	Massachusetts partment of Correction POLICY	Effective Date $10/14/2025$ Annual Review Date $10/14/2025$	Responsible Division Deputy Commissioner, Field Services		
Policy Name 103 DC ELECTRONIC PROG	MONITORING	Regulation Reference: M.G.L. c. 124, § 1, and M.G.L. c. 127, §§ 48, 49 and 49A; M.G.L. c. 152. DOC Policy Reference: 103 CMR 430; 103 DOC 461; 103 DOC 525 ACA/PREA Standards: Click here to enter text.			
Attachments Yes ⊠ No □	Library Yes ⊠ No □	Applicability: Staff/In	ncarcerated Individuals		
Public Yes ⊠		Location: Department Central Policy File Each Superintendent's Policy File			

PURPOSE:

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.

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:

Deputy Commissioner, Field Services Chief, Office of Investigative Services Deputy Commissioner, Clinical Services and Reentry Assistant Deputy Commissioner of Reentry Superintendents

CANCELLATION:

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.

SEVERABILITY CLAUSE:

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.

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468.01 **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.

<u>Correctional Offender Management Profiling for Alternative Sanctions</u> (<u>COMPAS</u>): 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. 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.

<u>Electronic Monitoring Program (ELMO):</u> 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.

<u>ELMO Case Officer (Case Officer)</u>: 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.

<u>ELMO Incarcerated Individual</u>: 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.

<u>Home Host</u>: 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.

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

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

<u>Inmate Management System (IMS):</u> 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.

<u>Objective Classification:</u> 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).

<u>Supervising Agency:</u> 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.

<u>468.03</u> <u>ELECTRONIC MONITORING</u>

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 prerelease 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*.

<u>468.10</u> <u>ESCAPE AND/OR DISCIPLINARY ACTION</u>

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.

<u>468.11</u> <u>ELMO CASE OFFICER RESPONSIBILITIES</u>

- 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.

<u>468.12</u> <u>MONITORING</u>

- 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.

ISSUE, YOU NEED TO C. RESOLVE THE PROBLE		CENTER AT 978-365-2970 or 866-4	90-1166 to
ELMO Case Officer	Date	ELMO Incarcerated Individual	Date

IF YOU RECEIVE A MESSAGE TO YOUR TRACKER AND CAN NOT RESOLVE THE

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	

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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.

12.

- 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.

I will not wear copper infused socks.

- 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.).

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

Print	Save	Reset

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 responsib equipment is the property of the BI Inco any portion of the monitoring equipmer both legally and financially. I will be requ amounts:	rporated company and nt is damaged, lost, or s	I will be held accounta stolen from me, I under	able for its wherea rstand I will be hel	bouts. In the event Id responsible for it
Please check one of the following:				
☐ Loc8 XT Tracking Unit (\$850.00) + Bot☐ VeriWatch (\$720.00) + Battery (\$17		- '	of \$1,350.00	
I understand and agree as a condition of every morning or every night. Also <u>I will</u> parole officer.				
Protocol for GPS equipment failure:				
In the event the monitoring equipment a my home until the equipment is repaired time to a location where my equipment warrant may issue for my arrest.	d or replaced. Alternat	ively, I agree to follow	instructions to tra	vel at a pre-arranged
GPS data disclosure:				
I understand that coordinates and other Center and can be shared with my proba data generated by the GPS equipment as	tion or parole officer,	the court, attorneys an		
Enrollee:		Witness:		
ENROLLEE SIGNATURE: By signing I acknowle understand and accept the above rules and i				
(Enrollee's signature)	(Date)	(Witness's s	signature)	(Date)
(Enrollee's name printed)		(Witness's na	me printed)	
				Revised 03/05/25



Massachusetts Probation Service Electronic Monitoring

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

Equipment and Date
GPS Monitoring Alcohol Monitoring
Date submitted:
*Date field required
Duint Court Doorst

