

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Program and Treatment Completion Certificate		
Policy Number: 107.13	Effective Date: 9/24/2018	Page Number: 1 of 6
Authority: Commissioner	Originating Division: Inmate Services Division (Risk Reduction)	Access Listing: Level I: All Access

I. Introduction and Summary:

The Georgia Department of Corrections (GDC) shall provide standardized procedures for issuing a Program and Treatment Completion Certificate for all eligible offenders. The Department is under no obligation to issue a Program and Treatment Completion Certificate to offenders who do not meet the established criteria.

II. Authority:

- A. O.C.G.A. §§ 42-2-5.2 and 17-10-6.1; and
- B. GDC Standard Operating Procedures (SOPs): 106.02, Chaplaincy Objectives; 106.04, Chaplaincy Services; 107.01, Counseling Purpose and Objectives; 107.02, Access to Services and Programs; 107.05 Program Management; 107.08, Cognitive Behavioral Programs; 107.11, Residential Substance Abuse Treatment; 108.01, Education Programs Administration; 108.08, Vocational Education; 108.11, On-the-Job Training (OJT) Programs; 207.04, Offender Work Details; 209.01, Offender Discipline; 215.17, Resident Programs and Services; 220.03, Classification Committee; 409.05.01, Prison Industries Enhancement Program (PIE); and 508.18, Mental Health Discipline Procedures.

III. Definitions:

- A. **Program and Treatment Completion Certificate** - An official document that shall be issued to eligible offenders under the rules and regulations of the Board of Corrections. The Certificate symbolizes an offender's achievements towards successful reentry into society;
- B. **Current Incarceration** - The sentence(s) for which the offender is actively incarcerated; and
- C. **O.C.G.A. § 17-10-6.1** - Sentencing of persons convicted of: Murder or felony murder, as defined in Code Section 16-5-1; Armed robbery, as defined in Code Section 16-8-41; Kidnapping, as defined in Code Section 16-5-40; Rape, as defined in Code Section 16-6-1; Aggravated child molestation, as defined in subsection (c) of Code Section, 16-6-4, unless subject to the provisions of paragraph (2) of subsection (d) of Code Section 16-6-4; Aggravated sodomy, as defined in Code Section 16-6-2; or Aggravated sexual battery, as defined in Code Section 16-6-22.2.

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IV. Statement of Policy and Applicable Procedures:

- A. **Overview:** It is the responsibility of the Warden, Superintendent or their designee, and the Deputy Warden of Care and Treatment or Assistant Superintendent to ensure that Certificates are issued to eligible and approved offenders. The Certificates are a meaningful reentry resource for offenders transitioning back into the community. Certificates provide a record of the programs and detail assignment (work history) of the offender. The Certificate shall include information on all programs and activities that the offender participated in during their current incarceration.
- B. **Offender Eligibility Criteria:** Offenders must satisfy the following conditions to be eligible for the Certificate:
1. Must be a MH Level 3 or below;
 2. Cannot be convicted of a serious violent felony, as defined in Georgia Code Section 17-10-6.1;
 3. May not have an active ICE detainer;
 4. Cannot be convicted of additional crime(s) committed during the current incarceration;
 5. Cannot be found guilty of a High or Greater Disciplinary Action/Report within the last 12 months prior to release. The twelve (12) month cut-off for DRs begins on the date when the infraction occurred and not when the sentence was imposed. If the offender is found not guilty or the DR is dismissed it will not have a negative impact on their eligibility for the Certificate; and
 6. Cannot have a refusal or disciplinary withdrawal from programs or treatment within the last twelve (12) months prior to release.

NOTE: Information used to generate the Certificate will be from the current incarceration only. If an offender committed a crime prior to their Current Incarceration but was convicted or sentenced for that crime during their Current Incarceration, they may still be eligible for a Certificate. If the conviction was for an offense enumerated in O.C.G.A. § 17-10-6.1 the offender will be ineligible.

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C. **Certificate Information:** All information recorded on the Certificate will be self-populated based on the information obtained from the SCRIBE programs and detail (work history) scheduling modules. Staff shall confirm that all information regarding programming and details is recorded correctly on the Certificate. The Certificate is divided into five (5) sections, described below, which reflect the various programs and work areas:

1. Needs Assessed Programs and Treatment Completed - This section will list all assessed and referred mandated programs identified by a GDC approved assessment and completed by the offender;
2. Needs Assessed Programs and Treatment Not Completed - Activities in this section have not been completed for one of the following reasons;
 - a. Withdrawn from Program; or
 - b. Released Prior to Completion.
3. Academic Education Classes - Activities in this section reflect any academic educational programs completed or enrolled in during the current incarceration; unless completed within a GDC facility, all GED, high school and higher education information is self-reported. If an offender self-reported a GED, high school diploma or higher education, this section will display as Self-reported GED/high school diploma or higher education. Otherwise, it will show any academic programs enrolled in by an offender during the current incarceration and show the current status as of the certificate date;
4. Vocational and Work History - This section includes the offender's job skills, work details, On-the-Job Training, and Vocational Education participation. Vocational Education classes follow the Technical College System of Georgia guidelines. Program availability differs depending on location; and
5. Personal Development and Special Programs - This section includes voluntary programming completed by the offender which is beyond the programs required or identified through an assessment. These are programs that offenders believe will enhance their overall development and reentry. Personal Development and Special programs include but are not limited to the Veterans

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Dorm, Faith and Character Dorm, New Orleans Baptist Theological Seminary and In-house Transitional Centers.

