I. Authority

In accordance with 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
33.20.010, AS33.30.030, AS 44.28.030
Alaska Administrative Code
22AAC 20.020
4-4097
Standards for Adult Local Detention Facilities 3rd Edition 1991
3ALDF 1E-03

III. Purpose

To set forth sound time accounting guidelines, which will be used when computing good time for prisoners, who committed their crime(s) prior to January 1, 1980.

IV. Application

To the Chief Time Accounting Officer, and all employees involved in computing good time for prisoners.

V. Definitions

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

A. Statutory Good Time (SGT)

This good time is awarded with the intent to motivate prisoners to sustain control over their behavior, to the extent that the prisoners observe the rules of conduct, which are set forth in regulations of the facility, in which the prisoners are incarcerated.

B. Meritorious Good Time (MGT)

This good time is awarded with the intent to motivate prisoners to meaningfully participate in programs directed toward self-improvement.

C. Extra-Meritorious Good Time (EMGT)

This good time is awarded when the prisoner has done an outstanding act or service. (This is not to be awarded after January 1, 1980.)

D. Standard Adjustment

A mathematical means of converting a sentence term to calendar days of service by subtracting one day, or by converting calendar days of service to a sentence term by adding one day.

E. Perpetual Calendar
A calendar of consecutive numbers corresponding with calendar dates beginning January 1, 1956.

F. 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.

VI. Policy
A. Each prisoner whose offense occurred before January 1, 1980, and is sentenced to a term of imprisonment for less than life, is eligible for statutory, meritorious and extra-meritorious good time. Good time during this time period will henceforth be referred to as the "old block time".

B. A Time Accounting Form will be completed on each sentenced prisoner.

C. Time accounting computations for each prisoner whose offense occurred before January 1, 1980, shall be recorded on the Time Accounting Form 602.05A.

D. Each institutional superintendent shall designate an employee of the institution as the Records Officer. The Records Officer shall be responsible for time accounting functions.

E. 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.

F. Prisoners shall be provided written notice of their projected release date within 30 days after the date of sentencing.

G. 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.

H. When a prisoner is transferred to another institution, his/her Time Accounting Form shall be reviewed for accuracy within 60 days after his/her arrival. The Records Officer shall certify the form as being correct.

I. All requests for interpretation of these policies and procedures and all questions not covered by this document shall be forwarded to the Office of the Deputy Commissioner, Department of Corrections. The Deputy Commissioner or his/her designee shall be responsible for ensuring good time policies are fairly and consistently applied to all prisoners.

VII. Procedures
A. Good Time Award Schedule
Below is the schedule which shall be used to compute good time for prisoners sentenced under the old block time system (crimes prior to 1/1/80).

1. Statutory Good Time (SGT):

<table>
<thead>
<tr>
<th>Length of Sentence Base</th>
<th>Rate in Days per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than six (6) months</td>
<td>0</td>
</tr>
<tr>
<td>180 days or six (6) months up to and including one (1) year</td>
<td>5</td>
</tr>
<tr>
<td>More than one (1) year but less than three (3) years</td>
<td>6</td>
</tr>
<tr>
<td>Three (3) years or more but less than five (5) years</td>
<td>7</td>
</tr>
</tbody>
</table>
Five (5) years or more but less than ten (10) years. 8
Ten (10) years or more. 10
2. Meritorious Good Time (MGT)
   The award of MGT is contingent upon the prisoner’s participation in a
   work or self-improvement program. When the prisoner’s time served for
   the sentence or the prisoner’s participation in a work or self-improvement
   program during the month is less than a full month, the award of MGT
   shall be prorated according to the table in Attachment B.
   a. During the first year of confinement, the participating prisoner is
      eligible to earn three (3) days of MGT per month.
   b. During the second and subsequent years of confinement, the
      participating prisoner is eligible to earn five (5) days of MGT per
      month.
   NOTE: It is not the intention of this policy that the prisoner’s monthly
   award be reduced because of bad conduct, which falls within the
   province of SGT.
3. Extra Meritorious Good Time (EMGT)
   The prisoner may be awarded EMGT for an outstanding act or service,
   and the magnitude of the performance will determine the actual amount of
   the reward, at the discretion of the Superintendent.
   a. During the first year of confinement, the prisoner is eligible to earn
      zero (0) through three (3) days of EMGT per month, at the
      discretion of the Superintendent.
   b. During the second and subsequent years of confinement, the
      prisoner is eligible to earn zero (0) through five (5) days of EMGT
      per month, at the discretion of the Superintendent.
   NOTE: It is not the intention of this policy that the prisoner’s monthly
   award be reduced because of bad conduct, which falls within the
   province of SGT.
B. Rule Infractions
1. Prior to January 1, 1980, a prisoner shall not be awarded ten (10) days of
   SGT for any month for which the prisoner has committed a rule infraction
   and been found guilty by a disciplinary committee. This good time, never
   having been earned, may not thereafter be credited to the prisoner for
   any reason.
2. On or after January 1, 1980, a prisoner shall not be awarded one (1) day
   of SGT for each separately dated infraction of institutional rules, for which
   a prisoner has been found guilty by a disciplinary committee. This good
   time, never having been earned, may not thereafter be credited to the
   prisoner for any reason.
C. Time Accounting Form
Employees designated to compute good time for prisoners under the old code
shall use the Time Accounting Form 20-602.05A. Below is an explanation of
each section of the form and examples. Review the form with these instructions
and example (Attachment A).
1. Name
Self explanatory.

