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
AS 33.20.010, AS 33.30.030, AS 33.20.050, AS 44.28.030
Alaska Administrative Code
22AAC 05.155
Standards for Adult Correctional Institutions 4th Edition 2003
4-4097
Standards for Adult Local Detention Facilities 3rd Edition 1991
3ALDF 1E-03

III. Purpose

To establish a time accounting system in accordance with AS 33.20.010, AS 33.20.050 and AS 33.20.060 for calculating the award of good time to all sentenced state prisoners or sentenced prisoners of political subdivisions of the state serving a period of imprisonment on or after April 9, 1986. This policy applies only to the portion of prisoners' sentences being served on or after April 9, 1986, provided the sentence was imposed prior to April 9, 1986. If the sentence was imposed on or after April 9, 1986, this policy applies to the entire sentence being served. The intent of the enabling legislation was to consolidate the existing systems of time accounting into one block award system.

IV. Application

To all employees and prisoners.

V. Definitions

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

A. Good Time

1. Except as provided in 2. below, a prisoner convicted of an offense against the state or a political subdivision of the state and sentenced to a term of imprisonment that exceeds three days is entitled to a deduction of one-third of the term of imprisonment rounded off to the nearest day, if the prisoner follows the rules of the correctional facility in which the prisoner is confined.
2. Exceptions
   a. A prisoner that is serving a term of imprisonment for crimes committed prior to January 1, 1980, and is subject to the block system in effect at that time is not subject to this policy;

b. A prisoner has been sentenced to a mandatory 99-year term of imprisonment under AS 12.55.125(a) for an offense committed on or after 06-27-1996; to a definite term under AS 12.55.125(l); or for a sexual felony under AS 12.55.125(i) and has one or more prior sexual felony convictions as determined under AS 12.55.145(a)(4).

c. A prisoner incarcerated solely for failure to pay a court ordered fine or restitution in accordance with AS 17.55.051 does not receive good time credit for the term of imprisonment.

B. Perpetual Calendar

A calendar of consecutive numbers corresponding to calendar dates beginning January 1, 1956; numerical calendar of values developed for use by the Department for sentence time accounting calculations.

C. 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 sentence was imposed.

D. Standard Adjustment

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

VI. Policy

A. A Time Accounting Record (602.06A) will be Initiated and maintained for each sentenced prisoner under the Jurisdiction of the Department.

B. Each institutional Superintendent shall designate an employee of the institution as the Records Officer who will be responsible for sentence time accounting.

C. 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.

D. Each prisoner sentenced to a term of imprisonment exceeding three days will have a one-third good time Credit deducted from the term of imprisonment. No other good time of any kind may be awarded.

E. Prisoners with 60 days or more to serve will be provided a copy of their time accounting record within 30 days following the sentence date. Prisoners with less than 60 days to serve after sentencing will be provided a copy of the time accounting record as soon as administratively possible.

F. When a prisoner with a term of imprisonment of six months or longer is transferred to another institution, the prisoner's Time Accounting Record will be reviewed for accuracy within 60 days of the prisoner's arrival at the receiving Institution. The receiving Records Officer will certify the accounting as correct after the review is completed.

G. Good time forfeited as a disciplinary sanction in accordance with 809.02 Acts Prohibited and Penalties may be restored in accordance with 809.07 Restoration of Forfeited Good Time.

H. All requests for interpretation of these policies and procedures and all questions not covered by this document will be forwarded to the Office of the Deputy Commissioner for

Operations. The Deputy Commissioner or designee is responsible for ensuring good time policies are fairly and consistently applied to all prisoners.

VII. Procedures

In order to arrive at a correct good time accounting for each prisoner, the Time Accounting Record - TAR (Form 602.06A&B) must be completed according to the following instructions: [Note] (Form 602.06E) "Periodic Commitment Time Sheet" may also be used when the prisoner is sentenced to periodic confinement.

A. Name

Enter the prisoner's last name, first name, middle initial, and prisoner number, as it appears on the Court Judgment.

B. DOB

Enter the prisoner's date of birth.

C. Time Sheet Initiated By

Print or type the first name, middle initial, and last name of the staff member.

