

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: FACILITY OPERATIONS	Reference Number: IID05-0001	Revises Previous Effective Date: 7/15/02
Subject: RESIDENT PROGRAMS AND SERVICES		
Authority: OWENS/JACOBS	Effective Date: 9/8/2014	Page 1 of 5

I. POLICY:

Residents shall receive programs and services at all Transitional Centers. The Superintendent shall be responsible for the establishment of all programs and services for Center Residents. These programs and services shall include counseling/case management, employment, education, community service, drug and alcohol surveillance, leaves/passes, and driver's licenses. Programs and Resident services shall be presented for the purpose of:

- A. Aiding in personal growth and development
- B. Overcoming problematic behaviors, particularly those identified as high risk, such as substance abuse, and monitoring progress in this process
- C. Aiding in the adjustment to the Center
- D. Reinforcement of the importance of employment retention
- E. Establishing a verified residency plan
- F. Teaching skills to enhance the resident's quality of life and success, to include basic life skills information

II. APPLICABILITY:

Transitional Centers

III. RELATED DIRECTIVES:

- A. GDC Rule: 125-3-4, 125-3-6, 125-4-2-01, 125-4-6-01, 125-4-7
- B. GDC SOPS: VA00-0000, VA01-0013, VB00-0000, VB01-0007, VC00-0000, VC01-0011, VE00-0000, VE01-0008, VF00-0000, VF01-0002

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IV. DEFINITIONS:

None

V. ATTACHMENTS:

None

VI. PROCEDURE:

Due to the relatively short period of stay at a Transitional Center, programs and services shall be designed to address the high risk needs and problems of the resident population in a time-effective manner. Program schedules shall recognize that the goal of Transitional Centers is full-time employment. Thus, the great majority of services and programs shall be offered in the non-working hours when residents are available.

A. Counseling and Case Management Services: Counseling and case management are addressed in Counseling Services SOPS (VB00-0000 through VB01-0007).

B. Odyssey Program: All residents entering the Transitional Center Program shall complete the Odyssey Program during the Orientation Phase (Phase 1) of the program. A nominal fee for the required Odyssey Program material will be automatically deducted from the offender's account, by the center's business office.

C. Education: The Center shall establish an academic education program by using community resources and/or volunteers such as the local adult education coordinator or technical school staff, when a part-time or full-time education staff member is not available. The focus of the education program should be on literacy, Adult Basic Education, and GED preparation courses. Selection of residents to participate in the programs shall be based on assessed need and should be included in the program plan. When appropriate, post-release plans shall include the continuation of educational activities. Education SOPS VC00-0000 through VC01-0011 provides guidance.

D. Recreation: A minimum of seven (7) hours per week, with a minimum of one (1) hour each day, of leisure or recreation

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time shall be offered to each resident not restricted from such activities by medical considerations. Recreation SOPS VE00-0000 through VE01-0008 provides guidance.

1. Activities may be structured or unstructured. Weather, staff availability and other factors may be considered in determining recreational opportunities.

2. Residents shall not be given supervisory responsibility in recreation activities. Activities involving extensive physical contact are to be avoided.

E. Religious Services: The Superintendent of each Center shall ensure that residents have the opportunity to voluntarily practice their religious beliefs and to voluntarily attend religious services. Residents may be allowed to attend religious services at community churches, temples or other religious gatherings with the approval of the Superintendent. Also, approved religious services and programs may be offered at the Center.

1. All attendance by residents at such activities shall be on a strictly voluntary basis.

2. The Center shall recognize, subject only to limitations necessary to maintain facility order and security, the individual resident's right to adhere to the requirements of the respective faiths, including access to religious publications, to representatives of their faith, and to religious counseling.

3. Transitional Center maintenance residents shall have voluntary access to religious services and counseling. Access shall be provided either by allowing GDC trained religious leaders and volunteers to come onto Center property according to a previously arranged schedule, or by transporting maintenance residents to a nearby state prison to attend religious services and receive religious counseling.

4. Chaplain Services SOPS VA00-0000 through VA01-0013 provides further guidance.

F. Volunteer Services: At the Superintendent's discretion, volunteers may be used to provide adjustment, personal growth, and rehabilitative services to residents. The assignment of

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volunteers shall be at the discretion of the Superintendent. SOPS VF00-0000 through VF01-0002 provides guidance for registering and managing volunteers.

1. An orientation program for all volunteers shall be conducted. This program shall insure knowledge of institution rules, regulations, expectations, and shall identify the duties of the volunteer(s) and Center staff.

2. The Superintendent has the authority to curtail, postpone, or discontinue involvement by any volunteer or group of volunteers.

G. **Driver's Licenses:** All eligible residents are expected to obtain a valid Driver's License prior to release from all GDC Transitional Centers. Each Superintendent shall have the final approval of allowing a resident to obtain a Driver's License.

1. The following reasons shall be accepted for residents not obtaining a license while at the Transitional Center:

- a. Fines exceed the Resident's financial capability to obtain a license.
- b. The resident refuses to participate.
- c. The resident is under a court-ordered license suspension or revocation.
- d. Resident has a physical or mental impairment that would exclude him/her from obtaining a license.

2. The Following Procedures shall be followed by all GDC Transitional Centers:

- a. During the initial interview, the assigned counselor determines the status of the residents' Driver's License. If the resident has a valid license, this information shall be documented and no further action is needed.
- b. Each Center shall establish a point of contact to monitor and record the results of the

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Driver's License program. This person shall be responsible for reporting monthly statistics to the Superintendent, establishing a relationship with DDS and assisting the residents through the process.

- c. Residents may utilize activity passes to visit local DDS offices for Driver's License business.
- d. Each Superintendent shall establish local procedures that determine mode of transportation to and from DDS offices, DUI class attendance, and other requirements.
- e. Approved modes of vehicle testing shall be determined by the Superintendent. For example, residents may utilize family vehicles, vehicles provided by transportation companies or in some cases employer vehicles. State Vehicles shall not be utilized for this purpose.
- f. Centers shall report monthly Driver's License statistics on the Facility Operations COMPSTAT Report.

VII. RECORD RETENTION:

None