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Robert Patton, Director Oklahoma Department of Corrections	Signature on File
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Global Position Satellite Surveillance (GPS) Program

The Oklahoma Department of Corrections (DOC) provides eligible offenders the opportunity for supervised reintegration through home confinement, work release and community based treatment and support programs. (4-APPFS-2C-04) All offenders placed into supervised reintegration shall be subject to continuous monitoring utilizing global positioning satellite monitoring technology and shall be supervised by probation and parole officers. This procedure sets forth the eligibility criteria and the referral process for placement and supervision of offenders on the Global Position Satellite Surveillance (GPS) program.

For the purpose of this procedure, the term “offender” applies to individuals under community supervision by the Oklahoma Department of Corrections (DOC).

I. GPS Program Criteria

A. Eligibility Criteria

1. Must be serving a sentence of five years or less and whose initial placement is not higher than minimum security level; or
2. Must have no more than 11 months left to serve on their total term of incarceration.

The following represents 11 months projected time left to serve for each earned credit level:

Earned Credit Level	Days Remaining
Enhanced Level 4	970
Enhanced Level 3	825
Level 4	805
Level 3	690
Level 2	570

3. Offenders must have been incarcerated in DOC for at least 90 days.
4. Offenders must be assigned to an accredited halfway house, community corrections center, community work center or designated community facility for a minimum of 30 days.
5. Offenders must have an approved home offer. Motels or other temporary housing arrangements are not acceptable. The offender must be able to remain in the home offer location for at least 90 days.
6. The offender must be able to furnish a cell phone if required or have telephone equipment and service that supports the monitoring

technology.

B. Exclusionary Criteria

All eligible offenders assigned to the GPS program will first be processed and received through the appropriate assessment and reception center and then must be incarcerated for at least 90 days. The director of the Department of Corrections may exercise discretion in selecting eligible offenders for assignment to the GPS program; provided however, the following offenders will not be eligible for assignment to the program:

1. Offenders serving a conviction during the current incarceration or convicted within the previous ten years for a violent offense in accordance with the "Offense Severity Categories" ([OP-060102\(M\)\(F\)](#), [Attachment A](#)).
2. Offenders convicted of any violation of the Trafficking in Illegal Drugs Act, Section 2-414 et. seq. of Title 63 of the Oklahoma Statutes.
3. Offenders denied parole within the previous 12 months pursuant to Section 332.7 of Title 57 of the Oklahoma Statutes.
4. Offenders convicted of Driving Under the Influence of Liquor or Drugs pursuant to Section 11-902 of Title 47 of the Oklahoma Statutes who are not receptive to substance abuse treatment and follow-up treatment.
5. Offenders removed from the GPS program, or any other alternative to incarceration program authorized by law (PPCS/SSP/EMP), for violation of any rule or condition of the program and reassigned to imprisonment in a correctional facility.
6. Offenders deemed by DOC to be a security risk or a threat to the public.
7. Offenders requiring educational, medical, or other services or programs not available in a community setting as determined by the department.
8. Offenders convicted of Domestic Abuse – Assault and Battery in violation of subsection C of Section 644 of Title 21 of the Oklahoma Statutes or who have an active protection order that was issued under the Protection from Domestic Abuse Act, Section 60 through 60.16 of Title 22 of the Oklahoma Statutes. This includes any person who commits any assault and battery against:
 - a. A current or former spouse;
 - b. A present spouse of a former spouse;
 - c. A former spouse of a present spouse;

- d. Parents;
 - e. A foster parent;
 - f. A child;
 - g. A person otherwise related by blood or marriage;
 - h. A person with whom the defendant is in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes;
 - i. An individual with whom the defendant has had a child;
 - j. A person who formerly lived in the same household as the defendant; or
 - k. A person living in the same household as the defendant.
9. Offenders who have outstanding felony or misdemeanor warrants or detainers properly lodged with DOC, from another jurisdiction (federal, state, county or municipal), or offenders who have an application to accelerate a deferred sentence or a pending revocation of a suspended sentence.
10. Offenders convicted of a sex offense that, upon release from incarceration, would be required by law to register pursuant to the Sex Offenders Registration Act.
11. Offenders convicted of racketeering activity as defined in Section 1402 of Title 22 of the Oklahoma Statutes.
12. Offenders convicted pursuant to Section 650 of Title 21 of the Oklahoma Statutes to include aggravated assault and battery upon:
- a. A police officer;
 - b. Sheriff, deputy sheriff or highway patrolman;
 - c. Corrections personnel as defined in Section 649 of the above title; or
 - d. Any state peace officer employed by any state governmental agency to enforce state laws, while said officer is in the performance of his duties.
13. Offenders who have escaped from a penal or correctional institution within the previous ten years.

