



Release Date Guide (Charges)

Compute Scheduled Release Date Guide

Per Inmate Charge

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This is a scheduled release date guide for the iSOMS program. This guide explains how to compute the scheduled release date for an inmate based on the charges. There are two methods to compute the scheduled release date in iSOMS, the *basic* and *non-basic* methods. Your agency will decide which method to use, and only people with the correct security permissions will be able to enter sentence information.

The **basic method** (sentencing only) only looks at information entered in the sentencing tab (under booking records) and only uses one set of sentencing information, which is entered in the booking records.

The **non-basic method** (per inmate charge) uses each of the charges and computes a scheduled release on each charge. Then the software evaluates them based on concurrent or consecutive methods to provide a scheduled release date.

For either method, a year is equal to 365 days. (This 365 day count is used even on leap years.) When calculating, a month is 30 days, no matter what month it is. For example, even though January has 31 days in it, it is counted as a 30 day month. February, even though it will have 28 or 29 days, will still be counted as a 30 day month. A day has 24 hours.

This guide will cover the **non-basic** version which calculates a release date from each charge under the booking record for each inmate. The next section will cover the steps to choose which method to use.



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Requirements

There are two requirements to use either method:

1. Choosing the **setting** to determine which method is being used.
2. Granting **security privileges** to the Sentencing Officers to access that information.



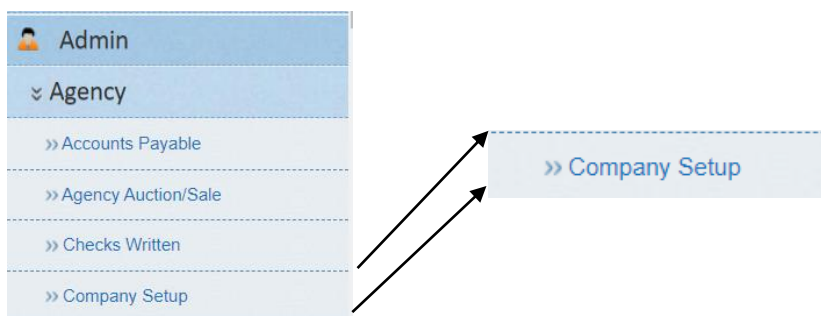
IMPORTANT: Only a person with Super User permissions can change these settings and set allow security access for the sentencing officer. By default, "**NO USER**" has rights or access to update the fields on Sentence Tab in Booking. You must give that person rights regardless of which method is used. This is detailed on the following pages.



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Choosing the Method Used

On the Home page, Choose **Admin** → **Agency** → **Company Setup**



On the Company Setup Search screen, select **ALL** and then double click your agency's name on the table.





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Select the **Settings** tabs on the next screen of Company Setup.

Company Setup: View Record

LOOKUP AUDITS BACK TO SEARCH RESULTS TOPICS ADD REPORTS MAINTAIN FILE

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Agency Name: YOUR AGENCY Agency Short: BCSO Agency #: 3 OR#: TN0000000 Contributor Block Login

House #: 1905 Direction: HIGH PARK CIR Apt/Lot #: City: MARYVILLE State: TN ZipCode: 37803 County: BLOUNT

Address 2: Phone #: (865)-380-4600 Fax #: MYAGENCYEMAIL@EMAIL.COM Website: WWW.MYAGENCY.ORG

Department: BLOUNT COUNTY SHERIFF'S OFFICE SSA Facility ID: TN9876 SSA Reporter ID: 1234 IBRS/FIPS County Id:

Clock Card Start Date: Pay Period Days(14,28,30): 0

Settings

Settings

Scroll down the page and click on the **Program** drop-down menu. Use the drop-down menu and choose **Booking** to get to the booking settings.

