

## Pre-Installation

Prior to installing a ReliAlert device on an offender, take the necessary steps to prepare the device for installation.

### Software - Offender Enrollment (<http://trackerpal.securealert.com>)

1. From the Home or Offender Info tab, click Offender Quick Add from the shortcut menu. (The Offender Add shortcut is only recommended if detailed offender information, such as the offender picture, should be included.)
2. Enter the offender's profile information including all required fields as indicated by a red asterisk (\*)
3. In the assign device section, select the number that corresponds to the serial number found on the bottom of the device (e.g., A0021452)
4. Verify and select the service offerings for the offender
5. Once all required fields are complete, click Save Offender at the bottom of the page

**Note:** The offender profile may be saved and activation may be completed at a later time

## Activation

Once the device has been installed on the offender, the next step is to activate the device. For installation procedures, see the Offender Installation section of this document.

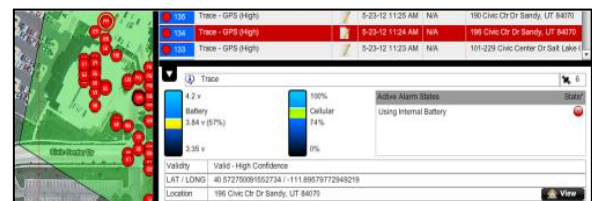
### Activate from the TrackerPAL™ Software

1. From the Home or Offender Info tab, click the yellow status dot next to the offender's name

Alarm	Offender	Last Valid Location	Last Status Update			
Start Previous Next End (1 to 4 of 4) 25						
Alarm Name	Date / Time	Name	Status	Approximate Address	Date / Time	Date / Time
CommResumed	5/23/2012 9:12:26 AM	Benes, Elaine	<span style="color: green;">●</span>	101-227 Civic Center Dr Sandy, UT 84	5/23/2012 10:57:00 AM	5/23/2012 10:57:00 AM
		Costanza, George	<span style="color: yellow;">●</span>	[Device Not Activated]		
		Cramer, Cosmo	<span style="color: red;">●</span>	[No Device Assigned]		

2. Click the Save Offender & Activate button. Then, click The Confirm in Tracker Map button

3. Confirm the device status in Tracker Map



GeoRule & eArrest rules can be created for the offender prior to installation and activation.

## Offender Installation

After completing all pre-installation steps, the ReliAlert device can be installed on the offender.

### Hardware - Device Power-up



1. Hold the call button on top of the device for approximately 3-5 seconds or until you hear an audio beep
2. Listen for the ascending and descending confirmation tones indicating the device has established cellular communication
3. Charge the device until a solid green LED illuminates prior to installing the device on the offender

**Note:** The ReliAlert XC device should be charged for a minimum of 15 minutes prior to powering on if the battery is fully depleted

### Measuring the Offender's Ankle



1. It is recommended that the offender sit down with their leg resting on a chair in front of them for device installation
2. Align the measuring tool with the offender's exterior ankle bone as indicated on the tool
3. Wrap the tool around the offender's leg to measure the size
4. Locate the appropriate strap from agency inventory

### Connecting the Strap



1. It is best to connect one end of the strap to the device prior to wrapping the strap around the offender's leg
2. Insert one strap end into the device and align the screws so that when downward pressure is applied, they seat into the holes
3. Only using the provided bit and driver, tighten the screws by alternating between the two screws. When tightening, place a slight downward pressure on the screws



### Placing the Device on the Offender



1. The device should be placed on the measured leg facing outward
2. Wrap the strap around the offender's ankle
3. Verify the correct strap size by rotating the device. If correctly sized, the device should just be able to barely rotate around the offender's leg
4. Once the correct strap size is verified, tighten the screws, securing the strap to the device
5. Snap the cosmetic caps into place by seating one end and slightly bowing the cap to snap the other into place
6. Prior to the offender leaving the premise, activate the device and confirm a successful install by ensuring there are no active Strap Tamper alarms

**Note:** The Monitoring Center may be contacted at (800) 466-1377 for device activations.