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14. Offenders who currently have active misconducts (class A or B within the previous six months or class X within the previous two years).
15. Offenders convicted pursuant to subsection F of Section 2-401 of Title 63 of the Oklahoma Statutes, the crime of Distribution of a Controlled Substance Within 2,000 Feet of a Child Care Facility; Manufacture of a Controlled Substance Within 2,000 Feet of a Public or Private Elementary or Secondary School, Public Vocational School, or a Public or Private College or University, or other institution of higher education, Recreation Center or Public Park Including State Parks and Recreation Areas, Public Housing Project, or Child Care Facility.

C. Eligibility Review Process

1. Eligibility will normally be determined at the assessment and reception center. Eligibility will also be reviewed at subsequent classification/adjustment review periods and documented on such forms and in case notes. The reason an offender is determined to be ineligible for the program shall be noted in the case notes.
2. The assigned facility case manager will review all case notes, arrest reports, violation reports and supplement reports for previous periods of probation and/or parole supervision to ensure there were no instances of behavior that would indicate the offender poses a risk that is not otherwise substantiated. All violation reports and supplement reports submitted during the five years immediately preceding the current term of incarceration may be submitted with the placement packet.
3. Upon determining an offender is eligible for placement, the assigned facility case manager shall obtain a proposed residence and employment offer from the offender. The assigned facility case manager shall contact the individual providing the residential offer and explain the rules and conditions of the GPS program and verify the residential offer is valid and lawful.
4. The following packet shall be completed and submitted through the facility head to the district supervisor for review and placement recommendation:
 - a. "Facility Assignment Form" ([DOC 060204A](#));
 - b. "Custody Assessment Form" ([DOC 060103A \(M\) \(F\)](#));
 - c. Rap Sheet (to include FBI and OSBI)/NCIC/JOLTS Teletype;
 - d. "Activity/Housing Summary" (MSRM Form) (current to community placement). Approval from a MHA if Mental Health code is C1
 - e. "Offender Profile Screening Form" (OMS 0081D);

- f. "Consolidated Record Card" ([DOC 060211H](#))-Current cards front and back, with complete movement history All prior CRC's front only;
 - g. Current copy of the "Offender Job Information Card" ([OP-090110, Attachment C](#)), if the offender will remain on the current job;
 - h. "Rules and Conditions of GPS Surveillance Program" ([Attachment D](#), attached) signed by the offender;
 - i. "Notice for Offenders Assigned to the GPS Surveillance Program" ([Attachment F](#), attached) signed by the offender;
 - j. The appropriate orientation form signed by the offender:
 - (1) "Offender Orientation (Passive)-Guidelines and Procedures" ([Attachment B](#), attached);
 - (2) "Offender Orientation (Passive/One Piece)-Guidelines and Procedures" ([Attachment L](#), attached); and
 - k. "GPS Packet Checklist" ([Attachment M](#), attached)
5. If approved by the facility head/district supervisor, the placement packet shall be entered into the Offender Management System (OMS). Normally, packets shall be prepared and submitted for review thirty days prior to the actual eligibility date of the offender. The date the offender is eligible for the program will be noted in the case notes. The following criteria will be considered when making placement decisions:
- a. Offender has an appropriate home offer which has been verified by the district;
 - b. Offenders who previously received SSI or SSA benefits or who have viable support from a spouse or sponsor should not be excluded from participating in the GPS program;
 - c. Offender has no serious misconducts during this incarceration or any prior period of incarceration (01-1, 01-2, 01-3, 01-4, 01-5, 02-9, 02-24, 04-1, 04-2, 04-3, 04-4, 04-5, 04-6, 04-7, 04-8, 04-9, 05-4, 05-5, 09-1, 09-2); and
 - d. Any aggravating circumstances of the offense (to include prior offenses).
6. Once an offender is determined eligible and appropriate:

- a. The district supervisor/facility head shall ensure the “GPS Residence and Employment Verification Request” ([Attachment H](#), attached) is submitted to the district having jurisdiction of the location where the offender proposes to live. The district having jurisdiction shall ensure the verification request is assigned to a field officer for verification of the proposed residence, and completion of the local records check.
- b. It will be the responsibility of the district, where the offender will reside, to investigate and verify the proposed home offer by conducting an on-site inspection of the residence and conduct a local records check for outstanding warrants. This check will include municipal jurisdictions. The district where the offender will reside will notify the submitting district within seven working days that the residential offer has been completed with a recommendation as to the suitability of the proposed home offer. Any denial of a proposed home offer will be reviewed and approved by the respective assistant district supervisor/facility head.
 - (1) If outstanding warrants are located, the district conducting the home offer will provide information regarding the outstanding warrant(s) to the submitting district. The submitting district is then responsible for determining if a detainer has been filed with the agency or if a detainer is requested. In accordance with state statute, no offender with a felony warrant or detainer will be considered for placement. If the offender has a misdemeanor warrant and no detainer has been filed, the packet will be submitted to the state coordinator for review and placement consideration.
 - (2) Misdemeanor warrants which cannot be resolved until the offender is released will be noted in the case notes. Upon the release of the offender, the supervising officer will notify the jurisdiction where the misdemeanor warrant is outstanding and make arrangements for the resolution of the warrant. If the jurisdiction chooses to place the offender in custody to resolve the warrant, the officer will make arrangements with the jurisdiction to take custody of the offender. The officer will be responsible for placing a DOC hold on the offender and, if applicable upon release, the district will resume supervision of the offender under the GPS Program.
- c. Upon approval of the placement request by the submitting district, the placement packet is submitted to the statewide electronic monitoring coordinator. The statewide electronic monitoring coordinator reviews the placement packet to ensure it is complete, has a verified residential offer and meets the eligibility requirements.

- (1) The statewide electronic monitoring coordinator shall provide prior notification to the required law enforcement entities of the proposed placement utilizing the "Law Enforcement Notification of GPS Placement" ([Attachment G](#), attached). The coordinator shall transmit this notification to the appropriate jurisdiction no less than one week prior to the proposed placement of the offender. (4-APPFS-1D-01)
 - (2) The placement packet is then submitted to the Population Office for approval and placement. If the placement packet is denied, it will be returned to the facility where the offender is located with the denial reason noted on the packet. The case manager will advise the offender the reason the packet was not approved.
 - (3) Transfer is confirmed by the Population Office via an electronic message with the placement date.
- d. On the date an offender is approved for transfer:
- (1) The facility will conduct a drug test on the offender within 24 hours prior to transfer to the supervising district. If the drug test is positive, the offender's transfer to GPS is canceled by immediately notifying the Population Office and the receiving district;
 - (2) The facility will ensure a current photograph of the offender is taken and is entered into the Offender Management System (OMS);
 - (3) If the offender is currently prescribed prescription medication, the offender shall be issued a 14 day supply of the medication;
 - (4) The local district or designated community facility shall ensure the GPS equipment is activated and is placed on the offender prior to transfer. If the offender will be supervised in another district, the vendor is notified by the local district activating the GPS equipment to ensure the equipment inventory is properly transferred and assigned;
 - (5) The records unit shall notify the business office of pending transfers as soon as notification of the transfer is received. The business office shall ensure the offender is issued a check for all funds in his/her draw account and mandatory savings account;

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- (6) The facility shall ensure the offender has transportation to the supervising district. The field file shall be transferred to the supervising district. Medical files of offenders assigned to the GPS Surveillance Program shall be maintained by the closed records medical unit. If an offender is returned to a facility due to removal from the program, the receiving facility shall request the medical file from the medical closed records unit; and
 - (7) The offender shall be given reporting instructions to include the date and time to report as well as the district office or sub-office location. The offender may be approved for an "escorted leave" per [OP-031001](#) entitled "Offender Escorted Leave/Activities" for the purpose of initial reporting to the supervising district. The leave should allow sufficient travel time, based on mode of transportation, from the facility to the supervising district. (4-APPFS-2C-03)
7. All movement to the GPS program shall occur on Tuesdays and Thursdays with a reporting time at the district of 2:00 p.m. It is the responsibility of the offender to make arrangements with his/her employer for approved time off in order to complete program orientation and enrollment.
 8. The receiving district shall notify the Restitution and Accounting Unit of all placements into the GPS program within 48 hours of transfer.

II. Offender Supervision

Probation and parole districts will be responsible for the administration and supervision of offenders assigned to the GPS program. With the exception of supervision contact requirements, supervision shall be in accordance with [OP-160103](#) entitled "Supervision of Community Offenders" and [OP-161001](#) entitled "Specialized Programs Case Management." If an offender has no identified criminogenic needs after administering the LSI-R, the guidelines for supervision will be negotiated and documented in a transition plan. (4-APPFS-2A-08, 4-APPFS-2A-09).

The supervising officer shall utilize the GPS monitoring software as a supervision tool to manage and monitor offender activities and compliance with the rules and conditions of supervision. GPS tracking points are to be used to determine location, any deviations from the offender's normal travel pattern of movement and non-compliance with inclusion and exclusion zones.

Supervision contact requirements for offenders assigned to GPS shall be in accordance with standards outlined below.

