

 State of Indiana Department of Correction	Effective Date	Page 1 of	Number
	3/1/2021	21	03-03-103
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 the Departments Electronic Monitoring Program is to provide a enhanced level of supervision on the Global Positioning System (GPS) and/or Home Curfew Radio Frequency (RF) Monitoring Equipment. Parolees whose offenses and behavior indicate a significant risk to public safety shall be considered for the program.

II. POLICY STATEMENT:

It is the policy of the Indiana Department of Correction to establish uniform procedures for the administration of GPS or RF Monitoring of parolees within the Division of Parole Services in compliance with best practices, Indiana Code 11-13-3-4 and 11-8-5-3 to define the role of the staff therein.

III. DEFINITIONS:

- A. **ACTUAL DAY:** Monday through Sunday including weekends and State holidays.
- B. **ADULT 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 they pose a significant risk to public safety.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	2	21
Title			
ELECTRONIC MONITORING PROGRAM			

- C. **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,
 - Equipment issue, such as a low battery.
- D. **BUSINESS DAY:** Monday through Friday excluding weekends and State holidays.
- E. **CONTAINMENT TEAM:** The containment team 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 Examiner;
 4. INSOMM Program District Coordinator;
 5. INSOMM Program Director;
 6. Electronic Monitoring & Training Program Director; and,
 7. The parolee.
- F. **ELECTRONIC MONITORING & TRAINING PROGRAM DIRECTOR:** (EM&T Program Director): The Parole staff person responsible for overseeing The Department’s Electronic Monitoring Program (GPS and RF) and the delivery of the program’s day to day activities throughout the State.
- G. **ELECTRONIC MONITORING COORDINATOR (EM Coordinator):** The Parole Staff person responsible for the day-to-day activities of the Electronic Monitoring Help Desk and Home Curfew (RF) Program. EM Coordinator is responsible for the tracking of Home Curfew RF equipment. The EM Coordinator also assist the EM&T Program Director with the delivery of the Electronic Monitoring Program day to day activities throughout the State.
- H. **EM CAP:** Occurs when the Electronic Monitoring Program has reached its predetermined number of active GPS and/or RF units. The EM Cap allows the program to remain within budget constraints as defined by the contract with the Electronic Monitoring Vendor.
- I. **EXCLUSION ZONES:** Specific geographic locations where a parolee is not allowed to enter. These locations include, but are not limited to:

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	3	21
Title			
ELECTRONIC MONITORING PROGRAM			

- Areas in the vicinity of a victim’s residence,
- Public or Private Parks; and,
- School Zones. (Excluding Juveniles in School)

- J. EXCLUSION ZONE VIOLATION: When a parolee has entered an unauthorized/restricted zone.
- K. GLOBAL POSITIONING SYSTEM (GPS): is the United States Department of Defense’s satellite system that is used by the Department to track parolee movements twenty-four (24) hours per day, seven (7) days per week.
- L. GPS FACILITY COORDINATOR (GPS Coordinator): The staff member provided by the INSOMM Vender responsible for providing registry classes, GPS classes, GPS risk information worksheets, and installation of GPS equipment on parolee at time of release at the New Castle Correctional Facility.
- M. HOME CURFEW TARGET POPULATION: Any parolee (Adult or Youth) whose behavior warrants a response to hold the parolee accountable for their behavior in the community but may not warrant a full return to a facility for a Revocation Hearing with the Indiana Parole Board, Indiana Juvenile Parole Board, or a short-term jail sanction in a local facility.
- N. HOME CURFEW RADIO FREQUENCY SYSTEM (RF): A radio frequency monitoring system that verifies the presence or absence of a parolee at a specific location, usually their home.
- O. INCLUSION ZONES: Specific geographic locations in which a parolee is expected to be during defined times. These zones include, but are not limited to:
- The parolee’s residence.
 - The parolee’s work location; or,
 - The treatment provider.
 - Juvenile’s School
- P. 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 their employment during approved working hours.
- Q. INSOMM PROGRAM DISTRICT COORDINATOR (INSOMM DC): The staff member provided by the INSOMM Vender responsible for providing

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	4	21
Title			
ELECTRONIC MONITORING PROGRAM			

treatment referrals, polygraph referrals, containment team meetings, installation, and removal of GPS equipment for parolee's in the community, and the tracking of GPS equipment.

