

**PROBATION DEPARTMENT
ADULT MANUAL**

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**Notes and
References**

PROTOCOL FOR GLOBAL POSITIONING SYSTEM (GPS)

I. Eligibility

- A. All high risk sex offenders as determined by the SARATSO (State Approved Risk Assessment Tool for Sex Offenders), with a score of 6 or more on the Static-99, per section 1202.8(b) P.C., who are on formal probation in Santa Barbara County; and
- B. Defendants determined via the Department's GPS Screening Request form (Pro 684) to be appropriate for enhanced GPS supervision.

II. Staff Responsibilities

- A. Support Staff:
 - 1. Designated support staff may be able to conduct certain GPS related activities. Prior to conducting these activities the support staff must have completed the following:
 - a. The 8 hour GPS training as provided by STOP LLC.
 - b. Demonstrate proficiency reviewing daily tracks, monitoring and responding to alerts and installing GPS equipment.
 - c. Demonstrate the ability to work closely with the GPS Deputy Probation Officer (DPO) and assigned case supervision DPO to communicate areas of concern.
 - d. Receive manager authorization prior to conducting regular GPS activities.
- B. DPO will:
 - 1. Verify the defendant's eligibility for GPS monitoring via completion of the GPS Screening Request (Pro 684-A) or the Sex Offender GPS Screening Request (Pro 684-B) and will complete the form with supporting documentation and submit for review up the chain of command.

Pro 684-A
Pro 684-B

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2. Upon a defendant's approval for GPS monitoring, meet with the defendant, explain the program and expectations. Review conditions for GPS Monitoring and GPS Program Equipment Liability forms.
 3. Install fully charged GPS device on defendant's ankle.
 - a. Assign equipment to the defendant in VeriTracks.
 - b. Create inclusion/exclusion zones. At the onset, place exclusion zones around the victim's home, school, and workplace as appropriate. Additional exclusion/inclusion zones are to be staffed with the Supervising Probation Officer (SPO).
 - c. Orient the defendant on the care and maintenance of the equipment.
 4. Keep a signed copy of all program rules and documentation in defendant's file.
- C. The following duties can be completed by support staff after the defendant has been on GPS supervision for 30 days:
1. At least once each work day, the GPS DPO or designated support staff will review the daily summary reports and tracking data for each defendant monitored via GPS. The daily track review is to be chrono'ed in IMPACT utilizing the "GPS Tracks" chrono type. Attention will be given to patterns of behavior which could indicate elevated risk or a possible violation of probation. Examples of behaviors that should signal a DPO that a defendant may be engaging in either violational or illegal behavior include, but are not limited to:
 - a. Tracks that are not in keeping with the defendant's usual routine, lifestyle, or habits; tracks to locations outside of the probationer's area of residence which are of short durations; and tracks to areas of concern for that defendant relative to his/her probation terms and conditions.

Pro 685

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In order to recognize the above, studying the defendant's tracks at the onset of GPS monitoring will help to distinguish any deviations from the defendant's regular routine.

Ideally, the assigned DPO and GPS DPO will have knowledge of the community and will recognize areas of concern specific to the defendant (i.e., gang member, sex offender, domestic violence offender) and where the defendant should stay away from, such as: gang hangouts, fellow gang members' residences, schools, parks, or a victim's residence, among others.

- b. Should the assigned DPO, GPS DPO or designated support staff suspect that the defendant is engaging in narcotic trafficking based on the variation in tracking activity, requiring the assistance of narcotic investigators, the matter will be staffed with the assigned SPO. The SPO will, in turn, staff the case with a Manager to ensure that the appropriate law enforcement agency is contacted to conduct further investigation outside of Probation's scope of authority.
- c. If tracks reveal that a defendant either has been to or is currently at a location that he/she is not to be in (e.g. sex offender at a school, gang member at a gang hangout), the assigned DPO should conduct a field visit to observe firsthand the location the defendant traveled to and then take the appropriate action. This level of response is reflective of a defendant being in an area of concern relative to his/her grant charge or probation terms and conditions and is different in nature to the response in the case of an exclusion zone violation, later detailed in Section VIII E. Should there be any question of officer safety, or if the tracks indicate the nature of the conduct is beyond the scope of Probation's authority, the DPO will staff the matter with the SPO to determine the appropriate action to be taken.

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2. When the assigned GPS DPO/support staff is not available to review the tracking data, the designated back-up officer will perform the review. GPS back-up officers will be trained on GPS supervision and equipment.
 3. Maintain and track equipment in use by defendants. Report any issues such as damage or loss. A physical inspection of the GPS monitoring equipment should be made of every unit attached to a defendant at least 2 times a month.
- D. GPS DPO will:
1. Initiate and submit an updated GPS Screening Request to the SPO every 90 days for review. The assigned DPO will document the submission using the “EES/GPS” (Enhanced Electronic Supervision/Global Positioning System) type chrono in Impact.
 2. Retrieve any GPS monitoring equipment from partner law enforcement agencies when a unit has been removed from a defendant due to arrest.
 3. Respond to after-hours alerts as needed. (Section VIII)
 4. Discharge the defendant from GPS monitoring and:
 - a. Cut the unit from defendant’s ankle.
 - b. Un-enroll the unit from Veri-Traks
 - c. Clean the unit and return it to inventory.

