

Category: 200

Number: 251

Subject: **PRISONER REIMBURSEMENT POLICY**

1. **PURPOSE:** The purpose of this policy is to establish procedures for the billing and collection of prisoner costs, which are allowable by law to be sought and collected by the County.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** This policy shall apply to all eligible inmates of the Saginaw County Jail.
4. **RESPONSIBILITY:** The County Sheriff and the Controller/CAO shall be responsible for the implementation and administration of this policy.
5. **DEFINITION(S):** NONE
6. **POLICY:**
  - 6.1 The following policies and procedures are in accordance with the State of Michigan Act 118 121 of the Public Acts of 1984.
    - 6.1.1 In compliance with the act, a Financial Status Form has been developed for determining the financial status of prisoners. This form will be given to every prisoner upon being booked into the jail with an explanation on the reverse side (See Attachment A). This will be used when investigating the financial status of prisoners to set the per diem rate they will pay upon being sentenced.
    - 6.1.2 However, if a prisoner refuses to provide a completed financial status form the daily rate may be based on the activity in their commissary account.
    - 6.1.3 The completed Financial Status form will be evaluated and the per diem rate will be determined by using the Jail Reimbursement Reference Guide (See Attachment B).
    - 6.1.4 Saginaw County will also seek reimbursement of other expenses incurred, including but not limited to: sick call - \$10.00 per visit; Medication - actual expenses; Dental - actual expenses; Outside Medical Services including hospitalization - actual expense; and property damage - actual expenses. This is per Resolution "D", Resolution Authorizing the Adoption of a Prisoner Housing Reimbursement Policy and Prisoner Medical Reimbursement Policy, dated June 16, 1992.

- 6.1.5 The reimbursement for room and board to the County will not be billed to the inmate until he/she is no longer incarcerated in Saginaw County. With the exception of medical, dental, prescriptions and property damage, in which case these monies can be subtracted from the inmate's account, always leaving a minimum balance of \$5.00.
  - 6.1.5.1 Also excluded from this billing procedure would be the prisoners participating in Day Parole/Work Release programs. Those prisoners are charged and payments are collected while completing their jail terms, however, they may be billed for any pretrial detention if "Credit Time Served" is given at sentencing.
  - 6.1.5.2 The policy for billing day parolees going to work will be to charge these inmates weekly using the Reference Guide to set their daily rate or the daily rate set by the judge.
- 6.1.6 Within 30 days of release or sentencing, which ever is later depending whether the billing is for "credit time served" or actual sentenced jail days, the billing will be mailed. An explanation of the charges and the consequences of not making payments will be enclosed with the bill. (See Attachment C)
- 6.1.7 Through the cooperation of Information System and Services department the tracking and billing of inmates will be done by computer.
- 6.1.8 In accordance with the Act, a monthly list containing the name of each sentenced prisoner, the term of sentence, the date of admission, together with information regarding the financial status of each prisoner will be reviewed by the Jail Reimbursement Coordinator. The Saginaw County Board of Commissioners or the County Controller or the Saginaw County Sheriff's Department may investigate all reports.
- 6.1.9 It is anticipated that aggressive measures will be needed to attempt to collect on past due accounts. Therefore, a collection agency has been retained in accordance with Saginaw County policy to attempt recovery of delinquent accounts in accordance with the statute.
  - 6.1.9.1 Failure to make the payments as required by law could result in the following actions by Saginaw County:
    - 6.1.9.1.1 Civil action could be started by the County Attorney.
    - 6.1.9.1.2 The account could be turned over to a collection agency. The agency will take whatever course of action they deem necessary to collect the debt.

6.1.9.2 As long as payments are being made, Saginaw County will not pursue the above stated actions.

6.1.9.3 In the event a judgment against a person for money owed for Jail Reimbursement has been obtained and this person is again lodged in the Saginaw County Jail, they will forfeit any monies to cover the judgment from their inmate trust account.

6.1.9.4 The maximum charge for housing shall not exceed \$10,000 in any calendar year, except for days served on work release status, unless otherwise set by the sentencing judge.

6.1.10 All reimbursements secured under this act shall be credited to the General Fund of Saginaw County to be available for General Fund purposes.

6.1.10.1 These funds will be deposited into the Correction Reimbursement Program account, which is broken down into four (4) separate accounts receivable:

6.1.10.1.1 Reimburse Dept. of Corrections

6.1.10.1.2 Reimburse Inmates

6.1.10.1.3 Federal Grant - DOJ

6.1.10.1.4 Reimburse Collection Agencies

6.1.10.2 It is necessary to "Write Off" minimum balance accounts. Therefore, the Jail Reimbursement Coordinator will write off accounts under \$3.00 for new bills and under \$20.00 for bills being sent to collection each month.

6.1.11 In accordance with Resolution "D", an appropriate Budget for Jail Reimbursement has been devised which will provide for an inmate billing system.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED: November 23, 1999