

Time Computation

Prior to time comping any offender you should always:

- 1) Verify all documents you have are for the same offender and all are for the offender you are currently working on.
- 2) Check the tran for accuracy by looking at your tran instructions. See attached transfer screen cheat sheet. If the tran looks wrong, STOP and see your supervisor.
- 3) Check to see if the offender has a release tran that falls between the current arrest date and current sentence date on your jail credit letter. For example, G301/G302/A202
 - a. If yes, you will need to see if the current sentence states that it is to run concurrent or consecutive with any other sentence. For definitions of a concurrent and consecutive sentence, see Department Regulation #B-04-001
 - i. If the minutes state concurrent the offender is entitled to all of the credit from the jail credit while serving the previous sentence as listed on the jail credit letter.
 - ii. If the judge states consecutive, the offender will not receive any credit while he was serving the previous sentence. You will have to adjust the credit within the time computation so that the offender will not receive that credit.
 - iii. If the judge does not state either way, it is the department's interpretation that the sentence is consecutive and shall be treated in the same manner as a consecutive sentence.
- 4) Verify that all information entered on the docket and offense screens has been updated and is correct.
- 5) You will need to determine the offender class prior to the time computation. Please see your instructions for offender class and Department Regulation #B-04-004.
- 6) You will need to determine the good time act for each offense prior to the time computation. Please see your instructions for good time act.
- 7) You will need to determine the parole eligibility prior to the time computation. Please refer to your instructions for Parole Eligibility and Department Reg. #B-04-004.
- 8) You will need the following documents in order to complete the time computation:
 - a. Jail credit letter
 - b. Probation minutes (If the original sentence length is stated within the probation revocation minutes, you do not need the probation minutes).
 - c. Sentencing/Probation revocation minutes
 - d. PED Hotlist
 - e. List of current good time acts
 - f. List of crimes of violence - Department Reg. #B-04-001 Attachment A
 - g. List of sex offenses - Department Reg. #B-08-009 Attachment B
 - h. List of sex offenses in which we can deny good time - Department Reg. #B-04-001 Attachment C

Good Time Act Training Instructions

You will need to determine what good time act the offender will be placed under for each offense they have been convicted of. An offender may commit multiple offenses and each offense may be placed under a different good time act. You will need to complete the following steps to determine the good time act for an offense.

- 1) Is this a sex offense? Refer to Department Regulation #B-08-009, Attachment B for a list of all sex offenses.
 - a. Is it a sex offense in which we can deny good time? You will need to refer to Department Regulation #B-04-001, Attachment C. All sex offenses listed on this attachment are ones in which the offender will be denied good time. Be sure you review this attachment carefully. There are stipulations for an attempt of a sex offense.
 - b. If the offender was found guilty and sentenced for one of the offenses listed on Attachment C, the offender will be placed under Act 1209 or Act 149. You will need to refer to your list of good time acts to determine which one. Most of these offenders will be placed under Act 1209.
 - i. Only a conviction for an attempt of the 7 offenses listed at the bottom of Attachment C may be placed under Act 1209 or Act 149.
 - ii. If the offender was sentenced to an attempt for any of the sex offenses listed at the top portion of the attachment, the offender cannot be placed under Act 1209 or Act 149. In this case, you would need to refer to the list of crimes of violence and go from there.
 - c. If the offender was sentenced to a sex offense but the sex offense is not listed on Attachment B, the offense will be treated in the same manner as a non-violent/non-sex offense.
- 2) Is this a violent crime? Refer to Department Regulation #B-04-001, Attachment A. All crimes that are deemed violent are listed on this attachment.
 - a. If the crime is listed as a Crime of Violence, you will need to determine if it's a first crime of violence or a second crime of violence.
 - i. If it is a first crime of violence, the offender will be placed under Act 1099.
 - ii. If it is a second crime of violence, the offender will be placed under Act 150. In order for a crime to be deemed a second crime of violence, the offender has to have a previous conviction for a crime of violence PRIOR to the commission of his current crime.
 - b. If the crime is not listed on the crimes of violence list, it will be treated in the same manner as a non-violent/non-sex offense crime.
- 3) Is this a non-violent/non-sex offense crime?
 - a. If yes, you will need to look at the list of Good Time Acts for this type of crime to determine which one the offender will be placed under. Most offenders will be placed under Act 110 but there may be exceptions. If the offender does not meet the guidelines for Act 110, ask your supervisor.

OPEN B OR I DOCKETS AT RELEASE

There are indications on the docket screen when we are missing sentences and a specialist should be able to recognize them. It's the purpose of reviewing the docket screens when processing a release. Attached are a couple of examples so that you and your employees can familiarize yourself with these types of cases. This is part of the clearing process and is one of the reasons we print the docket screens for review. This does not include all of the different types of cases so whenever in doubt, ASK.

This offender has a "B" (Probation) docket for [161683] and an "I" (Investigation) docket for 161686.

028	[161683]	PASSMAN	TAMMY	B	20170208			NA	0149	004
028	[152262]	PASSMAN	TAMMY	A	20161206			CC	0149	007
028	152262	PASSMAN	TAMMY	A	20161012	FLR	170519	NA		006
028	152262	PASSMAN	TAMMY	G	20160308	REV	161012	NA	0170	003
028	[152262]	PASSMAN	TAMMY	B	20160106	REV	161206	NA	0170	002
302	TX72092	PASSMAN	TAMMY	B	20140812	FLR	150811	NA	1027	001
028	161686	PASSMAN	TAMMY	I		IVC	170208		0170	005

Anytime there is a bracketed docket, there should ALWAYS be a matching unbracketed docket. These are what we refer to as a split sentence - some of the sentence is served in DOC custody and the rest is suspended and he is to serve time on probation for the same docket. The brackets are our indication that the offender has received a split sentence that we have not received paperwork for. If you ever come across a bracketed docket that does not have a matching unbracketed docket you are to request the paperwork (jail credit letter, bill of info and sentencing minutes) so that it can be added to the time computation. You may see these bracketed dockets built as a "B" or an "I" but either way it's treated the same if there's no matching "A".

When an offender has an "I" docket without brackets that means he's received a conviction but may not have been sentenced yet. If you open the "I" docket up, you will see the conviction date for this charge was on 12/5/2016 (see below). At this point, the you should check the file or Oracle to see if we have any supplemental paperwork for this offender.

- If we don't, you are to request the paperwork (jail credit, bill of info and sentencing minutes) so that it can be added to the time computation. ****NOTE**** The unbracketed "I" docket should be modified to create our "A" for the additional sentence in these cases.
- If the offender has not been sentenced, you will need to request the next court date and make note of it on the checklist.
 - o If the court date is prior to the offender's scheduled release, the release will not be processed and certificate will be held until we get a court disposition in case he's sentenced prior to release. You will be responsible for requesting all paperwork if he's sentenced.
 - o If the court date is after the offender's release date, you will need to note the court date on the release checklist and contact the jail to see if the offender should have a detainer for this docket. Add the detainer if applicable or note the status of the docket (for example: offender bonded, offender given ROR or etc).

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DOCKET INFORMATION
COURT.....: 28TH JUDICIAL D DOCKET NUMBER...: 161686
NAME ON DOCKET.....: PASSMAN, TAMMY R SEQ NUM: 005
JUDGE'S NAME.....: J C PETERS COURT SECTION...:
PARISH OF CONVICTION...: LASALLE VERDICT OR PLEA: PLEA
DEF ATTORNEY LAST NAME: CONVICTION DATE: 12/05/2016
SENTENCE DATE.....: / / SENTENCE START.:
DOCKET DISPOSITION...: AGENT.....: KEITH MCGEEHEE
REVOCATION STATUS.....: JUVENILE SEX VICTIM?: N
TYPE SUPERVISION.....: INVESTIGATION JUDGE ORD 962?..: N
PROB. EXPIRATION DATE.: DOC EXP. DATE...: / /
CLOSURE CODE...: INVEST COMPLETE 402 RELEASE DATE.:
CLOSURE DATE.....: 02/08/17 HOW CARRIED.:
MISCELLANEOUS NUMBER...: HISC. TYPE...:
LAST UPDATE DATE.....: 02/17/17 UPDATE USER.: BRIGITTE JUNEAU
XMIT FROM HERE->: P&P CLOSURE LETTER TYPE-> XMIT->
F2=RETURN TO MENU F3=RETURN TO LIST F5=OFFENSE LIST

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This offender has an open "B" docket [152262] and an open "I" docket [161683]

CRT CDE	CRT DCKT	DOCKET	NAME	TYP SUP	SENTENCE DATE	CLS CDE	CLS DTE	HOW CAR	AGNT NUM	SEQ NUM
028	161683	PASSMAN	TAMMY	A	20170208			CS		008
028	152262	PASSMAN	TAMMY	A	20161012	PCD	170519	NA		006
028	152262	PASSMAN	TAMMY	G	20160308	REV	161012	NA	0170	003
028	[152262]	PASSMAN	TAMMY	B	20160106			NA	0170	002
302	TX72092	PASSMAN	TAMMY	B	20140812	FLR	150811	NA	1027	001
028	[161683]	PASSMAN	TAMMY	I				NA	0120	004

The "I" docket, [161683], is for a split sentence but the DOC portion, 161683, has already been added and is what the offender is currently serving time for. You know this because it is the same docket number as the bracketed docket. On the checklist for the "I" docket, you would note the open "I" and that it's a split sentence.

The open "B" docket tells you the offender is currently under probation. Since this new felony was committed after the sentence date of the probation docket, he may be a probation violator. At this point you can review the court screen to see if the docket is in the revocation process. If a motion and order has been filed for revocation the offender will have a 0302 entered on the court screen for that particular docket. Please see below example.

COURT	DOCKET NUMBER	STATUS CODE	STATUS DATE	RECALL CODE	RECALL DATE	SEQUENCE NUMBER
028	152262	0435	161012			003
028	[152262]	0302	161004	0312	161206	002
		0901	160909	0902	161206	001

You would need to contact P&P to see if the "B" docket has been revoked or is still pending revocation. You can do this by emailing the agent and update user from the docket screen. Be sure to explain that the offender has received a new felony sentence which could cause the probation docket to be revoked and you need to know the status of the probation docket. Will it be revoked, is it pending revocation or etc? ****REMINDER****You will need to scan in any emails with your release clearing paperwork. I cannot stress the importance of documentation.

- If the docket has been revoked, you will need to request the paperwork (jail credit letter, bill of info, probation minutes and probation revocation minutes) so that it can be added to the time computation. Do not continue with the release.
- If the docket is pending revocation, you will need request the next scheduled court date.
 - o If the court date is prior to the release date, the release will not be processed and certificate will be held until we get a court disposition in case he's sentenced prior to release. You will be responsible for requesting all paperwork if he's sentenced.
 - o If the court date is after the offender's scheduled release date, you will note the court date on the checklist and the offender will need to release to a detainer to the jail for the parish of conviction for the probation case.
- If the probation will not be revoked and the probation will be continued, note it on the checklist.

If ever in doubt with any of the above information or procedures, ask your supervisor or manager.

Initial Time Comp - Continuous Custody

If an offender was in continuous custody, that means he remained in jail from the time he was originally arrested until the date he was sentenced.

To complete a time computation, you will need to go to CTIMCOMP in Cajun.

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DATE: 07/30/14          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 16:22           CAJUN II - TIME COMPUTATION PROGRAM          INITIAL SCREEN

          DOC NUMBER.....:
          PRINTER PID.....:
          PROGRAM OPTION...:
          # OF COPIES.....:

          OPTIONS          CODE
          -----          ---
          INITIAL TIMECOMP          1
          CERTIFIED TREATMENT GT    2
          PAROLE VIOLATOR           3
          ESCAPE                     4
          APPEAL/BOND                5
          RESTORATION OF GT          6
          CTCRPT PRIOR 8/2012        7
          ACT 792                     8
          CTCRPT NEW                  9

          XMIT HERE -->
    
```

You will enter the offenders DOC number, your printer PID # (found at the top left of your Cajun screen), program option 1 (for initial time comp), the number of copies to be printed and then you will transmit. Once you transmit, Cajun will bring you to the time computation summary screen.

```

DATE: 07/30/14          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 16:22           CAJUN II - TIME COMPUTATION OFFENSE SUMMARY SCREEN  1 OF  1

TURNER, MILTON          B/M          DOC#:  00567360          SID#:  002300129
ASGN LOC:  6002-OAS/SOUTH JAILS          PHYS LOC:  5455-TERREBONNE PP
OPT DATE: 00000000

  JCRED   SEQ   COURT   -----OFFENSE----- SENTENCE  SENTENCE  CS   V
  DONE    NUM   DOCKET  MOD  STATUTE  CNT  DATE   LENGTH  PTR   F
  _  X    003   665787   14:67          001 20140623  0030000

  F3=ROLL BKWD  F4=ROLL FWD  F5=MODOFF.  F6=MODDOCK  F9=DONE  F10=DELETE

  TAB TO THE APPROPRIATE LINE AND XMIT TO INPUT FOR OFFENSE
    
```

You will need to see if an opt date is entered on the summary screen and if so, zero it out (see the highlighted section above). You only do this on initial time comps. DO NOT take the opt date out in any other case unless told to do so. If there is a date there, make sure you replace it with all zeros. Once you make sure the opt date is zeroed out, you will tab to the next line and transmit to proceed to the time comp.

```

SAHF AS OFF. NO.: 0 PAGE 1
ARREST DATE....: 07/19/2013 BOND DATE....: DOC NUMBER:00567360
ARREST DATE....: BOND DATE....: -----
ARREST DATE....: BOND DATE....: DOCKET:665707
ARREST DATE....: BOND DATE....: -----
ARREST DATE....: BOND DATE....: STATUTE: 14:67
ARREST DATE....: BOND DATE....: -----
ARREST DATE....: BOND DATE....: OFFENSE DATE:
REMANDED.....: SENT. DATE....: 06232014 20120213
SENT START DATE: 06232014 TYPE RELEASE.: -----
PROBATION DATE.: BOND DATE....: OFFENSE NO:003
ARREST DATE....: BOND DATE....: -----
REMANDED.....: REVOKED.....:
REV/START DATE.: PV SENTENCE.: BALANCE OWED:0000756
SENT LENGTH....: 0030000 (YYMMDD) MUST SERVE.: 98
AWARDED CREDITS: 000000 JAIL CREDITS.: 000339 TOTAL LOSS: 0000
OFFENDER CLASS.: 02 GT ACT.....: 0110 OPT DT: 00000000
CONSECUTIVE POINTERS ?: N PAROLE ELIG.?: Y ACT 792: N
DISASTER RELIEF: 000000 HB 442:
PV GT CREDIT:000000
xmit here:
F3 = RETURN TO LIST

```

Once you transmit, you will be brought to the time comp and will enter/verify the following information:

- 1) Arrest date - The arrest information will be found on the jail credit letter and you will enter the arrest date here.
- 2) Sentence and sentence start date - Cajun should automatically generate this information from the docket screen; however, you should always verify that these dates match the date on your sentencing minutes. You may need to back out and check the docket screen for accuracy if the dates don't match.
- 3) Sentence length - Cajun will automatically generate this information from the offense screen; however, you should always verify it's correct and matches the sentencing minutes. You may need to back out and check the offense screen if the sentence length is incorrect.
- 4) Offender Class - Enter what you determined his/her offender class is. You would have done this using your instructions PRIOR to starting the time comp.
- 5) GT Act - Enter the good time act you determined the offender will be placed under. You should've done this PRIOR to starting the time comp by using your Good Time Act instructions.
- 6) Parole Elig - You will place either a "Y" or "N" depending on what you determined the parole eligibility to be for each offense. If the offender is a 3rd offender or more, the parole eligibility will ALWAYS be "N".
- 7) Once you have entered/verified the necessary information, tab to the bottom of the screen where it says "xmit here:" and transmit. You will then be brought to the screen with the release date information.

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DATE: 07/31/14          DPS&C - CAJUN II          CTIMCOMP
TIME: 15:49            RELEASE DATES          PAGE 3
NAME.....:DAVIS, JESSIE          .400
DOC NUMBER:00593776

FULLTERM DATE...:01292019    FULLTERM BALANCE ...:0001671 DAYS
FULLTERM CONTROLLING OFFENSE: 02

PAROLE DATE.....:NOT ELIG    PAROLE BALANCE.....:          DAYS    MAXSENT
PAROLE CONTROLLING OFFENSE...: 02          0050000
DB DS DATE.....:00000000
ADJ DS DATE.....:01292016    GOODTIME BALANCE...:    575 DAYS    RESTORATION
RAW DS DATE.....:01292016    FORFEITURE.....: 0000 DAYS    0 DAYS
CTRP RELEASE FACTOR:0000 DAYS    CTRP GT Earned: 0000 DAYS
EDUCATIONAL CUTOFF DATE.....: **/**/**
GOODTIME CONTROLLING OFFENSE: 02    UPDATE TO READY ON PRECLASS SCREEN: Y
DISASTER RELIEF: 000000

COMMENTS:
  << TRANSMIT FOR PRINTOUT PRIOR TO COMPUTING CTRP GOODTIME >>
  XMIT HERE TO ALSO UPDATE INCENTIVE PAY ->          XMIT HERE ->
  F3=RETURN TO LIST    F6=WKSHEET ONLY    F7=PRINTOUTS/CHPRI    F9=SAVE ONLY

```

This screen shows you a summary of all of the release dates. This is how you can tell if an offender will be an immediate release BEFORE you print the time comp. If you look at the "ADJ DS DATE", this is the offender's release date. The "ADJ DS DATE" and "RAW DS DATE" on this screen should be the same when completing an initial time comp. If they're not, get with your supervisor so y'all can figure out what's wrong.

On an initial time comp, you must make sure there is a "Y" where it reads "UPDATE TO READY ON PRECLASS SCREEN". If you don't, the offender will stay in "I" or incomplete status. An offender must be in ready status in order to be transferred so it is very important that you remember the "Y".

For EVERY time comp you do, you must put in the "COMMENTS" what you did. For example, if you just completed an initial time comp you would put "INITIAL TIME COMP" in the comments. If you made a correction you would note what correction was made, "CORRECT JAIL CREDIT". Do not leave the comments from the prior time comp, ALWAYS change them to reflect what you did.

Once you check the dates, mark the "Y" for ready status and type your comments you may tab to "XMIT HERE" and transmit. This will print your time comp.

Initial Time Comp - Arrest/Bond/Remand

If an offender was arrested and bonded, he was not in continuous custody until the date of sentencing. We would have to show this on the time comp using the information provided in the jail credit letter.

To complete a time computation, you will need to go to CTIMCOMP in Cajun.

```

DATE: 07/30/14          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 16:22            CAJUN II - TIME COMPUTATION PROGRAM      INITIAL SCREEN

DOC NUMBER.....:
PRINTER PID.....:
PROGRAM OPTION...:
# OF COPIES.....:

          OPTIONS                CODE
-----
INITIAL TIMECOMP                1
CERTIFIED TREATMENT GT         2
PAROLE VIOLATOR                 3
ESCAPEE                          4
APPEAL/BOND                     5
RESTORATION OF GT              6
CTCRPT PRIOR 3/2012            7
ACT 792                          8
CTCRPT NEW                       9

XMIT HERE -->
    
```

You will enter the offenders DOC number, your printer PID # (found at the top left of your Cajun screen), program option 1 (for initial time comp), the number of copies to be printed and then you will transmit. Once you transmit, Cajun will bring you to the time computation summary screen.

```

DATE: 07/30/14          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 16:22            CAJUN II - TIME COMPUTATION OFFENSE SUMMARY SCREEN 1 OF 1

TURNER, MILTON          B/M    DOC#: 00567360    SID#: 002308129
ASGN LOC: 6002-OAS/SOUTH JAILS    PHYS LOC: 5455-TERRLBONNE PP
OPT DATE: 00000000

JCRE  SEQ  COURT  -----OFFENSE----- SENTENCE  SENTENCE  CS  V
DONE  NUM  DOCKET  MOD  STATUTE  CNT  DATE  LENGTH  PTR  F
_   X   003   665787      14:67      001 20140623 0030000

F3=ROLL BKWD  F4=ROLL FWD  F5=MODOFF.  F6=MODDOCK  F9=DONE  F10=DELTE

TAB TO THE APPROPRIATE LINE AND XMIT TO INPUT FOR OFFENSE
    
```

You will need to see if an opt date is entered on the summary screen and if so, zero it out (see the highlighted section above). You only do this on initial time comps. DO NOT take the opt date out in any other case unless told to do so. If there is a date there, make sure you replace it with all zeros. Once you make sure the opt date is zeroed out, you will tab to the next line and transmit to proceed to the time comp.

```

SAME AS OFF.NO.: 0
ARREST DATE....: 07252008 BOND DATE....: 10022008 PAGE 1
ARREST DATE....: 06112009 BOND DATE....: 06162009 DOC NUMBER:00525539
ARREST DATE....: 06052014 BOND DATE....: 06062014 -----
ARREST DATE....: BOND DATE....: DOCKET:480670
ARREST DATE....: BOND DATE....: -----
ARREST DATE....: BOND DATE....: STATUTE: 14:60.4
ARREST DATE....: BOND DATE....: -----
ARREST DATE....: BOND DATE....: OFFENSE DATE:
REMANDED.....: 07112014 SENT DATE....: 07152014 20080725
SENT START DATE: 07152014 -----
PROBATION DATE.: TYPE RELEASE.: OFFENSE NO:004
ARREST DATE....: BOND DATE....: -----
ARREST DATE....: BOND DATE....:
REMANDED.....: REVOKED.....:
REV/START DATE.: PV SENTCE ..: BALANCE OWED:0000286
SENT LENGTH....: 0010000 (YYMMDD) MUST SERVE..: 66
AWARDED CREDITS: 000000 JAIL CREDITS.: 000079 TOTAL LOSS: 0000
OFFENDER CLASS.: 02 GT ACT.....: 0110 OPT DT: 00000000
CONSECUTIVE POINTERS ?: N PAROLE ELIG.?: Y ACT 792: N
DISASTER RELIEF: 000000 HB 442:
PV GT CREDIT:000000
xmit here:

```

Once you transmit, you will be brought to the time comp and will enter/verify the following information:

- 1) Arrest date - The arrest information will be found on the jail credit letter and you will enter the arrest date here.
- 2) Bond date - Offenders may go in and out of custody on a charge prior to sentencing. If the offender boned on the charge you will have to enter the bond date. There may be more than one "arrest and bond" on an offense.
- 3) Remanded - If an offender bonds, he MUST be remanded in the time comp on or before the sentence date. This information is usually found on the jail credit; however, there are cases where the jail credit letter will not show when the offender was remanded. In this case, you would use the same date as the sentence date.
- 4) Sentence and sentence start date - Cajun should automatically generate this information from the docket screen; however, you should always verify that these dates match the date on your sentencing minutes. You may need to back out and check the docket screen for accuracy if the dates don't match.
- 5) Sentence length - Cajun will automatically generate this information from the offense screen; however, you should always verify it's correct and matches the sentencing minutes. You may need to back out and check the offense screen if the sentence length is incorrect.
- 6) Offender Class - Enter what you determined his/her offender class is. You would have done this using your instructions PRIOR to starting the time comp.
- 7) GT Act - Enter the good time act you determined the offender will be placed under. You should've done this PRIOR to starting the time comp by using your Good Time Act instructions.
- 8) Parole Elig - You will place either a "Y" or "N" depending on what you determined the parole eligibility to be for each offense. If the offender is a 3rd offender or more, the parole eligibility will ALWAYS be "N".

- 9) Once you have entered/verified the necessary information, tab to the bottom of the screen where it says "xmit here:" and transmit. You will then be brought to the screen with the release date information.

```

DATE: 07/31/14          DPS&C - CAJUN II          CTIMCOMP
TIME: 15:49           RELEASE DATES          PAGE 3

NAME.....:DAVIS, JESSIE          .400
DOC NUMBER:00598776

FULLTERM DATE...:01292019      FULLTERM BALANCE ...:0001671 DAYS
FULLTERM CONTROLLING OFFENSE: 02

PAROLE DATE.....:NOT ELTG      PAROLE BALANCE.....:          DAYS      MAXSENT
PAROLE CONTROLLING OFFENSE...: 02          0050000

DB DS DATE.....:00000000
ADJ DS DATE.....:01292016      GOODTIME BALANCE...:          575 DAYS      RESTORATION
RAW DS DATE.....:01292016          FORFEITURE.....: 0000 DAYS          0 DAYS
CTRP RELEASE FACTOR:0000 DAYS      CTRP GT Earned: 0000 DAYS
EDUCATIONAL CUTOFF DATE.....: **/**/**
GOODTIME CONTROLLING OFFENSE: 02      UPDATE TO READY ON PRECLASS SCREEN: Y
DISASTER RELIEF: 000000

COMMENTS:
  << TRANSMIT FOR PRINTOUT PRIOR TO COMPUTING CTRP GOODTIME >>
  XMIT HERE TO ALSO UPDATE INCENTIVE PAY ->          XMIT HERE ->
  F3=RETURN TO LIST      F6=WKSHEET ONLY      F7=PRINTOUTS/CMPT      F9=SAVE ONLY

```

This screen shows you a summary of all of the release dates. This is how you can tell if an offender will be an immediate release BEFORE you print the time comp. If you look at the "ADJ DS DATE", this is the offender's release date. The "ADJ DS DATE" and "RAW DS DATE" on this screen should be the same when completing an initial time comp. If they're not, get with your supervisor so y'all can figure out what's wrong.

On an initial time comp, you must make sure there is a "Y" where it reads "UPDATE TO READY ON PRECLASS SCREEN". If you don't, the offender will stay in "I" or incomplete status. An offender must be in ready status in order to be transferred so it is very important that you remember the "Y".

For EVERY time comp you do, you must put in the "COMMENTS" what you did. For example, if you just completed an initial time comp you would put "INITIAL TIME COMP" in the comments. If you made a correction you would note what correction was made, "CORRECT JAIL CREDIT". Do not leave the comments from the prior time comp, ALWAYS change them to reflect what you did.

Once you check the dates, mark the "Y" for ready status and type your comments you may tab to "XMIT HERE" and transmit. This will print your time comp.

Initial Time Comp – Deferred Execution/Sentence

The deferred execution of a sentence is when an offender's sentence is deferred at the time of sentencing and he/she is given a later date to report to start serving the sentence.

You will need to make sure you update the docket screen correctly on this type of sentence. The sentence start date on the docket screen will always be the date the offender reported to start serving the sentence. In the example below, the offender was sentenced on 1/14/2015 but did not report to serve the sentence until 1/16/2015. You would also need to make sure the tran reflects the offender out of custody from 1/14/2015 until 1/16/2015 because of the deferred sentence.

```

BERGERON, KATIE                W/F    DOC#: 00632986   SID#: 002713832
ASGN LOC: 8102-OAS/FEMALE JAILS  PHYS LOC: 5455-TERREBONNE PP
CVNR ...:
D O C K E T   I N F O R M A T I O N
COURT CODE.....: 032          DOCKET NUMBER...: 686258
LAST NAME: BERGERON          FIRST NAME: KATIE      M I: R  SUFF:
JUDGE'S NAME .....: J WALKER    COURT SECTION...: B
PARISH OF CONVICTION...: TER      VERDICT OR PLEA: P
DEF ATTORNEY LAST NAME: LIRETT    CONVICTION DATE: 01142015
SENTENCE DATE.....: 01142015     SENTENCE START.: 01162015
PROB. EXPIRATION DATE.:          DOC EXP. DATE...: 11072015
CLOSURE CODE...:              402 RELEASE DATE.: MMDDYYYY
CLOSURE DATE.....: MMDDYY      HOW CARRIED....: NA
MISCELLANEOUS NUMBER...:       MISC. TYPE.....:
AGENT NUMBER.....:            DOCKET DISPOS...: 301
TYPE SUPERVISION.....: A       REVOCATION STAT:
JUVENILE SEX VICTIM?..:       JUDGE ORD(962)?:
XMIT FROM HERE->          P&P CLOSURE LETTER TYPE-> XMIT->
F2=RETURN TO MENU      F3=DOCKET INQUIRY
    
```

To complete a time computation, you will need to go to CTIMCOMP in Cajun.

```

DATE: 07/30/14                DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 16:22                   CAJUN II - TIME COMPUTATION PROGRAM  INITIAL SCREEN

DOC NUMBER.....:
PRINTER PID.....:
PROGRAM OPTION...:
# OF COPIES.....:

      OPTIONS                CODE
-----
INITIAL TIMECOMP           1
CERTIFIED TREATMENT GT    2
PAROLE VIOLATOR           3
ESCAPEE                   4
APPEAL/BOND               5
RESTORATION OF GT        6
CTCRPT PRIOR 8/2012      7
ACT 792                   8
CTCRPT NEW                9

XMIT HERE -->
    
```

You will enter the offenders DOC number, your printer PID # (found at the top left of your Cajun screen), program option 1 (for initial time comp), the number of copies to be printed and then you will transmit. Once you transmit, Cajun will bring you to the time computation summary screen.

```

DATE: 02/20/15          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 15:54          CATUR II - TIME COMPUTATION OFFENSE SUMMARY SCREEN 1 OF 1

BERGERON, KATIE          W/F      DOC#: 00632986      SID#: 002713832
ASGN LOC: 0102-OAS/FEMALE JAILS      PHYS LOC: 5455-TERREBOUNE PP
OPT DATE: 00000000
  JCRD   SEQ   COURT   -----OFFENSE-----  SENTENCE  SENTENCE  CS   V
  DONE   NUM   DOCKET  MOD  STATUTE   CNT   DATE    LENGTH  PTR   F
  X      001   686258      14:67.10      001 20150114  0010000
F3=ROLL BKWD  F4=ROLL FWD  F5=MODOFF.  F6=MODDOCK  F9=DONE  F10=DELETE
TAB TO THE APPROPRIATE LINE AND XMIT TO INPUT FOR OFFENSE

```

You will need to see if an opt date is entered on the summary screen and if so, zero it out (see the highlighted section above). You only do this on initial time comps. DO NOT take the opt date out in any other case unless told to do so. If there is a date there, make sure you replace it with all zeros. Once you make sure the opt date is zeroed out, you will tab to the next line and transmit to proceed to the time comp.

```

SAME AS OFF.NO.: 0          PAGE 1
ARREST DATE....: 00142014  BOND DATE....: 10222014  DOC NUMBER:00632986
ARREST DATE....:          BOND DATE....:          -----
ARREST DATE....:          BOND DATE....:          DOCKET:686258
ARREST DATE....:          BOND DATE....:          -----
ARREST DATE....:          BOND DATE....:          STATUTE: 14:67.10
ARREST DATE....:          BOND DATE....:          -----
ARREST DATE....:          BOND DATE....:          OFFENSE DATE:
REMANDED.....: 01142015  SENT.DATE....: 01142015  20140610
SENT START DATE: 01162015
PROBATION DATE.:          TYPE RELEASE.:          -----
ARREST DATE....:          BOND DATE....:          OFFENSE NO:001
ARREST DATE....:          BOND DATE....:          -----
REMANDED.....:          REVOKED.....:          -----
REV/START DATE.:          PV SENTECE ..:          BALANCE OWED:0000296
SENT LENGTH....: 0010000  (YYMMDD)          MUST SERVE...: 76
AWARDED CREDITS: 000000  JAIL CREDITS.: 000069  TOTAL LOSS: 0000
OFFENDER CLASS.: 01      GT ACT.....: 0110  OPT DT: 00000000
CONSECUTIVE POINTERS ? : N  PAROLL ELIG.?: Y  ACT 792: N
DISASTER RELIEF: 000000          HB 442:
PV GT CREDIT:000000
xmit here:
F3 = RETURN TO LIST

```

Once you transmit, you will be brought to the time comp and will enter/verify the following information:

- 1) Arrest date - The arrest information will be found on the jail credit letter and you will enter the arrest date here.
- 2) Bond date - Enter if the offender bonded or released from custody prior to sentencing on the jail credit letter (if applicable)
- 3) Remanded - The date the offender was remanded before sentencing. If there is no date listed on the jail credit letter, we are to assume that the offender did not come back into custody until the date of sentencing so you will use the sentence date.
- 4) Sentence date - Cajun should automatically generate this information from the docket screen; however, you should always verify that this date

matches the date on your sentencing minutes. You may need to back out and check the docket screen for accuracy if the date doesn't match.

- 5) Sentence start date - Cajun should automatically generate this information from the docket screen; however, you should always verify it matches the date the offender reported to start his sentence. By doing so, the offender will not be given credit between his sentence date and the date he reported.
- 6) Sentence length - Cajun will automatically generate this information from the offense screen; however, you should always verify it's correct and matches the sentencing minutes. You may need to back out and check the offense screen if the sentence length is incorrect.
- 7) Offender Class - Enter what you determined his/her offender class is. You would have done this using your instructions PRIOR to starting the time comp.
- 8) GT Act - Enter the good time act you determined the offender will be placed under. You should've done this PRIOR to starting the time comp by using your Good Time Act instructions.
- 9) Parole Elig - You will place either a "Y" or "N" depending on what you determined the parole eligibility to be for each offense. If the offender is a 3rd offender or more, the parole eligibility will ALWAYS be "N".
- 10) Once you have entered/verified the necessary information, tab to the bottom of the screen where it says "xmit here:" and transmit. You will then be brought to the screen with the release date information.

```

DATE: 02/20/15          DPS&C - CAJUN II          CTIMCOMP
TIME: 16:02            RELEASE DATES              PAGE 3
NAME.....:BERGERON, KATIE          .400
DOC NUMBER:00632986

FULLTERM DATE...:11072015    FULLTERM BALANCE ..:0000296 DAYS
FULLTERM CONTROLLING OFFENSE: 01

PAROLE DATE.....:02072015    PAROLE BALANCE.....:    22 DAYS          MAXSENT
PAROLE CONTROLLING OFFENSE...: 01          0010000

DE DS DATE.....:00000000
ADJ DS DATE.....:04012015    GOODTIME BALANCE...:    76 DAYS          RESTORATION
RAW DS DATE.....:04012015    FORFEITURE.....:    0000 DAYS          0 DAYS
CTRP RELEASE FACTOR:0000 DAYS    CTRP GT Earned: 0000 DAYS
EDUCATIONAL CUTOFF DATE.....: **/**/**
GOODTIME CONTROLLING OFFENSE: 01
DISASTER RELIEF: 000000          UPDATE TO READY ON PRECLASS SCREEN: Y

COMMENTS: INITIAL TIME COMP
          << TRANSMIT FOR PRINTOUT PRIOR TO COMPUTING CTRP GOODTIME >>
          XMIT HERE TO ALSO UPDATE INCENTIVE PAY ->          XMIT HERE ->
          F3=RETURN TO LIST    F6=WKSHEET ONLY    F7=PRINTOUTS/CMPRI    F9=SAVE ONLY

```

This screen shows you a summary of all of the release dates. This is how you can tell if an offender will be an immediate release BEFORE you print the time comp. If you look at the "ADJ DS DATE", this is the offender's release date. The "ADJ DS DATE" and "RAW DS DATE" on this screen should be the same when completing an initial time comp. If they're not, get with your supervisor so y'all can figure out what's wrong.

On an initial time comp, you must make sure there is a "Y" where it reads "UPDATE TO READY ON PRECLASS SCREEN". If you don't, the offender will stay in "I" or incomplete status. An offender must be in ready status in order to be transferred so it is very important that you remember the "Y".

For EVERY time comp you do, you must put in the "COMMENTS" what you did. For example, if you just completed an initial time comp you would put "INITIAL TIME COMP" in the comments. If you made a correction you would note what correction was made, "CORRECT JAIL CREDIT". Do not leave the comments from the prior time comp, ALWAYS change them to reflect what you did.

Once you check the dates, mark the "Y" for ready status and type your comments you may tab to "XMIT HERE" and transmit. This will print your time comp.

Once the time comp prints, you will need to print a master by typing CMPRI and enter.

```
DATE: 02/20/15          DPS&C CORRECTIONS SERVICES          (MPRI
TIME: 16:04            CAJUN II - PRINT MASTER RECORD          INITIAL SCREEN

DOC NUMBER.....: 632986
TYPE SUPERVISION: a
PID NUMBER.....: 11753
# OF COPIES.....: 2          ( normally leave at 1 )

COMMENTS:
DETAINER INFO:

F1=HELP      CMPRI -->      (NAVL -->
F2=RETURN TO MENU  F3=RUN CTIMCOMP  F4=CINQWR
```

You will enter the DOC #, type of supervision (will ALWAYS be A), your PID # found out the top of your Cajun screen and the number of copies. You will need to print 2 copies (unless it's an immediate release)- one for the file and one to be sent to the offender. You may tab to "CMPRI" and transmit once all info has been entered and Cajun will print a copy of the master.

A copy of this type of case is attached with these training instructions.

Initial Time Comp – Probation Violation w/ technical

A probation violation is when an offender's probation supervision is revoked through the court and he/she is ordered to serve a DOC sentence.

Before you begin the time comp on a probation violation, you will need to make sure the probation dockets have been revoked. Once revoked, you will need to update the docket and offense for each. See instructions on how to revoke and update a B docket and offense.

Once the docket and offense screens have been updated correctly, you will need to check the tran screen to see if the offender served a technical violation while on probation. If there is a "T" tran then that means the offender did and may be entitled to additional credit. Print a copy of this screen to compare to your jail credit for your time comp.

ASSIGNED LOCATION	PHYSICAL LOCATION	REASON CODE	FROM DATE
NEW ORLEANS DISTRICT	NEW ORLEANS DISTRICT	B101	20140707
NEW ORLEANS DISTRICT	ORLEANS PP	B603	20140815
FIRST TECHNICAL REVO	ORLEANS PP	T321	20140822
NEW ORLEANS DISTRICT	NEW ORLEANS DISTRICT	B322	20141120
OAS/FEMALE JAILS	ORLEANS PP	A316	20150212

F2=MENU F3=ROLL BACKWARD F4=ROLL FORWARD F5=STATUS INQUIRY F6=CAJI TRNS
 F7=RESORT IN DESCENDING ORDER F8=CADDTRN F9=CMODTRN
 TAB TO THE APPROPRIATE LINE AND XMIT TO DISPLAY TRANSFER RECORD

To complete a time computation, you will need to go to CTIMCOMP in Cajun.

OPTIONS	CODE
INITIAL TIMECOMP	1
CERTIFIED TREATMENT GT	2
PAROLE VIOLATOR	3
ESCAPEE	4
APPEAL/BOND	5
RESTORATION OF GT	6
CTCRPT PRIOR 8/2012	7
ACT 792	8
CTCRPT NEW	9

XMIT HERE -->

You will enter the offenders DOC number, your printer PID # (found at the top left of your Cajun screen), program option 1 (for initial time comp), the number of copies to

be printed and then you will transmit. Once you transmit, Cajun will bring you to the time computation summary screen.

```

DATE: 02/20/15          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 16:17          CAJUN II - TIME COMPUTATION OFFENSE SUMMARY SCREEN 1 OF 1

LEE, MEGAN          W/F      DOC#: 00626153      SID#: 002866416
ASGN LOC: 0102-OAS/FEMALE JAILS      PHYS LOC: 5436-ORLEANS PP
OPT DATE: 00000000

  JCRED   SEQ   COURT   -----OFFENSE-----  SENTENCE  SENTENCE  CS   V
  DONE    NUM   DOCKET  MOD  STATUTE   CNT  DATE    LENGTH  PTR   F

  X      001   520923      40:966      001 20150212  0040000

F3=ROLL BKWD  F4=ROLL FWD  F5=MODOFF.  F6=MODDOCK  F9=DONE  F10=DELETE

TAB TO THE APPROPRIATE LINE AND XMIT TO INPUT FOR OFFENSE.

