

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Facilities Operations	Reference Number: IIB12-0002 (210.02)	Revises Previous Effective Date:
Subject: Inmate Boot Camp - Classification and Assignment		3/01/2005
Authority: Bryson/Ward	Effective Date: 07/16/15	Page 1 of 10

I. POLICY:

Inmates identified to participate in the Inmate Boot camp Program will be selected through a joint process developed between the Georgia Department of Corrections and the State Board of Pardons and Parole.

II. APPLICABILITY:

State Prisons with Inmate Boot Camp components.

III. RELATED DIRECTIVES:

- A. GDC - BR&R: 125-2-1-.01 (d).
- B. GDC SOPs: IIA04-0005, IIA06-0001, IIB01-0019, IIB06-0001, IIB10-0001, IIB12-0004, IIC01-0001, IIC03-0021, VG01-0005, VG01-0021.
- C. GDC Clinical Update No. 93.07, Dated 17 August 1993.
- D. ACA Standards: 3-4223, 3-4226, 3-4232, 3-4235, and 3-4236.

IV. DEFINITIONS:

- A. Offender Tracking Information System (OTIS): GDC's agency-wide computerized system for processing, storing and managing inmate information.

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 2 of 10
	Effective Date: 07/16/15	Reference Number: IIB12-0002 (210.02)

B. Offender Tracking Number (OTN): Identification number used by the Georgia Crime Information Center 9GCIC) to track all arrests.

C. State Identification Number (SID): Number used by GCIC to track people based on unique fingerprints.

V. ATTACHMENTS:

Attachment 1 - Statement of Voluntary Withdrawal

Attachment 2 - Statement of Withdrawal by the Parole Board

Attachment 3 - Statement of Disciplinary Withdrawal

Attachment 4 - Statement of Medical Withdrawal

VI. PROCEDURE:

A. Criteria for Selection:

1. The GDC Inmate Administration, Admissions Section, in accordance with established criteria for selection, will screen all incoming sentences immediately upon receipt to identify sentences which meet the following criteria:
 - a. Reflects time to serve of ten (10) years or less;
 - b. The inmate is thirty-five (35) years of age or younger; and
 - c. The sentence is in the identified criteria group with no additional sentences for violence.
2. Upon notification and referral to the State Board of Pardons and Paroles (SBPP), an investigation will be completed by SBPP investigators on those inmates in order to determine final eligibility of the inmate for the Inmate Boot camp Program.

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 3 of 10
	Effective Date: 07/16/15	Reference Number: IIB12-0002 (210.02)

3. Selected parole violators will be revoked to serve time. These inmates will meet Boot Camp criteria with the exception of age limits. These inmates are automatically approved for Boot Camp participation by the SBPP.
- B. Pre-Admission Processing: The GDC Inmate Administration, Admissions Section is responsible for the pre-admission processing of all offenders referred to the State Board of Pardons and Paroles for potential selection into the Inmate Boot Camp Program.
1. The GDC Administration, Admissions Section receives the sentence package from the Clerk of the Court.
 - a. All incoming mail is pre-screened to determine if initial Boot Camp criteria are met.
 - b. Sentence is date stamped.
 - c. Pre-admissions process is completed in the OTIS data base.
 - d. The sentence is screened for validity.
 2. The validated sentence package of pre-screened Boot Camp eligible inmates is given to the Boot Camp Coordinator.
 - a. The sentence is computed (on the Maximum release Date) and the entire package, consisting of the sentence, Personal History Sheet and Computation Report is delivered to the Parole Board within five (5) working of receipt of the validated sentence.
 - b. The Parole Board will perform a GCIC/NCIC check and notify the Boot camp Coordinator of preliminary approval two (2) working days after receipt of the package.
 - c. The Boot Camp Coordinator will assign a BC prefix to those sentences identified as preliminary eligible and assignment orders will

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 4 of 10
	Effective Date: 07/16/15	Reference Number: IIB12-0002 (210.02)

be forwarded to the diagnostic facility for pickup of the assigned inmate. The sentence package and original assignment order will follow by mail.

