DEPARTMENT OF CORRECTIONS

Policy Number: 106.310
Title: Sentence and Disposition Administration
Effective Date: 11/19/19

PURPOSE: To ensure the department creates and maintains individual records of the sentences and dispositions of all offenders and residents under its authority and that the sentences of offenders are calculated and administered accurately and in conformance with sentencing orders, state statutes, sentencing guidelines, and department policy.

APPLICABILITY: Department-wide (excluding juvenile residents at MCF-RW).

DEFINITIONS:
Correctional Operations Management System (COMS) – a custom application used by the department to maintain information about offenders/residents.

Court Message Manager (CMM) – a custom application developed to receive case notifications from state court administration.

Extended Incarceration – a disciplinary penalty that affects the length of time an offender is incarcerated. For offenders whose crimes were committed on or after August 1, 1993, the penalty extends the term of imprisonment and shortens the supervised release term by the specified amount. For offenders whose crimes were committed before August 1, 1993, it prevents them from earning additional good time towards their term of imprisonment or maximum sentence in an amount equal to the extended incarceration penalty imposed.

Minnesota Court Information System (MNCIS) – an application maintained by the state courts and used by department staff to obtain information on cases.

Minnesota Government Access (MGA) – an application used by state courts for electronic filing through which department staff can obtain court documents.

Offender Document System (ODocS) – a document management system the department uses for maintaining documents in individual files for offenders/residents.

Statewide Supervision System (S^3) – A computerized data system used to assist criminal justice agencies in the conduct of their official duties monitoring and enforcing the conditions of release imposed on offenders by a sentencing court or the commissioner of corrections.

PROCEDURES:

A. General Requirements

1. The director of sentence administration maintains a sentence administration manual that contains detailed procedures and information concerning sentence computation.

2. At least two sentence administrators must review all sentence computations and adjustments to ensure they are accurate.

B. Creating Individual Case Records

To create individual case records for all offenders, sentence administrators must:

1. Monitor court message manager (CMM) for new commitments from state district courts to the commissioner of corrections and obtain interim orders of commitment from intake facilities, or review information from sending states for offenders admitted pursuant to Interstate Corrections Compact contracts;

2. Verify the offender is in custody at the county jail; and, if not, contact the county to request an arrest warrant be issued and notify the intake facility; or, if a future report date is ordered, contact the county jail on the report date to verify the offender is in custody;

3. Verify the identity of the offender using the correctional operations management system (COMS), Bureau of Criminal Apprehension (BCA) portals (Portals), statewide supervision system (S^3), Minnesota court information system (MNCIS), and Minnesota government access (MGA), and create a new offender identification number (OID), or modify an existing OID, in COMS;

4. Enter the commitment name exactly as listed on the first warrant of commitment received, which must not be changed until that obligation is completed; and

5. Enter or update demographic data.

C. Entering Offender Sentence Information

To ensure sentencing information is accurate and complies with state law and the sentencing court's orders, sentence administrators must:

1. Review and evaluate sentencing documents for discrepancies or ambiguities and seek clarification from the sentencing court when necessary;

2. Enter in COMS sentence information from sentencing orders and apply time deductions to sentences as indicated, or, for offenders admitted under contracts, enter the sentence information provided by the sending state using the contract termination date as the obligation termination date;

3. Assign a future report date to sentences that are ordered consecutive to another jurisdiction;

4. Enter sentence details, location, and status information in COMS;

5. Prepare and distribute an initial offender sentence memo that describes the sentence(s), including the expected confinement release date; and

6. Upload the warrant of commitment or sentencing order, complaint, pre-sentence investigation (PSI), and the offender sentence memo into the offender document system (ODocS), and send a copy of the sentence memo to the facility's records unit for placement in the offender's hard copy identification file.

D. Updating Sentence Calculations

As they receive new information from various sources, sentence administrators must take the following steps:

1. Update sentence information and recalculate offenders' sentence obligations when state courts amend sentencing orders or issue new orders, including civil commitment hold orders;

2. Recalculate offenders' terms of imprisonment when department hearing officers impose extended incarceration penalties after finding offenders guilty of discipline violations as follows:
   a) For offenders whose crimes were committed on or after August 1, 1993, extend the terms of imprisonment and shorten the supervised release term by the amount of the extended incarceration penalty;

   b) For offenders whose crimes were committed before August 1, 1993, discontinue accumulation of good time toward the term of imprisonment or maximum sentence in an amount equal to the extended incarceration penalty imposed, but do not deduct any good time earned prior to the discipline violation;

3. Adjust projected release dates for offenders based on continued review decisions of department hearing officers and parole dates based on decisions by the commissioner;

4. Adjust sentence information and calculations when:
   a) Offenders are on fugitive, failure to report, or warrant status;
   b) Offenders are admitted to, terminated from, or complete an early release program;
   c) Sentences are impacted by death, pardon, or transfer by treaty;
   d) Statutory sentences expire and conditional release periods remain; or
   e) Release dates occur on a weekend or holiday; and

5. Enter a release delay decision when:
   a) A segregation sentence is imposed extending past the confinement release date;
   b) An offender is held on pre-hearing detention for a major hearing until resolution occurs;
   c) Transportation is postponed due to inclement weather or other emergency; or
   d) Release plan approval, extradition, end of confinement review committee (ECRC), or a DNA sample is pending.

E. Notifying and Distributing Information about Sentence Adjustments

Sentence administrators must:

1. Prepare an offender sentence memo that explains all sentencing changes and illustrates the new obligation calculations, upload it to the offender's electronic file in ODocS, and e-mail it to facility records staff, the offender's case worker, and the offender's supervision agent, when appropriate;

2. Notify other staff as designated when, as the result of an updated calculation, an offender must be remanded to county jurisdiction, released immediately to supervision, or discharged from custody; and

3. Notify the BCA of a change in status through Portals when a court order requires immediate release, but only after the director of the sentence administration unit (SAU) or designee verifies that is what the order requires.

F. Auditing Offender Sentences

Sentence administrators and auditors must routinely conduct and document the following types of audits in the offenders' permanent records, and retain audit forms/documents according to the retention schedule:

1. Routine audits

   Review of all new and adjusted obligations prior to the distribution of the offender sentence memo;

2. Random audits
Manual audits on randomly selected files to ensure accuracy of sentence calculation, COMS information, and release date; and

3. Release audits
Extensive audits conducted two months prior to the offender's confinement release date, or immediately before release for offenders who will be released on short notice.

INTERNAL CONTROLS:

A. Offender sentence memos are retained in the offender's electronic case record in ODocS, and the most current is also retained in the facility's hard copy identification file.

B. Routine, random, and release audits are documented in the MNDOC comment section of COMS.

C. Release audit forms are retained by the sentence administration unit according to the retention schedule.

D. Manual calculations generated by random and release audits are conducted and retained by sentence administration auditors to ensure accuracy of COMS calculations and release dates.

ACA STANDARDS: 2-CO-1E-01; 2-CO-1E-02; 2-CO-1E-05; 2-CO-1F-08

REFERENCES: Minn. Stat. §§ 253D.10, 244.01, 244.04, 244.05, and 645.44
Policy 203.110, "Interstate Corrections Compact (Facility)"
Policy 303.010, "Offender Discipline"

REPLACES: Division Directive 106.221, "Adult Offender Sentence Administration," 4/19/16;
Policy 106.120, "Civil Commitment Hold," 10/18/16; and
Policy 106.202, "Good Time Administration," 3/17/15.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: None

APPROVALS:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Facility Services