

THIRTEENTH JUDICIAL CIRCUIT COURT
Boone County Adult Court Services
Home Detention Program Rule Book

PROGRAM OVERVIEW

- ☑ You have been placed on the Home Detention Program **by court order**.
- ☑ The judge may set **additional rules** or **stricter conditions** than what is listed here.
- ☑ You are required to **follow all rules and conditions**
- ☑ Breaking any of these rules may result in a violation report, **a warrant for your arrest**, or additional charges.
- ☑ We provide you with this document to help you **stay on home detention and out of jail**.

APPROVED RESIDENCE REQUIREMENTS

- You must reside at a home that has been **approved by Adult Court Services**.
- The residence must be a **permanent structure, with electricity** at all times
- **You may not move** without permission from your officer. If approved, moving must be scheduled with Court services
- You must submit **proof of residency** by providing:
 - A **current lease** in your name, or
 - Proof of ownership (**property deed** or a last year's **paid real estate taxes**.)
- If the lease or property are **not in your name**,
 - **Homeowner or leaseholder must come in to Adult Court Services** with:
 - A valid **photo ID**, and
 - **Consent to Home Detention form**, agreeing to allow you to live there for the entire time you are on the program.
- **Section 8 or Columbia Housing Authority housing is not allowed, unless Columbia Housing Authority provides Court Services with written consent that say you can reside there while on home detention.**

STANDARD MONITORING CONDITIONS

1. Stay at Home

- You must remain **inside your residence 24/7** - not driveway, parking lot or at mailbox
- You must have **permission** from your Court Services Officer to leave
- If you have a **medical emergency** contact Court Services

2. Electronic Monitoring

- You must wear a **tamper-proof ankle monitor at all times.**
- The monitor alerts Court Services violations: being out of your residence, losing signal, tampering with the device, or presence of alcohol (if applicable).
- Tampering with monitoring equipment is a **Class D Felony charge** RSMO 575.205
 - Suspicion of tampering will be investigated and **charges will be filed.**
- The anklet is waterproof for showers only. It **cannot be submerged** in water like bathtubs, pools, hot tubs, or lakes.
- Return all equipment as directed by Court Services.
- **Failure to return equipment will result in daily charges until returned.**

3. Phone Access

- You must have a **working phone** at all times to communicate with Court Services.
- Provide Court Services with your current phone number
- Cell phone is acceptable as long as it stays charged and in working order.
- You must answer all calls from Court Services.

4. Equipment Rules

- **Report equipment problems immediately.**
- **Do not attempt to fix, remove, or tamper with the equipment.**
- Tampering with monitoring equipment is a **Class D Felony.**
- If your electricity goes out or the equipment malfunctions, call Court Services right away.

5. Home Visits

- You and or the person who signed the consent form must allow your CSO or monitoring staff to enter your home **at any time** to check the equipment or verify your compliance.

6. Weekly Check-In and Schedule

- **Meet with your officer once a week at a set date and time**
- At that meeting, your officer will set your **out-time for the next 7 days.**
- **Tell your officer about anything you need to leave home for in that 7 days,**
 - *Work, Court, UAs, or Appointments.*
- **No schedule changes** are allowed until your next check-in.
- You can view your approved schedule anytime on **the monitoring smartphone app.**
- If you drive, you must have a **valid driver's license, registration, and insurance.**
- **Out time is only for the reason listed on your schedule,** don't go anywhere else.
 - Off early? Go home. Not going to work? Stay home.
- **Don't leave early** before your out-time starts
- **Don't come home late.** Be inside your home before your out-time ends

7. Employment Rules

- You must **maintain employment** unless excused by your officer.
- Send copy of your pay stub to your officer after each payday.
 - Failure to provide a pay stub may result in your work out-time being removed
- **No cash jobs** are allowed.
- If unemployed, you may be given time to **job search** for a limited time.
- Schedule **job interviews** during your job search time.
- Before you can start a **new job**, it has to be approved by your officer. You will need to send your officer a
 - Letter written on company letter head with
 - How much you will make an hour,
 - Your start date, and first schedule
- Your job must be in Boone County and you may not leave Boone County for your job unless approved by your officer

8. Program Fees

- You are required to pay a **daily program fee**, which is the highest of:
 - Half your hourly wage,
 - Half the current minimum wage, or
 - The daily equipment rental cost.
- **Payment Schedule:**
 - **First payment:** On the day you start the program (covers first two weeks).
 - **Second payment:** Due on day 14 (covers the rest of the first month).
 - **After that:** Due on the **1st of each month**.
- **Where to pay:**
 - Traffic and Accounting (across from Adult Court Services) or on-line.
 - **Accepted:** Cash, cashier's check, money order (to Boone County Circuit Clerk), or credit/debit (fees apply).

9. Alcohol and Drug Rules

- You must **not use alcohol or illegal controlled substances**.
- **You may not go to bars, liquor stores**, or any place where alcohol is the primary product sold.
- **Submit to drug or alcohol tests** (urine, blood, or breath) when requested. You must pay for these tests.

10. Obey the Law

- Any new arrest or charge, including traffic violations, **must be reported immediately**

EMERGENCY NUMBER INSTRUCTIONS

- Only for when Court Services is closed:
 - Weeknights (after 5:00 PM), mornings (before 7:30 AM), weekends/holidays.

ONLY call the emergency number for:

1. **Medical emergencies** requiring the emergency room (email proof).
2. **Equipment issues**, like power outages or equipment problems.
3. **If arrested or cited**, ask the officer to contact the emergency number.
4. **If staff specifically instruct you to call.**

Do not call the emergency number for schedule changes.

- Do not call asking to leave early, stay late, or change work hours.
- These requests must be handled **during your scheduled weekly check-in.**

CONTACT INFORMATION

Office: ☎ 573-886-4180 Monday – Friday, 7:30 AM to 5:00 PM

On Call: ☎ 573-228-1441 **Only when office is closed** (nights, weekends, holidays)
Only for **emergencies** or **equipment issues**

Email: ✉ BNE-ACS@courts.mo.gov

- Type “**Home Detention**” in the subject line
- Responses to emails will only happen during office hours
- Do not send messages about schedules changes.
- Do Not send messages through the monitoring app.

Acknowledgment

I have read and understand the Home Detention Rule Book. I understand the Special Conditions of home detention. I understand that if I violate any of these conditions, I may face a violation report being filed in my case, warrant for my arrest, and/or new criminal charges.

Signature: _____

Date: _____

CSO: _____

Date: _____