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Collection of Fees	ACA Standards: 2-CO-1B-05, 4-APPFS-2E-01, 4-APPFS-2F-01, 4-APPFS-2F-02, 4-APPFS-3D-25		
Robert Patton, Director Oklahoma Department of Corrections	Signature on File		

Collection of Probation/Parole Fees, Restitution and Program Support Fees

For the purpose of this procedure, the term “offender” applies to individuals under community supervision by the Oklahoma Department of Corrections (DOC).

I. Procedure Review

All probation and parole staff will be issued this procedure regarding collection of probation/parole fees, restitution and program support fees. Documentation of the employee’s review will be placed in the employee’s personnel file. (4-APPFS-3D-25)

II. Supervision Fees, Restitution and Program Support Fees for Oklahoma Offenders (4-APPFS-2F-01)

A. Supervision Fee Amounts

1. Probation

- a. Supervision fees are mandated by state statute. If sentencing documents do not specifically waive such fees, they will be collected. Sentencing documents that do not address the issue of probation fees are not to be considered as a waiver.
 - (1) If sentenced prior to June 30, 1996, fees are determined by the amount on the Judgment and Sentence; if sentenced after July 1, 1996, DOC will set fees in the amount of \$40 per month per state statute unless waived or reduced by the sentencing authority.
 - (2) A fee amount of less than \$40 appearing on the sentencing documents will be considered a reduction by the sentencing authority.
- b. Documentation of the financial obligations to be collected by DOC will be forwarded to the Restitution and Accounting Unit who will in turn enter the information into the Offender Banking System (OBS).

2. Parole

- a. The parole supervision fee will be collected in the amount as determined by the Pardon and Parole Board. The Department will determine the amount of the parole supervision fee for those offenders granted parole after June 10, 1996. The fee shall not exceed \$40 per month.
- b. Documentation of the financial obligations to be collected by the Department of Corrections will be forwarded to the Restitution and Accounting Unit.

3. Number of Fees Per Offender

- a. Only one fee per offender will be assessed. Regardless of the number of multiple sentencing documents, or cases under supervision, only one fee will be collected from each offender under supervision.
- b. In the event of multiple convictions, the fees will be receipted to the longest sentence of all cases for which a fee has been assessed.

4. New Conviction(s)

If an offender receives a new conviction while under supervision without a revocation on the original case, fees will continue to be collected and receipted to the original case.

- a. In the event the supervision expires on the original sentence

with time remaining on the new conviction, fees will then be receipted to the new conviction CRF number.

- b. This will occur the first month after the expiration of the original sentence.

5. Acceleration/Revocation

Once a new Judgment and Sentence is issued as a result of acceleration or revocation, the fee balance starts over as zero.

6. Community Sentence Administrative Fee

Offenders assigned to community sentencing will be responsible for the \$20 administrative fee in the same manner as other program support fees, as well as the \$40 supervision fee.

- B. Restitution (4-APPFS-2F-02)

1. Probation

If restitution is ordered to be collected by the department, it will be collected as outlined in the sentencing documents. A copy of the officer card and complete restitution schedule will be forwarded to Restitution and Accounting upon receipt.

2. Parolee

- a. Restitution Information

When restitution is required as a condition of parole as indicated on the parole certificate, the supervising officer will contact the district attorney's office to determine the amount of restitution owed, name of victim, current address of victim and forward this information in a special report to Restitution and Accounting, along with a copy of the judgment and sentence and parole certificate.

- b. Modification

If the amount of the restitution or the identity of the victim cannot be established, a special report will be forwarded to the district supervisor for forwarding to the Pardon and Parole Board for a modification of the condition.

- c. Payment Schedule

Monthly payment schedules will be established so that the offender may complete all restitution payments by the expiration of parole supervision. The "Financial Plan" will be

utilized to schedule restitution payments for parolees.

C. Program Support Fees

Any fees ordered for specialized programs or other costs (i.e., GPS, PPCS, PSI, DNA, Community Sentencing administration fees, etc.) will be determined by the supervising officer who will forward such information to Restitution and Accounting in order for the information to be entered into OBS.

III. Collection of Fees/Restitution (2-CO-1B-05)

All fees and/or restitution will be collected and processed through the use of a private vendor. Payments will be made through the private vendor via the "Fee Collection Program" Form ([DOC 160701B](#), attached).

A. Officer Responsibility

1. During orientation to supervision, the offender will be given a copy of the "Fee Collection Program" form ([DOC 160701B](#)), detailing how fees and/or restitution are to be paid.
2. All contact with the offender regarding fee payment, to include delinquency notices will be made through the private vendor. Contact by the private vendor to the offender will be made through mail and/or telephone. The offender's contact information is provided through information in the Offender Management System (OMS); staff are to ensure that this information is kept current and updated as changes occur.

