

# POLICY AND PROCEDURES

NUMBER: 1604

SUBJECT: Awarding Good Time and computation of Release Date

ACA STANDARDS:

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 10/6/94 REVISION DATE: 9/97, 2/98, 7/00, 12/05, 11/13, 2/16



## I. POLICY

The St. Louis County Department of Justice Services shall award "Good Time" to inmates as an incentive for good behavior and program participation.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services staff are responsible for the following procedures.

## III. DEFINITIONS

**"Good Time"**: Earned reduction of sentence for acceptable behavior, program and work participation.

**"Credit Time Served (CTS)"**: *A person shall receive credit toward the service of sentence of imprisonment, when granted by the Court, for all time in prison, jail, or custody after the offense when the time in custody was related to that case number.*

**"Shock Time"**: *A sentence of shock time does not earn good time. If the Court Order states "CTS", the inmate will receive credit from the current arrest date, unless otherwise stipulated in the order. (i.e. if the order reads "credit for any and all time served on this case" or "credit for all time served", then all previous time in custody will be granted.)*

**"Flat Time"**: *An inmate sentenced to flat time cannot earn good time but can receive CTS if granted by the Court.*

*“DJS Time”:* An inmate sentenced to DJS (Department of Justice Services) time will be granted CTS and can earn good time.

#### IV. PROCEDURES

##### A. General Information

1. Unless otherwise stipulated by the sentencing court, all inmates sentenced to the St. Louis County Department of Justice Services for fourteen (14) days or more shall be eligible to earn Good Time to reduce the length of their sentence. Good time shall imply that the inmate will only be required to serve "three-quarters or seventy-five percent" of their sentence.

[NOTE: Inmates sentenced by Municipal courts (*including St. Louis County Municipal Courts*) are not eligible for "good time". ]

2. Good Time shall be earned by sentenced inmates who actively perform qualifying work in a St. Louis County jail facility or complete their individual treatment plan. It will be the responsibility of the inmate's assigned Corrections Case Manager to monitor the inmate's participation in work programs and/or compliance with their treatment plan.
3. Inmates sentenced to "shock time" will not be eligible to earn Good Time and must serve the complete length of sentence as stipulated by the court, unless otherwise authorized by a court order.
4. *Jail time, when given as a condition of probation, is not the imposing of a sentence, therefore credit for time served is NOT granted, unless authorized by Court Order.*
5. *Inmates sentenced to “Flat Time” will not be eligible to earn good time and must serve the complete length of the sentence as stipulated by the Court, unless otherwise authorized by a Court Order. If the inmate has any previous incarcerations under the **same case number**, the inmate will receive credit for any time served.*
6. *Inmates waiting for extradition from another state to the Justice Center will receive jail time credit for any time served in another facility if the only reason the inmate is held is for transfer to the Justice Center for pending charges. The Corrections Case*

*Manager will be responsible for verifying all information regarding time served in another facility from St. Louis County Police as to when the waiver of extradition was signed. This information must be entered into the IJMS chronological notes and the sentence computation.*

- 7. Inmates who are Court Ordered to participate in the St. Louis County Electronic Home Detention (EHD) Program on a pre-trial status or the St. Louis County Pre-Trial Release Program will NOT receive credit towards their sentence, unless otherwise authorized by a Court Order.*
- 8. If an inmate is sentenced on two (2) or more cases, and those cases run concurrent, they receive credit for the days that overlap, NOT all time for each case independently.*
- 9. If an offender is in custody and a warrant is executed on him/her and the inmate receives a sentence on that warrant/charge, credit will be given from when that warrant was issued.]*

**B. Loss of Good Time**

- 1.** All or any part of Good Time can be lost or forfeited for major violations or numerous minor infractions of the rules in accordance with inmate discipline. [\(See Policy #1804 Rules and Discipline\)](#)
- 2.** The report and recommendations will be forwarded to the Unit Manager on the inmate's housing floor following the hearing for final disposition.
- 3.** The Unit Manager shall review the recommendations of the Adjustment Hearing Committee. If he/she concurs with the recommendation, it shall be signed by the Unit Manager and the appropriate amount of time removed from the inmate's records, thereby adjusting his/her release date.
- 4.** Under circumstances where hearings are held and loss of Good Time is not recommended, the Unit Manager has the responsibility and authority to adjust that inmate's Good Time if he/she can't attend classes or work due to being on disciplinary restrictions for a set number of days.
- 5.** The Unit Manager shall be responsible for tracking the progress of all sentenced inmates in the unit and ensure they are following their individual treatment plans.

