
 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 4.2	Effective Date 8/28/2012	Page 1 of 10
	Supersedes Sentence Computation and Timekeeping, Dated 1/31/2009		
Approved By    Commissioner Leo C. Arnone	Title  Sentence Computation and Timekeeping		

1. Policy. Sentences shall be computed according to the provisions of the Connecticut General Statutes and the instructions of the sentencing court. A current and accurate record of the computation of each existing Connecticut sentence shall be maintained.
2. Authority and Reference.
  - A. Connecticut General Statutes, Sections 7-135, 17a-699(e), 18-7, 18-7a, 18-13, 18-18, 18-50, 18-63, 18-81, 18-92, 18-96 through 18-98d, 18-100d, 18-102, 18-106, 21a-277(d), 21a-279(e), 53-10a, 53a-28, 53a-32, 53a-35 through 53a-38, 53a-46a(f), 54-56d, 54-92a, 54-95, 54-96b, 54-97, 54-125, 54-127 through 54-129, 54-131a and 54-186.
  - B. Administrative Directive 4.2a, Reduced Risk Earned Credit, 9.5, Code of Penal Discipline.
  - C. American Correctional Association, Standards for Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-1E-05.
  - D. American Correctional Association, Standards for Adult Correctional Institutions, Fourth Edition, January 2003, Standard 4-4097.
3. Definitions. For the purposes stated herein, the following definitions apply:
  - A. Aggregate Term. The term of imprisonment created by the combination of a consecutive sentence with an existing sentence.
  - B. Bail. The security given for the due appearance in court of an accused person in order to obtain a release from confinement.
  - C. Bond. A guarantee in fulfillment of bail, usually an amount of money, for the appearance of an accused in court.
  - D. Commissioner. The Commissioner of Correction.
  - E. Concurrent Sentence. A sentence that runs simultaneously with an existing sentence.
  - F. Consecutive Sentence. A sentence which succeeds an existing sentence.
  - G. Continuous Term. A period throughout which at least one Connecticut sentence of imprisonment is in effect.
  - H. Controlling Sentence. Among existing sentences, the sentence having the longest term remaining to be served.
  - I. Credit. A unit of time that shortens the remaining term of imprisonment.
  - J. Current Discharge Date. The discharge date produced by posting all existing credits and debits.
  - K. Day. A calendar day, or any portion thereof.
  - L. Dead Time. A period of time that an existing sentence is not being served.
  - M. Debit. A unit of time that lengthens the remaining term of imprisonment.
  - N. Definite Sentence. A sentence having a fixed term.
  - O. Discharge Date. The date that a term of imprisonment expires.

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- P. Earned Credit. A credit granted for compliance with the rules and regulations established by the Commissioner for the service of the sentence.
1. Risk Reduction Earned Credit (RREC). Time awarded at the discretion of the Commissioner or designee at the rate of five (5) days per month for participation in programs or activities, good conduct and obedience to departmental rules, unit and/or program rules in accordance with RREC guidelines as determined by the Commissioner or designee.
  2. Forfeited RREC. RREC shall be forfeited as a sanction related to the disciplinary process in accordance with Administrative Directive 9.5, Code of Penal Discipline and Attachment A, RREC Grid. In the event the inmate has not yet earned sufficient RREC to satisfy the sanction, such lost RREC shall be deducted from any RREC earned in the future by the inmate.
  3. Restoration of RREC. A return of forfeited RREC for exemplary conduct.
- Q. Estimated Release Date (ERD). An estimated discharge date, applicable to sentences imposed for offenses committed on or after July 1, 1983, but prior to October 1, 1994, produced by computing Presentence Credit, Presentence Good Time, all actual credits and debits, and all Statutory Good Time that could be earned as the term is served, This is an estimated date and does not reflect the actual discharge date.
- R. Fine. A legal disposition for a sum of money that is required to be paid or time to be served.
- S. Good Time. A time credit, for good behavior or good performance.
1. Statutory Good Time (SGT). Time credit granted for compliance with the rules and regulations established by the Commissioner for the service of the sentence.
    - a. Enhanced Statutory Good Time (ESGT). The rate of Good Time that an inmate may earn in the sixth and subsequent years of a sentence.
  2. Presentence Good Time (PSGT). Time credit based on Presentence Credit granted for compliance with the rules and regulations established by the Commissioner for presentence confinement (for the purposes of any Administrative Directive, Presentence Good Time may be referred to as Jail Credit Good Time).
  3. Meritorious Good Time (MGT). Meritorious Time service award granted for exemplary conduct and meritorious achievement in service of a sentence imposed prior to October 1, 1976.
  4. Outstandingly Meritorious Performance Award (OMPA). Time credit awarded for outstanding performance or personal achievement by a sentenced inmate. Historically this has been referred to as OMGT.
  5. Forfeiture (FGT). A loss of Good Time.
  6. Restoration. A return of Forfeited Good Time for exemplary conduct.

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- T. Indefinite Sentence. A sentence in which an inmate may be released at any time during the sentence at the discretion of the Board of Pardons and Paroles.
- U. Indeterminate Sentence.
1. A sentence having a minimum and maximum term, in which an inmate may be released at the discretion of the Board of Pardons and Paroles upon serving the minimum term; or,
  2. A sentence under specific statutes in which an inmate may be released at any time during service of the sentence at the discretion of the Commissioner.
- V. Mandatory Sentence.
1. A sentence required by statute; or,
  2. The part of a sentence that is required by statute.
- W. Merged Term. The term of imprisonment produced by the merger of concurrent sentences.
- X. Mittimus. A legal document which commits an individual to the custody of a State Commissioner pending disposition of charges (Continuance Mittimus); under sentence (Judgment Mittimus); or a period of additional confinement (Special Parole Mittimus from the Board of Pardons and Paroles).
- Y. Month. A calendar month or the day-for-day equivalent.
- Z. Parole Eligibility Date (PED). The date an inmate becomes eligible for release to parole supervision.
- AA. Posting Date. The date an entry is made on a time sheet.
- BB. Presentence Credit (PSC). A period of presentence confinement that is creditable as service of a sentence. (For the purposes of any Administrative Directive, Presentence Credit may also be referred to as Jail Credit.)
- CC. Sentence. A penalty imposed by a court.
- DD. Seven Day Job Credit (7 DAY). A time credit of one (1) day for each seven consecutive days employment of a sentenced inmate at a job designated as a seven (7) day assignment.
- EE. Term of Imprisonment. The period a sentence(s) of imprisonment is in effect, produced by applying applicable credits and debits to the sentence(s).
- FF. Time Served. A day for day service of the sentence.
- GG. Time Sheet. A record of the computation of an inmate's sentence.
- HH. Total Effective Sentence (TES). A sentence resulting from a single sentence or from the combination of two (2) or more sentences imposed at the same time before the same court.
- II. Year. A calendar year or the day-for-day equivalent.
4. Administrative Structure and Provisions. The Director of Offender Classification and Population Management, under the authority of the Director of Programs and Treatment, shall be responsible for the Department's time computation function. The Director of Offender Classification and Population Management shall develop a Records Manual containing detailed procedures and information concerning time computation, which shall be revised annually and updated as necessary. A copy of the Records Manual shall be maintained at each unit. The Unit Administrator shall be responsible for administering the procedures under this Directive. The Director of Offender Classification and Population

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Management shall ensure that an annual audit is conducted at each unit records office to determine compliance with this Directive.

5. General Sentence Computation Provisions.

- A. A sentence commences when an inmate is received into the custody to which the inmate is sentenced unless ordered otherwise by the court.
- B. Sentences shall be computed in accordance with the Connecticut General Statutes, the instructions of the Judgment Mittimus, and this Directive.
- C. The time sheet shall show all credits and debits, a discharge date and any information that affects the computation of the sentence.
- D. Consecutive definite sentences shall be aggregated into a single term. The sentences shall be satisfied by the expiration of the aggregate term.
- E. Concurrent definite sentences shall be merged into a single term. The sentences shall be satisfied by the expiration of the merged term.
- F. Consecutive and concurrent sentences during a term of imprisonment are considered one continuous term for purposes of calculating good time.
- G. In the case of an indeterminate sentence, the minimum and the maximum terms shall be treated as separate for the purpose of computation.
- H. In order for presentence confinement to count as Presentence Credit, the court record must show that the qualifying provisions of the governing statute(s) have been satisfied. The specific provisions for each type of sentence are stated in Section 6 of this Directive.
- I. If a conviction or a sentence is vacated, the term of imprisonment under the vacated sentence shall be given credit for the service of the sentence in regard to any subsequent sentence for the same act(s). In the event that the sentence is re-imposed, credit shall be issued for the service of the original sentence.
- J. The period of time that an inmate is in escape status, has absconded, has been released on appeal bond or has been released inadvertently, shall be dead time and shall not count toward the service of any sentence.
- K. The suspended portion of a sentence that is later executed is part of the original sentence.

