

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Resident Passes and Leaves		
Policy Number: 215.07	Effective Date: 5/27/2020	Page Number: 1 of 8
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

I. Introduction and Summary:

- A. Superintendents of Transitional Centers are authorized to grant passes and leaves to eligible Residents who also meet or exceed the performance standards described in this Standard Operating Procedure (SOP). Passes and leaves allow a Resident to continue involvement and contact with family and participation in community activities in preparation for final release, provide for a smoother transition from the Transitional Center (Center) to home, enable a Resident to attend programs, and may serve as an incentive in the Resident's adjustment and progress in the Center.
- B. Passes may be issued from one (1) to twelve (12) hours duration, with twelve (12) hours being the maximum number of pass hours that may be earned by Transitional Residents. Activity Passes may be granted to attend community programs and services such as AA/NA, DUI school, substance abuse groups, GED, medical services, vocational training, and college.
- C. The number of pass hours that a Resident receives will correspond to his/her length of Center residency and to the purpose and destination of the pass. A Resident will not receive pass hours in excess of those for which he/she is eligible.
- D. A Work Release Resident may become eligible for passes a minimum of thirty (30) days after a Center assignment and only after they have been through orientation and classified to work in the community by the Center Classification Committee.

II. Authority:

- A. O.C.G.A. §42-5-56;
- B. Ga. Comp. R. & Regs. 125-2-2-.01(d), 125-2-4-.15, and 125-3-4-.02;
- C. GDC SOPs: 215.04, Transitional Center Security Procedures and Responsibilities, 215.02, Assignment of HIV-Positive Offenders to Transitional Centers, 222.09, Compassionate Visit, 227.05, Visitation of Offenders, 507.04.61, HIV Anti-body Testing & Counseling, and 507.02.02, Confidentiality of the Health Record and Release of Information; and

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Resident Passes and Leaves		
Policy Number: 215.07	Effective Date: 5/27/2020	Page Number: 2 of 8
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

D. ACA Standard: 4-ACRS-5A-14, 4-ACRS-5A-16, 5-ACI-5F-02 (Ref. 4-4443) and 5-ACI-7D-20 (Ref. 4-4502).

III. **Definitions:**

- A. **Resident** - Any convicted person in GDC custody who is assigned to a Transitional Center.
- B. **Work Release Resident** - Any Resident who has been assigned to the Transitional Center to participate in a work-release program.
- C. **Maintenance Resident** - A Resident assigned to the Transitional Center to assist with the operational maintenance of the Center or of some other state facility.
- D. **Sexual Offense** - As defined in O.C.G.A. §42-5-56, the term “sexual offense” means a violation of O.C.G.A. § 16-6-1, relating to the offense of rape; O.C.G.A. § 16-6-2, relating to the offenses of sodomy and aggravated sodomy; O.C.G.A. § 16-6-5.1, relating to the offense of sexual assault against a person in custody; O.C.G.A. § 16-6-22, relating to the offense of incest; or O.C.G.A. § 16-6-22.2, relating to the offense of aggravated sexual battery, when the victim was under 18 years of age at the time of the commission of any such offense, or a violation of O.C.G.A. § 16-6-3 relating to the offense of statutory rape; O.C.G.A. § 16-6-4, relating to the offenses of child molestation and aggravated child molestation; or O.C.G.A. § 16-6-5, relating to the offense of enticing a child for indecent purposes, when the victim was under 16 years of age at the time of the commission of any such offense.
- E. **Activity Passes** - Passes granted for community service or community programs such as AA/NA, DUI school, substance abuse groups, GED, vocational training, college, establishing a residence, doctors’ appointments, Department of Labor visits, and driver’s license testing. These passes are related to case plan programming, disciplinary sanction and release preparation and may not count against the 12 hour pass limit.

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

- A. Eligibility: Passes will be issued on a weekly basis. Activity Passes will be issued upon confirmation of need and by the Resident’s counselor or anyone designated

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Resident Passes and Leaves		
Policy Number: 215.07	Effective Date: 5/27/2020	Page Number: 3 of 8
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

by the Superintendent. The following guidelines govern the maximum number of weekly pass hours that a Work Release Resident may receive during his/her course of enter residency:

1. Minimum 30 days - 6 hours;
2. 60 days - 9 hours; and
3. 90 days or more - 12 hours.

B. Restrictions on Resident Passes:

1. Passes will be issued **ONLY** for the hours between 8:00 AM and 8:00 PM. Center staff will make random curfew checks by telephone. Exceptions may be made at the Superintendent's discretion.
2. Residents will receive only one (1) pass per week, unless the Superintendent makes an exception and awards extra pass hours to individuals who have demonstrated extraordinary program performance.
3. Activity Passes will be issued based on the operational hours of the location providing services. Any exceptions to time frame will be at the discretion of the Superintendent/designee.
4. Residents will not be authorized an Activity Pass for the purpose of visitation to family members' residences.
5. While on any pass **NO** Resident is authorized to partake of alcoholic beverages or to visit an establishment whose primary function is the sale of alcoholic beverages. No Resident is authorized to use illegal drugs, remain where illegal drugs are being used, or remain in the presence of someone under the influence of illegal drugs. Upon returning from pass, Residents may be required to submit to alcohol/drug testing.
6. **NO** Resident is authorized to use medication or drugs while on pass unless prescribed by a licensed physician, and with the knowledge of the duty officer or shift supervisor.

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Resident Passes and Leaves		
Policy Number: 215.07	Effective Date: 5/27/2020	Page Number: 4 of 8
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

7. NO Resident will be granted any pass if it is felt that the Resident's appearance in the community will result in adverse public relations or have a detrimental effect on the Residents or his/her family. Residents not granted an Activity Pass who are in need of medical services shall be accompanied by Center staff to community medical services as governed by SOP 215.04, Transitional Security Procedures and Responsibilities.
8. A Resident who has not fulfilled his/her program responsibilities is ineligible for any pass during that week.
9. Any person visited on pass must be a family member as defined in SOP 227.05, Visitation of Offenders, and must be on the Resident's approved visitors list. See the special exception in IV.B.16 below. There must be a working telephone number at the residence.
10. A Resident who is HIV positive must inform his/her spouse of his/her condition. This can/will be verified by medical staff. (Reference 507.02.02, Confidentiality of the Health Record and Release of Information).
11. A Resident will phone the Center staff, as directed, while on any pass.
12. Residents will not be allowed to take passes to visit with boyfriends/girlfriends/fiancée. Such visitation will occur in the Center only.
13. A Resident who fails to return from pass at the specified time may be placed on escape status and may face disciplinary and/or criminal charges. Any other infractions of pass guidelines of a less serious nature may, at the discretion of the Superintendent, also be subject to disciplinary action.
14. A Resident may take a pass with a "significant other," as defined under the conditions of SOP 227.05, Visitation of Offenders, with the special approval of the Superintendent. For the purpose of taking pass, "significant other" does NOT mean boyfriend, girlfriend, or fiancée.
15. Any offender with a current or prior conviction for any sexual offense as defined in the Definitions Section of this SOP shall not be allowed visitation with any person under the age of 18 years, unless such person is the spouse,

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Resident Passes and Leaves		
Policy Number: 215.07	Effective Date: 5/27/2020	Page Number: 5 of 8
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

son, daughter, brother, sister, grandson, or granddaughter of the offender, and such person is not the victim of a sexual offense for which the offender was convicted. If visitation with a minor is restricted by court order, only the court issuing such order may grant permission for special visitation with the minor.

16. Maintenance Residents are NOT pass eligible.

C. Travel Mileage on Pass: A Resident will be allowed to travel the following distances from the Center according to the approved number of pass hours:

1. Maximum 6 hours - 30 miles;
2. Maximum 9 hours - 60 miles; and
3. Maximum 12 hours - 100 miles.

In extraordinary cases, the Superintendent may authorize exceptions to the mileage restriction.

