



CORRECTIONS CENTER OF NORTHWEST OHIO
STRYKER, OHIO

POLICY AND PROCEDURES

NUMBER: 4208	SECTION: Support Services	APPROVED BY: EXECUTIVE DIRECTOR		
POLICY: Electronic Monitoring (EM) / House Arrest (HA) / Global Positioning System (GPS) Programs	PAGE: 1 of 24	SUPERSEDES NO: 4208 dated 7/16/08	DATE OF ISSUE: 6/08/09	EFFECTIVE DATE: 6/15/09

4208 - ELECTRONIC MONITORING/ HOUSE ARREST / GLOBAL POSITIONING SYSTEM PROGRAMS

State Standards: Refer to ODRC Community Corrections Act Program Standards for electronic monitoring programs: 5120-1-5-08; 5120-1-5-09

American Correctional Association Standards: 1-EM-1A-01, 1-EM-1A-04, 1-EM-1A-05, 1-EM-1A-07, 1-EM-1A-15, 1-EM-1B-06, 1-EM-1B-07, 1-EM-1B-13, 1-EM-1B-14, 1-EM-3A-02, 1-EM-3B-07, 1-EM-3C-03, 1-EM-3C-05, 1-EM-4A-01, 1-EM-4A-02, 1-EM-4A-03, 1-EM-4A-04, 1-EM-4A-05, 1-EM-4A-10, 1-EM-4A-11, 1-EM-4B-01, 1-EM-4B-02, 1-EM-4B-03, 1-EM-4B-04, 1-EM-4B-05, 1-EM-4B-06, 1-EM-4C-01, 1-EM-4C-02, 4-ALDF-5B-14, 4-ALDF-5B-15, 4-ALDF-5B-16

Policy:

The Corrections Center of Northwest Ohio (CCNO) will provide an Electronic Monitoring/House Arrest/Global Positioning System (EM/HA/GPS) program for offenders who have been referred/approved by the courts (**1-EM-1A-01**). Offenders who meet specific criteria will be required to adhere to a mandated schedule of electronically monitored home confinement which, through the use of equipment designed to track an offender's movement in the community, will provide participating offenders the opportunity to experience incarceration within the home. No offender will be denied access to the EM/HA/GPS program on the basis of race, creed, national origin, religion, gender, or sexual orientation (**1-EM-4A-03 & 1-EM-4A-04**). When a pretrial intervention program, diversion program, pretrial release program, or supervised release program is conducted in the facility, sufficient staff, space, and equipment are provided to service the program (**4-ALDF-5B-15**). Where temporary release programs exist, the programs have the following elements: written operational procedures, careful screening and selection procedures, written rules of offender conduct, a system for evaluating program effectiveness and efforts to obtain community cooperation and support (**4-ALDF-5B-16**). The following is the EM/HA/GPS mission statement:

The CCNO will provide an EM/HA/GPS program to provide risk control through BI monitoring equipment, surveillance and case management. The CCNO will administer sanctions, enhance existing alternative sanctions and provide an alternative to incarceration while allowing the offender to maximize their contribution to the community.

The CCNO will respond to inquiries from Federal, State and local legislative and executive bodies for information concerning the program and specific cases in accordance with Section 2951.03 of the Ohio Revised Code. When the CCNO is designated to operate any type of pretrial intervention service or other release programs, its authority and responsibility are stated by statute or administrative regulation (**4-ALDF-5B-14**).

The CCNO EM/HA/GPS Program Supervisor serves as the Program Director of the EM/HA/GPS program (**1-EM-1A-05**).

The Electronic Monitoring/House Arrest/Global Positioning System program possesses its own unique terminology. Definitions are provided below.

Definitions:

- A. Electronic Monitoring Program (EM): A judicially referred technical support system which monitors an offender's adherence to a mandated schedule of home confinement.
- B. House Arrest Program (HA): A technical support system which monitors an offender's adherence to a mandated schedule of home confinement and provides community supervision. Offenders are recommended for house arrest by CCNO staff after serving a portion of their sentence. The sentencing judge's approval is necessary.
- C. EM/HA/GPS Program Staff: CCNO employees who are assigned to work with the EM/HA/GPS program offenders.
- D. Electronic Monitoring Unit: A Field Monitoring Device (FMD) together with a transmitter (i.e. ankle bracelet). A Breathalyzer Unit (sobriotor) may also be utilized for offenders in need of frequent and/or random alcohol testing.
- E. GPS (Global Positioning System): BI Exacutrack uses a tracking unit and transmitter worn by the offender to detect the presence and absence of an offender. BI Exacutrack uses a tracking unit to record the location of the offender while away from home.
- F. Alert Condition: An occurrence when an alert is sent as a text message alert to the supervising officer's cell phone.
- G. Supervising EM/HA/GPS Officer: The CCNO Staff person assigned the individual case.
- H. Collateral Officer: Any municipal, county or APA probation officer holding the offender's case in an inactive or dual supervision status.
- I. Itinerary: A form completed weekly by EM/HA/GPS Staff which grants the offender authorization for movement in the community (Refer to Attachment 4208-A).
- J. BI, Inc.: EM/HA/GPS vendor which supplies the EM/HA/GPS equipment and technical support and is located in Anderson, Indiana.

Procedures:

- I. Eligibility Criteria (**1-EM-4A-01**)
 - A. Offenders will be identified and approved for the EM/HA/GPS programs through their respective judge. Courts may refer offenders directly; or offenders may qualify for placement after serving a portion of their sentence at the CCNO in the Work Release, H.I.T.T. Program, Community Public Works Program, or general population.
 - B. Eligible offenders will:
 - 1. Receive an appropriate score on the Ohio CCA Risk Assessment Instrument (Refer to Attachment 4208-B). High risk offenders will need a judicial override before being placed on the program.
 - 2. Be willing and able to pay a daily fee for cost of program assigned to.
 - 3. Have a suitable residence, which *will be verified with a Home Verification Agreement*, when appropriate (Refer to Attachment 4208-C). Home verifications need to be made within the first week while the offender is on the program.
 - 4. Successfully clear a LEADS/NCIC Criminal History Check (Refer to Attachment 4208-D).
 - C. Incarcerated offenders must serve 50% of their sentence and must be given final approval by the sentencing judge for house arrest consideration. Sentencing judges can waive the "50% of time" requirement.

- D. Offenders on pre-trial status may be placed on the program as a condition of bond.
- E. Offenders charged with a municipal probation violation may be sentenced to EM as a condition of intensive supervision. Offenders who have been previously removed from an EM/HA/GPS program within the last 12 months for the violation of any rule, regulation, or condition of the program will not be eligible, unless a judicial override is obtained.
- F. The local victims rights advocacy group and/or prosecutor's office in the appropriate court jurisdiction will be notified of the program's intent to place offenders with crimes against persons (e.g. domestic violence) on EM/HA/GPS, when appropriate.
- G. GPS will be used by the courts for higher risk offenders (i.e., probation/parole violators, pre-trial felons).

