

BURLINGTON COUNTY DEPARTMENT OF CORRECTIONS



POLICIES AND PROCEDURES

TITLE: Home Electronic Detention System - HEDS

Section 1800

PG. 1 of 12

Effective Date: June 1, 2007

Revised: June 1, 2009
December 20, 2011

Approved By: Matthew Leith
Jail Administrator/Warden

June 1, 2012
February 1, 2016
December 29, 2017

Purpose

To afford incarcerated persons who have been deemed eligible, but are in need of close supervision or monitoring, an alternative to incarceration, by affording them an opportunity to participate in a Home Electronic Detention System (HEDS) program.

Definitions:

- A) ExacuTrack One: A GPS tracking device secured around the participants ankle.
- B) Beacon: A battery operated receiver that works in combination with the ankle bracelet. It is placed in the participants home away from appliances and out of direct sunlight.
- C) Monitoring Computer: A Computer that is authorized by the Warden to monitor the participants 24 hours a day, 7 days a week to insure either compliance or noncompliance by the participant on the HEDS program.
- D) Review Committee: Shall consist of the HEDS Supervisor, the Chief of I.D., and the Warden or designee.
- E) HEDS Officer: An officer who has been assigned to assist the HEDS Supervisor with HEDS duties and responsibilities.

BURLINGTON COUNTY DEPARTMENT OF CORRECTIONS



POLICIES AND PROCEDURES

TITLE: Home Electronic Detention
System - HEDS

Section 1800

PG. 2 of 12

Policy

It is the policy of the Burlington County Department of Corrections to implement, maintain and ensure efficient monitoring of participants in the Home Electronic Detention System (HEDS).

Procedures

A. INTRODUCTION

1. Candidates that have been cleared by the Review Committee and approved by the Warden for acceptance into the HEDS program shall have an electronic gps device attached to their ankle which permits a remote monitoring computer to confirm their whereabouts at all times.
2. The decision to accept an applicant into the program shall be made solely by the Warden, in his sole discretion. When a Superior Court Judge or Municipal Court Judge believes that an applicant is an eligible candidate for the HEDS program, the court may make a referral recommendation to the Warden. Said judicial recommendation will be reviewed by the Warden for his final determination as detailed in this policy.

B. ELIGIBILITY CRITERIA FOR HEDS

Candidates **must** be in conformance with the specific criteria pursuant to eligibility requirements prior to recommendation to the Warden for approval into the HEDS program:

1. Eligibility is restricted to male or female offenders pre-sentenced or sentenced in court or within the State of New Jersey and who reside within jurisdiction of the County of Burlington or within 20 miles from the Burlington County Corrections Department, 54 Grant St., Mt. Holly, N.J., and all candidates must reside in the State of New Jersey. The Warden retains the sole discretion to either admit or deny admission of candidates into the HEDS program based on the criteria that is outlined in paragraph B. 3. page 775 of this section.
2. Eligible defendants for the HEDS program shall be recommended in the first instance by the Court prior to being reviewed for final approval by the Warden. Said recommendation by the Courts shall be with the understanding that the HEDS program is a program that the Warden shall maintain and supervise and it is beyond the purview of the judiciary to determine administratively which applicants should be accepted.

BURLINGTON COUNTY DEPARTMENT OF CORRECTIONS



POLICIES AND PROCEDURES

TITLE: Home Electronic Detention
System - HEDS

Section 1800

PG. 3 of 12

3. Eligible candidates shall be interviewed by the HEDS Officer and **must** have the following:
 - i. Means of communication with the HEDS Supervisor and/or Officer via cellphone or regular phone service.
 - ii. No charges for a sexually oriented crime or a crime of arson.
 - iii. No charges violent crimes of the second degree or greater.
 - iv. No other information in their records which would deem them unsuitable for the program.
 - v. No defendant will be eligible if they are arrested for a new offense/crime and said new violation was committed while already released on bail.
4. The applicant shall complete the Burlington County HEDS program application form and shall assist in completing an Interview Information Form. These forms, along with all completed paperwork shall be forwarded to the Warden for departmental approval or denial. The Warden shall then complete and sign the HEDS Recommendation Form with either his approval or rejection indicated on said form.

