6.1.113(A) Program Guidelines for P&P Officers* prior to the Officer being accompanied by a participant.
6. *Participants*: The participant must complete *PPD 6.1.113(C) Observation and Ride-Along Program Waiver* prior to accompanying and observing the P&P Officer.
 - a. The participant must present identification when arriving at the P&P office. When the participant is a news media representative, his or her credentials will be visible at all times during the program.
 - b. The participant must wear a ballistic vest provided by the P&P Officer at all times.
 - c. At the discretion of the P&P Officer, the participant may carry small personal items (e.g., cell phone, wallet, small clutch) when on a ride-along; however, larger items (e.g., large handbag, briefcase, cameras) will be secured in the participant's private vehicle.
 - d. The participant will not take pictures or record an offender at any time during the activity. The exception is when a formal interview during the observation has been approved as outlined above.
 - e. The participant may ask questions of an offender at the discretion of the P&P Officer unless a formal interview has been approved as outlined above.
7. *Offenders*: When initially meeting with the chosen offender on the day of the activity, the P&P Officer will inform the offender of the *Observation and Ride-Along Program* and of a participant's interest in the program.
 - a. The Officer will obtain the offender's consent to the participant's presence during the activity.
 - b. The offender must always agree prior to the participant entering the offender's residence during a home visit.

- c. The offender may, at any time during the observation, decline to participate in a formal interview to which he/she previously gave consent.

IV. CLOSING:

Questions regarding this procedure will be directed to the Deputy Chief, Probation & Parole Bureau Chief, or Probation and Parole Division Administrator.

V. FORMS:

- PPD 6.1.113 (A) Program Guidelines for P&P Officers
- PPD 6.1.113 (B) Program Request-Participant Guidelines and Agreement
- PPD 6.1.113 (C) Observation and Ride-Along Program Waiver