

STATEMENT OF EMERGENCY  
501 KAR 6:420E


(1) This emergency administrative regulation amendment is being promulgated pursuant to KRS 13A.190(1)(a)1 to meet an imminent threat to public health, safety, or welfare. It is being promulgated as part of a set of five (5) emergency administrative regulations designed to limit the amount of sentencing credit inmates can accrue after returning to custody because their Mandatory Reentry Supervision ("MRS") has been revoked by the Parole Board. A separate emergency administrative regulation in this set also limits the use of administrative release for revoked MRS inmates. These changes are needed to ensure revoked MRS inmates who violate the terms of their release are not eligible for a reduction of the time remaining on the minimum expiration date of their sentences. These changes will address the imminent threat to public health, safety, and welfare posed by inmates who are revoked from MRS for failure to comply with the terms of their release being immediately allowed to earn credits again.

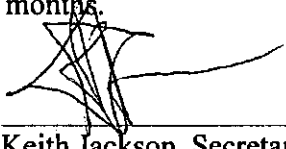
(2) This emergency administrative regulation is necessary to prevent MRS inmates returned to custody after having MRS revoked by the Parole Board from immediately accruing sentencing credits, lessening the minimum expiration date of their sentence after having just violated the terms of their release. Therefore, an ordinary regulation does not sufficiently address the potential harm.

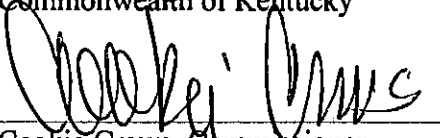
(3) This emergency administrative regulation will be replaced by an ordinary administrative regulation because this change is necessary to properly ensure inmates exhibiting failure to comply are not immediately allowed to earn credits and ensure if they violate the terms of their MRS that there are appropriate consequences.

(4) The companion ordinary administrative regulation is identical to this emergency regulation.

(5) An emergency administrative regulation governing a portion of the same subject matter has not been filed within the previous nine months.

  
Andy Beshear, Governor  
Commonwealth of Kentucky

  
Keith Jackson, Secretary  
Justice and Public Safety Cabinet

  
Cookie Crews, Commissioner  
Department of Corrections

1 JUSTICE AND PUBLIC SAFETY

2 Department of Corrections

3 (Emergency Amendment)

4 501 KAR 6:420E. Corrections policies and procedures: inmate rules and discipline.

5 RELATES TO: KRS Chapters 196, 197, KRS 197.045

6 STATUTORY AUTHORITY: KRS 196.035, 197.020, 197.110

7 NECESSITY, FUNCTION, AND CONFORMITY: NECESSITY, FUNCTION, AND

8 CONFORMITY: KRS 196.035 authorizes the secretary to promulgate administrative regulations

9 deemed necessary or suitable for the proper administration of the functions of the cabinet or any

10 division in the cabinet. KRS 197.020(1)(a) and (b) require the Department of Corrections to

11 promulgate administrative regulations for the government and discipline of the penitentiary,

12 government and official conduct of all officials connected with the penitentiary, government of the

13 prisoners in their department and conduct, and preservation of the health of the prisoners. KRS

14 197.110 authorizes the department to promulgate administrative regulations for purposes as the

15 department deems necessary and proper for carrying out the intent of KRS Chapter 197. This

16 administrative regulation establishes policies and procedures concerning inmate rules and

17 discipline for the Department of Corrections.

18 Section 1. Incorporation by Reference.

- 1 (1) "Department of Corrections Policies and Procedures, Chapter 15", November 19, 2025
- 2 [~~October 15, 2024~~], are incorporated by reference. Department of Corrections Policies and
- 3 Procedures Chapter 15 includes:

15.1	Hair, Grooming and ID Card Standards (10/15/24)
15.2	Rule Violations and Penalties (10/15/24)
15.3	Meritorious Good Time <u>(11/19/25)</u> <del>[(10/15/24)]</del>
15.5	Restoration of Forfeited Good Time <u>(11/19/25)</u> <del>[(10/15/24)]</del>
15.6	Adjustment Procedures and Programs (10/15/24)
15.7	Inmate Accounts (10/15/24)
15.8	Possession or Use of Unauthorized Substance and Substance Abuse Testing (10/15/24)

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Justice and Public Safety Cabinet, Office of Legal Services, 125 Holmes Street, 2nd Floor, Frankfort, Kentucky 40601, phone (502) 564-3279, fax (502) 564-6686, Monday through Friday, 8 a.m. to 4:30 p.m. This material may be obtained from the Department of Corrections Web site in the policies and procedures area at <https://corrections.ky.gov/About/cpp/Pages/default.aspx> or the regulation filing area at <https://corrections.ky.gov/about/pages/lrcfilings.aspx>.

501 KAR 6:420E. Corrections policies and procedures: inmate rules and discipline.

11/19/2025  
Date

Cookie Crews  
Cookie Crews  
Commissioner, Department of Corrections

## PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this emergency administrative regulation shall be held on January 27, 2026, at 9:00 a.m. at the Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through January 31, 2026. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

Contact Person: Nathan Goens, Assistant General Counsel Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601

Phone: (502) 564-8216

Email: [Justice.RegContact@ky.gov](mailto:Justice.RegContact@ky.gov)

## REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

501 KAR 6:420E. Corrections policies and procedures: inmate rules and discipline.

Contact Person: Nathan Goens, Assistant General Counsel Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601

Phone: (502) 564-8216

Email: Justice.RegContact@ky.gov

Subject Headings: Justice and Public Safety, Prisons, Crimes and Punishments

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes policies and procedures concerning the government and discipline of inmates in the custody of the Department of Corrections.

(b) The necessity of this administrative regulation: KRS 196.035 authorizes the secretary to promulgate administrative regulations deemed necessary or suitable for the proper administration of the functions of the cabinet or any division in the cabinet. KRS 197.020(1)(a) and (b) require the Department of Corrections to promulgate administrative regulations for the government and discipline of the penitentiary, government and official conduct of all officials connected with the penitentiary, government of the prisoners in their department and conduct, and preservation of the health of the prisoners. KRS 197.110 authorizes the department to promulgate administrative regulations for purposes as the department deems necessary and proper for carrying out the intent of KRS Chapter 197.

(c) How this administrative regulation conforms to the content of the authorizing statutes: The administrative regulation governs the operations of the department concerning the government and discipline of inmates in the custody of the department. This administrative regulation complies with the requirements to promulgate administrative regulations as stated in (b).

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: The administrative regulation and material incorporated by reference establish the policies and procedures that govern the operations of the Department of Corrections and its institutions concerning inmate government and discipline. It provides direction and information to department employees and offenders concerning the operations of the department.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: The administrative regulation amendment amends CPP 15.3 regarding who may be considered for statutory and meritorious good time credits and how statutory and meritorious good time credits may be awarded and amends CPP 15.5 to prevent inmates who have returned from mandatory reentry supervision from having statutory good time credits restored.

