

INSTRUCTOR LESSON PLAN

P.O.S.T

Probation Officer Safety Training

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SUBJECT: Field and Home Safety

INSTRUCTOR: Probation Officer / USMS TFO Leo Perez # 294

PHONE: 956-587-6039

TIME ALLOTTED: 90 MINUTES – 154 total slides – one reference / source slide

INSTRUCTIONAL AIDS: Power point

STUDENT MATERIAL: Pen and paper

PREREQUISITE EXPERIENCE OF LEARNER:

- Current employment in a Criminal Justice institution.
- A working understanding of their departmental policy and procedure.

Lesson Plane created on: 02/11/2020, by Supervisor Leo Perez #294 Hidalgo County Adult Probation

Agenda: The following area will be covered during the 90 minute training class

- **Modern Day Office Concerns**
- **Define Home Visit**
- **Field Visit Considerations**
- **Field Contact Awareness / Safety Issues**
- **Probation Officer Gear / Tool Bag Planning**
- **Approach Considerations**
- **Door Positioning**
- **Levels of Contact**
- **Partners**
- **Contacting the Police**
- **Returning to the Vehicle**
- **Helpful note taking skills**
- **Case Work is Important**

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SUBJECT: Field and Home Safety

Class Description:

P.O.S.T: Field and Home Safety is designed to provide probation officers with tips for field / home safety. As we all know probation provides an alternative to incarceration, and consequently the home becomes a focal point for adjustment to anyone who is experiencing community supervision for the first time. A strong family and stable home environment goes hand in hand with the treatment needs of any defendant. As each passing year comes and goes the field of probation becomes more and more advance in treatment assistance and monitoring. One of the most critical tools a probation officer has at his or her disposal are home visits. Conducting home visits offers a probation officer a unique opportunity to discover a defendant's adjustment to community supervision. Home visits are a critical tool in case management for all probation officers. Each home visit however can expose a probation officer to hazardous situations. Probation officers can benefit from old and new techniques that will make their safety in the field a priority. Field / Home Safety Training will expose probation officers to areas of concern as well as new and up to date information from law enforcement agencies that are critical in ensuring a safe return back to the office. It will allow probation officers to see how to reduce the hazards of field / home visits and provide an outline of proper safety techniques to implement in the event that single or partner field visits are conducted. This presentation will provide probation officers with a general understanding of each officer's responsibilities during and after a field / home visit. It will also bring guidance and preparation skills prior to conducting field / home visits. It is a step forward in ensuring safety in the field of probation. P.O.S.T is designed to bring training to the field of probation, by a member of the same profession, because, **"We are each other's greatest teachers."** – Leo Perez Jr.

Training objectives by slides:

Slide 1. : The student / audience will observe the title of the presentation. The presenter will set the rules for the presentation and provide a time frame for question and answers.

Slide 2. : The student / audience will gain an overall explanation of the training purpose of the presentation.

Slide 3. : The student / audience will be explained the presentations disclaimer, Check consistency with local laws and department policies before using the information provided in this presentation for daily departmental duties.

Slides 5 - 12. : The student / audience will be introduced to the presenter as well as the training and philosophy behind the P.O.S.T program of instruction. The student / audience will be provided with an explanation for the purpose of the training as well as the agenda; and inspirational quote will be discussed as a group / presenter will show his bio as the creator of the P.O.S.T program. The student / audience will be advised on the open door policy of the program, allowing all training ideas to be emailed to the presenter. A new training that is already in construction will be introduced. The training objectives will be discussed as well as the agenda in order to give the student / audience an outline of the presentation. Group discussion is welcomed during this portion of the training (not to exceed 2 minutes due to the time frame of the training).

Slide 13. : The student / audience will enhance their personal knowledge on the information of our department intake and the need for some law enforcement agencies to gain access to our data base of information.

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Slides 14 - 18. : The student / audience will enhance their personal knowledge on modern day office concerns as they relate to phone calls and smart phone applications designed to mask telephone numbers. Group discussion is welcomed during this portion of the training (not to exceed 2 minutes due to the time frame of the training) on the need to be safe when law enforcement requests are being requested by exterior agencies.

Slide 19. : The student / audience will obtain an understanding of the definition of a field visit as explained by the hidalgo county adult probation department standards.

Slides 20 - 27. : The student / audience will obtain an understanding of field visit considerations, proper debriefing, weather conditions, and phone calls that should be done prior to leaving your dept.

Slides 28 - 33. : The student / audience will enhance their personal knowledge of the need to keep case file photos up to date. Group discussion is welcomed during this portion of the training (not to exceed 2 minutes due to the time frame of the training)

Slides 34 - 36. : The student / audience will gain an overall working knowledge creating a route and keeping the route. Group discussion is welcomed during this portion of the training (not to exceed 2 minutes due to the time frame of the training)

Slide 37. : Nonessential slide – intended as an ICEBREAKER to help the group be more interactive at the time of the session.

Slides 38 - 49. : The student / audience will be given an explanation field contact awareness and dress attire. A scenario will be discussed using the hit movie “Set it off.” The scenario will discuss the importance of keeping your belongings especially items with your personal information well protected.

Slides 50 - 68. : The student / audience will be able to understand on proper gear placement, as well as tool bag preparation and carry. A group discussion on the placement of your tool bag in a unit will be discussed.

Slides 69 - 72. : The student / audience will enhance their personal knowledge on the FBI TAG program. A past FBI TAG submission will be discussed with the group.

Slides 73 - 76. : The student / audience will be able to understand the importance of gathering information prior to exiting the vehicle. The case law surrounding private property signs will be discussed along with the purple paint law in Texas.

Slides 77 - 79. : The student / audience will acquire a working knowledge on how to approach a home. A discussion on parked cars and proper parking will be discussed.

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Slides 80 - 89: The student / audience will be able to understand a quote by Sun Tzu, which indicates that in order for one to confront an enemy, one must know his enemy. Statistics and guidance on K9 Safety will be discussed.

Slides 90 -91: The student / audience will obtain an understanding of how to handle gated home. Tool bag items will be discussed.

Slides 92 - 97: The student / audience will gain an overall working knowledge of proper door positioning and officer introductions.

Slides 98 - 117: The student / audience will gain knowledge of the levels of contact (Contact / Collateral Contact / No Contact). Perimeter checks will be discussed as well as the need to look for “tell tail signs”. Entering the home with caution will be discussed.

Slides 118 - 120: The student / audience will be given an explanation on phone calls can be made using the same smart phone applications used to mask telephone numbers. Group discussion is welcomed during this portion of the training (not to exceed 2 minutes due to the time frame of the training).

Slides 121 - 137: The student / audience will gain an overall working knowledge of the roles of contact and cover officers. Body language and triangular positioning will be discussed and explained.

Slides 138 - 141: The student / audience will be able to understand the issues that can arise from contacting the police department. Information will be passed on in reference to describing a defendants and vehicles.

Slide 142 - 143: The student / audience will enhance their personal knowledge on how to return to the vehicle with safety and caution, as well as leave the area with a high level of awareness.

Slides 144 - 151: The student / audience will be shown the importance of case work and the need for safety.

Slide 152. : The student / audience will be provided with inspiration to rehabilitation.

Slide 153. : The student / audience will advised the need to pass along the concepts of the training to other officers.

Slide 154. : The student / audience will be provided with question and answer time.

Slide 156. : Source page