II. Ineligible offenders **(1-EM-4A-05)**

- A. Under the Ohio Revised Code Section 2929.23(3), the following individuals will not be recommended for the program:
 - 1. The person pled guilty to or was convicted of an offense, which has a firearm specification.
 - 2. The person is subject to or is serving a mandatory prison term imposed under the above section of the ORC.
 - 3. The person is subject to or is serving a term of life imprisonment.
- B. It is the policy of the CCNO to deny participation to those offenders who:
 - 1. Reside at a location where there is no telephone line in the residence or who are unable to obtain telephone service. GPS offenders do not need a telephone line in their residence.
 - 2. Have pending violations or criminal charges at the time of placement on the program, unless ordered by the court.
 - 3. Do not meet all the eligibility criteria in I. B.
 - 4. Have been convicted of a sex offense, or have escaped or attempted escape from custody within the last 10 years, or have otherwise been deemed a threat to the community.
 - 5. Have been previously removed from the electronic monitoring, house arrest, or global positioning system to incarceration authorized by law for the violation of any rule, regulation, or condition of the program.
 - 6. Require educational, medical, or other services or programs not available in a community setting.
 - 7. Have been convicted of a violent felony, have active warrants or active cases pending.
- C. Exceptions to the above may be made on an individual/override basis by the appropriate sentencing judge.

III. Notification of Law Enforcement Officials **(1-EM-1A-07)**

- A. As the offender is placed on the EM/HA/GPS programs, the CCNO will ensure delivery of written notification to the sheriff and/or chief law enforcement officer of any incorporated city or township in which the offender is to be supervised.
- B. EM/HA/GPS Staff will also forward notification of serious violations (absconding, new charges, etc.) on a Community Notification Fax EM/HA/GPS Placement (Refer to Attachment 4208-E) to law enforcement officials (Refer to XV. C) and the appropriate court.
- C. The appropriate law enforcement agencies will be notified when program participants transfer residential jurisdictions while on the program. Written notification of an offender's termination (successful and/or unsuccessful) will also be forwarded to the appropriate jurisdiction.
- D. The EM/HA/GPS Staff will make contact with the local law enforcement jurisdiction before taking an offender into custody in the field. EM/HA/GPS Staff will secure assistance from local law enforcement before transporting the violating offender to a holding facility.
- E. EM/HA/GPS offenders cannot be used as informants without the sentencing judge's approval.

IV. Notification of Court Personnel

- A. The individual courts may identify a contact person (court clerk, probation officer, etc.) for the dissemination of information regarding EM/HA/GPS offenders in their individual jurisdiction. In the event of dual or inactive supervision, the probation officer maintaining the case will receive all pertinent information.
- B. Copies of all violation reports, termination summaries, and requests for supervision revocation will be forwarded to the court contact immediately.

V. Placement Process **(1-EM-4A-02)**

- A. Final placement authority rests with the jurisdictional judge; however, all potential EM/HA/GPS offenders will be screened for placement through CCNO EM/HA/GPS Staff. The EM/HA/GPS Supervisor or designee will interview the offender and complete an EM/HA/GPS packet consisting of a signed Offender Contract (Refer to Attachment 4208-F), a recent criminal records check, current photo, Inmate Records Biographic Profile (Refer to Attachment 4208-G), and signed Financial Agreement (Refer to Attachment 4208-H).
- B. Court referrals will be noted on the commitment order. Potential offenders will be directed to contact the CCNO EM/HA/GPS program within 24 hours (Weekends and Holidays excluded) to schedule an immediate appointment for orientation (Refer to Attachment 4208-I, Letter to the Candidate of EM/HA/GPS) and intake screening. The court will be notified of "no shows" in writing within 24 hours of the offender's failure to report. Split sentences will be handled expeditiously to prevent a delay in program/status transition.
- C. "CCNO packets" are identified as those prepared for House Arrest offenders currently serving sentences at CCNO. Judicial referral packets will be prepared for offenders assigned to EM directly from the court with no preceding jail time. A letter will be sent to the sentencing judge with a report summarizing the reason for the negative recommendation. Offenders will also be notified of the reason for denial. Denied applications will remain on file in the EM/HA/GPS Supervisor's office for statistical and record keeping purposes.

VI. Intake Orientation

- A. Offender program orientations will be conducted by CCNO EM/HA/GPS Staff. Every effort will be made to ensure the offender's questions regarding the program are answered.
- B. During orientation the offender will:
 - 1. Demonstrate the ability to properly use the EM equipment.
 - 2. Provide EM/HA/GPS Staff with the necessary information for the development of their initial itinerary.
 - 3. Display a clear understanding of the itinerary.
 - 4. Submit to a full screen urinalysis (if appropriate).
 - 5. Have a photograph taken (if the facility lacks a recent photo).
- C. During orientation the EM/HA/GPS Staff will:
 - 1. Provide the offender with an overview of the EM/HA/GPS program.
 - 2. Document and verify all necessary offender information (employment, residence, case related requirements, etc.).
 - 3. Provide an explanation of financial obligations and collect \$70.00 first payment, or make suitable arrangements for payments. GPS offenders: collect \$108.50 first payment, or make suitable arrangements for payments. Offenders serving 15 days or less must pay the total amount due at hook-up.
 - 4. Explain the offender's reporting and supervision requirements.
 - 5. Provide an overview of behavior which may lead to rule violations and possible loss of EM/HA/GPS privileges.

VII. Program Descriptions

- A. All initial itineraries and subsequent changes will be entered by CCNO EM/HA/GPS Staff
- B. An offender on standard EM/HA/GPS will be required to:
 - 1. Wear an ankle bracelet on their person.
 - 2. Adhere to a pre-approved schedule of home confinement, work, treatment, etc.
 - 3. Those on the Breathalyzer unit (sobriotor) may or may not be required to adhere to additional monitoring.
 - a. Failure to answer a breathalyzer summons will result in an automatic failed test.
 - b. Offenders must rinse their mouths with warm water before submitting to a test.
 - c. Offenders must refrain from the use of mouth wash, vanilla extract, cough medicine, chewing tobacco, and any foods containing alcohol.
- C. GPS offenders will be required to:
 - 1. Wear an ankle bracelet on their person, and carry a tracking unit with them when out of the residence.
 - 2. Adhere to a pre-approved schedule of home confinement, work, treatment, etc.

VIII. Monitoring Level

- A. The offender's monitoring level will be determined and entered into the computer.
 - 1. Standard electronic monitoring --
Monitoring levels for EM/HA/GPS are determined by the distance from the phone that an offender is allowed to be and still be considered in range of the monitoring equipment.

