



SCDC POLICY/PROCEDURE

NUMBER: GA-02.03

TITLE: PUBLIC AWARENESS PROGRAMS

ISSUE DATE: June 5, 2015

RESPONSIBLE AUTHORITY: DIVISION OF PROGRAMS AND SERVICES

OPERATIONS MANUAL: GENERAL ADMINISTRATION

SUPERSEDES: GA-02.03 (March 1, 2005); (September 1, 2003)

BRELEVANT SCDC FORMS/SUPPLIES: 6-8, 6-9, 6-10, 6-11

ACA/CAC STANDARDS: 4-ACRS-7F-01, 3-4021

STATE/FEDERAL STATUTES: NONE

PURPOSE: To provide guidelines for the implementation and management of public awareness programs within the South Carolina Department of Corrections.

POLICY STATEMENT: The South Carolina Department of Corrections recognizes that the Agency has a responsibility to the public in assisting with crime prevention efforts. To this end, the Agency will develop and implement public awareness programs designed to inform, educate, and encourage interaction with "at-risk" youths, adults, and other select groups about the effects of criminal behavior and incarceration on one's self and family. (4-ACRS-7F-01, 3-4021)

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1. OPERATION GET SMART:

1.1 Public Awareness Programs Manager: Under the general supervision of the *Deputy* Director of Programs and Services, the Public Awareness Programs Manager will be responsible for managing the Get Smart Program within the guidelines of related agency policies and procedures, and state and federal statutes to include:

1.1.1 Regulating various administrative and security activities necessary to facilitate program activities;

1.1.2 Coordinating the daily operation of all programs;

1.1.3 Processing, scheduling, and approving all requests for program engagements;

1.1.4 Maintaining statistics and feedback related to the program;

1.1.5 Maintaining and updating the Operation Get Smart Operations' manual;

1.1.6 Supervising the Get Smart Program Supervisor(s); and

1.1.7 Serving as liaison and primary contact for Operations Behind Bars Program Coordinators.

1.2 Get Smart Program Supervisor: Officers, at the level of Sergeant or above, will be designated as Get Smart Program Supervisors. The Public Awareness Programs Manager and the Get Smart Program Supervisors will be responsible for:

1.2.1 Transporting and supervising the inmate participants;

1.2.2 Ensuring that the inmate participants comply with the guidelines of the Operation Get Smart manual;

1.2.3 Ensuring that no donations of any kind are accepted by the Operation Get Smart program;

1.2.4 Ensuring that the official who requested the Operation Get Smart program completes a feedback form (internal form) and that the feedback form is forwarded to the Public Awareness Programs Manager; and

1.2.5 Enforcing SCDC policy related to photographing inmates. No photographs and/or audio/video recordings will be taken of inmates where the inmate may be identifiable by such photos or recordings.

1.3 Inmate Selection: Inmates assigned to the Operation Get Smart Program will be screened prior to program participation. The screening process will be completed by the Get Smart Program Supervisor and the Public Awareness Programs Manager prior to any inmate assignments. All screening documentation will be maintained by the Public Awareness Programs Manager and appropriate copies will be distributed to the Division of Classification and Inmate Records. Inmates selected will:

1.3.1 Meet "minimum out" custody requirements;

1.3.2 Have displayed good institutional adjustment;

1.3.3 Have no criminal sexual offense arrests within the last ten years (whether dismissed, nolle prossed, or plead down) and no criminal sexual conduct, escape, or kidnapping convictions;

1.3.4 Have no detainers or pending charges;

1.3.5 Be approved for participation in the program by law enforcement officials in the committing county;

1.3.6 Be psychologically assessed with favorable results;

1.3.7 Be screened by State Classification, and approved for program participation by the **Deputy** Director of Operations, respective Warden, **Deputy** Director of Programs and Services, and the Public Awareness Programs Manager;

1.3.8 Be drug tested with negative results prior to placement and periodically while on the program;

1.3.9 Complete an orientation and training process; and

1.3.10 Have had victim/witnesses notified, if applicable, of the inmate's participation in the program.

1.4 Inmate Performance: Performance and adjustment of the inmates participating in the Get Smart Program will be evaluated on an ongoing basis, and inmates may be removed from the program at any time for behavior unacceptable to the mission of the program or the Agency.