```

You will need to see if an opt date is entered on the summary screen and if so, zero it out (see the highlighted section above). You only do this on initial time comps. DO NOT take the opt date out in any other case unless told to do so. If there is a date there, make sure you replace it with all zeros. Once you make sure the opt date is zeroed out, you will tab to the next line and transmit to proceed to the time comp.

```

SAME AS OFF.NO.: 0          PAGE 1
ARREST DATE....: 06212014   BOND DATE....:          DOC NUMBER:00626153
ARREST DATE....:          BOND DATE....:          -----
ARREST DATE....:          BOND DATE....:          DOCKET:520923
ARREST DATE....:          BOND DATE....:          -----
ARREST DATE....:          BOND DATE....:          STATUTE: 40:966
ARREST DATE....:          BOND DATE....:          -----
ARREST DATE....:          BOND DATE....:          OFFENSE DATE:
REMANDED.....:          SENT DATE....: 07072014          20140620
SENT START DATE: 07072014   TYPE RELEASE.: P          -----
PROBATION DATE.: 07082014   BOND DATE....: 11202014   OFFENSE NO:001
ARREST DATE....: 08152014   BOND DATE....:          -----
ARREST DATE....:          BOND DATE....:          REVOKED.....: 02122015
REMANDED.....: 12102014   REVOKED.....: 02122015   PV SENTECE ..:          BALANCE OWED:0001291
REV/START DATE.: 02122015   PV SENTECE ..:          MUST SERVE..: 414
SENT LENGTH....: 0040000   (YYMMDD)          JAIL CREDITS.: 000170   TOTAL LOSS: 0000
AWARDED CREDITS: 000000   JAIL CREDITS.: 000170   TOTAL LOSS: 0000
OFFENDER CLASS.: 01      GT ACT.....: 0110   OPT DT: 00000000
CONSECUTIVE POINTERS ? : N  PAROLE ELIG.?: Y   ACT 792: N
DISASTER RELIEF: 000000   HB 442:
PV GT CREDIT:000000

xmit here:

F3 = RETURN TO LIST

```

Once you transmit, you will be brought to the time comp and will enter/verify the following information:

- 1) Arrest date - The arrest information will be found on the jail credit letter and you will enter the arrest date here.
- 2) Bond date - Enter if the offender bonded or released from custody prior to sentencing on the jail credit letter.
- 3) Remanded - The date the offender was remanded before sentencing. If there is no date listed on the jail credit letter, we are to assume that the offender did not come back into custody until the date of sentencing so you will use the sentence date.
- 4) Sentence and sentence start date - Cajun should automatically generate this information from the docket screen; however, when there is a

technical violation you will ALWAYS have to modify these dates in the time comp. These dates should ALWAYS match the original probation minutes. Cajun will generate the dates from the technical docket which is not correct.

- 5) Probation date – This is the date the jail credit letter states the offender released after being sentenced. If there is no date later than the sentence date, we assume he was released after sentencing and use the sentence date.
- 6) Arrest date – You will put the arrest date from the jail credit letter for the technical violation here. If it is not on the jail credit letter, use the dates from the transfer screen.
- 7) Bond date – You will enter the date the offender released from custody from the technical violation.
- 8) Remanded – Use the last remand/arrest date from the jail credit letter before the offender's probation was revoked. If there is not one, check the transfer screen and court screen in Cajun to see if the offender was being held somewhere else and a PNP hold was placed.
- 9) Revoked and Rev/Start date – Cajun should generate these dates from the docket screen. However, you should make sure they match the probation revocation minutes.
- 10) Sentence length – Cajun will automatically generate this information from the offense screen; however, you should always verify it's correct and matches the sentencing minutes. You may need to back out and check the offense screen if the sentence length is incorrect.
- 11) Offender Class – Enter what you determined his/her offender class is. You would have done this using your instructions PRIOR to starting the time comp.
- 12) GT Act – Enter the good time act you determined the offender will be placed under. You should've done this PRIOR to starting the time comp by using your Good Time Act instructions.
- 13) Parole Elig – You will place either a "Y" or "N" depending on what you determined the parole eligibility to be for each offense. If the offender is a 3rd offender or more, the parole eligibility will ALWAYS be "N".
- 14) Once you have entered/verified the necessary information, tab to the bottom of the screen where it says "xmit here:" and transmit. You will then be brought to the screen with the release date information.

```

DATE: 02/20/15          DPS&C - CAJUN II          CTIMCOMP
TIME: 16:31            RELEASE DATES          PAGE 3
NAME.....:LEE, MEGAN          .400
DOC NUMBER:00626153

FULLTERM DATE...:03242010    FULLTERM BALANCE ...:0001291 DAYS
FULLTERM CONTROLLING OFFENSE: 01

PAROLE DATE.....:03242015    PAROLE BALANCE.....:    195 DAYS          MAXSENT
PAROLE CONTROLLING OFFENSE...: 01          0040000

DB DS DATE.....:00000000
ADJ DS DATE.....:03302016    GOODTIME BALANCE...:    414 DAYS          RESTORATION
RAW DS DATE.....:03302016    FORFEITURE.....:    0000 DAYS          0 DAYS
CTRP RELEASE FACTOR:0000 DAYS    CTRP GT Earned: 0000 DAYS
EDUCATIONAL CUTOFF DATE.....: 03/30/16
GOODTIME CONTROLLING OFFENSE: 01
DISASTER RELIEF: 000000          UPDATE TO READY ON PRECLASS SCREEN: Y

COMMENTS: INITIAL TIME COMP
          << TRANSMIT FOR PRINTOUT PRIOR TO COMPUTING CTRP GOODTIME >>
          XMIT HERE TO ALSO UPDATE INCENTIVE PAY ->          XMIT HERE ->
          F3=RETURN TO LIST    F6=WKSHEET ONLY    F7=PRINTOUTS/CMPRI    F9=SAVE ONLY

```

This screen shows you a summary of all of the release dates. This is how you can tell if an offender will be an immediate release BEFORE you print the time comp. If you look at the "ADJ DS DATE", this is the offender's release date. The "ADJ DS DATE" and "RAW DS DATE" on this screen should be the same when completing an initial time comp. If they're not, get with your supervisor so y'all can figure out what's wrong.

On an initial time comp, you must make sure there is a "Y" where it reads "UPDATE TO READY ON PRECLASS SCREEN". If you don't, the offender will stay in "I" or incomplete status. An offender must be in ready status in order to be transferred so it is very important that you remember the "Y".

For EVERY time comp you do, you must put in the "COMMENTS" what you did. For example, if you just completed an initial time comp you would put "INITIAL TIME COMP" in the comments. If you made a correction you would note what correction was made, "CORRECT JAIL CREDIT". Do not leave the comments from the prior time comp, ALWAYS change them to reflect what you did.

Once you check the dates, mark the "Y" for ready status and type your comments you may tab to "XMIT HERE" and transmit. This will print your time comp.

Once the time comp prints, you will need to print a master by typing CMPRI and enter.

DATE: 02/20/15
TIME: 16:31

DPS&C CORRECTIONS SERVICES
CAJUN 11 - PRINT MASTER RECORD

CMPRI
INITIAL SCREEN

DOC NUMBER.....: 626153
TYPE SUPERVISION: a
PID NUMBER.....: 11753
OF COPIES.....: 2 (normally leave at 1)

COMMENTS:
DETAINER INFO:

F1=HELP CMPRI --> CRAVL -->
F2=RETURN TO MENU F3=RUN CTIMCOMP F4=CINQWR

You will enter the DOC #, type of supervision (will ALWAYS be A), your PID # found out the top of your Cajun screen and the number of copies. You will need to print 2 copies (unless it's an immediate release)- one for the file and one to be sent to the offender. You may tab to "CMPRI" and transmit once all info has been entered and Cajun will print a copy of the master.

A copy of this type of case is attached with these training instructions.

Initial Time Comp – Probation Violation w/ 2 page credit

A probation violation is when an offender's probation supervision is revoked through the court and he/she is ordered to serve a DOC sentence.

Before you begin the time comp on a probation violation, you will need to make sure the probation dockets have been revoked. Once revoked, you will need to update the docket and offense for each. See instructions on how to revoke a B docket and update the new docket and offense.

Once the docket and offense screens have been updated correctly, you will need to check the tran screen to see if the offender served a technical violation while on probation. If there is a "T" tran then that means the offender did and may be entitled to additional credit. If there is not, move on.

To complete a time computation, you will need to go to CTIMCOMP in Cajun.

```

DATE: 07/30/14          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 16:22           CAJUN II - TIME COMPUTATION PROGRAM      INITIAL SCREEN

DOC NUMBER.....:
PRINTER PID.....:
PROGRAM OPTION...:
# OF COPIES.....:

          OPTIONS          CODE
-----
INITIAL TIMECOMP          1
CERTIFIED TREATMENT GT    2
PAROLE VIOLATOR           3
ESCAPEE                   4
APPEAL/BOND               5
RESTORATION OF GT        6
CTCRPT PRIOR 3/2012      7
ACT 792                   8
CTCRPT NEW                9

          XMIT HERE -->
    
```

You will enter the offenders DOC number, your printer PID # (found at the top left of your Cajun screen), program option 1 (for initial time comp), the number of copies to be printed and then you will transmit. Once you transmit, Cajun will bring you to the time computation summary screen.

```

DATE: 02/23/15          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 08:44           CAJUN II - TIME COMPUTATION OFFENSE SUMMARY SCREEN  1 OF 1

BERGERON, ALFRED          B/M   DOC#: 00627271   SID#: 002868466
ASGN LOC: 6002-OAS/SOUTH JAILS   PHYS LOC: 5439-POINTE COUPEE PP
OPT DATE: 00000000

JCRE  SEQ  COURT  -----OFFENSE-----  SENTENCE  SENTENCE  CS  V
DONE  NUM  DOCKET  MOD  STATUTE  CNT  DATE  LENGTH  PTR  F
_   X   001   79678F   14:67.B(1)  001  20150123  0030000

F3=ROLL BKWD  F4=ROLL FWD  F5=MODOFF.  F6=MODDOCK  F9=DONE  F10=DELETE

TAB TO THE APPROPRIATE LINE AND XMIT TO INPUT FOR OFFENSE
    
```

You will need to see if an opt date is entered on the summary screen and if so, zero it out (see the highlighted section above). You only do this on initial time comps. DO NOT take the opt date out in any other case unless told to do so. If there is a date there, make sure you replace it with all zeros. Once you make sure the opt date is zeroed out, you will tab to the next line and transmit to proceed to the time comp.

```

SAMI AS OFF.NO.: 0
ARREST DATE....: 07102014
ARREST DATE....:
REMANDED.....:
SENT START DATE: 00002014
PROBATION DATE.: 00002014
ARREST DATE....: YES
ARREST DATE....:
REMANDED.....: 12292014
REV/START DATE.: 01232015
SENT LENGTH....: 0030000
AWARDED CREDITS: 000000
OFFENDER CLASS.: 01
CONSECUTIVE POINTERS ? : N
DISASTER RELIEF: 000000

BOND DATE....:
SENT DATE....: 00002014
TYPE RELEASE.: P
BOND DATE....:
BOND DATE....:
REVOKED.....: 01232015
PV SENTECE...:
(YYMMDD)
JAIL CREDITS.: 000072
GT ACT.....: 0110
PAROLE ELIG.?: Y ACT 792: N
HE 442:
PV GT CREDIT:000000

PAGE 1
DOC NUMBER:00627271
DOCKET:79678F
STATUTE: 14:67.B(1)
OFFENSE DATE:
20140710
OFFENSE NO:001
BALANCE OWED:0001023
MUST SERVE..: 366
TOTAL LOSS: 0000
OPT DT: 00000000

```

xmit here:

F3 = RETURN TO LIST

Once you transmit, you will be brought to the time comp and will enter/verify the following information:

- 1) Arrest date - The arrest information will be found on the jail credit letter and you will enter the arrest date here.
- 2) Bond date - Enter if the offender bonded or released from custody prior to sentencing on the jail credit letter.
- 3) Remanded - The date the offender was remanded before sentencing. If there is no date listed on the jail credit letter, we are to assume that the offender did not come back into custody until the date of sentencing so you will use the sentence date.
- 4) Sentence and sentence start date - Cajun should automatically generate this information from the docket screen; however, when there is a technical violation you will ALWAYS have to modify these dates in the time comp. These dates should ALWAYS match the original probation minutes. Cajun will generate the dates from the technical docket which is not correct.
- 5) Probation date - This is the date the jail credit letter states the offender released after being sentenced. If there is no date later than the sentence date, we assume he was released after sentencing and use the sentence date.
- 6) Type Release - Will always be "P" for probation.
- 7) Arrest and bond date - You will enter as much jail credit as you can before running out of room and move on to the remand.

- 8) Remanded - Use the last remand/arrest date from the jail credit letter before the offender's probation was revoked. If there is not one on the jail credit letter, check the transfer screen and court screen in Cajun to see if the offender was being held somewhere else and a PNP hold was placed. If so, you will use the date the hold was placed.
- 9) Revoked and Rev/Start date - Cajun should generate these dates from the docket screen. However, you should make sure they match the probation revocation minutes.
- 10) Sentence length - Cajun will automatically generate this information from the offense screen; however, you should always verify it's correct and matches the sentencing minutes. You may need to back out and check the offense screen if the sentence length is incorrect.
- 11) Offender Class - Enter what you determined his/her offender class is. You would have done this using your instructions PRIOR to starting the time comp.
- 12) GT Act - Enter the good time act you determined the offender will be placed under. You should've done this PRIOR to starting the time comp by using your Good Time Act instructions.
- 13) Parole Elig - You will place either a "Y" or "N" depending on what you determined the parole eligibility to be for each offense. If the offender is a 3rd offender or more, the parole eligibility will ALWAYS be "N".
- 14) Once you have entered/verified the necessary information, tab to the bottom of the screen where it says "xmit here:" and transmit. You will then be brought to the screen with the release date information. At this point press F3 to bring you back to the time comp.

```

DATE: 02/23/15                DPS&C - CAJUN 11                CTIMCOMP
TIME: 08:46                   RELEASE DATES                    PAGE 3
NAME.....:BERGERON, ALFRED                .400
DOC NUMBER:00627271

FULLTERM DATE...:11112017    FULLTERM BALANCE ...:0001023 DAYS
FULLTERM CONTROLLING OFFENSE: 01

PAROLE DATE.....:08112015    PAROLE BALANCE.....:    201 DAYS    MAXSENT
PAROLE CONTROLLING OFFENSE...: 01                0030000
DB DS DATE.....:00000000
ADJ DS DATE.....:01232016    GOODTIME BALANCE...:    366 DAYS    RESTORATION
RAW DS DATE.....:01232016    FORFEITURE.....:    0000 DAYS    0 DAYS
CTRP RELEASE FACTOR:0000 DAYS    CTRP GT Earned: 0000 DAYS
EDUCATIONAL CUTOFF DATE.....: 01/23/16
GOODTIME CONTROLLING OFFENSE: 01
UPDATE TO READY ON PRECLASS SCREEN: Y
DISASTER RELIEF: 000000

COMMENTS: INITIAL TIME COMP
<< TRANSMIT FOR PRINTOUT PRIOR TO COMPUTING CTRP GOODTIME >>
XMIT HERE TO ALSO UPDATE INCENTIVE PAY ->                XMIT HERE ->
F3=RETURN TO LIST    F6=WKSHEET ONLY    F7=PRINTOUTS/COMPRI    F9=SAVE ONLY

```

You will then go to the arrest date under the Probation Date and type "YES". Then go to the bottom of the screen and transmit.

```

SAME AS OFF.NO.: 0
ARREST DATE....: 07102014 BOND DATE....:
ARREST DATE....: BOND DATE....: DOC NUMBER:00627271
ARREST DATE....: BOND DATE....: -----
ARREST DATE....: BOND DATE....: DOCKET:79678F
ARREST DATE....: BOND DATE....: -----
ARREST DATE....: BOND DATE....: STATUTE: 14:67.B(1)
ARREST DATE....: BOND DATE....: -----
ARREST DATE....: BOND DATE....: OFFENSE DATE:
REMANDED.....: SENT DATE....: 00002014 20140710
SENT START DATE: 08082014
PROBATION DATE.: 08082014 TYPE RELEASE.: P
ARREST DATE....: YES BOND DATE....: OFFENSE NO:001
ARREST DATE....: BOND DATE....: -----
REMANDED.....: 12292014 REVOKED.....: 01232015
REV/START DATE.: 01232015 PV SENTENCE ..: BALANCE OWED:0001023
SENT LENGTH....: 0030000 (YYYYMMDD) MUST SERVE..: 366
AWARDED CREDITS: 000000 JAIL CREDITS.: 000072 TOTAL LOSS: 0000
OFFENDER CLASS.: 01 GT ACT.....: 0110 OPT DT: 00000000
CONSECUTIVE POINTERS ? : N PAROLE ELIG.?: Y ACT 792: N
DISASTER RELIEF: 000000 HB 442:
PV GT CREDIT:000000
xmit here:
F3 = RETURN TO LIST
  
```

You will then be brought to another screen to enter the additional jail credit. Enter all jail credit after the probation date here. Once complete, transmit.

```

DOC NUMBER:00627271 DOCKET:79678F OFFENSE DATE:20140710
STATUTE: OFFENSE NO:001
EXTRA ARREST DATES (FOR AFTER SENTENCE DATE ONLY)
ARREST DATE....: 09042014 BOND DATE....: 09052014
ARREST DATE....: 09132014 BOND DATE....: 09142014
ARREST DATE....: 10242014 BOND DATE....: 10272014
ARREST DATE....: 12052014 BOND DATE....: 12062014
ARREST DATE....: 12092014 BOND DATE....: 12192014
ARREST DATE....: BOND DATE....:
ARREST DATE....: BOND DATE....:
XMIT:
F3 = RETURN TO LIST
  
```

You will then be brought back to the Time Computation Offense Summary Screen where you will need to press F9.

```

DATE: 02/23/15          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 09:07          CAJUN II - TIME COMPUTATION OFFENSE SUMMARY SCREEN 1 OF 1

BERGERON, ALFRED          B/M  DOC#: 00627271  SID#: 002868466
ASGN LOC: 6002-OAS/SOUTH JAILS  PHYS LOC: 5439-POINTE COUPEE PP
OPT DATE: 00000000
  JCRED   SEQ   COURT   -----OFFENSE-----  SENTENCE  SENTENCE  CS   V
  DONE   NUM   DOCKET  MOD  STATUTE   CNT   DATE   LENGTH  PTR  F
  _   X   001   79678F   14:67.B(1)  001 20150123  0030000

F3=ROLL BKWD  F4=ROLL FWD  F5=MODOFF.  F6=MODDOCK  F9=DONE  F10=DELETE

TAB TO THE APPROPRIATE LINE AND XMIT TO INPUT FOR OFFENSE

```

Once you F9, you will be brought to the Release Dates screen.

```

DATE: 02/23/15          DPS&C - CAJUN II          CTIMCOMP
TIME: 09:18          RELEASE DATES          PAGE 3

NAME.....:BERGERON, ALFRED          .400
DOC NUMBER:00627271

FULLTERM DATE...:11112017  FULLTERM BALANCE ...:0001023 DAYS
FULLTERM CONTROLLING OFFENSE: 01

PAROLE DATE.....:08112015  PAROLE BALANCE.....: 201 DAYS          MAXSENT
PAROLE CONTROLLING OFFENSE...: 01          0030000

DB DS DATE.....:00000000
ADJ DS DATE.....:01232016  GOODTIME BALANCE...: 366 DAYS          RESTORATION
RAW DS DATE.....:01232016  FORFEITURE.....: 0000 DAYS          0 DAYS
CTRP RELEASE FACTOR:0000 DAYS  CTRP GT Earned: 0000 DAYS
EDUCATIONAL CUTOFF DATE.....: 01/23/16
GOODTIME CONTROLLING OFFENSE: 01
UPDATE TO READY ON PRECLASS SCREEN: Y
DISASTER RELIEF: 000000

COMMENTS: INITIAL TIME COMP
<< TRANSMIT FOR PRINTOUT PRIOR TO COMPUTING CTRP GOODTIME >>
XMIT HERE TO ALSO UPDATE INCENTIVE PAY ->          XMIT HERE ->
F3=RETURN TO LIST  F6=WKSHEET ONLY  F7=PRINTOUTS/CMPRI  F9=SAVE ONLY

```

This screen shows you a summary of all of the release dates. This is how you can tell if an offender will be an immediate release BEFORE you print the time comp. If you look at the "ADJ DS DATE", this is the offender's release date. The "ADJ DS DATE" and "RAW DS DATE" on this screen should be the same when completing an initial time comp. If they're not, get with your supervisor so y'all can figure out what's wrong.

On an initial time comp, you must make sure there is a "Y" where it reads "UPDATE TO READY ON PRECLASS SCREEN". If you don't, the offender will stay in "I" or incomplete status. An offender must be in ready status in order to be transferred so it is very important that you remember the "Y".

For EVERY time comp you do, you must put in the "COMMENTS" what you did. For example, if you just completed an initial time comp you would put "INITIAL TIME COMP" in the comments. If you made a correction you would note what correction was made, "CORRECT JAIL CREDIT". Do not leave the comments from the prior time comp, ALWAYS change them to reflect what you did.

Once you check the dates, mark the "Y" for ready status and type your comments you may tab to "XMIT HERE" and transmit. This will print your time comp.

Once the time comp prints, you will need to print a master by typing CMPRI and enter.

```
DATE: 02/23/15          DPS&C CORRECTIONS SERVICES          CMPRI
TIME: 06:47            CAJUN II - PRINT MASTER RECORD      INITIAL SCREEN

                                DOC NUMBER.....: 627271
                                TYPE SUPERVISION: A
                                PID NUMBER.....: 11753
                                # OF COPIES.....: 2          ( normally leave at 1 )

COMMENTS:
DETAINER INFO:

                                CMPRI -->
                                CHAVI -->
F1=HELP  F2=RETURN TO MENU  F3=RUN CTIMCOMP  F4=CINQWR
```

You will enter the DOC #, type of supervision (will ALWAYS be A), your PID # found out the top of your Cajun screen and the number of copies. You will need to print 2 copies (unless it's an immediate release)- one for the file and one to be sent to the offender. You may tab to "CMPRI" and transmit once all info has been entered and Cajun will print a copy of the master.

A copy of this type of case is attached with these training instructions.

Split Probation Violation – Original Sentence Imposed with G/B Tech

A split probation violation is when an offender's probation is revoked after completing the first portion of the split sentence. The credit he receives at the time of revocation depends on if he is revoked to the remainder of the sentence or to the original sentence imposed. This example is for one revoked to the remainder of the original sentence. When an offender is revoked to the original, he is entitled to all the credit he received on the first portion of the sentence.

Before you begin the time comp on a split probation violation, you will need to make sure the probation docket(s) have been revoked. These dockets should be in brackets. If you don't have one in brackets, don't add one, see me. Once revoked, you will need to update the docket and offense for each. See instructions on how to revoke and update a B docket and offense, if needed.

Once the docket and offense screens have been updated correctly, you will need to check the tran screen to see if the offender served a technical violation while on probation. If no "T" tran, move on. If there is a "T" tran then that means the offender did and may be entitled to additional credit. Print a copy of this screen to compare to your jail credit for your time comp. He can receive credit for a technical while he was a "G" on this particular docket and while he was a "B".

ASSIGNED LOCATION	PHYSICAL LOCATION	REASON CODE	FROM DATE
CASH, ARNOLD	D/W	DOC#: 88553888	SIG#: 882235918
ASGN LOC: 6002-OAS/SOUTH JAILS		PHYS LOC: 549H-W. FELICIANA SHERIFF	
NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	B101	20090511
NEW IBERIA DISTRICT	PATTERSON CJ	B603	20090604
NEW IBERIA DISTRICT	ST. MARY PP	B603	20091210
NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	B653	20101029
NEW IBERIA DISTRICT	ST. MARY PP	B603	20101029
OAS/SOUTH JAILS	ST. MARY PP	A306	20110915
NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	G301	20111110
NEW IBERIA DISTRICT	ST. MARY PP	G603	20120209
NEW IBERIA DISTRICT	ST. MARY PP	G313	20120223
FIRST TECHNICAL REVO	ST. MARY PP	T321	20120223
NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	G322	20120501
NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	B306	20120501
NEW IBERIA DISTRICT	ST. MARY PP	B603	20120927
FIRST TECHNICAL REVO	ST. MARY PP	T321	20121016
NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	B322	20130414
OAS/SOUTH JAILS	ST. MARY PP	A304	20131015
OAS/NORTH JAILS	RICHWOOD CORRECTIONA	A402	20140324
OAS/SOUTH JAILS	E. BATON ROUGE WORK	A402	20140902
OAS/SOUTH SHERIFF WO	E. BATON ROUGE WORK	A402	20140917
OAS/SOUTH SHERIFF WO	TERREBORNE SHERIFF W	A402	20141016

To complete a time computation, you will need to go to CTIMCOMP in Cajun.

```

DATE: 07/30/14          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 16:22            CAJUN II - TIME COMPUTATION PROGRAM      INITIAL SCREEN

DOC NUMBER.....
PRINTER PID.....
PROGRAM OPTION...
# OF COPIES.....

          OPTIONS                      CODE
-----
INITIAL TIMECOMP                1
CERTIFIED TREATMENT GT          2
PAROLE VIOLATOR                  3
ESCAPEE                          4
APPEAL/BOND                      5
RESTORATION OF GT                6
CTCRPT PRIOR 8/2012             7
ACT 792                          8
CTCRPT NEW                       9

XMIT HERE -->

```

You will enter the offenders DOC number, your printer PID # (found at the top left of your Cajun screen), program option 1 (for initial time comp), the number of copies to be printed and then you will transmit. Once you transmit, Cajun will bring you to the time computation summary screen.

```

GASH, ARNOLD          D/M  DOC#: 00553000  SID#: 002235918
ASGN LOC: 6002-OAS/SOUTH JAILS  PHYS LOC: 549H-W. FELICIANA SHERIFF
OPT DATE: 00000000
  JCRED   SEQ   COURT   -----OFFENSE-----  SENTENCE  SENTENCE  CS   V
  DONE   NUM   DOCKET   MOD  STATUTE   CNT  DATE   LENGTH  PTR  F
-   X     002   [09179772]   40:967      001 20131015 0070000
-   X     001   09178959   A  40:967      001 20131018 0100000

F3=ROLL BKWD  F4=ROLL FWD  F5=MODOFF.  F6=MODDOCK  F9=DONE  F10=DELETE
TAB TO THE APPROPRIATE LINE AND XMIT TO INPUT FOR OFFENSE

```

You will need to see if an opt date is entered on the summary screen and if so, zero it out (see the highlighted section above). You only do this on initial time comps. **DO NOT** take the opt date out in any other case unless told to do so. If there is a date there, make sure you replace it with all zeros. Once you make sure the opt date is zeroed out, you will tab to the next line and transmit to proceed to the time comp.

```

SAME AS OFF.NO.: 0
ARREST DATE...: 04092009 BOND DATE...: 05112009 PAGE 1
ARREST DATE...: 12102009 BOND DATE...: 04292010 DOC NUMBER:00553000
ARREST DATE...: BOND DATE...: -----
ARREST DATE...: BOND DATE...:
ARREST DATE...: BOND DATE...: DOCKET:[09179772]
ARREST DATE...: BOND DATE...: -----
ARREST DATE...: BOND DATE...:
ARREST DATE...: BOND DATE...: STATUTE: 40:967
ARREST DATE...: BOND DATE...: -----
REMANDED...: 10302010 SENT.DATE...: 09152011 OFFENSE DATE:
SENT START DATE: 09152011 20090402
PROBATION DATE.: 11102011 TYPE RELEASE.: P -----
ARREST DATE...: 02092012 BOND DATE...: 05012012 OFFENSE NO:002
ARREST DATE...: 09272012 BOND DATE...: 04142013 -----
REMANDED...: 09162013 REVOKED...: 10152013
REV/START DATE.: 10152013 PV SENTENCE...: BALANCE OWED:0001698
SENT LENGTH...: 0070000 (YYYYMMDD) MUST SERVE.: 164
AWARDED CREDITS: 000000 JAIL CREDITS.: 000856 TOTAL LOSS: 0000
OFFENDER CLASS.: 01 GT ACT...: 0110 OPT DT: 00000000
CONSECUTIVE POINTERS ? : N PAROLE ELIG.?: Y ACT 792: N
DISASTER RELIEF: 000000 HB 442:
PV GT CREDIT:000000
xmit here:
F3 = RETURN TO LIST

```

Once you transmit, you will be brought to the time comp and will enter/verify the following information:

- 1) Arrest date - The arrest information will be found on the jail credit letter and you will enter the arrest date here.
- 2) ~~Bond date - Enter if the offender bonded or released from custody prior to sentencing on the jail credit letter.~~
- 3) Remanded - The date the offender was remanded before sentencing. If there is no date listed on the jail credit letter, we are to assume that the offender did not come back into custody until the date of sentencing so you will use the sentence date.
- 4) Sentence and sentence start date - Cajun should automatically generate this information from the docket screen; however, when there is a technical violation you will ALWAYS have to modify these dates in the time comp. These dates should ALWAYS match the original probation minutes. Cajun will generate the dates from the technical docket which is not correct.
- 5) Probation date - This is the date the offender released from serving the first portion of the split. You can find this date by checking your tran and looking for the G302/G301/B306. This will be the date you use.
- 6) Arrest date - You will put the arrest date from the jail credit letter for the technical violation here. If it is not on the jail credit letter, use the dates from the transfer screen.
- 7) Bond date - You will enter the date the offender released from custody from the technical violation.
- 8) Remanded - Use the last remand/arrest date from the jail credit letter before the offender's probation was revoked. If there is not one, check the transfer screen and court screen in Cajun to see if the offender was being held somewhere else and a PNP hold was placed.

- 9) Revoked and Rev/Start date - Cajun should generate these dates from the docket screen. However, you should make sure they match the probation revocation minutes.
- 10) Sentence length - Cajun will automatically generate this information from the offense screen; however, you should always verify it's correct and matches the sentencing minutes. You may need to back out and check the offense screen if the sentence length is incorrect.
- 11) Offender Class - Enter what you determined his/her offender class is. You would have done this using your instructions PRIOR to starting the time comp.
- 12) GT Act - Enter the good time act you determined the offender will be placed under. You should've done this PRIOR to starting the time comp by using your Good Time Act instructions.
- 13) Parole Elig - You will place either a "Y" or "N" depending on what you determined the parole eligibility to be for each offense. If the offender is a 3rd offender or more, the parole eligibility will ALWAYS be "N".

Once you have entered/verified the necessary information, tab to the bottom of the screen where it says "xmit here:" and transmit. You will then be brought back to the computation summary screen and will need to press F9. You will then be brought to the screen with the release date information.

```

DATE: 03/26/15          DPS&C - CAJUN II          CTIMCOMP
TIME: 15:36            RELEASE DATES              PAGE 3

NAME.....:GASH, ARHOLD          .400
DOC NUMBER:00553000

FULLTERM DATE...:05252022    FULLTERM BALANCE ..:0003143 DAYS
FULLTERM CONTROLLING OFFENSE: 01

PAROLE DATE.....:11262014    PAROLE BALANCE.....:   404 DAYS    MAXSENT
PAROLE CONTROLLING OFFENSE...: 01                                0100000
DB DS DATE.....:00000000
ADJ DS DATE.....:08292015    GOODTIME BALANCE...:   951 DAYS    RESTORATION
RAW DS DATE.....:05252016    FORFEITURE.....:   0000 DAYS    0 DAYS
CTRP RELEASE FACTOR: 270 DAYS    CTRP GT Earned: 270 DAYS
EDUCATIONAL CUTOFF DATE.....: 03/29/15
GOODTIME CONTROLLING OFFENSE: 01    UPDATE TO READY ON PRECLASS SCREEN: Y
DISASTER RELIEF: 000000

COMMENTS: INITIAL TIME COMP
          << TRANSMIT FOR PRINTOUT PRIOR TO COMPUTING CTRP GOODTIME >>
          XMIT HERE TO ALSO UPDATE INCENTIVE PAY ->          XMIT HERE ->
          F3=RETURN TO LIST    F6=WKSHEET ONLY    F7=PRINTOUTS/CHPRI    F9=SAVE ONLY

```

This screen shows you a summary of all of the release dates. This is how you can tell if an offender will be an immediate release BEFORE you print the time comp. If you look at the "ADJ DS DATE", this is the offender's release date. The "ADJ DS DATE" and "RAW DS DATE" on this screen should be the same when completing an initial time comp. If they're not, get with your supervisor so y'all can figure out what's wrong.

On an initial time comp, you must make sure there is a "Y" where it reads "UPDATE TO READY ON PRECLASS SCREEN". If you don't, the offender will stay in "I" or

incomplete status. An offender must be in ready status in order to be transferred so it is very important that you remember the "Y".

For EVERY time comp you do, you must put in the "COMMENTS" what you did. For example, if you just completed an initial time comp you would put "INITIAL TIME COMP" in the comments. If you made a correction you would note what correction was made, "CORRECT JAIL CREDIT". Do not leave the comments from the prior time comp, ALWAYS change them to reflect what you did.

Once you check the dates, mark the "Y" for ready status and type your comments you may tab to "XMIT HERE" and transmit. This will print your time comp.

Once the time comp prints, you will need to print a master by typing CMPRI and enter.

```
DATE: 03/26/15          DPS&C CORRECTIONS SERVICES          CMPRI
TIME: 15:37            CAJUN II - PRINT MASTER RECORD          INITIAL SCREEN

DOC NUMBER.....: 553000
TYPE SUPERVISION: A
PID NUMBER.....: 11753
# OF COPIES.....: 2          ( normally leave at 1 )

COMMENTS:
DETAINER INFO:

F1=HELP    CMPRI -->    CHAVI -->
F2=RETURN TO MENU    F3=RUN    CTINCOMP    F4=CINQWR
```

You will enter the DOC #, type of supervision (will ALWAYS be A), your PID # found out the top of your Cajun screen and the number of copies. You will need to print 2 copies (unless it's an immediate release)- one for the file and one to be sent to the offender. You may tab to "CMPRI" and transmit once all info has been entered and Cajun will print a copy of the master.

A copy of this type of case is attached with these training instructions.

TIME COMPUTATION & JAIL CREDITS

NAME : GASH, ARNOLD

DOC NUMBER : 00553000

CAJ.II OFF.#

002

001

OFF. DATE

04022009

12142008

ARRESTED

04092009

12142008

BONDED

05112009

03252009

ARRESTED

12102009

BONDED

04292010

ARRESTED

BONDED

REMANDED

10302010

05112009

SENT DATE

09152011

05112009

SENT START

09152011

05112009

PROB/BOND/ESC

P 11102011

P 05112009

ARRESTED

02092012

10302010

BONDED

05012012

11102011

ARRESTED

09272012

BONDED

04142013

REMANDED

09162013

09162013

REVOKED

10152013

10182013

REV START

10152013

10182013

STATUTE

40:967

A 40:967

PAR & DKT#

SMY [09179772]

SMY 09178959

SENT LENGTH(YYYMMDD)

0070000

0100000

JAIL CREDIT

000858

000509

AWARD CREDIT

000000

000000

ACT 792

BAL OWED

1698 06082018

3143 05252022

GT ACT

0110

0110

MUST SERV

164 03262014

951 05252016

OFF.CLASS

01

01

PAROLE ELG?

Y

Y

PAROLE BAL.

-219 10152013

404 11262014

CONSECUTIVE FLAG

DBDS: 00000000

RAW DS: 05252016

TOT.

RESTORATION

FTD: 05252022

PED: 11262014

ADJ. DS: 08292015

LOSS:0000

ODAYS

CONTROLL OFF: 01

01

01

GT CONTROLLING STACK: <DTA>

GT CREDIT...: 000000

CTRP Release Factor: 270

DISASTER RELIEF: 000000

CTRP GT Earned :270 DAYS

CUTOFF DATE...: 02/15

COMMENTS.....: APPLIED LIB AND CYR; COR JC

NOTE: ALL DATES (APPLICABLE) FOR ROLLOVER ARE ADJUSTED TO 00000000 TOT.ADJ.

COMPUTED BY.....: T DILLARD

02/16/15

MS 951

Ordered to serve ORIGINAL Sentence (with G/B TECHS) Receives ALL prior credit

T Dillard

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
CREDIT FOR DOG COMMITMENT

This document provides parish officers with the means to track the time spent in custody for a specific charge for which sentence is imposed. Begin with the original date of arrest for this offense. Other entries include booked bond date, date of re-arrest and bond posted. In the case, whether in your facility or another facility's custody. Booking information on unrelated charges is not required; however, if listed, must be labeled with the reason for arrest. If the charge remains under bond, a date of un-arrest should also be noted. If bond for instant offense is recalled, indicate the date charge initiated and/or date of hold for the instant offense. If arrested in another jurisdiction, please indicate the date date of hold was placed for this charge and where subject was detained. DOP and parish time shall not be entered concurrently without approval of the court. Please indicate the dates credited toward parish sentence and the date of completion. Otherwise, please place detainee at the housing facility and include on the document.

PARISH St. Mary DOCKET# 09-179772 DATE OF OFFENSE 4.2.09
 STATE POLICE/RAP SID# 002235913 AFS/BOOKING AT# 510011302498
 COURT RECORDED OFFENDER NAME Arnold, Jeremy Grant R/S BM DOB 12-10-83
 TRUE NAME/ALIASES _____
 SENTENCE DATE _____ RELEASED TO PROBATION _____ REVOCATION DATE 10-15-13

ARREST DATE	CHARGE	RELEASE LOCATION	REASON FOR RELEASE	RELEASE DATE
4.2.09	Poss Cocaine	Street	Rec'd Susp Sentence	5/1/09
12-10-09	FTA	Street	Bond	4.29.10
10.30.10	FTA	Street	Diminution	11/10/11
2.9.12	Prob Viol	Street	Act 402 Release	5.7.12
9.27.12	Prob Viol	over estimate	Act 402 Rel	1.14.13
9.16.13	Prob Viol			

- Offender sentenced on more than one booklet.
- Offender has served parish time. Parish time completion date/DOC time begins: _____
- Offender owes parish time. Batch of detainee and charge(s): _____
- Offender has open/pending charges. Place of detainee and charge(s): _____

Comment _____

Sgt Demi Lemmon
Parish Officer's Date

337 836 5520
Contact Phone Number

DEFINITION KEY

ARREST DATE	CHARGE	RELEASE LOCATION	REASON FOR RELEASE	RELEASE DATE
Booking Date Re-booking Date Charge Added Hold/Inmate Placed Released from other PI	Booking Offense Bench Warrant Bond Recalled B&P Hold Zone Date, not to Another Facility Detainee Received	Street Another Facility P&P State Custody Federal Custody	Left Physical Custody Bonded Out Custody Transfer Transferred to Another Facility Detainee Hold Lifted Court Order Escape	Date of Release

*Must prepare one for each booklet.

