

- c. Follow the procedures in *Chapter A Section .1007 Lost, Stolen or Damaged Equipment (Offender)* to complete the SBI-78 *State Property Incident Report*. The SBI-78 should be completed for all incidents, whether accidental or intentional.

(2) When equipment is damaged or is not in working order, the Probation/Parole Officer will:

- a. Deactivate the equipment;
- b. Return equipment to Dispatch/Install team.

Equipment Management performed by the Account Representative - To provide for replacement of the On Call equipment, the Response CPPO will contact the designated account representative for replacement On Call equipment.

.0306 RESPONSIBILITIES FOR UNSUPERVISED SBM

(a) Field Officer Responsibilities

- (1) Verify any change of address and notify Special Operations
- (2) Provide Technical Support to the local Sheriff's Office
- (3) Conduct inspections of equipment
- (4) Provide emergency response to equipment needs
- (5) Remove equipment as necessary

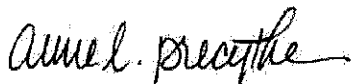
(b) Special Operations' Responsibilities

- (1) Initiate installation
- (2) Monitor equipment
- (3) Notify designated staff in the county of residence when inspection or equipment removal is necessary
- (4) Advise designated staff to notify the Sheriff's Office in the county of residence of any alerts/alerts that need to be investigated
- (5) Ensure the equipment is tracking the offender

(c) Violations shall be reported to the District Attorney and Special Operations.

(d) The Special Operations Office will contact the probation officer with directives. Any and all information having an impact on an unsupervised tracker must be communicated to the Special Operations Office.

APPROVED.



08/01/2016

Director of Community Corrections

Date