

LOCATION MONITORING PROGRAM
Procedures Reminder List

I. Prior to Hookup/Recommendations to Court

- Conduct home inspection to determine the suitability of residence for participation in the Location Monitoring Program.
- Discuss with defendant/offender or person with whom the defendant/offender will be living any needed phone line arrangements, if RF is being used. No special features including caller ID, call forwarding, call waiting, voice mail or dial-up internet access on the line hooked up to monitoring equipment. No cordless phone should be plugged into the monitoring unit. If defendant has phone service through cable company, they need call the cable company to determine whether the phone line would support a fax machine. If so, there should be no problem with the unit functioning problem. RF equipment will not work with Voice over Internet Protocol (ex. Vonage).
- Complete Screening form and staff case with LMP Specialist or Supervisor, if specialist is not available, to determine appropriate technology to be used. This staffing should be chronoed by the assigned officer.

II. At Hook-up or Commencement of LMP

- Prior to leaving for residence or installing transmitter/tracker, enrolled case in vendor database.
- Review LMP Participant Agreement with defendant/offender, sign and give copy. If GPS is being used, attach additional instructions. Have defendant/offender complete and sign Financial Affidavit to determine what if anything they can afford to pay towards cost of monitoring. Complete Daily Activity Form (Prob 63) if defendant will have a permanent schedule.
- For safety reasons and in order to minimize the time spent at the residence, officer may want to attach transmitter/tracker in the office particularly with GPS. During this time, the GPS device will obtained a signal while the defendant/offender is en route to residence. Do not place the batteries in the beacon until after the defendant/offender has left the office.
- Conduct a home inspection to determine the best location for the base unit/beacon. The best location is usually the defendant/offender's bedroom, unless the bedroom is in the basement. The second best location is the main common area.
- If using RF, place the transmitter on the defendant/offender's ankle (if not attached at the office) , then plug the base unit into the phone line and electrical outlet, then do a range test. If using GPS, attach tracker if not done at the office. Once the tracker is on the leg the defendant/offender needs to go outside and obtain GPS. Once that is done, put the batteries in the beacon. Beacon should be placed in a central location away from where it will be disturbed. It should not be near stereo speakers or televisions.

III. After Hook-up

- Enter case opening information in LMP database. Forward copy of Financial Affidavit to LMP Specialist for determination of payment. If it is determined that the defendant can afford to pay all or part of the costs, a payment agreement will be forwarded via e-mail to the supervising officer. The supervising officer will have defendant sign agreement and give them a copy. The original copy is maintained in the case file. The Specialist will be responsible for updating the payment information in the LMP database.

V. Termination

- The officer terminates services with vendor. Officer retrieves equipment from defendant/offender. Officer cleans equipment and prepares for next usage or prepares and gives to clerk for shipment back to vendor.
- Officer completes Termination information in LMP database and emails or provides hard copy of tracking form to clerk.

Case Officer

Date

SUSPO/Specialist

Date