Program

Accident

2 Settings

Setting	Setting Type	Setting Value	Description
DEFAULT-REPORT-BY	YESNO		Default = Yes. If No, on New Accident will not auto populate logged in user as Reporting Officer
GENERAL-PROPERTY-DEFAULT-DESCRIPTION	MTEXT		Default is blank. If Populated, will be the Default General Property Description, it can be changed by user

Default = Yes. If No, on New Accident will not auto populate logged in user as Reporting Officer

Program

Accident

Booking



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Then scroll through the settings to **SENTENCE-ESTIMATED-RELEASE-ONLY-SENTENCE-MODULE**. Double click on that row and answer the setting with a Y-(yes) or N-(no).

Setting	Setting Type	Setting Value
SENTENCE-DEFAULT-PROGRAM-CREDIT-HOURS	MTEXT	
SENTENCE-ESTIMATED-RELEASE-ONLY-SENTENCE-MODULE	YESNO	YES

The default is **NO**. When the setting is **NO**, you are using the **BASIC** method. This means the system will use the single booking information to compute scheduled release and not evaluate each of the charges.

Change to **YES** if your agency wants to use the **NON-BASIC** method. Remember, this guide covers the **NON-BASIC** (multiple charges) method.

If for some reason your settings are not the way you want them, remember:

NO: Basic Method

YES: Non-Basic Method

REMINDER: Only users who have been given security permissions to the sentencing modules will be able to enter information.



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Security Profile Updates

Whether you are using the Basic or the Non-Basic method, either method requires security privileges. You need to enable security privileges to *View/Edit Program* in “**BOOKING**” and then *Add/View/Edit Program* in “**BOOKING SENTENCE**”.

The second program security privilege (**BOOKING SENTENCE**) is the one that actually opens up the sentence fields to allow updating them. This security is also the only security that will allow the program to compute scheduled release as you click **SAVE** on each charge on the inmates booking record.

In order to access the settings for security privileges, you need to navigate to **Security Profiles** underneath Admin, Agency tab.

On the Home page, Choose **Admin** → **Agency** → **Security Profiles**





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This will open the **Security Profiles Search** screen. You can click **Lookup** to see all the profiles.

The screenshot shows the "Security Profiles: Search" interface. It has a light blue header with the title. Below the header is a search form. The form includes a "Profile Name" text input field. Underneath this are three checkboxes: "Super User", "Show All Agencies", and "Show Archived". At the bottom of the form are two buttons: "LOOKUP" and "CLEAR FILTER". An arrow points from the "LOOKUP" button in the form to a larger, more detailed view of the "LOOKUP" and "CLEAR FILTER" buttons on the right side of the image.

To add a new profile, click **New Profile** in the upper right corner of the search screen.

This image shows two buttons side-by-side. The button on the left is labeled "NEW PROFILE" and the button on the right is labeled "AUDITS". Both buttons are light blue with a slight shadow effect.

The name of the security profile is not critical. We will use **Sentencing Officers** here just for reference, but just ensure that you assign that profile to the correct users later.

The screenshot shows the "New Profile" form. It has a light blue background. The form includes a "Name" label followed by a text input field containing "Sentencing Officers". Below this is a "Description" label followed by a text input field. At the bottom, there is a "Template Profile" label followed by a dropdown menu and a checkbox labeled "Show profiles from all agencies".



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After you choose or add a new security profile, you will view the profile on the next screen.

