

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Housing and Transfer of Detainees

Policy Number: 211.03

Effective Date: 5/23/2023

Page Number: 1 of 14

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

I. Introduction and Summary: A Detainee sentenced to a Secure Alternative Center may be housed at a State Prison(s) or transferred to another Secure Alternative Center to provide the Detainee with physical health care, mental health care and supervision most appropriate to their needs. Assignment to designated prisons shall in no way modify the legal status of the Detainee and will only occur when the level of service required by the Detainee cannot be met in the assigned Secure Alternative Center and in order to ensure continuity of care.

II. Authority:

A. O.C.G.A. 42-8-111 and 42-8-35.4.

B. GDC Standard Operating Procedures (SOPs): 103.63 Americans with Disabilities Act (ADA), Title II Provisions, 222.01 Inter-Institutional Transfer, 222.10 Security Procedures During Transport of Offenders, and 507.04.16 Utilization Management; and

C. ACA Standards: 4-ALDF-2A-33, 4-ALDF-2A-34, 4-ALDF-4C-04, 4-ALDF-4C-05, 4-ALDF-4C-06, 4-ALDF-4C-40, and 4-ALDF-4D-27.

III. Definitions:

A. **Detainee** - A probationer sentenced by the courts, or a parolee placed by the Parole Board in a short-term Secure Alternative to incarceration.

B. **Secure Alternative** - An alternative sentencing option to incarceration using placement by the Parole Board or Courts to a short-term confinement.

C. **Secure Alternative Center** - A GDC center designed to house probationers and/or parolees sentenced to a Secure Alternative, i.e., Probation RSAT, Probation Detention Center, Bootcamp, or Integrated Treatment Facility.

IV. Statement of Policy and Applicable Procedures:

A. As physical and mental health recommendations dictate, certain Detainees may

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Housing and Transfer of Detainees

Policy Number: 211.03

Effective Date: 5/23/2023

Page Number: 2 of 14

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

need to be referred to a state prison or another Secure Alternative Center for:

1. Medical/Mental health evaluations.
2. Other services; or
3. Housing.

B. Evaluations will follow procedures as outlined in medical and mental health policies:

1. Moves needed as a result of such evaluation will be referred to Central Office for the location of the appropriate bed space; and
2. The Superintendent/Designee will utilize as deemed necessary the state prison or Secure Alternative Center which can appropriately provide the care needed for the Detainee.

C. Physical Health Care:

1. When it is determined that a Detainee presents health care needs beyond the Secure Alternative Center's capability to manage, the following options are available:
 - a. Facility medical staff will contact Utilization Management and advise of the Detainee's medical condition(s).
 - b. Utilization Management staff will advise the Superintendent of the:
 - i. Necessary level of care required to meet the Detainee's needs; and
 - ii. Advise of infirmary or hospital bed location if deemed necessary.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Housing and Transfer of Detainees

Policy Number: 211.03

Effective Date: 5/23/2023

Page Number: 3 of 14

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

- c. Superintendent/Designee may advise the referring probation office that the Detainee's medical condition does not allow for completion of sentence at the Secure Alternative Center.

D. Mental Health Care:

1. State prisons will also provide mental health care for Detainees.
2. State Prisons serving as evaluation sites shall be indicated by the current Health Services Directive.
3. The Secure Alternative Center will transport the Detainee to the designated prison for assessment.
4. Should it be determined that mental health care and housing is needed, the mental health staff member will contact the Center Superintendent for authorization to assign to the appropriate Mental Health facility.
5. When approved, all affected facilities and Centers will be notified.
6. Transportation will be indicated on the email authorizing the transfer; and
7. The Detainee may be temporarily housed at the assessing state prison until movement to the assigned location for treatment can be accomplished.

