

 <p style="text-align: center;">Massachusetts Department of Correction <b>POLICY</b></p>	Effective Date	Responsible Division  Deputy Commissioner, Field Services
	10/14/2025	
	Annual Review Date	
	6/30/2026	
Policy Name	Regulation Reference: M.G.L. c. 124, § 1, and M.G.L. c. 127, §§ 48, 49 and 49A; M.G.L. c. 152.	
103 DOC 468 ELECTRONIC MONITORING PROGRAM	DOC Policy Reference: 103 CMR 430; 103 DOC 461; 103 DOC 525	
	ACA/PREA Standards: Click here to enter text.	
	Attachments	Library
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Applicability: Staff/Incarcerated Individuals
Public Access	Location:	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Department Central Policy File Each Superintendent's Policy File	
<p><b>PURPOSE:</b> To establish a Department of Correction (Department) policy for monitoring an incarcerated individual's movements and location via a global positioning system when residing at an approved residence or transitional housing program from a Department institution. The Electronic Monitoring Program promotes reentry by maximizing an incarcerated individual's time in the community prior to release which allows the incarcerated individual to demonstrate their ability to function in a realistic living environment while monitored under strict conditions of accountability.</p> <p><b>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:</b> Deputy Commissioner, Field Services Chief, Office of Investigative Services Deputy Commissioner, Clinical Services and Reentry Assistant Deputy Commissioner of Reentry Superintendents</p> <p><b>CANCELLATION:</b> 103 DOC 468 cancels all previous institutional and Departmental policy statements, bulletins, directives, orders, notices, rules and regulations regarding Electronic Monitoring Procedures which are inconsistent with this policy.</p> <p><b>SEVERABILITY CLAUSE:</b> If any part of 103 DOC 468 is, for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.</p>		

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**DEFINITIONS**

Agency Transfer Coordinator (ATC): A Department staff member within the Classification Division, designated by the Deputy Commissioner of Clinical Services and Reentry or their Designee, to coordinate transfers to and from institutions.

Correctional Offender Management Profiling for Alternative Sanctions (COMPAS): A case management and decision support tool developed and owned by Equivant, used to assess the likelihood of an incarcerated individual becoming a recidivist.

Criminal Offender Record Information (CORI): CORI is defined as records and data in any communicable form compiled by a Massachusetts criminal justice agency which concern an identifiable individual and relate to the nature or disposition of a criminal charge, an arrest, a pre-trial proceeding, other judicial proceedings, previous hearings conducted pursuant to M.G.L. c. 276, § 58A where the defendant was detained prior to trial or released with conditions under M.G.L. c. 276, § 58A(2), sentencing, incarceration, rehabilitation, or release. Such information shall be restricted to information recorded in criminal proceedings that are not dismissed before arraignment. Criminal offender record information shall not include evaluative information, statistical and analytical reports and files in which individuals are not directly or indirectly identifiable, or intelligence information. Criminal offender record information shall be limited to information concerning individuals who have attained the age of eighteen (18) and shall not include any information concerning criminal offenses or acts of delinquency committed by any individual before they attained the age of eighteen (18); provided, however, that if an individual under the age of eighteen (18) was adjudicated as an adult in superior court or adjudicated as an adult after transfer of a case from a juvenile session to another trial court department, information relating to such criminal offense shall be criminal offender record information. Criminal offender record information shall not include information concerning any offenses which are not punishable by incarceration.

Electronic Monitoring Program (ELMO): A program which promotes reentry by gradually transitioning an incarcerated individual to the community prior to release, thereby allowing the incarcerated individual to demonstrate their ability to function in a realistic living environment while being monitored under strict conditions of accountability.

ELMO Case Officer (Case Officer): An Officer assigned to the Office of Investigative Services (OIS) who is responsible for the management and oversight of each incarcerated individual participating in the Electronic Monitoring Program. These duties shall include, but are not limited to, providing orientation, conducting home checks, conducting home inspections, conducting urine and alcohol testing, conducting surveillance and apprehension and warrant service.

ELMO Incarcerated Individual: An incarcerated individual approved for transfer to ELMO, residing at an approved residence or transitional housing program and being monitored by a GPS device.

Global Positioning System (GPS): A system consisting of both hardware and software, used to monitor individuals wearing a GPS device twenty-four (24) hours a day, seven (7) days a week.

Home Host: An individual or a certified program that has agreed to allow an ELMO approved incarcerated individual to reside at their residence and comply with the rules and regulations of the ELMO program.

Home Host's Residence: The property where the home host lives, or program is located, and where the ELMO incarcerated individual shall reside.

Home Plan: The proposed residence that an incarcerated individual being considered for ELMO placement intends to reside at upon approval

Inmate Management System (IMS): The Department's automated information system which provides processing, storage, and retrieval of incarcerated and civilly committed individual related information needed by Departmental personnel and other authorized users within the criminal justice system.

Objective Classification: The standardized evaluation and custody assignment of an incarcerated individual based on objectively defined criteria. The criteria are weighed, scored, and organized into a valid and reliable classification instrument accompanied by an operational manual for applying the instrument to incarcerated individuals in a systematic manner.

