

Reentry Checklist and Narrative:

Department of Community Supervision Office and Day Reporting Centers

- **This attachment is intended to provide information regarding the reentry efforts of the Department of Community Supervision, once the offender has been released by GDC.**
- **Offender reentry preparation/planning begins when the offender is received by the Georgia Department of Corrections. Reentry planning is intended to be an on-going and dynamic endeavor and continues through the offender's release from custody, into the hands of DCS, and beyond.**

The initial contact with the probationer/parolee will establish the next phase in the reentry process and ensure the seamless transition from incarceration to community supervision. The Community Supervision Officer (CSO) will discuss the following topics with the probationer/parolee as they apply within the first thirty days of supervision.

- **Reentry Case Plan** – The reentry case plan is developed from the Next Generation Assessment. The NGA follows the offender from incarceration through community supervision. CSO's will refer to this case plan make any necessary adjustments for program completions not addressed in the facility.
- **General and Special Conditions of Probation and/or Parole (supervision)**
- **Orientation and Initial Interview/Case Management**
- **Next Generation Assessment (NGA)**
- **Supervision Requirements (driven by DCS Policy and Operating Procedures, Conditions of Probation and Law and Parole Board directives)**
- **Housing** – If the probationer/parolee does not have a residence plan, THOR directory will be consulted (www.pap.state.ga.us)
 - Also: Faith Base/Non-Profit Organizations, Department of Community Affairs and the Veterans Administration (If applicable)
- **Employment** – Probationers/parolees may be referred to:
 - The local Department of Labor Office, local Community Action Authorities, Office of Workforce Development (local Mayor's Office), and Reentry Handbook resource section for job sites/employments leads.
 - The TOPPSTEP representative with the Department of Labor and the Fatherhood Agent with the Department of Human Resources also offer employment assistance and also sponsor job fairs throughout the year.
- **Department of Labor TOPPSTEP Representative** – Contact the local TOPPSTEP representative, Georgia Department of Labor, to visit the Community Supervision Office to assist the probationer/parolee with employment assistance.
- **Proof of Residence Form/Department of Driver Services** –
 - This form was developed by the Department of Driver Services and will allow the probationer/parolee to apply for/obtain a State ID, or Driver's License, immediately upon release, from the local DDS Customer Service Center, in order to seek/maintain employment (once proof of identity, birth and citizenship are confirmed, and pending resolution of any current driver's license suspensions, etc.).
- **Identification** – State ID/Driver's License, Birth Certificate, Social Security Card.
 - CSO Officer to ensure TOPPSTEP documents were given to the probationer / parolee upon GDC release.

- **Veteran Status** – If the probationer/parolee is a Veteran, CSO will check to see if the probationer/parolee has a DD-214 and if not refer them to the Veterans Administration, contact information is included in the Reentry Skills Building Handbook. The DD-214 will enable the probationer/parolee to file for applicable benefits, i.e. medical, housing, etc.
- **Level of Education** – CSO will discuss educational goals and assist offender to enroll in GED program, if needed.
- **Health/Special Profiles/Substance Abuse** – CSO will discuss any current medication and if they were in any special programs or dorms due to special profiles i.e. mental health, and refer offender to appropriate community resources if indication of mental health needs/problems or medication.
- **Child Support Obligations** – The Office of Child Support Services (OCSS) serves Georgia parents who need assistance.
 - If the probationer/parolee is a non-custodial parent and participated in the Fatherhood

Program while incarcerated he/she could qualify for educational, employment and child support assistance. CSO will ensure the Probationer reports to their local Office of Child Support Services as they are listed in the Reentry Handbook (CAPTIVA).

Either parent may apply at the local office that serves their county or online through the website: www.ocss.dhs.georgia.gov

- **Fatherhood Program** - This program is a collaboration between the Department of Corrections and the Department of Human Services and the State Board of Pardons and Paroles. CSO will consult offender regarding involvement in this program.
- **DUI schools and clinical evaluators:** CSO will discuss that Georgia law requires all DUI convictions (unless waived by the judge) to have a clinical evaluation and attend Risk Reduction (DUI) School. A list of approved sites is on the Department of Driver Services website at: www.dds.ga.gov
- **Social Security Benefits** – CSO will provide the contact information for the local Social Security Administration Office in order for the probationer/parolee to begin receiving benefits if applicable.
- **Debit Card**—CSO will ask if probationer/parolee received the debit card from the release facility and if not, will contact GDC/Warden’s office to get assistance.
- **Sex Offender Requirements** – The Specialized Probation Supervision (mental health) CSO will receive notification from the sex offender release facility, 45 days prior to offender release for those requiring registration to ensure housing confirmation. It is the responsibility of the SPS CSO to ensure the probationer / parolee has a clear understanding of their responsibility as it relates to the sex offender laws and to ensure all required paperwork and actions have been completed.
- **Reentry Skills-Building Handbook** – The probationer / parolee should have received a copy of the handbook during the incarceration period. CSO will assist offender to refer to this handbook as it serves as an excellent community resource guide.