



NORTH CAROLINA
DEPARTMENT OF CORRECTION

DIVISION OF COMMUNITY CORRECTIONS
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Theodis Beck, Secretary

Michael F. Easley, Governor

Robert Lee Guy, Director

ADMINISTRATIVE MEMORANDUM 01.03.12-06

TO: Judicial District Managers
Assistant Judicial District Managers
Chief Probation/Parole Officers

FROM: Robert Lee Guy 

DATE: December 21, 2006

RE: Sex Offender Management for Early 2007

We have completed training on Introduction to Sex Offender Management which included the Static-99, proposed policies and the first round of technical training on the satellite-based monitoring system. Approximately 360 officers were trained and the feedback received was valuable and under consideration. As January 1, 2007 nears we need to focus our energies on two components of House Bill 1896: implement our risk assessment program *and* identify and enroll certain sex offenders on satellite-based monitoring (SBM).

Additionally, we engaged various stakeholders to include the Administrative Office of the Courts, Sheriff's Association, Department of Justice and the General Assembly. We are confident the legislature will make revisions that will impact our proposed policy. Therefore, we will delay issuing a final policy until we have clarity on those revisions.

The attached will be our interim policies until we are ready to fully implement our Sex Offender Management Program. The Sex Offender Control Program conditions continue to be an option for the controlling authorities. Additionally:

- Continue completing the Static-99 on all male sex offenders currently on all caseload. Deadline for completion is January 31, 2007. Only officers trained in November are authorized to complete the assessment;
- All female sex offenders will be supervised at a low risk level. Please provide case management and level of supervision based upon specific case information until we can establish our assessment protocol for females;
- Local management is to review resource alignment and submit proposed changes to the Division Office;
- Continue team-building with the District Attorney and Sheriff on NCIC record checks and registration;

- Once we identify an offender that fits the criteria for SBM and verify proper registration, letters will be sent to the offender and the sheriff. Special Operations Administrator, Hannah Rowland will notify the officer and the chain of command;
- The DCC Special Operations office will be responsible for opening the GPS sanction in OPUS;
- Cell phones are being secured for locations with offenders on SBM;
- Equipment is being shipped to the Division Offices and inventory control training will take place prior to January 1;
- Directions regarding the field on-call response will be provided as offenders are identified for SBM;
- An interim triage on-call unit has been appointed (see attachment) to assist officers statewide, and
- As appropriate, ensure the one-time GPS fee of \$90 is coordinated with the clerk's office.

We appreciate your patience as we implement a responsible sex offender management program. Please print and carefully read the attachments as revisions were made after the November training. If you have any questions please refer them through your chain of command.

Attachments:

Interim Policy effective January 1, 2007

DCC-44, *Satellite Based Monitoring Program Supervised Sex Offender Requirements*, 1/06

DCC-45, *Satellite Based Monitoring Program Unsupervised Sex Offenders Maintenance Agreement*, 1/06

DCC-46, *Sex Offender Out-of State Travel Letter*, 01/06

Supervised Sex Offender Satellite Based Monitoring Violations and Response, January 1, 2007

Unsupervised Sex Offender Satellite Based Monitoring Violations and Response, January 1, 2007

Supervised Sex Offender Satellite Based Monitoring Levels of Response Chart, January 1, 2007

Updated OPUS Information/Instructions, January 1, 2007

Interim Triage Unit Process, Contact Numbers and Rotation Schedule

cc: Gregg Stahl, Assistant Director, AOC
 Jerry Ratley, Assistant Director, SBI
 Eddie Caldwell, Executive Director, NC Sheriff's Association
 Charles Mann, Parole Commission
 Jim Mills, Senior Fiscal Analyst, NC General Assembly
 Jim Drennan, Institute of Government
 Leadership Team
 Dan Stieneke
 Lavee Hamer
 Mildred Spearman
 Nicole Sullivan
 David Edwards
 Bob Brinson
 Pam Jenkins
 Boyd Bennett
 Judy Sills

POLICIES - PROCEDURES

MISSION STATEMENT AND GOALS

The mission of Sex Offender Management is to prevent further victimization through teamwork with treatment providers, victim's groups and other criminal justice agencies. Information must be shared to prevent offenders' patterns of secrecy, manipulation and deceit. Past and potential victims are the primary concern in the supervision of sex offenders.

Sex Offender Management goals apply to any offender required to register with the sex offender registration programs:

- Protect the public, maintain offender compliance, and improve offender behavior;
- Disclose relevant and appropriate information necessary to protect the public and minimize the potential risk of re-offending;
- Assess the risk level of sex offenders in order to determine appropriate case management plans;
- Ensure offender accountability through registration, treatment, and supervision;
- Develop case management plans that ensure treatment and control of the offender;
- Level of supervision will be determined by the record and offender behavior that indicates risk; not by passage of time;
- Use satellite-based monitoring as a means to monitor and track movement for the highest risk offender;
- Develop a comprehensive plan with treatment providers, law enforcement, and the community to aid in the supervision process.

While the protection of the community remains paramount in the supervision of sex offenders, engaging the offender in sex offender specific treatment is the key to success. Collaboration between the supervising officer, the treatment provider, and law enforcement is essential to managing sex offenders safely in the community.

1. REGISTRATION

Officers will verify offenders' compliance with registration in the two registration programs: the Sex Offender and Public Protection Program and the Sexually Violent Predator Registration Program. Offenders convicted of reportable offenses must register immediately in person and maintain registration with the Sheriff in the county of residence. Out of state offenders must register in person within 10 days of establishing residence or within 15 days after being present in North Carolina, whichever comes first. Parole/Post-Releases must register in person within 10 days of release from prison. If an offender is unable to register in person, the supervising officer will notify the sheriff of the offender's whereabouts.

A. Sexually Violent Predator Registration Program—Lifetime Registration

Offenders classified as sexually violent predator, recidivist, or convicted of an aggravated offense are required to register for life. [Statutory Authority G.S. 14-208.23]

- Sexually Violent Predator—A person who has been convicted of a sexually violent offense and who suffers from a mental abnormality or personality disorder that makes the person likely to engage in sexually violent offenses directed at strangers or at a person with whom a relationship has been established or promoted for the primary purpose of victimization.
- Recidivist—An individual who has a prior conviction, at any date, for a reportable offense and

- then convicted of another reportable offense committed on or after October 1, 2001.
- Convicted of an Aggravated Offense—Any criminal offense committed on or after October 1, 2001 that includes either of the following:
 - Engaging in a sexual act involving vaginal, anal, or oral penetration with a victim of any age through the use of force or the threat of serious violence; or
 - Engaging in a sexual act involving vaginal, anal, or oral penetration with a victim who is less than 12 years old.

[Statutory Authority G.S. 14-208.20 and 14-208.21]

B. Sex Offender and Public Protection Registration Program

Registration is required for at least ten years and the offender must petition the Superior Court in their county of residence to terminate the registration requirement.

[Statutory Authority G.S. 14-208.7]

C. Transmittals

In a new case to be transmitted to another county, the officer will immediately take the offender to the Sheriff's Office in the county of conviction to begin the pending registration process (See V.C, *Processing New Cases*).

D. Offenders Moving to Other States

If an offender required to register intends to establish residence in another state or jurisdiction, the offender will report in person to the sheriff of the county of current residence at least 10 days before the date the offender intends to leave North Carolina. If the offender later decides to remain in North Carolina, the offender must immediately notify the sheriff (See V.D, *Interstate Compact*).

If an offender lives in another state at the time of sentencing, the officer will immediately take the offender to the Sheriff's Office to begin the pending registration process.

[Statutory Authority G.S. 14-208.9]

E. Reportable Offenses

A reportable conviction is a final conviction for specific offenses against minors and specific sexually violent offenses or an attempt to commit any of these offenses unless the conviction is for aiding and abetting. Aiding and abetting these offenses are not reportable convictions unless ordered by the court.

Convictions in other states or in the federal jurisdiction are reportable if the offense is substantially similar to offenses against minors or sexually violent offenses as defined in North Carolina General Statutes. Any offender required to register in another state who moves into North Carolina on or after December 1, 2006 must register in this state. [Statutory Authority G.S. 14-208.6 (4) (b)]

An offense described in G.S. 14-202 "Secretly Peeping into Room Occupied by Another Person" may be reportable only if the Court orders the offender to register.

POLICIES - PROCEDURES

Sexually Violent Offenses requiring registration with the Sex Offender and Public Protection Registration Program and Effective Dates:

Sexually Violent Offenses Requiring Registration	Effective Dates are for Convictions on or After January 1, 1996 Unless Otherwise Noted
First Degree Rape (G.S. 14-27.2)	
Second Degree Rape (G.S. 14-27.3)	
First Degree Sexual Offense (G.S. 14-27.4)	
Second Degree Sexual Offense (G.S. 14-27.5)	
Sexual Battery (G.S. 14-27.5A)	For offenses committed on or after December 1, 2005
Attempted Rape or Sexual Offense (G.S. 14-27.6)	
Intercourse and Sexual Offense With Certain Victims (G.S. 14-27.7)	
Statutory Rape or Sexual Offense of Person who is 13-, 14-, or 15-years-old Where the Defendant is at Least Six Years Older (G.S. 14-27.7A(a))	For offenses committed on or after December 1, 2006
Subjecting or Maintaining a Person for Sexual Servitude (G.S. 14-43.7)	For offenses committed on or after December 1, 2006
Incest Between Near Relatives (G.S. 14-178)	
Employing or Permitting Minor to Assist in Offenses Against Public Morality and Decency (G.S. 14-190.6)	
First Degree Sexual Exploitation of a Minor (G.S. 14-190.16)	
Second Degree Sexual Exploitation of a Minor (G.S. 14-190.17)	
Third Degree Sexual Exploitation of a Minor (G.S. 14-190.17A)	
Promoting Prostitution of a Minor (G.S. 14-190.18)	
Felonious Indecent Exposure (G.S. 14-190.9 (a)1)	For offenses committed on or after December 1, 2005
Participating in the Prostitution of a Minor (G.S. 14-190.19)	
Taking Indecent Liberties with Children (G.S. 14-202.1)	
Solicitation of Child by Computer to Commit an Unlawful Sex Act (G.S. 14-202.3)	For offenses committed on or after December 1, 2005

Offenses against minors which require registration with the Sex Offender and Public Protection Registration Program are the following offenses if the offense is against a minor and is not committed

by the minor's parents:

Offenses Against Minors Requiring Registration	Effective Dates
Kidnapping (G.S. 14-39)	For offenses committed on or after April 1, 1998
Abduction of Children (G.S. 14-41)	For offenses committed on or after April 1, 1998
Felonious Restraint (G.S. 14-43.3)	For offenses committed on or after April 1, 1998

Convictions for solicitation, conspiracy to commit or aiding and abetting these offenses are registerable if the offender is not the minor's parent.

[Statutory Authority: G.S. 14-208.6]

2. RESIDENCE AND EMPLOYMENT RESTRICTIONS

Officers must consider statutory residence and employment restrictions during investigation of a sex offender's home and work plans.

A. Residence Restrictions

Registerable offenders will not reside within 1,000 feet of the property on which any public or nonpublic school or child care center is located. This does not apply to home schools or institutions of higher education.

