



State of Indiana  
Indiana Department of Correction

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**POLICY AND ADMINISTRATIVE  
PROCEDURE**

**Manual of Policies and Procedures**

Title

**ELECTRONIC MONITORING PROGRAM**

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-13-3-4	03-03-101	ACA Standards 4-APPFS-2A-01, 4-APPFS-2A-02, 4-APPFS-2A-04, 4-APPFS-2A-07, 4-APPFS-2A-08, 4-APPFS-2A-13, 4-APPFS-2A-14, 4-APPFS-2B-01, 4-APPFS-2B-02, 4-APPFS-2B-03, 4-APPFS-2B-04, 4-APPFS-2C-01, and 4-APPFS-2C-03

I. PURPOSE:

The purpose of Electronic Monitoring Equipment on the Global Positioning System (GPS) and Home Curfew Radio Frequency (RF) Monitoring Equipment is to provide an enhanced level of supervision and monitoring of paroled offenders in the community. Parole Services uses GPS monitoring and Home Curfew to supervise parolees whose offenses and behavior indicate a significant risk to public safety.

II. POLICY STATEMENT:

It is the policy of the Indiana Department of Correction to establish uniform procedures for the administration of GPS Monitoring of offenders/parolees within the Parole Districts in compliance with best practices, Indiana Code 11-13-3-4 and to define the role of the staff therein.

III. DEFINITIONS

- A. **ALERTS:** Events that occur that are cause for the supervising authority to be notified. This may include, but is not limited to, events such as a parolee being in an exclusion zone, leaving inclusion zone during curfew, or an equipment issue, such as a low battery.
- B. **BASE UNIT A/C POWER DISCONNECTED:** The base unit has been running on the back-up battery and the backup battery is near depletion.
- C. **BASE UNIT LOCATION UN-TRUSTED:** The base unit has been moved from its location and not returned to the same location within five (5) seconds.

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- D. **BASE UNIT TAMPER/BRACELET STRAP:** The base unit has been compromised and/or the bracelet strap has been compromised or removed from the bracelet.
- E. **BASE UNIT UNABLE TO CONNECT:** The base unit has not contacted the vendor's electronic monitoring department in six and one-half (6.5) hours. There is a problem with the phone line or cell connection.
- F. **BATTERY VIOLATION:**
1. **Battery Low:** The unit battery is low and needs placed on the charger (one-piece unit).
  2. **Bracelet Battery:** The bracelet battery is low and needs replaced (two-piece unit) by the Agent within twenty-four (24) hours.
- G. **BRACELET GONE VIOLATION:** The transmitter has been separated from the ankle bracelet.
- H. **BUSINESS DAY:** Monday through Friday excluding weekends and State holidays.
- I. **CONTAINMENT TEAM:** The containment model is one in which at least three (3) individuals who have a vested interest in the parolee come together to discuss the parolee in relationship to supervision and treatment. The Containment Team consists of a combination of the following:
1. The Supervising Parole Agent;
  2. The Therapist;
  3. The Polygraph Tester;
  4. INSOMM Program District Coordinator;
  5. SOMM Program Director;
  6. Parole Services Program Director; and,
  7. The parolee.
- J. **CURFEW:** The parolee is out of range of the base unit during scheduled Curfew "Home" time.
- K. **EXCLUSION ZONES:** Specific geographic locations where a parolee is not allowed to enter. These locations include, but are not limited to:
1. Areas in the vicinity of a victim's residence;
  2. Public or Private Parks; and,
  3. School Zones.

