

# Santa Barbara Sheriff's Office Alternative Sentencing Bureau

Electronic Monitoring / Sheriff's Work Alternative Program



Procedure Manual

## Alternative Sentencing Bureau

The Alternative Sentencing Bureau was created to assist in the mitigation efforts to reduce jail overcrowding by offering community based programs for inmates where sentences may be served in-lieu of physical incarceration. With the advent of AB109 the program has been expanded to include the placement of inmates who are unable to post bail pursuant to PC 1203.018. At present, the Alternative Sentencing Bureau operates two distinct programs:

- **Electronic Monitoring (EM):**

A home detention program where inmates are allowed to serve sentences or are released in lieu of bail by means of confinement to his/her residence while being monitored by electronic devices. Placement on EM may be initiated by the applicant or may be mandated by the ASB staff.

- **Sheriff's Work Alternative Program (SWAP):**

A program where inmates are allowed to serve sentences by means of performing community service work.

Both EM and SWAP shall be operated in compliance with applicable Federal, State and Local laws. (PC sections 1203.018, 1203.016, 4024.2 & 1208)

### **Administration:**

The Sheriff's Alternative Sentencing Bureau is administered under the Chief Deputy of Custody Operations.

- A) Guiding Principal: The guiding principal of the Alternative Sentencing Bureau in the operation of our programs is to maintain the highest public confidence, credibility, and public safety.
- B) Communication: ASB staff shall maintain close communication and cooperation with other members of the criminal justice community, especially with those agencies with whom it has regular contact in the course of doing business. These agencies include, but are not limited to:
  - 1) Santa Barbara County Courts
  - 2) Public Defenders Office
  - 3) District Attorney's Office
  - 4) Santa Barbara County Probation Department

5) Local allied law enforcement agencies

C) Custody Records Files: A Custody Records File will be maintained on all inmates assigned under the supervision of the Alternative Sentencing Bureau.

Access to Custody Records files will be limited to authorized personnel only and files will be maintained in accordance with established policy

D) Program Files: Inmates assigned to either EM or SWAP will have a separate program file maintained within the Alternative Sentencing Bureau offices. These files may contain the following:

- 1) Inmate application / interview notes
- 2) Employment verification forms
- 3) Inmate criminal history
- 4) Santa Barbara County custody encounter history
- 5) CLETS printout
- 6) DMV records
- 7) Inmate financial information
- 8) Respective program rules and regulations signed by inmate
- 9) Agency reports (i.e. Probation, arrest report, treatment records, etc.)
- 10) On-going notes regarding pre-approved absences, violations, etc.
- 11) SWAP contract completed by ASB staff (SWAP)
- 12) Daily maintenance fees and payment schedule reviewed and signed by inmate and ASB staff.
- 13) Assigned work site and work days information (SWAP)
- 14) Electronic monitoring consent form (EM)
- 15) Information Waiver - right to privacy act
- 16) Escape - Consent to Waiver of Extradition
- 17) 4th Amendment Waiver - Consent to Search
- 18) Responsibility of equipment form (EM)

- 19) Any COMPAS assessments completed by the probation department.
- 20) Any other applicable information as deemed necessary by ASB staff.

E) Records Retention/Destruction:

All custody records and program files will be maintained for a period of three years. Destruction of records after the three year period will be in accordance with established policy and authorized by the Board of Supervisors.

F) Fiscal Management:

All funds collected by the Alternative Sentencing Bureau are to be processed as follows:

South ASB office: Funds will be processed through the Sheriff's Department Business Office located in the headquarters building.

North ASB office: Funds will be verified by authorized ASB staff and deposited directly with the County Treasurer - Tax Collectors Office.