<u>Setting</u>	<u>Signal Distance</u>
Low	35 feet
Medium	75 feet
High	150 feet
 - 2. Sobriotor Unit for alcohol testing --
Monitoring levels for the Sobriotor breathalyzer unit vary depending on the number of alcohol tests assigned to an offender. Random testing times can be added for a higher level offender. Random testing times can be scheduled for Low/Medium level offenders, and specific testing times can be added for a higher level offender.

IX. Caseload Size (1-EM-3A-02)

- A. The EM/HA/GPS Staff (per Specialist) will be responsible for primary caseload management of a designated number depending on program needs.
- B. The EM/HA/GPS Supervisor or designated staff will be responsible for assisting with supervision of any overflow offenders. The EM/HA/GPS Supervisor will ensure that all clients are supervised in accordance with the policies and will provide assistance and direction to the EM/HA/GPS specialists.
- C. Supervision of the offender will include, but not be limited to, offender contacts (office, field, residence), case management, surveillance, report writing, monitoring, trouble shooting, etc.
- D. CCNO cap for the Electronic Monitoring program is 120 cases with each court participating based on percentages as identified according to the bed reallocation process as approved by the CCNO Board. The table below shows the percentage breakdown by jurisdiction of how the units are distributed under the cap.

JURISDICTION	2009 MEMBER'S SHARE OF COMMISSION COST	CASELOAD CAP
Defiance County	9.35%	12
Fulton County	8.65%	9
Henry County	5.86%	7
Lucas County	31.84%	37
City of Toledo	35.65%	46
Williams County	8.65%	9
TOTALS:	100.00%	120

Courts can still place offenders on the program if they exceed their allotment (similar to exceeding the jurisdiction bed allotment). Courts can exceed their allotment without penalty until the program reaches the 120 cap. All courts exceeding their allotment when the program exceeds the 120 cap will be required to reduce their numbers until the program returns to 120 units or less in use. These are regular Electronic Monitoring units. Each court will be notified daily how many units are currently in use. If court wants to continue past 120 cap, that court will be billed for amount utilized.

X. Movement

- A. The EM/HA/GPS programs are structured community-based incarceration programs and, as such, offenders are accountable to EM/HA/GPS Staff 24 hours a day.
 - 1. Staff must authorize, in writing, an offender's absence from home.
 - a. This will be in the form of a weekly movement schedule/itinerary.
 - 2. Offenders authorized to be away from home are to proceed directly from home to their destination and back again. Travel variations to include detours or stops on the way home may be considered violations.
- B. Weekly Movement Schedule (Itinerary) **(1-EM-4B-02)**
 - 1. During the weekly meeting with EM/HA/GPS Staff, the offender will submit a written schedule of their movements and locations for approval and an Electronic Monitoring Weekly Report (See Attachment 4208-J).
 - a. Schedules are to be submitted one week in advance and are to be strictly adhered to with the exception of medical emergencies.
 - b. Medical Emergencies requiring a deviation in the offender's itinerary are to be reported to the duty officer or designee as soon as possible.
 - (1) Medical emergencies should also be documented in a report to the supervising staff person. This may include ER billings and/or treatment plans for the offender or appropriate family member.

XI. Program Costs **(1-EM-1B-13)**

- A. All EM/HA offenders will be assessed a weekly monitoring fee that will not exceed \$70.00 **(1-EM-1B-14)**.
 - 1. The basic weekly monitoring fee will be prorated for those participants serving less than or more than complete weeks. If an offender is sentenced to 10 days or less, the total amount due will be paid when they start or needs to be paid in full before termination from the EM/HA/GPS program.
 - 2. Those offenders determined to be in need of more stringent alcohol monitoring will be placed on the sobriety breathalyzer unit. An additional fee of \$3.25 per day will be collected from the offender, which will bring the maximum weekly monitoring cost to \$92.75 per week. If assigned a breathalyzer unit, they will be expected to pay \$92.75 at the time of orientation hook-up.

- B. All GPS offenders will be assessed a weekly monitoring fee that will not exceed \$108.50.
- C. Prior to an offender's participation in the program, they will be expected to pay \$70.00 at the time of the Offender Orientation hook-up or arrangements must be made to begin making payments. \$108.50 is expected for GPS offenders.
- D. All fees and program costs will be collected by the EM/HA/GPS Staff **(1-EM-1B-06)**. Under no circumstances will funds be left unsecured overnight. Offenders will immediately receive the original receipt. A copy attached to the payment will be submitted to the Community Corrections Account Clerk (CCAC). Offender payments will be placed daily in an officially designated and secure location, then receipted and deposited at the bank within 24 hours of being received by the Officer, when possible. If deposits cannot be made, payments must be kept in a secure location **(1-EM-1B-07)**.
- E. The payment ledger headings will include date, name, amount of payment, form of payment, and total **(1-EM-1B-14)**.
 - 1. A payment ledger will be maintained by the CCAC for each offender.
 - 2. Each transaction must be entered on the ledger.
 - 3. A copy of the daily ledger, all payments, and receipts shall be sent to the fiscal office. The payment ledger must balance with the transactions and the total noted.
 - 4. The payment ledger shall be kept in the CCAC office and records stats be maintained for three (3) fiscal years after an audit before being destroyed.
- F. Non-payment of fees **(1-EM-4A-10)**
 - 1. Fees are to be paid regularly on a weekly basis in a timely manner or arrangements need to be set up for payments.
 - 2. Offenders failing to make payment at the time of their weekly meeting with EM/HA/GPS Staff will be given until the next meeting to become current with their fees or make arrangements for paying money owed.
 - 3. If arrangements are made and not kept, resulting in becoming two (2) weeks behind on their payments, they will be subject to immediate removal from the program as agreed by the sentencing judge. Toledo Municipal Court offenders will be removed immediately if not current with fees at scheduled office visit. All other courts will handle non-payment of fees as instructed by the individual courts.
- G. Any increase in program cost will be approved by the Executive Director, the Regional Planning Board, and the CCNO Board.
- H. Money Orders, cash, or cashier checks are the only acceptable forms of payment for EM/HA/GPS program.
 - 1. A receipt will always be issued upon payment.
 - 2. Payments will be received weekly during the office visit or field contact.
 - 3. Payments (money orders) may be mailed if appropriate.
 - 4. Payments are recorded on the program fee payment ledger when received.
- I. Any damage resulting from negligence or purposeful destruction will be the offender's responsibility. The CCNO reserves the right to bill the offender, or file charges for destruction of property, or any other applicable charges for the purpose of recouping program costs.

