

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Diagnostic Reception, Orientation, and Processing		
Policy Number: 220.05	Effective Date: 2/14/2019	Page Number: 1 of 12
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level I: All Access

I. Introduction and Summary:

In accordance with the Georgia Department of Corrections (GDC) Rules, the Facilities Division shall ensure that offenders are processed through a Diagnostic Facility, where initial intake procedures are conducted.

II. Authority:

- A. O.C.G.A. §§42-5-51 and 42-5-56;
- B. GDC Board Rules: 125-1-2-.09, 125-2-3-.04, 125-2-4-.01, 125-2-4-.03, 125-2-4-.06, 125-2-4-.15, 125-4-4-.05, 125-4-4-.06, 125-4-4-.07, 125-4-5-.01, 125-4-6-.05, and 125-4-7-.01;
- C. GDC Standard Operating Procedures (SOPs): 103.58 Security Threat Group Management Program, 103.63 Americans with Disabilities Act (ADA) Title II Provisions, 106.05 New Offender Orientation for Religious Programs, 203.06 Offender Tracking Information System, 204.01 Georgia Crime Information Center GDC Limited GCIC Terminal Operations, 206.01 Offender Personal Property Standards, 206.02 Management of Offender Property or Contraband, 206.03 Disposition of Abandoned Tangible Offender Property, 208.01 Management of Inmates Diagnosed Positive for the HIV Antibody, 208.06 PREA-Sexually Abusive Behavior Prevention and Intervention Program, 209.01 Offender Discipline, 219.01 Case Management - Records Maintenance, 220.02 Security Classification, 220.03 Classification Committee, 220.04 Offender Orientation, 220.06 Validation of Common Law Marriage for Visitation Purposes, 221.01 Fingerprint Procedures for Offenders, 221.03 Offender Photo Identification Cards, 227.06 Offender Receipt of Mail, 227.05 Visitation of Offenders, 401.01 Offender Clothing Management and Standard Issue, 507.04.19 Receiving Screening, 507.04.21 Health Assessment and Medical Diagnostics, 504.04.23 Medical Classification and Profiling, 507.04.68 Management and Treatment of Offenders Diagnosed with Gender Dysphoria, and 508.14 Mental Health Reception Screen;

D. *Estelle v. Gamble*, 429 U.S. 97 (1976); and

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E. ACA Standards: 4-4177, 4-4281-1, 4-4281-2, 4-4281-4, 4-4281-5, 4-4285, 4-4286, 4-4287, 4-4288, 4-4292, 4-4312-1, 4-4347, 4-4362, and 4-4363-1.

III. Definitions:

A. **Diagnostic Facility Types:**

1. Juvenile Facility - Any facility that houses an offender that is seventeen (17) years old, i.e., Burruss Correctional Training Center, (male) and Lee Arrendale State Prison (female).
2. Adult Facility - Any facility that houses an offender that is eighteen (18) years of age or older, i.e., Georgia Diagnostic and Classification Prison (males), Lee Arrendale State Prison (females), and Coastal State Prison (males).

B. **Disability** - A Physical or Mental Impairment that substantially limits one or more major life activities of an individual; A record of such an impairment; or Being regarded as having such an Impairment.

C. **Gender Dysphoria** - The range of diagnostic criteria referenced in the Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition (DSM-5) Gender Dysphoria, involves a conflict between a person's physical or assigned gender and the gender with which he/she/they identify.

D. **Gender Identity** - A category of social identity that refers to an individual's identification as male, female, or some category other than male or female. Gender identity is an internal construct independent of anatomical genitalia at birth or sexual orientation.

E. **Gender Nonconforming** - A person whose appearance or manner does not conform to traditional societal gender expectations.

F. **Intersex** - Persons whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

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- G. **Mental Impairment** - Any mental or psychological disorder to include, but not limited to, intellectual and developmental disabilities, organic brain syndrome, emotional or mental illness, traumatic brain injuries, and learning disabilities.
- H. **Physical Impairment** - Any physiological disorder or condition, to include but not limited to cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hernic and lymphatic, skin, and endocrine.
- I. **Safe Housing** - Bed assignments that separate potential or known victims of sexual abuse from potential or known aggressors of sexual abuse.
- J. **Transgender** - Persons whose Gender Identity is different from the person's assigned sex at birth.

