

SUPERVISION\DCC\SUPERVISION PROCESS\SUPERVISION TOOLS

Supervision Tools

[Substance Use Screening](#)

[Community Service](#)

[Offender Monitoring and Tracking Technology](#)

[Enhanced Supervision](#)

[Tracking Offender Activity on Social Media Networking Sites](#)

SUBSTANCE USE SCREENING

.01 AUTHORITY

[Wisconsin Administrative Code DOC 328](#)

Wis. Stat. [301.03 \(2r\)](#) and [\(3\)](#)

.02 GENERAL STATEMENT

Substance use screening is an evidence-based practice used to identify and monitor potential chemical use/misuse. Substance use screening by DCC staff is done to investigate and establish a factual context (forensic purpose). The generated results of any instant screen are only an indication that a substance (legal and/or illegal) is present. Federal law mandates that all screenings conducted under this subsection which have the potential to directly or indirectly affect the assessment, treatment plan, or treatment programming of any participant shall be confirmed by a certified laboratory.

While confirmation of screening results is considered a best practice, if a client admits to the drug use, this admission, along with the positive drug screen, can be used to refer an offender to treatment and/or remove an offender from treatment. Substance use screening results alone should not be used for referral to substance use treatment. If treatment is going to be referred due to use, and the client does not admit, completion of a confirmation test is necessary.

However, if the removal from treatment due to positive screen result is going to be utilized as part of any revocation proceeding, completion of a confirmation test is necessary for contested results, prior to outcome being implemented.

Urine and saliva confirmation testing can also be used to:

- Identify drug usage;
- Confront denials of use;
- Monitor compliance;
- Assess risk and needs;
- Comply with court orders and/or rules of supervision.

.03 SUBSTANCE USE SCREENING REQUIREMENT

Frequency of screening and the selection of substances to be screened must be driven by the client case plan and criminogenic needs. Substance use screening may be conducted in the following manner:

- As a recurrent part of routine supervision;
- If there is reason to believe the offender has been in possession of or has used illegal drugs;
- When an offender is taken into custody for drug-related behaviors;
- When the observation of a staff member or credible information from an informant warrant screening;
- At the direction of a supervisor.

Collection of urine or saliva specimens for the sole purpose of monitoring results levels is not recommended.

.04 SPECIMEN COLLECTION PROCEDURES

Each DCC office shall follow a standard process for the collection of specimens, storage, transport, and maintaining a Chain of Evidence ([DOC-1496](#)). Staff collecting specimens to be tested by a contracted, off-site laboratory will precisely follow the procedures outlined by that laboratory. In addition, training opportunities may be available to assist in DCC staff development.

Observed specimen collection shall be conducted by staff of the same gender as the offender, when possible. All UA's need not be observed. If there are concerns regarding

tampering, staff shall consult with their supervisor regarding whether or not the UA needs to be observed. If an observed specimen is necessary due to concerns of tampering, in lieu of observation, the individual may be asked to provide a second sample. Individuals shall be allowed to urinate into a cup while sitting. When available and appropriate, an oral swab can be substituted for a UA.

.05 CASE RECORDING AND FOLLOW-UP

Results of the UA or saliva screening will be documented in COMPAS notes and are displayed in the Drug Tests section of COMPAS by date. After a discussion between the offender and agent, the outcome will then be appropriately documented in notes. If the screening result is positive for illegal substances, a variety of dispositions should be considered as with any violation. If the offender is exhibiting signs and appears to be under the influence of alcohol or other drug, the agent shall prohibit the offender from driving any motor vehicle and assist the offender in making alternate transportation plans. In these cases, the agent shall issue an apprehension request and contact law enforcement if the offender chooses to drive. COMPAS notes shall summarize the incident including agent observations. Observations may include but are not limited to notable change in appearance (disheveled, profuse sweating, tremors, dilated eyes/constricted pupils, puncture marks), change in speech (slowed, incoherent, slurred, confused), change in awareness (lethargic, disoriented, confused, mood swings, euphoria) and any changes in motor skills (balance, stumbling, swaying, falling).