A. Orientation

Upon reception to the supervising district, the offender shall receive

orientation to the program which shall include a review of the rules and conditions ([Attachment D](#)) of the program, a review of the GPS equipment, supervision expectations, a "Verification of General Orientation" ([OP-160201](#), [Attachment B](#)) and other areas as determined by [OP-160103](#) entitled "Supervision of Community Offenders" and [OP-161001](#) entitled "Specialized Programs Case Management." The appropriate offender orientation form as outlined in Section I. C. 4. j. items (1) and (2) shall be reviewed with and signed by the offender. (4-APPFS-2B-01)

B. Offender Contact

The supervising officer shall have face to face contact with each offender assigned for supervision a minimum of two times per month, with at least one contact at the offender's residence.

C. Alerts and Violations (4-APPFS-2B-02, 4-APPFS-2B-03)

1. Monitoring alerts and violations shall warrant timely and appropriate corrective action. All monitoring alerts and violations not caused by equipment failure or weather conditions, as they are identified and assessed, shall be addressed within 24 hours. Zone alerts and equipment status alerts are considered alerts requiring investigation. The officer's response and outcome to the violation or alert will be documented in the case notes within a time frame not to exceed 48 hours. At a minimum, the officer will enter the following information in the case notes:
 - a. When the officer was notified of the alert or the violation;
 - b. Date and day the alert or violation occurred;
 - c. Description of the alert or violation;
 - d. Details of the contact made with the offender; and
 - e. When the alert or violation is cleared and the outcome.
2. A response to an alert or violation may include, but is not limited to: a telephone call to the offender, a home visit or the officer requesting the offender come to the office to conduct a visual inspection of the equipment.
 - a. The supervising officer shall review the daily violation report (DVR) received from the vendor by noon each business day.
 - b. Officers will utilize the GPS software to monitor the offender's activities and compliance with rules and conditions. Not all alerts will result in a violation; however, repeated alerts may indicate a pattern of intentional non-compliance.
 - c. Under no circumstance will a response to an alert or violation

exceed 48 hours.

3. Alerts and violations will include:
 - a. Low Battery Voltage-the battery is getting low and the unit needs to be fully charged.
 - b. Motion No GPS-the unit has accumulated 20 minutes of motion within an hour without receiving a GPS signal.
 - c. Strap Removal or Tampers-the strap is cut, removed or tampered with.
 - d. Unable to Connect- the unit is more than 90 minutes late for its scheduled call.
 - e. Zone Alerts (Inclusion and Exclusion)-the offender is located in an area that is off limits (exclusion) or has moved out of an approved area (inclusion) during their scheduled time.

4. Processing Alerts

The supervising officer or designee will review the DVR from the previous day (s) and no later than noon each business day. Once the alerts are reviewed, the supervising officer or designee will resolve all alerts in a timely matter or as otherwise noted. The team supervisor will ensure all alerts in the case management section of the monitoring software have been resolved. The team supervisor will have a contingency plan in place for monitoring and responding to the DVR whenever the supervising officer is unavailable to review the report or respond to alerts or violations.

- a. Low Battery Voltage-the supervising officer will check the offender's battery violation and charging history. The officer will review with the offender how to fully charge the unit. Subsequent battery alerts not due to equipment issues may be grounds for sanctions or removal from the program.
- b. Motion No GPS- The supervising officer will contact the offender to verify location during this period. If the offender works indoors, the officer may consider scheduling a Motion No GPS for the work schedule only.
- c. Strap Removal or Tampers-Immediately upon reviewing the DVR or as soon as the supervising officer becomes aware of a strap violation, the officer will contact the offender to determine if the violation is valid. The officer will visually ensure the strap has not been cut or tampered with. The officer will replace the strap.

- d. Unable to Connect-Determine if the alert is due to the offender's location inside of a structure that is unable to get a good signal. Determine if there is an issue with cellular coverage in the area. Determine if the alert is due to a dead battery. Replace the unit if necessary.
 - e. Zone Alert-Respond to zone alerts within 24 hours (excluding weekends, holidays and office closures). Verify the address and that the zone is correct on the map. Make sure the offender has a GPS signal. If not, have the offender go outside for 15 minutes. Advise the offender to stay out of the area (exclusion).
5. Offenders may be placed at a halfway house or community corrections facility (to include a community work center) as an intermediate sanction to address non-compliant behavior. (4-APPFS-2B-11)
- a. Such placement shall be voluntary. Such placement shall be negotiated utilizing the "Imposition of Intermediate Sanctions" form ([Attachment J](#), attached).
 - b. During such placement, the assigned officer shall maintain weekly contact with the offender or the assigned facility case manager to monitor the offender's progress. All such placements shall be communicated to the population office prior to the placement.
 - c. If the offender refuses placement, removal proceedings shall be initiated pursuant to [OP-060125](#) entitled "Department Offender Disciplinary Procedures." The duration of placement shall be appropriate for the behavior, but shall not exceed 30 days. During such placement, the offender may be approved to continue working on the approved job. Upon completion of the placement, if the offender remains eligible, he/she may be returned to the program by the district supervisor. If the offender has active misconduct points, he/she is no longer eligible for GPS placement.
6. Violations that do not pose a risk to public safety will be addressed informally by the supervising officer. All such actions will be recorded in the case notes. Sanctions may be applied to include increased reporting, treatment participation, increased treatment participation, increased curfew, etc. (4-APPFS-2B-11, 4-APPFS-2E-01)