G) Cash Management:

1. Inmates who apply to the Alternative Sentencing Bureau will be required to pay a onetime application fee of \$50.00 to cover administrative and processing costs. If accepted, a daily maintenance fee is charged to each inmate using the sliding fee scale as approved by the Santa Barbara County Board of Supervisors.
2. When the participant believes that the set fees will cause an undue hardship may appeal the fee. Appeals will be in writing (no telephone calls) in the following order:
  - i. Sergeant, Alternative Sentencing Bureau
  - ii. Lieutenant, Alternative Sentencing Bureau
  - iii. Chief Deputy, Custody Operations
  - iv. Courts: In cases where all of these levels have been exhausted with no agreement reached the courts will be the final deciding authority of the participant's fee
3. Program participants who reside outside of Santa Barbara County may be required to provide a security deposit for the Electronic Monitoring Equipment

4. Payment of fees shall be in exact cash, money order or by credit card.
5. All maintenance fees will be collected on a regular schedule as determined by the ASB staff and agreed upon by the participant. The goal will be to have half of the maintenance fee paid at the time of booking. While this may not always be possible, accepting less than half should be the occasional exception and not the standard.
6. Fees will be collected in the ASB offices only by administrative professional staff or custody deputies assigned to the bureau who will verify the amount, issue a receipt and credit the inmate account.
7. Monies will be retained in the respective office safe pending processing for deposit.
8. All fees paid are non-refundable. Exceptions to this will only be made pending a court order change in the participant's original sentence or by program managers in exceptional circumstances.
9. An applicant's acceptance or rejection for program participation shall not be made solely upon the applicants ability to pay (PC section 1203.016)
10. Custody Deputies or Administrative Professional staff assigned to the Alternative Sentencing Bureau shall be the only personnel authorized to access the cash drawer, issue receipts, count and balance funds and prepare deposits.

### **Program Criteria**

#### A) Eligibility Criteria:

- 1) All program applicants must be sentenced to serve time in Santa Barbara County Jail, or meet the criteria for "home arrest in-lieu of bail." Court ordered sentences from other counties are not accepted.
- 2) Each applicant will be provided with an Alternative Sentencing Application packet that must be completed. The application will include the following information:
  - Name and address of applicant
  - Date and place of birth
  - Personal characteristics (race, hair color, eye color, height, weight)
  - Social Security Number

- Name, address, phone number of current employer
  - Make, model, year, color and license plate number of vehicle(s) subject will be using.
  - Name and phone number of subject's parole/probation office if applicable.
  - Name, address, phone number and relationship of person(s) with whom applicant will be residing with.
  - Emergency contact information
  - Medical problems including the name of any prescribed medications.
  - Type and address of any treatment programs that the applicant is attending.
  - Public assistance received by applicant if applicable
  - Documentation of wages and/or other sources of income
  - Any alternative contact numbers (i.e. cell phone, work phone)
- 3) Alternative Sentencing Bureau staff will verify the provided applicant information at the time of interview.
- 4) Each applicant will be considered for program participation on a case- by- case basis. Alternative Sentencing staff will perform a background investigation to determine if the potential program participant meets minimum qualification. At a minimum, the applicant must meet the following requirements:
- Applicant must be sentenced to serve time in Santa Barbara County Jail or be a Pretrial inmate with 30 days or more in custody for misdemeanors and 60 days or more for felonies
  - All applicants will have the results of an evidenced based evaluation instrument, such as an IST or COMPASS on file prior to acceptance into the program.
  - For Sentenced participants, there is no program restriction noted on the minute order from the Judge. Participants with holds and outstanding warrants will be considered on a case-case basis.
  - For Pre-trial placements there are no open or pending charges, or active warrants in any other jurisdiction.

- The applicant must not pose an immediate threat to the safety of the victim and the victim's family.
- For all participants there is no current use of alcohol or illegal drugs, including medical marijuana (may be verified by drug testing)

Note: Applicants who meet the minimum requirements do not automatically qualify for program placement. If in the opinion of the reviewing deputy circumstances are present that indicate a potential threat to the victim of the crime and public safety, the applicant may be denied for cause.