.06 RECORDING SCREENING RESULTS IN COMPAS

1. The COMPAS Offender record will open to the Person Summary screen.
2. Scroll down to the Cases section. Click on the Case hyperlink. If only one case is listed, select that Case. If more than one case is listed, select the case with the most current Enrollment date. If a Case does not exist or the most current Case is checked "closed", contact the supervisor.
3. Click on Drug Testing on the left hand side of the screen. Do not attempt to enter data into Drug Testing Information or Additional Assessment Information sections.
4. In the Drug Test section, click on Create.
5. Enter Test Date or click on calendar to populate this field.
6. Enter Test Time or click on Now to auto populate this field.

7. Enter Ordered By as the agent of record – drop down sorted by first name of staff.
8. Enter Tested By as the staff member observing the screening process. The drop down is sorted by first name of staff member.
9. Enter Test Location and Test Reason. The test reasons to be entered are as follows:
 - Cause: Offenders may be subject to testing for cause if the agent believes the offender has used or is under the influence of intoxicating substances.
 - Random: Random sampling is not currently in use by DCC.
 - Saturation: When a high incidence of drug use or trafficking is suspected, an identified group may be tested. This type of test will mainly be utilized by DAI.
 - Targeted: Offenders may be identified for targeted testing under the following circumstances:
 1. Intake process; and
 2. Identification of current drug use.
10. Enter Test Type by using drop down function then click Next.
11. Enter test results individually for each substance tested for or click Negative or Positive to auto populate all of the test fields. Do not use Faint, Admit or Level then click Save.
12. Enter summary of this test process and results into COMPAS Case Plan Notes for this offender.

.07 CONFIRMATION OF SUBSTANCE USE SCREENING RESULTS

The results for a substance use screen may be confirmed by a certified laboratory test due to any of the following:

- The offender does not admit to use of drugs;
- The screening device is the sole evidence of drug use;
- A referral to treatment or revocation could result because of the instant cup/oral/dipstick screen. The final confirmed result is the sole basis for a referral to treatment

Please refer to the Violation Section regarding detention procedures.

Confirmation may also be done at the request of the offender, or at the discretion of the agent with supervisory approval.

Entering Laboratory Confirmation Tests In COMPAS

1. Create a new Drug Test record for entering Confirmation Test results. Do not update the prior Instant Test results record.

2. Enter Test Date as the date you receive the results back from the confirmation lab (noted on results sheet).
3. Enter Test Time as the time the sample was confirmed by lab (noted on results sheet).
4. Enter Ordered by as the agent of record.
5. Enter Tested by as the agent of record.
6. Select Confirmation Test from the drop down menu for Test Type. Do not select Sent to Lab.
7. In Comments, staff may enter the following if applicable:
 - *Confirmation requested by offender*
 - *Confirmation test from Instant Screen dated 00/00/00*
8. Click Next and enter Positive or Negative for all drugs listed. Do not use Faint or Admit.
9. Scroll down to access all drugs listed. For drugs not tested, select Negative.
10. Click on the Positive bubble for any drugs testing positive.
11. Close out each offender record by clicking the red X beside the offender name.
12. Enter summary of test process and results into COMPAS Case Plan Notes for this offender.

.08 EVIDENCE IN REVOCATION PROCEEDINGS

If a positive urine or saliva screen is used as the only basis for revocation and the offender contests the results, a confirmation test must be ordered. The confirmation screen must be requested within 30 days of submitting the original specimen.

If the agent intends to utilize a lab confirmed positive urine or saliva screen result in a revocation hearing, staff from the testing agency will be available by letter, telephone, or in person for appearance at hearings.

