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School Time Credits
Time Credits, School

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SCHOOL TIME CREDITS

I. PURPOSE

Establishes a program that will be an incentive for inmates to become involved in Life Skills classes, obtain a High School Diploma and/or the General Education Diploma (GED).

II. POLICY

Participation by inmates in selected educational programs eligible for school time credit will enable those inmates to earn School Time Credit, which can be used to reduce their sentences.

III. DEFINITIONS

School Time Credit – Early release earned by inmates passing GED tests, earning a GED certificate, High School Diploma and/or completion of Life Skills classes.

IV. PROGRAM INFORMATION

- A. The Sheriff and the Courts have established an agreement which permits inmates to be granted time off their sentences for passing a GED tests, earning a GED certificate, High School Diploma and/or completion of Life Skills Classes.
- B. Only sentenced inmates serving 30 days or more may earn school time credit.
- C. Inmates may earn a maximum of 10 days off their sentences under this program. This is in addition to good and work time credits (Penal Code Section 4019 – Time Credit for Work and Good Behavior). School Time Credit will not result in a reduction of sentence below the minimum terms of confinement prescribed by law.

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V. EARNING CREDITS

School time credits will be earned as followings:

- A. Inmates serving 30 days or more will receive 5 days off their sentence for successfully completing all the requirements of a General Education Diploma (GED) or High School Diploma while in custody.
- B. If an inmate is unable to complete the entire requirements for a GED during the time they are in custody they will receive one day off their sentence for successfully passing each section of the GED. The five sections or subject areas that an individual must pass in order to get a GED are:
 1. Mathematics
 2. Science
 3. Social Studies
 4. Writing
 5. Literature and the Arts

Inmates who already have their GED or High School Diploma will be exempt from this part of the program.

- C. Inmates serving 30 days or more can earn one day off their sentence for completing each section of the Life Skills Program for a maximum reduction of 5 days while in custody under the same booking number. The five sections of the Life Skills Program are:
 1. Substance Abuse
 2. Commitment To Change
 3. Breaking Barriers
 4. Anger
 5. Success Stories

VI. SCHOOL TIME CREDIT PROGRAM GUIDELINES

- A. Inmates dropped from any education or life skills programs due to rule violations will lose all school time credit earned up to that point. Inmates may also lose school time credit for serious violations that take place outside the classroom.
- B. Inmates who leave custody for any reason (other than escape) and return on the same booking number shall retain any accrued school time credits. Inmate who leave custody and then return under a different booking number (unless they

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were released in error) shall not retain any previously accrued school time credits.

- C. School Time Credit can only apply to the end of sentence releases. School Time Credit **cannot be applied** to modified sentences or to alternative early releases including supervised electronic monitoring, Sheriff's Parole, etc.
- D. The establishment of the School Time Credit program does not automatically create a "right" to participate in educational and life skills programs on the part of the inmates. The availability of inmate educational programs will continue to be subject to the availability of adequate funds, facilities and trained staff/instructors. Participation will also be determined by the individual inmate's performance, behavior and classification.
- E. The Inmate Services Coordinator is responsible for the administration of this program and for coordinating with Corrections Staff, County educational agencies and other program providers associated with its operation.
- F. Inmates with victim notifications will not be released on School Time Credit until the victim has been notified.

VII. SCHOOL TIME CREDIT REPORTING

- A. When an inmate passes a GED test or earns his/her GED Certificate program providers will report these credits to the Inmate Services Coordinator by memo. The Inmate Services Coordinator will retain a copy of the memo and forward a copy to the inmate.
- B. When an inmate completes a section of the Life Skills program the class instructor will document that information on the inmates "Life Skills Attendance Record" form. The class instructor will date and initial the Life Skill Attendance Record form, using an ink pen, each time an inmate attends class and completes homework. It is the responsibility of the inmate to submit the Life Skill Attendance Record form to the Inmate Services Coordinator so he/she can receive credit for completing a section the Life Skill program. Upon receiving the inmate's Life Skills Attendance Record form the Inmate Services Coordinator will document when an inmate has completed a section of the Life Skill program and issue a certificate of completion to the inmate.

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- C. Each time an inmate earns time off their sentence through School Time Credit that information will be reported by the Inmate Services Coordinator to the on duty Corrections **Sergeant Corporal** in Building **Two One** by memo. The Corrections Corporal will then be responsible for making adjustments to the inmate's release date.

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