

Chippewa County Correctional Facility <u>Policy & Procedure</u>	Effective Date: 9/21/2017	Policy Number: 12 . 4
	Updated: 3/4/2019	Page Number: 1 of 5
Section: Community Corrections	Reference: N/A	
Subject: Tether Program – On/Off Site Eligibility – Enrollment – Monitoring - Release	Authority: Michael D. Bitnar, Sheriff	
Rescinds: All Previously Issued Policies, Procedures, Directives, or Memoranda Relative to this Topic		

I. POLICY

- A.** It is the policy of the Chippewa County Correctional Facility to allow inmates to participate in the Tether Program when ordered by the courts. Inmates made eligible by the court(s) must meet the program's criteria as set forth by the Chippewa County Sheriff's Office.

II. PROCEDURE

A. ELIGIBILITY – ENROLLMENT – MONITORING – RELEASE

- a.** Unless otherwise court ordered *mandatory* by the court(s), all inmates ordered *eligible* for tether must meet the criteria set by the Chippewa County Sheriff's Office before participating in the Tether Program.
- b.** The Tether Office and CCCF Booking Office must have a copy of the court order before the inmate is considered for the program. The CCCF Booking Office will attach the court order to the inmate's booking file. The Community Corrections Office will attached the court order to the inmate's community corrections file.
- c.** Inmates must have an address located inside of Chippewa County unless otherwise approved by administration
- d.** Inmates eligible for the Tether Program must have a working telephone.
- e.** Inmates must pass a drug screen before they are eligible for the program. The test results will be documented by the

Community Corrections Office and/or Corrections Staff. Inmates will also be randomly screened for drugs and alcohol at the discretion of the Community Corrections Office and/or Corrections staff. Inmates will be charged for all drug and alcohol screens via the inmate's trust fund account. All drug and alcohol screens will be completed in accordance with *CCCF policy 12.2 – Community Corrections – Drug & Alcohol Screening*.

- f. The inmate must have the ability to pay for the program. All payment arrangements will be made via the Community Corrections Office. Payments will be recorded/deposited using the inmate's trust fund account. Required payments are as follows:

1. First two (2) weeks	–	\$280
2. Drug test payment	-	\$20
3. Tether hook-up fee	-	\$50
4. Weekly program fee	-	\$105
5. <i>Random drug & alcohol as per CCCF policy #12.2</i>		

All required payments must be made in advance unless other payment arrangements have been made with the Community Corrections Office.

- g. The Community Corrections Office will maintain an inmate file for all inmates participating in the program. The file will include the following:
1. Copy of Court order
 2. Inmate's contact card
 3. Drug test log
 4. LEIN entry sheet
 5. Tether rules (signed/initialed by inmate)
 6. Booking Mugshot sheet
 7. Medical Sheet

- j. Inmates participating in the Tether Program will be assigned a GPS tether as per court order. Individuals participating in the Tether Program that are sentenced to probation will be issued a SCRAM tether. Issuance, maintenance, and monitoring of the tether will be conducted by the Community Corrections Office.
 - k. For GPS Tether, the Community Corrections Office will contact MDOC and obtain an OMNI number for the inmate. Once an OMNI number has been obtained Community Corrections will assign the inmate a tether bracelet. The tether bracelet will be activated and placed on the inmate's ankle.
 - l. For SCRAM Tether, the Community Corrections Office will connect a *base-station* to either a landline and/or high-speed internet connection located at the inmate's residence.
 - m. The inmate will be driven to their residence by a tether officer. Once at the residence, an inspection of the residence will be conducted by the tether officer. Any items not permitted to be in the inmate's possession while participating in the Tether Program will be removed from the residence. Items that are not permitted are as follows:
 - 1. Alcohol and/or drugs;
 - 2. Personal Weapons (e.g. guns, knives, swords, etc.)
- If the inmate is residing with another individual (e.g. family member, friend, etc.), all weapons and/or medications owned by the other individual(s) will be locked up and secured. Any items that cannot be secured must be removed from the residence.
- n. Community Corrections Field Staff will conduct random on-site checks at the inmate's residence and/or workplace. Staff will attempt to conduct on-site checks at a minimum twice weekly. Staff will document on-site checks via a supervision log.

B. PROGRAM GUIDELINES & RULES

- a. Inmates participating in the Tether Program will be subject to random alcohol tests (PBT) and drug screens. Inmates will be charged for these tests via their inmate trust fund account.
- b. Any inmate found to be under the influence of drugs and/or alcohol will be suspended and/or removed from the Tether Program.
- c. Any inmate found in possession of any drugs, alcohol, and/or weapon will be removed from the program. Restricted items found at the residence after the *initial* search of the residence will be considered '*in-possession*' of the item(s).
- d. Inmates participating in the Tether Program shall follow all Program Rules. Inmates will be required to review all Program Rules before they are allowed to participate in the program. Any inmate found to be in violation of any Program Rule may be suspended and/or removed from the program.
- e. With approval of the Community Corrections Office, inmates may request time away from their residence for work, court, medical appointments, attorney meetings, and grocery shopping. Other reasons not listed may be considered for approval.
- f. Inmates departing and/or arriving at non-resident locations will call advising the Community Corrections Office of their departure/arrival.
- g. Inmates may leave their residence for emergency medical situations without prior approval. Any inmate leaving their residence for an emergency medical situation will contact the Community Corrections Office at their earliest convenience advising them of the situation.
- h. Any inmate found at a location that has not been approved by the Community Corrections Office may be suspended and/or removed from the program.

C. DOCUMENTING VIOLATIONS – SUSPENSION – REMOVAL

- a.** In the event an inmate is found in violation of a Tether Program Rule, a detailed incident report explaining the incident will be written by the involved officer(s). All incident reports will be written via SMRS. Incident reports will be forwarded via email to the Jail Administrator for review. Incidents documented by corrections staff will also be forwarded to the Community Corrections Division. The Jail Administrator may suspend and/or remove the inmate from the program pending the outcome of the review and/or investigation of the incident.
- b.** Community Corrections Staff may suspend and/or remove any inmate involved in a violation. Any suspension and/or removal will be documented via SMRS incident report and forwarded to the Jail Administrator.
- c.** Previous program violations will be taken into consideration for any future tether program eligibility. This will be completed/reviewed on a case by case basis.
- d.** Community Corrections will submit a report to the appropriate court(s) detailing any suspension and/or removal from the program.

Michael D. Bitnar
Sheriff