.09 RECORDS DISPOSAL AUTHORIZATION

All DOC-1496 forms must be retained indefinitely at this time until a new RDA can be created and approved by the State Public Records Board.

COMMUNITY SERVICE

.01 AUTHORITY

Wisconsin

Statute [971.38\(1\)](#), [971.38\(2\)](#), [973.05\(3\)\(a\)\(b\)\(c\)](#), [973.09\(7m\)\(a\)](#), [102.07\(14\)](#), [304.062](#), [973.10\(1m\)](#)

.02 GENERAL STATEMENT

There are two ways that an offender can be ordered to perform community service, either court-ordered or department-ordered. Community service is performed in volunteer positions with non-profit, tax-exempt, community, or governmental agencies.

In no instance should power equipment be used by an offender who is under age 18.

Agents should keep track of placements, hours worked, work performance, and completion of the assignment.

Unsatisfactory performance by the offender may be considered a violation of supervision and should be addressed according to an evidence-based response to violations. Possible dispositions should follow the recommended responses based on the offender's risk level and the severity of the violations in addition to the consideration of any other relevant factors..

Convicted sex offenders shall not be placed as volunteers in any agency that puts them in contact with children.

An offender who performs uncompensated community work is an employee of the county in which the community service work is located. No compensation may be paid to that employee for temporary disability during the healing period if injured on the job. Under the terms of a CSO, the organization or agency, if acting in good faith, retains immunity from civil liability exceeding \$25,000.00.

.03 COURT-ORDERED COMMUNITY SERVICE ORDERS

The community service orders program places criminal and traffic offenders in volunteer positions with non-profit, tax-exempt, community, or governmental agencies. Wisconsin

statutes allow for a reduction in conditional jail time of 1 day for each 3 days of work performed based on an 8-hour work day.

When the court orders community service, it must be agreed to by the defendant and the organization or agency. The court shall ensure that the defendant is provided a written statement of the terms of the community service order and that the order is monitored.

In most communities, it will be the responsibility of the offender to contact the hiring agency to arrange a personal interview and to arrange working hours. Hiring agencies should report hours worked and any job-related problem to the agent as soon as such problems are evident.

In some communities it will be the agent's responsibility to secure work sites for offenders who are ordered to perform community service.

Community service hours are sometimes substituted for court-ordered financial obligations. In these cases, the agent must submit an amended court order ([DOC-37](#)) to the court for the judge's signature. The signed order shall be forwarded to the Cashier's Office.

.04 DEPARTMENT-ORDERED COMMUNITY SERVICE ORDERS

When an offender commits a violation of supervision, consideration for using community service as a sanction may be discussed.

If it is determined that community service is a viable option, the offender can be offered community service in lieu of jail time.

If the agent, supervisor, and offender agree that community service is a viable option, the offender must sign a Community Service Alternative to County Jail Agreement ([DOC-1660](#)). A copy of the signed agreement shall be given to the offender.

If the county in which the offender resides has a community service work program, the agent should refer the offender to this program by completing a Community Service Work Crew Referral ([DOC-1661](#)).

If the county does not have such a program, the agent should make a direct referral to a public agency or nonprofit charitable organization. Each DCC office shall identify specific agencies that are willing and capable of taking referrals for community service.

In addition to the Department's rules, the offender must agree to comply with any rules of the particular community service work program or any rules of the agency in which the offender is referred.

If an offender fails to complete the community service or violates the rules of the program, they may be detained and the violation investigated.

An accurate accounting of the days served, as well as any violations of a community service order, shall be entered in the case notes, as well as on the Evidenced Base Response to Violation. This record shall also include any noncompliance and subsequent detention.

