

	DeKalb County Government DeKalb County Community Corrections		Effective Date	Page 1 of	Number
			8/7/2024	4	6-006-004
	POLICY AND ADMINISTRATIVE PROCEDURES Manual of Policies and Procedures				
Title PASSES, PHASING, & PRIVILEGES					

I. PURPOSE:

The purpose of this policy is to provide specific guidance for the earning of passes, movement through the phases of the Residential Work Facility (RWF) Program and onto Electronically Monitored Home Detention (EMHD), and privileges within DeKalb County Community Corrections.

II. POLICY STATEMENT:

DeKalb County Community Corrections (hereafter DCCC) has defined levels of supervision and phases within the RWF program. Participants will earn progression through the six (6) phases of the RWF program through goal completion and behavior compliance. Upon completion of the sixth RWF phase, participants will be eligible to move to electronically monitored home detention at an approved residence (participants may be ordered by a court to remain at the RWF for the entirety of their sentence). As a function of the DCCC incentive system, participants may earn passes based upon program progression, completion of targeted case management goals, as part of the Kudos drawing, and sustained program compliance.

III. PROCEDURE:

1. PASSES:

Each week Home Detention participants shall be eligible for one (1) personal pass, two (2) hours in length with no extra travel time allocated. These passes shall expire every Sunday and cannot be accumulated for future use. Home Detention Participants shall not receive a personal pass until successful completion of their first full week of supervision. Home detention participants who are paid up-to-date on fees, are meeting at least three (3) case objectives, and have less than three (3) verbal warnings (no written or ROC) in the previous month will receive a two (2) hour incentive pass. Home detention participants who have served at least six (6) months and have thirty (30) days without verbal, written, or Report of Conduct sanctions are eligible for gym membership passes 3 times/week for 1 hour, as well as a four (4) hour weekly passes with the approval of their probation officer.

Residential Work Facility (RWF) participants will not be eligible for passes until they reach Phase 2. RWF participants cannot use earned passes until reaching Phase 3. If not on the program for long enough to reach Phase 3, participants may use their earned passes the last week they are on the program if they have not received any sanction while on the program. RWF participants may graduate to the next Phase if they have received less than 3 Verbal Reprimands, no Written Reprimands or Reports of Conduct, if they have completed 3 objectives on their case plan, and their fees are at \$0 or below at the time of Phase Review. Passes cannot be used until being notified that they have entered the next Phase.

- 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. Passes will be issued at the discretion of Community Corrections staff based on any additional accomplishment while under Community Corrections.

POLICY AND ADMINISTRATIVE PROCEDURES

DeKalb County Community Corrections

Manual of Policies and Procedures

Number 6-006-004	Effective Date 8/7/2024	Page 2	Total Pages 4
Title PASSES, PHASING, & PRIVILEGES			

- One (1) incentive pass, two (2) hours in length will be awarded for the following accomplishments:
 - Three (3) consecutive negative drug screens
 - Three (3) consecutive GPS Compliance Certificates
 - Completion of required community service hours
 - Earning an AA/NA token for completion of 30 days, 6 months, and 1 year sobriety
 - Full payment of restitution
 - Any specific accomplishment deemed appropriate by the Probation Officer/Case Manager and approved by the Executive Director.
- One (1) incentive pass, four (4) hours in length will be awarded for the following accomplishments:
 - Completion of the Moral Recognition Therapy (MRT) Program
 - Obtaining and maintaining employment for 30 days
 - Completion of any Substance Abuse treatment program
 - Completion of any non-violence program
 - Completion of any home based services program including Lifeline or DCS mandated programs
 - Completion of GED, vocational course, or post-secondary education course.
 - Any specific accomplishment deemed appropriate by the Probation Officer/Case Manager and approved by the Executive Director.
- Participants earning a Kudos Pass earn an extra gas stop (licensed OR unlicensed drivers, no fuel purchase required), stop at a fast food drive through (additional 20 minutes' travel time), or outdoor/smoking time for RWF residents. This pass must be scheduled on the participant's weekly schedule following the scheduling procedure. Three (3) kudos nominations may be turned into the probation officer/case manager for a two (2) hour pass.
- Participants earning a Schedule Change Pass will receive a certificate for a two (2) hour pass. This pass can be earned weekly by one home detention and one residential work program participant, by nomination of DCCC staff, for planning ahead while creating their weekly schedule and submitting the least schedule changes for the week.

Passes must be taken between the hours of 7am and 9pm. Participants may use up to four (4) passes a week (including a haircut pass). Participants must be at their residence for one (1) hour before the beginning of a pass. The participant must provide specific locations, not to exceed three (3) locations. Current DCCC participants may not take passes together or to the same location during the same time (this definition is at probation officers' discretion).

Passes may be used to visit Probation Officer/Case Manager approved residential sites. All individuals at the approved residential site must be free of any pending criminal charge(s) 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 may not be used on school property. (Special permission may be given by probation officers/case managers for required meetings at a school.)

Passes are allowed to be used at parks or recreational areas such as lakes, again all locations require a specific numerical address. Participants are however 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

POLICY AND ADMINISTRATIVE PROCEDURES

DeKalb County Community Corrections

Manual of Policies and Procedures

Number 6-006-004	Effective Date 8/7/2024	Page 3	Total Pages 4
Title PASSES, PHASING, & PRIVILEGES			

visited during allowed pass times.

Participants may combine passes to create one (1) four-hour pass or one (1) six-hour pass if approved by probation officer/case manager prior to submission of weekly schedule and if he/she is at home or the RWF for one (1) hour prior to the beginning of the pass.

