

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Access to Services/Programs		
Policy Number: 107.02	Effective Date: 2/14/2019	Page Number: 1 of 4
Authority: Commissioner	Originating Division: Inmate Services Division (Risk Reduction Services)	Access Listing: Level I: All Access

I. Introduction and Summary: It is the policy of Georgia Department of Corrections (GDC) that counseling/case management services are accessible to all offenders in GDC facilities. It shall be the policy, procedure, and practice that GDC offers a range of resources appropriate to the needs of offenders, including individual and family counseling, family planning and parental education, and community services.

II. Authority:

- A. GDC Board Rules: 125-2-1-.01, 125-4-1-.04, and 125-4-1-.06;
- B. GDC Standards Operating Procedures (SOPs): 103.63 Americans with Disabilities Act (ADA) Title II Provisions, 220.03 Classification, 107.01 Purpose & Objectives-Counseling Programs, 220.04 Offender Orientation, and 214.01 Operations of Care & Treatment; and
- C. ACA Standards: 4-4277, 4-4278, 4-4428, 4-4429, 4-4430, 4-4431, 4-4432, 4-4435, 4-4436, and 4-4442.

III. Definitions: None

IV. Statement of Policy and Applicable Procedures:

This policy is applicable to all Administrative and counseling staff in all GDC State Prisons, Private and County Prisons, and Centers:

- A. The staff in the Care and Treatment Department will at least annually assess the needs of the offender population to ensure that the necessary programs and services are available to meet the needs of the offender population. The assessment shall address areas including, but not limited to, student participation, student performance data, personnel data, and detailed program goals. The Deputy Warden of Care and Treatment will oversee to assure any needed implementation is initiated by the Programs Department.
- B. Community social service resources are used to augment counseling services provided in the institution and will be coordinated by the Chaplain/Volunteer Coordinator.

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- C. Program Coordination and Supervision: The Care and Treatment Program is administered and supervised by a qualified, trained individual with a minimum of a Bachelor's degree in the social or behavioral sciences or a related field.
- D. Each offender will be assigned a counselor who will be responsible for managing their case, assisting with the development of their individualized case plan, and for recommending programs and services that meet the goals established in the plan.
- E. Case Management and Counseling Services/Programs are provided, but are not limited to the following: Offenders will have the opportunity to participate in the classification process by presenting opinions, preferences and requests regarding their participation in programs to their Counselor/Case Manager with Attachment 8, Counselor Request Form located in SOP 220.03 Classification Committee
- F. GDC prohibits discrimination based on an offender's race, religion, national origin, sex, disability, or political views in making administrative decisions and in providing access to programs.
- G. Where male and female offenders are housed in the same facility, they will have separate sleeping quarters, but will have equal access to all available services and programs. Neither sex will be denied opportunities solely on the basis of their smaller number in the population.
- H. Comprehensive counseling and assistance are provided to pregnant offenders in keeping with their expressed desires in planning for their unborn children.
- I. All offenders will have access to a program of release preparation prior to their release to the community.
- J. Counseling services and programs will be scheduled to address the assessed needs of each offender. GDC prohibits discrimination on the basis of disability in the provision of services, programs, and activities administered for program beneficiaries and participants.

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1. Offenders who are assigned to a work detail or program will receive general counseling/case management services at times that do not conflict with the assignment.
 2. Assignment to programs and services which address the criminogenic needs, as identified in the offenders' case plan, will take precedence over all other assignments when delays in assignment would not allow sufficient time to complete the program/services.
- K. Each facility will offer at a minimum the following programs:
1. Motivation for Change (M4C);
 2. Reentry Skills Building;
 3. Family Violence;
 4. Thinking for A Change (T4C);
 5. Moral Reconation Therapy (MRT);
 6. Matrix Early Recovery Skills;
 7. Matrix Relapse Prevention; and
 8. Problem Solving Skills in Action.
- L. Each facility will develop a procedure for staff to be available to counsel offenders upon request (Counselor Request Form); provision is made for counseling and crisis intervention services. These procedures will be presented orally and in writing, or by using other means of effective communication, to each offender during the orientation process and a copy will be placed in the Care and Treatment Operational Manual.
- M. Written procedures will be developed that ensure access to counseling services/programs for those offenders not assigned to general population. These

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procedures will address the needs of offenders who are permanently or temporarily assigned to Tier I, Tier II, Protective Custody, Death Row, Special Management Unit, Medical Infirmaries, etc.

N. Written procedure will be developed to provide counseling and case management coverage during the extended absence of a counselor and this should be kept in the Care and Treatment Operational Manual.

O. Offenders who do not have access to the services or programs required to meet the goals established in the case plan will be considered for transfer to a facility/site that can provide those services/programs.

V. **Attachments:** None

VI. **Record Retention of Forms Relevant to this Policy:** None