- R. **INSOMM PROGRAM GPS RISK INFORMATION WORKSHEET:** The information worksheet that is completed on all adult parolees as part of the assessment process for GPS Monitoring.
- S. **INSOMM PROGRAM PHASE III GPS RISK INFORMATION WORKSHEET FOR JUVENILES:** The information worksheet that is completed on all juvenile parolees as part of the assessment process for GPS Monitoring.
- T. **JUVENILE GPS TARGET POPULATION:** 1) Any juvenile 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. 2) Any juvenile who is assessed, identified at-risk, and was deemed appropriate for the INSOMM Program at Pendleton Juvenile Facility. 3) Additionally, the Division may impose a GPS monitoring stipulation on any juvenile sex offender who has been released on parole supervision in the community with juvenile sex offender stipulations, and whose offense and behavior indicate they pose a significant risk to public safety. 4) This does not apply to juvenile sex offenders placed in a residential facility on parole supervision.
- U. **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, their home to be verified and monitored by GPS and/or RF.
- V. **PAROLE HOME CURFEW (RF) MONITORING PROGRAM INFORMATION WORKSHEET:** The information worksheet that is completed on all adult or Juvenile parolees as part of the assessment process for RF Monitoring.
- W. **PAROLE RELEASE DATE (PRD):** The date pre-calculated to be an offender's official day to be released to Parole supervision.
- X. **PHYSICAL INSPECTION:** is a common method of quality control that requires an in-person visual inspection of the Electronic Monitoring Equipment for damage/cracks to the unit's case, malfunctioning indicators (Visual and/or Auditable), unit's straps, and battery. The unit's serial number shall also be compared to the INSOMM GPS Unit Tracking Log or Inventory Report.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	5	21
Title			
ELECTRONIC MONITORING PROGRAM			

- Y. TRACKING DEVICE: The device carried on the parolee's person that communicates with the vender's monitoring system to relay the parolee's location or presence or absence at a specific location.

IV. ADULT 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 GPS Risk Information Worksheet (SharePoint) from the INSOMM Program GPS Facility Coordinator at least Forty-Five (45) 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 GPS Risk Information Worksheet with the Containment Team's recommendation for or against GPS Monitoring to the Director of Parole Services or designee no later than two (2) weeks after receiving the GPS Risk Information Worksheet. The Director of Parole Services or designee shall make the final determination regarding placement on GPS Monitoring and shall advise the facility GPS Coordinator.
3. Supervising Agent shall ensure the appropriate Parole Stipulations have been imposed by the Indiana Parole Board or the Division 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

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	6	21
Title			
ELECTRONIC MONITORING PROGRAM			

day of the offender's release from the New Castle Correctional Facility (NCF).

5. If the completed INSOMM Program GPS Risk Information Worksheet, approved by the Director of Parole Services or designee, and the GPS Stipulation imposed by the Indiana Parole Board are not submitted to the GPS Facility Coordinator at least fourteen (14) days prior to the offender's PRD, the GPS Facility Coordinator shall notify the Parole Services EM&T Program Director, applicable INSOMM DC, District Supervisor, and Supervising Agent that this shall be a Post-Release GPS installation. The INSOMM DC 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 GPS Facility Coordinator of this information. The GPS Facility Coordinator shall ensure this information is communicated to the offender prior to their 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 GPS Facility Coordinator.

