



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Casey Gerber

Name of Individual Certifying this Document/Proposed Document

Director, Office of Juvenile Offender Review

Title



Casey Gerber

Signature

06/24/2019

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis. Stat. § 227.112(6)
DOC-2910 (6/2019)

 <p style="text-align: center;">WISCONSIN DEPARTMENT OF CORRECTIONS Division of Juvenile Corrections</p> <p style="text-align: center;">Policy and Procedure</p>	EFFECTIVE DATE 9/10/2018	PAGE NUMBER 1 of 5
	MANUAL REFERENCE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision
	DJC POLICY # 200.10.01	Original Date: 12/16/2011 revised 2/1/2016, 5/15/2018
	ORIGINATED BY John D. Paquin, Administrator	
	X 	Date Signed: 5/15/2018
DISSEMINATION	PRIORITY	
<input type="checkbox"/> All Staff <input type="checkbox"/> Institution <input checked="" type="checkbox"/> Field Offices	<input type="checkbox"/> Supervisory Staff Only <input type="checkbox"/> Confidential-Security Related <input type="checkbox"/> Community Facilities <input type="checkbox"/> Health Services	<input checked="" type="checkbox"/> Policy/Directive Discuss at Staff Meeting
		<input type="checkbox"/> Information Read/Route/Post
SUBJECT: GPS Monitoring of Youth		

Purpose

The purpose of this policy is to increase the scope and effectiveness of monitoring the activities of youth under the supervision of the Division of Juvenile Corrections (DJC).

Policy

Youth shall be monitored via active Global Positioning System (GPS) when their individual circumstances create a high risk that they will attempt to evade supervision, escape their placement, reoffend, and/or create a danger to themselves or others. GPS may be discontinued when specific risk factors are eliminated so that GPS is not needed to protect the public.

Monitoring and tracking technology is used as a tool to enhance the Agents' ability to regulate and monitor youth movements.

References

DOC 396 – Type 2 Secured Correctional Facilities

WI State Statute 938 – Juvenile Justice Code

Definitions, Acronyms, and Forms

AWOL – Absent without leave

COMPAS – Correctional Offender Management Profiling for Alternative Sanctions

DOC – 1362 GPS Enrollment

DOC – 2238 Electronic Monitoring Equipment Lost or Damaged

DOC – 2561 Discretionary GPS Request

DJC – Division of Juvenile Corrections

DOC – Department of Corrections

EMP – Electronic Monitoring Program

GPS – Global Positioning System

JCF – Juvenile Correctional Facility

GPS Monitoring of Youth	EFFECTIVE DATE 9/10/2018	PAGE NUMBER 2 of 5
--------------------------------	-----------------------------	-----------------------

MATS – Monitoring Apprehension Tracking System

OJOR – Office of Juvenile Offender Review

SJO - Serious Juvenile Offender

Procedure

I. Identification

- A. In the JCF --The youth may be identified by facility, field or OJOR staff as being potentially appropriate for GPS monitoring due to their past behavior and/or ongoing risk factors.
- B. In the field – The Agent or Corrections Field Supervisor may propose that a youth be placed on GPS monitoring in response to a violation, past behavior and ongoing risk factors, or imminent change in circumstances.

II. Determination

- A. The assigned field Agent is responsible for determining GPS supervision.
- B. GPS Monitoring shall be mandatory for all youth releasing to community supervision from type 1 status who meet one or more of the following criteria:
 - 1. Adjudicated delinquent for a sexual offense.
 - 2. Designated as Serious Juvenile Offender.
 - 3. High Risk score on an age appropriate instrument.
- C. Discretionary GPS Monitoring may be considered for youth based on the following criteria:
 - 1. Factors in a youth's background and behavior that may predict future non-compliance, e.g. frequent or prolonged AWOLs, repeated sanctions for rule violations.
 - 2. Professional judgment as to the youth's responsiveness to treatment and motivation to change.
 - 3. An upcoming change in circumstances that could increase the risk of non-compliance or reoffending, for example return to the community after a sanction or movement to a less restrictive setting.
 - 4. Changes in youth behavior that may signal deterioration in compliance; for example, drug screens indicating drug use, monitoring schedule violations, or possession of contraband. This includes utilizing GPS monitoring in response to violations for youth who have previously completed GPS monitoring.
 - 5. The DOC-2561 shall be completed for all Discretionary GPS Monitoring and routed through the Corrections Field Supervisor to the Regional Chief for approval.

