

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Operational Reporting

Policy Number: 203.01

Effective Date: 6/30/2020

Page Number: 1 of 4

Authority:
Commissioner

Originating Division:
Facilities Division

Access Listing:
Level I: All Access

I. Introduction and Summary:

To establish a procedure to ensure review of all Georgia Department of Corrections (GDC) facility/center procedures annually, to ensure changes are reviewed by appropriate authorities and to ensure congruence with state facility/center procedures.

II. Authority:

- A. GDC Standard Operating Procedure (SOP): 203.02 Document Flow; and
- B. ACA Standards: 2-CO-1A-21, 5-ACI-1A-03 (ref. 4-4003), 5-ACI-1A-10 (ref. 4-4010), 5-ACI-1A-14 (ref. 4-4014), 5-ACI-1A-15 (ref. 4-4015), 5-ACI-1A-16 (ref. 4-4016), 5-ACI-1A-17 (ref.4-4017), 5-ACI-1A-18 (ref. 4-4018), 5-ACI-1F-11 (ref. 4-4105), 5-ACI-2B-02 (ref. 4-4126), 5-ACI-6D-09 (ref. 4-4423), 4-ACRS-7D-01, 4-ACRS-7D-03, 4-ACRS-7D-34, 4-ACRS-7D-35, 4-ACRS-7D-36, 4-ALDF-7D-01, 4-ALDF-7D-03, 4-ALDF-7D-04, and 4-ALDF-7D-36.

III. Definitions:

None.

IV. Statement of Policy and Applicable Procedures:

This policy is applicable to all state facilities/centers housing Georgia Department of Correction (GDC) offenders.

- A. Wardens/Superintendents shall hold staff meetings at least monthly with their department heads and shall direct department heads to hold meetings at least monthly with their key staff members for the purpose of keeping abreast of changes and encouraging two-way communication.
- B. Program reviews and inspections to include all facility/center functions shall be conducted annually under the supervision of the Warden/Superintendent and in time for the results to be reported during the June facility/center monthly staff meeting.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Operational Reporting

Policy Number: 203.01

Effective Date: 6/30/2020

Page Number: 2 of 4

Authority:
Commissioner

Originating Division:
Facilities Division

Access Listing:
Level I: All Access

C. Annually, during July of each fiscal year the Warden/Superintendent shall ensure that a current written description of the facility/center organization, including a revised organizational chart is available for review. Similar function's services and activities shall be grouped in administrative sub units.

D. Suggested Criteria for Reporting:

1. The objective of having staff meetings is to keep open channels of communication both vertical and lateral to accomplish delegating authority, assigning responsibilities, supervising work, and coordinating efforts. Department meetings and the Warden's/Superintendent's monthly meetings with all department heads will provide a forum for these purposes.
2. Information is compiled by each department head and submitted in report form each month in the Warden's/Superintendent's administrative staff meeting. Annually, during June, a report from the monthly information, reflecting the events of the past year is compiled and submitted to the Warden/Superintendent for the purpose of having an organized system of information to affect his/her decision making capacity relative to both offenders and operational needs. This report shall include results of progress made during the past fiscal year and goals and objectives formulated during the upcoming fiscal year. The reporting procedure to be used is the same as outlined in the SOP 203.02, Document Flow,
3. Access to information which is part of the Management Information System is restricted information and is not available without consent of the Warden/Superintendent.
4. Suggested criteria for evaluation of the overall facility/center performance and the definitions used here are consistent with those standards outlined by the American Correctional Association in the Standards for Adult Correctional Institutions Manual relevant to Quality of Life. When consolidating and reporting monthly activities for the Warden/Superintendent staff meeting, be

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Operational Reporting

Policy Number: 203.01

Effective Date: 6/30/2020

Page Number: 3 of 4

Authority:
Commissioner

Originating Division:
Facilities Division

Access Listing:
Level I: All Access

aware of the following criteria for assessing quality of life in correctional facilities/centers:

- a. Levels of Violence: physical force, gas, weapons and use of restraints.
- b. Safety and Health Issues: levels of crisis incidence, accident rates, industrial accidents, outbreaks of serious illness and problems with sanitation.
- c. Climate: perceived level of fear, quality of staff/offender relationships, violence levels.
- d. Population Density: square foot per offender and number of offenders per cell or dormitory.
- e. Facility/center security: includes attempted escapes, disturbances, demonstrations and hostage situations.
- f. Staffing: staff relationships, ratios (custodial and program), turn over ratios, strikes (protests and demonstration), assaults, prosecution referrals, staff grievance levels and adverse actions against employees.
- g. Offender Control Issues: use of protective custody, administrative segregation, disciplinary isolation, level of grievance use, prosecution referrals, major disciplinary reports, lockdowns and idleness.
- h. Legal/Constitutional Issues: level and nature of litigation, number of suits brought and successful suits.
- i. Programs/Services Issues: availability of programs and services, access to family and/or community, opportunities for work and personal development, balance and treatment in training/education and work programs.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Operational Reporting

Policy Number: 203.01

Effective Date: 6/30/2020

Page Number: 4 of 4

Authority:
Commissioner

Originating Division:
Facilities Division

Access Listing:
Level I: All Access

j. Physical plant: appropriateness and adequacy.

V. Attachments:

None.

VI. Record Retention of Forms Relevant to this Policy:

None.