Changes in ownership of or use of property within 1,000 feet of a registered offender's address that occurs after the offender establishes residency at the address will not form the basis for finding that the offender is in violation of the statute. A residence is established when the offender does any of the following:

- Purchases the residence or enters into a specifically enforceable contract to purchase the residence;
- Enters into a written lease contract for the residence and for as long as the person is lawfully entitled to remain on the premises;
- Resides with an immediate family member who established residence in accordance with the statute. Immediate family member is defined as a child, sibling, or parent of the registrant.

[Statutory Authority: G.S. 14-208.16]

B. Employment Restrictions

Registerable offenders will not work or volunteer at any place where a minor is present and the offender's responsibilities would include instruction, supervision, or care of minors.

[Statutory Authority: G.S. 14-208.17]

C. Residence and Employment Investigations

Officers will investigate residence and employment plans for sex offenders in the following situations:

- Prior to release from incarceration;
- Upon placement on probation;
- Interstate Compact cases moving to North Carolina;
- Transfer/Transmittals;
- Change of Residence within the county of supervision;
- Change of employment; and
- Temporary residence for out of county employment.

The officer will:

- a. Review all information regarding the crime, criminal behavior, and conditions;
- b. Consider any victim concerns related to the offender's residence/employment; and
- c. Visit, at the residence/employment, the individual(s) specified as provider(s).

1) Residence Investigation

- In cases where the offense prohibits the offender to reside with minors, verify that no minors live at the residence. In all other cases, make inquiries and document minor information (name and age);
- Verify the home meets the residential restrictions set out in A. above;
- Verify that the residence is set up with power and telephone service, if applicable in satellite-based monitoring cases;
- Document the environment of the home, type of area, and any factors within the community that would inhibit the offender's compliance with supervision;
- Document the attitude, cooperation and reputation of the individual(s) offering the residence; *and*
- Document the officer's impression of the residence and the provider(s).

2) Employment Investigation

- Determine if the offender's employment meets the work restrictions set out in B. above;
- Notify the employer of conditions of probation that may affect employment;
- Document the environment of the work site noting any factors that would inhibit the offender's compliance with supervision.
- Document the reliability and reputation of the employer;
- Document the employer's attitude toward the offender's supervision; *and*
- Document the officer's impression of the job.

3) Investigation Response

- a. The officer will consult with the District Attorney if unsure whether a residence or employment violates statutory restrictions.
- b. The officer will make an effort to assist the offender to develop a residence or employment plan in cases where none exist or the residence/work is unacceptable.
- c. For parole/post-release cases, in the event that the proposed residence plan fails to

POLICIES - PROCEDURES

materialize, the officer will notify the case manager of why the residence is not acceptable and request assistance from the prison unit's social worker to obtain a new residence plan. The officer will enter all investigative information on the IP55 comments screen in OPUS. Include supporting reasons when a residence and/or employment plan is not appropriate.

- d. For Interstate Compact Cases, the officer will enter all investigative information on the narratives screen in OPUS. The officer recommendation regarding acceptance will be documented on the ISC-5, *Reply to Transfer Request*, and forwarded to the Interstate Compact Office.

3. TRAVEL

Offenders must meet with the officer and treatment provider to discuss and identify high risk behaviors to minimize situations where the offender could commit a new offense. Any overnight travel must be approved by the supervisor.

A. In-State-Overnight Travel

Offenders must submit a request seven (7) days in advance for non-emergency overnight travel.

Emergency travel may be granted for the following reasons:

- A family emergency such as the death or serious illness of a family member;
- An employment requirement that is necessary for the offender to maintain employment.

B. Out-of-State Travel

Offenders leveled at high risk will be granted out-of-state travel for medical treatment. Offenders in counties bordering the state-line may be granted travel for necessities of life not available in the county of residence.

The officer and supervisor may approve out-of-state travel for offenders assessed as moderate or low risk for the following reasons:

- A family emergency such as death or serious illness of a family member;
- An employment requirement that is necessary for the offender to maintain employment. The offender will submit the request in sufficient time for the officer to investigate the request prior to the travel.

Approvals to travel are not to exceed thirty-one (31) days under any circumstances.

When reviewing requests for out-of-state travel, the following must be completed and presented to the supervisor for approval:

- 1) Verify that the justification and destination are correct and necessary;
- 2) Approve all travel companions and verify that none are minors;
- 3) Verify that minors will not be at the residence or location where the offender will visit;
- 4) Conduct a criminal record check prior to granting approval;
- 5) Fax a copy of the travel permit to the Interstate Compact Office before the offender travels;
- 6) Once approval to travel is granted, give the original of the DCC-17 *Travel Permit* to the offender and require the offender to:
 - a. Report to local law enforcement in the county or city visiting;

POLICIES - PROCEDURES

- b. Obtain local law enforcement signature and telephone number on a DCC-46, *Sex Offender Travel Letter*, and attached to the travel permit;
- c. Provide the signed DCC-46, *Sex Offender Travel Letter*, to the supervising officer upon return.

4. TRANSMITTALS & IN-STATE TRANSFERS

A. Transmittals

The sending officer must send any pre-sentence investigation, investigating officer's report, prosecution summary, and/or victim statement with the case material upon acceptance.

B. In-State Transfers

Prior to granting a request to transfer, the officer will determine if the move will be in the best interest of the offender, increase opportunity for rehabilitation and not pose undue risk to the community. The offender must remain in the sending county until the residence is investigated, approved, and accepted by the receiving county.

- 1) The sending county will send a full transfer package including all investigative reports to the receiving county.
- 2) The receiving county will investigate the proposed residence within ten (10) calendar days and notify the supervisor of the suitability for transfer.

(See V.G, *Transmittals and Transfers*)

5. SEX OFFENDER TREATMENT GUIDELINES

Sex Offender treatment is an integral component of effective, quality supervision of sex offenders. Research shows that the most effective treatment is offense-specific treatment that holds offenders accountable, is victim-centered, and is limited in its confidentiality. Sex Offender treatment providers must agree to abide by guidelines and philosophy established by the Division of Community Corrections for the treatment of sex offenders.

The Center for Sex Offender Management and Association for the Treatment of Sex Offenders recommends offenders participate in professionally facilitated group sessions which provide an opportunity for offenders to challenge one another regarding their denial, distortions and manipulation. Effective sex offender treatment is different from traditional mental health counseling or psychotherapy. Sex Offender treatment providers must be willing to work beyond the confines of the traditional psychotherapy model, understand the unique treatment needs of sex offenders and develop therapy programs accordingly.

Scheduled visits to treatment groups allow officers to learn more about the offender and to reinforce the close working relationship between supervision and treatment.

Sex offender management is comprised of two different yet equally important strategies: those that place external controls on the offender as a means to manage their behavior, and those strategies that address building the offender's own internal controls. A central theme of sex offender-specific treatment is collaboration. The most effective sex offender treatment programs assist in preventing victimization

POLICIES - PROCEDURES

because they require offenders to acknowledge their crimes and the harm they have caused their victims and to participate actively in the treatment process.

The polygraph has become an important asset in treatment and supervision, providing independent information about compliance and progress. Empirically validated, actuarial-based risk assessments such as the Static-99 enhance our ability to identify sub-groups of sex offenders who pose a higher risk of re-offending than others.

The Judicial District Manager will obtain the signature of an approved treatment provider on a DCC-41, *Sex Offender Management Memorandum of Understanding*. The Judicial District Manager will forward a copy of the DCC-41 to DCC Administration – Programs Section. Approved treatment program guidelines are:

- Community safety is paramount.
- Management of sex offenders requires a coordinated team response and continuous follow-up.
- Sexual offending is a behavioral disorder requiring long-term management and treatment.
- Assignment to supervision in the community is a privilege and sex offenders must be completely accountable for their behavior.
- The offender will be required to sign a contract agreeing to criteria of treatment.
- Collaboration with family members is imperative.
- Treatment must strive to increase empathy for the victim.
- Psychological and physiological instruments, such as the polygraph, are useful for assessment and treatment.
- Thinking errors that contribute to offending patterns are revealed, examined and changed.
- Information discussed within treatment is shared with the supervising officer, polygraph examiner and other stakeholders as necessary. Supervising officers are encouraged to prearrange attendance to treatment sessions.
- Management of sex offenders is best achieved through a coordinated approach involving law enforcement, supervising officers, treatment providers, victim services, child protection services and other community resources as needed.

6. CASE MANAGEMENT

Sex offender management is based on principles of the Association for the Treatment of Sexual Abusers (ATSA). The supervision standards will be based on the offender's assessed risk to re-offend as well as dynamic risk and needs. All Court/Commission ordered Sex Offender Control Program conditions remain in effect.

The case plan will guide the supervision process. Sex offenders require team supervision within a unit, county, or district to ensure requirements are met during vacancies or extended leave situations.

A. Supervision Level

Offenders will be supervised at the following supervision levels:

- Offenders on supervision for a registerable offense will be supervised at the Sex Offender Level;
- Offenders on supervision for Failure to Register will be overridden and supervised at the Sex

POLICIES - PROCEDURES

Offender Level;

- Offenders on supervision for a non-registerable offense currently registered or required to register in the past, will be supervised at Intermediate Level II.
- Offenders on supervision for a non-registerable offense, ordered to sex offender specific treatment, but never required to register will be supervised at Intermediate Level II

(See IV.A, *Case Management Expectations & Standards*);

B. Risk Level

The Static-99 Risk Assessment is an actuarial instrument designed to estimate the probability of sexual and violent recidivism among male offenders who have already been convicted of at least one sexual offense against a child or non-consenting adult. A Static-99 must be completed in the first 30 to 45 days on all male offenders assigned to the Sex Offender Level to determine risk level.

Dynamic risk factors include, but are not limited to, substance abuse, poor family relations, access to victims, resistance to treatment, anger issues, residence instability, or antisocial personality. Officers must recognize the existence of these risk factors in an offender's life and increase supervision appropriately.

Offenders subject to mandatory satellite-based monitoring will be overridden to high risk. The officer will staff the following situations with the supervisor to determine if an override to high risk is needed:

- Clinically diagnosed as a pedophile according to the DSM-IV;
- Willful non-compliance with treatment; and
- Charged with a new sex offense.

C. Case Plans

It is important that the offender be engaged in developing the case plan. The goals will be to prevent future sexual offenses and to complete supervision. The officer will use the results of the pre/post sentence investigation to begin the case plan discussion.

- A Sex Offender Case Plan (DCC-4A) will be developed and used as a case management tool for all sex offenders.
- Case plans will be developed based on the conditions of supervision, goals set by the offender, risk of re-offending, nature of offense, and treatment needs.
- The supervising officer will confer with the sex offender treatment provider and other treatment providers, if applicable, for input prior to finalizing the case plan with the offender. The initial case plan will begin within 30 days of the start of supervision and requires a face-to-face meeting with the offender.
- Identify the strengths and weaknesses of the offender at the initial case plan meeting. The case plan will be continually updated to match the offender's needs with available resources throughout supervision.
- The case plan establishes offender goals and objectives during supervision. Target dates are set to require offender accountability by specifying a time frame for goal/objective completion. Target dates need to be realistic and attainable.

POLICIES - PROCEDURES

- The goals will be behaviorally specific, measurable, attainable, and action-oriented. Each goal will be broken down into objectives with specific strategies to achieve the objectives and goals. Specify time frames with target dates to strive for accountability.
- Address each category with the offender and develop goals with completion dates. If the category is not applicable at this time, enter not-applicable. Add additional goals, if not listed, in the blank space provided.
- “Responsible party” signifies who will be held accountable for completing the goal and/or objective. For example, both the supervising officer and offender will be responsible parties for drug screening.
- The case plan will be reviewed monthly with the offender and updated. The supervising officer will obtain input from the treatment provider prior to meeting with the offender and updating the case plan.

