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Electronic Monitoring Program for DUI Offenders

The Department of Corrections (DOC) provides eligible offenders the opportunity for supervised reintegration through home confinement and community based treatment and support programs. (4-APPFS-2C-04) All offenders placed into supervised reintegration shall be subject to continuous monitoring through the use of electronic monitoring technology and shall be supervised by probation and parole officers. This procedure sets forth the eligibility criteria and the referral process for placement and supervision of offenders on the Electronic Monitoring Program for DUI offenders. (4-APPFS-2A-06)

I. Electronic Monitoring Program for DUI Offenders Criteria

A. Eligibility Criteria

To be considered for placement, offenders must be community corrections eligible in accordance with [OP-060104](#) titled "Community Corrections Assessment." Offenders assigned to minimum security and who have completed an approved substance abuse treatment program may be considered for placement if they meet the following eligibility criteria:

1. Has a current conviction(s) for a violation of 47 O.S. § 11-902; which is driving, operating, or being in the actual physical control of a motor vehicle while under the influence of alcohol or other intoxicating substance.
 - a. If an offender has current misdemeanor convictions for driving related offenses such as driving under suspension or reckless

driving, such convictions will not exclude the offender from placement, but should be considered in evaluating the offender's risk to the public.

- b. Offenders cannot have concurrent or consecutive cases with a sentence of incarceration for any other offense;
- 2. Shall have an approved home offer and must be able to remain in the home for at least 90 days. Motels or other temporary housing arrangements are not acceptable;
- 3. Must have a viable means of transportation to and from treatment and work;
- 4. Must have a working "land-line" telephone in the residence. Cell phones are not acceptable. Digital telephone lines may require a DSL filter. If required, the filter will be provided by the offender;
- 5. Has completed a Department of Mental Health Substance Abuse Services (DMHSAS) approved substance abuse treatment program during this incarceration, but not longer than three years prior to placement on the Electronic Monitoring Program for DUI Offenders; and
- 6. Placement to the program does not require verified employment, but the offender must obtain employment approved by the supervising officer within 30 days of release to the program.
 - a. If the offender has documented means of support, such as Social Security income, disability income, retirement income or other comparable means of support, it may be accepted in lieu of sustainable employment.
 - b. Offenders who are receiving veteran's benefits or who are eligible for those benefits to be reinstated will be considered on a case by case basis.

B. Exclusionary Criteria

The director of the Department of Corrections will exercise discretion in selecting eligible offenders for assignment to the Electronic Monitoring Program for DUI Offenders; however, the following offenders will not be eligible for assignment to the program:

- 1. Offenders convicted of a violent offense within the previous ten years ([Attachment E](#), attached);
- 2. Offenders who have been previously removed from PPCS, EMP, SSP, or GPS due to violation of the established rules and conditions;

3. Offenders deemed by the department to be a security risk or a threat to the public; and/or
4. Offenders requiring medical or other services or programs not available in a community setting as determined by the department.

C. Eligibility Review Process (2-CO-4B-01, 4-APPFS-2C-01)

1. Upon determining the eligibility of offenders who have completed an approved treatment program, or 30 days prior to the anticipated completion of the treatment program, facility staff shall obtain and submit, to the supervising district, a proposed home offer for verification (as outlined in Section I. item D. of this procedure) and complete and submit the following placement packet to the facility classification team for review and placement recommendation:
 - a. "Facility Assignment Form" ([DOC 060204A](#));
 - b. "Custody Assessment Form" ([DOC 060103A \(M\) \(F\)](#));
 - c. Rap Sheets (to include FBI, OSBI, DPS), NCIC/JOLTS Teletype, local jurisdiction records checks, to include the municipality in which the offender intends to reside, as well as the municipality in which the offender resided at the time of the commission of the current offense);
 - d. "Activity /Housing Summary" (located in the electronic health record (EHR);
 - e. "Offender Profile Screening Form" (OMS 0081D);
 - f. "Consolidated Record Card" (CRC) – Current cards front and back (All prior CRC's front only ([DOC 060211H](#)));
 - g. "Rules and Conditions of Electronic Monitoring Program for DUI Offenders" ([Attachment D](#), attached);
 - h. "Notice for Offenders Assigned to the Electronic Monitoring Program for DUI Offenders" ([Attachment F](#), attached);
 - i. "Offender Orientation" ([Attachment B](#), attached);
 - j. "EMP Residence and Employment Verification" ([Attachment G](#), attached);
 - k. "EMP Packet Checklist" ([Attachment L](#), attached); and
 - j. "Documentation of Completion and Readiness" ([Attachment J](#), attached).

