

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Performance Incentive Credit Program

**Policy Number:** 214.02

**Effective Date:** 07/27/22

**Page Number:** 1 of 11

**Authority:**  
Commissioner

**Originating Division:**  
Inmate Services Division

**Access Listing:**  
Level II: Required Offender  
Access

**I. Introduction and Summary:**

The Performance Incentive Credit (PIC) Program is a written policy-based incentive program supported by procedure and practice, providing incentives through specialized work details, and identified programming offered by the Georgia Department of Corrections (GDC). Eligible offenders have the opportunity to reduce the length of stay in prison through the completion of educational and/or vocational programming, treatment programs, work details, and good behavior. These privileges are distributed according to written guidelines established in this policy. Positive performance by offenders will result in favorable reports to the State Board of Pardons and Paroles (Parole Board), and under this policy, an offender can accumulate up to twelve (12) months credit off their length of stay in prison. Unsatisfactory performance will be addressed through the disciplinary process.

**II. Authority:**

- A. O.C.G.A §§ 42-9-45 and 17-10-6.1;
- B. Ga. Comp. R. & Regs. 125-1-2-.01, 125-2-4-.03(2), 125-2-4-.04(1)(M), 125-3-2-.04, and 125-3-7-.01;
- C. ACA Standards: 5-ACI-5F-07, 5-ACI-7A-13, 5-ACI-1B-24, 5-ACI-7B-15, 4-ALDF-5C-12; and
- D. Standard Operating Procedures (SOPs): 107.04, Risk and Needs Assessment; 203.06, Electronic Data Processing Offender Tracking System; 209.01, Offender Discipline; 219.01 Case Management - Records Maintenance; 220.02, Security Classification; 220.07, Guidelines for Completing the Parole Review Summary; 222.05, Court Productions; and 227.02, Statewide Grievance Procedure.

**III. Definitions:**

- A. **Parole** - The discretionary decision of the majority of the State Board of Pardons

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and Paroles to release a certain offender from confinement after he/she has served an appropriate portion of a prison sentence.

- B. **Performance Incentive Credit (PIC) Date** - A date that is earlier than the Tentative Parole Month (TPM) or Maximum Release Date (MRD) that the inmate may be considered for release.
- C. **Tentative Parole Month (TPM)** - The tentative month and year set by the Parole Board where the inmate may be released on Parole.

**NOTE:** If an offender's case plan changes after PIC points have been tabulated or if there are conflicts with tabulations, it will be the responsibility of the Warden/Deputy Warden of Care and Treatment/Superintendent to ensure that a SCRIBE data change request is submitted to notify the Office of Information Technology (OIT) to resume calculating point(s). This should only be done if the offender's case plan changes. The Parole Board may reconsider and change a prior decision in a case, for any reason, at any time, up to the time of release.

**IV. Statement of Policy and Applicable Procedures:**

- A. The Performance Incentive Credit (PIC) Oversight Team: Will be approved by leadership of the GDC and the Parole Board. The make-up of the team will represent each key operational area. The purpose of the PIC Oversight Team is to support the Governor's initiative for the continuous oversight and enhancement of the PIC process.
- B. The PIC Oversight Team Composition: The PIC Oversight Team, with appropriate alternates, shall be designated in writing, and it shall be the sole responsibility of the Commissioner or his/her Designee of GDC and the Parole Board to approve members of the team from staff which represent all major components of the PIC process. Membership includes, but is not limited to:

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1. Office of Reentry Services;
  2. Vocational/Educational Services;
  3. Facility Operations, Central Office;
  4. Field Staff, Deputy Warden of Care and Treatment;
  5. OIT;
  6. Parole Board; and
  7. Other staff will be included when a need is identified.
- C. Meetings: The meetings will focus on the continuous improvement of the PIC process and any operational issues that have been identified by the field staff, leadership, citizens, and offenders. At a minimum, the PIC Oversight Team will:
1. Conduct monthly meetings designed to resolve operational problems as well as identify and improve existing operations. These meetings will be scheduled by the Team Chairperson, who is selected by GDC Leadership. The Chairperson may schedule additional meetings as the need arises;
  2. Review and evaluate policies, procedures, and new programs;
  3. Formulate enhancements and monitor PIC outcomes; and
  4. Improve lines of communication between the Central Office and Field Staff.
- D. PIC Program Identification Criteria: Guidelines and objective criteria for sustainability and integrity of the PIC program are also a responsibility of the PIC Oversight Team. Therefore, objective criteria will be utilized to approve or

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disapprove any additional programs for consideration to be a part of the PIC program. The criteria are as follows:

1. Evidenced Based/Research to reduce recidivism and is beneficial to offender success;
  2. Hands-on Skills Learning (Vocational/Role Playing/Applied Learning Skills);
  3. Minimum of eight 2-hour sessions in length;
  4. Certification/Certificate Program;
  5. Diploma/Degree;
  6. Facilitated by a state employee or contract employee only; and
  7. Quality Assurance evaluations/Fidelity Checks/Audits are conducted on the program.
- E. The Process: All recommendations to add a program as a PIC accumulating program activity will be submitted to the respective program Director. If approved by the Director, the request will be forwarded to the Office of Reentry Services (ORS) for evaluation against the above-listed criteria. The Director or Manager of the Unit must request the program be reviewed for possible inclusion as a PIC accumulating program. The Director or Manager is responsible for supplying the needed information and materials of the proposed program to the identified staff for review. ORS will provide the report to PIC Process Oversight Team no later than seven (7) working days from the date that the request was received, if all information is forwarded to the ORS, and the ORS does not have to conduct any additional research to determine if this program meets or does not meet the criteria. However, if ORS has to conduct all research regarding the

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program components, then ORS will complete the assessment of the program 21-30 working days from the date of the request.

1. PIC points will accumulate based on a standardized point system that provides offenders with the opportunity to play an active role in their Reentry Plans. The performance measures to determine the number of PIC credits an offender will receive are listed below (see also, Attachment 1). Refer to Attachment 4 for a list of all approved PIC programs:

- a. Total number of possible PIC points to accumulate in the program/case-plan category is six (6):

<b>NGA Assessed Needs</b>					
Education	Vocational	Cognitive	Substance Abuse	SOPP	Mental Health Groups
1 Point	1 Point	1 Point	1 Point	1 Point	1 Point

2. An offender shall receive one (1) month PIC per point accumulated. Offenders shall receive full credit for completing their program/case plan along with Court/Parole mandates. Credit shall be contingent upon good institutional conduct and group conduct. One (1) point credit shall be received for each category listed above; however, if the offender completes the entire program/case plan then they shall receive 6 PIC points which equals 6 month's credit. The point system is outlined above (see also, Attachment 2):

- a. Total number of possible PIC points to accumulate in the program/case-plan category is six (6):

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- b. **EXAMPLE:** If John Doe/Jane Doe has a Substance Abuse and Education need, he/she will accumulate 1 point for each category. If he/she completes both need categories, he/she will complete program/case plan and accumulate six (6) PIC points. However, if he/she only completes the Substance Abuse category, he/she will only have accumulated one (1) PIC point, because he/she still has one category that has not been completed.

- F. **Educational/Vocational Improvement Points:** Offenders can accumulate a maximum of six (6) PIC points in the Educational/Vocational Improvement Point Category. This is to include Vocational and OJT programs.

**NOTE:** Being actively enrolled in education is calculated in the program case-plan compliance category, not in the educational improvement category.

<b>Program Type</b>	<b>Education/Vocational Improvement Points for Completion</b>
LRR, ABE, GED Prep	1
GED (passing GED Test)	2
Post-Secondary Education	2
OJT/Vocational Programs	2

- G. **Special Details:** An offender shall receive 1-month PIC per point accumulated. Once an offender has been on a special detail as defined below for a cumulative period of 1 year (365 days), then he or she is eligible to receive 2 points, and he or she shall receive 2 points every 6 months thereafter. If an offender is in transit from one facility to another for assignment to a specialized detail, his or her points shall continue to be tabulated as if he or she has been working continuously on the detail. If the offender is removed from the detail as a result of conduct, the calculation of the points will start over; however, all points accumulated at the time the offender is removed from a detail will be credited to the offender. The

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maximum PIC allowance for details is 6 points. The approved special details are outlined below (see also, Attachment 3):

1. Mobile: Offender shall receive full credit for actively participating on detail for a cumulative period of 2 years contingent upon compliance with case plan and good institutional conduct.
  2. Prison Industry: Offender shall receive full credit for actively participating on detail for a cumulative period of 2 years contingent upon compliance with case plan, and good institutional conduct.
  3. Fire Services: Offender shall receive full credit for actively participating on detail for a cumulative period of 2 years contingent upon compliance with case plan, and good institutional conduct.
  4. Food and Farm: Offender shall receive full credit for actively participating on detail for a cumulative period of 2 years contingent upon compliance with case plan, and good institutional conduct.
- H. Outside Details/County Camps/Administrative Aides: An offender shall receive 1-month PIC per point accumulated. Once an offender has been on a detail for a cumulative period of 1 year (365 days), then he or she is eligible for 1-point credit, and he or she shall receive 1 point every 6 months thereafter. Offenders shall receive full credit for actively participating on detail for a cumulative period of 42 months, contingent upon compliance with case plan, and good institutional conduct. An offender shall continue to receive points if transferred, as long as the transfer is not for disciplinary purposes, and the offender's time will continue to tabulate. The maximum PIC allowance for details is 6 points.
1. Nothing in this plan suspends the applicability of the Disciplinary Procedure for offenders who refuse to work or otherwise disrupt the orderly operation of the institution;

