



**State of Connecticut**  
JUDICIAL BRANCH  
OFFICE OF THE CHIEF COURT ADMINISTRATOR  
COURT SUPPORT SERVICES DIVISION  
455 Winding Brook Drive, Glastonbury, CT 06033

Date: January 12, 2022

To: Senator Gary A. Winfield, Co-Chair, Judiciary Committee  
Representative Steven J. Stafstrom, Co-Chair, Judiciary Committee  
Senator John A. Kissel, Ranking Member, Judiciary Committee  
Representative Craig C. Fishbein, Ranking Member, Judiciary Committee  
Frederick Jortner, Clerk of the House  
Ann M. Clark, Permanent Assistant Clerk of the House  
Timothy B. Kehoe, Permanent Assistant Clerk of the Senate  
Michael Jefferson, Clerk of the Senate  
Stephanie A. D'Ambrose, Director, Office of Legislative Research  
Deborah Schander, Connecticut State Librarian  
Jennifer Bernier, Co-Head Librarian, Legislative Library  
Carrie Lisitano, Co-Head Librarian, Legislative Library

From: Gary A. Roberge, Executive Director

Enclosed is the report "Electronic Monitoring and Supervision of Sex Offenders" covering the period of January 01, 2021 to December 31, 2021, submitted pursuant to the requirements of Connecticut General Statute §54-260a.

If there are any questions or if further information is needed, please contact my office.

Cc: Melissa Farley, Executive Director of External Affairs



**Court Support Services  
Division  
Annual Report  
Electronic Monitoring &  
Supervision of Sex Offenders  
January 2022**



# State of Connecticut

## JUDICIAL BRANCH

OFFICE OF THE CHIEF COURT ADMINISTRATOR  
COURT SUPPORT SERVICES DIVISION  
455 Winding Brook Drive, Glastonbury, CT 06033

### REPORT

## Electronic Monitoring and Supervision of Sex Offenders

### JANUARY 2022

#### **COVID-19 Impact Statement**

The Judicial Branch, Court Support Services Division (CSSD), experienced yet another year of adapting to various changes needed as the state continues its response efforts to the COVID-19 pandemic.

Despite further challenges presented in 2021, we moved forward and transitioned back to fully staffed offices. Our services have adapted to continue to support the Court and to operate Sex Offender Supervision and Services in a way that also supports our staff, stakeholders and clients, without compromising community safety, and while respecting the seriousness and continued threat of this pandemic.

#### **Legislative Requirement to Report**

Connecticut General Statute (CGS), Sec. 54-260a, requires that the Judicial Branch, Court Support Services Division (JBCSSD) submit an annual report, by January 15th, setting forth the number of persons subject to sex offender registration requirements that are being electronically monitored while on supervision in the community and to identify what, if any, additional resources are required for the supervision of persons subject to sex offender registration (See Section 2 for a copy of CGS Sec. 54-260a).

#### **Sex Offenders under the JBCSSD Supervision**

As of January 1, 2022, there were 2,222 persons, of which 1,587 are on the sex offender registry, under specialized sex offender supervision by JBCSSD, Adult Probation Officers (APO). These offenders are supervised in accordance with JBCSSD Policy and Procedures 4.18, Sex Offender Supervision (See Section 3).

#### **Electronic Monitoring of Sex Offenders**

In 2021, there were 246 sex offenders under electronic monitoring via radio frequency (RF). In addition, there were 713 sex offenders under electronic monitoring via Global Positioning System (GPS). JBCSSD policy authorizes APOs to utilize GPS for high-risk offenders as a general condition of probation or as a sanction for a high-risk behavior. GPS allows APOs to track an offender's movements while in the community. These movements include but are not limited to

exclusions zones, (areas the offender cannot enter) and inclusion zones (areas that the offender cannot leave). GPS monitoring is reviewed in accordance with JBCSSD Policy and Procedures 4.14, Electronic Monitoring (See Section 4).

### **Assessment and Case Management of Sex Offenders**

The JBCSSD manages sex offenders in the community and plans for their release with the Department of Correction (DOC) in a collaborative effort. The collaboration also includes the Department of Emergency Services and Public Protection (DESPP), a contracted sex offender treatment provider, the Center for the Treatment of Problem Sexual Behavior (CTPSB), and victim advocates from the Connecticut Alliance to End Sexual Violence (The Alliance). This partnership includes the following:

#### **(1) Sex Offender Split Sentence Reentry Planning**

Sex offenders serving a split sentence (a period of probation following a term of incarceration), in general, are assessed, six months before release, for risk and need by specially trained sex offender reentry officers. In addition to the officer's assessment, the offender is assessed by CTPSB to identify treatment needs and clinical risk to re-offend. The reentry officer, in collaboration with DOC staff, uses the assessment information to develop a plan to meet the safety needs of the community as well as to provide services for the offender's identified need areas and successful reintegration into the community.

#### **(2) Multi-Agency Reentry Advisory Group**

For especially high risk and/or high need offenders serving a split sentence, the JBCSSD meets monthly with staff to conduct discharge planning for inmates with medical and/or mental health needs, and to recommend plans for the offender's reintegration into the community. These monthly meetings consist of staff from the Department of Mental Health and Addiction Services, The Department of Developmental Services, The DOC to include The Health Service Unit, and the United States Department of Veterans Affairs. These recommendations included plans for a number of sex offenders in 2021.

#### **(3) The January Center, a Sex Offender Residential Program**

In 2012, The January Center (TJC) opened on the grounds of the Corrigan-Radgowski Correctional Institution. TJC, a collaborative effort between the JBCSSD and DOC, is Connecticut's first sex offender residential treatment program, with available housing for 12 sex offenders under JBCSSD supervision. TJC offers sex offenders a highly structured, yet therapeutic community with a wide range of clinical interventions including but not limited to: comprehensive assessments, sex-offending specific treatment, group therapies, polygraph examinations, and self-help groups. In addition to the therapeutic interventions, TJC provides vocational training, which is likely to increase the offender's probability of securing and maintaining employment upon their return to the community. The usual stay for offenders is four to six months. In 2021 the JBCSSD was able to successfully transition some offenders more quickly into less restrictive programming and housing, thus allowing for the admission of higher risk sex offenders. In 2021, 34 offenders participated in programming at TJC [some of these offenders may have entered the program in 2020, and some may remain for a period of time in 2022].

#### **(4) Sex Offender Registry Compliance**

The JBCSSD is using internet-based software that the DESPP employs to manage persons required to register as sex offenders. This system allows the JBCSSD to collaborate with the DESPP and other criminal justice agencies in tracking the location of sex offenders and responding to sex offender registry violations.

#### **(5) Credibility Assessment Examinations**

Credibility testing is an important part of the supervision and treatment of offenders. COVID presented real challenges to credibility testing due to the requirement for maintaining social distancing. The polygraph credibility testing tool requires hands on contact between the offender and examiner in the tool set up and test administration. To continue to test in the COVID environment a new assessment method, EyeDetect, was added to the toolkit and used for credibility testing during COVID in 2021 when traditional polygraph testing was inadvisable.

Deception causes subtle changes in the behavior of the human eye due to increased cognitive load. EyeDetect is a web-based application on a laptop and a high-speed, infrared eye-tracking camera that is used to measure these subtle changes. It then combines the measures in a mathematically optimal manner to detect deception with an 86% accuracy rate. Tests take approximately 30 minutes and results are ready in minutes. From January through December, 2021, a total of 863 credibility tests were administered to probation offenders using EyeDetect.

The CTPSB conducts credibility assessment examinations of sex offenders under JBCSSD supervision. Generally, there are three types of polygraph exams that are administered: One type is a History exam, conducted within the first six to nine months of supervision, to ensure complete disclosure of the offender's full sexual history. The second type of exam is a Maintenance exam which is conducted twice a year while the offender is engaged in sex offender treatment. The Maintenance exam is conducted annually thereafter to verify the offender's compliance with treatment and supervision conditions. Finally, the third type of exam is the Instant Offense exam that is conducted to address a discrepancy in the offender's version and the official version of the offense.

#### **(6) Internet Use Monitoring**

The JBCSSD contracts with Internet Probation and Parole Control (IPPC) Technologies to monitor internet use by select sex offenders. IPPC monitors the websites visited by offenders and an internet browsing history report is generated and, if appropriate, access to the internet is blocked. In addition, the APO may seize the offender's electronic device, if appropriate, and submit it to the Division of State Police Forensic Lab (DESPP) for a forensic evaluation.

#### **(7) Transitional Housing**

The JBCSSD has a limited number of transitional housing slots for homeless sex offenders, all of which have waiting lists. In order to use this resource to meet the needs of the offender, as well as to enhance community safety, when a housing slot becomes available, the JBCSSD reviews the waiting list and places the offender whose risk and need are most appropriately met by this programming.

## **(8) Supportive Housing**

The JBCSSD has 16 supportive housing slots available for homeless sex offenders through The Connection Inc.'s, Reentry Assisted Community Housing (REACH) program. This scattered site, supportive housing program, provides intensive case management with an estimated length of stay of four to six months. The goal of the program is to reduce recidivism by assisting offenders in obtaining treatment as needed, employment, and securing permanent housing. During 2021, 27 sex offenders were serviced by this program [some of these offenders may have entered the program in 2020, and some may remain for a period of time in 2022]. Acquiring supportive housing has been and remains a significant challenge. COVID, as well as the absence of perpetual financial resources to secure additional housing, has hampered our ability to transition offenders through our supportive housing system with regularity, therefore impacting our ability to support more individuals.

## **(9) Treatment Assessment/Group Therapy**

Sex offenders are referred to the CTPSB to assess treatment needs and risk to re-offend, and in turn the JBCSSD uses the assessment in the offender classification process. Upon completion of the assessment, the offender is placed in a specific group based on gender, language, risk, and cognitive/mental health issues. If the offender completes established goals, the offender is discharged from treatment, but remains under the supervision of the JBCSSD until the term of probation is completed. While the offender is in treatment, input from the treatment provider is used to gauge the offender's dynamic risk factors. If circumstances warrant, the offender may be referred back to treatment.

## **(10) Victim Services**

The JBCSSD, in collaboration with victim advocates from The Alliance to End Sexual Violence, provides outreach to sexual assault victims and responds to victim concerns. In addition, victim advocates participate in treatment groups and are part of the planning process for sanctioned activities by the offender in the community.

## **(11) Training**

During 2021, the JBCSSD continued to provide specialized training to its sex offender supervision staff in the management of sex offenders in the community and supplemented offerings via web based and virtual training options.

## **Recidivism Rates**

The JBCSSD measures rearrest rates for sex offenders under its supervision for both sex and non-sex related offenses, for specific periods from the beginning of the probation term, to better inform the effectiveness of its supervision practices. The recidivism rates for all offense categories is as follows: the 3-month rearrest rate has increased from 2.75 percent in 2020 to 3.95 percent in 2021. The 6-month rate has decreased over the same time period from 7.27 percent to 5.65 percent. In addition, during the same period, the 12-month rate has decreased from 12.70 percent to 10.96 percent. Lastly, the metric generally used nationally to measure recidivism, the 24-month rearrest rate, has increased from 15.32 to 22.98 percent.

## **Additional Resources**

To continue its effective supervision of sex offenders, the JBCSSD respectfully requests expansion of the following resources:

### **(1) Transitional and Supportive Housing.**

Research supports positive outcomes when a sex offender has stable housing. The COVID-19 pandemic has increased the need for supportive housing programs as access to shelter housing services for those under our supervision has become difficult to secure. Additional resources to secure supportive housing services would enhance community safety and support community re-entry by ensuring that those under our supervision could have a secure and stable residence, and are able to return safely to the community where they have the most social support. JBCSSD continues to make strides with taking a more gender responsive approach to services and when considering transitional and supportive housing for female and transgender offenders, the need for improvement is great.

Therefore, it is respectfully requested that \$200,000 be allocated to allow for the procurement of 8 additional slots at the REACH Supportive housing program. These slots will enhance community safety and support the re-entry of all sex offenders entering our communities.

### **(2) Technology Equipment**

Equipping each Office of Adult Probation and all Sex Offender treatment group site locations with a web camera, monitor and wifi capabilities, will allow offenders, who need to be excused from in-person treatment for a prolonged period of time, the opportunity to remain engaged in treatment services, remotely. Having this option will be most supportive to the offender as it will be least disruptive to his course of treatment, and his risk factors can continue to be monitored and addressed.

Therefore, it is respectfully requested that \$100,000 be allocated to equip all of our Adult Probation Offices for virtual groups.



**State of Connecticut**  
JUDICIAL BRANCH  
OFFICE OF THE CHIEF COURT ADMINISTRATOR  
COURT SUPPORT SERVICES DIVISION  
455 Winding Brook Drive, Glastonbury, CT 06033

REPORT  
Electronic Monitoring and Supervision of Sex Offenders  
January 2022

Section 2



## 54-260a


**Sec. 54-260a. Report on number of registrants being electronically monitored and need for additional resources.** Not later than January fifteenth of each year, the Department of Correction, the Board of Pardons and Paroles and the Court Support Services Division of the Judicial Department shall each submit a report setting forth the number of persons subject to registration under this chapter who are being electronically monitored while being supervised in the community by such agency, including monitoring by global positioning system devices, and what, if any, additional resources are needed by such agency to ensure that persons subject to registration under this chapter are being supervised while in the community.



**State of Connecticut**  
JUDICIAL BRANCH  
OFFICE OF THE CHIEF COURT ADMINISTRATOR  
COURT SUPPORT SERVICES DIVISION  
455 Winding Brook Drive, Glastonbury, CT 06033

REPORT  
Electronic Monitoring and Supervision of Sex  
Offenders January 2022

Section 3

|   |   |                                    |              |
|---|---|------------------------------------|--------------|
|  <p align="center"><b>State of Connecticut</b><br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.18  | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 1 of 33 |
|   | SUPERSEDES:<br>October 1, 2014  |                                    |              |
| APPROVED BY:<br><br>Gary A. Roberge, Executive Director   | TITLE:<br><br><p align="center"><b>ADULT SERVICES</b><br/><b>SEX OFFENDER SUPERVISION</b></p> |                                    |              |

1. **Policy** The Court Support Services Division (CSSD) will provide specialized, enhanced supervision of sex offenders on probation, utilizing appropriate treatment, strict enforcement of conditions, and restoration for the victim, the community and the offender.

2. **Definitions** – see [Exhibit I](#)

3. **Sex Offender Evaluation and Classification Procedures**

- A. Unless otherwise prohibited by the Court or by a supervisor, all offenders supervised as a sex offender will be referred for a sex offender evaluation, to be conducted by the CSSD contracted treatment provider. If such services are not available, or the contracted provider cannot accommodate the needs of the client, the supervising officer will obtain supervisory approval to refer the offender to a provider affiliated with the Connecticut Association for the Treatment of Sexual Offenders (CATSO), <http://catso.org/> or the Association for the Treatment of Sexual Abusers (ATSA), <http://atsa.com/>. In locations where there is a Day Reporting Program (DRP), the officer will indicate, on the evaluation referral form, that the officer has imposed the probation condition that the homeless offender, residing within the shelter, will participate in the DRP until released by the officer.
- B. In cases where the offender is convicted of an offense that is not statutorily subject to registration as required by CGS 54-250, [https://search.cga.state.ct.us/r/statute/dtsearch\\_form.asp](https://search.cga.state.ct.us/r/statute/dtsearch_form.asp) but the circumstances of the instant offense are sexually motivated, the officer in consultation with the Sex Offender Chief Probation Officer, will determine if the Court Motion to Modify Probation Conditions is in order, to include a sex offender evaluation will refer the offender for a sex offender evaluation.
- C. If the results of the evaluation indicate that the offender is in need of and is appropriate for sex offender treatment for an offense that is not subject to registration, the supervising officer will return the case to court and request a modification that sex



Links for this policy:

|                                  |                             |
|----------------------------------|-----------------------------|
| <a href="#">CSSD Policy 4.5</a>  | <a href="#">JD-AP-156</a>   |
| <a href="#">CSSD Policy 4.10</a> | <a href="#">JD-AP-158</a>   |
| <a href="#">CSSD Policy 4.13</a> | <a href="#">JD-CR-66</a>    |
| <a href="#">CSSD Policy 4.14</a> | <a href="#">JD-CR-131</a>   |
| <a href="#">CSSD Policy 4.15</a> | <a href="#">JD-CR-143</a>   |
| <a href="#">CSSD Policy 4.17</a> | <a href="#">DPS-997-C</a>   |
| <a href="#">CSSD Policy 4.19</a> | <a href="#">DESPP</a>       |
| <a href="#">CSSD Policy 4.21</a> | <a href="#">DOC CN 4401</a> |
| <a href="#">CSSD Policy 4.22</a> | <a href="#">CATSO</a>       |
| <a href="#">CSSD Policy 4.23</a> | <a href="#">ATSA</a>        |
| <a href="#">CSSD Policy 4.45</a> |                             |



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 2 of 33

SUPERSEDES:


October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

offender treatment be imposed as a special condition.

- D. The probation officer assigned a presentence investigation for an offender who has been convicted of an offense subject to sex offender registration, or when the circumstances of the instant offense are sexually motivated but the conviction is for an offense that is not subject to registration, will submit a written referral utilizing either the Sex Offender Evaluation Referral Form, (**CSSD Attachment B**), or the contracted treatment provider's Probation Referral Form, (**CSSD Attachment C**) to the contracted treatment provider for a sex offender evaluation, when there is no sentencing agreement or an agreement for straight probation. If such services are not available, the probation officer assigned a presentence investigation will obtain supervisory approval to refer the case to a provider affiliated with the Connecticut Association for the Treatment of Sexual Offenders (CATSO), <http://catso.org/>, or the Association for the Treatment of Sexual Abusers (ATSA), <http://atsa.com/>. In cases where the offender is facing a period of incarceration which is greater than two (2) years, a referral for an evaluation will not be required unless specifically ordered by the judge as part of the presentence investigation.
- E. The results of the evaluation will be taken into account for purposes of making a sentence recommendation and identifying appropriate CSSD Sex Offender Probation Conditions, [JD-CR-131](#), as part of the recommendation and/or in the development of an AIP sentencing plan.
- F. Within twenty-five (25) business days of receiving the case, the probation officer will complete the LSI-R, ASUS-R, and the What I Want to Work On Questionnaire with the offender.
- G. In addition to enforcing the Court Ordered Conditions and Sex Offender Conditions, the probation officer will ensure that a Case Plan is created and referrals will be made to an Alternative Incarceration Center (AIC) or other community resource to meet the needs of the offender. During the term of probation, the Case Plan should address the offender's assessed criminogenic need(s) that most directly contribute(s) to his/her risk of recidivating.
- H. If the offender is currently unemployed, has a history of frequent unemployment (as indicated in the LSI-R), and is unable to obtain employment, a referral should be made to an Alternative Incarceration Center (AIC) for job services.


|   |                                |                                    |              |
|---|--------------------------------|------------------------------------|--------------|
|  <p>State of Connecticut<br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.18             | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 3 of 33 |
|   | SUPERSEDES:<br>October 1, 2014 |                                    |              |
| TITLE:<br><br><p style="text-align: center;"><b>ADULT SERVICES<br/>SEX OFFENDER SUPERVISION</b></p>   |                                |                                    |              |

#### 4. Sex Offender Probation Conditions

- A. When imposing sex offender conditions on an offender whose current probation is based on a registerable offense or an offense that is sexually motivated, the probation officer will identify and check pertinent sex offender conditions to be imposed that will aide in the offender's rehabilitation, satisfy court-ordered conditions, and promote community safety. The imposed conditions will be reviewed with the offender, and signed by both the officer and the offender. The signed conditions will be retained in the offender's file and a copy of the conditions will be given to the offender. The officer will review the imposed conditions with the sex offender treatment provider to ensure that the conditions are relevant to the offender's risk and consistent with their conditions within their treatment agreement with the offender.
- B. The officer will not be required to impose sex offender conditions on an offender whose current probation is not the result of an offense subject to registration. However, if the offender is registered for a prior offense, the officer may refer the offender for a sex offender evaluation to determine the appropriate conditions when one or more the following circumstances exist:
  - (1) The offender has more than one sexually motivated offense on their record;
  - (2) The offender has failed to complete sex offender treatment in the past;
  - (3) The officer is able to obtain the police report or documentation outlining the prior offense behavior. (Note): The officer will exhaust all avenues in their attempts to locate the police report or documentation outlining the prior offense behavior.
- C. The officer will consult with their chief or designated supervisor prior to imposing any sex offender conditions when Section 4.B. applies.

#### 5. Supervision Procedures

- A. All offenders will be assigned to probation officers who have received CSSD approved training in the supervision of sex offenders.
- B. All offenders will be supervised as Sex Offender High until the probation officer has

|   |                                |                                    |              |
|---|--------------------------------|------------------------------------|--------------|
|  <p>State of Connecticut<br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.18             | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 4 of 33 |
|   | SUPERSEDES:<br>October 1, 2014 |                                    |              |
| TITLE:<br><b>ADULT SERVICES<br/>SEX OFFENDER SUPERVISION</b>  |                                |                                    |              |


received and reviewed the results of the clinical assessment.