OFFENDER MONITORING AND TRACKING TECHNOLOGY

.01 AUTHORITY

[Administrative Code 328.04](#) and [333.07\(1\)\(m\), \(n\), \(o\), and \(p\)](#)

.02 GENERAL STATEMENT

Offender monitoring and tracking technology is used as a tool to enhance the agents' ability to control and monitor offender movements. Currently, the Division uses the following systems:

- [Electronic Monitoring Program \(EMP\)](#) - The offender wears an ankle transmitter, which communicates through radio frequency on a monitoring unit (HMU) within a predetermined radius. Its primary use is to ensure compliance to schedules and curfews.
- [Global Positioning System \(GPS\)](#) -The offender wears a one piece active monitoring unit with GPS in the transmitter itself. GPS tracking closely monitors compliance to schedules, curfews, exclusion zones and where a person has traveled in the community.

- Transdermal Alcohol Detector (TAD) –The offender wears a device that continuously monitors for alcohol consumption through a noninvasive skin sensor worn on an offender’s ankle. The Transdermal Alcohol Detector, also includes radio-frequency monitoring capabilities, meaning individuals on the system can be monitored for curfews and alcohol use with the same device.
- Sobriator - A handheld device that detects the presence of alcohol through a breath sample. It has voice and alcohol detection technology to verify the offenders released to community supervision are abstaining from alcohol use. The results are transmitted remotely through a telephone connection.
- Soberlink - A handheld device that allows offenders to submit breath alcohol tests from any location with cellular service. A high-resolution camera verifies the user and the professional-grade fuel cell ensures accurate tests each time.

.03 PRIORITIES

Use of tracking and monitoring technology is appropriate in the following circumstances:

- As an alternative to custody;
- Ordered as a condition of probation (with court approval) or
- During the revocation or violation investigation process (with supervisory approval);
- To enforce and monitor curfews, employment attendance, or chemical usage;
- As an accountability response to violations as determined through an evidence- based response to violations;
- As a formal alternative to revocation;
- For an enhanced level of protection of the victim or community
- Determined and required by statute

However, the equipment is issued in the following priority order:

- Lifetime GPS offenders determined by [s. 301.48](#) which requires the Department to place certain sex offenders on lifetime GPS tracking upon their release from prison (parole, extended supervision, maximum discharge); or, upon being placed on probation for a serious child sex offense (Level 1 child sex offense or Level 2 child sex offense); or, upon being granted supervised release; or being discharged from a [s. 971](#) or [s. 980](#) commitment.
- SBN or [Chapter 980](#) offenders
- Assaultive Mandatory Release parolees
- Condition ordered by the Court for Extended Supervision
- Enhanced Supervision Offenders
- Other Sex Offenders
- Formal ATRs
- Regional Initiatives

- Juvenile GPS

.04 PROCEDURES

In some cases, the use of monitoring and tracking technology is mandatory and in others discretionary. The agent should staff cases with their supervisor to determine if placement is appropriate.

The regional EMP coordinator is responsible for EMP equipment control and accountability.

The agent is responsible for establishing a schedule for the offender to be in or out of the residence for all offenders on and to determine exclusion zones for those offenders on GPS. The agent completes the Enrollment- Residence-Employment Information ([DOC-1362](#)) and fills out an undated Apprehension Request ([DOC-58](#)) with "for EMP use" checked. These must be faxed to the monitoring center at least 48 hours prior to the hookup. If an emergency situation requires same day hook up, the supervisor must sign the enrollment form. Staff must ensure that the hookup has been successful prior to leaving the offenders residence. Offenders may need pre-authorization from their agent to be in a specific location when outside the residence. This is determined on a case- by-case basis and should be discussed with the supervisor.

The active and passive unit will detect for the presence of the transmitter and that it has not been tampered with or gone out of range. If the bracelet is out of the monitoring unit's range, is tampered with, or is no longer in contact with the offender's skin or if the battery is low. The one piece unit will detect and report tampering, out of range of the beacon and low battery. An alert will be transmitted by the monitoring unit to the DOC Monitoring Center who will notify the agent. During non-working hours, the Monitoring Center may contact the on-call supervisor or issue an Apprehension Request ([DOC-58](#)) or both. Law enforcement will then be notified of the ([DOC-58](#)).

