



## Mass Re-Calculation and Release Protocol

The San Diego Sheriff's Department Detentions Processing Division is responsible for calculating all court ordered sentences for incarcerated individuals remanded to Sheriff's custody to determine the projected release date for each incarcerated individual's sentence.

When the need arises to reduce jail population or new state laws are passed that affect the custody credits incarcerated individuals in Sheriff's custody receive, Detention Processing Technicians are tasked with re-calculating incarcerated persons sentences to compute revised projected release dates and identify incarcerated individuals to be processed for release from Sheriff's custody.

### SHERIFF'S OPERATIONS SUPERVISORS

The Sheriff's Operations Supervisors (SOS) is responsible for the planning of the re- calculation and mass release processes at each of the detention facilities. This includes coordinating staffing and ensuring adequate funds and indigent clothing is on hand in preparation for mass incarcerated individual releases.

### Staffing

To determine the staffing needed to complete the sentence re-calculations, the number of those committed incarcerated individuals at each detention facility will be determined using the *Due for Release List* JIMS Web reports. The reports are to be run for desired time frame and sort by release date. The SOS will calculate the number of hours needed by completing the following:

- Multiply the number of those committed cases by the total time it takes to re-calculate each sentence (6minute average)
- Divide the total by 60 (minutes per hour)
- Double the total hours to determine the time needed to account for the re-calculations and the double check of each sentence calculation

**Example:** *1,266 those committed cases x 6 minutes per case = 7,596 total minutes; 7,596 minutes / 60 minutes = 127 hours total hours to complete the re-calculations; 127 x 2 = 254 hours total to complete re-calculations AND checks.*

Based on the total number of hours it will take, the facility staffing can be reviewed and considering the expected completion date, determine the number of overtime hours that will be authorized. Detention Processing Technicians will be notified of the available overtime and scheduled on a voluntary basis.



Staff schedules will also be reviewed to identify additional staff scheduled to be on duty in relief positions. These technicians will be re-deployed to the following positions needed specifically for the re-calculation and mass release:

- Re-calculation position
- Quality Assurance
- Final release

In addition to these positions, staffing in custody information and the facility property rooms will also be reviewed to ensure coverage is provided to accommodate the normal day to day operations and additional inquiries and incarcerated individual releases resulting from the re-calculation and mass releases. Coverage can be made through re-deployment of staff and authorized overtime.

Additional staff can also be re-deployed to provide coverage at other facilities. Staff schedules will be updated to reflect the assignments for staff on overtime and those that will be re-deployed. These schedules will be available to the Detention Processing Supervisors and posted in the designated work area for staff to view.

The number of incarcerated individuals expected to be released from Sheriff's custody due to sentence re- calculations will need to be determined for staffing purposes as well as to ensure adequate cash for incarcerated individual funds, indigent clothing and public transportation accommodations are available.

### **Incarcerated individual Funds**

The amount of Numi cards and cash expected to be released to incarcerated individuals can also be obtained from reviewing the *Due for Release* JIMS Web reports. The projected amount of funds needed can be determined by reviewing these reports and calculating the total for the balances shown for incarcerated individuals scheduled to be released in the next 60 days. Based on this total, the SOS will contact the facility accountant to request a Cash Order from the appropriate bank account so the funds can be available.

### **Indigent Clothing**

An adequate supply of indigent clothing will need to be on hand at each facility in preparation for the possibility of providing this clothing to Incarcerated individuals being released. As soon as notice of the re-calculation and mass release is received, an inventory of the current clothing will be made. Based on the supply on hand and compared to the number of incarcerated individuals scheduled to be released within the next 60 days, the SOS will contact incarcerated individual services to coordinate a supplement of indigent clothing be delivered to the facility.



## Public Transportation Accommodations

An adequate supply of MTS Day Passes and Yellow Cab vouchers will need to be on hand at each facility respectively in preparation for providing these to eligible incarcerated individuals that will be released. As soon as notice of the re-calculation and mass release is received, an inventory of the current token and voucher supply will be made. Based on the supply on hand and compared to the number of incarcerated individuals scheduled to be released within the next 60 days that will be eligible to receive either, the SOS will contact incarcerated individual services to coordinate a supplement of tokens and/or vouchers be received at the facility.

