
GALLATIN COUNTY
OFFICE OF COURT SERVICES



August 28, 2014

To: Private Electronic Monitoring Companies

RE: Gallatin County Procedures for use of Private Electronic Monitoring Companies

Recently, the Gallatin County Justice Court, the County Attorney and Gallatin County Court Services have designed reporting procedures for enrollment and compliance reporting for defendants who are assigned to private electronic monitoring companies.

The following is an outline of those procedures:

- At the time of the order, the Court should place a statement in the order similar to the following, "Court Services shall report the defendant's compliance with the enrollment and conditions of a private monitoring company."
- The defendant shall contact the private monitoring company within 24 hours of release (or any time criteria as established by the Courts) or being excused by the Court. The private monitoring company shall immediately provide Court Services a copy of a signed contract as evidence of enrollment.
- Court Services may submit a report of violation on any defendant who fails to report his/her enrollment within the time allowed by the Court.
- Court Services shall submit Reports of Violation to the prosecutors on any defendant's non-compliance as reported by the private company.
- Private electronic monitoring companies used by the courts to assess compliance with pre-trial or post-trial conditions shall include the following information on their compliance report forms (Alcohol Monitoring Systems "SCRAMx" violation reports fulfill this requirement if they contain all of the information listed):
 - o Defendant's full name,
 - o Defendant's date of birth,
 - o Court case number,
 - o Court of jurisdiction,

- Date the defendant was placed on monitoring services,
 - Monitoring company's address and telephone number, and
 - Full name of the employee reporting the violation.
- All violation reports must contain a verified written statement and the report shall clearly describe the violation as it pertains to the Court's conditions of release or supervision.
- Contracts and reports shall be sent via e-mail to the following dedicated Court Services e-mail address:

Privatemonitoringco@gallatin.mt.gov

- Private electronic monitoring companies shall be responsible for acquiring all orders from the Clerks of Court. Court Services shall not research information about any alleged violation, nor will it provide the monitoring companies release orders, court orders or any other information concerning the client, including information deemed criminal justice information.
- Gallatin County Court Services shall not report to the courts a defendant's "failure to pay" for services rendered by a private electronic monitoring company nor shall Court Services be responsible or liable for the defendant's failure to pay for those services.

We look forward to working with you and if you have any questions, please contact me.

Sincerely,



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cc: All Gallatin County Courts
County, City and Municipal prosecutors
Office of the Public Defender