

Idaho Department of Correction 	Standard Operating Procedure Division of Community Corrections	Control Number: 701.04.02.005	Version: Version 1.1	Page Number: 1 of 11
		Title: Electronic Monitoring Program: Offender		Adopted: 1-26-2009 Reviewed: 2-26-2009 Next Review: 2-26-2011

This document was approved by Kevin Kempf, chief of the Division of Community Corrections, on 2/26/09 (signature on file).

BOARD OF CORRECTION IDAPA RULE NUMBER 701

[Probation and Parole Supervision](#)

POLICY STATEMENT NUMBER 701

[Probation and Parole Services](#)

POLICY DOCUMENT NUMBER 701

[Probation and Parole Services](#)

DEFINITIONS

[Standardized Definitions List](#)

Community Supervision: The regular, systematic control and guidance of offenders who are (1) placed on probation or parole or (2) under the jurisdiction of the courts and/or Commission of Pardons and Parole.

Compliance: When an offender is abiding by all terms and conditions of supervision, including payment of restitution, family support, fines, court costs or other financial obligations imposed by the sending state.

Offender: A person under the legal care, custody, supervision, or authority of the Board, including a person within or without the State pursuant to agreement with another state or contractor.

Parolee: An offender who (1) is released from a facility by the paroling authority prior to the completion of his sentence, (2) agrees to comply with certain conditions established by the paroling authority, and (3) remains under the control of a probation and parole officer (PPO) for the established period of supervision.

Probationer: An offender who the courts allow to continue to live and work in the community--instead of being sent to prison--while being supervised by a probation and parole officer (PPO) for an established period of time.

Violation: An offender's failure to comply with the terms or conditions of supervision.

PURPOSE

The purpose of this standard operating procedure (SOP) is to provide guidelines, standards, and procedures for the Electronic Monitoring Program as an alternative sanction in the supervision of probationers and parolees.

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SCOPE

This SOP applies to all Community Corrections staff members involved in the supervision and management of offenders who are under the jurisdiction of the Idaho Department of Correction (IDOC), Division of Community Corrections.

RESPONSIBILITY

Chief of the Division of Community Corrections

The chief of the Division of Community Corrections (or designee) is responsible for overseeing probation and parole services and for ensuring the guidelines and procedures herein are adhered to.

District Managers and Section Supervisors

District managers (or designees) will be responsible for the overall implementation and maintenance of the Electronic Monitoring Program in the assigned district.

District managers and section supervisors are responsible for implementing this SOP and for ensuring probation and parole officers (PPOs) and electronic monitoring program staff are practicing the guidelines, standards, and procedures provided herein.

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GENERAL REQUIREMENTS

1. Overview: Electronic Monitoring Technology

Electronic monitoring technology (e.g., global positioning systems [GPS], radio frequency landline systems, hybrid technologies, etc.) serves as additional sanctions to assist PPOs in gaining an offender’s compliance with the terms and conditions of the offender’s supervision. PPOs should use electronic monitoring technology when other efforts to gain compliance have failed and before violations are filed.

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Electronic monitoring is strictly dependent on the type of electronic monitoring technology approved by the Division. Which type of technology used will be determined by the district manager (or designee) **and** the Division's electronic monitoring program coordinator.

2. Program Staff

Electronic monitoring program staff will complete the necessary tasks required to effectively monitor offenders who are in phase I **or** II (see [section 5](#)) of the Electronic Monitoring Program. Electronic monitoring program staff will also be responsible for:

- Ordering **and** maintaining electronic monitoring equipment (see [section 9](#));
- Initializing electronic monitoring equipment **and** documenting the Corrections Integrated System (CIS) (see [section 5](#), [section 6](#), and [section 7](#)); **and**
- Ensuring program changes **or** issues are communicated in a timely manner to the PPO. (See [section 6](#) and [section 7](#).)

Note: Electronic monitoring program staff will not supervise offenders who are in the program **or** give permission for schedule changes, the removal of equipment, **or** personal time.

3. Training of Program Staff

The **district manager (or designee)** will communicate to both the electronic monitoring program coordinator **and** Corrections Integrated System (CIS) program coordinator when the hiring process has been completed for all electronic monitoring program staff. The district manager (or designee) will also ensure that all electronic monitoring staff receives, prior to conducting their assigned duties, any new employee orientation **and** training deemed necessary.

