

# ELECTRONIC MONITORING PROGRAM

The Electronic Monitoring Program is designed as a tool to assist an individual while navigating the Vermont judicial system with the ability to reside in a home environment while maintaining the ultimate goal of restricting movement and protecting the public.

Electronic supervision technology, by itself is not a program. The program needs to include policies and procedures to operationalize defendant eligibility, intake, supervision, restrictions and scheduling, and program completion. Additionally device installation / removal, records management and data collection and victim involvement and notification all need to be addressed. The Program Policies and Procedures along with job descriptions and other contracts and MOU's will also inform program development and implementation.

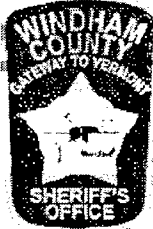
The Electronic Monitoring Program receives referrals from Court officers. The program determines eligibility based on housing and telephonic access and capacity. Due to the current capabilities and capacity of electronic monitoring through cellular telephone technology, Equipment will be tested in the defendant's residence area to ensure the proper cellular carrier is selected for the individual user. This may involve the use of more than one monitoring system. Additional concerns to be evaluated include building construction, weather, and geographical interference.

Once a defendant's eligibility is determined, the program adheres to the conditions of release ordered by the court. The defendant will be monitored within the State of Vermont through the attachment and use of a global positioning system (GPS) applied to the defendant's ankle. The device receives data by satellite signal triangulation which then transfers this data via cellular phone systems and then relays it to a monitoring structure on a "real-time" basis. Known as an "active" system, the signals are monitored consistently through a central monitoring center associated with the device vendor, the Windham County Sheriff's Office dispatch center, and the Electronic Monitoring Program staff. The defendant's movement is limited to the approved and assigned residence determined through program eligibility 24/7. Other conditions as ordered by the court may also apply. Other requirements regarding the care and maintenance of the device shall also be program expectations. The defendant may seek exceptions to the court ordered conditions of release through court processes or in some instances through program staff. Unapproved deviation from the court ordered conditions of release and program expectations may result in immediate response from a law enforcement official or program staff and may lead to program removal or disciplinary actions. Specific violations of program expectations and rules will result in the individual's immediate return to a correctional facility.

It is hoped that the appropriate use of Electronic monitoring will provide many benefits to the State of Vermont. These benefits could include: cost savings to the State of Vermont Department of Corrections budget by reducing housing costs per inmate, per day, and also increasing open bed space within Department of Corrections facilities allowing the possible return of out of state inmates. The many benefits to Vermont communities could also include: allowing defendants to return to work and home. This will help stabilize family budgets, maintain housing, and contact with their families and children. Defendants will be able to resume many prosocial activities of daily life including medical, and mental health and substance abuse treatment. Local economies and employers will also be able to retain and maintain their trained workforce.

In close, the Electronic Monitoring Program provides public safety, includes victim notification and involvement, and allows a defendant, if eligible, the opportunity to maintain much of their lives in the community while being closely supervised. If used appropriately it may also result in cost savings to the State of Vermont.

The following manual is developed to assist in establishing and maintaining an electronic monitoring program within Windham County.

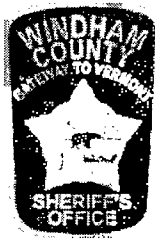
	<i>Windham County Sheriff's Office</i>	Procedure Number	EMP-001
	Electronic Monitoring Program	Effective Date	
	<u>Title:</u>	Revision Date	
	Referral for Electronic Monitoring Program	Page 1 of 1	

### Policy

The Electronic Monitoring Program of Windham County shall accept court referrals for the Electronic Monitoring Program and shall ensure that the defendant's residence meets monitoring requirements and advise the court of acceptance or denial.

