



## Broome County District Attorney's Office Operation SAFE – Investigator's Checklist

**Voluntariness:** Participation in Operation SAFE 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, EMS personnel will be called to respond as in any medical emergency.

- Greet the participant and express your support and congratulations for the participant seeking help. The participant will be treated with respect, care and compassion.
- Bring the participant to the SAFE room and fully complete the Intake and Authorization Form.
- Reassure 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.
- Make a photocopy of participants Government ID and Insurance card if available.
- Conduct a search of the participant and their property.
- Obtain a criminal history and perform a warrant check to determine if participant is eligible. Participant is **ineligible** if: (1) they are a registered sex offender or have been previously convicted of felony sex offense, (2) there is an active warrant, (3) they are on parole, probation, or currently in Binghamton Drug Treatment Court, (4) they are not a Broome County resident. (Participant is potentially eligible if the warrant can be cleared).
- If the participant is eligible, contact an Operation SAFE "Angel" from the Angel call-out list and scan and email the Intake and Authorization form to the Angel to start the process.
- If a detox facility is available, transport the participant to the facility. If detox facility is not available, encourage participant to stay in touch with their Angel and stay clean until a bed is available. Refer participant to physician for Vivitrol consultation.