



ELECTRONIC MONITORING: Requirements & Program Agreement

Name: _____

Hook up date: _____

Release date: _____

As an alternative to incarceration, you have been placed on house arrest with electronic monitoring (EM) administered by CDIBTM EM Division. Electronic monitoring is a technology used to ensure that you do not leave your home except as specifically allowed by the court. Carefully read and clearly understand the following program requirements. Failure to comply with requirements outlined herein may result in a notice of violation to the Court and/or a warrant issued for your arrest. **Your signature below acknowledges that you have been furnished with EM requirements and program agreement (pages 1 to 4).**

SIGNATURE: _____

DATE

CDIBTM AGENT: _____

DATE

CDIBTM EM Division

15 Public Square, Suite 401

Wilkes-Barre, PA 18701

570-972-2626

e-mail: EMLuzerne@cdibtm.com

Text: 570-533-8180

Office Hours:

Monday to Friday

8:30 AM to 4:30 PM

Closed all Court Holidays

GENERAL PROGRAM REQUIREMENTS

1. You are monitored by a tamper-proof, non-removable device that must be worn without interruption during your entire EM sentence. You shall not move, disconnect, or tamper with the equipment in any way. You are legally and financially responsible for all equipment issued to you by CDIBTM EM Division.
SEE DEVICE RESPONSIBILITIES & COSTS, PAGE 2
2. You shall not hold CDIBTM EM Division, Luzerne County Court of Common Pleas, and/or Luzerne County Probation Services liable for any injury or damage as a result of wearing or tampering with monitoring equipment.
3. Compliance with EM is constantly monitored via real-time alerts. If your EM Agent or Probation/Pretrial Officer receives an alert you will be contacted for resolution. You shall immediately respond to all phone calls, text messages, and emails from your EM Agent and/or your Probation/Pretrial Officer. Failure to respond to EM-related communication will be considered a violation of your supervision. Alerts on noncompliance will be used as evidence against you at any violation-related court proceedings.

GENERAL PROGRAM REQUIREMENTS (CONT.)

4. While on EM, you shall maintain electrical service at your approved residence. If you are issued an in-home unit and you disconnect power without prior approval from your EM Agent, a non-compliance alert will be sent to your Probation/Pretrial Officer, and will be considered a violation of your supervision. *Power failure due to weather/natural disaster/other unforeseen circumstances must be immediately reported to your EM Agent and/or Probation/Pretrial Officer.*
5. You shall remain in your approved residence at all times, *except when engaged in approved activities with prior approval from your EM Agent and/or Probation/Pretrial Officer.* Unscheduled and/or unapproved movement, failure to return to your approved residence in accordance with your schedule, and/or deviations from your approved schedule are a violation of your supervision. Your Probation/Pretrial Officer will be notified and a warrant may be issued for your immediate arrest. ***SEE SCHEDULING APPROVED ACTIVITIES, PAGE 3 & 4***
6. You agree to pay the costs of your court ordered EM. Failure to pay will result in your removal from the program and a notice of violation to the court. *Your EM Agent and/or Probation/Pretrial Officer has discretion to modify the type of equipment issued to maintain continuance monitoring.*

Payments are accepted online at <https://www.cdibt.com/em-payments>

- Frequency (RF) monitoring is \$11.00 per day
- GPS tracking/monitoring is \$12.00 per day
- Alcohol monitoring is \$12.00 per day
- Alcohol & RF or Alcohol & GPS monitoring is \$14.00 per day

**You will be issued two (2) devices.*

DEVICE RESPONSIBILITIES & COSTS

Any and all equipment issued to you by **CDIBTM EM Division, is your financial and legal responsibility.** The ankle strap transmitter is water-resistant and lightweight. The device can be worn over or under your sock and will not interfere with *most normal activities*. While subject to EM, you are NOT permitted to go swimming, use a hot tub/sauna, or take baths. **In the event that any portion of the monitoring equipment is damaged, lost, stolen, or not returned to CDIBTM you are responsible for the cost of device reimbursement, based on the equipment issued to you.**

<u>DESCRIPTION OF UNIT</u>	<u>REPLACEMENT COST</u>
SoberTrack Breath Alcohol Testing Unit	<input type="checkbox"/> \$1500.00
BLUhome Home Monitoring Unit	<input type="checkbox"/> \$1500.00
BLUtag GPS Tracking Unit	<input type="checkbox"/> \$1500.00
BLUband RF Transmitter	<input type="checkbox"/> \$500.00

Your EM Agent and/or Probation/Pretrial Officer will notify you of your term end date and verify completion of your EM term. ONLY upon notification by your EM Agent or Probation/Pretrial Officer, you may unplug your in-home unit (if issued) and remove your ankle device.

You are responsible to return all issued equipment to CDIBTM EM Division same day or on the next business day (if your term ends on a weekend or holiday). Your EM Agent will review your equipment and conduct an exit interview.

Failure to return your issued equipment may result in a lien filed against you for the cost of device(s) replacement (see above). All balances owed for monitoring and equipment must be paid-in-full upon completion of your EM term.