E. Administrative Reason:

1. Detainees may be assigned to a state prison due to security and /or supervision problems beyond the ability of the Secure Alternative Center to manage effectively.
2. Assignment to a state prison is not in lieu of a revocation action necessitated by Detainee behavior.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Housing and Transfer of Detainees

Policy Number: 211.03

Effective Date: 5/23/2023

Page Number: 4 of 14

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

3. Disciplinary violations shall be dealt with through:
 - a. The Secure Alternative Center's disciplinary process; or
 - b. Through request for a probation revocation.
4. In determining who should be referred, the probation facility staff shall consider the following:
 - a. History of violent or sexually assaultive behavior and whether the Detainee currently presents a clear and present threat to self and others and cannot be managed in a low security Secure Alternative Center
 - b. Escape risk and history of escape.
 - c. The Detainee has demonstrated that he/she presents a danger to the public, staff, or other Detainees.
 - d. Detainer or pending charges for a violent or sexual assault offense that would necessitate a higher degree of security and control than the Secure Alternative Center can provide; and
 - e. Observed behavior and attitude should be considered in combination with the above factors and a determination made as to the Secure Alternative Center's ability to manage the Detainee.
5. On occasion, after a Secure Alternative Center-initiated revocation hearing, some Detainees may be returned to the Secure Alternative Center rather than being revoked to prison.
6. Frequently, they will have received an additional Secure Alternative Center sentence as a result of the revocation hearing; and

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Housing and Transfer of Detainees

Policy Number: 211.03

Effective Date: 5/23/2023

Page Number: 5 of 14

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

7. The Secure Alternative Center may wish to consider reassignment to another Secure Alternative Center.

F. Moves of those with Accommodation Needs:

1. All offenders requiring reasonable accommodations as defined by the Americans with Disabilities Act shall be housed in cells/living units that best meet the identified disability needs.
2. Offenders who require this type of accommodation will be given priority over an offender who does not require accommodation for a disability.
3. The offender not requiring reasonable accommodations shall be moved to another cell/living unit if the cell/living unit is needed for an offender requiring such accommodations.
4. Transfer from one facility of this nature to another facility of this nature shall be a method of last resort; and
5. Offender housing shall be facilitated in accordance with SOP 103.63.

G. Approval:

1. The referral for movement must be approved by the Secure Alternative Center Superintendent or designee.
2. Upon determining that a transfer is needed Offender Administration will be contacted for approval; and
3. When approved, Central Office shall notify the receiving institution and sending Secure Alternative Center.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Housing and Transfer of Detainees

Policy Number: 211.03

Effective Date: 5/23/2023

Page Number: 6 of 14

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

H. Procedures for Movement and Other Instructions:

1. Central Office must be contacted by telephone or email and will coordinate all movement of Detainees into and out of state prisons and centers.
2. The Superintendent of the Secure Alternative Center and the Warden of the state prison will be advised by staff involved (medical or mental health staff) of the need to transfer the Detainee.
3. The Secure Alternative Center may be responsible for providing/coordinating transportation to and from the state prison.
4. Offender Administration will advise if state bus transport is available.
5. The Secure Alternative Center shall ensure that all relevant information and files are delivered to the receiving institution with the Detainee.
6. The information should include:
 - a. The medical file. (Include x-rays if available).
 - b. The Detainee case file or copy (including photograph).
 - c. Indication of Detainee's maximum release date.
 - d. The Secure Alternative Center shall insure that the proper 'Special Conditions' form is in the case file; and
 - e. The Detainee identification card.
7. Funds in the Detainee's account should be forwarded within two (2) working days unless the Detainee is expected to return in five (5) days or less.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Housing and Transfer of Detainees

Policy Number: 211.03

Effective Date: 5/23/2023

Page Number: 7 of 14

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

8. A Detainee's personal property will normally be forwarded to the receiving facility unless the Detainee is expected to return to the Secure Alternative Center.

NOTE: While housed in a state prison, Detainees will be afforded all privileges that are afforded the general population offenders. These shall include, but not be limited to commissary, visitation, phone, and any program services needed, based upon individual assessments.

