



## OFFICE OF THE SECRETARY

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### SECRETARIAL DIRECTIVE

**SUBJECT:** Time Computation Auditing

**NUMBER:** 2021-19

**SUPERSEDES:** none

**APPLICABILITY:** All DOC Employees

**REFERENCE:** A.C.A. §§ 12-27-113, 25-43-105, 25-43-106, 25-43-108, 25-43-403

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**APPROVED:** Original Signature on File

**EFFECTIVE DATE:** 11/18/2021

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#### **I. POLICY:**

As the executive head of the Arkansas Department of Corrections (DOC), it is the responsibility of the Secretary of Corrections (Secretary) to ensure that Divisions within the Department comply with applicable state laws and administrative rules regarding the time computation and release eligibility of offenders sentenced to the Division of Correction or judicially or administratively transferred to the Division of Community Correction, that the Department maintain an independent audit system for time computation and release eligibility, and that relevant operational policies are reviewed and revised on a regular basis.

#### **II. PROCEDURES:**

- A. Process Review: The Director of the Sentencing Commission shall coordinate with appropriate division staff to periodically review policies and procedures related to time computation and release eligibility. The Director of the Sentencing Commission shall be given access to any staff or records necessary to implement this Directive.
- B. Offender Record Review: The Director of the Sentencing Commission shall assign Commission staff to audit time computation at the point of commitment and prior to release of an offender. The results of the audit shall be retained in eOMIS as a part of the full and complete record of each offender, pursuant to A.C.A. § 12-27-113.
  - 1. Types of review:
    - a. Reviews of new sentences should be conducted in weekly batches. At the beginning of each week, the eOMIS Project Manager or designee will send a list to the Sentencing Commission Director of inmates and residents with new sentences entered within the past week. This list should be broken into three sections:
      - i. New sentences to the ADC with consecutive sentences or special parole eligibility rules.
      - ii. All other new sentences to the ADC.

- iii. New sentences to a Community Corrections Center (CCC).
- b. Reviews will also be conducted prior to release from custody.
  - i. At the beginning of each month, the eOMIS Project Manager or designee will send a list to the Sentencing Commission Director of inmates who are scheduled to be released nine months in the future. This list should be broken into two sections:
    - 1. Sentences to the ADC with consecutive sentences or special parole eligibility rules.
    - 2. All other sentences to the ADC.
  - ii. By the 15<sup>th</sup> of each month, the eOMIS Project Manager or designee will send a list to the Sentencing Commission of individuals who will be released due to flattening their sentence in the following month. This list should be broken into two sections:
    - 1. Sentences to the ADC with consecutive sentences or special parole eligibility rules.
    - 2. All other sentences to the ADC.
- 2. Notification of discrepancies:
  - a. Any discrepancies in time computation discovered as part of intake review shall be immediately reported to the appropriate division records administrator.
  - b. Any discrepancies in time computation discovered as part of release review shall be immediately reported to the Secretary of Corrections, the appropriate Division Director, and the appropriate division records administrator.
- 3. Selection of records for review: The Director of the Sentencing Commission will implement a method for randomly selecting which records will be audited. This process is subject to the review and approval of the Secretary.
- 4. Reports on results: The Director of the Sentencing Commission will provide a quarterly report on review results to the Secretary of Corrections, the Board of Corrections, and the Arkansas Sentencing Commission.
- C. Committee: After adjournment of each regular legislative session or relevant special session, the Director of the Sentencing Commission will convene a committee to review administrative rules, operational policies, and offender management system (eOMIS) programming.
  - 1. This committee will, at a minimum, contain representatives from:
    - a. the Division of Correction (ADC), designated by the Director of the ADC,
    - b. the Division of Community Correction (ACC), designated by the Director of the ACC, and
    - c. the Compliance Division of the Board of Corrections, designated by the Chair of the Board of Corrections.
  - 2. The committee will, at a minimum:
    - a. Review and identify any necessary changes to administrative rules, operational policies, or eOMIS programming, and
    - b. Review training materials for any necessary changes.
  - 3. The Director of the Sentencing Commission will provide a report to the Secretary on the findings and recommendations of the Committee.