

Global Positioning System (GPS) Program

Effective Date:	April 10, 2024
Revised Date:	April 10, 2024
Issuing Authority:	Chief Probation Officer

819.1 PURPOSE:

To establish guidelines for enrollment, monitoring, and termination of offenders placed on electronic monitoring.

819.2 DEFINITIONS:

Electronic Monitoring: The use of radio navigation system technology known as Global Positioning System (GPS) to monitor the whereabouts of persons under supervision consistent with the persons' terms and conditions of supervision and pursuant to PC 1210.7., PC 1210.12(a) and WIC 628.2.

GPS Tracking System: The use of satellites, mapping software, and a transceiver device to track the location of a person.

Exclusion Zones: Specific areas programmed into the GPS tracking system that prohibit an offender's presence from a certain place.

Inclusion Zones: Specific areas programmed into the GPS tracking system that require an offender's presence at a certain place.

GPS Alerts: A message sent through the GPS tracking system to inform the assigned officer of specific events, possible malfunctions, tampers, violations, etc. (Attachment A–BLUtag Events).

819.3 GUIDELINES:

- A. Refer to the CE Instruction Guide located in ProbTools for the appropriate documentation process for GPS program enrollments, reviews, and termination.

819.4 RESPONSIBILITIES:

- I. Probation Officer (Adult):
 - A. Ensure offenders on Probation or Mandatory Supervision have an electronic monitoring term ordered by the Court before the installation of GPS equipment.
 - B. For Post-Release Community Supervision (PRCS) offenders:
 1. Add an electronic monitoring term to their terms and conditions as deemed necessary for public safety pursuant to PC 3454.

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2. Shall place PRCS PC 290 sex registrant offenders on electronic monitoring.
 - C. Ensure the offender is enrolled in a GPS program in CE.
 - D. Review the GPS tracking system weekly and as needed to ensure alerts are addressed:
 1. Ensure the offender's current phone number and address are entered.
 2. Take appropriate action on discovered tampers, battery alerts, other notifications, and violations of supervision as soon as possible.
 3. Verify equipment is operating appropriately (e.g. battery is appropriately charged, confirm GPS is tracking, etc.).
 4. Verify compliance with terms and conditions (e.g. review movement in inclusion and/or exclusion zones, etc.).
 5. Document the reviews and actions taken in CE.
 - E. Review cases of offenders on electronic monitoring every thirty (30) days with the supervisor to determine the need for continued monitoring.
 1. Document the review in CE (include the supervisor's name).
 2. Offenders in the Sex Offender and Pre-trial Supervision caseloads do not require thirty (30) day reviews.
 - F. If the offender is believed to have absconded, verify if the offender is not tracking in the GPS tracking system before filing a petition.
 - G. Un-assign the GPS device from the tracking system when the GPS is no longer tracking and/or when the offender is removed from the GPS program.
 - H. Document the termination of electronic monitoring in CE.
 - I. Collect the GPS tracking equipment and return it to the GPS provider when offenders are removed from the GPS program.
 - J. Review and sign the Unrecoverable/Lost/Damaged Equipment-Request for Invoice Form (Attachment B) when equipment is unrecoverable and forward the form to the GPS provider.
 - K. May collaborate with the GPS Unit as needed regarding electronic monitoring and documentation.
- II. Probation Officer (Juvenile):
- A. Ensure the youth has an electronic monitoring term ordered by the Court before the installation of GPS equipment.
 - B. Ensure the youth is enrolled in a GPS program in CE.
 - C. The assigned probation officer is responsible for tracking the youth unless the youth is in the House Arrest Program (HAP).

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- D. Review the GPS tracking system weekly and as needed to ensure alerts are addressed:
 - 1. Ensure the youth's current phone number and address are entered.
 - 2. Take appropriate action on discovered tampers, battery alerts, other notifications, and violations of supervision as soon as possible.
 - 3. Verify equipment is operating appropriately (e.g. battery is appropriately charged, confirm GPS is tracking, etc.).
 - 4. Verify compliance with the Court's order (e.g. review movement in inclusion and/or exclusion zones, etc.).
 - 5. Document the reviews and actions taken in CE.
 - E. When electronic monitoring is imposed beyond thirty (30) days, ensure the youth is scheduled for a court hearing pursuant to W&I 628.2 (d).
 - F. Shall not use the electronic monitoring device to converse with the youth, eavesdrop, or record any conversation pursuant to W&I 628.2(b).
 - G. If the offender is believed to have absconded, verify if the offender is not tracking in the GPS tracking system before filing a petition.
 - H. Un-assign the GPS device from the tracking system when the GPS is no longer tracking and/or when the offender is removed from the GPS program.
 - I. Document the termination of electronic monitoring in CE.
 - J. Collect the GPS tracking equipment and return it to the GPS provider when offenders are removed from the GPS program.
 - K. Review and sign the Unrecoverable/Lost/Damaged Equipment-Request for Invoice Form (Attachment B) when equipment is unrecoverable and forward the form to the GPS provider.
 - L. May collaborate with the GPS Unit as needed regarding electronic monitoring and documentation.
- III. Intake/House Arrest Program (HAP) Probation Officer:
- A. The Intake PO may place a pre-adjudicated youth on electronic monitoring.
 - B. HAP Officers have primary supervision of pre-adjudicated youth while in HAP.
 - C. Confirm HAP and electronic monitoring have been ordered by the Court before installing GPS equipment.
 - D. The HAP Probation Officer or GPS provider may enroll GPS service in the tracking system and install GPS equipment.
 - E. Provide applicable paperwork to the youth regarding equipment and the program.
 - F. Enroll the youth in the HAP program in CE.
 - G. Enroll the youth in a GPS program in CE.