3. Within fifteen (15) working days of receipt of their copy of the sentence package, the State Board of Pardons and Paroles will notify, in writing, the Boot Camp Coordinator as to the inmate's eligibility for the Boot camp Program. If the inmate is not eligible to participate in the Boot Camp program, the Boot Camp Coordinator will notify Inmate classification so that the inmate can be reassigned.
 4. The Boot camp Coordinator will insure initiation of the inmate file, receive the diagnostic summary and route the file to Inmate Classification.
 5. The Boot camp Coordinator is responsible for maintaining accountability for all of the steps in the process. During any point of the process, if the schedule is behind, corrective action must be initiated and the Director of Inmate Administration notified.
- C. State Board of Pardons and Paroles Screening and Selection: The State Board of Pardons and paroles will have ultimate authority and responsibility for initially designating and approving inmates for admission to the Inmate Boot camp Program.
1. The Board is provided with validated sentence packages and computation reports of pre-screened inmates by the Boot Camp Coordinator in accordance with established criteria relative to age, offense and sentence length.
 2. An investigation is requested of parole filed staff.
 3. The investigation is received and after reexamination of criteria, the Board will determine if the inmate is eligible for the 90 day Boot camp Program.

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 5 of 10
	Effective Date: 07/16/15	Reference Number: IIB12-0002 (210.02)

4. The Parole Board will notify GDC in writing of eligibility within fifteen (15) working days after receipt of the sentence package.
 5. A batch computer report will be generated daily in order for the Parole Board to calculate the 90 day release based upon the inmate's actual date of arrival at the Inmate Boot Camp.
- D. Diagnostic Processing of Boot Camp Inmates: Pickup orders are issued by the GDC Inmate Administration, Admissions Section to the designated diagnostic facility. A copy of the sentence package is provided to the diagnostic facility for inclusion in the inmate's facility administrative file, thus beginning the inmate's facility record. Refer to SOP IIC01-0001, Organization of the Inmate Facility Administrative Files.
1. Upon arrival at the diagnostic facility, a complete search of the inmate and his possessions will be made. Refer to SOP IIB06-0001, Inmate Personal Property Standards.
 2. Inmate personal property shall be inventoried. Property permitted to be retained by the inmate during the diagnostic process is limited to that identified in SOP IIB12-0004, inmate rights and Standards, for Boot Camp. Funds in possession of an inmate upon arrival will be placed on account as well as any authorized funds received during while in diagnostic processing. Inmates in diagnostic processing will be allowed store privileges for the purpose of purchasing items authorized by SOP IIB12-0004.
 3. All inmates are required to be sprayed with delousing disinfectant, shower, have fingernails clipped if necessary, shave and have a standard intake haircut. Refer to SOP IIC03-0002, Diagnostic Reception, Orientation and Processing.
 4. State clothing (jumpsuits) will be issued along with required personal items needed such as a toothbrush,

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 6 of 10
	Effective Date: 07/16/15	Reference Number: IIB12-0002 (210.02)

toothpaste, socks, disposable razor and underwear. Refer to SOP IIC03-0002.

5. Inmates will be photographed with their state ID Number, Facility Name and Date of Photograph. Fingerprint cards are made noting any identifying marks, or other unusual characteristics. Inmates with an Offender Tracking Number and/or SID Number do not need to be fingerprinted. Refer to SOP IIB10-0001, Fingerprint Procedures for Inmates and IIB01-0019, Inmate Photo Identification Cards.
6. An initial medical screen will be conducted to determine if immediate intervention is needed for the inmate upon arrival. Medication accompanying the inmate from jail is noted, recorded and continued if needed. Any specific medical needs identified for immediate intervention are addressed. To be eligible to participate in the Boot camp Program, inmates must be cleared by medical to perform at least 50% of the training guidelines. Inmates not meeting these criteria will be redirected to general population. If any mental health concerns are noted, the inmate is referred to the mental health team for consultation. Refer to SOP IIC03-0002.
7. Personal data (background, crisis, next of kin information) will be taken upon arrival. General orientation to the diagnostic facility is given to the inmate. Written rules and regulations as well as discussion of policies, rules and regulations and expectations of will be conducted so that the inmate has a through understanding of the diagnostic process and conduct that is expected of him. Refer to SOP IIC03-0002.
8. No visitation is allowed during the diagnostic process.
9. Assignment to a housing unit is made after the initial medical/mental health screen and the initial orientation and ID processes are completed. Refer to SOP IIC03-0002.