9. The Detainee's family/next-of-kin will be notified of his/her whereabouts within two (2) working days.

10. The Secure Alternative Center will:

- a. Enter the supervisor change into SCRIBE; and
- b. The Detainee will be placed on the non-custody count of the sending Secure Alternative Center.

11. The Secure Alternative Center shall maintain documentation that reflects:

- a. Transfer location.
- b. Date of departure.
- c. Reason for transfer; and
- d. Maximum release date of the Detainee.

12. The Detainee will be carried as a sleeper on the institution's count.

13. The Detainee should be returned to the sending Secure Alternative Center for discharge.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Housing and Transfer of Detainees

Policy Number: 211.03

Effective Date: 5/23/2023

Page Number: 8 of 14

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

14. If it is necessary for the host state prison to discharge the Detainee, the sending Secure Alternative Center will provide any necessary assistance. This includes:
 - a. Ensuring that the prison is aware of the release date.
 - b. Forwarding personal property and discharge clothing in a timely manner.
 - c. All Detainees must be discharged in civilian clothing.
 - d. Providing probation reporting instructions so that the Detainee can be informed as to requirements; and
 - e. Any other needed assistance to facilitate discharge.
15. The Detainee is responsible for providing his/her own discharge transportation and clothing.
16. If the Detainee does not have resources, funds from the sending Secure Alternative Center's regular operating expenses will be utilized to purchase a bus ticket or to buy clothing.
17. Every effort will be made to assist the Detainee in making his/her own arrangements for meeting these needs.
18. When it becomes evident that a Detainee has no means of assistance with transportation and/or clothing, the business office shall review the personal account of the Detainee.
19. The Detainee shall be declared eligible for assistance if:
 - a. He/she has insufficient funds to purchase a bus ticket home; or
 - b. Insufficient funds to purchase essential clothing.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Housing and Transfer of Detainees

Policy Number: 211.03

Effective Date: 5/23/2023

Page Number: 9 of 14

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

20. The Detainee may keep:

- a. His/her state-issued shoes; and
- b. One set of underwear and socks.

21. The facility may protect up to ten (\$10.00) dollars of the Detainee's personal funds to ensure that the Detainee has some money at discharge, but the facility shall not provide any discharge money.

22. The limits of expenditure are:

- a. The cost of a bus ticket to the Detainee's home.
- b. Cost of one (1) pair of pants.
- c. A shirt; and
- d. If demanded by weather, one (1) lightweight jacket or sweater.

23. A seventy (\$70.00) dollar limit is imposed on clothing purchases per Detainee.

24. This procedure applies only to:

- a. Eligible Detainees released from Secure Alternative Centers; and
- b. State prisons that may be discharging a Detainee.

25. The host state prison will advise the sending Secure Alternative Center of any transfer or change in status of a Detainee.

26. Any questions or concerns regarding a Detainee should be addressed to the sending Secure Alternative Center.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Housing and Transfer of Detainees

Policy Number: 211.03

Effective Date: 5/23/2023

Page Number: 10 of 14

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

27. The host state prison shall:
- a. Obtain a release date on each Detainee; and
 - b. Shall ensure that the Detainee is not held beyond that date.
28. All discharges will be coordinated with the sending Secure Alternative Center.
29. Normally, Detainees will be returned to the Secure Alternative Center for discharge.
30. The host state prison shall ensure that the medical and case files are returned to the sending Secure Alternative Center either:
- a. With the returning Detainee; or
 - b. At the discharge of the Detainee.
31. When the Detainee is returned to the Secure Alternative Center:
- a. Any personal property will be returned; and
 - b. Any funds in the Detainee's account will be forwarded.
32. Detainee will be managed and supervised by the rules and regulations of the host state prison.
33. Grievances or disciplinary appeals pursued beyond the institutional level will be processed as those for all offenders.
34. Copies of paperwork shall be:
- a. Placed in the Detainee's file; and

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Housing and Transfer of Detainees

Policy Number: 211.03

Effective Date: 5/23/2023

Page Number: 11 of 14

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

b. Forwarded to the Secure Alternative Center with his/her other records.