(b) The necessity of the amendment to this administrative regulation: The administrative regulation amendment is needed to ensure the safety and security of the public.

(c) How the amendment conforms to the content of the authorizing statutes: The administrative regulation governs the operations of the department concerning inmate government and discipline. This administrative regulation complies with the requirements to promulgate

administrative regulations as stated in (1)(b) above.

(d) How the amendment will assist in the effective administration of the statutes: The amendment is consistent with statutory requirements and is needed to protect the public safety and security.

(3) Does this administrative regulation or amendment implement legislation from the previous five years? No.

(4) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: This amendment will affect the Department of Corrections; approximately 3,900 employees; approximately 815 inmates per year who are revoked from mandatory reentry supervision; jailers; and jail employees.

(5) Provide an analysis of how the entities identified in question (4) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (4) will have to take to comply with this administrative regulation or amendment: Department staff will have to change their actions to comply with operational procedures. Jailers and jail employees will have to comply for state inmates housed in a jail.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (4): It will cost the Department of Corrections approximately \$2,700,000 to \$4,100,000 per year; it will cost jailers approximately \$549,000.00 to \$823,500.00 per year; it will not cost Department of Correction employees, inmates, or jail employees anything.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): The operational procedures will assist in the effective and orderly management of the department, its correctional institutions, jails housing state inmates, and offenders on mandatory reentry supervision. The procedures will also ensure the safety and security of the public.

(6) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: Approximately \$2,700,000 to \$4,100,000 per year.

(b) On a continuing basis: Approximately \$2,700,000 to \$4,100,000 per year as adjusted for inflation.

(7) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Appropriated funding

(8) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: There will not be an increase in fees or funding necessary to implement this administrative regulation amendment.

(9) State whether or not this administrative regulation establishes any fees or directly or



indirectly increases any fees: The administrative regulation amendment does not establish any fees.

(10) TIERING: Is tiering applied? (Explain why or why not) No. Tiering was not appropriate in this administrative regulation amendment because the administrative regulation amendment applies equally to all those individuals or entities regulated by it.

## FISCAL IMPACT STATEMENT

501 KAR 6:420E. Corrections policies and procedures: inmate rules and discipline.

Contact Person: Nathan Goens, Assistant General Counsel Justice and Public Safety Cabinet, 125 Holmes Street, Frankfort, Kentucky 40601

Phone: (502) 564-8216

Email: Justice.RegContact@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation: KRS 196.035, 197.020, 197.110, and 197.045.

(2) State whether this administrative regulation is expressly authorized by an act of the General Assembly, and if so, identify the act: KRS 196.035 authorizes the secretary to promulgate administrative regulations deemed necessary or suitable for the proper administration of the functions of the cabinet or any division in the cabinet. KRS 197.020(1)(a) and (b) require the Department of Corrections to promulgate administrative regulations for the government and discipline of the penitentiary, government and official conduct of all officials connected with the penitentiary, government of the prisoners in their department and conduct, and preservation of the health of the prisoners. KRS 197.110 authorizes the department to promulgate administrative regulations for purposes as the department deems necessary and proper for carrying out the intent of KRS Chapter 197.

(3)(a) Identify the promulgating agency and any other affected state units, parts, or divisions: The Department of Corrections, its correctional institutions, and offenders on probation and parole will be affected.

(b) Estimate the following for each affected state unit, part, or division identified in (3)(a):

1. Expenditures:

For the first year: Approximately \$2,700,000 to \$4,100,000 per year.

For subsequent years: Approximately \$2,700,000 to \$4,100,000 per year as adjusted for inflation.

2. Revenues:

For the first year: No revenues are expected due to the amendment.

For subsequent years: No revenues are expected due to the amendment.

3. Cost Savings:

For the first year: No cost savings are expected due to the amendment.

For subsequent years: No cost savings are expected due to the amendment.

(4)(a) Identify affected local entities (for example: cities, counties, fire departments, school districts): Local jails will be affected by this amendment.

(b) Estimate the following for each affected local entity identified in (4)(a):

1. Expenditures:

For the first year: Approximately \$550,000 to \$825,000 per fiscal year.

For subsequent years: Approximately \$550,000 to \$825,000 per fiscal year

as adjusted for inflation.

2. Revenues:

For the first year: No revenues are expected due to the amendment.

For subsequent years: No revenues are expected due to the amendment.

3. Cost Savings:

For the first year: No cost savings are expected due to the amendment.

For subsequent years: No cost savings are expected due to the amendment.

(5)(a) Identify any affected regulated entities not listed in (3)(a) or (4)(a): Inmates in the custody of the Department of Corrections will be affected by this administrative regulation amendment.

(b) Estimate the following for each regulated entity identified in (5)(a):

1. Expenditures:

For the first year: There will be no expenditures to inmates in the custody of the Department of Corrections.

For subsequent years: There will be no expenditures to inmates in the custody of the Department of Corrections.

2. Revenues:

For the first year: No revenues are expected due to the amendment.

For subsequent years: No revenues are expected due to the amendment.

3. Cost Savings:

For the first year: No cost savings are expected due to the amendment.

For subsequent years: No cost savings are expected due to the amendment.

(6) Provide a narrative to explain the following for each entity identified in (3)(a), (4)(a), and (5)(a):

(a) Fiscal impact of this administrative regulation: Approximately \$3,300,000 to \$4,900,000 per year as adjusted for inflation.

(b) Methodology and resources used to reach this conclusion:

In 2024, 35 Class B felons, 169 Class C felons, and 610 Class D felons were revoked from Mandatory Reentry Supervision. These inmates were initially released on mandatory reentry supervision 270 days prior to the minimum expiration dates of their sentences. Prior to their return to incarceration, the Class B felons were on supervision for an average of 86 days, the Class C felons were on supervision for an average 75 days, and the Class D felons were on supervision for an average of 94 days. Accordingly, when they were returned to custody, the inmates had on average approximately 6 months left to serve. But for this emergency regulation, these inmates would have been eligible to earn additional sentencing credits and would have been eligible for administrative release.

Because the rate at which each inmate earns sentencing credits varies based on their behavior, program enrollments, education enrollments, and work programs, there is no way to calculate exactly how many days of sentencing credits an inmate would have earned if they were eligible. This analysis estimates that an inmate would have earned between sixty days of sentencing credit (low) and 90 days of sentencing credit (high).

<b>ESTIMATED FISCAL IMPACT TO DOC PER YEAR</b>				
Felony Class	Total Number of Returned Inmates in 2024	Cost to DOC per Day to Incarcerate	60 Day Cost to DOC to Incarcerate	90 Day Cost to DOC to Incarcerate
Class B	35	\$116.41	\$244,461.00	\$366,691.50
Class C	169	\$116.41	\$1,180,397.40	\$1,770,596.10
Class D*	610	\$35.34	\$1,293,444.00	\$1,940,166.00
<b>Total</b>			<b>\$2,718,302.40</b>	<b>\$4,077,453.60</b>

\*This analysis assumes that most Class D inmates are housed in county and regional jails.