2. Once an offender has completed a treatment program, the treatment provider will provide DOC staff with written documentation of successful completion, indicating that the offender is appropriate for program placement utilizing the “Documentation of Completion and Readiness” ([Attachment J](#)). This documentation will be included with the placement packet.
 - a. Acceptable documentation may be a certificate of completion or a letter/memo from the treatment provider documenting that the offender has successfully completed the required treatment program.
 - b. The treatment provider will complete a discharge plan containing specific aftercare treatment recommendations for the offender. The DOC program director will forward a copy of the offender's discharge plan and completion certificate to the appropriate case manager. The discharge plan and completion certificate will be included in the classification packet.

D. Residence Verification Process

Upon determining eligibility of offenders who have completed an approved treatment program, or 30 days prior to the anticipated completion of the treatment program, facility staff will submit the offender's proposed home offer as follows:

1. The “Electronic Monitoring Program for DUI Offenders Residence Verification Request” ([Attachment G](#)) will be submitted by the facility to the district having jurisdiction over the proposed residential offer. The district shall ensure the verification request is assigned to a field officer for verification of the proposed residence and completion of a records check.
2. It will be the responsibility of the district where the offender proposes to live to investigate and verify the proposed home offer by conducting an on-site inspection of the residence and conduct a records check for outstanding warrants, to include municipal jurisdictions. District staff will notify the facility electronically within seven working days of receiving the placement request and will make a recommendation as to the suitability of the proposed home offer.
 - a. Any outstanding felony warrants will be cause for denial of placement, by the Electronic Monitoring Program Coordinator, until the warrants have been resolved.
 - b. An outstanding warrant will not be sufficient cause for denial of the home offer. If a felony warrant is discovered, the district

will provide all information regarding the outstanding warrant(s) to the facility. The facility will be responsible for determining if a detainer has been filed or requested. Once the warrant/detainer has been resolved or arrangements have been made for resolution (for fines and costs) the residence verification may be re-submitted to the district of jurisdiction for approval.

- c. If the offender has a misdemeanor warrant and no detainer has been filed, the placement packet will be submitted to the Electronic Monitoring Program Coordinator for review and placement consideration.

E. Placement Process

Once the residence verification has been completed and approved, the placement packet shall be submitted to the Electronic Monitoring Program coordinator in the division of Community Corrections for review and placement recommendation. Upon completion of the review, if placement is approved, the packet will be submitted to the Population Office for final approval and placement. Transfer shall be confirmed by the Population Office via an electronic message with the placement date. If placement is denied, the packet will be returned to the facility.

On the date an offender is approved for transfer:

1. The facility will conduct a drug and alcohol test on the offender within 24 hours prior to transfer to the supervising district and placement on any electronic monitoring device. If the test is positive, the offender's transfer to the Electronic Monitoring Program for DUI Offenders shall be canceled by immediately notifying the Population Office and the receiving district.
2. The facility will ensure a current photograph is taken of the offender and entered into the Offender Management System (OMS).
3. If the offender is currently prescribed prescription medication, the offender will be issued a 14 day supply of the medication.
4. The facility records office shall notify the business office of pending transfers as soon notification of the transfer is received. The business office shall ensure the offender is issued a check for any funds in his/her draw account and all funds from the mandatory savings account.
5. The facility shall ensure the offender has transportation to the supervising district. The field file will be transferred to the supervising district. Any (hard copy) medical files of offenders assigned to the program will be maintained by the closed records medical unit. If an

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offender is returned to a facility due to removal from the program, the receiving facility will request the medical file from the medical closed records unit as required.

