

**PROBATION DEPARTMENT  
JUVENILE MANUAL**

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<b>Issue Date:</b> 6/22/09	
<b>Revised:</b> 11/26/19	

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**GLOBAL POSITIONING SYSTEM**

**I. Introduction**

Global Positioning System (GPS) technology has been used as a means of monitoring the activities of offenders for several years and has proven to be an effective supervision tool. It is used as a deterrent against further offending and as an enhanced supervision tool to monitor the activities of certain, high-risk youth in our communities. In the event GPS has been ordered by the Court as a form of Home Supervision, refer to manual section 2513 entitled Electronic Monitoring.

**II. Eligibility**

- A. Youth are determined to be eligible for GPS monitoring via the Juvenile GPS Screening Request form (Pro 684-B) which lists specific criteria the youth must meet.
- B. As ordered by the Court.

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**III. Authorization**

- A. If the Deputy Probation Officer (DPO) believes the use of GPS as an enhanced supervision tool would be appropriate for a youth, the following steps are to be taken:
  - 1. The DPO will complete the Juvenile GPS Screening Request form in IMPACT, and provide a concise rationale for the use of GPS and how its use will meet any case plan, safety, and rehabilitative goals
  - 2. The Supervising Probation Officer (SPO) will review the screening request form and indicate if the request is approved or denied. The SPO may add any other comments regarding the approval or denial or need for GPS monitoring.
  - 3. The SPO will notify the Probation Manager of the pending request via e-mail. The e-mail will contain the youth's Probation Identification Number (PIN) or a link to the IMPACT file.

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4. The Manager will review the screening request form in IMPACT and indicate if the request is approved or denied, and may also add comments.
  5. The DPO and/or SPO will be advised by the Manager of the result once the request has been reviewed.
- B. The Court, Deputy District Attorney, and Defense Counsel are to be notified of the intent to use GPS for a specific youth. There are two ways this notification can occur.
1. During the preparation of a Disposition or Violation of Probation Report, the DPO can include notification of the intent to use GPS in the report, but should not include it as a recommendation.
  2. If such a report is not being prepared, the DPO shall file a GPS Notification Informational Report with the Court.
    - a. If no objection is received within seven (7) court days, the youth can be placed on GPS on the date indicated in the report.
    - b. The youth's attorney may contact the DPO within the time frame and indicate there is no objection. If that does occur, the communication must be memorialized in writing (such as an e-mail) and an Events entry made in the youth's IMPACT file. The youth can then be placed on GPS as soon as the Court has reviewed and approved the request.
  3. The notification to the Court and attorneys must be current. Therefore, if more than 30 days have passed since the notification has been made and the youth has not been placed on GPS, a new Screening Request must be submitted followed by a new GPS Notification Informational report.

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**IV. Staff Responsibilities**

**A. Support Staff:**

1. Designated support staff may be able to conduct some GPS-related activities. Prior to conducting these activities, the support staff must complete the following:
  - a. A GPS training as provided by the contracted GPS provider or Department staff. These may be on-site or web-based in nature.
  - b. Demonstrate proficiency in reviewing daily tracks, monitoring and responding to alerts and installing GPS equipment.
  - c. Demonstrate the ability to work closely with the DPO assigned to GPS monitoring and/or case supervision to communicate areas of concern.
  - d. Receive Manager approval before conducting regular GPS activities.

**B. DPO will:**

1. Meet with the youth, explain the program and expectations. Review conditions for GPS monitoring and obtain signature from the youth and the parent on all applicable forms – general instructions and responsibility and equipment liability memo.
2. While GPS supervision may be particularly useful in monitoring eligible homeless or transient youth, the ability to keep the device properly charged may be a barrier. The DPO will need to discuss with the youth and parent possible locations where the device can be charged.

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3. Install fully charged GPS device on the ankle of the youth.
  - a. Assign equipment to the youth in the VeriTracks program.
  - b. Create inclusion/exclusion zones/911 as appropriate.
  - c. Orient the youth on the care and maintenance of the equipment, including charging requirements.
  - d. Open the GPS service in Programs in IMPACT.
  - e. Keep a signed copy of all program rules and documentation in IMPACT file of the youth.
  
