



**POLICY AND ADMINISTRATIVE
PROCEDURES**
Manual of Policies and Procedures

Title

GPS MONITORING OF SEX OFFENDERS

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. POLICY:

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

II. GENERAL:

The use of a Global Positioning System (GPS) to monitor Sexually Violent Predators is to furnish a level of supervision and monitoring of offenders to best ensure public safety. Parole Services uses GPS monitoring to track offenders whose offenses and behavior indicate they pose a significant risk to public safety.

III. DEFINITIONS

- A. **EXCLUSION ZONES** - Specific geographic locations where an offender is not allowed to enter. These places include areas such as the vicinity of the victim’s residence, public parks, or school zones, for example.
- B. **INCLUSION ZONES** - A place where an offender is approved to be on a regular basis. These zones include places such as an offender’s home, work, or treatment provider.
- C. **GPS (Global Positioning System)** - The Department of Defense’s satellite system that is utilized to track offender movements twenty-four hours a day, seven days a week.
- D. **ALERTS** - Alerts are events that occur that are cause for the supervising authority to be notified. This may include events such as an offender being in an exclusion zone, leaving inclusion zone during curfew, or an equipment issue such as a low or dead battery.

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- E. CONTAINMENT TEAM - Containment team consists of the supervising Parole Agent, the Therapist, Polygraph Tester, and INSOMM Program District Coordinator.
 - F. PTD (PORTABLE TRACKING DEVICE) - A device carried by the offender that communicates with the Global Positioning System and relays the offender's location.
 - G. TARGET POPULATION - The target population is any offender who has been labeled a sexually violent predator by IC 35-38-1-7.5. Additionally, the Parole Board may impose the GPS monitoring stipulation to any sex offender as defined by 11-8-8-4.5.
 - H. PRD (PAROLE RELEASE DATE) – Date pre-calculated to be the Offender's official day to be released to parole supervision.
 - I. LOCKDOWN – the act of being instructed to be in a particular location such as his/her home to be verified and monitored by GPS.
 - J. STRAP TAMPER – Any altering, interfere and or manipulate the band that secures the tracking device.
 - K. FAILED TO ENTER INCLUSION ZONE – When an offender does not return home as scheduled or leaves his place of employment during approved work hours
 - L. TRANSMITTER OUT OF RANGE – When an offender is separated from the tracking device when a two piece system is used.
 - M. EXCLUSION ZONE ENTER ALERT-When an offender is in an unauthorized/restricted zone
- IV. 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, at least 30 days prior to the offender's release, an INSOMM Program Phase II GPS Risk Information Sheet (ATTACHMENT 4) from the INSOMM Program GPS Facility Coordinator.
 - 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 should 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,

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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. The Director of Parole will determine if the subject will be placed on GPS monitoring. The INSOMM Program Phase II GPS Information Risk Form (ATTACHMENT 4) shall be completed to help in this decision.

3. Supervising Agent shall ensure the appropriate Parole Stipulations have been imposed by the Indiana Parole Board. Parole sex offender stipulation # 25 must be imposed in order to place an offender into the GPS monitoring program.
4. Supervising Agent shall forward the completed GPS Information Risk Form (ATTACHMENT IV) and, if GPS is approved by the Director of Parole, the Parole Stipulations imposed by the Indiana Parole Board, including stipulation # 25, to the INSOMM Program GPS Facility Coordinator at least fourteen (14) days prior to the offender's PRD.
5. Once it is determined an offender will be placed on GPS monitoring, the INSOMM Program GPS Facility Coordinator shall arrange for the provision of an 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 on the day of the offender's release from the New Castle Correctional Facility (NCCF).
6. If the completed GPS Information Risk Form approved by the Director of Parole and parole stipulations imposed by the Indiana Parole Board, including stipulation # 25, 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 applicable INSOMM District Coordinator 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

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offender's release to Parole and inform the INSOMM Program GPS Facility Coordinator of this information. The INSOMM Program GPS Facility Coordinator shall then ensure that this information is communicated to the offender prior to 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 GPS Facility Coordinator shall:

- a. Install the monitoring equipment on the offender's person,
- b. Set the offender's approved placement as his inclusion zone,
- c. Place the offender on "lockdown" status, and;
- d. The shall also be given an orientation to the GPS rules and procedures to include notice that the offender is to contact the Supervising Agent within 24 hours of release

2. An email shall be sent to the Supervising Agent to confirm completion of the above

3. The Supervising Agent will, within 24 hours of release (excluding weekends and Holidays), establish contact with the offender, 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.

4. The Supervising Agent shall, once an Initial Interview has been scheduled, determine if the offender's "lockdown" status should remain (making necessary changes to the tracking program or forwarding the information to INSOMM Program District Coordinators for changes to be made) and answer any questions the offender might have.