### Procedures

1. If the judicial officer determines that conditions of release imposed to ensure appearance will not reasonably protect the public, the judicial officer may impose, in accordance with Title 13 VSA § 7554, a defendant into a community-based electronic monitoring program of this title if:
  - a. The monitoring program is in accordance with Title 13 VSA § 7554d,
  - b. The monitoring program is available in the jurisdictional county.
2. The Court shall use the following criteria in section 7554b for determining if community based electronic monitoring is appropriate;
  - a. The nature of the offense with which the defendant is charged,
  - b. The defendant's prior convictions, history of violence, medical and mental health needs, history of supervision, risk of flight,
  - c. Any risk or undue burden to other persons who reside at the proposed residence or risk to third parties or to public safety that may result from the placement.
3. Participants of the Electronic Monitor Program are required to abide by the court ordered conditions and also to rules of the Electronic Monitoring Program to include, but not limited to, adhering to:
  - a. Home visits (announced and unannounced)
  - b. Care and charging of the electronic device(s).
4. Failure to comply with any of these conditions may result in a court appearance in response to the violation of conditions of release being filed with the Court.


	<i>Windham County Sheriff's Office</i>		Procedure Number	EMP-002
	Electronic Monitoring Program		Effective Date	
	<u>Title:</u>		Revision Date	
	Housing Requirements		Page 1 of 1	

### Policy

The Electronic Monitoring Program shall ensure that defendants' residence meets the requirements of the court conditions and the Electronic Monitoring Program.

### Procedure

1. Defendants are required to provide a residence in which cellular service may be maintained matching one of the companies used by the monitoring program or;
2. The defendant must provide, at their cost, a land-line telephone service if the residence is in a location in which no cellular/GPS service is available,
3. A check of the proposed residence will be conducted for the following, but not limited to, the following reasons:
  - a. Agreement by other occupants for the participant to reside in the residence,
  - b. Agreement by housing authority if applicable,
  - c. Agreement of any landlord if applicable,
  - d. Removal of unauthorized items per court ordered conditions of release,
  - e. Agreements of the all occupants to secure the weapons at another location for reason of officer safety.
  - f. Compliance with any court condition regarding the victim can be accommodated.

	<i>Windham County Sheriff's Office</i>		Procedure Number	EMP - 003
	Electronic Monitoring Program		Effective Date	
	<u>Title:</u> Installation and Removal of Monitoring Device		Revision Date	
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### Policy

The Electronic Monitoring Program shall ensure that qualified staff install and remove the monitoring equipment in accordance with manufacturer specifications.

### Procedure

#### Installation of the monitoring device

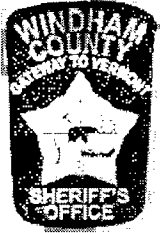
1. Cell coverage
  - a. Each brand of monitoring device operates on a separate cellular service provider therefore a cellular service check of the defendant's residence shall be conducted to determine which cellular service provides the appropriate service.
  - b. During the course of the defendant's residence inspection, it is determined that there is no cell coverage, the feasibility and availability of a landline and Electronic Monitoring Program base station will be considered.
2. Installation and activation of electronic monitoring program equipment
  - a. The defendant will be transported to the jurisdictional Criminal Division of the Superior Court for attachment and activation of the monitoring device.
  - b. Transportation of defendant shall occur through the court transport request system.
  - c. The Electronic Monitoring Program staff, or designee, may determine an alternate location for the purpose of meeting with the defendant for attachment of the electronic monitoring device and finalizing the activation process.
  - d. If a landline base unit is to be installed, detainee will be transported to the designated residence for equipment installation.
  - e. The defendant will sign all court and monitoring program documentation. At which point the defendant will be considered to be under monitoring of the program.
  - f. Each defendant remains in custody of a deputy of the Sheriff's Office until full activation of monitoring program device.
  - g. Installation and activation process will be based on vendor installation documentation and instructions.
  - h. At time of device activation two photographs (front view, side view) of the defendant are to be taken and entered in the tracking software database.
3. Entering the limitations for the defendant based on court conditions in to the software
  - a. Electronic Monitoring Program staff reviews the conditions of release with the defendant. Staff enters the court ordered limitations which may include accuracy and size of inclusion and exclusion zones, schedules to include but not limited to work, treatment or education and future court dates or curfew.
4. Upon completion of the above

