

HOME DETENTION CURFEW: AGENCY NOTIFICATION FORM

This form must be sent to the EMS provider, probation service 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 service.

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			
<i>Please confirm all that apply and provide the end date of the conditions</i>			
Curfew Monitoring (Yes/No)		End date:	
Exclusion(s) Monitoring (Yes/No)		End date:	
Trail Monitoring (Yes/No) This involves monitoring an offender's movements to support discussions with their offender manager about lifestyle and behaviours		End date:	
Other monitoring requirement (Yes/No)		End date:	

4. Curfew details	
a. Curfew address	

HOME DETENTION CURFEW: AGENCY NOTIFICATION FORM

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)	

5. Curfew times				
<i>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</i>				
	Time from	Time to	Split curfew only from	Split curfew only to
Daily				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Curfew hours on day of release				
HDC End Date:				

6. Exclusion conditions to be electronically monitored	
<i>Provide details of any exclusion conditions that are to be electronically monitored</i>	
a. Is there an exclusion zone requirement? (Yes/No)	
b. Is a map of the exclusion zone(s) attached to this form? (Yes/No)	

HOME DETENTION CURFEW: AGENCY NOTIFICATION FORM

c. Describe the exclusion zone(s) fully (include zone collection reference if the Portal has been used to draw the zone(s))			
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

7. Trail monitoring condition <i>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.</i>	
a. Is trail monitoring a requirement? (Yes/No)	
Describe trail monitoring requirement	

8. Other electronic monitoring requirements	
a. Are there any other electronic monitoring requirements e.g. attendance, inclusion zones? (Yes/No)	

HOME DETENTION CURFEW: AGENCY NOTIFICATION FORM

b. Describe requirement to be monitored			
Other Monitoring Requirement	Time from	Time to	Days of the week

11. Additional information
<p>Is there any additional information about the offender that the electronic monitoring provider should consider?</p> <p>For example is the offender blind, partially sighted, deaf, hard of hearing, has learning difficulties or any condition that may affect the fitting of the tag such as a prosthetic leg.</p> <p>Please provide further details or indicate that no additional information is relevant.</p>
<p>Is there any additional information to suggest that the offender presents a risk of harm or verbal abuse to the electronic monitoring provider's staff?</p> <p>Please provide further details or indicate that no additional information is relevant.</p>

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