

Idaho Department of Correction 	<b>Standard          Operating          Procedure</b>  <b>Operations          Division</b>  <b>Probation          and Parole          Services</b>	<b>Control Number:</b> 709.04.02.001	<b>Version:</b> 1.0	<b>Page Number:</b> 1 of 7
		<b>Title:</b> Response Teams: Field and Community		<b>Adopted:</b> 6-29-2011  <b>Reviewed:</b> 6-29-2011  <b>Next Review:</b> 6-29-2013

This document was approved by Kevin Kempf, chief of the Operations Division, on 6/29/11 (signature on file).

Open to the general public:  Yes  No

If no, is there a redacted version available:  Yes  No

#### BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

#### POLICY CONTROL NUMBER 709

[Support Teams: Field and Community Services](#)

#### DEFINITIONS

[Standardized Terms and Definitions List](#)

**Manager:** An employee appointed to manage, direct, and control a designated work unit. Managers include division chiefs, deputy division chiefs, facility heads, deputy wardens (or second-in-commands), district managers, designated lieutenants, program managers, or any appointed unit manager.

#### PURPOSE

The purpose of this standard operating procedure (SOP) is to establish a standardized method for the Operations Division to provide an organized team response to incidents, such as: escapes and walk-aways, apprehension of high-level absconders, facility disturbances and riots, Idaho Department of Correction (IDOC) operational support, and natural disasters.

#### SCOPE

This SOP applies to all uniformed Operations Division staff members working in probation and parole district offices and community work centers (CWCs).

#### RESPONSIBILITY

**Deputy Chief of the Probation and Parole Bureau and Director of the Education, Treatment, and Reentry Bureau**

The deputy chief of the Probation and Parole Bureau **and** director of the Education, Treatment, and Reentry Bureau are responsible for providing oversight of all field and community response team (FCRT) elements.

<b>Control Number:</b> 709.04.02.001	<b>Version:</b> 1.0	<b>Title:</b> Response Teams: Field and Community	<b>Page Number:</b> 2 of 7
---	------------------------	---	-------------------------------

***CWC Operations Manager***

The CWC operations manager is responsible for:

- Coordinating FCRT orientation and training; and
- FCRT audit functions.

***District Managers and CWC Facility Heads***

District managers and CWC facility heads are responsible for:

- Establishing and maintaining FCRTs;
- Selecting FCRT members and leaders;
- Activating FCRTs; and
- Implementing this SOP and ensuring that staff members follow the guidelines contained herein.

***FCRT Members***

When responding to FCRT activation (see [section 6](#)), FCRT members are responsible for:

- Immediately reporting to their regional FCRT leader; and
- If off-duty, following all state and local traffic laws.

**Table of Contents**

General Requirements .....3

1. Regional FCRT Structure .....3

Table 1-1: Regional Assignments .....3

Table 1-2: District and CWC Contribution of Uniformed Staff Resources to Regional FCRTs .....3

2. FCRT Membership Criteria, Recruitment and Selection, and Retention Requirements ...4

FCRT Membership Criteria .....4

Process Steps: Recruitment and Selection .....4

Retention Requirements.....5

3. Regional FCRT Leadership Appointment .....6

4. FCRT Uniforms and Equipment .....6

5. Training .....6

Training Requirements .....6

6. FCRT Activation .....6

Authority to Activate .....6

Regional FCRT Leader Responsibilities .....7

FCRT Member Responsibilities.....7

<b>Control Number:</b> 709.04.02.001	<b>Version:</b> 1.0	<b>Title:</b> Response Teams: Field and Community	<b>Page Number:</b> 3 of 7
---	------------------------	---	-------------------------------

7. Audit Protocol.....	7
References.....	7

## GENERAL REQUIREMENTS

### 1. Regional FCRT Structure

Regional FCRTs shall be a resource for every probation and parole district office, CWC, correctional facility, and local law enforcement agency in which there is a mutual aid partnership between the IDOC and a local law enforcement agency.