6. Summary of Authorized Sentences, Credits, and Debits.

- A. Sentences for an offense committed on or after October 1, 1994.
  - 1. Sentences authorized by statute:
    - a. Definite; and,
    - b. Indeterminate (see Section 3(T)(2)).
  - 2. Presentence Credit is authorized on a sentence for each day of confinement in a Connecticut correctional facility, under a mittimus or because of inability to obtain bail or denial of bail, for the offense which results in the sentence, provided that each day shall count only once for the purpose of reducing all sentences imposed and that the sole reason for confinement is the existence of a mittimus, an inability to obtain bail, or the denial of bail.

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3. Presentence Good Time is NOT authorized.
4. Statutory Good Time is NOT authorized.
5. Seven-Day Job Credit is NOT authorized.
6. Outstandingly Meritorious Performance Award is NOT authorized.

B. Sentences for an offense committed on or after July 1, 1983, but prior to October 1, 1994.

1. Sentences authorized by statute:
  - a. Definite; and,
  - b. Indeterminate (see Section 3(T)(2)).
2. Presentence Credit is authorized on a sentence for each day of confinement in a Connecticut correctional facility, under a mittimus or because of inability to obtain bail or denial of bail, for the offense which results in the sentence, provided that each day shall count only once for the purpose of reducing all sentences imposed and that the sole reason for confinement is the existence of a mittimus, an inability to obtain bail, or the denial of bail.
3. Presentence Good Time may be authorized, pro rata, at the rate of 10 days for every 30 days of Presentence Credit, less any time withheld as a result of disciplinary action or restrictive housing status.
4. Statutory Good Time, when authorized, is awarded as the sentence is served, pro rata, at the rate of 10 days per month for the first five (5) years. Enhanced Statutory Good Time, when authorized, is awarded as the sentence is served, pro rata, at the rate of 12 days per month for the sixth and subsequent years. Presentence Credit, Presentence Good Time, Statutory Good Time and time served shall count toward satisfying the first five (5) years in order to determine when Enhanced Statutory Good Time commences.
5. Seven Day Job Credit is authorized.
6. Outstandingly Meritorious Performance Award (OMPA) is authorized.
7. Forfeiture of OMPA is authorized.
8. Restoration of OMPA is NOT authorized, but OMPA may be re-earned.
9. Forfeiture of Statutory Good Time and Jail Credit Good Time is authorized.
10. Restoration of Statutory Good Time and Jail Credit Good Time is authorized.

C. Sentences for an offense committed on or after July 1, 1981, and prior to July 1, 1983.

1. Sentences authorized by statute:
  - a. Definite; and,
  - b. Indeterminate (see Section 3(T)(2)).
2. Statutory Good Time is authorized to be awarded in advance, pro rata, at the rate of 10 days per month for the first five (5) years and Enhanced Statutory Good Time at 12 days per

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month for the sixth and subsequent years, based on the sentence imposed by the court.

3. Presentence Credit is authorized on a sentence for each day of confinement in a Connecticut correctional facility, under a mittimus or because of inability to obtain bail or denial of bail, for the offense which results in the sentence, provided that each day shall count only once for the purpose of reducing all sentences imposed and that the sole reason for confinement is the existence of a mittimus, an inability to obtain bail, or the denial of bail.
4. Presentence Good Time may be authorized, pro rata, at the rate of 10 days for every 30 days of Presentence Credit, less any time withheld as a result of disciplinary action or restrictive housing status.
5. Seven Day Job Credit is authorized.
6. Outstandingly Meritorious Performance Award is authorized.
7. Forfeiture of OMPA is authorized.
8. Restoration of OMPA is NOT authorized, but OMPA may be re-earned.
9. Forfeiture of Statutory Good Time and Jail Credit Good Time is authorized.
10. Restoration of Statutory Good Time and Jail Credit Good Time is authorized.

D. Sentences imposed on or after October 1, 1976, excluding sentences for any offense committed on or after July 1, 1981.