IV. Statement of Policy and Applicable Procedures:

A. Court Documents, Assignment Orders, and Pickup Orders:

1. Offender Administration accepts only Felony prison bound sentences and misdemeanor sentences which are attached to a felony sentence under the same docket. A misdemeanor conviction alone will not be accepted. All felony prison bound sentences are submitted directly from the Clerk of Superior Court in the county of conviction. Once sentencing documents are received by Offender Administration, the Processing Clerk will conduct a validity review to determine if all necessary commitment documents have been received and are in compliance with statutory sentencing requirements. This includes the accusation-indictment and true bill, final disposition, affidavit of custodian, and personal history. If all documents are in compliance, the offender will be assigned an identification number (GDC #). A copy of the court documents and sentence computation report are electronically transferred into SCRIBE. An offender will be assigned to a diagnostics and classification facility by Offender Administration, appropriate to the assigned gender indicated in the offender's PHS (personal history

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statement) and GCIC. Should there be a discrepancy between the two documents, the GCIC will be controlling.

2. Pickup orders are issued from the Offender Administration Jail Pickup Coordinator arranging for transport of the offender to the diagnostic facility from the county jail. In some instances, a facility will arrange for pickup from the jails.

B. Offender Arrival at the Diagnostic Facility:

1. Upon arrival at the Diagnostic facility, a complete and thorough search of the individual offender and his/her possessions shall be made in accordance with SOP 206.01. Individual personal property shall be thoroughly inventoried with the offender retaining only the following authorized items permitted during diagnostic processing:
 - a. Prescription eyeglasses;
 - b. Hearing aids;
 - c. Family photographs (20 each, no nudity or obscene photos);
 - d. Correspondence (6 each);
 - e. Legal documents;
 - f. One (1) watch, one (1) ring and one (1) religious medal (none homemade), combined value not to exceed \$200.00;
 - g. Twenty (20) postage stamps; and
 - h. Approved Religious Materials.
2. Any money the offender possesses while at a county jail shall be placed in the offender's account so that purchases can be made at the offender commissary, in accordance with SOP 206.02, 227.06, and 206.01.

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3. Unauthorized items in the offender's possession upon arrival shall be handled in accordance with SOP 206.02.
4. Upon arrival at the diagnostic facility, it is required that all offenders are sprayed with delousing disinfectant, shower, and have fingernails clipped if necessary. Male offenders are required to shave and have a haircut. Female offenders are not required to receive haircuts, unless they arrive with dreadlocks. Dreadlocks shall be cut.
5. State clothing shall be issued along with any personal items needed such as toothbrush, toothpaste, socks, and undergarments, in accordance with SOP 401.01.
6. If during intake procedures, staff members have been made aware that an offender identifies as intersex or transgender, this information shall be reported immediately to the Warden or Superintendent. The Warden or Superintendent shall immediately advise the Regional Director or Female Services Director. The Regional Director or Female Services Director shall notify the Director of Facilities, the Statewide Medical Director, Statewide Mental Health Director, and the Statewide PREA Coordinator. No search or physical examination of transgender or intersex offenders shall be conducted for the sole purpose of determining the offender's genital status.
7. Offenders shall be photographed in accordance with SOP 221.03-Offender Photo Identification Card, and SOP 103.58 Security Threat Group Management Program. All scars, marks, tattoos, and other unusual physical characteristics shall be documented in SCRIBE. Offenders shall be fingerprinted in accordance with SOP 221.01 Fingerprint Procedures for Offenders, if applicable.
8. Offenders shall receive an Offender Handbook upon entering Diagnostics. During the GDC Diagnostics Orientation process, staff should explain and provide in writing the below listed procedures, in a language that is understood by all offenders to include other accessible formats indicated by communication disability needs (hearing, vision, speech, etc.). If requested and/or required, the Diagnostic staff shall be