1.5 Inmate Presentations: The only inmates authorized to participate in public speaking engagements representing the SCDC, are those inmates assigned to the Operation Get Smart Program who have completed job orientation and public speaking training classes conducted by the Public Awareness Programs Manager.

2. OPERATION BEHIND BARS:

2.1 Public Awareness Programs Manager: The Public Awareness Programs Manager will be responsible for coordinating and monitoring the overall operations of the Operation Behind Bars program in selected institutions as approved by the respective Warden. The Public Awareness Programs Manager will serve as the liaison and primary contact for all Operation Behind Bars Program Coordinators. In addition, the Public Awareness Programs Manager will maintain all Operation Behind Bars statistics.

2.2 Warden: The appropriate Warden will be responsible for:

2.2.1 Managing the daily operation of the Operation Behind Bars program, to include making decisions regarding security procedures based upon institutional operating constraints and needs; and

2.2.2 Designating, with the concurrence of the Public Awareness Programs Manager, an employee to act as the Operation Behind Bars Program Coordinator.

2.3 Operation Behind Bars Program Coordinator: The Operation Behind Bars Program Coordinator at each participating institution will be responsible for:

2.3.1 Supervising, coordinating, and monitoring the day to day operations of the program to ensure no policy violations occur (to include no handcuffing of tour participants, locking them in a cell, etc.);

2.3.2 Developing specific guidelines governing security and administrative requirements and program format to facilitate the program's operation;

2.3.3 Developing, monitoring, and coordinating all aspects of the inmate panel segment of the program, to include presentations, format, selection, supervision, and training of inmate participants;

2.3.4 Scheduling Operation Behind Bars programs using SCDC Form 6-10, "Operation Behind Bars Program/Scheduling Information," and

immediately forwarding the completed form to the Public Awareness Programs Manager;

2.3.5 Advising the participating group's coordinator of all applicable policies and procedures, security requirements, and any restrictions or special conditions pertaining to dress code, unauthorized property, etc.;

2.3.6 Ensuring that applicable SCDC consent forms (see Procedures 4.1 and 4.2) have been properly completed and that appropriate identification of each program participant is verified; (This information should be mailed /faxed to the group requesting the tour prior to the scheduled tour date so the forms can be completed appropriately prior to arrival at the facility.)

NOTE: Refer to the SCDC Intranet website for the retention schedule for the consent forms.

2.3.7 Receiving prior approval from the appropriate Warden/Duty Warden if an individual in the group has a friend or relative incarcerated at the institution;

2.3.8 Ensuring that displays of anger, profanity, loud boisterous outbursts, and physical contact by inmate program participants and inmates within the institution are prohibited;

2.3.9 Ensuring that visiting program participants leave the institution as soon as the program ends (NOTE: The approximate length of the program is two (2) to three (3) hours.);

2.3.10 Ensuring that the appropriate visiting official completes an "Operations Behind Bars Program Evaluation," (available from the Public Awareness Programs Manager) and that the evaluation is immediately forwarded to the Public Awareness Programs Manager; and

2.3.11 Canceling Operation Behind Bars Programs and removing visiting program participants from SCDC property if warranted for security reasons, to include disruptive behavior, failure to comply with instructions, or deviation by inmates from approved program format.

2.4 Inmate Selection: The Operation Behind Bars Program Coordinator, with the concurrence of the Public Awareness Programs Manager, will develop and coordinate a screening and selection process for inmates who apply to participate in the program. A maximum of ten (10) inmates may participate. At a minimum, each inmate selected for the program will:

2.4.1 Have exhibited excellent institutional adjustment with no disciplinary action taken against him/her for at least one (1) year prior to participation;

2.4.2 Not have a history of or not currently be diagnosed with or treated for a psychotic disorder;

2.4.3 Agree to submit to periodic drug testing to ensure that s/he is drug free; (This may be in addition to the Agency's random drug tests.); and

2.4.4 Have no criminal sexual conduct convictions.

2.5 Inmate Presentations: Inmate presentations will be restricted to the inmate providing:

2.5.1 Information pertaining to his/her own personal experiences, prior to and since becoming incarcerated;

2.5.2 Accurate, realistic accounts of prison life and the effects of incarceration on himself/herself and his/her family;

2.5.3 Information regarding the actions leading to his/her criminal behavior; and

2.5.4 Encouraging advice and guidance intended to discourage inappropriate or criminal behavior that can lead to incarceration.