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- L. **EXCLUSION ZONE VIOLATION:** When a parolee has entered an unauthorized/restricted zone.
- M. **GLOBAL POSITIONING SYSTEM (GPS):** The United States Department of Defense’s satellite system that is used to track parolee movements twenty-four (24) hours per day, seven (7) days per week.
- N. **GPS CAP:** Occurs when the GPS program has reached its predetermined number of active GPS units. The GPS Cap allows the program to remain within budget restraints as defined by the contract with the GPS Vendor.
- O. **GPS TARGET POPULATION:** Any offender who has been designated a sexually violent predator by Indiana Code 35-38-1-7.5 and/or a sex offender by Indiana Code 11-8-8-4.5. Additionally, the Indiana Parole Board may impose the GPS monitoring stipulation to any offender whose offense and behavior indicate he/she poses a significant risk to public safety.
- P. **HOME CURFEW TARGET POPULATION:** Any parolee whose behavior warrants a response to hold the parolee accountable for his/her behavior in the community, but may not warrant a full return to a facility for a Revocation Hearing with the Indiana Parole Board or a short term jail sanction in a local facility.
- Q. **INCLUSION ZONES:** Specific geographic locations in which a parolee is expected to be during defined times. These zones include, but are not limited to:
  - 1. The parolee’s residence;
  - 2. The parolee’s work location; or,
  - 3. The treatment provider.
- R. **INCLUSION ZONE VIOLATION:** When a parolee fails to report to or leaves a defined area outside the pre-determined schedule. Examples include, but are not limited to failure to return home at the pre-determined time, and/or, leaving his/her employment during approved working hours.
- S. **LOCKDOWN:** The act of a parolee being instructed to be in a particular location during a particular time frame such as, but not limited to, his/her home to be verified and monitored by GPS.
- T. **MOTION NO GPS VIOLATION:** The unit has accumulated twenty (20) minutes of motion in a sixty (60) minute period without receiving a signal from the GPS satellites.

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- U. PAROLE RELEASE DATE (PRD): The date pre-calculated to be an offender's official day to be released to Parole supervision.
- V. PHONE LINE DISCONNECT/PHONE NUMBER CALLER ID: The base unit has been moved to a new phone line and/or the phone line has been removed.
- W. PORTABLE TRACKING DEVICE (PTD): The device carried by the parolee that communicates with the GPS and relays the parolee's location.
- X. STRAP/TAMPER VIOLATION: Any attempt to alter, interfere, and/or manipulate the band that secures the tracking device to the parolee, or the actual tracking device.
- Y. UNABLE TO CONNECT VIOLATION: The unit has been/is unable to connect with the GPS system.

IV. **GPS MONITORING PROCEDURE:**

- A. Prior to Release (PRD)
  - 1. The Supervising Agent shall review the offender's packet and obtain offender's Static99 Recidivism Risk score, offense description, treatment summary, criminal history, and any other information pertinent to the supervision of the offender. The agent shall receive an INSOMM Program Phase II GPS Risk Information Sheet (Attachment 4) from the INSOMM Program GPS Facility Coordinator at least thirty (30) days prior to the offender's release.
  - 2. Once this information is collected, the Supervising Agent, with the assistance of the Containment Team, shall screen the information carefully to identify high risk factors. Special attention shall be given to offenders who have more than one sexual offense. This can include offenses not sexual by definition, but were sexual in nature (Burglary involving stealing undergarments or peeping, Sexual Battery reduced to simple Battery), offenders who have victimized strangers, or who have offended in public places. These offenders shall be given priority when considering placement to GPS monitoring program. The Supervising Agent shall forward the completed INSOMM Program Phase II GPS Information Worksheet (Attachment 4) with the Containment Team's recommendation for or against GPS Monitoring to the Director of Parole Services no later than two (2) weeks after receiving the Phase II worksheet. The

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Director of Parole Services shall make the final determination regarding placement on GPS Monitoring and shall advise the respective facility's GPS Coordinator.