All inmates pending trial or sentenced to County Jail time (364 days or less) via Superior Court sentence or Municipal Court sentence shall be deemed eligible for consideration for admission to the Home Electronic Detention Program unless the commitment states "Not eligible for Community release Programs". The process for both courts shall be the same. The following are automatic disqualifiers for placement on the HEDS Program:

BURLINGTON COUNTY DEPARTMENT OF CORRECTIONS



POLICIES AND PROCEDURES

TITLE: Home Electronic Detention
System - HEDS

Section 1800

PG. 4 of 12

1. Disciplinary history with the Warden having final approval.
2. The existence of pending criminal charges or detainers in CCIS with the exceptions being County sentenced inmates having only a Child Support detainer as per the agreement with the Family Court.
3. Previous convictions or circumstances in which the instant offense / crime defendant is applying involves the following:
 - a. Sexually oriented offenses.
 - b. Arson offenses unless approved by the Warden.
 - c. Violent Crimes of the second degree or greater to include any attempt to commit these crimes or conspiracy to commit the same.
 - d. Weapons offenses involving a firearm (handguns, machine guns, assault rifle, rifles and shot guns) other weapons as defined in **2C:39-5D** to be evaluated on a case by case basis with the Warden having final approval.
 - e. Domestic Violence offenses unless approved by the Warden.
 - f. Distribution of CDS offenses which include possession with the intent to distribute.
 - g. Residential Burglaries. If the residence was bank owned or a foreclosure and it was vacant it may be evaluated on a case by case basis with the Warden having final approval.
 - h. Driving While Intoxicated.
 - i. A history of escape or attempted escape while in custody.
 - j. Previous violations from Home Detention or any other Community Release programs.
 - k. Previous violations from a similar program within Burlington County where the individual has been deemed unqualified for release to any Community Release Program with the Warden having final approval.
 - l. Medical, psychiatric and/or psychological factors that may pose a threat to the safety to the candidate, the public or his Officers.
 - m. Other factors that may disqualify a candidate for admission to the HEDS program at the Warden's discretion.

Persons applying to the HEDS Program with convictions of this nature shall be denied unless approved, in writing by the Warden.

BURLINGTON COUNTY DEPARTMENT OF CORRECTIONS



POLICIES AND PROCEDURES

TITLE: Home Electronic Detention
System - HEDS

Section 1800

PG. 5 of 12

Review of eligible inmates classification file, driving record (where applicable) and criminal history as well as conduct a warrant check through NCIC/CCIS and ATS/ACS to determine their suitability for the HEDS Program, upon the inmate being sentenced to county time (364 days or less). The review will be completed by the Classification section with a report of findings forwarded to the classification supervisor to review and sign and then forwarded to the HEDS Supervisor, for all inmates reviewed including those who are disqualified. The HEDS Supervisor will review all reports and available information received on all reviewed inmates to determine their suitability for the HEDS Program.

The HEDS Supervisor will then forward all available information and his/her recommendation to the Warden for final approval for placement on the HEDS Program.

C. ACCEPTANCE INTO THE HEDS PROGRAM

- 1) After verification of eligibility, the participant, prior to placement into the HEDS program shall receive an orientation. This process will include an explanation the rules for the HEDS program including but not limited to.
 - a. The Conditions of Agreement
 - b. The Client Guide for the ankle bracelet
 - c. How to communicate with the HEDS Officer
 - d. How to obtain employment
 - e. How and where to pay HEDS fees
- 2) The participant must sign and date two(2) each of Conditions of Agreement, Unauthorized Absence Form, Waiver of Extradition Form, & Probation Form. Candidate shall receive one (1) copy of Conditions of Agreement & Unauthorized Absence Form, and the other copies shall be placed in the participants HEDS file.
- 3) A home check (Home/Sponsor Agreement) will be completed by a HEDS Officer. At the Wardens discretion, a participant may sponsor themselves if they are the lease holder or homeowner at their residence.

BURLINGTON COUNTY DEPARTMENT OF CORRECTIONS



POLICIES AND PROCEDURES

TITLE: Home Electronic Detention
System - HEDS

Section 1800

PG. 6 of 12

- 4) While at the home the HEDS Officer shall explain the HEDS program to the sponsor and all family members and answer any questions they may have.
- 5) Home/Sponsor Agreement Form will be reviewed and signed. A copy of the signed agreement shall be given to the sponsor and a copy placed in the HEDS file.
- 6) Upon completion of the above, the participants documentation will be submitted to the HEDS Supervisor for his/her review.
- 7) The HEDS supervisor or designee shall obtain the participants signed Recommendation /Approval form and place all original material into the participants file.
- 8) As soon as the next available bracelet is available, the participant will be notified by the HEDS Supervisor or designee that he/she shall begin the HEDS Program.
- 9) The HEDS Officer shall coordinate:
 - a. Enrollment of the participant into the Computer Monitoring System.
 - b. Fax Notification with receipt to the Local Police Department shall be made indicating the name, address, and estimated release date of the HEDS participant.
 - c. HEDS Interview Information Form shall be completed.
 - d. Identification / Booking will be informed in advance of the pending release to HEDS.