D. Case Management Expectations For Staff

In addition to the standard case management expectations listed in IV.A *Case Management Expectations & Standards*, officers will:

- Work various weekend and shift days to monitor offender patterns;
- Through a team supervision approach, all sex offenders will be supervised regardless of vacancies or extended leave situations;
- Develop a relationship with the employer to verify compliance;
- Get permission from the provider to attend treatment sessions and be actively involved in the treatment process;
- Ensure treatment providers follow the *Memorandum of Understanding* established by the Division of Community Corrections and report any unresolved disputes through the chain of command, up to the Special Operations Administrator;
- Maintain contact with the offender’s family members/associates and employers throughout the supervision period;
- Notify Immigration and Customs Enforcement (ICE) if the offender’s citizenship is in question.

E. Standards

Registered sex offenders sentenced to an Intermediate Punishment will be supervised at the Sex Offender Level but will also comply with the unique standards of the intermediate punishment (intensive, house arrest, Day Reporting Center, etc.) for the time period ordered by the court.

Sex Offender Standards upon Placement and Prior to Assessment

- (1) Immediately take the offender to the sheriff’s office and provide offender demographic information to register with the Sex Offender and Public Protection Registration Program;
- (2) Conduct an initial face-to-face contact the day of sentencing or release. The officer will explain the conditions of supervision and requirements for monitoring, if applicable;
- (3) Conduct the home verification within three days to determine if minor children reside in the home. Offenders convicted of sexual abuse against minors may not live in a home where a minor resides;

POLICIES - PROCEDURES

- (4) In cases where the offense involved a minor victim and the offender is allowed by the controlling authority to live in a residence with a minor, inform the Department of Social Services;
- (5) Conduct one face-to-face contact per week:
 - One must be an offender-management contact conducted after the day of sentencing or release but before the end of the first 30 days, and
 - One must be a weekend contact;
- (6) Conduct a face-to-face contact to inform the family or roommates of the conditions of supervision;
- (7) Inform the offender and the family that the offender, the residence and the vehicle are subject to a warrantless search by the supervising officer, a team of Probation/Parole Officers and accompanied by law enforcement;
- (8) Conduct a warrantless search of the residence, if ordered;
- (9) Conduct a drug screen, if ordered;
- (10) Obtain a signed DCC-43, *Sex Offender Acknowledgment of Limited Confidentiality and Waiver*, from the offender;
- (11) Schedule the offender with an approved sex offender treatment provider;
- (12) The officer will complete a post-sentence investigation DCC-42, *Sex Offender Pre/Post Sentence Investigation*, if no pre-sentence investigation has been completed;
- (13) Schedule an appointment with an approved treatment provider to begin the case plan and coordinate treatment of the offender. Deliver a copy of the DCC-42, *Sex Offender Pre/Post Sentence Investigation*, DCC-43, *Sex Offender Acknowledgment of Limited Confidentiality and Waiver*, and any other available investigative reports such as police reports and victim impact statements to the provider;
- (14) Provide the name and address of the victim, if available, to the Victim Advocate Coordinator;
- (15) Ensure all special conditions are acted upon and enforced;
- (16) Check and verify driver's license/identification and vehicle registration;
- (17) Obtain the make and model of all automobiles used by the offender;
- (18) If ordered to Intensive, the supervisor will assign an officer to make two face-to-face curfew checks per week for the duration of intensive. [Statutory Authority: G.S. 15A-1343(b2)]
- (19) Search the state and national sex offender registries (See V.C. *Processing New Cases*);
- (20) Enter the official crime version into OPUS addressing the elements of the crime; include the date of birth or at a minimum age of the victim, whether there was anal, vaginal, or oral penetration and whether there was use of force or threat of serious violence (See III.B, *Parole Investigations*);
- (21) Set-up the offender immediately upon release if determined by the Special Operations Administrator that the offender is required to submit to satellite-based monitoring; and
- (22) Obtain the information and complete the Static-99 Risk Assessment.

Sex Offender Standards for the Remainder of Supervision Period

Offenders in Sex Offender Level will be supervised according to results of the Static-99 Risk Assessment. Through case management with the offender and treatment provider, the officer will coordinate the case plan and supervision based on risk factors and criminogenic needs of the offender.

POLICIES - PROCEDURES

Low Risk:

- 1) Staff cases with treatment provider monthly;
- 2) Notify sheriff if the offender:
 - changes address or enters a residential treatment facility;
 - actual address does not match the address on the sex offender registry;
 - changes appearance.
- 3) Verify compliance with the Sex Offender Registry every 180 days;
- 4) Conduct unannounced warrantless searches of the residence for cause, if ordered;
- 5) If the offender has an active religious affiliation, notify church officials of the offender's criminal history and supervision conditions;
- 6) Prearrange attendance to a treatment session at least every 180 days; *and*
- 7) One OMC every 30 days and one face-to-face home contact every 60 days.

Moderate Risk:

- 1) Staff cases with treatment provider monthly;
- 2) Notify sheriff if the offender:
 - changes address or enters a residential treatment facility;
 - actual address does not match the address on the sex offender registry;
 - changes appearance.
- 3) Verify compliance with the sex offender registry every 180 days;
- 4) Conduct one unannounced warrantless search of residence every 180 days, if ordered;
- 5) Conduct face-to-face family contacts as needed;
- 6) If the offender has an active religious affiliation, notify church officials of the offender's criminal history and supervision conditions.
- 7) Prearrange attendance to a treatment session at least every 180 days; *and*
- 8) Two face-to-face contacts every 30 days of which one will be an OMC and the other a home contact.

High Risk:

- 1) Staff cases with treatment provider monthly;
- 2) Notify sheriff if the offender:
 - changes address or enters a residential treatment facility;
 - actual address does not match the address on the sex offender registry;
 - changes appearance;
- 3) Verify compliance with the sex offender registry every 90 days;
- 4) Conduct one unannounced warrantless search of residence every 90 days, if ordered;
- 5) Conduct a face-to-face family contact every 90 days;
- 6) Any violations must be immediately staffed with the supervisor;
- 7) If the offender has an active religious affiliation, notify church officials of the offender's criminal history and supervision conditions;
- 8) Prearrange attendance to a treatment session at least every 180 days; *and*
- 9) Conduct one face-to-face contact per week:
 - One must be an OMC every 30 days;
 - One must be a home contact every 30 days;

POLICIES - PROCEDURES

7. VIOLATIONS

Officers will inform the offender management team of violations. Violations of specific conditions directly related to community safety are emergency violations which require immediate arrest of the offender (see V.H, *Violations*).

8. ABSCONDERS

Special attention must be given to sex offenders who abscond from supervision. The following procedures apply in addition to the absconder policy (See V.I, *Absconders*):

Prior to declaring an offender as an absconder, the officer will search the state and national sex offender registries.

All documentation and reporting procedures must be completed within 72 hours of declaring a sex offender an absconder. The goal is to have the sex offender listed on NCIC within five (5) days of obtaining specific information that the offender has absconded or the officer has been unable to locate the offender.

In addition to the case management expectations and standards for suspended cases, the officer will: (See IV.A, *Case Management Expectations and Standards*)

- Search the state and national sex offender registries every 90 days;
- Notify local law enforcement and collaborate in attempting to locate the absconder;
- Publicize absconder information on appropriate websites and media; and
- Immediately follow-up on any leads from the public or law enforcement.

9. SATELLITE-BASED MONITORING (SBM)

Satellite-Based Monitoring (SBM) refers to an electronic monitoring system that works through the use of global positioning satellite systems and cellular communications capability to establish offender location and to track movements. Through the use of an ankle bracelet attached to the offender as well as a portable tracking device, the system allows the officer to establish exclusion and inclusion zones, define offender schedules, and send messages to the offender. Offenders who meet the criteria will be assigned to satellite-based monitoring for the time frame as established by the North Carolina General Statutes.

An active SBM system provides near real-time reporting of offender alerts including violations through email, fax, or pages to the on-call officer. A passive SBM system provides daily reporting of offender alerts including violations through email or fax to the supervising officer.

A. Assignment to Satellite-Based Monitoring (SBM)

1) Mandatory Satellite-Based Monitoring

- a. Any offender who is convicted of a reportable offense and who is required to register as a sexually violent predator, is a recidivist, or was convicted of an aggravated offense must be placed on Satellite-Based Monitoring (SBM). An offender in this category who is ordered to submit to Satellite-Based Monitoring is subject to that requirement for the person's natural life, unless the requirement is terminated by the Post-Release Supervision and Parole Commission. [Statutory Authority: G.S. 14-208.33 (a) (1), 14-208.35, and 14-208.36]

- b. If an offender meeting the criteria for mandatory or conditional Satellite-Based Monitoring has probation extended as a result of a violation, the court must order satellite-based monitoring as a condition of the extension. [Statutory Authority 15A-1344 (e2)]
- 2) Conditional Satellite-Based Monitoring—Upon Sentencing
Any offender who satisfies all of the following criteria may be subject to satellite-based monitoring (SBM):
- Convicted of a reportable conviction;
 - Required to register under the Sex Offender and Public Protection Registration Program;
 - Committed an offense involving the physical, mental, or sexual abuse of a minor; *and*
 - Based on DCC risk assessment program requires the highest possible level of supervision and monitoring.

An offender in this category who is ordered to submit to Satellite-Based Monitoring is subject to that requirement only for the time ordered by the Court and is not subject to lifetime satellite-based monitoring. [Statutory Authority: G.S. 14-208.33 (a) (2)]

Placement on Satellite-Based Monitoring

If the court places the offender on satellite-based monitoring, immediately contact the Special Operations Administrator and provide information about the offender's case. The Administrator will provide instructions.

Improper Placement on Satellite-Based Monitoring

If an offender who has not been convicted of a sex offense or does not meet the above criteria is placed on satellite-based monitoring the supervisor will contact the Special Operations Administrator if the problem cannot be resolved locally.

B. Equipment

1) **Telephone Requirement**

Offenders eligible for Satellite-Based Monitoring must have a land line telephone service in their residence if a passive based system must be used. Custom calling features and answering equipment will not be used.

2) **Responsibility for Monitoring Equipment**

a. Offender Responsibility

The offender is responsible for all Satellite-Based Monitoring equipment installed at their residence or on their person for the duration of Satellite-Based Monitoring. The supervising officer will report all instances of lost, damaged or stolen equipment through the chain of command.

b. Officer Responsibility

If damage to the equipment is determined to be accidental, the officer will make a formal report to the Court or Post-Release Supervision and Parole Commission, with a recommendation to require the offender to reimburse the Department of Correction for all costs related to the repair or replacement of the equipment. In cases of Lifetime Tracking,

the offender will be notified of the requirement to reimburse the state for the cost of the equipment.

If equipment loss or damage is determined to be intentional, the officer will initiate the violation process (see V.H, *Violations*). In cases of Lifetime Tracking, the officer will follow policy to recover the equipment.

(See I.I, *Fixed Assets and Inventory Control*).

3) Power Failures

An offender on Satellite-Based Monitoring evacuated by local emergency response authorities or who loses power for an extended period of time will continue to be monitored with the miniature tracking device and will be responsible for insuring the device is charged for a minimum of 4 hours per day.