The **electronic monitoring program coordinator** will ensure that all electronic monitoring staff are properly trained, prior to conducting their assigned duties, on all electronic monitoring technology (see [section 1](#)), IDOC-approved vendor electronic monitoring software, **and** forms applicable to the Electronic Monitoring Program.

The **CIS program coordinator** will ensure that all electronic monitoring staff are properly trained, prior to conducting their assigned duties, in the use of the CIS.

Note: All orientations **and** trainings will be properly documented according to the process used by the districts **and** coordinators.

4. Determining Whether an Offender Should Be Electronically Monitored

The PPO shall use the following process steps to determine whether electronic monitoring should be utilized to gain offender compliance with the terms and conditions of supervision.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Probation and Parole Officer (PPO)	1	<ul style="list-style-type: none"> Prior to filing a violation, determine whether electronic monitoring is an appropriate alternative sanction for the offender. Consider the following: <ul style="list-style-type: none"> Type, severity, and number of violations; <u>and</u> Any additional interventions <u>or</u> sanctions that could be just as effective. Prior to placing the offender on monitoring status <u>or</u> house arrest, staff the decision with a section supervisor. <p>Note: The offender should be placed on the lowest level of electronic monitoring unless (1) the offender must have his whereabouts monitored at all times due to the crime, severity, <u>or</u> nature of the violation(s), (2) the offender is designated a violent sexual predator, <u>or</u> (3) specific electronic monitoring equipment was ordered by the court.</p>
Supervisor	2	<p>Approve <u>or</u> deny the PPO's recommendation to use the Electronic Monitoring Program as an alternative sanction.</p> <ul style="list-style-type: none"> Recommendation Approved <ul style="list-style-type: none"> Determine the appropriate type of electronic monitoring technology the PPO will use; <u>and</u> Proceed to step 3. Recommendation Denied <ul style="list-style-type: none"> The process ends here.
Supervisor	3	<p>Document in the Corrections Integrated System (CIS) as a "case update" each staffing held <u>and</u> the decision. Title the note "EMP Sanction Staffing."</p>
PPO	4	<ul style="list-style-type: none"> Document in the CIS as a "case update" the date the electronic monitoring will begin, a tentative date monitoring will end, <u>and</u> which phase (see section 5) the offender will be placed in. Title the note "EMP Sanction." Proceed to section 5.

For further assistance with CIS, see your designated CIS super user.

5. Program Phases and Process Steps

The length of time an offender remains in the Electronic Monitoring Program, **and** in which phase, will be at the discretion of the PPO. However, the total number of days an offender will be placed on electronic monitoring shall not exceed 90 consecutive days.

The Electronic Monitoring Program will be divided into phase I **and** II.

Phase I

Phase I is the initial 30 days the offender is placed on electronic monitoring **and** will include strict monitoring guidelines imposed by the PPO. Offenders in phase I of the program will be required to adhere to specific directives such as curfews, submission of weekly schedules, schedules, **and** whatever other directives the PPO feels is reasonably necessary to get the offender to comply with the terms and conditions of supervision.

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Process Steps: Phase I

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Probation and Parole Officer (PPO)	1	Contact the electronic monitoring program staff <u>and</u> ensure arrangements are made to have the offender placed on electronic monitoring.
		Note: Be sure to communicate the type of electronic monitoring technology (see section 1) approved <u>and</u> the beginning <u>and</u> end dates.
Electronic Monitoring Staff	2	Arrange to meet with the offender at the district facility.
		Note: Initialization of the electronic monitoring equipment may be conducted at the offender's residence as long as the electronic monitoring staff member is escorted by an Idaho Department of Correction (IDOC) staff member who is properly trained <u>and</u> armed with all use of force equipment.
Electronic Monitoring Staff	3	Meet with the offender <u>and</u> ensure the offender is given electronic monitoring equipment that is functioning properly.
Electronic Monitoring Staff	4	<ul style="list-style-type: none"> • Read appendix A, <i>Electronic Monitoring Program Agreement of Supervision</i> to the offender. • Read appendix B, <i>Electronic Monitoring Program Financial Responsibility Statement</i> to the offender.
		Note: On each appendix, the offender must initial where indicated <u>and</u> sign <u>and</u> date. An IDOC staff member must witness the offender signing appendix B.
Electronic Monitoring Staff	5	<ul style="list-style-type: none"> • Ensure the offender is provided appendix C, <i>Electronic Monitoring Program Weekly Schedule</i>, <u>and</u> understands how to complete <u>and</u> submit the schedule. • Ensure the offender understands that any changes to the schedule must be approved by the PPO.
Electronic Monitoring Staff	6	Document in the Corrections Integrated System (CIS) as a "case update" the intake of the offender into the Electronic Monitoring Program. Title the note "EMP Enrollment."
Electronic Monitoring Staff	7	<ul style="list-style-type: none"> • Make copies of each completed <u>and</u> signed appendix <u>and</u> distribute as indicated at the bottom of each appendix. • Establish a monitoring file for the offender <u>and</u> file the appropriate copy of the appendix. • Make arrangements to periodically meet with the offender to answer questions regarding schedules, equipment, remaining compliant, etc.
PPO	8	If the electronic monitoring equipment was initialized at the offender's residence, document in the CIS as a "supervision contact, face-to-face, residence," the nature of the visit. Title the note "General."