6. The offender will be given reporting instructions to include the date and time to report as well as the district office or sub-office location. The offender may be approved for an "escorted leave" per [OP-031001](#) entitled "Offender Escorted Leave/Activities," for the purpose of initial reporting to the supervising district. The leave should allow sufficient travel time, based on mode of transportation, from the facility to the supervising district. (4-APPFS-2C-03)
7. All movement to the Electronic Monitoring Program for DUI Offenders shall occur on Tuesdays and Thursdays with a reporting time at the district of 2:00 p.m.
8. All monitoring equipment will be installed on the offender by the local district upon the offender's initial reporting on the day of release. The district responsible for installing the equipment will ensure the equipment is activated and functioning properly prior to giving the offender reporting instructions to the supervising district.
9. The supervising district shall notify the Restitution and Accounting Unit of all placements into the Electronic Monitoring Program for DUI Offenders within 48 hours of transfer.

II. Offender Supervision

Community corrections districts will be responsible for the administration and supervision of offenders assigned to the Electronic Monitoring Program for DUI Offenders program. With the exception of supervision contact requirements, supervision shall be in accordance with [OP-160103](#) entitled "Supervision of Community Offenders" and [OP-161001](#) entitled "Specialized Programs Case Management." Supervision contact requirements for offenders assigned to the program shall be in accordance with standards below.

A. Orientation

Upon reception to the supervising district, the offender shall receive orientation to the program which shall include a review of the "Rules and Conditions" ([Attachment D](#)) of the program, a review of the electronic monitoring equipment, supervision expectations and other areas as determined by [OP-160103](#) entitled "Supervision of Community Offenders" and [OP-161001](#) entitled "Specialized Programs Case Management." The supervising officer will ensure the monitoring equipment is working properly and verify the accuracy of the offender enrollment information.

1. Any offender who fails to report for orientation to the supervising district will be considered to have escaped from the facility from

which they transferred. The district shall immediately notify the facility of any offender who has failed to report for initial orientation on the scheduled movement date.

2. All escape procedures to include locator attempts, disciplinary process and filing of charges will be the responsibility of the host district.

B. Weekly Face to Face Contact

During the first 12 months of supervision, the supervising officer shall have weekly face to face contact with each offender assigned for supervision, with at least two of those contacts each month being at the offender's residence. Once the offender has one year of documented sobriety and no program violations, contact requirements may be reduced through a staffing and with approval by the district supervisor.

1. Subsequent contact requirements may not be reduced to fewer than two face to face contacts per month with one being conducted at the offender's residence.
2. Offenders will be required to comply with the aftercare treatment plan recommended by the treatment facility.

C. Transition Plan

Upon assignment to the program and after completion of the initial assessment, a transition plan shall be developed in accordance with [OP-160103](#) titled "Supervision of Community Offenders." If the offender has no identified criminogenic needs after administering the LSI-R, the guidelines for supervision will be negotiated and documented in a transition plan. The plan will include the recommended aftercare treatment program. The aftercare plan shall not be modified without concurrence from the treatment provider.

D. Electronic Monitoring Reports

The supervising officer shall monitor the offender's activities and compliance with rules and conditions through use of daily electronic monitoring reports. Any violations shall be addressed with the offender as they are identified with appropriate corrective action as warranted and sanctions applied as required. Information regarding violations will be documented in the case notes. All violations and alerts will be responded to in a timely manner and as directed by vendor communications.

E. Placement at Halfway House/Community Corrections as Intermediate Sanction

Offenders may be placed at a halfway house or community corrections facility (to include a community work center) as an intermediate sanction to address non-compliant behavior. (4-APPFS-2C-05) Such placement shall be negotiated utilizing the "Imposition of Intermediate Sanctions" form ([Attachment I](#), attached). (4-APPFS-2B-11)