XII. Staff Training

- A. All employees assigned to work with the EM/HA/GPS program will participate in an initial training program designed to familiarize them with the surveillance system software and operation, the application process for offenders, and all related policies and guidelines.
- B. All program staff will be required to complete in-service training at a rate of a minimum of 40 hours per year.
 - 1. Additional specialized training may be required as equipment or the program is modified or updated.

XIII. Program Participation Reports

- A. The Host computer system stores equipment information and offender data.
 - 1. It is also capable of generating a variety of different types of reports upon request.
 - 2. It will be the responsibility of EM/HA/GPS Staff to utilize stored information and provide reports when appropriate.

- B. The EM/HA/GPS program will also utilize the following documents:
 - 1. Electronic Monitoring Weekly Reports (Refer to Attachment 4208-J)
 - a. The offender must submit a weekly form for the purpose of verifying their current employment status (current pay stub), residence, persons residing in the home with the offender, telephone number, program activity, law enforcement contact, and any other unusual occurrences. This report will be placed in the case file.
 - 2. Case Notes
 - a. Any pertinent information regarding or contact with an EM/HA/GPS offender (collateral contacts, telephone calls, home visits, community tips from neighbors, etc.) will be recorded in the case notes.
 - 3. Special Reports
 - a. Staff will, on occasion, prepare special reports on CCNO letterhead (i.e., major violations, progress reports) to be forwarded to the supervising Officer or the court of jurisdiction with a copy to the offender's file.
 - b. Additionally, staff will be required to prepare reports containing special information requested by the collateral-supervising officer.
 - c. Violation and termination reports will be forwarded to the court of jurisdiction and collateral supervising officer; however, it will be the responsibility of the Officer/Court to request specific information.
 - d. Every effort will be made to respond to all requests in a timely manner.
 - e. All special reports will be approved by the Electronic Monitoring Supervisor.
 - 4. Monthly Composite Reports (**1-EM-1A-15 & 1-EM-4B-05**)
 - a. The Community Corrections Secretary will prepare monthly reports to be submitted to the courts delineating the involvement and progress of offenders under that respective court's jurisdiction. This should include, but not be limited to:
 - (1) The names and number of offenders accepted/rejected per jurisdiction.
 - (2) The names, race, sex, monitoring level, community of residence of offenders actively under the EM/HA/GPS program.
 - (3) The names and number of offenders terminated and type of termination.
 - (4) The names and number of major violations and types of violations.
 - (5) The names and number of staff hearings, reasons held, and outcomes.
 - b. It will be the responsibility of each court to specify additional information to be included in the monthly report.
 - (1) It will not be necessary to generate reports for courts with no monthly involvement with the EM/HA/GPS program.
 - (2) A copy of all monthly reports will be forwarded up the chain of command to the Executive Director along with a list of the courts who have had no involvement with the EM/HA/GPS program during the month.
 - 5. Yearly Report (**1-EM-1A-04**)
 - a. The Program Supervisor will prepare an EM/HA/GPS report to be submitted to each court and the Ohio Department of Parole and Community Services at the end of the fiscal year (June 30).
 - b. It will summarize activities for the year.
 - c. It will be presented no later than September 1 of the following fiscal year.
 - d. These reports will be consistent with the offender's rights to confidentiality and privacy.
 - e. All records pertaining to the supervision of Community Corrections offenders will be retained for a period of no less than five (5) years from the date of orientation.
 - 6. Daily Log
 - a. A written entry in the logbook shall be made of all significant daily activities occurring in the EMU program.
 - b. Print entries, staff will place initials after each entry.

- c. No personal comments, remarks, or opinions will be included.
- d. Program Supervisor will review each logbook weekly indicating staff compliance.

XIV. Case Management – The needs of each offender will be assessed and met through local agencies providing appropriate services to meet the offender’s needs **(1-EM-4B-06)**.

A. Contacts - All program participants will have weekly contact with EM/HA/GPS Staff. The following contacts are appropriate:

- 1. Office visits
 - a. EM/HA/GPS Staff will meet with each offender at least weekly so the following issues may be addressed (note that some home visits can be substituted for office visits):
 - (1) Completion of itinerary/weekly report
 - (2) Employment verification
 - (3) Other verification required by EM/HA/GPS Staff (i.e., treatment attendance, overtime work, etc.)
 - (4) Payment of program fees
 - (5) Equipment inspection
 - (6) Drug and alcohol screening (when appropriate) (if history of drug/alcohol use)
 - (7) Other problems or areas of concern for either offender or staff
- 2. Field contacts/Home visits
 - a. This is a contact on the site of an approved location listed on the itinerary (church, AA/NA meeting, etc.)
 - b. Field contact will be made monthly. All field contacts will be recorded on the Community Corrections Home/Field Contacts Form and placed in the offender’s file (Refer to Attachment 4208-K).
- 3. Job contacts
 - a. Employment verification should be made no less than bi-monthly.
 - b. If necessary, they should be discreet to preserve the dignity of the offenders.
- 4. Phone contacts
 - a. Offenders will check in by phone to report schedule changes necessary.

B. Employment

- 1. Offenders will provide copies of the most recent check stub during each office visit. Staff are to make random and regular verification checks of information submitted by offenders; and to assist offenders, whenever possible, in securing employment.

C. Substance Abuse/Substance Abuse Testing

- 1. EM/HA/GPS Staff are to be alert to the possibility of substance abuse by offenders and initiate random testing. When a staff member has reason to believe an offender is or has been involved in substance abuse, that offender may be directed to submit to alcohol or urinalysis testing. Reasons for suspecting substance abuse may include, but not limited to the following:
 - a. Information received from informant (i.e., spouse, another client, etc.)
 - b. Violation of curfew
 - c. Slurred or distorted speech on voice verification tape
 - d. Physical symptoms (odor, pupil abnormalities, etc.)
 - e. Extensive history of substance abuse
 - f. Sudden mood swings or personality changes
- 2. All EM/HA/GPS offenders with drug histories and/or drug related offenses will submit to a full screen urine analysis after completing 30 days in the program, and randomly while on the program. A random UA will be administered as needed.
- 3. EM/HA/GPS offenders experiencing on-going problems with substance abuse may be directed to participate in substance abuse treatment and/or attend sobriety support groups (i.e., AA, NA, etc.).
 - a. Should treatment be necessary, the referral process will be coordinated with the supervising Probation/Parole Officer and jurisdictional court and treatment documented on the attending agencies’ program letterhead and turned into the EM Specialist.

- D. Court costs, fees, and fines; community service court costs, fees and fines; restitution and community service will be the responsibility of the offender during EM/HA/GPS supervision
 - 1. The EM/HA/GPS Staff will note any of the above monetary assessments in the offender's case plan; however, the CCNO will not assume the responsibility of collection and/or monitoring progress toward the satisfaction of these obligations.