Upon notification of the alert, DCC staff must immediately take action (i.e., phone call, home visit, etc.) to determine the cause of the alert. DCC staff must notify the monitoring center when they determine the cause of the alert. During non-business hours the Monitoring Center will follow Standard Operating Procedures regarding action for an alert.

The agent may issue an Apprehension Request at any time following an alert from a monitoring unit. The Monitoring Center may issue an Apprehension Request during non-business hours and notify law enforcement.

Agents or sergeants may use a hand-held monitoring unit for scanning the presence of offenders in the field. The monitor will indicate the number of any EMP bracelet that is in range.

.05 DISCRETIONARY GPS

Discretionary GPS tracking may be requested for offenders on active supervision who are otherwise not mandated by law to be on GPS tracking. The offender will not be charged a fee. It shall be used as a supervision tool to assist in the monitoring and tracking of offender movements. In order to utilize discretionary GPS tracking, the following procedure applies:

Initial Request

- The agent shall staff and receive approval from the supervisor;
- Upon supervisory approval, the agent shall complete the Discretionary GPS Request ([DOC-2561](#)) to include the time requested which shall then be submitted to the supervisor;
- Refrain from including confidential information on the form
- The supervisor shall sign and forward the request to monitoring center at DOC DCC GPS Discretionary Referrals for review and final approval.
- Original requests can only be a maximum of 90 days, upon which an extension will be needed.

Homeless Registered Sex Offenders

- The DOC-2561 for Homeless Registered Sex Offenders will not require Targeted Dynamic Risk Factors, Behavioral Issues, or Outcome/Reduction of Risk Factors sections to be completed.

Extensions

- If extension is appropriate, the agent shall staff the request in advance of the initial end date with the supervisor. If it is approved, the previously submitted ([DOC-2561](#)) should be submitted by the supervisor to the regional office indicating the reasons for the extension request. If approved at the regional office level, the regional chief/assistant chief shall note their approval and submit it to DOC DCC GPS Discretionary Referrals for review and approval.

.06 COURT ORDERED AS A CONDITION OF PROBATION

If electronic monitoring is ordered as a condition of probation, the agent will assist the offender in obtaining the service. The Department has been upheld that sentencing courts may not direct use of DOC resources such as electronic monitoring and tracking technology. If it is not available in the sentencing county, regional equipment may be used if available upon approval of the regional office. The offender will be charged a fee for this service.

.07 FEES

Offenders (other than those serving Intensive Sanctions sentences and GPS offenders) are not charged fees for Electronic Monitoring imposed by DOC. Offenders will be responsible for lost, stolen, or damaged equipment.

.08 PHONE SERVICE

Phone services on a monitored line must be limited to basic service without any added services such as call-waiting, call-forwarding, privacy manager, 800 block etc. The monitored line must not have an answering machine or internet hooked up to it.

If there is no phone service available in the offender's residence, Purchase of Service funds may be available to set up the phone line for monitoring purposes. Cellular monitoring equipment is available in areas where analog phone services are not available or in circumstances where a phone service is not available. Approval for cellular equipment needs field supervisor and the Director of the Monitoring Center's approval.

.09 SYSTEM FAILURE

In the event of a system failure, which compromises the electronic monitoring centers' ability to process incoming calls and effectively monitor offenders on the system, field staff are required to respond according to specific emergency procedures.

Notification of an emergency situation during regular business hours will take place at the regional office. The regional office will then notify all field offices that the emergency monitoring plan is in effect. In the event that the emergency occurs outside of normal business hours, the monitoring center will notify the on-call supervisor who is to

immediately notify the regional chief or designee. The Chief or designee will contact each unit supervisor.

Each region will develop and maintain an emergency response plan which mirrors the Division's plan.