<b>ESTIMATED FISCAL IMPACT TO JAILERS PER YEAR</b>				
Felony Class	Total Number of Returned Inmates in 2024	Cost** to Jailers per Day to Incarcerate	60 Day Cost to Jailers to Incarcerate	90 Day Cost to Jailers to Incarcerate
Class D	610	\$15.00	\$549,000.00	\$823,500.00
<b>Total</b>			<b>\$549,000.00</b>	<b>\$823,500.00</b>

\*\*This is the approximate cost beyond the \$35.34 paid by DOC to jailers per day.

(7) Explain, as it relates to the entities identified in (3)(a), (4)(a), and (5)(a):

(a) Whether this administrative regulation will have a “major economic impact”, as defined by KRS 13A.010(13): Yes.

(b) The methodology and resources used to reach this conclusion: Department of Corrections population numbers were used to determine the number of inmates that were returned in 2024. The Department of Corrections cost to incarcerate individuals in its facilities is calculated yearly and is currently set at \$116.41. Payments from the Department of Corrections to jailers for the incarceration of state prisoners is calculated according to statute and is currently set at \$35.34 per day. The Department of Corrections creates an annual estimate of the total cost to jails to incarcerate state inmates. In 2025, the cost per day ranged between \$46.51 and \$56.51. In doing this analysis, \$50.34 per day was used as the midpoint between the two for estimation purposes, resulting in a \$15 per day difference between what the Department of Corrections pays to the jailers and the jailers’ cost to incarcerate.

501 KAR 6:420E. Corrections policies and procedures: inmate rules and discipline.

#### SUMMARY OF MATERIAL INCORPORATED BY REFERENCE

The total number of pages incorporated by reference is 10.

- CPP 15.1 Hair, Grooming and ID Card Standards (10/15/24)
- CPP 15.2 Rule Violations and Penalties (10/15/24)
- CPP 15.3 Meritorious Good Time (11/19/25)  
The administrative regulation amendment amends CPP 15.3 regarding who may be considered for statutory and meritorious good time credits and how statutory and meritorious good time credits may be awarded.
- CPP 15.5 Restoration of Forfeited Good Time (11/19/25)  
The administrative regulation amendment amends CPP 15.5 to prevent inmates who have returned from mandatory reentry supervision from having statutory good time credits restored.
- CPP 15.6 Adjustment Procedures and Programs (10/15/24)
- CPP 15.7 Inmate Accounts (10/15/24)
- CPP 15.8 Possession or Use of Unauthorized Substance and Substance Abuse Testing (10/15/24)

**KRS 13A.190(8)(a)(3) DOCUMENTATION**

<b>Accrual of Sentencing Credits after Revocation from Mandatory Reentry Supervision ("MRS")</b>		
<b>Column A</b>	<b>Column B</b>	<b>Column C</b>
<b>Highest Felony</b>	<b>Inmates Released from Custody in 2024 Whose Last Admission Type was MRS Return<sup>1</sup></b>	<b>Total Days of Sentencing Credit<sup>2</sup> for Inmates in Column A After Return from MRS<sup>3</sup></b>
Class B (10 - 20 years)	30	4844
Class C (5 - 10 years)	180	30738
Class D (1 - 5 years)	622	76764

<b>Admission Type - Return from MRS</b>				
<b>Highest Felony</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Class B (10 - 20 years)	30	43	30	35
Class C (5 - 10 years)	190	182	188	171
Class D (1 - 5 years)	493	520	648	613

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<sup>1</sup> At least some of these inmates were subsequently incarcerated beyond the minimum expiration date of their initial sentence because they were incarcerated on new charges.


<sup>2</sup> These credits include: Educational Credit; Meritorious Good Time; Parole Compliance Credit; Parole Supervision Credit; Program Credit; Statutory Good Time Restoration; Supervision Compliance Credit; and Work Time Credit. Data is not kept in format where the Department of Corrections can easily ascertain how much statutory good time was earned post-return from MRS.

<sup>3</sup> Because some inmates were subsequently incarcerated on new charges after their initial admission, these numbers reflect sentencing credits earned both on their original sentence and new sentence.

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- CPP 15.7 Inmate Accounts (10/15/24)
- CPP 15.8 Possession or Use of Unauthorized Substance and Substance Abuse Testing (10/15/24)

 <b>KENTUCKY CORRECTIONS</b> Policies and Procedures	Policy Number	Total Pages
	15.3	7
	Date Filed November 19, 2025	Effective Date
Supersedes Effective Date		
Authority/References KRS 197.045, 197.020, 196.035, 439.3401, 532.120 ACA 5-1E-4097	Subject  <b>STATUTORY GOOD TIME AND MERITORIOUS GOOD TIME</b>	

## I. DEFINITIONS

"Extraordinary meritorious good time" means a sentence credit, not to exceed seven (7) days per month pursuant to KRS 197.045(1)(b)(3).

"Meritorious good time" means a sentence credit that may be awarded at the discretion of the Commissioner or his designee not to exceed seven (7) days pursuant to KRS 197.045(1)(b)(2).

"Sex offender" is defined by KRS 17.550(2) and KRS 197.410.

"Statutory good time" means a sentence credit that may be awarded for good behavior as determined by the Department of Corrections pursuant to KRS 197.045(1)(b)(1).

"Trial run no report" means a computer generated list that applies meritorious good time credit toward an inmate's sentence once the trial run yes report has been reviewed and approved by the designated authority.

"Trial run yes report" means a computer generated list of the names of inmates who shall be considered for meritorious good time.

"Violent offender" is defined by KRS 439.3401(1).

## II. REVIEWS

A. An inmate shall be considered for Meritorious good time monthly except for an inmate who:

1. Has more than ninety (90) days statutory good time loss outstanding that is subject to restoration. If an inmate is eligible for a restoration during the month of review which reduces his restorable good time loss to ninety (90) days or less, he shall be eligible for review for an award.
2. Has lost non-restorable good time. The inmate shall not be eligible for meritorious good time until five (5) calendar years from the date of



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conviction which resulted in the non-restorable good time loss.

- a. This five (5) year period shall not be considered for an award of meritorious good time.
  - b. At the first annual review following the five (5) year period, the institution shall review the inmate for consideration of meritorious good time.
  - c. If appropriate, institutional staff may submit to the Director of Population Management a memorandum recommending a meritorious good time award.
  - d. For non-institutional inmates, staff in the Classification Branch shall review and, if appropriate, submit a memorandum to recommend a meritorious good time award to the Director of Population Management.
  - e. The Central Office Classification Committee shall review the recommendation for approval or disapproval.
  - f. If disapproved, the institution may submit, if appropriate, a recommendation once annually.
  - g. If approved, the recommendation shall be forwarded to Central Office Offender Information Services for review. Once reviewed the appropriate notation shall be made in the offender management system to restore meritorious good time eligibility.
  - h. After the recommendation is approved by the Central Office Classification Committee, a future award shall fall under the regular schedule of reviews.
3. Has one or more major disciplinary violation decisions during the month being reviewed.
  4. Returns from the Home Incarceration Program (HIP) due to a violation. The month the inmate returns shall not be reviewed for an award.
  5.
    - a. Returns from Mandatory Reentry Supervision due to a revocation. The inmate shall not be reviewed for any future awards for the remainder of the original sentence for which Mandatory Reentry Supervision was granted.
    - b. If an inmate commits a new felony while on Mandatory Reentry Supervision and returns to custody with an additional sentence, the inmate shall be ineligible for meritorious good time only until reaching the minimum expiration date of the original sentence for which Mandatory Reentry Supervision was granted. Upon reaching

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the minimum expiration date of the original sentence and beginning service of the additional felony sentence, the inmate shall regain eligibility to earn meritorious good time in accordance with this policy.

6. Violates the rules of the jail or the HIP during the month being reviewed. The violation documentation shall be reviewed to determine what category the offense is. If determined to be the equivalent of a major disciplinary violation, the good time shall not be awarded.
  - a. The Director of Population Management shall review the violation documentation and determine the number of months a classified inmate shall not receive meritorious good time.
  - b. The Director of Population Management shall review the violation documentation for Controlled Intake inmates. The violation documentation shall be entered into the inmate's record for consideration and denial of meritorious good time during the classification process.
- B. An inmate convicted as a sex offender for a crime committed prior to July 15, 1998 may earn and be awarded meritorious good time as set forth in this policy.
- C. An inmate convicted of, pleading guilty to, or entering an Alford plea as a sex offender for a crime committed on or after July 15, 1998 may earn, and be entitled to, meritorious good time as set forth in KRS 197.045(4).
- D. A violent offender may receive meritorious good time to the extent authorized by KRS 439.3401(4).
- E. If the inmate escaped custody, during the six (6) month period following his return to custody from escape status, he shall not be considered for an award of meritorious good time. Time spent out of DOC custody shall not count as a portion of that six (6) month period.
- F. If the inmate is convicted of an additional felony that occurred while in custody, the six (6) month period following sentencing on that felony shall not be considered for an award of meritorious good time. Time spent out of DOC custody shall not count as a portion of that six (6) month period.
- G.
  1. An inmate who returns from Mandatory Reentry Supervision due to a revocation shall not be awarded future statutory good time for the remainder of the original sentence for which Mandatory Reentry Supervision was granted.
  2. If an inmate commits a new felony while on Mandatory Reentry Supervision and returns to custody with an additional sentence, the inmate shall be ineligible for statutory good time only until reaching the minimum expiration date of the original sentence for which Mandatory Reentry Supervision was granted. Upon reaching the minimum expiration date of the original sentence and beginning service of the additional felony

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sentence, the inmate shall regain eligibility to earn statutory good time in accordance with KRS 197.045(1)(b)(1).

### III. AMOUNT OF MERITORIOUS GOOD TIME AWARDED

- A. Meritorious good time may be awarded on jail credit or parole violation credit served after June 21, 1974 in accordance with KRS 197.045(1)(b)(2) and 532.120(3).
  1. Jail credit and parole violation credit shall be added together for calculation purposes. Following the initial award, any jail credit and parole violation credit not considered during the initial award shall be added to a future jail credit or parole violation credit and reviewed for an additional meritorious good time credit award.
  2. An inmate may be awarded seven (7) days for each full calendar month served as jail credit or parole violation credit. Example: An inmate who has three (3) months and fourteen (14) days of credit, jail credit or parole violation credit, shall only be reviewed for the three (3) full months served.
  3. Jail and parole violation credit shall be calculated in thirty (30) day increments only.
  4. Institutional time shall be calculated in full month increments only.
  5. Credit for time served shall not be considered for an award unless it is credit for time previously served on an indictment the inmate is presently serving.
  6. Credit for time served as outlined above shall be added to jail credit and parole violation credit. The inmate shall be reviewed for meritorious good time for each thirty (30) day increment served.
  7. Jail credit, parole violation credit and credit for time served that has not been considered for an award previously, shall be combined with institutional time and considered for an award as long as continuous custody was maintained for the entire calendar month.
  8. An inmate shall be reviewed for an award on jail credit/parole violation credit and other sentence credit based on the inmate's status at the time the credit was earned.
  9. A disciplinary report equivalent to a major violation received by an inmate housed in a county jail or with another agency prior to sentencing, while earning parole violation credit or receiving any credit for time served may prevent an award of one (1) month meritorious good time seven (7) days, for each month a violation occurred.
- B. Meritorious good time may be awarded in the amount of five (5) days per month for months served prior to May 1, 2008, pursuant to KRS 197.045 effective June 21, 1974. Months beginning with May 2008 may be reviewed at the amount of

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seven (7) days per month pursuant to KRS 197.045 amended July 15, 2010.

- C. Once an award period is reviewed, a future award shall not include a previously considered time period.

#### IV. AWARD AND REVIEW PROCEDURES

##### A. Institutions and Contract Facilities

1. A trial run yes report shall be generated and forwarded to the institutional Offender Information office at each institution prior to the 5<sup>th</sup> day of each month.
  - a. Program staff shall review the inmate record to determine the amount of the total award for which an inmate is eligible.
  - b. Program staff shall:
    - (1) review the information on the trial run yes report;
    - (2) make any changes to the recommendation on the report; enter the recommendation into case notes in the offender management system if the amount is different than what is reflected on the report. The reason shall be noted;
    - (3) forward the recommendation to the Warden for approval or disapproval and signature; and
    - (4) forward the signed trial run yes report to Institutional Offender Information.
  - c. Institutional offender information staff shall:
    - (1) enter any changes to the report manually and block any awards denied by the warden;
    - (2) run trial run no report; and
    - (3) forward both the signed trial run yes and trial run no reports to Central Office Offender Information Services.

##### B. Local Facilities

1. Central Office shall generate a trial run no report in the offender management system on a monthly basis for the inmate population in county jails and Community Service Programs.
2. Central Office Offender Information shall:
  - a. review the report for accuracy;
  - b. make any changes to the recommendation on the report and enter the recommendation in the case notes in the offender management system if the amount is different than what is reflected on the report. The reason shall be noted as well.

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C. Extraordinary Meritorious Good Time

1. For an inmate to be considered for extraordinary meritorious good time, a memo shall be forwarded from the Warden or Jailer regarding exceptional service of an inmate pursuant to KRS 197.045(1)(b)(3) to the Commissioner.
2. The Commissioner shall review and may request from Offender Information Services the amount of extraordinary meritorious good time the inmate is eligible to receive.
3. Offender Information Services shall return the memo to the Commissioner for review and determination of the amount of extraordinary meritorious good time to be awarded.
4. Central Office Offender Information Services staff shall apply the extraordinary meritorious good time as directed by the Commissioner and the memo shall be scanned into the offender management system.

