



**GEORGIA**  
DEPARTMENT OF CORRECTIONS

# CHAPTER 1:

## GEORGIA DEPARTMENT OF CORRECTIONS



## "From the GDOC Offender Reentry Model":

Our mission in the Georgia Department of Corrections is to create a safer Georgia by effectively managing offenders and providing opportunities for positive change. Historically, in the nation and in Georgia, over 65 percent of felons commit additional crimes and return to prison in their lifetime. This is unacceptable. We must do more to fight recidivism. In order to support the mission of providing opportunities to change, we use "Best Practices" for directing Reentry Initiatives in order to transform the way Georgia's inmate populations are prepared for their transition back to society. Reentry begins when offenders initially enter our system.

## Reentry Process:

The GDC Offender Reentry Model, found on the following page (10), depicts the GDC strategy for ensuring the presence of effective opportunities for the rehabilitation, restitution and restoration of offenders before they return to the greater community.

## Reentry Process Steps:

The journey begins in the Diagnostic Process, (1) by conducting a comprehensive assessment

of the needs and security risks of every offender entering the Georgia prison system.

The (2) assessment results drive the classification of inmates and their assignments to prison facilities and risk reduction programs, which include cognitive-behavioral programs, substance abuse education; literacy, GED and vocational classes, and Faith and Character-based programs. GDC also has expanded its Reentry initiatives beyond the traditional prison setting with Day Reporting Centers, community coalitions, interagency collaborations, and a variety of other programs to assist the offender with transition.

Through workforce development, the Transition Centers (3) increase the community and correctional capacity for the offender to work on housing and job skills prior to release. Sentence and classification determines the placement of offenders. All are not appropriate for all programs, but many will get to take part in the Transitional Center Programs where they can work prior to going home.

Once released to community supervision (4), the focus begins to focus on areas such as employment, parenting and housing. The probation/parole officer is there with the assistance and support as well as the supervision the probationer/parolee needs to be successful.



