



HOME CONFINEMENT REMINDERS

1. Schedule Changes and all other Home Confinement issues:

All schedule changes must be approved in advance by your supervising officer. For all home confinement issues including schedule changes when your officer is not available:

Monday thru Friday 8:00 a.m. to 5:00 p.m. ONLY
call your officer's assigned back-up officer.

If unavailable, leave a detailed message including your telephone number and your call will be returned as soon as possible.

For all other days and times including federal holidays call your officer's cell number. If no answer and a true emergency, call your officer's assigned back-up officer's cell number.

Either myself or another U.S. Probation Officer will assist you. In the event that you cannot personally speak with an officer, please **leave a detailed message** including a telephone **number where you can be reached**, and an officer will return your call as soon as possible.

Schedule changes should be kept to a minimum during your home confinement.

2. Medical Emergencies:

In minor emergency cases, you should use the regular contact procedures as documented above to contact an officer. If I am unavailable, leave a detailed message including your telephone number and seek medical attention. If you are unable to contact us due to the seriousness of the illness/injury, seek immediate medical attention and have a family member call as soon as possible to inform us of the situation.

3. Power and/or Telephone Failures:

It is unnecessary for you to contact me in the event of a power failure unless it lasts more than 24 hours, however, you are required to immediately contact us if there is a problem with the telephone line which is being used for electronic monitoring. In this situation, it may be necessary for you to have a friend or relative go to either a neighbor's house or a pay phone and contact me on your behalf.

4. **Household Leave:**

As a component of home detention, you may be granted household leave. Household leave is a privilege which is *earned* by being in good standing as determined by your compliance with not only the home confinement conditions, but your overall supervision (probation or supervised release) conditions as well. You are expected to promptly pay your court-ordered financial payments e.g. special assessment, restitution and/or fine (if applicable) as well as your monitoring fees (if applicable). Non-payment of these financial obligations and/or a violation of your other supervision conditions may result in a loss of earned leave privileges in addition to further court action.

BOP inmates will not receive more than 4 hours of household leave per week.

Household leave will be approved in 2 hour increments with no more than 4 hours of household leave taken per day.

Household leave should not extend beyond 10:00 p.m. and cannot be accrued. It is “use or lose.” To the extent possible, household leave and employment schedules should remain the same throughout the period of home confinement in order to minimize the need for frequent schedule changes.

5. **Approved Absences:**

Home Confinement is a punishment imposed by the Court, or a request by B.O.P. In both situations, it is an alternative to incarceration. It is a strict program designed to keep you at your residence as much as possible with the exception of certain approved absences. You will only be permitted to leave your residence for employment, medical, dental, legal and treatment appointments.

6. **Information Regarding The Telephone Line Being Used For Electronic Monitoring**

The HMU uses the telephone line to connect to the main computer at the monitoring center to send and receive data. Please inform everyone at your residence not to use the telephone for 10 minutes after you leave and for 10 minutes after you return home in order to allow time for the HMU to contact the monitoring center. Also, please do not answer the telephone on the first ring in order to permit the HMU to receive occasional downloads from the monitoring center.

The HMU uses your telephone line to call the monitoring center using a toll-free number each time you leave and return home. It will also place random phone calls to the monitoring center every few hours around the clock. Please keep your phone conversations relatively brief. If you or someone in your house is using the telephone and the HMU emits a loud high pitched tone (similar to fax tones), please end the conversation and refrain from using the phone for about 10 minutes so the HMU can make the call. If you hear this tone when the phone isn't in use this is because the HMU is not detecting a full-strength telephone signal. The HMU will usually become silent again in a few moments. If the tones continue or happen frequently, please contact your officer for assistance.

7. Alcohol Testing:

I am to follow the instructions of the monitoring center when I am contacted for testing. I understand that the monitoring center will make two (2) attempts to contact me for each test. If for some reason I miss both test, I am to contact my officer immediately. If the testing time is not within normal business hours, I am to follow the procedures mentioned above regarding issues occurring after hours. This includes any testing not completed due to issues with the equipment. If I am advised by the monitoring center that there is an issue with the equipment, I am to let my officer know immediately.

8. Equipment:

You are responsible for ensuring that the equipment is not damaged and that it is returned to the U.S. Probation Office as directed by your officer. If the equipment is lost, not returned, or damaged, you are responsible for the costs to repair or replace the equipment.

9. Fees:

If you have been required to pay electronic monitoring fees, you will receive a monthly statement directly from the monitoring company and it will cover the number of days in the billing cycle multiplied by your daily rate. All payments mailed to the monitoring company are to be made by money order or cashier's check only as they do not accept personal checks or cash. Be sure to include your name and address on all payments. Payments should be made payable to the agency providing the monitoring and be mailed or paid online to:

BI Inc.
6400 Lookout Rd
Boulder, Co 80301
or online at: **clientpay.bi.com**

Sentinel Offender Services, LLC.
2000 Riveredge Pkwy, Suite GL-100
Atlanta, GA 30328

Do not send any payments to the U.S. Probation Office!