**Note:** Costs shall be shared by all districts and CWCs assigned to the same region as indicated below in this section. A formula to equally share costs will be developed and approved by the deputy chief of the Probation and Parole Bureau.

District managers are responsible for establishing and maintaining FCRTs as indicated in tables 1-1 and 1-2.

#### **Table 1-1: Regional Assignments**

From left to right in each row, the following probation and parole district offices **and** CWCs will be assigned to a regional FCRT as identified:

District Offices	CWCs	Regional FCRT
1 and 2	N/A	Northern
3 and 4	East Boise CWC (EB-CWC) Nampa CWC (N-CWC) South Idaho Correctional Institution CWC (SICI-CWC)	Southern
5	N/A	Central
6 and 7	Idaho Falls CWC (IF-CWC)	Eastern

#### **Table 1-2: District and CWC Contribution of Uniformed Staff Resources to Regional FCRTs**

Regional FCRTs will consist of a minimum and maximum number of uniformed staff from each district and CWC as follows:

Regional FCRT	Maximum Members	Minimum Members Per District	Minimum Members For CWCs
Northern	7	D1 = 5 D2 = 2	N/A
Southern	16	D3 = 7 D4 = 7	EB-CWC/SICI-CWC = 1 N-CWC = 1
Central	6	D5 = 6	N/A
Eastern	7	D6 = 3 D7 = 3	IF-CWC = 1

**Note:** Each regional FCRT will have a team leader assigned.

<b>Control Number:</b> 709.04.02.001	<b>Version:</b> 1.0	<b>Title:</b> Response Teams: Field and Community	<b>Page Number:</b> 4 of 7
---	------------------------	--	-------------------------------

## 2. FCRT Membership Criteria, Recruitment and Selection, and Retention Requirements

### ***FCRT Membership Criteria***

To be considered for FCRT membership, all applicants shall meet the following criteria:

- Strong verbal and interpersonal skills, personal maturity, and a past history of success under pressure.
- Permanent status IDOC employee.
- No formal disciplinary action (see SOP [205.07.01.001](#), *Corrective and Disciplinary Action*) pending or within the last 12 months.
- Most recent performance review (see SOP [222.07.01.001](#), *Performance Management*) must meet at least 'solid sustained' performance expectations.
- Must not have used more than 32 hours of unscheduled absences (see SOP [206.07.01.001](#), *Attendance and Hours of Work*, and SOP [206.07.01.002](#), *Paid Leaves*) in the past 12 months. (A district manager or CWC facility head can make exceptions on a case-by-case basis.)
- Must have completed the following Emergency Management Institute (EMI), independent study program (online) courses:
  - ◆ IS-100.LEb – *Introduction to the Incident Command System (ICS 100) for Law Enforcement*;
  - ◆ IS-200.b – *ICS for Single Resources and Initial Action Incidents*; and
  - ◆ IS-700.a – *National Incident Management System (NIMS) An Introduction*.

### ***Process Steps: Recruitment and Selection***

The following steps will be used to recruit and select FCRT members.

<b>Functional Roles and Responsibilities</b>	<b>Step</b>	<b>Tasks</b>
<b>CWC Operations Manager</b>	<b>1</b>	E-mail the affected probation and parole district offices <b>and</b> CWCs an announcement that contains the following: <ul style="list-style-type: none"> <li>• Available openings;</li> <li>• Purpose of the FCRT;</li> <li>• FCRT membership criteria (see <a href="#">section 2</a> of this SOP);</li> <li>• Deadline for application submission (with instruction for applications to be submitted to immediate supervisors); and</li> <li>• Date and time for new member orientation.</li> </ul>
<b>Applicant</b>	<b>2</b>	<ul style="list-style-type: none"> <li>• Complete appendix A, <a href="#">Field and Community Response Team Application</a>; and</li> <li>• Forward it to your immediate supervisor.</li> </ul>

