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	POLICY AND PROCEDURE		SUPERSEDES:	4341.1B January 17, 2017	
			OPI:	CASE MANAGEMENT	
			REVIEW DATE:	December 1, 2024	
			Approving Authority	Thomas Faust Director	
	SUBJECT:	GOOD TIME CREDITS (GTC)			
NUMBER:	4341.1C				
Attachments:	Attachment 1-Good Time Credit Memorandum (Misdemeanant) Form				

RSUMMARY OF CHANGES:

Section	Change
§13. a. 2.	<i>Staff Responsibility for forwarding list of newly sentenced inmates to Case Management is now DOC's IT duty and the Case Management email address is provided.</i>
§13. c.	<i>Institutional Work Details has been revised and now differentiates "off" and "on-unit" details.</i>
§17. d.	<i>Inmate Records Office (IRO) email distribution list has been added to the policy.</i>
	<i>Work Squad Supervisors was revised to NIPS Coordinators throughout the policy.</i>

APPROVED:



Thomas Faust, Director

12/1/2023

Date Signed

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1. PURPOSE AND SCOPE. The Department of Corrections (DOC) may award Good Time Credits (GTC) to eligible misdemeanants for good behavior and successful participation in rehabilitative programs, work details, and special projects.

2. POLICY

- a. It is DOC policy to award Good Time Credits to inmates consistent with DC Code § 24-221.01, et seq. and as amended in §§ 24-221.03 c(c) (April 27, 2021).
- b. Good Time Credits shall be applied to the inmate’s minimum term of imprisonment to determine the date of eligibility for release.
- c. No inmate shall receive more than a total of ten (10) Good Time Credits per calendar month for good behavior and positive participation in rehabilitative programs, details or special projects.
- d. Once Good Time Credits are awarded for successful program participation, work details or special projects, they are vested and cannot be forfeited.
- e. When found guilty of one or more Class I or Class II offenses as defined in PM 5300.1, Good Time Credits that were given at sentence computation for good behavior may be forfeited.
- f. Good Time Credits forfeited or withheld because of disciplinary violations may be restored in accordance with this directive.

3. APPLICABILITY. This policy shall apply to every inmate of a District of Columbia correctional institution who is serving a sentence for a misdemeanor pursuant to section 3(b) of An Act to Establish a Board of Indeterminate Sentence and Parole for the District of Columbia (DC Official Code § 24-221.01, et seq. and as amended in §§ 24-221.03, et seq. (April 27, 2023).

4. EXCEPTIONS. Per DC Code § 24-221.06, Good Time Credits shall not be applied to persons sentenced under:

- a. DC Code §22-4502 Crime of Violence or Dangerous Crime While Armed,
- b. DC Code § 48-901.02 Controlled Substance Act,
- c. DC Code § 22-2104(b) Murder in First and Second Degrees,

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- d. DC Code §22-2803 Carjacking, or
- e. DC Code § 22-4504(b) Possession of Firearm While Committing a Crime of Violence or a Dangerous Crime,
- f. Good Time Credits shall not apply to a sentence of civil contempt.

5. PROGRAM OBJECTIVES. The expected results of this program are that inmates, by virtue of personal development and positive behavior, may receive an earlier release from confinement as well as the opportunity for a more successful reintegration into the community.

6. NOTICE OF NON-DISCRIMINATION

In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

7. DIRECTIVES AFFECTED

a. Directive Rescinded

- 1) PP 4341.B Good Time Credits (1/17/17)

b. Directives Referenced

- 1) PP 4110.7 Educational Services
- 2) PP 4210.2 Inmate Institutional Work Program
- 3) PP 4923.5 Reentry Program and Services
- 4) PP 5090.3 Classification (Program Review)
- 5) PM 5300.1 Inmate Disciplinary and Administrative Housing Hearing Procedures

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6) PP 6050.3 Residential Substance Abuse Treatment (RSAT)

8. AUTHORITY

- a. DC Code § 24-211.02, Powers; Promulgation of Rules
- b. DC Code §§ 24-221-.01- 24.221.06, Educational Good Time Credits
- c. DC Code § 24-101, et seq., Transfer of Prison System to Federal Authority

9. STANDARDS REFERENCED

- a. American Correctional Association (ACA) 4th Edition Performance-Based Standards for Local Adult Detention Facilities 4-ALDF-5A-09.

10. DEFINITIONS. For the purpose of this directive the following definitions shall apply:

- a. **Expiration of the Sentence.** An inmate's sentence has expired, requiring the release from incarceration without further supervision because the inmate:
 - 1) Has served the maximum term of commitment; or
 - 2) Has served the maximum term of commitment less the GTC credits awarded pursuant to D.C. Official Code §24-221.01, et seq.).
- b. **Rehabilitative program**
 - 1) Rehabilitative programs provide opportunities for self-improvement, including treatment, academic or vocational programs.
 - 2) DOC programs provide opportunities for self-improvement; including but may not be limited to participation in Reentry, Residential Substance Abuse Treatment, Job Readiness Unit, GED Unit, academic or workforce development programs, substance use education, and institutional work detail assignments.
 - 3) The Director or designee will issue official notice if additional rehabilitative programs are identified or provided in DOC.
- c. **Special Project.** A designated, non-reoccurring special project that was provided to enhance community and agency initiatives such as snow removal,

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paint squads, and environmental initiatives. Special projects will be considered on a case by case basis.

- d. **Successful participation.** Active and constructive participation includes but is not limited to satisfactory attendance, positive participation and compliance with identified rehabilitative programs, a work detail, or an approved special project.
- e. **Term of commitment.** The period of an inmate's current incarceration. The term "term of commitment" includes the following:
 - 1) A single sentence;
 - 2) Concurrent Sentences. When two (2) or more sentences run simultaneously, the term of commitment is the period of commitment between the earliest starting date of those sentences and the latest expiration date of those sentences;
 - 3) Consecutive Sentences. When two (2) or more sentences follow one after the other in uninterrupted succession, the term of commitment is the period of commitment between the starting date of the first consecutive sentence and the expiration of the last consecutive sentence;
 - 4) Concurrent and Consecutive Sentences. A combination of concurrent and consecutive sentences in which case the term of commitment is the period of commitment between the earliest starting date of the sentences and the last expiration date of the sentences;
 - 5) Combination of Sentences. A combination of sentences imposed before and after release on parole or probation and the probation or parole is forfeited, so that the term of commitment is the period of commitment between the earliest starting date of the sentences and the latest expiration date of the sentences, excluding time out of custody (i.e., when under parole or probation supervision) for which credit is not allowed.

11. GENERAL RULES

- a. Good Time Credits shall apply to good behavior and to successful program participation regardless of whether the inmate is pre-trial, pre-sentence, or sentenced for a misdemeanor.

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- b. One (1) credit is equal to one (1) full day of reduction in a sentence.
- c. An inmate shall not earn more than ten (10) Good Time Credits per full calendar month.
- d. Program Coordinators shall ensure Good Time Credits for program participation, work details and special projects are submitted in a timely manner such that all credited days can be effectuated in order to allow the inmate the earliest release date possible.
- e. The Records Office Administrator or designee shall ensure priority sentence computation for sentenced misdemeanants when it appears that the application of credits would sufficiently reduce the inmate's minimum or maximum sentence making the inmate eligible for immediate release. The Records Office will apply good time credit to effectuate the inmate's release as time served.
- f. An inmate shall not receive credit for any ten (10) day period during which the inmate is not incarcerated, including a period where the inmate's sentence is stayed or the inmate has escaped.
- g. Once an inmate has been released, either to probation or by the expiration of his/her sentence, Good Time Credits awarded during the period of incarceration are of no further effect and shall not be used to shorten the period of probation, to shorten the period of incarceration which the inmate may be required to serve for violation of probation, or to shorten any subsequent sentence.

