

Directive 371.18 Sentence Computations

**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

Directive: 371.18

Subject: Sentence Computations

Effective Date: 12/30/02 **Review and Re-Issue Date:**

Supersedes: 07/31/02 **APA Rule Number:**

Recommended for approval by: Richard Turner, Director/Correctional Services		Authorized By: Steven M. Gold, Commissioner	
_____	_____	_____	_____
Signature	Date	Signature	Date

1. Authority:

1.1. 28 V.S.A., chapter 5 section 205, Chapter 6 section 361, section 362, Chapter 7 section 501, Chapter 11 section 726, section 811 (a-h), section 812, 13 V.S.A., Chapter 221 section 7031, section 7032, section 7554, 1 V.S.A., Chapter 3 section 214 (b)

2. Purpose:

2.1. To standardize procedures for sentence computation and to provide methods to assess the quality, to establish uniform record keeping standards, and to define the process of information

3. Applicability/Accessibility

3.1. All individuals and groups affected by the operation of the department may have a copy of this directive.

4. Directive

4.1. Facility Superintendents and CCSC Superintendents shall be responsible for the accurate computations of all offender sentences.

4.2. Facility Superintendents and CCSC Superintendents shall maintain at least one staff member at Level 1 certification and at least one staff member at Level 2 certification.

4.3. Facility Superintendents and CCSC Superintendents shall have release dates calculated with in 3 work days of sentencing on all sentenced offenders

4.4. Facility superintendents and CCSC Superintendents shall have monthly updates completed on each offender in accordance with Directive 371.19, (Earned Reduction of Term).

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- 4.5. Certified Sentence Computation Staff shall compute sentences and complete monthly updates in accordance with the Users Manual.
- 4.6. Certified Sentence Computation Staff shall be re-certified on an annual basis.
- 4.7. The Statewide Computation committee shall meet quarterly for the purpose of policy changes, training, and manual maintenance.
- 4.8. If one of the area members is unable to attend the meeting, it will be the responsibility of that member and the local Superintendents to send an alternate for the day.

5. Training Method

- 5.1. It is the responsibility of the Facility Superintendents and the CCSC Superintendents to ensure that there are Level 1 and Level 2 certified staff at their locations. They will further ensure that these staff members attend annual training in the area of Sentence Computations in order to keep updated on changes in the law.

HRD will develop training curricula to support this directive. The Statewide committee will work with HRD to schedule training dates and provide trainers.

6. Quality Assurance Processes

- 6.1. The Statewide committee will ensure that each work location is audited on an annual basis.

7. Financial Impact:

- 7.1. None. This directive defines operational practices.

8. References

- 8.1 Title 28 V.S.A. Title 13 V.S.A.

9. Responsible Director and Draft Participants

Raymond Flum, Director of Offender Classification