



## Scarborough Police Department Operation HOPE “Quick Checklist for Law Enforcement”

For further, more detailed information, see Operation HOPE Policy Statement and Protocol for Law Enforcement in the Operation HOPE book.

**NOTE:** *The patrol supervisor is responsible for ensuring this policy is followed.*

**Voluntariness:** Participation in Operation HOPE is voluntary. If a potential program participant subsequently elects not to request assistance or continue with program screening, they will be allowed to depart and no force will be used to detain them or prevent them from doing so.

**Medical Concerns:** If at any time the participant is noted to be in medical distress or appears to be physically ill, EMS personnel will be assigned to respond as in any medical emergency.

Should EMS personnel deem it medically necessary, the program participant may be transported to a medical facility.

The participant should be informed that once they are medically stable and discharged from the hospital, they may continue their Operation HOPE intake process. Every attempt should be made (depending on call volume and availability of personnel) to transport the participant from the medical facility to the Police Department for intake completion.

- The officer will greet the participant and express their support and congratulations for the participant seeking help. At all times, the participant will be treated with respect, care and compassion and reassured that assistance will be provided.
- The officer will ascertain and verify if the program participant possesses any contraband they wish to relinquish or possesses any weapons (i.e. prudent officer safety measures). This will include a search of program participant and any persons accompanying them into secure areas of the police station.
- The officer will bring the program participant to the interview room.
- The officer will assure the participant that it is our goal to assist them in exploring treatment options and attempting to identify a program or facility which can assist them.
- The officer will verify with the participant that they are ready to accept help and commit to a treatment program. This will involve following treatment facility rules and possibly having to travel to an out-of-state facility.

The officer will offer the participant “comfort items” from the Operation HOPE “Angel Kit” (i.e. a blanket, water, snack items)

The officer will take steps to positively identify the program participant through a photo driver’s license, photo identification card, or other means.

The officer will ensure that Scarborough Police Department Operation HOPE Program Participant Agreement (Form “A”) and Scarborough Police Department Operation HOPE Intake Form (Form “B”) are completed.

The officer will request an offense number (OF) to be assigned to the matter.

The officer will again inquire if the program participant has any drugs and/or drug equipment to relinquish. If so:

- The items will be inventoried. The receiving officer will enter a brief description of the items in the Operation HOPE Property Log (Form “I”).
- The items will be packaged in an appropriate manner (to include the use of “sharps containers” if appropriate) and marked with the associated “OF” number only.
- The items will be placed in a storage locker in the property room for later retrieval by the Scarborough Police Department property custodian.
- If at any point a subject who has relinquished drugs and/or drug equipment under Operation HOPE subsequently withdraws their request for assistance or elects to discontinue program screening, they will not be charged with possessing the items they have already relinquished.

The assigned officer will ensure that Scarborough Public Safety Dispatch conducts an NCIC-III/SBI check on the participant.

The assigned officer will determine if the participant is currently on probation by querying the Maine probation database at <https://www1.maine.gov/cqi-bin/online/mdoc/search-and-deposit/search.pl?Search=Continue>

NOTE: If an individual is determined to be on probation, it is not necessarily a disqualifying factor. The requested placement should be coordinated with the subject’s probation officer.

The officer processing the Operation HOPE intake will review the NCIC-III/SBI results and Operation HOPE Form “H” - Operation HOPE Participant Criminal History Screening, to determine if any of the following Operation HOPE disqualifying factors exist.

*SEE NOTE 1 BELOW FOR FURTHER INFORMATION*

**FOLLOWING INITIAL SCREENING AND CONFIRMATION THAT THE SUBJECT IS ELIGIBLE TO PARTICIPATE IN OPERATION HOPE:**

- Request dispatch contact an Operation HOPE "Angel" from the Angel call-out list.
- Upon arrival of the Angel, the officer will introduce the Angel (by first name only) and transition the program participant to the care of the Angel. The officer will provide the Angel a copy of the participant's completed Operation HOPE Program Participant Agreement (Form "A") and Scarborough Police Department Operation HOPE Intake Form (Form "B").
- The officer will accomplish a brief OF (see Operation HOPE Policy Statement and Protocol for Law Enforcement for examples). An Operation HOPE (No Crime report) category has been created in IMC under event type "HOP". Original copies of the participant's Operation HOPE Program Participant Agreement (Form "A"); Scarborough Police Department Operation HOPE Intake Form (Form "B") and Operation HOPE Participant Criminal History Screening (Form "H") will be attached to the OF.
- If the Angel subsequently advises that the participant is unable to be placed after exhausting all possible methods, the participant is not to leave without being given a plan to continue with help. The participant shall be afforded every courtesy to find them a safe place upon departure.

*Recommend they contact the Portland Recovery Community Center ([portlandrecovery.org](http://portlandrecovery.org)), 468 Forest Avenue, Portland, (207) 553-2575 for support, assistance and guidance until a placement can be arranged. If it is during PRCC business hours, consideration should be given to assist the participant by providing transportation.*

NOTE 1

Persons in the following categories ARE NOT ELIGIBLE TO PARTICIPATE IN OPERATION HOPE -

- The subject has an outstanding arrest warrant.

*NOTE: Should the subject have an actionable Maine or other jurisdiction arrest warrant, he/she will be deemed ineligible to participate in the program, will be taken into custody, and transported to the Cumberland County Jail as normal. They should be informed that upon completion of their legal obligations associated with the warrant, they may again seek help under Operation HOPE.*

*Should the subject have a non-extraditable arrest warrant in another jurisdiction, he/she will be deemed ineligible to participate in the program. Persons refused program participation due to a non-extraditable out-of-state warrant may be referred to the Portland Recovery Community Center ([portlandrecovery.org](http://portlandrecovery.org)), 468 Forest Avenue, Portland, (207) 553-2575. The PRCC is not a treatment facility but is staffed by paid and volunteer personnel who understand addiction and can provide support, assistance, and guidance for those people suffering from addiction. It is a supportive and safe place for someone struggling with addiction.*

- The subject is a registered sex offender and/or has previously been convicted of a felony sex offense.

*NOTE: Should the subject be a registered sex offender and/or has previously been convicted of a felony sex offense, he/she will be deemed ineligible to participate in the program and there is no referral information we can provide.*

- The officer or patrol supervisor expresses the reasonable belief that the ANGEL volunteer or others could be seriously harmed by the subject
- The subject is under age 18 and does not have parent or guardian consent

***For Additional Assistance***

In the event the Angel(s) have questions or require additional assistance, please contact one of the following:

Angel Coordinator:	Steve Cotreau	H: 207-XXX-XXXX W: 207-XXX-XXXX C: 207-XXX-XXXX
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Placement Coordinator:	Nichole "Niki" Curtis	W: 207-XXX-XXXX C: 207-XXX-XXXX
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Law Enforcement Liaison:	Officer John Gill	C: 207-XXX-XXXX
	Crime Analyst Jaime Higgins	W: 207-XXX-XXXX C: 207-XXX-XXXX

**NOTE: DO NOT RELEASE THE ABOVE CONTACT INFORMATION TO ANGELS, PROGRAM PARTICIPANTS, OR NON-LAW ENFORCEMENT PERSONNEL. IF REQUIRED, DISPATCH SHOULD CONTACT THE ABOVE PERSONNEL.**