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
PPO (or section supervisor)	9	<ul style="list-style-type: none"> Approve scheduling changes, phase movement, phase completion, personal time, <u>or</u> equipment removal for the offender. Communicate changes, movement, etc. to the electronic monitoring staff.
		Note: If the decision is to remove the electronic monitoring equipment, proceed to section 7 .

For further assistance with CIS, see your designated CIS super user.

Phase II

Phase II is the remaining 60 days the offender may remain on electronic monitoring and is designed to lessen the restrictions placed on the offender when the offender demonstrates compliance.

Note: An example of lessening a restriction would be removing the offender from GPS monitoring **and** placing him on radio frequency monitoring.

Process Steps: Phase II

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Probation and Parole Officer (PPO)	1	<ul style="list-style-type: none"> Decide (1) whether there should be any limitations placed on the offender, (2) what the offender's electronic monitoring weekly schedule should be, <u>and</u> (3) whether the offender should be allowed personal time. In doing so, consider the following: <ul style="list-style-type: none"> The offender's risk-level; The severity of the violation(s); <u>and</u> How well the offender complied with specific directives given while in phase I. Communicate all of the above decisions to the electronic monitoring program staff.
		Note: Be sure to communicate the 2 nd type of electronic monitoring technology (see section 1) the offender needs to be placed on <u>and</u> the beginning <u>and</u> end dates.
Electronic Monitoring Staff	2	Arrange to meet with the offender at the district facility.
		Note: Initialization of the 2 nd type of electronic monitoring equipment may be conducted at the offender's residence as long as the electronic monitoring staff member is escorted by an Idaho Department of Correction (IDOC) staff member who is properly trained <u>and</u> armed with all use of force equipment.
Electronic Monitoring Staff	3	Meet with the offender <u>and</u> ensure the offender is given electronic monitoring equipment that is functioning properly.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Electronic Monitoring Staff	4	<ul style="list-style-type: none"> Ensure the offender is provided a newly updated appendix A, <i>Electronic Monitoring Program Agreement of Supervision</i>. Ensure the offender is provided a newly updated appendix B, <i>Electronic Monitoring Program Financial Responsibility Statement</i>. <p>Note: On each appendix, the offender must initial where indicated <u>and</u> sign <u>and</u> date. An IDOC staff member must witness the offender signing appendix B.</p>
Electronic Monitoring Staff	5	<ul style="list-style-type: none"> Ensure the offender is provided a newly updated appendix C, <i>Electronic Monitoring Program Weekly Schedule</i>, <u>and</u> understands how to complete <u>and</u> submit the schedule. Ensure the offender understands that any changes to the schedule must be approved by the PPO (or section supervisor).
Electronic Monitoring Staff	6	Document in the Corrections Integrated System (CIS) as a “case update” the offender’s move to phase II. Title the note “Phase II EMP.”
Electronic Monitoring Staff	7	<ul style="list-style-type: none"> Make copies of each completed <u>and</u> signed appendix <u>and</u> distribute as indicated at the bottom of each appendix. File the appropriate copy of the appendix in the offender’s monitoring file. Make arrangements to periodically meet with the offender to answer questions regarding schedules, equipment, remaining compliant, etc.
PPO	8	If the 2nd type of electronic monitoring equipment was initialized at the offender’s residence, document in the CIS as a “supervision contact, face-to-face, residence,” the nature of the visit. Title the note “General.”
PPO (or section supervisor)	9	<ul style="list-style-type: none"> Approve scheduling changes, phase movement, phase completion, personal time, <u>or</u> equipment removal for the offender. Communicate changes, movement, etc. to the electronic monitoring staff. <p>Note: If the decision is to remove the electronic monitoring equipment, proceed to section 7.</p>

For further assistance with CIS, see your designated CIS super user.

