

	State of Alaska Department of Corrections Policies and Procedures		Index #: 602.03	Page 1 of 13	
			Effective: 12/01/06	Reviewed:	
			Distribution: Public	Due for Rev:	
	Chapter:	Records			
Subject:	Time Accounting for Sentences Under the 1980 Code or Municipal Ordinances				

I. Authority

In accordance with AS 44.28.030, AS 33.30.030, and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statutes
Alaska Administrative Code

III. Purpose

To establish a clear and concise system of time accounting to calculate the amount of statutory good time that shall be awarded to all state prisoners sentenced under the 1980 Criminal Code and municipal prisoners sentenced under municipal codes.

IV. Application

To the Chief Classification Officer and all employees involved in computing good time for prisoners.

V. Definitions

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

A. Good Time

1. Each prisoner convicted of an offense against the state or a municipality and sentenced to imprisonment, whose record of conduct shows that the prisoner has faithfully observed the rules of the institution in which the prisoner is confined, is entitled to a deduction from the term of imprisonment of one day for every three days of good conduct served. (AS 33.20.010).

2. Exception:

A prisoner that is serving a term of imprisonment for crimes committed prior to 01-01-1980 and is subject to the block system in effect at that time is not subject to this policy.

B. Standard Adjustment

A mathematical formula based on giving a full day of credit for a partial day of service.

C. Perpetual Calendar

A calendar of consecutive numbers corresponding with calendar dates beginning January 1, 1956, developed by the Department of Corrections for use by the Parole Board and Time Accounting Record calculations for sentenced prisoners.

D. Prior Service

The number of days credited to a prisoner for time spent in custody pending trial, sentencing, or appeal, if the detention was for the offense for which the sentence was imposed.

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VI. Policy

- A. A Time Accounting Record (Form 20-602.03) must be completed for each sentenced prisoner.
- B. Time accounting computations for state or municipal prisoners whose offense occurred on or after January 1, 1980, must be recorded on the Departmental Time Accounting Record (Form 20-602.03).
- C. Each institutional superintendent shall designate an employee of the institution as the Records Officer. The Records Officer shall be responsible for time accounting functions.
- D. All Records Officers shall receive training in time accounting policies and procedures and must be certified by the Chief Time Accounting Officer in order to perform time accounting functions.
- E. Each state or municipal prisoner serving a sentence, for an offense committed on or after January 1, 1980, shall have deducted from the term of imprisonment one day of good time for each three days of good conduct served. No other good time of any kind may be awarded.
- F. For each separately-dated infraction of institutional rules, for which a prisoner is adjudged guilty by a disciplinary committee, one day of good time is not earned and may not thereafter be credited to the prisoner for any reason. The date of the infraction(s) constitutes a non-good conduct day and is deducted from statutory good time credit.
- G. Prisoners shall be provided written notice of their projected release date within 30 days after the date of sentencing.
- H. Prisoners shall be provided written notice of their projected release date at least 30 days prior to the projected date of release. This applies to all prisoners who have 60 days or more remaining to serve on the sentencing date.
- I. When a prisoner with a six-month or longer sentence is transferred to another institution, the prisoner's Time Accounting Record shall be reviewed for accuracy within 60 days of arrival. The Records Officer shall certify the form as being correct.
- J. Requests for interpretation of time accounting procedures and all questions not covered by this policy, shall be forwarded to the Office of the Chief Classification Officer at Central Office.
- K. The Deputy Commissioner or designee shall be responsible for ensuring good time accounting procedures are fairly and consistently applied to all state and municipal prisoners.

VII. Procedures

In order to arrive at a correct good time accounting for each state or municipal prisoner, whose offense occurred on or after January 1, 1980, the Time Accounting Record (Form 20-602.03) must be completed according to the following instructions:

A. Name

Name of prisoner: last, first and middle initial and prisoner number. Name must be entered exactly as it appears on the Court Judgment.

B. DOB

Prisoner's date of birth.

