

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Inter-Institutional Transfer

Policy Number: 222.01

Effective Date: 10/24/2023

Page Number: 1 of 7

Authority:
Commissioner

Originating Division:
Facilities Division

Access Listing:
Level I: All Access

I. Introduction and Summary:

Offenders may be transferred from one facility to another facility for Administrative, Causal, Medical, Emergency, or Programmatic reasons. Proper recommendations from the Warden/Superintendent documenting the need for the transfer shall be forwarded to Offender Administration. No offender shall be transferred due to the filing of writs and/or grievances.

II. Authority:

- A. Americans with Disabilities Act of 1990;
- B. Georgia Department of Corrections (GDC) Board Rules: 125-2-4-.18, 125-3-2-.11 and 125-4-4-.09;
- C. GDC Standard Operating Procedures (SOP's): 103.63 Americans with Disabilities Act (ADA), Title II Provisions, 203.03 Incident Reporting, 203.04 Notification-Clearance of Escapes, 206.02 Management of Offender Property and Contraband, 209.01 Offender Discipline, 209.04 Use of Force & Restraint for Offender Control, 222.10 Security Procedures During Transport of Offenders, 222.02 County Facility Placement, and 508.33 Transfer of Offenders with Serious Mental Illness; and
- D. ACA Standards: 5-ACI-6A-24, 5-ACI-6C-12, 5-ACI-6D-06, 4-ALDF-4D-27 and 4-ACRS-5A-06.

III. Definitions:

- A. **Administrative Transfer Request** - A request to move an offender based upon another move, such as Causal mentioned below, or as a result of population redistribution or a change in missions of a facility, etc. Requests may also be based upon a positive move for the offender for family or personal reasons such as a move closer to where the offender's family lives.
- B. **Causal Transfer Request** - Requests that are based upon documented negative/problem behavior of an offender for which the current facility of

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assignment is not appropriate.

- C. **Medical Transfer Request** - Requests that are based upon the need to transfer an offender to another facility to receive appropriate medical or mental health services. Other requests involve the movement of an offender in preparation for a medical or mental health appointment and/or evaluation.
- D. **Emergency Transfer Request** - Requests that are a result of a unique event or unforeseen circumstances that necessitates immediate action.
- E. **Programmatic Transfer Request** - Requests to move an offender to participate in a program that is offered only at a facility other than the offender's current facility of assignment.
- F. **Warden-to-Warden Transfer Request** - Requests generated by unique circumstances involving an offender assigned to a facility that needs to be moved. The warden at one facility can contact a warden at a near-by facility and agree to an exchange. These moves are temporary, and the status of the offenders involved are in Sleeper Status.
- G. **Sleeper Status** - A status of an offender who is moved temporarily from one facility to another, i.e., Warden-To-Warden Transfer. This status is strictly time limited and shall not exceed twenty-four (24) hours. If such moves exceed the 24-hour time limit, then the sending facility shall submit a formal transfer request.
- H. **The Americans with Disabilities Act (ADA)** - Ensures that all individuals with disabilities are guaranteed the same rights and privileges as those without disabilities.

IV. Statement of Policy and Applicable Procedures:

- A. Transfer requests shall be submitted to the Classification Committee on Attachment 1, Facility Transfer Recommendation. All recommendations to Central Office shall be made electronically via SCRIBE in the assignments

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module. Refer to Transfer Request Codes to locate appropriate transfer reason. The following information should be included:

1. Pertinent information regarding the reason for transfer;
 2. Present specific job and/or program assignment, i.e., truck driver (not just county detail #4);
 3. Verified secondary job skills, i.e., cook, plumber, etc.;
 4. Any recent change of physical profile, i.e., broken nose 9/28/18, cleared to return to work;
 5. Known enemies, co-defendants, currently incarcerated family member and family members employed with or contracted by GDC. (Name & GDC ID number must be supplied); and
 6. Current location of family members if closer to home is the objective.
- B. Administrative transfers are initiated by the offender through the local Classification Committee. The Classification Committee then notifies central office Classification staff in Offender Administration of the request for transfer. Such requests generally shall not be considered until an offender has been assigned to an institution for twelve (12) months and has not been found guilty of a major Disciplinary Report infraction during the preceding six (6) months.
- C. Transfers for Cause shall be accompanied by a thorough documentation of problem behavior. Documentation shall include a comprehensive narrative in a case note summarizing such reports as Disciplinary Reports (SOP 209.01, Offender Discipline), Use of Force Reports (SOP 209.04, Use of Force & Restraint for Offender Control), Reports of Escape (SOP 203.04 Notification/Clearance of Escape), and Incident Reports (SOP 203.03). This documentation shall be placed in the offender's institutional file for consideration by staff of the next facility of assignment. Documentation in the institutional file shall also include any

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information to benefit the receiving facility such as teletype, e-mail, or fax sent to Central Office describing an incident or behavior. Requests should be submitted via SCRIBE.

D. Medical Transfer Requests:

1. Medical Transfer Requests are to be submitted via SCRIBE and include a medical description of the offender's condition that necessitates a transfer (i.e., dental needs, dentures, fillings, laboratory results, special physical needs, etc.).
2. Procedures shall be adhered to regarding the transfer of medical offenders during off hours and on weekends.
3. Any institution needing to transfer a state offender to Augusta State Medical Prison (ASMP) for medical reasons shall contact the ASMP duty officer and then ASMP control room officer and provide the following information:
 - a. Offenders name and identification number;
 - b. Physician's name and telephone number; and
 - c. Name of institution where offender is presently located.
4. The originating institution shall await confirmation from the control room officer at ASMP. When confirmation is received from ASMP, the sending institution shall provide an estimated time of arrival and any special information related to the offender such as security status, MH, HIV, etc. if available.
5. It shall be the responsibility of the originating institution to request and receive approval from the Regional Director for transporting the offender and notifying the GDC Communications Center.
6. When offenders are transferred to ASMP, both the institutional file and

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medical file of the offender are to accompany the offender.

7. Emergency Transfers may occur only on an "as needed" basis. The Sleeper Status information should be immediately entered into SCRIBE and marked urgent.
 - a. If any offender is transferred to ASMP in transient status, Attachment 2, Authorized Items Checklist should be completed and accompany other specified records.
 - b. Upon completion of the ASMP visit, the checklist should be completed and returned to the originating facility along with the offender.
- E. Programmatic Transfer involvement shall indicate the specific program requested (i.e., academics/GED, vocational/carpentry, RSAT etc.) These requests shall be submitted via SCRIBE. If an offender is participating in a program, activity, etc., this, along with the program end date, shall be noted in the text of the transfer request.
- F. Mental Health Transfers are outlined in SOP 508.33 Transfer of Offenders with Serious Mental Illness.
- G. Offenders eligible for transfer to a county facility are outlined in SOP 222.02 County Facility Placement.
- H. Warden-to-Warden Transfer may occur only after the wardens involved have discussed this transfer with their respective Regional Director. Once advised of this request from the wardens, the Regional Director shall contact the Director of Offender Administration to discuss and solicit guidance regarding the appropriateness of this action and to determine if a permanent transfer is appropriate and warranted.
- I. Sleeper Status: Wardens who authorize transport of an offender(s) from one facility to another for a short term stay because of disciplinary problems, medical

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testing, mental health evaluations, etc. should contact the Director of Offender Administration, or designee, to discuss, if the stay exceeds twenty-four (24) hours. At this time a determination will be reached as to whether or not a permanent transfer is warranted and appropriate.

- J. When the offender is transferred/transported, the offender's institutional file, medical file, mental health file, current medications, and personal property (see SOP 206.02 Management of Offender Property and Contraband) shall accompany the offender unless otherwise prohibited. Facility Transport Officers/CTU Transport Officers shall be required to complete SOP 222.10, Attachment 5, Offender File Transport Log, when transferring offenders. Confidentiality of the medical file and mental health file shall be maintained. All offender files must be concealed in a waterproof protector. The receiving facility cannot refuse to accept an offender listed on a GDC Busing Order because a file is not present. Every effort must be made to locate and produce the missing file(s) to the receiving facility within 72 hours of the offender's transfer.
- K. Physical Limitation Transfers: Offenders who are qualified for accommodation as defined by the Americans with Disabilities Act (ADA) will be accommodated by placing in housing that is most suited to their classification and physical and/or mental impairments. Housing that is designed to accommodate persons with disabilities will be utilized for those purposes. Offenders with need for special accommodation will be given priority for the housing units that can accommodate their needs. This type of transfer shall be recommended to the facility's Classification Committee by the facility medical administrator/ designee.
1. Offenders with physical disabilities shall be allowed to transfer with and keep assistive devices on their person (i.e., hearing aids, medically prescribed dark glasses, prescribed glasses, dentures, walking canes or braces, walkers, wheelchairs, white canes, etc.). Profiles related to such assistive devices shall be continued at the receiving facility unless and until they are deemed by medical personnel to no longer be needed.
 2. Offenders with physical disabilities who have been assigned wheelchairs or

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other devices for mobility impairment will be transferred using accessible vehicles. In particular, offenders who use wheelchairs or other mobility devices will be given priority, on a case-by-case basis through Offender Administration, for housing at the following facilities as defined by classification.

- a. Segregation Bed Facilities - Johnson State Prison (Primary Male), Augusta State Medical Prison, Autry State Prison, Coastal State Prison, and Pulaski State Prison (Primary Female).
- b. General Population Bed Facilities - Augusta State Medical Prison (temporary housing), Autry State Prison, Coastal State Prison, Johnson State Prison (Primary Male), and Pulaski State Prison (Primary Female).

L. For reasons dictated by good security practices, all transfers approved by Offender Administration shall always be kept confidential and under no circumstances shared with the offender or the offender's contacts.

V. Attachments:

Attachment 1: Institutional Transfer Recommendation

Attachment 2: Authorized Items Checklist to/From ASMP (Transient)

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1 and 2 of this SOP shall be placed in the offender's institutional file and shall be maintained according to the official records retention schedule of that file.