D. CR Number

Enter the criminal case number(s) as recorded in the upper right hand corner of the court judgment document(s). Each CR number must be placed on a separate line. Each separate count corresponding to a CR number must be placed on a separate line unless sentence lengths are identical, concurrent to each other and have the identical prior service.

E. Sentence Date

The date the court imposed the sentence.

NOTE: To ensure that the proper date is used, review the court judgment and identify the date the sentencing judge in court verbally imposed the sentence, 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. 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 confinement, prior service must be calculated and deducted from the sentence date, provided the prisoner is returned to custody on the sentence date. If the prisoner is not returned to custody on the sentence date, then prior service must be calculated and deducted from the date the prisoner is remanded to custody to serve the sentence (e.g. deferred remand, pending appeal, etc).

Example #1: Prisoner booked and remains in custody until sentence date with no break in service.
Sentence date: 6/2/83
Booking date: 2/5/83 = Sentence began date.

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

Sentence date: 6/2/83	Value	10015
Less prior service:		- 60
Sentence began date: 4/3/83	Value	9955

Example #2: Prisoner booked, released prior to sentence date, is sentenced and given a deferred remand date.

Sentence date: 6/2/83		
Deferred Remand date: 7/1/83	Value	10044
Less prior service:		- 60
Sentence began date: 5/2/83	Value	9984

G. Sentence Began Value (SB Value)

The numerical value from the perpetual calendar corresponding to the calendar 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, provided the prisoner is returned to custody on the sentence date. If the prisoner is not returned to custody on the sentence date, then prior service must be calculated and deducted from the date the prisoner is remanded to custody to serve the sentence (e.g. deferred remand, pending appeal, etc). This Value is to be entered in the TAR SB Value blocks for the prisoner.

H. Maximum Release Date

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

NOTE: This date is equal 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) from it; 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. The numerical value corresponding to this date is the maximum release date value.

Example #1: Prisoner is sentenced to serve a period of three (3) years on January 3, 1983.

Sentence began 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

Example #2: Prisoner sentenced to serve a period of seven (7) months on January 3, 1983.

Sentence began 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

Example #3: Prisoner sentenced to serve a period of seventy-five (75) days on January 3, 1983.

Sentence began value:	9865
Sentence: 75 days:	+ 75
	9940
Standard adjustment - 1 day	- 1

Maximum release date Value: 9939
Numerical value of 3/18/83 = 9939

J. Sentence (s)

1. The term(s) of imprisonment imposed by the Court in years/months/days; Individual sentence information must always be provided.
2. Composite a total of all sentences reflecting the earliest sentence began value and date and the latest maximum release date value and date as well as the total length of time these values reflect.
   Example: Sentence information section (Form 602.06A):

CR Number	Sentence Date	Sentence Began	SB Value	Max. Rel Date	MRD Value	Sentence(s)
(Composite)		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
3AN82-125 (Concurrent)	5/01/82	4/05/82	9592	10/4/82	9774	6 months

K. Block Good Time Award

The block award of good time is based on the prisoner's sentence length. This block award is calculated by dividing the sentence length by 3 and rounding to the nearest whole number. Depending on whether the sentence is expressed in hours, days, months, or years, the procedure follows:

1. Sentences expressed in hours

   Divide the number of hours by 3. Divide that quotient by 24. The resultant number is the block award expressed in days. Round this award to the nearest whole number, multiply by 24 to convert back to hours and subtract this block award from the hourly sentence.

   NOTE: A sentence must exceed 3 days (72 hours) to be eligible for a block good time award.

   Example: Prisoner sentenced to serve 88 hours.

   Divide hourly sentence by 3: 88 ÷ 3 = 29.3
   Convert to days: 29.3 ÷ 24 =1.22
   Round to nearest whole number: 1.22 = 1 day
   Convert back to hours: 1 x 24 = 24 hours
   Subtract 24 hours from the hourly sentence.

2. Sentence expressed in days

   Divide the total sentence as expressed in days by three and round to the nearest whole number.

   Example: Prisoner sentenced to 180 days.

   Calculate block award 180 ÷ 3 = 60

   Place 60 in the block award box and subtract from the MRD value.

