

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Offender and Staff Communications Committee		
Policy Number: 227.04	Effective Date: 5/1/2020	Page Number: 1 of 4
Authority: Commissioner	Originating Division: Facilities Operations	Access Listing: Level II: Required Offender Access

I. Introduction and Summary:

To promote positive communication between facility management and offenders, each facility will establish an Offender and Staff Communication Committee (OSCC). While informal lines of communication are available, there exists a need for selected representatives of the offender population to discuss mutual problems and general concerns with the facility administrative staff on a regularly scheduled basis. This policy applies to all state, county, and private facilities and all centers.

II. Authority:

ACA Standards: 5-ACI-1A-16 (ref. 4-4016), 5-ACI-5C-02 (ref. 4-4314), 4-ALDF-4A-05, and 4-ACRS-7D-36.

III. Definition:

Dormitory Representative - An offender selected to represent his/her assigned dormitory.

IV. Statement of Policy and Applicable Procedures:

- A. Offender participants are to represent the views of offenders in general and not those of the individual. Committee meetings are to be conducted in a professional manner ensuring all participants are treated with respect and dignity. The committee will meet on a monthly basis.
- B. The Offender and Staff Communications Committee should:
 1. Provide opportunities for offenders to raise matters of concern with facility management in relation to policy or operational issues;
 2. Promote offender ideas to improve the quality of daily living within the facility for both offenders and visitors;
 3. Act as a channel of communication between offenders, management, and staff to promote positive interactions;

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4. Provide a forum to inform and educate offenders regarding changes to operations or routines;
 5. Assist in reducing conflicts; and
 6. Assist in the development and/or implementation of initiatives for the facility where appropriate.
- C. The Offender and Staff Communications Committee will:
1. Not be a decision-making forum; and
 2. Not be a forum for the raising of individual grievance issues which should be resolved through other processes.
- D. The Executive Committee will consist of:
1. Warden/Superintendent;
 2. Deputy Wardens/Assistant Superintendents;
 3. Unit Managers; and
 4. Any other department head(s) deemed appropriate to the various facility missions.
- E. The Offender Committee will consist of:
1. One representative and an alternate from each general population housing dormitory.
 2. The Warden/Superintendent will have an option to add additional members to represent sub-groups within the population, for example, wheelchair bound offenders or minority ethnic groups.

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F. Offenders will forward nominations for the Offender Committee to their counselor who will then forward to the Warden/designee. The nominations must receive a recommendation from the counselor/unit manager prior to being forwarded to the Executive Committee for formal approval. Offenders must meet the following criteria to be considered for service on the committee:

1. Offenders must have at least six (6) months remaining on their sentence;
2. Offenders must have clear conduct for the last six (6) months;
3. Offenders must be housed at the facility for at least six (6) months;
4. Offenders will be permitted to serve a maximum of twelve (12) months on the committee. After twelve (12) months, the offender should be re-nominated if he/she is to consider serving;
5. Offenders must not be an active associate of a criminal organization; and
6. Members may be removed if their actions within the facility are determined to pose a threat to the security of the operation.

G. Offenders will forward questions to be addressed at the next meeting to the Warden/Superintendent's Office two (2) weeks in advance. The Executive Committee will review these questions/concerns and be prepared to discuss them at the next meeting. Dormitory Representatives will submit no more than five (5) questions per month.

H. Minutes:

1. Minutes must be taken for each meeting by a member of the Executive Committee.
2. Minutes are to be posted on notice boards within the facility for review by the offenders/staff and shall remain until the next monthly meeting and then be removed.

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3. All minutes will also be available in the offender library.

V. **Attachments:** None.

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