

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 607
SUBJECT: EXEMPLARY GOOD TIME**

I. PURPOSE

To provide guidelines by which inmates may earn time credit toward sentence reduction for work performance or class participation in the Fairfax County Adult Detention Center.

II. POLICY

It is the policy of the Fairfax County Sheriff's Office that working inmates and those participating in classes are eligible to earn credit toward a reduction in sentence. In no case will any inmate receive more than five (5) days credit toward sentence reduction during any thirty (30) day period.

III. LEGAL AUTHORITY

A. Code of Virginia, Section 53.1-116

IV. DEFINITIONS

A. "Classes" – those courses of work identified by the appropriate coordinator and approved of by the Programs Section that are eligible for credits as defined in VA Code Section 53.1-116

B. "Participation" – full involvement and attendance in a class where the inmate satisfactorily completes the course and receives such recognition in the form of a certificate or diploma.

V. PROCEDURE

A. Inmates who participate in classes may be granted five (5) days credit toward sentence reduction for each thirty (30) days of participation during incarceration. This time credit is designated Exemplary Good Time (EGT).

1. Program Coordinators in conjunction with Programs staff will deem which course(s) of work will be eligible for EGT.
2. At the completion of the class, inmates will receive a certificate, diploma, or other documentation indicating successful completion of the class. Eligible inmates will then submit a request form to the instructor or class coordinator requesting EGT.
3. The instructor will review the request and, if approved, will complete and submit an Exemplary Good Time Request Form, see Attachment 1, to the Programs Section. Inmates will be evaluated on both attendance and participation, and must have a satisfactory rating or higher in order to qualify for EGT.
4. The Programs Section will review the form and if approved it will then be forwarded to the Inmate Records Section.

B. Inmates who perform work on a voluntary basis may be granted up to five (5) days credit toward sentence reduction for each thirty (30) days work they perform. This time credit is designated Exemplary Good Time (EGT).

1. EGT will be granted at the discretion of the Commander, Support Services Division to those inmates whose work performance meet or exceed the standard set.
2. Inmates removed from work assignment for poor performance, misconduct, or for disciplinary reasons, are not eligible for EGT.

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3. EGT will be calculated from the date the inmate was made an inmate worker.
 4. Inmate work force members must apply for EGT by submitting an Inmate Request Form to the Classification Section.
 - a. The Classification Section will determine eligibility for EGT in coordination with the inmate's supervisor, and calculate the EGT credit each 30 days of work.
 5. All applications for work force EGT will be forwarded through the Supervisor, Classification Section and Supervisor, Records and Transportation Section for final approval.
- C. Approved applications will be forwarded to the Supervisor, Inmate Records and Transportation Section or designee for appropriate adjustment in the release date of jail inmates. Inmates approved for EGT awaiting transfer to the Department of Corrections, will have their approved Good Time requests forwarded to the Department of Corrections.
- D. Disapproved applications will be returned to the Classification Section for filing.
- E. Inmates will be promptly notified of the approval or disapproval of their Exemplary Good Time requests. Disapproved inmate requests will contain reason for disapproval. Approved inmate requests will advise number of days received. The Classification Section is responsible for this notification.
- F. EGT shall not be awarded if it is requested more than 30 days after an inmate has been transferred from the custody of the Fairfax County Sheriff's Office.



**STACEY A. KINCAID
SHERIFF**

**11/30/06
DATE APPROVED**

**12/12/06
EFFECTIVE DATE**

Revised: August 1998, August 2006, December 2006, December 2007, February 2008, June 2013