3. Sentences expressed in months/years

   Subtract the sentence began value from the maximum release date value and add one (1) day (standard adjustment). This value is the sentence expressed in days. The block award can now be calculated by dividing by 3 and rounding.

Example #1: Prisoner sentenced to serve six (6) months.
SB value = 11073 = 4/25/86
MRD value = 11255 = 10/24/86

Maximum release date value	11255
Subtract: sentence began value	-11073
	182
Add: standard adjustment	+ 1
	183
Divide by 3	÷ 3
Block good time award	61 days

Example #2: Prisoner sentenced to serve two (2) years.
SB value = 11073 = 4/25/86
MRD value = 11803 = 4/24/88

Maximum release date value		11803
Subtract: sentence began value		-11073
		730
Add: standard adjustment		+ 1
		731
Divide by 3		÷ 3
Block good time award		243.66
rounded to nearest whole number	=	244 days

L. Adjusted Release Date Value (ARD Value)

This value is obtained by subtracting the block award from the maximum release date value.

Example:

Maximum release date value			11224
Subtract block award			- 91
Adjusted release date =	6/24/86	=	11133

M. Adjusted Release Date

The calendar date that corresponds to the adjusted release date value. According to the perpetual calendar, the value 11133 = 6/24/86.

N. Presumptive Sentence (YES or NO)

This information is obtained from Court documents including the Judgment, Transcript of Sentencing and Log Notes. If documents contained in the case record do not provide this information, contact the Sentencing Court or the District Attorney.

O. Parole Eligibility Date

The Superintendent of the holding institution is responsible for determining parole eligibility prior to initial classification in accordance with 735.03, Initial Classification. Parole eligibility may vary from case to case as the result of Court-ordered conditions entered in the Judgment at sentencing, statutes applicable to parole eligibility, and Article 1. of the Parole Regulations. The Records Officer designated to maintain time accounting for sentences shall consult the case record and determine the Parole Eligibility Date and enter the parole eligibility calendar date onto the TAR at the time the record is initiated.

P. Prior Service

Each prisoner shall receive credit toward the term of imprisonment for time spent incarcerated 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, but was confined to a quasi-institutional facility such as a residential treatment program, any prior service credit for such confinement may not be granted unless specifically credited by the Court, Parole Board, or by the Deputy Commissioner for Operations. A prisoner's composite sentence will not be credited or otherwise reduced by prior service for more than one day for each day in confinement/detention regardless of the number of charges filed. Each period of prior service must be separately documented and entered on the TAR.

1. 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 required to serve as close to this total number of hours, less good time, as soon as administratively possible, but in no case should the prisoner be released more than four (4) 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 portion of an hour.
   c. Sentences of 10 days or less do not receive a full day of credit for a partial day of service.
2. Sentences Exceeding 10 Days
   a. If the prisoner was 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), except if the prisoner was incarcerated until the sentence date. In that case, the number of days credit is obtained by subtracting the booking date numerical value from the sentence date numerical value. (Do not apply standard adjustment.)
   b. If the sentence exceeds 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 may be released prior to seven (7) a.m. on the last day of service unless extenuating circumstances exist and an earlier release is approved by the Superintendent (see 818.06, Release Procedures).

      Example #1: Prisoner is booked on 5/10/86 and released on bail on 5/21/86. Prisoner returns to Custody on 6/20/86, the day sentence is imposed; i.e., prior service is from 5/10/86 to 5/21/86.

      Calculation:

Date of bail release 5/21/86	11099
Subtract: Booking Date 5/10/86	-11088
Standard adjustment	+ 1

      Example #2: Prisoner is booked on 5/10/86 and remains in custody until after sentence is imposed on 6/20/86; i.e., prior service is from 5/10/86 to 6/19/86.

      Calculation:

Date of sentence 6/20/86	11129
Subtract: Booking date 5/10/86	- 11088
Days prior service	41

Q. Time Accounting Adjustments (Post Sentence Data)

This section of the Time Accounting Record (TAR) is completed whenever anything occurs that changes the adjusted release date. All such activity following initiation of the TAR must be entered in accordance with the following instructions:

1. Action Code

   Action codes are listed at the bottom of each Time Accounting Record. The codes represent events requiring an adjustment in the release date. If a specific action code does not exist for the action, use code 12 and enter explanation on the back of the TAR sheet. The officer making the adjustment calculation and entering the action shall print his or her first initial and last name above the action code in the Action Code block.