IV. Notice of Collection/Contact

The private vendor will notify the officer of each contact made or attempted with the offender, and of each payment made through automated chronological entries in OMS.

V. Waiver of Court Costs or Restitution

The payment of court costs or restitution may only be waived by the sentencing court. A special report may be submitted to the sentencing court recommending waiver or extension of the time in which to pay the court costs or restitution.

VI. Failure to Pay Restitution

When an offender is 60 days delinquent in the payment of restitution, sanctions will be applied. If the offender does not become current within 45 days of the sanctioning, a violation report will be submitted. The officer will include in the summary/recommendation section of the report all pertinent information known regarding the offender's nonpayment and the officer's recommendation.

VII. Procedures for Interstate-In Fee Collection

A. Beginning Payment Date

All incoming Interstate Compact cases accepted for probation or parole supervision on or after July 1, 1995 will be assessed a supervision fee as per state statute.

The fee will begin on the first day of the first month following acceptance of supervision.

B. General Orientation

The offender will be advised of the fee amount and beginning date during the general orientation/initial interview. This information will be entered on the "Orientation to Supervision" ([OP-160103](#), [Attachment D](#)) which will be signed by the offender and officer.

VIII. Reduction/Waiver of Supervision Fees

A. Hardships

1. Supervision fees may be reduced or waived for a 90 day period by DOC any time during the course of supervision if a legitimate hardship can be verified. The reduction in fees will be reviewed every 90 days to verify the hardship continues to exist. If the hardship has been determined to be permanent, the fee may be waived for the duration of supervision.
2. If the supervising officer has such evidence that a hardship exists, a case conference will be held with the immediate supervisor. The following criteria will be used as a general guideline in determining hardship cases:
 - a. Income of offender, spouse, and/or significant other;
 - b. Monthly utility bills;
 - c. Mortgage or rent;
 - d. Miscellaneous bills (credit cards, etc.);
 - e. Any other income received (AFDC, alimony, child support, etc.);
 - f. Any other household aid received (food stamps, medical card, etc.);
 - g. Number of dependents;

- h. If offender has a physical/mental disability (i.e., confined to hospital or nursing home);
- i. If offender is a full-time student being supported by a parent or guardian;
- j. Judge or district attorney recommendation; and
- k. Any other reason deemed to be valid and proper.

B. Incentives (4-APPFS-2E-01)

Supervision fees may be reduced or waived for a specified time as an incentive awarded to the offender. An incentive fee waiver or reduction shall not exceed \$100.00 for each six month time period. A waiver or reduction in fees as an incentive may be awarded in, but not limited to, the following circumstances:

- 1. To offset the cost of treatment when the offender is attending as agreed.
- 2. When the offender is making timely payments toward restitution or other financial obligations.
- 3. In circumstances where reporting requirements have been reduced.

C. Fee Reduction/Waiver

If a recommendation is made by the supervising officer to reduce or waive supervision fees, the supervising officer will submit the "Factors for Consideration of Fee Reduction or Waiver Request" ([DOC 160701A](#), attached) to the district supervisor or designee, through the chain of command for approval.

- 1. Each person in the chain of command must concur with the request before final approval is granted.
- 2. The approval/denial will be entered into the chronological record.
- 3. (Revision 06/21/2014) The request will also be filed in Section I of the field file and, if approved, the district will enter the information into the Offender Banking System (OBS) and a copy will be sent to Restitution and Accounting.

IX. Interstate-Out Fee Collection

In the event that an Oklahoma offender is being supervised by another state, Oklahoma supervision fees will not be collected. If the offender is delinquent prior to transferring to another state, the delinquency must be resolved prior to transfer

either by payment or waiver.

X. Request to Restitution and Accounting for Refunds

If a refund to an offender is required, a memorandum will be forwarded to Restitution and Accounting stating the reason for the request of the refund with supporting documentation and the offender's home address.

The memorandum will be approved by the district supervisor or designee. Refunds will be processed by Restitution and Accounting within 60 days after the request for a refund is made.

XI. References

Policy Statement No. P-160100 entitled "Purpose and Function of Probation and Parole"

22 O.S. § 991 d.

XII. Action

The district supervisors are responsible for compliance with this procedure.

The division manager of Community Corrections is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-160701 entitled "Collection of Probation/Parole Fees, Restitution and Program Support Fees" dated August 22, 2012

Distribution: Policy and Operations Manual
Department Website

Referenced FormsTitleLocation[DOC 160701A](#)"Factors for Consideration of Fee
Reduction or Waiver Request"

Attached

[DOC 160701B](#)

"Fee Collection Program"

Attached

Referenced AttachmentsTitleLocation[Attachment D](#)

"Orientation to Supervision"

[OP-160103](#)

