



Release Date Guide (Simple Sentence)

Compute Scheduled Release Date Guide

Simple Sentencing

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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 information in the sentencing tab. 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 **basic** version which calculates a release date from information entered in the sentencing tab (under booking records) and only uses one set of sentencing information, which is entered in the booking records.



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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.



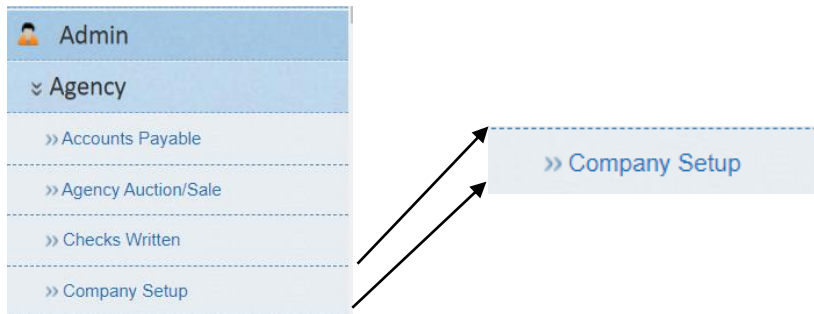
IMPORTANT: Only a person with Super User permissions can change these settings and set allow security access for the sentencing officer. By default, "**NO USER**" has rights or access to update the fields on Sentence Tab in Booking. You must give that person rights regardless of which method is used.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



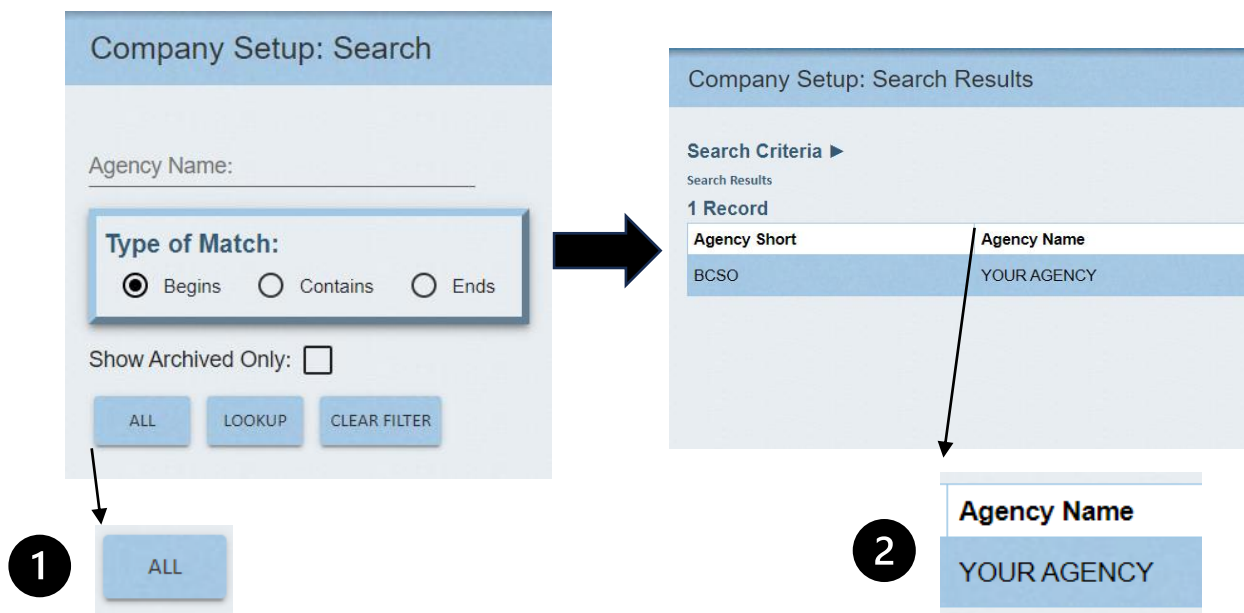
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Choosing the Method Used

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 Street: HIGH PARK CIR Apt/Lot #: City: MARYVILLE State: TN Zip Code: 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:

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

NCIC Devices Product Keys Setup Addresses Logos Signatures Sounds Application Access Settings Email Events System Note Draft Hist... Case Numbers Interfaces Notes Reports Internet Accounts Images Attachments State IBR Settings Email / Cad Protocol Module Record Limits Agency User Forms Employee Notificatio... Drug Tests Employee Drug Tests Booking Evidence Audits Site Names/URL

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. Remember, this guide covers the **BASIC** (simple sentencing) method.