C. Upon Day of Release (PRD)

1. The GPS Facility Coordinator shall:
 - a. Ensure that the Indiana Sex Offender Management and Monitoring (INSOMM) Program GPS Offender Agreement and Contract (Attachment 3) have been signed both by the offender and a witness,
 - b. Install the monitoring equipment on the offender's person,
 - c. Set the offender's approved placement as their inclusion zone,
 - d. Place the offender on "lockdown" status,
 - 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.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	7	21
Title			
ELECTRONIC MONITORING PROGRAM			

2. An email shall be sent to the EM&T Program Director, District Supervisor, Supervising Agent, and INSOMM DC to confirm completion of the above.
3. In the case that an offender refuses to be released on their 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 or designee. If the offender continues to refuse to be released with a Portable Tracking Device, the GPS Facility Coordinator shall notify the Supervising Agent, District Supervisor, Director of Parole Services, both Deputy Directors of Parole Services, Parole District Supervisor, the EM&T Program Director, and the INSOMM DC. 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, establish contact with the parolee, confirm the inclusion zone, any exclusion zones, schedule the initial interview, and make any changes to the Electronic Monitoring System and/or Offender Case Management System.
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 reason in the case 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 Management and Monitoring (INSOMM) GPS Offender Agreement and Contract (Attachment 3) 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 DC for changes to be made.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	8	21
Title			
ELECTRONIC MONITORING PROGRAM			

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 cooperation 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 GPS Risk Information Sheet (SharePoint) and submit it to the Director of Parole Services or designee. The Director of Parole Services or designee 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 or designee, 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 DC 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. This brief educational class shall also include a review of the (INSOMM) GPS Offender Agreement and Contract (Attachment 3). 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 / 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 DC for changes to be made.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	9	21
Title			
ELECTRONIC MONITORING PROGRAM			

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.

E. 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.
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 GPS Facility Coordinator shall contact the EM&T Program Director, the applicable INSOMM DC, District Supervisor, and the Supervising Agent to schedule a time and location for a post-release GPS installation. The 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. If 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 GPS Risk Information Worksheet (SharePoint) shall be completed and marked approved for tracking and documentation.
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.

F. Alert Levels

The levels of alerts of the GPS Monitoring System are:

1. Level 1:
 - Strap Violation
 - Tamper Violation, and
 - Exclusion Zone.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	10	21
Title			
ELECTRONIC MONITORING PROGRAM			

2. Level 2:
 - Inclusion Zone,
 - Battery Violation, and
 - Bracelet Gone.
3. Supervising Agent's shall address alerts after both the GPS equipment vendor call center and the INSOMM DC have attempted to resolve the event without success in a manner consistent with the Alert Reference Guide (Attachment 1), or any Level 1 alert.
4. When a Level 1 alert is received, The Monitoring Center shall contact the Supervising Agent and the INSOMM DC and notify them of the situation. With the assistance of the INSOMM DC 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.
5. For all Level 1 Strap/Tamper Alerts, the Supervising Agent shall attempt to make face-to-face contact with the parolee 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.
6. For all Level 1 Exclusion Zone Alerts, the Supervising Agent shall make contact with the parolee in-person or by telephone.
7. In the event the Supervising Agent is unable to resolve any alert, the case shall be staffed with their supervisor and process of obtaining an emergency warrant shall be initiated in accordance with established Department policy and procedure if applicable.

G. 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.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	11	21
Title			
ELECTRONIC MONITORING PROGRAM			

2. 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.

3. At the time the Containment Team decides a parolee shall be removed from GPS monitoring, the Supervising Agent/INSOMM DC assigned staff shall document the Containment Team's decision by outlining the specific reasons the parolee is being recommended for GPS removal. Factors to be considered include, but are not limited to:
 - a. The parolee's accomplishments in treatment,
 - b. Age,
 - c. Criminal Offense,
 - e. Results of previous polygraph examinations, and,
 - f. Stability in the community employment / living / parole compliance.

