

Sixth District Department of Correctional Services POLICY		Issue Date 06/18/04	Effective Date 05/07/18	Policy Number 138-18
Subject <b>OFFENDER FEES</b>			Review Month December	Author 0733 (KPO)
Rescinds 138-17	References Code of Iowa, Section 905.14, 907.7 Department Policy Numbers: 106 Drug Testing; 906 SOP Program Fees; 2346, 2516 Finances			

**POLICY:**

Offenders placed on self-supervision, and traditional supervision to the Department of Correctional Services are required to pay a supervision (enrollment) fee. Offenders are required to pay all fees established by the Iowa Code and by the Board of Directors of the Sixth Judicial District Department of Correctional Services. These fees are assessed to help defer costs associated with supervision requirements.

**DEFINITION:**

1. Supervision Fee (Enrollment Fee per Code of Iowa, Section 905.14) - All offenders pay \$300 (three hundred dollars) for each period of time under supervision.
2. Oldest Debt – The oldest debt owed by the offender to the Sixth Judicial District (6JD), taking all fee types into consideration (i.e. supervision fees, residential rent, bus pass, programming fees, etc.)

**PROCEDURE:**

1. Fee Notice:
  - A. During the sign-up process, offenders are notified of the fee owed for the current supervision and any unpaid debt from previous supervision(s). All fees owed by an offender are found in the Fee System via Yukon with the exception of current residential rent/fees. (Fee instructions are found in Yukon under Fees; click on Help Files.)
  - B. Offenders are notified of fees via court order, supervision agreements, etc. Staff may also have an offender sign the Notice of Supervision Fee (138A).
  - C. If an offender has multiple charges under supervision at one time, the fee is only charged once.

**PROCEDURE: (continued)**

2. Field Services Collection Procedure:

- A. All payments are applied to 6JD IDAP fees first and then the oldest 6JD debt. Payments are made at any Department of Correctional Services office. Acceptable methods of payment include cash, personal checks, money order, cashier's check, travelers check or credit card. Credit card payments are not accepted over the phone as we must have the cardholder's signature on file. After all 6JD fees are paid in full, payments for fees owing in other Districts may be collected from the offender.
- B. When a personal check is returned as unpaid, the following entries are made in the fee system:
  - 1) the "No Checks" box is marked as an indicator to staff that personal checks can no longer be accepted from this offender;
  - 2) the payment is reversed;
  - 3) any fee incurred by the Department for the returned check is assessed to the offender by entry into the fee system.
- C. All payments are receipted into the fee collection system by clerical staff. In all instances, a receipt from the fee system showing payment made and any outstanding balance is provided to the offender either in person, by mail or email.
- D. When it is not possible to enter payments into the fee system, a pre-numbered 3-part (manual) receipt from a bound receipt book is used to document the transaction. Payments receipted manually are entered later into the fee system. Each manual receipt is to reflect the following information:
  - 1) Date of Receipt;
  - 2) Offender's Name;
  - 3) Offender's ICON Number;
  - 4) Amount of Payment;
  - 5) Method of Payment;
  - 6) Signature of Collection Agent;
  - 7) Signature of Offender if method of payment is cash.
- E. Manual receipts are used in sequential order. If a receipt is mistakenly skipped, it must be voided. All original voided receipts are retained in the receipt book. Completely used receipt books are turned in to the Administrative Officer.
- F. Payments are placed in a sealed envelope. The following information is written on the envelope: date, initials, fee type, dollar amount enclosed, receipt number, and ICON number. The envelope is placed in the appropriate safe/lockbox.

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**PROCEDURE:** (continued)

- G. When payments are collected during group, the amount paid and the manual receipt number are written on the roster. A copy of the roster along with the payments collected are placed in a sealed envelope. The group name is written on the envelope and placed in the appropriate safe/lockbox.
  - H. Payments are processed daily in the main offices: Cedar Rapids, Coralville and Toledo. Payments received in other offices are taken no less than weekly to a main office location for processing.
  - I. Each office appoints an individual and a backup who is responsible for preparing a receipt report which must balance with the payments deposited. A report for the money deposited is sent to the Accounting Technician once each week. Problems or discrepancies are reported to the office Supervisor immediately.
3. Residential Collection Procedure:
- A. The Residential Probation/Parole Officer (RPPO) notifies the offender of the amount owing on their supervision fee and any other unpaid debt owed to the Sixth Judicial District. See Finances policy (2346-ANCHOR; 2516- GRHC/HH/LANC).
4. Credit Card/Debit Card transactions.
- A. When payments are made in person with a credit/debit card, the card holder must sign the charge receipt printout. The card holder receives the credit card receipt. The receipt from the fee system is provided to the offender.
  - B. When a payment slip is received for a credit card payment, the payment slip must be signed by the card holder. The transaction is processed and the credit card receipt is provided to the card holder. The receipt from the fee system is provided to the offender.
  - C. Field service offenders have the option to pay online using a credit card by accessing the District's website. Any fees associated with these online payments are assessed to the payer. A receipt is available to print through the online payment service.
5. Agreement to Pay:
- A. If an offender is unable to make payment in full, an Agreement to Pay (138B) may be generated from ICON Templates to document a payment schedule.

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**PROCEDURE:** (continued)

6. Waiver of Fee:
  - A. Up to 50% of the supervision fee may be waived by completing the Offender Fee Waiver with Community Service (138C) generated from ICON Templates. The offender is notified that the waiver requires a proportional number of community service hours to be performed in lieu of the cash payment. The completed Request for Waiver form is signed by the offender and Supervisor prior to any community service being performed. The completed form is retained in the offender's file. After all community service hours are completed, the completed waiver form and community service timesheet(s) are is submitted to the Accounting Technician. The waiver process is initiated four (4) months prior to the maximum discharge date to allow for performance of community service hours.
  - B. Requests for Offender Fee Waiver (138D) in excess of 50% of the original amount owing are approved by Administration or designee. Proof of reason for Waiver is attached when submitted. The approved Waiver is then forwarded to the Accounting Technician for entry into fee system.
  - C. Upon entry of payment into the database by the Accounting Technician a receipt is printed and forwarded to clerical staff to be provided to the offender.
7. All offenders who have not made payment toward their debt in the past one-hundred twenty (120) days are referred to the State of Iowa Offset Program for collection from any future State payments such as tax refunds, lottery payments, vendor payments, etc. Offenders are notified of this collection procedure.
8. In the event a refund is necessary and offender has an outstanding balance on other 6JD fees or fees in another District, use Fee Transfer Request (138F). If there are no other fees owing, use Fee Refund Request (138E) and the overpayment is mailed to the offender. Overpayments less than \$1.00 are not refunded to an offender.

BY ORDER OF:

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Bruce VanderSanden, District Director