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<b>GPS Surveillance Program</b>	<b>ACA Standards: 4-APPFS-1A-03, 4-APPFS-2A-08, 4-APPFS-2A-09, 4-APPFS-2A-13, 4-APPFS-2A-16, 4-APPFS-2B-01, 4-APPFS-2B-02, 4-APPFS-2B-03, 4-APPFS-2B-04, 4-APPFS-2B-11, 4-APPFS-2C-03, 4-APPFS-2C-04, 4-APPFS-2E-01</b>		
<b>Scott Crow, Director Oklahoma Department of Corrections</b>	<b>Signature on File</b>		

## Global Position Satellite Surveillance (GPS) Program

The Oklahoma Department of Corrections (ODOC) provides eligible inmates the opportunity for supervised reintegration through home confinement, work release and community based treatment and support programs. (4-APPFS-2C-04) All inmates placed into supervised reintegration shall be subject to continuous monitoring utilizing 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 inmates on the Global Position Satellite (GPS) and the Electronic Monitoring Program for DUI Offenders (EMP) programs.

For the purpose of this procedure, the term “inmate” applies to individuals under supervision of the Oklahoma Department of Corrections (ODOC).

### I. GPS Program Criteria

Inmates that have been processed and received into ODOC may be considered for program placement in accordance with [OP-060204](#), entitled “Inmate Transfers” when the following criteria is met:

#### A. Eligibility Criteria

1. Inmates serving a sentence length of more than 10 years must have less than 730 days remaining;
2. Serving a sentence length of less than or equal to 10 years;
3. Inmates serving a sentence length of less than or equal to 5 years and who are placed at a minimum security facility from the assessment and reception center; and

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4. Inmates who have served a minimum of 30 days on current incarceration.

B. Disqualifying Criteria

1. No felony warrants or detainers;
2. No violent convictions within the previous ten years in accordance with the "Offense Severity Categories" ([OP-060102\(M\)](#) ([F](#)), [Attachment A](#));
3. No convictions under Title 21, Section 13.1 of Oklahoma Statute;
4. No conviction of Driving under the Influence/Driving under the Influence of Drugs who are not receptive to treatment (Title 47, Section 11-902);
5. No conviction of Domestic Abuse;
6. No active protection order (Title 21, Section 644.C);
7. No conviction of Aggravated Assault and Battery upon any Law Enforcement (Title 21, Section 650);
8. No conviction pursuant to subsection F of Section 2-401 of Title 63 Manufacture/Distribution w/in restricted zones;
9. No inmates deemed to be a security risk or threat to the public;
10. No inmates requiring educational, medical or other services or programs not available in a community setting;
11. No inmates convicted of a sex offense that, upon release from incarceration, would be required by law to register pursuant to the Sex Offenders Registration Act;
12. No current sentence for any crime listed in OP-060104, Attachment A entitled "Crimes Against Children";
13. No conviction of racketeering activity as defined in Section 1402 of Title 22 of the Oklahoma Statutes;
14. No escape from **medium or maximum** within the previous ten years;
15. No active misconducts; or
16. Must have a home offer.

C. Eligibility Review Process

1. Eligibility will normally be determined at the assessment and reception

center. Eligibility will also be reviewed at subsequent classification/adjustment review periods and documented on such forms and in case notes. The reason an inmate is determined to be ineligible for the program shall be noted in the case notes.

2. The assigned facility case manager will review all case notes, arrest reports, violation reports and supplement reports for previous periods of probation and/or parole supervision to ensure there were no instances of behavior that would indicate the inmate poses a risk that is not otherwise substantiated. All violation reports and supplement reports submitted during the five years immediately preceding the current term of incarceration may be submitted with the placement packet.
3. Upon determining an inmate is eligible for placement, the assigned facility case manager shall obtain a proposed residence and employment offer from the inmate. The assigned facility case manager shall contact the individual providing the residential offer and explain the rules and conditions of the GPS program and verify the residential offer is valid and lawful.
4. The following packet shall be completed and submitted through the facility head for review and placement recommendation:
  - a. "Facility Assignment Form" ([DOC 060204A](#));
  - b. "Custody Assessment Form" ([DOC 060103A \(M\) \(F\)](#));
  - c. "Offender Profile Screening Form" (OMS 0081D);
  - d. Consolidated Record Card" ([DOC 060211H](#))-Current cards front and back, with complete movement history All prior CRC's front only;
  - e. Rap Sheet (to include FBI and OSBI)/NCIC/JOLTS Teletype;
  - f. "Activity/Housing Summary" ([DOC 140113C](#)) (current to community placement). Approval from a MHA if Mental Health code is C1;
  - g. Current copy of the "Inmate Job Information Card" ([OP-090110](#), [Attachment C](#));
  - h. "Rules and Conditions of GPS Surveillance Program" ([Attachment D](#), attached) signed by the inmate;
  - i. "Notice for Inmates Assigned to the GPS Surveillance Program" ([Attachment F](#), attached) signed by the inmate;

