



POLICY STATEMENT

Policy Statement 4008

Policy Area: Supervision

Effective Date: **MAY 11 2005**

Approved: *Paul A. Quander, Jr.*
Paul A. Quander, Jr., Director

GLOBAL POSITIONING SYSTEM (GPS) TRACKING OF OFFENDERS

I. COVERAGE

This Policy Statement establishes procedures for the Court Services and Offender Supervision Agency for the District of Columbia (CSOSA or Agency) staff involved in the Global Positioning System (GPS) tracking of offenders. CSOSA staff with specific responsibilities under these procedures include GPS tracking staff, Community Supervision Officers (CSOs), and their immediate supervisors (SCSOs).

II. BACKGROUND

Historically, electronic monitoring has been used as a special condition of release ordered by the Superior Court of the District of Columbia or the United States Parole Commission (USPC) for offenders under community supervision. In recent years, CSOSA has piloted use of a specific form of electronic monitoring, GPS tracking, as a sanctioning condition. This and other forms of electronic monitoring can be used to enforce curfews, establish prohibited/restricted areas; and, assess and monitor offender movement in the community. These tools allow CSOSA to provide heightened supervision of identified offenders while allowing such offenders to remain in the community.

III. POLICY

CSOSA utilizes GPS tracking or curfew monitoring of offenders as a special condition of release ordered by the releasing authority, a case planning and supervision tool, a crime prevention measure, a component of the Agency's graduated sanctions continuum, and as a mechanism for collaborating with the Metropolitan Police Department to track criminal behavior of designated CSOSA offenders. GPS tracking is used to establish curfews for moderate/high risk offenders, to monitor movement of high risk offenders in the community, and to monitor sex offenders and offenders with stay away orders as determined by order of the releasing authority or when determined necessary by a CSO, in consultation with his/her SCSO. The offender is required to sign a contract which details the terms of the imposed period of GPS tracking.

CSOSA's GPS staff are responsible for installing and operating all monitoring equipment. GPS staff are also required to report any curfew violations to the assigned CSO on a daily basis. CSOs assigned to the sex offender and domestic violence (stay away monitoring) supervision teams are required to review the GPS tracking each business day to note any violations. Supervisory CSOs are responsible for referring eligible offenders for GPS tracking or curfew monitoring to GPS staff to begin the monitoring process. CSOs are responsible for supervising offenders during the period of GPS tracking/curfew monitoring and preparing the appropriate alleged violation reports (AVR) to advise the releasing authority when verifiable GPS tracking violations occur.

IV. AUTHORITIES, SUPERSEDESURES, REFERENCES, AND ATTACHMENTS

A. Authorities

National Capital Revitalization and Self-Government Improvement Act of 1997, D.C.
Official Code § 24-133 (c) (2001 Edition).

28 C.F.R. § 2.85(a)(15) (Conditions of release; D.C. Code parolees)

B. Supersedures

None

C. Procedural References

CSOSA Screener
Graduated Sanctions Policy Statement
Loss-of-Contact Policy Statement

D. Attachments

Appendix A. General Procedures
Appendix B. Electronic Monitoring Equipment Assignment Contract
Appendix C. Global Positioning System (GPS) Guidelines Contract
Appendix D. Global Positioning System (GPS) Equipment Maintenance Log

APPENDIX A GENERAL PROCEDURES

A. Offender Eligibility Requirements

1. General Eligibility Requirements

The offender must meet each of the following requirements in order to participate in GPS tracking. If all requirements are not met, but extenuating circumstances are reported to the CSO that may pose a problem with the referral to GPS, the CSO shall consult with management for further instruction. CSOs shall proceed with supervision based upon applicable existing CSOSA policies and procedures:

- a. The offender must reside within the District of Columbia;
- b. The offender must sign the GPS Agreement;
- c. The owner/lessee of the property where the equipment will be installed (if different from the offender) must sign a GPS Authorization Form prior to installation of the miniature tracking device (MTD) charging stand or monitoring box. (**Note:** homeless offenders or those offenders without access to a phone line are not prohibited from GPS enrollment. Offenders without access to a phone line will be required to report to the supervision office and the GPS data will be downloaded.)
- d. The person in whose name the telephone is listed (if different from the offender and/or the owner/lessee) must sign an GPS Telephone Operations Authorization Form prior to installation of the MTD charging stand or monitoring box; and
- e. The offender must not have willfully destroyed any electronic monitoring or GPS equipment during a previous enrollment.