D. Authorization: Residents must request passes using the following procedure:

1. All requests for passes/leave will be routed through the assigned Counselor, Employment Specialist, Chief of Security, and Assistant Superintendent for review before forwarding to the Superintendent for final approval/disapproval.
2. The Resident will present complete and accurate information on Attachment 1, Resident Pass Application/Authorization Form or Attachment 2, Resident Activity Pass Authorization. The Resident is responsible for coordinating with necessary staff (Medical, Employment Specialist, Counselor, etc.) prior to making arrangements/appointments for an Activity Pass.
3. Specific directions to pass destinations may be required before the pass is authorized. The pass destination shown on the request form will be verified to ensure that the Resident can reach his/her destination and return to the Center within the requested number of hours.

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Resident Passes and Leaves		
Policy Number: 215.07	Effective Date: 5/27/2020	Page Number: 6 of 8
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

4. All forms of transportation used for Activity Passes will be approved by the Superintendent or designee.
5. The Counselor will confirm/verify the information reported on any pass application/authorization form and note his/her approval/disapproval before forwarding the request to the Security Supervisor or Chief of Security.
6. The Employment Specialist will confirm the Resident's work status and note his/her approval/disapproval and forward the request to the Chief of Security.
7. Chief of Security will forward the pass form to the Assistant Superintendent/ Superintendent for approval.
8. Final approval/disapproval for the pass request rests with the Superintendent.
9. Passes may be canceled at any time at the discretion of the Superintendent.
10. A Resident with an unresolved disciplinary report will not be eligible for a pass until the disciplinary is complete. Activity Passes will be at the discretion of the Superintendent.
11. Counselors will review all Resident files assigned to their respective caseloads to ensure compliance with section IV.B.14 of this SOP and make necessary corrections to the identified Resident's visitation list.

E. Documentation:

1. All pass authorizations must be approved in writing prior to the date that the pass is to become effective.
2. A Resident leaving the Center on pass will be issued a copy of the approved Resident Pass/Authorization form that will be kept on his/her person.
3. This form will be surrendered to the officer on duty upon the Resident's return to the Center. This form will become a permanent part of the Resident's file.

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Resident Passes and Leaves		
Policy Number: 215.07	Effective Date: 5/27/2020	Page Number: 7 of 8
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

4. Each Center will maintain a pass log that specifies the Resident's name, amount of pass granted, checkout time, and the initials of the officer on duty. The officer on duty will note all discrepancies in the log for possible administrative and/or disciplinary action.

F. Eligibility Restrictions for Work-Release Resident Passes:

1. A Work Release Resident is not eligible for passes if he/she is serving a sentence for murder in which:
 - a. The murder was committed by a person with a prior record of conviction for a capital felony.
 - b. The Resident, by the act of murder, created great risk of death or injury to persons other than the victim.
 - c. The murder was committed for the purpose of receiving money or other things of value (including "contract killings").
 - d. The victim was a judicial officer, former judicial officer, or other current/former criminal justice operative murdered in connection with his/her official duties.
 - e. The Resident committed murder or caused another to commit murder as an agent or employee of another person(s).
 - f. The murder involved deliberate cruelty to or wanton abuse of the victim.
 - g. The murder was committed against any peace officer, Georgia Department of Corrections (GDC) employee, fireman or emergency-service operative while in performance of his/her official duties.
 - h. The murder was committed while the convicted person was in or was escaped from lawful custody.
 - i. The murder was committed to delay, prevent, or negate the lawful arrest/confinement of any person(s).

<p style="text-align: center;">GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures</p>		
Policy Name: Resident Passes and Leaves		
Policy Number: 215.07	Effective Date: 5/27/2020	Page Number: 8 of 8
Authority: Commissioner	Originating Division: Facilities Division (Transitional Centers)	Access Listing: Level I: All Access

2. Current or prior conviction(s) for sex offense.
3. Sentence involves felony conviction for violence against GDC personnel, law-enforcement officer, or member of judiciary.
4. Current or prior convictions for a crime against a child.

G. Other Leaves for Transitional Center Residents:

1. Compassionate Visits are addressed in SOP 222.09, Compassionate Visit.
2. Emergency Special Leave is addressed in SOP 222.09, Compassionate Visit.

V. Attachments:

Attachment 1: Resident Pass Application and Authorization
Attachment 2: Resident Activity Pass Authorization Form

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, all attachments shall be placed in the Resident's institutional file and maintained according to the official retention schedule for that file.