

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 151.07

EFFECTIVE DATE: 06 September 2023

SUBJECT: TIME SHEETS

POLICY DIRECTIVE

PURPOSE:

To provide guidelines for the statutory requirement that each inmate be given a statement setting forth the term or length of his or her sentence(s) and minimum discharge date upon commitment to the custody of the Commissioner of the Division of Corrections and Rehabilitation.

REFERENCE:

WV Code §15A-4-17.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 151.07, dated 01 September 2021.

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:

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.

POLICY:

- I. Each adult inmate placed in the custody of the Commissioner 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., or upon his or her return to custody as the result of violation of parole under WV Code §62-12-19, or supervised release under WV Code §62-12-26 shall be given a statement setting forth the term or length of his or her sentence(s).

- II. This written statement, also known as a time sheet, shall be provided **within thirty (30) days** of the inmate's admittance to a DCR facility, receipt of proper sentencing/commitment orders or other documentation that affects the minimum discharge/final release date.
 - A. The Central Office Records Department will prepare time sheets on inmates sentenced to DCR custody for felony convictions.

 - B. A facility Records Clerk will prepare time sheets for each of the following:
 1. Inmates whose parole has been revoked.
 2. Inmates sentenced to DCR custody for an additional felony conviction and/or upon receipt of an amended order.
 3. Inmates who have lost good time, earned extra good time for program completion, or completed a good time restoration contract.
 4. Inmates whose term of supervised release is revoked by the court and returned to a DCR facility.

 - C. For each of the above time sheets (felony convictions; parole revocations; additional felony or amended order; loss, restoration or additional good time; and supervised release revocations) in addition to the preparer, a supervisor in the Central Office Records Department will review all information and calculate the discharge/final release date as a means of quality control.

 - D. Records Clerks in jail facilities will also prepare time sheets for inmates sentenced for misdemeanors. The Records Clerk's supervisor will also review all information and calculate the discharge/final release date as a means of quality control.

 - E. Time sheets will reflect every sentence the inmate is serving but not include the offense.

- F. Time sheets will reflect the overall minimum discharge/final release date computed according to state code. Cumulative or consecutive sentences will be added together and considered and calculated as only one aggregate sentence; however, they will be listed individually in the appropriate section (e.g., two (2), 1–10 years consecutive (CS) sentences will be a single 2-20 years sentence using the earliest effective sentence date).
 - G. Time sheets will be distributed to the inmate and entered in the Offender Information System (OIS).
- III. Each inmate shall be given a revision of the statement described above when any part or all of his/her good time has been forfeited and revoked, earned extra good time for program completion or had good time restored pursuant to policy, by which the time of his or her earliest discharge/release is changed.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: William K. Marshall III Sept 6, 2023
William K. Marshall III, Commissioner Date