.10 EMERGENCY PROCEDURES

Time Down	Function
60 Minutes	A is sent to the regional chief and field supervisors advising of the estimated length of time the monitoring system is expected to be down. Supervisors will advise staff to be prepared for offenders unable to reach the monitoring center. DCC staff are to make every effort to ensure that offenders are <u>not</u> made aware of the system failure.
120 Minutes	Agents are to verify offenders on electronic monitoring and identify those who are in custody until the system is restored. Regional emergency response plans are to be implemented. Supervisors are to ensure necessary staffing and DCC staff are to prepare for manual monitoring of offenders (See 06.42.11) In areas where there is contract monitoring (e.g.. THS's, 980's) attempts should be made to elicit their assistance should manual monitoring be required. If appropriate, notification should be made to local law enforcement agencies.
240 Minutes	Field staff will randomly verify offender compliance with home detention schedule, restrictions, and maintain logs of all contact. (See 06.42.11 for standards) Local law enforcement agencies and the Warrant section of the monitoring center shall be notified of offenders in non-compliance with their schedule. Any unusual events should be reported to the Regional Chief or designee immediately. Random manual monitoring will continue until the monitoring system is operational.

.11 CONTACT STANDARDS

During a monitoring center system failure, contact with the offender must be accomplished manually. Contact may be in person, by telephone contact with the offender, or by use of drive by scanners. The minimum requirements are as follows:

- Between the hours of 6:00am and midnight: one random contact every four hours.
- Between the hours of 12:01am and 6:00am, one random contact.

.12 MONITORING SYSTEM RESTORED

When the monitoring system is restored, field staff should be prepared to respond to any high priority alerts. Offenders placed in custody due to the system failure should be returned to their residence as appropriate.

ENHANCED SUPERVISION STATUS

.01 AUTHORITY

[Wisconsin Administrative Code DOC 328](#)

.02 GENERAL

Enhanced status is a classification requiring frequent offender and collateral contacts. Increased contacts are intended to improve the agent's ability to deter and detect further violations as well as to increase the offender's chance of success through intensive case management. Case planning must be updated to reflect objectives designed to reduce the likelihood of reoffense.

.03 OFFENDER POPULATIONS

The following offender populations are required to be set at Enhanced Supervision status upon release:

- Offenders who have been committed under [Wis. Stat. 971.17](#).
- [Act 28](#) offenders who are released early to extended supervision (minimum of six months or upon reaching the original release date, whichever is sooner). Note: Aged/Extraordinary Health Condition releases will be decided on a case-by-case basis.

The following offender populations may, with supervisory approval, be classified at the Enhanced Supervision status:

- Offenders with a significant history of diagnosed mental health problems that are noncompliant with treatment or medication or have not reached behavioral stability.
- Offenders who are serving a sentence for a violent felony and who are released on mandatory release.
- Offenders who are classified by the Division of Adult Institutions as having a maximum custody rating at the time of release. Note: Custody rating can be found in WICS in the Inmate Header under Custody on the left side of the screen under date of birth.
- Offenders who are involved in a treatment or specialty court where an enhanced level of contact is required.
- Offenders who are being supervised for multiple Operating While Intoxicated offenses.

- High profile offenses or an offender's historical behavior that merit Enhanced Supervision status as determined by the regional chief or assistant regional chief.

Justification for classifying these cases as Enhanced Supervision status shall be documented in the case notes.

Misdemeanor cases may be considered for this classification if any of the above criteria apply. However, it should be noted that most misdemeanor offenders are not appropriate for this classification.

Electronic monitoring is not a requirement of this classification, nor is electronic monitoring in and of itself a sufficient justification for offenders to be set at Enhanced Supervision status. Halfway house placement is also not considered sufficient justification in and of itself for reclassification.

