



**United States Probation and Pretrial Services**  
*Western District of Washington*

**Monique D. Neal**  
*Chief*

**Brenda L. Amundson**  
*Deputy Chief*

## **POST CONVICTION – LOCATION MONITORING PROGRAM OVERVIEW HOME DETENTION**

You have been placed in the Location Monitoring Program in the Western District of Washington. The following document will provide you with a broad outline of the rules which you must follow to be in compliance with conditions of supervision. This document is in addition to the Probation Form 61, Location Monitoring Program Participant Agreement. By signing this document, you are acknowledging and agree to comply with the program rules.

Location monitoring is an alternative to detention/incarceration. Typically, you may only leave your residence (with advance permission) for employment, religious services, medical appointments, and legal reasons. Prior to exiting your residence, you must have requested a schedule change and received approval from the location monitoring specialist.

### **TELEPHONE SERVICE AND EQUIPMENT**

A land line is not required, however; cellular phones and land lines are preferred for your officer to contact you telephonically.

A non-removable GPS monitoring device will be attached to your ankle. The battery in the GPS monitoring device must be charged once (1 time) daily or as otherwise directed. The recharger must be docked in the charging station when not charging the GPS monitoring device. The following equipment has been assigned to and received by you:

Tracker: [\[Enter tracker#\]](#) Beacon: [\[Enter beacon#\]](#) Other Equipment: [\[Enter other# or delete\]](#)

### **SCHEDULE REQUESTS**

Schedule requests must be submitted to your assigned location monitoring specialist at least two (2) business days in advance. Submitting a schedule change does NOT constitute approval of your schedule. The location monitoring specialist will contact you either approving or denying your schedule request. Unless it is an emergency, there will be no same day schedule requests granted. If there is a holiday, this does not constitute a business day, and you will need to back up your request by one day.

### **EMPLOYMENT/EDUCATION**

If employed, you will be allowed up to 50 hours per week for work, with no more than an additional 10 hours for commuting. Overtime work may be approved in advance at the discretion of the location monitoring specialist, in special circumstances. The location monitoring specialist must be able to verify your work schedule and location at all times. You must report your employment related movements to the location monitoring specialist prior to each location change by providing the name, street address, and city of each location.

If unemployed, you will be authorized a maximum of eight (8) hours a day for job searching. You are expected to use this time to seek employment and provide verifiable job search documentation. All job search locations must be approved in advance.

You are permitted to attend an education program and shall provide documentation of enrollment and class schedule. You shall also provide documentation of changes in schedule and/or completion of classes.

### **RELIGIOUS SERVICES**

You are permitted to attend one service for up to five (5) hours per week which includes travel time, or as otherwise approved by the Location Monitoring Specialist.

**MEDICAL APPOINTMENTS/LEGAL OBLIGATIONS**

You will be permitted to leave your residence for medical appointments and legal obligations. Like all other activities, medical appointments and legal obligations must be submitted in advance for approval.

**EMERGENCIES**

If you experience an urgent care or life-threatening emergency, you must leave a message outlining the nature of the emergency and if applicable, what hospital or clinic you have been admitted to. An emergency can be defined as a fire in the residence; medical emergencies that require immediate medical care; or threat of bodily harm to the participant or other occupant of the residence. After hours, and without prior notice, you may only seek treatment in the nearest emergency room to your residence. Discharge paperwork must be submitted to the location monitoring specialist immediately.

**ESSENTIAL NEEDS**

You will be permitted to leave your residence of personal/essential needs with prior approval. These requests include the following: going to the grocery store; barber or salon; banking; parental responsibilities for minor children; bill paying; and vehicle maintenance. Other requests for personal/essential needs will be approved at the discretion of the location monitoring specialist. All requests must include your leave time, return time, the name and address of the location you will be going to. Leave requests that do not fall under essential needs maybe subject to approval from the Court.

**DISCRETIONARY LEAVE TIME**

Discretionary leave is only awarded if you are in complete compliance with program rules and conditions of supervision. Discretionary leave is awarded as follows:

- After one month - 4 hours per week
- After two months - 6 hours per week
- After three months - 8 hours per week

Discretionary leave can be taken once per week (Monday through Sunday) and must be completed by 9:00 p.m. There must be at least 30 minutes between your earned leave schedule and any other schedules. Requests for earned leave are due two (2) business days in advance by 4:30 p.m. Include the name, address, and phone number of each location (maximum of 5) you intend to visit in chronological order. All approved locations are subject to verification.

Failure to pay the cost of the location monitoring program as directed will result in the denial of discretionary leave. If you are unable to contribute towards the cost of the location monitoring program, activities requiring monetary expenses may be denied.

Any violations of the location monitoring program or conditions of supervision may result in the suspension of discretionary leave time as determined by the location monitoring specialist. Once compliance has been re-established, you will begin accruing discretionary leave time again at the rate approved by the location monitoring specialist.

**VERIFICATION**

At any time verification may be requested for all approved absences. Examples of verification include employment pay stubs, AA/NA attendance logs, grocery store receipts, medical appointment documentation, church programs, movie stubs, restaurant receipts, etc. Failure to provide verification when requested will result in the denial of discretionary leave.

**PAYMENT INSTRUCTIONS**

You will receive a monthly statement in the mail each month outlining payment procedures. Your cost is based on the number of days served on location monitoring the previous month. If you are not assessed the full amount of monitoring costs, your payment amount may change during your period of supervision as determined by the location monitoring specialist. Payment of services will continue after your term of location monitoring expires, until the balance is paid in full or until your supervision terminates. Failure to pay your LM fees in full may result in Court action.

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Participant - [FirstName] [LastName]

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Date

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Location Monitoring Specialist - [USPO]  
Select your contact info.

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Date