C. Setting Up a Case

1) Supervised (Monitoring) Cases

- a. Ensure the offender has a telephone with a regular modular connector as well as electric service at the residence and, if not, make other arrangements;
- b. Review the DCC-44, *Satellite Based Monitoring Program Supervised Sex Offender Requirements* with the offender;
- c. Enroll the offender in the Pro-Tech Client Enrollment (PCE) database;
- d. Discuss the offender's daily schedule;
- e. Determine and discuss inclusion/exclusion zones;
- f. Explain the limits of movement, such as leaving and returning home;
- g. Map offender's home location to ensure accuracy of offender's address;
- h. Proceed with offender to the home;
- i. Install equipment and verify the accuracy of mapping by either contacting the Pro-Tech Call Center or viewing the location on a computer to merge points; and
- j. The next day check to see if the points downloaded as scheduled to determine if cellular capability supports an active system. If cellular capability does not support an active system, the officer will install a passive system.

2) Unsupervised (Tracking) Cases

- a. Ensure the offender has a telephone and electric service at residence and, if not, make other arrangements;
- b. Review the DCC-45, *Satellite Based Monitoring Program Unsupervised Sex Offenders Maintenance Agreement*;
- c. Enroll the offender in the Pro-Tech Client Enrollment database;
- d. Map offender's home location to ensure accuracy of offender's address;
- e. Proceed with offender to the home;
- f. Install equipment and verify the accuracy of mapping by either contacting the Pro-Tech Call Center or viewing the location on a computer to merge points;
- g. The next day check to see if the points downloaded as scheduled to determine if cellular capability supports an active system. If cellular capability does not support an active

- system, the officer will install a passive system;
- h. Tracking will be set up in a time frame established by the Special Operations Administrator; and
 - i. Notify the sheriff that the offender is on satellite-based tracking.
- 3) Change From Supervised (Monitoring) to Unsupervised (Tracking)
An offender on supervision, assigned to lifetime satellite-based monitoring, will go to unsupervised upon completion of the supervision period. The officer will:
- a. Notify DCC Command Center to make appropriate changes to the database;
 - b. Explain the DCC-45, *Satellite Based Monitoring Program Unsupervised Sex Offenders Maintenance Agreement* and obtain the offender's signature;
 - c. Notify the Sheriff that the offender is now on lifetime tracking.
- 4) Homeless
The officer will arrange a location for the offender to charge the equipment daily and download information if necessary.

D. Failure to Enroll in Satellite-Based Monitoring and Tampering

Any offender required to submit to satellite-based monitoring who fails to enroll can be charged with a Class F felony. An offender subject to Satellite Based Monitoring is subject to felony charges if the offender:

- 1) Refuses to submit to lifetime tracking (Class F) [Statutory Authority 14-208.37 (a)].
 - 2) Tamper with the equipment (Class E) [Statutory Authority 14-208.37 (b)]—Tampering is defined as any action by the offender that compromises the integrity of the equipment's ability to perform. This can include but is not limited to the following:
 - Intentional loss, damage or theft of equipment;
 - Failure to maintain close proximity to tracking device;
 - Failure to keep unit charged;
 - Leave the State of North Carolina; and
 - Failure to maintain phone or power connections to unit.
- 1) Supervised Cases
 - a. Report the offender's failure to enroll to the District Attorney.
 - b. The officer will begin the violation process.
 - 2) Unsupervised Cases
Notify the District Attorney that the offender has failed to enroll in the Satellite-Based Monitoring Program.

E. Maintenance of Equipment

The officer will switch out the miniature tracking device and transmitter when instructed to do so by the Special Operations Administrator. The officer will inspect the equipment every three months. Equipment assigned to unsupervised offenders must be inspected every three months. The Judicial District Manager will ensure equipment inspection.

F. Monitoring Supervised Cases

- Immediately respond to serious violations of Satellite-Based Monitoring;
- Identify violations that cause suspicion but don't require immediate response. Compare those violations to the points for that time period to identify suspicious activity.
- Review PCE violation reports daily and investigate when necessary.
- Review points periodically for patterns of movement indicating risk for re-offense and issues related to public safety.
- Address non-compliance with the Supervisor to determine appropriate action.
- All issues of non-compliance will be documented in the offender's narratives.

G. Violations – Supervised Cases

(See Satellite Based Monitoring (SBM) Violations and Response documents for Supervised or Unsupervised, as needed)

H. Tracking—Unsupervised Cases

1. The Division of Community Corrections field operations is responsible for:
 - Enrolling offender in the Pro-Tech Client Enrollment Database;
 - Initial setup of equipment;
 - Technical support to local Sheriff's Office;
 - Emergency Response to equipment needs; and
 - Removal of equipment.
2. Satellite Based Monitoring Command Center Responsibilities:
 - Monitor equipment for battery replacement and equipment replacement;
 - Notify designated staff in county of residence when inspection and replacement is needed;
 - Notify designated staff in county of residence when equipment needs to be removed;
 - Notify the Sheriff's Office in the county of residence of any alerts/alarms that need to be investigated; and
 - Ensure that equipment is tracking offender.

I. Discontinue Satellite Based Monitoring (Supervised)

- 1) Extenuating Circumstances
 - a. Examples: incarceration, hospitalization, moving out of state, death
 - b. Officer will be notified through various alarms/alerts
 - c. Officer will investigate and confirm unavailability of offender
 - d. Determine status of equipment and retrieve equipment if necessary
 - e. Determine if inactive status is needed
- 2) Absconding
 - a. Investigate and confirm unavailability of offender
 - b. Determine status of equipment
 - c. Take necessary steps to retrieve equipment
 - d. If unable to retrieve equipment, complete SBI report and notify authorities for additional charges

e. Follow violation guidelines according to policy (see V.H, *Violations*)

3) Conditional SBM that concludes at end of designated period

- a. Retrieve equipment;
- b. Close case in Pro-Tech Client Enrollment database and OPUS.

J. Discontinue Satellite Based Monitoring (Unsupervised Tracking)

The Special Operations Administrator will contact the probation officer with directives. Any and all information having an impact on an unsupervised sex offender under monitoring must be communicated to the Special Operations Administrator.

**NORTH CAROLINA DIVISION OF COMMUNITY CORRECTIONS
SATELLITE BASED MONITORING (SBM) PROGRAM
SUPERVISED SEX OFFENDERS
Requirements**

Offender's Name: _____ NC DOC #: _____

Pursuant to G.S. 14-208.34, I understand that I am required to submit to Satellite Based Monitoring (SBM) Program. I understand the following requirements will apply:

1. I agree to reside at _____, _____ with phone number _____.
2. I will be monitored by a tamper proof, non-removable ankle bracelet (transmitter) and a miniature tracking device (MTD). I will be required to wear the bracelet and carry the MTD with me 24 hours a day, 7 days a week. I understand that my location will be monitored by this GPS device.
3. I must comply with my daily schedule as directed by my Probation/Parole Officer 24 hours per day, 7 days per week and that my daily schedule will be monitored.
4. I will place the MTD in an area that is unobstructed and with the MTD display facing out at all times. The MTD cannot be covered by metal containers, lockers, trunks, etc. or hidden under clothing, car seats, purses, briefcases, tote bags etc. Any carrying case must be pre-approved by my supervising parole officer.
5. A MTD base unit will be placed in my residence and an official of Division of Community Corrections must be allowed to enter my residence to install, maintain, inspect or retrieve the MTD base unit.
6. I will immediately place my MTD in the base unit upon my arrival at my residence. I understand that I will leave the MTD in the base unit until my next scheduled departure as documented on my daily schedule. I understand that the MTD must be charged a minimum of 6 hours per day.
7. I am responsible for ensuring that electrical and phone service is maintained in my residence. Failure to maintain electrical and/or telephone service will constitute a violation of the terms of my supervision. I will not unplug or relocate the MTD charging stand without permission.
8. I am responsible for ensuring that the current telephone service does not have any optional telephone features such as call forwarding, call waiting, caller ID, call notes, voice mail, anonymous call block, etc. and I will not install the internet or answering machines to the telephone line used during my monitoring.
9. Any attempts on my part to prevent the equipment from reporting my status to the central monitoring computer or any attempts on my part to tamper with the equipment will constitute a violation. The loss of receiving signal or the receipt of a tamper signal by the monitoring device constitutes a violation subject to investigation. Computer printout(s) may be used as evidence in a court of law or administrative hearing to prove said violation(s).
10. Theft or destruction of the equipment may result in prosecution of a Class E Felony. I will immediately report any equipment damage or malfunction to my Probation Officer.
11. If I fail to arrive at my designated location within the prescribed time or leave my designated location at an invalid time, such action will be a violation of the terms of my supervision.
12. I will not enter areas that are defined as exclusion zones as documented by my supervising officer.
13. I will immediately respond to all messages that are sent to me via my MTD.
14. In the event my MTD sends me a message to go outside, I will go to the nearest exit of the building and go outside but no more than 20 feet from the exit. I understand that if I am traveling in a vehicle I will either unblock the MTD or exit the vehicle to acquire GPS. While traveling, I will place the MTD in my lap or in the seat next to me.
15. I am not permitted to leave the State of North Carolina during the period of my participation in the Satellite Based Monitoring Program.
16. I am responsible for a one-time GPS fee of \$90 and agree to pay the fee to the Clerk of Superior Court in _____ County by (date) _____ and show proof of payment to the DCC representative within 30 days of the due date.

Exclusion Zone - An area that is off limits.

Inclusion Zone – An area where the offender is required to be at a certain time during a certain period of time as established by the Probation Officer.

I understand this equipment is leased by the State of North Carolina and if stolen or destroyed, the Department of Correction will pursue every possible legal avenue to recover our equipment, including notification to the State Bureau of Investigation. I understand and agree to abide by these requirements and I further understand that even if I refuse to sign this form these requirements are still in effect. I release the Department of Correction, Community Corrections, its personnel and the vendor from any liability associated with my participation in the Satellite Based Monitoring program. I hereby certify that these requirements have been read and explained to me, and that I fully understand these requirements.

(Offender Signature)

Date

(Probation/Parole Officer Signature)

Date

Equipment: Transmitter# _____ MTD# _____ Base Unit # _____

**NORTH CAROLINA DIVISION OF COMMUNITY CORRECTIONS
SATELLITE BASED MONITORING (SBM) PROGRAM
UNSUPERVISED (Tracking) SEX OFFENDERS
Maintenance Agreement**

Offender's Name: _____ NC DOC #: _____

Pursuant to G.S. 14-208.35, I understand that I am required to submit to Satellite Based Monitoring (SBM) Program. I understand the following requirements will apply:

1. I agree to reside at _____, _____ with phone number _____. Prior to changing my residence, I will contact the designated representative of the Division of Community Corrections and the Sheriff's Office where I am registered of my proposed residence.
2. I will be monitored by a tamper proof, non-removable ankle bracelet (transmitter) and a miniature tracking device (MTD). I will be required to wear the bracelet and carry the MTD with me 24 hours a day, 7 days a week. My location will be monitored by this GPS device.
3. I will place the MTD in an area that is unobstructed and with the MTD display facing out at all times. The MTD cannot be covered by metal containers, lockers, trunks, etc. or hidden under clothing, car seats, purses, briefcases, tote bags etc.
4. A MTD base unit will be placed in my residence and a designated representative of the Division of Community Corrections must be allowed to enter my residence to install, maintain, inspect or retrieve the MTD base unit.
5. I will place the MTD in the base unit for a minimum of 6 hours each day.
6. I am responsible for ensuring that electrical and phone service is maintained in my residence. Failure to maintain electrical and/or telephone service will constitute a violation of the terms of my monitoring. I will not unplug or relocate the MTD charging stand without permission.
7. I am responsible for ensuring that the current telephone service does not have any optional telephone features such as call forwarding, call waiting, caller ID, call notes, voice mail, anonymous call block, etc and I shall not install the internet or answering machines to the telephone line used during my monitoring.
8. Any attempts on my part to prevent the monitoring equipment from reporting my status to the central monitoring computer or any attempts on my part to tamper with my equipment may constitute a Class E Felony.
9. The loss of receiving signal or the receipt of a tamper signal by the monitoring device will constitute a violation subject to investigation. Computer printout(s) may be used as evidence in a court of law or administrative hearing to prove said violation(s).
10. Theft or destruction of the equipment may result in prosecution of a Class E Felony. I will immediately report any equipment damage or malfunction to the designated representative of the Division of Community Corrections and follow any instructions the representative gives me concerning this situation.
11. I will immediately respond to all messages that are sent to me via my MTD.
12. In the event my MTD sends me a message to go outside, I will go to the nearest exit of the building and go outside but no more than 20 feet from the exit. If I am traveling in a vehicle I will either unblock the MTD or exit the vehicle to acquire GPS. While traveling, I will place the MTD in my lap or in the seat next to me.
13. The equipment is leased by the State of North Carolina; therefore I am not permitted to leave the state of North Carolina during the period of my participation in the SBM Tracking Program. If I do leave, the Department of Correction will pursue every possible legal avenue to recover the equipment, including notification to the State Bureau of Investigation.

