I. Authority

In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and Title 22 of the Alaska Administrative Code.

II. References

Alaska Statutes
Alaska Administrative Code

III. Purpose

To establish uniform procedures within the Department for prisoner sentence time accounting.

IV. Application

All staff and prisoners.

V. Policy

A. The Chief Time Accounting Officer will be responsible for the oversight and management of statewide prisoner sentence time accounting.

B. The Chief Time Accounting Officer will be responsible for certification and decertification of time accounting personnel.

C. An individual prisoner Time Accounting Record containing relevant information on each sentence must be maintained in a case record file in accordance with 22 AAC 05.090. Information contained on the Time Accounting Record will be released only to authorized persons in accordance with 22 AAC 05.095 and this policy.

D. Prisoner Time Accounting Records must be kept in the prisoner's institutional file and protected from unauthorized access.

E. The Department will provide training in prisoner sentence time accounting procedures to ensure accuracy, statewide uniformity and consistency.

F. Periodic audits will be conducted to maintain quality assurance of time accounting practices and computations.

G. Only personnel who are authorized by the Chief Time Accounting Officer may complete Time Accounting Records and post subsequent entries.

VI. Procedures

A. Initiation of Time Accounting Record

1. The Chief Time Accounting Officer shall establish and monitor procedures to ensure that a Time Accounting Record is initiated and maintained on each sentenced prisoner in the custody of the Department of Corrections. The record must contain all relevant documentation and information concerning the prisoner's sentence. The record must include sentence information, and that information must be entered,

maintained and updated on the Department's computer system as it pertains to the prisoner.

2. Upon receipt of the Temporary Court Order or Judgment disposing of a petition to revoke probation, the institutional records officer will fax a copy of the order to the appropriate field probation office.
3. Upon receipt of the Temporary Court Order or Judgment disposing of all felony probation violations, the field probation officer will forward institutional and probation files to the holding facility within three working days.
4. All sentenced prisoners must have a Time Accounting Record completed. The designated Institutional Time Accounting Officer is responsible for maintaining the prisoner Time Accounting Record at the holding institution in accordance with the following requirements:
   a. The Time Accounting Record (20-602.06A) and, if applicable, the Time Accounting Record Continuation Sheet (20-602.06B) must be maintained in the prisoner's institutional file.
   b. A prisoner's Time Accounting Record must be completed within 30 days after the prisoner is sentenced on all cases and the prisoner must be provided with a copy.
      (1) If the prisoner disagrees with the sentence calculation, the prisoner and the records officer shall attempt to resolve the issue informally. If the issue can not be resolved informally, the prisoner may file a grievance.
      (2) The Chief Time Accounting Officer is the final level of administrative appeal for all time accounting grievances.
   c. A Time Accounting Record may never be destroyed. In the event a Time Accounting Record must be recreated, the original record must be voided and maintained in the file for historical purposes.
   d. In the event that a Time Accounting Record needs to be recalculated due to multiple or egregious errors, the records officer, whenever possible, should consult with the original author of the Time Accounting Record prior to making changes. If the records officers can not resolve the matter, it will be forwarded to the Chief Time Accounting Officer who will render a ruling.

B. Content and Organization of the Time Accounting Record
   1. All prisoner Time Accounting Records must clearly reflect the printed name of the individual initiating the record, the current holding facility and the date of creation.
   2. The current Time Accounting Record must be the top document contained in section three of the prisoner file and must remain in the institutional file for which that period of incarceration applies.
   3. Prisoner's name, date of birth and offender number must be reflected on the Time Accounting Record.
   4. All case numbers and applicable dates of prior service, up to and including the date before sentencing, must be reflected in the prior service section.
   5. Nygren credit must be identified by dates and facility where the prisoner spent time. [See Court of Appeals Decision, Nygren v. State, 658 P.2d 141 (Alaska App. 1983)]
   6. All sentences must be identified as presumptive or non-presumptive.
   7. Discretionary parole eligibility dates must be calculated by the institutional records officer in accordance with 22 AAC 20.005 - 22 AAC 20.090.