XV. **Violations (1-EM-3C-03)**

- A. The EM/HA/GPS program is designed to protect the community by providing accountability, supervision, and surveillance.
 - 1. When an offender in the program violates any of the rules, that offender is subject to the disciplinary action of the EM/HA/GPS Staff or the court of jurisdiction.
- B. **Minor Violations**
 - 1. Minor rule violations (i.e., returning home from work 15 minutes late) may be dealt with informally by EM/HA/GPS Staff but will be recorded with the case notes.
 - 2. Sanction options may include:
 - a. Verbal reprimand
 - b. Increased level of monitoring
 - c. Case conference with EM/HA/GPS Staff
 - d. Voluntary community service
 - 3. The nature of the minor violation and action taken will be documented in the offender's file and included in a violation report to the sentencing jurisdiction or probation officer.
 - 4. Continued minor violations can and will lead to the issuance of a violation report to the sentencing judge.
- C. **Major Violations**
 - 1. Major violations include, but are not limited to, law violation, substance abuse, failure to pay program costs, failure to return home all night, or a pattern of habitual violations. If the commitment order allows, the offender will be remanded back into CCNO custody to complete part or all of their sentence. A violation report will be written and forwarded immediately to the court of jurisdiction, who will be responsible for issuing an arrest order or warrant. The CCNO order of removal also serves as notification to Law Enforcement for transportation of program violators.
 - 2. House Arrest violations may be referred to the appropriate court.
 - 3. When it has been determined that some form of action needs to be taken, the following will occur:
 - a. A written report shall be prepared within 24 hours of the incident.
 - b. A copy of the report will be immediately forwarded to the supervising officer.
 - 4. Sanction options may include, but not be limited to the following:
 - a. Verbal reprimand
 - b. Modification of EM contract with additional conditions imposed
 - c. Removal from the program
 - d. Available sanctions from the appropriate court or agency
 - 5. Arrests for serious and heinous crimes will be reported immediately to the CCNO EM/HA/GPS Supervisor, the court of jurisdiction, and the chief law enforcement agency in the county of the offender's residence.
 - 6. A serious violation/incident report will be written by the EM/HA/GPS Staff and attached to the case file, which will be forwarded up the chain of command.
 - 7. Those who fail to complete the program will be referred back to the adjudicating authority by the EM/HA/GPS Staff for violation proceedings; major violations will result in an offender being removed and taken to CCNO. (In the case of Lucas County, the offender will be remanded back into the custody of CCNO and taken to the Lucas County Jail for transport to CCNO.)
 - 8. Serious accidents that occur will be reported and forwarded to the EM Supervisor who will forward to his supervisor and the Bureau of Community Sanctions.

XVI. **Terminations**

- A. **Successful Completion**
 - 1. Completion will be deemed to be successful if the offender completes the time designated on the contract and/or court document without being removed due to violation.

- a. That offender will be eligible to re-enter the program at any time in the future after undergoing eligibility requirements.
- B. **Removal (1-EM-3C-05)**
- 1. If an offender is removed from the EM/HA/GPS program, the offender's termination will be deemed "unsuccessful" and so documented in the file.
 - a. That offender will not be eligible to participate in the program again for twelve (12) months, with one exception: if the offender has absconded while on the program, they will never be allowed to re-enter the program unless overruled by the sentencing judge.
 - b. The reasons an offender can be removed include, but are not limited to, the following:
 - (1) Escape/Abscond: An offender whose whereabouts are unknown for 24 hours may be considered to have absconded. In the event of an instance of escape/abscond, the escape packet will be prepared within 24 hours and forwarded to the sentencing judge and any applicable law enforcement agency.
Escape packets include:
 - (a) violation report
 - (b) a copy of all chronologicals
 - (c) most recent weekly report
 - (d) commitment order/judgment and sentence
 - (e) current photo
 - (f) fingerprint card
 - (g) physical description
 - (h) any other supporting information deemed necessary
 - (2) Arrest, prosecution, or the admission of committing a new law violation.
 - (3) Refusal of the offender to further participate in the program.
 - (4) Administrative termination for cases involving offenders who fail to make appropriate adjustment within the program but are not involved in major program violations.
 - 2. CCNO EM/HA/GPS Staff will coordinate with the appropriate law enforcement agency to assist with remanding an offender back into custody from the field.
- C. **Early Release**
- 1. If, because of an offender's outstanding performance in the program the EM/HA/GPS Staff feel that an offender should be considered for early release to a lower level of community supervision, the following procedure will be followed:
 - a. Following the court's or supervising PO's request, the EM/HA/GPS Staff will prepare and forward a progress report.
 - b. If granted an early release by the courts, the offender will have been deemed to have successfully completed the program and is eligible to re-enter the program any time in the future.
- D. **Termination Procedure (1-EM-4C-01 & 1-EM-4C-02)**
- 1. When an offender is terminated for successful completion, removed, or early release from the program, the following procedure is to be followed:
 - a. The offender will turn in the equipment which has been issued to them.
 - (1) If the equipment is in any way damaged, it will be forwarded to the vendor for repair and the offender will be held responsible for the costs incurred. The offender will also be liable for any legal fees accrued in attempting to collect said costs.
 - (2) If an offender absconds, a member of the EM/HA/GPS Staff will immediately make arrangements to visit the offender's residence in an attempt to locate and recover EM equipment. If the equipment is not recovered, the offender will be held financially responsible for the replacement cost.
 - b. The offender will be removed from the random calling schedule in the computer.

- c. The offender's master file and history file on the computer will be moved from active to inactive and the information therein stored on a disk to be kept for a period of five (5) years for statistical purposes. If the offender is pending violation proceedings, the contents of the hard file are to be kept intact until the violation process is complete and EM/HA/GPS records are no longer needed as evidence.
- d. A termination report will be forwarded to the court of jurisdiction and the Program Supervisor.
- e. A termination assessment will be completed by the EM/HA/GPS Staff and submitted to the Community Corrections Secretary for statistical purposes. The termination assessment will be forwarded to the Division of Parole and Community Services via the ODRC web page.