1. During such placement, the assigned officer shall maintain weekly contact with the offender or the assigned facility case manager to monitor the offender's progress. All such placements shall be communicated to the Population Office prior to the placement.
2. The duration of placement shall be appropriate for the behavior, but shall not exceed 30 days, unless the offender is placed for specific program placement. If placement is for specific program placement, the duration shall not exceed the time required to complete the program.
3. During such placement, the offender may be approved to continue working on an approved job, if approved by the district supervisor. Upon completion of the placement, if the offender remains eligible, he/she may be returned to the program by the district supervisor.
4. If the offender refuses placement at the halfway house or community corrections facility, removal proceedings shall be initiated pursuant to [OP-060125](#) entitled "Department Offender Disciplinary Procedures." Additional sanctions may be applied to include reduction of earned credit level, increased reporting, increased treatment participation, increased restrictions on movement, increased curfew, use of continuous alcohol monitoring technology, etc.

F. Full-time Employment or Documented Means of Support

All offenders assigned to the program must maintain full-time employment or must have a documented means of support as defined in this procedure. With the approval of the district supervisor, offenders who are unemployed for more than two weeks may be removed from the program.

G. Curfew

All offenders assigned to the program shall be placed on a curfew approved by the supervising officer with allowances for work and treatment. All offender time shall be structured and conducive to successful transition activities.

H. Operating Motor Vehicle

No offender on the Electronic Monitoring Program for DUI Offenders will be allowed to operate a motor vehicle unless the offender has one year of

documented sobriety, no program violations, has agreed to installation of an ignition interlock device on the vehicle, has a current drivers' license issued by the Oklahoma Department of Public Safety, has verification of valid insurance on the vehicle, and has been approved by the district supervisor.

One year of sobriety will be defined as no use of alcohol or other intoxicating substances during the 12 months subsequent to initial assignment to community supervision and compliance with the required aftercare treatment program.

1. Driving privileges may be approved for only one specific vehicle to which the offender has access and for which the required documentation has been provided.
2. Approval for driving privileges shall be requested from the district supervisor via a special report which shall include verification of eligibility and the justification for the offender's need to drive.

I. Destruction or Theft of Electronic Monitoring Equipment

Offenders will be held liable for any damages or theft to the electronic monitoring equipment other than normal wear. The supervising officer will request the district attorney file felony (or misdemeanor) charges for destruction or theft of electronic monitoring equipment.

J. Utilization of Electronic Equipment

Electronic equipment utilized may include continuous alcohol monitoring technology, global position satellite (GPS) monitoring technology, radio frequency monitoring technology, ignition interlock technology, and other electronic monitoring equipment as approved by the department. Any of the available electronic monitoring equipment may be utilized as an intermediate sanction if the offender exhibits non-compliant behavior. Any of the available forms of electronic monitoring equipment, as approved by the department, may be used as an incentive for compliant behavior. (4-APPFS-2E-01)

III. Classification

Offenders assigned to the program will be assigned to the highest earned credit level for which they are eligible. Modification of the earned credit level shall be in accordance with [OP-060203](#) entitled "Adjustment Review" and [OP-060107](#) entitled "Systems of Incarceration."

A. Non-compliant Behavior

Earned credit levels may be reduced to address non-compliant behavior.

B. Adjustment Review

The required 120 day "Adjustment Review" is waived for offenders assigned to the program if the offender is at earned credit Level 4 or Enhanced Level 4.

IV. Transfers

Offenders requesting to transfer to another district shall advise the supervising officer of the request to transfer. The transfer request shall normally be approved if the offender has valid employment and a valid residential offer.

A. Procedures for Transfer

If the supervising officer approves the transfer request, the officer shall complete the "Facility Assignment Form" ([DOC 060103A \(M\) \(F\)](#)) and the "Case Transfer Notice" ([OP-160201, Attachment E](#)) and submit the request to the records unit.

1. The records unit will fax the transfer request to the receiving district for verification of residence. If approved, the records unit of the receiving district shall notify the records unit of the sending district of such approval.
2. Upon receipt of approval, the supervising officer shall submit the "Facility Assignment Form" and the "Case Transfer Notice" to the team supervisor who will ensure the approved request is submitted to the records unit.
3. The records unit shall submit the "Facility Assignment Form" to the Population Office for approval. Upon receiving approval for transfer from the Population Office via the state-wide move list, the sending district shall enter the approved transfer into the Offender Management System (OMS) for transfer on the approved date. The supervising officer shall notify the requesting offender of the status of the transfer request.
4. If approved by the Population Office, the offender shall be advised to report to the receiving district within 24 hours. Upon receipt of the offender at the receiving district, the records unit shall be notified to ensure the electronic move is completed on OMS. The officer will verify that the transfer has been updated in the vendor's information management system.