DATE: 03/26/15
TIME: 11:48:11753

DPS&C CORRECTIONS SERVICES
CAJUN II - TRANSFER RECORD INQUIRY

CINQTRN
SCREEN 1 OF 3

GASH, ARNOLD B/M DOC#: 00553000 SID#: 002235918
ASGN LOC: 6002-OAS/SOUTH JAILS PHYS LOC: 549H-W. FELICIANA SHERIFF

ASSIGNED LOCATION	PHYSICAL LOCATION	REASON CODE	FROM DATE
NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	B101	20090511
NEW IBERIA DISTRICT	PATTERSON CJ	B603	20090604
NEW IBERIA DISTRICT	ST. MARY PP	B603	20091210
NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	B653	20101029
NEW IBERIA DISTRICT	ST. MARY PP	B603	20101029
OAS/SOUTH JAILS	ST. MARY PP	A306	20110915
NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	G301	20111110
NEW IBERIA DISTRICT	ST. MARY PP	G603	20120209
NEW IBERIA DISTRICT	ST. MARY PP	G313	20120223
FIRST TECHNICAL REVO	ST. MARY PP	T321	20120223

1st
Tech

F2=MENU F3=ROLL BACKWARD F4=ROLL FORWARD F5=STATUS INQUIRY F6=CAJ1 TRNS
F7=RESORT IN DESCENDING ORDER F8=CADDTRN F9=CMODTRN
TAB TO THE APPROPRIATE LINE AND XMIT TO DISPLAY TRANSFER RECORD

DATE: 03/26/15
TIME: 11:48:11753

DPS&C CORRECTIONS SERVICES
CAJUN II - TRANSFER RECORD INQUIRY

CINQTRN
SCREEN 2 OF 3

GASH, ARNOLD B/M DOC#: 00553000 SID#: 002235918
ASGN LOC: 6002-OAS/SOUTH JAILS PHYS LOC: 549H-W. FELICIANA SHERIFF

ASSIGNED LOCATION	PHYSICAL LOCATION	REASON CODE	FROM DATE
NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	G322	20120501
NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	B306	20120501
NEW IBERIA DISTRICT	ST. MARY PP	B603	20120927
FIRST TECHNICAL REVO	ST. MARY PP	T321	20121016
NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	B322	20130414
OAS/SOUTH JAILS	ST. MARY PP	A304	20131015
OAS/NORTH JAILS	RICHWOOD CORRECTIONA	A402	20140324
OAS/SOUTH JAILS	E. BATON ROUGE WORK	A402	20140902
OAS/SOUTH SHERIFF WO	E. BATON ROUGE WORK	A402	20140911
OAS/SOUTH SHERIFF WO	TERREBONNE SHERIFF W	A402	20141016

2nd
Tech

F2=MENU F3=ROLL BACKWARD F4=ROLL FORWARD F5=STATUS INQUIRY F6=CAJ1 TRNS
F7=RESORT IN DESCENDING ORDER F8=CADDTRN F9=CMODTRN
TAB TO THE APPROPRIATE LINE AND XMIT TO DISPLAY TRANSFER RECORD

DATE: 03/26/15
TIME: 11:48

DPS&C CORRECTIONS SERVICES
CAJUN II - COURT ACTIVITY SUMMARY

CINQCRT
SCREEN 1 OF 2

GASH, ARNOLD B/M DOC: 00553000 SID: 002235918
ASGN LOC: 6002-OAS/SOUTH JAILS PHYS LOC: 549H-W. FELICIANA SHERIFF
CVNR.....

COURT	DOCKET NUMBER	STATUS CODE	STATUS DATE	RECALL CODE	RECALL DATE	SEQUENCE NUMBER
=====	=====	=====	=====	=====	=====	=====
016	09178959	A410	131018			020
016	[09179772]	A410	131015			019
016	09178959	0302	130925	0312	131015	018
016	09178959	0911	130621	0912	131018	017
016	[09179772]	0911	130620	0912	131015	016
016	09178959	T114	130414			015
016	[09179772]	T114	130114			014
016	09178959	B113	121031			012
016	[09179772]	B113	121016			013
016	09178959	0911	121004	0912	121031	010

F2=MENU F3=ROLL BACKWARD F4=ROLL FORWARD
TAB TO THE APPROPRIATE LINE AND XMIT TO DISPLAY COURT ACTIVITY RECORD

DATE: 03/26/15
TIME: 11:48

DPS&C CORRECTIONS SERVICES
CAJUN II - COURT ACTIVITY SUMMARY

CINQCRT
SCREEN 2 OF 2

GASH, ARNOLD B/M DOC: 00553000 SID: 002235918
ASGN LOC: 6002-OAS/SOUTH JAILS PHYS LOC: 549H-W. FELICIANA SHERIFF
CVNR.....

COURT	DOCKET NUMBER	STATUS CODE	STATUS DATE	RECALL CODE	RECALL DATE	SEQUENCE NUMBER
016	09178959	0302	121004	0312	121031	011
016	[09179772]	0302	121002	0312	121016	009
016	09178959	0901	120928	0902	121031	007
016	[09179772]	0911	120927	0912	121031	008
016	09179772	T114	120501			006
016	09179772	G113	120223			005
016	09179772	0901	120209	0902	120223	004
016	09179772	0911	120206	0912	120223	002
016	09178959	0911	120130	0912	120209	003
016	09178959	0901	101103	0902	101105	001

F2=MENU F3=ROLL BACKWARD F4=ROLL FORWARD
TAB TO THE APPROPRIATE LINE AND XMIT TO DISPLAY COURT ACTIVITY RECORD

16TH JUDICIAL DISTRICT COURT PARISH OF ST. MARY STATE OF LOUISIANA

EXTRACT OF MINUTES

TUESDAY, OCTOBER 15, 2013

Court met this day, the HONORABLE JAMES R. MCCLELLAND, JUDGE, presiding with Brenda M. Landry as Court Reporter.

STATE OF LOUISIANA
VS
ARNOLD TERREZ GASH

CASE # 2009-174772
CHARGE:
POSSESSION OF COCAINE WITH INTENT TO
DISTRIBUTE

PRESENT: Wayne Simoneaud, II, Assistant District Attorney
Joshua Fatin, Probation Officer
Arnold Terrez Gash, Defendant

IN RE: REVOCATION HEARING

This case was called on the docket and the matter was taken up. The defendant was present in Court and called before the Bar. The Court was informed of the prior facts of this case and of the defendant's violations of probation. The Court then judicially interrogated the defendant as to the alleged violations of probation and he made a brief response. Further discussions were held and the matter was submitted.

For oral reasons, the Court found the defendant in violation of his probation, ordered his probation revoked and thereupon ordered the defendant to serve the original sentence of seven (7) years imprisonment at hard labor under the supervision of the Louisiana Department of Corrections. The Court stated for the record that the defendant is to receive credit for all time served in this matter, including the D.C.C. time previously served, the time served under Act 402 and the time served since his arrest on the probation warrant. The Court recommended that the defendant participate in any Substance Abuse Treatment Programs available while incarcerated. The Court also recommended the defendant for the Work Release Program. The defendant was then remanded into custody.

I, THE UNDERSIGNED, DEPUTY CLERK OF COURT, 16TH JUDICIAL DISTRICT COURT, PARISH OF ST. MARY, LOUISIANA, duly commissioned and qualified, do hereby certify that the above is a true and correct copy of the official minute entry recorded in the above captioned matter.

IN EVIDENCE THEREOF, WITNESS MY OFFICIAL SIGNATURE AND SEAL OF MY OFFICE THIS WEDNESDAY, OCTOBER 16, 2013

Christine S. Lamoreaux
DEPUTY CLERK OF COURT

16TH JUDICIAL DISTRICT COURT PARISH OF ST. MARY STATE OF LOUISIANA

EXTRACT OF MINUTES

THURSDAY, SEPTEMBER 15, 2011

Court met this day, the HONORABLE JAMES R. MCCLELLAND, JUDGE, presiding with
Brendo M. Landry as Court Reporter.

STATE OF LOUISIANA
VS
ARNOLD TERREZ GASH

CASE #: 2009-179772

CHARGE:
POSSESSION OF COCAINE WITH INTENT TO
DISTRIBUTE
ILLEGAL CARRYING OF WEAPONS
POSSESSION OF MARIJUANA
POSSESSION OF MARIJUANA, SECOND
OFFENSE
CONVICTED FELON POSSESSION A
FIREARM OR A CONCEALED WEAPON

PRESENT: F. Stanford Hardee, II, Assistant District Attorney
C. E. Bourg, II, Attorney for the defendant
Arnold Terrez Gash, Defendant

IN RE: PLEA OF GUILTY

This defendant, present in open Court together with his Attorney, on motion of the District Attorney, was called before the Bar. The defendant informed the Court that he wished to withdraw the plea of not guilty previously entered and enter a plea of guilty as charged to the offense of Possession of Cocaine with Intent to Distribute. On further motion of Mr. Hardee, the Court ordered the remaining pending charges dismissed.

The defendant was sworn. The Court then queried the defendant relative to literacy, educational background and employment history. The Court further judicially interrogated the defendant and the defendant stated that he had been advised by counsel, was satisfied with counsel's advice, was aware of the nature of the charge, the consequences of the guilty plea had been informed of the rights, wished to waive all rights and does freely and voluntarily enter the guilty plea. The Court then read to the defendant the statute defining the crime with which the defendant has been charged and asked the defendant whether understood the crime as so defined, to which the defendant replied in the affirmative. The Court advised the defendant of the right to counsel, either one retained or Court appointed if counsel could not be afforded, the Court advised the defendant of the right to trial by jury, right to confrontation of accusers, right against self-incrimination, right to compulsory process, and right to appeal if convicted, as well as the right to be represented by an attorney on appeal. The accused stated that he understood these rights and by pleading guilty thereby waived and gave up these rights. The Court inquired whether any threats, force, duress had been made, or any promise made to induce the defendant to plead guilty (other than a plea bargain negotiated by counsel) to which the defendant replied in the negative. The defendant admitted to the Court that he was pleading guilty because in truth and fact he was guilty of the offense charged. The District Attorney then recited a brief statement of the facts of the case for the record.

The Court finds under Article 556, the plea of guilty is entered freely and voluntarily with full knowledge of the proceedings, and ordered the plea recorded.

The Court further advised the defendant of the provisions of Code of Criminal Procedure Article 980.8 and informed the defendant regarding the time limitations for filing applications for post-conviction relief.

All legal delays were waived and immediate sentence requested. The defendant gave his date of birth as December 10, 1988, address as 1400 Live Oak Street, Patterson, LA and further gave his social security number as 483559767. The defendant is a male.

The Court thereupon sentenced the defendant, Arnold Terrez Gash, under R.S. 40:967 A, Possession of Cocaine with Intent to Distribute, of The State of Louisiana, to be imprisoned at hard labor under the supervision of the Louisiana Department of Corrections for a period of seven (7) years. The Court, however suspended the execution of all but two (2) years of this portion of the sentence, said two (2) years to be without benefit of parole, probation or suspension of sentence and placed the defendant on supervised probation for a period of five (5) years upon his release from custody under the usual conditions of probation as provided by law in Code of

Criminal Procedure Article 895, and with the following special conditions that the defendant report to his probation officer within 24 hours of his release, pay \$60 per month probation supervision fee, pay a fine of \$5,000 and costs of Court, pay costs of prosecution in the amount of \$450, pay \$300 to the 16th Judicial District Academics Game Lab fund, pay costs of investigation in the amount of \$300, perform 80 hours of community service work within 6 months, forfeit all seized property, undergo a substance abuse evaluation and successfully complete all recommendations for treatment, submit to and pay for all costs of at least 6 random drug screens within an 18 month period, stay out of the St. Mary Parish Drug Areas, remain drug and alcohol free, stay out of bars and away from illicit drugs and substance abusers, maintain steady employment during the period of probation or be a full time student, pay \$450 to the Courthouse Security fund, comply with the provisions of R.S. 15:601 regarding DNA Defection if applicable, execute any and all documents necessary to facilitate a wage and/or income assignment order during the period of probation upon request. The Court ordered this sentence to run concurrently with the sentence imposed under docket number 09-178,967. Time served awaiting the disposition of this case is to be credited for sentencing. The defendant was remanded into custody.

I, THE UNDERSIGNED, DEPUTY CLERK OF COURT, 16TH JUDICIAL DISTRICT COURT, PARISH OF ST. MARY, LOUISIANA, duly commissioned and qualified, do hereby certify that the above is a true and correct copy of the official minute entry recorded in the above captioned matter.

IN EVIDENCE THEREOF, WITNESS MY OFFICIAL SIGNATURE AND SEAL OF MY OFFICE THIS WEDNESDAY, OCTOBER 16, 2013

Christina S. Sampson
DEPUTY CLERK OF COURT

Split Probation Violation – Remainder of Sentence

A split probation violation is when an offender's probation is revoked after completing the first portion of the split sentence. The credit he receives at the time of revocation depends on if he is revoked to the remainder of the sentence or to the original sentence imposed. This example is for one revoked to the remainder of the original sentence. When an offender is revoked to the remainder of the original sentence, he is not entitled to the credit he received on the first portion of the sentence.

Before you begin the time comp on a split probation violation, you will need to make sure the probation docket(s) have been revoked. These dockets should be in brackets. If you don't have one in brackets, don't add one, see me. Once revoked, you will need to update the docket and offense for each. See instructions on how to revoke and update a B docket and offense, if needed.

Once the docket and offense screens have been updated correctly, you will need to check the tran screen to see if the offender served a technical violation while on probation. If no "T" tran, move on. If there is a "T" tran then that means the offender did and may be entitled to additional credit. Print a copy of this screen to compare to your jail credit for your time comp. In order for him to receive this credit, he had to be a "B" at the time.

ASSIGNED LOCATION	PHYSICAL LOCATION	REASON CODE	FROM DATE
— OAS/NORTH JAILS	BEAUREGARD PP	A106	20100507
— OAS/NORTH JAILS	VERNON CORRECTIONAL	A402	20101006
— LEESVILLE DISTRICT	LEESVILLE DISTRICT	G301	20110217
— LEESVILLE DISTRICT	LEESVILLE DISTRICT	B306	20110217
— LEESVILLE DISTRICT	ABSCOND	B604	20131118
— LEESVILLE DISTRICT	CALCASIEU CORR CTR	B654	20140624
— OAS/SOUTH JAILS	BEAUREGARD PP	A304	20140717

To complete a time computation, you will need to go to CTIMCOMP in Cajun.

```

DATE: 07/30/14          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 16:22            CAJUN II - TIME COMPUTATION PROGRAM      INITIAL SCREEN

DOC NUMBER.....:
PRINTER PID.....:
PROGRAM OPTION...:
# OF COPIES.....:

          OPTIONS          CODE
-----
INITIAL TIMECOMP          1
CERTIFIED TREATMENT GT    2
PAROLE VIOLATOR           3
ESCAPEE                   4
APPEAL/BOND               5
RESTORATION OF GT         6
CTCRPT PRIOR 8/2012      7
ACT 792                   8
CTCRPT NEW                9

          XMIT HERE -->
    
```


- 4) Sentence and sentence start date - Cajun should automatically generate this information from the docket screen; however, you should always verify these dates. Both should be the date the offender was sentenced to probation. These dates should ALWAYS match the original probation minutes.
- 5) Probation date - This date will be the same as the probation sentence and sentence start date to allow the offender no credit.
- 6) Arrest date - You will put the arrest date from the jail credit letter for any arrest that took place after the offender released to probation.
- 7) Bond date - You will enter the date the offender released from custody from any arrests that took place after the offender released to probation.
- 8) Remanded - Use the last remand/arrest date from the jail credit letter before the offender's probation was revoked. If there is not one, check the transfer screen and court screen in Cajun to see if the offender was being held somewhere else and a PNP hold was placed.
- 9) Revoked and Rev/Start date - Cajun should generate these dates from the docket screen. However, you should make sure they match the probation revocation minutes.
- 10) Sentence length - Cajun will automatically generate this information from the offense screen; however, you should always verify it's correct and matches the sentencing minutes. You may need to back out and check the offense screen if the sentence length is incorrect.

- 11) Offender Class - Enter what you determined his/her offender class is. You would have done this using your instructions **PRIOR** to starting the time comp.
- 12) GT Act - Enter the good time act you determined the offender will be placed under. You should've done this **PRIOR** to starting the time comp by using your Good Time Act instructions.
- 13) Parole Elig - You will place either a "Y" or "N" depending on what you determined the parole eligibility to be for each offense. If the offender is a 3rd offender or more, the parole eligibility will ALWAYS be "N".

Once you have entered/verified the necessary information, tab to the bottom of the screen where it says "xmit here:" and transmit. You will then be brought back to the computation summary screen and will need to press F9. You will then be brought to the screen with the release date information.

```

DATE: 03/26/15          DPS&C - CAJUN II          CTIMCOMP
TIME: 15:04             RELEASE DATES          PAGE 3
NAME.....:FREEMAN, BEN          .400
DOC NUMBER:00569020

FULLTERM DATE...:07162016    FULLTERM BALANCE ...:0000730 DAYS
FULLTERM CONTROLLING OFFENSE: 02

PAROLE DATE.....:01162015    PAROLE BALANCE.....:    102 DAYS    MAXSENT
PAROLE CONTROLLING OFFENSE...: 02                                0020000
DB DS DATE.....:00000000
ADJ DS DATE.....:05042015    GOODTIME BALANCE...:    292 DAYS    RESTORATION
RAW DS DATE.....:05042015    FORFEITURE.....: 0000 DAYS    0 DAYS
CTRP RELEASE FACTOR:0000 DAYS    CTRP GT Earned: 0000 DAYS
EDUCATIONAL CUTOFF DATE.....: 05/04/15
GOODTIME CONTROLLING OFFENSE: 02    UPDATE TO READY ON PRECLASS SCREEN: Y
DISASTER RELIEF: 000000

COMMENTS: INITIAL TIME COMP
          << TRANSMIT FOR PRINTOUT PRIOR TO COMPUTING CTRP GOODTIME >>
          XMIT HERE TO ALSO UPDATE INCENTIVE PAY ->          XMIT HERE ->
          F3=RETURN TO LIST    F6=WKSHEET ONLY    F7=PRINTOUTS/CMPRI    F9=SAVE ONLY

```

This screen shows you a summary of all of the release dates. This is how you can tell if an offender will be an immediate release BEFORE you print the time comp. If you look at the "ADJ DS DATE", this is the offender's release date. The "ADJ DS DATE" and "RAW DS DATE" on this screen should be the same when completing an initial time comp. If they're not, get with your supervisor so y'all can figure out what's wrong.

On an initial time comp, you must make sure there is a "Y" where it reads "UPDATE TO READY ON PRECLASS SCREEN". If you don't, the offender will stay in "I" or incomplete status. An offender must be in ready status in order to be transferred so it is very important that you remember the "Y".

For EVERY time comp you do, you must put in the "COMMENTS" what you did. For example, if you just completed an initial time comp you would put "INITIAL TIME COMP" in the comments. If you made a correction you would note what correction was made, "CORRECT JAIL CREDIT". Do not leave the comments from the prior time comp, ALWAYS change them to reflect what you did.

Once you check the dates, mark the "Y" for ready status and type your comments you may tab to "XMIT HERE" and transmit. This will print your time comp.

Once the time comp prints, you will need to print a master by typing CMPRI and enter.

DATE: 03/26/15
TIME: 15:05

DPS&C CORRECTIONS SERVICES
CAJUN II - PRINT MASTER RECORD

CMPRI
INITIAL SCREEN

DOC NUMBER.....: 569020
TYPE SUPERVISION: A
PID NUMBER.....: 11753
OF COPIES.....: 1 (normally leave at 1)

COMMENTS:
DETAINER INFO:

F1=HELP CMPRI --> CHAVL -->
F2=RETURN TO MENU F3=RUN CTIMCOMP F4=CINQWR

You will enter the DOC #, type of supervision (will ALWAYS be A), your PID # found out the top of your Cajun screen and the number of copies. You will need to print 2 copies (unless it's an immediate release)- one for the file and one to be sent to the offender. You may tab to "CMPRI" and transmit once all info has been entered and Cajun will print a copy of the master.

A copy of this type of case is attached with these training instructions.

Split Probation Violation - Remainder of Sentence w/ technical

A split probation violation is when an offender's probation is revoked after completing the first portion of the split sentence. The credit he receives at the time of revocation depends on if he is revoked to the remainder of the sentence or to the original sentence imposed. This example is for one revoked to the remainder of the original sentence. When an offender is revoked to the remainder of the original sentence, he is not entitled to the credit he received on the first portion of the sentence.

Before you begin the time comp on a split probation violation, you will need to make sure the probation docket(s) have been revoked. These dockets should be in brackets. If you don't have one in brackets, don't add one, see me. Once revoked, you will need to update the docket and offense for each. See instructions on how to revoke and update a B docket and offense, if needed.

Once the docket and offense screens have been updated correctly, you will need to check the tran screen to see if the offender served a technical violation while on probation. If there is a "T" tran then that means the offender did and may be entitled to additional credit. Print a copy of this screen to compare to your jail credit for your time comp. In order for him to receive this credit, he had to be a "B" at the time.

ASSIGNED LOCATION	PHYSICAL LOCATION	REASON CODE	FROM DATE
0AS/FEMALE JAILS	BEAUREGARD PP	A101	20121107
0AS/FEMALE JAILS	AVOUELLES SIMMESPORT	A402	20121211
LEESVILLE DISTRICT	LEESVILLE DISTRICT	G301	20130501
LEESVILLE DISTRICT	LEESVILLE DISTRICT	B306	20131207
LEESVILLE DISTRICT	VERNON PP	B603	20140716
LEESVILLE DISTRICT	BEAUREGARD PP	B603	20140716
FIRST TECHNICAL REVO	BEAUREGARD PP	T321	20140716

To complete a time computation, you will need to go to CTIMCOMP in Cajun.

```

DATE: 07/30/14          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 16:22            CAJUN II - TIME COMPUTATION PROGRAM      INITIAL SCREEN

DOC NUMBER.....:
PRINTER PID.....:
PROGRAM OPTION...:
# OF COPIES.....:

      OPTIONS          CODE
-----
INITIAL TIMECOMP          1
CERTIFIED TREATMENT GT    2
PAROLE VIOLATOR           3
ESCAPEE                   4
APPEAL/BOND               5
RESTORATION OF GT         6
CTCRPT PRIOR 8/2012      7
ACT 792                   8
CTCRPT NEW                9

XMIT HERE -->
    
```

You will enter the offenders DOC number, your printer PID # (found at the top left of your Cajun screen), program option 1 (for initial time comp), the number of copies to be printed and then you will transmit. Once you transmit, Cajun will bring you to the time computation summary screen.

```

DATE: 03/26/15          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 14:15          CAJUN II - TIME COMPUTATION OFFENSE SUMMARY SCREEN 1 OF 1
GARMON, CATHY          B/F  DOC#: 00604764  SID#: 001572676
ASGN LOC: 6600-LA CORR INST FOR WOME  PHYS LOC: 6600-LA CORR INST FOR WOME
OPT DATE: 00000000
  JCRED  SEQ  COURT  -----OFFENSE----- SENTENCE  SENTENCE  CS  V
  DONE   NUM  DOCKET  MOD  STATUTE  CNT  DATE  LENGTH  PTR  F
  X      002  [201222]  3  14:98          001 20140911 0040000
F3=ROLL BKWD  F4=ROLL FWD  F5=MODOFF.  F6=MODDOCK  F9=DONE  F10=DELETE
TAB TO THE APPROPRIATE LINE AND XMIT TO INPUT FOR OFFENSE

```

You will need to see if an opt date is entered on the summary screen and if so, zero it out (see the highlighted section above). You only do this on initial time comps. DO NOT take the opt date out in any other case unless told to do so. If there is a date there, make sure you replace it with all zeros. Once you make sure the opt date is zeroed out, you will tab to the next line and transmit to proceed to the time comp.

```

SAME AS OFF.NO.: 0
ARREST DATE: 11072012  BOND DATE:
REMAINED: 11072012  SENT. DATE: 11072012
SENT START DATE: 11072012
PROBATION DATE: 11072012  TYPE RELEASE: P
ARREST DATE: 07162014  BOND DATE: 07252014
ARREST DATE: 07162014  BOND DATE:
REMAINED: 08192014  REVOKED: 09112014
REV/START DATE: 09112014  PV SENTENCE:
SENT LENGTH: 0040000  (YYMMDD)
AWARDED CREDITS: 000000  JAIL CREDITS: 000032
OFFENDER CLASS: 01  GT ACT: 0110
CONSECUTIVE POINTERS ? : N  PAROLE ELIG.?: Y  ACT 792: N
DISASTER RELIEF: 000000  HB 442:
PV GT CREDIT: 000000
xmit here:
F3 = RETURN TO LIST

```

Once you transmit, you will be brought to the time comp and will enter/verify the following information:

- 1) Arrest date - The arrest information will be found on the jail credit letter and you will enter the arrest date here.
- 2) Bond date - You will bond the offender the same date as arrest to allow no credit.
- 3) Remanded - Use the date the offender was sentenced to probation.

- 4) Sentence and sentence start date – Cajun should automatically generate this information from the docket screen; however, when there is a technical violation you will ALWAYS have to modify these dates in the time comp. These dates should ALWAYS match the original probation minutes. Cajun will generate the dates from the technical docket which is not correct. These dates should be the same.
- 5) Probation date – This date will be the same as the probation sentence and sentence start date to allow the offender no credit.
- 6) Arrest date – You will put the arrest date from the jail credit letter for the technical violation here. If it is not on the jail credit letter, use the dates from the transfer screen and court screen.
- 7) Bond date – You will enter the date the offender released from custody from the technical violation.
- 8) Remanded – Use the last remand/arrest date from the jail credit letter before the offender's probation was revoked. If there is not one, check the transfer screen and court screen in Cajun to see if the offender was being held somewhere else and a PNP hold was placed.
- 9) Revoked and Rev/Start date – Cajun should generate these dates from the docket screen. However, you should make sure they match the probation revocation minutes.
- 10) Sentence length – Cajun will automatically generate this information from the offense screen; however, you should always verify it's correct and matches the sentencing minutes. You may need to back out and check the offense screen if the sentence length is incorrect.
- 11) Offender Class – Enter what you determined his/her offender class is. You would have done this using your instructions PRIOR to starting the time comp.
- 12) GT Act – Enter the good time act you determined the offender will be placed under. You should've done this PRIOR to starting the time comp by using your Good Time Act instructions.
- 13) Parole Elig – You will place either a "Y" or "N" depending on what you determined the parole eligibility to be for each offense. If the offender is a 3rd offender or more, the parole eligibility will ALWAYS be "N".

Once you have entered/verified the necessary information, tab to the bottom of the screen where it says "xmit here:" and transmit. You will then be brought back to the computation summary screen and will need to press F9. You will then be brought to the screen with the release date information.

```

DATE: 03/26/15          DPS&C - CAJUN II          CTIMCOMP
TIME: 14:15             RELEASE DATES                PAGE 3
NAME.....:GARMON, CATHY          .400
DOC NUMBER:00604764

FULLTERM DATE...:08092018    FULLTERM BALANCE ...:0001429 DAYS
FULLTERM CONTROLLING OFFENSE: 02

PAROLE DATE.....:08092015    PAROLE BALANCE.....:    333 DAYS    MAXSENT
PAROLE CONTROLLING OFFENSE..: 02                                0040000
DB DS DATE.....:00000000
ADJ DS DATE.....:07042015    GOODTIME BALANCE...:    552 DAYS    RESTORATION
RAW DS DATE.....:03152016    FORFEITURE.....:    0000 DAYS    0 DAYS
CTRP RELEASE FACTOR: 255 DAYS    CTRP GT Earned: 255 DAYS
EDUCATIONAL CUTOFF DATE.....: 07/04/15
GOODTIME CONTROLLING OFFENSE: 02

DISASTER RELIEF: 000000

COMMENTS: CC: CTRP CREDITS APPLIED.
          << TRANSMIT FOR PRINTOUT PRIOR TO COMPUTING CTRP GOODTIME >>
          XMIT HERE TO ALSO UPDATE INCENTIVE PAY ->          XMIT HERE ->
          F3=RETURN TO LIST    F6=WKSHEET ONLY    F7=PRINTOUTS/CMPRI    F9=SAVE ONLY

```

This screen shows you a summary of all of the release dates. This is how you can tell if an offender will be an immediate release BEFORE you print the time comp. If you look at the "ADJ DS DATE", this is the offender's release date. The "ADJ DS DATE" and "RAW DS DATE" on this screen should be the same when completing an initial time comp. If they're not, get with your supervisor so y'all can figure out what's wrong.

On an initial time comp, you must make sure there is a "Y" where it reads "UPDATE TO READY ON PRECLASS SCREEN". If you don't, the offender will stay in "I" or incomplete status. An offender must be in ready status in order to be transferred so it is very important that you remember the "Y".

For EVERY time comp you do, you must put in the "COMMENTS" what you did. For example, if you just completed an initial time comp you would put "INITIAL TIME COMP" in the comments. If you made a correction you would note what correction was made, "CORRECT JAIL CREDIT". Do not leave the comments from the prior time comp, ALWAYS change them to reflect what you did.

Once you check the dates, mark the "Y" for ready status and type your comments you may tab to "XMIT HERE" and transmit. This will print your time comp.

Once the time comp prints, you will need to print a master by typing CMPRI and enter.

DATE: 03/26/15
TIME: 14:18

DPS&C CORRECTIONS SERVICES
CAJUN II - PRINT MASTER RECORD

CMPRI
INITIAL SCREEN

DOC NUMBER.....: 604764
TYPE SUPERVISION: A
PID NUMBER.....: 11753
OF COPIES.....: 2 (normally leave at 1)

COMMENTS:
DETAINER INFO:

F1=HELP CMPRI --> CHAVL -->
F2=RETURN TO MENU F3=RUB CTIMCOMP F4=CINQWR

You will enter the DOC #, type of supervision (will ALWAYS be A), your PID # found out the top of your Cajun screen and the number of copies. You will need to print 2 copies (unless it's an immediate release)- one for the file and one to be sent to the offender. You may tab to "CMPRI" and transmit once all info has been entered and Cajun will print a copy of the master.

A copy of this type of case is attached with these training instructions.

TIME COMPUTATION & JAIL CREDITS

PG: 1 OF 1

NAME : FREEMAN, BEN

DOC NUMBER : 00569020

CAJ.II OFF.# 002
OFF. DATE 07212008

ARRESTED 07242008
BONDED 07242008
ARRESTED
BONDED
ARRESTED
BONDED

REMANDED 05072010
SENT DATE 05072010
SENT START 05072010

PRG/BOND/ESC P 05072010

ARRESTED
BONDED
ARRESTED
BONDED

REMANDED 07172014
REVOKED 07172014
REV START 07172014

STATUTE 14:72
PAR & DKT# BRG [9042008]
SENT LENGTH (YYMMDD) 0020000
JAIL CREDIT 000000
AWARD CREDIT 000000

ACT 792
BAL OWED 730 07162016
GT ACT 0110
MUST SERV 292 05042015
OFF. CLASS 01
PAROLE ELG? Y
PAROLE BAL. 182 01162015
CONSECUTIVE FLAG

Ordered to serve the
REMAINDER of the
sentence. Receives
no prior credit until he
becomes a "B"

DEDS: 00000000 RAW DS: 05042015 TOT. RESTORATION
FTD: 07162016 PRD: 01162015 ADJ. DS: 05042015 LOSS:0000 ODAYS
CONTROLL OFF: 02 02 02
GT CONTROLLING STACK: <DTA> GT CREDIT...: 000000
CTRP Release Factor:0000 DISASTER RELIEF: 000000
CTRP GT Earned :0000 DAYS CUTOFF DATE..: **/**
COMMENTS.....: INITIAL TIME COMP
NOTE: ALL DATES (APPLICABLE) FOR ROLLOVER ARE ADJUSTED TO 00000000 TOT.ADJ.
COMPUTED BY.....: K BROWN 10/16/14 MS 292

DATE: 03/26/15
TIME: 11:47:11753

DPS&C CORRECTIONS SERVICES
CAJUN II - TRANSFER RECORD INQUIRY

CINQTRN
SCREEN 1 OF 2

FREEMAN, BEN B/M DOC#: 00569020 SID#: 002515406
ASGN LOC: 8002-OAS/NORTH JAILS PHYS LOC: 549c-RICHLAND DC MALE

ASSIGNED LOCATION	PHYSICAL LOCATION	REASON CODE	FROM DATE
— OAS/NORTH JAILS	BEAUREGARD PP	A106	20100507
— OAS/NORTH JAILS	VERNON CORRECTIONAL	A402	20101006
— LEESVILLE DISTRICT	LEESVILLE DISTRICT	G301	20110217
— LEESVILLE DISTRICT	LEESVILLE DISTRICT	B306	20110217
— LEESVILLE DISTRICT	ABSCOND	B604	20131118
— LEESVILLE DISTRICT	CALCASIEU CORR CTR	B654	20140624
— OAS/SOUTH JAILS	BEAUREGARD PP	A304	20140717
— OAS/SOUTH JAILS	CALCASIEU CORR CTR	A402	20140717
— OAS/NORTH JAILS	CALDWELL CORR CTR.	A402	20140723
— OAS/NORTH JAILS	RIVERBEND DETENTION	A402	20141119

F2=MENU F3=ROLL BACKWARD F4=ROLL FORWARD F5=STATUS INQUIRY F6=CAJ1 TRNS
F7=RESORT IN DESCENDING ORDER F8=CADDTRN F9=CMODTRN
TAB TO THE APPROPRIATE LINE AND XMIT TO DISPLAY TRANSFER RECORD

DATE: 03/26/15
TIME: 11:47

DPS&C CORRECTIONS SERVICES
CAJUN II - COURT ACTIVITY SUMMARY

CINQCRT
SCREEN 1 OF 1

FREEMAN, BEN F JR B/M DOC: 00569020 SID: 002515406
ASGN LOC: 8002-OAS/NORTH JAILS PHYS LOC: 549c-RICHLAND DC MALE
CVNR.....:

COURT	DOCKET NUMBER	STATUS CODE	STATUS DATE	RECALL CODE	RECALL DATE	SEQUENCE NUMBER
=====	=====	=====	=====	=====	=====	=====
- 036	[9042008]	A410	140717			004
-		0913	131118	0914	140626	003
- 036	[9042008]	0911	120321	0912	140717	002
- 036	9042008	0302	120229	0312	140717	001

F2=MENU F3=ROLL BACKWARD F4=ROLL FORWARD
TAB TO THE APPROPRIATE LINE AND XMIT TO DISPLAY COURT ACTIVITY RECORD

DeRidder, Louisiana
May 7, 2010
Friday

The Thirty-sixth Judicial District Court, in and for the Parish of Beauregard, Division A, convened on this date in criminal session at the hour of 9:00 o'clock a.m. with the Honorable Martha A. O'Neal, District Judge, presiding; with Martha Kibler, C.C.R., Court Reporter; Steve Darrah, Deputy Sheriff; and Amie Sines, Deputy Clerk of Court in attendance.

Court is formally opened by the Deputy Sheriff.

Richard A. Morton, James R. Lestage and Richard F. Blankenship, Assistant District Attorneys, are present representing the State of Louisiana. Lee Hubbard, James Brown and Carla Dickerson, Probation Officers, are present representing the Department of Probation and Parole.

*** MINUTES NOT VERIFIED ***

STATE OF LOUISIANA
VS
BEN F. FREEMAN JR.

CHARGE:
FORGERY

CASE #: CR-2008-000904

This matter is fixed this date for pre-trial conference. The defendant is present with counsel, Tony A. Bennett. In accordance with a plea agreement between the State and the defendant, the State indicates to the Court that the defendant will enter a plea of guilty as charged, at which time the State makes a sentencing recommendation. The defendant through counsel indicates to the Court that he wishes to withdraw his former plea of not guilty and enter a plea of guilty to the charge against him (Forgery). The defendant has completed and signed a "Request for Entry of Guilty Plea" form, which is accepted by the Court and filed into the record. The Court advises the defendant of the punishment for the crime that has been committed. The Court advises the defendant of his right (1) to trial by jury; (2) to confront and cross-examine his accusers; (3) to compulsory process; and (4) to remain silent and not incriminate himself. The defendant states to the Court that he understands his rights and that he waives these rights. The defendant acknowledges to the Court that he is pleading freely and voluntarily. The Court accepts the plea as being free and voluntary. The defendant through counsel waives the sentencing delays. For oral reasons assigned, it is the sentence of the Court that the defendant be committed to the Louisiana Department of Corrections and confined at hard labor for a period of 3 years, of which sentence 2 years is suspended, with credit for time served prior to the imposition of this sentence. Further, this sentence of imprisonment shall run consecutive to any previous sentence that the defendant may be subject to which remains unserved, more specifically to sentences in CR-900-07 and CR-292-08. Upon release from custody, the defendant shall be placed on 3 years supervised probation with the following special conditions: (1) pay a fine in the amount of \$1,500.00 plus costs of court on a payment plan to be established by the probation officer; (2) pay monthly probation supervision fee of \$55.50; (3) to have no contact with the victim, Gerald Poteet; (4) not to enter upon the premises owned by the victim; (5) the defendant is ordered pursuant to state law to reimburse the Indigent Defender's Board in the amount of \$200.00; (6) to pay \$300.00 to the District Attorney's Office for costs of prosecution; and (7) to pay \$500.00 to the Criminal Court Fund. The Court advises the defendant that the right to file application for post conviction relief has a (2) two year prescriptive period pursuant to C.C.P. Article 930.8. The defendant is remanded to the custody of the Louisiana Department of Corrections.

TRUE AND CORRECT COPY
OF THE ORIGINAL

Deputy

Clerk of Court
Beauregard Parish, LA

Split Probation Violation - Remainder of Sentence w/ technical

A split probation violation is when an offender's probation is revoked after completing the first portion of the split sentence. The credit he receives at the time of revocation depends on if he is revoked to the remainder of the sentence or to the original sentence imposed. This example is for one revoked to the remainder of the original sentence. When an offender is revoked to the remainder of the original sentence, he is not entitled to the credit he received on the first portion of the sentence.

Before you begin the time comp on a split probation violation, you will need to make sure the probation docket(s) have been revoked. These dockets should be in brackets. If you don't have one in brackets, don't add one, see me. Once revoked, you will need to update the docket and offense for each. See instructions on how to revoke and update a B docket and offense, if needed.

Once the docket and offense screens have been updated correctly, you will need to check the tran screen to see if the offender served a technical violation while on probation. If there is a "T" tran then that means the offender did and may be entitled to additional credit. Print a copy of this screen to compare to your jail credit for your time comp. In order for him to receive this credit, he had to be a "B" at the time.

```

GARNON, CATHY          B/T  BDC#  00004704  SID#:  001572070
ASGN LOC:  6600-LA CORR INST FOR WOMF  PHYS LOC:  6600-LA CORR INST FOR WOMF
  
```

ASSIGNED LOCATION	PHYSICAL LOCATION	REASON CODE	FROM DATE
- OAS/FEMALE JAILS	BEAUREGARD PP	A101	20121107
- OAS/FEMALE JAILS	AVOUELLES SIMMESPORT	A402	20121211
- LEESVILLE DISTRICT	LEESVILLE DISTRICT	G301	20130501
- LEESVILLE DISTRICT	LEESVILLE DISTRICT	B306	20131207
- LEESVILLE DISTRICT	VERNON PP	B603	20140716
- LEESVILLE DISTRICT	BEAUREGARD PP	B603	20140716
- FIRST TECHNICAL REVO	BEAUREGARD PP	T321	20140716

To complete a time computation, you will need to go to CTIMCOMP in Cajun.

```

DATE: 07/30/14          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 16:22            CAJUN II - TIME COMPUTATION PROGRAM      INITIAL SCREEN
  
```

```

DOC NUMBER.....:
PRINTER PID.....:
PROGRAM OPTION...:
# OF COPIES.....:
  
```

OPTIONS	CODE
INITIAL TIMECOMP	1
CERTIFIED TREATMENT GT	2
PAROLE VIOLATOR	3
ESCAPEE	4
APPEAL/BOND	5
RESTORATION OF GT	6
CTCRPT PRIOR 8/2012	7
ACT 792	8
CTCRPT NEW	9

XMIT HERE -->

You will enter the offenders DOC number, your printer PID # (found at the top left of your Cajun screen), program option 1 (for initial time comp), the number of copies to be printed and then you will transmit. Once you transmit, Cajun will bring you to the time computation summary screen.

```

DATE: 03/26/15          DPS&C CORRECTIONS SERVICES          CTINCOMP
TIME: 14:15            CAJUN II - TIME COMPUTATION OFFENSE SUMMARY SCREEN 1 OF 1
GARMON, CATHY          B/F  DOC#: 00604764  SID#: 001572676
ASGN LOC: 6600-LA CORR INST FOR WOMEN  PHYS LOC: 6600-LA CORR INST FOR WOMEN
OPT DATE: 00000000
  JCRFD  SEQ  COURT  -----OFFENSE----- SENTENCE  SENTENCE  CS
  DONE   NUM  DOCKET  MOD  STATUTE  CNT  DATE      LENGTH  PTR  V
  _  X    002  [201222]  3  14:98          001 20140911 0040000
F3=ROLL BKWD  F4=ROLL FWD  F5=MODOFF.  F6=MODDOCK  F9=DONE  F10=DELLTE
TAB TO THE APPROPRIATE LINE AND XMIT TO INPUT FOR OFFENSE
  
```

You will need to see if an opt date is entered on the summary screen and if so, zero it out (see the highlighted section above). You only do this on initial time comps. DO NOT take the opt date out in any other case unless told to do so. If there is a date there, make sure you replace it with all zeros. Once you make sure the opt date is zeroed out, you will tab to the next line and transmit to proceed to the time comp.

```

SAME AS OFF.NO.: 0
ARREST DATE....: 11072012  BOND DATE.....:
ARREST DATE....:          BOND DATE.....:
REMANDED.....:          SENT. DATE.....: 11072012
SENT START DATE: 11072012  TYPE RELEASE.: P
PROBATION DATE.: 11072012  BOND DATE....: 07252014
ARREST DATE....: 07162014  BOND DATE....:
ARREST DATE....:          REVOKED.....: 09112014
REMANDED.....: 08192014  PV SENTECE ..:
REV/START DATE.: 09112014  (YYYYMMDD)   BALANCE OWED:0001429
SENT LENGTH....: 0040000  JAIL CREDITS.: 000032  MUST SERVE..: 552
AWARDED CREDITS: 000000  GT ACT.....: 0110  TOTAL LOSS: 0000
OFFENDER CLASS.: 01  PAROLE ELIG.?: Y  ACT 792: N
CONSECUTIVE POINTERS ? : N  HB 442:
DISASTER RELIEF: 000000  PV GT CREDIT:000000
                                xmit here:
F3 = RETURN TO LIST
  
```

Once you transmit, you will be brought to the time comp and will enter/verify the following information:

- 1) Arrest date - The arrest information will be found on the jail credit letter and you will enter the arrest date here.
- 2) Bond date - You will bond the offender the same date as arrest to allow no credit.
- 3) Remanded - Use the date the offender was sentenced to probation.