<b>Control Number:</b> 709.04.02.001	<b>Version:</b> 1.0	<b>Title:</b> Response Teams: Field and Community	<b>Page Number:</b> 5 of 7
---	------------------------	--	-------------------------------

Functional Roles and Responsibilities	Step	Tasks
<b>Supervisor</b>	<b>3</b>	<p>Review the received <i>Field and Community Response Team Application</i> for completeness, determine whether the applicant meets FCRT membership criteria (see <a href="#">section 2</a> of this SOP), and if the applicant:</p> <ul style="list-style-type: none"> <li>• <b>Meets the criteria</b> – document your recommendation and signature on the application and forward it to the district manager. (The process continues at step 4.)</li> <li>• <b>Does not meet criteria</b> – notify the applicant in writing (email is appropriate) of the reason(s) for not recommending him. (The process ends here.)</li> </ul>
		<p><b>Note:</b> The applicant’s immediate supervisor must complete this step.</p>
<b>District Manager</b>	<b>4</b>	<ul style="list-style-type: none"> <li>• Review all submitted field and community response team applications;</li> <li>• Select regional FCRT members, and</li> <li>• Forward the names of the selected members to the regional FCRT leader, Probation and Parole Bureau investigator, and CWC operations manager.</li> </ul>
		<p><b>Note:</b> Notify all non-selected applicants in writing (e-mail is appropriate) of the reason(s) for their non-selection.</p>
<b>Regional FCRT Leader</b>	<b>5</b>	<p>Within three (3) business days of receiving the names of the newly selected regional FCRT members:</p> <ul style="list-style-type: none"> <li>• Contact all new regional FCRT members and provide them with an overview of their responsibilities, general expectations, and training dates; and</li> <li>• Update the regional FCRT roster and distribute it to: <ul style="list-style-type: none"> <li>◆ All FCRT members;</li> <li>◆ All regional FCRT leaders;</li> <li>◆ All district managers;</li> <li>◆ The CWC operations manager;</li> <li>◆ The department emergency coordinator;</li> <li>◆ The Probation and Parole Bureau investigator;</li> <li>◆ The deputy chief of the Probation and Parole Bureau;</li> <li>◆ The director of the Education, Treatment, and Reentry Bureau; and</li> <li>◆ The chief of the Operations Division.</li> </ul> </li> </ul>

**Retention Requirements**

To maintain FCRT membership, FCRT members will be required to meet established training requirements (see [section 5](#)) **and** continue to maintain at least ‘solid sustained’ performance expectations (see SOP [222.07.01.001](#), *Performance Management*).

**Note:** FCRT membership is at the sole discretion of district managers and CWC facility heads, and removal is not a problem-solving issue.

<b>Control Number:</b> 709.04.02.001	<b>Version:</b> 1.0	<b>Title:</b> Response Teams: Field and Community	<b>Page Number:</b> 6 of 7
---	------------------------	---	-------------------------------

### 3. Regional FCRT Leadership Appointment

FCRT leadership (i.e., regional FCRT leader and assistant team leader) will be appointed by district managers, in accordance with their regional assignments (see [section 1](#)).

### 4. FCRT Uniforms and Equipment

FCRT members will be issued items listed on appendix B, *Field and Community Response Team: Individual and Team Equipment List*.

FCRT members shall be responsible for all issued equipment, ensure their equipment is in a constant state of readiness, and report damaged or lost items to their regional FCRT leader.

**Note:** All purchases for equipment must be jointly approved by the district managers and CWC facility heads within their assigned regions (see [section 1](#)).

### 5. Training

Training will be coordinated by the CWC operations manager. The CWC operations manager shall work with the Probation and Parole Bureau investigator to identify realistic and appropriate training topics.

**Note:** All purchases for training must be jointly approved by the district managers and CWC facility heads within their assigned regions (see [section 1](#)).

