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JOHN Q. HAMM
COMMISSIONER

July 27, 2023

ADMINISTRATIVE REGULATION
NUMBER

114

OPR: ACCOUNTING

ADMINISTRATION OF ACT NO. 2021-249,
CODIFIED AT *ALA. CODE* §§ 14-1-21-23, §§ 15-22-29 & 32, and §§ 15-22-52 & 54

I. **GENERAL**

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies and procedures applicable to the Department in the administration of Act No. 2021-249, codified as *Ala. Code* §§14-1-21-23, *Ala. Code* §§15-22-29 & 32, *Ala. Code* §§15-22-52 & 54. This law is related to the payment of per diem and health care costs for parolees and probationers charged with, or sanctioned or revoked for, a parole or probation violation when a validated Claim is submitted by an Alabama County or the County's designee.

II. **POLICY**

It is the policy of the ADOC to comply with the law as enacted and to remit payment in accordance with the Act, Alabama's Fiscal Policy and Procedures Manual, and the ADOC's Accounting Manual.

III. **DEFINITIONS AND ACRONYMS**

- A. **Board**: The Alabama Board of Pardons and Paroles.
- B. **Claim**: An application for payment or invoice submitted by a County seeking payment for claimed per diem and/or healthcare costs incurred by the County for housing or providing healthcare to a Parolee or Probationer pursuant to the timeframes stipulated in this Administrative Regulation.
- C. **County**: A County of the State of Alabama, its Sheriff or Sheriff's office employees, or Jail Administrator, County Administrator or other Designee of the County authorized to submit a Claim on behalf of said County.

- D. **Documentation**: Documents, information, invoices, and other written materials submitted in support of a Claim as defined in this Administrative Regulation.
- E. **Parolee**: An inmate paroled to supervision of the Alabama Board of Pardons and Paroles by action of the Board and covered by the terms of Act No. 2021-249, Ala. Code §§15-22-29 & 32, and this Administrative Regulation.
- F. **Probationer**: An offender sentenced to probation by an Alabama Circuit Court and covered by the terms of Act No. 2021-249, Ala. Code §§15-22-52 & 54, and this Administrative Regulation.
- G. **Inmate Released to Mandatory Supervision**: An offender released to supervision by the terms of Ala. Code §15-22-26.2 to the supervision of the Board of Pardons and Paroles.

IV. **RESPONSIBILITIES**

- A. The Department will timely review all Claim(s) and supporting Documentation received from a County or the Board submitted to the Department for reimbursement pursuant to the terms of the Act as codified at *Ala. Code* §§14-1-21-23 and provide comment to the County for any discrepancy or clarification requests, including additional Documentation.
- B. Documentation in support of a Claim for Per Diem should be directed to the Accounting Division.
- C. Documentation in support of health care costs shall be directed to the Office of Health Services.
- D. Upon validation of the Claim, the ADOC will remit payment in accordance with Act No. 2021-249, codified at *Ala. Code* §§14-1-21-23, Alabama's Fiscal Policies and Procedures Manual and ADOC's Accounting Manual and this AR.

V. **PROCEDURES**

- A. Claims for Per Diem Charges:

Counties seeking to submit a Claim for per diem charges should be directed as follows for Claim submission:

1. ADOC's Accounting Division at:

ADOCPayables@doc.alabama.gov

2. Upon receipt by the Department of a Claim and Documentation for the Claim, including Documentation evidencing the dates a Parolee or Probationer was housed in the County Jail, the Accounting Division has the responsibility to process the Claim(s) for payment. Documentation may include the following:
 - a. Completed Fugitive Warrant;
 - b. Form Authorizing Arrest of Parole Violator;
 - c. Action of the Board Subsequent to Parole Court form;
 - d. Judge's Order for Arrest on Probation Violation or Probation Officer's Written Statement of Probation Violation;
 - e. Judge's Order on the Probation Violation;
 - f. Criminal Sentencing Order for a Probationer on the Current Violation;
 - g. Administrative Imposition of Intermediate Sanctions – Parole;
 - h. Administrative Imposition of Intermediate Sanctions – Probation;
 - i. Consent to Intermediate Sanction form;
 - j. Parole Court Action on Sanction or Judge's Order for Sanction;
 - k. Authorizing Arrest of a Mandatory Release Violator form; and
 - l. Any other Documentation evidencing the date or dates in which a Parolee or Probationer was housed in the County jail that permits the Department to calculate the amount of reimbursement for per diem charges.

B. Claims for Health Care Costs:

Counties seeking to submit a Claim for health care costs should be directed as follows for Claim submission: