

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Detainee Orientation and Handbook

Policy Number: 213.04

Effective Date: 12/21/2020

Page Number: 1 of 9

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
Level I: All Access

I. Introduction and Summary:

All Detainees will complete a formal orientation within three (3) working days of arrival. Each Center will develop an orientation program utilizing guidelines found herein. Each Center will also develop and prepare a Detainee handbook that includes, at a minimum, the information found herein.

II. Authority:

- A. O.C.G.A. §§ 16-6-1; 16-6-2; 16-6-3; 16-6-4; 16-6-5; 16-6-5.1; 16-6-22; 16-6-22-2; and 42-5-6;
- B. Georgia Department of Corrections (GDC) Standard Operating Procedure (SOP): 227.03, Access to Courts; and
- C. ACA Standards: 4-ALDF-2A-27, 4-ALDF-2A-28, 4-ALDF-2A-29, 4-ALDF-3A-01, and 4-ALDF-3A-02.

III. Definitions:

- A. **Sexual Offense** - As used in this Code section, the term "sexual offense" means a violation of O.C.G.A. §16-6-1, relating to the offense of rape; Code Section 16-6-2, relating to offenses of sodomy and aggravated sodomy; Code Section 16-6-5.1, relating to the offense of sexual assault against a person in custody; Code Section 16-6-22, relating to the offense of incest; Code Section 16-6-22.2, relating to the offense of aggravated sexual battery, when the victim was under 18 years of age at the time of commission of any such offense; Code Section 16-6-3, relating to the offense of statutory rape; Code Section 16-6-4, relating to the offenses of child molestation and aggravated child molestation; or Code Section 16-6-5, relating to the offense of enticing a child for indecent purposes, when the victim was under 16 years of age at the time of the commission of any such offense.

IV. Statement of Policy and Applicable Procedures:

- A. Each Detention Center Superintendent will ensure that all Detainees complete an

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Detainee Orientation and Handbook

Policy Number: 213.04

Effective Date: 12/21/2020

Page Number: 2 of 9

Authority:
Commissioner

Originating Division:
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(Detention Centers)

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orientation within three (3) working days of arrival:

1. Certain professional staff members will be designated by the Superintendent to conduct orientation;
2. These individuals will be thoroughly familiar with Center policy and practice and shall receive training in making the orientation presentation.

B. The following guidelines will be followed in developing an orientation program:

1. A specific written outline/script will be developed;
2. Audio/visual aids may be utilized, but a staff member will be present and responsible for the presentation;
3. The presentation itself will be standardized;
4. The purpose and mission of the Detention Center will be presented;
5. Emphasis will be placed on military protocol aspects of the Center's operation including:
 - a. Requirements related to Detainee conduct; and
 - b. Military component of the program.
6. Work requirements and expected Detainee behavior will be emphasized and discussed;
7. Program requirements, opportunities and potential issues will be emphasized;
8. Classification procedures will be presented;

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Detainee Orientation and Handbook

Policy Number: 213.04

Effective Date: 12/21/2020

Page Number: 3 of 9

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
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9. The designated staff member conducting orientation will review all conditions of Detainees' probation;
10. Detainees will be told:
 - a. Who their assigned counselor is; and
 - b. How to contact him/her.
11. Detainees will be advised of:
 - a. The names and responsibilities of key staff members; and
 - b. Procedures for contacting them.
12. Any Detainee with a current or prior conviction for any sexual offense as defined in the Definitions section of the SOP shall not be allowed:
 - a. Visitation with any person under 18 years of age unless such person is the:
 - i. Spouse;
 - ii. Child;
 - iv. Sibling; or
 - vi. Grandchild of the Detainee; or
 - viii. Such person is not the victim of a sexual offense for which the Detainee is convicted.
13. If visitation of a minor is restricted by court order, permission for special visitation with the minor may be granted only by the court issuing such order;

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Detainee Orientation and Handbook