D. Workflow and SCRIBE Integration:

1. All offenders shall receive information about the Certificate during Orientation at Diagnostics and upon arrival at a new facility. Staff shall utilize the GDC authorized Program and Treatment Completion Certificate brochure, Attachment 1, to educate the offenders on eligibility criteria and benefits of the certificate. Offenders shall sign the Orientation Checklist, Attachment 1 of SOP 220.04 Offender Orientation, as an acknowledgement that they were informed about and understand the information they received concerning the Certificate. This action shall be documented in SCRIBE and the Orientation Checklist, Attachment 1 of SOP 220.04 Offender Orientation, shall be placed in the offender’s institutional file.
2. The ability to generate a Certificate will be activated once a release date has been approved in SCRIBE. This will include offenders who do not have a TPM and are serving their entire sentence (“Max outs”). When a release date is approved, the Reentry checklist status will change from “Not Started” to “In Process”. SCRIBE will automatically determine if an offender is eligible to receive the Certificate.
3. If the offender is ineligible (see above, Section IV, subparagraph B), SCRIBE will change the Reentry checklist status to “Exempt” and the reason for ineligibility will be displayed under the Programs Module – Program and Treatment Completion Certificate Summary page.
4. If staff clicks the review Certificate link and the offender has not been approved for release or given a release date, a message will appear that states, “This offender does not have an approved release record.” At this point, Staff will be unable to move further until the offender has an approved release record.
5. Once a release date has been approved, the counselor shall meet with the offender to inform the offender that the Certificate will be included in the release package, if eligible, and discuss the Certificate’s use and benefits. This contact shall be documented in SCRIBE.

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6. If an offender is eligible for a Certificate, SCRIBE will automatically place the Certificate in the Warden or Superintendent’s “To Do” list.

7. The Warden, Superintendent or their designee shall print the Certificate on GDC approved anti-copy security paper and provide the original Certificate to the offender upon release. The Warden, Superintendent, or their designee must sign the Certificate prior to presenting it to the offender. If an offender’s approved release is canceled after a Certificate is generated, then the generated Certificate information will also be canceled automatically in SCRIBE and will be removed from the summary and issue history pages. The Warden, Superintendent, or their designee should dispose of the printed Certificate by shredding it. A new Certificate can be generated once a new release date is approved.

8. Prior to printing, if the Warden, Superintendent, or their designee believes that the Certificate contains discrepancies, they should discontinue action on the Certificate by selecting the “Go Back” option from the “To Do” list and:
 - a. Contact the Chief Counselor or counselor of record and request a review and immediate correction of the information if necessary;
 - b. Once necessary corrections are completed, the Chief Counselor or counselor of record will advise the Warden, Superintendent, or their designee that necessary changes have been made;
 - c. The Warden, Superintendent, or their designee shall return to the “To Do” list and, upon selecting the offender’s Certificate, choose “Update Certificate” from the SCRIBE PTCC screen to start the automation process over;
 - d. If the offender is now ineligible due to corrected information, the offender will no longer show in the Warden’s or Superintendent’s “To Do” list;
 - e. If the offender remains eligible with the corrected information, the offender will again show in the Warden’s or Superintendent’s “To Do” list and the Certificate shall be printed on the GDC approved anti-copy security paper only; and

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f. The original Certificate shall be given to the offender along with all other release paperwork and items upon release.

9. The original Certificate can only be reviewed or printed at the facility or site where the offender is currently located. Offenders temporarily assigned to another facility for medical or court reasons will be issued a Certificate from that facility if eligible.

E. Requesting Copies:

1. After release from incarceration: Offenders may request copies of the Certificate at any facility operated by Georgia Department of Corrections or Department of Community Supervision (DCS) office. This copy shall be printed on regular paper and notarized by authorized GDC personnel. This notarized copy shall be treated as a valid Certificate.
2. After release from incarceration: All requests for duplicate Certificates utilizing the GDC official paper must be made at Department of Corrections Central Office/Inmate Services Division/ Risk Reduction Services.

F. **Training:** All staff shall receive training on the purpose of the Certificate and benefits to offenders. All staff shall be informed of the procedures for issuing the Certificate.

V. Attachments:

Attachment 1: Program and Treatment Completion Certificate Brochure

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be utilized per the SOP until such time the SOP becomes obsolete or revised.