- 4) Sentence and sentence start date – Cajun should automatically generate this information from the docket screen; however, when there is a technical violation you will ALWAYS have to modify these dates in the time comp. These dates should ALWAYS match the original probation minutes. Cajun will generate the dates from the technical docket which is not correct. These dates should be the same.
- 5) Probation date – This date will be the same as the probation sentence and sentence start date to allow the offender no credit.
- 6) Arrest date – You will put the arrest date from the jail credit letter for the technical violation here. If it is not on the jail credit letter, use the dates from the transfer screen and court screen.
- 7) Bond date – You will enter the date the offender released from custody from the technical violation.
- 8) Remanded – Use the last remand/arrest date from the jail credit letter before the offender's probation was revoked. If there is not one, check the transfer screen and court screen in Cajun to see if the offender was being held somewhere else and a PNP hold was placed.
- 9) Revoked and Rev/Start date – Cajun should generate these dates from the docket screen. However, you should make sure they match the probation revocation minutes.
- 10) Sentence length – Cajun will automatically generate this information from the offense screen; however, you should always verify it's correct and matches the sentencing minutes. You may need to back out and check the offense screen if the sentence length is incorrect.
- 11) Offender Class – Enter what you determined his/her offender class is. You would have done this using your instructions PRIOR to starting the time comp.
- 12) GT Act – Enter the good time act you determined the offender will be placed under. You should've done this PRIOR to starting the time comp by using your Good Time Act instructions.
- 13) Parole Elig – You will place either a "Y" or "N" depending on what you determined the parole eligibility to be for each offense. If the offender is a 3rd offender or more, the parole eligibility will ALWAYS be "N".

Once you have entered/verified the necessary information, tab to the bottom of the screen where it says "xmit here:" and transmit. You will then be brought back to the computation summary screen and will need to press F9. You will then be brought to the screen with the release date information.

```

DATE: 03/26/15          DPS&C - CAJUN II          CTINCOMP
TIME: 14:15             RELEASE DATES          PAGE 3
NAME.....:GARMON, CATHY          .400
DOC NUMBER:00604764

FULLTERM DATE...:08092018    FULLTERM BALANCE ...:0001429 DAYS
FULLTERM CONTROLLING OFFENSE: 02

PAROLE DATE.....:08092015    PAROLE BALANCE.....:    333 DAYS          MAXSENT
PAROLE CONTROLLING OFFENSE..: 02          0040000

DB DS DATE.....:00000000
ADJ DS DATE.....:02152016    GOODTIME BALANCE...:    552 DAYS          RESTORATION
RAW DS DATE.....:02152016    FORFEITURE.....:    0000 DAYS          0 DAYS
CTRP RELEASE FACTOR: 0 DAYS    CTRP GT Earned: 0 DAYS
EDUCATIONAL CUTOFF DATE.....: 07/04/15
GOODTIME CONTROLLING OFFENSE: 02

DISASTER RELIEF: 000000          Y

COMMENTS: Initial Time Comp
<< TRANSMIT FOR PRINTOUT PRIOR TO COMPUTING CTRP GOODTIME >>
XMIT HERE TO ALSO UPDATE INCENTIVE PAY ->          XMIT HERE ->
F3=RETURN TO LIST    F6=WKSHEET ONLY    F7=PRINTOUTS/CMPRI    F9=SAVE ONLY

```

This screen shows you a summary of all of the release dates. This is how you can tell if an offender will be an immediate release BEFORE you print the time comp. If you look at the "ADJ DS DATE", this is the offender's release date. The "ADJ DS DATE" and "RAW DS DATE" on this screen should be the same when completing an initial time comp. If they're not, get with your supervisor so y'all can figure out what's wrong.

On an initial time comp, you must make sure there is a "Y" where it reads "UPDATE TO READY ON PRECLASS SCREEN". If you don't, the offender will stay in "I" or incomplete status. An offender must be in ready status in order to be transferred so it is very important that you remember the "Y".

For EVERY time comp you do, you must put in the "COMMENTS" what you did. For example, if you just completed an initial time comp you would put "INITIAL TIME COMP" in the comments. If you made a correction you would note what correction was made, "CORRECT JAIL CREDIT". Do not leave the comments from the prior time comp, ALWAYS change them to reflect what you did.

Once you check the dates, mark the "Y" for ready status and type your comments you may tab to "XMIT HERE" and transmit. This will print your time comp.

Once the time comp prints, you will need to print a master by typing CMPRI and enter.

DATE: 03/26/15
TIME: 14:18

DPS&C CORRECTIONS SERVICES
CAJUN II - PRINT MASTER RECORD

CMPRI
INITIAL SCREEN

DOC NUMBER.....: 604764
TYPE SUPERVISION: A
PID NUMBER.....: 11753
OF COPIES.....: 2 (normally leave at 1)

COMMENTS:
DETAINEE INFO:

F1=HELP CMPRI --> CHAVL -->
F2=RETURN TO MENU F3=RUN CTIMCOMP F4=CINQWR

You will enter the DOC #, type of supervision (will ALWAYS be A), your PID # found out the top of your Cajun screen and the number of copies. You will need to print 2 copies (unless it's an immediate release)- one for the file and one to be sent to the offender. You may tab to "CMPRI" and transmit once all info has been entered and Cajun will print a copy of the master.

A copy of this type of case is attached with these training instructions.

TIME COMPUTATION & JAIL CREDITS

PG: 1 OF 1

NAME : GARMON, CATHY

DOC NUMBER : 00604764

CAJ.II OFF.#

002

OFF. DATE

04202011 /

ARRESTED

11072012 /

BONDED

ARRESTED

BONDED

REMANDED

SENT DATE

11072012

SENT START

11072012

PROB/BOND/BSC

P 11072012 /

ARRESTED

07152014

BONDED

07252014

ARRESTED

BONDED

REMANDED

08192014

REVOKED

09112014

REV START

09112014

STATUTE

3 14.98

PAR & DKT#

BRG [201222]

SENT LENGTH (YYMMDD)

0040000

JAIL CREDIT

000032

AWARD CREDIT

000000

ACT 792

BAL OWED

1429 08092018

GT ACT

0110

MUST SERV

552 03152016

OFF CLASS

01

PAROLE ELG?

Y

PAROLE BAL.

333 08092015

CONSECUTIVE FLAG

Ordered to serve the
REMAINDER of the
sentence. (with Tech)
Receives no prior credit
until he becomes a 'B'

DBDS: 0000000 RAW DS: 03152016 TOT. RESTORATION

FTD: 08092018 PED: 08092015 ADJ. DS: 03152016 LOSS: 0000 0DAYS

CONTROLL OFF: 02 02 02

GT CONTROLLING STACK: <DTA> GT CREDIT...: 000000

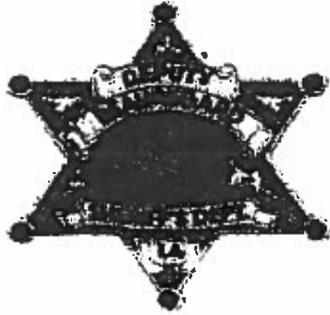
CTRP Release Factor: 0000 DISASTER RELIEF: 000000

CTRP GT Earned : 0000 DAYS CUTOFF DATE. : **/**

COMMENTS.....: INITIAL TIME COMP

NOTE: ALL DATES (APPLICABLE) FOR ROLLOVER ARE ADJUSTED TO 00000000 TOT.ADJ.

COMPUTED BY.....: K BROWN 10/06/14 MB 552



M. BOLIVAR BISHOP
SHERIFF--BEAUREGARD PARISH
P.O. BOX 370, DERIDDER, LA. 70634

"CREDIT FOR TIME SERVED"
DOC

INMATE NAME Cathy Garmon **Docket #** cr-12-22

SID # 001572676 **R/S** b/f **DOB** 08-29-60 **DOC #** 604764

DATE	IN/OUT	REASON	COMMENT
04-21-11	arrested	Dwi 3rd	cr-12-22
04-22-11		bonded out	Franks bonding
05-11-12	arrested	bench warrant /original chg Dwi 3rd	cr-12-22
05-11-12		Bonded out	Franks bonding
11-07-12	Dcid	Pg to Dwi 3rd 5 yrs 4yrs ss/Delayed Reporting	Cr-12-22
12-09-12	Arrested	Reported to do Doc time	Cr-12-22
12-11-12	Transf	Avoyelles Women Correction	
07-17-14	Dcid	Tech violation	Cr-12-22
07-25-14	Released	Time served	
08-19-14	Arrested	Probation Violation	Cr-12-22
09-11-14	Dcid	Felony Probation Revoked	Cr-12-22
09-12-14	Transf	Avoyelles Women Correction	


Parish Official

09-15-14
Date

DATE: 02/23/15
TIME: 09:29:12998

DPS&C CORRECTIONS SERVICES
CAJUN II - TRANSFER RECORD INQUIRY

CINQTRN
SCREEN 1 OF 2

GARMON, CATHY B/F DOC#: 00604764 SID#: 001572676
ASGN LOC: 6600-LA CORR INST FOR WOME PHYS LOC: 6600-LA CORR INST FOR WOME

ASSIGNED LOCATION	PHYSICAL LOCATION	REASON CODE	FROM DATE
OAS/FEMALE JAILS	BEAUREGARD PP	A101	20121107
OAS/FEMALE JAILS	AVOYELLES SIMMESPORT	A402	20121211
LEESVILLE DISTRICT	LEESVILLE DISTRICT	G301	20130501
LEESVILLE DISTRICT	LEESVILLE DISTRICT	B306	20131207
LEESVILLE DISTRICT	VERNON PP	B603	20140716
LEESVILLE DISTRICT	BEAUREGARD PP	B603	20140716
FIRST TECHNICAL REVO	BEAUREGARD PP	T321	20140716
LEESVILLE DISTRICT	LEESVILLE DISTRICT	B322	20140725
LEESVILLE DISTRICT	VERNON PP	B603	20140818
LEESVILLE DISTRICT	BEAUREGARD PP	B603	20140819

Tech credit

F2=MENU F3=ROLL BACKWARD F4=ROLL FORWARD F5=STATUS INQUIRY F6=CAJ1 TRNS
F7=RESORT IN DESCENDING ORDER F8=CADDTRN F9=CMODTRN
TAB TO THE APPROPRIATE LINE AND XMIT TO DISPLAY TRANSFER RECORD

DATE: 02/23/15
TIME: 09:29:12998

DPS&C CORRECTIONS SERVICES
CAJUN II - TRANSFER RECORD INQUIRY

CINQTRN
SCREEN 2 OF 2

GARMON, CATHY B/F DOC#: 00604764 SID#: 001572676
ASGN LOC: 6600-LA CORR INST FOR WOME PHYS LOC: 6600-LA CORR INST FOR WOME

ASSIGNED LOCATION	PHYSICAL LOCATION	REASON CODE	FROM DATE
- OAS/FEMALE JAILS	BEAUREGARD PP	A304	20140911
- OAS/FEMALE JAILS	AVOYELLES SIMMESPORT	A402	20140912
- LCIW RECEPTION AND D	LCIW RECEPTION AND D	A401	20141028
- LA CORR INST FOR WOM	LA CORR INST FOR WOM	A411	20141028

F2=MENU F3=ROLL BACKWARD F4=ROLL FORWARD F5=STATUS INQUIRY F6=CAJ1 TRNS
F7=RESORT IN DESCENDING ORDER F8=CADDTRN F9=CMODTRN
TAB TO THE APPROPRIATE LINE AND XMIT TO DISPLAY TRANSFER RECORD

DATE: 03/26/15
TIME: 11:42

DPS&C CORRECTIONS SERVICES
CAJUN II - COURT ACTIVITY SUMMARY

CINQCRT
SCREEN 1 OF 1

GARMON, CATHY A B/F DOC: 00604764 SID: 001572676
ASGN LOC: 6600-LA CORR INST FOR WOM PHYS LOC: 6600-LA CORR INST FOR WOM
CVNR.....:

COURT	DOCKET NUMBER	STATUS CODE	STATUS DATE	RECALL CODE	RECALL DATE	SEQUENCE NUMBER
=====	=====	=====	=====	=====	=====	=====
- 036	[201222]	H410	140911			005
- 036	[201222]	0302	140822			004
- 036	[201222]	T114	140725			003
- 036	[201222]	0302	140717	0312	140725	001
- 036	[201222]	B113	140716			002

F2=MENU F3=ROLL BACKWARD F4=ROLL FORWARD
TAB TO THE APPROPRIATE LINE AND XMIT TO DISPLAY COURT ACTIVITY RECORD

DeRidder, Louisiana
September 11, 2014
Thursday

The Thirty-sixth Judicial District Court, in and for the Parish of Beauregard, Division A, convened on this date in criminal session at the hour of 1:30 o'clock p.m. with the Honorable Martha A. O'Neal, District Judge, presiding; with Mary Lou McGuffee, C.D.R., Court Reporter; Tom Stapp, Deputy Sheriff; and Amie Smith, Deputy Clerk of Court in attendance.

Court is formally opened by the Deputy Sheriff.

James R. Lestage, Johnny Welborn, Richard A. Morton and Richard F. Blankenship, Assistant District Attorneys are present representing the State of Louisiana. Carla Dickerson, Ashley Boone, Adam Lund, Paul Cuevas, Crystal White and Erik Heyd, Probation Officers, are present representing the Office of Probation and Parole.

*** MINUTES NOT VERIFIED ***

STATE OF LOUISIANA
VS
CATHY GARMON

CHARGE:
DRIVING WHILE INTOXICATED 3RD OFFENSE

CASE #: CR-2012-000022

This matter is fixed this date for probation violation. The defendant is present in proper person. The probation officer, Carla Dickerson, is present and states the alleged grounds for revocation. The defendant admits to the allegations. For oral reasons assigned, the Court finds that the defendant has violated the conditions of probation and revokes the defendant's probation, vacates the suspension of the previously imposed sentence and remands the defendant to the custody of the Louisiana Department of Corrections to serve the remainder of the sentence with credit for time served. Further, this sentence of imprisonment shall run consecutive to any previous sentence that the defendant may be subject to which remains unserved.

THIS IS A COPY
OF THE ORIGINAL

Deputy
Clerk of Court

DeRidder, Louisiana
November 7, 2012
Wednesday

The Thirty-sixth Judicial District Court, in and for the Parish of Beauregard, Division A, convened on this date in criminal session at the hour of 9:30 o'clock a.m. with the Honorable Martha A. O'Neal, District Judge, presiding; with Shirley Brady, C.C.R., Court Reporter; Tom Stapp, Deputy Sheriff; and Amie Smith, Deputy Clerk of Court in attendance.

Court is formally opened by the Deputy Sheriff.

Richard F. Blankenship, Assistant District Attorney is present representing the State of Louisiana. Erik Heyd, Paul Cuevas, Crystal White and Lee Hubbard are present representing the Office of Probation and Parole.

*** MINUTES NOT VERIFIED ***

STATE OF LOUISIANA
VS
CATHY GARMON

CASE #: CR-2012-000022

CHARGE:
DRIVING WHILE INTOXICATED 3RD OFFENSE

This matter is fixed this date for pre-trial conference. The defendant is present with counsel, Glenn Cortello. In accordance with a plea agreement between the State and the defendant, the State indicates to the Court that the defendant will enter a plea of guilty as charged, at which time the State makes a sentencing recommendation. The defendant through counsel indicates to the Court that she wishes to withdraw her former plea of not guilty and enter a plea of guilty to the charge against her (D.W.I. 3rd Offense). The defendant has completed and signed a "Request for Entry of Guilty Plea" form, which is accepted by the Court and filed into the record. The Court advises the defendant of the punishment for the crime that has been committed. The Court advises the defendant of her right (1) to trial by jury; (2) to confront and cross-examine her accusers; (3) to compulsory process; and (4) to remain silent and not incriminate herself. The Court advises the defendant of the enhanced penalties for repeat offenders. The defendant states to the Court that she understands her rights and that she waives these rights. The defendant acknowledges to the Court that she is pleading freely and voluntarily. The Court accepts the plea as being free and voluntary. The defendant through counsel waives the sentencing delays. For oral reasons assigned, it is the sentence of the Court that the defendant be committed to the Louisiana Department of Corrections and confined at hard labor for a period of 5 years of which sentence 4 years is suspended, with credit for time served prior to the imposition of this sentence. Further, this 1 year is to be served without the benefit of parole. Upon release from custody, the defendant shall be placed on 3 years supervised probation with the following special conditions: (1) to undergo an evaluation by the Department of Health and Human Hospitals, Office of Addictive Disorders, to determine the nature and extent of the substance abuse disorder and to participate in any treatment plan recommended by the Office of Addictive Disorders, including treatment in an in-patient facility approved by the office for a period of not less than 4 weeks, followed by out-patient treatment services for a period not to exceed 12 months; (2) to complete 40 eight-hour days of community service to be supervised the Department of Probation and Parole; (3) to obtain and maintain gainful employment throughout the period of probation/parole; (4) to use no alcohol or drugs during the period of probation unless prescribed by a licensed physician in the United States; (5) to submit to random drug and alcohol screens at the direction and supervision of the probation officer; (6) home incarceration for the remainder of sentence of imprisonment, while under the supervision of the Department of Probation and Parole; (7) to have an ignition interlock device installed on any vehicle operated by the defendant during the period of probation/parole; (8) not to operate a motor vehicle until obtaining a valid driver's license and must comply with any and all restrictions placed on driving privileges; (9) to enroll in and complete a Defensive Driving Course; (10) to pay monthly probation supervision fee of \$71.00; (11) to pay a fine in the amount of \$5,000.00 plus costs of court on a payment plan to be established by the probation officer; (12) to pay \$300.00 to the District Attorney's Office for costs of prosecution; (13) to pay \$500.00 to the Criminal Court Fund; and (14) to pay \$250.00 to the Southwest Louisiana Crime Lab. The Court advises the defendant that the right to file application for post conviction relief has a (2) two year prescriptive period pursuant to C.Cr.P. Article 930.8. The Court further advises the defendant that as a condition of this plea agreement, the defendant is waiving all rights to appeal, post-conviction relief and federal habeas corpus. If this provision is deemed unlawful by a Court of competent jurisdiction, then only this provision shall be deemed null and void, and the remainder of the plea agreement shall remain in full force and effect. At this time the defendant is placed under oath and

questioned by the Court as to her criminal history. For oral reasons assigned, the Court orders imposition of this sentence entered pursuant to the provisions of Article 893. Upon motion of counsel for the defendant, the Court will allow the defendant to report to the Beauregard Parish Jail for her jail service on December 3, 2012 at 8:00 o'clock a.m.

DEPUTY CLERK OF COURT
OF THE ORIGINAL
[Signature]
Deputy Clerk of Court
Parish of Orleans

Split Probation Violation - Original Sentence Imposed

A split probation violation is when an offender's probation is revoked after completing the first portion of the split sentence. The credit he receives at the time of revocation depends on if he is revoked to the remainder of the sentence or to the original sentence imposed. This example is for one revoked to the remainder of the original sentence. When an offender is revoked to the original, he is entitled to all the credit he received on the first portion of the sentence.

Before you begin the time comp on a split probation violation, you will need to make sure the probation docket(s) have been revoked. These dockets should be in brackets. If you don't have one in brackets, don't add one, see me. Once revoked, you will need to update the docket and offense for each. See instructions on how to revoke and update a B docket and offense, if needed.

Once the docket and offense screens have been updated correctly, you will need to check the tran screen to see if the offender served a technical violation while on probation. If no "T" tran, move on. If there is a "T" tran then that means the offender did and may be entitled to additional credit. Print a copy of this screen to compare to your jail credit for your time comp. He can receive credit for a technical while he was a "G" on this particular docket and while he was a "B".

MELANCON, ANTHONY		W/M	DOC#:	00374634	GID#:	001502430
ASGN LOC:		6002-OAS/SOUTH JAILS	PHYS LOC:		5423-IBERIA PP	
ASSIGNED LOCATION	PHYSICAL LOCATION	REASON CODE	FROM DATE			
- NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	G401	20000313			
- LAFAYETTE DISTRICT	LAFAYETTE DISTRICT	G401	20000721			
- NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	G401	20010104			
- NEW IBERIA DISTRICT	RELEASE	G202	20020108			
- LAFAYETTE DISTRICT	LAFAYETTE DISTRICT	B101	20110214			
- LAFAYETTE DISTRICT	ST. MARTIN C C I	B603	20110707			
- OAS/SOUTH JAILS	ST. MARTIN C C I	A306	20120112			
- OAS/SOUTH JAILS	ST. MARTIN C C II	A402	20120113			
- NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	G301	20120607			
- NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	B306	20140314			
- NEW IBERIA DISTRICT	IBERIA PP	B603	20140710			
- OAS/SOUTH JAILS	ST. MARTIN C C I	A304	20141014			
- OAS/SOUTH JAILS	IBERIA PP	A402	20141014			

To complete a time computation, you will need to go to CTIMCOMP in Cajun.

```

DATE: 07/30/14          DPS&C CORRECTIONS SERVICES          CTIMCOMP
TIME: 16:22            CAJUN II - TIME COMPUTATION PROGRAM      INITIAL SCREEN

DOC NUMBER.....:
PRINTER PID.....:
PROGRAM OPTION...:
# OF COPIES.....:

          OPTIONS          CODE
-----
INITIAL TIMECOMP          1
CERTIFIED TREATMENT GT    2
PAROLE VIOLATOR           3
ESCAPEE                   4
APPEAL/BOND               5
RESTORATION OF GT         6
CTCRPT PRIOR 3/2012      7
ACT 792                   8
CTCRPT NEW                9

XMIT HERE -->

```

You will enter the offenders DOC number, your printer PID # (found at the top left of your Cajun screen), program option 1 (for initial time comp), the number of copies to be printed and then you will transmit. Once you transmit, Cajun will bring you to the time computation summary screen.

```

MELANCON, ANTHONY          W/M  DOC#: 00374634  SID#: 001562490
ASGN LOC: 6002-OAS/SOUTH JAILS  PHYS LOC: 5423-IBERIA PP
OPT DATE: 00000000
JCRD  SEQ  COURT  -----OFFENSE-----  SENTENCE  SENTENCE  CS  V
DONE  NUM  DOCKET  MOD  STATUTE  CNT  DATE  LENGTH  PTR  F
-   X   004  [10238786]  14:62      001  20141014  0050000
-   -   003  110330      14:71.C    001  20141024  0100000
-   X   002  131521      14:72      001  20141103  0050000

F3=ROLL BKWD  F4=ROLL FWD  F5=MODOFF.  F6=MODDOCK  F9=DONE  F10=DELETE
TAB TO THE APPROPRIATE LINE AND XMIT TO INPUT FOR OFFENSE

```

You will need to see if an opt date is entered on the summary screen and if so, zero it out (see the highlighted section above). You only do this on initial time comps. **DO NOT** take the opt date out in any other case unless told to do so. If there is a date there, make sure you replace it with all zeros. Once you make sure the opt date is zeroed out, you will tab to the next line and transmit to proceed to the time comp.

```

SAME AS OFF.NO.: 0
ARREST DATE....: 07022010
ARREST DATE....:
REMANDED.....: 07072011
SENT START DATE: 01122012
PROBATION DATE.: 06072012
ARREST DATE....:
ARREST DATE....:
REMANDED.....: 07142014
REV/START DATE.: 10142014
SENT LENGTH....: 0050000
AWARDED CREDITS: 000000
OFFENDER CLASS.: 02
CONSECUTIVE POINTERS ? : N
DISASTER RELIEF: 000000

BOND DATE....: 07132010
BOND DATE....:
SENT DATE.....: 01122012
TYPE RELEASE.: P
BOND DATE....:
BOND DATE....:
REVOKED.....: 10142014
PV SENTENCE...:
(YYMMDD)
JAIL CREDITS.: 000439
GT ACT.....: 0110
PAROLE ELIG.?: Y
ACT 792: N
HB 442:
PV GT CREDIT:000000

PAGE 1
DOC NUMBER:00374634
DOCKET:[10236766]
STATUTE: 14:62
OFFENSE DATE:
20100630
OFFENSE NO:004
BALANCE OWED:0001387
MUST SERVE...: 291
TOTAL LOSS: 0000
OPT DT: 00000000

```

Once you transmit, you will be brought to the time comp and will enter/verify the following information:

- 1) Arrest date – The arrest information will be found on the jail credit letter and you will enter the arrest date here.

- 2) Bond date – Enter if the offender bonded or released from custody prior to sentencing on the jail credit letter.
- 3) Remanded – The date the offender was remanded before sentencing. If there is no date listed on the jail credit letter, we are to assume that the offender did not come back into custody until the date of sentencing so you will use the sentence date.
- 4) Sentence and sentence start date – Cajun should automatically generate this information from the docket screen; however, PNP normally enters the start date as the date the offender’s probation started. You will have to modify start date in the time comp. Both of these dates should match the original probation minutes.
- 5) Probation date – This is the date the offender released from serving the first portion of the split. You can find this date by checking your tran and looking for the G302/G301/B306. This will be the date you use.
- 6) Arrest date – Enter information from jail credit letter if applicable.
- 7) Bond date – Enter information from jail credit letter if applicable.
- 8) Remanded – Use the last remand/arrest date from the jail credit letter before the offender’s probation was revoked. If there is not one, check the transfer screen and court screen in Cajun to see if the offender was being held somewhere else and a PNP hold was placed.
- 9) Revoked and Rev/Start date – Cajun should generate these dates from the docket screen. However, you should make sure they match the probation revocation minutes.

- 10) Sentence length – Cajun will automatically generate this information from the offense screen; however, you should always verify it's correct and matches the sentencing minutes. You may need to back out and check the offense screen if the sentence length is incorrect.
- 11) Offender Class – Enter what you determined his/her offender class is. You would have done this using your instructions PRIOR to starting the time comp.
- 12) GT Act – Enter the good time act you determined the offender will be placed under. You should've done this PRIOR to starting the time comp by using your Good Time Act instructions.
- 13) Parole Elig – You will place either a "Y" or "N" depending on what you determined the parole eligibility to be for each offense. If the offender is a 3rd offender or more, the parole eligibility will ALWAYS be "N".

Once you have entered/verified the necessary information, tab to the bottom of the screen where it says "xmit here:" and transmit. You will then be brought back to the computation summary screen and will need to press F9. You will then be brought to the screen with the release date information.

```

DATE: 03/26/15          DPS&C - CAJUN II          CTIMCOMP
TIME: 15:47            RELEASE DATES              PAGE 3
NAME :MELANCON, ANTHONY
DOC NUMBER:00374634          .100

FULLTERM DATE...:04022019    FULLTERM BALANCE ...:0001613 DAYS
FULLTERM CONTROLLING OFFENSE: 02

PAROLE DATE.....:12022015    PAROLE BALANCE.....:    395 DAYS    MAXSENT
PAROLE CONTROLLING OFFENSE...: 02                                0050000
DB DS DATE.....:00000000
ADJ DS DATE.....:04022016    GOODTIME BALANCE...:    517 DAYS    RESTORATION
RAW DS DATE.....:04022016    FORFEITURE.....: 0000 DAYS    0 DAYS
CTRIP RELEASE FACTOR:0000 DAYS    CTRIP GT Earned: 0000 DAYS
EDUCATIONAL CUTOFF DATE.....: 04/02/16
GOODTIME CONTROLLING OFFENSE: 02
DISASTER RELIEF: 000000    UPDATE TO READY ON PRECLASS SCREEN: Y

COMMENTS: INITIAL TIME COMP
<< TRANSMIT FOR PRINTOUT PRIOR TO COMPUTING CTRIP GOODTIME >>
XMIT HERE TO ALSO UPDATE INCENTIVE PAY -> XMIT HERE ->
F3=RETURN TO LIST F6=WKSHEET ONLY F7=PRINTOUTS/CPRI F9=SAVE ONLY

```

This screen shows you a summary of all of the release dates. This is how you can tell if an offender will be an immediate release BEFORE you print the time comp. If you look at the "ADJ DS DATE", this is the offender's release date. The "ADJ DS DATE" and "RAW DS DATE" on this screen should be the same when completing an initial time comp. If they're not, get with your supervisor so y'all can figure out what's wrong.

On an initial time comp, you must make sure there is a "Y" where it reads "UPDATE TO READY ON PRECLASS SCREEN". If you don't, the offender will stay in "I" or incomplete status. An offender must be in ready status in order to be transferred so it is very important that you remember the "Y".

For EVERY time comp you do, you must put in the "COMMENTS" what you did. For example, if you just completed an initial time comp you would put "INITIAL TIME COMP" in the comments. If you made a correction you would note what correction was made, "CORRECT JAIL CREDIT". Do not leave the comments from the prior time comp, ALWAYS change them to reflect what you did.

Once you check the dates, mark the "Y" for ready status and type your comments you may tab to "XMIT HERE" and transmit. This will print your time comp.

Once the time comp prints, you will need to print a master by typing CMPRI and enter.

```
DATE: 03/26/15          DPS&C CORRECTIONS SERVICES          CMPRI
TIME: 15:48            CAJUN II - PRINT MASTER RECORD      INITIAL SCREEN

DOC NUMBER.....: 374634
TYPE SUPERVISION: A
PID NUMBER.....: 11753
# OF COPIES.....: 2          ( normally leave at 1 )

COMMENTS:
DETAINER INFO:

F1=HELP    CMPRI -->    CMAVL -->
F2=RETURN TO MENU    F3=RUN CTIMCOMP    F4=CINQWR
```

You will enter the DOC #, type of supervision (will ALWAYS be A), your PID # found out the top of your Cajun screen and the number of copies. You will need to print 2 copies (unless it's an immediate release)- one for the file and one to be sent to the offender. You may tab to "CMPRI" and transmit once all info has been entered and Cajun will print a copy of the master.

A copy of this type of case is attached with these training instructions.

TIME COMPUTATION & JAIL CREDITS

NAME : MELANCON, ANTHONY

DOC NUMBER : 00374634

CAJ.II OFF.#
OFF. DATE

004
06302010

002
07272010

ARRESTED
BONDED

07022010
07132010

~~11052010~~

ARRESTED
BONDED

REMANDED
SENT DATE

07072011
01132012

02142011

SENT START

01132012

02142011

PROB/BOND/ESC
ARRESTED

P 08072013

P 02142011

BONDED
ARRESTED

BONDED
REMANDED

07142014
10142014

07142014
11032014

REVOKED
REV START

10142014

11032014

STATUTE
PAR & DKT#

14:62

14:72

SENT LENGTH(YYYMMDD)
JAIL CREDIT

SMR [10238786]
0050000

LAF 131521
0050000

AWARD CREDIT
ACT 792

000439
000000

000213
000000

BAL OWED
GT ACT

1387 08012018
0110

1613 04022019
0110

MUST SERV
OFF. CLASS

291 08012015
02

517 04022016
02

PAROLE ELG?
PAROLE BAL.

Y
169 03302015

Y
395 12022015

CONSECUTIVE FLAG

DEDS: 00000000 RAW DS: 04022016 TOT. RESTORATION

FTD: 04022019 PRD: 12022015 ADJ. DS: 04022016 LOSS:0000 O DAYS

CONTROLL OFF: 02 02

02

GT CONTROLLING STACK: <DTA>

GT CREDIT...: 000000

CTRP Release Factor:0000

DISASTER RELIEF: 000000

CTRP GT Earned :0000 DAYS

CUTOFF DATE..: 04/16

COMMENTS.....: INITIAL TIME COMP

NOTE: ALL DATES (APPLICABLE) FOR ROLLOVER ARE ADJUSTED TO 00000000 TOT.ADJ.

COMPUTED BY.....: K BROWN

12/10/14

MS 517

Revoked to ORIGINAL sentence. Offender will receive ALL prior credit.

02142011
02142011
02142011
02142011
07142014
11032014
11032014
131521
0050000
000213
000000
1613 04022019
0110
517 04022016
02
Y
395 12022015

DATE: 12/11/14
TIME: 09:46

DPS&C CORRECTIONS SERVICES
CAJUN II - COURT ACTIVITY SUMMARY

CINQCRT
SCREEN 1 OF 1

MELANCON, ANTHONY R W/M DOC: 00374634 SID: 001562490
ASGN LOC: 6002-OAS/SOUTH JAILS PHYS LOC: 5423-IBERIA PP
CVNR.....

COURT	DOCKET NUMBER	STATUS CODE	STATUS DATE	RECALL CODE	RECALL DATE	SEQUENCE NUMBER
-----	-----	-----	-----	-----	-----	-----
015	131521	U410	141103			009
016	[10238786]	U410	141014			008
016	131521	0302	140917			006
016	[10238786]	0302	140904	0312	141014	007
016	[10238786]	0302	140818	0312	140904	005
016	[10238786]	0901	140714			004
016	[10238786]	0911	140113			003
016	10238786	0911	130211	0912	140314	002
		0901	120408	0902	120515	001

F2=MENU F3=ROLL BACKWARD F4=ROLL FORWARD
TAB TO THE APPROPRIATE LINE AND XMIT TO DISPLAY COURT ACTIVITY RECORD

DATE: 03/26/15
TIME: 11:37:11753

DPS&C CORRECTIONS SERVICES
CAJUN II - TRANSFER RECORD INQUIRY

CINQTRN
SCREEN 2 OF 3

MELANCON, ANTHONY W/M DOC#: 00374634 SID#: 001562490
ASGN LOC: 6002-OAS/SOUTH JAILS PHYS LOC: 5423-IBERIA PP

ASSIGNED LOCATION	PHYSICAL LOCATION	REASON CODE	FROM DATE
- NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	G401	20000313
- LAFAYETTE DISTRICT	LAFAYETTE DISTRICT	G401	20000721
- NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	G401	20010104
- NEW IBERIA DISTRICT	RELEASE	G202	20020108
- LAFAYETTE DISTRICT	LAFAYETTE DISTRICT	B101	20110214
- LAFAYETTE DISTRICT	ST. MARTIN C C I	B603	20110707
- OAS/SOUTH JAILS	ST. MARTIN C C I	A306	20120112
- OAS/SOUTH JAILS	ST. MARTIN C C II	A402	20120113
- NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	G301	20120607
- NEW IBERIA DISTRICT	NEW IBERIA DISTRICT	B306	20140314

F2=MENU F3=ROLL BACKWARD F4=ROLL FORWARD F5=STATUS INQUIRY F6=CAJ1 TRNS
F7=RESORT IN DESCENDING ORDER F8=CADDTRN F9=CMODTRN
TAB TO THE APPROPRIATE LINE AND XMIT TO DISPLAY TRANSFER RECORD

DATE: 03/26/15
TIME: 11:37:11753

DPS&C CORRECTIONS SERVICES
CAJUN II - TRANSFER RECORD INQUIRY

CINQTRN
SCREEN 3 OF 3

MELANCON, ANTHONY W/M DOC#: 00374634 SID#: 001562490
ASGN LOC: 6002-OAS/SOUTH JAILS PHYS LOC: 5423-IBERIA PP

ASSIGNED LOCATION	PHYSICAL LOCATION	REASON CODE	FROM DATE
NEW IBERIA DISTRICT	IBERIA PP	B603	20140710
OAS/SOUTH JAILS	ST. MARTIN C C I	A304	20141014
OAS/SOUTH JAILS	IBERIA PP	A402	20141014

F2=MENU F3=ROLL BACKWARD F4=ROLL FORWARD F5=STATUS INQUIRY F6=CAJ1 TRNS
F7=RESORT IN DESCENDING ORDER F8=CADDTRN F9=CMODTRN
TAB TO THE APPROPRIATE LINE AND XMIT TO DISPLAY TRANSFER RECORD

OCTOBER 14, 2014

STATE OF LOUISIANA
PARISH OF ST. MARTIN

THE COURT MET THIS DAY, THE HONORABLE, PAUL J deMAHY PRESIDING. ALSO PRESENT WAS THE COURT REPORTER, SHERRY BAYARD. THE MINUTE CLERK ON THIS DAY WAS KEALEY BERARD.

STATE OF LOUISIANA
VS
ANTHONY MELANCON

CHARGE:
SIMPLE BURGLARY CHARGE

CASE #: 10-238786

OFFENSE DATE:
TICKET NUMBER:

THIS MATTER CAME UP ON THIS DAY FOR A REVOCATION HEARING. PRESENT IN COURT WAS LYNN MUCUMECHE, ASSISTANT DISTRICT ATTORNEY, REPRESENTING THE STATE OF LOUISIANA. THE DEFENDANT WAS PRESENT IN COURT TOGETHER WITH COURT APPOINTED COUNSEL, ELIZABETH LONG, ATTORNEY AT LAW, REPRESENTING THE DEFENDANT AND A MEMBER OF THE PUBLIC DEFENDER BOARD. ALSO IN COURT WAS ROBERT COMEAUX, PROBATION OFFICER.

MS. MUCUMECHE SUMMARIZED THE MATTER AND READ THE DEFENDANT'S VIOLATIONS. MS. LONG ADVISED THAT THE DEFENDANT ADMITS TO NOT REPORTING TO HIS PROBATION OFFICER LIKE HE WAS SUPPOSED TO. THE COURT HAD A BRIEF DISCUSSION WITH THE DEFENDANT ABOUT NOT COMPLYING WITH HIS PROBATION. THE COURT WAS INFORMED THAT THE DEFENDANT IS CURRENTLY INCARCERATED IN THE IBERIA PARISH JAIL. THE MATTER WAS HEARD AND SUBMITTED. THE COURT ADVISED THAT IT FINDS THE DEFENDANT IN VIOLATION OF HIS PROBATION AND ORDERED HIM TO SERVE THE ORIGINAL SENTENCE OF FIVE (5) YEARS AT HARD LABOR WITH THE LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS. THE COURT ORDERED THE DEFENDANT TO RECEIVE CREDIT FOR TIME SERVED INCLUDING THE TWO (2) YEARS THAT WERE NOT SUSPENDED ORIGINALLY AND SINCE HIS ARREST ON THE PROBATION VIOLATION. THE COURT RECOMMENDED THAT THE DEFENDANT BE PLACED IN A FACILITY WHERE HE COULD RECEIVE SUBSTANCE ABUSE TREATMENT.

