

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

GLOBAL POSITIONING SYSTEM (GPS) TRACKING

Authority:

Tracy Reece, Chief Probation Officer

Purpose:

This procedure establishes a process for referring, enrolling, and monitoring the compliance of offenders in the Global Positioning System (GPS) program.

Definitions:

Global Positioning System (GPS): Geo-synchronous satellites that triangulate the position of a transceiver on the ground and transmit the exact coordinates of the transceiver in longitude, latitude, and altitude.

GPS Tracking: The use of satellites, mapping software, and a transceiver device to track the location of a person.

Restriction Zones: Specific areas programmed into the tracking system to send an alert to the Probation Department/GPS tracking staff should the offender enter and/or exit that zone.

GPS Alerts: A message sent through the tracking system to inform the assigned officer of specific events, possible malfunctions, tampers, violations, etc. (Attachment A–BLUtag Events).

Responsibilities:

I. Probation Officer I/II/III (Adult):

- A. Review and confirm the terms and conditions of each offender prior to the installation of GPS.
- B. Offenders on grants of Probation or Mandatory Supervision must have a term from the Court permitting GPS monitoring.
 1. The Probation Officer may request the matter be placed on calendar and prepare a memo to the Court requesting the GPS term be added to the terms and conditions of supervision. Documentation supporting the need for GPS monitoring shall be included in the memo (e.g. significant gang ties, high profile drug cases, domestic violence, etc.).
- C. Post Release Community Supervision (PRCS) terms may be added by the officer and initialed by the offender prior to GPS installation.
 1. Place all PRCS PC 290 sex registrant offenders on GPS monitoring.
 2. May place PRCS offenders unable to provide a permanent address on GPS monitoring until they report a verified permanent residence.
- D. Enroll the offender in GPS monitoring in CE–Other–Treatment–New Program–select GPS–select Satellite Tracking of People (STOP)–select the Case–enter GPS Program Details and document the reasons supporting GPS monitoring.
- E. Ensure the offender’s current phone number is entered into the GPS tracking system.
- F. Take appropriate action of discovered tampers, critical batteries, alerts, or violations of supervision as soon as possible and document in CE–Other–Treatment–select GPS tracking program–Events tab–Create New Event–select GPS Review.

- G. Review the tracking data weekly and document the review in CE–Other–Treatment–select GPS tracking program– Events tab–Create New Event—GPS Review:
 - 1. Verify equipment is operating appropriately (e.g. battery is appropriately charged, confirm GPS is tracking, etc.).
 - 2. Determine residence and/or places the offender is staying.
 - 3. Verify compliance with terms and conditions (e.g. restriction zones, stay away orders, etc.).
 - 4. Ensure alerts have been addressed in the tracking system.
- H. Review and sign the Unrecoverable/Lost/Damaged Equipment-Request for Invoice Form (Attachment B) when equipment is unrecoverable and forward the form to the monitoring agency.
- I. Verify the offender is not tracking in the system prior to initiating a petition with the Court.
- J. Unassign the GPS from the tracking system and terminate the GPS service in CE when the GPS is no longer tracking and/or when the offender is removed from GPS monitoring.
- K. Secure the monitoring equipment for return to the monitoring provider when offenders are removed from monitoring.
- L. Document the termination of GPS service in CE–Other–Treatment–select the GPS tracking program to be closed–Events tab–Create New Event–select Type (Terminate Service)–enter Event Details–select a current status (choose a termination reason).

II. Probation Officer I/II/III (Juvenile):

- A. Review and confirm the youth's grant of supervision has a term permitting GPS monitoring prior to the installation of GPS.
 - 1. The probation officer may request the matter be placed on calendar and prepare a memo to the Court requesting the GPS term be added to the terms and conditions of supervision pursuant to Welfare & Institution Code 727(a)(1). Documentation supporting the need for GPS monitoring shall be included in the memo (e.g. absconding, excessive truancy, curfew, victim/gang issues, partner violence, no contact orders).
- B. Enroll the youth in GPS monitoring in CE–Other–Programs–New Program–select GPS–select STOP–select the Case–enter GPS Program Details and document the reasons supporting GPS monitoring.
- C. Ensure the youth's current phone number is entered into the tracking system.
- D. The assigned officer is responsible for tracking youth not on the House Arrest Program (HAP).
- E. Take appropriate action of discovered tampers, critical batteries, alerts, or violations of supervision as soon as possible and document in CE–Other–Programs–select GPS tracking program–Events tab–Create New Event–select GPS Review.
- F. Review the tracking data weekly and document the review in CE–Other–Programs–select the GPS tracking program–Events tab–Create New Event–GPS Review:
 - 1. Verify equipment is operating appropriately (e.g. battery is appropriately charged, confirm GPS is tracking, etc.).
 - 2. Verify compliance with terms and conditions (e.g. restriction zones, etc.).
 - 3. Ensure alerts have been addressed in the tracking system.
- G. Review and sign the Unrecoverable/Lost/Damaged Equipment-Request for Invoice Form (Attachment B) when equipment is unrecoverable and forward the form to the monitoring agency.
- H. Verify the youth is not tracking in the system prior to initiating a petition with the Court.
- I. Unassign the GPS in the tracking system and terminate GPS service in CE when the GPS is no longer tracking and/or when the offender is removed from GPS monitoring.

- J. Secure the monitoring equipment for return to the monitoring provider when youth are removed from the GPS program.
- K. Document the termination of GPS service in CE–Other–Programs–select the GPS tracking program to be closed–Events tab–Create New Event–select Type (Terminate Service)–enter Event Details–select a current status (choose a termination reason).