6. Daily and Weekly Electronic Monitoring Reports

Electronic monitoring program staff will receive the completed *Electronic Monitoring Program Weekly Schedule* (see appendix C) from the offender **and** enter the information into the IDOC-approved vendor electronic monitoring software. After the information is recorded into the software, electronic monitoring program staff will download an Electronic Monitoring Report from the software, compare the report against the Global Positioning System (GPS) mapping (if any), **and** determine whether any violations were committed. If

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violations were committed, electronic monitoring program staff will note the type of violations **and** the times they were committed **and** follow the process steps in the subsection below titled [Violations Noted](#). When there were no violations committed, electronic monitoring program staff will follow the process steps in the subsection below titled [No Violations Noted](#).

Process Steps: Violations Noted

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Electronic Monitoring Staff	1	<ul style="list-style-type: none"> Document in the Corrections Integrated System (CIS) as a “supervision contact, collateral, office,” the receipt and entry of the weekly schedule into the electronic monitoring software; and the review of the monitoring report and Global Positioning System (GPS) mapping. Title the note “Monitoring Report.”
		<p>Note: The above requirement may be documented one (1) time per week as one (1) entry.</p> <ul style="list-style-type: none"> Document in the CIS as a “case update” the violation type and date. Title the note “EMP Violation.” Notify the probation and parole officer (PPO) of the violation.
Probation and Parole Officer (PPO)	2	<p>As soon as possible, staff the violation with the section supervisor and recommend:</p> <ul style="list-style-type: none"> Removal of the offender from the Electronic Monitoring Program; Additional directives, interventions, and/or sanctions; or The intent to arrest the offender.
		<p>Note: The section supervisor may determine that an Agent’s Warrant (see standard operating procedure [SOP] 701.04.02.018, <i>Warrants: The Use of Agent’s, Bench, and Parole Commission</i>) should not be issued, but may feel that the severity of the violation detected and the offender’s risk level supports that a Report of Violation be submitted to the proper authority (i.e., prosecutor, court, or Commission of Pardons and Parole).</p>
Supervisor	3	<ul style="list-style-type: none"> Approve or deny the PPO’s recommendation. Document in the CIS as a “case update” each staffing held and the decision. Title the note “EMP Sanction Staffing.” <ul style="list-style-type: none"> Recommendation approved—proceed to step 4. Recommendation denied—the process ends here.
PPO	4	<ul style="list-style-type: none"> Contact the electronic monitoring program staff and communicate the next course of action.
		<p>Note: If the decision is to remove the electronic monitoring equipment, proceed to section 7.</p> <ul style="list-style-type: none"> If the section supervisor is in agreement, submit a Report of Violation to the proper authority (i.e., prosecutor, court, or Commission of Pardons and Parole).

For further assistance with CIS, see your designated CIS super user.

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Process Steps: No Violations Noted

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Electronic Monitoring Staff	1	Document in the Corrections Integrated System (CIS) as a “supervision contact, collateral, office,” the receipt <u>and</u> entry of the weekly schedule into the electronic monitoring software; <u>and</u> the review of the monitoring report <u>and</u> Global Positioning System (GPS) mapping. Title the note “Monitoring Report.”
		Note: The above requirement may be documented one (1) time per week as one (1) entry.
Electronic Monitoring Staff	2	<ul style="list-style-type: none"> Notify the probation and parole officer (PPO) <u>and</u> if appropriate, communicate the offender’s completion of the phase. (See section 5 for the number of days an offender is required to spend in each phase.) If the offender successfully completes the phase: <ul style="list-style-type: none"> ◆ Request that the offender be moved to another phase, <u>or</u> ◆ Request that the offender be removed from the Electronic Monitoring Program.
Probation and Parole Officer (PPO)	3	<ul style="list-style-type: none"> Approve <u>or</u> deny the electronic monitoring staff’s request. Notify the electronic monitoring staff of the decision.
		Note: If approving movement to another phase, be sure to communicate to the electronic monitoring program staff any additional directives <u>or</u> schedule changes needed.
PPO	4	Document in the CIS as a “case update” the decision <u>and</u> any additional instructions. Title the note “EMP Phase Staffing.”
Electronic Monitoring Staff	5	<ul style="list-style-type: none"> If the PPO <u>denied the request</u>, the process ends here. If the PPO <u>approved movement to another phase</u>, proceed to section 5. If the PPO <u>approved removal from the program</u>, proceed to section 7.

