

COMMONWEALTH OF PENNSYLVANIA

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PENNSYLVANIA COMMISSION ON SENTENCING

<http://pasentencing.us>

MEMORANDUM

TO: Wardens, County Correctional Facilities

FROM: Mark H. Bergstrom
Executive Director 

DATE: November 4, 2011

RE: Work Release Reimbursement
Information Available via SGS Web (JNET-based application)

Effective November 24, 2011, a number of reforms enacted in 2008 (Acts 81-84) and impacting county correctional facilities will take effect. The County Commissioners Association of PA, in cooperation with the PA Department of Corrections, has developed resources that explain these changes to place of confinement, paroling authority and work release, which are posted at: <http://www.pacounties.org/ProgramsServices/Pages/PlaceofConfinementResources.aspx>

One of these reforms involves reimbursement to counties for certain offenders participating in a county work release program. Act 81 limits reimbursement to those offenders classified as Level 4 or Level 5 offenders under the state sentencing guidelines. I am writing to provide you with information on the Commission on Sentencing's SGS Web application, which you may want to access in order to verify the sentencing level of offenders sentenced to work release. Two features of SGS Web can be used to identify eligible offenders and to document cases for work release reimbursement.

First, an authorized JNET user designated as a SGS Web "Read Only User" may view a Guideline Sentence Form to determine the sentencing level for a specific offender. The sentencing level assignment is included on every Guideline Form. JNET users not entering data into SGS Web are restricted to "read only" access.

Second, an authorized JNET user designated as a SGS Web "County Administrator" can prepare an offense-specific report (Standard Report 5 or SR-5) that provides information on sentences reported, including the name, case identifiers, and sentence imposed, as well as sentencing level. This report can be downloaded as an Excel spread sheet, and can be sorted to identify specific sentencing levels. The Commission will soon be deploying a new feature which will allow a designated SGS Web "Read Only User" to prepare these reports.

All requests to register as a SGS Web user must be submitted through the JNET User Provisioning System found at: www.jnetportal.state.pa.us.

Instructions for the use of the JNET User Provisioning System:

1. On the JNET home page - choose **Administrative Tools** from the left-hand menu
2. Choose **JNET User Provisioning System**
3. Choose the **Requests & Approvals tab** at the top of the next screen
4. Choose **Request Resource** from the red menu box on the left
5. Click **Continue** button
6. Choose **JNET Application Access Request**
7. From the drop-down list in the "**Select New Application Role**" box, select the **SGS role needed (Read Only)**
8. Click **Submit** button

These steps are automated workflow approvals. All requests will be routed to your agency's JNET Sponsor for approval. Once the role request is approved, it will be routed to the Sentencing Commission for approval. Once the Sentencing Commission approves the request, the individual will have access to SGS Web.

If you have any questions regarding SGS Web or the various user roles, please contact the Sentencing Policy Specialist assigned to your county. Carrie Peters is assigned to the western counties and can be reached at 814.863.5204 or carriep@psu.edu. Helene Placey is assigned to the eastern counties and can be reached at 717.772.4122 or hjp3@psu.edu.

Thank you.