

RECOVERY OF COST FOR LOST/DAMAGED ELECTRONIC MONITORING EQUIPMENT

Following the determination by a Hearing Officer/Reentry Corrections Specialist that an individual is at fault for damage to or destruction/loss of electronic monitoring equipment leased or owned by the Department, the individual will be held liable for the repair or replacement costs incurred.

The Electronic Monitoring Program Administrator/Reentry Corrections Specialist will:

1. Notify Headquarters Trust Accounting employees via the DOC DL HQ LFO-COS UNIT Outlook mailbox with the following information:
 - a. Name and DOC number,
 - b. Total repair/replacement cost, and
 - c. A scanned copy of the bill for the repair/replacement costs or notification that a hard copy of the bill will be forwarded to MS: 41107.

2. Notify the individual in writing of the Department's intent to create an electronic monitoring debt on the individual's account with the following information:
 - a. A copy of the bill for the repair/replacement costs.
 - b. Remittance address for the individual to send payments to:

Department of Corrections
Attn: Trust Accounting Unit
PO Box 41107
Olympia, WA 98504-1107
 - c. That payment must be submitted in the form of a money order/cashier's check. Personal checks will not be accepted. The money order/cashier's check must be clearly marked with the individual's DOC number and indicate that the payment is for "EM Debt Repayment".
 - d. That in the event of the individual's incarceration, electronic monitoring debt will be collected in accordance with DOC 200.000 Trust Accounts for Incarcerated Individuals.

Headquarters Trust Accounting employees will:

1. Post the total charge to the individual's account in the Trust Accounting System administrative caseload A01.
2. Notify the Electronic Monitoring Program Administrator and case manager that the charge has been posted.
3. Provide a monthly report to the Electronic Monitoring Program Administrator with the following information:
 - a. A listing of all individuals with electronic monitoring debt,
 - b. The total amount charged,
 - c. Payments received, and
 - d. Current outstanding balance.