4. The Supervising Agent shall prepare the GPS Risk Information Worksheet (SharePoint) and submit it to the EM&T Program Director. The EM&T 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 EM&T Program Director has reviewed the request, they shall forward the GPS Risk Information Worksheet to the Director of Parole Services or designee for their review and approval. The Director of Parole Services or designee, after approval, shall forward the GPS Risk Information Worksheet to the Deputy Commissioner of Operations for their review. Once approved, the GPS Risk Information Worksheet shall be forwarded to the Supervising Agent and the EM&T Program Director. The parolee shall remain on GPS Supervision until the request has been approved and returned to the Supervising Agent.

5. As a parolee that is on GPS Supervision reaches an MRD or PRD the GPS unit may be removed at any time, in a five (5) actual day window prior to the parolee's term of supervision ending. This removal is completed without the filing of the GPS Risk Information Worksheet. However, the EM&T Program Director shall be contacted by email to advise of this removal on the day of removal.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	12	21
Title			
ELECTRONIC MONITORING PROGRAM			

The Supervising Agent is required to close out the GPS Risk Information Worksheet in SharePoint.

6. 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 GPS Risk Information Worksheet.
7. The EM&T Program Director is responsible for maintaining an accurate count of GPS units and ensuring that the GPS Program does not exceed the predetermined EM Cap. When appropriate, the EM&T Program Director shall distribute a call for GPS removals electronically to Supervising Agents to remain under the EM Cap.
8. In response to a call for GPS removals from the EM&T Program Director, the Supervising Agents shall review their caseload and submit the least risky offenders who have reached their treatment goals and is in good standing with Parole Supervision. Parolees on GPS Supervision for less than six (6) months may be submitted if they are in good standing.
9. The GPS unit should be removed by the INSOMM Program District Coordinator, Supervising Agent, or district staff member in a containment team setting. 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.

H. Sexually Violent Predator (SVP) Lifetime Parole Offenders

Any Lifetime Parolee may be placed on GPS Supervision once they have begun the lifetime portion of their parole supervision. The following conditions should be taken into consideration when evaluating a Lifetime Parolee for GPS.

I. Treatment Refuser:

1. A lifetime parolee that has ever refused or been removed or terminated from Phase II Treatment in the INSOMM program at the facility or Phase III Treatment in the INSOMM program in the community.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	13	21
Title			
ELECTRONIC MONITORING PROGRAM			

2. Has received an C356 Conduct Violation related to an INSOMM refusal (See Policy and Administrative Procedure 02-04-101, “The Disciplinary Code for Adult Offenders”); and,

J. GPS Refuser / Delinquent:

1. A lifetime parolee that has ever refused GPS supervision at the time of release to Parole Supervision.
2. A Lifetime parolee that has ever had a cut strap / tamper while on Electronic Monitoring and became delinquent.
3. Behavior while on Community Supervision
4. A lifetime parolee that has received several intermediate sanctions and/or violations while on community supervision before they started their lifetime parole obligation.
5. A lifetime parolee that has a history of missed appointment while on community supervision before they started their lifetime parole obligation.

K. Lifetime Parolee Enrolment / Approval

1. The Supervising Agent shall prepare the GPS Risk Information Worksheet (SharePoint) and submit it to the Director of Parole Services or designee no later than seven (7) days prior to the beginning of lifetime parole supervision for any parolee who is on active parole before they change over to their lifetime Parole Obligation for anyone that the containment team feels should be on GPS supervision while on their Lifetime Parole Obligation.
2. Lifetime Parole Agent may submit a GPS Risk Information Worksheet (SharePoint) and submit it to the Director of Parole or designee for any offender on Lifetime Parole whose supervision history and behavior indicate he/she poses a significant risk to public safety.
3. Any Lifetime Parolee may be placed on GPS Supervision only after consultation with the SOMM Program Director, and approval of, the Director of Parole or designee.
4. Once approved for Lifetime GPS Supervision, the Supervising Agent shall ensure that that the Lifetime Parole GPS Agreement and

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	14	21
Title			
ELECTRONIC MONITORING PROGRAM			

Contract (Attachment 4) have been signed by the parolee and a witness.

