

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: FACILITIES OPERATIONS	Reference Number: IIB16-0002 (211.06)	Revises Previous Effective Date: 9/15/10
Subject: IN-HOUSE TRANSITIONAL CENTER DORMS (ITC)		
Authority: Bryson/Ward	Effective Date: 07/10/15	Page 1 of 7

I. POLICY:

The selection of inmates for the In-House Transitional Centers (ITC) shall be inmates originally sentenced under SB441 (two strikes and you are out), SB440 (juveniles sentenced as adults), and inmates with Maximum Release Dates or Tentative Parole Months (TPM) within 18 months of release. Those inmates shall be identified and placed in a specialized housing unit at selected state facilities for delivery of programs targeted at preparing them for successfully re-entering society with a reduced risk of returning to prison.

II. APPLICABILITY:

All state, county, and private prisons housing targeted inmates

III. RELATED DIRECTIVES:

O.C.G.A. 17-10-6.1 , 15-11-28(b) (2) (A)

IV. DEFINITIONS:

A. **SB441:** A bill enacted into law effective January 1, 1995 now codified as O.C.G.A. 17-19-6.1. Better known as "two strikes and you are out," SB441 requires that anyone convicted of any of the seven serious violent felonies (also known as seven deadly sins) must serve a minimum of ten years in prison without parole. Any sentences handed down by the court beyond ten years are also not eligible for parole. Anyone convicted of a second "deadly sin" receives a mandatory sentence of life without parole.

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- B. **SB440:** A bill enacted into law effective January 1, 1995 now codified as O.C.G.A. 15-11-28(b)(2)(A) gives the superior court exclusive jurisdiction over children ages 13-17 who are alleged to have committed one of the "seven deadly sin."
- C. **Seven Deadly Sins:** The "serious violent felonies" are: Murder or Felony Murder, Armed Robbery, Kidnapping, Rape, Aggravated Child Molestation, Aggravated Sodomy, and Aggravated Sexual Battery.
- D. **In-House Transitional Center (ITC):** A housing unit of varied size housing only the inmates assigned to this program.
- E. **Volunteers:** Individuals or groups with specific knowledge and skills who provide services or resources within their area of expertise.
- F. **COMPAS:** The Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) is an automated, statistically based assessment instrument designed to assess key risk and criminogenic need factors for correctional populations. COMPAS is used for developing case plans for placement, supervision and case-management of offenders.
- G. **TCUDS:** The Texas Christian University Drug Screen (TCUDS) is a 15-question substance abuse screening device. It is a self-assessment of an offender's need and readiness for substance abuse treatment.
- H. **SAGE:** The System for Assessment and Group Evaluation (SAGE) measures vocational aptitude, cognitive and conceptual abilities, vocational interest inventory, work attitude, temperament factor assessment, learning styles and work ethics.
- I. **TABE:** Test of Adult Basic Education (TABE) is a national assessment examination to determine individual adult academic achievement.

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J. **Interest Profiler:** An occupational assessment instrument used to build a career plan leading to employment.

K. **Inmate Career Center:** Located within GDC facilities, staffed with inmates trained as career clerks; contains resources used to build career/ employment plans.

V. **ATTACHMENTS:**

Attachment 1 - Career Plan

Attachment 2 - In-House Transition Center Dorm (ITC) Action Plan

VI. **PROCEDURE:**

A. Inmates meeting the criteria of this program shall be assigned to the specialized housing unit designated for the In-House Transitional Center. Eligible inmates within eighteen months of release date, either max or TPM may be placed in this program.

1. Inmates with no more than eighteen (18) months and no less than six (6) months remaining on their sentence may be eligible for In-House Transitional Center assignment. Approval for assignment of inmates in the ITC with tentative release dates beyond the 18-month criteria should be obtained through the ITC State Coordinator and this approval shall be noted in SCRIBE.

2. A Program Coordinator will be assigned to the housing unit program. This person will preferably be a staff counselor. It is strongly recommended that the person assigned to this program not carry other caseload in the institution due to the intensive nature of the program. The Coordinator/Counselor will be expected to document once a month in case notes.

3. The Program Coordinator will provide a monthly roster to the Institutional Classification Committee

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of eligible candidates for placement in this program based on their discharge date. Institutional Classification Committee will then assign eligible inmates to the designated housing units at participating facilities. Once an inmate is assigned to this program, it is considered a mandatory assignment. Offenders who do not meet the criteria for the program shall not be placed in the program dorm unless assigned as a clerk, dorm orderly or mentor.