Potential Denial Examples:

- Institutional history of inmate discipline or involvement in assaults against inmates, staff, possession of serious contraband, drugs, weapons or reports of insubordination.
- History of escape, escape attempts or other indicators of flight risk potential.
- Poor record of performance or negative recommendation from the Probation Department.

B) Program Denial:

1. Program denial will be done in writing articulating the reason for denial to the applicant. Procedures for appeal will be included with the denial letter.
2. Appeals will be in writing (no telephone calls) in the following order:
  - Sergeant, Alternative Sentencing Bureau
  - Lieutenant, Alternative Sentencing Bureau
  - Chief Deputy, Custody Operations
3. Each level of appeal will review the application, reason for denial, appeal letter and respond to the applicant in writing.
4. If the District Attorney's office wishes to provide a recommendation related to participation or denial of an individual, they may email input to the Alternative Sentencing Bureau at [ASB@sbsheriff.org](mailto:ASB@sbsheriff.org) at time of sentencing.

C) Program Placement:

- 1) Determination of specific program placement is at the sole discretion of the Alternative Sentencing Bureau staff and will be based on what best suits the needs of the department as well as the applicant. The application, review and booking process for both programs are consistent.
- 2) Length of sentence may be a determining factor in program placement but shall not be a determining factor in program acceptance or denial.
- 3) Inmates who are sentenced under sections 1170(H)(5)(A) or 1170(H)(5)(B) shall have a COMPAS assessment completed by probation and on file prior to placement.
- 4) Pre –Trial Inmates placed on the program shall have a COMPAS assessment completed by probation and on file prior to placement. If the inmate is not currently on probation ASB staff will request that Probation conduct the assessment and a copy of the COMPAS will be on file prior to placement.
- 5) Inmates who are transferring from the Jail to an alternative program will be checked in JMS for a victim notification flag. If the inmate has a victim notification flag, they will only be eligible for EM. Inmates with a victim notification will not be placed on S.W.A.P.
- 6) When staff is planning on placing an inmate on an alternative program who has a victim notification flag, Staff will contact the victim and advise them of the plan to place the inmate on GPS.
  - a) When the staff advises the victim, they will request the victim's home address so an exclusion zone is placed around the victim's residence. Staff will offer to also place an exclusion zone around the victim's place of business.
  - b) ASB Staff will need to ascertain from the victim if the inmate is aware of the addresses of the exclusion zones and take great care not to divulge the location of the victim to the inmate if it is not already know to them. The exclusion zone may be a normal exclusion zone or a 911 exclusion zone at the discretion of the deputy

## **Electronic Monitoring**

### **A) Residence Requirements:**

- 1) Unfettered access to the residence for ASB staff to conduct random, unannounced home checks.



- 2) Working utilities, specifically electricity. Hard line telephone not required unless the residence is located in an area where cell phone coverage is absent.

B) Restricted Items:

- 1) Firearms, alcohol and illegal drugs (including medical marijuana) are prohibited from being in the residence during the incarceration period.

C) Rules/Regulations:

- 1) As part of the orientation process, inmates placed on Electronic Monitoring will be advised of the rules and regulations of the program and will be provided with a written copy of those rules.
- 2) Minor rule violations will result in documented verbal warnings up to potential reductions of free-time schedules.
- 3) Major rule violations will result in program removal and return to physical custody. Examples of major rule violations include but are not restricted to the following:
  - a) Continuous violation of curfew restrictions;
  - b) Tampering with any part of the electronic monitoring equipment;
  - c) Absence from place of confinement unless pre-approved by staff.
- 4) Pre-approved absences will be limited to employment, court, and pre-scheduled medical and program appointments. Electronic Monitoring Staff may authorize overnight or other absences as appropriate. All approved absences must be documented in the inmates' file.
- 5) Inmates will not be allowed to visit casinos, bars or similar businesses unless employed there. Employment in these areas must have prior approval by the Electronic Monitoring staff.
- 6) Inmates must remain inside their homes unless they have a pre-approved absence, or in case of an emergency such as fire, or threat to personal safety. Any out-of-range violations will be considered an unapproved absence unless the event involves an equipment malfunction or the event was momentary in nature.
- 7) Unauthorized absences may be excused in the case of a medical emergency. In all cases, the inmates must advise Electronic Monitoring staff within 3

