

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Detainee Screening, Sentencing, Pre-Admission, and Admission

Policy Number: 213.02

Effective Date: 12/03/2020

Page Number: 1 of 12

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

I. Introduction and Summary:

- A. The Department of Community Supervision officers assist the courts in determining appropriate candidates for sentencing to Secure Alternative Centers and shall ensure that all necessary sentencing documents and case materials are forwarded through the automated center referral portal when submitting the center referral. The Parole Board will determine placement to Secure Alternative Centers when necessary for parolees and will provide Offender Administration with the signed waiver which will be uploaded to Scribe.
- B. Each Secure Alternative Center shall also prepare and provide Attachment 3, Pre-Admission Orientation Package to each probation office in its region or catchment area. Department of Community Supervision (DCS) staff is responsible for reviewing this document with each probationer sentenced to a Secure Alternative Center prior to transfer to the Center.
- C. Each Center shall conduct a standardized admission process on all newly arriving Detainees.

II. Authority:

- A. O.C.G.A. §§42-8-35.4; 42-8-100; 17-10-1; 17-10-3(g);
- B. Georgia Department of Corrections (GDC) Standard Operating Procedures (SOP): 103.63 Americans with Disabilities Act; 213.01 Mission & Military Regimen of Probation Detention Centers; and
- C. ACA Standards: 4-ALDF-2A-21; 4-ALDF-2A-27; 4-ALDF-7D-19; 4-ALDF-7D-20; and 4-ALDF-2A-22.

III. Definitions:

- A. **DCS** - Department of Community Supervision.

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- B. **Detainee** - A probationer sentenced by the courts or a parolee placed by the Parole Board to a short-term secure alternative to incarceration.
- C. **Secure Alternative** - An alternative sentencing option to incarceration using placement by the Parole Board or Courts to a short-term confinement.
- D. **Secure Alternative Center** - A GDC center designed to house probationers and/or parolees sentenced to a secure alternative; i.e. Probation RSAT, Probation Detention Center, Bootcamp, or Integrated Treatment Facility.

IV. Statement of Policy and Applicable Procedures:

- A. The DCS Chief Probation Officer will designate staff who are responsible for Secure Alternative Center screening and referral activity.
 - 1. Ideally, screening should occur prior to imposition of sentence so that a recommendation can be made to the court;
 - 2. The responsible DCS officer shall consider the target population criteria found in SOP 213.01 in determining an appropriate recommendation for alternatives;
 - 3. The DCS officer shall maintain awareness of relevant Georgia law as it applies to the use of alternatives;
 - 4. The DCS officer shall ensure that legible copies of sentencing documents and pertinent probation case file information are provided with the center referral and submitted through the automated center referral portal;
 - 5. In all cases, the following will be provided and may also be accessible through the DCS portal with user access rights:
 - a. A signed court order sentencing the probationer to the Center;

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- b. A copy of Attachment 1, Special Conditions form;
 - c. Copies of revocation orders;
 - d. Psychological evaluations when applicable must be provided with center referral;
 - e. Medical history and medical information must be provided when completing the automated referral process;
 - f. Notice of Release is provided to DCS once a release date is scheduled; and
 - g. Attachment 3, Pre-Admission Orientation Package signed by the probationer.
- 6. Each Center shall designate staff who shall be responsible for accepting referrals and coordinating admission;
 - 7. Offender Administration will contact the center to advise them of probationers or parolees for intake once the admission date has been set;
 - 8. The GDC Probation/Parole Coordinator may be contacted by DCS field staff to provide consultation regarding the appropriate alternative for the probationer in question;
 - 9. Questions and concerns should be resolved, whenever possible, prior to sentencing;
 - 10. Except in first offender cases, it is often advantageous and is recommended that the court be requested to transfer jurisdiction of the case to the circuit in which the Secure Alternative Center is located;