C. Time Sheet Initiated By

Print or type the full name of the staff member initiating the Time Accounting Record and date of creation.

D. CR Number

Criminal case number as recorded in the upper right hand corner of the court judgment document.

NOTE: Each CR number must be placed on a separate line. Each separate count corresponding to the same CR number must be placed on a separate line beneath the CR number, unless sentence lengths are identical, concurrent to each other and have the identical prior service. (See VI.A.9.)

E. Sentence Date

The effective date upon which the court imposed sentence.

NOTE: To ensure that the proper date is used, review the court judgment and identify the effective date the sentence was orally imposed by the court, not necessarily the date the judgment was signed.

F. Sentence Began

The date on which the prisoner's sentence effectively began, giving consideration to all prior service (refer to Section P. below). If the prisoner has remained incarcerated continuously since the date of the original arrest, that will be the date on which the sentence began. If the prisoner was not in continuous custody, prior service must be calculated in accordance with the instructions in P. below and deducted from the sentence date.

1. *Example:* Prisoner booked and remains in custody until sentence date, with no break in service.

Sentence date: 6/2/83

Booking date: 2/5/83 = Beginning sentence date.

2. *Example:* Prisoner booked, released 60 days prior to sentence date and returned to custody on sentence date.

Sentence date: 6/2/83 Value = 10015

Less Prior Service: = - 60

Beginning sentence date: 4/3/83 = 9955

G. Sentence Began Value (SB Value)

The numerical value from the perpetual calendar corresponding to the date on which the sentence began. SB Value is obtained by subtracting the total days of prior service from the numerical value of the sentence date.

H. Maximum Release Date

The date on which the sentence expires, without consideration for statutory good time credit, but subtracting all prior service.

NOTE: This date corresponds to the numerical value in I. below.

I. Maximum Release Date Value (MRD Value)

The numerical value from the perpetual calendar corresponding to the date on which the sentence expires. This figure is obtained by either; adding the term of the sentence imposed (if in days), to the numerical value of the date on which the sentence began, and subtracting one day standard adjustment or; if the term of the sentence is in months or years, add the term (months/years) to the sentence beginning date and subtract one

day standard adjustment. The numerical value corresponding to this date is the maximum release date value.

1. *Example:* Individual sentenced to serve a period of 75 days on January 3, 1985.

Sentence beginning date; 1/03/85, perpetual calendar numerical value:

	9865
Sentence of 75 days:	<u>+ 75</u>
	9940

Standard adjustment - 1 day = - 1

Maximum release date: 9939

Numerical value 9939 = 3/18/83 MRD

2. *Example:* Individual is sentenced to serve a period of three years on January 3, 1983.

Sentence beginning date: 1/3/83

Sentence + 3 years: 1/3/86

Standard adjustment - 1 day = - 1

Maximum release date: 1/2/86

Numerical value of 1/2/86 = 10960

3. *Example:* Individual sentenced to serve a period of seven months on January 3, 1983.

Sentence beginning date: 1/3/83

Sentence + 7 months: 8/3/83

Standard adjustment - 1 day = - 1

Maximum release date: 8/2/83

Numerical value of 8/2/83 = 10076

J. Sentence(s)

1. The term(s) of imprisonment imposed by the Court in years, months, days or hours. Individual sentence information must always be provided.
2. Composite a total of all sentences reflecting the earliest sentence began (SB) value and date and the latest maximum release date (MRD) value and date as well as the total length of time these values reflect.

Example: Sentence information section:

CR Number	Sentence Date	Sentence Began	SB Value	Max. Rel Date	MRD Value	Sentence(s)
(Composite)	5/01/82	3/10/82	9566	3/9/87	11391	5 years
AN81-6991 CT 1	5/01/82	3/10/82	9566	3/9/84	10296	2 years
CT 2 (Consecutive) CT3	5/01/82	3/10/84	10297	3/9/87	11391	3 years
(Concurrent) 3AN82- 125	5/01/82	4/05/82	9592	10/4/82	9774	6 months

K. Block Projection

A projection of all possible good time that the prisoner can earn during a term of imprisonment. The projected good time is calculated by one of three methods, depending on whether the sentence is expressed in hours, days, months or years.

