Parolee Assistance

PURPOSE

The purpose of this unit order is to establish procedures for the Marina del Rey Sheriff's station "Parolee Assistance Program." This order will outline procedures related to contacting parolees recently released within the Marina del Rey, View Park, Ladera Heights and Windsor Hills jurisdiction. The focus of the program is to provide information specific to Marina Station's area that will benefit parolees and their family, residing within our area. The information provided is to supplement the information they will receive from the California Department of Corrections (CDC) and the monthly Parole and Community Team Meetings (PACT).

SCOPE

This order shall apply to all station personnel assigned to Marina del Rey Station.

ORDER

Patrol Deputy

Marina del Rey Station patrol deputies will be responsible for verifying "Parolee LEAD" information provided to them by Detective Bureau. Upon receipt of a LEAD from detective bureau, the patrol deputy will contact the parolee within the first thirty days after their release from custody. The patrol deputy will contact the parolee at his/her home. During the contact, the deputy will complete a "Field Interview Report" (FIR). The deputy will give the parolee a tri-fold containing information about prevention/intervention community-based programs specific to Marina del Rey Station's area.

Note: The deputy will handle any violations observed during the contact in accordance with all state and federal laws, local ordinances, and the Department's Policy and Procedures Manual.

The deputy initiating the contact will log the contact in their MDT log, utilizing stat code 811. Any arrests resulting from the contact will be documented in the MDT log utilizing the proper arrest stat, and stat code.

Detective Bureau

The Marina Station's detective sergeant will be responsible for monitoring the Parolee LEADS program. The detective sergeant or his/her designee will retrieve the parolee information from the computer system called, "Parole LEADS." Patrol personnel will be given parolee LEAD information on a weekly basis. As a secondary resource, the detective sergeant will ensure that a detective attends the weekly PACT meetings conducted by State parole for Marina Station's district. The assigned detective will obtain a pre-designated folder for Marina Station area, containing parole leads of individual recently paroled. The detective will review the information provided. The detective will then contact the parolee(s), complete an FIR and provide the parolee with an informational tri-fold. The detective will also clear the contact via MDT log utilizing stat code 811.

In order to comply with the Department's Annual Inspections / Audits, the detective sergeant will ensure that all "LEADS" contacts and attempted contacts are updated in the system daily. All electronic copies and original LEAD sheets will be maintained by Marina Station Detective Bureau and readily available upon request.