V. Program Removal

Offenders may be removed from the program for non-compliant behavior in accordance with [OP-060125](#) entitled "Department Offender Disciplinary Procedures," Section IX. item D. Conviction for any offense defined in [OP-060125](#)

may be cause for removal from the program.

A. Pending Misconducts

Offenders with a pending misconduct may be returned to a community facility until disposition of the misconduct, if the district determines that the offender poses a risk to the public, or if conviction of the misconduct will require the offender be removed from the program.

1. The offender may be placed in a transit detention unit pending the disposition of the misconduct, if conditions warrant such placement.
2. The supervising officer will ensure that a DOC hold is placed on any offender arrested by local law enforcement and placed into a city or county jail. This hold shall be verified with the appropriate records officer.

B. Offenders Assigned to the Electronic Monitoring Program for DUI Offenders

Offenders assigned to the Electronic Monitoring Program for DUI Offenders will remain on the program until one of the following conditions occur:

1. Offender discharges;
2. Offender is paroled;
3. Offender is removed for violation;
4. Offender escapes;
5. Offender dies; or
6. Administrative removal.

C. EMP Exit Form

Once an offender is removed from the program, for any of the above reasons, the supervising officer will complete the "EMP Exit Form" ([Attachment K](#), attached) and will submit the form to the statewide electronic monitoring coordinator within five days.

VI. Monitoring Fees

Offenders assigned to this program are required to pay DOC a monitoring fee not to exceed \$300 per month. This monitoring fee may be reduced if the vendor providing the electronic monitoring equipment agrees to accept direct payment for the cost of the equipment from offenders assigned to the program.

A. Paying the Cost of the Electronic Monitoring Equipment Directly to the Vendor

If offenders pay the cost of the electronic monitoring equipment directly to the vendor, the monitoring fee collected by DOC will not exceed the difference in the actual cost of the equipment paid monthly to the vendor by the offender and \$300.00, but shall not exceed \$40.00 per month.

B. Fee Collection by DOC

If collected by DOC, this fee shall be inclusive of any normally assessed supervision fee. Any waiver or reduction in the fee shall be in accordance with [OP-160701](#) entitled "Collection of Probation/Parole Fees, Restitution, and Program Support Fees" and approved by the district supervisor.

C. Approved Fee Waivers

All approved fee waivers shall be submitted by the supervising district to the Restitution and Accounting Unit. The supervising probation and parole authorities will be responsible for collection and receipting of monies received for monitoring fees. Monies collected for this purpose will be forwarded to the Restitution and Accounting Unit for deposit into the DOC revolving fund.

D. Ignition Interlock Device

Offenders required to install an ignition interlock device will be required to pay the cost of such device directly to the vendor providing the device.

E. Cost of Monitoring Service to a Private Vendor

Offenders ordered by the court to electronic monitoring, will be required to pay the cost of monitoring service to a private vendor. The supervising officer will submit a special report to the court advising that the offender will be required to pay the cost of monitoring directly to the vendor providing the electronic monitoring service.

VII. Inventory

A. Inventory Record

Each district shall maintain an inventory record of all electronic monitoring equipment assigned to the district.

1. The inventory shall include the identifier numbers for all equipment.
2. Each officer who supervises offenders assigned to the program shall submit a monthly inventory on the "Monthly Electronic Monitoring Inventory Reconciliation" form ([Attachment H](#), attached) of all equipment assigned to offenders under their supervision as of the last day of the month. This monthly inventory shall be

submitted to the district electronic monitoring coordinator who shall ensure all equipment accounted for.

3. Only the local district electronic monitoring coordinators are authorized to order additional inventory from the vendor or to request equipment returns to the vendor.