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responsible for providing translators, and assistance if a literacy issue exists.

a. Diagnostic Process:

- i. Visitation procedures;
- ii. Financial procedures;
- iii. Mail Procedures;
- iv. Telephone/JPAY Procedures;
- v. Grievance Procedures/Access to Courts;
- vi. Next of Kin and Beneficiary;
- vii. Zero Tolerance for Sexual Abuse/Assault (PREA);
- viii. Right-To-Know/Understand; and
- ix. Facility Procedures.

C. Diagnostic and Medical/Dental/Mental Health Processing:

1. An initial medical/dental screen shall be conducted to determine if immediate intervention is needed for the offender upon arrival.
 - a. The medical section shall be provided access to new arrivals at the earliest opportunity possible.
 - b. Any medications brought from the county jail by the offender are noted and are continued, if needed, and any specific medical needs identified for immediate intervention are addressed.
 - c. Once medical staff has been made aware that an offender identifies as transgender or intersex, this information shall be reported

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immediately to the Warden/Superintendent. The Warden or Superintendent shall advise the Regional Director, or Female Services Director who will in turn notify the Director of Facilities, the Statewide Medical Director, Statewide Mental Health Director, and the Statewide PREA Coordinator.

- d. Both a Mental Health History and an initial Mental Health Assessment is conducted. If any mental health concerns are noted, the offender is referred to the mental health team for consultation, and possible follow-up, by a Psychiatrist, or Psychologist in accordance with SOPs 518.14 and 507.04.68.
 - e. All identified Physical Impairments, Mental Impairments, and Disabilities shall be immediately reported upon the offender's arrival, via email, to the GDC Americans with Disabilities Act (ADA) Coordinator's Office. The primary, preferred mode of communication of offenders with communication disabilities shall be entered into the agency's electronic database, shared with staff members, and utilized throughout the offender's incarceration.
2. Assignment to a housing unit is made after the initial medical/mental health screenings, sexual victimization and aggressor screening, and ID processes are completed. All risk screening information required by this SOP and SOP 208.06, shall be used to inform housing, bed, work, education, and program assignments with the goal of separating victims and aggressors of sexual abuse. The Warden shall designate safe housing for those offenders identified as vulnerable to sexual abuse. Individualized determinations about how to ensure the safety of each offender shall be made by the facility, in accordance with their Facility Stratification Plan.
 3. Housing assignments for all offenders, to include transgender and intersex offenders, shall be made based on overall safety, security, care and treatment considerations from information gained during the diagnostics process.

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4. Housing assignments for offenders who have Disabilities shall be determined as indicated in SOP 103.63.
5. All offenders shall receive an orientation to the diagnostic facility, within 72 hours of arrival, reiterating Section B.8.a.(i.-ix.) of this SOP, and the following:
 - a. PREA DVD;
 - b. Right-To-Know/Understand DVD; and
 - c. PIC DVD; and
 - d. Suicide Prevention Hotline contact information.
6. All offenders shall receive the following Diagnostic Educational Testing:
 - a. Culture Fair IQ (offenders scoring less than 70, are referred to Mental Health for K-BIT Testing. The K-BIT Test, is to determine MH/MR);
 - b. WRAT 4-Reading/Spelling/Math.
7. After the orientation, and/or reception process, the assigned Counselor shall enter a case note. This case note shall include all areas of concern, and any other pertinent information regarding the process.
 - a. Offenders will be provided with information communicated orally, in writing, in other accessible formats, and in a language clearly understood by the offender about sexual abuse/assault including:
 - i. Prevention/intervention;
 - ii. Self-protection;
 - iii. Reporting sexual abuse/assault; and