- C. Once the probation officer has reviewed the results of the clinical assessment, the offender will be placed in either, a Sex Offender High, Sex Offender Medium, or Sex Offender Maintenance category of supervision for purposes of supervision contact standards and relevant risk to the community as outlined below.

| Clinical Assessment | Supervision Category                |
|---------------------|-------------------------------------|
| High                | Sex Offender High                   |
| High/Moderate       | Sex Offender High                   |
| Low/Moderate        | Sex Offender Medium                 |
| Low                 | Sex Offender / Medium / Maintenance |

- D. If there is no clinical assessment, the probation officer, with supervisory approval, will place the offender in a category that is best suited to address the offender's needs and relevant risk to the community. The officer will take into account the offender's LSI-R and ASUS-R score when determining the supervision category.
- E. After the clinical assessment is completed, and reviewed by the probation officer, the officer may place the offender in a different sex offender supervision category than the clinical assessment would otherwise require if the probation officer can illustrate that the offender's current dynamic risk factors require a higher level of supervision in order to promote public safety. Prior to placing the offender in a different sex offender supervision category, the officer will seek supervisory approval and document the offender's relevant dynamic risk factors in the Case Notes.
- F. In cases where the offender's entire sentence is suspended and there is no period of incarceration, the supervising probation officer will conduct an initial face-to-face contact with the offender within three (3) business days of the date they received the file.
- G. When an offender is transitioning from parole or transitional supervision to probation, the probation officer will contact the offender's Parole Officer/TS Officer or designee to arrange the Parole to Probation Meeting and/or conference call in accordance with [CSSD Policy and Procedure 4.45, Parole to Probation](#).
- H. The probation officer will enter a File 17 on all sex offenders within ten (10) business days of receiving the case in accordance with [CSSD Policy and Procedure 4.15](#).



|   |                                |                                    |              |
|---|--------------------------------|------------------------------------|--------------|
|  <p>State of Connecticut<br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.18             | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 5 of 33 |
|   | SUPERSEDES:<br>October 1, 2014 |                                    |              |
| TITLE:<br><p style="text-align: center;"><b>ADULT SERVICES<br/>SEX OFFENDER SUPERVISION</b></p>   |                                |                                    |              |

Supervised Person File 17.

- I. In cases where the offender's entire sentence is suspended and there is no period of incarceration, the probation officer will conduct a home inspection within five (5) business days of receiving the case.
- J. The probation officer will adhere to the following contact standards for Sex Offender High offenders:
  - (1) Have a minimum of four (4) contacts per month with the offender, at least three (3) of which will be face-to-face. All face-to-face contacts should occur in the field whenever possible.
  - (2) Have a minimum of two (2) collateral contacts per month with persons or agencies providing treatment to the offender.
  - (3) Have a minimum of one (1) collateral contact per month with other individuals and/or agencies that can provide information about the offender's activities and adherence to conditions.
  - (4) Conduct a home visit within five (5) business days of any change of residence that the probation officer has not previously inspected and approved.
  - (5) The probation officer will conduct an unscheduled home visit at least once every 6 weeks. If a successful home visit has not been completed within a 6 week period, the Supervising APO will schedule a home visit within 2 weeks.
- K. The probation officer will adhere to the following contact standards for Sex Offender Medium offenders:
  - (1) Have a minimum of two (2) face-to-face contacts per month with the offender. Face-to-face contacts will occur in field settings whenever possible, preferably in the offender's home.
  - (2) Have a minimum of two (2) collateral contacts per month with persons or agencies providing treatment to the offender.
  - (3) Have a minimum of one (1) collateral contact per month with other individuals and/or agencies that can provide information about the offender's activities and adherence to conditions.



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 6 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

- (4) Conduct a home visit within five (5) business days of any change of residence that the probation officer has not previously inspected and approved.
  - (5) The probation officer will conduct a scheduled home visit at least once every three (3) months if classified as a Sex Offender Medium.
- L. The probation officer will adhere to the following contact standards for Sex Offender Maintenance offenders:
- (1) Have a minimum of one (1) face-to-face contact per month with the offender. The face-to-face contact will occur in field settings whenever possible, preferably in the offender's home.
  - (2) Have a minimum of one (1) collateral contact per month with other individuals, agencies and/or treatment providers that can provide information about the offender's activities and adherence to conditions.
  - (3) Conduct a home visit within five (5) business days of any change of residence that the probation officer has not previously inspected and approved.
  - (4) Sex offenders may be placed in the Sex Offender Maintenance category after they have completed sex offender treatment, or with supervisory approval.
- M. The probation officer will use more restrictive conditions and more intensive surveillance when circumstances exist that increase the offender's potential for reoffending. This may include the use of Global Positioning System (GPS) or Random Frequency (RF) when appropriate. Officers will consider employing GPS or RF:
- (1) When the offender's Static-2002 score is High (6 or above).
  - (2) When the offender has been convicted of sexually assaulting a "stranger" or if it is learned through supervision and/or treatment there is a history of a "stranger" victim. (A victim is considered a stranger if the victim did not know the offender 24 hours before the offense. Victims contacted over the Internet are not normally considered strangers unless a meeting was planned for a time less than 24 hours after initial communication).
  - (3) When the treatment provider indicates that the offender is a fixated pedophile





State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 7 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

(an individual who is sexually attracted to children and lacks psychosexual maturity).

- (4) When during the course of supervision, it is learned that there is a specific person/persons at risk.
  - (5) As a sanction to a violation behavior.
  - (6) As a sanction to address/control the offender's behavior after a failed maintenance polygraph exam.
- N. The Chief Probation Officer will assign GPS offenders to supervising officers receiving on-call/stand-by compensation to facilitate timely alert responses.
- O. When employing electronic monitoring, the officer will follow [CSSD Policy and Procedure 4.14, Electronic Monitoring](#). "For all GPS System offenders, the CSSD employee's Supervisor will designate a second CSSD employee, other than the primary CSSD employee to whom the offender is assigned, to provide daily monitoring/review of the GPS System offender(s) when the primary CSSD employee is unavailable. If both the primary and secondary CSSD employees are unavailable, it is the responsibility of the CSSD Supervisor to assure the daily monitor/review of GPS System offender(s) is completed. The daily monitor/review of GPS System offender(s) will be completed each day including weekends and holidays."
- P. When court-ordered restrictions prohibiting contact between the offender and family members exist, family reunification between the offender and the victim will only occur with the approval of the Court, after consultation with the treatment provider, the victim advocate, and the victim's therapist.
- Q. The probation officer will comply with the requirements of [CSSD Policy and Procedure 4.22, Response to Non-Compliance](#), for new arrests and technical violations.

**6. Residence**

- A. The probation officer will investigate and verify the offender's residence and any residence changes prior to the approval or denial of the residence. The investigation



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.

4.18

EFFECTIVE DATE:

January 5, 2018

PAGE 8 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

and verification process will include but not be limited to the following considerations:


- (1) Potential access to the offender's target population;
- (2) Prior sexual assault convictions;
- (3) Other residents within the home;
- (4) Accessibility to family members, friends or other supportive services;
- (5) The offender's static and dynamic risk factors as determined by the treatment provider; and
- (6) The availability of a permanent or stable residence in order to reduce the likelihood that the offender will be or become transient.

B. Residency restrictions will be determined based on individually identified static and dynamic risk factors.

C. A home inspection will be made by the probation officer to determine the suitability of any residence prior to an interstate or intrastate transfer.

D. When transferring active sex offender supervision cases, the supervising officer will enter a detailed Case Note prior to requesting that the receiving office conduct a home inspection. The proposed residence will be inspected within ten (10) business days of receiving the request. The Case Note will include, but not be limited to the following information:

- (1) Address of proposed residence
- (2) Name and telephone number of contact person of proposed residence
- (3) Name, age, and gender of all persons living at the proposed residence
- (4) Offender's status in treatment and name of the provider
- (5) Detailed offense summary (relationship/access to victim, victim's age and gender)

|   |                                |                                    |              |
|---|--------------------------------|------------------------------------|--------------|
|  <p>State of Connecticut<br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.18             | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 9 of 33 |
|   | SUPERSEDES:<br>October 1, 2014 |                                    |              |
| TITLE:<br><p style="text-align: center;"><b>ADULT SERVICES<br/>SEX OFFENDER SUPERVISION</b></p>   |                                |                                    |              |

- E. If the offender is incarcerated and was not seen by a Re-entry Sex Offender Specialist, the supervising probation officer will contact the offender, the offender's counselor, or the counselor's supervisor sixty (60) days prior to discharge, in order to schedule a face-to-face meeting with the offender. During this meeting, the supervising probation officer will complete the LSI-R, ASUS-R; obtain proposed address(es); and all the names of the residence residing at the proposed address(es). The supervising officer will investigate the proposed address(es) within five (5) business days after meeting with the offender and determine, after consulting with their supervisor, if the proposed address/s is appropriate. The supervising probation officer will contact the offender and inform him/her if the address is appropriate. If it is determined that the address is not appropriate, the supervising officer will contact the offender through their DOC counselor and inquire if there are any other proposed residences. Any additional proposed residences will be investigated within five (5) business days of receipt. If it is determined that there is no appropriate residence, the supervising officer will contact the CSSD Transitional Housing network gatekeeper to determine if the offender is eligible for a transitional bed. Supervising officers will only refer offenders to a shelter after they have exhausted all possible housing options.
- F. All adult members of the offender's permanent residence will be informed of the offender's conviction, history of prior criminal convictions, sexual offense history, sexual deviancy behaviors, rules and expectations (conditions), and the offender's target population.
- G. The probation officer may conduct community notification in accordance with [CSSD Policy and Procedure 4.19, Community Notification](#), require the offender to relocate if any living situation is determined to pose a specific risk to an identifiable person or group of persons.
- H. The final approval or denial of a residence will be made after the officer consults with the Chief Probation Officer in the geographical area in which the offender resides or wishes to reside.
  - (1) Before any denials of residence are finalized, it must be staffed with the Regional Manager.
- I. Any time a sex offender resides in a temporary residence (shelter, transitional, or residential program, etc.), the supervising officer will work with the offender, the



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 10 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

offender's family, friends, and other social networks to transition the offender back to a permanent residence. Thirty (30) days after the offender enters a temporary residence, and every 30 days thereafter, the supervising officer will document in CMIS case notes, a detailed account outlining the steps taken to find a permanent residence for the offender. If a permanent residence is found outside the office's geographical area, the office will follow Section 6, paragraph D. of this policy.

- J. When transferring a sex offender to a temporary residence (shelter, transitional, or residential program, etc.) outside of the office's Geographical Area (GA) of supervision, the transferring officer will continue to work with the offender, the offender's family, friends, and other social networks to transition the offender back to a permanent residence. Thirty (30) days after a case is transferred, and every 30 days thereafter, the transferring officer will document in CMIS case notes, a detailed account outlining the steps taken to find a permanent residence for the offender. If a permanent residence is found outside the sending office's GA, the sending office will follow Section 6, paragraph D, of this policy.
- K. When there is an intrastate transfer of a sex offender, and the proposed address is denied and it cannot be resolved at the local office level, the Chief who denied the residence will contact the Central Office Sex Offender Liaison and explain in detail why the address was denied. After consulting with the CSSD Administration, the Central Office Sex Offender Liaison or a Regional Manager will notify the Chief whether or not the address will be denied.
- L. In accordance with CGS 54-260 [https://search.cga.state.ct.us/r/statute/dtsearch\\_form.asp](https://search.cga.state.ct.us/r/statute/dtsearch_form.asp) the probation officer will notify the Chief of Police of the police department or resident state trooper of the municipality in which the registered sex offender resides any time the offender changes his/her residence.

**7. Employment**

- A. Each employment situation will be evaluated to determine the relative risk of the working environment and potential access to victims.
- B. The probation officer will approve and verify any existing or proposed employment within ten (10) business days of receiving the case or learning of a proposed or actual



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 11 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

change in employment.

- (1) The approval and verification process will include contacting the employer and informing them of the sentence and relevant conditions of probation.
  - (2) A field visit to the employment site when appropriate, may be necessary as part of the employment approval process.
  - (3) Exceptions to the process as specified in (1) and (2) above may be granted with the approval of the Supervisor.
- C. Accommodations with the employer can be made to satisfy any public safety concerns and to allow the offender to maintain employment.

**8. Social Activities**

- A. The probation officer will investigate the social activities specific to each offender.
- B. The probation officer will attempt to ascertain the offender's interest and/or participation in events, activities, or hobbies where contact can be made with potential victims.
- C. The probation officer will also explore the offender's extracurricular activities through collateral contacts to obtain a more comprehensive picture of these interests and identify any potential public safety concerns.


**9. Random Urinalysis**

- A. The probation officer will conduct random testing for alcohol and/or drug use at least once a month for any offender who has a history of substance abuse, in accordance with [CSSD Policy and Procedure 4.13, Substance Use Testing](#).
- B. Evidence of alcohol and/or drug abuse will be responded to within one (1) business day of detection.

**10. Out-of-State Travel**

- A. The supervising officer will establish the legitimacy for the travel, and take into account the offender's overall progress under supervision and treatment, any specific risk factors that may be present, and any access to victims or potential victims at the




|   |                                |                                    |               |
|---|--------------------------------|------------------------------------|---------------|
|  <p>State of Connecticut<br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.18             | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 12 of 33 |
|   | SUPERSEDES:<br>October 1, 2014 |                                    |               |
| TITLE:<br><p style="text-align: center;"><b>ADULT SERVICES<br/>SEX OFFENDER SUPERVISION</b></p>   |                                |                                    |               |

proposed travel destination.

- B. The supervising officer will consult with the treatment provider prior to granting permission for out-of-state travel. If necessary, the offender will be required to provide an itinerary and specific schedule of activities approved by both the supervision officer and treatment provider.
- C. Travel permits may be issued to a probationer for a period not to exceed thirty (30) days, for the purpose of approved travel to other states.
- D. Travel permits will not be issued for the purpose of seeking employment or establishing residence in another state.
- E. Registered sex offenders who are granted permission to travel out-of-state will be advised of the obligation to register as a sex offender upon arrival, where appropriate, and to report to a supervising authority in the other state, if necessary. See All States Registered Sex Offender Requirements for Travel Permits (**CSSD Attachment D**).
- F. When granting a travel permit to a registered sex offender, the officer will adhere to [CSSD Policy and Procedure 4.10, Adult Services Interstate Compact](#), Section 16.

## 11. Treatment

- A. The Sex Offender Supervision Team will meet at a minimum of once a month. During these meetings, the team will discuss the offender's progress in treatment and supervision, review the offender's dynamic risk factors, the imposed sex offender conditions, and the offender's level of supervision.
- B. It will be the responsibility of the Chief Probation Officer or designee assigned to the Sex Offender Team to ensure that the team meets a minimum of once monthly.
- C. The probation officer will increase their supervision and impose proper sanctions when high risk factors related to the offender's sexual assault cycle are identified by the treatment provider or probation officer.
- D. The probation officer will consult with their chief prior to seeking a revocation of probation whenever an offender is unsatisfactorily terminated from sex offender treatment.

|  |  |                                    |               |
|--|--|------------------------------------|---------------|
|  <p style="text-align: center;"> <b>State of Connecticut</b><br/> <b>JUDICIAL BRANCH</b><br/> <b>COURT SUPPORT SERVICES DIVISION</b><br/> <b>POLICY AND PROCEDURES</b> </p> | POLICY NO.<br>4.18   | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 13 of 33 |
|  | SUPERSEDES:<br><div style="text-align: right;">October 1, 2014</div> |                                    |               |
| TITLE:<br><div style="text-align: center;"> <b>ADULT SERVICES</b><br/> <b>SEX OFFENDER SUPERVISION</b> </div>  |  |                                    |               |

12. **Victim Notification**

- A. The probation officer will collaborate with the Victim Advocate whenever possible to promote the safety of the victim and keep the victim informed to the degree in which the victim so desires.
- B. All reasonable efforts will be made to contact victims within three (3) business days of receiving the case. Victim contact will be made through the Victim Advocate whenever possible.
- C. CSSD staff will initiate contact with any victim, either directly or through a Victim Advocate, at least one month prior to the offender's scheduled discharge from a correctional facility.
- D. If the victim is a minor, the probation officer will ensure that the parent(s) or guardian(s) will be notified. Contact will be made through the Victim Advocate whenever possible.
- E. Victim notification requires advising the victim of relevant special conditions and the name and telephone number of the Supervising Officer and Victim Advocate.
- F. The probation officer will document and investigate all reports of incidental contact with the victim to determine if a violation of probation has occurred.

13. **Polygraph**

- A. Polygraph examinations will be conducted in order to gauge the offender's overall risk, compliance and progress in both treatment and supervision. The polygraph will not be administered as an investigative tool in order to identify specific victims.
- B. Polygraph examinations will be performed by a licensed examiner who has been specifically trained to conduct post-conviction sex offender polygraphs.
- C. When requesting an Instant Offense Examination, the probation officer and the treatment provider, will provide the examiner with sample questions or topics for which the officer and treatment provider are requesting the examination. From the sample questions/topic, the examiner will formulate the test questions.
- D. When requesting a Maintenance/Monitoring Examination, the probation officer



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 14 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

- and/or the treatment provider, will provide the examiner with the specific questions to be asked.
- E. The History Polygraph Examination will be conducted on all offenders who are currently involved in sex offender treatment with our contracted treatment provider. Offenders who are not currently in treatment with our contracted provider will be considered on a case-by-case basis.
  - F. Offenders will submit to the polygraph examinations as directed by the treatment provider and probation officer, and follow the payment schedule provided by the examiner. Failure to submit to the examination may result in a violation of probation.
  - G. All offenders who are involved in sex offender treatment will submit to a maintenance polygraph examination at the minimum of one (1) examination every six (6) months. The offender will submit to the examination as directed by the treatment provider or probation officer and follow the payment schedule provided by the examiner. Failure to submit to the examination may result in a violation of probation. If the offender is no longer in sex offender treatment and is still on supervision, a maintenance polygraph will be conducted once every twelve (12) months.
  - H. Indications of deception during any polygraph examination will not be the basis for a warrant for violation of probation.
  - I. Deceptive results or violation activity that surface before, during, or after a polygraph examination will be addressed immediately through a thorough investigation.
  - J. If specific details of any previously unreported crimes are revealed before, during, or after the administration of a polygraph examination the supervising officer will report the findings to the local State's Attorney's office.
  - K. The results of all polygraph examinations will be available to both the probation officer and the treatment provider.
  - L. An offender who entered a plea of nolo contendere or a plea under the Alford Doctrine to a violation of Subsection (2) of Section 53-21, of the CGS [https://search.cga.state.ct.us/r/statute/dtsearch\\_form.asp](https://search.cga.state.ct.us/r/statute/dtsearch_form.asp) in effect prior to October 1, 2000, Subsection (2) of Subsection (a) of Section 53-21 or Section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, or 53a-72b, and was ordered to undergo sexual offender treatment as a condition of probation, becomes ineligible for such treatment because





State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 15 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

of such defendant's refusal to acknowledge that such defendant committed the act or acts charged, such defendant shall be deemed to be in violation of the conditions of such defendant's probation and be returned to court for proceedings in accordance with Connecticut General Statute Section 53a-32a.

- M. Offenders who fail the instant offense examination will only be eligible to retake the examination if the officer, the treatment provider, and the examiner feel the test question did not accurately address the specific behavior in question.

**14. Computer Search / Internet Access**

- A. All sex offenders will be required to sign a Computer Access Agreement, [JD-CR-143](#).
- B. The probation officer will establish the ownership of all computers and internet access devices that the offender could potentially access in the home, and solicit the cooperation of the other residents with the requirement for their search when necessary.
- C. The probation officer will follow [CSSD Policy and Procedure 4.21, Search and Seizure](#), Section 7, Compliance Search, when establishing ownership of all computer and internet access devices that the offender could potentially access in the home.
- D. The probation officer will consider the risk of the offender, the circumstances of the offender's criminal history, computer knowledge, and the recommendations of the treatment provider when evaluating the appropriateness of the offender's computer or internet access. If it is determined by the officer and treatment provider that the offender should not have a computer and/or internet access devices, the probation officer will return the case to court in accordance with [CSSD Policy and Procedure 4.17, Modifications and Terminations](#), seeking a condition disallowing the offender computer and/or internet access.
- E. Computer monitoring software may be installed on any computer the offender has been authorized to use. If the offender has authorized computer or internet access at his/her place of employment, the officer will discuss with the employer any concerns they may have prior to the installation of the software. If computer monitoring software cannot be installed, the officer will document the reasons in the Case Notes



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 16 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

in accordance with [CSSD Policy and Procedure 4.5, CMIS Case Notes](#). Only computer monitoring software approved by CSSD will be installed on the sex offender's computer.

- F. If the officer has reasonable suspicion that the offender is using the computer or internet access device (which they were authorized to use) in a fashion that violates a specific condition of probation or violates any criminal law, the officer will follow [CSSD Policy and Procedure 4.21, Search and Seizure](#), Section 6, Planned Search, when seizing the computer.
- G. The probation officer will follow [CSSD Policy and Procedure 4.21, Search and Seizure](#), Plain View Seizure, when encountering any unauthorized computer or internet access device use, by the offender, during the routine performance of his/her supervision duties.
- H. Any violation of the Computer Access Agreement will cause the offender's access to any computer and/or internet access device immediately terminated and the computer/internet access device may be seized.