B. Security, Maintenance and Inventory Procedures

Appropriate security, maintenance and inventory procedures will be established for control of electronic monitoring equipment for each probation and parole district.

1. No equipment will be placed on an offender without being properly disinfected.
2. Upon the removal of any equipment, the officer will physically inspect the equipment and will return the unassigned equipment to the district electronic monitoring coordinator or designee within 48 hours.
3. When a change in the status of equipment occurs (i.e., lost, transfer, returned), the district electronic monitoring coordinator or designee will change the status of the equipment, if applicable in the vendor's inventory management.
4. Any transfer of equipment from one district to another shall only be accomplished after proper notification of the vendor and re-assignment of inventory.
5. All theft or loss of electronic monitoring equipment shall be reported to via a "Initial Notification Checklist" ([OP-050108](#), [Attachment H](#)) within 24 hours to the Division office.

VIII. Escape

In addition to compliance with [OP-050103](#) entitled "Escape Notification Procedures," the following guidelines will be followed:

A. Failure to Report

If an offender fails to report to the supervising officer or office as directed, or cannot be contacted within a specified time period (not to exceed 24 hours from the scheduled reporting or appointment time or from violation of an established curfew), a "Misconduct Report/Offense Report" ([DOC 060125A](#)) will be submitted by the supervising officer and the following activities will occur.

The supervising officer will complete the "Oklahoma Department of Corrections Escape Checklist" ([DOC 050103C](#)) as outlined in [OP-050103](#)

entitled "Escape Notification Procedures" to include:

1. Checking all possible leads (employment, family, friends, local jails, local service agencies the offender has contact with, etc.).
2. Contacting the team supervisor, as appropriate, to ensure all potential leads are exhausted.

B. Unable to Contact

Once all attempts to locate the offender have been exhausted, the officer will request filing of escape charges to the district attorney for approval. When all attempts to contact the offender are unsuccessful, the supervising officer will also ensure:

1. The probation and parole team supervisor is notified and pertinent information is provided;
2. An offense report is prepared and forwarded to the team supervisor for review;
3. A memorandum detailing the reason for the delay in service of the offense report will be prepared and attached to the offense report; and
4. The supervising officer shall make all efforts to retrieve all electronic monitoring equipment assigned to the offender.

C. Notification Process

The team supervisor will ensure:

1. The division manager of Community Corrections is notified by forwarding required reports as soon as possible through the appropriate chain of command; and
2. All escape notifications are made and recorded on the notification portion of the "Escape Checklist," and a copy placed in the offender's file.

D. Escape Warrant

The district attorney's office in the county where the offender was being supervised will be contacted in order to file felony charges.

1. In the event the district attorney declines to file, the district attorney in the city of the district office will be contacted in an attempt to file escape charges. Information provided to that district attorney's office will meet the requirements for charges to be filed in the county of

jurisdiction.

2. Escape charges will be presented to the appropriate district attorney no later than five days after it has been determined that the offender has escaped.

E. Escape File

The supervising officer will maintain an escape file which will contain, at a minimum:

1. A copy of the information and warrant;
2. Copies of all documents submitted;
3. Copies of the wanted poster prepared by the district; and
4. A current photo of the offender.

F. NCIC Reporting

The supervising officer will send to the department's Internal Affairs Unit a copy of the warrant, a physical description, a wanted poster and a current photograph of the escapee to be entered into NCIC in accordance with [OP-050103](#) entitled "Escape Notification Procedures."

IX. Apprehension Efforts

A. Officer Responsibility

In addition to initial "Escape Checklist" procedures, the supervising officer, or other designated staff, will make contact with telephone numbers listed on the "Escape Checklist" at a minimum of once per month. The results of these contacts will be forwarded to the team supervisor. When an escapee is apprehended, the following notifications will occur:

1. The supervising officer will notify the team supervisor and the division of Community Corrections upon receiving notification of the apprehension. If the division of Community Corrections receives notification of the apprehension, the supervising officer will be notified through the appropriate chain of command.
2. The supervising officer will ensure all escape apprehension notifications are made and recorded on the notification portion of the "Escape Checklist." A copy of the completed "Escape Checklist" will be forwarded to the field file.