For further assistance with CIS, see your designated CIS super user.

7. Removal from the Program

The PPO will determine when the offender may be removed from the Electronic Monitoring Program. (Removal from the program can take place at any time.) Removal from the program will be pursuant to compliance with program terms **or** in response to violations.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Electronic Monitoring Staff	1	After receiving the probation and parole officer's (PPO's) approval to remove the offender from the Electronic Monitoring Program: <ul style="list-style-type: none"> • Ensure that the PPO communicated the removal date. (If needed, contact the PPO to verify the date.) • Arrange to meet with the offender at the district facility.
		Note: Removal of the electronic monitoring equipment may be conducted at the offender's residence as long as the electronic monitoring staff member is escorted by an Idaho Department of Correction (IDOC) staff member who is properly trained <u>and</u> armed with all use of force equipment.
Electronic Monitoring Staff	2	Meet with the offender <u>and</u> ensure that the electronic monitoring equipment is properly shut down.
Electronic Monitoring Staff	3	Ensure that the offender is removed from the electronic monitoring software.
Electronic Monitoring Staff	4	Document in the Corrections Integrated System (CIS) as a "case update" the offender's removal from the program. Title the note "Monitoring Removal."
Electronic Monitoring Staff	5	Close the offender's monitoring file <u>and</u> forward the file to the PPO.
		Note: Ensure that the file contains the appendixes that were required to be maintained pursuant to this standard operating procedure (SOP).
Electronic Monitoring Staff	6	Clean all of the electronic monitoring equipment removed from the offender <u>and</u> either: <ul style="list-style-type: none"> • Schedule the equipment for re-use on another offender. • Return the equipment to shelf stock. • Return the equipment to the vendor pursuant to agreed return procedures.
Probation and Parole Officer (PPO)	7	File the offender's monitoring file in a safe <u>and</u> secure location.

For further assistance with CIS, see your designated CIS super user.

8. Basic Electronic Monitoring Costs

The **Division's program coordinator** will manage basic electronic monitoring costs such as daily monitoring, equipment lease, disposable equipment, **and** the use of electronic monitoring staff.

The **electronic monitoring program coordinator** and the **IDOC's Fiscal Unit** will jointly implement and manage a process for collecting on electronic monitoring equipment that is damaged **or** discarded by the offender.

Electronic monitoring staff will ensure that damaged equipment, lost **or** missing equipment reports, originals of the *Electronic Monitoring Program Agreement of Supervision* (appendix A) **and** *Electronic Monitoring Program Financial Responsibility Statement* (appendix B) are routed to the electronic monitoring program coordinator for collection activity.

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9. Equipment Maintenance

Electronic monitoring program staff will ensure all equipment is properly maintained **and** accounted for. Electronic monitoring staff will also ensure that all disposable equipment orders, requests and returns of electronic monitoring equipment, **and** reporting of damaged electronic monitoring equipment is properly communicated to the electronic monitoring program coordinator. Electronic monitoring staff will use all IDOC **and** vendor forms as appropriate **and** ensure that monitoring equipment is secured when not in use.