- hours of the absence caused by the emergency and must present evidence (receipt) of medical treatment.
- 8) Changing place of confinement/residence or telephone number without prior approval of the EM staff is not permitted.
  - 9) Damage or loss of monitoring equipment in addition to internal disciplinary actions, may result in the participant being held financially and criminally responsible.
  - 10) Consumption or use of alcoholic beverages or illegal drugs (including medical marijuana) is prohibited.
  - 11) Abuse, misuse or taking any prescribed medication in a manner other than specifically instructed by a physician is prohibited.
  - 12) Being arrested or charged with any crime including misdemeanor traffic violation while on the program is prohibited and may result in program removal.
  - 13) Associating with ex-felons, persons with a criminal history, gang members, or any person that EM staff advises the inmate not to associate with is prohibited.
  - 14) Allowing a social gathering of more than two (2) adults (other than residents) at their home without approval by EM staff is prohibited.
  - 15) Possessing, transporting, or using any type of firearm or police radio/scanner while on the program is prohibited.
  - 16) Lying to or being uncooperative with EM staff is prohibited.
  - 17) Inmates will be permitted a minimum of 4 hours free time per week (as arranged by the case manager) for completing laundry, grocery shopping and personal errands. EM staff may authorize additional free time as necessary; however, excessive phone calls for free time requests are prohibited and may result in discipline.
  - 18) Inmates who are unemployed may request for free-time to seek employment. The inmates must complete a "job search" form and submit the form to EM staff on a weekly basis. Inmates who fail to complete the form will not be permitted any additional free time for this purpose.

### **Sheriff's Work Alternative Program**

A) Residence Requirements:

- 1) No residence requirements other than a way to contact the participant.

B) Restricted Items:

- 1) Use of cell phones is restricted while at the job site.
- 2) Use of alcohol and illegal drugs (including medical marijuana) is prohibited during the incarceration period.

C) Rules/Regulations:

- 1) All missed work assignments will be scheduled for make-up.
- 2) Unexcused absences from the work-site may result in program removal and return to custody.
- 3) Participants shall follow all rules and regulations as set forth by the supervisor at the work site.

## **Booking**

A) Electronic Monitoring:

- 1) Inmates may be requested to submit to a drug screening test. A positive test (including medical Marijuana) may result in disqualification.
- 2) The inmate will be booked into the Jail Management System.
- 3) The inmate will be fingerprinted and photographed.
- 4) The inmate will be thoroughly briefed on the rules, regulations and procedures for the Electronic Monitoring Program.
- 5) The inmate will read and sign the following documents:
  - Electronic Monitoring Consent form
  - Information Waiver-Right to Privacy Act
  - Escape Affirmation - Consent to Waiver of Extradition
  - 4th Amendment Waiver - Consent to Search
  - Responsibility for Equipment form

- Electronic Monitoring Payment Schedule
- 6) The inmate's work program, curfew, inclusion (exclusion if applicable) & free time will be determined and entered into the internet based management software system.
  - 7) The inmate will be given complete instructions concerning the operation and charging of the electronic monitoring equipment and a "tag" will be attached to the inmate's ankle.
  - 8) Equipment operation will be verified in the tracks system before the inmate leaves the office.

B) Sheriff's Work Alternative Program:

- 1) Inmates may be requested to submit to a drug screening test. A positive test (including medical Marijuana) may result in disqualification.
- 2) The inmate will be booked into the Jail Management System.
- 3) The inmate will be fingerprinted and photographed.
- 4) The inmate will be thoroughly briefed on the rules, regulations and procedures of the Sheriff's Work Alternative Program.
- 5) The inmate will be given a module card with a work site schedule for delivery to the assigned site supervisor.
- 6) The inmate will be advised of scheduled work days and hours and provided with instructions on where to check in on assigned days.
- 7) The inmate will be advised to return the module card to the Alternative Sentencing Bureau staff on the final work day for out processing.