2. DOB
   Prisoner's date of birth.

3. CR Number
   Criminal case number, as recorded in the upper right-hand corner of the court judgment document.

NOTE: Separate CR numbers must be placed on different lines. Each separate count corresponding to the same CR number must be placed on a separate line, unless sentence lengths are identical, concurrent to each other and have the identical prior service. (See VII.C.9.)

4. Sentence Date
   The date which the court imposed the sentence.

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

5. Sentence Date Value
   The numerical value of the sentence date, which can be located on the perpetual calendar.

1/21/70 = 5135

6. Sentence Completion Date
   Date derived by adding the term of sentence imposed to the sentence date and subtracting the standard adjustment (one (1) day) from the total. (See 7. below for examples.)

7. Sentence Completion Date Value
   The numerical value of the date on which the sentence expires, without consideration for prior service. This figure is obtained by either adding the term of the sentence imposed, if in days, to the numerical value of the sentence date, and then subtracting one day, or if the term of the sentence is in months or years add the term (months/years) to the sentence date and subtract one calendar day. The numerical value corresponding to this date is the maximum release date value.

   a. Example: Individual is sentenced to serve a period of three (3) years on January 21, 1970.

      Sentence beginning date: 1/21/70
      Sentence + 3 years: 1/21/73
      Standard adjustment - 1 day = -1
      Maximum release date: 1/20/73
      Numerical value of 1/20/73 = 6230

   b. Example: Individual sentenced to serve a period of seven (7) months on January 21, 1970.

      Sentence beginning date: 1/21/70
      Sentence + 7 months: 8/21/70
      Standard adjustment - 1 day = -1
      Maximum release date: 8/20/70
      Numerical value of 8/20/70 = 5346
c. Example: Individual sentenced to serve a period of seventy-five (75) days on January 21, 1970.
   Sentence beginning date: 1/21/70
   Date converted to numeric value: 5135
   Sentence + 75 days: +75
   5210
   Standard adjustment - 1 day = -1
   Maximum release date value: 5209
   Numerical value conversion to calendar date: 5209 = 4/5/70

8. Sentence(s) Imposed
   Self explanatory.

9. Prior Service
   a. A prisoner shall receive credit for time spent in custody pending trial, sentencing, or appeal, if the detention was for the offense for which the sentence was imposed. If the prisoner was not incarcerated in a correctional facility, any additional credit must be granted by court order or the Commissioner. A prisoner's composite sentence shall not be reduced by more than one day for each date in custody, irrespective of the number of charges filed. Each period of incarceration must be separately documented. The Prior Service Computation Form 602.05C shall be used in computing prior service.

   b. Sentences of Ten (10) Days or Less
      (1) In cases of a sentence of ten (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 (4) hours prior to completion of the sentence imposed.

      (2) Prior service should be calculated from the booking sheets, and the prisoner will receive a full hour of credit for any portion of an hour in custody.

      (3) Sentences of 10 days or less do not receive a full day of credit for a partial day of service.

   c. Sentences Exceeding Ten (10) Days
      (1) 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).

      (2) 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.

      (3) If the sentence exceeds ten (10) days, any portion of a day served by a prisoner is counted as a full day. However, no prisoner with a sentence exceeding 10 days shall be
released prior to 0700 hours on the last day of service, unless extenuating circumstances exist (see Policy 818.06, Release Procedures).