12. APPLYING GOOD TIME CREDIT

- a. Good Behavior
 - 1) An inmate sentenced for a misdemeanor and whose conduct complies with institutional rules shall be eligible to receive Good Time Credits of up to three (3) credits per calendar month for good behavior.
 - 2) Although Good Time Credits for good behavior are calculated from the first day of incarceration, it shall not accrue before the 20th day of incarceration.
 - 3) The reduction shall be calculated from the first date of commitment at a rate of three (3) days for each full calendar month during the inmate's

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commitment, or, if the inmate is committed for less than a full calendar month at a rate of one day for each ten (10) day period within a calendar month in which an inmate is committed.

b. Rehabilitative Programs, Work Details and Special Projects

- 1) An inmate who is sentenced for a misdemeanor and who demonstrates good behavior as well as successful participation in one or more rehabilitative programs, work detail or special project shall be eligible to receive up to three (3) credits per full calendar month for each program, detail or project; subject to the limit of days that can be earned in Section 2).
- 2) No more than a total of seven (7) credits shall be applied for each calendar month of participation in a combination of programs, work details and/or special projects.
- 3) The deduction shall be calculated from the first day the inmate enrolls and continues to demonstrate successful participation in rehabilitative programs, work detail or special project.
- 4) Credits shall accrue in the following manner:
 - a) One (1) Day of Credit. If participation in the program, detail, or project lasts twenty (20) days or less;
 - b) Two (2) Days of Credit. If participation in the program, detail, or project lasts more than twenty (20) days, but less than twenty-six (26) days;
 - c) Three (3) Days of Credit. If participation in the program, detail, or project lasts twenty-six (26) days or more.

13. STAFF RESPONSIBILITIES FOR AWARDING GOOD TIME CREDITS

a. Good Behavior

- 1) Good Time Credits for good conduct shall be awarded by the Record's Office when the inmate is sentenced and the term of incarceration is being computed.

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2) DOC IT shall forward to case management a daily list of newly sentenced inmates. (DOC.Case.Managers@dc.gov).

b. Rehabilitative Program Unit Participation

- 1) The Case Manager, RSAT Clinician or Program Coordinator shall monitor the inmate's projected release date and accumulated Good Time Credits in order to make timely submissions of the recommendation for Good Time Credits.
- 2) The Case Manager, RSAT Clinician, or Program Coordinator shall submit the recommendation using the Good Time Credit Memorandum (Misdemeanant) Form (Attachment 1) (See #5 below).
- 3) A separate Good Time Credit Memorandum (Misdemeanant) shall be completed for each program where Good Time Credits are being recommended.
- 4) The Case Manager, RSAT Clinician or Program Coordinator shall verify in the Good Time Credit Memorandum that:
 - a) The inmate is a misdemeanor that is eligible for GTC,
 - b) The inmate's offense(s) are eligible for award as stipulated by Sections 3 and 4 of this directive,
 - c) The inmate has met program requirements,
 - d) The inmate has not been found guilty of any Class I or Class II disciplinary code violations in accordance with this directive,
 - e) Inmates cannot earn Good Time Credits for the period of time that they are in Disciplinary Segregation. In this instance Good Time Credits will be applied as follows:
 - (1) The inmate may receive Good Time Credits for time in the rehabilitative program, detail or special project up until the date he or she was found guilty of the disciplinary offense.

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(2) The inmate may again be awarded Good Time Credits starting the day after completion of Disciplinary Segregation if he or she is returned to the program or resumes the detail assignment.

- 5) Upon review of the recommendation for Good Time Credits, the Program Coordinator shall sign and submit the Good Time Credit Memorandum to the Chief Case Manager/designee or Program Administrator or Designee.

c. Institutional Work Details

1) Off-Unit Detail

- a) The Non-Industrial Payroll Services (NIPS) coordinator shall monitor the inmate's projected release date and accumulated Good Time Credits in order to make timely submission of the request for award of Good Time Credits for work details.
- b) The NIPS Coordinator or program official shall complete and submit the Good Time Credit Memorandum (Misdemeanant) Form (Attachment 1) via their supervisor to the Chief Case Manager or designee for approval within two (2) business days of the inmate's successful participation/completion of the eligible program.