Office of Investigative Services (OIS): The office that is comprised of the following units: Central Intelligence Unit (CIU), Criminal Investigations Bureau (CIB), the Criminal Prosecution Unit (CPU), the Department Duty Station, the Electronic Monitoring Unit and the Fugitive Apprehension Unit (FAU).

Supervising Agency: The agency that will monitor an incarcerated individual placed into the community on the Electronic Monitoring Program, including but not limited to, the Massachusetts Probation Services, the Massachusetts Department of Correction, or a County Sheriff's Office.

## **468.02**

### **POLICY STATEMENT**

The Department's mission is to promote public safety by managing incarcerated individuals while providing them care and appropriate programming in preparation for successful reentry into the community. The Electronic Monitoring Program (ELMO) is a tool used by the Department to effectively and cost-efficiently

increase the supervision of eligible and suitable incarcerated individuals in the community in line with the Department's established mission statement.

This policy also establishes guidelines to provide clear organizational directives for all field supervisory staff, officers, and support staff concerning ELMO. These guidelines are meant to ensure home plans are appropriately investigated and supervision of individuals placed on ELMO is consistent.

#### **468.03**      **ELECTRONIC MONITORING**

Incarcerated individuals placed in the community while participating in the program shall be required to wear a tamper-proof, non-removable Global Positioning System (GPS) device, which will verify the incarcerated individual's location in the community. The GPS device is attached to the incarcerated individual's ankle and will be supervised to ensure compliance with ELMO. In addition, electronic monitoring staff members, working for the Department or the supervising agency in collaboration with the Department, monitor incarcerated individuals placed on a GPS device.

The GPS device ensures reliable information concerning the incarcerated individual's location and whereabouts; however, it only serves to supplement a system of staff intervention, field checks, evaluations, urinalysis, etc., which will ensure accountability of all incarcerated individuals participating in the program.

#### **468.04**      **ELIGIBILITY AND SUITABILITY**

- A. Incarcerated individuals in the custody of the Massachusetts Department of Correction who are within fifteen (15) months of parole eligibility, or a confirmed discharge date (adjusted maximum date) are eligible for participation in ELMO. Incarcerated individuals must also meet the following additional requirements:
1. Incarcerated individuals who meet the statutory requirement for pre-release placement and have achieved pre-release status, and incarcerated individuals who have achieved minimum security status and meet the statutory requirements of pre-release.
  2. Incarcerated individuals who score as a low risk for violence.
  3. Incarcerated individuals who score a moderate risk to recidivate on their COMPAS Risk Assessment.
  4. An incarcerated individual's objective point base classification score must have resulted in a preliminary custody level determination of minimum security or below;

5. Incarcerated individuals must attend an orientation that outlines the guidelines and protocols for ELMO program participation; the orientation will be administered by the Office of Investigative Services (OIS).
  - a. Incarcerated individuals identified as candidates for potential participation in the ELMO program will receive an orientation that highlights the program guidelines and protocols. During orientation, incarcerated individuals will:
    - i. Identify the proposed Home Host and address.
    - ii. Review and sign the following:
      - Request to Inspect and/or Copy Criminal Offender Record Information (Attachment #7)
      - The Massachusetts Department of Correction GPS Rules and Procedures for Electronic Monitoring (Attachment #1)
      - Criminal Offender Record Information Waiver for Electronic Monitoring (Attachment #2)
      - ELMO Conditions (Attachment #3)
      - Massachusetts Probation Service Electronic Monitoring GPS Equipment Liability Acceptance Notice (Attachment #4)
      - Massachusetts Probation Service Electronic Monitoring Enrollment Form (Attachment #5)
    - iii. Have an opportunity to ask questions and express concerns.
6. Incarcerated individuals shall be expected to participate in community programs noted on their individualized program plan.
7. Incarcerated individuals shall be required to secure and maintain employment or an educational program during their participation in the Electronic Monitoring Program. Exceptions may include incarcerated individuals who, due to a medical or mental health issue, cannot be employed or participate in an education program; however, a suitable alternative (e.g., a rehabilitative program) may be substituted, subject to approval of the supervising authority. Incarcerated individuals released to the community whose employment was interrupted for reasons outside their control, must demonstrate that they are actively pursuing employment.
8. Incarcerated individuals must have a suitable home plan.

9. Incarcerated individuals approved for participation must sign an agreement for use of the electronic monitoring equipment, including but not limited to acceptance of financial responsibility for damaged, lost, or stolen equipment.
- B. The following conditions make an incarcerated individual *ineligible* for participation in ELMO:
1. Sex offenders, sexually dangerous persons as identified in M.G.L. c.123A, §1, any person who commits a sexual offense as defined in M.G.L. c.123A, §1, or any person who violates M.G.L. c.265, §24B.
  2. An incarcerated individual serving a sentence containing a mandatory restriction from temporary release and/or work release (e.g., under M.G.L. c. 94C for drug related crimes, and M.G.L. c. 269 for crimes involving possession of dangerous weapons) while that mandatory component is being served.
- C. If deemed eligible, the totality of each incarcerated individual's circumstances, which may include and not be limited to, nature of offense, criminal history, disciplinary history, prior failures in lower security, and issues/arrests while on bail, will be assessed to determine suitability.
1. An incarcerated individual with a lifetime restraining order and incarcerated individuals with other domestic violence incidents or restraining orders will be considered on a case-by-case basis.

