

STATE OF ALASKA DEPARTMENT OF CORRECTIONS  POLICIES & PROCEDURES	SECTION: Administration		PAGE: Page 1 of 5
	CHAPTER: 601	NUMBER: 601.01	P&P TYPE: Public
	TITLE: Prisoner Sentence Time Accounting		
	APPROVED BY:  Nancy A. Dahlstrom, Commissioner		DATE: 01/21/2020
ATTACHMENTS / FORMS: A. Time Accounting Record (TAR) B. TAR Continuation Sheet C. TAR Audit		AUTHORITY / REFERENCES: 22 AAC 05.155 AS 33.30.011 AS 33.30.021 22 AAC 05.090 AS 12.55.125 AS 12.55.135	

POLICY:

- I. It is the policy of the Department of Corrections (DOC) to have in place procedures for conducting prisoner sentence time accounting for each sentenced prisoner under the jurisdiction of the Department.
- II. The Chief Time Accounting Officer will be responsible for oversight and management of statewide prisoner sentence time accounting to include certification and decertification of time accounting personnel.
- III. It is the policy of the Department to provide Basic level and Advanced level training in prisoner sentence time accounting procedures to ensure accuracy and statewide uniformity.
- IV. Only certified time accounting personnel may complete an official Time Accounting Record (TAR); post subsequent entries on a TAR; update sentencing information, parole eligibility dates, or supervision expiration dates; and enter a TAR in the DOC Offender management system.

Note: For training purposes, non-certified personnel may administratively perform these functions under the direct supervision of a certified staff member.

- V. Each institution will have, at a minimum; one designated Primary Time Accounting Officer certified at the Advanced level.
- VI. An individual prisoner TAR (attachment A) containing relevant information on each sentence must be maintained in a case record in accordance with 22 AAC 05.090.
- VII. It is the policy of the Department that periodic audits, at least once every two (2) years, will be conducted at each institution and field office in order to maintain quality assurance of time accounting practices and computations.

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APPLICATION:

This policy and procedure will apply to all Department employees and prisoners.

DEFINITIONS:

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

Chief Time Accounting Officer:

The Department's primary authority on prisoner sentence time accounting matters.

Primary Time Accounting Officer:

An employee, usually the Records Sergeant, certified by the Chief Time Accounting Officer in Advanced level time accounting procedures, and designated by the Superintendent as the institution's time accounting lead or supervisor.

Secondary Time Accounting Staff:

Employees certified by the Chief Time Accounting Officer in Basic level time accounting, at a minimum, and designated by the Superintendent to perform time accounting functions.

Time Accounting Record (TAR):

A permanent legal document completed by time accounting staff to record a prisoner's imposed sentence(s), prior service credits, maximum release date, good time computations, adjusted release date, parole eligibility, supervision expiration date(s), and any subsequent revisions.

PROCEDURES:

- I. Chief Time Accounting Officer
The Chief Time Accounting Officer will:
 - A. Serve as the primary authority and resource for the Department in prisoner time accounting matters.
 - B. Assist time accounting personnel with sentence computations and the application of statute and time accounting rules.
 - C. Act as the liaison between other agencies and the Department relative to time accounting matters.
 - D. Serve as the Department's expert witness in cases involving litigation related to prisoner time accounting computations and time accounting procedures.
 - E. Prepare lesson plans, schedule and facilitate training for Basic level and Advanced level certification of time accounting personnel.

