

COUNTY OF LEHIGH, PENNSYLVANIA  
COMMISSIONERS BILL 2014-02  
SPONSORED BY COMMISSIONER JONES  
REQUESTED DATE: JANUARY 15, 2014  
ORDINANCE NO. 2014 -

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APPROVING THE "FINANCIAL RESPONSIBILITY PROGRAM –  
PROCESSING FEE" POLICY FOR THE DEPARTMENT OF CORRECTIONS

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WHEREAS, the County of Lehigh Department of Corrections has been operating with a policy titled "Financial Responsibility Program – Housing Requirement" since 1995, which imposes daily room and board fees on Lehigh County inmates; and

WHEREAS, based on its experience with attempting to collect these fees, the Department of Corrections has determined it can more efficiently recover the cost of intake services from inmates through a program which will charge each inmate a flat fee of Sixty Dollars (\$60.00) at the time of incarceration; and

WHEREAS, the proposed program more accurately represents the cost of services rendered by the Department of Corrections; and

WHEREAS, section 310(a)(7) of the Home Rule Charter requires ordinance approval to establish, alter or abolish rates charged for services supplied by the County.

NOW, THEREFORE, IT IS HEREBY ENACTED AND ORDAINED BY  
THE BOARD OF COMMISSIONERS OF THE COUNTY OF LEHIGH,  
PENNSYLVANIA, THAT:

1. The foregoing whereas clauses are incorporated herein as if set forth in their entirety.

2. The County Executive is hereby authorized to implement the Financial Responsibility Program – Processing Fee policy attached hereto as Exhibit “A”, to be effective March 3, 2014.

3. The proper officers and other personnel of Lehigh County are hereby authorized and empowered to take all such further action, including any necessary transfers of funds, and execute additional documents as they may deem appropriate to carry out the purpose of this Ordinance.

4. The County Executive shall distribute copies of this Ordinance to the proper officers and other personnel of Lehigh County whose further action is required to achieve the purpose of this Ordinance.

5. Any Ordinance or part of any Ordinance conflicting with the provisions of this Ordinance is hereby repealed insofar as the same affects this Ordinance.

6. This Ordinance shall become effective in ten (10) days after enactment.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by the following

vote:

Commissioners

AYE

NAY

Geoff Brace  
Thomas C. Creighton, III  
Percy H. Dougherty  
David S. Jones, Sr.  
Vic Mazziotti  
Brad Osborne  
Scott Ott  
Lisa Scheller  
Michael P. Schware

ATTEST: \_\_\_\_\_  
Clerk to the Board of Commissioners

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Thomas S. Muller  
County Executive

ENACTED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.



COUNTY OF LEHIGH  
DEPARTMENT OF CORRECTIONS  
38 NORTH FOURTH STREET  
ALLENTOWN, PA 18102

EFFECTIVE DATE: 3/3/14

PART I: Administration &  
Management

ORIGINAL ISSUE: 12/4/95

SECTION B: Fiscal Management

SUBJECT: I-B-1  
Financial Responsibility Program –  
Processing Fee

**PURPOSE:**

To define procedures in order to collect a processing fee from newly-committed offenders.

**APPLICABILITY:**

This directive applies to Lehigh County Department of Corrections adult facilities.

**POLICY:**

Newly-incarcerated offenders will be held financially responsible for a portion of their initial processing cost.

**RATIONALE:**

To promote the rehabilitative concept of accepting personal responsibility for one's actions and to help defray the costs to the taxpayer associated with incarceration.

**PROCEDURE:**

- A. Effective March 3, 2014, newly-committed offenders will be responsible for a sixty dollar (\$60.00) processing fee.
- B. The processing fee will not apply to offenders being held for other jurisdictions (per diem contracts, 7X transfers) or those here via a temporary writ.
- C. The processing fee shall be directly deducted from account balances including the funds on person when committed, as well as any subsequent deposits to the offender's account, until the fee is paid in full. Receipts will be provided to the offender.
- D. Offenders are not eligible to order commissary or other financial privileges until the processing fee has been paid in full.

- E. In the event the subject offender is later acquitted of the associated criminal charge, he/she may, within 30 days of the acquittal, request the return of the full or partially paid processing fee.
- F. New commitments who are subject to the processing fee will be provided with a "Processing Fee Notice" (copy attached) as part of the commitment process.
- G. In addition to the initial processing fee, Community Corrections Center residents, including those held for other jurisdictions, will be charged for room and board and other living fees.

**EFFECTIVE DATE:**

The foregoing has been approved by the Lehigh County Department of Corrections and shall be effective March 3, 2014. This policy shall supercede all previous directives on the subject, and shall apply to all correctional facilities.

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Edward Sweeney, CJM  
Director of Corrections



Edward Sweeney, CJM  
Director

Department Of Corrections  
38 North Fourth Street  
Allentown, Pa 18102

### PROCESSING FEE NOTICE

You are hereby notified that you are financially responsible for a \$60.00 processing fee associated with this incarceration. The money will be directly deducted from any funds which you have on your person at the time of commitment and your continuing account balance until the debt is paid in full.

Should you later be acquitted of the associated criminal charge/case, you may complete the below form, within 30 days of the acquittal, to request the return of the full or partially paid processing fee.

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Inmate ID Number

\_\_\_\_\_  
Incarceration Date

\_\_\_\_\_  
Criminal Case Number

\_\_\_\_\_  
Complete Mailing Address Where The Check Should Be Mailed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Phone: (610) 782-3260  
Fax: (610) 820-3450  
Email: edsweeney@lehighcounty.org