DCCC 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 Community Corrections.

There shall be no visitation between residents and the general public while in the Residential Work Facility, either in the building or on the grounds of DeKalb County Community Corrections. Participants may earn passes to meet with family, friends, or other members of the public outside of the Residential Work Facility building and the immediate grounds.

This does not restrict a participant's ability to schedule an approved medical, legal, or other necessary appointment regardless of phase. Participants may receive permission from the assigned probation officer/case manager to schedule an appointment with attorneys, DCS employees, clergy, probation employees, or DCS supervised visitation with children at the facility if community arrangements cannot be made. These visitors shall be logged on the sign-in and out form. Audio recording only may be turned off during these visits to protect privacy.

2. PHASE MOVEMENT:

Advancement through phases will be considered monthly after the participant has been on for a minimum of 30 days. Those with an intake date of 1st-14th will be considered to advance phases on the 15th of each month. Those with an intake date of 15th-31st will be considered to advance phases on the 1st of each month. Case Management staff, the Director of Residential Services, and the Executive Director shall meet on the 1st and 15th of each month, (or the following business day). Participants may be moved back in Phasing due to sanctions.

Applying For Home Detention Placement

Participants applying for transition to Home Detention must complete the Application to Transition to HD form for approval to transfer out of the Residential Work Facility. Participants must also turn in a Co-Resident Form and a Consent to Search Form for their desired residence. Participants must have an initial search completed on the property they are choosing to move to before the review by the phasing team.

Community Transition Program (CTP) participants, who have only CTP time to serve, may apply for transition to Electronically Monitored Home Detention after serving at least half of their sentence in the Residential Work Facility with a minimum time served within the facility of thirty (30) days. CTP participants must follow the same procedures for applying for transition to Home Detention Placement. CTP Participants with suspended time to serve or a consecutive case after CTP must follow the same phasing system as non-CTP participants; they are not eligible for transition to Home Detention until completion of Phase 6. (Reference the Programs Levels & Movement Policy 6-012.)

POLICY AND ADMINISTRATIVE PROCEDURES

DeKalb County Community Corrections

Manual of Policies and Procedures

Number 6-006-004	Effective Date 8/7/2024	Page 4	Total Pages 4
Title PASSES, PHASING, & PRIVILEGES			

Phase 1 – RWF START

Phase 1	No Personal Incentive Pass Time
Requirements To Advance	*No Written Reprimands or Report Of Conduct for 30 Days, less than 3 verbals
	*All Fees Must Be Paid Current
	*Successfully Complete 3 Objectives on Case Plan

Phase 2

Phase 2	1 Weekly 2 Hour Pass, 1 Hour Haircut Pass (Must be non-residential in DeKalb County)
Requirements To Advance	*No Written Reprimands or Report Of Conduct for 30 Days, less than 3 verbals
	*All Fees Must Be Paid Current
	*Successfully Complete 3 Objectives on Case Plan

Phase 3

Phase 3	1 Weekly 2 Hour Pass, 1 Hour Haircut Pass (Must be non-residential in DeKalb County), May begin to use Earned Passes
Requirements To Advance	*No Written Reprimands or Report Of Conduct for 30 Days, less than 3 verbals
	*All Fees Must Be Paid Current
	*Successfully Complete 3 Additional Objectives on Case Plan

Phase 4

Phase 4	1 Weekly 2 Hour Pass, 1 Hour Haircut Pass (Must be non-residential in DeKalb County), May Use Earned Passes, 1 Monthly 4 Hour Pass
Requirements To Advance	*No Written Reprimands or Report Of Conduct for 30 Days, less than 3 verbals
	*All Fees Must Be Paid Current
	*Successfully Complete 3 Additional Objectives on Case Plan

Phase 5

Phase 5	1 Weekly 4 Hour Pass, 1 Hour Haircut Pass (Must be non-residential in DeKalb County), May Use Earned Passes, 1 Monthly 5 Hour Pass
Requirements To Advance	*No Written Reprimands or Report Of Conduct for 30 Days, less than 3 verbals
	*All Fees Must Be Paid Current
	*Successfully Complete 3 Additional Objectives on Case Plan

Phase 6

Phase 6	1 Weekly 4 Hour Pass, 1 Hour Haircut Pass (Must be non-residential in DeKalb County), May Use Earned Passes, 1 Monthly 6 Hour Pass; May submit written request for transition to Home Detention (some exclusions may apply); based on case plan success; gym membership pass 3 times/week for 1 hour (with verified gym membership documentation; can be combined up to 2 hrs with PO approval)
Requirements To Advance	*No Written Reprimands or Report Of Conduct for 30 Days, less than 3 verbals
	*All Fees Must Be Paid Current
	*Successfully Complete 3 Additional Objectives on Case Plan

Phase 6 Maintenance

Phase 6 Maintenance	Residents who have completed a successful month in Ph. 6, but are not transitioning to EMHD, may earn 1 additional Monthly 2 Hour Pass OR 1 additional gym pass (4/wk).
Requirements To Advance	*No Written Reprimands or Report Of Conduct for 30 Days, less than 3 verbals
	*All Fees Must Be Paid Current
	*Successfully Complete 3 Additional Objectives on Case Plan

POLICY AND ADMINISTRATIVE PROCEDURES

DeKalb County Community Corrections

Manual of Policies and Procedures

Number 6-006-004	Effective Date 8/7/2024	Page 5	Total Pages 4
---------------------	----------------------------	-----------	------------------

Title

PASSES, PHASING, & PRIVILEGES