	<i>Windham County Sheriff's Office</i> <b>Electronic Monitoring Program</b>	Procedure Number	EMP - 003
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	<u>Title:</u> <b>Installation and Removal of Monitoring Device</b>	Revision Date	
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- a. The defendant shall adhere to the court conditions of release including authorized location.
- b. If a defendant is unable to arrange transportation, a deputy may, with approval of a patrol sergeant or higher, transport the defendant.

#### Removal of device

1. Release from program by lodging at a correctional facility.
  - a. Upon notification from a dispatcher, patrol supervisor, or on-duty employee of a Department of Corrections facility, an Electronic Monitoring Program staff member or designee will deactivate the monitoring device by using the appropriate corresponding software program.
  - b. Upon deactivation, the device will be removed by a member of the EMP staff or their designee.
  - c. Upon removal of the device and, if requested, the victim(s) will be notified immediately by the means identified by the victim(s) (i.e.; telephone, email, etc.) that the defendant has been removed from the program.
  - d. The device and associated equipment will be returned to Electronic Monitoring Program staff where it will be properly cleaned and stored.
2. Release from program by court proceedings
  - a. Upon determination that a defendant is to be released from the Electronic Monitoring Program due to final disposition of case or a modification removing EMP as a condition, the defendant will contact the EMP staff and shall be removed from the EMP system.
  - b. An Electronic Monitoring Program staff member will arrange to meet with the defendant at the Criminal Division of the Superior Court or the Sheriff's Office for the removal of the monitoring device.
  - c. Once deactivation is completed and the monitoring device removed as appropriate, the participant is considered officially removed from the Electronic Monitoring Program.
  - d. Upon removal of the device, and if requested, the victim(s) will be notified immediately by the means identified by victim(s) (i.e.; defense attorney, telephone, email, etc.) that the defendant has been removed from the program.
  - e. The device and associated equipment will be returned to Electronic Monitoring Program staff where it will be properly cleaned and stored.
3. Medical Response
  - a. In the event a dispatcher is notified by medical personal or the defendant that the device needs to be removed for medical treatment, the dispatcher will notify the

	<i>Windham County Sheriff's Office</i>	Procedure Number	EMP - 003
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	<u>Title:</u>	Revision Date	
	Installation and Removal of Monitoring Device	Page 3 of 3	

- Electronic Monitoring Program staff, supervisor on-call, and Sheriff of the emergent need for device removal
- b. A deputy will be assigned to monitor the defendant.
  - c. As soon as possible, the monitoring device will be deactivated within the appropriate corresponding software system.
  - d. Upon completion of medical treatment, a monitoring device will be reinstalled.
  - e. If the deputy is unable to attach and activate the monitoring device, an Electronic Monitoring Program staff member, or designee, will respond to attach and activate a monitoring device.
  - f. The removed device will be retrieved from the treating medical personal.
  - g. Upon re activation of the monitoring device, the defendant will follow court conditions of release.

	<i>Windham County Sheriff's Office</i> <b>Electronic Monitoring Program</b>	Procedure Number	EMP - 004
		Effective Date	
	<u>Title:</u> <b>Restrictions and Scheduling</b>	Revision Date	
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### Policy

The Electronic Monitoring Program shall ensure that the defendant's restrictions and schedule adhere to the court conditions of release.

