

Common Business Functions for Correctional Management Systems



IJIS Institute



Volume 2 – Business Scenarios
Part B – Sentence and Time Accounting

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Corrections Technology Association*

8 December 2015 – v2.0

Revision History		
Version 1.0	June 2004	Original Document
Version 1.1	June 2015	Content Revision
Version 1.2	Nov. 2015	Technical Edit and Formatting
Version 2.0	Dec. 2015	Final Edits and Version Completion

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1. BUSINESS FUNCTION: SENTENCE AND TIME ACCOUNTING

The purpose of this business function is to ensure offenders are incarcerated for the exact amount of time as prescribed by law. The function of sentence and time accounting encompasses the initial calculation of an offender's required length of incarceration using applicable statutes and case law, and applying statutory awarded good time. An iteration of recalculating the projected release date continues during the incarceration period applying earned time credits awarded and revoked, amendments to the original sentences, or other actions that can reduce the length of incarceration.

Sentence and Time Accounting Use Case Diagram

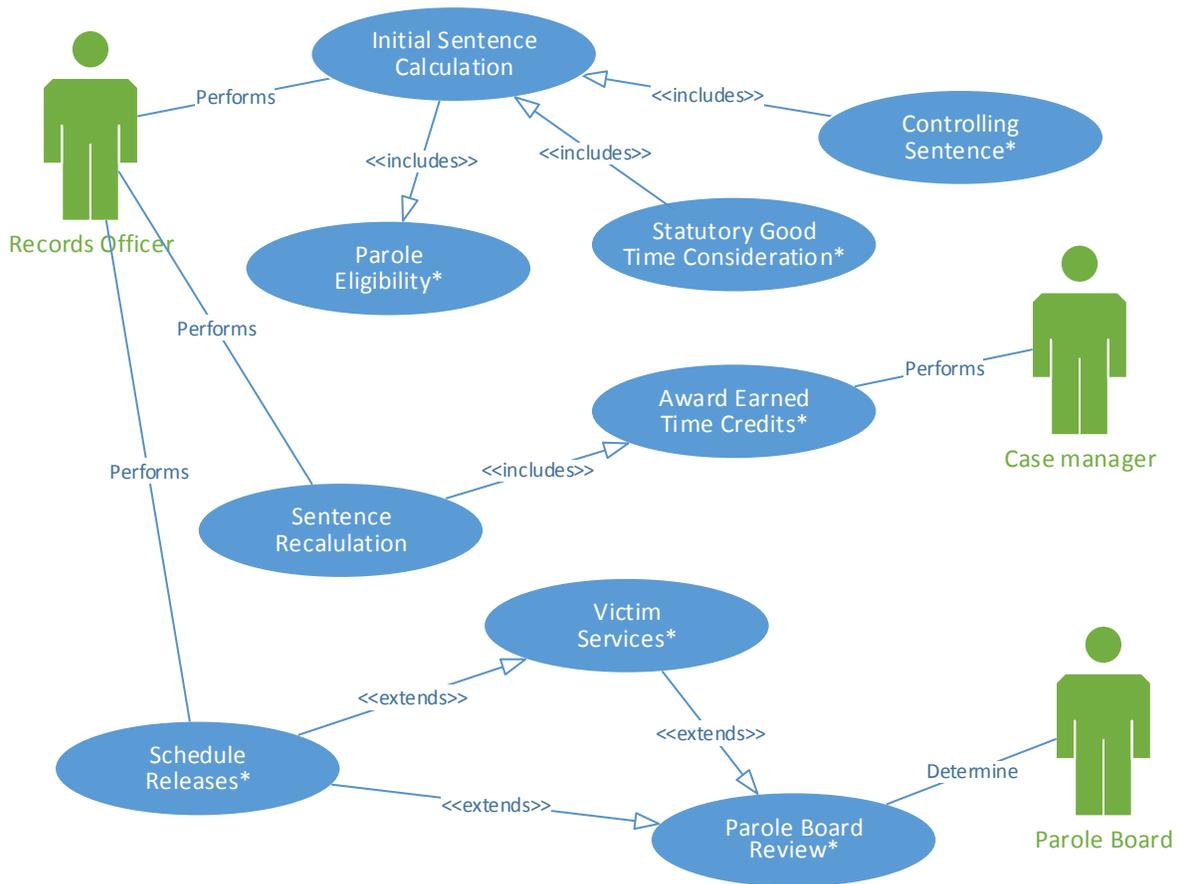


Figure 1: Sentence and Time Accounting Use Case Diagram

1.1 Use Case Specification: Initial Sentence Calculation

The Records Office evaluates the sentencing document to determine governing sentence(s) and the projected date of release from incarceration.

Initial Sentence Calculation Activity Diagram

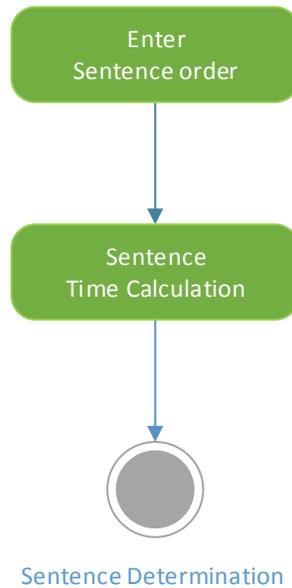


Figure 2: Initial Sentence Calculation Activity Diagram

Associated Actor	Relationship	Description
Records Officer	Performs	

Detail
There are instances when an offender sentenced to the correctional department/agency will be eligible for discharge or eligible for parole supervision as a result of terms outlined in the sentencing document or due to credits for pre-sentence confinement. These offenders are identified during the initial sentence calculation process and will be immediately scheduled for parole supervision processing. Sentencing guidelines may include extending the sentence until the offender has successfully served a post-incarceration supervision period.

1.1.1 Flow of Events

Enter Sentence Order - The act of entering information from the sentencing document into the enterprise database.

- Data provided: Sentence Record.
- Alternative Flows

Detail
The parole eligibility date may be determined and reviewed by the parole authority.