D. Employment

All offenders assigned to the program must maintain full-time employment. If unemployed, the offender will comply with the supervising officer regarding job search activities.

1. No offender who remains unemployed for a period longer than two weeks shall remain assigned to the GPS Program without written approval from the district supervisor.
2. Offenders who prior to incarceration received SSI or SSA benefits or who have viable support from a spouse or sponsor should not be excluded from participating in the GPS program.

E. Curfew

All offenders assigned to the program shall be placed on a curfew approved by the supervising officer. The supervising office will ensure that inclusion and exclusion zones are set up for the offender. The curfew shall be logged into the GPS tracking software for monitoring. A print-out of the curfew shall be provided to the offender. The GPS tracking software shall be utilized by the supervising officer to monitor offender activities.

F. Motor Vehicles

No offender will be allowed to operate a motor vehicle without the supervising officer's approval. Prior to receiving approval, the offender must submit proof of ownership of the vehicle (or written permission from the owner), verification of insurance and a valid driver's license with no restrictions.

G. GPS Equipment

1. Appropriate security, maintenance and inventory procedures will be established for control of GPS equipment for each probation and parole district. Any transfer of equipment from one district to another shall only be accomplished after proper notification of the vendor and re-assignment of inventory.
2. Offenders will be held liable for any damages other than normal wear or theft to the equipment other than normal wear. The supervising officer will request the district attorney file felony (or misdemeanor) charges for destruction or theft of GPS equipment.
3. All theft or loss of GPS equipment shall be reported to the statewide electronic monitoring coordinator via a "Serious Incident Report" ([OP-050108](#), [Attachment I](#)) within 24 hours.

III. Classification

Offenders assigned to the GPS program will be assigned to the highest earned credit level for which they are eligible. Modification of the earned credit level shall be in accordance with [OP-060203](#) entitled "Adjustment Review" and [OP-060107](#) entitled "Systems of Incarceration."

- A. Earned credit levels may be reduced to address non-compliant behavior. If the offender is reduced to Level 2 or lower, consideration should be given to

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removal of the offender from the program. Such removal shall be in accordance with [OP-060125](#) entitled "Department Offender Disciplinary Procedures" as described in Section V. of this procedure.

- B. The required 120 day "Adjustment Review" is waived for offenders assigned to the GPS program if the offender is at earned credit Level 4 or Enhanced Level 4.
- C. Offenders will be reviewed for the receipt of good conduct achievement credits in accordance with [OP-060211](#) entitled "Sentence Administration."

IV. Transfers

Offenders requesting to transfer to another district shall advise the supervising officer of the request to transfer. The transfer request shall normally be approved if the offender has valid employment and a valid residential offer.

- A. If the supervising officer approves the transfer request, the officer completes the "Facility Assignment Form" ([DOC 060103A \(M\) \(F\)](#)) and the "Case Transfer Notice" ([OP-160201](#), [Attachment E](#)) and submits the request to the records unit.
- B. The records unit will fax the transfer request to the receiving district for verification of residence and employment. If approved, the records unit of the receiving district notifies the records unit of the sending district of such approval.
- C. Upon receipt of approval, the supervising officer shall complete the "Facility Assignment Form" and the "Case Transfer Notice" and shall submit these to the team supervisor who will ensure the request is submitted to the records unit.
- D. The records unit shall submit the "Facility Assignment Form" to the Population Office for approval. Upon receiving approval for transfer from the Population Office via the state-wide move list, the sending district enters the approved transfer into OMS for transfer on the approved date.
- E. The supervising officer shall notify the requesting offender of the status of the transfer request. If approved by the Population Office, the offender shall be advised to report to the receiving district within 24 hours.
- F. Upon receipt of the offender at the receiving district, the records unit shall be notified to ensure the electronic move is completed on OMS.

V. Program Removal

- A. Offenders may be removed from the GPS program for non-compliant behavior in compliance with [OP-060125](#) entitled "Department Offender Disciplinary Procedures." The district supervisor will be the approving authority for all program removals.

1. The supervising officer will ensure that a DOC hold is placed on any

offender arrested by local law enforcement and placed into a city or county jail. This hold shall be verified with the appropriate records officer.

- B. Upon the removal of an offender from the program, in cases where an offender is deemed ineligible for the program due to an administrative decision, required reclassification of the offender will be accomplished in accordance with [OP-060103 \(M\) \(F\)](#) entitled "Custody Assessment Procedures" and [OP-060204](#) entitled "Offender Transfers" using the "Facility Assignment Form (FAF)" ([DOC 060204A](#)) and the "Custody Assessment Scale" ([DOC 060103A \(M\) \(F\)](#)).
- C. Offenders assigned to GPS will remain on the program until one of the following conditions is met:
1. Offender discharges the GPS Program;
 2. Offender is paroled;
 3. Offender is removed for violation;
 4. Offender escapes;
 5. Offender dies; or
 6. Administrative removal.
- D. The district supervisor will be the approving authority on all returns to higher security. Within five working days of removal, the district office will submit a "Case Report" ([DOC 160301B](#)) with a brief narrative detailing the supervision of the offender removed from the program, to include information pertaining to offender violations and the sanctions imposed to address the violations. Supporting documentation such as case notes, transition plans and reports from treatment providers will be included with the report. The supervising officer will then complete the "GPS Exit Form" ([Attachment K](#), attached) and will submit the form to the statewide electronic monitoring coordinator within five days of removal.

VI. Monitoring Fees

- A. Offenders assigned to the GPS program are required to pay to DOC a monitoring fee not to exceed \$5.50 per day for passive monitoring, or \$13.50 per day for active monitoring, not to exceed \$300 per month. This fee shall be inclusive of any normally assessed supervision fee.
- B. Any waiver or reduction in the fee shall be in accordance with [OP-160701](#) entitled "Collection of Probation/Parole Fees, Restitution, and Program Support Fees" and approved by the district supervisor. All approved fee waivers shall be submitted to the Restitution and Accounting Unit.
- C. Offenders are also responsible for the payment of court costs, fines, restitution and assessments owed, if any.

VII. Inventory

Each district will maintain an inventory record of all GPS equipment assigned to the district. The inventory shall include the identifier numbers for all bracelets, MTD's and charging stands, as well as the status of each piece of equipment.

- A. Each supervising officer will submit a monthly inventory on the "Monthly GPS Inventory Reconciliation" form ([Attachment I](#), attached) of all GPS equipment assigned to offenders under their supervision as of the last day of the month.
- B. The monthly inventory will be submitted to the statewide electronic monitoring coordinator who shall ensure all equipment is reconciled with PCE Hardware inventory.
- C. The district electronic monitoring coordinator will forward the district's inventory report to the statewide electronic monitoring coordinator for review. Only the local district electronic monitoring coordinators and the statewide electronic monitoring coordinator are authorized to order additional inventory from the vendor or to request equipment returns to the vendor.
- D. The supervising officer will ensure that all lost, damaged or stolen equipment is reported to the district electronic monitoring coordinator. The GPS exit form and case notes will note any incidents with equipment assigned to the offender.

VIII. Escape

In addition to compliance with [OP-050103](#) entitled "Escape Notification Procedures," the following guidelines will be followed:

A. Failure to Report

If an offender fails to report to the supervising officer or office as directed, or cannot be contacted within a specified time period (not to exceed 24 hours), a "Misconduct Report/Offense Report" ([DOC 060125A](#)) may be submitted by the supervising officer and the following activities will occur:

The supervising officer will complete the "Oklahoma Department of Corrections Escape Checklist" ([DOC 050103C](#)) as outlined in [OP-050103](#) entitled "Escape Notification Procedures" to include:

1. Checking all possible leads (employment, family, friends, local jails, local service agencies the offender has contact with, etc.); and
2. Contacting the team supervisor, as appropriate, to ensure all potential leads are exhausted.

B. Unable to Contact

Once all attempts to locate the offender have been exhausted, the officer will

request filing of escape charges to the district attorney for approval. If all attempts to contact the offender are unsuccessful, the supervising officer will ensure:

1. The team supervisor and records officer are notified and pertinent information is provided;
2. An offense report is prepared and forwarded to the team supervisor for review;
3. A memorandum detailing the reason for the delay in service of the offense report will be prepared and attached to the offense report; and
4. The supervising officer shall make all efforts to retrieve all GPS equipment assigned to the offender.

C. Notification Process

The team supervisor will ensure:

1. The division manager is notified by forwarding required reports as soon as possible through the appropriate chain of command; and
2. All escape notifications are made and recorded on the notification portion of the "Escape Checklist," and a copy placed in the offender's file.

D. Escape Warrant (4-APPFS-2B-04)

The district attorney's office in the county where the offender was being supervised will be contacted in order to file felony charges. In the event the district attorney declines to file, the district attorney in the city of the district office will be contacted in an attempt to file escape charges. Information provided to that district attorney's office will meet the requirements for charges to be filed in the county of jurisdiction. Escape charges will be presented to the appropriate district attorney no later than five days after it has been determined that the offender has escaped.

E. Escape File

The supervising officer will maintain an escape file which will contain, at a minimum:

1. A copy of the information and warrant;
2. Copies of all documents submitted and warrant;
3. Copies of the wanted poster prepared by the district; and
4. A current photo of the offender.

F. NCIC Reporting

The supervising officer will send to the office of Internal Affairs; a copy of the warrant, a physical description, a wanted poster and a current photograph of the escapee to be entered into NCIC in accordance with [OP-050103](#) entitled "Escape Notification Procedures."

IX. Apprehension Efforts

A. Officer Responsibility

In addition to initial "Escape Checklist" procedures, the supervising officer, or other designated staff, will make contact with telephone numbers listed on the "Escape Checklist" at a minimum of once per month. The results of these contacts will be forwarded to the team supervisor. When an escapee is apprehended, the following notifications will occur:

1. The supervising officer will notify the team supervisor and the division office upon receiving notification of the apprehension. If the division office receives notification of the apprehension, the supervising officer will be notified through the appropriate chain of command.
2. The supervising officer will ensure all escape apprehension notifications are made and recorded on the notification portion of the "Escape Checklist." A copy of the completed "Escape Checklist" will be forwarded to the field file.

B. Transportation

Coordination of the transportation of the escapee will be the responsibility of the supervising district.

C. Reclassification

Upon completion of the disciplinary process and in accordance with [OP-060125](#) (to include the required removal hearing), required reclassification subsequent to apprehension of the offender will be accomplished in accordance with [OP-060103 \(M\)](#) [\(F\)](#) entitled "Custody Assessment Procedures" and [OP-060204](#) entitled "Offender Transfers."

X. Serious Incident Report Information Sheet

A. Required Notification

A written narrative report will be completed by the supervising officer and forwarded to the district supervisor, through the team supervisor, immediately upon learning of a community supervised offender involved in an incident requiring notification as outlined in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents." (4-APPFS-2B-05) In addition to the guidelines established in the referenced procedure, the supervising officer

will notify the district duty officer of any the following incidents that occur after 5:00 p.m. or on weekends:

1. Any arrest of a community-supervised offender; and
2. Any injury of a DOC employee, offender, or person that occurs in conjunction with the supervision of a community supervised offender.

B. Notification to Division Manager

Upon notification of a serious incident as listed above, the district duty officer will follow the chain of command and notify the division manager.

C. Copy to File

A copy of the completed report will be placed in the field file.

D. Questionable Incident

If a question should arise as to whether the incident should be reported, the supervising officer will immediately notify the team supervisor or duty officer, if after office hours.

XI. Parole Process

The district supervisor will ensure compliance with the parole procedures outlined in [OP-060205](#) entitled "Parole Process Procedures."

A. Reporting of Significant Information

1. Significant information as outlined in [OP-060205](#) entitled "Parole Process Procedures" will be reported to the parole process coordinator on the "Parole Status Report" ([DOC 060205B](#)).
2. Transportation arrangements for offenders requiring a personal appearance before the Pardon and Parole Board shall be the responsibility of the supervising district.
3. Offenders recommended for parole by the Pardon and Parole Board shall have a Parole Program submitted as per [OP-060205](#) entitled "Parole Process Procedures."
4. All removals from the program must be immediately reported to the parole process coordinator for offenders who are within 90 days of a parole docket or a pending parole by the Governor.
5. The facility will be responsible for notifying the parole process coordinator should an offense report be overturned.

6. The team supervisor will ensure that for an offender with a board recommendation to parole out of state, that an interstate packet is submitted by the supervising district within seven calendar days. Interstate parole packets will be prepared in accordance with [OP-160108](#) entitled "Interstate Compact for Probation/Parole." The offender's docket date will be indicated and documentation placed in the offender's field file.

B. Waivers

Offenders assigned to GPS may not waive parole consideration and remain on the GPS program.

C. Denial of Parole

Offenders who are not granted parole will not be removed from the program unless they have violated the rules of the program and have been afforded a hearing pursuant to [OP-060125](#) entitled "Department Offender Disciplinary Procedures."

XII. Death of Offenders

The supervising officer, upon learning of the death of an offender, will follow reporting and notification procedures as outlined in [OP-060212](#) entitled "Maintenance and Access of Offender Records."