D. At the Initial Interview

1. The Supervising Agent shall discuss, establish and/or review the offender'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

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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 will review the progress of offenders on parole who are not currently participating in the GPS program. Special attention will be paid to polygraph results and admissions, high risk offender behavior, and goal motivation for employment or program participation issues.
2. If the Supervising Agent and Containment Team agree that the Post-Release offender is a candidate for GPS supervision, the Supervising Agent will complete the INSOMM Program Phase III GPS Risk Information Sheet (ATTACHMENT 5) and submit it to the Director of Parole who will determine if the subject will be placed on GPS supervision.
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. Parole sex offender stipulation # 25 must be imposed in order to place an offender into the GPS monitoring program.
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 with at least two (2) members of the Containment Team or law enforcement present.
5. The Supervising Agent will then discuss and define inclusion/exclusion zones and curfew hours for the offender. 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.

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6. 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.

F. Post-Violation GPS Procedures

1. GPS program approval and Parole Board stipulation # 25 shall remain in effect for offenders who are 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, 1-4 of this policy 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 prior to immediate release, the INSOMM Program GPS Facility Coordinator shall contact the INSOMM GPS Program Director, the applicable INSOMM District Coordinator, and the Supervising Agent to schedule a time and place for a post-release GPS installation. The INSOMM Program GPS Facility Coordinator shall communicate this information prior to release. This field installation shall be within one business day of immediate release.
3. If the offender is reinstated to Parole, in effect starting a new Parole period, the Prior-to-Release (PRD) procedures as outlined in Section IV, A, 1-6 shall be followed.

G. Alerts

1. Supervising Agents will 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
2. When a Level 1 alert is received the INSOMM Program District Coordinator shall contact the Supervising Agent and notify of the situation. The Supervising Agent shall then attempt make contact with the offender immediately to determine what has transpired and assess the risk. If available, the Agent may consult with a Parole District Supervisor, containment team member(s), or therapist to determine the best action to gain compliance.

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- a. In most cases, the agent shall attempt to make face to face contact with the offender to accomplish this.
 - b. Due to the distance between offenders and Agents in some locations, the Agent may utilize local Law Enforcement or Community Corrections resources (if available) to make the contact and assess the situation
3. In the event the supervising Agent is unable to resolve an alert, the process of obtaining an emergency warrant shall be initiated per established policy.

H. Removal of Offender from the GPS Program

- 1. The purpose of this step is to ensure the GPS units that are available are utilized 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 offenders who have proven most compliant with the GPS monitoring program.
 - a. The progress of offenders being monitored on the GPS program shall be reviewed on a regular basis by the containment team.
 - b. Once the containment team has reviewed a case and decides the offender should be removed from GPS monitoring, the supervising Agent/ Liberty assigned staff shall document the team's decision and prepare the appropriate OCMS entry taking careful efforts to outline the specific reasons the offender was removed from the program. To be removed from GPS, the offender should be, at a minimum, meeting treatment goals and passing polygraph examinations without admissions.
 - c. The Supervising Agent shall prepare The Phase III GPS Risk Information Sheet (ATTACHMENT 5) and submit it to the GPS Program Director. The GPS Program Director will review this request to ensure that treatment goals have been met. If GPS removal is recommended The Phase III GPS Risk Information Sheet (ATTACHMENT 5) will be forwarded to the Executive Director of Transitional Services and the Director of Parole. The GPS Unit shall remain in place on the offender until the approval of the Director or Parole and the Executive Director of Transitional Services.

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- d. When possible the removal of the GPS Device shall be completed in a Containment Team setting to allow for discussion with the offender. This discussion should reinforce the actions that offender took to be considered for GPS Removal. The Containment Team shall document its decision using The Phase III GPS Risk Information Sheet (ATTACHMENT 5).
 - 2. The GPS Device shall then be removed by INSOMM Program District Coordinator or the Supervising Agent and if not immediately provided to the INSOMM Program District Coordinator then secured in the Parole District Office until it can be provided to the INSOMM District Coordinator.
- I. Best Practices
- 1. It is good practice for the Supervising Agent and INSOMM Program staff to view tracking reports and aerial mapping summaries on a regular basis and make appropriate OCMS notes.
 - a. Agents shall keep in mind that it is not always the “alerts” that show offender patterns and give behavior indicators. Much information can be gleaned by viewing the daily movement of the offenders. Agents shall pay particular attention to locations where offenders are spending time.
 - b. If an offender is congregating in a home that the Supervising Agent is not familiar with, the Agent shall go to the location and verify whether or not it is a high risk area for the offender. The Agent shall look for indicators of child presence, alcohol and drug use, high crime, and any other concerns.
 - c. The Supervising Agent shall pay close attention to offender’s movement in and out of grocery and department stores, as these can be high risk areas for them.
 - d. The Agent shall be aware that such places present opportunities for cruising.
 - 2. Experts have agreed that it is good practice to discuss movement and expectations with the offender as he/she acclimates to the program.

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V. APPLICABILITY

This Policy and Administrative Procedure is applicable to all Department Parole Offices and Parole Staff.

signature on file

Bruce Lemmon
Commissioner

Date