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- H. Ensure the youth's current phone number is entered into the GPS tracking system.
 - I. Monitor/track the youth twice a day during regular business hours and ensure alerts are addressed:
 - 1. Verify equipment is operating appropriately (e.g. battery is appropriately charged, confirm GPS is tracking, etc.).
 - 2. Verify compliance with the HAP contract or the court-ordered terms and conditions (e.g. review movement in inclusion and/or exclusion zones, etc.).
 - 3. Document the review and actions taken in CE.
 - J. Un-assign the GPS device from the tracking system when the GPS is no longer tracking and/or when the offender is removed from the GPS program.
 - K. Document the termination of electronic monitoring in CE.
 - L. Collect the GPS tracking equipment and return it to the GPS provider when offenders are removed from the GPS program.
 - M. Review and sign the Unrecoverable/Lost/Damaged Equipment-Request for Invoice Form (Attachment B) when equipment is unrecoverable and forward the form to the GPS provider.
 - N. May collaborate with the GPS Unit as needed regarding electronic monitoring and documentation.
 - O. When electronic monitoring is imposed beyond thirty (30) days, ensure the youth is scheduled for a court hearing pursuant to W&I 628.2 (d).
 - P. Shall not use the electronic monitoring device to converse with the youth, eavesdrop, or record any conversation pursuant to W&I 628.2(b).
 - Q. Document the termination of HAP in CE.
 - R. Provide weekly stats to the unit Supervisor or designee.
- IV. Supervising Probation Officer (SPO):
- A. Ensure compliance with this procedure during monthly caseload audits:
 - 1. Verify that officers have enrolled and/or terminated applicable offenders from electronic monitoring in CE and the tracking system.
 - 2. Ensure officers have completed daily, weekly, and monthly GPS reviews and documentation.
 - 3. Refer to the Caseload Audits and Review procedure to complete the appropriate audit documentation.
 - 4. If applicable, ensure the HAP officers provide weekly stats.
- V. On-Call Duty Officer:
- A. Take phone calls from the GPS provider.

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- B. Take appropriate action on revealed tampers, battery alerts, other notifications, violations, etc.
 - C. Document GPS reviews and actions taken in CE.
 - D. Assist offenders with electronic monitoring questions as needed and document in CE.
- VI. GPS Unit:
- A. Assist the Probation Officer with electronic monitoring and documentation as needed.

819.5 ATTACHMENTS:

[See attachment: GPS_Attachment A \(Lexipol 3.21.24\).pdf](#)

[See attachment: GPS_Attachment B \(Lexipol 3.21.24\).pdf](#)

Attachments

GPS_Attachment A (Lexipol 3.21.24).pdf

BLUtag Events

ON CHARGER	Duration of time BLUtag was on the charger.
LOW BATTERY ALARM	Approx. 10 hours of charge remain and a 2.5-hour refill is now required. It will vibrate twice every 10 minutes until charged or dead.
CRITICAL BATTERY ALARM (CBATT)	Approx. 4 hours of charge remain and a 2.5-hour refill is now required. Agent is notified. Vibrations continue.
DEAD BATTERY ALARM (DBATT)	Approx. 30 minutes of charge remain and a 2.5-hour refill is now required. Agent is notified. Vibrations continue.
MASTER TAMPER (MTPR)	Strap tampering is suspected. The violation remains open until the strap issue is resolved (e.g. replaced). Once BLUtag approves, it then provides the option to close the tamper, online.
INCLUSION ZONE VIOLATION (IZ)	Offender exited an area in which they were required to stay.
EXCLUSION ZONE VIOLATION (EZ)	Offender entered an area where they were not allowed.
MESSAGE GAP (MGAP)	BLUtag has missed multiple calls. (Default period is 6 hours.)
NO GPS (NGPS)	BLUtag is not reporting GPS. (Default period is 6 hours.)
INTERFERENCE (SHIELD / JAMM)	BLUtag has lost GPS reception and suspects that an object (shielding) or signal (jamming) could be the culprit.
PRESS BUTTON	Push button was pressed, causing an immediate report.

GPS_Attachment B (Lexipol 3.21.24).pdf

Unrecoverable/Lost/Damaged Equipment-Request for Invoice Form

1. Enrollee Name: _____
2. Enrollee Primary ID: _____
3. Enrollee's Address _____
4. Device(s) e.g.: BluTag, BluBox, BluHome (include as many as apply)
5. Devices Serial # (if applicable): _____
6. Requesting Agency (Probation/Sheriff)
7. Requesting Officer/Deputy (please print): _____

Please complete the above information and forward to [REDACTED] via email

[REDACTED] Upon receipt, STOP will generate an individual invoice for the listed device(s).

If you have any questions, please contact me directly at [REDACTED]

[REDACTED]