

<p style="text-align: center;">STATE OF IOWA DEPARTMENT OF CORRECTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>		Policy Number	Applicability
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Chapter 4	Sub Chapter	Related DOC Policies	Administrative Code Reference
INSTITUTIONAL SERVICES	CLASSIFICATION	N/A	N/A
Subject		ACA Standards	Responsibility
INSTITUTIONAL ELECTRONIC MONITORING PROGRAM		N/A	William Sperfslage
		Effective Date	Authority
		November 2020	Beth Skinner Director Signature on file at Iowa DOC

I. PURPOSE

To provide guidelines to Iowa Department of Corrections (IDOC) institutions for the use of electronic monitoring.

II. POLICY

It is the policy of the IDOC that the Electronic Monitoring System (EMS) shall be used to enhance public safety. Appropriate levels of Electronic Monitoring (EM) should be used to verify the location and restrict the movement of incarcerated individuals.

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III. DEFINITIONS

- A. Electronic Monitoring System (EMS) – A term used collectively for technology that determines the location of incarcerated individuals who have restricted movement outside the secure perimeter of the IDOC Institution.
- B. Global Positioning System (GPS) – This equipment reports all incarcerated individual movement and provides information/alerts on the travel path and times, removal or tampering of the GPS equipment, and violations. The following two types of GPS systems are available.
 - 1. Passive GPS – This system allows the supervising officer to track incarcerated individuals travel patterns, locations they visit, times they move around, information regarding their daily activities, and provide information to further inquire about the purpose behind an incarcerated individual's travel to a location. This technology gives supervising officers information about an incarcerated individual's habits and patterns of behavior.
 - 2. Active GPS – This system allows for as close to real time monitoring of the incarcerated individual as is possible with today's technology. This technology is most beneficial to actively restrict incarcerated individual's travel to certain locations.
- C. See IDOC Policy **AD-GA-16** for additional Definitions

IV. PROCEDURES

- A. Standards
 - 1. IDOC staff shall encourage incarcerated individuals to provide care and caution in use of the EMS equipment and shall promptly report any loss or damage to the appropriate supervisor.

2. The institution may designate a GPS Coordinator for inventory control.

B. Selection of Incarcerated Individuals for EMS

1. Selection of incarcerated individuals shall be initiated by the institutional Classification Committee and shall be consistent with Section 6 of the *Iowa Incarcerated Individual Classification System Manual*, **IS-CL-02 Attachment A**.
2. All incarcerated individuals classified with Iowa Board of Parole denial code DR26, that do not qualify for minimum outs per policy shall be placed on EMS and shall be allowed to live outside the secured perimeter if approved by the Warden, Deputy Director of Institution Operations/Designee.
3. The selection of incarcerated individuals for the EMS program and all decisions related to equipment use shall be made by the IDOC.
4. All incarcerated individuals participating in EMS shall sign an Institutional Contract indicating acceptance and compliance with the program. (**IS-CL-05 F-1**, *Institutional Electronic Monitoring Contract*).

C. Staff Responsibilities

1. Staff responsibilities for placing an incarcerated individual on EMS:
 - a. Follow all manual instructions for the installation/activation of EMS.
 - b. Record equipment identification numbers.
 - c. Report any broken or inoperable equipment immediately to the EMS Coordinator(s) or Associate Warden/Security. Discipline report may be given if the incarcerated individual has purposefully or through gross negligence damaged the equipment.
2. Staff responsibilities at incarcerated individual program exit shall:
 - a. Retrieve all EMS equipment from the incarcerated individual.
 - b. Complete an EMS Contract and a receipt shall be issued to the

incarcerated individual for the returned equipment, thereby absolving the offender of further liability for it, unless damage has occurred.

- c. Return equipment to the EMS Coordinator who shall arrange removal of the incarcerated individual from EMS Computer Control.

D. Central Command Center/Institutional Control Center

A Central Command Center (CCC) has been established in the Fifth Judicial District Department of Judicial Services in Des Moines, Iowa. The CCC and the Institutional Control Center shall monitor IDOC incarcerated individuals on Active GPS.

1. IDOC Facilities shall provide the CCC with necessary information about incarcerated individuals on GPS and shall update the CCC with name(s) and/or phone number(s) for appropriate contacts.
2. Violations shall come through the CCC who shall respond to and address all violations in a timely manner. Timeliness and process of decision making shall follow CCC Protocol and Trouble Shooting Guide criteria.
3. When unable to satisfactorily address a violation, the CCC shall alert the supervising facility for appropriate follow-up.
4. The system allows for an e-mail to be sent as soon as a violation is committed. At minimum, the Associate Warden of Security, the institutional control centers, and designated others shall receive this e-mail alert.

E. Incarcerated Individual Violations

1. Hardware/Equipment Violations
 - a. Staff shall respond immediately to any compliance or equipment problem they are made aware of by the CCC. The staff shall make every effort to contact the incarcerated individual.
 - b. Violations shall either be hardware or geographic in nature.
 - (1.) A hardware violation would include, for example, a strap or equipment tamper. The violations themselves are

preset and can not be removed by the officer. Adjustments, however, can be made for the violation grace period and whether or not the incarcerated individual is notified of the violation.

- (2.) Geographic violations would include violations of the predetermined exclusion and inclusion zones. The geographic rules covering these violations would be established by the supervising institution.

2. Response to Violations

- a. On duty staff shall immediately attempt to contact the incarcerated individual when a violation is reported in order to find out the extent of the violation.
- b. Serious violations shall be submitted via the CIR module.
- c. Any compliance problems or change in EMS status is to be reported to Associate Warden/Security or designee.

F. GPS Inventory

Each facility shall develop policies and procedures to accurately and consistently track GPS Inventory which include:

1. Inventory Tracking;
2. Equipment Return Procedures;
3. Damaged/Improperly Functioning Equipment;
4. Used Equipment;
5. Ordering New Equipment;
6. Exchanging for Newer Versions;
7. Unassigned Equipment;
8. Lost or Destroyed Equipment;
9. Deliberate destruction/loss of equipment by the incarcerated individual.

G. EMS Application and Review

All decisions related to equipment use are to be made by Associate Warden/Security. The facilities EMS Coordinator and/or EMS designee responsibilities shall include:

1. Serve as a liaison between the institution and the statewide EMS Program Coordinator.
2. Maintain equipment inventory list complete with all information pertinent to incarcerated individual entry and exit from EMS.
3. Maintain an incarcerated individual waiting list and review as needed.
4. Contact the EMS Computer Control staff electronically or by telephone to coordinate entry of each incarcerated individual, arrange for the frequency and timing of the calls, any changes and updates and final removal of the incarcerated individual from the program.
5. Arrange to obtain the computer printout records of calls/completions. Review the records and disperse to other staff.
6. Coordinate and be responsible for the shipping and receiving of all electronic equipment and accessories.
7. Provide Institutional staff with technical assistance concerning EMS questions and issues.

H. Electronic monitoring information shall be entered into ICON

1. A "Specialty" shall be added to ICON, off the Supervision Status record.
2. When the electronic monitoring device is removed from the incarcerated individual, an appropriate Reason for Change shall be entered on the Specialty record.