Sentence Time Calculation - This activity derives the projected date the offender will be released from incarceration by applying rules for time credits and parole eligibility.

- Data provided: Sentence Discharge Date, Parole Eligibility Date, and Projected Release Date.

Pre-Condition	Description
None	
Post-Condition	Description
Sentence Determination	The state where the incarceration period and the date the offender will be released from incarceration has been determined.

1.2 Use Case Specification: Controlling Sentence

The process of determining the sentencing scheme, made up of one or more sentences from one or more crimes, that determines the minimum and maximum length of incarceration.

Controlling Sentence Activity Diagram

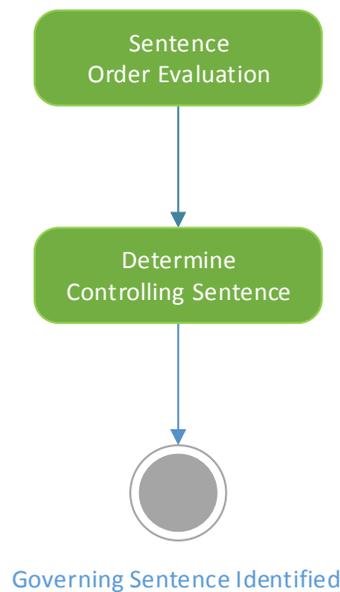


Figure 3: Controlling Sentence Activity Diagram

1.2.1 Flow of Events

Sentence Order Evaluation - Sentence order evaluation identifies the key elements of court findings and judgments. Key elements include statutes of convictions, crimes and sentences, awards for pre-sentence confinement and statutory good time, and orders to pay restitution.

- Data provided: Sentence Record.

Detail

Review court findings from one or more sentencing documents to determine governing sentence. The sentence minimum and maximum lengths from one or more sentences for one or more convictions are used to produce a scheme of consecutive and/or concurrent sentences. The scheme of sentences that result in the longest period of incarceration results in the governing sentence. The minimum period of incarceration from the governing sentence is generally accepted as the minimum sentence.

Determine Controlling Sentence - An analytical process determines the sentencing schema, a composition of one or more sentences from one or more sentence order documents, that will determine the minimum and maximum period of incarceration.

- Data provided: Governing Sentence Scheme.

Pre-Condition	Description
None	
Post-Condition	Description
Governing Sentence Identified	The state where the sentences that govern the incarceration period are identified.

1.3 Use Case Specification: Statutory Good Time Consideration

Most states utilize a good time credit system as an incentive to serve disciplinary-free incarceration. Statutory good time is awarded at the start of the offender's sentence, and the offender receives all potential credits at this time. When the offender behavior during their incarceration is determined to be unacceptable, the credits are revoked.

- Alternative Flows

Detail

Statutory good time may not be awarded in some jurisdictions which would eliminate this process.

1.3.1 Flow of Events

Sentence Order Evaluation - Sentence order evaluation identifies the key elements of court findings and judgments. Key elements include statutes of convictions, crimes and sentences, awards for pre-sentence confinement and statutory good time, and orders to pay restitution.

Evaluate Good Time Criteria - Review sentencing specification pertaining to good time awards and evaluate criteria that defines instances when good time awards can be lost.

- Data provided: Good Time Award.

Detail

When a sentencing document review determines the offender is not eligible for good time for that sentence, a zero amount will be recorded with a notation supporting the figure.

Statutory Good Time Consideration Activity Diagram

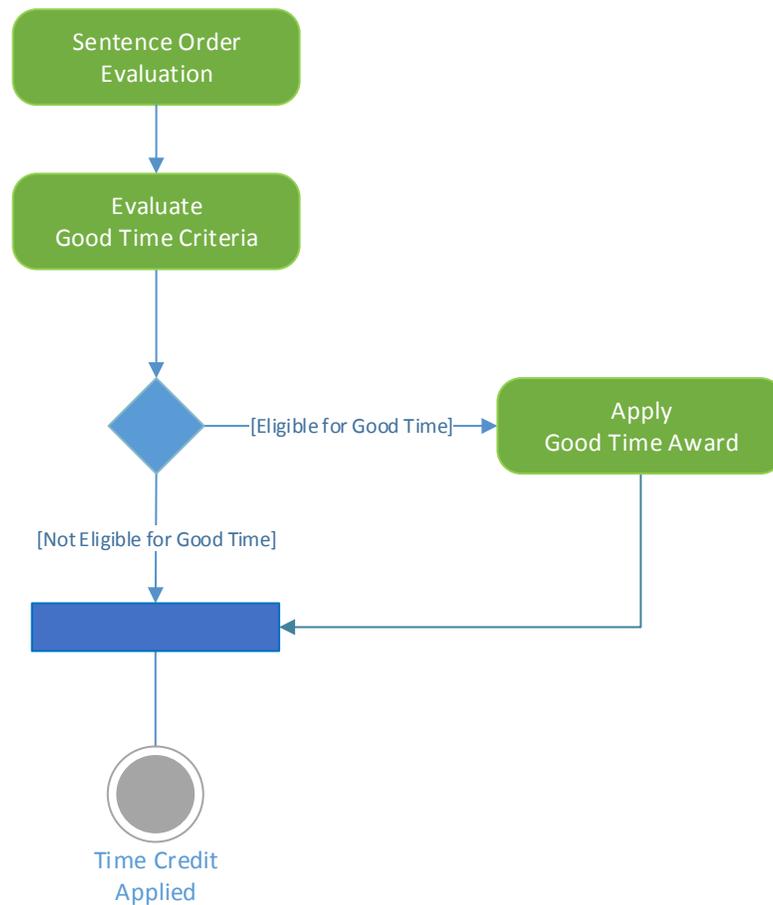


Figure 4: Statutory Good Time Consideration Activity Diagram

(If Eligible for Good Time) Apply Good Time Award - The act of applying statutory good time awards towards the reduction of incarceration periods.

