



OFFICE OF THE SECRETARY

1302 Pike Avenue, Suite C
North Little Rock, Arkansas 72114
Phone: (501) 682-3309 | Fax: (501) 534-3958
DOC.ARKANSAS.GOV

SECRETARIAL DIRECTIVE

SUBJECT: Time Computation Review

NUMBER: 2022-13

SUPERSEDES: 2021-19

APPLICABILITY: All Department of Corrections Employees

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

PAGE: 1 of 2

APPROVED: Original signature on file

EFFECTIVE DATE: 10/26/2022

I. **POLICY:**

As the executive head of the Arkansas Department of Corrections (Department), 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 (ADC) and offenders that are judicially or administratively transferred to the Division of Community Correction (ACC). The Department will maintain an independent review system for time computation and release eligibility, and review or revise relevant operational policies regularly to ensure compliance with current state law and rules.

II. **PROCEDURES:**

A. Policy and Procedure Review

1. The Director of the Sentencing Commission shall coordinate with the Department's policy section no less than annually to review policies and procedures related to time computation and release eligibility.
2. The Director of the Sentencing Commission shall be given access to any staff or records necessary to implement this Directive.

B. Offender Record Review

1. The Director of the Sentencing Commission shall assign Commission staff to review time computation at the point of commitment and prior to release of an offender. The results of the review 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.
2. Intake reviews of new sentences to the ADC will be conducted weekly as sentence components are entered into eOMIS. After entering time into eOMIS, ADC Centralized Records staff shall place a copy of the sentencing order for which time was entered into a folder in an electronic document management system for review by the Sentencing Commission staff and scan a copy of the order into the Department's Electronic Offender Management Information System (eOMIS). The Sentencing Commission staff shall review new sentences in daily batches.

3. Reviews of new judicial transfer sentences shall be conducted weekly. At the beginning of each week, the eOMIS Project Manager or their designee shall send a report to the Sentencing Commission Director of offenders with new judicial transfer sentences.
4. Reviews of offender's sentences will also be conducted prior to release from custody monthly. At the beginning of each month, the eOMIS Project Manager or their designee shall send a report of offenders who are scheduled to be released nine (9) months from the date of the report to the Director of the Sentencing Commission. This report must include information regarding any sentences to the ADC with consecutive sentences or special parole eligibility rules and all other sentences to the ADC.
5. The Director of the Sentencing Commission is required to make the following notifications when there are discrepancies in their review of sentencing records:
 - a. Any discrepancies in time computation that are discovered during intake review shall be reported to the Department Chief of Staff, appropriate Division General Counsel, and appropriate Division Records Administrator.
 - b. Any discrepancies in time computation that are discovered during release review shall be reported to the Secretary of Corrections, the appropriate Division Director, Department Chief of Staff, appropriate Division General Counsel, and the appropriate Division Records Administrator.
 - c. Any discrepancies in time computation that result in a change to an offender's parole eligibility date shall be reported to the Chair of the Arkansas Parole Board or their designee if the impacted offender is scheduled for a parole hearing or has previously appeared in front of the Parole Board.
6. The Director of the Sentencing Commission shall implement a method for randomly selecting which records will be reviewed. This methodology is subject to the review and approval of the Secretary.
7. The Director of the Sentencing Commission shall provide a quarterly report on the results of their review of time computation records to the Secretary of Corrections, the Board of Corrections, and the Arkansas Sentencing Commission.
8. Division Directors shall thoroughly investigate discrepancies or ensure appropriate corrective action if warranted.

C. Time Computation Review Committee

1. 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.
2. This committee will be chaired by the Director of the Sentencing Commission in addition to at least one (1) representative from each of the following:
 - a. The ADC, designated by the Division Director,
 - b. The ACC, designated by the Division Director, and
 - c. The Compliance Division of the Board of Corrections, designated by the Chair of the Board of Corrections.
 - d. The Director of the Sentencing Commission may designate additional staff to serve as representatives on the committee at their discretion.
3. 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.
4. The Director of the Sentencing Commission shall provide a report to the Secretary on the findings and recommendations of the Committee.