

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Facilities Operations	Reference Number: IIA25-0001 (227.04)	Revises Previous Effective Date: 4/01/11
Subject: Offender and Staff Communications Committee		
Authority: Bryson/Ward	Effective Date: 10/01/15	Page 1 of 4

I. POLICY:

To promote positive communication between facility management and offenders, each facility will establish an Offender and Staff Communication Committee (OSCC). While informal lines of communication are available, there exists a need for selected representatives of the offender population to discuss mutual problems and general concerns with the facility administrative staff on a regularly scheduled basis.

II. APPLICABILITY:

All State Prisons, County C.I.'s, Private Prisons, Transitional Centers, Probation Detention Centers, Inmate and Probation Boot Camps, Parole Revocation Centers and any other facility housing GDC offenders or probationers.

III. RELATED DIRECTIVES:

None

IV. DEFINITIONS:

Dormitory Representative - An offender selected to represent his/her assigned dormitory

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V. ATTACHMENTS:

None

VI. PROCEDURE:

- A. Offender participants are to represent the views of offenders in general and not those of the individual. Committee meetings are to be conducted in a professional manner insuring all participants are treated with respect and dignity. The committee will meet a on a monthly basis.
- B. Offender and Staff Communications Committee Should:
1. Provide opportunities for offenders to raise matters of concern with facility management in relation to policy or operational issues;
 2. Promote offender ideas to improve the quality of daily living within the facility for both prisoners and visitors;
 3. Act as a channel of communication between offenders, management and staff to promote positive interaction;
 4. Provide a forum to inform and educate offenders regarding changes to operations or routines;
 5. Assist in reducing conflicts; and
 6. Assist in the development and or implementation of initiatives for the facility where appropriate.
- C. The Offender and Staff Communications Committee will:

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1. Not be a decision making forum;
 2. Not be a forum for the raising of individual grievance issues which should be resolved through other processes;
- D. The Executive Committee will consist of:
1. Warden/Superintendent;
 2. Deputy Wardens/Assistant Superintendent,
 3. Unit Managers,
 4. Any other department heads deemed appropriate to the various facility missions.
- E. The Offender Committee will consist of:
1. One representative and an alternate from each general population housing dormitory.
 2. The Warden/Superintendent will have an option to add additional members to represent sub-groups within the population, for example, wheelchair bound offenders or minority ethnic groups.
- F. Offenders will forward nominations for the Offender Committee to their Counselor who will then forward to the Warden/designee. The nominations must receive a recommendation from the counselor/Unit Manager prior to being forwarded to the Executive Committee for formal approval. Offenders must meet the following criteria to be considered for service on the Committee:
1. Offenders must have at least six (6) months remaining on their sentence;

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2. Offenders must have clear conduct for the last six (6) months; and
 3. Offenders must be housed at the facility for at least six (6) months.
 4. Offenders will be permitted to serve a maximum of twelve (12) months on the committee. After twelve (12) months the offender should be re-nominated if he/she is to consider serving.
 5. Offenders must not be an active associate of a criminal organization.
 6. Members may be removed if their actions within the Facility are determined to pose a threat to the security of the operation.
- G. Offenders will forward questions to be addressed at the next meeting to the Warden/Superintendent's Office two (2) weeks in advance. The Executive Committee will review these questions/concerns and be prepared to discuss them at the next meeting. Dorm representatives will submit no more than five (5) questions per month.
- H. Minutes:
1. Minutes must be taken for each meeting must be taken by a member of the Executive Committee.
 2. Minutes are to be placed on notice boards within the facility for review by the offenders and staff.
 3. All minutes will also be available in the offender library.