

POLICY AND ADMINISTRATIVE PROCEDURE			
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V. CREDIT TIME - SENTENCE MODIFICATIONS ADDITIONAL COMMITMENTS

A. Purpose:

To ensure that amended Abstracts of Judgment and additional commitments received for an offender are recorded in accordance with Policy and Administrative Procedure 01-04-101, "Adult Offender Classification."

B. Staff Responsibilities:

1. The Executive Director of Classification is responsible for the calculation of offender's credit time in accordance with statute and Department policy.
2. The Director of the Central Office Sentence Computation and Release Section is the staff position responsible for the calculation of credit time. The responsibilities include:
 - a. Supervising the Program Director I and Sentence Computation/Release Specialists who are responsible for the calculation of offender sentences;
 - b. Ensuring credit time calculation certification for appropriate staff; and,
 - c. Ensuring the credit time calculation of each offender's sentences(s) is in accordance with statute and Department policy.

C. New Commitment:

Upon receipt of a new commitment, the Sentence Computation and Release Specialist shall observe the following steps, in accordance with Policy and Administrative Procedure 01-04-101, "Adult Offender Classification," shall be followed using State Form 56310, "Commitment Change Worksheet." This will ensure accuracy on State Form 56105, "Change of Commitment."

1. Review sentencing documents and ensure they match and, at a minimum, contain the following information:

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- a. Offender's name;
 - b. Date of sentence;
 - c. Offense name and offense class;
 - d. Date of offense;
 - e. Number of days confined prior to sentencing, if applicable;
 - f. Term of sentence;
 - g. Cause number; and,
 - h. Electronic judge's signature (from INcite).
2. Contact the court by telephone to verify the information contained in the documents if the information cannot be verified in INcite/ODYSSEY.
 3. Facility Release Specialists shall document the verifications on the offender packet access sheet with date and signature. Central Office Release Specialists shall document the information on State Form 56105, "Change of Commitment."
 4. If the sentencing document appears questionable, the Sentence Computation/Release Specialist shall:
 - a. Contact the Court to determine if the issue can be rectified;
 - b. Contact the assigned Program Director I in the Central Office Sentence Computation and Release Unit;
 - c. Contact the Supervisor of the Sentence Computation and Release Unit; and,
 - d. Contact the Division of Legal Services for guidance.
 5. Enter the new commitment into the offender information system.
 6. Notify the facility of the change of commitment by forwarding the completed State Form 56105, "Change of Commitment," to the Supervisor of Classification or designee. The Supervisor of Classification or designee shall be responsible for notifying the offender, determining if a new Classification Designation needs prepared, and generate and file the "Detail Credit Time Calculation Report" in the offender packet.

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7. Notify Victim/Witness Coordinator, if applicable.
8. Forward the sentencing documents to the facility staff for placement in the offender packet and scanning into IRIS.

D. Amended Sentences:

Upon receipt of an amended sentencing document, the Supervisor of Classification shall, if received at a facility, forward to the Sentence Computation and Release Section. The staff at the Sentence Computation Section shall:

1. Review sentencing documents and ensure they match and, at a minimum, contain the following information:
 - a. Offender's name;
 - b. Date of sentence;
 - c. Offense name and offense class;
 - d. Date of offense;
 - e. Number of days confined prior to sentencing, if applicable;
 - f. Term of sentence;
 - g. Cause number; and,
 - h. Electronic judge's signature (from INcite);
2. Contact the court by telephone to verify the information contained in the documents if the information cannot be verified in INcite/ODYSSEY;
3. Facility Release Specialists shall document the verifications on the offender packet access sheet with date and signature. Central Office Release Specialists shall document the information on State Form 56105, "Change of Commitment;"
4. If the sentencing document appears questionable, the Sentence Computation/Release Specialist shall:
 - a. Contact the Court to determine if the issue can be rectified;
 - b. Contact the assigned Program Director I in the Central Office Sentence Computation and Release Unit;

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- c. Contact the Director of the Sentence Computation and Release Unit; and,
 - d. Contact the Division of Legal Services for guidance;
 - 5. Enter the new commitment into the offender information system;
 - 6. Notify the facility of the change of commitment by forwarding the completed State Form 56105, "Change of Commitment," to the Supervisor of Classification or designee. The Supervisor of Classification or designee shall be responsible for notifying the offender, determining if a new Classification Designation needs prepared, and generate and file the "Detail Credit Time Calculation Report" in the offender packet;
 - 7. Registration and Victim Services Division in the Department's Central Office; and,
 - 8. Forward the sentencing documents to the facility staff for placement in the offender packet and scanning into IRIS.
- E. Court Ordered Termination of Commitment:

Upon receipt of an order from the sentencing court directing an existing commitment be "Vacated, Set Aside, Overturned or Expunged", the Sentence Computation Specialist shall:

- 1. Contact the sentencing court for verification and clarification of the court's intent to terminate the commitment; and,
- 2. Contact the Director of the Sentence Computation and Release Section.