3. Supervising Agent shall ensure the appropriate Parole Stipulations have been imposed by the Indiana Parole Board before that offender can be placed in the GPS Monitoring Program.
  4. Once it is determined an offender will be placed on GPS monitoring, the INSOMM Program GPS Facility Coordinator shall arrange for an educational class for the offender outlining the offender's responsibilities while on the GPS Monitoring Program. The INSOMM Program GPS Facility Coordinator shall also arrange for the installation of the monitoring equipment on the offender on the day of the offender's release from the New Castle Correctional Facility (NCF).
  5. If the completed INSOMM Program Phase II GPS Information Worksheet (Attachment 4), approved by the Director of Parole Services, and the GPS Stipulation imposed by the Indiana Parole Board are not submitted to the INSOMM Program GPS Facility Coordinator at least fourteen (14) days prior to the offender's PRD, the INSOMM Program GPS Facility Coordinator shall notify the Parole Services Program Director, applicable INSOMM District Coordinator, District Supervisor, and Supervising Agent that this shall be a Post-Release GPS installation. The INSOMM District Coordinator and Supervising Agent shall arrange a time and location for the GPS installation and educational class to be conducted on the first business day following the offender's release to Parole Supervision and notify the INSOMM Program GPS Facility Coordinator of this information. The INSOMM Program GPS Facility Coordinator shall ensure this information is communicated to the offender prior to his/her release from the facility.
- B. One Day Prior To Release (PRD)
- The Supervising Agent shall confirm that the PRD has not changed and that the offender is scheduled for release and provide any changes to the INSOMM Program GPS Facility Coordinator.
- C. Upon Day of Release (PRD)
1. The INSOMM Program GPS Facility Coordinator shall:

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- a. Ensure that the Indiana Sex Offender Management and Monitoring (INSOMM) Program GPS Offender Agreement and Contract (Attachment 2) have been signed both the offender and a witness;
  - b. Install the monitoring equipment on the offender's person,
  - c. Set the offender's approved placement as his inclusion zone,
  - d. Place the offender on "lockdown" status, and;
  - e. The offender shall be reminded to contact the Supervising Agent within twenty-four (24) hours of release at the phone number provided to them.
2. An email shall be sent to the Parole Services Program Director, District Supervisor, Supervising Agent, and INSOMM Program District Coordinator to confirm completion of the above.
  3. In the case that an offender refuses to be released on his/her PRD with a Portable Tracking Device (the GPS unit), the offender shall be advised for a second time that the Indiana Parole Board has imposed the stipulation of Electronic Monitoring Equipment and that GPS Supervision has been approved by the Director of Parole Services. If the offender continues to refuse to be released with a Portable Tracking Device, the INSOMM Program GPS Facility Coordinator shall notify the Supervising Agent, District Supervisor, Director of Parole Services, the North and South Regional Parole District Supervisor, the Parole Services Program Director, and the INSOMM District Coordinator. The Supervising Agent and District Supervisor shall staff the case and the process of obtaining an emergency warrant shall be initiated in accordance with established policy and procedure, if deemed appropriate.
  4. The Supervising Agent shall, within twenty-four (24) hours of release (excluding weekends and holidays), establish contact with the parolee, confirm the Inclusion Zone, either making any reported changes to the tracking program, or providing the information to the INSOMM Program District Coordinators, and schedule the Initial Interview.
  5. The Supervising Agent shall, once an Initial Interview has been scheduled and residence has been verified, lift the parolee's "Lockdown Status" unless the Supervising Agent has a compelling reason to maintain the parolee in "Lockdown Status." The Supervising Agent shall document the compelling notes in the Offender Case Management System, and notify the District Supervisor.
- D. At the Initial Interview
1. The Supervising Agent shall ensure that the Indiana Sex Offender

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Management and Monitoring (INSOMM) Program GPS Offender Agreement and Contract (Attachment 2) have been signed by both the parolee and a witness. The Supervising Agent shall discuss, establish and/or review the parolee's exclusion/inclusion zones and curfew hours. The Supervising Agent shall make necessary changes to the tracking program or forward this information to the assigned INSOMM Program District Coordinator for changes to be made.

2. The Supervising Agent shall verify the unit is in good working order and has not been tampered with in any manner. Thereafter, the Agent shall check equipment at every face to face contact.

