1.1.E.2 Date Computation

I Policy Index:

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II Policy:

The Department of Corrections shall promulgate rules, policies and procedures for the purpose of calculating an offender's sentence, pursuant to SDCL § 1-15-20. A standard system will be used to accurately calculate and record release and parole dates for offenders serving South Dakota prison sentences (ACA 4-4097). The system includes safeguards to ensure calculation accuracy and adheres to and abides by judicial sentencing orders, in accordance with state law.

III Definitions:

Comprehensive Offender Management System (COMS)
A DOC database for staff use in the management, storage and collection of informational and statistical data.

Dead Time:
A period during a sentence in which an inmate ceases to receive credit for the time he/she normally would be serving.

Earned Discharge Credits:
Eligible parolees deemed compliant with the terms of supervision shall be awarded earned discharge credit of the number of days in that month, which shall be deducted from the parolee's sentence discharge date established in SDCL §§ 24-15A-6 and 24-5-1. Earned discharge credits shall be applied to the sentence discharge date within thirty days of the end of the month which the credits were earned (See SDCL § 24-15A-50).

Inmate Earned Discharge Credits:
The department may grant an inmate up to ninety days of earned discharge credits for each program completion; up to ninety days of earned discharge credits upon completion of three hundred sixty hours of work not to exceed one hundred eighty days of earned discharge credit for work in a twelve month period (applies to work and program credit only). Heroic acts may be granted up to three hundred sixty-five days a twelve-month period.

Good Time:

A length of time credited to a sentence which reduces the actual time an inmate must serve. Good time shall be applied to qualifying inmate sentences in accordance with SDCL § 24-5-1 (Applicable to old system inmate sentences only).

Judgment:

Also referred to as "judgment of conviction", "order", "sentence" or "commitment papers". A certified statement signed by a Judge that sentences the inmate to a term in prison.

Mixed System:

Inmates with a result of a parole violation, suspended sentence violation or a finding of non-compliance who receive an additional conviction and sentence to prison where at least one of the prison sentences is a new system offense. Inmates with mixed sentences may have multiple parole dates.

New System:

Inmate sentences to the South Dakota prison system as a result of an offense committed on or after July 1, 1996.

New Sentence While on Parole:

Inmate sentences received while on parole without a violation.

Old System:

Inmate sentences to the South Dakota prison system as a result of an offense committed prior to July 1, 1996.

Transaction:

An occurrence of felony criminal behavior.

Working Day:

A standard workweek day, Monday through Friday, except for recognized state holidays, recognized national holidays, and any other special holidays declared by the Governor of South Dakota or the President of the United States.

IV Procedures:

1. Types of Sentences:

A.   Straight Sentence: Sentence of imprisonment with no time suspended.

1.   No credit Good Time Release Date: Date of sentence completion established by adding the length of sentence, minus applicable goodtime credit to the commence date (applicable to old system only).

a.   This date may be altered by:
1)   The loss, reinstatement or earning back of good time.
2)   The issuance or reinstatement of dead time.
3)   Executive Clemency (See chapter 24-14 and Administrative Rule, Chapter 17:60:05).
4)   Earned discharge credits awarded while on parole status.

2. Good Time Release Date: Date of sentence completion established by adding the length of sentence, minus applicable good time credit to the commence date (applicable to old system only) minus any earned discharge credit.

    b. This date may be altered by:
        1) The loss, reinstatement or earning back of good time.
        2) The issuance or reinstatement of dead time.
        3) Executive Clemency (See chapter 24-14 and Administrative Rule, Chapter 17:60:05).
        4) Earned discharge credits awarded while on parole status.

3. No Credit Term Expires Date: The date which represents the total sentence and is established by adding the total of the sentence to the commence date.

    a. This date may be altered by:
        1) The issuance or reinstatement of dead time.
        2) Executive Clemency (See chapter 24-14).

4. Term Expires Date: The date which represents the total sentence and is established by adding the total length of the sentence to the commence date and subtracting any Earned Discharge Credit awarded.

    a. This date may be altered by:
        1) The issuance or reinstatement of dead time.
        2) Executive Clemency (See chapter 24-14).
        3) Award of earned discharge credits or IEDC (new system only).

5. Parole Eligibility: The date an inmate becomes eligible for release to parole supervision (applicable to old system only).

6. Initial Parole Date: The date an inmate may be released on parole, provided they have met the requirements outlined in chapter 24-15A. All inmates must serve at least sixty (60) calendar days prior to release to parole supervision (applicable to new system only) (See Attachments 1 and 3).

7. No Credit Initial Parole Date: The date of the original initial parole before inmate earned discharge credits were awarded.

B. Split Sentence: Sentence of imprisonment followed by a period of supervision by the Board of Pardons and Paroles (See SDCL § 23A-27-18.4). Example: 5 years with 3 years suspended

1. No Credit Good Time Release Date: The date of completion of the term of actual imprisonment prescribed in the sentence, minus good time credit. This is established by adding the term of actual imprisonment, minus applicable good time credit, to the commence date (applicable to old system only).

    a. It is the same date the term of supervision begins.

    b. The good time release date may be adjusted in the same ways described under Section A. "Straight Sentence".

2. Good Time Release Date: The date of completion of the term of actual imprisonment prescribed in the sentence, minus good time credit. This is established by adding the term of actual imprisonment, minus applicable good time credit, to the commence date (applicable to old system only). This date will include the subtraction of any earned discharge credit that has been awarded.

    a. It is the same date the term of supervision begins.

    b.   The good time release date may be adjusted in the same ways described under Section A. "Straight Sentence".

   3.   Suspended Sentence Release Date: The date of completion of the term of actual imprisonment prescribed in the sentence (applicable to new system only).

    a.   It is the same date the term of supervision begins.

    b.   This date may be altered by:
       1)   Award of earned discharge credits.

   4.   Term Expires Date: The date of the completion of the suspended portion of the sentence.

    a.   This date is established by adding the suspended portion of the sentence to the good time release date (old system) or the suspended sentence release date (new system).

    b.   This date may be altered by:
       1)   The loss, reinstatement or earning back of good time.
       2)   The issuance or reinstatement of dead time.
       3)   Executive Clemency (See chapter 24-14 and Administrative Rule 17:60:05).
       4)   Award of earned discharge credits or inmate earned discharge credits.

   5.   Parole Eligibility: The date which an inmate becomes eligible for release to parole supervision (applicable to old system only).

    a.   The parole eligibility date is computed based upon the term of imprisonment portion of the split sentence.

    b.   If paroled, the offender moves from parole supervision to suspended sentence supervision on the good time release date.

   6.   Initial Parole Date: The date which an inmate may be released on parole, provided they have met the requirements outlined in chapter 24-15A (applicable to new system only). (See Attachments 1 and 3)

    a.   The initial parole date is computed based upon the term of imprisonment portion of the split sentence.

    b.   When released on parole, an offender moves from parole supervision to suspended sentence supervision on the suspended sentence release date.

    c.   All offenders must serve at least sixty (60) calendar days prior to release to parole supervision.

C.   Probation Sentences: Sentences of incarceration with the DOC ordered by the Court as a condition of their probation.

