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# PA Commission on Sentencing

- **What is the Commission on Sentencing?**
  - An Agency of the General Assembly
    - Composed of 11 members
      - 4 State Legislators
      - 4 Judges
      - 3 Gubernatorial Appointees
        - Law Professor, DA, Defense Attorney
  - Offices at Penn State University in State College and in Harrisburg at the Capitol
    - <http://pasentencing.us>

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# PA Commission on Sentencing

- **Purpose of the Commission**
  - Create a consistent & rational statewide sentencing policy
  - Adopt Sentencing Guidelines
  - Promote sentencing equity and fairness
- **Powers and Duties of the Commission**
  - Collect & disseminate information concerning sentences imposed
  - Systematically monitor compliance with the guidelines and mandatory sentencing laws
  - Make recommendations to the General Assembly on modification or enactment of sentencing statutes

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# SGS Web

## ■ What is SGS Web?

- ❑ Sentencing Guidelines Software web based application
- ❑ The required method of collecting sentencing information
- ❑ Used to calculate/enter and submit all information required on the guideline sentence form
- ❑ Allows for multiple authorized users to work on the same case
- ❑ Provides county access to sentencing info – Standard Reports are available on SGS Web

# JNET

## ■ What is JNET?

- ❑ A secure “virtual single system” for the sharing of justice information by authorized users.
- ❑ The Pennsylvania Justice Network is a state agency located in Harrisburg
- ❑ JNET hosts SGS Web on a server to provide a high level of security
- ❑ The JNET office oversees registration and access to the JNET system

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# Summary

- JNET provides the means to access the SGS Web application
- Each JNET User has their own:
  - Digital Certificate on their office workstation
  - Password
- Do not share your Password

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# Summary

- The Sentencing Commission provides training and assistance on the SGS Web application
- SGS Web Help Desk
  - Answer questions or problems with the SGS Web application
  - Linda Bell – (814)867-1243 - [LMB13@psu.edu](mailto:LMB13@psu.edu)
  - JNET Help Desk - (877) 327-2465
    - Difficulty gaining access to the JNET system
    - Digital certificate or JNET logon concerns

## ■ Reporting Requirements

- All 5<sup>th</sup>, 6<sup>th</sup> & 6<sup>th</sup> Revised Edition Guidelines are required to be prepared and submitted on SGS Web (offense dates of 6/13/97 and forward)
  - Paper forms are not accepted but copies may be kept in the county
  
- Forms for prior editions of guidelines are found on the Commission's website (*pasentencing.us*)
  - Print and mail completed prior edition guideline forms to the Commission

# SGS Web

## ■ Required Fields

- ❑ Offender Name
- ❑ Race
- ❑ Sex
- ❑ Birthdate
- ❑ Offender Employed
- ❑ Prior Record Information
- ❑ Offense Date
- ❑ OTN
- ❑ Drug Type & Amount
- ❑ Sentencing Date
- ❑ Sexually Violent Predator
- ❑ PSI Completed
- ❑ Incarceration Minimum and Maximum
- ❑ Reasons for Departure
- ❑ Type of Supervision
- ❑ Type of Disposition

## ■ **Create Cases Based on a Judicial Proceeding**

- ❑ Definition – a proceeding in which all offenses for which an offender has been convicted are pending before the court for sentencing at the same time. It may include multiple docket numbers and OTN's.
- ❑ Do not create a separate judicial proceeding for the same offender when there are multiple docket numbers or OTN's sentenced on the same day before the same judge.

- **2 Ways to Create a Judicial Proceeding**
  - 1) Search by OTN (*\*preferred method*)
    - Pulls Offender and Offense Data from AOPC's CPCMS System to create a new judicial proceeding
  - 2) Search by Judicial Proceeding for Offender
    - If Offender information exists in SGS Web the user may copy the information and add it to the new judicial proceeding

## ■ **Prior Record Worksheets**

- ❑ SGS Web will automatically provide a list of existing Prior Record Worksheets if a match is found on the SSN
- ❑ Ability to copy the previous Prior Record Worksheet into the new Judicial Proceeding
- ❑ Ability to create 5<sup>th</sup>, 6<sup>th</sup> or 6<sup>th</sup> Edition Revised Prior Record Worksheets in the same Judicial Proceeding

## ■ Submitting Judicial Proceedings

### □ Users must have

- 1) the SGS Web role of “*County Administrator*”  
or
- 2) the County Administrator has given them “*submit privileges*” for the judge or judges within the county

## ■ Submitting Judicial Proceedings

- To submit a Judicial Proceeding these 3 modules must be completed;
  - 1) PRS 2) Offense 3) Sentencing
  
- **Important** - users **must click** on the **Submit button** to send the case to the Sentencing Commission. Completion of the Sentencing Module alone does not send the case

## ■ Submitting Judicial Proceedings

- ❑ Users have 30 days after pressing the submit button to change/update the case
- ❑ Changes after 30 days - contact the Commission and the status can be changed
- ❑ Users may print a completed guideline sentence form for their files
- ❑ Users are always able to access/view any judicial proceeding regardless of the timeframe