### Procedure

1. The electronic monitoring device will monitor the court ordered conditions.
2. When a defendant is placed on the Electronic Monitoring Program all mandated obligations will be reviewed and scheduled including:
  - a. Date
  - b. Time
  - c. Location
  - d. Reason
3. One time weekly, a monitoring program staff member and the defendant shall review the following week's schedule to approve schedule modifications of court ordered conditions of release.
4. Modifications of the schedule that are not stated in the conditions of release cannot be approved and can only be approved by the court modifying the conditions of release.
5. Any changes to the defendant's schedule that meet the above criteria will be reflected in the scheduling software.
6. Authorized modifications or absences may commence no earlier than 24 hours following notification to the prosecutor's office.



	<i>Windham County Sheriff's Office</i>  <b>Electronic Monitoring Program</b>	Procedure Number	EMP - 005
		Effective Date	
	<u>Title:</u>  <b>Program Termination</b>	Revision Date	
		Page 1 of 1	

### Policy

The Electronic Monitoring Program shall ensure a procedure for the defendant's completion from the Electronic Monitoring Program.


### Procedure

#### Completion

1. A defendant has completed the Electronic Monitoring Program when the court case is disposed and/or the conditions are no longer enforceable.
2. Upon receiving notification that Electronic Monitoring Program is no longer a condition of release the Electronic Monitoring Program staff will remove the device and deactivate the defendant's schedule with the vendor.
3. All equipment must be returned in good working order with normal wear and tear otherwise the defendant is financially responsible for the value at the current replacement rate.

#### Unsuccessful Completion

1. Any removal from the program not defined above. The completion of the monitoring program will be deemed unsuccessful if the defendant is removed from the program due to violation(s) of court ordered conditions of release and/or rules of the monitoring program.
2. The court will be advised of any unsuccessful completion.

	<i>Windham County Sheriff's Office</i> <b>Electronic Monitoring Program</b>	Procedure Number	EMP-006
		Effective Date	
	<u>Title:</u> <b>Data and Records Management</b>	Revision Date	
		Page 1 of 1	


### Policy

The Electronic Monitoring Program shall ensure that data collection, and record retention and management adhere to Vermont State record retention laws.

### Procedures

#### Record Management

1. The Windham County Sheriff's Office and participating Sheriffs shall maintain and store records of defendants who have met eligibility requirements and have been court ordered to participate in the Electronic Monitoring Program in accordance with guidance provided by the Secretary of State.
2. All records and documents shall be considered public record unless exempt under the provisions of Title 1 VSA § 317.
3. The WCSO shall maintain a database which shall contain at a minimum the following:
  - a. Name of defendant with contact information
  - b. Offense(s) charged
  - c. Date of Acceptance into program
  - d. Date of Rejection and Reason for Rejection
  - e. Date of Release from Program and reason for release
  - f. Date and Times of Site Visit(s)
  - g. Court of Jurisdiction
  - h. Sheriff Office providing electronic monitoring
  - i. If there is a victim(s)
4. Victim information will be maintained confidential within the monitoring program database pursuant to Title 13 V.S.A. § 5310.
5. Database/Records will be made available every month to the evaluator for the purposes of establishing if the stated goals have been attained, the cost and savings of the program, identifying what goals or objectives were not met and if not what could be changed to meet the goals and objectives.

	<i>Windham County Sheriff's Office</i>		Procedure Number	EMP – 007
	Electronic Monitoring Program		Effective Date	
	Title: Victim Interaction		Revision Date	
			Page 1 of 1	

## Policy

The Electronic Monitoring Program shall establish and maintain a procedure for victim contact and communication.

## Procedures

### Defendant Program Participation

1. If applicable, during the referral and housing requirements check, it is discovered that compliance with any court condition regarding the victim cannot be accommodated then the court will be notified.

