

GOOD TIME ALLOWANCE

STANDARD NO(S): NYSSA #
DATE: July 21, 2010
Reissued: 04/22/2011
REFER TO: Roger O. Ward

I. OBJECTIVE:

To establish guidelines for inmate good time allowance.

II. POLICY:

It is the policy of the Seneca County Correctional Facility to calculate an inmate's release date as soon as possible after commencement of sentence.

III. DETAILS:

- A.** The Booking Officer will enter the information into the Inmate Management System and notify the Shift Supervisor upon completion.
- B.** Upon notification, the designated Shift Supervisor will review the inmate's criminal record to obtain the following information necessary for calculating the release date:
 - 1.** The exact length of sentence
 - 2.** Any previous time served on the sentence
 - 3.** Whether or not the sentence qualifies for good time
 - 4.** Whether or not the sentence runs concurrently or consecutively with any other sentence.
- C.** After all the information has been acquired, it will be entered into the Inmate Management System, which will then calculate the release date. The designated Shift Supervisor will print out an Inmate Release Date Confirmation Form.
- D.** A Shift Supervisor will take the form to the appropriate inmate and have the inmate sign and date the form, thereby acknowledging that they have been notified of their release date.
- E.** A Shift Supervisor will then make a copy of the signed form, give the copy to the inmate, and place the original in the inmate's folder.
- F.** If the inmate disagrees with any of the findings, the inmate will be instructed to submit a completed CF-019 (General Inmate Request) to the Chief Administrative Officer stating the reason(s) for the disagreement.

- G.** The Chief Administrative Officer will respond, in writing, to the question(s) brought up by the inmate. If the Chief Administrative Officer makes any modifications to the release date calculation, steps 3, 4, and 5 above will be repeated.
- H.** Before the sentenced inmate is released, the Shift Supervisor will check for loss of good time due to sanctions from any disciplinary hearings.
- I.** Inmates that are sentenced to an intermittent sentence are not eligible for good time credits.