

***U.S. Pretrial Services Office  
Western District of Washington***

*U.S. Courthouse  
700 Stewart Street, Suite 10101  
Seattle, Washington 98101  
206.370.8950  
Fax 206.370.8951*

*Timothy W. McTighe, Chief U.S. Pretrial Services Officer  
Connie Smith, Deputy Chief U.S. Pretrial Services Officer*

*Union Station, Room 1152  
1717 Pacific Avenue  
Tacoma, Washington 98402  
253.882-3705  
Fax 253.882-3706*

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**LOCATION MONITORING PROGRAM**

Global Positioning Satellite System

You have been placed in the Global Positioning Satellite (GPS) program in the Western District of Washington. The following document will provide you with a general overview of the program structure and rules which you must follow to be in compliance with bond conditions. Please read this carefully prior to signing. Your signature means that you understand what is expected of you while on GPS and that you will abide by all program rules.

You may only leave your residence (with advance permission) for employment, court appearances, attorney appointments, religious services, and medical reasons. Other requests will be considered on a case by case basis. For every exit from the residence, the home confinement officer must know where you will be at all times. If the reason for departure cannot be verified, permission will be denied. If you are approved to be at a specific location and your plans change, you may not deviate from the approved location without advance permission. If you do not have advance permission of your officer, you must remain at your residence. Please be advised that your officer at any time may verify you are at your approved location using telephone calls, personal visits, or other electronic methods to register your presence at a location. If you are not at your approved location and are not located at your residence, you will be in violation of the GPS program.

Following are more complete guidelines and instructions.

**TELEPHONE SERVICE**

It is your responsibility to maintain telephone service at your residence. The telephone service must be BASIC, must not be digital, and must NOT include any special features such as call waiting, call forwarding, voice mail, answering machines, caller ID, fax capability or computer modems. Your phone bill must be current and NOT have any past due amounts owing. You may not use a portable/cordless phone on the home confinement phone line. If your phone line becomes disconnected due to failure to pay your telephone bill, you will be in violation of the home confinement program and a violation report will be filed with the Court. To ensure your phone line is compliant with the requirements of the electronic monitoring program, you will be required to submit a copy of your telephone bill each month.

If you desire, you may make arrangements to have two separate telephone lines and numbers in your residence, one basic line for home confinement purposes and the other for any special features.

**EQUIPMENT**

A small radio transmitter will be placed on your ankle and you will be required to carry a GPS tracking receiver whenever you leave your residence. The ankle transmitter sends a signal to the receiver which will then communicate with a computer. While at your residence, you are to keep the GPS tracking unit docked at all times.

**EMPLOYMENT**

If employed, you will be allowed up to 50 hours per week for work. Commuting, if reasonable, does not count against the 50 hours. The officer must be aware of your job location at all times. Overtime must be approved at least 24 hours in advance and shall not exceed 60 hours total per week (eg: if working 40 hours, you will be permitted to work a maximum 20 hours overtime).

If you are required to be employed or enrolled in an educational course as part of your Pretrial Supervision, you will be required to accomplish this within two weeks of starting the GPS program. If unemployed, you will be authorized a maximum of 8 hours a day for employment searching. You must provide Pretrial Services a list of businesses you

plan to apply, prior to time being allowed to conduct your job search. You will be required to provide verification of employment search (business cards, applications, contact person at establishment etc.). Failure to do so, will result in lock down status pending receipt of verification.

#### **EDUCATION**

If you are enrolled in an educational program, you must provide Pretrial Services with your course schedule from the school. Additional documentation may include registration, progress reports, and report cards from the school.

#### **RELIGIOUS SERVICES**

If you desire to attend religious services while on GPS, you will be allowed to attend one service for 5 hours per week which includes travel time. You must provide Pretrial Services with documentation to include the name and address of the facility where the religious service will take place. Requests to attend additional religious services outside the five hours per week must be submitted to your officer in advance and will be considered on a case by case basis.

#### **MEDICAL APPOINTMENTS**

Medical and dental appointments must be verifiable and deemed medically necessary by a licensed physician. You must provide a written note from your medical or dental provider confirming your appointment for verification.

#### **EMERGENCIES**

If you experience an **EMERGENCY** after regular business hours, you are to telephone 206-370-8957, if possible, and leave a message as to 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. Make sure that you have documentation that includes the time in the emergency facility and time discharged from the hospital/clinic/doctor/emergency facility, etc. to verify the visit.

#### **PERSONAL CARE**

If you are the only adult in the residence and no one else is able to shop for you, you will be authorized to shop at the nearest grocery store to your residence. The same rules apply if you must do your laundry at a laundromat because you do not have an in-house washer/dryer. Time allotted for shopping and laundry will be determined by your officer.

Up to two hours per month will be allowed for haircuts only. The two hours per month include travel time to and from the salon. Special services like manicures, pedicures, perms, etc. can be done during earned social time.

#### **EARNED LEAVE TIME**

Social time is only awarded if you are in complete compliance with program rules. Social time 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

Socials must be taken once per week and be completed by 11 p.m. Requests must be received within two days in advance or by Wednesday at 4:00 p.m. if social time is requested for the weekend. The notice must include the name, address, and phone number of each location you intend to visit while out during social time. Verification may include field contact/phone verification by Pretrial Services and/or documentation (eg: receipts from restaurants).

Any violations of the GPS program may result in the suspension of earned leave time for a period of up to one month. Once the one month period has passed and compliance has been re-established, you will begin accruing

earned leave time again beginning at the rate of 4 hours per week.

### **SCHEDULE REQUESTS**

Schedule requests must be phoned in to the electronic monitoring scheduling line at (206)370-8988. Schedules should be requested at least 2 days in advance of the activity.

Should unexpected events occur and you are not able to plan in advance, you need to notify the home confinement officer as soon as possible. These events will be considered on a case-by-case basis.

Please be aware that leaving a voice mail message with your schedule request does NOT constitute approval of your schedule. You will receive a telephone call from your officer either approving or denying your schedule request. Unless it is an emergency, there will be no same day schedule requests granted.

### **VERIFICATION**

In order to be in compliance with this program, you will be required to submit in person or by mail, verification of your approved absences. You are required to turn in your verification information no later than the 20<sup>th</sup> of every month. Failure to do so may result in the denial of requested leave. The following documents (if applicable) should be considered verification and their submission is required to remain in compliance with the program: employment pay stubs, AA/NA attendance logs, grocery store receipts, medical appointment documentation, church programs, movie stubs, restaurant receipts, haircut receipts.

### **GPS PAYMENT INSTRUCTIONS**

You will receive a monthly statement in the mail each month outlining payment procedures. All payments for GPS should be sent directly to:

**U.S. District Court  
Finance Office  
700 Stewart Street  
Seattle, Washington 98101**

Payments that are mailed should be in the form of a money order or cashier's check **ONLY**, made payable to **U.S. District Court**. Personal checks are not accepted. Please include the Mandatory Co-Payment Form with your payment and retain a copy of the receipt as proof of payment.

Cash payments are only accepted in person at the Clerk's Office in the U.S. Courthouse in downtown Seattle. Please remember to bring the Mandatory Co-Payment Form and photo identification with you to the Courthouse.

**If payment toward the costs of GPS is not current, earned leave time may not be authorized.**

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Brenda L. Amundson  
U.S. Pretrial Services Officer

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Participant

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Date