   1.   Suspended Imposition of Sentence (SIS): A sentence of probation resulting from a conviction after which the Court withholds the entering of the judgment of guilt (See SDCL § 23A-27-13).

   2.   Suspended Execution of Sentence (SES): A sentence of probation which as a condition, prescribes that the defendant be imprisoned for a specific period of time (See SDCL § 23A-27-18).

   3.   As a condition, the court may order the defendant be imprisoned for a specific period (See SDCL § 23A-27-18.1).

4. Term Expires Date: The date the term of imprisonment is completed.

    a. This is computed by adding the total number of days of imprisonment ordered, to the date the offender is received by the DOC, unless otherwise ordered by the court, less any jail time credit that may be ordered by the court (See ARSD 17:50:13:02 and 17:50:13:03).

    b. Good Time is not granted on SIS or SES.

    d. Offenders serving a SIS or SES are not eligible for release to parole supervision.
    e. Offenders serving a SIS or SES are not eligible for inmate earned discharge credits.

2. Assignment of Duties:

A. Date calculations for all new commitment offenders will be completed by at least two Central Records staff. The same process shall apply to any sentence modification order received as a result of amended judgments, parole decisions, etc. which applies to an offender's existing sentence (See Attachments 2 or 3).

1. Date calculations will be completed manually by staff and confirmed through the Comprehensive Offender Management System (COMS).

    a. Calculations involving fully suspended sentences require two separate manual date calculations.
        1) Dates for fully suspended sentences are manually overridden in COMS.

2. The *Inmate Received Worksheet* (See Attachment 6) will be used to document all active sentences issued to the offender upon intake to the DOC.

3. A copy of the date calculation will be provided to the sentencing Judge.

B. Prior to an offender's release to suspended sentence, good time release, term expires or parole, all dates will be manually audited by two DOC staff members.

C. The *Date Calculation Worksheet Discharge Audits* (See Attachment 10) will be used when completing discharge audits. Discharge audits are completed the month prior to the inmate's discharge date.

D. Calculations will be completed independently, and the results compared to prior date calculations.

E. Each staff member completing the date calculation will sign and date the Date Calculation Worksheet.

F. All Date Calculation Worksheets and other supporting documents for each set of date calculations will be maintained in the inmate's legal file, even if the dates are later revised due to a sentence modification order.

G. A notation will be made in the audit record of the inmate's legal file and in COMS each time there is an adjustment to the inmate's dates or sentence calculation, (except for disciplinary loss or return of good time), the award of earned discharge credits and inmate earned discharge credits (earned discharge credit calculations are only shown in COMS) and each time dates are audited (even if there is no change to the dates).

1. The sentence Key Date screen in COMS and the Date Calculation Worksheet will be reconciled when there is an adjustment in dates or calculations (See COMS Abbreviations Attachment 9 for definitions of COMS sentence fields). Only applies to amended modified parole violation audits.

Dates are not manually calculated upon receiving earned discharge credits or inmate earned discharge credits.

2. When an inmate is granted Executive Clemency, the actual date of the Executive Clemency specified on the signed order, not the date the order is received, will be entered in COMS.

H. All calculation documents will be organized by sentence and section contents listed in order from the bottom to the top in section one of the inmate's legal file (See DOC policy 1.1.E.1 *Adult Offender Case Records Content and Management*).

I. All documents used for date calculations will be date stamped upon receipt.

J. If an offender is granted a pardon, or an offender serving time for a SIS is discharged and dismissed by the court, pursuant to SDCL § 23A-27-14, all official records in the care and custody of the DOC for the offender shall be sealed (See SDCL §§ 24-14-11 and 23A-27-17), except for purposes of computing parole eligibility (See SDCL § 24-15A-16.1).

1. References to the offender will be expunged or restricted on applicable databases to the extent that is practical.

3. Contents Judgment of Conviction:

A. The following items are required on the judgment of conviction of all inmates received by the DOC (See SDCL § 23A-27-4):

1. The defendant's name.

2. The county of conviction.

3. The name of the Judge.

4. The name of the prosecuting attorney.

5. The name of the defense attorney (if applicable).

6. The docket number.

7. An SDCL citation of the crime(s).

8. Any crime qualifier and any habitual offender enhancement.

9. The date of the offense.

10. The defendant's plea.

11. The verdict or findings.

12. The date of conviction.

13. Date of sentence.

14. The adjudication and length of the sentence, including any suspended time.

15. Any jail time credit granted.

16. In the case of multiple crimes, if the sentences are to be served concurrently or consecutively.

17. If the penitentiary term is a condition of a suspended imposition or suspended execution of sentence, or the condition of a term of probation as allowed under SDCL § 23A-27-18.1.

18. The signature of the judge certified by the Clerk of Courts.

B. In the case of multiple convictions arising from different transactions, a separate judgment of conviction will be entered for each conviction, unless one judgment of conviction specifically indicates the separate transactions (See SDCL § 23A-27-4).

C. If an offender is brought to a DOC facility and his/her judgment of conviction does not contain all the required records (See SDCL § 23A-27-30), including a certified copy of judgement, the sentencing authority shall be notified immediately. The DOC may refuse transfer of an offender until such time as the required records are received.

1. If an offender is received without the required records, the Central Records Administrator or his/her designee will provide notice to the State's Attorney, sentencing Judge and sheriff of the sentencing county advising an offender was received by the DOC without the required records.

2. In the case an offender is accepted by the DOC without the required records, the notice may include information advising the State's Attorney, sentencing judge and sheriff that all required records must be received by the DOC Central Records within three (3) working days.

4. Determination of Dates:

A. The following may be used during the date calculation process:

1. Judgment of Conviction.

   a. This is the basis for date calculation of all sentences/dates.

   b. Incomplete judgment of convictions may not be used to calculate dates.

   c. If multiple crimes are on a single judgment of conviction, the crimes will be counted as a single transaction, unless the judgment specifically indicates the crimes be treated as separate transactions (See SDCL § 23A-27-4).

   d. If multiple crimes are on separate judgments, the crimes will be counted as separate transactions, unless the judgment specifically indicates the crimes are under a single transaction.

   e. The order of transactions will be determined by the date of conviction.

   f. The date of conviction is the final consummation of the prosecution against the inmate, including the judgment or sentence rendered, pursuant to an ascertainment of guilt.
      1) The date an inmate is verbally sentenced in court is considered the date of conviction. (See A.G. Official Opinion No. 03-02 dated June 17, 2003 and clarification letter dated July 28, 2005).
      2) For anyone receiving a suspended imposition of sentence (See SDCL § 23A-27-12) for a commission of an offense prior to July 1, 2008, a conviction is not rendered unless and until the suspended imposition of sentence is revoked by the court. The date of

"conviction" is the date the court verbally imposes a sentence (following the revocation of the suspended sentence) (See A.G. Official Opinion No. 03-02 dated June 17, 2003 and clarification letter dated July 28, 2005).

3) A suspended imposition of sentence (See SDCL § 23A-27-12) for a commission of a felony offense on or after July 1, 2008, is considered a conviction for purposes of establishing an initial parole date. The date of conviction for parole purposes shall be the original date of the suspended imposition (See SDCL § 24-15A-16).

4) If multiple transactions have the same conviction date and the ordering of the transactions cannot be determined in the judgment, the court will be contacted for assistance in determining the transaction order.