Security Profiles: View Record

<< FIRST < PRIOR NEXT > LAST >> SAVE DELETE

Name
Sentencing Officers

Description
For booking and sentencing ☐ Agency Super User

Profile Permissions			Module Permissions
<input type="checkbox"/> Hide Print To Email <input type="checkbox"/> Hide Continuing Education <input type="checkbox"/> Hide Reminders <input type="checkbox"/> Hide Uniform <input type="checkbox"/> Hide Contract Info <input type="checkbox"/> Hide Search Menu <input type="checkbox"/> Employee Notifications Super User <input type="checkbox"/> Hide Email <input type="checkbox"/> Hide Text <input type="checkbox"/> View Internal Affairs <input type="checkbox"/> View Undercover Name List	Employee Records <input type="checkbox"/> Hide Bio <input type="checkbox"/> Hide Weapon <input type="checkbox"/> Hide Payroll <input type="checkbox"/> Hide Supervisor <input type="checkbox"/> Hide Medical <input type="checkbox"/> Hide Rank <input type="checkbox"/> Hide Phone List <input type="checkbox"/> Hide Compliance <input type="checkbox"/> Hide HR <input type="checkbox"/> Hide Topics Menu <input type="checkbox"/> Hide Assigned Items	Booking Records <input type="checkbox"/> Notifications Super User <input type="checkbox"/> Hide Inmate Medical <input type="checkbox"/> All Changes After Release Incident / K9-Incident Reports <input type="checkbox"/> Public Version Only <input type="checkbox"/> Assign Reports <input type="checkbox"/> Approve Reports <input type="checkbox"/> Clear Reports Jail Incidents <input type="checkbox"/> Assign Reports <input checked="" type="checkbox"/> Approve Reports <input type="checkbox"/> Clear Reports	<input type="checkbox"/> Exclude From Employee Notifications <input type="checkbox"/> Exclude From General Orders <input type="checkbox"/> Exclude From Personal Information <input type="checkbox"/> Exclude From Employee Messages <input type="checkbox"/> Exclude From Group Email <input type="checkbox"/> Hide Department Forms <input type="checkbox"/> Allow Shift Note Protected Departments <input checked="" type="checkbox"/> Allow Inmate Classification <input type="checkbox"/> Allow Inmate Sentence Edit <input type="checkbox"/> Allow PassOn Major Change <input checked="" type="checkbox"/> PassOn Administrator <input checked="" type="checkbox"/> PassOn Supervisor <input type="checkbox"/> Jail Investigations <input type="checkbox"/> Payroll Supervisor <input type="checkbox"/> Select PassOn Major <input type="checkbox"/> Show Department Policy <input type="checkbox"/> Exclude Email Text All Users <input type="checkbox"/> Email Send To Internet Only <input type="checkbox"/> Email Can Only Send Internal <input type="checkbox"/> Purchase Order Administrator <input type="checkbox"/> Receipts General Only

Click on the **Module Permissions** tab, and then scroll down to the **Booking** module.

Module Permissions

Module	Booking
Arrest (legacy winsoms)	<input type="checkbox"/> Super User
BOLO	<input checked="" type="checkbox"/> Can View
Booking	<input type="checkbox"/> Can Add
Booking Import	<input checked="" type="checkbox"/> Can Edit
Booking Meals	<input type="checkbox"/> Can Delete
Booking Medical (booking) Attachments	<input type="checkbox"/> Hide File Links
Booking Medical Attachments	<input type="checkbox"/> Hide Images
Booking Medical Chart Notes	<input type="checkbox"/> Hide Notes
Booking Meds (Notes, Images, Attachments)	<input type="checkbox"/> Hide Print To Email
Booking Notifications	<input type="checkbox"/> Hide Export To Xls
Booking Sentence	<input type="checkbox"/> Hide Export To Csv
Building Maintenance	<input type="checkbox"/> Hide Export To Db
Building Parts	<input type="checkbox"/> Hide Export To Zip
Building WorkOrder	<input type="checkbox"/> Hide Module Scans/Attachments
Business Contacts	<input type="checkbox"/> Exclude From Push Notifications
	<input type="checkbox"/> Hide Appointments
	<input type="checkbox"/> Hide Visitation
	<input type="checkbox"/> Hide Billing
	<input type="checkbox"/> Hide CheckLists
	<input type="checkbox"/> Hide Classification
	<input type="checkbox"/> Hide Commissary
	<input type="checkbox"/> Hide Housing
	<input type="checkbox"/> Hide Incidents
	<input type="checkbox"/> Hide Incompatibles
	<input type="checkbox"/> Hide Meals
	<input type="checkbox"/> Hide Mail Log
	<input type="checkbox"/> Hide Medical
	<input type="checkbox"/> Hide Tracking/Movements
	<input type="checkbox"/> Hide Release Contacts
	<input type="checkbox"/> Hide Sentence
	<input type="checkbox"/> Hide Victims
	<input type="checkbox"/> Hide Visitation

IMPORTANT: Notice Booking *Can View* and *Can Edit* should be checked. This allows this security profile to get into the booking module itself. Without this, they cannot even look up the inmate in the records.