2.6 Inmate Performance: Performance and adjustment of the inmates participating in the Operation Behind Bars Program will be evaluated on an ongoing basis, and inmates may be removed from the program at any time for behavior unacceptable to the mission of the program or the Agency.

3. INSTITUTIONAL TOURS:

3.1 Public Awareness Programs Manager: The Public Awareness Programs Manager will be responsible for providing assistance in structuring institutional tours and training employees who will be conducting tours upon request or as needed.

3.2 Warden: The appropriate Warden will be responsible for:

3.2.1 Selecting, with the concurrence of the Public Awareness Programs Manager, an employee to act as a Tour Coordinator to assist with institutional tour responsibilities and requirements;

3.2.2 Managing the overall operations of institutional tours, to include developing and maintaining specific guidelines governing security and administrative requirements and a specific format to facilitate all institutional tours;

3.2.3 Designating specific days and time frames when institutional tours may be conducted;

3.2.4 Canceling and rescheduling tours based on safety and security requirements of the institution or other unpredictable acts or incidents that may arise **NOTE:** The Warden/designee is responsible for notifying the Public Awareness Programs Manager of any such cancellations; *and*

3.2.5 Denying any group permission to tour if it is his/her judgment that the tour is not in the best interest of the institution or agency (**NOTE:** The Warden/designee will promptly inform the Public Awareness Programs Manager or, in his/her absence, the *Deputy* Director of Programs and Services, and SCDC's General Counsel of any denials of requests for institutional tours. Tours will not be conducted for individual citizens who merely want to satisfy their curiosity.) .

3.3 Tour Coordinator: The Tour Coordinator, under the direction of the appropriate Warden, will be responsible for:

3.3.1 Conducting and supervising the day to day operations of institutional tours, to include controlling the activities of tour groups and ensuring compliance with all applicable SCDC policies and procedures;

3.3.2 Scheduling institutional tours and immediately forwarding the name of the tour group; name, address and telephone number of the individual requesting the tour; date and time of the tour; anticipated number in tour group; age span of tour group; area of institution that will be toured; and any additional comments to the Public Awareness Programs Manager via automated message;

3.3.3 Ensuring that any request for a tour or a visit for any purpose (i.e., speaking engagements, etc.) by any in-state or out-of-state legislator, other elected official, other dignitary, or staff to such an official, is authorized by the Division of Operations, with notification to the *Deputy* Director for Programs and Services;

3.3.4 Ensuring that applicable SCDC consent forms (see Sections 4.1 and 4.2) have been properly completed and that appropriate identification of each tour participant is verified. ***NOTE: Refer to the SCDC Intranet website for the retention schedule for the consent forms;***

3.3.5 Receiving prior approval from the Warden/Duty Warden if an individual in the group has a relative or friend employed or incarcerated at the institution;

3.3.6 Advising the participating group's supervisor of all applicable policies and procedures, possible inmate reactions to the tour participants, security requirements, and any restrictions or special conditions pertaining to dress code, unauthorized property, etc.; and

3.3.7 Ensuring that inmates **do not** make any presentations to the tour group, unless the group is participating in an Operation Behind Bars Program or the institution has an Operation Behind Bars Program and has inmates who are available and who have been trained to make such presentations.

3.4 Areas Covered: Tours will be limited to, but will not necessarily include, the following areas: Administration Building; Education/Vocational/Program Service Area; Prison Industries; Cafeteria; Visiting Room; Medical; Living Areas. ***NOTE: Restrictive Housing Units will NOT be included in institutional tours.***

3.5 Tour Narrative: The tour narrative should include, but not be limited to:

- Brief overview of the agency;
- History of the institution;
- Primary mission and responsibilities;
- Population and type offenders;
- Professional staff/diverse positions;
- Educational/vocational training opportunities available;
- Job assignments;
- Classification procedures;
- Treatment/medical services provided;
- Religious services provided; and
- Accomplishments, e.g., accreditation.

