

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 151.06

EFFECTIVE DATE: 22 February 2025

SUBJECT: GOOD TIME COMPUTATION

POLICY DIRECTIVE

PURPOSE:

To provide policy and procedure authorizing the commutation from an inmate's sentence for good conduct and to ensure the accurate computation and recording of good time for inmates in accordance with state code and orders from appropriate courts.

REFERENCE:

WV Code §§15-5-2, 15-5-6, 15A-4-17 and 61-11-24; and ACA Expected Practices 5-ACI-1E-03, and 2-CO-1E-05.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 151.06, dated 18 October 2024.

APPLICABILITY:

All adult facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution and is to be made available for inmate review upon the effective date.

DEFINITIONS:

Commutation: A change of a legal penalty or punishment to a lesser one.

Good Time: A day-for-day commutation for each day of physical incarceration, which is credited to an inmate's sentence(s) as imposed by the appropriate court of jurisdiction.

Minimum Discharge Date (MDD)/Final Release Date: The inmate's scheduled date of release from his/her sentence provided the inmate remains continuously incarcerated and does not lose any good time.

Jail Credit: Time served in jail awaiting sentencing and credited by the sentencing court.

Street Credit: Time served "on the street" while on bond, parole, or home confinement that does not earn good time credit.

POLICY:

- I. All adult inmates placed in the custody of the Commissioner of the Division of Corrections and Rehabilitation pursuant to a term of court-ordered incarceration for a misdemeanor or felony, except those committed as a young adult offender pursuant to WV Code §25-4-1 *et seq.* and those serving a life sentence, shall be granted commutation from their sentences for good conduct. *Provided*, nothing in this Policy shall be considered to recalculate the "good time" of inmates currently serving a sentence or of giving back good time to inmates who have previously lost good time earned for a disciplinary violation.
 - A. Each eligible inmate committed to the custody of the Commissioner and incarcerated in a facility pursuant to that commitment shall be granted one (1) day good time for each day he or she is incarcerated, including any and all days in jail awaiting sentence which are credited by the sentencing court to his or her sentence pursuant to WV Code §61-11-24, or for any other reason relating to the commitment.
 - B. Each eligible inmate may receive extra good time in the sole discretion of the Commissioner for meritorious service or performing extra assigned duties during emergencies.
 1. For the purposes of this Policy, an "emergency" shall mean either a duly proclaimed "state of emergency" or "state of preparedness" as such terms are defined and used in West Virginia Code §15-5-1 *et seq.*
 2. The Commissioner or designee shall have the sole authority to assign extra duties to inmates during emergencies.
 - C. Good time shall be deducted from the maximum term of indeterminate sentences, the fixed term of determinate sentences, or from the aggregate term (when the maximum terms of the consecutive sentences are added together) of consecutive sentences.
 - D. An inmate shall not be granted any good time for time served either on parole or bond or in any other status when he or she is not physically incarcerated.
 - E. In order to grant day-for-day good time to inmates sentenced to serve their sentence(s) on weekends, the number of weekends will be divided in half.

