



Sharon L. Reinert, Chief Probation Officer

Plumas County Probation Department - 1446 E. Main Street, Quincy, CA 95971

**Plumas County Probation Department's
Alternative Sentencing Program
(House Arrest, Electronic Monitoring, GPS)
Policy and Procedure Manual**

A. Mission

The mission of the Plumas County Probation Department's Alternative Sentencing Program (ASP) is to offer the Court a semi-secure means of detaining offenders, both adults and juveniles, in a home environment by use of electronic technology. The goals of the program are to protect the community by supervising offenders with a view to minimizing the opportunities to commit further criminal acts, reduce overcrowding in the Plumas County Correctional Facility and juvenile hall costs, while promoting public safety and beginning the rehabilitative process.

B. Program Overview

The ASP is a voluntary program and all potential candidates must be referred by the Court for consideration into the program. It is an extension of being incarcerated. The purpose of the program is to select, place and monitor appropriate applicants in the ASP within the guidelines of Penal Code Sections 1203.016 and 1208.2, and Sections 628.1, 636, and 903.2 of the Welfare and Institutions Code.

C. Responsibilities

1. The Chief Probation Officer (CPO) is directly responsible to the Courts for the smooth and efficient operation of the ASP. The CPO is responsible for the following:
 - a. Appointing and supervising the APS Deputy Probation Officer(s) (AS DPO) and all ASP staff.
 - b. Establishing and promulgating all policies and procedures for the safe, efficient and correct operation of the program at all times.

c. Conduct appeal proceedings and determine final outcome of the process.

2. Supervising Probation Officer (SPO)

- a. In the temporary absence of the CPO, the SPO assumes all the duties incumbent on that Officer.
- b. Perform day-to-day supervision of the ASP and all personnel assigned to the program.
- c. Ensure proper prior coordination occurs between DPO's and other assigned staff so that case evaluations are available for inclusion in all court reports, as needed.

3. ASP DPO

- a. The program Officer is a duly sworn DPO (hereinafter referred to as the ASP DPO). In the temporary absence of the ASP DPO (ninety days or less), some of these duties may be temporarily assigned to a non-sworn Probation Assistant (PA). A non-sworn PA may not be permanently assigned to this position, nor assume all duties of the AS DPO. Any sworn DPO of this Department may be assigned these duties at any time, whether temporary or permanent.
- b. The ASP DPO is responsible for the day-to-day operation of the program. The duties of this officer include, but are not limited to, the following:
 - 1) Perform ASP intakes on all applicants for the program.
 - 2) Insure all appropriate program documentation is completely and accurately filled out.
 - 3) Assess all applicants for program eligibility based on an evidence-based risk assessment tool (STRONG), seriousness of offense, criminal history and application packet information. Explain all program requirements, with emphasis on the costs and payment expectations, to the applicant, as well as to the applicant's parents in cases where the applicant is a minor.

- a. Refusal by the applicant, or the applicant's parents in cases involving minors, to commit to pay program costs may be used as legal grounds for finding the applicant ineligible/non-amenable for the program.
 - b. Applicants, or the parent(s)/guardian(s) of minor applicants, who possess the means to pay program costs are required to do so, in a manner determined by the ASP DPO.
 - c. Applicants who legitimately do not have the means to pay program costs cannot be excluded from participation and cannot be failed from the program exclusively due to inability to pay.
 - d. The ASP DPO doing intakes must be able to tell the difference between applicants who lack the monetary resources to pay, and those who refuse to pay.
- 4) Notify proposed applications, their parents in cases involving minors, the Courts and the referring DPO, if applicable, whether the applicant is accepted/denied in the program.
 - 5) Provide written documentation, as needed, to support all decisions regarding acceptance/denial.
 - 6) Execute a contract between the Probation Department's ASP and the eligible applicants.
 - 7) Provide all monitoring equipment, as well as attaching monitoring device to participant themselves. Whenever possible, the ASP DPO will install the equipment at the participant's home.
 - 8) Verify the ASP equipment is functioning properly prior to installation.
 - 9) Provide probation supervision to all participants in the program with assistance from the DPO normally charged with supervision of the participant.
 - 10) Provide local maintenance on all ASP equipment. Coordinate higher level maintenance as required with appropriate maintenance vendor.