5) If the court is not able to determine the order of transactions with identical dates of conviction, the date of offense, if different, will be used to determine transaction order.

6) Transactions would then be listed by the oldest to newest date of offense.

2. Official Documented Board of Pardons and Paroles results. The dates are recalculated per the final Parole Board order signed by two (2) Parole Board members.

   a. Orders for good time loss or reinstatement of good time (applicable to old system only).

   b. Orders for dead time or reinstatement of dead time.

   c. Orders from the Board revoking and imposing a suspended sentence.

   d. Orders by the Board setting a next parole review date following a parole violation, a suspended sentence violation or a non-compliance hearing.

   e. Orders by the Board granting early final discharge.

   f. Orders to withhold parole eligibility, as established in SDCL § 24-15A-32 and in accordance with DOC policy 1.4.B.11 *Withholding of Parole Eligibility Pursuant to SDCL 24-15A-32.1* for a sex offender.

3. Modified or amended judgments of conviction. These will supersede all previous judgments of conviction for the applicable sentence.

4. Disciplinary loss and return of good time (Applicable to old system only).

5. Successful appeals of disciplinary action (Applicable to old system only).

6. Good time withheld pursuant to SDCL § 24-2-18, and in accordance with DOC policy 1.4.B.5 *Withholding Good Time Pursuant to SDCL 24-2-18*.

7. Other criminal history verification documents (See DOC policy 1.1.E.5 *Inmate Criminal History*).

8. Official statements by the sentencing authority to determine date of offense.

9. Pre-sentence investigation (PSI) may be referred to in interpreting the number of felonies and transactions.

10. Clemency granted by the Governor – the order must include verification of the inmate's name, ID number, sentence(s) to be commuted and the amount of time/days to be subtracted from the sentence.

11. The UJS computer system may be used to verify court docket numbers and numbers of

transactions; however, this system will not be used as the basis for determining sentences/date calculations.

    12. Award of earned discharge credits and inmate earned discharge credits.

B. In cases of unclear or incomplete document(s) affecting any sentence, the generating authority or representative will be contacted for clarification.

    1. Central Records staff will pursue contacts until clarification is received.

    2. A record of these contacts will be maintained in the audit log of the inmate's legal file and all copies of correspondence related to sentence clarifications will be retained in section 1 of the legal file. A case note will be entered into COMS.

    3. Parole and release dates may not be calculated until clarification is received.

    4. Inmates received by the DOC with unclear or incomplete sentencing records will remain in admission and orientation (A&O) and cannot be classified, paroled or released until clarification is received.

    5. Central Records staff will contact the prosecuting attorney or authority generating the incomplete documentation/records to request clarification within three (3) working days of receiving an inmate with unclear or incomplete documentation affecting their sentence.

        a. If the clarification is not received within three (3) working days, Central Records staff will again contact/provide notice to the prosecuting attorney or generating authority.

        b. If no response is received, a letter will be sent to the prosecuting attorney or generating authority and copied to the Attorney General's office requesting complete documentation.

C. The original order granting clemency, complete with the signature of the Governor, signature of the Secretary of State and South Dakota State Seal, must be in the possession of the DOC before official release dates will be calculated with the terms specified in the clemency order.

    1. The DOC staff person receiving the clemency original order will forward the original paperwork to Central Records within two (2) working days and will make a photocopy for the DOC Administration.

    2. Central Records staff will calculate dates within one (1) calendar week of receiving the commutation(s) if it is anticipated the clemency may make the inmate eligible for release in the immediate future.

    3. Central Records staff will complete the remaining date calculations in the order of priority/affect the action has on the inmate's sentence(s).

5. Interpreting Sentencing Documentation:

A. Date of conviction is the date the sentence was verbally pronounced by the Judge

B. Jail Time Credit (JTC):

    1. If JTC is ordered in months and years, this will be translated into days only, by using 30-day months and 365-day years.

2. JTC will be credited only when the order or amended order so indicates. Full good time credit is granted for all ordered jail time (applies to old system only).

3. If the sentencing authority orders JTC in a specific number of days and a date, the date, not the number of days, is used in calculating a commence date.

   Example: Sentence date is November 15, 1996. Sentencing papers read "30 days JTC from October 15 to November 15." The "Start Date" for this sentence would be October 15, 1996 with no amount of jail time days, resulting in a "Commence Date" of October 15, 1996.

4. Jail time credit is applied to the incarceration portion of an inmate sentence as set forth by ARSD 17:50:13:07.

   a. In some situations, JTC may have no effect on the initial parole date of a mixed system inmate with a consecutive sentence; i.e. a parole or suspended sentence violator who comes back to prison with an additional consecutive sentence that also includes JTC.

   b. In this situation, the time to parole on the consecutive sentence is added to the next parole date of the existing sentence with a discretionary parole date.

C. Commence Date and Start Date, per ARSD 17:50:13:06.

   1. The start date is generally the date of sentence, unless the court designates a specific start date.

   2. Inmates, whose incarceration is delayed due to an appeal on their conviction, will have their date received listed as the start date, unless otherwise ordered by the court.

   3. The commence date is generally the start date, minus any jail time credit, unless otherwise ordered by the court.

   4. Suspended Imposition of Sentence and Suspended Execution of Sentence: Commence date is the first day of incarceration in the facility, unless otherwise ordered by the court, per ARSD 17:50:13:03.

D. Sentence:

   1. This will be taken directly from commitment papers and will be credited exactly as ordered.

   2. Split Sentences: Only the actual term of incarceration will be entered. For example: A sentence of 5 years with 3 years suspended, sentence will be entered as a 2-year sentence. Time to parole is calculated using the 2 years of imprisonment time.

E. Term Expires:

   1. Straight Sentences: The term expires date is calculated by adding the sentence to the commence date.

   2. Split Sentences: The term expires date on a split sentence is the good time release date based on the time incarcerated (old system), or the suspended sentence release date (new system) plus the time suspended.

   3. Suspended Imposition of Sentence and Suspended Execution of Sentence: Term expires is the total number of days of imprisonment ordered plus the commence date.

F. Good Time credit (Applicable only to old system):

    1. Good Time credit is established pursuant to SDCL § 24-5-1.

    2. Good time computation may be simplified by using the Good Time chart (See Attachment 4).

    3. Suspended Imposition of Sentence and Suspended Execution of Sentence: No good time credit is awarded.

G. Good time release date (Applicable only to old system):

    1. Good Time release date is the term expires date minus good time credit.

    2. On a spilt sentence, the Term Expires date used to calculate Good Time Release is based on the term of the incarceration portion of the split sentence.

        a. This Term Expires date is used only as a means for calculating the Good Time-Release date.

        b. The actual Term Expires date on the split sentence is computed as outlined in the Interpreting Sentencing Documentation section of this policy.

    3. Suspended Imposition of Sentence and Suspended Execution of Sentence: Good time release is the total number of days of imprisonment ordered plus the commence date.

H. Suspended sentence release date is the incarceration portion of a split sentence added to the commence date (applicable to new system only).

