

<p style="text-align: center;">STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS</p>	<p style="text-align: center;"><u>INTERIM MEMO:</u> SENTENCE COMPUTATIONS</p>	<p style="text-align: right;">Page 1 of 1</p>						
<p>Local Procedure(s) Required: No. Applicability: All staff (including contractors and volunteers) Security Level: "B" – Anyone may have access to this document.</p>								
<p>Approved:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><u>SIGNED</u></td> <td style="width: 33%; border: none;"><u>06/16/2016</u></td> <td style="width: 33%; border: none;"><u>06/16/16</u></td> </tr> <tr> <td style="border: none;">Lisa Menard, Commissioner</td> <td style="border: none;">Date Signed</td> <td style="border: none;">Date Effective</td> </tr> </table>			<u>SIGNED</u>	<u>06/16/2016</u>	<u>06/16/16</u>	Lisa Menard, Commissioner	Date Signed	Date Effective
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The purpose of this Interim Revision Memo is to update the procedure by which sentence computations are performed by the Vermont Department of Corrections (DOC). This Interim Revision Memo is **effective immediately and supersedes Administrative Directive #371. 18, *Sentence Computations*, which became effective on December 30, 2002.**

All sentence computations shall be calculated centrally by specialized Sentence Computation Staff. The following procedure shall be followed any time a sentence computation needs to be completed:

1. Upon receipt of sentencing information from the sentencing court, correctional facility or field site staff shall:
 - a. Scan the information; and
 - b. Attach the scanned information to an e-mail to the Sentence Computation Staff, and request that they use the information to calculate a sentence computation for the specific offender.
2. Within three business days of receipt of the sentencing information, the Sentence Computation Staff shall calculate the sentence computation, in accordance with their training. Once the sentence is calculated, the Sentence Computation Staff member shall:
 - a. Update the offender's release dates in Offender Management System (OMS);
 - b. Email the requesting facility or field staff member:
 - i. Notifying them that the calculation is complete and the release dates have been updated in OMS; and
 - ii. Attaching a copy of all calculation materials; and
 - c. Email a copy of the Sentence Notification Form to the:
 - i. Sentencing court;
 - ii. State's Attorney Office;
 - iii. Defense Attorney; and
 - iv. Prisoners' Rights Office in the Vermont Office of the Defender General.