

## COMPUTATION OF COMMITMENTS

<b>AUTHORITY:</b>	Administrative Directive	
<b>RESCINDS:</b>	Procedure Manual Item 3-1-035, dated 07/31/15	
<b>FORMS:</b>	Court Disposition Sheet	(F057-4158)
	Temporary Release	(F057-6210)
<b>PURPOSE:</b>	To establish guidelines and responsibilities for the computation of release times and dates of youth receiving commitments to Orange County Juvenile facilities.	

### I. GENERAL INFORMATION

#### A. Responsibilities

1. The Juvenile Hall Booking Clerk will, upon receipt of the Court Disposition Sheet:
  - a. Enter commitment and release information into the Integrated Case Management System (ICMS).
  - b. Write the release date on the bottom center of the Disposition Sheet in red.
  - c. **If there are questions with the Court Disposition Sheet the Booking Clerk will contact their supervisor or the Duty Officer (DO) for clarification.**
2. A Supervising Juvenile Correctional Officer (SJCO) **or** Duty Officer (DO) will immediately inform the appropriate Assistant Division Director (ADD) if release is not **completed** on the verified release date.
3. The SJCO of the youth's assigned facility will verify that the Court order agrees with the Court Disposition Sheet on length of commitment.
4. Designated clerical staff will verify that the information in ICMS agrees with the minute order.
5. Youth on a temporary release (TR) receive day for day credit as if in custody unless otherwise ordered by the court.

### II. PROCEDURE

- A. The release date is calculated based on the number of days ordered by the Court.
- B. Consider the release date as one (1) full day.

- C. Court commitments are calculated as described below.
1. Court commitments for youth not in custody:
    - a. Day one (first day) will be the court date with the exception of those receiving future (stayed) commitments.
    - b. For stayed commitments, day one (first day) will be the day the youth enters Juvenile Hall.
  2. Court commitments for youth in custody:
    - a. If no credit for time served is given, day one of the commitment is the court date.
    - b. If credit for time served is given, day one of the commitment is the day following the court date.
    - c. Youth receiving a commitment in adult court will receive good time work time on the adult commitment only. The adult court clerk will email the unit SJCO and ADD advising them that the youth received a commitment, what **their** commitment is and the youth's release date if there is one.
  3. Court commitments of youth for three (3) days or less:
    - a. Compute the release time and date from the time of booking, whether earned credit for time served was given, unless the Court Disposition Sheet specifies otherwise.
    - b. Base the release time on each day being a full 24 hours.
    - c. Booking will write the time of release in addition to the release date on the Court Disposition Sheet in Red.
    - d. Booking clerk will notify Booking Unit, housing unit SJCO and transitional **Deputy Probation Officer (DPO)** by email of youth's pending release.
  4. Court commitments for youth who have escaped while serving a definite commitment:
    - a. When a youth escapes while serving a definite commitment and is returned to court, add the time remaining on the initial commitment to the time given on the new charges, and also the number of days **the youth** was out of custody, or until previous commitment expires. Do not count date of escape or return.
    - b. Note exceptions specified by Court order.
  5. When the Court orders that one period of commitment is to be served consecutively or concurrently with an earlier commitment, the following rules apply:

- a. The release date for consecutive commitments is determined by treating the two commitments as separate orders. The first day of the second commitment is the day following the release date for the first commitment.
- b. When commitments are ordered served concurrently, the release date is the release date for the longer commitment.

**REFERENCES:**

Procedures:	2-6-107	Time in Custody Computation – Juvenile
	3-5-002	Releases

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**APPROVED BY:**