2. Date

   Date of the event, i.e., date of escape, date of infraction, date released, date returned to incarceration, etc. Enter month, day and year as numerals, i.e., 1/3/85.

3. Sentence Adjustment

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

   Exception: Good time forfeiture/restoration is entered in the Good time Forfeit/Restored column per 4. below.

4. Good Time Forfeit/Restore

   Enter the number of days forfeited/restore. Forfeited good time days added to the adjusted release date Value are entered without parentheses. Restored good time days subtracted from the previously adjusted release date Value are entered in parentheses, (i.e. (0)).

5. Adjusted Release Date Value (RD Value)

   The value in the projected release date column will change depending upon the action taken. If the entry in the column for sentence adjustment or good time forfeit/restore is in parentheses, subtract from the previous release date value; otherwise, add.

6. Adjusted Release Date

   The calendar date corresponding to the adjusted release date value from the perpetual calendar. Enter this calendar date, which now supersedes the previous adjusted release date.

R. Action Codes Defined and Computed Examples

The staff member making an entry shall print or type first initial and last name above the action code. Action Code entries will be processed as follows:

1. Action Code #2. Good Time Forfeited

   Good time forfeited is that taken as a disciplinary sanction in accordance with 809.02 Acts Prohibited and Penalties. Good time forfeited is entered in the good time forfeit/restore column and added to the previous adjusted release date value.

   Example: 30 days of good time forfeited for the infraction occurring on 11/14/86. Previous R.D. Value = 11479 for 6/5/87.

Column	Entry
Action Code:	Enter action code 2 and officer's name

Date:	Enter the date of the infraction: 11/14/86
Sentence Adjustment:	Leave blank; not applicable in this example
Good Time Forfeit/ Restore:	Enter the number of days forfeited, without parentheses, 30
Adjusted Release Date Value:	Add the number of days forfeited to the previous R.D. value of 11479 for 6/5/87 and enter sum: 11509
Adjusted Release Date:	Enter the date from the perpetual calendar corresponding to the new adj. RD Value: 11509 = 7/5/87.

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
2	11/14/86		30	11509	7/5/87

2. Action Code #3. Good Time Restored

Good time previously forfeited that has been restored in accordance with 809.01 Restoration of Forfeited Statutory Good Time. Good time restored is entered in the good time forfeit/restore column in parentheses and subtracted from the previous adjusted release date value.

Example: Restoration of 50% of 30 days forfeited good time or 15 days. Approved by the Superintendent on 5/14/87. Previous Adjusted R.D. value = 11509 for 7/5/87.

Column	Entry
Action Code:	Enter action code 3 and officer's name
Date:	Date that restoration was approved: 5/14/87
Sentence Adjustment:	Leave blank; not applicable in this example
Good Time Forfeit/Restore:	Enter in parentheses the number of days restored (15)
Adjusted Release Date Value:	Subtract the number of days restored, 15, from the previous R.D. value of 11509 for 7/5/87 and enter product: 11494
Adjusted Release Date:	Enter the date from the perpetual calendar corresponding to the Adjusted RD Value: 11494 = 6/20/87.

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
3	5/14/87		(15)	11494	6/20/87

3. Action Code #4. Discretionary Parole

Action code 4 is used when a prisoner is released on discretionary parole by order of the Parole Board. The discretionary parole expiration date is the maximum release date.

NOTE: The maximum release date value may have changed from the original if there has been a break in service since the sentence date or a sentence modification (i.e. action codes 5,6,7,8 or 9).

Example: Parole is granted and the prisoner is released on 6/1/86. The MRD date is 7/28/87, and prisoner has been in continuous custody since the sentence date.

Column	Entry
Action Code:	Enter action code 4 and officer's name

Date: Enter the date released on parole: 6/1/86
Other blocks: Enter the words "Parole Expires on 7/28/87."*

*Enter the maximum release date as noted in the sentence information section of the TAR. This MRD may have to be adjusted as noted above for any service breaks. Look for action codes 5, 6, 7, 8 or 9.