- j. The orientation form “Inmate Orientation Guidelines and Procedures” ([Attachment B](#), attached) signed by the inmate; and
  - k. “GPS Packet Checklist” ([Attachment M](#), attached).
5. If approved by the facility head, the placement packet shall be entered into the Offender Management System (OMS). Normally, packets shall be prepared and submitted for review thirty days prior to the actual eligibility date of the inmate. The date the inmate is eligible for the program will be noted in the case notes. The following criteria will be considered when making placement decisions:
  - a. Inmate has an appropriate home offer which has been verified by Probation and Parole;
  - b. Inmates who previously received SSI or SSA benefits or who have viable support from a spouse or sponsor should not be excluded from participating in the GPS program;
  - c. Inmate has no serious misconducts during this incarceration or any prior period of incarceration: X-2, X-3, X-4, X-5, X-6, X-7, X-8, X-9, X-10 01-4, 04-8 prior to 11/1/15 or 04-3 prior to 9/14/89; and
  - d. Any aggravating circumstances of the offense (to include prior offenses).
6. Once an inmate is determined eligible and appropriate:
  - a. The facility head shall ensure the “GPS Residence and Employment Verification Request” ([Attachment H](#), attached) is submitted to the GPS coordinator. The GPS coordinator will submit the verification to the proper team supervisor or area GPS coordinator having jurisdiction of the location where the inmate proposes to live. The team supervisor or area GPS coordinator will then assign the verification request to a field officer for verification of the proposed residence, and completion of the local records check.
  - b. It will be the responsibility of the field officer assigned the verification request, to investigate and verify the proposed home offer by conducting an on-site inspection of the residence and conduct a local records check for outstanding warrants. This check will include municipal jurisdictions. The field officer investigating the verification request where the inmate will reside will notify the GPS coordinator within ten working days that the residential offer has been completed with a recommendation as to the suitability of the proposed home offer. Any denial of a proposed home offer will be reviewed and approved by the assistant regional supervisor.

- (1) If outstanding warrants are located, the field officer conducting the home offer will provide information regarding the outstanding warrant(s) along with the verification request to the GPS coordinator who will send the information to the facility submitting the request. The facility case manager is then responsible for determining if a detainer has been filed with the agency or if a detainer is requested. In accordance with state statute, no inmate with a felony warrant or detainer will be considered for placement. If the inmate has a misdemeanor warrant and no detainer has been filed, the packet will be submitted to the population office for review and placement consideration.
  - (2) Misdemeanor warrants, which cannot be resolved until the inmate is released will be noted in the case notes. Upon the release of the inmate, the supervising officer will notify the jurisdiction where the misdemeanor warrant is outstanding and make arrangements for the resolution of the warrant. If the jurisdiction chooses to place the inmate in custody to resolve the warrant, the officer will make arrangements with the jurisdiction to take custody of the inmate. The officer will be responsible for placing an ODOC hold on the inmate and, if applicable upon release, the regional office will resume supervision of the inmate under the GPS Program.
- c. Upon approval of the placement request by the submitting facility, the placement packet is submitted to the population office. The population office reviews the placement packet to ensure it is complete, has a verified residential offer and meets the eligibility requirements.
- (1) The population office shall provide prior notification to the required law enforcement entities of the proposed placement utilizing the "Law Enforcement Notification of GPS Placement" ([Attachment G](#), attached). The population office shall transmit this notification to the appropriate jurisdiction no less than one week prior to the proposed placement of the inmate. (4-APPFS-1D-01)
  - (2) If the placement packet is denied, it will be returned to the facility where the inmate is located with the denial reason noted on the packet. The case manager will advise the inmate the reason the packet was not approved.