E. Post-Release (PRD) GPS Recommendation

1. The Supervising Agent in coordination with the Containment Team shall review the progress of parolees who are not currently participating in the GPS program. Special attention shall be paid to polygraph results and admissions, high risk parolee behavior, and goal motivation for employment and/or program participation issues.
2. If the Supervising Agent and Containment Team agree that the Post-Release parolee is a candidate for GPS supervision, the Supervising Agent shall complete the INSOMM Program Phase III GPS Risk Information Sheet (Attachment 3) and submit it to the Director of Parole Services. The Director of Parole Services shall determine if the subject will be placed on GPS Supervision and may staff the case with the Containment Team if more information is required.
3. Upon approval by the Director of Parole, the Supervising Agent shall ensure the appropriate Parole Stipulations have been imposed by the Indiana Parole Board before the offender/parolee may be placed on GPS Supervision.
4. The INSOMM Program District Coordinator and/or the Supervising Agent shall provide a brief educational class to the offender outlining the offender's responsibilities while on GPS monitoring, and shall also arrange for the installation of the monitoring equipment on the offender. When possible the installation of the GPS Device shall be completed in a Containment Team setting to allow for discussion with the offender. Installation of the GPS Device should always be completed in a safe environment.
5. The Supervising Agent shall discuss and define Inclusion /

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Exclusion Zones and curfew hours for the parolee. The Supervising Agent shall make necessary changes to the tracking program or forward this information to the assigned INSOMM Program District Coordinator for changes to be made.

6. The Supervising Agent shall check equipment at every face-to-face contact for signs of tampering and ensure that the equipment is in good working order.

F. Post-Violation GPS Procedures

1. GPS Program approval and Indiana Parole Board stipulations shall remain in effect for parolees returned to a facility for a Parole violation hearing and released as “Continued” on Parole by the Indiana Parole Board. Procedures outlined in Section IV, C, 1-5 of this policy and administrative procedure shall be followed.
2. If the offender is ordered to be immediately continued on Parole by the Indiana Parole Board, and the INSOMM Program GPS Facility Coordinator is unable to install the GPS equipment on the offender/parolee prior to immediate release, the INSOMM Program GPS Facility Coordinator shall contact the Parole Services Program Director, the applicable INSOMM District Coordinator, District Supervisor, and the Supervising Agent to schedule a time and location for a post-release GPS installation. The INSOMM Program GPS Facility Coordinator shall communicate this information prior to release. The field installation shall be completed within one (1) business day of the immediate release.
3. In the event that an offender/parolee previously supervised with GPS is reinstated to Parole after a violation (in effect, starting a new Parole period), the offender/parolee shall be placed on GPS Supervision at the time of release and shall be provided an educational class to review all aspects of Parole and GPS Supervision. A new INSOMM Program Phase II GPS Information Worksheet (Attachment 4) shall not be completed.
4. Any parolee that was on GPS Supervision prior to a Short Term Intervention hold shall be returned to GPS Supervision on the day of release.

G. Alert Levels

The levels of alerts of the GPS Monitoring System are:



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1. Level 1:
  - a. Strap/Tamper Violation; and,
  - b. Exclusion Zone.
  
2. Level 2:
  - a. Unable to Connect;
  - b. Motion no GPS;
  - c. Inclusion Zone;
  - d. Battery Violation; and,
  - e. Bracelet Gone.

Supervising Agents shall address alerts after both the GPS equipment vendor's call center and the INSOMM Program District Coordinator have attempted to resolve the event without success in a manner consistent with the Alert Reference Guide (Attachment 1), or any Level 1 alert.

When a Level 1 alert is received, the INSOMM Program District Coordinator and 3M Monitoring Center shall contact the Supervising Agent and notify him/her of the situation. The Supervising Agent shall attempt to make contact with the parolee immediately to determine what has transpired and assess the risk. The Supervising Agent may consult with Containment Team members to determine the best action to obtain the parolee's compliance.

1. For all Level 1 Strap/Tamper Alerts, the Supervising Agent shall attempt to make face-to-face contact with the parolee in order to determine what has transpired and to assess the risk to public safety. However, due to the distance between parolees and Supervising Agents in some locations, the Supervising Agent may utilize local law enforcement or Community Corrections resources, if available, to make contact and assess the situation.
  
2. For all Level 1 Exclusion Zone Alerts, the Supervising Agent shall make contact with the parolee in-person or by telephone.
  
3. In the event the Supervising Agent is unable to resolve any alert, the process of obtaining an emergency warrant shall be initiated in accordance with established Department policy and procedure.

