

	<b>DEPARTMENT OF PUBLIC SAFETY</b>	<b>EFFECTIVE DATE:</b> NOV 23 2009	<b>POLICY NO.:</b> COR.02.02
	<b>CORRECTIONS DIVISION</b> <b>POLICY AND PROCEDURES MANUAL</b>	<b>SUPERSEDES (Policy No. &amp; Date):</b> 493.02.02 & 12/12/88	
	<b>SUBJECT:</b> <b>INMATE ROOM AND BOARD PAYMENTS</b>	Page 1 of 3	

## 1.0 PURPOSE

To establish policies and procedures for inmate room and board payments.

## 2.0 REFERENCES AND DEFINITIONS

### .1 References

- a. Hawaii Revised Statutes (HRS) 26-14.6, Department of Public Safety (PSD).
- b. HRS § 353C-2, Director of Public Safety, Powers and Duties.

### .2 Definitions

- a. Income-producing furlough refers to any furlough, which results in a legitimate source of income for a participating inmate; i.e., a job, a training program with stipend, an educational program with scholarship or stipend, etc.

## 3.0 POLICY

It is the policy of the PSD to allow selected inmates to secure steady employment, vocational training, and/or education outside of the confines of the institution. In order to encourage their responsibility, and to foster their independence, inmates participating in income-producing furloughs shall be required to contribute a share of their earnings toward their maintenance. This share shall be based on ability to pay, up to an established maximum amount.

### .1 Responsibilities

- a. Inmates participating in income-producing furloughs shall contribute a proportionate share toward their maintenance.
- b. Only Facility Wardens have the authority to approve any exceptions to the room and board assessments. Approval must be granted in writing and a copy of such approval shall be filed within the inmate's institutional file.
- c. The Facility Warden is responsible for the monitoring of the policies and procedures contained herein.

### .2 The Director shall review and establish the maximum rates for room and

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board payments on a yearly basis. Maximum room and board, or room only rates, shall be established and any adjustments made will consider the state of the economy, employment rate, average wages, cost of housing, etc.

Each correctional facility from which income-producing furloughs are administered shall establish an amount for room and board according to the inmate's ability to pay, but no more than the maximum rate as established by the Director.

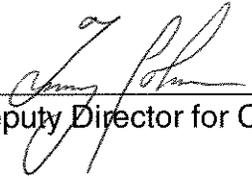
- .3 Inmates shall be assessed room and board costs 21 days following the securing of employment. This allows for the inmate to begin a savings account and provides for initial employment cost items (clothing, transportation, etc.).
- .4 Inmates who are on extended furlough status shall be assessed room and board costs only for those days they reside at the facility.
- .5 An inmate's room and board contribution may be reduced up to, but not more than, one-half (1/2) via a written agreement as an incentive to clear verified personal debts (including restitution fines, and/or fees ordered by the courts) and, in exceptional cases, of family need.
- .6 Room and board contributions shall be payable by the 15th day of each month for the previous month and/or prior to an inmate's release on parole, discharge inclusive of max out of prison sentence, or transfer to another facility.
- .7 Disposition of Collection - checks or money orders shall be deposited to the State General Fund and shall be made payable to the Director of Budget and Finance, State of Hawaii. Oahu branches are to make deposits directly to the Department of Budget and Finance. Neighbor Island branches are to make direct deposits into the account of the Director of Finance, State of Hawaii, at an approved bank branch.
- .8 If branches are using an Inmate Trust Fund accounts system, a check may be cut for each inmate contributing to room and board in place of the check or money order as stated in .7 above.

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4.0 SCOPE

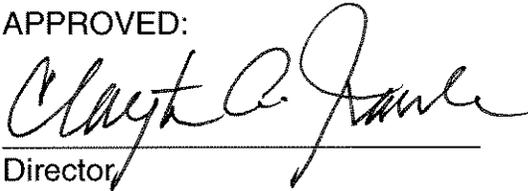
This policy applies to all branch facilities in which inmates are participating in income-producing furlough programs administered by the PSD.

APPROVAL RECOMMENDED:

  
 Deputy Director for Corrections

11/18/09  
 Date

APPROVED:

  
 Director

11/23/09  
 Date