4. When determining inmate placement for In-House Transitional Center, priority will be given to inmates who are maxing out on their sentence. Consideration will then be given to those inmates with TPMs within the identified range. Placement in the ITC program should never override an inmate being placed in a Transitional Center or specialty type program such as RSAT.
5. It is strongly recommended that a closed dormitory be used for placement of the ITC unit. Many aspects of the program include increased responsibility and this is better done in the closed dormitory environment.
6. All inmates placed in this program must be able to reside in a general population dorm.
7. Inmates removed from the In-House Transitional Center for adjustment/disciplinary reasons should be returned to general population and may be reconsidered only if referred by the Institutional Classification Committee. However, all other alternatives for dealing with the disciplinary infraction should be explored before removal from the program.
8. Any inmate in the program, whose TPM date is adjusted beyond the 18-month criteria, should be placed back into general population upon the discretion of the institution. The inmate may

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rejoin the program again when the maximum discharge or TPM date is back within the 18-month time range.

9. It is strongly recommended that a designated officer be assigned to the ITC dormitory. The designated officer will receive specialized ITC staff training.
- B. The programs of this specialized unit shall be designed to address the assessed criminogenic needs, risk, and responsivity factors of the assigned population as identified through COMPAS with the intent to accomplish the major components of this program. All inmates assigned to this program must participate in their individual assessed program plan and be assigned to GCI work, vocational training, OJT, or a specialized work detail.
1. Incentive programming is also a key part of the ITC unit. It is expected that each facility will develop incentives to use with the inmates in the program.
 - a. **REENTRY:** Reentry begins at the offender's earliest point of entry to the facility. Reentry will link clients to program services necessary for successful transition and reintegration into the community. Reentry will increase the community and correctional capacity to address the offender's needs and identify community resources to match assessed needs. Reentry will link community support and aftercare for released offenders. Reentry will collaborate with agencies that provide services such as mental health, social services, housing and employment services to affect the lives of offenders once they are released from custody.
 - b. **EDUCATION:** The participants shall enroll in an appropriate level of education program based on TABE scores and results with an emphasis to complete a GED program. TABE will be given if

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they have not had one done in the past year or if directed by COMPAS.

- c. **SUBSTANCE ABUSE:** All offenders in the ITC program must complete the state minimum substance abuse guidelines.

Based on the COMPAS, a referral to the more advanced programming will be made. The TCUDS score on all ITC participants will be reviewed and this noted in SCRIBE.

- d. **EMPLOYMENT READINESS:** The participants shall be assigned to a work assignment to develop specific employment skills. Emphasis will be placed on the concepts of going to work, being on time and productivity. Employment readiness will prepare offenders to work in society. Participants will be oriented and trained in work ethics, interviewing skills, job etiquette, payroll and budgeting. The dorm unit will house a minimum of one computer, maintaining an in-dorm career center for the participants. All participants will complete the Interest Profiler, attached career plan and a working resume. It is recommended that the resume and any other documents created in the career center be saved on disk by the counselor and placed in the offender's TOPPSTEP file. The SAGE will be administered when COMPAS indicates assessment.

- 1) Volunteers from the community will be recruited to deliver specific presentations to enhance the participants understanding of current trends and job opportunities available.
- 2) Collaboration with other agencies to conduct career and resource fairs will be used to enhance education for viable jobs. All career and resource fairs must be

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approved first through the state vocational coordinator.

- 3) Some job placement will be identified prior to release through a pre-qualified list of employers.
- 4) Utilizing the "Interest Profiler", all program participants will develop a "Job Plan" as part of their participating in the "Career Center".

e. **COGNITIVE/Behavioral Programming:** Cognitive-behavioral programs will be available to participants in the specialized unit. These programs are designed to change criminal thinking and behavior. These approaches hold offenders accountable for their behavior with interventions that are structured and directive. The counselor will prepare a program plan based on identified needs and risks of the offender. COMPAS will be used as an assessment tool to develop a program plan. Cognitive-behavioral curriculum will be determined by Risk Reduction Services.

C. The Deputy Warden CT or designee will have oversight of the ITC program to ensure compliance with this policy. The Warden will ensure that the ITC is a part of the facility mission and an institutional team concept that is supported throughout to enhance success in reducing recidivism and better manage offenders.

VII. Retention Schedule:

- A. Attachment 1 of this SOP will be retained in the inmate's institutional file.
- B. Attachment 2 of this SOP will be maintained in the inmate's institutional file.