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H. Removal of Parolee from the GPS Monitoring Program

1. The purpose of this step is to ensure the available GPS units are used in a manner that considers public safety as well as efficiency. As offenders are released to the community, there may be a need to remove parolees who have proven most compliant with the GPS Monitoring Program.
  - a. The progress of parolees being monitored on the GPS Program shall be reviewed on a regular basis and at a minimum of every six (6) months during scheduled Containment Team meetings. If the Containment Team determines there is cause to maintain the parolee on GPS supervision past the review, it shall be documented in the Containment Team notes in the Offender Case Management System (OCMS).
  - b. At the time the Containment Team decides a parolee shall be removed from GPS monitoring, the Supervising Agent/Liberty assigned staff shall document the Containment Team's decision by outlining the specific reasons the parolee is being recommended for GPS removal in OCMS. Factors to be considered include, but are not limited to:
    - 1) The parolee's accomplishments in treatment;
    - 2) Results of previous polygraph examinations; and,
    - 3) Stability in the community employment / living / parole compliance.
  - c. The Supervising Agent shall prepare the Phase III GPS Risk Information Sheet (Attachment 3) and submit it to the Parole Services Program Director. The Parole Services Program Director shall review the request to ensure that treatment goals have been met and the parolee is in good standing with Parole Supervision. Once the Parole Services Program Director has reviewed the request, he/she shall forward the Phase III GPS Risk Information Sheet to the Director of Parole Services for his/her review and approval. The Director of Parole Services, after approval, shall forward the Phase III GPS Risk Information Sheet to the Deputy Commissioner for his/her review. Once approved, the Phase III GPS Risk Information Sheet shall be emailed to the appropriate Supervising Agent and the Parole Services

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Program Director. The parolee shall remain on GPS Supervision until the request has been approved and returned to the Supervising Agent.

- d. As a parolee that is on GPS Supervision reaches an MRD or PRD the GPS unit may be removed at anytime within the last five (5) days of that parolee's term of supervision. This removal is completed without the filing of the Phase III GPS Risk Information Sheet. However, the Parole Services GPS Program Director shall be contacted by email to advise of this removal on the day of removal.
  - e. When possible, the removal of the GPS Device shall be completed in a Containment Team setting to allow for discussion with the parolee. This discussion shall reinforce the actions that the parolee took in order to be considered for GPS removal. The Containment Team shall document its decision using the Phase III GPS Risk Information Sheet.
  - f. The Parole Services Program Director is responsible for maintaining an accurate count of GPS units and ensuring that the GPS Program does not exceed the predetermined GPS Cap. When appropriate, the Parole Services Program Director shall distribute a call for GPS removals electronically to Supervising Agents in an effort to remain under the GPS Cap.
  - g. In response to a call for GPS removals from the Parole Services Program Director, the Supervising Agents in an effort to submit the least riskiest offenders may submit a offender who has reached his/her treatment goals and is in good standing with Parole Supervision but has been on GPS Supervision for less than 6 months.
2. The GPS unit shall be removed by the INSOMM Program District Coordinator or the Supervising Agent. If the GPS unit is not immediately turned over to the INSOMM Program District Coordinator, it shall be secured in the Parole District Office until it can be provided to the INSOMM Program District Coordinator.
- I. Sexually Violent Predator (SVP) Lifetime Parole Offenders
    1. Any SVP Lifetime Parolee may be placed on GPS Supervision once they have begun the lifetime portion of their parole supervision. The

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following conditions should be taken into consideration when evaluating a SVP Lifetime Parolee for GPS (Treatment Refuser, GPS Refuser (never on GPS), and GPS Refuser (short time on GPS supervision):

- a. Treatment Refuser: Any SVP Lifetime qualifying parolee that:
  - 1) has ever refused Phase II Treatment in the INSOMM program at the facility;
  - 2) has received an A116 Conduct Violation related to an INSOMM refusal (See Policy and Administrative Procedure 02-04-101, “The Disciplinary Code for Adult Offenders”); and,
  - 3) if enrolled in INSOMM Phase II Treatment and was removed or terminated from the program.
  
- b. GPS Refuser (Never on GPS): Any SVP Lifetime qualifying parolee that:
  - 1) has ever refused GPS supervision at the time of release to Parole; and,
  - 2) was never released to Parole GPS supervision due to refusal.
  