1. Hours

Convert hours to days by dividing by 24 and rounding down to the next lowest whole number and calculate good time as if the sentence were in days, per 2. below.

2. Days

Divide the total number of days of sentence by four and round down to the next lowest whole number.

3. Months/Years

Subtract the sentence began (SB) value from the maximum release date (MRD) value and add one day standard adjustment. This value is the sentence expressed in days and good time can now be calculated.

Example: Individual sentenced to serve a period of one year on February 5, 1982.

Maximum release date value for 2/4/83	=	9897
Sentence began date value for 2/5/82	=	<u>- 9533</u>
		364
Standard Adjustment (Add one day)		<u>+ 1</u>
Sentence Length	=	365
365 divided by 4	=	91.25
Round down to the next lowest whole number for Block projection	=	91 day

NOTE: This computation will provide a projected release date. If there is a change of 4 days or more in good time or a change in the sentence, adjustments must be made.

L. The Projected Release Date Value (PRD) Value is obtained by subtracting the block projection number from the maximum release date (MRD) value.

<i>Example:</i> Maximum release date value	=	9897
Less block projection		<u>- 91</u>
Projected release date (PRD) value	=	9806

M. Projected Release Date

The calendar date that corresponds to the projected release date (PRD) value on the perpetual calendar, e.g. 9806 = 11/5/82.

N. Presumptive Sentence (YES or NO)

This information is obtained from court documents including judgment, transcript of sentencing and log notes. If these documents do not provide this information, contact the sentencing judge or the district attorney.

O. Parole Eligibility Date

The Superintendent or designee is responsible for determining parole eligibility as soon after sentencing as possible and prior to initial classification per 735.03, Initial Classification. Parole eligibility varies widely from case to case and the judgment, sentence transcript, applicable statutes, and Article 1. of the Parole Regulations should be reviewed to establish the date of parole eligibility.

P. Prior Service

1. A prisoner shall receive credit for time spent in custody pending trial, sentencing, or appeal, if the detention was for the offense for which sentence was imposed. If the prisoner was not incarcerated in a correctional facility, any credit for such detention must be granted by the court, parole board, or by the Commissioner. A prisoner's composite sentence shall not be reduced by more than one day for each day in

custody/detention, irrespective of the number of charges filed. Each period of incarceration must be separately documented.

2. Sentences of 10 Days or Less

- a. In cases of a sentence of 10 days or less, the sentence is to be converted to hours and the prisoner should be required to serve as close to this total number of hours, less good time, as administratively possible, but in no case should the prisoner be released more than four hours prior to completion of the sentence imposed.
- b. Prior service should be calculated from the booking sheets, to the nearest hour, rounding up for any portions of an hour.
- c. Sentences of 10 days or less do not receive a full day of credit for a partial day of service.

3. Sentences Exceeding 10 Days

- a. If the prisoner is released from custody on one or more occasions prior to sentencing, each increment of prior service is determined by subtracting the booking date numerical value from the release date numerical value and adding one day standard adjustment;
- b. If the prisoner is incarcerated until the sentence date, the number of days credit is obtained by subtracting the booking date numerical value from the sentence date numerical value; and
- c. Any portion of a day served by a prisoner is counted as a full day; however, a prisoner with a sentence exceeding 10 days shall not be released prior to seven 7 a.m. on the last day of service unless extenuating circumstances exist, (See 818.06, Release Procedures).

Q. Time Accounting Table (Post Sentence Data)

This particular section of the Time Accounting Record is used whenever anything occurs that changes the projected release date. All such activity following sentencing must be noted as follows:

1. Action Code

Action codes are listed on the bottom of the Time Accounting Record. The code(s) denote any event prompting a change in the adjusted release date. If a specific action code does not exist, use code 12. and explain on the time sheet. The officer making the adjustment calculation, and entering the action, shall print his/her first initial and last name above the action code in this block.