- 11) Advise the Sheriff's Office of the participant's place of residence, participant's name, address, date of entry into the program, program limitations, projected completion date, and, upon completion/failure from the program, the actual completion date. This information absent actual completion date is to be provided to the Sheriff's Office within twenty-four (24) hours, excluding weekends and/or holidays.
- 12) During periods of planned prolonged absence, the ASP DPO shall, with the advice and consent of the CPO, ensure an alternate DPO is fully briefed on all aspects of the ASP prior to departure from the Probation Department.
- 13) Other duties as assigned.

D. ASP Selection Criteria

1. Primary Selection Criteria;
 - a. Applicant must be referred by the Court and volunteer for the program.
 - b. In the case of a minor, the minor's parent(s)/guardian(s) must be willing to cooperate.
 - c. All applicants **must** reside in Plumas County with a verifiable Plumas County address.
 - d. ASP DPO may deem the applicant eligible/amenable, as determined in part by considering the applicant's evidence-based risk-assessment tool outcome, pre-sentence/dispositional information, flight risk, physical/medical/mental health problems, criminal history, the nature and severity of present offense(s), substance abuse problems, and school attendance/behavior.
 - e. Applicant must have a minimum of ten (10) days confinement time ordered by the Court.
 - f. Applicant must have an active landline telephone.

Excluded Offenses:

- g. The ASP DPO has the right to refuse any applicant due to their criminal history or any other pending offenses committed by the applicant. Serious and/or violent offenders or those that pose a threat of violence, and sex offenders will not be considered for this program.
- h. Adult participants must be on felony probation; **misdemeanor convictions are excluded offenses.**

E. ASP Court and Intake Process

1. Following a finding by the Court that an applicant is to be confined in Juvenile Hall or the Plumas County Correctional Facility for a period of **ten (10) or more days**, the applicant may apply for the ASP by submitting the following completed documentation:

Application, Occupant's Agreement/Permission to Search, Program Rules and Policies, the Curfew Schedule/Authorized absences from Residence Form, and any other applicable forms. The ASP DPO will conduct a preliminary screening of the case, discuss the options with potentially eligible participants, and in the case of minors, with their parents, and make a recommendation to the Court regarding initial eligibility for the ASP within seven (7) business days upon completion of the application packet.

2. Participants are accountable for all of their time. The participant is on the ASP twenty-four (24) hours a day. Program participants may only leave their residence for work, school and other necessities of life pre-approved by the ASP DPO, or the CPO in the absence of the ASP DPO, as detailed in the Authorized Absences from Residence Form.
3. The ASP DPO shall screen applications to ensure they are filled out correctly and completely and the non-refundable application fee of \$35.00 is included. Applications that are incomplete or received without the application fee will be rejected and the applicant notified.
4. The CPO has the authority to override the decision of the ASP DPO.

5. The applicant will be formally notified by mail or personally of the decision. In the case of a denial, the ASP DPO shall advise the applicant of the appeal process, and provide the applicant with a Letter of Appeal. If the denial is upheld on appeal, the ASP DPO shall notify the effected Court in writing within forty-eight (48) hours, excluding weekends and holidays.
6. An applicant who is denied ASP is not entitled to a refund of the application fee.
7. ASP may be considered and recommended at any time in any court proceeding based on the circumstances of the case.
8. Applicant must follow the directives of the ASP DPO during the application process. Failure to appear as directed, or provide documents as requested, may result in termination/exclusion from the ASP.

F. Appeal Process

1. Should an applicant be found ineligible for participation in the ASP, the applicant shall be advised of the right to appeal that decision. The applicant shall have forty-eight (48) hours to submit the appeal in writing to the CPO, or the SPO in the absence of the CPO.
2. Upon receipt of a written appeal, the Officer reviewing the case may, at their own discretion, elect to review the file, or conduct a hearing. All aspects of the application process and the reason(s) for the applicant being deemed ineligible shall be reviewed.
3. If the ineligibility determination is upheld, the reviewing Officer shall notify the applicant and the Court of the decision in writing within forty-eight (48) hours, excluding weekends and holidays.
4. If the reviewing Officer overturns the ineligibility decision, the ASP DPO shall contact the participant, and their parent(s)/guardian(s) if participant is a minor, by the most expeditious method to set up an appointment to enroll the applicant in the ASP.
5. All decisions by the reviewing Officer shall be final.