14. A representative of Division of Community Corrections will make periodic inspection of the equipment and I may also be required to report to a probation office for this reason.

15. I am responsible for a one-time GPS fee of \$90 and agree to pay the fee to the Clerk of Superior Court in _____ County by (date) _____ and show proof of payment to the DCC representative within 30 days of the due date.

I understand and agree to abide by this maintenance agreement for _____ (period of time) and if I refuse to sign this form these requirements are still in effect. I release the Department of Correction, Community Corrections, Post-Release/Parole Commission, its personnel and the vendor from any liability associated with my participation in the Satellite Based Monitoring Program. I hereby certify that these requirements have been read and explained to me, and that I fully understand these requirements.

_____ Date

(Offender Signature)

_____ Date

(DCC Representative Signature)

Equipment: Transmitter# _____ MTD# _____ Base Unit # _____

DCC Telephone Number _____

NORTH CAROLINA
DEPARTMENT OF CORRECTION

DIVISION OF COMMUNITY CORRECTIONS



Theodis Beck, Secretary

Michael F. Easley, Governor



Robert Lee Guy, Director

Date:

Dear Law Enforcement Professional:

This is to inform you that _____ is under community supervision after a conviction for _____. He/she is required to present this letter to the local law enforcement authorities when traveling out-of-state. Please be sure that the offender fulfills any registration obligations in your state.

The offender will be staying at _____ and is driving a _____, license plate number _____. He/she will be staying in your area from _____ until _____.

We appreciate you signing, dating and filling in your telephone number on this document so that this can be presented to me upon return.

Thank you

Probation/Parole Officer

Address: _____

Telephone: _____

Name of Law Enforcement Officer: (please print) _____

Signature: _____

Position and Agency: _____

Address and Phone Number: _____

Date: _____

DCC-46
01/07

NORTH CAROLINA DIVISION OF COMMUNITY CORRECTIONS
Supervised Sex Offender Satellite Based Monitoring (SBM)
Violations and Response
January 1, 2007

Active: An active SBM system provides near real-time reporting of offender alerts including violations through email, fax, calls or pages to multiple agency contacts.

Passive: A passive SBM system provides daily reporting of offender alerts including violations through email, fax, calls or pages to the responding officer with the option of immediate notification on specific violations.

The following process applies to Satellite Based Monitoring Violations reported on offenders using the GPS units.

1. Upon notification, the Probation Officer must investigate each violation notification or alarm and determine the appropriate action to take.
2. The following protocol will be used in response to "Offender Violation Notifications" received from the monitoring center.

Inclusion Zone Notice that an offender is not at a specific geographical location, such as their residence or work for a certain time period.

The Probation/Parole Officer will:

- Call the Pro Tech Call Center to determine the status of the offender's violation and whereabouts, or respond via computer;
- Review the tracking points for the time period to determine the validity of the violation;
- Check the offender's schedule to verify accurate entry on the database;
- Determine, through the Pro Tech Call Center or by computer, if the offender lost GPS before returning home;
- Call or page the offender to troubleshoot the problem;
- Instruct the offender to go outside in order to re-establish contact with GPS if the violation is a result of losing GPS;
- Ask the offender why the tracking system showed an unauthorized absence, if GPS was not lost;
- Go to the offender's scheduled inclusion location, after 15 minutes, to verify offender presence if all attempts by the officer to clear the violation have failed;
- Initiate the violation process if the offender had an unauthorized absence from the inclusion zone; and
- Document, in the PCE case management notes/SBM Incident Report, actions taken to resolve the violation and summarize the incident in the case narratives.

Home Curfew: The MTD is not in the base unit when the schedule is in effect.

The PPO will:

- Call the Pro Tech Call Center to determine the status of the offender and his whereabouts or respond via computer;
- After a period of 15 minutes, if all attempts to clear the violation by phone have failed, go to the residence and instruct the offender to keep the MTD in the base unit when home;

- If the alarm has cleared, investigate the reason for the violation notification and give the offender instructions to avoid future alarms of this nature;
- Initiate the violation process for repeated violations of failure to charge the MTD;
- Initiate the violation process if the offender is intentionally ignoring the MTD alert to charge the unit; and
- Document actions taken to resolve the violation notification in the PCE case management notes/SBM Incident Report and summarize the incident in the case narratives.

Exclusion Zone Geographical areas where an offender is not allowed to go.

The PPO will:

- Call the Pro Tech Call Center to determine the status of the offender;
- If the offender is still in the Exclusion Zone, immediately proceed to the location, request law enforcement back up and investigate the reason for the violation notification;
- Give the offender instructions to avoid future violations of this nature;
- Initiate the violation process if the offender is in an unauthorized area without good cause; and
- Document actions taken to resolve the violation notification in the PCE case management notes/SBM Incident Report and summarize the incident in the case narratives.

Motion-No GPS: The MTD has accumulated 5 minutes of motion in a 60 minute period without receiving a signal from the GPS satellite. The position of the MTD is unknown.

The PPO will:

- Call the Pro Tech Call Center to determine the status of the offender and inquire if the alarm has cleared or respond via computer;
- Call or page the offender to investigate the actions leading to the violation;
- Determine if the offender is inside a building or warehouse and ensure that the offender is carrying the unit in an unobstructed manner;
- Instruct the offender to go outside with the miniature tracking device until the “SBM Warning Cleared” message is received;
- Document actions taken to resolve the violation notification in the PCE case management notes/SBM Incident Report, “*Exceptional, Unavoidable Circumstances that Generate Numerous “Motion No GPS” Alerts Due to No Fault of the Offender*”: staff with the supervisor to adjust the schedule if needed to bypass unnecessary alarms.
- **Bracelet-Gone:** This violation notification often means the bracelet is *too far* away from the miniature tracking device.

The PPO will:

- Call the Pro Tech Call Center to determine the status of the offender or respond via computer;
- Determine the total time of the “bracelet-gone” alarm and ask the Pro Tech Call Center if the alarm has cleared;

- After 15 minutes if all attempts to clear the violation by phone have failed, go to the offender's location to determine what caused the violation notification;
- Give the offender instructions to avoid future violation notifications;
- Initiate the violation process if the offender intentionally left the MTD or failed to respond to alerts sent to the MTD; and
- Document actions taken to resolve the violation notification in the PCE case management notes/SBM Incident Report and summarize the incident in the case narratives.

Bracelet-Battery: bracelet battery is low. When the notification is received, there is enough charge in the battery to last approximately 48 hours.)

The PPO will:

- Instruct the offender to report to the office; if the notice occurs after office hours, the offender must report the next work day; if the notice occurs on the weekend, immediate response must be made to avoid a lapse in monitoring;
- Replace the bracelet; *and*
- Document actions taken to resolve the violation notification in the PCE case management notes/SBM Incident Report and summarize the incident in the case narratives.

Miniature Tracking Device Battery: MTD battery is low. When this notification is received, there is enough charge in the battery to last approximately 30 minutes.

The PPO will:

- Instruct the offender by phone or text message to immediately place the MTD in the base unit;
 - Instruct the offender to keep the MTD in the base unit for the next 6 hours to recharge the battery;
 - Verify through the PCE or the Pro Tech Call Center that the offender has placed the MTD in the base unit;
 - After a period of 15 minutes, if all attempts to clear the violation by phone have failed, go to the offender's residence or last tracking point;
 - If the notification is due to an equipment malfunction, switch out the MTD and update the equipment numbers through the PCE or by calling the Pro Tech Call Center;
 - Initiate the violation process if the incident is determined to be a willful violation; and
 - Document actions taken to resolve the violation notification in the PCE case management notes/SBM Incident Report and summarize the incident in the case narratives.

Bracelet-Strap Tamper: bracelet strap has been compromised or removed from the bracelet.

The PPO will:

- Respond immediately and visually ensure that the offender's strap has not been tampered with or cut;
- Ensure that the bracelet pins have not been tampered with or cut;
- Replace the strap immediately if the bracelet or pins have not been tampered with;

- Initiate the violation process if the offender has tampered with the strap; retrieve and secure the SBM Equipment and complete a SBI Report if the ankle transmitter is damaged; and
- Document actions taken to resolve the violation notification in PCE case management notes/SBM Incident Report and summarize the incident in the case narratives.

Miniature Tracking Device-(MTD) Tamper: MTD has been compromised.

The PPO will:

- Respond immediately to determine if the MTD has been opened, tampered with or damaged;
- Deactivate the MTD and replace it with a new MTD; update equipment numbers through the PCE or by calling the Pro Tech Call Center;
- Initiate the violation process if it appears the offender tampered with the equipment; retrieve and secure the SBM Equipment and complete a SBI Report; and
- Document actions taken to resolve the violation notification in the PCE case management notes/SBM Incident Report and summarize the incident in the case narratives.

Base Unit Tamper: Base Unit has been compromised.

The PPO will:

- Respond immediately to determine if the base unit has been opened, tampered with or damaged;
- Deactivate the base unit and replace it with a new base unit; update equipment numbers through the PCE or by calling the Pro Tech Call Center;
- Initiate the violation process if it appears the offender tampered with the equipment; retrieve and secure the SBM Equipment and complete a SBI Report; and
- Document actions taken to resolve the violation notification in PCE case management notes/SBM Incident Report and summarize the incident in the case narratives.

Unable to Connect (Active, Base Unit & Passive):

This is a notification that the MTD has bad cell coverage or landline, the cellular provider in that area is down temporarily, or the MTD has been covered in a manner that does not allow communication with the SBM servers.

Active: The MTD is unable to communicate with the ProTech Monitoring Center within the last 90 minutes and download its points.