- II. An eligible inmate serving a felony sentence may be eligible to receive up to ninety (90) additional days of good time for successfully completing after 30 May 2022 an approved, but not required, academic or vocational program, which is not part of the inmate's required individualized reentry programming plan.
- A. Inmates who complete an academic/career development class listed on **Attachment #1** and/or a career and technical education (CTE) class listed on **Attachment #2**, may request the corresponding days of additional good time. Not all classes are available at all facilities.
 - B. Inmates enrolled in college courses through an accredited college or university authorized by the DCR may be eligible for ninety (90) days good time upon completion of an associate degree or one hundred, eighty (180) days good time upon completion of a bachelor's degree. To be considered for additional good time for both degree levels (associate and bachelor's degree), the degrees cannot be in the same subject or field of study.
 - C. Effective **22 February 2025** inmates will not receive additional good time by completing a class or program they have previously completed. NOTE: additional good time is only granted upon the first Education Level Gain.
 - D. Upon successful completion of any applicable programs, an inmate may request consideration for additional good time by completing **Attachment #3** and submitting to the Department of Education (DOE) representative at the facility. The DOE representative will verify the successful completion and forward it to the inmate's Unit Manager/designee. When the request for additional good time is based on completion of a college degree, the DOE representative will forward **Attachment #3** to the DCR Director of Offender Services/designee who will verify the successful completion and return the form to the inmate's Unit Manager/designee.
 - E. In order to have sufficient time for processing and calculating dates, no requests for additional good time will be accepted beyond sixty (60) days prior to the inmate's discharge/final release date. Nor will requests be approved that would change the previously calculated discharge/final release date to within the sixty (60) day time period. Partial credit will not be given to circumvent these time frames.
 - F. The receiving Unit Manager/designee will then review the inmate's institutional conduct to determine eligibility.
 - 1. The inmate must not have any findings of guilt by a Correctional Hearing Officer for a Class I or II rule violation in the last year. (The inmate does not have to have been incarcerated for an entire year.)
 - 2. The inmate must be compliant with the required substance abuse and cognitive behavioral programs required on his/her case management plan. Compliance is indicated by the inmate's enrollment, participation or completion of the programs

including an inmate who is “waitlisted.” Inmates in jail units who have not had the Level of Service/Case Management Inventory (LS/CMI) and a case management plan completed are exempt from this requirement.

- G. Completed forms indicating the inmate meets all requirements will be forwarded to the Superintendent for review. Upon confirming the inmate has met all criteria for the additional good time, **Attachment #3** will be forwarded to the Commissioner for final authorization. Completed forms will be returned to the Superintendent and the Central Office Records Department. The Superintendent will ensure the facility Records Clerk receives a copy.
1. Upon receipt of the signed form by the facility Records Clerk, additional good time shall be applied to the inmate’s sentence, effective the date of completion of the specific program.
 2. The Records Clerk/designee will notify the inmate in writing of his/her revised minimum discharge/final release date resulting from the additional good time by issuing an updated “time sheet.” The inmate’s minimum discharge date/final release date will be changed in the Offender Information System (OIS).
 3. Completed request forms will be uploaded to OIS Document Management.
- H. This additional good time is subject to the same rules of forfeiture as described below.
- III. To calculate an inmate’s minimum discharge/final release date, the inmate’s sentence(s) is reviewed to determine the maximum term the inmate is sentenced to serve, and a computer-based program calculates the earliest possible date he/she can expire the sentence(s) taking into consideration (when applicable) jail credit; good time; and street credit.
- IV. Inmates whose underlying offense was committed after 30 April 2021 and who subsequently are incarcerated for revocation of extended supervision for sex offenders/child abusers pursuant to WV Code §62-12-26 shall not receive day-for-day good time.
- V. Inmates shall not receive day-for-day good time for parole/mandatory supervision/conditional release sanctions; probation/home confinement sanctions; drug court sanctions; civil contempt/family court; bond revocation/pre-trial diversion; criminal contempt; federal sentences; fugitives; and out-of-state parolees/probationers supervised by Parole Services.
- VI. Good time may be forfeited and revoked by the facility Superintendent according to the rules of discipline promulgated and approved by the Commissioner. The amount of good time forfeited may only be the amount of good time earned up to the date of the violation. The unit by which good time shall be forfeited will be specified in terms of the number of days (e.g., 365 days, 180 days, 30 days, etc.).

VII. As this Policy complies with state code, it shall be followed in all cases and any court order expressly at variance with provisions of this Policy shall be referred by the Superintendent to the appropriate Assistant Commissioner through his/her chain of command.

ATTACHMENT(S):

- #1 West Virginia Schools of Diversion and Transition - Academic and Career Development Classes
- #2 West Virginia Schools of Diversion and Transition – Career and Technical Education (CTE) Classes (12 pages)
- #3 Request for Additional Good Time

APPROVED SIGNATURE:



William K. Marshall III, Commissioner

02/22/2025

Date



West Virginia Schools of Diversion and Transition
Jacob C. Green, Superintendent
Michele L. Blatt, West Virginia Superintendent of Schools
L. Paul Hardesty, President, West Virginia Board of Education

ACADEMIC AND CAREER DEVELOPMENT CLASSES

Available through all WVSDT jail and prison education programs.

Adult Education:

Education Level Gain

20 Days Credit

*only upon first level gain

Pass **ALL** parts of the HSE Diploma

90 Days Credit

Career Development Course #1:

40 Days Credit

Bloodborne Pathogens

Through the Customer's Eyes Part #1

Through the Customer's Eyes Part #2

Bridging the Gap Course #1

Career Development Course #2:

40 Days Credit

Bridging the Gap Course #2

FDIC Money Smart

Microsoft Digital Literacy

Career Development Course #3:

10 Days Credit

Fair Shake

Jobs and Hope



West Virginia Schools of Diversion and Transition
Jacob C. Green, Superintendent
Michele L. Blatt, West Virginia Superintendent of Schools
L. Paul Hardesty, President, West Virginia Board of Education

CAREER AND TECHNICAL EDUCATION (CTE) CLASSES

Huttonsville CC&J:

Mill and Cabinet Course #1 **30 Days**

Basic Safety
Construction Math
Hand Tools
Power Tools
Construction Drawings
Basic Rigging
Communication Skills
Employment Skills
Materials Handling

Mill and Cabinet Course #2 **30 Days**

Wood Types
Cabinet Making Safety, Tools and Equipment
Joints, Hardware and Fasteners
Assembly, Prep and Cabinet Finishing
Countertops

Mill and Cabinet Course #3 **30 Days**

Installation, Safety, Tools and Equipment
Base Cabinet Installation
Wall Cabinet Installation
Countertop Installation
Hardware Installation

Mill and Cabinet Apprenticeship **90 Days**

Collision Repair Course #1 **30 Days**

ASE Non-Structural Repair
ASE Structural Repair
ASE Refinishing
ASE Estimating

Collision Repair Course #2 **30 Days**

ASE Steering and Suspension
ASE Mechanical and Electrical
ASE Automotive HVAC
ASE HVAC Handlers Card 609-Refridgerant Recovery and Recycling

Collision Repair Apprenticeship **90 Days**

Automotive Technology Course #1 **30 Days**

ASE Certification Brakes
ASE Steering and Suspension
ASE Engine Repair
ASE Manual Drive
ASE Automotive HVAC

Automotive Technology Course #2 **30 Days**

ASE Maintenance and Repair
ASE Automotive Systems
ASE Automatic Transmissions
ASE Engine Performance
ASE Electrical

Automotive Technology Course #3 **30 Days**

ASE Heavy/Medium Diesel Engines
ASE Heavy/Medium Diesel Brakes
ASE Heavy/Medium Diesel Steering & Suspension
ASE Heavy/Medium Diesel Electrical
ASE Heavy/Medium Diesel Maintenance and Repair

Automotive Technology Apprenticeship **90 Days**

Building Maintenance Operations Course #1 **20 Days**

Personal Protective Equipment and General Safety
Measuring, Marking and Layout
Carpentry Hand Tools
Carpentry Power Tools
Carpentry Materials and Fasteners

Building Maintenance Operations Course #2 **20 Days**

Jobsite Safety, Tools and Equipment
General Layout
Floor and Stair Framing
Wall Framing
Roof Framing

Building Maintenance Operations Course #3 **20 Days**
Residential Construction: Safety, Tools, Equipment
Residential Site Layout
Residential Foundations, Form and Framing
Residential Doors, Windows and Sheeting
Residential Interior and Exterior Finishing

Building Maintenance Operations Course #4 **30 Days**
Commercial Safety and Rigging
Commercial Material, Fasteners and Tools
Commercial Footings and Forms
Commercial Floor, Stair, Wall and Roofing
Commercial Ceiling and Floors
Commercial Interior and Exterior Finishing

Building Maintenance Operations Apprenticeship **90 Days**

Lakin CC&J:

Hair Stylist **50 Days**
General Professional Information
The Science of Cosmetology
Professional Cosmetology
Chemicals
State Board Exam

Esthetics **20 Days**
General Professional Information
The Science of Esthetics
Skin Science
General Esthetics
State Board Exam