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 7 of 10
	Effective Date: 07/16/15	Reference Number: IIB12-0002 (210.02)

10. A complete physical examination is to be completed on each inmate to include vision and hearing. Refer to SOP IIC03-0002.
11. Blood testing, to include tests for HIV antibodies, will be completed. Refer to SOP IIA06-0001; Management of Inmates Diagnosed Positive for the HIV Antibody.
12. A Mental Health History will be conducted and followed up on by the mental health team if warranted. Inmates with a Culture Fair IQ of 70 or below will be screened for possible mental retardation. Inmates that are cleared and sent to a Boot Camp will have an adaptive functioning checklist along with other documentation in the inmate file to contraindicate mental retardation. Refer to SOP IIC03-0002.

a. MH/MR Placement Criteria for Boot Camp:

Exclusionary Criteria:

- 1) CSH/CSU placement.
- 2) Psychiatric hospitalization within last six months.
- 3) Self-injurious behavior within last six months.
- 4) Suicidal ideation/behavior within last six months.
- 5) Current psychotic symptoms (i.e. hallucinations, loosening of associations, delusions, etc.).
- 6) Inability to function in Boot camp secondary to mental illness/mental retardation.

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 8 of 10
	Effective Date: 07/16/15	Reference Number: IIB12-0002 (210.02)

7) Levels III-VI.

b. Inclusionary Criteria:

1) Tier II placement for inmates in need of Level II MH/MR services, except when a criteria above is met (NOTE: programming will be individualized given inmate's treatment habilitation plan/medication restrictions, i.e. heat restrictions for lithium and antipsychotics).

2) Tier I placement for inmates who don't need MH/MR services.

13. Various standardized tests that are appropriate to the programming, management and security classification of the individual will be administered.

14. An inmate's transfer to a Boot Camp facility will be delayed until medical clearance is issued. The standard processing time is ten (10) working days. Delays for medical clearance will not extend more than ten (10) working days beyond the standard processing time.

15. All inmates must attend an AIDS orientation. The purpose of which is to educate the inmates about AIDS and its prevention. Inmates who test positive for the HIV virus are further counseled and interviewed. All inmates will receive counseling regarding their AIDS test. Refer to Clinical Update 93.07, dated 17 August 1993. Refer to SOP IIC03-0002.

16. All inmates are interviewed by a Parole Officer. Interview results are recorded in the personal history statement. The information contained therein includes demographic data, family history, education/training history, emergency contact, etc. Refer to SOP IIC03-0002.

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 9 of 10
	Effective Date: 07/16/15	Reference Number: IIB12-0002 (210.02)

17. The inmate data base (OTIS) will be used to check the inmate's criminal history, previous incarcerations in Georgia, prior facility commitments and any other data referencing prior incarcerations, parole or probation in Georgia. OTIS provides this information on a printed report called the Offender Criminal Biography. Refer to SOP IIA04-0005, Electronic Data Processing - Offender Tracking Information System OTIS).
 18. The final step in the diagnostic process is classification. Here the entire diagnostic summary is reviewed and a recommendation is made for the initial security of the inmate. Refer to SOP IIC02-0002, Initial Security Classification.
 19. The GDC Inmate Administration section will advise the diagnostic unit of inmates approved for Boot Camp participation. Staff at the diagnostic unit will form the platoon and communicate the same to Inmate Administration of GDC for assignment to a designated Boot Camp.
- E. Facility Assignment: The Inmate Administration, Classification Section has responsibility for the transfer and assignment of all inmates to a designated inmate Boot camp. SOP IIC03-0002 describes the assignment/intake process in detail.
1. The Boot Camp Coordinator will receive the diagnostic summary (via electronic transmission) in Central Office. The summary will be placed in the file, logged IN/OUT and the file checked out and routed to a classification analyst.
 2. The classification analyst will review the summary for appropriate placement in a Boot camp facility.
 - a. If the inmate meets all criteria, a transfer order will be issued authorizing the transport of the inmate to the appropriate facility.