5. 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. The Supervising Agent shall prepare the GPS Risk Information Worksheet (SharePoint) and submit it to the EM&T Program Director. Once the EM&T Program Director has reviewed the request, he/she shall forward the GPS Risk Information Worksheet to the Director of Parole Services or designee for their review and approval. Once approved/denied, the GPS Risk Information Worksheet shall be submitted to the Deputy Commissioner of Operations for review and approval/denied. The parolee shall remain on GPS Supervision until the request has been approved and returned to the Supervising Agent.
6. 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 active supervision, as long as all applicable and necessary waivers have been completed.

V. JUVENILE GPS MONITORING PROCEDURE:

A. GPS Monitoring Recommendation of Juvenile Parolee

1. The Liberty INSOMM Counselor shall provide a brief educational class at the Pendleton Juvenile Facility for the juvenile sex offender population scheduled for a parole release in the community outlining the juvenile's responsibilities while on GPS monitoring. The Liberty INSOMM Program District Coordinator shall provide a brief educational class to the parent/guardian outlining the juvenile's responsibilities while on GPS monitoring during the disclosure session with the juvenile. The Supervising Agent shall provide a brief educational class to the parent/guardian during the placement meeting about the juvenile's responsibilities while on GPS monitoring.
2. If the Supervising Agent and Containment Team agree that the Post-Release juvenile parolee is a candidate for GPS supervision, the Supervising Agent shall complete the INSOMM Program Phase III GPS Risk Information Sheet for Juveniles (Attachment #8) and submit it to the Director of Parole Services or designee. The

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	15	21
Title			
ELECTRONIC MONITORING PROGRAM			

Containment Team, in making this recommendation, may consider if the juvenile parolee is displaying high risk behavior, special attention to polygraph results and admissions, and lack of goal motivation for employment and/or school and program participation issues. The Director of Parole or designee shall determine if the juvenile 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 or designee, the Supervising Agent shall ensure the appropriate Juvenile Stipulations have been imposed by the Department before the juvenile parolee may be placed on GPS Supervision. It shall be documented in the Case notes in the Comprehensive Case Management System (CCMS) for juveniles.
4. If the juvenile parolee is approved for GPS Supervision the Supervising Agent shall provide a brief educational class to the juvenile parolee outlining the juvenile parolee's responsibilities while on GPS monitoring and shall ensure that the Indiana Sex Offender Management and Monitoring (INSOMM) Program GPS Offender Agreement and Contract for Juveniles (Attachment #9) have been signed by the juvenile, parent/guardian, and a witness. A brief educational class shall be conducted with the parent/guardian outlining the juvenile parolee's responsibilities while on GPS monitoring. Arrangements shall be made for the installation of the monitoring equipment on the juvenile parolee. When possible the installation of the GPS Device shall be completed in a Containment Team setting to allow for discussion with the juvenile parolee. The installation may occur at the juvenile parolee's approved residence or community location. Installation of the GPS Device should always be completed in a safe environment.

B. GPS Equipment / Zones for Juvenile Parolee in the Program

1. The Supervising Agent shall discuss and define Inclusion / Exclusion Zones and curfew hours for the juvenile 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.
2. 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. It shall be documented in the Case notes in the Comprehensive Case Management System (CCMS).

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	16	21
Title			
ELECTRONIC MONITORING PROGRAM			