G. Program Acceptance

1. ASP staff shall take the following steps in a timely fashion, so the process is completed within seventy-two (72) hours, excluding weekends and holidays.
 - a. Interview the applicant.
 - 1) Family members must be willing to allow installation of monitoring equipment to their landline telephone service and curtail their personal calls.
 - 2) The applicant, and their parent(s)/guardian(s), in the case of minors) must correctly and accurately complete all required paperwork.
 - 3) The ASP DPO shall review the packet and assist in the completion of any additional required forms, such as the Employer Agreement Form, for all temporary changes to the applicant's schedule.
 - 4) The ASP DPO shall review all program rules with the applicant to verify their understanding of the program's rules.
 - 5) The ASP DPO shall brief the applicant, and parent(s)/ guardian(s) on the equipment used in the ASP and fill out the Equipment Receipt and Completion Record. Heavy emphasis shall be placed on the consequences for tampering with any part of the equipment as listed in the Equipment Tamper Warning form. The participant will be responsible for any costs incurred for damaged or lost equipment.
 - b. Verify appropriate telephone service.
2. Once the participant is enrolled in the system, the ASP DPO shall complete the following:
 - a. Attach the ankle transmitter or install other applicable equipment.
 - b. Provide equipment and installation instruments.

- c. All above steps are to be completed during normal working hours and days, except in emergency situations ordered by the Court.
3. The ASP DPO is responsible for notifying the Sheriff's Office of the participant's acceptance and termination dates regarding the ASP.

H. ASP Supervision Process

The following are MINIMUM standards for supervision:

1. Home Visit
 - a. The AS DPO shall conduct a visit of the participant's home once a week and conduct a thorough search of the residence to ensure program compliance.
2. Face-to-Face Contact
 - a. The AS DPO, or any other DPO/PA designated by the CPO, shall attempt to contact the participant a minimum of one (1) face-to-face contact per week at any agreed upon location.
3. Telephone Contact
 - a. The ASP DPO or designee shall contact the participant on a weekly basis by telephone. The time should be varied and as random as possible.
4. Computer Monitoring
 - a. The ASP DPO is responsible for overlooking the daily event emails submitted by the provider, making any needed zone modification, and monitoring or responding to zone violations.

I. Documentation

1. The ASP DPO shall log the type and nature of all contacts, as well as any problems noted in the participant's log.
2. The ASP DPO shall make modifications as necessary in the participant's

schedule.

3. The ASP DPO shall have available a list of current participants and provide such list to the Sheriff's Office.
4. The ASP DPO shall provide the Court with progress reports as requested.

J. Violations

1. All ASP violations shall be treated as a violation of a Court Order.
2. The ASP DPO shall inform the participant's supervising DPO of a violation of the ASP within twenty-four (24) hours of termination from the program, excluding weekends and holidays.
3. Any ASP violation may result in the arrest of the participant and return to incarceration.
4. If the participant absconds, a warrant request shall be submitted to the Court within one (1) judicial day.
5. Should a program participant (in juvenile matters, the minor and/or the minor's parent(s)/guardian(s)) fail to keep Court-ordered medical or counseling appointments, or other program requirements as designated by the case plan, a violation of probation may be filed with the Court.
6. If the ASP equipment is unable to function, the participant may be returned to custody. Every effort shall be made to avoid these circumstances.

K. Program Termination

1. When program termination occurs due to the participant failing to abide by ASP rules and protocols and the participant is re-incarcerated, the ASP DPO shall contact the participant at the incarceration facility and remove the ankle transmitter. As soon as practical, but at no time any longer than forty-eight (48) hours, excluding weekends and holidays, the ASP DPO shall remove all monitoring equipment from the participant's residence.
2. Upon successful completion of the sentence, or ordered release from the ASP, the participant shall appear at the Probation Department within twenty-four (24)

hours, excluding weekends and holidays, to have the AS DPO remove the ankle transmitter. The AS DPO shall then make arrangements to retrieve the equipment from the defendant's/minor's residence or have the AS participant return the equipment to the Probation Department within twenty-four (24) hours, excluding weekends and holidays. The ASP case will not be closed out until all equipment is returned to the Probation Department and all fees are paid in full.

3. Within twenty-four (24) hours of completion of the actions in #2 above, the AS DPO shall notify the participant's supervising DPO, or the Court, whichever is more applicable, that the participant successfully completed the sentence, all monitoring equipment has been returned and all fees are paid in full.
4. The AS DPO shall notify the Sheriff's Office in writing within twenty-four (24) hours, excluding weekends and holidays, of the ASP participant's termination from the program.