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
4	6/1/87	Parole Expires on 7/28/87			

4. Action Code #5. Escape

All escapes from confinement while in prisoner status must be entered on the TAR:
Example: Prisoner escapes from confinement on 12/25/86:

Column — Entry
Action Code: Enter the action code 5 and officer's name
Date: Enter the date of escape: 12/25/86
Other blocks: Leave blank: not applicable at date of escape.

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
5	12/25/86				

5. Action Code 16. Released on Bond/Own Recognizance

Action code is used each time a prisoner is released from confinement on Bond or Own Recognizance following sentencing:
Example: Court ordered prisoner released on bond after sentencing, but prior to completion of the sentence. Released on appeal bond on 6/10/86.

Column: — Entry
Action Code: Enter the action code 6 and officer's name
Date: Enter the date of release: 6/10/86
Other blocks: Leave blank; not applicable at date of release.

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
6	6/10/86				

6. Action Code #7. Returned to Custody

Action code 7 is used anytime a prisoner returns to confinement following a post-sentence release such as parole, escape, appeal bond, etc. The period of days the prisoner was not incarcerated is added to the adjusted release date as follows:

NOTE: This procedure is not valid for mandatory parole revocation. See example under 7. below for the mandatory parole revocation procedure.

Example: Prisoner returned to custody on 2/20/87 when his appeal bond is revoked. Prisoner was released on appeal bond on 6/10/86. If prisoner had not been released on bond, he would have completed his sentence, with good time, on 10/25/88.

Column — Entry
Action Code: Enter the action code 7 and officer's name
Date: Enter the date returned to custody: 2/20/87
Sentence Adjustment: *Subtract ARD Value from return to confinement date value and subtract standard adjustment (-1).

	This is the number of days absent from confinement; enter 254.
Good Time Forfeit/Restore:	Leave blank; not applicable
Adjusted Release Date Value:	*Add sentence adjustment to previous adjusted release date value: 11987 + 254 = 12241
Adjusted Release Date:	Enter date corresponding to adjusted release date value: 12241 = 7/6/89.

*Returned to confinement	2/20/87 = 11374
Release date	6/10/86 = 11119
Previous adjusted release date	10/25/88 = 11987

11374
-11119
255 – 1 = 254 days street time;

11987
+ 254
12241 = 7/6/89 = adjusted release date

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
7	2/20/87	254		12241	7/6/89

7. Action Codes #8 and #9. Sentence Modification and New Sentence

Any reduction in the length of the prisoner's composite sentence, Code 8, or any increase in the prisoner's composite sentence, Code 9, requires two time accounting entries. One entry to note the sentence increase/decrease and one entry to note the block good time adjustment that must be entered accordingly.

Example #1: Sentence modification results in a prisoner's composite term of imprisonment being reduced by two years.

Sentence modification date: 9/15/86 - 11216
Previous adjusted release date: 10/15/89 - 12342

First Entry: Subtract the 2-year sentence reduction from the adjusted release date.

Column:	Entry
Action Code:	Enter the action code 8 and officer's name
Date:	Enter the sentence modification date: 9/15/86
Adjustment:	Enter (2 years)
Good Time Forfeit/Restore:	Leave blank; not applicable
Adjusted Release Date Value:	Enter 11611 (= 10/15/87)
Adjusted Release Date:	Subtract 2 years from the previous adjusted release date: 10/15/89 - 2 years = 10/15/87. Enter 10/15/87.

Second Entry: Add the block award of 244 days to the adjusted release date.

Column	Entry
Action Code:	Enter the action code 12 and officer's name
Date:	Enter the sentence modification date: 9/15/86
Adjustment:	*Enter block good time award: 244
Good Time Forfeit/Restore:	Leave blank; not applicable
Adjusted Release Date Value:	Add block award of 244 to previous RD value: 11611 + 244 = 11855

Adjusted Release Date: Enter date corresponding to RD value: 11855 = 6/15/88.

