



BOB RILEY
GOVERNOR

State of Alabama Alabama Department of Corrections

301 S. Ripley Street
P. O. Box 301501
Montgomery, AL 36130



Donal CAMPBELL
COMMISSIONER

December 5, 2005

ADMINISTRATIVE REGULATION
NUMBER 425

OPR: CENTRAL RECORDS

RESTORATION OF "GOOD TIME"

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for criteria governing the restoration of 'Good Time' lost as a result of disciplinary procedures.

II. POLICY

It is the policy of the ADOC to utilize "Good Time" as a management tool and to provide a process that may restore "Good Time" lost as a result of disciplinary proceedings.

III. DEFINITIONS

- A. Clear Record: An inmate that has not received a disciplinary nor behavior citation for a period of 60 days; an inmate has been in the custody of the ADOC at least 12 months after recapture from an escape.
- B. Correctional Incentive Time (CIT): A reduction of sentence awarded to inmates convicted of a charge committed on or after May 19, 1980.
- C. Good Time: Commonly used term that refers to any of the incentive time programs.
- D. Incentive Good Time (IGT): An additional one-for-one reduction in sentence for inmates serving Statutory Good Time who have exhibited exceptional behavior; subject to the approval of the Commissioner/designee. (Refer to AR 437, *Time Computation and Procedures*.)
- E. Statutory Good Time (SGT): An automatic reduction of sentence given to inmates convicted of a charge which was committed prior to May 19, 1980. Time

will be deducted from an inmate's sentence based on the table of good time deduction. (Refer to AR 437, *Time Computation and Procedures*.)

IV. RESPONSIBILITIES

- A. ADOC Commissioner/designee shall review "Good Time" restoration recommendations and render a decision regarding the restoration.
- B. ADOC Deputy Commissioner for Operations shall provide oversight of the regulations and process involved in the "Good Time" program.
- C. The Director of the Central Records Division shall ensure that the inmate database is updated with the approved "Good Time" restorations.
- D. The Director of Information Systems will generate a quarterly report that lists inmates that are eligible to have "Good Time" restored. The report will be disseminated to all institutions.
- E. Warden's are responsible for establishing their Standard Operation Procedure (SOP) for the implementation of AR 425, *Request for Restoration of Good Time* and ensures that inmates that meet the criteria are submitted for restoration of "Good Time" at the quarterly review.

V. PROCEDURES

- A. Criteria For Restoration Consideration:
 - 1. The inmate has a two-month clear record.
 - 2. Inmates must have proven by demonstrated behavior, attitude, and job performance, that they are deserving consideration for restoration.
 - 3. An inmate must be in custody of the ADOC for a period of observation for at least twelve (12) months after recapture from an escape.
- B. ADOC Institutions:
 - 1. Classification Specialist shall review inmates' records for eligibility for the restoration of "Good Time":
 - a. Quarterly "Good Time" Restoration Report Review.
 - 1) Review the report for prospective inmates.
 - 2) Inmates that meet the criteria (paragraph V.A.) shall be submitted for restoration of "Good Time."

- 3) Report inmate information to Central Records if the inmate is a sex offender.
 - b. Special Review by direction.
 - c. Correctional Officers or support staff shall submit their recommendation on ADOC Form 425-A, *Supervisor/Correctional Officer Report*, with justification, to the shift commander.
 - d. The Shift Commander shall review and signature the recommendation. The Shift Commander shall submit the recommendation to institutional classification unit.
 - e. Inmate requests for consideration shall be considered at the quarterly review process.
 2. If an inmate meets the established criteria, Classification shall initiate the process for the restoration of “Good Time.”
 3. An ADOC Form 425-B, *Request for Restoration of Good Time* shall be submitted to the Warden, specifying the amount of good time to be restored and justification.
 4. The Warden shall review the ADOC Form 425-B, and provide a recommendation to restore or deny, with justification, and forward to the Commissioner/designee.
 5. The Commissioner/designee shall review the ADOC Form 425-B and approve or disapprove the request, or finalize another course of action. The decision of the Commissioner/designee is final.
 - a. Disapproval of the restoration will be annotated on the ADOC Form 425-B and returned to the institutional classification unit. The original document will be placed in the institutional file and a copy given to the inmate.
 - b. Approval of good time restoration will be forwarded to the Director of Central Records, who will:
 - 1) Ensure that the inmate database is updated.
 - 2) Monitor the amount to be restored on sex offenders so that it does not violate the 45-day notification period prior to the release of sex offenders.

- 3) The original ADOC Form 425-B will be placed in the inmate central record file.
- 4) A new time sheet will be generated with copies to the central records file, institutional file, and the inmate.