III. Juvenile House Arrest Program (HAP) Officers:

- A. Shall have primary supervision of pre-adjudicated youth while on HAP.
- B. Verify HAP has been ordered in the minute order before installation of GPS equipment.
- C. Provide paperwork to youth regarding equipment and the program.
- D. HAP Probation Officer or GPS provider may assign GPS service in the tracking system and install GPS equipment.
- E. Ensure the youth's current phone number is entered into the tracking system.
- F. Enroll the youth in GPS monitoring in CE–Other–Programs–New Program–select GPS–select STOP–select the Case–enter GPS Program Details and document the reasons supporting GPS monitoring.
- G. Enroll the youth in HAP in CE–Other–Programs–select Probation Provided Services–select San Bernardino County Probation–HAP.
- H. Monitor/track the youth twice a day during regular business hours.
 - 1. Document the tracking in CE–Events–Create New Event–select Services–select GPS Review.
 - 2. Take appropriate action of discovered tampers, alerts or violation of supervision as soon as possible and document in CE–Events–Create New Event–select Services–select GPS Review.
- I. Review and sign the Unrecoverable/Lost/Damaged Equipment-Request for Invoice Form (Attachment B) when equipment is unrecoverable and forward the form to the monitoring agency.
- J. Un-assign the GPS from the tracking system and terminate the GPS service in CE when the GPS is no longer tracking and/or when the youth is removed from GPS monitoring.
- K. Document the termination of GPS service in CE–Other–Programs–select the GPS tracking program to be closed–Events tab–Create New Event–select Type (Terminate Service)–enter Event Details–select a current status (choose a termination reason).
- L. Document the termination of HAP service in CE–Other–Programs–select HAP–Events tab–Create New Event–select Type (Terminate Service)–enter Event Details–select a current status (choose termination reason).
- M. Provide weekly stats to the unit Supervisor.

IV. Supervising Probation Officer (SPO):

- A. Ensure compliance with this procedure during monthly caseload audits:
 - 1. Ensure officers have enrolled applicable offenders on GPS in CE and have completed weekly GPS Review documentation.
 - 2. For Juvenile SPOs, ensure HAP officers have completed GPS Review documentation twice a day on regular business days and provide weekly stats.

V. On-Call Duty Officer:

- A. Receive phone calls from the GPS monitoring company and take appropriate action of revealed tampers, alerts, or violations and document in CE.
- B. Assist offenders with electronic monitoring questions as needed and document in CE.

Guidelines:

- A. The authority to place probationers on GPS tracking is pursuant to California Penal Code §1210.12(a) et seq.
- B. Officers have the discretion to utilize GPS tracking to monitor adult offenders, when they have a GPS term, to enhance the protection of the community.
- C. Officers have the discretion to utilize GPS tracking to monitor youth, when they have a GPS term, to enhance the protection of the youth and the community.
- D. The officer who refers an offender to be placed on GPS, (e.g. case agent, Officer of the Day, or an officer working Orientation & Assessment, etc.) should complete the GPS enrollment in CE.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

Penal Code Sections: 1210.7, 1210.8, 1210.12, and 1210.16
California Senate Bill 963, 619
Welfare & Institution Code 727(a)(1)

References:

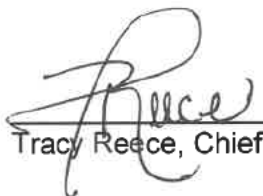
Procedure:

Caseload Audits
On-Call Duty Officer

Policies:

Employee Responsibility
Training

Issued by:



Tracy Reece, Chief Probation Officer

5-5-21
Date

Original Issue Date: June 1, 2007

Revised: December 22, 2017

Revised: April 29, 2021

Attachments:

- A - BLUtag Events
- B - Unrecoverable/Lost/Damaged Equipment-Request for Invoice Form

BLUtag Events

ON CHARGER	Duration of time BLUtag was on the charger.
LOW BATTERY ALARM	Approx. 10 hours of charge remain and a 2.5-hour refill is now required. It will vibrate twice every 10 minutes until charged or dead.
CRITICAL BATTERY ALARM (CBATT)	Approx. 4 hours of charge remain and a 2.5-hour refill is now required. Agent is notified. Vibrations continue.
DEAD BATTERY ALARM (DBATT)	Approx. 30 minutes of charge remain and a 2.5-hour refill is now required. Agent is notified. Vibrations continue.
MASTER TAMPER (MTPR)	Strap tampering is suspected. The violation remains open until the strap issue is resolved (e.g. replaced). Once BLUtag approves, it then provides the option to close the tamper, online.
INCLUSION ZONE VIOLATION (IZ)	Offender exited an area in which they were required to stay.
EXCLUSION ZONE VIOLATION (EZ)	Offender entered an area where they were not allowed.
MESSAGE GAP (MGAP)	BLUtag has missed multiple calls. (Default period is 6 hours.)
NO GPS (NGPS)	BLUtag is not reporting GPS. (Default period is 6 hours.)
INTERFERENCE (SHIELD / JAMM)	BLUtag has lost GPS reception and suspects that an object (shielding) or signal (jamming) could be the culprit.
PRESS BUTTON	Push button was pressed, causing an immediate report.

Unrecoverable/Lost/Damaged Equipment-Request for Invoice Form

1. Enrollee Name: _____
2. Enrollee Primary ID: _____
3. Enrollee's Address _____
4. Device(s) e.g.: BluTag, BluBox, BluHome (include as many as apply)
5. Devices Serial # (if applicable): _____
6. Requesting Agency (Probation/Sheriff)
7. Requesting Officer/Deputy (please print): _____

Please complete the above information and forward to [REDACTED] via email [REDACTED]. Upon receipt, STOP will generate an individual invoice for the listed device(s).

If you have any questions, please contact me directly at [REDACTED]

[REDACTED]