

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: Facility Operations	Reference Number: IID04-0014	Revises Previous Effective Date: 7/15/02
Subject: Personal Items For Inmates Transferred To Transitional Centers		
Authority: Owens/Hodges	Effective Date: 8/01/09	Page 1 of 3

I. POLICY:

Inmates assigned to Transitional Centers to participate in Center programs and community employment (work release), will be provided with minimal items of clothing and other items for comfort and hygiene. Inmates that are taking prescribed medication will be furnished with a 30-day supply of medication by the sending institution prior to transferring to the Transitional Center for work release or maintenance assignment.

II. APPLICABILITY:

All Transitional Centers, State and County Prisons

III. RELATED DIRECTIVES:

- A. Board Rules: 125-2-4-.07, 125-2-4-.19, 125-3-6-.04(5)
- B. GDC SOPS: IIB06-0002, IID04-0007

IV. DEFINITIONS:

NONE

V. ATTACHMENTS:

NONE

VI. PROCEDURE:

- A. The following listed clothing items may be provided by the Transitional Center to each work release or maintenance inmate upon transfer to a Transitional Center. These items may be provided in the form of a GDC Release Package.

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<u>Item</u>	<u>Quantity</u>
- Shirt (civilian style)	1 each
- Pants (civilian style)	1 each
- Jacket (civilian style)	1 each
- Belt	1 each
- Underclothes	2 each
- Socks	2 pair
- Shoes	1 pair

- B. The following listed personal hygiene items will be provided to each inmate:

<u>Item</u>	<u>Quantity</u>
- Towels	2 each
- Face Cloths	2 each
- Soap	1 bar
- Toothbrush	1 each
- Toothpaste or powder	1 each
- Comb/Brush	1 each
- Safety or Electric Razor	1 each
- Shaving Cream/Powder	1 each
- Deodorant (non-aerosol)	1 each
- Sanitary Supplies	at least 12
(Females only; napkins/tampons)	

- C. Clothing and personal items will be transported with the inmate when he/she is transferred to a Transitional Center. Items may be personal property of the inmate; however, any inmate not possessing the minimal items in

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paragraphs VI.A and VI.B of this SOP will be issued the items by the sending facility (prison or pre-transitional) prior to transfer to a Transitional Center for work release or maintenance assignment.

- D. Residents will be permitted to carry additional personal property items as authorized in SOP IID04-0007, "Transitional Center Resident Personal Property." Items not authorized by procedure will be disposed of according to SOP IIB06-0002, "Management of Inmate Property & Contraband."

- E. All inmates transferring to a Transitional Center with prescribed medications must be provided with at least a 30-day supply of medication. All medication must be properly labeled and packaged, and placed in red/white envelopes identified as medication. The red/white envelopes containing the medication, along with institutional records, will be transported with the inmate.