

	DeKalb County Government DeKalb County Community Corrections	Effective Date 5/5/2025	Page 1 of 5	Number 6-001-002
POLICY AND ADMINISTRATIVE PROCEDURES Manual of policies and procedures		Annual Review Due: 3/31/2026		
Title INCENTIVES POLICY				

I. Purpose

Program participants who are in compliance with program rules earn incentives according to departmental policy. Incentives are awarded according to the incentive matrix. The incentive policy is designed to increase positive reinforcement to encourage behaviors that reduce recidivism. Incentives are to be given at a 4:1 ratio to sanctions as often as possible. Prosocial behavior and program progress can be reinforced using several forms of incentive.

II. Procedure

Verbal praise may be awarded at any time by any staff member. Program participants may earn incentives to be awarded by their case manager for specific behaviors. Participants will also earn promotion through program phases and passes through behavioral compliance for determined periods and the completion of program goals. Incentives are divided into four categories: social reinforcers, tangible reinforcers, token reinforcers, and reinforcing activities. All incentives must be documented in the participant's SRS case. Incentives may not be removed; however, subsequent sanctions may make the previously awarded incentive ineligible for use until the sanction is lifted.

III. Types of Incentives

Certificates (Token Reinforcer)

Participants may earn certificates while on DeKalb County Community Corrections. These certificates denote specific accomplishments achieved by a participant.

Free Drug Screen (Tangible Reinforcer)

A participant (who is not currently enrolled in the "Sanctions" drug screen group) who has three (3) negative drug screens are given a certificate that they may return in lieu of payment for their next drug screen. A participant may choose the free drug screen certificate instead of the two (2) hour pass certificate.

Passes (Reinforcing Activity)

Passes are defined as incentives which allow a participant to be out of their residence for predetermined hours to visit Case Manager-approved locations. Each week non-sanctioned participants are eligible for one (1) personal pass-two (2) hours in length with no extra travel time allocated. These passes expire every Sunday and cannot be accumulated for future use.

- Electronically monitored home detention participants shall not receive a personal pass until successful completion of their first full week of supervision. Residential Work Release participants will receive passes upon entering Phase 2.
- If participants fail to schedule an approved pass by the 12:00 pm Friday schedule deadline, DCCC will not permit an addition to be made.

Additional passes and privileges are based on the completion of program requirements and case plan objectives. Details of this procedure can be found in the Passes, Phasing, and Privileges Advisement Policy (6-006). Passes will be issued at the discretion of Community Corrections staff based on any additional accomplishment while under Home Detention Supervision.

Participants may turn in combined passes for a four-hour pass or six-hour pass, if they are schedule at home or RWF for at

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least one (1) hour before the beginning of the pass.

Passes cannot be broken into several shorter passes or taken back to back and must be taken between the hours of 7 am and 9 pm. The participant must provide specific locations, not to exceed three locations.

Passes may be used to visit Case Manager-approved residential sites. All individuals in the approved residential site must be free of any pending criminal charges and not under any form of supervision.

Passes may be used at sit down restaurants, but participants may not sit at a bar. Participants may not go into any location in which minors are not allowed.

Passes are allowed to be used at parks or recreational areas such as lakes; however, all locations require a specific numerical address. Participants are prohibited from any boating or swimming activities due to the ankle bracelet requirements.

All participants are required to submit receipts or signed contact sheets verifying locations visited during allowed pass times.

DeKalb County Community Corrections Staff retain the right to refuse a pass or terminate any pass at any and all times. Participants must stay current on their DCCC fees or passes may be revoked.

Any unaccountability while on a pass will result in immediate termination of the pass and may result in further sanctions. It is the participant's responsibility to maintain accountability at all times while on Home Detention. Passes may be earned as:

1. A compliance incentive- for specified period of time in compliance;
2. A phase completion incentive- for completing the requirements to move RWF phases;
3. A targeted incentive- for completing a specific prosocial or intervention goal; and
4. A Kudos incentive- for being drawn as an entry in the Kudos Jar Program.