XVII. Offender Emergencies

- A. It is possible that offenders may experience various types of emergencies during their participation on the program.
 - 1. Offenders are expected to strictly adhere to their schedules unless first obtaining staff permission to vary the schedule.
 - 2. It will be program policy that permission to vary from the weekly schedule not be granted except in the case of a true emergency.
 - 3. Medical emergencies or a life-threatening emergency affecting the offender or a member of their immediate household/family may be acted upon by the offender without getting prior EM/HA/GPS Staff permission.
 - 4. Staff are to be notified, however, of the medical emergency and the offender's location as soon as possible.
 - 5. The CCNO is not responsible for medical care or expenses an offender may incur while on the program.
- B. Electrical / Power Outages
 - 1. The offender is to notify the EM/HA/GPS Staff immediately of power outages and the cause of such outages (service disconnection, weather, accident, etc.)
 - 2. If the outage is caused by the offender's intentional or premeditated malice, they will be held responsible and can be cited with a violation.
 - 3. If the outage is beyond the offender's control, they will be supervised through daily contact with EM/HA/GPS Staff.
 - 4. Under no circumstances should the offender remove the equipment or leave their residence without notifying EM/HA/GPS Staff.
 - 5. Staff will utilize CCNO emergency procedures for emergency communication.
 - 6. Electronic monitoring information is maintained for up to twelve (12) hours in the event of an emergency loss of power. All stored information is secured, and upon power restoration, is retrievable.

XVIII. Electronic Monitoring Equipment Security and Maintenance

- A. Only trained and approved personnel will be allowed access to electronic monitoring equipment for the purpose of installation, service, monitoring, and de-installation.
 - 1. Personnel will include CCNO Staff and vendor employees.
- B. The Program Supervisor will be responsible for ordering additional equipment.
- C. Service calls for repairs by vendors and/or vendor service personnel must be authorized by the Program Supervisor.
- D. Preventive maintenance of EM equipment will be the responsibility of the EM supervisor who will establish a service log and coordinate regular checks. Equipment will be inspected after each removal for needed repairs. Each piece of equipment will be checked at least annually during the asset audit (**1-EM-3B-07**).

CORRECTIONS CENTER OF NORTHWEST OHIO
Electronic Monitoring / House Arrest / Global Positioning System
Itinerary

Offender Name: _____
 (Printed name)

CLIENT SCHEDULE INFORMATION

Schedule Type: Choose a schedule type for all entries or enter the schedule type for each day.

May Leave (MAY) One Time Leave (1X) Lockdown (LD)

	SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.
Date							
Type							
Leave							
Enter							
Type							
Leave							
Enter							
Type							
Leave							
Enter							

CCNO Appointment: _____

Employed: _____

My signature below confirms that this schedule has been explained to me by Program Staff. I understand that I must produce this itinerary if it is requested by law enforcement personnel, CCNO Program Staff, or any Officer of the court. Failure to follow this itinerary as directed can result in a violation of Electronic Monitoring / House Arrest / Global Positioning System requirements.

 Offender Signature

 Date

 Approved By

 Date

 Title

Ohio CCA Risk Assessment Instrument

Name: _____ ID or SS#: _____

Date Completed: _____ Officer Completing form: _____

Factor	Score
Marital Status: Single = 1 Married = 0	_____ _____
Education: Less than high school degree = 1 High school graduate or greater = 0	_____ _____
Employment: Unemployed at time of arrest = 1 Employed at time of arrest = 0	_____ _____
Identified Drug Abuse: Yes = 1 No = 0	_____
Identified Alcohol Abuse: Yes = 1 No = 0	_____
Age at the time of arrest: Age 34 or less = 1 35 or older = 0	_____
Prior Sex Offense: Yes = 1 No = 0	_____
Prior Violent Offense: Yes = 1 No = 0	_____
Prior Felony Arrest: Yes = 1 No = 0	_____
Prior or Current Community Supervision Violations: Yes = 1 No = 0	_____
Fifth Degree Felony Offense: Yes = 1 No = 0	_____
Number of Prior Arrests: 3 or more = 2 1 or 2 = 1 None = 0	_____
Prior Incarcerations: 3 or more = 2 1 or 2 = 1 None = 0	_____
TOTAL SCORE	_____

Cut off scores and probability of recidivism:

Risk Level	Any Arrest	Any Incarceration
Low (0-4)	15%	7%
Low – Moderate (5-7)	30%	22%
Moderate (8-10)	48%	38%
High (11-15)	65%	53%

CORRECTIONS CENTER OF NORTHWEST OHIO

**ELECTRONIC MONITORING PROGRAM
HOMEOWNER / PRIMARY TENANT
HOME VERIFICATION AGREEMENT**

In accordance with authority conferred by the Ohio Revised Code 2929.23, _____ has been placed on Electronic Monitoring/House Arrest/Global Positioning System. As the homeowner or primary tenant of the residence and the party responsible for the telephone service, I hereby agree to the following conditions:

1. I acknowledge that the above referenced telephone has a modular (RJ-11) jack. I am aware that the telephone service can NOT have any additional options, such as a modem, call forwarding, call waiting, caller I.D., or any extra features attached. Cordless phones can be used if a desk phone is unavailable. A desk phone must be used when a Sobrietor unit is being installed. Answering machines can be used, but only if an additional phone jack is present in the home.
2. I agree NOT to tamper, move, or disconnect the installed monitoring unit unless so directed by EM/HA/GPS Program Staff.
3. I agree to be responsible for the telephone and electricity expenses and to maintain both in proper working order.
4. I agree that EM/HA/GPS Program Staff can enter my residence to install, maintain, repair, inspect, or remove the monitoring equipment, search the premises for weapons, drugs, or alcohol, and/or to verify that the program participant is in compliance with the conditions of Electronic Monitoring / House Arrest / Global Positioning System throughout the duration of the confinement.
5. I understand that NO illegal drugs, alcohol, or weapons will be permitted in the home or on its premises.

Location of residence: _____

Names of others in residence: _____ Relationship: _____

_____ Relationship: _____

_____ Relationship: _____

I, as Homeowner / Primary Tenant, approve the offender's placement and the rules that must be adhered to and verify that there are NO weapons, illegal drugs, and alcohol on the premises of the home.

Signature of Home Owner/Primary Tenant

Date

Signature of Offender

Date

Signature of EM/HA/GPS Program Staff

Date

Corrections Center of Northwest Ohio Electronic Monitoring / House Arrest / Global Positioning System Criminal History Check

Offender Name _____ Booking # _____
 Referred by _____ Date _____
 DOB _____ SS# _____

LEADS check date _____ LEADS completed by _____
 FBI# _____ BCI# _____
 Active Warrants _____
 Pending Cases _____

	<u>Arrests</u>				<u>Convictions</u>			
Homicide/Manslaughter	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Assault (Other than homicide/manslaughter)	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Robbery	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Weapons Offense	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Burglary/Larceny/Breaking & Entering	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Drug Trafficking	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Drug Charges (Possession)	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Shoplifting/Theft	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Forgery/Fraud	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Driving Under the Influence	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Family Violence	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Non-Support	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Reckless Driving	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Any sexual offense (rape, etc.)	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3