THIS HONORABLE COURT WAS THEN ORDERED ADJOURNED.

CLERK OF COURT - ST. MARTIN PARISH

BY: KEALEY BERARD
DEPUTY CLERK OF COURT

A TRUE AND CORRECT EXTRACT COPY

ATTEST:



DEPUTY CLERK OF COURT
ST. MARTIN PARISH, LOUISIANA

THURSDAY, JANUARY 12, 2012

STATE OF LOUISIANA
PARISH OF ST. MARTIN

THE COURT MET THIS DAY, THE HONORABLE PAUL deMAHY, JUDGE PRESIDING. ALSO PRESENT WAS THE COURT REPORTER, SHERRY BAYARD. THE MINUTE CLERKS ON THIS DAY WERE ADELIA NARCISSE AND PAM ROMERO.

STATE OF LOUISIANA
VS
ANTHONY MELANCON

CHARGE:
SIMPLE BURGLARY CHARGE

CASE #: 10-238786

THIS MATTER CAME UP ON THIS DAY FOR A PLEA DATE. PRESENT IN COURT WAS RENEE LOUVIERE, ASSISTANT DISTRICT ATTORNEY, REPRESENTING THE STATE OF LOUISIANA. ALSO IN COURT WAS THE DEFENDANT, ANTHONY MELANCON, APPEARING WITH HIS COURT APPOINTED COUNSEL, RICHARD SPEARS, ATTORNEY AT LAW AND A MEMBER OF THE PUBLIC DEFENDER'S OFFICE. ON BEHALF OF THE DEFENDANT, MR. SPEARS ADVISED THE COURT THAT THE DEFENDANT WISHED TO WITHDRAW HIS PREVIOUSLY ENTERED PLEA OF NOT GUILTY AND ENTERED A PLEA OF GUILTY TO ONE COUNT OF SIMPLE BURGLARY. THE DEFENDANT WAS SWORN AND THE COURT JUDICIALLY INTERROGATED THE DEFENDANT AND HE STATED HE HAD BEEN ADVISED BY COUNSEL; WAS SATISFIED WITH HIS COUNSEL'S ADVISE; WAS AWARE OF THE NATURE OF THE CHARGE AGAINST HIM; THE CONSEQUENCES OF THE GUILTY PLEA; HAD BEEN INFORMED OF ALL OF HIS RIGHTS; WISHED TO WAIVE ALL RIGHTS AND DOES FREELY AND VOLUNTARILY ENTER THE GUILTY PLEA. THE COURT THEN READ TO HIM THE STATUTE DEFINING THE CRIME WITH WHICH HE WAS CHARGED AND ASKED HIM WHETHER HE UNDERSTOOD THE CRIME AS SO DEFINED, TO WHICH HE REPLIED HE DID. THE COURT ADVISED HIM OF HIS RIGHT TO COUNSEL, EITHER ONE RETAINED OR COURT-APPOINTED IF HE COULD NOT AFFORD ONE. THE COURT ADVISED HIM OF HIS RIGHT TO TRIAL BY JURY, RIGHT TO CONFRONTATION OF HIS ACCUSERS, RIGHT AGAINST SELF-INCRIMINATION, RIGHT TO APPEAL IF CONVICTED, AS WELL AS THE RIGHT TO BE REPRESENTED BY AN ATTORNEY ON APPEAL. THE ACCUSED STATED HE UNDERSTOOD THESE RIGHTS, AND BY PLEADING GUILTY HE THEREBY WAIVED AND GAVE UP THESE RIGHTS. THE COURT INQUIRED ~~WHETHER ANY THREATS, FORCE, OR DURESS HAD BEEN MADE ON HIM OR ANY PROMISE MADE TO INDUCE HIM TO PLEAD GUILTY (OTHER THAN A PLEA BARGAIN NEGOTIATED BY HIS COUNSEL) TO WHICH THE DEFENDANT REPLIED IN THE NEGATIVE.~~ THE DEFENDANT ADMITTED TO THE COURT THAT HE WAS PLEADING GUILTY BECAUSE IN TRUTH AND FACT, HE WAS GUILTY OF THE OFFENSE CHARGED. THE COURT HEARD A FACTUAL BASIS IN THIS MATTER FROM MS. LOUVIERE. BOTH, THE DEFENDANT AND MR. SPEARS, CONCURRED WITH THE FACTUAL BASIS AS STATED BY MS. LOUVIERE. THE COURT FINDS UNDER ARTICLE 556, THE PLEA OF GUILTY IS ENTERED FREELY AND VOLUNTARILY WITH FULL KNOWLEDGE OF THE PROCEEDINGS AND ORDERED THE PLEA RECORDED. ALL LEGAL DELAYS WERE WAIVED AND IMMEDIATE SENTENCE REQUESTED. THE COURT FURTHER INFORMED THE DEFENDANT THAT HE HAS TWO YEARS TO FILE A PETITION FOR POST CONVICTION RELIEF IN THIS MATTER. THE COURT SENTENCED THE DEFENDANT TO SERVE FIVE YEARS HARD LABOR WITH THE DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS; HOWEVER, THE COURT SUSPENDED ALL BUT TWO YEARS OF THE SENTENCE. THE COURT FURTHER ORDERED THAT THIS SENTENCE IS TO RUN CONCURRENT WITH THE SENTENCE IMPOSED IN LAFAYETTE AND IBERIA PARISH. ON MOTION OF MR. SPEARS, THE COURT WILL ALLOW THE PARTIES LEAVE TO SUBMIT THE DOCKET NUMBERS OF THE LAFAYETTE AND IBERIA PARISH CASES. (ON JANUARY 13, 2012, VIA TELEPHONE RICHARD SPEARS ADVISED THAT THE IBERIA PARISH DOCKET NUMBERS ARE 69683 AND 70132; NO LAFAYETTE PARISH DOCKET NUMBER WAS PROVIDED) THE COURT FURTHER ORDERED THE DEFENDANT IS TO RECEIVE CREDIT FOR TIME SERVED AWAITING DISPOSITION IN THIS MATTER. THE COURT THEN ORDERED THAT UPON THE DEFENDANT'S RELEASE FROM INCARCERATION THAT THE DEFENDANT IS TO BE PLACED ON SUPERVISED PROBATION. THE COURT FURTHER ORDERED THAT THE DEFENDANT'S PAROLE AND PROBATION ARE CAN RUN AT THE SAME TIME. THE COURT ORDERED THAT SUPERVISION OF THE DEFENDANT'S PROBATION WILL BE WITH THE DEPARTMENT OF PROBATION AND PAROLE FOR A PERIOD OF FIVE YEARS UNDER THESE GENERAL AND ORDINARY CONDITIONS WHICH MAY APPLY: 1) MAKE A FULL AND TRUTHFUL REPORT AT THE END OF EACH MONTH; 2) MEET HIS/HER SPECIFIED FAMILY RESPONSIBILITIES, INCLUDING ANY OBLIGATIONS IMPOSED IN A COURT ORDER OF CHILD SUPPORT; 3) REPORT TO THE PROBATION OFFICER AS DIRECTED; 4) PERMIT THE PROBATION OFFICER TO VISIT HIM AT HIS HOME OR ELSEWHERE; 5) DEVOTE HIMSELF TO AN APPROVED EMPLOYMENT OR OCCUPATION; 6) REFRAIN FROM OWNING OR POSSESSING FIREARMS OR OTHER DANGEROUS WEAPONS; 7) MAKE REASONABLE REPARATION OR RESTITUTION TO THE AGGRIEVED PARTY FOR DAMAGE OR LOSS CAUSED BY THE OFFENSE IN AN AMOUNT TO BE DETERMINED BY THE COURT; 8) REFRAIN FROM FREQUENTING UNLAWFUL OR DISREPUTABLE PLACES OR CONSORTING WITH DISREPUTABLE PERSONS; 9) REMAIN WITHIN THE JURISDICTION OF THE COURT AND GET THE PERMISSION OF THE PROBATION OFFICER BEFORE MAKING ANY CHANGE IN HIS ADDRESS OR HIS EMPLOYMENT; 10) DEVOTE HIMSELF TO AN APPROVED READING PROGRAM AT HIS COST IF HE IS UNABLE TO READ THE ENGLISH LANGUAGE; 11) PERFORM COMMUNITY SERVICE WORK; 12) SUBMIT HIMSELF/HERSELF TO AVAILABLE MEDICAL, PSYCHIATRIC MENTAL HEALTH, OR SUBSTANCE ABUSE EXAMINATION OR TREATMENT OR BOTH WHEN DEEMED APPROPRIATE AND ORDERED TO DO SO BY THE PROBATION AND PAROLE OFFICER. THE COURT THEN ORDERED THE FOLLOWING SPECIAL CONDITIONS OF PROBATION: 1. REPORT TO THE PROBATION OFFICER AT 1221 ADRIAN STREET, NEW IBERIA, LOUISIANA WITHIN 24 HOURS OF YOUR RELEASE; 2. REPORT MONTHLY TO YOUR PROBATION OFFICER AND PAY A MONTHLY SUPERVISION FEE OF \$60.00; 3. PAY

A FINE OF \$750.00 PLUS COURT COST; 4. PAY COST OF PROSECUTION IN THE AMOUNT OF \$350.00; 5. SUBMIT TO, PAY FOR AND SUCCESSFULLY COMPLETE A COURT APPROVED SUBSTANCE ABUSE EVALUATION AND FOLLOW ANY RECOMMENDATION FOR TREATMENT. EVALUATION IS TO BE MADE WITHIN SEVEN DAYS OF YOUR RELEASE FROM INCARCERATION. THE COURT ORDERED THAT THE DEFENDANT MAY RECEIVE CREDIT FOR ANY TREATMENT RECEIVED WHILE INCARCERATED; 6. ATTEND, PAY FOR AND SUCCESSFULLY COMPLETE AT LEAST SIX DRUG SCREENS WITHIN THE FIRST EIGHTEEN MONTHS OF PROBATION; THEREAFTER, RANDOM AT THE DIRECTION OF YOUR PROBATION OFFICER; 7. PERFORM EIGHTY HOURS OF COMMUNITY SERVICE WORK AND PROVIDE A CERTIFICATE OF COMPLETION TO YOUR PROBATION OFFICER; 8. REMAIN DRUG AND ALCOHOL FREE. STAY OUT OF BARS AND AWAY FROM ILLICIT DRUG AND SUBSTANCE ABUSERS; 9. MAINTAIN GAINFUL EMPLOYMENT OR A FULL TIME STUDENT; 10. PAY \$250.00 TO THE PUBLIC DEFENDER'S OFFICE; 11. PAY \$150.00 OF THE 16TH JUDICIAL DISTRICT ACADIANA CRIME LAB FUND; 12. PAY \$100.00 TO THE 16TH JUDICIAL DISTRICT COURTHOUSE SECURITY FUND; 13. EXECUTE ANY AND ALL DOCUMENTS TO FACILITATE A WAGE AND/OR INCOME ASSIGNMENT, AND/OR A FEDERAL AND STATE REFUND ASSIGNMENT FORM TO FULFILL ANY FINANCIAL OBLIGATIONS; 14. ACKNOWLEDGE AND AGREE THAT AS A CONDITION OF PROBATION AND/OR PAROLE HE IS SUBJECT TO HAVE HOME, PERSONS, VEHICLES AND EFFECTS SEARCHED BY OFFICERS OF THE DEPARTMENT OF PROBATION AND PAROLE ON A RANDOM BASIS; 15. TESTIFY TRUTHFULLY AGAINST CO-DEFENDANTS AND 16. ACKNOWLEDGE NOTICE OF THE INTENT OF THE 16TH JUDICIAL DISTRICT ATTORNEY'S OFFICE TO SEEK A CIVIL MONEY JUDGMENT IN THE EVENT OF NONPAYMENT OF THE FINE, COURT COSTS AND COSTS OF PROSECUTION WITHIN SIXTY(60) DAYS OF THE IMPOSITION OF SENTENCE.

A TRUE COPY
ATTEST *Kentley Bernard*
DEPUTY CLERK OF COURT

**STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
CORRECTIONS SERVICES**

**Department Regulation
No. B-04-001**



01 August 2015

**CLASSIFICATION, SENTENCING AND SERVICE FUNCTIONS
Sentencing
Sentence Computation and Good Time Credits**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36 and Act No. 301 of the 2015 Regular Session.
2. **REFERENCES:** Massey v. Louisiana Department of Public Safety and Corrections, 149 So.3d 780 (La. 2014); Act Nos. 184 and 256 of the 2015 Regular Session; La. R.S. 14:2 (b), 15:529.1, 15:536, 15:537, 15:541, 15:542, 15:560, 15:561.2, 15:571.3, 15:571.4, 15:571.5, 15:574.4, 15:574.5, 15:574.9(E), 15:574.10, 15:609, 15:824, 15:828, 15:833.1 and 15:870; C.Cr.P. Arts. 879, 880, 883, 883.1, 890.1, 892, 893, 894.2, 900 and 901; Ch.C. Arts. 857 and 898(C)(3); Department Regulation Nos. A-01-013 "Forms Management Program," B-01-001 "Offender Incentive Pay and Other Wage Compensation," B-02-018 "Pre-Classification of Offenders," B-03-004 "Access to and Release of Active and Inactive Offender Records," B-04-003 "Certified Treatment and Rehabilitation Program (CTRP) Earned Credits and Adding New CTRP Programs," B-04-004 "Determination of Offender Class and Computation of Parole Eligibility," B-04-006 "Restoration of Good Time," B-04-007 "Release Procedures From Local Jail Facilities," B-05-001 "Disciplinary Rules and Procedures for Adult Offenders," B-05-006 "Forfeiture of Good Time-Guidelines for Imposition of Sanctions," B-06-001 "Health Care"-HC Policy No. HC-09 "Infection Control Program" and Health Care Policy No. HC-09C "Human Immunodeficiency Virus (HIV)," B-08-009 "Sex Offender Notification, Registration Requirements and Residence Plan," B-08-016 "DNA Protocols" and C-01-020 "Disaster Remediation Program"; Department Offender Posted Policy (DOPP) #030 "Visitation."
3. **PURPOSE:** To state the policy and procedures regarding sentence computation and the awarding of good time credits as set forth pursuant to the laws of this State.
4. **APPLICABILITY:** Deputy Secretary, Chief of Operations, Regional Wardens, Wardens, Director of Prison Enterprises, Chairman of the Committee on Parole and all employees who compute projected release dates of offenders sentenced to the custody of the Department. Each Warden and the Chairman of the Committee on Parole are responsible for ensuring that appropriate unit written policy and procedures are in place to comply with the provisions of this regulation.
5. **POLICY:** It is the Secretary's policy that departmental staff shall implement the

purpose and intent of La. R.S. 15:571.3, other state laws and the provisions of this regulation pertinent to sentence computation and the awarding of good time credits.

6. DEFINITIONS:

- A. **Amended Sentence:** Orders by a court whereby the original sentence of the court is "amended." In this case, the amended sentence shall be substituted for the original sentence; the sentence date and good time act shall remain the same.
- B. **Concurrent Sentence:** A sentence that is served parallel with another sentence but not necessarily beginning or ending at the same time in accordance with C.Cr.P. Art 883.
- C. **Consecutive Sentence:** A sentence served separately or not at the same time with another sentence in accordance with C.Cr.P. Art 883.
- D. **Crime of Violence:** An offense that has, as an element, the use, attempted use, principal party to, or threatened use of physical force against the person or property of another, and that, by its very nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense, an offense that involves the possession or use of a dangerous weapon or a crime designated by the sentencing court. (See Attachment A "Crimes of Violence" for enumerated offenses that are included as crimes of violence).
- E. **Custody Time:** Time served in physical custody after the imposition of sentence to the Department.
- F. **Diminution of Sentence:** A term of early release from physical custody to parole supervision pursuant to La. R.S. 15:571.5.
- G. **Disaster Relief Remediation Credit:** Credit awarded to an offender for work performed to remediate the damage done following a natural disaster or emergency.
- H. **Disciplinary Board:** A two member panel of approved staff members at an institution that holds regular hearings to determine if an offender has violated an established rule or procedure. (See Department Regulation No. B-05-001 "Disciplinary Rules and Procedures for Adult Offenders" for additional information).

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- I. **Earliest Possible Release Date:** The earliest possible date on which an offender is legally eligible for release consideration, factoring in the maximum total of days CTRP earned credit which may be applied to the offender's projected earliest release date. (See Department Regulation No. B-04-003 "Certified Treatment and Rehabilitation Program (CTRP) Earned Credits and Adding New CTRP Programs" for additional information).
 - J. **Earliest Release Date:** The earliest release date on which an offender is legally eligible for release consideration (i.e., parole eligibility date, diminution of sentence, etc.)
 - K. **Good Time:** Good time is earned at the rate or method set forth in La. R.S. 15:571.3 and other pertinent laws and policies in effect at the time of commitment or sentence as applicable.
 - L. **Incentive Wages:** Compensation paid to offenders pursuant to La. R.S. 15:870, et. seq.
 - M. **Jail Credit:** Time credited toward service of the sentence on the convicted offense prior to the imposition of sentence to the Department.
 - N. **One Day:** One day is equivalent to 24 hours.
 - O. **One Month:** One month is equivalent to 30.4375 days.
 - P. **One Year:** One year is equivalent to 365.25 days.
 - Q. **Pre-Classification Records:** A file of court commitments and other pertinent documents provided to the Department after the offender has been sentenced. (See Department Regulation No. B-02-018 "Pre-Classification of Offenders" for additional information).
 - R. **Regular Parole:** A term of early release granted by the Committee on Parole from physical custody to parole supervision pursuant to La. R.S. 15:574.4 and La. R.S. 15:574.5.
 - S. **Re-sentenced:** Orders by a court where a new sentence is imposed.
 - T. **Specified Orders of a Court:** Orders by a court where the judge specifically states conditions of the sentence imposed.
- 7. GENERAL GUIDELINES:**
- A. Offenders committed to the Department cannot have their release dates computed until a completed Pre-classification packet has been received.

(See Department Regulation No. B-02-018 "Pre-Classification of Offenders" for additional information).

- B. All sentences imposed before August 1, 2012, shall be computed in accordance with laws in effect at the time of sentencing unless otherwise stated in this regulation.
 - C. Offenders shall not be released in any manner, including parole, diminution of sentence (GTPS), good time, full term, compassionate release or transitional work program unless and until a DNA sample has been drawn. (See Department Regulation No. B-08-016 "DNA Protocols" for additional information).
 - D. In accordance with Act No. 301 of the 2015 Regular Session, all offenders being released from state operated facilities and state privately operated facilities shall be offered "opt-out" testing for human immunodeficiency virus (HIV) prior to release. (See Health Care Policy Nos. HC-09 "Infections Control Program" and HC-09C "Immunodeficiency Virus (HIV)" for additional information).
 - E. Sex offenders as defined in La. R.S. 15:541(See Attachment B "List of Sex Offenses Requiring Residence Plan Approval"), shall not be released on regular parole or diminution of sentence (GT/PS) until an approved residence plan has been secured. This includes all sex offenders who must still comply with registration and notification requirements under La. R.S. 15:542, whether the offense is active or inactive. (See Department Regulation No. B-08-009 "Sex Offender Notification, Registration Requirements and Residence Plan" and La. R.S. 15:574.4.3)E) for additional information).
8. **JAIL CREDIT:** Jail credit shall be awarded in accordance with C.Cr.P. Art. 880, C.Cr.P. Art. 883.1 and court decisions Pierre v. Maggio, 445 So. 2d 425, 426 La. 1984 and Johnson vs. Henderson, 303 So.2d 741.
- A. When the court fails to specify instructions regarding jail credit, the Department shall assume that the court intends to grant jail credit while the offender was being held on the charges for which he was sentenced pursuant to C.Cr.P. Art. 880.
 - B. An offender who committed a crime before July 29, 1970 is not entitled to jail credit unless specifically ordered by the court.
 - C. No offender shall receive overlapping credit while serving consecutive sentences unless specifically ordered by the court.
 - D. No credit is allowed for time spent in custody prior to the commission of the

crime for which the offender is incarcerated unless specifically ordered by the court.

- E. No credit is allowed for time spent under home incarceration, unless ordered by the court with the specific dates of the home incarceration.
- F. In accordance with C.Cr.P. Art. 900, a probationer whose probation is revoked for violation of technical conditions shall serve the sentence suspended, with or without credit for the time served on probation and with credit for time served as a special condition of probation, at the discretion of the court. The offender shall receive credit for time spent in custody while being held on a probation detainer prior to the imposition of sentence.
- G. In accordance with C.Cr.P. Art. 901 relative to cases of revocation, no credit shall be allowed for time spent on probation or for the time elapsed during suspension of sentence.
- H. If a probation violator commits a new crime while on probation and is sentenced for the new crime before or on the same day the probation is revoked, it shall be assumed that the revocation was based on the new felony conviction unless otherwise stated.
- I. A probation, parole or good time violator who is held in custody for violating technical conditions of supervision (including out of state or federal custody) shall only be awarded credit for the time he is held solely on the Louisiana warrant or when the warrant issued by Louisiana causes confinement in the foreign jurisdiction unless otherwise ordered by the court, pursuant to Jennings vs. Hunt, 272 So.2d 333 (La. Supreme Court) and State ex rel. George vs. Hunt, 327 So.2d 375 (La. Supreme Court).
- J. An offender whose good time parole supervision or regular parole is revoked by the Committee on Parole shall receive jail credit in accordance with La. R.S. 15:574.9(E) and C.Cr.P. Art 880.
- K. An offender may receive flat credits for time in custody when held solely on a parole warrant and the alleged violation did not initially result in the revocation of the parole or good time supervision and the time has not been credited to any other misdemeanor or felony sentence.
- L. Upon a subsequent revocation of a regular parole or good time parole violation, an offender will receive flat credits for time spent in custody when held under the provisions of La. R.S. 15:574.9(B)(2)(a) on a first or subsequent technical violation.
- M. Upon a subsequent revocation of a probation violation, an offender will

receive flat credits for time spent in custody when held under the provisions of C.Cr.P. Art. 900 on a first technical violation. An offender will receive good time credit from arrest until date of first technical violation.

- N. If it is not certain when a detainer on pending charges was placed with the agency having custody of the offender, the Department shall assume that notification was given to the agency on the day of arrest.
9. **GOOD TIME ELIGIBILITY:** Good time shall be awarded to an offender in the custody of the Department as follows:
- A. The determination of eligibility for good time rests exclusively with the Department as stated in State vs. Narcisse, Sup.1998, 97-3161 (La.6/26/98), 714 So.2d 698.
- B. Diminution of sentence shall be calculated from the date of sentence to the Department on actual time served in custody. Offenders sentenced on or after August 1, 2012 shall have diminution of sentence calculated based on the imposed sentence length.
- Under no circumstances shall the approval of an offender's eligibility to earn good time under the provisions of this regulation cause him to be "overdue" for discharge at the time of approval.
- C. Offenders serving life sentences shall not be credited with good time until their sentence is commuted or adjudicated to a fixed number of years.
- D. Offenders serving a sentence imposed before January 1, 1992, who are earning good time at a rate less than 30 days per month, shall be given the opportunity to opt to earn good time at the rate of 30 days per month in lieu of incentive wages on the remaining portion of their sentence as of January 1, 1992.
- E. Offenders sentenced or re-sentenced on or after January 1, 1992, are eligible to earn good time on jail credit. Offenders originally sentenced before January 1, 1992, who subsequently have their sentences amended, shall not be eligible to earn good time on jail credit.
- F. Offenders whose probationary sentences are revoked, or imposed on or after January 1, 1992, are eligible to earn good time on time spent in custody as a special condition of probation.
- G. An offender may receive double good time retroactive to July 1, 1982, provided he is eligible pursuant to the criteria outlined in Act No. 848 of the 1987 Regular Session and the court case of Cox vs. Whitley, 612 So.2d 158

(La. App.1 Cir. 1992).

- H. The amount of good time allowed for offenders sentenced on or after January 1, 1992 and prior to August 1, 2012, shall be at the rate of 35 days for every 30 days in actual custody, including the time spent in custody with good behavior pursuant to C.Cr.P. Art. 880, except those offenders convicted of a crime of violence as defined in La. R.S. 14:2(B) or a sex offense as defined in La. R.S. 15:541 regardless of the date of conviction.
 - I. The amount of good time allowed for offenders sentenced on or after August 1, 2012, shall be at the rate of 45 days for every 30 days of the actual sentence imposed, except those offenders convicted of a crime of violence as defined in La. R.S. 14:2(B) or a sex offense as defined in La. R.S. 15:541 regardless of the date of conviction. These offenders will be considered to have earned all allowed good time beginning on the date of initial sentence.
 - J. On or after August 1, 2012, all offenders, regardless of the good time act the offender is serving, will be considered to have earned all allowed good time beginning on the date of initial sentence.
 - K. Offenders convicted for the first time of a crime of violence as defined in La. R.S. 14:2(B), which is committed on or after January 1, 1997, and who are otherwise eligible to earn good time, shall earn diminution of sentence at a rate of three days for every 17 days in actual custody, including time spent in custody, pursuant to C.Cr.P. Art. 880.
 - L. Offenders earning good time at any rate shall not receive incentive wages (See Department Regulation No. B-01-001 "Offender Incentive Pay and Other Wage Compensation" for additional information).
- 10. GOOD TIME INELIGIBILITY:** Good time shall not be awarded to an offender in the custody of the Department as follows:
- A. An offender who has been granted a compassionate release shall not earn good time during the time of the compassionate release.
 - B. The offender has committed the instant offense under the Habitual Offender Law as set forth in La. R.S. 15:529.1 on or after August 15, 2011. Anyone committing the instant offense prior to August 15, 2011 shall not be eligible for good time in accordance with the law at time of commitment.
 - C. The offender was sentenced to the Department for a crime of violence committed on or after August 15, 1995 and prior to August 15, 2011, and the sentencing court denied or placed conditions on eligibility for the earning of good time pursuant to C.Cr.P. Art. 890.1. (Act 946 of the 1995 Regular

Session). (See Attachment A "Crimes of Violence" for additional information).

- D. Diminution of sentence shall not be allowed for an offender in the custody of the Department if the instant offense is a second offense crime of violence as defined by La. R.S. 14:2(B), when the instant offense is committed on or after August 27, 1994. (Act 150 of the 1995 Third Extraordinary Session). (See Attachment A "Crimes of Violence" for additional information).
- E. The offender was sentenced to the Department for a sex offense, as defined in La. R.S. 15:537(A), committed on or after August 15, 1999. (Act 1209 of the 1999 Regular Session) or a sex offense as defined in La. R.S. 15:571.3(B)(3) (See Attachment C "List of Sex Offenses for the Purpose of Denying Good Time" for additional information).
- F. The offender was sentenced to the Department for a sex offense which was committed on or after August 27, 1994, but prior to August 15, 1999, and the sentencing court denied or placed conditions on eligibility for the earning of good time pursuant to La. R.S. 15:537. (Act 110 of the 1994 Third Extraordinary Session). (See Attachment C "List of Sex Offenses for the Purpose of Denying Good Time" for additional information).
- G. The offender has been convicted two or more times under the laws of this state of any one or more of the following crimes where the instant offense was committed on or after August 27, 1994; or the offender has been convicted two or more times under the laws of this state, any other state, or the federal government of any one or more of the following crimes or attempts to commit any of the following crimes where the instant offense was committed on or after August 15, 1999 (Act 149 of the 1994 Third Extraordinary Session).
 - 1) Carnal knowledge of a juvenile.
 - 2) Indecent behavior with juveniles.
 - 3) Molestation of a juvenile.
 - 4) Incest or crime against nature as defined by La. R.S. 14:89(A)(2).
 - 5) Aggravated incest or aggravated crime against nature as defined by La. R.S. 14:89.1(A)(2).
- H. The offender has been convicted one or more times under the laws of this state, any other state, or the federal government of any one or more of the following crimes or attempts to commit any of the following crimes where the instant offense was committed on or after August 15, 2006. (Act No. 572 of the 2006 Regular Session)
 - 1) Carnal knowledge of a juvenile.

- 2) Indecent behavior with juveniles.
 - 3) Molestation of a juvenile.
 - 4) Incest or crime against nature as defined by La. R.S. 14:89(A)(2).
 - 5) Aggravated incest or aggravated crime against nature as defined by La. R.S. 14:89.1(A)(2).
- I. An offender who is convicted of a violation of La. R.S. 14:40.2 (Stalking), and the offense was committed on or after August 15, 1999, shall be prohibited from earning diminution of sentence at the discretion of the court. (Act No. 963 of the 1999 Regular Session).

11. GOOD TIME PAROLE SUPERVISION AND REGULAR PAROLE VIOLATORS:

- A. When an offender's good time parole supervision or regular parole supervision is revoked by the Committee on Parole, the offender shall serve the remainder of his sentence as of the date of his release on supervision pursuant to La. R.S. 15:571.5.
- B. Offenders whose good time parole supervision or regular parole supervision is revoked by the Committee on Parole on or after January 1, 1992, shall receive good time on the jail credit awarded in accordance with La. R.S. 15:574.9(E).
- C. An offender may receive flat credit for good behavior while on parole from the date of release until the date a warrant or detainer, whichever occurs first, that causes revocation is issued. (Act No. 792 of the 2010 Regular Session).
- D. An offender whose good time parole supervision or regular parole supervision is revoked by the Committee on Parole for committing a felony while on supervision pursuant to La. R.S. 15:574.10, shall serve the remaining portion of the parole sentence consecutively or concurrently, as ordered by the court, pursuant to C.Cr.P. Art. 883. The remaining portion of the parole sentence shall not begin prior to the imposition of the new felony sentence.
- E. Notwithstanding the provisions of La. R.S. 15: 574.9(B)(2)(a), an offender's good time parole supervision or regular parole supervision may be revoked by the Committee on Parole for violating technical conditions of his supervision. The remaining portion of the parole sentence shall begin on the revocation date determined by the Committee on Parole.
- F. An offender who has been granted a regular parole before August 15, 1997 for a crime committed on or after July 26, 1972, and whose parole is revoked by the Committee on Parole shall forfeit all good time earned on that portion of the sentence served prior to the granting of parole, up to a maximum of

180 days.

- G. An offender who has been granted a regular parole on or after August 15, 1997, and whose parole is revoked by the Committee on Parole for any reason, shall forfeit good time earned prior to parole as required by La. R.S. 15:571.4. (Note: La. R.S. 15:574.4.2 also states that the forfeiture shall include good time that would have been earned if parole had not been granted).
12. **SERVICE OF SENTENCE:** Offenders who are sentenced to the Department shall serve their sentences as follows:
- A. In all cases of conflicting specified orders from the courts, the order of the last sentencing court shall control the computation of the release dates.
 - B. Multiple sentences (including adjudicated juvenile custody) in an instant term of incarceration are to be served in the chronological order in which they were imposed, in accordance with C.Cr.P. Art. 883 and/or Ch.C. Art 898 C (3).
 - C. An out-of-state or federal sentence imposed before June 29, 1998, may not be served concurrent with a Louisiana sentence unless so ordered by the Louisiana court in accordance with State ex rel. George vs. Hunt, 327 So.2d 375 (La. Supreme Court) and Roy Dorman vs. Kelly Ward, DWCC and Richard L. Stalder, Secretary, Number 97 CA 1662 (First Circuit June 29, 1998).
 - D. An out-of-state or federal sentence imposed on or after June 29, 1998, may be served concurrent with a Louisiana sentence when the out-of-state or federal court refer to the sentence as being concurrent pursuant to Roy Dorman vs. Kelly Ward, DWCC and Richard L. Stalder, Secretary, Number 97 CA 1662 (First Circuit June 29, 1998).
 - E. A commutation of sentence signed by the Governor on or after April 1, 1992, where the length of the sentence is reduced, shall be computed as a re-sentence. However, in all cases the specific orders of the commutation shall be followed, pursuant to State ex rel. Milby vs. State, 471 So.2d 1000 (La. App. 1 Cir. 1985).
 - F. The period of time that an offender is required to serve under supervision pursuant to La. R.S. 15:571.5 may not be served concurrently with any other sentence unless ordered by the court.
 - G. When there is a discrepancy between a sentence specified by the uniform commitment documents or court minutes, the sentence shall be computed in

accordance with the instructions stated in the sentencing transcript pursuant to State vs. Terrebonne, 590 So.2d 105 (La. App. 5 Cir. 1991). In absence of the transcript, careful consideration shall be given to all of the other available documents and if necessary clarification shall be sought to determine the intent of the court.

- H. Parole eligibility dates are primarily calculated in accordance with La. R.S. 15:574.4 and the penalty statute for the individual offense. (See Department Regulation No. B-04-004 "Determination of Offender Class and Computation of Parole Eligibility for additional information).
- I. The court may waive the mandatory minimum sentencing requirements on all non-violent offenses and certain crimes of violence to include parole eligibility restriction. (C.Cr.P. Art 890.1).
- J. When an offender's probation is revoked pursuant to C.Cr.P. Art. 900, the length of sentence shall be the original sentence imposed unless otherwise stated by the court at the revocation hearing.
- K. Offenders who are sentenced to the Department for crimes committed prior to July 1, 1982, and not sentenced under Act No. 376, are not required to be released under good time parole supervision.
- L. Offenders who are sentenced to the Department for crimes committed on or after July 1, 1982, shall be released by diminution of sentence as if on parole. Before the offender is released, a diminution of sentence certificate that enumerates the conditions of parole shall be issued. The offender must agree in writing to the conditions of parole. If the offender fails to sign the certificate, he shall not be released. Refusal to sign shall be documented in the offender's Master Record, and his release date modified to indicate that he refused to accept the conditions of the release as set forth in La. R.S.15:571.5.
- M. In the event that an offender who initially failed to sign the diminution of sentence certificate chooses to sign at a later date, he shall be released as if on parole. The new release date shall then be effected as timely as possible, at the discretion of the Warden or designee.
- N. An offender who was a 14 year old juvenile at the time of the commission of any of the following crimes committed on or after August 27, 1994, AND who was sentenced as an adult under the provisions of Ch.C. Art. 857 shall not be held past his 31st birthday on the instant offense for which he was convicted and sentenced in accordance with Act 15 of the 1994 Third Extraordinary Session.

- 1) First degree murder.
- 2) Second degree murder.
- 3) Aggravated kidnapping.
- 4) Aggravated rape or first degree rape.
- 5) Aggravated battery when committed by the discharge of a firearm.
- 6) Armed robbery when committed with a firearm.
- 7) Forcible rape or second degree rape if the rape was committed upon a child at least 2 years younger than the rapist. (Act 1137 of the 1997 Regular Session).

O. Upon receipt of an Appellate Court decision that reverses an offender's conviction and/or sentence, or changes an offender's sentence, the Records Analyst is to contact the appropriate Appellant Court and District Attorney in the jurisdiction of original conviction to determine the following:

- 1) Whether the prosecutor intends to file a writ application from the Appellate Court decision;
- 2) If a timely writ application has been filed;
- 3) If the writ application from the Appellate Court decision has been denied.

After the Records Analyst obtains this information, they should notify the Headquarters Legal Section.

P. When serving the balance of multiple sentences while under supervision, the actual balance left under each sentence shall be computed separately upon revocation of parole.

Q. When serving the balance of multiple sentences having no violations prior to the full term date of the longest sentence, the term of supervision shall be considered to have been completed on any individual sentence during the supervision period. The manner in which the sentences are running whether it be concurrently or consecutively makes no difference.

13. ADDITIONAL CREDIT OPTIONS: Some offenders may have the opportunity to earn additional credits based on program participation and/or completion.

A. Certified Treatment and Rehabilitation Program (CTRP) earned credits shall be awarded pursuant to La. R.S. 15:828 and Department Regulation No. B-04-003 "Certified Treatment and Rehabilitation Program (CTRP) Earned Credits and Adding New CTRP Programs."

- 1) Effective August 1, 2012, all CTRP credit earned shall be deducted directly from the offender's earliest possible release date, regardless of the good time act the offender is serving or if he has consecutive

sentences with different good time act rate calculations. All offenders regardless of the sentencing act they are serving under will earn the same amount for each class and all offenders shall earn a maximum of 360 days of CTRP credit.

- 2) Prior to August 1, 2012, CTRP credits were calculated in accordance with the good time act the offender was serving.
- B. Eligible offenders participating in a Disaster Relief Remediation may be eligible to earn 30 days of credit in addition to that otherwise authorized by law for every 30 days of service in this program. (See Department Regulation No. C-01-020 "Disaster Remediation Program" for additional information).

14. GOOD TIME FORFEITURE AND RESTORATION:

- A. A determination as to the amount of good time an offender has to forfeit may be made at any time.
- B. Forfeiture of good time for disciplinary violations is governed by Department Regulation No. B-05-006 "Forfeiture of Good Time-Guidelines for Imposition of Sanctions."
- C. Restoration of previously forfeited good time from disciplinary violations is governed by Department Regulation No. B-04-006 "Restoration of Good Time."

s/James M. Le Blanc
Secretary

This regulation supersedes Department Regulation No. B-04-001 dated 01 August 2013 and Pages Eight and Nine dated 19 December 2014.

Attachment A	Crimes of Violence
Attachment B	List of Sex Offenses Requiring Residence Plan Approval
Attachment C	List of Sex Offenses for the Purpose of Denying Good Time

CRIMES OF VIOLENCE
La. R.S. 14:2

"Crime of violence" means an offense that has, as an element, the use, attempted use, or threatened use of physical force against the person or property of another, and that, by its very nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense, an offense that involves the possession or use of a dangerous weapon or a crime designated by the sentencing court. The following enumerated offenses and attempts to commit any of them are included as "crimes of violence":

- 14:28.1 Solicitation for murder
- 14:30 First degree murder
- 14:30.1 Second degree murder
- 14:31 Manslaughter
- 14:32.1 Vehicular homicide (Added by La. Supreme Court, State v. Oliphant, No. 2012-K-1176.S0.3d effective for crimes committed on or after March 19, 2013 and committed prior to May 28, 2014)
- 14:32.1(C) Vehicular homicide if the offender's blood alcohol concentration at the time of the offense exceeds .20 percent BAC as stated in the record. (Committed on or after May 28, 2014 by Act No. 280 of the 2014 Regular Session)
- 14:34 Aggravated battery
- 14:34.1 Second degree battery
- 14:34.2 Battery of a Police Officer (Added in 2008 by Act No. 619 effective for crimes committed on or after August 15, 2008)
- 14:34.6 Disarming of a peace officer (Added in 2003 by Act No. 637 effective August 15, 2003)
- 14:34.7 Aggravated second degree battery (Added in 2003 by Act No. 637 effective August 15, 2003)
- 14:35.3(M) Domestic abuse battery by burning that causes serious bodily injury (Added in 2012 by Act No. 289 effective June 14, 2013)
- 14:37 Aggravated assault
- 14:37.1 Assault by drive-by shooting
- 14:37.2 Aggravated assault upon a peace officer with a firearm (Added in 2003 by Act No. 637 effective August 15, 2003)
- 14:37.4 Aggravated assault with a firearm (Added in 2003 by Act No. 637 effective August 15, 2003)
- 14:37.7 Domestic abuse aggravated assault (Added in 2014 by Act No. 194 committed on or after August 1, 2014)
- 14:38.1 Mingling harmful substances
- 14:40.2 Stalking (Added in 2003 by Act No. 637 effective August 15, 2003)

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- 14:42 Aggravated rape (Renamed in 2015 by Act Nos. 184 and 256 effective August 1, 2015)
- 14:42 First degree rape (Added in 2015 by Act Nos. 184 and 256 effective August 1, 2015)
- 14:42.1 Forcible rape (Renamed in 2015 by Act Nos. 184 and 256 effective August 1, 2015)
- 14:42.1 Second degree rape (Added in 2015 by Act Nos. 184 and 256 effective August 1, 2015)
- 14:43 Simple rape (Renamed in 2015 by Act Nos. 184 and 256 effective August 1, 2015)
- 14:43 Third degree rape (Added in 2015 by Act Nos. 184 and 256 effective August 1, 2015)
- 14:43.1 Sexual battery
- 14:43.2 Second degree sexual battery (Added in 2004 by Act No. 676 effective August 15, 2004)
- 14:43.5 Intentional exposure to AIDS virus
- 14:44 Aggravated kidnapping
- 14:44.1 Second degree kidnapping
- 14:45 Simple kidnapping
- 14:46.2 Human trafficking (Added in 2010 by Act No. 387 effective August 15, 2010)
- 14:46.3 Trafficking of children (Added in 2010 by Act No. 387 effective August 15, 2010)
- 14:51 Aggravated arson
- 14:55 Aggravated criminal damage to property
- 14:60 Aggravated burglary
- 14:62.8 Home invasion (Added in 2010 by Act No. 524 effective August 15, 2010)
- 14:64 Armed robbery
- 14:64.1 First degree robbery
- 14:64.2 Car jacking
- 14:64.3 Armed robbery; use of firearm; additional penalty (Added in 2003 by Act No. 637 effective August 15, 2003)
- 14:64.4 Second degree robbery (Added in 2004 by Act No. 651 effective August 15, 2004)
- 14:65 Simple robbery
- 14:65.1 Purse snatching
- 14:66 Extortion
- 14:78.1 Aggravated incest (Added in 2006 by Act No. 72 effective August 15, 2006) (Elements of this crime moved to 14:89.1 in 2014 by Act No. 602 effective June 12, 2014)
- 14:89.1 Aggravated crime against nature
- 14:93.2.3 Second degree cruelty to juveniles (Added in 2003 by Act No. 637 effective August 15, 2003)

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- 14:94 Illegal use of weapons or dangerous instrumentalities (Added in 1995 by Act No. 1223 effective August 15, 1995)
- 14:108.1(C) Aggravated flight from an officer (Added in 2003 by Act No. 637 effective August 15, 2003)
- 14:128.1 Terrorism (Added in 2002 by 1st Extraordinary Session Act No. 128 effective June 16, 2002)

The Department considers “Principal Parties” (La. R.S. 14:24) to be an enumerated crime of violence.