B. County Jails and Other Facilities:

1. State inmates, who are housed in county jails, or in other facilities while awaiting transfer to ADOC institutions, may be recommended for restoration of lost good time by the county sheriff or the head of the facility where the inmate is housed.
2. Recommendation must be on letter head and contain justification supporting restoration. Separate letters are required for each inmate concerned.
3. Meet criteria for restoration consideration requirements as stated in paragraph V.A.
4. Recommendation for restoration of good time submitted under ADOC provisions of preceding paragraphs will be addressed to Director of Central Records, P.O. Box 301501, Montgomery, Alabama 36130, and will contain at a minimum:
 - a. Inmate's name, AIS number and date of birth.
 - b. Amount of good time recommended for restoration.
 - c. Date of last disciplinary action against the inmate and the reason for the disciplinary action.
 - d. Reasons for recommending restoration.
5. The Director of Central Records reviews and forwards the recommendation to the Commissioner/designee for consideration.
6. The Commissioner/designee will review recommendation for the restoration of Good Time and approve, disapprove the request, or finalize another course of action. The decision of the Commissioner/designee is final.
 - a. Disapproval of the restoration will be annotated on the request; the original document will be placed in the Central Records File, and a copy returned to the originator of the request.

- b. Approval of good time restoration will be forwarded to the Director of Central Records who will:
 - 1) Ensure that the inmate database is updated.
 - 2) Monitor the amount to be restored on sex offenders to not violate the 45-day notification period prior to the release of sex offenders.
 - 3) The original request will be placed in the inmate central record file.
 - 4) A new time sheet will be generated with copies to the central records file, originating entity, and the inmate.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

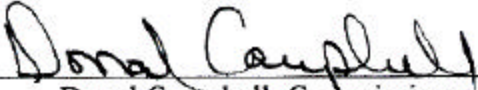
- A. ADOC Form 425-A, *Supervisor/Correctional Officer Report*.
- B. ADOC Form 425-B, *Request for Restoration of Good Time*.

VIII. SUPERCEDES

This regulation supercedes Administrative Regulation 425, dated November 2, 1995, and all changes as amended.

IX. PERFORMANCE

- A. Section 14, Code of Alabama, 1975.
- B. ADOC Inmate Handbook.
- C. AR 403, *Disciplinary Hearing Procedures for Major Rule Violations*.



Donal Campbell, Commissioner

STATE OF ALABAMA
DEPARTMENT OF CORRECTIONS

Supervisor/Correctional Officer Report

1. Institution:		2. Date:	
3. Inmate Name:		4. AIS#:	
5. Job:	6. Race:	7. Sex:	
8. Reason for Report:			
9. Number of hours supervised per day:	10. Supervision is: ? Direct ? In-direct		
11. Evaluation Areas: Provide a brief response to each of the following. If you do not know about a particular area please say so. Do not answer good or bad without giving the specific reason (s) behind your answer.			
A. <u>Adjustment to Incarceration:</u> ? Poor ? Fair ? Good ? Excellent			
Comments:			
B. <u>Work Performance:</u> ? Malingerer ? Gets By ? Performs Well ? Unusually Good Worker			
Comments:			
C. <u>General Attitude:</u> ? Poor ? Fair ? Good ? Excellent			
Comments:			
D. <u>Relationship with Other Inmates:</u> ? Poor ? Fair ? Good ? Excellent			
Comments:			
E. <u>Relationship with Correctional Staff:</u> ? Poor ? Fair ? Good ? Excellent			
Comments:			
F. <u>Utilization of Spare Time:</u> ? Poor ? Fair ? Good ? Constructive			
Comments:			
G. <u>Personal Appearance:</u> ? Unkempt ? Average ? Always Well Groomed			
Comments:			
H. <u>Maintenance of Living Area:</u> ? Messy ? Average ? Neat and Tidy			
Comments:			
12. Certification: I am aware that this report can be used in consideration of less restrictive placement, change of custody, or restoration of <i>Good Time</i> .			
_____	_____	_____	_____
Name of Supervisor/Correctional Officer	Signature	Position/Title	Shift
13. Shift Commander Review:			
_____	_____	_____	_____
Shift Commander Name	Signature	Date	Shift

STATE OF ALABAMA
DEPARTMENT OF CORRECTIONS

Request for Restoration of Good Time

1. Date:	2. The following inmate is submitted for restoration of lost good time in accordance with AR 425, <i>Restoration of Good Time</i> .		
3. Inmate Name:	4. AIS #:	5. Institution:	
6. Current Job:			
7. Date of Last Disciplinary:	8. Rule/Infraction:		
9. Dates and Rule/Infraction for other Disciplinarys:			

11. Escape – Date of Return to ADOC Custody (Must be at least 12 months Ago):			
12. Recommended amount of time to be restored:			
13. Classification Specialist's Justification for Recommendation:		_____	
_____		_____	
_____		_____	
_____		_____	
[] RECOMMEND [] DO NOT RECOMMEND			
14. Signature of Classification Specialist:			15. Date of Signature:
16. Warden's Justification for Recommendation:		_____	
_____		_____	
_____		_____	
_____		_____	
[] RECOMMEND [] DO NOT RECOMMEND			
16. Signature of Warden:			17. Date of Signature:
18. [] APPROVE [] DISAPPROVE _____			

19. Signature of Commissioner/ Designee:			20. Date of Signature:

Distribution if approved: Original-Central Records, Copies-Institutional File and Inmate
Distribution if disapproved: Original-Institutional File, Copy-Inmate