



Division of Pretrial
Detention and Services
Directive

Wendell M. France
Approved by:
Wendell M. France
Commissioner

Title: Authorized Use of Detainee Incentives and Rewards	Directive Number: DPDS.200.0004
Related MD Statute/Regulations, etc: N/A	Supersedes: PDS 185-5 titled, Authorized Use of Incentives and Rewards issued on April 30, 2007
Related ACA Standards: N/A	Authorized by: Wardens
Related MCCS Standards: .03G	Effective Date: January 31, 2011 Number of Pages: 2

.01 Purpose

This directive establishes policies and procedures governing the systematic use of incentives and rewards to encourage desired behaviors among detainees.

.02 Scope.

The Division of Pretrial Detention and Services

.03 Policy.

Programs specifically designed to encourage the positive behavior of detainees through the use of incentives or rewards shall have the prior written approval of the warden. Recognition or privileges shall be awarded in such a way as to avoid the appearance of favoritism or the creation of unrest among the detainee population.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) "Incentive/reward" means a specified benefit or consideration provided to residents in order to produce or reinforce desired behavior, (e.g. extended recreation period or telephone access, snacks, beverages.)

.05 Responsibility.

A. Prior to the implementation of any practice involving the systematic use of incentives or rewards, the department head is responsible to submit a written request, (Appendix A) for the warden's approval.

B. The warden, upon receipt of a request for approval, shall be responsible to:

- (1) Make a determination to approve, approve with modification(s) or denial the request based upon the:
 - (a) Overall fairness of the plan;
 - (b) Type of incentive or reward being proposed; and
 - (c) Anticipated impact.
- (2) Forward the request form to the deputy commissioner for final determination whenever a request:
 - (a) Has been conditionally approved by the warden; and
 - (b) Requires an expenditure of funds and/or use of overtime.
- (3) Document final determination by the warden and return the form to the requestor whenever a request is:
 - (a) Denied; or
 - (b) Approved and requires no expenditure of funds or overtime.

C. The deputy commissioner shall be responsible to:

- (1) Make and document a final determination on proposed incentive programs which require the expenditure of funds or overtime; and
- (2) Return the completed form to the requesting department head.

.06 Attachment(s).

A Request for Approval: Incentive/Reward Program

.07 History.

- A. This directive replaces PDSD 185-5 titled, Authorized Use of Incentives and Rewards issued on April 30, 2007.
- B. This directive supersedes provisions of any other prior existing Division communication with which it may be in conflict.

Division of Pretrial Detention and Services
Request for Program Approval

To: *(Warden)*

From:

Date:

Re: **Detainee Incentive Program**

- 1) What specific behavior(s) is being encouraged?

- 2) Which detainees would be eligible to participate?

- 3) How long will the program last? How often will incentives be awarded in that period?

- 4) What Specific incentive is proposed?

- 5) Will funds or OT be required? If “yes” what will be the total cost in funds and/or OT hours for the duration of the program?

- 6) Who would serve as judge(s)?

- 7) Comments *(Attach additional pages if necessary)*:

Warden’s Determination

- Final approval is given to proceed.
- Final approval is given to proceed with modifications.(see attached)
- Proposal is denied.
- Conditional approval. Request is referred to the Deputy Commissioner for final determination.

(Warden/designee’s Signature)

(Date):

Deputy Commissioner’s Determination

- Final approval is given to proceed.
- Final approval is given to proceed with modifications.(see attached)
- Proposal is denied.

(Deputy Commissioner’s Signature)

(Date):