3. The Supervising Agent shall work with the INSOMM DC to get access to GPS Equipment when needed.
 4. The levels of alerts of the Juvenile GPS Monitoring System shall follow the same Levels of alerts as the Adult GPS Monitoring System. Supervising Agent shall address alerts after Liberty Behavior Health staff have attempted to resolve the event without success in a manner consistent with the Alert Reference Guide (Attachment 1), or any Level 1 alert.
- C. Removal of Juvenile Parolee from the GPS Monitoring Program
1. The progress of juveniles being monitored on the GPS Program shall be reviewed on a regular basis and during regular scheduled Containment Team meetings. If the Containment Team determines there is cause to maintain the juvenile on GPS supervision, it shall be documented in the Case notes in the Comprehensive Case Management System (CCMS) for juveniles.
 2. At the time the Containment Team decides a juvenile parolee shall be removed from GPS monitoring, a case note shall be entered in CCMS. The decision should be outlining the specific reasons the juvenile parolee is being recommended for GPS removal in CCMS. Factors to be considered include, but are not limited to:
 - The juvenile parolee’s accomplishments in treatment;
 - Results of previous polygraph examinations; and,
 - Stability in the community school, employment / living / parole compliance.
 3. The Supervising Agent shall prepare the Phase III GPS Risk Information Sheet for Juveniles (Attachment #8) and submit it to the EM&T Program Director. EM&T Program Director shall review the request to ensure that treatment goals have been met and the juvenile parolee is in good standing with Parole Supervision. Once the EM&T Program Director has reviewed the request, they shall forward the GPS Risk Information Worksheet to the Director of Parole Services or designee for their review and approval. Once approved/denied, the GPS Risk Information Worksheet shall be submitted to the Deputy Commissioner of Operations for review and approval/denied. The parolee shall remain on GPS Supervision until the request has been approved and returned to the Supervising Agent.

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	17	21
Title			
ELECTRONIC MONITORING PROGRAM			

4. When possible, the removal of the GPS Device shall be completed in a Containment Team setting to allow for discussion with the juvenile parolee. The removal may occur at the juvenile's approved residence or community location. This discussion shall reinforce the actions that the juvenile parolee took to be considered for GPS removal. The Containment Team shall document its decision using the Phase III GPS Risk Information Sheet for Juveniles.

VI. HOME CURFEW RF PROGRAM:

- A. Parole Services Home Curfew Program Recommendation (Transmittal, Information 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, Indiana Juvenile Parole Board, or a short-term jail sanction in a local facility. The Home Curfew RF Program is designed to be a minimum thirty (30) business day obligation. The Supervising Agent shall outline the task(s) the parolee is responsible for completing within the thirty (30) business day period on the Home Curfew RF Program Information Worksheet (Attachment 10) at the start of the Program with approval of the District Supervisor or designee. No later than the thirtieth (30th) business 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 in thirty (30) business day increments. While participating in the Home Curfew Program, the parolee shall be placed on weekly reporting.
- B. The enrollment process for the Home Curfew RF Program is as follows:
- C. The Supervising Agent shall complete the Home Curfew RF Monitoring Program Information Worksheet (Attachment 10) with no more than four (4) program tasks.
- D. 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.
- E. For adult offenders, the Supervising Agent shall complete State Form 49778, "Special Parole Stipulations," to the Indiana Parole Board

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	18	21
Title			
ELECTRONIC MONITORING PROGRAM			

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.”

- F. Once the parolee is approved to participate in the Program, the Supervising Agent shall ensure that the Indiana Parole Services Home Curfew RF Monitoring Program Offender Agreement and Contract (Attachment 5) have been signed by both the parolee and a witness. 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 their Supervising Agent outlining the parolee’s employment schedule, treatment schedule and/or other obligations for Agent approval.
- G. 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.
- H. The completed Home Curfew RF Monitoring Program Worksheet shall be submitted to the EM&T Program Director and the Electronic Monitoring Coordinator at the completion of Program.
- I. 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.
- J. Alert Levels

The levels of alerts of the GPS Monitoring System are:

Level 1:

- Base Unit Tamper (Land line or Cell)
- Bracelet Strap (Land line or Cell); and
- Curfew (Land Line and Cell) ONLY if not cleared by the call center.

Level 2:

- Base Unit A/C Power Disconnected (Land Line and Cell);

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	19	21
Title			
ELECTRONIC MONITORING PROGRAM			

- Base Unit Battery (Land Line and Cell);
- Base Unit Unable to Connect (Land Line and Cell);
- Base Unit Location Un-Trusted (Cell ONLY);
- Phone Line Disconnect/Phone Number Caller ID (Land Line ONLY)
- Bracelet Battery (Land Line and Cell); and,
- Curfew (Land Line and Cell) if cleared by call center.