B. Transportation

Coordination of the transportation of the escapee will be the responsibility of the supervising district.

C. Reclassification

Upon completion of the disciplinary process and in accordance with [OP-060125](#) (to include the required removal hearing), any required reclassification will be accomplished in accordance with [OP-060103 \(M\) \(F\)](#) entitled "Custody Assessment Procedures" and [OP-060204](#) entitled "Offender Transfers."

X. Serious Incident Report Information

A. Required Notification

A written narrative report ([OP-050108](#), [Attachment H](#) or [Attachment J](#)) will be completed by the supervising officer and forwarded to the district supervisor, through the team supervisor, immediately upon learning of a community supervised offender involved in an incident requiring notification as outlined in [OP-050108](#) entitled "Use of Force Standards and Reportable Incidents." (4-APPFS-2B-02) In addition to the guidelines established in the referenced procedure, the supervising officer will notify the probation and parole duty officer of any the following incidents that occur after 5:00 p.m. or on weekends:

1. Any arrest of a community-supervised offender assigned to the program; or
2. Any injury of a DOC employee, offender, or person that occurs in conjunction with the supervision of a community supervised offender assigned to the program.

B. Notification to Division Manager

Upon notification of a serious incident as listed above, the probation and parole duty officer will follow the chain of command and notify the division manager.

C. Copy to File

A copy of the completed report will be placed in the field file.

D. Questionable Incident

If a question should arise as to whether the incident should be reported, the supervising officer will immediately notify the team supervisor or duty officer, if after office hours.

XI. Parole Process

The district supervisor will ensure compliance with the parole procedures outlined in [OP-060205](#) entitled "Parole Process Procedures."

A. Reporting of Significant Information

1. Significant information as outlined in [OP-060205](#) entitled "Parole Process Procedures" will be reported to the parole process coordinator on the "Parole Status Report" ([DOC 060205B](#)) per [OP-060205](#) entitled "Parole Process Procedures," Section II. item D.
2. Transportation arrangements for offenders requiring a personal appearance before the Pardon and Parole Board shall be the responsibility of the supervising district.
3. Offenders recommended for parole by the Pardon and Parole Board shall have a parole program submitted as per [OP-060205](#) entitled "Parole Process Procedures."
4. All removals from the program must be immediately reported to the parole process coordinator for offenders who are within 90 days of a parole docket or a pending parole by the Governor.
5. The facility will be responsible for notifying the parole process coordinator should an offense report be overturned.
6. The team supervisor will ensure that for offenders with a Board recommendation to parole out of state, interstate packets will be submitted by the supervising district to the Interstate Compact Office within seven calendar days. Interstate parole programs will be prepared in accordance with [OP-160108](#) entitled "Interstate Compact for Probation/Parole." The offender's docket date will be indicated on the packet and a copy placed in the offender's field file.

B. Waivers

Offenders assigned to the program may not waive parole consideration.

C. Denial of Parole

Offenders who are not granted parole will not be removed from the program unless they have violated the rules of the program and have been afforded a hearing pursuant to [OP-060125](#) entitled "Department Offender Disciplinary Process."

XII. Death of Offenders

Upon learning of the death of an offender, the supervising officer will follow reporting and notification procedures as outlined in [OP-060212](#) entitled "Maintenance and Access of Offender Records."

A. Supervising Officer Responsibility

The supervising officer, upon learning of the death of an offender, will immediately contact the assigned duty officer. The supervising officer will ensure completion of the following:

1. The assigned duty officer will be advised of the offender name, DOC number, date of birth, time and place of death, cause of death and the funeral home handling the burial, in order to request a death certificate.
2. A narrative summary regarding the death will be prepared and forwarded to the district supervisor and the division manager of Community Corrections.

B. Discovery of Death

Should the supervising officer be the person to discover the death, the officer will immediately notify the local law enforcement agencies being careful to preserve the scene.

