

DATE:	JULY 25, 2018
CATEGORY:	COUNTY PAROLE AND ALTERNATIVE CUSTODY
NUMBER:	E.4
SUBJECT:	INSTALLATION AND REMOVAL OF DEVICES
RELATED SECTIONS:	P.C. 1203.016 THROUGH 1203.018

PURPOSE

To establish guidelines for the installation and removal of home electronic monitoring devices from participants.

POLICY

County Parole and Alternative Custody Unit (CPAC) personnel will install all electronic monitoring Global Positioning System (GPS) ankle bracelets, and shall have primary responsibility for the removal of the GPS ankle bracelets.

PROCEDURE

I. Installation of GPS Devices

Upon an inmate's successful acceptance into the Home Detention Electronic Monitoring Program, the CPAC deputy will be responsible for verifying the following has been completed:

In Custody Participants:

- A. GPS device shall be installed and activated by CPAC staff prior to release.
- B. CPAC staff will ensure participant signs the rules and regulations form.
- C. CPAC staff will ensure the inmate has pre-authorized transportation on site.
- D. CPAC staff will ensure jail staff has turned over all of the inmates' personal belongings.
- E. CPAC staff will transfer the inmate into the program housing unit in the Jail Information Management System (JIMS).

Out of Custody Participants:

- A. GPS device shall be installed and activated primarily by the vendor, but CPAC staff can assist if necessary.
- B. CPAC staff will complete the booking procedure (photo and fingerprints).
- C. CPAC staff will ensure the participant signs the rules and regulations form.
- D. CPAC staff will transfer the inmate into the program housing unit in the Jail Information Management System (JIMS).

Upon an inmate's successful acceptance into the Residential Reentry Center / Work Furlough program (RRC/WF), the CPAC deputy will be responsible for verifying the following has been completed:

In Custody Participants:

- A. GPS shall be installed and activated by CPAC Staff.
- B. CPAC staff will ensure jail staff has turned over all of the inmates' personal belongings.
- C. CPAC staff will ensure the participant signs rules and regulations form.
- D. CPAC staff transports participant to RRC/WF facility.
- E. CPAC staff will transfer the inmate into the program housing unit in the Jail Information Management System (JIMS).

Out of Custody Participants:

- A. GPS shall be installed and activated by vendor primarily, but CPAC can assist if necessary.
- B. CPAC staff will complete booking procedure (photo and fingerprints)
- C. CPAC staff will ensure participant signs the rules and regulations form.
- D. CPAC staff transports participant to RRC/WF facility.
- E. CPAC staff will transfer the inmate into the program housing unit in the Jail Information Management System (JIMS).

Upon a Pretrial defendant's successful acceptance into an Electronic Monitoring Program, the CPAC pretrial deputy will ensure the following has been completed:

In Custody Pretrial Participants:

- A. CPAC pretrial deputy will notify JPMU Deputies of an impending pretrial release and complete Sentinel enrollment.
- B. Trained JPMU deputies will ensure participant signs the rules and regulations form, install and activate the GPS device.
- C. CPAC pretrial deputy will verify proper installation and functionality of the GPS device through the EM software tracking platform prior to the participant's release.
- D. JPMU deputies will ensure the participant have all their personal belongings and escort them to final release.

II. Removal of Devices

A. Successful Completion

Home Detention

1. The participant will be instructed to go to the vendor on their release date with all electronic monitoring equipment with them.
2. Special circumstances may require CPAC staff members to meet a participant during the weekend or at an alternate location for the removal of their device. This shall require authorization from a CPAC supervisor prior to the event.
3. In general, inmates who are scheduled to be released on holidays or weekends will have their GPS devices deactivated on their scheduled release date, and removed on the next available business day by the vendor.
4. The vendor will remove and deactivate the participant's GPS device, and remove them from the program monitoring system.
5. Upon the participant's release, the vendor will notify CPAC staff. CPAC staff will complete the release in JIMS, ONS, Active list and forward the participant's case file to Records.

RRC/WF

The RRC/WF staff will have a list of all participants' release dates provided by CPAC staff. On the day of release, the RRC/WF staff will remove the GPS device and store until a CPAC staff member picks up the device from their site.

Upon the participant's release, the RRC/WF staff will notify CPAC staff. The CPAC staff will complete the release in JIMS, ONS, Active list and forward the participant's case file to Records.

B. Revocation

Home Detention Voluntary Termination

1. CPAC staff can instruct the participant to turn themselves into the closest booking facility, if they have a GPS device only.
2. CPAC staff shall notify the booking facility of the participant arrival.
3. A trained JPMU deputy will remove the device prior to housing.
4. CPAC staff shall verify the participant has been processed and then ensure the participant's device is deactivated and update JIMS housing location.
5. CPAC staff will complete the entries in JIMS, update ONS and Active list and forward the participant's case file to IPD.

OR

1. The participant will be instructed to report to the vendor's office with all the electronic monitoring equipment. If the participant is unable to arrange for transportation, CPAC staff may be required to transport.
2. A CPAC deputy will transport or meet the participant at the vendor's office, terminate them from the program, remove the device and transport them to the appropriate jail for processing.
3. CPAC staff will complete the entries in JIMS, update ONS and Active list and forward the participant's case file to IPD.

C. Violation of Program Rules

Home Detention

1. The severity of the violation will determine the location and time of the removal of the device.
2. Regardless of the time and location, CPAC staff will meet with the participant to remove the device and return to custody.
3. CPAC staff will complete the entries in JIMS, update the ONS and Active list and forward the participant's case file to IPD.

RRC-WF

1. RRC/WF staff will get permission from a CPAC supervisor to remand a participant.
2. Once the permission is given, the RRC/WF staff will ensure they complete the Rule Violation hearing on the participant before the participant is remanded.
3. CPAC staff will then pick up the participant, remand the participant at the appropriate detention facility and remove the device.
4. CPAC staff will complete the entries in JIMS, update the ONS and Active list and forward the participant's case file to IPD.
5. If CPAC staff initiates the remand, a Rule Violation will be completed by CPAC staff and a hearing will be completed by a CPAC Supervisor or designee.

D. New Arrests/Bookings

1. If a participant is arrested on a new charge(s) by any law enforcement agency, a trained deputy from the JPMU at the booking facility will remove the GPS ankle bracelet prior to housing the inmate. CPAC staff will retrieve the device from the facility during working hours.

2. A CPAC staff member will complete the entries in JIMS, update the ONS and Active list and forward the participant's case file to IPD.
3. If other electronic monitoring equipment needs to be collected, the cohabitants will first be contacted to arrange for equipment drop off at the vendor's office. Otherwise, a CPAC deputy may be required to retrieve the electronic monitoring equipment from the participant's residence.