Waxing Specialist **10 Days**
General Professional Information
The Science of Waxing
Basic Procedures
State Board Exam

Nail Technician **10 Days**
General Professional Information
The Science of Nail Technology

Basic Nail Procedures
The Art of Nail Technology
Complete Cosmetology Apprenticeship Program **90 Days**

Apprenticeship Readiness **30 Days**

Course #1

Orientation and Industry Awareness
Tools and Materials
Blueprint Reading
Construction Math
Heritage of the American Worker
Diversity Awareness and Sexual Harassment
Green Construction
Financial Literacy
MC3 Certification

Course #2 **30 Days**

OSHA 10 General Industry
CPR
First Aid
Forklift Certification
Bring Your A Game to Work

Course #3 **30 Days**

Microsoft Word Preparation:
Format text, shapes and images. Insert
Tables, charts, media and 3D models
Microsoft Excel Preparation:
Import data into workbooks, format worksheets
and workbooks, format cells and ranges, create and
format charts

Culinary Arts Course #1 **30 Days**

Culinary Arts Level 1
Overview of the Restaurant and Food Service Industry
Safe Operation
Introduction to the Kitchen
Culinary Exploration
Service and Management
ServSafe Food Handlers

Culinary Arts Course #2 **30 Days**

Culinary Arts Level 2

Reaching your Customers
Culinary Exploration
Managing Costs
Today's Operational Concerns
Meat, Poultry and Seafood
Baking and Desserts

Culinary Arts Course #3

30 Days

ServSafe Food Protection Manager Certification
Providing Safe Food
Forms of Contamination
The Safe Food Handler
The Flow of Food, The Introduction
The Flow of Food, Purchasing, Receiving and Storage
The Flow of Food, Preparation
The Flow of Food, Service
Food Safety Management Systems
Safe Facilities and Pest Management
Cleaning and Sanitizing

Culinary Arts Apprenticeship Program

90 Days

Mt. Olive CC&J:

Culinary Arts Course #1

30 Days

Culinary Arts Level 1
Overview of the Restaurant and Food Service Industry
Safe Operation
Introduction to the Kitchen
Culinary Exploration
Service and Management
ServSafe Food Handlers

Culinary Arts Course #2

30 Days

Culinary Arts Level 2
Reaching your Customers
Culinary Exploration
Managing Costs
Today's Operational Concerns
Meat, Poultry and Seafood
Baking and Desserts

Culinary Arts Course #3

30 Days

ServSafe Food Protection Manager Certification
Providing Safe Food
Forms of Contamination
The Safe Food Handler
The Flow of Food, The Introduction
The Flow of Food, Purchasing, Receiving and Storage
The Flow of Food, Preparation
The Flow of Food, Service
Food Safety Management Systems
Safe Facilities and Pest Management
Cleaning and Sanitizing

Culinary Arts Apprenticeship Program

90 Days

Building Maintenance Operations Course #1

20 Days

Personal Protective Equipment and General Safety
Measuring, Marking and Layout
Carpentry Hand Tools
Carpentry Power Tools
Carpentry Materials and Fasteners

Building Maintenance Operations Course #2

20 Days

Jobsite Safety, Tools and Equipment
General Layout
Floor and Stair Framing
Wall Framing
Roof Framing

Building Maintenance Operations Course #3

20 Days

Residential Construction: Safety, Tools, Equipment
Residential Site Layout
Residential Foundations, Form and Framing
Residential Doors, Windows and Sheeting
Residential Interior and Exterior Finishing

Building Maintenance Operations Course #4

30 Days

Commercial Safety and Rigging
Commercial Material, Fasteners and Tools
Commercial Footings and Forms
Commercial Floor, Stair, Wall and Roofing
Commercial Ceiling and Floors
Commercial Interior and Exterior Finishing

Building Maintenance Operations Apprenticeship 90 Days

Barbering Course #1 30 Days

101B Life Skills
102B Science
103B Business
104B Client Centered Design

Barbering Course #2 30 Days

105B Foundational Cuts
106B Tapered Cuts and Fades
107 B Style
108B Shaving and Beard Design