6. Multiple Sentences:

A. Concurrent Sentences are multiple sentence that run at the same time.

    1. Single Transaction:

        a. On single transactions with multiple counts, dates are figured on the count with the longest sentence (Applicable to old system only).

        b. On single transactions with multiple counts, dates are figured on the longest term to initial parole and the longest term to term expires (Applicable to new system only).

        c. The longest time to initial parole and the longest time to term expires, may be figured on separate counts (Applicable to new system only).

    2. Multiple Transactions:

        a. Jail time credit is given only for the transaction ordered.

        b. Commence dates may differ on each transaction.

        c. A good time release date is figured on each transaction (Applicable to old system only).

        d. A suspended sentence release date is figured on each transaction, if the transactions have split sentences (Applicable to new system only).

        e. A term expires date is figured on each transaction.

   f. Parole eligibility is determined based on the longest time to parole (Applicable to old system only (See SDCL § 24-15A-18)). This is reflected in Booking Level key dates.

   g. Initial parole date is determined based on the longest time to initial parole (Applicable to new system only (See SDCL § 24-15A-18). This is reflected in Booking Level key days.

   h. Individual transaction parole dates are reflected in the Transaction Level key dates. If an inmate is serving sentences for crimes committed under both the old and new systems, the parole date will be calculated according to the law in effect at the time that the crime was committed. If none of the crimes were committed as an inmate or parolee, the sentence requiring the longest time to parole will be used to establish either the parole eligibility date or the time to initial parole and if the inmate is under the old or new system (See SDCL § 24-15A-18).

   i. If an inmate returns as a parole violator or a suspended sentence violator with a new sentence, and then receives an additional sentence, where at least one sentence is a new system sentence, the inmate may have a parole date on each transaction.
    1) In order to be released on parole the inmate must be granted parole subject to the applicable provisions of each number.
    2) Parole dates will be listed on all sentence records as applicable.

 B. Consecutive Sentences are multiple sentences that run one after another, with one sentence starting upon completion of the prior sentence. Consecutive split sentences, whether single or multiple transactions, will be computed by starting the incarceration portion of any subsequent sentence on the adjusted good time release date (old system) or suspended sentence release date (new system) of the previous sentence. The suspended portion of each sentence will run immediately following the incarceration portion of each sentence. If a subsequent sentence is suspended in its entirety, the subsequent suspended sentence will run consecutive to the suspended portion of the previous sentence, or if the previous sentence is a straight sentence, consecutive to the term expires date of a new system sentence or consecutive to the good time release date of an old system sentence.

  1. Single Transactions: Single transactions with consecutive counts will be computed by adding the sentences together as though they were only one sentence.

   a. Parole eligibility will be determined based on the total sentence length of all the counts added together (applicable to old system only).

   b. Initial parole will be calculated by determining the time to initial parole on each individual count and adding this time together for a final initial parole date (applicable to new system only).

  2. Multiple Transactions: Multiple transactions involving consecutive sentences will be computed using a separate term expires date for each transaction.

   a. A separate good time release date will be computed on each transaction (applicable to old system only).

   c. A suspended sentence release date is figured on each transaction, if the transactions have split sentences (applicable to new system).

   c. A Term Expires date is figured on each transaction.

   d. The parole eligibility date is calculated by adding all the sentences together and is based on the total number of felonies (applicable to old system only. See SDCL § 24-15-7).

e. Time to initial parole is calculated by determining time to initial parole on each transaction and adding these together for the final initial parole date (applicable to new system only. See SDCL § 24-15A-19).

f. If an inmate has consecutive sentences where offenses were committed under both the old and new system (and such crimes were not committed as an inmate or parolee), the parole eligible date will be calculated on the old system sentences.
1) The time to parole on the new system sentences will be added to the parole date of the old system sentence.
2) The resulting date will be the initial parole date (See SDCL § 24-15A-19).

g. If an inmate returns as a parole violator or suspended sentence violator with new sentences or receives a new sentence(s) after a non-compliance hearing, and at least one of the sentences is a new system sentence, the inmate may have a parole date on each transaction. In order to be released on parole, the inmate must be granted parole subject to the applicable provisions of each number (See SDCL § 24-15A-32 or SDCL § 24-15A-19).

1) When new sentences are consecutive to the violation, time to initial parole will be added to the next eligible date on the original violated/non-compliant sentences to arrive at the initial parole date on the new sentences. This date may move based on action of the Board of Pardons and Paroles on the original sentences.
2) If the Board of Pardons and Paroles continues the inmate on the original sentences past the term expires date, time to parole on the new sentences will be added to the discharge date of the original violated sentences.
3) If the Board of Pardons and Paroles re-paroles the inmate on the sentence(s) the inmate had previously violated their parole or suspended sentence or been found non-compliant on the time to parole on the new sentences will be added to the parole granted date. A parole from one transaction to another transaction on mixed system sentences does not impact sentence term expires, good time release or suspended sentence release dates.

h. Parole dates will be listed on all sentence records as applicable.

3. Inmates serving a consecutive sentence for crimes committed while incarcerated, may have a "stand alone" parole date, meaning parole eligibility (old system) or initial parole date (new system), will be based on this final sentence only, using the total number of felony convictions to determine the parole eligibility date (See SDCL §§ 24-15A-20 and 24-15-7.1).

a. Inmates will not be parole eligible on their current sentences; i.e. a parole release date will not be calculated on their current sentences, only on the stand-alone sentence.

b. Sentences resulting from a crime committed by an inmate, unless the sentencing court specifically orders otherwise, are "stand alone" consecutive sentences. (See SDCL § 24-15A-20).

c. If the sentence resulting from a crime committed by an inmate is ordered to run concurrently, a parole date is set.

d. This applies only to those crimes committed while an inmate of DOC, not crimes committed while on parole or suspended sentence.

e. Calculation of dates on additional consecutive sentences received when an inmate is under loss of good time on the current sentence will be done, subject to change.

4. Inmates serving a sentence as a result of a conviction under the provisions of SDCL § 22-18-26 (sliming) or Chapter 22-11A (escape from DOC after 7/1/97 but before July 1, 2006) are subject to the following provisions.

   a. The inmate forfeits all good time on any old system sentences the inmate was serving or had been sentenced to serve at the time of the offense (effective for escape or sliming crimes committed prior to July 1, 2006).

   c. The inmate is not eligible for parole release (applicable to escape or sliming crimes committed prior to July 1, 2006 only).

5. New sentence while on parole: Inmate serving sentence as a result of being returned to the institution with a new sentence and is currently on parole on the previous sentence.

   a. When new sentences are consecutive, time to initial parole will be added to the sentence date of the new sentences, minus any jail time credit to arrive at the initial parole date on the new sentences.

7. Suspended Sentence Following Original Commitment:

A. If an inmate receives a court ordered suspension of sentence after his/her original commitment, his/her date of release from supervision will be figured using the applicable date calculation worksheet (See Attachments 2 and 3).

B. If an inmate receives a court ordered suspension of sentence after his/her original commitment, his/her date of release from supervision will be his/her term expires date (applicable to new system only).

8. Date Calculation Review Due to Parole Board Action:

A. Attachment 7 will be used to document changes and review of date calculations as a result of Parole Board action.

B. When the Board of Pardons and Paroles imposes a suspended sentence, a revised parole date must be calculated based on the imposed sentence.