4. At least once each work day, the DPO or designated support staff will review the daily summary reports and tracking data for each youth monitored via GPS. The daily track review is to be chronicled in IMPACT utilizing the “GPS Tracks” Events type. Attention will be given to patterns of behavior which could indicate elevated risk or a possible violation of probation. Examples of behaviors that may indicate a youth may be engaged in illegal behavior or behavior that violates his/her terms and conditions of Probation include, but are not limited to:
  - a. Tracks that are not in line with the usual routine, lifestyle, or habits of the youth; tracks to locations outside of the area of residence which are of short duration; and tracks to areas of concern for the youth, relative to his/her probation terms and conditions.

In order to recognize the above, studying the tracks of the youth at the onset of GPS monitoring will help to distinguish any deviations from his/her regular routine.

Ideally, the assigned DPO will have knowledge of the community and will recognize areas of concern specific to the youth (i.e., gang member, sex offender, domestic violence offender) and areas where the youth should stay away from, such as: areas frequented by gangs, fellow gang

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- members' residences, schools, parks, or a victim's residence, among others.
- b. Should the assigned DPO or designated support staff suspect that the youth 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.
  - c. If tracks reveal that a youth either has been to or is currently at a location that he/she is not to be in (e.g. at the residence of someone with whom the youth has a no contact order, gang member at a known gang "hangout"), the DPO should conduct a field visit to observe firsthand the location to which the youth traveled and then take the appropriate action, time and circumstances permitting.
    - i. The level and immediacy of the response should consider the youth being in an area of concern relative to his/her probation charge or probation terms and conditions, and is different in nature to the response in the case of an exclusion zone violation, the latter of which requires a more exigent response.
    - ii. 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, such as new criminal activity, the DPO will staff the matter with the SPO to determine the appropriate action to be taken.
5. When the assigned DPO/support staff is not available to review the tracking data, the designated back-up GPS-trained officer will perform the review. Back up officers are to be used in all instances when an officer is off or away from the office on days other than a weekends or the officer is not able to review the tracks him/herself.

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6. Maintain and track equipment in use by youth. Report any issues such as damage or loss to the Unit SPO. A physical inspection of the GPS monitoring equipment should be made of every unit attached to a youth at least two (2) times a month.
  7. Submit an updated GPS Review to the SPO every 30 days for review (unless Court ordered in which case the matter should be reviewed in Court every 30 days) for a period not to exceed 90 days. Each review should be considered a milestone at which GPS monitoring can be discontinued unless circumstances are such that continuing it is warranted.
  8. Retrieve any GPS monitoring equipment from law enforcement agencies when a unit has been removed from a youth due to arrest.
  9. Respond to after-hours alerts and or Call Center notifications as established in Section IX specific to items 2 and 4-6, which are considered exigent. Assistance from Santa Maria Juvenile Hall staff can be sought in managing these alerts due to their access to resources after-hours.
  10. Discharge the youth from GPS monitoring and remove the unit from the youth, remove the unit from Veri-Traks, clean the unit and return it to inventory, charging the device for future use, and close the GPS service in Programs in IMPACT.
- C. SPO will:
1. Receive, review, and approve/reject referrals submitted via the GPS Screening Request.
  2. Respond to calls from the STOP Call Center as indicated in Section IX specific to items 2 and 4-6, which are considered exigent. Assistance from Santa Maria Juvenile Hall staff can be sought in managing these alerts due to their access to resources after-hours.
  3. Conduct 30-day case reviews. (And Court reviews if Court-ordered)

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4. Notify the assigned Probation Manager of any issues impacting the effectiveness of equipment or software of potential changes to policy or procedure.
  5. Evaluate the overall effectiveness of equipment and software, and coordinate service needs with the vendor.
  7. Coordinate staff training with other Divisions and the Professional Standards Unit.
  8. Verify the accuracy of vendor invoices submitted to the Department for payment for services rendered; resolve any discrepancies with the vendor; forward approved invoice to the Manager for payment authorization.
- D. Probation Manager will:
1. Approve the use of GPS monitoring in specific cases.
  2. Recommend modifications to policy and procedure as necessary.
  3. Review and approve monthly vendor invoices following the SPO review.

**V. Medical Issues**

- A. For medical procedures requiring removal of GPS equipment, the youth is to provide timely notice to the DPO of scheduled procedures with appropriate medical documentation. The DPO will schedule the removal and re-attachment of the GPS equipment and obtain approval from the Court if Court ordered.
- B. For rashes or other skin reactions, 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.

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**VI. Travel**

- A. Youth on probation are required to obtain permission to travel outside of the county as in any supervised probation case. If a youth is Court-ordered onto GPS as a form of home detention, the Court must approve of the travel request.
- B. The youth shall take the unit charger and properly maintain the GPS equipment during authorized travel.