2. Date

Action date of the event, i.e., date of escape, date of infraction, date released, date returned to custody, etc.

3. Sentence Adjustment

Enter the sentence adjustments in this block. If the number is to be added to the adjusted release date, enter it without parenthesis. If the number is to be subtracted from the adjustment release date, enter it in parenthesis.

NOTE: Statutory good time forfeiture/restoration is entered in the next column, see 4. below.

4. Good Time Forfeited/Restored

Enter the number of days forfeited/restored. Forfeited or lost days are entered without parenthesis. Restorations or gained days shall be entered in parenthesis, e.g. (0).

5. Adjusted Release Date Value (RD Value)

The value in the Projected Release Date category will change depending upon adjustment action taken:

- a. If Sentence Adjustment or Good Time Forfeited/Restored entry is in parenthesis, subtract from the previous release date value; or
- b. If Sentence Adjustment or Good Time Forfeited/Restored is not in parenthesis, add to the previous release date value; and
- c. Enter the Adjusted Release Date (RD) value.

6. Adjusted Release Date

The calendar date corresponding to the adjusted release date value on the perpetual calendar. Enter this calendar date which now supersedes and replaces the previous projected release date, (section M. above) which may necessitate adjustment in parole eligibility date, (section O. above).

R. Action Codes and Computation Examples

The staff member entering the action shall print or type first initial and last name above the action code.

1. "01." Good time not earned

Good time not earned by virtue of having been adjudged guilty of infraction(s) in accordance with Section V.F. of this policy.

- a. Example: Prisoner is found guilty of infraction(s) committed on 9/14/83. Previous R.D. Value is 10382.
- b. Make the following entries on the same horizontal line under each corresponding column, as shown in facsimile below:

<u>Column:</u>	<u>Entry:</u>
Action Code:	Enter the action code number "01", and first initial and last name of officer making the adjustment action.
Date:	Enter the date the infraction occurred.
Sentence Adjustment:	Enter the number 1 to indicate one day not earned.
Forfeit/Restored:	Leave blank, not applicable.
Adjusted R.D. Value:	Add one to the previous R.D. value and enter total.
Adjusted Release Date:	Enter the date that corresponds to the adj. release date value from the perpetual calendar.

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
J. Smith 01	9/14/83	1		10383	6/4/84

- c. Whenever good time is not earned, divide the total number of days not earned since the last adjustment calculation by 4 and round down to the next whole number (this calculation will not be appropriate before the prisoner has not earned a total of 4 days or more). Use action code "12", enter the number in parenthesis in the Adjustment column, and write the appropriate explanation on the Time Accounting Record, e.g. "four separate guilty findings."

Example: Due to 4 separate disciplinaries and 4 days of good time not being earned as of 9/14/83, divide the sum total of 4 days not earned by 4, and subtract the product, 1, from the previous release date (RD) value of 10383 for an adjusted (RD) value of 10382.

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
J. Smith 01	9/14/83	(1)		10382	6/4/84

2. "02." Good time forfeited

Good time that is forfeited as a disciplinary sanction in accordance with 809.02, Acts Prohibited and Penalties.

a. Example: 30 days of good time forfeited for an infraction of 9/14/83. Previous R.D. Value is 10383.

- b. Column:
 Action Code: Enter the action code number "02", and officer's identifier.
 Date: Enter the date of the infraction.
 Sentence Adjustment: Leave blank, not applicable.
 Good Time Forfeit/Restore: Enter the number of days forfeited, without parenthesis.
 Adjusted Release Date Value: Add the number of days forfeited to the previous R.D. value and enter sum.
 Adjusted Release Date: Enter the date from the perpetual calendar corresponding to the new adj. R.D. value.