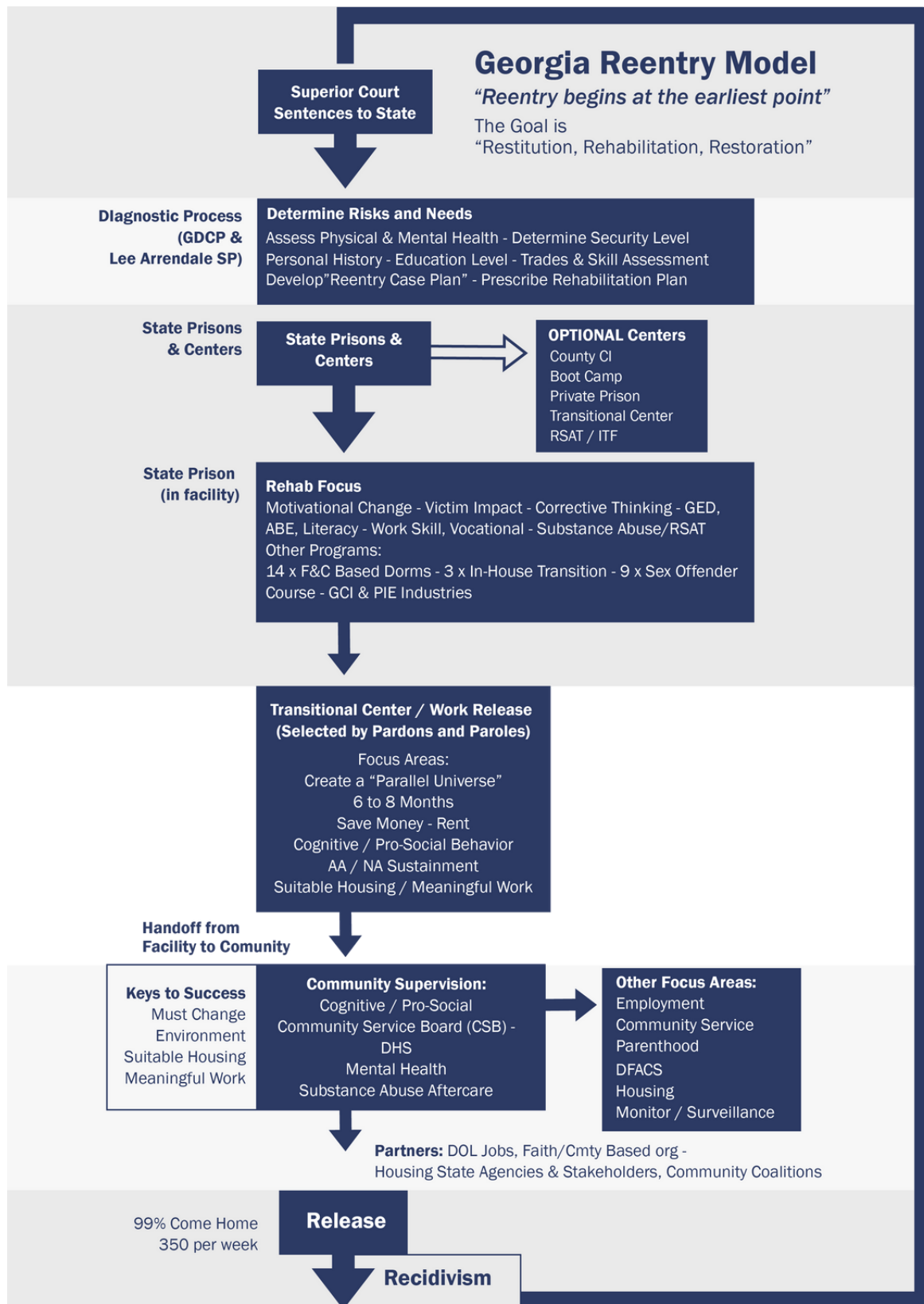
## View the TOPPSTEP Resource PDF:

[http://dol.georgia.gov/sites/dol.georgia.gov/files/related\\_files/document/dol4448.pdf](http://dol.georgia.gov/sites/dol.georgia.gov/files/related_files/document/dol4448.pdf)



## Georgia Reentry Model PDF:

<http://www.dcor.state.ga.us/sites/all/files/pdf/Reentry.pdf>





## Policies and Procedures --- Inmate Service Division --- 503 Reentry Policy --- 503.02 Reentry Pre and Post-Release Planning

### Standard Operating Procedures (SOP): Reentry Pre and Post Release Planning Introduction and Summary

*Reentry planning is an ongoing and dynamic endeavor and continues through the offender's release from custody.*

The Georgia Department of Corrections will provide standardized Reentry Services Protocols (Transitional Services) that permeate all levels of affected agencies and organizations to reduce recidivism through collaborative partnerships supporting offender placement into evidence-based interventions, continuing through offender release and transition to the community. The following SOP includes a breakdown of reentry activities and their general intended timeline for completion. This explanation is helpful in tracking where some documents may have been allocated or when a step was missed and needs to be completed.

### Statement of Policy and Applicable Procedures (SOP)

#### A. Overview:

To support the process of offender reentry, the Deputy Warden of Care and Treatment (DWCT) or highest-ranking Counseling Supervisor will have the responsibility to ensure compliance with this SOP, including, but not limited to the following processes:

1. Review prospective programming;
2. Make appropriate referrals to Reentry Assessment Centers and Reentry Skills Building Class
3. Identify potential barriers to reentry;

4. TOPPSTEP;
5. Interest Profiler: an occupational assessment instrument used to build a career plan leading to employment;
6. Programs/Reentry Initiatives. Once assigned to a permanent facility, staff will make reentry initiatives available to the offender and will review and discuss the importance of offender participation in reentry programs, related activities and working to complete the reentry case plan; and
7. Reentry Checklist.

