

Survey to Chief APOs

Issue: Credit (jail days)

Question (from Lawrence County):

I would appreciate any information that you could share related to whose responsible for Days Credit information. In Lawrence County, the Adult Probation Office prepares all the paperwork for sentencing, revocation and parole hearings. As part of preparing these packets, we include information from the Lawrence County Jail indicating what days a person was incarcerated in their facility on a particular case for days credit purposes. This information is supplied to the Adult Probation Office from the Jail's Records Department.

However, effective this morning our jail switched to a new computer system. The Warden and Records Department informed us they no longer have days credit information. When we attempted to get days credit information for an upcoming sentencing hearing we were told their system (the jails) no longer had them The Warden also said that he was told by his trainer (of the new computer system) that days credit are a responsibility of the Adult Probation Office. He went to add that 95% of the Adult Probation Offices do the days credit in the state and it is our job to track them. This was news to me. I wanted to see how many Adult Probation Offices, if any, actually are responsible for tracking days credit. If so, how do you know when a person is incarcerated? (We do not have an Institutional Parole Representative position in my office. The jail does have records personnel that had prepared this information for us previously). If your department is not responsible for tracking days credit, who in your county is responsible for tracking days credit (or when a person is incarcerated)? Do you have a system that uploads the information automatically to your system?

Adams County

Adams County's Jail provides us with access to their system. We simply gather the data from their system to track. But I do agree with Mike (Montgomery County). Them not having it would be ludicrous.

Armstrong County

Armstrong County is the same as Westmoreland.

Berks County

When we do a PSI, we calculate the days credit using the Jail's computer software to track the different says someone was there and what cases they were being held on.

Otherwise, the DA and Defense generally do their own calculations, likely still using the jails software or simply asking the defendant when they were arrested and for how long. Generally

speaking it is probably a simple calculation for most cases. They didn't make bail and are still incarcerated at the time of sentencing.

It does get tricky when it comes to revocations. We (APO) does our own Gagnon calculations, but again we use the jail software to determine how much credit.

Bucks County

I echo Mikes (Montgomery County) comments below.

Carbon County

In Carbon County, we do something similar and prepare reports for the Court that includes credit for time served for all hearings. With that said, all of our information for pleas is based on what the jail provides. If the jail did not have, we would not be able to provide the data.

For the record, I am still not sure why we are responsible for credit. When I asked, I was informed that we always did it.

Chester County

In Chester County, the prison is responsible for keeping track of jail days. They also initiate the parole applications for the Court.

What is the name of the jail management system? Our prison is getting a new one, and I want to make sure that it can calculate dates.

Cumberland County

Cumberland is the same as Westmoreland.

Erie County

In Erie County the responsibility of credit calculation falls on our department. All staff has access to the County jail's management system so we have access to all records. Once sentencings or revocations are completed our Clerks of Courts office verifies all credit as a check and balance of our calculations.

Franklin County

That seems absolutely ridiculous...

What if the inmate goes to an SCI....The Jail won't be able to give the SCI the days credit??....

I cannot imagine a system where the Jail does not know when an inmate came in, and on what charge....

Indiana County

Our agency has been responsible for calculation of credit regarding all sentences imposed by Indiana County Common Pleas Court. We have been performing this task since 1988. It was at that time that our Court also created a Parole Board which meets twice monthly for purpose of reviewing applications for parole & issuing recommendations to our Court. I have been completing the sentence computations since 1989. In determining credit, I review on-line records of our jail, Clerk of Courts, PSI & other resources when applicable. I have also been using a computer program to assist in the actual calculation of credit. This entire process may sound like it involves a lot of work but I started doing this at an age before computerization & it's actually much easier today than it was back in the 1980's! Should you care to discuss this further or wish to visit us for review of our process, feel free to give me a call.

Lackawanna County

We follow the same procedure as Westmoreland County.

Lancaster County

In Lancaster County, both Lancaster County Prison(LCP) & Adult Probation/Parole Services(APPS) utilize UCM as the offender database system. LCP via the Records Department is responsible for logging the jail start & end dates for all charges that result in a jail stay. Upon an offender being sentenced to a jail term LCP Records Department will calculate any past credit due the offender as well as calculating the good time, minimum & maximum dates as applicable. The APPS Pre-Parole Unit is stationed at the prison & does have access to the days credit information, however it is the LCP Records Department that tracks & computes the days credit calculations. Once the offender is paroled our Pre-Parole PO's will calculate the unexpired balance for the sentence.

If a PSI is ordered by the Court to include a credit calculation the PSI Investigator will request the credit from our Pre-Parole Unit. The Pre-Parole Unit will provide the appropriate credit time to the PSI Investigator by utilizing the appropriate jail stay credit which has been entered into the UCM database system. If the credit calculation pre-dates the use of UCM the credit will need to be calculated by hand from the paper files kept in storage of previous incarcerations.

I am not sure how the LCP would be able to function if the Records Department did not calculate credit time. If the LCP did not have the correct days credit calculation it would be virtual impossible to correctly calculate any sentences issued by the Court.

There are numerous jail stays that do not fall under the authority of APPS. Additionally, other offender sentences are not an APPS matter until the offender is paroled & brought under the supervision of APPS.

In short, the Records Department of LCP is responsible for tracking credit/incarceration. The UCM database records the information input by the Records Department. This credit information stored in the UCM system.

Lebanon County

In Lebanon County it's the prison's primary responsibility to keep track of time credit as they are responsible to ensure an offender is serving the sentence ordered by the court. At the time the offender is directed to serve his/her maximum sentence without credit for street time, he/she is no longer the probation department's responsibility. That being said, due to the fact we facilitate the parole as well as re-parole process for at least 80% of the offenders in jail, the Probation Department also keeps track of time credit using the attached forms. When we run into a difference in a release or max date, we compare time credit details with the prison. Our IPO's and individual field officers maintain the attached report for their respective offenders.

Montgomery County

They need a new system, I never heard of such a thing. They have to have admission and discharge dates.

We technically keep track of dates from parole orders but the prisons case management system is a cross check.

Perry County

Perry is the same as Snyder. Certainly any jail management system would contain a commitment and release date and that is what we obtain from our facility.

Schuylkill County

In Schuylkill County Adult Probation is responsible for credit time. It's a very cumbersome effort, but our jail personnel is very accommodating.

Snyder County

In Snyder County our jail provides the APO with dates of incarceration and the officer is responsible for the calculation beyond that and reporting it to the Court.

Westmoreland County

In Westmoreland County, the prison's records department has the primary responsibility of calculating credit. However, the probation officers also keep track of credit. (We have access to the information in the prison's system.) Any differences in dates are discussed with the prison records staff members.

York County

Yes, we track jail credit days for all of our cases. Every officer is required to track the ins and outs of incarceration for our cases and maintain a running total of jail credit. Our jail cannot provide us a report but we do have access to their system so we know when an individual was incarcerated and when they were released. The old DSI system has a nice credit time

calculation section. We don't like the one built into UCM, so we created our own. Attached is an example of what we use.

See 42 § 9737. Report of outstanding charges and sentences.

The court shall order that an appropriate agency shall determine all criminal charges brought in any court against the defendant and report to the court on the status or the disposition of such charges. The court shall also be informed if the defendant is then serving any term of imprisonment, or is on probation or parole with reference to any such charges, or is entitled to credit for any time in accordance with section 9760 (relating to credit for time served).

(Oct. 5, 1980, P.L.693, No.142, eff. 60 days)