

TO: ALL LOCATION MONITORING PARTICIPANTS  
FROM: U.S. PROBATION DEPARTMENT, SDNY  
RE: REQUESTS FOR TIME OUT

Please maintain a copy of this informational memo for reference during your period of Location Monitoring.

**REQUESTS FOR TIME OUT:**

A permanent schedule has been developed for you by your probation officer. The schedule should include time out for all approved events for which you may leave your residence. You should have a copy of this approved schedule. If not, contact your assigned officer.

IN SITUATIONS WHEN YOU NEED ADDITIONAL TIME OUT FOR REASONS NOT INCLUDED ON YOUR SCHEDULE (IE; MEDICAL, DENTAL APPOINTMENTS, COURT APPEARANCES, JOB INTERVIEWS, OR ATTORNEY MEETINGS) YOU ARE REQUIRED TO MAKE THE REQUEST NO LATER THAN 72 HOURS IN ADVANCE! ANY REQUEST SUBMITTED LATE WILL NOT BE APPROVED.

**METHOD TO REQUEST A SCHEDULE CHANGE:**

To request a one-time schedule change, you must call (212) 805-0041 between the hours of 10:00 A.M. to 3:00 P.M., MONDAY -THURSDAY ONLY. Leaving a voice mail message DOES NOT constitute permission to change your schedule. You must receive confirmation that the change was approved. Obviously, if you have a schedule change request for Saturday -Monday, you must make the call prior to 3:00 P.M. on Thursday. Calls are NOT answered on Friday.

**EMERGENCY NOTIFICATION PROCEDURE:** (FOR MEDICAL EMERGENCIES AND LIFE THREATENING SITUATIONS ONLY!)

In the event an emergency occurs after business hours, you must call (212) 805-0041 and leave a detailed message. Should the emergency involve a doctor or hospital visit, you must provide the name of the doctor/hospital, location, and time you expect to return. All such visits must be verified with written documentation.

**REMINDERS:**

- 1) Keep your telephone bill paid to insure proper functioning of the electronic monitoring equipment.
- 2) Be certain to free the telephone line (hang up the phone) when the "RED" light illuminates or when you hear a clicking sound (similar to call-waiting). In addition, the telephone line should be kept clear for a few minutes when you return home. Your

cooperation will reduce interference with personal calls.

- 3) The telephone to which the monitoring equipment is attached cannot have any special features (ie; caller ID, call waiting, call forwarding or 3-way calling) and must be free of answering machines, computer or FAX machines.

**SHOULD YOU FAIL TO ABIDE BY THE ABOVE PROCEDURES, YOUR REQUEST FOR TIME OUT WILL BE DENIED!**