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
02	9/14/83		30	10413	7/4/84

c. Whenever good time is forfeited, divide the number of days forfeited by 4 and round down to the next whole number. (This calculation will not be appropriate unless the prisoner has had forfeited a total of 4 days or more since the last adjustment calculation.) Use action code "12".

Example: Thirty days forfeited. Divide by 4, ($30 \div 4 = 7.5$), round down to the next whole number, (7), and subtract from previous R.D. value of 10413, for adjusted R.D. value of 10406. Enter corresponding calendar date from perpetual calendar in Adjusted Release Date:

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
12	9/14/83	(7)		10406	6/27/84

3. "03." Good time restored

Statutory good time that has been restored in accordance with 809.07, Restoration of Forfeited Statutory Good Time.

a. Example: Restoration of 15 days of good time approved 12/14/83. Previous adjusted R.D. value is 10406.

- b. Column:
Entry:

Action Code: Enter the action code number "03", and Officer's identifier.

Date: Date that restoration was approved.

Adjustment: Leave blank, not applicable.

Good Time Forfeit/Restore: Enter the number of days restored, in parenthesis.

Adjusted Release Date Value: Subtract the number of days restored from the previous R.D. value and enter here.

Adjusted Release Date: Enter the date from the perpetual calendar corresponding to the Adj. R.D. value.

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
03	12/14/83		(15)	10391	6/12/84

- c. Whenever good time is restored, divide the total number of days restored by 4 and round down to the next whole number. (This calculation will not be necessary unless the prisoner has at least four days restored.) Use action code 1112", enter the whole number, without parenthesis, in the "Adjustment" column, and write the appropriate explanation on the Time Accounting Record.

Example: Fifteen days good time restored, divide by 4 ($15 \div 4 = 3.75$), round down to next whole number, 3 and add to the previous R.D. Value of 10391 for adjusted R.D. value of 10394. Enter corresponding calendar date from perpetual calendar as Adjusted Release Date.

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
12	12/14/83	3		10394	6/15/84

4. "04." Paroled

Release from incarceration on discretionary parole by order of the Parole Board.

- a. Example: Parole granted with release on 1/10/84 (value 10237). Sentence of five years began on 3/10/82 (value 9566). Maximum release date (MRD) is 3/9/87 (value 11391). To calculate good time accumulation as of date of release, subtract the sentence began (SB) value (e.g. 9566), item (6) on the Time Accounting Record, from the parole release date value, add a standard adjustment of one and divide sum by three. Subtract SGT accumulation from MRD to establish parole expiration value/date. (Also be certain to subtract all good time not earned and good time forfeited up to the date of release to obtain the actual good time accumulation.) In this example, the subject has not lost any SGT:

$$\begin{array}{rcl}
 (1) \text{ Parole Release Date value} & = & 10237 \\
 (2) \text{ Less Sentence Began value} & = & \underline{-9566} \\
 & & 671 \\
 (3) \text{ Plus Standard Adjustment} & & \underline{+ 1} \\
 & & 672 \\
 (4) \text{ Divide by three} & & \underline{\div 3} \\
 (5) \text{ SGT accumulation} & & 224
 \end{array}$$

- (6) Maximum Release Date value = 11391
- (7) Less accumulated SGT = - 224
- (8) Parole Expiration value = 11167
- (9) Parole Expiration Date = 7/28/86

- b. **Column:** Entry:
Action Code: Enter the action code number "04", and officer's identifier.
Date: Enter the date released on parole.
Other blocks: Enter the words, "Parole Expires on____," to include parole ending calendar date as shown in Time Accounting Record facsimile below.

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
04	1/10/84	Parole Expires on 7/28/86			7/28/86

5. "05." Escaped

- a. Example: Prisoner escaped from custody on 12/25/83.
- b. **Column** Entry
Action Code: Enter the action code number "05" and officer's identifier.
Date: Enter the date of escape.
Other blocks: Leave blank, not applicable at this juncture.