**15. Submitting a Computer for a Forensic Search**

- A. The officer will seize a computer/internet access device for a computer forensic search if the officer suspects the computer/internet access device has been used in a manner which violates a criminal law or used in a manner which constitutes a serious violation of a court or probation condition. The computer/internet access device will be seized and submitted for a computer forensic search.
- B. When seizing a computer/internet access device and computer related equipment for a search, the probation officer will properly secure the computer/internet access device and computer related equipment.
- C. If the probation officer is unsure of how to properly secure the computer/ internet access device, the officer will call their immediate supervisor for assistance. Assistance can be in the form of verbal instruction, or an officer may be dispatched to the location to assist in the seizure.
- D. Whenever possible, the probation officer should photograph the computer/ internet access device and surrounding areas prior to the seizure.



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 17 of 33


SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

- E. When seizing an offender's computer during a Compliance Search/Planned Search/Plain View, the officer will follow [CSSD Policy and Procedure 4.21, Search and Seizure](#).
- F. When there is a seizure of a computer/internet access device, the computer/ internet access device will be delivered to the Computer Forensic Specialist within three (3) business days from the time it is seized.
- G. When submitting the computer/internet access device to the Computer Forensic Specialist or lab, the following items will be necessary for processing.
- (1) The computer/internet access device and/or media should be correctly packaged and sealed.
  - (2) The Request for Examination of Physical Evidence form, [http://www.ct.gov/opm/lib/opm/cjppd/cjabout/crimelabworkinggroup/agendas/20120101\\_request\\_for\\_examination\\_of\\_physical\\_evidence.pdf](http://www.ct.gov/opm/lib/opm/cjppd/cjabout/crimelabworkinggroup/agendas/20120101_request_for_examination_of_physical_evidence.pdf) must be completed.
  - (3) The Request for Analysis, (Pages 1 and 2), and the Computer Crimes Electronic Evidence Checklist must be accessed via the State of Connecticut Department of Emergency Services and Public Protection link, [http://www.ct.gov/despp/cwp/view.asp?a=4154&q=487824&desppNAV\\_GID=2064&desppNav=](http://www.ct.gov/despp/cwp/view.asp?a=4154&q=487824&desppNAV_GID=2064&desppNav=) and must be completed with the following information included in the sections provided:
    - a. Any known email addresses;
    - b. Any known passwords;
    - c. Names and account names of all individuals who may have access to the computer;
    - d. Victim information (if there is a victim) Name, Screen Name, Email Address;
    - e. Officers must be specific when filling out what is being requested from the lab, (i.e., search computer for the presence of child and adult pornography including websites visited, email that may indicate that the

|   |                                |                                    |               |
|---|--------------------------------|------------------------------------|---------------|
|  <p>State of Connecticut<br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.18             | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 18 of 33 |
|   | SUPERSEDES:<br>October 1, 2014 |                                    |               |
| TITLE:<br><br><p style="text-align: center;"><b>ADULT SERVICES<br/>SEX OFFENDER SUPERVISION</b></p>   |                                |                                    |               |

offender is sending or receiving child porn images or contacting the victim, chat log files etc.)

- (4) The completed Letter of Request for Forensic Examination, (**CSSD Attachment E**) which includes the following:
  - a. Current date
  - b. Typed on official letterhead
  - c. Explains offenses and conditions
  - d. Must be signed by the submitting Probation Officer
  - e. Must contain the offender Name and Case Number
- (5) Copy of the signed Computer Access Agreement, Judicial Form [JD-CR-143](#).
- (6) If as a result of a computer forensic examination, digital evidence and/or contraband is found on the offender's computer and the officer believes a violation of probation warrant is justified, the officer will follow [CSSD Policy and Procedure 4.22, Response to Non-Compliance](#).
- (7) If as a result of a computer forensic examination, digital evidence and/or contraband are found on the offender's computer and the officer does not believe a violation of probation warrant is justified, the officer will direct the offender to have the digital evidence/contraband removed from the computer by an independent computer lab. The officer will verify that the digital evidence/contraband has been removed by either verifying directly with the independent computer lab or by having the offender's computer re-examined by the CSSD Computer Forensic Specialist.

## 16. Split Sentence Cases

- A. All split sentence cases identified as sex offender status, will be assigned to the Re-entry Sex Offender Specialist. Split sentence offenders (identified in sex offender status) who are on parole, transitional release, or are incarcerated for less than six (6) months post-conviction, will not be assigned to the Re-entry Sex Offender Specialist.





State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 19 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

B. Six (6) months prior to the offender's release, the Re-entry Sex Offender Specialist will contact the offender's DOC Counselor/Counselor Supervisor or the Re-entry Counselor in order to set up a face-to-face meeting with the offender. The Re-entry Sex Offender Specialist will review and explain what sex offender supervision and treatment entails including:

- (1) Special Conditions of Probation;
- (2) Standard Conditions of Probation;
- (3) Sex Offender Conditions;
- (4) Computer Access Agreement;
- (5) Sex Offender Registration Requirements (if applicable);
- (6) Sex Offender Evaluation/Treatment Process;
- (7) Restitution (if applicable);
- (8) Reporting Responsibilities;
- (9) Electronic Monitoring

C. The Re-entry Sex Offender Specialist will have the offender sign the Department of Correction (DOC) Authorization to Obtain and/or Disclose Protected Health Information form, <http://www.ct.gov/doc/LIB/doc/PDF/AD/cn4401.pdf>, and will review the DOC case file, making copies of all appropriate materials. The Re-entry Sex Offender Specialist will conduct an intake with the offender, compiling the following information:

- (1) Updated DOC history (all RT screens)
- (2) DOC mental health file/sex offender treatment/medical file
- (3) Updated SPRC
- (4) Family/collateral contact information (names, addresses, relation)
- (5) Proposed address



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 20 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

- (6) Proposed employment
  - (7) Eligibility for social security, medical assistance, mental health, developmental disability, traumatic brain injury, and any other requests for social services or social security assistance
  - (8) Document all services the offender received while incarcerated
  - (9) DOC risk assessments
  - (10) Complete the LSI-R and ASUS-R
- D. Four (4) months prior to the offender's release from DOC, the Re-entry Sex Offender Specialist will make a referral to CSSD's contracted sex offender treatment provider, and forward them all the necessary information in order for them to complete their evaluation process:
- (1) Name
  - (2) Date of Birth
  - (3) Correctional Institution
  - (4) Inmate Number
  - (5) Offense Summary Report
  - (6) Detailed narrative section of the LSI-R
- E. Upon completion of their evaluation, the contracted treatment provider will forward the information to the Re-entry Sex Offender specialist. This information will include, but not be limited to the following:
- (1) The offender's risk assessment scores and overall risk (Low, Low Moderate, High-Moderate, High);
  - (2) A determination as to whether or not the offender is appropriate for treatment.
  - (3) The recommended conditions of probation.



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 21 of 33


SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

- F. The Re-entry Sex Offender Specialist will be responsible to update CMIS information prior to sending the file back to a supervision office to include:
- (1) Offender profile;
  - (2) Probation start / end dates;
  - (3) Firearm check
  - (4) Entering the LSI-R and ASUS-R into CMIS;
  - (5) Victim Information;
  - (6) Summary of the offender's offense.
- G. The Re-entry Sex Offender Specialist will document all case work in accordance with [CSSD Policy and Procedure 4.5, CMIS Case Notes](#).
- H. Two (2) months prior to the offender's release, the Re-entry Sex Offender Specialist, will forward the offender's file to the Supervisor/Chief in the geographical area where the offender intends to reside. The Supervisor/Chief will determine within five (5) business days of receipt of the file whether or not the proposed residence is appropriate. Approval or denial of a residence will be based on the guidelines outlined in Section 6, Residence of this policy. Once a determination is made, the Supervisor/Chief will ensure in writing that both the offender and their DOC Counselor have been notified of the decision.
- I. If the address is not approved, the Supervisor/Chief will enter a Case Note detailing why the address was denied and forward the offender's file to the Supervisor/Chief of the supervision unit in the geographical area where the offender was originally sentenced. On receipt of the file, the Supervisor/Chief will assign the case to a Sex Offender Specialist who will contact the offender through their DOC Counselor, and inquire as to whether or not there are any other proposed residences. Any additional proposed residences will be investigated within five (5) business days of receipt.
- J. Once a residence is approved, the officer will contact the offender and their DOC Counselor in writing or by video conference, with the date of the offender's first

|   |                                |                                    |               |
|---|--------------------------------|------------------------------------|---------------|
|  <p>State of Connecticut<br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.18             | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 22 of 33 |
|   | SUPERSEDES:<br>October 1, 2014 |                                    |               |
| TITLE:<br><br><p style="text-align: center;"><b>ADULT SERVICES<br/>SEX OFFENDER SUPERVISION</b></p>   |                                |                                    |               |

office visit, directions to the field office, and the date, time and location of their first meeting with the sex offender treatment provider.

## 17. Sex Offender Residential Program (SORP) Placement and Supervision


### A. Referring an Offender to the Sex Offender Residential Program

- (1) Program placement will be given to sex offenders who are homeless.
- (2) When a supervising probation officer believes an offender is an appropriate candidate for the Sex Offender Residential Program (SORP), they will forward the offender's CMIS case number to their supervisor for review. The supervisor will review the file to ensure that all possible residences have been thoroughly explored and that the offender is homeless.
- (3) After supervisory approval, the supervising probation officer will forward the CSSD Liaison the name and CMIS case number for the offender. The Liaison will review the case and determine if it is an appropriate referral. If the Liaison determines that it is not an appropriate referral, the Liaison will notify the supervising officer.
- (4) If the Liaison determines that it is an appropriate referral, the Liaison will notify the supervising officer. The supervising probation officer will forward the CSSD SORP Referral Form to the CSSD Residential Program Gatekeeper. The Gatekeeper will forward the referral to the SORP.
- (5) If the SORP finds the offender eligible, the SORP will request any additional information, if needed from the supervising officer in order to complete their assessment. Once the SORP completes their assessment, they will notify the supervising officer and the gatekeeper with the anticipated admission date.

### B. Admittance to the SORP


- (1) If the offender has not previously been instructed per [JD-CR-66](#), Order of Probation, of the following: *"If you are ordered by Court Support Services/Probation to take part in a residential sex offender treatment program*



|   |                                |                                    |               |
|---|--------------------------------|------------------------------------|---------------|
|  <p>State of Connecticut<br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.18             | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 23 of 33 |
|   | SUPERSEDES:<br>October 1, 2014 |                                    |               |
| TITLE:<br><br><p style="text-align: center;"><b>ADULT SERVICES<br/>SEX OFFENDER SUPERVISION</b></p>   |                                |                                    |               |

*that is on the grounds of a Department of Correction facility and the residential sex offender facility becomes unsuitable as a result of unforeseen circumstances, you may be ordered to enter a Department of Correction facility for a reasonable period of time while alternate arrangements for your treatment are being made.”* The supervising probation officer will request a new Order of Probation, Judicial Form [JD-CR-66](#), which has new language. The supervising probation officer will instruct the offender that they may be ordered to enter a Department of Correction facility for a reasonable period of time while alternate arrangements for treatment are being made. The supervising probation officer will also inform the offender that during an emergency situation, the SORP may be placed under lockdown until the nature of the emergency can be assessed.

- (2) The probation officer will indicate, in writing, on the offender’s Sex Offender Conditions that the SORP building is their only approved residence and if they leave the building without permission they will be in violation of their probation.
- (3) The offender’s registered address with the Department of Emergency Services and Public Protection (Connecticut State Police Registry) will be the street address of the SORP: 984 Route 32, Uncasville, CT 06382.
- (4) It will be the responsibility of the supervising adult probation officer to transport the probationer to the SORP. The supervising probation officer will collaborate with the Connecticut State Police Registry and the SORP staff to ensure that the offender is properly registered.
- (5) If the offender is receiving medication, the supervising probation officer will collaborate with the UCONN Discharge Planner to ensure that the offender receives a two week supply and also a W-10 form from the DOC prior to entering the SORP.
- (6) CSSD will assign an adult probation officer from the Eastern Region to act as the SORP Contact Probation Officer. The SORP Contact Probation Officer will respond to the SORP in emergency situations.

|   |                                |                                    |               |
|---|--------------------------------|------------------------------------|---------------|
|  <p>State of Connecticut<br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.18             | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 24 of 33 |
|   | SUPERSEDES:<br>October 1, 2014 |                                    |               |
| TITLE:<br><br><p style="text-align: center;"><b>ADULT SERVICES<br/>SEX OFFENDER SUPERVISION</b></p>   |                                |                                    |               |

- (7) The supervising probation officer will fax the offender's active DOC visitor list (RT-86) to State Police Troop E. Fax Number: 860-848-6550.
- (8) The supervising probation officer will scan the following information into CMIS:
  - a. Order of Probation/Face Sheet
  - b. Conditions of Probation
  - c. Sex Offender Conditions of Probation
  - d. Police report or warrant of instant offense and offense summary of any past offenses
  - e. A completed, but not signed [JD-AP-156](#) Form (Violation of Condition of Probation Request for Arrest Under C.G.S 53a-32).
  - f. The offenders State Police Record Check rap sheet
  - g. A completed but not signed [JD-AP-158](#) Form (Affidavit in Support of Violation of Probation Arrest Under Section 53a-32 of the CT General Statutes).
- (9) The supervising officer will indicate in the narrative section, "The above-named defendant did violate the terms and conditions of his/her probation in violation of CGS 53a-30 in that:
  - a. Mr. FIRST NAME, LAST NAME left the January Center without prior approval from either his supervising probation officer or January Center staff. In doing this, he has violated the following conditions:
    - i. You will participate in and complete any sex offender evaluation and recommended treatment as directed by a Probation Officer.
    - ii. The probable cause section of the [JD-AP-156](#) will state, the offender has violated the following condition of probation, "You



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 25 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

will not leave the January Center without prior approval from your probation officer or January Center staff”.

C. Supervision Standards for Offenders in the SORP

- (1) When the offender is in the SORP, the supervising officer will have, at a minimum, bi-weekly contact with the offender.
- (2) The supervising officer will have, at a minimum, bi-weekly contact with SORP staff who will verify the client’s attendance, participation, and progress in the program.
- (3) The supervising officer will work in collaboration with the offender and SORP staff to secure appropriate housing and employment in the offender’s home community or appropriate alternative community. This collaboration will include but not be limited to:
  - a. Contacting family members and friends of the offender.
  - b. Contacting former employers of the offender.
  - c. Ensuring that the offender applies for all social services available to the offender.
  - d. Transporting the offender to appointments as needed.

D. Transitioning the Offender Back to the Community

- (1) Once an appropriate residence is secured, the supervising probation officer will transport the offender to the new residence.
- (2) The supervising officer will collaborate with the outpatient sex offender treatment provider to ensure that the offender’s first outpatient sex offender treatment meeting has been scheduled prior to discharging from the SORP.



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 26 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**


E. Absconder from the SORP Building

- (1) The SORP Contact Probation Officer will report to the program and sign Judicial Form [JD-AP-156](#), Violation of Condition of Probation Request for Arrest Under Connecticut General Statute 53a-32. If the offender is detained prior to the officer's arrival, the officer will give the JD-AP-156 form to the responding State or Local Police officer to execute the arrest.
- (2) If the probationer is not detained prior to the officer's arrival, the officer will assist the Police and DOC staff in locating the offender. If the offender is located, the officer will give the Violation of Condition of Probation Request for Arrest Under Connecticut General Statute 53a-32 Form [JD-AP-156](#) to the responding State Police officer to execute the arrest.
- (3) The officer will contact the offender's supervising officer once the situation is resolved and advise the supervising probation officer of the outcome.
- (4) If the probationer is not located, the supervising probation officer will apply for a Violation of Probation Warrant (within one day). Once the warrant is signed by a judge, the assigned probation officer will coordinate the offender's arrest in accordance with [CSSD Policy and Procedure 4.23, Warrant Services and Arrest Process](#).

F. New Arrest While at the SORP - Upon notice from the SORP staff that the offender has been arrested, the supervising officer will request a copy of the police report in order to determine if a violation of probation warrant will be applied for. If it is determined that a warrant will be applied for, the officer will complete the warrant within one day. Once the warrant is signed by a judge, the assigned probation officer will coordinate the offender's arrest in accordance with [CSSD Policy and Procedure 4.23, Warrant Services and Arrest Process](#).

G. Technical Violation of Probation While in the SORP

- (1) The offender's supervising probation officer will confer with their supervisor and the SORP staff to determine if the offender needs to be removed from the program based upon the technical violation.


|   |                                |                                    |               |
|---|--------------------------------|------------------------------------|---------------|
|  <p>State of Connecticut<br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.18             | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 27 of 33 |
|   | SUPERSEDES:<br>October 1, 2014 |                                    |               |
| TITLE:<br><br><p style="text-align: center;"><b>ADULT SERVICES<br/>SEX OFFENDER SUPERVISION</b></p>   |                                |                                    |               |

- (2) If it is determined that the offender needs to be violated, the supervising officer will apply for a warrant immediately, within one day. Once the warrant is signed by a judge, the assigned probation officer will coordinate the offender's arrest in accordance with [CSSD Policy and Procedure 4.23, Warrant Services and Arrest Process](#).

H. Offender Absconds While being Escorted in the Community – If an offender absconds while being escorted in the community, the supervising probation officer will apply for a warrant (within one day). Once the warrant is signed by a judge, the assigned probation officer will coordinate with the appropriate CSSD staff and law enforcement agencies to secure the offender's arrest in accordance with [CSSD Policy and Procedure 4.23, Warrant Services and Arrest Process](#).

18. **Exceptions** Any exception to this policy will require prior written approval from the  
 Division's Executive Director.



|   |                                |                                    |               |
|---|--------------------------------|------------------------------------|---------------|
|  <p>State of Connecticut<br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.18             | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 28 of 33 |
|   | SUPERSEDES:<br>October 1, 2014 |                                    |               |
| TITLE:<br><br><p style="text-align: center;"><b>ADULT SERVICES<br/>SEX OFFENDER SUPERVISION</b></p>   |                                |                                    |               |

## **EXHIBIT I**

### **Definitions**

- A. Actuarial Risk Assessment Instruments A fixed number of statistically derived factors evaluated using a structured and objective rating system; items summed to yield an overall risk score associated with defined level of risk.
- B. Adult Substance Use Survey-Revised (ASUS-R) A self-administered questionnaire completed by offenders describing their substance use habits.
- C. Association for the Treatment of Sex Abusers (ATSA) <http://atsa.com/> An interdisciplinary organization founded to foster research, facilitate information exchange, further professional education and provide for the advancement of professional standards and practices in the field of sex offender evaluation and treatment.
- D. Collaboration Model A mutually well-defined relationship entered into by two or more organizations to achieve common goals, shared responsibility, accountability and sharing of resources and rewards.
- E. Collateral Contact A contact between a probation officer and any person or agency that provides information about a CSSD offender, their activities and/or adherence to conditions of probation.
- F. Community Notification A planned strategy approved by a supervisor designed to provide unsolicited information to households and/or a broad based segment of the community about an offender under CSSD supervision for the purpose of preventing others from being victimized by the offender.
- G. Computer A machine for manipulating data according to a list of instructions.
- H. Computer Access Agreement A detailed list of conditions the offender will agree to and sign, in order to access a computer and/or the Internet. [JD-CR-143](#).

[Back to top](#)



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 29 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

- I. Computer Forensic Search The identification, preservation, collection, analysis and presentation of digital evidence.
- J. Computer Forensic Specialist A CSSD approved person or persons working independently or within a laboratory environment that will perform forensic analysis of electronic evidence.
- K. Computer Forensics The controlled examination of digital evidence.
- L. Computer Monitoring Software Software that may be installed on any computer the offender has been authorized to access in order to monitor and control the offenders' computer and internet activities.
- M. Connecticut Association for the Treatment of Sex Offenders (CATSO) <http://catso.org/> An organization comprised of treatment professionals who utilize a cognitive-behavioral modality of sexual offender treatment. Members subscribe to sex offender specific treatment ethics, standards, and processes.
- N. Contraband Any item or substance that is defined in the Connecticut General Statute as illegal, or any item in the probationer's possession that would constitute a violation of the conditions of probation supervision.
- O. Day Reporting Program A day program that the contracted sex offender treatment provider will offer to homeless sex offenders residing in a shelter. The treatment provider will provide the offender with treatment and case management services designed to assist the offender in securing permanent housing and/or employment.
- P. Digital Evidence Information of probative value stored or transmitted in digital form.
- Q. Dynamic Risk Factors A set of changeable characteristics such as internal stimuli or external circumstances that have been found through scientific study to be associated with increased likelihood of recidivism.
- R. Electronic Monitoring A supervision tool available to the CSSD employee to assist in the supervision and the monitoring of the offender in the community. This can include Radio Frequency (RF) and/or Global Positioning System (GPS) tracking.