**468.05**

**SCREENING, SELECTION, AND TRANSFER**

- A. Incarcerated individuals who meet eligibility and suitability requirements may be recommended for ELMO through the reclassification process.
- B. The Case Officer will conduct an inspection of the Home Host's Residence and forward the outcome of this investigation to the Classification Division to be considered with regard to the final placement decision.
- C. If the incarcerated individual is approved by the Commissioner or designee, OIS shall prepare the incarcerated individual for participation in ELMO. The preparation includes, but is not limited to, employment verification, site visits, housing placement, preparation of initial itinerary, completion of all related and required forms, and an orientation for the incarcerated individual.
- D. In conjunction with OIS and the Reentry Services Division, the Classification Division's County, Federal and Interstate Unit Designee shall

coordinate the transfer from the institution to ELMO, pursuant to 103 DOC 461, *Incarcerated Individual Transfer*.

- E. In conjunction with OIS, the Classification Division's County, Federal and Interstate Unit Designee and/or the supervising agency's designee, shall arrange for the incarcerated individual transfer. The Reentry Services Division shall ensure that all required information (MA Health status) is provided to the OIS' ELMO Case Officer or supervising agency's designee at the time of the incarcerated individual's transfer.
- F. OIS or the supervising agency's designee shall coordinate the electronic monitoring process and monitor incarcerated individuals participating in ELMO.
- G. Incarcerated individuals screened and approved for placement in a county facility may be eligible for ELMO at the respective county as long as the program meets the requirements outlined in 103 DOC 468.04.

#### **468.06**

#### **STANDARD HOME INVESTIGATION**

Before ELMO is approved, a Case Officer will conduct an inspection of the Home Host's Residence. Inspection of a certified program host facility is not required however, ELMO staff shall request a tour of the program host facility and familiarize themselves with program facility staff and points of contact. Inspection of the Home Host's residence shall include, at a minimum:

- A. Contact the Home Host to verify willingness to host.
- B. Coordinate a time to meet with the Home Host to conduct a residence inspection.
- C. Proceed to the address indicated in the proposed Home Plan.
- D. Identify themselves, provide proper credentials, advise the Home Host of their purpose, and request to meet with the proposed Home Host listed in the proposed Home Plan.
- E. Obtain positive identification via a photo ID from the proposed Home Host. If not indicated on the ID, request and record the proposed Home Host's name, date of birth, and social security number. The Case Officer should ask the Home Host if they have a criminal history, and if so, request they explain to include dates, charges, and dispositions.
- F. While interviewing the proposed Home Host, the Case Officer will obtain the following information:

1. The nature of the relationship between the Home Host and the potential ELMO incarcerated individual. If not related by blood, the length of the relationship shall be obtained.
  2. The Home Host's place of employment, work schedule, and contact information.
  3. Names and dates of birth of all individuals residing in the Home Host's Residence.
  4. Name, address, and contact number for the landlord if the Home Host Residence is not owned by the Home Host.
  5. Names, approximate ages, and any known addresses of the Home Host's close family members and/or associates who are not listed as residing at the Home Host's Residence who may frequent the Home Host's Residence.
  6. Any information obtained by the Case Officer concerning family members, associates, addresses, etc. shall be documented in each respective ELMO incarcerated individual's case file.
- G. If the Home Host's Residence is leased, the ELMO incarcerated individual must be listed on the lease agreement and a copy placed in the case file.
- H. Request that the Home Host explain to the Case Officer what the ELMO incarcerated individual's current offense(s) are and the details of the case.
- I. Explain the general conditions of ELMO and all special conditions.
- J. Explain how the conditions of ELMO will be monitored and enforced, what will be expected of the ELMO incarcerated individual, what will be expected of the Home Host, and what they can expect from the Case Officer and Department staff.
- K. Discuss the need of the Case Officer and other agency staff regarding access to the Home Host's Residence, and under what circumstances.
- L. Request to walk around the Home Host's Residence or Program Hosts facility, observing, making note of and taking pictures of all entrance and exit points, access to attics and basements, number and locations of bedrooms, particularly the bedroom the ELMO incarcerated individual will utilize, and any other items of interest that will be beneficial information for any and all field staff to have throughout all aspects of the supervision period, including warrant investigations.