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
05	12/25/83				

6. "06." Released on Bond/Own Recognizance

- a. Example: Court ordered prisoner released after sentencing, but prior to completion of the sentence. Release on appeal bond on 1/10/84.
- b. **Column** Entry:
Action Code: Enter the action code number "06" and officer's identifier.
Date: Enter the date of release.
Other blocks: Leave blank, not applicable.

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
06	1/10/83				

7. "07." Returned to Custody

- a. Example: Prisoner returned to custody following escape, appeal bond, parole, etc. Return to custody on 1/20/84. Action date was 1/10/84. Previous R.D. value is 10398.
- b. **Column:** Entry:
Action Code: Enter the action code number "07" and officer's identifier.
Date: Enter the date returned to custody.
Sentence Adjustment: Subtract the last adjusted release date value from the return to custody date value and subtract a standard adjustment of one. This

12	9/15/83	182		11371	2/17/87
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- c. Column:
Action Code:
Date:
Sentence Adjustment:
Good Time Forfeit/Restore:
Adjusted Release Date Value:

Adjusted Release Date:
- Entry:
Enter the action code number "08" or "09" and officer's identifier.
Enter the date of the new judgment and commitment.
Enter the reduction of sentence in parenthesis; or the increase without parenthesis.
Leave blank, not applicable.
If a sentence reduction, subtract the number of days the sentence is reduced, making certain to add back in the corresponding good time credit as shown in a. above. If an increase in sentence, add the number of days the sentence is increased, and be sure to subtract the corresponding good time credit as shown in b. above.
Enter the date from the perpetual calendar corresponding to the Adj. R.D. Value.

9. "10." Release on Mandatory Parole (MR) release

- a. Example: Completion of four-year non-presumptive sentence on 9/15/84; current adjusted release date (RD) value 10486 and MRD 9/15/85, value 10851. The mandatory parole expiration date for all non-presumptive sentences is the maximum release date less 180 days in accordance with AS 33.20.040. (For presumptive sentence(s), see section 11. below.)

- b. Column:
Action Code:
Date:

Other blocks:
- Entry:
Enter the action code number "10" and officer's identifier.
Enter the date of release. This is the same date as the most current Adjusted Release Date.
When a period of supervision is to follow, enter the words "Mandatory Parole Expires on _____" and enter the date according to the following calculations. If no supervision follows, write in the words "Unconditional Release". (The last 180 days of mandatory parole (MR) are not supervised).

c. Calculation:

- | | |
|--|--------------|
| (1) MRD Value: | 10851 |
| (2) Less 180 days | <u>- 180</u> |
| (3) Mandatory Parole Expiration Value: | 10671 |
| (4) Mandatory Parole Expiration Date; calendar date corresponding to mandatory parole expiration value | = 3/19/85 |

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
10	9/15/84	Mandatory Parole Expires on 3/19/85			

10. "10." Presumptive Sentence Mandatory Release (MR):

- a. Example: The mandatory parole expiration date for all presumptive sentences is the maximum release date in accordance with AS 33.15.180(c). Completion of a four-year presumptive sentence on 9/15/84; Maximum release date is 9/15/85.
- b. Calculation:
 - (1) Maximum Release Date MRD value is 10851.
 - (2) Mandatory Parole Expiration Date; calendar date corresponding to maximum release date value is 9/15/85.

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
10	9/15/84	Mandatory Parole Expires on 3/15/85			

11. "11." Correct Prior Error

Any entry made with this action code must be accompanied by a written explanation on the back of the Time Accounting Record identified by the action code, officer's identifier and action date.

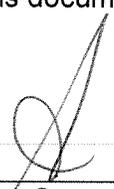
12. "12." Other

Any entry made with this action code must be accompanied by a written explanation on the back of the Time Accounting Record identified by the action code, officer's identifier and action date.

VIII. Implementation

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

12-1-06
Date



Marc Antrim, Commissioner
Department of Corrections

Applicable forms:

- 602.03A Time Accounting Record
- 602.03B Time Accounting Record Continuation Sheet