D. Interstate Corrections Compact Inmates

1. A progress report on an inmate eligible for meritorious good time shall be obtained bi-annually from the housing state by the Interstate Compact Administrator or his designee.
2. The Interstate Compact Administrator shall determine the amount of award the inmate is eligible for and shall forward this amount to the Central Office Offender Information for approval or disapproval and entry into the offender management system.

E. Advanced MGT

1. MGT shall be entered on the fifteenth (15th) of the month, or next business day for the current month if:
  - a. Inmate is eligible for MGT pursuant to Section II of this policy, and
  - b. Inmate will be eligible for release by administrative minimum expiration or mandatory re-entry supervision in the month following, with this credit.
2. Inmates eligible for minimum expiration during the first week of the following month shall have a full or partial credit entered on the fifteenth (15th) of the month or next business day. The inmates' minimum expiration date shall not fall into the current month for which MGT is being applied.
3. If MGT is entered pursuant to this section, the inmate's record shall be reviewed prior to release. If it is determined the inmate is no longer eligible for MGT pursuant to section II of this policy, the credit shall be removed. Staff shall document the reason for removing the credit in the inmate's record in KOMS.

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V. FORFEITURE

- A. Meritorious good time awarded under this procedure may be forfeited if the inmate is convicted of a major violation.
- B. All statutory good time shall be forfeited before meritorious good time is forfeited.  
  
If the inmate has no statutory good time to lose, meritorious good time shall be forfeited.
- C. Extraordinary meritorious good time shall not be subject to forfeiture.


VI. RESTORATION

Meritorious good time that was forfeited shall not be subject to restoration.

VII. EXPUNGEMENT

If a major disciplinary report is expunged after an inmate has been reviewed for an award of meritorious good time, and the month in which it occurred has been deducted from a previous award, the inmate may be reviewed immediately for an adjustment.

- A. The Offender Information Office completing the expungement shall notify the inmate when the expungement is complete.
- B. The institutional Offender Information Services office shall notify the classification and treatment officer of the expungement.
- C. The classification and treatment officer shall review for eligibility and, if appropriate, submit a supplemental recommendation to the warden.
- D. If the supplemental award has been approved by the warden, an adjustment shall be made to the inmate's previous meritorious good time award and be forwarded to Central Office Offender Information.

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	November 19, 2025	
	Supersedes Effective Date	
Authority/References KRS 196.035, 197.020, 197.045 CPP 15.2	Subject <b>RESTORATION OF FORFEITED GOOD TIME</b>	

## I. DEFINITIONS

“Statutory good time” means a sentence credit that may be awarded pursuant to KRS 197.045(1)(b)(1).

“Trial run yes report” means a computer generated list of the names of inmates who shall be considered for a restoration of forfeited good time.

“Trial run no report” means a computer generated list that applies meritorious good time credit and restoration of forfeited good time toward an inmate’s sentence once the trial run yes report has been reviewed and approved by the designated authority.

## II. POLICY and PROCEDURES

This policy and procedure provides for the restoration of good time which has been lost as the result of rule violations to promote an incentive for improved behavior and adjustment.

- A. Good time loss resulting from any Category III through Category VI rule violation, as described in CPP 15.2, may be restored.
- B. Good time loss resulting from any Category VII rule violation, as described in CPP 15.2, shall not be subject to restoration.
- C. Meritorious good time that was forfeited shall not be subject to restoration.
- D.
  1. An inmate who returns from Mandatory Reentry Supervision due to a revocation shall not be eligible for restoration of good time for the remainder of the original sentence for which Mandatory Reentry Supervision was granted.
  2. If an inmate commits a new felony while on Mandatory Reentry Supervision and returns to custody with an additional sentence, the inmate

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shall be ineligible for restoration of good time on the original sentence for which Mandatory Reentry Supervision was granted. Upon reaching the minimum expiration date of the original sentence and beginning service of the additional felony sentence, if an inmate has good time forfeited on the new sentence, the inmate shall be eligible for restoration of good time in accordance with this policy.

### III. Award and review procedures

#### A. Institutions

A trial run yes report shall be generated and forwarded to the institutional Offender Information office at each institution prior to the 5<sup>th</sup> day of each month.

1. Program staff shall review the inmate record to determine the amount of the total award for which an inmate is eligible.
2. Program staff shall:
  - a. Review the information on the trial run yes report;
  - b. Make any changes to the recommendation on the report;
  - c. Enter the recommendation into case notes in the offender management system if the amount is different than what is reflected on the report with the reason for the change stated;
  - d. Forward the recommendation to the Warden for approval or disapproval and signature; and
  - e. Forward the signed trial run yes report to institutional offender information staff.
3. Institutional offender information staff shall:
  - a. Enter any changes to the report manually and block any awards denied by the Warden;
  - b. Run trial run no report; and
  - c. Forward both the signed trial run yes and trial run no reports to Central Office Offender Information Services.