- c. GPS Refuser (Short-time GPS supervision): Any SVP Lifetime qualifying parolee that:
  - 1) has ever refused GPS supervision at the time of release to Parole; and,
  - 2) was released to Parole GPS supervision for three (3) months or less may be placed on GPS supervision at the discretion of the Supervising Agent by filing the necessary recommendation to the Parole Services Program Director.

The Supervising Agent shall prepare the Phase III GPS Risk Information Sheet (Attachment 3) and submit it to the Director of Parole Services and Parole Services Program Director no later than seven (7) days prior to the beginning of lifetime parole supervision

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for any parolee that the containment team feels should be on GPS supervision while on their Lifetime Parole Obligation.

2. Any SVP Lifetime Parolee may be placed on GPS Supervision only after consultation with, and approval of, the Director of Parole.
3. Once approved for Lifetime GPS Supervision, the Supervising Agent shall ensure that that the Lifetime Parole GPS Agreement and Contract (Attachment 7) have been signed by the parolee and a witness.
4. The Supervising Agent, shall monitor the progress of parolees and review the parolee's behavior while on GPS on a regular basis and complete a review at minimum every six (6) months. After the Initial 6 month period of supervision the supervising agent may submit a removal request. The Supervising Agent shall prepare the Phase III GPS Risk Information Sheet (Attachment 3) and submit it to the Parole Services Program Director. Once the Parole Services Program Director has reviewed the request, he/she shall forward the Phase III GPS Risk Information Sheet to the Director of Parole Services for his/her review and approval. Once approved/denied, the Phase III GPS Risk Information Sheet shall be emailed to the appropriate Supervising Agent and the Parole Services Program Director. The parolee shall remain on GPS Supervision until the request has been approved and returned to the Supervising Agent.
5. All supervision standards and practices shall be as described above. A case may be staffed with involved third party providers (treatment, medical, etc.) similar to the containment team approach used in SOMM supervision, as long as all applicable and necessary waivers have been completed.

I. Best Practices

1. It is a best practice for the Supervising Agent and INSOMM Program staff to view tracking reports and aerial mapping summaries on a weekly basis and make appropriate notes in the OCMS.
2. When reviewing GPS information, attention shall be given to, but not limited to:
  - a. Parolee patterns: information can be gleaned by view the daily movement of parolees;

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- b. Locations where parolees are spending time; and,
  - c. Indicators of child presence, alcohol/drug use, high crime, and any other concerns in the areas in which parolees spend time.
3. It is a best practice to discuss movement and expectations with the parolee as he/she acclimates to the program.

V. PAROLE SERVICES HOME CURFEW RF PROGRAM:

- A. Parole Services Home Curfew Program Recommendation (Transmittal, Worksheet and Stipulation Request) shall be completed for a parolee whose behavior warrants a response to hold the parolee accountable for behavior in the community, but may not warrant a full return to a facility for a Revocation Hearing with the Indiana Parole Board or a short term jail sanction in a local facility. The Home Curfew Program has a \$25.00 administrative fee for the program equipment and related items. This fee must be paid to the Department by money order before the parolee can be placed in the program. If the parolee can show that he/she is indigent and actively looking for employment in the area the District Supervisor or designee may waive the initial collection of this fee to be replaced with an agreement to pay the administrative fee back in payments over the parolee's time in the program. The Home Curfew RF Program is designed to be a minimum fourteen (14) business day obligation. The Supervising Agent shall outline the task(s) the parolee is responsible for completing within the fourteen (14) business day period on the Home Curfew RF Program Worksheet (Attachment 6) at the start of the Program with approval of the District Supervisor or designee. On the fourteenth (14<sup>th</sup>) day, the District Supervisor or designee and the Supervising Agent shall staff the case and consider accomplishments and/or failures. The District Supervisor or designee and the Supervising Agent shall make a decision to successfully complete participation in the Home Curfew RF Program or extend the participation in the Program for a period up to ninety (90) business days from the start of enrollment in the Program. While participating in the Program, the parolee shall be placed on weekly reporting.
- B. The enrollment process for the Home Curfew RF Program is as follows:
  - 1. The Supervising Agent shall complete the Home Curfew RF Monitoring Program worksheet (Attachment 6) with no more than four (4) program tasks.