9.   Loss of Good Time (applicable to old system only):

A. Any loss of good time imposed by the Parole Board on straight sentences will be added to the good time release date, with no changes to the term expires or parole eligibility date.

   1. Any good time ordered withheld by the Parole Board, will be ordered based on actual years, months and days, rather than a fraction of the good time credit.

   2. Inmates serving a split sentence who lose good time as a result of the revocation of their parole will have the lost good time added to both the original good time release date and term expires date.

B. Disciplinary loss of good time will be added only to the good time release date on straight sentences, with no changes to term expires or parole eligibility.

   1. Inmates may not lose more good time than they were originally credited with.

      a. The inmate is discharged on his/her end date.

b.   Disciplinary loss of good time is issued based on actual calendar time.

2.   Suspended Imposition of Sentence and Suspended Execution of Sentence: No disciplinary loss of good time may be imposed as no good time credit is granted.

3.   Life Sentences: No disciplinary loss of good time may be imposed as no good time credit is granted.

4.   Sentence of Death: No disciplinary loss of good time may be imposed as no good time credit is granted.

5.   Split Sentences: Inmates serving split sentences who lose good time due to disciplinary proceedings, will have the days lost added to their good time release date.

a.   The suspended portion of the sentence will be added to the adjusted good time release date.

b.   If an inmate returns as a Suspended Sentence Violator following release on suspended sentence (not parole release), and all of the suspended time is imposed, any lost good time occurring prior to release on Suspended Sentence is not considered when figuring new dates based on the imposition of the full sentence.

C.   Disciplinary loss of good time may not be applied retroactively. Inmates whose sentence of life or capital punishment is commuted to a number of years, and inmates whose indeterminate sentence is set, may not be debited good time lost prior to the commutation or setting of sentence.

D.   Good time loss due to the Warden's recommendation, pursuant to SDCL 24-2-18, will be added to the good time release date of a straight sentence with no changes to the term expires date or the parole eligibility date. Inmates serving split sentences who lose good time will have the days lost added to their good time release date. The suspended portion of the sentence will be added to their good time release date for their term expires date.

10. Dead Time:

A.   Dead Time issued by the Parole Board will be added to the term expires date.

1.   Dead time issued by the Parole Board will be added to the good time release date (applicable to old system only).

2.   Parole eligibility is not impacted by dead time (applicable to old system only).

3.   The Board of Pardons and Paroles sets a subsequent parole date following a revocation, independent of the issuance of dead time (Applicable new system only).

B.   Dead Time due to a first or second degree escape (See SDCL §§ 22-11A-2 and 22-11A-2.1) will be counted from the date of escape to the date the inmate is returned to the custody of a law enforcement agency, unless the inmate refuses to waive extradition. (See ARSD § 17:50:13:04 and 17:50:13:05)

1.   This time is added to the term expires date.

2.   This time is added to the good time release date (Applicable to old system only).

3.   This time is added to the suspended sentence release date (New System).

4. If an inmate on escape status is apprehended outside the jurisdiction of the state of South Dakota and refuses to waive extradition, dead time will be issued from date of escape to date returned to DOC custody or the date the inmate agrees in writing to waive extradition.

5. Inmates who escape will be considered on escape status until they are returned to a SD DOC facility. Upon their return to the SD DOC, their time will be figured again to reflect the amount of dead time issued according to the above rules.

6. Information serving as the basis for the issuance of dead time, including date of escape, date returned to custody and the source of these dates will be entered on the audit sheet of the legal file.

C. Dead Time will be issued for the time that an inmate is out on bond. Dead Time due to a release on appeal will be counted from the date of the release to the date the inmate is returned to custody, if applicable.

D. Dead Time issued by anyone other than the Parole Board affects the parole date of an inmate. If an inmate loses dead time prior to their initial parole date, the dead time will be added to the initial parole date to determine the new initial parole date.

11. Reinstatement of Good Time (applicable to old system only):

A. Good Time reinstated by the Parole Board will be subtracted from the good time release date.

B. Good time taken as a result of disciplinary action may be earned back or restored at a rate prescribed in DOC policy 1.3.C.6 *Restoration of Good Conduct Time Forfeited Pursuant to SDCL 24-2-12*.

C. Split Sentences: Term expires date will also be adjusted by adding the term of suspension to the newly adjusted good time release date.

12. Release Dates:

A. Good Time Release: Good time release represents the completion of the term of sentence (Applicable to old system only).

1. Inmates will generally be released on the actual good time release date. If this date falls on a weekend or holiday, the inmate will be released the last working day prior to the calculated release date.

2. Offenders reaching their Term Expires date (new system) and Good Time Release date (old system), both incarcerated and on supervision, will be issued a discharge certificate, in accordance with SDCL § 24-5-2, on their actual release date or the last working day prior to that date.

3. Split Sentences: Inmates serving split sentences will transfer from incarceration or parole, whichever is applicable at their good time release date.

    a. The inmate will not be issued a discharge certificate until their term expires date, as this date represents the completion of the term of supervision.

B. Term Expires: Term expires represents the completion of the term of sentence (See SDCL § 24-15A-6) (applicable new system only).

1. Inmates will normally be released on the actual term expires date.

a. If this date falls on a weekend or holiday, the inmate will be released the last working day prior to the calculated release date (See ARSD 17:50:13:01).

b. This applies only to inmates discharging from a DOC facility (including inmates in CTP), not to inmates discharging from parole.

2. Inmates are issued discharge certificates per SDCL § 24-15A-7 on the date of their term expires date or the date of their actual release if the term expires date falls on a weekend or holiday.

3. Split Sentences: Inmates serving split sentences will transfer to suspended sentence from incarceration or parole, whichever is applicable, at their suspended sentence release date.

a. Inmates will not be issued discharge certificates until their term expires date.

C. Parole Release: Inmates granted parole the first time they are eligible, or approved for parole on their initial parole date, will generally be released upon approval of the Executive Director of Parole

1. If the date falls on a weekend or holiday, the inmate will be released on parole the first working day after their parole date, unless otherwise ordered/authorized by the Executive Director of the Board of Pardons and Paroles.

2. Inmates granted parole after reaching their parole eligibility or initial parole date will be released on the date specified by the Parole Division.

3. If an incarceration period (excluding Suspended Imposition of Sentence and Suspended Execution of Sentence) is less than sixty (60) calendar days to the initial parole date, the initial parole date will be adjusted to sixty (60) calendar days after the date the inmate was received in prison (Applicable to new system only per ARSD 17:50:13:08).

D. Suspended Imposition of Sentence and Suspended Execution of Sentence: Release dates for inmates serving a term of incarceration under a SIS or SES will generally be set for the day following the completion of the last night of the inmate's term of incarceration.

1. If this date falls on a weekend or holiday, the inmate will be released the last working day prior.

2. Inmates are not issued discharge certificates as their sentences are to probation and they remain under the supervision of the courts for the period of their suspension.

13. Use of 30-Day Months Versus Calendar Months:

A. In calculations requiring the subtraction or addition of time or dates to or from another date, full years and months are added or subtracted. Time that is ordered in years will be determined by using 365-day years and 30-day months.

B. Calculations resulting in a fraction of a day will be rounded up. For example, one half of 15 days will be rounded to 8 days.