#### B. Local Facilities

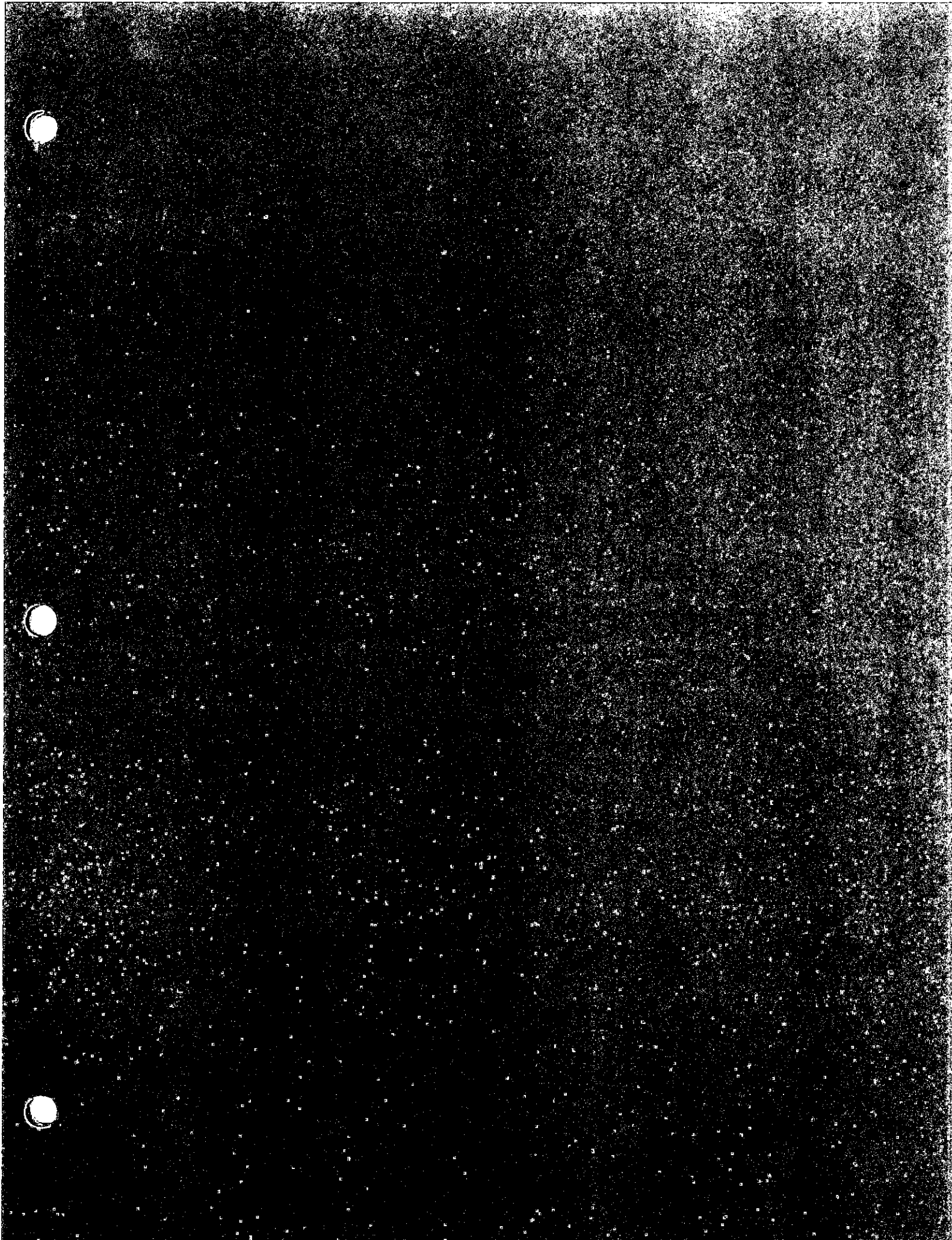
1. Central office shall generate a trial run no report in the offender management system on a monthly basis for the inmate population in county jails and Community Service Programs.
2. Central Office Offender Information shall:
  - a. Review the report for accuracy; and
  - b. Make any changes to the recommendation on the report and enter the recommendation in the case notes in the offender management system if the amount is different than what is reflected on the report with the reason for the change stated.




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#### IV. Reviews

- A. An inmate shall be continuously reviewed for eligibility for good time restoration. An inmate may be reviewed for restoration of forfeited good time six (6) months after conviction of any Category III or above offense, with the exceptions as previously noted in this policy. The following criteria shall be met:
  1. The inmate has completed six (6) consecutive months at an institution, community center, or in a controlled intake jail facility.
  2. During these six (6) consecutive months, the inmate shall not have received a conviction for a Category III or above offense while housed in an institution.
  3. While the inmate has been incarcerated at a controlled intake or local facility, an incident has not occurred in jail similar to a Category III or above incident as evidenced by: (a) documentation on the inmate record, (b) additional conviction for any crime committed while housed as a controlled intake inmate, or (c) other means of verification.
- B. A maximum of ten (10) days good time may be restored for each month since conviction of a Category III or above offense. For example, six (6) months after conviction of a Category III or above offense, a maximum of sixty (60) days good time may be restored; after nine (9) months, a maximum of ninety (90) days may be restored.
  1. If a break in custody occurs prior to an inmate achieving an initial six (6) consecutive months period of clear conduct, time spent in custody prior to release shall not count toward the six (6) consecutive months required for review.
  2. Upon recommitment to an institution, community center, or a controlled inmate jail facility, an inmate shall achieve six (6) consecutive months to become eligible for review.
  3. Time served prior to a break in custody shall be reviewed only after an initial six (6) months period has been achieved.
- C. If good time restoration is denied or adjusted, a written reason shall be entered into the case notes of the offender management system.
- D. Even though an inmate may receive approval for restoration of statutory good time, Corrections shall retain authority to void or adjust the amount of the restoration at any time during the inmate's incarceration if a review of the record reveals the restoration or calculation is erroneous.



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	15.3	7
	Date Filed November 19, 2025 <del>[October 15, 2024]</del>	Effective Date
Supersedes Effective Date		
Authority/References KRS 197.045, 197.020, 196.035, 439.3401, 532.120 ACA 5-1E-4097	Subject  <b><u>STATUTORY GOOD TIME AND MERITORIOUS GOOD TIME</u></b>	

## I. DEFINITIONS

“Extraordinary meritorious good time” means a sentence credit, not to exceed seven (7) days per month pursuant to KRS 197.045(1)(b)(3).

"Meritorious good time" means a sentence credit that may be awarded at the discretion of the Commissioner or his designee not to exceed seven (7) days pursuant to KRS 197.045(1)(b)(2).

“Sex offender” is defined by KRS 17.550(2) and KRS 197.410.

“Statutory good time” means a sentence credit that may be awarded for good behavior as determined by the Department of Corrections pursuant to KRS 197.045(1)(b)(1).

“Trial run no report” means a computer generated list that applies meritorious good time credit toward an inmate’s sentence once the trial run yes report has been reviewed and approved by the designated authority.

“Trial run yes report” means a computer generated list of the names of inmates who shall be considered for meritorious good time.

“Violent offender” is defined by KRS 439.3401(1).

## II. REVIEWS

A. An inmate shall be considered for Meritorious good time monthly except for an inmate who:

1. Has more than ninety (90) days statutory good time loss outstanding that is subject to restoration. If an inmate is eligible for a restoration during the month of review which reduces his restorable good time loss to ninety (90) days or less, he shall be eligible for review for an award.
2. Has lost non-restorable good time. The inmate shall not be eligible for

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meritorious good time until five (5) calendar years from the date of conviction which resulted in the non-restorable good time loss.

- a. This five (5) year period shall not be considered for an award of meritorious good time.
  - b. At the first annual review following the five (5) year period, the institution shall review the inmate for consideration of meritorious good time.
  - c. If appropriate, institutional staff may submit to the Director of Population Management a memorandum recommending a meritorious good time award.
  - d. For non-institutional inmates, staff in the Classification Branch shall review and, if appropriate, submit a memorandum to recommend a meritorious good time award to the Director of Population Management.
  - e. The Central Office Classification Committee shall review the recommendation for approval or disapproval.
  - f. If disapproved, the institution may submit, if appropriate, a recommendation once annually.
  - g. If approved, the recommendation shall be forwarded to Central Office Offender Information Services for review. Once reviewed the appropriate notation shall be made in the offender management system to restore meritorious good time eligibility.
  - h. After the recommendation is approved by the Central Office Classification Committee, a future award shall fall under the regular schedule of reviews.
3. Has one or more major disciplinary violation decisions during the month being reviewed.
  4. Returns from the Home Incarceration Program (HIP) due to a violation. The month the inmate returns shall not be reviewed for an award.
  5.
    - a. Returns from Mandatory Reentry Supervision due to a revocation. The inmate shall not be reviewed for any future awards for the remainder of the original sentence for which Mandatory Reentry Supervision was granted.
    - b. If an inmate commits a new felony while on Mandatory Reentry Supervision and returns to custody with an additional sentence, the inmate shall be ineligible for meritorious good time only until reaching the minimum expiration date of the original sentence for which Mandatory Reentry Supervision was granted. Upon reaching

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the minimum expiration date of the original sentence and beginning service of the additional felony sentence, the inmate shall regain eligibility to earn meritorious good time in accordance with this policy.