The PPO will:

- Call the Pro Tech Call Center to determine the status of the offender and if the alarm has cleared, or respond via computer;
- Call or page the offender to investigate the actions leading to the violation;
- Determine if the offender is inside a building or warehouse and ensure the offender is carrying the unit in an unobstructed manner;
- Instruct the offender to go outside with the miniature tracking device until the “SBM Warning Cleared message is received;

- Staff with the supervisor to reassign to passive tracking if it is determined active tracking is not possible;
- Document actions taken to resolve the violation notification in the PCE case management notes/SBM Incident Report, “Exceptional, Unavoidable Circumstances that Generate Numerous “Unable to Connect” Alerts Due to No Fault of the Offender” and summarize the incident in the case narratives.

Passive & Base Unit: The Base Unit has not communicated in 24 hours

The PPO will:

- Verify the phone line is plugged into base unit and outlet;
- Verify the residence has not lost phone service;
- Try a different phone outlet;
- Try a new phone cord;
- Ensure there are no blocks on the phone line that will not allow calls to 800 numbers;
- Try a new base unit to see if there is a problem with the phone line;
If the base unit can successfully call out, deactivate the old base unit and reassign the new one; and
- Document actions taken to resolve the violation notification in PCE case management notes/SBM Incident Report and include critical incidents in case narratives.

Phone Disconnect & A/C Power Disconnect: The base unit has lost power and is running on the backup battery.

The PPO will:

- Call or page the offender and verify the unit and/or phone are connected to the power source;
- Determine if there is a power failure in the area;
- After 15 minutes if all attempts to clear the violation by phone have failed, go to the offender’s residence;
- Ensure the power outlet is not controlled by a light switch;
- Try a different power outlet;
- If all measures fail, switch out the base unit and update information through the PCE or by calling the Pro Tech Call Center;
- Initiate the violation process if the offender fails to maintain phone or electrical service; and
- Document actions taken to resolve the violation notification in the PCE case management notes/SBM Incident Report and summarize the incident in the case narratives.

NORTH CAROLINA DIVISION OF COMMUNITY CORRECTIONS
Unsupervised Sex Offender Satellite Based Monitoring (SBM)
Violations and Response

January 1, 2007

Active: An active SBM system provides near real-time reporting of offender alerts including violations through email, fax, calls or pages to multiple agency contacts.

Passive: A passive SBM system provides daily reporting of offender alerts including violations through email, fax, calls or pages to the responding officer with the option of immediate notification on specific violations.

The following process applies to Satellite Based Monitoring Violations reported on offenders using the GPS units.

1. Upon notification, the Probation Officer must investigate each violation notification or alarm and determine the appropriate action to take.
2. The following protocol will be utilized as a guide, in response to "Offender Violation Notifications" received from the monitoring center.

Motion-No GPS: The MTD has accumulated 5 minutes of motion in a 60 minute period without receiving a signal from the GPS satellite. The position of the MTD is unknown.

The Probation/Parole Officer will:

- Upon notification from the Special Operations Administrator, go to the last tracking point;
- Investigate the reason for the violation notification. Ensure the offender is not inside a building or warehouse. Ensure that the offender is carrying the unit in an unobstructed manner;
- Instruct the offender to go outside with the miniature tracking device (MTD) until the "SBM Warning Cleared" message is received;
- Staff with the supervisor and Special Operations Administrator to reassign to passive tracking if it is determined active tracking is not possible;
- Document actions taken to resolve the violation notification in PCE case management notes/SBM Incident Report, "*Exceptional, Unavoidable Circumstances that Generate Numerous "Motion No GPS" Alerts Due to No Fault of the Offender*": consult with the Special Operations Administrator on the need to implement a schedule for "Motion No GPS", if needed;
- Notify the local Sheriff's Department and District Attorney that the offender is tampering with the equipment's ability to track the offender, if violations are found to be willful; and
- Fax the SBM Incident Report to Special Operations Administrator.

Bracelet-Gone: This violation notification often means the bracelet is *too far* away from the miniature tracking device.

- Call the Pro Tech Call Center to determine the status of the offender or respond via computer;

- Determine the total time of the “bracelet-gone” alarm and ask the Pro Tech Call Center if the alarm has cleared;
- After 30 minutes, if attempts to clear the violation by phone have failed, go to the offender's location and determine what caused the violation notification;
- Give the offender instructions to avoid future violation notifications;
- If the offender intentionally left the location without the MTD, notify the local sheriff's department/DA that the offender is tampering with equipment's ability to track the offender;
- Document actions taken to resolve the violation notification in the case management notes/SBM Incident Report; and
- Fax the SBM incident report to the Special Operations Administrator.

Bracelet-Battery: bracelet battery is low. When the notification is received, there is enough charge in the battery to last approximately [48] hours.

The PPO will:

- Instruct the offender to report to the office; if the notice occurs after office hours, the offender must report the next work day; if the notice occurs on the weekend, immediate response must be made to avoid a lapse in monitoring;
- Replace the bracelet; *and*
- Document actions taken to resolve the violation notification in the case management notes/SBM Incident Report.

Miniature Tracking Device-(MTD) Battery: MTD battery is low. When the notification is received, there is enough charge in the battery to last approximately [30] minutes.

- Call or text message the offender to immediately place the MTD in the base unit;
- Instruct the offender to keep the MTD in the base unit for the next six (6) hours to recharge the battery;
- Verify through the call center or computer that the offender has placed the MTD in the base unit;
- Go to the residence or last tracking point if the MTD goes dead or is not placed in base unit;
- Instruct the offender that the maintenance agreement requires the MTD to be charged six hours each day;
- Notify the local Sheriff's Department/DA that the offender is tampering with the equipment if it is determined that the offender is purposely not charging his MTD daily;
- Replace equipment if it is not working properly;
- Document actions taken to resolve the violation notification in the PCE case management notes/SBM incident report; and
- Fax the SBM Incident Report to the Special Operations Administrator.

Miniature Tracking Device-(MTD) Tamper: MTD has been compromised.

The PPO will:

- Respond immediately to determine if the MTD has been opened, tampered with or damaged;
- Deactivate the MTD, replace it with a new MTD and notify the Pro Tech Call Center;

- Immediately notify local Sheriff's Department/DA if the offender has tampered with the equipment;
- Retrieve and secure the SBM Equipment if the offender is arrested;
- If the offender is not arrested or is released on bond, replace equipment and reactivate Satellite-Based Monitoring;
- Document actions taken to resolve the violation notification in the PCE case management notes/SBM Incident Report; and
- Fax the SBM Incident Report to the Special Operations Administrator.

Bracelet-Strap Tamper: bracelet strap has been comprised or removed from the bracelet.

- Respond immediately and determine if the offender's strap has been tampered with or cut;
- Ensure that the bracelet pins have not been tampered with or cut;
- Replace the strap immediately if the officer verifies that the bracelet or pins have not been tampered with;
- Immediately notify the local sheriff's office/DA if the offender has tampered with equipment;
- Retrieve and secure SBM equipment and complete a SBI Report if the offender is arrested;
- If offender is not arrested or is released on bond, replace equipment and reactivate Satellite Based Monitoring;
- Document actions taken to resolve the violation notification in the PCE case management notes/SBM Incident Report; and
- Fax the SBM Incident Report to the Special Operations Administrator.

Unable to Connect (Active, Base Unit & Passive): The MTD is unable to communicate with the Pro-Tech Monitoring Center within the last 90 minutes and download its points. The Base Unit has not communicated in 24 hours.

This is a notification that the MTD has bad cell coverage or landline, the cellular provider in that area is down temporarily, or the MTD has been covered in a manner that does not allow communication with the SBM servers.

Active:

The PPO will:

- Call the Pro Tech Call Center to determine the status of the offender and if the alarm has cleared or respond via computer;
- Call or page the offender to investigate the actions leading to the violation;
- Determine if the offender is inside a building or warehouse and ensure that the offender is the unit in an unobstructed manner;
- Instruct the offender to go outside with the MTD until the "SBM Warning Cleared" message is received;
- Document actions taken to resolve the violation notification in PCE case management notes/SBM Incident Report, "Exceptional, Unavoidable Circumstances that Generate Numerous "Unable to Connect" Alerts Due to No Fault of the Offender"; and

- If it is determined that active tracking is not possible, consult with Special Operations Administrator to reassign to a passive system.

Passive & Base Unit:

- Verify the phone line is still plugged into the base unit and outlet;
- Verify the residence has not lost phone service;
- Try a different phone outlet;
- Try a new phone cord;
- Ensure there are no blocks on the phone line that will not allow calls to 800 numbers; and
- Try a new base unit to see if there is a problem with the phone line; if the base unit can successfully call out, deactivate the old base unit and reassign the new one.

Phone Disconnect & A/C Power Disconnect: The base unit has lost either phone or power and is running on backup battery.

- Call or page the offender and verify the unit and/or phone is connected to a power source;
- Verify there is not a power failure in the area;
- After a period of 30 minutes, if attempts by the officer to clear the violation by phone fail, go to the offender's residence;
- Make sure the power outlet is not controlled by a light switch;
- Try a different power outlet;
- If all measures fail, switch out the base unit and update information through the PCE or by calling the Pro Tech Call Center;
- Notify the local Sheriff's Department/DA that the offender has tampered with the equipment if the offender fails to maintain necessary phone or electrical service;
- If the offender is not arrested or is released on bond instruct the offender where to report daily to charge the equipment and download information;
- Document actions taken to resolve the violation notification in the PCE case management notes/SBM Incident Report; and
- Fax the SBM Incident Report to the Special Operations Administrator.

Supervised Sex Offender Satellite Based Monitoring

Levels of Response

January 1, 2007

	ALARM	RESPONSE PHONE CONTACT (LESS THAN 15 MIN.)	INVESTIGATION FIELD CONTACT (MORE THAN 15 MIN.)	IMMEDIATE RESPONSE
Type	Unable to Connect Motion No GPS Bracelet Battery	Bracelet Gone Inclusion Zone Home Curfew MTD Battery Base Unit A/C Power Base Unit Battery Base Unit Phone Line Disconnect	Bracelet Gone Inclusion Zone Home Curfew MTD Battery Base Unit A/C Power Base Unit Battery	Exclusion Zone MTD Tamper Bracelet Strap (Tamper) Base Unit Tamper
Response	<p>MTD will alert offender to correct problem.</p> <p>If offender does not correct, Officer will attempt to contact offender to clear violation.</p> <p>Upon receipt of email the following day, the officer will investigate the reasons for violation and develop corrective plan.</p>	<p>Officer will call offender and clear violation while on the phone.</p> <p>If unable to reach offender, officer will make necessary effort to reach offender through various phone calls. (home/work)</p> <p>PCE will send email to officer following day with list of violations.</p> <p>Officer will put in narratives any of these violations which appear suspicious.</p> <p>If unable to clear violations within 30 minutes, will proceed to Investigation. (Field Contact)</p>	<p>Notification from Pro-Tech Call Center</p> <p>Officer will respond to last point.</p> <p>Officer will determine willfulness of violation.</p> <p>If determined willful, officer will proceed with violation. Otherwise, officer will instruct offender on avoiding future violations.</p>	<p>Immediate notification of violation and immediate response by officer.</p> <p>Officer will arrest unless determined non-willful.</p>

Sex Offender Management - OPUS Updates

Beginning January 1, 2007, the following overrides will be allowed in OPUS:

Offense	Level of Supervision	Comments/ PP05 override required?
Current Conviction ▪ Registerable Offense	Sex Offender Level	System assigns level - no override required
Failure to Register	Sex Offender Level	System assigns level - no override required
Current non-registerable offense ▪ Currently Registered ▪ Required to register in the past	IMD Level II	If community level, must override to IMD II
Non-Registerable offense ▪ Ordered to sex offender specific treatment ▪ Never required to register	IMD Level II	If community level, must override to IMD II

