



# ***Minnesota Monitoring, Inc.***

## **Renville County Jail**

### **2017 Electronic Monitoring Offender Handbook**

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#### **INTRODUCTION:**

Electronic Home Monitoring (EHM) is a program of the Renville County Sheriff's Office, and is administered by Minnesota Monitoring, Inc. (MM).

Placement on the EHM Program is a **privilege** and failure to comply with any program rules may result in disciplinary action, up to and including termination from the EHM Program. EHM **is jail**, you have simply been granted the privilege of serving your sentence at home. For the most part, things you cannot do in jail also apply to where you are serving your EHM.

Please read this Electronic Monitoring Offender Handbook carefully and make sure you ask a Renville County Jail staff member any questions. Failure to read and understand these rules will not be an acceptable excuse for non-compliance.

#### **FEE TYPES:**

##### **Monitoring Fees-**

- **Daily Monitoring Fee:** You will be charged a daily fee for each day that you are monitored. Daily fee amount will be determined by which type of monitoring you are on. You will be required to pay this fee for every day the unit is active on the EHM Program.

##### **Service Fees-**

- **Enrollment Fee:** There will be a \$20.00 Enrollment Fee due at the time of enrollment.
- **Re-Enrollment Fee:** If you are terminated from the program, and then need to come back on to complete your sentence, there will be a \$20.00 Re-enrollment Fee. This fee will also apply if being re-enrolled after a furlough.

#### Other Fees-

- **Non-Returned Equipment Fee:** Upon completion of your sentence, all monitoring equipment must be returned within 48 hours to the Renville County Jail. Failure to do so will result in a \$25.00 per day fee for each day after, until equipment is returned. **Failure to return equipment within 30 days will result in criminal theft charges being filed. Intentionally damaged equipment will result in criminal property damage charges being filed.**
- **Strap Fee:** If the strap is cut, the entire transmitter has to be returned to the manufacturer for repair. Renville County is charged \$100.00 for the repair. You will be responsible for this charge if the transmitter strap is cut, regardless of whether the strap is re-attached or not. Once the strap is cut or pulled out of the transmitter, it will not operate again.
- **Lost or Damaged Equipment Fee:** You will be responsible for any repair/replacement costs incurred due to lost or damaged equipment while assigned to you. This includes damages caused by acts of nature.

#### **FEE PAYMENT:**

The EHM Program is a “Pre-Pay” program, meaning that fees for service must always be paid in advance. It is the responsibility of the offender to pay all fees related to the EHM Program. You will be required to pay two weeks of fees at the time of enrollment plus a \$20.00 enrollment fee. This is NOT a deposit. You will begin making your weekly payments on the first Friday after you are enrolled. However, if you were enrolled on a Thursday, you would have until the Friday of the next week to make your first weekly payment. You will be required to be no more than two weeks pre-paid and no less than one week pre-paid. You can, however, pre-pay your entire EHM total if you want to. You will be given an enrollment form that clearly explains our expectations. The payments must be received by the Renville County Jail **no later than 4:30 pm** on the Friday due date. Even though you will have a few days pre-paid, you will be considered in violation of your EHM contract and must report to jail. You would be refunded whatever amount left pre-paid.

Program fees are Non-Negotiable.

Failure to pay fees on time will be considered a program violation and will result in termination from the EHM Program. The balance of your sentence will be served in the Renville County Jail.

Renville County Jail will accept cash or money order. We cannot accept checks and at this time. When on EHM, you will have an open account at the Renville County Jail. You may make your payment online at [www.inmatecanteen.com](http://www.inmatecanteen.com) and follow the instructions.

**MONITORING:**

You will be monitored by a 24/7 Monitoring Center while on the EHM Program. This monitoring requires two way communications between the EHM unit and the Monitoring Center Server by way of standard Analog Landline Telephone connection (regular telephone line). It is your responsibility to ensure that you have a working telephone line, with no extra features such as three way calling, voicemail, or call waiting. Caller ID is acceptable (and recommended). **Internet cannot be carried on this telephone line.** Failure to maintain a working telephone line is considered a violation of the EHM Program rules and you would have to report to Renville County Jail immediately

**SCHEDULING:**

**Home Detention which is often referred to as “House Arrest”:** If you have been granted approval from the Court to apply for Huber work release, you will need to establish an approved schedule with Renville County Jail prior to being permitted to leave your residence. Huber work release is under the control of and subject to the rules of the Renville County Sheriff’s Office. Renville County Jail has established strict guidelines with MM as to what is allowed while on the program, and schedules will only be approved that fit into the established criteria. **MM is not authorized to make any exceptions to these rules.** You must contact Renville County Jail with requests or changes in scheduling. Renville County Jail will then contact MM with approved changes. All schedules must be verifiable and you will be required to submit to Renville County Jail actual work timecards on a weekly basis (pay stub is not acceptable).