[Back to top](#)



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 30 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

- S. File 17 A COLLECT screen that allows a CSSD employee to enter information about pre-trial and Adult Supervision cases into the system to alert police to a probationer's conditions or special circumstances.
- T. Global Positioning System (GPS) Active / Passive A form of electronic monitoring that utilizes satellite tracking to obtain geographical location.
- U. Home Inspection A planned visit with the specific intent to view the offender's sleep area, the common areas of the residence, the neighborhood, and to obtain the names and dates of birth of co-residents.
- V. Home Monitoring Unit The home monitoring unit or receiver of the Radio Frequency (RF) electronic monitoring equipment.
- W. Home Visit A contact conducted at the offender's residence that involves meeting with the offender. It may also include contact with the family member/significant other.
- X. Incidental Contact Unplanned or unpredicted contact between an offender and their victim or in cases of a child victim, contact with children.
- Y. Internet A worldwide, publicly accessible network of interconnected computer networks that transmit data by packet switching using the standard Internet Protocol (IP). It is a "network of networks" that consists of millions of smaller domestic, academic, business, and government networks, which together carry various information and services, such as electronic mail, online chat, file, transfer, and the interlinked web pages and other documents of the World Wide Web.
- Z. Level of Service Inventory- Revised (LSI-R) The Risk/Needs assessment instrument used by the Court Support Services Division (CSSD) to assess and classify supervision cases.
- AA. Parole Officer/Transitional Supervision Officer A community-based Department of Correction employee who is trained in community supervision techniques, case management methods, and relevant administrative functions.

[Back to top](#)





State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 31 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

- BB. Probative Supplying proof or evidence.
- CC. Psychophysiological Detection of Deception (PDD) A diagnostic instrument designed to detect deception.
- DD. Psychophysiological Detection of Deception (PDD) History Polygraph A tool used to ensure complete disclosure by the offender of his/her sexual history.
- EE. Psychophysiological Detection of Deception (PDD) Instant Offense Polygraph A tool used to evaluate a specific behavior or allegation.
- FF. Psychophysiological Detection of Deception (PDD) Maintenance Polygraph A tool used to verify the offender's compliance with treatment and supervision conditions.
- GG. Radio Frequency (RF) A form of electronic monitoring that consists of a Home Monitoring Unit (HMU) and a bracelet, usually attached/worn on the offender's ankle. This form of electronic monitoring enables the CSSD employee to monitor when and if the offender is compliant with a previously established assigned residence curfew or has tampered with the electronic monitoring equipment.
- HH. Re-entry Sex Offender Specialist An assigned Adult Probation Officer who will enter into Connecticut Department of Correction facilities and initiate supervision with offenders who have been convicted of a sexually motivated offense for which a period of their sentence has been suspended.
- II. Registration The process of a convicted sex offender providing identifying information with the State Police as required by law.
- JJ. Residence A place where a person is living or staying including a temporary residence or lodging, an individual's home or place where the individual habitually lives such as a homeless, emergency or other shelter, or structure that can be located by a street address, including, but not limited to, a house, apartment building, motel, hotel, homeless shelter, recreational or other vehicle and vessel not limited by the length of stay at that residence.

[Back to top](#)



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 32 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

**KK. Sex Offender**

- (1) For purposes of this policy, a probation supervision classification consisting of offenders who are on probation for an offense that is statutorily subject to registration as required by Connecticut General Statute 54-250, [https://search.cga.state.ct.us/r/statute/dtsearch\\_form.asp](https://search.cga.state.ct.us/r/statute/dtsearch_form.asp).
- (2) A offender who has a prior conviction for a sex offense which is subject to registration in accordance with the Connecticut Sex Offender Registry – Registration Qualification Guidelines (**CSSD Attachment A**), or when the circumstances of the instance offense are sexually motivated but the conviction is for an offense that is not subject to registration.

LL. Sex Offender Conditions Requirements of community supervision imposed on offenders convicted of illegal sexual behavior or offenders who have been recommended to participate in sex offender evaluation and treatment.

MM. Sex Offender Evaluation (Referral Form) A comprehensive assessment of an offender, conducted by the contracted treatment provider or an approved clinician, to determine the offender's amenability to treatment, their risk/dangerousness level, and other factors to facilitate case management. (**CSSD Attachment B**).

NN. Sex Offender High Supervision A supervision classification level determined by a combination of risk/need and clinical assessments conducted by CSSD staff and/or the contracted treatment providers.

OO. Sex Offender Maintenance Supervision A supervision classification level determined by a combination of risk/need and clinical assessments conducted by CSSD staff and/or the contracted treatment providers.

PP. Sex Offender Medium Supervision A supervision classification level determined by a combination of risk/need and clinical assessments conducted by CSSD staff and/or the contracted treatment providers.

[Back to top](#)



State of Connecticut  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.18

EFFECTIVE DATE:  
January 5, 2018

PAGE 33 of 33

SUPERSEDES:

October 1, 2014

TITLE:

**ADULT SERVICES  
SEX OFFENDER SUPERVISION**

- QQ. Sex Offender Supervision Team A team which is made up of the supervising officer, a CSSD supervisor, the treatment provider, victim advocate and any other individual(s) who holds a stake in community safety and the offender's success.
- RR. Static-2002 A risk assessment instrument which utilizes only static (unchangeable) factors that have been seen in the literature to correlate with sexual reconviction in adult males.
- SS. Target Population Any person/persons who have similar characteristics of those of the victim involved in the offender's current offense or prior offense/s.
- TT. Treatment Provider A person or agency providing treatment to an offender to address identified needs and/or court ordered conditions.
- UU. Victim Advocate (Sex Offender Unit) A designated person within the collaboration model who acts as a liaison between the criminal justice system, the victim, and the community.

[Back to top](#)

### CONNECTICUT SEX OFFENDER REGISTRY- REGISTRATION QUALIFICATION GUIDELINES

#### **Criminal offense against a victim who is a minor (defined 54-250(2), regulated 54-251) R.I.C. 10/01/1998** *- ten year registration except \* or prior convictions*

|                 |   |
|-----------------|---|
| 53-21(2)        | Injury or risk of injury in effect prior to October 1, 2000                                 |
| 53-21(a)(2)     | Injury or risk of injury to a child - Illegal Sexual Contact                                |
| 53a-70(a)(2)    | Sex Assault 1st- S/I w/victim under 13 actor more than 2 yrs * <b>lifetime registration</b> |
| 53a-71(a)(1)    | Sex Assault 2nd- S/I w/victim 13-15 actor more than <b>3 yrs older</b>                      |
| 53a-71(a)(4)    | Sex Assault 2nd- S/I w/victim less 18 actor guardian or responsible general supervision     |
| 53a-71(a)(8)    | Sex Assault 2nd- S/I w/student actor is school employee                                     |
| 53a-71(a)(9)(B) | Sex Assault 2nd- S/I w/victim under 18, actor coach or provides intensive instruction       |
| 53a-71(a)(10)   | Sex Assault 2nd- S/I w/victim under 18, actor is 20 or older, position of power, authority  |
| 53a-72a(a)(2)   | Sex Assault 3rd- S/I w/ victim who is related - kindred C.G.S. 46b-21                       |
| 53a-86(a)(2)    | Promoting prostitution 1st- profits pros of a person under 16 yr                            |
| 53a-87(a)(2)    | Promoting prostitution 2nd- profits pros of a person under 18 yrs                           |
| 53a-90a         | Enticing a minor (after 07/01/04)   |
| 53a-196a        | Employing a minor in an obscene performance   |
| 53a-196b        | Promoting a minor in an obscene performance   |
| 53a-196c        | Importing child pornography   |
| 53a-196d        | Possessing child pornography 1st degree   |
| 53a-196e        | Possessing child pornography 2nd degree   |
| 53a-196f        | Possessing child pornography 3rd degree   |

The following provided the court makes a finding that, at the time of the offense, the victim was under eighteen years of age:

|                 |   |
|-----------------|---|
| 53a-71(a)(9)(A) | Sex Assault 2nd- S/I w/victim secondary school student, actor coach or provides intensive instruction |
| 53a-92          | Kidnapping 1st  |
| 53a-92a         | Kidnapping 1st w/firearm  |
| 53a-94          | Kidnapping 2nd  |
| 53a-94a         | Kidnapping 2nd w/ firearm   |
| 53a-95          | Unlawful restraint 1st  |
| 53a-96          | Unlawful restraint 2nd  |
| 53a-186         | Public indecency  |

a violation of any of the offenses specified in subparagraph (A) or (B) of this subdivision (54-250(2)) for which a person is criminally liable under 53a-8 Criminal liability, 53a-48 Conspiracy, or 53a-49 Criminal attempt or a violation of any predecessor statute to any offense specified in subparagraph (A), (B) or (C) of this subdivision the essential elements of which are substantially the same as said offense.

#### **Non-violent sexual offense (defined 54-250(5), regulated 54-251) *ten-year registration* R.I.C. 10/01/1998**

|                |                                  |
|----------------|----------------------------------|
| 53a-73a        | Sex Assault 4th                  |
| 53a-189a(a)(2) | Voyeurism <b>AFTER 10/1/2006</b> |

or (B) a violation of any of the offenses specified in subparagraph (A) of this subdivision for which a person is criminally liable under section 53a-8, 53a-48 or 53a-49.

#### **Sexually violent offense (defined 54-250(11) regulated 54-252 R.I.C. on or after 10/01/1988**

*- lifetime registration*

|         |   |
|---------|---|
| 53a-70  | Sexual assault 1st, except subdivision (2) of subsection (a)                              |
| 53a-70a | Aggravated sexual assault 1st   |
| 53a-70b | Sexual assault in spousal or cohabitating relationship                                    |
| 53a-71  | Sexual assault 2nd, except subdivision (1), (4) or (8), (9)(B) and (10) of subsection (a) |
| 53a-72a | Sexual assault 3rd, except subdivision (2) of subsection (a)                              |
| 53a-72b | Sexual assault 3rd with a firearm   |

The following provided the court makes a finding that the offense was committed with intent to sexually violate or abuse the victim:

|         |                               |
|---------|-------------------------------|
| 53a-92  | Kidnapping 1st                |
| 53a-92a | Kidnapping 1st with a firearm |

a violation of any of the offenses specified in subparagraph (A) of this subdivision (54-250(11)) for which a person is criminally liable under section 53a-8 Criminal liability, 53a-48 Conspiracy or 53a-49 Criminal attempt or a violation of any predecessor statute to any of the offenses specified in subparagraph (A) or (B) of this subdivision the essential elements of which are substantially the same as said offense.

**54-252(b)** any person subject to the requirements of 54-102r (revised 1/1/97 P.A. 97-183) **06/26/1997 to 10/01/1998**  
- 53-21(2), 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b, or foreign jurisdiction

**Foreign jurisdiction (regulated 54-253)** - Registration required in other jurisdiction

**Felony for sexual purpose (regulated 54-254)** - Requires a finding by the court

**(revised 10/1/2014)**

## Sex Offender Evaluation (Referral Form)

Referral Date \_\_\_\_\_ Officer \_\_\_\_\_

Agency \_\_\_\_\_ Telephone/Extension # \_\_\_\_\_

Client's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_

With whom does the client live? \_\_\_\_\_

Employer \_\_\_\_\_

Charge when arrested \_\_\_\_\_ Date \_\_\_\_\_

Charge when convicted \_\_\_\_\_ Date \_\_\_\_\_

Total Sentence \_\_\_\_\_ Dates of incarceration \_\_\_\_\_

Parole Dates \_\_\_\_\_ Probation Dates \_\_\_\_\_

Type of referral (Intake, PSI, AIP) \_\_\_\_\_

Briefly describe the instant offenses (include victim characteristics \_\_\_\_\_

---

---

---

---

---

---

---

---

Criminal history \_\_\_\_\_

---

---

---

---

(For Office Use Only)

Date Received \_\_\_\_\_ Assigned to \_\_\_\_\_

**The Connection**  
Incorporated

Founded in 1972  
www.theconnectioninc.org

A Connecticut Human Service & Community Development Agency

*Building safe, healthy, caring communities;  
Inspiring people to reach their fullest potential as  
productive and valued citizens.*

**CTPSB Assessment & Treatment Referral Form**

Referral Date: Enter mm/dd/yy

**Type of Referral:** *(Check the one type of assessment you are requesting, and enter associated information. For instance, if you are requesting a Community Intake, has the client already had a risk assessment while incarcerated?)*

**Outpatient Treatment:** ☐ Prison Intake Release Date: Enter mm/dd/yy

☐ Community Intake. Has client already had a prison intake? ☐ Yes ☐ No

**January Center**

☐ Check this box (only) if client has been approved for admission to TJC

**Evaluation Only:**

☐ Pre-Sentence Evaluation Risk Assessment\* – Client is Incarcerated

☐ Pre-Sentence Evaluation\* – Client is Residing in Community

\*Hearing Date: Date Needed by Officer:

☐ Parole Board Evaluation. Will inmate have Special Parole? ☐ Yes ☐ No

☐ Parole – Transitional Supervision ☐ Parole – Community Release

**Referring Agency Information:**

Referring Officer: Agency: A - [Click here to choose Agency Type Town/Location Here](#)

Street Address: Email Address:

Tel. Number: Type Area Code/Number/Ext. Fax Number: Type Area Code & Number Here

**Client Information:**

Client Name: DOB: Gender: ☐ M ☐ F Inmate Number:

If client is currently incarcerated, located at: A - [Click here to select facility](#)

Address Info (check one): ☐ Current Community Address ☐ Approved Address When Released

☐ No Housing When Released ☐ Other Enter, e.g. INS; IC; Pending address

☐ Client is residing in shelter/is homeless ☐ The January Center

Street Address: Apt. # City: Zip Code:

☐ Client Phone ☐ Phone is for a 3<sup>rd</sup> party Home Phone: Cell Phone:

If client is residing in the community, may we leave a voice message for client? ☐ Yes ☐ No

**Center for the Treatment of Problem Sexual Behavior**

178-B State Street, Meriden, Connecticut 06450 • Telephone 860 343 5515 • 860 343 5509





# CTPSB Probation Referral

Page Two

Language: ☐ English ☐ Spanish ☐ Spanish & Needs Interpreter Other ☐ Specify other language

**Client's most recent sexual offense conviction/s:** Type index sexual offense information here - field expands as you type

**Date of most recent sexual offense conviction (verdict):** Enter date here

## Treatment and Supervision Information:

**Primary Supervision:** ☐ State Probation ☐ State Parole ☐ Fed. Prob. ☐ Other: ☐

Supervision Start Date: Enter date here Supervision End Date: Enter date here

**Secondary Supervision:** ☐ State Probation ☐ Parole ☐ Fed. Prob. ☐ Other: ☐

Supervision Start Date: Enter mm/dd/yy Supervision End Date: Enter mm/dd/yy

Prior Sex Offender Treatment ☐ Yes ☐ No (if yes, ☐ CTPSB or ☐ Other: Enter Provider Here

## Collateral Documents:

**Following are the documents which are required in order to complete this referral. Please note, Probationers who were assessed by CTPSB while incarcerated for the index offense do not need documents re-submitted.**

| Documents                                     | Community Intake<br>(Client not assessed while incarcerated) | Pre-Sentence Evaluation | Prison Intake or January Center | Parole Board Evaluation | Parole Transitional Supervision Evaluation |
|---|--|-------------------------|---------------------------------|-------------------------|--|
| Official Sexual Offense Version(s)            | ✓  | ✓                       | ✓                               | ✓                       | ✓  |
| Parole/Probation Conditions                   | ✓  | ✓                       | ✓                               | ✓                       | N/A  |
| Court Order (if applicable)                   | ✓  | ✓                       | ✓                               | ✓                       | ✓  |
| Official Record of Criminal History (Rap)     | ✓  | ✓                       | ✓                               | ✓                       | ✓  |
| LSI Summary Score Sheet and Narrative Summary | ✓  | ✓                       | ✓                               | N/A                     | N/A  |
| RT 50 (if ever incarcerated)                  | N/A  | ✓                       | ✓                               | ✓                       | ✓  |
| RT 60 (if ever incarcerated)                  | ✓  | ✓                       | ✓                               | ✓                       | ✓  |
| RT 67 (if ever incarcerated)                  | ✓  | ✓                       | ✓                               | ✓                       | ✓  |
| RT 77 (if currently incarcerated)             | ✓  | ✓                       | ✓                               | ✓                       | ✓  |
| W-10* January Center only                     |  |                         | ✓ *                             | ✓                       | ✓  |

*\*Following is additional collateral information, if available, which will enhance the quality of the requested services: Past evaluations, medical history, past treatment records, etc.*

**Comments:**

**All referrals must be faxed: 860-343-5509**

08/2012 REV.

**Center for the Treatment of Problem Sexual Behavior**

178-B State Street, Meriden, Connecticut 06450 • Telephone 860 343 5515 • 860 343 5509



***Instructions for use of CTPSB Referral Form Template***

This new template allows you to type the entire document...clicking boxes and using pull down menus....the P.O.'s who have been beta testing it for me have reported that it is easy to use, and faster....of course, the first time may not be, but take a deep breath, and give it a whirl.... Here are the instructions to use it:

Save the document to your desktop...you **Save As a Word 97 – 2003 Template** (note that the template icon has a slight gold bar across the right top)

Now, once saved:

- Left click on the saved document to open (do not right click/Open)
- Click on Tools on top task bar.
- Select Protect Document
- A screen pops up on right side of document. Click Yes (to protect document)
- **DO NOT ENTER ANY PASSWORDS** in the box that opens. **Just click “OK”**
- At that point, the first gray form field at the top of your document will darken, and you can begin tabbing through the document. You enter the date, hit TAB, and you enter data, left click to “X” boxes, left click to see pull down menu items, etc. Any gray field that is just blank gray, allows you to enter any information you believe will be helpful. The box will expand as you type. If a gray field says: “Enter.....” my cue words will disappear as you enter the information requested. Any field that does not apply to your case, you just TAB again to move on. Please do not attempt to fill in this form by pen; and please be sure to enter all requested data. Incomplete referrals will not be processed, but will be held until all data and required referral documents have been received.
- At the bottom of the page there is a comments field, where you can add any relevant information.
- SAVE the document you’ve just completed, so you have a digital version in your computer. When you save it, the name will change from “Document1” to whatever you named it. The template will revert to true template (none of the data you just input will remain in the template; the template is now ready for you to use again.). In order for this to work, you have to have followed the directions above...you must always and only open the template by left-clicking twice...do not ever open it by right-clicking and selecting ‘open’ – this will result in the template becoming a word document with client information entered.
- Print the completed referral form, and together with the required documents (see appropriate column in Table on page 2 of referral form for that list), FAX to us at 860-343-5509.

**You will receive an email confirmation that your referral has been received.**

**If you have questions about the referral, contact: [ctpsbadminsupport@theconnectioninc.org](mailto:ctpsbadminsupport@theconnectioninc.org)**

Please note that our correct fax number is on the sheet: **860-343-5509**. If you have questions or problems please let me know.