III. Enrolling Youth

- A. The assigned Agent shall submit the GPS enrollment packet in MATS at least 5 days before and no more than 7 days before the date of installation. The enrollment packet includes the DOC-1362 and DOC-2561, if applicable. The Agent shall document the enrollment in COMPAS Notes.
- B. The Agent shall maintain paper copies of the DOC-1362 and DOC-2561 in the youth's file.
- C. The Monitoring Center shall create a work order request to the approved GPS vendor and shall email the Agent.

- D. The Agent should be contacted by the approved GPS installer approximately 2-3 days prior to the youth's GPS installment to arrange for the GPS installation. If the Agent has not received a call at least one day before installation, the Agent should contact the approved installer. If no response, the Agent shall contact the Electronic Monitoring Center.
- E. The Agent or designee shall be present during the GPS equipment installation.
- F. The Agent shall explain the operation and rules of GPS to the youth and the parent, guardian or other responsible person (e.g. independent living program staff). The youth's rules of supervision shall be amended and signed by the youth to include a requirement for cooperation with GPS tracking.
- G. The Agent shall document all enrollment and installation activities in COMPAS Notes.

IV. Monitoring Youth

- A. Any service requests must be submitted by the Agent to the Monitoring Center by phone. The Monitoring Center shall complete the request and shall email a copy of the completed form to the Agent, Corrections Field Supervisor, and the EMP Alert email box. The Agent shall document service requests in COMPAS Notes.
- B. Weekly schedules shall be entered into the approved GPS system prior to the start of the schedule.
- C. Weekly schedules shall be documented in COMPAS Notes prior to the start of the schedule.
- D. Following the approved schedule, Agents shall verify the youth's whereabouts and activities using the approved GPS system mapping tools and the Agent shall document the verification in COMPAS Notes.
- E. All alerts shall be addressed with the youth by the Agent. If the Agent is not available, the cover Agent or Youth Counselor shall address the alert. All alerts and the Department's response shall be documented in COMPAS Notes.
- F. If the youth is transferred to another Agent, the receiving Agent shall complete an amended DOC-1362 in MATS, updating the new Agent contact information.
- G. If the youth changes residence or telephone number, the Agent shall complete an amended DOC-1362 in MATS before the end of the Agent's shift on the day of notification. The changes and completion of the DOC-1362 shall be documented in COMPAS Notes.
- H. The Corrections Field Supervisor shall review the youth's status with the Agent at least every 90 days to determine whether GPS monitoring continues to be necessary. The Corrections Field Supervisor shall document the review in COMPAS Notes with a note subtype of 'Staffing'.
- I. Upon completion of GPS monitoring, the Agent shall contact the Monitoring Center to complete a work order for GPS installers to recover the GPS equipment.
- J. Upon completion of GPS monitoring and the equipment is not recovered within 24 business hours by DOC staff, the Agent shall complete form DOC-2238.
- K. If a youth is AWOL from supervision and the equipment is not recovered within 24 business hours by DOC Staff, the Agent shall complete form DOC-2238.
- L. The Agent shall document in COMPAS Notes the recovery of equipment or the completion of the DOC-2238.

GPS Monitoring of Youth	EFFECTIVE DATE 9/10/2018	PAGE NUMBER 4 of 5
--------------------------------	-----------------------------	-----------------------

cc: Office of the Secretary
DJC Leadership Team

Division of Juvenile Corrections Facility/Region Implementation Procedure	
Facility/Region. Community Supervision/Northwest Regional Office and Southeast Regional Office	
DJC Policy Number: 200.10.01	
Subject: GPS Monitoring of Youth	
New Effective Date: 5/15/2018	Original Effective Date: 12/16/2011 revised 2/1/2016
Will Implement: <input checked="" type="checkbox"/> As Written <input type="checkbox"/> With following procedures for facility implementation	
Superintendent's/Regional Chief's Approval: <i>Alan Anderson</i>	