**Supervision**

A) Electronic Monitoring:

- 1) ASB staff members will respond to all EM violations as indicated in the response protocol document (Attachment A)
- 2) Inmates may be required to personally visit the Electronic Monitoring office at least one per week during which the following will be accomplished:
  - Visual check of the transmitter tag for evidence of tampering;
  - Receive any payments as per the payment schedule;

- Discussion of any rule violations and explanation of any corrective measure or actions.
  - Random drug/alcohol testing;
- 3) Inmates may be contacted at home on a random schedule during which the following will be accomplished:
- Visual check of the transmitter tag for evidence of tampering;
  - Visual check of the premises for prohibited items;
  - Visual check of the inmate for use of drugs/alcohol;
  - Random drug testing if needed.
- 4) Search And Seizure
- a) Inmates placed into electronic monitoring pursuant to PC 1203.016 and PC 1203.018 will sign a contract consenting to search terms. If, during a home visit or other contact with a participant, the participant refuses to allow a search per the terms of the contract, the participant will be in violation of the rules and conditions of the electronic monitoring agreement and may be immediately taken back into custody and returned to the jail to serve the remainder of his or her sentence. In a situation in which a participant refuses to allow a search, he or she will have withdrawn their consent and absent exigent circumstances or other legal authority, (i.e. probation terms) no search will be conducted.
- b) Searches are to be conducted for reasons related to the enforcement of the terms and conditions of the participant's EM contract, or in the case of participants on probation for another matter, their probation conditions, or other legitimate enforcement purposes. Reasonable grounds for a search would include verifying compliance with the terms and conditions of their EM contract or the conditions of probation and verifying that the participant is living at the residence.
- c) Although searches may be legal under most circumstances, it is not the intent of the ASB to conduct extensive searches during every contact with a participant. Spot searches will be completed to ensure compliance and maintain the credibility of the program; however, visits to a residence will not always result in a search.
- 5) Residence Searches/Home Contacts

- a) There will be a minimum of two deputies for any residence search. Additional assistance may be considered depending on the circumstances of the search or contact.
  - b) Prior to the home contact or search, it should be confirmed that the participant lives at the targeted residence. Criteria that can be used to establish residency include:
    - 1) The officer has a “reasonable belief” that the participant lives in the home due to direct observation. This can include observing the participant enter the home with a key, or answering the telephone [United States v. Daily, United States v. Watts].
    - 2) The participant’s admission that they reside at the residence (P. v. Biddinger).
    - 3) The participant can provide copies of rental agreements or utility bills establishing that they reside in the home.
- 6) Search Procedure
- a) Deputies conducting a search per terms of probation or terms of the electronic monitoring contract will comply with knock and notice requirements, per 844 of the Penal Code. If there is no response to a knock at the door and the deputy suspects the defendant may present, the ASB Sergeant or Patrol Sergeant will be contacted for further guidance. If the door is opened, the deputies will identify themselves and state the purpose of their presence.
  - b) When doing a search, upon entering the residence, the deputies should determine who else is present. For safety and security reasons it is recommended that deputies have the occupants of the residence remain in a central location of the residence, if possible, while a protective sweep of the residence is completed. If the officer is conducting a home visit rather than a search, having everyone come to a central location is discretionary. Furthermore, when conducting a search pursuant to probation terms, deputies may briefly detain others present in the residence to ascertain identity, relationship to the probationer, and relationship to the probationer’s residence. This detention is justified by the same safety concerns justifying detentions during the service of a warrant.
  - c) With specific and articulable facts justifying a cursory inspection of the residence, deputies may conduct a protective sweep of the entire residence, including non probationer’s quarters.

