

## 1.4.B.17 Inmate Earned Discharge Credits

### I Policy Index:



**Date Signed:** 06/25/2018  
**Distribution:** Public  
**Replaces Policy:** None  
**Supersedes Policy Dated:** None  
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**Office of Primary Responsibility:** DOC Administration

### II Policy:

The Department of Corrections (DOC) may award Earned Discharge Credits (EDC) to eligible inmates. Earned discharge credits may be granted if, in the judgement of the Warden and Secretary of Corrections, the inmate has met the criteria set forth in statute (HB 1053) and this policy. Inmates are not entitled to earned discharge credits or consideration for earned discharge credits.

### III Definitions:

#### **Academic program:**

General Education Development test (GED).

#### **Vocational programs:**

Auto Body, Auto Mechanics, Welding and Construction Technology at Mike Durfee State Prison; Electrical Apprenticeship through SD Housing, Fire Fighting Training (excluding refresher training) and Chainsaw Training.

#### **Evidence Based Programs:**

Treatment and intervention programs that scientific research demonstrates reduce recidivism among individuals under correctional supervision.

#### **Booking:**

An offender's continuous period of custody, and/or supervision on a set of transactions.

#### **Individual Program Directive:**

A directive which establishes standards and criteria for parole for each inmate sentenced to a term of years and committed to the DOC for a crime committed on or after July 1, 1996.

#### **Heroic Acts:**

Significant and courageous acts in life threatening situations, significant efforts in disaster response or providing exceptional assistance in maintaining the safety and security of a prison.

#### **COMS:**

Comprehensive Offender Management System. Computerized inmate records system used to maintain individual offender records, support DOC operations and provide a source for generation of aggregate and statistical data.

**Work:**

Institutional, prison industry, private sector prison industry, work release work and work on extended confinement.

**IV Procedures:****1. Qualifying Behavior:**

- A. Inmates may be awarded up to 90 days of EDC for completion of each 360 hours of work, not to exceed 180 days in a twelve (12) month period;
- B. Inmates may be awarded up to 90 days of EDC for each completion of academic, vocational; or evidence based programs
- C. Inmates may be awarded up to 365 days for a heroic act.

**2. General Eligibility:**

- A. Inmates are eligible for EDC consideration with the following exceptions:
  1. Sentences for crimes committed prior to July 1, 1996;
  2. Sentences of life or death;
  3. Individuals held in prison under a sentence of probation (Suspended Imposition of Sentence (SIS) or Suspended Execution of Sentence (SES));
  4. Parolees, regardless of whether held in a prison facility or in the community (CTP, detainee or extended detainee status) (does not include EDC awarded pursuant to SDCL § 24-15A-50);
  5. Sentences issued from jurisdictions other than the State of South Dakota;
  6. Inmates currently classified as level 3 system risk (See DOC policy 1.4.G.6 [System Risk Level](#)) are not eligible for work or heroic act EDC.
  7. Inmates who have refused to participate in or have been terminated from chemical dependency treatment, MRT, STOP, GED, or T4C during this booking on their most recent program record, are ineligible to earn work or heroic act EDC. Provided they are otherwise eligible, they may earn EDC for other academic, vocational and evidence based programs. Once they complete previously refused/terminated program(s), they are eligible for work and heroic act EDC.

**3. Evidence based program requirements:**

- A. To be considered an evidence based (EB) program:
  1. The program must meet the definition of an evidence based program;
  2. Program placement must be assessment based;
  3. The program must address criminogenic need(s);
  4. The program must have appropriately trained facilitators/teachers;
  5. The program must have written curriculum/manualized programming; and
  6. There must be a program fidelity plan and program evaluation plan.

- B. To be designed as an EB program eligible as the basis for an award of EDC, **Attachment 1- Evidence Based Program Outline** shall be completed and submitted to the DOC Evidence Based Program Manager.
1. An EB Program Review Team made up of the EB Program Manager and at least two additional DOC/Behavioral Health staff, shall review the outline and determine whether the program meets the requires of an EDC eligible evidence based program.
  2. If the program does not meet the requirements of an EB program, the review team may provide assistance to the facilitator/teacher to establish the provisions needed to meet the definition of an EB program.
1. The EB Program Review Team will conduct annual audits of approved EB programs to support program fidelity and review evaluation outcomes.

#### 4. Program Credits:

- A. Upon completion of programs identified in **Attachment 2** on or after July 1, 2018, the designated number of days of EDC may be awarded to eligible inmates.
- B. Enrollment in programs eligible for EDC will be determined by staff, through assessment information, agency priorities and staff scheduling.
- C. The program facilitator/teacher is required to enter program completion in Accredited Programs in COMS (See Attachment 3).
- D. An inmate is eligible for EDC for program completion once per booking for each program they are assessed as needing, unless the assessment recommends the inmate for a repeat enrollment.
- E. Inmates placed in the community under Extension of Confinement (EC) (See DOC policy 1.4.G.7 [Extension of Confinement](#)), are eligible for credits upon completion of community based academic, vocational or evidence based programs. The inmate's supervising parole agent will notify DOC Central Records of EC inmate program completions in the community for application to the inmate's sentence(s).