Barbering Course #3 30 Days

109B Hair Replacement
110B Color
111B Perm and Relax
112/113B Skin and Nail

Barber Apprenticeship 90 Days

Pruntytown CC&J:

Automotive Technology Course #1 30 Days

ASE Certification Brakes
ASE Steering and Suspension
ASE Electrical

Automotive Technology Course #2 30 Days

ASE Engine Repair
ASE Light Vehicle Maintenance
ASE Automotive HVAC

Automotive Technology Apprenticeship 90 Days

C-Tech 60 Days

Intro to Telecommunications
Fiber Optics
Copper Based Systems

Building Maintenance Operations Course #1 20 Days

Personal Protective Equipment and General Safety
Measuring, Marking and Layout
Carpentry Hand Tools
Carpentry Power Tools
Carpentry Materials and Fasteners

Building Maintenance Operations Course #2 **20 Days**

Jobsite Safety, Tools and Equipment
General Layout
Floor and Stair Framing
Wall Framing
Roof Framing

Building Maintenance Operations Course #3 **20 Days**

Residential Construction: Safety, Tools, Equipment
Residential Site Layout
Residential Foundations, Form and Framing
Residential Doors, Windows and Sheeting
Residential Interior and Exterior Finishing

Building Maintenance Operations Course #4 **30 Days**

Commercial Safety and Rigging
Commercial Material, Fasteners and Tools
Commercial Footings and Forms
Commercial Floor, Stair, Wall and Roofing
Commercial Ceiling and Floors
Commercial Interior and Exterior Finishing

Building Maintenance Operations Apprenticeship **90 Days**

Salem CC&J:

Building Maintenance Operations Course #1 **20 Days**

Personal Protective Equipment and General Safety
Measuring, Marking and Layout
Carpentry Hand Tools
Carpentry Power Tools
Carpentry Materials and Fasteners

Building Maintenance Operations Course #2 **20 Days**

Jobsite Safety, Tools and Equipment
General Layout

Floor and Stair Framing
Wall Framing
Roof Framing

Building Maintenance Operations Course #3 **20 Days**

Residential Construction: Safety, Tools, Equipment
Residential Site Layout
Residential Foundations, Form and Framing
Residential Doors, Windows and Sheeting
Residential Interior and Exterior Finishing

Building Maintenance Operations Course #4 **30 Days**

Commercial Safety and Rigging
Commercial Material, Fasteners and Tools
Commercial Footings and Forms
Commercial Floor, Stair, Wall and Roofing
Commercial Ceiling and Floors
Commercial Interior and Exterior Finishing

Building Maintenance Operations Apprenticeship **90 Days**

C-Tech **60 Days**

Intro to Telecommunications
Fiber Optics
Copper Based Systems

Northern CC:

Mill and Cabinet Course #1 **30 Days**

Basic Safety
Construction Math
Hand Tools
Power Tools
Construction Drawings
Basic Rigging
Communication Skills
Employment Skills
Materials Handling

Mill and Cabinet Course #2 **30 Days**

Wood Types
Cabinet Making Safety, Tools and Equipment

Joints, Hardware and Fasteners
Assembly, Prep and Cabinet Finishing
Countertops

Mill and Cabinet Course #3

30 Days

Installation, Safety, Tools and Equipment
Base Cabinet Installation
Wall Cabinet Installation
Countertop Installation
Hardware Installation

Mill and Cabinet Apprenticeship

90 Days

Building Maintenance Operations Course #1

20 Days

Personal Protective Equipment and General Safety
Measuring, Marking and Layout
Carpentry Hand Tools
Carpentry Power Tools
Carpentry Materials and Fasteners

Building Maintenance Operations Course #2

20 Days

Jobsite Safety, Tools and Equipment
General Layout
Floor and Stair Framing
Wall Framing
Roof Framing

Building Maintenance Operations Course #3

20 Days

Residential Construction: Safety, Tools, Equipment
Residential Site Layout
Residential Foundations, Form and Framing
Residential Doors, Windows and Sheeting
Residential Interior and Exterior Finishing