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 10 of 10
	Effective Date: 07/16/15	Reference Number: IIB12-0002 (210.02)

- b. Assignment/Transport may be segregated by groups on days other than Tuesday and Thursday.
3. Removal of a Boot Camp Inmate During Diagnostics: If the inmate is removed from the program, supporting documentation will be forwarded to Inmate Classification. The inmate will be transported immediately to an appropriate diagnostic general population facility if not completed with processing as instructed by GDC Inmate Administration section. Until transportation can be arranged, the inmate should be separated from other Boot Camp inmates. If segregation or isolation is full, a Boot Camp reject may be placed in a general population bed regardless of whether he has completed diagnostic processing. The Boot Camp Coordinator will be notified and the Board of Pardons and Paroles will be notified by copy of the Reassignment Order.
4. Removal of an Inmate from a Boot Camp facility: Documentation for removal will be forwarded to Inmate Classification. The inmate will be reassigned and transferred via the next available bus to an appropriate assignment.
 - a. Documentation for removal may include, but is not limited to, a transfer request and the appropriate request for removal (Attachments 1-4), a disciplinary report, an incident report or medical information. E-mail or photocopies copies of E-mail may be sent to some recipients, whenever using the Attachments would waste paper or be less timely. Follow procedures established at the Boot camp facility.
 - b. Local review will include processing and review by the facility Boot Camp Classification Committee (staffing committee) to include a summary of reasons for removal, security review and recommendation for reassignment. Final review will be by the Warden and referral to Central Office for transportation. Inmates will

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 11 of 10
	Effective Date: 07/16/15	Reference Number: IIB12-0002 (210.02)

be housed in general population, segregation or isolation as appropriate until removal is finalized.

- c. Classification Section will notify the State Board of Pardons and Paroles when the Boot Camp facility removes inmates from the Boot camp Program.
5. Medical/Mental Health Transfer: An MH/MR emergency will be defined as one in which a mentally ill patient is so impaired by a disorder of thought or mood, that the ability to recognize reality or to cope with reality is significantly reduced, resulting in a serious threat of substantial harm to self or others, or an inability to participate in the Inmate Boot Camp program.
- a. If it is determined by the Boot Camp staff that a potential MH/MR emergency exists, appropriate action should be taken which would include: placing the inmate in a secure environment, medical intervention as determined and any appropriate counseling intervention. The appropriate staff from the Boot Camp facility will contact the nearest MH/MR facility to arrange for an emergency evaluation and treatment if necessary. Refer to SOP VG01-0005, MH/MR Referral and Triage, if transfer to another facility with a mental health component is necessary. (See VI.D.12.a.for list of reasons for exclusions).
 - b. Until transfer is completed, the inmate will be kept under appropriate observation. A written log (record of those observations) will be maintained. If special observation is needed, refer to SOP VG01-0021, Management of Potentially Suicidal Inmates. If observation requires capabilities beyond the scope or training available at the Boot Camp facility, immediate transfer will be initiated.

Functional Area: Facilities Operations	Prev. Eff. Date: 3/01/2005	Page 12 of 10
	Effective Date: 07/16/15	Reference Number: IIB12-0002 (210.02)

- c. After the completion of the inmate's mental health evaluation, if it is determined the inmate will be unable to continue participation in the Inmate Boot Camp program, appropriate staff shall be notified by the evaluating facility, which would include: the Unit Manager of the transferring Boot Camp, appropriate staff from Inmate Classification and appropriate staff from the State Board of Pardons and Paroles.

VII. RETENTION SCHEDULE:

- A. Attachment 1 - Statement of Voluntary Withdrawal: Attachment 1 of this SOP will become part of the inmate's/probationer's case history file and will be retained according to the official records retention schedule of that file.
- B. Attachment 2 - Statement of Withdrawal by Parole Board: Attachment 2 of this SOP will become part of the inmate's/probationer's case history file and will be retained according to the official records retention schedule of that file.
- C. Attachment 3 - Statement of Disciplinary Withdrawal: Attachment 3 of this SOP will become part of the inmate's/probationer's case history file and will be retained according to the official records retention schedule of that file.
- D. Attachment 4 - Statement of Medical Withdrawal: Attachment 4 of this SOP will be retained in the inmate's/probationer's case history file and will be retained according to the official records retention schedule of that file.