D. HEDS File

1. The HEDS file shall be maintained separate from the I.D. File and it shall include the following forms and / or information.
 - a. Inmate Profile
 - b. Recommendation Form
 - c. Application Form
 - d. Interview Information Form
 - e. Conditions of Agreement
 - f. Consent for Drug/Alcohol Testing
 - g. Unauthorized Absence Form
 - h. Waiver of Extradition Form
 - i. Home/Sponsor Agreement
 - j. Police Notification Fax Receipt
 - k. Job Site Check Form, if applicable

BURLINGTON COUNTY DEPARTMENT OF CORRECTIONS



POLICIES AND PROCEDURES

TITLE: Home Electronic Detention
System - HEDS

Section 1800

PG. 7 of 12

- l. Participant Weekly Schedule, if applicable
- m. Release/Removal Form, if applicable
- n. Criminal History
- o. Sentence, Court Minutes, or Jail Commitment
- p. Sentence Calculation, if applicable

E. Processing Procedure

1. Participants being released to HEDS who are currently incarcerated in the facility will follow the following guidelines:

- a. A Release Authorization shall be completed indicating, Released to HEDS
 - b. All of the Inmates property shall be returned to the Inmate, excluding any fees owed (user fee).
 - c. The CCIS custody status screen shall be changed to reflect (74) Home Electronic Detention.
 - d. The JMS system shall be changed to reflect HEDS
- The participant will be released upon confirming transportation to their home.

F. Installation of Equipment

1. A primary Inclusion Zone (home) shall be created in the computer system for the residence of the participant. The zone shall be created in accordance with the size of the property at the residence to allow for proper monitoring.
2. Prior to installation of the GPS ankle bracelet, a fix shall be obtained on the bracelet to make certain that it is operating properly.
3. Upon releasing the participant from the Booking area to be transported home and as soon as is practicle the computer shall be checked to make certain that the bracelet is working properly and the participant went directly home.

BURLINGTON COUNTY DEPARTMENT OF CORRECTIONS



POLICIES AND PROCEDURES

TITLE: Home Electronic Detention
System - HEDS

Section 1800

PG. 8 of 12

G. HEDS Program Violators Returned to Custody

1. A HEDS Officer in the performance of their duties observing a participant engaging in suspected criminal activity or in violation of any of the program rules and regulations shall return the participant to custody without judicial approval.
2. The HEDS Officer shall contact the Warden/Designee to inform him/her of the situation. If the participant is to be returned to custody the following procedures shall apply.
 - a. Local Police will be notified.
 - b. The participant will be handcuffed (double-locked) and searched prior to being secured in the vehicle for transport back to the facility.
 - c. All equipment shall be collected from the participant's residence.
 - d. Two Officers must accompany any participant who is being returned to the Burlington County Correctional Facility with additional charges or program violations.
 - e. Notify the Central Monitoring station that a disconnect is going to take place, supply them with the requested information.
 - f. Disciplinary and /or Criminal Charges filed accordingly (if applicable).
 - g. Complete and distribute accordingly, the Release/Removal Form. Original filed in participants HEDS File, along with a copy to Superior/Municipal Court, Warden, Deputy Warden, HEDS Supervisor, and Identification Department.
 - h. A report shall be submitted by the HEDS Officer and/or HEDS Supervisor, explaining all events, and violations that took places.
3. In all instances where it is determined that the participant is an escapee, emergency procedures contained in the Policy and Procedures, Section 1352, Escape Plan will be instituted.

NOTE*All information, relevant to escapes, participant status report, or other pertinent information requested by an outside agency, shall be referred to the Warden's Office.**

BURLINGTON COUNTY DEPARTMENT OF CORRECTIONS



POLICIES AND PROCEDURES

TITLE: Home Electronic Detention
System - HEDS

Section 1800

PG. 9 of 12

4. If it is determined that a participant in violation of the program is **NOT** being returned to custody, the following procedure shall apply.

- a. A report shall be filled out by the HEDS Officer involved, noting the specifics of the violation. Copies of the report will be distributed to Warden, Captain, HEDS Supervisor, Superior / Municipal Court, and Identification.

H. NATURAL DISASTERS

In the event of a severe storm, flooding or other related natural disaster, the following procedure is to be implemented in relation to the participants on the HEDS program:

1. The HEDS Supervisor or designee is to contact (via phone) all participants to determine the potential for problems at their residences. If the Supervisor or designee makes a determination that the participant must be returned to the facility temporarily, he/she will advise the participant that they will be transported back to the appropriate facility until the end of the disaster.
2. If HEDS participants must be returned to the facility, the HEDS Officer will arrange transportation back to the facility until the disaster had subsided. The HEDS Supervisor or designee will contact the Warden to inform him that the participants in the affected area will be returned to the appropriate facility.
3. When all participants have been returned to the proper facility, arrangements will be made to house them, until such time as they can be transported back to their residences and resume the HEDS program. The Host Computer System is to be updated at the time of participant pickup and return regarding the situation.