Randall Wallace, Psy.D.  
Program Director, CTPSB  
[rwallace@theconnectioninc.org](mailto:rwallace@theconnectioninc.org)  
860-343-5515



| ALL STATES REGISTERED SEX OFFENDER REQUIREMENTS FOR TRAVEL PERMITS |   |   |
|--|---|---|
| State  | How long (How many days)  | Where?                                  |
| Alabama  | 3 days or more, they will be considered to have established a new residence and should register | Local Sheriff or Police Dept.           |
| Alaska   | Must register within 24 hours or the next business day after becoming physically present.       | Dept. of Public Safety or State trooper |
| Arizona  | 10 Days or Longer   | County Sheriff                          |
| Arkansas   | 10 or more  | Local Police Dept.                      |
| California   | 5 days - due to Jessica's Law, stringent residence restrictions were applied.                   | Local Police Dept.                      |
| Colorado   | 5 Days or longer  | Local Police Dept.                      |
| Connecticut  | 7 days  | State Police<br>860-685-8060            |
| Delaware   | 7 days  | Local State Police                      |
| DC   | 14 days or more   | Local Police Dept.                      |
| Florida  | Within 48 hours of arrival  | Local Sheriff's Dept.                   |
| Georgia  | Immediately upon arrival  | Local County Sheriff's Department       |
| Hawaii   | Within 3 days of arrival  | Local Police Dept.                      |
| Idaho  | Within 2 working days   | Local Police Dept.                      |
| Illinois   | 5 days or more  | Local Police Dept.                      |
| Indiana  | 7 days for "regular" SO's and 72 hours for offenders defined as a "sexually violent predator"   | Local Police Dept.                      |
| Iowa   | 5 days or more  | Local Police Dept.                      |
| Kansas   | 10 days or longer   | Local Sheriff's Office                  |
| Kentucky   | After 14 days   | Local Law Enforcement                   |

| <b>ALL STATES REGISTERED SEX OFFENDER REQUIREMENTS FOR TRAVEL PERMITS</b> |                                 |  |
|---|---------------------------------|--|
| <b>State</b>  | <b>How long (How many days)</b> | <b>Where?</b>                                    |
| Louisiana   | 3 days                          | Local Sheriff's Dept.                            |
| Maine   | 14 Days or more                 | Local Law Enforcement                            |
| Maryland  | 14 days or more                 | Local Law Enforcement                            |
| Massachusetts   | 2 days of arrival               | Local Police Dept.                               |
| Michigan  | 10 Days                         | Local Police Dept.                               |
| Minnesota   | 14 days or more                 | Local Police Dept.                               |
| Mississippi   | 10 days                         | Dept. of Public Safety                           |
| Missouri  | 10 days                         | Local Sheriff or Law Enforcement                 |
| Montana   | 3 days                          | Local Sheriff's Dept.                            |
| Nebraska  | 5 days                          | County Sheriff                                   |
| Nevada  | 48 hours                        | Local Law Enforcement                            |
| New Hampshire   | 14 days or more                 | Local Police Dept.                               |
| New Jersey  | Immediately upon arrival        | Local Police Dept.                               |
| New Mexico  | 10 days                         | County Sheriff's Dept.                           |
| New York  | 10 days                         | Local Police Dept.                               |
| North Carolina  | 10 days                         | Local Sheriff's Dept.                            |
| North Dakota  | 10 days or more                 | Local County Sheriff's Dept. - Town Police Dept. |
| Ohio  | 5 days                          | Local Law Enforcement                            |

| <b>ALL STATES REGISTERED SEX OFFENDER REQUIREMENTS FOR TRAVEL PERMITS</b> |  |   |
|---|--|---|
| <b>State</b>  | <b>How long (How many days)</b>  | <b>Where?</b>   |
| <b>Oklahoma</b>   | 5 days or more   | Local County Sheriff's Dept.                            |
| <b>Oregon</b>   | 10 days or more  | Local Law Enforcement                                   |
| <b>Pennsylvania</b>   | Within 48 hours of arrival   | State Police Dept.                                      |
| <b>Puerto Rico</b>  | 24 hours upon arrival  | Local Police Dept.                                      |
| <b>Rhode Island</b>   | Within 24 hours of arrival   | Local Police Dept.                                      |
| <b>South Carolina</b>   | There are no registration requirements for visitors. If relocating registration is required after 10 days. |   |
| <b>South Dakota</b>   | 10 days or more  | Police Dept. or Sheriff's Office                        |
| <b>Tennessee</b>  | Within 48 hours if they plan to be there for 30 days or more   | Local Sheriff's or TBI - Tennessee Bureau Investigation |
| <b>Texas</b>  | 7 days   | Police Dept. - Different from County to Count           |
| <b>Utah</b>   | 10 days or more  | Local Police Dept.                                      |
| <b>Vermont</b>  | 24 hours upon arrival  | Law Enforcement Agency                                  |
| <b>Virginia</b>   | 3 days   | Local Sheriff's Dept. or Police Dept.                   |
| <b>Washington</b>   | 3 days   | County Sheriff's Office                                 |
| <b>West Virginia</b>  | 15 days or more  | County Sheriff's Office                                 |
| <b>Wisconsin</b>  | 10 days  | Law Enforcement Agency                                  |
| <b>Wyoming</b>  | 3 Days or more   | Local Law Enforcement                                   |



**State of Connecticut**  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION

Telephone:  
Fax:

**LETTER OF REQUEST FOR FORENSIC EXAMINATION**

**TO BE TYPED ON OFFICIAL LETTERHEAD**

Date: October 1, 2014

CT Computer Crimes and Electronic Evidence Unit  
278 Colony Street  
Meriden, CT 06451

Re:  
DOB:  
Case Number:  
Computer Search

To Whom It May Concern;

I am hereby requesting a forensic examination of the submitted electronic media belonging to case number . I am looking for any information relating to a violation(s) of the defendant's Computer Access Agreement including but not limited to; based on Please insert information about why you seized the computer (ie. While doing a home visit PO observed the client viewing porn) . Please insert information about the case here including, name, and what the subject is convicted of. The defendant Defendant's Name was sentenced to Explain the sentence. Conditions of the defendant's probation include List all of the conditions that the defendant is subject to. On Date of Seizure the writer seized/confiscated the computer(s) and electronic media currently in the possession of the Connecticut State Police Forensic Laboratory, Computer Crimes and Electronic Evidence Unit. If there is any other information required, please contact me at Contact Phone Number.

Sincerely and Respectfully Yours,

Your Name  
Adult Probation Officer






**State of Connecticut**  
**JUDICIAL BRANCH**  
**OFFICE OF THE CHIEF COURT ADMINISTRATOR**  
**COURT SUPPORT SERVICES DIVISION**  
455 Winding Brook Drive, Glastonbury, CT 06033

**REPORT**  
**Electronic Monitoring and Supervision of Sex Offenders**  
**January 2022**

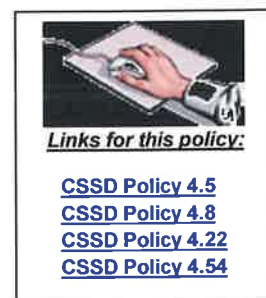
**Section 4**

|  |   |                                    |              |
|--|---|------------------------------------|--------------|
|  <p><i>State of Connecticut</i><br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.14  | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 1 of 24 |
|  | SUPERSEDES:<br>April 7, 2017                                  |                                    |              |
| APPROVED BY:<br><br>Gary A. Roberge, Executive Director  | TITLE:<br><br><b>ADULT SERVICES<br/>ELECTRONIC MONITORING</b> |                                    |              |

1. **Policy** Court Support Services Division (CSSD) employees will utilize electronic monitoring in accordance with a court ordered condition, as a sanction in response to non-compliance, to enforce supervision conditions, and/or to enhance public safety.

2. **Definitions** – see **Exhibit I**

3. **General Procedures**



- A. The CSSD employee will document all activities related to electronic monitoring in CMIS Case Notes, in accordance with [CSSD Policy and Procedure 4.5, CMIS Case Notes](#), and will also confirm that the appropriate RF Landline, Cellular or GPS Electronic Monitoring Agreement, (**CSSD Attachment B**) or (**CSSD Attachment B-1**), *Spanish version*, has been signed, a review of the client rules has been completed, and a copy of the agreement has been maintained for inclusion in the client's Case File.
- B. Electronic monitoring will be utilized when imposed as a court ordered condition of probation, a court ordered pretrial condition of release, a Probation Officer imposed condition, and/or may be utilized as a graduated sanction in response to violation behavior in accordance with [CSSD Policy and Procedure 4.22, Response to Non-Compliance](#).
- C. When imposing electronic monitoring on any probation client, the CSSD employee will seek to have the client assume the financial responsibility for all or part of the cost of the electronic monitoring service based on "State of Connecticut-CSSD Fee Collection Rules", (**CSSD Attachment C**) or (**CSSD Attachment C-1**), *Spanish version*.
- D. Pre-trial supervision clients are exempt from financial responsibility for electronic monitoring unless specifically ordered to pay for the electronic monitoring service by the Court.



*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 2 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES**  
**ELECTRONIC MONITORING**

- E. The IAR Unit or Adult Supervision Unit Supervisor will assign GPS system clients to CSSD employees receiving on-call/stand-by compensation when possible.
- F. The CSSD employee will not authorize any additional equipment or expenses related to the installation of electronic monitoring service. Additional electronic monitoring equipment or expenses must be approved by the CSSD Electronic Monitoring Contract Administrator.
- G. Residence curfew restrictions shall take into consideration specific client circumstances (e.g., employment, medical, schooling, counseling). The CSSD employee shall consider any Alert Grace Period(s) if applicable (e.g., routine traffic, work schedule).
- H. The CSSD employee will inform the client being placed on electronic monitoring that damaging the equipment with the intent to cause an interruption or impairment of service may result in an arrest for Criminal Mischief in the first degree (CGS 53a-115), [http://search.cga.state.ct.us/dtsearch\\_pub\\_statutes.html](http://search.cga.state.ct.us/dtsearch_pub_statutes.html) a Class D felony punishable by imprisonment of up to 5 years, a \$5,000 fine, or both.
- I. If considering GPS system electronic monitoring, the CSSD employee shall take into account the ability of the client to charge the GPS monitoring equipment.
- J. When utilizing GPS systems, the CSSD employee shall determine on a case-by-case basis the appropriateness of establishing both inclusion and exclusion zones.
- K. If there is an identified victim associated with an exclusion zone and a no contact order GPS case, the CSSD employee will make a telephone contact with the victim to provide the following:
  - (1) All contact information for the primary, secondary CSSD employee and supervisor;
  - (2) If there is an exclusion zone and/or inclusion zone restriction placed on the client with respect to the victim;
  - (3) Discussion of a victim safety plan, should we report an exclusion/inclusion zone alert;



*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 3 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES  
ELECTRONIC MONITORING**

- (4) For sex offender cases, these activities shall be followed:
- a. Officer will contact the Connecticut Alliance to End Sexual Violence (The Alliance) Victim Advocate, notifying them of the exclusion zone/no contact order;
  - b. The Alliance's protocol will require them to determine how the victim will be contacted in the event of an alert, and will provide details on the CSSD – Connecticut Alliance to End Sexual Violence GPS Victim Notification Form (**CSSD Attachment D**);
  - c. This form will be kept in the case file and followed in the event of an exclusion zone alert.
- (5) The CSSD employee will notify the victim's local law enforcement agency of the exclusion zone restrictions of the GPS client, providing them with the appropriate victim information.

4. **Client Rules Review**

A. The CSSD employee will conduct a review of Client Rules with the client and provide written material(s). The written material shall include but not be limited to the appropriate RF Landline, Cellular or GPS Electronic Monitoring Agreement, (**CSSD Attachment B**) or (**CSSD Attachment B-1**), *Spanish version*, State of Connecticut-CSSD Fee Collection Rules, (**CSSD Attachment C**) or (**CSSD Attachment C-1**), *Spanish version*, and/or State of Connecticut – CSSD Fee Collection Guidelines, (**CSSD Attachment E**) or (**CSSD Attachment E-1**) *Spanish version*. The client rules to be reviewed shall include but not be limited to:

- (1) Proper care and operation of the electronic monitoring equipment (e.g., charging, bathing, carrying, transporting)
- (2) Curfew(s)
- (3) Zone(s) (inclusion/exclusion/buffer)
- (4) Travel grace period(s)



*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 4 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES  
ELECTRONIC MONITORING**

- (5) Geographical boundaries or areas that the client is ordered to stay away from (e.g., schools, day cares, parks)
- (6) Client violation notification procedures
- (7) Emergency circumstances with the client and appropriate procedures the client is to follow (e.g., medical, family, safety).
- (8) Review of alerts

**5. House Arrest**

- A. Clients will be placed on house arrest only under the following circumstances:
  - (1) A court ordered condition of probation, or a court ordered pretrial condition of release.
  - (2) When both the CSSD employee and their supervisor believe that the client poses a potential risk(s) and/or safety concern(s) to an individual(s) or the community in general.
- B. If house arrest is imposed as a "Probation Officer Ordered Condition," this restriction shall only be employed for the period of time the risk and/or safety concern(s) continue to be present. For the purpose of this policy, RF monitoring is recommended technology for monitoring house arrest. GPS should not be utilized.

**6. Monitoring Procedures**

- A. The CSSD employee will monitor/review electronic monitoring clients as follows:
  - (1) RF – A review at least once every business day of client information on the contract vendor's secure website and/or the Daily Exceptions Report(s).





*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 5 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES  
ELECTRONIC MONITORING**

- (2) RF Sex Offenders – The CSSD employee/officer when enrolling a sex offender probationer on RF will utilize text and/or telephone notification for all alerts and respond accordingly.
  - (3) GPS System with Victim Exclusion Zone – A daily review of client information on the contract vendor's secure website which includes but is not limited to Daily Violation Report, alerts, charge history and/or client's geographical movement in relation to established Client Rule(s).
  - (4) GPS System with No Victim Exclusion Zone – A review of client information on contracted vendor's secure website which includes but is not limited to Daily Violation Report, alerts, charge history and/or client's geographical movement in relation to established Client Rule(s), will occur within 3 calendar days of the last review conducted.
  - (5) Special Circumstances – An RF or GPS system case may require more specific monitoring/review by court order or supervisory direction, which review will be determined on a case by case basis.
  - (6) All monitoring/review will cover lapsed time from the previous monitoring/review.
- B. For all clients subject to electronic monitoring, the supervisor of the CSSD employee responsible for the supervision of the client will designate a second CSSD employee to whom the client is assigned. The second CSSD employee shall provide daily monitoring/review and supervision of the electronic monitoring client(s) when the primary CSSD employee is unavailable. If both the primary and secondary CSSD employee are unavailable, it will be the responsibility of the CSSD supervisor to assure the daily monitoring/review and supervision of the electronic monitoring client(s) is completed.
- C. The monitoring/review of GPS system with a victim exclusion zone client(s) will be completed daily including weekends and holidays. These reviews and all associated activities shall be documented in CMIS Case Notes per section 3. A. of this policy.
- D. The monitoring/review of GPS system with no victim exclusion zone client(s) will be completed as required in 6. A (4) of this policy, including weekends and



*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 6 of 24

SUPERSEDES:

April 7, 2017

TITLE:


**ADULT SERVICES  
ELECTRONIC MONITORING**

holidays if necessary. These reviews and all associated activities shall be documented in CMIS Case Notes per section 3. A. of this policy.

- E. The supervisor of the CSSD employee responsible for entering the GPS review and activities on all cases being monitored, will review a sample of the CMIS Case Notes on a monthly basis. This sample will consist of at least one case for an employee supervising 4 or less GPS cases in the month, and 3 cases for those employees supervising more than 4 GPS cases in the month, insuring that the Case Notes reflect the following:
- (1) That there is documentation of the required review of GPS, including responses to the alerts received during that period;
  - (2) That all alerts received requiring notification to a supervisor per section 9. of this policy are documented;
  - (3) That cases reviewed are incorporated in the Staff Supervision Conference discussions and Case Review requirements of [CSSD Policy and Procedure 4.54, Adult Services Staff Supervision and Risk Reduction.](#)
- F. The Regional Manager and CPO II will review a sample of these reviews on a quarterly basis, documenting the review on the GPS Monitoring Case Activity Review Form. (**CSSD Attachment F**).

**7. Monitoring Termination**

- A. Upon termination of the electronic monitoring condition, the CSSD employee will:
- (1) Direct the client to return all of the electronic monitoring equipment to the CSSD employee/ field office. If the CSSD employee is aware of electronic monitoring equipment remaining in the field with a specific location (e.g., police station, courthouse, provider, assigned residence) this information will be communicated to the monitoring center.
  - (2) Send a facsimile or e-mail letter to the monitoring center to assure the correct client has been terminated from electronic monitoring.

|  |                              |                                    |              |
|--|------------------------------|------------------------------------|--------------|
|  <p><i>State of Connecticut</i><br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.14           | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 7 of 24 |
|  | SUPERSEDES:<br>April 7, 2017 |                                    |              |
| TITLE:<br><br><p style="text-align: center;"><b>ADULT SERVICES</b><br/><b>ELECTRONIC MONITORING</b></p>  |                              |                                    |              |

- (3) Confirm with the monitoring center that the correct client was terminated within contract vendor's secure website.

## 8. Referral Procedures

- A. The CTJB CSSD Referral Form – Confidential Participation Information (**CSSD Attachment G**), provided by the electronic monitoring contract vendor will be completed and sent electronically or by facsimile to the monitoring center, or the CSSD employee may enroll the participant electronically on the contract vendor's secure website.
- B. Referrals for electronic monitoring will be made to the monitoring center as follows:
  - (1) For pre-trial supervision clients, on the day of the court order. The court will be notified of any installation delays.
  - (2) For clients ordered by court as a condition of probation, the Intake Officer at court may arrange for the installation to occur within 24 hours of the court's order and/or will coordinate/notify the appropriate receiving supervision office of the court order. Until an officer is assigned to the case, the local chief will be responsible to confirm installation has occurred and review the client's activity.
  - (3) For probation supervision clients, within 24 hours of the CSSD employee's decision and supervisory approval to use electronic monitoring as a "Probation Officer Ordered Condition" unless otherwise ordered by the court.
- C. Referrals to the monitoring center will include the specific time the client is allowed to leave and return to his/her assigned residence (curfew), zone(s) (inclusion/exclusion), pertinent demographic information, manner of alert(s), and/or any adjustments made to these schedule(s). Any changes in above referenced travel and/or time restrictions can either be made directly with the monitoring center or electronically on the contract vendor's secure website. If applicable, the CSSD employee will:



*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 8 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES  
ELECTRONIC MONITORING**

- (1) For GPS clients, assign a secondary or back-up officer and supervisor who will be responsible for case supervision in the absence of the primary employee on GPS system cases. This should include updated pertinent contact information for the secondary and supervisory officer, including, but not limited to, text, cell phone and email address.
  - (2) Employ realistic travel and alert grace periods to avoid unnecessary alerts.
  - (3) Review RF range options based on client's assigned residence.
  - (4) Assign a secondary CSSD employee who will be responsible for case supervision in the absence of the primary employee on GPS system cases.
  - (5) Determine which type of electronic monitoring equipment best suits the particular application. Consultation with the CSSD Electronic Monitoring Contract Administrator is recommended if circumstantial questions arise.
- D. The CSSD employee will inform the monitoring center of a court order or a CSSD employee's intent to have the client assume financial responsibility for all or part of the cost of electronic monitoring service on the CTJB CSSD Referral Form (**CSSD Attachment G**).
- E. The CSSD employee will obtain, consider, and forward the following information to the contract vendor when making a referral:
- (1) If the client has an existing land line telephone at the assigned residence which can be utilized for the purposes of electronic monitoring.
  - (2) If the client does not have existing telephone service, can the client afford to pay for such installation and service.
  - (3) If the client does have existing telephone service, inquire as to the type of service (e.g., analog, digital).
  - (4) If installation of a primary land line telephone or a secondary land line telephone is required.



*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 9 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES**  
**ELECTRONIC MONITORING**

- (5) If the existing telephone system is a pay phone or has features, such as call waiting, which are not compatible with the electronic monitoring equipment.
  - (6) The use of a landline telephone unit in conjunction with the base unit is permitted until such time a determination can be made if a cellular line telephone can be installed.
- F. The CSSD employee will confirm with the monitoring center that installation of the electronic monitoring equipment has been completed within one (1) business day of the referral. Installation delays will, outside of an agreement between the contract vendor and the CSSD employee on a case-by-case basis, be reported to the CSSD employee's immediate supervisor for probation supervision clients or the court for pre-trial supervision clients.

9. **Alert/Response Procedures for GPS CASES**

A. Alerts will be classified into two (2) response categories:

(1) Major Alert(s):

- a. Bracelet Tamper
- b. Device Tamper (ACO or PHMU)
- c. Unauthorized Leave/Failed to Enter
- d. Inclusion/Exclusion Zone(s) Violation
- e. Home Curfew Violation
- f. Buffer Zone
- g. HMU/ACU Late To Test (LTT)
- h. Location Failure
- i. Device Tamper (For one piece GPS attempt to remove/disassemble device)
- j. No Cell
- k. No GPS





*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 10 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES  
ELECTRONIC MONITORING**

1. Phone Number Caller ID
- (2) Minor Alert(s):
  - a. Low Battery
- B. Upon receiving an alert(s) from the Major Alert category, the primary or secondary CSSD employee will investigate the alert without delay in an attempt to locate the client/address the alert. The CSSD employee will adhere to the following procedures when addressing/responding to alert(s) until the alert is resolved:
  - (1) During normal business hours:
    - a. Contact the Connecticut Monitoring Center (CTMC) by phone to verify the status of the alert/client (1-866-298-8563).
    - b. Access the contract vendor's secure website in order to determine the client's status and last reported geographical location.
    - c. Place telephone call to the client's assigned residence.
    - d. Place telephone call(s) to the client's alternative telephone number(s) (e.g., cellular telephone, pager).
    - e. Place telephone call(s) to the client's collateral contact(s).
    - f. If a. thru e. of this section do not resolve the alert a supervisor will be notified and if deemed appropriate, conduct an on-site inspection and/or a field visit to the last reported geographical location with state or local law enforcement.
    - g. If necessary, place telephone call to the appropriate law enforcement agency(ies) to address community safety issues. The information provided to the law enforcement agency(ies) should include but not be limited to the client's demographic information, assigned residence, last known geographical location, description of instant offense, CSSD employee's contact information, victim(s) concern(s)/issue(s), and notification of any person(s) at risk.



*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 11 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES  
ELECTRONIC MONITORING**

- h. If necessary, on sex offender cases with an exclusion zone and/or a no contact order victim notification, the officer will first determine how victim notification will be made in accordance with the information provided on the CSSD – Connecticut Alliance to End Sexual Violence GPS Victim Notification Form (**CSSD Attachment D**).
  - i. If victim contact is to be made by The Alliance, the officer will call the 24 hour Alliance GPS notification number 860-310-6965 and inform them of the alert. The Alliance will follow their GPS Victim Notification Protocol for CSSD Sex Offenders, (**CSSD Attachment H**);
  - ii. If victim contact is to be made by the probation officer, the officer will call the victim directly;
  - iii. If the victim expressed that no contact be made on the CSSD – Connecticut Alliance to End Sexual Violence GPS Victim Notification Form, no notification to the victim will occur.
  - i. If necessary, for non-sex offender cases requiring victim notification, the officer will place telephone call(s) to identified victim(s).
  - j. If a victim or The Alliance victim's advocate is contacted regarding an exclusion zone and/or a loss of contact violation, the probation officer will immediately make a follow-up notification once the alert is resolved.
- (2) Outside of normal business hours:
- a. Contact the Connecticut Monitoring Center (CTMC) by phone to verify the status of the alert/client (1-866-298-8563).
  - b. Access the contract vendor's secure website in order to determine the client's status and last reported geographical location.
  - c. Place telephone call to the client's assigned residence.



*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 12 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES**  
**ELECTRONIC MONITORING**

- d. Place telephone call(s) to the client's alternative telephone number(s) (e.g., cellular telephone, pager).
- e. Place telephone call(s) to the client's collateral contact(s).
- f. If a. thru e. of this section do not resolve the alert a supervisor will be notified and if deemed appropriate, conduct an on-site inspection and/or a field visit to the last reported geographical location with state or local law enforcement.
- g. If necessary, place telephone call to the appropriate law enforcement agency(ies) to address community safety issues. The information provided to the law enforcement agency(ies) should include but not be limited to the client's demographic information, assigned residence, last known geographical location, description of instant offense, CSSD employee's contact information, victim(s) concern(s)/issue(s), and notification of any person(s) at risk.
- h. If necessary, on sex offender cases with an exclusion zone and/or a no contact order victim notification, the officer will first determine how victim notification will be made in accordance with the information provided on the CSSD – Connecticut Alliance to End Sexual Violence GPS Victim Notification Form.
  - i. If victim contact is to be made by The Alliance, the officer will call the 24 hour Alliance GPS notification number 860-310-6965 and inform them of the alert. The Alliance will follow their GPS Victim Notification Protocol for CSSD Sex Offenders, (**CSSD Attachment H**);
  - ii. If victim contact is to be made by the probation officer, the officer will call the victim directly;
  - iii. If the victim expressed that no contact be made on the CSSD – Connecticut Alliance to End Sexual Violence GPS Victim Notification Form, no notification to the victim will occur.
- i. If necessary, for non-sex offender cases requiring victim notification, the officer will place telephone call(s) to identified victim(s).



*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 13 of 24


SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES  
ELECTRONIC MONITORING**

- j. If a victim or The Alliance victim's advocate is contacted regarding an exclusion zone and/or a loss of contact violation, the probation officer will immediately make a follow-up notification once the alert is resolved.
- C. Upon receiving an alert(s) from the Minor Alert category, the primary or secondary CSSD employee will investigate the alert within 24 hours in an attempt to locate the client/address the alert. The CSSD employee will adhere to the following procedures when addressing/responding to alert(s) until the alert is resolved:
- (1) During normal business hours:
    - a. Contact the Connecticut Monitoring Center (CTMC) by phone to verify the status of the alert/client (1-866-298-8563).
    - b. Access the contract vendor's secure website in order to determine the client's status and last reported geographical location.
    - c. Place telephone call to the client's assigned residence.
    - d. Place telephone call(s) to the client's alternative telephone number(s) (e.g., cellular telephone, pager).
    - e. Place telephone call(s) to the client's collateral contact(s).
    - f. If a. thru e. of this section do not resolve the alert a supervisor will be notified and if deemed appropriate, conduct an on-site inspection and/or a field visit to the last reported geographical location with state or local law enforcement.
    - g. If necessary, place telephone call to the appropriate law enforcement agency(ies) to address community safety issues. The information provided to the law enforcement agency(ies) should include but not be limited to the client's demographic information, assigned residence, last known geographical location, description of instant

|  |                              |                                    |               |
|--|------------------------------|------------------------------------|---------------|
|  <p><i>State of Connecticut</i><br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.14           | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 14 of 24 |
|  | SUPERSEDES:<br>April 7, 2017 |                                    |               |
| TITLE:<br><br><p style="text-align: center;"><b>ADULT SERVICES</b><br/><b>ELECTRONIC MONITORING</b></p>  |                              |                                    |               |

offense, CSSD employee's contact information, victim(s) concern(s)/issue(s), and notification of any person(s) at risk.

- h. If necessary, on sex offender cases with an exclusion zone and/or a no contact order victim notification, the officer will first determine how victim notification will be made in accordance with the information provided on the CSSD – Connecticut Alliance to End Sexual Violence GPS Victim Notification Form.
  - i. If victim contact is to be made by The Alliance, the officer will call the 24 hour Alliance GPS notification number 860-310-6965 and inform them of the alert. The Alliance will follow their GPS Victim Notification Protocol for CSSD Sex Offenders, (**CSSD Attachment H**);
  - ii. If victim contact is to be made by the probation officer, the officer will call the victim directly;
  - iii. If the victim expressed that no contact be made on the CSSD – Connecticut Alliance to End Sexual Violence GPS Victim Notification Form, no notification to the victim will occur.
- i. If necessary, for non-sex offender cases requiring victim notification, the officer will place telephone call(s) to identified victim(s).
- j. If a victim or The Alliance victim's advocate is contacted regarding an exclusion zone and/or a loss of contact violation, the probation officer will immediately make a follow-up notification once the alert is resolved.

(2) Outside of normal business hours:

- a. Contact the Connecticut Monitoring Center (CTMC) by phone to verify the status of the alert/client (1-866-298-8563).
- b. Access the contract vendor's secure website in order to determine the client's status and last reported geographical location.
- c. Place telephone call to the client's assigned residence.





*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 15 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES**  
**ELECTRONIC MONITORING**

- d. Place telephone call(s) to the client's alternative telephone number(s) (e.g., cellular telephone, pager).
- e. Place telephone call(s) to the client's collateral contact(s).
- f. If a. thru e. of this section do not resolve the alert a supervisor will be notified and if deemed appropriate, conduct an on-site inspection and/or a field visit to the last reported geographical location with state or local law enforcement.
- g. If necessary, place telephone call to the appropriate law enforcement agency(ies) to address community safety issues. The information provided to the law enforcement agency(ies) should include but not be limited to the client's demographic information, assigned residence, last known geographical location, description of instant offense, CSSD employee's contact information, victim(s) concern(s)/issue(s), and notification of any person(s) at risk.
- h. If necessary, on sex offender cases with an exclusion zone and/or a no contact order victim notification, the officer will first determine how victim notification will be made in accordance with the information provided on the CSSD – Connecticut Alliance to End Sexual Violence GPS Victim Notification Form.
  - i. If victim contact is to be made by The Alliance, the officer will call the 24 hour Alliance GPS notification number 860-310-6965 and inform them of the alert. The Alliance will follow their GPS Victim Notification Protocol for CSSD Sex Offenders, (**CSSD Attachment H**);
  - ii. If victim contact is to be made by probation officer, the officer will call victim directly;
  - iii. If the victim expressed that no contact be made on the CSSD – Connecticut Alliance to End Sexual Violence GPS Victim Notification Form, no notification to victim will occur.





*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 16 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES  
ELECTRONIC MONITORING**

- i. If necessary, for non-sex offender cases requiring victim notification, the officer will place telephone call(s) to identified victim(s).
  - j. If a victim or The Alliance victim's advocate is contacted regarding an exclusion zone and/or a loss of contact violation, the probation officer will immediately make a follow-up notification once the alert is resolved.
- D. The CSSD employee will address electronic monitoring violation activity:
- (1) For probation supervision clients, in accordance with [CSSD Policy and Procedure 4.22, Response to Non-Compliance](#).
  - (2) For pre-trial supervision clients, in accordance to [CSSD Policy and Procedure 4.8, Bail Pre-trial Supervision](#).
  - (3) All staff responsible for the supervision of clients on GPS monitoring must review and be familiar with the protocols for enhanced GPS services utilizing the CT Judicial Branch GPS Alert Quick Reference Guide (**CSSD Attachment I**). Alerts that are resolved by the Connecticut Monitoring Center (CTMC) will be sent to the employee/officer via email and also noted in the Contractor's secure web-site. For all alerts that are not resolved by the CTMC according to the Protocols for Enhanced GPS Services, the CTMC will notify the employee/officer in accordance with the Judicial Branch Alert Protocol:
    - a. Text to the primary employee/officer.
    - b. After 15 minutes, should the primary employee/officer not confirm the alert, the CTMC will attempt to contact the employee/officer by telephone.
    - c. Should the employee/officer not respond to the telephone contact, the CTMC will telephone the secondary employee/officer for the participant.



*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 17 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES  
ELECTRONIC MONITORING**

- d. If the secondary employee/officer does not respond to the telephone call, the CTMC will place a telephone call to the supervisor.
- e. The CTMC will repeat this telephone process three times (primary, back up, supervisor), or until receipt of the alert is confirmed.
- (4) All alerts received by text or telephone must be acknowledged by employee/officer by contacting the CTMC.
- (5) All alerts that the CTMC report were not acknowledged by the primary, secondary CSSD employee or supervisor will be reviewed by the CSSD CPO II weekly.
- (6) The Regional Manager and CPO II will develop a response plan to ensure that proper protocol is followed by staff when responding to the CTMC reported alerts.
- E. When there is evidence of damage to electronic monitoring equipment; the CSSD employee will provide the electronic monitoring contract vendor with any information necessary to seek prosecution.
- F. When considering/requesting expert monitoring/tracking analysis, the CSSD employee shall:
  - (1) Review the GPS system violation activity related to the tracking/monitoring of the client.
  - (2) Consider case circumstances and information being analyzed to determine if graduated sanctions are necessary and/or applicable until the expert analysis is completed.
  - (3) Review with and seek supervisory approval for the expert analysis.
  - (4) Follow the protocol established for Procedure for Requesting Expert Monitoring/Tracking Analysis (**CSSD Attachment J**).
- G. Request(s) for expert monitoring/analysis will be sent by e-mail to the contract vendor and the CSSD employee's supervisor and will include:



*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 18 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES  
ELECTRONIC MONITORING**

- (1) CSSD employee's work information (name, address, telephone number(s), e-mail address)
- (2) Client's full name
- (3) Bracelet identification number
- (4) Date(s) and time(s) span of requesting analysis
- (5) Areas of concern for analysis, which may include but not limited to GPS system tracking/monitoring location(s), GPS system reception, and cellular reception.

H. Upon receipt of expert monitoring/analysis results, the CSSD employee will confirm receipt with the contract vendor via e-mail response. The results will be reviewed with the CSSD employee's supervisor before additional action is taken.

**10. Power Outage Response**

- A. As preparation for potential loss of access to CMIS during a power outage, the CSSD employees should maintain written contact information for each client being monitored by GPS and RF. This contact information should include the following client contact information and any associated victim contact information:
  - (1) Current residential address for client and victim;
  - (2) All telephone and cellphone number(s) for client and victim(s);
  - (3) Client's emergency contacts and alternate contacts.
- B. If applicable, the CSSD employee will immediately contact the victim and notify them of any power outage that has occurred with client on electronic monitoring.
- C. The CSSD employee will make a telephone and/or field contact with client to arrange for the following:
  - (1) For clients on GPS, alternate locations for charging equipment while power is out.





*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 20 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES  
ELECTRONIC MONITORING**


**EXHIBIT I**

**Definitions**

- A. Area Control Unit (ACU) Optional component for the Unitrak GPS monitoring system. The Home-Based receiver will transmit leave/enter and tamper information. Allows for more robust curfew control. Available in either cellular or Land Line versions.
- B. Alert Grace Period The period of time determined by the CSSD employee before an alert is generated. The Alert Grace Period(s) will be reviewed for each rule at the time of client referral/enrollment. These grace periods may be modified by the CSSD employee at any time.
- C. Alert(s) A notification sent from the monitoring center to the employee/officer by any one or more of the following methods: Text message to employee/officer's cell phone, telephone call to the employee/officer's cell phone, e-mail, facsimile, and a note placed in the contractor secured website indicating that an event has occurred. Alerts are classified into two (2) categories, major and minor. Refer to Alert Descriptions, **(CSSD Attachment A)**.
- D. Automated Technology System All automated data-based systems employed by CSSD in accordance with CSSD Policy and Procedure 5.11, Employee Responsibility to Automated Data Systems.
- E. Bracelet The Radio Frequency (RF) transmitter worn/attached to the client.
- F. Buffer Zone A geographical location surrounding an exclusion zone indicating that a participant is close to an exclusion zone.
- G. Case File The manual and electronic method of maintaining the complete record of a client's particular supervision case.
- H. Case Notes Written or electronically maintained documentation of casework by the CSSD employee for each client in accordance with CSSD Policy and Procedure 4.5, CMIS Case Notes.

[Back to top](#)



|  |                              |                                    |               |
|--|------------------------------|------------------------------------|---------------|
|  <p><i>State of Connecticut</i><br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.14           | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 21 of 24 |
|  | SUPERSEDES:<br>April 7, 2017 |                                    |               |
| TITLE:<br><br><p style="text-align: center;"><b>ADULT SERVICES</b><br/><b>ELECTRONIC MONITORING</b></p>  |                              |                                    |               |

- I. Client A person either under court ordered pre-trial condition(s) of release or post-conviction condition(s), or adjudicated of a criminal offense and placed on probation by the court as part of a sentence.
- J. Client Rules Instructions/rules given to the client by the CSSD employee regarding the proper use of electronic monitoring hardware/equipment and rules governing the conduct of the client related to said equipment. When discussing these instructions/rules, the CSSD employee will take into consideration all aspects of the client's circumstances that will impact electronic monitoring supervision. These rules may be modified by the CSSD employee at any time.
- K. CMIS (Case Management Information System) A database of information for CSSD cases.
- L. Connecticut Monitoring Center (CTMC) A dedicated work station located in the monitoring center staffed by the contractor that will process GPS alerts and respond in accordance with the Protocols for Enhanced GPS Services. The CTMC will work in conjunction with the monitoring center. It is the function of the CTMC to communicate alerts to the CSSD employee.
- M. Contract Vendor An awarded vendor contracted by CSSD/Judicial Branch to provide electronic monitoring services.
- N. CSSD – Connecticut Alliance to End Sexual Violence GPS Victim Notification Form A form used by The Alliance Victim Advocates notifying CSSD how sex offender victim notification will be done for certain GPS alerts.
- O. CSSD Employee The CSSD Intake Assessment and Referral (IAR) Unit or CSSD Adult Supervision Unit employee responsible for monitoring compliance with pre-trial condition(s) of release or post-conviction/adjudication condition(s).
- P. Curfew The specific time constraints that dictate when a client is allowed to leave and required to return to their assigned residence.
- Q. Daily Genesis Report Report(s) sent to the supervising CSSD employee by the monitoring center outlining alerts on specific Radio Frequency (RF) clients which occurred during the previous 24 hour period.

[Back to top](#)





*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 22 of 24

SUPERSEDES:

April 7, 2017

TITLE:

**ADULT SERVICES**  
**ELECTRONIC MONITORING**

- R. Electronic Monitoring A supervision tool available to the CSSD employee to assist in the supervision and the monitoring of the client in the community. This can include Radio Frequency (RF) and/or Global Positioning Satellite (GPS) system tracking. The electronic monitoring system utilizes a device (bracelet) that is worn/attached to the client that can monitor his/her geographic location.
- S. Emergency An unexpected circumstance which would cause the client to violate/deviate any client rule.
- T. Exclusion Zone A geographical area/location in which the client is not allowed to be (e.g., schools, playgrounds, or victim's location).
- U. Global Positioning Satellite (GPS) System A form of electronic monitoring that utilizes satellite tracking to obtain geographical location.
- V. GPS System Active A form of electronic monitoring that utilizes the GPS System and cellular communication capabilities which allows the CSSD employee to track the geographical location/movement of a client on a continuous basis. The active system provides tracked points which are available for review by the CSSD employee via the contract vendor's secure website.
- W. HMU Overdue When the Home Monitoring Unit (HMU) has not established telephone communication with the host computer at the monitoring center to download data.
- X. Home Monitoring Unit (HMU) The home monitoring unit or receiver of the Radio Frequency (RF) electronic monitoring equipment.
- Y. House Arrest A time period of total restriction to the client's assigned residence.
- Z. Inclusion Zone A geographical area/location in which the client must remain for a predetermined period of time (e.g., assigned residence, work, school).
- AA. Judicial Branch Alert Protocol The procedure followed by the CTMC for notifying the CSSD employee of a GPS alert.
- BB. Level of Alert The level of classification for each alert. Alerts will be responded to in accordance with their level.

[Back to top](#)



*State of Connecticut*  
JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION  
POLICY AND PROCEDURES

POLICY NO.  
4.14

EFFECTIVE DATE:  
January 5, 2018

PAGE 23 of 24

SUPERSEDES:


April 7, 2017

TITLE:

**ADULT SERVICES**  
**ELECTRONIC MONITORING**

- CC. Manner of Alert The method by which the CSSD employee receives alerts from the monitoring center. For GPS, the CSSD employee will receive alerts according to the Protocols for Enhanced GPS Services.
- DD. Monitoring Center A facility operated and maintained by the electronic monitoring contract vendor that will provide support services to the CSSD employee including but not limited to the following: CSSD employee enrollment, client enrollment, client tracking, client tracking interpretation, equipment services, and alerts for RF.
- EE. On-Site Inspection A personal visit to the location where the electronic monitoring equipment was installed.
- FF. Protocols for Enhanced GPS Services A series of protocols for both GPS systems which govern the response to alerts made by contractor staff managing the CTMC.
- GG. Radio Frequency (RF) A form of electronic monitoring that consists of a Home Monitoring Unit (HMU) and a bracelet, usually attached/worn on the client's ankle. This form of electronic monitoring enables the CSSD employee to monitor when and if the client is compliant with a previously established assigned residence curfew or has tampered with the electronic monitoring equipment.
- HH. Referral Process The manual or automated technology system enrollment process utilized by the CSSD employee and the electronic monitoring contract vendor to request electronic monitoring services.
- II. Residence The location, either temporary or permanent, that a client is to reside.
- JJ. Response to Alert(s) The manner and period of time with which the CSSD has to respond to, and address an alert(s).
- KK. Response to Non-Compliance Sanctions imposed in response to violation behavior in accordance with [CSSD Policy and Procedure 4.22, Response to Non-Compliance](#).

[Back to top](#)

|  |                              |                                    |               |
|--|------------------------------|------------------------------------|---------------|
|  <p><i>State of Connecticut</i><br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>POLICY AND PROCEDURES</p> | POLICY NO.<br>4.14           | EFFECTIVE DATE:<br>January 5, 2018 | PAGE 24 of 24 |
|  | SUPERSEDES:<br>April 7, 2017 |                                    |               |
| TITLE:<br><br><p style="text-align: center;"><b>ADULT SERVICES</b><br/><b>ELECTRONIC MONITORING</b></p>  |                              |                                    |               |

- LL. Safety Plan A plan of action developed by the victim indicating how to respond when receiving alert notifications.
- MM. Tracked Point The Global Positioning Satellite (GPS) system's geographic location of a client at a certain time.
- NN. Travel Grace Period The period of time granted by the CSSD employee to allow the client to travel to approved destinations (e.g., work, school, probation, counseling).
- OO. Zone An Inclusion Zone and/or Exclusion Zone established by the CSSD employee within the contract vendor's secure website. The CSSD employee has the capability to set up or structure Zones (Exclusion or Inclusion) and name them accordingly.