- K. 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 2), or any Level 1 alert.
- L. 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.
- M. 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.

VIII. EQUIPMENT MANAGEMENT:

- A. The EM&T Program Director, INSOMM Director of Community Service, Electronic Monitoring Coordinator, Supervising Agents, and INSOMM District Coordinators shall work as a team to monitor, track, and physically inspect the Electronic Monitoring Equipment assigned to their district. Effective equipment management is a vital part of the Program and allows the Division to deploy working units and accessories when needed within the districts, and to reallocate equipment quickly across the State when required.
- B. The Supervising Agent and District Coordinator are required to conduct a physical inspection of the GPS Equipment Monthly.
- C. It shall be the responsibility of the Supervising Agent and INSOMM District Coordinator to report damaged, lost, and/or missing GPS

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	20	21
Title			
ELECTRONIC MONITORING PROGRAM			

Equipment to the EM&T Program Director and INSOMM Director of Community Services in a timely manner, but no later than five (5) business days from the last day of the month.

- D. The District Supervisor and/or designee are required to conduct a physical inspect of the Home Curfew (RF) Equipment Monthly.
 - E. It shall be the responsibility of the District Supervisor and/or designee to report damaged, lost, and/or missing Home Curfew (RF) Equipment to the Parole Electronic Monitoring Coordinator in a timely manner, but no later than five (5) business days from the last day of the month.
 - F. The Supervising Agent and District Coordinators are required to conduct a physical inspect of the GPS equipment and complete and sign the Districts GPS Unit Tracking Log 4 times a year (January, April, July, and Oct). They shall submit their Districts GPS Unit Tracking Log signed by both the District Coordinator and Supervising Agent to the EM&T Program Director and INSOMM Director of Community Services by the last day of each audit Month.
 - G. It shall be the responsibility of the Supervising Agent and District Coordinator to maintain their INSOMM GPS Unit Tracking Log to reflect its unit's current status as changes take place, but no later than two (2) business days from a change in the unit's status.
 - H. The Electronic Monitoring Coordinator shall provide an Inventory Report to each District Supervisor and/or designee of Home Curfew (RF) Equipment assigned to the district to conduct a physical inspection of the Home Curfew (RF) Equipment 4 times a year (January, April, July, and Oct). They shall submit their Districts Inventory Report signed by the staff member who completed the physical inspection and District Supervisor to the Parole Electronic Monitoring Coordinator by the last day of each audit Month.
 - I. The EM&T Program Director and/or INSOMM Director of Community Service shall conduct one (1) physical inspection at the districts a year to review the INSOMM GPS Unit Tracking Log, GPS Inventory, and Home Curfew (RF) Inventory at the District.
 - J. The EM&T Program Director and Electronic Monitoring Coordinator have five (5) business days to report lost and/or missing equipment to the vender from the day it is reported from the Districts.
- IX. BEST PRACTICES:

POLICY AND ADMINISTRATIVE PROCEDURE			
Indiana Department of Correction			
Manual of Policies and Procedures			
Number	Effective Date	Page	Total Pages
03-03-103	3/1/2021	21	21
Title			
ELECTRONIC MONITORING PROGRAM			

- A. 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 OCMS.
- B. When reviewing GPS information, attention shall be given to, but not limited to:
 - 1. Parolee patterns: information can be gleaned by view the daily movement of parolees;
 - 2. Locations where parolees are spending time; and,
 - 3. Indicators of child presence, alcohol/drug use, high crime, and any other concerns in the areas in which parolees spend time.
- C. It is a best practice to discuss movement and expectations with the parolee as they acclimate to the program.

X. APPLICABILITY:

This policy and administrative procedure are applicable to all Division of Parole Services District Offices and field staff. If there are any questions, please contact Parole Services Electronic Monitoring & Training Program Director.

signature on file
Robert E. Carter, Jr.
Commissioner

Date