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11. Such transfer shall be for only the period of time in which the probationer is in the custody of the Secure Alternative Center;
12. It is recommended that courts be encouraged to utilize the sixty (60) to one-hundred eighty (180) day sentence structure and the Detention Center Special Conditions form (Attachment 1) in all cases;
13. It is recognized that this is a matter of judicial discretion as recognized in O.C.G.A. §42-8-35.4.
14. A probationer who has violated probation or other probation alternatives and is subsequently sentenced to a period of not less than one (1) year on probation shall complete satisfactorily, as a condition of such probation, a program of confinement, not to exceed one-hundred eighty (180) days, in a probation detention center;
15. Probationers so sentenced shall be required to serve the period of confinement, not to exceed one-hundred eighty (180) days, specified in the court order;
16. DCS local referring staff will coordinate delivery of the probationer with the appropriate sheriff's office on the admission date determined through Offender Administration;
17. Detention Centers will normally serve the geographic region in which it is located;
18. Certain designated Centers may serve different areas based upon the special mission of the Center;
19. Assignment of a probationer to a Detention Center outside of the region or normal catchment area may occur if circumstances warrant;
20. Examples of such circumstances include but are not limited to:

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- a. Gang affiliations between the prospective Detainee and existing Detainees;
 - b. Such affiliations could present security problems or be detrimental to program participation and success of Detainees;
 - c. Co-defendants/Detainees that need to be separated;
 - d. Situations in which assignment to a particular Detention Center may threaten the safety of an individual because of existing enemies within the Center or possible animosity directed at a particular probationer because of the nature or notoriety of his/her offense;
 - e. Adverse community feelings toward a particular probationer that indicates an alternate assignment would be advisable;
 - f. The probationer has relatives on the staff of the local Center;
 - g. Maximum utilization of available bed space;
 - h. Failure to adjust to a particular Center; and
 - i. Other significant reasons that may warrant assignment to another Center.
21. Detention Center referrals received for sentences that exceed one-hundred eighty (180) days must be submitted to Legal Services for review and an amended order be sought.
22. The pre-admission orientation document should, as briefly as possible, provide basic information about the Center to the sentenced Detainee;
23. The document should be Center specific;

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24. The document will be signed and dated by the Detainee and staff member who went over the document and a copy provided to the Center acknowledging the individuals understanding;
25. Staff will provide assistance to Detainees who cannot read or who have other communication difficulties through reasonable accommodations as defined by SOP 103.63, Americans with Disabilities Act;
26. A signed and dated copy will accompany other case materials sent to the Center;
27. The Detainee may retain a copy if requested;
28. The following should be included in the document:
 - a. Allowable personal property that may be brought into the Center;
 - b. General information as to what the Center provides such as clothing and basic hygiene items;
 - c. How to send funds, Detainee accounts, description of Detainee store;
 - d. Mailing address;
 - e. Visitation days and hours;
 - f. Any significant rules and regulations that the Detainee may need to know prior to admission. (Example: Tobacco is prohibited at the Center.);
 - g. General description of program expectations; and
 - h. Other information as determined by the Center.

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B. Detainee Admission:

1. Each Center shall establish hours during which they will be prepared to accept new Detainees;
2. These hours will be during the Detention Center's normal business hours and will provide ample time to complete initial admission and orientation intake;
3. However, no Sheriff's Office transporting Detainees will be refused if late;
4. Working arrangements as to the delivery of new Detainees will be arranged by:
 - a. Offender Administration;
 - b. Superintendent;
 - c. Referring probation office; and
 - d. Its local Sheriff's department.
5. The Superintendent shall designate specific correctional officers and staff to perform admission duty;
6. These officers and staff shall be trained in all components of their responsibilities including, but not limited to:
 - a. Property control and management;
 - b. Accountability record keeping;
 - c. Photographing; and