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2. The District Supervisor or designee and the Supervising Agent shall review the worksheet and the District Supervisor or designee shall approve or deny the parolee participation in the Program.
  
3. The Supervising Agent shall complete State Form 49778, "Special Parole Stipulations," to the Indiana Parole Board requesting the special stipulation for participation in the Program by entering the following text into stipulation 12:

*"Other: Must participate in and successfully complete the Home Curfew RF Monitoring Program. As a participant in the Program, you shall agree to permit the installation, maintenance, and operation of any electronic monitoring equipment in both your home and on your body."*
  
4. Once the parolee is approved to participate in the Program, the Supervising Agent shall ensure that that the Indiana Parole Services Home Curfew RF Monitoring Program Offender Agreement and Contract (Attachment 8) have been signed both the parolee and a witness, collect the twenty-five dollar (\$25.00) Administrative fee for the program unless indigent and other arrangements have been made, complete a review of the home curfew equipment and parolee agreement and advise the parolee of the weekly reporting schedule. The parolee shall submit a weekly schedule to his/her Supervising Agent outlining the parolee's employment schedule, treatment schedule and/or other obligations for agent approval.
  
5. On the fourteenth (14) business day, the District Supervisor or designee and the Supervising Agent shall review the parolee's accomplishments and/or failures and determine whether the parolee has completed the Program or if he/she shall be continued for a period not to exceed ninety (90) business days.
  
6. Upon completion/termination of the Program, the Supervising Agent shall complete the bottom section of the Home Curfew RF Monitoring Program worksheet (Attachment 6), obtain applicable signatures, and remove/collect equipment on agreed upon date.
  
7. The completed Home Curfew RF Monitoring Program Worksheet shall be submitted to the Director of Parole, Regional Director, Electronic Monitoring Program Director, and the Home Curfew Coordinator at the completion of Program.

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8. Any parolee that was on GPS/Home Curfew Supervision prior to a Short Term Intervention hold will be returned to GPS/Home Curfew Supervision on the day of release.

C. Alert Levels

The levels of alerts of the GPS Monitoring System are:

1. Level 1:
  - a. Base Unit Tamper (Land line or Cell);
  - b. Bracelet Strap (Land line or Cell); and
  - c. Curfew (Land Line and Cell) ONLY if not cleared by the call center.
  
2. Level 2:
  - a. Base Unit A/C Power Disconnected (Land Line and Cell);
  - b. Base Unit Battery (Land Line and Cell);
  - c. Base Unit Unable to Connect (Land Line and Cell);
  - d. Base Unit Location Un-Trusted (Cell ONLY);
  - e. Phone Line Disconnect/Phone Number Caller ID (Land Line ONLY)
  - f. Bracelet Battery (Land Line and Cell); and,
  - g. Curfew (Land Line and Cell) if cleared by call center.

Supervising Agents shall address alerts after the GPS equipment vendor's call center has attempted to resolve the event without success in a manner consistent with the Alert Reference Guide (Attachment 5), or any Level 1 alert.

When a Level 1 alert is received, the Supervising Agent shall attempt to make contact with the parolee immediately to determine what has transpired and assess the risk. The Supervising Agent may consult with the District Supervisor to determine the best action to obtain the parolee's compliance. Due to the distance between parolees and Supervising Agents in some locations, the Supervising Agent may utilize local law enforcement or Community Corrections resources, if available, to make contact and assess the situation, if it is determined that face to face contact is necessary.

In the event the Supervising Agent is unable to resolve any Level 1 alert, the process of obtaining an emergency warrant shall be initiated in accordance with established Department policy, procedure, and/or directive.



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VI. APPLICABILITY:

This policy and administrative procedure is applicable to all Department Parole District Offices and Parole Staff.

\_\_\_\_\_ signature on file  
 Robert E. Carter, Jr.  
 Commissioner

\_\_\_\_\_ Date