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ADMINISTRATIVE REGULATION
NUMBER

416

OPR: CENTRAL RECORDS

ADMINISTRATIVE PROCESSING OF TRANSCRIPTS FOR INDIVIDUALS SERVING SENTENCES CONCURRENT WITH OTHER STATES OR SENTENCED FROM FEDERAL COURT

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes procedures and clarifies status of individual inmates sentenced in this state to sentences concurrent with other state or federal sentences.

II. POLICY

It is the policy of the ADOC to ensure that proper documentation for each inmate's sentence is possessed by the ADOC, especially if an inmate is released on parole from a sentence in another state or from a federal sentence, or if the inmate is to be released from Alabama state sentence by virtue of having reached the End of Sentence (EOS).

III. DEFINITION(S) AND ACRONYM(S)

There are no definitions for this AR.

IV. RESPONSIBILITIES

The Director of Central Records/Designee is responsible for implementing these procedures with necessary coordination with the appropriate federal, state, and county officials.

V. PROCEDURES

A. The Director of Central Records/Designee will ensure the following are accomplished upon receipt or acceptance of the original transcript:

1. Appropriate information entered in the Central Records database.

2. Establish Inmate Central Records File (ICRF).
3. Forward a copy of Inmate Summary Sheet to Alabama Board of Pardons and Paroles.
4. Scan documents from other sources, pertaining to the inmate, in Laserfiche Repository/ICRF.
5. Two copies of Inmate Summary Sheet, certified transcript(s) and three pre-typed fingerprint cards will be forwarded to appropriate facility by the Central Records Director/Designee.
 - a. One copy of Inmate Summary Sheet is for delivery to subject inmate and one copy is for the institutional file.
 - b. A form letter: Annex A (concurrent with federal sentence), Annex B (concurrent with another state sentence), or Annex C (consecutive with federal or another state sentence), as appropriate, will request information as indicated thereon. Additionally, Annex A or B will also request an emergency address, social security number, pre-sentence investigation report with photograph, FBI criminal records sheet and information regarding subject's length of term of confinement where inmate is currently incarcerated.
 - c. Upon receipt of above information, the Director of Central Records/Designee will:
 - (1) Forward two copies of "red" fingerprint cards to State Bureau of Investigation for updating the criminal records sheet.
 - (2) Place "white" fingerprint card in ICRF at Central Records Office.
 - d. Upon receipt of the updated criminal records sheet from FBI, a copy will be provided to the Alabama Board of Pardons and Paroles for their files.
6. If inmate is scheduled to be released from the other state or Federal institution prior to completion of the Alabama sentence, the Director of Central Records/Designee will request notification, so agents of the ADOC may take custody of the inmate for completion of their Alabama concurrent sentence.
7. When an inmate completes their Alabama concurrent sentence or is released on Parole status while still serving the other state or