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- iv. Treatment and counseling.
 - b. During orientation, an offender shall designate their religious preference on Request to Designate/ Change Religious Preference Form (Attachment 2, SOP 106. 05).
 - c. Films provided by the Department to address general orientation; health issues shall be shown and made available in other accessible formats for those with communication disabilities during the orientation process.
- 8. Diagnostic offenders are not permitted visitation. Exceptions will be made for the following reasons for offenders remaining beyond 30 days, and shall be in accordance with SOP 227.05:
 - a. Pending Medical Reasons;
 - b. Pending Court Charges;
 - c. Pending Mental Health Placement;
 - d. Pending bed space; or
 - e. Facility lockdown or quarantine.
- 9. Diagnostic offenders, shall not be permitted to utilize the telephone, with the following exceptions:
 - a. PREA;
 - b. Suicide Hotline;
 - c. Attorney of Record; and
 - d. Emergencies.

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10. Counseling staff shall conduct a screening for risk of victimization and abusiveness, in SCRIBE, through use of the Victim/Aggressor Classification Instrument. (SOP 208.06) this screening shall be conducted within 24 hours of arrival at the facility. Subsequent Victim/Aggressor Screenings shall be conducted in accordance with SOP 208.06. Information from this assessment shall be used to inform housing, bed assignment, work, education, and program assignments with the goal of separating victims and aggressors of sexual abuse. If an offender remains assigned to the diagnostic facility for more than 30 days, an additional Victim/Aggressor screening is required to be conducted. The instrument can be located and retrieved from the SCRIBE Classification module.
11. Appropriate controls shall be implemented to ensure response to questions asked pursuant to the screening information is not exploited to the offender's detriment by staff or other offenders.
12. Blood testing, to include tests for AIDS antibodies shall be completed, in accordance with SOP 208.01.
13. A complete physical examination is to be completed on each offender, to include vision, hearing, dental examinations, and gynecological examination in accordance with GDC Rule 125-4-4-.05.
14. All offenders will be given a questionnaire regarding the Zika virus and whether the offender is at risk for having the virus. Special attention will be given to pregnant women.
15. A Parole Officer interviews each diagnostic offender and a Personal History Statement is completed.
16. The offender's criminal biography is produced for use in checking an offender's criminal history, previous incarcerations in Georgia, prior institutional adjustment, and any other data referencing prior incarceration, parole or probation in Georgia (SOP 203.06).

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Note: All interviews or questioning of offenders shall be done so in the primary, preferred mode of communication as indicated in SOP 103.63.

D. Classification:

1. A classification interview shall be conducted for each offender to explore medical/mental health issues, public and institutional risk factors, educational, vocational and drug/alcohol involvement, work history and any other areas pertinent to the needs and facility placement of the offender. This information shall be utilized to complete the Personal Data Sheet on all offenders.
 - a. Each area is discussed in depth to develop the Classification Profile.
 - b. Specific recommendations are made by the interviewer, relating to the offender's needs, possible program assignments, and housing placement.
 - c. Each offender's NGA (Next Generation Assessment) shall be reviewed in accordance with SOP 220.02, Security Classification.
2. The Diagnostic Unit Manager shall establish and monitor the diagnostic production flow for their facility.

Note: All interviews or questioning of offenders shall be done so in the primary, preferred mode of communication as indicated in SOP 103.63.

- a. Upon completion of the diagnostic procedures, all collected data is entered in SCRIBE and forwarded electronically to the Offender Administration Classification Section for final NGA score review, and assignment to a permanent facility. The following components shall be completed prior to release of a diagnostic package:
 - i. Offender Classification Profile;

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- ii. Security Classification;
 - iii. Offender Activity/Health Service Profile; and
 - iv. Mental Health Profile (if applicable).
 - b. All diagnostic packages are to be released the same day the final interview is completed.
 - c. Diagnostic packages should be completed within 7-14 days of arrival at the diagnostic facility except in cases with extenuating circumstances, such as the following:
 - i. Medical Conditions;
 - ii. Mental Health Issues;
 - iii. Pending bed space;
 - iv. Court Production Order; and
 - v. Facility lockdown or quarantine.
- V. **Attachments:** None.
- VI. **Record Retention of Forms Relevant to this Policy:** None.