STATE OF VERMONT AGENCY OF HUMAN SERVICES DEPARTMENT OF CORRECTIONS	Title: SENTENCE COMPUTATION	Page 1 of 2
Chapter: **Programs – Classification and Case Planning**	**# 371.18**	**Supersedes:** Interim Memo on Sentence Computations, dated 06/16/2016; Directive #371.19, dated 12/30/02
Attachments, Forms & Companion Documents: All attachments, forms, and companion documents will be available on the DOC website.		
Local Procedure(s) Required: No **Applicability**: All staff (including contractors and volunteers) **Security Level:** "B" – Anyone may have access to this document.		
Approved: SIGNED **Lisa Menard, Commissioner**	01/04/2018 **Date Signed**	01/18/2018 **Date Effective**

PURPOSE

The purpose of this administrative directive is to identify the Vermont Department of Corrections' (DOC) philosophy and policies regarding the method used to calculate sentence computations.

PHILOSOPHY

It is the philosophy of the DOC to apply a uniform process to calculate and document all sentence computations. This ensures the court's order is accurately and consistently carried out for all offenders sentenced to a period of DOC supervision or custody. It also ensures that offenders serve no more or less time than imposed by the court.

AUTHORITY

13 V.S.A. § 7044

POLICY

It is the policy of the DOC to calculate the potential shortest and longest lengths of time each offender may be incarcerated. These sentence computations shall be performed by the Sentence Computation Unit within three business days of receipt of sentencing information.

In order to calculate an offender's sentence, the Sentence Computation Unit shall research and apply credit for time served to the offender's sentence. Offenders sentenced to incarceration may receive

credit for time spent under DOC supervision between the date of arraignment and the date of conviction. The rules of how credit is applied differs based on when the offender was sentenced.

The Sentence Computation Unit shall also apply any reduction of term to which the offender is entitled. An offender may be entitled to any of the following, depending on when the offense was committed: Automatic Reduction of Term; Earned Reduction of Term; or Work Camp Reduction of Term.

When an offender receives more than one sentence, the Sentence Computation Unit shall determine the offender's effective sentence. This is done by evaluating the sentences to determine which sentence, or combination thereof, would result in the longest minimum and maximum terms for the offender. Once the effective sentence is determined, all charges remain open and part of the offender's record until the offender reaches the maximum release date of the effective sentence.

Once the sentence computation is calculated, the Sentence Computation Unit shall notify all parties of the offender's calculated release dates. This includes the court, State's Attorney, defense attorney, Defender General, and offender.