6. Violates the rules of the jail or the HIP during the month being reviewed. The violation documentation shall be reviewed to determine what category the offense is. If determined to be the equivalent of a major disciplinary violation, the good time shall not be awarded.
  - a. The Director of Population Management shall review the violation documentation and determine the number of months a classified inmate shall not receive meritorious good time.
  - b. The Director of Population Management shall review the violation documentation for Controlled Intake inmates. The violation documentation shall be entered into the inmate's record for consideration and denial of meritorious good time during the classification process.
- B. An inmate convicted as a sex offender for a crime committed prior to July 15, 1998 may earn and be awarded meritorious good time as set forth in this policy.
- C. An inmate convicted of, pleading guilty to, or entering an Alford plea as a sex offender for a crime committed on or after July 15, 1998 may earn, and be entitled to, meritorious good time as set forth in KRS 197.045(4).
- D. A violent offender may receive meritorious good time to the extent authorized by KRS 439.3401(4).
- E. If the inmate escaped custody, during the six (6) month period following his return to custody from escape status, he shall not be considered for an award of meritorious good time. Time spent out of DOC custody shall not count as a portion of that six (6) month period.
- F. If the inmate is convicted of an additional felony that occurred while in custody, the six (6) month period following sentencing on that felony shall not be considered for an award of meritorious good time. Time spent out of DOC custody shall not count as a portion of that six (6) month period.
- G.
  1. An inmate who returns from Mandatory Reentry Supervision due to a revocation shall not be awarded future statutory good time for the remainder of the original sentence for which Mandatory Reentry Supervision was granted.
  2. If an inmate commits a new felony while on Mandatory Reentry Supervision and returns to custody with an additional sentence, the inmate shall be ineligible for statutory good time only until reaching the minimum expiration date of the original sentence for which Mandatory Reentry Supervision was granted. Upon reaching the minimum expiration date of

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the original sentence and beginning service of the additional felony sentence, the inmate shall regain eligibility to earn statutory good time in accordance with KRS 197.045(1)(b)(1).

### III. AMOUNT OF MERITORIOUS GOOD TIME AWARDED

- A. Meritorious good time may be awarded on jail credit or parole violation credit served after June 21, 1974 in accordance with KRS 197.045(1)(b)(2) and 532.120(3).
1. Jail credit and parole violation credit shall be added together for calculation purposes. Following the initial award, any jail credit and parole violation credit not considered during the initial award shall be added to a future jail credit or parole violation credit and reviewed for an additional meritorious good time credit award.
  2. An inmate may be awarded seven (7) days for each full calendar month served as jail credit or parole violation credit. Example: An inmate who has three (3) months and fourteen (14) days of credit, jail credit or parole violation credit, shall only be reviewed for the three (3) full months served.
  3. Jail and parole violation credit shall be calculated in thirty (30) day increments only.
  4. Institutional time shall be calculated in full month increments only.
  5. Credit for time served shall not be considered for an award unless it is credit for time previously served on an indictment the inmate is presently serving.
  6. Credit for time served as outlined above shall be added to jail credit and parole violation credit. The inmate shall be reviewed for meritorious good time for each thirty (30) day increment served.
  7. Jail credit, parole violation credit and credit for time served that has not been considered for an award previously, shall be combined with institutional time and considered for an award as long as continuous custody was maintained for the entire calendar month.
  8. An inmate shall be reviewed for an award on jail credit/parole violation credit and other sentence credit based on the inmate's status at the time the credit was earned.
  9. A disciplinary report equivalent to a major violation received by an inmate housed in a county jail or with another agency prior to sentencing, while earning parole violation credit or receiving any credit for time served may prevent an award of one (1) month meritorious good time seven (7) days, for each month a violation occurred.
- B. Meritorious good time may be awarded in the amount of five (5) days per month for months served prior to May 1, 2008, pursuant to KRS 197.045 effective June

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21, 1974. Months beginning with May 2008 may be reviewed at the amount of seven (7) days per month pursuant to KRS 197.045 amended July 15, 2010.

- C. Once an award period is reviewed, a future award shall not include a previously considered time period.

#### IV. AWARD AND REVIEW PROCEDURES

##### A. Institutions and Contract Facilities

1. A trial run yes report shall be generated and forwarded to the institutional Offender Information office at each institution prior to the 5<sup>th</sup> day of each month.
  - a. Program staff shall review the inmate record to determine the amount of the total award for which an inmate is eligible.
  - b. Program staff shall:
    - (1) review the information on the trial run yes report;
    - (2) make any changes to the recommendation on the report; enter the recommendation into case notes in the offender management system if the amount is different than what is reflected on the report. The reason shall be noted;
    - (3) forward the recommendation to the Warden for approval or disapproval and signature; and
    - (4) forward the signed trial run yes report to Institutional Offender Information.
  - c. Institutional offender information staff shall:
    - (1) enter any changes to the report manually and block any awards denied by the warden;
    - (2) run trial run no report; and
    - (3) forward both the signed trial run yes and trial run no reports to Central Office Offender Information Services.

##### B. Local Facilities

1. Central Office shall generate a trial run no report in the offender management system on a monthly basis for the inmate population in county jails and Community Service Programs.
2. Central Office Offender Information shall:
  - a. review the report for accuracy;
  - b. make any changes to the recommendation on the report and enter the recommendation in the case notes in the offender management system if the amount is different than what is reflected on the report. The reason shall be noted as well.

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C. Extraordinary Meritorious Good Time

1. For an inmate to be considered for extraordinary meritorious good time, a memo shall be forwarded from the Warden or Jailer regarding exceptional service of an inmate pursuant to KRS 197.045(1)(b)(3) to the Commissioner.
2. The Commissioner shall review and may request from Offender Information Services the amount of extraordinary meritorious good time the inmate is eligible to receive.
3. Offender Information Services shall return the memo to the Commissioner for review and determination of the amount of extraordinary meritorious good time to be awarded.
4. Central Office Offender Information Services staff shall apply the extraordinary meritorious good time as directed by the Commissioner and the memo shall be scanned into the offender management system.