REFERENCES

Appendix A, *Electronic Monitoring Program Agreement of Supervision*

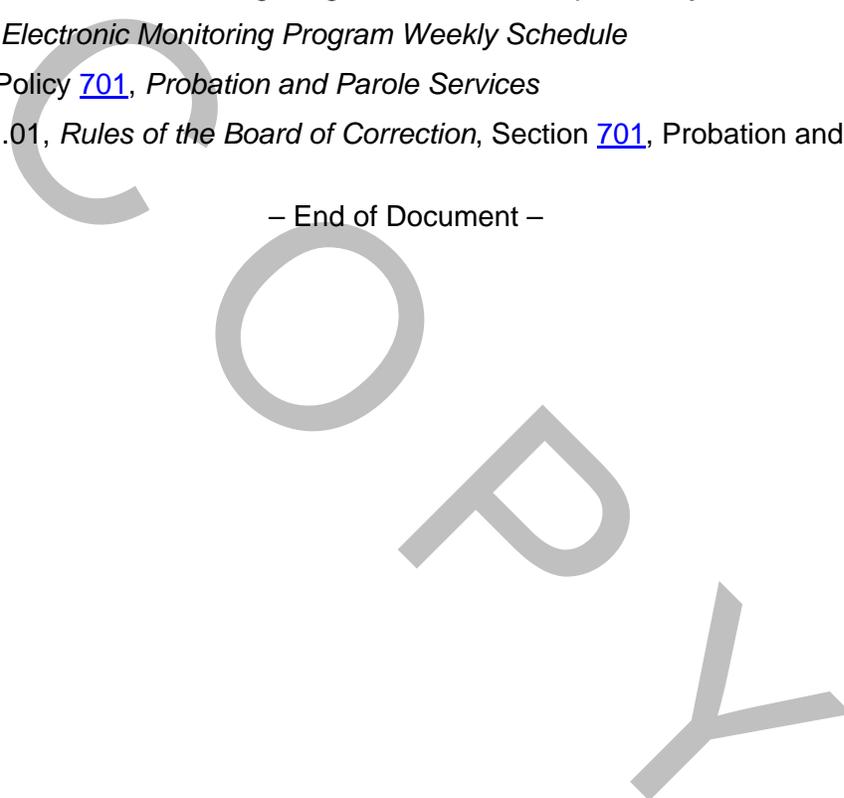
Appendix B, *Electronic Monitoring Program Financial Responsibility Statement*

Appendix C, *Electronic Monitoring Program Weekly Schedule*

Department Policy [701](#), *Probation and Parole Services*

IDAPA 06.01.01, *Rules of the Board of Correction*, Section [701](#), *Probation and Parole Supervision*

– End of Document –



IDAHO DEPARTMENT OF CORRECTION
Electronic Monitoring Program Agreement of Supervision

The following is a list of conditions required for all offenders assigned to the Electronic Monitoring Program in district _____. Failure to comply with any of the following conditions is considered a violation of this agreement **and** your probation **or** parole supervision. Violations will be addressed by your supervising officer, which may result in a violation of your probation **or** parole **and** a term of incarceration. Please initial each condition **and** sign below.

1. ___ I will not tamper with the electronic monitoring equipment in any manner.
2. ___ I may only disconnect **or** move the electronic monitoring equipment upon specific instruction from my supervising officer.
3. ___ I will ensure that all electronic monitoring equipment is properly charged for a minimum of eight (8) hours a day **and** at all times when at home.
4. ___ If I am placed on electronic monitoring equipment that requires the use of a residential phone line, I will have electricity **and** telephone service operational at all times.
5. ___ I will submit a schedule, as directed, for approval on a weekly basis unless otherwise instructed. I understand that I must obtain appropriate approval in advance from my supervising probation and parole officer to change my schedule. I understand that leaving written messages **or** voicemails is not approval from my supervising officer to deviate from the set schedule.
6. ___ I am responsible for the care of the electronic monitoring equipment issued to me, **and** I understand that I will be held financially responsible for any damage to the equipment, **and** I will be criminally prosecuted for equipment theft.
7. ___ I will place the electronic monitoring equipment in an area (either at my residence **or** place of employment) that receives unobstructed signal reception.
8. ___ I will have all mobile electronic monitoring equipment with me at all times **and** within the parameter ranges as identified by the electronic monitoring staff.
9. ___ I understand that all of my movement will be electronically tracked **and** will become an official legal record, which when deemed necessary by my supervising probation and parole officer (PPO), will be submitted to other agencies for investigative **and** legal proceedings.
10. ___ I will follow my electronic monitoring schedule at all times, **and** I understand that deviation from my schedule **and/or** approved routes are violations, which may make me subject to immediate arrest.
11. ___ I will not enter any of the following areas during my electronic monitoring period:

12. ___ I will respond immediately to any type of contact **and** messages that are sent to me during my electronic monitoring period.

I have been advised of all of the above conditions that I need to comply with while assigned to the Electronic Monitoring Program, **and** I understand my responsibility to abide by all conditions as directed by Idaho Department of Correction (IDOC) staff. I further understand that failure to follow any of these conditions is a violation of the IDOC's Electronic Monitoring Program **and** of my probation **or** parole supervision.