SCHEDULING & APPROVED ACTIVITIES

While subject to EM you will only be scheduled time outside of your residence for *approved activities*. Your daily schedule will be determined by your EM Agent and/or your Probation/Pretrial Officer. All schedules will be strictly enforced and must comply with the terms and conditions set by Probation Services and CDITBTM EM Division.

All schedules and schedule changes MUST BE CONFIRMED APPROVED by your EM Agent and/or Probation/Pretrial Officer. Leaving or sending a message requesting a schedule or a schedule change (aka “window”) does not mean permission has been granted.

It is your responsibility to plan your activities in advance so that last minute schedule changes are not necessary. Repeated and short-notice requests for schedule changes will NOT be approved and may result in a violation/notice of noncompliance to the court.

HOW TO REQUEST A SCHEDULE

All schedules and all schedule change requests MUST BE:

- ✓ Submitted at least **24-hours in advance**. *Weekend schedules are due 12 PM on Friday.*
- ✓ Submitted **during regular business hours** (Monday to Friday, 8:30 AM to 4:30 PM)
- ✓ Requested **in writing** - by email or text
 - *Schedules may be submitted by phone call but are not preferred. Written schedule requests will be given priority review and approval.*
- ✓ **Confirmed approved by your EM Agent and/or Probation/Pretrial Officer.**

DURING REGULAR BUSINESS HOURS/FOR REGULAR SCHEDULE REQUESTS:

- Email your schedule request to EMLuzerne@cdibtm.com OR text your schedule request to 570-533-8180
 - *If you are unable to use email or text, call 570-972-2626.*
- Once your request is received, reviewed, and approved, you will be notified that your schedule is **CONFIRMED APPROVED** by your EM Agent.
- If your schedule request is incomplete or more information is required, your EM Agent will contact you for the additional details, and **YOU MUST WAIT FOR CONFIRMED APPROVAL.**
- If your schedule is NOT APPROVED, you will be notified that your request is NOT APPROVED.

EMERGENCY SCHEDULE:

Outside of normal business hours and on holidays, you must contact the Probation Services On-Call Officer for schedule changes. Do not call or text your assigned Probation/Pretrial Officer after business hours for schedules. You will not get a response and you will NOT be approved for any schedule change.

- Emergency schedules will ONLY be approved for health & safety interventions, court ordered activities, and verified employment.
- Non-emergency and repeated, short-notice requests for schedule changes will NOT be approved.
- Call 570-362-2553 and speak with the on-call officer.
- *You will be required to submit documentation following any emergency schedule change.*

ACCEPTABLE ACTIVITIES

1. Employment

Verification of employment is required and you must have a specific/predefined work schedule for approval. Probation Services and CDIBTM EM Division reserve the right to issue GPS monitoring equipment based upon employment hours/location. ***SEE PAGE 2 FOR ASSOCIATED COSTS***

- If you are presented with an opportunity to work overtime or additional shifts at your verified place of employment, submit your request in accordance with the guidelines on PAGE 3.
- Overnight travel for employment must be reviewed by your Probation/Pretrial Officer and approval is NOT guaranteed.
- If you are sent home from work early or sick or you do not attend work as scheduled, you must immediately contact both your EM Agent and Probation/Pretrial Officer.

If you are unemployed, job search/related activities may be submitted for review. These requests must be approved by your Probation/Pretrial Officer and will not be approved as emergency or short notice requests.

2. Verified schooling/vocational services

Verification is required. You will not be approved for schooling/vocational events for any other individual. *If you are the sole guardian of a minor child in school, discuss your needs with your EM Agent.*

3. Court appearances

4. Mandated reporting to Adult Probation & Parole/Pretrial Services

5. Medical appointments and related medical treatment

Documentation for all medical appointments is required. In the event of a medical emergency outside of regular business hours, follow EMERGENCY SCHEDULE instructions on PAGE 3. *Primary/only parent of a minor child must seek advanced and appropriate notice if medical appointments for a child are necessary.*

6. Treatment/counseling services (drug and alcohol, mental health, etc.)

In the event of a treatment emergency outside of regular business, follow EMERGENCY SCHEDULE instructions on PAGE 3.

7. Other court ordered/sanctioned events (community service, DUI classes, etc.)

8. Grocery shopping

You will only be approved for one event per week and you must be the only adult in your residence. You will be restricted to shopping in the area of your immediate residence only. Maximum scheduled time out is 2 hours.

9. Laundromat

You will only be approved for one event per week. You will be restricted to services in the area of your immediate residence only. Maximum scheduled time out is 3 hours.

10. Religious services

You will only be approved for one event per week.

11. Funeral/memorial services

You will only be approved for immediate family members.

12. Banking/check cashing

THE FOLLOWING ARE NOT ACCEPTABLE ACTIVITIES

AND WILL NOT BE APPROVED

- ✗ Stops or traveling in other locations or to various locations while on your way to/from approved activities
- ✗ Visiting friends or family outside your residence
- ✗ Medical appointments for other family members or friends
- ✗ Funeral/memorial services for friends/extended family members
- ✗ Gym/fitness center schedules
- ✗ Family and other activities outside the residence (ex: sporting events, camping, vacations, school functions, parties)