Sharon L. Reinert, Chief Probation Officer

Plumas County Probation Department- 1446 E. Main Street, Quincy, CA 95971

Dear Applicant,

You have been referred by the Court for consideration to participate in the Probation Department's Alternative Sentencing Program (ASP). The Court's referral does not guarantee your acceptance into the program. Your acceptance into the program will be based on several factors: pre-sentence/dispositional report, most recent criminal offense, criminal history, threat to the public, outcome of the evidence-based risk assessment tool, ability to succeed on the program based on social considerations, among other things.

Acceptance into this program is in lieu of incarceration in the juvenile hall or Plumas County Correctional Facility. The rules of the program are similar to those in detention facilities; however, you will be able to serve your commitment time in your home. Should you refuse to fully cooperate with the program rules, you will be denied acceptance into the program.

Attached you will find the application packet for the Alternative Sentencing Program, as well as the program contract outlining the rules and conditions of the program. The packet must be filled out completely and accurately. Once submitted to the Probation Department, the ASP Deputy Probation Officer will contact you within forty-eight (48) hours, excluding weekends and holidays, to schedule an interview. After the ASP DPO's investigation is complete, a report will be submitted to the Court accepting or denying your application within one week from your completed application and interview.

You will need to bring the following documentation to your interview appointment:

- A \$35.00 non-refundable application fee
- The completed Alternative Sentencing application and all supporting documentation, including the unsigned copy of the contract
- Your valid identification or driver's license
- If you will be driving or if anyone will be driving you, we need a copy of yours and/or their current valid driver's license, current vehicle registration, and proof of insurance (listing by driver's name).
- Work schedule, school schedule, and documentation of any other services you are participating in, such as mental health, AA/NA, etc.
- Completed Employer form and/or school form
- If self-employed, your original business license, prior year's completed income taxes, and past three months bank statements

If you have any questions, please jot them down and bring them with you to your interview.

Sincerely,

Sharon Reinert
Chief Probation Officer



PLUMAS COUNTY PROBATION DEPARTMENT

SHARON L. REINERT, CHIEF PROBATION OFFICER

ALTERNATIVE SENTENCING PROGRAM APPLICATION

In Case # _____, I have been sentenced to _____ days jail / juvenile hall time less _____ days credit by the Court for:

Misdemeanor (Juveniles only) Felony charge(s) of _____

In Custody Jail ID # _____ PO: _____

PERSONAL INFORMATION

NAME:	DOB: / /	SSN:
PHYSICAL ADDRESS/CITY/STATE/ZIP:		
COMPLETE MAILING ADDRESS:		
HOME PHONE: ()	WORK: ()	CELL: ()

EMPLOYMENT/SCHOOL/JOB TRAINING INFORMATION: I am presently employed and/or attending a full time educational/job training program. Yes No

Physical Address:	City:	State:	Zip:
Mailing Address:	City:	State:	Zip:
School/Employer:	Supervisor:		
Phone: ()	At job since: / /	Wages:	Days & Hours:
Duties:			
I <input type="checkbox"/> will <input type="checkbox"/> will not be driving a vehicle. My transportation will be:			

FINANCIAL INFORMATION

Account Balance Checking:	Account Balance Savings:	Other:
Source:	Method of payment for Home Detention Fees:	

This application must be returned with a non-refundable processing fee of \$35.00. The daily fee for participation in the Alternative Sentencing Program is based on a sliding scale, plus a one time set-up fee of \$35.00. Fees must be paid completely in advance, or monthly or weekly in advance. The daily fee is a maximum of \$10.00 per day for juveniles and \$15.00 per day for adults.

CASH OR MONEY ORDER ONLY. NO PERSONAL CHECKS.

All statements are subject to verification. Willful false or misleading statements will be grounds for disqualification.

Applicant Signature

Date: _____ / _____ / _____

Parent/Guardian Signature

Date: _____ / _____ / _____



PLUMAS COUNTY PROBATION DEPARTMENT

SHARON L. REINERT, CHIEF PROBATION OFFICER

LOCAL LAW ENFORCEMENT NOTIFICATION ENROLLMENT / COMPLETION

TO: _____

RE: ALTERNATIVE SENTENCING PROGRAM PARTICIPANT:

NAME: _____ CASE #: _____

ADDRESS: _____

PO BOX: _____

TELEPHONE: _____

_____ The above referenced person is participating in the Plumas County Probation Department's Alternative Sentencing Program at the residence address listed.

