

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Issuance of Police Powers Identification Cards

**Policy Number:** 104.55

**Effective Date:** 07/24/2024

**Page Number:** 1 of 3

**Authority:**  
Commissioner

**Originating Division:**  
Administration & Finance  
Division (Human Resources)

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

The Commissioner of the Georgia Department of Corrections (GDC) may approve the issuance of Police Powers Identification Cards to Peace Officers Standards Training (P.O.S.T.) certified employees whose duties and responsibilities require the authority of Police Powers.

**II. Authority:**

- A. O.C.G.A. § 42-5-35 Authority Granted to Commissioner to Confer Police Powers;
- B. GDC Board Rule: 125-2-1-.09, Police Officer Powers; and
- C. GDC Standard Operating Procedure (SOP): 104.54 GDC Identification Cards.

**III. Definitions:**

As used in this SOP, the term is defined as follows.

- A. **Police Powers** - Authority conferred on employees by the Commissioner to exercise certain powers, including arrest powers and the power to carry weapons.

**IV. Statement of Policy and Applicable Procedures:**

A. Identification:

1. The Department Human Resources Director may issue a GDC Police Powers Identification Card to employees occupying positions in the Office of Professional Standards (OPS) who possess a P.O.S.T. certification/registration number and are approved by the Director, OPS.
2. The Commissioner may, by written notice to the Department Human Resources Director, approve other jobs that require Police Powers for issuance of a GDC Police Powers Identification Card.

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3. The GDC Police Powers Identification Cards issued pursuant to this SOP shall be identical to the employee identification cards issued to all other GDC employees except that they shall bear an image of the badges issued to investigators and special agents employed by OPS in lieu of the GDC's seal, and they shall contain a notation on the reverse of the card confirming the delegation of arrest powers by the Commissioner.
- B. Temporary Card: A temporary Police Powers Identification Card may be issued, with approval of the Commissioner, to Department employees who are assigned to assist with emergency situations or other special events. The card must be returned at the completion of the assignment to the Appointing Authority/Designee.
- C. Replacement Due to Location or Name Change:
1. An employee must request a replacement of the Police Powers Identification Card when their name or location (Division) changes. Corrections Human Resources Management (CHRM) will destroy the old Police Powers Identification Card.
  2. Replacement Due to Lost/Stolen Identification Card:
    - a. If an employee's Police Powers Identification Card has been lost or stolen, the employee must immediately report the lost card to the Director, OPS and the Department Human Resources Director.
    - b. The employee must also immediately notify local law enforcement and file a report of the lost or stolen identification card.
    - c. The employee must pay \$5.00 by personal check or money order (payable to "Georgia Department of Corrections") to replace a lost card. The \$5.00 fee will be waived if the employee provides a police report regarding the loss or theft.

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**D. Request/Issuance Procedures:**

1. The CHRM Representative will (1) verify eligibility and accuracy of the information submitted and approval signatures and (2) create the Police Powers Identification Card.
2. Police Powers Identification Cards will be mailed to the employee's supervisor. Temporary cards will be delivered to the Appointing Authority/Designee supervising the assignment.

**E. Surrendering an Identification Card:**

1. An employee that loses P.O.S.T. certification, resigns, retires, or is dismissed from employment must immediately surrender his or her Police Powers Identification Card to CHRM who will destroy it.
2. An employee transferred to a job not approved for a Police Powers Identification Card must surrender the card to CHRM unless the Commissioner provides written authorization for the employee to retain the card. Employees that receive written authorization from the Commissioner to retain their card must forward a copy of the authorization to CHRM to file in the employee's personnel file.

**V. Attachments:**

Attachment 1: Police Powers Identification Card Request

**VI. Record Retention of Forms Relevant to this Policy:**

Upon completion, this form shall be retained in the employee's personnel file.