2. Special Condition Orders

- a. Offenders who have been placed on a curfew pursuant to an order of the releasing authority (generally the USPC or the Superior Court of the District of Columbia) are automatically eligible to participate in a GPS enrollment (if all the general eligibility requirements listed above have been met). Any such offenders who are high-risk offenders are automatically eligible for GPS tracking. (Note: GPS equipment can be used for curfew monitoring and the GPS tracking module will not be activated.)

- b. The referring CSO shall have the authority to require an offender to complete up to thirty (30) calendar days of GPS monitoring. Where aggravating circumstances (defined as continuous curfew violations, new arrest, loss of contact, or positive drug tests) exist, the length of time on GPS tracking may be extended up to a total of ninety (90) calendar days, upon documented approval of an SCSO.
- c. If the GPS tracking time frame is not specified in the order from the releasing authority, the referring CSO shall determine the number of days an offender must submit to GPS tracking up to a maximum of ninety (90) days.
- d. In probation cases, if the CSO does not have a new court order giving the Agency authority to impose graduated sanctions (to include curfew restrictions) on the offender, judicial authority is required to place the offender on GPS tracking.
- e. When the releasing authority requests the most intensive supervision, the CSO may utilize GPS tracking upon SCSO approval in both probation and parole cases.

3. Supervision Tool

Upon SCSO approval, a CSO may utilize GPS tracking as a tool for supervision of high-risk offenders. High-risk will be determined by the application of the CSOSA Auto Screener and/or a mental health assessment in conjunction with SCSO approval. With regards to authority in such instances, the SCSO will be guided by the procedures in A.2.d and e above.

4. Sanctions

GPS tracking shall be utilized, if applicable, as a component of CSOSA's graduated sanctions policy when any of the following circumstances exist:

Loss of Contact

- a. Once contact is reestablished through an office visit, the CSO shall examine the circumstances resulting in the offender's loss of contact. Should the CSO determine that an actual loss of contact violation has occurred, the CSO may refer the offender for GPS placement as a sanction within two (2) business days. If the offender is assessed as being high-risk, is a sex offender, or has a stay away order as determined by order of the releasing authority, the CSO and the SCSO shall confer and decide whether to place the offender on GPS tracking within five (5) business days after contact has been reestablished with the offender. In probation cases, the CSO must have a court order authorizing

the imposition of graduated sanctions (to include curfew restrictions) of an offender as a graduated sanction (i.e., a new order).

- b. These procedures do not supersede CSOSA's policy regarding loss of contact.

Re-arrest

- a. Any offender currently under supervision, who is re-arrested, released to the community and is awaiting judicial action, may be referred to GPS as a sanction within five (5) business days of the CSO's notification of the re-arrest.
- b. The CSO and the SCSO shall confer with respect to the utility of placing the arrested offender on GPS tracking as a sanction and the appropriate number days if it is determined that GPS tracking would be useful. In probation cases, if the CSO does not have a new court order giving the Agency authority to impose graduated sanctions (to include curfew restrictions) on the offender, judicial authority is required to place an offender on GPS tracking.

Sex Offender Cases

- a. Any sex offender presenting high-risk behavior (e.g., unsupervised contact with children, violation of stay-away orders, or substance abuse), as determined through screening and assessment, may be referred to GPS staff for, with SCSO approval, for GPS tracking for up to ninety (90) days.
- b. Any sex offender with a history of escapes from halfway houses or other transitional programs may be referred to GPS staff for GPS enrollment up to ninety (90) days, or, if the offender is assessed as being high-risk for reoffending (maximum or intensive supervision) may be referred for GPS enrollment for up to ninety (90) days.