Date of Entry: _____ Projected Completion Date: _____

Program Limitations: _____

_____ Effective _____, the above referenced person was
 terminated from / successfully completed the Plumas County Probation
Department's Alternative Sentencing Program.

Sincerely,

Sharon Reinert
Chief Probation Officer

By: _____
Deputy Probation Officer
Alternative Sentencing Program Officer



PLUMAS COUNTY PROBATION DEPARTMENT

SHARON L. REINERT, CHIEF PROBATION OFFICER

ALTERNATIVE SENTENCING PROGRAM APPLICANT NOTIFICATION

DATE: _____

TO:

On _____, the Home Detention/Electronic Monitoring Program reviewed your application and the following decision was made:

- Your application was approved and the EM DPO will contact you in jail/juvenile hall to make arrangements to start your home detention.
- Your application was approved and you must immediately contact the EM DPO at the Probation Department to make arrangements to begin your home detention.
- Your application was denied for the following reasons: _____

- Other: _____

Respectfully,

Sharon Reinert
Chief Probation Officer

By: _____
Deputy Probation Officer
Electronic Monitoring Officer



PLUMAS COUNTY PROBATION DEPARTMENT

SHARON L. REINERT, CHIEF PROBATION OFFICER

**ALTERNATIVE SENTENCING PROGRAM
LETTER OF APPEAL**

Date: _____

Chief Probation Officer, Plumas County Probation Department

RE: _____ (Home Detention/Electronic Monitoring Applicant)

Case Number: _____

Dear Chief,

On _____, I applied to the Plumas County Home Detention/Electronic Monitoring Program. I was interviewed by _____, who denied my application for the following reason(s): _____

On _____, Probation Officer _____ reviewed all paperwork submitted, and confirmed the denial. I was then:

- _____ Returned to juvenile hall.
- _____ Allowed to remain with my parent(s)/guardian(s) pending the results of my appeal.
- _____ Referred back to the Court.

At this time, I hereby respectfully appeal that decision on the following grounds: _____

I shall shall not provide additional written evidence.

I shall shall not provide additional witnesses.

Respectfully submitted,

Applicant's Signature



PLUMAS COUNTY PROBATION DEPARTMENT

SHARON L. REINERT, CHIEF PROBATION OFFICER

ALTERNATIVE SENTENCING PROGRAM CONTRACT

I, _____, agree to abide by the written rules of the **Alternative Sentencing Program** and the following restrictions and conditions:

- _____ 1. I understand that my participation in the Alternative Sentencing Program is strictly voluntary on my part.
- _____ 2. I shall obey all laws. I understand and shall abide by the terms and conditions of the Alternative Sentencing Program.
- _____ 3. I will not tamper with the Alternative Sentencing equipment that has been issued to me, nor will I permit tampering by any other person.
- _____ 4. I understand that it is my responsibility to advise all individuals residing in my residence of the rules and regulations of this program. All residents of the household and I will grant admittance to my home to any peace officer and/or Probation Officer at any hour of the day or night.
- _____ 5. I understand I shall be required to stay within the physical confines of my residence unless expressly permitted by the Alternative Sentencing Deputy Probation Officer (AS DPO). I understand home visits from an AS DPO are to be expected. My refusal to allow the AS DPO full access to my home shall result in my immediate termination from the Program and I shall be returned to a secured facility.
- _____ 6. I understand that all residents of the household I live in must comply with the following conditions:
 - a. No possession or consumption of alcoholic beverages on the premises
 - b. No possession of illegal drugs or narcotics, including medicinal marijuana
 - c. No dangerous or deadly weapons
 - d. No resident or guest shall be under the influence of any drug or alcoholic beverage
 - e. No social gatherings will be held except with members of the immediate household, unless prior approval from the AS DPO is obtained
 - f. No visitors will be allowed unless **pres-approved** by the AS DPO
- _____ 7. No persons may join or move into the household, unless prior permission is obtained from the AS DPO.
- _____ 8. I understand that I will be required to charge my ankle monitor two (2) times a day for 1.5 hours at a time. I will charge my monitor in the morning for thirty 1.5 hours and at night for 1.5 hours. In the event the monitoring device battery dies, I understand that I can be removed from the Alternative Sentencing Program.