1. Sentences authorized by statute:
  - a. Indeterminate (see Section 3(T)(1));
  - b. Indeterminate (see Section 3(T)(2));
  - c. Definite (one (1) year or less); and,
  - d. Indefinite (up to five (5) years for persons 16-21 years old).
2. Statutory Good Time is authorized to be awarded in advance, pro rata, at the rate of 10 days per month for the first five (5) years and Enhanced Statutory Good Time at 15 days per month for the sixth and subsequent years, based on the sentence imposed by the court.
3. Presentence Credit is authorized on a sentence for each day of confinement in a Connecticut correctional facility, under a mittimus or because of inability to obtain bail or denial of bail, for the offense which results in the sentence. Each sentence to which the credit applies shall be reduced by one (1) day.
4. Presentence Good Time is authorized, pro rata, at the rate of 10 days per month of Presentence Credit, for confinement which occurs on or after October 1, 1976, and at the rate of five (5) days per month of Presentence Credit for confinement which occurs on or after October 1, 1975, and prior to October 1, 1976, for an offense committed prior to July 1, 1981, less any time withheld as a result of disciplinary action. Presentence Good Time is authorized for periods of presentence confinement which occurred prior to October 1, 1975.

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5. Seven Day Job Credit is authorized.
6. Outstandingly Meritorious Performance Award is authorized, except for Indefinite sentences.
7. Forfeiture of OMPA is authorized.
8. Restoration of OMPA is NOT authorized, but OMPA may be re-earned.
9. Forfeiture of Statutory Good Time is authorized.
10. Restoration of Statutory Good Time is authorized.

E. Sentences imposed prior to October 1, 1976.

1. Sentences authorized by statute:
  - a. Indeterminate (see Section 3(T)(1));
  - b. Indeterminate (see Section 3(T)(2));
  - c. Definite (one (1) year or less); and,
  - d. Indefinite (up to five (5) years for persons 16-21 years old).
2. Statutory Good Time is authorized to be awarded in advance, pro rata, at the rate of 60 days per year for the first five (5) years and Enhanced Statutory Good Time at 90 days per year for the sixth and subsequent years, based on the sentence imposed by the court.
3. Presentence Credit is authorized on a sentence for each day of confinement in a Connecticut correctional facility, under a mittimus or because of inability to obtain bail or denial of bail, for the offense which results in the sentence. Each sentence to which the credit applies shall be reduced by one (1) day.
4. Presentence Good Time is authorized, pro rata, at the rate of five (5) days per month of Presentence Credit, for confinement which occurs on or after October 1, 1975, less any time withheld as a result of disciplinary action. No Presentence Good Time is authorized for periods of presentence confinement which occurred prior to October 1, 1975.
5. Meritorious Good Time is authorized to be awarded in advance, pro rata, at the rate of five (5) days per month of the sentence remaining to be served after deductions for Statutory Good Time, Presentence Credit, and applicable Presentence Good Time.
6. Seven Day Job Credit is authorized.
7. Outstandingly Meritorious Performance Award (OMPA) is authorized, except for Indefinite sentences.
8. Forfeiture of Meritorious Good Time is authorized.
9. Restoration of Meritorious Good Time is authorized.
10. Forfeiture of OMPA is authorized.
11. Restoration of OMPA is NOT authorized, but OMPA may be re-earned.
12. Forfeiture of Statutory Good Time and Jail Credit Good Time is authorized.
13. Restoration of Statutory Good Time and Jail Credit Good Time is authorized.

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F. Fines.

1. Calculation of Payment. Each person committed to the custody of the Commissioner upon conviction of any criminal offense, and held only for the payment of a fine, shall be discharged when the time served by such person at the average daily cost of incarceration per day as determined by the Commissioner of Correction, amounts to such fine or the balance thereof remaining unpaid; but such a person, unless in Community Placement status, shall earn an additional credit of fifty dollars (\$50) toward such fine or balance of fine for each day the person is employed at productive or maintenance work and has established a satisfactory work record. In computing the number of days to be served, credit shall be given for Sundays, holidays, and the day of admission.
2. Presentence Credit. Presentence Credit shall be applied to the fine at the average daily cost of incarceration per day as determined by the Commissioner of Correction. The inmate shall not be entitled to any additional credit for productive work.
3. Presentence Good Time. Presentence Good Time shall be applied to the fine as follows:
  - a. For sentences for offenses committed on or after July 1, 1981, Presentence Good Time shall be applied, pro rata, at the rate of ten times the average daily cost of incarceration as determined by the Commissioner of Correction or ten days, as the case may be, for each 30 days of presentence confinement.
  - b. For sentences for offenses committed prior to July 1, 1981, Presentence Good Time shall be applied, pro rata, at the rate of ten times the average daily cost of incarceration as determined by the Commissioner of Correction or ten days, as the case may be, for each 30 days of presentence confinement.