4. CONSENT FORMS: The Tour Coordinator or Operations Behind Bars Program Coordinator is responsible for ensuring that necessary consent forms are signed prior to civilians entering the institutions for either the Operation Behind Bars Program or an institutional tour. All forms should be mailed /faxed to the requesting group as far as possible in advance of the scheduled tour date so that the forms can be completed appropriately prior to arrival at the facility. Forms to be completed are as follow:

4.1 Operation Behind Bars Institutional tours will be gender specific. Females will participate in Operations Behind Bars Institutional tours at the female institutions and males will participate in Operations Behind Bars Institutional tours at the male institutions.

4.2 Adults: Adults participating in the program will be required to complete and sign SCDC Form 6-8, "Institutional Tours/Programs, Release of Liability," prior to entering the institution.

4.3 Minors: The minimum age for participating in the Operation Behind Bars Program or going on an institutional tour is **14** years of age, unless court ordered by a judge with competent jurisdiction over the minor. Minors must be accompanied by a minimum of one (1) adult for each ten (10) children. The responsible authority, authorized adults, and/or parents/guardians must be present during all aspects of the program (i.e., must always be within sight /sound of the minors participating).

4.3.1 Adults (i.e., a school or organization coordinator, etc.) desiring to have minors in their charge participate in either the Operation Behind Bars Program or an institutional tour will be required to sign, have notarized, and submit SCDC Form 6-9, "Institutional Tours/Programs Certificate of Parental or Guardian Consent/Release of Liability," certifying that they have received parental or guardian consent for each minor participating. A complete list of the minors must be attached to Form 6-9.

4.3.2 Individual requests from parents/guardians wanting their "borderline at risk" minors to participate in the Operation Behind Bars Program will be considered. However, in these cases the parent/guardian must be present and must sign SCDC Form 6-9, "Institutional Tours/Programs Certificate of Parental or Guardian Consent/Release of Liability," before their child may participate in an Operation Behind Bars tour.

4.4 Refer to the SCDC Intranet website for the retention schedule for the completed consent forms;

5.REPORTING INCIDENTS: The procedures for reporting incidents regarding the Operation Get Smart Program, Operation Behind Bars Program, or the institutional tours programs are as follow:

5.1 The supervising employee (i.e., the Officer responsible for supervising the Operation Get Smart team, the Operation Behind Bars Program Coordinator,

the Institutional Tour Coordinator) will immediately report any and all problems, incidents, and/or concerns to the appropriate Warden and the Public Awareness Programs Manager. A written report must be submitted to the Warden with copies to the **Deputy** Director of Programs and Services and the Public Awareness Programs Manager, within 24 hours. A Management Information Note (MIN) will suffice for this purpose unless greater detail or sensitive information (including names of juveniles) is needed.

5.2 The Public Awareness Programs Manager or, in his/her absence, the will ensure that all incidents, problems, and/or concerns are addressed and that, when necessary, appropriate corrective action is recommended to the respective Warden.

6. MEDIA: In addition to other notification procedures stipulated in policy, the Public Awareness Programs Manager, should be notified when any media requests are received regarding media presence or participation in any Public Awareness Program (OGS, OBB, or Tours).

7. DEFINITIONS:

Operation Behind Bars refers to a program which targets "at-risk" youths and adults, whereby the group members tour an institution and are then given the opportunity to speak with specifically chosen SCDC inmates regarding the actions that led to their criminal behavior, the effects of incarceration on themselves and their families, and the day-to-day life inside prison.

Operation Get Smart refers to a program whereby a team of carefully screened SCDC inmates are chosen to travel the state, under supervision, speaking to youth and adults regarding the actions which led to their involvement in crime and the consequences of criminal behavior, in an effort to deter others from making similar mistakes.

SIGNATURE ON FILE

s/Bryan P. Stirling, Director

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