#### 5. Work Credits:

- A. Upon completion of 360 hours of work after July 1, 2018, 90 days of EDC may be awarded to eligible inmates. To be eligible for an award of work credits the work hours must occur on or after July 1, 2018.
- B. Inmates employed in eligible work, who do not earn a wage for work completed due to not having a valid Social Security number, are eligible for EDC.
- C. Work EDC is recorded through inmate payroll for institutional work, PSPI payroll via alerts in COMS for inmates on extension of confinement (EC) or Work Release Module (See Attachment 3).
- D. Hours from multiple jobs can be used to reach 360 hours.
- E. EDC for work cannot exceed 180 days in a twelve month period.

## 6. Heroic Acts:

- A. Wardens can recommend an award of EDC for heroic acts to the Secretary of Corrections. The recommendation shall be documented by completing the *EDC Heroic Act Recommendation* form (see **Attachment 4**).
  - 1. The Director of Community Service may recommend an inmate for EDC for a heroic act to the Warden for heroic acts demonstrated by inmates assigned to Disaster Response (See DOC policy 1.3.B.5 [Deployment to a Natural Disaster](#)).
- B. The Secretary may (1) Concur with the recommendation and grant the inmate EDC not to exceed 365 days (2) Deny the recommendation for EDC; or (3) Grant the inmate a modified number of days of EDC from the amount recommended.
- C. Approved Heroic Act EDC forms will be provided to DOC Central Records for application to the inmate's sentence.

## 7. General Administrative Provisions:

- A. EDC for program completion or work and program completion combined, cannot exceed 270 days in a twelve (12) month period.
- B. When an inmate releases from a DOC institution (not including a release to EC), the inmate's work hours for determining EDC eligibility return to zero. Inmates cannot carry over work hours from a prior admission.
- C. Inmates remain subject to the provisions of their IPD and Parole Board directives regarding programming and conduct. An award of EDC does not imply compliance or non-compliance on the inmate's IPD or other conditions of the inmate's sentence (See DOC policy 1.4.B.1 [Individual Program Directives \(IPD\)](#)).
- D. Eligible inmates serving SD prison sentences in another jurisdiction may be awarded EDC.
- E. Inmates who object to determinations regarding EDCs shall utilize the Administrative Remedy (AR) process (See DOC policy 1.3.E.2 [Administrative Remedy for Inmates](#)).
- F. The *EDC Approval Timeline* form (**Attachment 5**) serves a resource on the monthly schedule and deadlines for work and program credits.
- G. At least every six (6) months, inmates eligible for earned discharge credits shall be notified of their current initial parole date and sentence discharge date.

## 8. Application of Credits to Sentence:

- A. Inmate earned discharge credits are applied to the sentence prior to calculation of the initial parole date (See DOC policy 1.1.E.2 [Date Computation](#)).

## V Related Directives:

- DOC policy 1.1.E.2 [Date Computation](#)
- DOC policy 1.3.B.5 [Deployment to a Natural Disaster](#)
- DOC policy 1.3.E.2 [Administrative Remedy for Inmates](#)
- DOC policy 1.4.B.1 [Individual Program Directives \(IPD\)](#)

DOC policy 1.4.G.6 [System Risk Level](#)  
DOC policy 1.4.G.7 [Extension of Confinement](#)

## VI Revision Log:

**June 2018:** New Policy

<i>Denny Kaemingk (original signature on file)</i>	<i>06/25/2018</i>
Denny Kaemingk, Secretary of Corrections	Date

## Attachment 1: Evidence Based Program Requirements

The **Evidence Based Program Requirements** form is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **Evidence Based Program Requirements** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **Evidence Based Program Requirements**.

South Dakota Department of Corrections Policy Distribution: Public	Attachment: EDC Program Requirements Refer to DOC policy 1.4.B.17 Inmate Earned Discharge Credits
<b>EDC PROGRAM REQUIREMENTS</b>	
Program Goals/Problem(s) to be addressed/ Criminogenic Needs?	
Target Population/Assessment process/Placement process:	
Curriculum (must be written ideally a program manual):	
Facilitator/teacher, training:	
Interventions i.e. workbooks, lectures, journals, videos, etc.	
Time Frames/Dosage:	
Evaluation plan:	
Fidelity plan:	
Program Documentation (attach)	

**Attachment 2: EDC Programs and Days**

EDC Programs and Days Attachment 2	
Program	EDC
GED	90
<b>T4C</b>	45
<b>T4C Aftercare</b>	10
<b>MRT</b>	90
<b>DV MRT</b>	90
<b>STOP</b>	90
<b>Prep Program</b>	90
<b>Challenge Program</b>	45
<b>Helping Women Recover</b>	
<b>Moving On</b>	90
Auto Body	90
Auto Mechanics	90
Welding	90
Construction Tech	
Framing	90
Internal Building	90
Finishing	90
House Project - Electrical apprentice	90
<b>CBISA</b>	90
<b>Staying Quit (Relapse Prevention/Aftercare)</b>	20
<b>DBT</b>	90
Fire Fighting Training	45
Chainsaw Training S212	10
Chainsaw Training DOC	10

### Attachment 3: EDC COMS Instructions

The **EDC COMS Instructions** form is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **EDC COMS Instructions** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **EDC COMS Instructions**.