- d) Ask occupants if there are any weapons in the residence. Determine the location and type. If weapons are present, then decide if it is safe to proceed and if there is a need to continue.
  - e) Any illegal contraband or evidence located within the scope of a search will be handled in accordance with existing law and Sheriff's Office policy and procedure.
- 7) Warrantless Entries / Searches
- a) Deputies are cautioned that a search warrant may be needed before entering a residence or other place to search unless lawful, warrantless entry has already been made (e.g., exigent circumstances, valid consent)
  - b) The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search. Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:
    - Valid consent
    - Incident to a lawful arrest
    - Legitimate community care taking interests
    - Vehicle searches under certain circumstances
    - Exigent circumstances
  - c) Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.
  - d) Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.
  - e) Whenever practicable, deputies are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

B) Sheriff's Work Alternative Program:

- 1) Day to day supervision at the work site will be completed by the work site supervisor. (work site supervisors are fully briefed on supervision requirements, attachment B)
- 2) ASB staff may conduct random work site visits for the following:
  - Visual check of the inmate for use of drugs/alcohol;
  - Random drug testing as needed
  - Check-in conference with the work site supervisors for any issues that may require resolution.

**Program Removals**

- A) Inmates who violate the rules, regulation or conditions of either program are subject to removal from the program and immediate return to physical custody in the following manner:
- 1) The recommended method of program removal is to take the inmate into custody during an office visit.
  - 2) If the inmate fails to report to the ASB office, a field arrest may be accomplished if the violation is of a serious nature and immediate action is required.

**Field Operations**

- A) When operating in the field, Alternative Sentencing Bureau staff will adhere to all SBSO regulations, procedures and safety practices as outlined in the Department Lexipol Manual.
- B) Custody Deputies may operate as single man units for routine activities such as house visits and surveillance activities. Assistance from local on- duty patrol shall be required any time an arrest is anticipated or other circumstances exist which may compromise officer safety.
- C) Field units will not precede to any location/residence where weapons are located or where the officer(s) suspect that force may be used without first contacting his/her immediate supervisor and the geographic area patrol supervisor for back-up.



A) 911 Exclusion Zone Violation

(Code +E911) The offender has entered a restricted area:

- 1) Monitoring Center calls Case Manager. If no response, they will continue up the call tree to the Senior Custody Deputy, Custody Sergeant and Lieutenant until a staff member is contacted.
- 2) Case Manager will confirm receipt of the message with the Senior Custody Deputy;
- 3) Case Manager will contact geographic area law enforcement and advise of the violation, location of the violation, last reports GPS location and description of the offender;
- 4) If captured, the offender will be returned removed from the program and returned to physical custody.
- 5) All events regarding this violation will be documented in the inmate file and in VeriTracks.

B) 911 Inclusion Zone Violation

(Code +1911) The offender is not in an area that they are required to be in:

- 1) Monitoring Center calls Case Manager. If no response they will continue up the call tree to the Senior Custody Deputy, Custody Sergeant and Lieutenant until a staff member is contacted Case Manager will confirm receipt of the message with the Senior Custody Deputy;
- 2) Case Manager will contact geographic area law enforcement and advise of the violation, location of the violation, last reports GPS location and description of the offender; If captured, the offender will be returned removed from the program and returned to physical custody.
- 3) All events regarding this violation will be documented in the inmate file and in VeriTracks.

C) Active Exclusion Zone

(Code - +EZ) The offender has entered a restricted area:

- 1) Event notification will be sent to the Case Manager via e-mail by the monitoring center on the next business day;

- 2) Case Manager will check messaging system to determine if inmate had left a message regarding the violation;
- 3) Case Manager will review VeriTracks and replay GPS points surrounding the event;
- 4) Case Manager will contact the offender to address the violation;
- 5) All events regarding this violation will be documented in VeriTracks.

D) Active Inclusion Zone

(Code - +IZ) The offender is not in an area that they are required to be in.