35. Central Office does not need these documents on Detainees.

36. Examples of such paperwork include:

- a. Disciplinary Reports; and
- b. Detainee's Physical Profiles.

37. Detainees housed in state prisons will be provided:

- a. Access to needed services.
- b. Programs available within the prison; and
- c. Additional services as determined by prison staff.

38. Should a Detainee need to be transferred to a community hospital (or other similar facility) while being housed at a state prison, the prison Warden or designee shall make the determination of security supervision needs based upon an assessment of the security of the individual.

39. This may include a range of possibilities from:

- a. Allowing the Detainee to be housed without correctional officer supervision; to
- b. Requiring twenty-four (24) hour correctional officer supervision.

40. In the event that an emergency transfer needs to be accomplished after normal working hours, on weekends, or during holidays, the senior official at the Secure Alternative Center shall:

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Housing and Transfer of Detainees

Policy Number: 211.03

Effective Date: 5/23/2023

Page Number: 12 of 14

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

- a. Contact the designated state prison; and
- b. Request that the prison accept the Detainee.

41. The state prison shall contact the Communications Center and notify them of the transfer.

42. The transfer will be described on the Emergency Report; and

43. If an emergency transfer cannot be agreed upon between the facilities involved, the Communications Center shall be requested to contact the appropriate Director for assistance in resolving the situation.

I. Transfer to another Secure Alternative Center:

1. Detainees may be transferred from one Secure Alternative Center to another through:

- a. Authorization of Offender Administration; or
- b. As directed by the Regional Director(s).

2. These transfers may occur in order to:

- a. Provide needed health care.
- b. For other causes which are essential to the care and supervision of the Detainee; or
- c. As necessary for the effective administration and management of the Centers.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Housing and Transfer of Detainees

Policy Number: 211.03

Effective Date: 5/23/2023

Page Number: 13 of 14

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

3. Detainees may be transferred as long as it is not prohibited by court order from the sentencing court as specified in the special conditions clause.
4. If prohibited, the Superintendent may seek an amended order.
5. When a Detainee is transferred from one Center to another, it will be necessary to send the following:
 - a. Case file.
 - b. Medical file.
 - c. All medications prescribed for the Detainee's use.
 - d. Personal belongings.
 - e. Personal funds held on a Detainee's account; and
 - f. The completed Attachment 1 of this SOP.
6. Prior to the actual transfer occurring, it must be:
 - a. Authorized through Offender Administration; and
 - b. Arranged that the sending facility will be responsible for transport unless other arrangements are necessary and agreed upon.
7. Offender Administration must:
 - a. Always be notified; and
 - b. Will assist in transport arrangements, if needed.

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Housing and Transfer of Detainees

Policy Number: 211.03

Effective Date: 5/23/2023

Page Number: 14 of 14

Authority:
Commissioner

Originating Division:
Facilities Division
(Secure Alternative Centers)

Access Listing:
Level I: All Access

8. Offender Administration should prepare a transfer order and add Detainee to the bussing order if the transfer bus is utilized.
9. Detainees should be added to the transport list and should be seated in the front seats of the bus or van.
10. The sending Secure Alternative Center will complete attachment 1 of this SOP and forward it to the Receiving Center or Facility.
11. Every attempt to make this a cooperative effort should be maintained and all information regarding the transfer request should be made known to all parties involved.
12. Regional Offices may, at times, direct that Detainees be transferred for cause; and
13. The Detainee Transfer Form (Attachment 1) will be completed in these cases.

V. Attachments:

Attachment 1: Detainee Transfer Form

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be placed in the Detainee's Institutional file and maintained according to the retention schedule for that file.