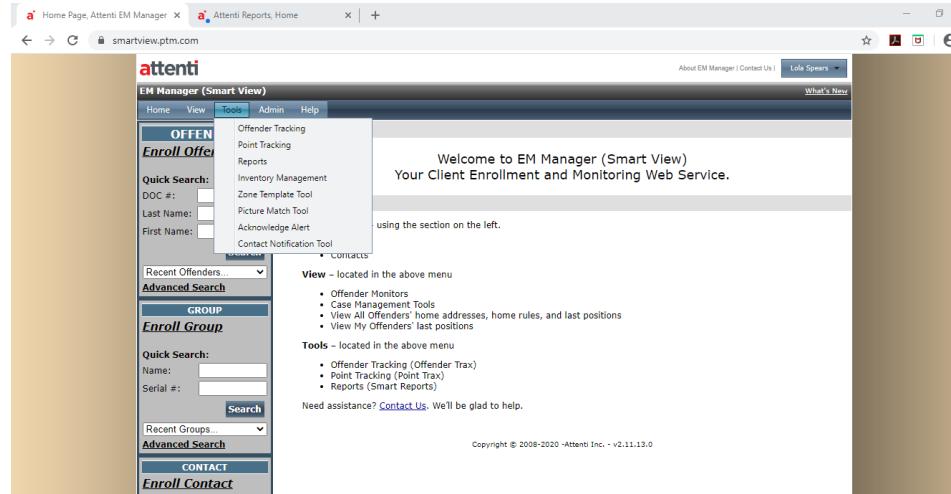


DVR Instructions and Processing Alerts

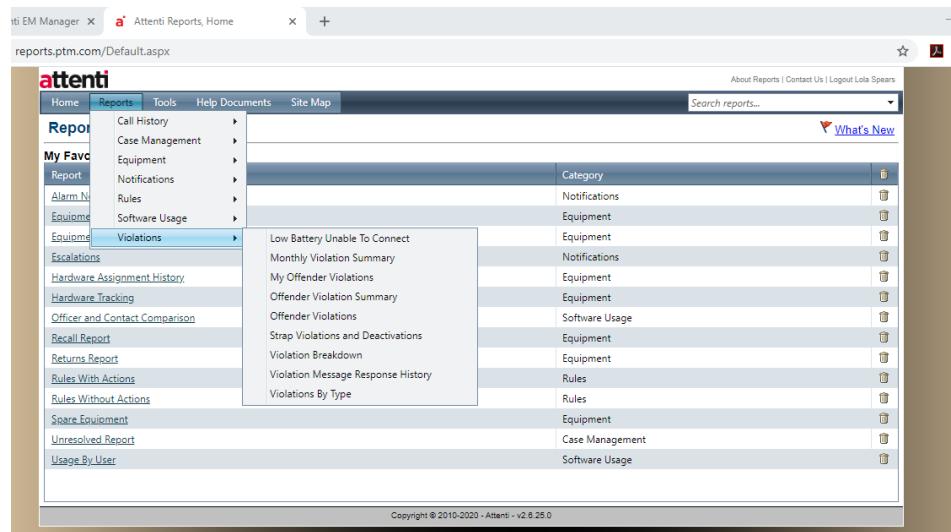
DVR Instructions

To view violations of offenders by area in the vendor software use the following instructions:

Choose: Tools- Reports- Violations- Offender Violations Report



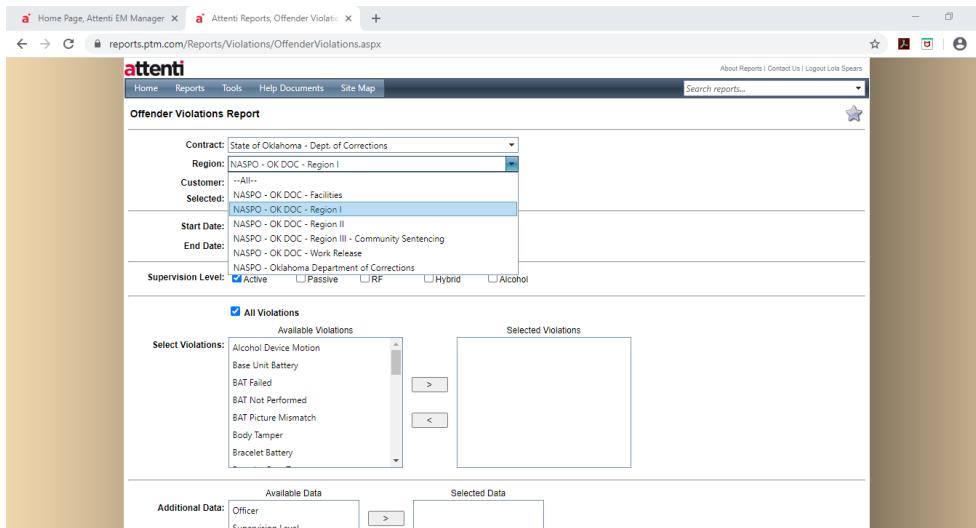
On the home screen of the vendor software, choose Tools then choose reports from the drop down menu



