

PROBATION VIOLATOR HOTLINE

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-4-118, dated 08/11/20 (Recertified)
- FORMS:** Orange County Probation Department (Attachment)
Hotline Activity Report
- PURPOSE:** To provide a means for the public to report violations of probation.

I. GENERAL INFORMATION

- A. Every person, who reports to any peace officer that a crime has been committed, knowing the report to be false is guilty of a crime (Section 148.5 of the Penal Code).
- B. Often, members of the community are afraid of reporting violational behavior due to the fear of reprisals or impacts upon their relationships with the supervised individual. The identity of persons who report information will be kept confidential.
- C. A toll-free number will be provided for the public to report violational or criminal behavior.

II. PROCEDURE

- A. The Special Supervision Division shall be responsible for the maintenance of the Probation Violator Hotline.
- B. Posters advertising the Probation Violator Hotline will be distributed to appropriate outlets such as police departments, courthouses, etc.
- C. The Information Line will be answered through voice-mail, in both Spanish and English. The outgoing message will include direction to:
 - 1. Call 911 if this is an emergency
 - 2. Leave a detailed message including:
 - a. Date of conduct
 - b. Time of conduct
 - c. Name of supervised individual
 - d. Address of supervised individual
 - e. Location and type of conduct
 - f. Victim information

- g. Optional name and call-back number of person reporting conduct
- D. The Information Line messages will be checked no less than twice each week, usually Tuesday and Thursday.
- E. A logbook will be maintained of all Hotline calls. This log shall contain:
 - 1. Call number
 - 2. Date of call
 - 3. Type of call
 - 4. Disposition of call
 - 5. City of incident or conduct reported
 - 6. Staff member handling the call
- F. An Orange County Probation Department Hotline Activity Report will be completed and forwarded to the assigned officer or appropriate agency for follow up.
- G. Quarterly statistics on the Hotline will be included in a Quarterly Report to the Division Director.

REFERENCES:

Policy: A-8 Telephone Calls, Voice Mail and Correspondence

Attachment

S. McCoy

APPROVED BY:

**Orange County Probation Department
Hotline Activity Report**

Date: _____
Time: _____
Call #: _____
Report Reviewed by: _____

Probationer's Name: _____

AKA's or Nicknames: _____

Probationer's Address: _____

DOB: _____ Age: _____ Sex: _____ Race: _____ Height: _____

Weight: _____ Eye Color: _____ Hair Color: _____

Vehicle Make: _____ Model: _____ Color: _____

Year: _____ Vehicle License: _____ CDL: _____ SSN: _____

Address of Violation Activity: _____

Victim Name and Address: _____

Weapons? _____ Drugs? _____ DV? _____ SO? _____ Other? _____

Caller's Name: _____

Caller's Phone Number: _____

Violation Report Details: _____

Assigned PO: _____

Disposition: _____

Additional Notes: