

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND OPERATING
PROCEDURE**

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SUPERSEDES: N/A

SUBJECT: GLOBAL POSITIONING SYSTEM (GPS) ADMINISTRATIVE GUIDELINES

AUTHORITY: TEXAS GOVERNMENT CODE ANN. § 508.317

PURPOSE: To provide the oversight responsibilities of local/region management for the Super-Intensive Supervision Program (SISP) and Special Condition 0.58-Global Positioning System and Special condition T-Electronic Monitoring requiring GPS monitoring and to provide guidance on oversight activities including training, quality control, workload monitoring, and coordination.

PROCEDURES:

I. PAROLE OFFICER SELECTION

- A.** The Region Director (RD) will complete the following criteria when selecting SISP parole officers (POs):
1. Select the most qualified POs to supervise a specialized caseload. Qualifications for consideration shall include the following:
 - a) PO experience;
 - b) Specialized Officer Supervision School (SOSS);
 - c) Performance evaluations; and
 - d) May include specific degrees, certifications, licenses, training and prior experience that would benefit the caseload.
 2. Maintain justification for any POs who may meet the qualifications to supervise the specialized caseload; however, were not selected.
 3. Notify the Warrants Section Super-Intensive Supervision Program Parole Officer IV (SISP PO IV) via email within five (5) business days of all SISP officer or supervisory staff changes.

4. If the PO has not previously attended the Electronic Monitoring (EM)/SISP and Sex Offender SOSSs, place the selected PO in the next available EM/SISP and Sex Offender SOSS and document justification in the event a PO is supervising a caseload and has not attended the required trainings.
- B. Submit a staffing report to the Warrants Section SISP PO IV on the first (1) business day of each month with the following information for primary officers (according to the vendor software), backup, and replacement officers; the staffing report may be used when selecting SOSS attendees:
1. Contact information;
 2. SOSS attendance date;
 3. SISP unit supervisors (USs);
 4. Parole Supervisors (PSs); and
 5. Assistant Region Directors (ARDs).

II. EXCEPTIONAL CASELOADS

- A. Exceptional caseloads using the team approach are those with client to PO ratios of less than 22:2 and more than 38:2.
- B. Exceptional caseloads not using the team approach are those with client to PO ratios of less than 10:1 and more than 18:1.
- C. The RD will submit an exceptional caseload report to the Deputy Director of Field of Operations on the second (2) business day of the month.
- D. The following information will be included on the exceptional caseload report:
 1. Name of each PO on the SISP team identified with an exceptional caseload; and
 2. Justification for the exceptional caseload.

III. INVENTORY

- A. RDs shall assign a Region Inventory Coordinator (RIC) to monitor inventory, oversee the retrieval of equipment, order and maintain region equipment, ensure all equipment is turned off when not in operation, return spare equipment in accordance with agency policy, and monitor accurate and timely submission of required reports.
- B. The PO must clean all equipment in accordance with vendor guidelines prior to reinstalling, returning, or transferring equipment.

- C. Each District Parole Office (DPO) must maintain no more than (20%) of the number of GPS tracking units, transmitters, and Home Monitoring Units as “spares” based on the number of enrolled SISP clients in the office.
- D. The US must return transmitters in excess of the allotted (20%) spares to the Huntsville Placement and Release Unit (HPRU) daily through the mail.
- E. Equipment Requests - As needed, the USs will request all equipment by submitting the Equipment Order Form to the RIC. The RIC will complete the following:
 - 1. Fill equipment requests and coordinate transfer of equipment within the region whenever possible.
 - 2. Fill orders using the vendor software, contacting the vendor monitoring center, or contacting the account manager if equipment is not available within the region; and
 - 3. Maintain a copy of all equipment orders in accordance with TDCJ Records Retention Schedule and follow up as needed to ensure the vendor is filling orders within one business day of receipt.
- F. Equipment Received – Upon receipt of equipment from the vendor or another DPO, the RIC will reconcile the equipment received with the packing slips and inform the vendor of any discrepancies by email within one (1) business day.
 - 1. The RIC will maintain a copy of all packing slips in accordance with TDCJ Retention Schedule; and
 - 2. Follow up, to ensure equipment is accounted for on the vendor’s automated inventory system.
- G. Equipment Retrieval – The PO will make a diligent effort to retrieve equipment within seven (7) calendar days by contacting the client or sponsor and document all attempts to locate and retrieve equipment in the Offender Information Management System (OIMS).
- H. Lost Equipment – The US will submit a Loss Report to the RIC within seven (7) calendar days of learning the equipment is lost. The RIC is responsible for completing the following:
 - 1. Emailing the Lost Report to the vendor and the Warrants Section EM and SISP PO IV or designee;
 - 2. Following up to ensure equipment is removed from the vendor’s automated inventory accounting system; and
 - 3. Maintaining a copy of all Loss Reports in accordance with the TDCJ Records Retention Schedule.
- I. Defective Equipment – The US will submit a Return/Replacement Authorization Form (RMA) to the RIC within one (1) business day of the PO learning the equipment is

defective. The RIC will complete the following within one (1) business day of receipt of RMA:

1. Review the RMA and use the inventory management system or contact the monitoring center or account manager if replacement equipment is needed.
2. Return equipment to the vendor using the provided vendor shipping labels.
3. Follow up to ensure replacement equipment is received.
4. Follow up to ensure defective equipment is removed from the vendor's automated inventory accounting system.
5. Maintain a copy of all RMAs in accordance with TDCJ Records Retention Schedule.

J. Daily Exceptions Report (DER)

1. The DER is a report that requisitions each piece of equipment displayed on the office's spare inventory report. The US will complete the DER using the instructions provided on the form.
2. The US must complete the following:
 - a) Compare the current spare inventory report with the physical inventory on-hand;
 - b) Report the status of all equipment on the spare inventory report, but is not physically on-hand, accurately on the DER, and;
 - c) Email it to the RIC no later than 9:30 a.m. each business day.
3. The RIC will complete the following:
 - a) Collect the DER for each DPO;
 - b) Review each DER to ensure they are completed correctly and accurately reporting the status of each piece of equipment in each DPO's inventory;
 - c) Compile all reports from each office and;
 - d) Email the DER to the EM Administrative Assistant III, SISP Administrative Assistant IV, Warrants Section SISP PO IV, and the Warrants Section EM PO IV, no later than 10:00 a.m. each business day.

IV. REPORTS AND OVERSIGHT

- A. USs are responsible for the following each business day:
1. Reviewing the vendor reports that reflect points not reviewed and unresolved case management notes generated from the last business day (to include weekends and holidays) to ensure compliance with this policy; and
 2. Reviewing the vendor reports that reflect rules currently in alert status at least two times a day (one review must occur after 3:00 p.m. to ensure there are no strap alerts).
- B. The US will email the GPS Program Monthly Statistical Report (SSS-9718b) to the Warrants Section SISP PO IV by the fifth (5) business day each month according to the instructions provided on the form. Prior to submitting the SSS-9718b, the SISP US will reconcile it with the vendor software on the last business day of the month.
- C. USs are responsible for reviewing the report reflecting resolved alerts once a week for all POs to ensure the alert resolution for each alert is complete and accurate.
- D. USs are responsible for reviewing a month's worth of schedules (Daily Activity Schedule [SSS-972] and software) for one client per PO per month and ensuring the schedules are completed properly per instructions and within policy guidelines. Also, compare corresponding points with the schedule, review case management notes, alerts and schedule deviations to ensure compliance. The US will also ensure the PO completed required Violation Reports and/or imposed any required interventions.
- E. PSs are responsible for reviewing a minimum of a week's worth of schedules (Daily Activity Schedule and software) for three clients per PO per month and ensuring the schedules are completed properly per instructions and within policy guidelines. Also, compare corresponding points with the schedules, review case management notes, alerts and schedule deviations to ensure compliance. The PS will also ensure the PO completed required Violation Reports and/or imposed any required interventions.
- F. PSs are responsible for reviewing the report reflecting usage of the vendor software weekly for all POs and ensuring POs are reviewing points in an appropriate amount of time.
- USs shall meet with team members as needed to address any collaboration barriers that require attention and make recommendations for team modifications that will promote successful supervision.
- G. ARDs are responsible for reviewing one day's worth of Daily Activity Schedules for all clients every three months and ensuring the schedules are completed properly per instructions and within policy guidelines. Also, compare corresponding points with the schedules, review case management notes, alerts and schedule deviations to ensure compliance. The ARD will also ensure the PO completed required Violation Reports and/or imposed any required interventions.

- H. RDs or a designee is responsible for the following each business day:
 - 1. Reviewing the vendor report reflecting clients whose points were not reviewed and take appropriate action.
 - 2. Reviewing the vendor report reflecting the unresolved case management notes and take appropriate action.
 - 3. Reviewing the report reflecting usage of the vendor software by each user one (1) time per month.

- I. Warrants Section is responsible for the following each business day:
 - 1. Reviewing the vendor report that reflects clients whose points were not reviewed and disseminating the information to the RDs.
 - 2. Reviewing the vendor report that reflects unresolved case management notes and disseminating the information to the RDs.

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