

**STATE OF ALASKA  
DEPARTMENT OF CORRECTIONS**



**POLICIES & PROCEDURES**

<b>SECTION:</b> Administration		<b>PAGE:</b> Page 1 of 4
<b>CHAPTER:</b> 600	<b>NUMBER:</b> 601.01	<b>P&amp;P TYPE:</b> Public
<b>TITLE:</b> Prisoner Sentence Time Accounting		
<b>APPROVED BY:</b>  Dean R. Williams, Commissioner		<b>DATE:</b> 07/19/17
<b>ATTACHMENTS / FORMS:</b> (A.) Time Accounting Record (TAR). (B.) TAR Audit. (C.) TAR Continuation Sheet.		<b>AUTHORITY / REFERENCES:</b> 22 AAC 05.155 AS 33.16.090 22 AAC 20.005-090 AS 33.20.010 AS 12.55.025 AS 33.20.050 AS 12.55.027 AS 33.20.060 AS 12.55.086 AS 33.30.011 AS 12.55.088 AS 33.30.021 AS 12.55.090 AS 33.30.101 AS 12.55.127 AS 44.28.030 AS 12.55.135 DOC P&P 602.01 AS 12.55.145 DOC P&P 808.03

**POLICY:**

- I. It is the policy of the Department of Corrections (DOC) to have in place procedures for conducting prisoner sentence time accounting for each sentenced prisoner under the jurisdiction of the Department.
- II. The Chief Time Accounting Officer will be responsible for oversight and management of statewide prisoner sentence time accounting to include certification and decertification of time accounting personnel.
- III. It is the policy of the Department to provide Basic level and Advanced level training in prisoner sentence time accounting procedures to ensure accuracy, statewide uniformity, and consistency.
- IV. Only time accounting personnel authorized by the Chief Time Accounting Officer may complete Time Accounting Records, post subsequent entries on a Time Accounting Record (TAR), update sentencing information, and enter a TAR in the DOC Offender management system.
- V. Each institution will have, at a minimum; one (1) designated Primary Time Accounting Officer certified at the Advanced level.
- VI. An individual prisoner *TAR* (Attachment A) containing relevant information on each sentence must be maintained in a case record in accordance with 22 AAC 05.090.
- VII. It is the policy of the Department that periodic audits will be conducted at each institution in order to maintain quality assurance of time accounting practices and computations.

**APPLICATION:**

<b>SUPERCEDES POLICY DATED:</b>	<b>12/01/06</b>
<b>THIS POLICY NEXT DUE FOR REVIEW ON:</b>	<b>07/19/22</b>

SECTION: <b>Administration</b>		PAGE: Page 2 of 4
CHAPTER: <b>600</b>	NUMBER: <b>601.01</b>	P&P TYPE: <b>Public</b>
TITLE: <b>Prisoner Sentence Time Accounting</b>		

This policy and procedure will apply to all Department employees and prisoners.

## **DEFINITIONS:**

As used in this policy, the following definitions shall apply:

### **Chief Time Accounting Officer:**

The Department's primary authority on prisoner time sentence accounting matters.

### **Primary Time Accounting Officer:**

A Sergeant or Staff Sergeant certified by the Chief Time Accounting Officer in Advanced level time accounting procedures, and designated by the Superintendent as the institution's time accounting lead or supervisor.

### **Secondary Time Accounting Staff:**

A Correctional Officer or Criminal Justice Technician certified by the Chief Time Accounting Officer in Basic level time accounting, and designated by the Superintendent to perform basic time accounting functions.

### **Time Accounting Record (TAR):**

A permanent legal document completed by time accounting staff to record a prisoner's imposed sentence(s), prior service credits, maximum release date, good time computations, adjusted release date, parole eligibility, and any subsequent updates.

## **PROCEDURES:**

### **I. Chief Time Accounting Officer:**

This individual will:

- A. Serve as the primary authority and resource for the Department in prisoner time accounting matters;
- B. Assist time accounting personnel with sentence computations and the application of statute and time accounting rules;
- C. Act as the liaison between other agencies and the Department relative to time accounting matters;
- D. Serve as the Department's expert witness in cases involving litigation related to prisoner time accounting computations and time accounting procedures;
- E. Prepare lesson plans, schedule and conduct training for Basic level and Advanced level certification of time accounting personnel;
- F. Review appellate court and other court decisions pertaining to time accounting practices and communicate with the Assistant Attorneys General on the effect of those rulings;