ENROLLMENT FORM

			EINKOLLIVIEN	II FURIV	•		Print	Save	Reset
Enrollee inform	nation:								
Enrollee's name	e:		DOB:		SSN:				
Alias or other n	ame(s) used:								
Preferred meth	od of contact:								
Address:			Cit	:y:			Click to u	pload enroll	ee photo
State:	Zip:	County:	▼ Sex:	▼	Height:				
Weight:	Eyes:	Hair:	•	Language	e:	▼			
Race:		v	Ethnicity:			V			
Contact Person	#1:				Contact #	1 phone:			
Contact Person	#2:				Contact #2	2 phone:			
Emergency con	tact:				Emergenc	y contact p	hone:		
Enrollee empl	ovment inform	mation:							
Employer:	,				Employer	nhone:			
Address:			City:		Linployer		ate:	Zip:	
			City.			30	atc.	Zip.	
Offense and su	upervision inf	ormation:							
PCF#:	Do	cket#:		Offen	se:				
Check box a	and complete b	elow fields if enroll	ee is under prob	ation supe	rvision:				
Supervising	court:					•			
Probation of	fficer:		P	none:		Fax:			
Juvenile cus	tody status:								
Check box a	and complete b	elow fields if enroll	ee is under paro	le supervis	ion:				
Parole regio	n:	V							
Parole office	er:		P	none:		Fax:			
Client type: En	rollee is being r	nonitored for the f	ollowing:						▼
	_	for cases with a supervisi	_	pre-arraignme	nt				
Victim informa	ation:								
Does this case i	nvolve a victim	(s)?)						
		ldress been impour		t? TYes	□ No □	Not appli	cable		
If yes, does	s the victim(s) r	equest notification	if a warrant is is	sued?	Yes No	o 🔲 Not a	pplicable		
Assigned mon			,,,		, , ,				
			ent linclude serie	al number i	in snace pro	vided\:			
Loc8 X		e following equipm			ii space pro	viueu).			
☐ Locs X				AM RB: watch:					
Submitted as part of enrolln								Revisa	ed: 03/04/2025

MASSACHUSETTS DEPARTMENT OF CORRECTION ELECTRONIC MONITORING AGREEMENT

T			11	
I,	t Uome	, agree to e Host Name	allow Print ELMO Incarcerated In	dividual's Nama
		my home during their participation in the		
		ts Department of Correction.	ie ziecione womtoring in	ogram (EENTO) of the
1.10000		or concerns		
A.	finan	e incarcerated individual is approved for a cially support the ELMO incarcerated ind will provide the following assistance: I will contact the Massachusetts Departs	lividual until they can secure	e full-time employment
		at 508-958-5899 between the hours of 8 the Department's employment assistance	:00 a.m. to 4:00 p.m. within	
	•	Within two (2) days of the ELMO incarc the incarcerated individual to contact the Employment Manager by phone at the a	e Massachusetts Department	•
B.	Lund	lerstand and acknowledge the following	responsibilities of the ELA	AO Case Officer
Σ.	1.	Case Officers will supervise the ELMO imposed by the Massachusetts Departm ELMO Incarcerated individual in reinte I have been informed of the condition individual's participation in the Electropursuant to this Agreement.	incarcerated individual according to the Officerating into the community against that may be associated	ording to the conditions fficers are to assist this as a responsible citizen. with this incarcerated
	2.	Any information that I provide to office incarcerated individual. However, I also ELMO incarcerated individual is violation that the ELMO incarcerated individual take some type of action.	understand that if this informing conditions of the Electroni	nation indicates that the ic Monitoring Program,
	3.	Department of Correction Officers ass Special State Police Officers. They me individual or anyone interfering with the contraband, forcibly enter my premise necessary, visit my residence unannous any hour if there is an emergency situation make decisions regarding the ELMO in compliance with the conditions of the Decisions.	he arrest, search my home a es to arrest the ELMO inco need at reasonable hours incl on involving the ELMO incar nearcerated individual that a	ne ELMO incarcerated and property and seize arcerated individual if luding weekends, or at recerated individual, and are necessary to ensure
Signed	under	r the pains and penalties of perjury this	day of	, 202
Home 1	Host:		Signature:	
	- · · · <u>-</u>	Print Name	_	
Street	Addre	ss:		

