

# **ELECTRONIC HOME CONFINEMENT TECHNICIAN**

## **JOB PURPOSE AND SUMMARY**

To perform technical duties for the Electronic Home Confinement Program including installing electronic equipment, technical equipment trouble shooting, computer monitoring and programming; technical work is performed in conjunction with client contact, compliance monitoring, follow-up and case record keeping.

## **CLASSIFICATION DISTINCTIONS**

This classification provides electronic expertise to the Electronic Home Confinement Program. Aspects of the work involving client contact, monitoring and record keeping are compatible with the Corrections Program Associate classification.

Receives direction from the Correction Counselor III in charge of the Electronic Home Confinement Program and daily receives assignments and guidance from the assigned Correction Counselor II.

**KEY OR TYPICAL TASKS AND RESPONSIBILITIES** - Duties may include, but are not limited to the following:

- Install radio frequency monitoring equipment in offender's home; investigate and diagnose equipment malfunctioning; trouble shoot and repair telephone lines.
- Assign equipment to offenders based upon risk level evaluation; prepare movement schedules and program computer to initiate calls.
- Monitor computer print out and voice tape of computer calls to insure offender compliance; evaluate and determine violations; investigate violates to determine if it could be equipment error.
- Instruct offenders in installation and use of electronic equipment; convey detailed information to offenders regarding program policy and procedures and consequences of violations.
- Monitor offender compliance with program requirements; maintain detailed records of offender actions and performance as may be necessary for court testimony; report to other agencies offender performance; recommend appropriate action in the event of violations.
- Initiate action, such as warning letters, failure to comply notices, revocation notices, when offenders do not comply with established agreements.

- Investigate and seek resolution to a variety of program and offender problems and complaints.
- Insure that equipment receives regular maintenance and repair; consult with vendors concerning equipment or computer problems; recommend replacement; communicate with other electronic monitoring agencies.
- Provide program support to Correction Counselors.
- Perform related duties as assigned.

**QUALIFICATIONS**

**Experience and Training:**

- Two years of experience in the criminal justice system involving direct contact with offenders.
- One year of experience in electronic equipment installation or repair.
- Equivalent to two years of post-secondary education or training in criminal justice and/or electronics.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to establish the knowledge and abilities would be:

**Knowledge of....**basic electronic telephone equipment elements and components and installation methods; specialized computer programs used to monitor physical movement of offenders; interviewing and investigative methods and techniques; criminal justice system and community resources; pertinent laws, codes and regulations; human behavior and group dynamics; basic case management techniques; modern office equipment including computer systems and programs; office practices and procedures.

**Ability to....**train offenders and others in the use of electronic home confinement equipment; test and repair telephone lines and equipment both in the offender's home and in the office; investigate and report program violations; operate and program computer controlling movement of offenders; gather, evaluate and recommend action on program, offender and agency information; resolve complaints and calm angry clients; communicate effectively both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Office use: 6/20/00