

Department of Justice
Standard Operating Procedure
Repeat Offenders Policy & Expungement Guidelines
Effective Date: May 26, 2025
Version: 1.0
Approved By: Federal Government

1. PURPOSE

This Standard Operating Procedure (SOP) establishes guidelines for sentence enhancements based on a defendant's criminal history and the expungement process within the Department of Justice.

2. POLICY OVERVIEW

Sentencing enhancements are designed to deter habitual offending and reflect the heightened risk that repeat offenders pose to public safety. This SOP also provides a structured pathway to expansion for individuals seeking to rehabilitate and reintegrate.

3. CRIMINAL RECORD BRACKETS & SENTENCING ENHANCEMENTS

Sentences shall be enhanced based on the total number of previous charges on the individual's record. Final sentences must not exceed **150 months**.

Bracket	Total Charges on Record	Sentence Multiplier (Time & Fine)	Max Sentence (Enhanced)
Bracket 1 – Low Risk	0–3 charges	×1.0 (No enhancement)	Up to 150 months
Bracket 2 – Emerging Offender	4–7 charges	×1.1	Up to 150 months
Bracket 3 – Known Offender	8–12 charges	×1.25	Up to 150 months
Bracket 4 – Notorious Offender	13–20 charges	×1.4	Up to 150 months

Bracket	Total Charges on Record	Sentence Multiplier (Time & Fine)	Max Sentence (Enhanced)
Bracket 5 – Habitual Offender	21+ charges	×1.6	Up to 150 months

Note: Every Officer/Deputy processing a person **must** check their record before doing so. Calculated sentences that exceed 150 months must be reduced to the cap.

4. EXPUNGEMENT POLICY

Expungements provide an opportunity for rehabilitation and a clean slate. All requests must be submitted through formal court proceedings (**Civil Matter in the main Discord Emails**) and approved by a Judge. Each Bracket relates to the Enhancement Brackets.

Eligibility Rules:

- Expungements can only be applied for if the individual has served all time and is not on bail, wanted, or under investigation.
- Only one application per bracket wait period is allowed.
- A judge may deny expungement if the applicant demonstrates ongoing risk or insufficient rehabilitation.

Bracket	Wait Time	Review Requirement	Expungement Limits
Bracket 1	3 days	Judge Review	Any charge type
Bracket 2	7 days	Judge Review	Non-violent/misdemeanors prioritized
Bracket 3	14 days	Judge Review	Up to 5 charges max per request
Bracket 4	21 days	Judge Review	Up to 3 charges max; no major violent felonies
Bracket 5	30 days	Judge Review	Highly restricted; minor infractions or charges older than 30 days only

5. JUDICIAL DISCRETION

Judges have the authority to:

- Adjust or waive enhancements during plea deals or under compelling RP circumstances.
- Consider cooperation with law enforcement or substantial assistance in other investigations.

6. ENFORCEMENT & REVIEW

This SOP will be reviewed quarterly by DOJ leadership to ensure fair application and balance within the legal system.

Released By: Department of Justice

Written By: AG Cromwell

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