Overrides of Supervision Levels:

- PPO5 - Transaction Type '4' (CPPO only)
- S03 G/L Status - Reason Codes
 - › 8V - Public Safety Concerns (Sex Off)
 - › 8W - Ordered to Sex Offender Treatment
- Risk Level -
 - › M: Intermediate Level II

Example of PP05 - Gain/Loss/Status History Screen

```

PP05 4 0913557                                CR63120 12/18/06 15:09:5
      PPSS005                                GAIN/LOSS HISTORY          NC/DOC  PAGE 00
DOC#: 0913557  NAME: HARRISON, VANCE          DOB: 01/29/58 B/M          VNOTIF: N
SPV.TY:PRO   RCC:5140  OFF:514XG  PPO:GKY02  CSC:          CPPO:ETH01
LVL:IMD LVL II  STAT:ACT PUN.TYP:COMMUNITY SS (DC CTSY:          SCH.TRM:07/06/200

ACT  LOCATION          S G/L          TYPE  RSK
   OFFICE/PPO    DATE  Q STA          RSN.CO.ST.SUP  LVL
--  --
--  514XG GKY02 12/18/06 2 S03          01
--  514XG GKY02 11/08/06 1 V01 BEGIN VIOLATION 00 32 NC 01 PRO  M  IMD LVL II
--  514XG GKY02 07/28/06 1 G02 TRANSFER WITHIN NC P4 32 NC 01 PRO
--  514XG 14X04 07/06/06 1 G01 NEW PERIOD OF SUPV 14 32 NC 01 PRO
    
```

Static -99 Sex Offender Risk Assessments

OR65 Command Line Mask:

```
OR65 1 0980649 121806 D
OR65
OR65 T DOCNUM DATE TYP
TRANSACTION MUST BE `0`, `1`, `2` OR `9`

1400-EDIT-MESSAGE-PARAMETERS
```

- **T:** Transaction Type (0-display Static-99; 1-add Static-99; 2-change Static-99; 3-override; or 9-delete Static-99)
- **DOCNUM:** OPUS number (Mandatory)
- **Date:** Date Static-99 was administered (Mandatory)
- **TYP:** Type: (D: DCC) (Mandatory)

Example of OR65 - Static-99 Sex Offender Risk Assessment:

```
OR65 1 0980649 121806 D CR63120 12/18/06 15:20:55
ORPS065 STATIC-99 SEX OFFENDER RISK ASSESSMENT NC/DOC PAGE 001
DOC#: 0980649 NAME: BEST, GARY M. DOB: 05/28/66 W/M *SEX OFDR*
SPV.TY:PRO RCC:5082 OFF:508BC PPO:BGX04 CSC:SPA19 CPPO:FAX04 400
LVL:SEX OFFENDE STAT:ACT PUN.TYP:INTERMEDIATE SS CTSY: SCH.TRM:10/23/2007

Supv Beg/Admit Date: 10/23/06 STATIC-99 Rating:
OVERALL Rating:

Risk Factor
- 1. Young
- 2. Ever Lived With?
- 3. Index non-sexual violence - any convictions?
- 4. Prior non-sexual violence - any convictions?
- 5. Prior Sex Offense charges/convictions?
- 6. Prior Sentencing Dates (excluding index)?
- 7. Any Convictions for non-contact sex offenses?
- 8. Any Unrelated Victims?
- 9. Any Stranger Victims?
- 10. Any Male Victims?

OVERRIDES(Y/N)
New Sex Off charge
Trmt non-compliance
Clinical diagnosis
as pedophile
Mandatory GPS

READY FOR ADD F1=MAIN MENU F3=SCREENS F4=REPORTS
```

- Complete questions 1-10
- Press F2 for help
- Static-99 Rating and Overall Rating will be generated by OPUS based on the answers from the questions.

Help Codes for Static-99

1. Age at time of release or at time of exposure to risk in the community.
 - F2: **A:** Aged 25 or Older; **B:** Aged 18-24.99
2. Ever lived with a lover for at least two (2) years?
 - F2: **N:** No; **Y:** Yes
3. Separate conviction for a non-sexual violent offense at the same time they were convicted of the Index Offense?
 - F2: **N:** No; **Y:** Yes
4. Separate conviction for a non-sexual violent offense prior to the Index Offense?
 - F2: **N:** No; **Y:** Yes
5. Count all charges and convictions for sexual offenses prior to the Index Offense.
 - F2: **A:** 0 CHARGES AND 0 CONVICTION; **C:** 3-5 CHARGES OR 2-3 CONVICT
 - B:** 1-2 CHARGES OR 1 CONVICTION; **D:** 6+ CHARGES OR 4+ CONVICTION
6. # of separate sentencing dates on an offender's criminal record that is prior to the Index Offense.
 - F2: **A:** 3 or less; **B:** 4 or more
7. These include hands off sexual offenses (ex. Exposure, Peeping, some internet crimes).
 - F2: **N:** No; **Y:** Yes
8. A related victim is one where the relationship is sufficiently close that marriage would normally be prohibited. Step relationships lasting more than two (2) years would be considered related.
 - F2: **N:** No; **Y:** Yes
9. A victim is considered a stranger if the victim did not know the offender 24 hours before the offense.
 - F2: **N:** No; **Y:** Yes
10. Include both adult and child victims.
 - F2: **N:** No; **Y:** Yes

Static-99 rating will appear on screen and in header. The rating shares real estate in the header with the sex offender flag.

```

OR65 0 0980649 121806 D                               CR63120 12/18/06 15:25:35
ORPS065          STATIC-99 SEX OFFENDER RISK ASSESSMENT      NC/DOC  PAGE 001
DOC#: 0980649  NAME: BEST, GARY M.                      DOB: 05/28/66 W/M      *SEX MOD*
SPV.TY:PRO  RCC:5082  OFF:508BC  PPO:BGX04  CSC:SPA19  CPPO:FAX04 400
LVL:SEX OFFENDE STAT:ACT PUN.TYP:INTERMEDIATE SS  CTSY:          SCH.TRM:10/23/2007

Supv Beg/Admit Date: 10/23/06                          STATIC-99 Rating:  MODERATE
                                                         OVERALL Rating:  MODERATE

                                Risk Factor

B   1. Young
N   2. Ever Lived With?
N   3. Index non-sexual violence - any convictions?
N   4. Prior non-sexual violence - any convictions?
A   5. Prior Sex Offense charges/convictions?
A   6. Prior Sentencing Dates (excluding index)?          OVERRIDES(Y/N)
Y   7. Any Convictions for non-contact sex offenses?      New Sex Off charge
N   8. Any Unrelated Victims?                             Trmt non-compliance
N   9. Any Stranger Victims?                              Clinical diagnosis
N  10. Any Male Victims?                                  as pedophile
                                                         Mandatory GPS

                                F1=MAIN MENU  F3=SCREENS  F4=REPORTS

```

Example of OR65 Transaction Type '3' - Override to High Risk

```

OR65 3 0980649 121806 D                               CR63120 12/18/06 15:52:57
ORPS065          STATIC-99 SEX OFFENDER RISK ASSESSMENT      NC/DOC  PAGE 001
DOC#: 0980649  NAME: BEST, GARY M.                      DOB: 05/28/66 W/M      *SEX MOD*
SPV.TY:PRO  RCC:5082  OFF:508BC  PPO:BGX04  CSC:SPA19  CPPO:FAX04 400
LVL:SEX OFFENDE STAT:ACT PUN.TYP:INTERMEDIATE SS  CTSY:          SCH.TRM:10/23/2007

Supv Beg/Admit Date: 10/23/06                          STATIC-99 Rating:  MODERATE
                                                         OVERALL Rating:  MODERATE

                                Risk Factor

B   1. Young
N   2. Ever Lived With?
N   3. Index non-sexual violence - any convictions?
N   4. Prior non-sexual violence - any convictions?
A   5. Prior Sex Offense charges/convictions?
A   6. Prior Sentencing Dates (excluding index)?          OVERRIDES(Y/N)
Y   7. Any Convictions for non-contact sex offenses?      New Sex Off charge _
N   8. Any Unrelated Victims?                             Trmt non-compliance _
N   9. Any Stranger Victims?                              Clinical diagnosis  _
N  10. Any Male Victims?                                  as pedophile       _
                                                         Mandatory GPS      _

                                READY TO UPDATE          F1=MAIN MENU  F3=SCREENS  F4=REPORTS

```

Transaction type 3 can only be performed by the CPPO and will override the rating and place the offender in High risk level.

The OR64 - STATIC-99 SEX OFFENDER RISK ASSMT LOG allows the user to inquire on the risk assessment to view the assessment detail.

Example of OR64 screen

```

OR64 0 0980649                                CR63120 12/18/06 15:55:38
      ORPS064          STATIC-99 SEX OFFENDER RISK ASSMT LOG      NC/DOC PAGE 001
DOC#: 0980649  NAME: BEST, GARY M.              DOB: 05/28/66 W/M      *SEX MOD*
SPV.TY:PRO  RCC:5082  OFF:508BC  PPO:BGX04  CSC:SPA19  CPPO:FAX04 400
LVL:SEX OFFENDE  STAT:ACT  PUN.TYP:INTERMEDIATE  SS  CTSY:          SCH.TRM:10/23/2007

  A  ASSESSMENT  ASSESSMENT  STATIC-99  OVERALL
    DATE          TYPE      RATING/SCORE  RATING/SCORE
  _  12/18/06    DCC        MODERATE     MODERATE

                                           F1=MAIN MENU  F3=SCREENS  F4=REPORTS

ACTIONS: I=INQUIRY  U=UPDATE
  
```

Official Crime Version

Official crime versions should be entered on all new registerable sex offense cases. If the crime version is requested from the Special Operations Administrator (facility 500XE) through the investigation screen on OPUS, the user should inquire from the IT01 screen and enter the information on the IT02 - F11 comment screen.

