

WOOD COUNTY SHERIFF'S DEPARTMENT

**JAIL DIVISION
ELECTRONIC MONITORING PROGRAM**

EMP COORDINATOR –

INTRODUCTION TO PROGRAM

The Wood County Jail Electronic Monitoring Program is an opportunity that is available to inmates who meet the qualifications. The Electronic Monitoring Program is a privilege – not a right. The Electronic Monitoring Program allows inmates to serve their jail sentences outside the jail. This will allow them to maintain family relationships and/or fulfill their employment responsibilities more efficiently.

The applicants of the Electronic Monitoring Program must complete the necessary paperwork. If you have any questions about the program, you may call or write the EMP Coordinator. Once the application is received, it will be reviewed and a written response will be sent to you with the decision if your charges qualify for the program.

To be placed on the Electronic Monitoring Program the inmate must report drug & alcohol free. They must be serious about serving their sentence in a cooperative and positive manner. **Inmates in the Electronic Monitoring Program must meet the same requirements for employment as is required of Huber Law inmates in the Wood County Jail.** Inmates who are not able to abide by the rules of the Electronic Monitoring Program will lose the benefits the program offers and **will be returned to jail for the remainder of their sentence.** At the discretion of the staff, inmates selected for the program may do all or only part of their sentence on the program. Electronic Monitoring Program inmates will be required to sign an agreement to follow all program rules.

There are two options regarding equipment required when being placed on EMP:

1. **Telephone Landline** – The telephone must be landline.
2. **Ethernet – WIFI with Modem – Cell phone** must be functioning with full service at all times so that the EMP Coordinator can contact you. You must notify the EMP Coordinator BEFORE changing your cell phone number once enrolled in the Electronic Monitoring Program.

YOU MUST HAVE A WORKING PHONE AT ALL TIMES
LANDLINE OR CELL PHONE

(ONLY BEING ABLE TO CALL ON WIFI IS NOT AN APPROVED WORKING PHONE)

The Electronic Monitoring Program (EMP) is a program of the Wood County Sheriff's Department, used as an alternative to incarceration. Please ensure that all the following items are in place at the time of the enrollment.

1. **Enrollment Scheduling:**
 - a. The Wood County Sheriff's Department will inform you of your enrollment date and time. All clients will be required to fill out an application and complete an assessment.
2. **Landline Phone Requirements if you chose this option:**
 - a. You must have a working analog telephone line. (No "Voice over IP")
 - b. Your phone must be able to dial toll free number

3. Fee Payments:

- a. All monitoring fees will be paid directly to the Wood County Sheriff's Department.
- b. Your initial payment amount is due at the time of enrollment.
- c. You will be required to make weekly payments until completion of the EMP program.
- d. Fees may be paid in the form of Cash, Money Order, Cashier's Check, or credit card at, www.commissarydeposit.com.
- e. Out of County Transfer - You will be required to pay total fee's up front unless arrangements have been made with the EM Officer.
- f. Each inmate sentenced to jail will pay a one-time processing fee.
- g. You are required to keep a positive account balance in order to remain eligible for the EMP program.

4. Work Schedule:

- a. Be prepared to give the officer enrolling you your complete work schedule.
- b. You will be required to turn in timecards to the Wood County Sheriff's Department staff on a weekly basis, if requested.

This handbook contains the information you will need to know while serving a sentence on the Electronic Monitoring Program. You are expected to read all the information in this book and will be held responsible if a rule is violated. It is important to remember that the Electronic Monitoring Program is a privilege and may be revoked any time for violation for program rules.

CONTACT INFORMATION:

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