Building Maintenance Operations Course #4

30 Days

Commercial Safety and Rigging
Commercial Material, Fasteners and Tools
Commercial Footings and Forms
Commercial Floor, Stair, Wall and Roofing
Commercial Ceiling and Floors
Commercial Interior and Exterior Finishing

Building Maintenance Operations Apprenticeship

90 Days

St. Marys CC&J:

C-Tech 60 Days
Intro to Telecommunications
Copper
Fiber Optics
Grounding & Bonding

Barbering Course #1 30 Days
101B Life Skills
102B Science
103B Business
104B Client Centered Design

Barbering Course #2 30 Days
105B Foundational Cuts
106B Tapered Cuts and Fades
107 B Style
108B Shaving and Beard Design

Barbering Course #3 30 Days
109B Hair Replacement
110B Color
111B Perm and Relax
112/113B Skin and Nail

Barber Apprenticeship 90 Days

Denmar CC&J:

Building Maintenance Operations Course #1 20 Days
Personal Protective Equipment and General Safety
Measuring, Marking and Layout
Carpentry Hand Tools
Carpentry Power Tools
Carpentry Materials and Fasteners

Building Maintenance Operations Course #2 20 Days
Jobsite Safety, Tools and Equipment
General Layout
Floor and Stair Framing
Wall Framing

Roof Framing

Building Maintenance Operations Course #3 **20 Days**

Residential Construction: Safety, Tools, Equipment

Residential Site Layout

Residential Foundations, Form and Framing

Residential Doors, Windows and Sheeting

Residential Interior and Exterior Finishing

Building Maintenance Operations Course #4 **30 Days**

Commercial Safety and Rigging

Commercial Material, Fasteners and Tools

Commercial Footings and Forms

Commercial Floor, Stair, Wall and Roofing

Commercial Ceiling and Floors

Commercial Interior and Exterior Finishing

Building Maintenance Operations Apprenticeship **90 Days**

Electricity Course #1 **20 Days**

NCCER-Core Curriculum

6S Safety

NCCER-Electrical Level 1

Hands on Requirements

Electricity Course #2: **20 Days**

NCCER-Electrical Level 2

Hands on Requirements

Electricity Course #3: **20 Days**

NCCER-Electrical Level 3

Hands on Requirements

Electricity Course #4: **30 Days**

NCCER-Electrical Level 4

Hands on Requirements

Apprenticeship Prep-Journeyman Test

Electrical Technology Apprenticeship **90 Days**

REQUEST FOR ADDITIONAL GOOD TIME

Inmate Name	OID #
Facility	Housing Assignment

I have successfully completed the following academic and/or vocational program, which is not part of my required individualized reentry programming plan and understand I may be eligible for additional good time.

Class Name	# Days Credit	Date Completed
<i>Inmate's Signature</i>		<i>Date</i>

FOR COMPLETION BY DOE REPRESENTATIVE OR DIRECTOR OF OFFENDER SERVICES/DESIGNEE: I have verified successful completion of the above listed class or program.

<i>Signature</i>	<i>Title</i>	<i>Date</i>
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FOR COMPLETION BY UNIT MANAGER OR DESIGNEE: Based upon my review, Inmate _____ meets the criteria to receive additional good time as designated above. The inmate has had no findings of guilty by a Correctional Hearing Officer of a Class I or II violation in the last year. The inmate is compliant with the required substance abuse and cognitive behavioral programs required on his/her case management plan or is housed in a jail unit and has not had the Level of Service/Case Management Inventory (LS/CMI) and a case management plan completed. The inmate has not been granted additional good time for this same class or program completion.

<i>Unit Manager/Designee Signature</i>	<i>Date</i>
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FOR COMPLETION BY SUPERINTENDENT: As of this date, the above listed inmate meets the criteria for additional good time.

<i>Superintendent's Signature</i>	<i>Date</i>
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AUTHORIZATION BY COMMISSIONER: I authorize the above listed inmate to receive the additional good time as specified above.

<i>Commissioner/Designee Signature</i>	<i>Date</i>
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cc: Facility Records Clerk
Central Office Records Department