

MODEL OUTLINE TO ASSIST IN DRAFTING A MISDEMEANOR “GOOD TIME” POLICY FOR INDIVIDUAL AND REGIONAL JAILS

Name of Jail, Address, etc.

I. Purpose of this written policy

II. Policy, generally

- A. May earn sentencing credits by complying with jail rules and regulations
- B. Credits may be forfeited for failure to comply with jail rules and regulations

III. Definitions

- A. Statutory Good Time (per Va. Code § 53.1-116)
- B. Exemplary Good Time (available if inmate is accepted into one of the qualifying jail programs, and performs/behaves as expected, per Va. Code § 53.1-116).
- C. Judicial Good Time (credit that will be given to an individual, as Ordered by a Judge, provided that the inmate follows the requirements set forth by the Judge, per Va. Code § 53.1-129).

IV. Exemptions to Policies

- A. Those inmates who fail to follow the jail’s rules and regulations will not qualify for any credits
- B. Those inmates who fail to perform or behave appropriately in work assignments or jail programs will not qualify for any credits
- C. If a portion of an inmate’s sentence involves a mandatory minimum amount of time, that portion of the sentence is not eligible for any statutory good time credits

D. If an inmate is placed on house arrest or Home Electronic Monitoring (HEM), he is not eligible to receive any statutory good time credits

V. Procedures

A. Review Sentence Order

B. Ascertain what credits inmate may be eligible to receive; calculate preliminary release date

C. Fill out initial paper work; distribute copies to relevant staff/files

D. As inmate qualifies for various credits, relevant information is forwarded to staff/inserted into file

E. If inmate loses or does not qualify for various credits, relevant information is forwarded from final decision maker to staff/noted in files

F. Outline procedure whereby complaints against inmate by staff are evaluated; describe process whereby inmate loses any good time credits.

G. Shortly before anticipated release date, inmate's file is reviewed to ensure accuracy

H. Just before inmate's release, shift supervisor or other person in authority reviews inmate's file to ensure the release date has been computed correctly.