Policy Number: 213.04

Effective Date: 12/21/2020

Page Number: 4 of 9

Authority:
Commissioner

Originating Division:
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14. Detainees will meet with their assigned counselor to ask questions;
15. Additionally, the Counselor will assist the Detainee in completing his/her visitation list;
16. Counselors will review all Detainee administrative files assigned to their respective caseloads to ensure:
 - a. Compliance with section VI.B.12 and 13 of this SOP; and
 - b. Make necessary corrections to the identified Detainee (s) visiting list (s).
17. This will be documented in:
 - a. A Scribe case note; and
 - b. May also be documented on the Performance Recording Sheet of the Administrative file.
18. After review, the Counselor will forward the visiting list to the Superintendent or designee for approval;
19. Each Detainee will sign a form that he/she has attended orientation and understands the information presented;
20. The counselor will sign indicating completion of orientation and forward the form for placement in the case file;
21. The Superintendent shall ensure that the orientation program presents only valid, up-to-date information; and
22. To ensure this, the contents of the presentation and materials must be reviewed frequently and revised as necessary.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Detainee Orientation and Handbook

Policy Number: 213.04

Effective Date: 12/21/2020

Page Number: 5 of 9

Authority:
Commissioner

Originating Division:
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C. The Superintendent will ensure that a Detainee handbook is developed and written:

1. A copy of the handbook will be issued to each Detainee during the admissions process;
2. The Detainee will be required to sign for the handbook if issued individually;
3. Each Detainee shall have, or have easy and continuous access to, a Detainee handbook throughout his/her stay at the Center;
4. The handbook will contain, at a minimum, the following information:
 - a. Fire and emergency instructions;
 - b. Visitation policy, procedure and rules;
 - c. Personal hygiene:
 - i. Appearance;
 - ii. Haircut and facial hair policy;
 - iii. Dress code information, emphasizing requirements that everyone bathe;
 - iv. Wear clean clothes; and
 - v. Maintain a high degree of personal cleanliness;
 - d. Disciplinary infractions, including:
 - i. Forbidden behaviors; and

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Detainee Orientation and Handbook

Policy Number: 213.04

Effective Date: 12/21/2020

Page Number: 6 of 9

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
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- ii. Possible sanctions;
- e. Disciplinary process description;
- f. Grievance process description;
- g. Count times and Detainee instructions related to count;
- h. Staff/Detainee relations: All staff will be treated courteously and be addressed as:
 - i. Mr. or Ms.; or
 - ii. Their appropriate law enforcement title, i.e. Officer, Sergeant, Lieutenant, etc.; and
 - iii. Instructions from staff are to be obeyed.
- i. Description of military requirements in Detention Center operations;
- j. Mealtimes;
- k. Wake-up and bedtimes;
- l. Laundry schedule and rules;
- m. Detainee housekeeping responsibilities;
- n. Job assignments and requirement that Detainees perform work in a satisfactory manner;
- o. Information regarding legal access;

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Detainee Orientation and Handbook

Policy Number: 213.04

Effective Date: 12/21/2020

Page Number: 7 of 9

Authority:
Commissioner

Originating Division:
Facilities Division
(Detention Centers)

Access Listing:
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- i. Attorney visits;
- ii. Visits to the reference library;
- iii. Legal mail;
- iv. Notary service; and
- v. Other information required regarding access to courts;
- p. Mail and package regulations;
- q. List of authorized personal items;
- r. List of authorized state issue items;
- s. Detainee store schedule and procedures;
- t. Detainee account/monetary procedure;
- u. Programs offered by the center and requirements of the programs (general) to include:
 - i. Opportunities to attend religious services, etc.
- v. Medical schedules and procedures:
 - i. Sick call; and
 - ii. What to do if you become ill, etc.;
- w. Telephone procedure;

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Detainee Orientation and Handbook

Policy Number: 213.04

Effective Date: 12/21/2020

Page Number: 8 of 9

Authority:
Commissioner

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- x. Statement notifying Detainees that they and their possessions are subject to search at any time;
- y. Warning that violations of the law including:
 - i. Unauthorized absence or escapes will be prosecuted;
- z. Description of duties of key staff and committees and how to contact them;
- aa. Statements forbidding:
 - i. Drugs;
 - ii. Alcohol;
 - iii. Weapons; and
 - iii. Other contraband;
- bb. Property regulations including:
 - i. Detainee responsibility for loss or damage of state property;
 - ii. Policy related to loss;
 - iii. Damage; and
 - iv. Theft of personal property.
- cc. Requirement that the ID card be carried at all times, or in accordance with Center policy;
- dd. Release procedures;

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Detainee Orientation and Handbook

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Effective Date: 12/21/2020

Page Number: 9 of 9

Authority:
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ee. What to do in case of a personal emergency such as a death in the family;

ff. Other rules and regulations, instructions and information as determined by the Superintendent;

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.