- M. Explain any special requirements for ELMO, GPS and/or the ELMO incarcerated individual that may need to be utilized during the supervision period.
- N. Ensure that the Home Host reads and signs the Electronic Monitoring Agreement form (Attachment #6).
- O. Ensure that the Home Host and all residents over the age of fifteen (15) read and sign the Commonwealth of Massachusetts Home Host Waiver form (Attachment #7).
- P. Explain the transfer to ELMO supervision, to include that the ELMO incarcerated individual may be transferred to the proposed Home Plan any time on or after that date, depending on the outcome of the Home Plan inspection and review.
- Q. Leave a business card with contact instructions and procedures.
- R. After the Home Host investigation interview, the Case Officer will run Department of Criminal Justice Information Services (DCJIS) checks, to include, at a minimum, Board of Probation (BOP), Warrant Management System (WMS) and Interstate Identification Index (III) checks on the ELMO incarcerated individual and the Home Host. It is recommended, but not mandated, that the Case Officer conduct DCJIS background checks on all residents who were reported as living in the proposed Home Host's residence (excluding children under the age of fifteen (15)); (See Commonwealth of Massachusetts Home Host Waiver form (Attachment #7)).
- S. Contact the local police department to determine the history of requests for assistance, problems, or other pertinent information about the Home Host and associated family residing at the proposed residence and the proposed residential address itself that will be beneficial to the investigator in determining recommendations on the approval/denial of the home plan.
- T. Record all findings in the ELMO incarcerated individual's case file.

**468.07**

**SCHEDULES AND ITINERARIES**

- A. Incarcerated individuals classified to ELMO shall submit and obtain advance approval of all proposed itineraries from OIS or the supervising agency's designee.
- B. Regularly scheduled meetings shall be scheduled between the incarcerated individual and designee for the purpose of submitting, reviewing, and approving itinerary activities.

- C. Approved or restricted zones shall also be created within the GPS monitoring software. If an incarcerated individual enters a restricted area or fails to appear in an area they are scheduled to be, an alert is generated, and the supervising agency is immediately notified.
- D. Incarcerated individuals are expected to adhere to arrival and departure times as scheduled on their itinerary unless a change has been authorized. They are also expected to adhere to pre-arranged transportation and to notify the designee immediately of any change in transportation method, schedule, and/or itinerary.

**468.08**

**RULES OF CONDUCT**

- A. All incarcerated individuals who participate in ELMO shall agree to abide by the rules of conduct of the program. Incarcerated individuals shall be required to read and sign an agreement which specifies those rules. Each incarcerated individual shall sign the agreement in the presence of a staff person, acknowledging the incarcerated individual's responsibilities.
- B. A graduated sanction in accordance with the policies and procedures of the supervising agency and/or a disciplinary report pursuant to 103 CMR 430, *Inmate Discipline* may be issued whenever there is a violation of the disciplinary code of offenses or program agreement.
- C. Incarcerated individuals cannot take a bath or go swimming, as such activity could damage the GPS device. Incarcerated individuals shall shower only.
- D. Incarcerated individuals must ensure the GPS device is charged at all times.
- E. Incarcerated individuals must stay out of restricted zones and be in by curfew.

**468.09**

**ACCOUNTABILITY AND SUPERVISION**

- A. All incarcerated individuals participating in ELMO are expected to conduct themselves in an appropriate manner while residing in the community. They are required to comply with all federal, state, and local laws, as well as Department regulations, policies, and procedures.
- B. Scheduled and random checks, both by telephone and by on-site visits, will be conducted by OIS or the supervising agency's designee.
- C. Incarcerated individuals shall not leave the Commonwealth of Massachusetts.

- D. Incarcerated individuals shall contact OIS or the supervising agency's designee in any emergency or unforeseen incident.
- E. Incarcerated individuals shall be observed for restricted zone violations, the use of alcohol, and the use of marijuana or illegal/unauthorized drugs. Incarcerated individuals shall be subject to the rules and regulations of the supervising agency's 103 DOC 525, *Inmate Substance Use Monitoring and Testing* policy.
- F. OIS or the supervising agency shall be responsible for monitoring incarcerated individuals participating in ELMO and for the review and approval of changes to all itineraries. The supervising agency shall maintain copies of all itineraries and shall provide copies of these documents to the Department upon request.
- G. Incarcerated individuals shall report in person when directed by the supervising agency's designee.
- H. Incarcerated individuals will be required to make at least one (1) telephone call each day, at a time determined by the supervising agency's designee, including weekends and holidays.
- I. When an incarcerated individual is terminated from ELMO, OIS or the supervising agency's designee shall notify the Department Duty Station, ensure that the incarcerated individual is taken into custody, and arrange for the removal of the GPS device.
- J. Incarcerated individuals participating in ELMO shall be responsible for all issued global positioning equipment. Any damage to such equipment shall result in the replacement cost being charged to the incarcerated individual and/or disciplinary action pursuant to 103 CMR 430, *Inmate Discipline*.

**468.10**

**ESCAPE AND/OR DISCIPLINARY ACTION**

An escape may be declared, or disciplinary action may result if the incarcerated individual:

- A. Fails to return to their home within two (2) hours of the designated time of return.
- B. Fails to arrive at a location specified on the itinerary by the scheduled time and does not arrive there or return to their home within two (2) hours.
- C. Leaves the location specified on the itinerary prior to the approved departure time and does not return to the location within two (2) hours.

