

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 7.3	PAGE NUMBER 1 of 2
	RELATED ACA STANDARDS: 2-CO-1E-05, 2-CO-1E-09	
CHAPTER: 7 CENTRAL OFFENDER RECORDS	SUBJECT: SENTENCE CALCULATION	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
 4/25/2016		
APPROVED FOR PUBLIC RELEASE		

- I. **AUTHORITY:** 11 *Del. C.* §3901, 3903, 4381, 4382, 6502; Department of Correction Policy 7.2
- II. **PURPOSE:** To establish an accurate and consistent system for sentence computation.
- III. **APPLICABILITY:** All Department of Correction (DOC) employees, volunteers, persons and organizations conducting business with the DOC and all offenders under the custody and supervision of the DOC.
- IV. **DEFINITIONS:**

Central Offender Records (COR): Unit which maintains and updates offender records.

Delaware Automated Correction System (DACS): Department's offender management system.

Statutory Good Time: Earned as authorized by statute for good Behavior.

Meritorious Good Time: Earned through participation in education, rehabilitation, work or other programs as designated by the Commissioner.

Meritorious Bonus Good Time: Earned for successful completion of programs as designated by the Commissioner.

Legal Documents: Documents received from the Courts or other agencies.
- V. **POLICY:** To verify sentencing guidelines are adhered to as per Delaware Code to ensure that statutory requirements are applied in a consistent manner including the application of credits.
- VI. **PROCEDURES:** Upon receipt of a sentencing order or disposition form from the Courts, COR will make every effort to calculate the sentence(s) within 72 hours of receipt. All sentences calculated by COR require final approval by a COR Supervisor, Specialist or Manager.

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SUBJECT: SENTENCE CALCULATION		

If an offender is sentenced to a Level IV incarceration and the offender still has pending matters, the Level IV sentence cannot be calculated until all pending matters have been resolved.

The DOC will accept sentencing worksheets and dispositions from the Courts due to the Courts acknowledging those documents as legal documents in order to calculate offender's sentences and release dates in a timely manner.

All sentencing orders/legal documents being received from the Courts and other agencies will be reviewed for accuracy and attached to the offender's record in DACS and placed in the case record.

Any discrepancies found in the sentencing set forth by the Court(s) shall result in COR Supervisors, Specialists and/or Managers making inquiries to Court personnel for clarification.

Once the sentence calculation has been approved, the facility staff will supply a copy of the status sheet to the offender and initiate classification.

Offender's case records are reviewed upon receipt of any legal documents pertaining to their case and current incarceration, as well as on a monthly basis upon receipt of meritorious credits earned being received to ensure the case record is accurate and current.