Mental Health Cases

- a. Mental health offenders who are non-compliant with their supervision plan as it relates to infractions other than the failure to use their prescribed psychotropic medication may be referred to GPS staff for GPS enrollment for a minimum of thirty (30) days to provide close monitoring as a component of their treatment plan to bring them into compliance with supervision.
- b. Mental health offenders who have received a DSM-IV, Axis-IV diagnosis and are determined unstable through screening and assessment by a mental health professional shall not be referred to GPS staff.

Domestic Violence Cases

Domestic violence offenders who are subject to stay away conditions may be referred to GPS staff for GPS enrollment for up to ninety (90) days based on the risk of the case as assessed by the CSO and confirmed by the SCSO. Domestic violence respondents who are subject to Civil Protection Orders are not eligible for GPS tracking, but may be eligible for GPS tracking with the authorization of the presiding judge and the concurrence of the Assistant United States Attorney and the offender's defense counsel.

B. GPS Monitoring Referral Process

1. Within five (5) business days of the eligibility determination, the CSO shall complete and submit via email a GPS monitoring referral to the designated GPS staff.
2. Within two (2) business days of receipt of the referral, GPS staff shall provide written confirmation of referral receipt to the supervising CSO. Within two (2) business days of the confirmation, GPS staff shall schedule a GPS monitoring equipment installation date at the offender's residence. Should GPS staff experience difficulties establishing contact to schedule the equipment installation, GPS staff shall request the assistance of the CSO.
3. GPS staff shall notify the CSO of the scheduled installation date at least one (1) business day prior to installation.
4. Should GPS staff be unable to complete the equipment installation process due to the lack of cooperation of the offender or the required authorization from the offender and/or the owner/lessee of the property, GPS staff shall notify the CSO who must notify the releasing authority within three (3) business days that the equipment cannot be installed.

C. Pre-Installation Offender Violations

If an offender is referred for GPS tracking but fails to report as scheduled for the initial GPS equipment installation, the GPS staff shall notify the CSO immediately, but no later than one (1) business day from failure to report. If the offender's failure to report is excused, the CSO shall make every attempt to contact the offender to reschedule the installation within five (5) business days. If the offender fails to report for the second installation date, the CSO shall submit an Alleged Violation Report to the releasing authority within three (3) business days of the second missed date.

D. GPS Monitoring Operations

1. GPS Equipment Description

- a. The GPS equipment consists of a miniature tracking device (MTD), which should be worn on the offender's belt or elsewhere close to the body, a charging stand, which is installed in the offender's place of residence, a small bracelet transmitter with a strap, which is placed on the offender's ankle.
- b. The ankle transmitter is waterproof and is not to be removed by the offender during the entire monitoring period. The MTD charging stand may minimally disrupt telephone conversations, but will not affect the telephone bill on the phone line to which it is connected.
- c. The MTD is designed to communicate with the ankle bracelet transmitter and GPS satellites. The MTD will collect position information via GPS once every minute whenever the MTD is not "at rest." The MTD will store the last known point, every hour while "at rest." The GPS receiver will activate and begin collecting position information again as soon as motion is detected.
- d. Data collected by the MTD is downloaded daily via the MTD charging stand that calls into a data center. Once downloaded, the data can be observed through GPS mapping, monitoring status reports and cell phone alerts.

2. Owner/Leasee Authorization.

Prior to the installation of the GPS equipment, the supervising CSO must obtain the written consent and agreement of the owner or lessee of the residence in which the GPS tracking equipment will be installed (if other than the offender). The owner/lessee will be asked to agree:

- a. To allow GPS staff reasonable access to install, service or inspect, disconnect and remove the GPS tracking equipment in the residence;
- b. To furnish electric power and telephone service if available, for the GPS tracking of the offender living in the residence beginning on the date requested and for the duration of the stated monitoring period;
- c. To follow the verbal and written instructions provided by GPS staff pertaining to proper operation of the MTD charging stand;
- d. To refrain from tampering with or removing the MTD charging stand without permission from GPS staff.