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City/State/Zip:_____

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	NG	PLEASE CH	HECK ONE
1.	Is there Department of Children and Families (DCF) in this household?	involvement	□Yes	□ No
2.	If Yes, the ELMO incarcerated individual is not the order regarding children in the home. Please describe		□ Yes	□ No
	involvement:		\Box N	I/A
3.	If this residence is public housing or Section 8 housi arrangements have been made to comply with rules		□ Yes	□ No
	Public Housing Authority or housing agency for perhere.	_	\Box N	J/A
4.	I am aware of the offense(s) for which the incarcerat serving their sentence.	ted individual is	☐ Yes	□ No
5.	To the best of my knowledge, is any person who cur with me convicted felony or actively on probation or		□ Yes	□ No
6.	Are any firearms are kept or maintained on the prem other area under my control that the ELMO incarcer may have access to.	-	☐ Yes	□ No
7.	I shall cooperate with the Case Officer's supervision report any irregularities that may come to my attenti		□ Yes	□ No
8.	I understand that I can decide at any time not to be the for the ELMO incarcerated individual, and I will imprinform the Case Officer of that decision.	ne home host	□ Yes	□ No
9.	I will allow my phone line to be used for electronic purposes.	monitoring	□ Yes	□ No
If there immed	e is a change in any of the above circumstances, I will nately.	notify the supervi	ising Case Offi	cer
Signatu	ure of Home Host	Date		
Signati	ure of FLMO Case Officer)ate		

PRINT ON CURRENT LETTERHEAD

MASSACHUSETTS DEPARTMENT OF CORRECTION HOME HOST WAIVER

HOME HOST PERSONAL DATA:

Name:				
Last	Firs	st		Middle
Previous Name and/or Alias:				
Residential Address:				
Number	Street	City	State	Zip Code
Have You Ever Resided in Anot	her State?	If	Yes, Which Sta	ite(s)?
Social Security Number:		Driver's	License Numbe	r:
Date of Birth: Pl	ace of Birth:		Sex:	Race:
Mother's Maiden Name:				
Father's Name:				
I,	, h	ereby release	, discharge, and	exonerate the Massachusett
Department of Correction, its again all liability of every nature records and other information or of Correction.	ents and represe and kind arisin	ntatives, and a g out of the	any person so fu furnishing or ins	rnishing information, for an spection of such documents
I further understand that the Investigation which will include the Massachusetts Board of Probwill conduct these checks as the	a criminal recor	rd check with Registry of Mo	the local police otor Vehicles. T	department, the State Police
Signature of Home Host:			Da	ite:
Witness:			Da	ite:

MASSACHUSETTS DEPARTMENT OF CORRECTION INCARCERATED INDIVIDUAL CELL PHONE USE AGREEMENT

I, temp	, agree or a cell phone owned and provided to	ee to the following terms and conditions in connection with the me by the Massachusetts Department of Correction (DOC).	
	Phone #:	-	
AGF	REEMENT		
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.	incarcerated individual is personally and sole phone. The Department of Correction assum	he provided cell phone is only to be used by the incarcerated individual to which it is issued. The ELMO carcerated individual is personally and solely responsible for the care and security of their assigned cell none. The Department of Correction assumes no responsibility for theft, loss, damage, or vandalism to carcerated individual cell phones or the unauthorized use of such devices.	
	the device is missing or damaged using the mobtain a personal cell phone upon transfer to temporary and is only to be provided until a obe returned to the assigned Case Officer. The part of the provided until a contract the provided until a contract to the assigned Case Officer.	d cell phone to their assigned case officer upon realization that ost practical means necessary. Earnest efforts shall be made to ELMO. The use of the DOC provided cell phone is strictly cell phone is obtained, at which time the DOC cell phone will personal cell phone number shall also be provided to the ELMO terrupted communications between the ELMO incarcerated	
	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	

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