- 1) Event notification will be sent to the Case Manager via e-mail by the monitoring center on the next business day;
- 2) Case Manager will check messaging system to determine if inmate had left a message regarding the violation;
- 3) Case Manager will review VeriTracks and replay GPS points surrounding the event;
- 4) Case Manager will contact the offender to address the violation;
- 5) All events regarding this violation will be documented in VeriTracks.

E) BluHOME Curfew Alarm

The offender is not in an area that they are required to be in:

- 1) Event notification will be sent to the Case Manager via e-mail by the monitoring center on the next business day;
- 2) Case Manager will check messaging system to determine if inmate had left a message regarding the violation;
- 3) Case Manager will review VeriTracks and replay GPS points surrounding the event;
- 4) Case Manager will contact the offender to address the violation;
- 5) All events regarding this violation will be documented in VeriTracks.

F) BluHOME Lid Tamper

The BluHOME device has been tampered with:

- 1) Notification of event will be sent to Custody Deputy via e-mail on the next business day;

- 2) Case Manager will contact the offender to address the violation;
- 3) Case Manager will inspect the BluHOME unit to determine if tampering has occurred (this can be done at the residence or at the office);
- 4) If tampering has occurred, the offender will be removed from the program and returned to physical custody;
- 5) All events regarding this violation will be document in the Inmate File and in VeriTracks.

G) BluHOME Message Gap

There is a problem with the residence phone line:

- 1) Notification of the event will be sent to the Case Manager via e-mail on the next business day;
- 2) Case Manager will contact the offender to address the violation;
- 3) The inmate will be given 24 hours to have any phone problems repaired/corrected;
- 4) Unresolved phone issues will result in the offender being removed from the program and returned to physical custody;
- 5) All events regarding this violation will be documented in VeriTracks.

H) BluHOME Power Loss

There is a problem with the residence electrical power:

- 1) Notification of the event will be sent to the Case Manager via e-mail on the next business day;
- 2) Case Manager will contact the offender to address the violation;
- 3) The inmate will be given 24 hours to have any electrical problems repaired/corrected;
- 4) Unresolved power issues will result in the offender being removed from the program and returned to physical custody;
- 5) All events regarding this violation will be documented in VeriTracks.

I) BluHOME Low Battery

(Code +HBATT) The GPS units' battery is critically low and needs to be charged:

- 1) Instant text sent to Case Manager, Senior Custody Deputy, and Custody Sergeant.
- 2) Case Manager will contact the Senior Custody Deputy to verify receipt of the event;
- 3) Case Manager will immediately contact the offender to determine cause of the event;
- 4) Inmate will be directed to place GPS unit on charger immediately;
- 5) If the offender fails to place the unit on the charger within 15 minutes, the offender may be removed from the program and returned to physical custody;
- 6) All events regarding this violation will be documented in the inmate file and in VeriTracks.

J) BluHOME Bracelet Strap

(Code - +HBSTP) The strap on the GPS unit has been tampered with for more than 3 minutes:

- 1) Monitoring Center calls Case Manager. If no response, they will continue up the call tree to the Senior Custody Deputy, Custody Sergeant and Lieutenant until a staff member is contacted.
- 2) Case Manager will contact the Senior Custody Deputy to verify receipt of the event;
- 3) Case Manager will immediately notify the geographical area law enforcement agency and request a response to the last reported GPS position;
- 4) If located, the offender will be removed from the program and returned to physical custody;
- 5) All events regarding this violation will be documented in the inmate file and in VeriTracks.

K) Bracelet Strap Tamper

(Code - +BSTP) The strap on the GPS unit has been tampered with for more than three minutes:

- 1) Monitoring Center calls Case Manager. If no response, they will continue up the call tree to the Senior Custody Deputy, Custody Sergeant and Lieutenant until a staff member is contacted.

- 2) Case Manager will contact the Senior Custody Deputy to verify receipt of the event;
- 3) Case Manager will immediately notify the geographical area law enforcement agency and request a response to the last reported GPS position;
- 4) If located, the offender will be removed from the program and returned to physical custody;
- 5) All events regarding this violation will be documented in the inmate file and in VeriTracks.