Example of IT01 - Investigation Screen

```

IT01 0 0788820                                CR63120 12/18/06 22:10:01
      ITSS001          INVESTIGATIONS FOR OFFENDER      NC/DOC PAGE 001

DOC#: 0788820  NAME: COX, JOHNATHAN              DOB: 12/29/77 W/M      *SEX OFDR*
SPV.TY:PRO  RCC:5100  OFF:510XE  PPO:BMS03  CSC:10X02  CPPO:NME03
LVL:SEX OFFENDE  STAT:ACT  PUN.TYP:NON JUDGMENT  CAS  CTSY:          SCH.TRM:09/10/2010

ACT.      TYPE S      OFFICER          COMPLETED          STA
  ORDERED  Q  FACL      DOCKET #      DUE          NOTES
  _  12/15/06  OCV  1  510XB      06070035  12/21/06      SEE COMMENTS      01
  
```


Example of IT02 - Offender Investigation

```
IT02 0 0788820 121506 OCV 1 CR63120 12/18/06 22:10:33
ITSS002 OFFENDER INVESTIGATION NC/DOC PAGE 001
DOC#: 0788820 NAME: COX, JOHNATHAN DOB: 12/29/77 W/M *SEX OFDR*
SPV.TY:PRO RCC:5100 OFF:510XE PPO:BMS03 CSC:10X02 CPPO:NME03
LVL:SEX OFFENDE STAT:ACT PUN.TYP:NON JUDGMENT CAS CTSY: SCH.TRM:09/10/2010

ORDERED: 12/15/06 TYPE: OCV - CRIME VERSION AND VICTIM DATA SEQ: 1
OFFENSE: 3420 - THIRD DEGREE SEXUAL EXPL0

RECEIVED: FACILITY: 510XB - DISTRICT 10 UNIT B COUNTY:
ASSIGNED: OFFICER : - SEAT:
ORIGINALLY DUE: 12/21/06 CURRENTLY DUE: 12/21/06 TIMES CHANGED: 00

REQUEST SOURCE: 500XE - SEX OFFENDER GPS PGM TYPE: PROB & PAROLE OFFICE
COUNTY NO: 92 - WAKE DOCKET NO: 06070035
NOTES: SEE COMMENTS RECOMMENDATION: -
COMPLETED: STATUS: 01 - OPEN, ORDERED DECISION: -

COMMENTS EXIST: - Y

PAROLE COMMISSION COMMENTS? N

F1=MAIN MENU F3=SCREENS F4=REPORTS
F6=1ST F11=CMT F14=PC CMT F16=PP51
```

Example of OR14 V02- Official Crime Version Screen

```
OR14 0 0788820 V02 20061215OCV 1 CR63120 12/18/06 22:10:52
ORPS014 OFFENDER COMMENTS NCD0C PAGE 001
DOC#: 0788820 NAME: COX, JOHNATHAN DOB: 12/29/77 W/M *SEX OFDR*
SPV.TY:PRO RCC:5100 OFF:510XE PPO:BMS03 CSC:10X02 CPPO:NME03
LVL:SEX OFFENDE STAT:ACT PUN.TYP:NON JUDGMENT CAS CTSY: SCH.TRM:09/10/2010

RECORD: 20061215OCV 1 LABEL: COMMITMENT/COMPONENT
COMMENT TYPE: V02 - OFFICIAL CRIME VERSION
ACT

LINE COMMENTS
001 GPS/SBM OFFICE REQUEST AN OCV FOR ENROLLMENT ELIGIBILITY FOR
002 SBM. PLEASE BE DETAILED/SPECIFIC IN REGARDS TO AGE,
003 PENETRATION, FORCE, AND THREAT OF FORCE. PLEASE COMPLETE
004 THIS IN TIMELY MANNER.

F1=MAIN MENU F3=SCREENS F4=REPORTS
F6=1ST PAGE F15=RETURN
```

If the crime version is not requested through the Satellite Based Monitoring office, the user should enter it using the following method:

OR14 Command Line Mask:

```
OR14
OR14 _ _ _ _ _
OR14 T DOCNUM COMMENT RCDKEY
```

- **T:** Transaction Type (0-View Crime Version; 2-Add Crime Version)
- **DOCNUM:** OPUS number (Mandatory)
- **COMMENT:** Comment Type - Always use VO2 comment type (Mandatory)
- **RCDKEY:** Record Key - Not Required

```
OR14 2 0910921 V02
ORPS014 OFFENDER COMMENTS NCDOC PAGE 001
DOC#: 0910921 NAME: COBLE, JAMES C. DOB: 08/13/68 W/M *SEX OFDR*
SPV.TY:PRO RCC:5174 OFF:517BA PPO:MTD11 CSC: CPPO:SDL11 012
LVL:SEX OFFENDE STAT:ACT PUN.TYP:NON-N.C. OFF. CTSY: SCH.TRM:08/02/2011

RECORD: LABEL: COMMITMENT/COMPONENT
COMMENT TYPE: V02 - OFFICIAL CRIME VERSION
ACT

LINE COMMENTS
A
A
A
A
A
A
A
A
A
A
A
A
A
A
A

READY FOR UPDATE F1=MAIN MENU F3=SCREENS F4=REPORTS
ACTIONS:A=ADD C=CHANGE D=DELETE I=INSRT F6=1ST PAGE
```

Offender Comments Log
(Viewing Official Crime Versions)

OR13 Command Line Mask

```
OR13 0 0910921 V02
OR13 _ _ _ _ _
OR13 T DOCNUM CMT
```

- **T:** Transaction Type (0-display)
- **DOCNUM:** OPUS number (Mandatory)
- **CMT:** Comment Type: always use VO2 to access official crime versions.

Example of Offender Comments Log - V02 - Official Crime Version

```

OR13 0 0910921 V02
ORPS013 OFFENDER COMMENTS LOG NCDOC PAGE 001
DOC#: 0910921 NAME: COBLE, JAMES C. DOB: 08/13/68 W/M *SEX OFDR*
SPV.TY:PRO RCC:5174 OFF:517BA PPO:MTD11 CSC: CPPO:SDL11 012
LVL:SEX OFFENDE STAT:ACT PUN.TYP:NON-N.C. OFF. CTSY: SCH.TRM:08/02/2011

ACT COMMENT TYPE LABEL RECORD KEY
_ OFFICIAL CRIME VERSION COMMITMENT/COMPONENT

F1=MAIN MENU F3=SCREENS F4=REPORTS

ACTIONS: I=INQUIRY U=UPDATE
    
```

Parole/Post-Release Cases - IP55 Screen - Release Plan Notes

Example of IP55 - Inmate Release Plan

```

IP55 0 0100922 051006 CR63071 10/31/06 15:27:39
IPTS055 INMATE RELEASE PLAN NC/DOC PAGE 001
DOC#: 0100922 NAME: DAVIS, HAROLD W. DOB: 12/02/59 W/M *SEX OFDR*
SPV.TY:POR RCC:5174 OFF:517BA PPO:MTD11 CSC: CPPO:SDL11 012
LVL:SEX OFFENDE STAT:ACT PUN.TYP:POST RELEASE CTSY: SCH.TRM:05/10/2011
STG: N
DATE OF INTERVIEW: 05/10/06 UPDATED BY: SDL11 ON: 05/10/06
PLANNED PLACE OF EMPLOYMENT: TYPE WORK: PAY:
TYSON SANITATION $10.05
FACTORY RD COUNTY: 97 WILKES TELEPHONE:
N. WILKESBORO NC 28697 736 UNITED STATES ( 336 ) 838 - 2171
-----CITY----- ST -ZIP- CTRY COMMENTS?: N (F13)
PLANNED PLACE OF RESIDENCE: RELATIONSHIP: MORE DATA:
HAROLD DAVIS SELF Y (F8)
265 LASTER RD. COUNTY: 86 SURRY TELEPHONE:
ELKIN NC 28621 736 UNITED STATES ( 336 ) 366 - 4067
-----CITY----- ST -ZIP- CTRY COMMENTS?: N (F14)
SUPERVISION TO FOLLOW: HEALTH CARE REQUIREMENTS: COMMENTS?: N (F11)
OFFICE: 517BA - DISTRICT 17B UNIT A TYPE: 02 - PAR: PAROLE
PICKUP ? : P DATE: 05/11/06 TIME: 14:00 PPO: STW03 - SHORES, TIMOTHY
COMMENTS: RELEASE INSTRUCTIONS: N (F23) **SEX OFFENDER** COMMENTS: Y (F24)

F1=MAIN MENU F3=SCREENS F4=REPORTS
F8=PGDN
    
```

- All investigative information will be entered on the Release Instructions Comments Screen (F23)

Example of (F23) Release Plan Notes:

```

OR14 2 0100922 B03 20060510                                CR63071 10/31/06 15:35:29
  ORPS014                                OFFENDER COMMENTS                NCDOC    PAGE 001
DOC#: 0100922  NAME: DAVIS, HAROLD W.                    DOB: 12/02/59 W/M                *SEX OFDR*
SPV.TY:POR  RCC:5174  OFF:517BA  PPO:MTD11  CSC:          CPPO:SDL11 012
LVL:SEX OFFENDE  STAT:ACT  PUN.TYP:POST RELEASE          CTSY:          SCH.TRM:05/10/2011

RECORD: 20060510                                LABEL:
COMMENT TYPE: B03 - RELEASE PLAN NOTES
ACT
  LINE                                COMMENTS
  A
  A
  A
  A
  A
  A
  A
  A
  A
  A
  A
  A
  A
  A

READY FOR UPDATE                                F1=MAIN MENU  F3=SCREENS  F4=REPORTS
ACTIONS:A=ADD C=CHANGE D=DELETE I=INSRT  F6=1ST PAGE  F15=RETURN

```

Updates on Offenders enrolled in Satellite Based Monitoring

When an offender is connected for Satellite Based Monitoring, the necessary OPUS updates will occur through the SBM office in Raleigh. The Special Program will be opened on the PP05 Gain/Loss History screen, the \$90.00 fee will be added to the OP03 Court Ordered Payments screen and populated accordingly on the OT24 Special Conditions screen.

```

PP05 0 0973151                                CR63120 12/18/06 22:39:05
  PPSS005                                GAIN/LOSS HISTORY                NC/DOC    PAGE 001
DOC#: 0973151  NAME: TOBIN, JASON M.                    DOB: 11/25/68 W/M                *SEX OFDR*
SPV.TY:PRO  RCC:5193  OFF:519CC  PPO:KKJ02  CSC:CBK02  CPPO:GTC02
LVL:SEX OFFENDE  STAT:ACT  PUN.TYP:INTERMEDIATE SS  CTSY:          SCH.TRM:09/06/2011

ACT  LOCATION          S G/L  *      VIC SEX *      TYPE  RSK
OFFICE/PPO  DATE  Q STA          RSN.CO.ST.SUP  LVL
519CC KKJ02 12/18/06 1 S11 BEG SANCTION/SPC P 78 80 NC 01 PRO
519CC KKJ02 12/12/06 2 S11 BEG SANCTION/SPC P 7I 80 NC 01 PRO
519CC KKJ02 12/12/06 1 S12 END SANCT/SPC PGM 7G 80 NC 01 PRO
519CC KKJ02 09/08/06 1 S11 BEG SANCTION/SPC P 7G 80 NC 01 PRO
519CC KKJ02 09/07/06 2 S11 BEG SANCTION/SPC P 7N 80 NC 01 PRO
519CC KKJ02 09/07/06 1 G01 NEW PERIOD OF SUPV 14 80 NC 01 PRO

F1=MAIN MENU  F3=SCREENS  F4=REPORTS

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NORTH CAROLINA DIVISION OF COMMUNITY CORRECTIONS

Satellite-Based Monitoring Program

Interim Triage On-Call Unit

January 1, 2007

The following staff will serve on the Interim Triage Unit. They will alternate weeks of on-call after hours for assistance until the Special Operations Administrator staff has been hired.

Daytime Working Hours Contact Person and On-call

Hannah Rowland, Special Operations Administrator

Office: 919.716.3159

Cell: TBD

Direct Connect: TBD

On-Call Only CPPO

Kristin Coulston, Chief Probation/Parole Officer - Guilford

Cell: 336.451.6115

Direct Connect: 150*71*4511

David King, Chief Probation/Parole Officer - Guilford

Cell: 336.451.6281

Direct Connect: 150*71*4513

Sherri Cook, Chief Probation/Parole Officer – Forsyth

Cell: 336.215.9026

Direct Connect: 150*71*4974

George Pettigrew, Chief Probation/Parole Officer – Iredell

Cell: 336.239.5876

Rotation Schedule for After Hours On-Call

January 1-7	Kristin Coulston
January 8-14	David King
January 15-21	Sherri Cook
January 22-28	George Pettigrew
January 29 – February 4	Hannah Rowland
February 5-11	David King
February 12-18	Sherri Cook
February 19-25	George Pettigrew
February 26- March 4	Hannah Rowland