

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND OPERATING  
PROCEDURE**

**NUMBER: PD/POP-3.15.10**

**DATE: 7/01/2003**

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**SUPERSEDES: N/A**

**SUBJECT:** GLOBAL POSITIONING SYSTEM (GPS) MONITORING

**AUTHORITY:** TEXAS GOVERNMENT CODE ANN. § 508.317

**POLICY:**

The Parole Division uses GPS monitoring to track offenders whose offenses and behavior indicate they pose a significant risk to public safety.

**DEFINITIONS:**

Exclusion Zones: Specific geographic locations where an offender is not allowed to enter.

GPS (Global Positioning System): The Department of Defense's satellite system that is utilized to track offender movements twenty-four hours a day, seven days a week.

GPS Certified Officer: A Parole Officer who has successfully completed the GPS training course.

ORI (Offender Related Incident): A report detailing the circumstances of significant offender misconduct including any offender-related information that would be deemed reportable to the Division Director.

Points: Geographical tracking of the history of the PTD's location.

PTD (Portable Tracking Device): A device carried by the offender that communicates with the Global Positioning System and relays the offender's location.

Special Bulletin Case: The Parole Division's Review and Release Processing Section generates Special Bulletins for those that have been identified as high-risk or high-profile cases. Those identified as needing a Special Bulletin typically have a history of assaultive behavior and/or have committed sexual offenses. Special Bulletins are distributed to agency officials, the governor's office, law enforcement and public officials in the county of conviction and the county of release in conjunction with the offender's release from the Institution Division (ID).

## **PROCEDURES:**

### **I. SELECTION OF GPS OFFICERS**

- A. The Regional Director or designee shall select officers to be trained and certified in GPS monitoring.
- B. The Regional Director or designee shall ensure that an adequate number of EM/SISP officers and Unit Supervisors are certified in GPS monitoring to provide supervision to GPS offenders.
- C. Officers selected to be GPS officers must have completed the SISP/EM Specialized Officer Supervision School (SOSS).
- D. Specialized Programs shall provide GPS training and certification.
- E. Specialized Programs shall designate a staff member to review all points on a daily basis. This person shall be certified in GPS.

### **II. ELIGIBILITY CRITERIA FOR GPS MONITORING**

To be eligible for GPS monitoring, an offender must have a Board-imposed special condition for Electronic Monitoring or SISP. For civilly committed offenders or those with petitions for civil commitment, GPS monitoring is mandatory.

- A. Pre-Release cases must meet one or more of the following criteria:
  - 1. The offender is a "Special Bulletin" case.
  - 2. At the discretion of the Division Director, Deputy Director, or Regional Director.
- B. Offenders may be placed on GPS monitoring post-release at the Division Director, Deputy Director, or Regional Director's discretion.
- C. The length of time an offender is on GPS monitoring shall be determined at the discretion of the Division Director or designee on a case-by-case basis.

### III. REFERRAL PROCESS

A. Referrals of offenders for GPS placement may originate from two sources – the Review and Release Processing section or Field Operations. If an offender is in TDCJ-ID, the Program Specialist or designee shall fax a referral to the appropriate Regional Director. If the offender is currently on supervision, the supervising officer shall complete the field referral and submit it through the proper chain of supervision to the Regional Director. Upon the Regional Director's decision, the referral will be forwarded to the Deputy Director of Field Operations for review.

B. The referral shall be in written or electronic format and include the following:

1. Offender name and TDCJ number;
2. Proposed Release Plan, if applicable;
3. Instant and past criminal offense history;
4. Previous periods of supervision, if applicable;
5. Employment stability, if applicable;
6. Offender's adjustment while on supervision, if applicable;
7. Release and Discharge dates; and
8. Brief reason(s) for recommendation.

C. Decisions for Pre-Release Referrals

In cases where the referral is forwarded by the Program Specialist or designee, the Regional Director shall render a decision within three (3) workdays. The referral shall be faxed or electronically transmitted back to the Program Specialist or designee for placement in the offender's Central Office file. If the Regional Director concurs with the GPS placement, the Program Specialist or designee shall initiate the enrollment process.

D. Decisions for Post-Release Referrals (Referrals by the Supervising Officer)

The Regional Director or designee shall render a decision for referrals from the supervising officer within three (3) workdays of receipt. When the Regional Director concurs with the officer's recommendation for placement on GPS monitoring, he shall forward the referral to the Program Specialist or designee and

instruct the GPS officer to initiate the enrollment process. If the Regional Director does not concur, the referring officer shall be notified and the referral placed into the offender's district office file.

#### IV. ENROLLMENT PROCESS

A. The offender's enrollment shall be in accordance with Parole Division policies 3.15.1, *Super-Intensive Supervision Program (SISP) – Administrative Guidelines*, and 3.5.1, *Electronic Monitoring Program*.

#### B. Pre-Release Process

1. The Huntsville Placement Unit is responsible for enrolling offenders who are being released from TDCJ-ID by completing the Demographics screen of the GPS monitoring system.
2. The Program Specialist or designee shall order the necessary equipment and coordinate delivery with the Huntsville Placement Unit and supervising field office prior to the offender's scheduled date of release.
3. On the day of the offender's release from TDCJ-ID, the GPS officer shall update the Demographics screen in the GPS monitoring system by entering all mapping, rules, and schedules into the GPS monitoring system a minimum of one (1) workday prior to the offender's release.

#### C. Post-Release Process

The GPS officer is responsible for the complete enrollment process for offenders currently on supervision. This process includes the following:

1. Completion of the Demographics screen on the GPS monitoring system;
2. Activation of the monitoring hardware; and
3. Entry of all mapping, rules, and schedule information into the GPS monitoring system.

D. The Program Specialist or designee shall be responsible for reviewing each offender's enrollment information to ensure accuracy.

## V. EQUIPMENT ACTIVATION / DEACTIVATION

### A. Activation

1. If the offender is in TDCJ-ID, the Huntsville Placement Unit shall be responsible for activating the GPS bracelet and portable tracking device (PTD) via the GPS monitoring system and for entering the serial numbers of the bracelet, PTD, and charging stand assigned to the offender.
2. If an offender is currently on supervision, the GPS officer shall activate the GPS bracelet and PTD via the GPS monitoring system. The officer shall enter the serial numbers of the bracelet, PTD, and charging stand assigned to the offender.
3. The PTD is to be fully charged prior to installation. The Huntsville Placement Unit or GPS officer shall be responsible for placing the PTD in the charging stand and connecting it to an A/C power source the previous business day so that the PTD's battery is fully charged at least 24 hours in advance.

### B. Deactivation

1. The procedure for deactivation of GPS equipment is as follows:
  - a. The GPS officer shall use the GPS monitoring system to deactivate the equipment. The deactivation date shall be entered on the Demographics screen.
  - b. The GPS officer shall obtain all equipment (bracelet, PTD, and charging stand) from the offender and the offender's residence immediately upon the deactivation of the GPS monitoring equipment.
2. Equipment shall be maintained in district office inventory unless otherwise instructed by the Program Specialist or designee.

## VI. OFFENDER SUPERVISION

- A. Designated GPS officers shall supervise all GPS offenders in accordance with Parole Division policies 3.15.2, *Super-Intensive Supervision Program Guidelines for Supervision*, and 3.5.1, *Electronic Monitoring Program*.

B. Monitoring Sites

In general, offenders monitored by GPS, upon release from TDCJ-ID, shall be supervised in contracted residential facilities. In the event an offender monitored by GPS is to reside outside of a contracted facility, the Regional Director or designee shall consult with the Deputy Director of Field Operations.

C. Approval and Maintenance of Offender Schedules

1. The GPS officer shall complete offender schedules in accordance with Parole Division policies 3.15.2, *Super-Intensive Supervision Program Guidelines for Supervision*, and 3.5.1, *Electronic Monitoring Program*.
2. The GPS officer shall update offender schedules and exclusion zones in the GPS monitoring system as required by the GPS vendor.
3. The GPS officer shall provide copies of the weekly schedules of all GPS offenders to the Program Specialist or designee.

D. By 10:00 AM each business day, the GPS officer shall review the offender's activity point-by-point from the previous day(s). If applicable, the officer shall print a Violation Summary Report on the offender. The officer shall immediately enter into the district case file chronological records of his review and any investigations completed. The Program Specialist or designee may contact the supervising officer to discuss the offender's activities. The Unit Supervisor shall confirm that points and violations were reviewed each business day.

VII. GPS ALERTS AND OFFICER RESPONSE

A. There are two types of GPS alerts:

1. Priority Alerts – those for which messages should not be sent via the PTD to the offender; and
2. Informational Alerts – those which should initially be addressed by sending a message to the offender via the PTD to correct the problem causing the alert.

B. All GPS alerts shall be investigated by the GPS officer to determine if a violation has occurred.

1. During regular business hours, Monday through Friday between 8:00 a.m. and 5:00 p.m. except for holidays, the GPS monitoring system will page the GPS officer specifying the alert. All other times, the Command Center

will receive alerts from the GPS monitoring system. The GPS officer shall be responsible for reviewing alerts initially cleared through the Command Center.

2. The GPS officer shall immediately contact the GPS vendor at 1-888-858-9938 to confirm receipt of the page.
  3. The GPS officer shall access the GPS monitoring system to determine the offender's current status and location. If unable to access the system or if questions remain after viewing the data, the GPS officer shall contact the vendor.
- C. The text of each alert, a brief description of its meaning, and the corresponding action the officer shall take is provided in Attachment A, "GPS Alerts and Officer Actions."
- D. The Program Specialist or designee shall review all GPS alerts and forward the information to the supervising GPS officer for investigation and response. The supervising GPS officer shall forward the investigative results to the Program Specialist or designee. For Informational Alerts determined through investigation to have been cleared with no violation, the GPS officer shall place his initials next to those alerts on the Violation Summary Report.
- E. Any investigation that confirms a violation shall be processed in accordance with applicable division policy.

#### VIII. REMOVAL FROM GPS MONITORING

- A. Officers recommending that an offender be removed from GPS monitoring shall submit the request through the designated chain of command.
- B. The Division Director or designee shall review and consider recommendations from an offender's supervising officer for an offender's removal from GPS monitoring.
- C. GPS officers shall submit a recommendation by email for removal from GPS monitoring based on the offender's compliance with the GPS program and a determination that they can be successfully supervised on another form of Electronic Monitoring.

- D. Upon approving an offender for removal from GPS monitoring, the Regional Director or designee shall forward an email to the Program Specialist or designee for placement in the offender's Central Office file and to the GPS officer authorizing deactivation. The GPS officer shall deactivate the offender's equipment on the authorized date.
- E. Removal from GPS shall be submitted via the Offender Related Incident (ORI) by the Regional Director.

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## GPS Alerts and Officer Actions

GPS ALERT	GPS OFFICER ACTION
<p><b>Bracelet Battery</b> Bracelet battery is low &amp; officer must replace bracelet within 24 hours of notification.</p>	<ol style="list-style-type: none"> <li>1. Deactivate malfunctioning bracelet &amp; activate new bracelet via GPS monitoring system.</li> <li>2. Install new bracelet.</li> </ol>
<p><b>Bracelet Strap</b> Ankle bracelet has been altered or tampered with. Officer shall attempt immediate face-to-face contact.</p>	<ol style="list-style-type: none"> <li>1. If offender cannot be located, immediately proceed with warrant request.</li> <li>2. If face-to-face contact is made, examine the GPS equipment for evidence of alterations or tampering attempts to determine whether to proceed with warrant request.</li> <li>3. If transmitter has been altered or tampered with, immediately proceed with warrant request.</li> </ol>
<p><b>PTD Tamper</b> PTD has been tampered with and/or damaged &amp; can no longer receive messages. Officer shall attempt face-to-face contact.</p>	<ol style="list-style-type: none"> <li>1. If offender cannot be located, immediately proceed with warrant request.</li> <li>2. If face-to-face contact is made, examine PTD for damage &amp;/or tampering to determine whether to proceed with warrant request.</li> <li>3. If PTD has been altered or tampered with, immediately proceed with warrant request.</li> <li>4. If no violation, deactivate malfunctioning PTD &amp; activate new PTD via GPS monitoring system.</li> </ol>
<p><b>PTD Battery</b> Battery is low. PTD will notify offender &amp; officer send message to offender to place PTD in charging stand.</p>	<ol style="list-style-type: none"> <li>1. Contact offender by phone or face-to-face</li> <li>2. Instruct offender to place PTD in charging stand. If offender is in location other than home, instruct offender to leave location &amp; go directly home without delay.</li> <li>3. Monitor offender's route home via GPS monitoring system. If in the field &amp; unable to access the GPS system, contact another GPS officer, Specialized Programs - Central, or vendor's Customer Call Center.</li> <li>4. If offender fails to return PTD to charging stand within reasonable travel time, immediately proceed with warrant request.</li> </ol>
<p><b>Bracelet Gone</b> Offender has moved away from PTD. PTD will send message to offender to move closer to PTD.</p>	<ol style="list-style-type: none"> <li>1. Access GPS monitoring system to determine status &amp; last known location.</li> <li>2. If offender is still out of range, immediately proceed with warrant request.</li> <li>3. If offender is no longer out of range, contact offender by phone or face-to-face to determine whether to proceed with warrant request.</li> </ol>
<p><b>Exclusion Zone</b> Offender has not maintained set schedule.</p>	<ol style="list-style-type: none"> <li>1. Immediately proceed with warrant request.</li> <li>2. Access GPS monitoring system &amp; view data to determine if offender is still in exclusion zone.</li> <li>3. If offender is still in exclusion zone, immediately inform local law enforcement of offender's location &amp; status.</li> </ol>
<p><b>Inclusion Zone</b> Offender has entered an area that is restricted.</p>	<ol style="list-style-type: none"> <li>1. Access GPS monitoring system to determine offender's current location &amp; status.</li> <li>2. Determine reasonable travel time for offender to travel to designated location.</li> <li>3. If offender arrives at designated location within reasonable travel time, contact offender by phone or face-to-face to obtain information about violation. Determine whether to proceed with warrant request.</li> <li>4. If offender fails to arrive at designated location within reasonable travel time, immediately proceed with warrant request.</li> </ol>
<p><b>Motion No GPS</b> PTD is moving but cannot be seen by GPS satellites. PTD will send message to offender to take PTD outside &amp; will "beep" when reacquires GPS.</p>	<ol style="list-style-type: none"> <li>1. Contact with offender by phone or face-to-face to resolve alert.</li> <li>2. Access GPS monitoring system to determine status &amp; location of offender.</li> <li>3. If unable to make contact with offender, immediately proceed with warrant request.</li> </ol>