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2. Only the Parole Board can determine the final applicability of GDC's PIC credit recommendation. Therefore, the issue of PIC credit application is not grievable in accordance with SOP 227.02, Statewide Grievance Procedure;
3. Offenders are informed about the PIC program during their institutional orientation session in accordance with SOP 220.04, Offender Orientation. The counselor will inform them that failure to participate in required programs or work or failure to comply with expected behavior standards shall result in an offender not being recommended for release during their PIC month. A copy of the GDC Performance Incentive Credit Procedure, and PIC Performance Measures (Attachment 1) will be maintained in the facility's library for offender use. PIC Performance Measures shall be maintained on all offender bulletin boards, and a copy shall be given to offenders upon request;
4. Eligibility to participate in the PIC Program will be based upon decisions by the Parole Board and an offender's current sentence(s) at any point in time. Therefore, it is possible for an offender's PIC eligibility to change during a period of incarceration;
5. Upon request, an offender can discuss the issue of his/her PIC eligibility with the counselor; and
6. All state offenders (excluding probationers) are eligible to be considered for PIC eligibility except those in the categories listed below:
  - a. Boot Camp Offenders;
  - b. Offenders under a death sentence;
  - c. Offenders serving a life sentence with or without the possibility of Parole;



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- d. Offenders with sentences less than or equal to two (2) years;
  - e. Offenders serving for non-Parole eligible offenses or serving minimum mandatory sentences, i.e., 7 deadly sin offenders O.C.G.A. §17-10-7; and
  - f. Offenders excluded from participation in PIC by the Parole Board.
7. Exception: Offenders with Disabilities (MH/MR or medically limited): Offenders in this category will be assigned a work detail/program commensurate with their abilities. Participation without regard to the offender's disability should determine the PIC eligibility, provided the offender participates willingly and performs the activity as assigned by the institution classification committee.
- I. O.C.G.A § 17-10-6.1 Cases as outlined below:
- 1. Aggravated Child Molestation;
  - 2. Aggravated Sexual Battery;
  - 3. Aggravated Sodomy;
  - 4. Armed Robbery;
  - 5. Kidnapping;
  - 6. Murder; and
  - 7. Rape.
- J. O.C.G.A § 42-9-45: Cases are Parole eligible and PIC eligible; however, they are required by statute to serve 1/3 of their sentence. Therefore, the earliest possible

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release date for crimes enumerated in O.C.G.A. § 42-9-45 equates to 1/3 of the court-imposed sentence. The cases are outlined below:

1. Aggravated Assault;
2. Aggravated Battery;
3. Arson 1;
4. Cruelty to Children;
5. Homicide by Vehicle while DUI or Habitual Violator;
6. Incest;
7. RICO (Racketeer Influence and Corrupt Organizations);
8. Statutory Rape;
9. Trafficking in Drugs; and
10. Voluntary Manslaughter

K. Parole Review Summary: When requested by Parole (for Lifers), the assigned counselor will review the overall performance of the offender, subsequently making a recommendation for the Parole Board to consider. The summary should include, but not be limited to, a thorough review of the reentry plan and progress, work activity performance reports, general institutional conduct, etc. Parole staff can review all programming, disciplinaries, progress or lack of progress towards treatment goals, release plans, and case notes related to an offender via SCRIBE. The recommendation by the case manager (for Lifers) shall be forwarded to the Warden/Superintendent, and in the absence of the Warden or Superintendent, the

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Deputy Warden of Care and Treatment/Assistant Superintendent must review and approve.

L. PIC points can be adjusted if the offender's NGA program case plan changes. If the case plan does not adjust for any reason once an offender has accumulated PIC credits they will not be taken away, but this does not mean that the offender's conduct will not be addressed. The Parole Board will retain discretionary authority to determine if a TPM extension is warranted once a recommendation is made. The Parole Board also determines how many PIC points will be granted. All infractions committed by an offender warranting a review shall be documented in SCRIBE and communicated to the Parole Board via email.

**V. Attachments:**

Attachment 1: PIC Performance Measures

Attachment 2: PIC Program Categories

Attachment 3: PIC Detail Credits

Attachment 4: All Approved PIC Program Detail List

**VI. Record Retention of Forms Relevant to this Policy:**

All attachments shall be utilized per the SOP until revised or obsolete.