

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER G-08	PAGE NUMBER 1 of 5
	RELATED NCCHC and ACA STANDARDS: P-G-08; 4-4097; 1-TC-4A-31; 2-CO-1E-01 thru 06; 2-CO-1E-09, 2-CO-1E-09	
CHAPTER: 11 BUREAU OF CORRECTIONAL HEALTHCARE SERVICES	SUBJECT: Meritorious Good Time for BCHS Substance Use Disorder Programs	
EFFECTIVE DATE: 8/13/2013	Revised: 12/17/14	
APPROVED FOR PUBLIC RELEASE		

- I. AUTHORITY: 11 Delaware Code § 4381 & 4382
- II. PURPOSE: To establish an accurate, efficient, and secure system for recording, managing, and maintaining meritorious good time for offenders who are attending BCHS substance use disorder programs.
- III. APPLICABILITY: All Delaware Department of Correction (DDOC) employees, vendor staff and offenders. This policy will take effect upon approval by the Commissioner. This policy is not applicable to the DDOC Greentree Programs.
- IV. DEFINITIONS: See Glossary
- V. SUMMARY OF CHANGES:
- A. Updated the Bureau of Management Policy 3-3.9 to Bureau of Community Corrections Policy 7.2 Application of Good Time.
 - B. Updated the calculations for Meritorious Good Time consistent with Bureau of Community Corrections Policy 7.2 Application of Good Time.
 - C. In accord with the changes in DSM-5 the Term Substance Abuse is changes to Substance Use Disorder.
- VI. POLICY:
- A. It is the policy of the DDOC to establish, maintain, and utilize an organized system for tracking and recording meritorious good time consistent with the Bureau of Community Corrections Policy 7.2 Application of Good Time. This Bureau of Correctional Healthcare Services policy will be applicable to all approved BCHS Substance Use Disorder Programs (see Attachment C). Meritorious Good Time credits cannot be applied to offenders in Detentioner status, Compact Case, or Federal status. In addition, the Bonus Good Time credit may be given to programs “certified by the Commissioner”.
 - B. Each Level 4 and Level 5 facility will develop a site-specific procedure for implementing this policy and coordinating the procedure with BCHS.

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER G-08	PAGE NUMBER 2 of 5
Meritorious Good Time for BCHS Substance Use Program		

VII. PROCEDURES:

A. Offender Meritorious Good Time credits are earned and recorded at the facility/program in which the offender is housed.

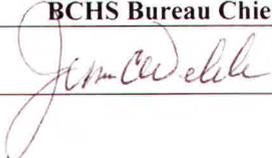
1. Earned Meritorious Good Time may be awarded for satisfactory participation in approved BCHS Substance Use Disorder Treatment programs according to the current calculation as listed in Attachment A, which may change in the future depending upon legislative or judicial action, etc.
2. Bonus Good Time may be awarded for *successful completion* of certain designated programs listed in Attachment B, which may change in the future depending upon legislative or judicial action, etc.
3. Loss of Good Time may be applied to any offender subject to the custody of the Department at Level 4 or 5;
 - a. upon the conviction of any crime during the term of the sentence; or determined to have physically assaulted any correctional officer or employee of the Department. In addition to any criminal or civil penalties which may be imposed, forfeit all good time accumulated with this forfeiture not subject to suspension. When good time is actually ordered forfeited, it may not be recovered by the incarcerated person.
 - b. who is found by a court or a federal court to have filed a factually frivolous claim, malicious claim or legally frivolous claim and sanctioned by the court or federal court, shall be deemed to have failed to earn behavior good time credits and shall have a portion of that person's accumulated good time credits forfeited. See 10 Del. C. 8805
 - c. determined to have violated the rules of the Department of Correction. Forfeiture under this subsection may be suspended by the Department for the purposes of encouraging rehabilitation or compliance with discipline.

B. Documentation of Meritorious Good Time for the following eligible BCHS Substance Use Disorder Programs: Key North, Key Village, Key South and DUI Reflections.

1. An Administrative Assistant will input the attendance each day and notes in DACS when an offender is absent due to various reasons (examples include but are not limited to: Psychiatric Close Observation (PCO), inpatient medical, out on sanction, or outside detainer). Movement outside the facility (such as outside detainer) will be noted in DACS by the designated DOC staff.

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER G-08	PAGE NUMBER 3 of 5
Meritorious Good Time for BCHS Substance Use Program		

2. By the seventh day of the following month, the Good Time attendance in DACS will be reviewed and approved by each Key Program Director or Vendor State Wide Substance Use Disorder Director. After approval of the monthly Key Program Good Time attendance in DACS, the Good Time will be applied by Central Offender Records staff.
 3. Upon completion of the program by an offender, the site Administrative Assistants will send Key Program completion notification to DOC designated staff for their review and calculation of Bonus Good Time.
- C. Documentation of Meritorious Good Time for the following eligible BCHS Substance Use Disorder Programs: Crest North for Men, Crest North for Women, Crest Primary, Crest South and DUI Reflections.
1. The Administrative Assistants will input the attendance each day in DACS with the exception of inmates being removed from the program. Removal of an offender from a program is annotated by DOC staff (to go to SVOP for a sanction, inpatient medical or taken to a Level 5 facility for a PCO).
 2. By the seventh day of the following month, the Good Time attendance in DACS will be reviewed and approved by each Crest Program Director or State-wide Substance Use Disorder Director. After approval of monthly Crest Good Time attendance in DACS, Good Time is applied to the offender's release date by Central Offender Records staff.
 3. Upon completion of the program by an offender, the site Substance Use Disorder Directors will send Crest Program completion notification to DDOC designated staff for their review and calculation of Bonus Good Time, if applicable.

James Welch, RN, HNB-BC BCHS Bureau Chief,	Date	Robert Coupe Commissioner	Date
	01/05/2015		01/05/2015

ATTACHMENT A:

CURRENT CALCULATION OF EARNED MERITORIOUS GOOD TIME

Earned Meritorious Good Time: Good Time may be awarded for satisfactory participation in approved BCHS substance use disorder programs at a rate of up to 5 days per calendar month. Offenders may earn Good Time based on the following number of hours attended per month:

<u>Combined Hours/Attended per Month</u>	<u>Reduction in Sentence</u>
101 or more	5 days
86 to 100.99	4 days
66 to 85.99	3 days
46 to 65.99	2 days
At least 12 to 45.99	1 day

Updated 12/17/2014

ATTACHMENT B:

CURRENT BONUS GOODTIME PROGRAMS

Bonus Good Time: Offenders who successfully complete certain designated programs may be awarded “bonus” Good Time credits.

Listed below are the substance use disorder programs run by the current substance use disorder vendor that qualify for the awarding of bonus goodtime and the number of bonus days that may be deducted:

<u>Program</u>	<u>Number of Bonus Days</u>
KEY North (HRYCI)	30 days
KEY South (SCI)	30 days
KEY Village (BWCI)	30 days
Crest North for Men (WCI)	15 days
Crest North for Women (HDP)	15 days
Crest Central for Men (MCI)	15 days
Crest South (SWRC)	15 days
Moving On Mothers in Reentry	4 days
Family Problems	4 days