V Related Directives:

DOC policy 1.1.E.1 – *Adult Offender Case Records Content and Management.*
DOC policy 1.1.E.5 – *Inmate Criminal History.*
DOC policy 1.3.C.6 – *Restoration of Good Conduct Time Forfeited Pursuant to SDCL 24-2-12.*
DOC policy 1.4.B.5 – *Withholding Good Time Pursuant to SDCL 24-2-18.*
DOC policy 1.4.B.11 – *Withholding of Parole Eligibility Pursuant to SDCL 24-15A-32.1*

DOC policy 1.5.G.8 – *Community Transition Program.*

SDCL § 1-15-20, 22-18-26, 22-11A-2, 22-11A-2.1, 22-11A-8, 22-11A-10, 22-18-28, 23A-27-4, 23A-27-13, 23A-27-18, 23A-27-19, 24-2-18, 24-5-1, 24-5-2, 24-15A, 24-9, 24-14-11, 24-15-7, 24-15-7.1, 24-15A-6, 24-15A-16.1, 24-15A-18, 24-15A-19, 24-15A-20, 24-15A-32, 24-15A-32.1, 24-15A-50 and SDCL Chapter 22-11A.
ARSD 17:50:13:01, 17:50:13:02, 17:50:13:03, 17:50:13:04, 17:50:13:05, 17:50:13:06 and 17:50:13:08.
A.G. Official Opinion No. 03-02 dated June 17, 2003 and clarification letter dated July 28, 2005.

VI Revision Log:
Removed revisions from June 2002 to March 2009.

April 2010: **Revised** formatting of Section 1. **Revised** former ss (C and D) to new ss (C of Types of Sentences). **Replaced** 15 working days within a reasonable amount of time within ss (C3 of Determination of Dates). **Revised** ss (A5 to A4a of Release Dates). **Added** reference to 360 days a year in ss (B of Use of 30-Day Months V. Calendar Months). **Revised** titles of DOC policies 1.1.E.1 and 1.3.C.6. **Revised** Attachment 5 with updates.

May 2011: Added hyperlinks to SDCL and ARSD. Added "but before July 1, 2006" to Section 6 B. 4. Added "never greater than C" to attachment 5, DOC code 85.

June 2012: **Added** "or non-compliance hearing and who then receive" to definition of Mixed System. **Added** "and then receives an additional sentence, where" to Section 6 A. 2. i. & g.

February 2013: **Deleted** 4) "Calendar days are used when calculating both the sentence and jail time credit" in Section 1 C. 2.a. **Added** "in COMS" in Section 2 F. **Deleted** "screen of the mainframe inmate records system (PE01) and **Replaced** with "key date screen on COMS" in Section 2 F. 1. **Deleted** "in the comment section of the sentence screen (PE01)" and **Replaced** with "into COMS" in Section 2 F. 2. **Deleted** "removed from PE01" and **Replaced** with "sealed in COMS" in Section 2 I. **Added** "A case note will also be entered in COMS in Section 4 B. 2. **Deleted** "Jail time credit indicated by the sentencing authority will be translated into years and days using thirty-day months and 360-day years" and **Replaced** with "If jail time credit is ordered in months and years, it will be translated by using 30-day months and 365-day years" in Section 5 B. 1. **Deleted** 2. "Suspended imposition of Sentence and Suspended Execution of sentence: Sentence is actual calendar days to be incarcerated" in Section 5 D. 2 and **Renumbered** existing 3. to 2. **Deleted** "counted as the sentence for parole calculation purposes" and **Replaced** with "entered" and **Added** "time to parole is calculated used the 2 years imprisonment time." in Section 5 D. 2. **Added** "This is reflected in the Booking Level key dates" in Section 6 A. 2. f. and Section 6 A. 2. g. **Added** Individual transaction parole dates are reflected in the transaction level key dates" in Section 6 A. 2. h. Added "receives a new sentence after a non-compliance hearing" in Section 6 B. 2.g. **Added** "If the Board revokes a suspended sentence and sets a next review date based on the Board's order, Central Records will determine the amount of time needed to be re-suspended to be parole eligible on or before the next review date" in Section 8 B. **Added** "Time that is ordered in years and months will be determined by using 365-day years and 30-day months" in Section 13 A. **Deleted** B. "In cases where the calculations require borrowing days from a month, converting a number of days to months, or a fraction of a month, a month will be calculated as having 30 days in a month and 360 days in a year." in Section 13 A. **Deleted** C. "Actual calendar time will be used to determine loss of disciplinary good time, return of disciplinary good time, and for sentences of probation" in Section 13 C. **Deleted** D. "Calculations resulting in nonexistent dates, i.e. February 30 will be moved forward to the next actual date" in Section 13 D. **Deleted** 1. "During a Leap Year, February 30 would be adjusted to March 1, during a non-Leap Year, February 30 would be adjusted to March 2" in Section 13 D. **Deleted** 2. "These adjustments will be made only when needed for actual dates, term expires, good time release, suspended sentence release date, parole eligibility and initial parole date" in Section 13 D.

May 2014: **Added** "If correct dates cannot be calculated in COMS, the correct dates will be entered in the Summary Date Screen in the EDC database in Access" in Section 1 F. 1. **Deleted** "pardon is granted, the portion of the offender's legal and institutional file affected by the pardon will be combined and placed in a sealed envelope and filed with the parole office" and **Replaced** with "all official records in the care and custody of the DOC for the offender shall be sealed" in Section 2 I. **Deleted** "If the Board revokes a suspended sentence and sets a next review date, based on the Board's order, Central Records will

determine the amount of time needed to be re-suspended to be parole eligible on or before the next review date" in Section 8. B. **Combined** 2. and 3. In Section 12 A. **Added** Attachment 8.

April 2015: **Added** definition of Earned Discharge Credit. **Added** "3) Earned discharge credit" to Section 1 A. 2. **Added** a. and 1). to Section 2 A. 1. **Added** "or award of earned discharge credits" to Section 2 F. **Added** "attachment 9" to Section 2 F. 1. **Deleted** "If the dates cannot be calculated in COMS, the correct dates will be entered in the Summary Date screen in the Earned Discharge Credit database in Access" in Section 2 F. **Added** 11. to Section 4 A. 2. **Added** new Attachment 9.

May 2016: **Added** 1. to Section 1. A. **Added** "minus any earned discharge credit" to Section 1 A. 2. **Added** 3. to Section 1 A. **Added** 1. to Section 1 B. **Added** b. to Section 1 B. 4. **Added** "This date will include the subtraction of any earned discharge credit that has been awarded. **Added** "(earned discharge credit calculations are only shown in COMS)" in Section 2 F. **Added** 5. to Section 6 B. **Added** C. to Section 2. **Added** Attachment 10.

April 2017: **Reviewed** with no changes.

April 2018: **Reviewed** with no changes.

February 2020: **Added** definition of "Inmate Earned Discharge Credits" and "New Sentence while on Parole". **Added** "or IEDC (new system only)" to Section 1 A. 4. a. 3). **Added** 7 to Section 1 A. 4. **Added** b. This date may be altered by Award of earned discharge credits" to Section 1 B. 3. **Added** 4) Award of earned discharge credits or inmate earned discharge credits to Section B. 4. b. **Added** e. "Offender serving a SIS or SES are not eligible for inmate earned discharge credit in Section 1 C. 4. **Added** "and inmate earned discharge credits" in Section 2 G. **Added** "Only applies to amended modified parole violation audits. Dates are not manually calculated upon receiving earned discharge credits or inmate earned discharge credits" in Section 2 G. 1. **Added** "and inmate earned discharge credits" to Section 4 A. 12.