APPROVED DISAPPROVED

Reason disapproved _____

EM/HA/GPS Supervisor Signature

Date

Corrections Commission of Northwest Ohio

03151 County Road 2425
Stryker, Ohio 43557-9418
(419) 428-3800

Administration Fax: (419) 428-2119

Security Fax: (419) 428-2034
Community Corrections Fax: (419) 428-5802
e-mail: ccno@bright.net

COMMUNITY NOTIFICATION FAX ELECTRONIC / HOUSE ARREST / GLOBAL POSITIONING SYSTEM PLACEMENT

Defiance County
Vice Chairman:
David Westrick
Otto Nicely
Joseph Schmenk

Fulton County
Executive Committee:
Dean Genter
James Barber
Darrell Merillat

Henry County
Chairman:
John Nye
Keith Muehlfeld
Robert Hastedt

Lucas County
Executive Committee:
Ben Konop
Linda Jennings
James Telb

Toledo
Executive Committee:
Timothy Kuhlman
Carleton Finkbeiner
Michael Navarre

Williams County
Secretary:
Kevin Beck
Brian Davis
Craig Roth

Executive Director:
Jim Dennis

To: _____

Please be informed that _____

was placed on _____, beginning _____.

Placement was a result of Judge _____'s

approval for the program. It is anticipated that this placement will be for _____

days.

Offender Name: _____

Address: _____

Directions if rural: _____

.....

Notification of serious violation(s):

Type: _____ Date/Time: _____

Type: _____ Date/Time: _____

Type: _____ Date/Time: _____

Termination: Successful Unsuccessful

If you have any questions or concerns regarding any of the above information, please contact the Program Supervisor at (419) 428-3800 Ext. 446.

CCNO ELECTRONIC MONITORING/GPS PROGRAM

OFFENDER CONTRACT

Rules and Regulations Governing Offender Conduct and Supervision

Offender's Name: _____

Date: _____

As a participant of Electronic Monitoring you will be required to abide by the following rules and regulations. You will also be required to abide by any lawful directives given by ELECTRONIC MONITORING PROGRAM STAFF and your PROBATION / PAROLE OFFICER. Violation of these rules and regulations may result in disciplinary action.

I. WEEKLY SCHEDULES, MEETING AND MOVEMENT IN THE COMMUNITY

- A. You will be required to report to EMU Staff at least once a week. You will contact the Electronic Monitoring Specialist to schedule your office visit(s).
- B. You will be required to submit a detailed schedule of your movements in the community to EMU Staff for approval. This will be accomplished by completion of the EMU Weekly Movement Schedule or Itinerary one week in advance. Once submitted, weekly schedules may only be changed for the following reasons:
 - 1. Emergency (Medical). You must contact the EMU office as soon as possible to inform staff of the extent and nature of the problem. The emergency must involve you or someone in your immediate family. Medical emergency is defined as a serious or life threatening situation.
 - 2. Change in work hours. If you are unable to report to work for any reason, you must contact the EMU office prior to your scheduled departure time. If you are required to work overtime or are released from work early, you must contact the EMU office prior to leaving or working late. You will also be required to provide verification of overtime or early release from work.
 - 3. Other. If it becomes necessary to make a move outside your approved schedule for legal reasons, you must first contact the EMU office during normal business hours (8:00 a.m. – 4:00 p.m.) with the nature and location of the move.
- C. You will be required to provide verification of movements and locations.
- D. You will report directly to your authorized destination. Any moves not scheduled or approved prior to the move will be considered a violation and subject to disciplinary action.
- E. If you are living alone or have no other way to obtain food and personal items, you may be allowed limited movements to obtain these items. These moves MUST be listed on your weekly schedule.

II. ALCOHOL AND OTHER DRUGS

- A. While on ELECTRONIC MONITORING, you will be required to maintain an alcohol and drug free status. This includes the possession of any unauthorized chemical of any type.
- B. The only exception is medication prescribed for you by a physician and verified by EMU Staff.
- C. You are subject to alcohol testing and drug testing at the discretion of EMU Staff.
- D. You may be required to attend substance abuse treatment and/or participate in an anti-abuse program.

III. EMPLOYMENT

- A. While on ELECTRONIC MONITORING/GPS, you will be allowed to work if approved by the sentencing court. You will also be allowed to participate in a court-approved education/vocational program.
- B. If unemployed, you will comply with EMU Staff instructions regarding job search procedures.

IV. RESIDENCE AND TELEPHONE

- A. While on Electronic Monitoring, you will be required to maintain continuous telephone service. If you lose service through your own negligence, you will be subject to removal from the program. If you lose phone service through circumstances not within your control, you are to contact the EMU office immediately. Loss of your approved residence may be cause for removal from the program. Any anticipated or sudden change in residence must be reported to the EMU officer immediately.

V. EQUIPMENT RULES

- A. Torn or broken straps must be reported to EMU staff immediately and replaced. Never tamper with the strap or remove the transmitter even if the strap becomes damaged. While on GPS you will be required to charge the GPS equipment twice daily for a minimum of 30 minutes each time.

VI. LAWS

- A. You are to comply with all city, county, state, and federal laws and ordinances and conduct yourself in a reasonable manner at all times. If you are arrested or have contact of any kind with any law enforcement agents, you are to report this to your Probation / Parole Officer and EMU Staff immediately.

VII. TRANSPORTATION

- A. If you are unable to drive, it is your responsibility to arrange adequate transportation with a licensed, warrant-free driver to work, office visits, and other required functions. You must only drive if you have a valid driver's license and insurance.

VIII. COURT AND PROBATION / PAROLE COMMITMENTS

- A. While under supervision of ELECTRONIC MONITORING/GPS, you will still be required to comply with the conditions of your probation or parole.

IX. VICTIM CONTACT

- A. If there is a victim in your case, under no circumstances are you to have contact with your victim unless there is court approval. Any compensation and/or restitution must be handled through the court.

X. PROGRAM FEES

- A. While on ELECTRONIC MONITORING/GPS you will be required to pay a weekly fee of \$70.00, \$108.50 for GPS, payable one week in advance. You are also required to pay an initial \$70.00, \$108.50 for GPS, when starting the program.
- B. Fees may be waived with proof of indigence or by order of the sentencing jurisdiction.
- C. Offenders failing to keep program fees current, resulting in becoming two (2) weeks behind on their payments, will be subject to immediate removal from the program as agreed by the sentencing Judge.

XI. OTHER

- A. You will be expected to return all equipment in the same condition as it was when you received it. Failure to do so may result in you being charged for the cost of damage or loss of equipment. Failure to pay the cost of damaged or lost equipment will result in criminal prosecution. Additionally, you are not to attempt to fix or allow anyone else to fix the equipment.
- B. While on Electronic Monitoring/GPS you are under the supervision of the Corrections Center of Northwest Ohio and may, under certain circumstances, be subject to prosecution for escape. Escape is a fifth (5th) degree felony as described in section 2921.34 of the Ohio Revised Code.
- C. While on Electronic Monitoring/GPS I release the Corrections Center of Northwest Ohio of any responsibilities for medical care or expenses that may occur while on the Program.