3. Offender GPS Tracking Authorization

To participate in GPS tracking, the offender must agree to adhere to the following conditions during the GPS tracking term:

- a. To observe a curfew during the hours specified by the releasing authority and/or supervising CSO in the Offender Agreement and any prohibited locations specified by the supervising CSO;
- b. To allow GPS staff reasonable access to install, service or inspect, disconnect and remove the GPS tracking equipment in the residence;
- c. To wear an ankle transmitter and MTD at all times during the established period of GPS monitoring;
- d. To comply with the verbal and written instructions, provided by GPS staff or the supervising CSO, for proper operation of the MTD charging stand;
- e. To furnish electric power and, if convenient, telephone service;
- f. To refrain from tampering with or removing the MTD charging stand without permission from GPS staff or the supervising CSO;
- g. To immediately inform the supervising CSO in advance of any change of address, telephone number, discontinuation of phone service, change in home ownership or lease, or any emergency situation necessitating the offender's departure from the residence during the tracking period;
- h. To report immediately to the CSO and GPS staff any equipment damage, malfunction, or power outages;
- i. To return the GPS equipment without significant external or internal damage caused by negligent handling or deliberate actions;
- j. To sign the GPS Tracking and Equipment Assignment Contract; and
- k. If applicable, to have the owner/lessee sign the appropriate section of the GPS Tracking Equipment Assignment Contract within five (5) business days of installation.

4. Installation

- a. GPS staff shall schedule the installation of the MTD charging stand in the offender's address of record within three (3) business days of the receipt of

the GPS monitoring referral from the CSO. Prior to installation, GPS staff shall confirm that the CSO has received all necessary written authorization forms.

- b. On the date of the installation, GPS staff shall arrive at the time of the scheduled appointment, review the GPS Basic Guidelines Contract with the offender, provide owner/lessee/offender with a copy of the signed contracts, provide the offender with a copy of any operating instructions, and answer any questions from the offender and/or residents at the address.
- c. After the contracts and questions have been addressed, GPS staff shall install the GPS tracking equipment by locking the ankle bracelet on the offender, connecting the MTD charging stand, applying the proper setting on the MTD, and testing the equipment to ensure that all equipment is properly operating.
- d. GPS staff shall notify the CSO that full tracking equipment installation was completed within one (1) business day of the completion, and shall request that the CSO sign the GPS Basic Guidelines Contract. The standard or alternate monitoring schedule shall begin one (1) day after the completed installation of the monitoring equipment.

5. Monitoring Schedule

- a. The CSOSA standard monitoring schedule shall be from 8 p.m. to 6 a.m. daily for the duration of tracking period.
- b. Exceptions to the standard monitoring schedule shall be made for the following reasons: 1) to attend required treatment groups and sessions; 2) to attend to subsequently verified emergency situations; 3) to address other circumstances deemed by the SCSO as a justifiable monitoring schedule exception; or 4) to work during the standard monitoring schedule after CSO verification of the job and required evening/night shift work.
- c. Offenders who are employed and required to work during the standard monitoring schedule shall submit to an alternate monitoring schedule covering the hours between 8 a.m. and 6 p.m. upon verification and with the approval of the SCSO.

6. CSO Monitoring Responsibilities

- a. All offenders under GPS monitoring shall be placed on intensive supervision.

- b. For unemployed offenders, the CSO shall instruct the offender to report daily to GPS staff for five (5) consecutive business days following the installation to ensure proper functioning of equipment, and offender compliance.
- c. The CSO or designee shall review the offender's compliance daily and shall immediately address any violations.
- d. For offenders without a phone line, the CSO shall instruct the offender to report to GPS staff a minimum of three (3) times per week in order to download data from the GPS monitoring device.
- e. At least one (1) time per week, the CSO shall review with the offender his/her movement in order to determine areas the offender has frequented that may contribute to new violations, to establish collateral contacts previously unknown, and to assess the offender's compliance with the GPS system. (Note: offenders assigned to the sex offender unit or offenders placed on GPS as a result of a stay away order will be required to view the GPS tracking each business day to ascertain if the offender has violated any of the general or special conditions of the offender's release.)
- f. The CSO shall accommodate legitimate curfew changes requested by the offender. The CSO shall require the offender to provide notice at least two (2) business days in advance of the requested date of curfew change. Legitimate reasons for curfew changes include, but are not limited to, changes in work schedule, death and funerals of close family members, medical emergencies or severe physical injury. Curfew changes must be set in the GPS monitoring system and include a signed copy of the curfew schedule, which is to be provided to the offender and maintained in the case file. **(Note: Curfews are not valid unless signed documentation exists verifying that the offender is aware of the curfew parameters.)**

7. Monitoring Violations

a. Definitions

Monitoring Violation: occurs when the monitored offender is not at the residence of record or within the acceptable monitoring range during the established monitoring period as indicated and reported by the monitoring box.