At the end of the re-calculation, the SOS will collect the statistical information and email it to the Assistant Manager and Manager. The following will be included in the emailed information:

- Number of re-calculations completed
- Number of those who qualified and denied
- Number of incarcerated individuals released from custody and to other agencies as a result of the re-calculation
- Total over time hours used to complete re-calculations and mass releases
- Re-calculation and mass release duration time (beginning and end dates)
- *Possible stats – Incarcerated individual classification code, eligible for programs and incarcerated individual worker status*

## DETENTION PROCESSING SUPERVISORS

Detention Processing Supervisors (DPS) are responsible for overseeing the sentence re-calculation and mass release processes once implemented. In addition, they are responsible for ensuring normal facility operations are not hindered and for making the necessary adjustments to ensure the re-calculation and mass release processes are successfully completed on time.

Each day, the on-duty supervisor(s) for each shift will assign pages of the Due for Release Lists to available technicians. At the end of each shift or once completed, the pages will be turned back into the supervisor. The on-duty supervisor will also ensure the necessary coverage is provided at the required positions as scheduled.

Supervisors will brief an update of the project's progress and completion of the previous shift and provide a strategy for the oncoming shift.

**The on-duty supervisor will conduct frequent walk-throughs of the facility work areas (custody processing, custody information and property rooms) to ensure facility operations and additional workflow resulting from the re-calculations and mass releases are maintained, making the necessary adjustments.**



At the end of each shift, the supervisor will collect the assigned pages and stats of the shift's activity. The supervisor will be responsible for emailing an update to the SOS. The following will be included in the emailed update to the SOS:

- Number of staff completing re-calculations
- Number of staff processing incarcerated individual releases
- Total re-calculations completed
- Total incarcerated individuals released due to the re-calculation
- Remaining total of re-calculations left to be completed

During the shift the on-duty supervisor is responsible for ***immediately*** contacting the SOS when any incidents occur which require the chain of command to be notified or have the potential to cause liability. In addition to the notification, the on-duty supervisor will be expected to provide all related and pertinent information as well as a resolution and/or intended follow up.

### **Unable to Locate Records**

The on-duty supervisor will be notified of any custody records that are unable to be located. The supervisor will take the appropriate action to locate all custody records within 24 hours. If the record is found at another facility, the supervisor will ensure the record is reviewed and all sentences are re-calculated immediately at that facility prior to the record(s) being sent out to the correct facility; may also be sent via email or fax.

### **DETENTION PROCESSING TECHNICIANS**

Detention Processing Technicians are responsible for the accurate review and re- calculation of court ordered sentences and the timely processing of incarcerated individuals eligible for release from Sheriff's custody as a result of the re-calculations.

### **Sentence Re-Calculations**

Technicians assigned to complete the sentence re-calculations will obtain a page(s) of the Due for Release Lists from the on-duty supervisor. Each technician is responsible for reviewing the custody and JIMS records for **all** incarcerated individuals appearing on their assigned page and determining if the sentence requires re-calculation. The technician will place a check mark by each incarcerated individual as indication of incarcerated individual records reviewed. If an incarcerated individual's record was unable to be reviewed for reasons other than unable to locate, the reason is to be noted on the assigned page. At the end of shift, the technicians will ARJIS the page they were assigned by the name of the last incarcerated individual's record reviewed. The assigned page will then be turned in to the on-duty supervisor.