**VII. Arrest Process/Equipment Retrieval**

- A. In the event that a youth 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 or in the office, the DPO shall make arrangements with the family of the youth to retrieve the GPS equipment.
- C. If the youth 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 or damage to equipment and forwarded to the District Attorney's Office for review of possible charges.

PRO-313

**VIII. Alerts**

- A. Specific alerts as monitored by the vendor Monitoring Center will require prompt response, e.g., device strap cut, entering an exclusion zone, and critical or dead battery alert as established in the GPS Monitoring Center Alert Responses.
- B. All calls from the Monitoring Center are made to the assigned DPO, who in turn will take the appropriate steps as outlined below based on the nature of the alert. If an alert is received after hours, the assigned DPO is to contact the juvenile hall and ask them to make contact with the minor/parent.



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1. Inclusion Zone alert:
  - a. Youth is either out of his/her residence (Inclusion Zone) past curfew.
  - b. **RESPONSE:** Contact the youth and/or his/her parent(s) within 24 hours to determine the nature of the alert and address it.
  - c. Make an Events entry in IMPACT
2. Exclusion Zone alert:
  - a. Youth is passing through or inside a determined zone where they are not allowed to be. Typically, this is either the residence of a victim, a store or business that was the victim, the residence of someone the youth has a No Contact order with, or a well-known gang area.
  - b. **RESPONSE:** Contact the youth and/or his/her parent(s) via telephone and tell them the youth needs to leave the zone immediately.
  - c. Make an Events entry in IMPACT
  - d. If it is something very significant (such as a victim's residence which would constitute a 911 exclusion zone), contact the unit SPO as detention may be necessary.
  - e. Make an Events entry in IMPACT
3. Low Battery alert:
  - a. Youth has failed to keep their GPS device properly charged.

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- b. **RESPONSE:** Call the youth and/or his/her parent(s) and direct them to charge their battery immediately. If access to VeriTracks is available or feasible, may also buzz or alert the youth via their GPS device.
- c. Make an Events entry in IMPACT
- 4. **Critical Battery alert (minimal battery life left):**
  - a. Youth has failed to keep their GPS device properly charged. This alert is more significant than a low battery alert.
  - b. **RESPONSE:** Call the youth and/or his/her parent(s) and direct them to charge their battery ASAP. If access to VeriTracks is available or feasible, may also buzz or alert the youth via their GPS device.
  - c. Make an Events entry in IMPACT
- 5. **Dead Battery alert (0-4 hours of battery life left):**
  - a. Youth has failed to keep their GPS device properly charged.
  - b. **RESPONSE:** Call the youth and/or his/her parent(s) and direct them to charge their battery immediately. If access to VeriTracks is readily available the Officer may also “buzz” or alert the youth via their GPS device. If there remains no response and the alert occurs after business hours, the law enforcement agency having jurisdiction may be contacted and requested to conduct a courtesy field visit to the device’s last known location in an attempt to locate the youth and/or device. If the occurrence is during regular business hours, DPOs should conduct a field visit to the device’s last known location in an attempt to locate the youth and/or device.
  - c. Make an Events entry in IMPACT

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6. Master Tamper alert:
  - a. Youth has either cut/removed their GPS device OR their GPS device or strap has been tampered with or damaged.
  - b. **RESPONSE:** Call the youth and/or his/her parent(s) to confirm if the youth did or did not remove their GPS device intentionally. If no response ensues, and the alert occurs after business hours, the law enforcement agency having jurisdiction may be contacted and requested to conduct a courtesy field visit to the device's last known location in an attempt to locate the youth and/or device. If the occurrence is during regular business hours, DPOs should conduct a field visit to the device's last known location in an attempt to locate the youth and/or device.
  - c. If it is determined the youth did remove his/her GPS device and abscond from supervision, complete a "Be On the Lookout" (BOL) for the youth, forward it to local law enforcement, and the assigned DPO should request a warrant via a Violation of Probation report.
  - d. Make an Events entry in IMPACT
  - e. If it is determined the youth had damage to their GPS strap (such as a crimp in the wire that runs through the strap, damage to the device itself, etc.), contact the youth and/or his/her parent(s) and direct them to report to the Probation Office ASAP to have their device/strap examined and possibly replaced.
  - f. Make an Events entry in IMPACT