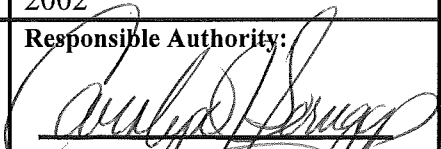
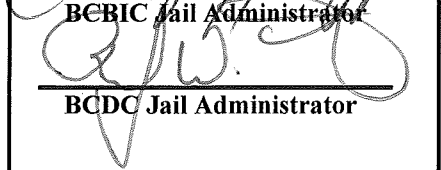




Facility Directive



Title: Restitution by Inmates	Facility Directive Number: CRDET.105-009
Related MD Statute/Regulations: Correctional Services Article, §3-609 (2011) Annotated Code of Maryland	Supersedes: PDSO 105-9 issued March 15, 2002
Related ACA Standards: 4-ALDF-6C-01; 4-ALDF- 6D-01	Responsible Authority:  _____ BCBC Jail Administrator  _____ BCDC Jail Administrator
Related MCCS Standards: .01O and .08C	Effective Date: October 1, 2013 Number of Pages: 5


Wendell France
Regional Executive Director


Carolyn A. Atkins
Director of Detention

.01 Purpose

A. The purpose of this directive is to establish procedures for governing the collection of restitution for:

- (1) Willful damage;
- (2) Misuse to state issued property; and

B. The introduction of the:

- (1) Detainee Identification Cards (“I-Cards”); and
- (2) Current replacement costs.

.02 Scope.

This directive is applicable to the Central Region Detention Facilities, excluding Chesapeake Detention Facility:

- A. Baltimore Central Booking and Intake Center; and

B. Baltimore City Detention Center.

.03 Policy.

It is the policy of the Central Region Detention Facilities that:

- A. Restitution is made from an inmate account pursuant to a guilty ruling at a formal hearing;
- B. Designated personnel who are in compliance with property accounting principles shall handle disbursements for restitution; and
- C. Written copies of the inmate's account is provided to the inmate whenever a disbursement for restitution is made from their account.

.04 Definitions.

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

B. Terms Defined.

- (1) "Identification cards (I-Cards)" means an inmate identification card, which must be worn on their person; and
- (2) "Restitution" means payment for documented reasonable expenses associated with:
 - (a) Repair; or
 - (b) Replacement of:
 - (i) Altered;
 - (ii) Damaged;
 - (iii) Destroyed;
 - (iv) Stolen; or
 - (v) Missing property, tool, equipment.

.05 Procedures.

A. Distribution and Return of "I-Cards":

- (1) A committed inmate will be issued an "I-Card";
- (2) The inmate must sign for the "I-Card";

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(3) The inmate must display "I-Card" except during showers;

(4) A inmate who:

(a) Loses;

(b) Damages; or

(c) Alters "I-Card" will receive an infraction ticket.

(5) If an inmate receives an infraction ticket, he/she will have to pay the \$10.00 restitution, for a new card upon a guilty verdict via:

(a) Formal hearing; or

(b) Self admission.

(6) A inmate being released must return their "I-Card" to the Release Lieutenant.

(7) A committed inmate who did not possess photo identification upon their arrest will receive a "R-Card" upon release.

B. Staff shall follow the applicable procedures as prescribed in DPSCS.105.0005, titled, Inmate Disciplinary Procedures, when an incident or event occurs where staff suspects an inmate of the:

(1) Willful destruction;

(2) Damaged; or

(3) Loss of:

(a) State property; or

(b) Personal property of:

(i) An employee; or

(ii) Another resident.

C. Supervisory staff, shall note reports of rule violations 100, 116, or 408 and ensure that subordinates have taken appropriate action to charge the resident(s) upon review of

(1) Logbooks;

(2) Requisitions;

(3) Incident reports; and

(4) Issue-return logs.

D. The institutional representative assigned to a hearing for rule violations 100, 116, or 408, shall ensure that all available evidence is presented, unless prohibited for security reasons;

E. Upon review of a hearing officer's action, the Jail Administrator/designee shall ensure that appropriate restitution is imposed in all cases when the resident has been found guilty of an infraction resulting in:

(1) Damage;

(2) Destruction; or

(3) Loss to state property or the personal property of an employee or detainee.

F. Complete and distributed a *CRDET Restitution for Destroyed Property* form (DPDS #0171-94 Rev. 3-04) as follows:

(1) Inmate- copy;

(2) CRDET Finance Department- original;

(3) Office of the Jail Administrator- copy;

(4) Director of Detention- copy;

G. Disbursements for Restitution

(1) Upon receipt of a completed CRDET Restitution for Destroyed Property form (DPDS #0171-94 Rev.3-04) the finance officer shall;

(1) Complete the action related to reimbursement for:

(a) Lost; or

(b) Destroyed issued property and other forms of restitution.

(2) When a disbursement is posted to an account with insufficient funds a negative balance will be carried.

.06 Attachment(s).

CRDET Restitution for Destroyed Property CRDET 0171-94 (Rev. 7-12).

.07 History.

- A. This revises form CREG 0171-94 (Rev. 3-04) which is used to notify the inmate that, pursuant to a guilty finding by a hearing officer, a fixed charge is billed to the inmate's account as restitution for the:
 - 1) Damage;
 - 2) Vandalism; or
 - 3) Loss of stated items.
- B. This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

.08 Distribution.

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STATE OF MARYLAND
Department of Public Safety and Correctional Services
Central Region Detention Facilities
Baltimore Central Booking and Intake Center & Baltimore City Detention Center

RESTITUTION for DESTROYED PROPERTY

Date: _____

IR#: _____

To: _____
(Resident's Name)

ID#: _____ **Current Housing Unit:** _____

From: _____

Be advised that a hearing officer has found you guilty of destroying, vandalizing, or losing

_____ State property _____ the personal property of a CRDET employee/resident in

_____ on _____
(Location where incident occurred) (Date of incident)

and a total amount of \$ _____ shall be deducted from your commissary

account to make restitution for the item(s) listed below:

Attachment: 105.0009.CRDET

Central Region Detention Facilities
Attachment 105.0009.CRDET

ITEM	QUANTITY	UNIT COST	AMOUNT
Jumpsuit, Dietary		\$22.50	
Jumpsuit, Other		\$17.50	
Uniform Shirt, Juvenile		\$17.00	
Hooded Coat		\$50.00	
ID Card		\$7.50	
Mattress		\$50.00	
Sheet		\$5.00	
Towel		\$2.50	
Light Bulb		\$1.00	
Light Fixture			
Sprinkler Head			
Television/VCR			
Telephone			
Wall (graffiti) Other			
TOTAL:			

CREG Finance Department Original Only

Approved By: Carolyn A. Atkins, Director of Detention