[Back to top](#)



## **ALERT DESCRIPTIONS**

- |                           |   |
|---------------------------|---|
| 1. ENTER                  | <i>The client returned within the authorized schedule.</i>  |
| 2. UNAPPROVED ENTER       | <i>The client returned after the authorized schedule.</i>   |
| 3. LEAVE                  | <i>The client left within the authorized schedule.</i>  |
| 4. UNAPPROVED LEAVE       | <i>The client left outside of the authorized schedule. The predetermined grace period will begin.</i>   |
| 5. E UNS LV               | <i>The client has failed to return after the predetermined grace period from an unapproved leave.</i>   |
| 6. LATE TO ENTER          | <i>The client has not returned within the authorized schedule. The predetermined grace period will begin.</i>   |
| 7. FAILED TO ENTER        | <i>The client has failed to return after the predetermined grace period.</i>  |
| 8. NO RETURN 2 HOURS      | <i>Client has been away from the residence for 2 hours without authorization.</i>   |
| 9. NO RETURN 4 HOURS      | <i>Client has been away from the residence for 4 hours without authorization.</i>   |
| 10. NO RETURN 12 HOURS    | <i>Client has been away from the residence for 12 hours without authorization.</i>  |
| 11. NO RETURN 24 HOURS    | <i>client has been away from the residence for 24 hours without authorization.</i>  |
| 12. XMTR TAMPER           | <i>(DT) The ankle transmitter has been tampered with.</i>   |
| 13. TRANSMITTER IN TAMPER | <i>A 12-hour reminder alarm that is documented into the client's activity, which states that the client's transmitter, is in tamper. The alarm will be generated until the tamper is reset.</i> |
| 14. XMTR TAMPER RESET     | <i>(DT) The ankle transmitter tamper has been reset</i>   |
| 15. PHONE DISC.           | <i>The telephone line has been unplugged or has lost voltage.</i>   |
| 16. PHONE RESTORE         | <i>The telephone line has been plugged in or has regained voltage.</i>  |
| 17. AC POWER              | <i>The monitoring unit has lost power.</i>  |
| 18. UNRESTORED AC POWER   | <i>The power has not been restored to the receiver for 30 minutes</i>   |



|                                 |  |
|---------------------------------|--|
| 19. AC RESTORE                  | <i>The power to the monitoring unit has been restored.</i>   |
| 20. HMU LOW BATTERY             | <i>The monitoring unit has a low battery voltage.</i>  |
| 21. XMTR LOW BATTERY            | <i>The transmitter has a low battery voltage.</i>  |
| 22. UNRESTORED XMTR LOW BATTERY | <i>The transmitter has a low battery voltage and has not cleared in four hours</i>   |
| 23. XMTR BATTERY CHECK          | <i>A battery status check reported to the HMU.</i>   |
| 24. XMTR GOOD BATT.             | <i>The transmitter battery has the optimal voltage level.</i>  |
| 25. MONITOR CHECK IN            | <i>The monitoring unit has sent a test signal.</i>   |
| 26. MONITOR CHECK IN – DELAYED  | <i>The monitoring unit was unable to send a test signal at its predetermined interval, message is stored in unit until connection is made with host computer</i> |
| 27. UNIT LATE TO TEST           | <i>The monitoring unit has not sent a test signal in 4-5 hours.</i>  |
| 28. NO CONNECTION               | <i>The communication between the monitoring unit and the host computer has failed.</i>   |
| 29. CIRCUITS BUSY               | <i>The telephone long distance carrier is busy</i>   |
| 30. NO DIAL TONE                | <i>The receiver (HMU) was unable to contact the monitoring center computer due to the telephone being off the hook or busy</i>                                   |
| 31. EVENTS CLEARED              | <i>The HMU memory has been cleared of all events. To be completed with each new enrollment.</i>  |
| 32. RECEIVER SHUT DOWN          | <i>The HMU has been powered down.</i>  |
| 33. IN-FUNCTION MODE            | <i>The HMU configuration screen has been accessed.</i>   |
| 34. HELLO                       | <i>The receiver (HMU) has powered up during installation.</i>  |
| 35. HMU TAMPER                  | <i>The receiver (HMU) has been tampered with.</i>  |
| 36. HMU TAMPER RESET            | <i>The receiver (HMU) tamper has been reset.</i>   |
| 37. HMU MOTION WITH DISCONNECT  | <i>The receiver (HMU) has been moved within two minutes of an AC POWER or PHONE DISCONNECT alarm.</i>  |
| 38. TRAKMATE LOW BATTERY        | <i>The TrakMate battery is low and has approximately 20% battery life left</i>   |
| 39. DEAD BATTERY                | <i>The GPS unit has generated a Low Battery events and has not called in for a least 2 hours (NO CELL 2HR</i>  |



### **OmniLink GPS Alerts Glossary**

| <b>Notification Alerts</b>        | <b>Description</b>   |
|-----------------------------------|--|
| <b>Buffer Zone Alert</b>          | Occurs when the client enters a user defined zone. This is an extra distance that can be attached to an Exclusion Zone and can be set at a 50 ft. minimum radius with no maximum limit. Once a device is in a buffer zone it will automatically get assigned a one minute rate plan, until the device is located outside of the buffer zone. It will then resume its normal rate plan. |
| <b>Buffer Zone Clear</b>          | Occurs when the client exits the buffer zone attached to the exclusion zone.   |
| <b>No Communication</b>           | Occurs if device is unsuccessful in communicating with Sprint for two consecutive intervals according to the set rate plan. The device will attempt to use the cellular network 2 times and then will start a 45 minute timer. If it is still unable to contact Sprint during this timeframe, than you will receive a communication failure alert.                                     |
| <b>No Communication Clear</b>     | This condition may be cleared by the user or by the system when the device is able to obtain Sprint signal again. If there is data saved in the device's memory, it will send this information in at this time.  |
| <b>Device Tamper</b>              | Occurs if the client attempts to remove /disassemble the device. This alert must be manually cleared through Focal Point.  |
| <b>Device Tamper Clear</b>        | Occurs after the device tamper condition has been corrected and the user clears the Device Tamper manually through Focal Point.  |
| <b>Exclusion Zone Alert</b>       | Occurs when a client is in violation of his schedule by entering a user defined zone that is prohibited.   |
| <b>Exclusion Zone Alert Clear</b> | Occurs when a client has left a prohibited zone and the alert is cleared by the system or by the user.   |
| <b>Inclusion Zone Alert</b>       | Occurs when a client leaves a user defined zone that they are to remain within during scheduled times.   |
| <b>Inclusion Zone Alert Clear</b> | The system will automatically clear this alert if the client returns to the zone during the scheduled time. If the client does not return to this zone during the scheduled time, the user must manually clear this alert through Focal point.   |
| <b>No Location</b>                | Occurs when the device is not able to obtain its location. This alert automatically clears through Focal Point.  |
| <b>No Location Clear</b>          | Occurs when the device is able to obtain its location and the system clears the alert, or the user can clear as well.  |





|                                       |  |
|---------------------------------------|--|
| <b>Low Battery</b>                    | Automatic system generated message that occurs when device reaches 35-40% battery life remaining.  |
| <b>Low Battery Clear</b>              | Automatically clears when the device has been recharged to 80% or more.  |
| <b>Recharge Schedule Alert</b>        | Occurs when a client misses their mandatory recharge schedule. Creating a battery recharge schedule is optional and managed by the Focal Point Administrator.  |
| <b>Recharge Schedule Alert Clear</b>  | Occurs when the Recharge Schedule alert is cleared by the user.  |
| <b>Strap Tamper</b>                   | Occurs when the client attempts to cut, remove or tamper with the strap attached to the device. This alert must be manually cleared in Focal Point.  |
| <b>Strap Tamper Clear</b>             | Occurs when a strap tamper is cleared by the user in Focal Point.  |
| <b>Notification Event</b>             | <b>Description</b>   |
| <b>Zone Exit</b>                      | Occurs when a client exits an assigned zone. Zone Exits are stand alone and do not have to be in a target entities schedule for events to generate. These are usually used when an officer just wants to know if the client has exited a specific area, but was not necessary prohibited or restricted to this area.           |
| <b>Zone Enter</b>                     | Occurs when a client enters an assigned zone. Zone Enters are stand alone and do not have to be in a target entities schedule for events to generate. These are usually used when an officer just wants to know if the Target Entity has entered a specific area, but was not necessary prohibited or restricted to this area. |
| <b>Log Events</b>                     | <b>Description</b>   |
| <b>Initial GPS Success</b>            | Occurs when the device first establishes GPS after being assigned to a client.   |
| <b>Recharge Begin</b>                 | Occurs when a client successfully charges their device. Once the client is charging their device, the device will only locate every 20 minutes minimum. If they are on a rate plan that is greater than 20 minutes, then they will still locate per their rate plan.   |
| <b>Recharge End</b>                   | Occurs when a client disconnects the charging cord from their device.  |
| <b>Insufficient Charging Time</b>     | Is a system generated message that automatically records when a client charges their device for less than an hour.   |
| <b>Battery Full</b>                   | Occurs when the battery level reaches maximum capacity on a scale of 1 - 100%.   |
| <b>Device Logged In Successfully</b>  | Occurs when the device is plugged in to charge and the device communicates with the server.  |
| <b>Get Current Position Requested</b> | User requests the current location for an offender.  |

**SENTINEL** RF Lndline Monitoring Participant Acknowledgment Form

As a condition of my participation in the electronic monitoring program, I agree to all of the following terms:

**Phone Requirements**

- HMU must be connected directly into phone jack. No connection through splitters, extensions, modems, DSL filters or routers are permitted
- Phone line must be free of static & interference.
- No digital phone lines.
- No call waiting or call forwarding.
- No caller ID or caller ID block.
- Must have toll-free call access.
- No three way/conference calling.
- No computer modems.
- No fax machines.
- No answering machines.
- No cordless phones.
- Do not answer the phone until after the second ring.
- Do not use the phone for 10 minutes upon entering the residence.

**Equipment Requirements**

- HMU power supply must be connected directly to wall outlet. No extension cords or power strips are permitted.
- HMU should be located at least three feet off of floor.
- HMU should be placed on a wood or plastic surface.
- After the initial installation, do not move the monitor or disconnect power/phone cords at any time.
- Do not place any objects on or next to the HMU.
- Do not place HMU near glass, metal or any electrical devices.
- Respond immediately to any directions from the HMU to reconnect power/phone supply or to end a phone call.
- Do not submerge the ankle monitor under water—showers only, no baths
- Do not attempt to remove, stretch, or tamper with the ankle monitor in any way.

I acknowledge that I am responsible for the return of all assigned equipment power supply and phone cord to my assigned CSSD/Parole office in the same condition as which it was assigned within 24 hours of my termination from the electronic monitoring program.

If I damage or fail to return the equipment, I will be charged the full replacement costs of \$500.00 for the HMU, \$250.00 for the ankle transmitter, \$25.00 for the power supply and \$10.00 for the phone cord.

If necessary, G4S can arrange for retrieval of the equipment from your residence. Make sure you get a receipt from the G4S representative.

HMU/PHMU # \_\_\_\_\_ TX/PTX # \_\_\_\_\_ Range Setting:    High   Med   Low (circle one)

Installer Name \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_

HMU Location \_\_\_\_\_ Disptacher Name/Time completed \_\_\_\_\_

Participant Name

Participant Address

Participant Signature

Date

Guardian Signature (if applicable)

Date

Installer Signature

Date



**Cellular RF Monitoring Participant Acknowledgment Form**

As a condition of my participation in the electronic monitoring program, I agree to all of the following terms:

**Equipment Requirements**

- HMU power supply must be connected directly to wall outlet. No extension cords or power strips are permitted.
- HMU should be located at least three feet off of floor.
- HMU should be placed on a wood or plastic surface.
- After the initial installation, do not move the monitor or disconnect power/phone cords at any time.
- Do not attempt to remove, stretch, or tamper with the ankle monitor in any way.
- Do not place any objects on or next to the HMU.
- Do not place HMU near glass, metal or any electrical devices.
- The green and yellow indicator lights should stay illuminated on your HMU display at all times. A red light indicates a connection has been lost.
- Do not submerge the ankle monitor under water—showers only, no baths

I acknowledge that I am responsible for the return of all assigned equipment power supply and phone cord to my assigned CSSD/Parole office in the same condition as which it was assigned within 24 hours of my termination from the electronic monitoring program.

If I damage or fail to return the equipment, I will be charged the full replacement costs of \$900.00 for the PHMU, \$500.00 for the ankle transmitter, and \$25.00 for the power supply.

If necessary, Sentinel can arrange for retrieval of the equipment from your residence. Make sure you get a receipt from the Sentinel representative.

PHMU # \_\_\_\_\_ PTX # \_\_\_\_\_ Range Setting:    High   Med   Low (circle one)

Installer Name \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_

HMU Location \_\_\_\_\_ Disptacher Name/Time completed \_\_\_\_\_

Participant Name \_\_\_\_\_

Participant Address \_\_\_\_\_

Participant Signature \_\_\_\_\_

Date \_\_\_\_\_

Guardian Signature (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

Installer Signature \_\_\_\_\_

Date \_\_\_\_\_



**Sentinel Offender Services, LLC**  
**Connecticut GPS Program Participant Acknowledgment Form**

***As a participant in the CT CSSD GPS monitoring program, I agree to the following conditions:***

- 1) I will charge my device in accordance with the instructions provided below.
  - a) I will charge my GPS tracking device continuously and without interruption for at least one hour, twice daily at approximately the same time each charge cycle.
  - b) I understand that I will keep my device on charge as described above, irregardless of any light patterns seen on the device.
  - c) I will not charge the device while asleep to avoid inadvertent disconnection or damage to the device/power cord.
  - d) I understand that the power cord should be connected to a standard wall outlet not controlled by a light switch, and that the device should never be charged in a motor vehicle..
  - e) I understand that if my battery is low that the device will vibrate and a solid Red light will come on, and that I will plug the device in within 15 minutes for one full hour
- 2) I understand that my location and charging activity are being continuously monitored and I will be subject to removal from the program if I fail to comply with the instructions on this form.
- 3) I understand that I may receive periodic telephone calls from the monitoring center with instructions related to my program. Failure to comply with these instructions may result in removal from the program.
- 4) I understand that I am solely responsible for the return of the GPS tracking device and power supply issued to me in the same condition as it was received. Upon completion of the program, I will ensure that the device is returned to my Probation Officer.
- 5) I understand that if I fail to return my issued equipment, or if it is damaged while in my possession, I will be charged the following replacement costs: GPS Tracking Device: \$995 ; Home Unit: \$1100 ; Power Supply: \$35
- 6) I understand that the device is NEVER to be submerged in water – showers only; no baths, no swimming
- 7) If understand that I should NEVER unplug or move the home unit after installation.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Installer Signature

\_\_\_\_\_  
Date

---

**\*\*For Sentinel Use Only**

Arrival Time \_\_\_\_\_ Participant Name \_\_\_\_\_

Address \_\_\_\_\_

Device Serial #'s: Phone \_\_\_\_\_ IMEI \_\_\_\_\_

Bracelet Serial \_\_\_\_\_ ACU Serial \_\_\_\_\_

Completion Time \_\_\_\_\_ Dispatcher \_\_\_\_\_ Cell ACU \_\_\_\_ LL ACU \_\_\_\_ NO ACU

Connecticut CSSD and Parole Electronic Monitoring Program

SPANISH VERSION- RF LANDLINE



**Forma de Reconocimiento de Vigilancia del Participante**

Como condición de mi participacion en el programa electronico de vigilancia,  
yo acepto todas las condiciones siguientes:

**Requisitos del Teléfono**

- HMU debe de estar conectado directamente al enchufe del teléfono. No se permite conectar por divisores, extesiones, modems, DSL filtros o enrutador
- El telefono debe estar libre de estático y interferencias .
- No líneas digitales.
- No línea de espera o regresa de llamada.
- No caller ID or caller ID block.
- Acceso a llamadas 800.
- No three way calling/conference.
- No módem de computadora.
- No maquinas de fax.
- No maquinas de contestar.
- No teléfonos inalámbricos.
- Conteste el teléfono despues del segundo timbre.
- No use el teléfono por los primeros 10 minutos despues de entrar a la casa.

**Requisitos del Equipo**

- El cordon del HMU debe de estar conectado directamente a el enchufe de la electrecidad. No se permite usar extensions.
- El HMU debe de estar 3 pies arriba del suelo.
- El HMU debe de estar sobre un suerficie de madera o plástico.
- Despues de la instalación no mueva o desconecte el enchufe.
- No ponga objetos junto o encima del monitor (HMU).
- No ponga el HMU serca de virdios, metal, o electrodomesticos.
- Responda inmediatamente cuando el HMU de instrucciones de re-conectar el enchufe del telefono/luz o termine la llamada.
- No sumeja el grillete bajo agua – solo puede bañar con la regadera
- No intente a quitar, estirar, o dañar el grillete de algun manere

Reconozco que soy responsable de devolver todo el equipo de vigilancia asignado y el cable de teléfono a mi CSSD/Oficial asignado en la misma condición en que lo recibí dentro de 24 horas de mi expulsión del programa de vigilancia electrónbica.

Si daño o fallo de volver el equipo, yo seré cargado el costo total de \$500.00 for el HMU, \$250.00 por el grillete, \$25.00 por el cable de electricidad, y \$10.00 por el cable del teléfono

Si es necesarian G4S puede arreglar para la recuperación del equipo de su residencia. Asegúrese de que consiga un recibo del representante de G4S

HMU/PHMU # \_\_\_\_\_ TX/PTX # \_\_\_\_\_ Range Setting:    High   Med   Low   (circle one)

Installer Name \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_

HMU Location \_\_\_\_\_ Disptacher Name/Time completed \_\_\_\_\_

Nombre del Participante

Domicilio del Participantd

Firma del Participante

Fecha

Firma del Guardia (si aplica)

Fecha

Connecticut CSSD and Parole Electronic Monitoring Program



SPANISH VERSION- RF CELLULAR

**Forma de Reconocimiento de Vigilancia del Participante-Cellular**

Como condición de mi participación en el programa electrónico de vigilancia,  
yo acepto todas las condiciones siguientes:

**Requisitos del Equipo**

- El cordón del HMU debe de estar conectado directamente a el enchufe de la electricidad. No se permite usar extensiones.
- El HMU debe de estar 3 pies arriba del suelo.
- El HMU debe de estar sobre un superficie de madera o plástico.
- Después de la instalación no mueva o desconecte el enchufe.
- Después de la instalación no mueva la caja o desconecte el cable de electricidad/teléfono
- No intente a quitar, estirar, o dañar el grillete de alguna manera
- No ponga objetos encima o junto al HMU
- No ponga el HMU cerca de fuego, metal o cosas electrónicas.
- La luz verde y amarilla deben permanecer prendidas en el HMU a todos tiempos. Una Luz roja indica que una conexión ha sido perdida.
- No sumerja el grillete bajo agua – solo puede bañar con la regadera

Reconozco que soy responsable de devolver todo el equipo de vigilancia asignado y el cable de teléfono a mi CSSD/Oficial asignado en la misma condición en que lo recibí dentro de 24 horas de mi expulsión del programa de vigilancia electrónica.

Si daño o fallo de volver el equipo, yo seré cargado el costo total de \$900.00 por el PHMU, \$500.00 por el grillete, y \$25.00 por el cable de electricidad.

Si es necesario G4S puede arreglar para la recuperación del equipo de su residencia. Asegúrese de que consiga un recibo del representante de G4S.

PHMU # \_\_\_\_\_ PTX # \_\_\_\_\_ Range Setting:    High   Med   Low (circle one)

Installer Name \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_

HMU Location \_\_\_\_\_ Dispatcher Name/Time completed \_\_\_\_\_

\_\_\_\_\_  
Nombre del Participante

\_\_\_\_\_  
Domicilio del Participante

\_\_\_\_\_  
Firma del Participante

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del Guardian (si aplica)

\_\_\_\_\_  
Fecha



STATE OF CT – JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION

Attachment B-1  
4.14 – Adult Services – Electronic Monitoring

Connecticut CSSD and Parole Electronic Monitoring Program

 SENTINEL

*SPANISH VERSION- GPS*

10-01-2012



**State of Connecticut-CSSD  
Fee Collection Rules**

For all participants or legal guardians who have been designated by the Court or other Judicial Authority as responsible for payment of program fees

You have been identified by the Court or other Judicial Authority as responsible for the cost of the electronic monitoring fees. Failure to pay these fees is a crime and may result in legal action. Below are the types of monitoring and the corresponding fee for each:

Radio Frequency (RF) program is \$3.14/day (31 days x \$3.14 per day = **\$97.34/month**)  
Cellular Radio Frequency (RF) s \$6.75/day (31 days x \$6.75 per day = **\$209.25.82/month**)  
2-Piece Passive GPS program is \$6.98/day (31 days x \$6.98 per day = **\$216.38/month**)  
2-Piece Active GPS program is \$11.31/day (31 days x \$11.31 per day = **\$350.61/month**)  
1-Piece Passive GPS program is \$8.32/day (31 days x \$8.32 per day = **\$257.92/month**)  
1-Piece Active GPS program is \$9.95/day (31 days x \$9.95 per day = **\$308.45/month**)

You will be billed monthly, accrue billing on a daily basis and will only be billed for the days you are monitored.

All payments must be made by cashiers check or money order.

All payments must be mailed within 7 days of receipt of the bill.

If you have any billing question you may call your supervising officer or the monitoring company at 1-866 694 9106.

I/We understand and agree to the above terms

\_\_\_\_\_  
Print Participant and Legal Guardian First and Last Name

\_\_\_\_\_  
Participant or Legal Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Juvenile Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervising Officer Signature

\_\_\_\_\_  
Date



SPANISH VERSION – FEE COLLECTION RULES

Estado de Connecticut – “CSSD”  
Reglas de Cobro para Cuotas

A todos los participantes o tutores designados por un Tribunal u otra Autoridad Judicial serán los responsables por los pagos de la cuota del programa.

Usted ha sido identificado por el Tribunal u otra Autoridad Judicial como el responsable por el pago de la cuota por el sistema de vigilancia electrónica. El no cumplir con la cuota es un delito y puede acabar en un procedimiento legal. A continuación se indican los tipos de unidades de vigilancia y la cuota correspondiente para cada uno.

**Programa de Radio Frecuencia (RF)** es de \$3.14/día (31 días x \$3.14 por día = \$97.34/mes)

**Radio Frecuencia por Teléfono Móvil (RF)** es de \$6.75/día (31 días x \$6.75 por día = \$209.25.82/mes)

**Programa Pasivo de 2-Unidades Sistema de Ubicación Global** es de \$6.98/día (31 días x \$6.98 por día = \$216.38/mes)

**Programa Activo de 2-Unidades Sistema de Ubicación Global** es de \$11.31/día (31 días x \$11.31 por día = \$350.61/mes)

**Programa Pasivo de 1-Unidad Sistema de Ubicación Global** es de \$8.32/día (31 días x \$8.32 por día = \$257.92/mes)

**Programa Activo de 1-Unidad Sistema de Ubicación Global** es de \$9.95/día (31 días x \$9.95 por día = \$308.45/mes)

La cuota se acumulará diariamente y se facturará mensualmente y sólo se le puede cobrar por los días que esté supervisado.

Todos los pagos deben hacerse mediante un cheque certificado o por un giro postal (*Money Order*).

Todos los pagos deben ser enviados por correo dentro de 7 días, luego de haber recibido la factura.

Si usted tiene alguna pregunta sobre la factura, puede llamar a su agente de supervisión o a la compañía de vigilancia al **1-866-694-9106**.

Yo / Nosotros entendemos y aceptamos los términos mencionados arriba.

