

Central Records - MIS E-Cert Summary

March 20, 2009

The following describes both the work involved to implement each of the outlined options as well as noting possible impediments and problems with the options. If the legislature decides to implement one of these options, or a different one involving earned time or good time credits, it is important that the legislature enlist the assistance of the Department of Correction and other appropriate criminal justice agencies in drafting the language. This will ensure numerous court decisions involving time calculation are appropriately covered in the legislation.

Based solely on the complexities and level of work involved, Options 2B and 4B would require the least amount of time and resources for Management Information Systems (MIS), Central Records and facility staff to implement. They would minimize the unintended consequences that might occur with other options. Option 1A is the most complicated, and its implementation would present numerous challenges due to the different permutations of cases that could arise. It will be difficult to minimize the impact of previous court cases on the intent of Option 1A.

It should also be noted that any of these options may require changes to other statutes regarding time calculation including but not limited to, CGS 18-100d which currently states, "Notwithstanding any other provision of the general statutes, any person convicted of a crime committed on or after October 1, 1994, shall be subject to supervision by personnel of the Department of Correction until the expiration of the maximum term or terms for which such person was sentenced." Other statutes would need to be reviewed to determine if other amendments are needed.

MIS TASKS/ISSUES: All Options will require:

- New D.O.C. RT transaction/screen/program to allow updates to the new Statutory Earned Time fields.
- New field on the D.O.C. Master file to allow a refusal flag for those inmates who refuse OAP.
- Eight new fields to be added to the RT25/Sentence file, to include:
 - Earned Time
 - Earned Time Forfeited
 - Earned Time Restored
 - Earned Time Not Earned
 - Jail Credit Earned Time
 - Jail Credit Earned Time Forfeited
 - Jail Credit Earned Time Restored
 - Jail Credit Earned Time Not Earned

Currently time fields are stored on the D.O.C. Sentence file. We do not have sufficient room currently to store the 8 new proposed earned time fields. To do so will require a major overhaul

of the majority of D.O.C. RT screens/programs, batch processing for time sheets as well as outside agencies who share our data.

Updates will be necessary to all D.O.C. screens/programs which currently display time fields to include the new Statutory Earned Time and jail credit earned time fields.

RECORDS AND MIS TASKS/ISSUES: For all options:

Estimated Date Logic needs to be developed

Upfront work with MIS and Central Records for development and testing of any scenario.

Extensive training with facility/field records staff prior to implementation.

Ongoing audit of records for compliance with new logic.

Records Preparation Time: 100 hours

Records Training Time: 40 hours

(The above times would be needed regardless of which option is chosen).

The MIS preparation time is noted for each chosen option as the amount of work needed is dependent upon the option.

For the information below the following abbreviations mean:

SGT = Statutory Good Time

SET = Statutory Earned Time

Note: All options would require the noted preparation time, effective upon passage. There are no options that would be available effective July 1, 2009 if the proscribed preparation time were factored in.

Option 1 Scenario A: (retroactive to 10/1/94)

Records Issue: For every file where there are multiple sentences a manual review of the master file will have to be conducted by records staff to see if additional credits apply which could change when the enhanced rate of earned time starts. If applicable a worksheet would need to be created and records staff would have to manually fill it out to come up with a date to enter into the RT20 to “trick” the computer to post credits at the enhanced rate.

If this option is associated with the OMIP, for “refusals/non-compliance”, records staff will have to enter into a new program that needs to be developed, the day the inmate refused his OAP.

Records Preparation Time: 50 hours (in addition to 100 hours above)

It will take approximately 10 months for facility/field record specialists to review all sentenced inmates to comply with this option. These reviews would need to be completed utilizing overtime as the work is too extensive to be completed during a regular work day. The best

estimate is 10 – 20 hours overtime per week per facility/field unit. For those facilities with vacant record specialist 1 positions, it will likely take longer to complete these reviews as Record Specialists from other facilities will need to work overtime at those facilities to assist in completing the reviews.

NOTE: The assumption for the above is that language will be built into the statute not to include the requirements to apply the Wright and Rivera court decisions. If this is not accomplished the workload will be enhanced and inmates could be given obscene amounts of credits to the point where an entire sentence could be satisfied and if more credits were still available subsequent sentences received would benefit from those credits not used on the first sentence.

For "refusals/non-compliance" with OMIP, record staff will have to enter into a new program that needs to be developed, the day the inmate refused his OAP.

MIS Development: All inmates (including Post94) – SET rules will emulate current SGT rules-retro 10/1/94

MIS Preparation Time: 385 hours (dedicated time)

MIS Issue:

Would require conversion program to include past postings of SET time to populate active sentences other than **controlling (i.e. Non-controlling)**.

If some time sheets earn SGT and others earn SET then the time sheet program would be posting different credits and populating different fields.