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- F. Investigate time accounting errors and provide feedback to the appropriate Superintendent and the Director's Office. Re-certification may be required, at the discretion of the Chief Time Accounting Officer, for those demonstrating a low level of proficiency through repetitive errors or errors resulting in erroneous release.
- G. Assist Advanced level time accounting personnel in obtaining instructor certification from the Alaska Police Standards Council for the Basic level time accounting course.
- H. Review court decisions pertaining to time accounting practices and communicate with the Assistant Attorneys General on the effect of those rulings.
- I. Update the DOC Time Accounting Manual and provide guidance and instruction as to proper application of new time accounting rules.
- J. Disseminate time accounting procedural information or changes to time accounting personnel.
- K. When uncertainty exists, or when a decision is challenged, serve as the final review for court decisions affecting a prisoner's early release from a previously imposed sentence.
- L. Conduct investigations and render decisions for prisoner grievance appeals relative to time accounting issues.
- M. Conduct periodic on-site training for certified personnel and audits of prisoner TARs (attachment A):
 - 1. The Chief Time Accounting Officer or designee will facilitate no less than eight (8) hours of annual in-service Records and Time Accounting training for all certified time accounting personnel, of which two (2) hours must be dedicated to proper prisoner file / records usage and maintenance.
 - 2. Complete periodic TAR Audits (attachment B), at least every two (2) years, and report findings to the Director of Institutions, with deficiencies noted and recommended solutions to improve efficiency and accuracy.
 - 3. Complete periodic TAR Audits (attachment B), at least every two (2) years, including out of custody sentence calculations and updates to supervision expiration dates, and report findings to the Director of Pretrial, Probation and Parole with deficiencies noted and recommended solutions to improve efficiency and accuracy.

II. Institutional Time Accounting Staff:

- A. Each institutional Superintendent shall designate an employee of the institution as the Primary Time Accounting Officer who will be responsible for prisoner sentence time accounting.

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- B. Primary Time Accounting Officers must be Advanced level certified. They are responsible for ensuring compliance with this policy and DOC P&P 602.01 (Prisoner Case Record Management).
- C. Only Advanced certified personnel shall certify a TAR as correct or finalize time accounting functions relative to probation and / or parole revocations and parole eligibility.

Note: For training purposes, personnel with Basic certification may administratively perform these functions under the direct supervision of an Advanced certified staff member.

- D. Secondary time accounting staff must be Basic level certified.
- E. All employees certified in time accounting will complete eight (8) hours of annual in-service Records and Time Accounting training. Failure to participate may result in decertification.

III. Time Accounting Record:

- A. Certified time accounting personnel will initiate and maintain a TAR (attachment A) on each fully sentenced prisoner in the custody of the Department:
 - 1. The record must include all relevant case and sentence information, and
 - 2. That information must be entered, maintained and updated in the DOC offender management system.
- B. A TAR must be completed as soon as possible, and no later than thirty (30) days after the prisoner is sentenced on all cases and DOC has received all applicable judgments and orders.
 - 1. A prisoner who receives a sentence on one or more cases and is eligible to bail out, or otherwise be released on any cases not yet sentenced, may request time accounting for the sentence(s) already received. The request should be granted if it is likely that the prisoner is nearing release eligibility on the sentenced case(s).
 - 2. If time accounting is incomplete, and it is determined that the prisoner's release date has passed, or is likely to pass within thirty days, that TAR must be given priority.
 - 3. The Primary Time Accounting Officer is responsible for obtaining relevant prisoner case records for time accounting purposes.
 - 4. A TAR may not be initiated until all relevant prisoner case records or relevant documents are available for review. If relevant prisoner case records or documents are not available and the prisoner's release date has passed or is likely to pass before the files are received, the Chief Time Accounting Officer shall be notified.

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5. To facilitate obtaining prisoner case records, a copy of the order will be sent to the appropriate field supervision office upon receipt of a sentencing order for a petition to revoke probation.
 6. The prisoner must be provided with a copy of the TAR when completed, and anytime thereafter when changes are made. Additional copies may be requested by the prisoner at their expense.
 7. The TAR, and if applicable, the TAR Continuation Sheet (attachment C), must be maintained (in a clear plastic sheet protector) in Section Three of the prisoner's institutional file per DOC P&P 602.01 (Prisoner Case Record Management).
- C. Upon transfer to another institution all TARs must be certified as correct except that;
1. Once certified, a TAR does not require recertification unless subsequent entries are posted resulting in a change to the adjusted release date of six (6) months or more.
- D. A prisoner may grieve the TAR in accordance with DOC P&P 808.03 (Prisoner Grievances):
1. The Primary Time Accounting Officer or designee certified at the Advanced level should investigate any time accounting grievance.
 2. The Chief Time Accounting Officer is the final level of administrative appeal for any time accounting grievance.
- E. An original TAR may never be destroyed. In the event a TAR must be recreated or recalculated, the original record must be voided and maintained in the prisoner case record for historical purposes. Copies of the original may be destroyed so long as the original is retained.

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