D. Interstate Corrections Compact Inmates

1. A progress report on an inmate eligible for meritorious good time shall be obtained bi-annually from the housing state by the Interstate Compact Administrator or his designee.
2. The Interstate Compact Administrator shall determine the amount of award the inmate is eligible for and shall forward this amount to the Central Office Offender Information for approval or disapproval and entry into the offender management system.

E. Advanced MGT

1. MGT shall be entered on the fifteenth (15th) of the month, or next business day for the current month if:
  - a. Inmate is eligible for MGT pursuant to Section II of this policy, and
  - b. Inmate will be eligible for release by administrative minimum expiration or mandatory re-entry supervision in the month following, with this credit.
2. Inmates eligible for minimum expiration during the first week of the following month shall have a full or partial credit entered on the fifteenth (15th) of the month or next business day. The inmates' minimum expiration date shall not fall into the current month for which MGT is being applied.
3. If MGT is entered pursuant to this section, the inmate's record shall be reviewed prior to release. If it is determined the inmate is no longer eligible for MGT pursuant to section II of this policy, the credit shall be removed. Staff shall document the reason for removing the credit in the inmate's



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record in KOMS.

#### V. FORFEITURE

- A. Meritorious good time awarded under this procedure may be forfeited if the inmate is convicted of a major violation.
- B. All statutory good time shall be forfeited before meritorious good time is forfeited.  
  
If the inmate has no statutory good time to lose, meritorious good time shall be forfeited.
- C. Extraordinary meritorious good time shall not be subject to forfeiture.


#### VI. RESTORATION

Meritorious good time that was forfeited shall not be subject to restoration.

#### VII. EXPUNGEMENT

If a major disciplinary report is expunged after an inmate has been reviewed for an award of meritorious good time, and the month in which it occurred has been deducted from a previous award, the inmate may be reviewed immediately for an adjustment.

- A. The Offender Information Office completing the expungement shall notify the inmate when the expungement is complete.
- B. The institutional Offender Information Services office shall notify the classification and treatment officer of the expungement.
- C. The classification and treatment officer shall review for eligibility and, if appropriate, submit a supplemental recommendation to the warden.
- D. If the supplemental award has been approved by the warden, an adjustment shall be made to the inmate's previous meritorious good time award and be forwarded to Central Office Offender Information.

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Subject		
<b>RESTORATION OF FORFEITED GOOD TIME</b>		

## I. DEFINITIONS

“Statutory good time” means a sentence credit that may be awarded pursuant to KRS 197.045(1)(b)(1).

“Trial run yes report” means a computer generated list of the names of inmates who shall be considered for a restoration of forfeited good time.

“Trial run no report” means a computer generated list that applies meritorious good time credit and restoration of forfeited good time toward an inmate’s sentence once the trial run yes report has been reviewed and approved by the designated authority.

## II. POLICY and PROCEDURES

This policy and procedure provides for the restoration of good time which has been lost as the result of rule violations to promote an incentive for improved behavior and adjustment.

- A. Good time loss resulting from any Category III through Category VI rule violation, as described in CPP 15.2, may be restored.
- B. Good time loss resulting from any Category VII rule violation, as described in CPP 15.2, shall not be subject to restoration.
- C. Meritorious good time that was forfeited shall not be subject to restoration.
- D.
  1. An inmate who returns from Mandatory Reentry Supervision due to a revocation shall not be eligible for restoration of good time for the remainder of the original sentence for which Mandatory Reentry Supervision was granted.
  2. If an inmate commits a new felony while on Mandatory Reentry

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Supervision and returns to custody with an additional sentence, the inmate shall be ineligible for restoration of good time on the original sentence for which Mandatory Reentry Supervision was granted. Upon reaching the minimum expiration date of the original sentence and beginning service of the additional felony sentence, if an inmate has good time forfeited on the new sentence, the inmate shall be eligible for restoration of good time in accordance with this policy.

### III. Award and review procedures

#### A. Institutions

A trial run yes report shall be generated and forwarded to the institutional Offender Information office at each institution prior to the 5<sup>th</sup> day of each month.

1. Program staff shall review the inmate record to determine the amount of the total award for which an inmate is eligible.
2. Program staff shall:
  - a. Review the information on the trial run yes report;
  - b. Make any changes to the recommendation on the report;
  - c. Enter the recommendation into case notes in the offender management system if the amount is different than what is reflected on the report with the reason for the change stated;
  - d. Forward the recommendation to the Warden for approval or disapproval and signature; and
  - e. Forward the signed trial run yes report to institutional offender information staff.
3. Institutional offender information staff shall:
  - a. Enter any changes to the report manually and block any awards denied by the Warden;
  - b. Run trial run no report; and
  - c. Forward both the signed trial run yes and trial run no reports to Central Office Offender Information Services.

#### B. Local Facilities

1. Central office shall generate a trial run no report in the offender management system on a monthly basis for the inmate population in county jails and Community Service Programs.
2. Central Office Offender Information shall:
  - a. Review the report for accuracy; and
  - b. Make any changes to the recommendation on the report and enter the recommendation in the case notes in the offender management system if the amount is different than what is reflected on the report

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with the reason for the change stated.

#### IV. Reviews

- A. An inmate shall be continuously reviewed for eligibility for good time restoration. An inmate may be reviewed for restoration of forfeited good time six (6) months after conviction of any Category III or above offense, with the exceptions as previously noted in this policy. The following criteria shall be met:
  1. The inmate has completed six (6) consecutive months at an institution, community center, or in a controlled intake jail facility.
  2. During these six (6) consecutive months, the inmate shall not have received a conviction for a Category III or above offense while housed in an institution.
  3. While the inmate has been incarcerated at a controlled intake or local facility, an incident has not occurred in jail similar to a Category III or above incident as evidenced by: (a) documentation on the inmate record, (b) additional conviction for any crime committed while housed as a controlled intake inmate, or (c) other means of verification.
- B. A maximum of ten (10) days good time may be restored for each month since conviction of a Category III or above offense. For example, six (6) months after conviction of a Category III or above offense, a maximum of sixty (60) days good time may be restored; after nine (9) months, a maximum of ninety (90) days may be restored.
  1. If a break in custody occurs prior to an inmate achieving an initial six (6) consecutive months period of clear conduct, time spent in custody prior to release shall not count toward the six (6) consecutive months required for review.
  2. Upon recommitment to an institution, community center, or a controlled inmate jail facility, an inmate shall achieve six (6) consecutive months to become eligible for review.
  3. Time served prior to a break in custody shall be reviewed only after an initial six (6) months period has been achieved.
- C. If good time restoration is denied or adjusted, a written reason shall be entered into the case notes of the offender management system.
- D. Even though an inmate may receive approval for restoration of statutory good time, Corrections shall retain authority to void or adjust the amount of the restoration at any time during the inmate's incarceration if a review of the record reveals the restoration or calculation is erroneous.