You will be permitted to work a maximum of 40 hours per week unless an exception is made by the Renville County Jail Programmer or Jail Administrator. This will generally require written notification from your employer that there is overtime required. This does not include drive time.

You will be allowed only the necessary drive time required.

You will be allowed 3 hours of TCB (Take Care of Business) per week to complete chores such as banking, grocery shopping, yard work, etc... This must be taken in one time block (not an hour here and an hour there...), and will only be allowed once every 7 days. You must request this time from Renville County Jail 24 hours in advance and do so only on weekdays between 9:00 am to 3:00 pm. Only Renville County Jail can authorize MM to recognize this time. At the Renville County Jail option, you may be allowed to contact MM direct to schedule TCB time. This will be discussed when you are enrolled.

You will be allowed 2 hours per week (drive time included) to attend church services. Proof of attendance may be requested. Generally, a written acknowledgement from appropriate clergy member

that you were in attendance will be acceptable. You must request this time from Renville County Jail 24 hours in advance and do so only on weekdays. The general rule of thumb is that if you attended services while you were out, you will be allowed to attend when you are on EHM. **This is a privilege.** Only Renville County Jail can authorize MM to recognize this time.

**Alcohol Testing:** All EHM requires alcohol testing regardless of the offence in which you were convicted. With the exception of doctor prescribed medication, cannot use drugs or alcohol in jail so therefore you cannot use them on EHM. You will be required to establish an approved testing schedule at the time of enrollment. You will be required to test at least 3 times per day, with no more than 10 hours between tests (unless longer is pre-approved by Renville County Jail).

There will be random drug testing for those on EHM. This will be conducted by either Renville County Jail staff or any other law enforcement officer at the request of the Renville County Jail. If you refuse to test, a law enforcement officer will escort you to jail to serve the remainder of your time.

**SCHEDULE CHANGES:**

**Schedule changes will be accepted Monday through Friday from 9AM CST to 3PM only!**

Schedule changes must be made at least 24 hours in advance, and must be verifiable. You will only be permitted to make schedule changes once per day, so it is important that you plan carefully. Arrange all changes 24 hours in advance and do so only on weekdays with Renville County Jail staff as only Renville County Jail can authorize MM to recognize a change.

**FIRE OR MEDICAL EMERGENCY:**

In the event of a fire or medical emergency, **the primary concern is first for the health and well-being of the offender and others in the immediate vicinity.** Therefore, it is expected that the emergency will be dealt with first. Once the emergency is dealt with, the offender or designee should advise Renville County Jail about the emergency and subsequent action. Renville County Jail will require verification of the emergency. **Always, safety first!**

All Doctor, Dentist and other **approved appointments** must be scheduled at least 24 hours in advance. Arrange all appointments with Renville County Jail as only Renville County Jail can authorize MM to recognize changes. You will not be allowed appointments which are routine in nature such as an annual dentist visit or a Chiropractor visit.

**WEATHER EMERGENCY:**

If local law enforcement, television, radio or the emergency broadcast system is directing you to take shelter due to impending severe weather, **the primary concern is for your safety and**

**well-being.** Follow the emergency instructions. If this disrupts your monitoring in any way, contact Renville County Jail **only when it is safe to do so.**

**HOLIDAYS:**

Participants on the EHM Program will not be given any special privilege for holidays, whether civil or religious. It will be assumed that you will be off work on generally acknowledged holidays. If you are scheduled to work any of these holidays, you must inform Renville County Jail at least 24 hours in advance.

**GRIEVANCES:**

MM does not accept grievance from offenders, as they are only the administrators of the program. In the event that you are violated and would like to submit a grievance, you must submit it in writing to Renville County Jail. All grievance letters must be submitted within 5 business days of the violation.