- D. Fails or refuses to return to the designated location within two (2) hours after being ordered to do so by the designee of the supervising agency.
- E. Is determined not to be at a location specified on the itinerary as confirmed by a telephone spot check, physical spot check or GPS notification.
- F. Destroys, tampers, removes, or otherwise renders inoperable, the electronic monitoring equipment.
- G. Leaves the boundaries of the Commonwealth of Massachusetts at any time while on the program.
- H. Becomes whereabouts unknown.

**In all cases of escape, the Department Duty Station shall be notified by OIS or the supervising agency immediately. The Fugitive Apprehension Unit will then be deployed.**

**468.11**

**ELMO CASE OFFICER RESPONSIBILITIES**

- A. Process the ELMO incarcerated individual's case file in accordance with the procedures. For home plans that are being approved for transfer to ELMO, the case file and all necessary documents will be properly filed and ready for the case officer to conduct the ELMO placement on the day of transfer to ELMO.
- B. Record the Home Host's or program host's address as the residential address that the incarcerated individual will be residing at in IMS (Release, Reentry, Reentry Planning screen) along with the date of transfer to ELMO and the name of the assigned case officer.
- C. ELMO staff should be aware that the inability to obtain any of the aforementioned information during the home inspection process is not necessarily grounds to deny a Home Plan. The Case Officer should always use discretion in determining whether a Home Plan is suitable for supervision and conducive to the conditions that have been set by the Office of Investigative Services and in accordance with policy for each offender.
- D. No Home Plans should be approved by any case officer without a face-to-face interview by a Case Officer with the proposed Home Host, unless otherwise authorized by the Deputy Commissioner, Field Services. In such cases, this authorization should be noted in the case file.
- E. Case Officers should be aware that situations may arise that require an ELMO incarcerated individual to change and/or transfer residences. In these cases, the investigating case officer shall interview the proposed

Home Host and conduct a complete home inspection/investigation, which is subject to approval prior to transfer.

**468.12**

**MONITORING**

- A. Substance Use monitoring shall be conducted as outlined in 103 DOC 525, *Inmate Substance Use Monitoring and Testing* policy. All testing shall be recorded in the case notes.
- B. Physical accountability checks shall be conducted with regular frequency, to include off hours and weekends at any programming, work, community, and home locations. All checks shall be conducted by no less than two (2) staff members and recorded in the case notes.
- C. ELMO incarcerated individuals shall have daily contact with the assigned Case Officer at a time determined by the Case Officer. If an incarcerated individual does not have a cell phone, a DOC issued cell phone may be issued to them on a temporary basis until such time as they are able to obtain one. This is to ensure that regular contact is maintained, for emergency situations, and to prevent any potential curfew or transportation issues. In such cases, the ELMO incarcerated individual must sign the Incarcerated Individual Cell Phone Use Agreement (Attachment #8).
- D. ELMO incarcerated individuals shall have an open schedule from 8:00 a.m. - 4:00 p.m., Monday-Friday, to allow for job search, programs, school, and errands. If necessary, the schedule may be altered upon approval by the Case Officer. All itineraries will be reviewed and approved by the Case Officer.
- E. ELMO incarcerated individuals may earn a modified schedule on weekends after a fourteen (14) day adjustment/monitoring period. If earned, the itineraries for the modified weekend schedule shall be reviewed and approved by the assigned Case Officer on a case-by-case basis and the approved time modified accordingly.
- F. Community activities to include, but not limited to, religious services, the gym, movie theaters and going to restaurants, may be approved at the discretion of the Case Officer.
- G. ELMO incarcerated individuals shall not be allowed to visit any residence unless special circumstances exist, in which case they will be reviewed by ELMO staff and approval may be granted on a case-by-case basis.
- H. If authorized by the Deputy Commissioner, Field Services or their designee, a cell phone search of photos, text messages, phone calls, app usage and history, and any browser history shall be conducted. All searches shall be

recorded in the case notes. NOTE: A search warrant may be required to conduct such a search.

- I. If at any time the ELMO incarcerated individual does not respond to a request to call the Case Officer, the case officer must make physical contact with the ELMO incarcerated individual to ensure the ELMO incarcerated individual is where they are required to be. The case officer shall make notification to the Deputy Commissioner, Field Services as to the findings for the failure to respond. When all relevant facts are received, a determination will then be made by the Deputy Commissioner, Field Services regarding the ELMO incarcerated individual's future involvement in the program.

**468.13**                    **RECORD-KEEPING AND EVALUATION**

Any major changes made to the incarcerated individual's itinerary shall be documented in the case notes. A phone call log will also be attached, and all other relevant documents shall be maintained by the supervising agency in the case file.

**468.14**                    **HEALTH SERVICES/MEDICATION**

During the period of eligibility determination, the Department shall utilize existing re-entry resources to enroll the incarcerated individual in MassHealth or the equivalent for the provision of medical, dental, and mental health services.

