

Enhanced Supervision

Post Orders - Example for Question 14 Addendum 4

Name of Contractor Assigned:			
Client's Name (Last, First, MI):	Date Assignment Requested:	Estimated Assignment Start Date:	Estimated Assignment End Date:
Location Address:		Equipment: Credentials and Mobile Phone	Shift Hours:

Enhanced Supervision (ES), also referred to as “Monitoring”, generally includes the following: observing, maintaining regular surveillance of, listening and reporting on CONREP clients and the surroundings.

Instructions:

DSH or its designee may add additional Orders to the Case Specific section. If any of items 1-35 do not apply or need to be altered, the item number and change shall be indicated in the Case Specific section.

General Work and Company Details

1. Track arrival and departure times for each shift.
2. Comply with Contractor's policy regarding breaks and lunch.
3. Familiarize self about CONREP and its clients by reviewing informational resources and training material.
4. Comply with the client's court ordered Terms and Conditions (T&Cs) of conditional release.
5. Must have credentials (ID and Guard Card) and a charged mobile phone on your person at all times while on assignment, in addition to a valid driver's license and insurance, if driving the client.
6. Ensure local law enforcement is aware Contractor is providing monitoring services for the client in their jurisdiction.
7. Complete a Daily Activity Report (DAR) at the end of each shift. DAR shall be provided to DSH and their designee within twenty-four (24) hours of the conclusion of each shift. Urgent concerns should be reported to DSH **and** their designee within two (2) hours.
8. Shall **NOT** consume any alcohol or other controlled substances while on duty or prior to shift.
9. Shall **NOT** sleep while on duty.
10. Shall **NOT** possess any type of offensive weapons (refer to specifics in Agreement). May carry self-defense tool(s), such as capsicum sprays, in accordance with Federal, State, and local laws and regulations, which shall be securely maintained and inaccessible to client.

Post Orders on Assignment

11. Be stationed outside the client's residence and positioned at optimal vantage points on the property to view activity of the client and unauthorized visitors or events. (Supervisor to assist with identifying).
12. Patrol property perimeter every hour, noting all observations.
13. May utilize residence bathroom, upon entrance being granted by the client, and then immediately exit to outside the residence.
14. When requested and as approved by DSH or their designee, transport clients to treatment appointments and other outings. Shall **NOT** attend treatment sessions with the client but must remain on premise. When requested to transport on non-treatment related outings, shall remain with client. Track associated mileage for reimbursement.
15. Keep personal vehicle keys secure and inaccessible to client at all times.
16. Keep all printed and digital material away from the view of the client.
17. Report any concerns (refer to examples in Agreement) regarding the client or incidents related to the client assignment to DSH **and** their designee within two (2) hours of the incident. Contact shall be made via phone call with a follow-up email and documentation on the DAR.

Client's Name (Last, First):	Shift Hours:
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18. If present during an emergency event or an illegal act involving or related to the client, shall immediately call 911. Shall contact DSH **and** their designee, as soon as safe and within two (2) hours.
19. Shall **NOT** make any changes to client's schedule. Changes must be approved in advance by DSH or their designee.
20. Shall **NOT** attempt to detain client if they attempt to flee. Shall immediately call 911, and then DSH **and** their designee.
21. Shall **NOT** leave the location (e.g. residence, appointment, approved outing) during assigned shift, leaving the client alone, unless the client is with another person authorized by DSH.

Visitors on the Property and Outside Contact:

22. Shall **NOT** communicate with protestors or media personnel and shall attempt to stay out of view of them as much as possible. Any communication attempts shall be reported in the DAR.
23. Shall prevent client from engaging in anything more than a brief, casual conversation (e.g. "hello", "have a nice day") with anyone other than the Contractor, DSH or their designee, or preapproved visitors. DSH or its designee must authorize every client visitor prior to any contact. Any unauthorized incidents must be reported to DSH or their designee immediately, and within two (2) hours of discovery and on the DAR.
24. Shall prevent anyone from entering the property without authorization and report any incidents to DSH **and** their designee immediately, and within two (2) hours of the occurrence.
25. Intercept any and all items provided to the client from a visitor and keep intercepted items away from client until DSH or their designee provide further instructions to the Contractor. Shall be reported on DAR.
26. Immediately contact the DSH **and** their designee, in any of the following events:
 - a. Client has incidental or direct contact with potential victims or any person they are not authorized to interact with;
 - b. Threatening behavior by others targeted at CONREP client or Contractor; and
 - c. Media coverage regarding CONREP client or DSH in general.

Rules and Boundaries:

27. Shall **NOT** permit or maintain a personal relationship (i.e. a close, significant, romantic, intimate, or platonic), in any respect, with clients or client's immediate family members.
28. Shall **NOT** release the Personal Information of any client. Shall keep all client information confidential and not disclose publicly or privately, in any form, without informed written consent through DSH or their designee. This includes the client's name, address, and any identifiable health information.
29. Shall **NOT** release to or allow client access to Contractor's Personal Information.
30. Shall **NOT** exchange any money, items or gifts with client. This includes, but not limited to, buying or ordering anything such as food, over the counter medications, reading, video or audio material or other items. Additionally, these items should be kept away from the client.
31. Shall **NOT** allow clients to listen to Contractor's personal or business phone calls.
32. Shall **NOT** allow clients to use Contractor's personal telephone or electronic devices nor shall Contractor use the client's personal telephone or devices, except in an emergency.
33. Shall **NOT** use client's Wi-Fi, internet connection or plug into client's electricity at the residence, except in an emergency or if Contractor's personal access is impacted and usage of the client's is necessary to perform the essential duties of the assignment. Any usage shall be reported on the DAR.
34. Shall **NOT** discuss any ES services or information, including information about other clients with the client.
35. Do **NOT** disclose confidential information about any program, facility, or center, its operations, employees or contractors, without DSH prior, written permission. May state that he/she is a Contractor for DSH's CONREP Program.

Client's Name (Last, First):	Shift Hours:
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Case Specific: (Each additional order shall be assigned a number, in numeric order. If none, indicate "None" in item 36).

CONTRACTOR MONITORING STAFF SIGNATURE		
By signing, I CERTIFY that I have read these Post Orders. I fully understand and agree to the information above.	Print Name:	Date:

Contractor: Please upload completed Post Orders of each Enhanced Supervision Monitor on the assignment to the designated location specified by DSH and its designee.