Pre-Condition	Description
None	
Post-Condition	Description
Time Credit Applied	The time credit award is applied towards the sentence reduction of an offender.

1.4 Use Case Specification: Parole Eligibility

The process of determining the eligibility of an offender to be released under parole supervision, including the projected date of release to parole.

Parole Eligibility Activity Diagram

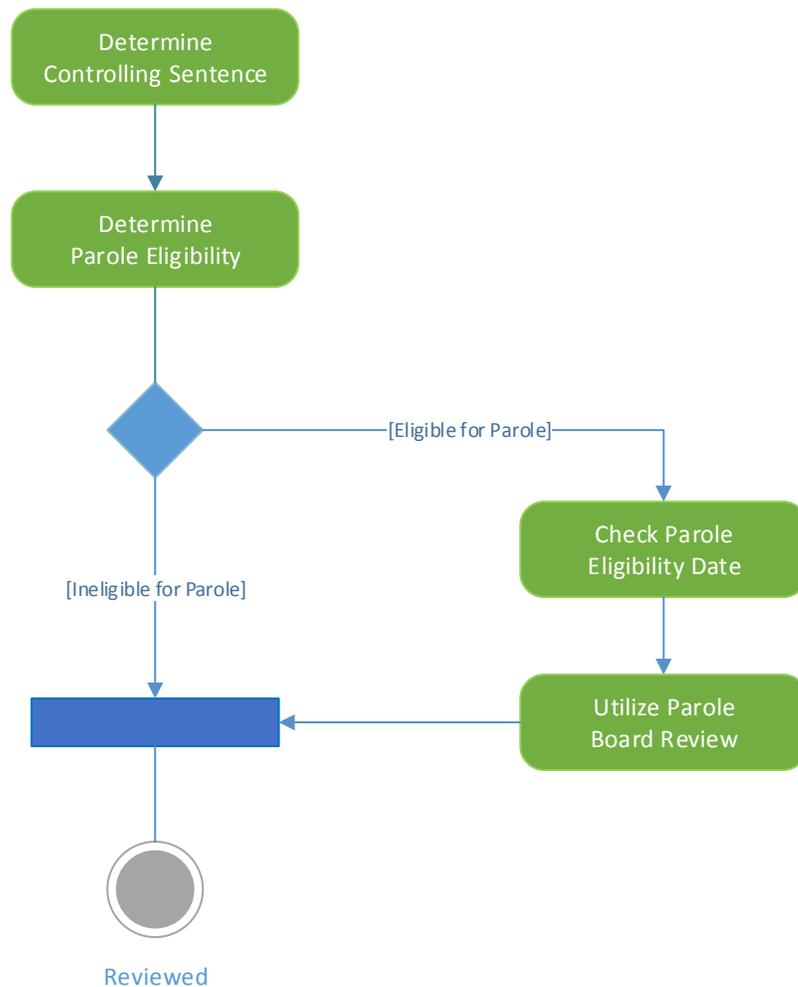


Figure 5: Parole Eligibility Activity Diagram

1.4.1 Flow of Events

Determine Controlling Sentence - An analytical process determines the sentencing schema – a composition of one or more sentences from one or more sentence order documents – that will determine the minimum and maximum period of incarceration.

Determine Parole Eligibility - The process of determining the eligibility of an offender to be placed under parole supervision.

- Data provided: Parole Eligibility Date.

(If Eligible for Parole) Check Parole Eligibility Date - A check will be made at various points during the incarceration period to determine if the offender is nearing their parole eligibility date. As the date draws near the offender will be scheduled for review by the parole authority.

Utilize Parole Board Review - The scheduled review for the appropriateness of parole, based upon the parole eligibility date. If approved offender's status will change from inmate to parolee, and the offender will be released into the community. If denied offender's status will remain as inmate and there will be a new review hearing date set. From the time of the first review forward through their discharge date, the offender's time is under the control of the Parole Board.

Pre-Condition	Description
None	
Post-Condition	Description
Reviewed	Staff review of past behavior or conditions in respect to future action.

1.5 Use Case Specification: Sentence Recalculation

The Records Office will perform periodic reviews of the offender sentence to apply time credits that will affect the projected date of release from incarceration. The receipt of an amended sentence order affecting the original sentence(s) may trigger this function, resulting in a change to the projected date of release.

Associated Actor	Relationship	Description
Records Officer	Performs	

Special Requirement	Description
ACA Standard: Computation of Time Served 4-4097 Computation of Time Served	Written policy, procedure, and practice provide that inmate time is accurately computed and recorded in conformance with applicable statutes and regulations. Comment: The accurate computation and recording of any good time earned or forfeited is vital for incarcerated persons. Each inmate's case file should include an up-to-date record of time served and time remaining.

