

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE	EFFECTIVE DATE 01/01/10	NUMBER 06.02.120
	SUBJECT PAROLE LOANS	
SUPERSEDES 06.02.120 (04/01/00)		AUTHORITY MCL 791.237
ACA STANDARDS NONE		PAGE 1 OF 2

POLICY STATEMENT:

A parolee without sufficient funds may be granted a parole loan for room and board for up to a two-week period after parole release, as determined by the Deputy Director of Field Operations Administration (FOA).

POLICY:

- A. If a prisoner will be paroling directly into the community, the field agent conducting the preparole investigation shall review the prisoner's personal, family, and community resources to determine whether the prisoner has resources available to sustain himself/herself for at least two weeks. If the field agent determines that the prisoner has inadequate resources available, the agent shall recommend that a parole loan be provided. Only the minimum amount needed to sustain the prisoner on parole for up to two weeks shall be recommended.
- B. The FOA Deputy Director or designee shall review each loan recommendation and determine whether the loan should be approved and, if so, the amount of the loan. If the loan is approved, the amount approved and the payees (e.g., prisoner, landlord) shall be recorded on the Parole and Commutation Board Order for Parole (CAX-119).
- C. If the prisoner is paroling from a Correctional Facilities Administration (CFA) facility directly into the community, the business office for the facility at which the prisoner is housed shall issue a release debit card for the amount of the parole loan as indicated on the Parole and Commutation Board Order for Parole reduced by the spendable balance in the prisoner's trust account at the time the loan is processed. A warrant shall be issued instead of a debit card, however, for that portion of the loan that is identified as being for lodging or for the full amount of the loan if it is payable in its entirety to the landlord/hotel/motel. Parole loans for prisoners paroling directly to a Residential Reentry Treatment Program facility shall be processed upon release into the community as directed by the FOA Deputy Director or designee.
- D. The prisoner shall be required to sign a Prisoner Loan Agreement (CSJ-159) prior to receiving payment of the parole loan. A copy of the signed form, with the amount of the loan noted, shall be forwarded by staff to the Finance Division of the Bureau of Fiscal Management (BFM).
- E. The warrant or release debit card shall be given to the prisoner at the time s/he is released on parole to the community or, if released before receipt of the warrant, as soon as possible after release unless the loan is no longer needed. If the loan is no longer needed, the uncashed warrant shall be sent to the Finance Division.
- F. The paroled prisoner shall be required to repay the parole loan within 180 calendar days after receipt of the warrant and/or release debit card. The field agent shall discuss the need to repay the loan with the paroled prisoner at each in-person contact required by PD 06.04.130 "Supervision of Probationers and Parolees" until the loan is paid in full. The field agent shall document each discussion in the case notes. All parole loan payments shall be sent to the Finance Division.
- G. The Finance Division shall maintain a record information system on all loans processed pursuant to Paragraph C, on all uncashed warrants received pursuant to Paragraph E, and on all parole loan payments received pursuant to Paragraph F.

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- H. If the parolee is returned to a CFA facility either as a parole violator or with a new conviction before the loan is paid in full, the Finance Division Manager or designee shall notify the appropriate business office of the parole loan balance. Business office staff shall enter the parole loan balance into the Department's prisoner accounting system as an institutional debt and shall forward to the Finance Division any funds removed from the prisoner's account to pay the balance. Funds shall be removed in accordance with PD 04.02.105 "Prisoner Funds".
- I. If a parolee discharges or absconds supervision with a parole loan balance, the Finance Division Manager or designee shall report the balance to the Department of Treasury.

PROCEDURES

- J. Wardens, the FOA Deputy Director, and the Administrator of the Bureau of Fiscal Management shall ensure that procedures are developed to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director.

AUDIT ELEMENTS

- K. A Primary Audit Elements List has been developed and is available on the Department's Document Access System to assist with self audit of this policy pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

APPROVED: PLC 12/17/09