



Colorado Springs Police Department Standard Operating Procedure

DL-1080-04 Notification or Assistance to Department of Corrections Section 1000 – Patrol Functions

Effective Date: 1/10/2022
Supersedes Date: 7/31/2014

.01 Purpose

The purpose of this directive is to establish a procedure for notifying the Department of Corrections (DOC) when officers contact a corrections client (parole or probation).

.02 Cross Reference

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.03 Definitions

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.04 Procedure

The Colorado DOC requests that whenever Colorado Springs Police Department (CSPD) officers make contact with a corrections client that they be notified via CCIC.

When an officer, dispatcher, or a Records and Identification employee queries a person in the CCIC computer system for wants, and that person is listed in the wants and warrants file as a corrections client, the DOC will be notified. The officer conducting the contact or stop will call the NCIC Desk at **(REDACTED)** and advise them of the circumstances of the contact, to assist with advising the appropriate office of the DOC.

NCIC Responsibility

Once the query response entry (HIT) is opened, a "NC MASK" entitled "NC Notify Probation/Parole of Criminal Conduct" appears. The information requested by this mask must be entered and transmitted to the appropriate DOC agency.

Regardless of the nature of the contact, the DOC Division of Probation and Parole requests to be notified of all contacts with clients.

Parole Assist

Occasionally, CSPD may be called upon to assist community parole officers when they suspect that a DOC offender has committed a new crime. In the spirit of cooperation, and to ensure the DOC offender is efficiently processed, CSPD will assume the lead role in the investigation.

When a parole officer determines probable cause exists that a DOC offender has committed a new crime, the responding CSPD officer will be responsible for conducting a thorough investigation. The investigation will include interviewing the parole officer to establish probable cause for the arrest, interviewing the offender and any witnesses, completing an offense report, processing any evidence, and completing a signed complaint or probable cause affidavit.

Parole officers will be responsible for transporting non-combative offenders to the Criminal Justice Center (CJC) and placing a "parole hold" for the offender's detention. Parole officers will also be responsible for completing their own internal offense reports, documenting the incident.

Regardless of the parole hold placed on the offender, CSPD officers will still be required to complete a probable cause affidavit for the new charge(s) and submit the affidavit to CJC.