I. HEDS COLLECTION OF FEES AND PAYMENTS

All participants approved for the HEDS program will be assessed the following fees:

- Application Fee - Twenty Five (\$25.00) dollar
- Daily Fee - Ten (\$10.00) dollar a day fee for each day in the program
- Drug Test - Thirty Five (\$35.00) dollar per test

Participants will be given a payment schedule for all fees encountered while on the program. Participants that have been deemed indigent by the Courts or Department are also permitted to participate in the Burlington County Home Electronic Detention Program.

BURLINGTON COUNTY DEPARTMENT OF CORRECTIONS



POLICIES AND PROCEDURES

TITLE: Home Electronic Detention
System - HEDS

Section 1800

PG. 10 of 12

1. Collection of Fees

- a. The HEDS Officer shall retrieve the participants file and inform the participant of the amount that is due, i.e. fees plus any tests that were conducted.
- b. Each participant will be given a designated time to make payment.
- c. The participant shall pay the monetary amount in the form of cash or a postal money order.
- d. The receipt will be in triplicate, original to Administrative Control Officer (commissary account), a copy to the participant, and a copy to HEDS Supervisor to be placed in the participant's file.

2. Application of Fees

- a. All collected fees will be placed on the participants account.
- b. Fees for Drug and Alcohol Testing will be placed on the participants account as a separate entry.

***** A Participant's failure to pay program fees may result in removal from the program.**

J. PARTICIPANTS SCHEDULE

1. The Participants Weekly Schedule is completed and verified by the participant, the HEDS Supervisor, school, or the employer (if applicable) prior to the participant being accepted into the HEDS Program.
2. If there is a schedule change, it is the responsibility of the participant to notify the HEDS Office within 24 hours prior to any change.
 - a. If a change is needed and proper notice is given, a Participants Weekly Schedule Nwill be updated by the HEDS Officer. The temporary schedule may cover change(s) for a period from one (1) day to no longer than seven (7) days.
 - b. The HEDS Officer must complete and update the schedule changes immediately in the computer.
 - c. If at any time, a discrepancy arises over a participant's schedule, the HEDS Officer will place the participant back in the home/residence until clarification of the schedule or schedule change has been completed.

BURLINGTON COUNTY DEPARTMENT OF CORRECTIONS



POLICIES AND PROCEDURES

TITLE: Home Electronic Detention
System - HEDS

Section 1800

PG. 11 of 12

K. ASSIGNED HEDS OFFICERS

1. Properly trained and certified personnel shall be assigned to assist the HEDS Supervisor with all duties and responsibilities related to the monitoring participants in the community.
 - a. HEDS Officers and/or Supervisor shall periodically log into the monitoring computer system (no less than every other day) and confirm that participants are not deviating from their travels when in route to and from work, A/A meetings, N/A meetings, or other approved locations.
 - b. The Officers assigned to HEDS will be equipped to fulfill the responsibilities of this position to include the following:
 1. Body Armor- Ballistic Vest
 2. ASP baton and holder
 3. Handcuffs, Case & Key
 4. Firearm, Duty Belt, & Ammunition
 5. Cell Phone
 6. Flashlight
 7. OC Pepper Spray & Holder
 - c. Once the proper equipment has been received the HEDS Officer will ensure he/she has the following:
 1. Vehicle and keys
 2. Mobile Binder containing participates
 3. Urine Test Kits and Breath Alcohol Kits
 5. Copy of Post Orders
 6. Tool Bag
 - *** Note: Spare straps, parts, tools, keys, and any other item needed to connect or disconnect units and ankle bracelet must be in the tool bag.**
 - d. When assigned a vehicle, the HEDS Officer must visually check the interior and exterior of the vehicle for damage, as well as all operational functions i.e. horn, gauges, lights, etc. and reports filed accordingly. The vehicle must be re-fueled before returning the vehicle at end of shift. All discrepancies will be reported to the HEDS Supervisor and a report completed prior to departing the facility.

BURLINGTON COUNTY DEPARTMENT OF CORRECTIONS



POLICIES AND PROCEDURES

TITLE: Home Electronic Detention
System - HEDS

Section 1800

PG. 12 of 12

- e. If equipment problems arise, the officer should determine the nature of the problem and attempt to repair same (trouble shooting only). If participant damages equipment, they shall be returned to the facility and responsible for cost of repair or replacement.
 1. If equipment can not be repaired the officer shall contact (via phone or Radio) the HEDS Supervisor for guidance.
 2. If the equipment problem cannot be resolved, the HEDS Officer will notify the Monitoring Service of same. The officer will replace old equipment with a new spare unit if it's available, before returning the participant back to the facility. Equipment not working properly will be brought back to the facility and sent back to the monitoring service per contract.
 3. If spare unit is not available, the officer will return the participant back to the facility unit another monitoring unit becomes available.
 4. Any incidents will be reported to the HEDS Supervisor and a written report completed prior to departing the facility.