Once you have chosen reports a new window will open. On this page, you will choose the Reports Tab and then Offender Violations

Next, choose the criteria for the report using the following instructions:

Choose: Region-Customer-Date Range (Start and End Date)-Supervision Level (Active and Passive)-Violations (choose all violations)-Choose Additional Data (Officer-Supervision Level-ODOC Number)



Offender Violations Report

Contract: State of Oklahoma - Dept. of Corrections
Region: **NASPO - OK DOC - Region I**
Customer: **Selected: NASPO - OK DOC - Facilities**
Start Date: NASPO - OK DOC - Region II
End Date: NASPO - OK DOC - Region III - Community Sentencing
NASPO - OK DOC - Work Release
Supervision Level: Active Passive RF Hybrid Alcohol

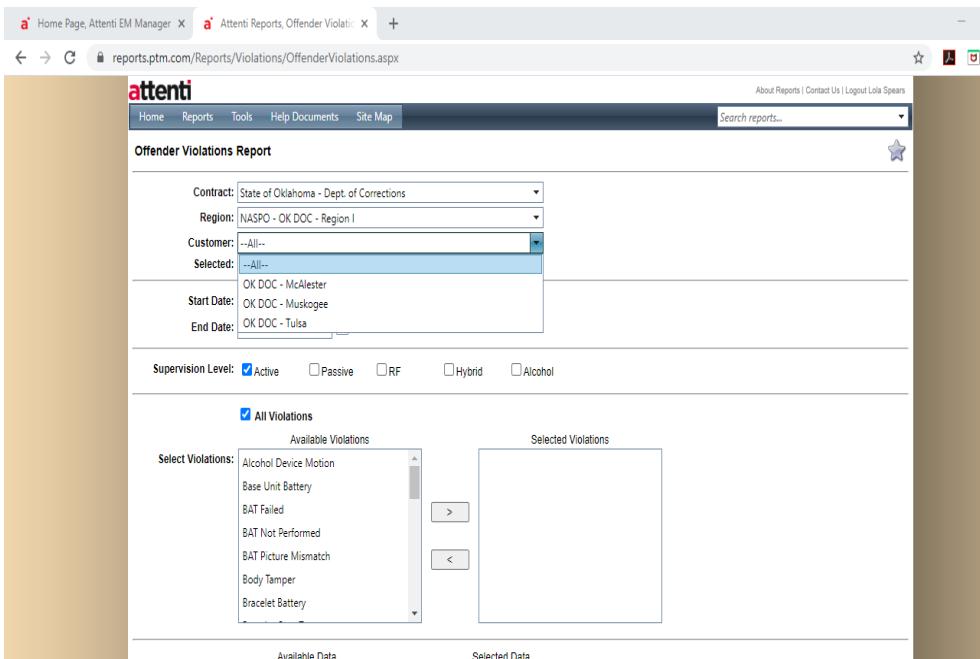
All Violations

Select Violations: Available Violations
Alcohol Device Motion
Base Unit Battery
BAT Failed
BAT Not Performed
BAT Picture Mismatch
Body Tamper
Bracelet Battery

Selected Violations

Additional Data: Available Data
Selected Data

Next choose the Region for the location of the inmates that are to be reviewed.



Offender Violations Report

Contract: State of Oklahoma - Dept. of Corrections
Region: **NASPO - OK DOC - Region I**
Customer: **Selected: -All-**
Start Date: OK DOC - McAlester
OK DOC - Muskogee
OK DOC - Tulsa
End Date:

Supervision Level: Active Passive RF Hybrid Alcohol

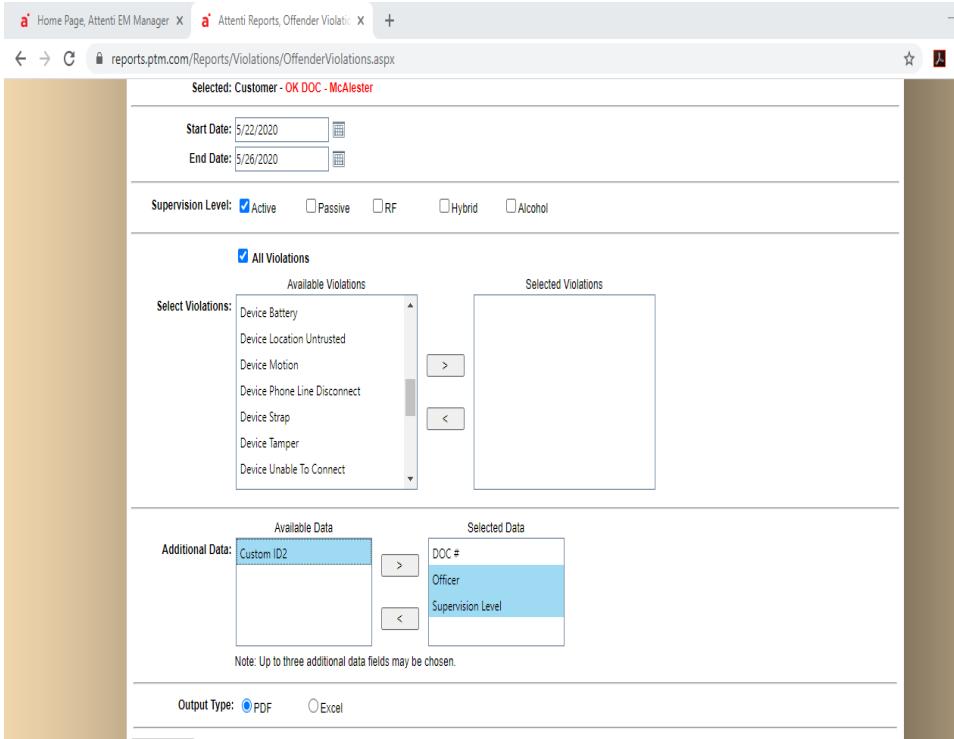
All Violations

Select Violations: Available Violations
Alcohol Device Motion
Base Unit Battery
BAT Failed
BAT Not Performed
BAT Picture Mismatch
Body Tamper
Bracelet Battery

Selected Violations

Additional Data: Available Data
Selected Data

Next, choose the location in which the offenders are being supervised.



The screenshot shows a web-based reporting interface for Offender Violations. At the top, the URL is reports.ptm.com/Reports/Violations/OffenderViolations.aspx. The page title is "Selected: Customer - OK DOC - McAlester". Below this, there are date selection fields: "Start Date: 5/22/2020" and "End Date: 5/26/2020". Under "Supervision Level", the "Active" checkbox is selected, while "Passive", "RF", "Hybrid", and "Alcohol" are not. The "All Violations" checkbox is checked. The "Select Violations" section shows a list of available violations: Device Battery, Device Location Untrusted, Device Motion, Device Phone Line Disconnect, Device Strap, Device Tamper, and Device Unable To Connect. The "Available Data" section shows "Custom ID2" selected. The "Selected Data" section shows "DOC #", "Officer", and "Supervision Level" selected. A note at the bottom says "Note: Up to three additional data fields may be chosen." At the bottom, the "Output Type" is set to "PDF".

Next, choose the start and end date to view the violations for that period. Next, choose the supervision level. Choose both active and passive. Then choose all violations. For additional data, choose ODOC #, Officer, and Supervision Level. Last choose the format to view the report (pdf or excel) then run report.

NOTE: If an inmate is on active supervision and was not placed on active by the supervising officer they will need to be switched to passive.

To view violations by officer in the vendor software:

Choose Tools- Reports- Violations (as indicated above) then My Offender Violations

Next, choose the criteria for the report using the following instructions:

Choose: Region-Customer- Officer-Date Range (Start and End Date)-Supervision Level (Active and Passive)-Display Options (choose show all offenders on their own page, note you may also choose show offenders with no violations)

Choose the region, customer/location, and supervising officer of the offenders that are to be reviewed. Then choose the date range (start and end date) to be reviewed. Then choose the supervision level (active and passive). Last choose the display options (Show offenders on their own page) and format for the report (pdf or excel) then run report.

Low Battery Voltage- The supervising officer will check the inmate's battery violation and charging history. The officer will review with the inmate how to fully charge the unit. Subsequent battery alerts not due to equipment issues may be grounds for sanctions or removal from the program.

Motion No GPS- The supervising officer will contact the inmate to verify location during this period. If the inmate works indoors, the officer may consider scheduling a Motion No GPS for the work schedule only.

Strap Removal or Tampers- Immediately upon reviewing the DVR or as soon as the supervising officer becomes aware of a strap violation, the officer will contact the inmate to determine if the violation is valid. The officer will visually ensure the strap has not been cut or tampered with. The officer will replace the strap.

Unable to Connect/Shielding/Jamming/Blocking- Determine if the alert is due to the inmate's location inside of a structure that is unable to get a good signal. Determine if there is an issue with cellular coverage in the area. Determine if the alert is due to a dead battery. Replace the unit if necessary.

Zone Alert-Respond to zone alerts within 24 hours (excluding weekends, holidays and office closures). Verify the address and that the zone is correct on the map. Make sure the inmate has a GPS signal. If not, have the inmate go outside for 15 minutes. Advise the inmate to stay out of the area (exclusion).