

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Weapons and Contraband Log

Policy Number: 226.04

Effective Date: 11/12/2020

Page Number: 1 of 4

Authority:
Commissioner

Originating Division:
Facilities Division

Access Listing:
Level I: All Access

I. Introduction and Summary:

The control of contraband is a critical component of the security procedures of a facility. Georgia law requires the control of illegal and unauthorized items in correctional facilities. When weapons and Contraband are found during searches, they shall be logged and shall include the date, brief description of the item, location where found, employee who found the item, the offender's name and GDC ID number, if specifically found in an individual's possession, whether disciplinary action was filed, and whether a warrant was sworn in local court.

II. Authority:

- A. O.C.G.A. §§ 42-5-15, 42-5-16, and 42-6-18;
- B. Ga. Comp. R. & Regs. 125-3-1-.05(b) and 125-3-1-.06; and
- C. GDC Standard Operating Procedure (SOP): 206.02, Management of Offender Property or Contraband; and
- D. ACA Standard: 5-ACI-3A-42 (ref. 4-4207).

III. Definitions:

- A. **Contraband** - Property items which are not explicitly authorized for possession; which are acquired through unauthorized means; which exceed personal property limitations on value or amount' which cannot be maintained in a neat and safe manner, or which present a fire, sanitation, security issue.
- B. **Nuisance Contraband** - Any item or article which may be or may have been authorized for possession, but which is now prohibited because of excessive quantities or otherwise presents a fire hazard, sanitation, security, or housekeeping problem.
- C. **Illegal Contraband** - Any item or article that is illegal in nature as defined by State or Federal Law; any item or article that poses a serious threat to the security

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of the institution and is ordinarily not approved for possession or admission into the institution; any item (weapon) which could be used to cause injury to an individual.

IV. Statement of Policy and Applicable Procedures:

- A. The following information shall be recorded on the Weapons and Contraband Log, Attachment 1. (**Note: Nuisance Contraband shall not be recorded on this log**):
1. Date that the weapon or Contraband was found;
 2. A brief description of the item found;
 3. The location where the item was found;
 4. The employee who found the item;
 5. The offender's name and GDC ID number, if found in an offender's possession;
 6. The disciplinary actions taken against the offender; and
 7. Whether or not a warrant was sworn in local court.
- B. Disposition of any Contraband recorded on the Weapons and Contraband Log, Attachment 1, shall be done in accordance with SOP 206.02, Management of Offender Property or Contraband. All Contraband will be stored in the secure area designated by the Warden/Superintendent. For the facilities that have designated evidence lockers in their outside mailrooms, the procedure set forth by the Office of Professional Standards will be followed.
- C. The Warden or Superintendent shall review all Weapons and Contraband Logs, Attachment 1.

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- D. All facilities shall complete and submit the Weapons and Contraband Log, Attachment 1, to the respective Regional Director at the end of each month. Reports with negative findings are to be submitted to ensure that all facilities are accounted for. Reports are to be received no later than the 10th day of the month.
- E. Each Regional Director will consolidate the reports of their respective facilities utilizing the Monthly Summary of Weapons and Contraband, Attachment 2. The summary report along with individual facility reports will be forwarded in a single package to the Field Operations Director's office by the 20th day of the month.

V. Attachments:

Attachment 1: Weapons and Contraband Log

Attachment 2: Monthly Summary of Weapons and Contraband

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, both attachments shall be maintained for one (1) year and then destroyed.