The Department does not consider “Accessory After the Fact” (La. R.S. 14:25) or Criminal Conspiracy to Commit” (La. R.S. 14:26) to be an enumerated crime of violence.

**LIST OF SEX OFFENSES
REQUIRING RESIDENCE PLAN APPROVAL**

14:41	Rape
14:42	Aggravated rape or first degree rape
14:42.1	Forcible rape or second degree rape
14:43	Simple rape or third degree rape
14:43.1	Sexual battery
14:43.2	Second degree sexual battery
14:43.3	Oral sexual battery
14:43.4	Aggravated oral sexual battery occurring prior to August 15, 2001
14:43.5	Intentional exposure to AIDS virus
14:46.2(B)(2)	Human trafficking
14:46.3	Trafficking of children
14:53.4	Aggravated oral sexual battery (occurring prior to August 15, 2001)
14:78	Incest (Repealed and moved under 14:89(A)(2) by Act No. 602 of the 2014 Regular Session-Effective June 12, 2014)
14:78.1	Aggravated incest (Repealed and moved under 14:89.1 by Act No. 602 of the 2014 Regular Session-Effective June 12, 2014)
14:80	Felony carnal knowledge of a juvenile
14:81	Indecent behavior with juveniles
14:81.1	Pornography involving juvenile
14:81.2	Molestation of a juvenile or a person with physical or mental disability
14:81.3	Computer-aided solicitation of a minor
14:81.4	Prohibited sexual conduct between and educator and student
14:82.1	Prostitution persons under 18
14:82.2(C)(4)&(5)	Purchase of commercially sexual activity
14:89	Crime against nature
14:89.1	Aggravated crime against nature
14:89.2(B)(3)	Crime against nature by solicitation (persons under 18)
14:92(A) (7)	Contributing to the delinquency of juveniles (perform any sexually immoral act)
14:93.5	Sexual battery of the infirm
14:106(A)(5)	Obscenity by solicitation (of a person under the age of 17)
14:283(E)	Video voyeurism
14:283.1	Video voyeurism second or subsequent conviction

Deferred adjudication, adjudication withheld or a conviction for the perpetration, attempted perpetration, or conspiracy to commit one of the offenses listed above shall be considered a sex offense.

The Department considers "Principal Parties" (La. R.S. 14:24) of any of the above offenses to be a sex offense. This includes all offenders who must still comply with registration and notification requirements under La. R.S. 15:542, whether the offense is active or inactive.

**LIST OF SEX OFFENSES
FOR THE PURPOSE OF DENYING GOOD TIME**

14:41	Rape
14:42	Aggravated rape or first degree rape
14:42.1	Forcible rape or second degree rape
14:43	Simple rape or third degree rape
14:43.1	Sexual battery
14:43.2	Aggravated sexual battery
14:43.3	Oral sexual battery
14:43.5	Intentional exposure to AIDS virus
14:80	Felony carnal knowledge of a juvenile
14:81	Indecent behavior with juveniles
14:81.1	Pornography involving juvenile
14:81.2	Molestation of a juvenile
14:81.3	Computer-aided solicitation of a minor (Added in 2008 by Act No. 461 effective for crimes committed on or after June 25, 2008)
14:89	Crime against nature (Added in 2014 by Act No. 602 effective for crimes committed on or after June 12, 2014)
14:89(A)(1)	Crime against nature (Added in 2001 by Act No. 1206-Effective August 15, 2001)
14:89.1	Aggravated crime against nature
14:93.5	Sexual battery of the infirm (Added in 2001 by Act No. 1206-Effective August 15, 2001)

A conviction for the attempt of the above offenses shall not be considered as a sex offense for the purpose of denying good time except the following offenses when the commitment is on or after August 15, 2006:

14:80	Felony carnal knowledge of a juvenile
14:81	Indecent behavior of a juvenile
14:81.2	Molestation of a juvenile
14:78	Incest
14:78.1	Aggravated incest
14:89(A)(2)	Crime against nature (Added by Act No. 602 of the 2014 Regular Session effective for crimes committed on or after June 12, 2014)
14:89.1(A)(2)	Aggravated crimes against nature (Added by Act No. 602 of the 2014 Regular Session effective for crimes committed on or after June 12, 2014)

The Department considers "Principal Parties" (La. R.S. 14:24) of any of the above offenses to be a sex offense. The Department does not consider "Accessory After the Fact" (La. R.S. 14:25) or Criminal Conspiracy to Commit" (La. R.S. 14:26) to be a sex offense.

**STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
CORRECTIONS SERVICES**

**Department Regulation
No. B-04-003**



15 May 2017

CLASSIFICATION, SENTENCING AND SERVICE FUNCTIONS

Sentencing

**Certified Treatment and Rehabilitation Program (CTRP) Earned Credits
and Adding New CTRP Programs**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36.
2. **REFERENCES:** La. R.S. 15:571.3, 15:571.4(B)(2), 15:574.4.2(B)(2) and 15:828(B) and (C); Act No. 532 of the 2012 Regular Session; House Concurrent Resolution No. 12 of the 2013 Regular Session; Department Regulation Nos. A-01-003 "Forms Management Program," B-02-001 "Assignment and Transfer of Offenders," B-02-021 "Corrections Reentry Workforce Program at Louisiana State Penitentiary," B-04-001 "Sentence Computation and Good Time Credits," C-05-003 "Headquarters Monitoring-DPS&C Facilities, Contract and Cooperative Endeavor Agreement Transitional Work Programs and Transitional Work Programs Operated in Local Jail Facilities;" C-05-001 "Activity Reports/Unusual Occurrence Reports Operational Units" and C-05-004 "Basic Jail Guidelines."
3. **PURPOSE:** To state the Secretary's policy regarding the awarding of earned credits in order to encourage voluntary participation by offenders in a Certified Treatment and Rehabilitation Program (CTRP), including but not limited to, basic education, job skill training, values development, faith-based initiatives and treatment programs when such programs are available at the DPS&C or local jail facility where the offender is assigned.
4. **APPLICABILITY:** Deputy Secretary, Assistant Secretary, Chief of Operations, Regional Wardens, Wardens and the Sheriff or Administrator of local jail facilities and transitional work programs. Each Unit Head is responsible for ensuring that appropriate unit written policy and procedures are in place to comply with the provisions of this regulation.
5. **POLICY:** It is the Secretary's policy that CTRP credit shall be awarded in accordance with procedures outlined in this regulation and that no offender shall be granted a furlough pursuant to La. R.S. 15:828(B) for participating in a CTRP.
6. **DEFINITIONS:**
 - A. **Adult Education Programs:** Education for offenders which enables them to improve their general knowledge by continuing their education or resuming incomplete education of previous years. Adult education includes courses for high

school equivalency credit, higher education degrees, non-degree learning and formal literacy education.

- B. **Certified Treatment and Rehabilitation Program (CTRP) Earned Credits:** Credit awarded pursuant to La. R.S. 15:828(B).
- C. **Certified Treatment and Rehabilitation Programs:** A program approved by the Secretary of the Department in accordance with the procedures stated in Section 12. All programs must be related to the overall goals of reducing recidivism by improving the educational, vocational, employment skills and personal development of the offenders. (See Attachment A for all approved programs, Attachment B for approved programs at state facilities, Attachment C for approved programs at local jail facilities and transitional work programs and Attachment E for Mentor Lead Certified Treatment and Rehabilitation Programs at Louisiana State Penitentiary).
- D. **Contact Hour:** Each clock hour the offender spends face-to-face with a staff provider or certified mentor.
- E. **High School Equivalency (HSE):** A diploma earned through state-approved testing (i.e., GED® Testing Service, McGraw Hill TASC, Educational Service, etc.) by an adult education student who has not previously earned a high school diploma.
- F. **Job Skill Training:** Programs designed to prepare the learner for employment in a specific occupation or industry.
- G. **Literacy Programs:** Education that provides basic reading and other academic skills for illiterate or functionally illiterate offenders, known as "Literacy Level" offenders. Offenders are considered to be "Literacy Level" if their reading and/or Composite Test of Basic Adult Education (TABE) score is below the 5th grade level.
- H. **Mentor Lead Certified Treatment and Rehabilitation Programs at Louisiana State Penitentiary:** Includes academic, job/vocational skills, treatment, values development and social learning programs taught by qualified offender mentors and approved by the Secretary to earn CTRP credits. (See Attachment D of this regulation "Mentor Lead Certified Treatment and Rehabilitation Programs at Louisiana State Penitentiary Awards Chart" for all approved mentor Lead CTRP programs at Louisiana State Penitentiary and Department Regulation No. B-02-021 "Corrections Reentry Court Workforce Program at Louisiana State Penitentiary" for additional information).
- I. **Mentor Lead Certified Treatment and Rehabilitation Programs by Graduates of the New Orleans Baptist Theological Seminary (NOBTS):** Graduates of the NOBTS who are assigned to state correctional facilities are deemed to be qualified

offender mentors. These offender mentors may only teach the "Treatment" programs offered on Attachment D of this regulation.

- J. **Program Coordinator:** A state or local jail facility's designated staff provider, instructor, sponsor or other person responsible for oversight of educational and/or institutional programs for the facility.
- K. **Regional Facility:** A state correctional facility located within one of nine regions of the state, as designated by the Secretary. Each Warden of a regional facility shall be responsible for certain requirements pursuant to the provisions of this regulation for offenders housed in their state correctional facility, as well as DPS&C offenders housed in local jail facilities within their respective region. (See Department Regulation No. B-02-001 "Assignment and Transfer of Offenders"-Appendix VIII Louisiana Regional Map with State Correctional Facilities and Reentry and Substance Centers).
- L. **Unit Head:** The head of an operational unit, specifically, Wardens, Sheriffs or Administrators of local jail facilities and transitional work programs, Director of Probation and Parole and Director of Prison Enterprises.

7. ELIGIBILITY:

- A. Offenders must be eligible to earn good time, diminution of sentence or qualify pursuant to La. R.S. 15:571.3 (E) in order to be approved to earn CTRP credits.
- B. Offenders are eligible for CTRP credits when they either successfully complete or participate in a certified treatment and rehabilitation program sponsored by the facility.
- C. Offenders who are serving life sentences and who have been approved for CTRP credits will have credits applied to their sentence only when the sentence has been commuted or adjudicated to a fixed number of years.
- D. Offenders who are serving death sentences are only eligible for participation in approved and monitored correspondence courses.
- E. No offender shall receive CTRP credits for participation in programs prior to September 6, 1991.
- F. Pursuant to the provisions of La. R.S. 15:571.4(B)(2) and 15:574.4.2(B)(2), an offender who is released via regular parole or Good Time Parole Supervision (GTPS) on or after August 15, 1997 and whose parole is revoked shall forfeit all good time earned and/or CTRP credits on that portion of the sentence served prior to the release on parole.

8. GRANDFATHER CLAUSES:

- A. The provisions of this regulation are applicable to offenders who began or were participating in a CTRP on or after August 15, 2009. Offenders who completed a CTRP prior to August 15, 2009, shall be subject to the provisions of the regulation in effect prior to August 15, 2009.
- B. The provisions of this regulation are applicable to offenders who earn diminution of sentence pursuant to Act 1099 and who were participating in a CTRP on or after November 5, 2010.
- C. An offender may be eligible to earn CTRP credits for participation/completion in certified programs prior to sentencing if, at the time of participation/completion, the offender was in continuous custody on the same docket for which he was sentenced. This provision is applicable to offenders who began or were participating in a CTRP on or after February 29, 2012.
- D. The provisions of this regulation are applicable to habitual offenders pursuant to La. R.S. 15:529.1 and House Concurrent Resolution No. 12 of the 2013 Regular Session unless the offender was convicted of a sex offense as defined in La. R.S. 15:541 or a crime of violence as defined in La. R.S. 14:2(B) who participated in a CTRP on or after August 15, 2009.

9. PROCEDURES FOR CTRP EARNED CREDIT APPROVAL:

- A. **Offenders Housed in State Correctional Facilities**
 - 1) The state facility's Program Coordinator shall immediately certify when an offender has either successfully completed or participated in a CTRP (including Mentor Lead CTRP's at the Louisiana State Penitentiary) utilizing a Certified Treatment and Rehabilitation Earned Credit (Form B-04-003-A).
 - 2) The Program Coordinator shall forward the form to the institution's Records Office. The Records Supervisor/Manager or designee shall review the form to verify the offender's eligibility for the awarding of additional earned credits.
 - 3) If approved, the Records Supervisor/Manager or designee shall award the CTRP credit in accordance with the Certified Treatment and Rehabilitation Programs Awards Charts (See Attachments A and D). A revised Master Prison Record shall be given to the offender. The approved Form B-04-003-A and the revised Master Prison Record shall be filed in the offender's Master Record.
 - 4) If denied, the Records Supervisor/Manager shall provide a written reason on Form B-04-003-A and provide a copy to the offender. The original shall be filed in the offender's Master Record.

- B. Offenders Housed in Local Jail Facilities and Transitional Work Programs**
- 1) The appropriate regional facility shall provide a Certified Treatment and Rehabilitation Earned Credit (Form B-04-003-A) to the Sheriff or Administrator of each local jail facility and transitional work program within their region.
 - 2) The facility's Program Coordinator shall immediately certify when an offender has either successfully completed or participated in a CTRP. The form shall be submitted to the Sheriff or Administrator for signature and forwarding to the Records Office of the appropriate regional facility within which the local jail facility or transitional work program is located.
 - 3) The Records Supervisor/Manager or designee shall review the form to verify the offender's eligibility for the awarding of credits.
 - 4) If approved, the Records Supervisor/Manager or designee shall award the CTRP credit in accordance with the Certified Treatment and Rehabilitation Programs Awards Chart (See Attachment A). The revised Master Prison Record shall be returned to the Sheriff or Administrator of the local jail facility or transitional work program, who shall provide the document to the offender. The approved Form B-04-003-A and the revised Master Prison Record shall be filed in the offender's Master Record.
 - 5) If denied, the Records Supervisor/Manager or designee shall provide a written reason on Form B-04-003-A and provide a copy to the Sheriff or Administrator of the local jail facility or transitional work program, who shall provide the offender with the form. The original shall be filed in the offender's Master Record.
- C. Current Offender Management System (formerly known as CAJUN) procedures are in place regarding the maintenance of the amount of CTRP credit awarded per offender. The amount of credit awarded shall be displayed on the Offender Management System Master Prison Record.**
- D. Regardless of the date of program completion, an offender who is to be released by virtue of diminution of sentence or good time during his participation in a CTRP, shall write the Program Coordinator at least three months prior to his scheduled release date to advise the Program Coordinator of the pending release. The Program Coordinator shall submit Form B-04-003-A to the Records Manager/Supervisor or designee at least 45 days prior to the offender's release date. A request for credit that is received within 45 days prior to the release date shall not be applied without the Warden or Regional Warden's approval if the offender is already cleared for release.**

- E. In accordance with the provisions of Department Regulation No. C-05-003 "Headquarters Compliance Monitoring-DPS&C Facilities, Contract and Cooperative Endeavor Agreement Transitional Work Programs and Transitional Work Programs Operated in Local Jail Facilities" and/or Department Regulation No. C-05-004 "Basic Jail Guidelines," continued compliance with CTRP program objectives shall be verified on an annual basis using the Certified Treatment and Rehabilitation Program Certification of Continued Compliance (Form B-04-003-B).

10. ACCEPTABLE DISCONTINUANCE OF COURSE PARTICIPATION:

- A. Removal due to medical or mental health reasons.
- B. Transfer to another facility and the transfer will interrupt course participation.
- C. Removal is the result of reclassification, such as housing assignment or job assignment that makes the offender unable to continue participation in the course when the result of the change is not related to disciplinary reasons.
- D. Circumstances that would no longer allow the offender to participate in the course that are no fault of the offender.

Note: Credit shall not be awarded to offenders who leave a CTRP for any other reason unless approved by the Warden of state correctional facilities or the Sheriff or Administrator of local jail facilities and transitional work programs.

11. AWARDING CREDIT:

- A. If the amount of CTRP credit earned under the provisions of this regulation will cause the offender to be overdue for release at the time of approval, he shall only receive credit for the amount that would make him eligible for an immediate release.
- B. For all eligible offenders regardless of sentencing Act, during the instant incarceration, a total of 360 days CTRP credit may be applied to the projected release date.
- C. CTRP credits shall be awarded in the amount specified on the Certified Treatment and Rehabilitation Programs Awards Charts (See Attachments A and D). Increased values for CTRP completion shall be effective for offenders enrolled in a program on or after July 1, 2014.
- D. All basic education (including ABE/GED, developmental studies (LTC), literacy and special education programs), including Job Skill Training programs certified by the Louisiana Community and Technical College System or other state recognized education agency and approved by the Department's Education Director, shall

receive 90 days good time for course completion.

- E. Offenders who complete any certified values development, faith-based initiatives, treatment, or miscellaneous programs shall be awarded CTRP credits in the amount specified on the Certified Treatment and Rehabilitation Programs Awards Charts (See Attachments A and D).
- F. Offenders who complete an approved college credit correspondence course shall receive ten days per college credit hour. Correspondence courses must be earned with a grade of C (or 70%) or better, from a certified, accredited post-secondary institution, as listed by the United States Department of Education (<https://ope.ed.gov/accreditation/>), and shall be approved and monitored by the facility's Program Coordinator. No more than 90 days CTRP credit may be earned by any offender through the successful completion of college correspondence courses.
- G. Offenders who do not complete or are removed from course participation prior to successful completion of the course in accordance with Section 10. of this regulation, shall receive CTRP credits at the rate of five days per month, not to exceed one half of the maximum amount allowed for course completion.
- H. All tutors and graduates of the NOBTS who serve as mentors at state correctional facilities and who are eligible to receive CTRP credits shall earn CTRP credits at the rate of five days per month up to the maximum amount of 360 days.
- I. No offender shall complete and receive the approved maximum CTRP credits more than once for a single program.
- J. An offender may show participation more than once for a single program; however, each time he shall be credited in accordance with Section 11.G. and shall not receive more credits than is allowed for program participation.

12. ADDING NEW CERTIFIED PROGRAMS:

- A. To add new values development, faith-based initiatives, treatment or miscellaneous programs, the Unit Head or facility Program Coordinator shall submit requests via e-mail to the Assistant Secretary of the Office of Offender Reentry at Headquarters utilizing the Application for Certification of Program Operation (Form B-04-003-C).
- B. The Assistant Secretary shall work in conjunction with the Department's Substance Abuse Coordinator and Sex Offender Treatment Program Director, the Department's Education Director and/or the Deputy Assistant Secretary for Reentry (as appropriate) to ascertain program suitability.

- C. The Assistant Secretary shall submit the application and resulting recommendation pursuant to Section 12.B., to the Deputy Assistant Secretary, Policy Development and Review for final review who will then submit to the Secretary for final program approval/certification and determination of the amount of credits to be awarded for program completion. The Certified Treatment and Rehabilitation Programs Awards Chart (Attachment A) shall be updated accordingly.
- D. The Department's Education Director shall notify the Assistant Secretary of any newly approved education and job skill training programs in order for the Certified Treatment and Rehabilitation Programs Awards Chart (Attachment A) to be updated.

13. REPORTING REQUIREMENTS:

Each Warden shall report educational, vocational, occupational, certified lead mentor and interpreter program participation on a monthly basis through the Department Regulation No. C-05-001 reporting process.

s/James M. Le Blanc
Secretary

Attachment A: Certified Treatment and Rehabilitation Programs Awards Chart
Attachment B: Certified Treatment and Rehabilitation Programs-State Facilities
Attachment C: Certified Treatment and Rehabilitation Programs-Local Jail Facilities
Attachment D: Mentor Lead Certified Treatment and Rehabilitation Programs at Louisiana State Penitentiary Awards Chart
Attachment E: Mentor Lead Certified Treatment and Rehabilitation Programs at Louisiana State Penitentiary

Forms: B-04-003-A Certified Treatment and Rehabilitation Earned Credit
B-04-003-B Certified Treatment and Rehabilitation Program Certification of Continued Compliance
B-04-003-C Application for Certification of Program Operation

This regulation supersedes Department Regulation No. B-04-003 dated 04 November 2016.

**CERTIFIED TREATMENT AND REHABILITATION PROGRAMS
AWARDS CHART**

**All Basic Education, Job Skill Training and Industry Based Certification Programs Will Earn
90 Days Off the Projected Release Date Upon Program Completion**

BASIC EDUCATION

(ABE/GED & Literacy Students in the following classes:)
Adult Basic Education (ABE) or General Education Development (GED)
Developmental Studies (LTC)
Literacy
Special Education

JOB SKILL TRAINING

(All programs certified by the Louisiana Community & Technical College System or other state recognized education agency – to include, at a minimum, the following:)
Associate Degree of General Studies
Auto Body/Collision Repair
Automotive Technology
Barbering
Building Technology
Care and Development of Young Children
Carpentry
Certified Nursing Assistant
Communications Electronics
Computer Electronics
Computer Specialist/Application/Operation/Support
Commercial/Custom Sewing
Consumer Electronics
Culinary Arts
Diesel Power Equipment Technology
Drafting and Design
Electrician/Electronics
Electromechanical Technology
General Construction
Graphic Communications
Heating, Air Conditioning, Ventilation and Refrigeration
Horticulture (including Golf Course Maintenance)
Job Life Skills (Vocational)
Marketing Management
Masonry
Medical Office Specialist
Network Specialist
Offset Printing
Office Systems Technology
Outdoor Power Technology

Pipefitter Fabricator
Plumbing
Upholstery Technology
Welding
- Tact Welder/Fitter Helper TCA Certificate

INDUSTRY BASED CERTIFICATION PROGRAM

Work Force Welding Program

PROGRAM TITLE	TIME TO COMPLETE (MONTHS, DAYS OR CONTACT HOURS)	CREDITS AWARDED
VALUES DEVELOPMENT AND FAITH-BASED INITIATIVES		
Celebrate Recovery	10 months	90 days
Cornerstone University-Phase 1	12 months	90 days
Cornerstone University-Phase 2	12 months	90 days
Faith and Character Based Dormitory-Local	12 months	90 days
Faith and Character Based Dormitory-State-Phase 1	12 months	90 days
Faith and Character Based Dormitory-State-Phase 2	12 months	90 days
Healing and Eliminating Abusive Relationships Through Scripture (HEARTS)	30 hours	45 days
Inner Healing	11 weeks	75 days
Malachi Dads	42 weeks	75 days
New Orleans Baptist Theological Seminary-Spiritual Growth Certificate	30 hours	90 days
New Orleans Baptist Theological Seminary-Associate Degree	1 st year Upon graduation	90 days 90 days
New Orleans Baptist Theological Seminary-Bachelors Degree	1 st year 2 nd year 3 rd year Upon graduation	90 days 90 days 90 days 90 days
Praise Program	12 months	90 days
Preparing for Success on the Outside	30 hours	60 days
School of Faith Bible Institute (A)-Phase 1	80 hours	90 days
School of Faith Bible Institute (A)-Phase 2	80 hours	90 days
School of Faith Bible Institute (B)	80 hours	90 days
True Freedom Program	12 months	90 days
Victory Bible Institute - Phase 1	18 months	90 days
Victory Bible Institute - Phase 2	18 months	90 days
Youthful Offender Program	12 months	90 days
TREATMENT		
Blue Walters Substance Abuse Treatment Program	90 days	90 days
Bossier Sex Offender Treatment Unit	2 Phases/6 months ea	90 days ea. phase

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Cage Your Rage	16 hours	90 days
Critical Rehabilitation of Alcohol and Other Substances (CRASH)	7 months	90 days
Didactic Program	12 weeks	75 days
Domestic Abuse Intervention Program (For Males)	27 weeks	90 days
From the Inside Out	12 weeks	75 days
Hazeldon's A New Direction	6 months	90 days
Helping Men Recover	24 weeks	90 days
Helping Women Recover-Phase 1	12 weeks	90 days
Helping Women Recover-Phase 2	12 weeks	90 days
Helping Women Recover-Phase 3	12 weeks	90 days
Inside/Out Dad Program	12 weeks	90 days
Knowledge is the Effect Program	16 weeks	90 days
Life Skills Training Program	16 hours	90 days
Life's Healing Choices	8 weeks	30 days
Living in Balance: Moving From a Life of Addiction to a Life of Recovery-Phase 1	18 hours	90 days
Living in Balance: Moving From a Life of Addiction to a Life of Recovery-Phase 2	18 hours	90 days
Louisiana Risk Management Model: Mind Altering Substances-Identification (Phase I) and Mind Altering Substances-Understanding (Phase II)	12 hours for each Phase	45 days for each Phase
Men's Work	6 months	90 days
Moral Reconation Therapy	12 weeks	75 days
Nurturing Parenting	10 weeks	60 days
Options Reentry Program*	3 months	90 days
Our Best Interest (For Women)	10 weeks	60 days
Overcomers Recovery Support	12 weeks	75 days
Partners in Parenting	14 weeks	75 days
Project 180	26 weeks	45 days
Residential Drug Abuse Program	6 months	90 days
Residential Substance Abuse Treatment (RSAT)	180 days	90 days
Sex Offender Treatment-(Madison County Risk Sex Offender Psycho-Social Program)	4 Phases of 25 hours	45 days for each Phase
S.T.A.R. Long Term Program	12 months	6 months - 60 days 1 year - 60 days
Steve Hoyle Intensive SA Program - Phase 1	3 months	90 days
Steve Hoyle Intensive SA Program - Phase 2	6 months	90 days
Steve Hoyle Intensive SA Program - Phase 3	9 months	90 days
Steve Hoyle Intensive SA Program - Phase 4	12 months	90 days
Strengthening Families	14 weeks	75 days
Thinking for a Change	12 weeks	75 days
Understanding and Reducing Angry Feelings	12 weeks	75 days
Victim Awareness	42 hours	75 days

MISCELLANEOUS		
Standardized Pre-Release Curriculum-2010 Phase 1 (Modules 1-5) and Phase 2 (Modules 6-10)	Phase 1 Phase 2	60 days 60 days
American Sign Language Intern	36 college credits	10 days per college credit hour
American Sign Language Interpreter	36 college credits	10 days per college credit hour
FDIC Money Smart for Young Adults	12 weeks	60 days
Financial Management/Solutions to Poverty	23 weeks	90 days
Approved College Credit Correspondence Course (Including Paralegal Studies offered by the Louisiana Community & Technical College System)	Varies	10 days per college credit hour
Tutors	Varies	5 days per month
Building 10 Project	75 days	75 days

* Plus one year post release supervision.

CERTIFIED TREATMENT AND REHABILITATION PROGRAMS

STATE FACILITIES

BASIC EDUCATION - ALL FACILITIES

Adult Basic Education (ABE) or General Education Development (GED)*

Developmental Studies (LTC)

Literacy

Special Education

*Must attach copy of GED certificate

JOB SKILL TRAINING

Ass. Degree of Gen Studies

Allen Correctional Center

Elayn Hunt Correctional Center

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Rayburn Correctional Center

Raymond Laborde Correctional Center

Auto Body/Collision Repair

Dixon Correctional Institute

Phelps Correctional Center

Raymond Laborde Correctional Center

Winn Correctional Center

Automotive Technology

David Wade Correctional Center
Dixon Correctional Institute
Louisiana State Penitentiary
Phelps Correctional Center
Rayburn Correctional Center
Raymond Laborde Correctional Center

Building 10 Project

Dixon Correctional Institute
Louisiana Correctional Institute for Women
Louisiana State Penitentiary

Building Technology

Rayburn Correctional Center
Raymond Laborde Correctional Center

Carpentry

Allen Correctional Center
David Wade Correctional Center
Dixon Correctional Institute
Elayn Hunt Correctional Center
Louisiana State Penitentiary
Phelps Correctional Center

Commercial/Custom Sewing

Phelps Correctional Center

Communications Electronics

Dixon Correctional Institute

Culinary Arts

Dixon Correctional Institute

Elayn Hunt Correctional Center

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

Winn Correctional Center

Diesel Power Equipment Technology

Phelps Correctional Center

Draft and Design

Louisiana Correctional Institute for Women

Electrician/Electronics

Dixon Correctional Institute

Phelps Correctional Center

General Construction

Dixon Correctional Institute

Phelps Correctional Center

Graphic Communications

Louisiana State Penitentiary

Heating, Air Conditioning, Ventilation, and Refrigeration

David Wade Correctional Center

Department Regulation No. IS-B-8
Attachment B
28 August 2017

Elayn Hunt Correctional Center

Phelps Correctional Center

Horticulture

David Wade Correctional Center

Dixon Correctional Institute

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

Marketing Management

Louisiana Correctional Institute for Women

Masonry

Dixon Correctional Institute

Phelps Correctional Center

Raymond Laborde Correctional Center

Outdoor Power Technology

Phelps Correctional Center

Rayburn Correctional Center

Plumbing

Phelps Correctional Center

Upholstery Technology

Louisiana Correctional Institute for Women

Vocational Job Life Skills

Dixon Correctional Institute

Elayn Hunt Correctional Center

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

Rayburn Correctional Center

Welding

David Wade Correctional Center

Dixon Correctional Institute

Elayn Hunt Correctional Center

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

Rayburn Correctional Center

Raymond Laborde Correctional Center

MISCELLANEOUS

American Sign Language Intern

Elayn Hunt Correctional Center

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

Rayburn Correctional Center

American Sign Language Interpreter

Elayn Hunt Correctional Center

Department Regulation No. IS-B-8
Attachment B
28 August 2017

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

Rayburn Correctional Center

Approved College Credit Correspondence Course

Louisiana Correctional Institute for Women

Rayburn Correctional Center

FDIC Money Smart for Young Adults

Winn Correctional Center

Financial Management/Solutions to Poverty

Dixon Correctional Institute

Louisiana State Penitentiary

Phelps Correctional Center

State Police

Standardized Pre-Release Curriculum - 2010

Allen Correctional Center

David Wade Correctional Center

Dixon Correctional Institute

Elayn Hunt Correctional Center

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

Rayburn Correctional Center

Raymond Laborde Correctional Center

State Police

Winn Correctional Center

Tudors

Louisiana Correctional Institute for Women

Rayburn Correctional Center

TREATMENT

Cage Your Rage

David Wade Correctional Center

Dixon Correctional Institute

Elayn Hunt Correctional Center

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

Rayburn Correctional Center

Raymond Laborde Correctional Center

State Police

Inside/Out Dad Program

David Wade Correctional Center

Dixon Correctional Institute

Elayn Hunt Correctional Center

Louisiana State Penitentiary

Phelps Correctional Center

Department Regulation No. IS-B-8
Attachment B
28 August 2017

Rayburn Correctional Center

Raymond Laborde Correctional Center

State Police

Life's Healing Choices

Louisiana Correctional Institute for Women

Living in Balance

David Wade Correctional Center

Dixon Correctional Institute

Elayn Hunt Correctional Center

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

Rayburn Correctional Center

Raymond Laborde Correctional Center

State Police

Louisiana Risk Management Model: Phase I & II

David Wade Correctional Center

Dixon Correctional Institute

Phelps Correctional Center

Rayburn Correctional Center

Raymond Laborde Correctional Center

State Police

Men's Work

Raymond Laborde Correctional Center

Moral Recognition Therapy

Elayn Hunt Correctional Center

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Nurturing Parenting

Dixon Correctional Institute

Elayn Hunt Correctional Center

Raymond Laborde Correctional Center

State Police

Partners in Parenting

David Wade Correctional Center

Dixon Correctional Institute

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

Rayburn Correctional Center

Winn Correctional Center

Sex Offender Treatment (Madison County Risk Sex Offender Psycho-Social Program)

David Wade Correctional Center

Dixon Correctional Institute

Elayn Hunt Correctional Center

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

Rayburn Correctional Center

Raymond Laborde Correctional Center

Strengthening Families

David Wade Correctional Center

Thinking for a Change

David Wade Correctional Center

Elayn Hunt Correctional Center

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

Rayburn Correctional Center

Raymond Laborde Correctional Center

Winn Correctional Center

Understanding and Reducing Angry Feelings

Louisiana State Penitentiary

Phelps Correctional Center

Winn Correctional Center

Victim Awareness

David Wade Correctional Center

Louisiana State Penitentiary

Phelps Correctional Center

State Police

VALUES DEVELOPMENT AND FAITH-BASED INITIATIVES

Celebrate Recovery

David Wade Correctional Center

Dixon Correctional Institute

Elayn Hunt Correctional Center

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

Rayburn Correctional Center

State Police

Winn Correctional Center

Faith and Character Based Dormitory

Dixon Correctional Institute

Elayn Hunt Correctional Center

Rayburn Correctional Center

Winn Correctional Center

Malachi Dads

Dixon Correctional Institute

Elayn Hunt Correctional Center

Rayburn Correctional Center

Raymond Laborde Correctional Center

New Orleans Baptist Theological Seminary- Associate Degree

Department Regulation No. IS-B-8
Attachment B
28 August 2017

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

New Orleans Baptist Theological Seminary- Bachelors Degree

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

New Orleans Baptist Theological Seminary-Spiritual Growth Certificate

Elayn Hunt Correctional Center

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Rayburn Correctional Center

Raymond Laborde Correctional Center

Preparing for Success on the Outside

Raymond Laborde Correctional Center

School of Faith Bible Institute (A)

Dixon Correctional Institute

Raymond Laborde Correctional Center

True Freedom Program

Elayn Hunt Correctional Center

Louisiana Correctional Institute for Women

Louisiana State Penitentiary

Phelps Correctional Center

Department Regulation No. IS-B-8
Attachment B
28 August 2017

State Police

Victory Bible Institute

Elayn Hunt Correctional Center

Rayburn Correctional Center

Youthful Offender Program

Dixon Correctional Institute

CERTIFIED TREATMENT AND REHABILITATION PROGRAMS

LOCAL FACILITIES

BASIC EDUCATION - ALL FACILITIES

Adult Basic Education (ABE) or General Education Development (GED)*

Developmental Studies (LTC)

Literacy

Special Education

*Must attach copy of GED certificate

JOB SKILL TRAINING

Building Technology

Northwest Regional Reentry Center (Caddo)

Carpentry

Northwest Regional Reentry Center (Caddo)

Southeast Reentry: Plaquemines Parish Detention Center

Heavy Equipment Operators

Bayou Dorcheat Correctional Center

Medical Office Specialist

Avoyelles Parish Facilities

Office Systems Technology

Avoyelles Parish Facilities

Richland Parish Detention Center

Plumbing

Lafourche Parish Detention Center

Tact Welder/Fitter Helper TCA Certificate

Union Parish Detention Center and Transitional Work Program

Welding

Bayou Dorcheat Correctional Center

Lafourche Parish Detention Center

Northwest Regional Reentry Center (Caddo)

Riverbend Detention Center

Workforce Welding Program

Southwest Workforce Development Transitional

MISCELLANEOUS

FDIC Money Smart for Young Adults

Ascension Parish Jail

Assumption Parish Detention Center

Avoyelles Parish Facilities

Bayou Dorcheat Correctional Center

Calcasieu Parish Facilities

Caldwell Detention Center

Capital Area Regional Reentry Center (West Baton Rouge)

Catahoula Correctional Center

Claiborne Detention Center

Concordia Parish Correctional Center

East Baton Rouge Parish Prison and Transitional Work Program

East Feliciana Parish Prison and Transitional Work Program

Franklin Parish Detention Center

Iberia Parish Jail

Jackson Parish Correctional Center

Lafayette Parish Correctional Center

Lafourche Parish Detention Center

Lafourche TWP

Lasalle Correctional Center

Lincoln Parish Detention Center

Livingston Parish Detention Center

Madison Parish Correctional Center

Morehouse Detention Center, Parish Jail Annex and Transitional Work Program

Natchitoches Parish Detention Center and Reentry Program

Ouachita Correctional Center

Pointe Coupee Parish Detention Center and Transitional Work Program

Richland Parish Detention Center

River Correctional Center

Riverbend Detention Center

St. James Parish Detention Center

St. Martin Parish Detention Center

Tangipahoa Parish Jail and Transitional Work Program

Tensas Detention Center

Terrebonne Parish Facilities

Union Parish Detention Center and Transitional Work Program

Vernon Correctional Center

Standardized Pre-Release Curriculum - 2010

Capital Area Regional Reentry Center (West Baton Rouge)

Franklin Parish Detention Center

Lafayette Parish Correctional Center

Lafourche Parish Detention Center

Louisiana Transition Center for Women

Madison Parish Correctional Center

Nelson Coleman Correctional Center (St. Charles Parish)

Northwest Regional Reentry Center (Caddo)

Plaquemines Parish Detention Center (Southeast Regional Reentry Program)

Pointe Coupee Parish Detention Center and Transitional Work Program

Rapides Parish Detention Center

Slidell Police Department

Slidell Work Release

South Louisiana Correctional Center

Southeast Reentry: Plaquemines Parish Detention Center

St. Charles Correctional Center

St. John Parish Correctional Center and Parish Prison

St. Mary Law Enforcement Center

St. Tammany Parish Jail

TREATMENT

Blue Walters Substance Abuse Treatment Program

Richwood Correctional Center

Bossier Sex Offender Treatment Unit

Bossier Parish Medium Security Facility

Cage Your Rage

Beauregard Parish Transitional Work Program

Concordia Parish Correctional Center

DeQuincy City Jail

East Baton Rouge Transitional Work Program

East Feliciana Parish Prison and Transitional Work Program

Iberia Parish Jail and Transitional Work Program

Livingston Parish Transitional Work Program

Nelson Coleman Correctional Center (St. Charles Parish)

