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		ADULT PAROLE ADMINISTRATION: SECURITY EQUIPMENT	

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EFFECTIVE: March 1, 1980
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SUMMARY of REVISION/REVIEW

Director's name changed in signature block. Section I.A. changed to allow to management of OC to belong to the supervisors. V. Minor grammatical change.

APPROVED:



 SCOTT FRAKES, Director
 Nebraska Department of Correctional Services

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PURPOSE

To establish policy regarding the use of security equipment used by Adult Parole Administration (APA) Parole Officers and the prohibition of carrying of firearms by APA Officers in the performance of their duties.

GENERAL

It is the policy of the agency to prohibit carrying and using firearms by APA personnel. The Adult Parole Administrator shall authorize all equipment which may be used by parole officers to enhance security.

PROCEDURES

- I. Each Parole Officer shall be issued Oleoresin Capsicum (OC) after successfully completing a Chemical Agents class at the Staff Training Academy. This training must include the use, safety and care of the OC Spray, as well as the constraints on its use. Supervisors are responsible for each of their parole officers being current on their training for Chemical Agents.

Officers will be issued one canister of OC spray and must carry it with them at all times. Support staff in the Offices who have regular contact with parolees must also be trained in and issued OC spray and will carry it with them or have it secured in their office, at all times.

- A. Supervisors will be responsible for issuing OC to trained staff and ensuring that new cans are issued prior to expiration dates. Supervisors will give expired cans of OC to the Hearings Officer.
 - B. OC canisters that have been turned in will be disposed of by the Hearing Officer.
- II. Each Parole Officer will be issued a duty belt that will be worn at all times while in the field. The duty belt will be outfitted with chemical agents, handcuffs, and a cellular phone, at a minimum. A full set of restraints will be issued upon taking the position and receiving training on the appropriate use of restraints.
 - III. Each parole officer may request to be issued an appropriately sized set of body armor. If issued, body armor must be worn whenever a parole officer goes into the field and whenever he/she is involved in any operation with law enforcement, including Operation Safe Neighborhood. Additionally, when involved in joint operations such as this, the parole officer shall wear clothing identifying them as Nebraska Department of Correctional Services (NDCS) or Adult Parole employees.
 - IV. All parole officers shall use a state vehicle whenever they do parole contacts or parole investigations in the field. In the Lincoln and Omaha offices, vehicles shall be checked out by the office secretary. The officer must tell the secretary/designee where they are traveling to and when they expect to return. The staff person who checks out the vehicle shall always return it with at least a ¼ tank of gas. Supervisors are responsible for ensuring preventive maintenance occurs as scheduled. For safety purposes, parole officers shall inform their supervisor, the secretary or another officer where they plan to travel during the day and when

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they expect to return. Each district supervisor is responsible for how this communication will occur in their individual regions.

- V. Cell phones must be turned on and shall be carried by the parole officer at all times in the field and must be kept charged to the extent possible. For safety reasons, each officer will verify that the GPS Field Finder is on when they are in the field.

REFERENCE

- I. ATTACHMENTS - None.
- II. AMERICAN CORRECTIONAL ASSOCIATION (ACA) STANDARDS
 - A. Performance Based Standards for Adult Probation and Parole Field Services (APPFS) (4th Edition): 3A- 21; 3A-22; 3B-01; 3B-03; 3B-05; 3-B-08