Verbal Praise (Social Reinforcer)

Verbal praise is behavior specific affirmations directly communicated to a participant. Verbal praise should be given as often as possible by all staff members, and documented in SRS every instance it is given.

Facility Activity with residential facilitators or case managers (Reinforcing Activity)

DCCC will also use additional outdoor time for participants in the Residential Work Facility, participant movie nights, and the addition of other activities for participants currently in compliance.

Prosocial Community Activities (Prosocial Reinforcer)

YMCA or gym passes can be earned in Phase 6 of RWF and after six (6) months of compliance for home detention participants to encourage physical exercise.

Kudos Jar (Social Reinforcer and Reinforcing Activity)

Participants may be recognized by any staff members for prosocial behaviors, such as helping out when not required (not

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to be used for community service work hours), going above and beyond, and demonstrating a good attitude. Staff will verbally acknowledge the prosocial behavior and then complete the Kudos Jar paper with the participant's name and positive behavior. Staff will enter the nomination for kudos in SRS using the "Kudos Jar" incentive. Each Wednesday afternoon a name will be drawn at random from the jar and the drawn winner will receive a Kudos Pass to have an extra gas stop (licensed OR unlicensed drivers, no fuel purchase required) or stop at a fast food drive through (additional 20 minutes travel time). This pass must be scheduled on the participant's weekly schedule following the scheduling procedure.

Treatment Progress Incentive (Tangible Reinforcer)

Participants may be given a tangible reinforcer from the treatment and goal-oriented incentive collection at DCCC for progress in treatment, goal completion, class/program completion, progress on a criminogenic risk/need area, or other cognitive advancement.

Negative Reinforcement: removal of restrictions or sanctions (Reinforcing Activity)

Participants may have a restriction or sanction removed by their case manager or DHB members (depending on it's source) due to improved behavior or the completion of a specific activity. Examples include: ending a bunk restriction, removing sanctioned CSW hours, return of lost passes, restoring of credit time, or otherwise returning privileges.

Incentive Matrix

The incentive matrix is to be used to award appropriate positive reinforcement to the participant. Once a behavior has been identified, staff may determine which incentives in that incentive level to award. Incentive levels with multiple incentives may have some or all of the incentives at that level chosen.

The list and matrix are subject to change at any time without notice and at staff discretion.
Incentive Matrix (choices in bold are work facility-specific)

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Behavior	Incentive Level
Academic Achievement/Progress Arriving on Time Bringing Documents Charging as Instructed Following Provider Recommendations Maintaining Employment Participating in Support Groups Paying Fees/Restitution Phase Completion Pro-Social Behavior Reaching Sobriety Milestones Work Accomplishment	Verbal Praise (Social Reinforcer) Candy Bar or Food Item (Tangible Reinforcer) Increased Activity Time (Reinforcing Activity)
GPS Compliance	Certificate of Achievement (Token Reinforcer) Verbal Praise (Social Reinforcer)
3 Consecutive Months of GPS Compliance Completing Assignment Completing Community Service Obtaining A Sponsor Earning an AA/NA token for 30 Days or 6 Months sobriety while under supervision Full Payment of Community Corrections Fees with over 30 Days left on program,	2 Hour Pass (Reinforcing Activity) Certificate of Achievement (Token Reinforcer) Verbal Praise (Social Reinforcer)
3 Negative Drug Screen	2 Hour Pass (Reinforcing Activity) or Free Drug Screen (Tangible Reinforcer) Certificate of Achievement (Token Reinforcer)

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Completing External/Internal Program	4 Hour Pass (Reinforcing Activity)
Earning an AA/NA Token for 1 Year Sobriety While Under Supervision	Certificate of Achievement (Token Reinforcer)
Obtaining License	Verbal Praise (Social Reinforcer)
Obtaining Employment and Maintaining it for 30 Days	
Paying Restitution In Full	