

POLICY OF STATE OF DELAWARE DEPARTMENT OF CORRECTION	POLICY NUMBER 3.13	PAGE NUMBER 1 of 1
	RELATED ACA STANDARDS: 2-C0-1E-06	
CHAPTER: 3 Programs and Services	SUBJECT: OFFENDER STATUS SHEETS	
APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:		
		
APPROVED FOR PUBLIC RELEASE		

I. AUTHORITY: 11 *Del.C.* § 6517

II. PURPOSE: To establish the policy of the Department of Correction regarding the distribution of offender status sheets.

III. APPLICABILITY: All Department employees and all offenders under the supervision of the Department.

IV: DEFINITIONS: Status Sheet – An offenders legal status while incarcerated including but not limited to, committed charges, length of stay, application of good time if applicable, release date and conditions.

V: POLICY: It is the policy of the Department of Correction to provide all incarcerated offenders with a status sheet upon sentencing/calculation. Offenders shall receive updated status sheets at any point where their sentence is modified and at the time of any reclassification, at no additional cost through the counseling/classification staff or records staff at the facility in which they are housed. Offenders who request status sheets beyond those provided as outlined in this policy may be subject to a fee of 0.25 cents for each page provided. Such requests from offenders will be handled at the facility level through the use of a “pay to” authorization.