



**20<sup>TH</sup> JUDICIAL DISTRICT OF COLORADO**  
**ADMINISTRATIVE ORDER 11-103**

**SUBJECT: Conversion of Work Release Sentences to Day Reporting Sentences/EHM Sentences**

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**To:** Twentieth Judicial District Judges and Magistrates, District Administrator, Clerk of Court, Chief Probation Officer, Sheriff, Jail Division Chief, District Attorney, Public Defender

**From:** Maria E. Berkenkotter  
Chief District Judge

**DATE:** June 29, 2015

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**This Order replaces 20th Judicial District Administrative Order 11-103 dated February 11, 2015.**

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The Chief Judge of the Twentieth Judicial District has authorized the “step down” from a work release sentence to a day reporting sentence since approximately 1994. This Administrative Order was adopted in 2011 to memorialize this practice. It was subsequently amended on February 11, 2015 to also allow the “step down” from a work release sentence to the Sheriff’s electronic home monitoring program. This Administrative Order is now further amended following changes in the Sheriff’s earned time calculation to match the intent of the judges in the Twentieth Judicial District as to how the step down should be applied:

1. If the work release sentence is 180 days or less, the inmate is not eligible for the step down.
2. If the work release sentence is 181 days or more, the inmate is eligible to enter the day reporting program or the Sheriff’s electronic home monitoring program when he or she has completed 70% of his or her sentence, is in good standing, has had no major write-ups, has attended any classes required, and is up to date on fees. Approximately two weeks before the inmate is released, a letter shall be transmitted to the sentencing judge advising the judge that the jail intends to allow the inmate to transfer to the day reporting program or the Sheriff’s electronic home monitoring program. If the judge does not approve the plan, the inmate will not be moved. If the judge does not respond, jail personnel may move the inmate as planned.

3. To determine eligibility for the step down, the jail shall look to the duration of the sentence uttered by the judge at sentencing without regard to credit for time served or earned time. For instance, a Defendant sentenced to a 200-day work release sentence with 30-days credit for time served would be eligible to be considered for a step down.



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Hon. Maria E. Berkenkotter  
Chief Judge  
Twentieth Judicial District