Daily Summary: a written recording compiled by the GPS tracking system vendor of the monitoring events which details whether the offender stayed at the residence of record and/or within the monitoring range during the established monitoring period.

- b. GPS staff shall review the Daily Summary of GPS tracking events provided by the GPS tracking vendor to determine if any monitoring violations occurred. GPS staff shall provide the CSO with a copy of the Daily Summary on the same day it is received from the vendor.
- c. Within five (5) business days of receipt of the Daily Summary, the CSO shall contact the offender regarding the violation. If the violation was not caused by an equipment failure, the CSO/SCSO shall hold a sanction meeting with the offender. Should a second unjustifiable monitoring violation occur, the CSO shall notify the releasing authority.
- d. Subsequent to a reported monitoring violation, an offender covered by GPS tracking conditions which were imposed by a releasing authority shall remain in GPS tracking until a disposition is rendered to address the monitoring violation, not to exceed ninety (90) days. An offender participating in GPS tracking as a CSOSA sanction shall complete the monitoring or be otherwise sanctioned at the discretion of the SCSO.
- e. After successful placement of the GPS monitoring equipment on the offender, the CSO shall recommend a sanction for the first confirmed violation of curfew (more than ten minutes), bracelet gone (out of range more than ten minutes), no GPS go outside (lost signal more than 15 minutes), and/or hot zone (exclusion zone) signals by modifying (“tightening”) the curfew or by increasing reporting frequency. At the same time, the CSO shall review the GPS Warning Form (see Appendix E) that serves to warn the offender that a violation has occurred and what he/she must do to ensure there are no future violations.
- f. If the offender incurs a second confirmed GPS violation, the CSO shall set up an SCSO conference within two (2) business days of the second violation.

Note: Violations must be investigated before they can be put in an alleged violation report (AVR). GPS staff and the CSO shall confirm the validity of any and all GPS violations to be mentioned in a violation report by ensuring the violation is not due to equipment malfunction or to other legitimate reasons mentioned in Sections D.6 and 7.

- g. The CSO shall submit an Alleged Violation Report (AVR) to the releasing authority within two (2) business days of the following violations:

- i. Verified information that the offender's ankle transmitter has been removed by the offender (bracelet strap violation);
 - ii. Verified information that the offender has violated a stay away condition (from person or place); or
 - iii. Verified information that the offender willfully destroyed the GPS monitoring equipment.
- h. The CSO shall report offender rearrests in accordance with the established CSOSA policies and directives.

8. Equipment Failure

- a. The following events shall constitute an equipment failure: (1) when a physical breakdown of the functioning of the ankle strap, transmitter, and/or MTD charging stand occurs; (2) when an electrical power outage occurs, for more than forty-eight (48) hours, affecting the offender's residence of record; or (3) when the telephone service is discontinued rendering the MTD charging stand inoperable.
- b. GPS staff shall respond to an equipment failure by scheduling an equipment inspection within one (1) business day of the vendor/offender notification of the failure. Within two (2) business days of the equipment inspection, EM staff shall complete a Monitoring Equipment Inspection Form, detailing the findings, and forward the form to the supervising CSO or make the appropriate entry in SMART and in the GPS Monitoring Referral Form (see Appendix D).

9. Removal of Equipment

- a. GPS staff shall schedule an appointment for removal of the MTD charging stand within three (3) business days of the CSO's notification of the GPS tracking termination.
- b. Assigned GPS equipment (MTD, bracelet, charging stand, phone cord and adaptor) is to be brought by the offender to the GPS staff's office on the scheduled date.
- c. GPS staff shall complete the GPS Equipment Maintenance Log, documenting the date of return and condition of the equipment at the time of return.
- d. GPS staff shall report all instances of significant (i.e., making the equipment non-operational) damage to any of the equipment to the SCSO.