New Iberia Transitional Work Program

Ouachita Correctional Center

Pine Prairie Correctional Center

Pointe Coupee Parish Detention Center and Transitional Work Program

River Correctional Center

Riverbend Detention Center

Slidell Work Release

South Louisiana Correctional Center

Southwest Workforce Development Transitional

St. Helena Parish Jail

Terrebonne Parish Transitional Work Program

Vernon Correctional Center

West Feliciana Parish Detention Center and Transitional Work Program

Didactic Program

Lafayette Parish Correctional Center

Domestic Abuse Intervention Program (For Men)

Avoyelles Parish Facilities

From the Inside Out

Vernon Correctional Center

Hazeldon's A New Direction

Lafayette Parish Correctional Center

Vernon Correctional Center

Helping Men Recover

Madison Parish Correctional Center

Helping Women Recover

Louisiana Transition Center for Women

Inside/Out Dad Program

City of Faith Transitional Work Program

East Feliciana Parish Prison and Transitional Work Program

Natchitoches Parish Detention Center and Reentry Program

Pointe Coupee Parish Detention Center and Transitional Work Program

Richland Parish Detention Center

Richwood Correctional Center

Slidell Work Release

St. Helena Parish Jail

West Feliciana Parish Detention Center and Transitional Work Program

Knowledge is the Effect Program

Lafayette Parish Correctional Center

Life Skills Training Program

Nelson Coleman Correctional Center (St. Charles Parish)

Living in Balance

Avoyelles Parish Facilities

Beauregard Parish Transitional Work Program

Caddo Correctional Center

Cedarwood Manor

Concordia Parish Correctional Center

DeQuincy City Jail

East Baton Rouge Transitional Work Program

East Feliciana Parish Prison and Transitional Work Program

Iberia Parish Jail and Transitional Work Program

Lafourche Parish Detention Center

Livingston Parish Transitional Work Program

New Iberia Transitional Work Program

Ouachita Correctional Center

Pine Prairie Correctional Center

Pointe Coupee Parish Detention Center and Transitional Work Program

River Correctional Center

Slidell Police Department

Slidell Work Release

South Louisiana Correctional Center

Southwest Workforce Development Transitional

St. Helena Parish Jail

St. Mary Law Enforcement Center

Terrebonne Parish Transitional Work Program

Vernon Correctional Center

West Feliciana Parish Detention Center and Transitional Work Program

Louisiana Risk Management Model: Phase I & II

Ascension Parish Jail

Assumption Parish Detention Center

Avoyelles Parish Facilities

Bayou Dorcheat Correctional Center

Calcasieu Parish Facilities

Caldwell Correctional Center

Capital Area Regional Reentry Center (West Baton Rouge)

Catahoula Correctional Center

Claiborne Detention Center

Concordia Parish Correctional Center

East Baton Rouge Parish Prison and Transitional Work Program

East Feliciana Parish Prison and Transitional Work Program

Franklin Parish Detention Center

Grant Parish Detention Center

Iberia Parish Jail

Jackson Parish Correctional Center

Lafayette Parish Correctional Center

Lafourche Parish Detention Center

Lafourche TWP

Lasalle Correctional Center

Lincoln Parish Detention Center

Livingston Parish Detention Center

Madison Parish Correctional Center

Morehouse Detention Center, Parish Jail Annex and Transitional Work Program

Natchitoches Parish Detention Center and Reentry Program

Ouachita Correctional Center

Richland Parish Detention Center

River Correctional Center

Riverbend Detention Center

Sabine Parish Detention Center

Sabine Parish Women's Facility

Slidell Police Department

St. James Parish Detention Center

St. John Parish Correctional Center and Parish Prison

St. Martin Parish Detention Center

St. Tammany Parish Jail

Tangipahoa Parish Jail and Transitional Work Program

Tensas Detention Center

Terrebonne Parish Criminal Justice Complex, Annex and Transitional Work Program

Terrebonne Parish Facilities

Union Parish Detention Center and Transitional Work Program

Vernon Correctional Center

Webster Parish Jail and Transitional Work Program

Men's Work

Vernon Correctional Center

Moral Recognition Therapy

Lafayette Parish Correctional Center

Pointe Coupee Parish Detention Center and Transitional Work Program

Vernon Correctional Center

Nurturing Parenting

East Feliciana Parish Prison and Transitional Work Program

Ouachita Correctional Center

Pointe Coupee Parish Detention Center and Transitional Work Program

St. Helena Parish Jail

West Feliciana Parish Detention Center and Transitional Work Program

Options Reentry Program

Lafayette Parish Correctional Center

Our Best Interest (Women)

Avoyelles Parish Facilities

Overcomers Recovery Support

Beauregard Parish Jail

Partners in Parenting

Ascension Parish Jail

Assumption Parish Detention Center

Avoyelles Parish Facilities

Bayou Dorcheat Correctional Center

Calcasieu Parish Facilities

Caldwell Detention Center

Capital Area Regional Reentry Center (West Baton Rouge)

Catahoula Correctional Center

Cedarwood Manor

Claiborne Detention Center

Concordia Parish Correctional Center

East Baton Rouge Parish Prison

East Baton Rouge Transitional Work Program

East Feliciana Parish Prison and Transitional Work Program

Franklin Parish Detention Center

Iberia Parish Jail

Jackson Parish Correctional Center

Lafayette Parish Correctional Center

Lafourche Parish Detention Center

Lafourche TWP

Lasalle Correctional Center

Lincoln Parish Detention Center

Livingston Parish Detention Center

Madison Parish Correctional Center

Morehouse Detention Center, Parish Jail Annex and Transitional Work Program

Natchitoches Parish Detention Center and Reentry Program

Ouachita Correctional Center

Richland Parish Detention Center

River Correctional Center

Riverbend Detention Center

Sabine Parish Detention Center

Sabine Parish Women's Facility

Slidell Police Department

St. James Parish Detention Center

St. John Parish Correctional Center and Parish Prison

St. Martin Parish Detention Center

St. Tammany Parish Jail

Tangipahoa Parish Jail and Transitional Work Program

Tensas Detention Center

Terrebonne Parish Facilities

Union Parish Detention Center and Transitional Work Program

Vernon Correctional Center

Webster Parish Jail and Transitional Work Program

West Carroll Parish Jail

Project 180 (Renew, Restory, Reentry) (A Version of Celebrate Recovery)

Slidell Police Department

Slidell Work Release

St. Martin Parish Correctional Facilities

St. Tammany Workforce Solutions Transitional Work Program

Residential Drug Abuse Program

Lafayette Parish Correctional Center

Residential Substance Abuse Treatment (RSAT)

Concordia Parish Correctional Center

S.T.A.R. Long Term Program

Richwood Correctional Center

Sex Offender Treatment (Madison County Risk Sex Offender Psycho-Social Program)

Richwood Correctional Center

Vernon Correctional Center

Steve Hoyle Intensive Substance Abuse Program (SHISAP)

Bossier Parish Medium and Maximum Security Facilities

Strengthening Families

Bossier Parish Medium and Maximum Security Facilities

Thinking for a Change

Ascension Parish Jail

Assumption Parish Detention Center

Avoyelles Parish Facilities

Bayou Dorcheat Correctional Center

Calcasieu Parish Facilities

Caldwell Detention Center

Capital Area Regional Reentry Center (West Baton Rouge)

Catahoula Correctional Center

Claiborne Detention Center

Concordia Parish Correctional Center

East Baton Rouge Parish Prison and Transitional Work Program

East Feliciana Parish Prison and Transitional Work Program

Franklin Parish Detention Center

Iberia Parish Jail

Jackson Parish Correctional Center

Lafayette Parish Correctional Center

Lafourche Parish Detention Center

Lafourche TWP

Lasalle Correctional Center

Lincoln Parish Detention Center

Livingston Parish Detention Center

Louisiana Transition Center for Women

Madison Parish Correctional Center

Morehouse Detention Center, Parish Jail Annex and Transitional Work Program

Natchitoches Parish Detention Center and Reentry Program

Ouachita Correctional Center

Plaquemines Parish Detention Center (Southeast Regional Reentry Program)

Rapides Detention Center 3

Richland Parish Detention Center

Riverbend Detention Center

SHISAP at Bossier Parish Medium and Maximum Security Facilities

St. James Parish Detention Center

St. John Parish Correctional Center and Parish Prison

St. Tammany Parish Jail

Tangipahoa Parish Jail and Transitional Work Program

Tensas Detention Center

Terrebonne Parish Facilities

Union Parish Detention Center and Transitional Work Program

Vernon Correctional Center

Webster Parish Jail and Transitional Work Program

West Carroll Parish Jail

Understanding and Reducing Angry Feelings

Ascension Parish Jail

Assumption Parish Detention Center

Avoyelles Parish Facilities

Bayou Dorcheat Correctional Center

Calcasieu Parish Facilities

Caldwell Detention Center

Capital Area Regional Reentry Center (West Baton Rouge)

Catahoula Correctional Center

Cedarwood Manor

Claiborne Detention Center

Concordia Parish Correctional Center

East Baton Rouge Parish Prison and Transitional Work Program

East Feliciana Parish Prison and Transitional Work Program

Franklin Parish Detention Center

Grant Parish Detention Center

Iberia Parish Jail

Jackson Parish Correctional Center

Lafayette Parish Correctional Center

Lafourche Parish Detention Center

Lafourche TWP

Lasalle Correctional Center

Lincoln Parish Detention Center

Livingston Parish Detention Center

Madison Parish Correctional Center

Morehouse Detention Center, Parish Jail Annex and Transitional Work Program

Natchitoches Parish Detention Center and Reentry Program

Ouachita Correctional Center

Richland Parish Detention Center

River Correctional Center

Riverbend Detention Center

Sabine Parish Detention Center

Sabine Parish Women's Facility

Slidell Police Department

St. James Parish Detention Center

St. John Parish Correctional Center and Parish Prison

St. Martin Parish Detention Center

St. Tammany Parish Jail

Tangipahoa Parish Jail and Transitional Work Program

Tensas Detention Center

Terrebonne Parish Facilities

Union Parish Detention Center and Transitional Work Program

Vernon Correctional Center

Webster Parish Jail and Transitional Work Program

West Carroll Parish Jail

Victim Awareness

Pointe Coupee Parish Detention Center and Transitional Work Program

Slidell Police Department

VALUES DEVELOPMENT AND FAITH-BASED INITIATIVES

Celebrate Recovery

Bayou Dorcheat Correctional Center

Catahoula Correctional Center

Claiborne Detention Center

Concordia Parish Correctional Center

Jackson Correctional Center

Lafourche Parish Detention Center

Lasalle Correctional Center

Lincoln Parish Detention Center

Louisiana Transition Center for Women

Madison Parish Correctional Center

Ouachita Correctional Center

Richland Parish Detention Center

Richwood Correctional Center

River Correctional Center

St. Tammany Parish Jail and St. Tammany Workforce Solutions Transitional Work Pr

Union Parish Detention Center and Transitional Work Program

Webster Parish Jail and Transitional Work Program

Faith and Character Based Dormitory

Catahoula Correctional Center

Richwood Correctional Center

Healing and Eliminating Abusive Relationship Through Scripture (HEARTS)

Calcasieu Parish Facilities

Southwest Transitional Work Program for Women

Inner Healing

Nelson Coleman Correctional Center (St. Charles Parish)

Life's Healing Choices

Louisiana Transition Center for Women

Malachi Dads

Richwood Correctional Center

New Orleans Baptist Theological Seminary-Spiritual Growth Certificate

Union Parish Detention Center and Transitional Work Program

Praise Program

St. Tammany Parish Jail and St. Tammany Workforce Solutions Transitional Work Pr

Preparing for Success on the Outside

Avoyelles Parish Facilities

Bayou Dorcheat Correctional Center

Iberia Transitional Work Program

Lafayette Transitional Work Program

Rapides Parish Facilities

Richland Parish Detention Center

Southwest Transitional Work Program for Women

Terrebonne Parish Facilities

Terrebonne Parish Transitional Work Program

West Baton Rouge Transitional Work Programs

School of Faith Bible Institute (A)

Ouachita Correctional Center

School of Faith Bible Institute (B)

Ascension Parish Jail

Department Regulation No. IS-B-8
Attachment C
13 September 2017

City of Faith Transitional Work Program

**CORRECTIONS REENTRY COURT WORKFORCE PROGRAM
MENTOR LEAD CERTIFIED TREATMENT AND REHABILITATION PROGRAMS
AT LOUISIANA STATE PENITENTIARY (LSP) AND LOUISIANA CORRECTIONAL INSTITUTE
FOR WOMEN (LCIW) AWARDS CHART**

PROGRAM TITLE	TIME TO COMPLETE (MONTHS, DAYS OR CONTACT HOURS)	CREDITS AWARDED
JOB SKILLS TRAINING		
Automotive Technology	2 years	90 days
Carpentry	2 years	90 days
Collision Repair Technology	2 years	90 days
Concrete Finishing	2 years	90 days
Electrical	2 years	90 days
Generator Repair	2 years	90 days
Heavy Equipment	2 years	90 days
HVAC	2 years	90 days
HVAC (Johnson Controls)	2 years	90 days
Machine Tool Technology	2 years	90 days
Masonry	2 years	90 days
Outdoor Power and Equipment	2 years	90 days
Plumbing	2 years	90 days
Sheetrock/Painting	2 years	90 days
Tractor Repair	2 years	90 days
Welding	2 years	90 days
FAITH-BASED INITIATIVES		
Celebrate Recovery	10 months	90 days
The Onesimus Project	8 months	90 days
TREATMENT		
Cage Your Rage	16 hours	90 days
Inside/Out Dad Program	12 weeks	90 days
LSP/PCC Drug Treatment Program	1 month	90 days
Nurturing Parenting	10 weeks	60 days
Partners in Parenting	14 weeks	75 days
Thinking for a Change	12 weeks	75 days
Victim Awareness	42 hours	75 days
MISCELLANEOUS		
Standardized Pre-Release Curriculum-2010	Phase 1	60 days
Phase 1 (Modules 1-5) and Phase 2 (Modules 6-10)	Phase 2	60 days

Department Regulation No. B-04-003
Attachment E
28 August 2015

**CORRECTIONS RENTRY COURT WORKFORCE PROGRAM
MENTOR LEAD CERTIFIED TREATMENT AND REHABILITATION PROGRAMS
AT LOUISIANA STATE PENITENTIARY (LSP) AND LOUISIANA CORRECTIONAL
INSTITUTE FOR WOMEN (LCIW)**

Certified Mentors will teach all programs.

JOB SKILLS TRAINING AT LSP ONLY

Automotive Technology
Building Technology
Carpentry
Collision Repair Technology
Concrete Finishing
Electrical
Generator Repair
Heavy Equipment
HVAC
HVAC (Johnson Controls)
Machine Tool Technology
Masonry
Outdoor Power and Equipment
Plumbing
Sheetrock/Painting
Tractor Repair
Welding

FAITH-BASED INITIATIVES

Celebrate Recovery (LSP and LCIW)
The Onesimus Project (LSP and LCIW)

TREATMENT PROGRAMS

Cage Your Rage (LSP)
Inside/Out Dad Program (LSP)
LSP/PCC Drug Treatment Program (LSP)
Nurturing Parenting (LSP)
Partners in Parenting (LSP and LCIW)
Thinking for a Change (LCIW)
Victim Awareness (LSP)

MISCELLANEOUS

Standardized Pre-Release Curriculum 2010 (LSP and LCIW)

**STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
CORRECTIONS SERVICES**

**Department Regulation
No. B-04-004**



10 April 2017

CLASSIFICATION, SENTENCING AND SERVICE FUNCTIONS

Sentencing

Determination of Offender Class and Computation of Parole Eligibility

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36.
2. **REFERENCES:** La. R.S. 15:301.1, 15:537.B, 15:538.C(1)(b), 15:574.4; Act No. 533 of the 2009 Regular Session; Act Nos. 253 and 285 of the 2011 Regular Session; Act Nos. 159, 160, 401 and 466 of the 2012 Regular Session, Act No. 239 of the 2013 Regular Session; Act Nos. 126, 127, 145, 332 and 634 of the 2014 Regular Session; State ex rel. Mims v. Butler, 601 So. 2d 649 (La. 1992); State v. Westmoreland, 559 So. 2d 479 (La. 1990); State v. Williams, 800 So. 2d 790 (La. 2001), Massey v. Louisiana Department of Public Safety and Corrections, 149 So.3d 780 (La.2014) and Department Offender Posted Policy (DOPP) #037 "Provided Exceptions and Related Matters to Parole Eligibility."
3. **PURPOSE:** To state the Secretary's policy regarding the determination of offender classification and computation of parole eligibility as set forth pursuant to the laws of this state.
4. **APPLICABILITY:** Deputy Secretary, Chief of Operations, Regional Wardens, Wardens, Committee on Parole, Director of Probation and Parole and all employees who compute projected release dates or determine an offender's classification status. Each Warden is responsible for ensuring that appropriate unit written policy and procedures are in place to comply with the provisions of this regulation.
5. **POLICY:** It is the Secretary's policy that the classification of all offenders shall be determined in accordance with the most current legislative intent and jurisprudential interpretation by the appropriate court.
6. **DEFINITIONS:**
 - A. **Expungement:** The removal of a record from public access; however, this does not mean destruction of the record. An expunged record is confidential but remains available for use by law enforcement agencies, criminal justice agencies and other statutorily defined agencies pursuant to C.Cr.P. Art. 973.

- B. **Felony:** Any crime committed in the state of Louisiana for which an offender may be sentenced to death or imprisonment at hard labor or any conviction of a crime in another state or of the United States or any foreign government, which, if committed in this state, would be a felony.
- C. **High School Equivalency (HSE):** A diploma earned through state-approved testing (i.e., GED® Testing Service, McGraw Hill TASC, Educational Service, etc.) by an adult education student who has not previously earned a high school diploma.
- D. **Non-Felonies:** In accordance with La. R.S. 14:27(D)(2) and Attorney General Opinion No. 89-241 dated 6-16-89, the following crimes should not be considered as felony convictions when determining offender class:
 - 1) Attempted Receiving Stolen Things;
 - 2) Attempted Theft.
- E. **Offender Class:** The number of sequential felonies committed for which an offender has been convicted as an adult.
- F. **Parole Eligibility:** The date an offender is eligible for release under parole supervision as set forth in La. R.S. 15:574.4. This release date is only valid if parole is granted by the Committee on Parole.

7. PROCEDURES:

- A. In determining offender classification for parole eligibility purposes under La. R.S. 15:574.4(A), second offender status can only result from an offense committed after a first conviction, and third offender status can only result from an offense committed after a conviction which qualifies an offender as a second offender. An offender should be classified as a second offender, not by committing multiple crimes, but by committing a crime or crimes after having been previously convicted.
- B. Multiple convictions on the same day should constitute only one offense for purposes of determining an offender's multiple offender status and parole eligibility.
- C. The current offense shall not be counted as a second or subsequent offense if more than ten years have lapsed between the date of the commission of the current offense or offenses and the expiration of the offender's maximum sentence or sentences (full term date) of the previous conviction or convictions or between the expiration of the maximum sentence or sentences of each preceding conviction and the date of the commission of the subsequent offense or offenses. This provision shall not apply to any offender convicted of a crime of violence as defined in La.

R.S. 14:2(B), or a sex offense as defined in La. R.S. 15:541, or a habitual offender pursuant to La. R.S. 15:529.1 or is otherwise ineligible for parole.

- D. Prior to determining an offender's classification for parole under the provisions of La. R.S. 15:574.4(A), the Department will require a certified copy of the Bill of Information or Indictment upon which the prosecution was based on the first instant offense. The offender's classification will then be computed taking into consideration any prior felony offenses for which the offender was previously convicted.

8. COMPUTATION OF PAROLE ELIGIBILITY: Parole eligibility dates shall be computed in accordance with La. R.S. 15:574.4.

- A. Offenders who are serving a term for an offense that was committed on or after July 1, 1982, pursuant to Act 762 of the 1981 Regular Session will have their parole eligibility dates computed in accordance with their offender classification at the time of that offense.
 - 1) An offender who has been convicted and serving a sentence for a first felony offense and otherwise eligible for parole, shall be eligible for parole consideration upon serving in physical custody one-third of the sentence imposed by the court.
 - 2) An offender who has been convicted and serving a sentence for a second felony offense and otherwise eligible for parole shall be eligible for parole consideration upon serving in physical custody one-half of the sentence imposed by the court.
 - 3) An offender convicted of a third or subsequent felony shall not be eligible for parole.
- B. Notwithstanding the provisions of Section 8.A.1) of this regulation, a person otherwise eligible for parole, convicted of a first non-violent felony offense shall be eligible for parole consideration upon serving one fourth of the sentence imposed. This provision shall not apply to any offender convicted of a crime of violence as defined in La. R.S 14:2(B) or a sex offense as defined in R.S. 15:541. This provision only applies to persons who committed their offense on or after August 15, 2011.
- C. Pursuant to Act No. 159 of the 2012 Regular Session and notwithstanding the provisions of Section 8.A.2) of this regulation, an offender otherwise eligible for parole, convicted of a second non-violent felony offense shall be eligible for parole consideration upon serving one third of the sentence imposed. This provision shall not apply to any offender convicted of a crime of violence as defined in La. R.S 14:2(B) or a sex offense as defined in La. R.S. 15:541. This provision only applies to offenders sentenced on or after August 1, 2012.

- D. Offenders who are serving a sentence for a crime of violence as defined in La. R.S. 14:2(B) which was committed on or after January 1, 1997, and otherwise eligible for parole, must serve eighty five percent of their sentence before receiving any parole consideration.
- E. When an offender receives a commutation of sentence rendering him eligible for parole consideration, the parole eligibility date shall be computed as specified by the commutation.
- F. Notwithstanding any other law to the contrary, unless eligible for parole at an earlier date, an offender sentenced for a term or terms of imprisonment with or without benefit of parole for 30 years or more shall be eligible for parole consideration upon serving at least 20 years in actual custody and upon reaching the age of 45 (Act No. 790 of the 1990 Regular Session). Note: Those offenders who committed a crime of violence on or after January 1, 1997 must also have served at least 85% of the sentence imposed. Those offenders who committed a crime of violence on or after August 1, 2016 must also have served at least 75% of the sentence imposed.
 - 1) The above provision does not apply to those offenders who are serving a life sentence.
 - 2) The above provision does not apply to those offenders convicted of La. R.S. 14:64 when the offense was committed on or after January 1, 1997.
 - 3) Pursuant to Act No. 332 of the 2014 Regular Session, the above provision does not apply to those offenders who committed a crime of violence as defined in La. R.S. 14:2 or a sex offense as defined in La. R.S. 15:541 on or after August 1, 2014.
- G. Notwithstanding any other law to the contrary, unless eligible for parole at an earlier date, an offender sentenced for a term or terms of imprisonment with or without benefit of parole who has served at least ten years of the term or terms of imprisonment in actual custody shall be eligible for parole consideration upon reaching the age of sixty years if all of the following conditions are met:
 - 1) The offender has not been convicted of a crime of violence as defined in La. R.S. 14:2(B) or a sex offense as defined in La. R.S. 15:541, regardless of the date of conviction;
 - 2) The offender has not committed any disciplinary offenses in twelve consecutive months prior to parole eligibility;

- 3) The offender has completed the mandatory minimum of 100 hours of prerelease programming, if such programming is available at the facility where the offender is housed;
 - 4) The offender has completed substance abuse treatment if applicable;
 - 5) The offender has obtained a High School Equivalency Diploma (HSE), unless the offender has previously obtained a high school diploma or is deemed by a certified educator as being incapable of obtaining an HSE. If deemed incapable of obtaining an HSE, the offender shall complete at least one of the following: a literacy program; an adult basic education program or a job-skills training program;
 - 6) The offender has obtained a low-risk designation determined by a validated risk assessment instrument approved by the Secretary of the Department.
- H. An offender who has been sentenced to life will not be given a parole eligibility date until such time as the life sentence is commuted to a fixed number of years with the following exceptions:
- 1) Persons serving a life sentence for the production, manufacture, distribution, or dispensing or possessing with the intent to produce, manufacture or distribute heroin shall be eligible for parole consideration upon serving at least 15 years of imprisonment in actual custody.
 - 2) In accordance with Act No. 401 of the 2012 Regular Session, offenders serving a life sentence with or without the benefit of parole and not serving a sentence for a crime of violence as defined in La. R.S. 14:2(B) or a sex offense as defined in La. R.S. 15:541 regardless of the date of conviction shall be eligible for parole consideration if the following conditions apply and are met:
 - a. The offender was at least age 18 and under age 25 at the time of sentencing to life and has served 25 years of the sentence in actual custody; or
 - b. The offender was at least age 25 and under age 35 at the time of sentencing to life and has served 20 years of the sentence in actual custody; or
 - c. The offender was at least age 35 and under age 50 at the time of sentencing to life and has served 15 years of the sentence in actual custody; or

- d. The offender was at least age 50 at the time of sentencing to life and has served 10 years of the sentence in actual custody;
 - e. The offender has not committed any major disciplinary offenses in the twelve consecutive months prior to parole eligibility;
 - f. The offender has completed the mandatory minimum of 100 hours of prerelease programming, if such programming is available at the facility where the offender is housed;
 - g. The offender has completed substance abuse treatment if applicable and such treatment is available at the facility where the offender is housed;
 - h. The offender has obtained an HSE, unless the offender has previously obtained a high school diploma or is deemed by a certified educator as being incapable of obtaining an HSE. If deemed incapable of obtaining an HSE, the offender shall complete at least one of the following: a literacy program; an adult basic education program or a job-skills training program;
 - i. The offender has obtained a low-risk designation determined by a validated risk assessment instrument approved by the Secretary of the Department.
- 3) In accordance with Act No. 466 of the 2012 Regular Session, offenders serving a life sentence who were under the age of 18 at the time of the commission of the offense, except for a conviction of first degree murder (La. R.S. 14:30) or second degree murder (La. R.S. 14:30.1) shall be eligible for parole consideration upon serving 30 years of the sentence in actual custody if all of the following conditions are met:
- a. A written evaluation of the offender by an expert in adolescent brain development and behavior is submitted to the Committee on Parole;
 - b. The offender has not committed any major disciplinary offenses in the twelve consecutive months prior to parole eligibility;
 - c. The offender has completed the mandatory minimum of 100 hours of prerelease programming;

- d. The offender has completed substance abuse treatment if applicable;
 - e. The offender has obtained an HSE, unless the offender has previously obtained a high school diploma or is deemed by a certified educator as being incapable of obtaining an HSE. If deemed incapable of obtaining an HSE, the offender shall complete at least one of the following: a literacy program; an adult basic education program or a job-skills training program;
 - f. The offender has obtained a low-risk designation determined by a validated risk assessment instrument approved by the Secretary of the Department.
- 4) In accordance with Act No. 239 of the 2013 Regular Session, offenders serving a life sentence for a conviction of first degree murder (La. R.S. 14:30) or second degree murder (La. R.S. 14:30.1) who were under the age of 18 at the time of the commission of the offense shall be eligible for parole consideration upon serving 35 years of the sentence in actual custody if a judicial determination has been made that the person is entitled to parole eligibility and all of the following conditions are met:
- a. A written evaluation of the offender by an expert in adolescent brain development and behavior is submitted to the Committee on Parole;
 - b. The offender has not committed any major disciplinary offenses in the twelve consecutive months prior to parole eligibility;
 - c. The offender has completed the mandatory minimum of 100 hours of prerelease programming;
 - d. The offender has completed substance abuse treatment if applicable;
 - e. The offender has obtained an HSE, unless the offender has previously obtained a high school diploma or is deemed by a certified educator as being incapable of obtaining an HSE. If deemed incapable of obtaining an HSE, the offender shall complete at least one of the following: a literacy program; an adult basic education program or a job-skills training program;

- f. The offender has obtained a low-risk designation determined by a validated risk assessment instrument approved by the Secretary of the Department.
 - I. An offender who has completed the good time requirements on a non-parolable sentence may be considered eligible for parole on other parolable sentences within the term of incarceration. (See Ronald Glover v. Mary Cockerham, et al No. 431,819 Division "I" 19th JDC East Baton Rouge Parish).
 - J. An offender whose parole has been revoked for a technical violation(s) is eligible for parole on the balance of the parole violation term at the discretion of the Committee on Parole.
9. **STATUTORY PAROLE ELIGIBILITY PENALTIES:** The failure of the sentencing court to specifically state that all or a portion of the sentence to be served without benefit of parole shall not in any way affect the statutory requirement that all or a portion of the sentence be served without benefit of parole pursuant to Act 94 of the 1999 Regular Session.
- A. Offenders will not be eligible for parole consideration if the particular penalty statute under which they were convicted prohibits parole eligibility, even if the court fails to state that the sentence imposed is without benefit of parole. (See *State v. Williams*, 800 So. 2d 790 (La. 2001)).
 - B. When the expressed order of the sentencing court is less than the restrictions for parole than what the law requires, the Department will indicate parole eligibility in compliance with the applicable law with the following exceptions:
 - 1) Pursuant to Act No. 160 of the 2012 Regular Session which became effective on May 17, 2012, C.Cr.P. Art. 890.1 allows for the waiving of the mandatory minimum term of confinement, fines and parole restrictions in a negotiated plea or post conviction agreement with the prosecution and the sentencing court for those offenders not convicted of a crime of violence as defined in La. R.S. 14:2(B) or a sex offense as defined in La. R.S. 15:541.
 - 2) Pursuant to Act No. 634 of the 2014 Regular Session, effective for offenses committed on or after August 1, 2014, the following exceptions to the crimes of violence as defined in La. R.S. 14:2 are allowed for the waiving of the mandatory minimum term of confinement, fines and parole restrictions:
 - a. Vehicular homicide;
 - b. Battery of a police officer;
 - c. Aggravated assault upon a police officer;

- d. Domestic abuse aggravated assault;
 - e. Mingling harmful substances;
 - f. Simple kidnapping;
 - g. Aggravated criminal damage to property;
 - h. Aggravated burglary;
 - i. Simple robbery;
 - j. Purse snatching;
 - k. Extortion;
 - l. Aggravated crime against nature;
 - m. Illegal use of weapons or dangerous instrumentalities;
 - n. Aggravated flight from an officer.
- C. When the expressed orders of the sentencing court is more than the restrictions for parole than what the law requires, the Department will indicate parole eligibility in compliance with the expressed orders of the sentencing court.
- D. Sentences with statutory minimum parole restrictions are parole eligible when the conviction is for an attempt of the offense.
- E. Sentences with statutory maximum parole restrictions are not eligible for parole even when the conviction is for an attempt of the offense.

s/James M. Le Blanc
Secretary

This regulation supersedes Department Regulation No. B-04-004 dated 09 November 2015.

PED Hot List

R.S. CRIME:

14:27 Attempted Punishable by Death or Life
Not less than 10 years nor more than 50 years without benefit of parole. - Act 988 of 1995
Effective for offenses committed on or after August 15, 1995

**Attempted Punishable by Death or Life
Against Peace Officer on Duty**
Not less than 20 years nor more than 50 years without benefit of parole. - Act 745 of 2003
Effective for offenses committed on or after August 15, 2003

14:30 First Degree Murder
Without benefit of parole. - Act 657 of 1976
Effective for offenses committed on or after October 1, 1976

14:30(B) First Degree Murder (Violence Against a Peace Officer)
Must have Unanimous Vote of 5 Board Member- Act 29 of 2004
Effective for offenses committed on or after August 15, 2004

14:30.1 Second Degree Murder
Without benefit of parole. – Act 111 of 1973
Effective for offenses committed on or after July 2, 1973

14:32 Negligent Homicide Battery of Victim Under 10
Not less than 2 years nor more than 5 years without benefit of parole.
– Act 451 of 2008
Effective on or after June 25, 2008

14:32.1 Vehicular Homicide
At least 3 year without benefit of parole. – Act 294 of 2006
Effective on or after June 8, 2006

14:32.1 Vehicular Homicide Blood Alcohol 0.15
At least 5 year without benefit of parole. – Act 750 of 2004
Effective for offenses committed on or after August 15, 2004

- 14:32.1 Vehicular Homicide Previous Conviction of R.S. 14:98**
At least 5 year without benefit of parole. – Act 750 of 2004
Effective for offenses committed on or after August 15, 2004
- 14:34 Aggravated Battery when the victim is a member of US Armed Forces or a disabled veteran;**
At least 1 year without benefit of parole – Act 40 of 2012
Effective for offenses committed on or after August 01, 2012
- 14:34.1 Second Degree Battery when the victim is a member of US Armed Forces or a disabled veteran;**
At least 18 months without benefit of parole – Act 722 of 2014
Effective for offenses committed on or after August 01, 2014
- 14:34.2 B(2) Battery of a Police Officer Committed in Jail or Custody**
Not less than 1 year nor more than 5 without benefit of parole.
Act 486 of 1997
Effective for offenses committed on or after August 15, 1997
- 14:34.2 B(3) Battery of a Police Officer (Injury that Requires Medical Attention)**
At least 30 days without benefit of parole. – Act 52 of 2007
Effective for offenses committed on or after June 18, 2007
- 14:34.5 B(2) Battery of a Correctional Facility Employee Committed in Jail or Custody**
No less than 1 year nor more than 5 years without benefit of parole.
Act 486 of 1997
Effective for offenses committed on or after August 15, 1997
- 14:34.7 Aggravated Second Degree Battery when the victim is a member of US Armed Forces or a disabled veteran;**
At least 1 year without benefit of parole – Act 40 of 2012
Effective for offenses committed on or after August 01, 2012
- 14:35.3 Domestic Abuse Battery Second Conviction**
At least 14 days without benefit of parole . – Act 194 of 2014
Effective for offenses committed on or after August 01, 2014

- 14:35.3 Domestic Abuse Battery Third “Conviction”**
The first year without benefit of parole. – Act 1038 of 2003
Effective for offenses committed on or after August 15, 2003
- 14:35.3 Domestic Abuse Battery Fourth or Subsequent Conviction”**
The first 3 years without benefit of parole. – Act 1038 of 2003
Effective for offenses committed on or after August 15, 2003
- 14:35.3 (K) Domestic Abuse Battery, victim pregnant, Third Conviction**
At least 2 years without benefit of parole – Act 90 of 2009
Effective for offenses committed on or after August 15, 2009
- 14:35.3 (K) Domestic Abuse Battery, victim pregnant, Fourth or Subsequent Conviction**
At least 4 years without benefit of parole – Act 90 of 2009
Effective for offenses committed on or after August 15, 2009
- 14:37.7 Domestic Abuse, Aggravated Assault
Child 13 or under present at residence or scene**
At least 2 years without benefit of parole – Act 535 of 2012
Effective for offenses committed on or after June 05, 2012
- 14:40.2(2) (a) Stalking (Victim in Danger)**
Not less than 1 year nor more than 5 years without benefit of parole.
Act 62 of 2007
Effective for offenses committed on or after August 15, 2007
- 14:40.2(2) (b) Stalking (Victim Under Age Eighteen)**
Not less than 2 years nor more than 5 years without benefit of parole.
Act 62 of 2007
Effective for offenses committed on or after August 15, 2007
- 14:40.2(4) Stalking (Second Conviction with 7 years)**
Not less than 5 years nor more than 20 years without benefit of parole.
Act 62 of 2007
Effective for offenses committed on or after August 15, 2007

- 14:42 Aggravated Rape**
Without benefit of parole. – Act 239 of 1978
Effective for offenses committed on or after September 8, 1978 and prior to 8/01/2015
- 14:42 First Degree Rape**
Without benefit of parole – Act 184 of 2015
Effective for offenses committed on or after 8/01/2015
- 14:42.1 Forcible Rape**
At least 2 years without benefit of parole. – Act 239 of 1978
Effective for offenses committed on or after September 8, 1978 or prior to 8/01/2015
- 14:42.1 Forcible Rape**
At least 2 years without benefit of parole – Act 184 of 2015
Effective for offenses committed on or after 8/01/2015
- 14:43 Simple Rape**
Not more than 25 years without benefit of parole. – Act 946 of 1995
Effective for offenses committed on or after August 15, 1995 or prior to 8/01/2015
- 14:43 Third Degree Rape**
Not more than 25 years without benefit of parole – Act 184 of 2015
Effective for offenses committed on or after 8/01/2015
- 14:43.1C(1) Sexual Battery**
Not more than 10 years without benefit of parole. – Act 946 of 1995
Effective for offenses committed on or after August 15, 1995
- 14:43.1 C(2) Sexual Battery Victims under age 13 years**
Offender over age 17 years or older
At least 25 years without benefit of parole. – Act 103 of 2006
Effective for offenses committed on or after August 15, 2006

14:43.1 C(3) Sexual Battery, Offender over age 17 and Victim

Incapable of resisting or 65 years old or older

At least 25 years without benefit of parole - Act 67 of 2011

Effective for offenses committed on or after August 15, 2011

14:43.2C(1) Second Degree Sexual Battery

Without benefit of parole for not more than 15 years -Act 676 of 2004

Effective for offenses committed on or after August 15, 2004

14:43.2C(2) Second Degree Sexual Battery Victims under age 13 years,

Offender over age 17 years or older

At least 25 years without benefit of parole. – Act 103 of 2006

Effective for offenses committed on or after August 15, 2006

14:43.2C(3) Second Degree Sexual Battery Offender over age 17, Victim incapable of resisting or 65 years old or older

At least 25 years without benefit of parole – Act 67 of 2011

Effective for offenses committed on or after August 15, 2011

14:43.3C(2) Oral Sexual Battery

Not more than 10 years without benefit of parole. – Act 301 of 2001

Effective for offenses committed on or after August 15, 2001

14:43.3C(2) Oral Sexual Battery Victims under age 13 years,

Offender over age 17 years or older

At least 25 years without benefit of parole – Act 103 of 2006

Effective for offenses committed on or after August 15, 2006

14:43C(3) Oral Sexual Battery, Offender over age 17, Victim incapable of resisting or 65 years old or older.