MIS needs a "refusal" field/program development.

Option 1 Scenario B: (effective July 1, 2009)

Records Issue: Same issues as Scenario A with the addition that all new logic would have to be created as to when the enhanced rate of SET time begins. Time served credits would count from once the sentence starts but since earned credits would not start until July 1, 2009 Central Records would have to work with MIS to create a formula to accurately determine when enhanced credits begin and to determine how to calculate an accurate estimated release date.

RECORDS PREPARATION TIME: 50 HOURS (IN ADDITION TO 100 HOURS ABOVE)

It will take approximately 10 months for facility/field Record Specialists to review all sentenced inmates to comply with this option. These reviews would need to be completed utilizing overtime as the work is too extensive to be completed during a regular work day. The best estimate is 10 – 20 hours overtime per week per facility/field unit. For those facilities with vacant record specialist 1 positions, it will likely take longer to complete these reviews as Record

Specialists from other facilities will need to work overtime at those facilities to assist in completing the reviews.

NOTE: The assumption for the above is that language will be built into the statute not to include the requirements to apply the Wright and Rivera court decisions. If this is not accomplished the workload will be enhanced and inmates could be given obscene amounts of credits to the point where an entire sentence could be satisfied and if more credits were still available subsequent sentences received would benefit from those credits not used on the first sentence

For "refusals/non-compliance" with OMIP, record staff will have to enter into a new program that needs to be developed, the day the inmate refused his OAP.

MIS Development: All inmates (including Post94) – SET rules will emulate current SGT rules – begin July 1.

MIS Preparation Time: 385 hours (dedicated time)

MIS Issue:

Work with Central Records in creating and testing changes

Would require conversion program to include postings of SET time to populate active sentences other than **controlling (i.e. Non-controlling)**.

Option 2 Scenario A: (start date 4/1/06)

Records Issue: Records staff will need to review if the correct amount of SET was posted by the computer.

For "refusals/non-compliance" with OMIP, record staff will have to enter into a new program that needs to be developed, the day the inmate refused his OAP.

No additional records time other than preparation and training noted for all options.

MIS Development: All inmates – Start Date 4/1/06 – 10 days

MIS Preparation Time: 315 hours (dedicated time)

Would require conversion program to include past postings of SET time to populate active sentences other than **controlling (i.e. Non-controlling)**.

MIS needs a refusal field/program development.

MIS Issue:

Would require conversion program to include postings of SET (10 days) into new time fields for those Post94 inmates who were incarcerated as of or after 04/01/2006 to the point of when the new changes go live.

Option 2 Scenario B: (start date 7/1/09)

Records Issue: No additional records time other than preparation and training noted for all options.

For "refusals/non-compliance" with OMIP, record staff will have to enter into a new program that needs to be developed, the day the inmate refused his OAP.

MIS Development: All inmates – July 1 – 10 days

Preparation Time: 280 hours (dedicated time)

Would require conversion program to include postings of SET time to populate active sentences other than **controlling (i.e. Non-controlling)**.

MIS needs a refusal field/program development.

Option 3 Scenario A: (start date 4/1/06) Non Violent Offenders

Records Issues: Records staff will need to review if the correct amount of SET was posted by the computer.

If the computer cannot determine all non-violent offenses either records or classification staff will need to review the file to determine if an offense is violent. Our system only stores the first 7 characters of a statute so it seems likely that this manual review would be necessary.

For "refusals/non-compliance" with OMIP, record staff will have to enter into a new program that needs to be developed, the day the inmate refused his OAP.

Time needed to review all files for non-violent codes by classification or records staff – 1700 hours.

MIS Development: Non Violent – Start date 4/1/06 – 10 days

MIS Preparation Time: 350 hours (dedicated time)

Would require conversion program to include past postings of SET time to populate active sentences other than **controlling (i.e. Non-controlling)**.

MIS NEEDS A REFUSAL FIELD/PROGRAM DEVELOPMENT.

MIS Issue: Would require conversion program to include postings of SET (10 days) into new time fields for those Post94 inmates who were incarcerated as of or after 04/01/2006 to the point of when the new changes go live.

Need to read the file and if one violent offense is present, SET is not given. Need a field to store this date.

D.O.C. carries a 7 character offense code; any violent offenses which are identified beyond the 7 characters would need to be manually updated to not allow for SET.

Option 3 Scenario B: (start date 7/1/09) Non Violent Offenders

Records Issues: Records staff will need to review if the correct amount of set was posted by the computer.

If the computer cannot determine all non-violent offenses either records or classification staff will need to review the file to determine if an offense is violent. Our system only stores the first 7 characters of a statute so it seems likely that this manual review would be necessary.

For "refusals/non-compliance" with OMIP, record staff will have to enter into a new program that needs to be developed, the day the inmate refused his OAP.