L) Low Battery Alarm

(Code +BATT) The GPS units' battery is critically low and needs to be charged:

- 1) Monitoring Center will get alarm.
- 2) If alarm does not clear within 30 minutes, Monitoring Center will contact offender and advise to charge them to charge for 2 and a half hours;
- 3) If alarm has not cleared in 2 hours, the Center will contact the Case Manager and advise. If no response, they will continue up the call tree to the Senior Custody Deputy, Custody Sergeant and Lieutenant until a staff member is contacted;
- 4) Staff will contact offender and instruct them to charge for 2 and a half hours and will warn them if problem continues they risk program removal;
- 5) All events regarding this violation will be documented in the inmate file and in VeriTracks.

M) Message Gap

(Code - MGAP) the GPS unit has not been able to contact the VeriTracks software for more an extended length of time:

- 1) Notification will be received by the Monitoring Center. If the event closes within 5 minutes an email will be sent to the Case Manager;
- 2) After 15 minutes of elapsed time, the Monitoring Center will contact the Offender and advise them to charge for 15 minutes.
- 3) If the event lasts longer than 5 hours, the Case Manager will be contacted by the Monitoring Center. If no response they will continue up the call tree to the Senior Custody Deputy, Custody Sergeant and Lieutenant until a staff member is contacted

- 4) Case Manager will review the Offender and determine if any action is necessary. Case Manager may consult with Sergeant to determine if the offender is a candidate for BluHOME if cell coverage appears inadequate;
- 5) All events regarding this violation to be documented in inmate file and in VeriTracks.

N) No GPS

(Code +NGPS) The GPS unit has not taken a GPS point for an extended period of time.

- 1) Notification will be received by the Monitoring Center. If the event closes within 5 minutes an email will be sent to the Case Manager;
- 2) After 15 minutes of elapsed time, the Monitoring Center will contact the Offender and advise them to charge for 15 minutes.
- 3) If the event lasts longer than 5 hours, the Case Manager will be contacted by the Monitoring Center. If no response they will continue up the call tree to the Senior Custody Deputy, Custody Sergeant and Lieutenant until a staff member is contacted
- 4) Case Manager will review the Offender and determine if any action is necessary. Case Manager may consult with Sergeant to determine if the offender is a candidate for BluHOME if cell coverage appears inadequate;
- 5) All events regarding this violation to be documented in inmate file and in VeriTracks.

O) Jamming Possible

(Code +JAMM) The GPS unit has recognized radio interference indicative of possible jamming.

- 1) Notification will be received by the Monitoring Center. If the event closes within 5 minutes an email will be sent to the Case Manager;
- 2) After 5 minutes of elapsed time the Monitoring Center will contact the Offender and advise them ensure that, there are no metallic objects or devices in close proximity to the unit.
- 3) If the event lasts longer than 30 minutes, the Case Manager will be contacted by the Monitoring Center. If no response they will continue up the call tree to the Senior Custody Deputy, Custody Sergeant and Lieutenant until a staff member is contacted

- 4) Case Manager will review the Offender and determine if any action is necessary;
- 5) All events regarding this violation to be documented in inmate file and in VeriTracks.

P) Shielding Possible

(Code +SHIELD) The GPS unit has recognized a metallic presence indicative of possible shielding of the unit.

- 1) Notification will be received by the Monitoring Center. If the event closes within 5 minutes an email will be sent to the Case Manager;
- 2) After 5 minutes of elapsed time the Monitoring Center will contact the Offender and advise them ensure that, there are no metallic objects or devices in close proximity to the unit.
- 3) If the event lasts longer than 30 minutes, the Case Manager will be contacted by the Monitoring Center. If no response they will continue up the call tree to the Senior Custody Deputy, Custody Sergeant and Lieutenant until a staff member is contacted
- 4) Case Manager will review the Offender and determine if any action is necessary;
- 5) All events regarding this violation to be documented in inmate file and in VeriTracks.