At least 25 years without benefit of parole – Act 67-2011

Effective for offenses committed on or after August 15, 2011

14:44 Aggravated Kidnapping

Without benefit of parole. – Act 679 of 1980

Effective for offenses committed on or after September 12, 1980

14:44.1 Second Degree Kidnapping

At least 2 years without benefit of parole - Act 276 of 1989

Effective for offenses committed on or after May 6, 1989

- 14:44.2 Aggravated Kidnapping of a Child**
Without benefit of parole – Act 654 of 2001
Effective for offenses committed on or after August 15, 2001
- 14:44.2 Aggravated Kidnapping of a Child**
If the child is returned not physically injured or sexually abused
At least 2 years without benefit of parole – Act 654 of 2001
Effective for offenses committed on or after August 15, 2001
- 14:46.2B (3) Human Trafficking involving person under 18**
5 years without benefit of parole – Act 187 of 2005
Effective for offenses committed on or after August 15, 2005
- 14:46.3 A(1)(2), (4), (5) or (6) Trafficking of Children**
for Sexual Purposes, second conviction of sex offense with minors
Not less than fifty without benefit of parole – Act 446 of 2012
Effective for offenses committed on or after August 01, 2012
- 14:46.3 A (3) Human Trafficking, Parent or Guardian of victim under 18**
At least 5 years without benefit of parole – Act 375 of 2009
Effective for offenses committed on or after August 15, 2009
- 14:46.3 A (3) Human Trafficking, Parent or Guardian of victim under 14**
At least 10 years without benefit of parole – Act 375 of 2009
Effective for offenses committed on or after August 15, 2009
- 14:51 Aggravated Arson**
2 years without benefit of parole – Act 297 of 1981
Effective for offenses committed on or after September 11, 1981
- 14:52.1 Simple Arson of a Religious Building**
At least 2 years without benefit of parole. – Act 404 of 1997
Effective for offenses committed on or after September 15, 1997
- 14:62.1 Simple Burglary of a Pharmacy**
At least 1 year without benefit of parole. - Act 177 of 2006
Effective for offenses committed on or after August 15, 2006

- 14:62.1 Simple Burglary of a Pharmacy Second Subsequent Offense**
At least 2 years without benefit of parole. - Act 177 of 2006
Effective for offenses committed on or after August 15, 2006
- 14:62.2 Simple Burglary of an Inhabited Dwelling**
At least 1 year without benefit of parole – Act 745 of 1978
Act 745 of 1978
Effective for offenses committed on or after September 8, 1978
- 14:62.5 Looting (During a Declared State of Emergency)**
Not less than 3 years nor more than 15 years
without benefit of parole. - Act 208 of 2005
Effective for offenses committed on or after August 15, 2005
- 14:62.6 Simple Burglary of a Religious Building**
At least 2 years without benefit of parole. – Act 405 of 1997
Effective for offenses committed on or after August 15, 1997
- 14:62.8 Home Invasion**
No parole restrictions after 8/15/2008 – Act 370 of 2012
Effective for offenses committed on or after August 01, 2012
- 14:62.8 Home Invasion with Persons
Under 12, over 65, Developmental Disability Present**
At least 10 years without benefit of parole. – Act 6 of 2008
Effective for offenses committed on or after August 15, 2008
- 14:64 Armed Robbery**
Without benefit of parole. – Act 191 of 1968
Effective for offenses committed on or after July 31, 1968
- 14:64.1 First Degree Robbery**
Without benefit of parole. – Act 533 of 1983
Effective for offenses committed on or after August 30, 1983
- 14:64.2 Carjacking**
Without benefit of parole. – Act 488 of 1993
Effective for offenses committed on or after August 15, 1993

- 14:64.3 Armed Robbery Use of a Fire Arm Additional Penalty**
5 years without benefit of parole. – Act 208 of 2006
Effective for offenses committed on or after August 15, 2006
- 14:67.15 Theft of a Firearm, First Offense**
Not less than 2 years nor more than 10 years, without benefit of parole. - Act 116 of 2000
Effective for offenses committed on or after June 6, 2000
- 14:67.15 Theft of a Firearm, Second Offense**
Not less than 5 years nor more than 15 years, without benefit of parole. - Act 116 of 2000
Effective for offenses committed on or after June 6, 2000
- 14:67.15 Theft of a Firearm, Third or Subsequent Offense**
Not less than 15 years nor more than 30 years, without benefit of parole. - Act 116 of 2000
Effective for offenses committed on or after June 6, 2000
- 14:73.8 Unauthorized Use of a Wireless Router, involving Juvenile Pornography**
Without benefit of parole – Act 193 of 2009
Effective for offenses committed on or after August 15, 2009
- 14:73.8 Unauthorized Use of a Wireless Router, involving Juvenile Pornography, Victim under 13, Offender 17 years or Older**
At least 25 years without benefit of parole – Act 193 of 2009
Effective for offenses committed on or after August 15, 2009
- 14:78.1 D(2) Aggravated Incest**
Victims under age 13 years, Offender over age 17 years or Older
At least 25 years without benefit of parole. – Act 325 of 2006
Effective for offenses committed on or after August 15, 2006
** Repealed by Act 602 of 2014 - see 14:89.1(A)(1)
- 14:79 Violation of Protective Orders With a Battery**
At least 14 days without benefit of parole. – Act 70 of 1994
Effective for offenses committed on or after August 27, 1994

- 14:79 Violation of Protective Orders With a Battery**
At least 30 days without benefit of parole. – Act 440 of 2015
Effective for offenses committed on or after August 01/2015
- 14:79B(3) Violation of Protective Orders without a battery**
Third or Subsequent Conviction
At least 14 days without benefit of parole – Act 440 of 2015
Effective for offenses committed on or after 8/01/2015
- 14:79C(3) Violation of Protective Orders with a Battery**
Second or Subsequent Conviction
At least 1 year without benefit of parole – Act 70 of 1994
Effective for offenses committed on or after August 27, 1994
- 14:81 Indecent Behavior with Juveniles**
Victims under age 13 years, Offender over age 17 years or Older
At least 2 years without benefit of parole. – Act 103 of 2006
Effective for offenses committed on or after August 15, 2006
- 14:81.1 Pornography Involving a Juvenile, possesses**
Not less than 5 years or more than 20 years without benefit of parole
Act 446 of 2012
Effective for offenses committed on or after August 01, 2012
- 14:81.1 Pornography Involving a Juvenile, possesses, 2nd offense**
without benefit of parole
Act 446 of 2012
Effective for offenses committed on or after August 01, 2012
- 14:81.1 (E)2a Pornography Involving a Juvenile - Distribution or PWID**
Not less than 5 years or more than 20 without benefit of parole
Act 446 of 2012
Effective for offenses committed on or after August 01, 2012
- 14:81.1 (E)2b Pornography Involving a Juvenile - Distribution or PWID, 2nd offense**
without benefit of parole
Act 446 of 2012
Effective for offenses committed on or after August 01, 2012

**14:81.1 (E)3 Pornography Involving a Juvenile
Parent or Guardian Gave Consent**
Not less than 5 years or more than 20 without benefit of parole
Act 516 of 2010
Effective for offenses committed on or after August 15, 2010

**14:81.1(E)4 Pornography Involving a Juvenile
Production, promotion or advertisement**
Not less than 10 or more than 20 without benefit of parole
Act 516 of 2010
Effective for offenses committed on or after August 15, 2010

**14:81.1(E)5a Pornography Involving a Juvenile (subsection 1,2, or 3)
Victims under age 13 years, Offender over age 17 years or Older**
Without benefit of parole. – Act 516 of 2010
Effective for offenses committed on or after August 15, 2010

**14:81.1 (E)5b Pornography Involving a Juvenile (subsection 4)
Victims under age 13 years, Offender over age 17 years or Older**
At least 25 years without benefit of parole. – Act 516 of 2010
Effective for offenses committed on or after August 15, 2010

**14:81.2B(3)(a)Molestation of a Juvenile, Victim is at least 13 but not yet 17
And the defendant is an Educator of the Juvenile**
At least 5 years without benefit of parole – Act 67 of 2011
Effective for offenses committed on or after August 15, 2011

**14:81.2C (1)Molestation of a Juvenile:(A) (1)
Molestation recur more than 1 year: First Offense**
At least 5 years without benefit of parole after psychological testing
Psychiatrist or social worker approves– Act 67 of 2011
Effective for offenses committed on or after August 15, 2011

14:81.2D(1) Molestation of a Juvenile, Victims under age 13 years
At least 25 years without benefit of parole. – Acts 103 and 325 of 2006
Effective for offenses committed on or after August 15, 2006

14:81.2 D(2)Molestation of a person with a physical, or mental disability

At least 25 years without benefit of parole – Act 67-2011

Effective for offenses committed on or after August 15, 2011

14:81.3B (1) (a) Computer-aided Solicitation of a Minor Victim between 13 and 17

Without benefit of parole. – Act 461 of 2008

Effective for offenses committed on or after June 25., 2008

14:81.3B (1) (b) Computer-aided Solicitation of a Minor Victim Under 13

Without benefit of parole. – Act 461 of 2008

Effective for offenses committed on or after June 25., 2008

14:81.3B (1) (c) Computer-aided Solicitation of a Minor Victim Under 17

Without benefit of parole. – Act 461 of 2008

Effective for offenses committed on or after June 25., 2008

14:82.1(A)(1)Prostitution, Persons under Eighteen, when the person practicing prostitution is under age 14

25 years without the benefit of parole – Act 446 of 2012

Effective for offenses committed on or after August 01, 2012

14:82.1(A)(2)Prostitution, Persons under Eighteen, Parent or Tutor consented

At least 5 years without benefit of parole – Act 446 of 2012

Effective for offenses committed on or after August 01, 2012

14:82.1(A)(2)Prostitution, Persons under Eighteen, when the person practicing prostitution is under age 14, Parent or Tutor consented

At least 10 years without benefit of parole – Act 446 of 2012

Effective for offenses committed on or after August 01, 2012

14:89.1 (A) (1) Aggravated Crime Against Nature

Not less than 3 nor more than 15 without the benefit of parole
Act 602 of 2014

Effective for offenses committed on or after 6/02/2014

14:89.1 (A) (2) Aggravated Crime Against Nature,

Victim under 13 years , offender 17 years or older

At least 25 years without benefit of parole

Act 602 of 2014 - (Formerly 14:78.1(D)(2))

Effective for offenses committed on or after 06/12/2014

- 14:89.2 Crime Against Nature by Solicitation**
When the person solicited is under 14
Twenty-five years without benefit of parole – Act 446 of 2012
Effective for offenses committed on or after August 01, 2012
- 14:91.5 Unlawful Use or Access of Social Media**
Not more than 10 years Without benefit of parole – Act 26 of 2011
Effective for offenses committed on or after August 15, 2011
- 14:91.5 Unlawful Use or Access of Social Media, second conviction**
Not less than 5 nor more than 20 years
Without benefit of parole – Act 26 Of 2011
Effective for offenses committed on or after August 15, 2011
- 14:92 (E)3 & 4 Contributing to the Delinquency of Juveniles**
Parent or Guardian convicted under (A)(11) and sentenced under (E)(1)
At least 1 year without benefit of parole – Act 261 of 2009
Effective for offenses committed on or after August 15, 2009
- 14:92 (E)3 & 4 Contributing to the Delinquency of Juveniles**
Parent or Guardian convicted under (A)(11) and sentenced under (E)(2)
At least 6 months without benefit of parole – Act 261 of 2009
Effective for offenses committed on or after August 15, 2009
- 14:93.3 E(1) Cruelty to the Infirm when Intentional and Malicious**
1 year without benefit parole
Act 831of 2010
Effective for offenses committed on or after 8/15/2010
- 14:93.3 Cruelty to the Infirm Second or Subsequent Conviction**
5 years without benefit of parole. - Act 434 of 2003
Effective for offenses committed on or after August 15, 2003
- 14:94 (F) Illegal Use of Weapon With Crime of Violence**
or Violation of Controlled Dangerous Substance Law
Not less than 10 years nor more than 20 years, without benefit of parole
Act 1015 of 1992
Effective for offenses committed on or after August 21, 1992

- 14:94 (F) Illegal Use of Weapon with Machine Gun, Silencer, Muffler**
 Not less than 20 years nor more than 30 years, without benefit of parole
 Act 748 of 1995
Effective for offenses committed on or after August 21, 1992
- 14:94 (F) Illegal Use of Weapon Second Offense under Section F**
 Life without Parole
Effective for offenses committed on or after August 27, 1992
- 14:95 D Illegal Carrying of Weapons Third and Subsequent Offense**
 Not more than 10 years without benefit of parole. – Act 492 of 1975
Effective for offenses committed on or after September 12, 1975
- 14:95 E Illegal Carrying of Weapons with a Crime of Violence or Possession of Controlled Dangerous Substance**
 Not less than 5 not more than 10 years without benefit of parole
 Act 930 of 1995
Effective for offenses committed on or after August 15, 1995
- 14:95 E Illegal Carrying of Weapons with a Crime of Violence or Possession of Controlled Dangerous Substance, Second Offense**
 Not less than 20 not more than 30 years without benefit of parole
 Act 930 of 1995
Effective for offenses committed on or after August 15, 1995
- 14:95.1 Possession of a Firearm or Carrying a Concealed Weapon by Persons Convicted of Certain Felonies or the attempts thereof:**
 A crime of violence as defined in R.S. 14:2, which is a felony
 Simple Burglary
 Burglary of a Pharmacy
 Burglary of an inhabited dwelling
 Unauthorized Entry of an inhabited dwelling
 Felony illegal use of a weapon or dangerous instrumentalities
 Manufacture or possession of a delayed action incendiary device
 Manufacture or possession of a bomb
 Possession of a firearm while in the possession of or during the sale of a CDS
 Any felony violation of the Uniform Controlled Dangerous Substances Law
 A sex offense as defined in R.S. 15:541

Not less than 10 years not more than 20 years without benefit of parole.
Act 815 of 2010
Effective for offenses committed on or after August 15, 2010.

14:95.2.2 Reckless discharge of a firearm at a parade or demonstration
At least 3 years without benefit of parole – Act 150 of 2008
Effective for offenses committed on or after August 15, 2009

14:98 C(1) Operating a Vehicle While Intoxicated, Second Offense
At least 48 hours without benefit of parole – Act 1163 of 2001
Effective for offenses committed on or after August 15, 2001

14:98 C(3) Operating a Vehicle While Intoxicated, Second Offense when the first offense was for the crime of 14:32.1 or 14:39.2
At least 6 months without benefit of parole
Effective for offenses committed on or after

14:98 Operating a Vehicle While Intoxicated, Third Offense
1 year without benefit of parole – Act 801 of 2010
Effective for offenses committed on or after June 30, 2010

14:98 Operating a Vehicle While Intoxicated, Fourth or Subsequent Offense
2 years without benefit of parole – Act 801 of 2010
Effective for offenses committed on or after June, 0,2010

14:106 Obscenity With or In the Presence of an Unmarried Person Under 17 years of age under A (1) (2) or (3)
Not less than 2 years nor more than 5 years without benefit of parole
Act 159 of 1981
Effective for offenses committed on or after September 11, 1981

14:283 Video Voyeurism, Second or Subsequent Conviction
Not less than 6 months or more than 3 years without benefit of parole
Act 1240 of 1999
Effective on or after August 15, 1999

- 14:283 Video Voyeurism, Observing Sexual Acts**
Not less than 1 year nor more than 5 years without benefit of parole
Act 1240 of 1999
Effective for offenses committed on or after August 15, 1999
- 14:283 Video Voyeurism, Observing Sexual Acts**
Child Under 17 years of Age
Not less than 2 years nor more than 10 years without benefit of parole
Act 1240 of 1999
Effective for offenses committed on or after August 15, 1999
- 14:403.7 (1) Failure to Report A Missing Child**
When the Child is found Dead
Not less than 2 nor more than 50 without benefit of parole –
Acts 454 & 477 of 2012
Effective for offenses committed on or after August 01, 2012
- 14:403.7 (2) Failure to Report A Missing Child**
When the Child is missing for more than 6 mos and not determined dead
Not less than 2 nor more than 10 without benefit of parole –
Acts 454 & 477 of 2012
Effective for offenses committed on or after August 01, 2012
- 14:403.7 (3) Failure to Report A Missing Child**
When the Child is determined to have been physically or sexually abused
10 years without benefit of parole - Acts 454 & 477 of 2012
Effective for offenses committed on or after August 01, 2012
- 15:529.1 (A)2(a) Habitual Offender (2nd or subsequent Sex Offense)**
If the second felony and prior felony is a sex offense as listed in 15:541, regardless of the date of conviction.
Not Eligible for parole – Act 911 of 2010
Effective for offenses committed on or after August 15, 2010
- 15:542.1.4 Failure to Register as a Sex Offender, First Offense**
Not less than 2 years nor more than 10 years without benefit of parole
Act 11 of 2005 First Extra Session
Effective for offenses committed on or after January 26, 2006

- 15:542.1.4 Failure to Register as a Sex Offender, Second or Subsequent Offense**
Not less than 5 years nor more than 20 years without benefit of parole
Act 11 of 2005 First Extra Session
Effective where the second or subsequent offenses committed on or after January 26, 2006
- 15:551 Harboring or Concealing a Sexual Offender
Sexual Violent Predator, Child Predator**
At least 2 years without benefit of parole – Act 137 of 2006
Effective for offenses committed on or after August 15, 2006
- 15:553 Prohibition of Employment for Certain Sex Offenders**
Three years without benefit of parole – Act 973 of 2010
Effective for persons ordered by the court to register as a sex offender on or after August 15, 2010
- 15:561.7 Sexual Offender Failure to Comply with Conditions
of Supervised Release Supervision First Conviction**
Not less than 2 years nor more than 10 years without benefit of parole
Act 242 of 2006
Effective for offenses committed on or after August 15, 2006
- 15:561.7 Sexual Offender Failure to Comply with Conditions
of Supervised Release Supervision Second or Subsequent Conviction**
Not less than 5 years nor more than 20 years without benefit of parole
Act 242 of 2006
Effective for offenses committed on or after August 15, 2006
- 15:1354 Racketeering of Securities Violations of Ten Thousand dollars or more**
At least 5 years without benefit of parole – Act 91 of 2009
Effective for offenses committed on or after August 15, 2009
- 37:219(C) (2) Unlawful Payment by Attorneys Second and Subsequent
Violation**
Not less than 3 years nor more than 15 years without the benefit of parole
Act 684 of 2006
Effective for offenses committed on or after August 15, 2006

Produce, Manufacture, Distribute, Dispense or Possess with Intent to Distribute of Any Schedule I Drug (Not Preceded by an Asterisk *)
(Marijuana and Synthetic Cannabinoids not included)

At least 5 years without parole Act 45 of 2002 – R.S. 40:966B (2)

Effective on or after June 15, 2001 (Act 45 of 2002 is retroactive to June 15, 2001)

Possession of Marijuana or Synthetic Cannabinoids 60 pounds or more but less than 2000 pounds

Not less than 5 years without parole - Act 403 of 2001– R.S. 40:966(E)

Effective for offenses committed on or after June 15, 2001

Possession of Marijuana or Synthetic Cannabinoids 2,000 pounds or more but less than 10,000 pounds

Not less than 10 years without parole Act 403 of 2001– R.S. 40:966(E)

Effective for offenses committed on or after June 15, 2001

Possession of Marijuana or Synthetic Cannabinoids 10,000 pounds or more

Not less than 25 years without parole - Act 598 of 1983– R.S. 40:966(E)

Effective for offenses committed on or after August 30, 1983

Possession of Cocaine 28 grams or more but less than 200 grams

Not less than 5 years without parole - Act 313 of 1979- R.S. 40:967 F(1)a

Effective for offenses committed on or after September 7, 1979

Possession of Cocaine 200 grams or more but less than 400 grams

Not less than 10 years without parole - Act 313 of 1979- R.S. 40:967 F (1) b

Effective for offenses committed on or after September 7, 1979

Possession of Cocaine 400 grams or more

Not less than 15 years without parole - Act 313 of 1979- R.S. 40:967 F (1) c

Effective for offenses committed on or after September 7, 1979

Possession of Amphetamine or Methamphetamines or Mixture in Schedule II (A) (4) of R.S. 40:964 28 grams or more but less than 200 grams

Not less than 5 years without parole - Act 369 of 1989- R.S. 40:967 F (2) a

Effective for offenses committed on or after September 3, 1989

Possession of Amphetamine or Methamphetamines or Mixture in Schedule II (A) (4) of R.S. 40:964 200 grams or more but less than 400 grams
Not less than 10 years without parole - Act 369 of 1989- R.S. 40:967 F (2) b
Effective for offenses committed on or after September 3, 1989

Possession of Amphetamine or Methamphetamines or Mixture in Schedule II (A) (4) of R.S. 40:964 400 grams or more
Not less than 15 years without parole - Act 369 of 1989- R.S. 40:967 F (2)c
Effective for offenses committed on or after September 3, 1989

Possession of Gamma Hydroxybutyric Acid or Mixture in Schedule II (A) (4) of R.S. 40:964 28 grams or more but less than 200 grams
Not less than 5 years without parole - Act 403 of 2001- R.S. 40:967F (3) (a)
Effective for offenses committed on or after June 15, 2001

Possession of Gamma Hydroxybutyric Acid or Mixture in Schedule II (A) (4) of R.S. 40:964 200 grams or more but less than 400 grams
Not less than 10 years without parole - Act 45 of 2002- R.S. 40:967 F (3)(b)
Effective for offenses committed on or after June 15, 2001
(Act 45 of 2002 is retroactive to June 15, 2001)

Possession of Gamma Hydroxybutyric Acid or Mixture in Schedule II (A) (4) of R.S. 40:964 400 grams or more
Not less than 15 years without parole - Act 403 of 2001- R.S. 40:967 F (3)(c)
Effective for offenses committed on or after June 15,2001

Produce, Manufacture, Distribute or PWID of Pentazocine
At least 2 without parole
Act 403 of 2001- R.S. 40:967
Effective for offenses committed on or after June 15, 2001

Production or Manufacturing of Amphetamine or Methamphetamine
At least 10 years without benefit of parole - Act 403 of 2001- R.S. 40:967
Effective for offenses committed on or after June 15, 2001

Production or Manufacturing of Amphetamine or Methamphetamine to Minor 12 or younger,
Minimum mandatory 15 years without benefit of parole - Act 477 of 2008- R.S. 40:967
Effective for offenses committed on or after August 15, 2008

Production or Manufacturing of Cocaine or Cocaine base or a mixture or substance containing cocaine or its analogues as provided in Schedule II (A) (4) of R.S. 40:964

At least 10 years without benefit of parole - Act 403 of 2001- R.S. 40:967 B (4) a
Effective for offenses committed on or after June 15, 2001

Distribution, Dispensing or Possession with intent to produce, Manufacture, Distribute or Dispense Oxycodone as provided in Schedule II(A)(1) (o) of R.S. 40:964;

First 2 years without benefit of parole -Act 337 of 2005- R.S. 40:967
Effective for offenses committed on or after August 15, 2005

Distribution, Dispensing or Possession with intent to produce, Manufacture, Distribute or Dispense Methadone as provided in Schedule II(B)(11) of R.S. 40:964;

First 2 years without benefit of parole - Act 68 of 2006- R.S. 40:967
Effective for offenses committed on or after August 15, 2006

Distribution, Dispensing or Possession with intent to produce, Manufacture, Distribute or Dispense Cocaine or cocaine base or a mixture or substance containing cocaine or its analogues as provided in Schedule II(A)(4) of R.S. 40:964;

First 2 years without benefit of parole
Act 403 of 2001- R.S. 40:967
Effective for offenses committed on or after June 15, 2001

Production or Manufacturing of Oxycodone as provided in Schedule II (A) (1) (o) of R.S. 40:964

At least 10 years without benefit of parole - Act 337 of 2005- R.S. 40:967
Effective for offenses committed on or after August 15, 2005

Production or Manufacturing of Methadone as provided in Schedule II (B) (11) of R.S. 40:964

At least 10 years without benefit of parole - Act 68 of 2006- R.S. 40:967
Effective for offenses committed on or after August 15, 2006

40:979(B) Attempt or Conspires to Distribute or PWID Schedule I, as provided in R.S. 40:963 & R.S. 40:964, which is a Narcotic (Schedule I preceded by an asterisk “*”)
Not less than 8 years nor more than 50 fifty years without benefit of parole
Act – 632 of 1977
Effective for offenses committed on or after September 9, 1977

40:981.2 Soliciting by Persons over 18 years of age to Persons under 18 years to Distribute or Attempt to distribute Cocaine Oxycodone, Methadone, Heroin or Methamphetamine in violation of R.S. 40:967(A) or (B)
At least 10 years without benefit of parole - Act 68 of 2006
Effective for offenses committed on or after August 15, 2006

40:981.3A(1) Violations of CDS (40:966 through 40:970) at School or 2000 Feet or on the Bus
Minimum Mandatory Term Without benefit of parole if minimum term is not subject to parole
Act 506 of 2010
Effective for offenses committed on or after August 10, 2010

40:981.3A(2) Violations of CDS (40:966 (A), 967(40:969(A) or 40:970(A)) Drug Treatment Facility or 2000 feet in a Drug Free Zone
Minimum Mandatory Term Without benefit of parole if minimum term is not subject to parole
Act 506 of 2010
Effective for offenses committed on or after August 10, 2010

40:981.3A(3) Violations of CDS (40:966 through 40:970) at Religious Building property, public housing authority property, child day care center property or 2000 feet in a Drug Free Zone,
Minimum Mandatory Term Without benefit of parole if minimum term is not subject to parole.
Act 506 of 2010
Effective for offenses committed on or after August 10,

NOTES: When the wording is

“Without benefit of parole” this means regardless of the sentence length, the entire sentence is without parole.

“Not less than XX nor more than XX” -means the sentence is without parole up to the maximum amount. If the sentence is greater than the maximum amount then anything after the maximum is eligible. *Example: not less than 3 nor more than 10. The offender is sentenced to 5 – all is without parole. The offender is sentenced to 11- he is eligible after serving 10 years.*

At least XX years – means this amount is automatically without parole. If the court says nothing, this is the amount without. However, the court can order more than that amount without parole but not less.

15:574.4 Parole Eligibility – Overview

1st Offense **A person, otherwise eligible for parole, convicted of a first felony offense shall be eligible for parole consideration upon serving one-third of the sentence imposed.**

Unless eligible at an earlier date, Eligible at 33 1/3 % (1/3) of sentence.

1st Offense **A person not serving a sentence for a violent offense, sex offense or sentenced under R.S. 15:529.1 regardless of the date of conviction, convicted of a first felony offense shall be eligible for parole consideration upon serving one-fourth of the sentence imposed.**

Eligible at 25% (1/4) of sentence – Act 285 of 2011
Effective for offenses sentenced on or after August 15, 2011

2nd Offense **Upon conviction of a second felony offense, such person shall be eligible for parole consideration upon serving one-half of the sentence imposed.**

Unless eligible at an earlier date, eligible at 50% (1/2) of sentence – Act 762 of 1981

Effective for crimes committed on or after July 01, 1982

2nd Offense Upon conviction of a second felony offense and not serving a sentence for a violence offense, sex offense or sentenced under R.S. 15:529.1 regardless of the date of conviction, shall be eligible for parole consideration upon serving 33 1/3% of the sentence imposed.

Eligible at 33 1/3% of sentence – Act 159 of 2012

Effective for offenses sentenced on or after August 01, 2012

3rd Offense A person convicted of a third or subsequent felony and committed to the DPS&C shall not be eligible for parole consideration.

Effective for crimes committed on or after July 01, 1982

Violent Crimes Offenders who are serving a sentence for a crime of violence which is committed on or after January 01, 1997, and otherwise eligible for parole must serve at least 85%. before receiving any parole consideration

Act 1099 of 1995

Effective for offenses committed on or after January 1, 1997

Life Sentences No prisoner serving a life sentence shall be eligible for parole
Act 162 of 1952

Effective for offenses committed on or after July 30, 1952

Exceptions To The Above Restrictions

Geriatric Parole (1) Sentenced to a term or terms of imprisonment with or without benefit of parole for thirty years or more after serving at least twenty consecutive years in actual custody and reaching age forty-five.

Life sentences are not eligible

Armed Robbery not eligible for persons who has committed the offense on or after 1/1/1997

Act 790 of 1991 - Retroactive for all incarcerated offenders

Convictions for a crime of violence as defined in R.S. 14:2 or a sex offense as defined in R.S. 15:541 are not eligible for persons committing an offense on or after 8/01/2014.

Act 332 of 2014- prospective commitments on or after 8/01/2014

Geriatric Parole (2) Sentenced to a term of imprisonment with or without benefit of parole who has served at least ten consecutive years in actual custody and reaching the age of sixty if all **conditions are met.

No crimes of violence or sex offenses regardless of date of conviction

Life Sentences are not eligible

Act 253 of 2011

Retroactive for all incarcerated offenders.

Life Sentences Exceptions:

Life Sentences for Production, manufacturing, distribution, or dispensing or possessing with intent to produce, manufacture or distribute heroin

Eligible for benefit of parole after serving 15 years of incarceration.- Act 533 of 2009.

Retroactive for all incarcerated for this offense

Life Sentences for persons who was under the age of 18 at the time of the commission of the offense, except for the conviction of first degree murder (14:30) or second degree murder (14:30.1)

Eligible for benefit of parole after serving 30 years of incarceration if all ** conditions are met.

A written evaluation of the offender by an expert in adolescent brain development submitted to the Board.

Act 466 of 2012

Retroactive for all incarcerated for this offense

Life Sentences for persons who was under the age of 18 at the time of the commission of the offense for a conviction of first degree murder (La. R.S. 14:30) or second degree murder (La. R.S. 14:30.1)

Eligible for benefit of parole after serving 35 years of the sentence in actual custody if a judicial determination has been made that the

person is entitled to parole eligibility and all of the *** conditions are met:

A written evaluation of the offender by an expert in adolescent brain development and behavior is submitted to the Committee on Parole.

Act 239 of 2013

Life Sentences with or without the benefit of parole and not serving a sentence for a crime of violence or sex offense regardless of date of conviction.

At least 18 and under 25 at the time of sentencing to life – Eligible for benefit of parole after serving 25 years of the sentence if all **conditions are met

At least 25 and under 35 at the time of sentencing to life- Eligible for benefit of parole after serving 20 years of the sentence if all **conditions are met

At least 35 and under 50 at the time of sentencing to life – Eligible for benefit of parole after serving 15 of the sentence if all **conditions are met.

At least 50 at the time of sentencing to life – Eligible for benefit of parole after serving 10 years of the sentence if all **conditions are met.

Act 401 of 2012

Retroactive for all incarcerated for this offense.

**** Conditions**

- 1. Obtained a low-risk level**
- 2. No major disciplinary infractions in 12 consecutive months prior to eligibility date.**
- 3. Completed mandatory minimum of 100 hrs Pre-Release, if available at the facility where the offender is incarcerated.**
- 4. Complete substance abuse treatment if applicable**
- 5. Obtained a GED if not previously obtained or if deemed incapable, shall complete at least one of, literacy, adult basic education program or job skills program**

Pending Charges No prisoner may be paroled while there is pending against him any indictment or information (formal charge) or any crime suspected of having been committed by him while a prisoner. **La. R.S. 15:574.4B**

Serial Sex Offender No prisoner sentenced as a serial sex offender shall be eligible for parole when the instant sex offense was committed on or after August 15, 1999. (**La. R.S. 15:537 (B)**, Act 1209 of the 1999 State Legislature)

Statutorily Not Eligible A person convicted of certain crimes will not be eligible for parole considerations if the particular penalty statute under which they were convicted prohibits parole eligibility. Even if the court fails to state that the sentence is imposed without benefit of parole. *This Act applies retroactively to all sentences. (State v Williams 800 So.2d 790 (La. 2001))*

Offender Classification Sequential Rule The number of sequential felonies committed for which an inmate has been convicted. A second offender status can only result from an offense committed after a first conviction, and third offender status can only result from an offense committed after a conviction which qualifies an inmate as a second offender.

Cleansing Period Between Offenses The current offense shall not be counted as a second or subsequent offense if more than ten years have lapsed between the date of the commission of the current offense or offenses and the expiration of the person's maximum sentence or sentences (FTD) of the previous conviction or convictions or between the expiration of his maximum sentence or sentences of each preceding conviction and the date of the commission of the following offense or offenses. This shall not apply to anyone convicted of a crime of violence as defined in 14:2(B) or a sex offense as defined in 15:541, sentenced under 15:529.1 or otherwise ineligible for parole. This cleansing period does not apply to those offenders convicted of a crime of violence as defined in 14:2(B), a sex offense as defined in 15:541, anyone sentence under 15:529.1 or otherwise ineligible for parole.

State v. Patterson cited as 259 La. 508, 250 So.2d 721 The Louisiana Supreme Court confirmed that when the penalty statutes require that entire length of a sentence of an offense is without parole eligibility, the attempted of the offense is also without parole eligibility.

State v. Everett cited as 916 So.2d 1210, 2005-214 (La.App. 3 Cir.11/2/05)

This court held that sentences with statutory minimum parole restrictions are otherwise eligible for parole when the conviction is for an attempted of the offense. Critical Comments: *The principle of the Everett case does not apply to offenses where the penalty statutes specifically outline the minimum parole restrictions for the attempted offense.*

Minimum Parole Restrictions for Attempted Offenses

- 40:979(B) Attempt or Conspires to Distribute or PWID Schedule I, as provided in R.S. 40:963 & R.S. 40:964, which is a Narcotic (Schedule I preceded by an asterisk “*”)**
Not less than 8 years nor more than 50 fifty years without benefit of parole
Act – 632 of 1977
Effective for offenses committed on or after September 9, 1977
- 40:981.2 Soliciting by Persons 18 years of age or over to Persons under 18 years to Distribute or Attempt to distribute Cocaine , Oxycodone, heroin, methamphetamine or Methadone, in violation of R.S. 40:967(A) or (B)**
At least 10 years without benefit of parole - Act 68 of 2006
Effective for offenses committed on or after August 15, 2006

**STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
CORRECTIONS SERVICES**

**Department Regulation
No. B-04-006**



20 November 2014

**CLASSIFICATION, SENTENCING AND SERVICE FUNCTIONS
Sentencing
Restoration of Good Time**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36.
2. **REFERENCE:** La. R.S. 15:571.4; Department Regulation Nos. A-01-013 "Forms Management Program," B-04-001 "Sentence Computation and Good Time Credits;" Department Offender Posted Policy (DOPP) #033 "Good Time Restoration"; and B-05-001 "Disciplinary Rules and Procedures for Adult Offenders" and the State Register dated 20 November 2014.
3. **PURPOSE:** To state the Secretary's policy regarding the restoration of previously forfeited good time for disciplinary violations for offenders who have demonstrated satisfactory progress in faithfully observing the Disciplinary Rules and Procedures for Adult Offenders.
4. **APPLICABILITY:** Deputy Secretary, Chief of Operations, Regional Wardens, Wardens, the Sheriff or Administrator of local jail facilities and the Director of the Office of Information Services. Each Unit Head is responsible for ensuring that appropriate unit written policy and procedures are in place to comply with the provisions of this regulation.
5. **POLICY:** It is the Secretary's policy to strengthen the Department's commitment to an offender's successful reentry efforts by implementing positive rewards for offenders who have demonstrated improved institutional behavior.
6. **DEFINITIONS:**
 - A. **ARDC Supervisor/Manager:** A member of the Records Section staff, whether employed at a state correctional facility or in the Office of Adult Services at Headquarters.
 - B. **Major Rule Violation:** An offense identified as a Schedule B offense in Department Regulation No. B-05-001 "Disciplinary Rules and Procedures for Adult Offenders."

- C. **Minor Rule Violation:** An offense identified as a Schedule A offense in Department Regulation No. B-05-001 "Disciplinary Rules and Procedures for Adult Offenders."
- D. **Unit Head:** The head of an operational unit, specifically, the Warden or Sheriff or Administrator of a local jail facility or transitional work program.

7. GENERAL PROCEDURES:

- A. The effective date of this regulation is retroactive to August 1, 2014. Offenders who have previously forfeited good time as a result of disciplinary action and have not been found guilty of a major rule violation for a consecutive 24 month period and have not been found guilty of a minor rule violation for a consecutive six month period may be eligible for restoration of previously forfeited good time. Restoration of previously forfeited good time shall not exceed 540 days during an offender's instant term of incarceration.
- B. Forfeiture of good time resulting from any Schedule A or Schedule B rule violation may be restored in accordance with the provisions of this regulation, with the exception of Rule #8, Escape or Attempt to Escape, or any rule violation that was a result of battery of an employee, visitor, guest or their families. All Rule #1 and #21 offenses shall be carefully reviewed for consideration of restoration of good time.
- C. For offenders released on parole or good time parole supervision and returned to custody as a parole violator, the availability of forfeited good time is limited to the amount earned during the instant term of incarceration. Time spent in custody prior to release on parole or good time parole supervision shall not apply toward the 24 consecutive month period required for the review of major rule violations or the six consecutive month period required for the review of minor rule violations.
- D. Even though an offender may receive approval for restoration of goodtime, the Department shall retain authority to void or adjust the amount of the restoration at any time during the offender's incarceration if a review of the record reveals the restoration calculation was erroneous.
- E. Under no circumstances shall an offender's restoration of previously forfeited good time under the provisions of this regulation cause him to be considered overdue for release at the time of approval.

- F. If an offender's request for restoration of good time is denied or good time is partially restored, the offender may reapply for reconsideration in six months from the date of the original application.
- G. The decision regarding restoration of good time is final and shall not be appealed through the Administrative Remedy Procedure.

8. REVIEW AND OUTCOME PROCESS:

A. State Correctional Facilities

- 1) Offenders housed in state correctional facilities who have not been found guilty of a major rule violation for a consecutive 24 month period, except as noted in Section 7.B.), and have not been found guilty of a minor rule violation for a consecutive six month period shall complete an Application For Restoration of Good Time (Form B-04-006-A) and submit the application to the institution's Records Office.
- 2) The ARDC Supervisor/Manager or designee shall review the offender's application and disciplinary record to verify the offender's eligibility for restoration of forfeited good time. (If the offender is ineligible for restoration of forfeited good time, the ARDC Supervisor/Manager shall indicate the reason for ineligibility on the application form and return a copy to the offender. The original application shall be filed in the offender's Master Record.) If the offender is eligible for restoration of good time, the number of days to be restored shall include consideration of participation or failure to participate in rehabilitative programs. If the offender is eligible for restoration of forfeited good time, the ARDC Supervisor/Manager shall indicate the number of days eligible for restoration on the Application for Restoration of Good Time (Form B-04-06-A.) Upon completion, the ARDC Supervisor/Manager shall forward the offender's application to the Warden or designee for consideration.
- 3) The Warden or designee shall review the offender's application and verification of eligibility and shall approve or disapprove the recommendation. If approved, the ARDC Supervisor/ Manager or designee shall restore the amount of good time approved by the Warden. Only that amount which was actually forfeited can be restored. A copy of the approved application, as well as the revised Master Prison Record shall be sent to the offender. The originals shall be filed in the offender's Master Record.

- 4) If denied, the ARDC Supervisor/Manager or designee shall provide a written reason on the Application for Restoration of Good Time (Form B-04-006-A) and provide a copy to the offender (including the justification for denial). The original application shall be filed in the offender's Master Record.

B. Local Jail Facilities

- 1) The Office of Adult Services shall ensure that an Application for Restoration of Good Time (Form B-04-006-A) is provided by the Basic Jail Guidelines Team Leaders to the Sheriff or Administrator of each local jail facility within their region.
- 2) Offenders housed in local jail facilities who meet the eligibility requirements stated in Section 8.A.1) shall complete an Application for Restoration of Good Time (Form B-04-006-A) and submit it to the Sheriff or Administrator, who shall forward all completed applications to the Chief of Operations at Headquarters.
- 3) The Chief of Operations shall designate OAS staff to review the offender's application and disciplinary record to verify the offender's eligibility for restoration of forfeited good time. (If the offender is ineligible for restoration of forfeited good time, the Reviewing Staff Member shall indicate the reason for ineligibility on the application form and return a copy to the Sheriff or Administrator of the local jail facility who shall notify the offender. The original application shall be filed in the offender's Master Record). If the offender is eligible for restoration of good time, the number of days to be restored shall include consideration of participation or failure to participate in rehabilitative programs (if available at the local jail facility). If the offender is eligible for restoration of forfeited good time, the Reviewing Staff Member shall indicate the number of days eligible for restoration on the Application for Restoration of Good Time (Form B-04-06-A). Upon completion, the Reviewing Staff Member shall forward the offender's application to the Chief of Operations or designee for consideration.
- 4) The Chief of Operations or designee shall review the offender's application and verification of eligibility and shall approve or disapprove the recommendation. If approved, an OAS ARDC Supervisor/Manager or designee shall restore the amount of good time approved by the Chief of Operations. Only that amount which was actually forfeited can be restored. A copy of the approved application, as well as the revised Master Prison Record shall be returned to the Sheriff or Administrator

of the local jail facility who shall notify the offender. The originals shall be filed in the offender's Master Record.

- 5) If denied, an OAS ARDC Supervisor/Manager or designee shall provide a written reason on the Application for Restoration of Good Time (Form B-04-006-A) and return the Application (including the justification for denial) to the Sheriff or Administrator of the local jail facility who shall notify the offender. The original application shall be filed in the offender's Master Record.
- C. In addition to the current Offender Management System procedures in place regarding the maintenance of the amount of good time forfeited per offender, the Office of Information Services shall also track the restoration of good time pursuant to this regulation. The amount of good time restored shall be displayed on the Offender Management System Master Prison Record screen.

s/James M. Le Blanc
Secretary

Form: B-04-006-A Application for Restoration of Good Time

This regulation supersedes Department Regulation No. B-04-006 dated 10 January 2010.