

SFJCCFG2 - SQA Unit Code D7F3 04

Install and decommission electronic monitoring equipment



Overview

This unit is about installing and decommissioning electronic monitoring equipment on a specified site for a designated individual. It will include dealing with those who have communication and language difficulties.

There are three elements

- 1 Establish contact with the individual to be monitored
- 2 Set up and test electronic monitoring equipment
- 3 Decommission electronic monitoring equipment

Target Group

This unit applies to field staff working for electronic monitoring organisations.

Performance criteria

Establish contact with the individual to be monitored

You must be able to:

- P1 arrive at the site at the agreed time and report this in accordance with organisational procedures
- P2 carry out an initial assessment of the situation and take action accordingly
- P3 have all the necessary equipment appropriate to the job and the site, and have other personnel present where relevant to the individual being monitored and any special communications needs
- P4 identify the individual being monitored, using the correct procedures
- P5 introduce yourself to everyone present and establish an effective working relationship
- P6 explain the electronic monitoring agreement to the individual being monitored, and check that they understand its meaning and sign the document, if applicable

Set up and test electronic monitoring equipment

You must be able to:

- P7 select the equipment most suitable to the type of site and monitoring context
- P8 install the monitoring unit in a location that will be most convenient and efficient for the site, minimising disruption or damage
- P9 in accordance with organisational procedures, fit the personal identification device to the individual being monitored, taking due care for their comfort and dignity
- P10 set the range in accordance with organisational procedures and verify that the equipment and set-up is functioning correctly
- P11 report the completion of the task and process records in compliance with organisational procedures

Decommission electronic monitoring equipment

You must be able to:

- P12 remove the personal identification device from the individual being monitored with due respect for their comfort and dignity
- P13 remove the monitoring unit and all other equipment from the site with a minimum of disruption and damage
- P14 check all equipment for damage
- P15 report the completion of the task and process records in compliance with organisational procedures

Knowledge and understanding

You need to know and understand:

- K1 your responsibilities for implementing the legal requirements for the range and types of electronic monitoring carried out by your organisation
- K2 how each must be dealt with and within what timescales
- K3 the information that you must have in order to carry out an installation
- K4 the procedures to follow if information is unclear or incomplete
- K5 the procedures to follow if the person is of the opposite sex or a young person
- K6 the procedures to follow if a person has special communications needs
- K7 the different types of sites in which equipment may need to be installed, and the equipment and other arrangements you must make for different sites
- K8 the types of hazards and risks you may face when installing equipment, and how to assess and respond correctly to these
- K9 why it is important to identify the person to be monitored, and how to do so
- K10 when you would need to make contact with other family members, and how to do so
- K11 how to introduce yourself, and the procedures you should follow to prove your identity
- K12 why is it important to check the information you have been given about the person and the site, and what to do if the information is no longer correct or if monitoring is not possible
- K13 the paperwork that the person to be monitored must receive, and how to make sure it is correctly completed
- K14 how to choose locations for the monitoring unit that are convenient and likely to provide the most efficient monitoring
- K15 how to work in a way that minimises disruption or damage, and why this is important
- K16 how to check that the range is correct and that the equipment is functioning correctly
- K17 the procedures for booking on and off site
- K18 how the communication systems work and standard procedures for configuration and testing
- K19 the records and reports that need to be completed, and how to do so

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