### Communications

1. Notification will be provided to the victim(s) regarding inclusion and exclusion zones, and scheduling of the defendant in regard to court approved activities to include but not limited to work, education, health care needs, seeking employment and residential treatment programs.
2. Notification of emergency changes to the defendant schedule will be sent to the victim(s), if requested, through the desired means of communication as soon as possible.
3. Upon removal or anticipated removal of defendant from the monitoring program, the victim(s) will be notified by the Electronic Monitoring Program staff of date and location of removal.
4. The victim will notify, and in turn, notification made to the monitoring program staff what the victims preferred method of contact is (i.e.: through victim's advocate, directly from program staff, telephone, email, etc.).
5. Minimally the information to be provided to the victim includes:
  - a. Date of device installation and activation
  - b. Conditions of release
6. Any changes to the defendant's status will be provided to the victim(s).
7. Under circumstances in which an alert is indicating "no location" the victim will be informed as soon as possible when the defendant's location and status is confirmed.
8. Victims may report program violations or violations of conditions of release to law enforcement or the Program Coordinator. The victim will be provided with an affidavit form in order to provide a statement detailing the violation. The Program Coordinator will notify the victim as to the outcome of any investigation into his or her report.

### Documentation

Victim information will be maintained confidential pursuant to Title 13 V.S.A. § 5310.

STATE OF VERMONT

SUPERIOR COURT  
Windham Unit

CRIMINAL DIVISION  
Docket No. \_\_\_\_\_

STATE of VERMONT	v.	Defendant's Name	DOB  / /
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**REFERRAL FOR ELECTRONIC MONITORING PROGRAM**

The above named Defendant hereby requests that the Court order that he/she be placed in the Electronic Monitoring Program per 13 V.S.A. § 7554d pending acceptance by the Windham County Sheriff's Office. As grounds for the request, Defendant hereby states as follows:

- 1) Charges: Defendant is charged with the following offenses:

Docket No.	Offense

- 2) The Court shall use the following criteria in section 7554d for determining if community based electronic monitoring is appropriate;
- a. The nature of the offense with which the defendant is charged,
  - b. The defendant's prior convictions, history of violence, medical and mental health needs, history of supervision, risk of flight,
  - c. Any risk or undue burden to other persons who reside at the proposed residence or risk to third parties or to public safety that may result from the placement.
- 3) If defendant is approved for the Electronic Monitoring Program, he/she agrees to reside at the following address:

Street and Apt#, if any	
Town/City	
State	Zip code
Contact Name/Telephone Number	

- 4) The residents of the household include:

Name/Telephone Number
Name/Telephone Number
Name/Telephone Number

- 5) If other than defendant, the owner of the residence approves of defendant's residence at the home and will comply with electronic monitoring equipment.
- 6) There is cellular and/or landline telephone service at the residence that can be used in connection with the Office's electronic monitoring equipment. The equipment is  
☐ cellular ☐ landline
- 7) If approved for the program, Defendant requests that the court approve his absence from the home for the following purposes:
- ☐ Court appearances for these proceedings (no transport required)
  - ☐ Employment at \_\_\_\_\_
  - ☐ Treatment appointments at \_\_\_\_\_
  - ☐ Medical appointments at \_\_\_\_\_
  - ☐ Attorney appointments at \_\_\_\_\_
  - ☐ Educational services operated by the Department of Corrections
  - ☐ Other approved absences: \_\_\_\_\_

If approved for the electronic monitoring program the Defendant will be financially responsible for any lost or damaged electronic monitoring equipment that is assigned to him by the Windham County Sheriff's Office.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Defense Attorney

Cc: State's Attorney  
WCSO



## ELECTRONIC MONITORING PROGRAM

WINDHAM COUNTY SHERIFF'S OFFICE

11 Jail Street, Newfane Vermont 05345

Tel: (802) 365-4942

Fax: (802) 365-4945



### Occupation of Home Agreement

(To be signed by all residents over the age of 18)

I/We the undersigned, being co-residents with \_\_\_\_\_, have been advised of the following restrictions necessary for his/her placement on the Electronic Monitoring Program.

