

HOME DETENTION CURFEW: AGENCY NOTIFICATION FORM



This form must be sent to the EMS provider (LPAdmin@ems.co.uk.cjsm.net), probation provider and the home police force.

A copy of the prisoner's licence must be sent as soon as possible on the day of release. All accompanying documentation should be sent to the probation provider.

1. Prison details

a. Prison	
b. Address	
c. Contact name	
d. Telephone	
e. Email	

2. Prisoner details

a. HDC release date	
b. Name	
c. D.O.B	
d. NOMIS ID	
e. PNC ID	
f. Gender	
g. Conditional release date	
h. Is an interpreter required? (If yes, provide the language)	

3. Type of electronic monitoring required

Please confirm all that apply and provide the end date of the conditions

Curfew Monitoring (Yes/No)		End date:	
Exclusion(s) Monitoring (Yes/No)		End date:	
Trail Monitoring (Yes/No) <i>For offenders eligible for the Acquisitive Crime project, compulsory trail monitoring is the <u>only</u> electronic monitoring condition that can be monitored by EMS, save for HDC or Specials cases.</i>		End date:	
Mandatory Attendance Monitoring (Yes/No)		End date:	
Alcohol Monitoring (Yes/No)		End date: Min. 30 days, max. 12 months. Must be within the licence expiry date.	

4. Curfew details

a. Curfew address	
b. Telephone	
c. Mobile	
d. Second curfew address (if required)	
e. Second telephone (if required)	
f. Name of main occupier	
g. Responsible adult (required for children under 18 released on HDC)	

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5. Curfew times (where HDC cases are on the Acquisitive Crime project, if the HDC end date concludes prior to the EMED, the curfew will cease to be electronically monitored and only trail monitoring will continue)

Provide the curfew times the offender must remain at the address. Use the additional columns if the offender is to have multiple curfew periods on the same day

	Time from	Time to	Time from (if multiple periods)	Time to (if multiple periods)
Daily				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Curfew hours on day of release				
HDC End Date:			Acquisitive Crime EMED:	

6. Exclusion conditions to be electronically monitored (not eligible to be electronically monitored for offenders subject to the Acquisitive Crime project)

Provide details of any exclusion conditions that are to be electronically monitored

a. Are there exclusion conditions on the licence to be electronically monitored? (Yes/No)			
b. Is a map of the exclusion zone(s) attached to this form? (Yes/No)			
c. Describe the exclusion zone(s) fully:			
d. Are the exclusion(s) in place 24/7? (Yes/No)			
e. If the answer above is no, provide the times when the exclusion(s) should be monitored			
Exclusion zone	Time from	Time to	Days of the week

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7. Trail monitoring condition

The trail monitoring licence condition enables offender managers to request retrospective information about a subject's whereabouts. The offender is mandated to wear the tag at all times for the purpose of their movements being recorded and reviewed.

Note: trail monitoring is a mandatory condition for all offender eligible for the Acquisitive Crime project.

a. Does the offender have the trail monitoring licence condition? (Yes/No)

For those eligible for the Acquisitive Crime project only:

b. Specify the EMED of the trail monitoring condition

8. Mandatory attendance monitoring (not eligible to be electronically monitored for offenders subject to the Acquisitive Crime project)

Attendance at mandatory appointments, such as accredited programmes, treatment meetings or education activities can be electronically monitored

a. Does the offender have any conditions where their attendance is to be electronically monitored? (Yes/No)

b. If yes, provide details of the condition to be monitored, including location and timings of where/when the offender is meant to be

9. Alcohol Monitoring (not eligible for offenders subject to the Acquisitive Crime project)

a. Is the condition for (choose only **one** of the following):

- Alcohol Monitoring (alcohol intake will be monitored):

Yes/No

- Alcohol Monitoring & Abstinence (total abstinence required):

Yes/No

b. For Alcohol Monitoring Equipment Installation only please check the HDC platform Risk Management section / HDC Address Checks form section 4G for information on the AM installation
Where should the Alcohol Monitoring equipment installation happen? (select one of the following)

- At the Curfew address, during curfew hours (this is the default process)

Yes/No

- At an agreed alternative approved address on [insert date] at [insert time]
Please provide address:

Yes/No

- At the Probation Office on [insert date] at [insert time]
Please provide address:

Yes/No

- At the Prison at the point of release
Please provide the prisoner's arrival time at the gate on the day of release:
Please provide the Prison address (only if different from the address provided in section 1):

Yes/No

*see Annex A, <https://www.gov.uk/government/publications/licence-conditions-policy-framework>

10. Information to aid successful installation of the monitoring equipment

a. Is there any information about the address or offender that the contractor should consider for installation? (Yes/No)

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E.g. whether the address is difficult to access; the offender has a sight or hearing deficiency, learning difficulties, or conditions which will affect the placement of the tag (such as prosthetic limbs).	
b. Please provide further details	

11. Risk information	
a. Are there any indicators that present a risk of harm to staff from violence or threatening behaviour, or risk on account of the staff member's gender, race, sexual orientation or other personal characteristics? (Yes/No)	
b. Please provide further details	

12. Community offender manager details	
a. Community offender manager name	
b. Contact number	
c. Breach notification email or functional mailbox	
d. Probation provider	