☐ Super User

☒ Can View

☐ Can Add

☒ Can Edit

☐ Can Delete



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Continue to scroll down in the **Module Permissions** tab, and then scroll down to the **Booking Sentence** module.

Module	
Booking	
Booking Import	
Booking Meals	
Booking Medical (booking) Attachments	
Booking Medical Attachments	
Booking Medical Chart Notes	
Booking Meds (Notes, Images, Attachments)	
Booking Notifications	
Booking Sentence	

Module	
Booking Sentence	
<input type="checkbox"/> Super User	<input type="checkbox"/> Hide File Links
<input checked="" type="checkbox"/> Can View	<input type="checkbox"/> Hide Images
<input checked="" type="checkbox"/> Can Add	<input type="checkbox"/> Hide Notes
<input checked="" type="checkbox"/> Can Edit	<input type="checkbox"/> Hide Print To Email
<input type="checkbox"/> Can Delete	<input type="checkbox"/> Hide Export To Xls
	<input type="checkbox"/> Hide Export To Csv
	<input type="checkbox"/> Hide Export To Db
	<input type="checkbox"/> Hide Export To Zip
	<input type="checkbox"/> Hide Module Scans/Attachments
	<input type="checkbox"/> Exclude From Push Notifications

The Booking Sentence is vital for this security profile because it enables the fields for editing and allows the system to compute the scheduled release date. Only when someone with this security permission clicks **Save** on the Main Booking (or each of the inmate's charges) will the system process the sentence and compute the scheduled release date.

Make sure you check these boxes in this module permissions:

- ☒ Can View
- ☒ Can Add
- ☒ Can Edit

<input type="checkbox"/> Super User
<input checked="" type="checkbox"/> Can View
<input checked="" type="checkbox"/> Can Add
<input checked="" type="checkbox"/> Can Edit
<input type="checkbox"/> Can Delete

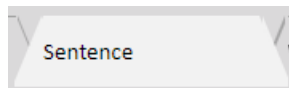


Release Date Guide (Charges)

Computing the Scheduled Release Date

NOTE: This is the **Non-Basic Method** for sentencing when in the Booking Record using the Charges tab. We will first go to the Sentencing Tab to clear up one date that should be entered first, and then input things in the Charges tab.

When you click on the Sentence Tab under the Booking you are viewing, you will see the following fields that can be filled in.



☐ Continue Sentence Credit After Release

Sentence Start: Time: Sentence End: Time: SENTENCE NOTES SENTENCE DETAIL Estimated Release Date:

State Sentence
State Years: 0 State Days: 0 Percent To Serve: 0 State Time Days: 0 Days

County Sentence
County Months: 0 County Days: 0 County Hours: 0 Percent To Serve: 0

Credit Behavior Days: 0 Credit Behavior Hours: 0 Credit Program Days: 0 Credit Program Hours: 0 Credit Days In Custody: 0 Credit Hours In Custody: 0

Arrest Date: Time: Arrest Date/Time In Jail: 0 Days 0 Hours (0 Total Hours)



IMPORTANT: Any user with *View* rights to booking can view this tab, but only users with *Add/Edit* rights to the Booking Sentence Module can actually enter data into the fields. By default, NO User has access to these fields. (See pages 5-9 on how to edit this.)