#### **Training Requirements**

- EMI independent study program (online) courses. (See [section 2](#).)
- EMI classroom course *ICS 300 – Intermediate Incident Command System (ICS) for Expanding Incidents, ICS-300*. (This course must be completed within one year of a FCRT member's selection to the team.)
- Transport equipment training (e.g., use of leg restraints).
- Eight (8) hours of training (quarterly).
- One full-scale simulation (annually).
- Firearms qualification (annually) – FCRT members must qualify annually with pistol, shotgun, and long rifle. (See SOPs [307.04.02.001](#), *Use of Force: Community Corrections*, and [507.02.01.011](#), *Firearms*.)

**Note:** All training sheets will be submitted to the Training Unit (located at central office).

**Note:** The CWC operations manager may waive training requirements on a case-by-case basis.

### 6. FCRT Activation

#### **Authority to Activate**

District Managers (or designees, to include higher ranking managers in the district managers' chain of command) are authorized to activate a FCRT.

<b>Control Number:</b> 709.04.02.001	<b>Version:</b> 1.0	<b>Title:</b> Response Teams: Field and Community	<b>Page Number:</b> 7 of 7
---	------------------------	---	-------------------------------

### ***Regional FCRT Leader Responsibilities***

The regional FCRT leader (or designee) shall be responsible for (a) notifying FCRT members of FCRT activation **and** the location to report to, and (b) reporting the following information to the incident commander **and** IDOC manager who initiated the activation:

- The FCRTs estimated time of arrival; and
- The number of FCRT members anticipated to respond.

**Note:** On-call time is not applicable unless the FCRT is placed on stand-by status. When placed on stand-by status, the activating manager will provide a start and approximate end time to the FCRT. (See SOP [208.07.01.001](#), *On-call Scheduling and Reporting*.)

### ***FCRT Member Responsibilities***

FCRT members shall respond to the designated location and report to the incident commander.

## **7. Audit Protocol**

The CWC operations manager shall:

- Oversee FCRT audits;
- Schedule audits of all regional FCRTs (at least annually); and
- Administer all audits and mandatory proficiency qualifications.

The CWC operations manager may designate FCRT members from other regions to assist and/or conduct FCRT audits.

## **REFERENCES**

Appendix A, *Field and Community Response Team Application*

- [Appendix A \(Fill-in version\)](#)

Appendix B, *Field and Community Response Team: Individual and Team Equipment List*

Federal Emergency Management Agency (FEMA), Emergency Management Institute (EMI) (<http://training.fema.gov/EMI>)

Standard Operating Procedure [205.07.01.001](#), *Corrective and Disciplinary Action*

Standard Operating Procedure [206.07.01.001](#), *Attendance and Hours of Work*

Standard Operating Procedure [206.07.01.002](#), *Paid Leaves*

Standard Operating Procedure [208.07.01.001](#), *On-call Scheduling and Reporting*

Standard Operating Procedure [222.07.01.001](#), *Performance Management*

Standard Operating Procedure [307.04.02.001](#), *Use of Force: Community Corrections*

Standard Operating Procedure [507.02.01.011](#), *Firearms*

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**IDAHO DEPARTMENT OF CORRECTION**  
**Field and Community Response Team: Individual and Team Equipment List**

All purchases for equipment must be jointly approved by the district managers and CWC facility heads within their assigned regions.

District managers and CWC facility heads within their assigned regions shall be responsible for purchasing and/or issuing the following equipment.

The CWC operations manager may approve additional equipment as dictated by situations and identified as a legitimate need.

**Individual**

- **Use of Force Equipment** – In accordance with SOP 307.04.02.001, *Use of Force: Community Corrections*.
- **Reflective Vests**
- **Flex Cuffs**
- **Flashlight**
- **Hat**
- **Gloves**
- **Radio**
- **Duty/Ready Bag**
- **Ballistic Vests**
- **State of Idaho Purchasing Card** (only issued to regional FCRT leader)

**FCRT**

- **Binoculars**
- **First Aid Kit**
- **Team Equipment Bag**
- **Wrist Restraints**
- **Waist Restraints**
- **Leg Restraints**