Release Date Guide (Charges)

Compute Scheduled Release Date Guide

Per Inmate Charge

Contents

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.

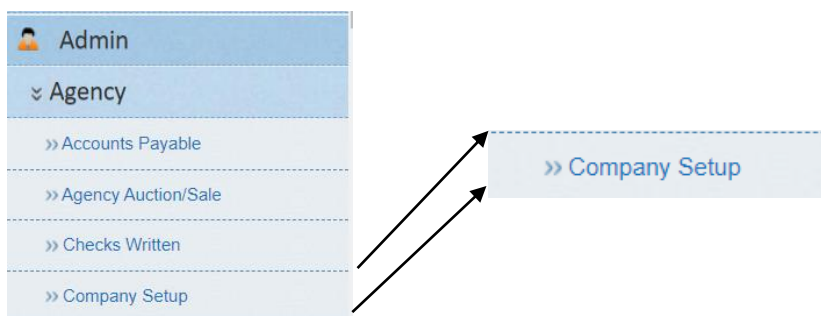2. Granting **security privileges** to the Sentencing Officers to access that information.

> **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.

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.

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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**

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

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

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.

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

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

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.

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

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:
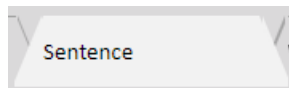
☑ Can View

☑ Can Add

☑ Can Edit

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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.

Sentence

☐ Continue Sentence Credit After Release		

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

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

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

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

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.

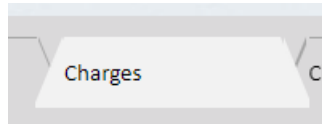# Release Date Guide (Charges)

Entering Charges

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

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

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.

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

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.

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

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

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

☐ 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:

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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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