Sentence Recalculation Activity Diagram

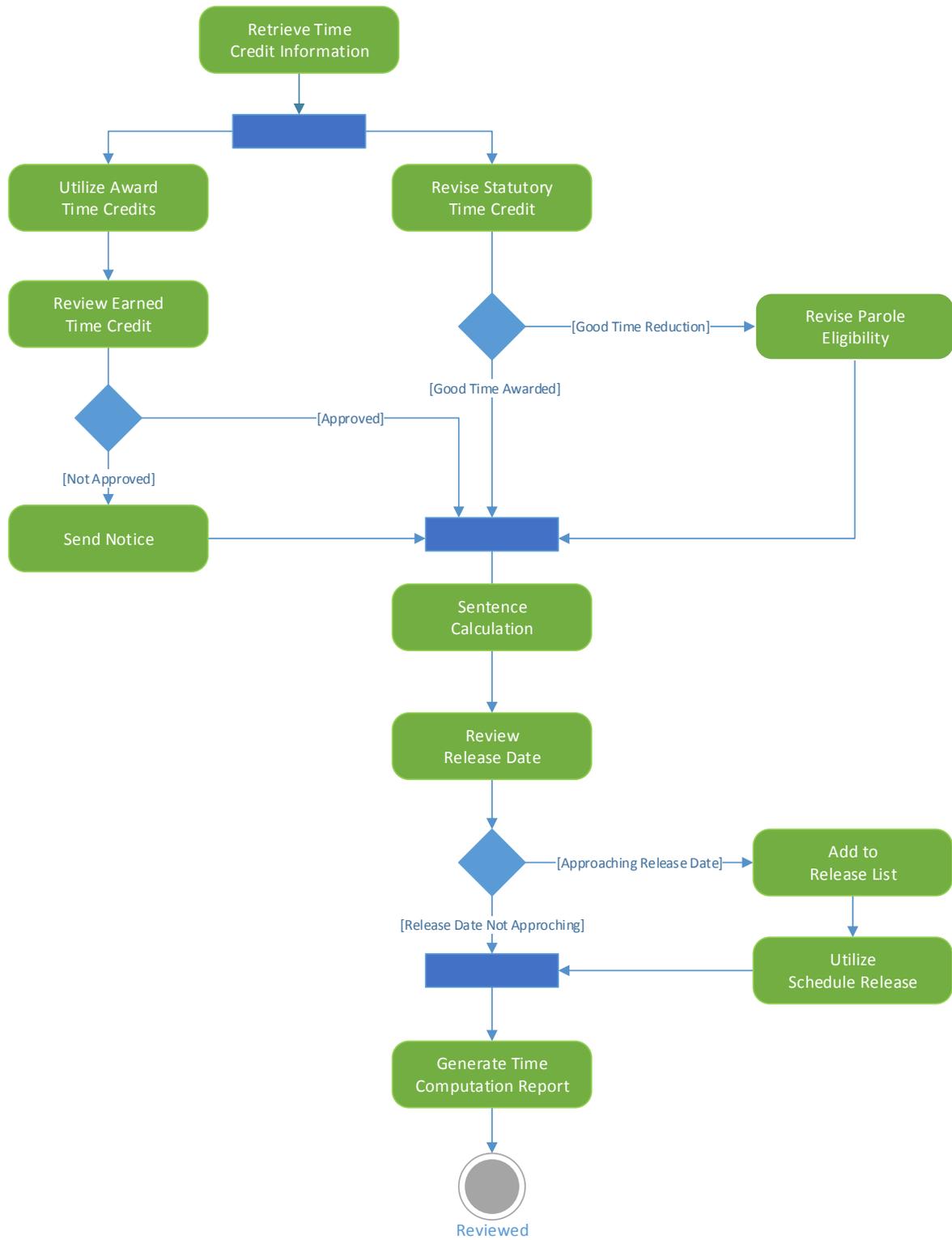


Figure 6: Sentence Recalculation Activity Diagram

1.5.1 Flow of Events

Retrieve Time Credit Information - Obtain information pertinent to calculating the projected date the offender will be released from incarceration.

- Alternative Flows

Detail
In most jurisdictions, the process to award earned time credits will be performed before a sentence recalculation takes place, but some rely on the last record of awarded time.

Utilize Award Time Credits - Most states use a good time credit system as an incentive to serve disciplinary-free incarceration. Earned time credit is a reward for positive behavior during the incarceration period. These credits are earned when the inmate participates in prison programs or activities, such as education or vocational training. The amount of earned credit is determined by predefined rules and awarded at prescribed review periods. When the offender behavior during their incarceration is determined to be unacceptable, the credits are revoked as the result of a disciplinary sanction.

Detail
A level of review occurs during the calculation process to check the time credit awarded by the staff person performing the initial evaluation and award determination.

Review Earned Time Credit - Review earned time awarded by the person authorized to grant the award to insure statutes and rules are applied correctly.

- Data provided: Denial Notification.

Detail
The staff person awarding the time credit will be notified that their assessment was incorrect and the time credit was revised.

(If not approved) Send Notice - The act of sending a formal notice to communicate a decision or action.

Review Statutory Time Credit - Review factors supporting the reduction in good time credit.

- Data provided: Good Time Award.

Detail
In instances where an offender is eligible for good time credits, this transition reflects the award adjustment based on statutory requirements. The adjustment will range from the maximum number of eligible days, down to a zero number of days awarded.

(If Good Time Reduction) Revise Parole Eligibility - The process of determining the eligibility of an offender to be released under parole supervision, including the projected date of release to parole.

- Data provided: Parole Eligibility Date.

Detail
The process of revising the parole eligibility date will result in the offender being scheduled for Parole Board Review should it be determined the date is fast approaching.

Sentence Time Calculation - This activity derives the projected date the offender will be released from incarceration by applying rules for time credits and parole eligibility.

- Data provided: Projected Release Date.

Review Release Date - Reviewing the date the offender is scheduled for release to determine if the incarceration period is nearing an end.

(If Approaching Release Date) Add To Release List - When the offender nears the end of his or her incarceration period they will be added to a list which is used to track the release process.

Utilize Schedule Release - There are various events that trigger the process of scheduling the release of an offender from incarceration, these include parole board action, the discharge of the offender's sentence, court order, or some other form of release while still under the jurisdiction of the corrections department/agency.

Activities that must take place prior to the release of an offender are conducting a formal search for active warrants, warrants, and detainers. This activity will initiate a formal notification process whereby law enforcement or corrections agencies, and individuals that have registered in the victim notification program, will be informed of the pending release.

Generate Time Computation Report - Electronic and hard copy report of earned time awards, good time awarded or lost, and the termination date of the incarceration period. Changes in good time awards or lost will affect the parole eligibility date.

Pre-Condition	Description
None	
Post-Condition	Description
Reviewed	Staff review of past behavior or conditions in respect to future action.

1.6 Use Case Specification: Award Earned Time Credits

Most states use a good time credit system as an incentive to serve disciplinary-free incarceration. Earned time credit is a reward for positive behavior during the incarceration period. These credits are earned when the inmate participates in prison programs or activities, such as education or vocational training. The amount of earned credit is determined by predefined rules and awarded at prescribed review periods. When the offender behavior during their incarceration is determined to be unacceptable, the credits are revoked as the result of a disciplinary sanction.