Special Conditions: _____

I have thoroughly read and do understand the above OFFENDER CONTRACT outlining the basic requirements of ELECTRONIC MONITORING/GPS. I agree to abide by these requirements while on ELECTRONIC MONITORING/GPS and do understand that violation of any of these requirements could result in my removal from ELECTRONIC MONITORING/GPS and further sanctions.

Offender Signature

Date

EMU Staff Signature

Date

Inmate Records Biographic Profile

Single Married Divorced

Full Name _____ Separated Widow

DOB _____ SS# _____ Male Female

Race _____ Hair _____ Eye _____

Height _____ Weight _____ No. of Children _____

Address _____ Lot/Apt. # _____ City _____

State _____ Zip _____ Home Phone # _____

Alternate Phone (Cell) # _____

Birth State _____ Level of Education Completed _____ GED

Not Employed Disabled Retired Seeking Employment

Employed: Full Time Part Time Self Employed

Employer _____ Occupation _____

Employer's Address _____ Phone # _____

State ID/License # _____ State _____ Expiration Date _____

Scars/Marks/Tattoos

Name of Nearest Relative/Other _____

Relationship _____ Phone # _____

Relative's Address _____ City/State _____

Zip _____

FMD # _____ Transmitter # _____ Tracker # _____

**Corrections Center of Northwest Ohio
Electronic Monitoring / GPS
Financial Agreement**

Offender's Name _____ File # _____

In-Date _____ Outdate _____

You have been accepted into the EM/HA/GPS Program and will be responsible for the following Program fees:

	<u>Total</u>
# of days on EMU Program _____ x \$10.00 per day	\$ _____
# of days on GPS Program _____ x \$15.50 per day	\$ _____
Other charges _____	\$ _____
Total amount due:	\$ _____

All Program fees must be paid in full before disconnection from the program. All equipment must be returned in the same condition as when you started the program. Any amount overpaid will be processed and mailed to you after your release date.

Offender's Signature _____
Date

EM/HA/GPS Staff Signature _____
Date

(Community Corrections Account Clerk use only)

Upon release you served _____ days x \$10.00 per day = \$ _____

Upon release you served _____ days x \$15.50 per day = \$ _____

Other charges _____ = \$ _____

Total = \$ _____

Total amount received = \$ _____

Amount refunded to offender = \$ _____

Community Corrections Account Clerk _____
Date

Corrections Commission of Northwest Ohio

03151 County Road 2425
Stryker, Ohio 43557-9418
(419) 428-3800

Administration Fax: (419) 428-2119

Security Fax: (419) 428-2034

Community Corrections Fax: (419) 428-5802

e-mail: ccno@bright.net

ELECTRONIC MONITORING/HOUSE ARREST/GLOBAL POSITIONING SYSTEM PROGRAM

CCNO Offices (419) 428-3800, Extensions 446 / 447

Lucas County Office (419) 475-1488 Maumee Office (419)897-8930

Defiance County

Vice Chairman:
David Westrick
Otto Nicely
Joseph Schmenk

Fulton County

Executive Committee:
Dean Genter
James Barber
Darrell Merillat

Henry County

Chairman:
John Nye
Keith Muehlfeld
Robert Hastedt

Lucas County

Executive Committee:
Ben Konop
Linda Jennings
James Telb

Toledo

Executive Committee:
Timothy Kuhlman
Carleton Finkbeiner
Michael Navarre

Williams County

Secretary:
Kevin Beck
Brian Davis
Craig Roth

Executive Director:
Jim Dennis

TO THE CANDIDATE OF EM / HA / GPS PROGRAM:

You have been given an opportunity by the court to participate in the Electronic Monitoring / House Arrest/ Global Positioning System Program at the Corrections Center of Northwest Ohio (CCNO).

Electronic Monitoring is an opportunity to serve your sentence while still being able to maintain your employment and support yourself and your family, while living at home. Please understand that Electronic Monitoring is a privilege which will be revoked should you fail to follow all rules and regulations.

To avoid missing any work, please set up an appointment within the next 24 hours (excluding weekends / holidays) with the Program Staff: ~ Defiance, Fulton, Henry and Williams County offenders call 419-428-3800, Ext. 446 or 447; ~ Maumee, Oregon, Sylvania and Toledo Municipal Court offenders call 419-475-1488.

Please provide the following information when reporting to the Corrections Center:

1. Most recent pay stub.
2. Driver's license, proof of insurance, and vehicle registration, if driving to and from work.
3. Name, address, and phone number of person providing you transportation as well as license number and description of the vehicle the person is driving.
4. Letter from your employer verifying your employment with the company, address of your work location, and your daily work schedule. The letter MUST be signed by your work Supervisor.
5. Mandatory attendance requirements for any court ordered or recommended substance abuse counseling, community service programs, etc.
6. A payment of **\$70.00** for the first two (2) weeks is required on the day you're hooked up in the form of a money order or cashier's check (you will receive a receipt for payment made). Fees are \$10.00 per day. Should you happen to pay over the total amount due, by the end of the Program, you will receive a refund check.
7. A payment of **\$108.50** is required on the day you're hooked up on the GPS Program in the form of a money order or cashier's check (you will receive a receipt for payment made). Fees are \$15.50 per day for the GPS Program. Should you happen to pay over the total amount due, by the end of the Program, you will receive a refund check.

You will receive random Home Visits on a regular basis and, if necessary, have your home searched at any time. You will also receive random visits at your job site to verify your work hours.

You will be required to report to the EM/HA/GPS Staff once a week and are subject to alcohol/drug testing, at the discretion of the EM/HA/GPS Staff.

While on the Program you will be required to maintain continuous telephone service. You must contact your local phone company immediately to have any added features (call waiting, call forwarding, etc.) removed from your telephone service. You will also need a wall jack phone system. Additional program requirements and rules will be explained to you during your program orientation.

Please report to the Corrections Center promptly. Your cooperation is greatly appreciated.

CORRECTIONS CENTER OF NORTHWEST OHIO

Community Corrections Programs Home/Field Contacts Form

Program: EM/HA/GPS WR HITT CPW

Visit Type: Home Visit Work Site

Date: _____ Offender's Name: _____

Home Visit: Yes No N/A

Home Visit Comments: _____

Work Site Visit: Yes No N/A

Employer: _____

Contact Person: _____

Attendance: Very Good Satisfactory Poor

On time: Yes No Comments: _____

Attitude: Very Good Satisfactory Poor

Job Performance: Very Good Satisfactory Poor

General Comments:

Community Corrections Staff Signature

Date