G. Outstandingly Meritorious Performance Award (OMPA).

1. The awarding of OMPA shall be at the discretion of the Unit Administrator in accordance with the following standards:
  - a. An inmate convicted of a crime committed on or after October 1, 1994 shall not have OMPA time credit applied toward a reduction of length of sentence.
  - b. Inmate must be eligible under all applicable laws.
  - c. No more than 120 days per any one continuous term of imprisonment, under any circumstance.
  - d. Not to be used for club, hobby craft, cultural, recreational or related activities.
  - e. No more than a total of 45 days to be awarded during a calendar year except the 60 days for saving a life or quelling a disturbance shall be independent of this requirement.
  - f. No OMPA shall be awarded to an inmate assigned to Administrative Segregation or designated as a Security Risk Group Safety Threat Member or Security Risk Group member, except when there is confirmation that the



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inmate met the requirements of Sections 6(G) (2) (c) or 6(G) (2) (d) of this Directive.

g. In addition to the above, the following criteria must be met:

1. No Class A misconduct within the last 12 months.
2. No Class B misconduct within the last 6 months.
3. No Class C misconduct within the last 4 months.
4. Favorable work evaluation for 6 months prior to application.
5. Successful participation in any available recommended program for 6 months prior to application.
6. No increase in overall risk level for disciplinary reasons in the past 12 months.

2. The maximum amount of OMPA which may be granted shall be in accordance with the following:

- a. 15 Days. An inmate may earn up to 15 days OMPA for the delivery of lost or inappropriately placed keys, tools or dangerous institutional property; delivery of unauthorized contraband or weapons clearly not associated with the delivering inmate; academic, vocational or personal development certificate of achievement;
- b. 30 Days. An inmate may earn up to 30 days OMPA for the delivery of sizeable amount of drugs;
- c. 45 Days. An inmate may earn up to 45 days OMPA for preventing an escape; confirmed intervention to stop another inmate's improper behavior or breach of order; or providing specific information; other than regular intelligence information; which prevents disorder; or,
- d. 60 Days. An inmate may earn up to 60 days OMPA for saving a life or putting self at risk to quell a disturbance.

3. OMPA that is forfeited shall not be restored, but may be re-earned.

H. Good Time Restoration. Good time that is forfeited through the disciplinary process may be restored subject to the discretion of the Unit Administrator. There are two (2) types of good time that may be restored: presentence good time and statutory good time. At a minimum, the inmate shall meet the following requirements in order to be considered for statutory good time restoration:

1. No conviction for a Class A misconduct within 60 months; Class B misconduct within 48 months; and Class C misconduct within 36 months prior to application.
2. Continuous work assignment with favorable work evaluations for 36 months prior to application.
3. Fully successful participation in an assigned program, other than work, for 24 months prior to application.
4. No increase in classification risk level within last 60 months.

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5. Consistent with Administrative Directive 6.14, Security Risk Groups, the inmate shall not be designated as a Security Risk Group Safety Threat Member.

The Unit Administrator and/or Deputy Director of Parole and Community Services may restore jail credit good time that was forfeited because of misconduct, if the inmate/parolee meets all the above statutory good time requirements. An inmate/parolee, who does not qualify for restoration as a result of insufficient time served, may apply to the District Administrator and/or the Director of Parole and Community Services through the same procedures noted above, when the inmate/parolee is within 12 months of discharge. Such inmate/parolee must have demonstrated excellent performance and be discipline free for the 12 months prior to application.

7. Forms and Attachments. The following forms are applicable to this Administrative Directive and shall be utilized for the intended function.
  - A. CN 4201, Application for Outstandingly Meritorious Performance Award; and,
  - B. CN 4202, Application for Restoration of Good Time.
8. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.