2) On-Unit Detail

- a) The Case Manager shall monitor the inmate's projected release date and accumulated Good Time Credits for on-unit detail in order to make timely submission of the Good Time Credit request memo to the Chief of Case management or designee.
- b) The Program official or the Chief of Case Manager/designee shall review and submit the Good Time Credit Memorandum (Misdemeanant) Form (Attachment 1).

d. Special Projects

- 1) The supervisor of the special projects shall submit within two (2) business days of the completion of the special project the recommendation for the award of Good Time Credits to the NIPS Coordinator.

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- 2) The NIPS coordinator shall submit the Good Time Credit Memorandum to the Chief Case Manager or designee.
- e. Approval of the Recommendation for the Award of Good Time Credits
- 1) If the inmate meets all requirements prescribed in this directive, the Chief Case Manager or designee shall sign approval for the award of the Good Time Credits and within four(4) business days, submit the Memorandum for Award to the Records Office via email.
- f. Notification of the Award of Good Time Credit
- 1) The affected inmate shall be informed of all awards, forfeitures or restorations of Good Time Credits by the staff that initiated the GTC.

14. WITHDRAWALS

- a. Involuntary Withdrawal
- 1) Administrative Reasons
 - a) If an inmate is removed from a program/detail or special project for administrative reasons, the squad supervisor or program official shall designate the inmate as an involuntary withdrawal.
 - b) Administrative reasons may include, but not be limited to medical restrictions, temporary transfer from the facility or disciplinary detention.
 - c) The inmate will be awarded Good Time Credits for the time he or she successfully participated in the program or worked in the detail or special project.
- b. Voluntary Withdrawal. If an inmate successfully participates in a program and requests to voluntarily withdraw from the program for justifiable reasons, the inmate will receive credit for the time enrolled prior to voluntarily withdrawal.

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15. PROCEDURES FOR WITHHOLDING GOOD TIME CREDITS FOR PARTICIPATION IN REHABILITATIVE PROGRAMS

- a. Once awarded, Good Time Credits for successful participation in rehabilitative programs, work detail, and special projects may not be forfeited. However, if an inmate voluntarily or involuntarily ends participation in a program after the Good Time Credits have been awarded, the case manager, program coordinator or NIPS coordinator or designee shall submit a new request to the Records Office to recompute the sentence based upon the adjusted time the inmate participated in the program. The request shall be submitted through the case manager to the Chief Case Manager or designee. The Chief Case Manager or designee shall submit a new request to the Records Office to recompute the sentence based upon the adjusted time the inmate participated in the program.
- b. When it is recommended that Good Time Credits be withheld based upon unsuccessful participation:
 - 1) The Program Coordinator shall contact the unit case manager and Chief Case Manager or designee to request that a Reclassification (program review) be held to make a decision for withholding credits.
 - 2) The inmate is allowed to attend the Reclassification (program review) in accordance with PP 4090.3. The Chief Case Manager or designee is the approving authority for the withholding of Good Time Credits.
 - 3) The inmate may appeal the decision to the Deputy Director for Education, Programs and Case Management.

16. PROCEDURES FOR RESTORING GOOD TIME CREDITS WITHHELD FOR PARTICIPATION IN REHABILITATIVE PROGRAMS

- a. Upon improved behavior and/or improved program participation, the Program Coordinator may request that the inmate be awarded the Good Time Credits that had been withheld.
- b. The Chief Case Manager or designee is the approving manager for the award of those Good Time Credits.

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- c. The inmate may appeal the decision of continued withholding of Good Time Credits to the Deputy Director for Education, Programs and Case Management.