<table>
<thead>
<tr>
<th>Case Number</th>
<th>Date Booked</th>
<th>Date Released</th>
<th>Days Credit</th>
<th>MGT</th>
<th>EMGT</th>
<th>SGT</th>
</tr>
</thead>
<tbody>
<tr>
<td>[1]</td>
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</tbody>
</table>

Previous Service Balances:

Form 602.05C instructions:


[2] Date Booked: Date the prisoner was incarcerated, which may be found on the booking sheet related to this particular case number.

[3] Date Released: Date that is noted on the booking sheet, which identifies when the prisoner was released from custody.

[4] Days Credit: See b.(2) or c.(3) above for instructions.

[5] MGT: Enter the number of days of MGT earned, as it relates to the days credit column. See definition of MGT, and the Pro-rated MGT Earning Table in Attachment B.


[7] SGT: Enter the number of days SGT earned, as it relates to the days credit column. See definition of SGT, and the Projected Block SGT Tables in Attachment B.

10. Parity
Obselete; disregard.

11. Time Accounting Table
Individuals who committed crimes prior to January 1, 1980, shall have statutory good time awarded in a block according to the length of sentence. Meritorious good time is awarded on a monthly basis according to merit, (see definition of MGT). Below is the table (Form 602.05A) used for those accounting purposes:

<table>
<thead>
<tr>
<th>Month End</th>
<th>MGT Earn</th>
<th>EMGT Earn</th>
<th>FOR/REST</th>
<th>SGT Bal</th>
<th>Adjusted Value</th>
<th>Adjusted Date</th>
<th>Cert.</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Form 20-602.05A instructions:

[1] MGT Earn: Enter the total amount of meritorious good time noted in the Prior Service Computation Form. (Form 602.05C)
[2] EMGT Earn: Enter the total amount of extra-meritorious good time noted in the Prior Service Computation Form. (Form 602.05C)

[3] For/Rest: Not used, because forfeiture/restoration of good time is not possible prior to date of sentencing.


[5] Adjusted Value: Once the sentence date has been finalized, the following formula shall be used to compute the adjusted value:
(Sentence Completion Date Value) - (Prior Service) - (MGT) - (EMGT) = Adjusted Value.

[6] Adjusted Date: Perpetual calendar date that matches the Adjusted Value and is the date designated for the release of the prisoner, if no other good time is earned during the remainder of the sentence.

[7] Cert.: The initials of the staff member who completes and certifies the computation of the figures.

D. Routine for Completion of Time Accounting Table

While reviewing the computation directions outlined below, also refer to Attachment A for the operational aspects of time accounting.

1. On the next line below "Beginning of Sentence" write "Block SGT Award". This block award is obtained by converting the sentence to months and multiplying the number of months by the appropriate good time rate as set forth in VII.A.1. The block award is entered in the SGT Bal. column and subtracted from the Adjusted Value. This new Adjusted Value is the release date, if no SGT is forfeited and no MGT or EMGT is earned during the remainder of the sentence.

Example #1: On January 21, 1970, individual is sentenced to twenty-five (25) years on Count I and to twenty (20) years on Count II, to run concurrently.

25 years X 12 months = 300 months
SGT rate = X 10 days
SGT (Block Award) = 3000 days

2. At the end of each month, start a new line in the time accounting table. Date the "Month End" column, with the month and year for which good time is being accounted. For that specific month, enter in the appropriate columns the MGT and EMGT earned. The SGT forfeited or restored, if any, and the SGT balance at that month end. The SGT balance for the current month must equal last month’s (previous line entry) SGT balance, plus current month’s SGT restored, minus current month’s SGT forfeited.

3. If the prisoner is released or transferred, complete the above step effective the date of release or transfer; however, as a minor variation, enter the release date in the "Month End" column as month, day, year. Calculate a total running balance of all good time that has been earned by the prisoner and current total forfeited SGT balance. Enter these balance sums on the next available line in the "Time Accounting" section. Enter the institution’s name in the "Month End" column of this balance line, and the "SGT balance" that appears on the previous line. On this balance line, the balance in the "SGT Earn" column minus the balance in the "Forfeit/Restore" column must equal the balance in the "SGT balance"
column. Calculate the "Adjusted Value" of this balance line; this value should match the "Adjusted Value" that appears on the previous line. Now, carefully draw a heavy line immediately beneath this balance line so it will stand out as a balance.