XIII. Discharge

The records officer will advise supervising officers of the current release dates of offenders assigned to the program. The offender will be instructed to report on the date of scheduled release. Upon discharge, a pre-release plan will be developed in accordance with [OP-060901](#) entitled "Pre-Release Planning and Reentry Process."

XIV. Expiration (4-APPFS-2A-13)

The officer will complete a "Termination Summary" ([OP-160201](#), [Attachment F](#)) in accordance with [OP-160201](#) entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision" upon the offender's discharge from supervision.

XV. Offender Count

Offender count shall be maintained in accordance with [OP-060211](#) entitled "Sentence Administration."

XVI. Training

Officers responsible for supervising offenders assigned to the program will be trained in the proper use of the electronic monitoring equipment and other aspects

of the program. The division of Community Corrections is responsible for providing the electronic monitoring equipment training according to product specifications.

XVII. References

Policy Statement No. P-060100 entitled "Classification and Case Management of Offenders"

OP-031001 entitled "Offender Escorted Leave/Activities"

OP-050103 entitled "Escape Notification Procedures"

OP-050108 entitled "Use of Force Standards and Reportable Incidents"

OP-060103 (Male/Female) entitled "Custody Assessment Procedures"

OP-060104 entitled "Community Corrections Assessment"

OP-060107 entitled "Systems of Incarceration"

OP-060125 entitled "Department Offender Disciplinary Procedures"

OP-060203 entitled "Adjustment Review"

OP-060204 entitled "Offender Transfers"

OP-060205 entitled "Parole Process Procedures"

OP-060211 entitled "Sentence Administration"

OP-060212 entitled "Maintenance and Access of Offender Records"

OP-060901 entitled "Pre-Release Planning and Reentry Procedures"

OP-160103 entitled "Supervision of Community Offenders"

OP-160108 entitled "Interstate Compact for Probation/Parole"

OP-160201 entitled "Opening, Closing and Transferring Probation and Parole Cases Under Supervision"

OP-160701 entitled "Collection of Probation/Parole Fees, Restitution and Program Support Fees"

OP-161001 entitled "Specialized Programs Case Management"

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XVIII. Action

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The division manager of Community Corrections is responsible for compliance with these procedures.

The division manager of Community Corrections is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-061002 entitled "Electronic Monitoring Program for DUI Offenders" dated January 30, 2014

Distribution: Policy and Operations Manual
Department Website

<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
DOC 050103C	"Escape Checklist"	OP-050103
DOC 060103A (Male)	"Male Custody Assessment Procedures"	OP-060103 (M)
DOC 060103A (Female)	"Female Custody Assessment Procedures"	OP-060103 (F)
DOC 060125A	"Offense Report"	OP-060125
DOC 060204A	"Facility Assignment Form (FAF)"	OP-060204
DOC 060211H	"Consolidated Record Card" (CRC)	OP-060211
MSRM Form	"Activity/Housing Summary"	EHR
OMS 0081D	"Offender Profile Screening Form"	OMS
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment H	"Initial Notification Checklist"	OP-050108
Attachment J	"Media Attention/Outside Law Enforcement Contact"	OP-050108
Attachment B	"Offender Orientation Guidelines and Procedures"	Attached
Attachment C	"Electronic Monitoring Program for DUI Offenders Criteria"	Attached
Attachment D	"Rules and Conditions for Electronic Monitoring Program for DUI Offenders"	Attached

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Attachment E	"List of Violent Offenses"	Attached
Attachment F	"Notice for Offenders Assigned to Electronic Monitoring Program for DUI Offenders"	Attached
Attachment G	"Electronic Monitoring Program for DUI Offenders Residence and Employment Verification Request"	Attached
Attachment H	"Monthly EMP Inventory Reconciliation"	Attached
Attachment I	"Imposition of Intermediate Sanctions"	Attached
Attachment J	"Documentation of Completion and Readiness"	Attached
Attachment K	"EMP Exit Form"	Attached
Attachment L	"EMP Packet Checklist"	Attached
Attachment C	"Offender Job Information Card"	OP-090110
Attachment B	"Verification of General Orientation"	OP-160201
Attachment E	"Case Transfer Notice"	OP-160201