Nombre y Apellido de los participantes o tutores (Escriba en Letra de Molde)

Firma del Participante o Tutor(a)

Fecha

Firma del Participante Menor

Fecha

Firma del Agente de Supervisión

Fecha

**The Alliance-CSSD**

**GPS VICTIM NOTIFICATION FORM**

Victim's Name: \_\_\_\_\_ Date of Contact \_\_\_\_\_

Offender's Name: \_\_\_\_\_ CMIS Case Number: \_\_\_\_\_

A Probation Officer (PO) has established a victim-specific GPS exclusion zone related to you. This form provides you the opportunity to be notified should the probationer violate the exclusion zone, or should his GPS become otherwise untraceable by the officer supervising his case. Please check the following applicable boxes:

Please check (✓) one of the following:

|  | Check one                |
|--|--------------------------|
| I would like immediate notification, and understand that this notification could come at any time, day or night.   | <input type="checkbox"/> |
| I would like to be notified <u>only</u> if the offender has not been located within 24 hours of the initial alert. | <input type="checkbox"/> |
| I do not wish to be notified of any GPS alert or violation.  | <input type="checkbox"/> |

Who should notify me in case of a GPS Alert: (✓)

|   |                          |
|---|--------------------------|
| Connecticut Alliance to End Sexual Violence Victim Advocate | <input type="checkbox"/> |
| Adult Probation Officer                                     | <input type="checkbox"/> |

**VICTIM'S CONTACT INFORMATION:**

I would like to be contacted at one or more of these numbers;

|  |   |
|--|---|
| 1 <sup>st</sup> Choice<br>Telephone # _____ (Home, Work or Cell)<br>Circle one | Okay to leave a message? Yes / No<br>Circle one |
| 2 <sup>nd</sup> Choice<br>Telephone # _____ (Home, Work or Cell)<br>Circle one | Okay to leave a message? Yes / No<br>Circle one |
| 3 <sup>rd</sup> Choice<br>Telephone # _____ (Home, Work or Cell)<br>Circle one | Okay to leave a message? Yes / No<br>Circle one |

It is important to know that it is possible for the offender to get around the equipment and location signals, and monitoring of the offender can be disrupted in some circumstances. In these situations the ability to notify you could be delayed or prevented. Also, the equipment does not in any way control the offender's movements or behavior. For these reasons, the program should be used together with, and not instead of, other safety planning.

*I acknowledge receipt of and understand the above for the GPS Program Victim Notification.*

\_\_\_\_\_  
Victim's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Victim Advocate Signature

\_\_\_\_\_  
Date



Sentinel Offender Services, LLC

## STANDARD WORK INSTRUCTION CT CSSD FEE COLLECTIONS

|          |              |              |
|----------|--------------|--------------|
| REVISION | APPROVAL     | DATE ISSUED  |
| 2.0      | Beth Whiting | June 2, 2015 |

### SCOPE

For all participants or legal guardians designated by the court as responsible for payment of program fees, Sentinel shall coordinate the following process for the collection of fees.

### PROCEDURE

1. Participants are identified by the court as responsible for payment of program fees, designation shall be made by the referring officer on the referral form.
2. Once Sentinel is notified via the Referral Form, Sentinel will enter participant account information into the offender management database.
3. At the time of the installation, the participant or legal guardian shall be notified by the installer that he/she is responsible for fees, and a fee schedule will be mailed to their address within 7 working days. The installer shall also indicate to the participant or legal guardian what the daily charge shall be, which will be concurred with by signature of the participant and or legal guardian.
4. Once per month, an invoice shall be mailed to the participant or legal guardian from the Sentinel accounting office, requesting payment for services in arrears. Fees are based on the daily fee times the number of days monitored since the end of the last billing cycle.
5. Payment must be made by money order, or cashers check, and must be mailed to the Sentinel accounting office immediately upon receipt.
6. All payments are credited to the participant or legal guardian's account in the Sentinel offender management database.
7. Participant or legal guardian will continue to receive a monthly bill, indicating the cost of the program date, the amount paid to date, and the current balance owed until balance is paid-in full. Sentinel will continue to attempt to collect on balances owed for no longer than 60 days. Following program completion, at which time CSSD shall determine necessary action.
8. By the 15<sup>th</sup> of each month, Sentinel will submit to CSSD a report of all individuals on an offender payment schedule and the status of each account. Any funds collected during the period will be provided to Sentinel to be credited to the monthly invoice Sentinel provides to CSSD.
9. All payments received by Sentinel will be deposited. At the end of each month, all deposited receipts will be accounted for, and credited as necessary to meet CSSD reporting requirements.



**STANDARD WORK INSTRUCTION  
CT CSSD FEE COLLECTIONS**

|                 |                          |                             |
|-----------------|--------------------------|-----------------------------|
| REVISION<br>2.0 | APPROVAL<br>Beth Whiting | DATE ISSUED<br>June 2, 2015 |
|-----------------|--------------------------|-----------------------------|

**RELATED DOCUMENTS**

| <u>TITLE</u> | <u>LOCATION MAINTAINED</u> |
|--------------|----------------------------|
|--------------|----------------------------|


**DOCUMENT CHANGE HISTORY**

| <u>DATE ISSUED</u> | <u>DESCRIPTION OF CHANGE(S)</u> |
|--------------------|---------------------------------|
| June 2, 2015       | New standard work instructions. |



STATE OF CT – JUDICIAL BRANCH  
COURT SUPPORT SERVICES DIVISION

Attachment F  
4.14 – Adult Services – Electronic Monitoring

|   |   |   |
|---|---|---|
| Quarterly Review of Global Positioning System Monitoring Activity | <b>STATE OF CONNECTICUT<br/>JUDICIAL BRANCH<br/>COURT SUPPORT SERVICES DIVISION<br/>ADULT PROBATION SERVICES</b><br><i>www.jud.ct.gov</i> |  |
|---|---|---|

|                                    |                                    |
|------------------------------------|------------------------------------|
| Case Number                        | Client Name                        |
| Case Owner(s) during review period | Supervisor(s) during review period |

**Global Positioning System (GPS) Monitoring Case Activity Review**

|                |                                       |  |
|----------------|---------------------------------------|--|
| Date of review | Date GPS monitoring condition imposed | <input type="checkbox"/> Probation Officer-imposed<br><input type="checkbox"/> Court-imposed |
|----------------|---------------------------------------|--|

Do the CMIS case notes indicate that the probation officer (APO) reviewed GPS monitoring status daily?

☐ Yes

☐ No

Comments:

Do the CMIS case notes indicate that the APO documented all GPS monitoring alerts?

☐ Yes

☐ No

Comments:

Do the CMIS case notes indicate the APO's response to all GPS monitoring alerts?

☐ Yes

☐ No

Comments:

Do the CMIS case notes indicate that the APO's response to all GPS monitoring alerts was in accordance with CSSD Policy and Procedures?

☐ Yes

☐ No

Comments:

Do the CMIS case notes indicate that the Chief Probation Officer reviewed the notes to determine whether the APO was in compliance with GPS monitoring activities?

☐ Yes

☐ No

Comments:

|                       |                  |       |
|-----------------------|------------------|-------|
| Signature of Reviewer | Name of Reviewer | Title |
|-----------------------|------------------|-------|



**CTJB AND CT PAROLE REFERRAL FORM**  
\*\*\*CONFIDENTIAL PARTICIPANT INFORMATION\*\*\*  
Phone: 888-734-2361 option 2 • Fax: 800 478-3335  
Email: [ct.dispatch@sentrak.us.com](mailto:ct.dispatch@sentrak.us.com)  
Please print clearly on form

Time Received: \_\_\_\_\_ EST  
PST  
\*Initials: \_\_\_\_\_

|   |  |   |                        |                       |  |
|---|--|---|------------------------|-----------------------|--|
| Agency/Case Type <input type="checkbox"/> Parole <input type="checkbox"/> CTJB Adult Prob <input type="checkbox"/> CTJB Adult Bail <input type="checkbox"/> CTJB Juv Prob   |  |   |                        | Assigned Officer Name |  |
| GPS Client Type <b>(MUST SELECT ONE)</b> : Probation: <input type="checkbox"/> Bail: <input type="checkbox"/> GPS Monitoring Type: Unitrak <input type="checkbox"/> Unitrak & ACU <input type="checkbox"/> OL Active/Passive <input type="checkbox"/> |  |   |                        |                       |  |
| RF Monitoring Type: <input type="checkbox"/> PRF Landline <input type="checkbox"/> PRF Cellular <input type="checkbox"/> Sentrak Cell <input type="checkbox"/> Sentrak RF   |  |   |                        |                       |  |
| Participant Last Name:  |  |   | Participant First Name |                       |  |
| Street Address  |  |   | City                   |                       | Zip Code   |
| Time Zone <b>EST</b> Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Date of Birth: ____/____/____ Spanish Speaking Only <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |   |                        |                       |  |
| Home Phone # ( ) -  |  | NO PHONE <input type="checkbox"/>   | Cell Phone # ( ) -     |                       | Needs Telephone Line Installation <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If telephone install required, alternate contact phone # ( ) -  |  | Preferred Install Time: <input type="checkbox"/> 0800-1200 <input type="checkbox"/> 1300-1700 <input type="checkbox"/> 1700-2200                    |                        |                       |  |
| Monitoring Start Date ____/____/2015  |  | <input type="checkbox"/> Home Installation <input type="checkbox"/> Facility Installation (include address of facility in the space provided below) |                        |                       |  |
| Facility Address  |  |   | City                   |                       | Zip Code   |
| <b>ALERT NOTIFICATION PROFILE</b><br><b>SELECT ONE OF THE FIVE OPTIONS BELOW (CTJB Only)</b>  |  |   |                        |                       |  |
| 1) <input type="checkbox"/> Web Patrol Only-No Immediate Alert Notification   |  | 4) <input type="checkbox"/> CT-AUTO. NOTIF. 24/7-NO GRACE PERIOD  |                        |                       |  |
| 2) <input type="checkbox"/> CT-AUTO. NOTIF. 24/7-15 MINUTE GRACE PERIOD   |  | 5) <input type="checkbox"/> CT-8AM-5 PM CALL TO PRIMARY OFFICER-NO GRACE  |                        |                       |  |
| 3) <input type="checkbox"/> CT-8AM-5PM CALL TO PRIMARY OFFICER-15 Min Grace   |  | 6.) <input type="checkbox"/> CTJB - GPS   |                        |                       |  |
| 4) <input type="checkbox"/>   |  |   |                        |                       |  |

**For GPS Zones and Schedules**

|  |  |  |           |
|--|--|--|-----------|
| Exclusion Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No |  | Inclusion Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No |           |
| Last Name:   |  | First Name:  |           |
| Home Street Address 1:   |  | City:  | Zip Code: |
| Last Name:   |  | First Name:  |           |
| Home Street Address 2:   |  | City:  | Zip Code: |

**Curfew Schedule**

|                   |                                    |                                    |                                    |             |           |                                |     |     |     |     |
|-------------------|------------------------------------|------------------------------------|------------------------------------|-------------|-----------|--------------------------------|-----|-----|-----|-----|
|                   | <input type="checkbox"/> Permanent | <input type="checkbox"/> Inclusion | <input type="checkbox"/> Temporary | Start Date: | End Date: | (Only for Temporary schedules) |     |     |     |     |
|                   |                                    |                                    |                                    | Mon         | Tue       | Wed                            | Thu | Fri | Sat | Sun |
| Date if Temporary |                                    |                                    |                                    |             |           |                                |     |     |     |     |
| Leave *           |                                    |                                    |                                    |             |           |                                |     |     |     |     |
| Return            |                                    |                                    |                                    |             |           |                                |     |     |     |     |
| Leave*            |                                    |                                    |                                    |             |           |                                |     |     |     |     |
| Return            |                                    |                                    |                                    |             |           |                                |     |     |     |     |

\_\_\_\_\_  
Officer Name

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Date

**Connecticut Alliance to End Sexual Violence  
GPS Victim Notification Protocol for  
CSSD Sex Offenders (January 2018)**

There are three components to this protocol:

1. IDENTIFYING VICTIM PREFERENCE FOR NOTIFICATION
2. DOCUMENTING VICTIM PREFERENCE FOR NOTIFICATION
3. RESPONDING TO VIOLATION ALERTS FROM UNIT PROBATION

**1. IDENTIFYING VICTIM PREFERENCE FOR NOTIFICATION**

When a supervising probation officer (PO) establishes a victim specific GPS exclusion zone for a sex offender, the Connecticut Alliance to End Sexual Violence (The Alliance) Victim Advocate (VA) will be notified via email at [GPSadvocate@endsexualviolencect.org](mailto:GPSadvocate@endsexualviolencect.org). The Alliance VA will contact the victim with the exclusion zone to establish what their preference is around notification.

In the event that a victim is not reached at the number(s) provided on the day that the VA is alerted to the GPS exclusion zone, a letter will be sent to the victim the next day with exclusion zone information and contact numbers for the VA and the PO.

The Alliance VA will share the victim's preference for notification with the supervising PO and update a central Connecticut Alliance to End Sexual Violence SO GPS LIST.

There are three notification options:

- No notification
- Immediate Notification
  - If this option is chosen, the Alliance VA should explain that this notification could come at any time, including the middle of the night.
- Notification only after 24 hours if the offender has not been located

In the case of a GPS violation, the Alliance VA will also offer the victim the option to be contacted by either the supervising PO or VA. In the case that a victim would prefer to be contacted by the supervising PO, PO will make the contact with the victim and will advise victim to follow up with the VA.

All preferences will be documented on the Connecticut Alliance to End Sexual Violence/CSSD GPS Victim Notification Form by the Victim Advocate and a copy of the form will be shared with the supervising probation officer.

The VA will also discuss safety planning with the victim. The VA will work with the victim to determine if a safety plan needs to be established or modified. The VA will also work with the victim to ensure that they have all necessary emergency contact information in regards to their safety plan, as well as the Sexual Assault Crisis Hotline number.

If a victim chooses to be notified, the Alliance VA will also immediately inform them once the offender has been located, as a supervising officer should reach back out to the VA once an offender has been located.

During the phone call, the VA should explain to the victim that if an offender violates his GPS, the PO will immediately work to locate the offender, and the PO will contact the VA when the offender is located or the alert is cleared.

With the victim's approval, the VA will leave a message at this number if they do not answer. If it is not okay for a message to be left and the victim does not answer the phone at the time of the notification the victim should be informed that a notification attempt will be made again the next day.

The victim should also be advised to keep their contact information current with the VA to ensure that they receive proper notification.

## **2. DOCUMENTING VICTIM PREFERENCE FOR NOTIFICATION**

Once the notification option is chosen, the preference and victim contact information will be collected and shared via phone with the victim advocate in the office that supervises the offender as well as on the internal VA GPS notification list. If the victim wants the supervising probation officer to provide the notification, the contact information and preference will be shared with the PO via phone for their documentation. The PO will also be notified in every case of the contact preference so that victims are not contacted in error by anyone outside of their identified preference (form).

Victim Advocates will document victim preferences in all cases and utilize the Connecticut Alliance to End Sexual Violence/CSSD GPS Victim Notification form. In the event that a victim is unable or unwilling to meet with an advocate in person in a timely fashion, the form will be completed over the phone with the victim, with the advocate documenting the victim's preferences. A note will be made on that form stating such and a copy of the form will be mailed to the victim, and another copy will be shared with the supervising probation officer.

All information regarding victim notification preference will be noted in the case file and in the Connecticut Alliance to End Sexual Violence SO GPS LIST.

## **3. RESPONDING TO VIOLATION ALERTS FROM PO**

When the VA receives a call from the PO at the dedicated Connecticut Alliance to End Sexual Violence GPS notification number ((860) 310-6965) that there has been a violation alert, the VA will immediately do the following:

- Refer to the Connecticut Alliance to End Sexual Violence SO GPS list to obtain the victim's notification preference and contact information. The VAs will always have instant access to this list to ensure that all victim contact information and notification preferences are immediately available.
- Contact the victim accordingly based on their notification preference, explaining that there has been a GPS alert and that probation is working on their end to locate the offender's whereabouts. If the victim cannot be reached, a message will be left or a follow up call will be placed the next day, depending on the victim's preference.
- Address any safety concerns with the victim, as well as review and implement safety plans if necessary.
- Follow up with the probation officer to inform him/her on the status of the contact, including if the victim has been reached or if messages have been left.
- After receiving notification from the probation officer that the offender has been located and/or the alert has been cleared, the victim will be notified with the updated information.
- Anytime a victim notification is made, the VA on the supervising unit will also be notified so that they may provide additional follow up to the victim.



## **\CTJB GPS Alert Quick Reference Guide**

**Mathew Kennedy – CT Program Manager**

**Mobile-860.250.0156 Office-203.686.1416 [mathew.kennedy@sentrak.us.com](mailto:mathew.kennedy@sentrak.us.com)**

The following Alerts will create immediate notification to the Officers

- **XMTR Tamper and/or Transmitter Tamper (TrakMate and/or HMU)**
- **Exclusion Zone Entered**
- **Inclusion Zone Cleared**
- **Unscheduled Leave (UNS LV) and/or Unapproved Leave**
- **Failed to Enter and/or Late to Enter**
- **If there is a service refusal when the installer is there**
- **If the offender is not home**
- **If there ARE signs of tamper**
  
- *Notification Protocol – multistep process-will stop when someone acknowledges:*
  - Text message to Primary Officer
  - Email to Primary and Backup
    - Wait 15 minutes for acknowledgement – If none, proceed
  - Call Primary Officer Cell – if no answer, leave VM and proceed
  - Call Secondary Cell – if no answer, leave VM and proceed
  - Call Supervisor Cell – if no answer, leave VM
  - If no answer to all 3 calls immediately repeat process up to 2 more times for a total of 9 calls

The following Alerts are triaged by Monitoring Center Staff prior to notification:

- **XMTR or Trackmate Low Battery**
- **AC Power Disconnect**
- **HMU Motion**
- **No Cell 1 Hour**
- **No GPS 1 Hour**
  
- MC will make one call to troubleshoot; notification will only happen if there is no answer, if offender does not comply, or if issue cannot be resolved.
  
- *Notification Protocol – multistep process-will stop when someone acknowledges:*
  - Text message to Primary Officer
  - Email to Primary and Backup
    - Wait 15 minutes for acknowledgement – If none, proceed
  - Call Primary Officer Cell – if no answer, leave VM and proceed
  - Call Secondary Cell – if no answer, leave VM and proceed
  - Call Supervisor Cell – if no answer, leave VM
  - If no answer to all 3 calls immediately repeat process up to 2 more times for a total of 9 calls

**All alerts that create a notification MUST be acknowledged**

- Reply to the text with "Alert Acknowledged"
- Reply to the alert email with "Alert Acknowledged"
- Call the CT GPS Call back # : 866-298-8563



## Procedure for Requesting Expert Monitoring/Tracking Analysis

(012009LC)

Prior to processing GPS or RF violations or sanctions, the following steps must be taken to confirm expert monitoring/tracking analysis from the Contractor, Sentinel Offender Services, LLC (NOTE: Regardless of RF or GPS enquiry, ALL requests will be sent directly to Sentinel – Contractor can NOT be responsible for requests or responses that are not sent directly to, or not received directly from, Sentinel as the Contractor.):

- All requests shall be via email and have the following in the subject line ***“URGENT REQUEST for Expert Analysis (Participant Name)”*** and sent confirmed receipt requested, directly to all of the following contacts at Sentinel and Judicial Branch Administration:

To: Sentinel Help Desk – [help.desk@sentrak.us.com](mailto:help.desk@sentrak.us.com)

cc: Supervisor of the Judicial officer submitting the request \_\_\_\_\_  
Helm of the Sentinel 24/7 Monitoring Center [monitoring.center@sentrak.us.com](mailto:monitoring.center@sentrak.us.com)

The body of the email must include the Officer's First & Last Name, Office Address, Office Telephone Number and Mobile Telephone Number, Officer email address, and must state that the officer is pending violation of the participant and seeking Expert Analysis and provide the Participant's First and Last Name, Transmitter Number, Date(s) and Time(s) in question, and area of concern (tracking/monitoring location, GPS reception, cellular reception, etc.)

- Upon receipt, the Sentinel Monitoring Center will “Reply All” and also cc the following individuals:
  - Mathew Kennedy – CT Program Manager
  - Michelle Chase – Sentinel Dispatch Supervisor

That reply email will confirm receipt of the request and, where possible, target complete written response the next business day. Requests requiring analysis of multiple days of data and/or IT/engineering involvement may take longer. The initial response will identify the anticipated timeframe for response. Upon receipt requests will be immediately routed as follows:

- GPS and RF related requests - Sentinel Monitoring Center will immediately forward it to both of the following individuals:
  - Darryl Martin Divisional President [darryl.martin@Sentrak.us.com](mailto:darryl.martin@Sentrak.us.com)
  - Mathew Kennedy CT Program Manager [Mathew.kennedy@sentrak.us.com](mailto:Mathew.kennedy@sentrak.us.com)

Sentinel will process requests, where necessary consulting with IT/Manufacturing. Sentinel HelpDesk will provide a written, dated response pre-verified by the CT Program Manager and send the response to all parties in the second bullet cc'd with a reply receipt requested by the next business day. Judicial staff shall confirm via reply upon receipt.