* The procedure to arrive at the block good time award is to subtract the adjusted RD value prior to the two year sentence adjustment from the adjusted RD value after the two year sentence adjustment and divide by three, rounding to the nearest whole number:

Previous adjusted RD value: 12342
Present adjusted RD value: -11611
731 ÷ 3 = 243.7

Block award is 244

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
				12342	10/15/89
8	9/15/86	(2 years)		11611	10/15/87
12	9/15/86	244		11855	6/15/88

Example #2: Prisoner is given a two-year consecutive prison sentence for escape.
Sentence Date: 9/15/86 = 11216
Previous adjusted release date: 10/15/89 = 12342

First Entry: Add the two-year sentence to the adjusted release date.

Column	Entry
Action Code:	Enter the action code 9 and officer's name
Date:	Enter the sentence date: 9/15/86
Adjustment:	Enter 2 years
Good Time Forfeit/Restore:	Leave blank; not applicable
Adjusted Release Date Value:	Enter 13072 (= 10/15/91)
Adjusted Release Date:	Add 2 years to the previous adjusted release date: 10/15/89 + 2 years = 10/15/91. Enter 10/15/91.

Second Entry: Subtract the block award of 243 days from the adjusted release date.

Column	Entry
Action Code:	Enter the action code 12 and officer's name
Date:	Enter the sentence date: 9/15/86
Adjustment:	*Enter block good time award (243) in parentheses
Good Time Forfeit/Restore:	leave blank; not applicable
Adjusted Release Date Value:	Subtract block award of 243 from adjusted RD value: 13072 - 243 = 12829
Adjusted Release Date:	Enter date corresponding to RD value: 12829 - 2/14/91.

* The procedure to arrive at the block good time award is to subtract the previous adjusted RD value prior to the sentence adjustment from the adjusted RD value after the two year sentence has been added and divide by three, rounding to the nearest whole number.

Present adjusted RD value: 13072
Previous adjusted RD value: -12342
730 ÷ 3 = 243.3

Block award is 243.

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

				12342	10/15/89
9	9/15/86	2 years		13072	10/15/91
12	9/15/86	(243)		12829	2/14/91

8. Action Code #10. Release on Mandatory Parole:

   Three classes of prisoners are subject to mandatory parole supervision:

   a. A prisoner committing a crime prior to January 1, 1986 and sentenced to a non-presumptive term and having 181 days or more of good time on the date of release is supervised on mandatory parole for the good time awarded in excess of 180 days;

   b. A prisoner completing a presumptive sentence is on mandatory parole supervision until the maximum release date; and

   c. A prisoner committing a crime on or after January 1, 1986, <u>and</u> sentenced to a term in excess of 180 days is on mandatory parole supervision until the maximum release date.

   NOTE: The maximum release date value may have changed from the original if there has been a break in service since the sentence date or a sentence modification (i.e. action codes 4, 5, 6, 8 or 9).

   Example: Prisoner is released on 6/10/87 after completing a two-year sentence. Crime was committed in 1986. MRD = 2/10/88.

Column	Entry
Action Code:	Enter action code 10 and officer's name
Date:	Enter release date: 6/10/87
Other blocks:	Enter the words "mandatory parole expires on 2/10/88." *

   * If this were a prisoner per classification a. above, the mandatory parole expiration date would be 2/10/88 minus 180 days = 8/14/87

   2/10/88 = 11729
   - 180
   11549 = 8/14/87

Action Code	Date	Sentence Adjustment	Good Time Forfeit/Restore	Adjusted R.D. Value	Adjusted Release Date
10	6/10/87	Mandatory Parole Expires on 2/10/88			10/15/89

9. Action Code #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 name, the action date and commentary.

10. Action Code #12. Other and Accrual to Block Conversion

    a. 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, the action date and detailed commentary clearly explaining the action.

    b. Conversions to the Block System per this policy from a pre-existing Accrual System must be accompanied by the TAR entries required under a. above and an Accrual to Block Conversion (Form 602.06C or D) completed and attached to the TAR to which the adjustment conversion has been made.

VIII. Implementation

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

4/21/08
Date

Joseph D. Schmidt, Commissioner
Department of Corrections

Applicable forms:

602.06A Time Accounting Record
602.06B Time Accounting Record Continuation Sheet
602.06C Accrual to Block Conversion in Hours
602.06D Accrual to Block Conversion (For Sentences Expressed in Days)
602.06E Periodic Commitment Time Sheet