Offender's Signature

Date

Electronic Monitoring Staff's Signature

Date

CC: Copy to offender
Copy to offender's monitoring file
Original to electronic monitoring program coordinator

Appendix A

701.04.02.005 v1.1

(Appendix last updated 1/26/09)

IDAHO DEPARTMENT OF CORRECTION
Electronic Monitoring Program Financial Responsibility Statement

I, _____, acknowledge receipt of the following equipment:
(Print First & Last Name)

1. ____ (initial) Ankle Transmitter/Strap: Transmitter # _____ Cost _____
2. ____ (initial) Base Unit # _____ Description _____ Cost _____
3. ____ (initial) Power Cord Cost _____
4. ____ (initial) Cell Phone Unit Description _____ Cost _____
5. ____ (initial) Additional Equipment Description _____ Cost _____

I, _____, fully understand **and** declare that all electronic monitoring
(Print First & Last Name)

equipment assigned to me will be my sole financial responsibility if, during my electronic monitoring period, such equipment is damaged, lost, or stolen. I agree to keep all electronic monitoring equipment assigned to me in good repair and working order, **and** with the exception of minor repairs needed due to normal wear and tear (as defined by electronic monitoring vendor standards), I understand that I will be responsible for all other minor repair costs. I further understand that I will be responsible for the replacement (in whole or in part) of lost **or** stolen electronic monitoring equipment assigned to me. I agree not to improperly or carelessly install, use, operate, or maintain the electronic monitoring equipment assigned to me, **and** I understand that any such acts may be a violation of the terms of my Court Order, parole conditions, **or** Idaho Department of Correction *Electronic Monitoring Program Agreement of Supervision*.

Offender's Signature

Date

Witnesses' Signature (must be IDOC staff member)

Date

Electronic Monitoring Program Administrator's
Signature

Date

CC: Copy to offender
Copy to offender's monitoring file
Original to electronic monitoring program coordinator

**IDAHO DEPARTMENT OF CORRECTION
Electronic Monitoring Program Weekly Schedule**

Name _____ Phone (home/cell) _____ Work Phone _____

Date	Starting Location: Residence	Location 2	Location 3
MON _/_/_ _	Residence Time: Leave _____ Return _____ Activity _____ Location/Address _____ Phone Number _____	Leave Time: _____ Return Time: _____ Activity _____ Location/Address _____ Phone Number _____	Leave Time: _____ Return Time: _____ Activity _____ Location/Address _____ Phone Number _____
TUE _/_/_ _	Residence Time: Leave _____ Return _____ Activity _____ Location/Address _____ Phone Number _____	Leave Time: _____ Return Time: _____ Activity _____ Location/Address _____ Phone Number _____	Leave Time: _____ Return Time: _____ Activity _____ Location/Address _____ Phone Number _____
WED _/_/_ _	Residence Time: Leave _____ Return _____ Activity _____ Location/Address _____ Phone Number _____	Leave Time: _____ Return Time: _____ Activity _____ Location/Address _____ Phone Number _____	Leave Time: _____ Return Time: _____ Activity _____ Location/Address _____ Phone Number _____
THUR _/_/_ _	Residence Time: Leave _____ Return _____ Activity _____ Location/Address _____ Phone Number _____	Leave Time: _____ Return Time: _____ Activity _____ Location/Address _____ Phone Number _____	Leave Time: _____ Return Time: _____ Activity _____ Location/Address _____ Phone Number _____
FRI _/_/_ _	Residence Time: Leave _____ Return _____ Activity _____ Location/Address _____ Phone Number _____	Leave Time: _____ Return Time: _____ Activity _____ Location/Address _____ Phone Number _____	Leave Time: _____ Return Time: _____ Activity _____ Location/Address _____ Phone Number _____
SAT _/_/_ _	Residence Time: Leave _____ Return _____ Activity _____ Location/Address _____ Phone Number _____	Leave Time: _____ Return Time: _____ Activity _____ Location/Address _____ Phone Number _____	Leave Time: _____ Return Time: _____ Activity _____ Location/Address _____ Phone Number _____
SUN _/_/_ _	Residence Time: Leave _____ Return _____ Activity _____ Location/Address _____ Phone Number _____	Leave Time: _____ Return Time: _____ Activity _____ Location/Address _____ Phone Number _____	Leave Time: _____ Return Time: _____ Activity _____ Location/Address _____ Phone Number _____

Offender Signature _____ Date _____ Probation/Parole Officer Signature _____ Date _____

District: _____ Electronic Monitoring Staff Signature: _____ Schedule Input Date: _____

CC: Copy to offender/ Copy to offender's monitoring file/Original to electronic monitoring staff