

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 151.06**

**EFFECTIVE DATE: 14 December 2023**

**SUBJECT: GOOD TIME COMPUTATION**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To authorize the commutation from an inmate's sentence for good conduct and to ensure the appropriate computation 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.

**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 21 December 2022.

**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. An inmate will only be eligible to repeat a class for additional good time, if the inmate was released from DCR custody and repeated the class after his/her return to custody.
  - D. **NOTE:** Corresponding days of additional good time reflected in this Policy are in effect for class/course completions on or after the effective date of this Policy.
  - E. 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.
  - 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.
    - 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 (11 pages)
- #3 Request for Additional Good Time

APPROVED SIGNATURE: William K. Marshall III 12/14/2023  
William K. Marshall III, Commissioner 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

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## **ACADEMIC AND CAREER DEVELOPMENT CLASSES**

Available through all WVSDT jail and prison education programs.

### **Adult Education:**

Education Level Gain **20 Days Credit**

Pass **ALL** parts of the HSE Diploma **70 Days Credit**

### **Career Development Course #1:** **40 Days Credit**

WV Welcome

Fair Shake

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

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

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**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-Refrigerant 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**

**40 Days**

General Professional Information  
The Science of Cosmetology  
Professional Cosmetology  
Chemicals  
State Board Exam

**Esthetics**

**40 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

**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 Office Word Certification:  
Format text, shapes and images. Insert images  
Tables, charts, media and 3D models  
Microsoft Excel Certification:  
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  
107B 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  
107B 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



|  |                |
|--|----------------|
| <b><u>Building Maintenance Operations Course #2</u></b>  | <b>20 Days</b> |
| Jobsite Safety, Tools and Equipment<br>General Layout<br>Floor and Stair Framing<br>Wall Framing<br>Roof Framing   |                |
| <b><u>Building Maintenance Operations Course #3</u></b>  | <b>20 Days</b> |
| Residential Construction: Safety, Tools, Equipment<br>Residential Site Layout<br>Residential Foundations, Form and Framing<br>Residential Doors, Windows and Sheeting<br>Residential Interior and Exterior Finishing                   |                |
| <b><u>Building Maintenance Operations Course #4</u></b>  | <b>30 Days</b> |
| Commercial Safety and Rigging<br>Commercial Material, Fasteners and Tools<br>Commercial Footings and Forms<br>Commercial Floor, Stair, Wall and Roofing<br>Commercial Ceiling and Floors<br>Commercial Interior and Exterior Finishing |                |
| <b>Building Maintenance Operations Apprenticeship</b>  | <b>90 Days</b> |
| <b><u>Electricity Course #1</u></b>  | <b>20 Days</b> |
| NCCER-Core Curriculum<br>6S<br>NCCER-Electrical Level 1<br>Hands on Requirements   |                |
| <b><u>Electricity Course #2:</u></b>   | <b>20 Days</b> |
| NCCER-Electrical Level 2<br>Hands on Requirements  |                |
| <b><u>Electricity Course #3:</u></b>   | <b>20 Days</b> |
| NCCER-Electrical Level 3<br>Hands on Requirements  |                |
| <b><u>Electricity Course #4:</u></b>   | <b>30 Days</b> |
| NCCER-Electrical Level 4<br>Hands on Requirements<br>Apprenticeship Prep-Journeyman Test   |                |
| <b>Electrical Technology Apprenticeship</b>  | <b>90 Days</b> |

**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> |

**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 during this period of incarceration.

|  |             |
|--|-------------|
| _____                                  | _____       |
| <i>Unit Manager/Designee Signature</i> | <i>Date</i> |

**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> |

**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> |

cc: Facility Records Clerk  
Central Office Records Department