E. GPS Tracking Termination

1. *Satisfactory Compliance*

E-mail notification of an offender's satisfactory completion of GPS tracking shall be forwarded by GPS staff to the CSO within one (1) business day of the pre-established monitoring completion date.

2. *Termination Due to Noncompliance*

The CSO shall notify GPS staff, via e-mail, of the decision to terminate tracking within one (1) business day of the disposition of the violation matter.

F. Agreements and Forms

The agreements and forms mentioned in this Policy Statement and in Appendices B through E can be located on CSOSA's intranet website.

Appendix B

GPS Tracking Equipment Assignment Contract (TO BE PLACED ON CSOSA LETTERHEAD)

The following rules apply to the Global Positioning Satellite System (GPS) Tracking Equipment. Failure to comply with the following conditions would constitute a violation of your parole/probation/supervised release and subject you possible revocation.

1. You will inform all with whom you reside that you are required to comply with GPS monitoring and that they must not interfere with the monitoring equipment. You will explain to them also that the monitoring equipment will impose minimal impact to the phone system, but will not significantly interfere with regular phone or Internet use.
2. Should those with whom you reside refuse to permit the monitoring system to be installed, you will explain to them that GPS monitoring is being imposed because you are in violation of your probation/parole/supervised release conditions. GPS is being offered to you as an alternative to incarceration. If you are not able to comply with this sanctioning alternative then you will be subject to having your probation/parole/supervised release revoked and being sent to prison.
3. You, or those with whom you reside, will not disconnect, move, or tamper with the GPS monitoring equipment in any manner.
4. You will immediately report any equipment breakage or malfunction to your Community Supervision Officer and follow any instructions the officer gives you concerning this situation.
5. If you use a telephone, it must be of approved quality.
6. You must obtain approval 2 days in advance from your Community Supervision Officer to change your curfew schedule, if applicable.
7. You will allow any representative of CSOSA to inspect the equipment assigned to you upon request.
8. You are responsible for the care of the equipment issued to you. You will be held financially responsible for any malicious destruction of the equipment and be criminally prosecuted for destruction of property. The value of the equipment exceeds \$200, which constitutes a felony offense.
9. You will place your assigned GPS Device in the charging stand for a minimum of eight (8) hours a day.
10. The GPS Device and charging stand must be maintained in the location designated by CSOSA.
11. You will place the GPS Device in an area that is unobstructed. The GPS Device cannot be covered in metal containers, lockers, trunks, etc., or hidden under clothing, car seats, purses, briefcases, tote bags, etc. Any carrying case must be pre-approved by a CSOSA representative.
12. You will carry the GPS Device with you at all times when outside of your residence. Furthermore, you must keep the device within **50 feet** of you at all times.

Other Instructions:

1. You understand that leaving the GPS Device behind at home, work, or other places will be grounds for a violation. **If such occurs, you must notify your CSO immediately.**
2. You understand that all movement will be tracked and stored as an official record.
3. You will follow all established home, work, etc. rules. Deviation from your schedule and/or approved travel routes is a violation.
4. You will not enter areas that are defined as off limits.
5. You will respond immediately to all messages that are sent to your GPS Device.
6. You will notify your Community Supervision Officer of all court proceedings and the outcomes of such proceedings while you are being electronically monitored.

Home Owner/Lessee Agreement (if not the offender):

1. The GPS monitoring system is used by CSOSA to impose a sanction on an offender who has violated his/her probation or parole and to monitor those who may pose a serious community safety risk.
2. As the home owner/lessee, I understand that CSOSA must seek my approval to allow the GPS monitoring equipment to be installed in my home. I understand that I may refuse to have this system installed in my home. I further understand that my refusal to comply could cause the parolee/probationer residing in my home to face adverse legal action, including his/her incarceration. I understand that the GPS system may cause minimal interference with my phone line. If I choose to agree to this arrangement, I will:
 - Provide electric power;
 - Allow CSOSA staff reasonable access to my residence in order to install or remove the equipment; and
 - Not interfere in any way with the functioning of the system by removing, disconnecting or destroying it.