B. TOPPSTEP - The Offender, Parolee, and Probationer State Training Employment Program: A collaborative commitment between the GDOC State Board of Pardons and Paroles and the Georgia Department of Labor to enhance community safety by the development and implementation of measures to improve the employability of offenders:

### View the TOPPSTEP Resource PDF:

[http://dol.georgia.gov/sites/dol.georgia.gov/files/related\\_files/document/dol4448.pdf](http://dol.georgia.gov/sites/dol.georgia.gov/files/related_files/document/dol4448.pdf)



The TOPPSTEP initiative enhances the employment potential of all eligible offenders by obtaining the following:

- A. Social Security cards
- B. Certified copies of birth certificates
- C. Drivers licenses and DDS ID Cards
- D. Resume and Career Center Documents
- E. Program certificates and trade credentials
- F. Selective Service Cards and Status of Information letters; and DD-214



## C. Problem Residence

- a. Options review - the assigned Counselor/Case Manager shall review predetermined placement options with the offender and identify names, addresses and phone numbers of all possible housing options.
- b. Outside contacts - it is expected that telephone calls be allowed to assist the offender when necessary. Calls may be made to family, friends, previous employers, housing providers, nursing homes, etc.
- c. Resources - if the offender does not have a residence plan, the following resources may be utilized:
  - i. Department of Community Supervision (DCS);
  - ii. THOR ([http://www.pap.state.ga.us/Thor\\_ejb-war/accounts](http://www.pap.state.ga.us/Thor_ejb-war/accounts));
  - iii. Family (for residence or placement recommendations);
  - iv. Faith-based and non-profit entities;
  - v. Department of Community Affairs (DCA);
  - vi. [www.georgiahousingsearch.org](http://www.georgiahousingsearch.org);
  - vii. Housing opportunities for people with HIV/AIDS (HOPWA) <http://www.dca.state.ga.us/housing/specialneeds/programs/hopwa.asp>;
  - viii. Veterans assistance - if offender has a history of military service, contact the Department of Veterans Affairs for placement assistance.
  - ix. Nursing homes - long term care facilities

With more than 90 days remaining before the end of their sentence, If all housing options are exhausted, an offender is past their TPM and they have supervision to follow, an offender shall be identified as a "problem residence inmate" and may be eligible for the RPH program.

## **Residential Problem Housing (RPH)**

Program - Offenders that have passed their tentative parole month (TPM) without a residence plan may qualify for consideration in the RPH Program. This program is a collaboration with the Georgia Department of Corrections, the Department of Community Affairs, the Department of Community Supervision and the State Board of Pardons and Paroles.

## D. Reentry Skills Building Curriculum:

This curriculum, taught by a counselor in class sizes not exceeding 30 people, should be taught in 12 sessions with 1 session being equal to one 2-hour instructional time block. All offenders must be enrolled and complete this curriculum. A certificate of recognition by the facility should be provided upon completion and a copy should be maintained in the TOPPSTEP envelope.

## E. Reentry Assessment Centers (RAC):

RACs are located within facilities and contain resources used to build career employment plans and prepare releasing offenders for meaningful community employment. Offenders should be scheduled to attend the RAC in SCRIBE





within six (6) months of release.

Resources include but are not limited to:

- a. Interest profiler
- b. Resume writing
- c. Typing skills
- d. Interview skills
- e. Driver's Manual
- f. Fatherhood Program information
- g. Other areas related to career growth

## F. 24/7 Dad/Mom Program

This program is offered through the Department of Human Services/Office of Child Support Services to offenders in Transitional Centers. The offender will have the opportunity to have a DNA test to acknowledge paternity. Offenders may also participate in other 24/7 Dad/Mom initiatives available through the Department of Labor, local technical schools, and community service providers. These programs assist all parents with job training, gaining back a driver's license, and managing overdue child support payments.

