

COURSE LESSON PLAN

Instructor(s)	
Subject	Credit for Time Served
Instructional Time	8 hours
Number of Trainees	16
Room Set-up	Classroom Style
Equipment	Laptop, Projector, Video Screen, Whiteboard, Flip Chart, California Penal Code
Handouts	CTS Student Notes; CTS Practice Scenarios
Testing	N/A

COURSE SUMMARY: This eight-hour course will provide trainees with an understanding of the relevant statutes and case law pertaining to calculating credit for time served. In addition to theory, this course will allow for multiple individual and group exercises to develop the trainee's ability to practically apply what they have learned.

COURSE OBJECTIVES: (Use action verbs that describe observable behavior, i.e. identify, demonstrate, label, write, explain, describe.)

- a) Become familiar with important definitions relating to credit for time served;
- b) Understand the purpose for awarding credit for time served;
- c) Identify the authority for awarding credit for time served, including relevant statutes, case law, and rules of court.
- d) Determine whether a defendant is in custody and whether a defendant is entitled to credit for time served related to that custody period;
- e) Demonstrate the ability to accurately calculate credit for time served in a variety of different scenarios by using various formulas;

Teaching Methods:

Lecture	Handout/Penal Code Book
Group Discussion	Demonstration
Group Exercise	Other: Internet access/website demonstration
Trainee Practice	Other: Microsoft Excel spreadsheet demonstration

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Time	Objective / Purpose	Teaching Method	Activity	Materials & Equipment	Trainer
08:00 – 08:15	Registration / Introduction	Lecture; Group Discussion	Provide student notes to each trainee	CTS Student Notes	
08:15 – 09:00	Become familiar with important terms and definitions, and the purpose for awarding credit for time served	Lecture; Group Discussion	Lecture on definitions and discuss; review relevant case law	CTS Student Notes; Laptop and Projector	
09:00 – 09:30	Identify the authority for awarding credit for time served	Lecture; Group Discussion	Lecture on authority; review statutes in penal code, case law, and rules of court	CTS Student Notes; Laptop and Projector; Penal Code Book	
09:30 – 10:00	Determine actual days in custody and understand computation	Lecture and Demonstration	Lecture on how to identify and determine custody;	CTS Student Notes; Laptop and Projector; Penal Code Book	
10:00 – 10:30	Review actual days in custody and complete exercises (basic, complex, and nightmare scenarios)	Individual and Group Exercises	Review Problems	CTS Student Notes; Laptop and Projector	
10:30 – 11:00	Determine custody time that qualifies for conduct credits	Lecture; Group Discussion	Lecture on settings that qualify for pre-sentence conduct credits and discuss relevant statutes and case law	CTS Student Notes; Laptop and Projector	
11:00 – 12:00	Identify which formula is to be applied to accurately calculate credit for time served	Lecture and Demonstration	Lecture on how to apply the correct formula and demonstrate	CTS Student Notes; Laptop and Projector	
13:00 – 13:15	Review credit for time served actual days and conduct credit computation	Group Discussion	Group discussion to probe for trainee understanding of previous concepts	CTS Student Notes	
13:15 – 14:00	Review actual days and conduct credit calculations (basic, complex, and nightmare scenarios)	Individual and Group Exercises	Review Problems	CTS Student Notes; Laptop and Projector	

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14:00 – 14:45	Understand dual credit issues, pre-sentence credits on consecutive cases, escapes, loss of pre-sentence credits, stipulation of pre-sentence credits, and post-sentence credits	Lecture; Group Discussion	Lecture on credit issues; discussion of relevant statutes and case law	CTS Student Notes; Laptop and Projector	
14:45 - 15:00	Review credit issues by completing exercises (basic, complex, nightmare)	Individual and Group Exercises	Review Problems	CTS Student Notes; Laptop and Projector	
15:00 – 15:30	Become familiar with mandatory supervision balance owed calculations and the application of credit for time served	Lecture; Group Discussion; Demonstration	Lecture on statutes and case law; demonstration of Excel spreadsheet “MS Balance Owed”	CTS Student Notes; Laptop and Projector; MS Balance Owed spreadsheet	
15:30 – 16:00	Complete review problems on mandatory supervision time tolled	Individual and Group Exercises	Review Problems	CTS Student Notes; Laptop and Projector	
16:00 – 16:55	Complete credit for time served practice scenarios	Individual and Group Exercises	Review Problems	CTS Practice Scenarios handout	