

DATE:	APRIL 29, 2022
NUMBER:	E.4
SUBJECT:	PROCESSING, INSTALLATION AND DEVICE REMOVAL
RELATED SECTIONS:	P.C. 1170.06, 1203.016 - 1203.018 & DSB P&P E.5

PURPOSE

To establish guidelines for the installation and removal of electronic monitoring (EM) devices from participants.

POLICY

County Parole and Alternative Custody Unit (CPAC) personnel will install all electronic monitoring global positioning system (GPS) ankle devices and shall have primary responsibility for the removal of the GPS ankle devices.

PROCEDURE

I. INSTALLATION OF GPS DEVICES

Upon an applicant's acceptance for Home Detention (HD) EM, the CPAC deputy will be responsible for verifying the following has been completed:

A. In Custody Participants

1. GPS device shall be installed and activated by CPAC staff prior to transfer to the CPAC program.
2. CPAC staff will ensure the participant signs the rules and regulations form.
3. CPAC staff will ensure the participant has pre-authorized transportation on site.
4. CPAC staff will ensure jail staff has released all the participant's personal property.
5. CPAC staff will transfer the participant into a CPAC program housing unit in the Jail Information Management System (JIMS).

B. Out of Custody Participants

1. Participant will report to the vendor's office.
2. GPS device shall be installed and activated primarily by the vendor, but CPAC staff can assist if necessary.
3. CPAC staff will complete the booking procedures (photo and fingerprints).

4. CPAC staff will ensure the participant signs the rules and regulations form and any other necessary forms.
5. CPAC staff will transfer the participant into the program housing unit in JIMS.

II. RESIDENTIAL REENTRY CENTER / WORK FURLOUGH ACCEPTANCE

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

A. In Custody Participants

1. GPS device shall be installed and activated by CPAC Staff.
2. CPAC staff will ensure jail staff has turned over all the participant's personal belongings.
3. CPAC staff will ensure the participant signs rules and regulations form.
4. CPAC staff transports the participant to RRC/WF facility.
5. CPAC staff will transfer the participant into the program housing unit in JIMS.

B. Out of Custody Participants

1. GPS device shall be installed and activated by vendor primarily, but CPAC can assist if necessary.
2. CPAC staff will complete the booking procedures (photo and fingerprints).
3. CPAC staff will ensure the participant signs the rules and regulations form.
4. CPAC staff or pre-authorized transports will transport the participant to the RRC/WF facility.
5. CPAC staff will transfer the incarcerated person into the program housing unit in JIMS.

III. PRETRIAL HD ACCEPTANCE

Upon a pretrial HD defendant's acceptance for the Home Detention, the CPAC deputy will ensure the following has been completed for In Custody Pretrial HD Participants:

- A. A CPAC deputy will notify the Detentions Processing Division (DPD) supervisor of an impending pretrial HD transfer and complete EM vendor enrollment.
- B. CPAC deputies will ensure participant signs the rules and regulations form, install and activate the GPS device.

- C. A CPAC deputy will verify proper installation and functionality of the GPS device through the EM software tracking platform prior to the participant's transfer.
- D. CPAC deputies will ensure the participant has all their property.

IV. COLLABORATIVE COURTS ACCEPTANCE

Participants accepted into the Collaborative Courts program are on probation, assigned a probation officer, and are not in the custody of the San Diego County Sheriff's Department. CPAC solely monitors the GPS device of participants in Collaborative Courts who have had the GPS device placed on them as a sanction of the court.

Out of Custody Participants

1. Probation officer will retrieve GPS devices from the CPAC deputy.
2. Probation officer will complete and send the GPS enrollment checklist to the CPAC deputy.
3. Probation officer will ensure the participant signs the appropriate GPS agreement forms.
4. Probation officer will install a GPS device on the participant.
5. Probation officer will notify the CPAC deputy when installation is complete.
6. CPAC deputy will activate the GPS device.

V. REMOVAL OF DEVICES

A. Home Detention

1. The participant will be instructed to go to the vendor on their release date with all their assigned EM equipment.
2. Special circumstances may require CPAC deputies 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, participants who are scheduled to be released from custody 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 a CPAC deputy will remove the participant from the program monitoring system.
5. Upon the participant's release, CPAC staff will complete the release in JIMS, Officer Notification System (ONS), Active List and forward the participant's case file to Sheriff's Records.

B. RRC/WF

1. The RRC/WF staff will have a list of all participants' release dates provided by CPAC staff. On the day of release from custody, the RRC/WF staff will remove the GPS device and store until CPAC deputies picks up the device from their site.
2. 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.

C. Remands to Jail Custody

Home Detention, Pretrial HD and RRC/WF Termination

Once CPAC deputies are in possession of a remanded participant, CPAC deputies will remove the participant's GPS device and return the participant into jail custody. Refer to Detention Policy and Procedure (DSB P&P) Section E.5 for remand procedures.

D. New Arrests/Bookings

1. If a participant is arrested on a new charge(s) by any law enforcement agency, a deputy from the Jail Population Management Unit (JPMU) at the booking facility will remove the GPS ankle device prior to housing the incarcerated person. The vendor or CPAC deputies 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 custody record to DPD.
3. If other EM equipment needs to be collected, the cohabitants will first be contacted to arrange for equipment drop-off at the vendor's office. Otherwise, CPAC deputies may be required to retrieve the EM equipment from the participant's residence.

VI. JIMS HOUSING INDICATORS

A. Home Detention – participants will be housed in JIMS facility 16.

B. RRC/WF – participants will be housed in JIMS facility 80.

1. Sheriff Department Participants
 - a. RRC participants will be housed in area: RRC unit: 2.
 - b. WF participants will be housed in area: WF unit: 2.
 - c. PROGRESS participants will be housed area: PRG.

2. Probation Department Participants
 - a. RRC participants will be housed in area: RRC unit: 1.
 - b. WF participants will be housed in area: WF unit: 1.