Award Earned Time Credits Activity Diagram

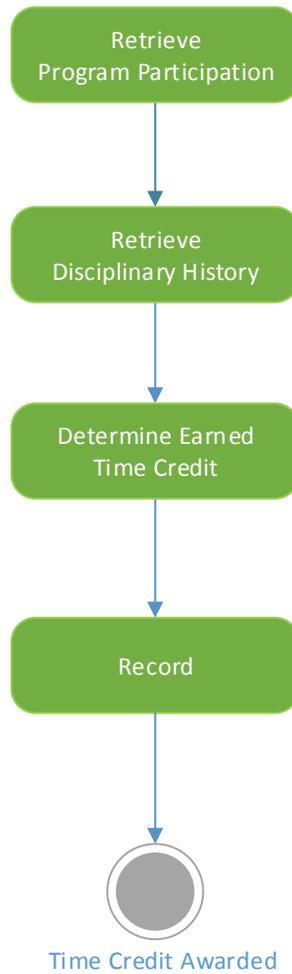


Figure 7: Award Earned Time Credits Activity Diagram

Associated Actor	Relationship	Description
Case Manager	Performs	Awarding of earned time credits may be performed by staff other than the case manager. In such instances, the case manager may serve in an advisory role.

Special Requirement	Description
ACA Standard: Computation of Time Served 4-4097 Computation of Time Served	<p>Written policy, procedure, and practice provide that inmate time is accurately computed and recorded in conformance with applicable statutes and regulations.</p> <p>Comment: The accurate computation and recording of any good time earned or forfeited is vital for incarcerated persons. Each inmate’s case file should include an up-to-date record of time served and time remaining.</p>

1.6.1 Flow of Events

Retrieve Program Participation - Offender program participation should include the status in the program, whether currently assigned, attendance, and the level of participation the offender put forward. This information is needed in measuring program performance as it relates to the offender's identified needs.

- Data provided: Program Participation.

Retrieve Disciplinary History - Obtain the disciplinary information associated with an offender during their incarceration period.

- Data provided: Disciplinary History.

Determine Time Credit Award - A review of criteria defined whereby an offender can earn time credits and determine the amount of time that should be granted. This review will consider program positive participation and disciplinary actions and make adjustments to time credit awards based on authorized time reductions credits and disciplinary actions. The award is generally limited by sentencing guidelines that specify a maximum credit amount. The time credit granted may be any amount up to the maximum allowed, to as little as no time credit granted. In either case the result is earn time credits granted.

- Data provided: Earned Time Award.

Detail
The award of time credits is an explicit result of this activity. The result may be an award of zero time credits or any amount greater within prescribed limits.

Record - The act of documenting any form of action, decision, or information that is to be placed among official records.

Pre-Condition	Description
None	
Post-Condition	Description
Time Credit Awarded	

1.7 Use Case Specification: Schedule Release

There are various events that trigger the process of scheduling the release of an offender from incarceration, these include parole board action, the discharge of the offender's sentence, court order, or some other form of release while still under the jurisdiction of the corrections department/agency.

Activities that must take place prior to the release of an offender are conducting a formal search for active warrants, warrants, and detainers. This activity will initiate a formal notification process whereby law enforcement or corrections agencies, and individuals that have registered in the victim notification program, will be informed of the pending release.