## **GDOC Reentry Checklist Narrative: State Prisons & Transitional Centers**

Remember that planning for your release needs to start immediately, not just a week before you are scheduled to leave. Reentry starts on your first day of incarceration and everything you do during your incarceration should be focused on increasing your knowledge and abilities for your pending release. As you begin this, you first need to take an

inventory of issues you may face when you return to the community. These issues are known as Barriers. The areas listed below can interfere with your success in establishing a stable life once you are released. Use the checklist below to help determine which areas may be a current or potential problem for you. When you have completed this exercise, look at these identified areas and start developing a plan to address them. This will help you decide what you need to do now to assist in your transition to life on the outside. Dealing with these issues now, before release, may also help make them less overwhelming.

## **GDOC 503 Policy - Reentry**

<http://www.dcor.state.ga.us/content/503-Policy-Reentry>



## **View the GDOC Reentry Checklist Narrative PDF:**

<https://public.powerdms.com/GADOC/documents/547628>



## **GDOC Standard Operating Procedures Reentry Pre and Post-Release Planning**

<https://public.powerdms.com/GADOC/documents/182451>

## **GDOC and State Board of Pardons & Paroles 2015 Reentry Skills Building Handbook**

[http://www.dcor.state.ga.us/sites/all/files/pdf/GDC\\_Inmate\\_Handbook.pdf](http://www.dcor.state.ga.us/sites/all/files/pdf/GDC_Inmate_Handbook.pdf)



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## **Living Under Supervision: Supervision after Release**

Probation and Parole are currently the dominant community programs for American Corrections. You may max out your prison sentence and have probation to follow, or you may parole out and have probation to follow. Parole and Probation Supervision may be served concurrently. You should check with your Probation Office and Parole Office upon release to set up the details of your Probation supervision and/or Parole supervision. Your counselor and you will develop a reasonable release plan, including conditions and goals. Your probation /parole officer will monitor your compliance with the conditions of probation/parole and your progress in meeting the goals of supervision. Generally, offenders may be released under two forms of supervision, probation and/or parole. If you are aware that you have personal identification documents (such as driver's license, birth certificate, or social security card) in your file, be sure to remind your counselor or send a note to the records unit to have these documents included with your release paperwork. Be sure that you understand the conditions of supervision before you are released. If you have questions, ask your counselor. Before leaving the facility, you will sign paperwork acknowledging that you have reviewed and had explained to you the conditions of release and that you fully understand all the rules, regulations, and conditions in the document.

## **Supervision under Probation:**

Supervision under Probation: An offender released from prison may have been sentenced as a split sentence. This is a sentence divided among periods of prison, parole and probation. Another type of split sentence can occur when an offender is sentenced to prison on one count or case, but sentenced to probation on another count or case. If you fall into either one of these categories and have received a sentence of probation, you must report immediately to the Probation Office in your sentencing circuit when released from prison and/or parole. Upon your contact with the Probation Office, further instructions will be given to you concerning your conditions and reporting instructions. Probationers under state supervision are assessed to determine their level of risk for re-offending. They are supervised according to the results of the assessment. This process allows more time and effort to be devoted to those offenders who pose the most risk to the community. The dynamic risk assessment instrument determines a probationer's risk level (under regular supervision) as standard or high. To emphasize high levels of surveillance and intervention, sentencing may be modified for offenders to be placed under specialized supervision.

