



# UNITED STATES PROBATION & PRETRIAL SERVICES WESTERN DISTRICT OF WASHINGTON

(Rev. 2/13)

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## **LOCATION MONITORING PROGRAM OVERVIEW (Radio Frequency)**

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 & EQUIPMENT**

An **ANALOG**, non-digital, basic phone line in your residence is required. The phone line must not have the following features: call blocking, call waiting, call forwarding, voicemail, answering machines, caller ID, fax capabilities or modems. No cordless phones are allowed on the location monitoring line. Your phone bill must be current and not have any past due amounts owing. You may make arrangements to have two separate telephone lines in your residence, one basic line for location monitoring purposes, and another which may include any special features.

A small radio transmitter will be placed on your ankle. A receiver will be attached to your telephone. The receiver must be located off the floor and within six feet of the telephone and electrical outlets. The receiver should be centrally located within the house to allow for as much range as possible within the residence. The following equipment has been assigned to and received by you:

Transmitter: \_\_\_\_\_ Receiver: \_\_\_\_\_ Other Equipment: \_\_\_\_\_

### **SCHEDULE REQUESTS**

Schedule requests must be submitted to your assigned location monitoring specialist at least two (2) business days in advance. All schedule requests for Saturday or Sunday must be submitted by 4:30 on Wednesday. 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.

### **BASIC NEEDS**

If you are the only adult in the residence and no one else is able to shop for you, you will be authorized up to two (2) hours per week, including travel, to shop at the nearest grocery store to your residence. A schedule for laundry is also allowable if necessary and time allotted will be determined by the location monitoring specialist. Other requests for basic needs will be approved at the discretion of the location monitoring specialist.

### **EARNED LEAVE TIME**

Earned leave is only awarded if you are in complete compliance with program rules and conditions of supervision. Earned 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

Earned leave must be taken once per week and be completed by 9 p.m. Earned leave requests must be submitted two (2) business days in advance. If your earned leave request is for Saturday or Sunday, requests must be submitted by 4:30 p.m. on Wednesday. The notice must include the name, address, and phone number of each location you intend to visit in chronological order. All locations approved are subject to verification.

Failure to pay the cost of the location monitoring program as directed will result in the denial of earned 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 earned leave time as determined by the location monitoring specialist. Once compliance has been re-established, you will begin accruing earned 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 earned 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.

\_\_\_\_\_  
Location Monitoring Specialist

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Date