- _____ 9. I agree to:
- _____ a. Comply with the schedule set up with the AS DPO. During those times when I am allowed to leave my home, I shall go directly, and only, to and from the destination(s) that have been approved.
 - _____ b. Call the AS DPO and my employer, and/or school if I am sick and unable to attend scheduled appointments.
 - _____ c. Notify the AS DPO immediately of any changes in my work schedule, school days and/or hours, or if I am terminated/suspended/expelled from my job/school.
 - _____ d. Take any and all breaks or meals at the workplace or school only.
 - _____ e. Request permission **in advance** of leaving the premises, and bring back documentation verifying any and all absence(s). **Leaving a voice mail for the AS DPO is not authorization to change your schedule or leave your residence.**
- _____ 10. I understand that my employer or school may be contacted to verify my continued employment, working hours and/or enrollment and attendance.
- _____ 11. I understand that willful failure to return to my residence within the prescribed time, or leaving this address at an invalid time, shall be deemed an escape from custody, and I can be charged and prosecuted to the full extent of the law. I further understand that willful failure to abide by the pre-determined schedule established by the AS DPO may be cause for my removal from the program.
- _____ 12. I understand that I shall receive day for day credit only, and no good time/work time credits, for any period of time served on the Alternative Sentencing Program. Juvenile offenders do not receive conduct credits.
- _____ 13. I agree to pay the fees established for the Alternative Sentencing Program. Fees shall be paid as directed by the AS DPO in one (1) of the following manners: in full, in advance; monthly, in advance; and/or, weekly in advance. 1
- _____ 14. I understand that failure to pay as directed may result in termination from the Program and I may be returned to a secured facility.
- _____ 15. I understand that if I am approved to operate a motor vehicle, I shall only drive if properly licensed and insured, and shall comply with all laws. I will not change my means of transportation without prior approval by the AS DPO.
- _____ 16. I understand that unless prescribed by a licensed physician and authorized by my Probation Officer, I shall not use nor possess any or drugs and/or alcoholic beverages and that I must submit to an alcohol or drug test at the request of any Peace Officer. **No medical marijuana is allowed while in this program, by any member of the household.**
- _____ 17. I understand that I, or my parents in juvenile cases, shall be held financially responsible for any loss or damage to the electronic equipment while on the Program. Intentional

damaged or lost equipment will also result in formal misdemeanor/felony charges being filed with the Court.

- _____ 19. I agree to pay a \$50.00 fee if any officer has to respond to my home because the electronic equipment was tampered with.
- _____ 20. I understand and agree that while on this program, all my own living expenses and all medical costs are my sole responsibility.
- _____ 21. If I have a medical emergency situation (life or death situations), I shall handle it immediately, with appropriate documentation supplied to the AS DPO at the first available opportunity.
- _____ 22. I agree not to possess, have within my residence, or within my access or control, firearms, ammunition or deadly weapons of any kind.
- _____ 23. I agree to submit my person and any property under my control to search at any time, with or without a warrant, when requested to do so by any Peace Officer. I also agree to random drug testing as requested by any peace officer or Probation Officer.
- _____ 24. I will confine all pets to allow free access to my residence by any peace officer or AS DPO.
- _____ 25. I understand that if it is necessary for the monitoring equipment to be hooked up in my home and attached to a landline telephone. No special features shall be added to the phone line, such as call waiting, call forwarding, answering machine, etc. If my telephone service is disconnected for any reason, I will be removed from the program.
- _____ 26. I agree, if for any reason, I am no longer eligible for participation in the Alternative Sentencing Program, I may be removed from the program and taken into custody without a warrant and I may not be eligible for re-enrollment in the program.
- _____ 27. I shall cooperate fully and follow all instructions given to me by the AS DPO. I understand that if I fail to follow any of the above program rules, I may be terminated from the program and taken into custody without a warrant and I may not be eligible for re-enrollment in the program.
- _____ 28. I understand that my placement in the program is at the discretion of the Plumas County Probation Department, and that I am subject to removal from the program at any time. In addition, if I fail to return home within a prescribed time, or leave home at an invalid time, I may be terminated from the program and returned to a secured facility.
- _____ 29. On the final day of my sentence, or the next business day, I agree to return all monitoring equipment to the AS DPO, at the Probation Department.

Participant

Date: _____

Parent of Juvenile Participant

Date: _____

AS DPO / Witness

Date: _____



PLUMAS COUNTY PROBATION DEPARTMENT

SHARON L. REINERT, CHIEF PROBATION OFFICER

ALTERNATIVE SENTENCING PROGRAM OCCUPANT'S AGREEMENT / PERMISSION TO SEARCH

I understand that _____ ("Applicant") has applied for the Plumas County Probation Department's Alternative Sentencing Program. If accepted, the above named applicant will be residing with me in the same residence while participating in this Program. Inasmuch as this Program is voluntary, the applicant must agree to certain terms, and members residing with the applicant must likewise agree to certain conditions, as outlined below for applicant to remain eligible to participate in the Program.