Pro 684a

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E. SPO will:

1. Review all incoming sex offender files for high risk sex offender status (Static-99 score of 6 or higher) upon receipt and approval from Manager who oversees matters related to the sex offender client population.
2. Receive and review referrals submitted via the GPS Screening Request upon receipt and approval from the assigned Manager.
3. Monitor and assist the GPS DPO in meeting supervision requirements and review of VeriTracks data.
4. SPO or designee will monitor after-hours alerts by receiving secondary text message alerts from Veritracks. (Section VIII, b).
5. Review 90 day case reviews, obtaining Manager approval to continue defendants on GPS on any review subsequent to the initial 90 day review.
6. Notify the assigned Probation Manager of any issues impacting the effectiveness of equipment or software.
7. Notify assigned Probation Manager of issues or changes needed in policy or procedure.

Pro 684

Pro-684-A

F. Probation Manager will:

1. Recommend policy and approve protocol of CEM/GPS (Continuous Electronic Monitoring) program.
2. Review GPS referrals with the SPO and DPOs. Staff referrals with Executives as appropriate.
3. Evaluate the overall effectiveness of equipment and software, and coordinate service needs with STOP.

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4. Coordinate with Professional Standards Unit to arrange training of staff.
5. Maintain and, when necessary, recommend changes to policy and procedure.

III. Defendant/Program Participant Responsibilities

- A. Shall follow the DPO's reporting instructions and the Court-ordered conditions of probation.
- B. Shall follow instructions on the care and maintenance of the GPS equipment, including properly charging the unit's batteries.
- C. Shall sign the agreement to care for the equipment and payment for the repair or replacement of damaged or lost equipment. Equipment failure, due to improper care or deliberate tampering, will result in violation of program rules and possible violation of probation. Failure to sign the required paperwork or adhere to program rules could be grounds for violation of probation and return to court.
- D. Defendants will be advised of their obligation for payment of the cost of GPS monitoring, pursuant to their ability to pay.
- E. Defendants will be provided information relating to any exclusion or inclusion zones. However, in circumstances in which an exclusion zone is set in order to monitor the defendant's proximity to a victim's address or work location, specific victim information (name or address) will not be provided.
- F. Shall respond promptly to officer alerts sent through the GPS device. Failure to respond can result in violation of program rules and possible violation of probation.

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IV. Transient Participants

While GPS supervision may be particularly useful in monitoring eligible homeless or transient offenders, the ability to keep the device properly charged may be a barrier. In these cases, the DPO will need to discuss with the defendant possible locations where the device can be charged.

V. Portable Chargers

A. In the event of a power outage a limited supply of portable chargers are available if clients are in need of charging their tags. Upon being provided with the charger, the client will be required to sign a GPS Emergency Agreement to assume responsibility for the charger. If a portable charger is needed the assigned DPO or GPS DPO is to contact the GPS SPO to coordinate receipt of the charger for their client.

VI. Medical Issues

A. Medical procedures requiring removal of GPS equipment.

1. The defendant is to inform the DPO of scheduled procedures with appropriate medical documentation.
2. The DPO will schedule the removal and re-attachment of the GPS equipment.

B. Rashes or other skin reaction.

1. Once the DPO becomes aware of a skin rash or other skin reaction as a result of the GPS equipment, the DPO will photograph the affected area, and will forward the photograph to the SPO for further action.

VII. Travel

A. Defendants are required to obtain permission to travel outside of the county as in any supervised probation case.

B. The defendant shall take the unit charger and properly maintain the GPS equipment during authorized travel.

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VIII. Arrest Process/Equipment Retrieval

- A. In the event that a defendant is arrested at their home, the GPS equipment should be retrieved at that time if at all possible.
- B. If an arrest occurs in the community and the defendant is cooperative, the DPO should respond to the home with the defendant to retrieve the GPS equipment prior to booking.
- C. If the defendant has absconded, the DPO is to go to the home and attempt to retrieve the equipment.
- D. A PRO-313 is to be completed regarding any theft of equipment and forwarded to the District Attorney's Office for possible new charges.

IX. Alerts

- A. Specific alerts will require prompt response, e.g., device strap cut, entering an exclusion zone, and prolonged low battery alert.
- B. After-hours alerts will be routed viacell phone alert to the assigned GPS DPO, SPO and Manager with an assigned designee as back-up in the event the DPO is unable to respond.
- C. In the event of a critical battery alert, the assigned GPS DPO or support staff will attempt to contact the defendant and resolve the issue by having the defendant charge the device.
- D. In the event of a strap cut, the assigned GPS DPO will immediately respond. If the assigned GPS DPO is not able to respond, an assigned designee by the SPO twill respond as directed.
 - 1. The assigned GPS DPO/or assigned designee by the SPO will take immediate steps to assure the safety of any victim by coordinating with law enforcement (LE), attempting contact with the defendant and/or victim, and /or responding to the area as appropriate.

Pro-313

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2. LE is be immediately notified of the defendant’s last known location.

In the event that a “911 exclusion zone” has been established for the protection of the victim and the defendant has cut his/her strap, the victim is to be notified promptly and that contact is to be documented in IMPACT via a Chrono note.

3. If a request will be made of the District Attorney’s office for review for the filing of a new charge, a Pro-313 detailing the strap cut and response is to be completed within the requisite time frame by either the assigned DPO or the GPS officer.
- E. In the event the defendant has entered an exclusion zone and has failed to immediately exit the assigned DPO will immediately respond. If the assigned DPO is not contacted, the SPO will monitor and assign a designee to respond as directed.
1. The GPS DPO or assigned designee by the SPO will take immediate steps to assure the safety of the victim by coordinating with LE, attempting contact with the defendant and/or victim, and responding to area as appropriate.
 2. Law enforcement will be immediately notified of all potential threats to victims.

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