Mike Leidholt (original signature on file)   *02/28/2020*
Mike Leidholt, Secretary of Corrections   Date

Attachment 1: Release Computation Chart

The *Release Computation Chart* form is located at:

M:\DOC\DOC Policies\Agency\DOC Policies\Attachment Templates\RELEASE COMPUTATION CHART.doc

Attachment 2: Date Calculation Worksheet - Old System

The *Date Calculation Worksheet - Old System* form is located at:

M:\DOC\DOC Policies\Agency\DOC Policies\Attachment Templates\DATE CALCULATION WORKSHEET - OLD SYSTEM.doc

Date Calculation Worksheet – Old System
(Old System – crime committed before July 1, 1996)

Inmate #: _____   Inmate Name: _____

Felony Convictions: _____

			YEAR	MNTH	DAY
		Start Date			
	(−)	Jail Time Credit			
	(=)	Commence Date			
	(+)	Sentence			
	(=)	Term Expires Date			
	(−)	Good Time Credit			
	(=)	Good Time Release Date			
	(−)	Commence Date			
	(=)	Time To Serve			
	(X)	1/4 ___ 3/8 ___ 1/2 ___			
	(=)	Time To Parole			
	(+)	Commence Date			
	(=)	Parole Eligible			

(For split sentences add suspended time to Good Time Release to calculate Term Expires Date)

Term Expires: _____

Good Time Release: _____   (HTF SDP#:) _____

Parole Eligible: _____

Date: _____   Signature: _____

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Attachment 3: Date Calculation Worksheet - New System

The *Date Calculation Worksheet – New System* form is located at:

M:\DOC\DOC Policies\Agency\DOC Policies\Attachment Templates\Date Calculation Worksheet - New System.doc

DATE CALCULATION WORKSHEET – NEW SYSTEM

Inmate #:   Inmate Name:

Felony Convictions: Felony Class/Violent or Nonviolent: /

Straight Sentence Term Expires Calculation

		Start Date	
	(–)	Jail Time Credit	
	(=)	Commence Date	
	(+)	Sentence	
	(=)	Term Expires Date	

Split Sentence Term Expires Calculation

		Start Date	
	(–)	Jail Time Credit	
	(=)	Commence Date	
	(+)	Sentence	
	(=)	Suspended Sentence Release Date	
	(+)	Suspended Time	
	(=)	Term Expires Date	

Initial Parole Calculation

		Sentence	
	(x)	(SDCL § 24-15A-32 Percentage	
	(=)	Time To Parole	
	(+)	Commence Date	
	(=)	Initial Parole Date	

TERM EXPIRES:

SUSPENDED SENTENCE RELEASE DATE (If applicable):

INITIAL PAROLE DATE:

DATE: SIGNATURE:

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Attachment 4: Good Time Parole Eligibility Computation

The *Good Time Parole Eligibility Computation* form is located at:

M:\DOC\DOC Policies\Agency\DOC Policies\Attachment Templates\GOOD TIME PAROLE ELIGIBILITY
COMPUTATION.doc

GOOD TIME PAROLE ELIGIBILITY COMPUTATION

Sentence in Years	Total Good Time YRS	MOS.	DYS	Time To Serve YRS	MOS.	DYS	1st (1/4) Time Felon X.25 YRS	MOS.	DYS	2nd (3/8) Time Felon X.375 YRS	MOS.	DYS	3rd (1/2) Time Felon X.50 YRS	MOS.	DYS
1		♦				8		2			3			♦	
2		8		1	♦			♦			6				8
3	1			2				6			9		1		
4	1	♦		2	8			8		1			1	♦	
5	1	8		3	♦			10		1	3		1	8	
6	2			♦			1			1	6		2		
7	2	♦		♦	8		1	2		1	9		2	♦	
8	2	8		5	♦		1	♦		2			2	8	
9	3			6			1	6		2	3		3		
10	3	6		6	6		1	7	15	2	5	7	3	3	
11	♦			7			1	9		2	7	15	3	6	
12	♦	6		7	6		1	10	15	2	9	22	3	9	
13	5			8			2			3			♦		
14	5	6		8	6		2	1	15	3	2	7	♦	3	
15	6			9			2	3		3	4	15	♦	6	
16	6	6		9	6		2	♦	15	3	6	22	♦	9	
17	7			10			2	6		3	9		5		
18	7	6		10	6		2	7	15	3	11	7	5	3	
19	8			11			2	9		♦	1	15	5	6	
20	8	6		11	6		2	10	15	♦	3	22	5	9	
21	9			12			3			♦	6		6		
22	9	6		12	6		3	1	15	♦	8	7	6	3	
23	10			13			3	3		♦	10	15	6	6	
24	10	6		13	6		3	♦	15	5		22	6	9	
25	11			14			3	6		5	3		7		
26	11	6		14	6		3	7	15	5	5	7	7	3	
27	12			15			3	9		5	7	15	7	6	
28	12	6		15	6		3	10	15	5	9	22	7	9	
29	13			16			♦			6			8		
30	13	6		16	6		♦	1	15	6	2	7	8	3	

Sentence in Years	Total Good Time YRS	MOS.	DYS	Time To Serve YRS	MOS.	DYS	1st (1/4) Time Felon X.25 YRS	MOS.	DYS	2nd (3/8) Time Felon X.375 YRS	MOS.	DYS	3rd (1/2) Time Felon X.50 YRS	MOS.	DYS
31	14			17			♦	3		6	♦	15	8	6	
32	14	6		17	6		♦	♦	15	6	6	22	8	9	
33	15			18			♦	6		6	9		9		
34	15	6		18	6		♦	7	15	6	11	7	9	3	
35	16			19			♦	9		7	1	15	9	6	
36	16	6		19	6		♦	10	15	7	3	22	9	9	
37	17			20			5			7	6		10		
38	17	6		20	6		5	1	15	7	8	7	10	3	
39	18			21			5	3		7	10	15	10	6	
40	18	6		21	6		5	♦	15	8		22	10	9	
50	23	6		26	6		6	7	15	9	11	7	13	3	
60	28	6		31	6		7	10	15	11	9	22	15	9	
70	33	6		36	6		9	1	15	13	8	7	18	3	
75	36			39			9	9		14	7	15	19	6	
80	38	6		41	6		10	♦	15	15	6	22	20	9	
90	43	6		46	6		11	7	15	17	5	7	23	3	
100	48	6		51	6		12	10	15	19	3	22	25	9	
150	73	6		76	6		19	1	15	28	8	7	38	3	
200	98	6		101	6		25	♦	15	38		22	50	9	
XXX		6			6			1	15		2	7		3	

"XXX" For Each Additional Year, Add The Applicable Number

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Attachment 5:   Crime Codes & Classification

The *Crime Codes & Classification* form is located at:

