

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Transitional Center Resident Programs and Services

**Policy Number:** 215.17

**Effective Date:** 12/21/2020

**Page Number:** 1 of 6

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Division  
(Transitional Center)

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:** Residents shall receive programs and services at all Transitional Centers (TCs). The Superintendent shall be responsible for the establishment of all programs and services for center residents. These programs and services shall include counseling/case management, employment, education, community service, drug and alcohol surveillance, leaves/passes, and driver's licenses. Where needed, funds will be made available for purchasing community services to supplement existing programs and services. Programs and Resident services shall be presented for the purpose of:

- A. Aiding in personal growth and development;
- B. Overcoming problematic behaviors, particularly substance abuse and sexual predation, and monitoring progress in this process;
- C. Aiding in the adjustment to the TC;
- D. Reinforcement of the importance of employment;
- E. Planning for release; and
- F. Teaching skills to enhance the resident's quality of life and success, to include basic life skills information.

**II. Authority:**

- A. Ga. Comp. R. & Regs. 125-3-4, 125-3-6, 125-4-2-01, 125-4-6-01, and 125-4-7;
- B. GDC Standard Operating Procedures (SOPs): 106.01, Purposes (Chaplaincy Program); 106.04, Chaplaincy Services; 106.05, New Offender Orientation to Religious Programs; 106.08, Islamic (Muslim) Guidelines; 106.09, Marriage Procedures; 106.10, Communion Wine; 106.11, Religious Accommodation; 106.12, Wicca (Witchcraft) Guidelines; 106.13, Native American Guidelines; 107.01, Purpose and Objectives; 107.04, Risks and Needs Assessment; 107.05,

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Program Management; 108.01, Education Programs Administration; 108.02, Program Services - Education Services; 108.03, Special Education; 108.04, GED Testing Centers; 108.05, Post-Secondary Study; 108.08, Vocational Education; 109.01, Local Management of Volunteer Services; and 502.01, Recreation Services; and

C. ACA Standard: 4-ACRS-5A-11, 4-ACRS-5A-12, and 4-ACRS-7D-26.

**III. Definitions:** None.

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

Due to the relatively short period of stay at a TC, programs and services shall be designed to address the needs and problems of the resident population in a time-effective manner. Program schedules shall recognize that the goal of TCs is full-time employment. Thus, the great majority of services and programs shall be offered in the non-working hours when residents are available.

A. Counseling and Case Management Services: Counseling and case management services will be handled in accordance with applicable the Office of Reentry Services policies.

B. All residents entering the TC will complete the TC Phase I Counseling Program.

C. Education: The TC shall establish an academic education program by using community resources and/or volunteers such as the local adult education coordinator or technical school staff to supplement existing programs and services when a part-time or full-time education staff member is not available. The focus of the education program should be on literacy, Adult Basic Education, and GED preparation courses. Selection of residents to participate in the programs shall be based on assessed need and availability and should be included in the program plan. When appropriate, post-release plans shall include the continuation of educational activities.

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- D. Recreation: A minimum of seven (7) hours per week, with a minimum of one (1) hour each day, of leisure or recreation time shall be offered to each resident not restricted from such activities by disciplinary process or medical considerations in accordance with SOP 502.01, Recreational Services.
1. Activities may be structured or unstructured. Weather, staff availability and other factors may be considered in determining recreational opportunities.
  2. Residents shall not be given supervisory responsibility in recreation activities. Activities involving extensive physical contact are to be avoided.
- E. Religious Services: The Superintendent of each TC shall ensure that residents can voluntarily practice their religious beliefs and to voluntarily attend religious services in accordance with Chaplaincy policies. Residents eligible for work release may be allowed to attend religious services at community churches, temples, or other religious gatherings with the approval of the Superintendent. Also, approved religious services and programs may be offered at the center.
1. All attendance by residents at such activities shall be on a strictly voluntary basis.
  2. The TC shall recognize, subject only to limitations necessary to maintain facility order and security, the individual resident's right to adhere to the requirements of the respective faiths, including access to religious publications, to representatives of their faith, and to religious counseling.
  3. TC maintenance residents shall have voluntary access to religious services and counseling. Access shall be provided either by allowing religious leaders to come onto TC property according to a previously arranged schedule, or by transporting maintenance residents to a nearby state prison to attend religious services and receive religious counseling.

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F. Volunteer Services: At the Superintendent's discretion, volunteers may be used to provide adjustment, personal growth, and rehabilitative services to residents. The assignment of volunteers shall be at the discretion of the Superintendent. SOP 109.01, Local Management of Volunteer Services provides guidance for registering and managing volunteers.

1. An orientation program for all volunteers shall be conducted. This program shall ensure knowledge of TC rules, regulations, expectations, and shall identify the duties of the volunteer(s) and TC staff.
2. The Superintendent has the authority to curtail, postpone, or discontinue involvement by any volunteer or group of volunteers.

G. Driver's Licenses: All eligible residents are expected to obtain a valid Driver's License, if eligible, prior to release from all TCs. Each Superintendent shall have the final approval of allowing a resident to obtain a Driver's License.

1. The following reasons shall be accepted for residents not obtaining a license while at the TC:
  - a. Fees exceed the resident's financial capability to obtain a license;
  - b. The resident is under a statutorily mandated or court-ordered license suspension or revocation;
  - c. Resident has a physical or mental impairment that would exclude him/her from obtaining a license;
  - d. There are other obstacles, such as the lack of an acceptable vehicle, that are insurmountable; or
  - e. The Resident is otherwise determined to be ineligible for a driver's license by the Department of Driver Services.

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2. The following procedures shall be followed by all TCs:
  - a. During the initial interview, the assigned counselor determines the status of the residents' Driver's License within thirty (30) days of arrival and informs the Superintendent. If the resident has a valid license, this information shall be documented, and no further action is needed;
  - b. TC staff must check SCRIBE Offender Docs - Reentry Docs and the Reentry Checklist comments to see if there is a Driver's License or state ID scanned and filed in the Central Office Repository. If there is a document that has been scanned into Reentry Docs, an email should be sent to [gdc.repository@gdc.ga.gov](mailto:gdc.repository@gdc.ga.gov) requesting that the document be sent to the facility;
  - c. Each TC shall establish a point of contact to monitor and record the results of the Driver's License program. This person shall be responsible for reporting monthly statistics to the Superintendent, establishing a relationship with the Department of Driver Services (DDS) and assisting the residents through the process;
  - d. Residents who are eligible for work release may utilize activity passes to visit local DDS offices for Driver's License business;
  - e. Each Superintendent shall establish local procedures that determine mode of transportation to and from DDS offices, DUI risk reduction, or driver improvement class attendance, and other requirements;
  - f. Approved modes of vehicle testing shall be determined by the Superintendent. For example, residents may utilize family vehicles, vehicles provided by transportation companies, or in some cases, employer vehicles. State Vehicles shall not be utilized for this purpose; and

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- g. TCs shall report monthly Driver's License statistics on the Facility Operations COMPSTAT Report.

**V. Attachments:** None.

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