- (3) Transfer is confirmed by the Population Office via an electronic message with the placement date.
- d. On the date an inmate is approved for transfer:
- (1) The facility will conduct a drug test on the inmate within 24 hours prior to transfer to the supervising region. If the drug test is positive, the inmate's transfer to GPS is canceled by immediately notifying the Population Office and the receiving region;
  - (2) The facility will ensure a current photograph of the inmate is taken and is entered into the Inmate Management System (OMS);
  - (3) If the inmate is currently prescribed prescription medication, the inmate shall be issued a 14 day supply of the medication;
  - (4) The facility shall ensure the GPS equipment is activated and is placed on the inmate prior to transfer. It is the supervising officer's responsibility to ensure the inmate's equipment is properly transferred and assigned within the vendor software once the inmate reports for supervision.;
  - (5) The records unit shall notify the business office of pending transfers as soon as notification of the transfer is received. The business office shall ensure the inmate is issued a check for all funds in his/her draw account and mandatory savings account;
  - (6) The facility shall ensure the inmate has transportation to the supervising region. The field file shall be transferred to the supervising region. Medical files of inmates assigned to the GPS Surveillance Program, shall be maintained by the closed records medical unit. If an inmate is returned to a facility due to removal from the program, the receiving facility shall request the medical file from the medical closed records unit; and
  - (7) The inmate shall be given reporting instructions to include the date and time to report as well as the regional office or sub-office location. The inmate may be approved for an "escorted leave" per [OP-031001](#) entitled "Inmate Escorted Leave/Activities" for the purpose of initial reporting to the supervising region. The leave should allow sufficient travel time, based on mode of transportation, from the facility to the supervising region. (4-APPFS-2C-03)

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7. All movement to the GPS program shall occur on Tuesdays and Thursdays with a reporting time at the regional office of 2:00 p.m. It is the responsibility of the inmate to make arrangements with his/her employer for approved time off in order to complete program orientation and enrollment.
8. The receiving region shall notify the Restitution and Accounting Unit of all placements into the GPS program within 48 hours of transfer.

## II. Inmate Supervision

Probation and parole will be responsible for the supervision of inmates assigned to the GPS program in accordance with OP-161001 entitled "Specialized Programs Case Management."

## III. References

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

OP-031001 entitled "Inmate Escorted Leave/Activities"

OP-060102 (M/F) entitled "Initial Custody Assessment Procedures"

OP-060103 (M/F) entitled "Custody Assessment Procedures"

OP-060204 entitled "Inmate Transfers"

OP-060211 entitled "Sentence Administration"

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

OP-161001 entitled "Specialize Programs Case Management"

57 O.S. § 510.9 and 510.10

## IV. Action

The director of Population and Classification is responsible for the compliance of this procedure and the annual reviews and revisions.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-061001 entitled "Global Position Satellite Surveillance Program" dated March 31, 2017

Deleted: OP-061001 Revision-01 dated February 6, 2020

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OP-061001 Revision-02 dated March 2, 2020

Distribution: Policy and Operations Manual  
Agency Website



<u>Referenced Forms</u>	<u>Title</u>	<u>Location</u>
<a href="#">DOC 060103A (Male)</a>	"Male Custody Assessment Procedures"	<a href="#">OP-060103(M)</a>
<a href="#">DOC 060103A (Female)</a>	"Female Custody Assessment Procedures"	<a href="#">OP-060103(F)</a>
<a href="#">DOC 060204A</a>	"Facility Assessment Form (FAF)"	<a href="#">OP-060204</a>
<a href="#">DOC 060211H</a>	"Consolidated Record Card (CRC)"	<a href="#">OP-060211</a>
<a href="#">DOC 140113C</a>	"Activity/Housing Summary"	<a href="#">OP-140113</a>
OMS 0081D	"Offender Profile Screening Form"	OMS
<u>Attachments</u>	<u>Title</u>	<u>Location</u>
<a href="#">Attachment A</a>	"Offense Severity Categories"	<a href="#">OP-060102(M/F)</a>
<a href="#">Attachment B</a>	"Inmate GPS Orientation Guidelines and Procedures"	Attached
<a href="#">Attachment D</a>	"Rules and Conditions for GPS Surveillance Program"	Attached
<a href="#">Attachment F</a>	"Notice for Inmates Assigned to GPS Surveillance Program"	Attached
<a href="#">Attachment G</a>	"Law Enforcement Notification of GPS Placement"	Attached
<a href="#">Attachment H</a>	"GPS Residence and Employment Verification Request"	Attached
<a href="#">Attachment M</a>	"GPS Checklist"	Attached
<a href="#">Attachment C</a>	"Inmate Job Information Card"	<a href="#">OP-090110</a>

