

## Police Social Work On a Call

### **Purpose:**

To clarify our role as partners within the police team. As staff of the Community Development Department, we work alongside officers to ensure outreach is provided to community members. Our role is often in the field, in remote areas, and at times our location can be difficult to navigate, and our officers may be faced with needing assistance. It is our responsibility as a partner to our officer to ensure we are added to each call our partner is on. This will support other department officers in understanding we are on service as well as if something is going wrong and we may need assistance at our call location.

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### **Radio and Mobile Procedures**

1. Signing in for the day
  - i. Can do so in CAD or via Radio
    1. mobile – simply sign into New World and Law Enforcement Mobile Referrals can be sent
  - ii. Radio- Using radio, you can say “618, in service, good morning”. Our dispatchers will add you the unit status stack.
2. Signing out
  - a. Either via CAD or radio
    - i. Can do so in mobile
      1. Click the person icon at top of the screen
        - a. Click off shift
        - b. You will automatically be removed from the unit stack
    - ii. Via Radio- Using the radio, you can say “618, out of service, good night”. Our dispatchers will remove you.
3. Ensuring you are added to calls
  - a. When you are on scene with an officer it is your responsibility to add yourself to the call
    - i. Officers at times do this for us, but this should not be expected
    - ii. or via radio- “618, I will be out with 610”.
    - iii. Alternatively, you can place yourself on a DETA- secondary location riding with (officer unit call sign)
4. Ensure you are on the screen, even when not on a call
  - a. Place yourself on a DETA, and list secondary location as “text/call YOURNUMBER”
  - b. If you are meeting with a client in the community without an officer place yourself on a follow up
    - i. Diversion Center, Carnegie, Providence, etc.
  - c. If you are meeting with a client in the community with or without an officer
  - d. If you are providing outreach- put yourself on a follow-up
    - i. Footbeat- location can be office
    - ii. Parking – location should be included
    - iii. Other activities where you are not with an officer but may be engaging with people
  - e. If you are in a community meeting- put yourself on detail unavailable or available if you can take calls
  - f. If you are at lunch or a break or self-care / walk/work out- put yourself on a detail unavailable