A. Supervising Officer Responsibility

The supervising officer, upon learning of the death of an offender, will immediately contact the assigned duty officer. The supervising officer will ensure completion of the following:

1. The assigned duty officer will be advised of the offender name, DOC number, date of birth, time and place of death, cause of death and the funeral home handling the burial, in order to request death certificate.
2. A narrative summary regarding the death will be prepared and forwarded to the district supervisor and the division manager.

B. Discovery of Death

Should the supervising officer be the person to discover the death, the officer will immediately notify the local law enforcement agencies being careful to preserve the scene.

XIII. Discharge

The records officer will keep supervising officers advised of the current release dates of offenders assigned to the GPS program. The offender will be instructed to report on the date of scheduled release. Upon discharge, a pre-release plan will be developed in accordance with [OP-060901](#) entitled "Pre-Release Planning and Reentry Process."

XIV. Expiration

The officer will complete a "Termination Summary" ([OP-160201](#), [Attachment F](#)) per [OP-160201](#) entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision" upon the offender's discharge from supervision. (4-APPS-2A-13)

XV. Offender Count

Offender count shall be maintained in accordance with [OP-060211](#) entitled "Sentence Administration."

XVI. Training

Probation and parole officers responsible for supervising offenders assigned to GPS will be trained in the proper use of GPS equipment and other aspects of the program. The Division of Community Corrections is responsible for providing the GPS training according to product specifications.

XVII. References

Policy Statement No. P-060100 entitled "Classification and Case Management of Offenders"

OP-031001 entitled "Offender Escorted Leave/Activities"

OP-050103 entitled "Escape Notification Procedures"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

OP-060102 (M/F) entitled "Initial Custody Assessment Procedures"

OP-060103 (M/F) entitled "Custody Assessment Procedures"

OP-060107 entitled "Systems of Incarceration"

OP-060125 entitled "Department Offender Disciplinary Procedures"

OP-060203 entitled "Adjustment Review"

OP-060204 entitled "Offender Transfers"

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OP-060205 entitled "Parole Process Procedures"

OP-060211 entitled "Sentence Administration"

OP-060212 entitled "Maintenance and Access of Offender Records"

OP-060901 entitled "Pre-Release Planning and Reentry Procedures"-

OP-160103 entitled "Supervision of Community Offenders"

OP-160108 entitled "Interstate Compact for Probation/Parole"

OP-160201 entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision"

OP-160701 entitled "Collection of Probation/Parole Fees, Restitution and Program Support Fees"

OP-161001 entitled "Specialize Programs Case Management"

57 O.S. § 510.9 and 510.10

XVIII. Action

The division manager of Community Corrections is responsible for compliance with this procedure.

The division manager of Community Corrections is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-061001 entitled "Global Position Satellite Surveillance Program" dated January 29, 2014

Deleted: Operations Memorandum No. OP-061001 Addendum -01 dated April 22, 2014

Distribution: Policy and Operations Manual
Department Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 050103C	"Escape Checklist"	OP-050103
DOC 060103A (Male)	"Male Custody Assessment Procedures"	OP-060103(M)
DOC 060103A (Female)	"Female Custody Assessment Procedures"	OP-060103(F)
DOC 060125A	"Offense Report"	OP-060125
DOC 060204A	"Facility Assessment Form (FAF)"	OP-060204
DOC 060205B	"Parole Status Report"	OP-060205
DOC 060211H	"Consolidated Record Card (CRC)"	OP-060211
MSRM Form	"Activity/Housing Summary"	EHR
OMS 0081D	"Offender Profile Screening Form"	OMS
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment I	"Acknowledgement of Understanding"	OP-050108
Attachment A	"Offense Severity Categories"	OP-060102(M/F)
Attachment B	"Offender Orientation (Passive) Guidelines and Procedures"	Attached
Attachment C	"GPS Program Criteria"	Attached
Attachment D	"Rules and Conditions for GPS Surveillance Program"	Attached
Attachment F	"Notice for Offenders Assigned to GPS Surveillance Program"	Attached
Attachment G	"Law Enforcement Notification of GPS Placement"	Attached
Attachment H	"GPS Residence and Employment Verification Request"	Attached
Attachment I	"Monthly GPS Inventory Reconciliation"	Attached
Attachment J	"Imposition of Intermediate Sanctions"	Attached
Attachment K	"GPS Exit Form"	Attached

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Attachment L	“Offender Orientation (Passive/One Piece) Guidelines and Procedures”	Attached
Attachment M	“GPS Checklist”	Attached
Attachment C	“Offender Job Information Card”	OP-090110
Attachment B	“Verification of General Orientation”	OP-160201
Attachment E	“Case Transfer Notice”	OP-160201
Attachment F	“Probation and Parole Termination Summary”	OP-160201

