

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Official Operating Capacities

Policy Number: 203.05

Effective Date: 10/14/2022

Page Number: 1 of 3

Authority:
Commissioner

Originating Division:
Facilities Division

Access Listing:
Level I: All Access

I. Introduction and Summary:

- A. All buildings shall conform to security requirements of offenders housed therein and the requirements of the State Fire Marshall.
- B. Official operating capacities are established by the Commissioner and maintained by the Director, Field Operations. No change may be made to a facility's official operating capacity without the express written authorization of the Director, Field Operations, or designee.
- C. A list of official facility capacities will be published as needed and at least semi-annually by the Director, Field Operations, or designee. This list is the only official list of the Georgia Department of Corrections facility operating capacities. Unless expressly authorized by the Director, Field Operations, or designee, information regarding official facility capacities will only be released to agencies or individuals outside the Georgia Department of Corrections by the Director, Field Operations, or designee.

II. Authority:

- A. O.C.G.A. §1-2-1;
- B. GDC Board Rules: 125-1-2-.01, 125-2-2-.01, and 125-2-2-.02; and
- C. ACA Standards: 5-ACI-2B-02 and 5-ACI-2B-03.

III. Definitions:

None.

IV. Statement of Policy and Applicable Procedures:

- A. Official Facility Operating Capacities:

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1. Official operating capacities will be established by the Commissioner and maintained by the Director, Field Operations, or designee;
2. A list of official operating capacities will be published by the Director, Field Operations and distributed to all facilities at least semi-annually and as needed;
3. This is the only official list of facility operating capacities;
4. At least once every three (3) years, a physical count will be made of all beds within all GDC facilities;
5. Once the official operating capacities are established by the Director, Field Operations or designee, the Warden or Superintendent of the facility is responsible for maintaining that number of beds;
6. All changes to official operating capacities must be made in writing to the Director, Field Operations and written approval must be given and received by the Warden or Superintendent before the capacity can be changed;
7. In case of emergency action, verbal authorization is sufficient but must be followed up in writing immediately after the emergency is resolved; and
8. The Official Facility Operating Capacity of any facility at which pregnant female offenders are housed shall include capacity for at least one (1) unborn child for each such offender.

B. Facility Changes or Modifications:

1. Prior to any structural or programmatic modifications to the configuration of space and offender population, a written request must be submitted to the Director, Field Operations; and

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2. Any changes to the facility's official operating capacity either before or during construction resulting from the construction and/or renovation process must be coordinated with the Director, Field Operations in advance.

V. **Attachments:** None.

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