**PROGRAM GUIDELINES:**

The following is a list of violations established by Renville County Jail. If you are in violation of any of these rules, MM will report the violation to Renville County Jail for their review. Any sanctions for these violations are at the discretion of Renville County Jail.

- **General Violations-**
  1. Any rude or vulgar behavior toward MM or Renville County Jail Staff.
  2. Any threats of violence toward MM or Renville County Jail Staff.
  3. Any attempts to bribe or garner special treatment from MM or Renville County Jail Staff.
  4. Failure to make fee payments, or late payment. **(Immediate cancellation)**
  5. Intentionally damaging or defacing any monitoring equipment.
  6. Any attempts to tamper with, deceive or otherwise “cheat” the monitoring device.
  7. Failure to maintain a working telephone line if required for monitoring.
  8. Failure to report for appointments with MM or Renville County Jail Staff.
  9. Failure to report to Renville County Jail on arrest for new charges or serious traffic violations, misdemeanor or above.
  10. Failure to report changes of address or phone number.
  11. Failure to report changes to employer or employment status.

12. Not answering the telephone, or otherwise avoiding contact from MM or Renville County Jail Staff.
13. Failure to submit to breath or urine testing as directed by Renville County Jail. All collection of U/As will at all times be in the site of the officer administering the test. Any violation of this is considered a positive test.
14. Tying up the telephone line for more than 15 minutes per hour.

- **Breath Alcohol Monitoring Violations-**

1. Failure to take scheduled or follow-up tests sent by MM.
2. Testing positive for Alcohol.
3. Using over the counter (non-prescription) medicines or any other product that contains alcohol.
4. Disconnecting or moving equipment without the consent of MM staff.
5. Any attempt to distort or block test picture.
6. Having hands covering face or touching test straw in any way during test picture.
7. Any nudity, vulgar gestures or illegal activity present in test pictures.
8. Failure to wait at least 20 minutes after taking a test to use telephone or leave residence. If a test is failed, you will be sent follow up tests.

- **Home Detention and Curfew Monitoring Violations-**

1. Failure to provide verification of work/school, medical or other authorized appointments as directed.
2. Late return or early departure from home, to work or other authorized activity.
3. Failure to report deviation from approved schedule (taking day off, leaving early, etc...)
4. Failure to remain inside home during lockdown times. Garages, porches or other attached structures are off limits. Range should be considered "front door to back door".
5. Failure to wait at least 20 minutes after returning home to use telephone. The monitoring unit will need to call in each time you enter or leave range.
6. Tampering with or removing ankle transmitter without consent from MM or Renville County Jail Staff.
7. Failure to submit to random alcohol and drug tests.

**PROGRAM COMPLETION:**

Upon completion of the EHM Program, you must call the Renville County Jail no earlier than 8AM on the day you are done. They will verify your completion of the program and instruct you when it is time to remove/disconnect your equipment. In the event that you are paid ahead, any unused fees will be returned to you after equipment is returned. \* **Refund processing generally takes 4 to 6 weeks.**

**ACCESS TO COURTS:**

Nothing within these policies or procedures limits or removes your rights to appeal any action directly to the courts.

**QUESTIONS:**

Contact us at: (888) 875-3486 or (763) 253-5401 (*You will need to provide your OPIN # each time you call*)

OR

Contact the Renville County Jail at (320) 523-3600.

# NOTES

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**ACKNOWLEDGEMENT OF UNDERSTANDING:**

I, \_\_\_\_\_, have read, or have had read to me, and fully understand the rules contained within this Electronic Monitoring Offender Handbook. I have been given the opportunity to ask questions and have them answered by Renville County Jail staff. I fully understand and agree to comply with all EM Program rules, as well as any instruction given by MM and Renville Count Jail staff. I understand all policies regarding my responsibility for monitoring equipment and agree to comply with them. I understand the fee payment policy and agree to comply with it. I understand if I am past due or do not follow the payment schedule, I will be terminated from MM and therefore will not be in compliance with Renville County Jail rules and I will then be required to finish my sentence in the Renville County Jail and will report there immediately.

\_\_\_\_\_  
Offender Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (Only if offender is a juvenile)

\_\_\_\_\_  
Date