

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Staff Development

**Policy Number:** 107.03

**Effective Date:** 06/10/2025

**Page Number:** 1 of 5

**Authority:**  
Commissioner

**Originating Division:**  
Inmate Services Division

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

**I. Introduction and Summary:**

It shall be the policy of the Georgia Department of Corrections (GDC) to provide guidance to Counselors, Multi-Functional Correctional Officers, and Counseling Supervisors for initial and ongoing staff development activities so that skill levels for services provided to offenders can be maintained and improved.

**II. Authority**

- A. Ga. Comp. R. & Regs. 125-2-1-.06 and 125-4-1-.04;
- B. GDC Standard Operating Procedures (SOPs): 107.05, Program Management and Cognitive Behavioral Programs; 506.08, Correctional Training Requirements, and 508.08, Staff Development and Training; and
- C. ACA Standards: 2-CO-4F-01 and 5-ACI-5E-07.

**III. Definitions:**

As used in this SOP, these terms are defined as follows.

- A. **Behavior Health Counselor (BHC) On-the-Job Training (OJT) Checklist** - A list that provides On-the-Job-Training and policy numbers or the responsibilities of and duties to be performed by newly hired Behavior Health Counselors and Multi-Functional Correctional Officers at all GDC facilities.
- B. **Multi-Functional Correctional Officer (MFCO)** - Correctional Officers assigned to the Mental Health Unit who have received additional training in mental health and case management. They assist in the provision of services to offenders in the Mental Health Supportive Living Units, Specialized Mental Health Treatment Units, and other designated Mental Health Units.

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Staff Development

**Policy Number:** 107.03

**Effective Date:** 00/00/2024

**Page Number:** 2 of 5

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- C. **Social Service Program Consultant (SSPC)** - Office of Reentry Services Staff who provide support and assistance within Counseling Services at their assigned facilities.

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

- A. During the first week of employment, all new hires shall complete Pre-Service Orientation. Counselor Supervisors are responsible for ensuring all Counselors and MFCOs have a completed Attachment 1, Behavior Health Counselor On-the-Job Training Checklist (BHC OJT Checklist), and is placed in their personnel and management files within the first six (6) weeks of employment.
- B. All Counselors must successfully complete Initial Correctional Counselor Training during the first twelve (12) months of employment, even if rehired by GDC. All employees assigned to full-time Counselor positions will have sufficient training and experience to provide effective guidance to offenders. The required prerequisite training courses are as follows and are available online:
1. Online Counselor Advisement - Sentence Computation;
  2. Parole Process;
  3. Performance Incentive Credit (PIC);
  4. Grievances;
  5. Offender Classification;
  6. Americans with Disabilities Act overview; and

Note: Completion of prerequisite training shall be recorded in Part 1 of the BHC OJT Checklist (Attachment 1).

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

**Policy Name:** Staff Development

**Policy Number:** 107.03

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**Page Number:** 3 of 5

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C. SSPCs with the Office of Reentry Services will assist with the BHC OJT Checklist process at all GDC facilities. SSPC trainers within each Region will meet twice a month with each new BHCs in their Region virtually to discuss any questions or concerns that staff may have about Part 1 of the BHC OJT Checklist.

1. The first portion of the BHC OJT Checklist will be completed prior to attending Initial Correctional Counseling Training (ICCT).
2. BHC will observe and complete each portion on the BHC OJT Checklist and bring the required examples and case notes to ICCT with them when they attend.
3. Once the new BHC has completed ICCT, they will return to their facility to complete Part II of the BHC OJT Checklist.
  - a. The SSPC Trainer for their Region will continue to meet with BHC post-ICCT graduation for 30-60 days or virtually as needed.
    - i. Additional time will be allotted on an as-needed basis in order to ensure BHCs meet the criteria provided in training, as reflected by the BHC OJT Checklist.
  - b. GDC BHC Supervisors shall retain the BHC OJT Checklist in their file for audit purposes.

D. The Designated Supervisor:

1. May provide, or arrange for the provision of, at least one (1) in-house in-service training activity per quarter.
2. Will ensure that Counselors complete all required in-service training and maintain records reflecting staff's compliance with that requirement.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

**Policy Name:** Staff Development

**Policy Number:** 107.03

**Effective Date:** 00/00/2024

**Page Number:** 4 of 5

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- a. All Facilitators are required to receive training in specialized Cognitive Behavioral and Substance Use Programs before facilitating that programming with offenders.
  - b. Facilitators shall attend annual, required boosters for each program they are trained to facilitate, as noted in the respective programs' policies.
3. Will ensure that all Counselors are trained in the Principles of Effective Intervention.
4. Will be responsible for covering the Principles of Effective Intervention during monthly meetings, and this shall be documented in the minutes.
- E. All BHCs shall receive training on all Counseling Services SOP revisions within thirty (30) days.
  1. The Supervising Counselor will:
    - a. Provide this training; and
    - b. Keep minutes of this training.
  2. To acknowledge receipt of said training, Counselors will sign Attachment 3, SOP Update Signature Sheet.
    - a. The signed Attachment 3 will be placed in their management and personnel files.
- F. All staff identified to attend Programs Training with the Office of Reentry Services will sign Attachment 2, Program Delivery Agreement Form.
  1. The form requires the signature of the Deputy Warden of Care and Treatment and/or Assistant Superintendent.

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Staff Development

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**Page Number:** 5 of 5

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2. Upon completion of the training, staff agree to facilitate offenders in group programming in the way that was designed by the creator and instructed by the Office of Reentry Services within thirty (30) days of return to their institution or during the next program cycle.

- a. This requirement will be waived if the Counselor is assigned as a Case Manager or back-up group facilitator.

G. Counselor Supervisors or Warden's Designee are required to attend the Regional Supervisor Training conducted by the Office of Reentry Services.

1. BHCs should, also, attend the Regional Training conducted by the Office of Reentry Services.

**V. Attachments:**

Attachment 1: Behavior Health Counselor On -the-Job Training Checklist

Attachment 2: Program Delivery Agreement Form

Attachment 3: SOP Update Signature Sheet

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

Upon completion, the Original Attachments 1, 2, and 3 shall be retained in the personnel file, and copies shall be placed in the supervisor's management folder for audit purposes.