

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name: Providing Assistance for Local Governments**

**Policy Number:** 207.05

**Effective Date:** 12/10/2024

**Page Number:** 1 of 2

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Division

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

**I. Introduction and Summary:**

The Warden or Superintendent, upon approval by the Commissioner or the Director, Field Operations, may authorize the facility's Tactical Squad or other correctional officers to assist law enforcement officers or correctional officers of local governments in preserving order and peace when so requested by such local authorities.

**II. Authority:**

A. Ga. Comp. R. & Regs. R. 125-2-1-.09; and

B. Georgia Department of Corrections (GDC) Standard Operating Procedure(s) (SOP): 103.57 Canine Program and Handler Responsibilities.

**III. Definitions:**

None

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

A. Request for Assistance: Occasionally, local governments or law enforcement agencies may request assistance from a Georgia Department of Corrections (GDC) facility to assist in preserving order and peace in a particular area of the state. When a request is made, the following approval shall be requested by the Warden or Superintendent:

1. The request must go through the Regional Director and be approved by the Commissioner or Director, Field Operations. In an extreme emergency the Warden/Superintendent may, in the interest of time, contact the Commissioner or Director, Field Operations, if the Regional Director is not immediately available.
2. The Warden/Superintendent shall not provide assistance as referred to in this procedure without the above authorization in IV.A.1.
3. The dispatching of Canine Staff is addressed in SOP 103.57, Canine Program and Handler Responsibilities.

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B. Providing Assistance: When the request for assistance to local law enforcement authorities or governments has been approved, the Warden or Superintendent shall assure that appropriate security is maintained at his or her assigned facility.

C. Documentation of Assistance Provided: The Warden or Superintendent shall provide written documentation to the Director, Field Operations, immediately after completion of this assistance. The following shall be provided:

1. Local government or agency requesting assistance;
2. Who authorized from Central Office;
3. Type of assistance provided (for example, tactical squad, number of correctional officers, equipment, etc.);
4. Describe any force or equipment used by GDC staff;
5. Note any injuries to staff or civilians; and
6. A narrative description of action taken including duration, expense, final disposition of the effort, etc.

**IV. Attachments:**

None

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

None