M:\DOC\DOC Policies\Agency\DOC Policies\Attachment Templates\Crime Code List.rt

Attachment 6: Inmate Received Worksheet

The *Inmate Received Worksheet* form is located at:
[M:\DOC\DOC Policies\Agency\DOC Policies\Attachment Templates\INMATE RECEIVED WORKSHEET.doc](#)

South Dakota Department of Corrections	Attachment: Inmate Received
Policy	Please refer to DOC policy 1.1.E.2
Distribution: Public	Date Computation

INMATE RECEIVED WORKSHEET

NAME: _____ Transaction ID: _____

Alias:
_____

Admit Date: _____ SSN: _____ DOB: _____

Sentence: _____ Life

Probation Violation Only: _____ Probation Violation W/New Transaction: _____ CC/CS with _____

CT1: _____	Sentence _____	Suspended _____
CT2: _____	Sentence _____	Suspended _____
CT3: _____	Sentence _____	Suspended _____
CT4: _____	Sentence _____	Suspended _____
CT5: _____	Sentence _____	Suspended _____
CT6: _____	Sentence _____	Suspended _____
CT7: _____	Sentence _____	Suspended _____

Judge: _____ County Attorney: _____

Defense Attorney: _____ Sentence Date: _____

County: _____ State: _____ Date of Offense: _____

Plea: _____

Conviction Date: _____ Jail Time Credit: _____ UJS#: _____

SD#: _____ FBI#: _____

COMMENTS: _____
_____
_____
_____
_____

Staff Signature: _____ Date: _____

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Attachment 7: Parole Board Action

The *Parole Board Action* form is located at:
M:\DOC\DOC Policies\Agency\DOC Policies\Attachment Templates\PAROLE BOARD ACTION.doc

South Dakota Department of Corrections
Policy
Distribution: Public

Attachment: Parole Board Action
Click here to open DOC policy 1.1.E.2
Date Computation

PAROLE BOARD ACTION
Date Calculation Review

Name: _____   Sentence ID #: _____

Crime: _____   Felony Class: _____   Sentence: _____

Date: _____   Parole Board Action: _____

Original Date Calculation Sentence/Start Date		Parole Calculations for Suspended Sentence Imposed	
(-)	Jail Time Credit	Sentence	
(+)	Commence Date	Parole %	
(+)	Sentence	Time To Parole	
(=)	Term Expires Date	Commence Date	
(-)	Good Time Credit	Next Parole	
(=)	Good Time Release		

Adjustments Due to Parole Board Action

	Term Expires or Good Time Release Date	
(+)	Revoked Good Time or Dead Time	
(=)	Term Expires or Good Time Release Date	

	Good Time Release Date As Calculated With Adjustments
	Term Expires As Calculated With Adjustments
	Next Parole Date

Date: _____   Signature: _____

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Attachment 8: Criminal History Verification

The *Criminal History Verification* form is located at:

M:\DOC\DOC Policies\Agency\DOC Policies\Attachment Templates\Criminal History Verification I.doc

CRIMINAL HISTORY VERIFICATION

NAME:_____ NUMBER:_____

____ Felony convictions self report (Initial): _____   SORR_____

1. _____   2. _____   3. _____

4. _____   5. _____   6. _____

_____Felony convictions NCIC III _____Felony convictions PSI: _____   (Initial): _____ Positive ID:
N Y

Crime:_____Docket:_____Sent Date: _____Off Date:_____State:____

Crime:_____Docket:_____Sent Date: _____Off Date:_____State:____

Crime:_____Docket:_____Sent Date: _____Off Date:_____State:____

Crime:_____Docket:_____Sent Date: _____Off Date:_____State:____

Crime:_____Docket:_____Sent Date: _____Off Date:_____State:____

Crime:_____Docket:_____Sent Date: _____Off Date:_____State:____

Crime:_____Docket:_____Sent Date: _____Off Date:_____State:____

Crime:_____Docket:_____Sent Date: _____Off Date:_____State:____

Parole Violations: _____

Probation Violations: _____

Escape History: Secure_____

Non Secure: _____

Probation Absconding: _____

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Attachment 9: COMS Abbreviations

SENTENCE KEY DATES

TRANSACTIONS

CALC ORDER	DISREGARD-COMS INFO
TRANS NUMBER	TRANSACTION NUMBER FOR THE LINE
COMMENCE DATE	TRANSACTION COMMENCE DATE INCLUDING JAIL TIME CREDIT
CONS TO (NUMBER)	SHOWS TRANSACTION NUMBER THIS TRANSACTION IS CONSECUTIVE TO
TERM	ENTIRE TERM OF TRANSACTION TO INCLUDED SUSPENED TIME
JTC	JAIL TIME CREDIT
ADJUSTMENTS	ALL ADJUSTMENT TO TRANSACTION (EDC AND STREET TIME LOST)
STATUS	DENOTES IF TRANSACTION IS ACTIVE OR HAS REACHED THE TED
L/D	LIFE OR DEATH SENTENCE

BOOKING KEY DATE SCREEN

ADMN	ADMISSION DATE
INPD	INITIAL PAROLE DATE
NRD	NEXT PAROLE REVIEW DATE
END	MANDATORY RELEASE FROM INSTITUTION DATE
EDD	EARNED DISCHARGE ELIGIBILITY DATE
CEDD	N/A
SSRD	SUSPENDED SENTENCE RELEASE DATE (CALCUALTED BY COMS)
	SUSPENDED SENTENCE RELEASE DATE (OVERRIDE BY CENTRAL RECORDS)
NCGTRD	GOOD TIME RELEASE DATE PRIOR TO EDC CREDIT
GTRD	GOOD TIME RELEASE DATE INCLUDING EDC CREDIT
AGTRD	ADJUSTED GOOD TIME RELEASE DATE INCLUDING EDC CREDIT
NCTED	TERM EXPIRES DATE PRIOR TO EDC CREDIT
TED	TERM EXPIRES DATE INCLUDING EDC CREDIT
TRANSACTION ID	DENOTES THE TRANSACTION # THAT RULES THAT GIVEN DATE

TRANSACTION KEY DATE SCREEN

PED	PAROLE ELIGIBILITY DATE (OLD SYSTEM)

INPD	INITIAL PAROLE DATE (NEW SYSTEM)
NED	NEXT ELIGIBLE PAROLE REVIEW DATE
NRD	NEXT PAROLE REVIEW DATE
NCGRTD	GOOD TIME RELEASE DATE PRIOR TO EDC CREDIT
GTRD	GOOD TIME RELEASE DATE INCLUDING EDC CREDIT
AGTRD	ADJUSTED GOOD TIME RELEASE DATE INCLUDING EDC CREDIT
SSRD	SUSPENDED SENTENCE RELEASE DATE
NCTED	TERM EXPIRES DATE PRIOR TO EDC CREDIT
TED	TERM EXPIRES DATE INCLUDING EDC CREDIT
OVERRIDE	THIS OVERRIDES ORIGINAL DATE BY CENTRAL RECORDS
OVERRIDE COMMENT	OVERRIDE REASON

Attachment 10: Date Calculation Worksheet Discharge Audits

The *Date Calculation Worksheet Discharge Audits* form is located at:

M:\DOC\DOC Policies\Agency\DOC Policies\Attachment Templates\Date Calculation Worksheet
   Discharge Audits.doc