Note: The **Continue Sentence Credit After Release** checkbox is used for the Charge by Charge version of Sentence release date. Its purpose is to allow the sentencing officer to still compute Credit for Behavior and Program credits even if the inmate has been released from your facility. This is used when the inmate is being housed at another agency, but they are also getting sentence credit for charges at your agency. This is **not** used in this computation.

☐ Continue Sentence Credit After Release



Used for credit, not
for sentencing date.





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Note: To activate the sentence computation, you should enter the first/initial Sentence Start date on this screen. Each charge will compute a scheduled release date based on sentence and credits, but this date overrides earlier start dates on charges.

☐ Continue Sentence Credit After Release

Sentence Start:  Time: Sentence End:  Time: [SENTENCE NOTES](#) [SENTENCE DETAIL](#) **Estimated Release Date:**

Sentence Start:   Enter Sentence Start Date here to ensure proper functioning of release date calculations.



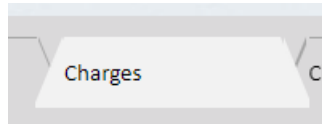
IMPORTANT: When you use the **NON-BASIC** (charges) method, you should not enter sentence information here other than the start date. Instead, you should use the following directions to enter sentencing information into the charges.



Release Date Guide (Charges)

Entering Charges

Navigate to the **Charges** tab in the booking.



Click the **Sentence Subtab** on each charge you are entering.

The screenshot shows the 'View Charge' form. At the top, there are fields for 'Charge Free Form: CHARGE', 'Primary Charge' (unchecked), 'Technical Violation' (checked), and 'Charge Id#: 222942'. Below this are fields for 'Charge Date: 05/20/2024', 'Time: 15:07:51', 'Offense Date: 05/20/2024', and 'Time: 15:07:51'. There are also fields for 'Charge/Statute Code:', 'Ordinance Code:', 'Title:', 'Section:', and 'Paragraph:'. Below these are dropdown menus for 'Charge Jurisdiction:', 'Charge Classification:', 'Charge Level:', and 'Charge Degree:'. A horizontal tab bar contains the following tabs: 'Court / Initial Bond', 'Arrest', 'Court History', 'Sentence', 'Bonding Company', 'Billing', 'Bail Credit', 'Behavior Credit', 'Program Credit', 'Notes', and 'Expungement'. Below the tabs are various fields including 'Warrant #:', 'Other Agency Warrant' (checkbox), 'Docket #:', 'Docket Court #:', 'Citation #:', 'State Control #:', 'Mittimus #:', 'Bond Amount:', 'Bond Text:', 'Bond Terms:', 'Court Date:', 'Time:', 'Court:', and 'Judge:'. Two arrows point from the 'Sentence' tab in the tab bar to the 'Sentence' subtab in the subtabs. Below the subtabs, there are three subtabs: 'Court History', 'Sentence', and 'Bonding Company'.

DO NOT fill in the sentence end date or time if you want the program to compute the sentence end date. If you enter a sentence end date in any of the sentence end fields, the program will **not** compute a sentence end date. If you do it, the date you entered will be the sentence end date. Only use that option if you need a specific sentence end date.



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On each charge, fill in the sentence and any credits.

Court / Initial Bond	Arrest	Court History	Sentence	Bonding Company	Billing	Bail Credit	Behavior Credit	Program Credit	Notes	Expungement	
<input type="checkbox"/> Exclude charge from sentence <input type="checkbox"/> Exclude charge from behavior credit <input type="checkbox"/> Concurrent with other charges <input type="checkbox"/> Concurrent on this charge <input type="checkbox"/> Eligible For 2-for-1 Program Credit											
Sentence Begins:		Time:		Sentence Ends:		Time:		Scheduled Release Date:		Time: Not sentenced yet	
Eligible 2-1 Date:		Time:		Eligible Days: 0		Mandatory Days: 0					
Final Disposition D...		Time:		Disposition:							
State Years: 0		State Days: 0		Percent To Serve: 0		<input type="checkbox"/> State Sentenced					
County Months: 0		County Days: 0		County Hours: 0		<input type="checkbox"/> County Sentenced					
Credit Behavior Days: 0		Credit Behavior Hours: 0		Credit Program Days: 0		Credit Program Hours: 0		State Credit Days: 0		Credit Days In Custody: 0	
										Credit Hours In Custody: 0	

If the Sentence Begins is empty, this charge will not be evaluated for the scheduled release date.