If the ELMO incarcerated individual is not eligible for MassHealth or the equivalent, or if a determination on eligibility is pending, the supervising agency's designees, along with re-entry staff, shall coordinate arrangements for medical, dental, and mental health care through a community health center located near the ELMO incarcerated individual's home.

Should an ELMO incarcerated individual receive emergency medical care, or routine preventative care while on ELMO, all such care shall be reported by the incarcerated individual to the supervising agency's designee.

**468.15**                    **INDUSTRIAL ACCIDENTS**

Any injury sustained by an ELMO incarcerated individual while at their work site shall not be treated as an industrial accident, in accordance with M.G.L. c. 152, §74. The work release employer may be responsible for the cost of related medical treatment arising from an incarcerated individual's participation in an outside work release program. In no case shall the supervising agency or Department be deemed the "employer" of the incarcerated individual laboring under the provisions of M.G.L. c. 127, §§ 48-49A. Any incarcerated individual participating in ELMO is deemed to be an incarcerated individual laboring under the provisions of M.G.L. c.152, §§ 48-77.

**468.16**

**EMERGENCIES**

Whenever, in the opinion of the Commissioner or their designee, an emergency exists which requires suspension of all or part of this policy, the Commissioner or their designee may authorize such suspension.

**MASSACHUSETTS DEPARTMENT OF CORRECTION  
GPS Rules and Procedures for Electronic Monitoring**

1. You can NOT leave Massachusetts.
2. You can NOT take a bath or go swimming, showers ONLY.
3. You Must:

**CHARGE YOUR TRACKING UNIT EVERY MORNING OR EVERY NIGHT. KEEP YOUR RECHARGER ON THE CHARGING STATION WHEN NOT CHARGING YOUR TRACKER. TO CHARGE THE TRACKER:**

- Plug the power supply into the wall outlet and the side of the charging station. The PWR LED illuminates green, indicating the charging station has power.
- Slide the recharger onto the charging station until it clicks and the CHG LED turns red. The recharger is fully charged when the CHG LED turns green.
- Remove the recharger and slide onto the tracking unit until it locks in place. The tracking unit LED is solid red while charging.
- The LED turns solid green when the tracking unit is fully charged and beeps to notify you of a message. Double tap the tracking unit to hear the **Battery Charged** message, and then double tap again.
- Once your Tracker is fully charged, return the recharger to the charging station.

**STAY OUT OF EXCLUSION ZONES AND BE IN BY CURFEW**

- If you enter a stay away (exclusion zone) your tracker will beep, you will double tap the tracker and a message will play that you have entered an exclusion zone, you will double tap the tracker again to acknowledge the message. **YOU MUST LEAVE THE AREA IMMEDIATELY IF YOU ENTER AN EXCLUSION ZONE.**
- If you are late for curfew, or leave your home during curfew hours, your tracker will beep, you will double tap the tracker and a message will play that you are in a curfew violation, you will double tap the tracker again to acknowledge the message. **YOU MUST REMAIN IN YOUR HOME DURING CURFEW HOURS.**

**BEACON GUIDELINES**

- Choose a central location in the home to install the beacon, do not place the beacon on the floor. Keep the beacon away from mirrors, metal, appliances and out of direct sunlight.
- Keep the beacon plugged into a working wall outlet, the PWR LED should always be green.

**IF YOU RECEIVE A MESSAGE TO YOUR TRACKER AND CAN NOT RESOLVE THE ISSUE, YOU NEED TO CALL THE ELMO CENTER AT 978-365-2970 or 866-490-1166 to RESOLVE THE PROBLEM**

\_\_\_\_\_  
ELMO Case Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
ELMO Incarcerated Individual

\_\_\_\_\_  
Date

**MASSACHUSETTS DEPARTMENT OF CORRECTION  
CRIMINAL OFFENDER RECORD INFORMATION (C.O.R.I.) WAIVER  
FOR ELECTRONIC MONITORING PURPOSES**

I agree to waive my criminal offender record information (C.O.R.I.) rights in connection with my proposed Home Plan. My ELMO Case Officer has my permission to discuss my case with any persons connected with the Home Plan I submit. Such information may include, but not be limited to, the sentence I am now serving, crimes in my criminal history, conditions of my placement on Electronic Monitoring, anticipated release dates and any other information that may be relevant to the Home Host and any other individuals residing in the Home Host's residence.