Schedule Release Activity Diagram

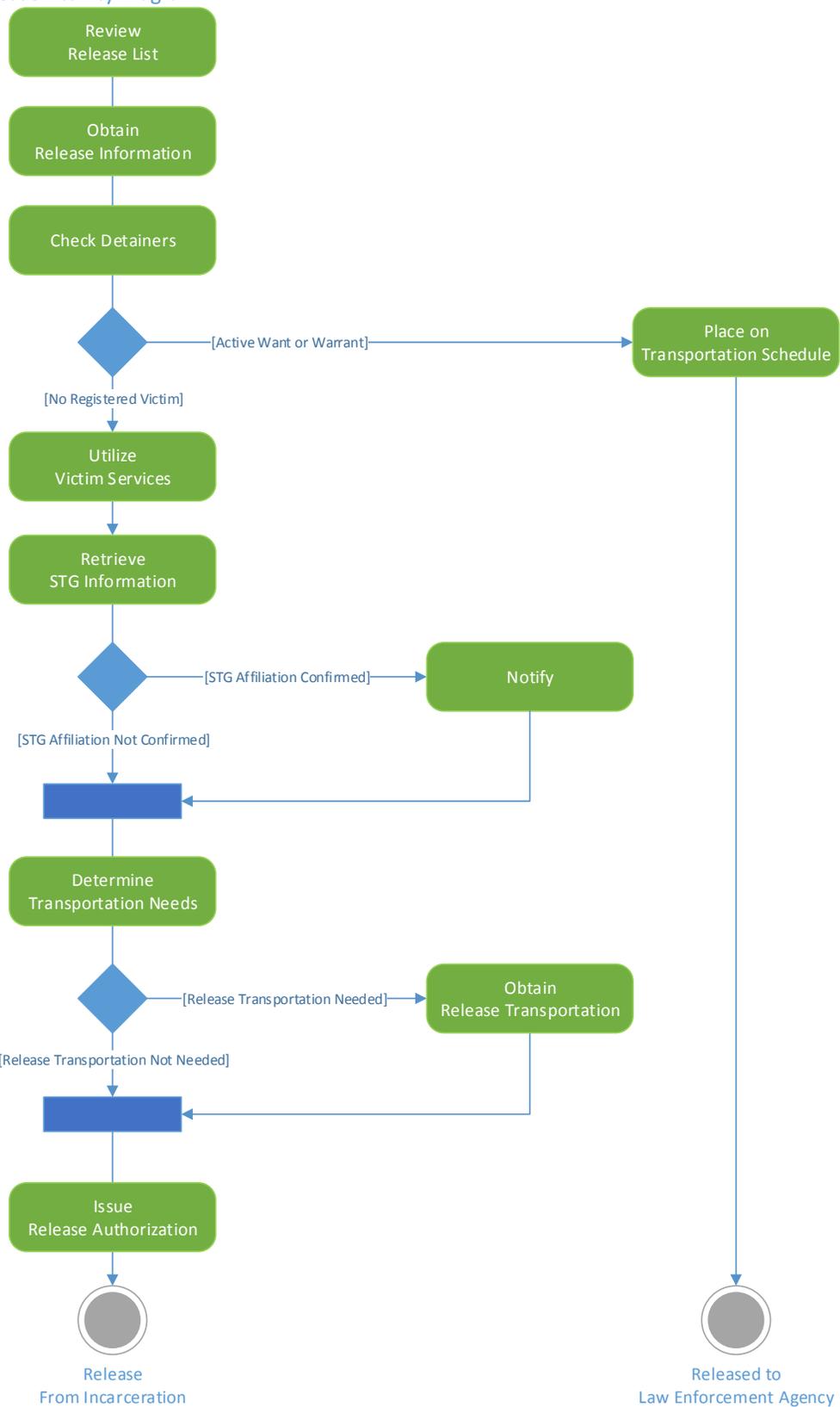


Figure 8: Schedule Release Activity Diagram

Associated Actor	Relationship	Description
Records Officer	Performs	In some jurisdictions, the release processing is decentralized. In these instances the scheduling and activities associated with the release to the community is performed by facility staff.

1.7.1 Flow of Events

Review Release List - View the list of offenders that are approaching the end of their incarceration and will require processing for release.

- Data provided: Offender Identifiers, Projected Release Date.

Obtain Release Information - Gather information pertinent to the release of an offender from incarceration or supervision.

- Data provided: Release Information.
- Alternative Flows:

Detail
There are jurisdictions that will detain an offender from release for outstanding fines or restitution debt obligations. Generally, this will affect only the conditional release of the offender such as parole or community progressive moves. When an offender has completed their incarceration obligation and will be discharged, the release from custody cannot be delayed due to these debt obligations.

Check Detainers - The corrections department/agency will submit queries to law enforcement networks to obtain active orders on individuals that are the subject of a detainment action. Offenders scheduled for release, individuals requesting a visit with offenders, or employee background searches are examples of actions that will trigger this query.

- Data provided: Active Want or Warrant.
- Alternative Flows:

Detail
Transportation to another agency may be provided by the receiving agency and not the sending agency.

(If No Active Wants or Warrants) Utilize Victim Services - The correctional department/agency in most jurisdictions will provide victims or appropriate individuals or entities who make a request, receive a formal notification when specific events take place while an offender is on community supervision or incarcerated in a facility. Victim information is kept confidential and maintained in a secured record.

Specific events include assignment to the offender's current prison location, transfers from one prison location to another, release date of offender, change of name of offender, escape and recapture, parole eligibility date, parole interview date and a parole board decision.

The notification process first requires the individual requesting to receive notification to register with the correctional department/agency, providing necessary contact information as well as identification information of the offender to be traced. Policies and procedures vary greatly by jurisdiction.

Retrieve Security Threat Group (STG) Information - Information regarding security threat group affiliation will be obtained from available sources in order to determine if appropriate notifications should be made.

- Data provided: STG Affiliation.

Detail
An exchange of information from the corrections department/agency takes place anytime an offender with known STG affiliation is released to the community. A document is sent to alert appropriate authorities of the pending release, with detailed information of known affiliations.

(If stg affiliation confirmed) Notify - The notification activity produces and disseminates appropriate information for the purpose of making staff aware of an event and/or initiating action. The staff needing to know must have been identified for each event.

Determine Transportation Needs - Perform an assessment of transportation needs the offender will have upon release from incarceration.

- Data provided: Transportation Voucher, Transportation Voucher.
- Alternative Flows:

Detail
Transportation may be provided to the nearest public transportation terminal where the offender is release to obtain transportation to the final destination.

(If Active Warrant or Warrant) Place on Transportation Schedule - Add an offender to a scheduled transportation out of the facility, yet maintain custody and control at the current facility until actual transportation.

(If Release Transportation Needed) Obtain Release Transportation - Offenders to be released from custody may require public transportation to their final destination. These arrangements are made by the corrections department/agency on behalf of the offender. The costs for the transportation are generally the responsibility of the offender, although some jurisdictions have policies that include paying transportation costs as part of the release process.

- Data provided: Release Transportation Itinerary.

Issue Release Authorization - The act of compiling necessary information and authorizations for the release of the offender from incarceration.

- Data provided: Release Authorization.

Pre-Condition	Description
None	
Post-Condition	Description
Released to Law Enforcement Agency	Instance where an offender is released from incarceration with the correctional department/agency and is handed over to another law enforcement entity.
Release from Incarceration	The state when the offender is released from incarceration with the correctional department/agency.

1.8 Use Case Specification: Victim Services

The correctional department/agency in most jurisdictions will provide victims or appropriate individuals or entities who make a request, receive a formal notification when specific events take place while an offender is on community supervision or incarcerated in a facility. Victim information is kept confidential and maintained in a secured record.

Specific events include assignment to the offender's current prison location, transfers from one prison location to another, release date of offender, change of name of offender, escape and recapture, parole eligibility date, parole interview date, and a parole board decision.

The notification process first requires the individual requesting to receive notification to register with the correctional department/agency, providing necessary contact information as well as identification information of the offender to be traced. Policies and procedures vary greatly by jurisdiction.

1.8.1 Flow of Events

Determine Type - Used to evaluate the type of activity, such as movement outside of the facility for a day trip, or intra-facility movement such as medical appointment, work assignment, program activity, etc.

- Data provided: Offender Identifiers, Victim Identifiers.

(If victim registration request) Evaluate Form - The act of reviewing a form for required information resulting in a determination.

- Data provided: Victim Registration Information.