17. PROCEDURES FOR FORFEITING CREDITS THAT WERE AWARDED FOR GOOD BEHAVIOR

- a. If the inmate has been found guilty of one or more Class I or Class II offenses, good behavior credits may be forfeited in accordance with guidelines in PM 5300.1, Inmate Disciplinary and Administrative Housing Hearing Procedures.
- b. The Adjustment Board shall forward the disciplinary findings to the Warden or designee for final approval.
- c. The Warden or designee may take one of the following actions:
 - 1) Recommend that the action be sustained;
 - 2) Reverse the Board's decision and recommend award of all or a portion of the credit for which the inmate might have been eligible;
 - 3) Remand the recommendation to the Adjustment Board for further review when the Warden has determined that the board failed to consider relevant evidence that was not made part of the record due to administrative or procedural error. Remand shall not be made to increase the amount of credit being recommended for withholding or forfeiture.
- d. When the Warden approves forfeiture of Good Time Credits that were awarded for good behavior, the Adjustment Board Chairperson shall submit a copy of the decision to the Inmate Records Office email distribution list DOC.Records.Management@dc.gov for sentence re-computation.
- e. An inmate may appeal the Warden's decision to forfeit good behavior credit to the Director or designee of the Department of Corrections by submitting a letter to the Director.

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18. RESTORATION OF FORFEITED GOOD BEHAVIOR CREDIT

- a. An inmate may submit an application for the restoration of good behavior credit forfeited for disciplinary reasons.
- b. The Housing Board may also recommend restoration of Good Time Credits.
- c. The application for restoration of good behavior credits shall be made to the Warden or designee, who shall consider the following factors when making a recommendation:
 - 1) The severity of and circumstances of the disciplinary violation that resulted in revocation;
 - 2) The inmate's disciplinary record during his or her current incarceration;
 - 3) The inmate's rehabilitation efforts during his or her current incarceration period; and
 - 4) The inmate's demonstrated positive adjustment since the violation and revocation occurred.
- d. Good behavior credits may be restored to the inmate at the following rate:
 - 1) Up to 50 percent (50%) of the total credit forfeited if the inmate has been free of any subsequent disciplinary violations for six (6) months; or
 - 2) Up to 100 percent (100%) of the forfeited credit if the inmate has been free of disciplinary violations for twelve (12) months.
- e. If the Warden or designee approves restoration of Good Time Credits for good behavior based upon a Reclassification (Program Review), the Chief Case Manager or designee shall submit a copy of the restoration to the Inmate Records Office email distribution list DOC.Records.Management@dc.gov for sentence recomputation.
- f. If the Warden or designee approves restoration of Good Time Credits for good behavior based upon recommendation during an Administrative Housing Board hearing, the Housing Board Chairperson shall submit a copy of the restoration to the Records Office Administrator for sentence recomputation.

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- g. An inmate has no entitlement to approval of restoration of forfeited credit.
- h. An inmate may appeal the Warden's decision disapprove restoration of good behavior credits to the Director or designee of the Department of Corrections by submitting a letter to the Director or designee.
- i. If the inmate is not satisfied with the decision of the Director the inmate may appeal to the Mayor's Institutional Appeals Board.
- j. The Department of Corrections shall provide staff support to any Institutional Appeals Board established by the Mayor to review an appeal for the restoration of forfeited Good Time Credits.

19. RECORDS MANAGEMENT AND REPORTING OF GOOD TIME CREDIT

- a. Good Time Credits for Rehabilitative Programs, Work Details and Special Projects
 - 1) Awarding Good Time Credits:
 - a) The Program Coordinator for each eligible rehabilitative program or Special Project and the Non-Industrial Pay System (NIPS) Coordinator shall respectively maintain accurate records of each inmate's assignment, completion or removal from the program or work detail.
 - b) Case Managers/Program Coordinators/NIPS coordinator shall request the award, withholding and restoration of Good Time Credits for rehabilitative programming using the memorandum "Good Time Credit (Misdemeanant)" (Attachment 1).
 - 2) Withholding GTC: When Good Time Credits for programs, work details and special projects are withheld, the Case Managers, Program Coordinators, NIPS Coordinator shall ensure that the memorandum "Good Time Credit" is scanned into the affected inmate's record in the Electronic Document Management System (EDMS).
 - 3) Restoring GTC. When Good Time Credits are restored:

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- a) The Chief Case Manager or designee shall ensure that the Reclassification (program review) is completed by the case manager, signed and scanned into EDMS and
 - b) The Case Manager, Program Coordinator, NIPS coordinator or designee shall complete and forward the memorandum "Good Time Credit (Misdemeanant) shall submit to the Inmate Records Office email distribution list DOC.Records.Management@dc.gov for award and sentence re-computation.
- 4) Records Office Administrator or designee shall:
- a) Record the date and number days of Good Time Credits awarded on the memorandum "Good Time Credit (Misdemeanant)" (Attachment 1) and scan it into the inmate's individual record in "Paper Clip",
 - b) Enter the number of days being awarded into the Jail Management System (JMS) and the Good Time Credit (GTC) Tracker to affect sentence re-computation and update of Face Sheet 1, and
 - c) Scan the updated Face Sheet into the individual inmate's record in EDMS.
- b. Good Time Credits for Good Behavior at Sentencing. The Records Office Chief or designee shall ensure Good Time credits are accurately assigned upon initial sentence computation in the JMS and GTC Tracker and that Face Sheet 1 is scanned into the inmate's record in EDMS.
- c. Good Time Credits Forfeited for Misconducts.
- 1) The Disciplinary and Housing Board/Hearing Officer shall record recommendations to forfeit Good Time Credits on the disciplinary report pursuant to PM 5300.1 Inmate Disciplinary and Housing Hearing Procedures.
 - 2) Upon the Warden's approval to forfeit the Good Time Credits, the Disciplinary Hearing Officer shall ensure the disciplinary report is emailed to the Inmate Records Office email distribution list DOC.Records.Management@dc.gov sentence re-computation.

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- 3) The Records Office Administrator shall ensure the disciplinary report and updated Face Sheet 1 are scanned into the inmate's record in Paper Clip.
- d. Restoration of Good Behavior Good Time Credits
- 1) When restoration of forfeited Good Time Credits is recommended at Reclassification (program review) the Case manager, Program coordinator, NIPS Coordinator or designee shall forward the Program Review form (Attachment C to PP 4090.3) to the Warden or designee for approval.
 - 2) When restoration of forfeited Good Time Credits is recommended by the Administrative Housing Board, the Hearing Officer shall forward the Administrative Housing Review form to the Warden for approval.
 - 3) Records Office Administrator or designee shall:
 - a) Enter the date and the number of days being restored into the Offender Management System (JMS) and the GTC Tracker to affect sentence re-computation and update of Face Sheet 1 and
 - b) Scan the updated Face Sheet into the individual inmate's record in EDMS.



TO: Records Office Administrator

THRU: Chief Case Manager/Designee

FROM: _____
Supervisory Correctional Treatment Specialist, or Designated Program Administrator or Designee

SUBJECT: Good Time Credit (Misdemeanant)

RE: Rehabilitative Program Work Detail Program Special Project

Inmate: _____ DCDC#: _____

Projected Total Days of Credits to be Awarded Per Month: _____ Participation _____
Project Credits: _____

Program Entry Date: _____ Projected Exit Date: _____

This information has been verified by one of the following prior to submission:
Case Manager, RSAT Clinician, Program Coordinator, NIPS (Non-Industrial Pay) Coordinator, Teacher

Name: _____ Date: _____ Release Date: _____

To be completed by the Case Manager, RSAT Clinician, Program Coord., NIPS Coord., Teacher

This confirms that the inmate listed above has or has not successfully participated in the indicated program(s) and is or is not entitled to good time credits.

- Yes Inmate has successfully participated and is therefore eligible for GTC.
- No Inmate has not successfully participated and is therefore not eligible for GTC.

Signature Title Date

To be completed by Supv. Correctional Treatment Specialist, Program Admin. or Designee

Approved by:

Signature Title Date

To be completed by the Record Office Administrator or Designee

GTC was awarded on _____ in the amount of _____
(entered into JMS) Date #days

Recomputed Face Sheet was scanned/signed Date: _____

Signature, Record Office Administrator or Designee Date

cc: Inmate's Institutional File