**Programs Directions:**

**Facilitator Role (or designee):** When a staff member enters a status of COMF on the OCMPRGOC (Approved Programs) screen for a program that has been identified to receive credits, the following like message will appear.

The facilitator will click yes if they want to continue or no if it is an error. After clicking yes, the record will then go onto the Monthly Program IEDC Review Screen.

**Unit Team Member Role:** On the first two working days of the month, the Unit Team Member will go into the OCMPRGOC (Monthly Program IEDC Review Screen) to review the records of offenders on their Unit (and of month population) and do appropriate approvals.

**Central Records Role:** On the third working day of the Month, Central Records will go into the OCMPRGOC (Monthly Program IEDC Review Screen) to ensure that all facilities **gols** have been completed and complete the approval process.

On the night of the approval, the batch will run and all sentences will receive an adjustment accordingly.

**Work Directions:**

General Payroll is run on the second Friday of each month. No later than the Tuesday following the running of General Payroll, the Unit Team Member will go into the OCMWRKOC (Monthly Work IEDC Review Screen) to review the records of offenders on their Unit (and of month population) and do appropriate approvals, which include PEPF, general payroll, Extension of Confinement, and Work Release.

If during the review period, the Unit Team Member identifies an issue with the Extended Confinement Record or Work Release record, they should leave the review screen and make adjustments to the record then return to the review screen. If the issue is regarding PEPF or Payroll, they should contact the financial staff and access the Override Payroll Screen to make adjustments to the records.

**Central Records Role:** On the Wednesday following General Payroll, Central Records will go into the WEDC Screen to ensure that all facilities **gols** have been completed and complete the approval process.

On the night of the approval, the batch will run and all sentences will receive an adjustment accordingly.



## Attachment 4: EDC Heroic Act Recommendation

The **EDC Heroic Act Recommendation** form is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **EDC Heroic Act Recommendation** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **EDC Heroic Act Recommendation**.

Attachment 4

**RECOMMENDATION FOR EARNED DISCHARGE CREDITS  
HEROIC ACTS**

I. The inmate(s) listed under section V, are being recommended for an award of earned discharge credits for meeting the below criteria.

\_\_\_\_ Significant and courageous act(s) in life threatening situations

\_\_\_\_ Significant efforts in disaster response

\_\_\_\_ Exceptional assistance in maintaining the safety and security of a prison

II. Date(s) of act: \_\_\_\_\_

III. Description of act:

IV. Recommended award in days (not to exceed 365 days): \_\_\_\_\_

V. Eligible inmates for consideration (list below or attach list of inmates to include ID#):

VI. Warden Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VII. Secretary of Corrections Decision

Approved

Denied

Amount of award (in days): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If approved this document shall be provided to Central Records within 5 days for EDC application.

### Attachment 5: EDC Approval Timeline

The **EDC Approval Timeline** form is located on the state's WAN.

A copy may be printed using **Microsoft Word** as follows:

1. Click [here](#) to access the **EDC Approval Timeline** by:
  - a. Placing mouse on the word "here" above
  - b. Press and hold the "Ctrl" key on the keyboard
  - c. Click the left button of mouse.
  
2. Or Select **File/New** from the Menu Bar / Select the **DOC** tab / Select **EDC Approval Timeline**.

The screenshot displays the 'EDC Approval Timeline' form. On the left, there are instructions for program completion and review. The main area contains three monthly calendars: August 2015, September 2015, and October 2015. Each calendar has columns for days of the week and rows for dates. Specific dates are highlighted in yellow and orange, indicating key review and approval dates. For example, in August, the 1st, 8th, 15th, and 22nd are highlighted. In September, the 1st, 8th, 15th, and 22nd are highlighted. In October, the 1st, 8th, 15th, and 22nd are highlighted. The instructions on the left include:

1. Program completion cannot be later than the end of the month of completion.
2. On the first working day of the month, staff must complete the program completion review.
3. On the third working day of the month, central records checks program completion review (no document if it is done, not to document accuracy) and completes approval.
  - A batch report runs that night and program credits are applied to inmate accounts.
4. Inmate credit hours earned by the Wednesday before payroll (general payroll runs the second Friday of each month).
5. Two working days following payroll, staff must complete the work hour review.
6. On the next working day, following step 5, central records checks work review (no document if it is done, not to document accuracy) and completes approval.
  - A batch report runs that night and work credits are applied to inmate accounts.