JIMS - C250000B

Run Date: 31-MAY-2019  
Run Time: 13:13

San Diego County Sheriff  
Detention Services - GBDF (George Bailey Detention Facility)  
Due For Release on or before 01-Jul-2019  
Sorted By: Release Date

Page: 6 of 10

Effective Date:  
01-Jul-2019



Note: Fund amounts listed are only valid at the time the report is run and must be verified at time of release

GBDF (George Bailey Detention Facility)												
Last Name, First Name	Book#	Area	HU	Cell	Projected Date/Tm	Ovrd Date/Tm	Arr Type	# Arrests	DNA status	Balance		
GOSS, MARTIN	19717404	2	B	204	06-17-2019 0000	05/30/19	1170	1	C	\$45.28		
NAGAST, WEBRA	19717605	6	C	147	06-17-2019 0000			2	C	\$120.54		
VASQUEZ, EDGAR	19729590	6	C	138	06-17-2019 0000			3	C	\$0.17		
CISNEROS, ALFONSO	18179928	5	C	244	06-17-2019 0000			1	C	\$20.86		
HERNANDEZ, HUGO	19703583	4	A	109	06-17-2019 0000			4	C	\$38.37		
MARTINEZ, MISRRIAM	19730759	1	B	206	06-17-2019 0000			1	C	\$3.00		
FORD, CLARENCE	19728007	1	A	203	06-18-2019 0000			2	C	\$0.57		
WILLIAMS, NEHEMIAH	19728396	1	A	101	06-18-2019 0000			2	C	\$0.74		
CHACON, MIGUEL	19717675	5	A	113	06-18-2019 0000			1	C	\$0.06		

For sentences which need to be re-calculated, the technicians will update the sentencing information in the JIMS notes section, manually re-calculate the sentence on a new Sentence Calculation Record (form J-18), record their ARJIS on the J-18 and forward the completed J-18 and court document to a second technician to check for accuracy.

**The technician will note the eligibility for the 10% credit and the re-calculated release date for each incarcerated individual on their assigned page. The DPT will add 'P' if they are eligible for a program and notate if they are an incarcerated individual worker**

The second technician will update the sentencing information in the JIMS Sentence Calculation Navigator and ensure the JIMS computer information, manual computation and court document match. If any discrepancies with the release dates are found, the technician is responsible for notifying the on-duty supervisor immediately. The second technician will also:

- Record their ARJIS on the J-18
- File the documents in the incarcerated individual custody records
- Forward custody records for incarcerated individuals to be released (past or current date).

### Quality Assurance

The DPT assigned to the Quality Assurance position will verify the J-18 and JIMS have been accurately updated and both reflect the new release date. The DPT will mark on a tracking sheet provided by the DPS the number of release(s), release to hold, release to agency, and those remain in custody on other matters.

**DETENTION PROCESSING TECHNICIAN MASS RELEASE & RE-CALCULATION CHECK OFF SHEET**

Obtain a page of the Due for Release Lists from the on-duty supervisor

- Review the custody and JIMS records for **all** incarcerated individuals appearing on assigned page
- Identify sentences to be re-calculated
- Re-calculated sentences:
  - Update the sentencing information in the JIMS notes section
  - Manually re-calculate the sentence on a new Sentence Calculation Record (form J-18)
  - Record ARJIS on the J-18
  - Forward the J-18 and court document to a second technician to check for accuracy
  - Note the re-calculated release date for each incarcerated individual on assigned page
  - Update the sentencing information in the JIMS Sentence Calculation Navigator
  - Ensure the JIMS computer information, manual computation and court document match
  - Notify supervisor of discrepancies
  - Record ARJIS on J-18
  - File J-18 and court document in custody records
  - Forward custody records for incarcerated individuals to be released to the pre-release technician
- Unable to locate records
  - Conduct a thorough search of all possible areas in the facility
  - Call other facilities to request a search of the record
  - If the record is found – have staff review and re-calculate at that facility - record the facility on assigned page
  - If the record is still unable to be located, highlight on assigned page and notify the on-duty supervisor
- Verify each incarcerated individual is checked, a reason is noted for not checking or is highlighted if unable to locate
- At end of shift, ARJIS assigned sheet by name of last incarcerated individual record reviewed
- Turn in assigned sheet to on duty supervisor
- At end of shift, turn in stats to on duty supervisor