Change to **YES** if your agency wants to use the **NON-BASIC** 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 image shows a screenshot of the "Security Profiles: Search" form. The form has a light blue header with the title "Security Profiles: Search". Below the header, there is a text input field labeled "Profile Name". Underneath this field are three checkboxes: "Super User", "Show All Agencies", and "Show Archived". At the bottom of the form, there are two buttons: "LOOKUP" and "CLEAR FILTER". An arrow points from the "LOOKUP" button to a larger, more detailed view of the same form, which is shown to the right. This detailed view shows the "LOOKUP" and "CLEAR FILTER" buttons in a larger, more prominent position.

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

The image shows a screenshot of the "New Profile" and "Audits" buttons. The "NEW PROFILE" button is a light blue button with a white border. The "AUDITS" button is a light blue button with a white border.

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 image shows a screenshot of the "New Profile" form. The form has a light blue background. It contains three text input fields: "Name", "Description", and "Template Profile". The "Name" field is filled with the text "Sentencing Officers". Below the "Template Profile" field, there is 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	
Arrest (legacy winsoms)	
BOLO	
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	
Building Maintenance	
Building Parts	
Building WorkOrder	
Business Contacts	

Module
Booking

<input type="checkbox"/> Super User	<input type="checkbox"/> Hide File Links	<input type="checkbox"/> Hide Appointments
<input checked="" type="checkbox"/> Can View	<input type="checkbox"/> Hide Images	<input type="checkbox"/> Hide Visitation
<input type="checkbox"/> Can Add	<input type="checkbox"/> Hide Notes	<input type="checkbox"/> Hide Billing
<input checked="" type="checkbox"/> Can Edit	<input type="checkbox"/> Hide Print To Email	<input type="checkbox"/> Hide CheckLists
<input type="checkbox"/> Can Delete	<input type="checkbox"/> Hide Export To Xls	<input type="checkbox"/> Hide Classification
	<input type="checkbox"/> Hide Export To Csv	<input type="checkbox"/> Hide Commissary
	<input type="checkbox"/> Hide Export To Db	<input type="checkbox"/> Hide Housing
	<input type="checkbox"/> Hide Export To Zip	<input type="checkbox"/> Hide Incidents
	<input type="checkbox"/> Hide Module Scans/Attachments	<input type="checkbox"/> Hide Incompatibles
	<input type="checkbox"/> Exclude From Push Notifications	<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.

<input type="checkbox"/> Super User
<input checked="" type="checkbox"/> Can View
<input type="checkbox"/> Can Add
<input checked="" type="checkbox"/> Can Edit
<input type="checkbox"/> 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 checked="" type="checkbox"/> Can View
<input checked="" type="checkbox"/> Can Add
<input checked="" type="checkbox"/> Can Edit
<input type="checkbox"/> Can Delete
<input type="checkbox"/> Hide File Links
<input type="checkbox"/> Hide Images
<input type="checkbox"/> Hide Notes
<input type="checkbox"/> Hide Print To Email
<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

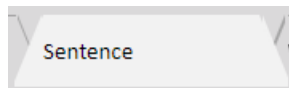


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Computing the Scheduled Release Date

NOTE: This is the **Basic Method** for sentencing when in the Booking Record using the Sentencing tab only. If you want to use multiple charges, see the **Release Date Guide (Charges)** for more information.

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



Not needed
for Basic Method





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Let's examine each of the fields on the Sentence tab:

Sentence Start:

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

To activate the sentence computation, you should enter the first/initial Sentence Start date on this screen. If you have a specific time that you want the sentence to start, you can enter it in this first time box to the left.

☐ Continue Sentence Credit After Release

Sentence Start:

Time:

Sentence End:

Time:

SENTENCE NOTES

SENTENCE DETAIL

Estimated Release Date:

Sentence End:

Time:

← Sentence End Date should only be used if the sentence is calculated manually.

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.

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

Sentence Fields

We use these fields to calculate the sentence automatically. Fill in the years, days, and any credit towards time served, and iSOMS will automatically calculate the release date for the inmate. (Make sure to see the time reminders on the next page to ensure that you are inputting the times properly. For example, months are counted in 30 day intervals, with no regard to the calendar month. See the next page for more information.)



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TIME REMINDER: 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.

If you want the inmate to serve a specific number of days, use *only* the **days** value. This avoids confusion with months being 30 days no matter what month it is on the calendar.

See this chart for example sentences.

Years Entered (365 days)	Months Entered (30 days)	Days Entered (1 day per)	Total Days Served (Actual)
1	2	15	440
0	3	0	90
0	1	10	40
0	5	40	190

Each of these calculations ignores the calendar month and simply multiplies by the unit. So, the gray sentence in the first row would take years ($1 * 365$) + months ($2 * 30$) + days ($15 * 1$) to get 440 days in total.

Any credit entered simply subtracts as it counts as time taken off the sentence.



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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.

First Revision, May 2024

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