8. Time Accounting Records containing more than one sentence must list the composite term as the first entry on the time sheet.
9. Cases must be listed in chronological order based upon date of sentence.
10. Any subsequent adjustments such as new sentences, vacated sentences, escapes, good time forfeitures and good time restorations must be annotated with an action code, date and last name of the records officer making the entry.
    a. New sentences must be identified by case number and date of sentence.
    b. Good time forfeitures must be identified by date of offense, level of infraction for which the prisoner was found guilty and disciplinary infraction number.

C. Release Documentation

A Notification of Release to Supervision and a Certificate of Good Time Award must be completed by the institutional probation officer, or designee, for each sentenced prisoner thirty days prior to release. (Forms 20-818.01A and 20-818.01B).

1. Name, sentence jurisdiction, total number of good time days and date of release must be noted.
2. Type of supervision, if any, must be reflected.
3. Parole supervision expiration date must be noted, if applicable.
4. Probation supervision expiration date must be reflected, if applicable.
5. Address of probation office must be entered on the release document.
6. The Certificate of Good Time Award and the Release to Supervision form must be signed and dated by the releasing officer and the superintendent or his/her designee.

D. The Chief Time Accounting Officer is the primary authority for the department in all prisoner time accounting matters as related to the following:

1. Responsible for statewide oversight of all prisoner Time Accounting Records.
    a. Responds to questions regarding sentence and parole computations for time accounting officers, probation officers, attorneys, court personnel and other agencies.
    b. Assists in computing the most difficult of prisoner Time Accounting Records.
    c. Acts as a department resource for time accounting officers regarding application of rules.
    d. Serves as the Department's expert witness in all cases involving litigation related to prisoner time accounting issues.
2. The Chief Time Accounting Officer shall audit prisoner Time Accounting Records in accordance with section VI.B. (Content and Organization of the Time Accounting Record) of this policy:
    a. Periodic, on-site audits of prisoner Time Accounting Records must be completed by the Chief Time Accounting Officer. The Time Accounting Record Audit (Form 20-601.01A) must be completed and maintained in the institutional file with the Time Accounting Record.
    b. Report findings and make recommendations to the Division Directors.
        (1) Provide overview to the Director of Institutions regarding each institution's time accounting practices.
            (a) Note areas of proficiency.
            (b) Identify specific problem areas and make suggestions as to a course of action to improve accuracy.

(2) Provide overview to the Director of Probation and Parole regarding the calculation of parole and probation expiration dates.

(a) Note areas of proficiency.

(b) Identify specific problem areas and make suggestions as to a course of action to improve accuracy.

3. Prepare lesson plans and schedule time accounting training.
   a. Conduct classroom training.
   b. Evaluate on-the-job training of new time accounting officers.
   c. Issue certification documents to officers after successful completion of all levels of training.
   d. Authorize records officers to conduct training as the Chief Time Accounting Officer's designee.
4. Act as liaison between the Department of Corrections and other agencies.
   a. Communicate with Assistant Attorneys General to keep current with new opinions that affect time accounting practices.
   b. Review appellate court decisions that pertain to prisoner time accounting.
   c. Disseminate pertinent information to all time accounting officers and the Department of Corrections.
   d. Testify in court as the Department of Corrections expert on matters relating to time accounting procedures.
5. Update Time Accounting Manual as necessary.
   a. Disseminate updated material to institutional time accounting officers, field probation supervisors and Assistant Attorneys General.
   b. Provide guidance and instruction as to proper application of new time accounting rules.

VII. Implementation

This policy and procedure is effective 14 days following the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure. All local policies and procedures must conform to the contents of this document; any deviation from the contents of this document must be approved in writing by the Division Director.

12-1-06
Date

Marc Antrim, Commissioner
Department of Corrections

Applicable forms:

601.01A	Time Accounting Record Audit
602.06A	Time Accounting Record
602.06B	Time Accounting Record Continuation Sheet
818.01A	Notification of Release to Supervision
818.01B	Certificate of Good Time Award