

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Citizens Advisory Panel		
Policy Number: 101.10	Effective Date: 12/23/2019	Page Number: 1 of 2
Authority: Commissioner	Originating Division: Executive Division (Legal Services)	Access Listing: Level I: All Access

I. Introduction and Summary: The Commissioner shall establish a Citizens Advisory Panel (Panel) made up of volunteer participants from diverse backgrounds who serve as advisors to him regarding facility operational procedures. The recommendations of the Panel shall be non-binding.

II. Authority: None.

III. Definitions: None.

IV. Statement of Policy and Applicable Procedures: This policy is applicable to all Facilities, Centers, Units, and Offices operating under Georgia Department of Corrections (GDC) management.

A. Panel Members:

1. The Panel shall be made up of no more than nine (9) members. Among the members should be representatives of the following cohorts:
 - a. A former offender;
 - b. A former correctional officer;
 - c. Family members of current and/or former offenders, preferably including at least one current male and one current female offender;
 - d. A representative from one of the GDC's re-entry partners;
 - e. A representative from a governmental entity or non-profit organization involved in providing physical or mental health services; and
 - f. A crime victim.
2. Each panel member shall be appointed by the Commissioner. The initial members representing the cohorts identified in Subparagraphs (a) through (c) of Paragraph (1) above shall serve terms of one (1) year. The initial members representing the cohorts identified in Subparagraphs (d) and (e) shall serve

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terms of two (2) years. The initial members representing the cohorts identified in Subparagraph (f) and any other appointees shall serve terms of three (3) years. Thereafter, each newly appointed member shall serve a term of two (2) years.

3. Each member serves at the pleasure of the Commissioner and may be replaced by the Commissioner at his or her sole discretion if he or she no longer represents an enumerated cohort or if his or her continued participation no longer benefits the GDC. The Commissioner may offer to extend the term or service as required.
4. Member participation is voluntary, and Panel members are not entitled to reimbursement of travel expenses for their participation.

B. Panel Meetings:

1. The Panel shall meet quarterly. At least one meeting per year shall include a tour of a prison facility, a GCI plant, and/or a farm operation. New members shall attend a training meeting at which the GDC will offer an orientation to its operations, the function of the Panel and other topics deemed appropriate by the Commissioner.
2. The agenda for each meeting shall be set at the discretion of the Commissioner. Members are encouraged to recommend topics for discussion at least ten (10) business days prior to each meeting.

V. Attachments: None.

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