\_\_\_\_\_  
Signature of Incarcerated Individual

\_\_\_\_\_  
Commitment #

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Print)

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

**MASSACHUSETTS DEPARTMENT OF CORRECTION  
ELMO CONDITIONS**

1. I will obey all local, state, and federal laws; and conduct myself in the manner of a responsible citizen.
2. I will immediately notify my Case Officer of any possible changes or concerns regarding my employment or residence. I will also immediately advise my Case Officer if arrested and of any other law enforcement involvement.
3. I will make earnest efforts to find and maintain legitimate employment, unless engaged in some other program previously approved by my Case Officer. I understand that I must be employed, actively seeking employment and/or involved in approved programming upon transfer to ELMO.
4. I will not associate with persons whom I know to have a criminal record, or who are known to be engaged in a violation of law. This prohibition does not apply where such association is incidental to my place of residence or employment.
5. I will not leave the state of Massachusetts.
6. I will not serve as an informant or special agent for any law enforcement agency.
7. I agree to be subject to drug and alcohol testing.
8. I must call DOC Reentry at 508-958-5899 within 48 hours of transferring to a home or program from a DOC institution.
9. I must call/text my Case Officer daily, including weekends and holidays, at a time predetermined by my Case Officer.
10. Daily itineraries must be provided to my Case Officer at least 24 hours in advance for prior approval.
11. I must immediately notify my Case Officer of all emergencies or situations of concern so that appropriate parties can be notified, and any home plan/scheduling issues can be rectified (e.g., emergency medical situation, sick family member, police involvement, DCF involvement, etc.).
12. I will not wear copper infused socks.
13. Special Conditions (if approved): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby certify that I have read and fully understand the above conditions of transfer to the Department of Correction (DOC) Electronic Monitoring (ELMO) program, and I agree to faithfully abide by the rules and regulations of the DOC and the conditions set forth above.

\_\_\_\_\_  
ELMO Incarcerated Individual      Date

\_\_\_\_\_  
Witness      Date



## Massachusetts Probation Service Electronic Monitoring

Phone: (978) 365-2970 | e-mail: elmoClinton@jud.state.ma.us

### GPS EQUIPMENT LIABILITY ACCEPTANCE NOTICE

**Enrollee information:**

Enrollee's name: \_\_\_\_\_ PCF#: \_\_\_\_\_  
 Court: \_\_\_\_\_  Parole region: \_\_\_\_\_   
 Supervising officer: \_\_\_\_\_ Phone: \_\_\_\_\_

**Liability acceptance:**

I accept full financial and legal responsibility for the GPS monitoring equipment that is being issued to me. I understand the equipment is the property of the BI Incorporated company and I will be held accountable for its whereabouts. In the event any portion of the monitoring equipment is damaged, lost, or stolen from me, I understand I will be held responsible for it both legally and financially. I will be required to reimburse BI Incorporated for the value of the equipment in the following amounts:

Please check one of the following:

- Loc8 XT Tracking Unit (\$850.00) + Beacon (\$250.00) + Charger (\$250.00) = Total of \$1,350.00
- VeriWatch (\$720.00) + Battery (\$175.00) = Total of \$895.00

I understand and agree as a condition of this agreement **I will charge the Loc8XT Tracker** assigned to me for at least 2 hours every morning or every night. Also **I will not move the Beacon** assigned to me without the authorization of my probation or parole officer.

**Protocol for GPS equipment failure:**

In the event the monitoring equipment assigned to me becomes faulty or inoperable, I will follow instructions to remain in my home until the equipment is repaired or replaced. Alternatively, I agree to follow instructions to travel at a pre-arranged time to a location where my equipment will be repaired or replaced. I understand if I fail to comply with these instructions a warrant may issue for my arrest.

**GPS data disclosure:**

I understand that coordinates and other data related to my physical position on GPS are recorded by equipment at the ELMO Center and can be shared with my probation or parole officer, the court, attorneys and law enforcement. I understand the data generated by the GPS equipment assigned to me is not private and confidential.

**Enrollee:**

**Witness:**

ENROLLEE SIGNATURE: By signing I acknowledge that I have read, understand and accept the above rules and information.

\_\_\_\_\_ (Enrollee's signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Enrollee's name printed)

\_\_\_\_\_ (Witness's signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Witness's name printed)

Revised 03/05/25



# Massachusetts Probation Service Electronic Monitoring

Phone: (978) 365-2970 | e-mail: elmoClinton@jud.state.ma.us

## ENROLLMENT FORM

### Equipment and Date

GPS Monitoring  
 Alcohol Monitoring  
 Date submitted:

*\*Date field required*

### Enrollee information:

Enrollee's name:  DOB:  SSN:   
 Alias or other name(s) used:   
 Preferred method of contact:   
 Address:  City:   
 State:  Zip:  County:  Sex:  Height:   
 Weight:  Eyes:  Hair:  Language:   
 Race:  Ethnicity:   
 Contact Person #1:  Contact #1 phone:   
 Contact Person #2:  Contact #2 phone:   
 Emergency contact:  Emergency contact phone:

*Click to upload enrollee photo*

### Enrollee employment information:

Employer:  Employer phone:   
 Address:  City:  State:  Zip:

### Offense and supervision information:

PCF#:  Docket#:  Offense:   
 Check box and complete below fields if enrollee is under probation supervision:  
 Supervising court:   
 Probation officer:  Phone:  Fax:   
 Juvenile custody status:   
 Check box and complete below fields if enrollee is under parole supervision:  
 Parole region:   
 Parole officer:  Phone:  Fax:   
 Client type: Enrollee is being monitored for the following:

*\*Victim Notification Form is not required for cases with a supervision status category of pre-arraignment*

### Victim information:

Does this case involve a victim(s)?  Yes  No  
 If yes, has the victim(s) address been impounded by the Court?  Yes  No  Not applicable  
 If yes, does the victim(s) request notification if a warrant is issued?  Yes  No  Not applicable  
*\*Required: Victim Notification Form is required, on non pre-arraignment cases, if the victim is requesting notification if a warrant is issued.*

### Assigned monitoring equipment:

Enrollee has been assigned the following equipment (include serial number in space provided):

Loc8 XT:   SCRAM RB:   
 Beacon:   Veriwatch:

*Submitted as part of enrollment package*

*Revised: 03/04/2025*



**SEARCH:** A search is an inspection or examination of persons or places closed from general public view, with some measure of intrusion, for the purpose of detecting. Visual observation of an open space is not a search.

**SEIZURE:** A seizure is the taking into possession or custody of a person or thing or significantly limiting the freedom of movement of a person.

C. Answers to the following will be used in making a determination whether this home plan will be approved for the above-named incarcerated individual.

INDICATE YES OR NO TO THE FOLLOWING	PLEASE CHECK ONE
1. Is there Department of Children and Families (DCF) involvement in this household?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. If Yes, the ELMO incarcerated individual is not the subject of any order regarding children in the home. Please describe any involvement:  _____	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> N/A
3. If this residence is public housing or Section 8 housing, arrangements have been made to comply with rules required by the Public Housing Authority or housing agency for persons living here.	<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> N/A
4. I am aware of the offense(s) for which the incarcerated individual is serving their sentence.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. To the best of my knowledge, is any person who currently resides with me convicted felony or actively on probation or parole.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are any firearms are kept or maintained on the premises or in any other area under my control that the ELMO incarcerated individual may have access to.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. I shall cooperate with the Case Officer’s supervision efforts and report any irregularities that may come to my attention.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. I understand that I can decide at any time not to be the home host for the ELMO incarcerated individual, and I will immediately inform the Case Officer of that decision.	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. I will allow my phone line to be used for electronic monitoring purposes.	<input type="checkbox"/> Yes <input type="checkbox"/> No

If there is a change in any of the above circumstances, I will notify the supervising Case Officer immediately.

\_\_\_\_\_  
Signature of Home Host

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of ELMO Case Officer

\_\_\_\_\_  
Date



**MASSACHUSETTS DEPARTMENT OF CORRECTION  
INCARCERATED INDIVIDUAL CELL PHONE USE AGREEMENT**

I, \_\_\_\_\_, agree to the following terms and conditions in connection with the temporary use of a cell phone owned and provided to me by the Massachusetts Department of Correction (DOC).

Cell Phone #: \_\_\_\_\_ IMEI/MEID: \_\_\_\_\_

**AGREEMENT**

1. The provided cell phone is the property of the Massachusetts Department of Correction. No expectation of privacy exists with regard to an ELMO incarcerated individual’s possession or use of a DOC provided cell phone while on electronic monitoring with the Department of Correction. The DOC reserves the right to inspect and/or search the provided cell phone for any data sent, received, or contained therein, upon request by the assigned ELMO Case Officer, or other designee.
2. The use of a DOC provided cell phone is strictly reserved for the purpose of contacting your assigned ELMO Case Officer, employer, program, transitional housing contact, transportation service, or emergency (911). The use of the provided cell phone for any other purpose is strictly prohibited to include the downloading of any applications. Users may not tamper with or alter any configured security controls or settings. An ELMO incarcerated individual’s use of a cell phone in any manner contrary to local, state, or federal laws, telephone company regulations, or Department of Correction rules or regulations constitutes misuse and may result in disciplinary action or criminal prosecution.
3. The provided cell phone is only to be used by the incarcerated individual to which it is issued. The ELMO incarcerated individual is personally and solely responsible for the care and security of their assigned cell phone. The Department of Correction assumes no responsibility for theft, loss, damage, or vandalism to incarcerated individual cell phones or the unauthorized use of such devices.

Users must report any lost, stolen, or damaged cell phone to their assigned case officer upon realization that the device is missing or damaged using the most practical means necessary. Earnest efforts shall be made to obtain a personal cell phone upon transfer to ELMO. The use of the DOC provided cell phone is strictly temporary and is only to be provided until a cell phone is obtained, at which time the DOC cell phone will be returned to the assigned Case Officer. The personal cell phone number shall also be provided to the ELMO Case Officer at this time to provide uninterrupted communications between the ELMO incarcerated individual and ELMO staff.

\_\_\_\_\_  
ELMO Incarcerated Individual Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ELMO Case Officer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ELMO Supervisor Signature

\_\_\_\_\_  
Date

Return Date: \_\_\_\_\_

\_\_\_\_\_  
ELMO Incarcerated Individual Initials

\_\_\_\_\_  
ELMO Case Officer Initials

\_\_\_\_\_  
ELMO Supervisor Initials