SUPERCEDES POLICY DATED:	<b>12/01/06</b>
THIS POLICY NEXT DUE FOR REVIEW ON:	<b>07/19/22</b>

SECTION: <b>Administration</b>		PAGE: Page 3 of 4
CHAPTER: <b>600</b>	NUMBER: <b>601.01</b>	P&P TYPE: <b>Public</b>
TITLE: <b>Prisoner Sentence Time Accounting</b>		

- G. Update the DOC Time Accounting Manual and provide guidance and instruction as to proper application of new time accounting rules;
- H. Disseminate time accounting procedural information or changes to time accounting personnel;
- I. Serve as the final review for court decisions affecting a prisoner's early release from a previously imposed sentence;
- J. Conduct investigations and render decisions for prisoner grievance appeals relative to time accounting issues; and
- K. Conduct periodic on-site audits of prisoner TARs:
  1. Complete a *TAR Audit* (Attachment B), which shall be maintained in the prisoner case record with the TAR.
  2. Report findings to the Director of Institutions with deficiencies noted and recommended solutions to improve efficiency and accuracy.

II. Institutional Time Accounting Personnel:

- A. Each institutional Superintendent shall designate an employee of the institution as the Primary Time Accounting Officer who will be responsible for prisoner sentence time accounting.
- B. All Primary Time Accounting Officers shall receive Advanced level training in time accounting policies and procedures and must be certified by the Chief Time Accounting Officer.
- C. Only Primary Time Accounting Officers shall perform time accounting functions relative to probation and / or parole revocations and parole eligibility.
- D. Each institutional Superintendent may designate secondary time accounting staff that will perform basic time accounting functions under the supervision and guidance of the Primary Time Accounting Officer.
- E. All secondary time accounting staff shall receive Basic level training in time accounting policies and procedures and must be certified by the Chief Time Accounting Officer.
- F. Secondary time accounting staff may perform time accounting functions other than probation and / or parole revocations and parole eligibility.

III. Time Accounting Record:

- A. The Primary Time Accounting Officer will initiate and maintain a *TAR* (Attachment A) on each fully sentenced prisoner in the custody of the Department:
  1. The record must include all relevant sentence information, and

SUPERCEDES POLICY DATED:	<b>12/01/06</b>
THIS POLICY NEXT DUE FOR REVIEW ON:	<b>07/19/22</b>

SECTION: <b>Administration</b>		PAGE: Page 4 of 4
CHAPTER: <b>600</b>	NUMBER: <b>601.01</b>	P&P TYPE: <b>Public</b>
TITLE: <b>Prisoner Sentence Time Accounting</b>		

2. That information must be entered, maintained and updated in the DOC offender management system.

B. A TAR must be completed within 30 days after the prisoner is sentenced on all cases.

1. A prisoner who receives a sentence on one (1) or more cases and is eligible to bail out, or otherwise be released, on any cases not yet sentenced, may request time accounting for the sentence(s) already received. The request should be granted if it is likely that the prisoner is nearing release eligibility on the sentenced case(s).

2. If time accounting has not been completed, and it is determined that the prisoner's release date has passed, or is likely to pass within 30 days, the TAR must be given priority.

3. The Primary Time Accounting Officer is responsible for obtaining relevant prisoner case records within 30 days of the prisoner's sentencing on all cases.

4. A TAR may not be initiated until all relevant prisoner case records are available for review.

5. To facilitate obtaining prisoner case records, upon receipt of a sentencing order for a petition to revoke probation, a copy of the order will be sent to the appropriate field probation office.

6. The prisoner must be provided with a copy of the TAR when initiated, and anytime thereafter when any changes are made. Additional copies may be requested by the prisoner at their expense.

7. The *TAR* (Attachment A), and, if applicable, the *TAR Continuation Sheet* (Attachment C), must be maintained (in a clear plastic sheet protector) in Section Three (3) of the prisoner's institutional file per DOC P&P 602.01, Prisoner Case Record Management.

8. Upon transfer to another institution the TAR must be certified as correct by the receiving institution's Primary Time Accounting Officer.

9. Once certified, a TAR does not need to be re-certified unless subsequent entries are posted resulting in a change to the adjusted release date.

C. A prisoner may grieve the TAR in accordance with DOC P&P 808.03, Prisoner Grievances:

1. The Primary Time Accounting Officer should investigate any time accounting grievance.

2. The Chief Time Accounting Officer is the final level of administrative appeal for any time accounting grievance.

D. A TAR may never be destroyed. In the event a TAR must be recreated or recalculated, the original record must be voided and maintained in the prisoner case record for historical purposes.

1. The Primary Time Accounting Officer will send copies of any recreated or recalculated TARs, along with the voided TAR, to the Chief Time Accounting Officer for review.

SUPERCEDES POLICY DATED:	<b>12/01/06</b>
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