Sentence Begins:

This is here because of complicated sentences where the inmate has several charges from several courts, and they are mixed (concurrent and consecutive) sentence types. This would allow you, in those cases, to exclude all but one of the charges for sentence scheduling. In summary, if you want the charge to be included for the computation, be sure to enter the sentence start date.

☐ Exclude charge from sentence

If checked, this charge will not be used as part of sentence calculation.

☐ Exclude charge from behavior credit

If checked, when using the utility program to give inmates daily behavior credit, checking this box would exclude this charge from that credit transaction.

☐ Eligible For 2-for-1 Program Credit

If checked, when using the utility program to give inmates daily program Credit, checking this box would include this charge in the credit transaction.



Release Date Guide (Charges)

☐ Concurrent with other charges

If checked, when computing scheduled release, the system will group all **Concurrent** charges together and find the furthest out date/longest sentence to use. If this is *not* checked (the **default**), the computed sentence will be added together with other charges.

Here is an example for **Concurrent** charges: say an inmate has two charges and both charges were sentenced on the same date. One charge has 10 county days to serve, and the other charge has 30 county days to serve. If **Concurrent** is checked on both of the charges, the system will use the Charge with 30 Days as the longest sentence. If both charges do not have this box checked, the 10 day sentence and the 30 day sentence will be added together for a total of a 40 day sentence.

☐ Concurrent on this charge

This checkbox relates to when an inmate has both State Time and County Time on this single charge. If the box is checked, the system will determine which of sentences is longer and use it. Otherwise, the sentence for both State and County will be added together.

Here is an example for **Concurrent** charges: say an inmate has two charges (one State and one County) and both charges were sentenced on the same date. The State charge has 1 year to serve, and the county charge has 1 month to serve. If **Concurrent** is checked on both of the charges, the system will use the State Charge with 1 year as the longest sentence. If both charges do not have this box checked, then the 1 year state sentence and the 1 month county sentence will be added together for a total of a 1 year and 1 month sentence.

On each charge, as you click **Save**, the system will evaluate all non-excluded charges (for the inmate) that has a Sentence Begins date. It will group all concurrent charges to find the longest concurrent sentence, and then add that to all other charges sentence to compute a final scheduled release date and time.

The system will update the release date and time on the **SENTENCE** Tab on the main booking. This way it can be easily viewed by officers.



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On the **Charges** tab, then **Sentence** Subtab, a new label has been added to show the Inmate Scheduled Release Date which would be for all charges.

Inmate scheduled release: 05/22/2026 00:00



NOTE: If you enter a **sentence ends** date on the Main Booking Sentence Tab, that will be the sentence ends date, *regardless of charges*. This should allow you to have the best of both worlds when relating to only state inmates, who may have to be released on a specific date.

Results

If the Sentence Start Date is missing from the main booking sentence tab (the date that ensures proper sentencing), you may see **Inmate Not Yet Sentenced**. (See page 10-11)

If the Sentence Ends Date is manually entered on the main booking **Sentence** tab, it will show the Inmate Schedule Release (manual) with that date/time.

Sentence End:

05/16/2024



If an Estimated Release Date has been computed through any means, it will be displayed.

Estimated Release Date: 05/01/2025 00:00

If no Estimated Release Date has been computed, the area will be blank/empty.

Estimated Release Date:



Release Date Guide (Charges)

For More Information...

We hope this manual has been helpful to you and your agency. If you have any more questions, don't hesitate to call. Call us at 888-644-5786 to ask questions and get clarification.

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