

<p style="text-align: center;"><b>GEORGIA DEPARTMENT OF CORRECTIONS</b>  <b>Standard Operating Procedures</b></p>		
<b>Policy Name:</b> Detainee Court Productions		
<b>Policy Number:</b> 213.06	<b>Effective Date:</b> 12/26/2019	<b>Page Number:</b> 1 of 3
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Facilities Division (Secure Alternative Centers)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

The Superintendent of a Probation Detention Center or Probation Boot Camp shall be granted authority, as the Commissioner's designee, to permit the release of a detainee in his or her custody. When required to appear in court, a detainee may be placed in the temporary custody of an appropriate United States Marshall, Deputy United States Marshall, Sheriff or Deputy Sheriff.

**II. Authority:**

- A. Georgia Department of Corrections Board Rule: 135-2-4-.08; and
- B. ACA Standard: 4-ALDF-6A-01.

**III. Definitions:**

None.

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

- A. This policy is applicable to all Detention Centers housing detainees under the jurisdiction of the Georgia Department of Corrections.
  - 1. A detainee will not be produced in court nor released into the custody of a:
    - a. Sheriff;
    - b. Deputy Sheriff;
    - c. U.S. Marshall; or
    - d. Other agent without first receiving a certified copy of a court production order.
  - 2. A certified copy of an order to produce the detainee in court should be provided at least twenty-four (24) hours in advance of the requested pick up time;
  - 3. Each order should indicate:

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- a. Jurisdiction;
  - b. Docket number; and
  - c. Date of appearance.
4. The order should be issued by:
  - a. A judge, with appropriate jurisdiction (i.e.: Superior U.S. District Court); and
  - b. Certified by the Clerk's office.
5. If possible, the order should also include:
  - a. The requested individual's race; and
  - b. Date of birth.
6. The order must also indicate into whose custody the detainee shall be released (i.e.: Sheriff, U.S. Marshall);
7. Scan and email the certified court production order to:
  - a. court.productionorders@gdc.ga.gov; or
  - b. Fax may be sent to 770-504-7304 if the seal can be seen on the faxed copy received by the facility.
8. The agent picking up the detainee should:
  - a. Have a copy of the court production order; and
  - b. The appropriate identification in order to assume custody of the detainee.

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9. The facility must complete the top portion of Attachment 1, which will be kept in the ID Room or Count Clerk's office until the detainee returns. Upon return of the detainee, the bottom portion must be completed.

**V. Attachments:**

Attachment 1: Order for Production of Detainee in Court

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

Upon completion, Attachment 1 will be placed in the detainee's institutional file and the file shall be maintained according to the official retention schedule for that file.