4. If, while the prisoner is incarcerated, the sentence time is modified by an additional sentence, imposition of suspended portions, or sentence reduction, enter the legal transaction in the "Sentence Imposed" section of the form.
   a. If the modification does affect the current highest "Sentence Completion Date Value" (SCDV), circle the higher "Sentence Completion Date Value" if the modification created a higher SCDV in the Sentence(s) Imposed section. Circle the next lowest "Sentence Completion Date Value" if the modification created a lower SCDV in the "Sentence(s) Imposed" section. Circle the next lowest "Sentence Completion Date Value" if the modification created a lower SCDV in the "Capital Sentence(s) Imposed" section.
   b. On a separate line in the time accounting table immediately below the last line used, enter "Sentence Modified" in the "Month End" column. Immediately to the right, enter the effective date of this transaction. Again, immediately to the right of the effective date, enter the net difference in days from the previously highest "Sentence Completion Date Value" and the circled "Sentence Completion Date Value". Show this net difference as an addition if the sentence time was increased, or a subtraction—which will be framed in parentheses—if the sentence was reduced. Add or subtract from the "Adjusted Value" of the line immediately above and enter the result in the "Adjusted Value" column on this sentence modification line.
   c. On the next line write "Block Time Adjustment". If the sentence was reduced, the amount of the reduction (in months) is multiplied by the SGT rate and is added to the adjusted date. If the sentence is increased the amount of the increase (in months) is multiplied by the SGT rate and is placed in parenthesis and is subtracted from the adjusted value.

5. If the prisoner is returned into custody after having been out on appeal or parole, the following transaction will be necessary: On a separate line, in the time accounting table immediately below the last line that was used, enter "Appeal Time", or "Parole Time" in the "Month End" column. On that same line, enter the first full date and last full date the prisoner was out of the institution on appeal or parole. On the same line, immediately following these dates, enter the total length of the sentence interruption in days (street days). To the "Adjusted Value" on the line immediately above, add the number of street days and enter the sum in the "Adjusted Value" column of this transaction line.

6. Balance Totals
   Periodically a time sheet should be balanced to ensure that calculation errors do not exist. The balance routine follows:
   a. Total each column (MGT, EMGT, SGT, FOR/REST).
b. The total of the SGT Earn column minus/plus the FOR/REST column must equal the SGT Balance column.

c. To obtain the current adjusted value, subtract prior service, MGT balance, EMGT balance and SGT balance from the SCD value plus any street days.

<table>
<thead>
<tr>
<th>SCD Value</th>
<th>XXXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less:</td>
<td></td>
</tr>
<tr>
<td>Prior Service</td>
<td>XXXX</td>
</tr>
<tr>
<td>MGT Balance</td>
<td>XXXX</td>
</tr>
<tr>
<td>EMGT Balance</td>
<td>XXXX</td>
</tr>
<tr>
<td>SGT Balance</td>
<td>XXXX</td>
</tr>
<tr>
<td>Plus:</td>
<td>XXXX</td>
</tr>
<tr>
<td>Street Days</td>
<td>XXXX</td>
</tr>
<tr>
<td>Total</td>
<td>XXXX</td>
</tr>
</tbody>
</table>

Equal: Current adjusted value | XXXX |

d. If the current adjusted value in 5. above does not equal the last adjusted value on the time sheet, the difference must be determined. It could be an addition/subtraction error or could be due to another special entry such as appeal time, escape, parole, etc. The totals must balance and the individual completing the balance routine shall note and certify the balance is correct.

7. If you run out of space on the time accounting table on the Time Accounting Form, start a new Time Accounting Form. Clearly mark it "Continuation" and note the page number. Insert name and DOB. Cross out the "Beginning of Sentence" line, and the prior service box in the time accounting table. Leave the "Sentence(s) Imposed" table vacant for use of future sentence modification. Continue the next accounting entry on the first line below the "Beginning of Sentence" line.

8. Each line entry in the time accounting table must contain the name of the institutional official, who verifies the accuracy of the specific line entry. The name must be placed in the "Cert" column.

NOTE: Other dates that may be called upon for determination are defined in the time accounting glossary with their method of calculation.

VIII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. The Superintendent of each facility shall incorporate the contents of this document into local policy and procedure within fourteen (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.

4/25/07

Date

Joseph D. Schmidt, Commissioner
Department of Corrections

Applicable forms:
602.05 Attachment A
602.05 Attachment B
602.05A
602.05B
602.05C