I agree to have this system installed:

Signature of Owner/Lessee

I DO NOT agree to have this system installed:

Signature of Owner/Lessee

The rules of the GPS Tracking Program have been provided to me. I fully understand what is expected of me, and the possible consequences of my failure to comply with these rules.

My signature confirms the above, as well as my receipt of the GPS Monitoring Equipment.

(Offender Signature)

Date: _____

(Offender / Printed Name)

(CSO Signature)

Date: _____

(CSO / Printed Name)

CSO Tel: _____

(EMT Signature)

Date: _____

(EMT Printed Name)

EMT Tel: _____

Appendix C.
Global Positioning System (GPS) Basic Guidelines Contract
(TO BE PLACED ON CSOSA LETTERHEAD)

1. **Motion NO GPS Warnings**
 - a. Will occur if you are inside of a building, in tunnels or a vehicle.
 - b. You are not permitted to carry the MTD¹ in an obstructed manner (i.e., inside the trunk of a car, inside a briefcase.)
 - c. Your response should be to take the MTD outside, turn it upward toward the sky until you receive the "GPS Warning Cleared" message.

2. **Bracelet Gone Warnings**
 - a. Will occur if you are out of range of the MTD.
 - b. Your response should be to get close to the MTD and acknowledge receiving the warning by pressing the appropriate button on the MTD.
 - c. If the problem persists despite following these steps you must contact your CSO² immediately.

3. **Home Curfew Warnings**
 - a. This will occur in order to make sure that the MTD is in the charging stand when the home curfew schedule is in effect.
 - b. Any changes to your curfew must be referred to your CSO **TWO (2) DAYS IN ADVANCE** and can only take effect once you and your CSO have signed the curfew change form.

4. **Charging Stand Compliance**
 - a. Make sure that the charging stand is always plugged into an electrical outlet and is getting power (power light will be green)
 - b. Makes sure that the phone line is plugged into to the back of the charging stand.
 - c. Note that the charging stand is set up properly by observing the "phone in use" light turn red, which means the device is making a call.
 - d. Note also that when the system is making a call as indicated by the red "phone in use light," you may experience a disruption to your phone line if you are in the middle of a call. If this happens merely hang up the phone, let the system complete its call, and then make your personal call.
 - e. Note that removing the phone or power line from the wall will result in a violation notice being sent to your CSO.

If you experience what you consider to be a malfunction of any kind, power outage, or other occurrence that has interfered with your compliance with the GPS system, you must contact your CSO or his/her supervisor immediately.

OFFENDER SIGNATURE: _____

Date: _____

CSO SIGNATURE: _____

Date: _____

EMT SIGNATURE: _____

Date: _____

¹ Miniature Tracking Device (MTD) = the device worn on the hip by the offender.

² Community Supervision Officer (Probation/Parole Officer)

Appendix D
Global Positioning System (GPS) Equipment Maintenance Log
 (TO BE PLACED ON CSOSA LETTERHEAD)

Offender: _____ **Date Issued:** _____
Address: _____ **Time Issued:** _____
CSO: _____ **Telephone #:** _____
SCSO: _____ **Telephone#:** _____
Team#: _____
Monitoring Period: **30 days** **60 days** **90 days**

Anticipated Removal Date: _____

Equipment Assigned:

MTD #: _____
Bracelet #: _____
Charging Stand #: _____

Equipment Replacements:

MTD:	Date Replaced:	MTD #:
Bracelet:	Date Returned:	Bracelet #:
Charging Stand:	Date Returned:	Charging Stand #:

COMMENTS:

Equipment Return Status:

MTD:	Date Returned:	Good Condition <input type="checkbox"/>	Poor Condition <input type="checkbox"/>
Bracelet:	Date Returned:	Good Condition <input type="checkbox"/>	Poor Condition <input type="checkbox"/>
Charging Stand:	Date Returned:	Good Condition <input type="checkbox"/>	Poor Condition <input type="checkbox"/>

COMMENTS:

Certified By:

_____ Date: _____
 EMT Signature