(If Approved) Record Event - The creation of an entry for an event or outcome containing essential information for future retrieval and use by correctional staff.

(If victim notification request) Retrieve Victim Registration - Using key identifiers the victim registration information that has been submitted and filed with the correctional department/agency is retrieved for processing.

- Data provided: Victim Registration Information.

Detail
In this transition, the originator of the request receives a response to communicate that no information had been found pertaining to their inquiry.

Victim Services Activity Diagram

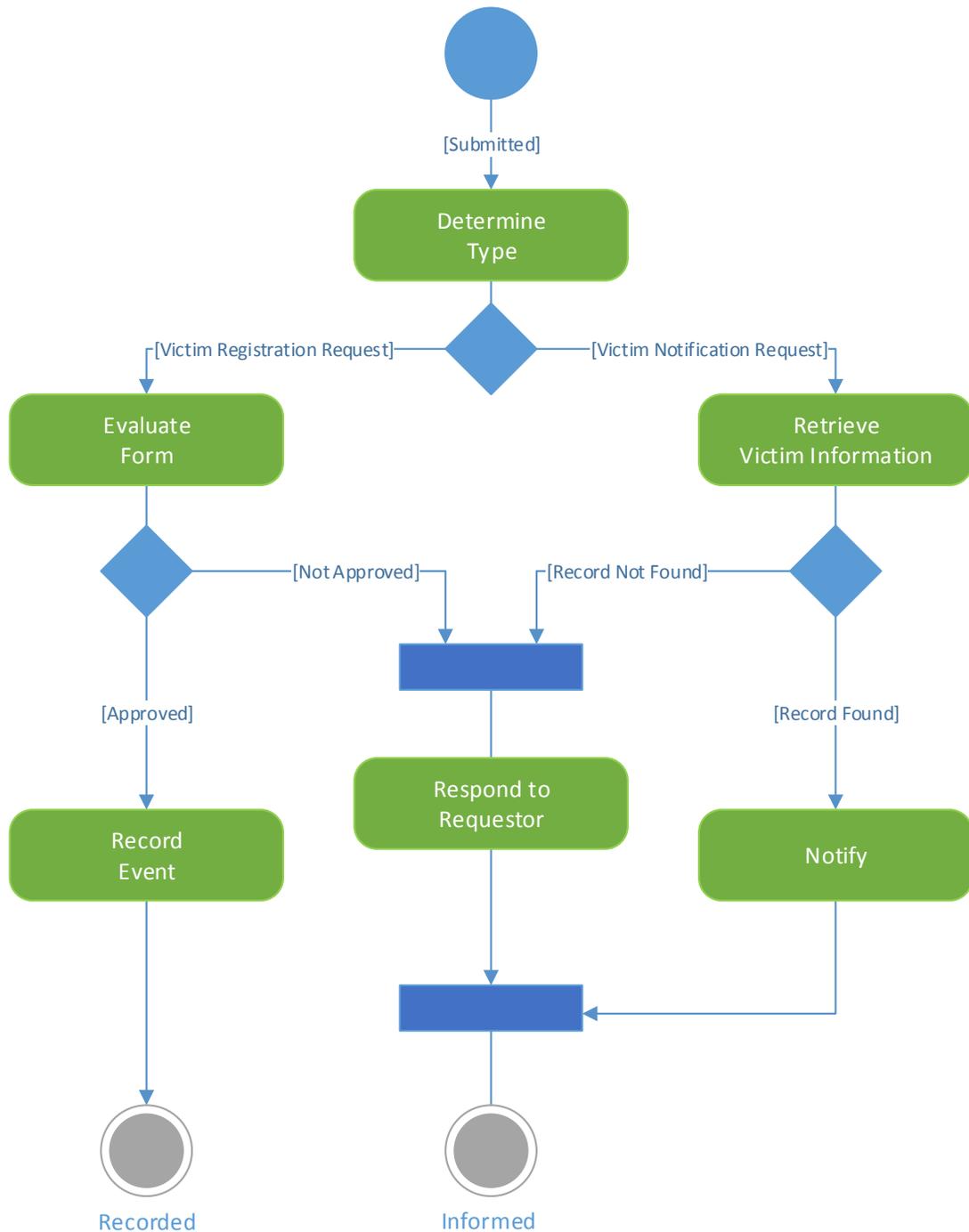


Figure 9: Victim Services Activity Diagram

Respond to Requestor - Any time a response is appropriate either a document is developed and sent and/or a verbal communication is performed to provide a requestor with information regarding their request.

(If record found) Notify - The notification activity produces and disseminates appropriate information for the purpose of making staff aware of an event and/or initiating action.

The staff needing to know must have been identified for each event.

Pre-Condition	Description
Submitted	Any instance whereby a document is prepared or a verbal communication is issued, and is offered for consideration, study, or decision.
Post-Condition	Description
Recorded	The result of compiling information and documenting results in a repository for future retrieval and reference.
Informed	Any instance where an individual receives communication of any form for the purpose of informing.

1.9 Use Case Specification: Parole Board Review

The scheduled review for the appropriateness of parole, based upon the parole eligibility date. If approved offender's status will change from inmate to parolee, and the offender will be released into the community. If denied offender's status will remain as inmate and there will be a new review hearing date set. From the time of the first review forward through their discharge date, the offender's time is under the control of the Parole Board.

1.9.1 Flow of Events

Retrieve Reentry Plan - The reentry plan is developed for the purpose of providing the releasing authority a plan to review before an upcoming hearing. The plan will contain risks, an accountability plan, and residential/work expectations. The plan should be sufficiently retrievable to the reviewers prior to the hearing.

- Data provided: Reentry Plan.

Schedule Hearing - Set a date for a formal review hearing of an offender's status. The hearing may be initiated either by a status review date, or a violation/incident report.

- Data provided: Hearing Date/Time, Offender Identifiers.

(If registered victim) Utilize Victim Services - The correctional department/agency in most jurisdictions will provide victims or appropriate individuals or entities who make a request, receive a formal notification when specific events take place while an offender is on community supervision or incarcerated in a facility. Victim information is kept confidential and maintained in a secured record.

