

Operations Equipment Policy

Approved: 
Date: September 2012

I. Policy

The Administrative Office of Probation provides certain equipment to probation personnel to conduct probation and state business.

II. Purpose

The intent of this policy is to provide clear guidance in the use of equipment during the course of probation business.

III. Reference

[Neb. Rev. Stat. § 81-1120.20](#)

[Neb. Rev. Stat. § 81-1120.27](#)

[Neb. Rev. Stat. § 29-2266](#)

IV. Procedure

A. General Vehicle Usage

All employees of the Nebraska Probation System shall adhere to State of Nebraska Department of Administrative Services Transportation Services Bureau Policies and Procedures Manual in addition to the Nebraska State Probation System protocols, provided herein, in order to be approved drivers and passengers of a State-owned vehicle.

1. State Vehicle Assignment

The Deputy Administrator of Administration and Operations shall assign state vehicles after an analysis of case management and investigations needs.

2. State Vehicle Usage, Maintenance, and Accidents

All employees of the Nebraska Probation System shall adhere to the State of Nebraska Department of Administrative Services Transportation Services Bureau Policies and Procedures Manual. This particularly applies to usage, maintenance, and accidents. In addition, a copy of the State of Nebraska Department of Administrative Services Transportation Services Bureau Policies and Procedures Manual shall be accessible in all state vehicles.

3. Official Travel Logs

State statutes mandate all travel in State-owned vehicles is to be recorded and reported in **detail** on the Transportation Services Bureau Official Travel Log. Refer to the State of Nebraska Department of Administrative Services Transportation Services Bureau Policies and Procedures Manual.

Transportation Services Bureau Official Travel Log shall be transmitted to the Administration and Operations Division on or before the seventh day of the month following such use of a motor vehicle.

4. Expense Reimbursement Request (Mileage Expense Vouchers)

Expense Reimbursement Request is to be recorded and reported and submitted in detail for the previous month.

5. Transporting Probationers in Custody

In the event a probationer is placed into custody by a probation officer as a result of a probation violation, probation officers shall contact law enforcement and request assistance to transport the probationer to a secure facility per Nebraska Statute 29-2266.

B. Badge

1. Upon termination from a district, an officer's badge is forwarded to Administration and Operations Division. At the time of the officer's replacement, a badge will be ceremonially presented to the new officer after new officer training is completed.

2. If an officer transfers from one district to another, the officer will keep their assigned badge. The replacement officer in the vacated position will be ceremonially presented a badge after new officer training is completed.

C. Firearms

1. Probation staff shall not have a firearm on their person while in the performance of their duties. Even though Nebraska Revised Statute #69-2429 allows for carry and concealed weapons in Nebraska, State Probation staff shall not have on their person a firearm while in the performance of their duties. Nebraska Supreme Court Policy and Procedures (page 43)

2. If probation staff while in the course of recreational activities are in the possession of a firearm and are called to work, staff shall surrender or secure the weapon prior to performing those duties.

D. Body Armor

1. Utilization of body armor will be optional at the discretion of the officer and the district. If a district so chooses, body armor will be provided for specialized officers upon request to the Administrative Office of Probation. If provided, officers utilization of body armor shall be mandatory.

E. Telecommunications

1. All telecommunications use, including the distribution and use of cellular phones by Nebraska State Probation staff shall be governed by the Electronic Communications Policy.