6. If it is determined that an inmate is not following his/her treatment plan, (e.g., attending classes, working an institutional job) the loss of Good Time shall be recommended by the appropriate Corrections Case Manager.
7. The recommendation will be submitted to the Unit Manager for his/her signature and the inmate's records will be adjusted to reflect the loss.

C. Computing Good Time and Release Date

1. All 'Good Time' is to be computed according to the 'three-fourths' rule; the sentence being satisfied by servicing three-fourths of the sentence. (Missouri Revised Statute 1994 Section 221.170 Paragraph 10 -- Any prisoner granted privileges pursuant to this section who serves three-fourths of the time for which he may have been sentenced in an orderly and peaceable manner shall be discharged in the same manner as if the prisoner had served the full time for which sentenced.)
2. If reporting directly from court after being sentenced, the Intake staff shall obtain all paperwork pertaining to the inmate from the Transportation Officer escorting the new inmate. The new inmate shall be booked according to the charges and sentence on the Sentence Order.
3. When an inmate is already in custody and gets sentenced during a court appearance, the Transportation Officer will ensure the Court Services/Bonding Supervisor or designee receives a copy of the Sentence Order. He or she will record the sentence in the Integrated Jail Management System.
- [4. Adding a Sentence *Disposition* to an inmate's record will cause the inmate to appear on the *sentencing queue* in the Integrated Jail Management System. The inmate's Corrections Case Manager will then note the need for re-classification and compute the sentence in the IJMS, according to the Sentence Order.]
5. When the Corrections Case Manager completes the sentence computation for an inmate, the Corrections Case Manager will notify his/her supervisor (i.e., Unit Manager) to review the completed computation. When the supervisor has completed the computation review he/she will enter the review in the inmate's chronological notes. This review will include checking:

- a. The computation of the sentence
  
- b. The History of Inmate Report for other charges

**NOTE:** If there is a question during the review, the Supervisor and Corrections Case Manager will check the court documents, in the Bonding File Room for consecutive or concurrent sentences or other information ordered by the sentencing court.

- 6. The Sentence Computation in the IJMS may be adjusted at any time should the inmate be involved in any infractions that result in the loss of 'good time'.
  
- 7. The 'Due for Release' report in the IJMS reflects the inmates who are sentenced and what their projected out date is. The list reflects:
  - a. The calculated out-date with no good time,
  - b. The early date if the inmate earns all of their good time,
  - c. An override date, if for any reason either date is manually adjusted.
  
- 8. The Bonding/Records Clerks will view this list at the start of their shift to determine if there are any Expiration of Sentence due for released during their watch.
  
- 9. A 'Sentence Computation' need not be completed if the inmate is sentenced to 'time served', ordered discharged or if the inmate has been confined longer than his or her length of sentence. The Corrections Case Manager will not compute the sentence of inmates sentenced to County time followed by consecutive state time in the IJMS.

**[NOTE:** *Inmates on pre-trial EHD or Pre-Trial Release Supervision will NOT receive credit, unless otherwise authorized by a Court Order.]*

- [10. *If an inmate is sentenced to County time and receives **consecutive** State time at a later date, the County time will be served first and then the inmate will be sent to MDC. The Corrections Case Manager will delete the 'sentence computation' information from the inmate's record when an inmate has been sentenced to the*

County Jail and then receives **consecutive** State time on a later date. The Transportation Clerk will call the Corrections Case Manager and inquire as to the inmate's release date from the County sentence when he/she receives the appropriate paperwork from the courts. *The Corrections Case Manager will calculate the County time and put the EOS (end of sentence) date in the sentence note section.*

**NOTE:** *The Corrections Case Manager will not put a sentence end date and time in, this is to prevent the inmate from showing up on the due for release queue.*

**NOTE:** *If an inmate receives State time that is run **concurrent** with any County time, the inmate will be sent to MDC on the next available run.]*

11. Inmates will be released on the date indicated on the 'Due for Release' report. No releases prior to that date will be permitted unless ordered by the sentencing court.
12. Unless otherwise directed by the Sentence Order, the inmate will be credited with prior jail time served on the same case.
- [13. *The Bonding Records Specialists will initiate the release of an inmate that has completed his/her sentence by generating a "Due for Release" report in IJMS. The Bonding Records Specialist will follow the guidelines set forth in the Inmate Release Policy. ([See Policy #1420](#))]*

### **Good Time Sentence Schedule**

<u>Sentence</u>	<u>To Serve</u>
one year	274 days
eleven months	247 days
ten months	225 days
nine months	202 days
eight months	180 days
seven months	157 days
six months	135 days

five months	112 days
four months	90 days
three months	67 days
two months	45 days
one month	22 days
fourteen days	11 days