.04 CONTACT STANDARDS

Supervision standards for Enhanced Supervision cases are as follows:

1. Weekly face-to-face contacts
2. Home visits every six months. The agent must enter the residence and have face-to-face contact with the offender or a collateral (counts as face-to-face contact if offender is present)
3. A minimum of one monthly collateral contact. Offenders supervised under Enhanced status require a monthly face to face, phone, or email contact with one collateral contact every thirty days.
 - A collateral contact is an individual who is actively involved in the offender's life. The purpose of the collateral contact is to verify compliance with the rules of supervision, confirm offender participation in a particular activity, or assist in completing the tasks or practicing the skills identified on the case plan. Examples of collateral contacts include but are not limited to employers, significant others and additional support systems. Multiple collateral contacts should be identified. In most cases, agents should alternate contacts, such that the same individual is not contacted in consecutive months. In cases where there are limited collateral contacts, agents should clearly document why the same individual was contacted in consecutive months.
 - Treatment providers should be contacted monthly as part of the case plan and therefore do not represent a collateral contact. Additional collateral contacts should be considered based upon the offender's case plan needs.

- If required contacts are not made by an approved representative of the department, the agent of record must discuss appropriate action with his/her supervisor.
- Any exceptions to these contact standards must have supervisory approval and may not be granted for workload reasons or for positive offender adjustment.

Contact standards will be monitored as a Workload Manager task. In order for the task to be removed, the agent must complete the contacts and note these as a "Supervision Contact" in notes. The dropdown options include the face to face contact option and the collateral contact.

.05 TIMEFRAMES-APPROVALS AND RECLASSIFICATION PROCEDURE

With the exception of those offenders released early to extended supervision, these cases will be need to be staffed prior to ninety days with the supervisor. Upon reaching the ninety days, the Enhanced primary flag will automatically be removed and the status keeper will set the status to the last status entered or last actual level of supervision. The supervisor can grant an extension of ninety days with notification to the status keeper. Following the additional ninety days, the Enhanced primary flag will be removed and the status keeper will set the status to the last status entered or last actual level of supervision, unless regional office approval has been granted for an additional ninety day extension. Regional office may grant additional extensions in ninety day increments based on case dynamics.

Unless otherwise required (i.e., [Wis. Stat. 971.17](#) releases, CIP graduates, or early release to extended supervision), an offender may be set to a lower status prior to the staffing due date. The agent and supervisor must consider the following:

1. Residence;
2. Employment;
3. Treatment participation and adjustment;
4. Chemical usage;
5. Violations;
6. Gang affiliations.

.06 LAW ENFORCEMENT NOTIFICATION

Notification to law enforcement shall be made within 24 hours of release on all cases released early to Enhanced Supervision and on all offenders released with a DAI maximum custody rating.

TRACKING OFFENDER ACTIVITY ON SOCIAL MEDIA NETWORKING SITES

.01 GENERAL STATEMENT

Monitoring of offender's use of internet social networking may be beneficial to ensure compliance with supervision or to investigate violation allegations. All use of technology resources must be in compliance with applicable Department and Division policies.

02. PROCESS

All DCC probation and parole agents and Sex Offender Registry Program (SORP) specialists in the Division are assigned to a computer network security group that enables access to social networking sites, including but not limited to Facebook and Twitter. No special authorization is required for access to these sites. If you are unable to connect to a social networking site that you wish to use in supervising or investigating offenders, please contact the BTM to determine if your security level is correctly identified. SORP Specialists may also be a resource in helping to navigate the process of accessing social media websites.

Agents and SORP specialists have access to social media networking sites and can use the sites as an offender monitoring/investigation/supervision tool. If it is necessary to create an account on the social media site, the staff person's DOC email address must be used and all activity must be as a representative of DOC. Creating a false identity is not permissible.

Agents who use social media networking sites as a supervision tool should log the contact and any notes in COMPAS and discuss any significant findings with their supervisor (e.g.. prohibited victim contact, substance abuse, weapons, gang related information, etc.). SORP specialists shall document the use of social media networking sites in SORT, as usual with any investigative steps.