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- d. Intake health screening.
7. Only authorized and legally sentenced Detainees will be accepted;
8. Committal documents will be reviewed before or immediately upon arrival of the Detainee;
9. Each Detainee must have a copy of their sentence to the Detention Center and the appropriate Special Conditions form (Attachment 1) in the case file and/or Scribe database;
10. Designated staff will be notified of the arrival of a Detainee to enable them to schedule the Detainee for orientation within five (5) working days;
11. Accountability records as required will be immediately initiated on each Detainee;
12. This is critical in that it officially establishes the presence of each Detainee in the Center;
13. Each Detainee will be stripped searched upon arrival;
14. In addition, all Detainee property will be searched and reviewed;
15. Only those items designated as authorized will be allowed;
16. Cash will be collected, counted, receipted and delivered to the business office for placement on the Detainee's account;
17. All personal property will be inventoried on the appropriate property inventory form;

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18. Any unauthorized or contraband property will be documented, confiscated and treated as outlined in guidelines established in property control procedures;
19. Each Detainee shall receive instructions as to what will be expected of him/her and what will happen to him/her during the remainder of intake and orientation;
20. Orientation as to the required military procedures will begin as part of the intake process;
21. Introduction and orientation to military regimen is a critical part of the intake/orientation process;
22. An attitude of firmness and military comportment will be utilized by correctional officers particularly during the intake/orientation period;
23. Officers shall demand strict adherence to instruction and orders and shall ensure that all incoming Detainees are well versed as to requirements of the military regimen in the Center;
24. Extensive or strenuous physical activity will not be required until intake health screening has been completed.

EXAMPLES: Running, Standing at attention for lengthy periods, Extensive marching and drills;

25. Each male Detainee shall be required to receive:
 - a. A standard GI haircut;
 - b. Shave;
 - c. Shower; and

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- d. De-lousing during the admissions process and before being placed in the living area;
- 26. Detainees will be issued standard state property;
- 27. A written record of items issued will be completed and maintained;
- 28. Photographs will be made of each Detainee upon arrival;
- 29. The photo will identify name and number of the Detainee;
- 30. The photos will be used as follows:
 - a. A photo for the accountability record in the admission/security office;
 - b. A copy will be placed in the case file;
 - c. A laminated ID card with photo will be issued to the Detainee;
 - d. A copy will also be maintained on crew kit cards, which will be distributed at the beginning of each workday to the supervising detain officers and collected from them at the end of the workday;
- 31. A counselor or other trained staff person will have an interview with each Detainee within three (3) days of arrival and PREA requirements in accordance with policy;
- 32. This is for the purpose of identifying any immediate or severe problems that need immediate intervention;
- 33. Each Detainee will be given a written copy of the Detainee Handbook;

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34. The Detainee will be required to sign for the Handbook and advised that it will be reviewed during orientation;
35. A health screening and medical assessment will be completed as instructed in medical procedures;
36. The health screening will be performed by medical staff on the day of arrival;
37. In the absence of medical staff, a trained staff member will complete the health screening on the day of arrival;
38. A medical staff member will complete a health assessment within seven (7) days;
39. Any problems discovered that would adversely affect a Detainee's ability to participate should be brought to the immediate attention of the Superintendent;
40. Newly arriving Detainees will be kept separate from the existing population and only sent to the housing area after completion of intake procedures and health screening;
41. An individual case file will be established on each arriving Detainee immediately;
40. Each Detainee will be given the opportunity to make a telephone call within 24 hours of arrival (not applicable to boot camps);
42. Designated staff will make required SCRIBE data base entries on all new arrivals and shall access GCIC/NCIC criminal history information for inclusion in the case file unless already available; and
43. Written local procedures will be developed as necessary to implement guidance found herein.

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V. Attachments:

Attachment 1: Special Conditions

Attachment 2: Sample Sentence Language

Attachment 3: Pre-Admission Orientation Package

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachments 1 and 3 shall be placed in the Probationer's/Detainee's institutional file and maintained according to the retention schedule for that file. Attachment 2 is a sample only and shall be utilized until revised or obsolete.