1. I/We will maintain no deadly weapons on the premises, (i.e., firearms, hunting devices, martial arts weapons, explosives).
2. I/We agree to allow electronic monitoring program staff and/or criminal justice officials to enter my home or telephone my residence at any time of day or night for the purpose of supervising the person on the electronic monitoring program and/or inspection of the electronic monitoring program equipment.
3. If a landline telephone system is used, I/We understand there will be some disruption of the telephone service due to the operation of the electronic monitoring equipment while the equipment utilizes the telephone line to transmit data. I agree to discontinue any phone call to allow the equipment to operate as needed for this function.
4. I/We understand that the participant is solely responsible for his/her individual actions and we are not considered custodians of the participant.

I/We agree to the above restrictions on my/our actions and/or rights for the benefit of allowing the applicant to participate in Electronic Monitoring Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## ELECTRONIC MONITORING PROGRAM

WINDHAM COUNTY SHERIFF'S OFFICE

11 Jail Street, Newfane Vermont 05345

Tel: (802) 365-4942

Fax: (802) 365-4945



### Notification of Approval/Denial for the Electronic Monitoring Program

**DATE:**

**DOCKET #**

<u>NAME:</u>	<u>DOB:</u>
<u>DEFENDANT PROPOSED ADDRESS:</u>	
<u>DEFENDANT TELEPHONE NUMBER:</u>	

JUDGE
STATE'S ATTORNEY
DEFENSE ATTORNEY

- ☐ The defendant has been approved for the Electronic Monitoring Program
- ☐ The defendant has been denied for the Electronic Monitoring for the following reason(s):
- ☐ Cellular/GPS/Telephone connectivity
  - ☐ Individual declines participation
  - ☐ Housing occupants/landlord/housing authority disapproval
  - ☐ Other:

\_\_\_\_\_  
EMP Coordinator Signature

\_\_\_\_\_  
Date



## ELECTRONIC MONITORING PROGRAM

WINDHAM COUNTY SHERIFF'S OFFICE

11 Jail Street, Newfane Vermont 05345

Tel: (802) 365-4942

Fax: (802) 365-4945



DOCKET #:	
Case Start Date	
Case End Date	

DEFENDANT NAME:	
Electronic Monitoring Program Address	Defendant Primary Phone
	Defendant Secondary Phone
Emergency Contact Name	
Address	Phone

RESIDENCE CONTACT INFORMATION	
Name	Phone
Relationship	
Name	Phone
Relationship	
Name	Phone
Relationship	
Name	Phone
Relationship	

OFFENSE		
Misdemeanor	Felony	Charge:

JURISDICTIONAL COURT	
Judge	
Court Contact	Phone
	E-Mail
SA Contact	Phone
	E-Mail
Defense Contact	Phone
	E-Mail
Victim's Advocate	Phone
	E-Mail

SPECIAL CONDITIONS



# Electronic Monitoring Program

## Defendant Handbook

## Pre-Intake Instructions

This manual is a description of the rules that apply for participation in the Electronic Monitoring Program hereinafter referred to EMP. It is considered a contractual agreement for participation in the EMP.

I am required to:

1. Read the entire manual.
2. Sign the Handbook acknowledging agreement of terms.

NAME: \_\_\_\_\_ Docket # \_\_\_\_\_

BEGINNING DATE: \_\_\_\_\_

### INITIAL APPOINTMENT

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

I, \_\_\_\_\_, agree to comply with the rules stated in this handbook in addition to the court ordered conditions of release.