I understand that the applicant is subject to search of his/her person, vehicle, and place of residence by any Peace Officer without probable cause or a warrant, and may enter and search my person, vehicle, or any other area within my control while applicant lives in the residence and is participating in the Program. The intent of this provision is that all adult members of the household must agree to this consent to search provision by signing at the close of this form. If all adult members of the household do not agree to these conditions, the applicant will be ineligible to participate in the Program.

Failure to allow entry of search of any area covered under this agreement shall result in applicant being removed from the Program and returned to standard incarceration.

Physical Address of Residence

Occupant Signature

Date

Print Name

Identification/Date of Birth

Occupant Signature

Date

Print Name

Identification/Date of Birth

Occupant Signature

Date

Print Name

Identification/Date of Birth

**ALTERNATIVE SENTENCING PROGRAM
AGREEMENT TO PAY**

NAME: _____

CASE NO: _____

Juvenile / Ward

Alternative Sentencing Program Interview Fee: \$35.00 (non-refundable)

Alternative Sentencing Program Set-up Fee: \$35.00

Alternative Sentencing Program Daily Fees (Number of days x \$10.00 maximum): \$ _____

Fee Waiver: _____

Total Due: \$ _____

* * * * *

Adult / Formal

Alternative Sentencing Program Interview Fee: \$35.00 (non-refundable)

Alternative Sentencing Program Set-up Fee: \$35.00

Home Detention/EM/GPS Daily Fees (Number of days x \$15.00 maximum): \$ _____

Fee Waiver: _____

Total Due: \$ _____

* * * * *

I agree to pay the total indebtedness as stated above at the rate of no less than \$ _____ per _____, with the first payment being due no later than _____, payable to the Plumas County Probation Department at 1446 E. Main Street, Quincy, CA 95971. (Please pay by cash or money order. Personal checks will not be accepted).

I understand that failure to comply with this agreement will constitute a violation of my probation.

Dated: _____

Probationer

Witness: _____

Probation Officer



PLUMAS COUNTY PROBATION DEPARTMENT

SHARON L. REINERT, CHIEF PROBATION OFFICER

ALTERNATIVE SENTENCING PROGRAM EQUIPMENT TAMPER WARNING

Participant's Name: _____

- You have been notified by AS DPO _____ of an equipment tampering on _____. Any tampering requiring the AS DPO, or designee, to respond to your residence shall result in a \$50.00 fee.

EQUIPMENT TAMPERING SERVICE CHARGE NOTIFICATION

- You are hereby notified that you are being charged \$50.00 for having the AS DPO, or designee, respond on _____ to a tampering of the Electronic Monitoring equipment at your residence. The charge is stated in rule #19 of the Plumas County Probation Department's Alternative Sentencing Program Rules/Policies form.

**ANY FURTHER TAMPERING SHALL RESULT IN AN ADDITIONAL \$50.00 FEE AND
COULD RESULT IN YOUR TERMINATION FROM THE HOME DETENTION PROGRAM.**

Participant's Signature

Date: _____

Participant's Parent(s) Signature

Date: _____

Witnessed by AS DPO

Date: _____



PLUMAS COUNTY PROBATION DEPARTMENT

SHARON L. REINERT, CHIEF PROBATION OFFICER

ALTERNATIVE SENTENCING PROGRAM CURFEW SCHEDULE / AUTHORIZED ABSENCES FROM RESIDENCE

Unit/Transmitter # Change Officer Change
 Schedule Change Phone # Change
 New Enrollment Terminate Monitoring

Receiver # _____ Transmitter # _____
 Client Name: _____
 State: CA Phone () _____
 Start Date: _____ Time Zone: PACIFIC
 End Date: _____ Assigned Officer: _____
 Address: _____
 Comments: _____

CURFEW SCHEDULE

Permanent Schedule Change One Time Schedule Change

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Out							
In							
Out							
In							
Out							
In							
Out							
In							



PLUMAS COUNTY PROBATION DEPARTMENT

SHARON L. REINERT, CHIEF PROBATION OFFICER

ALTERNATIVE SENTENCING PROGRAM EQUIPMENT RECEIPT AND COMPLETION RECORD

Participant: _____

EQUIPMENT ASSIGNED:

	Serial Number	Assigned Date	Returned Date	Damaged Yes/No
Electronic Monitor w/Charger				
Other:				

I acknowledge receiving this equipment and will be responsible for it while on the Probation Department's Alternative Sentencing Program.

