

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 11.30	PAGES: 1 of 3
	RELATED ORDERS: P.C. 4019, 4019(b)	
	ISSUED DATE: June 1, 1992	
	REVIEW DATE: December 4, 2015	
	REVISION DATE: September 17, 2013	
CHAPTER: Intake, Transfer, Release and Records	SUBJECT: Sentence Computation	

I. **PURPOSE:** To provide prompt and accurate sentence computation which is in compliance with applicable statutes and regulations.

II. **POLICY:** An accurate record of sentence related information will be established for each inmate committed to this facility as part of the inmate's record. Inmate time will be accurately computed and recorded in conformance with applicable statutes and regulations, including computation of earned or forfeited good time and work time credits and projected release date.

III. **DEFINITIONS:**

A. **PROJECTED RELEASE DATE:** Date the inmate will be released if all variables remain unchanged, including deductions for good/work time credits.

B. **COMMITMENT PAPERS:** Documents signed by the sentencing judge or clerk of the court ordering imprisonment of the inmate.

C. **PENAL CODE (PC) SECTION 4019 READS IN PART:**

1. "The provisions of this section shall apply...when a prisoner is confined in a county jail...including all days in custody from the date of arrest to the day on which the serving of the sentence commences..."

2. "For each six-day period in which a prisoner is committed...one day shall be deducted from the period of confinement unless it appears by the record that the prisoner has not satisfactorily complied with the reasonable rules and regulations established by the Sheriff..."

3. "For each six-day period in which a prisoner is committed...one day shall be deducted from the period of confinement unless it appears by the record that the prisoner has refused to satisfactorily perform labor as assigned by the Sheriff..."

IV. PROCEDURE:

- A. A prisoner is entitled to full "Good Time" and "Work Time" credits from the date of arrest so long as he or she does not violate reasonable rules and regulations or does not refuse to work.
- B. County Counsel has rendered an opinion, affirmed by an Alameda County Superior Court action on March 20, 1979, indicating the lack of a work program for unsentenced prisoners is not sufficient reason to deny that class of prisoner the benefit of Section 4019 (b) PC mandatory work credit.
- C. County Counsel has also rendered an opinion, indicating that once a prisoner, sentenced or unsentenced, has refused a work assignment, and appropriate entry has been made into the record, the Sheriff is not obligated to again offer him a work assignment. Work time credits can be withheld until the record shows, by appropriate entry, that the prisoner has requested assignment to any work available.
- D. Pre-sentence good time and work time credits may be forfeited by disciplinary action in the same manner as post-sentence credits. Forfeiture of good time and work time credits will be in accordance with the guidelines established by the California Minimum Jail Standards for Local Detention Facilities, and in compliance with Agency Orders.
- E. The custodial file will be flagged with a piece of blue tape that extends above the top of the file approximately one inch. Marked and flagged, the custodial file is to be placed in the sentenced bin, for time computation.
- F. When a sentence is imposed upon an inmate, the face of the custodial file will be appropriately marked by the timekeeping clerk computing the sentence. This will be done by placing the terms of the sentence (in red ink) in the box called "Sentence" and the date of sentence (in red ink) in the box called "Sentence Date." The timekeeping clerk will place his/her initials (in red ink) in the appropriate box on the custodial file.
- G. The timekeeper, prior to ending his/her shift, shall complete time computations using the procedures set forth in the Automated Jail Information System Manual. When the computer is not operating, the Records Deputy shall manually determine a tentative release date to determine if the subject will be due for release on the date sentence was imposed, or the following day(s) before the Records Deputy returns to work.
- H. When a Records Deputy is not assigned, it shall be the Intake, Transfer and Release (ITR) Sergeants' responsibility, prior to the end of their shift, to determine if sentenced inmates are due for immediate release.

- I. The application of the above procedure shall only be used as a guideline to the ITR Sergeant who receives a sentenced inmate when the Records' Deputy is not available and circumstances dictate immediate action. There are too many special conditions to the sentencing procedures to list. Many of the sentences imposed by the Courts are literally creative, and require specialized knowledge for computation. The intent of Section H is to protect the inmate from an unjustified stay in custody.