\_\_\_\_\_  
*Defendant Signature*

\_\_\_\_\_  
*Date*

# General Rules

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## Rules of Conduct

1. I understand that any of the following violations may result in my discharge from the EMP:
  - a. Possession or use of any weapon or instrument of violence,
  - b. Threatening, verbally or physically, any EMP staff, or law enforcement officer,
  - c. Possession of illegally controlled substances or paraphernalia,
  - d. Being inside a buffer or exclusion zone,
  - e. Being outside an inclusion zone during a non-scheduled time,
  - f. Tampering with, attempting to fix, or removing the electronic monitoring device,
  - g. Violation of any court ordered conditions of release, court ordered programs, or EMP rules.
2. I shall be required to be confined at my residence at all times except when pre-approved by court ordered conditions of release, traveling under time constraints to/from such events, or attending other activities or programs approved by the court with notification made to the State's Attorney.
3. I shall obtain approval before changing my residence and submit proof of an ownership/lease agreement.
4. I shall pay all fees assessed by the EMP staff.
5. I shall allow any EMP staff, or their designee, to visit my residence or place of employment, to make reasonable inquiries into my activities and/or condition of program equipment.
6. I shall not drive a motor vehicle unless I have a valid driver's license and show proof of valid registration and insurance. If my license has been suspended, I must show proof of reinstatement prior to resuming driving privileges.
7. It is my sole obligation, while being monitored by the EMP, to ensure all adults sharing the residence, whether before or after I sign the Defendant Handbook, agree to the Occupation of Home Agreement.
8. I shall maintain a working telephone if there is no available GPS/cellular coverage or other means of monitoring connection at my residence.

## Electronic Monitoring

I understand:

1. I will be required to wear a global positioning system "ankle transmitter" at all times.
2. I must have pre-approved permission to leave my residence and must return by the approved time. If I fail to return to my residence within the approved time or leave my residence at any unapproved time, such action will be recorded on the electronic monitoring equipment.

3. That the loss of a receiver signal or the receipt of a tamper signal by the monitoring device is enough to constitute a violation.
4. That if there are any problems with the transmitter or other equipment, telephone service, or power, I will contact the EMP staff immediately.
5. I shall notify EMP staff immediately if there is an unavoidable condition that causes interruption in my telephone or power service.
6. That any electronic monitoring printout or violation may be used as evidence in a court of law.
7. I may be immediately criminally charged for attempting to remove and/or removing the ankle transmitter.
8. I shall not tamper with, attempt to fix, or allow anyone else to tamper with any of the electronic monitoring equipment.
9. I will be financially responsible for equipment to be repaired or replaced for excessive damage and may be prosecuted if I fail to maintain the equipment in good condition.

## Medical Emergencies

I understand:

1. I shall notify the EMP staff immediately, or as soon as possible, of medical emergencies in which I have to go to the emergency room which will result me being outside my inclusion zone during non-scheduled times.
2. I shall only respond to the emergency room or hospital if the medical crisis is for myself, spouse, or my child.
3. Upon arrival at the hospital I will notify the emergency room staff that the monitoring device cannot be removed unless it interferes in MRI's, CAT scans or other similar testing as determined by hospital staff.
4. I shall provide EMP staff with documentation supporting the emergency medical needs within 24 hours of end of care.

## Financial Responsibilities

I understand:

1. That there are no weekly, monthly, or yearly fees associated with the use of the EMP.
2. That upon return of electronic monitoring equipment, an evaluation of equipment will be conducted to assess and determine that the equipment has only sustained normal wear and tear vs. abuse and neglect.
3. I shall be held financially responsible for a damaged device (not normal wear and tear), a lost device, and/or a destroyed device and that the cost of such replacement will be at current vendor rate.
4. I shall make payment/payment arrangements to the Windham County Sheriff's Office.
5. That failure to make payment for the damaged, lost, and/or missing equipment may result in criminal charges.

## Check-in Procedures

I understand:

1. I may be required to report with an EMP staff member on a regular basis.
2. I will be provided with the date and time of the check-in by the EMP staff at least one week prior to the check-in time.
3. If an emergency occurs in which I will be late or unable to make a check-in, I will notify the EMP staff member immediately, explaining the reason for late/missed appointment.
4. I will provide proof of reason for late/missed appointment.

## Frequently Asked Questions

### 1. WHAT DOES THIS EQUIPMENT DO?

The electronic monitoring equipment monitors you 24 hours a day 7 days a week so you will have the ability to live in your own home instead of jail.