### **SCHR Parole Handbook: A Guide to the Parole Consideration Process for People in Georgia State Prisons**

<https://pap.georgia.gov/documents/parole-handbook>

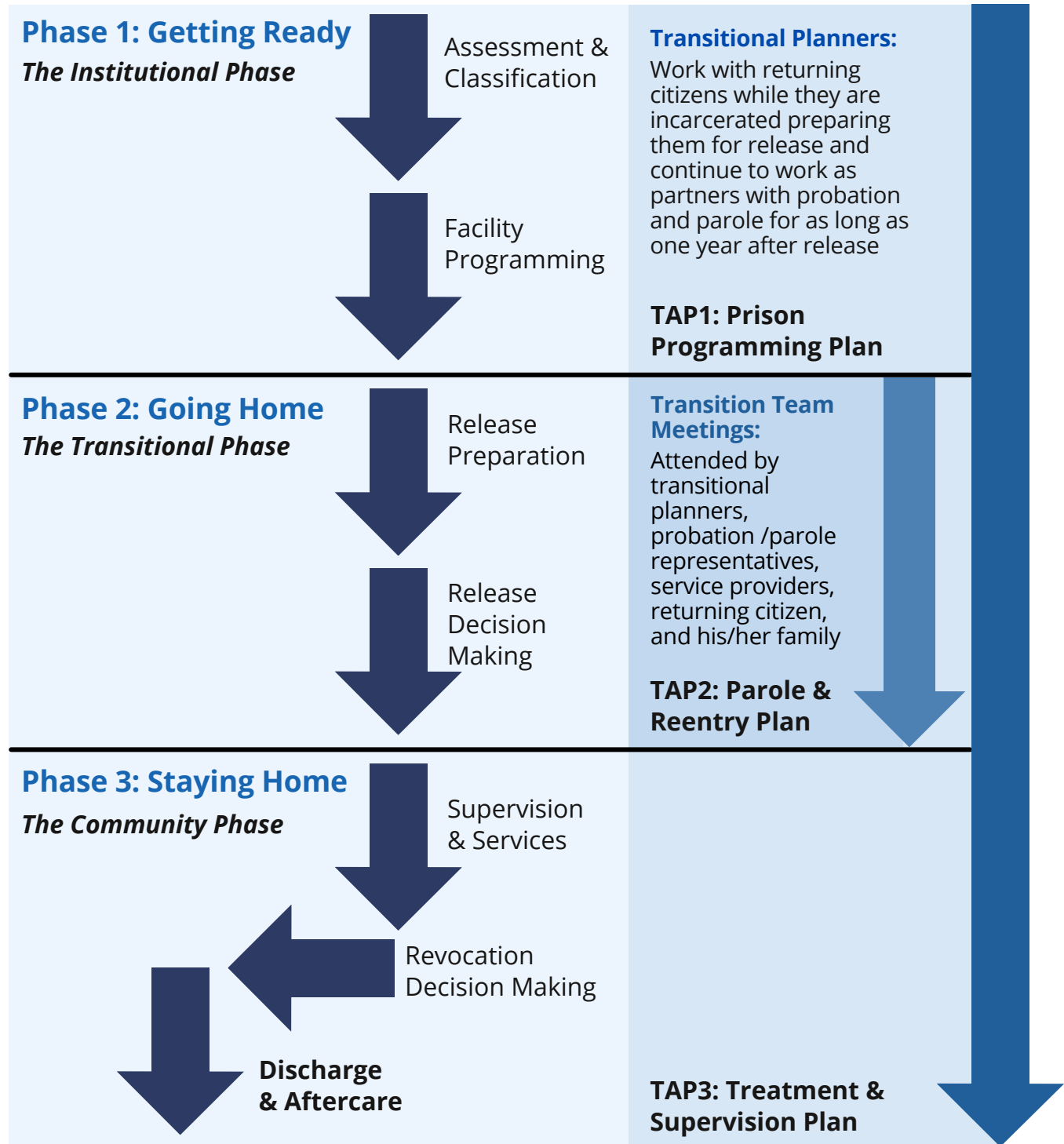






## Transition Accountability Planning (TAP) Flowchart

Note: The various operational expectations for the TAP and Case Management Process are embedded in the appropriate Targets for Change. Activities to implement these Targets are therefore included throughout the assessment framework.



This Resource Manual was developed and produced for internal use by Integrity Transformations Community Development Corporation