Specific events include assignment to the offender's current prison location, transfers from one prison location to another, release date of offender, change of name of offender, escape and recapture, parole eligibility date, parole interview date and a parole board decision. The notification process first requires the individual requesting to receive notification to register with the correctional department/agency, providing necessary contact information as well as identification information of the offender to be traced. Policies and procedures vary greatly by jurisdiction.

- Data provided: Offender Identifiers.

Parole Board Review Activity Diagram

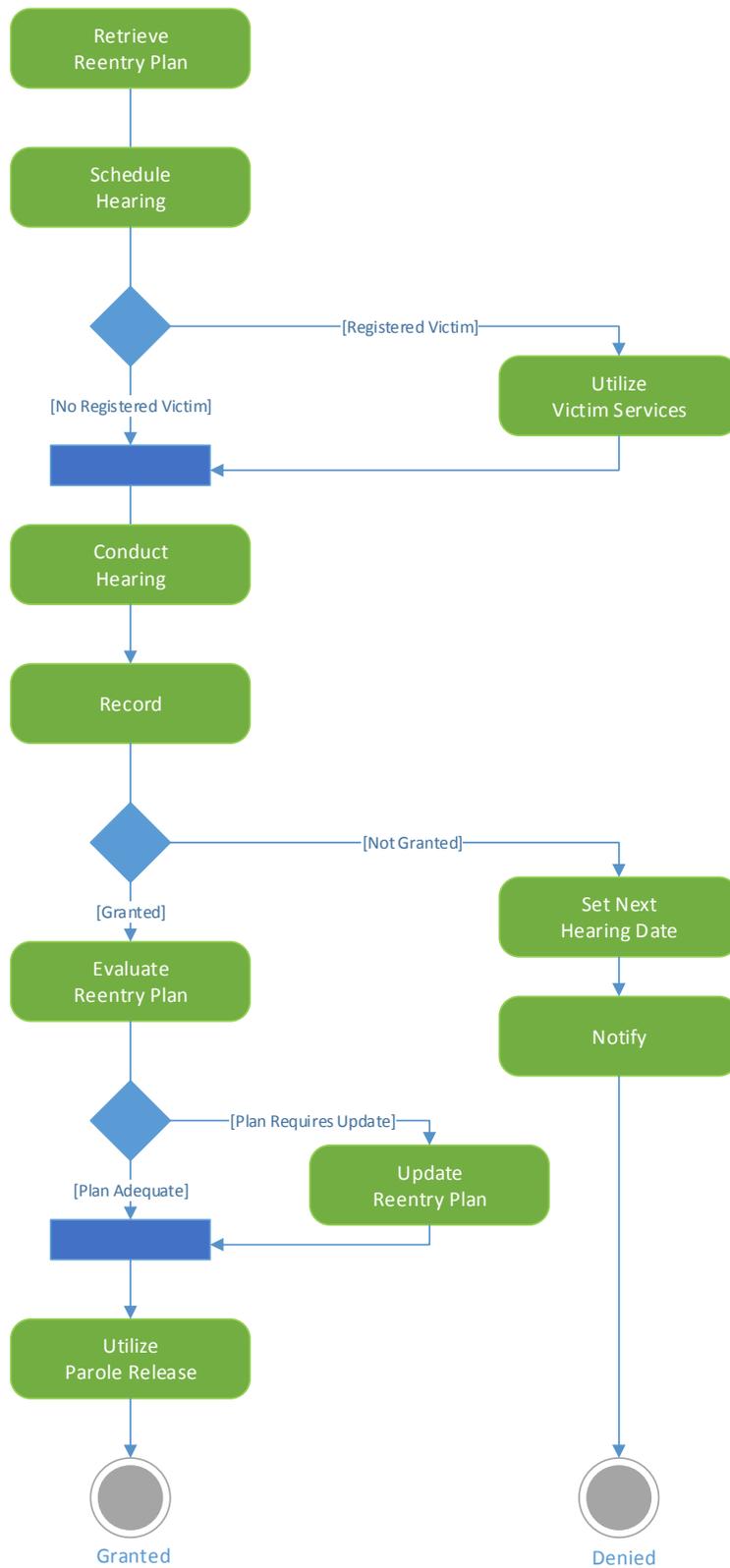


Figure 10: Parole Board Review Activity Diagram

Associated Actor	Relationship	Description
Parole Board	Determine	

Conduct Hearing - Directing a formal session in which testimony, written or oral, is taken from witnesses.

- Data provided: Hearing Minutes.

Record - The act of documenting any form of action, decision, or information that is to be placed among official records.

- Data provided: Denial Reason, Hearing Date/Time, Release Order.

(If granted) Evaluate Reentry Plan - A review of the reentry plan will be performed to evaluate the need to update the plan already on record.

- Alternative Flows:

Detail
The parole board may release the offender pending specified conditions are met. The date may be specified on the order but is only authorized when the conditions are satisfied.

(If plan requires update) Update Reentry Plan - A reentry plan will require updating before each new hearing or after hearing decisions where further issues are ordered to be addressed. An example would be securing housing prior to setting a release date.

Utilize Parole Release - The release of an offender to parole status. The offender is still governed by the sentence, however, the Parole Board now has jurisdiction over the offender. The offender is assigned a parole officer to whom the offender must report and must adhere to any conditions ordered by the parole board.

The parole period will have an end date pending no adverse behavior occurs. The offender is no longer subject to earned credit time or statutory good time.

(If not granted) Set Next Hearing Date - A date is set for a hearing in the future. This may be as a result of an incident or a periodic hearing to review the status of the offender.

Notify - The notification activity produces and disseminates appropriate information for the purpose of making staff aware of an event and/or initiating action. The staff needing to know must have been identified for each event.

Pre-Condition	Description
None	
Post-Condition	Description
Denied	A review has resulted in a decision to deny a request or action.
Granted	A decision to approve or award a requested action.