Time needed to review all files for non-violent codes by classification or records staff – 1700 hours.

MIS Development: Non Violent – July 1 – 10 days

MIS Preparation Time: 315 hours (dedicated time)

Would require conversion program to include postings of SET time to populate active sentences other than **controlling (i.e. Non-controlling)**.

Need to read the file and if one violent offense is present, SET is not given. Need a field to store this date.

MIS needs a refusal field/program development.

MIS Issue:

D.O.C. carries a 7 character offense code; any violent offenses which are identified beyond the 7 characters would need to be manually updated to not allow for SET.

Option 4 Scenario A: (start date 4/1/06)

Records Issue: Records staff will need to review if the correct amount of SET was posted by the computer.

For "refusals/non-compliance" with OMIP, record staff will have to enter into a new program that needs to be developed, the day the inmate refused his OAP.

No additional records time other than preparation and training noted for all options.

MIS Development: All inmates – Start date 4/1/06 – 5 days

MIS Preparation Time: 315 hours (dedicated time)

Would require conversion program to include postings of SET (5 days) into new time fields for those Post94 inmates who were incarcerated as of or after 04/01/2006 to the point of when the new changes go live.

Would require conversion program to include past postings of SET time to populate active sentences other than **controlling (i.e. Non-controlling)**.

MIS NEEDS A REFUSAL FIELD/PROGRAM DEVELOPMENT

Option 4 Scenario B: (start date 7/1/09)

Records: No additional records time other than preparation and training noted for all options. No other issues.

For "refusals/non-compliance" with OMIP, record staff will have to enter into a new program that needs to be developed, the day the inmate refused his OAP

MIS Development: All inmates – Start date – July 1 – 5 days

MIS Preparation Time: 280 hours (dedicated time)

Would require conversion program to include postings of SET time to populate active sentences other than **controlling (i.e. Non-controlling)**.

MIS NEEDS A REFUSAL FIELD/PROGRAM DEVELOPMENT

Option 5 Scenario A: (start date 4/1/06) Non Violent Offenders

Records Issues: Records staff will need to review if the correct amount of SET was posted by the computer.

If the computer cannot determine all non-violent offenses either records or classification staff will need to review the file to determine if an offense is violent. Our system only stores the first 7 characters of a statute so it seems likely this manual review would be necessary.

For "refusals/non-compliance" with OMIP, record staff will have to enter into a new program that needs to be developed, the day the inmate refused his OAP.

Time required to review all files for non-violent codes by classification or record staff – 1700 hours.

MIS Development: Non Violent – Start date 4/1/06 – 5 days

MIS Preparation Time: 350 hours (dedicated time)

Would require conversion program to include postings of SET (5 days) into new time fields for those Post94 inmates who were incarcerated as of or after 04/01/2006 to the point of when the new changes go live.

Would require conversion program to include past postings of SET time to populate active sentences other than controlling (i.e. Non-controlling).

Need to read the file and if one violent offense is present, SET is not given. Need a field to store this date.

MIS needs a refusal field/program development

MIS issues:

Need to read the file and if one violent offense is present SET is not given.

D.O.C. carries a 7 character offense code; any violent offenses which are identified beyond the 7 characters would need to be manually updated to not allow for SET.

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Option 5 Scenario B: (start date 7/1/09) Non Violent Offenders

Records Issues: Records staff will need to review if the correct amount of set was posted by the computer.

If the computer cannot determine all non-violent offenses either records or classification staff will need to review the file to determine if an offense is violent. Our system only stores the first 7 characters of a statute so it seems likely that this manual review would be necessary.

For "refusals/non-compliance" with OMIP, record staff will have to enter into a new program that needs to be developed, the day the inmate refused his OAP

MIS Development: Non Violent – Start date - July 1 – 5 days

Preparation Time: 315 hours (dedicated time)

Would require conversion program to include postings of SET time to populate active sentences other than controlling (i.e. Non-controlling).

Need to read the file and if one violent offense is present, SET is not given. Need a field to store this date.

MIS needs a refusal field/program development.

CONCLUSION:

The Department of Correction's Central Records staff has determined that Option 2B is most consistent with the current OMIP strategy and it minimizes the amount of work required to implement it. If the actual passage date and implementation date are within one month's time, there most likely will not be sufficient time to develop, test and implement the new legislation. The earliest implementation of any of the options would begin upon passage of the bill, including the necessary preparation time. Therefore, an October 2009 implementation date would be more realistic.

It should also be noted that the Department of Correction is working on a new sentence and time calculation program that will replace the current time program. The new system will likely be implemented on or about October 2009. In addition to making the changes noted above in the RT system, we will need to submit the new time calculation logic to the vendor as a change order, which will require additional funding.