Participant's Signature

Date: _____

Parent/Guardian Signature

Date: _____

Supervising Probation Officer

Date: _____

All program equipment listed has been returned.

Participant's Signature

Date: _____

Parent/Guardian Signature

Date: _____

Equipment Return Witnessed By: _____

Date: _____



PLUMAS COUNTY PROBATION DEPARTMENT

SHARON L. REINERT, CHIEF PROBATION OFFICER

ALTERNATIVE SENTENCING PROGRAM EMPLOYER NOTIFICATION

TO WHOM IT MAY CONCERN:

Your employee, _____, has applied to participate in the Plumas County Probation Department's Alternative Sentencing Program. If your employee is accepted as a participant, you will be required, to the best of your ability, to contact the Alternative Sentencing Deputy Probation Officer (AS DPO) if your employee violates any of the following rules while at your work site:

YOUR EMPLOYEE: Shall not consume any alcoholic beverages or illegal drugs at the job site.

Must eat ALL meals at the job site.

Must not leave the job site during working hours without permission from the AS DPO.

AS THE EMPLOYER: You must notify the AS DPO if your employee is late, calls in sick, or leaves the job early without permission from the AS DPO.

You must notify AS DPO of any changes in your employee's work schedule. This must be done by fax, at least 24 hours prior to the change.

You must notify the AS DPO if your employee is terminated or laid off while he/she is on the Alternative Sentencing Program.

The Plumas County AS DPO can be contacted at the following telephone numbers:

Plumas County Probation: (530) 283-6200
Plumas County Probation Fax: (530) 283-6165



Sharon L. Reinert, Chief Probation Officer

Plumas County Probation Department- 1446 E. Main Street, Quincy, CA 95971

To whom it may concern:

Your employee is applying for the Probation Department's Alternative Sentencing Program. As a condition of consideration for the program, this form must be completed and returned to the Probation Department prior to your employee being considered for the program.

Thank you in advance for taking the time to complete the form and returning it to the Probation Department in a timely manner.

Name of employer: _____

Name of employee: _____

Date of Hire: _____

Work Schedule: _____

Hourly Wage: _____

Pay Dates: _____

How is the employee paid (cash, check, etc): _____

Worker's Compensation company name and policy number: _____

Sincerely,

Sharon Reinert
Chief Probation Officer

Deputy Probation Officer

**ALTERNATIVE SENTENCING PROGRAM
SCHOOL NOTIFICATION**

TO WHOM IT MAY CONCERN:

Your student, _____, has applied to participate in the Plumas County Probation Department's Alternative Sentencing Program. If your student is accepted as a participant, you will be required, to the best of your ability, to contact the Alternative Sentencing Deputy Probation Officer (AS DPO) if your student violates any of the following rules while at your school site:

YOUR STUDENT: Shall not consume any alcoholic beverages or illegal drugs at the school site.

Must eat ALL meals on the school campus.

Must not leave the school site during school hours without permission from the AS DPO.

AS THE EMPLOYER: You must notify the AS DPO if your student is late, calls in sick, or leaves school early without permission from the AS DPO.

You must notify AS DPO of any changes in your student's school schedule. This must be done by fax, at least 24 hours prior to the change.

You must notify the AS DPO if your student is suspended/expelled/unenrolled while he/she is on the Alternative Sentencing Program.

The Plumas County AS DPO can be contacted at the following telephone numbers:

Plumas County Probation: (530) 283-6200
Plumas County Probation Fax: (530) 283-6165



Sharon L. Reinert, Chief Probation Officer

Plumas County Probation Department- 1446 E. Main Street, Quincy, CA 95971

To whom it may concern:

Your student is applying for the Probation Department's Alternative Sentencing Program. As a condition of consideration for the program, this form must be completed and returned to the Probation Department prior to your student being considered for the program.

Thank you in advance for taking the time to complete the form and returning it to the Probation Department in a timely manner.

Name of Student: _____

Name of School: _____

Enrollment Date: _____

Class Schedule: _____

Courses taking: _____

Grades: _____

Sincerely,

Sharon Reinert
Chief Probation Officer

Deputy Probation Officer