### 2. HOW DOES IT WORK?

You will wear an ankle transmitter which sends data to the EMP staff notifying them of your location.

### 3. WHAT IF I LEAVE MY HOUSE?

If you do not have permission to be outside your inclusion zone for the specified time you may be charged for violating your conditions of release.

### 4. HOW FAR CAN I GO FROM MY HOUSE?

You are only allowed to go as far as the approved inclusion zone which is determined by your court ordered conditions of release and/or EMP rules.

### 5. WHAT IF I TRY TO TAKE THE ANKLE TRANSMITTER OFF?

You will be charged with violating your conditions of release and potentially returned to a Department of Corrections facility. You will also be held financially responsible for any damage to the equipment.

### 6. CAN I STILL USE MY TELEPHONE?

Yes, but if you have a telephone data transfer device you cannot use the phone while the data is being transferred.

### 7. CAN I TAKE A SHOWER OR BATH?

Yes, you can submerge the device in water but you cannot use a hot tub.

### 8. DO I HAVE TO WEAR THE TRANSMITTER ALL THE TIME?

Yes, the transmitter must be worn the whole time you are on EMP.

9. WHO DO I CALL IF I HAVE QUESTIONS?

You can call the EMP staff at 802-365-4942.

10. CAN I MOVE THE EQUIPMENT WITHIN MY RESIDENCE?

The device charger can be plugged into any regular wall outlet. The telephone data transfer device cannot be moved from where it was installed.

11. WHAT IF I NEED TO CHANGE THE TIMES ON MY SCHEDULE?

You must contact your attorney to have your schedule modified through court proceedings.

12. WHAT IF I HAVE A MEDICAL EMERGENCY?

Contact the EMP immediately. Only medical emergencies to yourself, spouse, or children will be considered as exceptions and must be followed with valid verification documentation within 24 hours of completion of medical treatment.

13. WILL SOMEONE COME TO MY HOUSE, PLACE OF EMPLOYMENT, OR EDUCATIONAL FACILITY?

Yes. EMP staff or law enforcement officers assisting EMP staff may appear at any location listed on your schedule to verify your adherence to the conditions of the EMP.

14. WHAT IF I LOSE POWER?

You should contact EMP staff immediately or as soon as possible providing date and time of power loss. You should provide documentation of power service provider.

15. WHAT IF MY TELEPHONE SERVICE IS DISCONNECTED?

You are responsible for maintaining a working communication system.

16. WHAT IF I WANT TO MOVE?

As soon as you know you want to move you need to notify the EMP staff of the location in which you would like to move. A check of the new residence will be conducted to ensure conformity to EMP guidelines prior to moving.



## ELECTRONIC MONITORING PROGRAM

WINDHAM COUNTY SHERIFF'S OFFICE

11 Jail Street, Newfane Vermont 05345

Tel: (802) 365-4942

Fax: (802) 365-4945



### Electronic Monitoring Program Defendant Removal

Date: \_\_\_\_\_ Docket # \_\_\_\_\_

Defendant Name: \_\_\_\_\_

☐ COMPLETION

☐ TEMPORARY

Has been temporarily removed from the Electronic Monitoring Program due to  
\_\_\_\_\_ and will resume program status upon rectification of this situation.

☐ TERMINATION

Is being terminated from the Electronic Monitoring Program due to the following reason(s), and  
returned to the custody of the Department of Corrections on a pre-program status.

☐ Equipment Tampering / Destruction

☐ Violation of Inclusion / Exclusion Zone

☐ Failure to Comply with Program Rules

☐ Failure to Comply with Court Ordered Conditions of Release

☐ Other: \_\_\_\_\_

Program Start Date: \_\_\_\_\_

Program End Date: \_\_\_\_\_

\_\_\_\_\_  
EMP Coordinator

\_\_\_\_\_  
Date